



Shire of Busselton
Geographe Bay

Special Council Agenda

18 November 2009

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

SHIRE OF BUSSELTON

AGENDA FOR THE SPECIAL COUNCIL MEETING TO BE HELD ON 18 NOVEMBER 2009

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE	2
2.	PURPOSE OF THE MEETING	2
3.	PUBLIC QUESTION TIME	3
4.	DECLARATION OF DUE CONSIDERATION	3
5.	DECLARATIONS OF INTERESTS	3
6.	PRESENTATIONS BY PARTIES WITH AN INTEREST	3
7.	REPORTS OF OFFICERS	4
	7.1 GOVERNANCE STRUCTURE AND DECISION-MAKING FRAMEWORK FOR THE SHIRE OF BUSSELTON	4
8.	CLOSURE	17

SHIRE OF BUSSELTON**MEETING NOTICE AND AGENDA – 18 NOVEMBER 2009**

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is given that a Special Meeting of Council will be held in Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday 18 November 2009 commencing at 6:00 pm.

Your attendance is respectfully requested.



MATTHEW SMITH
A/CHIEF EXECUTIVE OFFICER

13 November 2009

A G E N D A

1. **ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**
2. **PURPOSE OF THE MEETING**

This meeting has been called by the Shire President to consider a range of matters related to the governance of the Shire of Busselton, including:

- * Recruitment of a new CEO;
- * Formation of key advisory committees;
- * Policy positions;
- * Strategic and financial planning process.

3. **PUBLIC QUESTION TIME**

4. **DECLARATION OF DUE CONSIDERATION**

The Presiding Member will request Councillors to acknowledge, in accordance with Clause 8.1 of the Standing Orders, that they have given due consideration to the matters contained within the Agenda.

5. **DECLARATIONS OF INTERESTS**

6. **PRESENTATIONS BY PARTIES WITH AN INTEREST**

7. REPORTS OF OFFICERS

7.1 GOVERNANCE STRUCTURE AND DECISION-MAKING FRAMEWORK FOR THE SHIRE OF BUSSELTON

SUBJECT INDEX:	Council Meetings and Committees
STRATEGIC INITIATIVE:	5.1.1 Further develop financial and business planning structures to support decision-making
BUSINESS UNIT:	Governance
SERVICE:	Council and Councillor Services
DATE OF COMPLETION:	April 2010
VOTING REQUIREMENT:	Various
ATTACHMENT(S):	Proposed Finance Committee Instrument of Appointment Proposed Policy and Legislation Committee Instrument of Appointment

PRECIS

Following the recent Local Government election and the election of a new Shire President in October, the Councillors of the Shire of Busselton participated in a planning session convened on 2 November 2009 to discuss a range of matters related to the governance structure and decision-making framework for the Shire.

As a result of those discussions, the Councillors in attendance agreed that they wished to formally consider a range of proposals to implement revisions to the governance structure and decision-making framework. The Shire President therefore exercised his powers under Section 5.4(a)(i) of the *Local Government Act 1995* to call a Special Meeting of Council for this purpose. This report sets out the range of proposals that were informally discussed at the planning session to seek formal Council direction.

As an overview, there are proposals relating to:

- * The recruitment of a Chief Executive Officer;
- * The formation of a Finance Committee of Council and a Policy and Legislation Committee of Council;
- * Strategic planning and long-term financial planning, and budget development processes;
- * The review of the Shire's Standing Orders Local Law relating to the conduct of Council and Committee meetings;
- * Proposed policy statements relating to (amongst others):
 - The conduct of briefing sessions for Councillors;
 - Councillors' and Staff attendances at conferences;
 - Staff attendance at Community Access Sessions;
 - The provision of options for Council's consideration in reports to the Council;
 - The timing of swearing in new Councillors and electing a President and Deputy President following an election.

- * A range of matters relating to customer service and community consultation expectations.

BACKGROUND

Following local government elections, it had previously been standard practice for a new group of Councillors to get together to discuss issues of importance and identify matters of priority to be brought forward for formal discussion in the Council meeting framework. The Shire President reinitiated this practice and convened the session with the elected members to provide this opportunity for informal group discussion.

CONSULTATION

All Councillors were invited to attend the workshop and were given the opportunity to raise matters for discussion. The Acting CEO and Governance Manager have also liaised closely with the Shire President throughout the process and regarding all proposals.

STATUTORY ENVIRONMENT

The recruitment of the CEO is dealt with under Section 5.36 of the *Local Government Act 1995*, including a requirement that the position be advertised in the prescribed manner, and that it is a contract appointment for a term not exceeding five years.

It is the role of the Council, in accordance with Section 2.7 of the Local Government Act, to oversee the allocation of the local government's finances and resources and to determine the local government's policies. This report outlines a proposal to undertake this role with the assistance of two key committees to be convened in accordance with Section 5.8 of the Act.

It is noted that Section 5.10(2) of the Act entitles each Council member to be a member of at least one committee that comprises Council members only (or Council members and employees). Therefore, if a Council member nominates to be a member of one of these committees, the local government is to include that Council member in the persons appointed to at least one of those committees as the Council decides.

Further, Section 5.10(4) provides that if the Shire President informs the Council that it is his wish to be a member of a committee or the committees then the local government is to make that appointment/s.

The Shire's Standing Orders Local Law requires that any motion to establish a Committee includes an Instrument of Appointment for that Committee. Proposed instruments are therefore attached to this report.

POLICY IMPLICATIONS

A range of proposed policy positions have been identified. Where required, existing Council policies will be amended to incorporate the requirements of the adopted statements of policy.

FINANCIAL IMPLICATIONS

As identified in the officer comment relating to the recruitment of a new CEO, it is not likely that the process could be accommodated without exceeding the recruitment budget to some degree. This matter will be addressed in a future report to the Council, if necessary.

There are likely to be a range of resourcing requirements for the Committees that are proposed, but this will largely depend on the final determination of how often they meet. It is anticipated that there will be a need for all areas of the organisation to consider possible changes to the Corporate Plan to facilitate any resourcing requirements for the Committees and for the range of other matters being considered by the Council at this meeting. This will also be the subject of a further report to Council where necessary.

OFFICER COMMENT

The recommendations have been prepared in accordance with the matters discussed at the planning session as put forward from the Councillors.

CEO Recruitment Process

It is proposed that an extensive process be undertaken for the recruitment of an appropriate new CEO for the Shire of Busselton. This process is to be run by an external recruitment agency and it is proposed that submissions and quotations be sought from the WA Local Government Association as well as two private recruitment agencies. The scope of the work sought from the recruitment agencies is to include an early expression of interest process, a meeting with the Council to discuss the recruitment process and the type of CEO sought by the Shire and other preliminary matters to be concluded by Christmas. It is also proposed that a new set of CEO Key Performance Indicators be developed at an appropriate time in the recruitment process.

If the Council resolves to follow this recruitment process, a scope could be put out and quotations sought within 2 days of the Council meeting with an end date for the receipt of quotations being 27 November 2009. A report analysing the 3 quotations could then be prepared and put as a late report to the 9 December Council meeting. The Council could then meet with the successful recruitment agency following the 9 December Council meeting and prior to Christmas to discuss the type of CEO that is sought and other preliminary issues. This would enable the formal advertising of the position to occur at an appropriate time in the new year.

It should be noted that preliminary cost estimates for an extensive advertising process and use of the recruitment agency to recruit a new CEO suggest that the costs are likely to be in excess of \$40,000. The whole recruitment budget for all positions in the Shire is only \$127,500 for the financial year, of which approximately \$30,000 has already been spent or committed. It is not likely that the recruitment of the CEO could be accommodated without exceeding this budget to some degree. This matter will be further discussed in the report to the Council assessing the submissions from the recruitment agencies, and attempts will be made at that time to identify alternative funding sources if necessary.

Establishment of Committees

The Councillors discussed the concept of incorporating two Committees of Council into its formal decision-making framework whereby the Committees would assist the Council to undertake its role in the key areas of finance, and policy and legislation. The Committees would act in an advisory capacity and would therefore make recommendations to the Council for formal consideration.

It is proposed that a Shire of Busselton Finance Committee and a Shire of Busselton Policy and Legislation Committee be established. The recommendations contained in this report provide for the establishment of these Committees and the adoption of a proposed instrument of appointment for their operation, as required by the Standing Orders Local Law.

However, it is noted that further consideration will need to be given to the Shire's meeting processes and procedures to accommodate regular meeting schedules for both of these committees and an accepted process for referring matters to the Council for formal consideration. The Acting CEO and Governance Manager have initiated a review of these matters and have a range of options for discussion. It is considered that these issues will require close review and more intensive discussion before an accepted process can be implemented.

Officers will therefore develop these requirements in consultation with the Shire President, prior to the implementation of a regular meeting schedule for both Committees in the new year. However, it is also noted if the Committees, once established, consider it necessary meetings can be convened in December and January to commence work on the range of matters that the Council has required them to consider. Reports could then be prepared for the Council's next meeting in January with recommendations arising from the meetings of the Committees held in the interim.

It is noted that the Instruments of Appointment for the Committees, as proposed, would not preclude future determination of a meeting schedule by the Committees to accommodate their requirements.

Strategic Planning, Long-term Financial Planning, Budget Development

Councillors indicated a desire to initiate a revised Strategic Planning process with the objective of the Council driving a new Strategic Plan with the facilitative assistance of the organisation's officers. A key part of this process is also the

consideration of the review of the five-year financial plan with the objective of extending this to a 10-year financial plan with strong demonstrable linkages to the Strategic Plan.

The preparation of the Strategic Plan will of course need to occur prior to the finalisation of any new financial plan for the Shire, as the financial plan would need to reflect the strategic direction of the Council. Thus it is essential that the preparation of the new Strategic Plan commence as soon as possible. It is proposed that this process would commence prior to Christmas.

It was originally proposed that the new Strategic Plan would be prepared during 2010/11. To facilitate this it was proposed to conduct a community survey in early 2010 and a budget of \$25,000 has been set aside in the 2009/10 budget for this purpose. Given that Councillors have extensively consulted with the members of the community as part of the recent election process, the Council may believe that the community survey is no longer a necessary precursor to the strategic planning process. Certainly, it would not be possible to conduct the community survey in the usual manner in which it is conducted in the timeframe to allow the early preparation of the new strategic plan that is sought by the Council. Thus it is recommended that the community survey not be conducted in early 2010 as planned and that the Council consider whether they wish to conduct a community survey in 2010/11 as part of the 2010/11 budget process. The \$25,000 proposed to be spent on the community survey could be saved and directed towards other matters as determined by the Council.

Linked also to this strategic and financial planning phase is the organisation's annual budget development process. The Councillors have collectively indicated a desire to be more involved in the budget development process and therefore have proposed that this budget development process, in the first instance, be referred to the Finance Committee for review. As a proposed major objective of the Finance Committee, this role has been identified in the draft Instrument of Appointment for this Committee.

Review of the Standing Orders Local Law

The Council had previously resolved to undertake a review of its Standing Orders, but had identified that it would be done in accordance with a new model local law that was still under development. Further enquiries have indicated that the industry is still waiting the release of this new model. However, it is also understood that there is a strong desire among the elected members to proceed with this review despite the further delays with the industry model.

An officer from WALGA has agreed to provide the Shire with the draft model local law that is currently with Parliamentary Counsel at the State Solicitor's office. While there may be changes to the specific requirements of certain clauses of the model local law when it is finally released to the industry, it is considered that the structure of the draft local law can importantly be examined and developed by the Shire of Busselton and will provide a good comparison point with the Shire's existing Standing Orders.

Councillors have indicated that they view this as a priority project for the Shire. On this basis, the recommendation in this report places a high priority on this review process and sets out a proposed procedure for this to occur in as timely a manner as possible. It is noted that this proposal would involve both a workshop of all elected members, followed by progressing the project via the Policy and Legislation Committee.

Policy Statements

Councillors identified and discussed a range of matters at the planning session that are proposed to form new policy statements, including alteration to existing policies where necessary. These matters, as listed below, are proposed to be adopted as Council Policy, or prepared for consideration of the Policy and Legislation Committee prior to being presented to the Council for consideration.

The matters on which policy statements have been proposed are:

- * The conduct of Councillor briefing sessions, including:
 - the ability to explore options and discuss ideas;
 - discussion on future agenda items and strategic direction;
 - delivery of key briefings earlier in the process (ie some weeks prior to the matter appearing on an agenda);
 - discussion of grievances and concerns;
- * CEO and Directors' attendance at Community Access Sessions;
- * Reporting Officers to provide options in addition to recommendation;
- * Reporting Officers to be identified on the reports to the Committees and the Council;
- * Reports must be ready at the time of agenda distribution or not listed on the agenda (ie any late items will be of genuine urgency and it will be a determination of the Council whether to accept it or not);
- * A requirement for officers' reports not to duplicate the subject of motions of which Councillors have given notice and where this is unavoidable, the notice of motion will take precedence in the order of business of the meeting;
- * Adoption of a practice whereby when Councillors ask questions of officers regarding reports, the query is CC'd to all Councillors and when the Officer responds, the reply is CC'd to all Councillors.

There was also discussion regarding the timing of swearing in of new Councillors and election of Shire President and Deputy Shire President following an election. It is desired that this occur in as timely a manner as possible and there is therefore a proposal for a policy to be presented for consideration via the Policy and Legislation Committee.

Another matter of importance for the development of a policy is the requirements for Councillors and Officers attending interstate and overseas conferences. It is recommended that a policy be developed, for reference to the Policy and Legislation Committee, to incorporate the following desired outcomes:

- * All Councillors are to be informed of and given the opportunity to attend such conferences;

- * Applications from Councillors will be determined by the President, Deputy President and CEO;
- * Applications can only be approved within the budget allowance for conferences;
- * A range of pre-set criteria are to be developed, with the key objective being that attendance of Councillors and Officers must be demonstrated to bring benefit to the Shire, the Council or the community;
- * A requirement for attendance of Councillors and Officers will be that a report is submitted to the Shire within a reasonable timeframe (to be developed with the policy);
- * Failure to submit a report will result in the Councillor or Officer being required to reimburse the costs associated with attendance to the Shire;
- * Any application to attend an overseas conference shall be referred to the Council for determination.

Customer Service

Councillors discussed expectations regarding the service provided to the Shire's customers. It has been identified that this is an important aspect of the Shire's operations and there is a proposal to review customer service charters and policies to focus on providing a better service, including but not limited to turnaround times. It is noted that there is a proposal to develop a key performance indicator during the process of recruiting a new CEO to improve customer service.

Community Consultation

It is proposed that there be a review of existing policies in relation to community consultation with the aim of improving the Shire's approach to consulting with its community. The review would include an assessment of the approaches adopted by other local governments and input from key community stakeholders via the convening of a round table discussion. This would include community representatives from organisations such as the Busselton Chamber of Commerce, Dunsborough Chamber of Commerce, Dunsborough Progress Association, Busselton and Districts Residents' Association, Yallingup Residents' Association and others.

Review of Delegations

There were specific delegations that were identified as potential priorities for review, including all planning delegations and the delegation to officers to approve small donations from the Unclassified Donations Account. It is proposed that the planning delegation review proposal is referred to the Policy and Legislation Committee as a priority task.

The delegation to officers to expend monies from the Unclassified donations account is proposed for review by the Finance Committee, in conjunction with the Small Local Projects monies.

Rates and the Impact of Revaluations

The Council recently resolved that officers are to prepare a report on this matter. The consideration of Rating Revaluation Implications is included in the proposed Instrument of Appointment for the Finance Committee. It is therefore noted that this report would be referred back to Council via this Committee.

Report on Costs and Expenditure - Jetty Refurbishment Project

The Busselton Jetty Refurbishment Project is approximately a \$27 million project, being the largest single project ever undertaken by the Shire. The Councillors wish to receive an update report on the progress of the project. This report will be referred to both the Finance Committee and the Busselton Jetty Advisory Committee and is captured by the requirement for major expenditure items to be referred to the Finance Committee in its proposed Instrument of Appointment.

Review of Cost of Erecting Banners in Main Street

A matter that can be referred to the Finance Committee for consideration in accordance with the proposed Instrument of Appointment "To review and advise the Council on specific matters referred by the Council from time to time".

District Inspection

Councillors would appreciate the opportunity to take a tour of the District to inspect Council facilities and meet with site managers. This would ideally include a range of briefings from officers throughout the tour. Given the volume of activities currently before the Councillors, it is proposed that this tour be organised in the new year, perhaps as part of the recommencement of formal Council business in 2010.

Information Dissemination

Councillors wish to continue receiving information electronically and require that the electronic system for disseminating this information is available to all Councillors.

Other Matters

Other matters that were discussed on which there are recommendations are as follows:

- * Regular meetings with the Member for Vasse;
- * Councillor training;
- * Site inspections;
- * Form by which reasons are given for voting contrary to a written recommendation;
- * Council Resolution progress updates.

In relation to the form by which reasons are given for voting contrary to a written recommendation, the Shire's Standing Orders require that either the Council adopts a reason by resolution or that members who voted in favour of that motion provide their own written reasons.

It has been proposed that the Council resolve a position in relation to this requirement that it will utilise the first option such that the Council's reasons are given. Should this occur, then there will be no requirement for individual Councillors to provide their reasons.

VOTING REQUIREMENT

Each recommendation will identify the voting requirement if a decision by Absolute Majority is required. Some decisions, specifically those relating to the formation of Committees and the appointment of Committee members require an Absolute Majority.

RECOMMENDATIONS

RECOMMENDATION 1

- a) That the Shire seeks quotations from the Western Australian Local Government Association and two other recruitment agencies with international exposure to carry out the recruitment of a new CEO for the Shire of Busselton.
- b) That the quotations be referred to either the 9 December 2009 meeting of Council, noting that this will require the Council to agree to receive a late report, or a Special Meeting of Council convened for this purpose, to enable the Council to commence the preliminary aspects of the recruitment process prior to Christmas.
- c) The Council intends to develop new Key Performance Indicators (KPIs) for the CEO in conjunction with the appointed recruitment agency noting that there will be a specific KPI relating to improving customer service and another relating to reducing the number of appearances before the State Administrative Tribunal (SAT).

RECOMMENDATION 2

ABSOLUTE MAJORITY REQUIRED

- a) The Council establishes a Finance Committee in accordance with Section 5.8 of the *Local Government Act 1995* for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act, to oversee the allocation of the local government's finances and resources.
- b) Councillor Len Boyling, Councillor David Binks, Councillor Jackie Emery, Councillor _____, and Councillor _____ are appointed to the Committee.

- c) The Council adopts the Instrument of Appointment for the Finance Committee, subject to the inclusion of any consequential alterations or additions as a result of this decision or other decisions made at this meeting.

RECOMMENDATION 3

The Council refers to the Finance Committee the priority task of examining all income and expenditure with the objective of identifying savings or other monies to be used for capital projects.

RECOMMENDATION 4

The Council requires that the Councillors have the opportunity to be more involved in the annual budget development process, and tasks the Finance Committee with reviewing the process for development of the 2010/11 and future budgets.

RECOMMENDATION 5

That the CEO presents a report on the costs and expenditure to date associated with the Busselton Jetty Refurbishment Tender to the Council via the Busselton Jetty Advisory Committee and the Finance Committee.

RECOMMENDATION 6

That the CEO review the costs associated with erecting feature banners as listed in the Shire of Busselton Fees and Charges and report to the Council via the Finance Committee.

RECOMMENDATION 7

That the CEO present to the Finance Committee a report reviewing the process of Unclassified Donations.

RECOMMENDATION 8

ABSOLUTE MAJORITY REQUIRED

- a) The Council establishes a Policy and Legislation Committee in accordance with Section 5.8 of the *Local Government Act 1995* for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act, to determine the local government's policies, and its legislative function in accordance with Division 2 of Part 3 of the Act.
- b) Councillor Anne Ryan, Councillor Terry Best, Councillor _____, Councillor _____, and Councillor _____ are appointed to the Committee.
- c) The Council adopts the Instrument of Appointment for the Policy and Legislation Committee, subject to the inclusion of any consequential alterations or additions as a result of this decision or other decisions made at this meeting.

RECOMMENDATION 9

The Council refers to the Policy and Legislation Committee the priority task of reviewing all Planning Delegations (authority delegated to officers of the Shire).

RECOMMENDATION 10

The Council requests the Policy and Legislation Committee to commence a review of all Council Policies and Council Local Laws.

RECOMMENDATION 11

The Council requests the Policy and Legislation Committee to initiate a review of customer service charters and policies to focus on providing a better service, including but not limited to turnaround times.

RECOMMENDATION 12

- a) The Council requests the Policy and Legislation Committee to initiate a review of existing policies in relation to community consultation with the aim of improving the Shire's approach to consulting with its community.
- b) The review would include an assessment of the approaches adopted by other local governments and input from key community stakeholders via the convening of a round table discussion.

RECOMMENDATION 13

- a) That the Council commences the development of a new Strategic Plan for a 10-year timeframe as soon as possible, utilising expertise from within the organisation.
- b) That the Council prepare a new 10-year financial plan as a matter of priority, to be directed by the key strategies identified in the new Strategic Plan.
- c) That the Council defers the conduct of a community survey for 2009/10 and considers the need for a survey to be conducted in 2010/11 as part of the budget development process for that financial year.

RECOMMENDATION 14

- a) The Council identifies the Review of the Standing Orders Local Law as a project of high priority.
- b) That the CEO convene a workshop(s) inviting the attendance of all elected members to commence a review of the Shire's Standing Orders Local Law. Prior to this workshop(s), the Councillors shall be provided with the existing local law and the draft model local law with commentary from officers on the key points of difference.

- c) That the outcomes from the workshop be referred for further examination to a specially convened meeting of the Policy and Legislation Committee to formalise recommendations for the Council's consideration.
- d) That the workshop(s) and committee meeting be undertaken in a timeframe that will enable the Council to consider advertising a proposed Standing Orders Local Law by March 2010.

RECOMMENDATION 15

That the CEO prepare a proposed new Councillors' and Officers' Attendance at Interstate and Overseas Conferences Policy for presentation to a meeting of the Policy and Legislation Committee prior to the end of February that incorporates Council's requirements that:

- * All Councillors are to be informed of and given the opportunity to attend such conferences;
- * Applications from Councillors will be determined by the President, Deputy President and CEO;
- * Applications can only be approved within the budget allowance for conferences;
- * A range of pre-set criteria are to be developed, with the key objective being that such conference attendance of Councillors and Officers must be demonstrated to bring benefit to the Shire, the Council or the community;
- * A requirement of such conference attendance for Councillors and Officers will be that a report is submitted to the Shire within a reasonable timeframe (to be developed with the policy);
- * Failure to submit a report will result in the Councillor or Officer being required to reimburse the costs associated with such conference attendance to the Shire;
- * Any application to attend an overseas conference shall be referred to the Council for determination.

RECOMMENDATION 16

That the CEO present a proposed new policy to a meeting of the Policy and Legislation Committee prior to the end of February to incorporate the Council's requirement that the swearing in of new Councillors and the election of a Shire President and Deputy Shire President happens as soon after an election as practicable.

RECOMMENDATION 17

- a) It is Council Policy that:
 - i) Councillors have the ability to explore options and discuss ideas during briefing sessions;
 - ii) Wednesday afternoon Councillors' sessions incorporate time for discussion on future agenda items and strategic direction;

- iii) Councillors are briefed on key ongoing projects and have input prior to the allocation of significant resources in taking forward reports to the Council;
 - iv) Wednesday afternoon Councillors' sessions incorporate time for grievances and concerns to be discussed and resolved where possible;
 - v) The CEO and Directors or their representatives attend Community Access Sessions;
 - vi) Officers provide options available to the Council in addition to their recommendation where applicable;
 - vii) Reporting Officers' names are included on all reports to the Council and its Committees;
 - viii) All reports listed for consideration on a meeting agenda are provided at the time of agenda distribution;
 - ix) Any officers' report shall not duplicate the subject of a motion of which a Councillor has given notice, and where this is unavoidable, the notice of motion will take precedence in the order of business of the meeting;
 - x) Councillors' questions of officers regarding reports shall be CC'd to all Councillors and the Officer's response shall be CC'd to all Councillors.
- b) That any existing Council policies be amended to reflect these requirements.

RECOMMENDATION 18

- a) That the CEO commence arrangements for a comprehensive bus tour of the District for the Councillors to be undertaken as part of the recommencement of formal Council business in 2010.
- b) The tour should include inspection of Shire facilities and an agenda to be agreed between the CEO and Shire President.

RECOMMENDATION 19

That the CEO ensure an appropriate system for electronic access to Councillors' information is accessible for all Councillors.

RECOMMENDATION 20

That the Council accepts the invitation from the Member for Vasse to meet at six-monthly intervals and looks forward to a productive working relationship.

RECOMMENDATION 21

That the CEO investigate the potential for Councillor training courses to be delivered in Busselton and an invitation be extended to Councillors of nearby local governments to participate with a view to assisting with the costs of conducting the training.

RECOMMENDATION 22

The Council requires that a site inspection regarding an agenda item is arranged whenever two or more Councillors indicate that they will attend.

RECOMMENDATION 23

- a) The Council regards the requirement of the *Local Government (Administration) Regulations 1996*, to provide reasons for a decision that is contrary to a written recommendation, to be the reasons of the Council or the Committee, as the case may be.
- b) Therefore, the Council or the Committee will provide reasons for any decisions it makes that are contrary to a written recommendation so as not to require any individual Councillor to provide their own reasons.

RECOMMENDATION 24

That a report be provided to Councillors on a quarterly basis in relation to the progress towards the achievement of outstanding Council resolutions.

8. CLOSURE

