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CITY OF BUSSELTON

MINUTES FOR THE SPECIAL COUNCIL MEETING HELD ON 23 OCTOBER 2017

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE.....	2
2.	PURPOSE OF MEETING.....	2
3.	DECLARATION BY ELECTED MEMBERS OF COUNCIL.....	3
4.	ELECTION OF MAYOR.....	3
5.	DECLARATION BY MAYOR.....	3
6.	ELECTION OF DEPUTY MAYOR.....	4
7.	DECLARATION BY DEPUTY MAYOR.....	4
8.	PUBLIC QUESTION TIME.....	4
9.	DISCLOSURE OF INTERESTS	4
10.	PRESENTATION BY PARTIES WITH AN INTEREST.....	4
11.	FINANCE AND CORPORATE SERVICES REPORT	5
	11.1 APPOINTMENT OF ELECTED MEMBERS TO STANDING COMMITTEES, OCCASIONAL COMMITTEES/WORKING GROUPS, OTHER INTERNAL WORKING GROUPS AND TO APPOINT DELEGATES TO EXTERNAL ORGANISATIONS.....	5
12.	CLOSURE.....	23

MINUTES

MINUTES OF A MEETING OF THE A SPECIAL MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 23 OCTOBER 2017 AT 5.30PM.

1. ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Presiding Member:

Cr Grant Henley Mayor
(assumed the chair from 5.46pm)

Members:

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

Officers:

Mr Mike Archer, Chief Executive Officer (Presiding Member until 5.46pm)
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 Cliff Frewing, Director, Finance and Corporate Services
Miss Kate Dudley, Administration Officer, Governance

Apologies

Nil

Media:

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

Public:

17

Registered Teacher for Declarations:

Mr Mark Gillett

2. PURPOSE OF MEETING

This meeting is for the purpose of the Council for the swearing in the newley elected councillors following the election on Saturday 21 October 2017, to elect a Mayor and Deputy Mayor and to determine appointments to Committees established in accordance with Section 5.8 of the *Local Government Act 1995*, the Council will also nominate Councillors to represent the Council on various other internal groups and external organisations.

3. DECLARATION BY ELECTED MEMBERS OF COUNCIL

The CEO opened the meeting, welcoming all those in attendance and announced that Mr Mark Gillett will be conducting the swearing in of members elected to Council at the election held on Saturday 21 October 2017.

Mr Mark Gillett then witnessed the declaration of office to elected Councillors:

- Grant Henley
- Kelly Hick
- Rob Bennett
- Lyndon Miles

4. ELECTION OF MAYOR

The Chief Executive Officer called for nominations for the Mayor.

Cr Grant Henley and Cr Ross Paine nominated for the position of Mayor and both accepted the nominations.

The CEO invited Cr Henley to present his case to Council for the position of Mayor.

Cr Henley gave a brief presentation to Council.

The CEO invited Cr Paine to present his case to Council for the position of Mayor.

Cr Paine gave a brief presentation to Council.

A ballot was conducted for the election of Mayor:

Cr Henley – 8 votes

Cr Paine – 1 vote

With the results of the ballot, the CEO announced that Councillor Grant Henley was elected as Mayor for a 2 year term.

5. DECLARATION BY MAYOR

The CEO invited Cr Grant Henley to make a declaration before Mark Gillett. Cr Henley made and signed the declaration.

Mark Gillett presented Mayor Henley with the Mayoral Chain.

5.46pm At this time the Mayor assumed the chair.

Mayor Henley welcomed the new Councillors to their roles and thanked the members of Council for supporting his nomination.

6. ELECTION OF DEPUTY MAYOR

Cr Ross Paine, Cr Paul Carter and Cr John McCallum nominated for the position of Deputy Mayor and each accepted the nomination.

The Mayor invited Cr Paine to present his case to Council for the position of Deputy Mayor.

Cr Paine gave a brief presentation to Council.

The Mayor invited Cr Carter to present his case to Council for the position of Deputy Mayor.

Cr Carter gave a brief presentation to Council.

The Mayor invited Cr McCallum to present his case to Council for the position of Deputy Mayor.

Cr McCallum gave a brief presentation to Council.

A ballot was conducted for the election of Deputy Mayor:

Cr Paine – 2 votes

Cr Carter – 2 votes

Cr McCallum – 5 votes

With the results of the ballot, the Mayor announced that Councillor John McCallum was elected as Deputy Mayor for a 2 year term.

7. DECLARATION BY DEPUTY MAYOR

The Mayor invited Cr John McCallum to make a declaration before Mark Gillett. Cr McCallum made and signed the declaration.

The Mayor conducted a ballot for the seating arrangements in Council Chambers.

7. PUBLIC QUESTION TIME

Nil

8. DISCLOSURE OF INTERESTS


Nil

9. PRESENTATIONS BY PARTIES WITH AN INTEREST

Nil

11. FINANCE AND CORPORATE SERVICES REPORT

11.1 APPOINTMENT OF ELECTED MEMBERS TO STANDING COMMITTEES, OCCASIONAL COMMITTEES/WORKING GROUPS, OTHER INTERNAL WORKING GROUPS AND TO APPOINT DELEGATES TO EXTERNAL ORGANISATIONS

SUBJECT INDEX:	Council and Committee Meetings
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Detailed Schedule of Required Appointments 

PRÉCIS

The Council is invited to appoint elected members' to the City's various Standing Committees, Occasional Committees/Working Groups, other Internal Administrative Working Groups and Delegates to external groups where City representation is required. This report is presented to enable Council to appoint members to its formally constituted City Committees and to nominate its representatives to a range of community and Internal Administrative Working Groups.

In addition to formal City Committees, there are a number of other community working groups run by the City on which Councillors participate and a range of external organisations whose meetings are attended by delegates appointed by Council.

Where a Councillor is formally appointed by the Council and is formally representing the Council, the costs associated with travelling to those meetings is recompensed to the Councillor by the City.

BACKGROUND

Standing Committees

The City of Busselton currently has a number of Standing Committees as follows:

Committees with elected members only:

Audit and Governance Committee
 Finance Committee
 Policy and Legislation Committee
 Airport Advisory Committee

Committees with non-elected members:

Bush Fires Advisory Committee
 Busselton Jetty Reference Group
 Busselton Settlement Art Project Management Committee
 CapeRoc Voluntary Regional Organisation of Councils
 Local Emergency Management Committee
 Meelup Regional Park Management Committee

Council has also resolved to create a number of Occasional Committees/Working Groups to which Elected Members are appointed. In addition, Councillors have also nominated to represent Council on Internal Administrative Working Groups and Elected Members are also invited as delegates to represent the City on numerous External Community Groups.

All Committees/Groups that require nominations are contained on the Schedule attached.

STATUTORY ENVIRONMENT

Section 5.11 of the *Local Government Act 1995* (the Act) prescribes that the tenure of a Committee member ends on the Ordinary Council Election day (21 October 2017) and the Council must now consider the future committee membership of these Committees.

Section 5.10(2) of the Act provides that a member is entitled to be a member of at least one of the Standing Committees.

Section 5.10(4) of the Act provides that the Council must appoint the Mayor to each Committee if the Mayor informs the City of their wish to be a member of a particular Committee. The Committee, once appointed, must select a Chair at its first meeting.

Section 5.10 (5) of the Act provides for the CEO or their delegate to be appointed to a Committee that has or will have an employee if the CEO so wishes.

Section 7.1A of the *Local Government Act 1995* requires that each local government establish an audit committee consisting of at least three Elected Members.

RELEVANT PLANS AND POLICIES

Establishment of Committees is in accordance with section 5.11 of the *Local Government Act 1995* which provides that the tenure of a committee member ceases at each ordinary Election Day.

Appointing members of the Council to Committees is subject to the requirements of Council Policy 014 – Convening the Council Following an Election. A Special Meeting of the Council is convened for this purpose.

In accordance with Council Policy 001, Fees, Allowances and Expenses for Elected Members, Councillors are entitled to be paid a travelling allowance for attending meetings of community groups or other external organisations of which the elected member has been appointed the Council's representative by Council resolution.

FINANCIAL IMPLICATIONS

There are no specific financial implications to the appointment of members to Committees as the costs associated with attendance at these Committees have been recognised in the current budget and corporate plan. However, external representation needs to be considered in the context of the entitlements provided in the Fees, Allowances and Expenses policy for Elected Members. Therefore, before making such an appointment the Council needs to be satisfied that there is a benefit to the local government by a Councillor being a representative of the Council. Councillors can and do still attend a range of meetings and groups in their personal capacity rather than as a representative of the Council.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the **Council's Key Goal Area 6** – 'Leadership' and more specifically **Community Objective 6.1** – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

There are no risks involved with appointment of members to Committees.

CONSULTATION

No Consultation is required.

OFFICER COMMENT

Standing Committees

The Council is required to appoint elected members to its Standing Committees. A brief overview of each of the committees is as follows:

Committees with elected members only:

Audit and Governance Committee

This Committee oversees the City's audit process and deal with a range of governance issues. The terms of reference for the Audit and Governance Committee are:

- to monitor the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs;
- to ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or his representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation; and
- to facilitate:
 - the enhancement of the credibility and objectivity of external financial reporting;
 - compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - the provision of an effective means of communication between the external auditor, the Chief Executive Officer (or his representative) and the Council; and
 - the effective conduct of Internal audit and risk management activities.

The current membership consists of three elected Members (with a Deputy Member) and meets on a needs basis.

Finance Committee

The Finance Committee exists to assist the Council to oversee the allocation of the local government's finances and resources. The objectives of the Finance Committee are:

- to examine all income and expenditure with the objective of identifying savings or other monies to be used for capital projects;
- to assist the Council to prepare its long-term financial plans;
- to review budget development processes;

- to receive reports proposed to be put to the Council with significant financial implications or reports for the purposes of meeting the requirements of the *Local Government (Financial Management) Regulations*; and
- to review and advise the Council on specific matters referred by the Council from time to time.

The current membership consists of five Members (with four Deputy Members) and meets on a monthly cycle (other than when Council is in recess).

Policy and Legislation Committee

The Policy and Legislation Committee exists to assist the Council to determine the local government's policies, and to carry out its legislative function. The objectives of the Policy and Legislation Committee are:

- to review delegations and policies of the City of Busselton;
- to review Local Laws and other delegated legislation made by the City of Busselton;
- to receive reports proposed to be put to the Council with significant policy or legislative implications; and
- to review and advise the Council on specific matters referred by the Council from time to time.

The current membership consists of five Members (with four Deputy Members) and meets on a monthly cycle (other than when Council is in recess).

Airport Advisory Committee

The Airport Advisory Committee's objectives are:

- to foster liaison and cooperation between all stakeholders in the Busselton Regional Airport and the City of Busselton;
- to provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the airport; and
- to make recommendations to Council on matters associated with the future development of the Airport.

The current membership consists of four Members (with two Deputy Members) and normally meets on a bi-Annual cycle or as required.

Committees with non-elected members:***Bush Fires Advisory Committee***

The Bush Fires Advisory Committee's objectives are:

- to provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital equipment purchase, review of firefighting/prevention practices and firefighting training;
- to develop a bush fire strategic plan incorporating plan, firebreak order development process and strategic firebreak development, to be endorsed by Council; and
- to care for, control and manage the bush fire risk within the district of the City of Busselton.

The current membership consists of one Council Member (and one Deputy Member) and meets on an as needs basis, however, shall meet as a minimum twice annually, once at the beginning and once at the end of the bush fire season.

Busselton Settlement Art Project Management Committee

The Busselton Settlement Art Project Steering Committee's objectives are:

- to oversee the commissioning of sculptures proposed under the "Busselton Settlement Art Project" as approved by the Council;
- to provide for the disbursement of funds, as approved by the Council, for use by the fundraising group for the purposes of raising the necessary funds for the "Busselton Settlement Art Project"; and
- to perform other activities from time to time as approved by the Council.

The current membership consists of one Council Member (and one Deputy Member) and meets on a tri-annual cycle.

CapeRoc Voluntary Regional Organisation of Councils

CapeROC exists to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region. The objectives of the CAPEROC are:

- to explore opportunities to foster Economic Development in the Capes Region;
- to explore avenues to foster tourism in the Capes Region and improve the coordination of major regional events;
- to safeguard, strengthen and grow the Margaret River and Geographe brands;
- to explore opportunities to undertake projects of mutual benefit to the Shire and the City eg Rails to Trails network;
- to develop opportunities to undertake capacity building activities for Councillors and staff in the Shire and the City;
- to explore opportunities to develop funding submissions on a regional basis;
- to evaluate possible resource sharing arrangements between the Shire and the City;

- to identify skill shortages and to undertake workforce planning on a regional basis;
- to explore opportunities to simplify and standardise policies in the region where appropriate; and
- to consider the feasibility of establishing a Capes Regional Council.

The current membership consists of the Mayor of Busselton and President of Augusta-Margaret River, two other Councillors (one Deputy Member) and the CEO from each organisation.

Meetings are usually held three monthly or as required.

Local Emergency Management Committee

The Local Emergency Management Committee's objectives are:

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the regulations.

Pursuant to Section 40 of the Act after the end of each financial year the Committee is to prepare and submit to the District Emergency Management Committee (DEMC) for the district an annual report on activities undertaken by it during the financial year. The annual report is to be prepared within such a reasonable time, and in the manner, as is directed in writing by the SEMC.

The current membership consists of two Council Members, being the Mayor and Deputy Mayor (and one Deputy Member) and meets at three monthly intervals, normally in March, June, September and December.

Meelup Regional Park Management Committee

The Meelup Regional Park Management Committee exists to:

- assist the Council in managing and promoting Meelup Regional Park;
- ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations; and
- build and maintain productive working relationships between the Council, City officers, volunteers and users of the Park, as well as other stakeholders.

The current membership consists of two Council Members (and one Deputy Member) and meets on a three monthly cycle.

Occasional Committees/Working Groups

In addition to the City's Standing Committees as shown above, the City has a number of Occasional Committees (or Non-Statutory Working Groups) to which elected Members are appointed. The names of these Committees are as follows - the details of which are shown on the attached schedule:

- Busselton-Margaret River Regional Airport (BMRRA) Consultative Group
- Busselton Performing Arts and Convention Centre Working Group
- Community Resource Centre Working Group
- Disability Access and Inclusion Plan Reference Group
- Marketing and Events Reference Group
- Sustainability and Energy Working Group (formerly known as Energy Working Group)
- Vasse Recreational Facilities Working Group
- Waste Advisory Group
- Waterways Improvement Reference Group

External Groups/Committees

There are also a number of external groups / committees that the City has either been invited to join or are part of and a City delegate is required to be appointed. The external groups / committees are as follows - the details of which are shown on the attached schedule:

- Australian Coastal Councils' Association (formerly known as Sea Change Taskforce and Peron-Naturaliste Partnership (PNP))
- Busselton and Sugito Sister Cities Association
- Busselton Historical Society
- Busselton Senior Citizens' Centre Board
- CQ University Busselton Regional Advisory Group (formerly known as Higher Education Forum)
- Regional Roads Group and Convention – Main Roads WA
- Roadwise Committee (formerly known as Naturaliste Roadwise Committee)
- South West Zone Local Government Association
- Vasse Ministerial Taskforce

Ministerial Appointments

There are two other Committees that Council nominates elected members to but membership is subject to the approval of the relevant Minister. These Committees are as follows:

- Development Assessment Panel
- Yallingup Land Conservation District Committee (LCDC)

External Groups/Committees – Appointment by Mayor

- GeoCatch

Internal Administrative Working Groups

Membership to Internal Administrative Working Groups is determined by individual elected members as interested persons. The Internal Administrative Working Groups are not established by Council, the Terms of Reference are not determined by Council and nor is the membership. These groups are as follows:

- Western Ringtail Possum Group; and
- Phoebe Abbey House Working Group.

CONCLUSION

Membership of all the Committees/Working groups is normally made at the Special Council Meeting immediately following the Council election day. All Committees / Working Groups are listed on the attached schedule which shows basic information concerning each Committee such as name, existing and number of members (and Deputy Members) and how often the Committee meets.

OPTIONS

The Council may determine that it requires more or less members on any of the Standing Committees, while noting that each must have a minimum of three members. It may also determine that a representative on any of the other organisations Committees is not required.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Membership of Committees become effective upon being elected to a particular Committee (subject to the endorsement of the Minister where applicable).

COUNCIL DECISION AND OFFICER RECOMMENDATION

C1710/262

Moved Councillor J McCallum, seconded Councillor R Paine

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

1. That the Council:
 - 1.1 appoints members to its Standing Committees, Working Groups and external organisations listed in the Attachment to this report;
 - 1.2 notes that under the constitution of GeoCatch, the Mayor is responsible for appointment of a Councillor to this Group; and
 - 1.3 notes that Councillors are appointed by the CEO to the following Internal Administrative Working Groups:
 - Western Ringtail Possum Group; and
 - Phoebe Abbey House Working Group.

Policy and Legislation Committee	
Membership: 5 Councillor Members (Mayor and 4 Councillors) and 4 Deputies	
Role and Responsibilities: This Committee assists the Council to determine the local government's policies and to carry out its legislative function.	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Robert Reekie
Cr Rob Bennett	Cr Coralie Tarbotton
Cr Ross Paine	Cr Paul Carter
Cr Kelly Hick	Cr John McCallum
Cr Lyndon Miles	
Meets on a monthly basis at the City of Busselton Administration and Civic Building.	

Finance Committee	
Membership: 5 Councillor Members (Mayor and 4 Councillors) and 4 Deputies	
Role and Responsibilities: This Committee assists the Council to oversee the allocation of the local government's finances and resources.	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Ross Paine
Cr Paul Carter	Cr Kelly Hick
Cr Robert Reekie	Cr Lyndon Miles
Cr Coralie Tarbotton	Cr Rob Bennett
Cr John McCallum	
Meets on a monthly basis at the City of Busselton Administration and Civic Building.	

Airport Committee	
Membership: 4 Councillor Members and 2 Deputies	
Role and Responsibilities: This Committee oversees the City's audit process and deals with a range of governance issues.	
Nominations for Members	Nominations for Deputies
Cr John McCallum	Cr Lyndon Miles
Cr Paul Carter	Cr Rob Bennett
Cr Coralie Tarbotton	
Cr Kelly Hick	
Meets on a needs basis at the City of Busselton Administration and Civic Building.	

Audit and Governance Committee	
Membership: 3 Councillor Members (Mayor and 2 Councillors) and 2 Deputies	
Role and Responsibilities: This Committee oversees the City's audit process and deals with a range of governance issues.	
Nominations for Members	Nominations for Deputies
Cr Paul Carter	Cr Rob Reekie
Cr Grant Henley	Cr John McCallum
Cr Kelly Hick	
Meets on a needs basis at the City of Busselton Administration and Civic Building.	

Meelup Regional Park Management Committee	
Membership: 2 Councillor Members and 1 Deputy	
This Committee assists the Council in managing and promoting Meelup Regional Park while building and maintaining productive working relationships between the Council, City officers, volunteers and users of the Park, as well as other stakeholders.	
Nominations for Members	Nominations for Deputies
Cr John McCallum	Cr Lyndon Miles
Cr Kelly Hick	
Meets on a quarterly basis at the Dunsborough and Districts Country Club.	

Busselton Settlement Art Project Management Committee	
Membership: 1 Councillor Member and 1 Deputy	
Role and Responsibilities: This Committee oversees the commissioning of sculptures proposed under the “Busselton Settlement Art Project” and performs other activities from time to time as approved by Council.	
Nominations for Members	Nominations for Deputies
Cr Rob Bennett	Mayor Grant Henley
Meets bi-annually at the City of Busselton Administration and Civic Building.	

Local Emergency Management Committee	
Membership: Two Members (Mayor and Deputy Mayor) and One Deputy Member	
Role and Responsibilities: The Committee participates in the establishment of Management practices for Local Emergencies.	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Rob Reekie
Cr John McCallum	
Meets at three monthly intervals normally in March, June, September and December at the City of Busselton Administration and Civic Building.	

Bush Fires Advisory Committee	
Membership: One Member and one Deputy Member (and all Fire Control Officers)	
Role and Responsibilities: This Committee exists to provide advice to Council in regard to all matters relating to bush fire control, prevention and management.	
Nominations for Members	Nominations for Deputies
Cr Rob Reekie	Cr Kelly Hick
Meets on an as needs basis, however, shall meet as a minimum twice annually, once at the beginning and once at the end of the bush fire season.	

Busselton Jetty Reference Group	
Membership: Two Members (Mayor and 1 Councillor) and One Deputy Member	
Role and Responsibilities: This group exists to consult with Busselton Jetty Inc. in accordance with the terms and intent of the Licence and Management Agreement entered into with the City of Busselton.	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Lyndon Miles
Cr Rob Bennett	
Meets bi-monthly at City of Busselton Administration and Civic Building offices.	

CapeRoc Voluntary Regional Organisation of Councils	
Membership: Mayor, 2 Councillor Members and 1 Deputy (Chief Executive Officer)	
Role and Responsibilities: This Committee exists to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region.	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Paul Carter
Cr John McCallum	Cr Ross Paine
Cr Kelly Hick	
Meets on a quarterly basis at the City of Busselton Administration and Civic Building or alternatively at the Shire of Augusta-Margaret River Civic Administration Centre.	

Occasional Committees/Working Groups

<p>Busselton-Margaret River Regional Airport (BMRR) Consultative Group</p> <p>This group exists for the purpose of consulting with peak community organisations, aviation, tourism and business sectors and government agencies about the BMRR Development Project, operations and potential impacts.</p> <p>1 City of Busselton Airport Advisory Committee Councillor, or his/her delegate</p> <p>Meets on a bi-monthly basis or as determined otherwise.</p>

Nominations for Members	Nominations for Deputies
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Presiding Member of the AAC	
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<p>Busselton Performing Arts and Convention Centre Working Group</p> <p>The group is charged with the responsibility of developing a business case to demonstrate the feasibility and viability of a future Performing Arts / Convention Centre.</p> <p>2 Councillors</p> <p>Meets on a needs basis at the City of Busselton Administration and Civic Building.</p>
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Nominations for Members	Nominations for Deputies
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Cr Lyndon Miles	Cr Kelly Hick
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Cr Ross Paine	
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<p>Community Resource Centre Working Group</p> <p>This group discusses tenancy related issues from time to time at the Community Resource Centre.</p> <p>1 Councillor</p> <p>Meets on a quarterly basis at the Busselton Community Resource Centre.</p>
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Nominations for Members	Nominations for Deputies
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Mayor Grant Henley	Cr Paul Carter
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<p>Disability Access and Inclusion Plan Reference Group</p> <p>The group assists with the implementation of initiatives identified in the Disability Access and Inclusion Plan.</p> <p>1 Councillor</p> <p>Meets bi-monthly at the City of Busselton Administration and Civic Building.</p>	
Nominations for Members	Nominations for Deputies
Cr Coralie Tarbotton	Cr Ross Paine

<p>Marketing and Events Reference Group</p> <p>The group makes recommendations to Council on the allocation of marketing and events funding raised through the commercial differential rate.</p> <p>Mayor and 2 Councillors</p> <p>Meets at a minimum bi-annually and on a needs basis at the City of Busselton Administration and Civic Building.</p>	
Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr John McCallum
Cr Kelly Hick	
Cr Lyndon Miles	

<p>Sustainability and Energy Working Group (formerly known as Energy Working Group)</p> <p>The group considers the development and implementation of energy efficiency initiatives.</p> <p>2 Councillors</p> <p>Meets on a quarterly basis in June, August, November and February to coincide with the City planning cycles.</p>	
Nominations for Members	Nominations for Deputies
Cr Coralie Tarbotton	Cr John McCallum
Cr Ross Paine	

Vasse Recreational Facilities Working Group

This Group exists to assist with the development of recreational facilities at Vasse.

1 Councillor

Meets on a monthly basis in the Vasse locality at the discretion of the City of Busselton.

Nominations for Members	Nominations for Deputies
Cr Lyndon Miles	Cr Ross Paine

Waste Advisory Group

The group participates in the development of strategies, both local and regional, for the future management of waste.

2 Councillors

Meets on a needs basis at the City of Busselton Administration and Civic Building.

Nominations for Members	Nominations for Deputies
Cr John McCallum	Cr Paul Carter
Cr Ross Paine	

Waterways Improvement Reference Group

This group exists to recruit and work with relevant Government Agencies to develop a plan that considers all available options for restoring water quality in the Lower Vasse River and the Toby Inlet and preventing declines in water quality in the Geographe Bay and Vasse-Wonnerup Wetlands.

3 Councillors

Meets on a needs basis at the City of Busselton Administration and Civic Building.

Nominations for Members	Nominations for Deputies
Cr Ross Paine	
Cr Lyndon Miles	
Cr Paul Carter	

Delegates to External Groups

<p>Australian Coastal Councils' Association (formerly known as Sea Change Taskforce and Peron-Naturaliste Partnership (PNP))</p>

<p>The ACCA runs events and an annual conference to discuss issues of importance to coastal local governments. The objective of the PNP is to provide a regional mechanism to facilitate effective adaptation responses to climate change.</p>
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<p>1 Councillor</p>

<p>The ACCA holds its AGM in parallel with its annual conference at a location determined by the Association. The PNP meets bi-annually, although in some cases meets as often as quarterly. The meetings are hosted by one of the member local governments, generally in Bunbury (at City of Bunbury offices) or Australind (at Shire of Harvey offices).</p>
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Nominations for Members	Nominations for Deputies
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Cr John McCallum	Cr Ross Paine
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<p>Busselton and Sugito Sister Cities Association</p>
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<p>The incorporated association manages the Sister City relationship with Sugito, Japan and arranges adult and youth exchanges.</p>

<p>1 Councillors</p>

<p>Meets on the 2nd Thursday of every month (with the exception of a break in January) at the City of Busselton Administration and Civic Building.</p>

Nominations for Members	Nominations for Deputies
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Cr Robert Reekie	Cr Rob Bennett
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<p>Busselton Historical Society</p>
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<p>The society provides information on the history of the Busselton region to the public and runs the museum.</p>

<p>1 Councillor</p>

<p>Meets monthly at The Old Buttery Factory Complex on Peel Terrace in Busselton.</p>

Nominations for Members	Nominations for Deputies
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Cr Rob Bennett	
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Busselton Senior Citizens' Centre Board	
The Councillor participates on the Board of Management established to run the Busselton Senior Citizens' Centre in accordance with Boards Constitution.	
1 Councillor	
Meets monthly at the Busselton Senior Citizens Centre on Peel Terrace in Busselton	
Nominations for Members	Nominations for Deputies
Cr Rob Bennett	

CQ University Busselton Regional Advisory Group	
The group investigates opportunities for the provision of higher education facilities and programs in the City of Busselton.	
1 Councillor	
Meets monthly at the CQU Digital Study Hub located Peel Terrace in Busselton	
Nominations for Members	Nominations for Deputies
Cr Rob Bennett	

Regional Roads Group and Convention – Main Roads WA	
The group exists to prioritise and resolve projects for the allocation of monies received by the RRG from State and Federal Government car-related taxes.	
1 Councillor	
Regional Road Group Elected Members Committee meets every 3 months at Shire of Dardanup Council Chambers in Eaton (2 weeks after the meetings of the Regional Road Group Technical Committee are held). This Committee is attended by a Councillor from each Council and a Shire/City representative from each Council.	
Regional Road Group Technical Committee Meets every 3 months at the Main Roads Bunbury Blackwood Conference Room. This Committee is attended by Shire/City officers only.	
Nominations for Members	Nominations for Deputies
Cr Paul Carter	Cr Coralie Tarbotton

Geographe Bay Regional RoadWise Road Safety Working Group (formerly known as Cape Naturaliste Roadwise Committee)

Formerly had the responsibility for Undertaking school leavers education program about the dangers of drink-driving, advocated for the reduction of speed limits and provided roundabout education.

1 Councillor

Inaugural meeting held on 17 August 2017. Future meetings will take place quarterly at the City of Busselton Administration and Civic Building.

Nominations for Members	Nominations for Deputies
Cr Robert Reekie	

South West Zone Local Government Association

The association of 12 South West Local Governments that meets to consider WA Local Government Association initiatives.

1 Councillor – usually Mayor

Meets approximately 6 times each year on the last Friday every two months throughout the South West Region

Nominations for Members	Nominations for Deputies
Mayor Grant Henley	Cr Paul Carter

Vasse Ministerial Taskforce

This Ministerial Taskforce led by the Minister for Water has been established with City representation to drive implementation of the actions outlined in the Government's response to the Professor Hart Report to improve the management and health of key water assets in the Geographe Catchment.

This taskforce will provide direction and support to the lead agencies responsible for managing designed water assets and report to the community on outcomes of activities undertaken across the catchment to improve waterway and wetland health.

1 Councillor

Meets on an ad hoc basis (approximately quarterly) at the City of Busselton Administration and Civic Building.

Nominations for Members	Nominations for Deputies
Cr Paul Carter	Cr Ross Paine

12. CLOSURE

The meeting closed at 6.23pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 23 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 8 NOVEMBER 2017.

DATE: _____

PRESIDING MEMBER: _____