



Council Agenda

10 October 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 10 OCTOBER 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, 10 October 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

28 September 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 10 OCTOBER 2018

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Cr Trabotton

3. **PRAYER**

4. **APPLICATION FOR LEAVE OF ABSENCE**

5. **DISCLOSURE OF INTERESTS**

6. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

7. **QUESTION TIME FOR PUBLIC**

Response to Previous Questions Taken on Notice

Public Question Time For Public

8. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

8.1 **Minutes of the Council Meeting held 26 September 2018**

RECOMMENDATION

That the Minutes of the Council Meeting held 26 September 2018 be confirmed as a true and correct record.

Committee Meetings

8.2 **Minutes of the Finance Committee Meeting held 20 September 2018**

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 20 September 2018 be noted.

8.3 **Minutes of the Policy and Legislation Committee meeting held 25 September 2018**

RECOMMENDATION

That the Minutes of the Policy and Legislation Committee Meeting held 25 September 2018 be noted.

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Petitions

Presentations

Deputations

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

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

12. REPORTS OF COMMITTEE

12.1 Finance Committee - 20/09/2018 - BUDGET AMENDMENT REQUEST / REVIEW

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 20 September 2018, the recommendations from which have been included in this report.

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current amended budgeted surplus position of \$0.

BACKGROUND

Council adopted its 2018/2019 municipal budget on Wednesday, 25 July 2018 with a balanced budget position.

Since this time Council has been advised of certain funding changes that have positively impacted the original budget and Council is now being asked to consider budget amendments for the following key areas/projects:

1. Busselton Foreshore Jetty Precinct,
2. Coastal Adaption and Protection Grants,
3. Data Communications and Software Licencing,
4. Department of Fire and Emergency Services Grants,
5. Financial Assistance Grants and Busselton Jetty Incorporated Contribution,
6. Keep Australia Beautiful WA Grant,
7. Busselton-Margaret River Airport Development Project,
8. Public Art Reserve Vasse Precinct Artworks,
9. Main Roads WA Direct Grant.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

There are multiple plans and policies that support the proposed budget amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council's budget surplus position of \$0.

Long Term Financial Plan Implications

There are no Long Term Financial Plan implications in relation to this item.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with 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 is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

No specific consultation has been undertaken in relation to this item.

OFFICER COMMENT

The Officer recommends the following requested budget amendments to the Finance Committee for consideration and recommendation to Council.

1. "Busselton Foreshore Jetty Precinct"

The Busselton Foreshore Stage 3 (C3094) works project is nearing completion, and it would be beneficial to move the "surplus" budget to the Busselton Foreshore Jetty Precinct project (C3168).

These funds have already been allocated throughout activities in the C3168 project (in previous financial years) which include the Adventure Playspace and development of seasonal stalls.

Planned Expenditure Items

The amendments shown in Table 1 are being sought for approval.

Table 1:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
C3168	Busselton Foreshore Jetty Precinct	1,578,544	66,965	1,645,509
C3094	Busselton Foreshore Stage 3	287,637	-66,965	220,672
	Net Total	1,866,181	0	1,866,181

Proposed Outcome

The proposed amendment will enable the Major Projects team to make use of all available funds to complete the Busselton Foreshore Jetty Precinct project within Budget.

2. “Coastal Adaption and Protection Grants”

The Department of Transport’s Coastal Adaptation and Protection (CAP) Grants provides financial assistance for local projects that identify and manage coastal hazards.

The program seeks to preserve and enhance coastal assets for the general public, building partnerships with local coastal managers, and helping them understand and adapt to coastal hazards.

The timing of these grants does not coincide with the City’s annual budget process, therefore at the time of development of the City’s budget these projects were excluded.

The funding pool for the 2018/19 FY was \$1,056,540, shared amongst the entire State

The City has received funding for the projects listed below, which will need to be funded dollar for dollar by the City. It is proposed that the matching funding be transferred from the Climate Adaptation Reserve.

Project	Description	Grant
Beach monitoring (year 6)	Collection of beach profile surveys, aerial photos and site photos at Geographe Bay.	\$26,000
Sand nourishment (year 6)	Sand nourishment along Geographe Bay.	\$55,000
Craig Street groyne and seawall	Maintenance of Craig Street coastal protection structure.	\$125,000
Broadwater Adaptation Beach Coastal	Relocation of vulnerable public assets and shoreline stabilisation investigation.	\$75,000

Planned Expenditure Items

The amendments shown in Table 2 are sought for approval.

Table 2:

Cost Code	Description	Current Budget	Change	Proposed Amended Budget
Income				
510-C2512-1215-0000	Sand Re - Nourishment Capital Grant	0	(55,000)	(55,000)
Climate Adaptation Reserve	Sand Re - Nourishment Equity	(118,410)	0	(118,410)
Expenditure				
510-C2512-3260-0000	Sand Re - Nourishment Consultancy	5,130	0	5,130
510-C2512-3280-0000	Sand Re - Nourishment Contractors	113,280	55,000	168,280
Income				
510-11101-1239-9791	Beach Monitoring Non Capital Grant	0	(26,000)	(26,000)
Climate Adaptation Reserve	Beach Monitoring Equity	0	(26,000)	(26,000)
Expenditure				
510-11101-3280-9791	Beach Monitoring Contractors	0	52,000	52,000

Income				
510-C2523-1215-0000	Broadwater Beach Coastal Adaptation Cap Grant	0	(75,000)	(75,000)
Climate Adaptation Reserve	Broadwater Beach Coastal Adaptation Equity	0	(75,000)	(75,000)
Expenditure				
510-C2523-3260-0000	Broadwater Beach Coastal Adaptation Consultant	0	10,000	10,000
510-C2523-3280-0000	Broadwater Beach Coastal Adaptation Contractors	0	140,000	140,000
Income				
510-C2528-1215-0000	Maintenance of Craig Street Groyne and Seawall Grant	0	(125,000)	(125,000)
Climate Adaptation Reserve	Maintenance of Craig Street Groyne and Seawall Equity	0	(125,000)	(125,000)
Expenditure				
510-C2528-3260-0000	Maintenance of Craig Street Groyne and Seawall Consultancy	0	15,000	15,000
510-C2528-3280-0000	Maintenance of Craig Street Groyne and Seawall Contractors	0	235,000	235,000
	Net Total	0	0	0

Proposed Outcome

The program seeks to preserve and enhance coastal assets for the general public, building partnerships with local coastal managers, and helping them understand and adapt to coastal hazards.

3. "Data Communications and Software Licencing"

As part of the infrastructure works undertaken for the implementation of the public WiFi on the Busselton Foreshore and surrounds, officers were able to extend the City's optic fibre network into the Youth and Community Activities Building (YACAB). During the budget development process it was originally intended for the YACAB to utilise high speed internet services and \$12,000 (ex GST) was included in the operational budget for this purpose.

Recently the City's engineering and design teams have identified a number of specialist software items, which were not available or known about in the lead up to the budget adoption process. Items include additional AutoCad licences, specialist flood modelling software and various other related components, at an estimated cost of \$11,000 (ex GST) per annum.

This item requests some of the anticipated savings from the cancellation of the internet service at the YACAB be transferred to the information technology software licencing budget. The budget allocation of \$11,000 (ex GST) will be utilised for the provision of specialist software items required by the engineering and design team.

Planned Expenditure Items

The amendments shown in Table 3 are sought for approval.

Table 3:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
330-B1361-3296	Data Communication Costs	21,860	(11,000)	10,860
220-10251-3291	Computer Software Licenses	332,856	11,000	343,856
	Net Total	354,716	0	354,716

Proposed Outcome

The proposed amendment will bring efficiency to filed work undertaken by the engineering works and services team.

4. “Department of Fire and Emergency Services (DFES) Grants”

In March of 2018 the City of Busselton applied to DFES for capital grants monies to continue existing projects or for additional building requirements for the City’s bush fire brigades. On the 31st July the City received notification from DFES the grants as per table 4 were successfully received.

As per the 2018/2019 adopted budget municipal funding is \$40,745 with the remaining \$407,503 funded through the DFES ESL capital grants program.

Additionally the City has also received notification that there will possibly be five vehicle changeovers to occur in this financial year with the indicated value shown in the table below.

Planned Expenditure Items

The building of a new fire station for the Ambergate Volunteer Bush Fire Brigade as per RFT 06/18.

The addition of a training and meeting room at the current Hithergreen Volunteer Bush Fire Brigade station to facilitate the ongoing training requirements of the brigade.

The provision of new concrete aprons to the Sussex and Vasse fire stations to improve the safety of volunteers during training and cleaning of equipment.

The amendments shown in Table 4 are sought for approval.

Table 4:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
Non-Operating Grants, Subsidies & Contributions	Fire Prevention DFES			
441-B9112-1215-0000	Ambergate Fire Station Construction	-123,307	-198,000	-321,307
441-B9109-3280-0000	Hithergreen Fire Station training room addition	0	-68,886	-68,886
441-B9113-3280-0000	Sussex concrete apron	0	-8,655	-8,655
441-B9114-3280-0000	Vasse concrete apron	0	-8,655	-8,655
Donated Assets	Fire Prevention DFES			
441-B1026-1270-0000	Yallingup Rural BFB replacement vehicle	0	-597,600	-597,600
441-B1015-1270-0000	Hithergreen BFB replacement vehicle	0	-465,200	-465,200

441-B1013-1270-0000	Dunsborough replacement vehicle	BFB	0	-178,300	-178,300
441-B1024-1270-0000	Wilyabrup replacement vehicle	BFB	0	-178,300	-178,300
441-B1029-1270-0000	SES replacement vehicle		0	-97,200	-97,200
Expenditure					
441-B9112-3280-0000	Contractors (Inc Staff)	Contract	164,052	198,000	362,052
441-B9109-3280-0000	Contractors (Inc Staff)	Contract	0	68,886	68,886
441-B9113-3280-0000	Contractors (Inc Staff)	Contract	0	8,655	8,655
441-B9114-3280-0000	Contractors (Inc Staff)	Contract	0	8,655	8,655
441-B1026-7723-0000	Yallingup replacement vehicle	Rural BFB	0	597,600	597,600
441-B1015-7723-0000	Hithergreen replacement vehicle	BFB	0	465,200	465,200
441-B1013-7723-0000	Dunsborough replacement vehicle	BFB	0	178,300	178,300
441-B1024-7723-0000	Wilyabrup replacement vehicle	BFB	0	178,300	178,300
441-B1029-7723-0000	SES replacement vehicle		0	97,200	97,200
Net Total			40,745	0	40,745

Proposed Outcome

Construction of the new Ambergate fire station and upgrades to Hithergreen, Vasse and Sussex stations with no any additional municipal funding being required. Replacement of vehicles that are at end of their serviceable life.

5. “Financial Assistance Grants and Busselton Jetty Incorporated Contribution”

Financial Assistance Grants

On 24th August 2018 the City of Busselton received advise of the Final Financial Assistance Grants it would be receiving for the 2018/2019 Financial Year with a better than anticipate outcome resulting in additional funding of \$48,968 compared to adopted budget.

Busselton Jetty Incorporated Contribution

On the 2 May 2018 Councillors received a briefing on behalf of Busselton Jetty Inc., Chief Executive Officer Lisa Shrieve and Deputy Chair Stephen Gaebler. As part of this briefing Council was informed of a proposal to undertake a sea container project at the end of the Jetty to address demand for increased services such as food and beverage, virtual reality goggles and a chocolate, wine and cheese bar. The anticipated costs were approximately \$600,000 and an application to the Building Better Regions Fund was lodged on 17 December 2017. It is understood that the original budget cost for the project has increased to approximately \$900,000

The Busselton Jetty Inc. have been successful in obtaining the grant from the Building Better Regions Fund and are requesting the City contribute an amount of \$25,000 towards the overall cost of the project.

At this briefing Councillors gave “in-principle” support to the proposal and also acknowledged the project would result in an ongoing higher level of contribution to the “Jetty Maintenance Reserve”. This higher level of contribution by Busselton Jetty Inc. will in turn reduce the level of contribution to the Jetty Maintenance Reserve required by the City of Busselton.

Planned Expenditure Items

The amendments shown in Table 5 are sought for approval to recognise the additional Financial Assistance Grants of \$48,968, increase the budget contingency holding account by \$23,968 and allow for a contribution of \$25,000 to Busselton Jetty Inc. to be utilised towards the sea container project.

Table 5:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Income				
210-10152-1250-0000	Grants Commission - General Purpose Grant	-364,790	-50,019	-414,809
210-10152-1250-0000	Grants Commission - Local Roads Grant	-670,544	1,051	-669,493
Expenditure				
100-10001-3680-0000	Budget Surplus Contingency Holding Account	50,000	23,968	73,968
New	Contribution to Busselton Jetty Inc - Sea Container Project	0	25,000	25,000
Net Total		-985,334	0	-985,334

Proposed Outcome

Recognition of additional income and a contribution of \$25,000 to Busselton Jetty Inc. for the sea container project.

6. “Keep Australia Beautiful WA Grant”

The City has secured a grant for \$8,414 (ex GST) from Keep Australia Beautiful WA for a project – “Southwest Coastal Litter Signage and Campaign”. This project will address the problem of litter in the South West coastal environment.

The project will see the creation and instalment of permanent interpretive signage at four coastal locations in the City of Busselton providing information about the effect our litter can have on the marine environment and asking visitors to either dispose of their rubbish in the bin/s provided or take their rubbish home with them (depending on the location and whether bins are present).

Along with the launch of the signs, the City of Busselton will run a general campaign bringing awareness to the impact litter can have on marine life and encourage the community to not only refrain from littering, but pick up litter found in our environment and properly dispose of it. This general campaign will be promoted via social media and banners targeting residents and visitors to the South West of WA.

Planned Expenditure Items

The amendments shown in Table 6 are sought for approval.

Table 6:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
524-11300-3280-1103	Contractors including Staff	0	8,414	8,414
Income				
524-11300-1239-1103	Grant from KAB WA for South West Coastal Litter Signage and Campaign	0	(8,414)	(8,414)
Net Total		0	0	0

Proposed Outcome

The project aims to reduce the amount of litter left in our natural coastal environment.

7. “Busselton-Margaret River Airport Development Project”

The City is funding the upgrade to Neville Hyder Drive as part of the City’s leveraged funding commitment under the State Government’s funding agreement for development of the Busselton-Margaret River Airport. To enable accurate record keeping for the Busselton-Margaret River Airport Development Project a budget amendment is requested to transfer the funds from the Road Asset Renewal Reserve to the Development Project budget.

Planned Expenditure Items

The Neville Hyder Drive upgrade is scheduled for completion in 2018/2019 and the budget is expected to be fully expended.

The amendments shown in Table 7 are sought for approval.

Table 7:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
5441-W0222-3280	Road Asset Renewal Reserve – Neville Hyder Drive	287,000	-287,000	0
345-W0222-3280	Airport Development - Neville Hyder Drive Upgrade	0	287,000	287,000
Net Total		\$287,000	0	\$287,000

Proposed Outcome

Formal budget transfer for the upgrade works to Neville Hyder Drive and accurate record keeping with regard to the Busselton-Margaret River Airport Development Project.

8. “Public Art Reserve Vasse Precinct Artworks”

A budget amendment is being requested to transfer funds from the Public Art Reserve to Cultural Planning to fund committed artworks in the Vasse Precinct. Quotes for the artworks and consultancy fee were still being sought at budget preparation time and the final costs were unknown. Artworks have now been commissioned by the City through a consultant and are specific to the Vasse Precinct.

Planned Expenditure Items

The 2018/19 Public Art Reserve Fund closing balance is \$106,685. The current 2018/19 budget provision for contractors supplying the artworks in the Vasse Precinct is \$71,000. Additional funding of \$24,185 is required to meet financial commitments for the third and final artwork and remaining consultant fee.

The amendments shown in Table 8 are sought for approval.

Table 8:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
330 10900 3280 000	Contractors	148,100	24,185	172,285
Income				
Public Art Reserve Fund 341-Vasse Public Art	Percent for Art Reserve	106,685	-24,185	82,500
Net Total		254,785		254,785

Proposed Outcome

Increased expenditure in the Vasse Precinct through the Percent for Art cash in lieu contributions, enabling completion of the third artwork.

9. “Main Roads WA Direct Grant”

Advice has been received by Main Roads WA (MRWA) that direct grant funding levels have been reinstated following reduction in the 2017/2018 financial year allocations by the State Government for budget repair purposes. In 2017/2018 the City of Busselton’s allocation was reduced by \$142,455.

In preparing the 2018/2019 budget officers had no indication that the 2017/2018 reduction would be reinstated and hence budgeted for \$202,000. MRWA have advised that the actual direct grant to be received by the City is \$329,893 being \$127,893 more than budgeted.

Officers note the extensive damage caused by the storm event that occurred on 5 June 2018. With respect to rural road infrastructure there are in the order of 640 sites where trees have been knocked down from the strong winds.

City officers are still attempting to get the event declared under the new Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) program rules that have been significantly tightened in response to a Federal Government’s Productivity Review into the extent of previous year claims.

Under the new stricter WANDRRA arrangements we know however that trees that fell exclusively on verges (not across the road) and trees that fell from our road verges onto private property will not be funded:

Planned Expenditure Items

Officers propose that the additional MRWA Direct Grant Funds of \$127,893 be allocated to assist with the continued clean-up of storm related damage.

The amendments shown in Table 9 are sought for approval.

Table 9:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
541-M9970-3280-0000	Contractors	0	127,893	127,893
Income				
541-M9970-1230-000	Main Roads Direct Grant	0	-127,893	-127,893
Net Total		0	0	0

Proposed Outcome

Address the extensive damage caused by the storm event that occurred on 5 June 2018.

CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

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

That Council endorse the requested budget amendments outlined in tables 1 to 9 below, resulting in no change to an amended budgeted surplus position of \$0.

Table 1:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
C3168	Busselton Foreshore Jetty Precinct	1,578,544	66,965	1,645,509
C3094	Busselton Foreshore Stage 3	287,637	-66,965	220,672
Net Total		1,866,181	0	1,866,181

Table 2:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Income				
510-C2512-1215-0000	Sand Re - Nourishment Capital Grant	0	(55,000)	(55,000)
Climate Adaptation Reserve	Sand Re - Nourishment Equity	(118,410)	0	(118,410)
Expenditure				
510-C2512-3260-0000	Sand Re - Nourishment Consultancy	5,130	0	5,130
510-C2512-3280-0000	Sand Re - Nourishment Contractors	113,280	55,000	168,280
Income				
510-11101-1239-9791	Beach Monitoring Non Capital Grant	0	(26,000)	(26,000)
Climate Adaptation Reserve	Beach Monitoring Equity	0	(26,000)	(26,000)
Expenditure				
510-11101-3280-9791	Beach Monitoring Contractors	0	52,000	52,000
Income				
510-C2523-1215-0000	Broadwater Beach Coastal Adaptation Cap Grant	0	(75,000)	(75,000)
Climate Adaptation Reserve	Broadwater Beach Coastal Adaptation Equity	0	(75,000)	(75,000)
Expenditure				
510-C2523-3260-0000	Broadwater Beach Coastal Adaptation Consultant	0	10,000	10,000
510-C2523-3280-0000	Broadwater Beach Coastal Adaptation Contractors	0	140,000	140,000
Income				
510-C2528-1215-0000	Maintenance of Craig Street Groyne and Seawall Grant	0	(125,000)	(125,000)
Climate Adaptation Reserve	Maintenance of Craig Street Groyne and Seawall Equity	0	(125,000)	(125,000)
Expenditure				
510-C2528-3260-0000	Maintenance of Craig Street Groyne and Seawall Consultancy	0	15,000	15,000
510-C2528-3280-0000	Maintenance of Craig Street Groyne and Seawall Contractors	0	235,000	235,000
	Net Total	0	0	0

Table 3:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
330-B1361-3296	Data Communication Costs	21,860	(11,000)	10,860
220-10251-3291	Computer Software Licenses	332,856	11,000	343,856
Net Total		354,716	0	354,716

Table 4:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Revenue				
Non-Operating Grants, Subsidies & Contributions	Fire Prevention DFES			
441-B9112-1215-0000	Ambergate Fire Station Construction	-123,307	-198,000	-321,307
441-B9109-3280-0000	Hithergreen Fire Station training room addition	0	-68,886	-68,886
441-B9113-3280-0000	Sussex concrete apron	0	-8,655	-8,655
441-B9114-3280-0000	Vasse concrete apron	0	-8,655	-8,655
Donated Assets	Fire Prevention DFES			
441-B1026-1270-0000	Yallingup Rural BFB replacement vehicle	0	-597,600	-597,600
441-B1015-1270-0000	Hithergreen BFB replacement vehicle	0	-465,200	-465,200
441-B1013-1270-0000	Dunsborough BFB replacement vehicle	0	-178,300	-178,300
441-B1024-1270-0000	Wilyabrup BFB replacement vehicle	0	-178,300	-178,300
441-B1029-1270-0000	SES replacement vehicle	0	-97,200	-97,200
Expenditure				
441-B9112-3280-0000	Contractors (Inc Contract Staff)	164,052	198,000	362,052
441-B9109-3280-0000	Contractors (Inc Contract Staff)	0	68,886	68,886
441-B9113-3280-0000	Contractors (Inc Contract Staff)	0	8,655	8,655
441-B9114-3280-0000	Contractors (Inc Contract Staff)	0	8,655	8,655
441-B1026-7723-0000	Yallingup Rural BFB replacement vehicle	0	597,600	597,600
441-B1015-7723-0000	Hithergreen BFB replacement vehicle	0	465,200	465,200
441-B1013-7723-0000	Dunsborough BFB replacement vehicle	0	178,300	178,300
441-B1024-7723-0000	Wilyabrup BFB replacement vehicle	0	178,300	178,300
441-B1029-7723-0000	SES replacement vehicle	0	97,200	97,200
Net Total		40,745	0	40,745

Table 5:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Income				
210-10152-1250-0000	Grants Commission - General Purpose Grant	-364,790	-50,019	-414,809
210-10152-1250-0000	Grants Commission - Local Roads Grant	-670,544	1,051	-669,493
Expenditure				
100-10001-3680-0000	Budget Surplus Contingency Holding Account	50,000	23,968	73,968
New	Contribution to Busselton Jetty Inc - Sea Container Project	0	25,000	25,000
Net Total		-985,334	0	-985,334

Table 6:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
524-11300-3280-1103	Contractors including Staff	0	8,414	8,414
Income				
524-11300-1239-1103	Grant from KAB WA for South West Coastal Litter Signage and Campaign	0	(8,414)	(8,414)
Net Total		0	0	0

Table 7:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
5441-W0222-3280	Road Asset Renewal Reserve – Neville Hyder Drive	287,000	-287,000	0
345-W0222-3280	Airport Development - Neville Hyder Drive Upgrade	0	287,000	287,000
Net Total		\$287,000	0	\$287,000

Table 8:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
330 10900 3280 000	Contractors	148,100	24,185	172,285
Income				
Public Art Reserve Fund 341-Vasse Public Art	Percent for Art Reserve	106,685	-24,185	82,500
Net Total		254,785		254,785

Table 9:

<i>Cost Code</i>	<i>Description</i>	Current Budget	Change	Proposed Amended Budget
Expenditure				
541-M9970-3280-0000	Contractors	0	127,893	127,893
Income				
541-M9970-1230-000	Main Roads Direct Grant	0	-127,893	-127,893
Net Total		0	0	0

12.2 Policy and Legislation Committee - 25/09/2018 - ADOPTION OF REGIONAL PRICE PREFERENCE POLICY

SUBJECT INDEX:	Procurement
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Legal Services
REPORTING OFFICER:	Contract & Tendering Officer - Lisa McDonald
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Regional Price Preference Policy Attachment B Existing Policy - 049 Regional Price Preference Policy

This item was considered by the Policy and Legislation Committee at its meeting on 25 September 2018, the recommendations from which have been included in this report.

PRÉCIS

This report advises Council in respect of submissions received in relation to the City's proposed Regional Price Preference Policy (Attachment A) and recommends that Council adopts the New RPP Policy.

BACKGROUND

Following a review of the City's existing Regional Price Preference Policy which resulted in preparation of the New RPP Policy, Council resolved on 25 July 2018 to proceed with the process for adopting of the New RPP Policy by giving Statewide public notice of its intention to have a new regional price preference policy and inviting submissions commenting on the proposed policy.

The New RPP Policy was advertised in accordance with regulation 24E of the *Local Government (Functions and General) Regulations 1996 (Regulations)* on 28 July 2018 and the closing date for submissions was 28 August 2018. Two submissions have been received and neither of them contained any adverse comments in relation to the New RPP Policy. Further detail in relation to these submissions is provided under the CONSULTATION section of this report.

STATUTORY ENVIRONMENT

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

Part 4A – Regional Price Preference 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. The process for adopting a regional price preference policy and the matters to be governed under the policy are also prescribed in Part 4A of the Regulations.

RELEVANT PLANS AND POLICIES

Once adopted the New RPP Policy will replace the City's existing Regional Price Preference Policy and will form an element of the City's procurement framework, applying under the Regulations in conjunction with the operation of the Council's Purchasing Policy.

The New RPP Policy is also considered to be consistent with the following objectives of the City's Purchasing Policy:

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.

FINANCIAL IMPLICATIONS

Adoption of the New RPP Policy could potentially result in tenderers submitting the lowest prices not necessarily being selected as being the preferred supplier. However the Regulations and the City's Purchasing Policy seek to achieve the most advantageous outcome for the City for procurement of goods and services (which may not necessarily be the lowest price outcome).

Other than that and the relative nominal costs associated with advertising and inviting public submissions, adoption of the New RPP Policy should not have any further financial implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

Adoption of the New RPP Policy will not impact on the City's long term financial plan.

STRATEGIC COMMUNITY OBJECTIVES

The Officer's recommendation aligns with and supports the Council's Strategic Community Plan 2017 as follows:

Key Goal Area 4: Economy - 4.2 – A community where local business is supported and in turn drives our economy.

Key Goal Area 6: Leadership - 6.1 – Governance systems, process and practices are responsible, ethical and transparent.

RISK ASSESSMENT

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

CONSULTATION

The New RPP Policy was advertised for public comment in accordance with the relevant statutory requirements and two submissions were received. Both submissions dealt with a number of procurement strategies, the majority of which were not relevant to the New RPP Policy. The only public comments relevant to the New RPP Policy can be summarised as follows:

Submission	Comments/Additional Information
A concern was raised that non-local large business can have a display home or shed based in the Busselton boundary and therefore become eligible as a local.	The New RPP Policy adequately addresses this concern. The policy stipulates that tenderers will only qualify for a regional price preference " <i>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.</i>

<p>The City of Busselton should make representations to the State Government to consider increasing the thresholds to match the State Government Buy Local policy.</p>	<p>The Local Government Act and Regulations are currently Statewide under review. The City participates in this review and intends to make submissions in respect of the review of the Regulations.</p>
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OFFICER COMMENT

The New RPP Policy seeks to support local business to the maximum extent allowed under the Regulations. Neither of the submissions received sought any adverse change to the draft Policy. No amendment to the draft New RPP Policy is therefore recommended.

It should be noted that one of the submissions was received from the Busselton Chamber of Commerce and Industry (BCCI). That submission included detailed comments relating to other procurement strategies and made suggestions relating to the City's procurement processes in connection with engaging local business/services. Following receipt of the submission City officers met with representatives of BCCI to discuss potential strategies around facilitating the engagement of local suppliers. It is intended that these discussions will continue as an open dialogue.

CONCLUSION

Following review by the City and consultation with the community in respect of the New RPP Policy it is considered that the policy will achieve the City's objectives in relation to extension of a regional price preference to local tenderers, to the extent permissible under the Regulations.

OPTIONS

The Council may wish to retain the City's Regional Price preference Policy or change the wording of the New RPP Policy. However for the reasons outlined in this report and the Council report of 25 July 2018, these options are not recommended.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If Council resolves to adopt the New RPP Policy, it can only be applied after Statewide public notice of adoption of the policy has to be given. Therefore the City should be in a position to apply the New RPP Policy within a month from adoption of the policy.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That following consideration of the submissions received following advertising in accordance with Regulation 24E of the *Local Government (Functions and General) Regulations 1996*, the Council adopts the proposed Regional Price Preference policy as indicated at Attachment A.

COUNCIL POLICY



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 per cent allowance up to a maximum price reduction of \$50,000;
 - b. Construction (building) Services – 5 per cent 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 per cent 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

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

12.3 Policy and Legislation Committee - 25/09/2018 - REVIEW OF COUNCIL POLICY 030 - ENVIRONMENT POLICY

SUBJECT INDEX:	Environmental Management
STRATEGIC OBJECTIVE:	Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Environmental Management
REPORTING OFFICER:	Environmental Management Coordinator - Greg Simpson
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Environment Policy ↓ Attachment B Current Environment Policy ↓ Attachment C Proposed Environment Policy - Committee Tracked Changes ↓

This item was considered by the Policy and Legislation Committee at its meeting on 25 September 2018, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Environment Policy (Attachment A) (the Policy) for Council approval, with the current policy having been revised as part of the City's overall review of its Council policies, having regard to the recommendations of the Governance System Review carried out by Mr John Woodhouse in 2017.

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

BACKGROUND

A policy in relation to the City's commitment to and protection of the environment was originally adopted in 2004 as part of an environment strategy prepared at that time. Since then the policy has been reviewed twice, most recently in 2016, as part of the overall revision of the environment strategy. Both reviews resulted in only minor changes, with the overall strategic direction remaining the same.

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

In August 2017 the CEO commissioned a high level independent review of the City's governance systems - the Governance Systems Review. Included in the scope of the review was the City's policy and procedure framework with the following recommendations made:

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, and a Council policy template developed. The proposed revised policy adheres to this framework and template.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no additional financial implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to Key Goal Area 3 – Environment of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:

- a. 3.1: Development is managed sustainably and our environment valued;
- b. 3.2: Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations; and
- c. 3.3: The health and attractiveness of our waterways and wetlands is improved to enhance community amenity

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation, with the Policy simply reiterating and maintaining Council's current support for the protection and enhancement of environmental values.

CONSULTATION

No specific consultation was undertaken in relation to the review of the Policy, noting that extensive consultation was undertaken in 2016 in relation to review of the environment strategy which the Policy guides.

OFFICER COMMENT

The purpose of the Policy is to outline Council's commitment towards continuous improvement in environmental management practices and the long-term protection of environmental values within the District.

The Policy is aimed at ensuring

- the proactive management of City land to protect and enhance environmental values,
- the establishment and maintenance of effective partnerships with the community and other stakeholders, and
- that decision making by the City gives due regard to environmental values alongside economic and social considerations.

The Policy overall has been streamlined to ensure that the strategic aims and objectives are clear and that the strategic documents by which the City will drive achievement of the objectives are identified.

The Policy removes reference to principles and concepts such as the precautionary principle. The precautionary principle is outlined as a key principle in the *Environmental Protection Act 1986* as being:

“where there are threats of serious or irreversible damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation. In application of the precautionary principle decisions should be guided by –

- a) careful evaluation to avoid, where practicable, serious or irreversible damage to the environment; and
- b) an assessment of the risk-weighted consequences of various options.”

While the principle remains of relevance, noting that any action that falls within that scope would require EPA approval where the principle would be applied, it is felt that the City often needs to be more responsive and holistic in its decision making. Council regularly has to make decisions on actions with less potential impact on the basis of some uncertainty; in which case it is important to consider, as early as possible and in an integrated fashion, the environment and environmental values alongside social and economic factors. In this way the environment will be seen less as a constraint and more as a core part of decision making.

The Policy statement in paragraph 5.2, sets out that the City will ensure its decision making considers potential impacts on the environment and will endeavour to integrate environmental protection and values with social and economic considerations and values, reflects this.

CONCLUSION

The Policy updates the current environment policy and in doing so maintains Council’s commitment to the long-term protection of environmental values within the District and best practice environmental management.

OPTIONS

Council could decide not to adopt the Policy and instead choose to take a different position / approach in relation to strategic environmental management. Council could also require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the revised Environment Policy as per Attachment A, to replace the current policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council adopts the revised Environment Policy as per Attachment A, which includes committee amendments as shown in Attachment C, to replace the current policy at Attachment B.

COUNCIL POLICY



Council Policy Name: Environment Policy

Responsible Directorate: Planning and Development Services Version: Proposed

1. PURPOSE

1.1. The purpose of this Policy is to outline Council’s commitment towards continuous improvement in environmental management practices and the long-term protection of environmental values within the District.

2. SCOPE

2.1. This Policy applies to all land managed by the City and to all operations of the City.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled “Environment Policy”

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 3 - Environment of the City’s Strategic Community Plan 2017 and specifically the following Community Objectives:

- a. 3.1: Development is managed sustainably and our environment valued;
- b. 3.2: Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations;
- c. 3.3: The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.

5. POLICY STATEMENT

5.1. The City will ensure:

- a. the proactive management of City land to protect and enhance environmental values;
- b. the establishment and maintenance of effective working relationships and partnerships with the community and other stakeholders to undertake environmental management;
- c. decision making by the City which gives due regard to environmental values alongside economic and social considerations.

5.2. The City will maintain an Environment Strategy to provide direction on how the City will meet the environmental aspirations of the community, as set out in the Strategic Community Plan, and to guide the City’s activities.

5.3. The City will ensure its decision making considers potential impacts on the environment by integrating environmental protection, social advancement and economic prosperity principles within sound governance frameworks.

- 5.4. The City will implement best practice in its management of the environmental values of the District in order to identify and protect the City’s exceptionally high biodiversity values.
- 5.5. The City will develop and maintain an Environmental Volunteer Management and Engagement Strategy with the aim of building and maintaining community capacity and engagement in relation to the management of the environmental values of the District, in particular through:
 - a. encouraging and supporting community participation and inclusiveness;
 - b. promoting community engagement and collaboration;
 - c. encouraging and nurturing partnerships.
- 5.6. The City will plan, design, operate and conduct operations in a manner that minimises waste and resource consumption.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Environmental Planning Strategy
- 6.2. Environment Strategy 2016-2021
- 6.3. Environmental Volunteer Management and Engagement Strategy 2017

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	09/11/2016	Resolution #	C1611/128

Last updated 09/03/2011

030	Environment Policy	V2 Current
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1. PURPOSE

The City of Busselton will undertake its activities and ensure its decision-making considers the impacts on the environment and identifies measures to adequately manage them. The City will therefore obtain adequate levels of information required to properly assess proposals, activities and works programmes to achieve acceptable environmental standards and statutory compliance.

The City of Busselton will demonstrate a commitment towards continuous improvement in environmental management and progress towards creating a sustainable balance between environmental, social and economic values in the City.

2. SCOPE

Decisions and activities will have regard to relevant environmental legislation and will be based upon recognised best practice environmental management standards. The most up to date information on environmental impacts, and their management, will be used to assess the acceptability of proposals and activities. Where applicable it will be the responsibility of the proponent to provide sufficient information to enable this to occur.

Where information is not available, the precautionary principle will be used by the City and the Council to assist in decision-making and advice will be sought from relevant government agencies or other recognised experts with suitable qualifications and experience on the environmental issues being considered.

3. POLICY CONTENT

Implementation of the policy will be achieved through the following activities:

Manage natural areas under City ownership, management or control to retain and enhance their environmental values and functions by:

- implementing the Environment Strategy and adopted Management Plans;
- complying with all environmental legislation; and,
- conforming to best practice management standards.

Establish effective working relationships and partnerships with the community and other stakeholders to undertake environmental management activities;

Provide the opportunity for active stakeholder involvement, ownership and participation through:

- the provision of clear and consistent information to stakeholders;
- consultation with the broader community where applicable; and
- participation in the City Environmental Reference Group.

Ensure that City activities do not lead to unacceptable environmental impacts and are undertaken in accordance with current best practice standards. This will be achieved by:

- good governance and sound decision making;
- providing opportunities for staff training;

Last updated 09/03/2011

- placing the onus on the proponent of any proposals, activities and work programmes to identify and assess environmental impacts and propose measures to manage these or modify the proposal; and
- ensuring stakeholders are aware of the City's activities and how potential environmental impacts are being managed.

Plan, design, operate and conduct operations in a manner that minimises waste and the demand on natural resources and energy.

Policy Background

Policy Reference No. - 030

Owner Unit – Environmental Planning

Originator – Environment Strategy Consultancy

Policy approved by – Council

Date Approved - 9 March 2011

Review Frequency – As required

Related Documents – Environment Strategy

Background/History – Policy reviewed 2016 as part of the Environment Strategy review

Council Resolution	Date	Information
C1611/128	9 November 2016	Policy revised as part of the Environment Strategy review
C1103/070	9 March 2011	Policy updated after adoption in 2004 as part of the Environment Strategy Version 2

COUNCIL POLICY



Council Policy Name: Environment Policy

Responsible Directorate: Planning and Development Services

Version: Proposed

1. PURPOSE

1.1. The purpose of this Policy is to outline Council’s commitment towards continuous improvement in environmental management practices and the long-term protection of environmental values within the District.

2. SCOPE

2.1. This Policy ~~is aimed at ensuring~~ applies to all land managed by the City and to all operations of the City:

- ~~a. the proactive management of City land to protect and enhance environmental values;~~
- ~~b. a. the establishment and maintenance of effective working relationships and partnerships with the community and other stakeholders to undertake environmental management;~~
- ~~c. a. decision making by the City gives due regard to environmental values alongside economic and social considerations.~~

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled “Environment Policy”

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 3 - Environment of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:

- a. 3.1: Development is managed sustainably and our environment valued;
- b. 3.2: Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations;
- c. 3.3: The health and attractiveness of our waterways and wetlands is improved to enhance community amenity

5. POLICY STATEMENT

5.1. The City will ensure:

- a. the proactive management of City land to protect and enhance environmental values;
- a-b. the establishment and maintenance of effective working relationships and partnerships with the community and other stakeholders to undertake environmental management;
- b-c. decision making by the City gives due regard to environmental values alongside economic and social considerations

- 5.2. The City will maintain an ~~'Environment Strategy'~~ to provide direction on how the City will meet the environmental aspirations of the community, as set out in the Strategic Community Plan, and to guide the City's activities.
- 5.3. The City will ensure its decision making considers potential impacts on the environment ~~and endeavour to meet the needs of current and future generations~~ by integrating environmental protection, social advancement and economic prosperity principles within sound governance frameworks.
- 5.4. The City will implement ~~'best practice'~~ in its management of the environmental values of the District ~~in order to identify and protect and ensure that~~ the City's exceptionally high biodiversity values ~~are identified and protected~~.
- 5.5. The City will develop and maintain an ~~'eEnvironmental vVolunteer mManagement and eEngagement sStrategy'~~ with the aim of building and maintaining community capacity and engagement ~~in relation to with~~ the management of the environmental values of the District, in particular through:
 - a. encouraging and supporting community participation and inclusiveness;
 - b. promoting community engagement and collaboration;
 - c. encouraging and nurturing partnerships
- 5.6. The City will plan, design, operate and conduct operations in a manner that minimises waste and resource consumption.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Environmental Planning Strategy
- 6.2. Environment Strategy 2016-2021
- 6.3. Environmental Volunteer Management and Engagement Strategy 2017

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	09/11/2016	Resolution #	C1611/128

12.4 Policy and Legislation Committee - 25/09/2018 - REVIEW OF COUNCIL POLICY 233 - OCCUPATIONAL HEALTH AND SAFETY

SUBJECT INDEX:	Occupational Health and Safety
STRATEGIC OBJECTIVE:	Accountable leadership that is supported by a skilled and professional workforce.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Human Resources
REPORTING OFFICER:	Risk and OSH Officer - Brian McCarroll
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Council Policy - Occupational Safety and Health ↓
	Attachment B Current Council Policy - Occupational Safety and Health ↓
	Attachment C Proposed Council Policy - Committee Track Changes ↓

This item was considered by the Policy and Legislation Committee at its meeting on 25 September 2018, the recommendations from which have been included in this report.

PRÉCIS

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

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

BACKGROUND

A policy in relation to Occupational Safety and Health was originally adopted in May 2006, with the aim of demonstrating Council's commitment to ensuring a safe and healthy work environment. Since then the current policy has been reviewed a number of times, most recently in 2015, with only very minor changes made such as updating Shire to City.

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

In August 2017 the CEO commissioned a high level independent review of the City's governance systems - the GSR. Included in the scope of the review was the City's policy and procedure framework with the following recommendations made:

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, and a Council policy template developed. The proposed revised policy adheres to this framework and template.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no additional financial implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:

- a. 6.3: Accountable leadership that is supported by a skilled and professional workforce

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation, with the Policy simply reiterating and maintaining Council's current support for Occupational Safety and Health.

CONSULTATION

No specific consultation was undertaken in relation to the review of the Policy.

OFFICER COMMENT

While the safety and health of staff is the responsibility of the CEO, Council are responsible for the provision of adequate resources to meet safety objectives and targets. The purpose of the Policy is to demonstrate the Council's commitment to ensuring a safe and healthy work environment and outlines the strategic responsibilities of the CEO in this regard.

CONCLUSION

The Policy updates the current Occupational Safety and Health policy and in doing so maintains the City's support for a safe and healthy work environment.

OPTIONS

Council could decide not to adopt the Policy and instead choose to take a different position / approach in relation to Occupational Safety and Health. Council could also require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the revised Occupational Safety and Health policy as per Attachment A, to replace the current policy (Attachment B).

COMMITTEE RECOMMENDATION

That the Council adopts the revised Occupational Safety and Health policy as per Attachment A, which includes committee amendments as shown in Attachment C, to replace the current policy at Attachment B.

COUNCIL POLICY



Council Policy Name: Occupational Safety and Health Policy

Responsible Directorate: Finance and Corporate Services Version: Proposed

1. PURPOSE

- 1.1. The purpose of this Policy is to demonstrate the commitment of the City of Busselton to providing and maintaining a safe and healthy environment for all people at City of Busselton Workplaces.

2. SCOPE

- 2.1. This Policy is applicable to all City of Busselton Workplaces.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council Policy entitled 'Occupational Safety and Health Policy'
Workplace	A workplace as defined within the Occupational Safety and Health Act 1984

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically Community Objective 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

- 5.1. The City of Busselton regards the provision of a safe and healthy work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance.
- 5.2. Council will allocate resources to achieve the safety and health objectives of the City of Busselton.
- 5.3. The CEO will be responsible for:
 - a. developing and maintaining an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability;
 - b. ensuring the development, implementation and maintenance of an occupational safety and health management system.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Occupational Safety and Health (OSH) Act 1984*
- 6.2. *Occupational Safety and Health (OSH) Regulations 1996*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	12 August 2015	Resolution #	C1508/218

Last updated 12/08/2015

233	Occupational Safety and Health	V3 Current
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PURPOSE

The purpose of this policy is to demonstrate the commitment of the City of Busselton to ensuring a safe and healthy work environment for employees, Councillors, contractors, volunteers and visitors of the City of Busselton.

SCOPE

This Policy applies to all employees, contractors, volunteers and Councillors and to all City workplaces.

POLICY CONTENT

The City of Busselton regards the provision of a safe and healthy work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance. The following objectives and responsibilities will aid the City of Busselton in achieving these standards:

1. Objectives

- * Comply with legislative requirements under the Occupational Safety and Health Act 1984 and other relevant legislation;
- * Comply with AS/NZS 4801 Occupational Health and Safety Management systems;
- * Develop an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability.

2. Responsibilities

2.1 Councillors

- * Ensure sufficient resources are available to achieve the objectives of this policy.

2.2 CEO and Directors

- * Ensure that this policy is implemented.
- * Ensure the development, implementation and maintenance of a management plan to achieve compliance with AS/NZS 4801.
- * Ensure accountability for compliance with this policy is maintained.
- * Meet the City's duty of care as employer under the Occupational Health and Safety Act 1984.
- * Promote the importance and benefit of occupational safety and health throughout the organisation.

2.3 Managers and Supervisors

- * Plan, implement and budget for strategies to ensure hazards are controlled, as far as practicable.
- * Ensure accountability for compliance with safe work practices and safety related operational practices and procedures is maintained.
- * Enforce safety and health requirements within areas of responsibility.
- * Meet the City's duty of care as employer under the Occupational Safety and Health Act 1984

Last updated 12/08/2015

2.4 Employees, Contractors and Volunteers

- * Work with care for their own safety and health and that of others.
- * Meet the duty of care as employee under the Occupational Safety and Health Act 1984.
- * Comply with the City of Busselton safety and health requirements.

Policy Background

Policy Reference No. - 233

Owner Unit – Corporate Services

Originator – Risk and OHS Officer

Policy approved by – Council

Date Approved – 12 August, 2015

Review Frequency – As required

Related Documents –

Occupational Safety and Health (OSH) Act 1984

Occupational Safety and Health (OSH) Regulations 1996

AS/NZS 4801 Occupational Health and Safety Management Systems

History

Council Resolution	Date	Information
C1508/218	12 August, 2015	Version 3
C1107/229	27 July, 2011	Version 2
C0605/145	10 May, 2006	Date of implementation. Former safety policy repealed in favour of new Occupational Safety and Health Policy following a safety audit against AS4801 requiring significant changes. Version 1

COUNCIL POLICY



Council Policy Name: Occupational Safety and Health Policy

Responsible Directorate: Finance and Corporate Services Version: Proposed

1. PURPOSE

1.1. The purpose of this Policy is to demonstrate the commitment of the City of Busselton to providing and maintaining a safe and healthy environment for all people at City of Busselton workplaces.

2. SCOPE

2.1. This Policy is applicable to all City of Busselton workplaces.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council Policy entitled 'Occupational Safety and Health Policy'
Workplace	A workplace as defined within the Occupational Safety and Health Act 1984

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 6 of the City's Strategic Community Plan 2017 and specifically the following Community Objective ~~is:~~

4.1. 6.3: Accountable leadership that is supported by a skilled and professional workforce.

5. POLICY STATEMENT

5.1. The City of Busselton regards the provision of a safe and healthy work environment as fundamental to all organisational activities and essential to maintaining high standards of organisational sustainability, performance and governance.

5.2. Council will ~~ensure sufficient~~ ~~allocate~~ resources ~~are available~~ to achieve the safety and health objectives ~~and targets~~ of the City of Busselton.

5.3. The CEO will be responsible for:

- a. developing and maintaining an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training and accountability;
- b. ensuring the development, implementation and maintenance of an Occupational Safety and Health Management System.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Occupational Safety and Health (OSH) Act 1984*
- 6.2. *Occupational Safety and Health (OSH) Regulations 1996*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	12 August 2015	Resolution #	C1508/218

12.5 Policy and Legislation Committee - 25/09/2018 - REVIEW OF COUNCIL POLICY FEES ALLOWANCES AND EXPENSES FOR ELECTED MEMBERS

SUBJECT INDEX:	Governance
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
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Council Policy ↓ Attachment B Current Council Policy ↓ Attachment C MERG Sponsored Events ↓ Attachment D Proposed Council Policy - Committee Tracked Changes ↓

This item was considered by the Policy and Legislation Committee at its meeting on 25 September 2018, the recommendations from which have been included in this report.

PRÉCIS

This report presents and seeks Council's adoption of a revised 'Fees Allowances and Expenses for Elected Members' Council policy (Attachment A) (the Policy) for Council approval. The current policy (which has already been moved into the new policy template as per Council Resolution (C1805/084) has been reviewed to clarify entitlements in relation to reimbursement of childcare expenses, specifically reimbursement for costs incurred while an Elected Member attends briefing sessions and workshops, as well as reimbursements for travel, expenses while away from home on sanctioned activities and corporate attire expenses. It is proposed that the Policy also set a policy position with respect to Elected Member annual fee and the Mayoral allowance.

BACKGROUND

The current policy, which was last adopted in October 2017, provides for reimbursement of childcare expenses incurred while an Elected Member is attending a Council or Committee meeting. Officers, through discussion with the Policy and Legislation Committee at its August meeting, have confirmed that it was always the intention for the policy to also provide childcare reimbursements while Elected Members are attending briefing sessions (held on a Wednesday afternoon) and other organised briefing sessions / workshops within the City.

The broad intention of the policy was to provide a reimbursement framework which allowed Elected Members to meet their commitments. It was assumed that this would include childcare reimbursement (as per travel) for briefing sessions, with these being key forums to ensure Elected Members are informed when making decisions. As such the Policy has been amended and is presented for Council's adoption.

Additionally Officers have taken the opportunity to set out a policy position with respect to Elected Member fees and the Mayoral allowance, and to provide more clarity in relation to travel reimbursements (specifically reimbursement for travel associated with what is currently referred to as 'Flagship' events), reimbursements while away from home on sanctioned activities, and corporate attire expenses.

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.

Section 5.98(1) and 5.98(2A) of the Act entitles Council members to a fee for attending a council, committee or other prescribed meeting. Section 5.99 of the Act allows a local government to decide that instead of paying a fee referred to in Section 5.98(1), it will instead pay an annual fee determined by the *Salaries and Allowances Tribunal Act 1975* or a fee set by the local government within the range for annual fees determined by the Salaries and Allowances Tribunal (SAT).

Section 5.98(5) entitles the mayor or president of a local government to be paid, in addition, an annual allowance determined for mayors or presidents or as set by the local government within the range determined by the SAT.

Section 5.98A allows a local government to pay the deputy mayor or deputy president an allowance of up to (currently) 25% as determined by the SAT.

Section 5.98(2)(b) of the Act and Regulation 32 of the *Local Government (Administration) Regulations 1996* provides that a Council member may be reimbursed for an expense of a kind prescribed where it has been approved by the local government and where it is incurred in performing a function in his or her capacity as a council member with the express authority of the local government.

Section 5.98(4) of the Act provides that the expense approved by a local government for reimbursement may be approved either generally or in a particular case. All reimbursements are to be in accordance with the determination made by the SAT.

RELEVANT PLANS AND POLICIES

In August 2017 the CEO commissioned a high level independent review of the City's governance systems - the Governance Services Review (GSR). Included in the scope of the review was the City's policy and procedure framework with the following recommendations made:

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, and a Council policy template developed. The proposed revised policy adheres to this framework and template.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no additional financial implications, with the Policy being updated to reflect current practice.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to Key Goal Area 6 – Leadership of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:

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

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation, with the Policy providing improved clarity in relation to a number of reimbursements.

CONSULTATION

No specific consultation was undertaken in relation to the review of the Policy.

OFFICER COMMENT

The purpose of the Policy is to set out the fees, allowances, reimbursements and equipment that Elected Members are entitled to, to enable them to carry out their role efficiently. The following aspects have been adjusted in the Policy.

Elected Member fee

Setting of a policy position is proposed through the adding of this section to the Policy; that is, that Elected Members will be paid an annual attendance fee in lieu of fees for attending meetings referred to in Section 5.98(1) of the Act and that this will be set at the 75th percentile of the applicable band in accordance with the determination of the SAT. The fee will still be required to be set as part of the annual budget adoption however setting a policy position ensures there is transparency in relation to Elected Member fees and administratively provides a clear basis on which the City can prepare its financials.

Reimbursement of childcare expenses

As outlined in the background section of this report, it has been identified that adjustments are required to the current policy in order to provide for the reimbursement of childcare expenses while an Elected Member is attending briefing sessions and workshops organised by the City. Paragraph 5.12 of the Policy provides for this.

Additionally the Policy has been amended, with the inclusion of Paragraph 5.13, to cater for the different ways in which childcare is charged, with many places charging on half and full day rates as opposed to hourly rates. Given this, the calculation of time in Paragraph 5.13 has also been amended to remove inclusion of a nominal time allowance after a meeting / briefing session for partaking in refreshments. For daytime meetings / briefings where childcare costs are generally incurred a half day rate is likely to cater for this.

Reimbursement of travel expenses

With respect to reimbursement for travel, the current policy provides reimbursement for Elected Members who attend 'Flagship' functions and events held within the boundaries of the City, as determined by the Mayor and CEO at the commencement of each calendar year or as determined during the year. This subclause currently has a footnote which indicates that 'Flagship' events and functions will be published in the Friday factsheet or will be the subject of a specific invitation sent by the City's administration.

In practice the identification of Flagship functions and events is left to the discretion of governance officers and the footnote, which indicates they will be included on the Friday factsheet or be the subject of a specific invitation by the City's administration, is leading to confusion. Governance officers pass on to Elected Members many invitations from groups and organisations to attend events, however not all of those are likely to be considered 'Flagship'.

Officers have therefore recommended that this provision be clarified to provide reimbursements for travel for functions and events sponsored to a value of \$10,000 or more through the City's Marketing and Events Reference Group (MERG) funding, and where the Elected Member has been issued a specific invitation by the City's administration. As per the current policy the event must be within the City of Busselton district. Based on 2018/19 MERG funding (Attachment C) this would provide the potential for travel to be reimbursed for 12 events.

An alternative option discussed with the Mayor is for travel to be reimbursed for all MERG sponsored events (currently 29) but limited to one appointed Council representative only for each event, as determined by the Mayor.

Clarification has also been added to point (k) to provide clarity around situations where Elected Members attend, in lieu or on behalf of the Mayor, events to present awards or gifts and a new point (l) has been added to provide for travel expenses (where not required to stay away from home) for situations where an Elected Member attends an event / function to receive an award on behalf of the City.

Reimbursement of expenses while away from home on sanctioned activities

Elected Members may at times also be asked to travel away from home (generally intrastate) for the purposes of receiving awards on behalf of the City. This has been added as a specific occasion for when which reimbursement (or payment) of expenses while away from home would be provided, that is, accommodation, a daily sustenance allowance, transport costs and the cost of attending any specific event related meals for the Elected Member and spouse.

Reimbursement of hospitality expenses

This paragraph has been adjusted to provide for reimbursement of hospitality expenses only for meetings and events for which travel can be claimed under the Policy (whether travel is actually claimed or not) and only where it is reasonable, approved by the Mayor and substantiated with receipts. It was felt that this section of the current policy is too open to interpretation and the changes are intended to provide more certainty.

Corporate attire expenses

The current policy provides Elected Members with reimbursement of up to \$750 in each election year for the purchase of the following:

- b. business attire (which may consist of a suit, jacket and shirts/blouses);
- c. one pair of shoes (up to \$150);
- d. dry cleaning and maintenance of corporate and business attire.

The Policy proposes this be changed to financial year to align with City budgeting processes, and that the dollar limit on shoes be removed, while at the same time clarifying the shoes are to be business shoes. In making the change to financial year an additional condition has been added to prevent an Elected Member who is up for re-election claiming for anything purchased in the period of the financial year preceding the election.

Mayoral allowance

As per inclusion of the Elected Member fee, the Policy seeks to set a position with respect to the Mayoral allowance, noting that the current policy already does this in relation to the Deputy Mayor's allowance.

Reimbursement submissions

The final significant change is the inclusion of a time limit for reimbursements, with reimbursements to be submitted within three months of the expenses being incurred. The remainder of the changes are of a minor nature to streamline the Policy.

CONCLUSION

The Policy updates the current Fees Allowances and Reimbursements for Elected Members policy to provide clarity in relation to reimbursement of childcare, travel, and corporate attire expenses and to streamline the Policy with regard to the recommendations of the GSR.

OPTIONS

Council could decide not to adopt the Policy and instead choose to take a different position / approach in relation to promotion of the City with other levels of government. Council could also require further amendments to be to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the proposed Fees Allowances and Reimbursements for Elected Members policy as per Attachment A, to replace the current policy (Attachment B).

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council adopts the proposed Fees Allowances and Reimbursements for Elected Members policy as per Attachment A, which includes committee amendments as shown in Attachment D, to replace the current policy at Attachment B.

COUNCIL POLICY



City of Busselton
Geographic Bay

Council Policy Name: Fees, Allowances and Expenses for Elected Members

Responsible Directorate: Finance and Corporate Services Version: Proposed

1. PURPOSE

- 1.1. The purpose of this Policy is to set out the fees, allowances, reimbursements and equipment that Elected Members are entitled to, to enable them to carry out their role effectively and efficiently.

2. SCOPE

- 2.1. This Policy is applicable to the purchase of all City of Busselton owned equipment for the specific and individual use of an Elected Member, the reimbursement of any expenses incurred by an Elected Member in the performance of their functions and duties, and fees and allowances provided to all Elected Members.
- 2.2. All matters approved in this Policy are in accordance with the relevant legislation, being the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* and the Local Government Chief Executive Officers and Elected Members Determination made under the *Salaries and Allowances Act 1975*.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
Determination	The determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members as current from time to time
Elected Member	Any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor.
Policy	This City of Busselton Council policy entitled "Fees, Allowances and Expenses for Elected Members"
Regulations	Local Government (Administration) Regulations 1996

4. STRATEGIC CONTEXT

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

5. POLICY STATEMENT

Elected Members

- 5.1. In accordance with Division 8 of Part 5 of the Act Elected Members are entitled to receive a fee for meeting attendance, to be reimbursed for expenses and/or be paid an allowance for certain types of expenses. Certain payments are an entitlement in accordance with the Act, while others require specific local government approval.
- 5.2. Reimbursements under this Policy must be submitted within three months of the expenses being incurred.

Elected Member fee

- 5.3. As per Section 5.99 of the Act, Elected Members will be paid an annual attendance fee in lieu of fees for attending meetings referred to in Section 5.98(1) of the Act. In accordance with the Determination Elected Members shall be paid an annual fee within the Band established as set by Council when the annual budget is adopted.
- 5.4. The annual fee will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, and Elected Member, for the purposes of budget development, will be requested to indicate their preferred payment method.

Provision of equipment

- 5.5. Without limiting the application of any other clause in this Policy, the local government will provide to Elected Members access to resources to enable them to carry out their duties efficiently and effectively.
- 5.6. In accordance with Section 3.1 of the Act, in order to provide for the good government of persons in the District, any new Elected Member will be provided upon request with the following equipment:
- a. brief case up to the value of \$150;
 - b. standard-issue mobile telephone;
 - c. standard issue portable device that will be upgraded from time to time, inclusive of standard equipment associated with the day-to-day use of the device.
- 5.7. Any equipment provided in accordance with this Policy can be retained by the Elected Member at the completion of their term of office or if they serve a minimum of 24 months as an Elected Member.

Information and communication technology allowance

- 5.8. In accordance with the Determination, Elected Members are eligible to claim an annual information and communications technology allowance.
- 5.9. This allowance is to cover an Elected Member's costs in relation to expenses that relate to information and communications technology, for example telephone rental and call charges and internet service provider fees, and are of a kind prescribed by Regulation 32(1) of the Regulations.

- 5.10. The information and communications technology allowance will be paid monthly or quarterly in arrears. The allowance will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, Elected Members, for the purposes of budget development, will be requested to indicate whether it is their intention to claim the information and communications technology allowance and their preferred payment method.

Reimbursement of childcare expenses

- 5.11. In accordance with the 5.98(2)(a) of the Act an Elected Member who incurs childcare expenses due to their attendance at a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed.
- 5.12. In addition, pursuant to 5.98(2)(b) of the Act, an Elected Member who incurs childcare expenses due to their attendance as an Elected Member at arranged briefing sessions and workshops within the City of Busselton district is entitled to be reimbursed.
- 5.13. The extent to which childcare expenses incurred will be reimbursed will be in accordance with the Determination, with the number of hours claimed limited to the actual length of the meeting plus a nominal time allowance for travel to and from the place of care.
- 5.14. Notwithstanding 5.13, reimbursement will be for the lowest minimum set rate of payment which provides coverage of the time calculated under paragraph 5.13.

Reimbursement of travel expenses

- 5.15. In accordance with the Act an Elected Member who incurs expenses to travel to a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed. Elected Members can also be reimbursed for other types of travel in accordance with Regulation 32 of the Regulations.
- 5.16. The following list represents the meetings and other events for which Elected Members will be able to claim reimbursement in accordance with the Determination for incurring travel expenses:
- a. Council meetings - ordinary and special;
 - b. Committee meetings of a formally constituted Council committee of which they are a member or a deputy member acting in the capacity of a member;
 - c. Electors' meetings - annual and special;
 - d. civic receptions hosted by the City of Busselton;
 - e. visits by Ministers of the Crown or other distinguished visitors of similar status;
 - f. City organised inspection tours of matters arising before the Council or as a JDAP member;
 - g. any City-convened meeting by the Mayor or CEO requiring Elected Member attendance, including briefing sessions, workshops and other forums;
 - h. Elected Member training courses;
 - i. City organised meetings with ratepayers;
 - j. attendance at functions and events sponsored to a value of \$10,000 or more by the City of Busselton through the Marketing and Events Reference Group funding, held within the boundaries of the City, and where a specific invitation has been issued by the City's administration. Additionally other events may be approved from time to time by the Mayor and the CEO;

- k. where the Mayor is unable to attend a function or event and has requested another elected member to attend on his behalf. This includes attendance at functions within the district for the purposes of presenting awards / gifts;
 - l. attendance at functions and events for the purposes of receiving awards on behalf of the City;
 - m. seminars and conferences attended in the capacity of an Elected Member as approved by the City in accordance with Policy 08 "Councillors Induction, Training and Professional Development";
 - n. meetings of community groups or other external organisations of which the Elected Member has been appointed the Council's representative / delegate by Council resolution (except where the other body pays the elected member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards).
- 5.17. Where large distances are involved and when practicable, Elected Members are encouraged to use a City-owned motor vehicle in the first instance.
- 5.18. Reimbursement will be made available to Elected Members on the receipt of a certified claim form, in accordance with the Determination.
- 5.19. Where a City vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed.
- 5.20. Subject to the approval of the Chief Executive Officer or delegate, Elected Members are entitled to use a City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only.

Reimbursement of expenses while away from home on sanctioned activities

- 5.21. Expenses incurred for conferences, training, seminars, attendance at intrastate functions for the purposes of receiving awards and similar occasions requiring an Elected Member to stay overnight away from their place of residence will be reimbursed to the Elected Member or paid directly by the City subject to and in accordance with paragraphs 5.22 and 5.23.
- 5.22. Air travel (where applicable) and accommodation will be arranged and paid for by the City in consultation with the Elected Member, with the key consideration being cost effectiveness and, in relation to accommodation, proximity to the location at which the conference, training, seminar or similar occasion is being held.
- 5.23. While staying in accommodation provided by the City, the City will also meet the following expenses:
- a. cost of laundry for Elected Member and spouse or partner for greater than 2 nights;
 - b. taxi fares or other public transport where these directly relate to the activity and no other transport is provided. Reimbursement for an Elected Member's spouse or partner is subject to them being accompanied by the Elected Member;
 - c. daily sustenance allowance per day, in accordance with the Public Service Award 1992 for Elected Member only;
 - d. specific conference / event related meals for Elected Member and spouse or partner.

Reimbursement of hospitality expenses

- 5.24. Elected Members may, subject to the provision of receipts and approval by the Mayor, seek reimbursement of the reasonable costs of beverages or snack items provided during any meeting or function for which they are entitled to reimbursement of travel under paragraph 5.15 and 5.16.

Corporate attire expenses

- 5.25. Upon election, Elected Members will be entitled to be issued with the following corporate attire (with City logo):
- a. corporate suit (male – Trousers and Jacket);
 - b. corporate suit (female – Skirt, Dress, Pants and Jacket);
 - c. corporate shirts/blouses etc.;
 - d. casual/Light weight Fleecy Jacket;
 - e. polo top;
 - f. City tie/scarf.
- 5.26. In addition each Elected Member will be entitled to reimbursement of up to \$750 in each financial year for the purchase of the following:
- a. business attire (which may consist of a suit, jacket and shirts/blouses);
 - b. one pair of business shoes;
 - c. dry cleaning and maintenance of corporate and business attire.
- 5.27. An Elected Member who is up for re-election will not be able to claim reimbursement under 5.26 for anything purchased in the period of the financial year preceding the election.
- 5.28. All corporate attire should be acquired through the City's approved uniform supplier and will be returned to the City on expiry of office.

Mayor

Mayoral allowance

- 5.29. In addition to their entitlements as an Elected Member under this Policy, the Mayor is eligible for a Mayoral allowance in accordance with the Act. In accordance with the Determination the Mayor shall be paid an allowance within the Band established as set by Council when the annual budget is adopted.
- 5.30. The allowance will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Mayoral allowance and their preferred payment method.

Provision of a Mayoral vehicle

- 5.31. The Mayor shall be provided with a City-owned motor vehicle for use in his or her official capacity. The Mayor is entitled to use the City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only. Nothing in this section prevents the vehicle from being utilised in accordance with City fleet guidelines by other Elected Members with the agreement of the Mayor.
- 5.32. The Mayor may also use the vehicle for private use for convenience or necessity on a cost recovery basis. Details of private use shall be recorded in a log book which shall be provided to the City on a quarterly basis with reimbursement made to the City in one of the following ways:
- a. by deduction from the quarterly members allowance payment;
 - b. an invoice provided to the Mayor.

- 5.33. The mileage rate will be determined by the State Salaries and Allowances Tribunal.
- 5.34. Unless Council approves otherwise, the Mayoral vehicle may only be used for private purposes for travel within the State of WA.

Deputy Mayor

Deputy Mayor's allowance

- 5.35. In addition to their entitlements as an Elected Member under this Policy, the Deputy Mayor may be paid a Deputy Mayor's allowance in accordance with the Act. In accordance with the Determination the Deputy Mayor shall be paid 25% of the Mayoral allowance.
- 5.36. The allowance will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Deputy Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Deputy Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Deputy Mayor's allowance and their preferred payment schedule.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members (as current from time to time)
- 6.4. Local Government Department Circular 9-2011

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	11 October 2017	Resolution #	C1710/249

COUNCIL POLICY



Council Policy Name: Fees, Allowances and Expenses for Elected Members

Responsible Directorate: Finance and Corporate Services Version: Approved

1. PURPOSE

- 1.1. The purpose of this Policy is to provide the approval framework under which the provision of equipment, and all fees, allowances and reimbursements to Elected Members will be made to enable them to carry out their role as an Elected Member effectively.

2. SCOPE

- 2.1. This Policy is applicable to the purchase of all local government-owned equipment for the specific and individual use of an Elected Member, the reimbursement of any expenses incurred by an Elected Member in the performance of their functions and duties, and fees and allowances provided to all Elected Members.
- 2.2. All matters approved in this Policy are in accordance with the relevant legislation and determinations, being the *Local Government Act 1995* and *Local Government Elected Council Members Determinations* in accordance with the *Salaries and Allowances Act 1975*.

3. DEFINITIONS

Term	Meaning
Policy	This City of Busselton Council policy entitled "Fees, Allowances and Expenses for Elected Members"
Elected Member	Any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor.

4. STRATEGIC CONTEXT

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

5. POLICY STATEMENT

Elected Members

- 5.1. In accordance with Division 8 of Part 5 of the *Local Government Act 1995* Elected Members are entitled to receive a fee for meeting attendance, be reimbursed for expenses and/or be paid an allowance for certain types of expenses. Certain payments are an automatic entitlement in accordance with the Act, while others require specific local government approval.

Provision of equipment

- 5.2. Without limiting the application of any other clause in this Policy, the local government will provide to Elected Members of the City of Busselton access to resources to enable them to carry out their duties efficiently and effectively.
- 5.3. In accordance with Section 3.1 of the *Local Government Act 1995*, in order to provide for the good government of persons in the District, any newly Elected Member will have the opportunity to be furnished with the following equipment:
- a. a brief case up to the value of \$150;
 - b. a standard-issue mobile telephone; and
 - c. a standard issue mobile device that will be upgraded from time to time, inclusive of standard equipment associated with the day-to-day use of the device.
- 5.4. Any equipment provided in accordance with this Policy can be retained by the Elected Member at the completion of their term of office or if they serve a minimum of 24 months as an Elected Member.

Information and communication technology allowance

- 5.5. In accordance with the relevant *Local Government Elected Council Members Determination*, all Elected Members are eligible to claim an annual information and communications technology allowance, the amount of which will be included in the Schedule.
- 5.6. This allowance is to cover an Elected Member's costs in relation to expenses that relate to information and communications technology, for example telephone rental and call charges and internet service provider fees, and that are of a kind prescribed by regulation 32(1) of the *Local Government (Administration) Regulations 1996*.
- 5.7. The information and communications technology allowance will be paid monthly or quarterly in arrears. The allowance will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, Elected Members, for the purposes of budget development, will be requested to indicate whether it is their intention to claim the information and communications technology allowance and their preferred payment method. Nothing in the relevant legislation or this policy prevents an Elected Member from changing their intention at any time.

Reimbursement of childcare expenses

- 5.8. In accordance with the *Local Government Act 1995* an Elected Member who incurs childcare expenses due to their attendance at a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed.
- 5.9. The extent to which the childcare expenses incurred will be reimbursed will be in accordance with the relevant *Local Government Elected Council Members Determination*. For the purposes of this section, the number of hours claimed shall be limited to the actual length of the meeting, with a nominal time allowance for partaking in refreshments and travel to and from the place of care.

Reimbursement of travel expenses

- 5.10. In accordance with the *Local Government Act 1995* an Elected Member who incurs expenses to travel to a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed. Elected Members can also be reimbursed for other types of travel in accordance with Regulation 32 of the *Local Government (Administration) Regulations 1996*.

- 5.11. The following list represents the meetings and events at which the attendance of an Elected Member is required for which the Elected Member will be able to claim reimbursement in accordance with the *Salaries and Allowances Tribunal Determination for Local Government CEO and Elected Members* for incurring travel expenses:
- a. Council meetings - ordinary and special;
 - b. Committee meetings of a formally constituted Council committee of which they are a member or a deputy member acting in the capacity of a member;
 - c. Electors' meetings - annual and special;
 - d. civic receptions hosted by the City of Busselton;
 - e. visits by Ministers of the Crown or other distinguished visitors of similar status;
 - f. City organised inspection tours of matters arising before the Council or as a JDAP member;
 - g. any City-convened meeting by the Mayor or CEO requiring Elected Member attendance, including briefing sessions, workshops and other forums;
 - h. Elected Member training courses;
 - i. City organised meetings with ratepayers;
 - j. attendance at Flagship* functions and events held within the boundaries of the City and as determined by the Mayor and CEO at the commencement of each calendar year or as determined during the year;
 - k. where the Mayor is unable to attend a function or event and has requested another elected member to attend on his behalf;
 - l. where the Mayor is unable to attend a function or event and has requested another elected member to attend on his behalf;
 - m. seminars and conferences attended in the capacity of an Elected Member as approved by the City in accordance with Policy 08 "Councillors Induction, Training and Professional Development";
 - n. meetings of community groups or other external organisations of which the Elected Member has been appointed the Council's representative / delegate by Council resolution (except where the other body pays the elected member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards).
- * Flagship events and functions will be published in the Friday factsheet or will be the subject of a specific invitation sent by the City's administration.
- 5.12. Where large distances are involved and when practicable, available Elected Members are encouraged to use a City-owned motor vehicle in the first instance.
- 5.13. The reimbursement will be made available to the Elected Member on the receipt of a certified claim form and in accordance with the rates determined by the *Salaries and Allowances Tribunal Determination for Local Government CEO and Elected Members*.
- 5.14. Where a City vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed. Subject to the approval of the Chief Executive Officer or delegate, the Elected Member is entitled to use the City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use does not go beyond use of a minor incidental nature.
- Reimbursement of expenses while away from home on sanctioned activities**
- 5.15. Expenses incurred for conferences, training, seminars and similar occasions requiring an Elected Member to stay overnight away from their place of residence will be reimbursed to the Elected Member or paid directly by the City in accordance with the following guidelines.

- 5.16. Air travel and accommodation will be arranged and paid for by the City in consultation with the Elected Member and the key considerations will be cost effectiveness and for accommodation also proximity to the location at which the conference, training, seminar or similar occasion is being held.
- 5.17. While staying in the accommodation provided by the City for the purpose of enabling attendance at the approved conference, training or seminar, the expenses to be met by the City will be:
- a. cost of laundry for Elected Member and spouse for greater than 2 nights;
 - b. taxi fares or other public transport - only where these directly relate to the activity and no other transport is provided and only for spouse when with Elected Member;
 - c. daily sustenance allowance per day, in accordance with the Public Service Award 1992 for Elected Member only;
 - d. specific conference related meals for Elected Member and spouse.

Reimbursement of hospitality expenses

- 5.18. Elected Members may seek reimbursement of the reasonable costs of beverages or snack items provided during any meeting or networking opportunity that relates to City activities, subject to the provision of receipts.

Corporate attire expenses

- 5.19. Each Elected Member is eligible to be provided with a range of corporate attire (with City logo) on being elected and is entitled to an additional amount of \$750pa for business attire for each year of the election term.
- 5.20. Upon election, Elected Members will be entitled to be issued with the following items:
- a. Corporate attire with City logo (and not charged against the allowance):
 - i. corporate suit (male – Trousers and Jacket);
 - ii. corporate suit (female – Skirt, Dress, Pants and Jacket);
 - iii. corporate shirts/blouses etc.;
 - iv. casual/Light weight Fleecy Jacket;
 - v. polo top;
 - vi. City tie/scarf.
 - b. Other (charged against the allowance):
 - i. business attire (which may consist of a suit, jacket and shirts/blouses);
 - ii. shoes (up to the value of \$150);
 - iii. dry cleaning and maintenance of corporate and business attire.
- 5.21. All of the corporate attire acquisitions should be acquired through the City's approved uniform supplier.
- 5.22. All items of corporate attire which are branded with the City of Busselton's logo should be returned to the City on expiry of office.

Mayor

Mayoral allowance

- 5.23. In addition to their entitlements as an Elected Member under Section 3.1 of this policy, the Mayor is eligible for a Mayoral allowance in accordance with the *Local Government Act 1995*. In accordance with the relevant *Local Government Elected Council Members Determination* the Mayor of the City of

Busselton shall be paid an allowance within the Band established as set by Council when the annual budget is adopted, payable monthly or quarterly in arrears.

- 5.24. The allowance will be calculated on a pro-rata basis for any Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Mayoral allowance and their preferred payment method. Nothing in the relevant legislation or this Policy prevents the Mayor from changing their intention at any time.

Provision of a Mayoral vehicle

- 5.25. The Mayor shall be provided with a City-owned motor vehicle for use in his or her official capacity. The Mayor is entitled to use the City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use does not go beyond use of a minor incidental nature. Nothing in this section prevents the vehicle from being utilised in accordance with City fleet guidelines by other elected members with the agreement of the Mayor or CEO.
- 5.26. The Mayor may also use the vehicle for private use for convenience or necessity on a cost recovery basis. Details of private use shall be recorded in a log book which shall be provided to the City on a quarterly basis.
- 5.27. The Mayor is permitted to use the vehicle for private use without further authorisation on the basis that the cost reimbursement is made to the City by agreement in one of the following ways:
- a. by deduction from the quarterly members allowance payment;
 - b. an invoice be given to the Mayor for reimbursement.
- 5.28. The mileage rate would be calculated at the rate determined by the State Salaries and Allowances Tribunal for Local Government Elected Council Members.
- 5.29. Unless Council approves otherwise, the mayoral vehicle may only be used for private purposes for travel within the State of WA.

Deputy Mayor

Deputy Mayor's allowance

- 5.30. In addition to their entitlements as an elected member under Section 3.1 of this policy, the Deputy Mayor may be paid a Deputy Mayor's allowance in accordance with the *Local Government Act 1995*. In accordance with the relevant *Local Government Elected Council Members Determination* the Deputy Mayor can be paid up to 25% of the Mayoral allowance. The Deputy Mayor of the City of Busselton shall be paid the maximum percentage of the Mayoral allowance of 25%, payable monthly or quarterly in arrears.
- 5.31. The allowance will be calculated on a pro-rata basis for any Deputy Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Deputy Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Deputy Mayor's allowance and their preferred payment schedule. Nothing in the relevant legislation or this policy prevents the Deputy Mayor from changing their intention at any time.

6. RELATED DOCUMENTATION / LEGISLATION


- 6.1. Local Government Act 1995
- 6.2. Local Government Department Circular 9-2011
- 6.3. Local Government (Administration) Regulations 1996
- 6.4. Salaries and Allowances Tribunal Determination for Local Government CEO and Elected Members
(as current from time to time)

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	11 October 2017	Resolution #	C1710/249
Previous Adoption	DATE	13 September 2017	Resolution #	C1709/220

EVENT	TYPE	DATE	18/19	18/19	19/20	19/20	20/21	20/21
			MERG	MUNI	MERG	MUNI	MERG	MUNI
CineFestOz	MYA	Aug	\$ 95,000		\$ 95,000			
Jazz by the Bay	CITY	May	\$ 42,500		\$ 40,000			
Ironman WA	MYA	Dec	\$ 22,000	\$ 168,000	\$ 27,000	\$ 168,000		
Pedal Prix WA	MYA	Aug	\$ 20,000		\$ 20,000			
Ironman WA - Volunteer Program	MYA	Dec	\$ 17,500		\$ 17,500			
Busselton Jetty Swim	MYA	Feb	\$ 15,600		\$ 20,600			
Australian Women's Masters Hockey Championships	MYA	Sep/Oct	\$ 15,000		\$ 25,000			
Forest Rally	MYA	Apr	\$ 12,500		\$ 12,500			
King of Concrete	MYA	Mar	\$ 12,000					
Cabin Fever		Jul	\$ 10,000					
City to Surf	MYA	Aug	\$ 10,000		\$ 9,000		\$ 8,000	
Geographe Bay Race Week	NEW 1 OFF	Feb	\$ 10,000					
Ironman WA - FOC Rooms	MYA	Dec	\$ 9,625		\$ 9,625			
X Adventure Dunsborough	MYA	Mar	\$ 9,500		\$ 9,000			
Taj's Small Fries	MYA	Jan	\$ 9,000		\$ 8,000			
Dunsborough Arts Festival	MYA	Mar	\$ 9,000					
Southwest Mud Fest	MYA	Jul	\$ 7,500					
Margaret River Open Studios	MYA	Apr	\$ 7,500		\$ 7,000			
Cape to Cape MTB	MYA	Oct	\$ 5,000		\$ 5,000			
Southwest Beer Festival	MYA	Feb	\$ 5,000		\$ 5,000			
Open Water Swimming Series Busselton	MYA	Nov	\$ 3,000		\$ 3,000			
Wheelbite		Apr	\$ 2,750		\$ 2,500			
Dunsborough Song Fest	MYA	Nov	\$ 2,500		\$ 2,500			
City of Busselton Half Marathon	MYA	Feb	\$ 2,500		\$ 2,500			
Busselton Winter Jumping Festival	MYA	Jun	\$ 2,500					
Yallingup Malibu Classic	MYA	Dec	\$ 2,250		\$ 2,000			
SW Yoga Fest		Jan/Feb	\$ 2,000					
SW Bush Poets Festival	MYA	Apr	\$ 1,500					
Ironman 70.3 Busselton	MYA	May	\$ 1,200	\$ 45,000				
Books by the Bay	NEW 1 OFF	Jul						
Busselton Spring Running Festival	MYA	Oct						
Busselton Jetty Paddle	NEW 1 OFF	Sep						
Maramoo Marathon	NEW 1 OFF	Sep						
State Beach Volleyball Championships	MYA	Nov						
Hannay Lane	SINGLE YEAR	Nov						
Carols by the Jetty	MYA	Dec		\$ 2,000		\$ 2,000		
YCAB Opening Event		Jan						
Undalup Birak Festival	NEW 1 OFF	Jan						
Festival of Busselton	MYA	Jan		\$ 7,000		\$ 7,000		
Rugby Western Force		Jan						
Australia Day Busselton	MYA	Jan		\$ 3,000		\$ 3,000		
City of Busselton Triathlon - Port Geographe	MYA	Jan						
Busselton Junior Open Tennis		Jan						
City of Busselton Criterium	MYA	Feb						
Laser State Championships	NEW 1 OFF	Feb						
Rugby 7's		Feb						
SuperFoiler Grand Prix		Mar						
Busselton Fringe Festival	CITY	Mar		\$ 20,000				
Busselton Open Tennis		Mar						
Yalambi Jumping Classic		Mar						
2016 Sandgroper Street Rod Nationals	NEW 1 OFF	Mar						
Sandalford Vineyard Half Marathon & Mountain B	MYA	Mar						
Busselton Pride		Mar						
Harley Owners Group State Round	NEW 1 OFF	Mar						
Emergence Creative								
Undalup Djeran Youth Week Event	NEW 1 OFF	Apr						
Margaret River Open Studios - extra funding	NEW 1 OFF	Apr						
South West Salmon Fest		Apr						
See Picture's Go Karts Film		May						
Ironman 70.3 Busselton - Volunteer Program	MYA	May						
MR Readers & Writers Festival		Jun						
Dunsborough Bay Fun Run	MYA	Jun						
Down South MTB Festival		Jun						

COUNCIL POLICY



Council Policy Name: Fees, Allowances and Expenses for Elected Members

Responsible Directorate: Finance and Corporate Services

Version: Proposed

1. PURPOSE

- 1.1. The purpose of this Policy is to set out the fees, allowances, reimbursements and equipment that Elected Members are entitled to, to enable them to carry out their role effectively and efficiently.

2. SCOPE

- 2.1. This Policy is applicable to the purchase of all City of Busselton owned equipment for the specific and individual use of an Elected Member, the reimbursement of any expenses incurred by an Elected Member in the performance of their functions and duties, and fees and allowances provided to all Elected Members.
- 2.2. All matters approved in this Policy are in accordance with the relevant legislation, being the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* and the Local Government Chief Executive Officers and Elected Members Determination made under the *Salaries and Allowances Act 1975*.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
Determination	The determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members as current from time to time
Elected Member	Any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor.
Policy	This City of Busselton Council policy entitled "Fees, Allowances and Expenses for Elected Members"
Regulations	Local Government (Administration) Regulations 1996

4. STRATEGIC CONTEXT

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

5. POLICY STATEMENT

Elected Members

- 5.1. In accordance with Division 8 of Part 5 of the Act Elected Members are entitled to receive a fee for meeting attendance, to be reimbursed for expenses and/or be paid an allowance for certain types of expenses. Certain payments are an entitlement in accordance with the Act, while others require specific local government approval.
- 5.2. Reimbursements under this Policy must be submitted within three months of the expenses being incurred.

Elected Member fee

- 5.3. As per Section 5.99 of the Act, Elected Members will be paid an annual attendance fee in lieu of fees for attending meetings referred to in Section 5.98(1) of the Act. In accordance with the Determination Elected Members shall be paid an annual fee within the Band established as set by Council when the annual budget is adopted set at the 75th percentile of the applicable band, and adopted as part of the annual budget.
- 5.4. The annual fee will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, and Elected Member, for the purposes of budget development, will be requested to indicate their preferred payment method.

Provision of equipment

- 5.5. Without limiting the application of any other clause in this Policy, the local government will provide to Elected Members access to resources to enable them to carry out their duties efficiently and effectively.
- 5.6. In accordance with Section 3.1 of the Act, in order to provide for the good government of persons in the District, any new Elected Member will be provided upon request with the following equipment:
- a. brief case up to the value of \$150;
 - b. standard-issue mobile telephone;
 - c. standard issue mobile-portable device that will be upgraded from time to time, inclusive of standard equipment associated with the day-to-day use of the device.
- 5.7. Any equipment provided in accordance with this Policy can be retained by the Elected Member at the completion of their term of office or if they serve a minimum of 24 months as an Elected Member.

Information and communication technology allowance

- 5.8. In accordance with the Determination, Elected Members are eligible to claim an annual information and communications technology allowance.
- 5.9. This allowance is to cover an Elected Member's costs in relation to expenses that relate to information and communications technology, for example telephone rental and call charges and internet service provider fees, and are of a kind prescribed by Regulation 32(1) of the Regulations.

- 5.10. The information and communications technology allowance will be paid monthly or quarterly in arrears. The allowance will be calculated on a pro-rata basis for any Elected Member who commences or ceases office during the month or quarter. Upon commencement of office, Elected Members, for the purposes of budget development, will be requested to indicate whether it is their intention to claim the information and communications technology allowance and their preferred payment method.

Reimbursement of childcare expenses

- 5.11. In accordance with the 5.98(2)(a) of the Act an Elected Member who incurs childcare expenses due to their attendance at a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed.
- 5.12. In addition, pursuant to 5.98(2)(b) of the Act, an Elected Member who incurs childcare expenses due to their attendance as an Elected Member at arranged briefing sessions and workshops within the City of Busselton district is entitled to be reimbursed.
- 5.13. The extent to which childcare expenses incurred will be reimbursed will be in accordance with the Determination, with the number of hours claimed limited to the actual length of the meeting plus a nominal time allowance for travel to and from the place of care.
- 5.14. Notwithstanding 5.13, ~~where the payment incurred is set by the place of care as either a half day or full day rate,~~ reimbursement will be for the lowest minimum set rate of payment which provides coverage of the time calculated under paragraph 5.13.

Reimbursement of travel expenses

- 5.15. In accordance with the Act an Elected Member who incurs expenses to travel to a Council meeting or a meeting of a formally constituted Council committee of which they are a member is entitled to be reimbursed. Elected Members can also be reimbursed for other types of travel in accordance with Regulation 32 of the Regulations.
- 5.16. The following list represents the meetings and other events for which Elected Members will be able to claim reimbursement in accordance with the Determination for incurring travel expenses:
- a. Council meetings - ordinary and special;
 - b. Committee meetings of a formally constituted Council committee of which they are a member or a deputy member acting in the capacity of a member;
 - c. Electors' meetings - annual and special;
 - d. civic receptions hosted by the City of Busselton;
 - e. visits by Ministers of the Crown or other distinguished visitors of similar status;
 - f. City organised inspection tours of matters arising before the Council or as a JDAP member;
 - g. any City-convened meeting by the Mayor or CEO requiring Elected Member attendance, including briefing sessions, workshops and other forums;
 - h. Elected Member training courses;
 - i. City organised meetings with ratepayers;
 - j. attendance at functions and events sponsored to a value of \$10,000 or more by the City of Busselton through the Marketing and Events Reference Group funding, held within the boundaries of the City, and where a specific invitation has been issued by the City's administration. Additionally other events may be approved from time to time by the Mayor and the CEO;

- k. where the Mayor is unable to attend a function or event and has requested another elected member to attend on his behalf. This includes attendance at functions within the district for the purposes of presenting awards / gifts;
 - l. attendance at functions and events for the purposes of receiving awards on behalf of the City;
 - m. seminars and conferences attended in the capacity of an Elected Member as approved by the City in accordance with Policy 08 "Councillors Induction, Training and Professional Development";
 - n. meetings of community groups or other external organisations of which the Elected Member has been appointed the Council's representative / delegate by Council resolution (except where the other body pays the elected member for meeting attendance and/or travel e.g. ministerial appointment to State Advisory Boards).
- 5.17. Where large distances are involved and when practicable, Elected Members are encouraged to use a City-owned motor vehicle in the first instance.
- 5.18. Reimbursement will be made available to Elected Members on the receipt of a certified claim form, in accordance with the Determination.
- 5.19. Where a City vehicle is utilised, the travel reimbursement or travel allowance cannot be claimed.
- 5.20. Subject to the approval of the Chief Executive Officer or delegate, Elected Members are entitled to use a City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only.

Reimbursement of expenses while away from home on sanctioned activities

- 5.21. Expenses incurred for conferences, training, seminars, attendance at intrastate functions for the purposes of receiving awards and similar occasions requiring an Elected Member to stay overnight away from their place of residence will be reimbursed to the Elected Member or paid directly by the City subject to and in accordance with paragraphs 5.22 and 5.23.
- 5.22. Air travel (where applicable) and accommodation will be arranged and paid for by the City in consultation with the Elected Member, with the key consideration being cost effectiveness and, in relation to accommodation, proximity to the location at which the conference, training, seminar or similar occasion is being held.
- 5.23. While staying in accommodation provided by the City, the City will also meet the following expenses:
- a. cost of laundry for Elected Member and spouse or partner for greater than 2 nights;
 - b. taxi fares or other public transport ~~only~~ where these directly relate to the activity and no other transport is provided. Reimbursement for an Elected Member's spouse or partner is subject to them being and only for spouse when accompanied by the Elected Member;
 - c. daily sustenance allowance per day, in accordance with the Public Service Award 1992 for Elected Member only;
 - d. specific conference / event related meals for Elected Member and spouse or partner.

Reimbursement of hospitality expenses

- 5.24. Elected Members may, subject to the provision of receipts and approval by the Mayor, seek reimbursement of the reasonable costs of beverages or snack items provided during any meeting or function for which they are entitled to reimbursement of travel under paragraph 5.15 and 5.16.

Corporate attire expenses

- 5.25. Upon election, Elected Members will be entitled to be issued with the following corporate attire (with City logo):
- a. corporate suit (male – Trousers and Jacket);
 - b. corporate suit (female – Skirt, Dress, Pants and Jacket);
 - c. corporate shirts/blouses etc.;
 - d. casual/Light weight Fleecy Jacket;
 - e. polo top;
 - f. City tie/scarf.
- 5.26. In addition each Elected Member will be entitled to reimbursement of up to \$750 in each financial year for the purchase of the following:
- a. business attire (which may consist of a suit, jacket and shirts/blouses);
 - b. one pair of business shoes;
 - c. dry cleaning and maintenance of corporate and business attire.
- 5.27. An Elected Member who is up for re-election will not be able to claim reimbursement under 5.246 for anything purchased in the period of the financial year preceding the election.
- 5.28. All corporate attire should be acquired through the City's approved uniform supplier and will be returned to the City on expiry of office.

Mayor

Mayoral allowance

- 5.29. In addition to their entitlements as an Elected Member under this Policy, the Mayor is eligible for a Mayoral allowance in accordance with the Act. ~~In accordance with the Determination the Mayor shall be paid an allowance set at the 75th percentile of the applicable band, and adopted as part of the annual budget~~ In accordance with the Determination the Mayor shall be paid an allowance within the Band established as set by Council when the annual budget is adopted.
- 5.30. The allowance will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Mayoral allowance and their preferred payment method.

Provision of a Mayoral vehicle

- 5.31. The Mayor shall be provided with a City-owned motor vehicle for use in his or her official capacity. The Mayor is entitled to use the City-owned motor vehicle for travel for personal reasons during the time when the vehicle is being used for City purposes, provided such use is of a minor incidental nature only. Nothing in this section prevents the vehicle from being utilised in accordance with City fleet guidelines by other Elected Members with the agreement of the Mayor.
- 5.32. The Mayor may also use the vehicle for private use for convenience or necessity on a cost recovery basis. Details of private use shall be recorded in a log book which shall be provided to the City on a quarterly basis with reimbursement made to the City in one of the following ways:
- a. by deduction from the quarterly members allowance payment;
 - b. an invoice provided to the Mayor.

- 5.33. The mileage rate will be determined by the State Salaries and Allowances Tribunal.
- 5.34. Unless Council approves otherwise, the Mayoral vehicle may only be used for private purposes for travel within the State of WA.

Deputy Mayor

Deputy Mayor's allowance

- 5.35. In addition to their entitlements as an Elected Member under this Policy, the Deputy Mayor may be paid a Deputy Mayor's allowance in accordance with the Act. In accordance with the Determination the Deputy Mayor shall be paid 25% of the Mayoral allowance.
- 5.36. The allowance will be payable monthly or quarterly in arrears and will be calculated on a pro-rata basis for any Deputy Mayor who commences or ceases office during the month or quarter. Upon commencement of office, the Deputy Mayor, for the purposes of budget development, will be requested to indicate whether it is their intention to claim a Deputy Mayor's allowance and their preferred payment schedule.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. Salaries and Allowances Tribunal Determination for Local Government Chief Executive Officers and Elected Members (as current from time to time)
- 6.4. Local Government Department Circular 9-2011

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	11 October 2017	Resolution #	C1710/249

12.6 Policy and Legislation Committee - 25/09/2018 - REVIEW OF COUNCIL POLICY 192
VANDALISM - REWARD FOR INFORMATION RELATING TO THE DAMAGE OF COUNCIL
PROPERTY

SUBJECT INDEX:	Governance
STRATEGIC OBJECTIVE:	A friendly safe and inclusive community with a strong community spirit.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Governance
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Policy - Vandalism - Reward for information relating to the damage of City property ↓ Attachment B Current Council Policy ↓

This item was considered by the Policy and Legislation Committee at its meeting on 25 September 2018, the recommendations from which have been included in this report.

PRÉCIS

This report presents a revised Vandalism - Reward for information relating to the damage of City property (Attachment A) (the Policy) for Council approval, with the current policy having been amended as part of the City's overall review of its Council policies, having regard to the recommendations of the Governance System Review (GSR) carried out by Mr John Woodhouse in 2017.

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

BACKGROUND

A policy in relation to the provision of a reward for information relating to vandalism or damage to City property was originally adopted with the aim of preventing future vandalism and reducing maintenance costs incurred through the damaging of City property.

The policy was last reviewed in June 2017 post the WA State Parliament introducing specific legislation that deals with Graffiti. The *Graffiti Vandalism Act 2016* (the Act) was passed in 2016 and provides for:

- Graffiti Offenses;
- Local Government Powers; and
- Notices, Objections and Powers of Entry.

Section 16 of the Act provides that a local government may delegate to the CEO the exercise of its powers and duties. It was proposed at the time of the last policy review that Council delegate to the CEO its powers and duties under the Act (which it did). Minor amendments were also made to the policy.

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.

In accordance with Section 16(1) of the Act Council may exercise its power of delegation to the CEO to exercise any of the local government's powers or the discharge of any of its duties provided for in Part 3 of the Act. Council have delegated these powers to the CEO under Delegation GV1.

RELEVANT PLANS AND POLICIES

In August 2017 the CEO commissioned a high level independent review of the City's governance systems - the GSR. Included in the scope of the review was the City's policy and procedure framework with the following recommendations made:

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, and a Council policy template developed. The proposed revised policy adheres to this framework and template.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no additional financial implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to Key Goal Area 1 – Community and Key Goal Area 2 - Places and Spaces of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:

- a. 1.1: A friendly safe and inclusive community with a strong community spirit;
- b. 2:2: Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the Officers recommendation, with the Policy simply reiterating and maintaining Council's current practice with respect to providing a reward to deter damage to City property.

CONSULTATION

No specific consultation was undertaken in relation to the review of the Policy.

OFFICER COMMENT

The purpose of the Policy is to set guidelines for the rewarding of a person who provides information as to the identity of an offender who has vandalised or damaged City property. The information provided must lead to a successful conviction or a successful outcome on the matter.

While retaining the CEO's ability to decide on an appropriate level of reward, it is recommended that a maximum reward value of \$1,000 be included within the Policy. This will provide additional clarity and assist in managing expectations. It is however also recommended that the Policy provides scope for the CEO and Mayor to agree on a higher value reward in circumstances where it may be appropriate (although not expected to be often).

Other than minor editing associated with transfer of the Policy into the new template, the only other change is to include Elected Members in paragraph 5.6 which prohibits City employees and WA Police, and proposed Elected Members, from receiving rewards under the Policy.

CONCLUSION

The Policy maintains Council's pro-active commitment to deterring damage to City property and proposed only one substantive change as outlined.

OPTIONS

Council could decide not to adopt the Policy and instead choose to take a different position / approach in relation to Occupational Safety and Health. Council could also require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of its adoption by Council.

OFFICER RECOMMENDATION

That the Council adopts the revised Vandalism - Reward for information relating to the damage of City property policy as per Attachment A, to replace the current policy (Attachment B).:

COMMITTEE RECOMMENDATION

That the Council rescind the Vandalism - Reward for information relating to the damage of City property policy.

Reason: The majority of the Policy and Legislation Committee felt that the policy could have potential unintended consequences in relation to rewards being sought and that, in any event, the CEO could, where circumstances warranted, offer a reward in the absence of a policy.

COUNCIL POLICY



Council Policy Name: Vandalism - Reward for information relating to the damage of City property

Responsible Directorate: Finance and Corporate Services Version: Proposed

1. PURPOSE

- 1.1. The purpose of this Policy is to set guidelines for the rewarding of a person who provides information as to the identity of an offender who has vandalised or damaged City property, subject to that information leading to successful conviction of the offender or a successful outcome on the matter.

2. SCOPE

- 2.1. This Policy may be utilised in relation to vandalism resulting in damage to City property.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled "Vandalism - Reward for information relating to the damage of City property"

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Goal Area 1 – Community and Key Goal Area 2 - Places and Spaces of the City's Strategic Community Plan 2017 and specifically the following Community Objective/s:
 - a. 1.1: A friendly safe and inclusive community with a strong community spirit;
 - b. 2:2: Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.

5. POLICY STATEMENT

- 5.1. The City of Busselton actively seeks to reduce and prevent vandalism in its community.
- 5.2. Identification and prosecution of offenders reduces the likelihood of future occurrences. To this end the City may offer a reward to anyone who provides information leading to the conviction of a person for an act of vandalism or damage of City property.
- 5.3. When an act of vandalism of City property has occurred, the Chief Executive Officer is authorised to set an appropriate reward up to a value of \$1,000 for information leading to a successful conviction, or to pay a reward to a person who voluntarily provides information as to the identity of an offender which leads to a successful conviction.
- 5.4. The amount of the reward is to take into consideration the level of damage that has been caused to City property.

Proposed Policy - Vandalism - Reward for information relating to the damage of City property

5.5. Where the CEO considers a reward of greater than \$1,000 to be appropriate, he will discuss and agree this with the Mayor.

5.6. Rewards will not be paid to City employees, Elected Members, or members of the WA Police Service.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act, Section 2.7 and 5.42

6.2. Graffiti Vandalism Act 2016

7. REVIEW DETAILS

Review Frequency	3 yearly			
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	14 June 2017	Resolution #	C1706/131

Last updated 14 June 2017

192	Vandalism – Reward for Information relating to the damage of Council Property	V3 Current
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1. PURPOSE

Any person providing information as to the identity of an offender who has vandalised City property can be offered a reward upon successful conviction of the offender or the City obtains a successful outcome on the matter.

2. SCOPE

The policy may be utilised to offer a potential reward for damage that has occurred where the identity of the offender is not known, or to provide a reward to a person who voluntarily provides information on the identity of an offender. A reward will be paid upon successful conviction of the offender.

3. POLICY CONTENT

The City of Busselton actively seeks to reduce and prevent vandalism in its community. The control of vandalism can minimise the cost of repairs and can contribute to minimising insurance premiums.

One such way to minimise vandalism is to identify and prosecute offenders to reduce the likelihood of future occurrence. One way of achieving this is for the City to offer a reward to anyone who provides information leading to the conviction of a person for an act of vandalism against City property.

When an act of vandalism against City property has occurred, the Chief Executive Officer is authorised to set an appropriate reward for information leading to a successful conviction, or to pay a reward to a person who voluntarily provides information as to the identity of an offender which leads to a successful conviction. The amount of the reward is to take into consideration the level of damage that has been caused to City property.

Rewards will not be paid to City employees or members of the WA Police Service.

Policy Background

Policy Reference No. - 192
Owner Unit – Governance Services
Policy approved by Council – 14 June 2017
Review frequency – As required

Related Documents

- Local Government Act, Section 2.7 and 5.42
- Graffiti Vandalism Act 2016

History

Council Resolution	Date	Information
C1706/131	14 June 2017	General Update Version 3
C1211/324	28/11/2012	Version 2

13. PLANNING AND DEVELOPMENT SERVICES REPORT

Nil

14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 NAMING OF RESERVE 52464 - PITTS PARK

SUBJECT INDEX:	LAND ADMINISTRATION
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Community Development Officer - Naomi Davey
AUTHORISING OFFICER:	Director, Community and Commercial Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Map - Reserve 52464 ↓

PRÉCIS

This report seeks the Council's endorsement to name the Reserve 52464, Lot 8112 on the Corner of Napoleon Promenade and Mackerel Avenue Vasse, Pitts Park after Albert Leslie Pitts (dec.) a long term resident of Busselton, in line with Council Policy 237 – Naming of Parks, Gardens, Reserves, Memorials, Sports Grounds and Buildings.

BACKGROUND

With the development of community assets such as parks, gardens, reserves, memorials, sports grounds and buildings it is often desirable to recognise the achievements and/or past community efforts of certain community pioneers, and/or long term residents.

The City has received a letter from the family of Mr Albert Leslie Pitts inquiring about the prospect of naming a road or reserve after Mr Pitts. Mr Pitts is recognised for his service in World War II, specifically as a prisoner of war before returning to Busselton where he lived for the remaining 64 years. Mr Pitts was a supporter and sponsor of the Busselton Trotting Club for over 20 years.

Upon investigation it was uncovered that there is a Pit Road already in existence in the locality of Yoganup, therefore it was proposed to name a reserve instead. The family were contacted with a proposal to name Reserve 52464, Lot 8112 as Pitts Park which they supported.

STATUTORY ENVIRONMENT

The *Land Administration Act 1997* provides that the Minister for Lands (the Minister) has the authority for officially naming and un-naming all local parks and recreational reserves in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of local parks and recreational reserve names. A formal request to Landgate will need to be submitted further to any decision by Council to name a reserve after Mr Albert Leslie Pitts.

RELEVANT PLANS AND POLICIES

The City of Busselton Policy 237 Naming of Parks, Gardens, Reserves, Memorials, Sports Grounds and Building applies to this application. The policy applies in respect to any proposal to name a park, garden, reserve, memorial, sports ground and building or other significant infrastructure asset owned by or under the care, control or management of the City of Busselton.

In considering a name, the Council may consider naming a City asset in honour of persons considered to be pioneers, persons who may have made an outstanding humanitarian contribution or who, in the opinion of the Council, are worthy of such an honour. Council may determine that the proposal requires formal public consultation.

The Policy outlines a range of criteria against which a person shall be assessed. Mr Pitts meets the criteria of the policy, having lived in the district for 10 years or more and having made a contribution to the local community through his association of 20 or more years with a local community or sporting group.

FINANCIAL IMPLICATIONS

The financial implication for signage can be met in the current budget.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The officer's recommendation aligns with Key Goal Area 2 – Places and Spaces of the City's Strategic Community Plan 2017 and specifically Community Objective 2.2 – Attractive parks and open spaces that create opportunity for people to come together, socialise and enjoy a range of activities.

RISK ASSESSMENT

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

CONSULTATION

Consultation was undertaken with the Busselton Trotting Club to confirm Mr Pitts support and sponsorship and the Pitts family about the choice of reserve to be named after Mr Pitts. Formal public consultation is recommended to ensure broader community support.

OFFICER COMMENT

The Pitts family request to have a road named after Mr Pitts cannot be supported as Pit Road is already in existence in the locality of Yoganup. The family agreed with the proposal to name Reserve 52464, Lot 8112 as Pitts Park instead and supplied the relevant documentation to support an application under City of Busselton Policy 237 to name a reserve owned by or under the care, control or management of the City.

Mr Pitts has met the criteria of the above policy with his sponsorship of the Busselton Trotting Club of more than 20 years and his 65 plus years of residency in Busselton.

CONCLUSION

Mr Pitts is considered a suitable candidate to have a Reserve named after him. It is therefore recommended that the proposal to name Reserve 52464, Lot 8112 "Pitts Park" after Mr Albert Leslie Pitts be approved, subject to a period of advertising for community comment and the receipt of no submissions of a consequential nature which would prevent or call into question the proposed naming.

OPTIONS

Council may elect to:

- Endorse the proposal to name Reserve 52464, Lot 8112 Pitts Park after Mr Albert Leslie Pitts requiring no further community consultation to be undertaken.
- Propose or seek alternative reserves for consideration to be named after Mr Albert Leslie Pitts.
- Not proceed with the application.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council approve the recommendation, officers will advertise the proposal for community comment for a period of 21 days and conduct consultation with adjoining land owners.

OFFICER RECOMMENDATION

That the Council:

1. Approve for the purposes of advertising the naming of Reserve 52464, Lot 8112 as Pitts Park after Mr Albert Leslie Pitts;
2. Advertise the proposal to name Reserve 52464, Lot 8112 as Pitts Park after Mr Albert Leslie Pitts for community comment for a period of 21 days and conduct consultation with adjoining land owners; and
3. Delegate to the CEO to assess the submissions and, subject to there not being any submissions which he considers of a consequential nature, submit a formal request to Landgate requesting the naming of Reserve 52464, Lot 8112 to Pitts Park after Mr Albert Leslie Pitts.

Proposed Reserve Site – Albert Leslie Pitts



Proposed Site 1	
Reserve No:	52464
Lot Address:	Cnr Napoleon Promenade and Mackerel Ave
Zoning & Tenure:	Public Recreation
Size:	4868 sqm
Management Order:	Since 16 Dec 2016

16. FINANCE AND CORPORATE SERVICES REPORT

Nil

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Administration Officer - Governance - Kate Dudley
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications received by the City between 1 September, 2018 and 15 September, 2018 ↓
	Attachment B Planning Applications determined by the City between 1 September, 2018 and 15 September, 2018 ↓
	Attachment C State Administrative Tribunal Appeals

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 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 Planning and Development Services Statistics

Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 1 September 2018 and 15 September 2018. A total of 28 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 September 2018 and 15 September 2018. A total of 29 applications (including subdivision referrals) were determined by the City during this period with 29 approved / supported and 0 refused / not supported.

17.1.2 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 21 September 2018.

OFFICER RECOMMENDATION

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

- [17.1.1 Planning and Development Services Statistics](#)
- [17.1.2 State Administrative Tribunal Appeals](#)

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
DA18/0635	Single House (Landscape Value Area)	3121 Caves Road~YALLINGUP WA 6282	Lot 2 PLAN 405011	1/09/2018	100000	Harris Charles Greenberg & Mandy Margaret Varley	Adrian Zorzi Pty Ltd	14
DA18/0626	Residential Building (New Backpacker Hostel to Replace Existing)	14 Peel Terrace~BUSSELTON WA 6280	Lot 6 DIAGRAM 27033	3/09/2018	330000	Karlien Cawley & Sarah Jean Deale	Able Planning & Project Management	10
DA18/0625	'Change of Use' to Holiday Home (Single House) 6 people	17 Carey Street~BUSSELTON WA 6280	Lot 4 DIAGRAM 1412	4/09/2018	0	Philip Stephen Lloyd & Wendy Dale Dymond	Philip Stephen Lloyd, Wendy Dale Dymond	7
DA18/0631	Patio (Landscape Value Area)	18 Charnu Place~QUINDALUP WA 6281	Lot 25 PLAN 41369	4/09/2018	12000	Terrence Desmond Dovey & Nola Ann Dovey	Nola Ann Dovey, Terrence Desmond Dovey	0
DA18/0632	Additions to Existing Single House	28 Ballarat Road~WONNERUP WA 6280	Lot 32 PLAN 223219	4/09/2018	200000	Phillip Dean Moore & Beverley June Sykes	Phillip Dean Moore, Beverley June Sykes	0
DA18/0633	Rural Workers Dwelling	2885 Caves Road~YALLINGUP WA 6282	Lot No:463 & 426 & 332 & 425 & 434 & 580	4/09/2018	250000	Ross Thomas George Scott	Darrell Ross Scott	11
DA18/0634	R-Codes Variation - Outbuilding	46 Gigondas Street~YALYALUP WA 6280	Lot 633 PLAN 403469	4/09/2018	11000	Nita Louise Martin-Taylor	Sheds Down South	13
DA18/0644	Entry Statement (Fraser Gallop Estate)	547 Metricup Road~WILYABRUP WA 6280	Lot 1680 PLAN 201657	4/09/2018	10000	Fraser Gallop Estate Pty Ltd	Allwest Building Approvals	12
DA18/0655	Forward Works for Residential Subdivision - Earthworks, Strip Topsoil and Fill	Higgins Drive~BROADWATER WA 6280	Lot 33 PLAN 413749	4/09/2018	145000	Eileen Joan Gregory & Daniel Robert Haffield Gregory	Corrib Silverbay Developments Pty Ltd	10

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
DA18/0637	Incidental Development - Single House addition and Front Boundary Wall	210 Rendezvous Road~VASSE WA 6280	Lot 7 PLAN 13355	5/09/2018	15000	Joel Victor Lawrance & Michelle Ashley Lawrance	Joel Victor Lawrance, Michelle Ashley Lawrance	15
DA18/0638	'Change of Use' to Holiday Home (Single House) 4 People	61 Zamia Grove~YALLINGUP WA 6282	Lot 7 PLAN 30081	5/09/2018	0	David Andrew Seward	David Andrew Seward	11
DA18/0640	Grouped Dwelling (R-Codes Variations)	13A Freebridge Place~DUNSBOROUGH WA 6281	Lot 2 SSPLN 76775	5/09/2018	546951	Donna Leanne Thomas	Green Construct Pty Ltd	0
DA18/0641	Proposed Signage (Drive Through Liquor Sales)	30-38 Marine Terrace~BUSSELTON WA 6280	Lots 20 & 300	5/09/2018	2500	EHB Holdings Pty Ltd	John Bell Building Company	15
DA18/0647	Single House (Landscape Value Area)	Vintners Drive~QUINDALUP WA 6281	Lot 53 PLAN 33465	5/09/2018	332000	Nathan Leigh Brand & Heather Elizabeth Brand	Ustyle Homes	12
DA18/0645	Additions to Existing Single House (Landscape Value Area)	132 Endicott Loop~DUNSBOROUGH WA 6281	Lot 32 PLAN 19482	6/09/2018	550000	Jodi Investments Pty Ltd	Maley Developments Pty Ltd TA Madison Builders	0
DA18/0646	Change of Use - Holiday Home (Single House) 6 People	180 Marine Terrace~GEOGRAPHE WA 6280	Lot 64 PLAN 8922	6/09/2018	0	Nicola Alison Tonkin & Samuel William Tonkin	Samuel William Tonkin, Nicola Alison Tonkin	0
DA18/0648	'Change of Use' to Holiday Home (Grouped Dwelling) 4 People	2/81 Adelaide Street~BUSSELTON WA 6280	Lot 2 STPLN 8593	6/09/2018	0	Michael Jason Gullotto & Tracy Peta Hoogland	Michael Jason Gullotto, Tracy Peta Hoogland	11
DA18/0649	Grouped Dwelling	11/48 Harris Road~BUSSELTON WA 6280	Lot 17 SSPLN 73721	7/09/2018	188017	Peel Terrace Pty Ltd	Tangent Nominees Pty Ltd	10

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
DA18/0650	Single House (Landscape Value Area)	13 MacLaren Drive~YALLINGUP WA 6282	Lot 47 PLAN 51536	7/09/2018	350000	Andrew Patrick Campbell & Nichola Jorene Campbell	Andrew Patrick Campbell, Nichola Jorene Campbell	6
DA18/0652	Garage (Reduced Rear Setback)	22 Maryllia Road~BROADWATER WA 6280	Lot 37 PLAN 9290	7/09/2018	50000	Anouska Sacha Falconer	Sheds Down South	8
DA18/0651	Addition to existing Football Clubroom	21 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 4979 PLAN 19038	11/09/2018	200000	City of Busselton (Management Order) & State of WA	Dunsborough Football Club Inc	0
DA18/0654	'Change of Use' to Holiday Home (Grouped Dwelling) 6 People	7/22-24 Thomas Street~WEST BUSSELTON WA 6280	Lot 2 S5PLN 45698	12/09/2018	0	Arthur David Graham & Patricia Margaret Graham	Arthur David Graham, Patricia Margaret Graham	5
DA18/0656	Unauthorised Additions to Grouped Dwelling	9/4 Court Street~WEST BUSSELTON WA 6280	Lot 9 STPLN 11291	12/09/2018	6000	Sally Vaughan & Trevor Stephen Vaughan	Sally Vaughan, Trevor Stephen Vaughan	2
DA18/0653	Incidental Development- Rainwater Tank (Landscape Value with Reduced Setback)	14 Huntington Court~QUEDJINUP WA 6281	Lot 208 DIAGRAM 99060	13/09/2018	13000	Adam Daniel Hugh Shepherd	Adam Daniel Hugh Shepherd	4
DA18/0657	Outbuilding (Landscape Value Area)	31 Grove Park Terrace~QUINDALUP WA 6281	Lot 14 PLAN 24492	14/09/2018	19000	Andrew Paul Lampard	Rebecca Weeks	5
DA18/0658	Outbuilding (Reduced Setback)	343 Bussell Highway~BROADWATER WA 6280	Lot 3 DIAGRAM 28312	14/09/2018	26400	Robert Maxwell Hurren & Janice Douglas Hurren	Salaman Pty Ltd	4
WAPC18/0032	3 x Lot Subdivision	45 Cable Sands Road~YALYALUP WA 6280	Lot 9032 PLAN 406716	4/09/2018	0	East Busselton Estate Pty Ltd	East Busselton Estate Pty Ltd, Western Australian Planning Commission (WAPC), RPS Australia East Pty Ltd	18

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								
WAPC18/0033	2 x Lot Survey-Strata	946 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 3 DIAGRAM 32267	11/09/2018	0	Ian Byrne Tassell & Patricia Anne Tassell	BSO Development Consultants Pty Ltd	11

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
DA18/0397	Single House (Reduced Setback)	11 Lorna Street~DUNSBOROU GH WA 6281	Lot 133 PLAN 7393	3/09/2018	Approved	30	385506	Christopher Larry Boag & Michelle Anne Boag	WA Country Builders Pty Ltd - Busselton
DA18/0145	Use Not Listed (4WD Test Track, Informal Parking Area and Fencing)	20 Koorden Place~REINSCOURT WA 6280	Lot 13 PLAN 4065	3/09/2018	Approved	109	10000	Mountney Family Nominees Pty Ltd	Mountney Family Nominees Pty Ltd
DA18/0621	Verandah Addition to Existing Chalet	11/1652 Caves Road~DUNSBOROU H WA 6281	Lot 11 SSPLN 46428	4/09/2018	Approved	57	11500	Peter Craig Gordon, Nancy May Gordon, Leonard Rex Gordon, Sharon Kaye Anderson, David John Ebert, Julie May Ebert	Bruce Somerville Blundell
DA18/0471	Two Temporary Sea Containers (Storage)	78 Jones Road~QUEDJINUP WA 6281	Lot 12 PLAN 20129	5/09/2018	Approved	62	0	Peter Robert Bruhn & Deidre Anne Bruhn	Peter Robert Bruhn, Deidre Anne Bruhn
DA18/0582	Swimming Pool, Deck and Outdoor Ablutions	14 Parkland Court~QUINDALUP WA 6281	Lot 26 PLAN 24493	6/09/2018	Approved	21	30000	Dane Stephen Butterly & Adele Renee Butterly	Adele Renee Butterly, Dane Stephen Butterly
DA18/0533	R-Codes Approval (Outbuilding with reduced setback)	37 Reynolds Street~WEST BUSSELTON WA 6280	Lot 10 DIAGRAM 36745	6/09/2018	Approved	21	19500	Phillip Warrick Lyon & Tracy Anne Passfield	Busselton Sheds Plus
DA18/0388	Over-height Outbuilding (Reduced Setbacks)	23 Daly Road~YALYALUP WA 6280	Lot 798 PLAN 401832	6/09/2018	Approved	18	4500	James Matier Black	James Matier Black
DA18/0558	Lean-to Addition to Existing Outbuilding (Landscape Value Area)	1/5 Wildbrook Place~YALLINGUP WA 6282	Lot 1 SSPLN 39954	6/09/2018	Approved	26	3000	Timothy Alan Borzecki, Catherine Joy Meaghan, Natasha Anne Farrell	Daniel Phillip Hopkins

Planning Applications determined by the City between 1 September, 2018 and 15 September, 2018

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
DA18/0472	Modification to Building Envelope to Accommodate an Outbuilding	14 Corymbia Close~YALLINGUP WA 6282	Lot 3 PLAN 52697	6/09/2018	Approved	5	12600	Adam Paul Wright & Hannah Wright	Adam Paul Wright
DA18/0597	Verandah and Outbuilding Additions to Existing Storage Shed	3314 Caves Road~WILYABRUP WA 6280	Lot 13 PLAN 12089	6/09/2018	Approved	16	5000	Saruman Holdings Pty Ltd	Custom Residential Design
DA18/0559	Patio (Reduced Rear Setback)	19 Fitzroy Link~VASSE WA 6280	Lot 28 PLAN 56807	7/09/2018	Approved	8	8450	Julie Ann Large & Louise Jean Eichner	Rhys Michael Assan
DA18/0507	'Change of Use' to Holiday Home (Single House) 10 people (increase in numbers)	6 Nicholas Court~DUNSBOROUG H WA 6281	Lot 78 PLAN 7393	7/09/2018	Approved	46	0	Gary James Battle & Deborah Maree Battle	Gary James Battle, Deborah Maree Battle
DA18/0481	'Use Not Listed' Hand Car Wash	37 Kent Street~BUSSELTON WA 6280	Lot 12 DIAGRAM 16538	7/09/2018	Approved	41	100000	Trust Co Australia Ltd	Calibre Professional Services Pty Ltd
DA18/0550	'Change of Use' to Holiday Home (Single House) 6 People	4 Hakea Way~DUNSBOROUG H WA 6281	Lot 68 PLAN 17566	7/09/2018	Approved	30	0	Nigel Clive Boots & Karen Liane Boots	Nigel Clive Boots, Karen Liane Boots
DA18/0530	Modified Building Envelope and Ancillary Dwelling Addition (Landscape Value Area)	228 Lagoon Drive~YALLINGUP WA 6282	Lot 6 PLAN 24227	10/09/2018	Approved	40	19000	Megan Anne Kosieradzki & Michael Richard Kosieradzki	Megan Anne Kosieradzki, Michael Richard Kosieradzki
DA18/0616	Single House (R-Codes Variation)	45 Kawana Boulevard~DUNSBOROUGH WA 6281	Lot 1456 PLAN 412045	10/09/2018	Approved	14	240509	Geoffrey Lawrence Bowman & Michelle Louise Bowman	Ventura Home Group Pty Ltd

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0563	Single House (R-Codes Variation)	18 Waterville Road~DUNSBOROUGH WA 6281	Lot 140 PLAN 405106	10/09/2018	Approved	26	291497	Shane Andrew Webb & Jodie Ann Reynolds	Dale Alcock Homes South West Pty Ltd
DA18/0569	Toilet / Ablution to Existing Restaurant	53 Prince Street~BUSSELTON WA 6280	Lots: 17 & 18	10/09/2018	Approved	26	13000	Graham Bruce Macdougall & Dellas Macdougall	Dellas Macdougall, Graham Bruce Macdougall
DA18/0497	Retrospective Over-height Outbuilding	18A Rosemary Drive~BUSSELTON WA 6280	Lot 33 DIAGRAM 40052	11/09/2018	Approved	55	8000	Benn Achilles	Benn Achilles
DA18/0608	Pergola (Special Character Area)	1/332 Geographe Bay Road~QUINDALUP WA 6281	Lot 1 SSPLN 44857	12/09/2018	Approved	13	5000	Keychime Investments Pty Ltd, Dalecross Holdings Pty Ltd, William Bowie Gray Macdonald	William Bowie Gray Macdonald, Keychime Investments Pty Ltd, Dalecross Holdings Pty Ltd
DA18/0579	Outbuilding (Reduced Setbacks)	7 Peron Avenue~DUNSBOROUGH WA 6281	Lot 312 PLAN 12170	12/09/2018	Approved	26	10000	Brenton Daniel Jones & Kristin Lee Jones	Brenton Daniel Jones, Kristin Lee Jones
DA18/0629	Street Wall (Port Geographe Development Area)	20 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 69 PLAN 59251	13/09/2018	Approved	10	4623	Michael Lindon Reilly & Michelle Beverly Reilly	Plunkett Homes 1903 Pty Ltd
DA18/0463	Convert Shed into Ancillary Dwelling (Special Character and Landscape Value Areas)	52 Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 335 PLAN 55023	13/09/2018	Approved	64	5000	Roderick Charles Ehlers & Rebecca Marie Makeham-Bateson	Mark Webster Design
DA18/0512	Extension to Existing Tourist Unit	4/4 Lecaille Court~DUNSBOROUGH WA 6281	Lot 4 STPLN 34995	13/09/2018	Approved	56	250000	Kevin David O'Sullivan	Site Architecture Studio
DA18/0572	Indoor Pool and Enclosure	555 Bussell Highway~BROADWATER WA 6280	Lot 110 PLAN 28883	13/09/2018	Approved	35	1000000	Whitemark Pty Ltd	D'Agostino and Luff Architects Pty Ltd
DA18/0549	Outbuilding (Landscape Value Area)	3 Willanup Rise~DUNSBOROUGH WA 6281	Lot 55 PLAN 21159	14/09/2018	Approved	40	19935	Sharron Catherine Furnival & John William Moore	CR Design Solutions

Applications Determined Report									
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Determined Date</i>	<i>Application Determined Result</i>	<i>Clock Days</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>
Development Applications									
DA18/0499	Ancillary Dwelling and Major Renovation (Landscape Value Area)	25 Mack Place~YALLINGUP WA 6282	Lot 29 PLAN 21026	14/09/2018	Approved	57	150000	David John Devenish & Roslyn Myris Devenish	David John Devenish, Roslyn Myris Devenish
DA18/0573	Carport (Reduced Setback)	30 Bina Place~QUEDJINUP WA 6281	Lot 114 PLAN 22150	14/09/2018	Approved	30	10000	Oddveig Liv Forbes & Graeme Alexander Forbes	Oddveig Liv Forbes, Graeme Alexander Forbes
WAPC18/0019	6 Lot Survey Strata (+ Common Property)	72 Dorset Street~WEST BUSSELTON WA 6280	Lot 53 DIAGRAM 19413	6/09/2018	Approve	95	0	Shayne Rohan Brown & Bobbie Terrase Brown	Able Planning & Project Management

As at 21 September 2018

APPLICATION (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON							
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 non listed use	Jo Wilson	<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 on the 23 July, 2018, the following orders were made: <ul style="list-style-type: none"> - Applicant to provide additional information in respect of traffic and workforce - Respondent is to review the documentation submitted and provide a comprehensive outline of the additional information that is required to be submitted, in particular in relation to the hydrology and ecological information; - Based on the traffic and workforce information, the proponent is to advise if a BMP is required to be submitted; - Applicant to consider whether a clearing permit/federal approval is submitted concurrently with the appeal or submit a flora/fauna report to the City for assessment. - Mediation on 23 Oct, 2018. 	Mediation 23 October, 2018.	
JOINT DEVELOPMENT ASSESSMENT PANEL							
DCSC vs Southern JDAP	Lot 108 No 57 Dunn Bay Road, Dunsborough	July, 2018	Appeal against supreme court decision	State Solicitors Office / Anthony Rowe / Paul Needham	•JDAP has appealed the Supreme Court decision.	• Awaiting Supreme Court Determination	DCSC vs Southern JDAP

APPLICATION (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
WESTERN AUSTRALIAN PLANNING COMMISSION							
Nil							

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE