

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE COUNCIL MEETING HELD ON 31 JULY 2019

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## MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 31 JULY 2019 AT 5.30PM.

1. DECLARATION OF OPENING ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS

The Presiding Member opened the meeting at 5.30pm.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr John McCallum Deputy Mayor  
Cr Coralie Tarbotton  
Cr Ross Paine  
Cr Paul Carter  
Cr Robert Reekie  
Cr Kelly Hick  
Cr Lyndon Miles

Officers:

Mr Paul Needham, A/Chief Executive Officer  
Mr Oliver Darby, Director, Engineering and Works Services  
Mrs Naomi Searle, Director, Community and Commercial Services  
Mr Tony Nottle, Director, Finance and Corporate Services  
Ms Lee Reddell, A/Director, Planning and Development Services  
Ms Sarah Pierson, Manager, Governance and Corporate Services  
Mrs Emma Heys, Governance Coordinator  
Ms Melissa Egan, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

“Busselton-Dunsborough Times”  
“Busselton-Dunsborough Mail”

Public:

7

**3. PRAYER**

The prayer was delivered by Pastor Tony Peak of the Abundant Life Centre.

**4. APPLICATION FOR LEAVE OF ABSENCE**

The Presiding Member called for any requests for any Leave of Absence.

The Presiding Member, Cr Grant Henley made an application for Leave of Absence from the Ordinary Meeting of Council 11 September 2019.

**MOTION**

**C1907/120** Moved Councillor J McCallum, seconded Councillor P Carter

That the Council approve a Leave of Absence for Councillor Grant Henley for the Ordinary Meeting of Council 11 September 2019.

**CARRIED 8/0**

**5. DISCLOSURE OF INTERESTS**

Nil

**6. ANNOUNCEMENTS WITHOUT DISCUSSION****Announcements by the Presiding Member**

Councillor Grant Henley acknowledged the attendance of former Councillor Rob Bennett at the Community Access Session Wednesday 24 July 2019 to tender his resignation from the Office of Councillor of the City of Busselton and thanked the Councillors and those that attended.

Councillor Grant Henley noted the engagement of the Chief Executive Officer, Mr Mike Archer and offered his congratulations on behalf of Council.

**7. QUESTION TIME FOR PUBLIC****Response to Previous Questions Taken on Notice**

Nil

**Question Time for Public**

Nil

**8. CONFIRMATION AND RECEIPT OF MINUTES**

**Previous Council Meetings**

8.1 Minutes of the Council Meeting held 26 June 2019

**COUNCIL DECISION**

**C1907/121** Moved Councillor P Carter, seconded Councillor J McCallum

That the Minutes of the Council Meeting held 26 June 2019 be confirmed as a true and correct record.

**CARRIED 8/0**

**Committee Meetings**

Nil

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

Nil

**Presentations**

Nil

**Deputations**

Nil

**10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)****11. ITEMS BROUGHT FORWARD****For the convenience of the Public**

Nil

**Adoption by Exception Resolution**

At this juncture the Mayor advised the meeting that with the exception of the items identified to be withdrawn for discussion, that the remaining reports, including the Committee and Officer Recommendations, will be adopted en bloc, i.e. all together.

**COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C1907/122** Moved Councillor C Tarbotton, seconded Councillor L Miles

That the Officer Recommendation in relation to the following agenda items be carried en bloc:

- 15.1 COMMUNITY BIDS 2019/2020 ROUND 1 ALLOCATIONS
- 15.2 CINEFESTOZ MARKETING PROPOSAL
- 17.1 COUNCILLORS' INFORMATION BULLETIN

**CARRIED 8/0**

**EN BLOC**

**12. REPORTS OF COMMITTEE**

Nil

**13. PLANNING AND DEVELOPMENT SERVICES REPORT**

Nil

**ADOPTION BY EXCEPTION RESOLUTION****15. COMMUNITY AND COMMERCIAL SERVICES REPORT****15.1 COMMUNITY BIDS 2019/2020 ROUND 1 ALLOCATIONS**

<b>SUBJECT INDEX:</b>	Donations, Contributions and Subsidies
<b>STRATEGIC CONTEXT:</b>	<b>Key Goal Area:</b> 1. COMMUNITY: Welcoming, friendly, healthy <b>Objective:</b> 1.4 Community services and programs that support people of all ages and backgrounds.
<b>BUSINESS UNIT:</b>	Community Services
<b>ACTIVITY UNIT:</b>	Community Services
<b>REPORTING OFFICER:</b>	Community Development Officer - Naomi Davey
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

**PRÉCIS**

Each year the City of Busselton provides financial assistance to community groups and not-for profit organisations through the Community Bids process. This assistance is provided for specific activities or projects proposed to be undertaken by that group or organisations within the forthcoming financial year.

This report provides a summary of the outcomes from the workshop on 26 June 2019, and seeks formal endorsement of the Community Bid submissions to be funded in the first round of the 2019/20 financial year.

**BACKGROUND**

In March 2011, the Council resolved (C1103/097) to allocate funding to the Community Bids program as follows:

1. Council allocate a total of 0.5% of estimated rates to be levied to Major Project Assistance Grants to be determined as part of the Community Bids assessment process advertised in the first quarter of each year.
2. Allocate a total of \$50,000 to Minor Project Assistance Grants to be determined twice each year, once as part of the Community Bids process, and once again in September each year.
3. Increases the maximum amount of Minor Project Assistance Grants from \$3,000 to \$5,000 for any one project.

Applications for the first round of Community Bids funding for the 2019/20 financial year opened in April 2019 and a total of nineteen (19) applications were received, including eight (8) minor bid applications requesting a total of \$23,504 in funding and eleven (11) major bid applications requesting \$175,800. The City also has two (2) multi-year funding arrangements with the South West Academy of Sport (\$10,000) and Busselton Senior High School P&C for the Busselton Trade Training Centre (\$10,000).

Applications were assessed by an officer working group, in accordance with Community Bids guidelines, and recommendations were discussed with Councillors at a workshop held on 26 June 2019. The outcomes of the workshop form the basis of the officer recommendations in this report.

Additionally in 2019/20 there are three (3) annual funding agreements outside of the Community Bids program that have expired:

- YouthCARE
- Busselton Senior Citizens Club
- Surf Life Saving WA.

These agreements were discussed at the Community Bids workshop and are also presented for ongoing endorsement.

### **STATUTORY ENVIRONMENT**

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

### **RELEVANT PLANS AND POLICIES**

The Community Bids funding program is an opportunity for community based organisations to seek assistance to implement initiatives that benefit the wider community and is a program contained within the City of Busselton Corporate Business Plan 2018-2022.

### **FINANCIAL IMPLICATIONS**

Based on the current funding model, the total funds available for allocation for round one (1) of the 2019/20 Community Bids program is \$245,800. The proposed funding allocations for minor and major projects detailed in the officer recommendation totals \$173,401. This leaves a balance of \$72,399 for round two (2) of the 2019/20 program.

Budgeted funding allocations for the 2019/20 for the three (3) expired annual funding agreements outside of the Community Bids program are:

YouthCARE	\$40,490
Busselton Senior Citizens Club	\$86,794
Surf Life Saving WA	\$146,855

### **LONG-TERM FINANCIAL PLAN IMPLICATIONS**

The Community Bids program is incorporated in the LTFP in line with Council resolution C1103/097.

### **STRATEGIC COMMUNITY OBJECTIVES**

The officer recommendation aligns primarily to Key Goal Area one 'Community' and specifically to Community Objective 1.4 – 'Work with key partners to provide a range of community services and programs that support people of all ages and backgrounds'.

### **RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. Risks are identified where the residual risk, once controls have been identified, is identified as 'medium' or greater. There are no such risks identified.

## CONSULTATION

The Community Bids funding program was advertised in the Council for the Community page on 27 March, 3 April and 17 April 2019 and the City of Busselton website. Recognised community groups and sporting clubs in the City of Busselton were also notified of the Community Bids process via email. A Community Bids workshop was held on 7 March 2019 in which 30 interested community groups and organisations attended.

## OFFICER COMMENT

Applications were assessed by an officer working group using the following criteria:

- Does the project, program or activity meet the Community Bids criteria?
- Has the applicant outlined why the projects, programs or activities are needed by the community?
- Is there an expectation or risk to the community if the project, program or activity does not proceed?
- Did the organisation or group state the level of cash or in kind contribution they will make to the project, program or activity?
- Has the applicant demonstrated attempts at seeking funding from other sources?
- Has the applicant been successful in previous community bids applications and what was the funded amount?
- Does the project align with the City of Busselton's Strategic Community Plan?

Officers presented the applications to Councillors at a workshop on 26 June 2019, where the following recommendations were made:

	APPLICANT	PROJECT TITLE	REQUEST	RECOMMENDATION	SPECIAL CONDITIONS
Minor Application					
1	Yallingup Steiner School	Defibrillator at Carbanup Hall	\$1500	\$1,500	
2	Busselton Squash Club	Junior Squash Development Program	\$5,000	\$5,000	
3	Cape Mountain Bikers	Trail Counter System	\$3173	\$3173	
4	Dunsborough Bay Yacht Club	Plakka Trailer Replacement	\$3,000	\$3,000	
5	Yallingup Boardriders Club	YBR Marquee and Water Safety Laptop	\$2,150	\$2,150	
6	Dunsborough and Busselton Wildlife Care Inc.	Operation Monitored Release	\$4,732	\$2,366	Funding for 4 motion sensitive cameras only
7	Busselton Aero Club Inc.	Replacement of 2 air conditioners in Club Rooms	\$2,400	\$1,200	Funding for one air conditioner in training room only
8	Anglicare WA	Busselton Financial Counselling Printer Replacement	\$699	\$0	



APPLICANT		PROJECT TITLE	REQUEST	RECOMMENDATION	SPECIAL CONDITIONS
Major Application					
1	Dunsborough Lakes Golf Club	All weather training facility	\$18,276	\$18,276	
2	Busselton Hockey Stadium Club Inc.	Lighting Upgrade	\$59,000	\$59,000	
3	Dunsborough & Districts Progress Association	Djiljit Mia Community Gathering Space	\$40,000	\$40,000	
4	Busselton Pottery Group Inc.	New Electric Kiln	\$7,000	\$7,000	
5	Dunsborough Junior Soccer Club	Soccer Goals	\$7,500	\$7,500	
6	Ludlow Tuart Forest Restoration Group	Restoration of Truck Shed and new water tank	\$19,000	\$19,000	
7	Dunsborough Community Garden	Stage 3	\$10,529	\$1,800	Funding allocated for pedestrian gate only
8	Busselton Population Medical Research Institute	Equipment for the Busselton Health Survey Study	\$25,250	\$712	Funding for anatomy models only
9	Dunsborough & Districts Country Club	Replacing of CCTV	\$5,835	\$0	
10	FAWNA	Media Upgrade	\$6,951	\$0	
11	Busselton Chamber of Commerce	Busselton Business Hub	\$30,000	\$0	
12	SWAS	SWAS Support Program	\$10,000	\$10,000	3 <sup>rd</sup> year of 4 year funding agreement
13	Busselton Senior High School P&C	Busselton Trade Training Centre	\$10,000	\$10,000	2 <sup>nd</sup> year of 3 year funding agreement
			<b>Total</b>	<b>\$191,677</b>	<b>Remaining \$54,123</b>

Since the workshop, the Dunsborough Lakes Golf Club have withdrawn their application as a result of not securing Community Sport and Recreation Facility Funding from the Department of Local Government, Sport and Cultural Industries.

The Busselton Senior Citizens Centre have requested a three (3) year funding agreement to assist with strategic planning and a facility maintenance program.

To give effect to funding decisions, the City will enter into written agreements with the successful applicants. Section 9.49A of the Local Government Act provides power for Council to authorise the CEO or a City employee to sign documents on behalf of the City, including deeds. As the funding is in the nature of a grant, it is considered that deeds are an appropriate form of agreement. It is considered appropriate and efficient for the funding agreement deeds to be signed by the CEO.

## CONCLUSION

The Community Bids funding program is constantly evolving and aims to meet community needs, with funding available to further priority goals and objectives identified in the City of Busselton Strategic Community Plan 2017.

It is recommended that Council adopts the funding allocations as outlined in the officer recommendation.

## OPTIONS

Council may wish to consider different levels of funding proposed for all or some of the Community Bids applications.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

All Community Bid applicants will be individually advised in writing of the outcome of the Council decision within 21 days. Successful applications will be required to sign a grant agreement with the City and meet any specific conditions of funding. City officers will continue discussions with applicants regarding other grant funding opportunities.

## COUNCIL DECISION AND OFFICER RECOMMENDATION

**C1907/123**

Moved Councillor C Tarbotton, seconded Councillor L Miles

That the Council:

1. Endorses the provision of funding for Round One of the 2019/20 Community Bids funding program as outlined in the table below on the conditions outlined in this report:

Minor Application				
	APPLICANT	PROJECT TITLE	RECOMMENDATION	SPECIAL CONDITIONS
1	Yallingup Steiner School	Defibrillator at Carbanup Hall	\$1,500	
2	Busselton Squash Club	Junior Squash Development Program	\$5,000	
3	Cape Mountain Bikers	Trail Counter System	\$3173	
4	Dunsborough Bay Yacht Club	Plakka Trailer Replacement	\$3,000	
5	Yallingup Boardriders Club	YBR Marquee and Water Safety Laptop	\$2,150	
6	Dunsborough and Busselton Wildlife Care Inc.	Operation Monitored Release	\$2,366	Funding for 4 motion sensitive cameras
7	Busselton Aero Club Inc.	Replacement of 2 air conditioners in Club Rooms	\$1,200	Funding for air conditioner in training room only
8	Anglicare WA	Busselton Financial Counselling Printer Replacement	\$0	
	APPLICANT	PROJECT TITLE	RECOMMENDATION	SPECIAL CONDITIONS

Major Application				
1	Busselton Hockey Stadium Club Inc.	Lighting Upgrade	\$59,000	
2	Dunsborough & Districts Progress Association	Djiljit Mia Community Gathering Space	\$40,000	
3	Busselton Pottery Group Inc.	New Electric Kiln	\$7,000	
4	Dunsborough Junior Soccer Club	Soccer Goals	\$7,500	
5	Ludlow Tuart Forest Restoration Group	Restoration of Truck Shed; new water tank	\$19,000	
6	Dunsborough Community Garden	Stage 3	\$1,800	Funding allocated for pedestrian gate only
7	Busselton Population Medical Research Institute	Equipment for the Busselton Health Survey Study	\$712	Funding for anatomy models only
8	Dunsborough & Districts Country Club	Replacing of CCTV	\$0	
9	FAWNA	Media Upgrade	\$0	
10	Busselton Chamber of Commerce	Busselton Business Hub	\$0	
11	SWAS	SWAS Support Program	\$10,000	3 <sup>rd</sup> year of 4 year funding agreement
12	Busselton Senior High School P&C	Busselton Trade Training Centre	\$10,000	2 <sup>nd</sup> year of 3 year funding agreement

2. Authorises the CEO to sign on behalf of the City one (1) year funding agreement deeds with the successful applicants;
3. Authorises the CEO to sign on behalf of the City a one (1) year funding agreement deed with YouthCARE for the purpose of providing chaplaincy services for 2019/2020 for an annual contribution of \$40,490;
4. Authorises the CEO to sign on behalf of the City, a three (3) year funding agreement deed with the Busselton Senior Citizens Centre Inc. for the purpose of providing seniors services for 2019/2020 – 2021/22 inclusive for an annual contribution of \$86,794 (indexed per annum);
5. Authorises the CEO to sign on behalf of the City a one (1) year funding agreement deed with Surf Life Saving WA for the purpose of providing lifesaving services for 2019/2020 for an annual contribution of \$146,855;
6. Amalgamate the remaining minor (\$31,611) and major (\$40,788) bids funds for round two (2) 2019/2020 of the Community Bids funding program.

**CARRIED 8/0**

**EN BLOC**

## 15.2 CINEFESTOZ MARKETING PROPOSAL

<b>SUBJECT INDEX:</b>	Events Regional Economic Development Tourism Development Sponsorship & Grant Events, Sponsorship & Grant Applications
<b>STRATEGIC CONTEXT:</b>	<b>Key Goal Area:</b> 4. ECONOMY Diverse, resilient, prosperous <b>Objective:</b> 4.3 Events and unique tourism experiences that attract visitors and investment.
<b>BUSINESS UNIT:</b>	Commercial Services
<b>ACTIVITY UNIT:</b>	Events
<b>REPORTING OFFICER:</b>	Events Coordinator - Peta Tuck
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

### PRÉCIS

The City has received a funding request from CinefestOZ to support the promotion of the 'GO!' film premiere at the 2019 CinefestOZ event. This report outlines the request and recommends funding of \$10,000 plus \$3,000 in kind support be provided to CinefestOZ.

### BACKGROUND

At the Ordinary Meeting of Council on 13 April 2011, Council resolved (C1104/114) to endorse the implementation of a differential rating system whereby properties rated industrial and commercial across the district would directly contribute toward the City's continued support of tourism, marketing and event activities. The City established a dedicated marketing and events budget to receive the proceeds of the differential rate, and a key stakeholders reference group, now known as the 'Marketing and Events Reference Group' (MERG), to make recommendations to Council with respect to the allocation of the marketing and events budget.

At its meeting on 22 June 2011, Council resolved (C1106/201) to introduce a 3% differential rate on industrial and commercial rated properties. This increased over time to 10% in 2016/2017, and is currently 10%.

On 13 December 2017, Council endorsed (C1712/339) the allocation of up to \$75,000 cash and up to \$50,000 in-kind sponsorship to support the making of the 'Go Karts' film (now named 'GO!') in the City of Busselton. This represented an extraordinary marketing opportunity for the City, as Busselton was the setting for the bulk of the film, and was portrayed under its own name. Filming took place in April 2018.

The City has now had confirmation that 'GO!' will be premiered at the 2019 CinefestOZ Film Festival. Given the City's high-profile link with the film, this is an opportunity to create hype around the film and highlight the City as a film-supportive destination.

A proposal has been received from CinefestOZ to engage and include the community, and maximise exposure from the world premiere of 'GO!' to be held on Wednesday 28 August 2019 at the CinefestOZ Film Festival. The proposal includes a request for funding support through the draft 2019/20 marketing budget.

## **STATUTORY ENVIRONMENT**

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

## **RELEVANT PLANS AND POLICIES**

The officer recommendation is in line with the City's Events Policy which provides event organisers with information on the event application and approval process and event sponsorship guidelines.

## **FINANCIAL IMPLICATIONS**

The 2019/20 draft budget includes an allocation of \$993,270 for marketing and events, with a proposed split of \$693,270 for events and \$300,000 for marketing. From the marketing budget, \$180,000 is proposed to be allocated to the airport marketing reserve, leaving a balance of \$120,000 to be applied to marketing initiatives.

Funds are already committed from the \$693,270 events budget for multi-year agreements (including \$120,000 for CinefestOZ) and round 1 of the 2019/20 Events Sponsorship Program, totaling \$664,875 and leaving a total of \$28,395 to be allocated to round 2 of the 2019/20 Events Sponsorship Program. These amounts are indicative, subject to final confirmation of the 2019/20 budget. As in previous years, this amount excludes budgetary allocations for local events such as Leavers Week, administration, and events staffing.

## **LONG-TERM FINANCIAL PLAN IMPLICATIONS**

The marketing and events budget utilises funds generated through the industrial and commercial differential rate, in line with the City's Long Term Financial Plan.

## **STRATEGIC COMMUNITY OBJECTIVES**

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

Key Goal Area 4: Economy: Diverse, Robust, Prosperous

Community Objective: 4.3: Events and unique tourism experiences that aid in attracting visitors and investment.

## **RISK ASSESSMENT**

The officer recommendation does not introduce any risks identified as being of a high or medium level.

## **CONSULTATION**

Consultation has been undertaken with MERG members, comprising representatives of the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry, Margaret River Busselton Tourism Association (MRBTA), Busselton Jetty Inc. and the City of Busselton. Out of session communications took place where members indicated their support for the CinefestOZ funding request.

## OFFICER COMMENT

Supporting the development and attraction of new events throughout the year, the City's Events Sponsorship Program promotes the City of Busselton as an attractive event tourism destination for a range of events. The City has received a funding request from CinefestOZ, as outlined below. The proposal is centred around two requests:

1. Street Go-Kart takeover: held on Wednesday 28 August 2019 and timed with the opening night and film premiere, this is a special event for the community and CinefestOZ patrons, promoting the 'GO!' movie and its connection with Busselton, namely the display of several go-karts in the porte cochère at the City Administration building, followed by an on-road simulated race from the Administration building around Victoria Square, ending with a public display at Victoria Square. To facilitate this, CinefestOZ has requested assistance with traffic management, use of the City's grandstands for spectator viewing, use of the City's dais (normally used for ANZAC Day) as a commentary platform, and event management assistance by the City Events team. Cost to the City in staffing and traffic management is estimated at \$3,000.
2. 'GO!' Media partnership with Channel Nine and 6PR: to facilitate a media partnership with Nine and 6PR to further promote the movie and the City of Busselton through significant local, statewide and national exposure above and beyond what the Festival already brings. This represents an opportunity to build the hype around the movie and to promote the City of Busselton to a wider audience as a tourism destination, but also to highlight the City's connection and participation with the film industry. The proposed media partnership consists of the following:
  - 6PR major competition promotion in the lead up to CinefestOZ, including specific advertisements;
  - 6PR outside broadcast from the Festival hub on Wednesday 28 August 2019 with 3-5 minute interview with City of Busselton spokesperson;
  - Interview with Matt Lewis, South West Development Commission, about Busselton and the South West being film friendly destinations;
  - Nine Sydney coverage of Sydney launch on 5 July 2019;
  - Nine Perth coverage of Perth launch on 25 July 2019 and full Festival program going live, with Festival films and stars revealed;
  - Nine identity as commentator at the City's go-kart activity and red carpet action;
  - Nine television coverage of Busselton's Opening Night and Gala Night, with Busselton focus;
  - 'Destination WA' and 'Getaway' story on Busselton, to include Busselton Jetty and other attractions, highlighting CinefestOZ and Busselton Jetty as recent winners of the Australian Tourism Awards;
  - High-profile identity as master of ceremonies for Film Prize Gala Night
  - Any syndication activities that enable the Festival and the City of Busselton to be seen outside of Western Australia;
  - The request is a \$10,000 cash contribution.

## CONCLUSION

MERG has been assigned by Council to make recommendations on the way in which funds raised through the industrial and commercial differential rate for the purposes of events and marketing are allocated. This report contains recommendations, which if endorsed by Council, will result in the continuation of high quality events being held within the region, supported by successful marketing promotions. All recommendations support Council's vision of being recognised as the 'Events Capital WA'.

**OPTIONS**

Council may choose not to support the recommendations made by MERG and resolve not to endorse part or all of the recommendations.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Following Council's decision, the outcomes will be communicated to MERG members and relevant event marketing bodies for their information and implemented where required.

**COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C1907/124** Moved Councillor C Tarbotton, seconded Councillor L Miles

That the Council:

1. Endorses the allocation of up to \$3,000 in-kind support towards the CinefestOZ Street Go-Kart Takeover event to promote the premiere of the feature film 'GO!' at CinefestOZ 2019, to be funded from the draft 2019/20 marketing budget; and
2. Endorses the allocation of \$10,000 cash towards the CinefestOZ 'GO!' media partnership, to be funded from the draft 2019/20 marketing budget.

**CARRIED 8/0**

**EN BLOC**

## **17. CHIEF EXECUTIVE OFFICERS REPORT**

### **17.1 COUNCILLORS' INFORMATION BULLETIN**

<b>SUBJECT INDEX:</b>	Councillors' Information Bulletin
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Governance Services
<b>ACTIVITY UNIT:</b>	Governance Services
<b>REPORTING OFFICER:</b>	Executive Assistant to Council - Katie Banks
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

#### **PRÉCIS**

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

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

#### **INFORMATION BULLETIN**

##### **17.1.1 Current Active Tenders**

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

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

###### **RFT02/19 PROVISION OF CLEANING SERVICES TO CITY OWNED FACILITIES**

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



- At the Council meeting on 26 June 2019 Council endorsed the recommendation that:
  1. Bellrock Cleaning Services Pty Ltd as trustee for the Bellrock Cleaning Services for Separable Portion 1 and Separable Portion 4; and
  2. Jenni and Michael Eddington ATF Ocean Air Trust T/A Ocean Air Carpet Care for Separable Portion 2 and Separable Portion 3,be awarded the Contract resulting from the Request for Tender in accordance with the Terms and Conditions detailed within the Request for Tender.
- Contracts were awarded by the CEO under delegated authority in July 2019.

#### **RFT05/19 CITY CENTRE EASTERN LINK**

- Requirement – following an Expression of Interest (EOI 01-18) process for making a preliminary selection among prospective tenderers, the City of Busselton invited tenders for the construction of the City Centre Eastern Link Road upgrade including stages 1,2A and 2B.
- Three tenderers were invited to submit a tender – Georgiou Group Pty Ltd, Ertech Pty Ltd and BMD Constructions Pty Ltd, with a closing date of 14 May 2019.
- The closing date was extended to 28 May 2019.
- Two submissions were received.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.
- The CEO under delegated authority declined to accept any tender.

#### **RFT06/19 DESIGN, SUPPLY AND INSTALLATION OF BIRD NETTING OVER STORM WATER RETENTION BASIN**

- Requirement – the design, supply and installation of bird netting over storm water retention basin.
- A Request for Tender was advertised on 22 May 2019 with a closing date of 12 June 2019.
- Four submissions were received.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that the contract will be awarded in August 2019.

#### **RFT07/19 ARBORICULTURE SERVICES**

- Requirement – the provision of arboriculture services throughout the City of Busselton.
- A Request for Tender was advertised on 15 June 2019 with a closing date of 5 July 2019.
- Five submissions were received.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.
- A recommendation report is presented as part of this agenda.

#### **RFT08/19 PROJECT MANAGEMENT SERVICES**

- Requirement – the provision of project management services for projects at Busselton Margaret River Airport.
- A Request for Tender was advertised on 3 July 2019 with a closing date of 23 July 2019.
- Due to the increased uncertainty around State Government funding and the scope of works officers recommended to the CEO that the tender be withdrawn.
- On 16 July 2019 the CEO under delegated authority withdrew the tender.

#### **RFT09/19 BUSSELTON JETTY TOURIST PARK MANAGEMENT CONTRACT**

- Requirement – management of the Busselton Jetty Tourist Park.
- A Request for Tender was advertised on 22 June 2019 with a closing date of 12 July 2019.
- The closing date was extended to 19 July 2019.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.

**RFT10/19 SUPPLY AND INSTALLATION OF REUSABLE DAILY COVER SYSTEM FOR LANDFILL**

- Requirement – the supply, delivery and installation of a reusable alternative daily cover system for the City's municipal solid waste landfill situated at 48 Western Cape Drive, Naturaliste, in partial substitution of the earthen cover used at the site.
- A Request for Tender was advertised on 6 July 2019 with a closing date of 30 July 2019.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.

**RFT11/19 ROAD NETWORK UPGRADE – CITY CENTRE EASTERN LINK SATGES 1 + 2A + 2B**

- Requirement – to undertake construction of the City Centre Eastern Link road upgrade to be completed in various stages as detailed in the Request for Tender.
- A Request for Tender was advertised on 13 July 2019 with a closing date of 13 August 2019.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J and will require Council approval.

**17.1.2 Donations, Contributions and Subsidies Fund – June 2019**

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

Nine applications were supported in June 2019, totalling \$4,297.50 as outlined in the table below:

App. No.	Recipient	Purpose	Amount
<b>June 2019</b>			
65/1819	Joshua Snow	Selected to represent WA as part of the WA Country Team to compete in the 2019 Phuket Cup (Soccer). Funds to assist with associated travel expenses.	\$300.00
66/1819	Zonta Club Dunsborough	Funds requested to cover the cost of hiring the venue for their annual Competition Bridge Day. Proceeds from the day will go towards scholarships for local students.	\$547.50
67/1819	Busselton Wildflower Exhibition	Funds requested to purchase six street banners to advertise the 94th Exhibition. Funds raised from the annual event will go towards supporting underprivileged citizens within the Busselton community.	\$1,000.00
68/1819	Busselton City Football Club	Holding their 50th annual soccer carnival at Churchill Park. Funds will be used to cover the cost of venue hire (exclusive use of the entire venue).	\$1,000.00

App. No.	Recipient	Purpose	Amount
69/1819	Lacey Heys	Selected to be part of the WA Country U14 girls' team competing at the Singa Cup (Soccer). Funds to assist with travel related expenses.	\$300.00
70/1819	Jack Anderson	Selected to be part of the WA Country team competing at the Singa Cup (Soccer). Funds to assist with travel related expenses.	\$300.00
71/1819	Maddison Johnston-Walker	Selected to represent WA (Swimming team) at the School Sport Australia National Schools Championships in Melbourne. Funds to assist with travel expenses.	\$300.00
72/1819	Ava Richards	Selected to be part of the WA Country U14 girls' team competing at the Singa Cup. Funds to assist with travel related expenses.	\$300.00
73/1819	Busselton Choral Society	Funds to cover the cost of venue hire, afternoon tea and piano hire for the Choral Society's 2019 Winter concert.	\$250.00
		<b>June Total</b>	<b>\$4,297.50</b>

- At the end of June 2019, expenditure from the Donations, Contributions and Subsidies Fund totalled \$ 25,568.00.

### 17.1.3 Recent Correspondence

#### 12 June 2019 – Recent Blackwood Complex Fires

The Department of Communities Busselton Office has thanked the City for its assistance with opening the Geographe Leisure Centre during the recent fires. Opening the Centre assisted the Department to provide welfare services to those impacted by the fires. The presence of supportive City staff was also greatly appreciated.

Hard copies of the abovementioned correspondence are available to view upon request.

**COUNCIL DECISION AND OFFICER RECOMMENDATION****C1907/125** Moved Councillor C Tarbotton, seconded Councillor L Miles

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

- 17.1.1 Current Active Tenders
- 17.1.2 Donations, Contributions and Subsidies Fund – June 2019
- 17.1.3 Recent Correspondence

**CARRIED 8/0****EN BLOC**

**ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION, WITHOUT DEBATE****14. ENGINEERING AND WORK SERVICES REPORT****14.1 AWARD OF TENDER RFT07/19 - ARBORICULTURE SERVICES**

<b>SUBJECT INDEX:</b>	Award of Tender RFT07/19 - Arboriculture Services
<b>STRATEGIC OBJECTIVE:</b>	Assets are well maintained and responsibly managed.
<b>BUSINESS UNIT:</b>	Operation and Works Services
<b>ACTIVITY UNIT:</b>	Parks and Gardens
<b>REPORTING OFFICER:</b>	Manager, Operation and Works Services - Matthew Twyman
<b>AUTHORISING OFFICER:</b>	Director, Engineering and Works Services - Oliver Darby
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Confidential RFT07/19 Tender Recommendation Report, Evaluations and Panel Consensus Score Sheets

**Attachment A is confidential under Section 5.23 - 2(c) of the Local Government Act 1995 in that it deals with "a contract entered into or which may be entered into, by the local government". Copies have been provided to Councillors, the Chief Executive Officer and Directors Only.**

**PRÉCIS**

The Council is requested to consider the submission from Contractors in response to Request for Tender RFT07/19 Arboriculture Services (the Tender). The Tender has now closed and tender submissions have been received and evaluated. This report summarises the submissions received and recommends that the Council endorse the outcome of the evaluation panel's assessment and delegate authority to the CEO to negotiate and agree on final terms and conditions and award a contract to Finebrand Pty Ltd ATF The Badger Family Trust T/A Arbor Guy (Arbor Guy).

**BACKGROUND**

The Contract is for the provision of arboriculture services comprising all aspects of tree pruning, removal and specialist arboriculture services. The work involves pruning, on-site chipping and disposal of chippings and tree branches, on public roads and reserves and other Council owned or managed property.

The Tender invited suitably qualified and experienced contractors to make submissions to enter into a Contract for the provision of arboriculture services throughout the City of Busselton in accordance with the Specification.

The Requirements were broken down into two "Tasks" as detailed in section 3.2 of the Request for Tender. The Requirements of each Task included:

- Task 1 – Scheduled and emergency arboriculture services; and
- Task 2 – Consultancy and specialised arboriculture services.

Tenderers were invited to submit tenders for all Tasks or any combination thereof on the basis that any submission for each Task must be submitted for the entirety of the Requirements of that Task.

## **STATUTORY ENVIRONMENT**

The contract value is greater than \$500,000, therefore, in accordance with section 5.43(b) of the *Local Government Act 1995 (Act)*, read with Delegation 3J, the tender must be accepted by the Council and will require a report to the Council.

In terms of Section 3.57 of the Act a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the *Local Government (Functions and General) Regulations 1996*:

- requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$150,000; and
- under Regulations 11, 14, 18, 20 and 21A provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

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

## **RELEVANT PLANS AND POLICIES**

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

## **FINANCIAL IMPLICATIONS**

This Contract is funded by the City of Busselton's Engineering & Works Services Capital & Operating Budgets.

The estimated total value of the procurement over the full contract term of two years plus two 1-year options to renew is \$1,550,000 (inc. GST). The estimated total value of the initial contract of two (2) years is \$775,000 (inc. GST).

The application of appropriate selection criteria has contributed to ensuring that the successful tenderer is offering the "best value" with respect to the provision of arboriculture services within the City of Busselton.

The contract was separated into Task 1 – Scheduled and Emergency Arboriculture Services and Task 2 Consultancy and Specialised Arboriculture Services. This was to provide a distinction between the types of works being undertaken by the Contractor and to ensure the City was obtaining competitive pricing. The separation of Tasks within the Contract will result in an improved level of service from the successful tenderer.

Comparison of existing and tendered rates indicate an overall 5.75% increase in price since award of the current tender in September 2015, noting CPI increase in the same period was 3.8%. This is inclusive of the provision for traffic management by the preferred tenderer. Labour and plant/equipment rates excluding traffic management indicate an increase of 3.9%, in line with CPI. Traffic management rates within this tender are comparable to the City's current contract rates for Traffic Management Services.

## LONG-TERM FINANCIAL PLAN IMPLICATIONS

The costs associated with this project have been included in the City's Long Term Financial Plan and therefore the officer recommendation does not give rise to any long term financial plan implications.

## STRATEGIC COMMUNITY OBJECTIVES

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

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

6.4: Assets are well maintained and responsibly managed.

## RISK ASSESSMENT

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

## CONSULTATION

The Tender was advertised in the West Australian newspaper and the City of Busselton tenders website (Tenderlink) on Saturday 15 June 2019. The closing time and date for lodgement of a response was 2.00pm on Friday 5 July 2019.

Officers have undertaken reference checks of the preferred tenderer.

## OFFICER COMMENT

The City received a total of five submissions as follows:

Adrian John Bennetts T/A AJ's Tree Cutters ( <b>AJ's Tree Cutters</b> )
Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy ( <b>Arbor Guy</b> )
Dale Arron Rule ATF The DAR Trist T/A BDA Treelopping ( <b>BDA Tree Lopping</b> )
Thomas Howlett and David Simmonds T/A Tom's Tree Services ( <b>Tom's Tree Service</b> )
KBB Pty Ltd ATF The KB Family Trust T/A A-Cut Tree Services ( <b>A-Cut Tree Services</b> )

The compliance criteria specified for this Request were:

- (a) Compliance with and completion of the Price Schedule;
- (b) Compliance with the Specification as contained in this Request for Tender; and
- (c) Compliance with City of Busselton OSH Requirements.

The tender assessment was carried out by a tender evaluation panel in accordance with normal practice.

Tenders were evaluated using the tendered prices and information provided by tenderers in response to the qualitative criteria specified in the Tender. A scoring and weighting system was used to assess the tendered prices and the responses against the qualitative criteria.

The following weightings were applied to the qualitative criteria and to price:

- Relevant Experience 15%
- Local Benefit 5%
- Respondent's Resources 10%
- Demonstrated Understanding 20%
- Occupational Health and Safety 5%

The City adopted a best value for money approach to this Tender. This means that, although price was a consideration, the tender containing the lowest price was not necessarily accepted, nor was the tender ranked the highest in relation to the qualitative criteria.

The extent to which a tender demonstrated greater satisfaction of each of the qualitative criteria resulted in a greater score. The tendered prices were then assessed together with the weighted qualitative criteria and the tenders scored and ranked to determine the most advantageous outcome to the City.

The outcomes of the Evaluation Panel's review are detailed in the attached confidential Tender Evaluation and Recommendation Report (Attachment A).

In summary, the final ranking demonstrated that the tender from Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy (**Arbor Guy**) represents the most advantageous tender for the City.

## CONCLUSION

The tender evaluation panel has completed their assessment of the Tender in line with the City's tender process and it is recommended that Council endorse the outcome of the evaluation panel's assessment and delegate authority to the CEO to negotiate and agree final terms and conditions with and to award a contract for the following tasks:

- Task 1 Scheduled and emergency arboriculture services Pruning: Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy; and
- Task 2 Consultancy and specialist arboriculture work: Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy.

## OPTIONS

The Council may consider the following alternate options:

1. To award the Tender to an alternative tenderer/s. In the view of the officers this could result in the Tender being awarded to a tenderer that is not most advantageous to the City.
2. To not award the Tender. This would mean going back out to tender, resulting in significant delays to the contract award and potential significant delays to the provision of cleaning services to City owned facilities. The current interim contract would also need to be extended with the Contractors who are currently engaged to provide these services.

For the reasons provided in this report, the abovementioned options are not recommended.

If any Councillor is minded to either of the above options, officers can assist on the drafting of a suitable alternative motion.



**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The selection of the preferred tenderer can be made immediately after the Council has endorsed the officer's recommendation. Subject to negotiation and agreement on scope and budget the successful Tenderers will then receive formal written notification. All tender applicants not selected as preferred will also be notified at this time.

**COUNCIL DECISION AND OFFICER RECOMMENDATION****C1907/126**

Moved Councillor P Carter, seconded Councillor J McCallum


That the Council:

1. Endorse the outcomes of the tender evaluation panel's assessment in relation to RFT07/19– Arboriculture Services, which recommend the tender submitted by Finebrand Pty Ltd ATF The Guy Badger Family Trust T/A Arbor Guy being assessed as providing the most advantageous to the City of Busselton.
2. Delegate power and authority to the CEO to:
  - a. Negotiate and agree with the Preferred Tenderers variations in accordance with Regulations 20 and 21A of the *Local Government (Functions and General) Regulations 1996* subject to such variations not to exceed the overall project budget;
  - b. Negotiate and agree with the Preferred Tenderer the final terms and conditions of the contract (including rates/contract prices); and
  - c. Pursuant to resolutions 2.a and b. enter into contracts with the Preferred Tenderer for supply of the relevant goods and services.

**CARRIED 8/0****CARRIED BY ABSOLUTE MAJORITY**

## 16. FINANCE AND CORPORATE SERVICES REPORT

### 16.1 CORPORATE BUSINESS PLAN 2019 - 2023

<b>SUBJECT INDEX:</b>	Corporate Planning
<b>STRATEGIC CONTEXT:</b>	<b>Key Goal Area:</b> 6. LEADERSHIP Visionary, collaborative, accountable <b>Objective:</b> 6.1 Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Corporate Services
<b>ACTIVITY UNIT:</b>	Governance
<b>REPORTING OFFICER:</b>	Manager Governance and Corporate Services - Sarah Pierson Corporate Planning Officer - Cathy Burton
<b>AUTHORISING OFFICER:</b>	Director Finance and Corporate Services - Tony Nottle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Corporate Business Plan 2019 - 2023 

#### PRÉCIS

This report presents the attached City of Busselton Corporate Business Plan 2019 – 2023 (Attachment A) (CBP) and seeks Council's 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. The legislation also requires a local government 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.

These plans are collectively known as the Integrated Planning and Reporting (IPR) framework. The City of Busselton regularly reviews each plan to ensure they articulate and provide for the delivery of core services and priority initiatives aligned to the community's aspirations.

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. A minor review was undertaken between January and April 2019.

The corporate business plan is reviewed every year in conjunction with review of the City's long time financial plan, to determine the priority initiatives for the ensuing four years. Core service objectives are also reviewed, thereby driving the medium term direction of the organisation.

Guidelines relating to the content and standard of IPR plans are found in the IPR Advisory Standard, which was published in September 2016 by the then Department of Local Government and Communities. The Advisory Standard prescribes categories for assessing the competency of IPR plans; i.e. 'Achieving', 'Intermediate' and 'Advanced'. The 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.

Officers are confident that the City's proposed CBP satisfies the 'Achieving' standard with substantial progress being made toward achieving 'Intermediate' standard.

## FINANCIAL IMPLICATIONS

There are no budget implications associated with the adoption of the proposed CBP with the cost of professional publication of the approved plan being provided for within the annual budget.

## LONG-TERM FINANCIAL PLAN IMPLICATIONS

The financial impact of the proposed CBP for the period 2019-2020 to 2022-2023 is reflected in the draft 2019-2020 annual budget and the first three years of the draft 2020-2021 Long Term Financial Plan (LTFP). The successful roll out and completion of the plan will be substantially delivered by City municipal funds and reserves. In some cases actions will depend on the availability of loans,

Government grants or other sources of external funding. Actions relying on external funding sources are identified as such in the proposed CBP. The draft nature of the LTFP is also noted.

### **STRATEGIC COMMUNITY OBJECTIVES**

The proposed CBP is the City's response to the community objectives of the Strategic Community Plan 2017 (Review 2019) (SCP). Adoption of the proposed CBP links to Key Goal Area six 'Leadership' and specifically to Community Objective 6.3 – 'Governance systems, process and practices are responsible, ethical and transparent'.

### **RISK ASSESSMENT**

The key threat to the successful delivery of the CBP is the availability of external funding and the potential for anticipated funding to be reduced. Notwithstanding, the proposed CBP does include a substantial number of actions and projects which are already underway and are accounted for in the draft LTFP. As such, the risk to the successful delivery of the plan is considered to be low.

### **CONSULTATION**

There is no legislative requirement to advertise the CBP for public consultation.

The proposed CBP seeks to progress the objectives of the City's SCP 2017 (Review 2019), which, as its title indicates, underwent a minor review earlier this year. The minor SCP review involved consultation with both City Officers and the community. Overall, the feedback received through this process validated the City's current strategic direction with minor amendments made to two objectives and 13 strategies of the SCP. Those amendments have not however resulted in significant changes to services or the priorities of the City in the medium term.

### **OFFICER COMMENT**

The proposed CBP upholds the strategic direction of the SCP. It also integrates all relevant information contained in the draft LTFP which includes asset management and workforce growth allocations.

As per previous years, the proposed CBP 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. Priority actions also link to one or more Council strategies.

In total the proposed CBP contains 92 priority actions, comprising –

- 26 in Key Goal Area 1: *Community* (23 in 2018-2019)
- 12 in Key Goal Area 2: *Places and Spaces* (14 in 2018-2019)
- 17 in Key Goal Area 3: *Environment* (20 in 2018-2019)
- 11 in Key Goal Area 4: *Economy* (15 in 2018-2019)
- 8 in Key Goal Area 5: *Transport* ( 7 in 2018-2019)
- 18 in Key Goal Area 5: *Leadership* (17 in 2018-2019)

### **Format of the Proposed Corporate Business Plan**

The format of the Corporate Action tables is consistent with previous years, with two notable exceptions relating to -

- 1) 'Operational' and 'Capital' actions, and
- 2) Key informing documents.

An operational action is identified as one which forms part of the core service delivery. A capital action is identified as an action linked to the City’s capital works plan involving the development or improvement of an asset. Where an action type is identified as capital, the estimated cost attributed to the action is stated. For example, in Key Goal Area 5, Objective 5.3, the Wadandi Track action is a capital item costing a total of \$744,000 over the four financial years of the plan.

Informing documents related to an objective are now quoted at the end of each community objective segment. In previous years a column titled “Informing Policy or Plan” had been included alongside an action.

**New, carried over, amended and deleted actions**

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 deleted 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 the road and traffic improvements as outlined in the Busselton Traffic Study to improve traffic flow in and around the Busselton City centre;
- Progressing work towards the design and development of a performing arts and convention facility (BEACH); and
- Continuing planning for recreation and active open spaces.

All actions in the plan are accounted for in the draft 2019-2020 budget or the current draft LTFP. Actions relying on the availability of external funding are identified as such in the “Funding” column of the action listings. A full explanation of how to read the CBP is found in the “Our Plan Explained” section of the proposed CBP.

Table 1 below provides a high level summary of the differences between the 2018 - 2022 Corporate Business Plan actions and the proposed CBP actions.

**Table 1:**

New Actions	Actions significantly amended	Actions deleted from draft plan	Actions reassigned to a different Key Goal Area and/or objective
12	15	16	2

Table 2 below provides more detail about the new, deleted and significantly amended actions of the proposed CBP. Actions carried over into the proposed plan with only minor wording amendments have not been included in Table 2.

**Table 2.**  
***Key Goal Area 1: Community - Welcoming, Friendly, Healthy***

STATUS	Action description	19/20	20/21	21/22	22/23
<b>1.1 A friendly and safe community with a strong community spirit</b>					
New	<p><b>Community Services Directory Review</b></p> <p>Review the Need a Hand Directory and other City service directories with the aim of improving the content and distribution of community services information.</p>	●	●		
<b>1.2 A community with access to life-long health and education opportunities</b>					
New	<p><b>Busselton Library Upgrade</b></p> <p>Upgrade the children's section and back of house at the Busselton Library.</p>	●			
<b>1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences</b>					
Amended	<p>● <b>Busselton Entertainment Arts and Culture Hub (BEACH) - Construction</b></p> <p>Progress the design and development of a performing arts and convention space in the Busselton Cultural Precinct.</p>	●	●	●	
	<p><i>18/19 action description</i></p> <p><b>Performing Arts and Convention Centre</b></p> <p>Progress the business case for the design and development of a performing arts and convention space and continue to explore funding opportunities.</p>	●	●	●	●
New	<p><b>Busselton Entertainment Arts and Culture Hub (BEACH) – Operational Planning</b></p> <p>Progress planning for the operational management of the BEACH.</p>	●	●	●	
Deleted	<p><b>Port Geographe Parking Facilities Stage 1</b></p> <p>Support and facilitate the establishment of higher education services in Busselton including a university presence in the District.</p>	Action completed in 18-19			
Deleted	<p><b>Port Geographe Floating Jetty</b></p> <p>Construct a floating jetty at Port Geographe.</p>	Action completed in 18-19			
New	<p><b>Vasse Newtown Oval</b></p> <p>● Complete temporary carpark construction adjacent to the Vasse Newtown (Kaloorup) Oval.</p>	●			
Amended	<p>● <b>Vasse Integrated Sporting Precinct</b></p> <p>Complete construction of carpark and change room facilities at the Vasse Integrated Sporting Precinct.</p>		●		●
	<p><i>18/19 action description</i></p> <p><b>Vasse Integrated Sporting Precinct Pavilion</b></p> <p>Continue planning for the development of hard courts and a future pavilion at the Vasse Integrated Sporting Precinct.</p>	●	●	●	●
Reassigned from 2.1	<p>● <b>Dunsborough Lakes Sporting Facilities</b></p> <p>Complete Stage 1 of a new sport and recreation complex for the Dunsborough district.</p>		●		
Reassigned from 2.1 / Amended	<p>● <b>Yalyalup Development</b></p> <p>Continue to plan for the development of sport and community facilities at Yalyalup.</p>	●	●	●	●

	<u>18/19 action description</u> <b>Yalyalup Development</b> Construct a sport and recreation oval in Yalyalup.			●	
Amended	<b>Churchill Park</b> ● Upgrade ovals at Churchill Park. ● <u>18/19 action description</u> <b>Churchill Park Facilities Upgrade</b> ● Upgrade the building and facilities at Churchill Park in accordance with the Churchill Park Master Plan and Asset Management Plan. ●	●			●
		●	●	●	●
<b>1.4 Work with key partners to provide a range of community services and programs that support people of all ages and backgrounds</b>					
Deleted	<b>Youth and Community Activities Building Activation</b> Provide weekly and school holiday activities at the Youth and Community Activity Building.	Part of Youth Initiatives Implementation action			

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

STATUS	Action description	19/20	20/21	21/22	22/23
<b>2.1 Planning strategies that foster the development of neighbourhoods that meet our needs as we grow</b>					
Amended	● <b>Non-Potable Water Supply Dunsborough</b> Complete hydro-geological studies as part of work towards securing a non-potable water supply to facilitate the development of future sporting ovals at Dunsborough Lakes Sporting Facilities.  <u>18/19 action description</u> <b>Non-Potable Water Supply Dunsborough</b> Secure a non-potable water supply to facilitate the development of sporting ovals beyond Stage 1 of the Dunsborough Lakes Sporting Facilities.	●			
		●			
<b>2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities</b>					
New	● <b>Mitchell Park Upgrade</b> Redevelop Mitchell Park to improve the public amenity of the park and enhance the social vibrancy of the Busselton Town Centre.	●	●		
Deleted	<b>Public Open Space</b> Determine the priorities for public open space expenditure to guide future planning and decision making. ●	Now part of ongoing core service delivery			
<b>2.3 Creative urban design that produces vibrant, mixed use town centres and public spaces</b>					
Amended	<b>Busselton War Memorial Relocation</b> Plan for relocation of the Busselton War Memorial to the Rotary Park precinct.  <u>18/19 action description</u> <b>Busselton War Memorial Relocation</b> Relocate the Busselton War Memorial to Rotary Park near to the Busselton sub-branch of the Returned and Services League Australia WA.	●	●	●	●
		●	●		

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

STATUS	Action description	19/20	20/21	21/22	22/23
<b>3.1 Development is managed sustainable and our environment valued</b>					
Amended	<ul style="list-style-type: none"> <li><b>Municipal Heritage Inventory Review</b> Undertake the five yearly Heritage List/Municipal Heritage Inventory review.</li> </ul> <p><i>18/19 action description</i> <b>Municipal Heritage Inventory Review</b> Finalise the Municipal Heritage Inventory and Heritage List to facilitate the implementation of incentives for heritage conservation.</p>		●		
		●			
Deleted	<b>Rehabilitate the Busselton Waste Facility</b> Continue to the program to complete the rehabilitation of former landfill sites at the Busselton Waste Facility.	Part of a broader contaminated sites action under objective 3.2			
<b>3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations</b>					
Deleted	<b>Meelup Regional Park Trails</b> Progressively establish and maintain a network of walk and bike trails, signage and support facilities within the park	Further work depends upon external funding which has not been identified at this time			
Amended	<b>Meelup Former Waste Site</b> Achieve reclassification of the site to enable public use by mountain bikers.	●			
	<p><i>18/19 action description</i> <b>Meelup Waste Site Remediation</b> Complete remediation of the contaminated site in the Meelup Regional Park.</p>	●	●	●	●
Amended	<b>Western Ringtail Possum Habitat Protection</b> Once State government approves the advertising of Amendment 42 of the City's Local Planning Scheme 21, undertake a period of public consultation on the Amendment and the overarching Western Ringtail Possum Directions Paper.	●	●		
	<p><i>18/19 action description</i> <b>Western Ringtail Possum Working Group</b> 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</p>	●	●	●	●
<b>3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.</b>					
Deleted	<b>Geographe Waterways Management Plans</b> Complete management plans for both the Lower Vasse and Toby Inlet.	Project complete			
<b>3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education</b>					
Amended	<ul style="list-style-type: none"> <li><b>Energy Master Plan</b> Adopt and implement an energy master plan to assist the City to achieve energy savings and reduce greenhouse gas emissions.</li> </ul>	●	●	●	●
	<p><i>18/19 action description</i> <b>Energy Action Plan</b> Complete the development of an energy action plan identifying actions for energy reduction and re-use.</p>	●	●	●	●



**Key Goal Area 4: Economy – Diverse, Robust, Prosperous**

STATUS	Action description	19/20	20/21	21/22	22/23
<b>4.1 An innovative and diversified economy that provides a variety of business and employment</b>					
Amended	<p><b>Busselton- Margaret River Airport General Aviation Precinct</b> Promote and secure leasing opportunities for general aviation.</p> <p><i>18/19 action description</i> <b>Busselton Margaret River Airport General Aviation Precinct</b> Progress the Expression of Interest process for allocating hangar leases in the new general aviation precinct.</p>	●	●	●	●
Deleted	<p><b>Regional Development</b> Subject to funding and in partnership with the Department of Regional Development and the South West Develop Commission, prepare a plan to support economic growth in the District.</p>	Part of Economic Development Strategy			
Deleted	<p><b>Digital / Smart City Plan</b> Develop a digital / smart City plan for the district.</p>	Part of Economic Development Strategy			
<b>4.2 A community where local business is supported and in turn drives our economy</b>					
New	<p><b>Activating City Centres</b> Through the 'Place Project' implement a series of initiatives to activate City centres.</p>	●	●	●	●
Deleted	<p><b>VendorPanel Marketplace</b> Promote and continue to embed the use of VendorPanel Marketplace as the City's online procurement tool to promote increased opportunity for local business.</p>	Now part of core service delivery			
<b>4.3 Events and unique tourism experiences that aid in attractive visitors and investment</b>					
Deleted	<p><b>Online event application facility</b> Progress the development of an online event application platform to streamline the processing of event applications.</p>	Action completed in 18/19			
Deleted	<p><b>Cruise Ship Industry Development</b> Continue to work with the cruise ship industry to expand cruise ship tourism and support land based cruise ship operations.</p>	Part of Economic Development Strategy			
Amended	<ul style="list-style-type: none"> <li><b>Busselton Jetty Tourist Park</b> Implement the Busselton Jetty Tourist Park Master Plan to guide the management, maintenance and continual upgrade of the Park.</li> </ul> <p><i>18/19 action description</i> <b>Busselton Jetty Tourist Park</b> Prepare a master plan for the future development of Kookaburra Caravan Park to provide patrons with cost effective short stay and longer term options.</p>	●	●	●	●
		Master Plan completed 18/19			

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

STATUS	Action description	19/20	20/21	21/22	22/23
<b>5.1 Public transport services that meet the needs of the community</b>					
	No change				
<b>5.2 Road networks that provide for a growing population and the safe movement of all users through the district</b>					

Amended	<p><b>Busselton Traffic Improvements</b> Progress the City Centre Eastern Link (Stage 1) component of the Busselton Traffic Study and progressively implement improvements to other City centre intersections to improve traffic flow.</p> <p><i>18/19 action description</i> <b>Busselton Traffic Improvements</b> 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.</p>	●	●	●	●	
		●	●			
<b>5.3 Pathways and cycle ways that connect our communities and provide alternative transport choices</b>						
New	<p><b>Wadandi Track</b> Continue to progressively develop and enhance the Wadandi track.</p>	●	●	●	●	
Amended	<p><b>Cycleway and Shared Path Networks Improvements</b> Progressively implement the City of Busselton Cycling and Shared Path Network Strategy 2019-2023.</p> <p><i>18/19 action description</i> <b>Cycleway and Shared Path Networks Improvements</b> Finalise the review of the Bike Plan and upon adoption, implement the plan within funding provisions.</p>	●	●	●	●	
		●	●	●	●	
New	<ul style="list-style-type: none"> <li><b>Safe Active Street Study</b></li> </ul> <p>Conduct a feasibility study to determine whether a connective cycling boulevard catering for people of all ages can be implemented in the Busselton town centre.</p>	●				

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

STATUS	Action description	19/20	20/21	21/22	22/23
<b>6.1 Governance systems, process and practices are responsible, ethical and transparent</b>					
New	<ul style="list-style-type: none"> <li><b>Works and Assets IT Business Software</b></li> </ul> <p>Introduce a new system to track the progress of works and assets management.</p>	●	●	●	●
<b>6.2 Council engages broadly and proactively with the community</b>					
Deleted	<p><b>Busselton Traffic Improvement Survey</b> 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.</p>	Action completed in 18/19			
Deleted	<p><b>Integrate Asset Data into Core Business Systems</b> Finalise the implementation of asset register data within existing business systems.</p>	Ongoing task as part of new works and assets action			
STATUS	Action description	19/20	20/21	21/22	22/23
New	<p><b>Website Improvements</b> Develop and progressively implement improvements to the City's websites in order to improve information flow to the community.</p>	●	●	●	
New	<p><b>Engagement Policy</b> Review the City's Community Engagement Policy.</p>	●			
<b>6.3 Accountable leadership that is supported by a skilled and professional workforce</b>					

Amended	<ul style="list-style-type: none"> <li><b>Enhancing Integrated Corporate Systems</b> Continuously improve and upgrade corporate enterprise systems and infrastructure.</li> </ul> <p><i>18/19 action description</i> <b>Financial Reporting System Enhancements</b> <i>Design and implement improved financial reporting capabilities within existing business systems.</i></p>	●	●	●	●
New	<p><b>Staff Engagement</b> Undertake a staff engagement survey as a diagnostic tool to continue to develop a high performing culture.</p>	●			
<b>6.4 Assets are well maintained and responsibly managed</b>					
Deleted	<p><b>Art Collection Management</b> Prepare a policy and procedures document for the management of the City of Busselton art collection.</p>	Action completed in 18/19			
Deleted	<p><b>Business Systems Review</b> Commence review of the City's core business systems software to ensure it continues to be most advantageous to the City.</p>	Action completed in 18/19			
New	<ul style="list-style-type: none"> <li><b>Winderlup Court Improvements</b> Undertake works to refurbish and improve facilities at the Winderlup Court complex.</li> </ul>	●	●	●	

### Corporate Performance Indicators

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. Two changes are proposed to the measures, in relation to indicator 7 – Complaints and indicator 10 – Energy Use.

In relation to complaints, there are currently two measures – the number of complaints received per head of population and the number of complaints responded to (expressed as a percentage). It is recommended that the first measure be changed to number of complaints recorded per head of population, to better reflect that we are only reporting on those complaints properly recorded in the City's complaints system, and that the second measure be changed to average time taken to resolve complaints recorded. This would be measured in days from the time the complaint is entered into the system to the time it is closed out. It is felt that this is a better measure of service delivery and performance.

In relation to energy use the current 'measure' is to set energy plan targets by the end of 2018/2019. There is extensive work being undertaken in relation to energy use and finalisation of an energy master plan. Through this work it has been recognised that the setting of robust energy targets will take some continued work and time. For this reason it is recommended that this indicator be adjusted to 'set energy plan targets by the end of 2019/2020'.

### **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 LTFP, 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 progressed over the previous financial year. Importantly, the proposed CBP continues to provide a solid work program to assist with realising the community's aspirations and objectives.

#### **OPTIONS**

The Council may choose to alter any of components or wording of the proposed CBP.

#### **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.

#### **COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C1907/127** Moved Councillor K Hick, seconded Councillor J McCallum

That the Council adopts the Corporate Business Plan 2019 to 2023 in the form attached to this report (Attachment A).

**CARRIED 8/0**

**CARRIED BY ABSOLUTE MAJORITY**

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

Nil

**19. URGENT BUSINESS**

The Presiding Member consented to a member moving a motion in relation to Item 15.3 Busselton Margaret River Airport, on the basis of the item being urgent business as it cannot wait inclusion in the next agenda of Council due to the business matter requiring a decision on imminent City investment therefore needing Council's agreement to proceed to executing a contract.

**MOTION**

**C1907/128** Moved Councillor J McCallum, seconded Councillor P Carter

That the Council consider Item 15.3 Busselton Margaret River Airport as urgent business on the basis that it cannot wait inclusion in the next agenda of Council due to the business matter requiring a decision on imminent City investment therefore needing Council's agreement to proceed to executing a contract

**CARRIED 8/0**

As this matter is of a confidential nature, in accordance with Section 5.23(2) of the Local Government Act 1995, Council will consider the officer recommendation for Item 15.3 Busselton Margaret River Airport at Item 20 Confidential Matters of the Agenda.

**20. CONFIDENTIAL REPORTS**

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.

**MOTION**

**C1907/129** Moved Councillor J McCallum, seconded Councillor R Paine

That the meeting is closed to members of the public to discuss the following items which are confidential for the reasons as shown.

**15.3 BUSSELTON MARGARET RIVER AIRPORT**

**20.1 FUNDING AGREEMENT**

**CARRIED 8/0**

5.37pm At this time, the meeting was closed to members of the public.

5.46pm At this time, Mrs Maxine Palmer, Manager Community Services, entered the meeting.

15.3 BUSSELTON MARGARET RIVER AIRPORT

<b>SUBJECT INDEX:</b>	BUSSELTON MARGARET RIVER AIRPORT
<b>STRATEGIC CONTEXT:</b>	<b>Key Goal Area:</b> 5. TRANSPORT Smart, connective and accessible <b>Objective:</b> 5.1 Public transport services that meet the needs of the community.
<b>BUSINESS UNIT:</b>	Community and Commercial Services
<b>ACTIVITY UNIT:</b>	COMMUNITY SERVICES
<b>REPORTING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

This item is confidential in accordance with section 5.23(2) (c) of the Local Government Act 1995, as it contains information relating to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C1907/130** Moved Councillor L Miles, seconded Councillor J McCallum

That the Council endorses the recommendations outlined in the conclusion section of this report

**CARRIED 8/0**

**CARRIED BY ABSOLUTE MAJORITY**

20.1 FUNDING AGREEMENT

<b>SUBJECT INDEX:</b>	Funding
<b>STRATEGIC CONTEXT:</b>	<b>Key Goal Area:</b> 1. COMMUNITY: Welcoming, friendly, healthy <b>Objective:</b> 1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
<b>BUSINESS UNIT:</b>	Community and Commercial Services
<b>ACTIVITY UNIT:</b>	Community Services
<b>REPORTING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

This item is confidential in accordance with section 5.23(2) (c) of the Local Government Act 1995, as it contains information relating to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**COUNCIL DECISION AND OFFICER RECOMMENDATION**

**C1907/131** Moved Councillor R Paine, seconded Councillor C Tarbotton

That the Council endorses the recommendation outlined in the report.

**CARRIED 8/0**

**CARRIED BY ABSOLUTE MAJORITY**

**MOTION****C1907/132** Moved Councillor P Carter, seconded Councillor C Tarbotton

That the meeting be opened the meeting to the public.

**CARRIED 8/0**

5.48pm Council opened the meeting to the public.

The Presiding Member advised the gallery that the Council had adopted the officer recommendation for Items 15.3 and 20.1.

**21. CLOSURE**

The Presiding Member closed the meeting at 5.49pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 39 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 14 AUGUST 2019.

DATE: \_\_\_\_\_ PRESIDING MEMBER: \_\_\_\_\_