



Council Agenda

24 April 2019

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city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 24 APRIL 2019

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 24 April 2019, 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.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

12 April 2019

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 24 APRIL 2019

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1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Cr Rob Bennett

Cr John McCallum

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 10 April 2019**

RECOMMENDATION

That the Minutes of the Council Meeting held 10 April 2019 be confirmed as a true and correct record.

Committee Meetings

8.2 **Minutes of the Policy and Legislation Committee meeting held on 9 April 2019**

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee meeting held on 9 April 2019 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 - 9/04/2019 - AMENDED COUNCIL POLICY - DESIGNATION OF SENIOR EMPLOYEE AND ACTING CEO

SUBJECT INDEX:	Council Policies
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Governance
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Policy including Committee Changes ↓ Attachment B Current Policy ↓ Attachment C Tracked changes version ↓ Attachment D Proposed Policy ↓

This item was considered by the Policy and Legislation Committee at its meeting on 9 April 2019, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Council policy - Designation of Senior Employees and Acting CEO (Attachment A) (the Policy) for Council approval, with the current policy having been amended to incorporate a policy statement with respect to the Council's succession planning strategy for the role of Chief Executive Officer (CEO). It is recommended that Council adopt the Policy.

BACKGROUND

Section 5.37(1) of the Local Government Act 1995 (the Act) provides for a local government to designate employees or persons belonging to a class of employees to be Senior Employees. Section 5.37(2) of the Act requires the CEO to inform the Council of each proposal to employ or dismiss a Senior Employee.

The current policy in relation to the designation of senior employees and the appointment of an acting CEO was adopted in June 2018. Prior to its adoption Council had in place a policy entitled 'Senior Employees' which designated senior employees but did not deal with the appointment of an Acting CEO.

Section 5.36 of the Act establishes that a person is not to be employed in the position of CEO unless the council believes that the person is suitably qualified for the position. While the CEO has responsibility under his contract of employment for all staffing matters, including the appointment of an Acting CEO for periods when he is on leave, it was identified during a review of the City's governance system that the lack of a formal policy position was a gap in the City's policy framework.

In February 2018 the City was invited to participate in a self-assessment governance review facilitated by the Australian Institute of Company Directors (AICD). One of the statements explored within the review was whether the Council has an appropriate CEO succession plan in place that helps to ensure continuity in the management of the local government's activities. While the responses indicated a 'sound' overall rating, it was from a Council member perspective one of the lower average scoring statements.

Further to this the CEO has recently completed some professional development with respect to best practice governance structures, where the importance of clearly identifying a succession planning strategy for critical and senior roles such as a Chief Executive Officer was stressed. The amendments to the Policy seeks to do this.

STATUTORY ENVIRONMENT

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

As detailed in the background section of this report section 5.36 and 5.37 of the Act sets out requirements in relation to the appointment of a CEO and any designated Senior Employees.

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 Systems Review (GSR). The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no budget implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

Adoption of the Policy has no long term financial plan implications.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation primarily aligns with the following Key Goal Area/s and Community Objective/s of the City of Busselton's Strategic Community Plan 2017:

Key Goal Area 6 - LEADERSHIP: Visionary, collaborative, accountable

6.1 Governance systems, process and practices are responsible, ethical and transparent.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the officer recommendation, with the Policy serving to secure the operational effectiveness of the organisation.

CONSULTATION

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

OFFICER COMMENT

Since commencing employment in August 2010, the CEO has effectively managed the appointment of an Acting CEO for his periods of leave, ensuring that each Senior Employee is given the opportunity to act, while at the same time ensuring timing is appropriate to each person and their role requirements. This has enabled all four Senior Employees to develop their skills and gain experience in the role of CEO, and minimises the risk of the organisation not having a suitably capable person to act as CEO.

The purpose of the Policy (as amended) is to formalise Council's position with respect to which class of employees are the most suitably qualified for the position of Acting CEO, and, in addition, to formally recognise the benefit that acting in the role of CEO can provide for Senior Employees and the organisation in terms of succession planning. Effective succession planning is vitally important for ensuring the continued success of any business or organisation. In times of crisis in particular having a clear succession plan can save an organisation significant time and money and ensure its goals and objectives continue to be realised.

The Policy also makes it clear that Council will make the appointment of a Senior Employee to the role of Acting CEO in the event that the CEO is incapacitated or otherwise unable to, for instance in the event of death. This provides surety and greater clarity with respect to how and from which class of employees an Acting CEO would be appointed in the event of an unforeseen event.

CONCLUSION

The Policy has been updated to formally recognise the importance of providing Senior Employees (City Directors) with the opportunity to act in the role of CEO for succession planning purposes and to provide surety about what would happen in the event that the CEO was unexpectedly unable to appoint an Acting CEO as per the other provisions of the Policy.

OPTIONS

1. Council could decide not to adopt the Policy and instead choose to take a different position in relation to succession planning, noting that the Policy formalises the current established approach.
2. Council could require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be placed on the City's website within one week of adoption.

OFFICER RECOMMENDATION

That the Council adopts the amended Designation of Senior Employees and Acting CEO Council policy as per Attachment A, to replace the current policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council adopts the amended Designation of Senior Employees and Acting CEO Council policy as per Attachment A, to replace the current policy (Attachment B) subject to rewording of 5.5 to read:

Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.

Reason: The Committee felt that it would improve readability and clarity.

COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Designation of Senior Employees and Acting CEO

Responsible Directorate: Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer or by Council such that the continuous and efficient execution of the City's functions is maintained

2. SCOPE

- 2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
City	City of Busselton
Council	The Council of the City of Busselton
Leave	Annual or personal leave for periods of up to six continuous weeks

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 "Leadership" of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
 - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 5.2. In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 5.3. The Senior Employees of the City are designated as:
 - a. Director, Planning and Development Services;
 - b. Director, Community and Commercial Services;
 - c. Director, Engineering and Works Services; and
 - d. Director, Finance and Corporate Services

- 5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.
- 5.5. Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.
- 5.6. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 5.7. Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
- a. for any periods exceeding six continuous weeks; or
 - b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 5.6.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	13 June 2018	Resolution #	C1806/114

COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Designation of Senior Employees and Acting CEO

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer such that the continuous and efficient execution of the City's functions is maintained

2. SCOPE

- 2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
City	City of Busselton
Council	The Council of the City of Busselton
Leave	Annual or personal leave for periods of up to six continuous weeks

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 'Leadership' of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
 - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 5.2. In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 5.3. The Senior Employees of the City are designated as:
 - a. Director, Planning and Development Services;
 - b. Director, Community and Commercial Services;
 - c. Director, Engineering and Works Services; and
 - d. Director, Finance and Corporate Services
- 5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.

5.5. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.

5.6. Appointments to the role of Acting Chief Executive Officer for any periods exceeding six continuous weeks will be determined by Council resolution.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	13/06/2018	Resolution #	C1806/114
Previous Adoption	DATE	08/05/2015	Resolution #	C1504/081



1. PURPOSE

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer or by Council such that the continuous and efficient execution of the City's functions is maintained

2. SCOPE

- 2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
City	City of Busselton
Council	The Council of the City of Busselton
Leave	Annual or personal leave for periods of up to six continuous weeks

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 "Leadership" of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
 - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

5.1 In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.

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5.2 In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.

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- 5.3. The Senior Employees of the City are designated as:
 - a. Director, Planning and Development Services;
 - b. Director, Community and Commercial Services;
 - c. Director, Engineering and Works Services; and

d. Director, Finance and Corporate Services

5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.

5.4.

5.5. Notwithstanding requirements under the Act with respect to the advertising, selection and appointment of a Chief Executive Officer, Council also recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing valuable experience and exposure to the role and functions of a Chief Executive Officer.

5.6. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.

5.7. Appointment of a Senior Employees to the role of Acting Chief Executive Officer will be determined by Council resolution:

a. for any periods exceeding six continuous weeks; or

b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 5.6 will be determined by Council resolution.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	<u>13/06/2018</u>	Resolution #	<u>C1806/114</u>
Previous Adoption	DATE	<u>13/06/201808/05/2015</u>	Resolution #	<u>C1806/114C1504/081</u>

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COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Designation of Senior Employees and Acting CEO

Responsible Directorate: Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. To designate Senior Employees in accordance with Section 5.37(1) of the Local Government Act 1995.
- 1.2. To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of Leave by the Chief Executive Officer or by Council such that the continuous and efficient execution of the City's functions is maintained

2. SCOPE

- 2.1. This policy applies to the role of Chief Executive Officer of the City of Busselton and those employees designated as Senior Employees.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
City	City of Busselton
Council	The Council of the City of Busselton
Leave	Annual or personal leave for periods of up to six continuous weeks

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 6 'Leadership' of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 6.1: Governance systems, process and practices are responsible, ethical and transparent; and
 - b. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 5.2. In accordance with Section 5.37(2) of the Act, the CEO is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 5.3. The Senior Employees of the City are designated as:
 - a. Director, Planning and Development Services;
 - b. Director, Community and Commercial Services;
 - c. Director, Engineering and Works Services; and
 - d. Director, Finance and Corporate Services

- 5.4. The Council has determined that those appointed as a Senior Employee are suitably qualified to perform the role of Acting Chief Executive Officer.
- 5.5. Notwithstanding requirements under the Act with respect to the advertising, selection and appointment of a Chief Executive Officer, Council also recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing valuable experience and exposure to the role and functions of a Chief Executive Officer.
- 5.6. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 5.7. Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
- for any periods exceeding six continuous weeks; or
 - in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 5.6.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	13 June 2018	Resolution #	C1806/114

12.2 Policy and Legislation Committee - 9/04/2019 - REVIEW OF COUNCIL POLICY COUNCILLOR
INDUCTION TRAINING AND PROFESSIONAL DEVELOPMENT

SUBJECT INDEX:	Council Policy
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Governance
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Policy including Committee Changes ↓ Attachment B Current Policy ↓ Attachment C Proposed Policy ↓

This item was considered by the Policy and Legislation Committee at its meeting on 9 April 2019, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised 'Elected Member Training and Professional Development' Council policy (Attachment A) (the Policy) for Council approval, with the current policy entitled 'Councillors Induction, Training and Professional Development' (Attachment B) having been amended as part of the City's overall review of its Council policies, having regard to the recommendations of the Governance System Review (GSR) carried out by Mr John Woodhouse in 2017.

The Policy, which has been moved into the new policy format, is considered to be of continuing relevance and is therefore recommended for Council approval.

BACKGROUND

The current policy was last reviewed as part of the City's policy review process and re-adopted in May 2017, with amendments to incorporate guidelines in relation to overseas travel, contained at the time in Council policy 013 – Specific Requirements for Development Opportunities Involving Significant Travel. Council policy 013 was revoked as a result.

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made the following recommendations with respect to the City's policy and procedure framework:

1. *There should be a review of the Council Policies with the intent that a Council Policy:*
 - a. *Should deal with higher level objectives and strategies;*
 - b. *Should not deal with operational matters, employee matters, or other matters which are the responsibility of the CEO; and*
 - c. *Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.*
2. *As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO.*
3. *Consideration should be given to developing a new Council Policy which sets out the 'framework' for Council Policies, OPPs and other procedures. The new Policy would explain the role to be played by each level of document. It could, for example, be called a Policy Framework Policy.*

Prompted by the findings of the GSR and the ongoing requirement to periodically review Council policies, the Policy has again been reviewed by officers and, being considered of continuing relevance, is presented for the Council's consideration, with amendments.

STATUTORY ENVIRONMENT

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

As an outcome of Phase 1 of the Local Government Act review process the Local Government Legislation Amendment Bill 2019 has been introduced and has progressed to the Second Reading stage. Included in the bill is universal training for candidates and council members. Candidates will be required to complete an online induction prior to nominating for election. Following election, elected members will be required to complete five modules of training within the first 12 months of being in office. The foundation units, which will all be available online, will cover a range of topics that will equip council members with the basic skills and knowledge to carry out their duties. No penalties for failure to complete the training will be set at this time. There will, however, be a requirement for councils to report annually on the training completed by all elected members.

The final element of universal training is the requirement for councils to develop an ongoing professional development training policy, with local governments to tailor training to strengthen their council members' capacity to perform their role. This Policy aligns with this pending requirement.

RELEVANT PLANS AND POLICIES

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the GSR. The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no immediate budget implications, with the City's annual budget containing an appropriate amount to meet the Policy requirements. The form and associated costs of any introduced mandatory training is currently unknown. While the Policy proposes that the costs be prioritised from the annual allowance, therefore limiting the financial impacts upon introduction, the potential for this to have future budgetary impacts is acknowledged.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

Adoption of the Policy has no long term financial plan implications.

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation primarily aligns with the following Key Goal Area and Community Objective of the City of Busselton's Strategic Community Plan 2017:

Key Goal Area 6 - LEADERSHIP: Visionary, collaborative, accountable

6.1 Governance systems, process and practices are responsible, ethical and transparent.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the officer recommendation, with the Policy maintaining Council's support for elected members to receive training and development which will assist them to undertake their very important role.

CONSULTATION

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

OFFICER COMMENT

The purpose of the Policy is to provide a framework within which elected members may access an annual allowance to fund training and professional development opportunities that will assist them to undertake their role through the development of relevant skills and competencies.

The Policy has been amended to provide greater clarity as to what the annual allowance will be, recommending that it be set at \$3,000 per annum, based on a financial year and pro-rata for elected members elected or standing for election. Aside from overall streamlining of the policy content, other more significant amendments are:

- Removal of reference to the pre-election seminar for aspiring Councillors. While it is intended that an information session for candidates will be held as part of the election process, it is considered outside the scope of the Policy. Additionally as discussed under Statutory Environment under the Local Government Legislation Amendment Bill 2019, it is proposed that candidates will be required to complete an online induction prior to nominating for election.
- Removal of reference to the City induction program for new elected members. While an induction program is considered an important training and development initiative for elected members, it is not funded from the annual allowance and hence is considered to fall outside of the scope of the Policy. Its importance is noted however and a comprehensive induction program is being developed ready for the 2019 election and any resulting new elected members.
- Inclusion of a reference to likely mandatory training for elected members.
- Removal of the ability for unused funds to be carried forward to the next financial year. This has not been occurring in practice and is not considered best practice, instead elected members are encouraged to attend relevant and regular training and development throughout their term.
- Retention of the restriction on intrastate training and development attendance (to two elected members at the same time) unless however 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, where it would make sense to be well represented.
- Standardises reporting requirements for interstate training and development opportunities, removing the when considered appropriate wording.
- Removal of operational detail such as the requirement for the CEO to maintain a register of elected member training and development expenses (something that occurs in any event).

CONCLUSION

The Policy updates and replaces the current 'Councillors Induction, Training and Professional Development', and in doing so refocuses the policy content to the provision and use of an annual allowance for elected member training and development.

OPTIONS

Should Council not agree with the officer recommendation they could

1. decide not to adopt the Policy and instead take a different position / approach.
2. require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be placed on the City's website within one week of adoption.

OFFICER RECOMMENDATION

That the Council adopts the Elected Member Training and Professional Development Council policy as per Attachment A, to replace the Councillor Induction, Training and Professional Development policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council adopts the Elected Member Training and Professional Development Council policy as per Attachment A, to replace the Councillor Induction, Training and Professional Development policy (Attachment B) subject to the rewording of the definition of Annual Allowance to:

"An amount which is an equal share of the budget allocation for Councillor training and development, allocated on a pro-rata basis for each elected member's term of office."

Reason: The budget amount may increase, or potentially decrease, over time and the policy could therefore become redundant, additionally the costs of future mandatory training are currently unknown.

COUNCIL POLICY


City of Busselton
Geographic Bay

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 an annual allowance to fund training and professional development opportunities that will assist them to undertake their role through the development of relevant skills and competencies.

2. SCOPE

- 2.1. This Policy is applicable to all elected members for their term of office.

3. DEFINITIONS

Term	Meaning
Annual Allowance	An amount which is an equal share of the budget allocation for Councillor training and development, allocated on a pro-rata basis for each elected member's term of office
Policy	This City of Busselton Council policy entitled "Elected Members Training and Professional Development"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6.1: Governance systems, processes and practices are responsible, ethical and transparent.

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 constituents.
- 5.2. Each elected member will be allocated an Annual Allowance to be used for attendance at training and development programs and courses.

- 5.3. The Annual Allowance may be used for:
- a. Attendance at training run by the Western Australian Local Government Association (WALGA);
 - b. Attendance at Local Government Week run by WALGA, subject to paragraph 5.4; 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.
- 5.4. It is usual for the Mayor and the Deputy Mayor, along with the CEO or his delegate, 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 taken from the Annual Allowance.
- 5.5. Elected members may also be required under the Local Government Act 1995 (or any replacement legislation) to complete mandatory training. The Annual Allowance 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 the specific approval 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 Annual Allowance.
- 5.12. Nothing in this Policy prevents the Council from approving additional funding for elected member training and professional development or a specific application to be funded outside of the Annual 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		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	10 May 2017	Resolution #	C1705/103

Last updated 10/05/2017

098	Councillors' Induction, Training and Professional Development	V4 Current
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1. PURPOSE

This policy is to provide a framework within which Councillors can have access to a range of development opportunities that will assist them to undertake their role, including but not limited to pre-election information sessions, induction programs, training programs, attendance at conferences & seminars and other development opportunities throughout the elected term of office.

The City of Busselton has a budget allocation for the purpose of enabling Councillors to participate in development opportunities that will assist them to undertake their role and/or develop skills and competencies.

2. SCOPE

The policy provides that all Councillors can participate in development and training opportunities during their elected term of office, noting that where a term of office is less than the usual four-year term, access to a full range of opportunities may not be available within the term.

3. POLICY CONTENT

3.1 Pre-Election

The Chief Executive Officer or his delegate will conduct a seminar for aspiring Councillors to be held prior to a Local Government election. The aim of this seminar would be to provide aspirants with an insight to the role of a Councillor and better prepare them for what lays ahead.

3.2 Induction

Upon election to Council, the City will provide an Induction, training and development program for Councillors modelled on the Department of Local Government Councillor Induction Checklist, to provide them with all the information relevant to commencing their role as a Councillor. Attendance at in-house information and training sessions is also encouraged after the completion of the induction program.

The Induction program contributes to the corporate objectives by:

- Assisting new Councillors assimilate into the role;
- Assisting Councillors meet the demands upon them by developing the necessary skills through recognised training;
- Assisting Councillors achieve excellence in performance; and
- Ensuring Councillors work professionally in a team environment for the betterment of their constituents.

3.3 Annual Allowance for Training and Development

Councillors are encouraged to attend various programs during their term of office, to assist their professional development and to provide them with enhanced skills to effectively maximise the benefits of the commitment they have given to their elected position.

Last updated 10/05/2017

Each Elected Member is equally allocated an annual sum as allocated in each annual budget for attendance at Training and Development programs and courses. The amount should not, in normal circumstances be exceeded and registration will not be effected if there are insufficient funds available to be used.

If the annual allowance is exceeded, the value in excess of the amount allowed will be reduced from the following years allowance. Any surplus funds in an Elected Members allocation will be carried forward to the next financial year but will not be carried forward to the next following year.

3.4 Conferences & training courses

The annual budget allocation may be used for any of the following:

- Western Australian Local Government Association (WALGA) Training Program

WALGA offers a module-based training program that is standardised for WA Local Governments. Progressive participation in this program is encouraged and is considered to be the best opportunity outside of the organisation to develop relevant local government knowledge, including the opportunity to obtain a Diploma in Local Government by the completion of the course modules.

- Local Government Week

Local Government Week is an annual networking and development opportunity for Councillors provided by the WALGA. This is undertaken in conjunction with the Association's Annual General Meeting at which the City of Busselton is entitled to have two delegates. It is usual that this will be the Mayor and Deputy Mayor, however, this may be passed to another Councillor or Councillors when one or both of the Mayor and Deputy Mayor are not in attendance.

In addition to the two delegate participants, opportunity exists for other Councillors and the CEO to attend Local Government Week.

- Other Training and Development

Other training and development opportunities are identified from time to time by either an individual Councillor or the organisation, attendance at which may be approved where:

- The course or development opportunity is relevant to the functions of a Councillor; or
- The course or development opportunity is relevant to a Councillor's role or as a member of a Council approved representative on a Council Committee or external body; and
- There is scope for the attendee to acquire skills beneficial to the City.

3.5 Restrictions and exclusion on Travel

No more than two Elected Members may attend the same Interstate event and no more than three Elected Members may attend the same Intrastate event (authorised training and development courses excluded).

Travel Interstate is not permitted within three months of being elected as an Elected Member and is not permitted within three months of the date of expiry of office.

Last updated 10/05/2017

Attendance at any overseas conference, seminar or other development event requires the specific approval of Council.

Attendance at BASCA events / exchanges are not covered by this Policy

3.6 Reporting Requirements

When considered appropriate, on return from attending an Interstate training & development opportunity attendee shall provide either a written report to the City or a verbal presentation to an Elected Members Briefing session within 21 days to facilitate knowledge sharing. The report should detail skills and competencies gained, benefits for the City, Council and Community and relevant recommendations.

The Mayor or CEO may approve an extension in circumstances deemed appropriate. Regard may be given to the technicality of the information to be prepared into a report, workloads or other factors.

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.

3.7 Approval Process

Applications from Councillors for attendance at interstate courses and conferences etc will be considered by the Mayor and Deputy Mayor in consultation with the CEO with regard to applicability of the development opportunity to the Councillor's role and budget availability.

The application can only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses in accordance with Council Policy 001 can be accommodated within the approved allowance allocated to the Councillor for this purpose in accordance with the annual budget provision. The annual training budget determined by the Council will be equally allocated to each Councillor on a pro-rata basis in accordance with election dates. An individual's unspent funds can be carried forward for use within the biennial election cycle.

The CEO is to maintain a register of each Councillors' training and professional development expenses.

Nothing in this policy provision prevents the Council from approving additional funds to be accessible or the Council from approving a specific application that is outside of the existing budget.

Policy Background

Policy Reference No. - 098
Owner Unit – Governance Services–
Policy approved by Council 10 May
2017
Review Frequency – As required
Related Documents – Council Policy 001

History

Council Resolution	Date	Information
C1705/103	10 May 2017	
C1606/135	8 June, 2016	Proposal to provide an equal allocation for use by each Councillor on approved training programs and some changes to Local Government Week attendance.

COUNCIL POLICY


City of Busselton
Geographic Bay

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 an annual allowance to fund training and professional development opportunities that will assist them to undertake their role through the development of relevant skills and competencies.

2. SCOPE

- 2.1. This Policy is applicable to all elected members for their term of office.

3. DEFINITIONS

Term	Meaning
Annual Allowance	\$3,000 per financial year, allocated on a pro-rata basis for each elected member's term of office
Policy	This City of Busselton Council policy entitled "Elected Members Training and Professional Development"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 - Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6.1: Governance systems, processes and practices are responsible, ethical and transparent.

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 constituents.
- 5.2. Each elected member will be allocated an Annual Allowance to be used for attendance at training and development programs and courses.

- 5.3. The Annual Allowance may be used for:
- a. Attendance at training run by the Western Australian Local Government Association (WALGA);
 - b. Attendance at Local Government Week run by WALGA, subject to paragraph 5.4; 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.
- 5.4. It is usual for the Mayor and the Deputy Mayor, along with the CEO or his delegate, 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 taken from the Annual Allowance.
- 5.5. Elected members may also be required under the Local Government Act 1995 (or any replacement legislation) to complete mandatory training. The Annual Allowance 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 the specific approval 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 Annual Allowance.
- 5.12. Nothing in this Policy prevents the Council from approving additional funding for elected member training and professional development or a specific application to be funded outside of the Annual 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		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	10 May 2017	Resolution #	C1705/103

13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 PROPOSED SCHEME AMENDMENT 39 - LOT 202 BUSSELL HIGHWAY AND LOT 201 SEYMOUR STREET, WEST BUSSELTON - CONSIDERATION FOR INITIATION FOR ADVERTISING

SUBJECT INDEX:	Local Planning Schemes and Amendments
STRATEGIC OBJECTIVE:	Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.
BUSINESS UNIT:	Strategic Planning
ACTIVITY UNIT:	Strategic Planning
REPORTING OFFICER:	Strategic Planner - Janine Eriksson
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan ↓ Attachment B Special Provisions 33 ↓ Attachment C Endorsed Structure Plan ↓ Attachment D Scheme Amendment Map ↓

PRÉCIS

The Council is requested to consider initiating proposed Scheme Amendment No. 39 (Amendment) over Lot 201 Seymour Street and Lot 202 Bussell Highway, West Busselton (the subject land). The Amendment proposes to remove 'Special Provision Area 33' (SP 33) and replace the dual density coding of 'Residential R40/60' with 'Residential R40' on Lot 201 Seymour Street and 'Residential R60' on Lot 202 Bussell Highway.

The Special Provisions are no longer considered relevant and the density rationalisations reflect an already approved Structure Plan. Therefore, it is recommended that the Amendment be adopted for the purposes of public advertising.

BACKGROUND

The subject land is located approximately 1.5 km west of the Busselton City Centre and is bounded by Bussell Highway to the north, Seymour Street to the south and abuts 'Residential R15' zoned lots to the east and west. The subject land comprising Lot 202 Bussell Highway (4,254m²) and Lot 201 Seymour Street (2,182m²) is vacant, predominantly cleared, and includes a remnant bitumen hard stand adjacent to Bussell Highway. A location plan and aerial is located at Attachment A.

The subject land was rezoned from 'Tourist' to 'Residential R40/60' with SP33 in 2009 to facilitate a grouped/multiple dwelling concept. The subject land historically included a motel on Lot 202 which was demolished in 2010 and that land has since remained vacant. SP33 under Schedule 3 of the Scheme (Attachment B) required preparation of a Structure Plan to coordinate development over the land and provide for a minimum of 60% of units for all residential development above R40 density being single bedroom dwellings, with a variation in average and minimum site areas up to 5%. The landowner indicates that the single bedroom dwelling requirement has been an ongoing barrier to commercially successful development and does not reflect the more recent demands of the local residential housing market.

The Structure Plan (Attachment C) was adopted by Council in 2010 designating R60 to the area now known as Lot 202 Bussell Highway, and R40 to Lot 201 Seymour Street (previously Lots 11, 25 and 41 Bussell Highway). The Structure Plan included provisions associated with lot amalgamation, density bonus, water management, access and amenity. The current, separate landowners wish to develop the R60 and R40 sites independently and request that the Structure Plan be revoked.

Numerous development applications have been approved over the subject land in accordance with the approved Structure Plan; however, no construction has occurred and these approvals have since expired. Lot 201 Seymour Street has Western Australian Planning Commission (WAPC) conditional approval for a survey strata subdivision, at a density of R40, which is valid until 18 October 2022.

The Amendment seeks to streamline the planning framework by removing SP 33, and apply the residential densities of the approved Structure Plan into the Scheme as indicated on the Amendment Map at Attachment D.

STATUTORY ENVIRONMENT

The key statutory environment is set out in the *Planning and Development Act 2005* (Act), the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and the *City of Busselton Local Planning Scheme No. 21* (Scheme).

Planning and Development Act 2005 and Regulations 2015

The Act outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this Amendment.

The Regulations, which came into operational effect on 19 October 2015, identify three different levels of amendments – basic, standard and complex. The resolution of the local government is to specify the level of the subject amendment and provide an explanation justifying this choice. The Amendment is considered to be a ‘standard’ amendment.

The Regulations provide separate processes for the approval of Scheme Amendments and Structure Plans. The Regulations provide the WAPC powers to revoke a Structure Plan should it consider that it cannot be effectively implemented. The status of the Structure Plan in this instance is reliant upon SP33. SP 33 (1) states that WAPC approval is not required for the Structure Plan. Given the specific wording of CI 28 (4) of the Regulations, it is not possible for the WAPC to revoke a structure plan it has not been required to approve. Therefore, a formal revocation of the Structure Plan by the WAPC is not required, and Council is expected to be requested to revoke the existing Structure Plan at final adoption of this Amendment.

Local Planning Scheme No. 21

The proposal is consistent with the provisions of the ‘Residential’ zone as defined by the Scheme which also adopts the standards to control the design of residential development established under the Residential Design Codes of Western Australia (R-Codes).

RELEVANT PLANS AND POLICIES

Draft Local Planning Strategy (2016)

The Draft Local Planning Strategy (LPS) sets out the long-term planning direction for the City and identifies the subject land as an ‘urban consolidation’ area. The LPS actively supports this proposed form of development close to the Busselton City Centre. A desirable diversification in the types of housing choice and availability could also result from this Amendment.

Liveable Neighbourhoods (2009/draft 2015)

Liveable Neighbourhoods (2009) is WAPC adopted operational policy which guides structure planning and subdivision of new and infill urban areas. Liveable Neighbourhoods (2015) is a 'seriously entertained' draft policy that advocates for a variety of lot sizes and housing types to cater for the diverse housing needs of the community at a density that can ultimately support the provision of local services, such as recommended to be enabled by this Amendment.

FINANCIAL IMPLICATIONS

There are considered to be no direct financial implications arising from the implementation of the Officer Recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no long term financial implications.

STRATEGIC COMMUNITY OBJECTIVES

The Officer Recommendation is consistent with Key Goal Area 2 of the City of Busselton Strategic Community Plan 2017 and specifically Community Objective 2.1 – 'Planning strategies that foster the development of neighbourhoods that meet our needs as we grow'.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identified 'downside' risks only, rather than upside risks as well. The implementation of the Officer Recommendation will involve publicly advertising the proposal for comment. In this regard, there are no risks identified of a medium or greater level.

CONSULTATION

If the Council resolves to initiate the Amendment, the relevant documentation will be referred to the Environmental Protection Authority for formal assessment under Part IV of the Environmental Protection Act 1986. Should the EPA resolve that the Amendment does not require formal assessment, the document will be advertised for 42 days in accordance with the Regulations.

OFFICER COMMENT

The Amendment has been assessed as being consistent with the Scheme and is considered to rationalise the statutory planning framework over the subject land. The following matters are also of particular relevance in support of the Amendment.

- **Density**

The proposal maintains the current 'Residential' zone and designates the existing dual density 'R40/60' code to specifically apply R60 to Lot 202 Bussell Highway and R40 to Lot 201 Seymour Street, West Busselton to reflect the approved Structure Plan.

- **Special Provision Area 33**

Special Provision 33 (1) which 'exempts' the need for WAPC approval of the related Structure Plan is now contrary to the Regulations and should be removed from the Scheme. SP 33 (2) required preparation of a Structure Plan to guide a development concept for a minimum of 60% of the units being single bedroom dwellings with a 5% density bonus also available. Assessment has revealed that SP 33 (2) and the associated Structure Plan provisions are effectively redundant or have been since been addressed as described below:

- The objective of the endorsed Structure Plan was to establish the density and design parameters for future development. Development approvals issued since 2010 demonstrate that the subject land can suitably accommodate densities as proposed. For example, the WAPC conditional survey strata subdivision approval over Lot 201 Seymour street enables a suitable R40 site development concept.
- The endorsed Structure Plan also required amalgamation of the pre-existing lots (Lot 35, 11 and 41) prior to issuing a building licence. This has been satisfied, creating Lot 202 Bussell Highway and Lot 201 Seymour Street, which also reflect the Structure Plan density boundaries. The two lots are intended to be developed independently by separate landowners.
- Existing statutory controls do not normally require a stipulated ratio of single bedroom dwellings in 'Residential R60' areas and, such a requirement is therefore is contrary to the R-Codes.
- The endorsed Structure Plan special provisions that were developed to guide densities greater than R40 no longer have any benefit in terms of assessing future development applications or enabling viable commercial construction. The R-Codes which have been reviewed since approval of the Structure Plan in 2010 are considered to provide sufficient guidance for residential development above the R40 density.

These matters also present sufficient grounds to support revocation of the currently endorsed Structure Plan by Council as both Lots 202 and 201 can be developed in an orderly and proper way in accordance with the zoning. Therefore, it is recommended that the Structure plan be revoked by Council at final adoption of this Amendment.

CONCLUSION

Officers are of the view that the proposal is generally consistent with the aims and objectives of the State and local planning policy framework. It is recommended that the Amendment be adopted for public consultation.

OPTIONS

Should the Council not support the Officer Recommendation the Council could instead resolve –

1. To decline the request to initiate the Amendment in its entirety (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 initiate an amendment.
2. To seek further information before making a decision.
3. To initiate the Amendment subject to further modification(s) as required.

Officer assessment has not revealed any substantive issue or reasonable grounds that would support any of these options.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer Recommendation will involve advising the applicant of the resolution of Council and commencing the process to advertise the Amendment, which will occur within one month of the date of the decision date.

Requirements for a 'standard' Scheme Amendment, are for the proposal to be advertised for no less than 42 days

OFFICER RECOMMENDATION

That the Council:

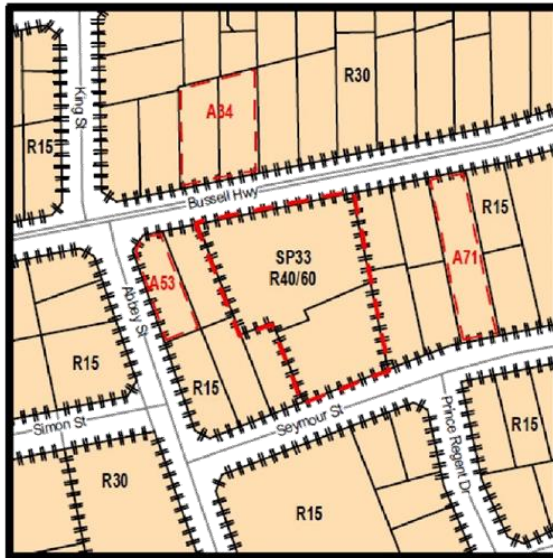
1. In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts Amendment 39 to the City of Busselton Local Planning Scheme 21 for the purposes of:
 - a) Amending Schedule 3 – 'Special Provision Areas' by deleting Special Provision 33.
 - b) Re-coding Lot 202 Bussell Highway, West Busselton from 'Residential R40/R60' to 'Residential R60';
 - c) Re-coding Lot 201 Seymour Street, West Busselton from 'Residential R40/R60' to 'Residential R40';
 - d) Amending the Scheme Map accordingly.
2. Notes that, as the draft Amendment is consistent with Part V of the Planning and Development Act 2005 and Regulations pursuant to that Act, that following preparation of the necessary documentation the draft Amendment be referred to the Environmental Protection Authority (EPA). Upon receipt of a response from the EPA stating that the draft Amendment is not required to be subject to a formal environmental assessment, it be advertised for public consultation for a period of 42 days. In the event that the EPA determines that the proposed Amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to consultation.
3. Advises the Western Australian Planning Commission that the proposed Amendment is considered by Council to be a 'standard amendment' pursuant to Planning and Development (Local Planning Scheme) Regulations 2015, for the following reasons:
 - a) It is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve.
 - b) It is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.
 - c) It is an amendment that does not result in significant environmental, social, economic or governance impacts on land in the Scheme area.



SP33	Lots 11, 35 and 41 Bussell Highway, Busselton	Residential R40/R60	<ol style="list-style-type: none">1. Prior to submission of an application for development approval, a single Structure Plan for the whole site shall be prepared and adopted consistent with Part 4 of the Deemed Provisions, except that it will not require endorsement by the Western Australian Planning Commission.2. The Structure Plan shall ensure that for all residential development above R40:<ol style="list-style-type: none">a) not less than 60% of units are single bedroom;b) the average and minimum site area may be varied by a maximum of 5% less than that minimum area specified in table 1 of the Residential Design Codes of WA in addition to the density bonus applicable to single bedroom dwellings;c) development is orientated towards and provides for public surveillance of Bussell Highway; andd) development demonstrates outstanding environmental and sustainability features.
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CITY OF BUSSELTON LOCAL PLANNING SCHEME No. 21 AMENDMENT No. 39




LEGEND


ZONE

 Residential

OTHER

 R20 R Codes

 SP1 Special Provision Area

 A1 Additional Uses

EXISTING ZONING



PROPOSED ZONING



NTS @ A4
12.03.2019

14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 POLICY AND LEGISLATION COMMITTEE - TERMS OF REFERENCE

SUBJECT INDEX:	Committee
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Governance Officer - Kate Dudley
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

PRÉCIS

The purpose of this report is to advise Council, that due to the non-attendance of Councillor Bennett at the Policy and Legislation Committee (the Committee) meetings held between January and March 2019, Council are required to consider the forfeiture of Councillor Bennett's membership, as per Clause 5.2 of the Terms of Reference, of the Committee.

This report seeks to provide a remedy to the contravention of Clause 5.2 and to consider existing and future approved leave of absence for Councillor Bennett from the Committee.

BACKGROUND

In January 2019, Councillor Bennet requested a leave of absence from the Ordinary Meetings of Council held on 13 and 27 February, 13 and 27 March, and 10 and 24 April. This request was subsequently approved by Council (C1902/026 and C1903/044).

As a member of the Committee, Councillor Bennett has been an apology for the meetings held 22 January 2019, 12 February 2019 and 12 March 2019, however without an approved leave of absence for that purpose.

Clause 5.2 of the Committee ToR state – *"...if any member is absent from three (3) consecutive meetings without leave of the committee, they shall forfeit their position on the committee. The Council shall be informed, who will then appoint a replacement for the balance of the members term of appointment"*.

At the 9 April 2019 Committee meeting, a general discussion item regarding Clause 5.2 and the absence of Councillor Bennett was tabled and the committee requested officers to prepare a report to Council to consider Councillor Bennett's re-appointment as a member of the committee and future leave of absence requirements. This would need to be in line with the existing and future approved leave of absence from the ordinary meetings of Council.

STATUTORY ENVIRONMENT

Part 5, Division 2 of the *Local Government Act 1995* provides for the establishment and membership of committees.

RELEVANT PLANS AND POLICIES

The City of Busselton Policy and Legislation Committee ToR is a relevant document associated with this report.

These ToR's outline the requirements for membership, quorum requirements and the like and indicates the reasons for Cr. Bennett's forfeiture of the position on the Committee

FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no Long-Term Financial Plan Implications associated with the officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

This report primarily aligns with and supports the Key Goal Area 6 – 'Leadership' of the Strategic Community Plan 2017 and more specifically Community Objective 6.1 – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

There are no identified risks associated with the continued appointment of Councillor Rob Bennett to the Policy and Legislation Committee.

CONSULTATION

No external consultation is required in relation to this matter.

OFFICER COMMENT

Councillor Bennett has been an approved leave of absence from Ordinary Meetings of Council since January 2019 and this will continue until 24 April 2019. Councillor Bennet has been an apology for the Committee for three consecutive meetings since January 2019 without an approved leave of absence in place for that purpose.

Whilst there are no statutory requirements regarding attendance at Committee meetings, Council adopted a ToR for the Committee (C1706/152) and Clause 5.2 of the terms of reference states:

"...if any member is absent from three (3) consecutive meetings without leave of the committee, they shall forfeit their position on the committee. The Council shall be informed, who will then appoint a replacement for the balance of the members term of appointment."

Due to Councillor Bennett being an apology from three consecutive Policy and Legislation Committee meetings without a formal approved leave of absence in place as mentioned above, a forfeiture of membership, in accordance with Clause 5.2, has occurred.

Further, upon reviewing the relevant sections of the *Local Government Act 1995* and associated Regulations, the approved leave of absence of the ordinary meetings of Council cannot be reasonably interpreted to include committee meetings, as the approved leave of absence that was granted by Council for specific "ordinary council meeting" dates.

CONCLUSION

It is the officer recommendation that Council acknowledge the forfeiture of membership, as per Clause 5.2, re-appoint Councillor Bennett to the membership of the Committee, and further approve a leave of absence for Councillor Bennett from the Committee to align with the current approved leave of absence from the ordinary meetings of Council and any future approved leave of absence.

In addition, officers are currently undertaking a review of the ToR for all Committees of Council and will prepare a report for Council at a future date to recommend amendments of a minor nature.

OPTIONS

The Council may decide not reappoint Cr Bennett and to appoint another member to the committee.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The membership of the committee will be effective on the date it is resolved.

OFFICER RECOMMENDATION

That the Council:

1. Re-appoint Councillor Bennett as a member of the Policy and Legislation Committee; and
2. Approve a leave of absence for Councillor Bennett from the Policy and Legislation Committee to align with any existing and future approved leave of absence from the Ordinary Meetings of Council; and
3. Note officers are undertaking a review of the terms of reference for all Committees of Council and will prepare a report to Council at a future date, with recommendations for minor amendments.

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information Bulletin
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Governance Officer - Kate Dudley
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A WALGA Summary Attachment B Informal Minutes

PRÉCIS

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 2018/2019 TENDERS

RFT16/18 OLD BUTTER FACTORY REPAIR WORKS

- Requirement – repair and rectification works to the Old Butter Factory following fire damage to the building.
- A Request for Tender was advertised on 20 October 2018 with a closing date of 9 November 2018.
- No submissions were received.
- The CEO determined that a private request for quotation be made in respect of the works.
- One response was received in respect of the request for quotation.
- Officers have completed an evaluation, recommending the contract to be awarded to Clinton Long Project Management Pty Ltd.
- Council endorsed on 30 January 2019 the officer recommendation and delegated authority to the CEO to negotiate and agree final terms and conditions with that contractor.
- It is anticipated that the contract will be awarded in April 2019.

RFT17/18 PORT GEOGRAPHE FINGER JETTY REPLACEMENT

- Requirement – the demolition of existing finger jetty or jetties (as determined by the City) located at the Port Geographe Marina boat launching facility in Busselton and the replacement of such jetty or jetties with floating pontoon style finger jetty or jetties.
- A Request for Tender was advertised on 3 November 2018 with a closing date of 20 November 2018.
- Four submissions were received which provided quotes on completing either 1 or all 3 jetties (as a one-off project).

- The submissions received indicated a significant saving should the City resolve to proceed with replacement of all 3 jetties.
- The cost of replacing all 3 jetties will exceed the budget for this project.
- The Finance Committee Meeting for Council in February 2019 approved an increase of the funding for this project to allow replacement of all 3 jetties.
- A contract was awarded by the CEO in March 2019 to Walcon Marine Australasia Pty Ltd.

EOI01/18 CONSTRUCTION OF THE CITY CENTRE EASTERN LINK – STAGE 1

- Requirement – Construction of the City Centre Eastern Link Stage 1.
- An Expression of Interest was advertised on 15 December 2018 with a closing date of 22 January 2019.
- The process for making a preliminary selection among prospective tenderers has been completed and pursuant to delegation LG3K, the CEO determined that Ertech Pty Ltd, Georgiou Group Pty Ltd and BMD Constructions Pty Ltd be accepted by the City as “acceptable tenderers” and thus eligible to participate in the forthcoming request for tender.
- The tender phase was commenced by private notice pursuant to RFT05/19 (see below).

PQS01/19 PLANT AND EQUIPMENT HIRE – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

- Requirement – hire of plant and equipment.
- The PQS was advertised on 9 February 2019 with a closing date of 7 March 2019.
- The closing date has been extended until 14 March 2019. A further State wide advertisement providing notification of the extension was provided by the City on 9 March 2019.
- Thirty submissions were received.
- In accordance with delegation LG3M the CEO has authority to establish the panel and to decide which applications to accept.
- It is anticipated that the panel of pre-qualified suppliers will be established by the CEO in April 2019.

PQS02/19 SUPPLY OF CONCRETE SERVICES – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

- Requirement – supply of concrete services.
- The PQS was advertised on 9 March 2019 with a closing date of 2 April 2019.
- Seven submissions were received.
- In accordance with delegation LG3M the CEO has authority to establish the panel and to decide which applications to accept.
- It is anticipated that the panel of pre-qualified suppliers will be established by the CEO in April/May 2019.

RFT01/19 SUPPLY OF MOBILE WASTE SHREDDER

- Requirement – the supply of a mobile waste shredder to be delivered at the Dunsborough Waste Facility.
- A Request for Tender was advertised on 9 March 2019 with a closing date of 26 March 2019.
- Five submissions were received.
- The value of the contract is expected to exceed the CEO’s delegated authority under Delegation LG3J and will require Council approval.
- It is anticipated that the contract will be awarded in May 2019.

RFT02/19 PROVISION OF CLEANING SERVICES TO CITY OWNED FACILITIES

- Requirement – the provision of cleaning services to City owned facilities.
- A Request for Tender was advertised on 9 March 2019 with a closing date of 4 April 2019.
- Eight submissions were received.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.
- It is anticipated that the contract will be awarded in May 2019.

RFT03/19 ROCK COASTAL PROTECTION REFURBISHMENT: CRAIG STREET AND WONNERUP

- Requirement – refurbishment of six rock coastal protection structures on Geographe Bay, including a groyne and seawall at Craig Street and four groynes at Wonnerup.
- A Request for Tender was advertised on 16 March 2019 with a closing date of 2 April 2019.
- Seven submissions were received.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that the contract will be awarded in May 2019.

RFT04/19 SUPPLY OF TWO TRI-AXLE SIDE TIPPING TRAILERS

- Requirement – supply of two tri-axle side-tipping trailers.
- A Request for Tender was advertised on 23 March 2019 with a closing date of 9 April 2019.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that the contract will be awarded in April/May 2019.

RFT05/19 CITY CENTRE EASTERN LINK

- Requirement – following an Expression of Interest (EOI 01-18) process for making a preliminary selection among prospective tenderers, the City of Busselton invited tenders for the construction of the City Centre Eastern Link Road upgrade including stages 1,2A and 2B.
- Three tenderers were invited to submit a tender – Georgiou Group Pty Ltd, Ertech Pty Ltd and BMD Constructions Pty Ltd, with a closing date of 14 May 2019.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.
- It is anticipated that the contract will be awarded in July 2019. However contract commencement is subject to the relevant conditions precedent being satisfied including environmental approvals being obtained.

17.1.2 Donations Contributions and Subsidies Fund – March 2019

The Council allocates an annual budget allowance to the Donations, Contributions and Subsidies (Sponsorship Fund). 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 the funds is delegated to the Chief Executive Officer, in accordance with published guidelines and funding availability.

Two applications were supported in March 2019, totalling \$550.00 as outlined in the table below:

App. No.	Recipient	Purpose	Amount
March 2019			
53/1819	Bryce Commins	Selected to represent WA as part of the Junior State MTB Team at the Australian MTB National Championships in Bright, Victoria.	\$300.00
54/1819	Gail Kearney Memorial Hospice Charity Golf Day	Donation requested as a contribution towards catering expenses for participants. Despite being a ticketed event, all funds raised are donated to Busselton Hospice Care.	\$250.00
		March Total	\$550.00

At the end of March 2019, expenditure from the Donations, Contributions and Subsidies Fund totalled \$18,471.00, leaving a balance of \$11,529.00.

17.1.3 WALGA Summary

Attachment A shows the summary of the WALGA Zone and State council meetings.

17.1.4 Meelup Regional Park Management Committee

Attachment B shows the minutes for the informal Meelup Regional Park Management Committee meeting.

17.1.5 Indicative Audit Fee 2019

Our indicative audit fee is based on our estimate of the costs of the audit. For your audit and 56 other local government audits that we assumed from 2018-19, we obtained and considered a quote from the existing audit firm. We did not perform a competitive tender process because for the first year of our management we wanted to keep some consistency in the audit team.

We identified various audit procedures required by Australian Auditing Standards that were not being performed, or were not adequately performed on most local government audits by the various audit firms doing these audits. We communicated these requirements to the firms and, in quoting for the audits, including your audit, they have taken into account the additional required testing. We also have to recover the costs of reporting the financial audit results to Parliament.

These factors have contributed to the increased audit fee. Our audits will provide greater transparency about controls, probity and governance matters for your Council. After the transition period for the revised local government audit legislation, we expect competitive tendering, managed by our office to ensure a combination of audit quality and value for money, will bring about improved audit outcomes.

17.1.6 Small Business Friendly Approvals Project

Following the launch of the Small Business Friendly Local Governments (SBFLG) initiative in August 2016, there has been a steady increase in the number of local governments making a public commitment to supporting small businesses and developing their local economies.

Across the network of 30 small business friendly local governments, it is encouraging to see the SBFLG Charter being embraced and a broad range of small business initiatives being implemented. As a group, these local governments are home to half of all small businesses in the State, which means this small business commitment is significant and far reaching.

The Small Business Development Corporation (SBDC) has identified an opportunity to build on the work of a number of small business friendly local governments and pilot a new project aimed at streamlining approval processes. This project will be known as the Small Business Friendly Approvals Project and will be commencing in May 2019 for a six month period.

In undertaking this pilot project, the SBDC will work closely with two local governments to map the small business customer journey within the retail and food sectors, and design a number of reforms aimed at improving the associated approval processes. A consultant has been engaged to oversee and deliver the Approvals Project.

At our current level of resourcing for this project our capacity for the pilot is limited to two local governments based in the metropolitan region: the Cities of Canning and Stirling. Factors guiding this selection include the number of small businesses within their boundaries and the size of their local economies which will enable us to demonstrate the scale of economic benefit achievable through well planned and designed reforms.

An important component of the Approvals Project is the development of how-to guides to assist local governments introduce similar reforms within their own organisations. I look forward to sharing this guidance material with you later this year, as well as providing an overview of the lessons learned and opportunities for future projects and partnerships.

OFFICER RECOMMENDATION

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

- [17.1.1 2018/2019 TENDERS](#)
- [17.1.2 Donations Contributions and Subsidies Fund – March 2019](#)
- [17.1.3 WALGA Summary](#)
- [17.1.4 Meelup Regional Park Management Committee](#)
- [17.1.5 Indicative Audit Fee 2019](#)
- [17.1.6 Small Business Friendly Approvals Project](#)

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

South West Zone WALGA: 22 March 2019

State Council WALGA: 27 March 2019

South West Country Zone President Cr Tony Dean

Agenda Summary and Recommendations

The City of Busselton is a member of the WALGA South West Zone which meets approximately five times each year. The SW Zone comprises of 12 local governments being the Shire of Augusta - Margaret River, Shire of Boyup-Brook, Shire of Bridgetown-Greenbushes, City of Bunbury, City of Busselton, Shire of Capel, Shire of Collie, Shire of Dardanup; Shire of Donnybrook-Balingup, Shire of Harvey, Shire of Manjimup and the Shire of Nannup.

The Zone meeting was held at the Shire of Collie on 22 March 2019. The City was represented on the Zone Committee by Councillor Grant Henley (Mayor) and Sarah Pierson (Manager of Governance and Corporate Services) with administrative support provided by Tony Nottle (Director of Finance and Corporate Services) and Christine Garratt (Executive Assistant).

The Zone employs a secretariat to prepare the Zone agenda, take minutes and action Zone adopted resolutions.

Each Agenda is in two parts:

1. Items raised by Zone Members for consideration; and
2. The WALGA State Council Agenda

The reports raised by the Zone Members and those contained in the WALGA State Council Agenda "for decision" are reviewed by City officers and are reported in the following manner for Councillor information:

- A summary of the report is provided;
- The WALGA recommendation is repeated;
- The relevant City officer comments on the report;
- The City Officer comments on the recommendation;
- The Zone decision is recorded; and
- The WALGA State Council decision is recorded.

In this way, Council can track the progress of the report and recommendation as it flows through the system.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

South West Zone: 22 March 2019

South West Country Zone President: Cr Tony Dean

4. Presentations

4.1 Host Council Presentation

Host Local Governments are invited to provide a 15-20 minute presentation on current events affecting their local government area or to arrange an inspection of new or significant facilities of interest to members.

4.2 Regional Biosecurity Groups – Access to Rating Information

Mr Tim Thompson, Manager Biosecurity Group will address the Zone on this topic.

Mr Steve Ewing from the South West Catchments Council Bunbury Office will address the meeting and provide an update on the Regional Land Partnerships and priorities as funded under the National Landcare Program Phase Two.

Mr Tim Thompson addressed the Zone on this topic – a PowerPoint presentation is available on the request to the EO.

Mr Steve Erwing addressed the meeting and provided an update on the Regional Land Partnerships and priorities as funded under the National Landcare Program Phase Two, particularly the overall funding reductions to programs.

7.8 Report on Zone Forum

A copy of the report Local Government Act Forum held in Busselton on 2 November 2018 was circulated separately. WALGA will be seeking decisions on sector positions feedback following feedback from Local Government submissions.

8. WALGA State President's Report

MOTION

That:

The Report be received.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

7. Reports

7.1 BIOSECURITY GROUP DEVELOPMENT

Summary of report:

- The Zone has previously raised concerns about the introduction of a Declared Pest Rate (DPR).
- A scheduled meeting with the Minister for Agriculture last year failed to occur due to weather conditions and no further meeting was offered.
- WALGA's policy position, recommendations to WA Government on Post Border Security and a WALGA letter to the CEO Department of Primary Industries and Regional Development have been previously distributed.
- A presentation by Mr Tim Thomson is scheduled for this meeting. Mr Thomson advises it would be useful for the Shires and DPIRD to have an opportunity to discuss the RBG model and specially the need to access rating data to enable consultation on rates.
- The Zone previously resolved as follows:

That the South West Zone requests WALGA to enter into negotiations with the relevant Commonwealth departments to address:

- The negative impacts of the proposed conditions that will attach to payments of funds to voluntary environmental management groups particularly, retrospectivity of post project reimbursement and insufficiency of project administrative costs, and
- The need to ensure that any biosecurity projects avoid duplication, work collaboratively and are consistent with the provisions of the Biosecurity and Agricultural Management Act 2007.

Detail

At the last meeting it was resolved that the Zone agrees to a meeting with Mr. Tim Thompson, Manager Biosecurity Group Development at the February meeting, and the Councils prepare questions on matters of concern to be submitted to Mr. Thomson to enable him to prepare responses prior to the meeting. WALGA have since advised that Mr. Steve Ewing, who is the CEO of the South West Catchment Council is more than keen to address the zone on the changes to funding, and what that will mean for the supporting local community groups. This has been arranged.

In 2016 the Zone passed the following motion in regard to RBG groups and DAFWA funding.

That:

1. The South West Zone WALGA call on the State Government to immediately reinstate adequate funding to DAFWA for biosecurity officers to enact full compliance regarding the control of declared weeds and feral animals across the South West: and
2. WALGA be requested to lobby the State Government and State Labor Party on this matter.

The WALGA Policy Position is shown below:

1. Local Government believes that State Government has responsibility for the following parts of a biosecurity system:
 - Pre-border and border biosecurity measures and contingency funds to deal with new pest outbreaks;

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

- Assistance to the private sector for newly established, industry-specific pests;
 - Assistance to land managers for newly established pests (where the incursion has occurred despite the land owner's best biosecurity management effort);
 - Establishment of a biosecurity network and regional cooperative arrangements;
 - Enforcement of regulations;
 - Compliance with regulations on State Government managed land;
 - Specific research projects and specialised diagnostic services; and
 - Enhancement of barrier fences.
2. Local Government is not supportive of Recognised Biosecurity Groups (RBGs).
3. Local Government calls on the State Government to either reinstate the Agriculture Protection Board or develop a model similar to the NSW Local Land Services Act (2013) approach, and in consideration of either model that:
- there are State Government approved strategic and operational plans which can be understood by landowners and other stakeholders, including Local Governments;
 - there is direct contact with Local Governments, State Government agencies and departments, and major industry groups;
 - either is resourced by State Government to undertake the required activities;
 - either be funded under the current funding arrangements as outlined in the Biosecurity and Agriculture Management Act (2007); and
 - It assists in the delivery of national, state and local priority species management.
4. That as matter of priority, the Government undertakes a review of the operation and effectiveness of the Biosecurity and Agriculture Management Act (2007) and its regulations.

Comment

This matter is ongoing and a number of Councils have refused to provide rating information. The Shire of Nano has advised the Minister that a survey of ratepayers in their district revealed that 74% of those surveyed (1,010) did not support the imposition of a DPR. The response from the Minister advised that the DPR would not be imposed in the 2018/19 year pending further work to be done between the Department and the Regional Biosecurity Group.

WALGA Recommendation:

THAT the information be noted.

City Officer Comment:

City Officers are very supportive of existing WALGA and South West Zone positions.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

**7.2 APPOINTMENT OF SW LOCAL GOVERNMENT REPRESENTATION AT THE
SOUTH WEST DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)**

Summary of report:

- The District Emergency Management Committee (DEMC) is part of the State Emergency Management arrangements organizationally situated between the Local Emergency Management Committee and the State Emergency Management Committee.
- The responsibilities of the committee are detailed in the report.
- Membership is nominated by the SWZ in their areas A, B & C. This is now due for review.
- Attendance at some meetings has been problematical and venue selection may improve this factor.
- The SWZ – WALGA nominates members as representatives on the District Emergency Management Committee. The following advice has been received from Mr. Vik Cheema, District Emergency Management Advisor – South West, Department of Fire and Emergency Service, South Western Highway, Bunbury WA 6230. Three groups, A, B & C each have an elected member and a CEO as representatives.

WALGA Recommendation:

That the following representatives be appointed to the DEMC in accordance with previous Zone practice:

Group A:

Councilor

CEO

Group B:

Councilor

CEO

Group C:

Councilor

CEO

City Officer Comment:

City Officers feel that consideration should be taken into account when replacing retiring CEO's Mark Chester and Gary Everted of the contribution and expertise that Messrs Chester and Everted brought with them.

City Officer Recommendation:

That the WALGA Recommendation be supported.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

Zone Recommendation to State Council:

That the revised WALGA Recommendation be endorsed as follows:

THAT

- *The following representatives be appointed to the DEMC in accordance with previous Zone practice.*
- *DEMC be advised that this will be reviewed following the local government elections in October.*
- *The minutes be distributed to all CEOs in the Zone.*
- *The item be a standing item on the Zone agenda.*

Group A:

*Councillor (M Scott)
CEO (I McCabe)*

Group B:

*Councillor (P Townsend)
CEO (M Archer)*

Group C:

*Councillor (T Pratik)
CEO (T Clinch)*

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

7.3 DOMESTIC VIOLENCE IN COMMUNITIES

Summary of report:

- WA Police statistics indicate that there were 10,879 family violence offences in the period July – Dec 2018 a rise of 7.0% over the 5-year average.
- The Australian Institute of Health and Welfare (Australian Government) reports that family, domestic and sexual violence is a major health and welfare issue. It occurs across all ages, socioeconomic and demographic groups but mainly affects women and children. Indigenous women, young women and pregnant women are particularly at risk.
- 72,000 women, 34,000 children and 9,000 men sought homelessness services in 2016–17 due to family/domestic violence.
- In the WALGA December State Council an item was submitted for noting that provides impetus for moving forward around the issue of domestic violence in our communities.

WALGA Recommendation:

The SWZ request WALGA to begin to develop an advocacy position on family and domestic violence that outlines the role and responsibility of Local Government.

A sector working group is formed to guide the consultation process and a state wide forum be held to raise awareness of the issue within the sector.

A formal request be made that Our Watch and other key stakeholders are invited to present to the sector.

City Officer Comment:

As this item is requesting attendance of key stakeholders to discuss this matter, the recommendation is supported. Further information would come to light following the forum.

City Officer Recommendation:

That the South West Zone Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

7.4 HERITAGE ACT 2018

Summary of report:

- On 12 September 2018, Parliament passed the Heritage Bill 2017, effectively giving Western Australia a new Heritage Act.
- The new Act will replace the outdated *Heritage of Western Australia Act 1990* and bring Western Australia in line with other States to ensure better protections for important heritage places, in particular, those left to 'demolition by neglect'.
- The new Act is the result of intensive community consultation following a State Government commitment to overhaul the sometimes complex, inflexible and unclear heritage assessment and consultation processes.
- Key changes include a streamlined process for entering a place in the State Register; certainty for owners wishing to develop their heritage places; and increased transparency by publishing the Heritage Council's advice to the Minister for Heritage on the inclusion of a place in the State Register.
- Greater protection for State registered places will also occur through a mix of incentives such as grants and access to technical assistance.
- The new Act also balances identifying and recording local heritage places without imposing controls on owner's properties.
- WALGA has been supporting the Department of Planning, Lands and Heritage in the final stages of consultation that will support the implementation of the Heritage Act 2018. This process will take submissions on an initial set of regulations to accompany the Act; develop guidelines for local heritage surveys; and seek expressions of interest for a new Heritage Council, which will be appointed once the new Act is proclaimed. Local government input to the consultation process is strongly encouraged, with submissions taken until mid-April. Further information can be found at www.stateheritage.wa.gov.au.

WALGA Recommendation:

THAT the SWZ request the Department of Planning, Lands and Heritage to make a presentation to the next meeting on the subject of Heritage Act 2018.

City Officer Comment:

City officers are of the opinion it is a good idea for the Zone to be briefed. The Act is coming into effect and relevant staff have been briefed on the practical implications. There is currently some consultation on the new regulations under the Act, which will require a response at officer level.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

7.5 NATIONAL REDRESS SCHEME FOR INSTITUTIONAL CHILD SEX ABUSE

Summary of report:

- On 13 June 2018 the Australian Government tabled its response to the Royal Commission into Institutional Responses to Child Sexual Abuse
- In response to this Royal Commission recommendation, the National Redress Scheme for Institutional Child Sexual Abuse (the Scheme) has been established. The State Government commenced participation in the Scheme from 1 January 2019.
- On 10 January 2019 the DLGSCI has released an Information and Discussion Paper entitled National Redress Scheme for Institutional Child Sexual Abuse
- The following extract from the DLGSCI is submitted as an introduction to this topic.
- Gordon Macmillan, Director Strategic Coordination and Delivery, Planning and Service Delivery has requested the opportunity to make a presentation to the Zone. He has been advised that the meeting in April may be suitable, subject to confirmation.
- The State Government, specifically through the Department of Local Government, Sport and Cultural Industries (DLGSCI), has previously consulted with WA Local Government and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) findings and recommendations.

WALGA Recommendation:

THAT the SWZ request DLGSCI to make a presentation on the implications for local governments arising from the Royal Commission into Institutional Child Sexual Abuse and the National Redress Scheme.

City Officer Comment:

There has been some discussion amongst local government that there is potentially a risk associated due to certain programs and facilities run by local government that may have been used by organisations and/or individuals that are embroiled with the Royal Commission investigation.

A presentation and Q & A session would be beneficial to discuss this potential risk for local government at a zone level.

City Officer Recommendation:

That the South West Zone Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

WALGA State Council and Zone Agenda
Agenda Summary and Recommendations

7.6 STATE BUSHFIRE CENTRE OF EXCELLENCE

Summary of report:

- A special Inquiry into the January 2016 Waroona Fire entitled “Reframing Rural Fire Management” contained a series of recommendations including the proposal to create a Bushfire Centre of Excellence.
- On 5th March 2019 The Premier and the Minister for Fire and Emergency Services announced that the Shire of Murray had been chosen as the location for the new Centre. The location is at Lakes Rd Nambeelup.
- In April 2018 the following was reported to the Zone. In response to recommendations from the January 2016 Waroona Bushfire Special Inquiry, a new Rural Fire Division has been announced to increase the focus on bushfire management and volunteer relations. The Rural Fire Division, based within DFES, will include the Office of Bushfire Risk Management, the Bushfire Risk Management Program and a newly created Bushfire Centre of Excellence. An overview introducing the Executive Director of the Rural Fire Division, Mr Murray Cater, can be found on the following website; <https://www.dfes.wa.gov.au/newsandmedia/rfd/Documents/dfes-rfd-statements.pdf> Bushfire Brigades remain with Local Governments, with current operational and management structures remaining the same.
- The Rural Fire Division comes with significant investment including:
 - \$15 million towards the Bushfire Risk Management Program to support local governments identify and manage bushfire risk.
 - \$34.6 million has been committed to bushfire mitigation, which improve the ability for identified risk management strategies to be implemented in communities.
 - \$18 million for a Bushfire Centre of Excellence to enhance bushfire management practices across the State and provide a specialised facility for volunteers’ bushfire training.
- Funding of these commitments will be achieved through an increase in the Emergency Services Levy (ESL), which will take effect July 1, 2018.
- The Premier announced an increase of \$28 to the metropolitan ESL and increases of between \$8 and \$17 per annum across the four regional ESL categories will also be included in the 2018-19 State Budget.
- In recognition of the Economic Regulation Authority review into the ESL, an ESL Referral and Grants Advisory Committee will be established to provide independent scrutiny and increase transparency around the ESL. This Committee will be made up of non-DFES appointees to provide independent advice to the Emergency Services Minister about how money is spent to ensure maximum value for all Western Australians.
- The Association is seeking further information on the ESL components of the announcement, given the sector’s responsibility for the collection of the ESL and being a recipient of Local Government Capital and Operating Grants to support Bushfire Volunteers.
- Recently DFES provided the following details in a media release.
- The establishment of a dedicated Bushfire Centre of Excellence for Western Australia is underway. Announced by the State Government in April 2018, this transformational facility will be a centre focused on best practice in bushfire management.

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- The Bushfire Centre of Excellence, to be located just north of Pinjarra, will work closely with the rural and regional bushfire management sector including state agencies, local governments, non-government organisations, industry, Aboriginal groups, volunteers and the community.
- It will provide knowledge, technical expertise, science and research, plus high-level training for bush firefighters and other emergency services personnel across the State.
- As a shared connection point, the Bushfire Centre of Excellence will draw on the considerable local experience of volunteers and the broader community to share skills and develop new initiatives. This way, all parties can benefit from the transfer of valuable knowledge in bushfire management.
- The Ferguson Report included the following recommendation.
- Recommendation 15: The State Government to create a Rural Fire Service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level. The proposed Rural Fire Service will:
 - be established as a separate entity from the Department of Fire and Emergency Services or, alternatively, be established as a sub-department of the Department of Fire and Emergency Services;
 - have an independent budget;
 - be able to employ staff;
 - have a leadership structure which to the greatest degree possible, is regionally based and runs the entity;
 - be led by a Chief Officer who reports to the responsible Minister on policy and administrative matters; and to the Commissioner for Fire and Emergency Services during operational and emergency response;
 - have responsibilities and powers relating to bushfire prevention, preparedness and response;
 - operate collaboratively with the Department of Fire and Emergency Services, the Department of Parks and Wildlife, Local Government and volunteer Bush Fire Brigades;
 - In creating the Rural Fire Service, the State Government to consider whether back office and corporate support services could be effectively provided by an existing Department, such as the Department of Fire and Emergency Services or the Department of Parks and Wildlife; and
 - The State Government to review the creation of the Rural Fire Service two years after its establishment, to assess whether its structure and operations are achieving the intended outcome.

WALGA Recommendation:

While supporting the State Government's initiative following the Ferguson Inquiry to have a focused Rural Fire Division within the Department of Fire and Emergency Services embracing a State Bushfire Centre of Excellence, WALGA South West Zone expresses its extreme disappointment that the State Bushfire Centre of Excellence was not located within the WALGA South West Zone footprint, to utilise the wealth of existing hands-on firefighting and emergency services infrastructure and human resource capability throughout the region. The WALGA South West Zone believes the Government has missed a real opportunity to demonstrate a commitment to the regionalisation of an appropriate Government facility bringing significant investment (\$18m) and ongoing value added growth and economic benefits (population, workforce and business and industry multipliers) to the region."

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City Officer Comment:

It is disappointing that the State Bushfire Centre of Excellence is not located within the South West Region, however, it is perhaps not unexpected.

While officers do not believe a complaint will achieve much now a decision has been made we do believe supporting the Zone in its approach is the best way forward.

City Officer Recommendation:

That the South West Zone Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

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**7.7 FUNDING COMMITMENT TOWARDS STRATEGIC TRANSPORT NETWORK
INFRASTRUCTURE IN SOUTH WEST WESTERN AUSTRALIA**

Submitting Council: Shire of Donnybrook-Balingup

Summary of report:

- At a Special Meeting on 25 February 2019, the Shire of Donnybrook-Balingup Council considered an Elected Member motion in relation to seeking a funding commitment from State and Federal Government and the private sector towards improved investment in strategic transport infrastructure. Part of the resolution from this Special Meeting included seeking support for this advocacy position from the South West Zone of WALGA, as well as the State Council of WALGA (including via the WALGA AGM).
- WALGA provides an opportunity for the South West Local Government zones, namely, Augusta-Margaret River, Boyup-Brook, Bridgetown-Greenbushes, Bunbury, Busselton, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup, to jointly voice their concerns and representation as a group.
- The Shire of Donnybrook-Balingup Council encourage WALGA, via the South West Zone to be the voice and lobby for a commitment from the Federal Government and the State Government (and private sector) to ensure future investment into WA's infrastructure, in particular the railways and highways servicing the South West of Western Australia.
- If any other funding stakeholders are identified and could be engaged towards this funding, we support the discussions with such stakeholders.
- The Shire of Donnybrook Balingup is seeking the South West Zone of WALGA to adopt an advocacy position for a commitment from Federal Government, State Government and relevant private industries to ensure improved investment into the south west of WA's strategic transport infrastructure, in particular the railways and highways.

Other Implications

- Arc Infrastructure/SWDC/Talison Rail Reinstatement Prefeasibility Study;
- Warren Blackwood Sub Regional Growth Plan (draft);
- Bunbury Geopraphe Sub Regional Growth Plan (under revision); and
- Capes Sub Regional Growth Plan (to be developed)

WALGA Recommendation:

1. THAT the South West Zone of WALGA adopts an advocacy position of seeking a commitment to funding from:
 - a. Western Australian State Government; and/or
 - b. Australian Federal Government; and/or
 - c. Private Industry

to better manage the ever increasing numbers of heavy vehicle haulage and light vehicle users within the south-west (particularly including South Western Highway), including the possibility of re-instating and re-opening the disused South West Railway, as well as the future expansion and improvements of our road networks for the south-west region as part of the investment of our future infrastructure and road networks.

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2. *That the South West Zone of WALGA requests the WALGA State Council to consider adopting the advocacy position outlined in Recommendation 1 above.*

City Officer Comment:

All investment in the South West Region for strategic infrastructure is beneficial to the ratepayers of the City of Busselton therefore we support this push a regionalised approach to lobbying for funding.

City Officer Recommendation:

That the South West Zone Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

That the Zone Recommendation be referred to the appropriate policy area for consideration and appropriate action.

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5.1 Local Government Act Review – Sector Positions Following Feedback from Submissions

Summary of report:

- The Local Government Act review process commenced in 2017 with Phase 1 resulting in an Amendment Bill being tabled before Parliament in March 2019.
- Phase 2 of the Local Government Act review process will result in a complete review of the Act, the first time this has occurred since the legislation commenced in July 1996.
- State-wide forums have been held gaining input on Act review issues.
- WALGA has requested Local Governments provide submissions to enable sector positions to be established.
- This item provides information on the submissions received and information gathered through the various forums.
- A Schedule of Local Government Act Advocacy Positions is recommended for endorsement.

WALGA Recommendation:

That WALGA endorse and submit to the Minister for Local Government and the Department of Local Government, Sport and Cultural Industries:

1. *The Local Government Act Review Report contained in this agenda; and*
2. *The attached WALGA Advocacy Positions.*

City Officer Comment:

Council has participated in 2 sessions with key staff members in relation to the City's response to the LGA Review (Phase 2). A comprehensive submission was presented to Council at session 2 which outlined the City's response. Some minor amendments were made prior to final submission.

While some opinions of the City of Busselton may differ to the WALGA version, this is because they are essentially representing ALL LG's in their response. There are more localised issues that the City has identified that are best raised in our own submission.

All WALGA positions in their Advocacy Positions are not contradictory to the City's views. The City, however, has provided additional suggestions which will be submitted to the Department.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

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State Council Decision:

That WALGA endorse and submit to the Minister for Local Government and the Department of Local Government, Sport and Cultural Industries:

1. The Local Government Act Review Report contained in this agenda; and
2. The attached WALGA Advocacy Positions ***subject to the following amendments:***
 - a) That Regulation 50 of the Local Government (Financial Management) Regulations be reduced and amended to the following financial ratios:
 - *Operating Surplus Ratio*
 - *Net Financial Liabilities Ratio*
 - *Asset Renewal Funding Ratio*

Target ratios for Local Governments be considered in-line with the size and scale principle. A review of the formulas for the ratios be undertaken.

b) Querulous, Vexatious and Frivolous Complainants

That a statutory provision be developed, permitting a Local Government to:

- Enable Local Government discretion to refuse to further respond to a complainant where the CEO is of the opinion that the complaint is trivial, frivolous or vexatious or is not made in good faith, or has been determined to have been previously properly investigated and concluded, similar to the terms of section 18 of the *Parliamentary Commissioner Act 1971*.
- Provide for a complainant, who receives a Local Government discretion to refuse to deal with that complainant, to refer the Local Government's decision for third party review.
- Enable Local Government discretion to declare a member of the public a vexatious or frivolous complainant for reasons, including:
 - Abuse of process;
 - Harassing or intimidating an individual, Elected Member or an employee of the Local Government in relation to the complaint;
 - Unreasonably interfering with the operations of the Local Government in relation to the complaint.

c) The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and or any other third party provider (including a Local Government) to conduct postal elections.

d) Recovery of Mining Tenement rates

Mining Tenements should not be renewed by the appropriate State Agency until the Local Government rates are paid.

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- e) Audit Committee

Remove the requirement to hold a separate Audit Committee meeting if all Elected Members are appointed to the Audit Committee.
- f) Proposal to the Advisory Board, Number of Electors:
That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.
For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors.
- g) Proposal to amend names, wards and representation, Number of Electors: That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 10% of electors) to 500 (or 10% of electors) whichever is fewer.
For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors.
- h) Special Electors' Meeting: Section 5.28:

That Section 5.28(1)(a) be amended so that the prescribed number of electors required to request a meeting increase from 100 (or 5% of electors) to 500 (or 5% of electors), whichever is fewer.
For Local Governments with total electors of less than 500, then the requirement be a minimum of 25% of electors:
- i) Attendance at Council Meeting by Technology: Administration Regulation 14A

That there be a review of the ability of Elected Members to log into Council meetings.

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5.2 Economic Development Project

Summary of report:

- In 2018, WALGA commenced a project to help Local Governments to understand their role in supporting their local economy, and to provide practical tools to help the sector to understand the types of activities that they can undertake.
- The project outputs will include:
 - i. Local Government Economic Development Framework – Tool to assist the sector to understand its role and inform economic development activities.
 - ii. Discussion Paper – Research summary and policy agenda to support Local Governments to undertake their role in driving local economic development.
 - iii. Ongoing support to WALGA members.
- WALGA has engaged broadly with its members and other stakeholders in scoping and progressing the project with the assistance of an Industry Reference Group. The project has received positive feedback to date both within the sector and from key stakeholders.

WALGA Recommendation:

That State Council endorses the:

1. *Local Government Economic Development: Research Findings and Future Directions Discussion Paper; and*
2. *Local Government Economic Development Framework.*

City Officer Comment:

The framework provides clear direction for local government with regards to their role and function in economic development. While taking a combined State/Local Government partnership approach, of critical importance is the pathway for regional and remote local governments to determine their role and communities' future in economic development and how funding support can be directed to assist non-metro areas. The spread of job creation, population and infrastructure investment is critical in regional and remote areas.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation was carried.

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5.3 Interim Submission to Salaries and Allowances Tribunal – Elected Member Fees and Allowances

Summary of report:

- WALGA has prepared a submission to the Salaries and Allowances Tribunal relating to Fees and Allowances payable to Elected Members to input into the Tribunal's 2019 determination;
- The Submission argues for an increase on the basis of the following four main arguments:
 1. Vibrant democracy and good governance: fees and allowances payable to Elected Members should be sufficient to ensure that a diversity of candidates from a range of backgrounds seek election to Local Government leadership positions. Further, corporate governance literature suggests that diverse leadership groups make better decisions;
 2. Demands of the role: as the complexity of Local Government increases, and the demands placed upon Elected Members grow in the social media age, the remuneration paid to Elected Members for their significant time commitment must compensate them for the personal and opportunity costs of taking on significant community leadership positions;
 3. Skills and training: as Elected Members continue to undertake training – and with the implementation of the State Government's universal Elected Member training policy likely to occur in the near future – the time that Elected Members spend on professional development should be recognised by the fees and allowances framework; and
 4. Economic erosion: in recent years there have been a number of 'no increase' determinations in relation to Elected Member fees and allowances, which means that the relative value of Elected Member fees and allowances have eroded over time. WALGA contends that this trend should be arrested and fees and allowances should be increased.
- WALGA's submission argues for an increase to the Elected Member fees and allowances payable to Elected Members in the order of three percent, with the Salaries and Allowances Tribunal to consider appropriate economic indicators and increasing training requirements in future years.

WALGA Recommendation:

That the Interim Submission to the Salaries and Allowances Tribunal relating to Elected Member Fees and Allowances be endorsed.

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City Officer Comment:

All points raised by WALGA are relevant and takes into consideration the points needed for review.

The City of Busselton recently reviewed its Councillor payments in the previous financial year and it is felt that the current level of fees (with consideration of inflation) is adequate.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation was carried.

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5.4 Review of the Administrative Road Classification Methodology – Regional Roads within Rural/Non Built Up Areas

Summary of report:

- The Administrative Road Classification Methodology is used to guide determination of whether a road is managed by Main Roads WA or Local Governments in accordance with the provisions of the *Main Roads Act 1930*.
- WALGA State Council endorsed the revised Administrative Road Classification Methodology for the metropolitan area in March 2018.
- The development of the revised regional classification methodology was undertaken by Main Roads WA in consultation with WALGA and Main Roads WA's Regional Managers and Regional Asset Managers.
- Consultation was undertaken with all Regional Road Groups between September and December 2018 which were largely supportive.
- Regional Roads Groups have been requested by Main Roads WA to submit roads that are Significant Local Government Roads for assessment using the proposed methodology to determine whether they can become State administered roads.

WALGA Recommendation:

That State Council supports the proposed Administrative Road Classification Methodology – Regional Roads within Rural/Non Built-Up Areas.

City Officer Comment:

We do not see anything of real note for concern other than whether or not this creates an opportunity for a road to lose MRWA ranking, ie Caves Road goes back to Local Government?

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation was carried.

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5.5 Interim Submission – Draft Position Statement: Container Deposit Scheme Infrastructure

Summary of report:

- On 21 December 2018, the Western Australian Planning Commission (WAPC) released the draft position statement for Container Deposit Scheme (CDS) Infrastructure for public comment.
- The position statement aims to provide guidance on how container deposit scheme infrastructure could be considered and assessed in the Western Australian planning system.
- The public comment period closed on 19 February 2019, therefore an interim submission was prepared.

WALGA Recommendation:

That the Interim Submission to the WA Planning Commission on Draft Position Statement: Container Deposit Scheme Infrastructure, be endorsed.

City Officer Comment:

The submission looks generally sound, other than in one fundamental respect, which is that it is not clear what the land use classification for a reverse vending machine would be, but they would appear to possibly fit into the 'resource recovery centre' definition and certainly not the 'community purpose' definition (the latter of which is suggested/advocated by the WALGA officer report). It should be noted that land use definitions have to be interpreted in a legalistic fashion, and cannot be interpreted in a Plain English or 'common sense' way. The two definitions as set out in the Model Provision are as follows –

community purpose means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit; and

resource recovery centre means premises other than a waste disposal facility used for the recovery of resources from waste.

Reverse vending machines looked to be, in the main, a fairly benign land use, and much lower impact than what ordinarily be contemplated as a 'resource recovery centre', which is a land use which would not normally be permissible in a town centre or similar – which may be an appropriate location for a reverse vending machine.

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City Officer Recommendation:

That the Interim Submission to the WA Planning Commission on Draft Position Statement: Container Deposit Scheme Infrastructure, be endorsed, subject to amendments to set out that further clarity and guidance, and potentially changes to the Model Provisions, is required to clarify the land use classification for reverse vending machines.

Zone Recommendation to State Council:

That the recommendation in the State Council Agenda be endorsed.

State Council Decision:

The WALGA Recommendation was carried.

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5.6 Interim Submission – Parliamentary Inquiry into Short-Stay Accommodation

Summary of report:

- WALGA has previously requested a review of the planning framework in relation to short-stay accommodation.
- WALGA recognises that Local Government is best placed to determine specific controls on short-term rental accommodation.
- Additional guidance is required from the State Government to ensure a robust planning framework exists to support the establishment of local controls, and
- On 13 February 2019 the Association appeared before a hearing of the Committee to provide clarification and elaborate on the interim submission.

WALGA Recommendation:

That the Interim Submission to the Economics and Industry Standing Committee's Inquiry into Short-Stay Accommodation be endorsed.

City Officer Comment:

The inferences drawn regarding the City's planning scheme on page 203 of the agenda (in the interim submission) are misleading and do not reflect a sound understanding of either the City's scheme or the broader regulatory framework. The example given is that 'holiday homes' are prohibited in the Tourism zone, but 'bed and breakfast' is permissible, and that the approvability of land use therefore turns on whether breakfast is provided. A holiday homes, however, is un-hosted accommodation (i.e. renting a whole dwelling for short stay purposes), whereas a bed and breakfast is hosted accommodation (i.e. renting a room within someone else's home, when they are there, for short stay purposes).

The City has made a submission to the Parliamentary Inquiry addressing this issue, and has conceptualised an approach that would allow for local governments to determine their own approach, within a clear framework established at State level. The City's recommended approach is as follows –

1. A system that provides for efficient, robust, consistently enforced and credible regulation, which avoids unfair competition with other forms of accommodation, and prevents the gaming of regulatory and taxation regimes in a manner that affects housing affordability and availability;
2. State regulations that allow local governments to 'opt-in' to a registration system that is managed by the local government, or if that is not possible, continued State support for a registration system, applied through local government local laws;
3. Deemed planning provisions that allow local governments to identify particular areas where holiday homes are deregulated, regulated or prohibited, or if that is not possible, continued State support for local government planning regulation, either applied through individual local government planning scheme provisions (most likely reflecting model provisions) or optional model provisions;
4. Local government decisions (or positions) pursuant to points 2 and 3 above to be reflected in consolidated State-wide map(s);

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5. A requirement for owners, managers, online short-stay letting platforms and any other entity responsible for booking accommodation to ensure that there is a current 'certificate of local government authority' (there may be a means of avoiding this in cases where local governments have 'opted-out', but there may be a further reason to still require such certificates, linked to State and utility fees and charges, and taxation), which would need to be periodically renewed, and the requirements of that certificate would need to be complied with;
6. The State itself to be responsible for monitoring and enforcing point 5 above with respect to the platforms; and
7. Penalties under the registration system and the platform regulation to be sufficient to support ongoing and sustainable voluntary compliance, and for laws to support infringement or prosecution on the basis of online listing information only.

It is considered that WALGA could advocate for an approach broadly as outlined above. With particular reference to points 5 and 6 above, the WALGA submission has recommended that AirBnB *et al* be required to share data. That would be better than the current situation where data, especially 'real address data' is not shared by most platforms (and there are understood to be 13 platforms with a significant presence in Australia currently, and that number continues to grow – i.e. this issue is not just about AirBnB), but does not place any responsibility whatsoever on the platforms to ensure properties are operating lawfully – all the responsibility still rests with the property owners and local government. It is very clear that, for any system of regulate to be effective, the State itself must be able to, and must, hold the platforms directly to account.

Whilst the platforms claim to be merely 'intermediaries', that is simply not the case. Some of the platforms are generating very high returns and have grown such that they are now major players in tourism around the world, and they are also having significant impacts on local housing markets in many places. It is entirely reasonable that governments and communities should be able to hold the platforms to account, and to shape the effect of the platforms on their communities and economies.

There is no harm in endorsing the WALGA submission, however, a copy of the City's submission can be viewed on the Parliament website at the following link:

[http://parliament.wa.gov.au/Parliament/commit.nsf/\(EvidenceOnly\)/5A2D93940DDF1D254825833800277F1C?opendocument](http://parliament.wa.gov.au/Parliament/commit.nsf/(EvidenceOnly)/5A2D93940DDF1D254825833800277F1C?opendocument)

City Officer Recommendation

That the Interim Submission to the Economics and Industry Standing Committee's Inquiry into Short-Stay Accommodation be endorsed, subject to

1. Removal of misleading references to the City of Busselton planning scheme;
2. Reshaping of the submission to advocate for an approach to regulation of holiday homes that can be summarise as follows –
 - a. A system that provides for efficient, robust, consistently enforced and credible regulation, which avoids unfair competition with other forms of accommodation, and prevents the gaming of regulatory and taxation regimes in a manner that affects housing affordability and availability;

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- b. State regulations that allow local governments to 'opt-in' to a registration system that is managed by the local government, or if that is not possible, continued State support for a registration system, applied through local government local laws;
- c. Deemed planning provisions that allow local governments to identify particular areas where holiday homes are deregulated, regulated or prohibited, or if that is not possible, continued State support for local government planning regulation, either applied through individual local government planning scheme provisions (most likely reflecting model provisions) or optional model provisions;
- d. Local government decisions (or positions) pursuant to points 2 and 3 above to be reflected in consolidated State-wide map(s);
- e. A requirement for owners, managers, online short-stay letting platforms and any other entity responsible for booking accommodation to ensure that there is a current 'certificate of local government authority' (there may be a means of avoiding this in cases where local governments have 'opted-out', but there may be a further reason to still require such certificates, linked to State and utility fees and charges, and taxation), which would need to be periodically renewed, and the requirements of that certificate would need to be complied with;
- f. The State itself to be responsible for monitoring and enforcing point 5 above with respect to the platforms; and
- g. Penalties under the registration system and the platform regulation to be sufficient to support ongoing and sustainable voluntary compliance, and for laws to support infringement or prosecution on the basis of online listing information only.

Zone Recommendation to State Council:

That the Amended WALGA Recommendation be endorsed as follows:

The Interim Submission to the Economics and Industry Standing Committee's Inquiry into Short-Stay Accommodation be supported subject to an amendment which makes it clear that a distinction under the City of Busselton planning scheme with respect to accommodation permissibility within the tourism area (as noted on page 203 of the State Council Agenda - 27 March 2019) turn on whether it is hosted as opposed to simply the provision of breakfast.

State Council Decision:

The WALGA Recommendation was endorsed subject to the following amendment:

- Making it clear that a distinction under the City of Busselton planning scheme with respect to accommodation permissibility within the tourism area (as noted on page 203) turn on whether it is hosted as opposed to simply the provision of breakfast.

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5.7 Interim Submission – State Planning Policy 2.4 Basic Raw Materials

Summary of report:

- On 5 November 2018, the Western Australian Planning Commission (WAPC) released a revised version of State Planning Policy 2.4 Basic Raw Materials (SPP2.4) and accompanying guidelines (Guidelines) for public comment.
- The revised State Planning Policy aims to provide guidance on planning decisions that will enable responsible extraction of basic raw materials (BRM) used in building and development while ensuring the protection of people and the environment.
- The public comment period closed on 25 January 2019, therefore an interim submission was prepared.
- The interim submission concludes with a recommendation that the Association is not in a position to support the draft SPP2.4 as advertised, due to no exemption being provided to Local Governments undertaking extraction of basic raw materials under Schedule 3.2(3) of the *Local Government Act 1995*.

WALGA Recommendation:

That the Interim Submission to the Western Australian Planning Commission on draft State Planning Policy 2.4 Basic Raw Materials and the Draft Basic Raw Materials Guidelines be endorsed.

City Officer Comment:

City officers are of the opinion that the Interim submission appears to be broadly sound.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The Interim Submission to the Western Australian Planning Commission on draft State Planning Policy 2.4 Basic Raw Materials and the Draft Basic Raw Materials Guidelines was endorsed ***subject to consideration of the following:***

1. The WAPC should consider the impact of the four exemptions related to mining matters currently provided for under the Mining Act 1978 when finalising State Planning Policy 5.4. This process is currently failing to give due consideration to matters such as community consultation, community amenity, traffic, and threatened ecological communities, with little recourse once the application is complete.

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2. WALGA to seek clarification from the WAPC/DPLH regarding the interaction of the SPP 5.4 with the Mining Act and potential misalignment of the legislation and processes for extraction of basic raw materials.

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5.8 Community Policy Reform Project

Summary of report:

- WALGA's People and Place: Community Policy team completed a Community Policy Reform Project to gather and analyse community development issues affecting WA Local Governments and establish a framework that will prioritise work for the future.
- Members were engaged via a workshop and online survey with 40% of WALGA members participating in developing the outcomes.
- The Project identified challenges and opportunities for improvement within the Local Government systems and processes, strategies, policies and tools, and determined some high level recommendations to proceed in addressing them.

WALGA Recommendation:

The State Council receives the Community Policy Reform Report and endorses the establishment of a Community Technical Reference Group.

City Officer Comment:

The project identified key opportunities and challenges facing community development and the role of local government in that space. Recognising that no local government community profile is the same, the establishment of a Community Technical Reference Group would enable a more in-depth analysis of community development issues so that processes, policies and tools can be developed to assist local governments to more effectively develop and implement strategies of their own that achieve effective outcomes based on individual needs.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation **As Amended** was endorsed as follows:

That State Council receives the Community Policy Reform Report and endorses the establishment of a Community Technical Reference Group.

That further information be provided clarifying the costs, membership, objectives and timeframes and presented to State Council for approval.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

**WALGA State Council: 27 March 2019
MATTERS FOR DECISION**

5.9 Submissions – Draft WA Cultural Infrastructure Strategy

Summary of report:

- Strategic Directions 2016-2031 (SD31) is the first long term strategic direction developed for the arts and culture sector in Western Australia. Pursuant to the aspirations outlined in SD31 Culture and the Arts (WA), a division of the Department of Local Government, Sport and Cultural Industries (DLGSC), has produced the first Draft WA Cultural Infrastructure Strategy (Cultural Infrastructure Strategy).
- The Cultural Infrastructure Strategy has been designed to support the State Government's priorities of job creation and economic diversification, and supporting vibrant, liveable and sustainable communities.
- A series of stakeholder consultations on the Cultural Infrastructure Strategy occurred between June and November 2018.
- WALGA engaged with Local Governments to produce a response to the Cultural Infrastructure Strategy.

WALGA Recommendation:

That the Submission on the Draft WA Cultural Infrastructure Strategy be endorsed.

City Officer Comment:

The Strategy has a high emphasis on economic outcomes in the 10 priorities in the Investment Framework which could be balanced with more intrinsic outcomes to reflect the importance of preservation and recognition of culture and heritage, particularly that of which are unique to place, and which gives a community/region its identity.

The Strategy objectives could also focus more recognition on the importance aboriginal, heritage and other missing topics as suggested in the WALGA response.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation was carried.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

**WALGA State Council: 27 March 2019
MATTERS FOR DECISION**

5.10 Interim Submission – Public Health Act 2016 Aquatic Facilities and Public Buildings Regulation Review

Summary of report:

- The Public Health Act 2016 (the Public Health Act) is progressing through a five-stage process of implementation and is currently at Stage 4.
- All regulations from the previous Health Act 1911 will be repealed, and replaced with new regulations at the commencement of Stage 5, which is anticipated to commence in 2021.
- To inform the content of new Aquatic Facilities and Public Buildings Regulations, the Department of Health (DOH) released the Management of Public Health Risks Associated with Aquatic Facilities in Western Australia, and Managing Public Health Risks in Public Buildings in Western Australia Discussion Paper (the Discussion Papers) in late 2018. The Discussion papers were circulated for Local Government consultation for a period of twelve weeks.
- WALGA engaged with Local Governments, including representatives of the Metropolitan Environmental Health Managers Group (MEHMG) to prepare an Interim Submission to each of the Discussion Papers.

WALGA Recommendation:

That the Interim Submissions provided to the Department of Health Public Health Act 2016 Discussion Papers on Regulations for Aquatic Facilities and Public Buildings be endorsed.

City Officer Comment:

The City has had representatives sitting on the working groups for both the Aquatic Facilities and the Public Building Regulations review.

The Aquatic Facility Regulations review was well overdue and the Draft now better represents the needs of the community through improved representation of classifications.

The Public Building Regulations review has resulted in a complete overhaul of the Regulations with much of the duplication or conflict experienced between the Regulations and the BCA being resolved through changes already implemented to the BCA. A new set of Regulations will result in elements not covered within the amended BCA and requiring retention being included within the new Regulations.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

State Council Decision:

The WALGA Recommendation was endorsed subject to the principle that where additional responsibilities are passed to Local Government then a fee structure must also be provided to cover costs incurred by Local Government in fulfilling the additional responsibilities.

**WALGA State Council and Zone Agenda
Agenda Summary and Recommendations**

**WALGA State Council: 27 March 2019
MATTERS FOR DECISION**

5.11 WA Foodborne Illness Reduction Strategy

Summary of report:

- In May 2018 the Department of Health approached the Association with the request that State Council endorse the WA Foodborne Illness Reduction Strategy 2018-2021+ (the WA Strategy) and Priorities to reduce Salmonellosis (Priorities).
- The WA Strategy and Priorities were developed concurrently to a national Foodborne Illness Reduction Strategy, with the input of WA Local Governments through early consultation in March 2018, and representation on a Strategy Across-Government Advisory Group.
- WALGA assisted the Department of Health in seeking feedback from Local Governments on the WA Strategy and Priorities through our communications channels and contact list. Consultation was open for a period of four weeks in July, and resulted in no changes to the WA Strategy and Priorities. The Australian Strategy was developed with input from the Australian Local Government Association (ALGA).
- The WA Strategy involves no additional costs to Local Governments but provides tailored resources to focus attention on the food safety risks that are causing the greatest burden of disease.
- The WA Strategy was presented to WALGA State Council in September 2018, at which time an alternative motion was endorsed, which requested more information on roles, responsibilities and costs to Local Governments. This information is located in the comment.

WALGA Recommendation:

That the WA Foodborne Illness Reduction Strategy 2018-2021+ be endorsed.

City Officer Comment:

This Strategy will support work already completed by EHOs within Local Government Environmental Health Departments.

City Officer Recommendation:

That the WALGA Recommendation be supported.

Zone Recommendation to State Council:

That the WALGA Recommendation be endorsed.

State Council Decision:

The WALGA Recommendation was carried.



Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280

Email: kay.lehman@busselton.wa.gov.au

Web: www.meeluppark.com

Informal Meeting- Notes

DATE: Monday 25 March 2019, commencing 10.00 am
VENUE: Dunsborough District Country Club

1. ATTENDANCE AND APOLOGIES

Attendance Members:

Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Mr Albert Haak, Councilor John McCallum, Councilor Kelly Hick, Mr Tony Smurthwaite, Mrs Shirley Fisher.

Officers:

Mr Greg Simpson (Environmental Management Coordinator), Ms Kay Lehman (Meelup Environment Officer- EO), Neale Pike (Maintenance and Construction Coordinator) and Daniel Abrahamse (Manager, Engineering and Technical Services)

Apologies:

Mr. Damien Jones, Ms Tanya Gillett (Manager, Environmental Services)

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. That the Committee notes the March 2019 Financial Summary (Attachment A).

3. MEELUP VOLUNTEER UPDATE

This report covers the period 26th February to 19th March 2019. Volunteer attendance for the month has been steady and has involved a total of 23.5 volunteer man-hours with average attendance of 8 Volunteers. A bye day was held on the 5th March.

Activities during the month have included:

- Zone 6 trail inspection and woody weed mapping
- Trail pruning & tree guard removal Eagle Bay to Point Piquet
- Trail pruning & tree guard removal Eagle Bay foreshore & Wildlife Corridor

Shirley Fisher gave an update at the meeting on weed mapping in Zone 6 and required weed control works.

Proposed Direction:

1. Information noted by the Committee.
2. Meelup volunteer, Graham Fisher to take the Volunteer Coordinator (Peter Randerson) and Bob Jarvis to view the weed areas within Zone 6 suitable for volunteer weed control.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as Attachment B.

The action summary is updated to include the following additional actions from the Meelup Regional Park Management Committee meeting held on the 25 March 2019.

Proposed Direction:

1. The Car Rally gravel pit area to be reviewed at a later date. Install brushing across slope.
2. On-site meeting of the working group comprising Bob Jarvis, Albert Haak, Greg Simpson, Kay Lehman to be arranged to investigate trail access control for bikes using the coastal trail between Hurford Street and Castle Bay.
3. Cultural Awareness training session booked for Thursday 9th May 9.30am-12, Meelup Beach

5. REPORTS

5.1 Pyp Grass Control- Eagle Bay

The City has undertaken Pyp grass (*Ehrharta villosa*) weed control at Eagle Bay beach over the past few years in partnership with the residents of the Eagle Bay Association (REBA). REBA and the Meelup volunteers have undertaken revegetation works with local native species along the dunes.

REBA would like to continue with the Pyp grass eradication program which has been successful in sections along the beach. After last year's winter storms causing erosion of the dunes, there was some concern about continuing the weed control program.

Don Best (Chair of REBA) made a presentation to the Committee.

Proposed Direction:

1. The Committee agreed to continue the Pyp grass control at Eagle Bay.
2. REBA committed to paying half the costs of the weed control annually.

5.2 Eagle Bay –Proposed Access Path to Beach

Construction of an access point to the Eagle Bay beach adjacent to the Eagle Bay boat ramp is proposed. Neale Pike (Maintenance and Construction Coordinator) and Daniel Abrahamse (Manager, Engineering and Technical Services) presented the proposed design which includes a limestone path and staircase.

Refer to **Attachment C- Proposed Eagle Bay beach access**

Proposed Direction:

1. The Committee was in favour of the proposed access point at Eagle Bay and would like to view the final design.
2. REBA and the Eagle Bay Hall Group to also be consulted on the project and an opportunity to provide formal comment.

6.0 LATE ITEMS

6.1 Response to media article on coastal trail bike access

The Committee discussed a recent newspaper report relating to the coastal walk trail, which indicated a lack of community awareness of the values along this trail. The Committee discussed its approach to informing community stakeholders about the significant values along the coastal trail and the prospect of arranging an information session or meeting to inform relevant stakeholders about these values.

Proposed Direction:

1. To arrange an information session and or meeting with relevant stakeholders on the issue.

7.0 NEXT MEETING

The next meeting will be held on Monday 29 April 2019 at 10am, at the Dunsborough District Country Club.

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE