



Council Agenda

25 July 2018

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CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 25 JULY 2018

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 25 July 2018, 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

19 July 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 25 JULY 2018

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1. **DECLARATION OF OPENING/ACKNOWLEDGEMENT OF COUNTRY/ACKNOWLEDGEMENT OF VISITORS/DISCLAIMER**

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

3. **PRAYER**

4. **APPLICATION FOR LEAVE OF ABSENCE**

5. **DISCLOSURE OF INTERESTS**

6. **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 27 June 2018

RECOMMENDATION

That the Minutes of the Council Meeting held 27 June 2018 be confirmed as a true and correct record.

Committee Meetings

8.2 Minutes of the Policy and Legislation Committee Meeting held 26 June 2018

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held 26 June 2018 be noted.



9. **RECEIVING OF PETITIONS, PRESENTATIONS AND 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 MEETINGS

12.1 Policy and Legislation Committee - 26/06/2018 - REVIEW OF COUNCIL DELEGATION LG3C

SUBJECT INDEX:	Authorised Delegation of Power/Authority
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Property Services
REPORTING OFFICER:	Property Management Coordinator - Sharon Woodford-Jones
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Amended Delegation LG3C  Attachment B New Instrument of Delegation LG3C 

This item was considered by the Policy and Legislation Committee at its meeting on 26 June 2018, the recommendations from which have been included in this report.

PRÉCIS

It is proposed to amend Delegation LG3C, Disposing of Property, to broaden the scope of the delegation to include leases or licences over minor portions of land or buildings which may not have been leased before. This would be subject to the introduction of an informal reporting process. The intention of the delegation will not change.

BACKGROUND

Council has the ability to delegate powers and the discharge of duties to its Chief Executive Officer. These delegations are required to be reviewed by the delegator (in this case the Council) at least once in every financial year.

In June 2017 Council were asked to consider changes to Council Delegation LG3K – Acquiring and Disposing of Property. The desired outcomes were to distinguish between acquisition and disposal and place parameters around the disposition of property by way of lease or licence and the sale of other property.

Council therefore resolved (**C1706/151**) to cancel delegation LG3K – Acquiring and Disposing of Property and adopt two new Delegations LG3B – Acquiring of Property and Delegation LG3C - Disposal of Property.

Delegation LG3C is specific to the disposal of property by way of sale, lease or licence and the sale of other non-land or building related property. It prescribes the circumstances in which the delegation can be exercised through limitations on the value and purpose and by excluding the leasing or licencing of property that has not previously been leased.

Whilst the scope of Delegation LG3C is considered to be reasonable and practical in the exercise of the delegation, City Officers have recently encountered a number of scenarios which could have been properly and efficiently dealt with under delegation had the scope of LG3C been wider.

In response to recent direction from Council on the subject, City Officers are proposing amendments to the delegation, the reasons for which are expanded on in the Officer Comment section of this report.

STATUTORY ENVIRONMENT

Section 5.42 of the *Local Government Act 1995* (the Act) provides the Council with the ability to delegate powers and duties to its CEO; such delegation must be in writing. Some powers and duties cannot be delegated in accordance with Section 5.43 of the Act, such as matters that require an Absolute Majority decision of the Council.

In accordance with Section 5.18 of the Act requires the local government to keep a register of delegations and that they be reviewed on an annual basis. Wherever a decision has been made under delegated authority, records of the decision must be kept in accordance with the *Local Government (Administration) Regulations 1996*.

RELEVANT PLANS AND POLICIES

The Department of Local Government Sport and Cultural Industries (LGSCI) Operational Guidelines Number 17 – ‘Delegations’.

FINANCIAL IMPLICATIONS

There are no financial implications involved in reviewing this delegation, however, utilisation of delegated authority creates organisational efficiencies. Without a system of delegated authority in place, a significant number of day-to-day local government decisions would need to be referred to Council as agenda reports. Having an effective delegated authority system in place reduces the turnaround time for some matters which allows for the Council to use its time to undertake its more strategic role.

Long-term Financial Plan Implications

There are no direct Long-term Financial Plan implications associated with this review.

STRATEGIC COMMUNITY OBJECTIVES

This delegation review aligns with and supports the **Council’s Key Goal Area 6** – ‘Leadership’ and more specifically **Community Objective 6.1** – ‘Governance systems, process and practices are responsible, ethical and transparent’.

RISK ASSESSMENT

There are no risks associated with the Officer Recommendation identified as being of a medium or greater level.

CONSULTATION

It is not considered that external consultation is necessary to vary the terms of the existing Delegation.

OFFICER COMMENT

As the population of the district continues to expand, it can be expected that the demand for City land and buildings will increase commensurately. New facilities are being constructed to accommodate the increasing need for social and sporting activities and the related associations are being relocated either temporarily or permanently to accommodate longer term strategies.

Delegation LG3C presently applies only to situations involving leases to community groups over 'property' that has been leased before and where the permitted use is ancillary or consistent with the designated purpose. However, the Delegation does not extend to the less significant and smaller scale disposals such as leases of storage facilities, land or buildings where the land or building in question has not been leased previously. Council have indicated that they are supportive of making changes to the delegation to include such scenarios.

It is therefore proposed that the scope of Delegation LG3C be expanded to include scenarios such as those recently encountered at Churchill Park and the Sir Stewart Bovell Park. These scenarios concerned the need to lease part of an existing shed for temporary storage to the Girl Guides of WA at Churchill Park and four leases to user groups constructing new storage facilities on a small portion of Bovell Park. In each scenario, leases over other parts of the land (or 'property') already exist. Such leases could have been entered into under Delegation had the restriction in respect of property that had been leased before been given similar consideration.

Amending parts of Delegation LG3C will mean that leases or licences can be granted over land or buildings that have not been the subject of a lease or licence previously, provided they form part of land or a building that has already been leased or licenced. It is proposed that where this is the case, such land or buildings must form part of a recognised sporting or community facility.

Further amendments are recommended to reflect the direction of Council in relation to instances involving small portions of land or buildings in other scenarios i.e. not involving a community or sporting facility or land that has previously been leased. Thus it is proposed that the Delegation specifically includes leases or licences of land or buildings with a maximum area of 100 square meters provided that other conditions, such as the value of the disposition and consistency of purpose are applied.

The Delegation will also include a requirement that Council are notified periodically of the circumstances under which the delegation is exercised.

Review of the delegation for this purpose also presents an opportunity to make some minor changes to the composition and wording.

CONCLUSION

The proposed changes to Delegation LG3C will assist in streamlining the process of issuing leases or licences where the impact is negligible in terms of the extent of the land or building in question. Controls will continue to apply in the form of conditions to which each lease or licence is subject and Council will be kept informed of the exercise of the delegation.

OPTIONS

Council could decide to retain the delegation in its current form, may decide that it requires changes to the powers and discharge of duties to the Chief Executive Officer or choose to place alternative conditions on the delegation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Delegation will become effective the day following the decision of Council.

OFFICER RECOMMENDATION

That the Council:

1. Under section 5.42 of the Local Government Act 1995, agrees to amend Instrument of Delegation LG3C (Disposal of Property) in accordance with the revocations and additions as indicated within Attachment A; and
2. Adopts the amended Instrument of Delegation LG3C (Disposal of Property) within Attachment B as the delegation of those powers and duties to the CEO.

COMMITTEE RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council:

1. Under section 5.42 of the Local Government Act 1995, agrees to amend Instrument of Delegation LG3C (Disposal of Property) in accordance with the revocations and additions as indicated within Attachment A; and
2. Adopts the amended Instrument of Delegation LG3C (Disposal of Property) within Attachment B as the delegation of those powers and duties to the CEO with amendment to 1.a changing “and” to “or”.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3C	Sections 3.58(2), (3) and (4)	Chief Executive Officer	Disposing of Property

Delegator

Council

Power/Duty ~~delegated~~

To exercise the following powers and discharge the following duties of the local government under Sections 3.58(2), (3) and (4) of the *Local Government Act 1995 (Act)*:

- Pursuant to Section 3.58(2) of the Act dispose of property by way of a public auction or public ~~tender~~;
- Pursuant to Section 3.58(3) and (4) of the Act dispose of property other than under Section 3.58(2) – (local Public Notice requirements).

Conditions

This delegation is subject to:

- Disposal by sale
 - The value of the ~~property-land~~ to be disposed of ~~(by way of sale)~~ shall not exceed \$20,000 ~~for sale of land or \$100,000 for sale of other property in accordance with Section 5.43(d) of the Act other than if paragraph (b) applies~~; and
 - Where the property is land valued at less than \$100,000 and has been ~~put~~ to public auction or put out to tender and not sold, ~~the land~~ may be disposed of in accordance with Regulation 30 (2a) of the Local Government (Functions and General) Regulations ~~1996~~;
 - ~~The value of property other than land to be disposed of shall not exceed \$100,000; and~~
 - ~~Where the value of land property other than land does not exceed \$20,000, the property may be disposed of in accordance with Regulation 30 (3) (a) of the~~

_____ Local Government (Functions and General) Regulations 1996.

2. Disposal by Lease or Licence

- (a) ~~This delegation applies to land or buildings comprising established sporting or community facilities where any other part of the land or building has been leased or licensed by local government before, subject to the following in event of disposal by way of a lease (whether the property is for Sporting, Community or Commercial use):~~

~~(i) The Delegation does not apply to the first time a property is leased. The Delegation only applies in relation to subsequent leases, renewals or options exercised regardless of whether the same lessee is involved or not;~~

- (ii) The maximum term of the lease or licence, including any right by ~~the a~~ lessee to assign the lease or sublease the property or extend the term of the lease, shall not exceed 5 years unless the lease or licence is ~~proposed to be renewed~~ renewal of a lease or licence by a Sporting or Community group ~~for of an~~ existing building or land for a period of not more than 10 years;

- (iii) The value of the lease or licence does not exceed \$25,000 pa;

- (iv) The permitted use of the property must be consistent with:

- A. the designated purpose of the property; or
- B. the general or ancillary use of the property immediately prior to entering into the lease or licence; or
- C. if the property has recently been acquired, the intention for which the property has been acquired by the local government.

- (v) This delegation includes the power to allow assignment of a lease or sub-lease of the property subject to the abovementioned conditions.

- (b) ~~In addition, this delegation applies to the first time a property is leased or licensed where the lease or licence is for the purpose of storage only or comprises an area of less than 100 square metres subject to the matters set out in paragraph 2(a)(i) to (iv).~~

3. Briefing and Reporting

At least every six months (and more frequently if required by the Mayor or the CEO), City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO ~~to exercise~~ some of its powers and ~~discharge of its~~ duties provided for in Section 3.58 of the Act, read with Section 5.43 of the Act:

Section 5.43

Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Section 3.58(3)

- (1) ~~In this section —~~
- (2) ~~dispose~~ includes to sell, lease, or otherwise dispose of, whether absolutely or not;
- (3) ~~property~~ includes the whole or any part of the interest of a local government in property, but does not include money.
- (4) ~~Except as stated in this section, a local government can only dispose of property to —~~
- (5) ~~at public auction; or~~

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Functions and General Regulation 30.

Dispositions of property excluded from Act

- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —
 - (a) ~~put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or~~
 - (b) ~~the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable.~~
- (3) A disposition of property other than land is an exempt disposition if —
 - (a) ~~its market value is less than \$20 000; or~~
 - (b) ~~the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.~~

Verification

C1706/151

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3C	Sections 3.58(2), (3) and (4)	Chief Executive Officer	Disposing of Property

Delegator

Council

Power/Duty delegated

To exercise the following powers and discharge the following duties of the local government under Sections 3.58(2), (3) and (4) of the *Local Government Act 1995 (Act)*:

1. Pursuant to Section 3.58(2) of the Act dispose of property by way of a public auction or public tender;
2. Pursuant to Section 3.58(3) and (4) of the Act dispose of property other than under Section 3.58(2) – (local Public Notice requirements).

Conditions

This delegation is subject to:

1. Disposal by sale
 - (a) The value of the land to be disposed of shall not exceed \$20,000 other than if paragraph (b) applies; and
 - (b) Where the property is land valued at less than \$100,000 and has been put to public auction or put out to tender and not sold, the land may be disposed of in accordance with Regulation 30 (2a) of the Local Government (Functions and General) Regulations 1996
 - (c) The value of property other than land to be disposed of shall not exceed \$100,000; and
 - (d) Where the value of property other than land does not exceed \$20,000, the property may be disposed of in accordance with Regulation 30 (3) (a) of the Local Government (Functions and General) Regulations 1996.

2. Disposal by Lease or Licence

- (a) This delegation applies to land or buildings comprising established sporting or community facilities where any other part of the land or building has been leased or licensed by local government before, subject to the following :
 - (i) The maximum term of the lease or licence, including any right by a lessee to assign the lease or sublease the property or extend the term of the lease, shall not exceed 5 years unless the lease or licence is the renewal of a lease or licence by a Sporting or Community group of an existing building or land for a period of not more than 10 years;
 - (ii) The value of the lease or licence does not exceed \$25,000 pa;
 - (iii) The permitted use of the property must be consistent with:
 - A. the designated purpose of the property; or
 - B. the general or ancillary use of the property immediately prior to entering into the lease or licence; or
 - C. if the property has recently been acquired, the intention for which the property has been acquired by the local government.
 - (iv) This delegation includes the power to allow assignment of a lease or sub-lease of the property subject to the abovementioned conditions.
- (b) In addition, this delegation applies to the first time a property is leased or licensed where the lease or licence is for the purpose of storage only or comprises an area of less than 100 square metres subject to the matters set out in paragraph 2(a)(i) to (iv).

3. Briefing and Reporting

At least every six months (and more frequently if required by the Mayor or the CEO), City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO some of its powers and duties provided for in Section 3.58 of the Act, read with Section 5.43 of the Act:

Local Government Act Section 5.43

Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Functions and General Regulation 30.	Dispositions of property excluded from Act
(2a)	A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been – <ul style="list-style-type: none">(a) <i>put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or</i>(b) <i>the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable.</i>
(3)	A disposition of property other than land is an exempt disposition if – <ul style="list-style-type: none">(a) <i>its market value is less than \$20 000; or</i>(b) <i>the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.</i>


Verification

C1706/151

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

12.2 Policy and Legislation Committee - 26/06/2018 - RESCISSION OF COUNCIL POLICY 077
INTERNET USE WITHIN THE BUSSELTON AND DUNSBOROUGH PUBLIC LIBRARIES

SUBJECT INDEX:	Council Policies
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Library Services
REPORTING OFFICER:	Manager, Community Services - Maxine Palmer
AUTHORISING OFFICER:	Director, Community and Commercial Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Council Policy 077 Internet use within the Busselton and Dunsborough Public Libraries 

This item was considered by the Policy and Legislation Committee at its meeting on 26 June 2018, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to recommend rescission of Council Policy 077 - Internet use within the Busselton and Dunsborough Public Libraries (the Policy) (Attachment A). The Policy outlines Council's position with respect to the provision of free computer / internet access to all members of the Busselton and / or Dunsborough Library and details a range of operational user guidelines for such use.

In August 2017 the CEO commissioned a high level independent review of the City's governance systems - the Governance Systems Review (GSR). Included in the scope of the review was the City's policy and procedure framework with recommendations made in relation to the nature and intent of Council policies, namely that Council policies should deal with higher level strategies and objectives.

In accordance with the recommendations of the GSR, it is recommended that the Policy be rescinded.

BACKGROUND

The Policy was originally created in 1997 and was last reviewed in July 2016. It is assumed that the Policy, given its original creation date, was developed at a time when the provision of public access to technology within public places such as libraries was very new. It is also likely that Council policy documents were also more operational in their focus than is expected currently.

The GSR was undertaken over a 3 month period by Mr John Woodhouse LLB B.Juris and 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.*

In response a Policy Framework has been developed and endorsed by Council, setting out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

In accordance with the recommendations of the GSR, this report recommends that the Policy be rescinded.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

There are no plans or other policies directly relevant.

FINANCIAL IMPLICATIONS

The recommendation to rescind the policy has no financial implications.

Long-term Financial Plan Implications

The recommendation to rescind the policy has no long term financial plan implications.

STRATEGIC COMMUNITY OBJECTIVES

The Officers Recommendation will not impact adversely on the achievement of any of the community objectives contained within the Strategic Community Plan 2017 and will instead serve to meet the objectives of Key Goal Area 6, specifically community objective 6.1 - Governance systems, processes and practices are responsible, ethical and transparent, by streamlining the City's governance approach with respect to strategic planning.

RISK ASSESSMENT

The City's libraries have been providing public access to computers and the internet for many years and have well established operational processes that govern that access. Therefore there are no identified risks of a medium or greater level associated with the Officers Recommendation

CONSULTATION

No consultation was considered necessary in relation to this matter.

OFFICER COMMENT

The Policy scope states that Busselton and Dunsborough public libraries provide free internet access to all library members. The content then details the rules or conditions applicable to that use, including for instance:

- that printing from the internet is available and is charged in accordance with Council's Schedule of Fees and Charges;
- that latecomers will forfeit the unused portion of reserved time, or if they are more than fifteen minutes late will forfeit the entire booking;
- that users must read and agree to the "Conditions of Public Access – Internet Use";
- that a maximum of two public users per internet computer is allowed at any one time

As can be seen from above and from review of the attached Policy the matters it deals with are very operational and are more appropriate as a set of usage terms provided to users at the time they make a booking / use a computer.

While the Policy was probably necessary at the time it was adopted, the City's libraries have been providing public access to computers and the internet for many years and have well established processes in relation to how that access is provided and controlled. Hence the Policy is not considered necessary, or, in light of the recommendations of the GSR and the newly adopted Policy Framework, appropriate.

In the event that Council does want to retain a policy outlining their commitment to the provision of free internet access in public facilities (including the City's libraries) then the Policy could be revised to provide a simple statement to that effect.

CONCLUSION

It is recommended that the Policy be rescinded, as it is of an operational nature and is sufficiently covered by current operational practices and procedures.

OPTIONS

Council could instead require that the Policy is reviewed and updated to reflect a more strategic statement with respect to their commitment to the provision of free computer / internet access within public places, including the City's libraries.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be rescinded immediately upon adoption of the Officers Recommendation.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council rescinds Council Policy 077 – Internet use within the Busselton and Dunsborough Public Libraries.

Council Policy 077 Internet use within the Busselton and
Dunsborough Public Libraries

Last Updated 27/08/16

077	Internet Use within the Busselton and Dunsborough Public Libraries	V8 Current
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PURPOSE

In response to developing technology and the changing needs of the community, the Busselton and Dunsborough Public Libraries endeavour to satisfy the education, information, recreation and cultural needs of the community by providing electronic access to relevant and up-to-date information resources.

SCOPE

Busselton and Dunsborough Public Libraries provide free Internet access to all library members.

POLICY CONTENT

Non Library members may purchase a "Guest Pass" and will be charged in accordance with the Council's Schedule of Fees and Charges.

Printing from the Internet is available and will be charged in accordance with the Council's Schedule of Fees and Charges.

Latecomers will forfeit the unused portion of reserved time. If a user is more than fifteen (15) minutes late for a booking, they may forfeit the entire booked period.

All users for the service, excluding accessing the Library catalogues, must read and agree to the Busselton and Dunsborough Public Libraries "Conditions of Public Access – Internet Use".

Supervision of a child's access to the Internet is the responsibility of the parent or guardian. A parent or guardian must read the "Conditions of Public Access – Internet Use".

The Library does not take any responsibility for technical problems in accessing sites on the Internet. The Library cannot guarantee the Internet will remain operational at all times, and if down-time occurs, the user will lose their booked time.

7. A maximum of two public users per Internet computer is allowed at any one time.
8. Due to the problem of computer viruses, NO outside software programs may be used in the

library computers.
9. Users are not permitted to modify the installed hardware or software in any way.
10. As with all formats of information, patrons must respect copyright laws and licensing agreements and abide by general rules of acceptable Internet conduct. Acts of behaviour which may jeopardise a source's files, or behaviour which may jeopardise the Library account or access to resources will result in revocation of Internet privileges at the Library.

Last Updated 27/08/16

11. The Library cannot be held responsible for the security or privacy of content left on the Internet by users. It is the user's responsibility to remove any content at the completion of a booked session.
12. The following disclaimer applies to the Libraries Public Internet Access Facility.
 - a) The City of Busselton has no control over the information accessed through the Internet and cannot be held responsible for its content.
 - b) A person must not use a library computer to transmit, obtain possession of, demonstrate, advertise or request the transmission of an article knowing it to contain objectionable material (WA Censorship Act 1996, s101). The city of Busselton is not responsible for any access points reached.
 - c) A person must not use a computer service to transmit restricted material to a minor (WA Censorship Act 1996, s3). Supervision or restriction of a minor's access is the responsibility of the parent or guardian.
 - d) The City of Busselton does not guarantee or accept any liability for the information's accuracy, authoritativeness, timeliness or usefulness for a particular purpose. The City of Busselton shall have no liability for any direct or indirect or consequential damages related to the use of the information contained therein.

Policy Background

Policy Reference No. – 077
Owner Unit – Libraries
Originator – Manager, Information Services
Policy approved by – Council
Date Approved – 13/12/2006
Review Frequency – As required
Related Documents – N/A
Background / History – Implemented 27 August 1997

History











Council Resolution	Date	Information
C1607/166	27 July, 2016	Review June 2016 to include a "Guest Pass" Version 8
C1103/072	9 March, 2011	Reviewed by Council. No changes made.
C0612/375	13 December, 2006	New policy 077/03 to replace former 077/02 for more efficient method of registering use and the removal of operational information. Version 7

Council Policy 077 Internet use within the Busselton and
Dunsborough Public Libraries

Last Updated 27/08/16

C018/444	22 August 2001	Implementation of the provision of free access to the internet. Version 6
C011/037	24 January, 2001	Fees and charges levels removed as dealt with during budgeting process. Version 5
C9911/507	10 November, 1999	Student discount approved. Version 4
	28 August, 1999	New fees and charged inserted into policy. Version 3
C995/0208	26 May, 1999	New policy to include access to email facilities from library computers. Version 2
C978/330	27 August 1997	Date of Implementation. Version 1

12.3 Policy and Legislation Committee - 26/06/2018 - REVIEW OF PURCHASING RELATED POLICIES AND DELEGATIONS

SUBJECT INDEX:	Procurement
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Legal and Property Services
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson Manager Legal and Property Services - Martyn Cavanagh
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Current Purchasing Policy ↓ 
	Attachment B Current Regional Price Preference Policy ↓ 
	Attachment C Current Tender Selection Criteria Policy ↓ 
	Attachment D Current Tender Pre Selection Criteria Policy ↓ 
	Attachment E Current Delegation LG3J ↓ 
	Attachment F Current Delegation LG3K ↓ 
	Attachment G Current Delegation LG3M ↓ 
	Attachment H Proposed Purchasing Policy ↓ 
	Attachment I Proposed Regional Price Preference Policy ↓ 
	Attachment J Proposed SMP - Procurement Selection Criteria ↓ 
	Attachment K Proposed Instrument of Delegation LG3K ↓ 
	Attachment L LG3J Track Changes ↓ 
	Attachment M Proposed Instrument of Delegation LG3J ↓ 
	Attachment N LG3K Tracked Changes ↓ 

This item was considered by the Policy and Legislation Committee at its meeting on 26 June 2018, the recommendations from which have been included in this report.

PRÉCIS

In August 2017 the CEO commissioned a high level independent review of the City's governance systems and processes – the Governance Systems Review (GSR). The review was undertaken by Mr John Woodhouse and was completed on 30 October 2017. The review considered the City's policy and procedure framework generally. The review also considered certain specific policy matters, including the City's policy approach to procurement and tenders.

The City has acknowledged the recommendations in the GSR and given consideration to the City's current policies, processes and delegations in relation to procurement and tenders.

The purpose of this report is to advise Council of the outcomes of the City's considerations, and to make recommendations to Council about the City's procurement policies and delegations.

BACKGROUND

The GSR recommendations as to policy framework (generally)

In relation to Council policies more broadly, the GSR made the following recommendations:

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.*

In response a Policy Framework has been developed and endorsed by Council, along with a new (adopted) Council Policy template. A new approach and template has also been put in place for the development of Staff Management Practices (SMP) (previously referred to as Operational Practices and Procedures).

GSR Recommendations as to procurement policy

In relation to procurement and tenders, the GSR made the following recommendations:

1. *One single procurement/purchasing policy should be developed by the CEO for adoption by the Council.*
2. *"The new council policy should:*
 - a. *replace 3 of the existing council policies referred to above;*
 - b. *focus on the strategic approach to procurement and the overall goals to be achieved; and*
 - c. *not descend into unnecessary detail.*
3. *The new council procurement policy should be consistent with contemporary policies adopted by the major metropolitan local governments.*
4. *The CEO should develop and put in place an internal policy or OPP which covers all matters of detailed implementation including:*
 - a. *selection criteria and how criteria are to be used according to the nature of the tender;*
 - b. *how and by whom (e.g. a panel) the evaluation is to be prepared.*
5. *The new internal policy or OPP should be consistent with similar, contemporary policies or practices in the major metropolitan local governments.*
6. *The existing Regional Price Preference Policy – Policy 049 should be revised with a view to it being simpler and clearer for both prospective tenderers and City employees to understand. There is no need to change the underlying intent that the maximum percentages are to be allowed where a regional location or regional content is established.*
7. *I recommend that consideration be given to the delegation to the CEO of the authority to make the purchasing policy (required by Regulation 11A).*
8. *The new purchasing policy should, of course, be reported to the Council and be made available on the City's website.*

GSR findings as to supporting local business

The GSR further considered under the heading “Supporting local business” the ‘perceived need by some that there should be greater emphasis put on local content’. While the GSR made no recommendations in relation to this, Mr Woodhouse made the following comments:

- *“In this regard I found that the Policies and OPPs of the City of Busselton are generally consistent with those of most other local governments in regional Western Australia”*
- *“In this respect I did not find that the City was out of kilter with contemporary practice”.*
- *“... if a decision is taken that the matter is worthy of consideration, then, in my view, a thorough review should first be done and that any review should not start from the premise that a change to existing policies is needed or that the existing policies lead to an undesirable outcome”*

The following were provided by Mr Woodhouse as suggested considerations for any review:

- *“Is the current approach “broken” or in need of improvement or does it serve the community well?”*
- *What do the figures show is the result of the current approach?*
- *How does that approach compare with comparable local governments (if comparisons can sensibly be made)?*
- *What if any quantifiable impact might a proposed change make?*
- *If other local governments in the region were to do likewise then what impact might that have?*
- *Putting aside any possible change to the existing policies, what other measures might be introduced or strengthened by the City to address the root causes of the issue or the perceived issue?*
- *Are there recurring reasons why some tenders from “local” suppliers (and perhaps others) are reducing their chances of being recommended?*
- *If so, can the City assist in educating or informing those suppliers of the reasons and how they might be addressed?*
- *If one were to focus on that portion of the procured works and services which are not awarded to local businesses, what are the reasons for that being the case and are those reasons good reasons?*
- *If one of the reasons that a local supplier cannot submit a tender is that the supplier does not have the ability to provide all components of the required works or services, then is there scope for the City to divide one tender into a number of tenders for differing components? ”*

The City’s Current Procurement Framework

The City’s current procurement policy framework is comprised of the four (4) separate Council policies and three (3) delegations of powers and duties. These are:

1. Purchasing Policy (Policy 239) – adopted 9 March 2016 (**Attachment A**)
2. Regional Price Preference Policy (Policy 049) – adopted 8 November 2017 (**Attachment B**)
3. Tender Selection Criteria Policy (Policy 031) – adopted 11 March 2011 (**Attachment C**)
4. Tender Pre Selection Criteria Policy (Policy 247) – adopted 8 June 2016 (**Attachment D**)
5. Delegation instrument LG3J (relating to tenders and associated contracts) (**Attachment E**)
6. Delegation instrument LG3K (preliminary selection of tenderers) (**Attachment F**).
7. Delegation instrument LG3M (establishing panels of pre-qualified suppliers) (**Attachment G**)

The delegation instrument LG3C is subject to certain conditions, one of which is that the standard selection criteria under Policy 031 is used, and further that the (Purchasing) Policy 239 is complied with.

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 that Act.

Regulation 11A(1) of the Regulations requires a local government to implement a purchasing policy in relation to contracts for supply of goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less. Such a policy must, among other things, make provision in respect of:

- the form of quotations acceptable;
- the minimum number of oral and written quotations that must be obtained; and
- the recording and retention of purchasing records.

Under Regulation 24AC(1)(a) a local government may adopt and implement a policy for panels of pre-qualified suppliers. The City's Purchasing Policy (current and revised) includes provisions to meet all of the requirements for a policy on establishing panels of pre-qualified suppliers.

Section 3.57 of the Act requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. Regulations 11 through 21(A) of the Regulations deal with matters relating to tenders, including when tenders have to be publicly invited, requirements for publicly inviting tenders (essentially determining of criteria for deciding which tender should be accepted), and rejecting and accepting tenders.

Part 4A of the Regulations enables a local government to give a regional price preference in connection with assessing tenders, where it has a regional price preference policy made in accordance with the Regulations.

RELEVANT PLANS AND POLICIES

Outside of the policies which are the subject of this report, there are no other applicable policies or plans.

FINANCIAL IMPLICATIONS

Adoption of the officer's recommendation will not have any financial implications.

Long-term Financial Plan Implications

Adoption of the officer's recommendation will not have any long term financial implications.

STRATEGIC COMMUNITY OBJECTIVES

Adoption of the officer's recommendation aligns to the following Key Goal Areas of the City of Busselton Strategic Community Plan 2017:

Key Goal Area 6 –Leadership

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

Key Goal Area 4 – Economy

4.2: A community where local business is supported and in turn drives our economy

RISK ASSESSMENT

There are no risks associated with the Officer Recommendation identified as being of a medium or greater level.

CONSULTATION

In reviewing the procurement policy framework, and specifically in considering aspects related to the establishment of panels of pre-qualified suppliers, officers have consulted with the Western Australian Local Government Association (WALGA) and the Department of Local Government, Sport and Cultural Industries (DLG). The revised Purchasing Policy reflects the advice received from both with respect to the operation of such panels.

Officers have also consulted with the Shire of Augusta-Margaret River with respect to the Regional Price Preference (RPP) Policy, with the aim of exploring a reciprocal price preference arrangement where each local government would provide a preference to suppliers located within the other's district. Correspondence received from the Shire of Augusta –Margaret River indicates that a reciprocal arrangement is not supported. As such, the policy has been drafted only preferencing businesses located within the City of Busselton District.

The Busselton Chamber of Commerce and Industry (BCCI) have been provided with copies of the proposed new policies and practices along with an overview of the rationale in relation to amendments to the RPP Policy, the inclusion of a local benefit criterion for assessment of tenders and quotations (where a formal assessment is required), and the recommendation to rescind the Tender Selection Criteria Policy and the Tender Pre Selection Criteria Policy in favour of a SMP setting out selection criteria.

OFFICER COMMENT

Following the release of the GSR findings, a review of the City's procurement policy framework was undertaken by City officers, with a small project team formed comprising of officers from legal and property services, governance services and operations services.

This report makes a number of recommendations in relation to the procurement policy framework, with each recommendation addressed below under a relevant heading.

Adoption of a revised Purchasing Policy (Attachment H)

The City's Purchasing Policy provides the framework for purchasing decisions made by the City. In particular it details the procedures that must be followed for purchasing in accordance with the estimated value of the transactions. While officers feel it is necessary to provide some broad detail around how purchasing decisions are to be carried out (both for the purposes of setting high level direction for City staff and for informing suppliers), the current policy is considered to be too detailed.

As per the recommendations of the GSR, the policy has therefore been reviewed to focus more on the strategic approach to procurement and the overall goals to be achieved. Operational and administrative aspects have been removed. These include matters such as how to obtain a verbal quotation, re-statements of the Act and Regulations, and procedures for opening tenders. If considered appropriate by the CEO, these types of matters may be incorporated into a SMP or other operational procedure.

The revised policy that has been developed is similar in nature and focus to other local government policies that were reviewed, with officers noting that like Councils including Albany, Bunbury, Fremantle, Geraldton, Joondalup and Rockingham, all have a similar policy relating to purchasing.

It is not considered that the Council should delegate to the CEO the power to make the purchasing policy required by Regulation 11A. It is considered that Council should provide the broad strategic direction of a policy that deals with purchases under \$150,000, tenders and panels of pre-qualified supplies. The following GSR recommendations have not therefore been implemented and it is proposed that a Council policy be retained (noting that in effect this will satisfy recommendation 8).

- 7. I recommend that consideration be given to the delegation to the CEO of the authority to make the purchasing policy (required by Regulation 11A).*
- 8. The new purchasing policy should, of course, be reported to the Council and be made available on the City's website.*

Adoption for advertising of a revised Regional Price Preference Policy (Attachment I)

While the City's current RPP Policy was only adopted in November 2017, it was included in this review given the GSR recommendation:

- 1. The existing Regional Price Preference Policy – Policy 049 should be revised with a view to it being simpler and clearer for both prospective tenderers and City employees to understand. There is no need to change the underlying intent that the maximum percentages are to be allowed where a regional location or regional content is established*

It was also considered prudent to explore the possibility of a reciprocal price preference arrangement as discussed earlier in this report as well as consideration of a local content / benefit selection criteria.

The proposed revised policy provides the same price preference percentages as the existing policy however officers have sought to simplify and, in contrast to the changes made in November 2017, refine the policy with respect to its application.

Under the Regulations a policy may provide for a price preference for a tenderer that has been operating a business continuously out of a premises within the region (as defined in the policy) for at least six months, or if they are from outside of the region but supply goods or services from within the region. The current policy allows for a price preference to be provided in both situations.

While aligning to the Regulations, in practice this can result in a price preference being applied to non-local suppliers who have for example indicated they will use local sub-contractors. Calculating the value of the sub contracted works in such a scenario can be difficult, and overall there is some confusion amongst both staff and suppliers with regards to applying the policy.

It is therefore proposed that the revised policy apply only to a Local Supplier defined as a supplier who has had for more than 6 months prior to the closing date of the tender a physical presence by way of a shop, depot, outlet, headquarters or other premises from which they operate within the City of Busselton district). This will narrow the application of the policy and will reduce the opportunity for those located outside of the district but who source local goods or services to be provided a preference. It is recommended however that a local benefit selection criteria be introduced, as discussed under the next heading, with this continuing to provide some benefit to suppliers who operate from outside the district but who source local goods and services.

The GSR recommended that

1. *One single procurement/purchasing policy should be developed by the CEO for adoption by the Council.*
2. *"The new council policy should:*
 - a. *replace 3 of the existing council policies referred to above;*

Officers are of the view that the RPP Policy should remain a separate policy as there is a statutory requirement to advertise the RPP Policy that does not exist for the broader Purchasing Policy. Additionally the Purchasing Policy, while simplified, already addresses a number of matters and adding more content and complexity to it is not considered to be the best approach.

Rescission of the Tender Selection Criteria Policy and Tender Pre Selection Criteria Policy in favour of a new SMP: Purchasing – Procurement Selection Criteria.

The City's current Tender Selection Criteria Policy sets out four qualitative criteria which are to be used in the assessment of all tenders. The policy sets parameters for the weighting of each criterion (0% to 20%) and also sets parameters for the weighting of price in conjunction with the qualitative criteria (20% to 80%). Delegation LG3J sets out that use of the standard selection criteria as outlined in this policy is as a condition to the delegated power of determining the written criteria for deciding which tender should be accepted; requiring the CEO to seek a formal Council decision if he wishes to use an alternative criterion or set of criterion for a particular tender.

Similarly the Tender Pre Selection Criteria Policy sets out a similar set of qualitative criteria in relation to pre tender Expressions of Interest (EOI) processes and it is a condition of Delegation LG3K that this policy is complied with in such processes.

To date there have been no operational practices underpinning the application of these policies, with the policies drafted almost as instructions to officers. While not specifically intended to be used for the formal assessment of quotations (below tender level), in the absence of any other operational practice, the same criteria have generally also been applied for this purpose.

In addition to recommendation 1 noted above, the GSR recommended that

8. *The CEO should develop and put in place an internal policy or OPP which covers all matters of detailed implementation including:*
 - a. *selection criteria and how criteria are to be used according to the nature of the tender;*
 - b. *how and by whom (e.g. a panel) the evaluation is to be prepared.*

A new SMP has been prepared, Purchasing – Procurement Selection Criteria (PSC SMP) (**Attachment J**), setting out a range of selection criteria and how they are to be applied in the assessment of tenders, EOIs, invitations to join a panel of pre-qualified suppliers, and request for quotations. It is recommended that the Tender Selection Criteria Policy and the Tender Pre Selection Criteria Policy be rescinded and that Council notes the new PSC SMP as the mechanism by which selection criteria are applied. It is also therefore recommended that amendments are made to the current delegation containing conditions relating to the current policies. This is discussed further below.

While still imposing some clear parameters and processes for officers to follow, the PSC SMP provides flexibility by giving officers a broader range of criteria to select from. Additionally, in the event that a criterion not included under the practice was considered appropriate to a particular tender the CEO could make a determination to include it. The PSC SMP also sets out a slightly more moderate range for price being 30% to 70%. Again however if the CEO deemed it appropriate this could be adjusted for particular or unusual circumstances.

In order to provide appropriate levels of support for local business and enhance the local benefits generated through procurement, a local benefit criterion is proposed as a fixed selection criterion, weighted of 5%. The criterion proposed is:

Local Benefit

The respondent is to describe how they will contribute to the local community (social, economic, environmental, or other) over and above being a local supplier operating within the district.

Respondents would be required to demonstrate through their tender submission the level of community benefit they or their proposal generates. This is intended to be benefit beyond just being a Local Supplier as per the RPP policy. Benefits such as employing or contracting locally, contributing to the community through engagement in sporting or cultural groups, or contributing to vocational and education advancement (work experience programs, scholarships or awards) would be considered under this criterion. Officers would then score each submission using the scoring guide set out in the SMP. Until now, while a common scoring guide has been used, it has not been formalised in any standard practice documentation, and of course it has not contained factors relevant to a local benefit criterion.

While inclusion of a local benefit criterion is recommended in order to enhance the ability for procurement decisions to positively impact on the community, officers do not feel it should play a significant role in the assessment of whether a respondent can fulfil the requirements of an unduly significant specification / contract. Hence it is proposed that the criterion be weighted at 5%, noting that the benefits provided under the RPP Policy apply independently. Procurement decisions should be guided by the principle of 'best value for money' and achieving the most advantageous outcome to the City (and its ratepayers). It is considered that selection criteria related directly to the respondents' ability to carry out the required works or deliver the required services will be the dominant considerations in achieving this principle.

More broadly with respect to supporting local business, the City is also pursuing other initiatives. In March a new procurement tool called VendorPanel Marketplace was launched. While still in its infancy, it is intended that this tool will improve the City's ability to engage with and support local suppliers. Some additional promotion and education is required in order to ensure suppliers are registered within the Marketplace, however once they are, City staff will be more readily able to locate them and engage by way of quotations. The opportunity exists for local business to actively engage in this initiative.

In the past six to eight months the City has also presented at information sessions and forums about its procurement processes including Procure South West in Bunbury and a Meet the Buyer session arranged by the BCCI and held here at the City's offices. As detailed in those sessions, in the 2016/17 year 63% of the City's total spend (excluding nett pays to employees, transactions related to utility providers, inter-government agency and other similar payments, and term bank deposits) was in the South West Region, with 54% of that in the Busselton district. While we are keen and working hard to see this increased, it represents a good base to build on.

Amendments to Delegation instruments LG3J and LG3K

Finally, in line with the recommendation to rescind the two selection criteria policies, it is proposed that amendments are made to Delegation instruments LG3J and LG3k to remove the conditions which reference the policies.

In relation to Delegation instrument LG3J it is also recommended that the delegation of powers and duties more comprehensively and explicitly identify the scope of the delegation. The instrument is to be amended to refer to the CEO's powers to purchase goods and services under the exceptions to the tender requirements. The revised delegation is presented as **Attachment K**, with the track changes version provided as **Attachment L**.

In relation to Delegation instrument LG3K it is recommended, subject to Council rescinding the Pre-Tender Selection Criteria Policy, that the instrument be correspondingly amended. The revised delegation is presented as **Attachment M**, with the track changes version provided as **Attachment N**.

CONCLUSION

A review of the City's procurement policy framework has identified a number of improvements which will assist the City in obtaining the most advantageous outcome with respect to its procurement while also supporting local business to in turn drive the local economy. The proposed amendments to the policies and procedures aim to support this, while also implementing a better balance between Council's strategic function and the CEO's administrative functions. The improvements are also aimed at ensuring the City's procurement policies and processes are in line with the City's new Policy Framework, and meeting a number of the recommendations of the GSR.

OPTIONS

The Council may choose not to adopt the officer's recommendation and instead may seek to do one or more of the following:

1. Request further or different amendments be made to the Purchasing Policy;
2. Retain the RPP Policy in its current form;
3. Request that the Tender Selection Criteria Policy and Tender Pre Selection Criteria Policy be retained and / or amended to reflect the content of the proposed SMP or amended in other ways;
4. Request that the Delegation condition with respect to the Tender Selection Criteria Policy and Tender Pre Selection Criteria Policy be retained.

It is noted that the above options would not accord with the recommendations of the GSR.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Purchasing Policy will come into force immediately upon Council's endorsement of the officer recommendation, with the PSC SMP coming into force within a week.

The Tender Selection Criteria Policy and the Tender Pre Selection Criteria Policy will also be immediately rescinded and the Delegations updated.

The RPP Policy will be advertised for public submissions within a week upon adoption of the proposed policy (for advertising purposes) and if submissions are received the subject will need to be further considered by Council.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council after taking into consideration the Governance Systems Review

1. Adopts the proposed Purchasing Policy as per Attachment H, replacing the current Purchasing Policy (shown as Attachment A).
2. Adopts the proposed Regional Price Preference Policy as shown in Attachment I for the purpose of giving notice to the public in accordance with section 24E of the Local Government (Functions and General Regulations) 1996; and
3. If there are no submissions received after the expiration of the public notice period referred to in 2 above, adopts the Regional Price Preference Policy as per Attachment I, replacing the current Regional Price Preference Policy (shown as Attachment B).
4. Rescinds the Tender Selection Criteria Policy shown as Attachment C.
5. Rescinds the Tender Pre Selection Criteria Policy shown as Attachment D.
6. Notes the content of the Staff Management Practice: Purchasing – Procurement Selection Criteria as per Attachment J.

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

7. Adopts the amended Delegation LG3J as per Attachment K, replacing the current delegation (shown as Attachment E).
8. Adopts the amended Delegation LG3K as per Attachment M, replacing the current delegation (shown as Attachment F).

Last updated 09/03/2016

239	Purchasing	V4 Current
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1 PURPOSE

This policy provides a best practice approach to purchasing for the City of Busselton (the "City"). It also ensures compliance with the *Local Government Act 1995* ("the Act") and the *Local Government (Functions and General) Regulations 1996* ("the Regulations").

2 SCOPE

This policy provides the framework for all purchasing decisions made by employees of the City and defines the procedures that must be followed for purchasing in accordance with the value of the transaction.

3 POLICY CONTENT

3.1 Objectives

The objectives of the Purchasing Policy are to ensure that all purchasing activities:

- * demonstrate that best value for money is attained for the City;
- * are compliant with relevant legislations, including the Act and the Regulations;
- * are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- * mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- * ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- * are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated; and
- * to establish a written policy as required under Regulation 11A and to address the particular requirements of Regulation 24AC(1)(a) of the Regulations for the purposes of establishing panels of pre-qualified suppliers.

4 ETHICS & INTEGRITY

All employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Busselton.

4.1 Purchasing principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- * full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- * all purchasing practices shall comply with relevant legislation, regulations, and requirements under the City policies, practices and procedures, and Code of Conduct;
- * purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

Last updated 09/03/2016

- * all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, practices and procedures, and audit requirements; and
- * any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;

5 VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the City.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing should consider:

- * all relevant whole-of-life costs and benefits; whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- * the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- * financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- * a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- * the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- * purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- * providing opportunities for businesses within the City's boundaries to quote for providing goods and services wherever possible.

6 PURCHASING REQUIREMENTS

The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the City.

Purchasing that is \$150,000 or below in total value must be in accordance with the relevant thresholds detailed at section 6.3.

Purchasing that exceeds \$150,000 in total value must be put to public tender in accordance with the statutory requirements under the Regulations (unless a regulatory tender exemption is deemed suitable).

Last updated 09/03/2016

6.1 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City of Busselton will continue to purchase a particular category of goods, services or works and what the total purchased value is or could be reasonably expected to be . Best practice is if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and
- Any variation to the scope of the purchase is limited to a 10% tolerance of the original purchasing value.

6.2 Purchasing from Existing Contracts

Where the City has an existing contract in place that relates to a particular good or service, it must endeavour to purchase required goods or services under that existing contract, to the extent that the scope of the contract allows. When planning the purchase, the City must consult its contract register in the first instance before seeking to obtain quotes or tenders.

6.3 Purchasing Thresholds

Where the value of procurement for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

	Amount of Purchase	Requirements
6.3.1	Up to \$5000	Purchase directly from a suitable supplier after obtaining at least one (1) oral or written quotation from that supplier either from: <ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by the City; or• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or• from the open market.
6.3.2	\$5,001 - \$14,999	Obtain at least two (2) written quotations from suitable suppliers following a brief outlining of the specified requirement. Quotations within this threshold may be obtained from: <ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by theCity; or• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or• from the open market.
6.3.3	\$15,000 - \$49,999	Obtain at least three (3) written quotations from suppliers following a brief outlining of the specified requirement. Quotations within this threshold may be obtained from:

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		<ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by the City; or• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or• from the open market.
6.3.4	\$50,000 - \$149,999	<p>Obtain at least three (3) written quotations from suppliers by way of a formal request for quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>The selection should not be based on price alone. Consideration should be given to qualitative factors such as quality, availability, accreditation requirements, time for completion or delivery, warranty conditions, technology, maintenance requirements, an organisation's capability, previous relevant experience and any other relevant factors. The quotations are to be evaluated by a panel with a minimum of two members with a mix of skills and experience relevant to the nature of the purchase.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none">• an existing panel of pre-qualified suppliers administered by the City; or• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or• from the open market.
6.3.5	Over \$150,000	Conduct a public tender process in accordance with the statutory requirements under the Act and the Regulations.

6.4 \$ 150,000 and above

For the procurement of goods or services where the value exceeds \$150,000, it is a requirement to follow a public tender process in accordance with the statutory requirements under the Regulations (see also part 7 of this Policy).

6.5 Inviting tenders under the Tender Threshold

Where considered appropriate and beneficial, procurement of goods and services with a value of less than the tender threshold of \$150,000, may, in lieu of obtaining quotations, be done by way of a tender process in accordance with the statutory requirements under the

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Regulations. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements.

6.6 Verbal Quotations

The general principles for obtaining verbal quotations are:

- * ensure that the requirement/specification is clearly understood by the employee seeking the verbal quotations;
- * ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- * read back or confirm in writing the details to the supplier's contact person to confirm their accuracy; and
- * ensure the terms and conditions of the purchase are clear to both parties and that they are fair and reasonable and do not pose any unacceptable risk to the City.

6.7 Written Quotations

The general principles relating to written quotations are:

- * an appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion;
- * they should include general terms and conditions of contract that are appropriate and adequate for the purchase and which do not pose any unacceptable risk to the City;
- * requests to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond;
- * any new information that is likely to change the requirements should be offered to all prospective suppliers at the same time.
- * responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented; and
- * respondents should be advised in writing as soon as possible after the final determination is made and approved.

6.8 Due Diligence

The responsible City officer is expected to demonstrate due diligence in seeking quotations and may determine that the process outlined for a higher transaction value may be appropriate to a purchase, despite it being of a lower value. As best practice the number of quotations, the contract conditions and level of evaluation required should be determined by the type and nature of the purchase and the associated risk and not purely its value. The value dictates the minimum requirements for the purchase.

In addition, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value robust evaluation are maintained.

6.9 Sole source of supply (monopoly suppliers)

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the City is satisfied and can evidence that there is only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the sole source of supply is

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genuine by exploring if there are any alternative sources of supply. If the view is formed that there is no alternative source of supply, a written justification to this effect must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the City may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

6.10 Waiver of requirements

The Chief Executive Officer may, at his/her discretion, waive the requirements to obtain the number or nature of quotations set out in section 6.3. The responsible City officer must request such a waiver in writing, providing sufficient justification therefore, by way of a 'Waiver to the Purchasing Policy' form or equivalent.

6.11 Anti-Avoidance

The City shall not enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to follow the tender process under the Regulations.

6.12 Recordkeeping

The responsible City officer must ensure that all aspects of any procurement or purchase are properly documented and registered in the City's record keeping systems in accordance with all statutory requirements and relevant City practices and procedures.

7 REGULATORY COMPLIANCE - TENDERS

This part includes detail on the requirements of the Act and the Regulations for the public tender process. As these may change from time to time, it is the responsibility of the employee to inform themselves of the requirements of the relevant statutory requirements when conducting a tender process and not rely on this policy alone.

7.1 Tender exemption

An exemption to publicly invite tenders may apply in the following instances:

- * the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- * the purchase is from a Regional Local Government or another Local Government;
- * the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- * the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- * the purchase is from a pre-qualified supplier under a Panel established by the City; or
- * any of the other exclusions under Regulation 11 of the Regulations apply.

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7.2 Tender Criteria

The City shall, before tenders are publicly invited, determine in writing the criteria by which tenders will be evaluated.

7.3 Advertising Tenders

Requests for tenders must be advertised in a state wide publication and, in addition, may also be advertised locally. The tender must remain open for a minimum of at least 14 days after the date the tender is advertised.

The notice must include;

- * a brief description of the goods or services required;
- * information as to where and how tenders may be submitted;
- * the date and time after which tenders cannot be submitted;
- * particulars identifying a person from whom more detailed information as to tendering may be obtained. Detailed information shall include;
 - such information as the local government decides should be disclosed to those interested in submitting a tender;
 - detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the local government has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may be submitted.

7.4 Issuing Tender Documentation

Approved tenders will be allocated a tender number, which shall be recorded in the City of Busselton's Tender Register.

A written record will be kept of the details of all persons who request and are supplied with tender documentation.

7.5 Addendum to Tender

Clarifications, variations or adjustments to the tender documentation and/or the conditions of tender may be made by way of addendum after the tender has been publicly advertised but prior to the tender closing date. An addendum is to be given to all prospective tenderers who requested and have been supplied with tender documentation by the City and the responsible City officer must use his/her best endeavours to ensure that all addendums are acknowledged by the receiving persons.

7.6 Opening of Tenders

A lockable tender box is to be kept by the City and all tenders received by the City are to be placed in the tender box. No tenders are to be removed from the tender box, or opened, read or evaluated prior to the tender closing date.

Tenders are to be opened in the presence of at least two persons which can be either:

- (1) Two employees of the City; or

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- (2) One employee of the City and another person authorised by the Chief Executive Officer for that purpose.

The details of all tenders received and opened shall be recorded in the Tender Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

7.7 Tender Evaluation

Tenders that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender represents best value for money.

The evaluation panel must contain a minimum of three members and shall be established prior to the advertising of a tender. Panel members shall have a mix of skills and experience relevant to the nature of the purchase.

7.8 Notification of Outcome

Each tenderer is to be given notice in writing containing particulars of the successful tender or advising that no tender was accepted.

7.9 Tender Register

The City must maintain a tender register which is to include:

- (a) a brief description of the goods and services required;
- (b) particulars of —
 - (i) any notice by which expressions of interests from prospective tenderers was sought; and
 - (ii) any person who submitted an expression of interest; and
 - (iii) any list of acceptable tenderers that was prepared under Regulation 23(4);and
- (c) a copy of the notice of the invitation to tender; and
- (d) the name of each tenderer whose tender has been opened; and
- (e) the name of any successful tenderer.

7.10 Minor Variation prior to awarding a contract

Prior to awarding a contract from a tender, the City may negotiate and agree on minor variations with the preferred tenderer. Any amendments must be incorporated into the contract with the chosen tenderer for the supply of the varied requirement. Any major variation will require a new and separate tender. A minor variation may not materially alter the specification or structure provided for by the initial tender.

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8 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION PREFERRED SUPPLIERS PROGRAM

The Western Australian Local Government Association (WALGA) has a number of pre-qualified suppliers called WALGA preferred suppliers. Using WALGA preferred suppliers may be considered appropriate for particular procurement. This method of sourcing goods and services can simplify the process otherwise required for a request for quotation or request for tender, however, in all other respects purchasing via WALGA's preferred supplier panels must comply with this policy.

The City can make purchases from suppliers on a WALGA preferred supplier panel:

- * for purchases up to \$150,000; and
- * for purchases over \$150,000 in reliance on the exemption to the requirement for a public tender,

provided that:

- * the purchasing thresholds in section 6.3 are observed in relation to numbers of and types of quotation sought;
- * this purchasing policy is otherwise followed, in particular the principles of ethics, integrity and best value for money in section 4 and 5.

Note: WALGA terms and conditions are available for use in connection with requests for quotation via eQuotes, however consideration must be given to whether such terms and conditions are appropriate for the proposed purchase. If alternative terms and conditions are used then they must meet the requirements of this Policy.

9 PANELS OF PRE-QUALIFIED SUPPLIERS ("PANEL")

9.1 Background

In accordance with Regulation 24AC of the Regulations, the City may establish a Panel of Pre-qualified Suppliers ("Panel") where there is an ongoing need for particular goods or services. Using these Panels simplifies the process that would otherwise be required as part of a request for quotation. A Panel may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of low to medium risk;
- the Panel will streamline and will improve procurement processes;
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

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9.2 Establishing a Panel

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Regulation 24AC of the Regulations.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Subject to 9.3(b), panels may be established for a minimum of 2 years and for a maximum length of time deemed appropriate by the City.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the City will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the Panel category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the City must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the City intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with section 9.3(a); or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with section 9.3 (b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the Panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) of the

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Regulations when establishing the Panel. The City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a contract is awarded to a Panel member for the work to be undertaken. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the City may then invite suppliers that are not pre-qualified under the Panel, in accordance with the purchasing thresholds stated in section 6.3 of this policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

9.4 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept in the City's records system in accordance with all statutory requirements and relevant practices and procedures.

10 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be procured from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Australian Disability Enterprises may be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

A complete list of approved Disability Enterprises registered in Western Australia is available at www.wade.org.au.

11 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the Regulations the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation, provided the expected value of the goods or services to be purchased is \$250,000 or less. This is contingent on the demonstration of value for money.

Aboriginal businesses may be invited to quote for supplying goods and services under abovementioned threshold. A qualitative weighting may be afforded in the evaluation of quotes to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

A complete list of persons registered on the Aboriginal Business Directory is available at www.abdwa.com.au.

Last updated 09/03/2016

12 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The City is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the City's sustainability objectives.

13 OPERATIONAL PRACTICES

Operational Practices, including standard documentation and more detailed information regarding procedures, may be prepared and endorsed by the Chief Executive Officer or their delegate for any action or process referred to in this City of Busselton Purchasing Policy. Any such Operational Practices shall comply with terms of the Act, the Regulations and this Policy.

Policy Background

Policy Reference No. – 239

Owner Unit – Corporate Services

Originator – Contracts and Tendering Officer

Policy approved by – Council

Date Approved – 9 March 2016

Review Frequency – As required

Related Documents –

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

History

Council Resolution	Date	Information
C1603/043	9 March, 2016	Update policy in accordance with amendments effective 01 October 2015 Version 4
C1405/123	14 May, 2014	Update to Sustainable Procurement and purchases under the WALGA exemption Version 3
C1207/196	25 July, 2012	Update to policy format, City terminology and minor editing Version 2
C0703/069	28 March, 2007	Date of implementation of purchasing policy which replaces former Council policy 188/1 Tender Procedures. Version 1

Last updated 08/11/2017

049	Regional Price Preference	V4
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1. PURPOSE

In order to promote sub-regional development the City will provide a price preference allowance to local suppliers located within the City of Busselton district when evaluating and awarding contracts via the Tendering Process (note that no price preference will be offered for purchases made other than via the tendering process). Any price preference provided will comply with Part 4A of the Local Government (Functions and General) Regulations 1996 as amended.

2. SCOPE

This policy applies to all tenders called by the City of Busselton.

3. POLICY CONTENT

The following price preference allowance will be allowed on the value of all goods and services sourced from within the City on tenders assessed in relation to this policy;

Part 1 Goods and Services

- 10% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 2 Construction (building) Services

- 5% allowance up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Part 3 Goods and Services, including Construction (Building) Services - tendered for the first time where Council previously supplied the Goods or Services

- 10% allowance up to a maximum price reduction of \$500,000 unless a lesser amount is stipulated in the tender document.

The Regional Price Preference allowance will only be given to suppliers who have been located within the City of Busselton district for more than 6 months prior to the advertising date of the tender.

Located within the City is defined as a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the City but undertake the business from premises within the City. An example is a franchisee of a multinational company.

Only the value of those goods and services identified in the tender as being from a source or supplied through the businesses physical presence located within the City will have the price preference applied when assessing the tender. The value of those goods and services claimed by the supplier may be adjusted during the tender assessment process if the value claimed is considered unreasonable or cannot be justified.

Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

Last updated 08/11/2017

Policy Background

Policy Reference No. - 049

Owner Unit – Contracts and Tendering

Originator – Director, Finance and Corporate Services

Policy approved by – Council

Date Approved – 08/11/2017

Review Frequency – As required

Related Documents –

Local Government (Functions and General) Regulations 1996

History

Council Resolution	Date	Information
C1708/192	9 August, 2017	
C1504/081	8 April, 2015	Version 3 Changes to reflect City of Busselton structure only
C1012/415	8 December, 2010	Policy re-adopted in new standard format Version 2
		Version 1

Last updated 09/03/2011 (Implementation)

031	Tender Selection Criteria	V1 Current
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1. PURPOSE

If a local government is required to invite a tender, or not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. This policy sets out the local government's acceptable criteria to be applied to any decision to invite a tender in accordance with any authority delegated to the Chief Executive Officer for this purpose.

2. SCOPE

This policy applies to all decisions to invite a tender made by the Chief Executive Officer under delegated authority.

3. POLICY CONTENT

The standard selection criteria established by the local government for the purposes of regulation 14(2a) of the *Local Government (Functions and General) Regulations 1996* are as follows:

Compliance Criteria

Please select with a Yes or No whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Responding contained in this Request.	Yes / No
(c) Compliance with the Delivery Date	Yes / No
(d) Compliance with and completion of the Price Schedule.	Yes / No

Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

Last updated 09/03/2011 (Implementation)

<p>A) Relevant Experience Describe your experience in completing/supplying similar Requirements. Tenderers must, as a minimum, address the following information in an attachment and label it "Relevant Experience":</p> <ul style="list-style-type: none"> (a) Provide details of similar work; (b) Provide the scope of the Tenderer's involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed by the Tenderer; (d) Demonstrate sound judgement and discretion; and (e) Demonstrate competency and proven track record of achieving outcomes. 	<p>Weighting <i>To be established between 0 – 20%</i></p> <hr/> <p>"Relevant Experience" Attachment 11</p> <p>Tick if attached <input type="checkbox"/></p>
<p>B) Key Personnel skills and experience Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <ul style="list-style-type: none"> (a) Their role in the performance of the Contract; (b) Current curriculum vitae; (c) Membership to any professional or business association; (d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and (e) Any additional information. <p>Supply details in an attachment and label it "Key Personnel".</p>	<p>Weighting <i>To be established between 0 – 20%</i></p> <hr/> <p>"Relevant Experience" Attachment 12</p> <p>Tick if attached <input type="checkbox"/></p>
<p>C) Tenderers Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <ul style="list-style-type: none"> (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable). <p>As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Tenderers Resources".</p>	<p>Weighting <i>To be established between 0 – 20%</i></p> <hr/> <p>"Relevant Experience" Attachment 13</p> <p>Tick if attached <input type="checkbox"/></p>

Last updated 09/03/2011 (Implementation)

<p>D) Demonstrated Understanding Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> (a) A project schedule/timeline (where applicable); (b) The process for the delivery of the goods/services; (c) Training processes (if required); and (d) A demonstrated understanding of the scope of work. <p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".</p>	<p>Weighting <i>To be established between 0 – 20%</i></p> <hr/> <p>"Demonstrated Understanding" Attachment 14</p> <p>Tick if attached <input type="checkbox"/></p>
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Price Considerations**CLAUSE A: WEIGHTED COST CRITERIA**

The weighted price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Tendered price	<i>To be established between 20-80%</i>

with the Shire's "Regional Price Preference" policy in effect.

The CEO is to determine a combination of the qualitative criteria to provide for a combined weighting score of 100% in accordance with the parameters provided before proceeding to invite tenders.

Policy Background

Policy Reference No. - 031

Owner Unit – Contracts and Tendering

Originator – Director, Finance and Corporate Services

Policy approved by – Council

Date Approved – 9 March, 2011

Review Frequency – As required

Related Documents –

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Delegation to CEO to Call for Tenders

Background/History - Initiated February 2011 to streamline tender processes and procedures

History

Council Resolution	Date	Information
C1103/079	11 March, 2011	Date of implementation Version 1

Last updated 08/06/2016

247	Tender Pre Selection Criteria Policy	V1 Current
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PURPOSE

If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services. Expressions of interest that have not been rejected under the Local Government (Functions and General) Regulations 1996 (Tender Regulations) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services. This policy sets out the City of Busselton's acceptable evaluation methodology and criteria to be applied by the Chief Executive Officer when making a decision under delegated authority to decide which, if any, of those expressions of interest that are received, are from persons who he thinks to be capable of satisfactorily supplying the goods and services required for this purpose.

SCOPE

This policy applies to all decisions to be made by the Chief Executive Officer under delegated authority to decide whether expressions of interest received from prospective tenderers pursuant to a preliminary selection process under the Tender Regulations, are considered to be from a person capable of satisfactorily supplying the goods or services. Council 41 8 June 2016

POLICY CONTENT

The evaluation methodology and standard selection criteria established for the purposes of regulation 23 of the Tender Regulations are as follows:

Evaluation Methodology

Respondents' expressions of interest (EOI) will be evaluated using information provided in the prescribed Response Form and attachments thereto and on the Respondents' response to the Selection Criteria. Such other information as is necessary in order to determine whether Respondents are acceptable tenderers may also be requested and taken into account.

The following evaluation methodology will be used:

- (a) An Evaluation Panel for the purpose of assessing and evaluating EOIs and making a recommendation to the Chief Executive Officer will be appointed.
- (b) EOIs will be checked for completeness and compliance.
- (c) EOIs that are not submitted at the place, or by the delivery method and within the time specified in the public notice inviting expressions of interest, will be rejected.
- (d) EOIs that are submitted at a place and within the time specified in the public notice, but fail to satisfy the Compliance Criteria, may be rejected by the without considering its merits.
- (e) EOIs which have not been rejected under paragraphs (c) and (d) will be assessed against the Selection Criteria.

Last updated 08/06/2016

- (f) Respondents may be required to clarify their EOI, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the shortlisting of Respondents.
- (g) Respondents whose EOI's have not been rejected and are considered to be capable of satisfactorily supplying the goods or services may be short listed as acceptable tenderers.

Compliance Criteria

- (a) An expression of interest is required to be rejected unless it is submitted at a place, and within the time, specified in the notice.
- (b) An expression of interest that is submitted at a place, and within the time, specified in the notice but that fails to comply with any other requirement specified in the notice may be rejected without considering its merits.

Qualitative Criteria

Subject to the Conditions of Responding, EOI'S will be assessed by the City against some or all of the following Qualitative Criteria:

A. Relevant Experience

The Respondent to describe:

1. The Respondent's experience, competency and proven track record in undertaking and Council 42 8 June 2016 successfully completing projects similar to the Project, with the CEO to specify the details of such similar projects [which may include the scope, number, value and location of such similar projects and any other requirements/detail relevant to the Project] (**Relevant Projects**);
2. The Respondent's role in relation to the Relevant Projects; and
3. How the Respondent exercised sound judgment and discretion in identifying and resolving issues that arose during Relevant Projects and demonstrating how these were managed by the Respondent.

Supply details and provide this information in an attachment labelled "Relevant Experience".

B. Key Personnel skills and experience

Respondents to provide information regarding their employment/engagement of personnel with relevant experience and skills to undertake and successfully complete the Project, such as:

1. The personnel engaged and their curriculum vitae;
2. Their proposed role in the performance of the Project;
3. Their membership to any professional or business associations;
4. Their qualifications and experience, with particular emphasis on their experience with projects similar to the Project; and
5. Any additional information which may be relevant to the Project.

Last updated 08/06/2016

Supply details and provide this information in an attachment labelled **“Key Personnel Skills and Experience”**.

C. Respondents’ Capacity and Resources

Respondents to provide:

1. Information to demonstrate their ability to supply, manage and sustain:
 - (a) plant and equipment required for undertaking and completing the Project within the proposed timeframe;
 - (b) contingency measures or back up of resources (including personnel) which may be required in event of an emergency/special circumstances; and
 - (c) financial resources to successfully manage the cash flow requirements of the Project or such other cash flow requirements as specified.
2. A current commitment schedule and plant/equipment schedule.

Supply details and provide this information in an attachment labelled **“Respondent’s Capacity and Resources”**.

D. Demonstrated Understanding

Respondents to demonstrate their understanding of what is required to complete the Project. Areas which should be covered include (if applicable):

1. Demonstrated understanding of the scope of work;
2. The process/methodology which the Respondent proposes/intends to use to successfully Council 43 8 June 2016 deliver the Project;
3. A project schedule/timeline;
4. Suppliers/manufacturers from whom/where goods/materials/products will be sourced; and
5. Contract management, training and quality assurance processes.

Supply details and provide an outline in an attachment labelled **“Demonstrated Understanding”**.

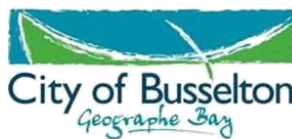
Policy Background

Policy Reference No. – 247
Owner Unit – Contracts and Tendering
Originator – Director, Finance and Corporate Services
Policy approved by – Council
Date Approved – 8 June, 2016
Review Frequency – As required
Related Documents –
Local Government Act 1995
Local Government (Functions and General) Regulations 1996
Delegations contained in the Delegation Register

Last updated 08/06/2016

History

Council Resolution	Date	Information
C1606/139	8 June, 2016	Date of Implementation Version 1



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3J	LGA - 3.57 Functions and General Regs 11, 14, 18, 20 and 21A	Chief Executive Officer	Inviting Tenders and Rejecting and Accepting Tenders

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Regulations 11, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations* to:

- (1) Publicly invite tenders;
- (2) Determine the written criteria for deciding which tender should be accepted;
- (3) Reject, assess, decline to accept any tender or decide which tender to accept;
- (4) Vary requirements before entering into a contract; and/or
- (5) Vary a contract for the supply of goods and services.

Conditions

The delegation is subject to:

- a) Utilising the standard selection criteria as per Policy 031;
- b) Complying with the requirements of the City's Purchasing Policy as it relates to tendering;
- c) Following the City's operational processes and procedures for tender evaluation; and
- d) Acceptance of a tender is not to exceed a contract value of \$500,000.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in section 3.57 of the *Local Government Act 1995* and part of Regulation 11, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations 1996*.

Local Government Act Section 3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed

kind under which another person is to supply goods or services.

- (2) *Regulations may make provision about tenders.*

Functions and General Regulation 11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

Functions and General Regulation 14. Requirements for publicly inviting tenders

- (2a) *If a local government —*
 (a) *is required to invite a tender; or*
 (b) *not being required to invite a tender, decides to invite a tender,*
the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Functions and General Regulation 18. Rejecting and accepting tenders

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
- (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

Functions and General Regulation 20. Variation of requirements before entry into a contract

(1) *If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.*

(2) *If -*

(a) *the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or*

(b) *the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,*

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) *In subregulation (1) —*

minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Functions and General Regulation 21A. Varying a contract for the supply of goods or services

(1) *If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —*

(a) *the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or*

(b) *the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(i).*

Verification

Recent Council Resolution
C1708/195

Initial Council Resolution
C1103/179

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Tender Register

Notes of recent alterations
Inclusion of specific reference to various other administrative functions associated with the tender process by way of including reference to Regulations 20 and 21A. Regulation 20 enables the CEO to vary requirements prior to entering into a contract with the chosen tenderer. Regulation 21A enables the CEO to vary a contract for the supply of goods and services <i>(9 August 2017)</i>
Condition (b) reworded to require from the CEO to follow the City's internal operational processes and procedures for the purposes of tender evaluation <i>(9 August 2017)</i>
Conditions (b) and (c) reversed in order for the purposes of referencing the City's Purchasing Policy as the initial reference document, followed by operational processes and procedures <i>(9 August 2017)</i>



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3K	Regulations 21(1) and 23(3) of the Local Government (Functions and General) Regulations 1996	Chief Executive Officer	<p>Preliminary Selection of Tenderers</p> <p>Reg 21(1) – Whether to make a preliminary selection from amongst prospective tenderers</p> <p>Reg 23(3) – Assess expressions of interest and decide which are from persons capable of satisfactorily supplying the goods or services.</p>

Delegator

Council

Power/Duty

Regulation 21(1)

Exercise the local government's powers and discharge of its duties under Regulation 21 of the *Local Government (Functions and General) Regulations 1996* to decide whether to make a preliminary selection from amongst prospective tenderers by seeking expressions of interest with respect to the supply of the goods or services.

Regulation 23(3)

Assess expressions of interest that have not been rejected under sub-regulation (1) or (2) and decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

Conditions

In exercising the powers under this delegation the CEO must act in accordance with and utilise the evaluation methodology and selection criteria under the City of Busselton Tender Pre Selection Criteria Policy.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for under Regulations 21(1) and 23(3) of the *Local Government (Functions and General) Regulations 1996*.

Regulation 21. Limiting who can tender, procedure for

- (1) *If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

Regulation 23. Rejecting and accepting expressions of interest to be acceptable tenderer

- (1) ...
(2) ...
(3) *Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.*

Verification

Initial Council Resolution
C1606/139

Review Requirements

In accordance with the requirements of *Section 5.46(2)* of the *Local Government Act 1995*, at least once every financial year.

Related Documents

City of Busselton Tender Pre Selection Criteria Policy (Policy No 247)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3M	5.42(1)(a)	Chief Executive Officer	Establishment of panels of pre-qualified suppliers

Delegator

Council.

Power/Duty

To exercise the following powers and discharge the following duties of the local government under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996*:

1. Pursuant to Regulation 24AC(1)(b) determine whether there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
2. In accordance with Regulations 24AD – 24AI establish panels of pre-qualified suppliers for provision of particular goods or services; and
3. In accordance with Regulation 24AJ enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.

Conditions

This delegation is subject to:

- (a) Compliance with the requirements of the City's Purchasing Policy as it relates to panels of pre-qualified suppliers; and
- (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed \$500,000.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO to exercise some of its powers and discharge of its duties provided for under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996*.

24AB. Local government may establish panels of pre-qualified suppliers

A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.

24AC. Requirements before establishing panels of pre-qualified suppliers

- (1) A local government must not establish a panel of pre-qualified suppliers unless —
 - (a) ; and
 - (b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

Verification

Initial Council Resolution
C1704/091

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, Delegations are reviewed at least once every financial year.

Related Documents

City of Busselton Purchasing Policy 239
City of Busselton Tender Selection Criteria Policy 031
City of Busselton Tender Pre Selection Criteria Policy 247

COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Purchasing Policy

Responsible Directorate: Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. The City is committed to using efficient and effective purchasing procedures that are directed towards delivering the most advantageous purchases of goods and services by the City.
- 1.2. The City's purchasing policy is directed at satisfying the following objectives:
 - a. Achieving 'best value for money' with respect to all purchasing;
 - b. Ensuring that the City complies with all regulatory obligations;
 - c. Strengthening integrity and confidence in the purchasing system;
 - d. Ensuring that sustainable benefits, such as environmental, social and local economic factors are considered in the overall 'best value for money' assessment;
 - e. Mitigating probity risk, by establishing consistent and demonstrated administrative processes that promote transparency and fairness; and
 - f. Ensuring that purchasing activities are conducted in a consistent and efficient manner across the City.

2. SCOPE

- 2.1. This Policy is applicable to all purchases made by the City.

3. DEFINITIONS

Term	Meaning
Act	<i>Local Government Act 1995 (WA)</i> .
Formal RFQ	A request for quotation that contains pre-determined evaluation criteria to assess all value for money considerations, evaluated by a panel consisting of at least 2 City officers.
GST	The goods and services tax under the <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> .
Panel	A Panel of Pre-Qualified Suppliers established under the Regulations.
Policy	This City of Busselton Council policy entitled "Purchasing Policy".
PQS	A Request for Applications to Join a Panel of pre-qualified suppliers.
Regulations	<i>Local Government (Functions and General) Regulations 1996 (WA)</i> .
WALGA	Western Australian Local Government Association.

4. STRATEGIC CONTEXT

- 4.1. This Policy is made in connection with the following Key Goal Areas of the City's Strategic Community Plan 2017:
- a. Key Goal Area 6 – Leadership – Governance systems, process and practices are responsible, ethical and transparent;
 - b. Key Goal Area 4 – Economy – An innovative and diversified economy that provides a variety of business and employment opportunities, and a community where local business is supported and in turn drives our economy.

5. POLICY STATEMENT

- 5.1. Purchasing is to be carried out to deliver the most advantageous outcome for the City.
- 5.2. Full accountability shall be taken by Councillors and employees for all purchasing decisions.
- 5.3. Purchasing is to be carried out in accordance with approved City budget provisions.
- 5.4. Purchasing is to be carried out on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- 5.5. All processes, evaluations and decisions shall be transparent, free from bias, merit based and fully documented in accordance with applicable policies, practices and procedures, and audit requirements.
- 5.6. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

Most Advantageous Outcome

- 5.7. The most advantageous outcome of a purchasing process is to be determined by weighing up the considerations of price, risk and relevant qualitative factors.
- 5.8. Accordingly purchasing decisions should take into account factors other than price.
- 5.9. Qualitative and risk factors that may be considered include:
 - a. All relevant whole-of-life costs and benefits. This should include transaction costs associated with acquisition, delivery, distribution, as well as other costs such as holding costs, consumables, deployment, maintenance and disposal;
 - b. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
 - c. Financial viability and capacity to supply without risk of default. This relates to the competency of the prospective suppliers in terms of their organisational, managerial and technical capabilities and regulatory compliance history;
 - d. A sufficient element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
 - e. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
 - f. Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility.

Purchasing Requirements

- 5.10. The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing practises.
- 5.11. In determining the purchase value, the following considerations are to be taken into account:
- All values are exclusive of GST;
 - The actual or expected value of a contract over the full contract period, including all options.
- 5.12. The following quotation/tender purchase value thresholds apply:

Amount of Purchase	Requirements
Up to \$5,000	Purchase directly from a suitable supplier after obtaining at least one (1) oral or written quotation from that supplier.
\$5,001 - \$14,999	Obtain at least two (2) written quotations from suitable suppliers following a brief outlining of the specified requirement.
\$15,000 - \$49,999	Obtain at least three (3) written quotations from suppliers following a brief outlining of the specified requirement.
\$50,000 - \$149,999	A Formal RFQ process must be followed by officers at this level of purchase. Officers must obtain at least three (3) written quotations from suppliers.
Over \$150,000 Where circumstances warrant, City officers may conduct a tender process for projects which are below the \$150,000 threshold.	Conduct a public tender process in accordance with the Act and the Regulations, subject to the exceptions in Regulation 11(2)

- 5.13. The responsible City officer is expected to demonstrate due diligence in seeking quotations. The number of quotations obtained, the contract conditions and level of evaluation required should be determined by having regard to the type and nature of the purchase and the associated risk, and not purely the purchase value. For example the officer may determine that the process outlined for a higher purchase value is more appropriate than the process for the actual purchase value.

Exemptions to purchasing requirements – Purchase value less than \$150,000

- 5.14. From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the requirements to obtain the number of quotations set out under the heading 'Determining Purchasing Value and Purchasing Thresholds'. An example is where the City is satisfied and can evidence that there is only one source of supply for goods, services or works, having used genuine endeavours to determine that there is not a reasonable alternative source of supply.

- 5.15. In such circumstances, the Chief Executive Officer (or such other employee of the City to whom such power has been delegated) may waive the requirements to obtain the number of quotations as set out under section 5.10 - 5.13 of this Policy. The responsible City officer must document the waiver process in the manner required by the CEO.

Exceptions to purchase requirements – Purchase value \$150,000 or greater

- 5.16. Where the purchase value exceeds \$150,000, the Regulations provide for a range of exceptions to the requirement to publicly invite tenders. These are set out in regulation 11(2) of the Regulations.

- 5.17. The exceptions include:

- a. The supply of goods or services authorised as an emergency under s 6.6(1)(c) of the Act;
- b. The supply of goods or services obtained through the WALGA Preferred Supplier Program (see further information below);
- c. Where the City has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- d. The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA (subject to a maximum of \$250,000 and the City being satisfied as to 'value for money');
- e. Where the goods or services are to be supplied by an Australian Disability Enterprise; or
- f. Where the goods or services are to be supplied by a pre-qualified supplier under a Panel of Pre-Qualified Suppliers established by the City under the Regulations (see further information below).

Regulatory Compliance – Tenders

This part includes detail on the requirements of the Act and the Regulations for the public tender process. As these may change from time to time, it is the responsibility of the employee to inform themselves of the requirements of the relevant statutory requirements when conducting a tender process and not rely on this Policy alone.

Advertising Tenders

- 5.18. Requests for tenders must be advertised as a minimum in a state-wide publication and on the City's TenderLink portal and in addition, may be advertised locally. The tender must remain open for a minimum of at least 14 days after the date the tender is advertised.

Addendum to Tender

- 5.19. Clarifications, variations or adjustments to the tender documentation and the conditions of tender may be made by way of addendum after the tender has been publicly advertised but prior to the tender closing date.

Opening of Tenders

- 5.20. Tenders are to be opened in accordance with the advertised time and place and in the presence of at least two persons which can be either:
- a. Two employees of the City;
 - b. One employee of the City and another person authorised by the Chief Executive Officer for that purpose;
 - c. The details of all tenders received and opened shall be recorded in the Tender Register. There is no obligation to disclose or record tendered prices at the tender opening. Members of the public are entitled to be present.

Tender Evaluation

- 5.21. Tenders that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender represents best value for money. The evaluation panel must contain a minimum of three members.

Tender Register

- 5.22. The City must maintain a tender register which is to include:
- a. a brief description of the goods and services required;
 - b. particulars of:
 - i. Any notice by which expressions of interests from prospective tenderers was sought;
 - ii. Any person who submitted an expression of interest;
 - iii. Any list of acceptable tenderers that was prepared under Regulation 23(4).
 - c. A copy of the notice of the invitation to tender;
 - d. The name of each tenderer whose tender has been opened;
 - e. The name of any successful tenderer.

Minor Variation prior to awarding a contract

- 5.23. Prior to awarding a contract to a preferred tenderer, the City may negotiate and agree on "minor variations" with the preferred tenderer.
- 5.24. Any amendments must be incorporated into the contract with the preferred tenderer for the supply of the varied requirement.
- 5.25. Any major variation will require a new and separate tender.
- 5.26. A minor variation has been determined by the City to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

WALGA Preferred Suppliers Program

- 5.27. WALGA has a number of pre-qualified suppliers called WALGA preferred suppliers. The City can make purchases from WALGA preferred suppliers:
- a. For purchases up to \$150,000;
 - b. For purchases over \$150,000 in reliance on the exemption to the requirement for a public tender.

Provided that:

- c. The purchasing thresholds detailed in section 5.10 - 5.13 of this Policy are observed in relation to numbers of and types of quotation sought, noting that for all purchases over \$150,000 three quotes must be obtained;
- d. This Policy is otherwise followed.

Panels of Pre-Qualified Suppliers

- 5.28. A Panel may only be established where it is determined that there is or will be a continuing need for particular goods or services to be supplied by pre-qualified suppliers.
- 5.29. When establishing a Panel, officers must consider the following:
- a. Is there a continuing need for the goods or services?
 - b. Will it be more efficient for the City to work collaboratively with a small group of suppliers to deliver a good or service on a regular basis?

- c. Is it necessary for the City to have more than one supplier for a good or service (if one is sufficient then a Request for Tender may be appropriate)?
 - d. Is there another panel available for the City to access?
- 5.30. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- 5.31. Requests for applications to join a panel of pre-qualified suppliers must be advertised through a State-wide public notice.
- 5.32. Prior to issuing a PQS, Officers must determine the criteria by which applications will be assessed and accepted which must be determined and communicated in the PQS.
- 5.33. Officers may assess applications using the discount principles of the City's Regional Price Preference Policy.
- 5.34. A Panel established by the City is to be operated in a manner that applies the principles of the City's Regional Price Preference Policy when assessing quotations.
- 5.35. When establishing a Panel a PQS must set out how the City intends to purchase goods and services through the use of the Panel.
- 5.36. The City is to procure goods and services from a member of a Panel by either seeking written quotations from each panel member with respect to either all purchases or alternatively all purchases above a specified threshold (if any).
- 5.37. Where the City has determined that written quotations will be sought from each Panel member above a specified threshold, goods and services may be procured below that threshold on the basis of the relative rankings of the Panel members.
- 5.38. Where Panel members are ranked, the City is to determine the rankings from time to time on the basis of written quotations obtained from the members of the panel.
- 5.39. The City will obtain written quotations through electronic means, principally through the use of its online procurement portal.
- 5.40. Quotations received from panel members are to be assessed in accordance with the City's practices and procedures.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995.
- 6.2. Local Government (Functions and General) Regulations 1996.
- 6.3. Regional Price Preference Policy
- 6.4. Delegation LG3J – Tenders.
- 6.5. Delegation LG3K – Preliminary Selection of Tenderers.
- 6.6. Delegation LG3M - Establishment of panels of pre-qualified suppliers.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previously Adopted	DATE	12 June 2018	Resolution #	

COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Regional Price Preference

Responsible Directorate: Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. Part 4A of the Regulations enables a local government located outside of the metropolitan area to give a regional price preference when assessing a tender. Any price preference must comply with the Regulations, including that a policy must be adopted, following a period of State-wide advertising.
- 1.2. The purpose of this policy is to promote, under the Regulations, local economic development through the provision of a price preference allowance to Local Suppliers when evaluating and awarding contracts under a tender process

2. SCOPE

- 2.1. This policy is applicable to all tenders invited by the City of Busselton

3. DEFINITIONS

Term	Meaning
Local Supplier	a supplier who has had for more than 6 months prior to the closing date of the tender a physical presence by way of a shop, depot, outlet, headquarters or other premises from which they operate within the City of Busselton district.
Policy	this City of Busselton Council policy entitled "Regional Price Preference"
Regulations	the <i>Local Government (Functions and General) Regulations 1996</i>

4. STRATEGIC CONTEXT

- 4.1. This policy links to Key Goal Area 4 of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 4.2: A community where local business is supported and in turn drives our economy

5. POLICY STATEMENT

- 5.1. The following price preference allowance will be applied on the value of tendered goods and services sourced from a Local Supplier.
 - a. Goods and Services - 10% allowance up to a maximum price reduction of \$50,000;
 - b. Construction (building) Services – 5% allowance up to a maximum price reduction of \$50,000;
 - c. Goods and services, including Construction (building) Services, tendered for the first time where Council previously supplied the Goods or Services – 10% allowance up to a maximum price reduction of \$500,000.
- 5.2. Only where the management or delivery of the majority of the tendered goods and services will be carried out from the Local Supplier's premises will the price preference apply.

- 5.3. The value of those goods and services claimed by the supplier may be adjusted during the tender assessment process if the value claimed is considered unreasonable or cannot be justified.
- 5.4. Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government (Functions and General) Regulations 1996*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	08/11/2017	Resolution #	C1708/192

STAFF MANAGEMENT PRACTICE


City of Busselton
Geographic Bay

Staff Management Practice Name: Purchasing - Procurement Selection Criteria

Responsible Directorate: Finance and Corporate Services Version: Proposed

1. PURPOSE

- 1.1. The purpose of this Staff Management Practice is to promote achievement of the most advantageous and best value for money outcome under the City's procurement processes by providing clear direction to staff in to the use of an appropriate range of selection criteria.

2. SCOPE

- 2.1. This Staff Management Practice is applicable to any RFT, EOI, PQS, or RFQ.

3. DEFINITIONS

Term	Meaning
EOI	An expression of interest process pursuant to a preliminary selection of tenderers process under Part 4 of the Regulations.
Management	Any employee who has a direct report.
Panel	A Panel of Pre-Qualified Suppliers established under the Regulations.
PQS	A Request for Applications to Join a Panel of pre-qualified suppliers.
SMP	Staff Management Practice.
RFQ	A request for a quotation.
RFT	An invitation to tender made under Part 4 of the Regulations.
Regulations	<i>Local Government (Functions and General) Regulations 1996.</i>
Response	A submission made by a respondent to an RFT, EOI, PQS, or RFQ.

4. RESPONSIBILITIES

- 4.1. Directors are responsible for:
- Reviewing and endorsing this SMP as required;
 - Providing advice to the Chief Executive Officer as to the appropriateness of selection criteria.
- 4.2. Management are responsible for:
- Implementing this SMP as part of their management responsibilities;
 - Ensuring all RFT / EOI / PQS / RFQ process and documentation aligns to this SMP.
- 4.3. Employees are responsible for:
- Familiarising themselves with this SMP;
 - Adhering to this SMP when developing and implementing any RFT / EOI / PQS / RFQ process and documentation.

- 4.4. Contract and Tendering Officer is responsible for:
- Checking that all selection criteria used in any RFT / EOI / PQS / RFQ process and documentation aligns to this SMP;
 - Providing advice to employees as the application of this SMP.

5. ENABLING POLICY OR STRATEGY

- 5.1. This SMP enables effective operation of the City's Purchasing Policy and the following Chief Executive Officer's delegations:
- LG3J - Tenders;
 - LG3K – Preliminary Selection of Tenderers;
 - LG3M – Establishment of panels of pre-qualified suppliers.

6. PRACTICE

- 6.1. All Responses are to be evaluated using a combination of compliance criteria, qualitative criteria and price (quantitative criteria); collectively these are referred to as selection criteria.
- 6.2. Each RFT / EOI / PQS / RFQ is to set out the selection criteria, with applicable qualitative criteria and price weighted to a total of 100%.
- 6.3. Compliance criteria are to be evaluated on a meets / does not meet basis.
- 6.4. Qualitative criteria are to be evaluated using the scoring method set out in 6.11 and 6.12 of this SMP.
- 6.5. In preparing an RFT / EOI / PQS / RFQ employees are to determine the most appropriate selection criteria within the parameters of this SMP.

Compliance criteria

- 6.6. A Response must meet the stated compliance criteria in order for it to be further evaluated against the qualitative and quantitative criteria.
- 6.7. Provision of requested price information is to be applied as a compliance criteria to all Responses.

Price

- 6.8. Price is only one selection criterion. Price is to be weighted and assessed in conjunction with a range of qualitative criteria. Where appropriate, regard is to be given to the Regional Price Preference Policy.
- 6.9. Price is to be allocated a weighting within a range of 30% to 70%, having regard to the nature of the goods and / or services being procured.
- 6.10. Notwithstanding anything in this SMP, price is not a relevant criterion for assessing an EOI.

Qualitative criteria

- 6.11. The following qualitative criteria are to be applied to all Responses:
- Relevant experience – minimum weighting of 5%
The respondent is to describe and demonstrate evidence of their experience in completing / supplying similar goods and / or services as outlined in the specification.

- b. Local benefit – fixed weighting of 5%
The respondent is to describe how they will contribute to the local community (social, economic, environmental, or other) over and above being a local supplier operating within the district.
- 6.12. One or more of the following additional criteria may be applied, with an appropriate weighting to be allocated by employees:
- a. Key personnel skills and experience
The respondent is to provide information outlining the skills and experience of the key personnel proposed to be allocated to the project / supply of the goods and / or services.
 - b. Respondents Resources
The respondent should demonstrate their ability to supply and sustain the necessary resources to complete / supply the goods and / or services outlined in the specification. This could include reference to necessary plant and equipment, materials, or contingency measures or back up of resources (including personnel).
 - c. Demonstrated Understanding
The respondent should detail their understanding of the specification and scope of work by outlining the process they intend to use to deliver on the requirements. This may include provision of a project schedule / timeline, the process for delivery of the goods and / or services, and any training processes that may be applicable.
 - d. Warranty and Servicing
The respondent should detail the warranty periods and / or servicing arrangements offered for the goods and / or services outline in the specification.
 - e. Creative Content
The respondent should demonstrate how they will provide suitable creative content associated with supply of the goods and / or services. This will generally be done in the form of a design concept.
 - f. Occupational Health and Safety
The respondent should demonstrate evidence of appropriate safety management systems.
- 6.13. Attachment A sets out the details of each qualitative selection criterion to be considered when developing the selection criteria to be used for each RFT / EOI / PQS / RFQ.
- 6.14. Selection criteria for a RFT / EOI / PQS / RFQ must be approved by a Director before being used.
- Scoring of qualitative criteria**
- 6.15. Each qualitative criterion used is to be point scored with a score of between 1 and 5 applied, based on how well the evaluator feels that the submission meets the requirements of the criterion.
- 6.16. The following table outlines the scoring guide to be used:

Score	Description
0	No submission was received against this criterion.
1	The submission only marginally addresses the criterion. The evaluator is not confident that the respondent: <ul style="list-style-type: none"> • Understands the contract requirements covered by this criterion; and / or • Will be able to satisfactorily complete the contract requirements covered by this criterion; and / or • Will contribute to the local community.
2	The submission partially meets the criterion. The evaluator has some reservations that the respondent: <ul style="list-style-type: none"> • Understands the contract requirements covered by this criterion; and / or • Will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard; and / or • Will contribute to the local community other than in a minor way.
3	The submission meets the criterion. The evaluator is satisfied that the respondent: <ul style="list-style-type: none"> • Understands the contract requirements covered by this criterion; and / or • Will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard; and / or • Contributes to the local community.
4	The submission meets, and in some respects exceeds, the criterion. The evaluator is completely satisfied and confident that the respondent: <ul style="list-style-type: none"> • Understands the contract requirements covered by this criterion; and / or • Will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard; and / or • Contributes in a significant way to the local community.
5	The submission meets, and significantly exceeds in all respects, the criterion. The evaluator feels the respondent is above and beyond any other respondent and will be able to complete the contract requirements to the highest possible standard and / or contributes in an exceptional way to the local community.

6.17. All scores greater or less than 3 should be accompanied by a comment in the evaluation sheet.

6.18. Comments made in the evaluation sheet must be appropriate for an external audience, as evaluation reports are likely to be made publicly available as attachments to Council Reports.

7. RELATED DOCUMENTATION

- 7.1. *Local Government (Function and General) Regulations 1996.*
- 7.2. Purchasing Policy.
- 7.3. Regional Price Preference Policy.
- 7.4. Delegation LG3J – Tenders.
- 7.5. Delegation LG3K – Preliminary Selection of Tenderers.

7.6. Delegation LG3M – Establishment of panels of pre-qualified suppliers.

8. REVIEW DETAILS

Review Frequency		3 yearly		
CEO Adoption	DATE		Responsible	Legal and Property Services
Last Reviewed	DATE	12 June 2018	Business Unit	

9. APPROVAL

BY CHIEF EXECUTIVE OFFICER:

ATTACHMENT A

SELECTION CRITERIA APPROVAL FORM

1. Allocate the price weighting
2. Allocate the weighting for Relevant Experience (note minimum 5%)
3. Select any optional criteria by inserting a desired weighting
4. Adjust by deleting or adding, as appropriate, to criterion details (a, b, c, d ...)
5. Ensure overall criteria weighting totals 100%
6. Seek Director approval

Quantitative Criteria	Weighting
Price Weighting (min 30% / max 70%): (Note not applicable for an EOI)	[insert %]
Qualitative Criteria	Weighting
Compulsory Criteria	
Relevant Experience Describe and demonstrate evidence of your experience in completing / supplying similar goods and / or services as outlined in the Specification. Provide information such as: <ul style="list-style-type: none"> a) Details of similar work b) The scope of the your involvement c) Details of the work outcomes d) Details of any issues that arose during the work and how these were managed Supply details in an attachment and label it " Relevant Experience "	[insert %]
Local Benefit Describe how you will contribute to the local community (social, economic, environmental, or other) over and above being a local supplier operating within the district. Supply details in an attachment and label it " Local Benefit "	5%
Optional Criteria	
Key personnel skills and experience Outline the skills and experience of the key personnel proposed to be allocated to the project / supply of the goods and / or services. Provide information such as: <ul style="list-style-type: none"> a) Curriculum vitae of key personnel including qualifications b) Key personnel experience in similar work c) The role of key personnel in the performance of the Contract Supply details in an attachment and label it " Key Personnel "	[insert %]

<p>Respondents Resources</p> <p>Demonstrate your ability to supply and sustain the necessary resources to complete / supply the goods and / or services outlined in the Specification. Provide information such as:</p> <ul style="list-style-type: none"> a) plant and equipment, b) materials, c) contingency measures or back up of resources (including personnel). <p>Supply details in an attachment and label it “Respondants Resources”</p>	<p>[insert %]</p>
<p>Demonstrated Understanding</p> <p>Demonstrate your understanding of the specification and scope of work by outlining the process you intend to use to deliver on the Requirements of the Specification. Provide information such as:</p> <ul style="list-style-type: none"> a) a summary of the scope of work b) a project schedule / timeline c) the methodology or process for delivery of the goods and / or services d) any training processes that may be applicable. <p>Supply details in an attachment and label it “Demonstrated Understanding”</p>	<p>[insert %]</p>
<p>Warranty and Servicing</p> <p>Detail the warranty periods and / or servicing arrangements offered for the goods and / or services outline in the specification.</p> <p>Supply details in an attachment and label it “Warranty and Servicing”</p>	<p>[insert %]</p>
<p>Creative Content</p> <p>Demonstrate how you will provide any relevant creative content associated with supply of the goods and / or services. This may be done in the form of a design concept.</p> <p>Supply details in an attachment and label it “Creative Content”</p>	<p>[insert %]</p>
<p>Occupational Health and Safety</p> <p>Demonstrate evidence of appropriate safety management systems. Provide information such as:</p> <ul style="list-style-type: none"> a) Site Safety Management Plans b) Hazard Identification processes c) Accident / Incident processes d) Risk Assessment processes e) Safety certifications <p>Supply details in an attachment and label it “Occupational Health and Safety”</p>	<p>[insert %]</p>

Panel Chair signature:

Director signature:

Date:



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3K	Regulations 21(1) and 23(3) of the Local Government (Functions and General) Regulations 1996	Chief Executive Officer	<p>Preliminary Selection of Tenderers</p> <p>Reg 21(1) – Whether to make a preliminary selection from amongst prospective tenderers</p> <p>Reg 23(3) – Assess expressions of interest and decide which are from persons capable of satisfactorily supplying the goods or services.</p>

Delegator

Council

Power/Duty

Regulation 21(1)

To exercise the local government's powers and discharge the duties of the local government under Regulation 21 of the *Local Government (Functions and General) Regulations 1996* to decide whether to make a preliminary selection from amongst prospective tenderers by seeking expressions of interest with respect to the supply of the goods or services.

Regulation 23(3)

To exercise the powers and duties of the local government under Regulation 23(3) of the *Local Government (Functions and General) Regulations* to assess expressions of interest that have not been rejected under sub-regulation (1) or (2) and decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for under Regulations 21(1) and 23(3) of the *Local Government (Functions and General) Regulations 1996*.

Regulation 21. Limiting who can tender, procedure for

- (1) *If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

Regulation 23. Rejecting and accepting expressions of interest to be acceptable tenderer

- (1) ...
(2) ...
(3) *Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.*

Verification

Initial Council Resolution
C1606/139

Review Requirements

In accordance with the requirements of *Section 5.46(2) of the Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3J	LGA - 3.57 Functions and General Regs 11, <u>13</u> , 14, 18, 20 and 21A	Chief Executive Officer	Inviting Tenders and Rejecting and Accepting Tenders

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Regulations 11, 13, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations* to:

- (1) Publicly invite tenders;
- (2) Determine the written criteria for deciding which tender should be accepted;
- (3) Reject, assess, decline to accept any tender or decide which tender to accept;
- (4) Enter into a contract for the supply of goods and services;

- ~~(3)~~(5) Vary requirements before entering into a contract; and/or
- (6) Vary a contract for the supply of goods and services.

In relation to the procurement of goods and services under an exception to the tender process, as provided for in regulation 11(2) of the Local Government (Functions and General) Regulations, to exercise the powers and discharge the duties of the local government to determine that an exception applies and enter into a contract for the supply of goods and services.

Conditions

The delegation is subject to:

- a) ~~Utilising the standard selection criteria as per Policy 031;~~
- b) a) ~~c~~Complying with the requirements of the City's Purchasing Policy as it relates to tendering;
- e) b) ~~F~~ollowing any applicable staff management practices and the City's operational processes and procedures for tender evaluation; and
- d) c) ~~Acceptance of a~~the tender ~~is not to exceed a or~~ contract value not exceeding of \$500,000.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in section 3.57 of the *Local Government Act 1995* and part of Regulation 11, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations 1996*.

Local Government Act Section 3.57.

Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Functions and General Regulation 11.

When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.

Functions and General Regulation 13.

Requirements inviting tenders when not required to

- (1) If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

Functions and General Regulation 14.

Requirements for publicly inviting tenders

- (2a) If a local government –
 - (a) is required to invite a tender; or
 - (b) not being required to invite a tender, decides to invite a tender,the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Functions and General Regulation 18.

Rejecting and accepting tenders

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the

tender which it thinks it would be most advantageous to the local government to accept.

- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

Functions and General Regulation 20.

Variation of requirements before entry into a contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

- (2) If –

- (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
(b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

- (3) In subregulation (1) –

minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Functions and General Regulation 21A.

Varying a contract for the supply of goods or services

- (1) If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless –
- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(i).

Verification

Recent Council Resolution
C1708/195

Initial Council Resolution
C1103/179

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Tender Register

Notes of recent alterations
<u>Amendments to remove condition referencing Council Policy with respect to selection criteria and instead reference staff management practices and operational procedures and to add in reference to Regulation 13 (June 2018)</u>
Inclusion of specific reference to various other administrative functions associated with the tender process by way of including reference to Regulations 20 and 21A. Regulation 20 enables the CEO to vary requirements prior to entering into a contract with the chosen tenderer. Regulation 21A enables the CEO to vary a contract for the supply of goods and services <i>(9 August 2017)</i>
Condition (b) reworded to require from the CEO to follow the City's internal operational processes and procedures for the purposes of tender evaluation <i>(9 August 2017)</i>
Conditions (b) and (c) reversed in order for the purposes of referencing the City's Purchasing Policy as the initial reference document, followed by operational processes and procedures <i>(9 August 2017)</i>

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Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3J	LGA - 3.57 Functions and General Regs 11, 13, 14, 18, 20 and 21A	Chief Executive Officer	Inviting Tenders and Rejecting and Accepting Tenders

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under regulations 11, 13, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations* to:

- (1) Publicly invite tenders;
- (2) Determine the written criteria for deciding which tender should be accepted;
- (3) Reject, assess, decline to accept any tender or decide which tender to accept;
- (4) Enter into a contract for the supply of goods and services;
- (5) Vary requirements before entering into a contract; and/or
- (6) Vary a contract for the supply of goods and services.

In relation to the procurement of goods and services under an exception to the tender process, as provided for in regulation 11(2) of the *Local Government (Functions and General) Regulations*, to exercise the powers and discharge the duties of the local government to determine that an exception applies and enter into a contract for the supply of goods and services.

Conditions

The delegation is subject to:

- a) complying with the requirements of the City's Purchasing Policy as it relates to tendering;
- b) following any applicable staff management practices and operational procedures; and
- c) the tender or contract value not exceeding \$500,000.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in section 3.57 of the *Local Government Act 1995* and part of Regulation 11, 14, 18, 20 and 21A of the *Local Government (Functions and General) Regulations 1996*.

Local Government Act Section 3.57.

Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Functions and General Regulation 11.

When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.

Functions and General Regulation 13.

Requirements inviting tenders when not required to

- (1) If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.

Functions and General Regulation 14.

Requirements for publicly inviting tenders

- (2a) If a local government –
 - (a) is required to invite a tender; or
 - (b) not being required to invite a tender, decides to invite a tender,the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Functions and General Regulation 18.

Rejecting and accepting tenders

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.

- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

Functions and General Regulation 20.

Variation of requirements before entry into a contract

- (1) *If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.*
- (2) **If –**
- (a) *the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or*
- (b) *the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,*
- that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.*
- (3) *In subregulation (1) –*
- minor variation** *means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.*

Functions and General Regulation 21A.

Varying a contract for the supply of goods or services

- (1) *If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless –*
- (a) *the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or*
- (b) *the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(i).*

Verification

Recent Council Resolution
C1708/195

Initial Council Resolution
C1103/179

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

Tender Register

Notes of recent alterations
Amendments to remove condition referencing Council Policy with respect to selection criteria and instead reference staff management practices and operational procedures and to add in reference to Regulation 13 (June 2018)
Inclusion of specific reference to various other administrative functions associated with the tender process by way of including reference to Regulations 20 and 21A. Regulation 20 enables the CEO to vary requirements prior to entering into a contract with the chosen tenderer. Regulation 21A enables the CEO to vary a contract for the supply of goods and services <i>(9 August 2017)</i>
Condition (b) reworded to require from the CEO to follow the City's internal operational processes and procedures for the purposes of tender evaluation <i>(9 August 2017)</i>
Conditions (b) and (c) reversed in order for the purposes of referencing the City's Purchasing Policy as the initial reference document, followed by operational processes and procedures <i>(9 August 2017)</i>



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3K	Regulations 21(1) and 23(3) of the Local Government (Functions and General) Regulations 1996	Chief Executive Officer	<p>Preliminary Selection of Tenderers</p> <p>Reg 21(1) – Whether to make a preliminary selection from amongst prospective tenderers</p> <p>Reg 23(3) – Assess expressions of interest and decide which are from persons capable of satisfactorily supplying the goods or services.</p>

Delegator

Council

Power/Duty

Regulation 21(1)

~~To Exercise~~ the local government's powers and discharge ~~the duties of the local government~~ its duties under Regulation 21 of the *Local Government (Functions and General) Regulations 1996* to decide whether to make a preliminary selection from amongst prospective tenderers by seeking expressions of interest with respect to the supply of the goods or services.

Regulation 23(3)

~~To exercise the powers and duties of the local government under Regulation 23(3) of the Local Government (Functions and General) Regulations to Assess~~ expressions of interest that have not been rejected under sub-regulation (1) or (2) and decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.

Conditions

~~In exercising the powers under this delegation the CEO must act in accordance with and utilise the evaluation methodology and selection criteria under the City of Busselton Tender Pre Selection Criteria Policy.~~

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for under Regulations 21(1) and 23(3) of the *Local Government (Functions and General) Regulations 1996*.

Regulation 21. Limiting who can tender, procedure for

- (1) *If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

Regulation 23. Rejecting and accepting expressions of interest to be acceptable tenderer

- (1) ...
(2) ...
(3) *Expressions of interest that have not been rejected under subregulation (1) or (2) are to be considered by the local government and it is to decide which, if any, of those expressions of interest are from persons who it thinks would be capable of satisfactorily supplying the goods or services.*

Verification

Initial Council Resolution
C1606/139









Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Related Documents

~~City of Busselton Tender Pre-Selection Criteria Policy (Policy No 247)~~

12.4 Policy and Legislation Committee - 26/06/2018 - AL FRESCO AREAS AND STREET ACTIVATION IN THE BUSSELTON CITY CENTRE (ESPECIALLY QUEEN STREET) - REPORT ON OUTCOMES OF RECENT CONSULTATION AND PROPOSED DIRECTION

SUBJECT INDEX:	Activity Centre Plan - Busselton
STRATEGIC OBJECTIVE:	Creative urban design that produces vibrant, mixed-use town centres and public spaces.
BUSINESS UNIT:	Planning and Development Services
ACTIVITY UNIT:	Strategic Planning & Development
REPORTING OFFICER:	Director, Planning and Development Services - Paul Needham
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Al Forno options  
	Attachment B 20-26 Queen Street proposal  
	Attachment C Al fresco examples  
	Attachment D Consultation Outcomes Report  
	Attachment E City Centre Aerial Photo  
	Attachment F Draft Policy  

This item was considered by the Policy and Legislation Committee at its meeting on 26 June 2018, the recommendations from which have been included in this report.

PRÉCIS

The Council is asked to consider issues related to al fresco dining in the Busselton City Centre, Queen Street in particular, but not exclusively. The report follows and sets out the outcomes of recent consultation on those issues.

Because it is seen as a sound strategy in and of itself, and also appears to broadly reflect community views, it is considered that the Council should indicate broad support for facilitating more al fresco space in the City Centre, but mainly in a reversible and incremental/demand-driven fashion, even though that has to be at the expense of on-street parking that some in the community value. It is also considered that 'container' options for providing al fresco space should generally not be supported, but that the preferred form rather be in the form of timber decking or custom designed and built 'drop-in' structures.

It is recommended that the Council adopt a draft policy that would provide for that, and also address and provide guidance on some of the more detailed issues that require consideration. Note that the policy is not proposed as a local planning policy, it is proposed as a Council policy, and would guide the City's property functions, not the City's planning (or other regulatory) functions. At this stage, it is recommended that the policy be adopted as a draft only, and that further consultation take place before the Council considers adoption of a final policy.

BACKGROUND

In recent times, the City has received several requests and proposals to accommodate al fresco areas associated with cafes/restaurants on Queen Street and/or premises where the owners are contemplating leases to cafes/restaurants. Because of the width and configuration of Queen Street (for most of its length), the only way that high usability al fresco areas can be accommodated is often through using space that is currently used for car parking. This can be seen by reference to the *Vasse Hotel*, which has an extensive al fresco area, but there is no on-street car parking in that section of the street.

Requests for al fresco areas that would require removal of car parking have been received from the proprietors of the *Al Forno* café/restaurant, in the section of Queen Street between Kent and Duchess Streets, and the owners of 20-26 Queen Street (which currently contains, amongst others, the *Dynasty Chinese* restaurant), in the section of Queen Street between Duchess and Adelaide Streets. Plans illustrating several options for provision of an al fresco area for *Al Forno* are provided as **Attachment A**. Plans for proposed modifications to 20-26 Queen Street, incorporating conversion of adjacent on-street car parking to al fresco area, are provided as **Attachment B**.

Over recent years, there have been informal discussions with several other proprietors and landowners. There has also been fairly consistent informal feedback from some in the general community and from many in the business community indicating that more should be done to facilitate and encourage al fresco and activation/activity in the City Centre generally. There are also concerns about car parking availability from some in the community, including from business owners.

The City and proprietor had spent some time investigating the options to accommodate an al fresco area for *Al Forno* (which currently has a small al fresco presence, consisting of tables and chairs on the footpath immediately in front of the premises). The City was looking to implement an option that would have involved the placement of a converted/adapted container, placed where there are currently parking bays adjacent to the pedestrian crossing point midway between Kent and Duchess Streets. The proposal would have involved the loss of two parking bays. It was expected that implementation would commence in late 2017. Because of the option being proposed, had it not been considered successful, it would have been relatively simple to remove the container.

Whilst in some other places, there are considered to be some successful and attractive container or other 'drop-in' al fresco arrangements, there are a number that City officers think are not particularly attractive. For that reason, it was envisaged that the first such proposal in Busselton would be best implemented by the City itself, rather than by a landowner or proprietor seeking the approval of the City to implement a proposal themselves. That was to ensure that the City would have direct control over the process and the design, and an essentially unfettered ability to remove the structure, should it be seen as appropriate to do so. Note that officers were of the view that the once preferred option for *Al Forno* required further refinement, and having given the matter further consideration, do not currently consider 'container' options are suitable for Queen Street, or generally in the City Centre more broadly.

Owing to concerns expressed by some other proprietors and landowners, the City decided not to proceed with the proposal in late 2017. Councillors requested that, before any further decisions were made, there be broader community consultation with respect to the value and priority to be attached to car parking relative to al fresco space on Queen Street generally. It was envisaged that the City would then consider the outcomes of that consultation and determine future strategy. This report provides the Council with information on the outcomes of recent consultation, undertaken using the City's *Your Say* platform, and proposes a future direction with respect to accommodating al fresco proposals within the City Centre in future, especially on Queen Street.

Some examples of different al fresco options are provided as **Attachment C**. Note that there are some that officers consider are good examples, and others that officers do not consider very successful. It also needs to be noted that the appropriateness and/or success of any option may depend upon the context.

STATUTORY ENVIRONMENT

Key statutory environment is set out in the City's *Activities in Thoroughfares and Public Places and Trading Local Law 2015* ('Thoroughfares Local Law') and town planning scheme, as well as in the *Land Administration Act 1997*. Those documents have been considered in the preparation of this report.

RELEVANT PLANS AND POLICIES

Relevant plans and policies include the City's *Economic Development Strategy 2016-2026* ('ED Strategy'), and *Local Planning Policy 4C: Busselton Town Centre Urban Design Provisions* (LPP4C). The ED Strategy identifies 'Place Making and Activation' as a key focus area, and sets out a number of related strategies, including 'Partner with business owners and managers to focus positive activity into streets and public spaces'. LPP4C identifies Queen Street as a 'Primary Street', and sets out that development on such streets should be 'highly activated' and that 'al fresco uses also encouraged'.

FINANCIAL IMPLICATIONS

There are no direct financial implications of the recommendations of this report. Depending on the direction that the Council chooses to take on these issues, there may be some financial implications, such as those associated with streetscape works that may be required to allow al fresco use of space currently allocated for car parking and/or with fees required to be paid by proprietors for use of road reserve (which is City land, although a very particular kind of City land) for al fresco trading.

Note that the Council has recently amended the guidelines of the Busselton and Dunsborough centres Façade refurbishment Subsidy Programme to include infrastructure associated with al fresco areas as eligible works. Under that Programme, funding of up to \$20,000 per project is available, up to maximum of 50% of the project cost above \$5,000 (for instance, the maximum funding available for a \$10,000 project is \$2,500, and the maximum funding available for a \$35,000 project is \$15,000). \$50,000 is allocated to that project in the City's current budget, and on an ongoing, annual basis as per the Long-Term Financial Plan.

It should be noted that the City's current schedule of fees and charges does not involve an ongoing fee for al fresco trading, with such fees having been removed in the adoption of the current financial year's fees and charges. Where the City is contemplating allowing landowners or proprietors to undertake streetscape works to convert car bays and/or place structures in existing car bays, there would be a capacity to require the costs of the work to be met by the proponent and/or charge ongoing licence fees.

On the basis of recent assessments of the market value of a licence for al fresco space, a value of around \$25-\$50/m²/annum is considered an indicative range for al fresco space on Queen Street. Given a parallel parking bay is around 15m² in area, that would equate to a licence fee of \$375-\$750 per annum for an al fresco area occupying the equivalent of one car parking bay.

Long-Term Financial Plan Implications

There are no Long-Term Financial Plan implications of the recommendations of this report.

STRATEGIC COMMUNITY OBJECTIVES

The recommendations of this report reflect Community Objective 2.3 of the *Strategic Community Plan 2017*, which is 'Creative urban design that produces vibrant, mixed-use town centres and public spaces'.

RISK ASSESSMENT

An assessment of the risks associated with implementation of the officer recommendation has been undertaken using the City's risk assessment framework. Risks are only identified where the residual risk, once controls are identified, is 'medium' or greater.

Because the recommendation is for the adoption of a draft policy, which would then be subject of further consultation, the key risks with the draft policy are reputational. Given that the draft policy is, at least to some degree, reflective of community views, there is not considered to be a significant reputational risk.

CONSULTATION

Using the *Your Say* platform, the City ran an online survey seeking community views and information on a range of questions related to whether the City should support more al fresco areas on Queen Street, and, in particular a final question asked participants to indicate whether having more al fresco dining options or preserving on-street car parking was more important. The survey was promoted through various social media channels (Facebook, Twitter and Instagram), the City's electronic newsletter (*Bay to Bay*), notices in the *Busselton-Dunsborough Times*, as well as coverage in local media, both newspaper and radio. Hard copy versions of the survey were also provided through the Busselton Visitor Centre, with hard copy responses being entered into the *Your Say* platform by City staff (there were a total of 12 surveys entered in this way).

A summary of the outcomes of the survey is provided as **Attachment D**. Of the 373 responses to the final question, 269 (72.1%) indicated that al fresco was more important, with 104 (27.9%) indicating that parking was more important. Of the survey respondents, 81 (21.7%) identified themselves as being a property or business owner in the City Centre. If those responses were looked at on their own, 63% indicated that al fresco was more important, and 37% that parking was more important.

Given the scale and nature of the response, it is considered that there can be a reasonable degree of confidence that a significant portion of the community think that facilitating more al fresco is more important than preserving on street parking, although in a general sense, that does not necessarily translate into support for any particular proposal. The survey, as with any survey of this kind, represents a relatively small sample of the community. The sample does, however, look to be a fairly demographically balanced and representative sample, from both an age and residential status perspective (i.e. whether they are permanent or part-time residents).

Before the Council determines its final direction on this issue, it is considered that further consultation should take place – in particular in relation to a proposed draft policy. The draft policy presented for the Council's consideration seeks to address some of the detailed questions that may arise, and the consultation process could provide for further refinement of the policy direction. It is envisaged that consultation on the draft policy would involve a further online survey, hard copy survey options, as well as targeted consultation with the Busselton Chamber and through the City's Economic Development Taskforce and related groups.

OFFICER COMMENT

Broadly, officers are of the view that the City should be facilitating more al fresco space on Queen Street, but mainly in a reversible and in an incremental/demand-driven fashion, even though that has to be at the expense of on-street parking that some in the community value. In fact, from a broader urban design perspective, it is considered that the removal of some on-street parking and expansion of space for pedestrians may be a desirable thing in some locations, *even if the parking was not to be replaced by al fresco space*, although that is not proposed in this report. The rationale for those views is outlined and discussed below.

It is considered that a successful Busselton City Centre into the future will require an increase in the number and proportion of cafes, restaurants and/or bars. Most growing and successful centres have a significant proportion of such businesses, and most shopping centre managers and developers have been focused in recent times on attracting more of those kinds of businesses, and other businesses that provide entertainment and 'experience'.

This in fact extends to the Busselton Central owners (whose expansion plans have a significant focus on café/restaurant/bar floor space, and associated al fresco areas) and the developers of the 'West Street' site (who are seeking to accommodate 'active' uses, including café/restaurant/bar offerings).

Whilst cafes, restaurants and the like and associated al fresco are not the only way to activate streets and centres, there are very few examples of centres that have become highly activated and vibrant without a significant café, restaurant and/or bar presence (noting that these are not fixed, discrete groups or classifications, but form part of a continuum) on their 'main street'. Examples of towns/centres with main streets activated in this way include Byron Bay, Noosa and, 'closer to home', even Dunsborough has a greater proportion of these kinds of businesses and associated al fresco (and there is potential to add to that, especially adjacent to Lions Park, action related to which is being progressed at present).

In terms of retail spend generally, turnover in WA has not grown consistently for a number of years, and has in fact experienced regular month on month declines over some periods, even when seasonally adjusted figures are looked at. The one area of spend that has experienced significant and fairly consistent growth is the 'cafes, restaurants and takeaway food' category. Most other parts of Australia have not experienced a 'post-mining boon slowdown' in recent years like WA has, and there has been growth in retail sales overall, but even in those states, like New South Wales, the rate of growth in the 'cafes, restaurants and takeaway food' category has been substantially greater than the overall rate of spending growth. Also of note in the Busselton context is that a significant proportion of the food and beverage spend, especially the visitor spend, takes place outside the City Centre, at wineries, breweries and/or restaurants in rural areas; whilst that is a strength of the region, it also means that the City Centre has not developed as an attractive destination for visitors to the extent that might otherwise be expected and would be desirable. There is seen to be potential to shift the balance over time more towards the City Centre. Given the above, it is seen as appropriate that the City, to the extent that it can and using the tools available to it, facilitate expansion in the number and scale of café/restaurant/bar premises on Queen Street.

An al fresco presence is often important to successful cafes, restaurants or bars in several respects. Firstly, it provides those businesses with a highly visible street presence, making people aware of the business. Secondly, it provides additional capacity for the business. Thirdly, and in many ways most importantly, in a place like Busselton, where some of the main attractions for both residents and visitors centre around the outdoor lifestyle, it provides an opportunity for people to eat, drink and socialise outdoors. The environment and ambience is often just as important as the food in determining where and whether people choose to eat, drink or socialise in a public setting.

Unfortunately, as has already been noted, due to the width and configuration of Queen Street, there is simply not enough space to have traffic lanes, sufficient footpath width/pedestrian space, on-street car parking and high usability al fresco. One-way traffic, even were it considered desirable, could not address this issue on its own; at least some on-street parking capacity would also need to be lost. Converting Queen Street to a functioning one-way street for most, or even a significant portion of its length, would also involve several million dollars' worth of streetscape works. Similarly, converting Queen Street to a pedestrian only space, even were it considered desirable, would also involve several million dollars' worth of streetscape works; and whilst it would undoubtedly provide sufficient space for al fresco and pedestrian movement, it would also involve removal of on-street parking by its very nature. It is not considered that pedestrianisation would make sense for any section of Queen Street at any time in any reasonably foreseeable future.

The experience of pedestrian malls in regional centres has more often than not been unsuccessful, with places like Townsville, which introduced malls in the 1980s or 1990s, in some cases earlier, looking to reintroduce vehicle traffic. Even in metropolitan locations, some malls have not been terribly successful. The City of Fremantle is thought to be considering the reintroduction of some traffic into the High Street Mall.

The contrast between the 'Cappuccino Strip' on South Terrace, which has vehicle traffic, with the adjacent, pedestrianised, High Street Mall is instructive (although the nearby pedestrianised section of Henderson Street, adjacent to the Fremantle Markets, is rather more successful).

The reasons for the success or otherwise of a mall or of urban design generally can often be very subtle, and are not always able to be analysed in any quantitative or entirely 'objective' sense. One of the reasons that malls may not be successful, however, is the activity either side of and on the street is not actually sufficient to 'fill' the space, so the centre of the street can feel like a 'no man's land'. There can then be an attempt to 'fill the space', but this is difficult to do sensibly and consistently in many instances. The space can then either simply feel 'empty', or get 'filled' by things that are not very desirable. Malls and one way systems, whilst reducing traffic in one location, also necessarily increase traffic in other locations, unless they are in the centre of dense, largely pedestrianised precincts, that would usually also be well served by public transport.

At some point, one way traffic on a portion of Queen Street, perhaps from Prince or Kent Streets, through to perhaps Duchess or Adelaide Streets, may make sense. That is not because two-way traffic is problematic *per se*, but rather because, regardless of whether or not parking space is lost to make way for al fresco space, unless there is neither parking nor al fresco space, at a certain level of pedestrian traffic, in the context of Queen Street, and its 20 metre road reserve, the width of the footpaths on either side becomes insufficient for a high amenity pedestrian experience. If all of the on-street parking was removed from a section of street, or even from just one side of a street, it would also be possible to have a street in which the footpath is located adjacent to the roadway, and the al fresco space is located adjacent to the buildings, rather than the other way around. That kind of arrangement is also more useful for some other kinds of street activation, such as trade displays associated with shops. Whilst these are ideas that may be considered further as part of future planning, they are outside the scope of this report.

Returning to al fresco provision in Busselton in the current environment, requiring al fresco space to be provided on private land is also generally not workable in the City Centre, as there is rarely sufficient space to do so and the buildings are usually not configured for the purpose. Understandably, both landowners and tenants are often reluctant to substantially redevelop or retro-fit existing buildings to accommodate al fresco on private land. Conversion of parking bays to al fresco space, on the other hand, can conceivably and usefully be done in an incremental fashion, at relatively low cost, and can in fact be done in some ways that are relatively easily reversible.

The rationale then for the officer view that the City should be facilitating more al fresco space on Queen Street, but mainly in a reversible and in an incremental/demand-driven fashion, even though that has to be at the expense of on-street parking that some in the community value, is fundamentally as follows –

- It is generally not possible to provide additional and high usability al fresco space on Queen Street without occupying space currently used for on-street car parking bays (noting there are some issues to consider in terms of how that is done, including whether it can be done seasonally or with arrangements that vary through the day, and those issues are outlined and discussed further later in this report);
- A successful Busselton City Centre into the future will require an increase in the number and proportion of cafes, restaurants and/or bars, including and especially on the 'main street' (i.e. Queen Street);
- Providing more al fresco space will help to facilitate that increase, in fact it is highly likely to be critical to that occurring;

- Even then, that increase will only occur gradually and incrementally, and to avoid unnecessarily removing on-street car parking bays ahead of demand, it is best to also facilitate al fresco conversion of car parking bays in an incremental/demand-driven fashion; and
- Given that not all café, restaurant or bar businesses will continue indefinitely, it makes sense to consider al fresco options that are reversible and non-permanent.

Before moving on to set out what is proposed as a way forward, it is worth addressing some of the concerns and critiques that have been raised by some in the community. The following concerns/critiques have been identified –

- *Loss of on-street car parking capacity may affect viability of existing businesses.* As a proportion of the overall parking supply in the City Centre, the on-street car parking on Queen Street is a very small proportion. This is illustrated on the aerial image provided as **Attachment E**. The loss of a substantial portion of the on-street bays on Queen Street would not have a significant impact on car parking supply across the City Centre as a whole. From a business perspective, though, not all car parking will be equal, and parking immediately adjacent to the business will have more value than parking further away. It is considered by officers, though, that removing car parking in an incremental, demand-driven and reversible fashion will mean that parking supply would only be slowly reduced, with each reduction having very limited impact, but that the progressively greater activation of the City Centre will more than compensate over time (in terms of the overall trading environment). It should be noted that, if on-street parking capacity is to be reduced, it would be reasonable to ensure that ACROD bays were retained as long as possible, or even indefinitely. Parallel parking bays, such as those on Queen Street, though, are not well suited as ACROD bays, which are better accommodated as angled or perpendicular bays, such as those that exist on parts of Kent and Prince Streets especially.
- *Allowing use of al fresco space without payment is a subsidy of a particular business, arguably at the expense of other businesses.* This is correct to some extent, although it may in practice be ameliorated by broader benefits. If the aim is to encourage an activity that is seen as desirable, then, there are considered to be benefits in not requiring payment, as any payment would act as a disincentive. The provision of more al fresco is considered a form of activity that should be incentivised. There are, however, seen to be legitimate arguments against providing space without payment indefinitely. This issue is returned to later in this section of the report.
- *The City has no overall strategy for al fresco or the City Centre more generally.* Council has resolved to prepare 'Activity Centre Plans' (ACP) for both the Dunsborough Town Centre and Busselton City Centre. Earlier this year, the Council formally resolved to commence the Dunsborough project, and it is envisaged that the Busselton project would commence in the next 12-18 months, depending on workload and priorities. ACP's, though, are fundamentally statutory planning tools, not broader activation or town centre management plans. It is the observation of officers that successful town/city centre activation has often not been a result of implementation of detailed plans, but rather has been the outcome of an interplay between market forces, community and business initiative, and supportive and engaged local governments. In fact, some overall town centre plans or similar, often look to be after the fact reconstructions of strategies that have in fact developed in fairly 'organic' fashion. Whilst there is considered to be a need for continued engagement with respect to the future of the City Centre and more planning, there is not considered to be a need to have a detailed plan before making decisions about allowing an incremental, demand-driven and reversible decision to facilitate al fresco dining.

- *The City has not set out how it will ensure businesses with al fresco areas are open in the evening or on the weekend, Sundays especially.* It is considered that the City could condition al fresco permits or similar to require that businesses are open, but the City has not done that with any of the existing business with on street al fresco, such as the *Vasse Hotel* or *More Café*. This issue is returned to later in this section of the report.

There have been some suggestions that the apparent conflict between the desire of some businesses to have al fresco areas and the desire of others to retain on-street parking could be resolved through allowing on-street parking during the day, which can then be used as al fresco space in the evening. There are also some variations on this idea, such as having car parking during the week and al fresco on the weekend. There are some places where this kind of arrangement has been successful. There may also be some circumstances in which it could work in the Busselton context. As a general principle or policy, though, it is not considered appropriate to the Busselton context. The reasons for that are set out below.

Firstly, if the café, restaurant or bar was open when the al fresco area was not in use, the chairs, tables and other things needed to set up the al fresco area would need to be stored somewhere during the day (or during the week, as relevant) in a fashion that still allowed the business to operate. In most instances, the necessary storage space will not be available. Secondly, the configuration of car parking bays on Queen Street, with a mountable kerb at the edge of the footpath, and the car parking surface consisting of asphalt, is not suited to a high amenity al fresco environment. Further, there would be safety concerns, as engineering advice indicates that, unless al fresco areas are approximately 600mm or more from the traffic lane, easily removable bollards would be required. Thirdly, whilst Busselton's climate is relatively dry and mild, having an ability to provide some weather protection will facilitate greater use of al fresco areas, and these kind of temporary arrangements are not well suited to providing weather protection, certainly not beyond that which can be provided with umbrellas or similar. Fourthly, car parking supply issues are not considered to be sufficiently great to warrant the complexity of this kind of approach. Finally, the City Centre is relatively busy and activated during the daytime in the week, and if the intention is to increase the presence of cafes, restaurants and bars, that will be helped if al fresco areas are in place, and open and operating when the City Centre is already busy.

Given the above, the following is proposed as a way forward on this issue –

- Adopt a Council policy setting out the approach (and a draft policy is provided as **Attachment F**);
- That policy would support removal of car parking to accommodate more al fresco space on Queen Street, but mainly in a reversible and in an incremental/demand-driven fashion;
- That would occur 'out the front' of the premises, or as close as possible to the premises, other than where there are banks or similar premises with very little street engagement or activation, where it could occur in those locations too, associated with businesses nearby but not adjacent to the location;
- The preferred form of al fresco would either be decking placed over car bays or a custom designed and built 'drop-in' structure (with bollards installed separating the al fresco area from the traffic lane), but not in the form of converted containers, with the design compromise that entails;
- The costs of providing such space be met by the proponent (proprietor and/or landowner), although as per currently, proposals can be subject of applications for funding under the City's façade upgrade subsidy programme;

- The land be provided at no cost for up to two years (i.e. sufficient time to assess the success or otherwise of the initiative, by both the proponent and the City), but that a licence fee apply thereafter, and subject to conditions requiring minimum trading periods, which are to include two or more of Saturdays 3pm-6pm, Sundays 9am-2pm, or three weeknights until 8.30pm, for a minimum of six months of the year (and that existing al fresco permits be transitioned to these arrangements); and
- The proponent shall be responsible for removal and decommissioning of al fresco infrastructure that is no longer required or supported; and
- The above should be reflected as necessary in a two to five year term (reflective of the level of up-front investment) licence agreement between the City and the proponent.

It is envisaged that the Policy, if adopted, would be subject of review as part of the preparation of the Busselton City Centre Activity Centre Plan, and that provision of similar guidance for other parts of the City Centre would also be considered at that time. It is also envisaged the policy may in future be integrated with broader policy related to management of City property, especially management of commercial activity on City property.

CONCLUSION

It is seen as important that the Council establish its direction on this issue, such that landowners, proprietors and officers can develop and consider proposals with some confidence. For the reasons set out in the report, it is considered that the Council should adopt a policy to support more al fresco space on Queen Street especially, but mainly in a reversible and in an incremental/demand-driven fashion. Further consultation is, though, seen as appropriate before the final direction is determined.

OPTIONS

The options available to the Council are fundamentally as follows –

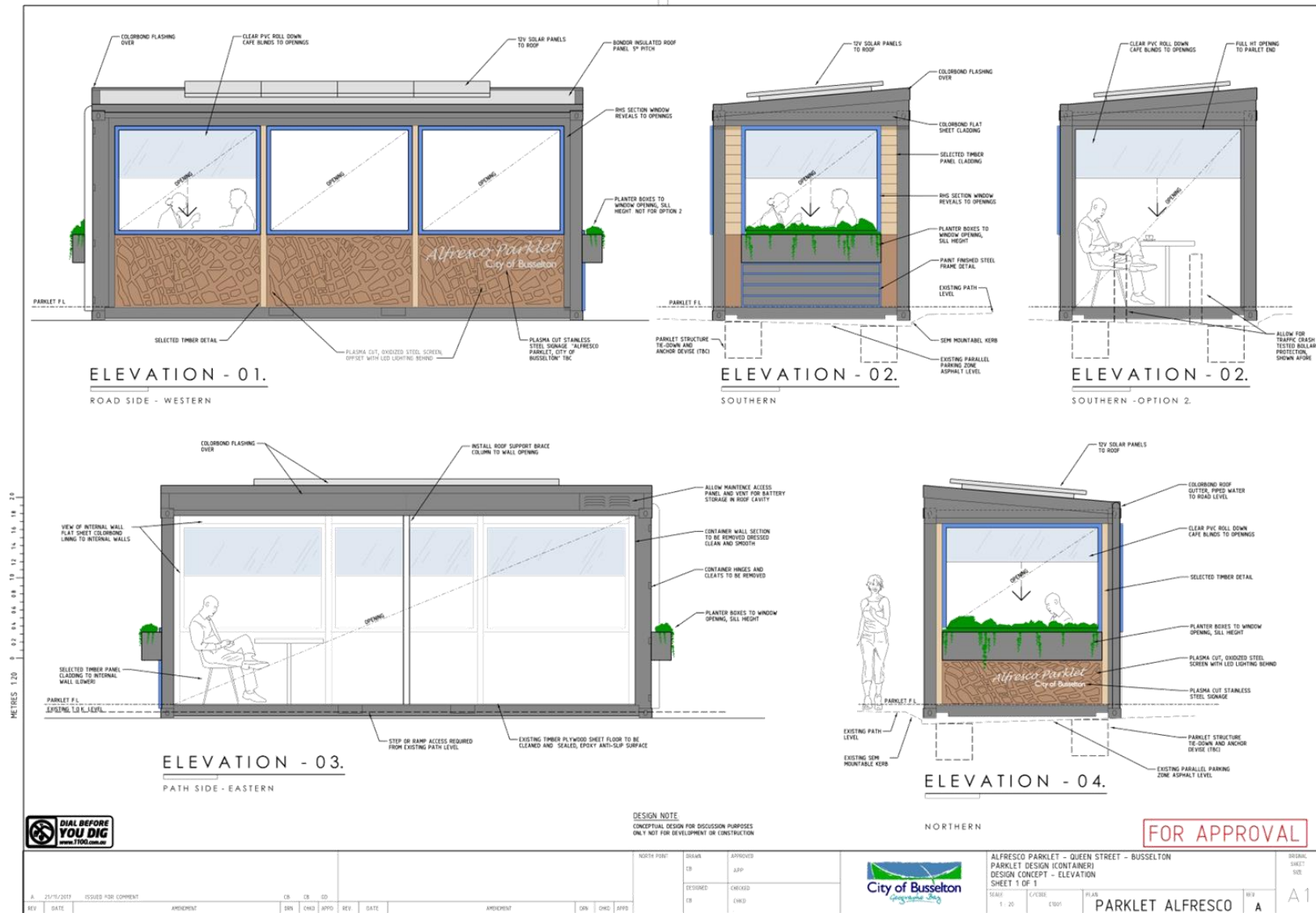
- Not adopt a policy, and assess al fresco proposals on a case-by-case basis; or
- Adopt the draft policy without prior consultation; and/or
- Adopt the draft policy, subject to modifications.

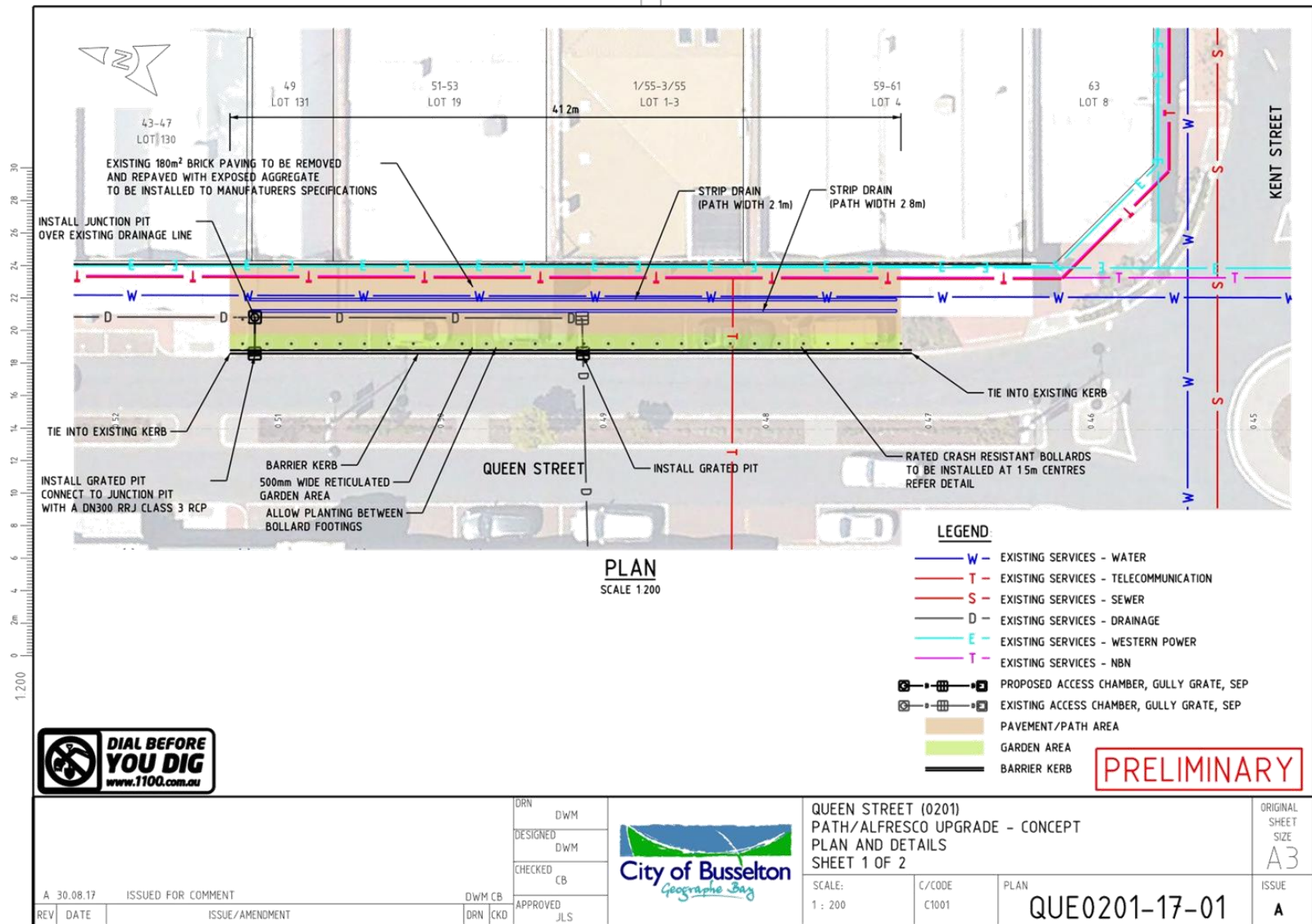
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

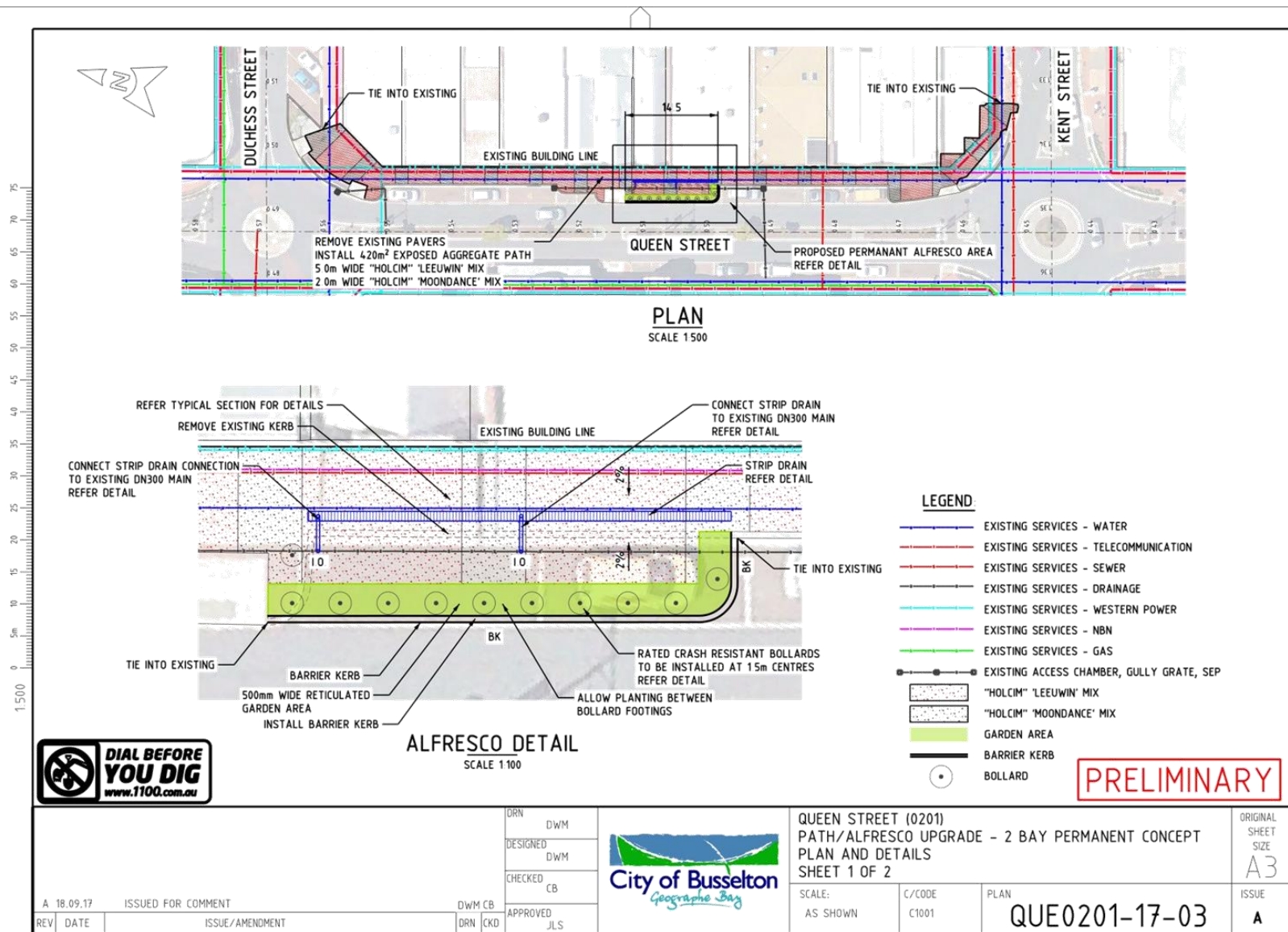
Should the Council support the officer recommendation, it is expected that consultation would commence within one month, run for approximately one month, with a further report to the Council (via the Policy & Legislation Committee), 4-6 weeks later.

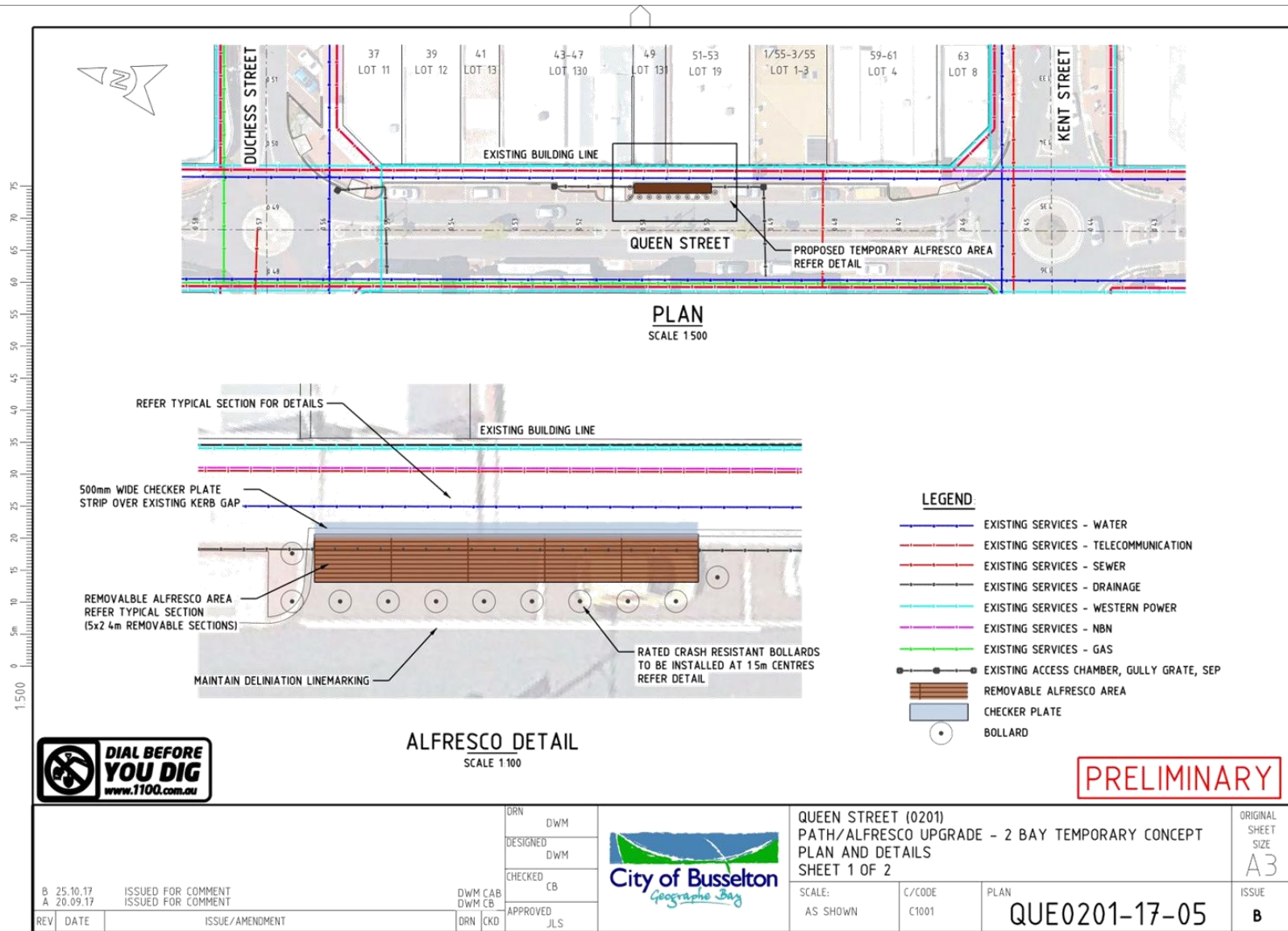
COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

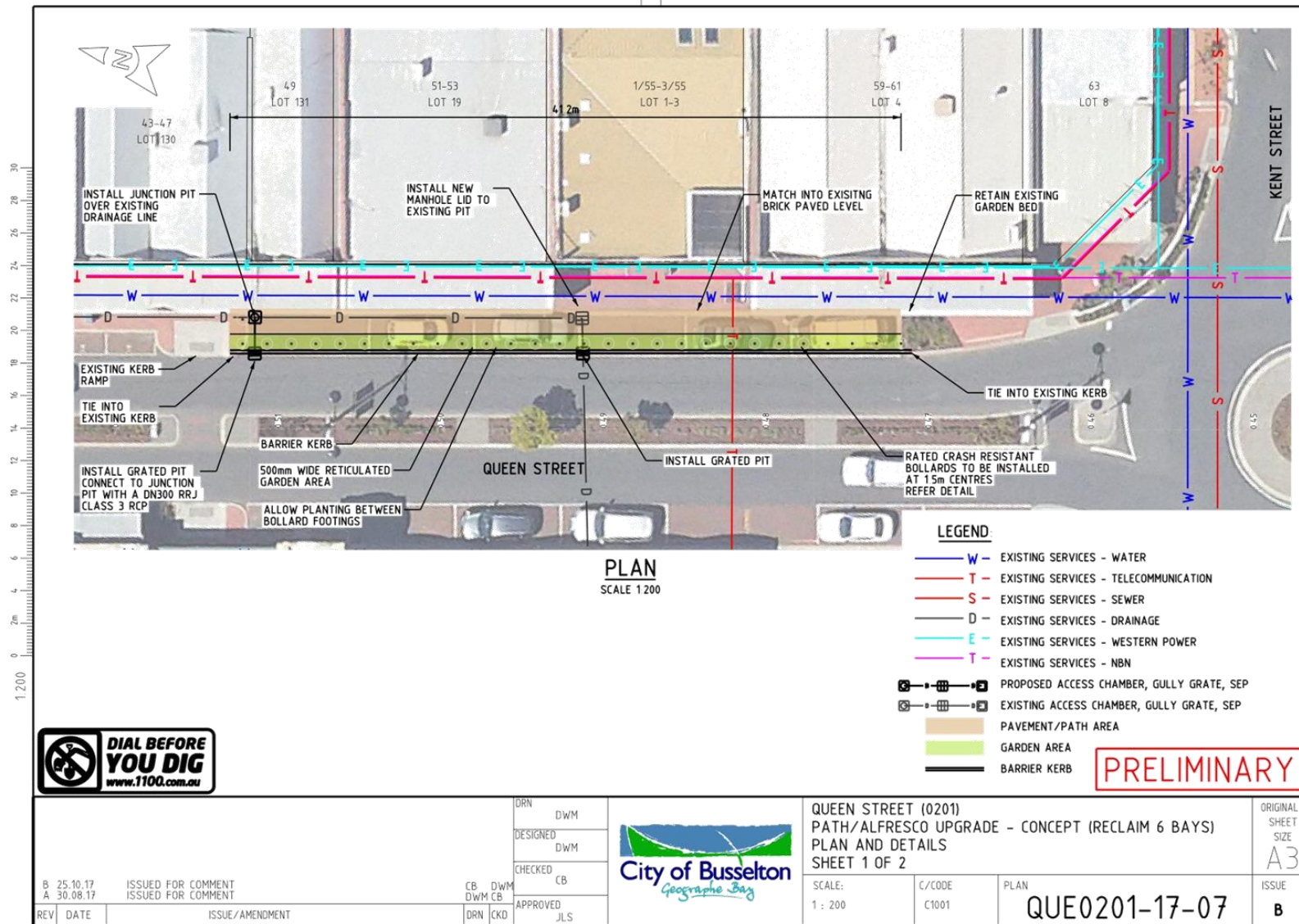
That the Council adopt the attached draft Policy for consultation purposes (Attachment F to the agenda report – *Al Fresco Dining in the Busselton City Centre*).

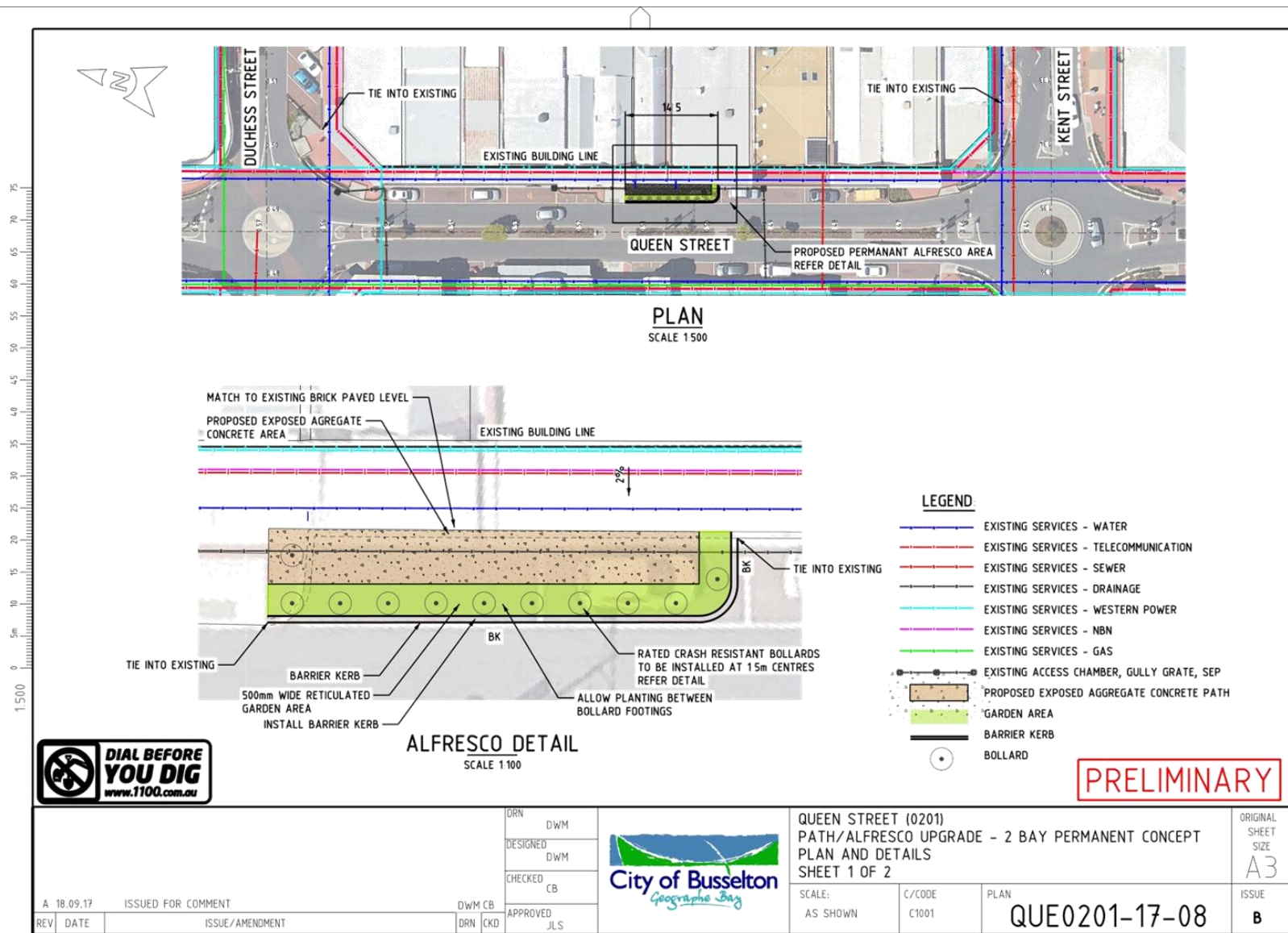














DRAFT - 6/03/18

















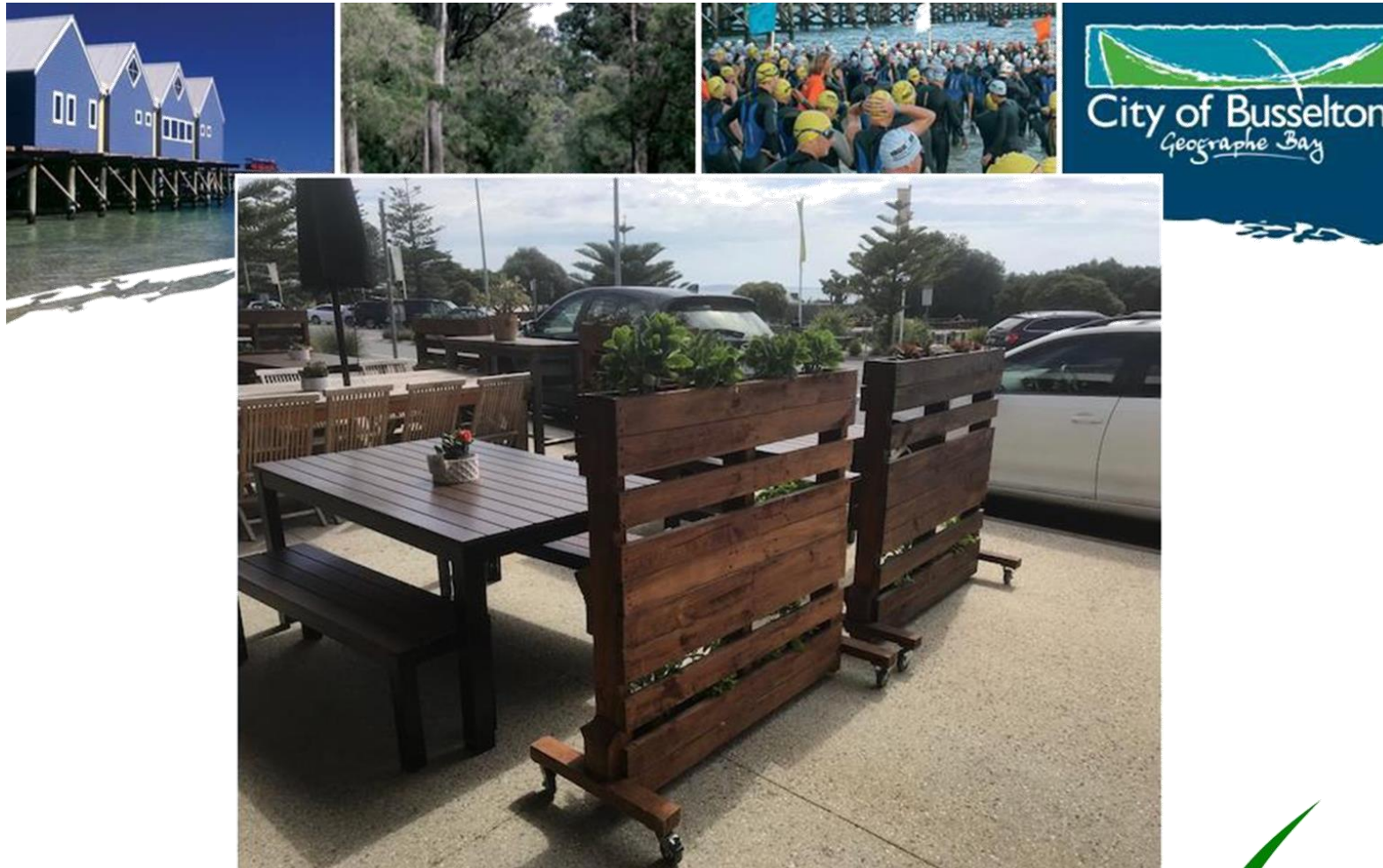












Project Report

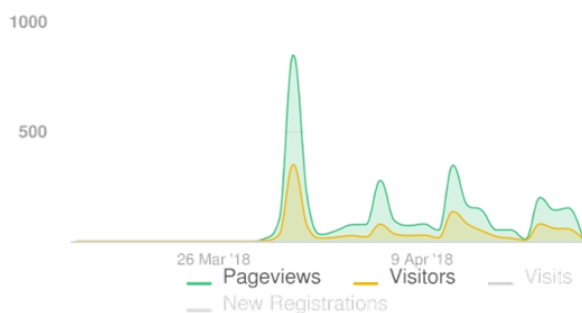
01 March 2018 - 19 April 2018

Your Say Busselton

Queen Street - al fresco or parking?



Visitors Summary



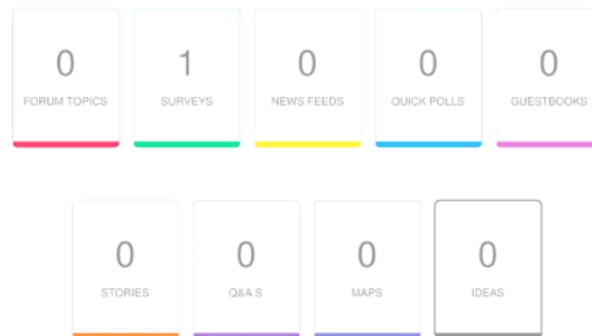
Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
1.3 k	349	
NEW REGISTRATIONS		
214		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
361	830	1.1 k

Aware Participants	1,149	Engaged	361
Aware Actions Performed	Participants	Engaged Actions Performed	Registered Unverified Anonymous
Visited a Project or Tool Page	1,149	Contributed on Forums	0 0 0
Informed Participants	830	Participated in Surveys	361 0 0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0 0 0
Viewed a video	0	Participated in Quick Polls	0 0 0
Viewed a photo	0	Posted on Guestbooks	0 0 0
Downloaded a document	0	Contributed to Stories	0 0 0
Visited the Key Dates page	18	Asked Questions	0 0 0
Visited an FAQ list Page	28	Placed Pins on Maps	0 0 0
Visited Instagram Page	0	Contributed to Ideas	0 0 0
Visited Multiple Project Pages	473		
Contributed to a tool (engaged)	361		

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

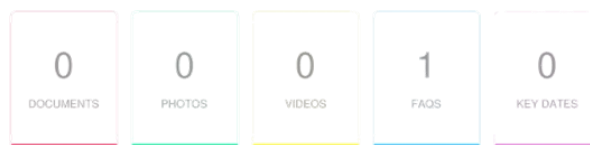
ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Alfresco or Parking Survey	Archived	842	361	0	0

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Faqs	faqs	28	28
Key Dates	Key Date	18	19

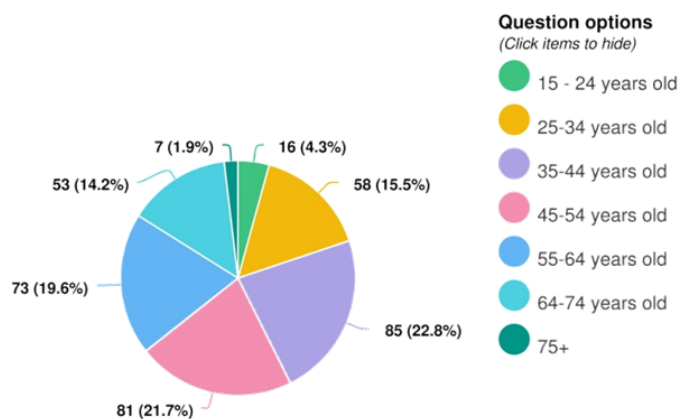
Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

ENGAGEMENT TOOL: SURVEY TOOL

Alfresco or Parking Survey

VISITORS	842	CONTRIBUTORS	361	CONTRIBUTIONS	373
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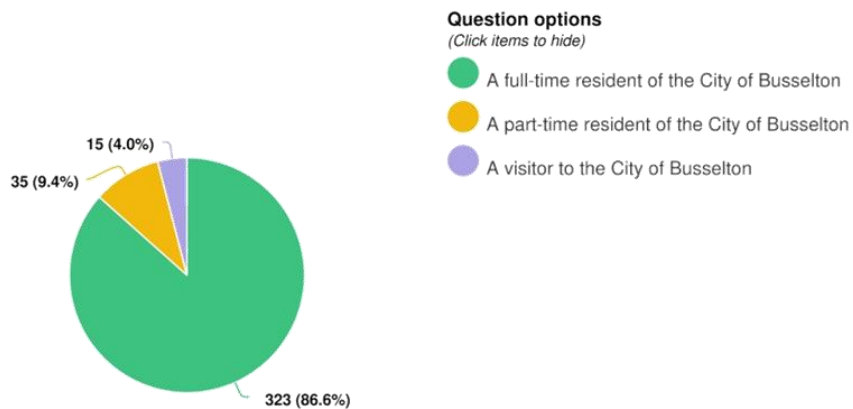
What is your age?



(373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

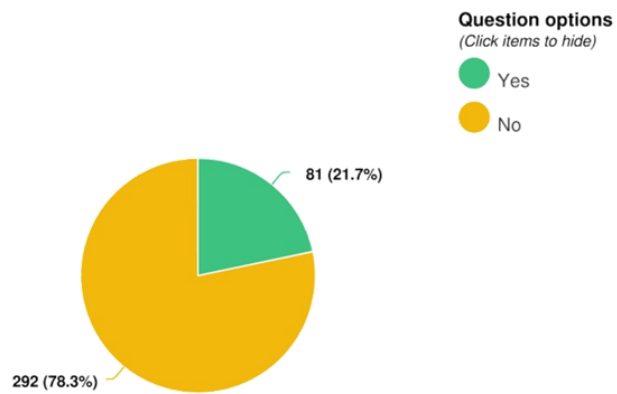
I identify myself as:



(373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

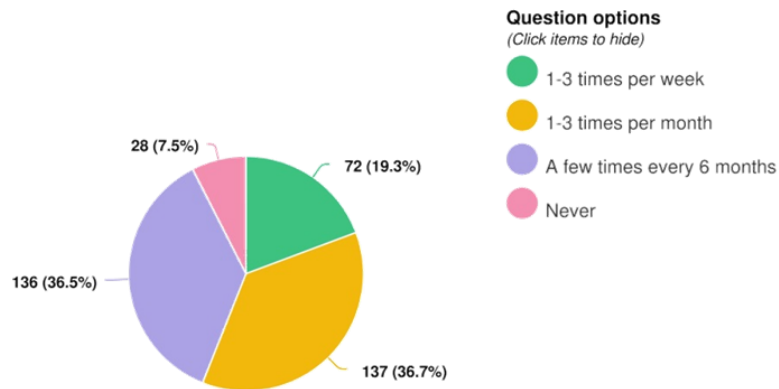
Are you a property or business owner in the Busselton CBD?



(373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

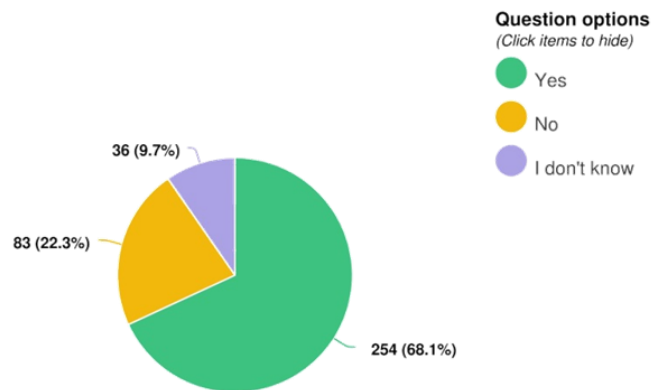
How often do you currently dine or drink in an al fresco setting within the City of Busselton?



(373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

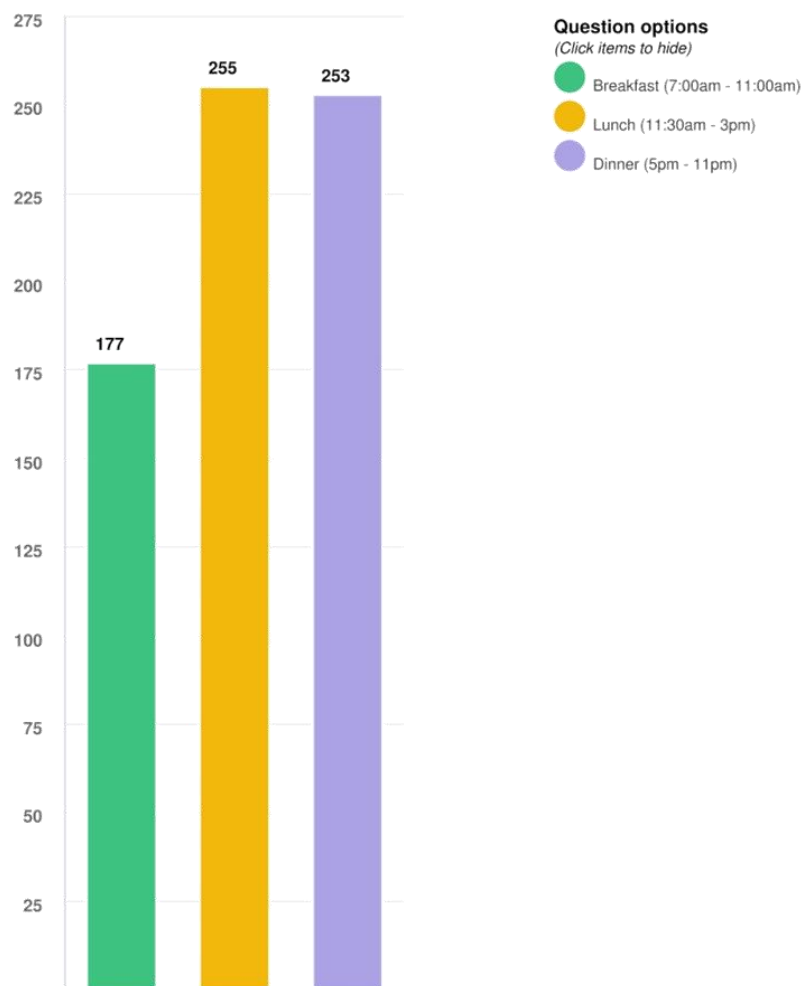
If there were more al fresco dining and drinking options on Queen Street, would you frequent these areas more often than you currently do?



(373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

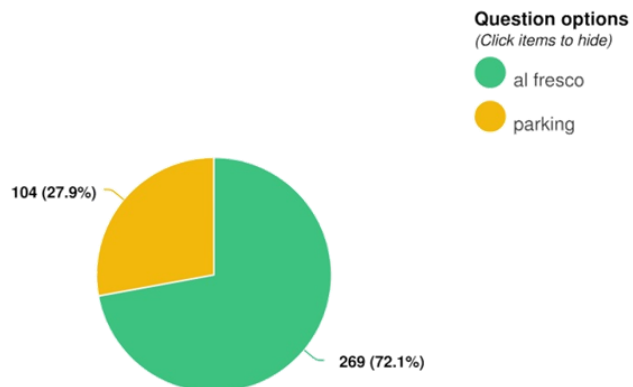
If more al fresco options were introduced to Queen Street, which meals or time periods would you be most likely to use the al fresco setting for?



Optional question (373 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 March 2018 to 19 April 2018

What is more important to you, having more al fresco dining options on Queen Street,
or preserving on-street parking?



(373 responses, 0 skipped)



COUNCIL POLICY


City of Busselton
Geographic Bay

Council Policy Name: Alfresco Trading in the Busselton City Centre

Responsible Directorate: Planning and Development Services

Version: Proposed

1. PURPOSE

- 1.1. This Policy supports the activation and sustainability of the Busselton City Centre through facilitating an expansion in the number and scale of al fresco areas associated with cafes, bars and restaurants.

2. SCOPE

- 2.1. This Policy is applicable to proposals for al fresco trading in the Busselton City Centre, on the road reserve (i.e. it does not relate to private property or other local government land).
- 2.2. The Policy guides the exercise of the City's property functions, and guides how City land will be managed, the policy is not a local planning policy or policy that guides the City's other regulatory functions. In exercising those other functions, however, the City will be conscious of this policy and its purpose.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled "Alfresco Trading in the Busselton City Centre"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 2 (Places and Spaces) of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
- a. 2.3: Creative urban design that produces, vibrant, mixed-use town centres and public spaces.

5. POLICY STATEMENT

- 5.1 The Council generally supports removal of car parking to accommodate more al fresco space on Queen Street, but mainly in a reversible and in an incremental/demand-driven fashion.
- 5.2 Al fresco space should generally be provided 'out the front' of the associated premises, or as close as possible to the premises, other than where there are banks or similar premises with very little street engagement or activation, where it could also occur in those locations, associated with businesses nearby but not adjacent to the location.
- 5.3 The preferred form of al fresco is decking placed over car bays, or a custom designed and built 'drop-in' structure, with bollards installed separating the al fresco area from the traffic lane, but not in the form of converted or adapted sea containers.
- 5.4 The costs of providing al fresco space be met by the proponent (proprietor and/or landowner), proposals can be subject of applications for funding under the City's façade upgrade subsidy programme.

- 5.5 The land on which the al fresco space is to be provided is at no cost for up to two years, but a licence fee shall apply thereafter.
- 5.6 A licence agreement will be subject to conditions requiring minimum trading periods, which are to include two or more of Saturdays 3pm-6pm, Sundays 9am-2pm, or three weeknights until 8.30pm, for a minimum of six months of the year (and existing al fresco permits shall be transitioned to these arrangements).
- 5.7 The proponent shall be responsible for removal and decommissioning of al fresco infrastructure that is no longer required or supported.
- 5.8 Prior to the commencement of works, the proponent shall enter into a licence agreement with the City, for an initial two to five year term (with the term to be reflective of the level of up-front investment), with further licences generally for five year terms, if a further term is considered appropriate by the City.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Town planning scheme and related legislation, regulations and policy.
- 6.2. Building Act and related regulations.
- 6.3. Public Health Act and related regulations.
- 6.4. Local Government Act and related regulations, notably the City's Property Local Law and Thoroughfares Local Law.
- 6.5. Busselton City Centre Conceptual Plan.
- 6.6. City of Busselton Economic Development Strategy.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	N/A	Resolution #	N/A

13. PLANNING AND DEVELOPMENT SERVICES REPORT

Nil

14. ENGINEERING AND WORKS SERVICES REPORT**14.1 AWARD OF CONTRACT TO ACTIV FOUNDATION INCORPORATED FOR GENERAL PARKS & GARDENS MAINTENANCE SERVICES**

SUBJECT INDEX:	Award of Contract to ACTIV Foundation Incorporated for General Parks & Gardens Maintenance Services
STRATEGIC OBJECTIVE:	Assets are well maintained and responsibly managed.
BUSINESS UNIT:	Operation and Works Services
ACTIVITY UNIT:	Parks and Gardens
REPORTING OFFICER:	Manager, Operation and Works Services - Matthew Twyman
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Confidential Rate Comparison

PRÉCIS

The purpose of this report is to seek the Councils endorsement to award a contract to ACTIV Foundation Incorporated (ACTIV), the value of which is above the Chief Executive Officers delegated authority.

BACKGROUND

Under RFT05/14 Supply and Delivery of Horticultural, Landscaping, Revegetation and Turf Services the City established a panel of suppliers, which expired 13 June 2018. Since 2012 ACTIV have been and are currently engaged through this panel to provide services such as, mowing, litter control, weed control, garden maintenance, furniture cleaning and playground surrounds maintenance (General Parks and Gardens Maintenance Services).

Officers have reviewed the procurement arrangements for the expired RFT05/14 panel and, specifically in relation to General Parks and Gardens Maintenance Services, determined it would be advantageous to enter into a contract with ACTIV.

ACTIV have provided an excellent service to the City and have been found to be reliable and adaptable to the City's operational needs, providing valued additional support to the City Parks and Gardens teams.

ACTIV is an Australian Disability Enterprise as detailed under the Local Government (Functions and General) Regulations 1996 (Tender Regulations) the City is exempt from inviting tenders if the relevant services are to be procured from ACTIV. However the value of the contract over a period of three years will be in excess of the Chief Executive Officer delegated authority of \$500,000. Therefore a Council resolution is required.

STATUTORY ENVIRONMENT

Under the Tender Regulations and the City's Purchasing Policy, tenders are normally to be invited before the City enters into a contract for the supply of services where the consideration is expected to be more than \$150,000. Under Regulation 11(2)(i) tenders do not have to be invited if the goods or services are to be supplied by an Australian Disability Enterprise. ACTIV is an Australian Disability Enterprise as detailed under the Tender Regulations and therefore the City is exempt from inviting tenders in this instance.

Noting that the value of the contract over a period of three years will be in excess of the Chief Executive Officer delegated authority and therefore in order to award a contract to ACTIV, a Council resolution is required.

RELEVANT PLANS AND POLICIES

Policy 239 – Purchasing has relevance to the procurement process. This procurement process complies with this policy.

FINANCIAL IMPLICATIONS

Historically, the average annual spend over the last six years in relation to General Parks and Gardens Maintenance Services has been \$265,000 per annum, and it is expected that this trend will continue. On this basis it is expected that the contract value over a period of three years will be in the region of \$795,000.

The hourly rates shown in Attachment A provide a comparison between ACTIV and commercial operator hourly rates. As demonstrated from the comparison the City will benefit financially from procuring services from ACTIV.

The expenditure pursuant to the proposed contract with ACTIV forms part of the City's annual budget for parks and gardens maintenance.

Long Term Financial Plan Implications

There are no long term financial implications associated with the Officer's recommendation.

STRATEGIC COMMUNITY OBJECTIVES

The officer's recommendation aligns principally with Key Goal Area 2 – Places and Spaces and Key Goal Area 6 – Leadership, and specifically the following community objective/s:

- 2.2: Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities
- 6.4: Asset are well maintained and responsibly managed

RISK ASSESSMENT

There are no identified risks associated with the officer's recommendation of a medium or greater level.

CONSULTATION

As an exemption applies to the tendering requirements when utilising an Australian Disability Enterprise, no consultation or advertising is required in relation to this item.

OFFICER COMMENT

The RFQ for General Parks and Gardens Maintenance Services was issued to ACTIV through Vendor Panel (VP109809) on 29 May 2018. The request closed on 8 June 2018.

ACTIV submitted a rate per hour with a rate for travel exceeding 10km from their depot. The City then clarified the application of the rate for travel and, upon clarification, it was decided to enter into negotiation to have the hourly rate include any travel to minimise administrative requirements. ACTIV responded with a revised rate per hour, with no travel to be claimed.

As outlined in the Financial Implications section of this report, ACTIV's proposal represents an advantageous one for the City as compared to comparative commercial rates. The engagement of ACTIV also provides a social benefit to the community.

ACTIV has demonstrated through their previous work with the City that they are capable of delivering a quality service. Their teams are supervised by suitably qualified staff enabling them to carry out weed control, tree pruning, playground cleaning and operation of various plant and equipment. Many of the team members have been with ACTIV for a number of years and are very experienced with the City's requirements under the contract. Further team members can be sourced from Bunbury if required.

Both teams have modern dual cab trucks with large trays for transport and cartage as well as minor plant and equipment. They also have caged trailers to carry out-front ride on mowers and waste material as required. Equipment is well maintained and serviced with little down time reported. ACTIV staff also have access to a well-equipped workshop and facilities within the Busselton LIA.

As ACTIV have been providing services to the City for a number of years they have a thorough understanding of the requirements of the contract.

CONCLUSION

It is recommended that the Council resolve to enter into a three year contract with the option of two, one year extensions with ACTIV for the supply of General Parks and Garden Maintenance Services.

OPTIONS

The Council may decide not to engage ACTIV directly for provision of General Parks and Gardens Maintenance Services, but to publicly invite tenders for the supply of these services. Officers do not consider that this will represent best value for money for the City.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

ACTIV will receive formal written notification within seven (7) days of the decision being handed down.

OFFICER RECOMMENDATION



That the Council award a contract to ACTIV Foundation Incorporated for General Parks and Gardens Maintenance, within the City of Busselton for a period of three (3) years with an option of two (2), one (1) year extensions.

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 ADOPTION OF CORPORATE BUSINESS PLAN 2018/2019 - 2021/2022

SUBJECT INDEX:	Corporate Business Planning
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson Corporate Planning Officer - Cathy Burton
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Corporate Business Plan 2018/2019 - 2021/2022  

PRÉCIS

This report presents the attached City of Busselton Corporate Business Plan 2018/2019 – 2021/2022 (Attachment A) (CBP) and seeks Council's approval and formal adoption of the plan.

BACKGROUND

The *Local Government Act 1995* sets out requirements for the 'Plan for the Future' which requires all Local Government Authorities to have a strategic community plan spanning a minimum ten year period, and a corporate business plan, spanning a four year period. Local governments are also required to have in place a number of informing plans being –

- a) asset management plans for key asset classes;
- b) a four year workforce plan; and
- c) a ten year long term financial plan.

The suite of plans cited above is collectively referred to as the Integrated Planning and Reporting (IPR) framework. The City of Busselton adopted all of its initial IPRF plans within the mandatory timeframe for their introduction (1 July 2013) and since then has regularly reviewed each plan to ensure it remains compatible with the community's aspirations and objectives and clearly articulates and provides for the delivery of core services and identified priority initiatives.

The direction and focus of the City's corporate business plan, and other IPR plans, is guided by the higher level strategic community plan. The strategic community plan undergoes a major review every four years and a minor (desktop) review every two years. The corporate business plan is reviewed annually, with each review considering the ongoing relevance of services delivered, assessing the priority actions and projects and establishing the medium term direction of the organisation.

Guidelines pertaining to the content and standard of IPR plans are provided in the IPR Advisory Standard, published in September 2016 by the then Department of Local Government and Communities (replacing the first Advisory Standard released in 2010). The Advisory Standard prescribes categories for assessing the competency of IPR plans; that is 'Achieving', 'Intermediate' and 'Advanced'. These standards are described in more detail under the Relevant Plans and Policies section of this report.

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* (the Act) requires a local government to plan for the future of the district and to ensure that any such plans are in accordance with regulatory requirements.

Regulation 19(D)(A) of the *Local Government (Administration) Regulations 1996* (the Regulations) requires a corporate business plan to be created, adopted and relate to the whole of the district over a term of at least four financial years. A corporate business plan must:

- a) have a minimum four year outlook;
- b) identify and prioritise the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan;
- c) state the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost;
- d) reference resourcing considerations such as asset management plans, finances and workforce plans; and
- e) be adopted by an Absolute Majority of the Council.

RELEVANT PLANS AND POLICIES

A corporate business plan must satisfy the minimum 'Achieving' standard as outlined in the IPR Advisory Standard.

Achieving standard

The Achieving standard is met when:

- A Council has adopted a corporate business plan that meets all of the listed regulatory requirements;
- Year 1 of the corporate business plan establishes the Annual Budget; and
- The local government also has in place:
 - a workforce plan that meets the Achieving standard;
 - asset management key performance indicators that meet the Standards; and
 - a long term financial plan.

'Intermediate' and 'Advanced' standard documents reflect the higher levels of planning and integration practices that a local government should be moving steadily through on a pathway of continuous improvement.

Intermediate standard

The Intermediate standard is met when:

- The corporate business plan meets the Achieving Standard;
- Core informing strategies (workforce plan, asset management plans, long term financial plan) have been integrated to drive activities and service delivery;
- The workforce plan meets Intermediate standard;
- Asset key performance indicators are at "Standard is improving";
- Financial management key performance indicators meet "Achieving" standards.

Advanced standard

The Advanced standard is met when:

- The corporate business plan meets the Achieving and Intermediate Standard;
- All activities and services delivered are integrated through the corporate business plan;

- Asset key performance indicators are at “Standard is Improving” and all financial performance indicators meet Advanced Standards (where applicable); and
- The workforce plan meets Advanced Standard.

Officers consider that the City’s proposed CBP satisfies the ‘Achieving’ standard with progress being made toward achievement of the ‘Intermediate’ standard.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of the proposed CBP. While a cost will be incurred for the professional publication of the approved plan, this cost is provided for within the annual budget.

Long-term Financial Plan Implications

The financial implications of the proposed CBP are reflected in the first four years of the Long Term Financial Plan 2018/2019 - 2027/2028 (LTFP) and in the annual budget for 2018/2019. The successful roll out and completion of other projects and activities identified in the plan will be substantially delivered by City municipal funds and reserves and in some cases depend on the availability of loans, Government grants or other sources of external funding. Actions relying on external funding sources are noted as such in the draft Plan.

STRATEGIC COMMUNITY OBJECTIVES

The corporate business plan is the City’s response to the community objectives listed in the Strategic Community Plan 2017. Adoption of the proposed CBP links primarily to Key Goal Area six “Leadership” and specifically Community Objective 6.3 – ‘Governance systems, process and practices are responsible, ethical and transparent’.

RISK ASSESSMENT

The key risk to delivery of the CBP is the availability of external funding and the potential for funding to be reduced. However, as the proposed plan reflects largely actions and projects that have already commenced and have been considered as part of the LTFP, the risk is considered low. Additionally actions that depend on external funding are denoted as such in the plan to ensure transparency and accountability.

CONSULTATION

There is no legislative provision requiring the CBP to be advertised for public consultation.

During the months of May and June 2017, the City conducted a community survey to enhance our understanding of community priorities and community perceptions of Council’s performance. The results of this survey validated the direction of the City’s current strategic community plan (2017) (SCP). Given that the proposed CBP seeks to achieve the goals and objectives of the SCP, Officers remain confident that it is aligned with the community’s expectations.

OFFICER COMMENT

The proposed CBP upholds the strategic direction of the SCP and integrates all relevant information contained in the LTFP, the workforce plan and asset management plans.

The plan outlines by key goal area, all of the services that Council delivers to the community and the priority actions that the organisation intends to complete over the four year life of the plan. A “best fit” approach to the linking of services and actions to SCP goals and objectives has been maintained (with specific links added to each of the services). Priority actions also link to one or more of the Council strategies.

In total the proposed CBP contains 96 priority actions, comprising –

- 23 in Key Goal Area 1: *Community*
- 14 in Key Goal Area 2: *Places and Spaces*
- 20 in Key Goal Area 3: *Environment*
- 15 in Key Goal Area 4: *Economy*
- 7 in Key Goal Area 5: *Transport*
- 17 in Key Goal Area 5: *Leadership*

The format for listing the corporate actions and projects is similar to previous years but notably a new heading, ‘Milestones’ has been introduced into the action table to provide more information on the expected significant stages of an action.

Several new actions are included in the proposed CBP. Other actions have been carried over from the previous plan unchanged or have been amended to better describe the action. Actions have also been excluded because they have been completed, supplanted by other priority actions or have a lower profile.

Significant actions carried over include the –

- Continued expansion of the Busselton-Margaret River Regional Airport and establishing significant infrastructure at the airport to assist with economic development opportunities;
- Continued redevelopment of the Busselton foreshore and work toward the establishment of accommodation and microbrewery establishments;
- Advancing of road and traffic improvements to improve traffic flow in and around the Busselton City centre;
- Progression of work towards the design and development of a performing arts and convention facility; and
- Continuation of recreation and active open space planning.

All actions in the plan are accounted for in the LTFP. Actions relying on the availability of external funding rather than or in addition to the City’s own funds are identified as such in the ‘External Funding Required’ column of the action tables. A high level summary of the City’s projected financial position for the period 2018/2019 – 2021/2022 is provided in the ‘Funding Our Plan’ section.

Table 1 below provides a high level summary of the differences between the 2017/2018 – 2020/2021 Corporate Business Plan actions and the proposed CBP actions. .

Table 1:

New Actions	Actions significantly amended	Actions excluded from draft plan	Actions reassigned to a different Key Goal Area and/or objective
20	24	23	3

Table 2 below provides more detail about the new, excluded and significantly amended actions of the proposed CBP. Note that an action is not included in Table 2 if it has been carried over into the proposed plan with only minor wording amendment to improve or refine the action description.

Table 2.

Key Goal Area 1: Community - Welcoming, Friendly, Healthy

STATUS	Action description	18/19	19/20	20/21	21/22
1.1 A community with access to life long health and education opportunities.					
Amended	Disability Access and Inclusion Plan Complete the review of the City's Disability Action and Inclusion Plan and Implement as a guide for ensuring City operations and services are inclusive of all members of the community. <i>17/18 action description:</i> <u>Disability Access and Inclusion Plan</u> <i>Review the Disability Access and Inclusion Plan.</i>	✓	✓	✓	✓
Excluded	Need a Hand Directory Update the Need a Hand Directory to assist with locating local and regional support and health services.	Action completed in 17/18			
Amended	Support community initiatives and facilities Promote and administer two rounds of community grants each financial year. Provide an annual information session prior to each community grants program. <i>17/18 action description:</i> <u>Community Bids</u> <i>Promote and administer the community bids funding program.</i>	✓	✓	✓	✓
Amended	Community Safety and Security Strategy Review update and implement Social Plan initiatives to address community safety in the Busselton City Centre, Dunsborough Town Centre and surrounding districts. <i>17/18 action description:</i> <u>Community Safety and Security Strategy</u> <i>Implement the Safety and Security strategy.</i>	✓	✓	✓	✓
Excluded	Emergency Management Review the City's local emergency management arrangements.	Action completed in 17/18			
Excluded	CCTV Deployments Provide CCTV services in high profile areas.	CCTV services will be provided as part of ongoing service provision on an as needs basis			
Amended and shifted from 1.3	Enhance cultural awareness and relationships with Aboriginal people In partnership with the District's local Aboriginal community develop and implement a Reconciliation Action Plan. <i>17/18 action description</i> <u>Cultural Reconciliation</u> <i>In partnership with the District's Noongar people develop and implement a Reconciliation Action Plan to develop cultural awareness and relationships with Aboriginal people.</i>	✓	✓	✓	✓
1.2 A community with access to life-long health and education opportunities					
New	Public Health Plan Prepare a Public Health Plan that meets the requirements of the Public Health Act 2016 and guides the City's overall planning for public health delivery.	✓	✓	✓	✓

New	Mosquito Monitoring, Control and Treatment Implement the Mosquito Control Strategy and conduct public education programs with respect to the dangers of mosquitoes.	✓	✓	✓	✓
1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.					
Excluded	Higher Education Support and facilitate the establishment of higher education services in Busselton including a university presence in the District.	Absorbed into Economic Development Strategy action in Key Goal Area 4			
Excluded	Busselton Youth and Community Activities Building Construct a new facility to house the Surf Living Saving Club and facilitate a central youth activity precinct.	Action completed in 17/18			
Amended	Port Geographe Floating Jetty Construct a floating jetty at Port Geographe. <i>17/18 action description:</i> <u>Port Geographe Finger Jetty and Boar Ramp Renewal</u> <i>Carry out upgrades to the Port Geographe Finger jetty.</i>	✓			
Excluded	Active Sports Pavilion Complete the construction of a sports pavilion and change rooms on the original alignment of Milne Street (between Marine Terrace and Geographe Bay Road) and establish an incorporated user group for the facility.	Action completed in 17/18			
Amended	Geographe Leisure Centre Master Plan Complete planning in relation to the upgrade of the Geographe Leisure Centre. <i>17/18 action description</i> <u>Geographe Leisure Centre</u> <i>Develop a whole of facility master plan to expand and improve services and facilities at the centre.</i>	✓			
Amended	Naturaliste Community Centre Master Plan Upgrade the Naturaliste Community Centre in accordance with the master plan and as funding allows. <i>17/18 action description:</i> <u>Naturaliste Community Centre</u> <i>Develop a whole of facility master plan to expand and improve services and facilities at the centre.</i>	✓	✓	✓	
Excluded	International Relationships Encourage both formal and informal relationships with international communities for the cultural and social benefit of the City of Busselton	Not currently considered a key focus			
Amended	Lou West Oval upgrade Upgrade the club facilities at Lou Weston Oval according to the approved detailed design. <i>17/18 action description:</i> <u>Lou Weston Oval</u> <i>Develop a concept design for rationalising and upgrading the club and change room facilities at Lou Weston Oval.</i>	✓	✓		
Amended and shifted from 2.1	Recreation Facilities Strategy Prepare a recreational facilities strategy to guide future development of Sir Stewart Bovell Park and other sporting venues. <i>17/18 action description</i> <u>Regional Active Open Space</u> <i>Assess the potential for the development of a regional active open space facility at Bovell Park</i>	✓			

Excluded	Vasse Integrated Sport and Recreation Precinct Construct a second oval at the Vasse Integrated Sport and Recreation Precinct.	Action completed in 17/18			
Amended and shifted from 2.1	Vasse Integrated Sporting Precinct Pavilion Continue planning for the development of hard courts and a future pavilion at the Vasse Integrated Sporting Precinct. <i>17/18 action description:</i> <u>Vasse Sports Pavilion</u> <i>Seek funding for the establishment of a pavilion at the Vasse Integrated Sport and Recreation Precinct.</i>	✓	✓	✓	✓
Excluded	Regional Boating Facility Continue to advocate for the potential development of a preferred site for a regional boating facility.	Ongoing advocacy as the opportunity arises			
1.4 Community services and programs that support people of all ages and backgrounds.					
New	Busselton Senior Citizens Centre expansion Lead the project to expand the Busselton Senior Citizens Centre.	✓	✓		
Excluded	Busselton Youth and Community Activities Building Complete the new community activities building on the Busselton foreshore.	Project completed 17/18			
Amended	Youth and community activities building activation Provide weekly and school holiday activities at the Youth and Community Activity Building. <i>17/18 action description</i> <u>Youth and Community Activities Building Activation</u> <i>In partnership with user groups, develop and implement programs and activities that activate the youth precinct.</i>	✓	✓	✓	✓

Key Goal Area 2: Places and Spaces - Vibrant, Attractive, Affordable

STATUS	Action description	18/19	19/20	20/21	21/22
2.1 Planning Strategies that foster the development of neighbourhoods that meet our needs as we grow.					
Amended	Scheme Review Complete review of the Town Planning Scheme. <i>17/18 action description</i> <u>Town Planning Scheme</u> <i>Review the Town Planning Scheme to ensure it remains relevant and comprehensive</i>		✓		
Amended	Dunsborough Lakes Sporting Facilities Construct stage 1 of a new sport and recreation complex for the Dunsborough district. <i>17/18 action description</i> <u>Dunsborough Lakes Sporting Facilities</u> <i>Continue negotiations with the developer, State government departments, and agencies to plan for the development of a sport and recreation complex for the Dunsborough District</i>		✓		
Amended	Yalyalup Oval Development Construct a sport and recreation oval in Yalyalup. <i>17/18 action description</i> <u>Yalyalup Development</u> <i>Continue negotiations with the developer to ensure that the proposed plan for the future development of community facilities at Yalyalup is compliant</i>				✓

	<i>with Council's endorsed Developer Contribution Plan</i>				
New	Non-Potable Water Supply Dunsborough Secure a non-potable water supply to facilitate the development of sporting ovals beyond Stage 1 of the Dunsborough Lakes Sporting Facilities.	✓			✓
2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.					
New	Dunsborough Nature Based Playground Design and construct a nature based playground in Dunsborough.		✓	✓	
2.3 Creative urban design that produces vibrant, mixed use town centres and public spaces.					
New	Busselton War Memorial Relocation Relocate the Busselton War Memorial to Rotary Park near to the Busselton sub-branch of the Returned and Services League Australia WA.	✓	✓		
Excluded	Public Car Parking Investigate the acquisition and creation of more public car parking within the Dunsborough Town Centre.	Considered an ongoing matter to be progressed as opportunity arises			

Key Goal Area 3: Environment – Valued, Conserved, Enjoyed

STATUS	Action description	18/19	19/20	20/21	21/22
3.1 Development is managed sustainable and our environment valued.					
Excluded	Waste Strategy Implement the Local Waste Strategy to ensure an effective and environmentally sound approach to waste minimisation and management.	Strategy has expired.			
Excluded	Dunsborough Waste Facility Landfill Expansion Complete the expansion of the waste facility at Vidler Road.	Project completed 17/18			
3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.					
New	Meelup Regional Park Management Plan Review the Meelup Regional Park Management Plan to ensure park values continue to be responsibly managed.	✓	✓		
New	Corella Management Implement the regional strategy for the management and control of Little Corella (<i>Cacatua sanguine gymnopsis</i>) and the Eastern Long Billed Corella (<i>Cacatua tenuirostris</i>).	✓	✓	✓	✓
Amended	Western Ringtail Possum Working Group Through the formation of this group and working with key stakeholders, research and make recommendations as to the approach and actions the City should take in relation to preserving the Western Ringtail Possum <i>17/18 action description:</i> <u>Western Ringtail Possum Protection</u> <i>Work with state agencies to progress the protection of the Western Ringtail Possum (WRP) and the recovery of WRP populations.</i>	✓	✓	✓	✓
3.3 The health and attractiveness of our waterways and wetlands is improved.					
New	Geographe Waterways Management Plans Complete management plans for both the Lower Vasse and Toby Inlet.	✓			
Excluded	Geographe Waterways Stormwater Upgrades Install gross pollutant traps and prepare construction and maintenance guidelines to assist with the revitalization of Geographe waterways.	Project complete			

3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.

New	Energy Action Plan Complete the development of an energy action plan identifying actions for energy reduction and re-use.	✓	✓	✓	✓
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Key Goal Area 4: Economy – Diverse, Robust, Prosperous

STATUS	Action description	18/19	19/20	20/21	21/22
4.1 An innovative and diversified economy that provides a variety of business and employment					
Amended	Busselton- Margaret River Airport General Aviation Precinct <i>Progress the Expression of Interest process for allocating hangar leases in the new general aviation precinct.</i> <i>17/18 action description:</i> <u>Busselton Margaret River Airport General Aviation Precinct</u> <i>Develop the general aviation precinct to include opportunities for aircraft hangar and services facilities.</i>	✓			
New	Busselton-Margaret River Airport Light Industrial and Commercial Areas <i>Plan and develop airport light industrial and commercial areas to include freight logistics and other enterprise opportunities.</i>	✓	✓	✓	✓
New	Digital / Smart City Plan Develop a digital / smart City plan for the district.	✓	✓	✓	✓
4.2 A community where local business is supported and in turn drives our economy					
New	VendorPanel Marketplace Promote and continue to embed the use of VendorPanel Marketplace as the City’s online procurement tool to promote increased opportunity for local business.	✓			
Excluded	Seasonal Business Development Encourage and facilitate the establishment of temporary commercial food vendors to enhance the tourism potential and recreational use of strategic locations throughout the City.	Action completed in 17/18			
4.3 Events and unique tourism experiences that aid in attractive visitors and investment					
New	Events prospectus Prepare an events/film industry prospectus to actively target and attract new high profile events and film makers to the City.	✓			
New	Online event application facility Progress the development of an online event application platform to streamline the processing of event applications.	✓			
Amended	Busselton Jetty Tourist Park Complete a master plan for the Busselton Jetty Tourist Park for continual upgrade of the Park. <i>17/18 action description:</i> <u>Kookaburra Caravan Park</u> <i>Prepare a master plan for the future development of Kookaburra Caravan Park to provide patrons with cost effective short stay and longer term options.</i>	✓			
Excluded	Dedicated Sporting Venue Liaise with stakeholders with regard to identifying a site for a future international standard noisy sport and events venue.	This is an ongoing matter which is involving and at this point there is no firm parameters for the action			

Key Goal Area 5: Transport –Smart, Connective, Accessible

STATUS	Action description	18/19	19/20	20/21	21/22
5.1 Public transport services that meet the needs of the community.					
Amended	Public Transport Continue to work with key stakeholders towards improving public transport services in the District that provide connections across the district. <i>17/18 action description:</i> <u>Public Transport</u> Develop a business case for presentation to public transport service providers to support improvements to public bus services within the District.	✓	✓	✓	✓
5.2 Road networks that provide for a growing population and the safe movement of all users.					
Amended	Roads Maintenance and Upgrades Implement the roads maintenance programs with a focus on narrow country road upgrades. <i>17/18 action description:</i> <u>Roads Program</u> Implement the roads maintenance program to provide a safe and effective road system across the District.	✓	✓	✓	✓
Amended	Busselton Traffic Improvements Subject to the outcome of consultation and approval from relevant government agencies, implement prioritised traffic improvements to improve the flow of traffic and around Busselton City Centre. <i>17/18 action description:</i> <u>Busselton Traffic Study</u> Undertake details design, traffic modelling and agency approvals for local road network upgrades, including the development of the Eastern Link, duplication of Causeway Road and Bridge (Stage 1), modifications to the Victoria Square intersections and upgrades to Strelly Street, Barlee Street and West Street.	✓	✓		
5.3 Cycle ways that connect our communities and provide alternative transport choices.					
Amended	Cycleway and Shared Path Networks Improvements Finalise the review of the Bike Plan and upon adoption, implement the plan within funding provisions. <i>17/18 action description:</i> <u>Bike Plan</u> Review the City of Busselton Bike Plan within annual resource allocations	✓	✓	✓	✓

Key Goal Area 6: Leadership –Visionary, Collaborative, Accountable

STATUS	Action description	18/19	19/20	20/21	21/22
6.1 Governance systems, process and practices are responsible, ethical and transparent.					
New	Governance Systems Review Implement agreed recommendations of the Governance Systems Review.	✓	✓		
Amended	Fair Value Assess the worth of all asset classes every three years. <i>17/18 action description:</i> <u>Fair Value</u> Continue Fair Value reporting for all asset classes in accordance with legislative requirements.	✓	✓	✓	✓

Excluded	Organisational Reporting Continue to monitor and measure progress of the City’s Strategic Community Plan and corporate performance.	Considered part of ongoing operational activity			
Excluded	Customer Service Facilities Continue to investigate the provision of extended customer service facilities to better serve the community including online options and a facility at the Naturalist Community Centre in Dunsborough.	A trial of customer services at the Naturaliste Community Centre has been completed.			
6.2 Council engages broadly and proactively with the community.					
New	Busselton Traffic Improvement Survey Conduct a survey to assess the level of community support for various medium term traffic initiatives to improve traffic flow in the vicinity of Busselton.	✓			
Excluded	Community Engagement Embed the Your Say Busselton website as the primary community engagement medium to raise awareness of Council projects and encourage community participation and feedback	Successfully achieved and considered part of ongoing operational activity			
6.3 Accountable leadership that is supported by a skilled and professional workforce.					
New	Financial Reporting System Enhancements Design and implement improved financial reporting capabilities within existing business systems.	✓	✓		
Amended	Integrate asset data into core business system Finalise the implementation of asset register data within existing business systems <i>17/18 action description:</i> <i>Implement works and assets IT business software</i> <i>Develop a business case for the implementation of works and assets across the organisation and progress the same.</i>	✓	✓		
Amended	Workforce Planning Implement strategies and actions contained in the workforce plan <i>17/18 action description:</i> <i>Workforce Planning</i> <i>Improve the integration of strategic, operational and workforce planning through the annual review of the Workforce Plan.</i>	✓	✓	✓	✓
6.4 Assets are well maintained and responsibly managed.					
Excluded	Asset Management Plan Develop and implement an Asset Improvement Plan summarising the current status of assets and upcoming tasks required.	Action covered under existing “Overall Asset Management Plan” action			
Excluded	Asset Management Standards Implement an integrated asset management system to improve asset data management across the organsiation.	Action covered under existing “Overall Asset Management Plan” action			
New	Art Collection Management Prepare a policy and procedures document for the management of the City of Busselton art collection.	✓			
New	Business Systems Review Commence review of the City’s core business systems software to ensure it continues to be most advantageous to the City.	✓			
Excluded	Fleet Replace the City’s fleet in accordance with the 10 year fleet management plan.	Considered part of ongoing service delivery			
Excluded	Pathways program Implement the pathways maintenance and upgrades program to provide a safe and serviceable path network.	Considered part of ongoing service delivery			

The final section of the proposed CBP outlines 11 corporate performance indicators which assist to measure our progress with respect to organisational performance and achievement of the plan's actions. Key changes to note are removal of the cash cost per tonne of waste processed from indicator eight (waste), the inclusion of new targets in relation to indicator 9 (development assessment) and indicator 11 (safety), and an amendment to the measure for indicator 10 (energy use).

The cash cost per tonne measure is proposed for removal as it is in conflict with the other measure for the same indicator – 'percent of solid waste diverted from landfill (recycled/reused)'. As we seek to divert waste from landfill, the cash cost per tonne will naturally increase. Regardless, it is likely that for this coming financial year the cash-cost per tonne will go up or at best remain stable not because of increased diversion from landfill but because of increased net processing costs as a result of the Cleanaway recycling contract price increase and the additional cost of the Bunbury/Dardanup waste transfer and disposal trial. For these reasons, and given reducing waste to landfill is seen as the primary objective, it is proposed that cash cost per tonne is removed from the CBP.

The new targets in relation to development assessments have been established after an internal review of development application processing requirements and see us move away from using deemed refusal timeframes to measure performance.

The LTIFR (lost Time Injury Frequency Rate) is a measure used by industries to determine the number of lost-time injuries within a period, relative to the total number of hours worked in that period. The number of lost-time injuries per hour worked is always a very small number. To make it easy to interpret, a multiplier of one million is used and LTIFR are reported as the number of lost-time injuries per million hours worked. A target of less than 15 has been included in the proposed CBP, noting our LTIFR for 2017/2018 is approximately 18 due to a high number of unrelated lost time injuries in the early part of the period. We expect an LTIFR of less than 15 to be achievable.

In relation to indicator 10 – energy use – it is proposed that the measure be adjusted to reflect the need to set targets by the end of 2018/2019.

CONCLUSION

The City's corporate business plan is a key component of the IPR framework. The proposed CBP meets the "Achieving" standard required by the Department of Local Government, Sport and Cultural Industries Advisory Standard and integrates relevant information from the City's current LTTP, asset management plans and workforce plan.

The proposed CBP supports the Council's strategies outlined in the SCP and advances many of the key initiatives that the City has made progress on over the previous financial year. Importantly, the proposed plan continues provides a solid work program to assist with realising the community's aspirations and objectives.

OPTIONS

1. The Council may choose to alter any of components or wording of the proposed CBP as it sees fit.
2. The Council may choose not to adopt the proposed CBP and seek further more significant changes.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once the CBP is adopted, it will come into effect immediately with the services and actions contained implemented over the four year life of the plan as identified. The plan will be professionally published within six weeks of its adoption.

OFFICER RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council adopts the Corporate Business Plan 2018/2019 – 2021/2022 in the form attached to this report (Attachment A).



*Where
environment
lifestyle and
opportunity
meet!*



INSIDE FRONT COVER



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Message from the Mayor and Chief Executive Officer

Where environment, opportunity and lifestyle meet

The Corporate Business Plan 2018/19- 2021/22 continues our momentum of program, project and service delivery to support the community's vision and help to achieve the community's long term strategic goals.

In 2017 the City of Busselton commissioned a survey to determine the community's overall satisfaction with the City's performance. The survey indicated that in terms of the City being a desirable place to live and Council's function as a governing body, our City is the leading regional council in Western Australia - ahead of the next best by five index points.

This is a great result. However, complacency is not an option and our determination to keep improving our level of performance continues. Projects scheduled over the life of this plan include addressing traffic management issues around the Busselton City centre and Dunsborough town centre, fostering economic development opportunities to support local business, and improving community sport and recreation facilities. We shall continue to work on plans to better manage our reserves and other natural resources, and participate in projects to enhance the Vasse River ecosystem and other Geographe catchment waterways. We are also focusing on improving the energy efficiency of the City's assets by implementing a new Energy Master Plan.

Our Corporate Business Plan is designed to provide the best value for money from the rates paid by our community, and deliver broad benefits to those who live, work, visit and invest in our City.



Grant Henley
Mayor

Mike Archer
Chief Executive Officer



¹Ranked #1 "Things to do in Busselton" on Trip Advisor

²Source: Australian Bureau of Statistics Busselton (LGA) (51260) ABS Regional Data 29 May 2018



Service Delivery Structure

Community and Commercial Services			Engineering and Work Services				Finance and Corporate Services				Executive Services	Planning and Development Services		
BUSINESS UNIT														
Airport Development Project	Community Services	Commercial Services	Engineering and Technical Services	Major Projects and Facility Services	Operations Services	Waste and Fleet Services	Governance and Corporate Services	Legal and Property Services	Finance	Information Services	Executive Services	Development Services	Environmental Services	Strategic Planning
ACTIVITY UNIT														
Airport Development Project	Community Development	Airport Services	Asset Management	Major Projects	Maintenance and Construction	Fleet Management Services	HR and Risk	Legal Services	Finance	Customer Services	Executive Services	Building Services	Ranger and Emergency Services	Strategic Planning
	Cultural Services	ArtGeo	Design and Survey	Facility Services	Parks and Gardens	Waste Services	Governance	Property Management	Rates	Business Systems		Statutory Planning	Environmental Health	
	Library Services	Economic and Business Development	Development Control				Public Relations			Information and Communication Technology			Environmental Management	
	Recreation Services	Events	Landscape Architecture							Records				
		Tourism Services												

Executive Team

Executive Services

CEO:	Mike Archer
Primary Strategic Plan Link:	Key Goal Area 6
Mission Statement:	<i>Deliver the best outcomes for the community</i>
Employees:	3.0 (full time equivalent)
18/19 budget:	See budget breakdown graph (inclusive of capital grants and non-cash items)

18/19 Budget Summary

Category	Amount
Revenue	250,000
Expenditure	-2,500,000

Community and Commercial Services

Director:	Naomi Searle
Primary Strategic Plan Link:	Key Goal Area 1 and 4
Mission Statement:	<i>Create a happy, healthy, inclusive and financially robust community</i>
Employees:	57.22 (full time equivalent)
18/19 budget:	See budget breakdown graph (inclusive of capital grants and non-cash items)

18/19 Budget Summary

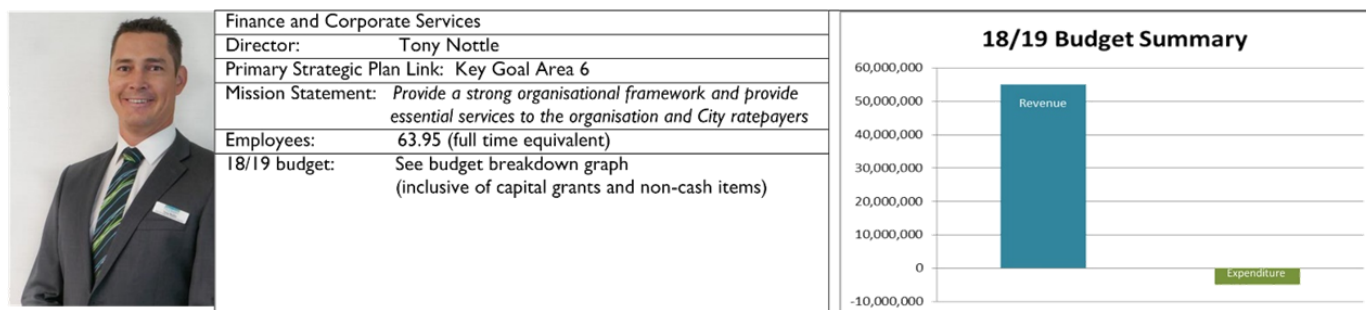
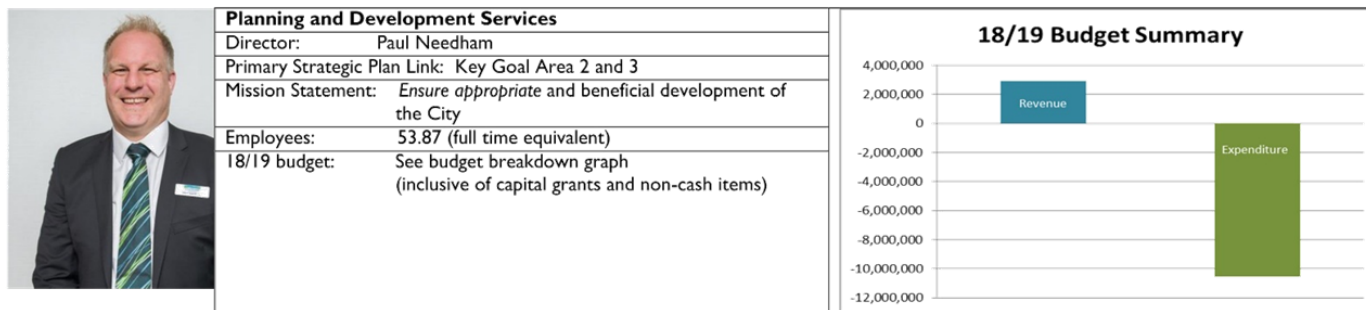
Category	Amount
Revenue	15,000,000
Expenditure	-5,000,000

Engineering and Works Services

Director:	Oliver Darby
Primary Strategic Plan Link:	Key Goal Area 1 and 5
Mission Statement:	<i>Build and maintain a great City</i>
Employees:	134.45 (full time equivalent)
18/19 budget:	See budget breakdown graph (inclusive of capital grants and non-cash items)

18/19 Budget Summary

Category	Amount
Revenue	20,000,000
Expenditure	-40,000,000



Our Corporate Values

Pride in performance

Strength as a team

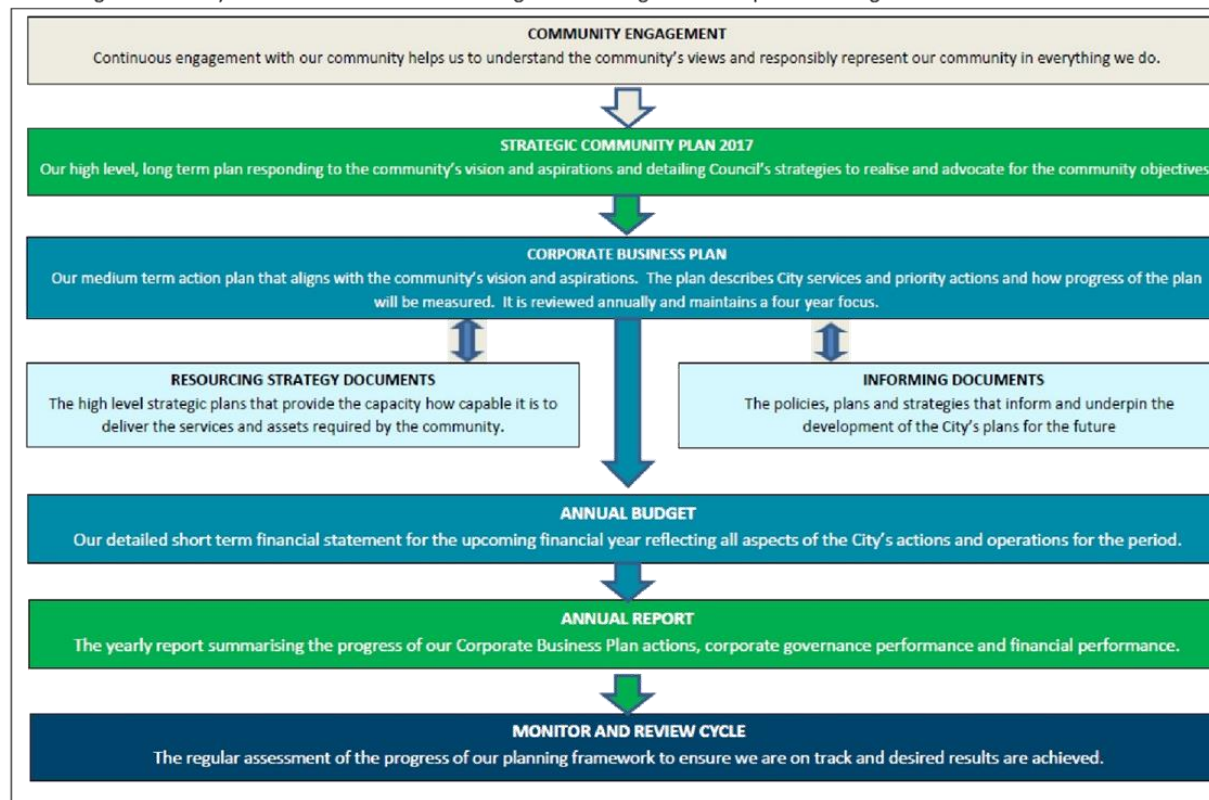
Empower people to make decisions

Community focus

Mutual respect in everything we do

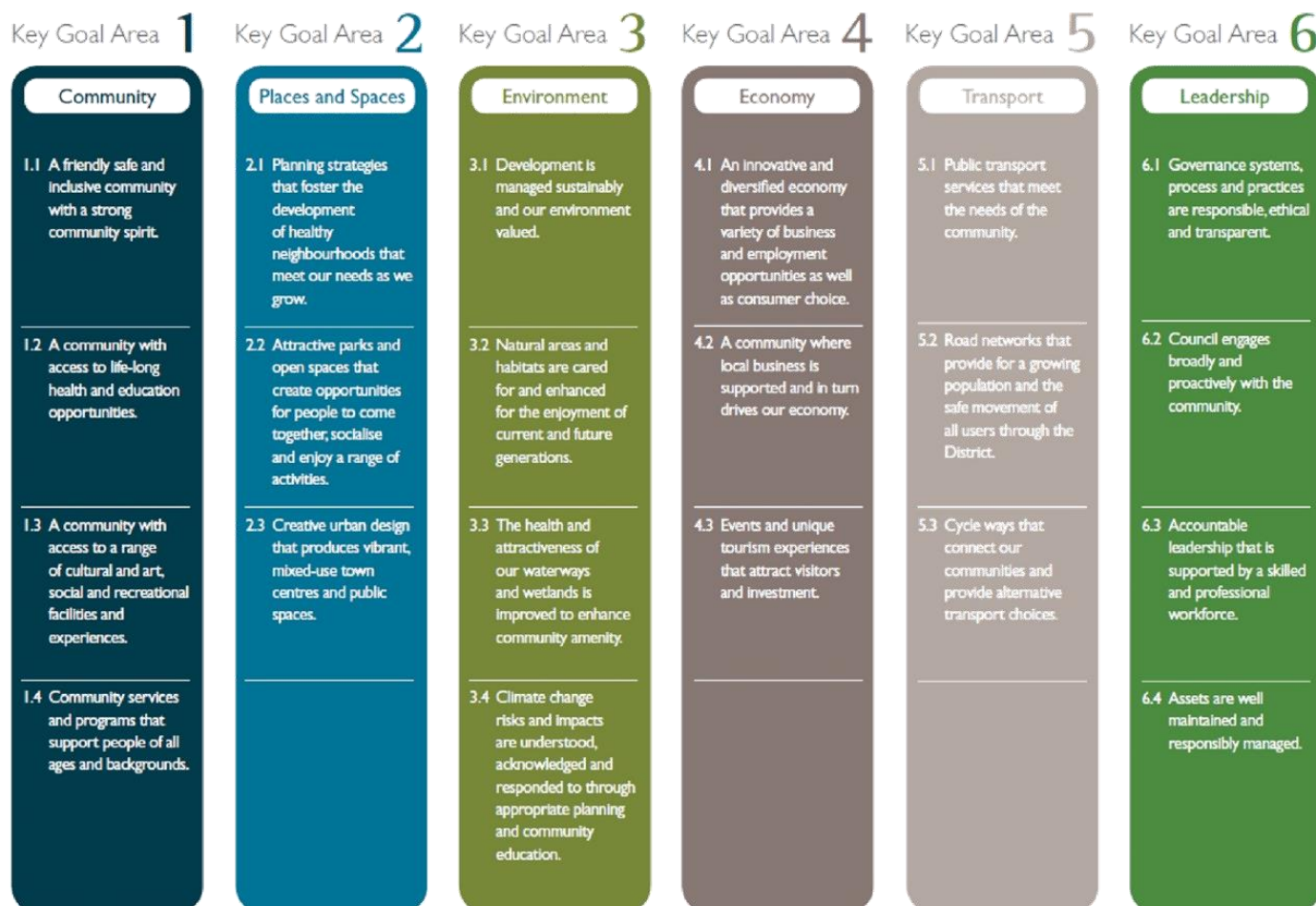
Our Strategic Planning Framework

The State government's Integrated Planning and Reporting Framework provides the focus for our strategic planning framework, and includes this Corporate Business Plan. All of our integrated plans are developed with the benefit of engagement and feedback from the community. Our Strategic Community Plan feeds into the State and Regional Planning and Development Strategies.







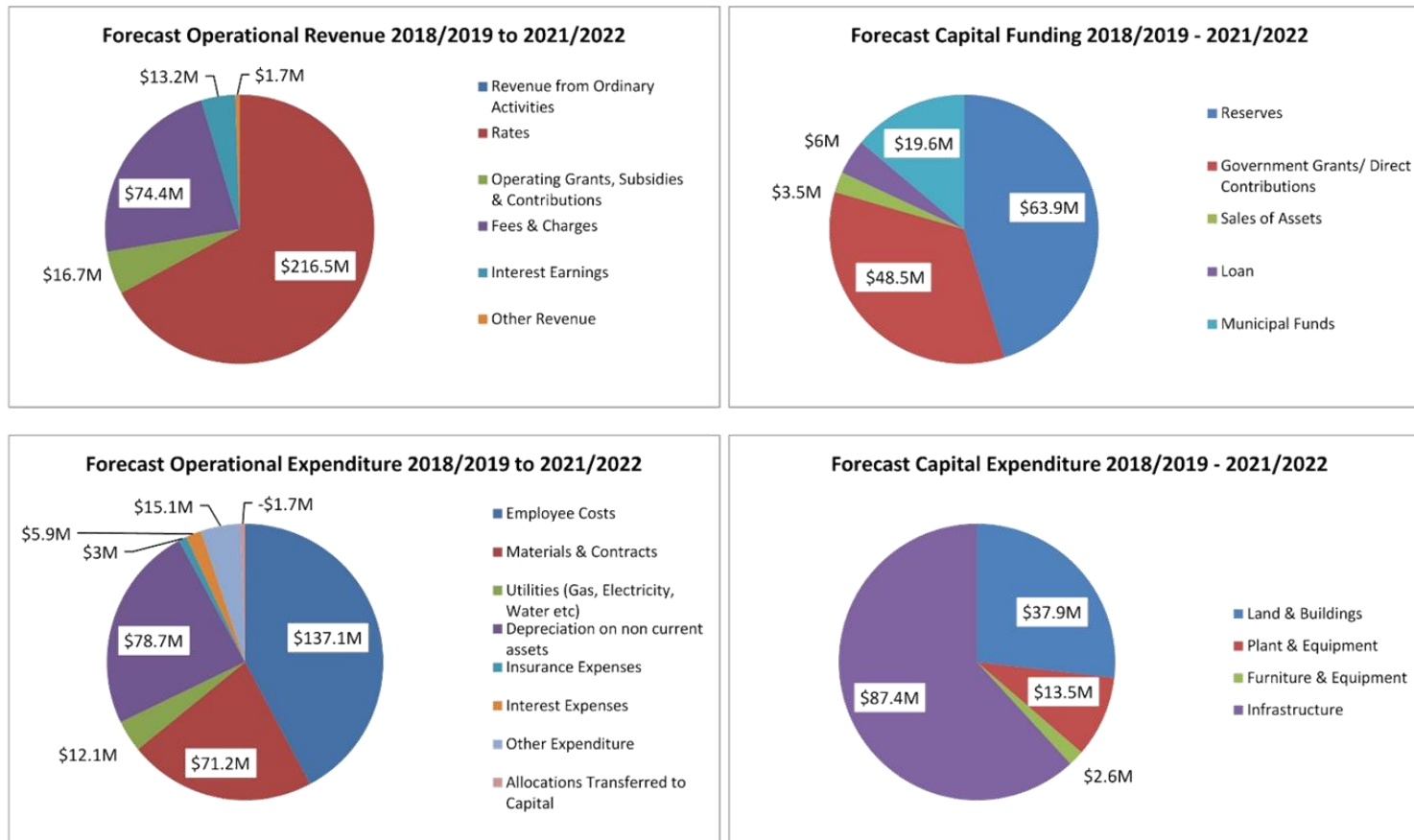


Four Year Priorities



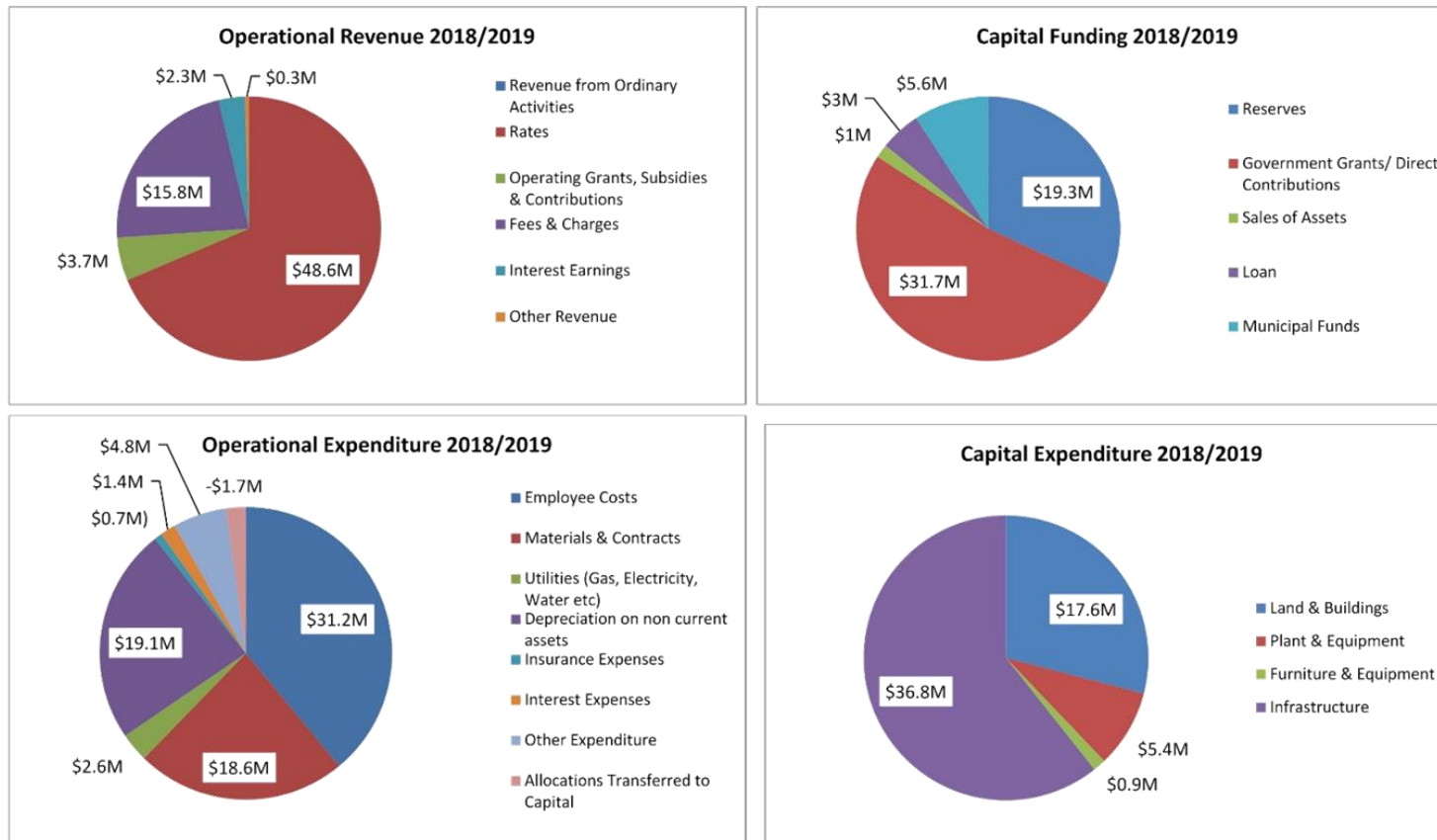
Forecast Four Year Budgets

The graphs below highlight key aspects of the forecast four year (2018/2019 – 2021/2022) financials as detailed in the applicable rate setting statement.




Forecast Annual Budget

The graphs below highlight key aspects of the forecast 2018/2019 budget financials as detailed in the applicable rate setting statement.



Our Plan Explained

<p>Community objectives and Council strategies</p> <p>Each Key Goal Area is defined by a number of objectives designed to positively respond to our community's vision and aspirations. In turn, Council has adopted a range of strategies to assist with achieving the community's objectives.</p>		<p>Terms used in the Corporate Action Plan</p> <p><u>Council strategy</u></p> <p>Each corporate action is linked to a strategy (or strategies) as outlined in the Strategic Community Plan 2017.</p> <p><u>Informing plan</u></p> <p>These are the City's informing plans that guide Corporate Business Plan actions and services.</p> <p><u>Reporting responsibility</u></p> <p>The area of the organisation responsible for reporting on the progress of the action, noting that results are achieved collaboratively.</p> <p><u>External funding required</u></p> <p>This indicates that funding from sources other than the City's own funds is required to progress the action.</p> <p><u>Milestone</u></p> <p>Where appropriate, this indicates specific targets that we are seeking to achieve.</p> <p><u>Delivery</u></p> <p>The timeframe for delivery of the action.</p>
<p>Corporate action/project</p> <p>The plan identifies the priority actions and projects Council is committed to delivering. Every action we undertake is linked to a community objective on the basis of 'best fit'.</p>		
<p>Services</p> <p>Council provides a range of services to help achieve the community's objectives. As many services can contribute to the achievement of more than one objective, the connection between services and a Key Goal Area is made on the basis of 'best fit'.</p>		
<p>Risk management</p> <p>These are the high level risks to achieving the Corporate Business Plan. Risks are mitigated by adopting appropriate controls.</p>		
<p>Performance and progress reports</p> <p>The progress of our Corporate Business Plan is reported to the community every six months via the City's Bay to Bay newsletter.</p>		

KEY GOAL AREA 1

COMMUNITY

Welcoming

Friendly


Healthy

Community Objectives

- I.1 A friendly and safe community with a strong community spirit.
- I.2 A community with access to life-long health and education opportunities.
- I.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
- I.4 Community services and programs that support people of all ages and backgrounds.

Council strategies supporting community objectives

- a. Explore ways to improve social connectedness and inclusion.
- b. Engage with providers for the timely delivery of specialist health and other support services that assist all sectors of our community.
- c. Work with the community and other key partners to create and maintain safe public areas.
- d. Advocate for the establishment of higher education facilities providing transitional learning opportunities.
- e. Create sport and recreation hubs to service local and regional communities.
- f. Establish a performing arts facility for the District.
- g. Host and facilitate events and programs that bring the community together.

<div>  The following Council services contribute to achievement of the community objectives of Key Goal Area I </div>			
Our Services	Service Objectives	What we do	Community Objective Link
Community Development	Support and assist the local community with initiatives that promote and enhance health, safety accessibility and or local economy.	<ul style="list-style-type: none"> • Collaborate with the community to build community capacity, participation and inclusion through community planning and development. • Coordinate and implement the Disability Access and Inclusion Plan Reference Group. • Coordinate and facilitate youth programs and activities. • Design and implement cultural development programs. 	1.4
Cultural Services	Engage and encourage residents and visitors to participate in and benefit from art and heritage.	<ul style="list-style-type: none"> • Manage exhibitions at ArtGeo and the Old Courthouse. • Manage the City's art collection. • Identify innovative means to incorporate new and vibrant arts and event opportunities in the Cultural Precinct. 	1.3
Library Services	Help to create a literate and informed community by providing responsive and inclusive library services to the community.	<ul style="list-style-type: none"> • Operate the Busselton and Dunsborough libraries, including the provision of eResources and interlibrary loan services. • Provide library programs for children and teens and home bound library services to seniors. • Conduct special school holiday library events and second hand book sales. 	1.2
Recreation Services	Provide safe and affordable fitness, sport, recreation and leisure experiences where people can have fun, keep fit and learn new skills.	<ul style="list-style-type: none"> • Manage and operate the Geographe Leisure Centre, providing stadium facilities and programs, gym services, group fitness classes and aquatics programs. • Manage and operate the Naturaliste Community Centre. • Provide crèche and vacation care services. 	1.3
Environmental Health	Assess, correct, control and where possible prevent factors that have the potential to adversely affect the health and wellbeing of the community.	<ul style="list-style-type: none"> • Inspect public buildings, food and accommodation premises, public swimming pools and conduct noise monitoring as required. • Investigate and report on all infectious disease notifications. • Carry out public health education programs, including programs regarding mosquito and pest control. 	1.1
Ranger and Emergency Services	Assist with providing a safe and secure community through proactive surveillance, law enforcement, community education and by preventing and preparing for bushfire and emergency events.	<ul style="list-style-type: none"> • General enforcement of compliance with local laws, including dog and cat control. • Implement parking and traffic management controls. • Coordinate the Local Emergency Management Committee. • Provide bushfire mitigation and bushfire brigade and emergency response support. 	1.1

**CORPORATE
ACTIONS**

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action / Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
1.1 A friendly and safe community with a strong community spirit									
1(a),1(b)	Disability Access and Inclusion Plan <ul style="list-style-type: none">Complete the review of the City's Disability Action and Inclusion Plan and implement as a guide for ensuring City operations and services are inclusive of all members of the community.	Community Development	Disability Access and Inclusion Plan 2014-2018		Approve new DAIP 2018 - 2022	✓			
					Ongoing	✓	✓	✓	✓
1(e),1(g),6(c)	Support community initiatives and facilities <ul style="list-style-type: none">Promote and administer two rounds of community grants each financial year.Provide an annual information session prior to each community grants program.	Community Development	Social Plan 2015-2025		Two rounds administered	✓	✓	✓	✓
1(c)	Community Safety and Security Strategy implementation <ul style="list-style-type: none">Implement the Community Safety and Security Strategy for the Busselton and Dunsborough town centres and surrounding districts, including the submission of applications for grants and development of community safety awareness campaigns.	Community Development	Social Plan 2015-2025	Yes	Ongoing	✓	✓	✓	✓
1(a)	Enhance cultural awareness and relationships with Aboriginal people <ul style="list-style-type: none">In partnership with the District's local Aboriginal community develop and implement a Reconciliation Action Plan.	Community Development	Social Plan 2015-2025	Yes	Ongoing	✓	✓	✓	✓
1(c)	Bushfire Risk Management Plan <ul style="list-style-type: none">Develop a bushfire risk management plan.	Community Emergency Services		Yes	Plan complete	✓			

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
1.2 A community with access to life-long health and education opportunities.									
1(b), 1(g)	Children and family services • Support intervention programs that promote the importance and value of a child's early development.	Community Development	Social Plan 2015-2025		Ongoing	✓	✓	✓	✓
1(b)	Public Health Plan • Prepare a Public Health Plan that meets the requirements of the Public Health Act 2016 and guides the City's overall planning for public health delivery.	Environmental Health			Ongoing	✓	✓	✓	✓
1(c)	Mosquito monitoring, control and treatment • Implement the Mosquito Control Strategy and conduct public education programs with respect to the dangers of mosquitoes.	Environmental Health			Ongoing	✓	✓	✓	✓
1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.									
1(a)	Settlement Art Project • Complete the Busselton Settlement Art Project.	Community Development	Social Plan 2015-2025		Aboriginal sculpture installed	✓			
					Pioneer Woman sculpture installed		✓		
1(f)	Performing Arts and Convention Centre • Progress the business case for the design and development of a performing arts and convention space and continue to explore funding opportunities.	Community Development	Local Cultural Planning Strategy 2011	Yes	Business case complete	✓			
					Design Stage	✓	✓	✓	
					Secure funding		✓	✓	
					Commence Construction				✓
1(e), 2(a), 6(d)	Port Geographe Parking Facilities – Stage 1 • Construct additional boat trailer and car parking bay at Lot 584 Port Geographe.	Engineering and Technical Services	Port Geographe Boat Trailer Parking Study 2014	Yes	Construction complete	✓			
1(e), 6(d)	Port Geographe Floating Jetty • Construct a floating jetty at Port Geographe.	Engineering and Technical Services	Port Geographe Boat Ramp Marine Structures Study 2016	Yes	Construction complete	✓			

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
1(e), 2(c), 2(d)	Recreation Facilities Strategy • Prepare a recreation facilities strategy to guide future development of Sir Stewart Bovell Park and other sporting venues.	Community Development		Yes	Strategy complete	✓			
1(e)	Naturaliste Community Centre Master Plan • Upgrade the Naturaliste Community Centre in accordance with the master plan.	Community Development	Naturaliste Community Centre Master Plan 2017	Yes	Fauna, flora and Aboriginal heritage surveys complete	✓			
					Funding secured		✓		
					Detailed design complete			✓	
					Stadium, storage and library expansion complete			✓	
1(e)	Geographe Leisure Centre Master Plan • Complete planning in relation to the upgrade of the Geographe Leisure Centre.	Community Development	Geographe Leisure Centre Master Plan 2017	Yes	Fauna, flora and heritage surveys complete	✓			
1(e)	Lou Weston Oval upgrade • Upgrade the club facilities at Lou Weston Oval according to the approved detailed design.	Community Development	Leisure Services Plan 2005	Yes	Secure funding	✓			
					Netball/basketball court upgrades complete		✓		
					Facility upgrade completed		✓		
1(e)	Vasse Integrated Sporting Precinct Pavilion • Continue planning for the development of hard courts and a future pavilion at the Vasse Integrated Sporting Precinct.	Community Development			Ongoing	✓	✓	✓	✓
1(e)	Busselton Tennis Club facilities relocation • Continue to work with the Busselton Tennis Club to progress the relocation of tennis facilities as part of the Busselton Foreshore development.	Community Development	Busselton Foreshore Master Plan	Yes	Courts and clubroom completed	✓	✓		
1(e)	Churchill Park facilities upgrade • Upgrade the building and facilities at Churchill Park in accordance with the Churchill Park Master Plan and Asset Management Plan.	Community Development		Yes	Secure funding	✓			
					Ongoing upgrades to other facilities as required		✓	✓	✓

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
1.4 Community services and programs that support people of all ages and backgrounds.									
1(a), 1(g)	Youth initiatives implementation • Implement actions from the Youth Services section of the City's Social Plan.	Community Development	Social Plan 2015 - 2025	Yes	Ongoing	✓	✓	✓	✓
1(a), 1(g)	Youth and Community Activity Building Activation • Provide weekly and school holiday activities at the Youth and Community Activity Building.	Community Development	Social Plan 2015 - 2025		Ongoing	✓	✓	✓	✓
1(b)	Seniors initiatives implementation • Implement actions from the Senior Services section of the City's Social Plan.	Community Development	Social Plan 2015 - 2025	Yes	Ongoing	✓	✓	✓	✓
1(b), 6(d)	Busselton Senior Citizens Centre expansion • Lead the project to expand the Busselton Senior Citizens Centre.	Community Development	Social Plan 2015 – 2025	Yes	Commence works	✓			
					Expansion complete		✓		

KEY GOAL AREA 2

PLACES AND SPACES

Vibrant

Attractive

Affordable

Community Objectives

- 2.1 Planning strategies that foster the development of neighbourhoods that meet our needs as we grow.
- 2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activity.
- 2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.

Council strategies supporting community objectives

- a. Continue to develop the foreshore reserves as family friendly places.
- b. Develop and maintain rural and suburban parks and reserves for the enjoyment of the community.
- c. Develop and maintain a City with pedestrian access, green spaces, shady trees and high quality public amenities.
- d. Advocate, plan for and develop functional neighbourhoods, with a focus on minimising urban sprawl and offering a range of diverse and affordable housing choices.
- e. Continue to revitalise and activate the Busselton City and Dunsborough town centres.



The following Council services contribute to achievement of the community objectives of Key Goal Area 2

Our Services	Service Objectives	What we do	Community Objective Link
Building Services	Ensure building proposals are compliant with all regulations and are designed to an acceptable standard under the authority of the Building Act 2011.	<ul style="list-style-type: none"> • Undertake inspection of building construction at key stages. • Inspect structures and private pools to ensure they are fit for intended use. • Assess and determine building applications within statutory timeframes. • Advise on and manage compliance matters. 	2.1
Compliance Services	Provide guidance to private landowners and the wider community regarding the legislative requirements pertaining to development.	<ul style="list-style-type: none"> • Investigate complaints and monitor compliance in relation to development matters. • Ensure responsive action is taken to remedy unauthorised development within the City or development not in accordance with development approval conditions. • Inspect private swimming pools every four years. 	2.1
Development Control	Manage and supervise the engineering aspects of subdivision functions and services to ensure City requirements are met.	<ul style="list-style-type: none"> • Provide engineering advice regarding subdivisions and developments to staff, consultants, developers and residents. Provide advice regarding fees, charges and bond amounts. • Assess infrastructure as part of the sub-division and development process to ensure compliance with approved engineering conditions and standards. 	2.1
Landscape Architecture	Provide specialist design advice in relation to landscape architecture associated with urban enhancement projects and public open space development.	<ul style="list-style-type: none"> • Assess and prepare landscape concepts, detailed design drawings and technical specifications for City owned land, town site streetscapes, subdivisions, business and residential verge landscape developments. • Advise Council and liaise with developers, consultants and community on policy, strategy and landscape development. 	2.2

Our Services	Service Objectives	What we do	Community Objective Link
Major Projects	Provide project planning and management of major infrastructure projects that contribute to a more vibrant and active City.	<ul style="list-style-type: none"> • Commission and undertake feasibility studies and secure funding for potential projects. • Plan for and deliver identified major projects on time and within budget. 	2.2 2.3
Parks and Gardens	Deliver horticultural, irrigation, maintenance and turf services for parks, sporting grounds, gardens and public open spaces.	<ul style="list-style-type: none"> • Maintain parks, foreshores and reserves, public open spaces, town centres, and verges and roundabouts. • Design, install and maintain irrigation systems. • Install and maintain infrastructure such as street furniture, barbeques, playground equipment, stairs, access ways and fencing. • Maintain cemetery grounds and assist with cemetery burials and ashes interments. • Assist with set up and dismantling of event structures. 	2.2
Statutory Planning	Provide a regulatory service administering the division of land, the use of land, and the design of buildings and their operation. Ensure all development is approved under the authority of the Planning and Development Act 2005.	<ul style="list-style-type: none"> • Assess and determine subdivision and development applications within statutory timeframes. • Develop planning policies. • Provide technical advice and guidance to planning consultants, architects, builders, engineers and the general public. 	2.1 2.3
Strategic Planning and Development	Plan and guide the future growth and development of the City consistent with the objectives of the Strategic Community Plan.	<ul style="list-style-type: none"> • Prepare, maintain and review the City's statutory planning instruments, including the Local Planning Strategy, the Town Planning Scheme and developer contributions arrangements. • Plan for the use of land in a way that promotes and enhances social and economic wellbeing while balancing environmental preservation. • Assess and determine applications for scheme amendments and development guide plans. 	2.1 2.3

**CORPORATE
ACTIONS**

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
2.1 Planning strategies that foster the development of neighbourhoods that meet our needs as we grow.									
2(b), 2(c), 2(d), 2(e) 3(a)	Local Planning Strategy • Finalise the Local Planning Strategy following approval by the WA Planning Commission.	Strategic Planning and Development	Local Planning Scheme		Strategy complete	✓			
					Ongoing	✓	✓	✓	✓
2(b), 2(c), 2(d), 2(e) 3(a)	Scheme Review • Complete the Town Planning Scheme review.	Strategic Planning and Development	Local Planning Scheme		Deliver draft Scheme review report		✓		
					Complete Scheme review		✓		
2(c), 2(d), 1(e)	Dunsborough Lakes Sporting Facilities • Construct stage 1 of a new sport and recreation complex for the Dunsborough district.	Parks and Gardens	Dunsborough Lakes Estate Developer Contributions Plan 2017	Yes	Oval (Stage 1) constructed		✓		
2(c), 1(e)	Non-Potable Water Supply Dunsborough • Secure a non-potable water supply to facilitate the development of sporting ovals beyond Stage 1 of the Dunsborough Lakes Sporting Facilities.	Strategic Planning and Development	Dunsborough Lakes Estate Developer Contributions Plan 2017	Yes	Secure ground water allocations	✓			
					Complete Hydrological studies	✓			
					Identify bore sites for infrastructure development				✓
2(c), 2(d)	Yalyalup Oval Development • Construct a sport and recreation oval in Yalyalup.	Strategic Planning and Development	Yalyalup Developer Contributions and Staging Plan 2010		Oval constructed				✓
2(b), 2(d)	Strategic Land Review • Implement the recommendations of the Strategic Land Review.	Strategic Planning and Development			Ongoing	✓	✓	✓	✓

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
2(d)	Busselton Cemetery Expansion • Continue work to expand the Busselton Cemetery.	Customer Services			Land management processes and design complete	✓	✓		
					Cemetery expansion complete				✓
2(d), 6(f)	Developer contributions • Progress the review of the Developer Contributions Plan 2008.	Strategic Planning and Development	Developer Contributions Plan 2008	Yes	Review complete	✓	✓	✓	
2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.									
2(a)	Busselton Foreshore Redevelopment • Continue with the Busselton Foreshore redevelopment in accordance with the Master Plan.	Major Projects	Busselton Foreshore Master Plan	Yes	Nautical themed play space completed	✓			
					Old Vasse Lighthouse completed	✓			
					Eastern Foreshore landscaping		✓		
2(b)	Public Open Space • Determine the priorities for public open space expenditure to guide future planning and decision making.	Strategic Planning and Development			Ongoing	✓	✓		
2(c)	Dunsborough Nature Based Playground • Design and construct a nature-based playground in Dunsborough.	Engineering and Technical Services		Yes	External funding secured		✓		
					Playground constructed			✓	

Council Strategy Link	Corporate Action /Project	Reporting responsibility	Informing Plan /Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
2.3 Creative urban design that produces vibrant, mixed use town centres and public spaces.									
2(e)	Busselton War Memorial Relocation • Relocate the Busselton War Memorial to Rotary Park near to the Returned and Services League building.	Engineering and Technical Services	Busselton Traffic Study	Yes	Community consultation completed	✓			
					Funding and relocation		✓		
2(e)	Dunsborough Activity Centre Plan • Complete an Activity Centre Plan and Urban Design Local Planning Policy for Dunsborough Town Centre.	Strategic Planning and Development	Dunsborough Town Centre Conceptual Plan 2014		Activity Centre Plan / Policy draft complete	✓			
					Activity Centre Plan / Policy adopted		✓		
2(e)	Busselton Activity Centre Plan • Commence and complete the preparation of an Activity Centre Plan for Busselton City Centre.	Strategic Planning and Development	Busselton Activity Centre Conceptual Plan 2014		Activity Centre Planning commenced		✓		
					Activity Centre Plan complete			✓	

KEY GOAL AREA 3

ENVIRONMENT

Valued

Conserved

Enjoyed

Community Objectives

- 3.1 Development is managed sustainably and our environment valued.
- 3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
- 3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.
- 3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.

Council strategies supporting community objectives

- a. Ensure that environmental values are considered as part of land use planning and management.
- b. Manage the City's carbon footprint through the adoption of environmentally friendly and financially viable technologies and practices.
- c. Work with the community to identify and implement environmental sustainability initiatives.
- d. Continue to work with key partners to manage our dynamic coastline, including the potential adverse impacts arising from climate change.
- e. Continue to develop and implement waste management strategies with a focus on waste avoidance, reduction, re-use and recycling.
- f. Continue to play a strong role as part of the Vasse Ministerial Taskforce to improve the health of waterways in the Geographe Catchment (including the Lower Vasse River, Toby Inlet and Vasse Wonnerup Wetlands).

**COUNCIL
SERVICES**

The following Council services contribute to achievement of the community objectives of Key Goal Area 3

Our Services	Service Objectives	What we do	Community Objective Link
Environmental Management	Provide advice on development proposals. Develop plans, policies and programs for the protection and enhancement of natural assets.	<ul style="list-style-type: none"> • Provide advice in regard to development proposals. • Develop plans, policies and strategies for managing natural areas and reserves. • Support community groups and volunteers with implementing environmental management practices. • Monitor and promote sustainability practices including the implementation of the City's water and energy action plans. 	3.2 3.3 3.4
Meelup Regional Park	Provide oversight and management of Meelup Regional Park for conservation and environmental enhancement as well as recreational use.	<ul style="list-style-type: none"> • Support the Meelup Regional Park Management Committee to ensure the park is appropriately managed. • Facilitate education and raising awareness of Park values. 	3.2
Waste Management	Provide waste management services to the community and work toward adopting best practice strategies that promote waste minimisation and recycling.	<ul style="list-style-type: none"> • Provide weekly waste collection and disposal services and fortnightly yellow bin recycling services. • Operate the Busselton Transfer Station and Dunsborough Waste Facility. • Rehabilitate former waste disposal sites. • Provide waste education presentations to schools, community groups and local businesses on request. 	3.1

**CORPORATE
ACTIONS**

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
3.1 Development is managed sustainably and our environment valued.									
3(a)	Municipal Heritage Inventory Review <ul style="list-style-type: none">Finalise the Municipal Heritage Inventory and Heritage List to facilitate the implementation of incentives for heritage conservation.	Strategic Planning and Development			Inventory and Heritage list completed and endorsed	✓	✓		
3(d)	Port Geographe Waterways <ul style="list-style-type: none">Work with the State government and key partners to fulfill the City's role in the ongoing management of Port Geographe waterways.	Property Services	Port Geographe Management Deed		Ongoing	✓	✓	✓	✓
3(a), 2(b)	Reserve Management Plans <ul style="list-style-type: none">Continue to implement and periodically review management plans for City reserves.	Environmental Services			Ongoing	✓	✓	✓	✓
3(e)	Future Regional Waste Facility <ul style="list-style-type: none">In conjunction with the Bunbury-Welling Group of Councils continue to investigate the viability of implementing a regional waste to energy facility.	Waste Management		Yes	Preliminary viability assessment	✓			
					Corporate body established		✓		
					Ongoing			✓	✓
3(a), 3(e)	Rehabilitate the Busselton Waste Facility <ul style="list-style-type: none">Continue the program to complete the rehabilitation of former landfill sites at the Busselton Waste Facility.	Waste Management			Rehabilitation concept design complete	✓			
					Remediation works		✓	✓	✓
3(a), 3(e)	Rehabilitate the Dunsborough Waste Facility <ul style="list-style-type: none">Implement the rehabilitation plan for the Dunsborough Waste Facility.	Waste Management			Rehabilitation concept design complete		✓		
					Remediation works			✓	✓

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.									
3(a), 2(b)	Meelup Regional Park Trails • Progressively establish and maintain a network of walk and bike trails, signage and support facilities within the Park.	Environmental Management	Meelup Regional Park Trails Master Plan	Yes	Ongoing	✓	✓	✓	✓
3(a), 2(b)	Meelup Regional Park Coastal Nodes • Progressively implement the Meelup Regional Park Coastal Nodes Management Plan to ensure visitor safety and prevent adverse impacts on Park values.	Environmental Management	Meelup Reional Park Coastal Nodes Management Plan	Yes	Ongoing	✓	✓	✓	✓
3(a), 2(b)	Meelup Regional Park Management Plan • Review the Meelup Regional Park Management Plan to ensure park values continue to be responsibly managed.	Environmental Management	Meelup Regional Park Management Plan		Review complete	✓	✓		
3(a), 3(e)	Meelup Waste Site Remediation • Complete remediation of the contaminated site in the Meelup Regional Park.	Environmental Management	Meelup Beach Master Plan		Remediation complete	✓			
3(a), 3(b)	Contaminated Sites • Continue to work with DWER and key stakeholders to appropriately manage and where possible remediate contaminated sites.	Environmental Management			Ongoing	✓	✓	✓	✓
3(a), 3(b) 2(b)	Street and Park Tree Enhancement • Implement the street and park tree planting program for street and park enhancement and habitat improvement.	Environmental Management			Ongoing	✓	✓	✓	✓
3(a)	Corella Management • Implement the regional strategy for the management and control of Little Corella (<i>Cacatua sanguine gymnopsis</i>) and the Eastern Long Billed Corella (<i>Cacatua tenuirostris</i>).	Environmental Management		Yes	Ongoing	✓	✓	✓	✓
3(a), 3(b) 2(b)	Western Ringtail Possum Working Group • Through the formation of this group and working with key stakeholders, research and make recommendations as to the approach and actions the City should take in relation to preserving the Western Ringtail Possum.	Environmental Management			Ongoing	✓	✓	✓	✓

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.									
3(f), 2(b)	Vasse River Beautification <ul style="list-style-type: none">Enhance existing native vegetation, and improve visual amenity of the Lower Vasse River foreshore reserve between Peel Terrace and Strelly Street.	Design and Survey			Ongoing	✓	✓	✓	✓
3(f)	Revitalising Geographe Waterways <ul style="list-style-type: none">Actively work with key stakeholders including the State government and community representatives to progress long term water quality improvement.	Environmental Management	Vasse Geographe Strategy	Yes	Ongoing	✓	✓	✓	✓
3(f)	Geographe Waterways Management Plans <ul style="list-style-type: none">Complete management plans for both the Lower Vasse River and Toby Inlet.	Environmental Management	Vasse Geographe Strategy	Yes	Management plans complete	✓			
3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.									
3(d)	Coastal Adaptation Strategy <ul style="list-style-type: none">Complete the preparation of the City of Busselton Coastal Adaptation Strategy.	Strategic Planning and Development	State Planning Policy 2.6: State Coastal Planning Policy	Yes	Community and stakeholder engagement	✓			
					Coastal hazard risk assessments	✓			
					Final Coastal Adaptation Strategy adopted by Council		✓		
3(c), 3(d)	Energy Action Plan <ul style="list-style-type: none">Complete the development of an energy action plan identifying actions for energy reduction and re-use.	Environmental Management	Coastal Protection Management Plan		Ongoing	✓	✓	✓	✓
3(d)	Coastal Protection <ul style="list-style-type: none">Progressively implement the Coastal Protection Management Plan.	Engineering and Technical Services	Coastal Protection Management Plan	Yes	Ongoing	✓	✓	✓	✓

KEY GOAL AREA 4

ECONOMY

Diverse

Robust

Prosperous

Community Objectives

- 4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
- 4.2 A community where local business is supported.
- 4.3 Events and unique tourism experiences that aid in attracting visitors and investment.

Council strategies supporting community objectives

- a. Continue to promote the City as the destination of choice for regional events.
- b. Implement plans for expanding the Busselton-Margaret River Airport and the development of aviation and freight opportunities.
- c. Develop and implement strategies that attract business investment, diversify the economy and provide a balance between large and small business.
- d. Work with key partners to develop initiatives that support new local business.
- e. Work with key partners to improve digital and internet connectivity across the District.



The following Council services contribute to achievement of the community objectives of Key Goal Area 4

Our Services	Service Objectives	What we do	Community Objective Link
Economic and Business Development	Advocate with business and industry for development opportunities to improve the economic profile of the District.	<ul style="list-style-type: none"> Facilitate commercial activation of property on land controlled, owned or managed by the City of Busselton. Implement the Economic Development Strategy and coordinate the Economic Development Reference Group Taskforce. Assist Busselton and Dunsborough businesses with place making activation in town centres. 	4.1. 4.2
Events	Attract and promote events that attract visitor numbers and produce economic and social benefits for the community.	<ul style="list-style-type: none"> Administer the City's events policy and strategy including liaising with event organisers and external agencies to attract events. Coordinate the processing and approving of event applications. Evaluate 'post event' reports to ensure that sponsorship commitments are met. 	4.3
Tourism services	Oversee the management of the Busselton Jetty Tourist Park to provide a quality, affordable short term accommodation facility for tourists.	<ul style="list-style-type: none"> Plan and provide for the strategic direction and management of the Busselton Jetty Tourist Park such that it provides a sustainable revenue stream. Engage independent on-site managers to manage Park bookings and on-site facilities. 	4.3

**CORPORATE
ACTIONS**

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.									
4(c), 4(d), 2(a)	Dunsborough Foreshore Café • Facilitate commercial investment in a café and kiosk development at the Dunsborough Foreshore.	Economic and Business Development	Economic Development Strategy		State government land excision process	✓	✓		
					Development approval		✓		
					Construction complete		✓		
4(c), 4(d), 2(a)	Busselton Foreshore Commercial Opportunities • Facilitate commercial investment at the Busselton foreshore, including two hotel sites, restaurant / microbrewery, and a tourist oriented retail site.	Economic and Business Development	Busselton Foreshore Master Plan		Agreement reached re development of Site 2	✓			
					Microbrewery construction commenced	✓			
4(b), 4(c), 4(d)	Busselton- Margaret River Airport General Aviation Precinct • Progress the Expression of Interest process for allocating hangar leases in the new general aviation precinct.	Airport Services	Busselton-Margaret River Airport Master Plan	Yes	Hangar leases entered into	✓			
4(c), 4(d)	Busselton-Margaret River Airport Light Industrial and Commercial Areas • Plan and develop airport light industrial and commercial areas to include freight logistics and other enterprise opportunities.	Airport Services	Busselton-Margaret River Airport Master Plan	Yes	Ongoing	✓	✓	✓	✓
4(c), 4(d)	Regional Development • Subject to funding and in partnership with the Department of Regional Development and the South West Development Commission, prepare a plan to support economic growth in the District.	Economic and Business Development	Economic Development Strategy	Yes	Ongoing	✓	✓		

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
4(c), 4(d), 4(e)	Economic Development Strategy • Facilitate the implementation of the Economic Development Strategy.	Economic and Business Development	Economic Development Strategy	Yes	Ongoing	✓			
4(c), 4(d), 4(e)	Digital / Smart City Plan • Develop a digital / smart City plan for the district.	Economic and Business Development	Economic Development Strategy	Yes	Ongoing	✓	✓	✓	✓
4.2 A community where local business is supported and in turn drives our economy.									
4(c), 4(d)	Business Support • Continue to work with individual businesses, Chamber of Commerce groups, progress associations and government agencies to identify opportunities to support local and small businesses.	Economic and Business Development	Economic Development Strategy	Yes	Ongoing	✓	✓	✓	✓
4(c), 4(d)	VendorPanel Marketplace • Promote and continue to embed the use of VendorPanel Marketplace as the City's online procurement tool to promote increased opportunity for local business.	Legal Services			VendorPanel fully embedded	✓			
4.3 Events and unique tourism experiences that aid in attracting visitors and investment.									
4(a)	Event Development • Complete review of the Events Strategy.	Events Services	Events Strategy		Events Strategy review complete	✓			
4(a), 6(f)	Online event application facility • Progress the development of an online event application platform to streamline the processing of event applications.	Business Systems			Event application platform operational	✓			
4(a)	Events prospectus • Prepare an events/film industry prospectus to actively target and attract new high profile events and film makers to the City.	Events Services	Events Strategy		Prospectus complete	✓			

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
4(a), 4(c)	Marketing and Events Reference Group <ul style="list-style-type: none"> Continue to ensure economic benefit of events funding is maximized through effective operation of this group. 	Events Services	Events Strategy		Ongoing	✓	✓	✓	✓
4(c)	Cruise Ship Industry Development <ul style="list-style-type: none"> Continue to work with the cruise ship industry to expand cruise ship tourism and support land based cruise ship operations. 	Economic and Business Development	Economic Development Strategy		Ongoing	✓	✓	✓	✓
4(a), 6(d)	Busselton Jetty Tourist Park <ul style="list-style-type: none"> Complete a master plan for the Busselton Jetty Tourist Park for continual upgrade of the Park. 	Tourism Services			Master plan complete	✓			

KEY GOAL AREA 5

TRANSPORT

Smart

Connective

Accessible

Community Objectives

- 5.1 Public transport services that meet the needs of the community.
- 5.2 Road networks that provide for a growing population and the safe movement of all users through the District.
- 5.3 Cycleways that connect our communities and provide alternative transport choices.

Council strategies supporting community objectives

- a. Work with airlines and peak bodies to provide accessible networks to the east coast of Australia, northern WA and neighbouring South East Asia.
- b. Advocate for improved road infrastructure links to regional centres, including a dual lane road between Busselton and Capel and the Busselton-Bunbury outer bypass road, and Vasse-Dunsborough link.
- c. Continue to advocate for the planning of rail infrastructure linking Busselton with Bunbury and Perth.
- d. Work with key stakeholders to improve the accessibility and promotion of public transport services and facilities.
- e. Provide networks of safe, linked cycleways connecting key destinations.
- f. Continue to investigate the options for improving road design around the Busselton town site, including an alternative entry / exit point.



The following Council services contribute to achievement of the community objectives of Key Goal Area 5

Our services	Service objectives	What we do	Community Objective Link
Airport Services	Efficiently manage and maintain the Busselton-Margaret River Airport to provide a safe, compliant, functional and financially viable airport in the region.	<ul style="list-style-type: none"> • Ensure aerodrome operations meet CASA audits and the effects of noise on the community are minimised. • Maintain the airport terminal, car parks, roads, lighting, security and staff amenities. • Provide opportunities for concessions and commercial facilities to meet the needs of local industry, the freight transport sector and interstate passengers. • Facilitate the Airport Advisory Committee. 	5.1
Design and Survey	Prepare detailed designs and cost estimates for the planning, budgeting and implementation of capital works programs.	<ul style="list-style-type: none"> • Design effective road and transport networks, along with associated civil infrastructure. • Provide engineering advice and surveys to ensure the continuous improvements of civil infrastructure. • Promote road and cycle safety and transport options to reduce dependency on private car use. 	5.2 5.3
Maintenance and Construction	Provide civil infrastructure and maintenance services and continually strive to achieve sustainable and best practice management for all City infrastructure assets.	<ul style="list-style-type: none"> • Construct and maintain; roads, footpaths, cycleways, carparks, storm water drainage, bridges, boat ramps, strategic firebreaks and gravel reserves. • Attend emergency situations to manage and reinstate civil infrastructure during instances of bushfire, flood and storms. 	5.2 5.3

**CORPORATE
ACTIONS**

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
5.1 Public transport services that meet the needs of the community.									
5(a), 4(b)	Busselton-Margaret River Airport (BMRA) Expansion <ul style="list-style-type: none">Progress with the expansion of the airport to provide for interstate flights and aviation opportunities including the capacity for international services.	Airport Development Project	BMRA Master Plan BMRA Freight Strategy	Yes	Ongoing	✓	✓	✓	✓
5(d)	Public Transport <ul style="list-style-type: none">Continue to work with key stakeholders towards improving public transport services in the District that provide connections across the district.	Design and Survey		Yes	Community survey of public transport needs	✓			
					Ongoing	✓	✓	✓	✓
5.2 Road networks that provide for a growing population and the safe movement of all users through the district.									
5(b), 6(d)	Roads Maintenance and Upgrades <ul style="list-style-type: none">Implement the roads maintenance program with a focus on narrow country road upgrades.	Operations Services	Roads Asset Management Plan	Yes	Ongoing	✓	✓	✓	✓
5(f)	Busselton Traffic Improvements <ul style="list-style-type: none">Subject to consultation outcomes and approvals from relevant government agencies, implement prioritised traffic improvements to improve the flow of traffic and around Busselton City Centre.	Design and Survey	Busselton Traffic Study	Yes	Community consultation	✓			
					Modifications at Strelly and Barlee St	✓			
					Modifications at Strelly and West St		✓		
5(b)	Links to Regional Centres <ul style="list-style-type: none">Continue to advocate for improved airport and road infrastructure links to regional centres, including a four lane dual carriageway between Busselton and Capel, the Bunbury outer ring road, and the Vasse- Dunsborough Link.	Executive Services			Ongoing	✓	✓	✓	✓

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
5.3 Cycleways that connect our communities and provide alternative transport choices.									
5(e)	Cycleway and Shared Path Networks improvements <ul style="list-style-type: none">Finalise review of the Bike Plan and, upon adoption, implement within funding provisions.	Design and Survey	Paths Asset Management Plan	Yes	Finalise plan	✓			
					Ongoing	✓	✓	✓	✓
5(e)	Promoting Safe Cycling <ul style="list-style-type: none">Continue to educate the community about safe cycling and the adoption of cycling as an alternative transport option.	Design and Survey	Bike Plan	Yes	Ongoing	✓	✓	✓	✓

KEY GOAL AREA 6

LEADERSHIP

Visionary

Collaborative

Accountable

Community Objectives

- 6.1 Governance systems, process and practices are responsible, ethical and transparent.
- 6.2 Council engages broadly and proactively with the community.
- 6.3 Accountable leadership that is supported by a skilled and professional workforce.
- 6.4 Assets are well maintained and responsibly managed.

Council strategies supporting community objectives

- a. Provide opportunities for the community to participate in decision making processes.
- b. Improve two way communication with the community using a range of accessible communication channels.
- c. Ensure the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.
- d. Develop, maintain and implement asset management plans that maintain community assets at the appropriate standard.
- e. Actively participate in regional, State and national alliances to return benefit to the community.
- f. Continuously improve organisational performance and service delivery.



The following Council services contribute to achievement of the community objectives of Key Goal Area 6

Our services	Service objectives	What we do	Community Objective Link
Asset Management	Collect, maintain and assimilate asset condition data to identify and plan an integrated approach for managing City infrastructure assets.	<ul style="list-style-type: none"> Collect and maintain up-to-date asset condition data. Develop asset management plans in conjunction with long term financial planning to ensure adequate levels of service and longevity of assets. 	6.4
Business Systems	Support and enhance the delivery of business objectives by advancing digital business systems.	<ul style="list-style-type: none"> Provide geographical information and mapping services to staff and the community. Research, scope, implement and support technology solutions that improve organisational efficiency. Integrate information technologies with core business systems and ensure effective utilisation of internal corporate systems to meet business requirements and standards. Perform planned maintenance of business systems including upgrades and release updates. 	6.1 6.3
Customer Services	Provide a responsive first point of contact for the City and a communication and information service between the community and City staff.	<ul style="list-style-type: none"> Provide a first point of contact information service. Receive all incoming revenue. Manage bookings for the hire of City owned and City managed community buildings. Manage cemetery operations at Busselton, Dunsborough and Metricup. 	6.2
Facility Services	Oversee the maintenance and upgrade of City building assets in accordance with asset management plans.	<ul style="list-style-type: none"> Prepare and manage maintenance plans for City facilities and buildings, including cleaning management. Oversee the delivery of capital works associated with the upgrade and repair of buildings. Assist in the preparation of asset management plans. 	6.4
Finance Services	Provide statutory and internal financial reporting, management and compliance functions	<ul style="list-style-type: none"> Facilitate the development of the annual budget and long term financial plans. Manage accounts payable and receivable functions, in addition to insurance, investment, purchasing and taxation administration. Prepare statutory financial statements and administer City Reserve funds. 	6.1
Fleet Services	Provide fleet purchasing and management services for all City owned fleet, plant and equipment	<ul style="list-style-type: none"> Provide fleet purchasing and management services for all City owned fleet. Coordinate the selection and purchasing of fleet ensuring value for money, operational efficiency and the minimisation of adverse environmental impacts. Oversee management of the City's fleet, plant and equipment. 	6.4

Our services	Service objectives	What we do	Community Objective Link
Governance Services	Coordinate and support Council and corporate governance processes including the development and review of strategic and corporate plans and Council's Corporate Performance Indicators.	<ul style="list-style-type: none"> • Provide governance systems and structures that facilitate the ethical and compliant delivery of services. • Support Sister City relationship liaison and support. • Review the City's Strategic Community Plan and Corporate Business Plan. • Implement and administer effective business planning and reporting processes, including the City's annual report. • Progress and facilitate broader organisational development programs. 	6.1 6.3
Human Resources and Risk	Facilitate the building of a capable, safe and empowered workforce using effective human resource and risk management practices and procedures.	<ul style="list-style-type: none"> • Facilitate employment processes including staff recruitment, training and development and performance management. • Develop and implement strategic workforce planning strategies. • Provide advice on industrial, safety and employee relations. • Deliver an effective payroll service. 	6.1 6.3
Information and Communications Technology	Manage and maintain the City's information and communication technology infrastructure.	<ul style="list-style-type: none"> • Effectively manage and maintain the City's information networks and hardware. • Provide a help desk service to support the organisation's use of technology and provide staff support. • Research and assess possible the potential use and adoption of emerging technology. 	6.1 6.3
Legal Services	Provide professional internal legal advice services to the City's business units.	<ul style="list-style-type: none"> • Provide advice on administrative, statutory and contractual issues. • Develop and review local laws. • Process Freedom of Information applications and provide in-house advice on tendering and procurement policies, processes and systems. 	6.1
Public Relations	Coordinate the City's public relations, community engagement initiatives and media communications.	<ul style="list-style-type: none"> • Administer the <i>Your Say Busselton</i> and City Facebook sites. • Produce the <i>Bay to Bay</i> newsletter, media releases and other City information publications. • Coordinate City functions. 	6.2
Property Management	Provide property management services in relation to City owned or managed property.	<ul style="list-style-type: none"> • Manage the City's leased property assets, ensuring benefit to the community and responsible management of the asset. • Manage the City's aged housing units and administer the joint venture arrangements with the Department of Housing. • Liaise with the community and Council about the Port Geographe development. 	6.1
Rates	Administer the levy and subsequent recovery of rates, while maintaining accurate property and financial records according to legislative requirements.	<ul style="list-style-type: none"> • Develop, administer and present rating policies, and model rating scenarios, with a focus on maintaining fairness and equity in the rating burden. • Inform ratepayers and the community about annual rates and fees through rates notices, the annual budget and other communication platforms managed by the City. • Maintain accurate property records. 	6.1
Records	Facilitate and support the City's record and information keeping processes in accordance with the City's Record Keeping Plan.	<ul style="list-style-type: none"> • Register and disseminate incoming mail and coordinate outgoing mail. • Administer and continuously seek to improve the City's record keeping system. • Facilitate staff training and education regarding record keeping responsibilities. 	6.1

CORPORATE ACTIONS

The following corporate actions and projects support Council's strategies and achievement of the community's objectives

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan/ Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
6.1 Governance systems, process and practices are responsible, ethical and transparent.									
6(c), 6(f)	Financial Audit • Conduct an annual audit to ensure financial compliance with legislative requirements.	Finance Services			Completed third quarter of each calendar year	✓	✓	✓	✓
6(f)	Statutory Compliance Audit • Conduct an annual audit to ensure statutory compliance with legislative requirements.	Governance Services			Completed first quarter of each calendar year	✓	✓	✓	✓
6(d), 6(f)	Fair Value • Assess the worth of all asset classes every three years.	Finance Services			Plant, Furniture and Equipment	✓			
					Land and Buildings		✓		
					Infrastructure			✓	
					Plant, Furniture and Equipment				✓
6(c), 6(f)	Integrated Planning and Reporting • Develop improved processes and systems in relation to integrated planning, budgeting and reporting.	Governance Services	Integrated Planning and Reporting Framework		Ongoing	✓	✓		
6(f)	Governance Systems Review • Implement agreed recommendations of the Governance Systems Review.	Governance Services	Governance Systems Review 2017		Recommendations implemented	✓	✓		
6.2 Council engages broadly and proactively with the community.									
6(b), 6(f)	Community Survey • Conduct a survey to assess the level of community satisfaction with City services and facilities and help plan for the future.	Public Relations			Survey completed		✓		
6(b), 5(f)	Busselton Traffic Improvements Survey • Conduct a survey to assess the level of community support for various medium term traffic initiatives to improve traffic flow in the vicinity of Busselton.	Public Relations			Survey complete	✓			

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
6.3 Accountable leadership that is supported by a skilled and professional workforce.									
6(a), 6(b), 6(f)	Strategic Community Plan Reviews • Review the Strategic Community Plan to ensure it maintains relevance with the community's visions, aspirations and objectives.	Governance Services	Strategic Community Plan		Mid-term desktop review complete	✓			
					Full review complete			✓	
6(f)	Integrate asset data into core business system • Finalise the implementation of asset register data within existing business systems.	Business Systems	Asset Management Plan		Asset data imported to core business system	✓	✓		
6(c), 6(f)	Financial Reporting System Enhancements • Design and implement improved financial reporting capabilities within existing business systems.	Business Systems			Design stage	✓			
					Improved reporting system implemented		✓		
6(c), 6(f)	Long Term Financial Plan • Maintain a rolling ten year financial plan to assist and guide the City in strategic financial decision making processes.	Finance Services		Yes	Ongoing	✓	✓	✓	✓
6(c)	Annual Budget • Prepare an annual budget in alignment with the City's Corporate Business Plan and Strategic Community Plan objectives.	Finance Services			Ongoing	✓	✓	✓	✓
6(f)	Workforce Planning • Implement strategies and actions contained in the workforce plan.	Human Resources			Ongoing	✓	✓	✓	✓
6(f)	Enterprise Agreement • Renegotiate the City's Enterprise Agreement.	Human Resources	Workforce Plan		Agreement operational			✓	

Council Strategy Link	Corporate Action /Project	Reporting Responsibility	Informing Plan / Document	External Funding Required	Milestones	Delivery			
						18/19	19/20	20/21	21/22
6.4 Assets are well maintained and responsibly managed.									
6(d)	Overall Asset Management Plan • Review and update the overall Asset Management Plan with the aim of allocating enough funding to sustainably manage the City's assets.	Asset Management			Review complete			✓	
6(d)	Art Collection Management • Prepare a policy and procedures document for the management of the City of Busselton art collection.	Community Development	Local Cultural Planning Strategy 2011		Policy and procedures prepared	✓			
6(d)	Business Systems Review • Commence review of the City's core business systems software to ensure it continues to be most advantageous to the City.	Business Systems			Review commenced	✓			



Resourcing Overview

This plan has been significantly informed by the City's Long Term Financial Plan, Asset Management Plans and its Workforce Plans, with the City's Long Term Financial Plan setting out the financial resource requirements to ensure we can continue to provide quality services to the community, responsibly manage our assets and deliver our identified projects and initiatives.

The Long Term Financial Plan 2018/2019 – 2027/2028 provides for the continuation of services as outlined in this plan, along with providing funding for conservative workforce growth and ongoing asset management programs. In preparing the Long Term key deliverables were balanced against funding requirements, with revenue sources identified as either rates, fees and charges or other regular income, reserve funds, loan borrowings, or external funding from State and Federal government funds. Where projects and services within this Plan rely on external funding it is indicated within the plan.

The following tables outline the key operational assumptions that have been used within the Long Term Financial Plan. Capital expenditure forecasts are largely based on 2018/2019 estimates and then extrapolated by 3% over the plan's life.

Nature and Type	% increase
Fees and charges	2.90%
Other revenue	3.00%
Materials and contracts	3.00%
Utilities (gas, electricity, water etc)	6.00%
Insurance expenses	3.00%
Other expenditure	3.00%

What will we spend on servicing our assets over the life of this plan	
Roads	\$26.8M
Footpaths and cycle ways	\$4.7M
Bridges	\$7.93M
Parks, gardens and reserves	\$20.3M
Buildings	\$16M
Drainage	\$1.4M
Coastal protection	\$2.4M
Plant and equipment	\$11.9M

City of Busselton
Operating Activities

RATE SETTING STATEMENT SUMMARY

Account Type	Nature and Type	2018/2019 Forecast	2019/2020 Forecast	2020/2021 Forecast	2020/2021 Forecast
Revenue	Rates	49,595,708	52,868,016	55,723,059	59,348,252
	Operating grants, subsidies and contributions	4,063,148	4,185,043	4,310,594	4,439,912
	Non-operating grants, subsidies and contributions	32,699,157	16,175,078	18,688,996	15,347,923
	Fees and charges	16,880,573	18,181,046	19,412,343	20,970,737
	Interest earnings	3,330,235	3,470,731	3,614,754	3,890,647
	Other revenue	415,953	428,432	447,059	460,471
Total Revenue		106,984,774	95,308,345	102,196,806	104,457,942
Expenditure	Employee costs - existing	(31,931,371)	(33,035,217)	(34,005,276)	(35,111,085)
	Employee costs - Workforce Plan	(402,731)	(811,070)	(1,243,548)	(1,701,245)
	Materials and contracts	(16,522,569)	(16,734,974)	(17,474,855)	(18,352,062)
	Utilities (gas, electricity, water etc.)	(2,741,782)	(2,963,326)	(3,168,962)	(3,389,491)
	Depreciation on non-current assets	(19,124,374)	(19,470,234)	(19,932,038)	(20,239,188)
	Interest expenses	(1,712,297)	(1,568,708)	(1,501,891)	(1,462,992)
	Insurance expenses	(694,193)	(730,063)	(766,899)	(809,839)
	Other expenditure	(2,834,816)	(2,994,570)	(2,881,305)	(2,785,968)
	Discretionary operational funding – currently unallocated (non-compounding)	(494,757)	(527,429)	(576,575)	(592,120)
Total Expenditure		(76,458,890)	(78,835,591)	(81,551,349)	(84,443,990)
Allocations		3,480,547	3,584,964	3,746,588	3,858,985
Grand Total		34,006,431	20,057,718	24,392,044	23,872,937
	Adjustments for Cash Requirements	19,124,374	19,470,234	29,932,038	20,239,188
	Employee provisions			(1,030)	(7,241)

RATE SETTING STATEMENT SUMMARY

Account Type	Nature and Type	2018/2019 Forecast	2019/2020 Forecast	2020/2021 Forecast	2021/2022 Forecast
Capital and Investing Activities	Purchase – Land	(2,800,000)	(2,700,000)	(2,500,000)	(2,100,000)
	Purchase – Buildings	(2,990,901)	(2,333,405)	(5,457,228)	(5,224,814)
	Purchase - Plant and equipment	(3,776,780)	(2,732,628)	(3,197,641)	(2,175,495)
	Purchase - Furniture and equipment	(662,876)	(563,883)	(556,293)	(576,307)
	Purchase – Roads	(10,096,170)	(5,974,560)	(5,131,525)	(5,629,383)
	Purchase – Bridges	0	(1,982,000)	(4,600,000)	(1,350,000)
	Purchase - Car parks	(304,000)	(1,422,431)	(597,929)	(806,646)
	Purchase - Footpaths and cycleways	(907,379)	(1,207,429)	(1,255,926)	(1,312,120)
	Purchase - Parks, gardens and reserves	(4,840,487)	(6,759,643)	(5,263,778)	(5,832,682)
	Purchase – Drainage	(337,000)	(347,000)	(357,000)	(368,000)
	Purchase - Regional airport and industrial park infrastructure	(17,050,000)	(125,000)	(125,622)	(185,188)
	Donated assets	(8,770,334)	(9,033,444)	(9,304,447)	(9,583,581)
	Proceeds From sale of assets	1,067,431	912,994	822,282	725,166
	Repayment of loan principal - Council existing loans	(3,164,935)	(3,115,651)	(2,864,851)	(2,852,551)
	Repayment of loan principal - Council new loans	(75,000)	(150,000)	(350,000)	(600,000)
	Repayment of loan principal - Self Supporting Loans - New	(15,000)	(30,000)	(50,000)	(70,000)
	Repayment of loan principal - Self Supporting Loans - Existing	(88,444)	(82,828)	(69,446)	(52,122)
	Proceeds from borrowings	1,650,000	150,000	2,200,000	1,200,000
	Advances to community groups	(150,000)	(150,000)	(200,000)	(200,000)
	Self-supporting loan principal income	103,444	112,828	119,446	122,122
	Transfers to restricted assets - contributions	(21,218,991)	(6,004,633)	(8,160,795)	(4,424,549)
	Transfers from restricted assets	23,403,608	5,623,769	7,755,649	4,007,249
	Transfers to reserves	(25,440,233)	(20,581,642)	(23,142,319)	(25,027,953)
	Transfers from reserves	23,338,760	18,933,442	18,033,651	18,880,929
(Surplus) / Deficit		5,517	- 35,194	69,280	668,959

RATE SETTING STATEMENT SUMMARY

Analysis of Rates Increase and Comparison to Previous Year	2018/2019 Forecast	2019/2020 Forecast	2020/2021 Forecast	2021/2022 Forecast
Available funds to cover CPI/LGCI/Yearly Escalation	2.84%	3.63%	3.87%	3.47%
<u>Asset Management (new initiatives)</u>				
Roads (increased from 5% to 5.5% year 1, and 5.5% to 6% year 2)	0.50%	0.50%	0.00%	0.00%
Footpaths and cycleways	0.50%	0.50%	0.00%	0.00%
Plant and equipment	0.00%	0.00%	1.00%	0.00%
Parks and gardens	0.00%	0.00%	0.00%	1.00%
Furniture and equipment	0.00%	0.00%	0.00%	0.00%
Other infrastructure/drainage/signage/etc	0.00%	0.00%	0.00%	0.00%
Climate adaptation	0.00%	0.00%	0.00%	0.00%
<u>New Loan Repayment Funding</u>				
Performing Arts/Convention Centre	0.00%	0.00%	0.00%	0.50%
New tennis club	0.39%	0.00%	0.00%	0.00%
Lot 100 Sues Road	0.00%	0.00%	0.24%	0.23%
Geographe Leisure Centre - stadium development	0.00%	0.00%	0.00%	0.00%
Geographe Leisure Centre - wet area development	0.00%	0.00%	0.00%	0.00%
Other new loans	0.00%	0.00%	0.00%	0.00%
<u>Performing Arts/Convention Centre – operational costs</u>	0.00%	0.00%	0.00%	0.00%
<u>Drop off in repayment of existing loans</u>	0.00%	-0.40%	-1.08%	-1.24%
<u>Increased costs to operations relating to new assets</u>	0.02%	0.03%	0.21%	0.54%
Total Proposed Rates Increase	¹ 4.25%	4.25%	4.25%	4.50%
Total Proposed Rates Increase – Previous Year LTFF	4.75%	4.75%	4.75%	4.75%

¹ During budget discussions held after the adoption of the Long Term Financial Plan, Council agreed to lower the 2018/2019 rate increase from 4.25% to 3.95%.

Risk management is an integral part of good management practice and corporate governance. The table below identifies Strategic Risks; things that could prevent or seriously impede the achievement of the Strategic Community Plan and our Corporate Business Plan priorities.

RISK CATEGORY	RISK DESCRIPTION	EXISTING KEY CONTROLS
Political	Change in State government policies in conflict with City of Busselton strategic direction	Strategic Community Plan Ongoing advocacy
Political	Changes to Local Government rating powers	Strategic Community Plan Long Term Financial Plan Ongoing advocacy
Political / Management	Breakdown in functional and effective relationship between Council and Administration	Governance Structures Councillor induction and training Staff induction and training
Economic	A downturn in economic growth in the district	Local Planning Strategy Economic Development Strategy
Environment	Climate change	Coastal Adaptation Strategy Coastal Protection Management Plan Cooperation with external agencies on sustainability project
Environment	Natural disaster	Local Emergency Management Arrangements Fire management plans Business continuity plan
Environment	Failure to future proof waste management	Development of a regional waste management site Waste Levy and Reserve Continue to work with neighbouring local governments and the local communities
Financial	Employee cost rises above assumptions	Long Term Financial Plan Workforce Plan Enterprise Agreement
Financial	Revenue shortfall due to factors such as external funding, fees and charges, and / or economic downturn	Long Term Financial Plan Budget processes Asset management plans
Financial	Increased costs impacting on delivery of capital works program	Long Term Financial Plan Budget processes. Procurement processes
Human Resourcing	Lack of available skilled staff Higher than expected staff turnover	Workforce Plan
Technology	Major failure of information technology impacting on service delivery	Continuous upgrade of information technology infrastructure Disaster Recovery Plan IT Business Continuity Plan

CORPORATE PERFORMANCE INDICATORS

Twice a year Council reviews the progress of the Corporate Business Plan and assesses the City's strategic performance via
II Corporate Performance Indicators.

1. Corporate Business Plan progress report

MEASURE: Percent of actions achieving milestones or targets.

TARGET: > 90%

2. Financial Ratios

MEASURE: "Standard" benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard.

TARGET: 100%

3. Asset Ratios

MEASURE: "Standard" benchmark achieved as required by the Integrated Planning and Reporting Advisory Standard.

TARGET: 100%

4. Airport Services

a) MEASURE: Net cost compared to budget

TARGET: Budget achieved

b) MEASURE: Charter and Regular Passenger Transport (RPT) numbers.

TREND: Increasing

5. Geopraphe Leisure Centre

a) MEASURE: Net cost compared to budget.

TREND: Budget achieved

b) MEASURE: Member numbers

TREND: Stable

c) MEASURE: Member retention – average number of members renewing membership within 12 months of expiry date

TARGET: 55%



6. Busselton Jetty Tourist Park

MEASURE: Net cost compared to budget.

TARGET: Budget achieved

7. Complaints

a) MEASURE: Number of complaints received per head of population.

TARGET TREND: Decreasing

b) MEASURE: Number of complaints responded to.

TARGET: 100%

8. Waste

a) MEASURE: Percent of solid waste diverted from landfill (recycled/reused).

TARGET: 25%

9. Development assessment

MEASURE: Achievement of established targets:

a) 21 calendar days to complete simple development applications

TARGET: 100% Achieved

b) 42 calendar days to complete standard development applications

TARGET: 100% Achieved

c) 70 calendar days to complete complex development applications

TARGET: 100% Achieved

10. Energy Use

MEASURE: Energy plan targets determined by end 2018/2019

TARGET: Targets Set

11. Safety

MEASURE: Lost time injury frequency rate.

TARGET: < 15



INSIDE BACK COVER

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Published July 2018
Adopted by Council x x x

16.2 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:

STRATEGIC OBJECTIVE: Governance systems, process and practices are responsible, ethical and transparent.

BUSINESS UNIT: Governance Services

ACTIVITY UNIT:

REPORTING OFFICER: Administration Officer - Governance - Kate Dudley

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS:

- Attachment A Planning Applications received by the City between 1 June, 2018 and 30 June, 2018 [!\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\)](#) [!\[\]\(55ca3a38dbb940110628e54e3ea7505d_img.jpg\)](#)
- Attachment B Planning Applications determined by the City between 1 June, 2018 and 30 June, 2018 [!\[\]\(1ad7b9dfa1e10e48660df5dd18a1b20c_img.jpg\)](#) [!\[\]\(7b7f78f3b14c2b344e3d1b2a79a760c9_img.jpg\)](#)
- Attachment C State Administrative Tribunal Appeals [!\[\]\(ea85bb5cc605bcd0e585ecc5f09976f5_img.jpg\)](#) [!\[\]\(83f937a5cd76661128efaead1412ff81_img.jpg\)](#)
- Attachment D Meelup Regional Park Management Committee [!\[\]\(04a660f6a768c8ff7d045955f0e9bbb8_img.jpg\)](#) [!\[\]\(58838067bfb9b6fc8aacbbccd13fb2fe_img.jpg\)](#)

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

16.2.1 Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 1 June, 2018 and 30 June, 2018. A total of 67 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 June, 2018 and 30 June, 2018. A total of 75 applications (including subdivision referrals) were determined by the City during this period with 75 approved / supported and 0 refused / not supported.

16.2.2 2017/2018 TENDERS

RFT24/17 PROVISION OF TRAFFIC MANAGEMENT SERVICES

Council resolved on 11 April 2018 to decline to accept any tender on the basis that the tenders received did not present best value for money. Council requested the CEO establish a panel of pre-qualified suppliers for the provision of traffic management services to the City pursuant to Part 4 Division 3 of the Local Government (Functions and General) Regulations 1996 and the City's Purchasing Policy.

On 16 May 2018 Council was briefed regarding potential issues relating to the operation of panels of pre-qualified suppliers. The CEO is proceeding with the establishment of a panel of pre-qualified suppliers for the provision of traffic management services to the City. The panel tender is to be advertised on Saturday 14th July for a period of 17 days.

RFT03/18 CRUSHING SERVICES FOR CONSTRUCTION AND DEMOLITION MATERIAL WITHIN CITY OF BUSSELTON

The City of Busselton invited tenders for crushing services for construction and demolition material within the City of Busselton. The tender was advertised on 3 February 2018 with a closing date of 27 February 2018. A total of 2 tenders were received. The evaluation has been completed and a contract awarded by the CEO under delegated authority to Peel Resources Recovery Pty Ltd.

RFT04/18 SUPPLY AND DELIVERY OF IRRIGATION COMPONENTS

The City of Busselton invited tenders for the supply and delivery of irrigation components to the City. The tender was advertised on 24 February 2018, with a closing date of 20 March 2018. A total of 2 tenders were received. The evaluation has been completed and a contract awarded by the CEO under delegated authority to Total Eden Pty Ltd.

RFT05/18 CONSTRUCTION OF DUNSBOROUGH TOWNSCAPE STAGE 4

The City of Busselton invited tenders for the construction of Downsborough Townscape Stage 4. The tender was advertised on 7 April 2018 with a closing date of 1 May 2018. A total of 2 tenders were received. Under Regulation 18(5) of the Local Government (Functions and General) Regulations 1996 a local government may decline to accept any tender. The evaluation was completed and under Delegation LG3J the CEO declined to accept any tender as it was considered that the tenders received did present best value for money.

Tender Documents will be reissued in August 2018 with a revised/updated specification and new timelines.

RFT06/18 DESIGN AND CONSTRUCTION OF AMBERGATE FIRE STATION

The City of Busselton invited tenders for the design, fabrication and installation of a fire station and amenities facility to be located at Apex Reserve, Ambergate. The tender was advertised on 14 April 2018 with a closing date of 3 May 2018. A total of 5 tenders were received. The evaluation has been completed and a contract awarded by the CEO under delegation to Big Ben Builders Pty Ltd.

RFT07/18 LANDSCAPING FOR PUBLIC OPEN SPACES AT LAYMAN ROAD AND BURGEE COVE, BUSSELTON

The City of Busselton invited tenders for the landscaping of land comprising the public open space at Layman Road and Burgee Cove, Port Geographe. The tender was advertised on 21 April 2018, with a closing date of 10 May 2018. A total of 4 tenders were received. The evaluation has been completed and a contract awarded by the CEO under delegation to Phase 3 Landscape Construction Pty Ltd.

PQS01/18 SUPPLY OF QUARRY PRODUCTS – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

The City of Busselton requested applications to join a panel of pre-qualified suppliers (PQS) for the provision of quarry products to the City. The PQS was advertised on 21 April 2018 with a closing date of 8 May 2018. A total of 7 applications were received. In accordance with delegation LG3M the CEO has authority to appoint applicants to be part of a panel of pre-qualified suppliers. It is anticipated that the evaluation will be completed and a recommendation report made to the CEO in late July 2018.

RFT08/18 SUPPLY OF SOILS AND MULCH

The City of Busselton invited tenders for the supply and delivery of soils and mulch within the City of Busselton. The tender was advertised on 9 June 2018 with a closing date of 26 June 2018. A total of 4 tenders were received. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in July/August 2018.

RFT09/18 PROVENCE ESTATE LANDSCAPE MAINTENANCE

The City of Busselton invited tenders for the provision of maintenance services for 4 landscaped public open spaces located at Provence Estate (excluding trees, medians and roundabouts). The tender was advertised on 30 June 2018 with a closing date of 17 July 2018. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2018.

RFT10/18 PROVISION OF EQUIPMENT FINANCE LEASE FOR COMPUTER DESKTOP REPLACEMENT PROGRAM

The City of Busselton invited tenders for the provision of an equipment finance lease for the City's Computer Desktop Replacement Program. The tender was advertised on 16 June 2018 with a closing date of 2 July 2018. Pursuant to Council Resolution C1802/019 the CEO is authorised to procure the funding for the City of Busselton Desktop Computer Replacement Program subject to various conditions, including that the acceptance of a tender is not to exceed \$700,000. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in July 2018.

RFT11/18 TURF MAINTENANCE SERVICES

The City of Busselton invited tenders for the provision of turf maintenance services to the City of Busselton, including maintaining healthy turf grass on broadacre sites such as playing fields and other public open spaces. The tender was advertised on 30 June 2018 with a closing date of 26 July 2018. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2018.

16.2.3 Scheme Amendments

Scheme Amendment No. 27

The above scheme was published in the Western Australian Government Gazette on 29 June, 2018
The purpose of this amendment is to amend Local Planning Scheme No. 21 to:

1. Rezone Lot 10 Commonage Road Dunsborough from 'Public Purpose' reserve to 'Special Purpose: Dunsborough Lakes Development Area' zone.
2. Amending the Scheme Map to include Lot 10 Commonage Road Dunsborough within 'Special Provision Area No. 42 (SP42).
3. Amending Schedule 3 – Special Provision Areas' to include Lot 10 Commonage Road Dunsborough with 'Special Provision No. 42 (SP42)' and to include the following text:

With respect to Lot 10 Commonage Road, Dunsborough approved measures are to be put in place to ensure the retention protection and ongoing management of those remnant vegetated areas having recognised environmental values within 'public open space' areas (as identified on an endorsed structure plan). Such measures are required to also address linkages and connectivity with contiguous areas of similarly important remnant vegetation on land adjoining Lot 10. This would include, as a prospective condition of subdivision, the preparation of vegetation retention and management plan, the primary objective of which would be to ensure the protection and ongoing management of remnant vegetation having significant environmental, biodiversity, habitat and/or cultural values.

16.2.4 State Administrative Tribunal Appeals

Attachment C is a list showing the current status of State Administrative Tribunal Appeals involving the City of Busselton as at 7 June, 2018.

16.2.5 Meelup Regional Park Management Committee

Attachment D is a copy of the informal Meelup Regional Park Management Committee minutes for the meeting held on 25 June 2018.

OFFICER RECOMMENDATION

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

- [16.2.1 Planning Applications](#)
- [16.2.2 2017/2018 TENDERS](#)
- [16.2.3 Scheme Amendments](#)
- [16.2.4 State Administrative Tribunal Appeals](#)
- [16.2.5 Meelup Regional Park Management Committee](#)

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
DA18/0369	Guesthouse	14/29 Marrinup Drive~YALLINGUP WA 6282	Lot 14 SSPLN 39092	5/06/2018	1000000	George Raymond Simpson	George Raymond Simpson	32
DA18/0380	Single House (Reduced Setback)	49 Diamante Boulevard~DUNSBOROUGH WA 6281	Lot 1455 PLAN 412045	1/06/2018	198968	Maria Flor Rosenius & Kevin James Wood	Ventura Home Group Pty Ltd	5
DA18/0382	'Change of Use' to Holiday Home (Single House) 10 people	4 Otranto Close~EAGLE BAY WA 6281	Lot 79 DIAGRAM 63403	1/06/2018	0	Peter Francis Hales	Amy Hales	34
DA18/0383	Alterations to Existing Grouped Dwelling	4/24 Freycinet Drive~GEOGRAPHE WA 6280	Lot 4 SSPLN 37407	1/06/2018	20000	Kevin John Daff	Kevin John Daff	28
DA18/0385	Change of Use - Holiday Home (Single House) 8 People	1 Misty Ridge Place~DUNSBOROUGH WA 6281	Lot 323 PLAN 19117	21/06/2018	0	Peter William Sage	Jennifer Sage	8
DA18/0387	Research and Development Facility	545 Gale Road~KALORUP WA 6280	Lot 1 DIAGRAM 54810	1/06/2018	20000	Jamie Douglas Bishop	Jamie Douglas Bishop	0
DA18/0396	Patio Addition to Grouped Dwelling	10/33 Davies Way~BROADWATER WA 6280	Lot 20 STPLN 17464	1/06/2018	8520	Harold Vale Edgar & Janet Catherine Edgar	CPR Outdoor Centre	32
DA18/0397	Single House (Reduced Setback)	11 Lorna Street~DUNSBOROUGH WA 6281	Lot 133 PLAN 7393	1/06/2018	385506	Christopher Larry Boag & Michelle Anne Boag	WA Country Builders Pty Ltd - Busselton	11
DA18/0398	Shop	50 Brown Street~BUSSELTON WA 6280	Lot 10 DIAGRAM 35738	7/06/2018	94813	Linda Sae-Nguan & Paul Benjamin Collett	Sophine Pfuhl Architect	16

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA18/0399	Pylon Sign (Domino's Pizza)	3 Albert Street~BUSSELTON WA 6280	Lot 15 DIAGRAM 27782	7/06/2018	12000	Conray Michael Passaris	Trident Signs Pty Ltd	27
DA18/0400	Steel Framed Shade Structure for Alfresco Area	1 Foreshore Parade~BUSSELTON WA 6280	Lot 555 PLAN 408338	7/06/2018	19800	State of WA & Ravensthorpe Nominees Pty Ltd	Weathersafe WA	27
DA18/0402	Alterations to Function Room	30-38 Marine Terrace~BUSSELTON WA 6280	Lots 20 & 300	7/06/2018	585000	EHB Holdings Pty Ltd	Greg Davies Architects	25
DA18/0403	Change of Use - Holiday Home (Single House) 8 people	25 Spindrift Cove~QUINDALUP WA 6281	Lot 42 PLAN 28880	11/06/2018	0	Michael Andrew Edwards	Lorraine Edwards	5
DA18/0404	Change of Use - Holiday Home (Single House) 6 people	10 North Street~DUNSBOROUGH WA 6281	Lot 20 DIAGRAM 11077	11/06/2018	0	Deborah Ann Bridges	Deborah Ann Bridges	24
DA18/0405	Single House (Special Character Area)	Vixen Close~EAGLE BAY WA 6281	Lot 305 PLAN 55023	1/06/2018	900000	Louise Paul	Oakley Consulting	10
DA18/0406	Outbuilding and Water Tank (Landscape Value Area)	2/4072 Caves Road~WILYABRUP WA 6280	Lot 2 STPLN 30305	11/06/2018	40000	Evan Jonathon Watts	Evan Jonathon Watts	24
DA18/0407	Outbuilding	12 Toolburra Pass~WEST BUSSELTON WA 6280	Lot 627 PLAN 45235	11/06/2018	7600	Trevor Leslie Dolan & Wendy Louise Dolan	Wendy Louise Dolan, Trevor Leslie Dolan	10
DA18/0408	Single House (Landscape Value Area)	34 Balmoral Drive~QUINDALUP WA 6281	Lot 207 PLAN 68461	11/06/2018	350000	Christopher Wayne Bartley & Elizabeth Joyce Loellen Bartley	Christopher Wayne Bartley, Elizabeth Joyce Loellen Bartley	20
DA18/0409	Bed and Breakfast	10A Cuthbert Street~ABBEEY WA 6280	Lot 51 PLAN 55438	11/06/2018	0	Terrence John Beaton & Maureen Gayle Beaton	Terrence John Beaton, Maureen Gayle Beaton	26

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
DA18/0410	Construction of a Covered Area and Infill to Existing Covered Area	1 MacKillop Avenue~WEST BUSSELTON WA 6280	Lot 197 PLAN 21438	12/06/2018	45000	Roman Catholic Church & St Mary MacKillop College	Franco Carozzi Architects Pty Ltd	17
DA18/0411	'Change of Use' to Holiday Home (Single House) 10 people	22 Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 15 DIAGRAM 44695	12/06/2018	0	Richard William Leslie Gallagher & Kristen Bree Gallagher	Richard William Leslie Gallagher, Kristen Bree Gallagher	18
DA18/0412	'Change of Use' to Holiday Home (Single House) 10 People	9 Forrest Beach Road~WONNERUP WA 6280	Lot 10 PLAN 15642	12/06/2018	0	Mundarda Pty Ltd	Craig Atkinson	24
DA18/0414	Single House (Landscape Value Area)	2588 Caves Road~YALLINGUP WA 6282	Lot 2 DIAGRAM 43399	14/06/2018	343958	Fopar Nominees Pty Ltd	WA Country Builders Pty Ltd - Busselton	4
DA18/0415	Retaining Wall (Port Geographe Development Area)	16 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 5 PLAN 410556	15/06/2018	10000	Vicki Michelle Newell	Vicki Michelle Newell	3
DA18/0416	Patio Addition to Single House (Reduced Setback)	15 Morwong Street~KEALY WA 6280	Lot 1334 PLAN 407112	26/06/2018	8195	Ross Geoffrey Rutherford & Sally Anne Rutherford	Mick Strange Carpentry	11
DA18/0417	Relocation of Transportable Building (Scouts WA)	236 Caves Road~SIESTA PARK WA 6280	Lot 5303 PLAN 220583	18/06/2018	75000	The Scout Association of Australia - Western Australian Branch	The Scout Association of Australia - Western Australian Branch	5
DA18/0419	Change of Use - Holiday Home (Single House) 8 People	12 Reynolds Street~WEST BUSSELTON WA 6280	Lot 23 PLAN 1716	25/06/2018	0	Kenneth Ronald Benbow	Kenneth Ronald Benbow	15
DA18/0420	Change of Use - Holiday Home (Single House) 11 People	398 Geographe Bay Road~QUINDALUP WA 6281	Lot 18 PLAN 9047	18/06/2018	0	Lascia Pty Ltd	Jane Reynolds	1

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
DA18/0421	R-Code Variation - Boundary Wall	5 Waterville Road~DUNSBOROUGH WA 6281	Lot 103 PLAN 405106	18/06/2018	268772	Craig Daniel Radford & Shelley Jane Radford	Dale Alcock Homes South West Pty Ltd	13
DA18/0422	Entry Statement & Gates	2024 Caves Road~NATURALISTE WA 6281	Lot 1 DIAGRAM 46451	18/06/2018	25000	Gwenton Park Pty Ltd	Charles Grist GN Constructions [WA] PTY LTD	18
DA18/0423	Extension to a Single House (Special Character Area)	1/6 Adelaide Road~DUNSBOROUGH WA 6281	Lot 1 SSPLN 44869	19/06/2018	110000	Cheryl Anne Benjamin & Peter Albert Benjamin	Richard David Norrish	11
DA18/0424	'Change of Use' to Holiday Home (Single House) 8 People	22A Chapman Street~DUNSBOROUGH WA 6281	Lot 11 PLAN 51789	19/06/2018	0	Ann Marie Hickey	Ann Marie Hickey	11
DA18/0425	'Change of Use' to Holiday Home (Single House) 8 People	130 Wisteria Drive~QUINDALUP WA 6281	Lot 6 DIAGRAM 95269	18/06/2018	0	Mark Ros & Chantelle Yvette De La Haye	Mark Ros, Chantelle Yvette De La Haye	15
DA18/0426	Blue Gum Mechanical Harvest (18 hectares)	108 Acton Park South Road~ACTON PARK WA 6280	Lot 1865 PLAN 201693	20/06/2018	0	Coralie Anne Plozza & Joan Christine Raitt	WA Plantation Resources Pty Ltd	12
DA18/0427	Blue Gum Mechanical Harvest (14.1 hectares)	81 Espinos Road~SABINA RIVER WA 6280	Lot 300 PLAN 35684	20/06/2018	0	John Andrew Potter & Vanessa Potter	WA Plantation Resources Pty Ltd	12
DA18/0428	Outbuilding (Reduced Setback)	5 Huntingdale Close~WEST BUSSELTON WA 6280	Lot 518 PLAN 20910	20/06/2018	11800	Barry James Brown & Boi Kong Yeo	Busseilton Sheds Plus	0
DA18/0429	Two Grouped Dwellings	145 Adelaide Street~BUSSELTON WA 6280	Lot 293 PLAN 222229	20/06/2018	421836	Ringma Enterprises Pty Ltd	Summit Homes	12

Applications Received Report								
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Development Applications								
DA18/0430	Single House (Landscape Value Area)	7 Smith Street~MARYBROOK WA 6280	Lot 91 PLAN 65003	21/06/2018	185000	Chantelle June Le Lievre	Chantelle June Le Lievre	7
DA18/0431	'Change of Use' to Holiday Home (Single House) 8 people	54 Cherry Hills Circle~DUNSBOROUGH WA 6281	Lot 758 PLAN 50052	21/06/2018	0	Yvonne Clayton & Derek Victor Clayton	Yvonne Clayton, Derek Victor Clayton	3
DA18/0432	Rear Gable Features and Landscaping Upgrade	24-34 Bussell Highway~WEST BUSSELTON WA 6280	Lot 401 DIAGRAM 100222	15/06/2018	150000	Amoeba Nominees Pty Ltd	D'Agostino & Luff Architects Pty Ltd	7
DA18/0433	Relocated Building Envelope	Shallows Loop~YALLINGUP WA 6282	Lot 28 PLAN 33482	22/06/2018	0	Bevan Ross Griggs & Jo-Anne Patricia Griggs	Bevan Ross Griggs, Jo-Anne Patricia Griggs	0
DA18/0434	First Aid Room	128 Caves Road~SIESTA PARK WA 6280	Lot 5303 PLAN 220583	22/06/2018	60000	Legacy Fund of Perth (Inc)	Legacy Fund of Perth (Inc)	11
DA18/0435	Commercial Extension (Toilet Facilities, Outdoor Awning and Alfresco Dining)	86 West Street~WEST BUSSELTON WA 6280	Lot 182 PLAN 408348	22/06/2018	110000	Realview Holdings Pty Ltd & West St Nominees Pty Ltd ATF The West St Syndicate	Realview Holdings Pty Ltd, West St Nominees Pty Ltd ATF The West St Syndicate	8
DA18/0436	Additional Room (Landscape Value Area)	75 Ocean View Drive~QUINDALUP WA 6281	Lot 25 PLAN 13622	22/06/2018	16000	Henry Lawrence Simonetti & Amanda Gaye Simonetti	Henry Lawrence Simonetti, Amanda Gaye Simonetti	9
DA18/0437	Single House Additions and Pool (Landscape Value Area)	268 Wyadup Road~YALLINGUP WA 6282	Lot 12 DIAGRAM 99831	22/06/2018	150000	Landmark Holdings WA Pty Ltd	Holst Design	7
DA18/0438	Single House R-Code Variation (Vehicular Access)	6 Shoveler Road~GEOGRAPHE WA 6280	Lot 202 PLAN 402926	22/06/2018	254999	Donna Lee Krepp	M and MJ Constructions Pty Ltd	0

Applications Received Report								
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Development Applications								
DA18/0439	Single House - R-Codes Variation (reduced rear setback to garage boundary wall)	19 Currawong Drive~BROADWATER WA 6280	Lot 304 PLAN 44210	22/06/2018	275160	Teresa Joy Parham	Home Group WA South West Pty Ltd	11
DA18/0440	'Change of Use' to Holiday Home (Single House) 8 people	25 Keel Retreat~GEOGRAPHE WA 6280	Lot 650 DIAGRAM 98853	22/06/2018	0	Kin Mun Robert Lee	Kin Mun Robert Lee	6
DA18/0441	R-Codes Variation "Rear Verandah"	5 Cormorant Court~DUNSBOROUGH WA 6281	Lot 160 DIAGRAM 83863	22/06/2018	12000	Dominic Joseph Day & Sarah Louise Day	Dominic Joseph Day, Sarah Louise Day	0
DA18/0442	Holiday Home Group Dwelling (6 Person)	13 Gibney Street~DUNSBOROUGH WA 6281	Lot 1 STPLN 16740	25/06/2018	0	Greenleyon Pty Ltd ATFT B & D Leyonhjelm Family Trust	JHY Realty	6
DA18/0443	Reception Centre	393 Yelverton North Road~YALLINGUP SIDING WA 6282	Lot 1219 PLAN 225802	22/06/2018	800000	Kayleigh Anne Cooper	Kerry Brooks	4
DA18/0444	Single House (Special Character & Coastal Management Areas)	252 Geographe Bay Road~QUINDALUP WA 6281	Lot 39 PLAN 7535	26/06/2018	930000	Brid Pty Ltd	Bbs Building Group Pty Ltd	11
DA18/0445	Relocated Building Envelope to Accommodate an Outbuilding	72 St Andrews Lane~AMBERGATE WA 6280	Lot 32 PLAN 12893	29/06/2018	20000	Craig Ronald Wall	Busseton Sheds Plus	0
DA18/0446	R-Codes Variation	59 Gribble Circuit~KEALY WA 6280	Lot 1355 PLAN 409125	29/06/2018	236627	Jodie Magee & Michael John Magee	Ventura Home Group Pty Ltd	0
DA18/0447	Single House (R Codes Variation)	27 Martingale Drive~DUNSBOROUGH WA 6281	Lot 516 PLAN 52475	29/06/2018	470000	HRFT Pty Ltd	Pro Living Pty Ltd	11

Applications Received Report								
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Development Applications								
DA18/0448	Refurbishment of Existing Shop Facade and Addition of Glass Doors	91-93 Queen Street~BUSSELTON WA 6280	Lot 1 STPLN 18303	26/06/2018	35000	Francis William Rose & Evelyn Maisie Rose	Candice Barton, Christopher Barton	8
DA18/0451	Single House (Reduced Rear Setback)	2 Russell Street~GEOGRAPHE WA 6280	Lot 2 SSPLN 57522	26/06/2018	515272	Richard Mayer Doust & Marlee Agnes Doust	Plunkett Homes 1903 Pty Ltd	9
DA18/0453	Modified Building Envelope to Accommodate Extension to Single House	124 Sonning Loop~YALLINGUP WA 6282	Lot 72 PLAN 23573	23/06/2018	70000	Lance Le Kennedy & Pamela Ann Kennedy	West Coast Designs Pty Ltd	12
DA18/0454	Garage and Balcony Addition (Reduced Setback, Special Control Area)	49 Hammond Road~YALLINGUP WA 6282	Lot 77 PLAN 8037	25/06/2018	250000	Gregory John Sharpless & Jennifer Lee Sharpless	Todd Studium by Todd Huxley	10
DA18/0455	Grouped Dwelling	11/700 Caves Road~MARYBROOK WA 6280	Lot 11 SSPLN 46392	28/06/2018	199617	Anna Claire Mulhern	Plunkett Homes 1903 Pty Ltd	7
DA18/0456	30 Grouped Dwellings (Over 55's)	Commonage Road~DUNSBOROUGH WA 6281	Lot 1150 PLAN 59396	28/06/2018	6000000	Lot 1150 Pty Ltd	Tangent Nominees Pty Ltd	7
DA18/0457	Carport Addition to a Single House (Reduced Setback)	9 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 54 PLAN 14244	28/06/2018	6480	Roxane Elizabeth Shadbolt	CPR Outdoor Centre	7
DA18/0458	Garage Addition (Landscape Value Area)	109 Hayes Road~YALLINGUP SIDING WA 6282	Lot 72 PLAN 20531	28/06/2018	19500	Larry Allan Schoppe & Shirley Dawn Schoppe	Stephen Paul Palmer	8

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
WAPC18/0009	Form 24 (Strata Plan 63410) 3 x lots	1/65 Dorset Street~WEST BUSSELTON WA 6280	Lot 1 STPLN 63410	19/06/2018	0	Deborah Anne McDonna & Andrew Francis McDonna	BSO Development Consultants Pty Ltd	9
WAPC18/0019	6 Lot Survey Strata (+ Common Property)	72 Dorset Street~WEST BUSSELTON WA 6280	Lot 53 DIAGRAM 19413	22/06/2018	0	Shayne Rohan Brown & Bobbie Terrase Brown	Able Planning & Project Management	18
WAPC18/0020	Two Lot Subdivision	Bussell Highway~YALYALUP WA 6280	Lots 75 & 76 DP 410411	29/06/2018	0	Provence 2 Pty Ltd	RPS	11

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0050	Modified Building Envelope to Accommodate Additions to a Single House (Landscape Value Area)	51 Gunyulgup Valley Drive~YALLINGUP WA 6282	Lot 102 PLAN 20503	6/06/2018	Approved	90	300000	Superfine Investments Pty Ltd	Quality Builders Pty Ltd
DA18/0119	Change of Use - Holiday Home (Grouped Dwelling) 6 People	8 Smith Street~DUNSBOROUGH WA 6281	Lot 1 SSPLN 66032	29/06/2018	Approved	134	0	Wade George Taseff & Rebecca Louise Taseff	Wade George Taseff, Rebecca Louise Taseff
DA18/0150	Retrospective - Tennis Court	125 Endicott Loop~DUNSBOROUGH WA 6281	Lot 9 PLAN 19482	29/06/2018	Approved	122	3000	Sally Mulhern	Sally Mulhern
DA18/0205	Holiday Home (Increase Occupancy Number from 6 to 8 people)	1/11 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 1 SSPLN 20461	13/06/2018	Approved	48	0	Leith Beresford Rhodes & Allyson Jane Rhodes	Leith Beresford Rhodes, Allyson Jane Rhodes
DA18/0206	Additions/Alterations to Single House Garage (R-Codes Variation)	6 Burt Street~BROADWATER WA 6280	Lot 14 PLAN 7178	5/06/2018	Approved	78	25000	Carli Clay & Matthew Robert Clay	Carli Clay, Matthew Robert Clay
DA18/0208	Oversized and Over-height Outbuilding (reduced setback)	7 Gambetta Road~YALALUP WA 6280	Lot 927 PLAN 409180	14/06/2018	Approved	22	35000	Terry Allan Nuttall & Nony Joy Harley	Busselton Sheds Plus
DA18/0222	Change of Use - Holiday Home (Single House) 4 People	4 Baudin Street~DUNSBOROUGH WA 6281	Lot 301 PLAN 12170	5/06/2018	Approved	12	0	Jill Munro	Jill Munro
DA18/0224	Extension to 4 Existing Commercial Units	20 Queen Street~BUSSELTON WA 6280	Lot 1 SSPLN 40505	28/06/2018	Approved	98	490000	Ivan Harold Nash & Remour Josephine Nash	Cotan Pty Ltd

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0228	Change of Use - Grouped Dwelling	37/12 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 37 STPLN 29439	5/06/2018	Approved	55	0	Kennerlys Holdings Pty Ltd	Kennerlys Holdings Pty Ltd
DA18/0229	Change of Use - Grouped Dwelling	38/12 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 38 STPLN 29439	5/06/2018	Approved	55	0	Kennerlys Holdings Pty Ltd	Kennerlys Holdings Pty Ltd
DA18/0237	Change of Use - Holiday Home (Single House) 3 People	120 Lagoon Drive~YALLINGUP WA 6282	Lot 20 PLAN 21893	1/06/2018	Approved	67	0	Anne Robyn Gunnell	Anne Robyn Gunnell
DA18/0243	'Change of Use' to Holiday Home (Single House) 10 People	20 Monclair Circuit~DUNSBOROUGH WA 6281	Lot 749 PLAN 47638	26/06/2018	Approved	22	0	Sean Darrell Smith	Sean Darrell Smith
DA18/0244	Additions to Existing Single House (Special Character Area)	59 Wardanup Crescent~YALLINGUP WA 6282	Lot 116 PLAN 9022	20/06/2018	Approved	0	18000	Trailview Investments Pty Ltd	Trailview Investments Pty Ltd
DA18/0245	Over-height and Oversized Outbuilding (Special Character Area)	20 Caladenia Close~EAGLE BAY WA 6281	Lot 9 DIAGRAM 75653	1/06/2018	Approved	65	89000	Munjo Corporation Pty Ltd	A2B Projects Pty Ltd
DA18/0258	Change of Use (Medical Centre)	3/30 Burler Drive~VASSE WA 6280	Lot 3 STPLN 72952	1/06/2018	Approved	34	0	Keemadfly Pty Ltd	Keemadfly Pty Ltd ATF GGHP Retirement Pty Ltd T/A Potential Therapy Services for Children
DA18/0268	Change of Use - Holiday Home (Single House) 6 people	17 Alan Street~BROADWATER WA 6280	Lot 171 PLAN 12770	7/06/2018	Approved	10	0	Heidi Jay Couch	David Arthur Couch

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0271	Single House	8 Wentworth Loop~DUNSBOROUGH WA 6281	Lot 1077 PLAN 58898	7/06/2018	Approved	14	252300	Dean Peter Fancote & Amanda Lee Fancote	Dale Alcock Homes South West Pty Ltd
DA18/0275	Swimming Pool (Special Character Area)	35 Hammond Road~YALLINGUP WA 6282	Lot 84 PLAN 8037	5/06/2018	Approved	45	85000	John Clifford Philpott	Holst Design
DA18/0281	Outbuilding (Special Character and Landscape Value Areas)	23A Seaview Rise~EAGLE BAY WA 6281	Lot 2 PLAN 28146	26/06/2018	Approved	18	15982	Julie Clarke	Action Sheds Australia
DA18/0282	Sea Container	14 Clark Street~DUNSBOROUGH WA 6281	Lot 21 PLAN 13907	19/06/2018	Approved	62	0	Doreen Jennifer Richardson-Bunbury	Shane Austin
DA18/0287	Second Storey Addition to Single House (Special Control Area)	416 Geographe Bay Road~QUINDALUP WA 6281	Lot 25 PLAN 9047	1/06/2018	Approved	1	180000	Janet Phillippa Brown	Tectonics Building Design
DA18/0293	Dam	Shallows Loop~YALLINGUP WA 6282	Lot 28 PLAN 33482	11/06/2018	Approved	26	8500	Bevan Ross Griggs & Jo-Anne Patricia Griggs	Bevan Ross Griggs, Jo-Anne Patricia Griggs
DA18/0294	Veterinary Centre	11 Trumper Drive~BUSSELTON WA 6280	Lot 105 PLAN 20856	22/06/2018	Approved	60	120000	JP Bowman Nominees Pty Ltd	Cathryn Ann Hartley
DA18/0297	Holiday Home (Single House) 10 people	4 Stroud Street~QUINDALUP WA 6281	Lot 95 PLAN 9068	26/06/2018	Approved	25	0	Austin Developments Pty Ltd	Austin Pearce

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
DA18/0298	Relocated Building Envelope (Carport)	19 Howson Rise~YALLINGUP WA 6282	Lot 201 PLAN 24224	29/06/2018	Approved	60	15000	Andrew Charles Wynne & Helen Elizabeth Wynne	The Shed Company Busselton
DA18/0301	Modification to Existing Cellar Door (sale of wine by the glass; and ancillary sale of food)	3857 Caves Road~WILYABRUP WA 6280	Lot 10 DIAGRAM 64789	25/06/2018	Approved	55	0	Chenwal Pty Ltd	Amelia Park Wines
DA18/0304	Outbuilding (Reduced Setbacks)	5 Beeliar Entrance~WEST BUSSELTON WA 6280	Lot 841 PLAN 407130	6/06/2018	Approved	27	5000	Denis Mervyn Gandy & Kathleen Ann Gandy	Denis Mervyn Gandy, Kathleen Ann Gandy
DA18/0305	Additions and alterations to an Existing Garage including a new studio	8A Gibney Street~DUNSBOROUGH WA 6281	Lot 1 STPLN 18112	29/06/2018	Approved	42	90000	Stephen Keith Twartz	Stephen Keith Twartz
DA18/0307	Holiday Home (Single House) 8 People	22 Dress Circle~YALLINGUP WA 6282	Lot 29 PLAN 41565	15/06/2018	Approved	42	0	Lynley Carol Mumme	Lynley Carol Mumme
DA18/0311	Industrial Unit	289 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 1154 PLAN 410827	22/06/2018	Approved	47	450000	Karnali Holdings Pty Ltd	Space Light Order
DA18/0314	Change of Use - Holiday Home (Single House) 9 People	33 Glenleigh Road~WEST BUSSELTON WA 6280	Lot 91 DIAGRAM 49197	11/06/2018	Approved	38	0	Mark Werner Stieler & Elizabeth Jane Stieler	Mark Werner Stieler, Elizabeth Jane Stieler

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0315	Patio Addition to an Existing Single House (Special Character Area)	30 Keel Retreat~GEOGRAPHE WA 6280	Lot 561 PLAN 22450	14/06/2018	Approved	26	9741	Elly Litza Wilcox & Mark Gavin Wilcox	Outdoor World Busselton
DA18/0316	Re-Roof Existing Single House (Special Character Area)	1 Adelaide Road~DUNSBOROUGH WA 6281	Lot 22 PLAN 6073	7/06/2018	Approved	31	41805	Judith Anne Critch	Stephen Graeme Howard
DA18/0318	Relocate Garage to Boundary	29A Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 632 PLAN 58323	11/06/2018	Approved	33	2000	NHOJ Nominees Pty Ltd	Charles Grist GN Constructions [WA] PTY LTD
DA18/0320	Bed & Breakfast - 2 Guests	21 Pinehurst Crescent~DUNSBOROUGH WA 6281	Lot 1283 PLAN 404176	27/06/2018	Approved	44	0	Robin Mary Reilly	Robin Mary Reilly
DA18/0324	Balcony Enclosure (Landscape Value and Special Character Areas)	9 Wedgetail View~EAGLE BAY WA 6281	Lot 2 PLAN 21908	11/06/2018	Approved	6	15000	Patricia Suan Imm Chin	Naked Architecture
DA18/0325	Patio addition to Single House (Port Geographe Development Area)	12 Mainsail Street~GEOGRAPHE WA 6280	Lot 17 PLAN 50929	25/06/2018	Approved	40	5800	Barry Paul Hicks & Vanessa Ann Hicks	Cape Shades
DA18/0327	Convert Existing Outbuilding to a Single House & New Outbuilding (Special Character Area)	2 Gaia Close~EAGLE BAY WA 6281	Lot 9 PLAN 12895	28/06/2018	Approved	33	90000	Tangram Pty Ltd	Mario Carlo Bernardi
DA18/0328	Single House (Reduced Setback)	345 Bussell Highway~BROADWATER WA 6280	Lot 2 DIAGRAM 28312	7/06/2018	Approved	31	185000	Shannon Reitsema & Colleen Adriana Reitsema	Shannon Reitsema, Colleen Adriana Reitsema

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0331	Single House (Special Character Area)	6 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 2 SSPLN 68964	5/06/2018	Approved	26	650000	Mark Damien Pallot	AK Homes Construction
DA18/0333	Modified Building Envelope and Patio Addition to a Single House (Landscape Value Area)	29 Green Park Road~QUINDALUP WA 6281	Lot 19 PLAN 29108	13/06/2018	Approved	32	11999	Daniel Lane & Toni Louise Lane	CR Design Solutions
DA18/0336	Single House (Special Character Area)	29 Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 631 PLAN 58323	19/06/2018	Approved	7	610000	Nigel Warren Shaw & Carol Suzanne Shaw	Nigel Warren Shaw, Carol Suzanne Shaw
DA18/0337	Additions and Alterations to an Existing Single House (Special Character Area)	24 Caladenia Close~EAGLE BAY WA 6281	Lot 10 DIAGRAM 75653	12/06/2018	Approved	26	17500	Andrew James Farr	Andrew James Farr
DA18/0340	Verandah Addition to Existing Winery Storage Area	3314 Caves Road~WILYABRUP WA 6280	Lot 13 PLAN 12089	14/06/2018	Approved	37	5000	Saruman Holdings Pty Ltd	Custom Residential Design
DA18/0341	Single House (R-Code Variation)	46 Kawana Boulevard~DUNSBOROUGH WA 6281	Lot 1334 PLAN 412045	6/06/2018	Approved	18	183690	Paul Steven Taylor & Krishna Delphie Taylor	Dale Alcock Homes South West Pty Ltd
DA18/0343	Carport Addition - Single House (Reduced Setback)	21 Bosworth Bend~WEST BUSSELTON WA 6280	Lot 514 PLAN 41564	12/06/2018	Approved	17	7230	Andrew James Hennessy & Phoebe Claire Beers Norman	CPR Outdoor Centre

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0346	Single House (Special Character Area)	264 Geographe Bay Road~QUINDALUP WA 6281	Lot 200 PLAN 400536	26/06/2018	Approved	48	400000	Michael Robert Ogilby & Deborah Ruth Ogilby	Gerard McCann Architect
DA18/0347	Change of Use - Holiday Home (Single House) 6 People	10 Newberry Road~DUNSBOROUGH WA 6281	Lot 104 DIAGRAM 91657	19/06/2018	Approved	32	0	Kib Homes Pty Ltd	Kib Homes Pty Ltd
DA18/0349	Alfresco Addition to Existing Single House (Port Geographe Development Area)	36 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 77 PLAN 59251	19/06/2018	Approved	33	14000	Neville Clive Vellacott	Pro Living Pty Ltd
DA18/0350	Change of Use - Holiday Home (Single House) 7 People	181 Harmans Mill Road~METRICUP WA 6280	Lot 4 DIAGRAM 91665	18/06/2018	Approved	25	0	Michael Edwin McKenna & Vivien Jones	Michael Edwin McKenna, Vivien Jones
DA18/0352	Modification to Existing Outbuilding (Raise Carport Roof Height)	6 Canola Grove~BUSSELTON WA 6280	Lot 73 PLAN 45193	14/06/2018	Approved	20	3000	Brian John Macauley & Annette Ivy Macauley	Brian John Macauley, Annette Ivy Macauley
DA18/0354	Addition of Three Patio's to Existing Aged Persons Home	450 Bussell Highway~BROADWATER WA 6280	Lot 12 DIAGRAM 50279	28/06/2018	Approved	4	57563	Baptistcare Inc	Changing Spaces
DA18/0359	Group Dwelling	29 Capstan Place~GEOGRAPHE WA 6280	Lot 10 SSPLN 74194	25/06/2018	Approved	32	142467	Ozzieplant Pty Ltd	Tangent Nominees Pty Ltd
DA18/0361	Change of Use - Holiday Home (Single House) 6 people	60 Bignell Drive~WEST BUSSELTON WA 6280	Lot 304 PLAN 14516	28/06/2018	Approved	30	0	Lancelot Rupert Pereira & Sandra Anne Merrin	Lancelot Rupert Pereira, Sandra Anne Merrin

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0364	Proposed Boat Lifting Structure (Port Geographe Development Area)	30 Burgee Cove~GEOGRAPHE WA 6280	Lot 3 PLAN 57392	28/06/2018	Approved	26	18000	Errol Arthur Carter & Lynette Margaret Carter	Errol Arthur Carter, Lynette Margaret Carter
DA18/0366	Single House (Reduced Setback)	14 Tortoise Rise~VASSE WA 6280	Lot 9 PLAN 407511	20/06/2018	Approved	23	210346	Sarah Frances Louise Millar & Peter Chalmers Millar	BGC Residential Pty Ltd
DA18/0367	Unauthorised Oversized Outbuilding	43 Kalgaritch Avenue~WEST BUSSELTON WA 6280	Lot 163 PLAN 18402	18/06/2018	Approved	21	10000	Terrence John Ealing & Berendina Johanna Maria Ealing	Terrence John Ealing, Berendina Johanna Maria Ealing
DA18/0368	Suspended Deck and Roof Extension (Special Character Area)	9 Seaview Rise~EAGLE BAY WA 6281	Lot 37 PLAN 21980	22/06/2018	Approved	34	150000	Cathy Anne Donaldson	Tom Godden
DA18/0370	Outbuilding (Landscape Value Area)	60 Kinross Loop~QUINDALUP WA 6281	Lot 248 PLAN 68461	14/06/2018	Approved	22	20000	Aln Schmidt	Busselton Sheds Plus
DA18/0371	Patio Addition to an Existing Grouped Dwelling	9/1 Lecaille Court~DUNSBOROUGH WA 6281	Lot 9 STPLN 34314	25/06/2018	Approved	20	5000	Sheila Veronica Quinn	CPR Outdoor Centre
DA18/0375	Building Envelope Modification to Accommodate a Proposed Outbuilding	20 Howson Rise~YALLINGUP WA 6282	Lot 222 PLAN 33315	28/06/2018	Approved	6	100000	Susan Valerie Smith & Nigel Gordon Smith	Tom Godden

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0380	Single House (Reduced Setback)	49 Diamante Boulevard~DUNSBOROUGH WA 6281	Lot 1455 PLAN 412045	26/06/2018	Approved	5	198968	Maria Flor Rosenius & Kevin James Wood	Ventura Home Group Pty Ltd
DA18/0385	Change of Use - Holiday Home (Single House) 8 People	1 Misty Ridge Place~DUNSBOROUGH WA 6281	Lot 323 PLAN 19117	28/06/2018	Approved	8	0	Peter William Sage	Jennifer Sage
DA18/0389	Advertising Sign	94 Hayes Road~QUINDALUP WA 6281	Lot 39 DIAGRAM 100227	28/06/2018	Approved	13	400	John Geoffrey Marshall Bennett & Elizabeth Gillian Bennett	David Bennett
DA18/0403	Change of Use - Holiday Home (Single House) 8 people	25 Spindrift Cove~QUINDALUP WA 6281	Lot 42 PLAN 28880	20/06/2018	Approved	5	0	Michael Andrew Edwards	Lorraine Edwards
DA18/0407	Outbuilding	12 Toolburra Pass~WEST BUSSELTON WA 6280	Lot 627 PLAN 45235	25/06/2018	Approved	10	7600	Trevor Leslie Dolan & Wendy Louise Dolan	Wendy Louise Dolan, Trevor Leslie Dolan
DA18/0410	Construction of a Covered Area and Infill to Existing Covered Area	2 Kelly Drive~WEST BUSSELTON WA 6280	Lot 5320 PLAN 220777	28/06/2018	Approved	17	45000	Roman Catholic Church	Franco Carozzi Architects Pty Ltd
DA18/0410	Construction of a Covered Area and Infill to Existing Covered Area	1 MacKillop Avenue~WEST BUSSELTON WA 6280	Lot 197 PLAN 21438	28/06/2018	Approved	17	45000	Roman Catholic Church & St Mary MacKillop College	Franco Carozzi Architects Pty Ltd
DA18/0438	Single House R-Code Variation (Vehicular Access)	6 Shoveler Road~GEOGRAPHIE WA 6280	Lot 202 PLAN 402926	28/06/2018	Approved	0	254999	Donna Lee Krepp	M and MJ Constructions Pty Ltd

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
WAPC18/0009	Form 24 (Strata Plan 63410) 3 x lots	1/65 Dorset Street~WEST BUSSELTON WA 6280	Lot 1 STPLN 63410	27/06/2018	Approved	9	0	Deborah Anne McDonna & Andrew Francis McDonna	BSO Development Consultants Pty Ltd
WAPC18/0012	2 Lot Survey Strata	23 Craig Street~WEST BUSSELTON WA 6280	Lot 65 PLAN 8195	22/06/2018	Approved	50	0	Stephen Roy Gianola	Thompson Surveying Consultants
WAPC18/0015	2 Lot Subdivision	80 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 6 PLAN 5135	11/06/2018	Support	39	0	Estate Of Merilyn Hitchins	Eugene Ferraro
WAPC18/0016	4 Lot Subdivision	11 Autumn Rise~YALLINGUP WA 6282	Lot 500 PLAN 38217	28/06/2018	Support	49	0	Peter John Stratton & Mary-Lynne Stratton	Tim Korovesi (Town Planning Consultant)
WAPC18/0017	10 Lot Subdivision (Commercial)	Napoleon Promenade~VASSE WA 6280	Lot 9548 PLAN 409834	28/06/2018	Support	38	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design

As at 9 July 2018

APPLICATION (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON							
Merifield v City of Busselton	Lot 30 No 70 Millbrook Road	1 December 2017	Appeal against deemed refusal (Non- determination of Application)	Joanna Wilson/James Fletcher	<ul style="list-style-type: none"> • Notice of Directions Hearing on 21 December, 2017 against City of Busselton decision to refuse the application, the following orders were made: <ul style="list-style-type: none"> - Applicant is to provide additional information by 31 January 2018; - S.31 Reconsideration of the decision on or before 28 February 2018 • By mutual agreement the Directions Hearing listed for 9 March is vacated. The following orders have been made: <ul style="list-style-type: none"> - Respondent is now invited to reconsider its decision by S.31 Reconsideration by 28 March 2018. • Directions Hearing on 5 April 2018, the applicant requested the removal of Condition 8 of the Council's decision. The member ordered mediation for 17 April 2018 and to invite Councillors to attend. • Mediation on 17 April 2018 in respect of Condition 8 of the development approval. The following orders have been made: <ul style="list-style-type: none"> - Respondent is to provide additional information by 11 May 2018; - Pursuant to S.31, the City is invited to reconsider its decision at its meeting on 13 June 2018; - Directions Hearing on 22 June 2018. • Council resolved to remove Condition 8 at its meeting held on 13 June, 2018. 	Matter resolved. No further action.	

APPLICATION (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
Threadgold & Jackson vs City of Busselton	Lot 75 No 157 Haag Road, Yelverton	4 May, 2018	Review of a decision under a local planning scheme as to the classification of a use or the permissibility of a nonlisted use	Anthony Rowe / Paul Needham	<ul style="list-style-type: none"> Directions hearing on the 25 May, 2018 against the City of Busselton decision to refuse the application, the following orders were made: <ul style="list-style-type: none"> - Respondent is to provide additional information by 6 July, 2018; - Applicant to provide supporting documentation by 6 July, 2018 - Mediation to commence 20 July, 2018. 	Mediation to commence 20 July, 2018.	
JOINT DEVELOPMENT ASSESSMENT PANEL							
Nil							
WESTERN AUSTRALIAN PLANNING COMMISSION							
Nil							



Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280

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Web: www.meeluppark.com

Informal Meeting- Notes

DATE: Monday 25 June 2018, 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), Councillor John McCallum, Councillor Lyndon Miles, Mr. Damien Jones, Mr Tony Smurthwaite, Mrs Shirley Fisher and Mr Albert Haak

Officers: Ms Tanya Gillet (Manager, Environmental Services), Mr Greg Simpson (Environmental Management Coordinator) and Ms Kay Lehman (Meelup Environment Officer- EO)

Apologies: Mr Bob Ginbey and Councillor Kelly Hicks

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. The Committee noted the June 2018 Financial Summary (**Attachment A**).

3. MEELUP VOLUNTEER UPDATE

This report covers the period 20th May to 12th June 2018. For the period, there were a total of 62.75 man-hours of volunteer involvement.

Highlight of the period was a very successful and well attended Community Planting Day on Sunday 10th June at Meelup Beach. This involved the auguring of holes, fertilising and planting of selected plants, and the watering and installation of tree guards. 500 plants were planted. The event was followed by a BBQ.

Further achievements for the period included:

- The Ginby family collected rubbish along the Meelup-Eagle Bay Road from Eagle Bay to Pt Picquet as an independent activity
- Clearing of drainage crossings along the coastal trail from Castle Bay to Eagle Bay
- Removal of tree guards from plants that were unsuccessful
- Preparation for the Community Planting Day

There is an opportunity for the Meelup volunteers to work with Department of Biodiversity, Conservation and Attractions (DBCA), Flora Conservation Officer to survey the population of Declared Rare Flora- *Caladenia viridescens* in the Park.

Proposed Direction:

1. Information noted by the Committee.
2. EO to liaise with DBCA on the coordination of the rare orchid survey with volunteers.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment B**.

The Committee reviewed the action summary and agreed to include additional actions.

Proposed Direction:

1. For the contractor that installed the coir logs in the former gravel pit on the Car Rally Trail to be engaged to complete the task.
2. A meeting to discuss project options for the NRM Community Stewardship Program Grant to be scheduled for Wednesday 11th July 2018 at 10am at Bob Jarvis's residence.
3. Mr Tony Smurthwaite offered to do a geological presentation to the Meelup volunteers on Plate Tectonics. This will be scheduled with the Volunteer Coordinator.

5. REPORTS

5.1 Presentation on the Feral Animal Control Program

The contractor, Shane Butcher presented the results of the 2017/18 feral animal control program to the MRPM Committee.

Feral animals can have a significant impact on the fauna and flora of Meelup Regional Park through competition for food and habitat, and direct predation. The feral animal control program is undertaken on an annual basis to help mitigate the impacts of these species on native fauna and flora.

Background

The 2017/18 feral animal control program comprised of:

Controls

- a) Three rounds of fox baiting (spring and autumn) using eggs injected with 1080 poison. Secondary visits to replace any baits that have been taken, with a third follow-up visit where any remaining baits are removed from site.
- b) One round of rabbit baiting (at the end of summer prior to autumn fox baiting), hand-laid application using 1080 oats only.
- c) Use of the new strain of the Rabbit Haemorrhagic Disease Virus (RHDV)(Calici virus) to control rabbit numbers.
- d) One round of Feral cat cage trapping.

Monitoring, Compliance and Reporting

The monitoring program includes three stages: pre-baiting (at least one week prior), during baiting and post-baiting (at least one week after), comprising:

- a) Use of monitoring sand plots that are appropriately located in the park for best results.

- b) Use of camera traps, located in conjunction with sand plots and/or other appropriate locations. At least 10 sand plots and 10 camera traps were installed.
- c) GPS of all 1080 bait locations and traps and information on fauna activity recorded.
- d) Provision and secure installation of up-to-date 1080 notification signage at appropriate locations in the park, as guided by the Code of Practice for the Safe Use and Management of 1080 in Western Australia, and any additional advice provided by DAFWA. Also signage, if required by authorities, on the use of Rabbit Haemorrhagic Disease Virus.
- e) Provide a detailed written report, including the methodology undertaken, results of monitoring and baits taken, maps and recommendations where appropriate.

Proposed Direction:

- 1. Information noted by the Committee.
- 2. A copy of the feral animal control presentation to be emailed to Committee members.

5.2 Meelup Beach moon viewing platform

Mr Chad Elton, from Emerge Associates presented the design for the Meelup Beach moon viewing platform to the Committee.

The following is a summary of the Committees comments:

- 1) Timber decking areas to be reduced where possible and timber terrace extension to be removed. It was acknowledged the decks around the trees were a good idea but should be minimised due to cost and maintenance. Modwood material to also be used instead of natural timber.
- 2) Remove or reduce the lower deck on the lower left corner and replace with planting around the base of the existing trees if possible.
- 3) Image in the top right to be removed as not really representative of the more rustic nature intended for the project.
- 4) Larger boulders to be incorporated more into the walls to break up the spaces and provide a more rugged appearance.
- 5) Show indicative location for possible future table and bench seating installations.
- 6) Provide additional staircases and widen existing to ensure adequate, easy access through the design and noting the steps (to be constructed of laterite coloured limestone blocks) can be used as seating also.

Proposed Direction:

- 1. The revised concept plan to be presented to the Committee.

5.3 Landholder Engagement on Feral Animal Control

The Committee has previously had discussions on the development of an approach to engage land owners with rural property adjoining the MRP, in weed and feral management on their land. Refer to **Attachment C** for the proposed rural landholder consultation area.

Proposed Direction:

- 1. To engage with adjoining rural landholders on weed and feral animal management in the area delineated in the attached map.

6.0 LATE ITEMS

6.1 Friends of Meelup Regional Park- Update

The Friends of Meelup meeting held on the 7 June 2018 resulted in the nominations and acceptance of Committee positions. Refer to Table 1 below. The next meeting is scheduled for 12 July 2018 to finalise the objectives and purpose of the Friends Group and then register for Association of the group.

Table 1: Summary of Committee Member Positions

Friends of Meelup Regional Park	
Chairperson	Kerry Grist
Vice-Chairperson	Ros Hamdorf
Secretary	Kay Lehman
Treasurer	Greg Simpson
Committee Members	Cate Edwards, Elaine Dodd, Janine Gasbari, Victoria Verity and Alice Horan Anderson.
Presiding Member of the Meelup Regional Park Management Committee	Bob Jarvis

6.2 Meelup Regional Park Management Plan- Update

A draft of the Meelup Regional Park Management Plan is scheduled to be presented to the Committee in September 2018.

7.0 NEXT MEETING

The next informal meeting of the Committee will be held on the 29 July 2018, commencing 10.00am at the Dunsborough District Country Club.

ATTACHMENT B - ACTION TABLE (25 June 2018 Meeting)

Subject	Action	Date of Committee Decision	Progress/Comments	Completed
Weed and Feral Animal Issues- Proposed Meeting of Neighbours	To engage with adjoining rural landholders on weed and feral animal management in the area delineated in the attached map.	25/06/2018		
Meelup Beach moon viewing platform	The revised concept plan to be presented to the Committee.	25/06/2018		
Feral Animal Control Program	A copy of the feral animal control presentation to be emailed to Committee members.	25/06/2018	Emailed to Committee.	Done
Grant Opportunity	A meeting to discuss project options for the NRM Community Stewardship Program Grant to be scheduled for Wednesday 11th July 2018 at 10am at Bob Jarvis's residence.	25/06/2018		
Car Rally Trail- Gravel Pit Rehabilitation	For the contractor that installed the coir logs in the former gravel pit on the Car Rally Trail to be engaged to complete the task.	25/06/2018		
Volunteer Activities	1. EO to liaise with DBCA on the coordination of the rare orchid survey with volunteers. 2. Mr Tony Smurthwaite offered to do a geological presentation to the Meelup volunteers on Plate Tectonics. This will be scheduled with the Volunteer Coordinator.	25/06/2018		
Liaison with the Margaret River Busselton Tourism Association	EO to contact the MRBTA to arrange a staff visit to Meelup Regional Park. Presiding member, Mr. Bob Jarvis will make a presentation to the group.	28/05/2018		
Meelup Regional Park Committee- 25 th Year Celebration	1. As part of the celebrations, a Wildflower Walk has been scheduled for Sunday 16 September and a BBQ lunch at Meelup Beach for Sunday 21 October 2018. 2. Invite Isaac Webb or Josh Whiteland to lead a tour in the Park on indigenous culture.	28/05/2018	EO has discussed leading a tour with Isaac Webb.	
Training and Employment of Indigenous Rangers	1. Potential partnership projects to be investigated. 2. Invite a representative from the South West Indigenous Ranger Program to outline the benefits of the South West Indigenous Ranger Program at a future Committee meeting.	28/05/2018		
Survey of Soil Erosion and Track Maintenance	1. EO to further investigate the use of chemical treatments for the hardening of trails surfaces. 2. That the use of 3G network for the remote monitoring of proposed rain gauge stations in the Park be investigated.	26/03/2018		
Training and Events				
Training/Events	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics.		1. Environmental Skills Field Workshop on Coastal Rehabilitation- scheduled for Saturday 21 July, 10am- 12 noon at the Broadwater foreshore. A flyer will be sent to all Meelup volunteers.	Ongoing

17. CHIEF EXECUTIVE OFFICER'S REPORT

Nil

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

The reports listed below are of a confidential nature, in accordance with section 5/23(2) of the Local Government Act 1995. These reports have been provided to Councillors, the Chief Executive Officer and Directors only.

RECOMMENDATION

That the meeting is closed to members of the public to discuss the following items which are confidential for the reasons as shown.

20.1 STANDING ORDERS LOCAL LAW - UNDERTAKING TO THE JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION

This report contains information of a confidential nature in accordance with Section 5.23(2(d) of the Local Government Act 1995, as it contains information relating to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

21. CLOSURE