

MINUTES

Meeting Name	Policy Review Committee	
Date	26 July 2023	Time 5:30pm
Venue	Level 12 Boardroom + MS Teams	
	John Angilley (Chair) Lord Mayor, Clr Pandey Clr Garrard Clr Prociv Clr Valjak Clr Wearne Clr Darley (alternate) Clr Bradley (ex-officio) Clr Humphries (ex-officio) Gwen Hughes Melissa Mclsaac Mark Leotta Adrian Mihaila	
Attendees	Sally White	
Apologies / Leave of Absence	Clr Davis Gail Connolly	
Secretariat	Melissa Mclsaac	
HPRM Reference	F2022/01409	

No.	Item
1	Acknowledgement of Country <i>The City of Parramatta Council acknowledges the Burramattagal 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 The Committee noted an apology from the Chief Executive Officer, Gail Connolly.
3	Disclosure of Interests There were no disclosures of interest for this Advisory Committee meeting.
4	Confirmation of Minutes The Minutes of the previous Policy Review Committee meeting, held on 28 June 2023, were moved by Garrard and Valjak and CARRIED.
5	Deferred item from OCM 10 July 2023: 222 - Councillor and Staff Interaction Policy
Description	The Committee received an update from John Angilley on the clarifying updates applied to the draft Councillor and Staff Interaction Policy, following deferral of

the 10 July Council Report seeking to adopt the Policy. The Committee provided feedback on the proposed latest changes.

Councillor Bradley, Councillor Humphries, and Sally White joined the meeting during discussion of Item 5.

Outcome	<ul style="list-style-type: none"> The Committee requested for Council officers to re-assess the proposed requirements for managing confidential information set out in updated clauses 3.19 and 3.20, to ensure the requirements are reasonable to implement. The Committee noted that the deferred Council Report will be put to the 14 August Council Meeting.
6	Council Policies for Rescission
6.1	299 - Handling of Unclear, Non-Confirming, Insufficient, and Amended DAs
Description	The Committee considered the recommendation to rescind Council's Policy for Handling of Unclear, Non-Confirming, Insufficient, and Amended DAs, which was identified by staff to be a duplication of legislation. Mark Leotta, Group Manager Development and Traffic Services, attended the meeting to address any Committee questions.
Outcome	The Committee supported for the Policy for Handling of Unclear, Non-Confirming, Insufficient, and Amended DAs to be put to the next available Council Meeting to endorse rescinding.
6.2	333 - Calculating the Genuine Estimated Cost of Developments
Description	The Committee considered the recommendation to rescind Council's Policy for Calculating the Genuine Estimated Cost of Developments, which was identified by staff to be a duplication of legislation. Mark Leotta attended the meeting to address any Committee questions.
Outcome	The Committee supported for the Policy for Calculating the Genuine Estimated Cost of Developments to be put to the next available Council Meeting to endorse rescinding.
Mark Leotta retired from the meeting at the conclusion of Item 6.2.	
7	Draft Council Policies for Consultation
7.1	233 - Hoarding Policy & Guideline
Description	The Committee received an update from John Angilley and Melissa McIsaac regarding the draft Hoarding Guideline, which had been revised to address Committee feedback provided at the June meeting. The Committee reviewed the example updated Guideline and provided further feedback. Adrian Mihaila attended the meeting on behalf of Regulatory Services to address Committee questions.
Lord Mayor Clr Pandey joined the meeting during discussion of Item 7.1.	
Outcome	<ul style="list-style-type: none"> The Committee did not propose any further changes to the draft Hoarding Guideline. The Committee supported the revised direction of the draft Hoarding Guideline, and for the Hoarding and Tower Cranes Policies suite to be put to an upcoming Council Meeting to endorse public exhibition.
Adrian Mihaila retired from the meeting at the conclusion of Item 7.1.	
7.2	224 - Media Policy
Description	The Committee reviewed the draft Media Policy and provided feedback on the proposed changes. Sally White, Corporate Affairs Manager, attended the meeting to address any Committee questions.
Outcome	<ul style="list-style-type: none"> The Committee did not propose any amendments to the draft Media Policy as presented.

- The Committee supported the draft Media Policy to be put to the next available Council Meeting to endorse public exhibition.
- Council officers took a question on notice to check if **Council's Social Media Policy** includes a similar statement to clause 3.6.3 in the draft Media Policy.

Councillor Bradley retired from the meeting during discussion of Item 7.2.

Sally White retired from the meeting at the conclusion of Item 7.2.

7.3	381 - Councillor Workshops Policy
Description	The Committee received a presentation from Gwen Hughes, A/Governance Manager, regarding the updates applied following initial consultation with the Committee in December 2022 and April 2023. The Committee provided further feedback on the direction for the draft Councillor Workshops Policy.
Outcome	<ul style="list-style-type: none"> • The Committee were advised that the 48 hour timeframe for providing presentations set out in clause 5.12 is established by Council Resolution, and may only be changed through another Council Resolution. • The Committee noted that the draft Councillor Workshops Policy will be circulated via email for final comment being put to Council. • The Committee supported for the draft Councillor Workshops Policy to be put to an upcoming Council Meeting to endorse public exhibition.
7.4	New - Petitions Policy
Description	The Committee received a presentation from Gwen Hughes, A/Governance Manager, regarding the updates applied following initial consultation with the Committee in December 2022 and April 2023. The Committee provided further feedback on the direction for the draft Petitions Policy.
Outcome	<ul style="list-style-type: none"> • The Committee requested to add a requirement to the draft Policy to notify Councillors where any petitions submitted to the CEO are rejected, including reasoning. • The Committee noted that the draft Petitions Policy will be circulated via email for final comment being put to Council. • The Committee supported for the draft Petitions Policy to be put to an upcoming Council Meeting to endorse public exhibition.
Note: The order of business was amended to return to Item 5.	
5	Draft Councillor and Staff Interaction Policy
Description	The Committee raised further questions regarding the draft Councillor and Staff Interaction Policy.
Outcome	<ul style="list-style-type: none"> • Council officers took a question on notice to confirm that the referenced Guideline for Responding to Councillor Information Requests covers service delivery timeframes, and to circulate a reference copy of the Guideline.
8	Next Meeting Date – 30 August 2023

Meeting Closed: 7:16 pm