

## **Council Agenda**

***25 January 2022***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 25 JANUARY 2022**

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**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 Tuesday, 25 January 2022, 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.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

14 January 2022

**CITY OF BUSSELTON**

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 25 JANUARY 2022**

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1. **DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

**Apologies**

**Approved Leave of Absence**

Nil

3. **PRAYER**

4. **APPLICATION FOR LEAVE OF ABSENCE**

5. **DISCLOSURE OF INTERESTS**

6. **ANNOUNCEMENTS WITHOUT DISCUSSION**

**Announcements by the Presiding Member**

7. **QUESTION TIME FOR PUBLIC**

**Response to Previous Questions Taken on Notice**

**Public Question Time For Public**

8. **CONFIRMATION AND RECEIPT OF MINUTES**

**Previous Council Meetings**

8.1 **Minutes of the Council Meeting held 8 December 2021**

**RECOMMENDATION**

That the Minutes of the Council Meeting held 8 December 2021 be confirmed as a true and correct record.

**Committee Meetings**

- 8.2 Minutes of the Policy and Legislation Committee Meeting held 8 December 2021

**RECOMMENDATION**

That the Minutes of the Policy and Legislation Committee Meeting held 8 December 2021 be noted.

9. **RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**Petitions**

**Presentations**




**Deputations**

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

11. **ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY**

## 12. REPORTS OF COMMITTEE

### 12.1 Policy and Legislation Committee - 8/12/2021 - COUNCIL POLICY REVIEW: RECORDING AND LIVESTREAMING OF COUNCIL PROCEEDINGS AND COMMUNITY ACCESS SESSIONS

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.1 Provide opportunities for the community to engage with Council and contribute to decision making.
<b>SUBJECT INDEX</b>	Decision Making Processes
<b>BUSINESS UNIT</b>	Governance Services
<b>REPORTING OFFICER</b>	Governance Coordinator - Emma Heys
<b>AUTHORISING OFFICER</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 REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	<p>Attachment A Proposed Amended Council Policy: Recording and Livestreaming of Council Meetings and Community Access Sessions (Tracked)<a href="#">↓</a></p> <p>Attachment B Proposed Amended Council Policy: Recording and Livestreaming of Council Meetings and Community Access Sessions (Clean)<a href="#">↓</a></p> <p>Attachment C Current Policy: Recording and Livestreaming of Council Meetings<a href="#">↓</a></p>

This item was considered by the Policy and Legislation Committee at its meeting on 8/12/2021, the recommendations from which have been included in this report.

#### COMMITTEE RECOMMENDATION

That the Council do not adopt the amended Council policy at this time and request the CEO to return this item for discussion at the Policy and Legislation Committee meeting in February 2022.

Reasons: The Committee recommended further consideration of the parameters and consequences of recording Community Access Sessions and the CEO bring this information to be considered as a general discussion item at a future Policy and Legislation Committee meeting.

#### OFFICER RECOMMENDATION

That the Council adopt the amended Council policy: Recording and Livestreaming of Council Meetings and Community Access Sessions (the Policy) (Attachment A) to replace the current policy (Attachment C).

## EXECUTIVE SUMMARY

This report presents an amended Council policy: Recording and Livestreaming of Council Meetings and Community Access Sessions(the Policy) (Attachment A); amended to incorporate provisions around the audio recording of Community Access Sessions and to increase the time that recordings of Council Meetings are available publicly. Officers recommend it replace the current policy (Attachment C).

## BACKGROUND

The Policy was originally adopted by Council at its Ordinary Meeting on 11 June 2019 (C1906/108), following a request from a member of the public for a copy of a recording of an Ordinary Council Meeting, and pursuant to advice from the Western Australian Local Government Association (WALGA). The review of the policy also considered the recommendations of Mr John Woodhouse's Review of the City of Busselton Governance Systems and Processes conducted in 2017.

The City's *Standing Orders Local Law 2018* (Standing Orders) provides for the Chief Executive Officer to audio record meetings for the purpose of taking minutes. Any such recordings are considered a record under the *State Records Act 2000* and are required to be retained for one year after the minutes are confirmed.

During COVID-19 restrictions at the start of 2020, which limited attendance at Council meetings, the City implemented a process to facilitate remote public access by livestreaming the meetings. Following a briefing to Council on 14 October 2020, officers prepared revisions to the Policy that extended the scope of the Policy to include video recordings and livestreaming of meetings, with the renaming of the Policy to reflect this extension of its scope. The revised Policy was adopted by Council on 11 November 2021 (C2011/001).

## OFFICER COMMENT

With increased requests received from members of the public, and a preference indicated by Councillors for more community transparency and engagement, the City's Community Access Sessions have recently been recorded (audio only) and a link to the recording added to the City's website. Accordingly officers have proposed amendments to the Policy to provide guidance for this practice.

A Community Access Session (CAS) is a more informal forum than a Council meeting and its purpose is to provide a means for the community to present any ideas or ask any questions of Council. There are no decisions made at a CAS and there is no requirement for the CAS to be minuted in any way or recorded. However, there is a growing expectation that the public may access and view a CAS without being in physical attendance, and Council has indicated they are prepared to facilitate this access.

In recommending the Policy amendments to incorporate this officers do have some reservations, and raise them for Council to mindful of. To assist in mitigating some of the concerns, the Policy sets out that, at the discretion of the CEO, CAS may not be recorded in certain circumstances.

**Informal Forum**

Primarily officers are concerned that the public recording of CAS may deter some members of the community from attending CAS and using the forum to discuss issues with Councillors. Officers are also concerned that it may inhibit free discussion. CAS play an important role as a forum for members of the public to speak freely and without concern that their statements can be used against them at a later time.

It is recommended that each member of public who speaks at a CAS is made aware an audio recording is being made. Each person who speaks at a CAS should be given the opportunity to not be recorded and the recording should be ceased should they make that request.

**Defamation**

Section 9.57A of the *Local Government Legislation Amendment Act 2019* (WA) encourages local governments to livestream its proceedings and provides statutory protection for the local government from defamation for publishing Council proceedings on its website. It does not appear that this protection would apply to CAS. Additionally this protection does not extend to the individual who made the comment, however, this is no different to circumstances if the meeting is not broadcast, as it is still deemed to be a statement made in a public forum.

**Recording**

It is also important to emphasise that an audio recording should not be considered as the minutes or a formal record of a CAS. As noted above, the CAS is an informal community meeting and it should be clear that no decision-making takes place and statements made by a Councillor should not be construed as a decision of Council or create any expectation. This can be managed at an operational level with, for example, a written disclaimer on the City's website which states that it is a broadcast only and not a formal record of the meeting. Councillors should however remain aware that their statements are being recorded and made public as an audio recording.

**Statutory Environment**

The audio recording of a CAS would be considered as a "record" under the *State Records Act 2000*, and that the publication and storage of the recording should be treated pursuant to the requirements of this Act.

Officers are comfortable, having received internal advice from the City's Records officers, that the intention to retain the audio record in ECM, with a link to the recording available on the City's website, provides sufficient access to, and storage of, the record to meet the requirements of the *State Records Act*. The file of the recording and its link will be removed or deleted in accordance with the guidelines of the State Records Office.

**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., although officers have noted some concerns above.

**Options**

As an alternative to the proposed recommendation the Council could:

1. Not adopt the amended Policy. If Council chooses to do this, officers will cease the practice of audio recording the CAS.
2. Adopt the Policy with further amendments.

**CONCLUSION**

A revised Policy 'Recording and Livestreaming of Council Meetings and Community Access Sessions' is presented for Council's approval.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

If endorsed, the Policy will be placed on the City's website within one week of Council adoption and the practice continued at the start of the 2022 Community Access Sessions.

Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Tracked)



## Council Policy

**Council Policy Name:** Recording and Livestreaming of Council Meetings and Community Access Sessions

**Responsible Directorate:** Finance and Corporate Services

**Version:** AdoptedDRAFT

### 1. PURPOSE

~~1.1. The City of Busselton's Standing Orders Local Law 2018 provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.~~

~~1.2.1.1. The purpose of this Policy is to outline the City's position with respect to the recording and Livestreaming of Council meetings and audio recording of Community Access Sessions access to the recorded proceedings.~~

### 2. SCOPE

2.1. This Policy is applicable to ~~the Livestreaming and recordings of~~ Council meetings and Community Access Sessions ~~all requests for such recordings.~~

### 3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
Livestream	to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer
Policy	this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings <u>and Community Access Sessions</u> "

### 4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 4. LEADERSHIP and specifically the Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

#### Council Meetings

5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.

5.2. The primary purpose of recording and Livestreaming Council meetings is to:

- assist in the preparation of the minutes of Council meetings; and
- facilitate increased engagement of the community in the City's decision making processes.

5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Tracked)

- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website ~~until such time as the minutes of that meeting have been confirmed~~ for a period of twelve months.
- ~~5.9.1.1. The City retains copyright over its Livestreaming and recordings of its Council meetings.~~
- ~~5.10.5.9.~~ Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- ~~5.11.5.10.~~ Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- ~~5.12.5.11.~~ Elected Members may request from the CEO an audio recording of a meeting at no charge.
- ~~5.13. All Elected Members are to be notified when requests for recordings have been received.~~

**Community Access Sessions**

- ~~5.12. Subject to paragraph 5.15, Community Access Sessions will be audio recorded and made publicly available on the City's Website.~~
- ~~5.13. At the discretion of the CEO, Community Access Sessions will not be recorded in instances where:~~
- ~~a. a person presenting to Council does not wish to be recorded;~~
  - ~~b. a person presenting to Council fails to extend due courtesy and respect to a Councillor, employee or to another member of the public;~~
  - ~~c. a matter raised is confidential or otherwise considered sensitive and not in the public interest.~~
- ~~5.14. Recordings of Community Access sessions will be available on the City's website for a period of three months.~~
- ~~5.15. Recordings of Community Access Sessions will not be available for purchase by members of the public or in any other way outside of the provisions of paragraph 5.15.~~

**General**

- ~~5.16. The City retains copyright over its Livestreaming and recordings of its Council meetings and Community Access Sessions.~~
- ~~5.14.5.17.~~ Recordings will not be transcribed.
- ~~5.15.5.18.~~ Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.



Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Tracked)

~~5.16.5.19.~~ Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting or Community Access Session. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.


**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1 *City of Busselton Standing Orders Local Law 2018*
- 6.2 *Local Government Act 1995*
- 6.3 *Local Government (Administration) Regulations 1996*
- 6.4 *State Records Act 2000*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	<del>11 November 2020</del>	Resolution #	<del>C2011/127</del>
Previous Adoption	DATE	<del>11 November 2020</del> <del>26 June 2019</del>	Resolution #	<del>C2011/127</del> <del>C1906/108</del>

Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Clean)



**Council Policy**

**Council Policy Name:** Recording and Livestreaming of Council Meetings and Community Access Sessions

**Responsible Directorate:** Finance and Corporate Services **Version:** DRAFT

**1. PURPOSE**

- 1.1. The purpose of this Policy is to outline the City's position with respect to the recording and Livestreaming of Council meetings and audio recording of Community Access Sessions.

**2. SCOPE**

- 2.1. This Policy is applicable to Council meetings and Community Access Sessions.

**3. DEFINITIONS**

Term	Meaning
Act	<i>Local Government Act 1995</i>
Livestream	to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer
Policy	this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings and Community Access Sessions"

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP and specifically the Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

**5. POLICY STATEMENT**

**Council Meetings**

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
- assist in the preparation of the minutes of Council meetings; and
  - facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.
- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.
- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will be recorded and Livestreamed.

Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Clean)

- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website for a period of twelve months.
- 5.9. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.10. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.11. Elected Members may request from the CEO an audio recording of a meeting at no charge.

**Community Access Sessions**

- 5.12. Subject to paragraph 5.15, Community Access Sessions will be audio recorded and made publicly available on the City's Website.
- 5.13. At the discretion of the CEO, Community Access Sessions will not be recorded in instances where:
  - a. a person presenting to Council does not wish to be recorded;
  - b. a person presenting to Council fails to extend due courtesy and respect to a Councillor, employee or to another member of the public;
  - c. a matter raised is confidential or otherwise considered sensitive and not in the public interest.
- 5.14. Recordings of Community Access sessions will be available on the City's website for a period of three months.
- 5.15. Recordings of Community Access Sessions will not be available for purchase by members of the public or in any other way outside of the provisions of paragraph 5.15.

**General**

- 5.16. The City retains copyright over its Livestreaming and recordings of its Council meetings and Community Access Sessions.
- 5.17. Recordings will not be transcribed.
- 5.18. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.19. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting or Community Access Session. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.

Proposed Amended Council Policy: Recording and  
Livestreaming of Council Meetings and Community Access  
Sessions (Clean)

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1 *City of Busselton Standing Orders Local Law 2018*
- 6.2 *Local Government Act 1995*
- 6.3 *Local Government (Administration) Regulations 1996*
- 6.4 *State Records Act 2000*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	11 November 2020	Resolution #	C2011/127



**Council Policy**

**Council Policy Name:** Recording and Livestreaming of Meetings

**Responsible Directorate:** Finance and Corporate Services

**Version:** Adopted

## 1. PURPOSE

- 1.1. The City of Busselton's *Standing Orders Local Law 2018* provides for the Chief Executive Officer to record the proceedings of a meeting for the purpose of taking minutes.
- 1.2. The purpose of this Policy is to outline the City's position with respect to the recording and Livestreaming of Council meetings and access to the recorded proceedings.

## 2. SCOPE

- 2.1. This Policy is applicable to the Livestreaming and recordings of Council meetings and all requests for such recordings.

## 3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995</i>
Livestream	to transmit or receive live video and audio coverage of an event over the internet with the content simultaneously recorded and broadcast in real time to the viewer
Policy	this City of Busselton Council policy titled "Recording and Livestreaming of Council Meetings"

## 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

## 5. POLICY STATEMENT

- 5.1. All Ordinary and Special Council meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.
- 5.2. The primary purpose of recording and Livestreaming Council meetings is to:
  - a. assist in the preparation of the minutes of Council meetings; and
  - b. facilitate increased engagement of the community in the City's decision making processes.
- 5.3. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.
- 5.4. Council may resolve to close the meeting to the public in accordance with section 5.23 of the Act. Recording and the Livestream of the meeting will be ceased when the meeting is closed to the public.

Current Policy: Recording and Livestreaming of Council Meetings

- 5.5. Clear signage will be placed in the Council chamber advising members of the public that the meeting will recorded and Livestreamed.
- 5.6. Other than in accordance with this Policy, a person must not use any recording device or instrument to record the proceedings of a meeting without the written permission of the Presiding Member.
- 5.7. The Presiding Member may rule at any time prior to or during a meeting that the Livestream be stopped.
- 5.8. Recordings of the Livestream of a meeting will be available on the City's YouTube page and / or website until such time as the minutes of that meeting have been confirmed.
- 5.9. The City retains copyright over its Livestreaming and recordings of its Council meetings.
- 5.10. Members of the public may, by written request to the CEO, purchase a copy of an audio recording of a meeting, with the fee for purchase set out in the City's fees and charges each year.
- 5.11. Members of the public are not entitled to receive a copy of the recording of any part of the meeting that was declared confidential and closed to the public.
- 5.12. Elected Members may request from the CEO an audio recording of a meeting at no charge.
- 5.13. All Elected Members are to be notified when requests for recordings have been received.
- 5.14. Recordings will not be transcribed.
- 5.15. Recordings will be stored and disposed of in accordance with the *State Records Act 2000*.
- 5.16. Under section 9.57A of the Act, the City is not liable for defamation in relation to a matter published on its website as part of a Livestream or recording of a Council meeting. Elected members and City Officers are not liable in defamation for any statements made in good faith or to which a defence is available under the *Defamation Act 2005*.





## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1 *City of Busselton Standing Orders Local Law 2018*
- 6.2 *Local Government Act 1995*
- 6.3 *Local Government (Administration) Regulations 1996*
- 6.4 *State Records Act 2000*

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	11 November 2020	Resolution #	C2011/127
Previous Adoption	DATE	26 June 2019	Resolution #	C1906/108

12.2 Policy and Legislation Committee - 8/12/2021 - COUNCIL POLICY REVIEW: ELECTED MEMBER TRAINING AND PROFESSIONAL DEVELOPMENT

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Council Policies
<b>BUSINESS UNIT</b>	Governance Services
<b>REPORTING OFFICER</b>	Governance Coordinator - Emma Heys
<b>AUTHORISING OFFICER</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 REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Amended Council Policy Final   Attachment B Amended Council Policy Changes Tracked  

This item was considered by the Policy and Legislation Committee at its meeting on 8/12/2021, the recommendations from which have been included in this report.

**COMMITTEE RECOMMENDATION**

That the Council adopt the amended Council policy: Elected Member Training and Professional Development (the Policy) (Attachment A) to replace the current policy.

**OFFICER RECOMMENDATION**

That the Council adopt the amended Council policy: Elected Member Training and Professional Development (the Policy) (Attachment A) to replace the current policy.

**EXECUTIVE SUMMARY**

This report presents an amended Council policy: Elected Member Training and Professional Development (the Policy) (Attachment A). The Policy has been reviewed in accordance with section 5.128(5)(a) of the *Local Government Act 1995* (the Act), which requires a council policy, in relation to the professional development of elected members, to be reviewed after each ordinary election.

**BACKGROUND**

In accordance with section 5.128 of the Act, a local government is to prepare and adopt, by absolute majority, a policy in relation to the continuing professional development; and "... (5)(a) *must review the policy after each ordinary election...*". The Policy was initially adopted in April 2017 as an amalgamation of two previous policies; 013 – 'Specific Requirements for Development Opportunities involving significant Travel' and 098 – 'Councillors Induction, Training and Professional Development'.

The Policy was last reviewed in August 2020 as part of the City's regular policy review cycle, with amendments made to include the provision of a fixed allowance of \$3,000 per Elected Member per financial year and the provision for unspent funds from one year to be held in reserve and used in the following financial year, with no more than two financial years' worth of the allowance to accrue.

**OFFICER COMMENT**

The 2021 Local Government Ordinary Election was held on Saturday 16 October and, in accordance with section 5.128(5)(a) of the Act, officers have reviewed the Policy, with only minor amendments proposed.

Paragraph 5.5 has been moved under Scope and is now paragraph 2.2. Paragraph 5.5 (previously 5.6), which talks about mandatory training requirements, has been amended from “*Elected Members may also be required...*” to “*Elected Members are required...*”, to reflect the legislative requirement now set out in Regulations 35(2) and (3) of the *Local Government (Administration) Regulations 1996*.

Other minor grammatical corrections and updates have been made for readability and the Review Frequency of the Policy has been amended to “After each Ordinary Election”. A tracked changes version is available at Attachment B.

**Statutory Environment**

In accordance with section 2.7(2)(b) of the *Local Government Act 1995*, it is the role of the Council to determine the local government’s policies. The Council does this on recommendation of a committee it has established in accordance with section 5.8 of the Act.

**Relevant Plans and Policies**

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the Governance Services Review carried out in 2017. The framework sets out the intent of Council policies, as opposed to operational documents such as staff management practices and operational practices.

**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 chose to not accept the proposed amendments, or to propose further amendments to the Policy.

**CONCLUSION**

Council policy: Elected Member Training and Professional Development has been reviewed in accordance with section 5.128(5)(a) of the *Local Government Act 1995*, with the Policy now being presented to Council for adoption.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policy will be place on the City’s website within one week of Council adoption.





## Council Policy

**Council Policy Name:** Elected Member Training and Professional Development

**Responsible Directorate:** Finance and Corporate Services      **Version:** PROPOSED

### 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework within which elected members will be provided ongoing training and professional development opportunities that assist them to undertake their role through the development of relevant skills and competencies.
- 1.2. This Policy fulfils the City's requirements under Section 5.128 of the *Local Government Act 1995*.

### 2. SCOPE

- 2.1. This Policy is applicable to all elected members for their term of office.
- 2.2. It is usual for the Mayor, the Deputy Mayor and the CEO, or their delegates, to attend WALGA's Annual General Meeting (normally held in Local Government week). Where attendance is solely for the purposes of attending the Annual General Meeting the associated costs will not be covered under this Policy.

### 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Elected Member Training and Professional Development"

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

- 5.1. Elected members are encouraged to attend relevant training and development opportunities with the aim of:
  - a. assisting elected members to understand their role and obligations;
  - b. assisting elected members to meet the demands of their role by developing the necessary skills and knowledge;
  - c. assisting elected members to achieve excellence in performance; and
  - d. ensuring elected members work professionally in a team environment for the betterment of the community.

- 5.2. Each elected member will be allocated an allowance to be used for attendance at training and development programs and courses.
- 5.3. Any unspent portion of the allowance in each financial year will be held in reserve, and may be budgeted for use in the following financial year. No more than the total value of 2 years of the allowance can be accrued.
- 5.4. Allowances under this Policy may be used for:
- a. attendance at training conducted by the Western Australian Local Government Association (WALGA) or other appropriate Registered Training Organisations;
  - b. attendance at WALGA Annual General Convention and AGM, subject to paragraph 2.2; and
  - c. other training and development opportunities where:
    - i. the course or development opportunity is relevant to the functions of an elected member; or
    - ii. the course or development opportunity is relevant to an elected member's role or their role as an elected representative on a Council Committee or external body; and
    - iii. there is scope for the elected member to acquire skills relevant and beneficial to their role.
- 5.5. Elected members are required under the *Local Government Act 1995* (or any replacement legislation) to complete mandatory training. Allowances provided under this Policy will be used in the first instance for completion of mandatory training.

#### Approvals and Restrictions on Training

- 5.6. No more than two elected members may attend the same intrastate training and development opportunity at the same time unless the training is mandatory or universal to the functions of an elected member, or it is training being held within the City of Busselton or adjoining districts.
- 5.7. No more than two elected members may attend the same interstate training and development opportunity at the same time.
- 5.8. Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of an elected member's current term of office.
- 5.9. Attendance at any overseas training and development opportunity requires a resolution of Council.
- 5.10. Applications from elected members to attend training and development opportunities will be considered by the Mayor and Deputy Mayor in consultation with the CEO, with regard to be given to applicability of the training and development as it relates to the City of Busselton and to the individual elected member's functions (e.g. committee membership).
- 5.11. The application may only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses, (subject to Council Policy Fees Allowances and Expenses for Elected Members), can be accommodated within the Allowance.
- 5.12. Nothing in this Policy prevents the Council from approving applications where the costs exceed the available allowance.

#### Reporting Requirements

- 5.13. On return from attending an interstate training and development opportunity elected members shall within 21 days provide either a written report to the City or a verbal presentation to a Councillor briefing session; the purpose being to facilitate knowledge sharing. The report / presentation should detail knowledge and skills gained, benefits of attendance for the City, Council and community, and relevant recommendations.

5.14. Failure to provide a report or presentation within the approved timeframe may result in the elected member being required to reimburse costs associated with attendance to the City. The Mayor may approve an extension in circumstances deemed appropriate.

**6. RELATED DOCUMENTATION / LEGISLATION**

6.1. Council Policy - Fees Allowances and Expenses for Elected Members

**7. REVIEW DETAILS**

Review Frequency		After each Ordinary Election		
Council Adoption	DATE			
Previous Adoption	DATE	12 August 2020	Resolution #	C2008/079



## Council Policy

**Council Policy Name:** Elected Member Training and Professional Development

**Responsible Directorate:** Finance and Corporate Services      **Version:** PROPOSED

### 1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework within which elected members ~~may access~~ will be provided an allowance to fund ongoing training and professional development opportunities that ~~will~~ assist them to undertake their role through the development of relevant skills and competencies.
- 1.2. This Policy fulfils the City's requirements under Section 5.128 of the *Local Government Act 1995*.

### 2. SCOPE

- 2.1. This Policy is applicable to all elected members for their term of office.
- 2.2. It is usual for the Mayor, the Deputy Mayor and the CEO, or their delegates, to attend WALGA's Annual General Meeting (normally held in Local Government week). Where attendance is solely for the purposes of attending the Annual General Meeting the associated costs will not be covered under this Policy.

### 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Elected Member Training and Professional Development"

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
- a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

- 5.1. Elected members are encouraged to attend relevant training and development opportunities with the aim of:
- assisting elected members to understand their role and obligations;
  - assisting elected members to meet the demands of their role by developing the necessary skills and knowledge;
  - assisting elected members to achieve excellence in performance; and
  - ensuring elected members work professionally in a team environment for the betterment of their ~~community~~ constituents.

- 5.2. Each elected member will be allocated an allowance to be used for attendance at training and development programs and courses.
- 5.3. Any unspent portion of the allowance in each financial year will be held in reserve, and may be budgeted for use in the following financial year. No more than the total value of 2 years of the allowance can be accrued.
- 5.4. Allowances under this Policy may be used for:
- a. attendance at training conducted by the Western Australian Local Government Association (WALGA) or other appropriate ~~Registered Training Organisations providers~~;
  - b. attendance at WALGA Annual General Convention and AGM, subject to paragraph ~~2.25.5~~; and
  - c. other training and development opportunities where:
    - i. the course or development opportunity is relevant to the functions of an elected member; or
    - ii. the course or development opportunity is relevant to an elected member's role or their role as an elected representative on a Council Committee or external body; and
    - iii. there is scope for the elected member to acquire skills relevant and beneficial to their role.

~~5.5.1.1. It is usual for the Mayor, the Deputy Mayor and the CEO, or their delegates, to attend WALGA's Annual General Meeting (normally held in Local Government week). Where attendance is solely for the purposes of attending the Annual General Meeting the associated costs will not be covered under this Policy.~~

~~5.6.5.5.~~ Elected members ~~may also be~~ are required under the *Local Government Act 1995* (or any replacement legislation) to complete mandatory training. Allowances provided under this Policy will be used in the first instance for completion of mandatory training.

#### Approvals and Restrictions on Training

~~5.7.5.6.~~ No more than two elected members may attend the same intrastate training and development opportunity at the same time unless the training is mandatory or universal to the functions of an elected member, or it is training being held within the City of Busselton or adjoining districts.

~~5.8.5.7.~~ No more than two elected members may attend the same interstate training and development opportunity at the same time.

~~5.9.5.8.~~ Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of an elected member's current term of office.

~~5.10.5.9.~~ Attendance at any overseas training and development opportunity requires a resolution of Council ~~to approve~~.

~~5.11.5.10.~~ Applications from elected members to attend training and development opportunities will be considered by the Mayor and Deputy Mayor in consultation with the CEO, with regard to be given to applicability of the training and development as it relates to the City of Busselton and to the individual elected member's functions (e.g. committee membership).

~~5.12.5.11.~~ The application may only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses, (subject to Council Policy Fees Allowances and Expenses for Elected Members), can be accommodated within the Allowance.

~~5.13.5.12.~~ Nothing in this Policy prevents the Council from approving applications where the costs exceed over and above the available allowance.

#### Reporting Requirements

~~5.14~~~~5.13.~~ On return from attending an interstate training and development opportunity elected members shall within 21 days provide either a written report to the City or a verbal presentation to a Councillor briefing session; the purpose being to facilitate knowledge sharing. The report / presentation should detail knowledge and skills gained, benefits of attendance for the City, Council and community, and relevant recommendations.

~~5.15~~~~5.14.~~ Failure to provide a report or presentation within the approved timeframe may result in the elected member being required to reimburse costs associated with attendance to the City. The Mayor may approve an extension in circumstances deemed appropriate.

#### 6. RELATED DOCUMENTATION / LEGISLATION

6.1. Council Policy - Fees Allowances and Expenses for Elected Members

#### 7. REVIEW DETAILS

Review Frequency		After each Ordinary Election		
Council Adoption	DATE			
Previous Adoption	DATE	12 August 2020	Resolution #	C2008/079

**13. PLANNING AND DEVELOPMENT SERVICES REPORT**

Nil



## **14. ENGINEERING AND WORK SERVICES REPORT**

### **14.1 AWARD OF TENDER RFT21/21 WEST BUSSELTON SEAWALL UPGRADE - STAGE 2**

<b>STRATEGIC THEME</b>	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
<b>STRATEGIC PRIORITY</b>	1.4 Respond to the impacts of climate change on the City's coastlines through informed, long term planning and action .
<b>SUBJECT INDEX</b>	Coastal Adaptation
<b>BUSINESS UNIT</b>	Engineering and Technical Services
<b>REPORTING OFFICER</b>	Manager, Engineering and Technical Services - Daniell Abrahamse
<b>AUTHORISING OFFICER</b>	Director, Engineering and Works Services - 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 REQUIREMENT</b>	Absolute Majority
<b>ATTACHMENTS</b>	Attachment A Published Under Separate Cover Confidential RFT21/21 Tender Recommendation Report, Evaluations and Panel Consensus Score Sheet

### **OFFICER RECOMMENDATION**

That the Council:

1. Endorses the outcome of the evaluation panel's assessment of the tenders received in response to RFT 21/21 West Busselton Seawall Upgrade – Stage 2 (RFT21/21) and accepts the tender from Leeuwin Civil Pty Ltd (tendered price \$572,979.00 exclusive of GST) as the most advantageous tender.
2. Delegates power and authority to the CEO to negotiate and agree final terms and conditions and enter into a contract with Leeuwin Civil Pty Ltd [including variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996*].
3. Notes that funding from the Forth Street Coastal Protection – Stage 2 budget (cost code 510 C2533 3280 0000) will be utilised to fund the project.

### **EXECUTIVE SUMMARY**

Council is requested to consider the tenders received in response to Request for Tender RFT21/21: West Busselton Seawall Upgrade – Stage 2 (the RFT) for the upgrade of the existing rock seawall along Geographe Bay Road from Seagrott Road west towards Earnshaw Road at West Busselton.

This report summarises the submissions received in response to the RFT and recommends that Council endorse the outcome of the evaluation panel's assessment and delegate power and authority to the CEO to enter into a contract with Leeuwin Civil Pty Ltd as the most advantageous tender.

### **BACKGROUND**

The West Busselton seawall is a strategic coastal protection structure for West Busselton, constructed in the 1970s and aligned along Geographe Bay Road. The seawall provides protection to Geographe Bay Road and the adjacent Dual Use Path. The seawall is approximately 600m long and extends west from Craig Street Groyne to approximately in line with Earnshaw Road.



The overall condition of the seawall has deteriorated over time due to high water levels and a number of large winter storm events in recent years. There is an ongoing risk that the Dual Use Path and Geographe Bay Road will become undermined and damaged as the seawall progressively deteriorates.

Two existing timber groynes (refurbished in 2016) and submerged Longard tubes (constructed late 1970s) have provided varying degrees of coastal stabilisation to the beach since construction. The Longard tubes are now buried and may be uncovered during the works. There are also remnants of two timber groynes (c1980s) on the eastern end of the wall that may be uncovered during the works.

Stage 1 refurbishment of the existing seawall, comprising the upgrade of approximately 400m length of the structure between Bower Street and Seagrott Road (West Busselton), the project was completed in mid-2021.

This RFT - Stage 2 of the works, comprises the refurbishment of approximately 220m of the existing rock seawall along Geographe Bay Road from Seagrott Road west towards Earnshaw Road Intersection (West Busselton).

Refer to Figure 1 West Busselton Seawall Refurbishment Extent – Stage 2 below.



#### OFFICER COMMENT

On 30 November 2021, tenders were invited (via Tenderlink) for the RFT, closing on 18<sup>th</sup> November 2021. The City received three compliant tender submissions from the following companies:

- BCP Contractors Pty Ltd;
- Leeuwin Civil Pty Ltd; and
- Neo Civil Pty Ltd.

#### Assessment Process

In accordance with the City's procurement practices and procedures, tender assessments were carried out by a tender evaluation panel comprising City officers and an independent evaluation panel member with relevant skills and experience.

The tender assessment process included:

- Assessing tenders received against relevant compliance criteria. The compliance criteria were not point scored. Each submission was assessed on a *Yes/No* basis as to whether each criterion was satisfactorily met. All tenders were deemed compliant.
- Assessing tenders against the following qualitative criteria (weighted as indicated in the table below):

	Criteria	Weighting
(a)	Relevant Experience	30%
(b)	Local Content	5%
(b)	Key Personnel Skills and Experience	15%
(c)	Tenderer's Resources	10%
(d)	Demonstrated Understanding	10%

The qualitative criteria were scored depending on the extent to which each tenderer was able to appropriately satisfy each criteria. The tendered prices were then assessed together with the weighted qualitative criteria and the tenders scored and ranked to determine the most advantageous outcome to the City, based on principles of best value for money. That is, although price was a consideration, the tender containing the lowest price will not necessarily be accepted by the City and nor will the tender ranked the highest on the qualitative criteria.

### Summary of Assessment Outcomes

As is shown in the Tender Evaluation Report (see confidential attachment) City officers are satisfied that all three tenderers are capable of successfully delivering this project, with Leeuwin Civil Pty Ltd scoring marginally better than the other tenderers in relation to the qualitative selection criteria, and also submitting the lowest price. This resulted in Leeuwin Civil Pty Ltd being ranked first overall. Leeuwin Civil Pty Ltd demonstrated:

- a good range of relevant experience and ability to deliver projects of a similar nature in terms of the project scope of works;
- contributions to the local community;
- skilled and experienced staff with a strong understanding of the project requirements;
- extensive plant and equipment and their GPS (Global Positioning System) capabilities to improve rock placement, as well as details of two sources of rock supply; and
- a very detailed project methodology provided, that satisfies the requirements of the project brief.

Therefore it is recommended that the tender from Leeuwin Civil Pty Ltd for Stage 2 be accepted as the most advantageous tender.

### Statutory Environment

In accordance with section 3.57 of the Act, a local government is required 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 *Local Government (Functions and General) Regulations 1996*:

- requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000; and
- under Regulations 11, 14, 18, 20 and 21A, provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

With regard to the RFT, City officers have complied with abovementioned legislative requirements.

As the Contract value is greater than \$500,000, and in accordance with section 5.43(b) of the Act and Council delegation DA 1-07, Council endorsement of the Successful Tenderer is required.

Section 6.8 of the Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

### **Relevant Plans and Policies**

The City's purchasing policies, regional price preference, occupational health and safety, asset management, engineering technical standards and specifications were all relevant to the RFT, and have been adhered to in the process of requesting and evaluating tenders.

### **Financial Implications**

The West Busselton Seawall – Stage 2 budget has an allocation of \$410,000 (cost code 510 C2528 3280 0000), with an amount of \$313,000 remaining after design costs and the installation of beach access points costs have been deducted. The shortfall of \$259,083, will be funded from the Forth Street Coastal Protection – Stage 2 (cost code 510 C2533 3280 0000) which has a budget of \$430,000. Both budget allocations have been funded from the Coastal and Climate Adaptation Reserve.

Stage 1 of the Forth Street Coastal Protection works was completed prior to the onset of the winter storms 2021. Due to the timing of the 2021/22 FY budget cycle, Stage 2 of the works was included in the budget prior to the completion and assessment of the effectiveness of the Stage 1 works.

The Stage 1 works comprised the construction of two Geosynthetic Sand Container (GSC) Groynes (GSC) east of the Forth Street car parking. The effectiveness of these two groynes has been monitored as part of the City's ongoing coastal monitoring; this monitoring has found that the two groynes performed satisfactory. Stage 2 of the works can therefore be rescheduled, with the timing and requirement subject to further and ongoing monitoring.

### **Stakeholder Consultation**

The RFT was advertised in the 'West Australian' newspaper on 30 October 2021 and uploaded to TenderLink on 29 October 2021. The closing time and date for lodgement of a response was 2.00pm (AWST) on Thursday 18 November 2021. Officers have undertaken reference checks of the preferred tenderer.

### **Risk Assessment**

An assessment of the potential implications of implementing the officer's recommendation has been undertaken using the City's risk assessment framework, with the intention being to identify risks which, following implementation of controls, are identified as medium or greater. There are no such risks identified, with the preferred tenderer assessed as being capable of delivering the services to a suitable service level.

**Options**

The Council may consider the following alternate options:

1. To award the tender to an alternative tenderer/s. In the view of the officers, this could result in the tender being awarded to a tenderer that is not most advantageous to the City.
2. To not award the tender. This would mean going back out to tender, resulting in significant delays to the contract award and potential significant delays to the delivery of the West Busselton Seawall Upgrade.

**CONCLUSION**

It is recommended that Council accept the tender of Leeuwin Civil Pty Ltd as the most advantageous to the City, subject to minor variations to be negotiated by the CEO, not exceeding the overall project budget.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Should Council adopt the officer recommendation, it is anticipated that the contract for construction of Stage 2 of the West Busselton Seawall Upgrade will commence during February 2022 and be completed by April 2022, weather permitting.

**15. COMMUNITY AND COMMERCIAL SERVICES REPORT**











Nil

**16. FINANCE AND CORPORATE SERVICES REPORT**

Nil

## 17. CHIEF EXECUTIVE OFFICERS REPORT

### 17.1 Councillors' Information Bulletin

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Councillors' Information Bulletin
<b>BUSINESS UNIT</b>	Executive Services
<b>REPORTING OFFICER</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER</b>	Chief Executive Officer - Mike Archer
<b>NATURE OF DECISION</b>	Noting: The item is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Community Assistance Program (CAPs)  
	Attachment B Letter from Air Force - Successful Airport Open Day 
	
	Attachment C Letter from Department of Transport - Unsuccessful RBFS Dolphin Rd  
	Attachment D Letter from Department of Transport - Unsuccessful RBFS Dunsborough  
	Attachment E Letter from Minister for Transport - Port Geographe Beach Works  

### OFFICER RECOMMENDATION

That the items from the Councillors' Information Bulletin be noted:

#### 17.1.1 Minor Donations Program

#### 17.1.2 Community Assistance Program

#### 17.1.3 Current Active Tenders

#### 17.1.4 Letter from Air Force – Successful Open Day at Airport

#### 17.1.5 Letters from Department of Transport - Unsuccessful Applications - RBFS 2021/22

#### 17.1.6 Letter from Minister for Transport – Port Geographe Beach Works

### 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

### 17.1.1 Minor Donations Program

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 endeavors 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.

Between 1 July and 31 December 2021, \$16,496 has been allocated towards groups and individuals, with \$13,504 remaining in this years' budget.

During November and December, six schools received donations towards their end of year presentations, as outlined in the table below:

November and December – End of Year School Donations		
Recipient	Purpose	Amount
West Busselton Primary School	Sponsorship of Year 6 Graduation Awards.	\$100.00
Vasse Primary School	Sponsorship of Year 6 Graduation Awards.	\$100.00
Geographe Education Support Centre	Sponsorship of end of year awards, Secondary and Primary.	\$300.00
Georgiana Molloy Anglican School	Sponsorship of end of year awards, Secondary and Primary.	\$300.00
Our Lady of the Cape Primary School	Sponsorship of Year 6 Graduation Awards.	\$100.00
Geographe Primary School	Sponsorship of Year 6 Graduation Awards.	\$100.00
<b>Total - November and December – End of Year School Donations</b>		<b>\$1,000</b>



In November, six applications were approved totaling \$3439.50, and in December five applications were approved totaling \$3,600, as outlined in the tables below:

<b>November</b>		
<b>Recipient</b>	<b>Purpose</b>	<b>Amount</b>
Geographe Education Support Centre	Use of the Undalup Room for their end of year celebration.	\$300.00
Communicare	GLC passes for women and children staying at the Tuart House Refuge in Busselton.	\$842.50
Combined Churches of Busselton	Each year the Combined Churches of Busselton Community Welfare Group make and distribute Christmas hampers to local, less fortunate community members identified by the group, providing financial relief and ensuring they have an enjoyable Christmas.  The donation contributed to providing 50 cinema tickets for the youth aged 12 to 18, and 50 backpack bags for single men and women that apply for Christmas help.	\$725.00
Enable WA	Contribution towards the cost of screen hire for the public outdoor cinema night at Rotary Park in November that was held to celebrate Social Inclusion Week.	\$700.00
Undalup Association	Assistance towards the cost of a Sound Technician and PA hire for the NAIDOC Family Day event that was held at the Busselton Foreshore in November.	\$803.00
Anglicare WA	Contribution towards event fees for the White Ribbon community event in November.	\$123.00
<b>Total - November</b>		<b>\$3493.50</b>

<b>December</b>		
<b>Recipient</b>	<b>Purpose</b>	<b>Amount</b>
St George's Anglican Church Community Meal	Contribution towards the costs of the annual community Christmas dinner in Dunsborough.	\$1,000.00
St Mary's Anglican Church - Cliff's Kitchen	Contribution towards the costs of the annual community Christmas lunch at Cliff's Kitchen in Busselton.	\$1,000.00
The Lions Club of Vasse	Contribution towards the Christmas Carols at Vasse.	\$600.00
Busselton Art Society	Contribution towards advertising and a children's art activity as part of the annual Art in the Park event in January 2022.	\$500.00
Dunsborough Art Society	Contribution towards the cost of hall hire for the annual art exhibition in January 2022.	\$500.00
<b>Total - December</b>		<b>\$3,600</b>

### **17.1.2 Community Assistance Program**

This memorandum outlines the City's Community Assistance Program (CAP), the applications received and funded in Round Three of the CAP in November.

See Attachment A.

### **17.1.3 Current Active Tenders**

Note: Information in *italics* has previously been provided to Council, and is again provided for completeness.

#### **EOI 01/21 SOUTH WEST REGIONAL WASTE MANAGEMENT SERVICES**

- *Requirements – a waste management expert to provide solutions to participating local governments in the South West of WA for sustainable, long term management of municipal solid waste.*
- *An expression of interest on behalf of a number of South West regional local governments was advertised on 30 September 2021, closing on 25 November 2021.*
- 12 submissions were received.
- An evaluation panel has reviewed the submissions and is finalising a report to the CEOs of the South West Regional local governments.

#### **RFT 21/21 WEST BUSSELTON SEAWALL REFURBISHMENT – STAGE 2**

- *Requirements – a suitable contractor to undertake refurbishment of the existing rock-armoured ironstone seawall on the Geographe Bay coastline (the remaining 220m of the western section of the structure west from Seagrott Road).*
- *A request for tender was advertised on 30 October 2021, closing on 18 November 2021.*
- Three submissions were received.
- The value of the contract exceeds the CEO's delegated power for accepting tenders.
- Council is considering a report to Council as part of this agenda.

#### **RFT 24/21 BUSSELTON MARGARET RIVER AIRPORT – GENERAL AVIATION HANGARS**

- Requirements – a suitable Contractor to design and construct four general aviation hangar sheds at the Busselton Margaret River Airport.
- A request for tender was advertised on 22 December 2021, closing on 25 January 2021.
- It is expected that the value of the contract will not exceed the CEO's delegated power for accepting tenders.

### **17.1.4 Letter from Air Force – Successful Open Day at Airport**

This letter is from the Royal Australian Air Force and highlights the success of the Busselton Margaret River Airport Open Day in November, commending the City and the Airport Team in particular.

See Attachment B.

### **17.1.5 Letters from Department of Transport - Unsuccessful Applications - RBFS 2021/22**

The City received two letters advising that Round 26 of the Recreational Boating Facilities Scheme (RBFS) through the Department of Transport was exceptionally competitive, and that the City had been unsuccessful in their applications for both the Dolphin Rd and Georgette St Lighting Projects and the Dunsborough Boating Facilities Planning Project.

See Attachments C and D.

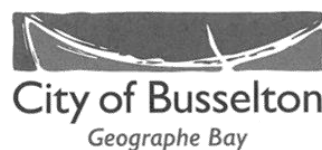
**17.1.6 Letter from Minister for Transport – Port Geographe Beach Works**

This letter is a response to a letter the City sent in November regarding Port Geographe beach works. It outlines the work undertaken recently, and the ongoing work between Department of Transport and the City to provide a navigable entrance channel at Port Geographe and usable beaches east and west of the breakwater.

See Attachment E.

Southern Drive, Busselton Western Australia  
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Email: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)  
Web: [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)



#### INTERNAL MEMORANDUM

<b>TO:</b>	Mike Archer, Chief Executive Officer
<b>SUBJECT:</b>	Community Assistance Program (CAPs)
<b>FROM:</b>	Cassandra Armstrong, Community Development Officer
<b>COPY TO:</b>	Naomi Searle, Director Community and Commercial Services & Dave Goodwin, Manager Community and Recreation Services
<b>DATE:</b>	22/12/2021
<b>ATTACHMENT:</b>	2021-22 CAP Applications Round 3

Dear Mike,

This Memorandum includes recommendations for the allocation of funding from the Community Assistance Program (CAP) Round 3 applications as considered by the CAP Panel on 14/12/21.

#### **BACKGROUND**

Due to the COVID-19 pandemic, in 2020 the City of Busselton refocused the City's annual community bids funding program towards recovery initiatives that have a social and economic stimulus at the local level, and that complement both State and Federal Government support and stimulus packages. In 2021, the CAP was then reviewed and updated into the following three funding schemes, as detailed below.

The CAP is available to not-for-profit incorporated groups and organisations that provide services within the City's boundaries, to a maximum allocation of \$10,000 per application.

The Program has three funding schemes:

1. Assistance Grant – For programs, services or activities that aim to assist residents with a focus on the following sectors of the community: Aged, Youth, Disadvantaged, Early Childhood and Families, Volunteers, Sport, Recreation and Environment.
2. Revitalisation Grant – Assistance for infrastructure development, facility maintenance, facility upgrades and the revitalisation of places and spaces.
3. Revitalisation Grant Plus\* – Assistance for contributions towards significant infrastructure development and when external funding is being sourced i.e. Lottery West, Community Sporting and Recreation Facilities Fund.

\*Applicants will need to demonstrate where assistance has been sought from other avenues and the result of any submissions.

#### **POLICY AND STATUTORY FRAMEWORK**

The City's Sponsorship Arrangements Council policy sets out the community bids program as one of the programs through which sponsorship may be provided.

Council resolution C2104/074 Council resolved to delegate authority to the Chief Executive Officer to approve applications for the Community Assistance Program 2021/2022.

**FINANCIAL IMPLICATIONS**

On 28 April 2021 Council endorsed (C2104/074) the allocation of \$181,800 in the 2021/22 Community Services Administration - Donations, Contributions and Subsidies budget towards the CAP. There are two multi-year agreements that are then deducted from this amount (being the South West Academy of Sport \$10,000 & Busselton Senior High School Trade Centre \$10,000), resulting in a total of \$161,800.

The Officer Recommendation results in an allocation of \$40,750 from Community Services Administration - Donations, Contributions and Subsidies budget to the successful applicants. If approved, the remaining amount for future rounds of CAP is \$87,927.

**OFFICER COMMENT**

City officers prepared and distributed CAP guidelines and application forms to interested parties which contained general guidelines for applications and eligibility. The program has now moved to having 6 Rounds annually (conducted bi-monthly). Round 1 closed on 20<sup>th</sup> August, Round 2 closed on 30<sup>th</sup> September and Round 3 closed on 30<sup>th</sup> November.

The City received the following five applications for the 2021/22 CAP November, **Round 3**:

# Projects Received	Scheme	Group	Funding requested
1	Revitalization Grant	Busselton Golf Club	\$10,000
1	Revitalization Grant	Our Lady of the Cape Primary School	\$10,000
1	Revitalisation Grant	Dunsborough & Districts Country Club	\$10,000
1	Assistance Grant	GMAS	\$10,000
1	Revitalisation Grant+	Injidup Residents Association Inc	\$9,750

See attached document for detailed list of applications received (Attachment 1).

An initial assessment of the applications was completed by an internal officer working group to assess compliance and alignment to guidelines. Applications were assessed on the following criteria:

- Whether the program/project meets an identified community need. Alignment with relevant governing body and/or City of Busselton strategies will be considered, e.g. Strategic Community Plan, Social Plan, Sport and Recreation Facilities Strategy.
- The degree to which the project will have an impact on the community.
- The use of local suppliers where possible.
- Whether the organisation has the capacity to fund ongoing maintenance and/or the ongoing sustainability of the program.

Applications were then presented to the CAP Panel which includes Mayor Grant Henley, Cr Paul Cater, Community Development Officer and the Sport Development Officer. The Panel considered the applications and put forward the following recommendations for funding.

**OFFICER RECOMMENDATION**

The following applications are recommended for funding in the November Round 3 of the CAP:

ORGANISATION	ROUND	PROJECT TITLE	RECOMMENDED FUNDING	COMMENT
Busselton Golf Club	3	Upgrade Table & Chairs	\$8,000	Amount reduced in line with wider community benefit matrix / prior funding received
Our Lady of the Cape Primary School	3	New Synthetic Cricket Pitch	\$10,000	
Dunsborough & Districts Country Club	3	Upgrade of Clubhouse Bar Shutters & replacement of croquet storage shed	\$8,000	Amount reduced in line with wider community benefit matrix / prior funding received
GMAS	3	Tomorrow Man/Woman – Educational Program	\$5,000	Amount reduced to align with other funding individual school's receive
Injidup Residents Association Inc	3	Fire Suppression System	\$9,750	
ROUND 3 TOTAL			\$40,750	
TOTAL FUNDS REMAINING			\$87,927	3 Rounds remaining



Cassandra Armstrong  
Community Development Officer

I hereby approve (with or without amendment) / ~~disapprove~~ the above mentioned officer recommendation

CEO Comment/Notes:

.....  
.....



Mike Archer  
Chief Executive Officer

Date: 22/12/2021

Community Assistance Program 2021/22			
Panel Assessment – ROUND 3			
RUNNING BUDGET TOTAL:			\$128,677
ORGANISATION:	PROJECT TITLE:	REQUESTED AMOUNT:	RECOMMENDED FUNDING AMOUNT TOTALS:
BUSSELTON GOLF CLUB	Upgrade tables & chairs	\$10,000	\$8,000
OUR LADY OF THE CAPE PRIMARY SCHOOL	New Synthetic Cricket Pitch	\$10,000	\$10,000
DUNSBOROUGH & DISTRICTS COUNTRY CLUB	Upgrade of Clubhouse Bar Shutters and replacement of croquet storage shed	\$10,000	\$8,000
GMAS – GEORGIANA MOLLOY ANGLICAN SCHOOL	Tomorrow Man/Woman – Educational Program	\$10,000	\$5,000
INJIDUP RESIDENTS ASSOCIATION INC	Fire Suppression System	\$9,750	\$9,750
ROUND 2 TOTAL		\$59,750	\$40,750
CAPS REMAINING BUDGET			\$87,927



## Community Assistance Program 2021/22



### Panel Assessment – Round 3 BUSSELTON GOLF CLUB

Project Title:	Upgrade tables & chairs
Project Description:	To upgrade tables and chairs for the club rooms
Type of Grant:	Revitalisation Grant
Total amount of Project:	\$20,542
This CAPS (60%) funding request:	\$10,000
Details of any other funding contributions:	Nil
Details of previous CoB funding received by group:	2014/15 CAPS \$20,000 (kitchen renovations) 2021 SSL \$110,000 (building a maintenance shed)
Group/Organisation ready?	Y
Project ready?	Y
Assessment Criteria Rating	12/15  Recommended \$8,000.  Conflict of interest declared from Officer Pam Glossop as member of the club.
Officer Recommendation:	Golf course open to members of the community & club has recently obtained a tavern licence and is actively promoting the club rooms for community use.  Recommended for approval – partially funded.
Panel Assessment:	Reduced amount considering wider community benefit, prior funding received & remaining funds for further 3 Rounds.





Project Title:	New Synthetic Cricket Pitch
Project Description:	To construct a new synthetic cricket pitch at the school in partnership with the Dunsborough JCC for school, club and community use
Type of Grant:	Revitalisation
Total of Project:	\$23,666
This CAPS (60%) funding request:	\$10,000
Details of any other funding contributions:	\$1,848 OLC \$1,818 DJCC \$10,000 Cricket WA grant (pending)
Details of previous CoB funding received by group:	\$500 for End of Year Book Award (\$100 yearly over past 5 years)
Group/Organisation ready?	Y – subject to the Cricket WA grant & installers availability
Project ready?	Y – as above (pending supporting letters)
Assessment Criteria Rating	15/15
	Recommended for \$10,000 subject to; <ul style="list-style-type: none"> <li>funding through the Cricket Australia Infrastructure Fund</li> <li>successful grant through the CA Infrastructure Fund</li> </ul>
Officer Recommendation:	The project is well scoped and needed by the DJCC and the community. This is a great example of school and community cooperation (Review into funding for schools to be undertaken in 2022) Concern raised over funding private school operational costs, which should be funded elsewhere  Recommended for full funding as is open to the public via SW Junior Cricket club. Grant to be made subject to the successful grant application with Cricket Australia infrastructure & the school ensuring ongoing open community access/use.
Panel Assessment:	

## Community Assistance Program 2021/22



### Panel Assessment – Round 3

### DUNSBOROUGH & DISTRICTS COUNTRY CLUB

Project Title:	Upgrade of Clubhouse Bar Shutters and replacement of croquet storage shed
Project Description:	To upgrade the bar shutters to secure the bar service area where unattended.  To replace the existing croquet shed for shelter and for equipment storage
Type of Grant:	Revitalisation
Total of Project:	\$19,932
This CAPS (60%) funding request:	\$10,000
Details of any other funding contributions:	Nil
Details of previous CoB funding received by group:	2012/13 - \$4,900 upgrade tennis courts (stage 1) 2014/15 – \$10,000 ext of croquet green and removal of shed 2016/17 – \$50,000 upgrade of tennis courts (stage 2) 2017/18 - \$50,000 replacement of synthetic bowls surface 2018/19 - \$28,600 improving accessibility 2020/21 - \$10,000 trails masterplan
Group/Organisation ready?	Y
Project ready?	Y
Assessment Criteria Rating	14/15
	This project is recommended for \$8,000.
Officer Recommendation:	The club has a strategic plan and the sports are undertaking their separate sports plans. A master plan of the site is due to be scoped which will include the car park, club rooms, golf course etc. In the meantime these small improvements are important to the club.  Recommended for approval – partial funding
Panel Assessment:	Reduced amount considering wider community benefit, prior funding received & remaining funds for further 3 Rounds.

# Community Assistance Program 2021/22



## Panel Assessment – Round 3

### GMAS – GEORGIANA MOLLOY ANGLICAN SCHOOL

Project Title:	TOMORROW MAN/WOMAN – EDUCATIONAL PROGRAM
Project Description:	Educational program to assist GMAS students yr 7 – 12 with Adolescent development addressing issues such as; domestic violence, suicide/self-harm, drug and alcohol abuse, consent, cyber-safety & mental health etc.
Type of Grant:	Assistance Grant
Total amount of Project:	\$22,400
This CAPS (60%) funding request:	\$10,000
Details of any other funding contributions:	\$12,400 GMAS contribution
Details of previous CoB funding received by group:	2016/2017 \$500 National Science & Engineering Challenge in Hobart 2016/2017, 2017/2018, 2018/2019, 2019/2020, & 2020/2021 \$300 End of year Graduation/book awards for each year
Group/Organisation ready?	Y
Project ready?	Y
Assessment Criteria Rating	15/15
Officer Recommendation:	Recommended to proceed with \$5,000. It is noted that in the past, these programs were funded by the State Government Local Schools Community Fund & the Anglican Schools Commission, however, these funds are not currently available. The training is being provided by external parties (not locals), however, Waratah & other more local services are also involved. While the training is directed at students, it is also opened up to the wider community via the Parent Nights. Recommended for approval, as would like to see the results with consideration for similar training for the wider community/public schools etc. Will assist in reducing future incidences of Domestic Violence and will improve adolescent mental health issues – resulting in wider community benefit. (Review into funding for schools to be undertaken in 2022) Concern raised over funding private school operational costs, which should be funded elsewhere. Conflict of interest declared by Mayor Grant Henley as his children attend this school. Recommended for approval – partial funding subject to the funding being 'once off' and will not be not ongoing funding. Results/evaluation of the program are to be provided at the acquittal stage.
Panel Assessment:	

## Community Assistance Program 2021/22



### Panel Assessment – Round 3 INJIDUP RESIDENTS ASSOCIATION

Project Title:	WARDAN ABORIGINAL CENTRE – FIRE SUPPRESSION SYSTEM
Project Description:	An automated bushfire sprinkler system will be installed across all buildings of the Wardan Aboriginal Centre
Type of Grant:	Revitalisation Plus Grant
Total amount of Project:	\$73,250
This CAPS (60%) funding request:	\$9,750
Details of any other funding contributions:	\$46,300 Lottery West Grant \$7,000 (200 hours in kind)
Details of previous CoB funding received by group:	Nil
Group/Organisation ready?	Y
Project ready?	Y
Assessment Criteria Rating	14/15
Officer Recommendation:	Recommended to proceed in full, pending supporting documents Recommended for full approval.
Panel Assessment:	Figures provided need to be clarified prior to proceeding as don't add up?



Councillor Grant Henley  
Mayor  
City of Busselton  
Locked Bag 1  
BUSSELTON WA 6280

Application No	Receipt No
CIN ID	
10 DEC 2021	
Property ID	Doc ID
Retention	



Dear Grant,

The Busselton-Margaret River Airport (BMRA) Open Day on Sunday 7<sup>th</sup> November 2021 has been an outstanding success. The event provided the people of Busselton and the surrounding South West region an excellent opportunity to inspect their recently refurbished aerodrome as well as to commemorate 100 years of service by the Royal Australian Air Force to the nation.

I would like to thank you, and specifically the team at the BMRA (in particular Ms Jennifer May and Mr David Russell), for the opportunity to be involved in this wonderful event, and for welcoming and fully integrating my team into the planning and delivery of this special day. It has been a pleasure to work with such a professional and dedicated group of people who are passionate and excited about the contribution that they make to the City of Busselton, and clearly understand the significance of the facility that they manage to their community and surrounding region. I commend these two individuals to you (BZ) and trust that you will find a suitable opportunity to recognise their significant contribution to the ultimate success of the day.

Busselton and Air Force share a rich history that has developed into a unique and enduring relationship. It has been a privilege to commemorate the Centenary of Air Force with the Busselton community and I look forward to future opportunities to expand and enhance this special relationship.

M. Levitt  
Squadron Leader  
Base Liaison Officer – Royal Australian Air Force Base Pearce

Centenary of Air Force Branch  
Air Force Head Quarters

++61 428 281 575

Mark.levitt@defence.gov.au

11<sup>th</sup> November 2021



Government of **Western Australia**  
Department of **Transport**  
**Maritime**

Our ref: DT/21/00496  
Enquiries: [RBFS@transport.wa.gov.au](mailto:RBFS@transport.wa.gov.au)

Mr Mike Archer  
Chief Executive Officer  
City of Busselton  
[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Dear Mr Archer

**Recreational Boating Facilities Scheme (RBFS): Round 26 Application for Funding – Dolphin Road and Georgette Street Lighting – Works Project**

The Hon Rita Saffioti MLA, Minister for Transport, has asked me to thank you for your application to the Recreational Boating Facilities Scheme for grant funding for your proposal above.

I regret to advise that following an assessment by the RBFS Panel, your application was not recommended for a grant.

This grant funding round was exceptionally competitive and with limited funds available, unfortunately not all applications were successful.

The Panel noted the position of the lighting was not suitable for Recreational Boaters and would be more beneficial for pedestrian and car-parking movements.

Should you have any queries relating to this matter, please contact the Department of Transport's Senior Planning Project Officer Mr Iain Appleby on 0457 532 306 or email [RBFS@transport.wa.gov.au](mailto:RBFS@transport.wa.gov.au)

Yours sincerely

**Corey Verwey**  
Director Maritime Planning

17 / 12 / 2021



Government of **Western Australia**  
Department of **Transport**  
**Maritime**

Our ref: DT/21/00496  
Enquiries: [RBFS@transport.wa.gov.au](mailto:RBFS@transport.wa.gov.au)

Mr Mike Archer  
Chief Executive Officer  
City of Busselton  
[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

Dear Mr Archer

**Recreational Boating Facilities Scheme (RBFS): Round 26 Application for Funding – Dunsborough Boating Facilities – Planning Project**

The Hon Rita Saffioti MLA, Minister for Transport, has asked me to thank you for your application to the Recreational Boating Facilities Scheme for grant funding for your proposal above.

I regret to advise that following an assessment by the RBFS Panel, your application was not recommended for a grant.

This grant funding round was exceptionally competitive and with limited funds available, unfortunately not all applications were successful.

The Panel noted there had been several previous planning studies for the location of a proposed new boating facility in the Dunsborough area, and the technical advice recommended the Pro Fish Club site as the preferred location.

The Panel believed the City's Planning personnel would be suitably qualified to undertake this project.

DoT Maritime Planning will be available to assist in a technical advisory role for this project should the City decide to proceed.

Should you have any queries relating to this matter, please contact the Department of Transport's Senior Planning Project Officer, Mr Iain Appleby on 0457 532 306 or email [RBFS@transport.wa.gov.au](mailto:RBFS@transport.wa.gov.au)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Corey Verwey', is written over a blue circular stamp.

**Corey Verwey**  
Director Maritime Planning

17 / 12 / 2021



## Minister for Transport; Planning; Ports

Application No.	Receipt No.
CIO ID	
07 JAN 2022	
Property ID	Doc ID
Retention	

Our ref: 72-36260

Cr Grant Henley  
Mayor  
City of Busselton  
Locked Bag 1  
BUSSELTON WA 6280

Dear Cr Henley

### PORT GEOGRAPHE BEACH WORKS

Thank you for your correspondence dated 29 November 2021 regarding Port Geographe beach works.

The Department of Transport (DoT) welcomes positive feedback from the City of Busselton in relation to the ongoing management of the impacts of the breakwaters at Port Geographe and the recent outcomes at the Western Beach. These results reinforce the value of the nine-month technical investigation that was undertaken last year and demonstrate the commitment to providing a navigable entrance channel at Port Geographe and usable beaches east and west of the breakwater.

DoT continues to implement coastal management measures to maintain natural coastal processes and ensure safe navigable waters within the Port Geographe Coastal Management Area (PGCMA). This holistic approach to sustainable coastal services aligns with DoT's vision for delivering optimum economic and social benefits to Western Australian communities.

DoT, in collaboration with the City, continues to establish agreed outcomes within the PGCMA. Relevant stakeholders and community members are engaged to discuss and achieve agreed outcomes, with the primary forum for this being the advisory group. I would like to thank the City for its ongoing support and look forward to working collaboratively in the future to continue delivering great outcomes.

If you require further information on this matter, please contact Mr Samuel Mettam, Program Manager Dredging at DoT, on email [samuel.mettam@transport.wa.gov.au](mailto:samuel.mettam@transport.wa.gov.au).

Thank you for raising this matter.

Yours sincerely

HON RITA SAFFIOTI MLA  
MINISTER FOR TRANSPORT

24 DEC 2021



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

Nil

**19. URGENT BUSINESS**

**20. CONFIDENTIAL MATTERS**

Nil

**21. CLOSURE**