



Ordinary Council Meeting

# Agenda

Wednesday 26 July 2023



## ***Our Vision***

Where environment, lifestyle and opportunity meet!

## ***Community Aspirations***



### **KEY THEME 1**

#### **Environment**

An environment that is valued, conserved and enjoyed by current and future generations.



### **KEY THEME 2**

#### **Lifestyle**

A place that is relaxed, safe and friendly, with services and facilities that support positive lifestyles and wellbeing.



### **KEY THEME 3**

#### **Opportunity**

A vibrant City with diverse opportunities and a prosperous economy.



### **KEY THEME 4**

#### **Leadership**

A Council that connects with the community and is accountable in its decision making.

**NOTICE OF MEETING**

**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday 26 July 2023, commencing at 5:30pm.

Your attendance is respectfully requested.

**DISCLAIMER**

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



**TONY NOTTLE**

**CHIEF EXECUTIVE OFFICER**

13 July 2023

## BEHAVIOUR PROTOCOLS

The City of Busselton values are:

- Listening
- Considered Decision Making
- Appreciation
- Respect
- Teamwork

In accordance with these values, the following outlines the behaviour expectations while attending a Council meeting, Community Access Session, or Public Agenda Presentation:

- Listen respectfully through the meeting or presentation
- Respect the Council process and comply with directions from the Presiding Member
- Use respectful language when addressing Council, staff, and other members of the public
- Behave in a manner that is respectful and non-confrontational
- Do not use offensive language or derogatory language towards others

The City values the diverse input of the community and seeks to ensure that all members of the community can attend a meeting and have their say.

Council members, Committee members and Candidates are bound by the City's Code of Conduct and agree to uphold the values of the City of Busselton and principles of good behaviour, maintaining and contributing to a harmonious, safe, and productive environment.

Anyone who does not behave in accordance with the above values and behaviours may be asked by the Presiding Member to leave the gallery.

**CITY OF BUSSELTON**

**Agenda for the Council Meeting to be held on Wednesday 26 July 2023**

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## 1. OFFICIAL OPENING

The City of Busselton welcomes Councillors, staff, guests and members of the public to the Ordinary Council Meeting of 26 July 2023.

The City of Busselton acknowledges the Wadandi and Bibbulmun people as the traditional custodians of this region and pay respects to Elders past and present.

This meeting will be audio recorded for minute taking purposes and will also be live streamed on the City of Busselton YouTube channel.

A prayer will be read out as part of the opening of this meeting.

## 2. ATTENDANCE

APOLOGIES	
Nil at time of publishing	

LEAVE OF ABSENCE	
Cr Sue Riccelli	C2303/016
Cr Mikayla Love	C2305/077

APPLICATION FOR LEAVE OF ABSENCE	
Nil at time of publishing	

## 3. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

## 4. DISCLOSURES OF INTEREST

### DISCLOSURES OF FINANCIAL INTEREST

A declaration under section 5.65 of the *Local Government Act 1995* requires that the nature of the interest must be disclosed. An elected member or employee who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration without the approval of the Council in accordance with the Act.

## DISCLOSURES OF IMPARTIALITY INTEREST

Elected members and employees are required, in addition to declaring any financial interest, to declare any interest that might cause or perceive to cause a conflict. If the elected member or employee declares that their impartiality will not be affected then they may participate in the decision-making process.

## 5. PUBLIC QUESTION TIME

Public question time allows members of the public to participate in local government by asking questions of the Council in relation to issues affecting the City.

### 5.1. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

### 5.2. QUESTION TIME FOR PUBLIC

#### Public question time procedures and guidance

- The City will allocate a minimum of 15 minutes and a maximum of 30 minutes per Council meeting for public question time.
- Members of the public should register their intent to ask a question at a Council meeting by completing and submitting the [Public Question Time form](#) before 4pm the day prior to the relevant meeting.
- Members of the public will be invited to ask their question in order of registration.
- Questions will be limited to three per person. Additional questions may be permitted by the Presiding Member where time permits.
- Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence.
- Questions may be taken on notice, to be responded to at a later time by the CEO in accordance with clause 6.7 of the Standing Orders.
- Public question time is for the tabling of questions, not for members of the community to make statements. For context, the Presiding Member may allow a short preamble.
- Questions containing defamatory remarks or offensive language, or that question the competency or personal affairs of Elected Members or employees may be ruled inappropriate by the Presiding Member subject to the Presiding Member taking reasonable steps to assist the member of the public to rephrase the question.
- There will be no debate or discussion on the response provided.

For further information, please see the [Meetings, Information Sessions and Decision Making Processes Policy](#).

## 6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 6.1. PETITIONS

#### Extract from *City of Busselton Standing Orders Local Law 2018*

##### 6.9 Petitions

- (1) A petition, in order to be considered by the Council, is to –
  - (a) be addressed to the Mayor;
  - (b) be made by the electors of the district;
  - (c) state the request of each page of the petition;
  - (d) contain the name, address and signature of each elector making the request;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person whom, and an address at which, notice to the petitioners can be given;
  - (g) be respectful and temperate in it's language.
- (2) Despite subclause (1), the Presiding member may allow a petition to be considered in circumstances where the petition complies with the majority if the requirements in subclause (1).
- (3) In response to a petition presented to it, the Council may determine –
  - (a) that the petition be received;
  - (b) that the petition be rejected;
  - (c) that the petition be received and referred to the CEO to prepare a report to Council or a committee; or
  - (d) that the petition be received and referred to the CEO for action.
- (4) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented at that meeting, unless –
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

**6.1.1. Petition - HANNAY LANE**

<b>Strategic Theme:</b>	Key Theme 4: Leadership 4.1 Provide opportunities for the community to engage with Council and contribute to decision making.
<b>Directorate:</b>	Finance and Corporate Services
<b>Reporting Officer:</b>	Governance Officer - Jo Barrett-Lennard
<b>Authorised By:</b>	Chief Executive Officer - Tony Nottle
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	1. Petition- Hannay Lane (Redacted) [6.1.1.1 - 22 pages]

**OFFICER RECOMMENDATION**

**That the Council receive the petition and refer it to the CEO to prepare a report to Council.**

A Petition with 166 signatures (Attachment 1) was received from the Petitioners on 6 July 2023 requesting as follows:

*We, the undersigned, do respectfully request that the Council:*

*As the 18 month trial period of the painted sewage pot plants on Hannay Lane comes to an end, we request that the sewage drain pot plants be removed as they cause significant traffic and road hazards and restrict access to local businesses. They create traffic build ups, which result in traffic flow disturbance and cause accidents when people are trying to manoeuvre past them. The removal of these will allow traffic to pass smoothly and create more parking for delivery trucks to unload without blocking the lane.*

*We therefore ask the City of Busselton to support the purpose of this petition, in the removal of the sewer drains pot plants on Hannay Lane.*

The requirements for a petition to be heard by Council is set out by Standing Order 6.89 of the *City of Busselton Standing Orders Local Law 2018*. The Petition meets all of the requirements.

Pursuant to Standing Order 6.9(3), the Council has the following options:

- (a) receive the petition;
- (b) reject the petition;
- (c) receive the petition and refer it to the CEO to prepare a report to Council / Committee;
- (d) receive the petition and refer it to the CEO for action.

It is recommended that the Petition be received by the Council and referred to the CEO to prepare a report to Council.

## 6.2. PRESENTATIONS BY PARTIES WITH AN INTEREST

### Extract from *City of Busselton Standing Orders Local Law 2018*

#### 6.10 Presentations by parties with an interest

- (1) Once an agenda of a meeting of the Council has been issued, parties with a demonstrable interest in any item listed on the agenda for discussion may seek to present to the Council at the time during the meeting allocated for this purpose.
- (2) A person must demonstrate that they are a party with an interest in an item on the agenda by stating their name, the item to which they wish to speak, whether or not they are in agreement with the recommendation in the agenda and they are—
  - (a) the applicant or one duly authorised representative of the applicant;
  - (b) an adjoining neighbour sharing a common length of boundary or directly opposite neighbour of the affected property;
  - (c) one person duly representing a community-based organisation where an item on the agenda has broad community impact and is associated with the objectives of the organisation; or
  - (d) such other person as in the opinion of the presiding member has a significant direct interest or is duly representing those that have a significant direct interest in the item.
- (3) A person addressing the Council on an agenda item will be limited to a period of 5 minutes unless the person is granted an extension by the presiding member.
- (4) Where multiple parties wish to present on an item, the applicant (or their duly authorised representative) is to be given the opportunity to give the final presentation on the item.
- (5) Members may, through the presiding member, question a person addressing the Council on the item but no debate or general discussion will be permitted.

## 6.3. DEPUTATIONS

**7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)**

**8. CONFIRMATION AND RECEIPT OF MINUTES**

**8.1. Council Meeting 21 June 2023**

**RECOMMENDATION**

That the Minutes of the Council Meeting 21 June 2023 be confirmed as a true and correct record.

## 9. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

### ADOPTION BY EXCEPTION RESOLUTION EN BLOC

#### Extract from the *City of Busselton Standing Orders Local Law 2018*

##### 5.10 Adoption by exception resolution

- (1) In this clause adoption by exception resolution means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the committee or employee recommendation as the Council resolution.
- (2) The Council may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter—
  - (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that is a matter on which a member wishes to ask a question;
  - (d) that is a matter on which a member wishes to make a statement; or
  - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.
- (4) A member who wishes to ask a question or make a statement in relation to a matter that would otherwise be within an adoption by exception motion should, as far as practicable, notify the CEO by 3pm on the day before the meeting.
- (5) A member who wishes to move a motion that is different to the recommendation in a matter that would otherwise be within an adoption by exception resolution should, as far as practicable, give notice of the motion that –
  - (a) is in writing;
  - (b) identifies the matter and gives the reason or reasons for the motion; and
  - (c) is given to the CEO by 3pm on the day before the meeting.
- (6) Where a member intends to move a motion referred to in sub-clause (5), the CEO must be given an opportunity to provide advice to the Council prior to consideration of the motion, in accordance with section 5.41 (b) of the Act .

*The below recommendation is subject to any items subsequently removed in accordance with section 5.10(5) of the City of Busselton Standing Orders Local Law 2018.*

#### **Officer Recommendation**

That the Committee Recommendations for items 10.1 and 10.2, and Officer Recommendations for items 11.1, 12.1, 14.1 and 15.1 be carried en bloc.

Item	Report
10.1	Airport Advisory Committee – 14/06/2023 – REVIEW OF THE AIRPORT ADVISORY COMMITTEE

10.2	Airport Advisory Committee – 14/06/2023 – BUSSELTON MARGARET RIVER AIRPORT – AIRPORT OPERATIONS UPDATE
11.1	AMENDMENT NO 59 TO LOCAL PLANNING SCHEME 21 LOT 200 (NO 1676) CAVES ROAD DUNSBOROUGH – CONSIDERATION FOR ADOPTION
12.1	RFT 09/23 PARKS AND RESERVES
14.1	COUNCIL RESOLUTION REPORTING
15.1	COUNCILLORS INFORMATION BULLETIN

Items to be considered by separate resolution.

Item	Report	Reason
6.1.1	Petition – HANNAY LANE	Petition
13.1	BUSINESS DEVELOPMENT, EVENTS AND MARKETING PROGRAM OUTCOMES – JUNE 2023	Absolute Majority Required

## 10. REPORTS OF COMMITTEE

### 10.1. Airport Advisory Committee - 14/06/2023 - REVIEW OF THE AIRPORT ADVISORY COMMITTEE

<b>Strategic Theme:</b>	LEADERSHIP – A Council that connects with the community and is accountable in it’s decision making.
<b>Directorate:</b>	Community and Commercial Services
<b>Reporting Officer:</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>Authorised By:</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>Nature of Decision:</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	Nil
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Airport Advisory Terms of Reference (proposed) [10.1.1 - 2 pages]</li> <li>2. Airport Advisory - Terms of Reference (Tracked Changes) [10.1.2 - 3 pages]</li> </ol>

### OFFICER RECOMMENDATION

That the Council:

1. notes the outcome of the evaluation of the Airport Advisory Committee’s (the Committee) effectiveness, in accordance with clause 8 of the Committee’s Terms of Reference;
2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;
3. endorses the amendments proposed to the Committee’s Terms of Reference as per Attachment 1.

### EXECUTIVE SUMMARY

Under its Terms of Reference, the Airport Advisory Committee (the Committee), at a meeting prior to the ordinary Local Government Elections, is to undertake a review to evaluate its effectiveness. Committee Members and City officers have reviewed the effectiveness of the Committee and this report presents the outcomes of that review for the Committee’s consideration.

### BACKGROUND

Following the 2021 Council elections, and in accordance with clause 2.2 of the City of Busselton Standing Orders Local Law 2018, Council resolved to (re-)establish the Committee and adopted it’s Terms of Reference (ToR), which states:

8. *EVALUATION OF COMMITTEE'S EFFECTIVENESS*

8.1. *At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:*

- a. *are the Committee's purpose and objectives being met?*
- b. *should the purpose and objectives be amended?*
- c. *is the Committee functioning effectively and as per the requirements of the Act?*
- d. *are the Committee members regularly attending meetings?*
- e. *review the Terms of Reference, including membership.*

With Council elections to be held in October this year, officers initiated the review process.

**OFFICER COMMENT**

In order to facilitate the review a survey link was opened to the Committee and Deputy Committee Members of the Committee from Friday 18<sup>th</sup> April until Monday 1<sup>st</sup> May 2023. Each Member was asked to respond to the following questions and provide comments where appropriate or required:

- a. Do you feel the Committee's purpose and objectives are being met? – Yes / No / Partly.
- b. In your opinion, is the Committee functioning effectively? If no, how could this be improved?

In addition to the questions asked of Committee Members, City officers assessed the following questions through a review of attendance and minutes:

- a. Is the Committee functioning as per the functions of the Act?
- b. Are committee members' regularly attending meetings?

The table below sets out the collated responses:

<b>Question</b>	<b>Collated Response</b>
Do you feel the Committee's purpose and objectives are being met?	4 responses Yes
In your opinion, is the Committee functioning effectively?	4 responses Yes
If no, how could this be improved?	More strategic considerations in LTFP and budget preparation discussions.  The ToR be amended to insert the following <i>"Following Council elections, the CEO is to ensure those councillors elected to this Committee are provided with the current Terms of Reference, Local Government Act, Regulations, or Guidelines along with copies of any policy, local law, or</i>

	<p><i>document related to this Committee which will enable the member to fully understand the his/her role and function on this Committee".</i></p> <p>Any relevant documents added as a link at the bottom for easy reference.</p> <p>Meeting discussion could be streamlined to reduce repetition of what is in the agenda item</p>
Is the Committee functioning as per the functions of the Act?	Yes, the Committee has been established and functions in accordance with the Act
Are committee members' regularly attending meetings?	Yes

Based on the responses provided, it is recommended that the Committee is operating effectively.

As per previous Committee reviews (Finance and Audit and Risk) the suggestion with respect to additional training is noted and able to be provided. Further we have now linked the Terms of Reference document for each Committee to the relevant agendas and minutes page for ease of reference (in addition to residing on the about Council and Committees page).

With respect to amending the ToR to require relevant reference documentation to be provided to Committee members, the reference documents noted are available on the hub for Councillors. Ensuring they are more readily available to Committee members through training and having them more directly linked to the Finance Committee folder is something that can be incorporated. It is not however recommended that a specific reference is added to the ToR as the ToR set out more the purpose and objectives along with the membership and meeting frequencies of the Committee.

With respect to the ToR the following amendments are proposed (Attachment A):

- Amendment to point 3.4 to provide for appointment of new members at either the next ordinary or a special council meeting post the election. With changes to the election process (preferential voting) flexibility is required;
- Removal of the delegation to schedule and endorse dates, times and locations of meetings held by the Committee. Officers do not believe this requires a delegation.
- Amendment of point 8 evaluation of the committee's effectiveness to provide for one single Committee review report to be presented to Council as opposed to each Committee evaluating their own effectiveness. For many years officers have undertaken a review of the committees and their terms of reference (ToR) (along with working groups) and provided a report to Council with Council then determining which Committees are to continue and any changes to ToR's. This has worked efficiently and has provided Council with the opportunity to review their Committee structure. It is therefore recommended that this process be used;
- Replacement of 'shall' with 'will'.

### **Statutory Environment**

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

### **Relevant Plans and Policies**

There are no relevant plans or policies to consider in relation to this matter.

### **Financial Implications**

There are no financial implications associated with the officer recommendation.

### **Stakeholder Consultation**

No external stakeholder consultation was required or undertaken in relation to this matter.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation the Council could choose to evaluate the effectiveness of the Committee differently and / or make different of further amendments to the ToR.

### **CONCLUSION**

An evaluation of the Committee's effectiveness is required under the Committee's ToR. This report presents an evaluation for the Committee's endorsement and recommendation to Council.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The recommendation will be implemented in time for the local government elections.

**10.2. Airport Advisory Committee - 14/06/2023 - BUSSELTON MARGARET RIVER AIRPORT - AIRPORT OPERATIONS UPDATE**

<b>Strategic Theme:</b>	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
<b>Directorate:</b>	Community and Commercial Services
<b>Reporting Officer:</b>	Manager Economic and Business Development Services - Jennifer May
<b>Authorised By:</b>	Manager, Events and Cultural Services - Maxine Palmer
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**OFFICER RECOMMENDATION**

**That the Council receives and notes the Busselton Margaret River Airport Operations Report.**

**EXECUTIVE SUMMARY**

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 July 2022 through 31 May 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations

**BACKGROUND**

The BMRA has seen continued growth in passenger numbers with Jetstar RPT services, additional closed charter flights operating during the reporting period.

**Passenger Numbers**

The estimated passenger numbers for the reporting period (1 July 2022 – 31 May 2023) were 125,226 compared to 58,657 for the same period in 2022, representing an increase of over 213%. The continued increase in passenger numbers can be attributed to the growth in FIFO passenger numbers across all closed charter airlines servicing Rio Tinto, BHP and FMG, and Jetstar RPT services.

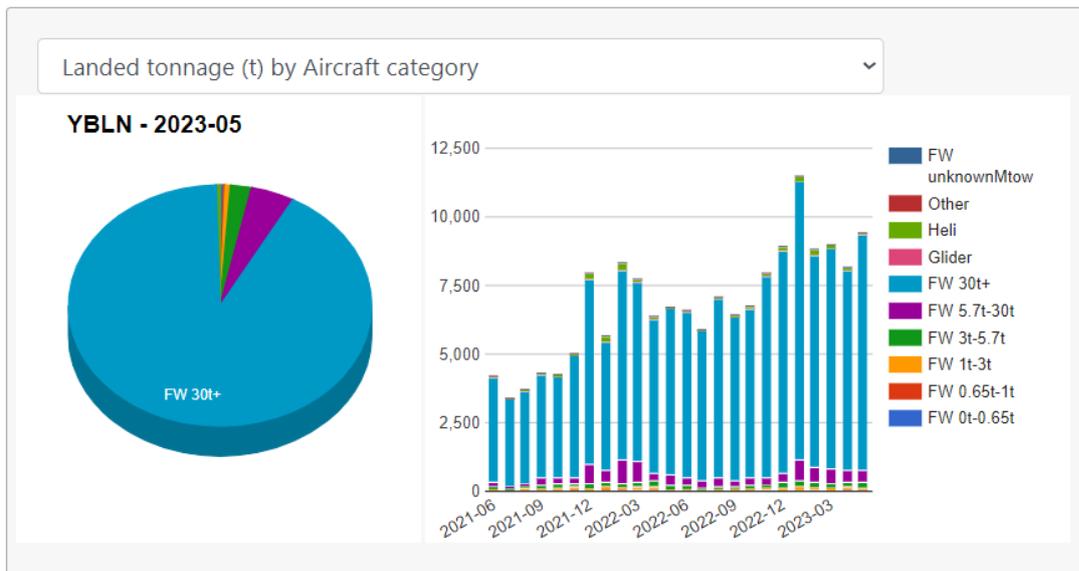
**Aircraft Movements**

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 23 flights FIFO closed charter flights movements and 3 RPT from the same reporting period in 2022.

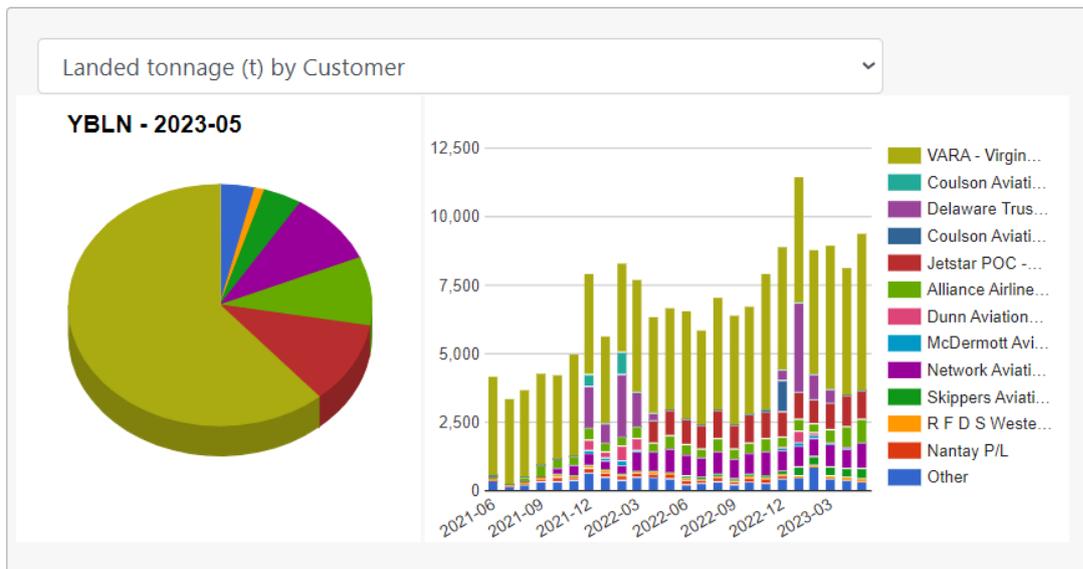
Five airlines are operating from the BMRA with RPT and closed charter services utilising aircraft types from Dash 8/300 to Airbus A320 and Boeing 737/700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia. Private jet/charter operations have also increased with 48 formal landing approvals granted for the reporting period utilising the Central and Southern Apron Bay 4.

The following graphs represent the breakdown of the total tonnage by category at BMRA by month trending over the period March 2021 to 31 May 2023, the highlighted section indicates the current reporting period.

**Landed Tonnage by Aircraft category**



**Number of landings by Customer**



In the 2021/22 FY the total number of landings was 5186, with 1585 aircraft above 5,700 MTOW and the 3601 below 5,699 MTOW. For the current reporting period, total landings have reached 4977 with 1,773 being aircraft above 5,700 MTOW and the remaining 3204 below 5,699 MTOW.

### **Operations Update**

The focus for the reporting period has been on:

- The central apron edge extension is now complete. A 2m wide strip of compacted fill and asphalt has been added to the northern edge of the central apron adjacent to Bay 11. Line marking has also been completed and Bay 11 is now back in operation and being fully utilised.
- The Annual Technical Inspection (ATI) identified a number of issues within the runway strip, including the banks of the swale drains running parallel with the runway. The banks have been sprayed in preparation for re-grading.
- New concrete General Service Equipment (GSE) areas have been added to the western edges of the Central apron. These areas are now in use for storage of aircraft stairs and ground handling service equipment in closer proximity to operational bays 8-11.
- New passenger paths have been laid in front of the departures and arrivals terminals. These will facilitate adequate separation of simultaneously arriving and departing passengers and shorten the walking distances between the aircraft and terminals.
- The AVCRM paperless system is now being used for daily inspections and maintenance. A number of improvements have been identified which AVCRM are developing and expecting to be installed by the end of June.
- The Department of Fire and Emergency Services's large air tanker (LAT) bomber operations have finished for the 22/23 season. The LATs base has been demobilised and equipment removed or placed into storage on site for next season.
- The RFQ has been advertised for the installation of apron lighting to Bay 10.
- New screening lane furniture has been ordered for the passenger screening lane and expected to arrive onsite and be installed by the end of June. This will improve passenger screening experience and provide efficiencies.

### **Security Screening Activities**

The below table gives a breakdown of the screening activities over the reporting period.

	Total hours screening point open	Number of people screened
July	37.5	2018
August	45.2	2239
September	39.5	2010
October	47	2010

November	38.7	2605
December	37.85	2222
January	37.5	2210
February	39.9	1914
March	40.8	2202
April	43	2574
Total	406.95	22,004

#### OFFICER COMMENT

BMRA has continuing to see growth compared to the same reporting period in 2022. Other activities that have occurred during the reporting period and continue to be the focus for the remainder of 2023 are;

- The City was notified in January that it had been successful in a Federal Government Regional Airport Program Round 3 grant application to apply a surface treatment and line marking to the General Aviation precinct aprons and taxiways to mitigate loose stones on the pavement surface. The total project cost is \$437,620 with the City contributing 50% of the total costs (\$218,810). The City has executed the grant agreement and the RFT will be issued in the new financial year.
- The City purchased an office/training transportable and facilities are currently working through the installation process. This will be a shared facility between City airport staff and the South West Aviation Services.
- Department of Transport's Financial and Asset Management Framework (SAAFMF) is progressing with the asset and financial data inputs now complete. The consultants engaged to complete the framework will visit the City on 13 June to finalise prior to scenario testing and engaging with the Department of Transport.
- The RFQ for the BMRA Noise Modelling has been awarded for the preparation of Australian Noise Exposure Forecast (ANEF) contours and Number above contours (N contours). The project to started on the 10 April and a final report is to be completed to feed into the City 's Town Planning Scheme Amendment being prepared later in 2023.
- Three Consulting have been engaged to prepare a new BMRA master plan and have met with a range of stakeholders in May. They are currently working on the demand forecasts and airline strategy that will feed into the master plan.
- Officers have commenced reviewing the new terminal designs prior to preparing a design brief for an RFQ to develop design documentation suitable for Federal and State government funding applications. Once the design documentation has been prepared, a detailed quantity surveyor (QS) cost estimate will be sought.
- Officers are working with the South West Development Commission (SWDC) to apply for state government funding to undertake a business case for the construction of the new terminal. To inform the business case the following works will need to be completed: airport master plan, terminal design review and QS cost estimates, passenger forecast and route development analysis, financial model, economic and social impact assessments and cost benefit analysis.

### **Statutory Environment**

The BMRA operates in accordance with the following:

- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*
- CASA part 139 Manual of Standards (Aerodromes)
- City of Busselton Transport Security Plan
- Ministerial Statement 1088.

### **Relevant Plans and Policies**

The officer recommendation aligns to the BMRA Master Plan (2016-2036) and the Busselton Margaret River Airport Noise Management Plan 2022.

### **Financial Implications**

#### ***Revenue***

The actual YTD revenue for the reporting period is \$3,991,505 compared to the projected YTD budget of \$2,363,906. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$1,301,997 actual compared to \$813,243 budgeted;
- Car parking income - \$1,006,358 compared to \$430,044 budgeted; and
- Head Taxes/Passenger Fees - \$1,121,424 compared to \$888,556 budgeted.

#### ***Expenditure***

Actual expenditure for the reporting period is \$2,950,800 compared to the YTD budget of \$655,250. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for the airline attraction program, consultancy, contractors and purchase of materials compared to the projected budget timings. The net operating position for the reporting period is a surplus of \$1,040,706 compared to the YTD budget surplus of \$1,708,656.

### **Stakeholder Consultation**

Consultation has been occurring on a regular basis with Department of Transport, South West Development Commission, Tourism WA, Australia Southwest, airport stakeholders, Department of Home Affairs - Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, Southwest Aviation Services, the Busselton Aero Club, Albany, Esperance, Geraldton Airports and Australian Airports Association, concerning many topics and issues relating to the Airport.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation the Airport Advisory Committee may choose not to receive and note the Busselton Margaret River Airport Operations Report.

### **CONCLUSION**

Officers continue to strive to provide a high level of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout. The commencement of Jetstar RPT services has identified a number of operational actions and infrastructure investment requirements that are being progressed at the moment.

The Airport team continue to focus on the new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives that have been deferred to date.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not applicable.

## 11. PLANNING AND DEVELOPMENT SERVICES REPORTS

### 11.1. AMENDMENT NO 59 TO LOCAL PLANNING SCHEME 21 LOT 200 (NO 1676) CAVES ROAD DUNSBOROUGH - CONSIDERATION FOR ADOPTION

<b>Strategic Theme:</b>	Key Theme 2: Lifestyle 2.8 Plan for and facilitate the development of neighbourhoods that are functional, green and provide for diverse and affordable housing choices.
<b>Directorate:</b>	Planning and Development Services
<b>Reporting Officer:</b>	Strategic Planning Officer - Justin Biggar
<b>Authorised By:</b>	Acting Director Planning and Development Services - Rachel Runco
<b>Nature of Decision:</b>	Legislative: adoption of "legislative documents" such as local laws, local planning schemes and local planning policies.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Scheme Amendment Map [<b>11.1.1</b> - 1 page]</li> <li>2. Location Plan [<b>11.1.2</b> - 2 pages]</li> <li>3. JDAP Approved Plans November 2021 [<b>11.1.3</b> - 17 pages]</li> <li>4. Strata Plan 50936 [<b>11.1.4</b> - 1 page]</li> <li>5. Amendment 59 Schedule of Submissions [<b>11.1.5</b> - 16 pages]</li> </ol>

### OFFICER RECOMMENDATION

That the Council:

1. In pursuance of the *Planning and Development Act (Local Planning Schemes) Regulations 2015* (the Regulations) adopts Amendment 59 to the City of Busselton Local Planning Scheme 21 (the Scheme) for final approval, for the purposes of:
  - (a) Inserting the following particulars in 'Schedule 3 - Special Provisions Areas' of the Scheme;
 

No.	Particulars of land	Zone	Special Provisions
SP77	Lot 200 (No 1676) Caves Road Dunborough	Tourism	Notwithstanding any other provisions of the Scheme, unrestricted length of stay shall be permitted for a 'chalet' on strata lots 6-13 and 48-51 as shown on Strata Plan 50936.
2. Advises the Western Australian Planning Commission (WAPC) that Amendment 59 is considered a 'standard amendment' pursuant to the Regulations for the following reasons:
  - (a) An amendment that is consistent with the objectives of the 'Tourism' zone as set out within Local Planning Scheme 21.
  - (b) An amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.
3. Pursuant to r. 53 of the Regulations, endorses the Schedule of Submissions at Attachment 5, which has been prepared in response to the public consultation process.

4. **Upon preparation of the necessary documentation, refers the adopted Amendment 59 to the WAPC for consideration and determination in accordance with the *Planning and Development Act 2005*.**
5. **Pursuant to r. 56 of the Regulations, should directions be given that modifications to Amendment 59 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination**

## **EXECUTIVE SUMMARY**

The Council is requested to consider adopting for final approval draft Amendment 59 for Lot 200 (No 1676) Caves Road Dunsborough to permit unrestricted length of stay for 12 strata lots within the proposed 51-unit strata development. By land use definition, 'chalets' are ordinarily restricted to short term stays of no longer than 3 months within a 12-month period.

The proposed Amendment, as detailed on the amendment map provided at Attachment 1, is consistent with the objectives of the 'Tourism' zone and the Local Tourism Planning Strategy (LTPS) which provides for unrestricted length of stay to a maximum of 25% where appropriate on Non-Strategic Tourism sites. Accordingly, the Amendment is recommended to be adopted for final approval and forwarded to the Western Australian Planning Commission (WAPC).

## **STRATEGIC CONTEXT**

Adoption of the proposed amendment aligns with Strategic Theme 2.8 and will assist in delivering additional long term housing stock appropriately located in proximity to the Dunsborough 'Centre.' As discussed in greater detail below, the amendment also balances the need to ensure delivery of tourism product and is considered consistent with the City's overall land use strategy detailed within the Local Planning Strategy (LPS) and the LTPS.

## **BACKGROUND**

The site, shown on the location plan provided at Attachment 2, was subject of a Joint Development Assessment Panel (JDAP) approval issued 9 November 2021 for a 51 chalet 'tourist accommodation' development. This varied the original JDAP approval issued on 9 October 2020 for 57 chalets. Through the JDAP assessment process a range of relevant issues were considered by the JDAP, including fauna and flora protection, built form and bushfire safety. The current development approval plans are provided at Attachment 3.

Modified Strata Plan 50936 which informs the location of the unrestricted length of stay accommodation is provided at Attachment 4. The proposed amendment does not alter any aspects of the existing approval beyond permitting unrestricted length of stay for 12 of the lots.

The Amendment was advertised for 42 days, being 5 May to 16 June with 11 public submissions being received, one which did not support the proposal and the remaining being supportive. The matters raised are predominantly around the short fall/supply of accommodation within the City both for short term and long term. These matters are further discussed below.

## OFFICER COMMENT

Lot 200 (No 1676) Caves Road is zoned 'Tourism' and is within a 'Landscape Value Area' under Local Planning Scheme 21 (Scheme). Located approximately 1km west of the Dunsborough 'Centre,' the lot is heavily vegetated with a steep incline running south to north. There is a single chalet and unsealed vehicle access tracks on site with a cleared area in the northwest corner that is currently being used for informal storage by the neighbouring property. Dugalup Brook, a seasonal creek, traverses the property west to east before discharging into a dam near the eastern boundary. The site is bound by Cape Villa tourist accommodation (Lot 30), Country Life Farm petting zoo (Lot 4) and Caves Road to the south. Both of the neighbouring lots are included in the 'Tourism' zone.

The two properties north of the site are zoned 'Rural' with Lot 9008 being vacant land used for agricultural purposes and Lot 10 containing a single house and ancillary structures. The land located to the south is zoned 'Rural Residential.' Detailed comments on the proposal and assessment against the relevant elements of the planning framework are provided below.

### State Planning Framework

The state planning framework provides support for limited residential accommodation of tourism sites where appropriate, consistent with the approach adopted by the City's strategic documents. Clause 5.1 (General measures) of the Draft Position Statement: Planning for Tourism (2021) states:

*"The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component."*

Being located a short distance from the urban area, the site has existing access to necessary infrastructure, including water, sewer and power with the local planning framework supporting a limited residential component on site as recommended by the position statement.

### Local Planning Framework

As per the objectives at Part 3 of the Scheme, the 'Tourism' zone is intended to promote and provide for tourism opportunities while also allowing for 'limited residential opportunities where appropriate.' The combination of residential and tourism uses within a tourism development is supported by the objectives and strategies outlined in the LPS and the LTPS.

A strategy of Theme 2 (Activity centres and economy) within the LPS is *"(in order) to facilitate re-investment and the progressive updating of accommodation product, consider permitting unrestricted length of stay components for new development on Tourism zoned land within the Busselton-Vasse Urban Area and the Dunsborough Urban Area."*

While the site is located marginally outside (500m) the 'Dunsborough Urban Area,' as identified on the LPS mapping, the site is considered to meet the wider design and development principles identified in the LTPS for when it is appropriate to permit unrestricted length of stay within tourism sites.

The lot is identified as a 'non-strategic tourist site' in the LTPS which can be considered for unrestricted length of stay occupation to a maximum of 25% of the overall units, being what is proposed by the amendment. The building design and layout as approved presents as an integrated tourist development with the residential units being indistinct from the tourism component as recommended by the Tourism Strategy. The proposed unrestricted length of stay units are clustered in two groupings on the eastern and western wings of the site, effectively bookending the tourist development.

### **Delivery of Tourism Development**

The amendment is not considered to prejudice the future delivery of tourism accommodation on the site and is consistent with the zoning objectives and Strategy elements.

In granting unrestricted length of stay prior to the full development of the site, there is a low risk of the identified strata lots being developed for permanent accommodation without the tourism portion of the project being delivered. Such an outcome would prejudice the objectives of the underlying 'Tourism' zoning.

However, due to the scale of works required, including Main Roads WA (MRWA) required access upgrades, extensive earthworks and services provision, the project would be economically unviable if reduced to the construction of the unrestricted length of stay units only.

### **Bushfire Risk**

Bushfire considerations were assessed during the JDAP process with the Bushfire Management Plan (BMP) provided in support of the application being assessed and approved by the Department of Fire and Emergency Services (DFES) and the City. The proposal to permit unrestricted length of stay for 25% of the units does not alter the scope, findings or validity of the supporting BMP document.

During the amendment submission period, comments were received from the Department of Biodiversity, Conservation and Attractions (DBCA) recommending further comments be sought from DFES regarding potential bushfire implications, specifically whether further vegetation clearing would be required. Following review of the approved BMP and the requirements of State Planning Policy 3.7, further referral to DFES is not considered warranted.

The approved BMP has demonstrated the proposal satisfies the four elements of the bushfire protection criteria which apply regardless of whether short term or unrestricted length of stay is proposed. Further, no additional clearing is required beyond what is demonstrated on the current BMP.

### **Vegetation Protection**

The clearing required to accommodate bushfire protection and the development footprint was approved through the previous JDAP approval process, following referral to relevant State and Federal agencies. As discussed above, the proposed amendment does not alter the design or layout of the chalet development or the extent of the approved vegetation removal.

## **Statutory Environment**

The key statutory documents relevant to this proposal include the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the relevant objectives and provisions of the Scheme. Each is discussed below under the relevant subheadings:

### ***Planning and Development Act 2005***

The *Planning and Development Act 2005* establishes the process for preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account and followed in processing this Amendment.

### ***Planning and Development (Local Planning Schemes) Regulations 2015***

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), which came into operational effect on 19 October 2015, identify three different levels of amendments – basic, standard and complex. Amendment 59 is considered to be a standard amendment for the reasons outlined in the recommended council resolution.

### **Local Planning Scheme No. 21**

The proposal is consistent with the provisions of the ‘Tourism’ zone as defined by the Scheme, the objectives of which are to promote and provide for tourism opportunities while also allowing for ‘limited residential opportunities where appropriate.’

## **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

State Planning Policy 6.1 - Leeuwin Naturaliste Ridge

Draft Position Statement – Planning for Tourism

[City of Busselton Local Planning Strategy 2019](#)

[City of Busselton Local Tourism Planning Strategy 2011](#)

### **State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7) and Guidelines for Planning in Bushfire Prone Areas**

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as ‘bushfire prone’ by the Fire and Emergency Services Commissioner as highlighted on the ‘Map of Bushfire Prone Areas.’ The accompanying Guidelines for Planning in Bushfire Prone Areas provide supporting information to assist in the interpretation of the objectives and policy measures outlined in SPP 3.7, providing advice on how bushfire risk is to be addressed when planning, designing or assessing a planning proposal within a designated bushfire prone area.

### **State Planning Policy 6.1 – Leeuwin-Naturaliste Ridge (SPP 6.1)**

SPP 6.1 was formulated by the WAPC in collaboration with the City and the Shire of Augusta Margaret River to provide a regional strategic framework to better protect the unique ecological, social and landscape values of the policy area. The subject site is located on a Travel Route Corridor within Natural Landscape Significance (Caves Road) as per the policy.

The design of the development, particularly its consideration and protection of the visual integrity of the landscape has been assessed during the JDAP assessment phase. The approved design was supported by a Visual Analysis which demonstrated the proposal would not impact the travel route corridor through appropriate material selection, building placement and existing vegetation screening. It is noted the proposed amendment does not alter the approved design or layout.

### **Draft Position Statement: Planning for Tourism**

The intent of the position statement is to provide a strategic approach to the sustainable development of tourism land uses to better protect amenity, environmental and landscape values and address potential land use conflict. As discussed above, the proposed amendment is considered consistent with the strategic outcomes outlined in the position statement, specifically clause 5.2 – General measures.

### **Local Planning Strategy (LPS)**

The LPS sets the broad planning direction for the City of Busselton and provides the strategic rationale for decisions related to the progressive review and amendment of the Scheme. The LPS supports the type of development proposed in proximity to the Urban Area as per the strategies outlined in Theme 2: Activity centres and economy. The allowance of complementary residential uses on a non-strategic tourism site will ideally assist in facilitating investment in the tourism product.

### **Local Tourism Planning Strategy (LTPS)**

The LTPS was prepared to provide the local government with a decision-making framework for tourism proposals and to inform the development of the broader Local Planning Strategy and the Local Planning Scheme.

The LTPS classifies tourism sites into the following three categories – strategic tourism sites, non-strategic tourism sites and tourist zoned land where alternative zonings may be considered. As discussed above, the subject site is a non-strategic site where an unrestricted length of stay component may be supported if appropriate.

### **Financial Implications**

Not applicable.

### **External Stakeholder Consultation**

The Amendment was advertised for 42 days, being 5 May to 16 June. Eleven (11) public submissions and four government agency submissions were received. The substantive matters raised have been addressed within the 'Officer Comment' section above with full details of the submissions received contained in the Schedule of Submissions provided at Attachment E.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place.

No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation the Council could:

1. Resolve to not adopt the Amendment for final approval and provide a reason for such a decision. It should be noted that under the relevant legislation there is no right of appeal against a council decision not to adopt an amendment for final approval; or
2. To seek further information before making a decision.

### **CONCLUSION**

As per the assessment detailed above, officers consider the proposal is consistent with the aims and objectives of the state and local planning framework. It is therefore recommended the Council provides a recommendation to the Western Australian Planning Commission to support the proposed Amendment.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The implementation of the Officer recommendation will require the referral of Amendment 59 to the WAPC for final approval with this to occur within one month of the resolution.

## 12. ENGINEERING AND WORKS SERVICES REPORTS

### 12.1. RFT 09/23 PARKS AND RESERVES

<b>Strategic Theme:</b>	Key Theme 1: Environment 1.2 Work with the community to manage and enhance natural areas and reserves and their biodiversity. Key Theme 2: Lifestyle 2.1 Recognise, respect and support community diversity and cultural heritage.
<b>Directorate:</b>	Engineering and Works Services
<b>Reporting Officer:</b>	Parks and Environment Technical Officer - Iain Ferry
<b>Authorised By:</b>	Director Engineering and Works - Oliver Darby
<b>Nature of Decision:</b>	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. RFT 09 23 Request for tender [<b>12.1.1</b> - 29 pages]</li> <li>2. RFT 09 23 Attachment B part 3 specification [<b>12.1.2</b> - 5 pages]</li> <li>3. RFT 09 23 Attachment A Schedule of Prices [<b>12.1.3</b> - 1 page]</li> <li>4. CONFIDENTIAL - RF T 09 23 Evaluation Report [<b>12.1.4</b> - 14 pages]</li> </ol>

### OFFICER RECOMMENDATION

**That the Council endorses the outcome of the evaluation panel’s assessment of RFT 09/23 Garden Maintenance Services and accepts the tender from Activ Foundation Inc as most advantageous.**

### EXECUTIVE SUMMARY

The City issued RFT 09/23 Garden Maintenance Services as a private tender for the regular supply of garden maintenance services for ongoing operating works.

This report recommends that Council endorse the outcome of the evaluation panel’s assessment.

### STRATEGIC CONTEXT

The nature of the works supports the enhancement of our natural areas and reserves, in alignment with Key Theme 1 of the City’s Strategic Community Plan – Environment. Importantly the engagement of Activ to deliver this work recognises and supports diversity within the community.

### BACKGROUND

The City of Busselton's Operation Services operating budget includes the requirement for ongoing maintenance of the City’s parks and reserves, including weed control, litter collection, garden maintenance, furniture cleaning and playground surrounds maintenance and inspections. Activ Foundation Inc. (Activ) is an Australian Disability Enterprise who has previously provided these services to the City pursuant to VP109809. A final contract extension expires on 1 August 2023.

The contract was aligned to City's Disability Access and Inclusion Plan (DAIP) 2018-22, to provide people with a disability with the same opportunities as other people to obtain and maintain work within the City of Busselton. The previous contract with Activ has provided meaningful paid employment to numerous people living with a disability in the City of Busselton. The updated DAIP 2023/2027 continues this as an action.

#### **OFFICER COMMENT**

A request for tender was invited privately via VendorPanel, as a tender exemption applies pursuant to regulation 11(2)(i) of the *Local Government (Functions and General) Regulations 1996* (WA) (Regulations) where goods or services are to be supplied by an Australian Disability Enterprise.

The City has been satisfied with the level of services provided by Activ to date. City officers recommend that the partnership continue.

#### **Statutory Environment**

The officer recommendation supports the general function of a local government under the Local Government Act 1995 to provide for the good government of persons in its district. Section 3.57 of the Local Government Act 1995 (the Act) requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the Regulations:

- requires that tenders be publicly invited for contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000;
- gives an exemption to the tender requirements where the goods or services are to be supplied by an Australian Disability Enterprise (under Regulation 11(2)(i)).

The officer recommendation complies with the above-mentioned legislative requirements. The estimated expenditure is in excess of \$500,000 which is above the Chief Executive Officer's delegated authority.

#### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Disability Access and Inclusion Plan

Policy:

[Purchasing](#)

[Regional Price Preference](#)

[Work Health & Safety](#)

#### **Financial Implications**

This contract is funded by the City of Busselton's Operation Services operating budgets 1017 Parks & Environment and 1024 Waste Services.

The estimated total value of the procurement at the time of going to market over the full contract term (3 years plus 2 x 12-month extensions) is \$2,400,000 excluding GST. This represents up to \$40,000 per month at the highest level of estimated expenditure.

**External Stakeholder Consultation**

Not applicable.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, taking into account any controls already in place.

No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could:

1. Decide not to engage Activ for provision of Parks and Maintenance Services, but to publicly invite tenders for the supply of these services. Officers do not consider that this will represent the most advantageous outcome for the City. It will also result in significant delays to the contract award and the provision of maintenance services to City owned parks and reserves.
2. Decide to engage suppliers from the City’s panel of pre-qualified suppliers PQS02/21 for parks and garden services to fulfill the City’s requirements for ongoing parks and reserve maintenance. Officers do not consider that this will represent the most advantageous outcome for the City.

**CONCLUSION**

The submission from Activ is considered most advantageous to the City. Officers recommend that the City award the contract for supply of garden maintenance services to Activ pursuant to RFT09/23.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Commence contract	31 August 2023

**13. COMMUNITY AND COMMERCIAL SERVICES REPORTS**

**13.1. BUSINESS DEVELOPMENT, EVENTS AND MARKETING PROGRAM OUTCOMES - JUNE 2023**

<b>Strategic Theme:</b>	Key Theme 2: Lifestyle 2.5 Facilitate events and cultural experiences that provide social connection. Key Theme 3: Opportunity 3.1 Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice. 3.2 Facilitate an innovative and diversified economy that supports local enterprise, business investment and employment growth. 3.3 Continue to promote the District as the destination of choice for events and unique tourism experiences.
<b>Directorate:</b>	Community and Commercial Services
<b>Reporting Officer:</b>	Events Coordinator - Peta Pulford
<b>Authorised By:</b>	Acting Director - Community and Commercial Services - Maxine Palmer
<b>Nature of Decision:</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
<b>Voting Requirements:</b>	Absolute Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	1. Marketing and Economic Development Initiatives funding criteria [13.1.1 - 2 pages] 2. 2024-2026 IRONMAN WA City of Busselton [13.1.2 - 16 pages]

**OFFICER RECOMMENDATION**

That the Council:

1. **Endorses the following multi year funding allocation, to be funded from the 2024/2025 - 2026/2027 Events Budgets:**

Event Name	Officer Recommendation (cash)	Officer Recommendation (in kind)
<b>IRONMAN WA 2024 - 2026</b>	2024/2025 \$200,000	2024/2025 \$20,000
	2025/2026 \$200,000	2025/2026 \$20,000
	2026/2027 \$200,000	2026/2027 \$20,000
<b>TOTALS</b>	<b>2024/2025 \$200,000</b>	<b>2024/2025 \$20,000</b>
	<b>2025/2026 \$200,000</b>	<b>2025/2026 \$20,000</b>
	<b>2026/2027 \$200,000</b>	<b>2026/2027 \$20,000</b>

2. **Endorses the following single year funding allocation, to be funded from the 2023/2024 Events and Marketing & Economic Development Budgets:**

Event Name	Officer Recommendation (2023/2024 Events Budget)	Officer Recommendation (2023/2024 Marketing & Economic Development Budgets)
Busselton Chamber of Commerce & Industry – Business Excellence Awards 2023	\$6,250	\$6250
<b>TOTALS</b>	<b>\$6,250</b>	<b>\$6,250</b>

3. Endorses the allocation of grant funding from the Marketing and Economic Development Initiatives budget through two (2) funding streams:
  - a. Economic Development and Marketing Grants; and
  - b. Quick Response Grants
  
4. Delegates authority to the Chief Executive Officer to approve applications for the Economic Development and Marketing Grants and the Quick Response Grants funding streams.

#### EXECUTIVE SUMMARY

A meeting of the Business Development, Events and Marketing Program (BDMP) was held on Wednesday 21 June 2023. This report presents the recommendations from this meeting.

#### STRATEGIC CONTEXT

Recommendations of this report furthers achievements of the City’s strategic community plan aspirations and priorities, through continuing to facilitate events and cultural experiences that provide social connection, and promoting the District as the destination of choice for events and unique tourism experiences.

#### BACKGROUND

At the Ordinary Meeting of Council held 13 April 2011, Council resolved (C1104/114) to endorse the implementation of a differential rating system whereby properties rated industrial and commercial across the City would directly contribute toward the City’s continued support of tourism, marketing and event activities. The City also established a key stakeholders reference group, now known as the ‘Business Development, Events and Marketing Program’ (BDMP) – formerly ‘Marketing and Events Reference Group’ (MERG), to make recommendations to Council with respect to the marketing and events budget allocations.

At its meeting of 22 June 2011, Council resolved (C1106/201) to introduce a 3% differential rate on industrial and commercial rated properties, which has increased over time to 10%. The proceeds from the differential rate are allocated towards funding events and marketing.

A BDEMP meeting was held on Wednesday 21 June 2023, with the following key matters presented;

- update on events held since the last meeting on 19 April 2023 and upcoming major events;
- consideration of funding for the 2023/24 – 2025/26 events and marketing budgets.
- assessment criteria and the administration of the Marketing and Economic Initiatives funding stream

#### **OFFICER COMMENT**

Supporting the development and attraction of new events throughout the year, the City's Events Sponsorship Program promotes the City of Busselton as an attractive event tourism destination. This report proposes that applications are separated into distinct funding streams for the purpose of evaluation:

##### Events

- Economic focused events – aim to attract visitation to the region, bring economic return in the form of visitor and event spend with local business, attract significant media exposure, attract funding from other sources
- Community focused events - Provide social benefit and promote community connection, promote cultural diversity and inclusion, provide place making adding vibrancy and activation

##### Marketing and Economic Development

- Economic development activities – focused on supporting industry sector growth and upskilling, town centre activation, place making, growth of the night time economy.
- Marketing initiatives – leverage to improve the visitor experience, strengthen the Busselton and Dunsborough brands and promote the City as a destination for visitation and investment

#### **Funding Criteria for Events**

All applications for Events funding are assessed against criteria derived from the identified Diversity, Localise, Hallmark and Venues strategies of the City of Busselton Events Strategy 2022, and funding recommendations are based on this.

Applicants that have held their event for two or more years and been funded by the City, have demonstrated that they meet requested KPI's, and have indicated that they intend to continue holding the event in future years, may request or be offered a multiyear agreement. This allows them to plan effectively for future events and reduces administration for both the event organiser and City staff. They will however still be required to meet KPI's and provide a post event report for each year of the event before any further funding is released in future years.

Applications for funding increases of more than 25% on previous funding levels will not be considered, unless it is demonstrated that the event will substantially diversify their event offerings to meet the City's strategic outcomes or dramatically increase their event attendance or economic outcomes as a result of increased funding.

## **Funding Criteria for Marketing and Economic Development Initiatives**

Officers have identified the need for a new funding stream for Marketing and Economic Development initiatives and have developed criteria to assess applications from businesses and peak industry bodies to apply for funding for initiatives that support the implementation of the City's Economic Development Strategy 2022-27. It is proposed that funding is awarded through two sub-separate streams, a Quick Response Grant stream for amounts up to \$1k each, and an Economic Development and Marketing Grant stream for larger projects.

Both funding streams align with the Economic Development Strategy 2022-27 Priorities and will be assessed against the same criteria, however the Quick Response Grants are designed to provide a simpler application and acquittal process, with a fast turnaround time for the assessment and approval of applications. It is recommended that the Quick Response Grants are allocated a total annual pool of \$20k from the Marketing and Economic Development budget, to be split into four funding rounds per year, each with up to \$5k of allocations.

The balance of the budget will be available for applications through the Economic Development and Marketing Grants, with applications open quarterly each year.

It is proposed that applications will be assessed by City officers, and recommendations for funding presented to BDEMP, which meets on a two-monthly basis to review applications. It is also proposed that the Chief Executive Officer be delegated to approve funding allocations to enable faster turnaround times for business opportunities to be supported.

The two grant streams proposed are summarised as follows:

### **1. Economic Development and Marketing Grants**

- Alignment with identified Economic Development Strategy 2022-27 priorities
- Points system – allocated according to priority areas from Economic Development Strategy Implementation Plan
- Grants of \$1,000 and above
- Funding requests of \$10,000 and above require 50% matched funding - this can be made up of cash and in-kind contributions

### **2. Quick Response Grants**

- Less than \$1000. Total funding pool \$20K. Five x four rounds of grants p/a
- Easy apply, easy acquittal
- No need for matched funds
- Uses same matrix and guidelines for assessment. Assessment done by Economic Development Officers

## Who is eligible?

Not for Profits, Incorporate Associations, Peak Bodies, Business and Industry Clusters. Funds can be auspiced by a host organisation.

Similar to the assessment process of the Events funding applications, applications will be given numerical score against a funding criteria. Point values between one and three will be assigned, according to whether the application meets prioritised strategies as identified by the Economic Development Strategy.

The points will be awarded as follows:

- 3 Points - key priority
- 2 Points – secondary priority
- 1 Point – lesser priority

Additional points will be awarded if the applicants have not received funding from the current BDEMP round or other current City Funding Streams (+1 point), and for applicants collaborating with other agencies to avoid program/project duplication (+1 point).

The funding criteria and scoring system is included in Attachment 1 of this report.

The following applications will be ineligible for funding:

- Applications that do not meet the identified grant program objectives, as outlined in the guidelines.
- Recurring or pre-existing programs and initiatives that don't demonstrate significant changes, new initiatives or additional demonstrated benefits
- Activities or programs occurring outside the City of Busselton area, unless a demonstrated marketing benefit for the City can be determined
- Applications that duplicate an existing service or program that operates in the City
- Large capital expenditure e.g. lease payments, repair or maintenance of buildings, or purchase of major equipment.
- Recurrent indirect costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts.
- Retrospective funding or reimbursement payments.
- Funding requests for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions.

- Applications for staff / committee attendance at conferences, expo or tradeshows for personal / business development. Attendance to present / conduct expos may be eligible.
- Funds for State or Federal Government departments, other councils.
- Singular Commercial organisation operating on an expected profit base. Joint business approaches that demonstrate multiple business cluster benefits will be considered.
- Activities that would involve the City in controversial issues or expose the City to adverse criticism.
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools).
- Political or lobby groups.
- The application disparages or excludes any groups in the community
- Funding for alcohol purchases

At the BDEMP meeting held 21 June 2023 BDEMP members supported the two funding streams of Economic Development Initiatives and Marketing Grants and Quick Response Grants and the associated assessment criteria.

### **Requests for Funding**

At the BDEMP meeting held 21 June 2023 two requests for funding were considered as outlined below:

#### ***Economic Focused Events***

The following request has been received for multi-year funding from the 2023/2024 - 2025/2026 Events Budgets:

#### **IRONMAN WA 2024 – 2026**

IRONMAN Western Australia has been held annually in Busselton since the inaugural event in 2004, except for the cancelled event in 2020 due to COVID-19.

The 2022 IRONMAN event was a sell out, with 2,715 athletes competing across 5 race categories and an estimated visitor number more than 7,000. Of these, 44% were intrastate visitors, 35% interstate and 17% international. Independent economic impact surveying by Metrix showed that visitation delivered \$9.14 million in regional economic impact, with a further \$455k spent on local suppliers and \$55k distributed to local community and sporting groups through the volunteer program.

The current 3-year (2021/22 – 2023/24) funding agreement of \$200k cash plus \$18.5k in kind each year expires after the 2023 event.

IRONMAN Oceania have presented the following funding proposal for 2024-2026 events:

EVENT YEAR	CASH REQUEST	IN KIND	TOTAL
2024	\$210,000	\$20,000	\$230,000
2025	\$220,000	\$20,000	\$240,000
2026	\$230,000	\$20,000	\$250,000
<b>TOTALS</b>	<b>\$660,000</b>	<b>\$60,000</b>	<b>\$720,000</b>

Although this event continues to be one of our highest yielding events in terms of economic output and national and international exposure, it does make considerable profits as demonstrated in the attached proposal. Continuing to raise the funding level will mean that we may be unable to support other events and may set a precedent that other events will expect considerable increases when not showing marked growth or diversification of event offerings.

For those reasons, the BDEMP recommendation is to keep the cash allocation at \$200k per year for IRONMAN WA (Western Australian), to be paid from the 2024/25 – 2026/27 Events Budget. It is recommended to increase the in-kind support to \$20k per year as requested.

#### ***Economic Development activities***

The following request has been received for single year funding from the 2023/2024 Marketing and Economic Development Initiatives Budget:

#### **BCCI (Busselton Chamber of Commerce and Industry) Business Excellence Awards 2023**

The Busselton Chamber of Commerce and Industry (BCCI) is again holding the Business Excellence Awards in 2023. This awards program is to recognise, reward and assist City of Busselton businesses, through a process consisting of completion of application questions, interviews and judging process, culminating in a Gala Awards night on Friday 13 October at Black Brewing. Applications for the awards program are open from 22 May until 31 August.

Through the application and judging process, businesses can access the judges for advice, feedback, mentoring, and assistance post event ultimately to achieve business growth and success. Assisting businesses through this process also allows the BCCI to analyse and determine ‘pain points’ experienced by businesses to provide programs and initiatives to assist.

The BCCI are seeking funding of \$15k towards costs for the Gala Night, mainly for the promotion, production and AV costs. In previous years, the City have funded an amount of \$10k towards the Awards.

BDEMP recommendation is for an increase of 25% to an amount of \$12.5k. Furthermore, as this represents both an economic development initiative (the application and judging program) and event (gala night), it is recommended to split the allocation of funding, with \$6,250 to be funding from the 2023/2024 Events budget and \$6,250 to be funded from the 2023/2024 Marketing and Economic Development budget.

### **Statutory Environment**

Not Applicable

### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Economic Development Strategy 2022-27

Events Strategy 2022

Policy:

[Events](#)

[Sponsorship Arrangements](#)

The recommendations meet the principles of the Events Policy.

### **Financial Implications**

The draft 2023/2024 budget for marketing and events totals \$1,256,582. The breakdown of this budget is as follows:

\$983,018 – Events

\$273,564 – Marketing and economic development initiatives.

This excludes budget allocations for Leavers Week, administration, and events staffing.

Funds currently committed from the 2023/2024 Events Budget through multiyear sponsorships totals \$806,500, leaving a balance of \$176,518 for any further event sponsorships or other initiatives. If all funding recommendations included in this report are accepted, a balance of \$55,058 will remain. There will be one funding round in this financial year, opening in September 2023 for events held from January to June 2024.

It is proposed to carryover the unspent funds of \$20,979 from the 2022/2023 Events Budget, which will leave a balance of \$76,037 after the recommendations of this report.

Funds currently committed from the 2023/2024 Marketing and Economic Development Initiatives Budget is \$120,000. If funding recommendations included in this report are accepted, a balance of \$145,314 will remain for any further initiatives to be proposed.

It is proposed to carry over the unspent funds of \$72,229 from the 2022/2023 Marketing and Economic Development Initiatives Budget, which will leave a balance of \$217,543 after the recommendations of this report.

### **External Stakeholder Consultation**

Consultation has been undertaken with BDEMP members with representatives comprising the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry, Margaret River Busselton Tourism Association and the City of Busselton.

**Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, taking into account any controls already in place.

No risks of a medium or greater level have been identified.

**Options**

As an alternative to the proposed recommendation the Council could choose not to support the recommendations made by BDEMP and resolve not to endorse part or all of the recommendations.

**CONCLUSION**

The BDEMP has been established by Council to make recommendations on the way in which funds raised through the industrial and commercial differential rate for the purposes of events, economic development and marketing are allocated. This report contains the recommendations made at the 19 April 2023 BDEMP meeting, which if endorsed by Council, will result in activating industry-led economic development opportunities and the continuation of high-quality events being held within the region, supported by successful marketing promotions. All recommendations support Council’s vision of being recognised as the ‘Events Capital WA’ and delivering a place where ‘Environment, Lifestyle and Opportunity Meet.’

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Implementation of the two funding streams of Economic Development and Marketing Grants and Quick Response Grants.	September 2023
Fully executed grant funding agreements completed with recommended funding recipients	September 2023

## 14. FINANCE AND CORPORATE SERVICES REPORTS

### 14.1. COUNCIL RESOLUTION REPORTING

<b>Strategic Theme:</b>	Key Theme 4: Leadership 4.4 Govern a professional organisation that is healthy, capable and engaged.
<b>Directorate:</b>	Finance and Corporate Services
<b>Reporting Officer:</b>	Acting Director Finance and Corporate Services - Sarah Pierson
<b>Authorised By:</b>	Acting Director Finance and Corporate Services - Sarah Pierson
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Council Resolutions - 2021-2023 - CEO FINAL [14.1.1 - 1 page]</li><li>2. Council Resolutions 2019 - 2021 CCS FINAL [14.1.2 - 13 pages]</li><li>3. Council Resolutions - 2021-2023 - CCS FINAL [14.1.3 - 8 pages]</li><li>4. Council Resolutions 2019 - 2021 EWS FINAL [14.1.4 - 19 pages]</li><li>5. Council Resolutions - 2021-2023 - EWS FINAL [14.1.5 - 3 pages]</li><li>6. Council Resolutions 2019 - 2021 FCS FINAL [14.1.6 - 23 pages]</li><li>7. Council Resolutions - 2021-2023 - FCS FINAL [14.1.7 - 25 pages]</li><li>8. Council Resolutions 2019 - 2021 PDS FINAL [14.1.8 - 26 pages]</li><li>9. Council Resolutions - 2021-2023 - PDS FINAL [14.1.9 - 34 pages]</li></ol>

### OFFICER RECOMMENDATION

That the Council:

1. Receive the attached Council resolution reports and acknowledge the status of each resolution:
  - a) Chief Executive Office (CEO) 2021 – 2023 (Attachment 1)
  - b) Community and Commercial Services (CCS) 2019 – 2021 (Attachment 2)
  - c) Community and Commercial Services (CCS) 2021 – 2023 (Attachment 3)
  - d) Engineering and Works Services (EWS) 2019 – 2021 (Attachment 4)
  - e) Engineering and Works Services (EWS) 2021 – 2023 (Attachment 5)
  - f) Finance and Corporate Services (FCS) 2019 – 2021 (Attachment 6)
  - g) Finance and Corporate Services (FCS) 2021 – 2023 (Attachment 7)
  - h) Planning and Development Services (PDS) 2019 – 2021 (Attachment 8)
  - i) Planning and Development Services (PDS) 2021 – 2023 (Attachment 9)
2. Acknowledge that any incomplete actions and new actions will be presented in a new monthly register via the Councillors Information Bulletin.
3. Subject to points 1 and 2, acknowledge the completion of the Council Resolution Reporting performance criteria.

## EXECUTIVE SUMMARY

On 1 March 2023 the Council endorsed contractual and additional performance criteria to be met by the Chief Executive Officer (CEO). This report presents outcomes against one of the additional performance criteria – Council Resolution Reporting – and presents status reports of actionable resolutions of the Council between 21 October 2019 and 8 June 2023.

## STRATEGIC CONTEXT

This setting of performance criteria for the CEO contributes towards ensuring the City of Busselton as an organisation is governed effectively, as does regular reporting to Council in relation to the actioning of Council resolutions.

## BACKGROUND

On 1 March 2023 the Council endorsed performance criteria to be met by the CEO, as follows:

1. adoption of a set of contractual performance criteria contained within Schedule 2 of the CEO Employment contract; and
2. adoption of additional performance criteria to be reviewed annually as part of the CEO performance review process.

In relation to Council Resolution Reporting the following is required:

Performance Criteria	Outcome	Deliverable	Timeframe
<b>Council Resolution Reporting</b>	The CEO presents through the Councillors Information Bulletin a monthly status report on all actionable resolutions of the Council.	<p>Monthly report to contain the following information in relation to each and every Council Resolution:</p> <ol style="list-style-type: none"> <li>a. Date of Meeting;</li> <li>b. Resolution Number;</li> <li>c. Resolution Heading;</li> <li>d. Brief Description of Council decision;</li> <li>e. Directorate responsible;</li> <li>f. Action taken (brief statement);</li> <li>g. Completion date and priority status;</li> </ol> <p>All information to appear on the Website for the public to access; and all resolutions to remain on the Status Report for six months after the date of completion.</p> <p>Reporting to include all resolutions since the Council election in 2019.</p>	By 30 June 2023

## OFFICER COMMENT

From October 2019 (the point from which reporting is requested) to date, the City has used the InfoCouncil agenda and minutes software to record and action council resolutions. While resolutions have been actioned in Infocouncil, reporting has been internally focused and primarily related to registering completion of the resolution. For this reason commentary in relation to action taken has been minimal, and the reporting format, which is word based, has not been developed beyond the basic functionality provided by the system.

Attached are a series of reports containing actionable resolutions from October 2019 to 8 June 2023. The reports are broken down by Directorate and by period – 1). 21 October 2019 to 30 June 2021, and 2). 1 July 2021 to 8 June 2023. There are nine reports in total.

Resolutions of Council which were to note items (e.g. list of payments), to receive reports (e.g. the monthly Financial Activity Statements) or to adopt a policy or other document where there was no other ongoing action required have largely been removed from the reports, as per informal discussions with Councillors.

It is recommended that Council endorse the attached action reports, noting that the majority of actions are complete, and have been complete for a period of more than six months; they can therefore be removed from any ongoing reporting register (as per the performance criteria).

As of 1 July 2023 the City has moved to a new agenda and minutes software (DocAssembler), and officers are developing a new action reporting register for actions not yet complete and new actions arising from the June 2023 Council meeting onwards. This will be published monthly as part of the Councillor Information Bulletin and in doing so be available on the City's website.

On endorsing the attached action reports and noting the publication of a new register in future Councillor Information Bulletins, Council is asked to acknowledge completion of the performance criteria.

### **Statutory Environment**

Not Applicable

### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Not Applicable.

Policy:

[Chief Executive Officer Performance Review](#)

The Chief Executive Officer Performance Review Policy outlines the process by which the CEO's performance review will be undertaken, which includes assessment of the CEO's achievements against the performance criteria.

### **Financial Implications**

Not Applicable

### **External Stakeholder Consultation**

Not Applicable

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with the residual risk reported. No risks of a medium or greater level have been identified.

### **Options**

As an alternative to the proposed recommendation the Council could request additional or different reporting in relation to council resolutions.

### **CONCLUSION**

This report presents outcomes against one of the additional CEO performance criteria set by the Council – Council Resolution Reporting – and presents status reports of actionable resolutions of the Council between 21 October 2019 and 8 June 2023.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented in full, or in stages as per the following table:

<b>Milestone</b>	<b>Completion Date</b>
Register of new and ongoing actions to be published in the Councillor Information Bulletin	16 August 2023

## 15. CHIEF EXECUTIVE OFFICERS REPORTS

### 15.1. COUNCILLORS INFORMATION BULLETIN

<b>Strategic Theme:</b>	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>Directorate:</b>	Finance and Corporate Services
<b>Reporting Officer:</b>	Executive Assistant to Council - Katie Banks
<b>Authorised By:</b>	Chief Executive Officer - Tony Nottle
<b>Nature of Decision:</b>	Noting: The item is simply for information purposes and noting.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Current Active Tenders: July 2023 [<b>15.1.1</b> - 1 page]</li><li>2. Current Running SAT Reviews [<b>15.1.2</b> - 4 pages]</li><li>3. 20230413 Ltr to Minister re Amendment 52 - Dunsborough [<b>15.1.3</b> - 1 page]</li><li>4. 20230608 Ltr to Minister re Amendment 52 - Dunsborough [<b>15.1.4</b> - 1 page]</li><li>5. 72-43414 Ministers Response - Dunsborough Precinct Structure Plan [<b>15.1.5</b> - 1 page]</li><li>6. Letter re City of Busselton Notice of Gazettal [<b>15.1.6</b> - 1 page]</li></ol>

### OFFICER RECOMMENDATION

That the items from the Councillors Information Bulletin be noted:

- **Minutes of Committee Meetings**
- **Minor Donations Program**
- **Current Active Tenders**
- **State Administrative Tribunal Reviews Update**

### **EXECUTIVE SUMMARY**

This report provides an overview of a range of information that is considered appropriate to be formally presented to the Council for its receipt and noting. The information is provided in order to ensure that each Councillor, and the Council, is being kept fully informed, while also acknowledging that these are matters that will also be of interest to the community.

Any matter that is raised in this report as a result of incoming correspondence is to be dealt with as normal business correspondence, but is presented in this bulletin for the information of the Council and the community.

## INFORMATION BULLETIN

### Minutes of Committee Meetings

Unconfirmed Minutes of the following Committee Meetings listed in the table below are to be noted as received:

Committee	Meeting Date	Minutes
Airport Advisory Committee	14 June 2023	<a href="#">Unconfirmed Minutes</a>

### Minor Donations Program – June 2023

The Council allocates an annual budget allowance to the Minor Donations Program. This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavours that bring direct benefit to the broader community. Allocation of funds is delegated to the Chief Executive Officer, in accordance with the published guidelines and funding availability.

Three applications were approved throughout June 2023 totalling \$1,500.00 as outlined below:

Recipient	Purpose	Amount
Kai Gleeson	Selected to represent WA as part of the WA Boys AFL 12s State Team competing in Lavington NSW from 5 to 8 August 2023. This donation will assist with covering the costs associated with attending the competition.	\$500.00
Mia van Kleef	Selected to compete in the School Sport Australia National Football Championship Carnival being held in Ballarat, Victoria on 21 to 29 July 2023. This donation will assist with covering the costs associated with attending the competition.	\$500.00
Tyler Lindberg	Selected to represent WA in the AFL National Championships in Perth, Adelaide and Melbourne as part of the WA 18s team. This donation will assist with covering the costs associated with attending the competition.	\$500.00
<b>TOTAL</b>		<b>\$1,500.00</b>

Final total budget allocated in the 2022/2023 financial year - \$33,070.93.

### Current Active Tenders

The Tender update as at 5 July 2023 is provided at Attachment 1.

### State Administrative Tribunal Reviews Update

The Current State Administrative Tribunal Reviews is at Attachment 2.

**Correspondence regarding State Planning - Amendment 52 - Dunsborough Precinct Structure Plan**

Correspondence between Member for Vasse, Libby Mettam MLA and Minister for Transport regarding State Planning - Amendment 52 - Dunsborough Precinct Structure Plan is provided at Attachments 3, 4 and 5.

**Correspondence regarding City of Busselton Councillor Numbers - Notice of Gazettal**

Correspondence in relation to the 30 June 2023 publication in the Government Gazette, regarding the reduction in councillor numbers at the City of Busselton is provided at Attachment 6.

**16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**17. CONFIDENTIAL MATTERS**

Nil

**18. URGENT BUSINESS**

**19. CLOSURE**