



## **Council Agenda**

***12 April 2017***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 12 APRIL 2017**

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**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 12 April 2017, commencing at 5.30pm.

Your attendance is respectfully requested.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

31 March 2017

**CITY OF BUSSELTON**

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 12 APRIL 2017**

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

2. **ATTENDANCE**

**Apologies**

**Approved Leave of Absence**

Nil

3. **PRAYER**

The Prayer will be delivered by Reverend Ted van Spronsen of Busselton Free Reformed.

4. **PUBLIC QUESTION TIME**

**Response to Previous Questions Taken on Notice**

Nil

**Public Question Time**

5. **ANNOUNCEMENTS WITHOUT DISCUSSION**

**Announcements by the Presiding Member**

**Announcements by other Members at the invitation of the Presiding Member**

6. **APPLICATION FOR LEAVE OF ABSENCE**

7. **PETITIONS AND PRESENTATIONS**

8. **DISCLOSURE OF INTERESTS**

9. **CONFIRMATION AND RECEIPT OF MINUTES**

**Previous Council Meetings**

9.1 **Minutes of the Council Meeting held 22 March 2017**

**RECOMMENDATION**

That the Minutes of the Council Meeting held 22 March 2017 be confirmed as a true and correct record.

**Committee Meetings**

10. **REPORTS OF COMMITTEE**

Nil

## **11. PLANNING AND DEVELOPMENT SERVICES REPORT**

### **11.1 SCHEME AMENDMENT 21 TO LOCAL PLANNING SCHEME 21 AND PROPOSED MODIFIED STRUCTURE PLAN - LOT 11 AND PORTION LOT 803 CHAPMAN HILL ROAD, BUSSELTON - INITIATION FOR ADVERTISING**

<b>SUBJECT INDEX:</b>	Town Planning Schemes and Amendments
<b>STRATEGIC OBJECTIVE:</b>	A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
<b>BUSINESS UNIT:</b>	Strategic Planning and Development Services
<b>ACTIVITY UNIT:</b>	Strategic Planning
<b>REPORTING OFFICER:</b>	Principal Strategic Planner - Louise Korovesi
<b>AUTHORISING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Location Plan <a href="#">↓</a> Attachment B Existing and Proposed Zoning <a href="#">↓</a> Attachment C Proposed Structure Plan <a href="#">↓</a> Attachment D Endorsed Structure Plan <a href="#">↓</a> Attachment E Extract from draft Local Planning Strategy <a href="#">↓</a>

## **PRÉCIS**

The Council is requested to consider initiating for public consultation proposed Amendment No. 21 to *Local Planning Scheme No. 21* (LPS21). The Amendment seeks to: rezone a portion of Lot 803 Chapman Hill Road from 'Agriculture' to 'Special Purpose (Ambergate Industrial/Service Commercial Development Area)'; delete Special Provision Area 47 from Schedule 3 'Special Provision Areas' of LPS21; amend the boundary of Special Provision Area 48 to include the whole of the subject land; and amend Schedule 3 'Special Provision Areas' in relation to the permissible uses listed under Special Provision Area 48 to include 'Medical Centre' and 'Convenience Store'.

The purpose of the proposal is to shift the land use/development focus away from motor vehicle and marine sales to a more conventional light industrial and service commercial development area. Modifications to the endorsed Ambergate Automotive Structure Plan are also proposed that reflect land use changes sought through the Amendment.

Officers are also recommending changes to Schedule 1 – 'Interpretations' (specifically in relation to 'Medical Centre', 'Discount Department Store' and 'Supermarket' definitions) and Schedule 2 - 'Additional Uses (specifically Additional Use 64 that relates to portion of Lot 17 West Street) pursuant to LPS21, in response to issues that have arisen from planning decisions and subsequent appeals that are currently before the State Administrative Tribunal that could similarly occur in relation to the land the subject of this Amendment proposal.

Officers are recommending that the Council adopts the proposed Amendment and Structure Plan for initiation and consultation, which will include referral to the EPA and relevant state government agencies and advertising. The Amendment is viewed as a 'standard' amendment for the purposes of Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## **BACKGROUND**

The proposal comprises a scheme amendment and modifications to the endorsed Ambergate Automotive Structure Plan. The subject land is bound by the Busselton Bypass, Chapman Hill Road and the Vasse Diversion Drain and is 24.5ha in area (Attachment A). The land is flat and largely cleared, apart from scattered mature paddock trees and is used for broadacre grazing. Land north of the Busselton Bypass is zoned and mostly developed for light industrial purposes. West of the Vasse

Diversion Drain the land is subject to the Ambergate North Structure Plan and is zoned for urban development.

Amendment 179 (Gazetted in 2012) to the City's previous Town Planning Scheme No. 20 and the Ambergate Automotive Structure Plan introduced the current planning framework applicable to the land, the purpose of which was to facilitate the development of a new location specifically for the long term growth and expansion of motor car dealerships, marine sales and complementary allied service commercial businesses. Amendment 179 introduced two precincts (corresponding to Special Provision Areas 47 & 48) and specific controls over permissible land uses within each. Special Provision Area 47 was intended to primarily accommodate motor vehicle and marine sales premises. Special Provision Area 48 was intended to accommodate a broader, but still relatively restricted, range of service commercial land uses complementary to the core automotive/marine sales precinct. Since the land was rezoned there has been little apparent interest from car or boat dealerships to relocate to the area. The overall intent of this Amendment, therefore, is to shift the land use focus away from specialist motor vehicle and marine sales to conventional light industrial and service commercial development. This will not, however, preclude motor vehicle and/or marine sales dealerships from relocating to the subject land.

A range of environmental and other matters (traffic and parking, geotechnical assessment, servicing, local water management strategy and fire management) were addressed as part of the assessment of Amendment 179 and the Ambergate Automotive Structure Plan. The Local Water Management Strategy and Transport Assessment Report have been updated to reflect the proposed changes, however it is considered that the proposal does not raise any significant issues beyond that contemplated within Amendment 179 and the associated structure plan.

Each element of the proposal is outlined below under appropriate subheadings.

### **Scheme Amendment**

The Scheme Amendment proposes to –

1. Rezone a 4ha portion of Lot 803 Chapman Hill Road, Busselton from 'Agriculture' to 'Special Purpose (Ambergate Industrial/Service Commercial Development Area)';
2. Delete Special Provision Area 47 from Schedule 3 'Special Provision Areas';
3. Amend the boundary of Special Provision Area 48 to include the whole of the subject land; and
4. Amend Schedule 3 Special Provision Areas to include 'Medical Centre' and 'Convenience Store' as permitted land uses for Special Provision Area 48.

Existing and proposed zoning maps are provided at Attachment B.

### **Proposed Modified Structure Plan**

The proposed Ambergate Industrial/Service Commercial Area Structure Plan is provided at Attachment C. The proposed structure plan retains key elements of the endorsed Structure Plan (provided at Attachment D) including:

- A minimum 30m landscape and drainage buffer to the Busselton Bypass;
- A minimum 50m landscape, drainage and fire management buffer to the Vasse Diversion Drain (the total POS/buffer/drainage area is 6.9ha);
- A circulating internal road with service road frontages to limit access to Chapman Hill Road and the Busselton Bypass;
- Rear lane with access easement along the rear of the southern portion of the land.

- Limited vehicle access points from Chapman Hill Road and the future Ambergate North entry road (that will form the southern extent of the development area);
- A requirement for the preparation of a local development plan to guide detailed design matters such as development setbacks, integrated parking and access, landscaping and built form for lots fronting Chapman Hill Road.
- Estimated yield of 39 lots ranging in size from 3,200m<sup>2</sup> to 4,000m<sup>2</sup> +.

### **Proposed Changes to Schedule 1 – ‘Interpretations’ and Schedule 2 – ‘Additional Uses’**

Proposed changes to Schedule 1 – ‘Interpretations’ and Schedule 2 – ‘Additional Uses’ are as follows:

#### **1. Schedule 1 – ‘Interpretations’**

- The definition of ‘Medical Centre’ as it currently is in LPS21 – “*means consulting rooms and professional accommodation for duly qualified and registered medical practitioners, dentists, physiotherapists, optometrists, chiropodists and pharmacists*” to be replaced with the Model Scheme Text definition of ‘Medical Centre’ as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*, which reads as follows -

*“‘Medical Centre’ means “premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care”.*

- Delete the following definitions – ‘Discount Department Store’ and ‘Supermarket’.

#### **2. Schedule 2 – ‘Additional Uses’**

Amend ‘Additional Use 64’ by inserting definitions for ‘Discount Department Store’ and ‘Supermarket’ to read as follows –

No.	PARTICULARS OF LAND	LAND USES PERMITTED/SPECIFIED	CONDITIONS
A64	Pt Lot 17 West Street, West Busselton	Discount Department Store	<p>1. The additional use specified shall be deemed to be a “D” use for the purposes of Part 4 of the Scheme.</p> <p>2. Development shall be in accordance with a Land Use Concept Plan adopted by the Council.</p> <p>3. The additional use specified shall comprise a single discount department store with a gross leasable floor area of not less than 5,000m<sup>2</sup> and not more than 8,000m<sup>2</sup>. For the purpose of this clause only ‘Discount Department Store’ means a premises wherein a substantial range of consumer goods are kept in a substantial number of different departments and offered for sale by a single retailer but does not include a supermarket nor a supermarket component’ and ‘Supermarket’ means premises used to sell a range of food and household convenience goods by</p>

			retail but does not include a discount department store, showroom or takeaway food outlet.'
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The 'Officer Comment' section of this report discusses key considerations of the proposed Amendment and Structure Plan.

### **Local Water Management Strategy**

The Local Water Management Strategy (LWMS) has been updated to include the portion of Lot 803 forming part of the amendment proposal. The LWMS states that fill on lots will be required to maintain an adequate separation to groundwater. The stormwater and drainage management system will comprise on lot storage, bioretention gardens within road reserves, swales and constructed wetlands within buffer areas, with approximately 95% of stormwater to be detained and treated onsite.

### **Transport Assessment Report**

The Transport Assessment Report has been updated to address the Amendment and proposed modifications to the Structure Plan. The assessment also considered the findings of the traffic impact assessment for Ambergate North, with particular reference to vehicle movements likely to be generated by Ambergate North at full development for the future entry road from Chapman Hill Road.

At full development the structure plan area is calculated to generate 3,926 vehicle movements per day. Assessment of the surrounding road network indicates that sufficient capacity exists to cater for forecast traffic movements that would result from the prospective development of the subject land. Access to the site is calculated to operate at appropriate levels of service during peak periods, including the future Ambergate North entry road and Chapman Hill Road intersection.

## **STATUTORY ENVIRONMENT**

The key elements of the statutory environment with respect to this proposal are set out in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and the relevant objectives, policies and provisions of the *City of Busselton Local Planning Scheme No. 21*. Each is discussed below under appropriate subheadings.

### **Planning and Development Act 2005**

The *Planning and Development Act 2005* outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this Amendment.

### **Planning and Development (Local Planning Schemes) Regulations 2015**

The *Planning and Development (Local Planning Schemes) Regulations 2015*, which came into operational effect on 19 October 2015, identifies three different levels of amendments – basic, standard and complex. The resolution of the local government is to specify the level of the amendment and provide an explanation justifying this choice. This Amendment is considered to be a 'standard' amendment.

The new Regulations provide separate processes for the approval of scheme amendments and structure plans, adherence to which would advance the proposed Structure Plan ahead of the Amendment. However as the Structure Plan is reliant upon the change in zoning proposed in the

Amendment and the nature of the proposal supports their assessment in parallel, the Structure Plan and Amendment are being progressed concurrently. Progression of the proposed Structure Plan will therefore assume the process and timeframes associated with the Amendment.

### **Local Planning Scheme No. 21**

The land is zoned 'Special Purpose (Ambergate Automotive Development Area)' and is within Special Provision Areas 47 and 48 pursuant to Schedule 3 of LPS21. The Scheme sets out a broad objective for each special provision area and establishes land use permissibilities within each.

### **RELEVANT PLANS AND POLICIES**

The key policies relevant to the proposal are the *Draft Local Planning Strategy* and the *Local Commercial Planning Strategy*. Each is discussed below under appropriate subheadings.

#### **Draft Local Planning Strategy**

The *Draft Local Planning Strategy* (LPS) identifies Lot 11 Chapman Hill Road as current/existing Industrial/Service Commercial Area 4 'Chapman Hill Road (1)' and notes that the area is already zoned and structure planned with particular emphasis on accommodating automotive-related development. Issues highlighted for consideration include water quality issues given the land's proximity to the Vasse River and the Vasse Diversion Drain and important heritage assets adjacent to the subject land.

The draft LPS identifies Lot 803 as 'Reserves and Open Space' and as being traversed by a 'Planned Potential Strategic Road'. This future road is one of the main distributor roads identified on the endorsed structure plan for Ambergate North that will ultimately form a strategic east-west road link between Rendezvous Road at Queen Elizabeth Avenue and Vasse Highway, thus connecting the City's existing and planned urban growth areas of Ambergate North, Bovell and Yalyalup (Provence).

The 'Planned Potential Strategic Road' also forms the southern boundary of land identified by the draft LPS as medium term Industrial/Service Commercial Area 7 'Chapman Hill Road (2)', which is located the subject land. An extract of the draft LPS in relation to the subject land is provided at Attachment E.

The draft LPS was adopted for final approval by the Council in September 2016 and is currently pending endorsement by the WAPC. The resolution of the Council also contained recommended modifications to the draft LPS, including amending the draft LPS map to include part of Lot 803 within current/existing Industrial/Service Commercial Area 'Chapman Hill Road (1)', consistent with this Amendment.

#### **Local Commercial Planning Strategy**

The *Local Commercial Planning Strategy* considered the issue of location of car sales uses and recommended that Lot 11 Chapman Hill Road be identified for potential future service commercial development, subject to more detailed planning and consultation. The site was previously considered to have strategic merit for service commercial development and in particular for the automotive industry (as exemplified by Amendment 179 that zoned the land for those purposes in 2012) due to its proximity and location contiguous to, and compatibility with, industrial and service commercial activity in the Strelly Street industrial area.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the recommendations of this report.

### **Long-term Financial Plan Implications**

Nil

## **STRATEGIC COMMUNITY OBJECTIVES**

The Officer Recommendation is consistent with community objective 2.2 of the City of Busselton *Strategic Community Plan 2013*, which is – ‘a City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections’.

## **RISK ASSESSMENT**

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City’s risk assessment framework. The assessment identified ‘downside’ risks only, rather than upside risks as well. The implementation of the Officer Recommendation will involve initiating the proposed Amendment for referral to the Environmental Protection Authority and adopting the proposed Structure Plan for advertising. In this regard, there are no significant risks identified.

## **CONSULTATION**

There is no requirement under the *Planning and Development (Local Planning Schemes) Regulations 2015* to advertise a proposed scheme amendment prior to it being initiated by the Council. Accordingly, no advertising has occurred to date.

If the Council resolves to initiate the proposed Amendment, the relevant amendment documentation would be referred to the Environmental Protection Authority for consideration of the need for formal assessment under Part IV of the Environmental Protection Act 1986. Should the EPA resolve that the Amendment does not require formal assessment it will be advertised for 42 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Western Australian Planning Commission has been consulted regarding the submission of a dual scheme amendment request and a structure plan since the new local planning schemes Regulations came into effect. The approach to this application will be to process the Structure Plan and Amendment concurrently.

## **OFFICER COMMENT**

The current planning framework applicable to Lot 11 Chapman Hill Road intended to facilitate the development of a new location for the long term growth and expansion of the automotive industry, marine sales and complementary allied service commercial businesses. Since the planning framework was introduced in 2012 no automotive and/or marine sales dealerships have sought to establish at this location.

This Amendment therefore seeks to shift the land use/development emphasis away from automotive and marine sales to conventional light industrial and service commercial development. This would not, however, preclude the establishment of automotive and/or marine dealerships and allied services at this location.

The proposal to expand the Special Purpose zone and SP48 to include part of Lot 803 will align the southern boundary of the development area with the future entry road to Ambergate North from

Chapman Hill Road. This is consistent with medium term Industrial/Service Commercial Area 7 'Chapman Hill (2)' as identified by the draft LPS for the land opposite the subject land and will provide for better continuity of land uses along this section of Chapman Hill Road. The Amendment is also consistent with the resolution of the Council regarding adoption of the draft LPS for final approval and the recommended modification to the draft LPS map to include part of Lot 803 within current/existing Industrial/Service Commercial Area 'Chapman Hill Road (1)'.

Some of the existing provisions set out under Special Provision 48 are either non-compliant with, or are 'deemed provisions' within the *Planning and Development (Local Planning Schemes) Regulations 2015*. The text changes proposed (as set out under the Officer Recommendation) will bring the special provisions in line with the Regulations.

The Amendment proposal seeks to amend the special provisions applicable to the subject land to include 'Medical Centre' as a permitted land use. Officers are recommending changes to Schedule 1 – 'Interpretations' (specifically in relation to 'Medical Centre', 'Discount Department Store' and 'Supermarket' definitions) and Schedule 2 - 'Additional Uses (specifically Additional Use 64) of the Scheme in response to issues relating to the 'Restricted Business' zone (specifically Lot 17 West Street) that have arisen from planning decisions and subsequent appeals that are currently before the State Administrative Tribunal against those decisions that could similarly occur in relation to the land the subject of this Amendment proposal.

The issue relating to the definition of 'Medical Centre' in the Scheme concerns the interpretation of 'pharmacist' as including a pharmacy component. A pharmacy is a 'Shop' (as defined by the Scheme) but is not defined as part of a 'Medical Centre'. The inclusion of the 'Supermarket' and 'Discount Department Store' definitions in the Scheme (but not within the Zoning Table of the Scheme) has created the discretion that allows for considering approval of such development outside of areas specifically planned for 'shop' uses i.e. the 'Business' zone and the part of Lot 17 West Street subject to Additional Use 64. This will, however, have no effect on Additional Use 64.

Irrespective of the pending appeal decisions, the key issue remains that the land the subject of this Amendment proposal is not a suitable location for the establishment of shop, discount department store or supermarket uses. The changes proposed will ensure that outside of areas specifically planned for such uses future development reflects that strategic planning direction.

## **CONCLUSION**

Officers are recommending that proposed Scheme Amendment 21 to Local Planning Scheme No. 21 and the proposed Structure Plan be adopted for public consultation, which will include referral to the EPA and subsequent advertising and referral to relevant state government agencies.

## **OPTIONS**

Should the Council not support the Officer Recommendation the Council could instead resolve –

1. To decline the request to initiate the proposed amendment (and provide a reason for such a decision). It should be noted that under the relevant legislation there is no right of appeal against a Council decision not to initiate an amendment.
2. To seek further information before making a decision.
3. To initiate the proposed amendment subject to further identified modification(s) as required.

Officer assessment has not revealed any substantive issue or reasonable grounds that would support any of these options and it is considered that options 2 and 3 could be more appropriately considered following the receipt of advice from the relevant state government agencies.

#### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The implementation of the Officer Recommendation would include advising the applicant of the Council resolution and referring the Amendment to the Environmental Protection Authority, which will occur within one month of the resolution.

#### **OFFICER RECOMMENDATION**

That the Council:

1. In pursuance of the *Planning and Development (Local Planning Schemes) Regulations 2015*, initiates draft Amendment No. 21 to the City of Busselton Local Planning Scheme No. 21 for the purposes of:
  - a) Rezoning a portion of Lot 803 Chapman Hill Road, Bovell from 'Agriculture' to 'Special Purpose (Ambergate Industrial/Service Commercial Development Area)'.
  - b) Deleting Special Provision Area 47 from Schedule 3 'Special Provision Areas'.
  - c) Amending the boundary of Special Provision Area 48.
  - d) Amending Schedule 3 'Special Provision Areas' as follows –

SP48	Lot 11 and part Lot 803 Chapman Hill Road, Bovell	Special Purpose (Ambergate Industrial/Service Commercial Development Area)	<p>1. The intent of this special provision area is to enable the use and development of the site as a service commercial and mixed light industrial precinct.</p> <p>2. The following uses shall be permitted:</p> <ul style="list-style-type: none"> <li>• Bulk Store</li> <li>• Bus Depot</li> <li>• Chandlery</li> <li>• Convenience Store</li> <li>• Educational Establishment</li> <li>• Lunch Bar</li> <li>• Light Industry</li> <li>• Liquid Fuel Depot</li> <li>• Medical Centre</li> <li>• Motor Vehicle and Marine Sales Premises</li> <li>• Motor Vehicle Repair</li> <li>• Motor Vehicle Wash</li> <li>• Research and Development Facility</li> <li>• Plant Nursery</li> <li>• Public Utility</li> <li>• Recreation Area</li> <li>• Recreation Facility</li> <li>• Service Industry</li> <li>• Service Station</li> <li>• Showroom</li> </ul>
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			<ul style="list-style-type: none"> <li>• Transport Depot</li> <li>• Veterinary Hospital</li> <li>• Warehouse</li> </ul> <p>All other uses are not permitted.</p> <p>3. Notwithstanding Part 4 of the deemed provisions of the Scheme the structure plan shall include the following details:</p> <p>a. No direct vehicular access to lots from Chapman Hill Road or Busselton Bypass;</p> <p>b. Vehicular access to the precinct shall be limited to controlled, shared access points from Chapman Hill Road and the Ambergate North entry road only;</p> <p>c. Service roads and shared, coordinated parking and access shall be provided within the land and along the service road frontage;</p> <p>d. Protection of sites of heritage, conservation or environmental significance;</p> <p>e. Built form and presentation guidelines to ensure the appropriate design and siting of buildings;</p> <p>f. Particular design requirements for landmark buildings to be located at the corner of the Busselton Bypass and Chapman Hill Road and the corner of the Ambergate North entry road and Chapman Hill Road; and</p> <p>g. Other information considered relevant by the local government.</p> <p>4. All development that adjoins the Busselton Bypass shall have a minimum 24m building setback.</p>
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- e) Amending Schedule 1 – ‘Interpretations’ by amending the definition of ‘Medical Centre’ to read as follows –

“‘*Medical Centre*’ means premises other than a hospital used by 3 or more health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care’.

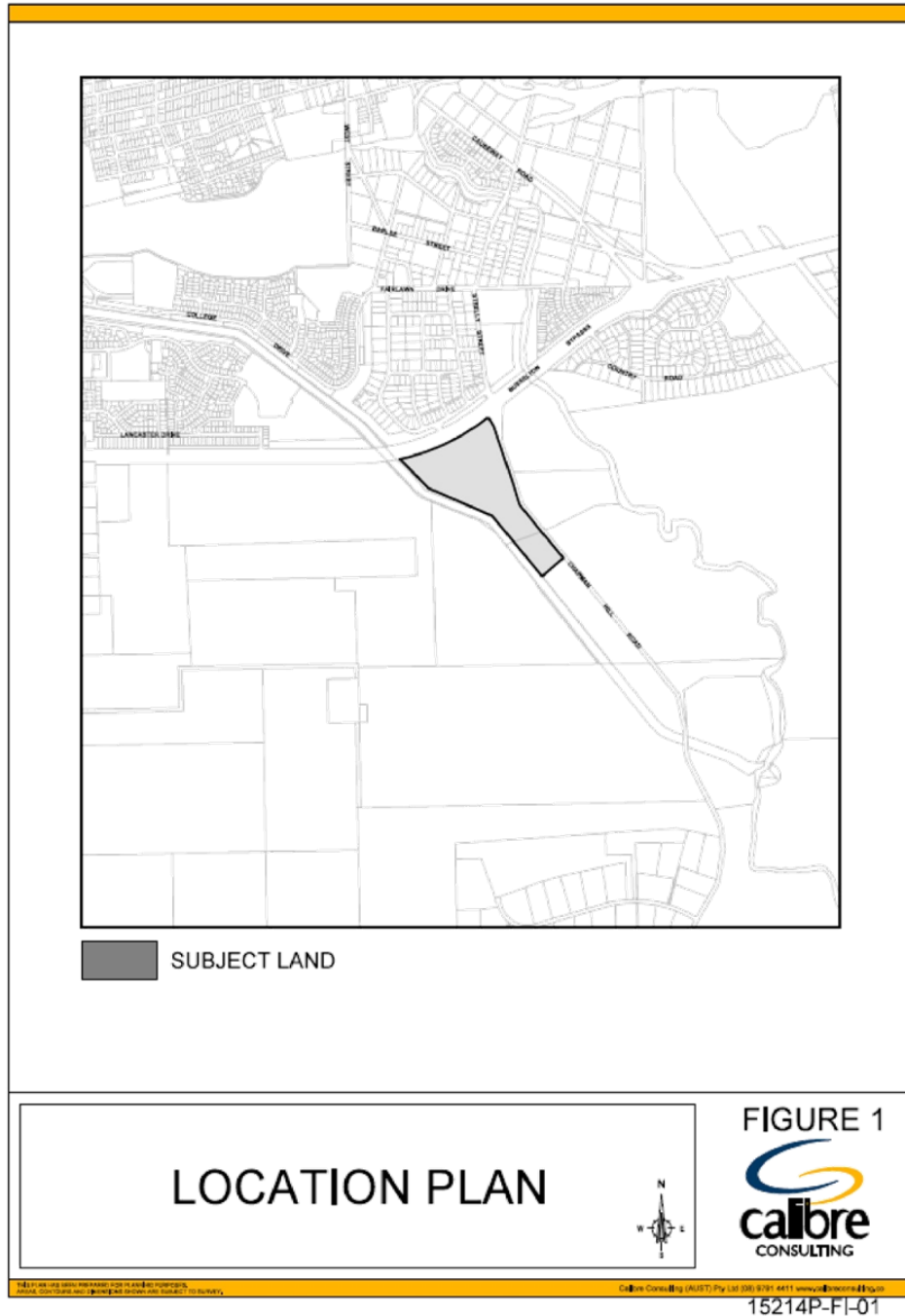
- f) Amending Schedule 1 – ‘Interpretations’ by deleting ‘Discount Department Store’ and ‘Supermarket’.
- g) Amending Schedule 2 – ‘Additional Uses’ by modifying ‘Additional Use 64’ relating to Pt Lot 17 West Street, West Busselton so that the ‘Conditions’ read as follows –

No.	PARTICULARS OF LAND	LAND USES PERMITTED/SPECIFIED	CONDITIONS
A64	Pt Lot 17 West Street, West Busselton	Discount Department Store	1. The additional use specified shall be deemed to be a “D” use for the purposes of Part 4 of the Scheme.

			<p>2. Development shall be in accordance with a Land Use Concept Plan adopted by the Council.</p> <p>3. The additional use specified shall comprise a single discount department store with a gross leasable floor area of not less than 5,000m<sup>2</sup> and not more than 8,000m<sup>2</sup>. For the purpose of this clause only 'Discount Department Store' means a premises wherein a substantial range of consumer goods are kept in a substantial number of different departments and offered for sale by a single retailer but does not include a supermarket nor a supermarket component' and 'Supermarket' means premises used to sell a range of food and household convenience goods by retail but does not include a discount department store, showroom or takeaway food outlet.'</p>
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h) Amending the Scheme Map accordingly.

2. In accordance with regulation 35(2) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, it is the opinion of the Council that draft Amendment No. 21 is a 'standard' amendment, for the following reasons:
  - a) The draft Amendment will have minimal impact on land in the Scheme area that is not the subject of the amendment; and
  - b) The draft Amendment will have no significant environmental, social, economic or governance impacts on the land in the Scheme area.
3. Upon preparation of the necessary documentation, refers the proposed Amendment to the Environmental Protection Authority (EPA) as required by the *Planning and Development Act 2005*. On receipt of a response from the EPA indicating that the draft Amendment is not subject to formal environmental assessment, the proposed Amendment will be advertised for a period of 42 days and referred to relevant state government agencies for comment. In the event that the EPA determines that the proposed Amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to consultation.
4. Pursuant to Part 4 of the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts the draft Structure Plan for Lot 11 and portion of Lot 803 Chapman Hill Road, Bovell for public consultation concurrent with draft Amendment No. 21.



CITY OF BUSSELTON



EXISTING ZONING

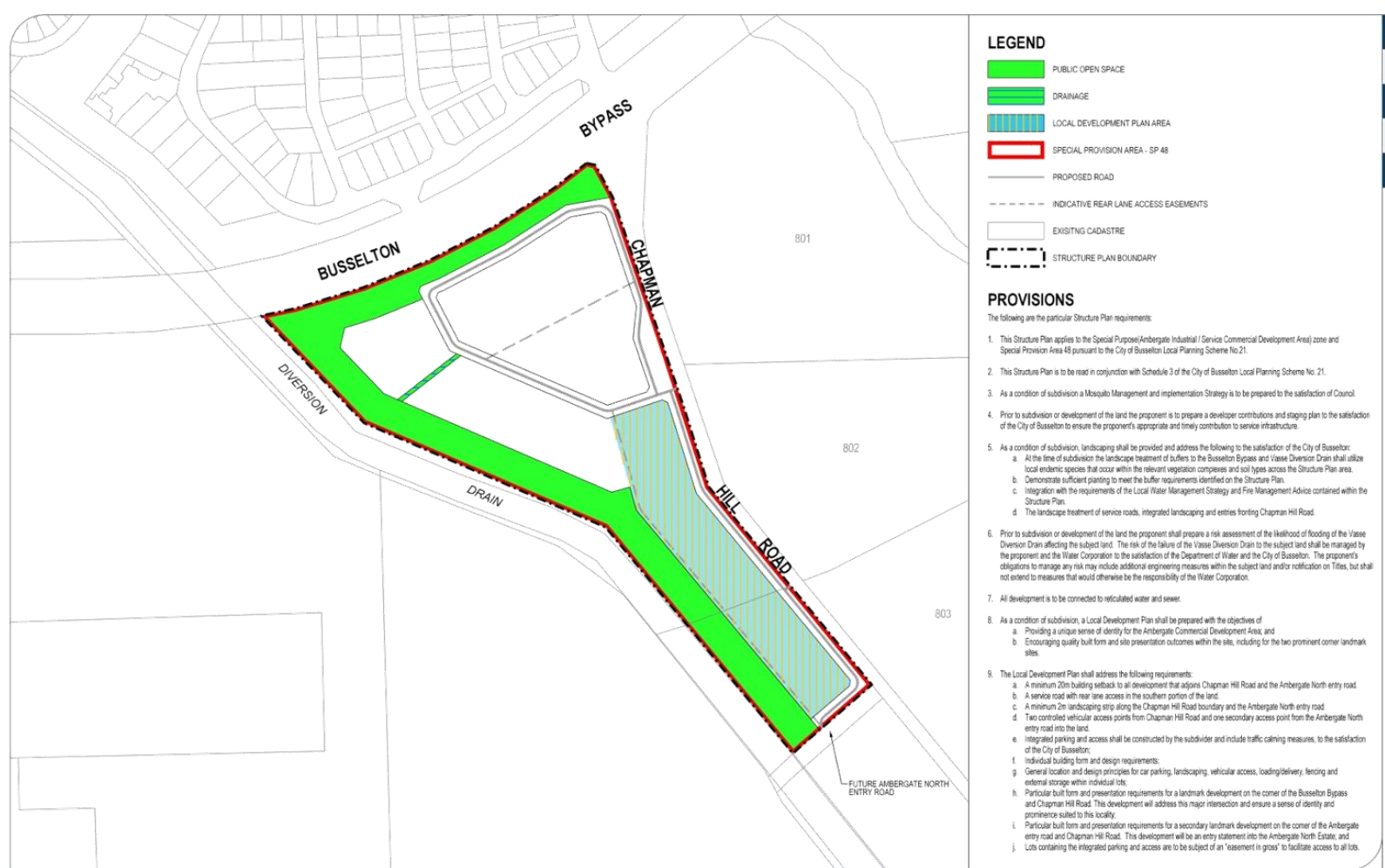


PROPOSED ZONING

LOCAL PLANNING  
SCHEME No. 21  
Amendment No. x

- LOCAL SCHEME RESERVES  
(SEE SCHEME TEXT FOR ADDITIONAL INFORMATION)
- D PUBLIC PURPOSES : DRAIN
  - RECREATION
- LOCAL SCHEME ZONES  
(SEE SCHEME TEXT FOR ADDITIONAL INFORMATION)
- AGRICULTURE
  - INDUSTRIAL
  - RESIDENTIAL
  - ANDA SPECIAL PURPOSE : AMBERGATE NORTH DEVELOPMENT AREA
  - AADA SPECIAL PURPOSE : AMBERGATE AUTOMOTIVE DEVELOPMENT AREA
  - BP SPECIAL PURPOSE : BYPASS
- OTHER CATEGORIES  
(SEE SCHEME TEXT FOR ADDITIONAL INFORMATION)
- R20 R CODES
  - A1 ADDITIONAL USES
  - BUSSELTON
  - DCA1 DEVELOPMENT CONTRIBUTION AREA
  - DIA1 DEVELOPMENT INVESTIGATION AREA
  - RURAL REMAINDER
  - SP1 SPECIAL PROVISION AREA
  - NO ZONE
  - WATERBODIES





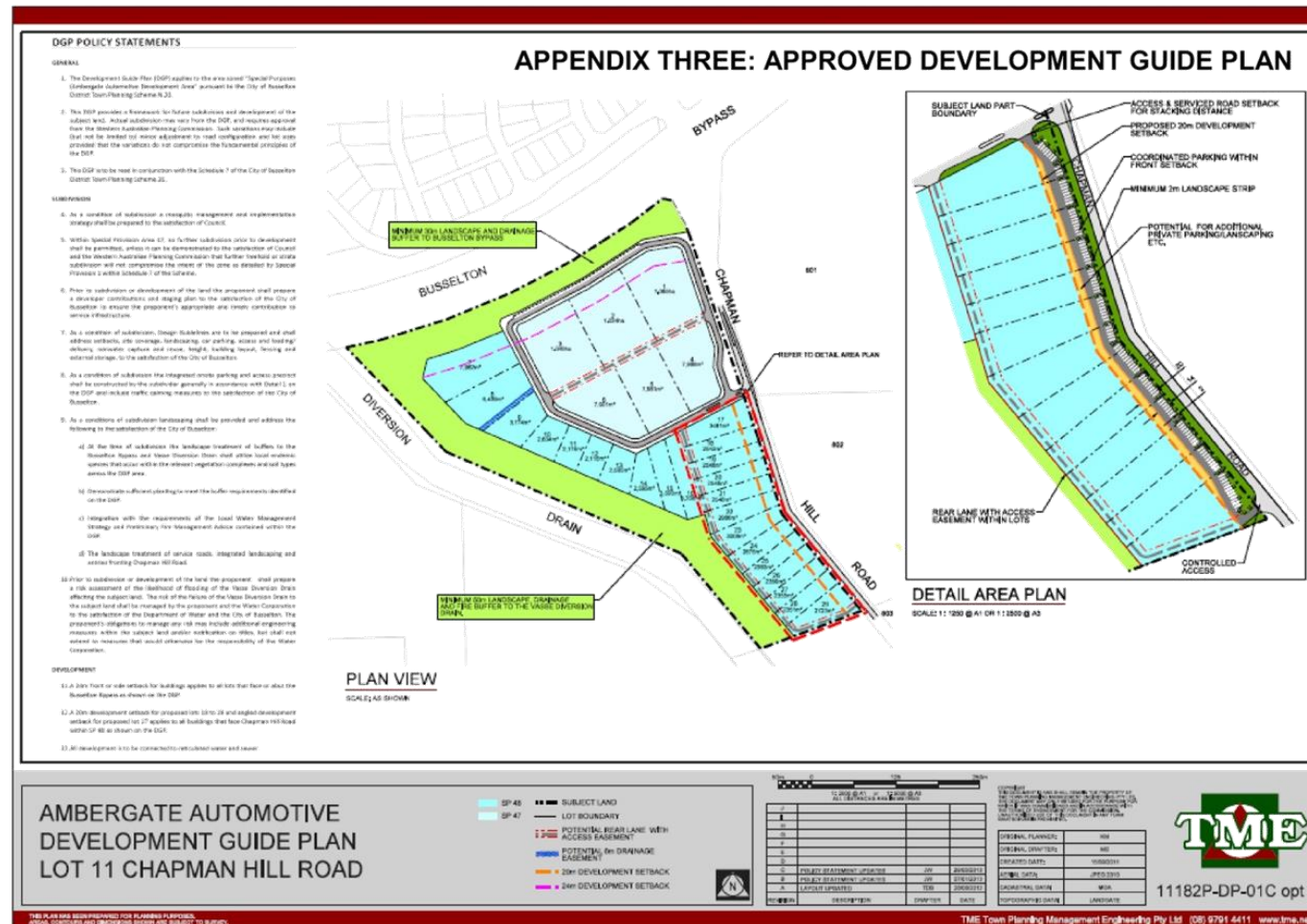
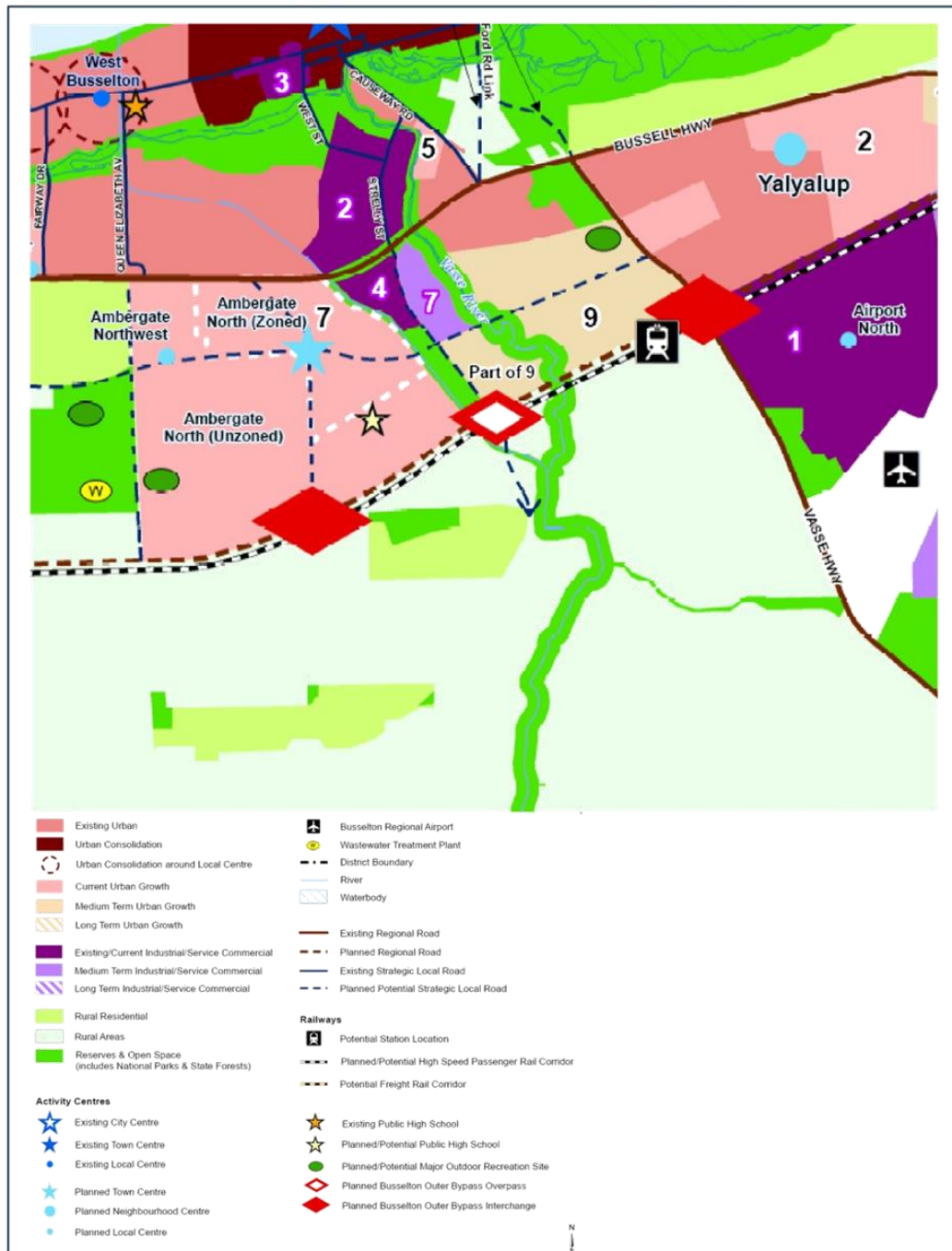




Figure 2 – Extract Draft Busselton Local Planning Strategy



11.2 PROPOSED ENVIRONMENTAL VOLUNTEER MANAGEMENT AND ENGAGEMENT STRATEGY  
AND REVIEW OF ENVIRONMENTAL REFERENCE GROUP TERMS OF REFERENCE

<b>SUBJECT INDEX:</b>	Environmental projects and programs
<b>STRATEGIC OBJECTIVE:</b>	Our natural environment is cared for and enhanced for the enjoyment of the community and visitors.
<b>BUSINESS UNIT:</b>	Environmental Services
<b>ACTIVITY UNIT:</b>	Environmental Planning
<b>REPORTING OFFICER:</b>	Meelup / Environmental Management Officer - Kay Lehman
<b>AUTHORISING OFFICER:</b>	Director, Planning and Development Services - Paul Needham
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Environmental Volunteer Management and Engagement Strategy <a href="#">↗</a> Attachment B Friends of Reserves Strategy <a href="#">↗</a> Attachment C Environmental Reference Group Terms of Reference <a href="#">↗</a>

## PRÉCIS

The purpose of this report is to seek Council adoption of a draft Environmental Volunteer Management and Engagement Strategy (EVMES) to provide a framework for the management of volunteers. This proposed draft EVMES is also intended to maximize community volunteer engagement and improve collaboration between existing environmental groups on related projects and activities. A key action within this draft EVMES is the preparation of a detailed operational manual with procedures/protocol to guide City staff and environmental volunteers. This report recommends that Council rescind the existing *Friends of Reserve Strategy*, as two of its key components relating to the formation of volunteer friends of reserve groups and the preparation of reserve management plans have been incorporated into the proposed operational manual.

To support the draft EVMES, this report also recommends that the Council endorse revised terms of reference for the Environmental Reference Group to clarify and expand the group's purpose, membership and to provide a forum for increased communication and collaboration between volunteer groups and the alignment of environmental projects and activities.

## BACKGROUND

In November 2016, Council resolved (resolution C1611/128) to adopt the *Environment Strategy*, to provide direction on how the City will meet the environmental aspirations of the community as set out in the *Strategic Community Plan* and also to guide the City's future activities in environmental management and sustainability.

The adopted *Environment Strategy* included an action requiring the development of a strategy for the management of volunteers and for enhancing community participation in natural resource management activities on City managed land. In accordance with this *Environmental Strategy* action, a draft EVMES has been prepared to outline the City's approach to environmental volunteer management and for increasing the level of community engagement and collaboration between volunteer groups. The draft EVMS is included with this report as **Attachment A**.

In 1999, Council adopted the *Friends of Reserves Strategy* for the purpose of developing mutually beneficial arrangements for volunteers undertaking land and bush care activities on City managed land and this Strategy has for many years guided that work. The City's Friends of Reserves strategy is included with this report as **Attachment B**.

The intent of the *Friends of Reserve Strategy* at the time of its development in 1999, was to provide direction for the management of volunteers through the formation of volunteer friends of reserves

groups and direction for the preparation of reserve management plans. While the *Friends of Reserve Strategy* has served its purpose over many years, it is predominantly an operational guide for City staff and requires a review to incorporate the changing ways people volunteer, the use of information technology to strengthen volunteer engagement, arrangements for volunteer training and a process for the recognition of the community volunteer contribution to the environment.

It is proposed that the current *Friends of Reserve Strategy* be rescinded with its key elements relating to the formation of volunteer friends of reserve groups and the preparation of reserve management plans being incorporated into a more detailed operational manual to assist City staff and volunteers themselves, with the management and engagement of environmental volunteers.

In 2005, the Council resolved (resolution CO507/260) to support the establishment of the Environmental Reference Group (ERG), with terms of reference to outline the group's purpose and operating framework. The purpose of the ERG has been to monitor the implementation of the City's Environment Strategy and to provide a forum for discussion of environmental issues.

Environmental volunteer management and increased engagement to deliver environmental projects and activities requires a structured forum, supported by an effective communication network to enhance working relationships and collaboration between environmental volunteers, friends of reserves groups and the City.

The ERG could provide a suitable forum for environmental volunteers to communicate and collaborate on their environmental programs and activities to enhance the benefits that volunteers provide to the community. This report recommends that the ERG's current terms of reference be revised to involve the ERG in the management and engagement of environmental volunteers. The current ERG terms of reference are included with this report as **Attachment C**.

## STATUTORY ENVIRONMENT

There is no statutory requirement to prepare the draft EVMES however, as part of its many functions and operations, the City must have regard to the following environmental legislation:

- Environmental Protection Act 1986
- Contaminated Sites Act 2003
- Wildlife Conservation Act 1950
- Rights in Water and Irrigation Act 1914
- Waste Avoidance and Resource Recovery Act 2007
- Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth)

The ERG is not a formal Committee of Council (as defined in s5.8 of the Local Government Act 1995) and has no delegated (decision-making) authority.

## RELEVANT PLANS AND POLICIES

The *Environment Strategy* adopted by Council in November 2016, provides direction on how the City will meet the environmental aspirations of the community as set out in the Strategic Community Plan and guides the City's future activities in environmental management and sustainability. The *Environment Strategy* included the following action for the enhancement of environmental volunteer management and engagement:

Environmental Strategy Action 3.1 – *Support and build capacity of volunteers to undertake bushcare and other biodiversity conservation initiatives. Develop and implement an NRM and Community Engagement Strategy to support community involvement in managing City lands.*

## FINANCIAL IMPLICATIONS

There are no financial implications associated with the officer recommendation seeking Council adoption of the draft EVMES and review of Environmental Reference Group terms of reference.

### Long-term Financial Plan Implications

No significant long term financial implications have been identified should Council support the officer recommendation.

## STRATEGIC COMMUNITY OBJECTIVES

The review of the *Environment Strategy* 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.”

## 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 inadequate management of natural environs.	Strategy developed for increased community engagement and building community capacity to respond effectively and positively to environmental challenges and protection of environmental and heritage values.	Minor	Possible	Medium

## CONSULTATION

The recent review of the *Environment Strategy*, involved extensive consultation with community and agency stakeholders as part of the initial process of developing the Strategy, following which a draft *Environment Strategy* was publicly advertised seeking comment from the broader community, prior to Council adopting the *Environment Strategy* in November 2016. The direction for the development of a volunteer management and engagement strategy to guide the management of existing and future environmental volunteers is an action for implementation within the *Environment Strategy*.

In March 2016, the ERG held a workshop to focus the group’s attention and discussion on possible changes to the group’s terms of reference to enhance relationships and collaboration between environmental volunteers, friends of reserve groups and the City. The outcomes from the workshop were used to inform the review of the *Environment Strategy* adopted by Council in November 2016, and review of the ERG terms of reference.

## OFFICER COMMENT

Community volunteers play an integral part in the enhancement of the City’s natural environment and while the systems for recording the environment volunteer contribution are currently being developed, the volunteer contribution in terms of hours involved in environmental activities for the

past 12 month period indicates that environmental volunteers contributed in excess of 5,000 hours towards the management of the City's natural environment and the volunteer contribution is expected to increase.

The strategic outcome and actions in the draft EVMES are intended to provide a framework for the management and engagement of environmental volunteers. The draft EVMES has identified 28 strategic actions aimed at building the capacity of the community to respond effectively and positively to environmental challenges and for maximizing community engagement and participation in environmental related projects and activities.

The strategic actions identified in the draft EVMES have been categorized under the following themes:

- Volunteer management systems
- Building environmental volunteer connections
- Environmental volunteer recognition
- Safe systems and practices for environmental volunteers

The development of volunteer management systems will focus on enhancing volunteer programs and activities by providing direction to ensure volunteer projects and programs align with the City's plans and by providing a variety of support tools to achieve consistent management of individual and group volunteers within the District.

Building environmental volunteer connections is essential to expanding volunteer involvement and it is proposed that this be achieved through the development of communication systems and better use of technology. It is also proposed that the ERG role and purpose be expanded to provide a forum for environmental volunteer communication and collaboration on environmental issues and the alignment of projects and activities.

Environmental volunteer recognition in a way that is meaningful to individual volunteers is vital to keeping volunteers engaged, and a variety of techniques would be developed to recognize volunteer contributions. It is also proposed that a system for capturing the volunteer contribution including volunteer hours and travel be developed and implemented.

Safe systems and safe practices are an essential component of managing the risks and provision of a safe workplace for volunteers involved in land care and bush care activities on City managed land. Key actions have been identified in the draft EVMES including the development and implementation of volunteer safety programs, volunteer skills development/training, and a workplace induction process supported by the development of safe operating procedures to guide volunteers.

Key action 1.10 in the draft NVMES requires the preparation of an operational manual with detailed procedures/protocol to guide City's staff and environmental volunteers. It is proposed that this operational manual when developed will include the key elements of the City's Friends of Reserves Strategy relating to the formation of friends of reserve groups and development of reserve management plans, making the City's Friends of Reserve Strategy superfluous. The officer recommendation in this report is that the Council simultaneously adopt the draft EVMES and rescind the Friends of Reserve Strategy.

It is intended that the operational manual will be subject to regular review when and as required, to ensure the information is relevant and up to date and this report recommends that the CEO (who would delegate as appropriate) prepare an operational manual with the necessary detailed internal protocols/procedures to guide City staff and environmental volunteers. It is not seen as necessary or appropriate that such protocols/procedures, however, be formally considered or adopted by the Council as they would be quite detailed and clearly operational.

For many years the ERG has assisted the City with the implementation of the City's Environment Strategy and has provided the community with a forum for discussion of environmental issues. The current ERG terms of reference are included with this report in Attachment C.

The ERG current terms of reference indicate its purpose and role is to monitor progress and assist the City's implementation of the Environment Strategy and to provide a forum that can be used by the City to gain consolidated feedback from local environmental interests on issues of environmental importance.

The feedback from the workshop held in March 2016, indicated a desire for the role of the ERG to be reviewed to increase community engagement and communication on environmental matters. The purpose of the ERG has been revised in accordance with this desire as follows:

The ERG purpose is:

1. *To assist the Council with the implementation of the City's Environmental Strategies for the benefit of the community, but is not an advocacy or lobby group for environmental matters or issues.*
2. *To facilitate information exchange on environmental matters and maintain productive working relationships between the Council, City officers and community environmental stake holders.*
3. *To promote and encourage collaboration between environmental volunteer groups and build the capacity of the community to respond effectively and positively to environmental challenges.*

The ERG does not have a decision-making role.

The current ERG membership is limited to one elected member and one deputy elected member appointed by the Council and 8 community members from the broader community. The City undertakes the advertising of community vacancies and appointment of community members.

It is proposed that the community representation on the ERG be increased from its current number of 8 community members to a membership of around 25 persons to allow representation by all friends groups, and also include relevant agency representation. As the main purpose of the ERG would be to enhance community engagement and communication on environmental management, a larger membership is considered appropriate for this purpose. Given the operational nature of the group, Councillor involvement is not seen as necessary. To expand the ERG membership, it is proposed that community and agency representation comprise the following:

- One nominated representative from each friends of reserve group and environmental organisation, actively involved in authorised land care/bush care and or other related environmental activities on City land.
- One representative from each relevant agency or other organizations such as SWALSC, engaged in natural resource management.
- Three representatives from the broader community who may not be a member of land care/bush care group but are able to convey information from the general community to the ERG.

Membership on the ERG would be determined by the Chief Executive Officer and it is proposed that each friends of reserve group, environmental organisation and agency actively involved in authorised land care/bush care and or other related environmental activities on City land, be invited to nominate an ERG representative. The three ERG positions to be filled from the broader community would be publicly advertised by City staff and appointed by the CEO.

## CONCLUSION

The draft NVMES provides a framework for the management of volunteers and for maximizing community volunteer engagement and participation in environmental related projects and activities and it is recommended that Council adopt the draft EVMES.

The ERG provides a forum for the promotion of environmental volunteer communication on environmental issues and collaboration on environmental volunteer projects and activities and this report recommends Council adopt the revised terms of reference for the ERG and expands the purpose and membership of the ERG.

This report also recommends that Council rescind the *Friends of Reserve Strategy*, with two of its key components relating to the formation of volunteer friends of reserve groups and the preparation of reserve management plans retained and incorporated into an operational manual.

## OPTIONS

The Council may resolve not to support the officer recommendations to adopt the draft EVMES or may amend the NVMES prior to its adoption. Similarly, the officer recommendation proposes the adoption of new terms of reference for the City's ERG. Council may resolve not to accept the proposed changes to the ERG terms of reference or may amend the terms of reference prior to adoption.

This report also includes an officer recommendation that the Council replaces the *Friends of Reserve Strategy* with a more detailed operational manual to guide City staff and environmental volunteers. Council may resolve not to rescind the *Friends of Reserve Strategy* and may amend the draft EVMES to remove key action 1.10 in the draft NVMES which requires the preparation of the operational manual.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is envisaged that implementation of the officer recommendation relating the draft EVMES and strategic actions therein would commence immediately following Council supporting the officer recommendation, with the development of an operational manual to be completed by the end of the 2017 calendar year.

## OFFICER RECOMMENDATION

That the Council:

1. Adopts the revised draft Environmental Volunteer Management and Engagement Strategy (Attachment A) to guide the City's management and engagement of environmental volunteers and building the capacity of the community to respond effectively and positively to environmental challenges.
2. Rescinds the City's *Friends of Reserve Strategy* with the key components of this Strategy relating to the formation of volunteer friends of reserve groups and the preparation of reserve management plans incorporated into operational guidelines.
3. Adopts the revised terms of reference for the Environmental Reference Group, to commence after the next ordinary Council election, as set out below:

## ***Environmental Reference Group – Terms of Reference***

### ***1.0 Introduction***

*The Council of the City of Busselton has established the Environmental Reference Group to provide a forum for community engagement, collaboration and positive contribution to the conservation, protection and enhancement of the City's natural environment.*

### ***2.0 Purpose***

- 2.1 To assist the Council with the implementation of the City's Environmental Strategies for the benefit of the community, but is not an advocacy or lobby group for environmental matters or issues.*
- 2.2 To facilitate information exchange on environmental matters and maintain productive working relationships between the Council, City officers and community environmental stake holders.*
- 2.3 To promote and encourage collaboration between environmental volunteer groups and build the capacity of the community to respond effectively and positively to environmental challenges.*

### ***3.0 Status***

*The Environmental Reference Group is an informal reference group, it is not a formal Committee of Council (as defined in s5.8 of the Local Government Act 1995) and has no delegated (decision-making) authority and does not have a decision-making role.*

### ***4.0 Membership***

- 4.1 City officers, as identified by the Chief Executive Officer.*
- 4.2 One nominated representative from each interested friends of reserve groups and environmental organisation actively involved in authorised land care/bush care and or other related environmental activities on City land.*
- 4.3 One representative from each relevant agency engaged in natural resource management.*
- 4.4 Three representatives from the broader community who may not be a member of a land care/bush care group or organisation, that may be co-opted to carry out a particular project or task as a general community representative or play an important role in conveying information from the general community to the group. These positions will be advertised, inviting nominations from the broader community.*
- 4.5 Membership of the Group shall, unless determined otherwise, be for a term of approximately 2 years ceasing on the day of the next ordinary election of the Council.*
- 4.6 If any member other than an elected member is absent for more than three consecutive meetings without appropriate notice, the Chief Executive Officer may invite the unrepresented group/organisation/agency to nominate a replacement member, or where the member vacancy is a position referred to in clause 4.5, seek applications from the community.*

### 5.0 Chairperson

*Once established, the Group may appoint a Chairperson and Deputy Chairperson to run its meetings, but initially the Group will be chaired by a City officer.*

### 6.0 Meetings

*6.1 Meetings of the Group shall be scheduled when the need for a meeting is identified by City officers.*

### History

Revised March 2017	
Adopted 24 August 2005	CO507/260

# Environmental Volunteer Management and Engagement Strategy 2017 (EVMES)



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Introduction from the Mayor  
(To be Inserted)

## Introduction

The City recognises the close relationship between the natural environment and the community. It is the natural environment that provides the backdrop to Busselton, Vasse, Yallingup and Dunsborough's international recognition as a beautiful place to visit and live. The natural environment and surrounds of the Busselton region have been integral to the economic and industrial development of the towns and localities and for the development and expansion of tourism in the region.

Community volunteers play an integral part in the management and enhancement of the City's natural environment. Volunteer involvement is a two way relationship, providing an opportunity for environmental groups to achieve their goals by involving volunteers in their activities, and for volunteers to make meaningful use of their time and skills, contributing to social, environmental and community outcomes.

While traditional forms of volunteering are still popular, new forms are emerging as a result of wider social, economic and technological changes. The strategic outcomes in this Environmental Volunteer Management and Engagement Strategy consider the changing ways people volunteer, the use of information technology to strengthen volunteer engagement, volunteer training and the recognition of community volunteer contribution to the environment.

## Strategy Assumptions

The following assumptions outline the City's commitment to the development and implementation of this Strategy.

The City recognises:

- the value of community environmental volunteers in natural resource management.
- environmental volunteers require resources and support to function effectively.
- there is a need to expand the community capacity expertise to achieve the City's environmental goals and objectives.

The City will continue to consult with the local community; and

- recognises there are a range of people in the community that wish to contribute to best practice environmental management through volunteering,
- acknowledges that environmental volunteers wish to be engaged and to learn new skills, to be provided with new opportunities and to feel valued and respected for their contribution to environmental activities,
- is aware that volunteering and community engagement provides an opportunity for meaningful social participation, strengthens our sense of belonging and creates positive relationships that help build a stronger community.

## Strategic Community Plan

*The City has an important role to ensure the ‘Environment is valued, conserved and enjoyed’ through ‘visionary, collaborative and accountable Leadership’ and this commitment is a key pillar of the Strategic Community Plan and the Community’s Vision for the City;*

*“A vibrant and cohesive community that protects its natural environment, meets the needs of it’s population and ensures that future development maintains the City’s unique character, lifestyle and community values”.*

A key goal towards this vision and guiding this Strategy is that the ‘environment is cared for and enhanced as the City’s key asset’, through the achievement of the following community objectives:

- Our natural environment is cared for and enhanced for the enjoyment of the community and visitors;
- Growth is managed sustainably and our environment is protected and enhanced as we develop; and
- *Council engages broadly and proactively with the community.*

## Environment Strategy (2016)

The City’s ‘Environment Strategy’ (2016), identifies actions towards achieving the community’s environmental aspirations and the enhancement of environmental volunteer management and engagement, as follows:

*Environmental Strategy Action 3.1 – Support and build capacity of volunteers to undertake bushcare and other biodiversity conservation initiatives. Develop and implement an NRM and Community Engagement Strategy to support community involvement in managing City lands.*

*Environmental Strategy Action 3.2 – Develop and implement the NRM Community Group Manual to manage new and existing NRM volunteers.*

## Existing Environmental Volunteer Groups

This Strategy recognises existing groups within the community undertake a range of varied and valued activities to deliver environmental benefits for the community and towards the community vision ‘a great place to be’. A number of existing environmental groups have been established in line with the City’s ‘Friends of Reserves Strategy’ (1999), and are currently actively working in natural resource management including revegetation, weed control, education, dieback management and fire planning. This Strategy continues to support and enhance existing environmental groups.

## Principles

The principles underlying this management and engagement of environmental volunteers are:

**Community participation:** The City recognises that all people have a right to volunteer, and where mutually beneficial and appropriate, will provide opportunities for members of the community to participate as volunteers in a broad range of the City’s environmental programmes and activities.

**Inclusiveness:** The City welcomes environmental volunteer participation across age groups, abilities and culture.

**Active volunteer management:** Volunteers will be managed in a professional, consistent and organised manner, where volunteer involvement is planned and designed to contribute towards the City's vision for the benefit of the community.

**Partnerships:** The City will strive to promote partnerships between government agencies, community groups, and business and with individuals to support environmental volunteers

**Sustainability:** The City will strive to sustain the environmental volunteer community by providing access to appropriate resources, support, advice, information and training.

**Recognition:** The City commits to recognise the efforts and successes of environmental volunteers and those who support environmental volunteers.

## Strategic Outcomes

### **1.0 Volunteer management systems** - *to attract and retain environmental volunteers and to support and enhance volunteer programmes and activities*

#### Key Actions

- 1.1. Ensure that environmental volunteer programs and projects align with both the City's local and regional plans.
- 1.2. Provide resources to support environmental volunteer programmes and activities.
- 1.3. Develop the knowledge and skills of environmental volunteers and volunteer group leaders.
- 1.4. Provide technical support to guide volunteer activities.
- 1.5. Provide a dedicated environmental volunteer coordinator.
- 1.6. Identify external funding sources and support environmental groups with applications for external funding for environmental projects and activities.
- 1.7. Develop and implement an environmental volunteer recruitment programme and actively market the benefits of environmental volunteerism.
- 1.8. Develop and implement environmental education and awareness to the community and local educational institutions.
- 1.9. Facilitate training for Friends of Reserves group leaders on effective volunteer management practises.
- 1.10. Prepare an Environmental Volunteer Manual with detailed procedures/protocol to guide the City's approach to the management of environmental volunteers.
- 1.11. Define and document policy and procedures for volunteer involvement and ensure that these are understood, implemented and maintained.
- 1.12. Develop support tools to assist the implementation and use of established standards and best practice for the management of volunteers and for volunteer programmes and activities.
- 1.13. Develop and maintain a volunteer web based volunteer registration system.

### **2.0 Building Environmental Volunteer Connections** - *to increase engagement and collaboration amongst volunteers.*

#### Key Actions

- 2.1 Develop and implement a forum for the promotion of environmental volunteer communication on environmental issues and collaboration on environmental volunteer projects and activities.

- 2.2 Provide and promote a web portal for information on volunteering, existing environmental group programmes and activities.
- 2.3 Develop communication and information processes between the City, stakeholder agencies and environmental volunteer groups.
- 2.4 Develop communication plans for volunteer programmes.
- 2.5 Develop an environmental events calendar to assist volunteer resource sharing and to improve volunteer collaboration and networking opportunities.
- 2.6 Explore the use of social technology to enhance volunteer engagement, particularly younger volunteers.
- 2.7 Develop communication tools for environmental volunteer group coordinators/leaders and individual volunteers.

### **3.0 Environmental Volunteer Recognition – *to recognise and value environmental volunteers***

#### Key actions

- 3.1 Develop and implement a variety of techniques to recognise the environmental volunteer contribution to the environment including regular dissemination of environmental volunteer news, media release and volunteer acknowledgments.
- 3.2 Effectively capture volunteer contributions including hours and travel.

### **4.0 Safe Systems and Practises for Environmental Volunteers – *to provide a safe work place***

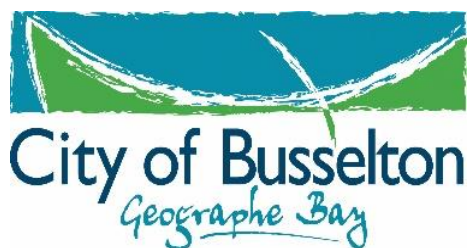
#### Key actions

- 4.1 Promote safe work, health and practises to volunteers.
- 4.2 Develop and implement volunteer safety programs.
- 4.3 Provide volunteer workshops to facilitate skills development and training programs.
- 4.4 Implement a worksite induction process for volunteers.
- 4.5 Develop safe operating procedures to guide volunteer activities.
- 4.6 Develop operational risk management procedures for volunteers.

## **Implementation and Review**

This Strategy provides a frame work for engagement and building the capacity of the community to respond effectively and positively to environmental challenges. The Strategy and the effectiveness of the identified strategic outcomes will be reviewed in 2020.

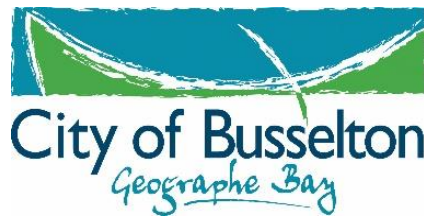
This Strategy will be supported by an Environmental Volunteer Manual, containing detailed practises, procedures and protocol to guide the management of environmental volunteers. This manual will be made available to environmental volunteers through the City's website and will be regularly reviewed and amended as required to ensure the information in the manual is current.



# FRIENDS OF RESERVES STRATEGY

FOR COMMUNITY VOLUNTEERS  
INVOLVED IN LANDCARE  
ACTIVITIES ON SHIRE RESERVES

Adopted by Council: 27 January, 1999



## **FRIENDS OF RESERVES STRATEGY**

Adopted by Council: 27 January 1999

### **INTRODUCTION**

The Shire of Busselton has prepared a Friends of Reserves Strategy aimed at developing mutually beneficial arrangements for volunteers undertaking landcare activities within Shire vested reserves.

The objectives of the Strategy are to:

1. Manage bushland reserves to maintain and/or enhance their conservation and community values.
2. Outline a framework and process for establishment and support of Friends of Reserve groups.
3. Provide a clear management direction for volunteers undertaking landcare activities on Shire reserves.

The Strategy has been prepared through a consultative process between the Shire's Environmental Officer, the Shire's Environment Forum and various community groups.

The level of involvement and activities undertaken by volunteers will largely depend upon the management needs of particular bushland or coastal reserves and the intentions (and capability) of the group. While the strategy is primarily aimed at improving the management of reserves with conservation values it also establishes a framework that is applicable to the development of Friends of Reserves for other reserves.

A framework for landcare activities is attached in Figure 1 and sets out example activities, training needs, level of Shire assistance and group responsibilities. Figure 2 provides a flow chart which identifies the stages associated with the formation of a Friends of Reserves Group and the preparation of a management plan.

The following provides a brief explanation of the various components of the framework. Groups currently undertaking activities on bushland or coastal reserves will be encouraged to adjust to this framework to ensure the activities are supported by technical assistance and undertaken in accord with a management plan. The management needs for each reserve should also be reviewed to ensure that they are consistent with the reserve conservation objectives.

The Shire of Busselton greatly values the contributions of volunteers undertaking landcare activities on Shire reserves and looks forward to formally recognising these actions and arrangements through the strategy and ensuring volunteer work is undertaken with a consistent objective.

### **LANDCARE ACTIVITIES**

A management plan will need to be prepared in consultation with the Shire's Environmental Officer (to be referred to the Environment Forum) and submitted to Council for approval. All work

undertaken on a reserve will need to be consistent with an approved management plan, or have the specific approval of Council. The plan will include timetables for activities and resources and budgets for the plan implementation. Appendix 1 outlines the basic contents of a management plan. The management plan should follow the guidelines and include information on natural resources (landforms, landscape values, flora, fauna), recreational values and management recommendations (control of feral animals, vegetation protection and planting).

Landcare activities can include basic activities such as rubbish collection, physical weed removal and native tree and shrub planting, to more advanced landcare activities such as seed collection, weed control using herbicides, dieback control, and bushland regeneration based upon recognised methods.

There is no formal requirement for training for basic activities, although it is considered appropriate that at least one person in each group has knowledge of landcare techniques.

More specialised activities that a group may become involved in requires training to ensure members of the group use equipment and undertake tasks in accordance with safety and environmental standards. APACE (A bushland management training organisation based in Fremantle) provide training for volunteers and groups undertaking landcare activities at this level. The Shire of Busselton is currently investigating the establishment of a "Shire based" training program using local experts in various fields to undertake the training of "Friends of Reserves" volunteers. Council does not have available funds to provide paid trainees but will work with groups to establish training programs with grant funds/volunteers.

In addition to training, group and individuals wanting to collect seed from reserves will need to obtain a Seed Collection License from the Department of Conservation and Land Management.

Assistance from the Shire for groups undertaking landcare activities will consist primarily of technical advice and coordination in the preparation of the management plan. This will facilitate successful applications for external funding based upon the endorsed management plan and its proposed activities. Provision of seedlings, rubbish removal, feral animal control, fire management and signage, where provided for within Council's budget, may also be made available where consistent with a management plan.

## **GETTING STARTED**

Figure 2 provides an overview of how Friends of Reserves can become established and the necessary steps to gain Shire endorsement for landcare activities. This approach is aimed at ensuring both the groups and the Shire are kept well informed of activities on Shire reserves.

A Friends of Reserves can be evolved from either interested volunteers getting together and then approaching the Shire or the Shire could advertise for interested volunteers to "adopt" a specific bushland or coastal reserve either before or after preparation of a management plan.

The Friends of Reserves through liaison with the Shire Environmental Officer will identify management objectives and strategies for the relevant reserve, ensuring that sustainable balance is achieved between both the environmental and recreational characteristics of the reserve consistent with Council's overall objectives. These will then form the basis for the development of the management plan.

It is acknowledged that many reserves may be managed primarily for their recreational values, consisting of minimal environmental value, but still benefiting greatly from community volunteers and the framework outlined in the strategy.

## **SUBMISSION OF MANAGEMENT PLANS**

The preparation of a management plan is essential for all Friends of Reserves, not only ensuring that consistent objectives are achieved, but also providing an important tool that can facilitate successful funding applications both internal and external.

Management plans will need to take into consideration the timetables for funding approvals and the time required to gain Council endorsement of the plan. It is also likely that some management plans will be subject to public review and adequate time to respond to public submissions will also need to be built in to the management plan process.

Funding for implementation of endorsed management plans as required to assist the works undertaken by volunteers will primarily come from Council's existing budget allocation for the reserve. For a majority of conservation reserves the implementation of a management plan is likely to reduce the ongoing expenditure requirements as the level of intervention will be reduced.

For the implementation of significant works such as fencing, walk trails and interpretative facilities the management plan will be of significant assistance in obtaining grant funding and development for support of any budget commitments sought from Council is the Four Year Plan process.

## **SAFETY**

The main safety requirements necessary for the protection of all volunteers engaged in landcare activities on Shire vested reserves are related to the use of herbicide, electrical/mechanical equipment and the supervision of children.

The developed management plans for various reserves will require differing levels of mechanical/electrical equipment to be used in their implementation. A majority of management plans are unlikely to require volunteers to use such equipment in their implementation. Where such equipment is required to be used for the implementation of a management plan then the safety and insurance arrangements will need to be set out in the plan including any training requirements to be satisfied by the volunteers. The management plan will also need to set out arrangements to ensure the safety of the general public during works to be undertaken on the reserve by the Friends of Reserves Volunteers, and Council notification requirements.

Only Roundup Biactive is to be used for weed spraying and it is important that group members read the material safety data sheet provided with the product and spray strictly according to the manufacturer's directions. Warning signs must be erected (there are a limited number of "Weed Spraying in Progress" signs available for loan from the Shire Depot) advising any members of the public that weed spraying is being undertaken.

## **INSURANCE AND PUBLIC LIABILITY**

The Shire is not responsible for injury or liability that may arise on reserves not vested in the Shire. The Shire is responsible for works undertaken on reserves vested in it and therefore reserves the right to alter or remove anything placed on a reserve at any time.

The Volunteer (Protection from Liability) Act 2002 provides some protection for volunteers for personal legal liability to others for work done on a Shire reserve on a purely volunteer basis (i.e. no payment or reward). The Shire however, does not provide personal injury insurance for volunteers in relation to any injury they may suffer in doing this type of work.

## **TRAINING**

The training courses recommended for Friends of Reserves will be based upon the types of landcare activities they are involved in. For example, groups involved in regeneration would benefit greatly from participating in seed collection workshops.

Currently various volunteer training programs are available through external organisations and government agencies.

In the future, it may be feasible for the Shire in conjunction with Busselton Dunsborough Environment Centre to coordinate landcare training programs with the assistance of external funding such as Gordon Reid Foundation. This would enable groups to undertake a training program, specific to the region using local knowledge and recognised experts from this field.

## **SHIRE CONTACTS**

Issues relating to the management of bushland and coastal reserves vested in the Shire of Busselton are dealt with by a variety of Shire staff such as the Environmental Officer, Senior Parks and Depot Supervisor and Rangers. Table 1 below identifies the area of assistance provided by the respective officers.

**TABLE 1 CONTACT PERSONNEL FOR FRIENDS OF RESERVES GROUPS**

<b>OFFICER</b>	<b>AREA OF ASSISTANCE</b>
ENVIRONMENTAL OFFICER	Vegetation protection. Assistance with preparation of management plan. Environmental/technical advice. Maintenance of Friends of Reserves Register. Assistance with external funding applications. Advice on involvement with other groups. Training arrangements, education and encouragement of community involvement in landcare activities. Liaison with government agencies. Feral animal control.
SENIOR PARKS & DEPOT SUPERVISOR	Request for rubbish removal. Provision of signage. Provision of seedlings. Provision of advice and supervision of works.
RANGERS	Advice on firebreaks & fire management. Loan of cat traps.
SECRETARY FINANCE & ADMINISTRATION	Advice on insurance issues and arrangements.

## CONCLUSION

This Friends of Reserves Strategy is aimed at providing direction for the pursuance of consistent objectives and a mutually beneficial arrangement between the Shire of Busselton and volunteers undertaking landcare activities.

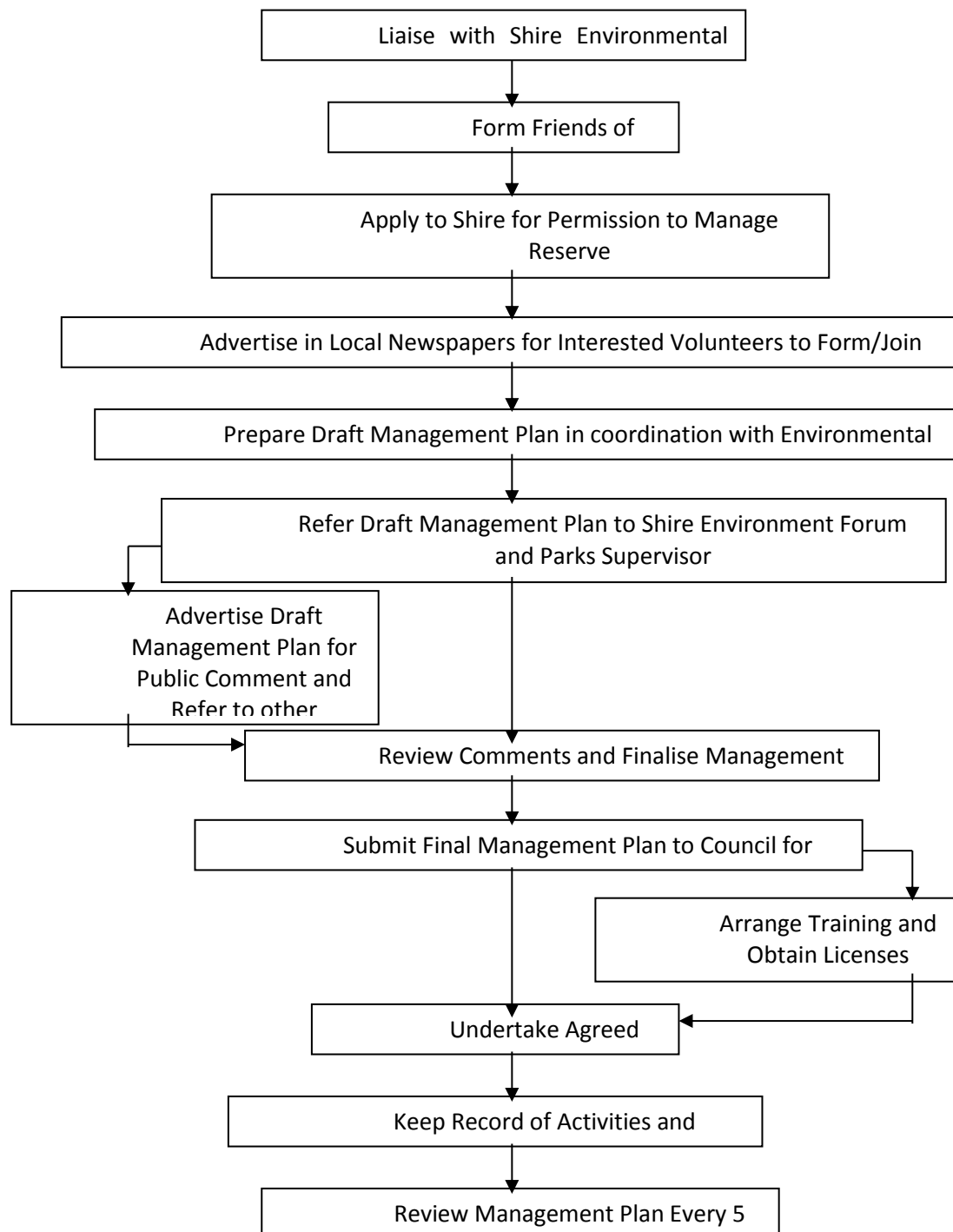
It is essential that groups currently undertaking landcare activities, and groups proposing to undertake landcare activities, follow the step by step process identified in Figures 1 & 2.

Without an endorsed management plan and no knowledge of proposed activities and an understanding of the groups capability the Shire cannot provide assistance or endorse the activity of informal groups or individuals that may undertake work on reserves.

## ACKNOWLEDGEMENTS

The Shire of Busselton acknowledges the use of the Shire of Mundaring's Friends Group Manual in providing a basis for this strategy.

**FIGURE 2**  
**STEP BY STEP PROCESS FOR FRIENDS OF RESERVES**



**SHIRE OF BUSSELTON – FRIENDS OF RESERVES STRATEGY  
“FRAMEWORK FOR BUSHLAND MANAGEMENT ACTIVITIES”**

<b>Actions &amp; Types of Activities</b>	Rubbish collection Weed control (physical) Tree and shrub planting Development of a management plan Seed collection Weed control (herbicide) Revegetation Bushland regeneration Slashing Dieback control (stem injection) Construction works (trails, shelters) Feral animal control
<b>Training &amp; Competency for Friends of Reserves</b>	Landcare training Seed collection licence (CALM)
<b>Shire Assistance</b>	Technical advice and site inspections Rubbish removal Provision of seedlings Controlled burns Assistance with training
<b>Friends of Reserves Responsibilities</b>  <b>Annual Confirmation in Writing of Acceptance of Shire conditions for landcare activities is required</b>	Keep diary of events Register participants in landcare events. Submission and approval of management plan Undertaking works consistent with management plan including safety and insurance requirements.

## **APPENDIX A**

### **GUIDELINES FOR PREPARATION OF MANAGEMENT PLAN**

Usually a fairly detailed report which includes Friends of Reserves information (name of group, reserves of interest, membership, management aims etc), background information (history, vegetation, soils, fauna), explanation of key threats to the reserves (fire, feral animals, dieback, weeds, uncontrolled uses etc), strategies to address the threats (control programs, education, specific management measures) and an action plan with timetables and responsibilities (what needs to be done, by when, by who).

An example table of contents is shown below.

### **TABLE OF CONTENTS FOR A MANAGEMENT PLAN**

#### **1.0 INTRODUCTION**

- 1.1 Background
- 1.2 Management Plan Mission Statement
- 1.3 Location of Reserve
- 1.4 Vesting and Purpose
- 1.5 Catchment and Land Use Considerations
- 1.6 History

#### **2.0 DESCRIPTION OF THE ENVIRONMENT**

- 2.1 Topography
- 2.2 Landform and Soils
- 2.3 Vegetation and Flora
- 2.4 Fauna
- 2.5 Beneficial Fungi
- 2.6 Dieback Disease
- 2.7 Fire History
- 2.8 Feral Animals

#### **3.0 HUMAN USE ATTRIBUTES**

- 3.1 Passive Recreation
- 3.2 Educational Uses
- 3.3 Significant Heritage Sites
- 3.4 Other Uses

#### **4.0 MANAGEMENT OBJECTIVES**

- 4.1 Conservation
- 4.2 Recreation
- 4.3 Education
- 4.4 Fire Management

## 5.0 MANAGEMENT STRATEGIES

- 5.1 Conservation
  - 5.1.1 Dieback Disease
  - 5.1.2 Vegetation Management
  - 5.1.3 Feral Animals
  - 5.1.4 Weed Control
  - 5.1.5 Fauna Survey
  - 5.1.6 Firewood Collection
  - 5.1.7 Wildflower Picking
- 5.2 Recreation and Education
  - 5.2.1 Public Usage
  - 5.2.2 Pathways and Trails
- 5.3 Fire Control
  - 5.3.1 Fire Risk and Management
- 5.4 Community Involvement
  - 5.4.1 "Friends of" Group

## 6.0 PROPOSED FUNDING/RESOURCE REQUIREMENTS

- 6.1 Community Involvement
- 6.2 External Funding Opportunities
- 6.3 Shire Assistance

## 7.0 IMPLEMENTATION

- 7.1 Life of Plan
- 7.2 Reporting and Review

Environmental Reference Group Terms of Reference adopted by Council 24 August 2005

## TERMS OF REFERENCE

### Shire of Busselton Environmental Reference Group.

#### *Purpose*

The purpose of the Environmental Reference Group is to monitor the progress and assist implementation of the Shire of Busselton Environment Strategy.

#### *Membership*

Term of membership is two years. Nominations will be called on an annual basis for re-appointment of half of the membership through advertising in the Council for Community Page. Members may renominate at the end of their two year term.

Membership is restricted to eight people. Positions of Chairman and Secretary will be made up from the eight people appointed by Council.

Councilors and Shire staff will not be part of the membership. Councilors and Shire staff will have discretionary involvement. The Shire Environment Officers will be required to report on progress of the Environment Strategy on a periodic basis.

#### *Roles*

##### *The Group*

The role of ERG is to assess the progress of Shire of Busselton Environment Strategy and to provide constructive feedback for it's implementation and to provide a forum that can be used by the Shire/Council to gain consolidated feedback from local environmental interests on issues of environmental importance.

##### *Chairman*

Form agendas and guide group discussion through the agendas.

##### *Secretary*

Record decisions and issue correspondence on behalf of the group, and ensure all members have these records and are aware of meeting times.

##### *All members*

Contribute actively to the discussion and act on decisions of the group where required/agreed.

##### *Councilors*

Councilor participation is discretionary. Councilors are invited to attend. Bringing of matters to the attention of the ERG is done so through the Chairman prior to the meeting.

**Shire staff**

Staff participation is discretionary and matters can be raised in the same way as for Councillors. Environment Officers will be required to report on progress of the Strategy on a six monthly or agreed periodic basis.

## 12. ENGINEERING AND WORKS SERVICES REPORT

### 12.1 PROPOSAL TO CLOSE PERMANENTLY 'BROCKMAN ROAD', A SECTION OF UNNAMED ROAD BETWEEN BROCKMAN COVE AND CATALPA CLOSE, BROADWATER

<b>SUBJECT INDEX:</b>	Thoroughfares
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Engineering and Facilities Services
<b>ACTIVITY UNIT:</b>	Land matters
<b>REPORTING OFFICER:</b>	Land and Infrastructure Officer - Andrew Scott
<b>AUTHORISING OFFICER:</b>	Director, Engineering and Works Services - Oliver Darby
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A 'Brockman Road', Broadwater <a href="#">↓</a> Attachment B Sandy Bay Holiday Park site plan <a href="#">↓</a> Attachment C Proposal from Sandy Bay Holiday Park <a href="#">↓</a> Attachment D Area of encroachments on Crown land <a href="#">↓</a> Attachment E Usage of Crown land over time <a href="#">↓</a> Attachment F Compilation of submissions to proposal to close 'Brockman Road' <a href="#">↓</a>

#### PRÉCIS

A section of unnamed and unconstructed road lies between Brockman Cove and Catalpa Close in Broadwater. The road is just north of the Sandy Bay Holiday Park. For the purposes of this report, the road is referred to as 'Brockman Road'.

The owners of the holiday park have requested a lease over a portion of 'Brockman Road' to extend their caravanning and camping area. But before this may occur, there are several regulatory procedures to be completed, starting with the permanent closure of 'Brockman Road', pursuant to the *Land Administration Act 1997*.

Based on the findings in this report and the public submissions received to the proposal, this report recommends that the road is closed and made a Crown Reserve for 'parklands and recreation', but *not* leased to the adjoining holiday park.

#### BACKGROUND

##### The subject public road - 'Brockman Road'

Referring to Attachment A, the subject public road 'Brockman Road' (approximate area 2540m<sup>2</sup>) lies between the intersections of: (a) Norman Road and Brockman Cove (west), and (b) Armstrong Road and Catalpa Close (east). The public road is unconstructed and unnamed, although referred to in this report by its historical name 'Brockman Road'. The road is blocked at both ends so vehicular traffic is not able to pass through between Norman Road and Armstrong Road.

Services that run through 'Brockman Road' are overhead powerlines, underground water pipe and telecommunications cable, all contained within the southern few metres of 'Brockman Road'. These public services are maintained from an access track within the southern half of 'Brockman Road'.

##### Current use of the subject public road by adjoining Sandy Bay Holiday Park

For several years, the [Sandy Bay Holiday Park](#), located south of 'Brockman Road', has been letting part of the public road for caravanning and camping. Park management advised that they take

advance booking for four sites (numbers 84, 87, 100 and 101 on park map, Attachment B) that are let during peak holiday periods only.

#### Proposal to close the subject road from the Sandy Bay Holiday Park

After becoming aware of the non-approved development on 'Brockman Road', City officers advised Sandy Bay Holiday Park management that the City might consider a retrospective development application. Park management responded with a request to lease a 1918m<sup>2</sup> portion of 'Brockman Road' (Attachment C).

#### Process to authorised use of 'Brockman Road' by Sandy Bay Holiday Park

The Sandy Bay Holiday Park is keen to resolve the matter of non-approved development on public road by requesting a lease agreement with the City of Busselton over the road land. But the request is subject to a legislative process described below:

1. Permanent road closure – Pursuant to section 58 of the *Land Administration Act 1997*. This first step is the reason for this report. Permanent closure of a public road involves a public notice period, report to the Council to consider public submissions, a Council resolution, formal request to the Department of Lands (DoL) for road closure, DoL assessment of the proposal, consultation with various authorities (such as Department of Planning, Department of Mining and Petroleum), surveying, road closure order and creation of Crown land titles.
2. Creation of a Crown Reserve – Pursuant to section 41 of the *Land Administration Act 1997*, the Department of Lands may create a Crown Reserve over the Crown land title.
3. Management order – To be issued by the Department of Lands to the City of Busselton over part of or the entire Crown Reserve for the purpose of 'recreation, camping and caravanning' or similar, with 'power to lease'.
4. Lease (disposal of property) – Assuming the above steps have been successful, the City may establish a lease agreement with Sandy Bay Holiday Park pursuant to section 3.58 of the *Local Government Act 1995*. This may involve preparation of a legal document (the lease agreement), valuation of the commercial lease agreement, public notice and consideration of submissions, surveying of the lease area and a draft lease agreement. The lease would be subject to a Council resolution and the consent of the Minister for Lands.
5. Development application – Sandy Bay Holiday Park will be required to submit a development application to be assessed against the City of Busselton Local Planning Scheme No. 21, and if approved, conditions may be imposed.
6. Compliance with regulations – Various regulations including health, building, and caravanning and camping. For example, the sites will require access to fire hydrants and facilities, dependent on the number of overall sites at the caravan park. Furthermore, powered sites within a lease area may need to comply with electrical safety regulations.

The City is not able to guarantee to Sandy Bay Holiday Park a successful outcome (i.e. a lease and approved development) as the process depends on factors such as: (a) consideration of public submissions; (b) decisions of the Council and the Minister for Lands; (c) payment of costs, fees and charges; (d) approvals from various authorities; (e) agreement to the lease area, terms of the lease including the lease duration, rents and outgoings; and (f) approval conditions, and (g) other factors.

### Class A Crown Reserve 22624

North of and adjacent to 'Brockman Road' is Class A Crown Reserve 22624, vested with the City of Busselton for the purpose of 'parklands and recreation'. The Geographe Bay coastline forms the northern extent of the reserve. The Busselton-Dunsborough Shared Path runs through the reserve.

### Broadwater Foreshore Management Plan (BFMP) and loss of vegetation due to coast erosion

'Brockman Road' and Class A Crown Reserve 22624 form part of the [Broadwater Foreshore Management Plan](#) (BFMP), as adopted by the Council, October 2005.

The BFMP identifies a need to restrict the number of informal paths and uses of the foreshore to improve the quality of the coastal vegetation. The report found the use of fencing along paths an effective method to restrict access and to keep pedestrians and cyclists to formal paths.

No part of the BFMP supports the use of any part of the management area for caravanning and camping purpose.

### Overhead powerlines and other public utilities

Overhead powerlines run through the southern half of the 'Brockman Road'. Other services through the public road reserve include water and telecommunications.

Any person performing any activities within the subject road would need to be fully aware of the overhead powerlines and ensure a safe distance is maintained from the powerlines, allowing for sag and swing. The hazards associated with setting up and tearing down a caravan or camp site under overhead powerlines (such as erecting an antenna mast from the roof of a caravan) should be assessed professionally against Western Power '[Working near our network](#)' guidelines. Ideally, the powerlines should be placed underground, but the risk may be mitigated by ensuring no caravan or camp sites are permitted under the powerlines.

### Encroachments onto Crown land

Referring to Attachment D, the extent of the unauthorised uses of Crown land ('Brockman Road' and Class A Crown Reserve 22624) to the north of Sandy Bay Holiday Park and south of the Busselton to Dunsborough Shared Path is estimated at 2,300sqm. This represents approximately 38% of the total 6,200sqm area of Crown land north of the holiday park and south of the path.

From the City's archive of aerial photographs, it is apparent that the encroachments onto Crown land have been occurring since 2007, maybe prior (Attachment E).

The types of the encroachments include:

- caravanning and camping sites
- vehicle access ways (apart from for maintenance of public services)
- several informal paths through the vegetation to the Busselton to Dunsborough Shared Path
- parking for vehicles and trailers (including park management)
- removal of understorey vegetation
- storage of materials
- piles of wood, wood chip and gravel
- rotary hoist clothesline
- storage of a bulk bin for waste
- dumping of lawn clippings
- electrical leads and garden hose pipes extend across the access ways 20m or more from the adjoining holiday park to caravans

- weed species that have taken hold in the reserve vegetation, possibly introduced by the activities of the holiday park

## STATUTORY ENVIRONMENT

- [Caravan Parks and Camping Grounds Act 1995](#), especially Part 2 'Regulation of caravan parks and camping grounds'
- [Caravan Parks and Camping Grounds Regulations 1997](#), especially Schedule 7
- [Land Administration Act 1997](#) - Section 41 'Reserving Crown land, Minister's powers as to'; section 46 'Care, control and management of reserves'; and section 58 'Closing roads'
- [Land Administration Regulations 1998](#) regulation 9 'Local government request to close road permanently (Act s.58(2)), requirements for'
- [Local Government Act 1995](#) section 3.58 'Disposing of property'

## RELEVANT PLANS AND POLICIES

- City of Busselton '[Broadwater Foreshore Management Plan](#)', October 2005
- Department of Planning '[Coastal Planning and Management Manual](#)', August 2003

## FINANCIAL IMPLICATIONS

Costs to consider with a proposal to close 'Brockman Road' might include surveying, easements, legal, conveyancing, fencing, access control and revegetation.

Should the Council determine as per the officer recommendation (i.e. with the land being made a Crown Reserve and managed in accordance with the Broadwater Foreshore Management Plan), the City might bear the costs over one or multiple budget periods as part of the management responsibility that the City presently has for the land.

Should the Council determine that portion of the land is leased to the Sandy Bay Holiday Park (not recommended), these costs might be borne by park management as a condition of a lease agreement. The lease should also provide revenue for the City, at a rate that should be comparable to market value (and subject to section 3.58 of the *Local Government Act 1995*, 'Disposing of property'). To determine market value, a report would be required from a licenced property valuer.

### Long-term Financial Plan Implications

Irrespective of whether the subject land remains as public road or is made a Crown Reserve, the City would continue to have management responsibility for the land; so implication on the long term financial plan is considered to be nil.

Should the Council determine that portion of the land is leased to the Sandy Bay Holiday Park (not recommended), the City would receive an annual income from the lease, less any administrative costs associated with managing the lease that are not borne by the lease holder.

## STRATEGIC COMMUNITY OBJECTIVES

Key goals	Community objectives
2. Well planned, vibrant and active places	2.1 A City where the community has access to quality cultural, recreation, and leisure facilities and services. 2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.

	2.3 Infrastructure assets that are well maintained and responsibly managed to provide for future generations.
4. Connected City	<p>4.1 Transport options that provide greater links within our district and increase capacity for community participation.</p> <p>4.2 A community that is well connected to its neighbours and the broader world.</p> <p>4.3 A linked network of cycle ways and pedestrian paths providing alternative transport options.</p>

## RISK ASSESSMENT

- Unauthorised development – The unauthorised development on and use of the public road for caravanning and camping purpose may pose risks to the public and environment. This may be resolved by either removing the development; or approving the development subject to a development application and then ensuring the development conforms to any approval conditions.
- Environmental harm – Vegetation with the area of the Broadwater Foreshore Management Plan has been significantly degraded by unauthorised development on and uses of 'Brockman Road'. To minimise further impact on the management plan area and to allow the area a chance to recover, all unauthorised development should be removed and the area fenced with access controls in accordance with the management plan. Should a development be permitted, the area should be minimised and stringent controls placed on the development to ensure encroachments outside of the development area are avoided.
- Financial gain from an approved lease – There is a financial opportunity for the City to earn revenue from a lease over portion of 'Brockman Road' where it adjoins the Sandy Bay Holiday Park. Lease agreements over local government property are subject to section 3.58 of the *Local Government Act 1995*, and the lease fee should be comparable with market value, as assessed by a licenced property valuer.
- Proximity to overhead powerlines – The risk of allowing caravanning and camp sites under overhead powerlines should be assessed professionally. Making contact or near contact with the powerlines may cause death. The risk may be mitigated by placing the powerlines underground or not permitting caravanning or camp sites under the powerlines.

## CONSULTATION

### Public consultation

During May 2016, written notices of a proposal to close 'Brockman Road' were posted to the owners and occupiers of approximately 72 properties within a few hundred metres of 'Brockman Road'. The proposal was also advertised for public submissions.

Nine (9) submissions were received to the proposal from nearby residents. While several submissions did not object to the closure of the road, *all* submissions objected to the use of the land for caravanning or camping purpose.

A compilation of comments and objections to the proposal are summarised in Attachment F, under the following topics:

- environmental
- Norman Road, traffic and parking
- amenity
- holiday park management

- impact of increased patronage to the holiday park

#### Public utilities

While the asset of a public utility is located within a public road, the utilities may legally access their asset. But if the public road is closed permanently, arrangements are generally required for each public utility to gain unrestricted access to their asset. Generally, an easement may be created over the asset to the benefit of the public utility, but depending on the situation, the public utility may require their asset to be relocated (at cost to the proponent).

Public utilities in Brockman Road are water, electricity and telecommunications. In response to a notice of a proposal to close 'Brockman Road' permanently:

- Busselton Water advise that at this stage they may accept an easement over their asset
- Western Power advise that they neither support nor object to the proposal
- Telstra advise that at this stage they require their cable to be relocated

#### **OFFICER COMMENT**

This report recommends that 'Brockman Road' is closed permanently and made a Crown Reserve for the purpose of 'parklands and recreation' and more tightly managed under the Broadwater Foreshore Management Plan. Should the reserve be made a Class A Crown Reserve, it may then be amalgamated with adjoining Crown Reserve 22624.

This report does *not* recommend that the reserve is used for caravanning, camping or similar purposes, and the land should not be leased to the adjoining Sandy Bay Holiday Park. The holiday park should be notified to cease all activity on the land and remove all encroachments. The holiday park should be advised to fence along the northern boundary of the holiday park to clearly delineate where the property boundary lies and to avoid encroachments onto Crown land.

Should the holiday park management have any proposals that are compatible with the BFMP, they may present the proposal to the City for consideration. Otherwise, the City should not accept unauthorised uses of the land.

Given public services run through the length of 'Brockman Road' within the southern few metres, the first approximate 8m from the southern boundary of 'Brockman Road' should be maintained for public services and pedestrian access (but not vehicular access). A post and 4-strand plastic wire fence should be erected on that line to designate the start of the area for re-vegetation and to restrict beach access to Norman Road and Armstrong Road.

The reasons for the recommendation are:

- Foreshore protection
- Environmental matters
- Community opinion
- Holiday park management

More detail on each reason is provided below.

#### Foreshore protection

The vegetation of the Broadwater foreshore has suffered ongoing damage from human activities, coming from the interface of the foreshore with freehold land to the south. Encroachment of the land by structures, turf and landscaping, uncontrolled access to the beach, fertiliser use and dumping of green waste are all human disturbances that are contributing to the loss of vegetation within the management area of the Broadwater Foreshore Management Plan (BFMP).

The area of land north of the Sandy Bay Holiday Park have been impacted heavily by these disturbances, particularly as they have been deliberately used for camping and overflow parking. It is important to recognise the significance of foreshore vegetation and the impact that development is having on the vegetation. According to the Department of Planning '[Coastal Planning and Management Manual](#)' (2003, page 7.3),

*"Vegetation is essential for the long-term stability of the coast."*

Within the BFMP management area, the City has progressively installed fencing to restrict access to formalised access paths, revegetated degraded areas and investigated reports of encroachment and damage to foreshore vegetation. It wasn't until the investigation into development on 'Brockman Road' that City officers become aware of the extent of the damage to foreshore vegetation (referring to Appendix D).

#### Environmental matters

As the urban areas intensify with development, the vegetated foreshore areas are becoming increasingly important habitat areas for the [western ringtail possum](#), a species of fauna listed as "rare or likely to become extinct (specifically protected)" under the [Wildlife Conservation Act 1950](#). The City should do what it can to protect and enhance remaining foreshore areas and habitats of the Western Ringtail Possum.

The area is also a habitat for the Southern Brown Bandicoot (Quenda), and various species of birds, reptiles and frogs.

#### Community opinion

From the submissions received to the notice of a proposal to close 'Brockman Road', all oppose the use of the land for caravanning and camping purpose. Broadly, the reasons for the objections were environmental, road traffic (particularly Norman Road) and parking, amenity, holiday park management, and impact of increased patronage to the holiday park (Attachment F).

From the submissions, the preferred use of the land was for encroachments to be removed and the land revegetated as part of the adjoining Crown Reserve.

#### Holiday park management

Over a period of a decade or maybe more, Sandy Bay Holiday Park management has demonstrated little regard for the limits of property boundary, and the amenity and environmental values of the Crown land north of the holiday park. Their operation has extended not only over 'Brockman Road' but also onto Class A Crown Reserve and within metres of the Busselton to Dunsborough Shared Path.

When shown leniency by City officers for a non-approved development on public road land, park management continued to allow campsites on Crown land (including Class A Crown Reserve) beyond what might have otherwise been considered acceptable to caravanning and camping regulations, and beyond the limits of a proposal from the holiday park for use of 'Brockman Road' (Attachment C).

### **CONCLUSION**

'Brockman Road' forms a significant part of a Broadwater Foreshore Management Plan (BFMP) for the protection of the Broadwater foreshore vegetation, necessary for the long term stability of the coast. For this reason and due to the environmental values of the Crown land, the amenity of the Broadwater foreshore area and community feedback; 'Brockman Road' should be closed as a public

road and more tightly coupled with the BFMP. Use of the land for caravanning, camping or similar purpose should *not* be supported; and all unauthorised development on the land should be removed and all unauthorised uses ended.

## **OPTIONS**

The Council might consider supporting the proposal from the Sandy Bay Holiday Park, or something similar, to lease a portion of 'Brockman Road' subject to the *Land Administration Act 1997* and the *Local Government Act 1995*. Should the Council consider supporting this option, the lease area should be closely assessed with consideration for environmental values and amenity; and the lease should place stringent controls to ensure no activity from the holiday park encroaches beyond the lease area and should ensure the holiday park strictly complies with all applicable regulations.

Should the Council consider supporting this option, the Council should endorse the permanent closure of 'Brockman Road', pursuant to the *Land Administration Act 1997*. The Council should also support the land being made one or more Crown Reserves with a management order to the City of Busselton with power to lease.

## **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

A letter to the Department of Lands requesting a permanent road closure may be made within a month of a Council decision.

## **OFFICER RECOMMENDATION**

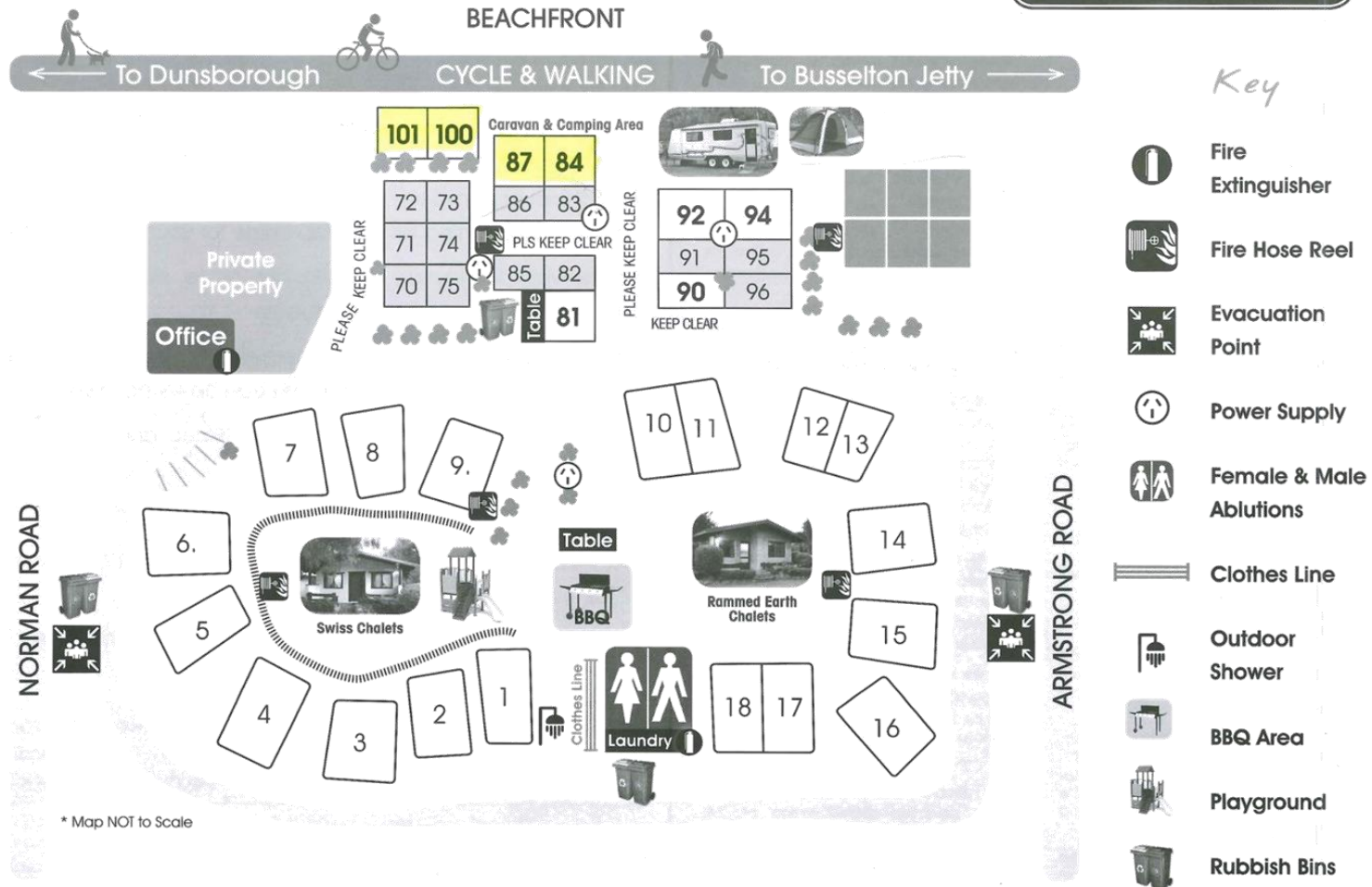
That the Council:

1. Endorses the permanent closure of a portion of unnamed public road between Brockman Cove and Catalpa Close, Broadwater (referred to herein as 'Brockman Road'), pursuant to the *Land Administration Act 1997*.
2. Supports a recommendation to the Department of Lands that on closure of 'Brockman Road', the road is made a Crown Reserve for the purpose of 'parklands and recreation', and a management order over the reserve is issued to the City of Busselton.
3. Supports a written notice being issued by the CEO to the Sandy Bay Holiday Park to remove all encroachments on and to cease all unauthorised use of Crown land (including 'Brockman Road' and Crown Reserve 22624), and advice to fence the northern boundary of Lot 55, 12 Norman Road, Broadwater, so as to clearly delineate where the lot boundary lies and to restrict vehicle access to 'Brockman Road' from Lot 55.



'Brockman Road', Broadwater

*Enjoy our peaceful and relaxed beachfront holiday park,  
ideally located for touring the South west!*





Our Ref : 9131

Chief Executive Officer  
City of Busselton  
Locked Bag 1,  
BUSSELTION WA 6280

Attn : Mr Andrew Scott

**RE : REQUEST FOR ROAD CLOSURE – PORTION OF BROCKMAN COVE, BROADWATER  
SANDY BAY HOLIDAY PARK**

We refer to discussions between Mr Andrew Scott of your Office and the undersigned in respect of the above proposed road closure.

On behalf of our Client, Sandy Bay Holiday Park, we now formally request Council to consider closure of Brockman Cove between Norman Road and Armstrong Road under Section 58 of the Land Administration Act and Regulation 9 of the Land Administration Regulations.

The portion of Brockman Cove between Norman and Armstrong Roads is unmade and seemingly unlikely to be constructed in the future. It abuts the Geographe Bay foreshore reserve and is traversed by Western Power lines. It is possible that other underground services may also be located within the road reserve.

The section of beach forward of the Holiday Park is almost exclusively used by residents of Norman and Armstrong Roads and immediate side streets, with very few cars parked at the beach. The beach forward of Holgate Road adjacent to the Broadwater Resort is effectively the main beach visited by the broader public.

Our Client has been unwittingly maintaining the western portion of the road for approximately the last 15 years and, in peak periods, using the land for both camping purposes and the parking of caravans. A recent inspection by Shire Officers has brought to our Client's attention the need to formalise arrangements between the City and our Client for the on-going use of the land for Caravan and Camping purposes.

The portion of Brockman Cove is approximately 125 long and the eastern quarter is low lying and relatively heavily vegetated. Specifically, our Client seeks Council's support to the following [refer plan overpage]:

1. Closure of Brockman Cove between Norman Road and Armstrong Road;
2. Vesting of the heavily vegetated eastern quarter (approximately 30m length) from Armstrong Road with the City for the purposes of "Recreation" as an adjunct to the foreshore reserve;
3. Vesting of the western three quarters from Norman Road (approximately 95m length) with the City for the purposes of "Caravan and Camping" with Power to Lease;
4. Inclusion of the existing power line (and any other services) within Easements in favour of the respective service agencies. Our Client intends using the area only for the purposes of camping and parking of caravans and will not be seeking to construct any buildings within the area; and
5. On completion of closure and vesting procedures, preparation and execution by the City and our Client of a Lease Agreement over the western three quarters for the purposes of camping and the parking of caravans associated with the activities of the Holiday Park.



We have taken the opportunity to discuss these arrangements with Officers of the Dept of Land Administration who have indicated that they are consistent with the provisions of the Act and Regulations.

Following advancement of closure procedures and prior to execution by our Client of the Lease with the City, our Client will lodge with the City Application for Approval to Commence Development under Clause 3.5 – Use of Local Reserves of Local Planning Scheme No 21. The Site Plan submitted with the Application will also inform the process of determining a fair lease fee.

In conclusion, we note that summer is already approaching and with it the peak Xmas holiday period. Our Client would be most appreciative if the closure and vesting process could be expedited so that they may cater for the heavy demand for caravan and camping sites during this busy period.

We thank you for your assistance and ask that should you require and further information, not to hesitate to contact Mr Larry Smith on Mobile : 0418-916908 or by Email : [larryps@bigpond.com](mailto:larryps@bigpond.com).

Yours faithfully

*Larry Smith*

Director  
10<sup>th</sup> June, 2015

**'Brockman Road' and Class A Crown Reserve 22624 south of the Busselton to Dunsborough Shared Path**  
**Area of encroachments on Crown land**



Land	Encroachment area (m <sup>2</sup> )	Total area (m <sup>2</sup> )	Percentage
Crown Reserve 22624	618	2,590	24%
Public road land	1,768	3,608	49%
	2,368	6,198	38%

**'Brockman Road' and Class A Crown Reserve 22624 – Usage of Crown land over time**

1977



December 2001



May 2003



February 2008



March 2013



September 2013



December 2014



April 2015



September 2015



January 2016



October 2016



**'Brockman Road', Broadwater**  
**Compilation of submissions to proposal to close the public road**

Environmental

- Important habitat for native wildlife including western ringtail possum, southern brown bandicoot (quenda), blue wren, black duck, magpies, butcherbird, blue tongue lizards, black skinks, sand dragons, bats and more
- 100m of peppi trees and vegetation from the beachside of the reserve was lost (during a storm)
- The reserve forms part of a possum corridor
- Beach rehabilitation is ongoing
- The holiday park is not connected to deep sewerage, despite a connection point being available since 2002. The septic waste is potentially contaminating the ground, ground water and Geographe Bay
- The road should be closed and fenced and included in the foreshore nature reserve
- Would prefer the vegetation to be restored and left as a buffer zone between the Busselton-Dunsborough Path and the holiday park
- Protect and conserve trees, reeds and undergrowth for western ringtail possum, quenda and birds
- Would prefer the land is retained as beach reserve
- The area has been damaged and should be rehabilitated to enhance local wildlife

Norman Road, traffic and parking

- Norman Road has a narrow (4m) seal and is heavily used by cars, trucks, delivery vehicles, large vehicles towing caravans, vehicles towing boats and other vehicles
- There is no footpath along Norman Road
- Norman Road is a busy access road to the beach (particularly during peak holiday period), for swimming and dog walking
- Vehicles move onto the verge to pass causing damage to the verge. This is a safety concern for pedestrians, including elderly residents from Nova Care on Bussell Highway
- The road is not wide enough for two caravans to pass
- A one way road through the holiday park with an exit onto Armstrong Road would help alleviate the traffic problem
- Cars, boats and trailers are parked outside of the holiday park on the road verges of Norman Road and Armstrong Road
- Lots of cars park on the corner of Brockman Cove to gain access to the beach (since the carpark was washed away in a storm)
- There is nowhere to park for local people
- The land should be used for additional parking
- No access to service power poles or for fire services (along 'Brockman Road')

Amenity

- Use of the land for caravanning or camping does not enhance the amenity within the locality
- The impact on the reserve is has a negative impact on the Busselton to Dunsborough cycleway

Park management

- There is not enough internal parking within the holiday park, and park management do not allow onsite parking during peak periods
- Bulk bins for waste disposal are placed permanently outside the building
- Building materials are being stored on the road reserve
- A separate land title (on 'Brockman Road') requires a separate power service
- Do existing facilities in the Sandy Bay Holiday Park meet standards?
- Park management refuse to fence their boundary

Impact of increased patronage to the holiday park

- Increased load on the septic system
- Increased traffic particularly on Norman Road. The road is not designed for an increase in traffic
- Increased antisocial behaviour
- Increased need for parking of vehicles and trailers
- Concern for safety of children with increased traffic
- There is already sufficient camping grounds

**13. COMMUNITY AND COMMERCIAL SERVICES REPORT**

Nil

**14. FINANCE AND CORPORATE SERVICES REPORT****14.1 ADOPTION OF STRATEGIC COMMUNITY PLAN 2017**

<b>SUBJECT INDEX:</b>	Strategic Community Plan
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Corporate Services
<b>ACTIVITY UNIT:</b>	Organisational Development
<b>REPORTING OFFICER:</b>	Manager Corporate Services - Sarah Pierson
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Cliff Frewing
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Strategic Community Plan 2017 <a href="#">↓</a>

**PRÉCIS**

This report presents the attached City of Busselton Strategic Community Plan 2017-2030 and seeks Council approval for formal adoption of the plan.

**BACKGROUND**

On 26 August 2012 the Minister for Local Government introduced regulations (contained within the *Local Government (Administration) Regulations 1996*) which established new requirements for the Plan for the Future under the Local Government Act 1995. Under these regulations, all local governments in Western Australia were required to develop and adopt (by absolute majority) two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan. These documents are supported and informed by resourcing and delivery strategies, namely Asset Management Plans, a Long Term Financial Plan and a Workforce Plan. This framework is commonly referred to as Integrated Planning.

The Department of Local Government and Communities uses three standards for measuring a local government's performance – level 1 – achieving standard, level 2 – intermediate standard and level 3 – advanced standard. The legislation requires that only level 1 standards are met, with intermediate and advanced standards demonstrating the higher levels to which local governments should aspire as they mature and improve their planning practices.

The Strategic Community Plan is required to be for a minimum 10 year timeframe with its purpose being to state the community vision, aspirations and objectives. The plan must be developed through consultation with the community, with community engagement involving a minimum of 500 people and two documented mechanisms being required in order to meet the basic standard.

The City's current Strategic Community Plan 2013 was adopted by Council in February 2013. The regulations require that a local government reviews its Strategic Community Plan at least once every 4 years. Additionally the Department of Local Government and Communities standards recommend that a minor strategic review is undertaken 2 years after adoption.

The City commenced its major four year review on 1 July 2016 with the consultation program open between 1 July 2016 and 30 September 2016. Under the banner of VISION 2030, Council sought input from the community about what their vision is for our community and what people would like to see happen over the next 10-15 years.

The program included a variety of face to face community engagement workshops and discussions, with each workshop and round table discussion conducted by a professional and independent facilitator. Five community workshops were held attracting 80 participants. Three workshops were attended by people randomly selected from the City's ratepayer database and invited to attend by the Mayor, with 2000 invitations in total sent out. The remaining two workshops were open workshops with participants drawn through advertising and promotion. These workshops involved creative discussion and explored the things people think are worth retaining and the things that they would like to see in the City by 2030. Participants were also asked to prioritise initiatives over the next four years.

Two round table discussions forums were also held with members of the rural community providing them with the opportunity to identify the aspirations and issues relevant to their particular lifestyle. Our younger community members were provided the opportunity to contribute their thoughts and ideas through two workshops held at St Mary McKillop College and Cape Naturaliste College, attended by 44 students in total. At these sessions students were asked to envisage and record the things they would need in 2020, 2025 and in 2030. A staff workshop rounded out the face to face consultation.

Input was also sought through the City's interactive social engagement platform, [yoursay.busselton.wa.gov.au](http://yoursay.busselton.wa.gov.au), where discussion and brainstorm forums generated new ideas on how to provide for our growing population, our youth, and what might be missing in our City.

A community survey seeking the community's vision and aspirations was also available on [yoursay.busselton.wa.gov.au](http://yoursay.busselton.wa.gov.au) as well as in hard copy from selected City locations and in two local print media publications.

In total the number of submissions received (engaged participants) across all consultation mediums was 665.

The outcomes from the consultation process were presented to Council at a workshop on the 9<sup>th</sup> November 2016. Based on the key themes identified a draft Strategic Community Plan was developed with Council through a series of workshops. This draft Strategic Community Plan was presented to Council at their meeting of 8<sup>th</sup> February 2017 with the Council resolving:

*"In accordance with Regulation 19C of the Local Government Administration Regulations, endorse the attached draft City of Busselton Strategic Community Plan 2017-2030 for the purposes of public advertising, with advertising to be undertaken for a period of 21 days."*

## **STATUTORY ENVIRONMENT**

Section 5.56 of the Local Government Act 1995 requires local governments to Plan for the Future, ensuring that plans made are in accordance with any regulations made about planning for the future of the district. Regulation 19C of the Local Government Administration Regulations 1996 requires the creation of a Strategic Community Plan in accordance with the following:

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

4. A local government is to review the current strategic community plan for its district at least once every 4 years.
5. In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
*\*Absolute majority required.*
8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Regulation 19DA requires that a corporate plan is made for the district covering at least 4 years and setting out, consistent with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district.

## **RELEVANT PLANS AND POLICIES**

In order for the Strategic Community Plan to meet the Department of Local Government and Communities basic standard, a community engagement policy or strategy must be in place. This requirement is met through the City's Community Engagement and Consultation Policy.

## **FINANCIAL IMPLICATIONS**

The Strategic Community Plan has been developed in house and, aside from costs associated with running the consultation program and the costs of advertising and publishing the final document, all of which has been budgeted for within the current budget, the development of the Strategic Plan itself has no direct financial implications.

There will however be financial implications in terms of the delivery of some of the strategies identified within the plan and delivery of agreed Corporate Business Plan actions, services and projects over the next 4 years. These have, and will continue to be costed and considered as part of

review of the City's Long Term Financial Plan. Overall the City of Busselton is well positioned to fund core service delivery along with the strategies and projects identified in the plan, with several sources of available revenue including rates, borrowings, reserves, contributions and grant funding.

### **Long-term Financial Plan Implications**

The City's Long Term Financial Plan sets out the City's financial resourcing requirements to ensure the delivery of services, projects and activities to the community and the responsible management of assets. This includes current and projected staffing requirements, set out as part of the City's Workforce Plan.

The Strategic Community Plan guides and in turn is guided by the Long Term Financial Plan, with the relationship between the two documents crucial. Nothing within the Strategic Community Plan however is expected to impact adversely on the City's current Long Term Financial Plan, with the plan representing an enhancement of Council's current strategic direction as opposed to a significant change.

### **STRATEGIC COMMUNITY OBJECTIVES**

The Strategic Community Plan provides the overall strategic direction for the community, for Council and for others who deliver services and play a part in the City's growth and development (our Key Partners). The plan can be used as a guiding document, not only with respect to the City of Busselton's responsibilities, but with respect to the broader community's responsibilities; and those of other agencies, private investors, residents and so on. As such the plan is of significant strategic importance.

In terms of current Strategic Community Plan linkages the development of the plan aligns with Key Goal Area 6 – Open and Collaborative Leadership – and the community objectives:

- 6.1 A Council that engages broadly and proactively with the community.
- 6.2 Governance systems that deliver responsible, ethical and accountable decision making.
- 6.3 An organisation that is managed effectively and achieves positive outcomes for the community.

### **RISK ASSESSMENT**

There are not considered to be any medium or high level risks associated with adoption of the revised Strategic Community Plan.

### **CONSULTATION**

The plan was advertised in accordance with the above resolution between 15 February 2017 and 8 March 2017. Fifteen (15) submissions were received. Overall the submissions provided support for the plan, with positive comments received about the coverage of the plan, its structure and tone and the opportunity for community involvement. 67% of respondents rated the plan either a 9 or 10 out of 10 (1 being the lowest and 10 being the highest score). The submissions included commentary on the following range of matters:

- support for a performing arts / entertainment centre with a desire for such a centre to service the community into the future and provide opportunities for local writers / performers;
- town planning and the need to ensure it supports the community vision;
- ensuring foreshores and town centres are natural and people friendly;
- regular clean ups of road verges to keep the City tidy and attractive;

- the need to remain financially sustainable;
- improvements in recreation infrastructure;
- traffic management and addressing congestion around the entry into Busselton;
- support for a future light rail transport network around the district;
- tourism and various ideas to ensure we remain an attractive destination, including businesses staying open longer;
- scope for further consideration of indigenous issues and recognition and improved consultation with the indigenous community;
- more specific information around improving waste management / recycling; and
- inclusion of measures and reporting mechanisms back to the community.

All of the submissions assisted in further assessing the plan and the extent to which it meets community aspirations. Many of the submissions supported community objectives and council strategies contained within the plan, with the following being most relevant to the submissions:

#### **Community Objectives**

- a friendly and safe community with a strong community spirit (KGA 1);
- planning strategies that foster the development of neighbourhoods that meet our needs (KGA 2);
- events and unique tourism experiences that aid in attracting visitors and investment (KGA 4);
- public transport services that meet the needs of the community (KGA 5);
- road networks that provide for a growing population and the safe movement of all users through the district (KGA 5);
- accountable leadership that is supported by a skilled and professional workforce (KGA 6)

#### **Council Strategies:**

- establish a performing arts centre within the District (KGA 1);
- create sport and recreation hubs to service local and regional communities (KGA 1);
- explore ways to improve social connectedness and inclusion (KGA 1);
- develop and maintain rural and suburban parks and reserves for the enjoyment of the community (KGA 2);
- develop and maintain a City with pedestrian access, green spaces, shady trees and high quality public amenities (KGA 2);
- develop and implement strategies that attract business investment, diversify the economy and provide a balance between large and small business (KGA 4);
- continue to investigate the potential for improving road design around the Busselton town site (KGA 5);
- continue to develop and implement waste management strategies with a focus on waste avoidance, reduction, reuse and recycling (KGA 3);
- ensure the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner (KGA 6)

In considering the plan and the submissions received, it is important to note that a Strategic Community Plan is designed to be a high level document which sets out the community's vision and aspirations along with some high level strategies. Focused strategies of a more medium term nature are generally contained within the City's four year Corporate Business Plan, currently being reviewed. For instance Key Goal Area 1 contains an objective and strategy in relation to provision of a range of recreational facilities and services. More focused strategies such as the development of a masterplan for the Geographe Leisure Centre and the Naturaliste Community Centre sit within the Corporate Business Plan. The Corporate Business Plan is the activating document which outlines in more detail how the City will seek to achieve the community's objectives and fulfill the strategies contained within the Strategic Community Plan.

With this in mind the plan broadly covers all areas of the feedback received. Having said that, a number of small changes have been made to the plan in response to the submissions received.

In Key Goal Area 1 the word inclusive has been added to community objective 1.1 ('a friendly, safe **and inclusive** community ...'), which in turn further links to council strategy 1(a) about exploring social connectedness and inclusion. Additionally recognition of the Wardandi Noongar People of the South West as the traditional owners of the City's land has been included in the Who we are section.

In Key Goal Area 4 council strategy 4d has been edited to add reference to the importance of activating key business nodes, now reading 'work with key partners to develop initiatives that support existing and new business, **including the activation of key business nodes**'. This is in response to consistent feedback around business opening hours and the positive impact longer opening hours could have on vibrancy and economic activation of town centres.

In Key Goal Area 5 council strategy 5f has been edited to include specific reference to investigating options for an alternative entry / exit point. The strategy now reads 'continue to investigate **options** for improving road design around the Busselton town site, **including an alternative entry / exit point**' as opposed to 'continue to investigate the potential for improving road design around the Busselton town site'.

Additionally on review Officers felt that reference should be made to the City's corporate values and the role they play in defining how we will go about delivering on the community's vision. This reference has been added on page 11 of the plan with the values of **Pride in Performance, Empowerment, Mutual Respect, Strength as a Team** and **Community Focus** noted.

#### OFFICER COMMENT

The community input received through the Vision 2030 and public comment period provides a clear guide as to what the community desires in the next 10 plus years. Overall the following key themes were consistently identified throughout the consultation:

- **Roads and Traffic** - improved road design, relieving parking problems and traffic congestion and completion of the dual carriageway highway between Capel and Busselton.
- **Public Transport** - better more accessible public transport schedules, networks and systems.
- **Education** - higher education facilities in the form of a university and TAFE plus more primary and high school options.
- **Health** - improvements to health, hospital and specialist services in the District.
- **Environment** - management and preservation of the City's natural environment including maintaining green belts, looking after our waterways, managing the effects of climate change and facilitating sustainable living options.
- **Economy** - diversification of industry and provision of a range of sustainable employment opportunities.
- **Cycle ways** - improving cycle way and bike path networks to connect key destinations and provide an alternative means of transport.
- **Planning** - a focus on well planned places such that our unique village feel is maintained along with green belts while at the same time developing a more modern cosmopolitan city with high density and mixed-use living.
- **Vibrancy** - longer shopping hours in town centres and diversity in the goods offered by retail enterprises.

There were many valuable ideas recorded by the community through the consultation and a number of clear priorities were identified. These included:

- Intensive town planning to cater for / balance growth and environmental factors
- Second entrance to Busselton
- Traffic flow and parking in Dunsborough

- Expansion and integration of cycle and walk trails
- Higher education infrastructure and spaces
- A performing arts centre for the district, and
- Vasse River

The attached Strategic Community Plan 2017 captures and distils these key themes and priorities into an overall vision for the District – ***‘where environment, lifestyle and opportunity meet’*** – supported by six key goals areas (listed below) and twenty one community objectives.

1. Community - *Welcoming, friendly and healthy*
2. Places and Spaces - *Vibrant, attractive and affordable*
3. Environment - *Valued, conserved and enjoyed*
4. Economy - *Diverse, robust and prosperous*
5. Transport - *Smart, connective and accessible*
6. Leadership - *Visionary, collaborative and accountable*

The plan also outlines a number of high level Council strategies, things that Council will do to support achievement of the community objectives. This further detail is not designed to be exhaustive in nature; it is designed to demonstrate to the community the role Council can play in progressing the plan’s goals and objectives. As outlined in the plan there is a limit to what can be achieved solely by the City of Busselton within its legislative, financial and workforce resources. Where aspirations cannot be achieved by local government alone, the plan notes Council’s commitment to work with its key partners to advocate and respond in a way that can make a positive difference.

It is important to recognise that this revised plan is not new in its direction; rather it builds on and enhances our current Strategic Community Plan, developed in 2013. Progress over the next four years will be measured through biennial surveys of the community and through tracking achievements within the City’s supporting Corporate Business Plan, currently under review.

## CONCLUSION

The City of Busselton has reviewed its Strategic Community Plan 2013, in accordance with legislative requirements, and has developed a revised draft Strategic Community Plan 2017. The plan is presented to Council for adoption in accordance with Section 5.56 of the Local Government Act. Once adopted Officers will publish the plan and intend to actively launch the plan to ensure it is promoted to the community and that the community are informed of the strategies contained within, some of which the City is already well progressed in.

## OPTIONS

1. Council may decide not to adopt the Strategic Community Plan 2017. It should be noted that Council is required to review its strategic community plan every 4 years.
2. Council may decide to adopt the Strategic Community Plan 2017 with amendments.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Within a month of adoption the Strategic Community Plan 2017 will be published for distribution in both hard copy format and as an E-book on the City’s website.

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

That the Council adopt the City of Busselton Strategic Community Plan 2017 in the form attached to this report as its Plan for the Future as required by Section 5.56 of the Local Government Act 1995.





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### Mayor's message



It's been four years since the City of Busselton adopted its Strategic Community Plan 2013. During this time Council and the City has worked hard to honour the community's vision and to achieve the things we were told are important to the community.

The revitalisation of the Busselton, Dunsborough and Yallingup foreshores has created great spaces where people can connect with each other while enjoying the benefits of living in this special place. The skate park at the Busselton foreshore and the nature playground at Yallingup are two award winning examples of the kind of spaces that continue to be provided and planned. Issues affecting the Port Geographe Marina have been responded to with the City and the State Government signing a new management deed, ensuring obligations in relation to the management of water quality and sea grass control are clear.

Major upgrades to our rural roads, cycle way and pedestrian path networks have been undertaken and improvements made to the Dunsborough and Busselton townscapes. We have started planning for the design and construction of a performing arts and convention facility and made significant progress in celebrating our cultural heritage through the Settlement Art Project, and through restoration of the original Busselton Railway Station and Ballarat Engine. Our economic development initiatives are producing valuable benefits for local business and tourism enterprises. We are working closely with the cruise ship industry to grow cruise ship tourism in our District and are making commercial hire sites available on the Busselton Foreshore and Busselton Jetty. We also continue to support the local chambers of commerce and industry in programs that assist local and small businesses. Federal and State funding has been secured to expand the Busselton-Margaret River Airport and our advocacy for a rail link between Busselton, Bunbury and Perth has resulted in a future site for such a link being included in the South West Regional Blueprint, jointly produced by the South West Development Commission and Regional Development Australia South West.

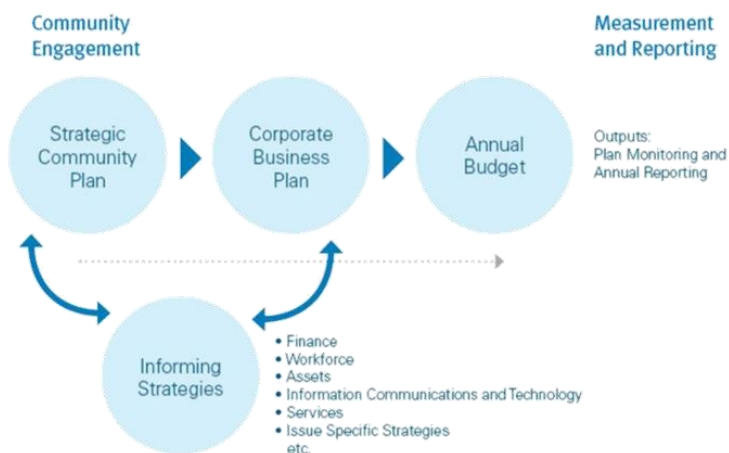
The results of the Vision 2030 community consultation project conducted in 2016 gave us the opportunity to review our accomplishments and build on what has been achieved. It presents us with an agenda for the future, navigating us toward 2030 with confidence, enthusiasm and a shared knowledge of where we are heading.

Grant Henley  
City of Busselton Mayor

### Strategic Planning Framework

The Strategic Community Plan is the overarching plan guiding all of the City's activities. The intent of the plan is to outline the things that are important to our community over the ensuing 10-15 years and to set out the community's visions, aspirations and objectives, as well as the strategies that Council will pursue in support of the objectives. The diagram below depicts the plan in the context of the integrated planning and reporting framework.

### Elements of Integrated Planning and Reporting Framework



### Elements of Integrated Planning and Reporting Framework

#### Community Engagement

Identifies what the community envisages and aspires to for their community

#### Strategic Community Plan (10-15 years)

The result of community engagement. It identifies community objectives and strategies to achieve those objectives.

#### Corporate Business Plan (4 years)

Implements policies and programs to activate the strategies contained in the Strategic Community Plan.

#### Annual Budget

Finances the annual programs, projects and actions

#### Informing Strategies

Provide required resources and background information.

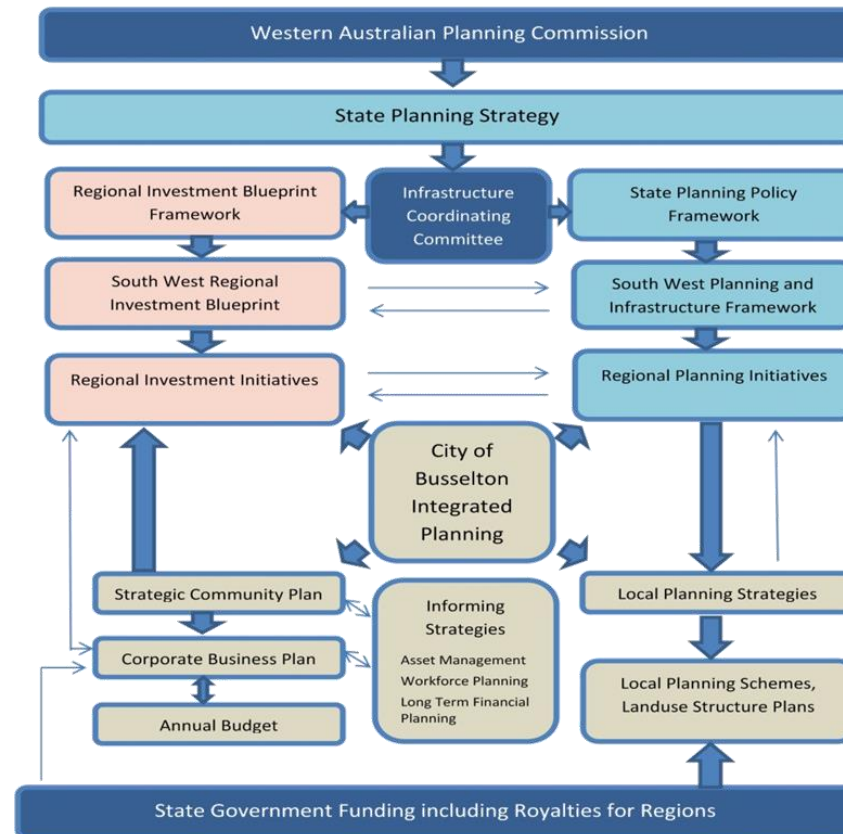
#### Measurement and Reporting

Strategic Community Plan achievements are recorded in the Council's Annual Report to the community.

### State Planning and Development Framework

Council's planning process and the Strategic Community Plan directly link into the State Government's Planning and Development Framework, informing the plans developed at a regional level and in turn, state level.

The Strategic Community Plan is a key informing document that allows community objectives to be promoted at regional and state levels of government.



## Who we are

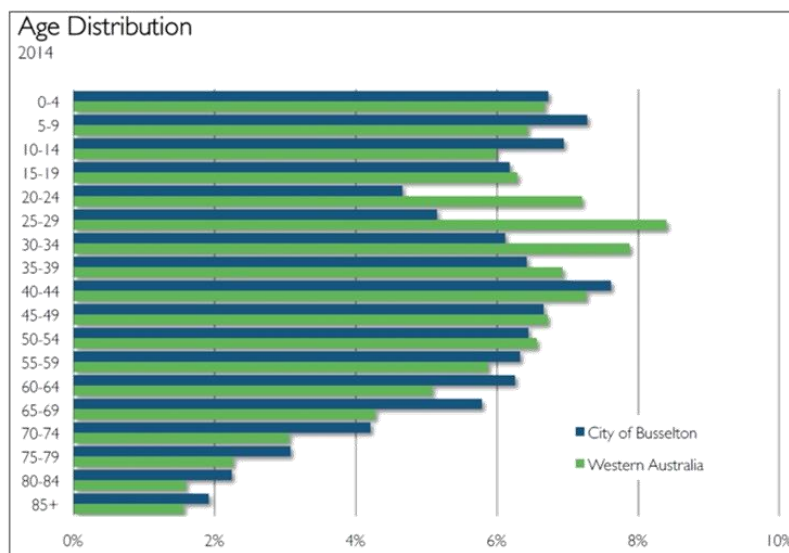


*The City of Busselton is an idyllic location known widely for its stunning beaches and desirable holiday destinations; a place that is welcoming and where people can relax, enjoy nature, and experience a lifestyle that is envied by many.*

Situated 223kms from Perth, Western Australia's capital city, and covering an area of 1,454 square kilometres, the City of Busselton is a thriving community with a strong identity. The traditional owners of our City's land are the Wardandi of the Noongar People of the South West.

Our population is now around 36,000 and is predicted to reach 50,000 by 2030 and 68,000 by 2050. Over the past five years our annual growth rate has been 3.5%, well above the averages for the Capes sub-region (3.3%), the South West (2.4%) and Western Australia (2.5%) over the same period. Our growing population is producing some notable demographic changes. Busselton has for many years been known as a place to retire or spend some holiday time, but between 2009 and 2014, there was an increase in the total population share of the City of Busselton across all age groups. The estimated median age of our residential population is 40.4 years<sup>1</sup> suggesting that our District has become a place where young families are settling.

<sup>1</sup> Australian Bureau of Statistics Busselton LGA 23 September 2016

**Figure 1: Age distribution of the City of Busselton in 2014. Source: ABS 3235.0**

Our population growth is reflected in the record number of planning applications received by the City in 2015-2016, which included 991 development applications. In the same year the total value of commercial development approved was \$69M with approved building permits totalling \$261M<sup>2</sup>.

In 2014 agriculture accounted for 444 of the 3,590 businesses in the District, second only to construction businesses which totalled 887 in the same year. Rental, hiring and real estate businesses totalled 390, followed by 308 professional, scientific and technical businesses. We have also experienced an increasing number of health care and social services providers in our District, rising from 119 in 2011 to 133 by 2014.<sup>3</sup>

The City's continued popularity as a place to visit and its projected population increase over the next 10 years requires an ongoing focus and commitment to ensure we plan proactively for growth. Achieving a balance between the development necessary to cope with population growth and retaining our unique character and environment will be a significant challenge and will require careful planning.

<sup>2</sup> City of Busselton 2015-2016 Annual Performance Results


<sup>3</sup> Australian Bureau of Statistics Busselton LGA 1379.0.55.001 23 September 2016.

### Developing our Strategic Community Plan

To ensure that our community's vision, aspirations and objectives continue to be understood and reflected in our planning Council sought input from the community about what their vision is for our community and what people would like to see happen here over the next 10-15 years.

Under the banner of VISION 2030, community input was sought through a number of engagement channels. Between 1 July and 30 September we held face to face community engagement workshops and discussions with each workshop and round table discussion conducted by a professional and independent facilitator. Input was also sought through the City's interactive social engagement platform, [yoursay.busselton.wa.gov.au](http://yoursay.busselton.wa.gov.au), along with printed surveys which were available at various City locations and in the local print media.

**Figure 2: VISION 2030 community engagement program.**

1 July 2016						3 October 2016
Community Workshops	Round Table Discussions	Schools Workshops	Interactive Website	Surveys	Promotions	TOTAL COMMUNITY PARTICIPATION
Six workshops involving creative discussion explored the things people think are worth retaining and the things that they would like to see in the City by 2030 and prioritised over the next four years.	Two deliberative forums with members of the rural community identified the aspirations and issues relevant to their particular lifestyle.	Two visionary workshops encouraged high school students to envisage and record the things they would need in 2020, 2025 and in 2030.	Community discussion and brainstorm forums generated new ideas on how to provide for our growing population, our youth, and what might be missing in our City. A quick poll also told us what was most important to the community.	Our community survey seeking the community's vision and aspirations for the City was available on the interactive website. Hard copy surveys were also available from selected City locations and in two local print media publications.	Information about the review and opportunity for the community to have their say was promoted at the City's leisure centre, community centre; at shopping centres and via print media advertising	<b>665</b>

The results of our community engagement was subsequently consolidated and presented to the City's Councillors for their consideration. The community objectives were workshoped and Council's strategies in response reviewed.

### Identifying the community's vision



Our workshop discussions, surveys and interactive website contributions from the community told us of the things that are closest to their hearts. What we heard was that our environment is regarded as our most valuable natural asset and is the reason that people live here. It was also clear that people want to continue to experience the lifestyle we all enjoy, but at the same time cater for the population growth that we know is inevitable, as well as making the most of opportunities that come our way and will benefit our community. People desire a City that is vibrant and modern, but retains its rural areas and their relaxed country feel. These high level visioning themes are expanded in the following community insights summary.

## Community Insights

The matters most frequently raised in workshops, discussions and by survey participants included the desire for:

- Improved road design, relieving parking problems and traffic congestion and completion of the dual carriageway highway between Capel and Busselton.
- Better more accessible public transport schedules, networks and systems.
- Educational facilities in the form of a university and TAFE plus more primary and high school options.
- Improvements to health, hospital and specialist services in the District.
- Management and protection of the City's natural environment including maintaining green belts, managing the effects of climate change and coastal erosion and facilitating sustainable living options.
- Diversification of industry and local businesses that showcase our local identity
- Industries that provide a range of employment opportunities for all of the community.
- The restoration and maintenance of the health of our waterways and wetlands.
- Improving cycle way and bike path networks to connect key destinations and provide an alternative means of transport.
- Well planned places with high density and mixed-use living which include local convenience outlets in urban developments.
- Longer shopping hours in town centres and a diversity in the goods offered by retail enterprises.

Other issues raised included

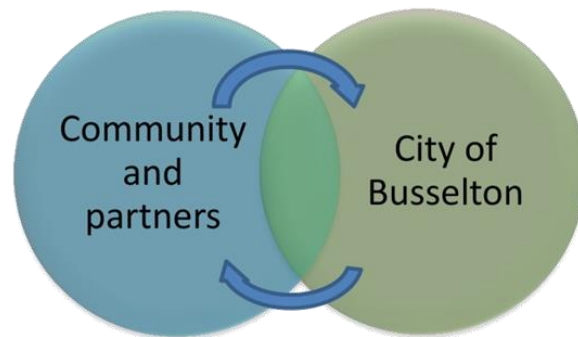
- The need for a performing arts and entertainment centre.
- Bushfire risks.
- Numbers of policing in the District and the incidence of criminal activity.
- Provision of services for youth.
- The number and design of parks and playgrounds.
- Improved waste management and the introduction of kerb side recycling.

These themes and the ideas raised during the VISION 2030 project were distilled into an overall vision and six key goal areas each with a number of community objectives or aspirations. The City of Busselton is committed to working with the community and our key partners to meet the community's needs and this plan will guide Council in determining priority actions and projects

### Local government control and influence

There is a limit to what can be achieved solely by the City of Busselton within its legislative, financial and workforce resources. Although the City does have a significant role in the planning and development of our future, its level of influence outside of the City's physical local government boundary and its legislative provisions lessens our ability to control outcomes. For instance, decisions to fund and undertake larger regional infrastructure projects, such as establishing a railway link between Busselton and Bunbury and upgrade of the airport, is mostly the responsibility of higher levels of government.

Where aspirations cannot be achieved by local government alone, the City and the community must work together to achieve the best possible result. The City of Busselton is committed to advocating and responding in a way that can make a positive difference, including identifying and obtaining federal and state funding to support this plan. However, the success of any community objective relies on the City and the community accepting mutual responsibility for achieving desired results. Our relationship between the community and the City is a two way relationship that relies on honesty, transparency and mutual respect and our commitment to this model has been built into the plan.



#### Some of our key partners are -

- South West Development Commission
- Other State and Federal Government departments and agencies
- Community groups, clubs, associations and organisations
- Local Chambers of Commerce and Industry
- Local businesses
- Margaret River-Busselton Tourism Association
- Busselton Jetty Inc.
- South West Catchments Council

## How to read our Strategic Community Plan

### VISION

The vision is what the community aspires to create and to be. To reach our vision, our plan focusses on six Key Goal Areas. Supporting the delivery of this Vision are the City's Corporate Values of *Pride in Performance, Empowerment, Mutual Respect, Strength as a Team* and a *Community Focus*.

### COMMUNITY OBJECTIVES

These are the aspirations of the community and the results we want to realise as we move toward our vision. A number of community objectives sit under each key goal area.

### COUNCIL STRATEGIES

These are the things that Council will do to support achievement of the community objectives. The strategies provide the basis for the actions that the City's workforce will undertake during the lifetime of the Strategic Community Plan. Our agenda for acting on the strategies is contained in the City's Corporate Business Plan, which has an outlook of four years and is reviewed annually so that it continues to be a current plan of the critical projects and actions to be undertaken on behalf of the community.

### OBJECTIVES AND STRATEGIES: NEW, MODIFIED OR EXISTING?

Our current Strategic Community Plan, adopted in 2013 and reviewed in 2015, has provided a roadmap for Council over the past four years and this new plan enhances and consolidates this roadmap. So you can easily see the difference between this plan and what was adopted in 2013, we have colour coded each objective and strategy with either "New", "Modified" or "Existing".

	New
	Modified
	Existing

**"New"** denotes that the objective or strategy is new to the Strategic Community Plan.

**"Modified"** denotes that the theme of an objective or strategy appearing in the previous plan remains the same but the wording has changed slightly with regard to the intent or direction.

**"Existing"** means that the objective or strategy has been carried over from the previous Strategic Community Plan unchanged.

**Our Vision**



### Overview of Community Goals and Objectives



KEY GOAL AREA 1	KEY GOAL AREA 2	KEY GOAL AREA 3	KEY GOAL AREA 4	KEY GOAL AREA 5	KEY GOAL AREA 6
Community	Places and spaces	Environment	Economy	Transport	Leadership
1.1 A friendly safe and inclusive community with a strong community spirit.	2.1 Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.	3.1 Development is managed sustainably and our environment valued.	4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.	5.1 Public transport services that meet the needs of the community.	6.1 Governance systems, process and practices are responsible, ethical and transparent.
1.2 A community with access to life-long health and education opportunities.	2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.	3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.	4.2 A community where local business is supported and in turn drives our economy	5.2 Road networks that provide for a growing population and the safe movement of all users through the District.	6.2 Council engages broadly and proactively with the community.
1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.	2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.	3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.	4.3 Events and unique tourism experiences that attract visitors and investment.	5.3 Cycle ways that connect our communities and provide alternative transport choices.	6.3 Accountable leadership that is supported by a skilled and professional workforce.
1.4 Community services and programs that support people of all ages and backgrounds.		3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.			6.4 Assets are well maintained and responsibly managed.

## KEY GOAL AREA I COMMUNITY: Welcoming, friendly, healthy

### **Some of what you told us ...**

*Look at options to improve youth engagement in the area.*

*Continue with the current trend of inclusion and working towards positive outcome for residents.*

*Provide family friendly and inclusive services.*

*We desperately need our own substantial entertainment theatre like the Perth Concert Hall.*

*We need a health system and services which are suited to a City that is far from a large city hospital.*

*Affordable housing is urgently needed.*

*Busselton will continue to lose its youth if there is no university or decent TAFE campus closer than Bunbury that has a variety of courses.*

*Longer business hours for education services plus arts and cultural facilities so more working people can access them.*

*Sports clubrooms to teach our kids the importance of clubs coming together e.g. footy, cricket, soccer and rugby.*

*More aged care facilities.*



## Key Goal Area I

### COMMUNITY: Welcoming, friendly, healthy

Community Objectives	Council Strategies	What we can do as individuals
I.1 A friendly, safe and inclusive community with a strong community spirit.	a. Explore ways to improve social connectedness and inclusion.	✓ Join a club or social group.
I.2 A community with access to life-long health and education opportunities.	b. Engage with providers for the timely delivery of specialist health and other support services that assist all sectors of our community.	✓ Take up a new activity or area of study.
I.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.	c. Work with the community and other key partners to create and maintain safe public areas.	✓ Find a buddy to share and enjoy recreational time.
I.4 Community services and programs that support people of all ages and backgrounds.	d. Advocate for the establishment of higher education facilities providing transitional learning opportunities	✓ Support your local theatre groups.
	e. Create sport and recreation hubs to service local and regional communities.	✓ Be respectful of others.
	f. Establish a performing arts facility for the District.	✓ Support a local charity.
	g. Host and facilitate events and programs that bring the community together.	

## KEY GOAL AREA 2

### PLACE AND SPACES Vibrant, attractive, affordable

#### ***Some of what you told us...***

*Plan for a diverse population.*

*We want a vibrant town centre that is open on the weekends.*

*Do not turn us into a mini Perth.*

*Continue to create inclusive public spaces and care for our natural environment. Improve the intranet and power supply.*

*More shady outdoor areas. Keep our trees.*

*More public open spaces in new developments.  
Kids need to be able to kick a ball*

*We need higher density housing with green open spaces, backed up with local shopping hubs with good public transport, bike paths etc.*

*Balance between the natural environment and development. Keep our existing rural features.*

*Please increase green belts and reduce suburban sprawl.*

*Better planned parking arrangements.*



## Key Goal Area 2

### PLACE AND SPACES Vibrant, attractive, affordable

#### Community Objectives

- 2.1 Planning strategies that foster the development of neighbourhoods that meet our needs as we grow.
- 2.2 Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activity.
- 2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.

#### Council Strategies

- a. Continue to develop the foreshore reserves as family friendly places.
- b. Develop and maintain rural and suburban parks and reserves for the enjoyment of the community.
- c. Develop and maintain a City with pedestrian access, green spaces, shady trees, and high quality public amenities.
- d. Advocate, plan for and develop functional neighbourhoods, with a focus on minimising urban sprawl and offering a range of diverse and affordable housing choices.
- e. Continue to revitalise and activate the Busselton and Dunsborough town centres.

#### What we can do as individuals

- ✓ Make the most of our outdoor spaces by getting out and about.
- ✓ Plan a neighbourhood picnic.
- ✓ Consider environmentally sustainable designs when building or renovating.
- ✓ Respect the public spaces that you share with others.

### KEY GOAL AREA 3 ENVIRONMENT Valued, conserved and enjoyed

#### *Some of what you told us...*

*Our water is liquid gold. Look after our water resources and protect what we have.*

*Use wind/solar technology to power town.*

*The City has spectacular natural environment assets. These need to be protected as well as having infrastructure for people to be able to visit and enjoy them responsibly.*

*Protect biodiverse hotspots.*

*Better planning for coastal erosion impacts seems imperative.*

*Bushfire risk management needs community help – everyone needs to play their part.*

*Create larger possum reserves and improve possum conservation to ensure genetic diversity of the species.*

*A balance needs to be made between the environment and development . both are important to keep Busselton and Dunsborough the towns that they are*

*More attention to the Vasse River.*



### Key Goal Area 3

#### ENVIRONMENT Valued, conserved and enjoyed

Community Objectives	Council Strategies	What we can do as individuals
<p>3.1 Development is managed sustainably and our environment valued.</p> <p>3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.</p> <p>3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.</p> <p>3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.</p>	<p>a. Ensure that environmental values are considered as part of land use planning and management.</p> <p>b. Manage the City's carbon footprint through the adoption of environmentally friendly and financially viable technologies and practices.</p> <p>c. Work with the community to identify and implement environmental sustainability initiatives.</p> <p>d. Continue to work with key partners to manage our dynamic coastline, including potential adverse impacts arising from climate change.</p> <p>e. Continue to develop and implement waste management strategies with a focus on waste avoidance, reduction, reuse and recycling.</p> <p>f. Continue to play a strong role as part of the Vasse Ministerial Taskforce to improve the health of waterways in the Geographe Catchment (including the Lower Vasse River, Toby Inlet and Vasse-Wonnerup wetlands.)</p>	<p>✓ Minimise nutrient runoff from lawns and gardens.</p> <p>✓ Avoid purchasing products with unnecessary packaging and look for items made of recycled content.</p> <p>✓ Use designated coastal pathways and avoid creating pathways in vulnerable areas.</p> <p>✓ Take your bulk recyclable items to the City's waste transfer station.</p> <p>✓ Maintain and replant native vegetation.</p> <p>✓ Join an environmental group.</p>

## KEY GOAL AREA 4

### ECONOMY Diverse, resilient, prosperous

#### **Some of what you told us...**

*We need an investment program to help small business get off the ground.*

*Develop the commercial potential of the airport i.e. processing and manufacture of local produce for export.*

*Increase local employment opportunities. This will increase the local spending power and money being churned back into the local economy.*

*Agriculture will play an important role to the local economy in the future*

*Encourage new sustainable industry. Create more industries and opportunities other than just tourism*

*Lower commercial leasing costs*

*Improve the variety of employment available to create opportunity for decent salaried employment. Encourage professionals and new age technologies. Become a research centre, technology centre etc.*

*Promote innovation. Improve the internet to make it easier to run a business.*

*Tourism is the basis of our local economy. We must ensure that the natural assets that attract tourists are preserved.*



Image courtesy of Tourism WA

## Key Goal Area 4

### ECONOMY Diverse, resilient, prosperous

#### Community Objectives

- 4.1 An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
- 4.2 A community where local business is supported.
- 4.3 Events and unique tourism experiences that aid in attracting visitors and investment.

#### Council Strategies

- a. Continue to promote the City as the destination of choice for regional events.
- b. Implement plans for expanding the Busselton-Margaret River Airport and the development of aviation and freight opportunities.
- c. Develop and implement strategies that attract business investment, diversify the economy and provide a balance between large and small business.
- d. Work with key partners to develop initiatives that support new local business, including the activation of key business nodes.
- e. Work with key partners to improve digital and internet connectivity across the District.

#### What we can do as individuals

- ✓ Buy locally made goods
- ✓ Tell someone about the fantastic tourist attractions we have in the City.
- ✓ Starting or running a business?  
Join your local chamber of commerce and industry.
- ✓ Welcome our visitors with a smile.
- ✓ Attend local events.

## KEY GOAL AREA 5

### TRANSPORT Smart, connective and accessible

#### **Some of what you told us...**

*Push for regular and practical bus services - commuter business hours would be fantastic. Also late night public transport.*

*Encourage more pedestrians, bikes and buses and less vehicles in town centre.*

*Train services from Perth to Augusta. Light rail from airport to Busselton and between Busselton – Dunsborough and Yallingup.*

*Better connections to Perth. Better airport connections to eastern states and internationally.*

*Link footpaths and cycleways.*

*We need a sponsored subsidised hop-on hop-off bus.*

*There should be lanes for cyclists as Busselton is so flat it's a perfect place to get on your bike. We need to alleviate the amount of traffic in and around the town.*

*High rise parking (1 or 2 storeys) will become cost effective, office blocks to have lower floor / underground parking.*



## Key Goal Area 5

### TRANSPORT Smart, connective and accessible

#### Community Objectives

- 5.1 Public transport services that meet the needs of the community.
- 5.2. Road networks that provide for a growing population and the safe movement of all users through the District.
- 5.3 Cycleways that connect our communities and provide alternative transport choices.

#### Council Strategies

- a. Work with airlines and peak bodies to provide accessible networks to the east coast of Australia, northern WA and neighbouring South East Asia.
- b. Advocate for improved road infrastructure links to regional centres, including a dual lane road between Busselton and Capel and the Busselton-Bunbury outer bypass road, and Vasse-Dunsborough link.
- c. Continue to advocate for the planning of rail infrastructure linking Busselton with Bunbury and Perth.
- d. Work with key stakeholders to improve the accessibility and promotion of public transport services and facilities.
- e. Provide networks of safe, linked cycleways connecting key destinations.
- f. Continue to investigate the options for improving road design around the Busselton town site, including an alternative entry / exit point.

#### What we can do as individuals

- ✓ Use a bike to take you to and from your destinations.
- ✓ Conduct meetings by teleconference or the internet instead of travelling to a meeting.
- ✓ Aim to use public transport at least once a week.
- ✓ Tell the City where and when public transport is needed most.

## KEY GOAL AREA 6

### LEADERSHIP Visionary, collaborative, accountable

#### **Some of what you told us...**

*The CBD has improved markedly as have the Busselton and Dunsborough foreshores. Good consultation with the community.*

*I feel that as a community member I have no say in the decisions made in my community.*

*Plan more meetings with local groups and give plenty of notice.*

*Many residents cannot make it to the cuppa with a Councillor sessions in Busselton. Hold these regularly in Dunsborough as well.*

*The local paper not delivered in all areas.*

*A lot of areas Council deals with are difficult ones and on the whole the Council does a good job in tackling them.*

*Communication is a two way street. Councillors and shire officers must listen.*

*Council and its staff try extremely hard to provide a great service.*

*Strategic community plans need to be achievable, transparent and accountable.*



## Key Goal Area 6

### LEADERSHIP Visionary, collaborative, accountable

Community Objectives	Council Strategies	What we can do as individuals
6.1 Governance systems, process and practices are responsible, ethical and transparent.	a. Provide opportunities for the community to participate in decision making processes.	✓ Keep up to date with City news by joining the City's Facebook page.
6.2 Council engages broadly and proactively with the community.	b. Improve two way communication with the community using a range of accessible communication channels.	✓ Join the City's community engagement site at <a href="http://yoursay.busselton.wa.gov.au">yoursay.busselton.wa.gov.au</a>
6.3 Accountable leadership that is supported by a skilled and professional workforce.	c. Ensure the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.	✓ Apply to Council's community funding programs to help finance your organisation's services or activities or to assist with funding and attracting year round events to the region.
6.4 Assets are well maintained and responsibly managed.	d. Develop, maintain and implement asset management plans that maintain community assets at the appropriate standard.	✓ Respect the policies and processes established to protect community well-being and benefit.
	e. Actively participate in regional, state and national alliances to return benefit to the community.	✓ Attend Council meetings when an item of interest is on the agenda.
	f. Continuously improve organisational performance and service delivery.	✓ Participate in community engagement forums and events.

## Resourcing our plan

To support the Strategic Community Plan the City administers a resourcing strategy that includes a Long Term Financial Plan, Asset Management Plan and a Workforce Plan. Together these plans aim to ensure the required level of funds and staffing are available to provide services and maintain our assets as well as having the ability to fund the strategies and actions to support achievement of the community objectives.

### Funding

The City of Busselton is strongly positioned to fund core services along with significant strategies and projects identified within this Plan from several sources including rates, borrowings, reserves, contributions and grant funding. The City of Busselton has good rates coverage and the ability to raise rates revenue, with the City being 'self-reliant' as measured by the own source revenue coverage ratio. In its desire however to be a financially diverse local government, the City seeks to moderate its reliance on rates revenue through the identification of alternative income streams.

The City maintains a strong focus on the application of grant funding to support capital undertakings. Additionally the City's Loan Policy supports the use of borrowing as a potential funding source for significant projects, particularly where an economic benefit can be demonstrated. We continue to accumulate a reasonable level of reserve funds, including an Infrastructure Development Reserve for funding new capital assets. Commercial lease sites established as part of the Busselton foreshore and Dunsborough foreshore revitalisation program will provide future opportunities to generate additional funding. Lease payments from tenants at the City's Community Resource Centre and site hire fees from tenants at the City's Kookaburra Caravan Park also provide a source of income.

### Assets

Our Asset Depreciation Reserve funds the renewal and replacement of existing assets including roads, footpaths, drainage, signs, carparks and the Busselton Jetty. Asset management plans are continually reviewed and developed, providing the City with the ability to effectively assess and budget for the appropriate maintenance of assets. The management of community building assets is supported by a Building Reserves fund and a Beach Protection Reserve finances coastal protection projects. In certain circumstances, funding new or the renewal and upgrade of existing community assets can be underwritten by developer contributions funds.

### Workforce

The City regularly reviews its Workforce Plan, including its workforce profile to ensure it has the right number and mix of skills to deliver on core services and the strategies identified in this Plan. The ability to resource, attract and retain suitably qualified staff is seen as a risk factor to Council achieving its objectives and the continual monitoring and review of the City's Workforce plan is essential. The City's current Workforce Plan provides for an average growth rate in Full Time Equivalent staff of 1.5 percent. This represents only minimal levels of growth but combined with ongoing reviews in service efficiencies will provide adequate resourcing to deliver our objectives.



Realising our goals will require effort and attention by Council, residents, our business community, other levels of government, and neighbouring councils. Some things external to and outside of the scope of Council's influence may pose limitations on what can be achieved. Additionally, priorities may change or be impacted on over time.

Risks such as the ability to secure adequate funding and skilled human resources have been mentioned. Other risk factors such as the ability of Council to influence and link with regional and state planning, the private sector, and the economic growth of the broader region also need to be considered and managed to the extent possible. For example, public transport is primarily provided by the State Government and supplemented by the private sector, and hospital services are funded by the State and Federal government.

Overall, the City is well placed to deliver on the objectives of this plan, both in its role as a direct provider of community services, and as an advocate for the community's objectives.

## Converting the plan into action

To provide for our community, the City's administrators are responsible for managing a range of projects, services and amenities to meet community needs and enrich community life. The City's detailed plan of action is found in its Corporate Business Plan, which is reviewed annually.

### City Infrastructure Snapshot



### Service deliverables

The City's broad range of services will help this plan become a reality. Each service area will develop an annual business plan to ensure that the strategic objectives of the community plan are met and any changes to the strategic community plan as a result of the ongoing review cycle is accommodated.

<b>KEY GOAL AREA 1: COMMUNITY</b> <i>Welcoming, friendly and healthy</i>	<b>KEY GOAL AREA 2 PLACES AND SPACES</b> <i>Vibrant, attractive, and affordable</i>	<b>KEY GOAL AREA 3 ENVIRONMENT</b> <i>Valued, conserved and enjoyed</i>	<b>KEY GOAL AREA 4 ECONOMY</b> <i>Diverse, resilient and prosperous</i>	<b>KEY GOAL AREA 5 TRANSPORT</b> <i>Smart, connective and accessible</i>	<b>KEY GOAL AREA 6 LEADERSHIP</b> <i>Visionary, collaborative and accountable</i>
Building services	Asset management	Asset management	Asset management	Asset management	Business systems
Community development	Events	Environmental management	Airport services	Community development	Customer services
Cultural services	Building services	Environmental health	Building services	Development control	Financial services
Customer services	Community development	Environmental planning	Development control	Maintenance and construction	Development control
Environmental health	Design and survey	Fleet services	Economic and business development	Ranger and emergency services	Governance and inter-council relations
Events	Development control	Meelup Regional Park	Events services	Statutory planning	Human resources
Library services	Engineering services	Parks and gardens	Meelup Regional Park	Strategic planning and development	Information and communication technology services
Parks and gardens	Environmental health	Ranger and emergency services	Ranger and emergency services	Design and survey	Legal services
Ranger and emergency Services	Environmental planning	Strategic planning and development	Tourism services		Major projects
Recreation services	Facility services	Waste management services			Organisational development
Strategic planning and development	Landscape architecture	Recreation services			Public relations
Waste management services	Maintenance and construction				Rates
	Parks and garden				Records
	Property management				Governance services
	Strategic planning and development				
	Economic and business development				

### Measuring and tracking the success of this plan



The Strategic Community Plan undergoes a major review every four years and a minor review every two years.

During that time, the City and the community will be able to track the progress of the plan through regularly collected community survey data, the City's own corporate statistics and using a range of publicly available data, such as data from the Australian Bureau of Statistics.

Data will be available in reports posted on the City's website, in Council publications and the local media.

**Community Satisfaction Survey**

As part of every two year review, the City will measure the success of the plan by seeking feedback from the community through a community satisfaction survey. The trends in the information we receive from the community will help the City to determine how well the plan is performing.

**Financial performance of programs, projects and assets**

The percentage of programs and projects funded by our annual budget, completed on time and within our budget estimate will tell us how well we are performing from a financial perspective. This tells us how well our Corporate Business Plan is performing.

**Economic Data**

We will refer to Australian Bureau of Statistics data to map trends in our demographic and economic movements.

**Key Performance Indicators**

Our Corporate Business Plan sets out a range of key performance indicators that are reported to Council twice a year. These include a measure of how we are tracking on key projects, as well as reviewing our operational efficiencies and achievements.

**Annual Report**

The Annual Report produced at the end of every financial is a report of our achievement during the previous 12 month period beginning 1 July and ending on 30 June each year. It contains an overview of the Strategic Community Plan and the Corporate Business Plan together with information about our actions, achievements and budget performance. It also describes the major initiatives scheduled to continue or commence in the next financial year. Significant changes that may have been made to the Strategic Community Plan and Corporate Business Plan during the financial year are also explained.

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**Review Schedule**

The review and updating of the City's Strategic Community Plan will involve engaging the community to learn about and confirm key issues and concerns. We will also take into account what is happening in the broader community at that time.

Desktop review complete	2019
Next full review	2021

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## **15. CHIEF EXECUTIVE OFFICER'S REPORT**

### **15.1 COUNCILLORS' INFORMATION BULLETIN**

<b>SUBJECT INDEX:</b>	Councillors Information
<b>STRATEGIC OBJECTIVE:</b>	Governance systems that deliver responsible, ethical and accountable decision-making.
<b>BUSINESS UNIT:</b>	Executive Services
<b>ACTIVITY UNIT:</b>	Governance Services
<b>REPORTING OFFICER:</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Planning Applications Received 1 March - 15 March <a href="#">↓</a>
	Attachment B Planning Applications Determined 1 March - 15 March <a href="#">↓</a>
	Attachment C WALGA State Council and Zone Agenda Summary and Recommendations - 24 February 2017 <a href="#">↓</a>
	Attachment D Meelup Regional Park Management Committee Informal Meeting Notes - 27 February 2017 <a href="#">↓</a>
	Attachment E Busselton Water Growth Plan <a href="#">↓</a>

### **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**

#### **15.1.1 Planning and Development Statistics**

Attachment A is a report detailing all Planning Applications received by the City between 1 March 2017 and 15 March 2017. Twenty two formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 March 2017 and 15 March 2017. A total of 29 applications (including subdivision referrals) were determined by the City during this period with 28 approved / supported and 1 refused / not supported.

#### **15.1.2 Current Active Tenders**

### **RFT01/17 KERBSIDE RECYCLING SERVICES**

The City invited tenders for the collection of material from yellow top recycling bins and related services within the City of Busselton. The tender was advertised on 28 January 2017, with a closing date of 10 March 2017. A total of 3 tenders were received. The value of the contract is expected to exceed the CEO's delegated authority.

**RFT02/17 KING STREET BEACH CAR PARK – SEAWALL REFURBISHMENT**

The City of Busselton invited tenders for the upgrade of the geotextile sand containers seawall at the King Street Beach Car Park. The tender was advertised on 18 February 2017, with a closing date of 15 March 2017. A total of 6 tenders were received. The value of the contract will exceed the CEO's delegated authority.

**RFT03/17 DETAILED DESIGN AND CONSTRUCTION OF TODDLER'S PLAYGROUND, BUSSELTON FORESHORE**

The City of Busselton invited tenders for the detailed design and construction of a toddler's playground at the Busselton foreshore. The tender was advertised on 18 March 2017, with a closing date of 18 April 2017. The value of the contract is not expected to exceed the CEO's delegated authority.

**RFT05/17 BUSSELTON FORESHORE CENTRAL EAST CAR PARK**

The City of Busselton invited tenders for the construction of a new car park located at the Busselton foreshore known as the Busselton Foreshore Central East Car Park. The tender was advertised on 18 March 2017, with a closing date of 4 April 2017. The value of the contract is not expected to exceed the CEO's delegated authority.

**15.1.3 WALGA State Council and Zone Agenda Summary and Recommendations**

A summary of the South West Zone WALGA meeting held on 24 February 2017 and the State Council WALGA meeting held on 1 March 2017 are available to view in Attachment C.

**15.1.4 Meelup Regional Park Management Committee Informal Meeting Notes**

The minutes from the Meelup Regional Park Management Committee informal meeting of 27 February 2017 are available to view in Attachment D.

**15.1.5 Busselton Water Growth Plan**

A letter to the Minister for Water, Hon D J Kelly MLA seeking support for the progress of Busselton Water's Growth Plan is available to view in Attachment E.

**OFFICER RECOMMENDATION**

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

- [15.1.1 Planning and Development Statistics](#)
- [15.1.2 Current Active Tenders](#)
- [15.1.3 WALGA State Council and Zone Agenda Summary and Recommendations](#)
- [15.1.4 Meelup Regional Park Management Committee Informal Meeting Notes](#)
- [15.1.5 Busselton Water Growth Plan](#)

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
<b>Development Applications</b>								
AMD21/0022	SCHEME AMENDMENT NO. 22 - RECODING LOT 41 GEOGRAPHE BAY ROAD QUINDALUP AND AMENDING SCHEDULE 4	182 Geographe Bay Road~QUINDALUP WA 6281	Lot 41 DIAGRAM 23175	8/03/2017	0	Chivelle Investments Pty Ltd	Able Planning & Project Management	0
DA17/0053	Signage (The Blue Box)	91-93 Queen Street~BUSSELTON WA 6280	Lot 1 STPLN 18303	2/03/2017	10000	Francis William Rose & Evelyn Maisie Rose	Globe Signs	30
DA17/0062	Holiday Home (Single House) 6 people	33 Thomas Street~WEST BUSSELTON WA 6280	Lot 110 PLAN 68062	10/03/2017	0	Mladen Yosip Milicich & Janine May Milicich	Mladen Yosip Milicich, Janine May Milicich	28
DA17/0065	Grouped Dwellings (Seven)	100 Napoleon Promenade~KEALY WA 6280	Lot 1129 PLAN 408151	1/03/2017	1300485	BGC Residential Pty Ltd	BGC Residential Pty Ltd	41
DA17/0069	Single House (Additions in a Special Character Area)	196 Geographe Bay Road~QUINDALUP WA 6281	Lot 60 DIAGRAM 48401	14/03/2017	200000	Lorraine Veronica Eastman	D'Agostino and Luff Architects Pty Ltd	32
DA17/0089	Winery	22 Carpenter Road~WILYABRUP WA 6280	Lot 51 PLAN 54764	2/03/2017	180000	Stuart Alan Oates & Susan Mary Oates	Catherine Judith Oates	7
DA17/0091	Gable Patio and Shed	60 Switchback Parade~WEST BUSSELTON WA 6280	Lot 727 PLAN 402346	8/03/2017	11000	Jillian Anne Woodthorpe & Graeme David Woodthorpe	Cape Shades	30
DA17/0093	Reception Centre	613 Abbeys Farm Road~YALLINGUP SIDING WA 6282	Lot 102 PLAN 72645	1/03/2017	1	Carleton David Freeman & Alison Belinda Freeman	Chandeliers On Abbey Pty Ltd	3
DA17/0096	Single House (Patio with Reduced Setback in Port Geographe Development Area)	12 Windward Green~GEOGRAPHE WA 6280	Lot 98 PLAN 59251	7/03/2017	3000	Christine Steeper & Kenneth Charles Steeper	Cape Shades	13
DA17/0106	Outbuilding (Reduced Setback)	76 Walburra Siding Road~METRICUP WA 6280	Lot 1590 PLAN 201662	1/03/2017	30528	John William Lightly & Veronica Anne Lightly	CPR Outdoor Centre	0

DA17/0108	Holiday Home (Grouped Dwelling) 6 people	2/82 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 2 STPLN 35086	2/03/2017	0	Bluebell Capitals Pty Ltd	Private Properties	28
DA17/0114	Education Establishment (Swim School, Single House, Associated Outbuildings and Modified Building Envelope in Landscape Value Area)	Cornerstone Way~QUEDJINUP WA 6281	Lot 14 PLAN 74289	8/03/2017	850000	Jessica Anne Driscoll	Jessica Anne Driscoll	4
DA17/0119	R-Codes (Primary Street Fence)	41 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 90 PLAN 14244	3/03/2017	9800	Ivan Clifford Stone & Beverley Grace Stone	Beverley Grace Stone	17
DA17/0125	Holiday Home (Single House) 6 People	28 Willmott Street~GEOGRAPHE WA 6280	Lot 559 PLAN 23306	2/03/2017	0	Graham John Earnshaw & Deanne Louise Wynn	Graham John Earnshaw, Deanne Louise Wynn	30
DA17/0126	Caravan Park and Camping Grounds (Additions / Alterations to Caretakers Dwelling)	17 Percival Place~BROADWATER WA 6280	IOTS 59 & 60 Plan 9290	3/03/2017	89000	Mandalay Resorts Pty Ltd	John Bell Building Company	23
DA17/0127	Holiday Home (Single House) 9 People	2/11 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 2 SSPLN 20461	1/03/2017	0	Sharon Nicole Forbes & Justin James Lawrence Forbes	Sharon Nicole Forbes, Justin James Lawrence Forbes	23
DA17/0128	Holiday Home (Single House) - 6 people	29 Ford Road~GEOGRAPHE WA 6280	Lot 35 DIAGRAM 29245	7/03/2017	0	Justin Paul Dorney & Alan Simpson Skinner	Down South Getaways & Property Management	7
DA17/0132	Education Establishment (Relocation of Bus Shelter)	2 Kelly Drive~WEST BUSSELTON WA 6280	Lot 5320 PLAN 220777	3/03/2017	7000	Roman Catholic Church	Naturaliste Construction Pty Ltd	22
DA17/0133	Single House (Port Geographe Development Area)	8 Bernier Retreat~GEOGRAPHE WA 6280	Lot 396 PLAN 21949	2/03/2017	774000	Mervyn John Waugh & Margaret June Waugh	Pro Living Pty Ltd	8
DA17/0135	Single House (Reduced Rear Setback)	11 Diedre Street~ABBEY WA 6280	Lot 18 PLAN 51940	2/03/2017	351774	Kimberley Hutchinson & Susane Hutchinson	Ventura Home Group Pty Ltd	2

DA17/0137	Single House (Additions to Existing Single House in a Landscape Value Area)	112 Brushwood Brook Drive~YALLINGUP WA 6282	Lot 10 PLAN 21026	2/03/2017	50000	Dellice Patricia Larcombe	West Coast Designs Pty Ltd	18
DA17/0138	Overheight Outbuilding	1 Sutton Way~WEST BUSSELTON WA 6280	Lot 105 PLAN 9112	2/03/2017	15000	Robert James Hartwich & Nicole Browen McCullough	Sheds Down South	16
DA17/0140	Holiday Home (Single House) 10 People	1012 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 300 PLAN 44014	2/03/2017	0	Daniel William Radstaat & Dale Christian Slieker	Daniel William Radstaat, Dale Christian Slieker	3
DA17/0141	Single House (Additions in a Special Character Area)	6 Thurston Lane~DUNSBOROUGH WA 6281	Lot 1 SSPLN 39346	13/03/2017	65000	Maxwell John Ernest Watts & Virginia Lesley Watts	Maxwell John Ernest Watts, Virginia Lesley Watts	14
DA17/0142	Holiday Home (Single House) 8 People	442 Geographe Bay Road~QUINDALUP WA 6281	Lot 58 PLAN 9047	2/03/2017	0	Lee James Widdicombe	Lee James Widdicombe	12
DA17/0143	Holiday Home (Single House) 6 People	71 Gale Street~WEST BUSSELTON WA 6280	Lot 6 DIAGRAM 7566	2/03/2017	0	Kevin James McGregor	Kevin James McGregor	3
DA17/0144	Single House (Patio with Reduced Setback)	124 Aurelian Avenue~YALYALUP WA 6280	Lot 195 PLAN 56909	3/03/2017	9860	Jason Richard Toner	CPR Outdoor Centre	28
DA17/0145	Single House (Patio with Reduced Setback)	126 Hadfield Avenue~BROADWATER WA 6280	Lot 519 PLAN 48773	3/03/2017	7000	May Kathryn Smith & Stephen Smith	Cape Shades	8
DA17/0148	R-Codes (Vehicle Access from Primary Street)	1 Cassis Way~YALYALUP WA 6280	Lot 1651 PLAN 406716	3/03/2017	199544	James Barry Murkin & Denise Murkin	Ventura Home Group Pty Ltd	2
DA17/0149	Patio and Outbuilding Addition (Port Geographe Development Area)	7 Seahorse Crescent~GEOGRAPHE WA 6280	Lot 368 PLAN 21652	3/03/2017	18000	Gordon Peter Crouch & Leanne Bernadette Crouch	Cape Shades	1
DA17/0152	Outbuilding (Reduced Setback)	3 Muirfield Road~DUNSBOROUGH WA 6281	Lot 1196 PLAN 402977	7/03/2017	11550	Daniel De Souza Ramos Cabral & Jenni Lee Hall	CR Design Solutions	21
DA17/0153	Outbuilding (Landscape Value Area)	53 Seascape Rise~YALLINGUP WA 6282	Lot 215 PLAN 75059	13/03/2017	15000	Jane Caroline Ridout & Warwick Hines	Southern City Sheds	21
DA17/0154	Single House (Landscape Value Area)	35 Butterworth Springs Avenue~DUNSBOROUGH WA 6281	Lot 205 PLAN 404248	7/03/2017	329000	Mark John Armstrong & Jane Marie Clively	Plunkett Homes (1903) Pty Ltd	16

DA17/0155	Over-height Outbuilding with reduced setback (Special Character Area)	21 Ollis Street~QUINDALUP WA 6281	Lot 39 PLAN 12288	7/03/2017	10390	Ian Robert Robertson	CPR Outdoor Centre	21
DA17/0159	Outbuilding (Light Tones Landscape Value Area)	61 Wisteria Drive~QUINDALUP WA 6281	Lot 28 PLAN 21721	7/03/2017	22000	David Patrick O'Shaughnessy & Lesley Charlene O'Shaughnessy	Busselton Sheds Plus	0
DA17/0160	Ancillary Dwelling (Reduced Setback)	21 Broadwater Boulevard~BROADWATER WA 6280	Lot 131 PLAN 22419	10/03/2017	75000	Kazimierz Szyszka & Vicki Lee Szyszka	Kevin John Daff	16
DA17/0161	Patio (Reduced Setback)	35 New River Ramble~WEST BUSSELTON WA 6280	Lot 639 PLAN 45235	14/03/2017	5180	Edmund Fletcher & Dianne Joy Fletcher	Marsh Outdoor Living Centres	22
DA17/0162	Shop (Tattoo Studio)	4/216 Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 4 STPLN 15445	9/03/2017	1000	Jersey Holdings Pty Ltd	Phillip David Smart	0
DA17/0163	Outbuilding (Landscape Value Area)	968 Cape Naturaliste Road~NATURALISTE WA 6281	Lots 62 & 63 Plan 400662	9/03/2017	30000	Richard Glindon Miles	Richard Glindon Miles	2
DA17/0165	Single House (Patio Additions with Reduced Setback)	15 Songlark Mews~GEOGRAPHE WA 6280	Lot 345 PLAN 19930	10/03/2017	8900	Thomas Andrew Shanahan	CPR Outdoor Centre	16
DA17/0166	Holiday Home (Grouped Dwelling) 6 people	19/33 Davies Way~BROADWATER WA 6280	Lot 11 STPLN 17464	14/03/2017	0	Bronte Lee Ryan	Simon David Marden	17
DA17/0168	Use of Surfmist Roof Colour in Travel Route Corridor	64 Spindrift Cove~QUINDALUP WA 6281	Lot 32 PLAN 23253	10/03/2017	390000	Allan John Underwood & Susan Underwood	Allan John Underwood, Susan Underwood	15
DA17/0172	Overheight Outbuilding	9 Gambetta Road~YALYALUP WA 6280	Lot 926 PLAN 409180	10/03/2017	19000	John Lohf & Delyce Marina Lohf	Busselton Sheds Plus	10
DA17/0173	Holiday Home (Single House) 8 People	3 Heirisson Retreat~GEOGRAPHE WA 6280	Lot 66 PLAN 20377	13/03/2017	0	Susan Gay Thickbroom & Steve Harding	Susan Gay Thickbroom, Steve Harding	7
DA17/0176	Single House - Deck and Bunkroom Additions (Landscape Value Area)	28 Wylarah Way~QUINDALUP WA 6281	Lot 107 PLAN 22896	14/03/2017	70000	Alan James Good & Hazel Kathryn Margaret Good	Mark Webster Design	13

DA17/0178	Change of Use (Bed and Breakfast)	28 Kathleen Crescent~VASSE WA 6280	Lot 627 PLAN 52482	14/03/2017	0	Carol Joyce Rynbeck	Carol Joyce Rynbeck	17
DA17/0181	Outbuilding (Zincalume Carport in a Landscape Value Area)	35 Tranquil Lane~QUINDALUP WA 6281	Lot 6 PLAN 13623	14/03/2017	6000	Christopher Patrick Green	Christopher Patrick Green	10

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimate d Cost	Primary Property Owners	Applicant Name
AMD21/0010	Text Amendment - Introduce a requirement SCHEME AMENDMENT	2 Southern Drive~BUSSELTON	Lot 68 DIAGRAM 18091	8/03/2017	Approved	ReferWAPC	0	0	City of Busselton	City of Busselton
AMD21/0022	NO. 22 - RECODING LOT SCHEME AMENDMENT	182 Geographe Bay Road~QUINDALUP	Lot 41 DIAGRAM 23175	8/03/2017	WithAmend	CondtlnApp	0	0	Chivelle Investments Pty Ltd	Able Planning & Project Management
AMD21/0023	NO. 23 - REZONING OF Residential Enterprise	6 Casuarina Drive~GEOGRAPHE	Lot 9507 PLAN 59251	14/03/2017	Approved	ReferWAPC	0	0	Aigle Geographe Pty Ltd	Aigle Geographe Pty Ltd, Taylor Burrell Barnett
DA16/0436	(Office and storage in REMOVAL OF EXISTING SAND STOCKPILES	304 Yoongarillup Road~SABINA RIVER	Lot 97 PLAN 20376	7/03/2017	Approved	Approved	271	0	Martin Anthony Palmer & Maxine Palmer	Martin Anthony Palmer
DA16/0544	Additional Dwelling (to form two (2) grouped Single House (Additions / Alterations) and Ancillary Holiday Home (Grouped Dwelling) 5 People	50 Hammond Road~YALLINGUP	Lot 62 PLAN 41776	1/03/2017	Approved	Approved	174	1	Gregory Charles Carr & Colleen Maree Carr	BSO Development Consultants Pty Ltd
DA16/0848	Single House (Additions / Alterations) and Ancillary Holiday Home (Grouped Dwelling) 5 People	1585 Wildwood Road~YALLINGUP	Lot 25 PLAN 8037	14/03/2017	Approved	Approved	113	400000	Kristian Neil Moore	Rebecca June Richards
DA16/0977	Holiday Home (Single House) 10 people	13/18 Prowse Way~DUNSBOROUG	Lot 12 DIAGRAM 85889	10/03/2017	Approved	Approved	30	1700000	Paul Bennett & Todd Bennett	DMG Australia
DA16/1010	Outbuilding (Reduced Setback)	792 Geographe Bay Road~WEST	Lot 13 STPLN 26382	7/03/2017	Approved	Approved	0	0	Roberta Westcott Pearce	Jeremy Pearce
DA17/0015	Outbuilding (Lean To Addition to Existing)	31 Clover Crescent~BUSSELTON	Lot 42 PLAN 8541	8/03/2017	Approved	Approved	52	0	Graham Bosveld & Marion Abigail Bosveld	Graham Bosveld, Marion Abigail Bosveld
DA17/0020	Outbuilding (Reduced Setback)	30 Penguin Way~VASSE WA	Lot 6 PLAN 49451	8/03/2017	Approved	Approved	1	8000	Jason Donald Price & Rochelle Kerr Boyce-	Busselton Sheds Plus
DA17/0031	Change of Use (Lunch Bar)	4/216 Naturaliste	Lot 29 PLAN 76953	10/03/2017	Approved	Approved	44	10000	Paul Stewart Tabor & Leeyah Kristy Tabor	Sheds Down South
DA17/0038	Holiday Home (Single House) 8 people	Terrace~DUNSBORO	Lot 4 STPLN 15445	13/03/2017	Approved	Approved	7	1	Jersey Holdings Pty Ltd	Phillip David Smart
DA17/0041	Single House (Reduced Front Setback)	218 Marine Terrace~GEOGRAPHE	Lot 77 PLAN 8922	1/03/2017	Approved	Approved	37	0	Lindsay Russell Smith, Bree Amanda Smith,	Lindsay Russell Smith, Bree Amanda Smith, Kevin
DA17/0047	Single House (Patio with Reduced Setbacks)	2 Harvest Road~BROADWATER	Lot 64 PLAN 12586	8/03/2017	Approved	Approved	40	197769.1	Marissa Gaye Taylor	Quality Builders Pty Ltd
DA17/0049	New Shop Front	19 Kittyhawk Grove~GEOGRAPHE	Lot 294 DIAGRAM 85583	8/03/2017	Approved	Approved	44	6490	Philip Ross Cockman & Kim Barbara Cockman	CPR Outdoor Centre
DA17/0050	Single House (Additions in Special Character Area)	95-103 Queen Street~BUSSELTON	Lot 15 DIAGRAM 76237	10/03/2017	Approved	Approved	33	50000	Cityshore Pty Ltd & Michelle Robyn	Thetford Nominees Pty Ltd
DA17/0055	Holiday Home (Single House) 6 people	17 Adelaide Road~DUNSBOROUG	Lot 32 PLAN 6155	8/03/2017	Approved	Approved	35	100000	Rhoad To Wealth Pty Ltd	Rhoad To Wealth Pty Ltd
DA17/0062	Floating Jetty (Port Geographe Development)	33 Thomas Street~WEST	Lot 110 PLAN 68062	14/03/2017	Approved	Approved	28	0	Mladen Yosip Milicich & Janine May Milicich	Mladen Yosip Milicich, Janine May Milicich
DA17/0063	Single House (Reduced Setback)	36 Lanyard Boulevard~GEOGRAP	Lot 77 PLAN 59251	10/03/2017	Approved	Approved	22	11950	Neville Clive Vellacott	Ian Fahl
DA17/0066	Outbuilding and Water Tank (Landscape Value)	11 Bonnie Close~DUNSBOROUG	Lot 1187 PLAN 402977	1/03/2017	Approved	Approved	6	330000	Laura Fay Bannister & Struan Wilkin	Laura Fay Bannister, Struan Wilkin
DA17/0071		62 MacLaren Drive~YALLINGUP	Lot 133 PLAN 39416	9/03/2017	Approved	Approved	21	25000	Richard Anthony Wilson	Busselton Sheds Plus

DA17/0077	Single House (Additions and Alterations in Single House (Landscape Value Area)	21 Willanup Rise~DUNSBOROUGH 46 Bayfield Court~YALLINGUP	Lot 56 PLAN 21159	10/03/2017	Approved	Approved	20	120000	Christopher Fitzgerald & Joanne Margaret Burns	Naked Architecture
DA17/0086	Single House (Vehicular Access from Primary Street~ABBAY WA	32 Averil Lot 72 DIAGRAM	35653	8/03/2017	Approved	Approved	13	172241.8	Tracey Elizabeth Morey	Murray River North Pty Ltd
DA17/0092	Single House (Patio with Reduced Setback in Port Holiday Home (Single House) 6 People	12 Windward Green~GEOGRAPHE 28 Willmott Street~GEOGRAPHE	Lot 98 PLAN 59251	13/03/2017	Approved	Approved	13	3000	Teresita Sia Cobby	Tangent Nominees Pty Ltd
DA17/0096	Holiday Home (Single House) - 6 people	29 Ford Road~GEOGRAPHE 8 Bernier	Lot 35 DIAGRAM 29245	10/03/2017	Approved	Approved	30	0	Christine Steeper & Kenneth Charles Steeper	Cape Shades
DA17/0125	Geographe Development Outbuilding (Landscape Value Area)	Retreat~GEOGRAPHE 968 Cape Naturaliste Road~NATURALISTE	Lot 396 PLAN 21949 Lots 62 & 63 Plan 400662	3/03/2017	Approved	Approved	8	774000	Graham John Earnshaw & Deanne Louise Wynn	Graham John Earnshaw, Deanne Louise Wynn
DA17/0128	Survey Strata - 2 Lots (428 - 440 m2)	275 Bussell Highway~WEST	Lot 89 DIAGRAM 49322	9/03/2017	Approved	Approved	2	30000	Justin Paul Dorney & Alan Simpson Skinner	Down South Getaways & Property Management
WAPC16/0070	Amalgamation (Lots 57 & 58 Ostler Drive, Vasse)	19 Ostler Drive~VASSE WA	Lot 58 PLAN 52479	7/03/2017	Approved	Approved	23	0	Mervyn John Waugh & Margaret June Waugh	Pro Living Pty Ltd
WAPC17/0005									Richard Glindon Miles	Richard Glindon Miles
									Rodney Durtanovich & Jennifer Anne	Able Planning & Project Management
									Electricity Networks Corporation	BSO Development Consultants Pty Ltd

**WALGA State Council and Zone Agenda  
Agenda Summary and Recommendations**

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**South West Zone WALGA: 24 February 2017  
State Council WALGA: 1 March 2016**

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**Agenda Summary and Recommendations**

The City of Busselton is a member of the WALGA South West Zone which meets approximately five times each year. The SW Zone comprises of twelve local governments being the Shire of Augusta - Margaret River, Shire of Boyup Brook, Shire of Bridgetown-Greenbushes, City of Bunbury, City of Busselton, Shire of Capel, Shire of Collie, Shire of Dardanup; Shire of Donnybrook-Balingup, Shire of Harvey, Shire of Manjimup and the Shire of Nannup.

The City is represented on the Zone Committee by the Mayor Grant Henley with administrative support provided by Cliff Frewing, Director Finance & Corporate Services and Lisa Haste, Governance Support Officer.

The Zone employs a secretariat to prepare the Zone agenda, take minutes and action Zone adopted resolutions.

Each Agenda is in two parts:

1. Items raised be Zone Members for consideration; and
2. The WALGA State Council Agenda

The reports raised by the Zone Members and those contained in the WALGA State Council Agenda "for decision" are reviewed by City officers and are reported in the following manner for Councillor information:

- A summary of the report is provided;
- The WALGA recommendation is repeated;
- The relevant City officer comments on the report;
- The City Officer comments on the recommendation;
- The Zone decision is recorded; and
- The WALGA State Council decision is recorded.

In this way, Council can track the progress of the report and recommendation as it flows through the system.

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**WALGA State Council and Zone Agenda  
Agenda Summary and Recommendations**

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**South West Zone: 24 February 2017**

**Item 10.1 Hazard Reduction on Highway Reserves      Submission by Bridgetown-Greenbushes**

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**Summary of report:**

The Shire of Bridgetown-Greenbushes is concerned that Main Roads WA has made a significant reduction in service delivery, without any consultation, and will now only undertake a maximum single width mow either side of the highway. This is not only a fire safety issue, but also is not aesthetically appealing for visitors to town. At a meeting of the Regional Roads Group, it appeared that some sections of South Western Highway appear to have received more than the single width mow, and other sections have not been mowed at all.

**Motion:**

**That WALGA consult with Main Roads Western Australia seeking the development of some clear standards for roadside hazard reduction noting that this summer has seen a significant reduction in such hazard reduction within the South-West Region.**

**Director Engineering and Works Comment:**

The City has not been made aware of any specific reduction in the service provision with regards MRWA controlled road verges. MRWA does have specific guidelines that they would generally follow. There is no noticeable change to the service in Busselton. The City would be supportive of a review that improved service levels to the area.

**Zone Recommendation:**

That WALGA consult with Main Roads Western Australia seeking the development of some clear standards for roadside hazard reduction noting that this summer has seen a significant reduction in such hazard reduction within the South-West Region.

**Item 10.2 Annual Electors Meetings      Submission by Shire of Nannup**

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**Summary of report:**

The Shire of Nannup is seeking support for the Annual electors meetings to be removed as a requirement in the Local government Act. In the last 2 years the Shire only had 1 elector in attendance for the meeting, and attendance has been declining over a number of years. With the requirement to conduct Public Question Time at all of the Council meetings, residents are able to raise issues with Councillors as they come to hand rather than waiting until the end of the year for the Electors meetings.

**MOTION**

**That the South West Zone seeks the support of WALGA in lobbying the Department of Local Government and Communities to remove the requirement in the Local Government Act (S.5.27) to conduct Annual Electors Meetings as it is considered that Annual Electors Meetings have little relevance to the Electors when issues can be raised on a monthly basis at Council meetings during Public Question Time.**

**Officer Comment:**

The City has had poor attendance for the Electors meetings for a number of years now and supports this motion put forward by the Shire of Nannup.

**WALGA State Council and Zone Agenda  
Agenda Summary and Recommendations**

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**Zone Recommendation:**

That the South West Zone seeks the support of WALGA in lobbying the Department of Local Government and Communities to remove the requirement in the Local Government Act (S.5.27) to conduct Annual Electors Meetings as it is considered that Annual Electors Meetings have little relevance to the Electors when issues can be raised on a monthly basis at Council meetings during Public Question Time.

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**Item 10.3 Letter from Land Equity Legal**

**Letter Attached to agenda:**

Reference was made to a letter sent to the Zone Member Council CEOs and Presidents/Mayors. The letter is from Land Equity Legal relating to implications of the South West Noongar Native Title Settlement for local Government and developing a local government position. The letter offers ways in which Land Equity Legal can assist local governments with settlements.

**Officer Comment:**

The interests of local government are currently being managed by Squire Patton Boggs who have carriage of the matter and are engaged on a 'watching brief'. It is recommended that the correspondence is noted.

**Zone Recommendation:**

Noted

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**Item 10.4 Central Country Zone Submitted by Central Country Zone**

**Summary of letter:**

At the 2 December 2016 meeting of the Central Country Zone, there was considerable discussion on the respective roles of the Local Government Grain Freight Group (LGGFG) and the recently re-established WALGA Freight Policy Forum. The Central Country Zone believes that there could be synergies between the 2 groups and as such proposed for the two groups to be combined. Letters will be written to both the LGGFG and WALGA in respect to its Freight Policy Forum to enquire whether both groups could review their roles and terms of reference to determine what synergies may exist.

**Officer Comment:**

The City does not hold a particular view on this issue, however supports the enquiry to see if there are synergies between the two groups.

**Zone Recommendation:**

Noted

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**Item 10.5 South West Regional Livestock Facility – Steering Committee Recommendation Shire of Capel**

**Summary of report:**

A South West Regional Livestock Steering Committee has been established by the SWDC to advise and provide strategic guidance to the State Government in relation to the potential development of a new South West Regional Livestock facility, as the lease for the existing Boyanup saleyard will expire in mid-2022. Simon Taylor from SWDC has suggested that 2 local government representative

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from the South West be nominated by the SW Zone to represent the interests of all south west local governments. The Shire of Capel has been driving this project since 2002 so it is suggested that the CEO and Shire President from the Shire of Capel be nominated as the SW Zone WALGA representatives.

**MOTION**

**That the President and Chief Executive Officer from the Shire of Capel be nominated as the SW Zone WALGA representatives to South West Regional Livestock Steering Committee.**

**Officer Comment:**

Given that the Shire of Capel has been driving this project since 2002, the City is supportive of their CEO and President being the south west representatives on the Steering Committee.

**Zone Recommendation:**

The President and Chief Executive Officer from the Shire of Capel were nominated as the SW Zone WALGA representatives to South West Regional Livestock Steering Committee.

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**1. WALGA State Council: Wednesday 1 March 2017**

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**Item: 5.1      Discontinuation of Vehicle Licence Concessions**

**Summary of report:**

In early January 2017 the Department of Transport advised Local Governments by letter that effective from 1 July 2017 the vehicle licence concessions currently offered will be discontinued meaning that Local Government will be required to pay vehicle registrations in full.

- Concessions will remain in place for vehicles licensed under regulations 69(c) and (d) of the *Road Traffic (Vehicles) Regulations 2014* including ambulances and certain fire and emergency vehicles.
- There was no consultation or discussion with WALGA or Local Governments prior to the public announcement of removing the concession.
- A series of advocacy actions were immediately undertaken by WALGA and Local Government to have the decision reversed.

**WALGA Recommendation:**

***That State Council:***

- 1. Endorse the recent and on-going advocacy actions undertaken by WALGA to have the decision to discontinue vehicle licence concessions for Local Governments reversed; and***
- 2. Encourages Member Local Governments to highlight to existing and potential Members of Parliament the adverse impact this decision will have on local communities.***

**City Officer Comment:**

This issue has taken local government by surprise as the withdrawal of the motor vehicle concession and imposition of stamp duty on new vehicles was not communicated to the sector. The City is currently calculating the impact of this change, but it is likely to be in the tens of thousands of dollars each year. The City is aware that WALGA is taking up the matter on a political front and the Mayor has discussed the matter with local member Libby Mettam.

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**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

That:

1. State Council endorse actions undertaken by the WALGA administration to have the decision to discontinue vehicle licence concessions for Local governments reviewed;
2. WALGA encourages its Members to draw to the attention of existing and potential Members of Parliament the adverse impact this decision will have on local communities;
3. WALGA strongly express the concerns of Local government with the ongoing practice of cost shifting from the State to Local government; and
4. WALGA advocate for an increasing of the funding received under the State agreement for Transport to local government, in the light of the proposed increase in vehicle licencing fees and introducing Stamp Duty on new Local Government vehicles.

**Item: 5.2 Compulsory Third Party Insurance Scheme for Cyclists**

**Summary of report:**

- In 2015 WALGA produced a discussion paper "Licensing Cyclists and Registering Bicycles" in response to a resolution from the Central Metropolitan Zone.
- In May 2016 the WALGA State Council resolved that it did not support a policy of licencing cyclists or registering bicycles; but resolved that WALGA engage with the Insurance Commission of WA to explore the viability of a third party insurance scheme for cyclists.
- The State Government has given no indication of any desire to enter the private insurance market when there are insurance products offered by insurance providers specifically for cyclists.
- Many problems would need to be overcome to successfully introduce a compulsory third party insurance scheme for cyclists.

Currently there are adequate public liability and insurance products available to cyclists in the private market. There are no indications the State Government has either a desire to enter the private insurance market or sees a need to develop a CTP insurance scheme for cyclists so as to address an existing or emerging problem.

Furthermore, at a time when the State Government is promoting the benefits of cycling, particularly as a sustainable form of transport, the introduction of a CTP insurance scheme has the potential to discourage cycling participation.

**WALGA Recommendation:**

***That WALGA's does not support a compulsory third party insurance scheme for cyclists***

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**City Officer Comment:**

The report identifies the general lack of interest by the relevant bodies involved in cycling within the state, and there appears to be no desire by any party to introduce a compulsory third party insurance scheme for cyclists.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council Decision:**

The WALGA recommendation was supported.

**Item 5.3      Regional Subsidiaries Regulations**

**Summary of report:**

- The Local Government Act 1995 was amended in late 2016 to enable Local Governments to establish regional subsidiaries, and this represents a significant advocacy achievement for the Local Government sector;
- The Local Government (Regional Subsidiaries) Regulations 2017, which were enacted in early 2017, contain significant restrictions that limit the flexibility and will reduce the benefits of the regional subsidiary model;
- In particular, the regulations prevent regional subsidiaries from borrowing from any organisation other than a constituent Local Government, entering into a land transaction, and commencing a trading undertaking; and,
- This item recommends legislative and/or regulatory amendments to remove these restrictions that unnecessarily prevent regional subsidiaries from becoming an effective and efficient collaborative service delivery mechanism.

For instance, a regional subsidiary would not be able to acquire a site to operate a regional landfill facility. A regional subsidiary could be formed to manage the facility, but ownership would remain with a constituent Local Government.

**WALGA Recommendation:**

***That WALGA advocate for legislative and regulatory amendments to enable Regional Subsidiaries to:***

- 1. Borrow in their own right;***
- 2. Enter into land transactions; and,***
- 3. Undertake commercial activities.***

**City Officer Comment:**

Recently the Local Government Act was amended to enable local governments to establish regional subsidiaries and it was generally acknowledged that the legislation did not go far enough. The proposal contained in this item is for the legislation to be amended to allow local governments to borrow money, enter into land transactions and undertake commercial activities which is supported.

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**City Officer Recommendation:**

That the WALGA recommendation be supported.

**State Council decision:**

The WALGA recommendation was supported.

**Item 5.4      Review of the Emergency Services Levy**

**Summary of report:**

The State Government have endorsed recommendation 17 of the Special Inquiry into the Waroona Fire to undertake an independent review of the Emergency Services Levy (ESL).

- The Economic Regulatory Authority (ERA) has been tasked with undertaking the review with a final report to be tabled to the Treasurer by no later than 29 September 2017.
- The ERA have released a discussion paper to assist parties to make submissions to the review. Submissions are due by 4.00pm Friday 10 March 2017.
- WALGA are preparing a submission on behalf of the sector to inform the ERA in its report and recommendations to the Treasurer. Full participation from Councils is critical to the success of WALGA's submission as this is opportunity for the sector to exert significant influence on long overdue strategic change to the ESL.

**WALGA Recommendations:**

***That:***

- 1. State Council notes the work undertaken by WALGA and members to advocate for a review of the Emergency Services Levy (ESL) and undertake economic modelling in support of the ESL review;***
- 2. State Council endorses and promotes that critical to the success of the submission is participation of all Councils to demonstrate a unified sector position; and***
- 3. WALGA undertakes formal consultation with the sector, building on previous work and State Council resolutions, to prepare a submission to the Economic Regulatory Authority to addressing the terms of reference of the Review of the Emergency Services Levy on behalf of all Councils.***

**City Officer Comment:**

This report Item follows the government's acceptance of recommendation 17 of the Special Enquiry into the Waroona fire and recommends a review of the Emergency Services Levy (ESL) be undertaken. The ESL was created over ten years ago and notwithstanding the recommendation of the special enquiry it is appropriate to review the Levy because of the length of time that has elapsed.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

The WALGA recommendation was supported with the additional point 4 below:

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4. That WALGA develops a discussion paper on ESL Management after it has received submissions from member Local governments. That WALGA convenes an interactive forum of member Council's to consider the ERA's interim report (phase 2) prior to preparing a submission to the ERA to address the terms of reference of the review of ESL on behalf of all Council's.

**Item 5.5 Submission to Building Commission on operation of the Building Act 2011**

**Summary of report:**

- The Building Act 2011 has been operating since 2012, and therefore, it is timely to review its performance over the last five years.
- In October 2016, workshops were held with Local Government building surveyors to compile a list of possible improvements to the Building Act 2011.
- The 'Top Ten' issues raised with members will provide the Association with clear advocacy to the Building Commission for improvements to the Building Act 2011.

**WALGA Recommendations:**

*That WALGA:*

- 1. Endorse the 'Top Ten' issues for improvement to the operation of the Building Act 2011; and*
- 2. Further advocate for improvements to the operation of the Building Act 2011 with the Minister for Commerce and the Building Commission.*

**City Officer Comment:**

WALGA has identified the top ten issues for improvement to the Building Act and these have been reviewed by the Planning and Development Directorate and no concerns have been raised with the priorities identified for legislative change.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

The WALGA recommendation was supported with the addition of point 3 below:

- 3. That WALGA advocates to ensure that Local Government is not solely responsible for mandatory inspections.**

**Item 5.6 Interim submission – State Planning Policy 3.6 – Development Contributions for Infrastructure**

**Summary of report:**

- In September 2016, the WA Planning Commission (WAPC) released a revised State Planning Policy 3.6 Development Contributions for Infrastructure and new Guidelines and draft Scheme Provisions.

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- The revised State Planning Policy and new Guidelines aim to provide better guidance and consistency in the application of development contribution plans throughout the State.
- The WA Planning Commissions public comment period closed on the 25 November 2016, however, an extension was granted until the 2 December 2016, in order to incorporate submissions from the Local Government sector.

**WALGA Recommendation:**

***That the interim submission to the WA Planning Commission on State Planning Policy 3.6 – Development Contributions for Infrastructure be endorsed.***

**City Officer Comment:**

The WAPC conducted a public submission period related to the review of State Planning Policy 3.6 – Developer Contributions. WALGA has prepared a submission to the WAPC and the contents of the submission are supported by the City.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

**The WALGA recommendation was supported.**

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**Item 5.7      Interim Submission to the WA Planning Commission on the Design WA Framework**

**Summary of report:**

- Design WA is a suite of State Planning Policy (SPP) documents and supporting guides aimed at improving built form outcomes by ensuring that design is included in the decision making process. The Design WA framework includes:
  - Draft State Planning Policy 7 - Design of the Built Environment;
  - Draft State Planning Policy 7.3 Residential Design Codes for Multiple Dwellings And Mixed Use Developments (to replace Part 6 of the R-Codes);
  - Draft Design Review Guide; and,
  - Design Skills Discussion Paper.
- The Association is largely supportive of the measures set out within the framework and the intent to ensure that land use planning delivers good design outcomes. Nevertheless, the Association is concerned by many aspects of the Framework, primarily the focus on process rather than built form outcomes. The submission also raises the concerns that the SPP proposes the mandatory establishment of 'design review panels' with a 'one-size fits all' approach that will have significant cost implications for Local Governments.

A copy of the interim submission was contained in the agenda for State Council consideration.

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**WALGA Recommendation:**

**That:**

- 1. The interim submission to the WA Planning Commission regarding State Planning Policy 7 - Design of the Built Environment and the wider Design WA Framework be endorsed; and**
- 2. WALGA advocates its opposition to the introduction of any mandatory design review process, as it should be at the discretion of individual Local Governments.**

**City Officer Comment:**

The WAPC conducted a public submission period related to the review of State Planning Policy 7 – Design of the Built Environment and the wider design WA framework. WALGA has prepared a submission to the WAPC and the contents of the submission are supported by the City.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

**That:**

- 1. The interim submission to the WA Planning Commission regarding State Planning Policy 7 - Design of the Built Environment and the wider Design WA Framework be endorsed subject to an amendment to the WALGA Interim Submission to the WAPC on Design WA Framework, paragraph 4.17 – Adaptive reuse as follows:**  
**“For a wide range of cultural heritage and sustainability reasons, the adaptive reuse of buildings for residential and commercial development is supported”**
- 2. WALGA advocates its opposition to the introduction of any mandatory design review process, as it should be at the discretion of individual Local Governments.**

**Item 5.8      WALGA Model Heritage Strategy for Local Governments**

**Summary of report:**

- In 2015, WALGA organised a meeting of Local Government Heritage Officers to discuss heritage issues following Local Government interest.
- WALGA distributed a survey to all member Local Governments to provide feedback on heritage issues and areas for development, and facilitated a workshop in January 2016 to draft heritage priorities for action led by WALGA, Local Governments and the State Heritage Office.
- The development of a Model Heritage Strategy for individual Local Governments was identified as a priority.
- The Model Heritage Strategy for Local Governments aims to provide a guide that Local Governments can use when creating or updating their own heritage strategy. It is not intended that all Local Governments would adopt this Strategy, or move to standardisation, but that the Model Strategy act as a reference for any Local Government seeking assistance.

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**WALGA Recommendations:**

***That the Model Heritage Strategy for Local Governments is endorsed and that WALGA recommends use of the resource by Local Governments when reviewing and preparing heritage strategies.***

**City Officer Comment:**

During the last two years, WALGA has been working with local government Heritage officers to discuss the model Heritage Strategy and at a workshop in January 2016, a draft Heritage priority plan was developed. This plan will be made available to local governments to use on a needs basis.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

**The WALGA recommendation was supported.**

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**Item 5.9 Interim Submission on the Seniors Housing Strategy Discussion Paper**

**Summary of report:**

The Housing Authority released the Seniors Housing Strategy Discussion Paper for public comment, with submissions closing on Friday 16 December 2016.

- The discussion paper examines a number of possible initiatives centred on five inter-related themes with the main focus of improving access to affordable and appropriate housing for seniors on low to moderate incomes. The themes include:
  - Downsizing
  - Better Design
  - Affordability
  - Regional Communities
- Given the significant demographic change that WA is on the cusp of experiencing with an 'ageing of the population', the Association welcomes the release of the Seniors Housing Discussion Paper. However, the submission seeks further clarity on a number of the possible initiatives identified and also raises the concern that the focus of the discussion paper is on policy responses, not on what the proposed Seniors Housing Strategy should seek to do.

A copy of the interim submission is attached for State Council consideration.

**WALGA Recommendation:**

***That WALGA's interim submission regarding Seniors Housing Strategy, Discussion Paper be endorsed.***

**City Officer Comment:**

The Housing Authority conducted a public submission period relating to the review of the Seniors housing Strategy discussion paper. WALGA has prepared a submission to the Housing Authority and the contents of the submission are supported by the City.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

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**Zone Recommendation to State Council:**  
That the WALGA recommendation be supported.

**State Council decision:**  
The WALGA recommendation was supported.

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**Item 5.10 Local Government and Tourism Position and Recommendations Paper**

**Summary of report:**

- WALGA has reviewed its current initiatives and recommendations previously endorsed by State Council in 2015.
- In response to this process, WALGA has developed a reviewed set of recommendations based on member feedback that will best add value to the Local Government sector in the current tourism context.

**WALGA Recommendation:**

***That WALGA:***

- 1. Continues to advocate for a Local Government tourism strategy to deliver local tourism outcomes;***
- 2. In the short-medium term, advocates that the State Government:***
  - a. Produces targeted communication and education for Local Government using existing Tourism WA data to demonstrate the value of tourism to local communities, Elected Members and Local Government officers;***
  - b. Provides guidance for Local Government on marketing small projects including events and attractions; and,***
  - c. Directs Regional Development Commissions to facilitate the coordination of tourism stakeholders to provide strategic support where required for Local Government.***
- 3. In the long term, advocates that the State Government:***
  - a. Articulates the lead agency and defines the roles of other agencies in tourism, to facilitate coordination and collaboration of tourism activities across the State and to enhance Local Government's understanding of tourism in WA;***
  - b. Defines and communicates how it provides destination marketing support to Local Governments and communicates how Local Governments can most effectively direct their resources;***
  - c. Develops a sustainable State Government tourism funding mechanism for both regional and metropolitan Local Governments which is clearly communicated to Local Governments;***
  - d. Implements and invests in Regional Investment Blueprints and delivers through appropriate funding models such as Royalties for Regions and federal funding opportunities which are clearly communicated to Local Government;***
  - e. Continues funding to support sustainability of visitor centres; and,***

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- f. *Undertakes improvements to tourism-related infrastructure and technology including mobile signals and WIFI in regional areas.*

**City Officer Comment:**

Following consultation with local government, Tourism Western Australia and Regional Development Commissions, WALGA has developed a position and recommendations paper which proposes that WALGA advocates needs as determined in the future by the sector.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

**WALGA supported the recommendation with the addition of 2 d) and 3 g)**

**2d) Provides funding to Local Government for tourist infrastructure.**

**3g) Undertake measures to reduce the cost and improve the scheduling and routes of regional air services.**

**Item 5.11 Urban Forest**

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**Summary of report:**

- The loss of tree canopy cover is a significant issue for Local Government.
- A number of Local Governments have sought to address the loss of canopy through the preparation and implementation of locally appropriate urban forest strategies.
- The key challenges identified by Local Governments in implementing their plans include inconsistent State policies (specifically the R-Codes and Liveable Neighbourhoods), inadequate protection for existing trees, and the lack of a requirement for revegetation in new developments. Funding and a lack of knowledge (from community, staff and councillors) around the benefits of an urban forest were also identified as issues.
- WALGA proposes to collaborate with the Department of Planning in developing an Urban Tree Canopy Project, which currently involves providing input into a proposed urban forest communications campaign.
- It is proposed that WALGA continue to work with the State Government and continue to advocate for a strategy to meaningfully address the existing impediments faced by Local Government to tree retention and planting.

**WALGA Recommendation:**

***That WALGA advocate and work with the State Government to further prevent the loss of urban tree canopy, which is a significant environmental and social issue for communities across the State.***

**City Officer Comment:**

The local government sector is becoming increasingly concerned at the loss of tree canopy cover as a result of outer-metropolitan subdivision development and increased density in inner city local governments. As a consequence, the retention of existing tree canopy cover known as "urban forest" is becoming increasingly important.

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**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision:**

The WALGA recommendation was supported with the addition of point 2 below:

2. **Work with member Councils to develop a system of appropriate market based and regulatory instruments to promote the increase in the urban tree canopy on private property.**
- 

**Item 5.12 Post Border Biosecurity Policy Position and Recommendations to the State Government**

**Summary of report:**

- Post-border biosecurity has been a long standing concern for Local Government. There have been 12 Zone and State Council resolutions on this issue since 2013, most recently at the 2016 Annual General Meeting.
- The Post-Border Biosecurity Policy Position and Recommendations Paper to the State Government (the Paper) has been developed after considering these resolutions and extensive consultation with the sector. Four submissions were received on the Paper.
- WALGA's 2006 biosecurity policy position remains robust. Amendments proposed in the Paper reflect the need to strengthen the strategic, regulatory and operational arrangements underpinning the 'shared responsibility' approach under the Biosecurity and Agriculture Management Act 2007 (BAM Act).
- The Association has been advocating strongly for a review of the BAM Act to be undertaken in 2017, to enable issues and concerns with the current approach to be addressed. The Department of Agriculture and Food WA (DAFWA) has advised that the review is unlikely to be conducted until 2023.
- The revised policy position and recommendations will form the basis for WALGA's biosecurity advocacy going forward.

**WALGA Recommendation:**

- 1. Endorse the proposed post-border biosecurity policy position;**
- 2. Advocate for the State Government to implement the recommendations in the Position Paper, including a review of the operation and effectiveness of the Biosecurity and Agriculture Management Act 2007 as a priority.**

**City Officer Comment:**

The subject of post Border Biosecurity has been an increasingly significant topic in recent years and as a consequence, WALGA has developed a policy position and identified recommendations for consideration by the government to review the Biosecurity and Agriculture Management Act.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

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**Zone Recommendation to State Council:**

That WALGA:

1. Endorse the proposed post-border biosecurity policy position subject to amending policy position 3.2 to state that "Local Government are not supportive of Recognised Biosecurity Groups". WALGA's policy position in item 3.2 is to call on the State Government to adequately fund DAFWA for biosecurity officers to be able to administer full compliance regarding biosecurity matters.
2. Advocate for the State Government to implement the recommendations in the Position Paper, including a review of the operation and effectiveness of the Biosecurity and Agriculture Management Act 2007 as a priority.

**State Council decision**

That WALGA:

1. Endorse the proposed post-border biosecurity policy position with:
  - a. The adoption of a recommendation for the re-instatement of an appropriately resourced Agriculture Protection Board; and
  - b. An amended policy position 3.2 to state that "Local Government are not supportive of Recognised Biosecurity Groups". WALGA's policy position in item 3.2 is to call on the State Government to adequately fund DAFWA for biosecurity officers to be able to administer full compliance regarding biosecurity matters.
2. Advocate for the State Government to implement the recommendations in the Position Paper, including a review of the operation and effectiveness of the Biosecurity and Agriculture Management Act 2007 as a priority.

**Item 5.13      WALGA Annual General Meeting - Criteria for Member Motions**

**Summary of report:**

- Following the 2016 WALGA Annual General Meeting (AGM), there has been feedback and discussion at Zone meetings on establishing criteria for accepting Member motions for the AGM.
- This item proposes suggested criteria for Member motions and for Items of Special Urgent Business at an AGM.
- It is proposed to amend the Association's Corporate Governance Charter to provide for the criteria to determine Member motions.

**WALGA Recommendation:**

***A. That WALGA amends the Association's Corporate Governance Charter to provide for the following criteria in determining Member motions to be considered at an Annual General meeting:***

***Motions will be included in the Business Paper agenda where they:***

- 1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);***
- 2. Relate to Local Government in WA and/or across Australia;***
- 3. Concern or are likely to concern Local Government as a sector;***
- 4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;***
- 5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);***
- 6. Are clearly worded and unambiguous in nature;***

***Motions will not be included where they are:***

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*7. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).*

*Motions of similar objective:*

*8. Will be consolidated as a single item.*

**B. Determination of acceptable motions be carried out by WALGA's Executive Committee and the Terms of Reference of the Executive Committee be amended accordingly.**

**City Officer Comment:**

Following the WALGA AGM in 2016, there has been discussion within the Zones on the need to establish rules for accepting motions at future AGMs. The rules contained in recommendation A appear to be reasonable and therefore acceptable.

**City Officer Recommendation:**

That the WALGA recommendation be supported.

**Zone Recommendation to State Council:**

That the WALGA recommendation be supported.

**State Council decision**

**A. That WALGA amends the Association's Corporate Governance Charter to provide for the following criteria in determining Member motions to be considered at an Annual General meeting:**

**Motions will be included in the Business Paper agenda where they:**

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature.

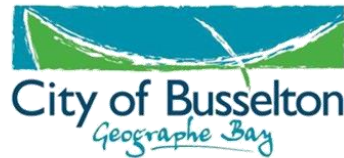
**Motions will not be included where they are:**

**7. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).**

**Motions of similar objective:**

**8. Will be consolidated as a single item.**

**B. Determination of acceptable motions be carried out by WALGA's Executive Committee and the Terms of Reference of the Executive Committee be amended accordingly.**



**Meelup Regional Park Management Committee**  
CO Locked Bag 1 · Busselton · Western Australia · 6280  
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Web: [www.meeluppark.com](http://www.meeluppark.com)

## Informal Meeting- Notes

**DATE:** Monday 27 February 2017, 10am  
**VENUE:** Dunsborough District Country Club

### 1. ATTENDANCE AND APOLOGIES

**Attendance:**

**Members:** Mr Peter Randerson (Deputy Presiding Member), Councilor Terry Best, Councilor John McCallum, Mrs Shirley Fisher and Mr Albert Haak.

**Officers:** Mr Greg Simpson (Coordinator, Environmental Services) and Ms Kay Lehman (Meelup Environment Officer- EO).

**Apologies:** Dr Bob Jarvis (Presiding Member), Mr Tony Smurthwaite, Mr Damien Jones, Ms Lisa Archer, Ms Arlene Maidment and Mr Bob Ginbey.

### 2. FINANCIAL SUMMARY - Attachment A

**Proposed Direction:**

1. That the Committee notes the February 2017 Financial Summary (**Attachment A**).

### 3. MEELUP VOLUNTEER UPDATE

The Acting Volunteer Coordinator, Mr Peter Randerson presented a summary of volunteer activities over the last four week.

Another steady month with some 55 man-hours of volunteer involvement. Activities included:

- Clearing and pruning of vegetation along the trail from Gifford Road carpark to the coastal trail and along the coastal trail to Cattle Cove.
- Watering of plants and removal of tree guards along the wildlife corridor on Eagle Bay Road.
- Tidy up of Meelup equipment including bundles of tree guards and stakes stored at the Council Depot on Vidler Road.

- Removal of tree guards and stakes from established plants and dead plantings between Meelup Beach and Sail Rock and Gannet Rock and Meelup Beach.

**Proposed Direction:**

1. Information for the Committee to note.
2. That a submission is made to the City's fees and charges annual review to increase the fee for Wildflower brochures from \$2.50 to \$3.00 each.

**4. ACTION SUMMARY PROGRESS UPDATE**

The Action Summary table was discussed. The action summary is appended as **Attachment B**.

**5. REPORTS**

**5.1 Feral Animal Monitoring and Control**

Feral animals can have a significant impact on the fauna and flora of Meelup Regional Park through competition for food and habitat and direct predation. A feral animal control program is undertaken on an annual basis to help mitigate the impacts of these species on native fauna and flora.

The feral animal control program has been carried out in the park for over 10 years, with monitoring of feral animal activity (using sand plots and cameras) over the past 2 years to help determine the effectiveness of the control program. Monitoring occurs prior to, during and post baiting periods.

The feral animal control program in Meelup Regional Park comprises:

- Two rounds of fox baiting (one in spring, one in autumn) using eggs injected with 1080 poison. Secondary visits are undertaken, where any bait that has been taken is replaced, with a third follow-up visit where any remaining baits are removed from site.
- One round of rabbit baiting (at the end of summer prior to autumn fox baiting), hand-laid application using 1080 oats only.

Refer to **Attachment C** – Feral Animal Monitoring and Control.

**Proposed Direction:**

1. EO to investigate Commonwealth Feral Cat Funding and liaise with GeoCatch and Department of Parks and Wildlife (DPaW) on any potential feral animal funding programs in the region.

**5.2 Litter Control Contractor**

The litter contractor's report for the last month consists of the following:

- A total of 33 bags of rubbish were collected from carparks and beaches along the coastal track including 10 bags from the post Australia Day cleanup. The contractor was commissioned to work additional hours post Australia Day to collect litter on 27<sup>th</sup> January 2017.

- Litter consisted mostly of packaging waste left behind by small groups visiting the Park and some waste fishing equipment. There were no signs of any large parties. There was very little rubbish at Eagle Bay beaches and carpark in the last fortnight.

**Proposed Direction:**

1. Review of litter control contractor to be included for discussion on the April 2017 committee meeting agenda.

**5.3 Australia Day Report**

A summary report for Australia Day 2017 is included as **Attachment D**.

**Proposed Direction:**

1. Information for the Committee to note.

**5.4 Equipment Storage Shed –Update**

A number of possible locations for the shed within the Dunsborough area are still being reviewed to determine their suitability for construction of a storage shed and further information on the review will be presented to the committee.

**Proposed Direction:**

1. The Committee supported investigation of a proposed shed location adjacent to the Dunsborough Men's shed located on Dunsborough Lakes Drive.

**5.5 Future Research Project Meeting**

The Future Research Project subcommittee was held on Wednesday 1<sup>st</sup> February. A brief review of the potential projects from the document *Meelup Regional Park Research Proposal 2014-2024* was undertaken. Committee member Tony Smurthwaite presented a review of the potential projects using the SMART approach. Refer to **Attachment E** for the Future Research Project subcommittee meeting notes.

**Proposed Direction:**

1. Committee members to advise the EO of any observed or reported soil erosion along the Park's tracks and firebreaks for inclusion on the Meelup Regional Park maintenance schedule.
2. EO to present at the March Committee meeting a summary of the 2017 track maintenance and the proposed locations of the dieback hygiene stations.

**5.6 Mountain Bike Trail Development Zone 6 – Update**

In December 2016, the City Council made a determination to establish a mountain bike zone for the development of a mountain bike trail network within Meelup Regional Park. It is proposed that the mountain bike trails in Zone 6 will be constructed in stages and as funds become available for the trail

construction works. Stage 1 of mountain bike trails development will involve upgrade and enhancement of the existing trails in the western sector of zone 6, referred to as Brown Street.

A License Agreement between the City and Cape Mountain Bikers is being finalized and will enable the development of the Brown Street mountain bike trail to commence.

**Proposed Direction:**

1. Information for the Committee to note.

**5.7 Remediation of Zone 6 – Update**

Remediation works associated with the former waste disposal areas within zone 6 will commence during March 2017, with initial improvement of the access from Cape Naturaliste Terrace (opposite Endicott Loop) to enable cover soil to be hauled to the upper and lower waste disposal areas.

**Proposed Direction:**

1. Information for the Committee to note.

**5.8 2017 18 Capital Works Program**

The Coordinator, Environmental Services outlined the proposed 2017/18 Meelup capital works budget. The 2017/18 budget submission for capital works will be accordance with the City's Long Term Financial Plan for upgrade of Meelup coastal nodes.

**Proposed Direction:**

1. Information for the Committee to note.

**6.0 Meeting Closure**

The meeting was closed at 12:00pm.

**7.0 NEXT MEETING-** 27 March 2017 at 10am - Dunsborough District Country Club.

**ATTACHMENT B - ACTION TABLE (Post February 2017 Meeting )**

Subject	Action	Date of Committee Decision	Progress	Completed
Future Research Project Meeting	1. Committee members to advise the EO of any observed or reported soil erosion along the Park's tracks and firebreaks for inclusion on the Meelup Regional Park maintenance schedule. 2. EO to present at the March Committee meeting a summary of the 2017 track maintenance and the proposed locations of the dieback hygiene stations.	27/03/2017		
Equipment Storage Shed	The Committee supported investigation of a proposed shed location adjacent to the Dunsborough Men's Shed located on Dunsborough Lakes Drive.	27/03/2017		
Litter Control Contractor	Review of litter control contractor to be included for discussion on the April 2017 committee's Informal Meeting agenda.			
Feral Animal Monitoring and Control	EO to investigate Commonwealth Feral Cat Funding and liaise with GeoCatch and Department of Parks and Wildlife (DPaW) on any potential feral animal funding programs in the region.	23/03/2017		
Wildflower Brochures	Shirley Fisher requested that more wildflower brochures are required to be printed- possibly up to 5,000. The City has used ACTIV to fold brochures in the past. That a submission is made to the City's fees and charges annual review to increase the fee for Wildflower brochures from \$2.50 to \$3.00 each.	30/01/2017, 23/3/17	Quote received, slight change to text. 2,500 ordered.	
Curtis Bay	1. That enforcement signage on overnight camping and campfires be installed at Curtis Bay. 2. Arrange for the pest control operator to bait in the area adjacent to Curtis Bay.	30/01/2017	The pest control contractor has been notified of the sightings and to include in the program.	
Boxing Day Report Gannet Rock toilet	Investigate the instalment of temporary toilets at the Gannet Rock carpark.	30/01/2017, 23/3/17	Information from City staff indicate that a temporary toilet would cost in the range of \$6-\$7,000 per year to hire including maintainance and cleaning. Needs further discussion with Committee members and City. 23/3/17- The Committee want to go ahead with installing a temporary toilet at Gannet Rock.	
Proposed Disabled Access to Eagle Bay Beach	The Committee supported the proposal to develop an access ramp and stairway to the beach for the disabled at Eagle Bay including shower facilities and REBA submitting an application to LotteryWest for a grant to fund construction of the project.	30/01/2017	The City has notified REBA of the Committee's decision.	DONE
Equipment Storage Shed	City staff to check other possible sites for the shed.	28/12/2016	To be discussed at February committee meeting.	DONE
Point Piquet Proposed Toilet Block	EO to follow-up options option to paint the outside or incorporate a screen around the proposed facility.	28/11/2016	There has been another meetings with the Presiding member and City staff on the proposed toilet facilities. As a result of the meeting the carpark and ablution facility design is to be revised. Waiting on feedback from the City Engineering staff.	
Dieback Inspections	28/11/16- EO to contact the Water Corporation to see if they would contribute to the cost of the limestone sheeting of the access tracks to the tank facility.	31/11/16	EO to contact Water Corporation staff to arrange a site inspection of access tracks to the water tank to discuss dieback best practice with Meelup Committee members-Bob Jarvis and Peter Randerson. Waiting on response from Water Corporation staff.	
Proposed Projects- Castle Rock Improvements	28/11/16- EO to progress this project with the Manager, Environmental Services to scope the project and arrange a contractor to undertake the work. Works to include piping gas under the road, fill in the drain and installation of table setting.	27/09/2016	Engineering advised to send scope of works to plumbing contractor as this work is not done in-house. 28/11/16- Presiding member has discussed with a plumber re horizontal drilling. The plumber have suggested cutting the road instead of horizontal drilling. This project is scheduled to be implemented this financial year. 30/1/17- The Castle Bay improvements were supported by the Committee.	
Governance and Management Arrangements	Governance Services to go over the Meelup governance and management arrangements for when the new Committee member is appointed in a few months.	24/05/2016	Scheduled for February 27th 2017 Committee meeting with the Director of Finance and Corporate Services.	DONE

Meelup Beach- Trees	EO to prepare a scope of works for a tree condition audit, landscape and vegetation plan for Meelup Beach and investigate the available of grant funding to undertake the project. 23 August 2016- EO to check the Meelup Master Plan for landscape design works- DONE 27 Sept 2016-Find the information on the Meelup files with the audit of trees previously undertaken. Shirley Fisher has a copy of the files and will give to EO- DONE 27 Sept 2016-To form a subcommittee for the project consisting of Shirley Fisher, Bob Jarvis, Peter Randerson and Tony Smurthwaite. EO to arrange an aerial photo of the site for the meeting. For the subcommittee to meet at Meelup beach on 17th October at 3pm Meeting held- DONE	24/05/2016	This project has been included in the 2016/17 Work Plan. Meeting held with subcommittee members on 17th October 2016. Seedlings have been ordered for next year plantings. Quotes have been received and the Tree audit work and treatment plan has been awarded to Total Horticulture Services. Waiting on the report.	DONE
Sign audit	That a sign audit be undertaken to identify the types and location of signage throughout the Park.	19/01/2016	The coastal signage audit in progress- see details in the September 2016 Agenda. Ongoing consultation with the Committee. EO has given Bob Jarvis the 30 corflute dog signs for the volunteers to distribute along trails and beaches in the Park.	
<b>Training and Events</b>				
Training Needs for the Meelup Regional Park Committee members	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics e.g. experts from DPaW.	22/12/2015	Training/ Community Engagement opportunities: 1. Dieback GreenCard training for 15 community members-scheduled for 3 April 2017. RSVP to Kay 2. Bushfire Management and Biodiversity Management Event - 10 March, St Mary's Church, Busselton. RSVP to Kay 3. Chemical Safety course- 7th March at Busselton Tafe 9am – 1pm. RSVP to Kay	Ongoing training as available
<b>Long-term projects</b>				
Eagle Bay-Rocky Point Trail Upgrade	EO to investigate Eagle Bay to Rocky Point trail and Meelup Regional Park boundary alignments to identify the section of trail that is currently traversing through private property.	27/09/2016	Have received GIS mapping details of areas of private land to start to progress this project. 28/11/16- Two trail signs are required along this section as well as limestone sheeting of an approximate 30 metre section of trail which is eroding. Trail signs installed with help from Green Army. There are a few more signs to be installed. Limestone sheeting will be included in the scope of works for trail maintenance. Require feedback from the Committee on the priority of this project to re-align the trails within the Park. 30/1/17- EO to investigate old reports.	

Libby Mettam MLA  
Member for Vasse

23 March 2017

Hon D J Kelly MLA  
Minister for Water  
8<sup>th</sup> Floor, Dumas House  
WEST PERTH WA 6005

Dear Minister

Busselton Water Growth Plan

I am writing to you seeking support for the progress of Busselton Water's Growth Plan as supported at a cabinet level by the previous Liberal National Government and Minister for Water. A decision which supports Busselton Water's proposal is to transfer the Dunsborough Water Scheme and Busselton's drainage management from Water Corporation to Busselton Water.

This proposal involves the merger of the Busselton and Dunsborough Water Supply Schemes to achieve a wide range of benefits which includes water which is currently heavily treated at the Quindalup water treatment plant for public consumption, utilised instead for irrigation. I understand re-purposing existing Dunsborough source and treatment assets to create a non-potable water supply for Dunsborough could also incorporate wastewater re-use which would be an ideal outcome into the future. This proposal to provide non-potable water for public open space in Dunsborough, Dunsborough Lakes Golf Club, Dunsborough Districts Country Club and local primary schools will address outstanding community concern regarding the exhausted local bores in the region.

There are currently 530 kilometres of drains in the area and Busselton Water has a new plan for managing these. Improving the water quality in the drains opens up a whole raft of opportunity like the potential for more production from our farms, increasing biodiversity and the potential to create new and attractive parks and spaces for the community including interlinking urban communities.

It would also support the growth of this business, which potentially means more jobs in the region and a stronger, more sustainable Government service provider in the local economy. Income generated in Busselton will stay in the South West and be re-invested to suit our local needs.

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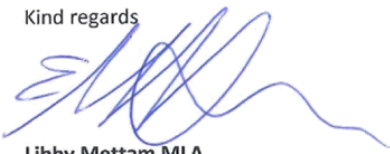


2.

As Chair of the Vasse Taskforce, I am very aware of the big challenges the region faces with water quality in our local waterways, wetlands and Geographe Bay. This will also mean improvements to the water quality in the drainage system which feeds these waterways as well as directly engaging the community in their management. The drainage system would continue to be managed for flood protection but will also look at greater community access and recreational activities in the future.

In light of this I encourage you to support the existing commitment to see the progression of the Busselton Water Growth Strategy as a priority. I look forward to your response to this important issue.

Kind regards



**Libby Mettam MLA**  
**MEMBER FOR VASSE**

**16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**17. CONFIDENTIAL REPORTS**

Nil

**18. QUESTIONS FROM MEMBERS**

**19. PUBLIC QUESTION TIME**

**20. NEXT MEETING DATE**

Wednesday, 26 April 2017

**21. CLOSURE**