

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

CITY OF BUSSELTON

MINUTES FOR THE COUNCIL MEETING HELD ON 28 OCTOBER 2015

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MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 28 OCTOBER 2015 AT 5.30PM .

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member open the meeting at 5.34pm.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Coralie Tarbotton
Cr Ross Paine
Cr Terry Best
Cr John McCallum
Cr Rob Bennett
Cr Paul Carter
Cr Robert Reekie
Cr Gordon Bleechmore

Officers:

Mr Mike Archer, Chief Executive Officer
Mr Oliver Darby, Director, Engineering and Works Services
Mr Paul Needham, Director, Planning and Development Services
Mrs Naomi Searle, Director, Community and Commercial Services
Mr Matthew Smith, Director, Finance and Corporate Services
Miss Lynley Rich, Manager, Governance Services
Miss Hayley Barge, Administration Officer, Governance

Apologies

Nil

Approved Leave of Absence

Nil

Media:

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

Public:

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3. PRAYER

The prayer was delivered by Pastor Craig Rodger from Dunsborough Church of Christ.

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

Nil

Public Question Time

Nil

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

Nil

Announcements by other Members at the invitation of the Presiding Member

Nil

6. APPLICATION FOR LEAVE OF ABSENCE**Council Decision****C1510/304**

Moved Councillor T Best, seconded Councillor J McCallum

That Leave of Absence be granted to Councillor Gordon Bleechmore for the period 21 November to 4 December 2015, inclusive for the 25 November Council Meeting and the 3 December Finance Committee Meeting.

CARRIED 9/0**7. PETITIONS AND PRESENTATIONS**

Nil

8. DISCLOSURE OF INTERESTS

The Mayor noted that a declaration of proximity interest had been received from:

- Cr Gordon Bleechmore in relation to Agenda Item 11.1 – Wonnerup Coastal Reserves Management Plan.

The Mayor advised that in accordance with the Local Government (Rules of Conduct) Regulations 2007 this declaration would be read out immediately before Item 11.1 was discussed.

9. CONFIRMATION AND RECEIPT OF MINUTES**Previous Council Meetings**9.1 Minutes of the Council held on 14 October 2015**Council Decision****C1510/305**

Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Minutes of the Council Meeting held 14 October 2015 be confirmed as a true and correct record with the deletion of the words 'inclusive of Lots 4 & 5' of Item 11.1 part (a) Special Provisions paragraph.

CARRIED 9/09.2 Minutes of the Special Council held on 19 October 2015**Council Decision****C1510/306**

Moved Councillor G Bleechmore, seconded Councillor P Carter

That the Minutes of the Special Council Meeting held 19 October 2015 be confirmed as a true and correct record.

CARRIED 9/0

Committee Meetings9.3 Minutes of the Finance Committee held 1 October 2015**Council Decision****C1510/307** Moved Councillor G Bleechmore, seconded Councillor T Best

- 1) That the minutes of a meeting of the Finance Committee held 1 October 2015 be received.
- 2) That the Council notes the outcomes of the Finance Committee meeting held 1 October 2015 being:
 - a) The List of Payments Made – August 2015 Item is presented for Council consideration at Item 10.1 of this agenda.
 - b) The Finance Committee Information Bulletin – August 2015 was received by the Committee.
 - c) The Financial Activity Statements – Period Ending 31 August 2015 Item is presented for Council consideration at Item 10.2 of this agenda.
 - d) The Community Resource Centre Vandalism Budget Request Item is presented for Council consideration at Item 10.3 of this agenda.

CARRIED 9/09.4 Minutes of the Audit Committee held 7 September 2015**Council Decision****C1510/308** Moved Councillor G Bleechmore, seconded Councillor T Best

- 1) That the minutes of a meeting of the Audit Committee held on 7 September 2015 be received.
- 2) That the Council notes the outcomes of the Audit Committee held on 7 September 2015 being:
 - a) The 30 June 2015 Auditor's Management Report is presented for Council consideration at Item 10.4 of this agenda.

CARRIED 9/0

ITEMS BROUGHT FORWARD AND ADOPTION BY EXCEPTION RESOLUTION

At this juncture the Mayor advised the meeting that the below reports, including the Committee and Officer Recommendations, will be adopted en bloc.

Council Decision**C1510/309**

Moved Councillor P Carter, seconded Councillor J McCallum


That the Committee and Officer Recommendations in relations to the following agenda items be carried en bloc:

- 10.1 Finance Committee - 1/10/2015 - LIST OF PAYMENTS MADE - AUGUST 2015
- 10.2 Finance Committee - 1/10/2015 - FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 AUGUST 2015
- 10.4 Audit Committee - 7/10/2015 - FINANCIAL AUDIT FOR THE YEAR ENDING 30 JUNE 2015 – AUDITOR’S MANAGEMENT REPORT
- 15.2 COUNCILLORS INFORMATION BULLETIN

CARRIED 9/0

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 1/10/2015 - LIST OF PAYMENTS MADE - AUGUST 2015

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and Information Technology
ACTIVITY UNIT:	Finance
REPORTING OFFICER:	Financial Accountant - Ehab Gowegati
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Payments Made - August 2015 

This item was considered by the Finance Committee at its meeting on 1 October 2015, the recommendations from which have been included in this report.

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of August 2015, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The Local Government (Financial Management) Regulations require that when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, that a list of payments made is prepared each month for presentation to, and noting by, Council.

STATUTORY ENVIRONMENT

Section 6.10 of the Local Government Act and more specifically, Regulation 13 of the Local Government (Financial Management) Regulations; refer to the requirement for a listing of payments made each month to be presented to the Council.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with 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

NA.

CONSULTATION

NA.

OFFICER COMMENT

NA.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

Council Decision / Committee Recommendation Officer Recommendation


C1510/310 Moved Councillor P Carter, seconded Councillor J McCallum

That the Council notes payment of voucher numbers M111783 – M111943, EF041723 – EF042184, T007157 – T007160, and DD002534 – DD002552; together totaling \$5,119,676.75.

CARRIED 9/0

EN BLOC

10.2 Finance Committee - 1/10/2015 - FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 AUGUST 2015

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and Information Technology
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Financial Accountant - Ehab Gowegati
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Statement of Financial Activity (August) 

This item was considered by the Finance Committee at its meeting on 1 October 2015, the recommendations from which have been included in this report.

PRÉCIS

Pursuant to Section 6.4 of the Local Government Act ('the Act') and Regulation 34(4) of the Local Government (Financial Management) Regulations ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted/ amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 August 2015.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis; and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/ expenditure/ (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 23 July 2015, the Council adopted (C1507/208) the following material variance reporting threshold for the 2015/16 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2015/16 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.

STATUTORY ENVIRONMENT

Section 6.4 of the Local Government Act and Regulation 34 of the Local Government (Financial Management) Regulations detail the form and manner in which a local government is to prepare financial activity statements.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

Any financial implications are detailed within the context of this report.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with 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’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a treatment/ control that assists in addressing this risk.

CONSULTATION

NA.

OFFICER COMMENT

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the City’s overall financial performance on a year to date basis, the following financial reports are attached hereto:

- Statement of Financial Activity

This report provides details of the City’s operating revenues and expenditures on a year to date basis, by nature and type (i.e. description). The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the City’s net current position; which reconciles with that reflected in the associated Net Current Position report.

- Net Current Position

This report provides details of the composition of the net current asset position on a year to date basis, and reconciles with the net current position as per the Statement of Financial Activity.

- Capital Acquisition Report

This report provides year to date budget performance (by line item) in respect of the following capital expenditure activities:

- Land and Buildings
- Plant and Equipment

- Furniture and Equipment
- Infrastructure

- Reserve Movements Report

This report provides summary details of transfers to and from reserve funds, and also associated interest earnings on reserve funds, on a year to date basis.

Additional reports and/ or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

COMMENTS ON FINANCIAL ACTIVITY TO 31 AUGUST 2015

Historically, significant variances are evident in most revenue and expenditure categories during the early part of each financial year. With this in mind, this report will not make any specific commentary on individual variances, which are predominantly due to timing differences. However, the report does list, for information purposes, those activities where the 10% reporting threshold has been exceeded (irrespective of timing matters).

Operating Activity

- Operating Revenue

As at 31 August 2015, there is a variance of -2% in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Operating Grants, Subsidies and Contributions	+11%	+\$59
Interest Earnings	-26%	-\$125
Non-Operating Grants, Subsidies and Contributions	-58%	-\$823

A summary of the above variances is provided as follows:

Operating Grants, Subsidies and Contributions (+\$59K)

The current variance is primarily attributable to:

- Timing difference associated with DFES grant +\$6k;
- Insurance claim replacement of UPS +\$9.3k;
- Donation/ Contribution towards Busselton Jetty 150th Celebrations (BJECA) +\$10k;
- Timing difference associated with Workers compensation reimbursements +\$12k;
- Contribution towards waste management study CapeROC +\$16k;

Interest Earnings (-\$125K)

The current variance is primarily attributable to:

- Timing difference associated with Instalment Plan Interest -\$167k;
- Interest on Municipal Fund -\$65k;
- Timing difference associated with late Payment Interest -\$13.6k;
- Interest on Reserve Funds +\$53.5k;
- Interest on Restricted Funds +\$67.8k (no budget allocation exists);

Non-Operating Grants, Subsidies and Contributions (-\$823K)

The current variance is primarily attributable to:

- Reversal of Skate Park end of year accrual -\$873k (pending the receiving of the funds);
- Timing difference annual contribution for coastal protection at Locke Estate +\$48k;

- Operating Expenditure

As at 31 August 2015, there is a variance of -9% in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	-28%	-\$673
Utilities	-18%	-\$70
Insurance Expenses	-14%	-\$63
Other Expenditure	-60%	-\$258
Allocations	-72%	-\$295
Loss on Asset Disposal	+5797%	+\$41

A summary of the above variances is provided as follows:

Materials and Contracts (-\$673K)

- Variances associated with material and contracts are predominately attributable to timing differences at this stage of the analysis. The main areas involved are as follows;
 - Busselton Jetty maintenance expenditure -\$130k;
 - Community recreation centres (GLC & NCC) maintenance expenditure -\$63k;
 - Recycling refuse collection -\$58k;
 - Parks and gardens, Vasse and Provence -\$71k;
 - Refuse sites material and contracts expenditure -\$47k;
 - Environmental planning, materials and contracts associated with implementation of management plans and administration expenses -\$32k;
 - Airport operations -\$29k;

Utilities (-\$70k)

- Variances associated with utilities are predominately attributable to timing differences. The main areas involved are as follows;
 - Gas (+\$2k);
 - Telephones (-\$5k);
 - Electricity (-\$16k);
 - Water (-\$50k);

Insurance Expenses (-\$63k)

- Motor vehicle and plant insurance costs are currently -\$47k below budget. Additional costs are anticipated to be received. At this time it is too early to confirm if this is a budget saving.

Other Expenditure (-\$258k)

- Variances associated with other expenditure are predominately attributable to timing differences. The main areas involved are as follows;
 - Cinefest Oz (Community recreation event) -\$66.5k;
 - Events sponsorships -\$50k;
 - Members of Council expenses -\$48k;
 - Tourist Bureau Contribution -\$38.5k;
 - Senior Citizen's Contribution -\$20k;

Allocations (-\$295k)

- This activity incorporates numerous internal accounting allocations. Whilst the majority of individual allocations are administration based (and clear each month), the activity also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature (and need to be recognised accordingly). Variances, particularly early in the financial year, are not uncommon, as the activity is highly dependent upon a range of works related factors.

Loss on Asset Disposal (+\$41k)

- Loss associated with the disposal of 4 Aviat Eclipse GE3 Microwave roof mounted Dish and tower \$40k. This equipment was recently replaced by optic fibre cables as they have reached the end of their useful life and are no longer supported by the manufacturer. It should be noted that this is an accounting entry only, and has no direct impact on the Net Current Position.

Capital Activity

- Capital Revenue

As at 31 August 2015, there is a variance of +2% in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Proceeds from Sale of Assets	647%	+\$19

- This income is associated with the insurance recoup for asset 10005390 Holden Captiva Wagon being written off and subsequently replaced.

- Capital Expenditure

As at 31 August 2015, there is a variance of -32% in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	-94%	-\$2,418
Plant and Equipment	+1220%	+\$194
Furniture and Equipment	-74%	-\$68
Infrastructure	-17%	-\$468
Transfers to Restricted Assets	+136%	+\$411

The attachments to this report include detailed listings of the following capital expenditure (project) items, to assist in reviewing specific variances:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment
- Infrastructure

A summary of the remaining variance is provided as follows:

Transfers to Restricted Assets (+\$411k)

The annual budget in this category is spread evenly across the financial year. The favourable year to date variance is due to the receipt of additional developer contributions in excess of budget totalling approximately \$380k. The additional funds received were for contributions attributable to Airport North, Cape Rise, and Peppermint Park. These funds have been receipted into the Community and Recreation Facilities restricted fund account.

Transfers to Restricted Assets has no direct impact on the surplus/ deficit position, as associated transactions are either 'off' balance sheet (deposits and bonds), or represent equity transfers to quarantine funds received in the form of, amongst others, developer contributions (via the 'Non-Operating Grants, Subsidies and Contributions' operating revenue category) and borrowings.

BUDGET VARIATIONS AND OTHER 'KNOWN'S'

Nil.

CONCLUSION

Material variances are not unusual in the early part of each financial year, with this primarily due to budget timing differences , coupled with an increased tendency for higher variances to occur based on 'lesser' year to date budget allocations. In reviewing the financial performance to the end of August, and excepting those items specifically highlighted in this report, the major variances are primarily attributable to timing differences at this juncture. However, any significant trends in current financial year performance should start to become apparent by the end of the first quarter, and will be reported accordingly

OPTIONS

The Council may determine not to receive the statutory financial activity statement reports.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

Council Decision / Committee Recommendation Officer Recommendation

C1510/311


Moved Councillor P Carter, seconded Councillor J McCallum

That the Council receives the statutory financial activity statement reports for the period ending 31 August 2015, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 9/0

EN BLOC

10.4 Audit Committee - 7/10/2015 - FINANCIAL AUDIT FOR THE YEAR ENDING 30 JUNE 2015 – AUDITOR’S MANAGEMENT REPORT

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Corporate Services; Finance
ACTIVITY UNIT:	Finance
REPORTING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Matthew Smith
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A 30 June 2015 - Auditor's Management Report 

This item was considered by the Audit Committee at its meeting on 7 October 2015, the recommendations from which have been included in this report.

PRÉCIS

Pursuant to Section 7.9 of the Local Government Act (the ‘Act’), an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

- (a) The Mayor or President
- (b) The Chief Executive Officer; and
- (c) The Minister

Furthermore, in accordance with Regulation 10 (4) of the Local Government (Audit) Regulations, where it is considered appropriate to do so, the Auditor may prepare a Management Report to accompany the Auditor’s Report, which is also to be forwarded to the persons specified in Section 7.9 of the Act.

Consequent to the finalisation of the City’s 2014/15 financial audit, the Auditor’s Management Report is presented to the Audit Committee for consideration.

BACKGROUND

The City of Busselton has historically sought a Management Report as part of its annual financial audit process. The Management Report provides an overview of the audit process and outcomes, whilst also identifying any matters that, whilst generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day to day operations of the City.

Pursuant to its Instrument of Appointment, it is relevant that the Audit Committee considers the Auditor’s Management Report, and where appropriate, makes recommendation/s in respect of the Management Report findings, for formal consideration by the Council.

STATUTORY ENVIRONMENT

Matters pertaining to the financial audit of a local government authority are detailed within:

- Part 7 of the Act and;
- The Local Government (Audit) Regulations

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with 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 applicable.

CONSULTATION

Not applicable.

OFFICER COMMENT

The Auditor’s Management Report provides an overview of the approach undertaken in respect of the annual audit process, and the associated outcomes of the audit. The Management Report also identifies any findings that, whilst generally not material in relation to the overall audit of the financial report, are considered relevant to the day to day operations of the City.

As part of the 2015/16 Financial Audit, the Auditor made three findings:

- a) A finding that the budget review was put to the Council for endorsement outside the required 30 day period as per the financial management regulations;
- b) A finding relating to excessive leave balances for key personnel; and
- c) A finding relating to an instance where a pre-tax deduction form could not be located to support deductions from employee wages.

While the 6 month budget review was conducted at the appropriate time, there was an unfortunate delay in the review being considered at a Council meeting of approximately 30 days. The primary reason for this related to a particular set of circumstances regarding a key member of the finance team which are unlikely to arise again. Having said this, officers are well aware of the deadlines for submission of the budget review and there are processes in place to ensure that this issue does not arise again.

The finding in relation to excessive leave balances of key personnel is acknowledged and while processes were put in place following a similar finding last year, including a process of regular reporting on outstanding leave balances, the ability to clear leave balances particularly in the finance team has also been impacted by the circumstances the team was faced with this year. Despite these circumstances, the City has continued to adopt an approach of endeavouring to achieve an overall reduction in long outstanding leave balances while still meeting the needs of the organisation at a particularly busy time, which often involves input from key employees. It should be noted it is an issue in relation to a few key personnel only, the City does not generally have a problem with excessive leave balances. This issue will obviously be the subject of continual review prior to and at next year’s financial audit.

The other minor matter which was noted as part of the Management Report related to the inability, in one instance, to locate documentation to support pre-tax deductions from employee wages. The organisation has in place a system whereby request forms signed by employees are used as the basis for putting in place pre-tax deductions from employee wages in circumstances where the organisation is lawfully able to do so. Officers are confident that employee pre-tax deductions would not have been undertaken without the necessary written authority. The issue which appears to have arisen relates more to the processes for filing and retaining these forms. Thus, while there has only been one instance of not being able to locate the necessary form, officers agree that it is appropriate to carry out a review of the relevant filing and retention processes to ensure such instances do not arise in the future.

CONCLUSION

The City achieved an unqualified audit for the financial year ending 30 June 2015. Whilst three audit findings have been identified, the Auditor has rated two of these as minor (i.e. not of primary concern however still warranting action being taken). The only finding rated as moderate was the annual budget review being put to Council outside the 30 day regulatory period, which arose because of the particular circumstances the finance team was faced with this year. Officers are aware of the regulatory deadlines and this situation is unlikely to be repeated.

OPTIONS

The Audit Committee may determine to make specific recommendations in relation to the audit findings and the actions identified by management in addressing these. Given the relatively minor nature of the issues that have arisen and the actions which are proposed or are underway, officers do not think specific resolutions are necessary.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

Council Decision / Committee Recommendation Officer Recommendation

C1510/312







Moved Councillor P Carter, seconded Councillor J McCallum

That the Council notes the 30 June 2015 Auditor's Management Report.

CARRIED 9/0

EN BLOC

15.2 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Executive Services
ACTIVITY UNIT:	Executive Services
REPORTING OFFICER:	Reporting Officers - Various .
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Letter of Appreciation - Busnet Computet Club Inc. 
	Attachment B Letter of Appreciation - Fresh Start Recovery Programme 
	Attachment C Letter of Appreciation - The Country Women's Association of WA 
	Attachment D Planning Applications Received 16 to 30 September, 2015 
	Attachment E Planning Applications Determined 16 to 30 September, 2015 
	Attachment F Summary of Actions Relating to Management and Control of Dogs July to September, 2015 

PRÉCIS

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

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

INFORMATION BULLETIN

15.2.1 Letter of Appreciation from Busnet Computer Club Inc

Correspondence has been received from Busnet Computer Club Inc in appreciation of grant funds.

15.2.2 Letter of Appreciation from Fresh Start Recovery Programme

Correspondence has been received from Fresh Start Recovery Programme in appreciation of donated funds.

15.2.3 Email of Appreciation from FAWNA

Correspondence has been received from Jeff Falconer, President of FAWNA:

"As president of FAWNA I want to voice my sincere and deep gratitude for the support you have given FAWNA during the construction of our shed and in regard to its surrounds. It is wonderful that such a relationship has been formed and will I am sure continue for a long time to come.

We are a relatively small group who work mostly from our homes, but we very much needed a base for meetings and equipment etc.

The city of Busselton The mens shed Lotteries West and others have made this possible. The team at the community garden and all our other small supporters are also acknowledged and appreciated

We trust that FAWNA can keep helping the community by looking after injured or orphaned wildlife for many more years.

Thank you

Jeff Falconer, President FAWNA"

15.2.4 Letter of Appreciation from Country Women's Association

Correspondence has been received from The Country Women's Association of Western Australia in appreciation of donated funds.

15.2.5 Planning & Development Services Statistics

Planning Applications

Attachment D is a report detailing all Planning Applications received by the City between 16 and 30 September, 2015. Thirty one formal applications were received during this period.

Attachment E is a report detailing all Planning Applications determined by the City between 16 and 30 September, 2015. A total of thirty four applications (including subdivision referrals) were determined by the City during this period with all approved / supported.

15.2.6 Endorsement of Development Guide Plans / Detailed Area Plans

Ref: DP15/0008 – Modifications to the Vasse Newtown Overall Development Guide Plan (2014) and the Vasse Newtown Developer Contribution Staging Plan (2011) were endorsed by the WA Planning Commission on 21 September, 2015. These modifications essentially concerned the expansion and consolidation of the Vasse Community Recreation Precinct area and the re-allocation of developer contribution funding to ensure financing for its future development.

The Vasse Newtown Overall Development Guide Plan was also modified through Delegated Adoption on 5 October 2015 following referral to Councillors for 14 days. This textual modification increases the recommended maximum shop retail floor space allowable within the Business and Special Purpose land use designations (Vasse Town Site and Vasse Village Centre) from 4,650m² (nla) to 5,800m² (nla).

15.2.7 Dog Management and Control

Attachment F is a summary of Ranger and Emergency Services staff actions relating to the management and control of dogs in the community for the term 1st July 2015 to 30 September 2015.

During the term 46 dogs were impounded of which 35 dogs (76%) were reunited with their owner. A further nine dogs were successfully rehomed through the community volunteer animal rescue groups Saving Animals from Euthanasia (SAFE) and K9 Rescue Group South West (K9).

As of the last date in the reporting period, there was one dog in the animal care facility waiting to be claimed. Also during this term, two dogs that could not be rehomed were euthanised.

During this term there was one prosecution instigated for a dog attack.

15.2.8 Current Active Tenders

RFT04/15 BUSSELTON FORESHORE – DESIGN, SUPPLY AND INSTALLATION OF UTILITIES SERVICES

The City of Busselton invited tenders for the design, supply and installation of utility services for the Busselton Foreshore development. The tender was advertised on the weekend of 30 - 31 May, with

the closing date on 14 July 2015. Due to the complexity and specialized nature of the works and delays with finalizing the funding of the project the tender evaluation has only recently been finalized. The value of the contract exceeds the CEO's delegated authority. A report to Council for awarding the contract will in all likelihood be presented in November 2015. The estimated timeframe for undertaking and completing the works is 3 months.

EOI 01/15 & RFT05/15 EXPRESSION OF INTEREST/REQUEST FOR TENDER - CONSTRUCTION OF THE NEW ADMINISTRATION AND CIVIC BUILDING

The City of Busselton invited eight builders to submit tenders for construction of the City's new administration and civic building. These eight builders were pre-qualified through an Expressions of Interest (EOI) process. Tender submissions were received from seven builders as per the below table;

Company
Firm Construction
Doric
Cockram
BGC Construction
Perkins
EMCO Building
Pindan

The evaluation panel has recently concluded the tender evaluation and presented its report to Council on 14 October 2015. Council resolved to endorse the outcome of the evaluation panel's assessment, which resulted in the two alternative tenders submitted by BGC Construction being ranked as the best value for money tenders. Council resolved to delegate to the CEO, following further negotiations, to nominate the preferred tender from the two BGC alternatives and to award a contract for a finalized lump sum price. It is anticipated that further negotiations will be concluded and a contract awarded by end October 2015.

RFT06/15 ENGINEERING CONSULTANCY PANEL

The City of Busselton invited tenders for a panel of Engineering Consultants. The tender was advertised on 20-21 June 2015, with its closing date on 21 July 2015. Thirty four (34) tenders were submitted. It was expected that the evaluation process would be concluded during September 2015 and the successful applicants will be invited to the panel by end of October 2015. However, due to the number of submissions which had to be assessed (34 submissions) this deadline has now extended further. The evaluation panel will complete the assessment for inclusion in the Council Agenda for the first Council meeting in November 2015. The successful applicants will be invited to the panel by end of November 2015.

RFT09/15 BUSSELTON JETTY MARINE BERTHING FACILITY

The City of Busselton invited tenders for construction of a marine berthing facility at the Busselton Jetty. The tender was advertised on 20-21 June 2015, with its closing date on 18 August 2015. The evaluation process has been concluded and the contract was awarded by Council to Gambetta Holdings Pty Ltd trading as Engineered Water Systems.. The date for practical completion under the contract is 21 December 2015.

RFT13/15 DESIGN AND CONSTRUCT – RAILWAY HOUSE

The City of Busselton invited tenders for design and construction of Railway House. The Railway House Project comprises of construction of a new multifunctional facility at the Busselton Foreshore and includes incorporation of the existing old railway building, currently located at Causeway Road, into the new building. The tender was advertised on 15 August 2015, and closed on the 9 October 2015. Two tender submissions were received which are currently under evaluation, with a recommendation report due for submission to Council in November. The value of the contract exceeds the CEO's delegated authority and will have to be awarded by Council.

RFT14/15 15m BUSSELTON JETTY MARINE BERTHING FACILITY

The City of Busselton invited tenders and awarded a Contract for a marine berthing facility under RFT 09/15 (as detailed above). Due to surplus funds resultant from the efficiencies of RFT 09/15, the City had the ability to further extend the structure of the marine berthing facility. Tenders were subsequently invited for construction of an additional 15m berthing platform, including access stairs. The tender was advertised on 10 October 2015, with a closing date of 27 October 2015. The tender evaluation process is anticipated to be concluded during November 2015. It is expected that the value of the works will not exceed \$300,000.00, in which case the contract will be awarded by the CEO under delegation.

RFT15/15 UNDERWATER OBSERVATORY – CONCRETE CONDITION INSPECTION & REPORTING

The City of Busselton invited tenders for the inspection of and reporting on the structural integrity of the Busselton Jetty Underwater Observatory (UWO) . The purpose is to identify any areas of deterioration and vulnerability in the structure, in order to implement future maintenance strategies. The tender was advertised on the 10 October 2015, with the closing date on 10 November 2015. It is anticipated that the tender evaluation process will be concluded by the end of November, to allow for award of the Contract in early December.

Council Decision and Officer Recommendation

C1510/313 Moved Councillor P Carter, seconded Councillor J McCallum

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

- 15.2.1 Letter of Appreciation from Busnet Computer Club Inc
- 15.2.2 Letter of Appreciation from Fresh Start Recovery Programme
- 15.2.3 Email of Appreciation from FAWNA
- 15.2.4 Letter of Appreciation from Country Women's Association
- 15.2.5 Planning & Development Services Statistics
- 15.2.6 Endorsement of Development Guide Plans / Detailed Area Plans
- 15.2.7 Dog Management and Control
- 15.2.8 Current Active Tenders


CARRIED 9/0

EN BLOC

ITEMS CONSIDERED BY SEPARATE RESOLUTION

At this juncture, in accordance with Clause 5.6 (3)(a) & (b) of the Standing Orders, those items requiring an Absolute Majority or in which Councillors had declared Financial, Proximity or Impartiality Interests were considered.

10.3 Finance Committee - 1/10/2015 - COMMUNITY RESOURCE CENTRE VANDALISM BUDGET REQUEST

SUBJECT INDEX:	Community Resource Centre
STRATEGIC OBJECTIVE:	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Facilities
REPORTING OFFICER:	Facilities Coordinator - Shawn Lombard
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A CRC Presentation 

This item was considered by the Finance Committee at its meeting on 1 October 2015, the recommendations from which have been included in this report.

PRÉCIS

Due to increased vandalism and anti-social behavior in and around the Busselton Library and the Community Resource Centre, resulting in activities that are noted as high risk and having severe or extreme consequence, the City of Busselton operational staff has come to Council seeking a resolution for the approval of additional or alternative funds to be allocated to address these issues.

The estimated cost of works for these remedial actions is estimated at approximately \$18,500 Ex GST, excluding any contingency.

This report is seeking the redirection of funds from a current medium/low priority capital works scope, that being Vasse Hall minor repairs under cost code B9592, to be deferred until a later date.

These deferred funds, \$21,000 Ex GST, will then be allocated to address the officer recommendations under a new cost code in an attempt to reduced and mitigate the risk associated to these instances of vandalism and anti-social behavior.

BACKGROUND

Since the completion of the Community Resource Centre, the City has noted a steady increase in anti-social behavior in and around the venue. This behavior has been partly attributed to the location and design of the building, inadvertently creating a corridor for these persons to travel through and congregate in, and then subsequently conducting these destructive actions.

The building design, although very architectural and appealing to the eye, has created an overlap of the building footprint between the Library and the Community Resource Centre, resulting in the offenders using the building structure as access pathways onto the elevated sections of both buildings. This has resulted in a risk from falling from height for the City, which has severe consequences to the offending persons should they trip and fall.

Additionally, this has also resulted in the City having instances of offenders climbing on non-trafficable roof structures and causing repeated damage to these surfaces, as well as these people

also trying to light fires in secluded locations on the Community Resource Centre's balcony. Once again a risk of falling from height and now fire/arson damaged is also added to this incident.

In some instances stolen bicycles are being hung off the elevated green wall screens, as well as having some of the cables used from these structures being tied to adjacent support beams in an attempt to garrote passersby. This translates into a risk of severe injury or death of patronage and passersby if this is not addressed.

The latest act of vandalism resulted in two Community resource Centre windows being thrown out with rocks from the garden beds, and having multiple electrical structures vandalized beyond repair. The risk from these instances is electrocution and laceration by glass shards, which could be extreme or severe in consequence.

Noting all of the above, with various other minor incidents of anti-social behavior, the City has come to a point where action is required to be taken to ensure it demonstrates the implementation and management of these inherent risks by way of remedial actions and anti-social behavior initiatives.

These actions will encompass a multiple staged approach of remediation, consisting of the implementation of the following:

- Improved lighting to this entire area and precinct.
- The installation of security fencing to close off this space during non-core business hours.
- The softening of this courtyard space by way of decorative panels and additional planter boxes.
- The installation of security beams to alert of roof space activity direct to the security monitoring company.
- The redesign of the lighting in and around the precinct to ensure they are more vandal resistant.

These two venues are occupied and used by patrons of the community, and having these types of behaviors and incidents occur in this location is believed to directly impact on the community usage and perception of the venue.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act 1995 to expenditure from the municipal fund not included in the annual budget.

RELEVANT PLANS AND POLICIES

The following policies are noted to have an effect on this officer recommendation:

- Purchasing Policy (Policy 239) - This policy provides a best practice approach to internal purchasing for the City of Busselton. It also ensures compliance with the Local Government Act 1995 and the *Local Government (Functions and General) Regulations 1996*.
- Access & Inclusion (Policy 235) - The City of Busselton is committed towards creating and encouraging universally accessible and socially inclusive services, facilities and functions for all people within the community. The purpose of this policy is to recognise that the whole of community are equally valued members of society and make a unique and valuable contribution to community well-being, community vibrancy and way of life.
- Asset management (Policy 002) - The purpose of the policy is to set out the broad framework and direction to ensure the provision and management of the Shire of Busselton's assets in an optimal cost-effective manner for the present and future stakeholders.

FINANCIAL IMPLICATIONS

The City of Busselton has Council adopted budget allocated to minor works for the Vasse Hall listed under cost code B9592, showing a value of \$21,000 Ex GST.

The officer recommendation for the works associated to the anti-social behavior and issues have been estimated at \$18,500 Ex GST. This allocation has no provision for contingency to accommodate for any possible variance in quoted values and the inherent variation to work scopes caused by new and unknown issues raised when actually doing these tasks.

It is therefore the officers recommendation that the Vasse Hall works be deferred to a later date, and that these funds (\$21,000 Ex GST) be allocated in full to this newly proposed project in an attempt to address the risk and security issues noted.

Description	Account String	2015/16 Adopted Budget	2015/16 Amended budget (Proposed)	2015/16 Variance
Revenue				
Vasse Newtown Hall	522-B9592-3280-0000	23,000	(23,000)	(0)
Proposed Expenditure				
Community Resource Centre	522-XXXX-3280-000	(23,000)	23,000	(0)
Net Exp/Rev		0	0	0

Long-term Financial Plan Implications

As these works were identified and rationalized by the Asset Team, these works formed part of the ongoing initiatives on public halls under the Long Term Financial Plan.

These works were identified to be done in the 2015/16 annual year, and were noted as medium to Low in priority.

As this is an ongoing initiative, the allocated funds of \$21,000 Ex GST have been requested to be redirected to the newly proposed High priority work scope at the Community Resource Centre, resulting in the deferment of these works to a future re-allocation of additional funds in a future annual budget.

The net effect of this proposed recommendation will result in an additional \$21,000 Ex GST being requested to fund these future works from the building Reserve.

STRATEGIC COMMUNITY OBJECTIVES

These works are considered to relate to:

- Key Goal Area 1 – caring and Inclusive Community, noting objective 1.1 – A community where people feel safe, empowered, included and enjoy a sense of good health and well-being.
- Key Goal Area 2 – Well Planned, Vibrant and Active Places, noting objective 2.3 – Infrastructure assets are well maintained and responsibly managed to provide for future generations.
- Key Goal Area 6 – Open and Collaborative leadership, noting objective 6.3 - An organization that is managed effectively and achieves positive outcomes for the community.

RISK ASSESSMENT

An assessment of the potential risks of not implementing the officer recommendation has been undertaken using the City's risk assessment framework. The following risks were identified and assessed with no controls being implemented.

<u>Risk Identified</u>	<u>Consequence</u>	<u>Likelihood</u>	<u>Risk Rating</u>
Electrocution	Moderate	Possible	Medium 13
Falling from Heights	Major	Possible	High 18
Fire/Arson	Major	Possible	High 18
Garroting	Major	Possible	High 18

The same risks have been assessed assuming that Council will approve the officer recommendations, allowing the remedial works and control measures to be implemented, and the risk matrix would now read as follows:

<u>Risk Identified</u>	<u>Consequence</u>	<u>Likelihood</u>	<u>Risk Rating</u>
Electrocution	Moderate	Unlikely	Medium 9
Falling from Heights	Major	Unlikely	High 14
Fire/Arson	Major	Unlikely	High 14
Garroting	Major	Rare	Medium 10

Some of these risks still rated as high and medium, however it has to be noted that you are not always going to be able to eliminate the risk. The City has in a best and most practicable effort, demonstrated that it has tried to implement controls and measures in an effort to reduce, manage and control the risk.

CONSULTATION

The Facilities team has consulted with the following stakeholders in this regard:

- The Busselton Library Coordinator
- The Asset Team
- The CEO
- Director of Engineering & Works Services
- The City of Busselton Council, who have given in Principle approval of this recommendation on the provision that a lower priority Capital work scope be deferred to help offset this cost, showing a zero net effect on the overall 2015/16 Council adopted budget.

OFFICER COMMENT

It is the recommendation of the Facilities Team and Coordinator, in consultation with various internal stakeholders from the City of Busselton that the recommended remedial tasks suggested to limit and most practicably control the inherent risk of these anti-social behaviors be considered for approval.

Noting the back ground and historic record of incidences, the most current incident has demonstrated an escalation of the intent of these behaviors, that being to cause more permanent and severe damage to the infra-structure by way of fire and building material destruction.

The deferring of the Vasse Hall budget to a later date and future allocation, will allow these funds to be redirected to help implement the officer recommendation, and so doing will demonstrate the

City's intent to ensure safe and effectively managed venues for patrons to use and feel safe in and around.

CONCLUSION

The Council approval of the proposed deferment of the Vasse Hall capital funds under B9592 to a value of \$21,000 Ex GST, and having these funds redirected to a new Council adopted capital budget cost code to address the issues of anti-social behavior and vandalism at the Community Resource Centre, will in effect demonstrate effective and most practicable risk management based on the severity and possibly likelihood of the consequence if left unmanaged.

The cost of an incident occurring at these venues in light of the risks noted above, would result in a compensation claim and negative publicity to the Council far in excess of this budget value noted to implement the prescribed works. It is as part of the "Duty to Care" that the City is obliged to act in this regard, and so doing limit liability and litigation resulting from identified inherent risks to its patrons and staff.

This proposed adoption and redirection of budget will have a zero net effect on the current 2015/16 Council adopted budget.

The proposed deferred works on Vasse Hall will be re-scheduled for future budget deliberations with additional funding for these works being drawn from the Building Reserve Account at a future predetermined time.

OPTIONS

1. That Council agrees to the proposed amendment to the 2015/16 adopted budget and proposed redirection of funds to a new capital cost code to address the officer recommendation.
2. That Council may determine to not endorse the proposed amendment to the 2015/16 adopted budget and proposed redirection of funds to a new capital cost code to address the officer recommendation.
3. That Council proposes an alternative to the officer's recommendation and funding request.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the officer recommendation be endorsed by Council, these works would be immediately implemented at the completion of the internal funds reallocation and record keeping update process. All works are noted to be completed by no later than 30 November 2015.

Council Decision and Officer Recommendation

C1510/314

Moved Councillor T Best, seconded Councillor G Bleechmore

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Approves the Vasse Hall works to be deferred to a later date, and that the \$21,000 Ex. GST be redirected in full to a new Capital cost code for expenditure on the newly proposed project in an attempt to address the risk and security issues noted at both the Busselton Library and Community Resource Centre.

CARRIED 9/0

BY ABSOLUTE MAJORITY

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 WONNERUP COASTAL RESERVES MANAGEMENT PLAN

SUBJECT INDEX:	Environmental Management Plan
STRATEGIC OBJECTIVE:	Environment and climate change risks and impacts are understood and managed.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Environmental Planning Services
REPORTING OFFICER:	Senior Sustainability Officer/Environment Officer - Jackie Nichol
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Draft Wonnerup Coastal Reserves Management Plan



DISCLOSURE OF INTEREST	
Name/Position	Councillor Gordon Bleechmore
Item No./Subject	11.1 – Wonnerup Coastal Reserves Management Plan
Type of Interest	Proximity Interest

5:42pm At this time Councillor G Bleechmore left the meeting.

PRÉCIS

A draft Wonnerup Coastal Reserves Management Plan (the Draft Plan) has been prepared to guide the future management of approximately 7.5 kilometers of coastal reserve land to the east of (but not including) Port Geographe and extending to the City of Busselton/Shire of Capel boundary. This report recommends that the draft Wonnerup Coastal Reserves Management Plan (Attachment A) be advertised for a period of 42 days for the purpose of public consultation, to enable the community to comment on this draft plan, following which the Plan would be subject of further Council consideration.

BACKGROUND

In February 2015, the Council resolved (resolution C 1502/039) to accept a \$15,000 grant funding offer from the Western Australian Planning Commission (WAPC), under their Coastal Management Plan Assistance Program, to develop a management plan for the Wonnerup coastal reserves.

The Wonnerup coastal reserves comprise most of the coastal land north of Layman Road and Forrest Beach Road from (but not including) Port Geographe extending to the City of Busselton/Shire of Capel boundary. This area comprises one of the few remaining sections of coastal foreshore in the City without a management plan to guide future management. The land area to be considered as part of the Wonnerup Coastal Reserves Management Plan is indicated in Attachment A.

This particular stretch of coastline has also been identified as a future priority for management by the WAPC in their Status of Coastal Planning in WA report, and representatives from the WAPC have been directly involved in the preparation of the draft Plan. As part of the conditions of the grant, the WAPC also required the following:

- The formation of a Steering Committee with representation from the City, WAPC, other relevant state government agencies, community including local residents and local interest groups;

- The Steering Committee to oversee the preparation of a comprehensive stakeholder and community engagement plan and project brief to guide the development of the Plan;
- The Steering Committee to ensure that the recommendations in the State Planning Policy 2.6 are incorporated into the Plan; and
- Acquittal of the grant funding by January 2016, following endorsement of the draft Plan by the Council.

STATUTORY ENVIRONMENT

The draft Plan is intended to guide the City's approach to the management of reserves listed currently (and soon to be) vested with the City of Busselton as per Clause 3.54 of the Local Government Act, which provides the City the head of power for the purpose of controlling and managing land vested in the City.

RELEVANT PLANS AND POLICIES

Environmental plans of relevance to the Wonnerup coastal reserves area include:

- Coastal and Foreshore Facilities Asset Management Plan (2012)
- Reserves Vegetation Protection Policy (2007)
- Foreshore Management Plan Lots 5 and 25 Forrest Beach Road, Wonnerup (2013).
- Forrest Beach and Wonnerup Dunes access study (1997)
- Geographe Bay Foreshore Management Plan (2000)
- Local Environmental Planning Strategy, (2013)
- Captain Baudin Management Plan (COB, 2000)
- Busselton Wetland Conservation Strategy, (Department of Planning and Infrastructure, 2005)

The draft Plan is also required to consider WAPC State Planning Policy No. 2.6. - State Coastal Planning, which provides for the long term sustainability of the Western Australia coast. The objectives of this policy are to:

- ensure that the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria;
- ensure the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities;
- provide for public coastal foreshore reserves and access to them on the coast; and
- protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the implementation of the Officer Recommendation to advertise the Draft Plan for the purpose of public consultation. However, the Draft Plan does include a number of recommended actions relating to works associated with access management, rehabilitation and protection of vegetation within the Wonnerup Coastal Reserves.

Funding to implement the recommended actions identified in the Draft Plan will be sourced through natural resource funding programmes such as the Coastwest Programme . The implementation of the recommended actions in the final Management Plan will be costed and built into the budget preparation process and ten-year financial plan when required, and as appropriate

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The development of the Wonnerup Coastal Reserves Management Plan is relevant to Key Goal Area 5 – Cared for and Enhanced Environment and Community, and Objective 5.1 – “Our natural environment is cared for and enhanced for the enjoyment of the community and visitors”.

In addition to this, the City of Busselton Strategic Community Plan (2013) identifies Community objectives regarding Open and Collaborative leadership through community engagement in Key Goal area 6, which also relates, “A Council that engages with its community and makes responsible decisions, respecting community needs and aspirations”. This is achieved through objectives:

- 6.1. “A Council that engages broadly and pro-actively with the Community”, and
- 6.2. Governance systems that deliver responsible, ethical and accountable decision making”. These two objectives were applied throughout the development of the management Plan through the Steering Committee and Stakeholder and Community Engagement Plan development.

RISK ASSESSMENT

An assessment of the potential implications of not implementing the officer recommendation has been undertaken using the City’s risk assessment framework. The assessment sought to identify ‘downside’ risks only rather than ‘upside’ risks and where the risk, following implementation of controls, has been identified as medium or greater.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Environmental/ Reputational risk arising from the Wonnerup foreshore not being managed effectively.	Management Plan developed in consultation with the community and implementation of actions to manage use, access and protection of environmental and heritage values.	Minor	Possible	Medium

CONSULTATION

As per the requirements of the funding for this project , stakeholder and community consultation has been a very important part of the development of the draft Plan . The Stakeholder and Community Engagement Plan prepared by the project Steering Committee was accepted by the funding agency (the WAPC), as part of the milestone reporting obligations for this project.

The stakeholder and community consultation process is summarised as follows:

- a. Steering Committee formed and developed an understanding of the main issues relating to the management plan and Plan’s objectives. Steering committee members also provided considerable comment about site issues and recommendations to address these issues.
- b. Installation of temporary signage at accessible locations within the study area to inform the public visiting these locations that a management plan was being developed for the area and

inviting interested members of the community to make submissions on the Plan's development. As a result, 15 residents provided comment or expressed an interest in the project.

- c. Residents in the Wonnerup town site and surrounds areas were notified of the pending development of the Draft Plan and invited to attend a workshop in June 2015, to capture issues, ideas and suggest recommendations for the area. Twelve community members attended this workshop.
- d. The Draft Plan was reviewed in consultation with agency and community representatives on the Steering Committee.
- e. Aboriginal Consultation is being undertaken and considers the recently endorsed South West Settlement. The recommendations from this consultation will be considered in the final draft of the Management Plan.

Subject to Council endorsement of the Officer Recommendation, the draft Plan will be advertised to the broader community for comment for a period of 42 days. During this period a community information evening will be held to present the recommendations of the Plan and to receive further community comment and feedback. A final draft of the Wonnerup Coastal Reserves Management Plan together with a summary of submissions is expected to be presented to Council in early 2016.

OFFICER COMMENT

Stakeholder values and management concerns raised through the consultation process have been collated and summarised under seven management 'Nodes' across the study area, to enable identification of key issues and to facilitate the development of the management recommendations in the draft Plan.

Based on the outcomes of the consultation and following review of available background information, a number of recommendations have been proposed in the draft Plan to improve the future management of Wonnerup Coastal Reserves. The most significant recommendations included in the Draft Plan are listed as follows:

Tenure:

- Review the future management of several areas of Unallocated Crown Land (UCL) and road reserve to enable the effective implementation of required management.

Access & Amenity

- Formalisation of access to the beach through dune areas with fencing and revegetation works;
- Install education and interpretive signage at key locations to educate key user groups on appropriate beach behaviour (i.e. do not drive on dune vegetation);
- Reinforce the management off road vehicle access, which currently excludes unauthorised vehicles on the beach in the study area, except on the beach between the Wonnerup boat ramp and the mouth of the Wonnerup Inlet;
- Implement a staged approach to management of off road vehicle beach access to Wonnerup Beach from the Boat Ramp, north to the Vasse-Wonnerup Estuary mouth - staged management includes option for beach closure should community behaviour not improve.

Biodiversity

- Undertake targeted revegetation works to enhance biodiversity values and stabilise the dune system;

- Undertake targeted weed management, particularly around carpark areas, along road verge and walking trails; and
- Implement feral animal control program for cats and foxes, particularly within Captain Baudin Reserve for protection of native fauna (i.e. water birds and Western Ringtail Possums).

Monitoring and Education

- Educate key user groups access in the beach, including development of beach access codes of conduct for ORV users, horse-riders and commercial fishers;
- Implement a community monitoring program to better understand how, when and why beach is being utilised - this will provide a basis for future management decisions; and
- Optimise monitoring and surveillance through community engagement programmes to improve understanding of beach usage and enhance future regulation.

The recommendations in the draft Plan relating to access management are discussed further as follows:

City/Shire of Capel boundary and Wonnerup Inlet mouth (Nodes 1-4)

The key objective for the area covered under Nodes 1-4 is to protect the remaining vegetation through access control, management and fencing. The following three options have been considered towards achieving this objective.

Option 1 - is the preferred recommendation stated in the draft Plan and proposes limiting unauthorised access to the beach in this area and the re-establishment of vegetation to stabilise dunes and protect road infrastructure. This option proposes to:

- Continue to allow horses and public access to the beach at designated access points through bollards.
- Maintain and reinforce the management off road vehicle access, which currently excludes off road vehicles accessing the beach and install fencing and gate at existing access points.
- Prevent access through private property by MOU with landholder and signage/ bollards.
- Improve signage at all pedestrian and horse access areas.
- Fence off vegetation along access paths.
- Allow natural revegetation to re-stabilise the dunes and protect future planned development and road/infrastructure.
- Consider some key revegetation in small pockets around carparks and access areas.

While option 1 above is the preferred option in the Draft Plan and is proposed to be advertised for public comment, alternative options 2 and 3 below, were also considered in the preparation of the Draft Plan and are discussed further as follows:

Option 2 – proposes an alternative for managing vegetation damage and infrastructure protection, as well as allowing off-road vehicle access on to the beach in this area. This option would involve the following:

- Continue to allow horses and public access to beach at designated access points through bollards.
- Council makes a determination under the City Property Local Laws to allow off-road vehicle access to the beach eastward from the Wonnerup Inlet mouth to the City/Shire of Capel boundary.
- Installation of fencing to prevent vehicles accessing and damaging foreshore vegetation.

- Improve signage at all pedestrian and horse access areas.
- Fence off vegetation along access paths.
- Allow natural revegetation to re-stabilise the dunes and protect future planned development and road/infrastructure.

Option 3 - is similar to option 2 except that it would involve the Council making a determination under the City Property Local Laws to limit allow off-road vehicle access to the beach eastward from the Wonnerup Inlet mouth to the City/Shire of Capel boundary, to allow access during the summer months only.

Options 2 and 3 above would allow for the beaches to be accessed formally by off-road vehicles but would require physical installation of barriers to prevent such vehicles from damaging the vegetation/ infrastructure, and potentially allowing the fore dunes to de-stabilise. These options are not preferred due to the high cost of installing and maintaining fencing to protect vegetation along this section of beach.

Wonnerup Inlet Mouth west to Boat ramp (Nodes 4-5)

The main issues identified for this area are:

- Unauthorised vehicles accessing and damaging vegetation in dunes and near wetland paths, safety issues for walkers and limited restrictions in place to prevent off road vehicles allowed travelling west along the beach from boat ramp towards Port Geographe and outside of the permitted vehicle access area (between the Wonnerup boat ramp and Wonnerup Inlet mouth).

The recommended actions to improve coastal management for this area are:

- Restrict off-road vehicles to the beach (sand area) between Wonnerup boat ramp and Wonnerup Inlet mouth. Area 2 is least affected by coastal erosion as the shoreline is wide and some of the vegetation is still intact.
- Close informal vehicle access from off carparks to dune vegetation with bollards, fencing and vegetation, particularly in the area around the estuary mouth to prevent further vehicle damage.
- Upgrade the existing sand track to a gravel path from the carpark (located immediately north of the Wonnerup boat ramp) to the estuary mouth. Formalise the carpark and beach access path near the Wonnerup Inlet mouth to improve access to this section of beach.
- Re-fence, bollard and revegetate the existing Wonnerup boat ramp carpark and consider upgrading the lighting.
- Improve directional signage to direct off road vehicles to the east of the Wonnerup boat ramp.
- Install gate to restrict access to the beach during storm events and unsafe conditions.

Wonnerup town site (boat ramp west to eastern edge of Marina) (Nodes 5-7)

The main issues identified for this area are:

- Erosion is prevalent immediately north of Port Geographe threatening infrastructure and unauthorised off road vehicles accessing the beach.

The recommended actions to improve coastal management for this area are:

- Install a hard barrier on the beach to prevent vehicles travelling west of the Wonnerup boat ramp.
- Relocate the eroded path way West of the Wonnerup boat ramp to direct walkers back to Layman Road (Path is completely eroded and no longer safe).

- Revegetate in appropriate section of the reserves.
- Restrict all current vehicle access points with gates to enable access for authorised vehicles only. Authorised vehicles would be Department of Transport, City vehicles and commercial fishermen who have a licence in this area to fish at certain times of the year.

CONCLUSION

The draft Plan for the Wonnerup Coastal Reserves has been funded through CoastWest and is recognised as an important area for improved management to prevent further damage to infrastructure and flora and fauna.

The draft Plan outlines proposals for the future and appropriate management actions for the study area. Some of the recommendations affect some beach use by off-road vehicles; however the draft Plan is intended to provide appropriate levels of management and recommendations that balance the environmental, aesthetic and erosion issues which are prevalent in this area.

OPTIONS

The Council may resolve not to endorse the advertising of the draft Plan for community comment however, this may be contrary to the City/WAPC funding agreement. Alternatively, Council may require certain aspects to be amended, prior to advertising the Draft Plan for community comment.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The draft Plan will be advertised for the purpose of community consultation immediately following Council's endorsement of the officer recommendation. A final draft of the Wonnerup Coastal Reserves Management Plan together with a summary of submissions is expected to be presented to Council in early 2016.

Council Decision and Officer Recommendation

C1510/315 Moved Councillor J McCallum, seconded Councillor P Carter

That the Council endorses the Draft Wonnerup Coastal Reserves Management Plan (Attachment A) for the purpose of public consultation for a period of 42 days to enable the community to comment before the matter is subject of further, formal consideration by the Council.

CARRIED 8/0

5:42pm At this time Councillor G Bleechmore returned to the meeting.

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

14. FINANCE AND CORPORATE SERVICES REPORT

Nil

15. CHIEF EXECUTIVE OFFICER'S REPORT**15.1 PRESENTATION OF THE 2014-2015 CITY OF BUSSELTON ANNUAL REPORT AND COUNCIL ENDORSEMENT OF THE 2015 ANNUAL GENERAL ELECTORS' MEETING AND SPECIAL MEETING OF THE ELECTORS (DUNSBOROUGH)**

SUBJECT INDEX:	Corporate Management
STRATEGIC OBJECTIVE:	Governance systems that deliver responsible, ethical and accountable decision-making.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Public Relations
REPORTING OFFICER:	Public Relations Officer - Meredith Dixon
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

PRÉCIS

The *Local Government Act 1995* requires Council to accept the Annual Report for the financial year. This report seeks Council's acceptance of the printed City of Busselton Annual Report 2014-2015, including the audited statements and proposed dates for the Annual General Electors' Meeting and Special Meeting of the Electors (Dunsborough).

BACKGROUND

The City produces an Annual Report at the end of each financial year. This report is presented to Council for endorsement. The Draft Annual Report (exclusive of financials) was provided to Council members on 18 September 2015. Councillors were asked to provide any feedback to the Public Relations Officer by Wednesday 30 September 2015. Council feedback / corrections were incorporated into the final draft of the report prior to the print run.

100 full colour copies of the City's Annual report have been printed. Once endorsed by Council, the report will be posted to key stakeholders and made available in electronic format on the City of Busselton website. In line with State Government direction, an electronic copy of the report (inclusive of full financials) will be forwarded to the Department of Local Government.

The report will be made available at the Annual General Electors' Meeting and Special Meeting of Electors (Dunsborough). The report will also be made available to Councillors and Officers of the City of Busselton for presentation and information purposes.

STATUTORY ENVIRONMENT

Section 5.54 and 5.27(2) of the Local Government Act 1995. It is a statutory requirement that the Annual Report be accepted by Council prior to December 31. The Annual General Electors' Meeting must be held within 56 days of that acceptance.

RELEVANT PLANS AND POLICIES

The Annual Report details Council's progress against the six key goal areas outlined in the Strategic Community Plan 2013. The Annual Report provides summary updates on the actions undertaken to meet the objectives of the Corporate Business Plan 2013/2014 – 2017/2018. The Annual Report demonstrates the City's adherence to regulatory requirements outlined in Section 5.53 of the Local Government Act 1995. The Annual Report provides full financial statements for the City of Busselton.

FINANCIAL IMPLICATIONS

Associated production and printing costs are included within Council's 2015-2016 budget.

STRATEGIC COMMUNITY OBJECTIVES

The Annual Report is the formal report against all of the Council's Strategic Community Objectives, and specifically contributes to governance systems that deliver responsible, ethical and accountable decision-making.

RISK ASSESSMENT

If the Annual Report is not accepted at this meeting, it must be done prior to 31 December 2014 to ensure compliance with the Local Government Act.

CONSULTATION

In preparing the Annual Report 2014-2015, consultation has been undertaken with: City of Busselton Council; the Chief Executive Officer; the Senior Management Group; and officers from the City's Corporate Planning and Governance teams.

OFFICER COMMENT

Production of the Annual Report 2014-2015 has been undertaken according to a timeline developed to enable the Annual General Electors' Meeting and Special Meeting of the Electors (Dunsborough) to be held before the end of the 2015 calendar year.

CONCLUSION

The City of Busselton Annual Report 2014-2015 requires Council endorsement prior to public distribution.

OPTIONS

Other dates for the proposed Electors' Meetings may be preferred.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

- Council Meeting for formal acceptance of the Annual Report (including full financial) and setting of dates for Electors' Meeting - 28/10/2015.

- Two week advertising period.
- Special Meeting of Electors (Dunsborough) - 16/11/2015.
- Annual General Electors' Meeting (Busselton) - 23/11/2015.

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

That the Council:

1. Accepts the 2014-2015 Annual Report and accompanying Financial Statements;
2. Endorses public notification regarding availability of the Annual Report 2014-2015; and
3. Sets Monday 16 November 2015 for the Special Meeting of Electors to be held in Dunsborough; and Monday 23 November 2015 for the Annual General Electors' Meeting to be held in Busselton.

Note: Upon review, the Officer amended the original proposed dates as they coincided with other civic City events that has already been scheduled.

COUNCIL DECISION AND AMENDED OFFICER RECOMMENDATION**C1510/316**

Moved Councillor P Carter, seconded Councillor J McCallum

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

1. Accepts the 2014-2015 Annual Report and accompanying Financial Statements;
2. Endorses public notification regarding availability of the Annual Report 2014-2015; and
3. Sets Monday 23 November 2015 for the Special Meeting of Electors to be held in Dunsborough; and Monday 30 November 2015 for the Annual General Electors' Meeting to be held in Busselton.

CARRIED 9/0**BY ABSOLUTE MAJORITY**

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. PUBLIC QUESTION TIME

Nil

19. NEXT MEETING DATE

Wednesday, 11 November 2015

20. CLOSURE

The meeting closed at 5.43pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 38 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 11 NOVEMBER 2015.

DATE: _____

PRESIDING MEMBER: _____