

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 27 FEBRUARY 2019

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MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 27 FEBRUARY 2019 AT 5.30PM.

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

The Presiding Member opened the meeting at 5.30pm.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

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

Officers:

Mr Oliver Darby, Director, Engineering and Works Services
Mrs Tanya Gillett, Acting Director, Planning and Development Services
Mrs Naomi Searle, Director, Community and Commercial Services
Mr Tony Nottle, Director, Finance and Corporate Services
Mrs Emma Heys, Coordinator, Governance Services
Miss Kate Dudley, Administration Officer, Governance

Apologies:

Mr Mike Archer, Chief Executive Officer

Approved Leave of Absence:

Cr Rob Bennett

Media:

“Busselton-Dunsborough Times”

Public:

1

3. PRAYER

The prayer was delivered by Pastor Lee Sykes of Cornerstone Church.

4. APPLICATION FOR LEAVE OF ABSENCE**COUNCIL DECISION****C1902/026**

Moved Councillor J McCallum, seconded Councillor L Miles

That Leave of Absence be granted to Cr Rob Bennett for the ordinary Council Meetings held on 13 March and 27 March 2019.

CARRIED 8/0**5. DISCLOSURE OF INTERESTS**

Nil

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

Nil

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

Nil

Question Time for Public

Nil

8. CONFIRMATION AND RECEIPT OF MINUTES**Previous Council Meetings****8.1 Minutes of the Council Meeting held 13 February 2019****COUNCIL DECISION****C1902/027**

Moved Councillor P Carter, seconded Councillor C Tarbotton

That the Minutes of the Council Meeting held 13 February 2019 be confirmed as a true and correct record.

CARRIED 8/0

Committee Meetings

- 8.1 Minutes of the Policy and Legislation Committee meeting held on 12 February 2019

COUNCIL DECISION

C1902/028

Moved Councillor P Carter, seconded Councillor K Hick

That the Council note the minutes of the Policy and Legislation Committee meeting held on 12 February 2019.

CARRIED 8/0

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

Petitions

Nil

Presentations

Nil

Deputations

Nil

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

11. ITEMS BROUGHT FORWARD**For the convenience of the Public**

Nil

Adoption by Exception Resolution

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

COUNCIL DECISION/COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

C1902/029 Moved Councillor J McCallum, seconded Councillor C Tarbotton

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

- 12.1 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY - DEFECTS LIABILITY BONDS FOR SUBDIVISIONS
- 12.2 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY - EARLY CLEARANCE OF SUBDIVISIONS
- 12.3 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY 218 INVESTMENT
- 17.1 Councillors' Information Bulletin



CARRIED 8/0

EN BLOC

ADOPTION BY EXCEPTION RESOLUTION

12. REPORTS OF COMMITTEE

12.1 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY - DEFECTS LIABILITY BONDS FOR SUBDIVISIONS

SUBJECT INDEX:	Council Policy
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Development Control
ACTIVITY UNIT:	Development Control
REPORTING OFFICER:	Development Control Coordinator - Ronald Wildschut Land and Infrastructure Officer - Andrew Scott
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A CP 180 Maintenance Bond for Subdivisions - Current Version  Attachment B Defects Liability Bonds for Subdivisions - Proposed Policy 

This item was considered by the Policy and Legislation Committee at its meeting on 12 February 2019, the recommendations from which have been included in this report.

PRÉCIS

This report presents an updated version of Council Policy 180 ‘Maintenance Bonds for Subdivisions’ (Attachment A). The proposed revised policy ‘Defects Liability Bonds for Subdivisions’ (Attachment B) (the Policy) is considered to be of continuing relevance and has been moved into the new policy format with a few changes. The Policy is recommended for Council approval.

BACKGROUND

Prompted by a requirement to periodically review Council policies and an initiative to make policy documents consistent with a new policy framework and format, existing Council Policy 180 ‘Maintenance Bond for Subdivisions’ has been reviewed by officers, and a new proposed policy entitled ‘Defects Liability Bonds for Subdivisions’ is presented for Council’s consideration.

In August 2017 the CEO commissioned a high level independent review of the City’s governance systems – the Governance Systems Review (GSR). The GSR made the following recommendations with respect to the City’s policy and procedure framework:

1. *There should be a review of the Council Policies with the intent that a Council Policy:

 - a. *Should deal with higher level objectives and strategies;*
 - b. *Should not deal with operational matters, employee matters, or other matters which are the responsibility of the CEO; and*
 - c. *Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.**
2. *As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO.*
3. *Consideration should be given to developing a new Council Policy which sets out the ‘framework’ for Council Policies, OPPs and other procedures. The new Policy would explain the role to be played by each level of document. It could, for example, be called a Policy Framework Policy.*

Apart from transfer to the new policy format, the Policy has only undergone reasonably minor changes.

City officers considered a more major and holistic review of development control policies as per the recommendations of the GSR but found that a major review would need to be undertaken within the broader context of development control and the system of Engineering Technical Standards and Specifications that is in place. This is not currently a scheduled work priority and instead it is the intent that a broader systems wide review of the City's development control policies and procedures, and the Engineering Technical Specifications and Standards be conducted by the business unit at a later stage, likely as part of the next round of organisational policy review.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the GSR. The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

Specific to the Policy, the following documents are applicable: (a) Institute of Public Works Engineers Australia (WA) 'Local Government Guidelines for Subdivisional Development', October 2017, and (b) City of Busselton Engineering Technical Specifications and Standards.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to the Key Goal Areas 2 and 3 of the City's Strategic Community Plan, in particular Community Objectives 2.1: Planning strategies that foster the development of neighbourhoods that meet our needs as we grow; and 3.1: Development that is managed sustainably and our environment valued.

RISK ASSESSMENT

A risk assessment of implementing the officer recommendation was undertaken using the City's risk assessment framework and no risks of a medium or greater level were identified.

CONSULTATION

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

OFFICER COMMENT

The purpose of the Policy is to set out Council's requirement that a bond be taken with respect to the developer's liability for the repair of all defects of subdivision works, for a minimum period following the practical completion of the works.

The Policy is a review of existing Council Policy 180 'Maintenance Bonds for Subdivisions', which is still considered relevant. The main changes from the existing policy are that the Policy better aligns with Western Australian Planning Commission endorsed document 'Local Government Guidelines for Subdivisional Development' and to the City of Busselton 'Engineering Technical Standards and Specifications. The calculation of the bonds has also been removed from the Policy and replaced with a reference to the City's adopted schedule of fees and charges. Other changes relate to the policy title, formatting and improved wording, and do not significantly alter the intent of the existing policy.

CONCLUSION

A review of the Policy was undertaken, with only minor changes proposed in accordance with the City's new policy framework and format. The Policy continues to be of relevance and is recommended for adoption.

OPTIONS

Council may decide to not adopt the Policy and instead choose to take a different position or approach.

Council might also require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of adoption by Council.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION



C1902/030 Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Council adopts the Policy 'Defects Liability Bonds for Subdivisions' as per Attachment B (inclusive of committee amendments), to replace the current policy (Attachment A)

CARRIED 8/0

EN BLOC

12.2 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY - EARLY CLEARANCE OF SUBDIVISIONS

SUBJECT INDEX:	Council Policy
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Development Control
ACTIVITY UNIT:	Development Control
REPORTING OFFICER:	Development Control Coordinator - Ronald Wildschut Land and Infrastructure Officer - Andrew Scott
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A CP 144/3 - Early Subdivision Clearance and Charges - Current Version  Attachment B Early Clearance of Subdivisions - Proposed Policy 

This item was considered by the Policy and Legislation Committee at its meeting on 12 February 2019, the recommendations from which have been included in this report.

PRÉCIS

This report presents an updated version of Council Policy 144/3 'Early Subdivision Clearance and Charges' (Attachment A). The proposed revised policy 'Early Clearance of Subdivisions' (Attachment B) (the Policy) is considered to be of continuing relevance and has been moved into the new policy format with a few changes. The Policy is recommended for Council approval.

BACKGROUND

Prompted by a requirement to periodically review Council policies and an initiative to make policy documents consistent with a new policy framework and format, existing Council Policy 144/3 'Early Subdivision Clearance and Charges' has been review by officers, and a new proposed policy entitled 'Early Clearance of Subdivisions' is presented for Council's consideration.

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made the following recommendations with respect to the City's policy and procedure framework:

- 1. There should be a review of the Council Policies with the intent that a Council Policy:*
 - a. Should deal with higher level objectives and strategies;*
 - b. Should not deal with operational matters, employee matters, or other matters which are the responsibility of the CEO; and*
 - c. Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.*
- 2. As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO.*
- 3. Consideration should be given to developing a new Council Policy which sets out the 'framework' for Council Policies, OPPs and other procedures. The new Policy would explain the role to be played by each level of document. It could, for example, be called a Policy Framework Policy.*

Apart from transfer to the new policy format, the Policy has only undergone relatively minor changes. City officers considered a more major and holistic review of development control policies as per the recommendations of the GSR but found that a major review would need to be undertaken within the broader context of development control and the system of Engineering Technical Standards and Specifications that is in place. This is not currently a scheduled work priority and instead it is the intent that a broader systems wide review of the City's development control policies and procedures, and the Engineering Technical Specifications and Standards be conducted by the business unit at a later stage, likely as part of the next round of organisational policy review.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the GSR. The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

Specific to the Policy, the following documents are applicable: (a) City of Busselton Engineering Technical Specifications and Standards, and (b) City of Busselton Council Policy – 'Defects Liability Bonds for Subdivisions' (pending Council approval).

FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendation.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The Policy links to the Key Goal Areas 2 and 3 of the City's Strategic Community Plan 2017, in particular the Community Objectives 2.1: Planning strategies that foster the development of neighbourhoods that meet our needs as we grow; and 3.1: Development is managed sustainably and our environment valued.

RISK ASSESSMENT

A risk assessment of implementing the officer recommendation was undertaken using the City's risk assessment framework and no risks of a medium or greater level were identified.

CONSULTATION

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

OFFICER COMMENT

The purpose of the Policy is to provide guidelines for the provision of the early clearance of a subdivision. It includes information on fees, bonds and legal agreement requirements to achieve approval of an application for early clearance from the City.

The Western Australian Planning Commission (WAPC) is responsible for giving final endorsement of a subdivision after the conditions imposed on a subdivision application approval have been met. Where those conditions relate to local government matters, the City is normally responsible for *clearing* those conditions by advising the WAPC. For subdivision works, the City normally requires that *all* the works are complete (to practical completion stage) before clearing the condition.

There are however occasions when the developer seeks early clearance of conditions and this is acceptable to the City. With early clearance, the developer may lodge a Deposited Plan (of the subdivision) with Landgate, and with the WAPC's endorsement of the Deposited Plan, property titles may be created and sold. This is advantageous to the developer, but introduces risks that subdivisional works are not completed to a standard that is acceptable by the City. The Policy aims to minimise that risk through an agreement with the developer and bonds being applied to the outstanding works.

The Policy is a review of existing Council Policy 144/3 'Early Subdivision Clearance and Charges'. The Policy better lays out: (a) when the City might consider an application for early clearance, (b) the format of an application for early clearance, and (c) the conditions that must be met by the developer before the City will clear subdivision application conditions.

CONCLUSION

A review of the Policy was undertaken in accordance with the City's new policy framework and format. The Policy continues to be of relevance and is recommended for adoption.

OPTIONS

Council may decide to not adopt the Policy and instead choose to take a different position or approach.

Council might also require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be effective as of adoption by Council.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION



C1902/031 Moved Councillor J McCallum, seconded Councillor C Tarbotton

That the Council adopts the Policy 'Early Clearance of Subdivisions' as per Attachment B (inclusive of committee amendments), to replace the current policy (Attachment A)

CARRIED 8/0

EN BLOC

12.3 Policy and Legislation Committee - 12/02/2019 - REVIEW OF COUNCIL POLICY 218
INVESTMENT

SUBJECT INDEX:	Council Policy
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Governance
REPORTING OFFICER:	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Policy  Attachment B Current Policy 

This item was considered by the Policy and Legislation Committee at its meeting on 12 February 2019, the recommendations from which have been included in this report.

PRÉCIS

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

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

BACKGROUND

A policy in relation to the investment of City funds was originally adopted in February 2007 and was most recently reviewed in April and then again in June 2017, post an amendment to Section 19C(2)(b) of the Local Government (Financial Management) Regulations 1996 that extended the permitted maximum term of term deposit investments from 12 months to 3 years.

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made the following recommendations with respect to the City's policy and procedure framework:

- 1. There should be a review of the Council Policies with the intent that a Council Policy:*
 - a. Should deal with higher level objectives and strategies;*
 - b. Should not deal with operational matters, employee matters, or other matters which are the responsibility of the CEO; and*
 - c. Should, where appropriate provide sufficient direction to the CEO to develop OPPs which deal with the implementation of the Council Policy or other detailed matters.*
- 2. As part of that review, any existing Council Policy should be deleted where it could, more sensibly, be dealt with by an OPP adopted by the CEO.*
- 3. Consideration should be given to developing a new Council Policy which sets out the 'framework' for Council Policies, OPPs and other procedures. The new Policy would explain the role to be played by each level of document. It could, for example, be called a Policy Framework Policy.*

Prompted by a requirement to periodically review policies and an initiative to make policy documents consistent with a new policy framework and format, the Policy has been reviewed by officers and, being considered of continuing importance, is presented for the Council's consideration.

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 the Act.

In accordance with Section 6.14 of the Local Government Act 1995 Council has the power to invest surplus funds held in a municipal or trust fund that are not immediately required for any other purpose.

Subsequent to recent amendment, in accordance with *Regulation 19C of the Local Government (Financial Management) Regulations 1996* Council is limited to invest surplus funds in Term Deposits with Authorised Deposit-Taking Institutions as defined in the *Banking Act 1959 (Commonwealth) section 5* or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986* for terms of no more than 3 years. Council is also limited to only investing surplus funds in Government Guaranteed bonds and for terms of no more than 3 years.

RELEVANT PLANS AND POLICIES

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the GSR. The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

FINANCIAL IMPLICATIONS

Adoption of the Policy has no budget implications.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

There are no risks identified of a medium or greater level associated with the officer recommendation, with the Policy acting as a risk mitigation in relation to the loss of Council funds.

Legislative requirements have been established which outline very clear restrictions regarding which investment options are available to Councils. The Council's Investment Policy complies with these legislative requirements.

This policy also requires funds to be spread across a number of institutions and limits exposure to individual institutions based upon performance benchmarks and associated reporting requirements thereby further mitigating risk. In addition, a statement of invested funds is presented to Council each month via the Finance Committee where compliance with this policy is monitored by the Committee.

CONSULTATION

No external consultation was required or undertaken in relation to this matter.

OFFICER COMMENT

The purpose of the Policy is to provide risk management guidelines in relation to the investment of surplus funds with the principal objective being the preservation of capital. Notwithstanding this, the maximisation of returns within the confines of the Policy is also encouraged, with investment earnings augmenting reserve balances and supplementing other general revenue streams.

The Policy applies to all investments made by the City of Busselton with the exception of deposits held in accordance with a grant funding agreement, and details the relevant authorities for investment, the nature and type of investments that can be entered into, institution exposure limits, and associated reporting requirements.

It is considered by officers that the policy has been operating efficiently and effectively for the City's current needs and therefore it is not proposed that significant or substantive changes are made to the policy content other than to, as stated above, explicitly exclude deposits held in accordance with a grant funding agreement from the scope of the policy. This is to reflect instances where we are instructed by government funding agreements to hold the funds with the Western Australian Treasury Corporation, and therefore outside the limits of the Policy.

Outside of this the changes are formatting in nature to streamline the policy, remove operational level detail and align it to the new format.

CONCLUSION

The Policy updates the current Investment policy and in doing so maintains an important Council risk management policy.

OPTIONS

Council could require further amendments to the Policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policy will be effective immediately upon adoption

COUNCIL DECISION/COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**C1902/032**

Moved Councillor J McCallum, seconded Councillor C Tarbotton

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

CARRIED 8/0**EN BLOC**

17. CHIEF EXECUTIVE OFFICER'S REPORT**17.1 COUNCILLORS' INFORMATION BULLETIN**

SUBJECT INDEX:	Councillors' Information Bulletin
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Administration Officer - Governance - Kate Dudley
AUTHORISING OFFICER:	Director Finance and Corporate Services - Tony Nottle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

PRÉCIS

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

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

INFORMATION BULLETIN**17.1.1 Donations Contributions and Subsidies Fund – January 2019**

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

One application was supported in January 2019, totalling \$750.00 as outlined in the table below:

1. App. No.	2. Recipient	3. Purpose	4. Amount
January 2019			
48/1819	Dunsborough-Busselton Dung Beetles Rugby Club	Donation requested to assist with covering the cost of hosting the Golden Oldies Rugby Carnival being held at Barnard Park on 30 March 2019. Contribution provided to cover the cost of ground hire and hire of a PA system.	\$750.00
		January Total	\$750.00

- At the end of January 2019, expenditure from the Donations, Contributions and Subsidies Fund for the current financial year totalled \$16,621.00 leaving a balance of \$13,379.00.

17.1.2 Current Active Tenders

2018/2019 TENDERS

RFT16/18 OLD BUTTER FACTORY REPAIR WORKS

- Requirement – repair and rectification works to the Old Butter Factory following fire damage to the building.
- A Request for Tender was advertised on 20 October 2018 with a closing date of 9 November 2018.
- No submissions were received.
- The CEO determined that a private request for quotation be made in respect of the works.
- One response was received in respect of the request for quotation.
- Officers have completed an evaluation, recommending the contract to be awarded to Clinton Long Project Management Pty Ltd.
- Council endorsed on 30 January 2019 the officer recommendation and delegated authority to the CEO to negotiate and agree final terms and conditions with that contractor.
- It is anticipated that the contract will be awarded in February 2019.

RFT17/18 PORT GEOGRAPHE FINGER JETTY REPLACEMENT

- Requirement – the demolition of existing finger jetty or jetties (as determined by the City) located at the Port Geographe Marina boat launching facility in Busselton and the replacement of such jetty or jetties with floating pontoon style finger jetty or jetties.
- A Request for Tender was advertised on 3 November 2018 with a closing date of 20 November 2018.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that a contract will be awarded in February/March 2019.

RFT18/18 EQUIPMENT FINANCE LEASE FOR NETWORK SERVERS

- Requirement – financing of network servers by way of an equipment finance lease.
- A Request for Tender was advertised on 15 December 2018 with a closing date of 10 January 2019.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- Officers have completed an evaluation and it is anticipated that a contract will be awarded in February 2019.

EOI01/18 CONSTRUCTION OF THE CITY CENTRE EASTERN LINK – STAGE 1

- Requirement – Construction of the City Centre Eastern Link Stage 1.
- An Expression of Interest was advertised on 15 December 2018 with a closing date of 22 January 2019.
- It is anticipated that the process for making a preliminary selection among prospective tenderers will be completed in February 2019.
- It is anticipated that the tender phase for acceptable tenderers will commence early in March 2019.

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

- Requirement – hire of plant and equipment.
- The PQS was advertised on 9 February 2019 with a closing date of 7 March 2019.
- In accordance with delegation LG3M the CEO has authority to establish the panel and to decide which applications to accept.
- It is anticipated that the panel of pre-qualified suppliers will be established by the CEO in March 2019.

COUNCIL DECISION AND OFFICER RECOMMENDATION

C1902/033 Moved Councillor J McCallum, seconded Councillor C Tarbotton


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

- [17.1.1 Donations Contributions and Subsidies Fund – January 2019](#)
- [17.1.2 Current Active Tenders](#)

CARRIED 8/0

EN BLOC

ITEMS FOR DEBATE**15. COMMUNITY AND COMMERCIAL SERVICES REPORT****15.1 CITY OF BUSSELTON SMART CITY STRATEGY**

SUBJECT INDEX:	Regional Economic Development
STRATEGIC OBJECTIVE:	An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
BUSINESS UNIT:	Economic and Business Development Project Officer
ACTIVITY UNIT:	Economic and Business Development
REPORTING OFFICER:	Administration Officer - Emma O'Brien
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A City of Busselton Smart City Strategy 

PRÉCIS

As a key priority area identified in the Economic Development Strategy (2016 – 2026), a Smart City Strategy has been developed which will serve as an implementation guide for the City's Digital Economy / Smart Cities Sub-Group.

This report recommends Council note and receive the Smart City Strategy as a guide for future planning.

BACKGROUND

In November 2016 Council endorsed (C1611/132) the Economic Development (ED) Strategy (2016 – 2026) and associated Implementation Plan as a guide for future planning. The Strategy defines the City's Economic Development Vision as 'a vibrant and cohesive community that protects its natural environment, meets the needs of its population, and ensures that future development maintains the City's unique character, lifestyle and community values.' The Implementation Plan identifies a range of initiatives that guide the City and stakeholders towards achieving this vision, with digital economy and smart city strategies featuring strongly throughout the Strategy.

An Economic Development Taskforce (the Taskforce) was established in 2017 to guide the implementation of the ED Strategy. The Taskforce comprises of a membership of Councillor representatives, and representatives from South West Development Commission, Margaret River Busselton Tourism Association, Chambers of Commerce and Industry, local business, community and City staff. The Taskforce oversees the implementation of the ED Strategy and actively progresses the initiatives in the Implementation Plan.

Sub-Groups were also established to support the Taskforce to actively progress initiatives in the Implementation Plan, with one of the sub-groups being the Digital Economy and Smart Cities Sub-Group (the Sub-Group). The Sub-Group membership comprises of a Councillor representative and representatives from South West Development Commission, Margaret River Busselton Tourism Association, Chambers of Commerce and Industry, CQ University, Business South West, local entrepreneurial and digitally focussed businesses, and City staff from the Economic Development and Information Services teams.

The City has worked closely with the Sub-Group to develop the Smart City Strategy.

STATUTORY ENVIRONMENT

The Smart City Strategy is not a statutory planning document, rather it is an 'informing strategy' within the City's Integrated Planning Framework. Accordingly, there are no legal or statutory considerations associated with Council noting and receiving the Smart City Strategy as a guide for future planning.

RELEVANT PLANS AND POLICIES

City of Busselton

The City of Busselton Economic Development (ED) Strategy sets out the vision, strategies and mission for economic development within the City of Busselton. Digital economy and smart city initiatives feature strongly throughout the ED Strategy and are identified as an important aspect of achieving the outcomes of the ED Strategy.

State Government

The State Planning Strategy 2050, Regional Centres Development Plan Framework and the Regional Development Strategy are the core overarching documents that guide the planning for our cities. The State Government's Science and Innovation division plays a role in:

- Supporting and facilitating initiatives that diversify the Western Australian economy and creating new jobs and industries
- Attracting investment in innovation
- Supporting the capability and economic sustainability of regional economies in Western Australia

The South West Development Commission and Regional Development Australia – South West have prepared the South West Regional Blueprint. The Blueprint is aspirational and seeks to identify projects and actions that can help take the South West forward in the future. It includes identifying high capacity digital communications to improve the efficiency of traditional industries (tourism and agriculture) as well as attracting new and emerging industries in the areas of media, marketing, creative industries, technology and professional services. The City of Busselton Smart City Strategy directly relates to priorities and objectives detailed in the Blueprint, in particular:

Priorities:

- High capacity digital communications
- Sustainable energy supply and sustaining environmental qualities
- Creative industries
- Community enterprise

Objectives:

- High capacity broadband
- Mobile coverage
- Energy capacity
- Renewable energy options
- Exploit opportunities in animation, media, publishing, film, art and music

Federal Government

The National Innovation and Science Agenda is a program with \$1.1 billion worth of initiatives to support smart ideas that drive business growth. The Agenda focuses on four key pillars:

- Taking the leap: backing Australian entrepreneurs by opening up new sources of finance, embracing risk, taking on innovative ideas, and making more of our public research
- Working together: increasing collaboration between industry and researchers to find solutions to real world problems and to create jobs and growth

- Best and brightest: developing and attracting world-class talent for the jobs of the future
- Leading by example: the Australian Government will lead by example; embracing innovation and agility in the way we do business

In addition, the Federal Government has a Smart Cities Plan which sets out the vision for metropolitan and regional cities and their commitment to smart investment, smart policy and smart technology.

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of the Officer Recommendation of this report. Initiatives identified in the Strategy will be achieved through a variety of existing resources, partnering with stakeholders and / or through obtaining external funding. The Smart City Strategy will form a solid base for future funding submissions for Smart City projects.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

The LTFP includes allocations for the Economic and Business Development business unit annual budgets which support the Economic Development Taskforce and subgroups, including the Digital and Smart Cities Working Group.

STRATEGIC COMMUNITY OBJECTIVES

The Smart City Strategy directly relates to objectives and strategies detailed in the Strategic Community Plan, in particular:

Objectives:

- An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice
- A community where local business is supported

Strategies:

- Develop and implement strategies that attract business investment, diversify the economy and provide a balance between large and small business
- Work with key partners to develop initiatives that support new local business, including the activation of key business nodes
- Work with key partners to improve digital and internet connectivity across the District

RISK ASSESSMENT

The Officer recommendation does not introduce any risks identified as being high or medium.

CONSULTATION

More than 200 people have been engaged and consulted with during the two years spent developing the Smart City Strategy:

ED Taskforce and Digital Economy / Smart Cities Sub-Group

The Economic Development team have met regularly and worked directly with the Sub-Group to develop the strategy, including identifying a series of activities to guide and inform the development of the Strategy as listed below;

- *Smart Cities Exploration Workshop*

In November 2017, the City and the Sub-Group hosted a workshop that explored Smart City concepts and identified matters that could be addressed within a Smart City Strategy. Sponsored by CQ University and the NBN Co, more than 40 invited participants attended representing a range of community and business interests throughout the City.

The workshop was designed to:

- Improve participant understanding of the core concepts associated with a Smart City initiatives;
- Create a positive 'buzz' about the opportunities presented by Smart City initiatives, and;
- Seek agreement on the top five issues affecting the City of Busselton community to be used as the focus of a 'hackathon' style development of solutions that can feed into a Smart City Strategy.

- *Hackathon*

In March 2018, the City hosted a Hackathon to further develop the priority issues identified at the exploration workshop and to inform the City of Busselton Smart City Strategy. The day was sponsored by TPG, Department of Primary Industries and Regional Development and South West Development Commission and developed and executed by the Sub-Group. Approximately 30 people attended representing a range of community and business interests throughout the City, and in groups they developed and pitched a range of ideas which have been used to inform this Strategy.

The draft Strategy was developed through a consultative process where each version was reviewed by the various Sub-Group members and a number of City staff including the Senior Management Group, the Information Services Team, Corporate Planning Team and Economic Development Team with changes made according to feedback and advice by the various parties. Specific initiatives were also discussed with Officers of the relevant City business units.

OFFICER COMMENT

The Smart City Strategy is a new framework that has been developed to address particular priority areas identified in the Economic Development Strategy (2016 – 2026). The Smart City Strategy has been developed through extensive research and consultation to guide the City in creating a community that is smart and innovative, to assist the City in delivering positive outcomes for the community, and to attract knowledge, creativity and investment to facilitate growth of the local economy. It is envisaged that as a Smart City improvements to liveability, sustainability and economic diversity will be experienced.

The Smart City Strategy sets out a vision, objectives and strategies that align with the Strategic Community Plan. It also defines measurable initiatives to track progress and ensure that the vision and objectives are progressed.

The Strategy serves as a call to action to business, government, thinkers, entrepreneurs and the community to work together to build the City as a Smart City.

The Strategy is designed to be flexible to allow capitalisation on new opportunities as digital technologies evolve. New initiatives can be assessed and prioritised based on alignment with the vision and objectives that underpin the Strategy.

CONCLUSION

The Smart City Strategy was developed as a key recommendation of the Economic Development Strategy. Developed in close partnership with the Digital Economy / Smart Cities Sub-Group the document will serve as a guide for the Sub-Group and City of Busselton to deliver smart and innovative outcomes for the community.

OPTIONS

Council could identify specific changes to the Smart City Strategy or choose not to accept the Strategy as a guide for future planning.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers, in consultation with the ED Taskforce and Sub-Group will begin prioritisation and implementation of initiatives in the coming weeks and these will inform business unit planning moving forward.

OFFICER RECOMMENDATION

That the Council receive and note the City of Busselton Smart City Strategy as a guide for future planning.

COUNCIL DECISION AND AMENDED OFFICER RECOMMENDATION

C1902/034 Moved Councillor J McCallum, seconded Councillor K Hick

That the Council note the progress of the City of Busselton Smart City Strategy.

CARRIED 8/0

Reason: Following recent feedback, staff will undertake further consultation prior to finalising the Strategy which will then be presented back to Council for consideration to receive and note as a guide for future planning.

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

Nil

20. CONFIDENTIAL REPORTS

Nil

21. CLOSURE

The Presiding Member closed the meeting at 5.32pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 24 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 13 MARCH 2019.

DATE: _____ PRESIDING MEMBER: _____