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CITY OF BUSSELTON

MINUTES FOR THE POLICY AND LEGISLATION COMMITTEE MEETING HELD ON 20 APRIL 2017

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MINUTES

MINUTES OF A MEETING OF THE POLICY AND LEGISLATION COMMITTEE HELD IN MEETING ROOM A, CITY ADMINISTRATION SITE, HARRIS ROAD, BUSSELTON, ON 20 APRIL 2017 AT 9.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.32am.

2. ATTENDANCE

Presiding Member:

Cr Coralie Tarbotton Deputy Mayor

Members:

Cr Grant Henley Mayor
Cr Ross Paine
Cr Rob Bennett
Cr Robert Reekie

Officers:

Mr Paul Needham, Director, Planning and Development Services (left the meeting 10.31am)
Mr Cliff Frewing, Director, Finance and Corporate Services
Mrs Tanya Gillett, Manager, Environmental Services (left the meeting at 10.00am)
Mr Ian McDowell, Ranger and Emergency Services Coordinator (left the meeting at 9.53am)
Miss Stephanie Izzard, Planning Officer (left the meeting at 10.31am)
Miss Kate Dudley, Administration Officer, Governance

Apologies:

Mr Oliver Darby, Director, Engineering and Works Services
Mrs Naomi Searle, Director, Community and Commercial Services

Approved Leave of Absence:

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Policy and Legislation Committee Meeting held 16 February 2017

Committee Recommendation and Officer Recommendation

PL1704/104 Moved Councillor G Henley, seconded Councillor R Paine

That the Minutes of the Policy and Legislation Committee Meeting held 16 February 2017 be confirmed as a true and correct record.

CARRIED 5/0

6. REPORTS

6.1 REVIEW OF LOCAL PLANNING POLICY 9A BUSSELTON HERITAGE CONSERVATION PROVISIONS

SUBJECT INDEX:	Busselton Heritage Conservation Provisions
STRATEGIC OBJECTIVE:	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Planning Services
REPORTING OFFICER:	Planning Officer - Stephanie Izzard
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Local Planning Policy 9a - Busselton Heritage Conservation Provisions - amended⇒ Attachment B Summary of Local Governments with Heritage Incentives⇒

PRÉCIS

The City of Busselton Local Planning Policy 9A Busselton Heritage Conservation Provision (LPP9A) was endorsed by the Council at its meeting held on 10 March 2010 and replaced the former Heritage Conservation Policy. While LPP9A is a local planning policy it deals with both matters that are properly local planning policy content (i.e. guiding the exercise of discretion under the town planning scheme), as well as matters that should be dealt with in a Council policy, such as rate concessions for owners of heritage policies.

This report does not provide for a holistic review of the Policy, instead it proposes to remove the rate concessions currently provided for within LPP9A, essentially on the basis that they are not particularly well articulated or understood, and that such policies are, in any case, not considered to be very effective means of encouraging the preservation and conservation of heritage places. It is envisaged that a more comprehensive review of the policy will be undertaken separately, at a later date.

BACKGROUND

The former Heritage Conservation Policy, adopted 12 April 2000, was repealed and replaced with the current LPP9A by the Council on 10 March 2010. The Policy provides guidance on the contents of the City's Municipal Heritage Inventory (MHI) and Heritage List, and sets out how development controls applicable to heritage places will be applied. In the main, that guidance is considered to continue to be relevant and useful, especially now that the City's MHI and Heritage List have been substantially reviewed to align the categorisations of heritage places with the approach to development assessment set out in the policy.

LPP9A, reflecting the town planning scheme, outlines incentives for owners of heritage properties and states that discretion to the following areas of development control will be considered when assessing a development application on a heritage property;

- relaxation or modification of parking;
- plot ratio;
- residential density;
- land use permissibility; and/or
- permitting an additional dwelling in rural areas where the existing dwelling is heritage listed.

It should be noted that incentives of these kinds have been effective in recent years in facilitating the preservation, redevelopment and adaptive re-use of two significant heritage buildings/sites in the Busselton City Centre, namely the 'Bovell Building' on the corner of Queen and Duchess Streets, and 'the 'Yoonderup House' site, on Kent Street.

The above incentives are considered appropriate within a local planning policy, as they deal with discretions which may be awarded under the Scheme. However, the Policy also states that in certain circumstances a rate concession will be awarded for conservation works. These types of concessions are not considered appropriate within a local planning policy and should be located within a Council policy as they do not deal with 'planning' content, rather, they relate to the City's functions under the local government legislation.

In relation to rate concessions, the Policy states:

"The City may in certain circumstances allow a reduction of rates in return for conservation works to a heritage place. This will apply in the year the work is carried out or a subsequent year and for the following four years (total of 5 years) at the discretion of the City."

Whilst it is clear, given the context, that such rates concessions would only apply where approved works necessary for the preservation of the place were being undertaken, that is not made explicit, and nor is there much additional guidance around the matter. In particular, it is not clear whether State listed places, which are eligible for grant funding contributions from the Heritage Council of WA, are eligible as well, or whether the concessions relate only to locally listed places. In terms of 'bang for the buck', it is also considered that a grant funding programme would be more effective than a rates concession approach. In addition, for many heritage places, especially residential places, the value of a concession relative to the costs associated with building maintenance, even relatively normal building maintenance costs for non-heritage listed housing, is not especially high, and nor is the value of a rates concession especially high relative to the costs of applying for, assessing and administering such concessions.

A copy of the existing policy, with track changes illustrating the proposed amendments, is included as Attachment A.

STATUTORY ENVIRONMENT

As the provision regarding rate concession is considered to be a council policy matter and not a local planning policy matter the statutory requirements for the preparation of the policy is as per Section 2.7(2)(b) of the Local Government Act 1995 which permits the Council in its role to determine the Local Government's policies. Consultation on the amendment is not considered necessary.

RELEVANT PLANS AND POLICIES

Heritage of Western Australia Act 1990

The *Heritage of Western Australia Act 1990* outlines the Heritage Council's functions and responsibilities. It also provides for a range of regulatory orders that the Heritage Minister may issue to provide special protection for a place. The *Heritage of Western Australia Act 1990* also includes provisions for conservation incentives to be provided for by the Heritage Council of Western Australia. The types of incentives include financial assistance or incentives towards conservation, including recommendation for the remission of rates and taxes. *Clause 36 - Remission of certain taxes and rates for places subject to Heritage Agreements etc. of Part 4 - Heritage Agreements and conservation incentives* provides for the Minister to remit whole or any part of the relevant rates or charges in lieu of rates as follows:

- (1) *Where it appears to the Council in relation to any place that is entered in the Register or is the subject of, or is the subject of negotiations for, a Heritage Agreement —*
- (a) *(i) that the use or continued use of that place is not economically feasible; and*
(ii) its conservation is thereby endangered; or
- (b) *in special cases where in the opinion of the Council the conservation of the place will be secured, the Council may make a report to the Minister recommending that one or more of the powers conferred by subsection (2) be exercised.*

FINANCIAL IMPLICATIONS

The Council at its meeting held 31 October 2007 previously awarded rates concession to the owners of Membenup Homestead, located at 50 Membenup Road, Wonnerup. This concession was awarded under the former Heritage Conservation Policy and a concession of 50% was awarded from 2007/2008 for a maximum period of 5 years. A one year extension was granted to this concession and resulting in a total concession of \$4,499. This concession was awarded following conservation works, including re-roofing, being undertaken on the property.

No other rate concessions have been awarded for heritage properties.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation in this report reflects Community Objective 2.2 of the City's Strategic Community Plan 2013 – 'A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections'.

RISK ASSESSMENT

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

CONSULTATION

As the provision regarding rate concession is considered to be a Council policy matter and not a local planning policy matter, the statutory requirements for the preparation of the policy is as per Section 2.7(2)(b) of the *Local Government Act 1995* and therefore consultation in accordance with clause 4 of Part 2 of Schedule 2 - Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015* is not a statutory requirement and is not considered necessary in this instance.

OFFICER COMMENT

There are a number of other Councils within Western Australia that offer incentives for conservation works undertaken on heritage properties. An outline of nine local governments within Western Australia that offer a rate concession and/or an alternative grant/programme is provided at Attachment B. Two of the three Councils which do offer a rate concession, the City of Swan and City of Stirling, allocate a maximum rate concession amount of 50% and require the concession to be applied for on an annual basis. The City of Bunbury offers a rate concession for eligible places of 30% per annum on the rates payable on the subject property for a period of five years to a maximum of \$1,000 per year to a maximum total concession of \$5,000. The value of the concession cannot exceed 50% of the total cost of eligible works.

The current wording of LPP9A in relation to property rates concession is considered to be ambiguous as it does not specify the maximum rate concession to be awarded to heritage properties, nor does it

not provide any guidance as to the type of works required to be undertaken to qualify for concessions. It is considered there is insufficient guidance within the Policy currently to ensure that the rate concessions are applied in a fair and equitable manner. As the applicable concessions are subject to the landowner undertaking works, which is out of the City's control, the City is unable to budget for these concessions until such time that the owner has applied for them.

Further to the above, as the amount of concession awarded depends on the amount of rates paid, and not the heritage value of the property or the value of the works which have been undertaken to upgrade the property, it is considered that the current provisions of LPP9A do not result in the best conservation outcome for heritage properties. There are, however, a number of grants available for State Registered heritage places for urgent conservation works and/or developing conservation management plans and strategies through the State Heritage Officer. Grants of up to \$100,000 are available.

The more popular incentive amongst other local governments for heritage properties is a grant style programme whereby applicants are able to apply for a grant for eligible properties as part of an annual or bi-annual expression of interest process. In most instance 50% of the total cost of eligible works up to a maximum amount can be awarded. Eligible work is generally considered to be urgent conservation works, and/or conservation works that enhance the heritage significance of a place.

These programmes are structured similarly to the City's current Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme, which the City allocates \$50,000 per year towards. The City provides successful applicants a grant of up to 50% of the agreed scope of works cost up to a maximum grant of \$5,000.00 for preliminary designs, and up to \$20,000 in a grant for eligible works. This style of Programme is considered to be more equitable in its allocation of funds and is also easier for the City to budget for as a set amount of funds is allocated to the programme each year. Officers consider that, should the Council wish to contribute, in a financial sense, towards the preservation of privately owned heritage places, such an approach would be more effective than a rates concession approach. Officers are not, however, recommending the Council establish such a programme at the present time. Rather, officers envisage a more comprehensive review of the policy will occur in the future, and that issue would be best considered at that time.

CONCLUSION

It is recommended that LPP9A be amended and the following wording, which allows a rate concession, be deleted:

“The City may in certain circumstances allow a reduction of rates in return for conservation works to a heritage place. This will apply in the year the work is carried out or a subsequent year and for the following four years (total of 5 years) at the discretion of the City.”

OPTIONS

The Council may choose to:

1. Modify the proposed amendment to LPP9A and adopt as amended;
2. Not proceed with the proposed amendment to LPP9A.

In addition, the Council may choose to:

1. Initiate the development of an alternative subsidy style programme for eligible works on heritage properties now, rather than considering the issue in future, when a more comprehensive review of the policy takes place.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If endorsed for the purposes of advertising notice will be arranged within one month of the Council making a resolution consistent with the recommendation.

Officer Recommendation

That the Council, resolves to amend Local Planning Policy 9A - "Busselton Heritage Conservation Provision", to delete references to rate rebates or concessions, as set out in Attachment A to the agenda report.

Committee Recommendation

PL1704/105 Moved Councillor G Henley, seconded Councillor R Bennett

That the Council, resolves to

1. Amend Local Planning Policy 9A - "Busselton Heritage Conservation Provision", to delete references to rate rebates or concessions, as set out in Attachment A to the agenda report; and
2. Require the presentation to Council of draft guidelines for a 'heritage grants programme' within 12 months.

CARRIED 5/0

6.2 CONSOLIDATED PARKING SCHEME AMENDMENT - ALBERT STREET BUS BAYS

SUBJECT INDEX:	Minor Parking Scheme Amendments
STRATEGIC OBJECTIVE:	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Ranger and Emergency Services
REPORTING OFFICER:	Ranger & Emergency Services Coordinator - Ian McDowell
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A GIS Map showing proposed location of the bus bay⇒

PRÉCIS

The purpose of this report is to seek Council endorsement of a proposed variation to the City's Consolidated Parking Scheme to provide a dedicated bus bay for TransWA coach services in Albert Street, Busselton.

BACKGROUND

The City resumed control of the former Geographe Bay Tourist Association (GTBA) building on Peel Terrace, Busselton in 2015 for the purpose of providing a Customer Information Centre for the City during the construction of the City's new administration building, and because the Association (now part of the amalgamated Margaret River-Busselton Tourism Association) was transitioning, via temporary premises on the Busselton Foreshore, to new premises in the 'Railway House' development, also on the Busselton Foreshore. As part of this relocation, concerns have been raised as to the appropriateness of the usage of the carpark adjoining this building by the TransWA coach service for the embarking and disembarking of passengers. It was identified that this would also need to be addressed when the Customer Information Centre relocates back to the new centralised administration building, after which the City is looking to lease the building to other users, whose use of the building may not be consistent with TransWA's continuing use of the car park.

In February 2016 the City considered a number of options for relocation of the TransWA service and decided the better option was to relocate it to Albert Street, thus centralising all bus and coach transfers to one location and creating a 'Bus Precinct'. It is proposed to remove/reallocate the four existing car parking bays opposite the Busselton Liquor Store ('Cellarbrations') in Albert Street, Busselton to facilitate the creation of a dedicated bus bay for TransWA coach services within Busselton. The area in question is identified in Attachment A. The provision of an additional bus bay in Albert Street is also easily accessible being on the fringe of the City Centre and existing footpath networks provide easy walkability and connections back to Queen Street (including TransWA ticketing, through the 'Hello World' travel agent) and in the direction of the Busselton Foreshore. The proximity of nearby public car parking bays also supports those patrons requiring transfers to and from the bus to park easily and safely. Public ablutions are also available within reasonable proximity, as part of the Busselton Library/CRC Precinct, open Monday to Friday 9:30am to 5:30pm (7:00pm on Thursday), and 9:30am to 12:00 noon on Saturday. The TransWA timetable and information relating to their service through Busselton only lists the Bunbury Passenger Terminal as having toilet facilities available. As such users of the service would not expect public ablutions to be available at the Busselton stop.

STATUTORY ENVIRONMENT

Council designates parking and traffic restrictions under the powers of the *Parking Local Law 2011* (the Local Law). The designation of parking stalls, stations and areas occurs under Part 2 of the Local Law; and the Scheme (a large series of plans identifying the location and type of parking restrictions in detail) is adopted pursuant to Part 2, as a means to identify these designations. Designations are given practical effect through on-ground signage and line marking, as well as the issue of public notices.

Section 2.1(1)(g) of the Local Law states: *“That Council may, constitute, determine or vary permitted classes of vehicles which may park in specified parking stalls, parking stations and parking areas”*. This report seeks to make a variation through the reallocation of four existing car bays to one bus bay.

Where Council makes a determination to establish or amend a parking stall, parking stations and parking areas under the Local Law, the Chief Executive Officer (CEO) must give local public notice of, and erect signs to give effect to the determination.

RELEVANT PLANS AND POLICIES

There are no relevant plans and policies associated with this matter.

FINANCIAL IMPLICATIONS

The Public Transport Authority has agreed to meet all costs associated with the bus stop hardstand upgrades including tactile indicators, signage and the provision of a refurbished shelter for the area surrounding the new bus bay.

Resources required for line marking the bus bay with paint are provided for within the City’s overall operational budget and can be absorbed without any budgetary amendments being required.

Long-term Financial Plan Implications

There are no long-term financial implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation of this report reflects Community Objective 2.2 of the Strategic Community Plan 2013 (review 2015), which is: *“a City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections”*.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk assessment framework. There have been no risks identified for this variation to the Parking Scheme.

CONSULTATION

No consultation has been undertaken with any adjoining property owners regarding this proposal. The impact is considered minimal with ample off street parking available for nearby businesses.

The City’s Design and Survey team has worked closely with the Public Transport Authority to achieve the desired outcome.

OFFICER COMMENT

The roundabout at the intersection of Albert Street, Harris Road and Stanley Place provides the ability for all coaches to seamlessly access the area regardless of which side of the street is required for parking.

The provision of the relocated coach stop to Albert Street will require the installation of tactile indicators, signage and the remarking of the 4 existing parking bays into 1 bus bay. The proposed site also allows for the wheel chair lift to function adequately while retaining adequate pedestrian access. While this proposal does require the removal of 4 existing car parking bays, this is adequately catered for in the public carpark directly opposite the proposed location.

CONCLUSION

That Council endorse the proposed amendments to the City's Consolidated Parking Scheme to establish a dedicated bus bay for the TransWA coach services in Busselton.

OPTIONS

Council may support or amend the officer recommendations to vary parking controls in Albert Street or pursue alternative solutions.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Where Council makes a determination to establish or amend a parking stall, parking stations and parking areas under the *Parking Local Law 2011*, the CEO must give local public notice of, and erect signs to give effect to, the determination. Subject to Council endorsement of the officer recommendations local public notice will be advertised and appropriate signage erected as soon as is practicable following Council endorsement.

Committee Recommendation and Officer Recommendation**PL1704/106**

Moved Councillor C Tarbotton, seconded Councillor R Paine

That the Council:

1. Amends the Consolidated Parking Scheme, pursuant to the City of Busselton *Parking Local Law 2011* to vary the classification of four car parking bays located in Albert Street, Busselton as identified in Attachment A of this report, to a dedicated bus bay for the use of TransWA coach services.
2. Endorses the CEO to give local public notice of the determination as required by the City of Busselton *Parking Local Law 2011*.

CARRIED 5/0

6.3 REVIEW OF C246 - SHELTERS AND STRUCTURES ON BEACHES

SUBJECT INDEX:	Local Government Property Local Law 2010
STRATEGIC OBJECTIVE:	Our natural environment is cared for and enhanced for the enjoyment of the community and visitors.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Rangers and Emergency Services
REPORTING OFFICER:	Ranger & Emergency Services Coordinator - Ian McDowell
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A CP246 – Shelters and Structures on Beaches Version 1⇒ Attachment B Local Government Insurance Services (LGIS) advice⇒ Attachment C Pictures of beach shelters and anchoring methods⇒

PRÉCIS

The purpose of this report is to seek endorsement of the revised Council Policy 246 – Shelters and Structures on Beaches. The policy has been reviewed and amended to provide clarity.

BACKGROUND

The City of Busselton *Local Government Property Local Law 2010* prohibits the retention of beach shelters and windbreaks on local government property outside the hours of daylight, unless a permit has been issued.

In October 2015 a petition containing 540 signatures was received by the City requesting Council to rescind its decision to ban the long term use of beach shelters. Council considered the petition in December 2015 at which time they resolved not to support the placement of shelters for private purposes on beaches overnight and requested a policy be drafted and presented to the Policy and Legislation Committee on the matter.

A policy was drafted and in April 2016 Council adopted Council Policy 246 – Shelters and Structures on Beaches (the Policy). The Policy, underpinned by the City of Busselton *Local Government Property Local Law 2010*, prohibits the retention of structures (including beach shades or windbreaks) on beaches overnight without the owner first obtaining a permit from the City – which the policy indicates the City would only issue in very limited circumstances.

Immediately prior and during the 2016/17 summer period, the City received complaints from a small number of community members and a local business owner in relation to the Policy. The complainants support the retention of structures, and in particular beach shelters, on beaches overnight without the need to apply for a permit; or by application for a permit with a more simplified process and in a wider variety of circumstances than currently exists within the Policy.

This matter was subsequently discussed at a meeting of the Policy and Legislation Committee on 16 February 2017 at which time it was agreed that a further report would be presented to Council through the Policy and Legislation Committee.

STATUTORY ENVIRONMENT

Under section 29(1) of the *Local Government (Functions and General) Regulations 1996*, a contravention of a regulation or a local law made under the *Local Government Act 1995* (the Act) can lead to the impounding of goods involved in the contravention if:

- a. it occurs in a public place; and
- b. either:
 - i. the presence of the goods presents a hazard to public safety, or obstructs the lawful use of any place; or
 - ii. where the regulation or local law prohibits or regulates the placement of goods, the goods are located in a place contrary to that regulation or local law.

Under section 3.14(3)(b) of the City of Busselton Local Government Property Local Law 2010 a person must not without a permit erect any tent, camp, hut or similar structure on local government property other than a beach shelter or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

RELEVANT PLANS AND POLICIES

CP246 – Shelters and Structures on Beaches Version 1 dated 13 April 2016 (Attachment A).

FINANCIAL IMPLICATIONS

Resources required for implementation of the Local Law, that is to remove shelters left overnight or longer, are currently provided for within the City's overall operational budget and can be achieved without any significant effect on other operational areas.

Changing our approach through the administration of a permit issuing process including the assessment of applications and ongoing monitoring of compliance with the stringent conditions required would have a significant impact on existing resources and would likely result in the need to increase financial and human resources to adequately enforce any new approach.

Long-term Financial Plan Implications

There are no-long term financial plan implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

Consideration of this matter is consistent with Key Goal 5 of the City of Busselton Strategic Community Plan 2013. – Cared For and Enhanced Environment, Community Objective 5.1 – our natural environment is cared for and enhanced for the enjoyment of the community and visitors.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. There have been no risks identified for this amendment to the Shelters and Structures on Beaches Policy. Should the Council wish to consider a more liberal approach with respect to shelters, however, there are potentially significant risks that would need to be understood and addressed.

CONSULTATION

Community consultation is not considered necessary. The Policy has been revised to provide clarity and continues to reflect Council's previously established position (December 2015 and April 2016), which does not support the retention of beach shelters and the like on our beaches overnight.

Advice has been sought from the City's Legal Services Coordinator, and the Local Government Insurance Services (LGIS) Risk and Governance Services with regard to the establishment of a permit system that would allow the beach shelters to remain in-situ on public land overnight. The advice provided acknowledges that whilst it is possible to establish a permit system to allow beach shelters to remain in-situ overnight, such a system would prove to be impractical and onerous for the City and applicant alike. A copy of the LGIS advice is attached (Attachment B).

OFFICER COMMENT

The types of structures being left on our beaches overnight are designed as portable and temporary structures, they are not designed to be permanent structures, or used/erected for more than very short periods at any one time. Two such products from different manufacturers, one a "deluxe gazebo" the other an "ultimate jumbo heavy duty gazebo", come with the same manufacturer and supplier warnings:

- Do not use this gazebo in strong wind and rain
- Wind and rain can damage the gazebo and could result in injury
- Always stake or weigh down the gazebo once set up
- This gazebo is not a permanent structure

Regardless of any systems that may be in place, ignoring the warnings by allowing the structures to remain in-situ overnight or for longer periods, contrary to those warnings, may expose Council to claims of public liability in the event of personal injury or property damage.

In February 2017, an audit of structures that had been left in place on our beaches for extended periods was conducted. At that time, 18 structures had been left in place between Dunsborough and Busselton and were anchored by various means, many of which were unsafe, inadequate or both. Examples of beach shelters left in place and the various methods of anchoring the structures in place are attached (Attachment C).

Council Policy 246 has been reviewed and revised so as to provide greater clarity in the management of structures erected on local government property, including beaches, but the intent of the Policy has remained the same. A copy of the revised draft Policy is as shown in the officer recommendation.

The Local Government Property Local Law that underpins the Policy makes reference to the erection of tents, camps, hut or similar structures on local government property and not only beaches. To avoid possible confusion the scope/title of the revised draft Policy has been changed to Shelters and Structures on Local Government Property. Other changes include:

- The definitions of a beach shelter: a temporary structure being less than 15m² in area, and includes but is not limited to windbreaks, beach umbrellas, gazebos or any other manufactured or DIY structure similar in style.
- A link to the definition of an event: as defined in Council Policy 231 – Events.
- A link to the definition of local government property: as defined in the Local Government Property Local Law 2010.

- Clear delineation on how the City will deal with beach shelters and other structures by providing information under separate headings.
- Clear information in relation to the immediate removal by the City of unauthorised structures obstructing community access, or which present an immediate risk to public safety due to structural integrity concerns (either due to its decrepit state or the manner in which it has been erected or anchored).

CONCLUSION

Endorsement of the revised draft policy will provide for the consistent enforcement of Council's objective with regard to structures on local government property. The revised Policy maintains the previously agreed position of Council that beach shelters and the like should not remain in-situ on local government property overnight or longer; whilst making provision for the use of other structures that may be required as part of a City approved event.

OPTIONS

The City may:

1. Maintain its current policy and practices.
2. Regulate temporary approvals through a permit system.
3. Review and amend the existing policy to provide clarity.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revised Policy will be implemented immediately following its adoption by Council.

Officer Recommendation

PL1704/107 Moved Councillor G Henley, seconded Councillor R Reekie

That Council adopts version 2 of Council Policy 246 – Shelters and Structures on Local Government Property:

246	Shelters and Structures on Local Government Property	Version 2
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PURPOSE

The purpose of this policy is to establish a framework for the management of structures erected on local government property within the City of Busselton.

SCOPE

This policy will guide the community and staff on circumstances when shelters or structures may be erected on local government property and the circumstances in which structures that are considered an obstruction or a risk to public safety may be removed.

DEFINITIONS

Beach Shelter: a temporary structure being less than 15m² in area, and includes but is not limited to windbreaks, beach umbrellas, gazebos or any other manufactured or DIY structure similar in style.

Event: as defined in Council Policy 231 – Events.

Local Government Property: as defined in the *Local Government Property Local Law 2010*.

POLICY CONTENT

Pursuant to clause 3.14 (3) (b) of the City of Busselton *Local Government Property Local Law 2010* (the Local Law):

“A person must not without a permit erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day”.

Beach Shelters

Under the provisions of the Local Law beach shelters or windbreaks that are erected and dismantled on the same day do not require a permit. The City does not support the retention of these structures on local government land overnight.

Other Structures

Other structures such as marquees or tents may only be erected on local government property and left overnight where it is necessary for an event organised or approved by the City.

Applications for a permit for the retention of other structures on local government property overnight will form part of the event application process. Such applications will only be supported where the applicant:

1. Demonstrates there is no practical alternative to leaving the structure in place overnight.
2. Demonstrates the structural integrity/safety of the structure.
3. Holds a minimum of \$10m in Public Liability Insurance.

Unauthorised Structures

Under the *Local Government (Functions and General) Regulations 1996* the City may impound goods on local government property if they present a hazard to public safety; if they obstruct the lawful use of any place; or where a regulation or local law prohibits or regulates the placement of the goods and they are in a place contrary to that regulation or local law.

Where an unauthorised structure is obstructing community access, or presents an immediate risk to public safety due to structural integrity concerns (either due to its decrepit state or the manner in which it has been erected or anchored) the City will remove it immediately.

Policy Background

Policy Reference No – 246

Owner Unit – Ranger and Emergency Services

Originator – Ranger and Emergency Services Coordinator

Policy Approved by – Council

Date Approved –

Review Frequency – as required

Related Documents – City of Busselton *Local Government Property Local Law 2010*

History

Council Resolution	Date	Information
C1604/076	13 April 2016	Date of Implementation Version 1
		Policy revised to provide clarity regarding beach shelters, and to expand the scope of the policy to include all local government property Version 2

6.4 CONSOLIDATED PARKING SCHEME AMENDMENT - YALLINGUP TOWNSITE

SUBJECT INDEX:	Minor Parking Scheme Amendments
STRATEGIC OBJECTIVE:	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Rangers and Emergency Services
REPORTING OFFICER:	Ranger & Emergency Services Coordinator - Ian McDowell
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed "No Stopping" September 2016⇒ Attachment B Proposed "No Stopping" April 2017 (overlay)⇒ Attachment C Proposed "No Stopping" April 2017 (no overlay)⇒

PRÉCIS

The purpose of this report is to seek Council endorsement of proposed amendments to the City's Consolidated Parking Scheme to establish "no stopping" zones in Yallingup townsite as follows:

- 1) On the western side of Elsegood Avenue, southward from Dawson Drive to the public access way abutting 24 Elsegood Avenue;
- 2) On the western side of Hammond Road, southward from Dawson Drive to the public access way abutting 34 Hammond Road; and
- 3) On the western side of Wardanup Crescent, southward from Dawson Drive to the Public access way abutting 38 Wardanup Crescent.

BACKGROUND

In March 2016, the Department of Fire and Emergency Services (DFES) wrote to the City expressing concerns regarding access for emergency service vehicles within the Yallingup townsite. The letter was co-signed by representatives from the Western Australian Police Service (WAPOL), St John's Ambulance Service and the Yallingup Coastal Bush Fire Service.

The main concern relates to vehicles parked on both sides of Elsegood Avenue, Hammond Road, and Wardanup Crescent impeding the flow of traffic and potentially blocking access to emergency services vehicles responding to emergency incidents in the area.

In their letter the emergency service representatives requested the implementation of parking restrictions on one side of the road. The following are proposed amendments to the Scheme to reflect this request:

- 1) Designate a "no stopping" zone on the western side of Elsegood Avenue, southward from Dawson Drive to the public access way abutting 24 Elsegood Avenue;
- 2) Designate a "no stopping" zone on the western side of Hammond Road, southward from Dawson Drive to the public access way abutting 34 Hammond Road; and
- 3) Designate a "no stopping" zone on the western side of Wardanup Crescent, southward from Dawson Drive to the public access way abutting 38 Wardanup Crescent.

STATUTORY ENVIRONMENT

Council designates parking and traffic restrictions under the powers of the *Parking Local Law 2011* (the Local Law). The designation of parking stalls, stations and areas occurs under Part 2 of the Local Law; and the Scheme (a large series of plans identifying the location and type of parking restrictions in detail) is adopted pursuant to Part 2, as a means to identify these designations. Designations are given practical effect through on-ground signage and/or line marking, as well as the issuing of public notices.

Where Council makes a determination to establish or amend a parking stall, parking stations and parking areas under the Local Law, the Chief Executive Officer (CEO) must give local public notice of, and erect signs to give effect to the determination.

RELEVANT PLANS AND POLICIES

There are no relevant plans and policies associated with this matter.

FINANCIAL IMPLICATIONS

Resources required for implementation of the Local Law, that is to mark parking bays and/or zones with paint and installing signs on posts, are provided for within the City's overall operational budget and can be absorbed without any budgetary amendments being required.

Long-term Financial Plan Implications

There are no long-term financial implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation of this report reflects Community Objective 2.2 of the Strategic Community Plan 2013 (review 2015), which is: *"a City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections"*.

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework. The assessment identified only 'downside' risks. The following table describes identified risks where the residual risk, once controls have been identified, is identified as medium or greater.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Public Health and Reputational Risk – inadequate vehicle parking control affecting community safety	Implementation of parking management	Minor	Unlikely	Low

CONSULTATION

In September 2016 the City consulted with the community through the Council for Community newsletter, the City's website and by writing to 203 affected residents/property owners in the Yallingup townsite. At that time it was proposed that "no stopping" controls be implemented on the western sides of Elsegood Avenue, Hammond Road, and Wardanup Crescent for the entire length of those roads (refer Attachment A).

The City received 17 responses (8.37% of affected residents/property owners) to this community survey. 10 of the 17 respondents (4.29% of affected residents/property owners) subsequently opposed the proposed “no stopping” restrictions. Although 58.8% of the 17 respondents to the survey opposed the parking restrictions, this number of respondents represents a small percentage of those invited to take part in the consultation process and who would ultimately be affected by the proposed controls.

During the initial consultation process, concerns were expressed by members of the Yallingup Residents’ Association (YRA) that the extent of the proposed parking controls, being the entire lengths of the three roads, was excessive and that it was mainly the northern end of the three roads that presented a risk during peak periods. As a result of this feedback, the City subsequently met with members of the YRA, DFES and the Yallingup Coastal Bush Fire Brigade and agreed a modified solution as recommended by this report and shown on Attachments B and C.

The YRA also expressed concerns regarding the installation of additional signage in the townsite as a means of enforcing the proposed parking restrictions. They suggested additional signs may not be conducive with the natural amenity of the area. In lieu of this concern and pursuant to section 142 of the *Road Traffic Code 2000*, and section 4.1(4) of the *Parking Local Law 2011* ‘A driver must not stop at the side of a carriageway marked with a continuous yellow edge line.’ This will allow the City to implement the desired parking controls by painting continuous yellow edge lines without the need to install signage but still ensure the enforcement of ‘no stopping’ in this area.

OFFICER COMMENT

Although the matter of emergency vehicle access in the Yallingup townsite has been raised as a safety risk by emergency services, there have not been any recorded incidents where emergency services were not able to access properties or streets within the townsite when responding to emergency calls. That being said, a drive through Yallingup and the evidentiary pictures provided by emergency services indicate there is potential for emergency services access to be restricted where two vehicles are parked adjacent to each other on opposite sides of the street. The risk of this occurring increases during peak periods where people using the nearby beaches cannot find a place to park their cars in the car parks provided and park in nearby streets.

Feedback from the YRA suggests that during peak periods, where beach goers cannot find a park in the beach car parks they are more likely to use the northern ends of Elsegood Avenue, Hammond Road, and Wardanup Crescent to park rather than the middle or southern end of these roads. Accordingly, it is recommended that the “no stopping” restrictions only be implemented at the northern end of these streets, southward from Dawson Drive to the pedestrian access way (PAW) adjacent to 24 Elsegood Avenue, 34 Hammond Road, and 38 Wardanup Crescent.

CONCLUSION

That Council endorse the proposed amendments to the City’s Consolidated Parking Scheme to establish “no stopping” zones in the identified roads in Yallingup townsite, to facilitate the safe passage of emergency vehicles as required.

OPTIONS

Council may support or amend the officer recommendations to implement parking controls in the designated streets within the Yallingup townsite. Alternatively, they may resolve not to support the implementation of parking controls at all.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Where Council makes a determination to establish or amend a parking stall, parking stations and parking areas under the Parking Local Law 2011, the CEO must give local public notice of, and erect temporary signs to give effect to, the determination. Subject to Council endorsement of the officer recommendations local public notice will be advertised and appropriate temporary signage erected prior to the beginning of September 2017.

Committee Recommendation and Officer Recommendation

PL1704/108 Moved Councillor R Paine, seconded Councillor G Henley

That the Council:

1. Amends the Consolidated Parking Scheme, pursuant to the City of Busselton *Parking Local Law 2011*, to include “no stopping” zones in the following areas within the Yallingup townsite:
 - a. on the western side of Elsegood Avenue, southward from Dawson Drive to the public access way abutting 24 Elsegood Avenue;
 - b. on the western side of Hammond Road, southward from Dawson Drive to the public access way abutting 34 Hammond Road; and
 - c. on the western side of Wardanup Crescent, southward from Dawson Drive to the public access way abutting 38 Wardanup Crescent;
2. Notes that the “no stopping” zones will be designated by a continuous yellow edge line along the side of the affected carriageways; and
3. Endorses the CEO to give local public notice of the determination as required by the City of Busselton *Parking Local Law 2011*.

CARRIED 5/0

9.52am At this time the Ranger and Emergency Services Coordinator left the meeting.

10.00am At this time the Manager, Environmental Services left the meeting.

6.5 REVIEW OF POLICY 003 COMMUNITY RECOGNITION - HONOURS, EVENTS AND WELL WISHES

SUBJECT INDEX:	Policies, Plans and Procedures
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Executive Assistant - Christine Garratt
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Revised Policy 003 Community Recognition - Honours and Significant Events⇒ Attachment B Revised Policy 003 Community Recognition - Honours and Significant Events showing proposed tracking changes⇒

PRÉCIS

As part of Council's ongoing policy review, a review of Policy 003 Community Recognition – Honours, Events and Well wishes has been conducted. As a result of this review minor amendments are proposed to the policy.

BACKGROUND

This policy was last before the Council in November 2014 at which time an amendment was made in which the requirements of Policy 003 "Well Wishes" was combined with Policy 035 "Community Recognition Honours and Events" to become the "Community Recognition – Honours, Events and Well Wishes" policy. The amended policy was endorsed by Council at that time (C1411/297).

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby individual policies are reviewed with a view to determining their ongoing applicability along with standardisation and reduction. This report presents the review of Policy 003 Community Recognition – Honours, Events and Well Wishes.

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.

RELEVANT PLANS AND POLICIES

This report proposes updates of Policy 003 Community Recognition – Honours, Events and Well Wishes.

FINANCIAL IMPLICATIONS

The Council's adopted budget includes provision for various awards, events and gifts with all decisions made having due regard to budget availability

Long-term Financial Plan Implications

There are no long-term financial plan implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the Council's Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

RISK ASSESSMENT

Not required for review of this Council policy.

CONSULTATION

As a policy with an internal focus, this policy is not considered to require any public consultation.

OFFICER COMMENT

As a result of this review minor amendments are proposed to the Policy. Officers are recommending that a provision be included in the General Awards and Recognition Process for the ability for referrals of General Award nominations and/or Civic Reception requests to be submitted to include the *Deputy Mayor and the CEO* for consideration. Currently the policy only has provision for referrals to be submitted to the Mayor.

As part of the High Honours Awards and Recognition Process, nominations received by the Mayor and subsequently considered worthy of receipt of the High Honour Award, are referred to Council for a decision. Officers are also recommending that *All Councillors* are provided with the opportunity to deem a nominee worthy of consideration for this higher honour as part of this process.

In addition Officers are recommending that the title of Policy 003 Community Recognition – Honours, Events and Well Wishes be updated to reflect current relevant practices. The new title proposed is Policy 003 Community Recognition – Honours and Significant Events.

A revised policy showing the proposed amendments is attached (*Attachment B*).

CONCLUSION

As part of the regular practice of reviewing Council policies, a review of Policy 003 Community Recognition – Honours, Events and Well Wishes has been conducted. Following this review Officers are recommending minor amendments are made to the policy.

OPTIONS

The Council may not agree to endorsement of the revised Policy and may seek to retain the existing policy in its current format.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policy would be effective immediately upon adoption of Council.

Committee Recommendation and Officer Recommendation

PL1704/109 Moved Councillor C Tarbotton, seconded Councillor R Bennett

That the Council adopts the revised Policy 003 Community Recognition – Honours and Significant Events as shown in Attachment A.

CARRIED 5/0

Note: 'General Awards and Recognition Process' on page 54 was updated to include any rejected award or event.

6.6 REVIEW POLICY 005 MEETINGS, INFORMATION SESSIONS AND DECISION-MAKING PROCESSES

SUBJECT INDEX:	Policies, Plans and Procedures
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Executive Assistant - Christine Garratt
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Revised Policy 005 Meetings, Information Sessions and Decision-Making Processes⇒ Attachment B Revised Policy 005 Meetings, Information Sessions and Decision-Making Processes showing proposed tracking changes⇒

PRÉCIS

As part of Council's ongoing policy review, a review of Policy 005 Meetings, Information Sessions and Decision-Making Processes has been conducted. As a result of this review minor amendments are proposed to the Policy.

BACKGROUND

This policy was last before the Council in May 2015 at which time the policy was assessed as requiring no change with the exception of updating terminology to City. The amended policy was endorsed by Council endorsed at that time (C1505/112).

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby individual policies are reviewed with a view to determining their ongoing applicability along with standardisation and reduction. This report presents the review of Policy 005 Meetings, Information Sessions and Decision-Making Processes.

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.

RELEVANT PLANS AND POLICIES

Department of Local Government and Communities Local Government Operational Guidelines Number 5 – January 2004 'Council Forums'.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

There are no long term financial plan implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the Council's Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

RISK ASSESSMENT

The lack of provision of all relevant information provided to Councillors could mitigate a risk in that Councillors do not have all the required information to ensure informed decisions are made.

CONSULTATION

This policy is not considered to require any public consultation as it only seeks to make minor changes and relates to the internal requirements to ensure Councillors are fully informed to participate in formal decision-making processes.

OFFICER COMMENT

As a result of this review, minor amendments are proposed to the Policy. Officers are recommending that as part of the process of information provision to Councillors that a provision be incorporated for Councillors to be provided with the ability to request personal information of a private nature to be provided on a "Private and Confidential" basis.

Officers are proposing additional minor amendments to the wording of the Policy, however, these are of an aesthetic nature and do not alter the fundamental principles of the Policy.

A revised policy showing the proposed amendments is attached (*Attachment B*).

CONCLUSION

As part of the regular practice of reviewing Council policies, a review of Policy 005 Meetings, Information Sessions and Decision-making Processes has been conducted. Following this review Officers are recommending minor amendments are made to the policy.

OPTIONS

The Council may not agree to endorsement of the revised Policy and may seek to retain the existing policy in its current format.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revised policy would become effective immediately upon adoption of Council.

Committee Recommendation and Officer Recommendation

PL1704/110 Moved Councillor G Henley, seconded Councillor R Paine

That the Council adopts the revised Policy 005 Meetings, Information Sessions and Decision-Making Processes as shown in Attachment A.

CARRIED 5/0

6.7 MINOR UPDATING OF COUNCIL POLICIES FOLLOWING FURTHER REVIEW PROCESS

SUBJECT INDEX:	Policies and Procedures
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Engineering and Works Services
ACTIVITY UNIT:	Engineering & Works Services
REPORTING OFFICER:	Director, Engineering and Works Services - Oliver Darby
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Revised Policy 244 Nature Verges for Urban Areas⇒
	Attachment B Revised Policy 244 Nature Verges for Urban Areas - Tracking Changes⇒
	Attachment C Revised Policy 144/3 Early Subdivision Clearance and Charges⇒
	Attachment D Revised Policy 144/3 Early Subdivision Clearance and Charges - Tracking Changes⇒
	Attachment E Revised Policy 211 Current Refuse Collection Service⇒
	Attachment F Revised Policy 211 Current Refuse Collection Service - Tracking Changes⇒

PRÉCIS

The City's rolling review of Council policies continues via the Policy and Legislation Committee. This report presents a range of policies that have been thoroughly reviewed by the responsible officers and assessed as requiring, withdrawal, minimal change with the exception of updating terminology to City. While no substantial changes are recommended, the operation of each policy has been examined in detail to ensure no other changes are required.

BACKGROUND

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby all policies of the Council will be reviewed, with the aim of determining the ongoing applicability of the policies, along with standardisation and reduction.

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.

Each policy referred to in this report has been developed in accordance with and reviewed being aware of the relevant enabling legislation.

RELEVANT PLANS AND POLICIES

This report proposes the minor update of a series of existing policies of the Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the review of these policies.

Long-term Financial Plan Implications

Not applicable

STRATEGIC COMMUNITY OBJECTIVES

The ongoing review of Council policies helps achieve governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

Having a policy relating to any matter is an effective risk mitigation strategy and there are no risks remaining at a sufficient level for further individual assessment.

CONSULTATION

Not Required

OFFICER COMMENT

In the main, it is the considered view of the relevant officers that the policies included in this report have been operating efficiently and effectively since the previous review was undertaken by the Policy and Legislation Committee and the Council.

This report presents a range of policies that have been thoroughly reviewed by the responsible officers and assessed as requiring minimal change with the exception of updating terminology to City. While no substantial changes are recommended, the operation of each policy has been examined in detail to ensure no other changes are required. A brief comment on the changes associated with each policy is provided below:

Council Policy 244 – Nature Verges for Urban Areas

The policy was last reviewed on 23 April 2008. The purpose of this policy to provide opportunities for residents within the City of Busselton to minimise the use of water, reduce nutrient runoff into waterways etc. Changes to this policy are only amending the name from Shire to City.

Council Policy 144/3 – Early Subdivision Clearance and Charges

The policy was last reviewed on 12 May 2010. The purpose of this report is to allow the City to approve early clearance of subdivisions subject to the payment of bonds to cover the value of all outstanding works and conditions plus a 100% contingency on the value of outstanding works. The update includes minor clarification to the associated requirements for early clearance, the removal of table 1 which is ambiguous in the context of the policy and minor grammatical and text errors.

Council Policy 211 – Refuse Collection Services

The policy was last reviewed on 25 January 2012. This policy is designed to provide guidance and consistency on kerbside waste and recycling collection for domestic and commercial services. The policy has been updated to provide clarification on waste collection on private property and to include the current and most appropriate terminology associated with waste services.

CONCLUSION

The three policies have provided consistent guidance to City decision-making processes, however other than minor updates there are no substantial changes.

OPTIONS

The Committee may recommend and the Council may determine that a policy or policies are not required or that further changes are necessary.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policies remain effective and the updated versions will take effect as soon as a decision is made by the Council.

Committee Recommendation and Officer Recommendation

PL1704/111 Moved Councillor R Paine, seconded Councillor C Tarbotton

That the Council:

1. Adopts the Nature Verges Policy for Urban Areas as shown in Attachment A.
2. Adopts the following updated Early Subdivision Clearance and Charges as shown in Attachment C.
3. Adopts the following updated Refuse Collection Services Policy as shown in Attachment E.

CARRIED 5/0

Note: The spelling of licence was amended on page 75 .

Note: A question was taken on notice regarding the consistency of the nature verge policy with requirements to maintain adequate passage (i.e. a 2m wide trafficable zone) on verges where there is no formalised or constructed footpath.

6.8 REVIEW OF LOCAL PLANNING POLICY 6B PERCENT FOR ART PROVISIONS

SUBJECT INDEX:	Percent for Art Provisions
STRATEGIC OBJECTIVE:	A City where the community has access to quality cultural, recreation, leisure facilities and services.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Planning Officer - Stephanie Izzard
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Current Local Planning Policy 6B - Percent for Art Provisions ⇒ Attachment B Amended Local Planning Policy 6B - Percent for Art Provisions ⇒

PRÉCIS

The City of Busselton Local Planning Policy 6B Percent for Art Provisions (LPP6B) was originally adopted in 2008 in response to the City's desire to protect and enhance the utility, amenity and identity of the public domain of places such as town/village centres, commercial nodes, main streets, entry points, squares, foreshores and parks within the District. A copy of the current Policy is provided at Attachment A.

The Policy generally encourages developers to meet their percent for art requirements through on-site works, and that is generally what occurs. The Policy also, however, allows the meeting of the percent for art requirements through a cash payment in lieu of on-site works ('cash-in-lieu option'), and some developers have chosen this option. Under the cash-in-lieu option, the Policy allocates funds to be spent in one two precincts ('Busselton' – specifically for the Settlement Art Project – and 'Dunsborough' – to be spent in the Dunsborough Town Centre). Changes to this approach are recommended, to create separate 'Yallingup' and 'Vasse' precincts, and to reflect the fact that the Settlement Art Project is now fully funded and largely complete. This report also sets out proposed direction in terms of how cash-in-lieu contributions in each of the precincts might be utilised in future.

In addition, this report also proposes amendments to the criteria that determine what developments are subject of the policy, to exclude all residential development and/or the residential components of mixed-use development.

BACKGROUND

The City of Busselton Local Planning Policy 6B Percent for Art Provisions (LPP6B) was originally adopted in 2008 in response to the City's desire to protect and enhance the utility, amenity and identity of the public domain of places such as town/village centres, commercial nodes, main streets, entry points, squares, foreshores and parks within its municipality. Development with an estimated cost of development in excess of \$1M is required to provide art work on site equal to 1% of the estimated cost of development. Alternatively, should the applicant not wish to provide this art work on site, they make a cash-in-lieu payment (cash-in-lieu option) to the City for the same amount.

Currently LPP6B prescribed two precincts, the Busselton Precinct and the Dunsborough Precinct. Contributions which are collected under the Policy are required to be spent within the precinct which the development is located. It is proposed as part of this amendment to create two additional two precincts – 'Yallingup' and 'Vasse'. The reasons for that are essentially because contributions have

been received from development in the Yallingup townsite itself, and it is considered appropriate such funds be utilised in that location, rather than in Dunsborough Town Centre, and contributions have been received and are expected to be received associated with development in the Vasse Village Centre, and it is similarly considered appropriate that such funds be applied in the Village Centre itself, rather than on the Busselton Foreshore or in the Busselton City Centre.

Under the current LPP6B, funds collected within the Busselton Precinct are to be expended on the Settlement Artwork Project. As funding for this project has now been allocated it is considered a review of this provision is necessary to provide guidance for further contributions received under the Policy. It is considered that ideas/themes for the projects specified in the policy should come from a community consultation process. This would need to be undertaken before an amended policy regarding this matter could be endorsed by the Council for the purposes of advertising, and therefore this report only proposes to commence the preliminary community consultation on this aspect of the Policy and not an amended policy at this stage.

Under LPP6B proposals eligible for Public Arts Contribution include multiple dwellings, grouped dwellings, mixed use, commercial, civic, institutional, educational projects or public works of a value greater than \$1M. Single house development (i.e. building one house on one lot) is exempt, but any other development with a value in excess of \$1M is subject of the policy. It is, however, proposed that the policy be amended to exclude all residential development and/or the residential components of mixed-use development

There are two related reasons for that recommended change. Firstly and most importantly, because most residential development is in the form of single houses, or grouped dwelling developments with a total construction cost of under \$1M, most residential development is not subject of the policy, and therefore only a very small proportion of residential development is subject of the policy – meaning that such development does not have a ‘level playing field’ relative to other, similar development. Secondly, the type of residential development most likely to be subject of the policy is multiple dwelling development (i.e. flats/apartments), and there is a pressing need for development of more of that kind of housing option, which the current approach discriminates against, in a financial sense.

One example of this lack of a level of playing field is the situation of the planned National Lifestyle Village (NLV) development in Vasse versus the planned Novacare aged persons housing development in Dunsborough where, because of differences in how the projects are actually being delivered, there would be no percent for art requirement for the actual housing component of the NLV project, but there would for the Novacare project. Note that, in both cases, however, the central and shared facilities elements of both projects would be subject of a percent for art requirement.

A copy of the proposed policy, with track changes illustrated relative to the existing policy, is provided as Attachment B.

STATUTORY ENVIRONMENT

Part 2 - Local Planning Framework of Schedule 2 - Deemed provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015* enables the City to make, amend and/or repeal a local planning policy. The procedure of amending a local planning policy is contained within clause 5 of Part 2 and permits the local government to not advertise an amendment to a local planning policy where, in the opinion of the local government, the amendment is minor.

Should the amendment not be considered minor advertising is required in accordance with clause 4 of Part 2 and shall be for a period of not less than 21 days via notice in a newspaper circulating within the Scheme area. Officers do not consider the amendment to be sufficiently minor to not advertise, and, as such, consultation is recommended.

At the conclusion of the advertising period the Council may resolve to -

- (i) proceed with the policy without modification; or
- (ii) proceed with the policy with modification; or
- (iii) not to proceed with the policy.

RELEVANT PLANS AND POLICIES

City of Busselton Local Cultural Planning Strategy 2011

The City of Busselton adopted a Local Cultural Planning Strategy (LCPS) on 24 August 2011 and was noted by the Western Australian Planning Commission on 25 May 2012. The aim of the strategy is to conserve the key cultural elements of the City's towns and rural areas and to maintain these elements over time.

The LCPS forms a component of the City's local planning framework and is a strategic tool informing the development and interpretation of the Local Planning Strateg. Due regard to the Strategy's recommendations is to be given in making planning decisions and in the consideration of rezoning proposals, draft structure plans, development applications and subdivision proposals, as well as policy formulation and review.

FINANCIAL IMPLICATIONS

The proposed amendments to the Policy will result in changes to the manner in which the Percent for Art contributions are collected and distributed. It is considered that the changes to the eligible development are in keeping with previous decisions made by the Council in relation to similar applications and therefore the amount of contributions collect will not alter however the provisions within the Policy will provide clarity for developers.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation in this report reflects Community Objective 2.2 of the City's Strategic Community Plan 2013 – 'A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections'.

RISK ASSESSMENT

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

CONSULTATION

Should the Council choose to progress with the amendment to the Precincts within LPP6B and endorse the amended Policy for the purposes of advertising it is proposed that advertising will be undertaken in accordance with clause 4 of Part 2 of Schedule 2 - Deemed provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The amended Policy is to be advertised for 21 days via a notice in the local newspaper, notice on the City's website and notice at the City's Customer Information Centre and libraries. It is envisaged that, in parallel with that, consultation on the projects/themes/locations to which cash-in-lieu funds might best be applied would occur, and that may result in further, minor modifications to the policy, when the matter is further considered by the Council, after consultation.

OFFICER COMMENT

Changes to precinct boundaries

Currently funding is split between two precincts, the Busselton Precinct and the Dunsborough Precinct. This report proposes to amend the two precinct boundaries and add an additional two precincts, Yallingup and Vasse.

Due to the development within the Vasse Village Centre it is considered the addition of this as its own precinct is appropriate in allowing funds collected in Vasse to be spent on projects within the Village Centre. It is anticipated that would be done in partnership with the Vasse JV developers, and if a clear strategy were articulated, that may assist in encouraging the developers of individual sites to meet their percent for art obligations via the cash-in-lieu option, and deliver an integrated and high quality approach to public art in the Village Centre.

Further to this, it is considered that the addition of a Yallingup precinct is appropriate to ensure that contributions collected within the Yallingup townsite are able to be spent there. The City has already received one such contribution from the "Surfside" development located at 10 Valley Road Yallingup. The City is currently working with members of the community to determine the best allocation of this funding towards a suitable public art project.

An amended Precinct Plan is provided as part of the amended Policy provided at Attachment B.

Descriptions of proposal eligible for Public Arts Contribution

Part 3.2.1 and 4.1.1 Proposals Eligible of LPP6B proposals eligible for Public Arts Contribution states:

3.2.1 Proposals Eligible

All development proposals for multiple dwellings, grouped dwellings, mixed use, commercial, civic, institutional, educational projects or public works of a value greater than \$1,000,000 (one million dollars) shall be regarded as eligible proposals under these provisions.

4.1 Public Art Contribution Rate

The cost of any Public Art provided under these provisions shall be no less than one percent of the value of the eligible proposal.

It is recommended that the policy be amended as follows:

3.2.1 Proposals Eligible

All development proposals with a value greater than \$1,000,000 excluding:

- Permanently occupied (i.e. lawfully able to be permanently occupied) residential development, including single house, grouped dwellings, aged persons dwellings and multiple dwellings;*
- Extractive Industry; and*
- Agricultural development, excluding wineries, cellar doors, restaurants or similar development on rural land that is not directly associated with agricultural pursuits (i.e. the actual growing of crops or rearing of livestock).*

~~for multiple dwellings, grouped dwellings, mixed use commercial, civic, institutional, educational projects or public works of a value greater than \$1,000,000 (one million dollars) shall be regarded as eligible proposals under these provisions.~~

4.1 Public Art Contribution Rate

The cost of any Public Art provided under these provisions shall be no less than one percent of the value of the eligible proposal.

For any eligible proposals comprising a permanently occupied residential component, including but not limited to, mixed use development, aged persons dwellings and/or retirement villages, the Public Art Contribution Rate is to be based only on the value of the non-residential component, central/communal facilities, and the proportionate value of supporting infrastructure works, such as the costs of fill, drainage, wastewater, water, electricity, telecommunications, pedestrian and vehicular accessways, parking and landscaping.

It is considered that the proposed changes will improve consistency and fairness in the manner in which the contributions are applied. For example, under the current provisions of the Policy, grouped dwellings which are applied for individually are able to avoid the Percent for Art Contributions if the estimated cost of each elements of development works is less than \$1 million. However if a number of grouped dwellings are applied for under one development application and the value of the works exceeds \$1 million, they are required to make a contribution under the Policy. The same issue occurs for retirement villages and aged persons dwellings.

Projects/themes/locations for art works in the Busselton and Dunsborough precincts

Under LPP6B funds collected within the Busselton Precinct are to be expended on the Settlement Artwork Project. As funding for this project has now been allocated it is considered a review of this provision is necessary to provide guidance for future contributions received under the Policy. Currently, the Policy does not stipulate a specific project which the contributions collected within the Dunsborough Precinct are to be allocated towards however states that the contributions are to be expended on art work within the Dunsborough Town Centre and/or Foreshore. It is noted that to date no contributions have been received within the Dunsborough Precinct.

It is considered that ideas/themes for the projects specified in the Policy should be developed in conjunction with the community. Community consultation will required to be undertaken before an amended policy regarding this provision could be endorsed by the Council for the purposes of formal advertising. Therefore this report only proposes to commence the development and initial community consultation on this aspect of the Policy and not an amendment to this provision of the policy at this stage.

Specifying the projects/themes/locations for which the contributions are to be allocated has a number of benefits including providing certainty for developers as to what projects their contributions will be funding and therefore providing an additional incentive to make the contribution. Further to this it prevents several projects progressing at the same time resulting with inadequate funding and uncertainty as to which projects will be allocated the contributions.

In addition, by developing the projects which the contributions will be allocated towards this allows for a charitable trust be set up for that project, such as the case for the Busselton Settlement Art Project. This allows for the contributions to be tax refundable.

CONCLUSION

It is recommended that LPP6B be amended as outlined in Attachment B, including amended Precinct Plans provided in Attachment C and that development of new provisions, which will involve community consultation, for the ideas/themes for the projects specified in Policy be initiated.

OPTIONS

The Council may choose to:

1. Modify the proposed amendment to LPP6B and advertise these modifications;
2. Not proceed with the proposed amendment to LPP6B.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If endorsed for the purposes of advertising notice will be arranged within one month of the Council making a resolution consistent with the recommendation.

Committee Recommendation and Officer Recommendation

PL1704/112 Moved Councillor R Paine, seconded Councillor G Henley

That the Council –

1. Pursuant to clause 5 of Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, proceeds with the amendment to Local Planning Policy 6B Percent for Art Provisions as outlined in Attachment B of this report;
2. Pursuant to clause 4 of Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the amendment to Local Planning Policy 6B Percent for Art Provisions; and
3. In parallel with point 2 above, undertakes community consultation to assist in developing new themes/ideas/locations for projects which contributions collected under the Policy in the Busselton and Dunsborough Precincts shall be allocated towards in the future.

CARRIED 5/0

Note: The Committee requested further information to be provided on Copyright of Artwork, The Director of Planning and Development Services advised that he would email information to all Councillors.

10.31am At this time the Director of Planning and Development Services and the Planning Officer left the Meeting

6.9 REVIEW OF POLICY 098 COUNCILLORS' INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT

SUBJECT INDEX:	Plans, Policies and Procedures
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Existing Policy 098 Councillor Induction, Training and Professional Development ↔ Attachment B Existing Policy 013 Specific Requirements for Development Opportunities Involving Significant Travel ↔ Attachment C Revised Policy 098 Councillors Induction, Training and Professional Development

PRÉCIS

As part of the ongoing policy review process, Policies 013 – *Specific Requirements for Development Opportunities involving significant Travel* and 098 - *Councillors Induction, Training and Professional Development* have been reviewed. There is duplication between the policies and it is appropriate that the policies be combined with Policy 013 - *Elected Members Training & Development* being revoked as it is not necessary.

BACKGROUND

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby all policies of the Council will be reviewed, with the aim of determining the ongoing applicability of the policies, along with standardisation and reduction.

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.

Each policy referred to in this report has been developed in accordance with and reviewed being aware of the relevant enabling legislation.

RELEVANT PLANS AND POLICIES

Policy 013 – *Specific Requirements for Development Opportunities involving significant Travel*; and Policy 098 - *Councillors Induction, Training and Professional Development*

FINANCIAL IMPLICATIONS

There are no financial implications contained in this report.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The ongoing review of Council policies helps achieve governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

Having a policy relating to any matter is an effective risk mitigation strategy and there are no risks remaining at a sufficient level for further individual assessment.

CONSULTATION

There is no requirement or benefit seen in participating in any external consultation.

OFFICER COMMENT

Policies 013 – *Specific Requirements for Development Opportunities involving significant Travel* and 098 - *Councillors Induction, Training and Professional Development* have been reviewed during the ordinary course of the ongoing review process.

Policy 013 – *Specific Requirements for Development Opportunities involving significant Travel* was last reviewed in July 2013. The Policy covers overseas travel guidelines for both Councillors and Officers. Other than travelling in relation to Sister City visits and State sponsored travel there is very little overseas travel. In both of these instances travel arrangements are reported to Council or discussed at Council briefings and this would continue in the future.

On this basis, it is considered that if there was an opportunity for a Councillor to participate in overseas travel for purposes other than those mentioned above, Council approval would be required. This requirement has therefore been included in a revision to Policy 098 which specifically deals with Councillors training and development. Any travel by officers outside of those mentioned above would also require a separate report and approval.

As both policies contained similar approval criteria and other information, an amalgamation of the policies is deemed appropriate. The proposed Policy 098 now is only relevant to elected members.

CONCLUSION

An amalgamation of the two policies combines the essential elements of the policies and is now specific to elected members only making interpretation and application easier resulting in a need to cancel policy 013.

OPTIONS

Council may decide to not make changes to either policy, make changes to one or both of the existing policies and retaining them both or make changes to the proposed the new policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The new Policy will become effective once it is adopted.

Committee Recommendation and Officer Recommendation

PL1704/113 Moved Councillor R Paine, seconded Councillor R Reekie

That the Council:

1. Adopt Policy 098 - *Councillors Induction, Training and Professional Development*; and
2. Revoke Policy 013 - *Specific Requirements for Development Opportunities involving significant Travel*

CARRIED 5/0

Note: The wording for the third bulletin, second dot point on page 119 was amended, as shown below:

The course development opportunity is relevant to a Councillor's role or as a member of a Council approved representative on a Council Committee or external body.

6.10 WITHDRAWN COUNCIL POLICIES FOLLOWING FURTHER REVIEW PROCESS

SUBJECT INDEX:	Policy and Procedures
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Engineering and Works Services
ACTIVITY UNIT:	Engineering & Work Services
REPORTING OFFICER:	Director, Engineering and Works Services - Oliver Darby
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Existing Policy 026 Road Asset Renewal⇒ Attachment B Existing Policy 142 Roadside Advertising⇒

PRÉCIS

The City's rolling review of Council policies continues via the Policy and Legislation Committee. This report presents a range of policies that have been thoroughly reviewed by the responsible officers and assessed as requiring, withdrawal, minimal change with the exception of updating terminology to City. While no substantial changes are recommended, the operation of each policy has been examined in detail to ensure no other changes are required.

BACKGROUND

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby all policies of the Council will be reviewed, with the aim of determining the ongoing applicability of the policies, along with standardisation and reduction.

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.

Each policy referred to in this report has been developed in accordance with and reviewed being aware of the relevant enabling legislation.

RELEVANT PLANS AND POLICIES

This report proposes withdrawing a series of existing policies of the Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from the review of these policies.

Long-term Financial Plan Implications

Not applicable

STRATEGIC COMMUNITY OBJECTIVES

The ongoing review of Council policies helps achieve governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

Having a policy relating to any matter is an effective risk mitigation strategy and there are no risks remaining at a sufficient level for further individual assessment.

CONSULTATION

Not Required

OFFICER COMMENT

In the main, it is the considered view of the relevant officers that the policies included in this report are obsolete since the previous review was undertaken by the Policy and Legislation Committee and the Council.

This report presents a range of policies that have been thoroughly reviewed by the responsible officers and assessed as requiring withdrawal.

Council Policy 026 – Road Asset Renewal

The policy was last reviewed on 24 July 2013. This Policy is no longer required. The intention of this policy was to ensure that all funds generated by the asset renewal rate increase as per the Council's Long Term financial Plan, plus any surplus of Council's existing own source renewal funding be transferred to and from the Road Asset Renewal Reserve. This provided a clear understanding of the amount of funds generated and where they are spent and also allow for longer term planning of works to take place. As the context and actions associated with the Policy are now detailed and included in the endorsed long term financial plan.

Council Policy 142 – Roadside Advertising

The policy was last reviewed on [date] This Policy is no longer required. The Council's policy in this instance was to consider applications for roadside advertising. This was done by the calling of a public tender where interest has been shown, and / or where the Council believed the outcome would have a net public benefit. The Council was to consider only advertising on bus shelters, street bins, and street seats in urban areas.

Over the past years the City under the direction of the Council has removed street side advertising associated with this policy and there is currently no intention to allow street advertising of this type in the future. Should the city be approached in the future with this type of request it will be dealt with on a case by case basis.

CONCLUSION

The two policies have provided consistent guidance to City decision-making processes however in undertaking the review it is considered that they are no longer considered relevant and can be withdrawn.

OPTIONS

The Council may decide to not revoke either policy, make changes to one or both of the existing policies and retaining them both or revoke one or both of the policies.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policies remain effective and the withdrawal will take effect as soon as a decision is made by the Council.

Committee Recommendation and Officer Recommendation

PL1704/114 Moved Councillor R Reekie, seconded Councillor R Paine

That the Council:

1. Revoke Policy 026 - Road Asset Renewal as shown in Attachment A.
2. Revoke Policy 142 - Roadside Advertising as shown in Attachment B.

CARRIED 5/0

7. GENERAL DISCUSSION ITEMS

The Director of Finance and Corporate Services discussed the ‘Naming of Pavilions Policy’

8. NEXT MEETING DATE

Thursday, 18 May 2017

9. CLOSURE

The meeting closed at 10.48am.

THESE MINUTES CONSISTING OF PAGES 1 TO 40 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON THURSDAY, 18 MAY 2017.

DATE: _____ PRESIDING MEMBER: _____