

MINUTES

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| Meeting Name | Policy Review Committee | |
| Date | 30 April 2024 | Time 5:00 PM |
| Venue | PHIVE – Level 4, Civic Reception Room + MS Teams | |
| | Committee Members <ul style="list-style-type: none"> • Lord Mayor, Clr Pierre Esber • Clr Michelle Garrard • Clr Sameer Pandey (online) • Clr Georgina Valjak (online) • Clr Lorraine Wearne (online) • John Angilley - Executive Director Finance & Information (Chairperson) | |
| | Councillors <ul style="list-style-type: none"> • Clr Phil Bradley (online) | |
| | Council Staff <ul style="list-style-type: none"> • John Crawford, Acting Chief Governance and Risk Officer, Chief Technology Officer (online) • Angela Jones-Blayney – Executive Director City Engagement & Experience • Sally White – Group Manager Communications & Customer Engagement | |
| | External | |
| Attendees | <ul style="list-style-type: none"> • Chris Campbell – Sparke Helmore | |
| Apologies / Leave of Absence | Deputy Lord Mayor, Clr Dr Patricia Procriv | |
| Secretariat | Gwen Hughes | |
| HPRM Reference | F2022/01409 | |

| No. | Item |
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| 1 | Acknowledgement of Country <i>The City of Parramatta Council acknowledges the Burrumattagal Clan of The Dharug, the traditional owners of land of Parramatta and pays its respects to the elders past, present and emerging.</i> |
| 2 | Apologies Deputy Lord Mayor, Clr Dr Patricia Procriv |
| 3 | Disclosure of Interests No disclosure of interest was declared at this meeting. |

4 Confirmation of Minutes

The Minutes of the previous Policy Review Committee meeting, held on 14 March 2024, were moved by Councillor Wearne and seconded by Council Pandey.

5 Draft Council Policies for Consultation

5.1 332 – Social Media Policy and 224 – Media Policy

Description Both policies were taken as read by the Committee. Staff provided an overview of the Policy.

The Chair provided indicated that the existing Social Media Policy is 'current' in status and is not yet required to be re-adopted. The Media Policy is marked overdue for review, public exhibition was completed in September 2023, and the presented draft with the proposed minor administrative edits could be directly put to Council for endorsement

The Committee agreed that amendments to both the Policies were administrative in nature and did not need to be re-exhibited. The Social Media Policy would be published with the administrative amendments included. The amended Media Policy will be reported to Council for endorsement.

Procedures are approved by the CEO, the procedures for both these Policies were included as a For Your Information for Councillors. However, the Committee agreed to amend the Social Media Procedure to include the CEO requesting a Councillor to amend, delete, apologise or take down a post.

Outcome Both administrative amendments were endorsed and also not to be re-exhibited. The Social Media Policy was approved to be published. The Media Policy is to be reported to Council for endorsement. There were no amendments to the Media Procedure but amendments to the Social Media Procedure.

5.2 New – Data Breach Policy

Description Policy was taken to be read and agreed to in principle by the Committee. However, the Policy is only to be endorsed for exhibition once staff draft the guideline.

Outcome The Committee agreed that the draft guideline is to include the following:

- When Councillors will be informed of a breach?
- It should not be the responsibility of the new ICT Steering Committee or the CEO on the information to be provided to the Councillors.
- Classification of data breach
- Who should be informed if there is a data breach?
- Timeframe on when Councillors are to be informed of a data breach?
- Type of data breach that Council need to inform ARIC.

The Committee also noted that the ARIC Charter should be amended to include cyber security.

5.3 219 – Code of Meeting Practice

Description The report and draft policy were discussed in detail.

Outcome Below the amendments agreed to by the Committee.

| Clause # | Amendment to the Clause | Clause Exhibited |
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| 2.5 | Delete the words 'for any matter'. | Council may, by resolution in December each year, delegate joint authority to the Lord Mayor and the Chief Executive Officer all powers, |

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| | | duties and functions of the Council which cannot reasonably be deferred to the first Ordinary Meeting of Council following the recess period. |
| 3.6 | Delete 'seven (7)' and insert 'ten (10)'. | The Chief Executive Officer must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting. City of Parramatta Council has resolved that Councillors will receive the agenda of an Ordinary Council Meeting at least ten (10) days prior to the meeting. |
| 4.7 | Delete clause 4.7 | |
| 4.9 | Delete the words 'five (5)' and insert the words 'three (3)'. Delete the words 'four (4)' and insert the words 'two (2)'. Delete the words 'twenty-five (25)' and insert the words 'fifteen (15)'. | Each speaker will have a maximum of three (3) minutes to address Council on a Public Forum item. After two (2) minutes a warning bell will sound indicating they have one (1) minute remaining. After the allocated speaking time, the Chief Executive Officer or a nominated officer may provide a response or right of reply. A total of up to fifteen (15) minutes will be allocated for the entire consideration of Public Forum. Speakers will be contacted by the morning of the meeting and notified if their request to speak in Public Forum has been granted. |
| 5.37 | Delete the words '(b) as soon as practicable after the meeting' and insert the words '(b) on the Friday following the meeting'. | The recording of a meeting is to be made publicly available on the Council's website: (a) at the same time as the meeting is taking place, or (b) on the Friday following the meeting. |
| 5.38 | Delete the words 'a minimum of 12 months'. | The recording of a meeting is to be made publicly available on the Council's website for seven (7) years after the meeting. |
| 9.27 | Delete clause 9.27 | |
| 13.5 | Delete clause 13.5 | |

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| 14.17 | Delete the words 'five (5)' and insert 'three (3)'. Retain total of up to fifteen (15) minutes to be allocated for consideration of Public Forum. | In line with Public Forum provisions, as per clause 4.9, each speaker will be allowed three (3) minutes (excluding staff response, if any) to make representations, and this time limit is to be strictly enforced by the Chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard. |
| 17.17 | Delete clause 17.17 | |

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Next Meeting Date: 23 May 2024

Meeting Closed: 7:11pm