



TOWN OF  
VICTORIA PARK

## Policy Committee Minutes – 26 July 2021

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**WE'RE OPEN**  
**VIC PARK**

Please be advised that a **Policy Committee** was held at **5:30pm** on **Monday 26 July 2021** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Cr Brian Oliver – Presiding Member**  
27 July 2021



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# 1 Declaration of opening

Cr Brian Oliver opened the meeting at 5.30pm.

## **Acknowledgement of Country (by Presiding Member)**

I am not a Nyungar man, I am a non-Indigenous man. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

*Ngany yoowart Noongar maam, ngany wadjella maam. Ngany djerapiny Wadjak – Noongar boodja-kyakiny, nidja bilya bardook.*

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

## **2 Attendance**

### **Banksia Ward**

Cr Claire Anderson  
Cr Ronhhda Potter  
Cr Wilfred Hendriks  
Cr Luana Lisandro

### **Jarrah Ward**

Deputy Mayor Bronwyn Ife  
Cr Vicki Potter  
Cr Brian Oliver (Presiding Member)  
Cr Jesvin Karimi

### **Chief Community Planner**

Ms Natalie Martin Goode

### **Manager Technical Services Manager Place Planning**

Mr John Wong  
Mr David Doy

### **Coordinator Governance and Strategy Senior Place Leader (Strategic Planning)**

Ms Jasmine Bray  
Ms Carly Pidco

### **Secretary**

Ms Natasha Horner

## **2.1 Apologies**

### **Chief Executive Officer Chief Operations Officer**

Mr Anthony Vuleta  
Ms Natalie Adams

## **2.2 Approved leave of absence**

### **Mayor**

Ms Karen Vernon

### **3 Declarations of interest**

#### **Declaration of financial interest**

Nil.

#### **Declaration of proximity interest**

Nil.

#### **Declaration of interest affecting impartiality**

Nil.

### **4 Confirmation of minutes**

#### **COMMITTEE RESOLUTION:**

**Moved:** Cr Brian Oliver

**Seconded:** Cr Claire Anderson

That the Policy Committee confirms the minutes of the Policy Committee held on 28 June 2021.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

### **5 Presentations**

Nil.

### **6 Method of dealing with agenda business**

Nil

## 7 Reports

### 7.1 Draft Policy 117 Business Grants

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Place Leader (Strategic Planning)
<b>Responsible officer</b>	Manager Place Planning
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft Policy 117 Business Grants [7.1.1 - 5 pages]</li><li>2. City of Perth Small Business Grants Program Information Pack 2019-2020 [7.1.2 - 13 pages]</li><li>3. City of Perth COVID-19 Rebound Grants and Sponsorship Program Information Pack 2020-2021 [7.1.3 - 46 pages]</li><li>4. Quarterly Report EDS- Apr- Jun [7.1.4 - 9 pages]</li></ol>

#### Recommendation

That the Policy Committee recommends that Council adopts Policy 117 Business Grants as attached.

#### Purpose

For Council to adopt a policy framework for an ongoing Town of Victoria Park Business Grants program in support of the Town's Economic Development Strategy.

#### In brief

- At its meeting of 18 August 2020, Council adopted Policy 121 COVID-19 Business Grants which establishes the Town's inaugural business grants program. The program is a COVID-19 recovery project, funded by the COVID-19 recovery fund, and has supported several local businesses under two categories - the Economic Development Grant, which provides up to \$8,000 for strategic projects with broad economic and business benefits, and the Small Business Resilience Grant, \$1,000 micro-grants to help individual small businesses with COVID-19 recovery initiatives.
- Policy 121 COVID-19 Business Grants includes a sunset clause and will be revoked in September 2021. This is in keeping with the conclusion of COVID-19 Business Grant funding from the COVID-19 recovery fund.
- Feedback received from staff, elected members and the Business Advisory Group indicates that there is interest in an ongoing, non-COVID-19 related business grants program. This program could potentially support a broad range of economic development objectives and needs, both under the Town's Economic Development Strategy and broader strategic program.
- Policy 117 Business Grants provides an overarching policy to establish a highly flexible business grants program, with project objectives and grant categories being reviewed on an annual basis in response to current trends and needs. The policy does not obligate Council to deliver the program every year, acknowledging that availability of grants will be in accordance with availability of budget.

## Background

1. Under Policy 001 Policy management and development, a policy response was identified as required to meet:
  - the Town's strategic objectives
  - community need or expectation.
2. The Economic Development Strategy: Pathways to Growth 2018-2023 (the "EDS") provides several pathways to build on local identity and develop a diverse and resilient local economy. Pathway 4 focuses on supporting innovation and entrepreneurship and Pathway 5 focuses on creating an enabling business environment. While the EDS does not specifically include business grants in its recommendations, such a program can be crafted as a strong tool to deliver EDS actions such as:
  - a) 4.3 Enable strategic interaction with start-ups, entrepreneurs and innovators to leverage and promote entrepreneurial thinking within Council.
  - b) 4.5 Actively develop the regional innovation ecosystem's capacity to nurture businesses, artists, creatives and innovators and generate economic growth in key industry sectors.
  - c) 5.7 Build the reputation of the Town as a great place for investment by identifying and promoting its business success stories.
  - d) Various actions in Pathway 6 and Pathway 7 targeting high-value industry sectors and high-value precincts, such as 7.11 Explore and promote programs to help businesses integrate technology into the retail and hospitality offering and 7.18 Implement a Shopfront Improvement Grant scheme.
3. The Town's inaugural business grants program was launched in 2020 as a COVID-19 recovery project. The project specifically targeted building resilience and invigorating the local economy during the pandemic recovery phase. Funding of the program is finite under the COVID-19 recovery fund and the governing Policy 121 COVID-19 Business Grants will be revoked in September 2021. In total there were 28 Small Business Grant applications submitted, with 13 of these awarded a grant. A total of 14 Economic Development Grants applications were submitted, with seven awarded a grant. For more detailed information on the individual applications, see the pages 3 and 4 of the EDS Quarterly Reporting from the July OCM which is attached.
4. A small internal review was undertaken to assess the efficacy of the COVID-19 Business Grants program and make recommendations for a future ongoing program of business grants. During this process, the business grants concept was discussed at a meeting of the Town's Business Advisory Group ("BAG"). The BAG was largely supportive of a business grants program.
5. In addition to discussion with the BAG, the review considered feedback from staff involved in the program and case studies of business grant policy frameworks from other local governments. Engagement with individual recipients of COVID-19 Business Grants was not included as many of these projects are still ongoing.
6. The review of the COVID-19 Business Grants program identified four key themes relevant to any future program:
  - a) *Flexibility* – Policy 121 was developed for a very specific purpose in a unique context. As the recovery phase has progressed, it has become apparent that some of the policy requirements have become outdated or are overly limiting on new and interesting ideas. For example, the program attempts to prevent Small Business Resilience Grants being used for "standard operating costs", a term which is defined in the policy. This has led to some confusion for applicants who want to use a grant for costs such as marketing, disbursements and staff hours where these are necessary to support a

specific recovery or resilience project. More broadly, as the recovery phase has progressed, the Policy 121 conceptualisation of 'recovery' for small businesses has not evolved.

- b) *Ambivalence or stagnation of grant themes* – broad themes for grants can provide flexibility to applicants but can also create confusion or uncertainty. For COVID-19 Business Grants, staff observed that some applicants or potential applicants were uncertain what was meant by terms such as “recovery” and “resilience”. The Policy 121 themes were at the same time, both overly restrictive and too abstract. Feedback received from the community via the BAG or informal conversations with staff indicates that business prefer clear, specific grant themes so that they can quickly determine their level of interest and relevance. Similar issues have been observed by Councils running “innovation” business grants, where there is a need to clearly define innovation without unduly limiting potential grant projects.
  - c) *Resourcing impacts* – running the COVID-19 Business Grants program required substantial staff hours and resourcing, this must be considered in the planning stages of any future program. In particular, the Small Business Resilience Grants have required substantial staff hours with limited uptake, and the value-point of these grants must be considered. Micro-grants should not be dismissed entirely, but should only be utilised where there is a very specific and significant need.
  - d) *Information and access* – the Town has administered community grants for many years and has a well-established suite of informational tools and processes as well as a highly-informed target market. However, the target market for COVID-19 Business Grants is not generally highly experienced with a program of this nature and this was reflected in the application paperwork received and overall program uptake. Further consideration should be given to how the program is marketed and the informational tools provided to potential applications, including specific consideration of the Town’s substantial culturally and linguistically diverse business community. Improved informational and educational tools may also assist in reducing the administrative burden if applicants are better positioned to complete paperwork and deliver projects with minimal staff assistance.
7. Overall, the review of the program concluded that a Business Grants program has benefit to the Town’s business community and is consistent with the EDS but must be carefully formulated to provide specific benefits while not stifling creativity or failing to respond to changing priorities and conditions. A new Council policy to guide an ongoing Business Grants program has therefore been developed.

## Strategic alignment

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	The Business Grants program can support local businesses or projects that deliver local economic development benefits. The program can both target these strategic outcomes directly and create a broader environment of business vibrancy.

## Engagement

Internal engagement	
Stakeholder	Comments



Economic Development (Place Planning)	<ul style="list-style-type: none"> <li>Two informal workshops were held: <ul style="list-style-type: none"> <li>Workshop 1 focused on experiences with the COVID-19 Business Grants program, Policy 121, and broad ideas for future programs</li> <li>Workshop 2 focused on Draft Policy 117 Business Grants</li> </ul> </li> <li>Staff were invited to complete a short survey on the COVID-19 Business Grants Program</li> <li>Staff were invited to provide feedback on Draft Policy 117 Business Grants</li> </ul>
Place Planning	<ul style="list-style-type: none"> <li>Staff were invited to complete a short survey and/or provide feedback on their experiences with the COVID-19 Business Grants program</li> <li>Staff were invited to provide feedback on Draft Policy 117 Business Grants</li> </ul>
Community	<ul style="list-style-type: none"> <li>Staff were invited to complete a short survey and/or provide feedback on their experiences with the COVID-19 Business Grants program</li> <li>Staff were invited to provide feedback on Draft Policy 117 Business Grants</li> </ul>
Business Services	<ul style="list-style-type: none"> <li>Staff were invited to complete a short survey and/or provide feedback on their experiences with the COVID-19 Business Grants program</li> <li>Staff were invited to provide feedback on Draft Policy 117 Business Grants</li> </ul>
Business Advisory Group	<ul style="list-style-type: none"> <li>Members were invited to provide feedback on the COVID-19 Business Grants program and their views on a future program at a BAG meeting</li> </ul>

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Business Grants program is over or under-funded.	Insignificant	Possible	Low	Low	TREAT risk by reviewing the program annually and utilising learnings in the budget planning process.
	Successful projects/recipients fail to deliver the project or expected economic benefit.	Minor	Unlikely	Low	Low	TREAT risk through preparing a management practice to guide project delivery, including a robust acquittals process; utilise a cross functional panel for grants

							assessment to thoroughly consider likelihood of project success; review program annually. ACCEPT that a range of unforeseen factors may limit project success.
	Businesses become overly reliant on grant funding.						TREAT risk by including conditions within the policy around future funding and project eligibility.
Environmental	Not applicable					Medium	
Health and safety	Not applicable					Low	
Infrastructure/ ICT systems/ utilities	Not applicable					Medium	
Legislative compliance	Not applicable					Low	
Reputation	Community perceives that business grants are administered unfairly or inefficiently.	Minor	Rare	Low	Low	Low	AVOID the risk by preparing a management practice, communication tools and engagement strategy to demonstrate the program is being well managed; ensuring appropriate resourcing to enable efficient management of the program.
	Delivery of grant projects is unsuccessful or	Minor	Unlikely	Low	Low	Low	TREAT the risk through preparing a management

	triggers events that could reflect badly on the Town.					practice and establishing strong guideline's for the Town's role in projects.
	Community does not understand the benefit of a business grants program or how to access the program.	Insignificant	Possible	Low	Low	TREAT the risk through preparing informational tools and communication strategy.
Service delivery	Administration of business grants exceeds staff capacity.	Minor	Likely	Moderate	Medium	TREAT the risk through considering resourcing at all stages of program planning and budget planning. ACCEPT the risk if administration needs exceed staff capacity.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Adoption of Draft Policy 117 Business Grants does not obligate the Council to fund and run a business grants process, however, it does create a reasonable expectation for such a program. Place Planning is advocating for a budget of \$80,000 in the 2021/22 annual budget. This is consistent with the budget allocated from the COVID-19 Recovery funds in 2020/21, of which \$51,120 (ex GST) was awarded to seven Economic Development Grant recipients, and \$10,506 (ex GST) was awarded to twelve Small Business Recovery Grant recipients. The amount allocated to business grants will be reviewed each year.

## Analysis

- Following the internal review of the COVID-19 Business Grants program, draft Policy 117 Business Grants has been developed to address review findings and establish an ongoing business grants program in support of the EDS. Development of a new policy is preferable to a review of the existing Policy 121 COVID-19 Business Grants policy as the latter and its programs remain current until September 2021, and the existing provisions should be retained until the operation of the program concludes. The highly specific approach of Policy 121 conflicts with the broad, flexible approach of draft Policy 117 and it is difficult to reconcile these two approaches within a single policy.

9. A number of policy and program approaches from other local governments were considered through the review. The City of Perth model was found to be highly advantageous in addressing the issues identified in the review, particularly in relation to flexibility and ambivalence or stagnation of themes. The City of Perth model utilises a brief, generic policy to establish the fundamentals of the grant program. The policy does not attempt to establish specific program themes or grant categories. Instead, these are regularly reviewed and published in the City's grants information pack. This approach allows the City to be highly nimble and efficient in the delivery of its grant programs, responding to changing priorities as they arise, as observed with its ability to swiftly establish a COVID-19 response grants program. The 2019/20 and 2020/21 information packs are attached to this report to demonstrate the breadth of potential programs that can be delivered under the same overarching policy.
10. Draft Policy 117 Business Grants has been based on the City of Perth approach. The ongoing review of the business grants program will be broadly undertaken as follows (timings are by financial year):
  - a) Staff will review the previous year's themes and provide summary information to elected members (Target timeframe – late Q3).
  - b) Elected members will provide guidance on strategic objectives, target themes, audiences and categories, and broad funding allocation. The strategic direction should primarily reflect the EDS but can also draw on needs or actions in other adopted Council strategies where there is mutual benefit. For example, a shopfront improvement grant program could also meet heritage preservation or Economic Development Program objectives; or an accessibility building works grant program can also meet Disability Access and Inclusion Plan objectives. (Target timeframe – late Q3 to early Q4).
  - c) Staff will prepare information packs, any program-specific assessment criteria, and media collateral to deliver the program in keeping with the strategic direction set by elected members (Target timeframe – Q4).
  - d) Staff will include business grants in the budget advocacy process, reviewed to accommodate the scope envisioned (Target Timeframe – Q3/Q4).
  - e) Launch of the new information packs, website content and business grants program (Target Timeframe – Q1).
11. This process will be outlined in a management practice to support draft Policy 117, which staff will prepare following elected member consideration of the draft policy.
12. This approach has the advantage of being highly flexible to changing needs and priorities. This might include urgent and unforeseen needs that arise outside of the review process (similar to the COVID-19 pandemic and recovery effort), where the Town is able to quickly adapt or broaden the program pending availability of budget and elected member support. It also provides a simple process for the grant objectives to be changed each year, if desirable, without the need for amending the Council policy. The approach offers a sound balance of flexibility and structure.
13. A summary of the draft Policy 117 Business Grants components is provided below.

Clause	Reason
Administration of Business Grants, clauses 1-6	These clauses are largely taken from Policy 121. They establish the program and Town's reporting requirements. Notably, clause 2 states that the Council may review program funding or suspend the program if funding is not available.
Conflicts of Interest,	These clauses are standard clauses largely taken from Policy 121.

clauses 7-10	
Eligibility, clauses 11-12	These clauses establish the basic eligibility requirements for any business grants recipient. These are broad requirements, largely taken from Policy 121 and similar to the community grants program eligibility requirements, intended to protect the Town’s reputational and financial interests.
Business Grants Categories and Assessment Criteria, clauses 13-15	<p>Clauses 13 and 14 establish the basic requirements for annual review of the program categories and assessment criteria, in keeping with the description provided in this report.</p> <p>Clause 15 provides a series of basic assessment criteria that will apply to any program delivered under draft Policy 117. These include theme-specific criteria to be identified during the annual review process, and general criteria intended to ensure that projects funded by the program are consistent with the EDS and likely to succeed in delivering an economic benefit.</p>
Approval Process, clauses 16-23	These clauses provide the most basic requirements for assessing and approving a business grant, which remain unchanged regardless of the strategic themes or categories. These are largely taken from Policy 121. These clauses are intended to facilitate ongoing transparency and consistency in the assessment process. The future management practice will augment these requirements with additional guidance for staff on routine administration of the program.
Acquittal Terms, clauses 24-25	These clauses provide the most basic requirements for acquittal of a business grant. The future management practice will augment these requirements with additional guidance for staff on routine administration of the program.

## Relevant documents

[Town of Victoria Park Economic Development Strategy: Pathways to Growth 2018-2023](#)

[Town of Victoria Park Policy 121 COVID-19 Business Grants](#)

[City of Perth Policy 18.13 Sponsorship and Grants](#)

## COMMITTEE DISCUSSION:

The committee discussed:

- clarifications on clause 17 and 23
- what the composition would be for the panel
- clarification on clause 9(a) and disclosures of interests
- clarification on clause 12 and its' definitions of ineligible criteria for applicants including elected members and closely associated persons
- whether considerations have been given for applicants who are involved in legal disputes
- clarification on the inclusion of the words 'Auspice organisation; Incorporated organisation; Small business; and Medium Business' in policy definitions
- how many business grants were received last year
- clarifications on time frames for notifying applicants
- whether the Chief Executive Officer or Council should be the approving body for grants.

*Cr Jesvin Karimi entered the meeting at 5.45pm.*

## AMENDMENT:

**Moved:** Cr Wilfred Hendriks

**Seconded:** Cr Vicki Potter

Remove the words 'Auspice organisation; Incorporated organisation; Small business; and Medium Business' from policy definitions.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

**Reason:**

As they are not referred to in the policy.

## AMENDMENT:

**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Brian Oliver

Insert a new clause 13 – Ineligibility criteria as follows:

“The Business Grants will not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.”

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

**Reason:**

To make clear that business grants are not a source of financial relief from the usual costs of operating a business.

## AMENDMENT:

**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Brian Oliver

Insert a new clause 14 – Ineligibility criteria as follows:

- a. Applicants must not lobby, seek to influence or canvass the decision-making of elected members or employees, in relation to their applications other than by way of an authorised presentation and/or deputation at a Council meeting. Any applicant who does so will have their application rejected.
- b. That all remaining clauses be renumbered accordingly.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronnhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

### **Reason:**

To promote transparency, accountability and good governance.

## AMENDMENT:

**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Jesvin Karimi

Amend existing Clause 17 to read as follows:

The Town will convene a panel to assess all applications received, which will:

- a. consist of at least three suitably qualified and experienced people, none of whom shall be elected members, appointed by the Chief Executive Officer;
- b. assess grant applications against the requirements and Assessment Criteria set out in this policy; and
- c. provide recommendations of which grant applications should be accepted or rejected to the Council.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronnhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

### **Reason:**

To promote transparency, accountability and good governance.

## AMENDMENT:

**Moved:** Cr Bronwyn Ife

**Seconder:** Cr Claire Anderson

Delete existing clause 23 and substitute as follows:

"The final decision whether a grant application is to be approved or rejected will be made by Council following receipt of a recommendation from the assessment panel."

**Carried (5 - 4)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Wilfred Hendriks and Cr Bronwyn Ife

**Against:** Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro and Cr Jesvin Karimi

**Casting vote:** Cr Brian Oliver casted his vote in favour of the amendment.

**Reason:**

Council is to be responsible for approving or rejecting the recommendations of the assessment panel, not the Chief Executive Officer.



## COMMITTEE RESOLUTION:

**Moved:** Cr Brian Oliver

**Seconded:** Cr Vicki Potter

That the Policy Committee recommends that Council adopts Policy 117 Business Grants as attached; subject to:

1. Remove the words 'Auspice organisation; Incorporated organisation; Small business; and Medium Business' from policy definitions.
2. Insert a new clause 13 – Ineligibility criteria as follows:

“The Business Grants will not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.”
3. Insert a new clause 14 – Ineligibility criteria as follows:
  - a. "Applicants must not lobby, seek to influence or canvass the decision-making of elected members or employees, in relation to their applications other than by way of an authorised presentation and/or deputation at a Council meeting. Any applicant who does so will have their application rejected."
  - b. That all remaining clauses be renumbered accordingly.
4. Amend existing Clause 17 to read as follows:

“The Town will convene a panel to assess all applications received, which will:

  - a. consist of at least three suitably qualified and experienced people, none of whom shall be elected members, appointed by the Chief Executive Officer;
  - b. assess grant applications against the requirements and Assessment Criteria set out in this policy; and
  - c. provide recommendations of which grant applications should be accepted or rejected to the Council.”
5. Delete existing clause 23 and substitute as follows:

“The final decision whether a grant application is to be approved or rejected will be made by Council following receipt of a recommendation from the assessment panel.”

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronnhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

## 7.2 Review of Waste removal and collection policies 257, 258 & 259

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Project Officer - Waste
<b>Responsible officer</b>	Manager Technical Services
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy 257 Waste removal - Residential properties - proposed amendments marked up [7.2.1 - 2 pages]</li><li>2. Policy 258 Waste removal Commercial properties - proposed amendments marked up [7.2.2 - 2 pages]</li><li>3. Policy 259 Recycling collection Residential and commercial properties - proposed amendments marked up [7.2.3 - 2 pages]</li></ol>

### Recommendation

That the Policy Committee recommends that Council:

1. Adopts amended Policy 257 (Waste removal – residential properties) as shown at attachment 1;
2. Adopts amended Policy 258 (Waste removal – commercial properties) as shown at attachment 2; and
3. Adopts amended Policy 259 (Recycling collection – residential and commercial properties) as shown at attachment 3.

### Purpose

To review the content of the waste removal and collection policies:

- Policy 257 - Waste removal – residential properties (Policy 257)
- Policy 258 - Waste removal – commercial properties (Policy 258)
- Policy 259 - Recycling collection – residential and commercial properties (Policy 259).

### In brief

- At the Council meeting of 21 April 2020 item 15.7 identified policies 257 – 259 to be reviewed as part of the additional information attached to the item. These waste policies have been scheduled for review by July 2021, and Operations have now completed the review.
- Policy 257 for residential properties has been amended to take into account the newly approved Garden Organic (GO) and Food Organic Garden Organic (FOGO) three bin systems to be introduced from 2022. The extent of the commitment for municipal waste collection (MSW) and recycling collection for commercial properties has also been clarified in policies 258 and 259.

### Background

1. The intent of the waste policies 257 – 259 is to provide guidance on the extent of waste removal services to residential and commercial properties for MSW and recycling waste.
2. The last reviews and amendments to policies 257 – 259 were made by Council on 20 August 2019, which amended the policies to bring them in line with the current policy template.

## Strategic alignment

Environment	
Strategic outcome	Intended public value outcome or impact
EN04 - A clean place where everyone knows the value of waste, water and energy.	To provide clear policy for the collection of MSW and recycling waste for residential and commercial properties.

## Engagement

Internal engagement	
Stakeholder	Comments
Technical Services	Review and provide input to assess impacts on Town.

## Legal compliance

[Section 2.7\(2\)\(b\) of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Policy does not provide clear guidelines for overall limit of collection services for commercial properties.	Moderate	Possible	Moderate	Low	TREAT risk by amending the policy to establish overall limits for commercial properties.
Environmental	Not meeting future waste diversion targets and government directives on change to GO/FOGO.	Moderate	Possible	Moderate	Medium	TREAT risk by the change to the policy is required to allow for bin numbers under GO/FOGO waste collection systems. The actual decision to move to GO/FOGO collection has already been made as per the Council decision in December 2020.

Health and safety	Excessive bin numbers on verge causing potential problems with pedestrian movement.	Minor	Possible	Moderate	Low	TREAT risk by amending the policy to establish overall limits for commercial properties.
Infrastructure/ ICT systems/ utilities	Not applicable.				Medium	
Legislative compliance	Not applicable.				Low	
Reputation	Not applicable.				Low	
Service delivery	Extra lifts required for commercial properties.	Minor	Moderate	Possible	Medium	TREAT risk by amending the policy to establish overall limits for commercial properties.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	There are no future budget impacts from the adoption of changes to the waste policies for collection: these changes to policy result from and only reflect the December 2020 Council decision to adopt the GO and FOGO waste collection systems for residential properties from 2022. The future budget impacts on the adoption of the adoption of the GO and FOGO waste collection systems have been identified at that stage.

## Analysis

- Council has approved the introduction of the GO three bin system from 2022 for residential households, with a final conversion to a FOGO system from around 2024/25. This will require changes to the number of bins provided and the collection frequency for the three bin systems. The amendment to Policy 257 reflects the changes envisaged. The changes proposed are tracked within attachment 1. Commercial properties will not be part of the GO/FOGO system changes.
- In relation to commercial premises, policies 258 and 259 allow for the removal of MSW and recycling waste on a set ratio of bins to floor metrage space. However, it does not currently limit the overall number of bins for individual commercial properties. Premises may currently attract a substantial number of bins in line with the floor ratio.
- The Town recognises that larger floor areas will usually generate more waste. However, it has not been, and will not be the intent that the Town is to provide substantial resources to individual commercial premises to ensure that all commercial operations are covered for waste removal. This is considered to

be part of normal expenses for such commercial operations, and not something to be totally subsidised through the provision of services paid for through the rates charges. The Town has therefore clarified the limit to the extent of waste removal capacity based around floor metreage space. The proposed changes to the policies are tracked within attachments 2 and 3.

6. The following amendments have been made to Policy 257.

<b>Clause</b>	<b>Proposed</b>	<b>Reason</b>
1. Number of bins	Number of bins to be provided to be increased from 1 to 2.	This is to allow for the future implementation of the GO or FOGO bin systems, starting in 2022.
5. Frequency of bin removal	Frequency of removal changed from weekly; to weekly and fortnightly (for second GO or FOGO bin).	This is to accommodate the new arrangements under the GO or FOGO systems.
6. Cost of additional bin service	Definition of annual budget timeframe 1 July to 30 June deleted.	Timeframe notation not required.
Policy Manager	Change to Manager Technical Services.	Change to policy manager title responsible for strategic waste issues.

7. The following amendments have been made to Policy 258.

<b>Clause</b>	<b>Proposed</b>	<b>Reason</b>
1. Entitlement of commercial properties to waste removal	Current entitlement only limited by area metre coverage, total entitlement to be limited by absolute number/ capacity.	The Town's provision of waste removal services to commercial properties is intended to be limited to a reasonable absolute limit (still based around the area coverage). Costs beyond this absolute limit are part of a normal commercial operational cost.
2. Additional bin service fee.	Delete reference to Fees and Charges Schedule.	Duplication of clause 6 notation.
5. Frequency of bin removal	Current entitlement is once a week, but this may be required on a more regular basis.	To limit the waste removal service as noted by the change in clause 1, the overall frequency may need to be determined by the Town.
6. Cost of additional bin service	Definition of annual budget timeframe 1 July	Timeframe notation not required.

	to 30 June deleted.	
Policy Manager	Change to Manager Technical Services.	Change to policy manager title responsible for strategic waste issues.

8. The following amendments have been made to Policy 259.

Clause	Proposed	Reason
1. Entitlement for residential properties to recycling bins	Option for 360L upgrade included.	The standard 240L bin is provided; however, if required the upgrade to a 360L bin is allowed and encouraged to avoid contamination issues.
2. Entitlement of commercial properties for recycling bin removal.	Current entitlement only limited by area metre coverage, total entitlement to be limited by absolute number/ capacity.	The Town's provision of recycling waste removal services to commercial properties is intended to be limited to a reasonable absolute limit (still based around the area coverage). Costs beyond this absolute limit are part of a normal commercial operational cost.
3. Additional recycling bin service fee	Delete reference to Fees and Charges Schedule.	Duplication of clause 10 notation.
6. Frequency of recycling bin removal for residential properties	Current entitlement is once a fortnight, but this may be required on a more regular basis	The frequency of recycling waste removal for residential high-density developments may be greater than the standard entitlement, this change allows for more flexibility for collection.
8. Frequency of recycling bin removal for commercial properties.	Current entitlement is once a week, but this may be required on a more regular basis.	To limit the recycling waste removal service as noted by the change in clause 2, the overall frequency may need to be determined by the Town.
9. Recycling bin service for commercial properties.	Recycling services may be provided by the Town for commercial properties, but only on request.	To clarify that recycling services are only provided on request, commercial operators may elect to use their own contractors for specific reasons (e.g. cardboard collections only may attract premium prices).
10. Cost of additional recycling service charges	Extra bin size services/ charges noted as allowable. Definition of annual budget timeframe 1 July to 30 June deleted.	To allow flexibility for the Town to deliver services outside of the standard bin size service for recycling. Timeframe notation not required.

Policy Manager	Change to Manager Technical Services.	Change to policy manager title responsible for strategic waste issues.
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## Relevant documents

Not applicable.

### COMMITTEE RESOLUTION:

**Moved:** Cr Ronhhda Potter

**Seconded:** Cr Wilfred Hendriks

That the Policy Committee recommends that Council:

1. Adopts amended Policy 257 (Waste removal – residential properties) as shown at attachment 1;
2. Adopts amended Policy 258 (Waste removal – commercial properties) as shown at attachment 2; and
3. Adopts amended Policy 259 (Recycling collection – residential and commercial properties) as shown at attachment 3.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

## 7.3 Review of Policy 024 - Event Attendance

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Coordinator Governance and Strategy
<b>Responsible officer</b>	Manager Governance and Strategy
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Review of Policy 024 Event attendance - final [7.3.1 - 5 pages]</li> <li>2. Review of Policy 024 Event attendance - proposed amendments marked up [7.3.2 - 5 pages]</li> </ol>

### Recommendation

That the Policy Committee recommends that Council adopts the amended Policy 024 – Event attendance as shown in Attachment 1.

### Purpose

To amend Policy 024 – Event attendance (Policy 024).

### In brief

- At the Concept Forum held on 22 December 2020, elected members provided feedback on the types of events that should be exempt from inclusion on the event attendance register.
- The list of exempt events has been included in the amended policy.

### Background

1. Council adopted Policy 024 on 21 April 2020 as required by section 5.90A of the *Local Government Act 1995*.
2. A Concept Forum was held on 22 December 2020 to discuss whether amendments were required to Policy 024.
3. Following the Concept Forum, a survey was made available on the Councillor Portal to confirm the events that should be exempt from inclusion on the event attendance register.

### Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	Policy 024 sets out the requirements for event attendance by elected members and the Chief Executive Officer of the Town, as required by section 5.90A of the <i>Local Government Act 1995</i> .

### Engagement

#### Internal engagement



Stakeholder	Comments
Elected members	<ol style="list-style-type: none"> <li>1. A Concept Forum was held on 22 December 2020 to determine whether the amendments to the policy were required.</li> <li>2. A survey was issued on the Councillor Portal on 23 December 2020 to confirm those events that should be exempt from disclosure on the event attendance register.</li> <li>3. The draft amended policy was made available for feedback, on the Councillor Portal on 13 July 2021.</li> </ol>

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

[Section 5.90A of the Local Government Act 1995](#)

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not applicable				Low	
Service delivery	Not applicable				Medium	

4. There are no risks identified in amending this policy. The Town has met its legislative responsibility when it adopted the policy in 2020.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Funds will be required to cover the costs of attendance at events by elected members and the Chief Executive Officer. These funds will be included in future

budgets as required.

## Analysis

- Based on the feedback received during consultation, the policy has been amended to exempt certain events from being disclosed on the Town's event attendance register. These events are attended by elected members and the Chief Executive Officer regularly and do not generally create 'closely associated person' relationships.
- The following amendments are proposed to Policy 024 and are marked up in Attachment 2.

Clause	Proposed	Reason
2 & 3	Removed reference to elected members.	The policy applies to both elected members and the Chief Executive Officer.
3e & f	Included reference to the Chief Executive Officer.	The policy applies to both elected members and the Chief Executive Officer.
5	New clause inserted.	A new clause has been included which lists events that are not required to be disclosed on the Town's event attendance register.
15	Included 'and the adopted annual budget.	Clause 15 references Policy 022 Elected Member Professional Development as a guiding document for the purchase of conference tickets. This policy only relates to elected members. As Policy 024 applies to both elected members and the Chief Executive Officer, 'and the adopted annual budget' was included.

- Other minor amendments are proposed and are marked up in Attachment 2.
- Once adopted, those events listed in clause 5 of the policy will no longer be required to be disclosed on the Town's event attendance register.
- The proposed changes to Policy 024 do not alter the interest disclosure provisions for Council and Committee meetings. Where attendance at an event is a gift and valued in excess of \$300, a gift disclosure is required and the donor is considered a closely associated person.

## Relevant documents

[Event attendance register](#)

## COMMITTEE DISCUSSION:

The committee discussed a typo in clause 14.

## COMMITTEE RESOLUTION:

**Moved:** Cr Bronwyn Ife

**Seconded:** Cr Claire Anderson

That the Policy Committee recommends that Council adopts the amended Policy 024 – Event attendance as shown in Attachment 1.

**Carried (8 - 0)**

**For:** Cr Brian Oliver, Cr Claire Anderson, Cr Vicki Potter, Cr Ronhhda Potter, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife and Cr Jesvin Karimi

**Against:** nil

**8 Motion of which previous notice has been given**

Nil.

**9 Meeting closed to the public**

**9.1 Matters for which the meeting may be closed**

Nil.

**10 Closure**

There being no further business, Cr Brian Oliver closed the meeting at 6.56pm.

I confirm these minutes to be true and accurate record of the proceedings of the Committee.

Signed: .....

Dated this: ..... Day of: .....2021