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City of Busselton
Geographe Bay

Petition to the City Of Busselton

TO: **Mayor, City of Busselton**

2 Southern Drive, Busselton WA 6280

city@busselton.wa.gov.au

Correspondence in respect of this petition should be addressed to:

Name: Susan Teed

Address: [redacted]

Email:

We, the undersigned, do respectfully request that the Council:
(set out a concise statement of the action required from Council and reasons why)

Install a Bus Shelter on Albert Street located on the left side of the road near No 41.
It is required for the following reasons:
To provide a place to sit, protection from inclement weather and give a feeling of safety and security especially for our elderly.

The names, addresses and signatures of the petitioners* are as follows:

Date	Name	Address (include suburb)	Signature
22/9	M CARROLL	[redacted]	
22/9	I. Garlett		
22/09	J. O'Dea		
28/9	J Sheridan		
3/10	V. Hearson-Lowe		
3/10/23	M DAVIS		
03/10/23	Steve Hosse		
03/10/23			
3/10/23	C. Allen		
3/10/23	J. YATES		

(Each additional page must contain the terms of the petition)

*Only electors of the City of Busselton may be included as signatories to the petition.

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

Where environment, lifestyle and opportunity meet!

'Should have better signage and shelter'

Visitors

Marilyn Hall - [redacted]

Beverley Phillips.

City of Busselton
Geographe Bay

We, the undersigned, do respectfully request that the Council:
(set out a concise statement of the action required from Council and reasons why)

Install a Bus Shelter on Albert Street located on the left side of the road near No. 41.
It is required for the following reasons:
To provide a place to sit, protection from inclement weather and give a feeling of safety and security, especially for our elderly.

The names, addresses and signatures of the petitioners* are as follows:

Date	Name	Address (include suburb)	Signature
3/10/23	Ross Brownell	[redacted]	
3/10/23	Duncan YATES		
3/10/23	Josh Yates		
3/10/23	GRAEME HARRIS		
3/10/23	ANDREW WEINERT		
3/10/23	Kathleen O'SHEA		
3/10/23	Beau Wick		
3/10/23	WYN BARRY		
3/10/23	ALISON CASSANET		
4/10/23	BARBARA MANDER		
4/10/23	ROSA McGILLIVRAY		
4/10/23	Helen Criddle		
4/10/23	Patricia Lees		
4/10/23	ROSINA COURTNEY		
4/10/23	Ruth Wallens		
4/10/23	SUSAN CLEMENTS		
4/10/23	Kate Wyche		
4/10/23	BOB WYKE		

(Each additional page must contain the terms of the petition)
*Only electors of the City of Busselton may be included as signatories to the petition.

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E city@busselton.wa.gov.au
Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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4/10 Carol Palmer - [redacted]

4/10 Blanche Lindegg - [redacted]

PCL6 ERROR - Incomplete Session by time out

POSITION : 0xb3e83 (736899)

SYSTEM : XLPGP_OL/os_hook

LINE : 3954

VERSION : PCL6 7.89 11-14-2013

ERROR CODE : 11-1312

Reference	Theme	Recommendation	Risk Rating	Target Date	Status Update - 7 September 2023
RISK MANAGEMENT					
2.2.1	**Risk Management Framework and Risk Reporting**	We recommend the Risk Management Report: • Be reviewed and updated on a period basis. A comprehensive risk identification process may be required to be completed across all departments; •Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and risk Committee on a quarterly basis to report emerging risks and ensure management/Council are notified of how risks are being managed; • WHS risk management be matured through the implementation of an online centralised system; •Corporate risk be managed by a dedicated risk officer; and •The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.	High	31-Dec-23	Additional resourcing is required to increase our risk maturity level in accordance with this recommendation. Risk management has been realigned within the City's organsiational review to the new Legal and Governance business unit, with the Governance Coordinator position amended to include responsibility for risk, as Governance and Risk Coordinator. A new incumbent to that role commences in mid-September. They will be tasked to review and implement elements of this recommendation. Some elements such as an online centralised WHS system and a dedicated risk officer however will remain subject to additional budget and resourcing.
2.2.2	**Emergency Risks and Response Management**	We recommend: • Risk register be introduced for specific emergency services and brigades to identify, treat and monitor risks; • The bushfire management plan be updated as required by DFES with appropriate approval and communication of the revised plan; •A preventative maintenance and management plan be documented and implemented for brigade structures and emergency facilities including regular walkthrough of facilities; and • Service level emergency assets be recorded on a centralised register with an initial complete identification process undertaken as the initial step and development of a replacement program considered.	Medium	30-Jun-25	Initial WHS audits have been done of all brigade facilities. A report is being compiled. Work on the remaining recommendations are scheduled to commence in 2024.
2.2.3	**Misconduct, Fraud and Corruption Policy**	We recommend that a formal Fraud and corruption Control Plan be developed and implemented throughout the City. The Fraud and Corruption Control Plan should incorporate: • The City's approach to controlling fraud and corruption at a strategic, tactical and operational levels; •The Shire's intended action in implementing and monitoring the City's fraud and corruption prevention, detection and response initiatives; • Any existing policies dealing with fraud and corruption risk; and • The roles and responsibilities, reporting lines of all personnel involved. The Fraud and Corruption Control Plan should be reviewed every two years. Furthermore, we recommend the development of a communication strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan. The strategy could include processes for: • Ensuring all appropriate employees receive training on ethics related documents and other elements of the City's Integrity Framework at induction and throughout the period of their employment; • Ensuring all employees receive regular fraud awareness training appropriate to their level of responsibility; •Ensuring updates and changes to fraud-related policies, procedures, the ethical documents and other ethical pronouncements are effectively communicated to ell employees; and •Encouraging employees to report any suspected incidence of fraud or corruption.	Medium	30-Jun-24	Work to progress these recommendations is scheduled for early 2024.
2.2.4	**Contract Management**	We recommend Council consider: • A contract management framework be developed incorporating policies and procedures relating to contract management; •Consideration be given to a dedicated department which is designated responsibility to oversee contract management; •A detailed and centralised contracts register be maintained and updated as required; • OSH obligations forms are obtained for all contracts and signed by both the contractor and the City representative; •Documentation to evidence contractor induction be retained; •Contract variations be approved; •Current insurances for City contractors be obtained and a system be implemented whereby a notification is issued when contractor insurances are due to expire; •Contracts due to expire are re-negotiated/compliance with City procurement processes complied with; and •A contractor performance review be designed and implemented.	Medium	31-Dec-23	As per the management comment provided in response to these recommendations, further consideration and determination of these matters will be undertaken by the end of 2023. Some research has commenced as to how other LG's manage contracts. It is noted that in order for the City to successfully implement the recommendations some centralised resourcing of contract management may be required.
2.2.5	**Tender Management**	We recommend: • All tender documentation be completed in full and retained; and •A formal post tender/project review process be developed for projects exceeding a predetermined dollar value or considered to be high risk.	Medium	31-Dec-23	All tender documentation is retained. Formal review processes are being reviwed. As per comment above re contract mamagement, centralisation of procurement may assist in improving these processes but is subject to resourcing
2.2.6	**Risk Management Policies and Procedures**	We recommend the following: •Policies and procedures be developed and implemented for specimen signature for officers with delegated authority. •Potentially out of date policies and procedures identified be reviewed and updated accordingly:	Medium	30-Jun-24	Work is progressing in relation to this recommendation. Since the finding: 1 Policy review has been completed; 2 of the identified policies are before P&L at present and 1 is scheduled for November. 2 OPs have been reviewed
2.2.7	**IT Strategic Plan and Business Continuity Plan Testing**	We recommend: • The IT Strategic Plan be finalised and approved for implementation; and • The Business Continuity Plan be tested on pre-determined basis to ensure that in the event of a disaster, appropriate actions can be taken.	Medium	31-Dec-23	The ICT Strategy has been endorsed by the CEO and will be presented to Council for noting in the coming months. Quotes for testing of the BCP are being sought. The DRP is a scheduled for testing in October.
2.2.8	**Lease Management**	We recommend current insurances be obtained as required by City leases and a system be implemented whereby a notification is issued when lease insurances are due to expire.	Low	30-Jun-23	Additional controls have been implemented. Completed
INTERNAL CONTROLS					
3.2.1	**Business Activity Statement ("BAS") Lodgement Relief**	We recommend an additional delegated employee be provided access to the portal to lodge BAS in case the Finance Coordinator was not available.	Low	31-Dec-23	Will be implemented as planned

LEGISLATIVE COMPLIANCE					
4.2.1	**Compliance Calendar**	We recommend the City develop a centralised Compliance Calendar to be accessed and utilised by individual City staff as required.	Medium	30-Jun-24	Work will be progressed on implementing the attain compliance calender once the new Governance and Risk Coordinator commences.
4.2.2	**Audit and Risk Committee**	We recommend: •Risk reports be presented at each Audit and Risk Committee meeting; • Audit and risk Committee meeting agendas include a standing item relating to updating on the status of actions previously tabled, and the discussion of risk; and • Audit and Risk Committee meeting agendas include a standing item relating to compliance and the effectiveness of compliance at the City.	Medium	30-Jun-24	Additional resourcing is required to increase our risk maturity level and improve reporting to the Audit and Risk Committee. This is currently being looked at as part of the Organsiational Review and Realignment
4.2.3	**Internal Audit**	The Department of Local Government, Sport and Cultural Industries guidelines recommend an internal audit function be established incorporating an internal audit program which is re-assessed annually. We recommend the City consider an internal audit function overseen by the Audit and Risk Committee.	Low	30-Sep-24	The City has commenced research into establishment of an internal audit function including seeking some costings. A report will be presented to the Council.

AMD
CHARTERED ACCOUNTANTS

Regulation 17 Review

May 2023

City of Busselton
Geographe Bay

The Institute of Internal Auditors

WALGA PREFERRED SUPPLIER

Independent Member of BKR INTERNATIONAL

CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

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Bunbury, WA 6230
PO Box 1306, Bunbury, WA 6231

31 May 2023

Mr T Nottle
Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Tony

2023 REGULATION 17 REVIEW

We are pleased to present the findings and recommendations resulting from our 2023 City of Busselton Local Government (Audit) Regulations 1996, Regulation 17 Review.

This report relates only to procedures and items specified within the 2023 Regulation 17 Review Proposal and does not extend to any financial report of the City.

We would like to thank Sarah, Christine and the City of Busselton team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact me.

Yours sincerely
AMD Chartered Accountants

TIM PARTRIDGE FCA
Director

Liability limited by a scheme approved under Professional Standards Legislation

Independent Member of
BKR INTERNATIONAL
CHARTERED ACCOUNTANTS
AUSTRALIA + NEW ZEALAND

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Inherent limitations
Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.
We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the City of Busselton management and personnel. The review findings expressed in this report have been formed on the above basis.

Third party reliance
This report was prepared solely for the purpose set out in this report and for the internal use of the management of the City of Busselton. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for City of Busselton's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of the City of Busselton Chief Executive Officer. Other than our responsibility to the Council and management of the City of Busselton, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party.

1. Executive Summary

1.1. Background and Objectives

To undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the City of Busselton ("the City") in accordance with the Local Government (Audit) Regulations 1996, Regulation 17 for the period ended 30 June 2023 ("Review").

Our findings included within this report are based on the site work completed by us during the week ending 12 May 2023, and subsequent communication via email and phone calls to 19 May 2023. Findings are based on information provided and available to us during and subsequent to this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 4, we are pleased to report that in context of the City's overall risk, internal control and legislative compliance environments, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

At the time of the onsite review in May 2023, we noted the City of Busselton is in the process of an organisation review. Many comments and recommendations raised within this report are based on observations and discussions held with senior management relating to the key review areas. We raise these comments and recommendations in accordance with best practice guidelines.

Furthermore, during our limited review of the City of Busselton IT environment which forms part of the risk management section of our review, we identified the Office of the Auditor General had completed an Information Systems Performance Audit with the final report dated 8 December 2022. Our review has indicated action taken to date with respect to the Information Systems Performance Audit findings is being regularly monitored and reported by the IT department. As a result, findings reported within the Information Systems Performance Audit report have not been reported within this report unless they specifically relate to an area we are required to report on within our risk management review scope. We recommend the City continue to progress with the actions required resulting from this Information Systems Performance Audit accordingly.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.

The following tables provide a summary of the findings raised in this report:

	Extreme Risk	High Risk	Medium Risk	Low Risk
Number of new issues reported	0	1	7	4

For details on the review rating criteria, please refer to Section 5.

Ref	Issue	Risk Rating
Risk management		
2.2.1	**Risk Management Framework and Risk Reporting** Further enhancements recommended with respect to risk management and reporting including management through a centralised online system managed by a dedicated team.	**High**
2.2.2	**Emergency Risks and Response Management** Further enhancements recommended with respect to emergency risk documentation and management of brigades, emergency facilities and service level emergency equipment.	**Medium**
2.2.3	**Misconduct, Fraud and Corruption Policy** Suggest a formal Fraud and Corruption Control Plan be developed and implemented throughout the City. Also recommend the development of a communications strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan.	**Medium**
2.2.4	**Contract Management** The City does not have a Contractor Management Framework or dedicated contract manager to oversee contracts.	**Medium**
2.2.5	**Tender Management** Various documents in respect to two tenders selected by us for testing were unavailable. Recommend Council consider developing a policy for post tender reviews.	**Medium**
2.2.6	**Risk Management Policies and Procedures** A number of policies and procedures are outdated, requiring review and some City practices do not have documented policies and/or procedures.	**Medium**
2.2.7	**IT Strategic Plan and Business Continuity Plan Testing** IT Strategic Plan in progress and not yet approved. Business Continuity Plan (Disaster Recovery Plan) not formally tested or reviewed since 2019.	**Medium**
2.2.8	**Lease Management** Recommend ensuring the required insurance coverage is in place by the lessee and current.	**Low**
Internal controls		
3.2.1	**BAS Lodgement Relief** Our inquiries indicated the Finance Coordinator is the only employee with access to the ATO portal to lodge BAS.	**Low**
Legislative compliance		
4.2.1	**Compliance Calendar** The City does not have a centralised Compliance Calendar.	**Medium**
4.2.2	**Audit and Risk Committee** Various enhancements and improvements suggested in relation to the operation of the City's Audit and Risk Committee.	**Low**
4.2.3	**Internal Audit** There is currently no formal internal audit function in place.	**Low**

2. Risk management

2.1. Scope and approach

Our review examined the following areas:

- Whether the Local Government has an effective risk management system and that material operating risks to the Local Government are appropriately considered;
- Whether the Local Government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;
- The internal processes for determining and managing material operating risks in accordance with the Local Government's identified tolerance for risk, particularly in the following areas:
    - Potential non-compliance with legislation, regulations and standards and local government's policies;
    - Important accounting judgements or estimates that prove to be wrong;
    - Litigation and claims;
    - Misconduct, fraud and theft; and
    - Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government;
- Regular risk reports presented to the Audit Committee/Council, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;
- Adequacy of the Local Government processes to manage insurable risks and ensured the adequacy of insurance cover, and if applicable, the level of self-insurance;
- Effectiveness of the Local Government's internal control system with management and the internal and external auditors;
- Whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;
- The Local Government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;
- Audit Committee meeting practices ensuring periodically meeting with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;
- Ascertained whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework and Risk Reporting

Finding Rating: High

Our review of Council's Risk Management Framework ('Framework') and discussions with key City Executive identified the following:

- Risk reports are not presented to the Audit and Risk Committee;
- There is no online centralised system to monitor work, health and safety ("WHS") risks, rather these are manually monitored;
- Corporate risk is managed through a central online system however individual officers are responsible for updating their area risks as they become due; which may result in inconsistencies across departments;
- Previously the City employed a 0.5FTE who was focused on management of corporate risks, however due to recent changes to WHS risks, this position has changed whereby there is now 1FTE focusing on WHS risks only resulting in an identified gap with the management of corporate risks to the desired level; and
- Risk Management Committee Terms of Reference states an annual evaluation of the group's effectiveness is required to be undertaken however this has not occurred due to recent turnover within the team.

Implications / Risks

Without updated policies and procedures and a centralised system to monitor organisation risks, staff may be unaware of Council and management's expectations regarding how to manage City risks.

Recommendation

We recommend the Risk Management Framework:

- Be reviewed and updated on a periodic basis. A comprehensive risk identification process may be required to be completed across all departments;
- Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and Risk Committee on a quarterly basis to report emerging risks and ensure management / Council are notified of how risks are being managed;
- WHS risk management be matured through the implementation of an online centralised system;
- Corporate risk be managed by a dedicated risk officer; and
- The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.

Management Comment

The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: **Sarah Pierson, Manager Governance and Corporate Services**

Completion Date: **31 December 2023**

2.2.2. Emergency Risks and Response Management

Finding Rating: Medium

Our discussions with key City Executive relating to emergency risks management identified the following:

- There is no current risk register maintained for brigades resulting in gaps in the risk documentation identification and treatment strategies for emergency risks. An identification process for linking risk assessment with DFES requirements, training, reporting and sharing of information may be required;
- Bushfire management plan requires updating to comply with DFES required format;
- The City does not manage brigade structures and the management of emergency facilities is reactive rather than pro-active, i.e. there is no preventative maintenance plan for facilities such as painting schedule etc. Furthermore a regular walk through of brigade facilities is not currently being undertaken; and
- Service level emergency assets are not recorded on a register and there is no replacement program in place including how funding will be sourced (example: water tanks located on subdivisions gifted to the City many years ago).

Implications / Risks

Without effective risk management of brigades, emergency facilities and emergency assets, the City may be exposed to uncontrolled risks which could have catastrophic consequences and reputational impacts.

Recommendation

We recommend:

- Risk register be introduced for specific emergency services and brigades to identify, treat and monitor risks;
- The bushfire management plan be updated as required by DFES with appropriate approval and communication of the revised plan;
- A preventative maintenance and management plan be documented and implemented for brigade structures and emergency facilities including regular walkthrough of facilities; and
- Service level emergency assets be recorded on a centralised register with an initial complete identification process undertaken as the initial step and development of a replacement program considered.

Management Comment

The City accepts the findings and recommendations and have begun taking tangible steps towards addressing this risk including:

- Completing a WHS audit of emergency services and brigade management processes which will include establishment of a risk register, treatments, monitoring, and reporting. It is envisaged this mitigation work will be completed within the 2023/24 financial year.
- A holistic review of its existing Bushfire Risk Management Plan, due for review in the 2024/25 financial year. DFES are currently reviewing the State bush fire risk management planning format and required inclusions, which will inform the review.
- Development of an inventory and condition assessment of brigade structures and facilities and development of a brigade facility asset management plan; expected to be completed in the 2023/24 financial year.
- Development of an emergency management asset plan through an analysis of service level emergency assets and funding gaps / priorities.

Responsible Officer: **Rachel Runco, Manager Regulatory Services**

Completion Date: **30 June 2024 – emergency services audit and risk register, and asset management planning.**

30 June 2025 – review of Bushfire Risk Management Plan.

2.2.3. Misconduct, Fraud and Corruption Policy

Finding Rating: Medium

Our review of the current Misconduct, Fraud and Corruption Policy indicated the Policy is very limited in guidance and related processes.

Furthermore, our inquiries indicate that the Shire has not developed an ethics, fraud and corruption communications and training strategy nor are employees required to complete ethics and/or fraud and corruption awareness training.

Implications / Risks

- Risk governance and oversight responsibilities not being met.
- City employees may not understand their responsibilities with respect to misconduct, fraud and corruption.

Recommendation

We recommend that a formal Fraud and Corruption Control Plan be developed and implemented throughout the City.

The Fraud and Corruption Control Plan should incorporate:

- The City's approach to controlling fraud and corruption at a strategic, tactical and operational levels;
- The Shire's intended action in implementing and monitoring the City's fraud and corruption prevention, detection and response initiatives;
- Any existing policies dealing with fraud and corruption risk; and
- The roles and responsibilities, reporting lines of all personnel involved.

The Fraud and Corruption Control Plan should be reviewed every two years.

Furthermore, we recommend the development of a communications strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan. The strategy could include processes for:

- Ensuring all appropriate employees receive training on ethics related documents and other elements of the City's Integrity Framework at induction and throughout the period of their employment;
- Ensuring all employees receive regular fraud awareness training appropriate to their level of responsibility;
- Ensuring updates and changes to fraud-related policies, procedures, the ethical documents and other ethical pronouncements are effectively communicated to all employees; and
- Encouraging employees to report any suspected incidence of fraud or corruption.

Management Comment
Previous governance reviews have identified a similar finding in regards to having a formal Fraud and Corruption Control Plan, however work to develop this has been considered a lower or future priority noting Code of Conduct training is provided to all staff every 2 years and through new staff inductions. Having said that, we will progress work towards the development of a formal plan. The City's Induction program is currently under review and we will also look to increase fraud awareness and ethics training as part of that and as part of our next Code of Conduct training.

Responsible Officer: **Sarah Pierson, Manager Governance and Corporate Services**

Completion Date: **30 June 2024**

2.2.4. Contract Management
Finding Rating: Medium

We noted the following in respect to our review of contract management:

- The City does not have a contract management framework outlining the consistent approach to be undertaken for all City contracts;
- There is no dedicated contract manager to oversee contracts;
- There is no centralised register of City contracts, including variations maintained;
- Testing of 4 service contracts identified the following:
  - 2 instances where the OSH Obligations form had been signed by the contractor, however the City representative had not counter-signed the form;
  - An instance where the OSH Obligations form could not be provided;
  - 3 service contracts where there was no documentation maintained to evidence contractor induction;
  - An instance where a contract variation memo had not been signed by the CEO as approval;
  - 3 instances where current insurances could not be provided (i.e. insurances maintained on file were out of date);
  - The contract with the contractor providing access control system servicing and upgrading services expired in 2022; and
  - No evidence provided relating to contractor performance review.

Implications / Risks

- The City is potentially exposed to risks due to contractor non-compliance with contract terms and conditions.
- Risk contract risks are not identified, assessed and consistently managed throughout the contract.
- Risk that findings and results from a contract are not used to improve future contract processes conducted by the City.

Recommendation
We recommend Council consider:

- A contract management framework be developed incorporating policies and procedures relating to contract management;

- Consideration be given to a dedicated department which is designated responsibility to oversee contract management;
- A detailed and centralised contracts register be maintained and updated as required;
- OSH obligations forms are obtained for all contracts and signed by both the contractor and the City representative;
- Documentation to evidence contractor induction be retained;
- Contract variations be approved;
- Current insurances for City contractors be obtained and a system be implemented whereby a notification is issued when contractor insurances are due to expire;
- Contracts due to expire are re-negotiated / compliance with City procurement processes complied with; and
- A contractor performance review be designed and implemented.

Management Comment
We accept the recommendation to consider improved and more centralised management of contracts, noting the following:

- a contract management framework is likely to be required however there are concerns about how effective such a framework will be without centralised oversight or management of contracts;
- a dedicated department with responsibility for contract management is supported if achievable with existing resources (consider whether procurement and contract management functions could be centralised);
- a contracts register is a high priority with Local Government reform likely to require public registers of certain contracts in the short to medium term;
- contractor work health safety oversight and inductions as well as insurances are areas for improvement;
- an IT solution (TechnologyOne or otherwise) should be considered as a contract register and for managing contracts (manage contract expiry, insurances, required documentation call ups etc.); and
- the City has contractor performance review documentation which is available on the intranet procurement page. The use of the documentation is not mandated and it is acknowledged that it is not well utilised.

Further consideration and determination of these matters will be undertaken by the end of 2023.

Responsible Officer: **Ben Whitehill, Manager Legal and Property Services**

Completion Date: **31 December 2023**

2.2.5. Tender Management
Finding Rating: Medium

We noted the following for the one of the two tenders selected for testing:

Tender 04/22
The following documents were not provided to us at the time or subsequent to our onsite review:

- Post tender review. Our inquiries indicated there is no policy in place which requires officers to undertake a post project / tender review process.

Implications / Risks

- Risk of non-compliance with internal documentation requires.
- Lack of documentation to support project evaluation outcomes.

Recommendation

We recommend:

- All tender documentation be completed in full and retained; and
- A formal post tender/ project review process be developed for projects exceeding a predetermined dollar value or considered to be high risk.

Management Comment

The City has post tender / project review documentation which is available on the City's intranet procurement page. The use of the documentation is not mandated and it is acknowledged that it is generally not well utilised. Similar to the comments for contract management centralisation of procurement and contract management functions would facilitate reductions in risk, but is subject to resourcing limitations.

Responsible Officer: **Ben Whitehill, Manager Legal and Property Services**

Completion Date: **31 December 2023**

2.2.6. Risk Management Policies and Procedures

Finding Rating: Medium

While competing a review of the City's internal risk management policies and procedures, we noted:

(A) **<u>No Policy or Procedure</u>**

No policies or procedures in place in respect to:

- Specimen signature for officers with delegated authority.

(B) **<u>Potential Out of Date Documents</u>**

Document	Last Revision Date / Comments
Code of Conduct – Employees	Approved 24 May 2021. Does not specify next scheduled review date
Code of Conduct for Council Members, Committee Members and Candidates	Approved 28 April 2021. Does not specify next scheduled review date
Contractor OHS Management Operational Practice	21 October 2019 Stated next review due 3 yearly - 21 October 2022
Drug and Alcohol Staff Management Practice	18 May 2018 Stated next review due 6 monthly - 18 November 2018
OSH Objectives and Targets Operational Practice	3 September 2019 Stated next review due 3 yearly – 3 September 2022
Personal Protective Equipment Operational Practice	5 May 2020 Stated next review due 3 yearly – 5 May 2023

Misconduct, Fraud and Corruption Council Policy	27 August 2019 Stated next review due 3 yearly – 27 August 2022
Media and Public Statements Council Policy	12 February 2020 Stated next review due 3 yearly – 12 February 2023
Environment Council Policy	10 October 2018 Stated next review due 3 yearly – 10 October 2021
Bushfire Risk Management Plan 2019-2024	Plan refers to AS/NZS ISO 31000:2009 which has been replaced with 2018 version.
Asset Management Council Policy	2 November 2019 Stated next review due 3 yearly – 2 November 2022
Events Council Policy	12 August 2020 Stated next review due 3 yearly – 12 August 2023
Waste Collection Services Council Policy	31 October 2019 Stated next review due 3 yearly – 31 October 2022
Waste Management Facility and Plant reserve Council Policy	12 September 2018 Stated next review due 3 yearly – 12 September 2021
Social Media Personal Use Operational Practice	19 June 2018 Stated next review due 3 yearly – 19 June 2021
Performance Improvement and Discipline Operational Practice	June 2017 Stated next review every 2 years – June 2019
Numerous Policies and Operational Practices	Approved by former CEO, Mike Archer

Our review of policies and procedures was limited to those which were provided during our onsite visit.

Implications / Risks
Lack of policies and/or procedure evidencing specific risks to the City. In addition, outdated policies and procedures may not reflect the actual practices followed by City representatives.

Recommendation
We recommend the following:

- Policies and procedures be developed and implemented for those identified areas of risk highlighted at (A) above; and
- Those potentially out of date policies and procedures identified (B) above, be reviewed and updated accordingly.

Management Comment
The City acknowledges there are a number of policies and procedures that are due for review. As noted during the Audit a review schedule has been put in place with completion of the reviews by the end of the 2023/2024 financial year.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: **30 June 2024**

2.2.7. IT Strategic Plan and Business Continuity Plan Testing

Finding Rating: Medium

We noted the following with respect to IT Strategies (and risk management) and the Business Continuity Plan (Disaster Recovery Plan):

- The City of Busselton Strategic IT Plan is currently in draft and not yet formally adopted; and
- Testing of the Business Continuity Plan / Disaster recovery Plan was last completed in 2019 with no formal testing or review since this date.

Implication / Risk

- Lack of approved documentation outlining the City's IT strategies.
- Risk of significant delays and business interruption in the event of unforeseen events.
- Risk of inappropriate preparation for business interruption events identified in the Business Continuity Plan.

Recommendation

We recommend:

- The IT Strategic Plan be finalised and approved for implementation; and
- The Business Continuity Plan be tested on pre-determined basis to ensure that in the event of a disaster, appropriate actions can be taken.

Management Comment

Development of the ICT Strategic Plan is ongoing and will be a focus between now and it's delivery. We are aiming to have this completed and published by 30 September 2023.

The Business Continuity Plan (BCP) will be tested by the end of the 2023 calendar year, with a regular testing schedule determined.

The updated ICT Disaster Recovery Plan (DRP) has been drafted and is being reviewed by relevant members of the ICT team. We are aiming to have this completed and published by 30 June 2023. A tabletop exercise to test the ICT DRP will be scheduled once it has been published to raise awareness within the team and test the processes to make sure they are accurate.

Responsible Officer: **Tim Allignham, Manager Information Services**

Completion Date: **31 December 2023**

2.2.8. Lease Management

Finding Rating: Low

Overall our review and testing of processes in place relating to lease management indicated internal controls are adequate and have been effectively implemented for the review period.

However we noted one instance whereby current insurance had not been obtained for the Busselton Bowling Club (insurance certificate of currency maintained on file expired 21 September 2021).

Implications / Risks
The City is potentially exposed to risks due to lessee's non-compliance with lease terms and conditions.

Recommendation
We recommend current insurances be obtained as required by City leases and a system be implemented whereby a notification is issued when lease insurances are due to expire.

Management Comment
The City has a call up system for expired certificates of currency for leases. In the particular example cited the insurance was followed up in September 2022 but the officers were not provided with updated certificates of currency by the Busselton Bowling Club. Unfortunately this was not further followed up. Controls will be put in place to ensure that in further follow ups occur.

Responsible Officer: **Ben Whitehill, Manager Legal and Property Services**

Completion Date: **30 June 2023**



AMD
CHARTERED ACCOUNTANTS

3. Internal controls

3.1. Scope and approach

Our review examined the following areas:

- Segregation of roles and functions, processing and authorisation controls;
- Delegations of authority (completeness and adherence);
- Documented policies and procedures;
- The effectiveness of policy and process reviews;
- Approval of documents, letters and financial records;
- Management internal reviews undertaken in respect to comparison of internal data with external sources of information;
- The adequacy of internal controls;
- Security controls in respect to physical access to assets and records;
- Security controls in respect to computer applications and information systems (general and application IT controls);
- Access limits placed on data files and systems;
- Whether the maintenance and review of financial control accounts and trial balances is regular and appropriate;
- Key management internal reviews undertaken in respect to comparison and analysis of financial results with budgeted amounts;
- Key management internal reviews undertaken in respect to the arithmetical accuracy and content of records;
- Controls in respect to purchasing and payment of accounts;
- Effectiveness of the training and development plan for staff and elected members;
- Reporting, review and approval of financial payment and reconciliations; and
- Physical cash and inventory count records when compared to accounting records.

3.2. Detailed findings and recommendations

3.2.1. Business Activity Statement ("BAS") Lodgement Relief

Finding Rating: Low

Our inquiries indicated the Finance Coordinator is the only employee with access to the portal to lodge BAS.

Implications/Risks

Lack of backup and relief for a key legislative compliance function.

Recommendation

We recommend an additional delegated employee be provided access to the portal to lodge BAS in case the Finance Coordinator was not available.

Management Comment

We will provide additional employees with access to the portal as recommended.

Responsible Officer: **Paul Sheridan, Manager Financial Services**

Completion Date: **31 December 2023**

4. Legislative compliance

4.1. Scope and approach

Our review examined the following areas:

- Internal monitoring of compliance with legislation and regulations;
- The Local Government's ability to stay informed regarding legislative changes;
- The Local Government's completion of the annual Compliance Audit Return and reporting the results of that review to the Audit Committee and Council;
- The monitoring of the Local Government's structured guidelines that detail the Local Government's processes for meeting statutory obligations (compliance frameworks);
- Communications between key management and the Audit Committee to ensure the Audit Committee is informed in respect to the effectiveness of the Local Government's compliance and recommendations for changes as required;
- The Local Government's procedures in respect to receiving, retaining and handling complaints, including confidential and anonymous employee complaints;
- Key managements internal review processes in respect to the identification of adverse trends and management plans to address these;
- Management disclosures in financial reports of the effect of significant compliance issues (if any);
- The internal and / or external audit contracts include an assessment of compliance and ethics risks in the development of the audit plan and in the conduct of audit projects, and report compliance and ethical issues to the Audit Committee; and
- The Audit Committee's processes and procedures in respect to compliance with legislative and regulatory compliance ensuring no misuse of position through adequate disclosure of conflicts of interest.

4.2. Detailed findings and recommendations

4.2.1. Compliance Calendar

Finding Rating: Medium

We noted the City does not have a centralised Compliance Calendar.

Implications / Risks

Risk of non-compliance with legislative requirements.

Recommendation

We recommend the City develop a centralised Compliance Calendar to be accessed and utilised by individual City staff as required.

Management Comment

The City has recently purchased the Attain compliance system for management of its returns, delegations, and gift processes. There is also a compliance calendar module which allows for scheduling of key compliance tasks, and which will be implemented by the end of the 2023/2024 financial year. Officers understand through discussions during the audit that this recommendation is broader in nature and is more focused on development of a register of legislative requirements by position. Clarification as to the focus of this recommendation is sought, although the City will consider development of such a register. In terms of priorities and resourcing however it is considered to be a lower priority than other recommendations.

Responsible Officer: **Sarah Pierson, Manager Governance and Corporate Services.**

Completion Date: **30 June 2024**

4.2.2. Audit and Risk Committee

Finding Rating: Medium

We noted the following:

- There are no risk reports presented to the Audit and Risk Committee;
- Audit and Risk Committee meeting agendas do not include a standing agenda item to update the status of actions previously tabled and agreed; and
- Audit and Risk Committee agendas do not include a standing item regarding effectiveness of compliance at the City.

Implications/Risks

- Risk of governance and oversight responsibilities not being met.
- Risk the Local Government Act and Regulations are not being regularly assessed.

Recommendation

We recommend:

- Risk reports be presented at each Audit and Risk Committee meeting;
- Audit and Risk Committee meeting agendas include a standing item relating to updating on the status of actions previously tabled, and the discussion of risk; and

- Audit and Risk Committee meeting agendas include a standing item relating to compliance and the effectiveness of compliance at the City.

Management Comment
The City acknowledges and accepts the recommendations in relation to risk reports being presented to the Audit and Risk Committee meeting and a standing item being presented in relation to previously tabled actions. As per earlier comments, the City's risk management function is operating at a basic level of maturity and requires additional resourcing.

In relation to the recommendation for a standing agenda item relating to the effectiveness of compliance at the City, the City notes it annually provides a Compliance Audit Return to the Committee along with findings from the annual OAG Financial and IT Audits. The City is not clear on what additional reporting in relation to legislative compliance would achieve, noting we do support the recommendation below in relation to internal audit.

Responsible Officer: **Sarah Pierson, Manager Governance and Corporate Services**

Completion Date: **30 June 2024**

4.2.3. Internal Audit
Finding Rating: Low

We noted that the City does not currently have a formal documented internal audit program in place.

Implications/Risks
Risk of non-compliance with Department of Local Government, Sport and Cultural Industries Guidelines recommended practices.

Recommendation
The Department of Local Government, Sport and Cultural Industries guidelines recommend an internal audit function be established incorporating an internal audit program which is re-assessed annually.

We recommend the City consider an internal audit function overseen by the Audit and Risk Committee.

Management Comment
The City is audited on a regular basis by the OAG in relation to its financial systems and processes and also information management systems. The City has, in addition, been considering the development of a broader internal audit function and has commenced discussions with other local governments as well as AMD in relation to the structure and options for such a function. The City will prepare a report for the Audit and Risk Committee in relation to this, noting it will have resourcing implications.

Responsible Officer: **Sarah Pierson, Manager Governance and Corporate Services**

Completion Date: **30 September 2023**

Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

The risk guidelines stated below are based on the City of Busselton's 2021 Risk Management Framework.

Our guidance to risk classification in completing our review is as follows:
Measure of Likelihood of Risk
Likelihood is the chance that the event may occur given knowledge of the organisation and its environment.

The following tables provide broad descriptions to support the likelihood rating:

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	M11	H16	H20	E23	E25
	Likely	L7	M12	H17	H21	E24
	Possible	L4	M8	M13	H18	E22
	Unlikely	L2	L5	M9	M14	H19
	Rare	L1	L3	L6	M10	M15

Where:

L	= Low Risk
M	= Medium Risk
H	= High Risk
E	= Extreme Risk

**Above Extracted from the City's Risk Management Framework.*

Rating	Description	Frequency
Rare	May occur but only in exceptional circumstances	1 in 10,000 - 100,000 Less than once in fifteen years
Unlikely	Could occur at some time	1 in 1,000 to 10,000 At least once in fifteen years
Possible	Should occur at some time in the future	1 in 100 - 1,000 At least once in five years
Likely	Will probably occur in most circumstances	1 in 10 - 100 At least once a year
Almost Certain	Is expected to occur in most circumstances	> 1 in 10 More than once a year

**Above Extracted from the City's Risk Management Framework.*

Measure of Consequence of Risk

Consequence is the severity of the impact that would result if the event were to occur. The following table provides broad descriptions to support the consequence rating:

Rating	Insignificant	Minor	Moderate	Major	Catastrophic
Public Health / Safety	First aid injury	Medical treatment injury	Hospitalisation injury	Multiple serious injuries causing hospitalisation	Death or permanent disability
OSH	First aid injury	Medical treatment injury	Lost Time Injury (< 30 days)	Lost Time Injury (> 30 days)	Death or permanent disability
Financial	< $ 25k	$ 25k to $250k	$ 250k to $ 1m	$ 1m to $ 10m	> $ 10m
Operational	Inconvenient delays with recovery within acceptable timeframe	Moderate delays to service delivery with unacceptable recovery time or inconvenient delays to major deliverables	Significant delays to service delivery with unacceptable recovery time or significant delays to major deliverables	Interruption of service delivery > 1 month or non-achievement of key objectives	Indeterminate prolonged interruption of services – non-performance > 3 months
Reputational	Minor adverse local community comment or complaint	Minor media interest with low news profile, e.g. local paper	Public embarrassment, moderate news profile (including TV)	High news profile, third party action(e.g. legal)	Widespread national news profile, formal government inquiry
Environmental	Brief pollution but no environmental harm	Minor environmental harm	Moderate environmental harm with mid term recovery	Significant long term environmental harm	Catastrophic, long term environmental harm

**Above Extracted from the City's Risk Management Framework.*

BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

City of Busselton

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Busselton* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the City of Busselton Bush Fire Brigades Local Law.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

"***Act***" means the *Bush Fires Act 1954*;

"***brigade area***" is defined in clause 2.2(1)(b);

"***brigade member***" means any member referred to in clause 4.1;

"***brigade officer***" means a person holding a position on the committee of the bush fire brigade, whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

"***Bush Fire Advisory Committee***" means the persons appointed to a bushfire advisory committee in accordance with section 67 of the Act;

"***bush fire brigade***" is defined in section 7 of the Act;

"***Bush Fire Operating Procedures***" means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

"***CEO***" means the chief executive officer of the City of Busselton;

"***Council***" means the Council of the local government;

"***Department***" means the Department of Fire and Emergency Services of Western Australia;

"***district***" means the district of the local government;

"***fire fighting member***" means a registered operational member of a brigade and is defined in clause 4.2;

"***local government***" means the City of Busselton;

~~"~~***normal brigade activities***~~"~~ is defined in section 35A of the Act;

~~"~~***Regulations***~~"~~ means Regulations made under the Act; ~~and~~

~~"~~***Rules***~~"~~ means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule; and~~.~~

Schedule means a schedule to this local law.

(2) In this local law, unless the context otherwise requires, a reference to –
(a) a Bush Fire Control Officer;
(b) a Captain;
(c) a First Lieutenant;
(d) a Second Lieutenant;
(e) any additional Lieutenants;
(f) an Equipment Officer;
(g) a Brigade Training Officer;
(h) a Secretary.
(i) a Treasurer; or
(j) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The *By-laws of the Busselton Shire Council relating to the establishment, maintenance and equipment of Bush Fire Brigades for the Shire or any part of the Shire of Busselton*, published in the government gazette on 31 October 1968, are repealed.

1.4 Application

This local law applies throughout the district.

1.5 Commencement

This local law comes into operation on the 14th day after the date of its publication on the *Government Gazette.*

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

(1) On establishing a new bush fire brigade under clause 2.1(1) the local government is to –
  (a) give a name to the bush fire brigade;
  (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **"brigade area"**); and
  (c) appoint –
    (i) a Captain;
    (ii) a First Lieutenant;
    (iii) a Second Lieutenant;
    (iv) additional Lieutenants if the local government considers it necessary;
    (v) a Brigade Training Officer;
    (vi) an Equipment Officer;
    (vii) a Secretary;
    (viii) a Treasurer; or
    (ix) a Secretary/Treasurer combined; and
    (x) any other position deemed necessary for the effective management of brigade activities.

(2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.

(3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

(2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior ranked bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule~~Schedule 1~~.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

(1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
   (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
   (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
   (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

(2) In this clause –
"commencement day" means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

(a) provide leadership to volunteer bush fire brigades;
(b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
(c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
(d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting prior to 31 May each financial year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, a minimum of one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

(1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer along with a list of elected office bearers and their contact details within one month after the meeting.
(2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –

(a) Bush Fire Advisory Committee; or
(b) Council, if there is no Bush Fire Advisory Committee,
following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person or persons for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –
(a) fire fighting members;
(b) trainee members;
(c) associate members;
(d) cadet members; and
(e) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal brigade activities, and have completed the required training qualifications as determined by the local government.

4.3 Trainee members

Members joining a bush fire brigade shall be classified as trainee members until they have completed the required training qualifications as determined by the local government from time to time.

4.4 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.5 Cadet members

Cadet members are –

(a) to be aged 11 to 15 years;
(b) to be admitted to membership only with the consent of their parent or guardian;
(c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
(d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
(e) ineligible to vote at bush fire brigade meetings;
(f) not to be assigned ranks under the Department's rank structure.

4.6 Honorary life member

(1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
(2) No membership fees are to be payable by an honorary life member.

4.7 Notification of membership

No later than 30 June in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

(a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances and the provision of training; and
(b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 28 February in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

"***absolute majority***" means a majority of more than 50% of the number of:

(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or

(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

"***Committee***" means the Committee of the bush fire brigade;

"***local law***" means the City of Busselton Bush Fire Brigades Local Law; and

"***normal brigade activities***" is defined by section 35A of the Act

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

(a) the normal brigade activities; and

(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

(a) the qualifications required;

(b) fees payable, if any;

(c) a requirement to serve a probationary period;

(d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership must –
(a) be in the form determined by the CEO;
(b) be signed by the applicant;
(c) provide the information required in the form; and
(d) be forwarded to the Secretary.

2.5 Decision on application for membership

(1) The Committee may –
(a) approve an application for membership unconditionally or subject to any conditions; or
(b) refuse to approve an application for membership.

(2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 City~~DFES~~ to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the City within 14 days of a person being admitted to membership in the form required by the City from time to time.

2.7 Termination of membership

(1) Membership of the bush fire brigade terminates if the member –
(a) dies;
(b) gives written notice of resignation to the Secretary;
(c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
(d) is dismissed by the Committee; or
(e) ceases to be a member or is taken to have resigned under subclause (2)

(2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

(1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
(2) The period of suspension shall be at the discretion of the Committee.
(3) Upon the expiry of the period of suspension the Committee may:
(a) extend the period of suspension;
(b) terminate the membership; or
(c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -
(a) application for membership is refused under clause 2.5(1)(b);
(b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
(c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –
(a) dismissing the objection;
(b) varying the decision objected to; or
(c) revoking the decision objected to, with or without –
    (i) substituting for it another decision; or
    (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of Captain

(1) Subject to subclauses (2) and (3) below, the Captain is to preside at all meetings.

(2) The Captain may appoint another brigade officer to preside at a meeting.

(3) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

(1) The Secretary is to –

(a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a form which shall be available for inspection by brigade members at any reasonable time;
(b) answer all correspondence or direct it appropriately, and keep a record of the same;
(c) prepare and send out all necessary notices of meetings;
(d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

(e) ensure an incident report form is submitted in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
(f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
(g) provide no later than 30 June in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

(2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

(a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
(b) pay accounts as authorized by the Committee;
(c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
(d) be the custodian of all monies of the bush fire brigade; and
(e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
(f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Brigade Training Officer

(1) The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the local government, including the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.

(2) Duties and Responsibilities of the Brigade Training Officer may include—
(a) Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES;
(b) Ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
(c) Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
(d) Provide mentoring for members who express an interest in training to encourage future facilitators; and
(e) Provide, no later than 1 September of each year, a report to the local government of any identified training needs of the bush fire brigade

3.6 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.7 Storage of equipment

(1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").

(2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.8 Equipment Officer to report

The Equipment Officer is to provide, no later than 30 June of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

(1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.

(2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
- (a) to recommend to the local government amendments to these Rules;
- (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Bush Fire Control Officer, Brigade Training Officer, Equipment Officer and the Lieutenants and any other brigade members as may be determined by the Committee from time to time.

(2) The brigade officers are to -
- (a) be elected at the annual general meeting of the bush fire brigade;
- (b) hold office until the next annual general meeting; and
- (c) be eligible for re-election at the next annual general meeting.

(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.

(4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
- (a) organising and checking equipment;
- (b) requisitioning new or replacement equipment;
- (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- (d) establishing new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
(2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

(1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
(2) At the annual general meeting the bush fire brigade is to –
  (a) elect the brigade officers from among the brigade members;
  (b) consider the Captain's report on the year's activities;
  (c) adopt the annual financial statements;
  (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  (e) deal with any general business.
(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

(1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
(2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

(1) The brigade shall supply on request to the City the brigade's full financial records for the financial year.
(2) The City may request the brigade's financial and accounting records for a review at any time.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

(1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.

(2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

(1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
(2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
(3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on (whether electronically or otherwise) only jointly by any 2 of the Captain, Secretary or Treasurer.
(2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to be the two signatories referred to in subclause (1).

7.5 Disclosure of interests

(1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
(2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
(3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

(1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
(2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
(3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

(1) Notices of meetings of the bush fire brigade are to be in writing and sent (by ordinary post or electronic communication) to the registered address of each brigade member.
(2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
(3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
(4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
    (a) in writing;
    (b) unless otherwise specified, given to or by the Secretary;
    (c) given by –
        (i) personal delivery;
        (ii) electronic communication;
        (iii) post; or
        (iv) facsimile transmission;
    (d) taken to have been received, as the case may be –
        (i) at the time of personal delivery;
        (ii) on the following day following the receipt of the electronic communication;
        (iii) 2 business days after posting; or
        (iv) on the printing of the sender's transmission report.

8.2 Proxies

(1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
(2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
(3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
(4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
(5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
(6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
(7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

"PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING TO BE HELD ON [DATE]

I, _____,
Being a brigade member appoint _____ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION	FOR	AGAINST	ABSTAIN
1.			
2.			

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.
Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this day of 20 . . . . . .

Dated this of 2023.

The Common Seal of the City of Busselton was affixed by authority of a resolution of the Council in the presence of—

GRANT DOUGLAS HENLEY, Mayor

ANTHONY GRAHAM NOTTLE, Chief Executive Officer

BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

City of Busselton

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Busselton* resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the City of Busselton Bush Fire Brigades Local Law.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means any member referred to in clause 4.1;

brigade officer means a person holding a position on the committee of the bush fire brigade, whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

Bush Fire Advisory Committee means the persons appointed to a bushfire advisory committee in accordance with section 67 of the Act;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

CEO means the chief executive officer of the City of Busselton;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the local government;

fire fighting member means a registered operational member of a brigade and is defined in clause 4.2;

local government means the City of Busselton;

normal brigade activities is defined in section 35A of the Act;

Regulations means Regulations made under the Act;

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule; and

Schedule means a schedule to this local law.

(2) In this local law, unless the context otherwise requires, a reference to –
(a) a Bush Fire Control Officer;
(b) a Captain;
(c) a First Lieutenant;
(d) a Second Lieutenant;
(e) any additional Lieutenants;
(f) an Equipment Officer;
(g) a Brigade Training Officer;
(h) a Secretary.
(i) a Treasurer; or
(j) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The *By-laws of the Busselton Shire Council relating to the establishment, maintenance and equipment of Bush Fire Brigades for the Shire or any part of the Shire of Busselton*, published in the government gazette on 31 October 1968, are repealed.

1.4 Application

This local law applies throughout the district.

1.5 Commencement

This local law comes into operation on the 14th day after the date of its publication on the *Government Gazette.*

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

(1) On establishing a new bush fire brigade under clause 2.1(1) the local government is to –
  (a) give a name to the bush fire brigade;
  (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **"brigade area"**); and
  (c) appoint –
    (i) a Captain;
    (ii) a First Lieutenant;
    (iii) a Second Lieutenant;
    (iv) additional Lieutenants if the local government considers it necessary;
    (v) a Brigade Training Officer;
    (vi) an Equipment Officer;
    (vii) a Secretary;
    (viii) a Treasurer; or
    (ix) a Secretary/Treasurer combined; and
    (x) any other position deemed necessary for the effective management of brigade activities.

(2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.

(3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

(2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior ranked bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

(1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
   (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
   (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
   (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

(2) In this clause –
"commencement day" means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

(a) provide leadership to volunteer bush fire brigades;
(b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
(c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
(d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting prior to 31 May each financial year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, a minimum of one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

(1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer along with a list of elected office bearers and their contact details within one month after the meeting.
(2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –

(a) Bush Fire Advisory Committee; or
(b) Council, if there is no Bush Fire Advisory Committee,
following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person or persons for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –
(a) fire fighting members;
(b) trainee members;
(c) associate members;
(d) cadet members; and
(e) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal brigade activities, and have completed the required training qualifications as determined by the local government.

4.3 Trainee members

Members joining a bush fire brigade shall be classified as trainee members until they have completed the required training qualifications as determined by the local government from time to time.

4.4 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.5 Cadet members

Cadet members are –

(a) to be aged 11 to 15 years;
(b) to be admitted to membership only with the consent of their parent or guardian;
(c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
(d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
(e) ineligible to vote at bush fire brigade meetings;
(f) not to be assigned ranks under the Department's rank structure.

4.6 Honorary life member

(1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
(2) No membership fees are to be payable by an honorary life member.

4.7 Notification of membership

No later than 30 June in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

(a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances and the provision of training; and
(b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 28 February in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

absolute majority means a majority of more than 50% of the number of:

(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or

(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

Committee means the Committee of the bush fire brigade;

local law means the City of Busselton Bush Fire Brigades Local Law; and

normal brigade activities is defined by section 35A of the Act

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

(a) the normal brigade activities; and

(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

(a) the qualifications required;

(b) fees payable, if any;

(c) a requirement to serve a probationary period;

(d) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership must –
(a) be in the form determined by the CEO;
(b) be signed by the applicant;
(c) provide the information required in the form; and
(d) be forwarded to the Secretary.

2.5 Decision on application for membership

(1) The Committee may –
(a) approve an application for membership unconditionally or subject to any conditions; or
(b) refuse to approve an application for membership.

(2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 City to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the City within 14 days of a person being admitted to membership in the form required by the City from time to time.

2.7 Termination of membership

(1) Membership of the bush fire brigade terminates if the member –
(a) dies;
(b) gives written notice of resignation to the Secretary;
(c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
(d) is dismissed by the Committee; or
(e) ceases to be a member or is taken to have resigned under subclause (2)

(2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

(1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
(2) The period of suspension shall be at the discretion of the Committee.
(3) Upon the expiry of the period of suspension the Committee may:
(a) extend the period of suspension;
(b) terminate the membership; or
(c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -
(a) application for membership is refused under clause 2.5(1)(b);
(b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
(c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –
(a) dismissing the objection;
(b) varying the decision objected to; or
(c) revoking the decision objected to, with or without –
    (i) substituting for it another decision; or
    (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of Captain

(1) Subject to subclauses (2) and (3) below, the Captain is to preside at all meetings.

(2) The Captain may appoint another brigade officer to preside at a meeting.

(3) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

(1) The Secretary is to –

(a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a form which shall be available for inspection by brigade members at any reasonable time;
(b) answer all correspondence or direct it appropriately, and keep a record of the same;
(c) prepare and send out all necessary notices of meetings;
(d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

(e) ensure an incident report form is submitted in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
(f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
(g) provide no later than 30 June in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

(2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

(a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
(b) pay accounts as authorized by the Committee;
(c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
(d) be the custodian of all monies of the bush fire brigade; and
(e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
(f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Brigade Training Officer

(1) The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the local government, including the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.

(2) Duties and Responsibilities of the Brigade Training Officer may include—
(a) Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES;
(b) Ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
(c) Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
(d) Provide mentoring for members who express an interest in training to encourage future facilitators; and
(e) Provide, no later than 1 September of each year, a report to the local government of any identified training needs of the bush fire brigade

3.6 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.7 Storage of equipment

(1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").

(2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.8 Equipment Officer to report

The Equipment Officer is to provide, no later than 30 June of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

(1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.

(2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
- (a) to recommend to the local government amendments to these Rules;
- (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Bush Fire Control Officer, Brigade Training Officer, Equipment Officer and the Lieutenants and any other brigade members as may be determined by the Committee from time to time.

(2) The brigade officers are to -
- (a) be elected at the annual general meeting of the bush fire brigade;
- (b) hold office until the next annual general meeting; and
- (c) be eligible for re-election at the next annual general meeting.

(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.

(4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days' notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
- (a) organising and checking equipment;
- (b) requisitioning new or replacement equipment;
- (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
- (d) establishing new procedures in respect of any of the normal brigade activities; and
- (e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
(2) At least 2 days' notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

(1) At least 7 days' notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
(2) At the annual general meeting the bush fire brigade is to –
    (a) elect the brigade officers from among the brigade members;
    (b) consider the Captain's report on the year's activities;
    (c) adopt the annual financial statements;
    (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
    (e) deal with any general business.
(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

(1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
(2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

(1) The brigade shall supply on request to the City the brigade's full financial records for the financial year.
(2) The City may request the brigade's financial and accounting records for a review at any time.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

(1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.

(2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

(1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
(2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
(3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on (whether electronically or otherwise) only jointly by any 2 of the Captain, Secretary or Treasurer.
(2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to be the two signatories referred to in subclause (1).

7.5 Disclosure of interests

(1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
(2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
(3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

(1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
(2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
(3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

(1) Notices of meetings of the bush fire brigade are to be in writing and sent (by ordinary post or electronic communication) to the registered address of each brigade member.
(2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
(3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
(4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
    (a) in writing;
    (b) unless otherwise specified, given to or by the Secretary;
    (c) given by –
        (i) personal delivery;
        (ii) electronic communication;
        (iii) post; or
        (iv) facsimile transmission;
    (d) taken to have been received, as the case may be –
        (i) at the time of personal delivery;
        (ii) on the following day following the receipt of the electronic communication;
        (iii) 2 business days after posting; or
        (iv) on the printing of the sender's transmission report.

8.2 Proxies

(1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
(2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
(3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
(4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
(5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
(6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
(7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

"PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING TO BE HELD ON [DATE]

I, _____,
Being a brigade member appoint _____ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION	FOR	AGAINST	ABSTAIN
1.			
2.			

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.
Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this day of 20 . . . . . .

Dated this of 2023.

The Common Seal of the City of Busselton was affixed by authority of a resolution of the Council in the presence of—

_____

GRANT DOUGLAS HENLEY, Mayor

_____

ANTHONY GRAHAM NOTTLE, Chief Executive Officer

Council Policy

Council Policy Name: **Compliance**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Adopted**

1. PURPOSE

1.1. The City applies a range of regulatory powers in providing for the good governance of the people in the District of Busselton. This includes enforcing laws that provide for offences.

1.2. The City's Compliance Policy is directed at:

a. supporting widespread understanding of minimum standards of conduct, and conduct that may render a person liable to prosecution;
b. applying legislation in accordance with the principles of timeliness, fairness, consistency and proportionality;
c. promoting a high level of voluntary compliance with the requirements of legislation, in particular by property owners;
d. supporting the Separation of Powers doctrine, under which the City's role is to take action to enforce laws and the court's role is to determine questions of fact and culpability;
e. taking enforcement action against persons who commit offences;
f. deterring persons from committing offences and protecting the community; and
g. promoting public confidence in the City's administration and exercise of regulatory powers.

2. SCOPE

2.1. This Policy is applicable to all offence (criminal law) provisions of legislation that the City has jurisdiction to enforce.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Compliance"

4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:

a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

5.1. The City respects the fundamental value under our legal and political system of the inherent right of each citizen to freedom of action.

5.2. The City's role is to provide for good governance. This necessitates establishing and enforcing laws (rules) that necessarily impact on the freedom of the individual, where this is considered to be for the greater good of the community.

5.3. The City has the responsibility for taking action to ensure that regulatory (offence) laws are complied with. In carrying out this function, the City expressly acknowledges and respects the presumption of innocence in law, under which all citizens are presumed innocent until proven guilty in a competent court.

5.4. Where the City has information that indicates a potential contravention by a person of a regulatory law, the first principles to apply are as follows:

a. Information about alleged unlawful behaviour may come to the attention of City officers in a number of ways. In the first instance, City officers are to consider whether the information has sufficient substance to warrant further investigation and consideration and undertake any additional preliminary enquiries as may be considered appropriate;
b. Where there is sufficient information to form a preliminary view that a person has engaged in unlawful behaviour, City officers are to consider whether reasonable endeavours to communicate with the person, for the purpose of educating and achieving voluntary compliance, will be sufficient and appropriate to resolve the matter. This may include issuing a statutory notice requiring action to be taken by the person.

5.5. Where City officers form the view that education and negotiation to achieve voluntary compliance is not, or is unlikely to be, either sufficient or appropriate to properly resolve the matter, then consideration is to be given to whether to issue a letter of warning, issue an infringement notice, undertake prosecution action or refer the matter to another jurisdiction.

5.6. The consideration of the alternative courses of action under sub-clause 5.5 is entirely independent of any action taken to carry out remedial work where a statutory notice has been issued but not complied with, including the recovery by the City of costs of carrying out that work. In each case:

a. City officers are to consider the relative merits of the alternative courses of action; and
b. City officers are to provide information where reasonably possible to promote the objectives of education and future voluntary compliance.

5.7. Where the legislation provides for an offence relating to property, City officers are to ensure that the potential liability of any property owner is given consideration. Property includes land, vehicles and animals. Property owners have a primary and continuing responsibility for ensuring that their property is lawfully held, used and maintained.

5.8. The City's compliance actions are to be applied, having regard to the circumstances of each case and the resources available to the City, in accordance with the principles of timeliness, fairness, consistency and proportionality. The City's compliance actions are to be directed at promoting public confidence in the City's administration. Accordingly:

a. Prosecution action is not a 'last resort'; and
b. Prosecution action is to be undertaken whenever the circumstances warrant that action being taken.

5.9. Prior to commencing a prosecution, the City is to determine that the prosecution is in the 'public interest'. This requires the proper consideration of whether there are reasonable prospects of conviction, whether there are any relevant factors that support or do not support the taking of prosecution action, the relative merits of those factors, and not taking into account any irrelevant factors. Regard is to be given to the factors identified in the Director of Public Prosecutions' '**Statement of Prosecution Policy and Guidelines 2018'**.

5.10. Given the basis on which a prosecution is to be commenced, once a decision to prosecute has been made and a prosecution action has commenced, the prosecution action should only be discontinued where there is a sound persuasive basis for doing so.

5.11. Where the City prosecutes a person and the court convicts that person, the City is to give consideration to whether there is benefit in publishing notice of that conviction. Public notice of a conviction may serve to promote the general deterrent effect of prosecution action. Public notice of a conviction may also maintain community confidence that laws made for regulatory purposes will be actively and effectively applied.

5.12. Where the City has determined that it is in the public interest to take prosecution action in any matter, the CEO is to inform the Council of that decision at the next reasonable opportunity. The CEO is also to inform Council upon prosecution action being commenced in court and if, in any case, the prosecution action is withdrawn. Information in respect of prosecution decisions and actions is to be provided to Council on a confidential basis.

5.13. The CEO may make appropriate Staff Management Procedures relating to the processes to be followed, types of considerations to be taken into account and standards to be applied in order to deliver outcomes in accordance with the principles in this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995
6.2. Planning and Development Act 2005
6.3. Building Act 2011
6.4. Public Health Act 2016
6.5. Dog Act 1976 and Cat Act 2011
6.6. Bush Fires Act 1954
6.7. Criminal Procedure Act 2003
6.8. Ranger & Emergency Services Approach to Regulatory Functions, December 2018
6.9. Director Of Public Prosecutions - Statement of Prosecution Policy and Guidelines 2018

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	10 June 2020	**Resolution #**	C2006/045
Previous Adoption	**DATE**	12 September 2018	**Resolution #**	C1809/182

Council Policy

Council Policy Name: **Ranger and Emergency Services – Approach to Regulatory Functions**

Responsible Directorate: **Planning and Development Services** **Version:** **Adopted**

1. PURPOSE

1.1. The purpose of this Policy is to outline the City's approach to the management and enforcement of legislation relevant to rangers and emergency services regulatory functions, with the aim of providing a transparent, consistent and accountable approach to those functions.

2. SCOPE

2.1. This Policy is applicable to the City's enforcement approach in relation to the implementation of the regulatory functions associated with ranger and emergency services including parking control, the enforcement of dog, cat and other animal controls, fire management control, litter control and unauthorised camping.

2.2. The Policy supplements the requirements, direction and advice set out in the City's Compliance Policy, relevant Acts and Regulations and Local Laws.

3. DEFINITIONS

Term	Meaning
Authorised Person	a person appointed under section 9.10 of the *Local Government Act 1995* (LGA) to issue an infringement, a person acting in the course of their duties as an employee of the City or a person authorised to commence prosecution under section 9.24 of the LGA, or otherwise authorised to commence a prosecution or issue an infringement under any other law the City administers
Policy	this City of Busselton Council policy titled "Ranger and Emergency Services Approach to Regulatory Functions"

4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 2. LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
a. 2.2: Work with key partners to facilitate a safe, healthy and capable community.

4.2. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

5.1. The City will enforce the regulatory framework in a consistent, fair and objective manner, whilst promoting positive resident and customer relations, and providing a conscientious and respectful service.

5.2. The City will engage in community education and the provision of information in relation to its regulatory framework as appropriate and as resources allow. The overall objective is to achieve voluntary compliance by the community and visitors to the City

5.3. Statutory compliance, organisational and community priorities, and the availability of organisational resources will guide the enforcement of regulatory frameworks and the operational focus of Authorised Persons, who are expected to use their reasonable judgement and discretion to achieve the objectives of this Policy and the relevant legislation.

5.4. The City will review and amend where appropriate, its regulatory framework on a periodic basis. This process of review will be inclusive of the appropriate consultation and applicable legal and administrative processes.

5.5. The City has developed, and will periodically review and update, a Staff Management Practice to guide the internal procedures/protocols associated with the application of this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. The relevant legislation associated with this Policy includes, but is not limited to, the following:

a. Animal Welfare Act 2002 and associated Regulations
b. Bush Fires Act 1954 and associated Regulations
c. Caravan Parks and Camping Grounds Act 1995 and associated Regulation's
d. Cat Act 2011 and associated Regulations
e. Control of Vehicles (Off-road Areas) Act 1978 and associated Regulation
f. Dog Act 1976 and associated Regulation
g. Litter Act 1979 and associated Regulation
h. Local Government Act 1995 and associated Regulations
i. Activities in Thoroughfares and Public Places and Trading Local Law 2015
j. Dogs Local Law 2014
k. Jetties Local Law 2014
l. Keeping and Control of Cats Local Law 2014
m. Local Government Property Local Law 2010
n. Parking Local Law 2011
o. Waste Local Law 2016

6.2. Council Policy: Compliance

6.3. Staff Management Practice: Ranger and Emergency Services Approach to Enforcement, Reviews and Appeals.

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	12 December 2018	**Resolution #**	C1812/256
Previous Adoption	**DATE**	11 October 2017	**Resolution #**	C1710/243

Document Set ID: 3092323
Version: 3, Version Date: 17/08/2021

Council Policy

Council Policy Name: Compliance and Enforcement

Responsible Directorate: Planning and Development Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to outline the City's approach to compliance and enforcement, with the aim of ensuring a transparent, consistent and accountable approach.

2. SCOPE

2.1. This Policy is applicable to all legislation that the City has jurisdiction to administer and enforce.

3. DEFINITIONS

Term	Meaning
Authorised Person	a person appointed under section 9.10 of the *Local Government Act 1995* (the Act) to issue an infringement, a person acting in the course of their duties as an employee of the City, or a person authorised to commence prosecution under the Act, or otherwise authorised to commence a prosecution or issue an infringement under any other law the City administers.
Policy	this City of Busselton Council policy titled "Compliance and Enforcement"

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan June 2021:

Strategic Theme	Strategic Priority
Key Theme 2 LIFESTYLE	2.2 Work with key partners to facilitate a safe, healthy and capable community
Key Theme 4 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

5.1. The guiding principles for compliance and enforcement are set out below:

Principle	Approach
Consistency	Ensuring all compliance and enforcement action is implemented consistently and a reasonable response is applied to the circumstances and facts of each matter.
Transparency and Accountability	Decision making for compliance and enforcement activities will be made in accordance with policies and guidelines and demonstrate impartiality, balance and integrity.
Proportionality	Compliance and enforcement will be proportionate to the level of risk and seriousness of the non-compliance.
Risk based and outcome focused	Compliance and enforcement action will be based on risk management and the efficient use of public resources. The pursuit of minor instances of non-compliance with negligible consequences may be deferred or discontinued.
Natural justice	Properly and genuinely considering all relevant submissions and evidence in each case, and by ensuring all parties to the matter have the right to be heard.

Compliance priorities

5.2. The City will establish compliance priorities in line with the regulatory principles primarily using a risk based methodology.

5.3. The City will prioritise events or activities that represent the greatest level of risk or conduct that is of significant public interest or concern.

Compliance promotion and education

5.4. The City is committed to providing information to educate the community on compliance as well as promoting understanding and encouraging compliance.

5.5. The City will engage in community education and the provision of information in relation to its regulatory framework as appropriate and as resources allow, to achieve the overall objective of voluntary compliance.

Compliance monitoring

5.6. A variety of methods may be used by the City to monitor levels of compliance with relevant legislation, licences and other statutory instruments. These methods include:

a. inspections, reviews and audits;
b. assessment as part of an application and approval process;
c. industry reporting – statutory and self-reporting;
d. information from other regulatory authorities; and
e. community reports and complaints.

5.7. Complaints about alleged non-compliance with laws administered by the City will generally be investigated, except in cases where, on the basis of the information available to it, the City has formed the opinion that:

a. the alleged non-compliance is trivial or inconsequential.
b. the complaint is frivolous, vexatious or unreasonable as described in the Ombudsman Western Australia Managing Unreasonable Complainant Conduct: Practice Manual.
c. the complaint is unsubstantiated or contains insufficient verifiable evidence to enable an investigation to be undertaken.

d. the complaint is part of a series of complaints made in the course of a known ongoing neighbourhood dispute where the previous complaints have been unsubstantiated, and another investigation may be perceived as harassment of the subject of the complaint.
e. the City is not the appropriate authority to investigate the matter.
f. investigation or other action would have an unreasonable impact on resources and/or is unlikely to achieve an outcome sufficient to justify the expenditure of resources.

5.8. Statutory compliance, organisational and community priorities, and the availability of organisational resources will guide the enforcement of laws and regulations and the operational focus of Authorised Persons. Authorised Persons are expected to use their reasonable judgement and discretion to achieve the objectives of this Policy and the relevant legislation.

5.9. Authorised Officers with relevant authority may initiate enforcement action.

Enforcement and types of enforcement action

5.10. The City will undertake enforcement related work with due regard to the compliance and enforcement principles.

5.11. Where an inspection or investigation reveals evidence of an alleged breach, the City will consider what enforcement action, if any, should be taken. Enforcement actions may include any one or more of the following:
a. informal action (for example offering advice or education, issuing verbal warnings and requesting action etc.);
b. formal warning;
c. infringements;
d. prohibition orders;
e. seizures;
f. written directions and orders;
g. formal notices;
h. prosecutions or injunctions.

5.12. Factors that the City will consider in making decisions concerning the choice of enforcement tool to respond to a particular incident or compliance issues include:
a. the seriousness of the matter, having regard to the actual or potential impact on the health, safety and amenity of others or on the environment;
b. the accessibility and adequacy of public information concerning the relevant compliance requirements;
c. the length of time since the occurrence of the incident and any statutory time limits;
d. whether the breach or offence was committed deliberately or inadvertently;
e. the previous compliance history of the alleged offender with respect to similar types of offences, and whether the alleged offender has been educated, requested to comply, issued warnings or notices to comply and has failed to do so without reasonable excuse;
f. the cooperation of the offender with the City in rectifying or committing to rectify the non-compliance when advised of it;
g. whether the offender belongs to a recognised category of vulnerable persons with limited legal capacity or communication difficulties;
h. any aggravating or mitigating circumstances;
i. the likelihood that the enforcement action will provide an adequate incentive to remedy the non-compliance and deter subsequent non-compliance, considering the level of financial or other benefit that the alleged offender could expect to derive from the non-compliance;
j. other issues of public concern, including precedents regarding similar non-compliance within the City and the precedent that may be set by any perceived failure of the City to take appropriate enforcement action.

5.13. Attempts by any person to improperly influence the compliance and enforcement process will not be tolerated.

5.14. Prosecution is not a 'last resort' and is to be undertaken whenever the circumstances warrant that action being taken.

5.15. Prior to deciding whether to commence prosecution the City will consider the information provided by the investigating officer, the presence of a *prima facie* case, the likelihood of securing a conviction and deterrent penalty, and other matters of public interest. Regard is to be given to the factors identified in the Director of Public Prosecutions' *Statement of Prosecution Policy and Guidelines 2018*.

5.16. Where the City has determined that it is in the public interest to take prosecution action in any matter, the Chief Executive Officer is to inform the Council of that decision at the next reasonable opportunity.

5.17. Information in respect of prosecution decisions and actions are to be provided to Council on a confidential basis.

Publishing enforcement actions and outcomes

5.18. The City may publish information about enforcement action and outcomes in order to raise awareness of relevant laws and the consequences of non-compliance, with the aim of deterring people from engaging in similar conduct and promoting better practices.

5.19. The City may publicise information about enforcement actions and outcomes through a variety of methods including, but not limited to:

a. its website;
b. media statements and interviews;
c. conferences and public forums;
d. publications; and
e. research.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. The relevant legislation associated with this Policy includes, but is not limited to, the following:

a. Local Government Act 1995 and associated Regulations
b. Planning and Development Act 2005
c. Building Act 2011
d. Public Health Act 2016
e. Health Act 1911
f. Environmental Protection Act 1986
g. Food Act 2008
h. Criminal Procedure Act 2004
i. ?
j. Bush Fires Act 1954 and associated Regulations
k. Caravan Parks and Camping Grounds Act 1995 and associated Regulations
l. Cat Act 2011 and associated Regulations
m. Control of Vehicles (Off-road Areas) Act 1978 and associated Regulation
n. Dog Act 1976 and associated Regulations
o. Litter Act 1979 and associated Regulations
p. Activities in Thoroughfares and Public Places and Trading Local Law 2015
q. Dogs Local Law 2023
r. Jetties Local Law 2014
s. Keeping and Control of Cats Local Law 2014
t. Local Government Property Local Law 2010
u. Parking Local Law 2020
v. Waste Local Law 2016

6.2. Other guidelines: *Director of Public Prosecutions – Statement of Prosecution Policy and Guidelines 2018*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	**N/A**	**Resolution #**	**N/A**

Council Policy

Council Policy Name: Portable Advertising Signs in Public Places

Responsible Directorate: Planning and Development Services Version: Adopted

1. PURPOSE

1.1. The purpose of this policy is to provide a regulatory framework for the design and placement of portable advertising signs within the City of Busselton. Council supports the need for signage to promote tourism, business, public events and community groups and services but also supports the need for regulation so that signage does not adversely impact the amenity and streetscapes of the City.

2. SCOPE

2.1. This policy will guide the City, local business and the community on circumstances where portable advertising signs may be displayed in public places within the District; and also circumstances where signs may be removed from public places if displayed contrary to this policy and/or our Local Law.

2.2. This policy does not cover:

a. fixed directional tourism signs or signs promoting public events;

b. signs and advertising devices on or in the vicinity of highways and main roads that come under the control of the Commissioner of Main Roads; or

c. signs, advertising or otherwise, that are covered under separate legislation (including election signage), local planning policies or the town planning scheme.

3. DEFINITIONS

Term	Meaning
Advertising sign	a sign that is used for the purpose of advertisement or to draw attention to a product, business, person or event and includes a home open sign and garage sale sign. In the case of signs advertising a business or commercial venture they shall only display material which advertises the business or the products available from the business to which the sign relates
Busselton City Centre	the area bounded by the Marine Terrace, the Lower Vasse River Brown Street and West Street
Carriageway	a portion of a road that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and, where a road has two or more of these portions divided by a median strip, the expression means each of those portions separately
Dunsborough Town Centre	the area bounded by Caves Road, Cape Naturaliste Road, Dugalup Brook, and Geographe Bay Road; and the area bounded by Seymour Boulevard, Chieftain Crescent and Seymour Park
Event	an occurrence proposed to be held within the City of Busselton on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation, cultural or community purposes. This includes but is not limited to:

	a. concerts and music festivals; b. motorsport events, motor vehicle rallies and displays; c. sporting events; d. cultural and community events; e. shows and fairs; f. exhibitions, wine and food festivals; and g. surfing events.
Footpath	an area that is open to the public that is designated for, or has as one of its main uses, as use by pedestrians and includes dual use or shared paths
Local Law	the City of Busselton *Activities in Thoroughfares and Public Places and Trading Local Law 2015*
Median strip	any physical provision, other than lines, dividing a road to separate vehicular traffic proceeding in opposing directions or to separate two one-way carriageways for vehicular traffic proceeding in opposing directions
Policy	this City of Busselton Council policy titled "Portable Advertising Signs in Public Places"
Portable sign	includes 'A' frame or inverted 'T' signs, garage sale signs, home open signs, horizontal and vertical banner signs, and variable message signs (including trailer mounted)
Public place	any thoroughfare or place the public is allowed to use, whether or not the thoroughfare is on private property, and includes local government land/property but does not include premises on private property from which trading is lawfully conducted
Sporting and community sign	a portable advertising sign erected by not-for-profit sporting, or community groups or services for the purpose of advertising a sporting or community event (e.g. cultural activities, sporting registration days, arts and craft fairs, market days or other events of public interest)
Thoroughfare	a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end
Traffic controlled intersection	an intersection that has traffic control lights, stop signs, or give way signs directing traffic
Traffic island	any physical provision, other than lines, marks or other indications on a carriageway, made at or near an intersection to guide vehicular traffic
Sign Types	
'A' frame or 'T' frame sign	a self-supporting sign of rigid, lightweight material that is capable of being easily moved by hand, in 'A' or 'T' frame configuration
Garage sale sign	a sign made from cardboard/corflute, paper or other lightweight material that is used to direct persons to a garage sale at residential premises
Home open sign	a sign made from cardboard/corflute or other lightweight material used to direct persons to a home for sale that is open for inspection and includes display homes
Horizontal banner sign	a sign made of lightweight, non-rigid material such as cloth, canvas or similar attached by rope or similar material to poles or other vertical anchoring points
City project sign	a sign made from cardboard/corflute or other lightweight material used to promote constructions projects being undertaken by the City
Vertical banner sign	a fabric or similar material sign with a single mast constructed of carbon-fibre or similar flexible material attached to a weighted base or otherwise anchored to the ground. These are typically marketed as 'teardrop', 'feather' or 'blade wing' signs
Variable message sign	an electronic sign that is capable of displaying a single message, or a series of messages

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 1 ENVIRONMENT	1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning

5. POLICY STATEMENT

5.1. Portable advertising signs are not to be:

a. erected, placed or maintained on roundabouts, traffic islands, median strips, or within 10m of traffic controlled intersections at or around the following locations:
   i. Bussell Highway;
   ii. Busselton Bypass;
   iii. Caves Road;
   iv. Busselton Central Business District;
   v. Dunsborough Townsite;

   Note: Busselton Bypass, Caves Road and a portion of the Bussell Highway come under the control of Main Roads Western Australia (MRWA) and as such, the control and placement of signs at those locations requires MRWA approval. Where there are compliance issues regarding the placement of signs at those locations, the City and MRWA work closely together to resolve those issues; or
b. attached to existing signs, including other advertising signs, or on any road related infrastructure such as traffic sign supports, bus shelters, or on or between trees or other vegetation; or
c. electronically illuminated or have an electronic or animated display; or
d. placed on any footpath where the speed limit on the road abutting the footpath is 60 kilometres per hour or greater; or
e. mounted to a vehicle and/or trailer.

5.2. Portable advertising signs in public places shall:

a. have no moving parts once the sign is in place;
b. be placed on the property boundary and provide a minimum of 1.2 metres clearance from the abutting thoroughfare;
c. be weighted or anchored to retain their position in all weather conditions other than the circumstance in (d) below;
d. be removed by the owner during periods of severe weather warnings issued by the Bureau of Meteorology;
e. be manufactured from high quality materials (metal, plastic, wood or fabric) and have professional sign writing and/or graphics (including blackboards that are professionally presented);
f. be designed and supported in a manner that ensures there is no risk of injury to the public through sharp edges, projections, potential trip hazards or similar and
g. in the case of signs that advertise a business or other commercial venture, only be displayed when the business or other commercial venture to which it relates is attended by a representative of the business or commercial venture.

Signs requiring a permit

5.3. The City of Busselton *Activities in Thoroughfares and Public Places and Trading Local Law 2015* establishes the need for a permit to display certain types of portable advertising signs.

5.4. Subject to clause 2.2, permits are required for 'A' or 'T' frame signs, horizontal and vertical banner signs; and variable message signs that:

a. promote or advertise a business or any other commercial venture; and
b. promote or advertise a sporting event, community event, community group or community service.

5.5. A permit application fee will be charged for signs that advertise a business or commercial venture, but will not be charged for signs promoting charitable not-for-profit sporting or community events or services. To not be charged a fee, an organisation or individual is required to be a not-for-profit organisation (with an incorporation certificate) or a charitable organisation. The permit application fee is prescribed in Council's adopted Schedule of Fees and Charges.

5.6. The owner of a portable advertising sign advertising a business or commercial venture will be required to provide evidence of current broad form public liability insurance to the minimum value of $2,000,000

5.7. Portable advertising signs for which a permit is required and has been issued will be required to indelibly display, the current permit number at the top right hand corner on one external face of the sign. Permits will generally be issued for 3 years, unless the sign is only required for a short duration, or unless this policy requires otherwise; after which the permit holder will be required to apply for a permit renewal.

5.8. 'A' or 'T' frame signs shall:
   a. be limited to a maximum of one sign per business premises and placed directly in front of, or as near as is practically possible to the business to which it relates;
   b. be placed with a set back from the carriageway of no less than 0.5m, and placed to maintain a clear thoroughfare (footpath) width of no less than 1.8m; and
   c. have a maximum vertical or horizontal dimension of 1.2m and have an area allocated for advertising of no more than 0.9m^2 on either side.

5.9. Horizontal banner signs:
   a. will only be approved when promoting or advertising sporting or community events or services;
   b. shall have a maximum height of 1.5m;
   c. shall have a maximum width of 2.5m; and
   d. may be displayed for a maximum period of 14 days before an event and removed by the owner no later than one day after the event.

5.10. Vertical banner signs shall:
   a. be a fabric sign with a single mast;
   b. have a maximum flag size of 2.8m by 1.0m with a maximum height, including the stand, of 3.5m (when placed on an open verge);
   c. have a maximum flag size of 2.0m by 1m with a maximum height, including the stand, of 2.5m (when placed on a footpath);
   d. be no more than 60cm wide below 2m high; and
   e. have no more than one vertical banner per 4m of street frontage (with a maximum of four banners per business) and excludes the use of an 'A' or 'T' frame sign (where more than one vertical banner is displayed, each banner shall display a different product or message).

5.11. The City will not approve the use of variable message signs in a public place for the purpose of advertising a business or commercial venture.

5.12. Owners of approved business or commercial ventures that have no fixed business location may apply to use up to two portable advertising signs ('A' or 'T' frame, or other lightweight signs but not including banner or variable message signs) to advertise the location from which the business is currently being undertaken. The first sign to be at the approved trading location, the second is to be located within 500 metres driving distance of that location and shall otherwise comply with the requirements of this policy and the Local Law.

Signs not requiring a permit

5.13. Permits are not required for garage sale signs or home open signs. The owner of the signs is responsible for their placement and removal in accordance with this policy and the Local Law. Removal of the signs includes all materials from which the sign is constructed, and all materials used to secure the signs in place.

5.14. Garage sale signs are to include the address details, street number and street name, of the premises in which the garage sale is being held.

5.15. Restrictions:
   a. no more than six separate signs shall be used to advertise or promote the same garage sale, or home open;
   b. signs are not to be displayed more than one kilometre from the garage sale or home open, (two kilometres in rural and rural residential areas), within 250m of any other sign advertising or promoting the same garage sale or home open, or within 50m of any other portable advertising sign; and
   c. the signs should not delineate any more than two alternative routes to the garage sale, or home open.

5.16. Garage sale signs, and home open signs shall:
   a. be free standing and not affixed to any sign, post, power or streetlight pole, or similar structure (including trees and other vegetation);
   b. not exceed 500mm in height or 0.5m^2 in area;
   c. not obstruct the vision of a driver of a vehicle entering or leaving a street or other public place; and
   d. not interfere with the safe and convenient passage of pedestrians.

City project specific signs

5.17. City project specific signs have been developed by the City as a means of promoting public works and projects it is undertaking throughout the District. These signs will only be displayed during construction works when there are workers on site.

5.18. As the approving authority for portable advertising signs, the City will be deemed to have approval to display these signs without the need to apply for individual permits.

Refusal of applications

5.19. Applications that do not comply with the requirements of the Local Law and this Policy will be refused by the City.

Removal of unauthorised signs

5.20. Portable advertising signs placed contrary to this policy and/or the Local Law may be impounded by the City.

5.21. Impounded signs may be claimed by the owner following payment of an impound fee as prescribed in Council's Schedule of Fees and Charges. In addition to the impound fee, owners of impounded signs may also receive a written caution and/or an infringement.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Activities in Thoroughfares and Public Places and Trading Local Law 2015

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	27 March 2019	**Resolution #**	C1903/051
Previous Adoption	**DATE**	9 May 2018	**Resolution #**	C1805/090

Local Planning Policy No. 4.XX
COMPLEX DEVELOPMENT APPLICATIONS

1. HEAD OF POWER AND SCOPE

This Policy has been adopted pursuant to *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 (Deemed Provisions), Clause 4 and applies to development across the whole of the City.

2. PURPOSE

The purpose of this Policy is to identify complex applications for development approval for the purposes of part (b) of the definition of *complex application* in clause 1 of the Deemed Provisions.

Note: 'complex application' means -
(a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or
(b) an application of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application for development approval.

3. INTERPRETATION

Terms should be interpreted in the same way as they would be interpreted if they were contained within the *City of Busselton Local Planning Scheme 21*.

4. POLICY STATEMENT

4.1 In addition to any applications for development approval that are complex applications pursuant to the Scheme, subject to 4.2 below, any application that meets one or more of the criteria below, is also complex –

4.1.1 Any application lodged for determination by a Development Assessment Panel, pursuant to the *Planning and Development (Development Assessment Panels) Regulations*.

4.1.2 Any application for development to a value of more than $2M estimated cost of development, other than an application that is –

(a) An application for works associated with a land use that is a 'P' land use in the Zone in which the development is proposed or, if multiple land uses are proposed, all of the land uses proposed are for 'P' land uses on the land on which development is proposed;

(b) If the land is in the Urban Development or Industrial Development Zone, and is subject of an approved Structure Plan, and the application is for a land use or land uses that would all be 'P' land uses if the land were zoned as per the zoning or land use designation shown on the Structure Plan; or

(c) An application for Warehouse/Storage, Single House or less than 10 Grouped Dwelling(s).

4.1.3 Any application that –

(a) Includes an 'A' land use on the land on which development is proposed; or

(b) In the Urban Development or Industrial Development Zone, and if the land is subject of

Local Planning Policy No. 4.XX
COMPLEX DEVELOPMENT APPLICATIONS

an approved Structure Plan, one or more of the land uses would be an 'A' land uses if the land were zoned as per the zoning or land use designation shown on the Structure Plan.

4.1.4 Any application to extend, alter or change a non-conforming use, pursuant to clause 3.11 of the Scheme.

4.1.5 Any application for land within the 'Urban Development' or 'Industrial Development' Zone that is not consistent with an adopted Structure Plan, or where there is no adopted Structure Plan.

4.1.6 Any application for a Child Care Premises within 100 metres of a Dwelling.

4.2 Notwithstanding 4.1 above, any applications of the following types are not complex applications -

(a) An application to amend or cancel a development approval; or

(b) An application that is subject of Section 31 of the *State Administrative Tribunal Act 2004*; or

(c) An application that the City identifies as being relatively minor development, which is unlikely to generate significant community interest or be of significant strategic importance.

4.3 In addition to advertising as required by the Deemed Provisions, complex applications shall also be advertised by -

(a) The placement of a notice in a newspaper circulating in the District; and

(b) The placement of a notice on one or more of the social media channels where the City has a presence.

5. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**		**Resolution #**	

Council Policy

Council Policy Name: **Environment**

Responsible Directorate: **Planning and Development Services** **Version:** **Adopted**

1. PURPOSE

1.1. The purpose of this Policy is to outline Council's commitment towards environmental management practices that aid in the long-term protection of environmental values within the District.

2. SCOPE

2.1. This Policy is applicable to land managed by the City and to operations of the City.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Environment"

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 1 ENVIRONMENT	1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning
Key Theme 1 ENVIRONMENT	1.2: Work with the community to manage and enhance natural areas and reserves and their biodiversity
Key Theme 1 ENVIRONMENT	1.3: Work with key partners to improve the health of the Vasse River and other waterways in the Geographe catchment
Key Theme 1 ENVIRONMENT	1.4: Respond to the impacts of climate change on the City's coastlines through informed, long-term planning and action
Key Theme 1 ENVIRONMENT	1.5: Implement best practice waste management strategies with a focus on waste avoidance, reduction, reuse and recycling

5. POLICY STATEMENT

5.1. The City is committed to:

a. the proactive management of City land to protect and enhance environmental values;
b. the establishment and maintenance of effective working relationships and partnerships with the community and other stakeholders to undertake environmental management;
c. decision-making which gives due regard to environmental values alongside economic and social considerations.

5.2. The City will ensure its decision making considers potential impacts on the environment by integrating environmental protection, social advancement and economic prosperity principles within sound governance frameworks.

5.3. The City will implement management and operational practices which are considerate of the environmental values of the District, minimise waste and resource consumption and protect the City's exceptionally high biodiversity values.

5.4. The City will maintain an Environment Strategy to provide strategic direction and to guide the City's environmental management activities.

5.5. The City will build and maintain community capacity and engagement in relation to environmental management through:
   a. encouraging and supporting community participation and inclusiveness;
   b. promoting community engagement and collaboration;
   c. encouraging and nurturing partnerships.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Environmental Planning Strategy
6.2. Environment Strategy 2016-2021
6.3. Environmental Volunteer Management and Engagement Strategy 2017

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	10 October 2018	**Resolution #**	C1810/202

Council Policy

Council Policy Name: **Investment**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Adopted**

1. PURPOSE

1.1. The purpose of this Policy is to provide risk management guidelines in relation to the investment of surplus funds, with the principal objective being the preservation of capital.

1.2. This Policy authorises the Chief Executive Officer to invest surplus funds in accordance with this Policy.

2. SCOPE

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

3. DEFINITIONS

Term	Meaning
ADI	Authorised Deposit-Taking Institutions authorised under the *Banking Act 1959* to take deposits from customers
Austraclear	the Austraclear System, which is regulated by the Reserve Bank, simplifies settlement complexities and enhances straight-through-processing (STP), office integration and cross border opportunities to facilitate the registering, bookkeeping, clearing and settlement of a broader range of derivative, security and cash asset classes
Big Four Bank	one or more of the Commonwealth Bank, the National Australia Bank, Westpac or ANZ Bank
Counterparty	the legal and financial term that refers to the other individual or institution to an agreement or contract
Safe Custody Custodian	a brokerage or other financial institution that holds and manages securities, or other assets, on behalf of an investor
Policy	this City of Busselton Council policy titled "Investment"
Rating Agency	credit rating agency Standard and Poors (S & P)

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.4: Responsibly manage ratepayer funds to provide for the community needs now and in the future.

5. POLICY STATEMENT

5.1. The principal objective of Council with respect to the investment of surplus funds is the preservation of capital. Investment decisions must primarily align with this objective.

5.2. While a conservative approach is to be adopted, the maximisation of returns within the confines of this Policy is also encouraged, with investment earnings augmenting reserve balances and supplementing general revenue streams.

5.3. The nature of funds available for investment includes reserves, other restricted funds (e.g. contributions and bonds and general revenue funds in excess of immediate cash-flow requirements).

5.4. The following four factors will guide investment decisions:

a. the use of Rating Agency credit ratings (Security);
b. the maintenance of adequate levels of diversification (Security);
c. the ability to have ready access to funds for day-to-day requirements (Liquidity); and
d. compliance with appropriate legislative requirements (Compliance).

Investment Guidelines – Credit Quality, Diversification and Term to Maturity Constraints

5.5. Investments are limited to those permitted by the appropriate legislation, being:

a. with an ADI; or
b. a bond guaranteed by the Commonwealth Government, or a State or Territory Government.

5.6. All investments must be denominated in Australian Dollars.

5.7. The portfolio credit guidelines to be adopted will be based on the Ratings Agency ratings system criteria. The maximum available limits in each rating category is reflected in Table 1 below.

5.8. Exposure to individual Counterparties/financial institutions will be restricted by the Rating Agency rating so that single entity exposure is limited, as detailed in Table 1.

Table 1

Long Term Credit Ratings	Short Term Credit Ratings	Maximum Percentage With One Financial Institution	Maximum Weighting as % of Total Investment Portfolio
AAA (All Aus. ADI)	A-1+	40%	100%
AA (Aus. Big Four Bank)	A-2	40%	100%
AA (Other Aus. ADI)	A-2	20%	100%
A (All Aus. ADI)	A-2	15%	60%
BBB (All Aus ADI)	A-3	10%	20%

5.9. Legislation restricts the term to maturity for a deposit with an ADI to a maximum term of three years, and a bond to a maximum term of 3 years. The investment portfolio is to be invested with the following term to maturity constraints:

Duration	Maximum
Portfolio % < 1Year	100%
Portfolio % > 1 Year < 3 Years	20%

5.10. Investments which are downgraded and no longer fall within the investment guidelines outlined in this Policy will be divested as soon as practicable.

5.11. From time to time financial assets may be acquired at a discount or premium to their face value. Any such discount or premium is to be taken into account in line with relevant Australian Accounting Standards.

5.12. The value of any funds held in an 11am type account, being one that offers higher interest rates than a standard cheque account but maintains same day access to funds; shall be excluded when verifying compliance with this policy.

Safe Custody Arrangements

5.13. Where necessary, investments may be held with a Safe Custody Custodian, as long as the following criteria are met.

a. the City must retain beneficial ownership of all investments.
b. adequate documentation is provided, verifying the existence of the investments.
c. the Safe Custody Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
d. the Safe Custody Custodian recording and holding the assets will be:
    i. Austraclear; or
    ii. an ADI with an investment grade Rating Agency or Moody's rating; or
    iii. an ADI with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

Reporting

5.14. A report will be provided to the Council on a monthly basis, detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. The report will also detail investment income earned versus budget year to date and confirm compliance of the City's investments within legislative and policy limits.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995 (Section 6.14)
6.2. Local Government (Financial Management) Regulations 1996 (Regulation 19C)
6.3. Trustees Act 1962

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	27 February 2019	**Resolution #**	C1902/032

Council Policy

Council Policy Name: **Investment**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Proposed**

1. PURPOSE

1.1. The purpose of this Policy is to provide risk management guidelines in relation to the investment of surplus funds, with the principal objective being the preservation of capital.

1.2. This Policy authorises the Chief Executive Officer to invest surplus funds in accordance with this Policy.

2. SCOPE

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

3. DEFINITIONS

Term	Meaning
ADI	Authorised Deposit-Taking Institutions authorised under the *Banking Act 1959* to take deposits from customers
Austraclear	the Austraclear System, which is regulated by the Reserve Bank, simplifies settlement complexities and enhances straight-through-processing (STP), office integration and cross border opportunities to facilitate the registering, bookkeeping, clearing and settlement of a broader range of derivative, security and cash asset classes
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Counterparty	the legal and financial term that refers to the other individual or institution to an agreement or contract
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Policy	this City of Busselton Council policy titled "Investment"
Rating Agency	credit rating agency Standard and Poors (S & P)

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.4: Responsibly manage ratepayer funds to provide for the community needs now and in the future.

5. POLICY STATEMENT

5.1. The principal objective of Council with respect to the investment of surplus funds is the preservation of capital. Investment decisions must primarily align with this objective.

5.2. While a conservative approach is to be adopted, the maximisation of returns within the confines of this Policy is also encouraged, with investment earnings augmenting reserve balances and supplementing general revenue streams.

5.3. The nature of funds available for investment includes reserves, other restricted funds (e.g. contributions and bonds and general revenue funds in excess of immediate cash-flow requirements).

5.4. The following four factors will guide investment decisions:

a. the use of Rating Agency credit ratings (Security);
b. the maintenance of adequate levels of diversification (Security);
c. the ability to have ready access to funds for day-to-day requirements (Liquidity); and
d. compliance with appropriate legislative requirements (Compliance).

Investment Guidelines – Credit Quality, Diversification and Term to Maturity Constraints

5.5. Investments are limited to those permitted by the appropriate legislation, being:

a. with an ADI; or
b. a bond guaranteed by the Commonwealth Government, or a State or Territory Government.

5.6. All investments must be denominated in Australian Dollars.

5.7. The portfolio credit guidelines to be adopted will be based on the Ratings Agency ratings system criteria. The maximum available limits in each rating category is reflected in Table 1 below.

5.8. Exposure to individual Counterparties/financial institutions will be restricted by the Rating Agency rating so that single entity exposure is limited, as detailed in Table 1.

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5.9. Legislation restricts the term to maturity for a deposit with an ADI to a maximum term of three years, and a bond to a maximum term of 3 years. The investment portfolio is to be invested with the following term to maturity constraints:

Duration	Maximum
Portfolio % < 1Year	100%
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5.10. Investments which are downgraded and no longer fall within the investment guidelines outlined in this Policy will be divested as soon as practicable.

5.11. From time to time financial assets may be acquired at a discount or premium to their face value. Any such discount or premium is to be taken into account in line with relevant Australian Accounting Standards.

5.12. The value of any funds held in an 11am type account, being one that offers higher interest rates than a standard cheque account but maintains same day access to funds; shall be excluded when verifying compliance with this policy.

Safe Custody Arrangements

5.13. Where necessary, investments may be held with a Safe Custody Custodian, as long as the following criteria are met.

a. the City must retain beneficial ownership of all investments.
b. adequate documentation is provided, verifying the existence of the investments.
c. the Safe Custody Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
d. the Safe Custody Custodian recording and holding the assets will be:
    i. Austraclear; or
    ii. an ADI with an investment grade Rating Agency or Moody's rating; or
    iii. an ADI with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

Reporting

5.14. A report will be provided to the Council on a monthly basis, detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. The report will also detail investment income earned versus budget year to date and confirm compliance of the City's investments within legislative and policy limits.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995 (Section 6.14)
6.2. Local Government (Financial Management) Regulations 1996 (Regulation 19C)
6.3. Trustees Act 1962

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	27 February 2019	**Resolution #**	C1902/032

Council Policy

Council Policy Name: **Payments and Presentations on Termination**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Proposed**

1. PURPOSE

1.1. The purpose of this Policy is to provide a framework for recognising, where relevant, the contribution of employees when they voluntarily leave the employment of the City.

1.2. This Policy also sets out the circumstances in which the City of Busselton will pay an employee a severance payment in addition to any amount the employee is entitled to under their contract of employment, industrial instrument or order of a court or industrial tribunal, in accordance with Section 5.50 of the *Local Government Act 1995* (WA).

2. SCOPE

2.1. This Policy is applicable to all City of Busselton employees.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Payments and Presentations on Termination"

4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
a. 4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

Recognition of service

5.1. The Chief Executive Officer is authorised, at their discretion to make a contribution towards a gift to recognise the service of employees voluntarily leaving the employment of the City, including at the end of a fixed or maximum term contract, up to the value outlined in the table below:

Years of Service	Council Contribution
1 to 5 Years	$50
5 to 10 Years	$100
10 to 15 Years	$150
15 to 20 Years	$200
20 to 25 Years	$350
More than 25 Years	$500

5.2. Gifts enabled under this Policy will generally be presented to the employee at a farewell function held on City premises.

5.3. A contribution of up to $200 may be provided for the purposes of a farewell function, or, where the CEO considers that special circumstances apply, a contribution of up to $300 may be made.

Settlement of an employment-related claim

5.4. Subject to the Chief Executive Officer's approval, the City may make a severance payment to an employee in settlement of a dispute where an employee has, or is reasonably likely to take action or make a claim under any relevant industrial relations legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996* (WA).

5.5. Clause 5.4 does not apply to the Chief Executive Officer.

5.6. In assessing and making a severance payment, the following factors will be considered:

a. the amount recommended by legal advisors, a court or industrial tribunal to settle the matter;
b. the exposure or potential exposure to litigation and the strength of the respective cases;
c. the cost or potential cost of legal services in relation to the matter; and
d. the disruption to operations and cost to the organisation of the dispute ongoing.

5.7. The amount of any severance payment will be no more than the value of the employee's final annual remuneration.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Local Government Act 1995*
6.2. *Local Government (Administration) Regulations 1996*
6.3. *City of Busselton Enterprise Agreement 2021*

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	26 June 2019	**Resolution #**	C1906/107

Council Policy

Council Policy Name: **Misconduct, Fraud and Corruption**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Proposed**

1. PURPOSE

1.1. The purpose of this Policy is to communicate the City's commitment to a zero tolerance approach to misconduct, fraud and corruption by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

2. SCOPE

2.1. This Policy is applicable to the City of Busselton's Elected Members and employees.

3. DEFINITIONS

Term	Meaning
Corruption	dishonest activity that is contrary to the interests of the entity and abuses a person's position/s of trust in order to achieve some personal gain or advantage for themselves or for another person or entity
Fraud	dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity
Misconduct	behaviour which is improper and which adversely affects the honest and impartial performance of the functions of an Elected Member or employee, and which may also constitute a form of misconduct as defined within applicable legislation, including (but not limited to) the *Local Government Act 1995*, and the *Corruption and Crime Commission Amendment (Misconduct) Act 2014*
Policy	this City of Busselton Council policy titled "Misconduct, Fraud and Corruption"

4. STRATEGIC CONTEXT

4.1. This Policy links to the following theme and strategic priority of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

5.1. The City is committed to providing and promoting ethical and accountable leadership and decision making.

5.2. The City will provide Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.

5.3. This Policy, the City's Codes of Conduct, organisational values, and risk management framework all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.

5.4. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the City is obliged to report and deal with such allegations in accordance with relevant legislation.

5.5. The City may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.

Public Interest Disclosure

5.6. The City is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*.

5.7. The City will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the *Public Interest Disclosure Act 2003*.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Local Government Act 1995*
6.2. *Public Interest Disclosure Act 2003*
6.3. City of Busselton's Guide to Public Interest Disclosure
6.4. *Corruption and Crime Commission Amendment (Misconduct) Act 2014*
6.5. Standards Australia – AS8001 - 2008

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	27 August 2019	**Resolution #**	C1908/160

Council Policy

Council Policy Name: **Environment**

Responsible Directorate: **Planning and Development Services** **Version:** ~~**Adopted**~~

1. PURPOSE

1.1. The purpose of this Policy is to outline Council's commitment towards ~~continuous improvement in~~ environmental management practices that aid in ~~and~~ the long-term protection of environmental values within the District.

2. SCOPE

2.1. This Policy is applicable to ~~all~~ land managed by the City and to ~~all~~ operations of the City.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Environment"

4. STRATEGIC CONTEXT

4.1. This Policy links to ~~Strategic Theme 1: ENVIRONMENT – An environment that is valued, conserved and able to be enjoyed by current and future generations, of the City's Strategic Community Plan June 2021 and specifically~~ the following ~~Strategic~~ themes and strategic ~~P~~priorities of the City's Strategic Community Plan 2021~~:~~:

Strategic Theme	Strategic Priority
Key Theme 1 ENVIRONMENT	1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning
Key Theme 1 ENVIRONMENT	1.2: Work with the community to manage and enhance natural areas and reserves and their biodiversity
Key Theme 1 ENVIRONMENT	1.3: Work with key partners to improve the health of the Vasse River and other waterways in the Geographe catchment
Key Theme 1 ENVIRONMENT	1.4: Respond to the impacts of climate change on the City's coastlines through informed, long-term planning and action
Key Theme 1 ENVIRONMENT	1.5: Implement best practice waste management strategies with a focus on waste avoidance, reduction, reuse and recycling

5. POLICY STATEMENT

5.1. The City is ~~will~~ committed to~~ensure~~:

a. the proactive management of City land to protect and enhance environmental values;
b. the establishment and maintenance of effective working relationships and partnerships with the community and other stakeholders to undertake environmental management;
c. decision-making ~~by the City~~which gives due regard to environmental values alongside economic and social considerations.

~~5.2. The City will maintain an 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 to guide the City's activities.~~

~~5.3.~~5.2. The City will ensure its decision making considers potential impacts on the environment by integrating environmental protection, social advancement and economic prosperity principles within sound governance frameworks.

~~5.4.~~5.3. The City will implement ~~best practice in its~~ management and operational practices which are considerate of the environmental values of the District, minimise waste and resource consumption ~~in order to identify~~ and protect the City's exceptionally high biodiversity values.

5.4. The City will maintain an Environment Strategy to provide strategic direction and to guide the City's environmental management activities.

5.5. The City will ~~develop and maintain an Environmental Volunteer Management and Engagement Strategy with the aim of~~ build~~ing~~ and maintain~~ing~~ community capacity and engagement in relation to environmental ~~the~~ management ~~of the environmental values of the District, in particular~~ through:

a. encouraging and supporting community participation and~~-~~ inclusiveness;
b. promoting community engagement and collaboration;
c. encouraging and nurturing partnerships.

~~5.6. The City will plan, design, operate and conduct operations in a manner that minimises waste and resource consumption.~~

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Environmental Planning Strategy
6.2. Environment Strategy 2016-2021
6.3. Environmental Volunteer Management and Engagement Strategy 2017

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	~~10 October 2018~~	**Resolution #**	~~C1810/202~~
Previous Adoption	**DATE**	10 October 2018 ~~9 November 2016~~	**Resolution #**	C1810/202 ~~C1611/128~~

Council Policy

Council Policy Name: **Investment**

Responsible Directorate: **Finance and Corporate Services** **Version:** ~~**Adopted**~~

1. PURPOSE

1.1. The purpose of this Policy is to provide risk management guidelines in relation to the investment of surplus funds, with the principal objective being the preservation of capital.

1.2. This Policy authorises the Chief Executive Officer to invest surplus funds in accordance with this Policy.

2. SCOPE

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

3. DEFINITIONS

Term	Meaning
ADI	Authorised Deposit-Taking Institutions authorised under the *Banking Act 1959* to take deposits from customers
Austraclear	the Austraclear System, which is regulated by the Reserve Bank, simplifies settlement complexities and enhances straight-through-processing (STP), office integration and cross border opportunities to facilitate the registering, bookkeeping, clearing and settlement of a broader range of derivative, security and cash asset classes
Big Four Bank	one or more of the Commonwealth Bank, the National Australia Bank, Westpac or ANZ Bank
Counterparty	the legal and financial term that refers to the other individual or institution to an agreement or contract
Safe Custody Custodian	a brokerage or other financial institution that holds and manages securities, or other assets, on behalf of an investor
Policy	this City of Busselton Council policy titled "Investment"
Rating Agency	credit rating agency Standard and Poors (S & P)

4. STRATEGIC CONTEXT

4.1. This Policy links to the following themes and strategic priorities of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.4: Responsibly manage ratepayer funds to provide for the community needs now and in the future.

~~4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:~~

~~4.2: Deliver governance systems that facilitate open, ethical and transparent decision making~~.

5. POLICY STATEMENT

5.1. The principal objective of Council with respect to the investment of surplus funds is the preservation of capital. ~~and i~~Investment decisions must primarily align with this objective.

5.2. While a conservative approach is to be adopted, the maximisation of returns within the confines of this Policy is also encouraged, with investment earnings augmenting reserve balances and supplementing ~~other~~ general revenue streams.

5.3. The nature of funds available for investment includes reserves, other restricted funds (e.g. contributions and bonds and general revenue funds in excess of immediate cash-flow requirements).

5.4. The following four factors will~~are to~~ guide investment decisions:

a. the use of Rating Agency credit ratings (Security);
b. the maintenance of adequate levels of diversification (Security);
c. the ability to have ready access to funds for day-to-day requirements (Liquidity); and
d. compliance with appropriate legislative requirements (Compliance).

Investment Guidelines – Credit Quality, Diversification and Term to Maturity Constraints

5.5. Investments are limited to those permitted by the appropriate legislation, being:

a. with an ADI; or
b. a bond guaranteed by the Commonwealth Government, or a State or Territory Government.

5.6. All investments must be denominated in Australian Dollars.

5.7. The portfolio credit guidelines to be adopted will be based on the Ratings Agency ratings system criteria. The maximum available limits in each rating category is reflected in Table 1 below ~~(point 5.10)~~.

5.8. Exposure to individual Counterparties/financial institutions will be restricted by the Rating Agency rating so that single entity exposure is limited, as detailed in Table 1 ~~(point 5.10)~~.

Table 1~~.~~

Long Term Credit Ratings	Short Term Credit Ratings	Maximum Percentage With One Financial Institution	Maximum Weighting as % of Total Investment Portfolio
AAA (All Aus. ADI)	A-1+	40%	100%
AA (Aus. Big Four Bank)	A-2	40%	100%
AA (Other Aus. ADI)	A-2	20%	100%
A (All Aus. ADI)	A-2	15%	60%
BBB (All Aus ADI)	A-3	10%	20%

5.9. Legislation restricts the term to maturity for a deposit with an ADI to a maximum term of three years, and a bond to a maximum term of 3 years. The investment portfolio is to be invested with the following term to maturity constraints:

Duration	Maximum
Portfolio % < 1Year	100%
Portfolio % > 1 Year < 3 Years	20%

5.10. Investments which are downgraded and no longer fall within the investment guidelines outlined in this Policy will be divested as soon as ~~is~~practicable.

5.11. From time to time financial assets may be acquired at a discount or premium to their face value. Any such discount or premium is to be taken into account in line with relevant Australian Accounting Standards.

5.12. The value of any funds held in an 11am type account, being one that offers higher interest rates than a standard cheque account but maintains same day access to funds; shall be excluded when verifying compliance with this policy.

Safe Custody Arrangements

5.13. Where necessary, investments may be held with a Safe Custody Custodian, as long as the following criteria are met.

a. the City must retain beneficial ownership of all investments.
b. adequate documentation is provided, verifying the existence of the investments.
c. the Safe Custody Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
d. the Safe Custody Custodian recording and holding the assets will be:
    i. Austraclear; or
    ii. an ADI with an investment grade Rating Agency or Moody's rating; or
    iii. an ADI with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

Reporting

5.14. A report will be provided to the Council on a monthly basis ~~as a minimum~~, detailing the performance of the investment portfolio and Counterparty percentage exposure of total portfolio. The report will also detail investment income earned versus budget year to date and confirm compliance of the City's investments within legislative and policy limits.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995 (Section 6.14)
6.2. Local Government (Financial Management) Regulations 1996 (Regulation 19C)
6.3. Trustees Act 1962

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**	~~27 February 2019~~	**Resolution #**	~~C1902/032~~
Previous Adoption	**DATE**	27 February 2019 ~~28 June 2017~~	**Resolution #**	C1902/032 ~~C1706/001~~

Council Policy

Council Policy Name: Loan Facilities

Responsible Directorate: Finance and Corporate Services Version: ~~Adopted~~

1. PURPOSE

1.1. This Policy provides guidance in the utilisation of loan facilities which may be used to fund the acquisition, construction or renewal of assets,

1.2. Application of this Policy will ensure that a consistent methodology is adopted when considering loan facilities as a potential funding source.

2. SCOPE

2.1. This Policy is applicable to all loan facilities taken out by the City, including Self-Supporting Loans.

3. DEFINITIONS

Term	Meaning
Debt Service Cover Ratio	annual operating surplus before interest and depreciation divided by principal and interest
Economic Life	the estimated period during which an asset is expected to be economically usable by one or more users, with normal repairs and maintenance
~~Financial Ratios Guideline~~	~~Local Government Operational Guideline #18 – Financial Ratios published by the Department of Local Government Sport and Cultural Industries~~
Policy	this City of Busselton Council policy titled "Loan Facilities"
Self-Supporting Loans	loans taken out by City where the repayments are made by a third party e.g. club, organisation or ratepayers through a Special Area Rate/Service Charge

4. STRATEGIC CONTEXT

4.1. This Policy links to the following theme and strategic priority of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.4: Responsibly manage ratepayer funds to provide for the community needs now and in the future~~4.2: Deliver governance systems that facilitate open, ethical and transparent decision making~~.

5. POLICY STATEMENT

~~5.1. As part of its long term financial planning processes, the Council will consider how significant projects are to be funded.~~

~~5.2.~~5.1. The City will u~~setilise~~ loan facilities to fund projects in a responsible manner as part of its long term financial planning, having regard to ~~. It is also acknowledged that the funding of projects via loan facilities can assist in addressing~~ intergenerational equity issues.

~~5.3. Loans are not to be utilised to fund operating expenditure.~~

~~5.4. Loan facilities are not to be used to save for future asset acquisition, construction or renewal.~~

~~5.5.~~5.2. Priority for loan funding will be given to projects that will deliver community and economic benefit; generate revenue to offset associated loan repayments; or can be funded from contributing revenue streams other than General Rates. These revenue streams may include specified area rates, service charges and fees and charges.

~~5.6.~~5.3. The term of any loan facility is not to exceed the Economic Life of the asset.

5.4. Loan facilities are not to be used to save for future asset acquisition, construction or renewal.

5.5. Loan facilities will not to be utilised to fund operating expenditure.

~~5.7.~~5.6. The repayment method for a loan facility will typically be via principal and interest repayments. Interest only payments or capitalisation can be considered where a financial benefit can be demonstrated, for example for a property acquisition / subdivision where the impact on the rate base is lesser during the initial phases and the full debt can be acquitted from the disposal of the land under development.

~~5.8.~~5.7. The City will not borrow funds if the Debt Service Cover Ratio is outside of the basic standard prescribed by the Department of Local Government Sport & Cultural Industries.

Self-Supporting Loans

~~5.9.~~5.8. Any application for a Self-Supporting Loan will be considered on its individual merits with any application to include the following information:

a. the requested amount and over what term;
b. project scope;
c. total cost of the project (project budget) including all funding sources;
d. demonstrated capacity to meet loan repayments;
e. total number of registered members;
f. benefits the project will bring to the association's members and the broader community; and
g. acknowledgement that the applicant is responsible for reimbursement to the City of Busselton of full costs associated with the loan and that the third party will enter into a loan repayment agreement with the City of Busselton.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government (Financial Management) Regulations 1996, part 2, section 50
6.2. Local Government Operational Guideline #18 – Financial Ratios

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	~~12 August 2020~~	**Resolution #**	~~C2008/077~~

Previous Adoption	**DATE**	12 August 2020 ~~31 January 2018~~	**Resolution #**	C2008/077 ~~C1801/005~~

Council Policy

Council Policy Name:	Payments and Presentations on Termination		
Responsible Directorate:	Finance and Corporate Services	Version:	~~Adopted~~

1. PURPOSE

1.1. The purpose of this Policy is to provide a framework for recognising, where relevant, the contribution of employees when they voluntarily leave the employment of the City.

1.2. This Policy also ~~additionally~~ sets out the circumstances in which the City of Busselton will pay an employee ~~who is leaving the employment of the City~~ a severance payment in addition to any amount the employee is entitled to under their contract of employment, ~~i~~industrial ~~i~~instrument or order of a court or industrial tribunal, in accordance with Section 5.50 of the *Local Government Act 1995* (WA).

2. SCOPE

2.1. This Policy is applicable to all City of Busselton employees.

3. DEFINITIONS

Term	Meaning
~~Industrial Instrument~~	~~an instrument that has legal application with respect to minimum entitlements including modern awards and enterprise agreements~~
Policy	this City of Busselton Council policy titled "Payments and Presentations on Termination"

4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:

a. 4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

Recognition of service

5.1. The Chief Executive Officer is authorised, at their discretion to make a contribution towards a gift to recognise the service of employees voluntarily leaving the employment of the City, including at the end of a fixed or maximum term contract, up to the value outlined in the table below:

Years of Service	Council Contribution
1 to 5 Years	$50
5 to 10 Years	$100
10 to 15 Years	$150
15 to 20 Years	$200
20 to 25 Years	$350
More than 25 Years	$500

5.2. Gifts enabled under this Policy will generally be presented to the employee at a farewell function held on City premises.

5.3. A contribution of up to $200 may be provided for the purposes of a farewell function, or, where the CEO considers that special circumstances apply, a contribution of up to $300 may be made.

Settlement of an employment-related claim

5.4. Subject to the Chief Executive Officer's approval, the City may make a severance payment to an employee in settlement of a dispute where an employee has, or is reasonably likely to~~,~~ take action or make a claim under any relevant industrial relations legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996* (WA).

5.5. Clause 5.~~14~~ does not apply to the Chief Executive Officer ~~and those designated as senior employees in accordance with section 5.37 of the *Local Government Act 1995* (WA)~~.

5.6. In assessing and making a severance payment, the following factors will be considered:
   a. the amount recommended by legal advisors, a court or industrial tribunal to settle the matter;
   b. the exposure or potential exposure to litigation and the strength of the respective cases;
   c. the cost or potential cost of legal services in relation to the matter; and
   d. the disruption to operations and cost to the organisation of the dispute ongoing.

5.7. The amount of any severance ~~the~~ payment ~~under clause 5.1 above~~ will be no more than the value of the employee's final annual remuneration.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Local Government Act 1995*
6.2. *Local Government (Administration) Regulations 1996*
6.3. *City of Busselton Enterprise Agreement 20~~17~~21*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**	~~26 June 2019~~	**Resolution #**	~~C1906/107~~
Previous Adoption	**DATE**	26 June 2019 ~~9 August 2017~~	**Resolution #**	C1906/107 ~~C1708/188~~

Council Policy

Council Policy Name: Misconduct, Fraud and Corruption

Responsible Directorate: Finance and Corporate Services Version: Adopted

1. PURPOSE

~~1.1.~~ The purpose of this Policy is to communicate the City's commitment to a zero tolerance approach to misconduct, fraud and corruption ~~.~~

~~1.2.~~

~~1.3.~~1.1. ~~This Policy acknowledges the City's commitment to maintaining high standards of professional and ethical conduct~~ by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

2. SCOPE

2.1. This Policy is applicable to the City of Busselton's ~~and its~~ Elected Members and employees.

3. DEFINITIONS

Term	Meaning
Corruption	dishonest activity that is contrary to the interests of the entity and abuses a person's position/s of trust in order to achieve some personal gain or advantage for themselves or for another person or entity
Fraud	dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity
Misconduct	behaviour which is improper and which adversely affects the honest and impartial performance of the functions of an Elected Member or employee, and which may also constitute a form of misconduct as defined within applicable legislation, including (but not limited to) the *Local Government Act 1995*, ~~*the Local Government (Rules of Conduct) Regulations 2007*~~ and the *Corruption and Crime Commission Amendment (Misconduct) Act 2014*
Policy	this City of Busselton Council policy titled "Misconduct, Fraud and Corruption"

4. STRATEGIC CONTEXT

4.1. This Policy links to the following theme and strategic priority of the City's Strategic Community Plan 2021:

Strategic Theme	Strategic Priority
Key Theme 4 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

5.1. The City is committed to providing and promoting ethical and accountable leadership and decision making.

5.2. The City will~~is committed to~~ provide~~ing all~~ Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.

5.3. This Policy, the City's Codes of Conduct, organisational values, and risk management framework~~,~~ all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.

5.4. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the City is obliged to report and deal with such allegations in accordance with relevant legislation~~ through the appropriate channels.~~

5.5. The City may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.

Public Interest Disclosure

5.6. The City is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*.

5.7. The City will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the *Public Interest Disclosure Act 2003*.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Local Government Act 1995
~~*6.2. Local Government (Rules of Conduct) Regulations 2007*~~
~~*6.3.*~~*6.2. Public Interest Disclosure Act 2003*
~~6.4.~~6.3. City of Busselton's Guide to Public Interest Disclosure
~~*6.5.*~~*6.4. Corruption and Crime Commission Amendment (Misconduct) Act 2014*
~~6.6.~~6.5. Standards Australia – AS8001 - 2008

7. REVIEW DETAILS

Review Frequency		**3 yearly**		
Council Adoption	**DATE**	~~27 August 2019~~	**Resolution #**	~~C1908/160~~
Previous Adoption	**DATE**	27 August 2019~~N/A~~	**Resolution #**	C1908/160~~N/A~~

City of Busselton
Register of Delegated Authority
Council to CEO

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INTRODUCTION

General

Delegations are the means by which decision making bodies provide or refer powers to undertake certain statutory functions. A delegation is a conferral of the ability to exercise a power or duty to a person or body from a person or a body that is vested with the responsibility to exercise that power or duty.

Delegations to the Chief Executive Officer

The *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, with the exception of limitations as listed under section 5.43 of the Act.

The following areas are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority of the Council;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an exceeding an amount determined by the local government;
- Any of the local governments powers under sections 5.98, 5.98A, 5.99, 5.99A or 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5;
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- Any power of duty that requires the approval of the Minister or Governor; or
- Such other duties or powers as may be prescribed.

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Delegations by the Chief Executive Officer to Employees

The Act allows for the Chief Executive officer to delegate any of his powers to another employee and this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations.

Delegations of Authority Register

A register of delegations, being this Register, is to be kept and reviewed at least once every financial year.
The Register links to related documents and where the power to delegate is derived from.
The Register is reviewed in accordance with the Act on an annual basis, and as required where improvements have been identified.

Council Resolutions

Note that from time to time the City by Council resolution resolves to delegate specific power in connection with a specific transaction. Details of that delegation are set out in the relevant Council Minutes and/or included in this register.

Standard Conditions of Delegations

All delegations provided to the Chief Executive Officer are subject to the following Standard Conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any and all laws and regulations in force in Western Australia and the requirements of any and all laws and policies of the City of Busselton;
- In exercising a delegation the Chief Executive Officer is to act in accordance with any budget authority where applicable;
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident;
- Pursuant to section 5.46 of the Local Government Act 1995 and Regulation 19 of the Local Government (Administration) Regulations 1996, the Chief Executive Officer is to keep records of exercising the delegation on any and all occasions that the delegation is exercised.

Delegations provided from the Chief Executive Officer to Employees may be subject to supplementary conditions. These will be detailed within individual delegations.

Record keeping requirements for delegations in Local Government

Section 5.46 of the Act and Regulation 19 of the *Local Government (Administration) Regulations 1996* requires a person who is delegated a power or duty to keep records in relation to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the delegation;
- When the person exercised the delegation; and
- The persons or classes of persons, other than Council or Committee Members or employees of the local government directly affected by the exercise of the power of the discharge of the duty.

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DELEGATIONS

01 Local Government Act 1995

Delegations under the Local Government Act 1995

01.1 Council to CEO

Delegation	**DA 1 - 01 Issuing Notices**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.25, s.3.26
Function	s.3.25(1) The power to give notices requiring certain things to be done by owner or occupier of land s.3.26(2) The power to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given s.3.26(3) The power to recover the cost of anything from an action under subsection (2)
Delegates	CEO
Conditions	Nil
Record keeping	ECM - GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 - 02 Entry in an Emergency**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.34
Function	s.3.34(1) The power to lawfully enter s.3.34(3) The power to use reasonable force s.3.34(4) To exercise the power of entry
Delegates	CEO
Conditions	Nil
Record keeping	ECM - GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 - 03 Abandoned Vehicle Wreck**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.40A
Function	s.3.40A(4) The power to declare that the vehicle is an abandoned vehicle wreck
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with Delegation DA1 – 04 Confiscated or Uncollected Goods
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 - 04 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.3.46, s.3.47, s.3.48
Function	s.3.46(1) The power to refuse to allow impounded goods to be collected until costs are paid s.3.46(2) The power to refuse to allow removed goods to be collected until costs are paid s.3.47(1) The power to sell or otherwise dispose of goods under s.3.43 s.3.47(2) The power to sell or otherwise dispose of any vehicle s.3.47(2a) The power to sell or otherwise dispose of impounded goods s.3.48 The power to recover impounding expenses
Delegates	CEO
Conditions	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 05 Closure of Thoroughfares**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.50, s.3.50A
Function	s.3.50(1) The power to close any thoroughfare for a period not exceeding 4 weeks s.3.50(1a) The power to close any throughfare for a period exceeding 4 weeks s.3.50(6) The power to revoke an order s.3.50A The power to partially close a thoroughfare for repairs or maintenance
Delegates	CEO
Conditions	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 07 Inviting, Rejecting and Accepting Tenders**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18, s.3.57 *Local Government (Functions and General) Regulations 1996* Regulations 11 , 13, 14, 18, 20, 21A
Function	s.3.18 The power to perform executive functions s.3.57 Tenders for providing goods or services Regulation 11(1) The power to determine when tenders have to be publicly invited Regulation 11(2) The power to determine that a relevant exemption applies Regulation 13 Requirements when local government invites tenders when not required to do so Regulation 14(2a) The power to determine in writing, before tenders are called, the criteria for acceptance of tenders Regulation 14(4)(a) The power to determine the information that is to be disclosed Regulation 14(5) The power to vary tender information after public notice and provide notice of variation to information Regulation 18(4) The power to evaluate tenders, by written evaluation, and decide which is the most advantageous Regulation 18(4a) The power to seek clarification from tenderers in relation to information contained in their tender submission Regulation 18(5) The power to decline any tender Regulation 18(6), (7) The power to accept another tender where within 6 months of either accepting a tender, a contract has not been entered into or the successful tenderer agrees to terminate the contract. Regulation 20 The power to vary the requirements before entry into contract Regulation 21A The power to vary a contract for the supply of goods or services
Delegates	CEO
Conditions	This delegation is limited to the power to enter into a contract for the purchase of goods and services. This delegation is subject to: (a) Complying with the requirements of the City of Busselton's Purchasing Policy as it relates to tendering; (b) Following any applicable staff management practices and operational procedures; and (c) Not accepting any tender or entering into any contract having a value exceeding $500,000
Statutory framework	Reference Documents - Tender Register
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022

Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 08 Expression of Interest for Goods and Services**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.57 *Local Government (Functions and General) Regulations 1996* Regulations 21, 23
Function	s.3.57 The power to call tenders for providing goods or services Regulation 21 The power to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services. Regulation 23(2) The power to determine when an Expression of Interest may be rejected Regulation 23(3) The power to consider an expression of interest that has not rejected
Delegates	CEO
Conditions	Expressions of interest for goods and services may only be called where there is an adopted budget for the proposed goods or services.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 10 Panels of Pre-Qualified Suppliers**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government (Functions and General) Regulations 1996* Part 4, Division 3
Function	Regulation 24AB The power to establish panels of pre-qualified suppliers Regulation 24AC The power to set the requirements before establishing panels of pre-qualified suppliers Regulation 24AD The power to set the requirements when inviting persons to apply to join panel of pre-qualified suppliers Regulation 24AH The power to reject and accept applications to join panel of pre-qualified suppliers Regulation 24AJ The power to enter into contracts with pre-qualified suppliers
Delegates	CEO
Conditions	This delegation is subject to: (a) Compliance with the requirements of the City of Busselton's Purchasing Policy as it relates to panels of pre-qualified suppliers; and (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed $500,000.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 11 Amendments to the Consolidated Parking Scheme (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*City of Busselton Parking Local Law 2020* Section 1.10
Function	s.1.10 Powers of Council
Delegates	CEO
Conditions	The Chief Executive Officer shall ensure Councillors are provided with details of all proposed amendments to the Scheme, and given a period of not less than 14 days to submit a written request to the CEO for the matter to be presented to Council before a delegation is exercised. Any two or more Councillors may consider a proposed amendment to the Consolidated Parking Scheme to be of strategic significance and/or high community interest and request the CEO in writing, to present the proposal to Council for consideration. If the request is supported, the proposed amendment shall be present to the first practicable Council meeting for consideration. *Note: any Councillor may also submit a notice-of-motion in relation to the withdrawal of delegation in relation to a particular proposal, but it would generally be expected that they would first seek to exercise the call-in provision as outlined above.*
Subdelegate conditions	This delegation is limited in respect to the call in and referral provisions of DA1 - 11
Statutory framework	City of Busselton Parking Local Law 2020
Policy	Council Policy: Ranger and Emergency Services Approach to Regulator Functions
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport) (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18, s.3.58
Function	s.3.18 The power to perform executive functions s.3.58 (2) The power to dispose of property at a public auction or by public tender s.3.58 (3) The power to dispose of property by private treaty
Delegates	CEO
Conditions	This delegation is subject to: 1. The property being located at the Busselton Margaret River Airport; 2. The means of disposal being a lease; 3. The term of the lease (including options) being up to a maximum of 42 years (21 years plus an option for a further 21 years) in accordance with the Western Australian Planning Commission approval for leasing arrangements at the General Aviation Precinct; 4. The initial annual market rental value of the lease being less than: a. $10,000.00 per annum for a ground lease; and b. $50,000.00 per annum for any other lease; 5. The disposition not being of a significant commercial and strategic nature; and 6. At least every six months City officers must provide Councillors a summary and update of leases entered into under this delegation.
Policy	Council Policy: Purchasing
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'

Delegation	**DA 1 – 13 Dispose of sick or injured animals**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.47A
Function	s.3.47A The power to humanely destroy an animal and dispose of the carcass
Delegates	CEO
Conditions	This delegation is only to be used where the all reasonable efforts to identify and contact an owner have been exhausted.
Statutory framework	Cat Act 2011 Keeping and Control of Cats Local Law 2014 Dog Act 1976 Dogs Local Law 2014
Policy	Council Policy: Ranger and Emergency Services Approach to Regulatory Functions Council Policy: Rehoming of Impounded Dogs and Cats
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.12
Function	s.6.12(1)(b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
Delegates	CEO
Conditions	1. Any waiver or granting of concession shall only be up to $5,000 and considered solely on its merits; and any debt write-off approved shall be less than $5,000. 2. Any waiver or granting of concession as it applies to any Financial Hardship application, shall only be up to $10,000 and considered solely on its merits; and any Financial Hardship application approved for debt write-off shall be less than $10,000 and will take into account the Financial Hardship Policy. 3. Additional subsidies and waiver of hire fees under Council Policy: Community Hire of City Property are limited to $10,000 per application in accordance with the endorsed City of Busselton Annual Budget and Fees and Charges.
Policy	Council Policy: Financial Hardship City of Busselton Financial Hardship Brochure and FAQ's City of Busselton Financial Hardship Application Form
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 15 Rates and Service Charges**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.45, s.6.49, s.6.50, s.6.56, s.6.60, s.6.64, s.6.71, s.6.74, s.6.76
Function	s.6.45(3) The power to impose an additional charge for instalments s.6.49 The power to enter into an agreement for the payment of rates and service charges s.6.50 The power to set rates or service charges due and payable s.6.56 The power to recover, in court, rates or service charges due s.6.60(4) The power to recover the amount of the rate or service charge as a debt from the lessee if the rent is not paid in accordance with a notice s.6.64(1) The power to take possession of land and hold land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years s.6.69(2) The power to agree to the terms and conditions between parties and accept payment of the outstanding rates or service charges s.6.71 The power to transfer land to Crown or local government s.6.74 The power to have land vested in Crown if rate in arrears 3 years s.6.76(4) The power to extend the time for a person to make an objection to a rate records s.6.76(5) The power to consider any objection and disallow or allow it, wholly or in part
Delegates	CEO
Conditions	Nil
Policy	Nil
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 16 Investment of Surplus Funds**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.14
Function	s.6.14(1) The power to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose
Delegates	CEO
Conditions	Council approval is required for any investment in Managed Investments
Policy	Council Policy: Investment
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 19 Urgent Legal Representation (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Council Policy: Legal Representation for Council Members and Employees
Function	To approve an application for urgent legal representation
Delegates	CEO
Conditions	1. The authority to approve applications for urgent legal representation for Council members and employees is limited to a maximum of $10,000; 2. An application approved by the CEO is to be submitted at the next ordinary meeting of Council; 3. The determination must be made pursuant to Council Policy 'Legal Representation for Council Members and Employees'.
Policy	Council Policy: Legal Representation for Council Members and Employees Local Government Operational Guideline Number 14 April, 2016
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'

DRAFT

Delegation	**DA 1 – 20 Administer Local Laws**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18
Function	s.3.18 The power to perform executive functions
Delegates	CEO
Conditions	To perform the duties of the local government pursuant to the powers of each local law.
Statutory framework	City of Busselton Local Laws: • Activities in Thoroughfares and Public Places and Trading Local Law 2015 • Busselton Regional Airport Local Law 2012 • Keeping and Control of Cats Local Law 2014 • Cemeteries Local Law 2015 • Waste Local Law 2016 • Dogs Local Law 2014 • Dust and Building Waste Control Local Law 2010 • Health Local Law 1997 • Holiday Homes Local Law 2012 • Jetties Local Law 2014 • Local Government Property Local Law 2010 • Parking Local Law 2020 • Standing Orders Local Law 2018
Record keeping	ECM – GOVN015 'Instrument of Delegation from Council to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 21 Acquisition of Property (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18
Function	s.3.18 The power to perform executive functions and acquire property
Delegates	CEO
Conditions	In accordance with s.5.43(d) of the *Local Government Act 1995*, the value of the property to be acquired shall not exceed $100,000
Record keeping	ECM – GOVN015 'Instrument of Delegation from Council to CEO'

DRAFT

Delegation	**DA 1 – 22A Disposition of Property: Other than by Lease**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18, s.3.58 *Local Government (Functions and General) Regulations 1996* Regulations 30
Function	s.3.18 The power to perform executive functions s.3.58(2) The power to dispose of property at a public auction or by public tender s.3.58(3) The power to dispose of property by private treaty Regulation 30 (2)(a)(ii) The power to determine an insignificant benefit
Delegates	CEO
Conditions	1. The value of the land to be disposed of shall not exceed $20,000 other than if paragraph (2) applies; or 2. Where the property is land valued at less than $100,000 and has been put to public auction or put out to tender and not sold, the land may be disposed of in accordance with Regulation 30 (2)(a) of the *Local Government (Functions and General) Regulations 1996*; and 3. The value of property other than land to be disposed of shall not exceed $100,000; and 4. Where the value of property other than land does not exceed $20,000 the property may be disposed of in accordance with Regulation 30 (3)(a) of the *Local Government (Functions and General) Regulations 199*6.
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 22B Disposition of Property: Leasing of Property (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.3.18, s.3.58
Function	s.3.18 The power to perform executive functions s3.58(2) The power to dispose of property at a public auction or by public tender s.3.58(3) The power to dispose of property by private treaty
Delegates	CEO
Conditions	1. Leasing or leasing and licensing of property, including assignments of existing leases and the renewal of a lease by a lessee, where – (a) The property is an established sporting or community facility (including on managed reserve land) and where any part of the property has been leased before by the City: or (b) The property is for the purpose of storage only and is an area of not more than 100 square metres. 2. The permitted use of the property must be consistent with: (a) The designated purpose of the property; or (b) The general or ancillary use of the property immediately prior to the entering into of a lease; or (c) If the property has recently been acquired or a new or amended management order has been made in respect of a managed reserve, the purpose for which the property has been acquired or is to be managed. 3. The value of the disposition (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis) must not exceed $25,000. 4. The maximum term of the disposition, including any right by a lessee to assign the lease or to sublease the land and/or buildings shall not exceed 10 years (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis). 5. At least every six months City officers shall provide Councillors a summary and update of leases entered into under this delegation
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'

Delegation	**DA 1 – 22C Disposition of Residential Property by Lease (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s. 5.42 Delegation of some powers or duties to CEO s 5.43 Limitation on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s. 3.18, s 3.58
Function	To dispose of residential property by lease to a person
Delegates	CEO
Conditions	The consideration under any residential property lease is not to exceed $50,000 per annum
Policy	Leasing of City Premises
Record keeping	ECM - GOVN015 'Instrument of Council Delegation to CEO'

DRAFT

Delegation	**DA 1 – 23 Payments from Municipal Fund or Trust Fund**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.6.10 *Local Government (Financial Management) Regulations 1996* Regulation 12
Function	s.6.10 Financial management regulations Regulation 12(1) The power to make payments from municipal fund or trust fund
Delegates	CEO
Conditions	With respect to allocation of donations and sponsorship from the fund established for this purpose in accordance with the Council's tiered funding scheme, individual payments from this fund are not to exceed $1,000 unless prior consultation with the Finance Committee has occurred.
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 1 – 24 Affixing of the Common Seal**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	*Local Government Act 1995* s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Local Government Act 1995* s.9.49A
Function	s.9.49A(2) The power to affix the common seal
Delegates	CEO
Conditions	The CEO is authorised to affix the Common Seal to all documents that require it to be legally effective and to carry out the functions of a CEO.
Policy	Council Policy: Execution of Documents
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

City of Busselton

Delegation	**DA 1 – 25 Complaints Officer - Code of Conduct (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Council Resolution C2102/032 *Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021*
Function	cl.11(3) Appoint one or more persons to receive complaints and withdrawals of complaints
Delegates	CEO
Policy	Council Policy: Investigation of Complaints of Alleged Breaches of Behaviour City of Busselton Code of Conduct for Council Members, Committee Members and Candidates
Record keeping	GOVN15 - Instrument of Council Delegation to CEO

DRAFT

Delegation	**DA 1 – 26 Rate Exemptions (DRAFT)**
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	Local Government Act 1995 s.6.26
Function	s.6.26(2) Assessment of exemption applications for non-rateable land
Delegates	CEO
Conditions	Note: Officers will provide a listing of rate exemptions approved on a quarterly basis to Council in the Councillor Information Bulletin
Policy	Application for Rates Exemption Form
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

02 Building Act 2011

Delegations under the Building Act 2011

01.1 Council to CEO

Delegation	**DA 2 - 01 Grant a Building Permit (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.18, s.20, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	s.18 Request for further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1), (3) Impose Conditions on Permit r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegates	CEO
Conditions	Nil
Subdelegate conditions	
Statutory framework	*Building Services (Registration Act) 2011* *Home Building Contracts Act 1991* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	ECM – GOVN015 'Instrument of Council Delegation to CEO'

Delegation	**DA 2 - 02 Demolition Permits (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.18, s.21, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
Function	s.18 Request for further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1), (3) Impose Conditions on Permit r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegates	CEO
Statutory framework	*Building Services (Complaint Resolution and Administration) Act 2011 -–* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

Delegation	**DA 2 - 03 Occupancy Permits and Building Approval Certificates (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.55, s.58, s.62, s.65 Building Regulations 2012 r.40
Function	s.55 Request for further information s.58 Grant of occupancy permit, building approval certificate s.62(1), (3) Conditions imposed by permit authority s.65(4) Extension of period of duration r.40 Extension of period of duration of time limited occupancy permit or building approval certification (s.65).
Delegates	CEO
Statutory framework	*Building Services (Complaint Resolution and Administration) Act 2011* *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

Delegation	**DA 2 - 04 Designate Employees as Authorised Persons**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.96, s.99
Function	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Delegates	CEO
Conditions	1. An authorised person for the purposes of section 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Regulation 70. 2. Decisions under this delegated authority should be in accordance with Regulation 5 of the Building Regulations 2012.
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 2 - 05 Building Orders**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.110, s.111, s.117, s.118, s.133
Function	s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1), (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2), (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

City of Busselton

Delegation	**DA 2 - 06 Inspection and Copies of Building Records (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.131
Function	s.131(2) Inspection and / or provision of copies of building records
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

City of Busselton

Delegation	**DA 2 - 07 Referrals and Issuing Certificates (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Act 2011 s.145A
Function	s.145A(1), (2) Issuing of certificate by Local Government
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

Delegation	**DA 2 - 08 Private Pool Barriers - Alternative and Performance Solutions (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.51
Function	r.51(2), (3), (5) Private Pool Barrier – Approval of alternative requirements and performance solutions
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

Delegation	**DA 2 - 09 Smoke Alarms - Alternative Solutions**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.61
Function	r.61(1), (2) Local Government approval of battery powered smoke alarms
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 2 - 10 Appoint Approved Officer and Authorised Officers (DRAFT)**
Head of power	02 Building Act 2011
Delegator	Local Government
Express power to delegate	Building Act 2011 Section 127
Express power or duty delegated	Building Regulations 2012 r.70
Function	r.70(1) Authority to appoint an approved officer for the purposes of s.6(a) of the *Criminal Procedure Act 2004* r.70(2) Authority to appoint an approved officer for the purposes of s.6(b) of the *Criminal Procedure Act 2004*
Delegates	CEO
Conditions	Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purposes of performing functions under s9.16 of that Act may be appointed as authorised officers for the purposes of r.70(2).
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

03 Bushfires Act 1954

Delegations under the Bushfires Act 1954

01.1 Council to CEO

Delegation	**DA 3 - 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954* Part V, Section 48.
Express power or duty delegated	The *Bush Fires Act 1954*
Function	All powers of the local government pursuant to the Bush Fires Act 1954
Delegates	CEO
Conditions	1. Excludes the powers and duties that are subject to separate delegated authority within this Register as set out below: a. DA 3 – 02 Appointment of Bush Fire Control Officers; b. DA 3 – 03 Prosecutions and Infringements; c. DA 3 – 04 Variation of Prohibited and Restricted Burning Times 2. A delegation as per s.48 does not include the power to sub-delegate
Statutory framework	Annual Firebreak and Fuel Hazard Reduction Notice
Policy	Council Policy: Bush Fire Brigade Accounting Council Policy: Bush Fire Brigade Grievance Process Disciplinary Action Council Policy: Meetings of Bush Fire Brigades Council Policy: Membership of Bush Fire Brigades Council Policy: Qualifications of Bush Fire Brigades Officers Council Policy: Roles of Bush Fire Brigade Officers Council Policy: Code of Conduct, Bush Fire Brigade Objectives and Values
Record keeping	GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 3 - 02 Appointment of Bush Fire Control Officers**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954* Part V, Section 48
Express power or duty delegated	*Bush Fires Act 1954* Part IV, Section 38
Function	s.38 Local government may appoint bush fire control officer
Delegates	CEO
Conditions	1. This delegation is limited to the appointment of members of volunteer bush fire brigades and the City Ranger and Emergency Services Staff; 2. In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and 3. This delegation does not extend to the appointment of Chief or Deputy Bush Fire Control Officers.
Statutory framework	Annual Firebreak and Fuel Hazard Reduction Notice
Policy	Council Policy: Membership of Bush Fire Brigades Council Policy: Qualifications of Bush Fire Brigades Officers Council Policy: Roles of Bush Fire Brigade Officers Council Policy: Code of Conduct, Bush Fire Brigade Objectives and Values
Record keeping	GOVN015 'Instrument of Council Delegation to CEO'
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 3 - 03 To Institute a Prosecution, or to Issue an Infringement**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954 Section 59(3)
Express power or duty delegated	The Bush Fires Act 1954
Function	s.59 Prosecution of offences s.59A Alternative procedure – infringement notices
Delegates	Bush Fire Control Officer CEO Director Planning and Development Services Manager Regulatory Services Ranger Ranger and Emergency Services Coordinator Senior Ranger
Conditions	1. Rangers and Senior Rangers are prohibited from commencing a prosecution for an offence against the Bush Fire Act 1954; 2. Rangers and Senior Rangers are prohibited from instituting legal proceedings pursuant to s.59A(3) of the Bush Fire Act 1954; and 3. A delegation as per s.48 of the Bush Fire Act 1954 does not include the power to sub-delegate
Statutory framework	Annual Firebreak and Fuel Hazard Reduction Notice
Policy	Council Policy: Ranger and Emergency Services Approach to Regulatory Functions
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 3 - 04 Variation of Prohibited and Restricted Burning Times (DRAFT)**
Head of power	03 Bushfires Act 1954
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954 Section 17(10)
Express power or duty delegated	*The Bush Fires Act 1954*
Function	s.17 (7) (8) Prohibited burning times may be declared by Minister s.18 (5) Restricted burning times may be declared by FES Commissioner
Delegates	Bush Fire Control Officer Mayor
Conditions	1. The powers and duties pursuant to sections 17 and 18 of the Bush Fires Act 1954 are jointly delegated to the Mayor and Chief Bush Fire Control Officer; and 2. Decisions under s.17 (7) must comply with the requirements of s.17(7B) and s.17(8). 3. Decisions under s.18(5) must comply with the requirements of s.18 (5B)
Statutory framework	Annual Firebreak and Fuel Hazard Reduction Notice
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

DRAFT

04 Cat Act 2011

Delegations under the Cat Act 2011

01.1 Council to CEO

Delegation	**DA 4 - 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011**
Head of power	04 Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011 Part 4, Division 2, Section 44
Express power or duty delegated	The Cat Act 2011
Function	All powers and duties of a local government pursuant to the Cat Act 2011
Delegates	CEO
Statutory framework	Keeping and Control of Cats Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats Council Policy: Ranger and Emergency Services Approach to Regulatory Functions
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

05 Dog Act 1976

Delegations under the Dog Act 1976

01.1 Council to CEO

Delegation	**DA 5 - 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976**
Head of power	05 Dog Act 1976
Delegator	Local Government
Express power to delegate	Dog Act 1976 Section 10AA
Express power or duty delegated	The Dog Act 1976
Function	All the powers and duties of the local government pursuant to the Dog Act 1976
Delegates	CEO
Statutory framework	Dogs Local Law 2014
Policy	Council Policy: Rehoming of Impounded Dogs and Cats Council Policy: Ranger and Emergency Services Approach to Regulatory Functions
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

07 Planning and Development Act 2005

Delegations under the Planning and Development Act 2005

01.1 Council to CEO

Delegation	**DA 7 - 01 Development Control (DRAFT)**
Head of power	07 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Planning and Development Act 2005 s.162 Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	The Planning and Development (Local Planning Schemes) Regulations 2015
Function	The powers and duties of the local government able to be delegated under clause 82, Schedule 2 – Deemed Provisions for local planning schemes.
Delegates	CEO
Conditions	1. 'Call-in' provisions Any two or more Councillors may consider an application or proposal to be of strategic significance and/or high community interest and request the CEO in writing, to present the application or proposal to the Council for consideration. If the request is supported, the application shall be presented to the first practicable Council meeting for consideration. *Note: Any Councillor may also submit a notice of motion in relation to the withdrawal of delegation in relation to a particular application, but it would generally be expected that they would first seek to exercise the call-in provision outlined above.* 2. Applications in Special CharacterAreas requiring the exercise of discretion All applications for developmentapproval affecting land within the Special Character Areas, as identified inSchedule 4 of the Scheme, and which involve the exercise of discretion, must bebrought to the Council for determination, unless the application has been refused underdelegated authority. 3. Reconsideration of applications for development approval Prior to the determination of an application for reconsideration of an application for development approval (other than where a reconsideration is occurring pursuant to section 31 of the State Administrative Tribunal Act 2004 – see below), the CEO shall ensure that a copy of the reconsideration request, together with a report assessing the application, is circulated to all Councillors, giving a period of not less than 14 days before a delegated decision is made. "Reconsideration" is a not a defined term in the City of Busselton Local Planning Scheme No. 21 or the Planning and Development (Local Planning Scheme) Regulations 2015, however for the purposes of this delegation, the term relates to applications to: a) amend or delete conditions of a development approval, where City officers are not

	supportive of that request and informal discussion with the applicant has not resolved the issue; and b) new development applications which are substantially the same as an earlier application refused under delegation. 4. Standard Structure Plans, and Precinct Structure Plans Prior to making a recommendation to the Western Australian Planning Commission regarding adoption or amendment of a Structure Plan or Precinct Structure Plan, the CEO shall ensure that a copy of the respective plan, together with a report, setting out and explaining the recommendation proposed to be made under delegation, is circulated to all Councillors, giving a period of not less than 14 days before a recommendation is forwarded to the Commission. 5. Local Planning Policies, Local Heritage List, Heritage Precincts Decisions relating to adoption, revocation or amendment of local Planning Policies, the Local Heritage List and/or Heritage Precincts are not delegated. 6. Applications for review by the State Administrative Tribunal (SAT) Where the original decision was made under delegation, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 may also be made under delegation. Where the original decision was made by the Council, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 shall be presented to the Council for consideration, unless officers have first briefed Councillors and Councillors have indicated a general willingness to allow the decision to be made under delegation, in which case a decision may be made under delegation, provided that the 'call-in' provisions set out at Condition 1 above have not been exercised before the decision is made. Note that where the original decision was made by a Development Assessment Panel, the Panel is the respondent in relation to any application for review. 7. Briefing and Reporting Generally on a monthly basis (as agreed/determined by the Mayor and CEO), officers shall provide Councillors with an informal briefing on planning matters of strategic significant and/or high community interest, and on issues raised by Councillors. Each Friday, or in the case of Fridays which are public holidays, the next working day, a summary of applications received and determined in the preceding period (usually the preceding Friday to Thursday) shall be published on the City's website. Generally on a monthly basis, and generally as part of the agenda for every second ordinary Council meeting in any given month, a summary and update of planning and development-related State Administrative Tribunal matters involving the City shall be presented to Councillors as part of the 'Councillors Information Bulletin'.
Record keeping	GOVN015 - Instrument of Council Delegation to CEO

Delegation	**DA 7 - 02 Unauthorised Development**
Head of power	07 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	Planning and Development Act 2005 s.162 Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	The Planning and Development Act 2005 s.214
Function	s.2.14(2) The power to give written direction to stop or not recommence s.214(3) The power to give written direction to remove or restore s.214(5) The power to given written direction to execute the work
Delegates	CEO
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

08 Strata Titles Act 1985

Delegations under the Strata Titles Act 1985

01.1 Council to CEO

Delegation	**DA 8 - 01 Certificate of Approval pursuant to the Strata Titles Act 1985 (PUBLISHED, BUT MARKED FOR REMOVAL)**
Head of power	08 Strata Titles Act 1985
Delegator	Local Government
Express power to delegate	Strata Titles Act 1985 s.25 Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
Express power or duty delegated	*Strata Titles Act 1985*
Function	s.25 Certificate of Commission
Delegates	CEO
Statutory framework	Planning Bulletin 52/2009
Record keeping	GOVN015 - Instrument of Council Delegation to CEO
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

11 Local Government Act 1995

Delegations to Committees under the Local Government Act 1995

01.2 Delegations to Committees

Delegation	**DA 11 - 01 Meelup Regional Park Management Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegation of powers and duties to certain committees
Express power or duty delegated	*Local Government Act 1995* s.3.18
Function	s.3.18 Performing executive functions
Delegates	Meelup Regional Park Management Committee
Conditions	The above power or duty is to adopt plans, policies or documents that relate to the management of the park other than where those plans, policies or documents require adoption pursuant to a particular statutory power. The Committee may not make any decision that would require expenditure of funds contrary to the adopted budget and any decisions shall not be actioned until the Committee meeting minutes have been formally received and noted by the Council.
Statutory framework	Meelup Regional Park Management Committee's Terms of Reference Working Group Terms of Reference
Policy	Council Policy: Governance of Meelup Regional Park
Record keeping	GOVN001-Authorised Delegation of Power/Authority
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 11 - 02 Audit and Risk Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegations of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	*Local Government Act 1995* s.7.12A
Function	s.7.12A(2) Authority to meet with the City's Auditor at least once every year on behalf of the Council s.7.12A(3) Authority to: a. Examine the report of the Auditor and determine matters that require action to be taken by the City; and b. Ensure that appropriate action is taken in respect of those matters. s.7.12A(4) Authority to review and endorse the City's report on any actions taken in response to the Auditor's report, prior to it being forwarded to the Minister.
Delegates	Audit and Risk Committee
Conditions	Delegation of s.7.12A(3) and s.7.12A(4) is not to be used where a Management Letter or Audit Report raises significant issues and the local governments meeting with the Auditor must be directed to the Council.
Statutory framework	Terms of Reference: Audit and Risk Committee
Record keeping	GOVN001-Authorised Delegation of Power/Authority
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

Delegation	**DA 11 - 03 Behaviour Complaints Committee**
Head of power	11 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegations of some powers and duties to certain committees
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021* Clause 12 Clause 13
Function	Clause 12(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred. Clause 12(4) If the local government makes a finding that the alleged breach has occurred, the local government may – (a) Take no further action; or (b) Prepare and implement a plan to address the behaviour of the person to whom the complaint relates Clause 12(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of – (a) Its findings and the reasons for its findings; and (b) If its finding is that the alleged breach has occurred – its decision under subclause (4) Clause 13 Dismissal of complaint
Delegates	Behaviour Complaints Committee
Conditions	1. The Committee will make decisions in accordance with Council Policy: Management of Complaints of Alleged Breaches of Behaviour and these Terms of Reference. 2. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. 3. The Committee is prohibited from exercising its delegated power where a Committee Member in attendance at a Committee meeting is either the complainant or respondent to the Complaint under consideration by the Committee.
Statutory framework	City of Busselton Code of Conduct for Council Members, Committee Members and Candidates
Policy	Council policy: Management of Complaints of Alleged Breaches of Behaviour
Record keeping	GOVN001-Authorised Delegation of Power/Authority
Date adopted	21 December 2022
Adoption references	C2212/315

DRAFT

City of Busselton
Geographe Bay

LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF AUGUST 2023

CHEQUE PAYMENTS	119737 - 119770	92,483.40
ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

CHEQUE PAYMENTS AUGUST 2023

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
3/08/2023	119749	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	40.90
30/08/2023	119763	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	67.90
3/08/2023	119750	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	124.35
3/08/2023	119748	CITY OF BUNBURY	CONTRIBUTION TO WASTE TENDER	5,500.00
23/08/2023	119759	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	553.05
3/08/2023	119752	COMMISSIONER OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	814.19
24/08/2023	119764	G BARNARD	BIO DIVERSITY RATE REBATE	626.69
3/08/2023	119746	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	275.45
16/08/2023	119754	J MARKLEW & T NGUYEN-VERDENET	CROSSOVER SUBSIDY PAYMENT	201.80
24/08/2023	119766	JOEL AND FIONA HODGKINSON	BIO DIVERSITY RATE REBATE	250.00
24/08/2023	119770	KEITH & PAULA TAYLOR	BIO DIVERSITY RATE REBATE	250.00
3/08/2023	119745	LANDGATE CUSTOMER ACCOUNT	RAVENSTHORPE NOMINEES LEASE	203.00
30/08/2023	119761	LANDGATE CUSTOMER ACCOUNT	VASSE COMMUNITY GARDEN LEASE	203.00
24/08/2023	119769	M NEAL	BIO DIVERSITY RATE REBATE	517.14
16/08/2023	119757	M PESCHEL	REFUND DOG REGISTRATION	30.00
16/08/2023	119755	MADELINE RYAN	CROSSOVER SUBSIDY PAYMENT	208.60
24/08/2023	119765	OWEN AND JANE BENNETT	BIO DIVERSITY RATE REBATE	250.00
16/08/2023	119756	R SCOTT	REFUND DOG REGISTRATION	37.50
24/08/2023	119767	SHANNON AND AMY MOLLOY	BIO DIVERSITY RATE REBATE	531.20
3/08/2023	119737	VOIDED	VOIDED	-
3/08/2023	119738	VOIDED	VOIDED	-
3/08/2023	119739	VOIDED	VOIDED	-
3/08/2023	119740	VOIDED	VOIDED	-
3/08/2023	119741	VOIDED	VOIDED	-
3/08/2023	119742	VOIDED	VOIDED	-
3/08/2023	119743	VOIDED	VOIDED	-
3/08/2023	119744	VOIDED	VOIDED	-
16/08/2023	119758	VOIDED	VOIDED	-
24/08/2023	119768	W MUELLER	BIO DIVERSITY RATE REBATE	761.67
3/08/2023	119751	W SUGIARTI & DM BOCCAMAZZO	CROSSOVER SUBSIDY PAYMENT	317.00
3/08/2023	119747	WATER CORPORATION	WATER SERVICES	45.83
9/08/2023	119753	WATER CORPORATION	WATER SERVICES	2,094.58
23/08/2023	119760	WATER CORPORATION	WATER SERVICES	70,899.69
30/08/2023	119762	WATER CORPORATION	WATER SERVICES	7,679.86
				92,483.40

EFT PAYMENTS AUGUST 2023

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
9/08/2023	97382	1840 PTY LTD T/AS OBF WEDDINGS	REFUND OF APPLICATION	306.00
9/08/2023	97253	1SPATIAL AUSTRALIA PTY LTD	TRAINING SERVICES	858.00
22/08/2023	97625	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY - SEDITMENT REMOVAL LOWER VASSE RIVER	30,151.00
9/08/2023	97466	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	2,719.20
22/08/2023	97714	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	22,320.10
9/08/2023	97265	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,996.65
9/08/2023	97316	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	1,860.50
22/08/2023	97584	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	3,566.20
22/08/2023	97679	AEROCO PTY LTD	AIRPORT SERVICES	1,815.00
9/08/2023	97360	AHOY MANAGEMENT	CABIN FEVER FESTIVAL ACTIVITIES	17,600.00
9/08/2023	97482	AIRPORT LIGHTING SPECIALISTS	ELECTRICAL SERVICES	478.50
9/08/2023	97417	AIRWORKS CONSULTING PTY LTD	AIRPORT CONSULTING	1,408.00
9/08/2023	97440	AJ & MC DAVIS	ART SALES	248.50
9/08/2023	97298	ALINTA SALES PTY LTD	ELECTRICITY	61.90
22/08/2023	97629	ALISON MARTIN	MINOR DONATION	500.00
9/08/2023	97498	ALLOY & STAINLESS PRODUCTS	PLANT PURCHASES / SERVICES / PARTS	1,081.12
22/08/2023	97616	ALTUS GROUP CONSULTING PTY LTD	COST MANAGEMENT SERVICES	4,400.00
22/08/2023	97701	AMD CHARTERED ACCOUNTANTS	ACCOUNTANCY SERVICES	3,190.00
9/08/2023	97472	AMITY SIGNS	SIGNAGE SERVICES	218.35
9/08/2023	97374	ANDREW INGREY	GLC REFUNDS	51.50
9/08/2023	97270	ANNA FOLEY	WELLNESS SERVICES	2,540.00
9/08/2023	97406	ANTHONY ROBERTS TA CAR CARE (WA) BUSSELT	CAR DETAILING	82.00
22/08/2023	97673	APH CONTRACTORS PTY LTD	EARTHMOVING SERVICES	4,559.50
22/08/2023	97589	AQUATIC SERVICES WA PTY LTD	POOL SERVICE AND MAINTENANCE	6,889.30
9/08/2023	97257	ARBOR GUY	TREE MAINTENANCE SERVICES	7,480.77
22/08/2023	97545	ARBOR GUY	TREE MAINTENANCE SERVICES	21,669.03
22/08/2023	97663	ARBORCULTURE AUSTRALIA LTD	INDUSTRY SUPPORT	880.00
9/08/2023	97447	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	723.56
22/08/2023	97690	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	227.50
10/08/2023	97511	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	249,928.00
24/08/2023	97751	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	248,813.00
9/08/2023	97419	ATTEKUS	ONLINE BOOKING, EVENT SOFTWARE	721.88
22/08/2023	97682	AUGUKUN PTY LTD	COMPUTER AND ELECTRICAL	250.00
9/08/2023	97268	AUSQ TRAINING	TRAINING SERVICES	1,000.00
9/08/2023	97251	AUSTRALASIAN CEMETERIES AND CREMATORIA A	CEMETERIES BOARD	401.00
22/08/2023	97705	AUSTRALIA POST	POSTAL SERVICE	1,513.14
9/08/2023	97484	AUSTRALIA WIDE TAXATION	TRAINING SERVICES	365.00
16/08/2023	97535	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHOR	COMMUNICATION SERVICES	650.00
9/08/2023	97278	AUSTRALIAN INTERNATIONAL PEDAL PRIX INC	EVENT MANAGEMENT	27,500.00
9/08/2023	97401	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	1,153.90
22/08/2023	97656	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	1,224.25
22/08/2023	97559	AZILITY	IT SOFTWARE	10,283.90
9/08/2023	97470	B&B STREET SWEEPING	STREET SWEEPING SERVICE	37,059.49
22/08/2023	97717	B&B STREET SWEEPING	STREET SWEEPING SERVICE	26,612.78
9/08/2023	97368	BARBARA WEEKS	ART SALES	64.00

City of Busselton
Geographe Bay

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ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

9/08/2023	97294	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	2,717.50
22/08/2023	97569	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	23,103.03
22/08/2023	97738	BAY CABINETS	FURNITURE PRODUCT SUPPLIER	2,860.00
22/08/2023	97713	BAY SIGNS	SIGNAGE SERVICES	8,626.80
22/08/2023	97626	BEN COLMAN	PERSONAL IMPROVEMENT SEMINARS	365.00
22/08/2023	97619	BEN KING	SKATEPARK CONSULTATION	750.00
16/08/2023	97523	BEN WHITEHILL	STAFF REIMBURSEMENT	350.18
22/08/2023	97588	BEN WHITEHILL	STAFF REIMBURSEMENT	350.18
9/08/2023	97404	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	15.47
22/08/2023	97659	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	250.66
9/08/2023	97370	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	1,166.00
9/08/2023	97435	BLUE FORCE PTY LTD	ACCESS CONTROL AND GATE SUPPLY - DEPOT SECURITY DOORS	29,285.88
9/08/2023	97449	BOC LIMITED	GAS SERVICES	1,830.39
22/08/2023	97694	BOC LIMITED	GAS SERVICES	1,290.54
22/08/2023	97586	BRAD BROOKSBY	TRAFFIC CONSULTING	3,630.00
3/08/2023	97232	BRIAN YORKE	WATER CHARGES REIMBURSEMENT	1,012.55
22/08/2023	97549	BRIDGESTONE	TYRE SERVICES	1,083.39
23/08/2023	97757	BROAD CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES	875,763.71
9/08/2023	97381	BRUCE & EVANA BEATON	BJTP REFUND	57.00
9/08/2023	97487	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	6,553.84
22/08/2023	97732	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	1,414.49
9/08/2023	97397	BUILDING SUPPLIES AND HIRE	BUILDING SUPPLIES	75.51
9/08/2023	97259	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	43,121.15
9/08/2023	97261	BUNBURY TELECOM SERVICE PTY LTD	MAINTENANCE SERVICES	660.00
22/08/2023	97631	BUNNINGS	REFUND OF APPLICATION	224.00
9/08/2023	97476	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	794.83
22/08/2023	97721	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,295.42
9/08/2023	97336	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	595.00
16/08/2023	97524	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	595.00
22/08/2023	97598	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	595.00
9/08/2023	97301	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	3,200.00
22/08/2023	97577	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	720.00
9/08/2023	97266	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	519.95
22/08/2023	97551	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	292.27
16/08/2023	97534	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - NEW CULVERT SWALE & BASIN WORKS & CAUSEWAY ROAD	45,033.73
9/08/2023	97398	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	1,258.17
22/08/2023	97653	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	464.60
9/08/2023	97248	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	99.12
22/08/2023	97543	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	3,806.14
22/08/2023	97546	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	231.00
9/08/2023	97460	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	432.15
22/08/2023	97704	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	40,221.25
22/08/2023	97672	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	10,630.00
30/08/2023	97770	BUSSELTON PRIDE ALIANCE INC.	MINOR DONATION	1,000.00
22/08/2023	97637	BUSSELTON PRIMARY SCHOOL	MINOR DONATION	100.00
9/08/2023	97456	BUSSELTON RETRAVISION - DORSETT RETAIL P	ELECTRICAL SERVICES	547.00
16/08/2023	97533	BUSSELTON RETRAVISION - DORSETT RETAIL P	ELECTRICAL SERVICES	388.00
22/08/2023	97707	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	27,909.15
22/08/2023	97638	BUSSELTON SENIOR HIGH SCHOOL	MINOR DONATION	200.00
9/08/2023	97501	BUSSELTON SPINNERS & WEAVERS	ART SALES	252.00
9/08/2023	97448	BUSSELTON WATER	WATER SERVICES	11,000.00
16/08/2023	97532	BUSSELTON WATER	WATER SERVICES	100.00
22/08/2023	97693	BUSSELTON WATER	WATER SERVICES	874.93
22/08/2023	97639	CAPE NATURALISTE COLLEGE	MINOR DONATION	200.00
9/08/2023	97432	CAPE TRAINING & ASSESSING PTY LTD	TRAINING AND ASSESSMENT	4,800.00
16/08/2023	97537	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES / CARTAGE SERVICES - BUSSELL HWY CYCLEWAY	455,723.29
9/08/2023	97359	CAROL MULHEARN	ART SALES	168.00
17/08/2023	97540	CAROL WAUGH	REFUND OF APPLICATION	1,160.00
9/08/2023	97361	CARRAMAR COASTAL NURSERY	NURSERY SUPPLIES	2,277.00
9/08/2023	97338	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	1,852.40
22/08/2023	97599	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	12,299.93
9/08/2023	97299	CENTRAL REGIONAL TAFE	TRAINING SERVICES	372.09
9/08/2023	97344	CHRISEA DESIGNS	ART SALES	133.00
9/08/2023	97363	CHRISTINE CRESSWELL	ART SALES	4.20
9/08/2023	97305	CHRISTINE SEATORY	ART SALES	8.40
9/08/2023	97477	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	3,747.81
22/08/2023	97724	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	20,531.13
9/08/2023	97246	CINEFEST OZ INC	CONTRIBUTION - FESTIVAL FILMS	70,400.00
9/08/2023	97494	CITY AND REGIONAL FUELS	FUEL SERVICES	3,543.01
10/08/2023	97513	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	3,914.06
24/08/2023	97753	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	4,400.69
10/08/2023	97508	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,352.18
24/08/2023	97748	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,052.18
10/08/2023	97509	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
24/08/2023	97749	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
10/08/2023	97515	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	202.00
24/08/2023	97755	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	198.00
9/08/2023	97450	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	573.48
9/08/2023	97392	CLAIRE KASTELAN	ART SALES	3.15
9/08/2023	97485	CLEANAWAY	WASTE MANAGEMENT SERVICES	20,615.64
22/08/2023	97728	CLEANAWAY	WASTE MANAGEMENT SERVICES	94,443.06
22/08/2023	97578	CLEANAWAY CO PTY LTD	CHEMICAL DISPOSAL SERVICES	2,501.17
9/08/2023	97455	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	1,024.86
9/08/2023	97304	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	130.20
16/08/2023	97518	COBUS BOTHA	STAFF REIMBURSEMENT	241.35

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INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

22/08/2023	97733	COCA-COLA AMATIL	GLC KIOSK PURCHASES	1,579.80
9/08/2023	97284	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	500.76
22/08/2023	97566	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	1,126.50
9/08/2023	97399	COMBINED METAL INDUSTRIES	STEEL PRODUCTS SUPPLIER	31.36
9/08/2023	97254	COMBINED TEAM SERVICES	TRAINING SERVICES	340.00
22/08/2023	97605	COMMUNITY INFORMATION SUPPORT SERVICES L	COMMUNITY DIRECTORIES	11,670.00
9/08/2023	97324	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	1,020.70
22/08/2023	97622	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	3,757.42
22/08/2023	97641	CORNERSTONE CHRISTIAN COLLEGE	MINOR DONATION	400.00
9/08/2023	97302	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	121.00
3/08/2023	97239	CR. ANNE RYAN	COUNCILLOR PAYMENT	3,088.14
17/08/2023	97541	CR. ANNE RYAN	COUNCILLOR PAYMENT	268.08
3/08/2023	97225	CR. GRANT HENLEY	COUNCILLOR PAYMENT	12,397.03
3/08/2023	97238	CR. JODIE RICHARDS	COUNCILLOR PAYMENT	3,088.14
3/08/2023	97235	CR. KATHERINE COX	COUNCILLOR PAYMENTS	3,088.14
3/08/2023	97240	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	2,739.18
3/08/2023	97231	CR. PAUL CARTER	COUNCILLOR PAYMENT	5,065.45
3/08/2023	97236	CR. PHILL CRONIN	COUNCILLOR PAYMENTS	3,088.14
3/08/2023	97230	CR. ROSS PAINE	COUNCILLOR PAYMENT	3,088.14
3/08/2023	97234	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	3,088.14
9/08/2023	97271	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	20,058.34
22/08/2023	97557	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	11,613.47
9/08/2023	97340	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	2,317.75
22/08/2023	97601	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	4,403.20
10/08/2023	97514	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	1,299.70
24/08/2023	97754	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	1,299.70
9/08/2023	97326	CURLY'S REMOVALS	FURNITURE TRANSPORT	280.00
9/08/2023	97412	D & K HEART	ART SALES	27.30
22/08/2023	97550	DATABASE CONSULTANTS AUSTRALIA	DATABASE SERVICES	11,265.10
3/08/2023	97229	DAVID GOODWIN	STAFF REIMBURSEMENT	357.78
22/08/2023	97722	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	940.56
9/08/2023	97473	DEPARTMENT OF FIRE AND EMERGENCY SERVICE	FIRE AND EMERGENCY SERVICES	5,643.00
9/08/2023	97258	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	83.60
22/08/2023	97582	DEPARTMENT OF WATER AND ENVIRONMENT REGU	ENVIRONMENTAL SERVICES	6,952.00
9/08/2023	97424	DIAL BEFORE YOU DIG AUSTRALIA LTD	PROVISION OF REFERRAL SERVICES	4,428.51
22/08/2023	97633	DK TAYLOR & SC TAYLOR	REFUND OF APPLICATION	224.00
9/08/2023	97411	DOROTHY ROBINSON	ART SALES	119.25
9/08/2023	97319	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	787.75
22/08/2023	97575	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	3,359.71
22/08/2023	97681	DOWN TO EARTH AGRIBUSINESS	RUBBISH CLEAN UP	386.79
22/08/2023	97560	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	75.90
22/08/2023	97640	DUNSBOROUGH PRIMARY SCHOOL	MINOR DONATION	100.00
22/08/2023	97726	EBSCO AUSTRALIA	MAGAZINE SUPPLIER	6,461.99
9/08/2023	97295	ECHO FIELD PTY LTD	MAINTENANCE SERVICES	4,984.30
22/08/2023	97571	ECHO FIELD PTY LTD	MAINTENANCE SERVICES	1,122.00
22/08/2023	97684	ECOCYCLE PTY LTD	BATTERY RECYCLING	2,574.00
9/08/2023	97287	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	2,755.00
22/08/2023	97568	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	1,880.00
22/08/2023	97590	EIS CONTROL PTYLTD	ELECTRICAL SERVICES	740.96
9/08/2023	97308	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	4.55
22/08/2023	97700	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	26,762.00
22/08/2023	97649	ELEMENT ADVISORY PTY LTD	HERITAGE ADVICORY SERVICES	1,361.26
9/08/2023	97426	ELITE BUSINESS PERFORMANCE PTY LTD	CONSULTING SERVICES	4,732.75
9/08/2023	97410	ELITE POOL COVERS PTY LTD	POOL SERVICES	1,760.00
9/08/2023	97329	ELIZABETH BINT	ART SALES	26.25
22/08/2023	97731	EMERGE OFFICE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	270.60
9/08/2023	97423	EMERSON RAINE	STRATA LEVY FEES & WATER CONSUMPTION	2,686.90
22/08/2023	97686	EMILY PEARSON	GRAZING PLATTERS	165.00
9/08/2023	97445	EMMA WHITE	ART SALES	35.00
9/08/2023	97269	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	216.41
22/08/2023	97555	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,775.29
30/08/2023	97773	ESTELLE DRAGSTRA	MINOR DONATION	500.00
22/08/2023	97570	EVERLON BRONZE	BRONZE PLAQUES	1,139.60
9/08/2023	97422	EZRA J WILLIAMS PRO ROOFING WA	ROOFING , ROOF PLUMBING , MAINTENANCE	1,455.30
22/08/2023	97670	EZRA J WILLIAMS PRO ROOFING WA	ROOFING , ROOF PLUMBING , MAINTENANCE	906.40
9/08/2023	97358	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	173.98
22/08/2023	97615	FANNY AND THIBAUT LIDOW	COFFEE WORKSHOPS AND CATERING	880.00
9/08/2023	97355	FISKE ADVERTISING PTY LTD	PLASTIC CARDS	2,996.07
9/08/2023	97490	FREEHILLS EFT ACCOUNT	LEGAL SERVICES	4,429.81
9/08/2023	97315	FRESH AS	REFRESHMENTS	459.95
9/08/2023	97427	GARY LEE ELECTRICAL	ELECTRICAL SERVICES	401.50
22/08/2023	97675	GARY LEE ELECTRICAL	ELECTRICAL SERVICES	4,207.01
9/08/2023	97310	GEOBOX PTY LTD	VEHICLE CAMERAS	1,991.00
22/08/2023	97643	GEOGRAPHE EDUCATION SUPPORT CENTRE	MINOR DONATION	300.00
9/08/2023	97306	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GE	ELECTRICAL SERVICES - VASSE OVAL LIGHTING	121,474.47
22/08/2023	97644	GEOGRAPHE PRIMARY SCHOOL	MINOR DONATION	100.00
9/08/2023	97491	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	1,612.00
22/08/2023	97735	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	843.00
22/08/2023	97695	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	368.55
22/08/2023	97642	GEORGIANAN MOLLOY ANGLICAN SCHOOL	MINOR DONATION	300.00
22/08/2023	97623	GLOBAL AIRSPACE SOLUTIONS PTY LTD	MAINTENANCE - INSTRUMENT FLIGHT PROCEDUR	7,970.00
22/08/2023	97594	GOLDCORP AUSTRALIA	CITIZENSHIP COINS	214.50
9/08/2023	97275	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	511.45
9/08/2023	97497	GUMPTION PTY LTD	ADVERTISING SERVICES	570.00
30/08/2023	97765	HANCOCK MEMORIALS WESTATE HOLDINGS PTY	MEMORIAL PLAQUES SUPPLIER	36,300.00

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INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

9/08/2023	97362	HAPPS POTTERY	ART SALES	22.40
9/08/2023	97413	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	1,840.66
22/08/2023	97665	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	1,016.70
22/08/2023	97563	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	156.00
9/08/2023	97429	HERRON TODD WHITE	PROPERTY VALUATIONS	2,420.00
22/08/2023	97600	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
9/08/2023	97502	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	2,565.10
22/08/2023	97743	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	2,239.62
22/08/2023	97674	HIRE A FENCE	TEMPORARY FENCING HIRE	2,323.20
9/08/2023	97260	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	1,034.44
22/08/2023	97547	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	533.72
9/08/2023	97438	HOT CHOCOLATTE	BARISTA TRAINING	400.00
9/08/2023	97332	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	60.54
16/08/2023	97529	INSPIRATIONS PAINT DUNSBOROUGH	PAINT SUPPLIES	56.72
16/08/2023	97527	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	4,453.96
22/08/2023	97617	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	1,843.38
22/08/2023	97657	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	COMPLIANCE SYSTEM	15,290.00
9/08/2023	97402	INTELLITRAC	GPS TRACKING DEVICES	561.00
9/08/2023	97403	IPEC PTY LTD	COURIER SERVICES	98.27
22/08/2023	97723	IPWEA-WA	TRAINING SERVICES	850.00
22/08/2023	97711	IT VISION AUSTRALIA PTY LTD	SOFTWARE SERVICES	7,206.35
22/08/2023	97564	IWEIGH SOLUTIONS PTY LTD	WASTE MANAGEMENT SOFTWARE	495.00
9/08/2023	97383	JACK & SAMANTHA MASON	REFUND OF APPLICATION	385.00
9/08/2023	97384	JACQUELINE HARTWELL	REFUND OF APPLICATION	323.80
9/08/2023	97388	JAMES & CHERYL LAIRD	REFUND OF APPLICATION	148.10
9/08/2023	97348	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	620.60
22/08/2023	97606	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	933.32
3/08/2023	97241	JAMES V JONES	STAFF REIMBURSEMENT	3,274.00
9/08/2023	97321	JAN ROBERTS	ART SALES	68.00
22/08/2023	97635	JASMIN GODRIDGE	MINOR DONATION	500.00
9/08/2023	97451	JASON SIGNMAKERS	SIGNAGE SUPPLIES	4,836.40
22/08/2023	97697	JASON SIGNMAKERS	SIGNAGE SUPPLIES	591.56
22/08/2023	97718	JDA CONSULTANT HYDROLOGISTS	CONSULTANCY SERVICES	18,694.50
9/08/2023	97323	JDM EARTHWORKS	STONEWORK SERVICES	1,518.00
9/08/2023	97307	JENNIFER BROWN	ART SALES	64.00
30/08/2023	97772	JESSICA HAYES	MINOR DONATION	500.00
9/08/2023	97346	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	246.90
22/08/2023	97604	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	660.00
9/08/2023	97282	JIMS FIRST	HARDWARE SUPPLIES	143.55
22/08/2023	97562	JIMS FIRST	HARDWARE SUPPLIES	67.50
9/08/2023	97389	JJ MALDONADO & A GALVIS	REFUND OF APPLICATION	167.90
10/08/2023	97510	JMW REAL ESTATE TRUST	T NOTTLE RENT	1,400.00
24/08/2023	97750	JMW REAL ESTATE TRUST	T NOTTLE RENT	1,400.00
9/08/2023	97433	JODIE WOODS	STAFF REIMBURSEMENT	38.26
9/08/2023	97418	JOHN LOHF	ART SALES	48.30
9/08/2023	97343	JULIE GUTHRIDGE	ART SALES	39.20
9/08/2023	97364	KAY MANOLAS	ART SALES	28.00
22/08/2023	97628	KAYLA CUTE	BJTP REFUND	13.00
30/08/2023	97761	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	53,373.72
9/08/2023	97312	KITCHEN TAKEOVERS	CATERING	595.00
16/08/2023	97522	KITCHEN TAKEOVERS	CATERING	1,258.40
22/08/2023	97583	KITCHEN TAKEOVERS	CATERING	75.00
30/08/2023	97764	KITCHEN TAKEOVERS	CATERING	607.20
9/08/2023	97328	KMART BUSSELTON	RETAIL HOME WARES	75.50
9/08/2023	97436	KOMATSU AUSTRALIA	VEHICLE PURCHASE AND PARTS	220.00
22/08/2023	97689	KRIS MEARES	STAFF REIMBURSEMENT	50.08
9/08/2023	97385	KYRA & CALAN STONE	REFUND OF APPLICATION	147.90
22/08/2023	97630	KYRA STONE	REFUND OF APPLICATION	147.90
9/08/2023	97244	LANDGATE	CAVEAT FEE	122.00
9/08/2023	97457	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	28.20
22/08/2023	97702	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	3,939.04
9/08/2023	97453	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	254.00
30/08/2023	97771	LARISSA TREAGUS	MINOR DONATION	500.00
9/08/2023	97442	LAUNDRY INVESTMENTS INVESTMENTS	DRYCLEANING AND LINEN HIRE SERVICES	17.40
22/08/2023	97687	LAUNDRY INVESTMENTS INVESTMENTS	DRYCLEANING AND LINEN HIRE SERVICES	0.10
9/08/2023	97396	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	13,369.05
22/08/2023	97652	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	4,332.90
22/08/2023	97734	LEEUWIN TRANSPORT	COURIER SERVICES	1,246.93
9/08/2023	97467	LEISURE INSTITUTE OF WA AQUATICS INC	TRAINING SERVICES	1,210.00
22/08/2023	97715	LEISURE INSTITUTE OF WA AQUATICS INC	TRAINING SERVICES	825.00
9/08/2023	97280	LG CONNECT PTY LTD	BUSINESS SYSTEM CONSULTING SERVICES	6,050.00
9/08/2023	97483	LINCOLN HIGGINS	WELDING SERVICES	671.00
9/08/2023	97339	LIVING MADLY PTY LTD	BAKERY CATERING	1,973.80
30/08/2023	97763	LIZ MORGAN	STAFF REIMBURSEMENT	87.00
9/08/2023	97506	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	2,970.00
22/08/2023	97746	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	3,265.00
9/08/2023	97352	LOCK AROUND THE CLOCK	SECURITY SERVICES	220.00
22/08/2023	97613	LOCK AROUND THE CLOCK	SECURITY SERVICES	737.50
9/08/2023	97443	LORELIE SMIT	ART SALES	101.50
9/08/2023	97289	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	788.59
9/08/2023	97379	LUKE & ANNIKA LOWERY	BJTP REFUND	116.50
9/08/2023	97375	LYAL WARREN	GLC REFUNDS	108.00
9/08/2023	97463	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	85,032.01
22/08/2023	97709	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	195.29
22/08/2023	97668	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	2,904.00

LISTING OF PAYMENTS MADE
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CHEQUE PAYMENTS	119737 - 119770	92,483.40
ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

9/08/2023	97405	MANGLESLI CONTRACTING	LANDSCAPING SERVICES	4,992.15
9/08/2023	97393	MARGARET GEARY	ART SALES	8.40
9/08/2023	97285	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	CONTRIBUTION TOWARDS COSTS	2,099.72
22/08/2023	97567	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	CONTRIBUTION TOWARDS COSTS OF RAILWAY HOUSE CLEANING	2,711.73
9/08/2023	97274	MARGARET RIVER FENCING	MAINTENANCE SERVICES	520.30
22/08/2023	97542	MARGARET RIVER WINE ASSOCIATION	MARKETING SERVICES	5,500.00
22/08/2023	97632	MARILYN COLBUNG	REFUND OF APPLICATION	200.00
22/08/2023	97620	MARILYN HARRISON	STAFF REIMBURSEMENT	59.00
9/08/2023	97391	MARION GEE	RENT REFUND	362.73
17/08/2023	97539	MARK JIM FISHER	RATE REFUND	1,058.99
9/08/2023	97288	MARKETFORCE PTY LTD	ADVERTISING SERVICES	825.31
22/08/2023	97650	MAYDAY SERVICES	EQUIPMENT HIRE	17,650.48
9/08/2023	97267	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	15,737.58
22/08/2023	97553	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	10,206.35
22/08/2023	97607	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	125.42
9/08/2023	97252	MEDELECT	DEFIBRILLATOR MAINTENANCE	291.50
22/08/2023	97627	MELISSA MILO	REFUND DOG REGISTRATION	150.00
3/08/2023	97237	MESSAGE4U PTY LTD	BULK BUSINESS SMS	407.62
9/08/2023	97366	MESSAGE4U PTY LTD	BULK BUSINESS SMS	249.22
3/08/2023	97226	MICHELLE SHERWOOD	STAFF REIMBURSEMENT	29.00
30/08/2023	97760	MICHELLE SHERWOOD	STAFF REIMBURSEMENT	219.00
9/08/2023	97446	MILLS RECRUITMENT	RECRUITMENT SERVICES	12,580.00
9/08/2023	97420	MJ & CA BARRINGTON	ART SALES	64.00
9/08/2023	97247	MODERN MOTOR TRIMMERS	WORKSHOP SUPPLIES	8,085.00
22/08/2023	97729	MODERN TEACHING AIDS PTY LTD	LIBRARY RESOURCES	82.01
9/08/2023	97297	MOORE STEPHENS WA PTY LTD	RATE COMPARISON REPORT	979.00
22/08/2023	97574	MOORE STEPHENS WA PTY LTD	RATE COMPARISON REPORT	550.00
9/08/2023	97356	MUIRS	VEHICLE MAINTENANCE	373.92
22/08/2023	97618	MUIRS	VEHICLE MAINTENANCE	532.70
9/08/2023	97277	NALDA HOSKINS DESIGN	ART SALES	265.60
30/08/2023	97762	NATALIE L WHITLEY	STAFF REIMBURSEMENT	48.46
9/08/2023	97353	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	66.85
22/08/2023	97565	NATURALISTE GLASS BUSINESS TRANS ACC	GLASS REPAIRS AND MANUFACTURE	59.99
9/08/2023	97291	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	2,310.00
16/08/2023	97520	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	10,430.00
22/08/2023	97609	NATURE CONSERVATION MARGARET RIVER	BOND REFUND	3,300.00
22/08/2023	97580	NBN CO LIMITED	NATIONAL BROADBAND SERVICES	43,337.17
9/08/2023	97503	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILI	130.40
9/08/2023	97333	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	20,458.35
22/08/2023	97595	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	2,200.00
9/08/2023	97372	NEWGROUND DESIGN SERVICES PTY LTD	DESIGN SERVICES	1,408.00
9/08/2023	97434	NEWGROUND DESIGN SERVICES PTY LTD	WATER SERVICES	808.50
9/08/2023	97452	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	3,093.96
22/08/2023	97698	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	793.21
22/08/2023	97592	NIGHTLIFE MUSIC PTY LTD	MJUSIC AND VIDEO SUBSCRIPTION SERVICES	413.92
9/08/2023	97444	NINJAS IN MOCEAN	INDOOR PLAYGROUND	1,212.00
22/08/2023	97610	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	4,731.65
9/08/2023	97431	OFFICE PORTFOLIO	OFFICE FURNITURE PARTS	1,422.30
9/08/2023	97317	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	185.08
22/08/2023	97585	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	272.75
22/08/2023	97661	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	MEDIA AND ADVERTISING SERVICES	313.06
22/08/2023	97742	ONEMUSIC AUSTRALIA	MUSIC LICENSES	8,914.76
9/08/2023	97320	OPRA AUSTRALIA PTY LTD	PSYCHOMETRIC ASSESSMENT SERVICES	753.50
9/08/2023	97279	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
16/08/2023	97519	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
9/08/2023	97416	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY	AFTER HOURS RECEPTION	1,506.76
22/08/2023	97666	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY	AFTER HOURS RECEPTION	1,475.13
22/08/2023	97645	OUR LADY OF THE CAPE PRIMARY SCHOOL	MINOR DONATION	100.00
9/08/2023	97325	PAINT INDUSTRIES PTY LTD	PAINT REQUIREMENTS	350.46
9/08/2023	97276	PANCAKE DESIGNS RESIN	ART SALES	154.00
9/08/2023	97493	PARKS AND LEISURE AUST (NATIONAL)	PLAYGROUND EQUIPMENT SERVICES	297.00
16/08/2023	97538	PARKS AND LEISURE AUST (NATIONAL)	PLAYGROUND EQUIPMENT SERVICES	297.00
30/08/2023	97767	PAUL BREMAN	STAFF REIMBURSEMENT	531.00
3/08/2023	97233	PAUL SHERIDAN	STAFF REIMBURSEMENT	170.94
30/08/2023	97768	PAUL SHERIDAN	STAFF REIMBURSEMENT	44.00
9/08/2023	97458	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	734.34
3/08/2023	97228	PENNY CROWLEY	STAFF REIMBURSEMENT	301.84
16/08/2023	97517	PENNY CROWLEY	STAFF REIMBURSEMENT	451.35
9/08/2023	97496	PENSKE POWER SYSTEMS	MAINTENANCE SUPPLIES	1,017.65
9/08/2023	97250	PEOPLESENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM	4,268.00
3/08/2023	97227	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	814.45
9/08/2023	97369	PETER EVANS	ART SALES	100.80
9/08/2023	97377	PETER MACKINTOSH	REFUND DOG REGISTRATION	75.00
9/08/2023	97386	PETER SEWELL	REFUND OF APPLICATION	411.90
9/08/2023	97504	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	903.85
22/08/2023	97744	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	647.75
9/08/2023	97256	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	1,681.90
22/08/2023	97544	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	1,084.60
9/08/2023	97335	POLYFUSE PTY LTD	HDPE SUPPLY AND INSTALLATION - DUNSBOROUGH PIPE LINE	30,729.31
9/08/2023	97334	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	638.00
22/08/2023	97596	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	770.00
9/08/2023	97314	PRESTIGE PROJECT GROUP PTY LTD	POOL LINER REPLACEMENT	21,831.70
9/08/2023	97262	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	1,103.41
9/08/2023	97330	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE	23,795.42
22/08/2023	97593	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE	5,274.50

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FOR THE MONTH OF AUGUST 2023

CHEQUE PAYMENTS	119737 - 119770	92,483.40
ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

9/08/2023	97296	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	2,539.63
16/08/2023	97531	R&D DOWDING	STAFF REIMBURSEMENT	467.00
9/08/2023	97300	REDFISH TECHNOLOGIES PTY LTD	AUDIO VIDEO CONSULTING	5,163.25
22/08/2023	97576	REDFISH TECHNOLOGIES PTY LTD	AUDIO VIDEO CONSULTING	2,486.00
9/08/2023	97390	REECE ADAMS & LAUREN CURTIS	REFUND OF APPLICATION	212.30
9/08/2023	97465	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	2,764.42
22/08/2023	97712	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	2,769.60
22/08/2023	97740	RMS (AUST)P/L	SOFTWARE SERVICES	150.70
9/08/2023	97461	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,094.47
22/08/2023	97706	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	879.93
9/08/2023	97380	ROGER & LISA SHERACK	BJTP REFUND	57.00
9/08/2023	97272	ROMEX AUSTRALIA PTY LTD	AUTOMATED CAR PARK SYSTEM	341.00
9/08/2023	97347	RURAL PRESS PTY LTD	ADVERTISING SERVICES	1,100.00
9/08/2023	97303	RUTH BROOKS	ART SALES	16.00
9/08/2023	97367	S & S WALKER	ART SALES	12.80
9/08/2023	97437	SACHIKO PEARCE	CATERING	192.00
9/08/2023	97492	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	166.10
22/08/2023	97552	SAFE FIRST TRAINING	STAFF TRAINING	165.00
9/08/2023	97495	SANPOINT PTY LTD	LANDSCAPING SERVICES	12,571.69
22/08/2023	97737	SANPOINT PTY LTD	LANDSCAPING SERVICES	2,155.14
22/08/2023	97636	SARAH LANG	MINOR DONATION	500.00
30/08/2023	97758	SARAH PIERSON	STAFF REIMBURSEMENT	120.89
22/08/2023	97556	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	397.95
9/08/2023	97373	SE & SJ REYNOLDS	CATERING	238.00
9/08/2023	97408	SEEK LIMITED	ADVERTISING SERVICES	1,754.50
22/08/2023	97662	SEEK LIMITED	ADVERTISING SERVICES	715.00
22/08/2023	97634	SERENITAS COMMUNITES TRUST	REFUND OF APPLICATION	552.00
22/08/2023	97671	SHARON CUSTERS	STAFF REIMBURSEMENT	171.72
9/08/2023	97415	SHARON HINCHLIFFE	ART SALES	4.90
9/08/2023	97500	SHARON WILLIAMS	ART SALES	109.60
9/08/2023	97394	SHAUN HESTER	SCHEME WATER REIMBURSEMENT	473.25
9/08/2023	97439	SHEPHEARD PTY LTD	LIQUID WASTE MANAGEMENT	7,252.40
22/08/2023	97685	SHEPHEARD PTY LTD	LIQUID WASTE MANAGEMENT	23,569.48
22/08/2023	97660	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANACE	29,821.00
22/08/2023	97688	SIGMA CHEMICALS	CHEMICAL SUPPLIER	570.90
9/08/2023	97479	SIGNSMITHS	SIGNAGE SERVICES	431.20
9/08/2023	97425	SIMONE GANDOSSINI	ART SALES	96.00
9/08/2023	97357	SIRSIDYNIX PTY LTD	SOFTWARE SUPPLY AND HOSTING	34,346.56
9/08/2023	97350	SKIDATA AUSTRALASIA PTY LTD	CARPARK EQUIPMENT	6,084.10
22/08/2023	97611	SKIDATA AUSTRALASIA PTY LTD	CARPARK EQUIPMENT	577.50
9/08/2023	97345	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	763.63
10/08/2023	97507	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	19,569.64
24/08/2023	97747	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	19,569.64
9/08/2023	97409	SMOKIN BULL BBQ	CATERING	1,512.50
22/08/2023	97678	SOILS AINT SOILS	NURSERY SUPPLIES	150.00
22/08/2023	97621	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	725.51
9/08/2023	97337	SOUTH WEST OFFICE NATIONAL	STATIONERY	1,448.14
9/08/2023	97454	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	3,838.67
22/08/2023	97699	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	422.60
9/08/2023	97311	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	1,052.50
22/08/2023	97581	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	1,694.50
22/08/2023	97696	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	1,866.47
9/08/2023	97481	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	574.15
22/08/2023	97664	SOUTHERN METROPOLITAN REGIONAL COUNCIL	RECYCLE RIGHT MEMBERSHIP	8,250.00
9/08/2023	97395	SOUTHWEST HOIST & CRANE	SERVICES AND REPAIRS OF HOISTS	2,172.50
22/08/2023	97651	SOUTHWEST HOIST & CRANE	SERVICES AND REPAIRS OF HOISTS	1,850.20
9/08/2023	97292	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	267.60
9/08/2023	97428	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	4,258.00
22/08/2023	97676	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	4,770.00
9/08/2023	97264	SPECIALTY TIMBER FLOORING WA	TIMBER FLOORING SERVICES	2,695.00
9/08/2023	97486	SPORTS TURF ASSOCIATION (WA) INC	MEMBERSHIP	350.00
22/08/2023	97591	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	250.00
22/08/2023	97692	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	231.85
9/08/2023	97263	ST JOHN AMBULANCE	TRAINING SERVICES	316.70
22/08/2023	97548	ST JOHN AMBULANCE	TRAINING SERVICES	340.00
22/08/2023	97646	ST MARY MACKILLOP COLLEGE	MINOR DONATION	300.00
22/08/2023	97654	STATEWIDE DOORS	MAINTENANCE SERVICES	180.00
22/08/2023	97691	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	87.02
22/08/2023	97736	STRATAGREEN	NURSERY SUPPLIES	2,067.12
9/08/2023	97378	STUART DOWNIE	REFUND DOG REGISTRATION	25.85
30/08/2023	97759	SUBSURFACE WATER MANAGEMENT	SUBSURFACE WATER MANAGEMENT	5,940.00
9/08/2023	97516	SUPERCHOICE	SUPERANNUATION	187,051.00
9/08/2023	97489	SURVCON P/L	SURVEY SERVICES	935.00
9/08/2023	97376	SUZANNE AGH	GLC REFUNDS	41.35
9/08/2023	97462	SW PRECISION PRINT	PRINTING SERVICES	864.00
22/08/2023	97708	SW PRECISION PRINT	PRINTING SERVICES	1,611.75
9/08/2023	97327	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A L	CONFECTIONERY	200.75
9/08/2023	97341	SYNERGY	ELECTRICITY SUPPLIES	95,911.29
16/08/2023	97525	SYNERGY	ELECTRICITY SUPPLIES	28,102.82
22/08/2023	97602	SYNERGY	ELECTRICITY SUPPLIES	51,162.33
30/08/2023	97766	SYNERGY	ELECTRICITY SUPPLIES	995.45
9/08/2023	97499	TA & VM MAZEY	ART SALES	31.50
16/08/2023	97526	TECH WINDOW GAVIN KENNETH BARNES t/as	IT SUPPORT AND RETAIL SALES	39.90
9/08/2023	97480	TECHNOLOGY ONE	SOFTWARE SERVICES	474,413.52
16/08/2023	97530	TELSTRA LIMITED	COMMUNICATION SERVICES	11,091.58

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CHEQUE PAYMENTS	119737 - 119770	92,483.40
ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

9/08/2023	97245	THE GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	125.00
9/08/2023	97430	THE MARGARET RIVER NATURAL SPRING WATER	BOTTLED WATER	165.00
22/08/2023	97572	THE PLANT SUPPLY CO	NURSERY SERVICES	279.40
9/08/2023	97407	THE RECOVRE GROUP PTY LTD	CONSULTING SERVICES	1,320.56
9/08/2023	97286	THE URBAN COFFEE HOUSE	CATERING	1,785.00
9/08/2023	97331	THERESE EDMONDS	WRITING AND TEACHING SERVICE	1,000.00
9/08/2023	97349	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	9,827.59
22/08/2023	97608	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	2,714.80
30/08/2023	97769	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	831.00
22/08/2023	97612	THOMAS ECKERT	CARPENTRY WORK	3,960.00
9/08/2023	97371	THOMPSON SURVEYING CONSULTANTS	SURVEYING SERVICES	1,100.00
22/08/2023	97561	THOMSON REUTERS (PROFESSIONAL) AUSTRALIA	RECRUITMENT SERVICES	18,202.38
16/08/2023	97521	THREE CONSULTING PTY LTD	AIRLINE ENGAGEMENT CONSULTANT	23,760.00
22/08/2023	97658	TIM WILSON CARPENTRY	CARPENTRY SERVICES	1,111.00
9/08/2023	97255	TINT A CAR BUSSELTON	MAINTENANCE SERVICES	475.00
9/08/2023	97474	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	7,191.89
22/08/2023	97597	TOTAL TOOLS	TOOL PURCHASES	1,657.00
22/08/2023	97677	TOTAL TRAINING GROUP PTY LTD	PLAYGROUND SAFETY INSPECTIONS	2,200.00
9/08/2023	97505	T-QUIP	MOWER PARTS & SERVICE	3,979.90
22/08/2023	97745	T-QUIP	MOWER PARTS & SERVICE	1,495.65
22/08/2023	97739	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	2,998.80
9/08/2023	97290	TROPHIES ON TIME	NAME BADGE SUPPLIER	119.00
22/08/2023	97579	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	2,874.39
22/08/2023	97614	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	451.88
22/08/2023	97730	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	55.00
9/08/2023	97309	UNDALUP ASSOCIATION INC	CANVAS SIGNS	42.00
9/08/2023	97421	UNITING GLOBAL PTY LTD	CLEANING AND MAINTENANCE SERVICES	501.82
22/08/2023	97669	UNITING GLOBAL PTY LTD	CLEANING AND MAINTENANCE SERVICES	1,204.50
9/08/2023	97351	URBIS PTY LTD	PROPERTY ECONOMIC & RESEARCH CONSULTING	7,260.00
22/08/2023	97573	VALSPAR PAINT	PAINTING SUPPLIES	641.47
22/08/2023	97741	VASSE DISTRICT COMMUNITY CENTRE	COMMUNITY BID	30.00
22/08/2023	97647	VASSE PRIMARY SCHOOL	MINOR DONATION	100.00
9/08/2023	97354	VIZONA PTY LTD	LIGHT POLES, LED AND SOLAR LIGHTS	7,326.00
22/08/2023	97727	VMS CONTRACTORS	MAINTENANCE SERVICES	5,512.57
22/08/2023	97554	VORGEE PTY LTD	GYM GOODS	1,458.60
9/08/2023	97469	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	1,533.83
9/08/2023	97273	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	1,272.00
22/08/2023	97558	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	1,353.69
9/08/2023	97313	WA SCALE SERVICE	WEIGHING EQUIPMENT	660.00
10/08/2023	97512	WA SHIRE COUNCILS	UNION FEES	176.00
24/08/2023	97752	WA SHIRE COUNCILS	UNION FEES	176.00
9/08/2023	97243	WALGA	WALGA TRAINING SERVICES	668.80
9/08/2023	97318	WASTECH ENGINEERING PTY LTD	WASTE COMPACTION SYSTEM	477.40
9/08/2023	97281	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	7,048.08
16/08/2023	97528	WD HOPE & CL SKRYPICHAYKO	STAFF RIMBURSEMENT	159.99
9/08/2023	97322	WE MCGILL	ART SALES	36.00
9/08/2023	97464	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	2,760.04
22/08/2023	97710	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,750.99
9/08/2023	97475	WESFARMERS KHG	GAS SERVICES	3,794.06
22/08/2023	97720	WESFARMERS KHG	GAS SERVICES	1,910.71
22/08/2023	97648	WEST BUSSELTON PRIMARY SCHOOL	MINOR DONATION	100.00
9/08/2023	97400	WEST COAST WASTE	SKIP BIN HIRE	16,565.34
22/08/2023	97655	WEST COAST WASTE	SKIP BIN HIRE	9,961.38
9/08/2023	97441	WEST OZ LINEMARKING PTY LTD	LINE MARKING SERVICES	999.62
22/08/2023	97603	WESTBOOKS	LIBRARY RESOURCES	652.98
9/08/2023	97365	WESTERN GROWERS FRESH	CATERING	672.00
22/08/2023	97624	WESTERN GROWERS FRESH	CATERING	290.50
9/08/2023	97293	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	3,850.00
9/08/2023	97468	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	659.16
22/08/2023	97716	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	2,075.29
22/08/2023	97667	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	220.00
9/08/2023	97459	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	433.53
22/08/2023	97703	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	334.43
9/08/2023	97342	WIZARD TRAINING SOLUTIONS	TRAINING SERVICES	4,981.70
9/08/2023	97387	WM & KA BUTTERLY	REFUND OF APPLICATION	452.60
9/08/2023	97488	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	129.26
9/08/2023	97414	WOOD AUSTRALIA PTY LTD	ENGINEERING CONSULTANCY SERVICES	4,664.00
9/08/2023	97471	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,829.00
22/08/2023	97719	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	140.00
9/08/2023	97283	WORK METRICS	HEALTH AND SAFETY SOFTWARE	2,244.00
22/08/2023	97683	WORKPOWER INCORPORATED	WASTE MANAGEMENTAND RECYCLING ACTIVITIES	165.00
22/08/2023	97587	WOW WIPES	GYM ANTIBACTERIAL WIPES	1,264.45
3/08/2023	97242	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)		***890.48***
		YOUTH SERVICES - CARD #9827	FOOD AND BEVERAGE SUPPLIES	9.60
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	50.33
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	37.75
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	151.50
		BUSSELTON LIBRARY - CARD #9186	FOOD AND BEVERAGE SUPPLIES	256.20
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	9.70
		BUSSELTON LIBRARY - CARD #9186	FAREWELL MORNING TEA	128.55
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	54.95
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	191.90
9/08/2023	97478	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)		***671.50***
		NCC - CARD #9347	FOOD AND BEVERAGE SUPPLIES	249.87
		NCC - CARD #9347	FOOD AND BEVERAGE SUPPLIES	10.50

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TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	73.65
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	82.10
		YOUTH SERVICES - CARD #9827	FOOD AND BEVERAGE SUPPLIES	10.60
		GLC - CARD #3347	FOOD AND BEVERAGE SUPPLIES	244.78
16/08/2023	97536	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)		***106.05***
		YOUTH SERVICES - CARD #7933	FOOD AND BEVERAGE SUPPLIES	41.30
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	64.75
22/08/2023	97725	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)		***416.55***
		GLC - CARD #3347	FOOD AND BEVERAGE SUPPLIES	85.50
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	150.59
		ARTGEO - CARD #4115	FOOD AND BEVERAGE SUPPLIES	37.35
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	143.11
9/08/2023	97249	XPANSE PTY LTD	COMPUTER SOFTWARE SUPPLIER	11,081.26
22/08/2023	97680	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEYING SERVICES	8,562.40
				4,869,445.80

INTERNAL PAYMENT VOUCHERS (DIRECT DEBITS) AUGUST 2023

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
14/08/2023	5400	A MITCHELL	REFUND OF ANIMAL TRAP BOND	100.00
4/08/2023	5385	ALAN'S CAFÉ	REFUND OF APPLICATION	205.37
7/08/2023	5415	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	***97,278.55***
		ADMINISTRATION - BSNCITY1 - CARD #1840	UNLEADED ONLY	166.25
		ADMINISTRATION - BSN1 - CARD #3410	UNLEADED ONLY	86.97
		AIRPORT OPERATIONS - BSN16AV - CARD #7320	DIESEL ONLY	174.41
		AIRPORT OPERATIONS - BSN30BT - CARD #8470	DIESEL ONLY	374.19
		CEO - BSN66DG - CARD #8430	PREMIUM DIESEL ONLY	380.28
		COMMUNITY & COMMERCIAL SERVICES - BSN22AO - CARD #3030	UNLEADED ONLY	252.12
		COMMUNITY & COMMERCIAL SERVICES - BSN254L - CARD #9760	DIESEL ONLY	119.09
		COMMUNITY & COMMERCIAL SERVICES - BSN26CM - CARD #0920	UNLEADED ONLY	549.56
		COMMUNITY & COMMERCIAL SERVICES - BSN45CT - CARD #8880	DIESEL AND PREMIUM DIESEL ONLY	332.90
		COMMUNITY & COMMERCIAL SERVICES - BSN45DA - CARD #7520	UNLEADED ONLY	310.87
		COMMUNITY & COMMERCIAL SERVICES - BSN53BK - CARD #3520	UNLEADED ONLY	301.09
		COMMUNITY & COMMERCIAL SERVICES - BSN57AV - CARD #9790	UNLEADED ONLY	205.02
		DEPOT TANK 1 - CARD #0130	DIESEL ONLY	671.32
		DEPOT TANK 2 - CARD #0150	DIESEL ONLY	2,723.53
		DEPOT TANK 3 - CARD #0180	DIESEL ONLY	3,887.28
		DEPOT TANK 4 - CARD #0230	DIESEL ONLY	3,369.47
		ENGINEERING/FACILITES - BSN47CT - CARD #8930	DIESEL ONLY	369.79
		ENGINEERING/FACILITES - BSN23AM - CARD #3500	DIESEL AND PREMIUM DIESEL ONLY	459.67
		ENGINEERING/FACILITES - BSN28CO - CARD #0500	PREMIUM DIESEL ONLY	561.56
		ENGINEERING/FACILITES - BSN97CY - CARD #2450	DIESEL ONLY	311.63
		ENGINEERING/FACILITIES - BSN41CF - CARD #1790	PREMIUM DIESEL ONLY	86.53
		ENGINEERING/FACILITIES - BSN05BH - CARD #1180	DIESEL AND PREMIUM DIESEL ONLY	222.77
		ENGINEERING/FACILITIES - BSN07BL - CARD #7150	DIESEL AND PREMIUM DIESEL ONLY	199.25
		ENGINEERING/FACILITIES - BSN162S - CARD #1130	DIESEL ONLY	71.26
		ENGINEERING/FACILITIES - BSN24BA - CARD #0270	DIESEL ONLY	104.23
		ENGINEERING/FACILITIES - BSN414Z - CARD #1220	DIESEL AND PREMIUM DIESEL ONLY	845.78
		ENGINEERING/FACILITIES - BSN41AS - CARD #1700	PREMIUM DIESEL ONLY	519.86
		ENGINEERING/FACILITIES - BSN42AS - CARD #1720	DIESEL ONLY	422.51
		ENGINEERING/FACILITIES - BSN47BE - CARD #1660	PREMIUM DIESEL ONLY	416.41
		ENGINEERING/FACILITIES - BSN47CM - CARD #0080	UNLEADED ONLY	244.82
		ENGINEERING/FACILITIES - BSN48CM - CARD #0160	UNLEADED ONLY	470.70
		ENGINEERING/FACILITIES - BSN54BG - CARD #0700	UNLEADED ONLY	275.51
		ENGINEERING/FACILITIES - BSN693T - CARD #5750	DIESEL AND PREMIUM DIESEL ONLY	602.38
		ENGINEERING/FACILITIES - BSN89CY - CARD #2050	UNLEADED ONLY	197.60
		FINANCE/IT SERVICES - BSN20BL - CARD #5770	DIESEL AND PREMIUM DIESEL ONLY	210.09
		FINANCE/IT SERVICES - BSN21BA - CARD #1140	UNLEADED ONLY	580.85
		FINANCE/IT SERVICES - BSN56CY - CARD #9210	DIESEL AND PREMIUM DIESEL ONLY	668.00
		FINANCE/IT SERVICES - BSN75BL - CARD #2440	UNLEADED ONLY	177.31
		FINANCE/IT SERVICES - BSN75DI - CARD #1200	UNLEADED ONLY	311.31
		FINANCE/IT SERVICES - BSN82BT - CARD #3060	DIESEL AND PREMIUM DIESEL ONLY	273.09
		FLEET MANAGEMENT - BSN423Z - CARD #8500	DIESEL ONLY	697.61
		FLEET MANAGEMENT - BSN74AE - CARD #1820	DIESEL ONLY	216.14
		FLEET MANAGEMENT - BSN91CR - CARD #8890	PREMIUM UNLEADED ONLY	173.75
		FLEET MANAGEMENT - CARD #6630	UNLEADED ONLY	683.26
		FLEET MANAGEMENT - CARD #7460	DIESEL ONLY	47.52
		GENERAL CONSTRUCTION - BSN06BI - CARD #9620	DIESEL ONLY	2,836.04
		GENERAL CONSTRUCTION - BSN070T - CARD #5170	DIESEL ONLY	1,619.02
		GENERAL CONSTRUCTION - BSN11AH - CARD #2390	DIESEL AND ADBLUE	6,118.73
		GENERAL CONSTRUCTION - BSN12AH - CARD #0140	DIESEL AND ADBLUE	6,200.50
		GENERAL CONSTRUCTION - BSN12AL - CARD #5580	DIESEL AND ADBLUE	2,747.41
		GENERAL CONSTRUCTION - BSN12AY - CARD #0600	DIESEL ONLY	248.69
		GENERAL CONSTRUCTION - BSN20DM - CARD #4190	ADBLUE ONLY	-
		GENERAL CONSTRUCTION - BSN417S - CARD #3330	DIESEL ONLY	666.18
		GENERAL CONSTRUCTION - BSN462N - CARD #6260	UNLEADED ONLY	25.80
		GENERAL CONSTRUCTION - BSN473A - CARD #3490	UNLEADED ONLY	153.03
		GENERAL CONSTRUCTION - BSN548N - CARD #4500	DIESEL ONLY	2,563.91
		GENERAL CONSTRUCTION - BSN54AA - CARD #3080	DIESEL AND ADBLUE	3,142.34
		GENERAL CONSTRUCTION - BSN663J - CARD #8270	DIESEL AND ADBLUE	5,071.49
		GENERAL CONSTRUCTION - BSN726P - CARD #2960	DIESEL ONLY	465.62
		GENERAL CONSTRUCTION - BSN736P - CARD #5820	DIESEL ONLY	370.48
		GENERAL CONSTRUCTION - BSN749P - CARD #3400	DIESEL ONLY	234.69
		GENERAL CONSTRUCTION - BSN84DB - CARD #3050	DIESEL ONLY	136.22
		GENERAL CONSTRUCTION - BSN75BA - CARD #3170	DIESEL ONLY	327.09
		GENERAL CONSTRUCTION - BSN997T - CARD #1710	DIESEL AND ADBLUE	1,335.76



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INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

		PARKS, GARDENS & RESERVES - BSN02DG - CARD #9030	UNLEADED ONLY	36.24
		PARKS, GARDENS & RESERVES - BSN09AV - CARD #4200	DIESEL ONLY	101.74
		PARKS, GARDENS & RESERVES - BSN17AY - CARD #4340	DIESEL AND PREMIUM DIESEL ONLY	230.46
		PARKS, GARDENS & RESERVES - BSN18AY - CARD #5950	PREMIUM DIESEL ONLY	54.80
		PARKS, GARDENS & RESERVES - BSN24AE - CARD #6490	DIESEL AND PREMIUM DIESEL ONLY	350.96
		PARKS, GARDENS & RESERVES - BSN32CJ - CARD #5760	DIESEL AND PREMIUM DIESEL ONLY	215.90
		PARKS, GARDENS & RESERVES - BSN353S - CARD #2760	DIESEL AND PREMIUM DIESEL ONLY	346.08
		PARKS, GARDENS & RESERVES - BSN358S - CARD #9310	DIESEL ONLY	480.20
		PARKS, GARDENS & RESERVES - BSN738P - CARD #5800	DIESEL ONLY	608.05
		PARKS, GARDENS & RESERVES - BSN492Q - CARD #7180	DIESEL ONLY	317.64
		PARKS, GARDENS & RESERVES - BSN52AZ - CARD #0910	DIESEL ONLY	114.50
		PARKS, GARDENS & RESERVES - BSN60AX - CARD #6350	DIESEL ONLY	88.31
		PARKS, GARDENS & RESERVES - BSN610Q - CARD #9650	DIESEL ONLY	218.26
		PARKS, GARDENS & RESERVES - BSN614Q - CARD #4550	PREMIUM DIESEL ONLY	532.27
		PARKS, GARDENS & RESERVES - BSN61BF - CARD #3370	DIESEL ONLY	349.51
		PARKS, GARDENS & RESERVES - BSN62CK - CARD #1530	DIESEL ONLY	178.30
		PARKS, GARDENS & RESERVES - BSN63BJ - CARD #9510	DIESEL ONLY	97.36
		PARKS, GARDENS & RESERVES - BSN63BJ - CARD #5770	DIESEL ONLY	166.57
		PARKS, GARDENS & RESERVES - BSN64BC - CARD #8490	DIESEL ONLY	220.19
		PARKS, GARDENS & RESERVES - BSN667J - CARD #5940	DIESEL ONLY	335.86
		PARKS, GARDENS & RESERVES - BSN694T - CARD #7990	DIESEL AND PREMIUM DIESEL ONLY	317.54
		PARKS, GARDENS & RESERVES - BSN73AJ - CARD #9230	DIESEL ONLY	270.54
		PARKS, GARDENS & RESERVES - BSN762T - CARD #7240	DIESEL ONLY	176.31
		PARKS, GARDENS & RESERVES - BSN77BC - CARD #8160	PREMIUM DIESEL ONLY	223.19
		PARKS, GARDENS & RESERVES - BSN851R - CARD #5980	DIESEL ONLY	550.04
		PARKS, GARDENS & RESERVES - BSN85DJ - CARD #4050	DIESEL ONLY	267.72
		PARKS, GARDENS & RESERVES - BSN86BX - CARD #2930	DIESEL AND PREMIUM DIESEL ONLY	365.23
		PARKS, GARDENS & RESERVES - BSN87AV - CARD #7840	DIESEL ONLY	201.23
		PARKS, GARDENS & RESERVES - BSN91BK - CARD #0170	PREMIUM DIESEL ONLY	23.31
		PARKS, GARDENS & RESERVES - BSN993T - CARD #5120	PREMIUM DIESEL ONLY	215.05
		PARKS, GARDENS & RESERVES - BSN994T - CARD #9740	DIESEL ONLY	494.96
		PARKS, GARDENS & RESERVES - LAWNMOWER - CARD #5880	DIESEL ONLY	613.17
		PARKS, GARDENS & RESERVES - TRACTOR - CARD #4150	DIESEL ONLY	170.13
		PLANNING & BUILDING - BSN00CK - CARD #1440	UNLEADED ONLY	158.09
		PLANNING & BUILDING - BSN01BE - CARD #8790	UNLEADED ONLY	264.68
		PLANNING & BUILDING - BSN08AO - CARD #5830	UNLEADED ONLY	82.36
		PLANNING & BUILDING - BSN20AO - CARD #2970	UNLEADED ONLY	-
		PLANNING & BUILDING - BSN53BG - CARD #0410	UNLEADED ONLY	417.40
		PLANNING & BUILDING - BSN56BX - CARD #2130	UNLEADED ONLY	87.96
		PLANNING & BUILDING - BSN61BG - CARD #0770	UNLEADED ONLY	461.01
		PROPERTY & LEGAL SERVICES - BSN64CT - CARD #7040	UNLEADED ONLY	224.45
		PROPERTY & LEGAL SERVICES - BSN75DG - CARD #7700	UNLEADED ONLY	234.02
		RANGER & FIRE SERVICES - BSN76BC - CARD #5760	DIESEL AND PREMIUM DIESEL ONLY	519.33
		RANGER & FIRE SERVICES - BSN91BO - CARD #9320	DIESEL ONLY	491.35
		RANGER & FIRE SERVICES - 1EBT387 - CARD #8440	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1EBT413 - CARD #8480	DIESEL AND LUBES	-
		RANGER & FIRE SERVICES - 1DON317 - CARD #5030	PREMIUM DIESEL ONLY	101.65
		RANGER & FIRE SERVICES - 1ECA019 - CARD #3700	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1EDM387 - CARD #3260	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1EGR256 - CARD #5020	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1HJG890 - CARD #5500	DIESEL ONLY	103.99
		RANGER & FIRE SERVICES - 1EIO341 - CARD #9420	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1EZK373 - CARD #2000	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1GDT881 - CARD #6470	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1GEU778 - CARD #7560	DIESEL ONLY	-
		RANGER & FIRE SERVICES - 1GHF683 - CARD #0360	PREMIUM DIESEL ONLY	53.08
		RANGER & FIRE SERVICES - 1GTN407 - CARD #0290	DIESEL ONLY	131.86
		RANGER & FIRE SERVICES - 1HQE252 - CARD #9850	DIESEL AND ADBLUE	-
		RANGER & FIRE SERVICES - 1HRG795 - CARD #9550	DIESEL ONLY	-
		RANGER & FIRE SERVICES - BSN01AO - CARD #5220	UNLEADED ONLY	303.54
		RANGER & FIRE SERVICES - BSN27CW - CARD #5400	DIESEL AND PREMIUM DIESEL ONLY	459.17
		RANGER & FIRE SERVICES - BSN575J - CARD #9490	DIESEL ONLY	-
		RANGER & FIRE SERVICES - BSN708Z - CARD #6100	PREMIUM DIESEL ONLY	97.41
		RANGER & FIRE SERVICES - BSN710K - CARD #0020	PREMIUM DIESEL ONLY	165.24
		RANGER & FIRE SERVICES - BSN75BC - CARD #5750	DIESEL ONLY	-
		RANGER & FIRE SERVICES - BSN90BO - CARD #9300	PREMIUM DIESEL ONLY	353.30
		REGULATORY SERVICES - BSN25CM - CARD # 4830	UNLEADED ONLY	189.51
		REGULATORY SERVICES - BSN82AU - CARD #3470	DIESEL AND PREMIUM DIESEL ONLY	439.82
		REGULATORY SERVICES - BSN91DA - CARD #1680	PREMIUM DIESEL ONLY	207.78
		REGULATORY SERVICES - BSN97BT - CARD #1690	UNLEADED ONLY	287.13
		WASTE SERVICES - 1GHY540 - CARD #6550	DIESEL AND ADBLUE	4,075.74
		WASTE SERVICES - 1GUG884 - CARD #6770	DIESEL AND ADBLUE	5,022.52
		WASTE SERVICES - 1HKR794 - CARD #4580	DIESEL AND ADBLUE	4,326.56
		WASTE SERVICES - 1HQP054 - CARD #1270	DIESEL AND ADBLUE	3,233.89
		WASTE SERVICES - BSN02AH - CARD #4680	DIESEL ONLY	-
		WASTE SERVICES - BSN09AQ - CARD #1300	DIESEL ONLY	217.63
		WASTE SERVICES - BSN15AK - CARD #6280	UNLEADED ONLY	392.44
		WASTE SERVICES - BSN34BG - CARD #3370	DIESEL ONLY	329.30
		WASTE SERVICES - BSN42BT - CARD #4260	DIESEL ONLY	1,866.40
		WASTE SERVICES - BSN82DC - CARD #3990	DIESEL AND ADBLUE	2,282.03
		WASTE SERVICES - BSN850R - CARD #3200	DIESEL AND ADBLUE	-
		WASTE SERVICES - BSN85CC - CARD #3630	DIESEL ONLY	274.44
		WASTE SERVICES - IGPU254 - CARD #9120	DIESEL AND ADBLUE	1,903.31
1/08/2023	5391	ANZ BANK	BANK FEES	15.50
1/08/2023	5394	ANZ BANK	BANK FEES	5,687.21

LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF AUGUST 2023

CHEQUE PAYMENTS	119737 - 119770	92,483.40
ELECTRONIC FUNDS TRANSFER PAYMENTS	97225 - 97773	4,869,445.80
TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

7/08/2023	5397	ANZ BANK	BANK FEES	1,026.58
7/08/2023	5398	ANZ BANK	BANK FEES	486.70
7/08/2023	5399	ANZ BANK	BANK FEES	138.60
7/08/2023	5405	ANZ BANK	BANK FEES	369.67
29/08/2023	5418	ANZ BANK	BANK FEES	60.00
1/09/2023	5421	ANZ BANK	ANZ PAYMENT	***19,572.25***
CEO				
		CROWN PROMENADE PERTH	TRAINING ACCOMMODATION- WATERWISE EXPO- IRRIGATION TEAM	1,325.17
		IPWEA	ONLINE TRAINING - RECYLING- OPERATIONS MANAGER	451.00
		JETSTAR BQB TO MEL	TOOWOOMBA NATIONAL REGIONAL ECONOMIC DEVELOPMENT SUMMIT	125.39
		JETSTAR MEL-BNE	TOOWOOMBA NATIONAL REGIONAL ECONOMIC DEVELOPMENT SUMMIT	241.68
		MAILCHIMP	ELECTRONIC NEWSLETTER PR	376.83
		NATIONAL REGIONAL AND ECONOMIC DEVELOPMENT SUMMIT	REFUND OF TICKET DUE TO CANCELLATION	- 792.00
		PEARSON AUSTRALIA GROUP	STUDY HANDBOOK	123.16
		QANTAS- PER- KTA	FLIGHTS TO ATTEND NATIONAL ECONOMIC DEVELOPMENT CONFERENCE	999.01
		QANTAS- TWB TO MEL	TOOWOOMBA NATIONAL REGIONAL ECONOMIC DEVELOPMENT SUMMIT	493.63
		TRYBOOKING*LGIS	CEO BREAKFAST	66.50
		TRYBOOKING*LGIS	CEO BREAKFAST GUEST-HR COORDINATOR	66.50
		WA LOCAL GOVERNMENT ASSOC.	WALGA CONVENTION REGISTRATION-MAYOR	1,659.30
		WA LOCAL GOVERNMENT ASSOC.	WALGA CONVENTION 1 DAY REGISTRATION-CEO	648.00
		WEST AUSTRALIAN	DIGITAL SUBSCRIPTION	28.00
COMMUNITY SERVICES MANAGER				
		COLES VASSE	CATERING-TRAIN THE TRAINER WORKSHOP	39.50
		DIGIDIRECT	SAMSUNG TABLET FOR BSN SES	1,210.39
		VIBE SIESTA PARK	CATERING-TRAIN THE TRAINER WORKSHOP	8.99
ENGINEERING DIRECTOR				
		BCF	REWARD & RECOGNITION VOUCHER	50.00
		CITY OF KARRATHA	NATIONAL ECONOMIC DEVELOPMENT CONFERENCE	1,195.00
		CPP CONVENTION CENTRE PERTH	PARKING FEES- BPACC MEETING	24.23
		DWER	CLEARING PERMIT- STRELLY & BENSTED ST	2,400.00
		LOCAL GOVERNMENT MANAGEMENT	MEMBERSHIP FEES	531.00
		LOCAL GOVERNMENT PROFESSIONAL	IGNITE LEADERSHIP PROGRAM	2,980.00
		MAILCHIMP-ELECTRONIC MARKETING	ARTGEO NEWSLETTER AND MARKETING	104.05
		PLACEMAKING EDUCATION	ONLINE TRAINING -PLACEMAKING: MAKING IT HAPPEN IN LOCAL GOVERNMENTS	309.00
		PLACEMAKING EDUCATION	ONLINE TRAINING -PLACEMAKING: MAKING IT HAPPEN IN LOCAL GOVERNMENTS	283.25
		THE GOOSE BEACH BAR	COUNCILLORS DINNER 19 JULY	372.00
		THE INSTITUTE OF ENGINEERING	MEMBERSHIP FEES	465.00
FINANCE DIRECTOR				
		LOCAL GOVERNMENT PROFESSIONALS WA	PROFESSIONAL MEMEBRSHIP	531.00
		MAILCHIMP	ECONOMIC AND BUSINESS DEVELOPMENT NEWSLETTER	41.11
		TRYBOOKING*LGIS	SOUTH WEST WORKCARE FORUM	209.50
HUMAN RESOURCES MANAGER				
		ST JOHN AMBULANCE	CPR REFRESHER.-M.DALEY FORST AID TRAININGJ.KELSO	215.00
		CANVA	ANNUAL CANVA TEAMS SUBSCRIPTION FOR SALTWATER	164.99
		FACEBOOK ADVERTISING	LEISURE CENTRES JULY UPFRONT MEMBERSHIP SALE	99.67
		MAILCHIMP-ELECTRONIC MARKETING	LIBRARY NEWSLETTER AND MARKETING	118.67
		PANACEUM GROUP	PRE-EMPLOYMENT MEDICAL	242.00
		SENDGRID	EMAIL PROGRAM FOR CUSTOMER RETENTION AND CONTACT-GLC	30.90
		SPOTIFY	MUSIC FOR YOUTH SERVICES EVENTS	18.99
IT MANAGER				
		ALIBABA	I.T CLIPS, CABLES & CORDS	9.87
		ALIBABA	USB PORT BLOCKERS	154.06
		ALIBABA	RJ45 LOCKING CLIPS	202.70
		AMAZON MARKETPLACE	USB PORT BLOCKERS	51.44
		AMAZON MARKETPLACE	COMPUTER HARDWARE	139.80
		AMAZON MARKETPLACE	COMPUTER HARDWARE	428.14
		BUNNINGS	STAFF LEAVING-GIFT VOUCHER-T.SHOOTER	150.00
		DEPUTY	DEPUTY ROSTERING SYSTEM GLC	910.64
		ZOOM	MONTHLY SUBSCRIPTION	69.19
8/08/2023	5404	BSL LEVY	REFUND OF APPLICATION	61.65
16/08/2023	5409	C RUSSELL	REFUND OF HALL & KEY DEPOSITS	1,000.00
23/08/2023	5419	C WATT	REFUND OF ANIMAL TRAP BOND	100.00
3/08/2023	5386	CABIN FEVER	REFUND OF GROUND HIRE BOND	1,183.00
16/08/2023	5406	CAPE PROJECTS	REFUND OF APPLICATION	85,828.00
3/08/2023	5393	COMMONWEALTH BANK	BANK FEES	172.30
15/08/2023	5412	COMMONWEALTH BANK	BANK FEES	13.40
3/08/2023	5392	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	348.96
3/08/2023	5384	D GEE	REFUND OF APPLICATION	1,120.00
7/08/2023	5388	D KADAMUS	REFUND OF ANIMAL TRAP BOND	100.00
11/08/2023	5396	DEPARTMENT OF COMMUNITIES	REFUND OF APPLICATION	644.00
15/08/2023	5408	DEPARTMENT OF PLANNING, LAND & HERITAGE	REFUND OF APPLICATION	308.75
8/08/2023	5404	DUNSBOROUGH CRICKET CLUB	REFUND OF APPLICATION	37.00
14/08/2023	5401	DUSK	REFUND OF APPLICATION	110.00
14/08/2023	5402	EVANS AND TATE	REFUND OF APPLICATION	37.00
14/08/2023	5401	FLAMETREE WINES	REFUND OF APPLICATION	38.00
18/08/2023	5413	FLY2HEALTH	REFUND OF APPLICATION	50.00
17/08/2023	5411	H MASON	REFUND OF ANIMAL TRAP BOND	100.00
3/08/2023	5384	INGOODTIME	REFUND OF APPLICATION	38.00
3/08/2023	5384	JEREMY MURPHY BUILDING	REFUND OF APPLICATION	447.00
1/08/2023	5389	LES MILLS ASIA PACIFIC	CONTRACT FEES	534.94
1/08/2023	5390	LES MILLS ASIA PACIFIC	CONTRACT FEES	641.93
11/08/2023	5396	LOVISA	REFUND OF APPLICATION	110.00
4/08/2023	5385	M PRICE	REFUND OF APPLICATION	268.00
11/08/2023	5395	MARGARET RIVER WINE PRODUCTION	REFUND OF APPLICATION	141.00

LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF AUGUST 2023

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TRUST ACCOUNT PAYMENTS	EFT# TR000004 - TR000007	74,287.91
PAYROLL PAYMENTS	01.08.23 - 31.08.23	1,684,144.06
INTERNAL PAYMENT VOUCHERS	DD #5384 - 5421	246,302.37
		6,966,663.54

2/09/2023	5420	MBA SPORTS COACHING	REFUND OF HALL & KEY DEPOSITS	300.00
3/08/2023	5386	MOSCOW CIRCUS	REFUND OF GROUND HIRE BOND	569.00
4/08/2023	5387	P FERGUSON	AIRPORT PARKING CARD REFUND	20.00
17/08/2023	5410	P LLOYD	REFUND OF APPLICATION	134.00
1/09/2023	5420	P THEIL	REFUND OF RATE OVERPAYMENT	2,808.26
31/08/2023	5416	PDQ.COM CORPORATION	IT SYSTEMS MANAGEMENT SOFTWARE	10,071.09
15/08/2023	5403	QUBE PROPERTY	REFUND OF APPLICATION	4,361.00
3/08/2023	5384	R DAVIES	REFUND OF APPLICATION	218.50
22/08/2023	5417	R THOMAS	REFUND OF APPLICATION	73.00
11/08/2023	5396	S CLUNE	REFUND OF APPLICATION	60.00
11/08/2023	5395	S LI	REFUND OF RATE OVERPAYMENT	2,346.12
11/08/2023	5395	S ROGERS	REFUND OF APPLICATION	38.00
3/08/2023	5384	SANDGROPER CONTRACTING	REVERSAL OF PAYMENT	2,942.72
16/08/2023	5409	SURFING WA	REFUND OF HALL & KEY DEPOSITS	100.00
15/08/2023	5407	T RIGG	REFUND OF ANIMAL TRAP BOND	100.00
14/08/2023	5402	TANGENT NOMINEES	REFUND OF APPLICATION	1,551.32
15/08/2023	5408	THE DAILY YARN COFFEE	REFUND OF HALL & KEY DEPOSITS	100.00
15/08/2023	5408	THE DAILY YARN COFFEE	REFUND OF APPLICATION	1,176.00
11/08/2023	5396	YOLK PROPERTY	REFUND OF APPLICATION	960.00
				246,302.37

TRUST PAYMENTS AUGUST 2023

DATE	REF #	NAME	DESCRIPTION	AMOUNT $
8/08/2023	TR000004	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	66.00
8/08/2023	TR000005	BUILDING & CONSTRUCTION INDUSTRY TRAININ	CTF LEVY	4009.72
29/08/2023	TR000006	DEPARTMENT OF MINES, INDUSTRY REGULATION	BUILDING SERVICES LEVY	69707.19
29/08/2023	TR000007	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	505.00
				74,287.91

CITY OF BUSSELTON
MONTHLY FINANCIAL REPORT
For the period ended 31st August 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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City of Busselton

Statement of Financial Activity

Year to Date As At 31 August 2023

	Note	2023/2024 Actual YTD	2023/2024 Amended Budget YTD	2023/2024 Original Budget YTD	2023/2024 Amended Budget	2023/2024 Original Budget	2023/24 YTD Bud (A) Variance	2023/24 YTD Bud (A) Variance
		$	$	$	$	$	%	$
Operating Activities								
Revenue from Operating Activities								
Rates		60,001,060	59,800,229	59,800,229	60,395,882	60,395,882	0.34%	200,831
Grants, Subsidies and Contributions	3.1	904,924	267,711	267,711	5,325,685	5,325,685	238.02%	637,213
Fees & Charges		10,568,428	9,906,044	9,906,044	22,404,393	22,404,393	6.69%	662,384
Other Revenue		73,380	30,210	30,210	334,932	334,932	142.90%	43,170
Interest Earnings	3.2	952,739	693,771	693,771	4,305,492	4,305,492	37.33%	258,968
Profit on Asset Disposals		88,216	5,754	5,754	24,120	24,120	1433.12%	82,462
		72,588,748	**70,703,719**	**70,703,719**	**92,790,504**	**92,790,504**	**2.67%**	**1,885,028**
Expenses from Operating Activities								
Employee Costs		(5,737,896)	(5,907,984)	(5,907,984)	(37,929,304)	(37,929,304)	2.88%	170,087
Materials & Contracts	3.3	(2,075,936)	(4,665,757)	(4,665,757)	(29,072,925)	(29,072,925)	55.51%	2,589,821
Utilities (Gas, Electricity, Water etc)		(393,895)	(386,612)	(386,612)	(2,980,399)	(2,980,399)	(1.88%)	(7,283)
Depreciation on non current assets		(4,566,794)	(4,348,934)	(4,348,934)	(25,541,373)	(25,541,373)	(5.01%)	(217,860)
Finance Costs		(5,194)	(5,194)	(5,194)	(1,749,875)	(1,749,875)	0.01%	0
Insurance Expenses		(402,621)	(404,226)	(404,226)	(894,395)	(894,395)	0.40%	1,604
Other Expenditure	3.4	133,499	(539,071)	(539,071)	(6,823,844)	(6,823,844)	124.76%	672,570
Allocations		14,519	332,767	332,767	1,996,605	1,996,605	95.64%	(318,249)
Loss on Asset Disposals		0	(16,700)	(16,700)	(205,278)	(205,278)	100.00%	16,700
		(13,034,319)	**(15,941,710)**	**(15,941,710)**	**(103,200,789)**	**(103,200,789)**	**18.24%**	**2,907,391**
Non-Cash Amounts Excluded from Operating Activities	2	7,375,889	4,348,934	4,348,934	16,372,855	16,372,855	69.60%	3,026,956
Amount Attributable to Operating Activities		**66,930,318**	**59,110,943**	**59,110,943**	**5,962,570**	**5,962,570**	**13.23%**	**7,819,375**
Investing Activities								
Capital Grants, Subsidies and Contributions		30,430	26,430	26,430	19,649,075	19,649,075	15.13%	4,000
Land & Buildings	3.5	(1,751,632)	(8,210,373)	(8,210,373)	(29,976,325)	(29,976,325)	78.67%	6,458,741
Plant & Equipment	3.6	(151,697)	(365,686)	(365,686)	(6,078,421)	(6,078,421)	58.52%	213,989
Furniture & Equipment	3.7	(20,992)	(311,257)	(311,257)	(1,510,209)	(1,510,209)	93.26%	290,264
Infrastructure	3.8	(1,349,327)	(2,531,032)	(2,531,032)	(21,896,530)	(21,896,530)	46.69%	1,181,704
								0
Proceeds from Sale of Assets	3.9	187,530	98,300	98,300	863,800	863,800	90.77%	89,230
Proceeds from Sale of Non-Current Asset Held for Resale		0	0	0	0	0	100.00%	0
Self Supporting Loans - Repayment of Principal		0	0	0	193,385	193,385	0.00%	0
Amount Attributable to Investing Activities		**(3,055,689)**	**(11,293,617)**	**(11,293,617)**	**(38,755,225)**	**(38,755,225)**	**72.94%**	**8,237,928**
Financing Activities								
Repayment of Borrowings		(100,047)	(100,047)	(100,047)	(4,738,701)	(4,738,701)	0.00%	0
Principal Elements of Finance Lease Payments		(42,638)	(42,638)	(42,638)	(114,651)	(114,651)	(0.00%)	(0)
Proceeds from New Loans		0	0	0	2,000,000	2,000,000	100.00%	0
Advances to Community Groups		0	0	0	(250,000)	(250,000)	0.00%	0
Transfer to Restricted Assets	3.10	(3,761,429)	0	0	(11,180)	(11,180)	(100.00%)	(3,761,429)
Transfer from Restricted Assets	3.11	1,442,574	3,427,180	3,427,180	20,563,074	20,563,074	(57.91%)	(1,984,606)
Transfer to Reserves		(15,707,254)	(16,950,856)	(16,950,856)	(39,002,737)	(39,002,737)	7.34%	1,243,602
Transfer from Reserves		15,427,515	14,342,157	14,342,157	52,392,260	52,392,260	7.57%	1,085,358
Amount Attributable to Financing Activities		**(2,741,279)**	**675,796**	**675,796**	**30,838,065**	**30,838,065**	**(505.64%)**	**(3,417,075)**
Opening Funds Surplus/ (Deficit)		1,954,590	1,954,590	1,954,590	1,954,590	1,954,590		
Amount Attributable to Operating Activities		66,930,318	59,110,943	59,110,943	5,962,570	5,962,570		
Amount Attributable to Investing Activities		(3,055,689)	(11,293,617)	(11,293,617)	(38,755,225)	(38,755,225)		
Amount Attributable to Financing Activities		(2,741,279)	675,796	675,796	30,838,065	30,838,065		
Net Current Position - Surplus / (Deficit)	2	**63,087,941**	**50,447,712**	**50,447,712**	**(0)**	**(0)**	**25.06%**	**12,640,229**

City of Busselton
Statement of Financial Position
Year to Date As At 31 August 2023

unaudited

	2023/24 YTD Actual	2022/23 Actual
	$	$
Current Assets		
Cash & Cash Equivalents	26,858,091	21,032,276
Trade & Other Receivables - Current	59,121,882	3,750,221
Other Financial Assets	94,682,579	94,682,579
Inventories	1,272,715	1,272,715
Contract Assets	480,935	480,935
Other Assets	1,246,822	483,906
Non-Current Assets Held for Sale	0	0
Total Current Assets	183,663,023	121,702,632
Non Current Assets		
Other Receivables	663,159	678,793
Other Financial Assets	1,431,938	1,431,938
Property, Plant & Equipment	202,362,912	201,514,920
Infrastructure	649,355,495	651,595,672
Contract Assets	7,500,955	7,500,955
Right of Use Assets Furniture & Equipment	104,784	104,784
Total Non Current Assets	861,419,243	862,827,061
Total Assets	**1,045,082,265**	**984,529,694**
Current Liabilities		
Trade & Other Payables	6,980,196	8,873,525
Contract Liabilities	482	1,266,220
Grant Liabilities	2,960,607	984,500
Lease Liabilities	119,522	119,522
Borrowings	4,620,953	4,620,953
Employee Provisions	5,885,190	5,885,190
Other Provisions	0	0
Total Current Liabilities	20,566,950	21,749,911
Non Current Liabilities		
Sundry Payable	0	0
Contract Liabilities	10,471,440	9,205,220
Grant Liabilities	7,845,559	6,861,059
Lease Liabilities	70,746	70,746
Borrowings	43,521,154	43,621,201
Employee Provisions	577,890	577,890
Total Non Current Liabilities	62,486,790	60,336,116
Total Liabilities	**83,053,740**	**82,086,027**
Net Assets	**962,028,526**	**902,443,667**
Equity		
Retained Surplus	549,682,147	490,377,027
Reserves	78,417,920	78,138,181
Revaluation Surplus	333,928,459	333,928,459
Total Equity	**962,028,526**	**902,443,667**

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31st August 2023

Note 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:
- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant acccounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions YTD

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 31st August 2023

Note 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

Net current assets used in the Statement of Financial Activity	Sub-Note	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 31-Aug-23
Current assets		$	$	$
Cash and cash equivalents		79,919,613	115,532,276	121,358,091
Trade and other receivables		2,523,748	2,734,377	59,121,882
Inventories		1,200,000	1,272,715	1,272,715
		83,643,361	119,539,369	181,752,688
Less: current liabilities				
Trade and other payables		3,765,648	3,765,648	2,692,694
Other liabilities		6,627,934	7,492,033	7,248,590
		10,393,582	11,257,681	9,941,285
Net current assets		**73,249,779**	**108,281,688**	**171,811,403**
Less: Total adjustments to net current assets	(c)	(73,249,779)	(106,327,097)	(108,723,462)
Closing funding surplus / (deficit)		**0**	**1,954,590**	**63,087,941**

(a) Non-cash amounts excluded from Net Current Position

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32* .

Non-cash amounts excluded from operating activities	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 31-Aug-23
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	(24,120)	(200,266)	(88,216)
Less: Movement in finance leases	0	(47,238)	0
Less: Movement in prepayments	0	(130,714)	(271,617)
Less: Fair value adjustments to financial assets at amortised cost	0	(6,450)	0
Less: Movement in pensioner deferred rates (non-current)	0	(49,608)	12,370
Less: Movement in employee benefit provisions (non-current)	0	(69,787)	0
Add: Loss on disposal of assets	205,278	65,445	0
Less: Right of Use Assets (Depreciation)	0	(237,950)	0
Add: Depreciation on non-current assets	25,541,373	26,623,193	4,566,794
Total non-cash amounts excluded from operating activities	**25,722,531**	**25,946,624**	**4,219,332**

(b) Non-cash amounts excluded from investing activities

The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32* .

Adjustments to investing activities			
Infrastructure received for substantially less than fair value	(9,300,000)	(5,204,907)	0
Movement in current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity associated with restricted cash	(49,677)	2,037,309	3,156,558
Total non-cash amounts excluded from investing activities	**(9,349,677)**	**(3,167,599)**	**3,156,558**
Total non-cash amounts excluded from Net Current Position	**16,372,854**	**22,779,026**	**7,375,889**

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 31-Aug-23
	$	$	$
Adjustments to net current assets			
Less: Reserves/ Restricted - cash backed	(79,877,713)	(113,819,130)	(115,972,053)
- Current portion of contract liability held in reserve	1,551,401	1,266,220	482
- Current portion of unspent capital grants held in reserve	984,500	984,500	2,960,607
- Current portion of performance bonds	4,092,033	4,092,033	4,287,502
Total adjustments to net current assets	**(73,249,779)**	**(107,476,377)**	**(108,723,462)**

CURRENT AND NON-CURRENT CLASSIFICATION
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

Note 3 Material Variance Explanations

		Actual YTD $	Budget YTD $	Full Year Budget $	Variance YTD %	Variance YTD $	Change in Variance Current Month $
Amounts Attributable to Operating Activities		***66,887,680***	***59,110,943***	***5,962,570***	***13.16%***	***7,776,737***	***5,840,959***
Revenue from Operating Activities		***72,588,748***	***70,703,719***	***92,790,504***	***2.67%***	***1,885,028***	***1,324,723***
The material variance items contained within this category, on the face of the FAS, are explained below:							
1	**Grants, Subsidies and Contributions**	***904,924***	***267,711***	***5,325,685***	***238.02%***	***637,213***	***478,092***
Finance and Corporate Services		***138,077***	***49,295***	***467,642***	***180.10%***	***88,782***	***85,578***
1034	General Purpose Funding	47,657	5,101	39,709	834.29%	42,556	39,843
The positive variance is mainly attributable to the 22/23 adjustment to the Financial Assistance Grants, plus an adjustment paid in relation to the advance payment made in June for the 23/24 year, none of which was not known or could have been predicted at time of budgeting.							
1041	Land and Property Leasing	70,073	19,070	287,102	267.45%	51,002	49,291
Goose rent received earlier than anticipated, plus recovery of utilities from the Microbrewery invoiced one month earlier than expeceted, and a lot more than forecast.							
Community and Commercial Services		***211,465***	***182,170***	***786,298***	***16.08%***	***29,295***	***57,782***
1003	Cultural Precinct	5,629	50,376	210,248	(88.83%)	(44,747)	-
The variance is due to a timing delay with programming for Saltwater. The grant income has been received but not yet allocated to the project as the expenses have not yet been incurred.							
1005	Library Services	69,343	56,009	91,619	23.81%	13,334	(55,743)
This budget relates to the contributions for the SW Library Consortia and eContent selector roles, which are contributed to by other LG's and the State Library. The variance relates to the timing of invoicing. All consortia invoices have now been issued, and the eSelector contributions will be invoiced every 2 months in arrears. It is expected that we will be over budget by approximately $10K by the end of the FY.							
1007	Airport Operations	42,909	53,495	281,937	(19.79%)	(10,585)	40,909
Includes contributions from the surrounding LGs, including $33k for the BMRA terminal business case and $20k towards marketing, for which the majority have been invoiced and a small number of LG's still to confirm their contributions.							
1010	Recreation and Community Development	-	14,417	106,500	(100.00%)	(14,417)	(12,208)
Variance is timing related.							
1013	Youth Development	85,182	-	85,620	100.00%	85,182	85,182
Funding was received for activities that have already been completed, so was recognised in revenue immediately. The budget however was allocated to the end of financial year, when the spend involved in most grant funded activities is fully reconciled and any associated grant funding recognised.							
Planning and Development Services		***265,176***	***64***	***1,613,601***	***414497.36%***	***265,113***	***89,176***
1049	Strategic Planning Management	75,000	-	142,000	100.00%	75,000	75,000
Funding was received for activities that have already been completed, so was recognised in revenue immediately. The budget however was allocated to the end of financial year, when the spend involved in most grant funded activities is fully reconciled and any associated grant funding recognised.							
1056	Emergency Management	199,420	-	1,022,972	100.00%	199,420	23,420
Variance is simply timing of the bushfire mitigation fund grant received versus budget spread.							
Engineering and Works Services		***79,527***	***36,181***	***2,457,452***	***119.80%***	***43,345***	***35,177***
1015	Operations and Works Management	42,016	12,269	71,605	242.45%	29,747	19,610
Positive variance relates to the receipt of workers compensation insurance reimbursements, which can never be predicted with any accuracy.							
1017	Parks & Gardens	26,063	10,899	48,169	139.14%	15,164	18,088
$8.5K of the variance relates to unbudgeted RAC EV charging station reimbursements received, with the remainder relating to timing variance between when grants received from DPIRD for completed environmental activities were received as opposed to when they were budgeted to be recognised as revenue.							
2	**Interest Earnings**	***952,739***	***693,771***	***4,305,492***	***37.33%***	***258,968***	***182,035***
$259K better than YTD budget due to higher than expected interest rates and cash on hand position earlier in the year, with the roll over of invested funds coming to fruition overlapping into the next financial year.							
Expenses from Operating Activities		***(13,034,319)***	***(15,941,710)***	***(103,200,789)***	***18.24%***	***2,907,391***	***1,725,853***
The expense line items on the face of the financial statement that have a YTD variance that meet the material reporting threshold are outlined below:							
3	**Materials & Contracts**	***(2,075,936)***	***(4,665,757)***	***(29,072,925)***	***55.51%***	***2,589,821***	***1,174,205***
Finance and Corporate Services		***235,564***	***391,747***	***2,501,318***	***39.87%***	***156,183***	***2,386***
1029	Governance Services	11,792	36,307	286,090	67.52%	24,515	6,362
Subscriptions costs have not been incurred against the budget YTD (timing variance) and some computer software license costs have been misallocated to an incorrect cost centre budget; pending rectification.							
1030	Human Resources	1,658	19,101	114,608	91.32%	17,444	9,009
The budget has been equally proportioned across the financial year, however are not always expended evenly across the financial periods. In particular the consultancy natural account. The project utilising Mercer Consulting are yet to meet the completion milestone to enable costing of this work, and the other Consulting project scheduled for the year is not due to commence until later in the financial year.							
1034	General Purpose Funding	16,544	36,830	220,979	55.08%	20,286	4,542
The underspend variance is timing only, as invoices have not yet been received for consultancy work, legal fees for debt recovery services and the printing and postage costs for rates notices.							
1036	Information Technology	133,261	222,025	1,332,305	39.98%	88,764	1,275
The budget has been equally proportioned across the financial year, however, the significant IT projects that are expected to require consultancy have not yet started. Also, there has been delays in receiving and/or processing various software licensing renewals, including Tech1.							
1042	Aged and Community Housing	5,424	23,622	141,735	77.04%	18,198	6,772
The variance is due to the timing of invoices being issued as there are a number of commitments recorded against the operating expenses for both the Harris Road and Winderlup Villa units. There has also been a delay in obtaining quotes from contractors for certain works.							
Community and Commercial Services		***319,690***	***526,653***	***3,347,308***	***39.30%***	***206,964***	***51,657***
1003	Cultural Precinct	7,463	34,903	287,154	78.62%	27,440	(1,791)

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

Note 3 Material Variance Explanations

		Actual YTD $	Budget YTD $	Full Year Budget $	Variance YTD %	Variance YTD $	Change in Variance Current Month $
The variance is due to a timing delay with programming expenses for Saltwater. We've pushed back the expenses related to the grant for the opening production.							
1005	Library Services	21,616	37,081	144,683	41.71%	15,465	(12,397)
The underspend in the libraries budget YTD is due to delays in the finalisation of procurement waivers. Orders are now in place with all suppliers and we are waiting on delivery of goods and the associated processing of the invoices.							
1007	Airport Operations	60,061	139,043	1,186,936	56.80%	78,982	62,102
Activities falling under Security costs, Airport Maintenance, Inspections, Contractors and purchase of materials have started and commitments have been raised, works have either not been fully completed or invoiced.							
1008/1001	Economic & Business Development	88,493	116,107	736,331	23.78%	27,614	(11,125)
Variance is due to the delayed invoicing for the contracted management services of the Jetty Tourist Park.							
1010	Recreation & Community Development	32,521	99,883	390,622	67.44%	67,362	19,913
Only one payment to the consultant completing the GLC masterplan has been paid. Budget will be expended in early 2024.							
1011	Leisure Centres	98,276	78,900	477,767	(24.56%)	(19,376)	(6,547)
Actuals have exceeded YTD forecast due to unplanned maintenance work required to fix the indoor pool liner and invoicing of the Geothermal license fee occurring earlier than expected.							
Planning and Development Services		***64,423***	***328,134***	***2,438,412***	***80.37%***	***263,712***	***262,300***
1043	Planning and Development Directorate	29,639	145,767	874,600	79.67%	116,128	193,283
The variance between YTD budget and actuals, is attributable to the budget being distributed across the financial year, but in reality funds are spent as works progress, which is not divided evenly across the year.							
1054	Ranger Services	9,027	23,354	177,121	61.35%	14,326	7,324
Variance due to spread of budget versus timing of projects.							
1056	Emergency Services	6,604	122,449	734,692	94.61%	115,844	57,675
Timing of contractor delivered mitigation activities was delayed due to internal staffing gap, expenditure expected to align with budget by end of October.							
Engineering and Works Services		***1,454,356***	***3,418,769***	***20,780,663***	***57.46%***	***1,964,413***	***858,756***
1014	Engineering and Works Directorate	165	74,442	446,651	99.78%	74,277	37,138
This is a timing variance only as works have not commenced and or been invoiced.							
1016	Construction and Maintenance	188,165	363,295	2,365,801	48.21%	175,131	64,014
Activities to date have been largely focused on low external cost winter maintenance activities, including road grading, seal repairs and storm damage prevention and reinstatement. This is consistent with lower YTD costs at this time of year compared to YTD budget. Expenditure is on track and as expected in relation to the full year budget.							
1017	Parks & Gardens	232,319	687,209	4,117,442	66.19%	454,890	198,849
Activities to date have been largely focused on low external cost winter maintenance activities. This is consistent with lower YTD costs at this time of year compared to YTD budget. Expenditure is on track and as expected in relation to the full year budget.							
1019	Facilities Services	284,304	673,346	4,107,318	57.78%	389,042	117,984
This is a timing issue only, expenditure will increase as the tourist season approaches at that point the variance is expected to reduce. It is expected that all funds will be expended this FY.							
1020	Engineering Technical Management	48,932	733,397	4,165,954	93.33%	684,466	338,501
This variance can be attributed to timing of procurement as a majority of these projects will be outsourced.							
1021	Asset Management	1,337	13,336	80,015	89.98%	11,999	5,884
The underspend for this area can be attributed to the timing of the procurement of contractors to assist with data collection. Subscriptions and memberships are also underspend significantly, mainly also due to timing.							
1022	Design and Survey	455	10,893	35,357	95.82%	10,438	1,469
The underspend for this area can be attributed to the timing of the procurement of contractors to undertake the feasibility study for the Dunsborough to Yallingup Footpath, as well as the procurement of contractors for general design services.							
1025	Fleet Services	343,785	384,522	2,307,134	10.59%	40,737	64,232
YTD underspend due to procurement taken quite a bit longer than usual to place orders.							
1026	Waste Services	347,849	465,450	3,021,845	25.27%	117,601	(85,073)
This underspend is due to works that have not been completed, or they have not been invoiced.							
4	**Other Expenditure**	***133,499***	***(539,071)***	***(6,823,844)***	***124.76%***	***672,570***	***616,462***
Finance and Corporate Services		***61,698***	***137,806***	***1,599,211***	***55.23%***	***76,108***	***26,869***
1028	Governance and Corporate Services Management	50,827	16,667	100,000	(204.96%)	(34,160)	(37,257)
Negative variance relates to incorrect allocations that should have gone against Governance Services and Public Relations.							
1029	Governance Services	377	95,308	898,091	99.60%	94,931	57,540
$45K of Members of Council expenses have been misallocated to an incorrect cost centre budget. Will be rectified in September. The resulting $50K underspend on year to date budget is primarily due to $30,000 budgeted for election expenses and not expended at the end of the period (utilisation of forecast is expected in subsequent period/s). There are likewise some scheduling variances between monthly forecast and utilisation of budget for miscellaneous other expenses including allowances and sitting fees, elected member conference and training, and refreshment and functions.							
1031	Public Relations and Community Engagement	-	16,250	103,902	100.00%	16,250	8,125
YTD expenses of $5K have been misallocated to an incorrect cost centre budget. Will be rectified in September. Blanket orders to be changed to rectify this moving forward. The remainder is a timing issue. Majority of other expenses is spread evenly across the financial periods however are not always expended evenly.							
Community and Commercial Services		***(245,946)***	***367,483***	***4,825,751***	***166.93%***	***613,429***	***595,621***
1003	Cultural Precinct	260	14,275	108,649	98.18%	14,015	6,869
This is due to delayed timing of marketing and promotions for Saltwater, based on new opening dates for the venue.							
1004	Events	205,200	229,132	1,394,788	10.44%	23,931	68,370

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

Note 3 Material Variance Explanations

		Actual YTD $	Budget YTD $	Full Year Budget $	Variance YTD %	Variance YTD $	Change in Variance Current Month $
The underspend variance is due to the timing of invoicing. Due to the establishment of milestone payments relating to post event reporting, this has created a lag in release of final payments to event sponsorships.							
1007	Airport Operations	(494,006)	8,660	2,663,611	5804.53%	502,666	498,340
The April – June statements to finalise the 2022/23 FY incentive program have been received however are incorrect and Jetstar have been asked to review and provide corrected statements. Once this has been done then the final reconciliation for the 2022/23 accruals can be completed. Jetstar have been asked for the 2023/24 statements however they have not been sent.							
1008	Economic & Business Development	515	43,728	205,775	98.82%	43,213	3,434
Variance is due to the delayed invoicing by MRBTA for visitor servicing.							
1010	Recreation & Community Development	30,632	61,673	370,056	50.33%	31,041	12,705
The underspend variance is attributed to the budget being evenly distributed across the FY, however the actuals for the Community Assistance Program acquittals are sporadic and difficult to predict.							
Engineering and Works Services		***25,709***	***12,406***	***126,210***	***(107.23%)***	***(13,303)***	***(312)***
1017	Parks & Gardens	5,479	-	22,515	100.00%	(5,479)	(4,107)
This relates to a Biodiversity Incentives rate rebate that the City pays residents and late payment of some of the rebates from last financial year. The resulting unspent budget from the 2022/23 Budget was returned to the reserve and a budget amendment will be presented to Council to increase the 23/24 Budget by the same amount.							
1026	Waste Management	19,562	11,516	67,913	(69.87%)	(8,046)	3,637
Variance caused by transactions for water reimbursements invoices for the period between Mar. and June, that were not received and paid until July.							
Amounts Attributable to Investing Activities		***(3,055,689)***	***(11,293,617)***	***(38,755,225)***	***72.94%***	***8,237,928***	***3,988,500***
Items included in Investing Activities are Capital Grants, Subsidies & Contributions, Capital Expenditure in the various classes of assets, and Proceeds from Sale of Assets. The attachments to this report includes the detailed listings of all capital expenditure (project) items. The main areas of YTD variance to budget for Investing Activities that appear on the face of the Financial Activity Statement are summarised as follows:							
5	**Land & Buildings**	***(1,751,632)***	***(8,210,373)***	***(29,976,325)***	***78.67%***	***6,458,741***	***4,168,408***
12847 & 15073	Strategic Land Purchases	-	3,900,000	3,900,000	100.00%	3,900,000	2,806,769
Strategic land purchases currently under negotiation.							
Various	Aged Housing	-	23,008	111,000	100.00%	23,008	16,838
The variance is due to the timing of unit refurbishments. Harris Road has a number of commitments against the capital as one unit is vacant and currently undergoing a full refurbishment. Winderlup Court has one unit due for a bathroom and laundry refurbishment scheduled in October.							
Various	BPACC (Saltwater)	1,735,372	3,803,215	20,707,633	54.37%	2,067,843	1,012,804
This variance is due to smaller than anticipated progress claims submitted by the contractor. This is due to delays experienced on site, material and contractor availability, due to current market conditions.							
10589	Airport Construction, Existing Terminal Upgrade(C)	(5,310)	103,847	103,847	105.11%	109,157	-
This is the remaining terminal operational improvements for which the total budget has been budgeted in the first month. These should actually be complete by Oct/Nov.							
10642	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	11,936	-	1,620,434	-	(11,936)	(10,747)
The new pavilion project is currently on hold and subject to further design and consultation with no specific timeline developed for implementation until this is completed. Expenditure to date is for the provision of temporary facilities for the area to be used in the meantime.							
10787	Geographe Leisure Centre Upgrade(C)	-	94,577	567,464	100.00%	94,577	47,289
The YTD underspend is due to the procurement process taking longer than anticipated due to contractor availability.							
12331	Smiths Beach New Public Toilet(C)	-	41,667	250,000	100.00%	41,667	20,833
This variance is due to timing of works – planning and procurement has taken longer than anticipated.							
12428	Re-use shop Busselton Transfer Station(C)	-	67,800	275,000	100.00%	67,800	46,749
Reuse Shop is currently still in the development phase, which has taken longer than expected.							
12440	Energy Efficiency Initiatives (Various Buildings) (C)	-	13,028	78,166	100.00%	13,028	6,514
Project is delayed due to Western Power delays.							
12796	Depot Training Room (C)	-	12,500	75,000	100.00%	12,500	6,250
This variance is due to timing of works – planning and procurement has taken longer than anticipated.							
12800	Old Courthouse and Jail Cells (C)	-	17,142	102,853	100.00%	17,142	8,571
This variance is due to timing of works – planning and procurement has taken longer than anticipated.							
12940	Depot Building-Busselton(C)	2,600	45,000	270,000	94.22%	42,400	19,900
This is a timing issue – the budget has been evenly spread across the year ($270,000/12=$22,500) – the actual timing of the works is scheduled for December/January, depending on contractor availability.							
14942	Lions Park Shopping Centre Toilets (C)	-	41,667	250,000	100.00%	41,667	20,833
City officers are re-negotiating terms with the Strata company. Therefore works have not been able to progress as planned.							
14943	Changing Places Accessable Ablutions (C)	-	16,667	100,000	100.00%	16,667	8,333
This is a timing issue. This project is still in the planning phase, consultation is due to start in October 2023							
6	**Plant & Equipment**	***151,697***	***365,686***	***6,078,421***	***58.52%***	***213,989***	***192,216***
Delay in procuring some of the new Plant and Fleet equipment as manufacturers pause taking any new orders due to the global semiconductor shortage from the COVID pandemedic. Orders are expected to pick up in the new year.							
7	**Furniture & Office Equipment**	***20,992***	***311,257***	***1,510,209***	***93.26%***	***290,264***	***115,955***
12781	BPACC - Loose Furniture & Fittings(C)	-	57,138	228,551	100.00%	57,138	28,569

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

Note 3 Material Variance Explanations

		Actual YTD $	Budget YTD $	Full Year Budget $	Variance YTD %	Variance YTD $	Change in Variance Current Month $
The budget for BPACC loose furniture and fittings was spread across the year ahead of a procurement plan, which is now in development. It is unlikely procurement will commence prior to October 2023.							
12876	ICT Services - Equipment & Software Purchases(C)	-	160,916	965,497	100.00%	160,916	80,458
The significant items that will comprise much of the allocated capital budget will be procured between November 2023 and June 2024 to coincide with the related implementation projects.							
12878	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	-	20,000	20,000	100.00%	20,000	-
Carryover of capital budget, most likely to be expensed by mid-year dependant on supply availability.							
14730	Geographe Leisure Centre Fitness Equipment(C)	-	18,160	18,160	100.00%	18,160	-
Carryover of capital budget, most likely be expensed by mid-year.							
15088	Busselton Depot Building Furniture & Equipment (C)	(2,600)	10,813	10,813	124.05%	13,413	10,813
This is a timing issue as the purchase of furniture is linked to the refurbishment of the training room. Once completed the furniture will be purchased using these funds.							
8	**Infrastructure**	***1,349,327***	***2,531,032***	***21,896,530***	***46.69%***	***1,181,704***	***(394,579)***
Various	Roads	1,032,762	1,357,793	10,093,354	23.94%	325,030	(658,574)
The budget spread for the majority of projects in this item is even across the financial year and as a result there are some budget timing variances within this item. Overlay projects on Cook St, Kershaw St, Artisan St, and Yallingup Beach Rd were completed in August.							
Various	Car Parks	41,318	250,769	541,885	83.52%	209,451	97,209
The budget timing reflects an even spread of expenditure across the financial year, with the exception of Carpark Hotel Site 2, which has the budget spread over July and August. As a result there are some budget timing variances within this item, with Carpark Hotel Site 2 comprising $152k of the variance. Carpark Hotel Site 2 is progressing well and in conjunction with the private contactors build of the Hilton hotel.							
Various	Footpaths & Cycleways	47,772	328,740	1,824,587	85.47%	280,969	87,801
Budget timing for most projects within this item reflect an even spread of budgeted expenditure across the financial year, which will be reviewed and adjusted. $143k of the variance is associated with the Forth St to Holgate and Vincent Street to Geographe Bay Road shared path projects.							
Various	Parks, Gardens & Reserves	224,137	452,342	7,043,950	50.45%	228,204	3,588
Budget timing for most projects within this item reflect an even spread of expenditure across the financial year, which will be reviewed and adjusted.							
Various	Drainage	438	140,554	1,104,476	99.69%	140,116	77,881
Budget timing does not reflect construction schedule for projects within this item, this will be reviewed and adjusted.							
9	**Proceeds from Sale of Assets**	***187,530***	***98,300***	***863,800***	***90.77%***	***89,230***	***(97,500)***
Amount over budget YTD due to the delayed sale of assets from last financial year, resulting in the proceeds from the auction were received in July, instead of June.							
Amounts Attributable to Financing Activities		***(2,741,279)***	***675,796***	***30,838,065***	***(505.64%)***	***(3,417,075)***	***(6,616,892)***
10	**Transfer to Restricted Assets**	***(3,761,429)***	***-***	***(11,180)***	***(100.00%)***	***(3,761,429)***	***(3,024,515)***
There is a YTD variance in transfers to Restricted Assets because there is no budget at all for this item. The transfers are not possible to predict, and are fully reconciled only at year end. At the time of budgeting it is not possible to predict what grants, contributions or developer bonds will be received, and in what timeframe, nor when they will be spent and hence potentially transferred to Restricted Assets (or unspent portions thereof). Transfers to restricted assets are offset by the incoming receipt, be it a grant, contribution, subsidy or even loan proceeds, so the net impact on the Net Current Position is always nil (once full reconciliation has occurred at year end). YTD, $3M in various government grants were restricted, as well as $218K in Roadwork Bonds, $91K in BJTP deposits, $20K in developer contributions and $471K in various other deposits and bonds.						
11	**Transfer from Restricted Assets**	***1,442,574***	***3,427,180***	***20,563,074***	***(57.91%)***	***(1,984,606)***	***(676,572)***
The transfers are usually not possible to predict, and are fully reconciled only at year end. The transfers YTD are attributable to $23K of prepaid grants utilised, $24K of BJTP deposits utilised or returned, $849K of unspent loan borrowings utilised and $504K of various other bonds and deposits returned or utilised.							

City of Busselton
Capital Acquisitions & Construction Report
For the period ended 31st August 2023

Project	Project Description	2023/24 Actual	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		$	$	$	$	$
Land						
12847	Strategic Land Purchase - Sues Road(C)	-	500,000	500,000	3,400,000	3,400,000
15073	Strategic Land Purchase - Dunsborough(C)	-	3,400,000	3,400,000	500,000	500,000
		-	3,900,000	3,900,000	3,900,000	3,900,000
Buildings						
Aged Housing						
12231	Aged Housing Capital Improvements - Harris Road(C)	-	4,497	4,497	22,000	22,000
12233	Aged Housing Capital Improvements - Winderlup(C)	-	-	-	40,000	40,000
12234	Aged Housing Capital Improvements - Winderlup Court (City(C)	-	18,511	18,511	49,000	49,000
		-	23,008	23,008	111,000	111,000
Saltwater						
12471	BPACC - Construction(C)	1,456,554	3,040,103	3,040,103	18,240,616	18,240,616
12652	BPACC - Design of Structure / Professional Fees(C)	80,339	35,448	35,448	212,690	212,690
12779	BPACC - Contingency (C)	158,368	703,886	703,886	2,111,657	2,111,657
12782	BPACC - Utility Costs (C)	40,111	23,778	23,778	142,670	142,670
		1,735,372	3,803,215	3,803,215	20,707,633	20,707,633
10016	Civic and Administration Centre Minor Upgrades(C)	-	-	-	35,000	35,000
10025	Weld Theatre(C)	-	-	-	250,000	250,000
10585	BMRA Hangars(C)	-	-	-	303,790	303,790
10589	Airport Construction, Existing Terminal Upgrade(C)	(5,310)	103,847	103,847	103,847	103,847
10592	Airport Terminal Stage 2(C)	81	-	-	-	-
10642	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	11,936	-	-	1,620,434	1,620,434
10787	Geographe Leisure Centre Upgrade(C)	-	94,577	94,577	567,464	567,464
12331	Smiths Beach New Public Toilet(C)	-	41,667	41,667	250,000	250,000
12428	Re-use shop Busselton Transfer Station(C)	-	67,800	67,800	275,000	275,000
12440	Energy Efficiency Initiatives (Various Buildings) (C)	-	13,028	13,028	78,166	78,166
12795	Busselton Depot CCTV & Electronic Gate(C)	6,952	16,259	16,259	16,259	16,259
12796	Depot Training Room (C)	-	12,500	12,500	75,000	75,000
12798	High Street Hall (C)	-	1,750	1,750	10,500	10,500
12800	Old Courthouse and Jail Cells (C)	-	17,142	17,142	102,853	102,853
12804	Airport Terminal Building(C)	-	4,747	4,747	28,481	28,481
12868	Busselton Jetty Tourist Park - Cabin Replacement/Upgrade (C)	-	-	-	540,000	540,000
12939	Administration Building- 2-16 Southern Drive(C)	-	7,500	7,500	45,000	45,000
12940	Depot Building-Busselton((C)	2,600	45,000	45,000	270,000	270,000
14942	Lions Park Shopping Centre Toilets (C)	-	41,667	41,667	250,000	250,000
14943	Changing Places Accessable Ablutions (C)	-	16,667	16,667	100,000	100,000
15067	Commonage Fire Facility (C)	-	-	-	40,000	40,000
15074	Vasse Toilet (C)	-	-	-	125,000	125,000
15077	Lunch / Meeting Room for Transfer Station(C)	-	-	-	50,000	50,000
15087	Mosquito Management Facility (C)	-	-	-	120,899	120,899
		1,751,632	4,310,373	4,310,373	26,076,325	26,076,325
		1,751,632	8,210,373	8,210,373	29,976,325	29,976,325
Plant and Equipment						
10700	Dunsborough Cemetery(C)	-	3,546	3,546	21,276	21,276
12870	Busselton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	36,160	41,900	41,900	35,000	35,000
12872	Busselton Jetty Tourist Park - Battery Powered Mule (C)	-	-	-	35,000	35,000
12881	HINO FD1024 Beavertail Truck (Turf) (C)	-	-	-	100,000	100,000
12882	Isuzu NPR65-190 Single Cab (Turf) (C)	-	-	-	100,000	100,000
12884	KUBOTA F3690 OUTFRONT MOWER (C)	-	29,200	29,200	29,200	29,200
12885	KUBOTA F3690 OUTFRONT MOWER (C)	-	29,200	29,200	29,200	29,200
12886	Brush / Tree Chipper (C)	-	-	-	100,000	100,000
12887	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	-	20,000	20,000	20,000	20,000
12888	HINO FS2848 Tipper Truck (C&M) (C)	-	-	-	230,000	230,000
12890	Caterpillar CS56 Roller (C&M) (C)	-	-	-	180,000	180,000
12892	ISUZU FVZ1400 Tipper Truck (C&M) (C)	-	-	-	230,000	230,000
12894	Nissan Xtrail ST-L 2WD (Strategic Planning Coord) (C)	-	-	-	35,000	35,000
12895	NISSAN X-TRAIL ST-L 2WD SUV (ASSET MGMT COORD) (C)	-	-	-	35,000	35,000
12896	Facilities Operational Ute(C)	35,280	-	-	42,000	42,000
12897	ISUZU D-MAX SX 4X2 SINGLE CAB UTILITY (IRRIGATION) (C)	-	-	-	42,000	42,000
12898	MITSUBISHI TRITON 4X2 SINGLE CAB UTE (P&G) (C)	-	-	-	42,000	42,000
12899	Construction & Maintenance Ute (C)	41,124	-	-	42,000	42,000
12900	TOYOTA HILUX DUAL CAB 4X4 (CONST SUPERVISOR) (C)	-	-	-	45,000	45,000
12901	TOYOTA HILUX DUAL CAB 4X4 (MTCE SUPERVISOR) (C)	-	45,000	45,000	45,000	45,000
12902	Manager Governance & Corp Services Vehicle (C)	39,134	-	-	40,000	40,000
12904	Plant Purchases (P11) - Minor Plant (P&G) (C)	-	-	-	15,000	15,000
12906	Plant Purchases (P12) - Minor Plant (C&M) (C)	-	-	-	20,000	20,000
12908	Program 12 - Minor Plant (Workshop) (C)	-	-	-	10,000	10,000
12911	VOLVO FE320 WASTE TRUCK (C)	-	-	-	459,660	459,660
12914	Minor Plant - Program 10 (C)	-	-	-	10,000	10,000
12932	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	-	32,800	32,800	30,000	30,000

City of Busselton
Capital Acquisitions & Construction Report
For the period ended 31st August 2023

Project	Project Description	2023/24 Actual	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		$	$	$	$	$
12948	TOYOTA HILUX SR 4X4 DUAL CAB UTILITY (BMO) (C)	-	-	-	45,000	45,000
14744	MITSUBISHI PAJERO GLX 4X4 (MGR REG SERV) (C)	-	41,500	41,500	41,500	41,500
14818	Wheeled 20t excavator Inc. Accessories(C)	-	-	-	485,000	485,000
14819	Positrak (Cat 299) with Accessories (C)	-	-	-	250,000	250,000
14820	Trailer for Towing Positrak & Traffic Lights(C)	-	-	-	40,000	40,000
14821	Trailer Traffic Lights x 2 (and Sign Cones)(C)	-	-	-	45,000	45,000
14823	VOLVO FE320 WASTE TRUCK (C)	-	-	-	473,545	473,545
14842	HINO CREW CAB TIPPER TRUCK (C)	-	107,540	107,540	100,540	100,540
14946	PERUZZO BULL SLASHER (C)	-	-	-	60,000	60,000
14949	KUBOTA MULE (C)	-	-	-	15,000	15,000
14951	1500L SELF BUNDED DIESEL FUEL TANK (C)	-	15,000	15,000	15,000	15,000
14954	MITSUBISHI TRITON 4x2 SINGLE CAB (C)	-	-	-	35,000	35,000
14960	VOLVO FE320 WASTE TRUCK (C)	-	-	-	480,000	480,000
14962	WATER TANK FOR DUST SUPPRESSION (C)	-	-	-	25,000	25,000
14966	DIESEL TANK DWF (C)	-	-	-	50,000	50,000
14968	HOOKLIFT BIN BWTS (C)	-	-	-	18,000	18,000
14970	HOOKLIFT BIN BWTS (C)	-	-	-	18,000	18,000
14972	HOOKLIFT BIN BWTS (C)	-	-	-	18,000	18,000
14974	HOOKLIFT BIN (C)	-	-	-	18,000	18,000
14976	HOOKLIFT BIN (C)	-	-	-	18,000	18,000
14978	ABLE GL3013 GENERATOR (C)	-	-	-	50,000	50,000
14980	WASTE COORDINATOR VEHICE (C)	-	-	-	35,000	35,000
14982	TOYOTA HILUX 4x2 SINGLE CAB (C)	-	-	-	36,000	36,000
14984	ISUZU D-MAX 4x4 DUAL CAB (C)	-	-	-	40,000	40,000
14986	HOLDEN COLORADO 4x4 DUAL CAB (C)	-	-	-	36,000	36,000
15004	HUSQVARNA RC318T RIDE ON MOWER (C)	-	-	-	18,000	18,000
15006	HINO 917 CREW CAB (C&M) (C)	-	-	-	100,000	100,000
15008	ISUZU NPR400 CREW CAB (C&M) (C)	-	-	-	100,000	100,000
15013	HINO GH1728 AUTO TRUCK (C&M) (C)	-	-	-	400,000	400,000
15016	HINO GF1628 REAR TIPPING TRUCK (P&G) (C)	-	-	-	150,000	150,000
15018	TORO 4010D GROUNDMASTER MOWER (P&G) (C)	-	-	-	150,000	150,000
15023	ISUZU DMAX 4X2 SINGLE CAB (P&G) FORESHORE IRRIGATION (C)	-	-	-	42,000	42,000
15025	TOYOTA HILUX 4X4 EXTRA CAB UTILITY (IRRIGATION) (C)	-	-	-	45,000	45,000
15028	FORD RANGER 4X4 DUAL CAB UTE (CESM) (C)	-	-	-	55,000	55,000
15032	SUBARU OUTBACK 2.5i PREMIUM WAGON (C)	-	-	-	35,000	35,000
15034	SUBARU OUTBACK AWD WAGON (RANGERS CO-ORDINATOR) (C)	-	-	-	35,000	35,000
15036	SUBARU OUTBACK 2.5I AWD PREMIUM (MGR CULTURE & EVENTS) (C)	-	-	-	40,000	40,000
15038	MAZDA CX9 FWD SUV (Director CCS) (C)	-	-	-	50,000	50,000
15040	SUBARU OUTBACK AWD (Director PDS) (C)	-	-	-	50,000	50,000
15042	Nissan X-Trail Ti 4x4 SUV (Mgr Fin Serv) (C)	-	-	-	40,000	40,000
15045	Toyota Fortuner GX 4x4 SUV (Mgr Eng Tech Srv) (C)	-	-	-	40,000	40,000
15048	SUBARU FORESTER 2.5I-S AWD (MGR DEV SERV) (C)	-	-	-	40,000	40,000
15050	NISSAN X TRAIL STL 4X4 SUV (LIESURE CENTRES COORD) (C)	-	-	-	35,000	35,000
15052	MITSUBISHI OUTLANDER LS AWD (HR COORD) (C)	-	-	-	35,000	35,000
15078	HAZMET and Dangerous Goods Storage(C)	-	-	-	108,500	108,500
15083	New Airport Manager Vehicle (C)	-	-	-	40,000	40,000
		151,697	365,686	365,686	6,078,421	6,078,421
Furniture and Equipment						
10965	P&E - P&G Smart Technologies(C)	15,400	12,500	12,500	75,000	75,000
12781	BPACC - Loose Furniture & Fittings (C)	-	57,138	57,138	228,551	228,551
12783	BPACC - IT Hardware & Software (C)	6,125	11,875	11,875	71,250	71,250
12876	ICT Services - Equipment & Software Purchases(C)	-	160,916	160,916	965,497	965,497
12878	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	-	20,000	20,000	20,000	20,000
12937	Community Resource Centre(C)	2,067	-	-	-	-
14729	Events Furniture & Equipment(C)	-	5,138	5,138	5,138	5,138
14730	Geographe Leisure Centre Fitness Equipment(C)	-	18,160	18,160	18,160	18,160
14731	Cultural Planning Furniture & Equipment(C)	-	9,500	9,500	9,500	9,500
14927	Dunsborough Depot(C)	-	3,550	3,550	21,300	21,300
14939	Ice Machine (C)	-	1,667	1,667	10,000	10,000
15059	Sculpture By The Bay (C)	-	-	-	12,000	12,000
15063	NCC - Les Mills Pump Rack (C)	-	-	-	8,000	8,000
15064	GLC Cafe Double Fridge (C)	-	-	-	20,000	20,000
15065	Differential GPS (C)	-	-	-	20,000	20,000
15082	Administration Building Furniture& Equipment C)	-	-	-	15,000	15,000
15088	Busselton Depot Building Furniture & Equipment (C)	(2,600)	10,813	10,813	10,813	10,813
		20,992	311,257	311,257	1,510,209	1,510,209
Roads Infrastructure						
11152	Donnelly Court Reseal(C)	6,247	-	-	-	-
11153	Inlet Drive Spray Seal(C)	70	-	-	-	-
11193	Wilyabrup Road Resheet(C)	-	-	-	80,643	80,643
11199	Bussell Highway(C)	752,487	339,119	339,119	2,034,712	2,034,712
11204	Eastern Link - Busselton Traffic Study(C)	3,800	-	-	-	-

City of Busselton
Capital Acquisitions & Construction Report
For the period ended 31st August 2023

Project	Project Description	2023/24 Actual	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		$	$	$	$	$
11987	Caves Road - Median Crossing(C)	-	-	-	17,043	17,043
11991	Commonage & Hayes Road instersection Safety works(C)	226	-	-	-	-
11997	Gifford Road Reconstruction(C)	1,151	-	-	-	-
12005	Payne Road(C)	1,384	146,344	146,344	878,066	878,066
12609	Geographe Bay Road - Gifford Road to Elmore Road(C)	9,181	-	-	-	-
12611	North Jindong Road(C)	-	132,100	132,100	792,600	792,600
12824	Acton Park Road(C)	578	-	-	-	-
12827	Commonage Road(C)	-	128,250	128,250	769,500	769,500
12835	Ludlow-Hithergreen Road(C)	525	-	-	-	-
12837	Pre-emptive Design Works (C)	2,400	-	-	-	-
12841	Strelly Street (C)	6,144	-	-	-	-
12842	Nuttman Road (C)	-	-	-	54,724	54,724
12851	Bussell Highway(C)	104	-	-	-	-
14817	Road Access Seal - Busselton Animal care facility(C)	-	-	-	49,766	49,766
14850	Cook Street - Asphalt Overlay SLK 0.39 to 1.25 (C)	161,550	58,596	58,596	351,574	351,574
14851	Strelly Street - Rehabilitation SLK 0.05 to 1.2 (C)	-	120,000	120,000	720,000	720,000
14852	North Jindong Road - Prelims and Land Acq SLK 0 to 0 (C)	-	2,000	2,000	12,000	12,000
14853	Jalbarragup Road - Reseal SLK 0 to 10.75 (C)	-	100,000	100,000	600,000	600,000
14854	Boallia Road - Recon and Widening SLK 1.5 to 2.3 (C)	682	92,305	92,305	553,832	553,832
14855	Vasse Yallingup Siding Road - Design only SLK 0 to 0 (C)	-	2,750	2,750	16,500	16,500
14856	Peron Avenue - Asphalt Overlay SLK 0.17 to 0.76 (C)	-	75,005	75,005	450,030	450,030
14857	West Street - Rehabilitation SLK 1.02 to 1.15 (C)	-	30,167	30,167	181,000	181,000
14858	Artisan Street - Asphalt Overlay SLK 0.02 to 0.16 (C)	22,710	7,692	7,692	46,152	46,152
14859	Kershaw Street - Asphalt Overlay SLK 0 to 0.25 (C)	45,287	11,545	11,545	69,271	69,271
14860	Thornbill Court - Asphalt Overlay SLK 0 to 0.08 (C)	-	3,444	3,444	20,662	20,662
14861	Grevillea Cove - Asphalt Overlay SLK 0 to 0.08 (C)	-	3,707	3,707	22,243	22,243
14862	Baudin Street - Asphalt Overlay SLK 0 to 0.1 (C)	-	15,855	15,855	95,132	95,132
14863	Cormorant Court - Asphalt Overlay SLK 0 to 0.08 (C)	-	3,936	3,936	23,616	23,616
14864	Sugarloaf Road - Second Coat Seal SLK 0 to 0 (C)	-	11,087	11,087	66,521	66,521
14865	Yallingup Beach Road - Reseal SLK 0 to 0.19 (C)	17,653	5,116	5,116	30,698	30,698
14866	Old Vasse Highway - Reseal SLK 0 to 1.83 (C)	-	2,256	2,256	13,535	13,535
14867	McDonald Road - Unsealed Resheet SLK 0.02 to 0.88 (C)	-	10,089	10,089	60,534	60,534
14868	Chambers Road - Unsealed Resheet SLK 2.1 to 4.26 (C)	-	25,308	25,308	151,848	151,848
14869	Silverwood Road - Unsealed Resheet SLK 0.01 to 1.3 (C)	-	15,219	15,219	91,314	91,314
14870	Downs Road - Unsealed Resheet SLK 2.0 to 3.35 (C)	585	15,903	15,903	95,418	95,418
15085	Jalbarragup Road New Shoulders (C)	-	-	-	1,744,420	1,744,420
		1,032,762	1,357,793	1,357,793	10,093,354	10,093,354
Car Parks Infrastructure						
10608	Dunsborough Yacht Club Carpark(C)	600	-	-	-	-
14815	Carpark Hotel Site 2(C)	40,397	192,546	192,546	192,546	192,546
14873	Forrest Beach Horse Float Carparking Area(C)	-	32,408	32,408	194,446	194,446
14874	Disabled Parking Bays BussForeshore (Old ennisCourt)(C)	-	1,667	1,667	10,000	10,000
14875	Eagle Bay Boat Ramp Parking off Fern Road(C)	321	5,000	5,000	30,000	30,000
14876	Eagle Cresent on road parking - Eagle Bay(C)	-	6,167	6,167	37,000	37,000
14877	Rotary Park Stage 1 - Design, permits and clearing(C)	-	3,333	3,333	20,000	20,000
14878	Senior Citizens Universal Access Parking(C)	-	9,649	9,649	57,893	57,893
		41,318	250,769	250,769	541,885	541,885
Footpaths Infrastructure						
10741	Busselton CBD Footpath Renewal(C)	-	-	-	54,585	54,585
10903	DAIP - Disability Access(C)	4,179	5,000	5,000	30,000	30,000
11986	Causeway Road Shared Path(C)	42,189	-	-	-	-
12816	Coastal Principled Shares Path (C)	241	70,488	70,488	70,488	70,488
12818	Kaloorup Road (C)	124	-	-	-	-
14814	Townscape Works Busselton(C)	-	-	-	100,000	100,000
14887	Coastal Shared Path - Forth St to Holgate(C)	-	76,667	76,667	460,000	460,000
14888	Bay View Street - Bussell Hwy to Dorset Street(C)	1,039	21,033	21,033	126,198	126,198
14889	Queen St - Queen St & Prince St Roundabout Zebra Cross(C)	-	2,667	2,667	16,000	16,000
14890	Carey St - Kent Street and Harris to Peel(C)	-	18,981	18,981	113,886	113,886
14891	Adelaide Street - Lot 11 to Stanley St(C)	-	9,405	9,405	56,430	56,430
14892	Peron Avenue - Chester Way to Pimlea Parade(C)	-	24,500	24,500	147,000	147,000
14893	Bay View Cresent - Curtis Bay Lot 62 to Lot 4(C)	-	9,167	9,167	55,000	55,000
14894	Telstra Park - Lot 4 Naturaliste Terrace(C)	-	3,333	3,333	20,000	20,000
14895	Vincent Street to Geographe Bay Road (Reserve 44343)(C)	-	66,667	66,667	400,000	400,000
14896	Dunsborough Lakes Drive - Caves Road(C)	-	2,500	2,500	15,000	15,000
14897	Naturaliste Terrace Footbridge Renewal #6017 Lot 254(C)	-	18,333	18,333	110,000	110,000
14905	GLC Footpath NIB (C)	-	-	-	20,000	20,000
15071	Upgrade Wagin Gardens Footpath Access (C)	-	-	-	20,000	20,000
15072	Upgrade Harris Rd POS Access (C)	-	-	-	10,000	10,000
		47,772	328,740	328,740	1,824,587	1,824,587
Parks, Gardens and Reserves						
10613	Meelup Coastal Parking & Landscaping(C)	-	-	-	178,238	178,238
10674	Dunsborough Lakes Sporting Precinct - Outdoor Courts(C)	27,009	-	-	-	-

City of Busselton
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Project	Project Description	2023/24 Actual	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		$	$	$	$	$
10688	Depot Washdown Facility Upgrades(C)	-	-	-	76,700	76,700
10765	Foreshore Busselton - High Street to Carey Street(C)	-	8,333	8,333	50,000	50,000
10766	Foreshore Yallingup Capital(C)	-	3,333	3,333	20,000	20,000
10767	Port Geographe General Improvements/ Foreshore(C)	182	-	-	-	-
10831	Rotary Park / War Memorial Relocation(C)	34,913	-	-	525,000	525,000
10951	Mitchell Park Upgrade(C)	401	-	-	37,000	37,000
10952	Possum Park Barnard East Upgrade(C)	-	-	-	30,000	30,000
10953	Youth Skate Park(C)	-	3,333	3,333	20,000	20,000
10963	Minor Capital Improvements, Fencing, Seating, Lighting et(C)	-	6,667	6,667	40,000	40,000
10966	Provence SAR Area General Improvements to the Area(C)	-	26,667	26,667	160,000	160,000
10967	New Shade Sails – multiple locations (C)	-	44,194	44,194	265,165	265,165
10969	Vasse SAR Area General Improvements to the Area(C)	-	11,667	11,667	70,000	70,000
11024	Pioneer Cemetery - Implement Conservation Plan(C)	221	3,546	3,546	21,276	21,276
11035	Park Furniture Renewals - Replace aged & unsafe Equip(C)	-	9,167	9,167	55,000	55,000
12251	Cricket Wicket Renewal(C)	-	-	-	30,000	30,000
12254	Busselton Tennis Club - Infrastructure(C)	-	8,835	8,835	46,000	46,000
12267	Busselton Townscape Street Furniture Renewals (C)	-	6,667	6,667	40,000	40,000
12382	Rails to Trails - Continuation of Implementation Plan(C)	1,100	17,500	17,500	105,000	105,000
12407	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	-	-	-	730,000	730,000
12421	City Lined Landfill Stage 2 - Preliminary Works(C)	82	-	-	80,000	80,000
12425	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	16,995	-	-	2,000,000	2,000,000
12511	Dunsborough - BMX / Skatebowl(C)	-	1,667	1,667	10,000	10,000
12528	Dunsborough Town Centre/ Foreshore(C)	-	5,000	5,000	30,000	30,000
12780	BPACC - Landscaping (C)	-	-	-	500,000	500,000
12821	Churchill Park - Main Oval Renewal (C)	241	91,667	91,667	550,000	550,000
12846	Mitchell Park Landscape Upgrade Stage 2(C)	-	-	-	150,000	150,000
12849	Sport Oval Lighting - Vasse Ovals(C)	142,351	-	-	116,731	116,731
12850	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	-	50,000	50,000	150,000	150,000
14811	RBFS Old Dunsborough Boat Ramp Scour Protection (C)	-	-	-	33,240	33,240
14816	Carpark Hotel Site 2 Land Scaping(C)	641	-	-	-	-
14900	Metricup Cemetery - Paths & Ashes iternment(C)	-	1,667	1,667	10,000	10,000
14901	Port Geographe POS Retaining Wall Renewals(C)	-	8,833	8,833	53,000	53,000
14903	Centennial Park Irrigation renewal(C)	-	20,833	20,833	125,000	125,000
14904	Beach Shower/Water Fountain Ren Busselton Foreshore(C)	-	3,333	3,333	20,000	20,000
14906	Dunsborough Oval Skatepark Lighting Renewal(C)	-	11,667	11,667	70,000	70,000
14907	Busselton Foreshore - Annual Renewals (C)	-	8,333	8,333	50,000	50,000
14908	Dunsborough Town Centre & Foreshore - Annual Renewals (C)	-	5,000	5,000	30,000	30,000
14909	Lou Weston Basketball System upgrades (C)	-	5,333	5,333	32,000	32,000
14910	Seymour Park - Replacement of Decking(C)	-	8,433	8,433	50,600	50,600
14911	Jarrahwood Playground Equipment Renewal(C)	-	4,333	4,333	26,000	26,000
14912	Newtown Oval New Playground Equipment(C)	-	2,500	2,500	15,000	15,000
14913	Heron Place - New New Playground Equipment(C)	-	1,667	1,667	10,000	10,000
14914	Lou Weston Playground Equipment Renewal(C)	-	10,000	10,000	60,000	60,000
14915	Busselton Foreshore disability carousel renewal(C)	-	7,500	7,500	45,000	45,000
14916	Dunsborough Foreshore disability carousel renewal(C)	-	7,500	7,500	45,000	45,000
14917	Meelup Regional Park - Capital Projects(C)	-	29,667	29,667	178,000	178,000
14918	BBQ Placement and Replacement(C)	-	5,000	5,000	30,000	30,000
14919	Beach Access stairs (C)	-	9,167	9,167	55,000	55,000
14944	Busselton Works Depot Parks & Gardens Product Bays(C)	-	3,333	3,333	20,000	20,000
		224,137	452,342	452,342	7,043,950	7,043,950
Drainage Infrastructure						
10692	Carey Street Drainage Upgrade(C)	(84)	-	-	-	-
12815	North Street Drainage Works(C)	-	-	-	231,149	231,149
14879	Busselton LIA Drainage Investigation & Design(C)	522	8,333	8,333	50,000	50,000
14880	Chapman Street Mitigate private property innundation(C)	-	41,667	41,667	250,000	250,000
14881	Dunsborough Lakes Drive No 69/71(C)	-	18,703	18,703	112,215	112,215
14882	Dunsborough Lakes Condition inspection & Design(C)	-	8,333	8,333	50,000	50,000
14883	Carey Street Drainage Renewals(C)	-	42,149	42,149	252,894	252,894
14884	Depuch Close - Eagle Bay(C)	-	12,745	12,745	76,473	76,473
14885	Heppingstone & Hale Street intersection(C)	-	5,620	5,620	33,718	33,718
14886	Hester Steet Drainage Renewal SLK0.33 (C)	-	3,004	3,004	18,027	18,027
14945	WSUD Improv Drainage Outlets and Catchements(C)	-	-	-	30,000	30,000
		438	140,554	140,554	1,104,476	1,104,476
Regional Airport and Industrial Park						
10583	Airport Construction Stage 2, Airfield(C)	-	-	-	337,478	337,478
10590	Airport Development - Project Expenses(C)	2,900	-	-	-	-
12941	Airport - Other Buildings(C)	-	833	833	5,000	5,000
14836	RFDS relocation(C)	-	-	-	366,180	366,180
14838	BMRAP - Apron Lighting(C)	-	-	-	65,000	65,000
14839	BMRAP - Apron CCTV(C)	-	-	-	50,000	50,000
15060	BMRA MAGS Improvements (C)	-	-	-	17,000	17,000
15061	BMRA Gate 1 Replacement (C)	-	-	-	10,000	10,000

City of Busselton
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Project	Project Description	2023/24 Actual	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		$	$	$	$	$
15062	BMRA GA Precinct Reseal (C)	-	-	-	437,620	437,620
		2,900	833	833	1,288,278	1,288,278
	Infrastructure Total	1,349,327	2,531,032	2,531,032	21,896,530	21,896,530
	Grand Total	**3,273,648**	**11,418,347**	**11,418,347**	**59,461,485**	**59,461,485**

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1001 - Airport Existing Terminal Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(456,382.11)**	(456,382.11)	(456,382.11)
10904	Interest Earned	Other General Purpose Funding(O)	**3,569.34**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**452,812.77**	456,382.11	456,382.11
		Airport Existing Terminal Building Reserve Closing Balance	**0.00**	0.00	0.00
1003 - Airport Marketing & Incentive Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(4,895,380.26)**	(4,895,380.26)	(4,895,380.26)
10904	Interest Earned	Other General Purpose Funding(O)	**43,808.44**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**4,851,571.82**	4,895,380.26	4,895,380.26
		Airport Marketing & Incentive Reserve Closing Balance	**0.00**	0.00	0.00
1004 - Airport New Terminal Building Reserve					
			0.00	0.00	0.00
10904	Interest Earned	Other General Purpose Funding(O)	**0.00**	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00
		Airport New Terminal Building Reserve Closing Balance	**0.00**	0.00	0.00
1005 - Barnard Park Sports Pavilion Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(115,031.42)**	(115,031.42)	(115,031.42)
10904	Interest Earned	Other General Purpose Funding(O)	**909.80**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**114,121.62**	115,031.42	115,031.42
		Barnard Park Sports Pavilion Building Reserve Closing Balance	**0.00**	0.00	0.00
1006 - Building Asset Renewal Reserve Fund - General Buildings					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,389,334.17)**	(3,389,334.17)	(3,389,334.17)
10904	Interest Earned	Other General Purpose Funding(O)	**(65,706.70)**	(39,164.50)	(234,986.97)
10027	Transfer To Reserve	Asset Management Administration(O)	**(662,548.74)**	(3,038,193.19)	(4,441,390.00)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(2,375,644.45)**	0.00	0.00
10016	Transfer From Reserve	Civic and Administration Centre Minor Upgrades(C)	**0.00**	0.00	35,000.00
10025	Transfer From Reserve	Weld Theatre(C)	**0.00**	0.00	250,000.00
10027	Transfer From Reserve	Asset Management Administration(O)	**0.00**	0.00	21,600.00
10163	Transfer From Reserve	Old Fire Station Building(O)	**0.00**	0.00	15,000.00
10167	Transfer From Reserve	Dunsborough Hall(O)	**0.00**	0.00	5,000.00
10179	Transfer From Reserve	Youth Services(O)	**0.00**	0.00	14,000.00
10243	Transfer From Reserve	Depot Building-Busselton(O)	**0.00**	0.00	10,037.00
10787	Transfer From Reserve	Geographe Leisure Centre Upgrade(C)	**0.00**	0.00	567,464.00
10853	Transfer From Reserve	Asbestos Removal & Replacement(O)	**0.00**	0.00	50,000.00
11761	Transfer From Reserve	Abbey Beach Boat Ramp Toilets(O)	**0.00**	0.00	8,533.00
12331	Transfer From Reserve	Smiths Beach New Public Toilet(C)	**0.00**	0.00	250,000.00
12795	Transfer From Reserve	Busselton Depot CCTV & Electronic Gate(C)	**0.00**	0.00	16,259.00
12796	Transfer From Reserve	Depot Training Room (C)	**0.00**	0.00	75,000.00
12798	Transfer From Reserve	High Street Hall (C)	**0.00**	0.00	10,500.00
12800	Transfer From Reserve	Old Courthouse and Jail Cells (C)	**0.00**	0.00	102,853.00
12939	Transfer From Reserve	Administration Building- 2-16 Southern Drive(C)	**0.00**	0.00	45,000.00
12940	Transfer From Reserve	Depot Building-Busselton((C)	**0.00**	0.00	270,000.00
12947	Transfer From Reserve	Old Court House(O)	**0.00**	0.00	79,200.00
14942	Transfer From Reserve	Lions Park Shopping Centre Toilets (C)	**0.00**	0.00	250,000.00
14943	Transfer From Reserve	Changing Places Accessable Ablutions (C)	**0.00**	0.00	100,000.00
15063	Transfer From Reserve	NCC - Les Mills Pump Rack (C)	**0.00**	0.00	8,000.00
15064	Transfer From Reserve	GLC Cafe Double Fridge (C)	**0.00**	0.00	20,000.00
15074	Transfer From Reserve	Vasse Toilet (C)	**0.00**	0.00	125,000.00
15075	Transfer From Reserve	Vasse Toilet (O)	**0.00**	0.00	35,000.00
		Building Asset Renewal Reserve Fund - General Buildings Closing Balance	**(6,493,234.06)**	(6,466,691.86)	(5,702,265.14)
1007 - Busselton Area Drainage and Waterways Improvement Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(134,559.27)**	(134,559.27)	(134,559.27)
10904	Interest Earned	Other General Purpose Funding(O)	**1,090.34**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**133,468.93**	134,559.27	134,559.27
		Busselton Area Drainage and Waterways Improvement Reserve Closing Balance	**0.00**	0.00	0.00
1008 - Busselton Community Resource Centre Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(531,460.32)**	(531,460.32)	(531,460.32)
10904	Interest Earned	Other General Purpose Funding(O)	**4,337.70**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**527,122.62**	531,460.32	531,460.32
		Busselton Community Resource Centre Reserve Closing Balance	**0.00**	0.00	0.00

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1009 - Busselton Foreshore Maintenance Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(13,115.45)**	(13,115.45)	(13,115.45)
10904	Interest Earned	Other General Purpose Funding(O)	**106.28**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**13,009.17**	13,115.45	13,115.45
		Busselton Foreshore Maintenance Reserve Closing Balance	**0.00**	0.00	0.00
1010 - Busselton Jetty Tourist Park Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,971,964.57)**	(1,971,964.57)	(1,971,964.57)
10904	Interest Earned	Other General Purpose Funding(O)	**(17,851.49)**	(8,782.72)	(52,696.38)
10297	Transfer To Reserve	Busselton Jetty Tourist Park(O)	**(75,655.40)**	(75,655.40)	(453,932.50)
11040	Transfer From Reserve	Economic and Business Development(O)	**0.00**	0.00	149,344.00
12868	Transfer From Reserve	Busselton Jetty Tourist Park - Cabin Replacement/Upgrade (C)	**0.00**	0.00	540,000.00
12870	Transfer From Reserve	Busselton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	**0.00**	0.00	25,000.00
12872	Transfer From Reserve	Busselton Jetty Tourist Park - Battery Powered Mule (C)	**0.00**	0.00	30,000.00
		Busselton Jetty Tourist Park Reserve Closing Balance	**(2,065,471.46)**	(2,056,402.69)	(1,734,249.45)
1011 - Busselton Library Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(155,509.60)**	(155,509.60)	(155,509.60)
10904	Interest Earned	Other General Purpose Funding(O)	**1,217.70**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**154,291.90**	155,509.60	155,509.60
		Busselton Library Building Reserve Closing Balance	**0.00**	0.00	0.00
1012 - CBD Enhancement Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(9,195.11)**	(9,195.11)	(9,195.11)
10904	Interest Earned	Other General Purpose Funding(O)	**36.36**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**9,158.75**	9,195.11	9,195.11
		CBD Enhancement Reserve Closing Balance	**0.00**	0.00	0.00
1013 - Cemetery Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(365,556.55)**	(365,556.55)	(365,556.55)
10904	Interest Earned	Other General Purpose Funding(O)	**2,933.49**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**362,623.06**	365,556.55	365,556.55
		Cemetery Reserve Closing Balance	**0.00**	0.00	0.00
1014 - City Car Parking and Access Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,436,683.08)**	(1,436,683.08)	(1,436,683.08)
10904	Interest Earned	Other General Purpose Funding(O)	**(11,791.51)**	(9,740.34)	(58,442.00)
10027	Transfer To Reserve	Asset Management Administration(O)	**(28,932.34)**	(28,932.34)	(173,594.00)
10904	Transfer From Reserve	Other General Purpose Funding(O)	**0.00**	250,000.00	250,000.00
14815	Transfer From Reserve	Carpark Hotel Site 2(C)	**0.00**	0.00	192,546.00
14873	Transfer From Reserve	Forrest Beach Horse Float Carparking Area(C)	**0.00**	0.00	194,446.00
14874	Transfer From Reserve	Disabled Parking Bays BussForeshore (Old ennisCourt)(C)	**0.00**	0.00	10,000.00
14875	Transfer From Reserve	Eagle Bay Boat Ramp Parking off Fern Road(C)	**0.00**	0.00	30,000.00
14876	Transfer From Reserve	Eagle Cresent on road parking - Eagle Bay(C)	**0.00**	0.00	37,000.00
14877	Transfer From Reserve	Rotary Park Stage 1 - Design, permits and clearing(C)	**0.00**	0.00	20,000.00
14878	Transfer From Reserve	Senior Citizens Universal Access Parking(C)	**0.00**	0.00	57,892.74
		City Car Parking and Access Reserve Closing Balance	**(1,477,406.93)**	(1,225,355.76)	(876,834.34)
1015 - Civic and Administration Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(900,462.52)**	(900,462.52)	(900,462.52)
10904	Interest Earned	Other General Purpose Funding(O)	**7,140.23**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**893,322.29**	900,462.52	900,462.52
		Civic and Administration Building Reserve Closing Balance	**0.00**	0.00	0.00
1016 - Coastal and Climate Adaptation Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,194,818.65)**	(1,194,818.65)	(1,194,818.65)
10904	Interest Earned	Other General Purpose Funding(O)	**(7,985.09)**	(3,452.30)	(20,713.84)
10027	Transfer To Reserve	Asset Management Administration(O)	**(190,824.50)**	(190,824.50)	(1,144,947.00)
12811	Transfer From Reserve	Sand Re-Nourishment(O)	**0.00**	0.00	110,000.00
12873	Transfer From Reserve	Coastal Protection - Beach Monitoring Year 10 (O)	**0.00**	0.00	53,300.00
12875	Transfer From Reserve	Coastal Protection - Coastal Structures Inspections and R(O)	**0.00**	0.00	6,664.00
14736	Transfer From Reserve	PACP Coastal Grant Projects(O)	**0.00**	0.00	1,324,521.00
14929	Transfer From Reserve	Coastal Adaptation and Protection Plan(O)	**0.00**	0.00	142,000.00
		Coastal and Climate Adaptation Reserve Closing Balance	**(1,393,628.24)**	(1,389,095.45)	(723,994.49)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1017 - Commonage Community Facilities Dunsborough Lakes SR					
10904	Opening Balance	Other General Purpose Funding(O)	**(76,996.33)**	(76,996.33)	(76,996.33)
10904	Interest Earned	Other General Purpose Funding(O)	**623.91**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**76,372.42**	76,996.33	76,996.33
		Commonage Community Facilities Dunsborough Lakes SR Closing Balance	**0.00**	0.00	0.00
1018 - Commonage Community Facilities South Biddle Precinct Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(938,927.52)**	(938,927.52)	(938,927.52)
10904	Interest Earned	Other General Purpose Funding(O)	**(7,290.88)**	(7,128.48)	(42,770.88)
			0.00	0.00	0.00
			0.00	0.00	0.00
		Commonage Community Facilities South Biddle Precinct Reserve Closing Balance	**(946,218.40)**	(946,056.00)	(981,698.40)
1019 - Commonage Precinct Bushfire Facilities Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(60,709.28)**	(60,709.28)	(60,709.28)
10904	Interest Earned	Other General Purpose Funding(O)	**(471.42)**	(460.92)	(2,765.50)
			0.00	0.00	0.00
15067	Transfer From Reserve	Commonage Fire Facility (C)	**0.00**	0.00	40,000.00
		Commonage Precinct Bushfire Facilities Reserve Closing Balance	**(61,180.70)**	(61,170.20)	(23,474.78)
1020 - Commonage Precinct Infrastructure Road Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(844.18)**	(844.18)	(844.18)
10904	Interest Earned	Other General Purpose Funding(O)	**6.84**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**837.34**	844.18	844.18
		Commonage Precinct Infrastructure Road Reserve Closing Balance	**0.00**	0.00	0.00
1021 - Community Facilities - Airport North					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,282,875.59)**	(3,282,875.59)	(3,282,875.59)
10904	Interest Earned	Other General Purpose Funding(O)	**(25,491.92)**	(25,831.86)	(154,991.14)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(78,666.41)**	0.00	0.00
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(19,784.00)	(118,704.00)
			0.00	0.00	0.00
		Community Facilities - Airport North Closing Balance	**(3,387,033.92)**	(3,328,491.45)	(3,556,570.73)
1022 - Community Facilities - Broadwater					
10904	Opening Balance	Other General Purpose Funding(O)	**(275,330.68)**	(275,330.68)	(275,330.68)
10904	Interest Earned	Other General Purpose Funding(O)	**(2,138.51)**	(1,673.66)	(10,041.91)
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(2,710.50)	(16,263.00)
			0.00	0.00	0.00
		Community Facilities - Broadwater Closing Balance	**(277,469.19)**	(279,714.84)	(301,635.59)
1023 - Community Facilities - Busselton					
10904	Opening Balance	Other General Purpose Funding(O)	**(101,930.40)**	(101,930.40)	(101,930.40)
10904	Interest Earned	Other General Purpose Funding(O)	**(8,294.47)**	(751.70)	(4,510.19)
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(3,682.84)	(22,097.00)
14909	Transfer From Reserve	Lou Weston Basketball System upgrades (C)	**0.00**	0.00	32,000.00
14914	Transfer From Reserve	Lou Weston Playground Equipment Renewal(C)	**0.00**	0.00	60,000.00
		Community Facilities - Busselton Closing Balance	**(110,224.87)**	(106,364.94)	(36,537.59)
1024 - Community Facilities - City District					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,320,534.07)**	(1,320,534.07)	(1,320,534.07)
10904	Interest Earned	Other General Purpose Funding(O)	**(9,964.76)**	(6,247.90)	(37,487.44)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(49,050.14)**	0.00	0.00
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(59,558.00)	(357,348.00)
10642	Transfer From Reserve	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	**0.00**	0.00	95,350.00
10765	Transfer From Reserve	Foreshore Busselton - High Street to Carey Street(C)	**0.00**	0.00	50,000.00
10952	Transfer From Reserve	Possum Park Barnard East Upgrade(C)	**0.00**	0.00	30,000.00
12382	Transfer From Reserve	Rails to Trails - Continuation of Implementation Plan(C)	**0.00**	0.00	105,000.00
12850	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	**0.00**	0.00	150,000.00
14915	Transfer From Reserve	Busselton Foreshore disability carousel renewal(C)	**0.00**	0.00	45,000.00
		Community Facilities - City District Closing Balance	**(1,379,548.97)**	(1,386,339.97)	(1,240,019.51)
1025 - Community Facilities - Dunsborough					
10904	Opening Balance	Other General Purpose Funding(O)	**(523,252.41)**	(523,252.41)	(523,252.41)
10904	Interest Earned	Other General Purpose Funding(O)	**(4,063.12)**	(3,876.72)	(23,260.34)
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(5,834.84)	(35,009.00)
10766	Transfer From Reserve	Foreshore Yallingup Capital(C)	**0.00**	0.00	20,000.00
12528	Transfer From Reserve	Dunsborough Town Centre/ Foreshore(C)	**0.00**	0.00	30,000.00
14903	Transfer From Reserve	Centennial Park Irrigation renewal(C)	**0.00**	0.00	125,000.00
14916	Transfer From Reserve	Dunsborough Foreshore disability carousel renewal(C)	**0.00**	0.00	45,000.00
		Community Facilities - Dunsborough Closing Balance	**(527,315.53)**	(532,963.97)	(361,521.75)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1026 - Community Facilities - Dunsborough Lakes					
10904	Opening Balance	Other General Purpose Funding(O)	**(900,385.65)**	(900,385.65)	(900,385.65)
10904	Interest Earned	Other General Purpose Funding(O)	**(6,991.60)**	(2,219.52)	(13,317.08)
			0.00	0.00	0.00
10642	Transfer From Reserve	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	**0.00**	0.00	375,596.00
12407	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	**0.00**	0.00	201,426.00
		Community Facilities - Dunsborough Lakes Closing Balance	**(907,377.25)**	(902,605.17)	(336,680.73)
1027 - Community Facilities - Geographe					
10904	Opening Balance	Other General Purpose Funding(O)	**(156,185.31)**	(156,185.31)	(156,185.31)
10904	Interest Earned	Other General Purpose Funding(O)	**(1,212.81)**	(1,171.70)	(7,030.20)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(1,132.57)**	0.00	0.00
11026	Transfer To Reserve	Planning Administration(O)	**0.00**	(1,817.00)	(10,902.00)
			0.00	0.00	0.00
		Community Facilities - Geographe Closing Balance	**(158,530.69)**	(159,174.01)	(174,117.51)
1028 - Community Facilities - Port Geographe					
10904	Opening Balance	Other General Purpose Funding(O)	**(364,198.33)**	(364,198.33)	(364,198.33)
10904	Interest Earned	Other General Purpose Funding(O)	**(2,828.05)**	(2,765.06)	(16,590.32)
			0.00	0.00	0.00
			0.00	0.00	0.00
		Community Facilities - Port Geographe Closing Balance	**(367,026.38)**	(366,963.39)	(380,788.65)
1029 - Community Facilities - Vasse					
10904	Opening Balance	Other General Purpose Funding(O)	**(108,013.75)**	(108,013.75)	(108,013.75)
10904	Interest Earned	Other General Purpose Funding(O)	**(832.24)**	0.00	0.00
10904	Transfer To Reserve	Other General Purpose Funding(O)	**0.00**	0.00	(8,717.00)
12849	Transfer From Reserve	Sport Oval Lighting - Vasse Ovals(C)	**0.00**	0.00	116,731.00
		Community Facilities - Vasse Closing Balance	**(108,845.99)**	(108,013.75)	0.25
1030 - Corporate IT Systems Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(329,864.57)**	(329,864.57)	(329,864.57)
10904	Interest Earned	Other General Purpose Funding(O)	**(4,280.40)**	(568.36)	(3,410.22)
10027	Transfer To Reserve	Asset Management Administration(O)	**(133,122.92)**	(133,122.92)	(798,737.64)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(97,084.09)**	(97,863.46)	(97,863.46)
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	**0.00**	0.00	792,506.00
		Corporate IT Systems Reserve Closing Balance	**(564,351.98)**	(561,419.31)	(437,369.89)
1031 - Debt Default Reserve					
			0.00	0.00	0.00
10904	Interest Earned	Other General Purpose Funding(O)	**857.24**	0.00	0.00
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(857.24)**	0.00	0.00
			0.00	0.00	0.00
		Debt Default Reserve Closing Balance	**0.00**	0.00	0.00
1032 - Election, Value and Corporate Expense Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(401,440.34)**	(401,440.34)	(401,440.34)
10904	Interest Earned	Other General Purpose Funding(O)	**(3,151.98)**	(2,477.00)	(14,862.02)
10830	Transfer To Reserve	Members of Council(O)	**(24,466.66)**	(24,466.66)	(146,800.00)
10830	Transfer From Reserve	Members of Council(O)	**0.00**	0.00	180,000.00
		Election, Value and Corporate Expense Reserve Closing Balance	**(429,058.98)**	(428,384.00)	(383,102.36)
1033 - Emergency Disaster Recovery Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(97,863.46)**	(97,863.46)	(97,863.46)
10904	Interest Earned	Other General Purpose Funding(O)	**779.37**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**97,084.09**	97,863.46	97,863.46
		Emergency Disaster Recovery Reserve Closing Balance	**0.00**	0.00	0.00
1034 - Energy Sustainability Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(247,224.49)**	(247,224.49)	(247,224.49)
10904	Interest Earned	Other General Purpose Funding(O)	**2,230.55**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**244,993.94**	247,224.49	247,224.49
		Energy Sustainability Reserve Closing Balance	**0.00**	0.00	0.00

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1035 - Footpath and Cycleways Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,726,462.66)**	(1,726,462.66)	(1,726,462.66)
10904	Interest Earned	Other General Purpose Funding(O)	**(11,822.04)**	(9,785.30)	(58,711.80)
10027	Transfer To Reserve	Asset Management Administration(O)	**(223,743.16)**	(223,743.16)	(1,342,459.00)
10027	Transfer From Reserve	Asset Management Administration(O)	**0.00**	3,599.84	21,599.00
10741	Transfer From Reserve	Busselton CBD Footpath Renewal(C)	**0.00**	0.00	54,585.00
10903	Transfer From Reserve	DAIP - Disability Access(C)	**0.00**	0.00	30,000.00
12816	Transfer From Reserve	Coastal Principled Shares Path (C)	**0.00**	0.00	70,488.00
14814	Transfer From Reserve	Townscape Works Busselton(C)	**0.00**	0.00	100,000.00
14887	Transfer From Reserve	Coastal Shared Path - Forth St to Holgate(C)	**0.00**	0.00	230,000.00
14888	Transfer From Reserve	Bay View Street - Bussell Hwy to Dorset Street(C)	**0.00**	0.00	126,198.00
14889	Transfer From Reserve	Queen St - Queen St & Prince St Roundabout Zebra Cross(C)	**0.00**	0.00	16,000.00
14890	Transfer From Reserve	Carey St - Kent Street and Harris to Peel(C)	**0.00**	0.00	113,886.00
14891	Transfer From Reserve	Adelaide Street - Lot 11 to Stanley St(C)	**0.00**	0.00	56,430.06
14892	Transfer From Reserve	Peron Avenue - Chester Way to Pimlea Parade(C)	**0.00**	0.00	147,000.00
14893	Transfer From Reserve	Bay View Cresent - Curtis Bay Lot 62 to Lot 4(C)	**0.00**	0.00	55,000.00
14894	Transfer From Reserve	Telstra Park - Lot 4 Naturaliste Terrace(C)	**0.00**	0.00	20,000.00
14895	Transfer From Reserve	Vincent Street to Geographe Bay Road (Reserve 44343)(C)	**0.00**	0.00	400,000.00
14896	Transfer From Reserve	Dunsborough Lakes Drive - Caves Road(C)	**0.00**	0.00	15,000.00
14897	Transfer From Reserve	Naturaliste Terrace Footbridge Renewal #6017 Lot 254(C)	**0.00**	0.00	110,000.00
14899	Transfer From Reserve	Feasability Study -Dunsborough to Yallingup(O)	**0.00**	0.00	10,000.00
14905	Transfer From Reserve	GLC Footpath NIB (C)	**0.00**	0.00	20,000.00
15071	Transfer From Reserve	Upgrade Wagin Gardens Footpath Access (C)	**0.00**	0.00	20,000.00
15072	Transfer From Reserve	Upgrade Harris Rd POS Access (C)	**0.00**	0.00	10,000.00
		Footpath and Cycleways Reserve Closing Balance	**(1,962,027.86)**	(1,956,391.28)	(1,501,447.40)
1036 - Furniture and Equipment Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(483,155.93)**	(483,155.93)	(483,155.93)
10904	Interest Earned	Other General Purpose Funding(O)	**(3,504.07)**	(421.12)	(2,526.78)
10027	Transfer To Reserve	Asset Management Administration(O)	**(24,472.66)**	(24,472.66)	(146,836.00)
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	**0.00**	0.00	172,991.00
12878	Transfer From Reserve	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	**0.00**	0.00	20,000.00
14730	Transfer From Reserve	Geographe Leisure Centre Fitness Equipment(C)	**0.00**	0.00	18,160.00
14927	Transfer From Reserve	Dunsborough Depot(C)	**0.00**	0.00	21,300.00
14939	Transfer From Reserve	Ice Machine (C)	**0.00**	0.00	10,000.00
15082	Transfer From Reserve	Administration Building Furniture& Equipment C)	**0.00**	0.00	15,000.00
15088	Transfer From Reserve	Busselton Depot Building Furniture & Equipment (C)	**0.00**	0.00	10,813.00
		Furniture and Equipment Reserve Closing Balance	**(511,132.66)**	(508,049.71)	(364,254.71)
1037 - Geographe Leisure Centre Building (GLC) Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(232,470.11)**	(232,470.11)	(232,470.11)
10904	Interest Earned	Other General Purpose Funding(O)	**3,399.96**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**229,070.15**	232,470.11	232,470.11
		Geographe Leisure Centre Building (GLC) Reserve Closing Balance	**0.00**	0.00	0.00
1038 - Jetty Maintenance Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(7,345,734.77)**	(7,345,734.77)	(7,345,734.77)
10904	Interest Earned	Other General Purpose Funding(O)	**(55,372.11)**	(53,126.30)	(318,757.80)
10027	Transfer To Reserve	Asset Management Administration(O)	**(57,205.66)**	(57,205.66)	(343,234.00)
10048	Transfer To Reserve	Busselton Jetty(O)	**(143,129.32)**	(143,129.32)	(858,776.00)
10160	Transfer To Reserve	Equinox Cafe(O)	**(15,987.96)**	(15,987.96)	(95,927.79)
10161	Transfer To Reserve	Goose Café(O)	**(8,862.32)**	(8,862.32)	(53,173.90)
10162	Transfer To Reserve	Micro Brewery Building(O)	**(16,119.22)**	(16,119.22)	(96,715.27)
11704	Transfer To Reserve	Busselton Tennis Club Building (Old)(O)	**(4,329.16)**	(4,329.16)	(25,974.96)
11798	Transfer To Reserve	Hotel Site 2(O)	**(6,316.08)**	(6,316.08)	(37,896.49)
10048	Transfer From Reserve	Busselton Jetty(O)	**0.00**	0.00	1,828,444.00
		Jetty Maintenance Reserve Closing Balance	**(7,653,056.60)**	(7,650,810.79)	(7,347,746.98)
1039 - Jetty Self Insurance Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(672,757.83)**	(672,757.83)	(672,757.83)
10904	Interest Earned	Other General Purpose Funding(O)	**(5,278.30)**	(5,099.18)	(30,595.12)
10048	Transfer To Reserve	Busselton Jetty(O)	**(13,571.48)**	(13,571.48)	(81,428.88)
			0.00	0.00	0.00
		Jetty Self Insurance Reserve Closing Balance	**(691,607.61)**	(691,428.49)	(784,781.83)
1040 - Joint Venture Aged Housing Reserve (Harris/Winderlup)					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,656,730.67)**	(1,656,730.67)	(1,656,730.67)
10904	Interest Earned	Other General Purpose Funding(O)	**(13,034.72)**	(12,810.10)	(76,860.56)
11683	Transfer To Reserve	Harris Road Aged Housing(O)	**0.00**	0.00	(78,865.00)
11685	Transfer To Reserve	Winderlup Villas Aged Housing(O)	**0.00**	0.00	(188,862.00)
12231	Transfer From Reserve	Aged Housing Capital Improvements - Harris Road(C)	**0.00**	0.00	22,000.00
12233	Transfer From Reserve	Aged Housing Capital Improvements - Winderlup(C)	**0.00**	0.00	40,000.00
		Joint Venture Aged Housing Reserve (Harris/Winderlup) Closing Balance	**(1,669,765.39)**	(1,669,540.77)	(1,939,318.23)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1041 - Legal Expenses Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(579,578.14)**	(579,578.14)	(579,578.14)
10904	Interest Earned	Other General Purpose Funding(O)	**(3,841.88)**	(4,990.42)	(29,942.55)
			0.00	0.00	0.00
10824	Transfer From Reserve	Legal and Compliance Services(O)	**0.00**	0.00	150,000.00
		Legal Expenses Reserve Closing Balance	**(583,420.02)**	(584,568.56)	(459,520.69)
1042 - Locke Estate Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(171,194.44)**	(171,194.44)	(171,194.44)
10904	Interest Earned	Other General Purpose Funding(O)	**(2,683.31)**	(1,312.62)	(7,875.71)
10180	Transfer To Reserve	Locke Estate(O)	**(10,666.66)**	(10,666.66)	(64,000.00)
			0.00	0.00	0.00
		Locke Estate Reserve Closing Balance	**(184,544.41)**	(183,173.72)	(243,070.15)
1043 - Long Service Leave Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,940,671.00)**	(3,940,671.00)	(3,940,671.00)
10904	Interest Earned	Other General Purpose Funding(O)	**(25,065.13)**	(30,051.58)	(180,309.50)
10810	Transfer To Reserve	Human Resources & Payroll(O)	**(75,000.00)**	(75,000.00)	(450,000.00)
10027	Transfer From Reserve	Asset Management Administration(O)	**0.00**	0.00	12,260.11
10041	Transfer From Reserve	Building Services(O)	**0.00**	0.00	9,938.47
10179	Transfer From Reserve	Youth Services(O)	**0.00**	0.00	16,684.91
10461	Transfer From Reserve	Geographe Leisure Centre(O)	**0.00**	0.00	27,411.93
10671	Transfer From Reserve	Compliance Services(O)	**0.00**	0.00	13,586.55
10678	Transfer From Reserve	Customer Services(O)	**0.00**	0.00	16,091.57
10704	Transfer From Reserve	Engineering & Works Services Support(O)	**0.00**	0.00	31,653.94
10705	Transfer From Reserve	Engineering Services Administration(O)	**0.00**	0.00	21,641.27
10706	Transfer From Reserve	Engineering Services Design PWOH(O)	**0.00**	0.00	5,566.32
10710	Transfer From Reserve	Environmental Health Services Administration(O)	**0.00**	0.00	4,154.91
10711	Transfer From Reserve	Environmental Management Administration(O)	**0.00**	0.00	25,859.80
10733	Transfer From Reserve	Financial Services(O)	**0.00**	0.00	3,058.55
10790	Transfer From Reserve	Governance Support Services(O)	**0.00**	0.00	43,568.98
10824	Transfer From Reserve	Legal and Compliance Services(O)	**0.00**	0.00	2,765.74
10901	Transfer From Reserve	Operations Services Admin PWOH(O)	**0.00**	0.00	26,903.12
10902	Transfer From Reserve	Operations Services Works - PWOH(O)	**0.00**	0.00	165,812.59
10905	Transfer From Reserve	Other Law, Order & Public Safety(O)	**0.00**	0.00	40,201.91
11026	Transfer From Reserve	Planning Administration(O)	**0.00**	0.00	10,138.26
11027	Transfer From Reserve	Planning Directorate Support(O)	**0.00**	0.00	16,151.22
11124	Transfer From Reserve	Public Relations(O)	**0.00**	0.00	4,927.23
11126	Transfer From Reserve	Rates Administration(O)	**0.00**	0.00	20,525.25
12258	Transfer From Reserve	Statutory Planning(O)	**0.00**	0.00	6,224.28
		Long Service Leave Reserve Closing Balance	**(4,040,736.13)**	(4,045,722.58)	(4,045,853.59)
1044 - Major Traffic Improvements Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,574,755.62)**	(1,574,755.62)	(1,574,755.62)
10904	Interest Earned	Other General Purpose Funding(O)	**12,539.71**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**1,562,215.91**	1,574,755.62	1,574,755.62
		Major Traffic Improvements Reserve Closing Balance	**0.00**	0.00	0.00
1045 - Marketing & Area Promotion Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(393,497.06)**	(393,497.06)	(393,497.06)
10904	Interest Earned	Other General Purpose Funding(O)	**(571.41)**	(1,902.14)	(11,412.81)
10188	Transfer To Reserve	Events(O)	**(244,390.18)**	(244,390.18)	(1,466,341.00)
10022	Transfer From Reserve	BPACC Operations(O)	**0.00**	0.00	100,000.00
10188	Transfer From Reserve	Events(O)	**0.00**	0.00	1,661,401.00
14729	Transfer From Reserve	Events Furniture & Equipment(C)	**0.00**	0.00	5,138.00
		Marketing & Area Promotion Reserve Closing Balance	**(638,458.65)**	(639,789.38)	(104,711.87)
1046 - Naturaliste Community Centre Building (NCC) Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(233,942.56)**	(233,942.56)	(233,942.56)
10904	Interest Earned	Other General Purpose Funding(O)	**1,975.57**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**231,966.99**	233,942.56	233,942.56
		Naturaliste Community Centre Building (NCC) Reserve Closing Balance	**0.00**	0.00	0.00
1047 - New Infrastructure Development Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(756,383.73)**	(756,383.73)	(756,383.73)
10904	Interest Earned	Other General Purpose Funding(O)	**(5,911.78)**	(1,752.68)	(10,516.10)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(4,519.47)**	(1,602,782.00)	(1,602,782.00)
10904	Transfer From Reserve	Other General Purpose Funding(O)	**0.00**	(250,000.00)	(250,000.00)
12407	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	**0.00**	0.00	358,778.00
15073	Transfer From Reserve	Lot 9020 Dunsborough (C)	**0.00**	0.00	900,000.00
		New Infrastructure Development Reserve Closing Balance	**(766,814.98)**	(2,610,918.41)	(1,360,903.83)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1048 - Other Infrastructure (Drainage, Signage Etc) Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(721,867.25)**	(721,867.25)	(721,867.25)
10904	Interest Earned	Other General Purpose Funding(O)	**(12,030.54)**	(4,931.04)	(29,586.24)
10027	Transfer To Reserve	Asset Management Administration(O)	**(132,606.50)**	(132,606.50)	(795,639.00)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(403,782.22)**	(496,980.00)	(496,980.00)
10027	Transfer From Reserve	Asset Management Administration(O)	**0.00**	0.00	21,600.00
10157	Transfer From Reserve	Busselton Cemetery(O)	**0.00**	0.00	72,303.00
10158	Transfer From Reserve	Dunsborough Cemetery(O)	**0.00**	0.00	25,620.00
10159	Transfer From Reserve	Pioneer Cemetery(O)	**0.00**	0.00	6,240.00
10251	Transfer From Reserve	LED Street Light Replacement Program(O)	**0.00**	0.00	90,000.00
10700	Transfer From Reserve	Dunsborough Cemetery(C)	**0.00**	0.00	21,276.00
11024	Transfer From Reserve	Pioneer Cemetery - Implement Conservation Plan(C)	**0.00**	0.00	21,276.00
12815	Transfer From Reserve	North Street Drainage Works(C)	**0.00**	0.00	231,149.00
14811	Transfer From Reserve	RBFS Old Dunsborough Boat Ramp Scour Protection (C)	**0.00**	0.00	8,310.00
14879	Transfer From Reserve	Busselton LIA Drainage Investigation & Design(C)	**0.00**	0.00	50,000.00
14880	Transfer From Reserve	Chapman Street Mitigate private property innundation(C)	**0.00**	0.00	250,000.00
14881	Transfer From Reserve	Dunsborough Lakes Drive No 69/71(C)	**0.00**	0.00	112,215.00
14882	Transfer From Reserve	Dunsborough Lakes Condition inspection & Design(C)	**0.00**	0.00	50,000.00
14883	Transfer From Reserve	Carey Street Drainage Renewals(C)	**0.00**	0.00	252,893.58
14884	Transfer From Reserve	Depuch Close - Eagle Bay(C)	**0.00**	0.00	76,472.88
14885	Transfer From Reserve	Heppingstone & Hale Street intersection(C)	**0.00**	0.00	33,718.37
14886	Transfer From Reserve	Hester Steet Drainage Renewal SLK0.33 (C)	**0.00**	0.00	18,026.81
14900	Transfer From Reserve	Metricup Cemetery - Paths & Ashes iternment(C)	**0.00**	0.00	10,000.00
14945	Transfer From Reserve	WSUD Improv Drainage Outlets and Catchements(C)	**0.00**	0.00	30,000.00
		Other Infrastructure (Drainage, Signage Etc) Reserve Closing Balance	**(1,270,286.51)**	(1,356,384.79)	(662,971.85)
1049 - Parks, Gardens and Reserves Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,349,337.86)**	(1,349,337.86)	(1,349,337.86)
10904	Interest Earned	Other General Purpose Funding(O)	**(9,256.24)**	(3,988.00)	(23,927.98)
10027	Transfer To Reserve	Asset Management Administration(O)	**(229,047.50)**	(229,047.50)	(1,374,285.00)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(13,009.17)**	(13,115.00)	(13,115.00)
10831	Transfer From Reserve	Rotary Park / War Memorial Relocation(C)	**0.00**	0.00	375,000.00
10953	Transfer From Reserve	Youth Skate Park(C)	**0.00**	0.00	20,000.00
10963	Transfer From Reserve	Minor Capital Improvements, Fencing, Seating, Lighting et(C)	**0.00**	0.00	40,000.00
10967	Transfer From Reserve	New Shade Sails – multiple locations (C)	**0.00**	0.00	265,165.00
11035	Transfer From Reserve	Park Furniture Renewals - Replace aged & unsafe Equip(C)	**0.00**	0.00	55,000.00
12251	Transfer From Reserve	Cricket Wicket Renewal(C)	**0.00**	0.00	30,000.00
12267	Transfer From Reserve	Busselton Townscape Street Furniture Renewals (C)	**0.00**	0.00	40,000.00
12511	Transfer From Reserve	Dunsborough - BMX / Skatebowl(C)	**0.00**	0.00	10,000.00
12821	Transfer From Reserve	Churchill Park - Main Oval Renewal (C)	**0.00**	0.00	550,000.00
14904	Transfer From Reserve	Beach Shower/Water Fountain Ren Busselton Foreshore(C)	**0.00**	0.00	20,000.00
14906	Transfer From Reserve	Dunsborough Oval Skatepark Lighting Renewal(C)	**0.00**	0.00	70,000.00
14907	Transfer From Reserve	Busselton Foreshore - Annual Renewals (C)	**0.00**	0.00	50,000.00
14908	Transfer From Reserve	Dunsborough Town Centre & Foreshore - Annual Renewals (C)	**0.00**	0.00	30,000.00
14910	Transfer From Reserve	Seymour Park - Replacement of Decking(C)	**0.00**	0.00	50,600.00
14911	Transfer From Reserve	Jarrahwood Playground Equipment Renewal(C)	**0.00**	0.00	26,000.00
14912	Transfer From Reserve	Newtown Oval New Playground Equipment(C)	**0.00**	0.00	15,000.00
14913	Transfer From Reserve	Heron Place - New New Playground Equipment(C)	**0.00**	0.00	10,000.00
14917	Transfer From Reserve	Meelup Regional Park - Capital Projects(C)	**0.00**	0.00	178,000.00
14918	Transfer From Reserve	BBQ Placement and Replacement(C)	**0.00**	0.00	30,000.00
14919	Transfer From Reserve	Beach Access stairs (C)	**0.00**	0.00	55,000.00
14944	Transfer From Reserve	Busselton Works Depot Parks & Gardens Product Bays(C)	**0.00**	0.00	20,000.00
		Parks, Gardens and Reserves Reserve Closing Balance	**(1,600,650.77)**	(1,595,488.36)	(820,900.84)
1050 - Performing Arts and Convention Centre Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(2,467,332.55)**	(2,467,332.55)	(2,467,332.55)
10904	Interest Earned	Other General Purpose Funding(O)	**(19,159.13)**	(19,456.48)	(116,738.87)
			0.00	0.00	0.00
			0.00	0.00	0.00
		Performing Arts and Convention Centre Reserve Closing Balance	**(2,486,491.68)**	(2,486,789.03)	(2,584,071.42)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1051 - Plant Replacement Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(2,364,208.70)**	(2,364,208.70)	(2,364,208.70)
10904	Interest Earned	Other General Purpose Funding(O)	**(14,571.61)**	(3,581.14)	(21,486.82)
10027	Transfer To Reserve	Asset Management Administration(O)	**(186,953.62)**	(186,953.62)	(1,121,721.71)
10448	Transfer From Reserve	Miscellaneous Plant & Equipment(O)	**0.00**	0.00	18,720.00
12881	Transfer From Reserve	HINO FD1024 Beavertail Truck (Turf) (C)	**0.00**	0.00	80,000.00
12882	Transfer From Reserve	Isuzu NPR65-190 Single Cab (Turf) (C)	**0.00**	0.00	80,000.00
12884	Transfer From Reserve	KUBOTA F3690 OUTFRONT MOWER (C)	**0.00**	0.00	21,200.00
12885	Transfer From Reserve	KUBOTA F3690 OUTFRONT MOWER (C)	**0.00**	0.00	21,200.00
12886	Transfer From Reserve	Brush / Tree Chipper (C)	**0.00**	0.00	100,000.00
12887	Transfer From Reserve	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	**0.00**	0.00	19,200.00
12888	Transfer From Reserve	HINO FS2848 Tipper Truck (C&M) (C)	**0.00**	0.00	230,000.00
12890	Transfer From Reserve	Caterpillar CS56 Roller (C&M) (C)	**0.00**	0.00	130,000.00
12892	Transfer From Reserve	ISUZU FVZ1400 Tipper Truck (C&M) (C)	**0.00**	0.00	230,000.00
12894	Transfer From Reserve	Nissan Xtrail ST-L 2WD (Strategic Planning Coord) (C)	**0.00**	0.00	18,000.00
12895	Transfer From Reserve	NISSAN X-TRAIL ST-L 2WD SUV (ASSET MGMT COORD) (C)	**0.00**	0.00	18,000.00
12896	Transfer From Reserve	Facilities Operational Ute(C)	**0.00**	0.00	23,000.00
12897	Transfer From Reserve	ISUZU D-MAX SX 4X2 SINGLE CAB UTILITY (IRRIGATION) (C)	**0.00**	0.00	31,000.00
12898	Transfer From Reserve	MITSUBISHI TRITON 4X2 SINGLE CAB UTE (P&G) (C)	**0.00**	0.00	31,000.00
12899	Transfer From Reserve	Construction & Maintenance Ute (C)	**0.00**	0.00	27,000.00
12900	Transfer From Reserve	TOYOTA HILUX DUAL CAB 4X4 (CONST SUPERVISOR) (C)	**0.00**	0.00	25,000.00
12901	Transfer From Reserve	TOYOTA HILUX DUAL CAB 4X4 (MTCE SUPERVISOR) (C)	**0.00**	0.00	25,000.00
12902	Transfer From Reserve	Manager Governance & Corp Services Vehicle (C)	**0.00**	0.00	20,000.00
12904	Transfer From Reserve	Plant Purchases (P11) - Minor Plant (P&G) (C)	**0.00**	0.00	13,000.00
12906	Transfer From Reserve	Plant Purchases (P12) - Minor Plant (C&M) (C)	**0.00**	0.00	18,500.00
12908	Transfer From Reserve	Program 12 - Minor Plant (Workshop) (C)	**0.00**	0.00	10,000.00
12948	Transfer From Reserve	TOYOTA HILUX SR 4X4 DUAL CAB UTILITY (BMO) (C)	**0.00**	0.00	25,000.00
14744	Transfer From Reserve	MITSUBISHI PAJERO GLX 4X4 (MGR REG SERV) (C)	**0.00**	0.00	21,500.00
14818	Transfer From Reserve	Wheeled 20t excavator Inc. Accessories(C)	**0.00**	0.00	485,000.00
14819	Transfer From Reserve	Positrak (Cat 299) with Accessories (C)	**0.00**	0.00	250,000.00
14820	Transfer From Reserve	Trailer for Towing Positrak & Traffic Lights(C)	**0.00**	0.00	40,000.00
14821	Transfer From Reserve	Trailer Traffic Lights x 2 (and Sign Cones)(C)	**0.00**	0.00	45,000.00
14842	Transfer From Reserve	HINO CREW CAB TIPPER TRUCK (C)	**0.00**	0.00	77,540.00
14954	Transfer From Reserve	MITSUBISHI TRITON 4x2 SINGLE CAB (C)	**0.00**	0.00	25,000.00
15004	Transfer From Reserve	HUSQVARNA RC318T RIDE ON MOWER (C)	**0.00**	0.00	15,000.00
15006	Transfer From Reserve	HINO 917 CREW CAB (C&M) (C)	**0.00**	0.00	80,000.00
15008	Transfer From Reserve	ISUZU NPR400 CREW CAB (C&M) (C)	**0.00**	0.00	80,000.00
15013	Transfer From Reserve	HINO GH1728 AUTO TRUCK (C&M) (C)	**0.00**	0.00	350,000.00
15016	Transfer From Reserve	HINO GF1628 REAR TIPPING TRUCK (P&G) (C)	**0.00**	0.00	100,000.00
15018	Transfer From Reserve	TORO 4010D GROUNDMASTER MOWER (P&G) (C)	**0.00**	0.00	130,000.00
15023	Transfer From Reserve	ISUZU DMAX 4X2 SINGLE CAB (P&G) FORESHORE IRRIGATION (C)	**0.00**	0.00	31,000.00
15025	Transfer From Reserve	TOYOTA HILUX 4X4 EXTRA CAB UTILITY (IRRIGATION) (C)	**0.00**	0.00	34,000.00
15028	Transfer From Reserve	FORD RANGER 4X4 DUAL CAB UTE (CESM) (C)	**0.00**	0.00	35,000.00
15032	Transfer From Reserve	SUBARU OUTBACK 2.5i PREMIUM WAGON (C)	**0.00**	0.00	20,000.00
15034	Transfer From Reserve	SUBARU OUTBACK AWD WAGON (RANGERS CO-ORDINATOR) (C)	**0.00**	0.00	20,000.00
15036	Transfer From Reserve	SUBARU OUTBACK 2.5I AWD PREMIUM (MGR CULTURE & EVENTS) (C)	**0.00**	0.00	20,000.00
15038	Transfer From Reserve	MAZDA CX9 FWD SUV (Director CCS) (C)	**0.00**	0.00	25,000.00
15040	Transfer From Reserve	SUBARU OUTBACK AWD (Director PDS) (C)	**0.00**	0.00	25,000.00
15042	Transfer From Reserve	Nissan X-Trail Ti 4x4 SUV (Mgr Fin Serv) (C)	**0.00**	0.00	20,000.00
15045	Transfer From Reserve	Toyota Fortuner GX 4x4 SUV (Mgr Eng Tech Srv) (C)	**0.00**	0.00	20,000.00
15048	Transfer From Reserve	SUBARU FORESTER 2.5I-S AWD (MGR DEV SERV) (C)	**0.00**	0.00	20,000.00
15050	Transfer From Reserve	NISSAN X TRAIL STL 4X4 SUV (LIESURE CENTRES COORD) (C)	**0.00**	0.00	18,000.00
15052	Transfer From Reserve	MITSUBISHI OUTLANDER LS AWD (HR COORD) (C)	**0.00**	0.00	18,000.00
15065	Transfer From Reserve	Differential GPS (C)	**0.00**	0.00	20,000.00
		Plant Replacement Reserve Closing Balance	**(2,565,733.93)**	(2,554,743.46)	(267,557.23)
1052 - Port Geographe Development Reserve (Council)					
10904	Opening Balance	Other General Purpose Funding(O)	**(67,299.13)**	(67,299.13)	(67,299.13)
10904	Interest Earned	Other General Purpose Funding(O)	**(183.63)**	(304.10)	(1,824.61)
10325	Transfer To Reserve	Port Geographe(O)	**(17,493.74)**	(17,493.74)	(104,962.40)
10086	Transfer From Reserve	Pedestrian Bridge (Port Geographe)(O)	**0.00**	15,575.16	93,451.00
14901	Transfer From Reserve	Port Geographe POS Retaining Wall Renewals(C)	**0.00**	0.00	53,000.00
		Port Geographe Development Reserve (Council) Closing Balance	**(84,976.50)**	(69,521.81)	(27,635.14)
1053 - Port Geographe Waterways Management Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,051,048.60)**	(3,051,048.60)	(3,051,048.60)
10904	Interest Earned	Other General Purpose Funding(O)	**(20,954.69)**	(22,812.66)	(136,875.96)
10325	Transfer To Reserve	Port Geographe(O)	**(41,275.16)**	(41,275.16)	(247,651.00)
10325	Transfer From Reserve	Port Geographe(O)	**0.00**	0.00	406,169.00
		Port Geographe Waterways Management Reserve Closing Balance	**(3,113,278.45)**	(3,115,136.42)	(3,029,406.56)
1054 - Professional Development Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(161,394.93)**	(161,394.93)	(161,394.93)
10904	Interest Earned	Other General Purpose Funding(O)	**(1,253.25)**	(1,222.10)	(7,332.63)
			0.00	0.00	0.00
10810	Transfer From Reserve	Human Resources & Payroll(O)	**0.00**	0.00	50,000.00
		Professional Development Reserve Closing Balance	**(162,648.18)**	(162,617.03)	(118,727.56)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1055 - Provence Landscape Maintenance Reserve (SAR)					
10904	Opening Balance	Other General Purpose Funding(O)	**(1,524,829.18)**	(1,524,829.18)	(1,524,829.18)
10904	Interest Earned	Other General Purpose Funding(O)	**(11,632.50)**	(10,689.32)	(64,135.96)
10966	Transfer To Reserve	Provence SAR Area General Improvements to the Area(C)	**(34,320.16)**	(34,320.16)	(205,921.00)
10289	Transfer From Reserve	Almond Green Park (Provence)(O)	**0.00**	0.00	43,168.00
10291	Transfer From Reserve	Avignon Park (Provence)(O)	**0.00**	0.00	15,203.00
10311	Transfer From Reserve	Lavender Park (Provence)(O)	**0.00**	0.00	11,949.00
10429	Transfer From Reserve	Streetscape Medians (Provence)(O)	**0.00**	0.00	26,544.00
10966	Transfer From Reserve	Provence SAR Area General Improvements to the Area(C)	**0.00**	0.00	160,000.00
11725	Transfer From Reserve	Yalyalup Half Court(O)	**0.00**	0.00	770.00
		Provence Landscape Maintenance Reserve (SAR) Closing Balance	**(1,570,781.84)**	(1,569,838.66)	(1,537,252.14)
1056 - Public Art Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(272,932.87)**	(272,932.87)	(272,932.87)
10904	Interest Earned	Other General Purpose Funding(O)	**(2,261.78)**	(366.14)	(2,196.88)
			0.00	0.00	0.00
15059	Transfer From Reserve	Sculpture By The Bay (C)	**0.00**	0.00	12,000.00
		Public Art Reserve Closing Balance	**(275,194.65)**	(273,299.01)	(263,129.75)
1057 - Railway House Building Reserve (50%)					
10904	Opening Balance	Other General Purpose Funding(O)	**(89,584.83)**	(89,584.83)	(89,584.83)
10904	Interest Earned	Other General Purpose Funding(O)	**709.70**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**88,875.13**	89,584.83	89,584.83
		Railway House Building Reserve (50%) Closing Balance	**0.00**	0.00	0.00
1058 - Road Asset Renewal Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(2,164,710.31)**	(2,164,710.31)	(2,164,710.31)
10904	Interest Earned	Other General Purpose Funding(O)	**(36,389.83)**	(13,763.82)	(82,582.80)
10027	Transfer To Reserve	Asset Management Administration(O)	**(614,811.66)**	(614,811.66)	(3,688,870.00)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(1,562,215.91)**	(1,574,756.00)	(1,574,756.00)
11193	Transfer From Reserve	Wilyabrup Road Resheet(C)	**0.00**	0.00	80,643.00
11199	Transfer From Reserve	Bussell Highway(C)	**150,000.00**	0.00	678,321.00
11987	Transfer From Reserve	Caves Road - Median Crossing(C)	**0.00**	0.00	17,043.00
12005	Transfer From Reserve	Payne Road(C)	**150,000.00**	0.00	638,055.00
12611	Transfer From Reserve	North Jindong Road(C)	**0.00**	0.00	292,600.00
12827	Transfer From Reserve	Commonage Road(C)	**0.00**	0.00	269,500.00
12842	Transfer From Reserve	Nuttman Road (C)	**0.00**	0.00	54,724.00
12845	Transfer From Reserve	General Design / Modelling Works (O)	**0.00**	0.00	312,000.00
14817	Transfer From Reserve	Road Access Seal - Busselton Animal care facility(C)	**0.00**	0.00	49,766.00
14850	Transfer From Reserve	Cook Street - Asphalt Overlay SLK 0.39 to 1.25 (C)	**0.00**	0.00	351,573.55
14851	Transfer From Reserve	Strelly Street - Rehabilitation SLK 0.05 to 1.2 (C)	**0.00**	0.00	240,000.00
14852	Transfer From Reserve	North Jindong Road - Prelims and Land Acq SLK 0 to 0 (C)	**0.00**	0.00	12,000.00
14853	Transfer From Reserve	Jalbarragup Road - Reseal SLK 0 to 10.75 (C)	**150,000.00**	0.00	600,000.00
14854	Transfer From Reserve	Boallia Road - Recon and Widening SLK 1.5 to 2.3 (C)	**150,000.00**	0.00	553,832.39
14855	Transfer From Reserve	Vasse Yallingup Siding Road - Design only SLK 0 to 0 (C)	**0.00**	0.00	16,500.00
14856	Transfer From Reserve	Peron Avenue - Asphalt Overlay SLK 0.17 to 0.76 (C)	**0.00**	0.00	450,030.00
14857	Transfer From Reserve	West Street - Rehabilitation SLK 1.02 to 1.15 (C)	**0.00**	0.00	181,000.00
14858	Transfer From Reserve	Artisan Street - Asphalt Overlay SLK 0.02 to 0.16 (C)	**0.00**	0.00	46,151.72
14859	Transfer From Reserve	Kershaw Street - Asphalt Overlay SLK 0 to 0.25 (C)	**0.00**	0.00	69,270.94
14860	Transfer From Reserve	Thornbill Court - Asphalt Overlay SLK 0 to 0.08 (C)	**0.00**	0.00	20,662.00
14861	Transfer From Reserve	Grevillea Cove - Asphalt Overlay SLK 0 to 0.08 (C)	**0.00**	0.00	22,243.00
14862	Transfer From Reserve	Baudin Street - Asphalt Overlay SLK 0 to 0.1 (C)	**0.00**	0.00	95,132.00
14863	Transfer From Reserve	Cormorant Court - Asphalt Overlay SLK 0 to 0.08 (C)	**0.00**	0.00	23,616.00
14864	Transfer From Reserve	Sugarloaf Road - Second Coat Seal SLK 0 to 0 (C)	**0.00**	0.00	66,521.00
14865	Transfer From Reserve	Yallingup Beach Road - Reseal SLK 0 to 0.19 (C)	**0.00**	0.00	30,698.22
14866	Transfer From Reserve	Old Vasse Highway - Reseal SLK 0 to 1.83 (C)	**0.00**	0.00	13,535.16
15085	Transfer From Reserve	Jalbarragup Road New Shoulders (C)	**0.00**	0.00	200,000.00
		Road Asset Renewal Reserve Closing Balance	**(3,778,127.71)**	(4,368,041.79)	(2,125,501.13)
1059 - Sick Pay Incentive Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(79,316.37)**	(79,316.37)	(79,316.37)
10904	Interest Earned	Other General Purpose Funding(O)	**(593.01)**	(500.00)	(3,000.02)
			0.00	0.00	0.00
			0.00	0.00	0.00
		Sick Pay Incentive Reserve Closing Balance	**(79,909.38)**	(79,816.37)	(82,316.39)
1060 - Strategic Projects Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,032,416.03)**	(3,032,416.03)	(3,032,416.03)
10904	Interest Earned	Other General Purpose Funding(O)	**(23,564.45)**	(19,186.40)	(115,118.44)
10830	Transfer To Reserve	Members of Council(O)	**(4,166.66)**	(4,166.66)	(25,000.00)
12847	Transfer From Reserve	Purchase Sues Road(C)	**0.00**	0.00	500,000.00
		Strategic Projects Reserve Closing Balance	**(3,060,147.14)**	(3,055,769.09)	(2,672,534.47)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1061 - Vasse Newtown Landscape Maintenance Reserve (SAR)					
10904	Opening Balance	Other General Purpose Funding(O)	**(615,196.44)**	(615,196.44)	(615,196.44)
10904	Interest Earned	Other General Purpose Funding(O)	**(3,507.74)**	(4,090.16)	(24,540.99)
10969	Transfer To Reserve	Vasse SAR Area General Improvements to the Area(C)	**(33,676.32)**	(33,676.32)	(202,058.00)
10266	Transfer From Reserve	Southern Wetland - Bush Area Lot 2007 (Newtown)(O)	**0.00**	0.00	3,353.00
10317	Transfer From Reserve	Southern Wetland - Heritage Park Lot 2013 (Newtown)(O)	**0.00**	0.00	4,836.00
10372	Transfer From Reserve	Northern POS (Newtown)(O)	**0.00**	0.00	24,318.00
10428	Transfer From Reserve	Streetscape Medians (Newtown)(O)	**0.00**	0.00	25,292.00
10969	Transfer From Reserve	Vasse SAR Area General Improvements to the Area(C)	**0.00**	0.00	70,000.00
11541	Transfer From Reserve	East Central (Wakeham Circle Newtown)(O)	**0.00**	0.00	12,645.00
11809	Transfer From Reserve	West Central (Elijah Circle Newtown)(O)	**0.00**	0.00	26,342.00
		Vasse Newtown Landscape Maintenance Reserve (SAR) Closing Balance	**(652,380.50)**	(652,962.92)	(675,009.43)
1062 - Vasse Sports Pavilion Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(2,405.91)**	(2,405.91)	(2,405.91)
10904	Interest Earned	Other General Purpose Funding(O)	**19.04**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**2,386.87**	2,405.91	2,405.91
		Vasse Sports Pavilion Building Reserve Closing Balance	**0.00**	0.00	0.00
1063 - Waste Facilities and Plant Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(8,135,573.66)**	(8,135,573.66)	(8,135,573.66)
10904	Interest Earned	Other General Purpose Funding(O)	**(61,198.10)**	(34,309.36)	(205,856.16)
12419	Transfer To Reserve	Rubbish Sites Development(O)	**(292,518.84)**	(292,518.84)	(1,755,113.00)
10688	Transfer From Reserve	Depot Washdown Facility Upgrades(C)	**0.00**	0.00	76,700.00
12225	Transfer From Reserve	Waste and Fleet Services Admin PWOH(O)	**0.00**	0.00	578,501.00
12421	Transfer From Reserve	City Lined Landfill Stage 2 - Preliminary Works(C)	**0.00**	0.00	80,000.00
12425	Transfer From Reserve	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	**1,000,000.00**	0.00	2,000,000.00
12428	Transfer From Reserve	Re-use shop Busselton Transfer Station(C)	**0.00**	0.00	125,000.00
12911	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	**0.00**	0.00	424,660.00
12914	Transfer From Reserve	Minor Plant - Program 10 (C)	**0.00**	0.00	10,000.00
13654	Transfer From Reserve	CATERPILLAR LANDFILL COMPACTOR REFURBISHED (DUNSB. TIP)(P)	**0.00**	0.00	130,000.00
14823	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	**0.00**	0.00	438,545.00
14960	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	**0.00**	0.00	480,000.00
14962	Transfer From Reserve	WATER TANK FOR DUST SUPPRESSION (C)	**0.00**	0.00	25,000.00
14966	Transfer From Reserve	DIESEL TANK DWF (C)	**0.00**	0.00	50,000.00
14968	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	**0.00**	0.00	18,000.00
14970	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	**0.00**	0.00	18,000.00
14972	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	**0.00**	0.00	18,000.00
14974	Transfer From Reserve	HOOKLIFT BIN (C)	**0.00**	0.00	18,000.00
14976	Transfer From Reserve	HOOKLIFT BIN (C)	**0.00**	0.00	18,000.00
14978	Transfer From Reserve	ABLE GL3013 GENERATOR (C)	**0.00**	0.00	50,000.00
14980	Transfer From Reserve	WASTE COORDINATOR VEHICE (C)	**0.00**	0.00	35,000.00
14982	Transfer From Reserve	TOYOTA HILUX 4x2 SINGLE CAB (C)	**0.00**	0.00	26,000.00
14984	Transfer From Reserve	ISUZU D-MAX 4x4 DUAL CAB (C)	**0.00**	0.00	30,000.00
14986	Transfer From Reserve	HOLDEN COLORADO 4x4 DUAL CAB (C)	**0.00**	0.00	26,000.00
15066	Transfer From Reserve	Dunsborough Groundwater Investigation (O)	**0.00**	0.00	200,000.00
15077	Transfer From Reserve	Lunch / Meeting Room for Transfer Station(C)	**0.00**	0.00	50,000.00
15078	Transfer From Reserve	HAZMET and Dangerous Goods Storage(C)	**0.00**	0.00	108,500.00
		Waste Facilities and Plant Reserve Closing Balance	**(7,489,290.60)**	(8,462,401.86)	(5,062,636.82)
1064 - Winderlup Aged Housing Reserve (City Controlled)					
10904	Opening Balance	Other General Purpose Funding(O)	**(463,207.57)**	(463,207.57)	(463,207.57)
10904	Interest Earned	Other General Purpose Funding(O)	**(3,887.08)**	(2,890.04)	(17,340.25)
11684	Transfer To Reserve	Winderlup Court Aged Housing(O)	**0.00**	0.00	(85,086.00)
12234	Transfer From Reserve	Aged Housing Capital Improvements - Winderlup Court (City(C)	**0.00**	0.00	49,000.00
		Winderlup Aged Housing Reserve (City Controlled) Closing Balance	**(467,094.65)**	(466,097.61)	(516,633.82)
1065 - Workers Compensation and Extended Sick Leave					
10904	Opening Balance	Other General Purpose Funding(O)	**(4,281.48)**	(4,281.48)	(4,281.48)
10904	Interest Earned	Other General Purpose Funding(O)	**(33.08)**	(44.08)	(264.50)
			0.00	0.00	0.00
			0.00	0.00	0.00
		Workers Compensation and Extended Sick Leave Closing Balance	**(4,314.56)**	(4,325.56)	(4,545.98)
1066 - Youth and Community Activities Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(216,651.56)**	(216,651.56)	(216,651.56)
10904	Interest Earned	Other General Purpose Funding(O)	**1,720.11**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**214,931.45**	216,651.56	216,651.56
		Youth and Community Activities Building Reserve Closing Balance	**0.00**	0.00	0.00

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

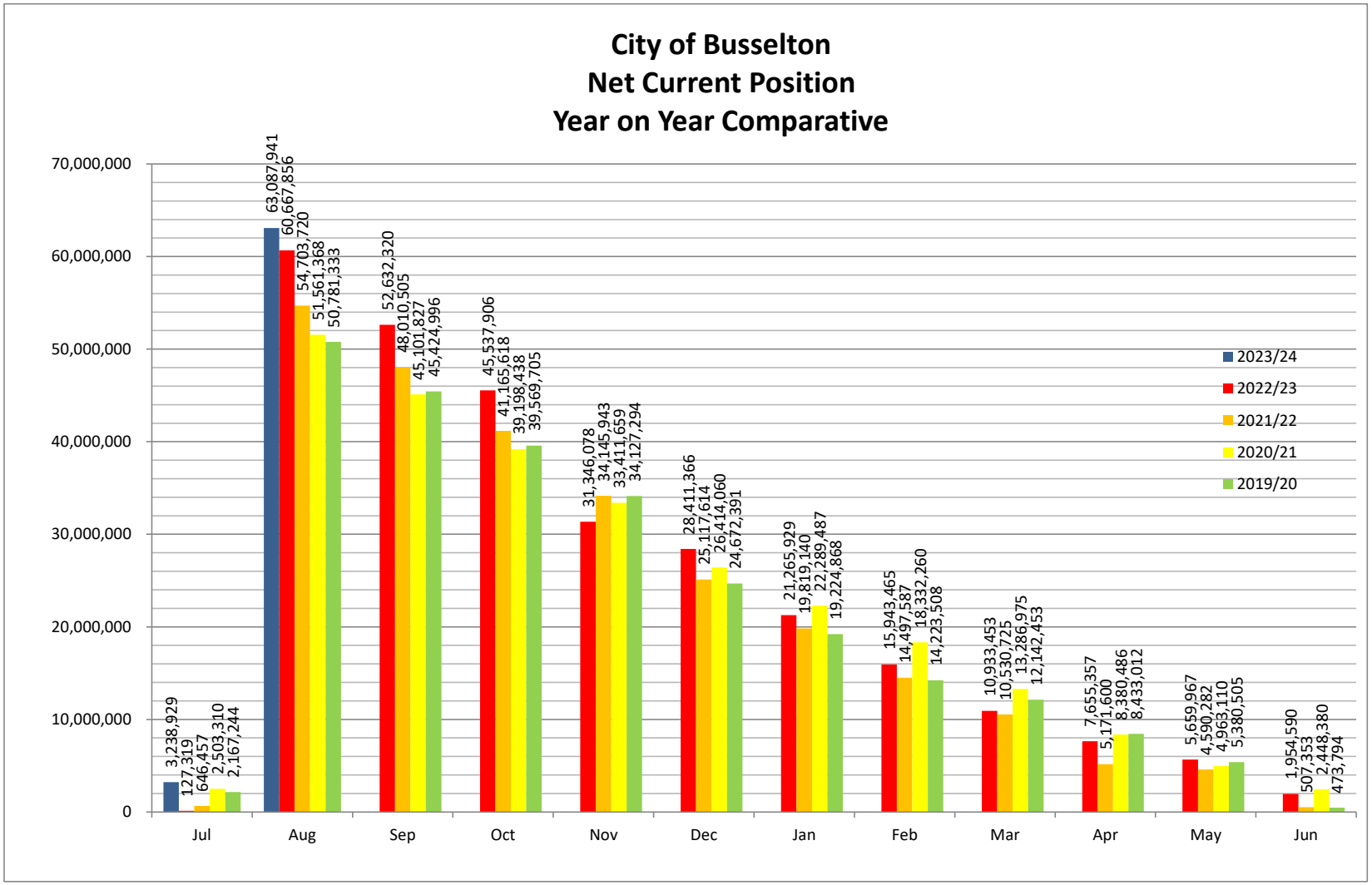
Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1067 - Prepaid Grants and Deferred Works & Services Reserves					
10904	Opening Balance	Other General Purpose Funding(O)	**(2,843,444.58)**	(2,843,444.58)	(2,843,444.58)
10904	Interest Earned	Other General Purpose Funding(O)	**6.44**	0.00	0.00
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(351,807.98)**	(351,807.98)	(351,807.98)
10613	Transfer From Reserve	Meelup Coastal Parking & Landscaping(C)	**0.00**	0.00	178,237.98
10653	Transfer From Reserve	Community Assistance Program (Governance)(O)	**0.00**	0.00	50,000.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**2,843,438.14**	2,843,444.58	2,843,444.58
11040	Transfer From Reserve	Economic and Business Development(O)	**0.00**	0.00	20,000.00
11128	Transfer From Reserve	Community and Recreation Administration(O)	**0.00**	0.00	31,235.00
12648	Transfer From Reserve	Rural-Tree Pruning(O)	**0.00**	0.00	72,335.00
		Prepaid Grants and Deferred Works & Services Reserves Closing Balance	**(351,807.98)**	(351,807.98)	0.00
1069 - Airport Infrastructure Renewal and Replacement Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(3,210,167.16)**	(3,210,167.16)	(3,210,167.16)
10904	Interest Earned	Other General Purpose Funding(O)	**(125,498.17)**	(44,355.72)	(266,134.43)
10594	Transfer To Reserve	Airport Operations(O)	**(6,422,257.96)**	(6,613,964.28)	(8,924,455.50)
10583	Transfer From Reserve	Airport Construction Stage 2, Airfield(C)	**0.00**	0.00	22,478.00
10585	Transfer From Reserve	BMRA Hangars(C)	**0.00**	0.00	303,790.00
10589	Transfer From Reserve	Airport Construction, Existing Terminal Upgrade(C)	**0.00**	0.00	103,847.00
10594	Transfer From Reserve	Airport Operations(O)	**0.00**	0.00	2,500,000.00
12804	Transfer From Reserve	Airport Terminal Building(C)	**0.00**	0.00	28,481.00
12932	Transfer From Reserve	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	**0.00**	0.00	22,000.00
12941	Transfer From Reserve	Airport - Other Buildings(C)	**0.00**	0.00	5,000.00
14836	Transfer From Reserve	RFDS relocation(C)	**0.00**	0.00	177,515.00
14838	Transfer From Reserve	BMRAP - Apron Lighting(C)	**0.00**	0.00	65,000.00
14839	Transfer From Reserve	BMRAP - Apron CCTV(C)	**0.00**	0.00	50,000.00
14946	Transfer From Reserve	PERUZZO BULL SLASHER (C)	**0.00**	0.00	57,000.00
14949	Transfer From Reserve	KUBOTA MULE (C)	**0.00**	0.00	10,000.00
14951	Transfer From Reserve	1500L SELF BUNDED DIESEL FUEL TANK (C)	**0.00**	0.00	14,500.00
15060	Transfer From Reserve	BMRA MAGS Improvements (C)	**0.00**	0.00	17,000.00
15061	Transfer From Reserve	BMRA Gate 1 Replacement (C)	**0.00**	0.00	10,000.00
15062	Transfer From Reserve	BMRA GA Precinct Reseal (C)	**0.00**	0.00	218,810.00
15083	Transfer From Reserve	New Airport Manager Vehicle (C)	**0.00**	0.00	40,000.00
15086	Transfer From Reserve	SWDC Airport Development Business Case (O)	**0.00**	0.00	67,000.00
		Airport Infrastructure Renewal and Replacement Reserve Closing Balance	**(9,757,923.29)**	(9,868,487.16)	(8,688,336.09)
1070 - Airport Noise Mitigation Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(661,139.59)**	(661,139.59)	(661,139.59)
10904	Interest Earned	Other General Purpose Funding(O)	**(5,126.45)**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**655,775.09**	661,139.59	661,139.59
		Airport Noise Mitigation Reserve Closing Balance	**(10,490.95)**	0.00	0.00
1071 - LED Street Lighting Replacement Program Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(32,227.51)**	(32,227.51)	(32,227.51)
10904	Interest Earned	Other General Purpose Funding(O)	**227.10**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**32,000.41**	32,227.51	32,227.51
		LED Street Lighting Replacement Program Reserve Closing Balance	**0.00**	0.00	0.00
1072 - Lou Weston Oval Pavilion Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(12,729.59)**	(12,729.59)	(12,729.59)
10904	Interest Earned	Other General Purpose Funding(O)	**94.67**	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**12,634.92**	12,729.59	12,729.59
		Lou Weston Oval Pavilion Reserve Closing Balance	**0.00**	0.00	0.00
1073 - Waterways Restoration Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(10.00)**	(10.00)	(10.00)
10904	Interest Earned	Other General Purpose Funding(O)	**(131.88)**	(1,011.84)	(6,071.00)
10904	Transfer To Reserve	Other General Purpose Funding(O)	**(133,468.93)**	(134,559.00)	(134,559.00)
12848	Transfer To Reserve	Vasse River - Ongoing Restoration of River Habitat(O)	**(95,412.20)**	(95,412.20)	(572,473.20)
12848	Transfer From Reserve	Vasse River - Ongoing Restoration of River Habitat(O)	**0.00**	0.00	572,473.00
		Waterways Restoration Reserve Closing Balance	**(229,023.01)**	(230,993.04)	(140,640.20)
1078 - Post Office Tea Rooms Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(48,074.95)**	(48,074.95)	(48,074.95)
10904	Interest Earned	Other General Purpose Funding(O)	**(769.08)**	(15.34)	(92.00)
10020	Transfer To Reserve	Art Geo Administration(O)	**(3,035.84)**	(3,035.84)	(18,215.00)
			0.00	0.00	0.00
		Post Office Tea Rooms Reserve Closing Balance	**(51,879.87)**	(51,126.13)	(66,381.95)

City of Busselton

Reserve Movements

For Period Ended 31 August 2023

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original
1079 - Peel Tce/Causeway Rd Building Reserve					
10904	Opening Balance	Other General Purpose Funding(O)	**(23,429.00)**	(23,429.00)	(23,429.00)
			0.00	0.00	0.00
			0.00	0.00	0.00
10904	Transfer From Reserve	Other General Purpose Funding(O)	**23,429.00**	23,429.00	23,429.00
		Peel Tce/Causeway Rd Building Reserve Closing Balance	**0.00**	0.00	0.00
		Grand Total	**(78,417,920.00)**	**(81,621,248.53)**	**(64,748,658.71)**
	Opening Balance		**(78,138,181.57)**	(78,138,181.57)	(78,138,181.57)
	Interest Earned		**(569,094.05)**	(425,081.92)	(2,550,491.70)
	Transfer To Reserve		**(15,138,159.16)**	(16,999,521.97)	(36,452,245.68)
	Transfer From Reserve		**15,427,514.78**	13,941,536.93	52,392,260.24
		Grand Total	**(78,417,920.00)**	**(81,621,248.53)**	**(64,748,658.71)**


City of Busselton
Net Current Position
Year on Year Comparative
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
2023/24
2022/23
2021/22
2020/21
2019/20
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
3,238,929
127,319
646,457
2,503,310
2,167,244
63,087,941
60,667,856
54,703,720
51,561,368
50,781,333
52,632,320
48,010,505
45,101,827
45,424,996
45,537,906
41,165,618
39,198,438
39,569,705
31,346,078
34,145,943
33,411,659
34,127,294
28,411,366
25,117,614
26,414,060
24,672,391
21,265,929
19,819,140
22,289,487
19,224,868
15,943,465
14,497,587
18,332,260
14,223,508
10,933,453
10,530,725
13,286,975
12,142,453
7,655,357
5,171,600
8,380,486
8,433,012
5,659,967
4,590,282
4,963,110
5,380,505
1,954,590
507,353
2,448,380
473,794

CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT
For the month of August 2023

11am Bank Account				As at 31 August 2023
INSTITUTION			**RATE**	**AMOUNT**
ANZ 11am At Call Deposit			4.00%	$ 15,700,000

Term Deposits - Miscellaneous Funds				As at 31 August 2023	
INSTITUTION	**RATING**	**DAYS**	**MATURITY**	**RATE**	**AMOUNT**
ANZ	AA	306	16-Feb-24	4.13%	$ 3,500,000
WBC	AA	184	22-Jan-24	5.36%	$ 1,500,000
WBC	AA	335	17-May-24	5.27%	$ 1,500,000
Bendigo	BBB	366	22-Mar-24	4.50%	$ 3,000,000
WBC	AA	245	06-Nov-23	4.84%	$ 5,000,000
NAB	AA	301	15-Apr-24	5.45%	$ 4,000,000
NAB	AA	179	22-Jan-24	5.45%	$ 2,000,000
WBC	AA	244	24-Apr-24	4.91%	$ 2,000,000
NAB	AA	182	12-Feb-24	5.15%	$ 4,000,000
ANZ	AA	306	25-Jan-24	4.17%	$ 3,000,000
ANZ	AA	305	25-Mar-24	4.56%	$ 2,000,000
ANZ	AA	337	26-Feb-24	4.16%	$ 4,000,000
WBC	AA	184	10-Jan-24	5.26%	$ 4,000,000
NAB	AA	214	03-Oct-23	4.49%	$ 3,000,000
NAB	AA	207	22-Dec-23	4.90%	$ 3,000,000
NAB	AA	270	22-Apr-24	5.40%	$ 4,000,000
ANZ	AA	244	10-Apr-24	4.95%	$ 2,000,000
ANZ	AA	244	10-Mar-24	5.19%	$ 3,000,000
CBA	AA	300	22-Feb-24	4.43%	$ 5,000,000
BoQ/MeBank	BBB	365	23-Apr-24	4.75%	$ 2,000,000
BoQ	BBB	366	02-May-24	4.55%	$ 2,000,000
BoQ	BBB	366	30-May-24	4.95%	$ 2,000,000
ANZ	AA	275	29-Apr-24	5.18%	$ 4,000,000
CBA	AA	365	27-Jun-24	5.50%	$ 3,000,000
WBC	AA	335	20-Mar-24	4.50%	$ 4,000,000
WBC	AA	184	20-Nov-23	4.76%	$ 4,000,000
WBC	AA	183	20-Dec-23	5.26%	$ 4,000,000
CBA	AA	365	19-Jun-24	5.58%	$ 5,000,000
CBA	AA	366	22-May-24	4.97%	$ 5,000,000

Total of Term Deposits	**94,500,000.00**
Weighted Average Annual Rate of Return	**4.92%**

Airport Redevelopment Funds						As at 31 August 2023
WA Treasury Corp. - Overnight Cash Deposit Facility				4.05%	$	619,002
				Total of Airport Redevelopment Funds - WATC	$	619,002
						Nil
				Total of Airport Redevelopment Funds - Bank Term Deposits		$0
ANZ Cash Account	AA	NA	NA	4.00%	$	192,747
				Total of Airport Redevelopment Funds - Other	$	192,747
				Total of Airport Redevelopment Funds	**$**	**811,750**

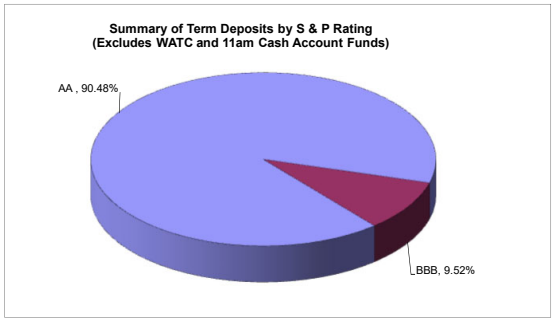
(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and the Foreshore Development Contract and are not held within the requirements of the City's Investment Policy 218)

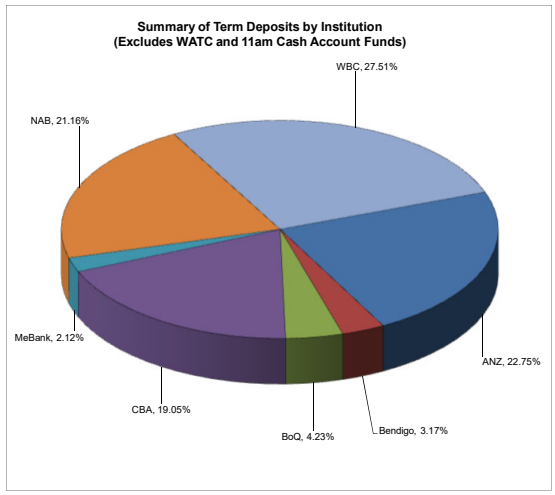
SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2023	As at 31 August 2023
11am Bank Account	$ 7,000,000	$ 16,500,000	$ 15,700,000
11am Bank Account Interest - not yet fully processed	-$ 7,229.45		
11am bank account - deposit not fully processed			$ 4,000,000
Term Deposits - Misc. Funds	$ 81,500,000	$ 94,500,000	$ 94,500,000
Term Deposit Interest - not yet fully processed	-$ 69,491.00	$ -	$ -
Airport Redevelopment - WATC Deposits	$ 1,642,737	$ 614,859	$ 619,002
Airport Redevelopment - ANZ Cash A/c	$ 784,422	$ 191,770	$ 192,747
Total of all Investments Held	$ 90,850,439	$ 111,806,629	$ 115,011,750
TOTAL INTEREST RECEIVED AND ACCRUED	**$ 11,043**	**$ 3,625,530**	**$ 828,103**
INTEREST BUDGET	**$ 267,928**	**$ 1,610,000**	**$ 596,017**

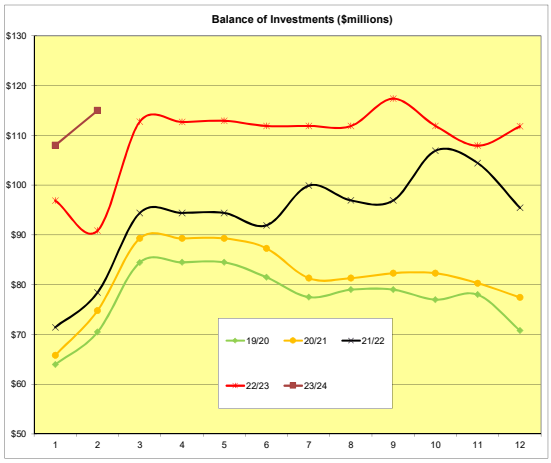
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

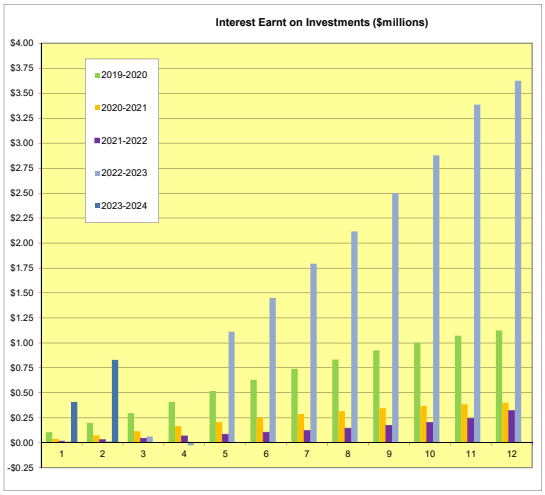
Statement of Compliance with Council's Investment Policy 218	
1. All funds are to be invested within legislative limits.	**Fully Compliant**
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	**Fully Compliant**
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the total portfolio.	**Fully Compliant**
4. The amount invested based upon the Investment Horizon is not to exceed the set percentages of the total portfolio.	**Fully Compliant**

Investment Graphs









City of Busselton
Loan Schedule - as at 31st August 2023

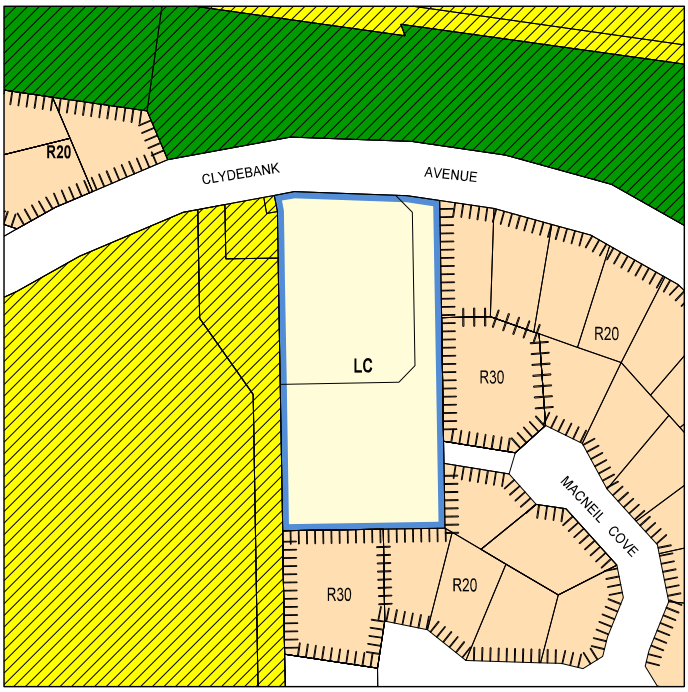
Purpose	Loan Number	Institut-ion	Budgeted Interest Rate	Term (Years)	Expiry	Actual Interest Rate	2023/24 Actual New Loans	2023/24 Actual Principal Repayments	2023/24 Balance of Principal Owing	2023/24 Actual Interest Repayments	Budget Principal 1 July 2023	2023/24 Budget New Loans	2023/24 Budget Principal Repayments	Budget Principal Outstanding 30 June 2024	2023/24 Budget Interest Repayments
			%			%	$	$	$	$	$	$	$	$	$
Council Loans															
Governance															
Civic and Administration Centre	207	WATC	4.51	20	Jun-34	4.51			11,784,637		11,784,637		847,578	10,937,059	517,286
Recreation and Culture															
Busselton Foreshore	204	WATC	4.36	15	Jun-29	4.36			529,104		529,104		78,907	450,197	21,790
GLC Extensions	205	WATC	3.92	10	Jun-24	3.92			142,648		142,648		142,648	-	3,512
Busselton Foreshore	209	WATC	3.45	12	Jun-27	3.45			2,491,572		2,491,572		590,179	1,901,393	80,879
Busselton Foreshore	211	WATC	2.55	8	Oct-24	2.55		100,047	509,881	3,888	609,928		404,029	205,899	11,710
Busselton Foreshore Jetty Precinct	215	WATC	3.25	10	Apr-28	3.25			1,350,529		1,350,529		252,977	1,097,552	41,853
Tennis Club Facility	216	WATC	3.25	10	Apr-28	3.25			1,485,581		1,485,581		278,274	1,207,307	46,039
Lot 10 Commonage Road	217	WATC	3.25	10	Apr-28	3.25			864,338		864,338		161,904	702,434	26,786
Busselton Tennis Club	218	WATC	2.21	10	Jun-29	2.21			785,242		785,242		123,770	661,472	16,333
BPACC	225	WATC	1.46	10	Dec-31	2.10			4,315,071		4,315,071		468,715	3,846,356	86,900
BPACC	226	WATC	2.02	15	Dec-36	2.39			4,576,387		4,576,387		290,922	4,285,465	106,580
BPACC	228	WATC	3.86	20	Jun-42	3.86			4,830,607		4,830,607		176,025	4,654,582	183,881
BPACC	229	WATC	3.77	17	Jun-39	3.77			4,785,749		4,785,749		222,438	4,563,311	177,199
BPACC	230	WATC	3.25	20	Dec-42	4.42			6,397,516		6,397,516		211,856	6,185,660	279,526
Transport															
Airport Jet A1 Installation	206	WATC	3.92	10	Jun-24	3.92			41,606		41,606		41,606	-	1,024
Airport Freight Hub Stage 1	219	WATC	2.21	10	Jun-29	2.21			929,726		929,726		146,544	783,182	19,339
Strategic Land Purchase	New	Unknown	4.29	10	New						-	1,750,000	106,946	1,643,054	55,137
Other Property and Services															
Lot 40 Vasse Highway	210	WATC	3.61	10	Dec-25	3.61			850,000		850,000			850,000	30,685
							-	**100,047**	**46,670,197**	**3,888**	**46,770,244**	**1,750,000**	**4,545,318**	**43,974,925**	**1,706,459**
Self-Supporting Loans															
Recreation and Culture															
Busselton Football and Sportsman's Club	208	WATC	2.93	10.25	Apr-25	2.93			6,564		6,564		3,234	3,330	157
Dunsborough and Districts Country Club	212	WATC	3.04	10	May-27	3.04			49,761		49,761		11,883	37,878	1,423
Geographe Bay Yacht Club	213	WATC	3.04	10	May-27	3.04			43,650		43,650		10,424	33,226	1,248
Dunsborough and Districts Country Club	214	WATC	3.19	10	Sep-27	3.19			53,822		53,822		11,307	42,515	1,627
Busselton Tennis Club	220	WATC	1.37	7	Sep-26	1.37			23,782		23,782		7,205	16,577	289
Busselton Hockey Club Stadium	221	WATC	1.31	10	Jun-30	1.31			32,158		32,158		4,416	27,742	400
Busselton Golf Club	222	WATC	1.45	10	Jun-31	1.45			89,256		89,256		10,600	78,656	1,238
Dunsborough Bay Yacht Club	223	WATC	2.77	5	Dec-26	1.57			17,704		17,704		4,960	12,744	248
Geographe Bay Yacht Club	224	WATC	2.77	10	Dec-31	2.42			43,246		43,246		4,639	38,607	1,004
MRBTA - Ancient Lands Discovery Park	227	WATC	2.77	10	Mar-32	2.77			1,111,965		1,111,965		113,910	998,055	29,639
Community Groups 23/24 $250K	New	Unknown	3.00	10	New				-		-	250,000	10,804	239,196	3,710
							-	-	**1,471,909**	-	**1,471,909**	**250,000**	**193,382**	**1,528,527**	**40,983**
Total - Council and Self-supporting Loans							-	**100,047**	**48,142,106**	**3,888**	**48,242,153**	**2,000,000**	**4,738,700**	**45,503,453**	**1,747,442**



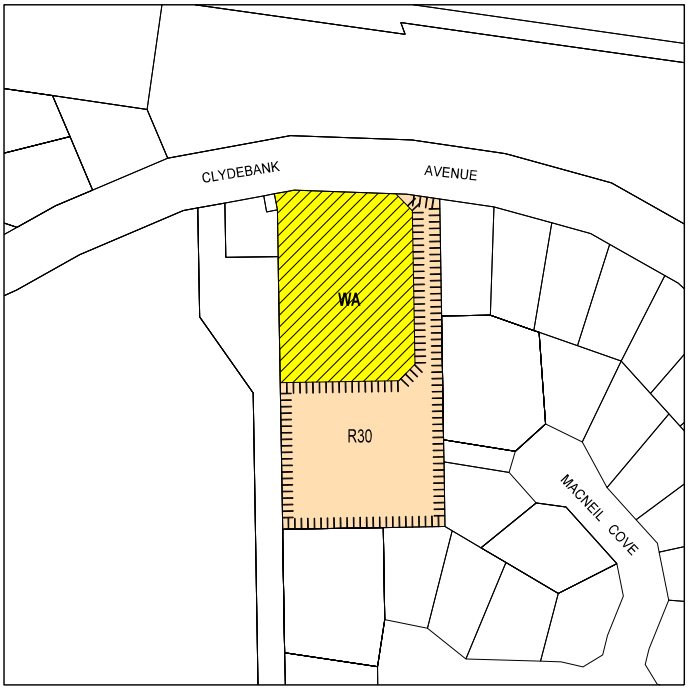
City of Busselton Geographe Bay	Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and cannot be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information contact the City of Busselton office.		2/02/2023 1:1000 @ A3L	N

SCHEME AMENDMENT MAP

CITY OF BUSSELTON
LOCAL PLANNING SCHEME No. 21
AMENDMENT No. 57



EXISTING ZONING



PROPOSED ZONING

LEGEND

LOCAL SCHEME RESERVES

- PUBLIC PURPOSES
- WA — PUBLIC PURPOSES: WATER AUTHORITY
- RECREATION

LOCAL SCHEME ZONES

- LC — LOCAL CENTRE
- RESIDENTIAL

OTHER CATEGORIES

- R20 — RCODES

0 60m 120m

SCALE 1:2,500@A4

JANUARY 2023

FPA AUSTRALIA | Fire Protection Association Australia | Life. Property. Environment.

BPAD Bushfire Planning & Design

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 2 Cyldebank Avenue		
Suburb: West Busselton	**State:** WA	**P/code:** 6280
Local government area: City of Busselton		
Description of the planning proposal: Rezoning to Residential		
BMP Plan / Reference Number: 221412	**Version:** Rev D	**Date of Issue:** 26/09/2023
Client / Business Name: Bambil Pty Ltd		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	☑	☐
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	☐	☑
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	☐	☑
Strategic planning proposal (including rezoning applications)	☑	☐
Minor development (in BAL-40 or BAL-FZ)	☐	☑
High risk land-use	☐	☑
Vulnerable land-use	☐	☑

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Rezoning to Residential with a Method 2 Calculation

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Gary McMahon	Level 3	35078	11/2023
Company Ecosystem Solutions		**Contact No.** (08) 9759 1960	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner  **Date** 26/09/2023

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Bushfire Management Plan

Lot 2 Clydebank Ave, West Busselton

26 September 2023

Prepared for:
Bambil Pty Ltd



Limitations Statement

This report has been prepared in accordance with the Agreement between Ecosystem Solutions Pty Ltd and Bambil Pty Ltd (**"Client"**). It has been solely prepared for the rezoning of Lot 2 Clydebank Avenue, West Busselton (**"Site"**).

Information

In undertaking this work the authors have made every effort to ensure the accuracy of the information used. Unless otherwise stated in the report, Ecosystem Solutions Pty Ltd has not independently verified such information and cannot guarantee its accuracy or completeness.

Conclusions

Within the limitations imposed by the scope of work, preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable bushfire consultants under similar circumstances. No other warranty, expressed or implied, is made.

Reliance

This report is solely for the use of the Client and any reliance on this report by third parties will be at such party's sole risk. This report must only be presented in full and may not be used to support any other purpose than those set out in the report and the Agreement, except where prior written approval with comments are provided by Ecosystem Solutions Pty Ltd. All intellectual property rights in documents created by Ecosystem Solutions Pty Ltd remain the property of Ecosystem Solutions Pty Ltd.

Other parties should not rely on the report or the accuracy or completeness of any conclusions and should make their own enquiries and obtain independent advice in relation to such matters. Ecosystem Solutions Pty Ltd accepts no Liability, or responsibility whatsoever for or in respect of any use or reliance upon this report and its supporting material subsequently used by others. Please note that the contents of this report may not be directly applicable towards another organisation's needs and may not contain sufficient information for purposes of other parties or for other uses.

Ecosystem Solutions Pty Ltd will not be liable to update or revise the report to take into account any events or emergent circumstances or facts occurring or becoming apparent after the date of this report.

Other limitations

The measures contained in this report cannot guarantee that a structure or building will not be damaged or would survive a bushfire event on every occasion. This is due to the degree of vegetation management, the unpredictable nature of fire behaviour (knowledge in this field continues to develop) and the unpredictable nature of extreme weather conditions.

The growth, planting or removal of vegetation, poor maintenance of any fire prevention/mitigation measures, addition of structures not included in this report, or other activity can and will change the bushfire threat to all properties detailed in this report. The implementation of fire precautions will depend on the actions of the landowner or occupiers of the land, over which Ecosystem Solutions Pty Ltd has no control. Should changes be made to the Site, a new Bushfire Management Plan is required. Ecosystem Solutions Pty Ltd accepts no Liability, including Liability for any Loss in connection with:

- a Claim, damage, or injury to property, or persons caused by fire;
- further growth, planting, or removal of vegetation on the Site;
- poor maintenance of any fire protection measures;
- additional structures not included in this assessment; or
- any other activity that may change the bushfire threat level.

The Client and owner of the Site each acknowledge that they have been made aware of the exclusions above and that such exclusion of Liability is reasonable in all the circumstances.
This report is valid for a period of two years only from the date of its issue. All BAL ratings identified in this report are indicative and are required to be verified at the time of construction of individual buildings to ensure appropriate setbacks identified in the Site/building have been achieved.

STATEMENT OF CONFORMITY – PLANNING AND DEVELOPMENT ACT 2005



BPAD Bushfire Planning & Design Accredited Practitioner Level 3

Gary McMahon

B.Sc. M. Env Mgmt. PG Dip Bushfire Protection. C.EnvP, BPAD Level 3 (35078)

The signatory declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas V1.4.

DISCLAIMER

**All capitalised terms used in the Limitations Statement above that are not defined are defined in the Agreement between Ecosystem Solutions Pty Ltd and the Client.*

*** The limitations above are subject to any relevant rights or remedies that the Client may be entitled to under legislation, including Schedule 2 of the Competition and Consumer Act 2010 (Cth).*

Document Control

Client – Bambil Pty Ltd

Site – Lot 2 Clydebank Ave, West Busselton

Version	Revision	Purpose	Author	Reviewer	Submitted	
					Form	Date
Report	Rev A	Initial Report	DC (Level 1 - BPAD48409)	GM(Level 3 - BPAD35078)	Electronic (email)	7/12/2022
Report	Rev B	Minor Amendments	DC (Level 1 - BPAD48409)	GM(Level 3 - BPAD35078)	Electronic (email)	8/12/2022
Report	Rev C	Correct Reviewer details	DC (Level 1 - BPAD48409)	GM(Level 3 - BPAD35078)	Electronic (email)	18/01/2023
Report	Rev D	Flame length correction	GM (Level 3 - BPAD35078)	GM (Level 3 - BPAD35078)	Electronic (email)	26/09/2023

Filename: \\Ecoserver\Data\PROJECTS\221412 45B Clydebank Ave, West Busselton BMP\Reports\Lot 2 Clydebank Ave, West Busselton BMP Rev D.docx

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Proposal

This Bushfire Management Plan (BMP) has been prepared for Lot 2 Clydebank Avenue, West Busselton (hereafter referred to as the 'Site') by Dani Cuthbert (Dip TM., Dip BM. & BPAD48409 - Level 1) with review provided by Gary McMahon (BPAD35078 – Level 3) from Ecosystem Solutions.

The proposal is to rezone the lot from Local Centre to Residential.

The Site is located within the City of Busselton. The Busselton town centre is approximately 2.2 km to the north east of the Site. The portion of the Site is located within a bushfire prone area, as declared by State Planning Policy 3.7: Planning in Bushfire Prone Areas (Figure 1).

The Site is an existing lot, 3,929m^2 in size. The Lot is flat in topography, sitting at approximately 5 m AHD (Australian Height Datum).

The purpose of this BMP is to detail the bushfire management methods and requirements that will be implemented within the Site as part of this subdivision. The aim of this BMP is to reduce the threat to residents and fire fighters in the event of a fire within or near the Site.



Figure 1 Extract Map of Bush Fire Prone Areas (SLIP, accessed 22nd November), showing Lot 2 Clydebank Avenue, West Busselton within the blue polygon.

Bushfire Assessment Results

1.1 Assessment Inputs

A Site Inspection was conducted on the 30th of November 2022 by Dani Cuthbert (Dip BM., Dip TM. & BPAD Level 1), for the purpose of determining the Bushfire Attack Level.

All vegetation within 150 m of the Site was classified and the slope under the vegetation determined in accordance with AS 3959-2018, shown in the photos below with map provided in Figure 3.

There are two methods to conduct a BAL Assessment under AS3959 – 2018:

- Method 1 – a simplified procedure that involves five procedural steps to determine BAL and is subject to limitations on the circumstances in which it can be used.
- Method 2 – a detailed procedure using calculations to determine BALs where a more specific result is sought or where the Site conditions are outside the scope of the simplified procedure.

A Method 2 approach was conducted for Plot 1 – Class A Forest Upslope/Flat. A Method 2 approach provides a more detailed and accurate assessment of the BAL ratings to account for variations in fire runs, intermittent fuel profiles and flame widths which would result in moderate bushfire behaviour compared to the standard Method 1 approach. The default elements used in a Method 1 calculation were used in this situation, apart from the flame width, which was calculated using the DFES short fire run calculator based on Transect 1 of 18 m. This is discussed in more detail below.

Plot	1	Vegetation Classification or Exclusion Clause	Class A Forest Upslope/Flat (Method 2)
			
Photo ID: 1		*Photo ID: 2*	
Description / Justification for Classification		Forest vegetation of trees 10-30 m in height, with a canopy cover of 30-70% dominated by *Agonis flexuosa* trees over a shrubby understory. A short fire run has been used for this plot, using a transect of 18 metres which was the maximum distance measured across this vegetation plot, adjacent to the Site.	

Plot	2	Vegetation Classification or Exclusion Clause	Class A Forest Upslope/Flat (Method 1)
			
Photo ID: 3		*Photo ID: 4*	
Description / Justification for Classification		Forest vegetation of trees 10-30 m in height, with a canopy cover of 30-70% dominated by *Agonis flexuosa* trees over a shrubby understory.	

<table>
<tr><td>Plot</td><td>3</td><td colspan="2">Vegetation Classification or Exclusion Clause</td><td>Class B Woodland Upslope/Flat (Method 1)</td></tr>
<tr><td colspan="3">
</td><td colspan="2">
</td></tr>
<tr><td colspan="3">Photo ID: 5</td><td colspan="2">Photo ID: 6</td></tr>
<tr><td colspan="3">
</td><td colspan="2"></td></tr>
<tr><td colspan="3">Photo ID: 7</td><td colspan="2"></td></tr>
<tr><td colspan="3">Description / Justification for Classification</td><td colspan="2">Open woodland vegetation of trees 10-30 m in height, with a canopy cover of less than 30% dominated by Agonis flexuosa trees over a grass understory. Vegetation Plot 3 is made up of Agonis flexuosa (WA Peppermint) trees over introduced grasses which were managed/mowed during the fire season in compliance with the city of Busselton's Fire break notice.

Class A Forest vegetation classification is defined as: "Trees over 30m high, 30-70% canopy cover, typically dominated by eucalypts, melaleuca or callistemon ……"
While the canopy cover of this vegetation exceeds the 30% canopy cover stated in Table 2.3 of AS 3959-2018, the height of the trees are well under the 30m height reference. Forest also includes a default fire fuel loads of 35 tonnes per hectare. The managed understory of this vegetation is unlikely to exceed 2-5 tonnes a hectare based on the management protocols currently used.</td></tr>
</table>

	A classification of Class B Woodland is defined as Trees 10-30m, which a 10-30% canopy cover and default fuel load of 25 tonnes per hectare (Table B# AS 3959-2018). These trees are well under 10m in height, but the canopy is more than 30% but the resulting fuel loads are well under the default 25 t/ha Therefore, Ecosystem Solutions believe that a Woodland classification is very conservative for the site, resulting in Radiant Heat Flux calculations well in excess of any anticipated bushfire event based on fuels and vegetation structure. Therefore, Ecosystem Solutions asserts that Woodland is an appropriate classification for this vegetation plot, in this landscape.

Plot	4	Vegetation Classification or Exclusion Clause	Class B Woodland Upslope/Flat (Method 1)
			
Photo ID: 8			*Photo ID: 9*
Description / Justification for Classification			Open woodland vegetation of trees 10-30 m in height, with a canopy cover of less than 30% dominated by *Agonis flexuosa* trees over a grass understory. This vegetation plot will become excluded under S 2.2.3.2 (e) or (f) post development, as shown in Figure 4.

Plot	5	Vegetation Classification or Exclusion Clause	Excluded Clause 2.2.3.2 (a), (e) & (f)



Photo ID: 10



Photo ID: 11



Photo ID: 12



Photo ID: 13

Description / Justification for Classification	Vegetation more than 100 m from the Site has been excluded under S 2.2.3.2 (a). Non vegetated areas including roads, access ways, pathways and buildings and excluded under S 2.2.3.2 (e). Low threat vegetation including managed gardens and grass are excluded under S 2.2.3.2 (f). Urban Lots are required to be maintained with grass under 10 cm according to the City of Busselton Firebreak and Fuel Hard Reduction Notice (which may be subject to review from time to time). The Developer is required to maintain grasses within the Lot under 10 cm in height, as per the Firebreak Notice.

1.1.1 Method 2 Calculation

The following data was used for the Method 2 calculations for Plot 1.

Climate Data

- The default Fire Danger Index for Western Australia (Table 2.1 – AS 3959-2018) of 80 was used in this calculation.
- 45 km/h wind speed default was used in this calculation.

Fuel Loadings

- The Class A Forest classification has been used for the Method 2 Calculation. This determines which bushfire model is most appropriate to the landscape and vegetation.
- The slope under the classified vegetation was calculated as Upslope/Flat. This was measured in the field for this vegetation plot using the Nikon Forestry Pro.

Flame Length Calculations

The intensity, rate of spread and flame length calculations using AS 3959 -2018 are deemed overly conservative for the Site due to the narrowing of the vegetation, limiting the potential head fire width that the adjacent areas will be exposed to. AS3959-2018 uses a default 100 m square fire panel in its modelling. Using an ellipse-shaped fire model as proposed by Alexander (2005) is more appropriate to this situation.

The simplest fire pattern from a single ignition point on flat terrain and under calm conditions, will spread out at an equal rate in all directions from the starting point, in a circular fashion, with the origin at the approximate centre. As time increases and with the influences of wind and slope or both, the fire shape assumes a roughly elliptical shape provided wind is consistent. In this model, the flanks of the fire make up an increasing greater portion of the total perimeter, hence the standard 'panel' fire models of AS3959-2018 can be significantly overstated.

The Department of Fire and Emergency Services (DFES) has prepared a draft Short Fire Run Model for these situations. These calculate a potential Head Fire Width based on the total fire length. The calculations for this Site are shown in Table 1.

Table 1 Short Fire Run & Head Fire Width Calculations - Forest Corridor (DFES 2016)

Transect	Fire Run (m)	FDI	Surface Fuel (t/ha)	Slope (°)	Total Fire Length (m)	Head Fire Width (m)
1	18	80	25	0	18.60	6.59

The flame length for the vegetation is calculated by inputting this data into the Method 2 model:

- An appropriate fire behaviour equation to determine the forward rate of spread of a fire;
- A correction for the forward rate of spread based on the effective slope;

The fire behaviour model is McArthur (1973) and Noble *et al* (1980), as shown in Table B1: AS 3959 is:

R: 0.0012*FDi*w

Where R is the rate of spread in Km/h;

FDI is the McArthur Fire Danger Index; and

w is the surface fuel load (t/ha)

Radiant Heat Flux

Other elements included in the calculations are:

- Flame Width (Table 1);
- Elevation of receiver (this is the level at which the site will receive the incident radiant heat flux); and
- The radiation heat flux is determined from the flame emissive power, the view factor, and the atmospheric transmissivity.

Based on the above parameters, Table 2 shows parameters used and resulting Radiant Heat Flux (RHF). Appendix C shows full details of the calculations for the transect.

Table 2 Method 2 Calculation Inputs and Results

Method 2 Calculation	Plot 1
Transect	1
Flame Width (m)	7
RoS (Km/h)	2.4
Flame Length (m)	19.8
Flame Angle (degrees)	23, 27, 32, 41 & 59
Flame Temp (K)	1,090
Intensity (kW/m)	43,400
Min distance to <40kW/m^2	12.5m
Min distance to <29kW/m^2	**13.8m**
Min distance to <19kW/m^2	15.8m
Min distance to < 12.5 kW/m^2	18.3m
Min distance to <10kW/m^2	19.9m

This method 2 calculation results in a flame length of 19.8m, therefore the setback from this plot to any habitable building is required to be a minimum of 20m.

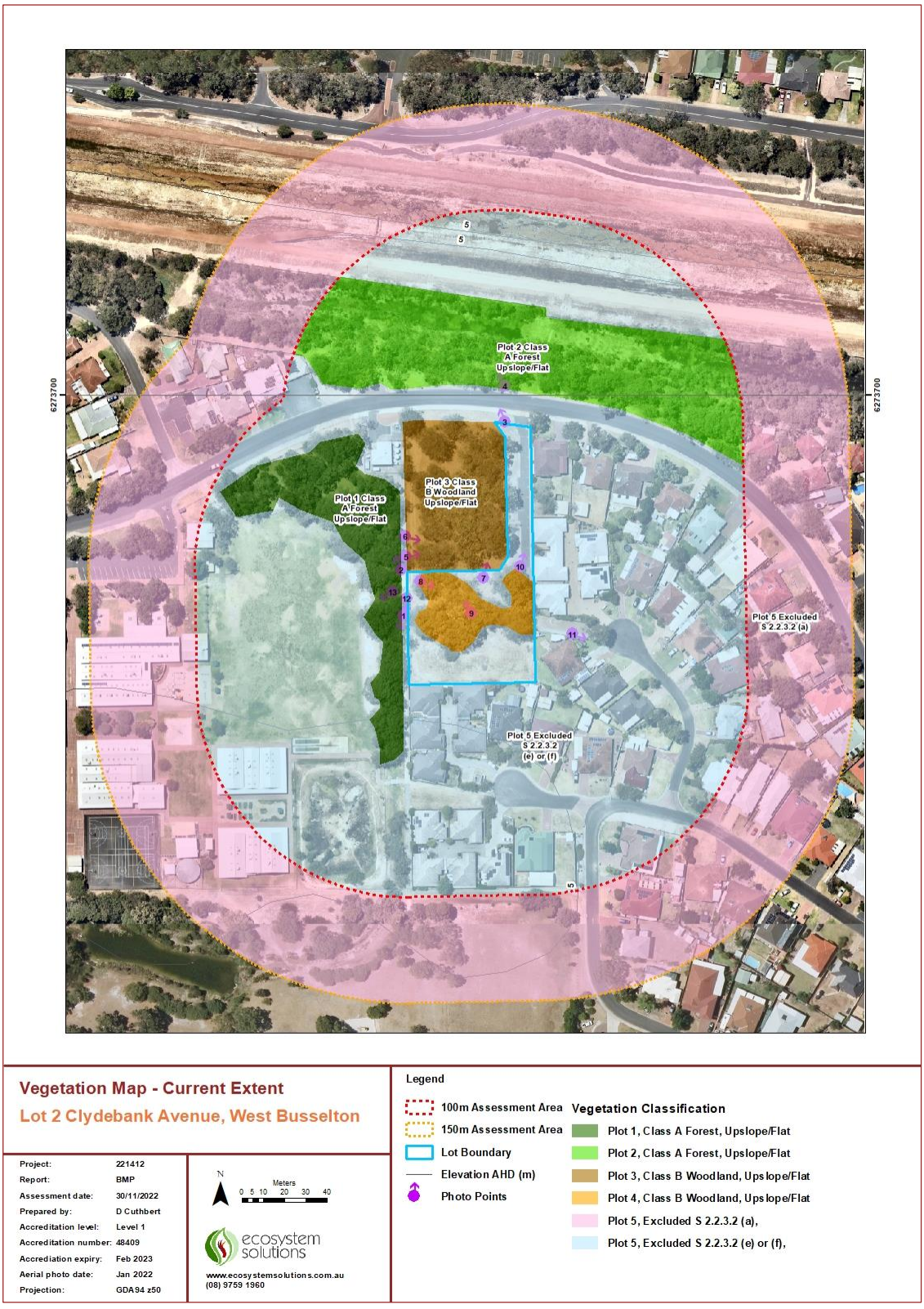


Figure 2 Map of Vegetation Class and Effective Slope - Current Extent

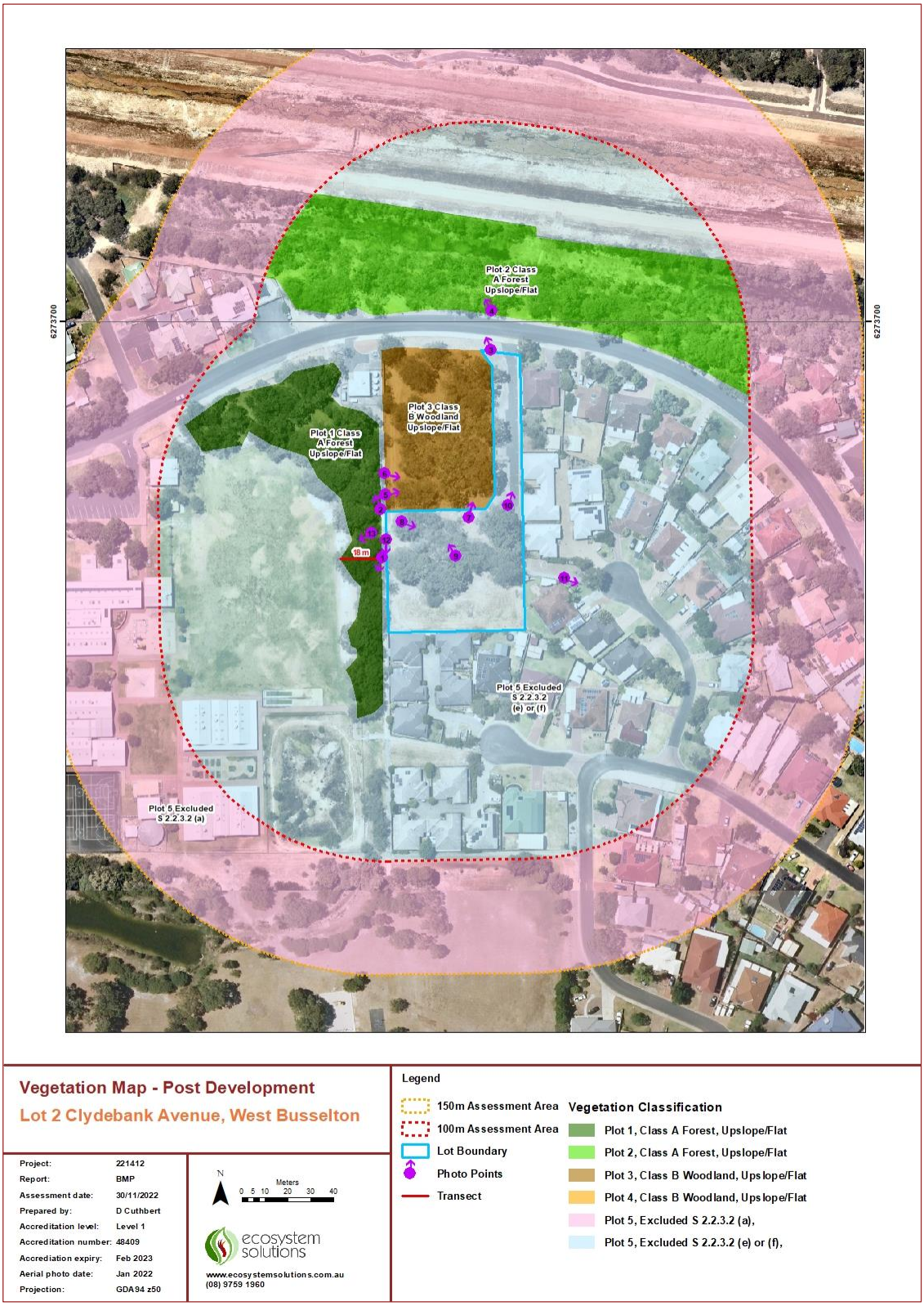


Figure 3 Map of Vegetation Class and Effective Slope - Post Development

1.2 Assessment Outputs

The results from the Site assessment are provided in Table 3. The Determined Bushfire Attack Level (highest BAL) for the Site has been determined in accordance with clause 2.2.6 of AS 3959-2018 with maps provided in Figures 4 & 5.

Table 3 Site Assessment Results

BAL Determination				
Fire Danger Index - 80 (AS3959-2018 Table 2.1)				
Plot	**Vegetation Classification**	**Effective Slope Under the Classified Vegetation (degrees)**	**Separation Distance to the Classification Vegetation (metres)**	**Bushfire Attack Level**
1	Class A Forest	Upslope / Flat	Min 20 m* (Method 2)	BAL-29
2	Class A Forest	Upslope / Flat	Min 21 m*	BAL-29
3	Class B Woodland	Upslope / Flat	Min 14m*	BAL-29
4	Class B Woodland	Upslope / Flat	Min 14m**	BAL-29
5	Excluded Clause 2.2.3.2 (a), (e) & (f)	N/A	N/A	BAL-LOW
Determined Bushfire Attack Level				**BAL-29**

* This figure is calculated off a Method 2 analysis showing potential flame height for a fire in Plot 1 would be 19.8m, therefore the separation distance needs to exceed this. These are minimum distances required to meet BAL-29 setbacks. A lower BAL rating may be achieved based on an increased separation distance from the classified vegetation, if there is adequate area available within the proposed lots.

** This plot is located within the proposed lot and will be cleared to establish a house or managed to Asset Protection Zone Standards as a requirement of this Bushfire Management Plan. Therefore, the area is excluded in Figure 3.

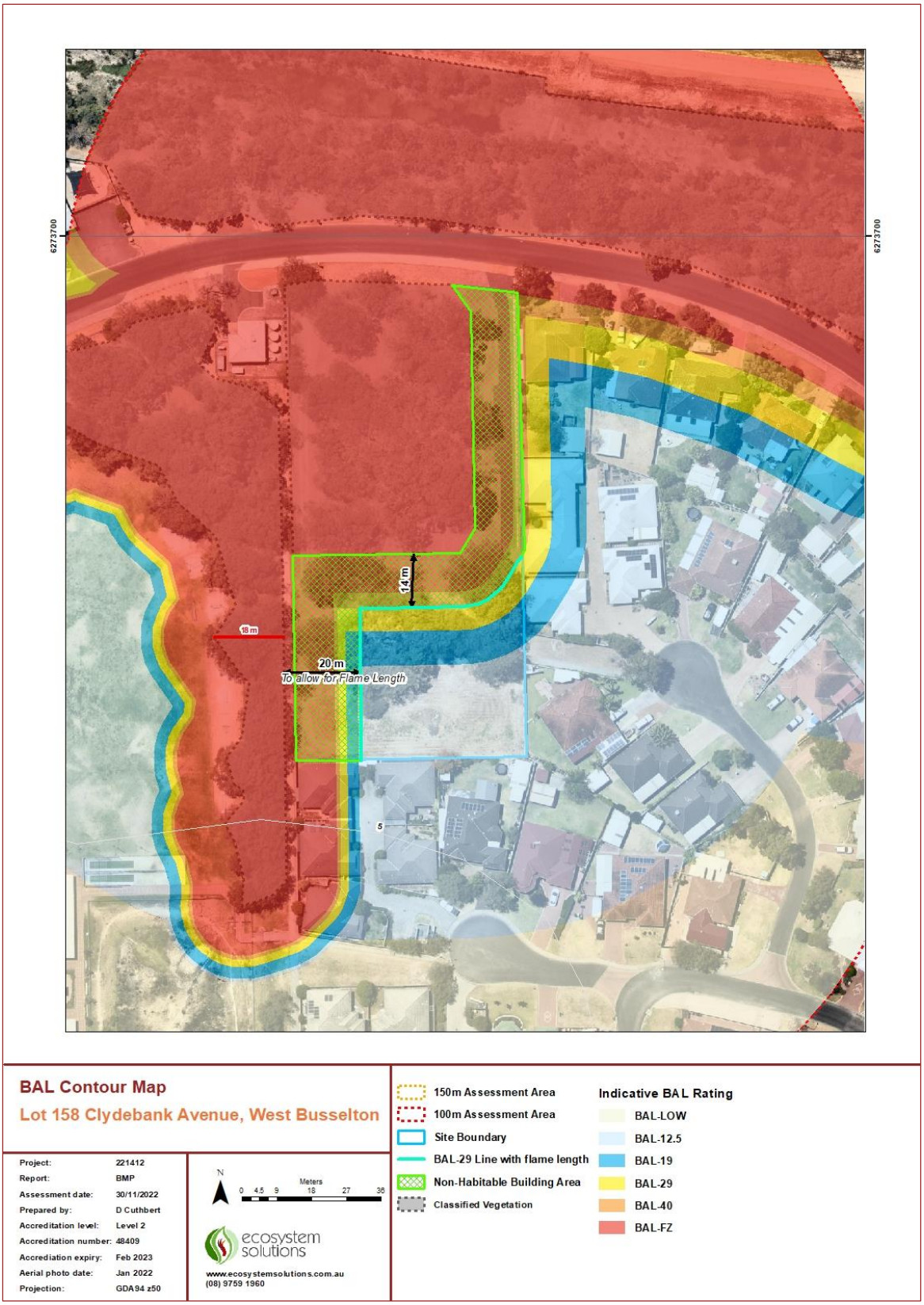


Figure 4 Map of Bushfire Attack Level Assessment

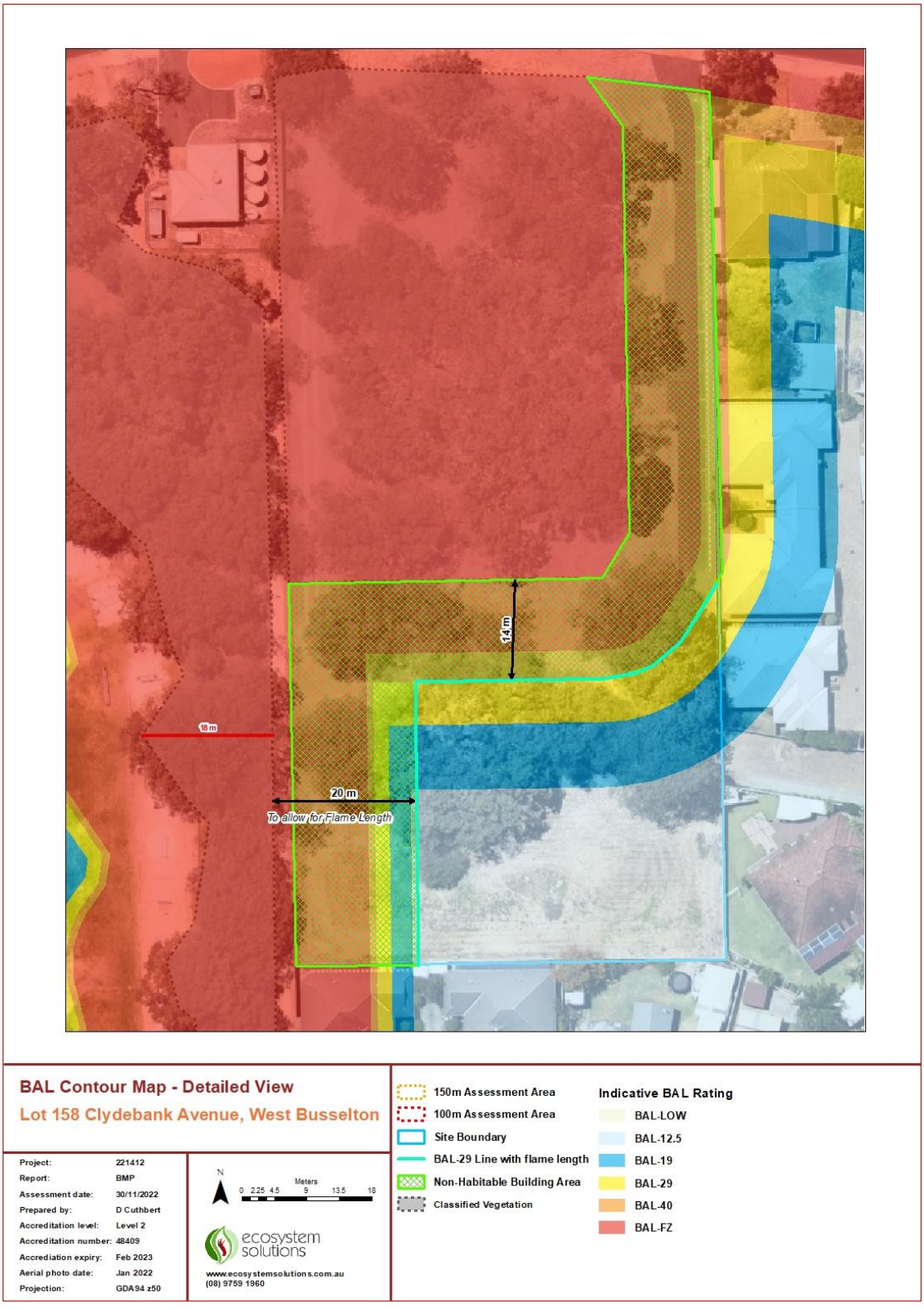


Figure 5 Map of Bushfire Attack Level Assessment - Detailed View

Environmental Considerations

2.1 Native Vegetation – modification and clearing

The Site contains areas of remnant native vegetation. Modification of this vegetation will be required within the Site to establish a low fuel state.

Existing trees are can be retained within the habitable building setback area, if the trunks at maturity are 6 metres from all elevations of a habitable building, branches at maturity do not touch or overhang a building, lower branches are removed to a height of 2 metres above the ground or surface vegetation and canopy cover is less than 15%, with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

This bushfire assessment assumes that relevant government approvals for any vegetation modification will be achieved prior to the commencement of any clearing.

The area has been assessed for environmental values using a simple desktop review (Table 4) for values under the *Environment Protection and Biodiversity Act 1999* (Cmth). Protected Matters Search Tool identifies four Threatened Ecological Communities and declared rare flora species or species habitat likely to occur within the area.

Table 4 Proposed native vegetation clearing within environmental valued areas

Environmental Value	Yes or No	If Yes - describe
Conservation Covenants	No	Not applicable
Bushfire Forever Sites	No	Not applicable
Conservation Category Wetlands and Buffer	No	Not applicable
Threatened Ecological Communities (TECs)	Yes	Banksia Woodlands of the Swan Coastal Plain ecological community, Tuart Woodlands and Forests of the Swan Coastal Plan ecological community and Claypans of the Swan Coastal Plain ecological community may occur within the area.
Threatened Flora	Yes	There are a number of Threatened flora species of species habitat that are known to occur within the area.

Environmental Value	Yes or No	If Yes - describe
Threatened Fauna	Yes	There are a number of Threatened fauna species or species habitat that are known to occur within the area including the Western Ringtail Possum (Critically Endangered) and three Black Cockatoo species (Endangered/ Vulnerable).
Significant through Local Planning or Biodiversity Strategy	No	Not applicable

2.2 Re-vegetation / Landscape Plans

No active revegetation is required. Any future planting of vegetation, or failure to maintain the Asset Protection Zones to the standard detailed in this BMP, can change the BAL rating significantly.

Assessment Against the Bushfire Protection Criteria

3.1 Compliance with the Acceptable Solutions for each Element

Bushfire Protection Criteria - Element 1 - Location		
Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property, and infrastructure.		
Acceptable Solution	**Compliance**	**Assessment Statements**
A1.1 Development location *The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a moderate or low bushfire hazard level, or BAL-29 or below.*	Compliance with this element is achieved.	The BAL Contour for the Site (Figure 4 & 5) shows the areas on the Lot where BAL-29 or a lower rating can be achieved. Any subdivision will be designed to ensure all residential lots achieve a BAL-29 or lower rating and are not exposed to direct flame contact. Habitable building setbacks may be required to ensure that no habitable building is constructed in an area of BAL-40, BAL-FZ or an area where direct flame contact will occur. At subdivision stage, the entire Site will be established and maintained in a low fuel state by the Landowner/Developer, with grass managed under 10 cm in height, as a requirement of this Bushfire Management Plan.

Bushfire Protection Criteria – Element 2 – Siting and Design		
Intent: To ensure that the siting and design of development minimises the level of bushfire impact.		
Acceptable Solution	**Compliance**	**Assessment Statements**
A2.1 Asset Protection Zone (APZ) *Every habitable building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:* • *Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m² (BAL-29) in all circumstances.* • *Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes).* • *Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones.'* (Appendix B).	Compliance with this element is achieved.	Asset Protection Zones surrounding each habitable building that eventuate within the Site will be established and maintained in perpetuity to meet the criteria in the Guidelines (Appendix B) with the following minimum distance required to achieve BAL-29; • 21 m from the Class A Forest Upslope/Flat, or to the lot boundary, whichever is closer; • 14 m to the Class B Woodland Upslope/Flat, or to the lot boundary, whichever is closer. Depending on the final lot layout, some APZ's may overlap lot boundaries. To ensure any dwelling constructed within the Site can achieve BAL-29 or a lower rating, the Developer must establish and maintain the Lot in a low fuel state at subdivision stage. As individual lots are sold, management for each lot will become the responsibility of the individual landowner. In addition to the requirements of the Guidelines, the City of Busselton's Firebreak Notice (which is subject to review from time to time, Appendix A) must be complied with. This includes Urban Lots over 2,024m² (Category 2) being required to maintain grasses at under 10 cm in height and removal of all dead branches from trees and shrubs. This management will ensure the area remains in a low fuel state in perpetuity.

Bushfire Protection Criteria – Element 3 – Vehicular Access		
Intent: To ensure that the vehicular access serving a subdivision/development is available and safe during a bushfire event.		
Acceptable Solution	**Compliance**	**Assessment Statements**
A3.1 Public Roads *Public roads are to meet the minimum technical requirements in Table 6, Column 1.* *The trafficable (carriageway /pavement) width is to be in accordance with the relevant class of road in the Local Government Guidelines for Subdivisional Development (IPWEA Subdivisional Guidelines), Liveable Neighbourhoods, Austroad standards and/or any applicable standards for the local government area.*	Not applicable to this Site.	The Developer will construct any public roads to meet the requirements of the relevant class of road in the Local Government Guidelines for Subdivisional Developments, Liveable Neighbourhoods, Austroads standards and/or applicable standards for the local government. Existing public roads in proximity to the Site are in good condition.
A3.2a Multiple access routes *Public road access is to be provided in two different directions to at least two different suitable destinations with an all-weather trafficable surface (two-way access).* *If the public road access to the subject site is via a no-through road which cannot be avoided due to demonstrated site constraints, the road access is to be a maximum of 200 metres from the subject lot(s) boundary to an intersection where two-way access is provided.* *The no-through road may exceed 200 metres if it is demonstrated that an alternative access, including an emergency access way, cannot be provided due to site constraints and the following requirements are met:* • *The no-through road travels toward a suitable destination; and* • *The balance of the no-through road, that is greater than 200 metres from the subject site, is wholly within BAL-LOW, or is within a residential built-out area – Figure 24.*	Compliance with this element is achieved.	The subject site is accessed via Clydebank Avenue, which is an existing through road. The entry to the Site is via a battle-axe leg, which is existing, and a legacy of past planning approvals. The no through access is approximately 75m in length, and therefore complies with this acceptable solution.

Bushfire Protection Criteria – Element 3 – Vehicular Access		
A3.2b Emergency Access Way	Not applicable to this Site.	Not applicable to this Site.
A3.3 Through-Roads *All public roads should be through roads. No-through roads should be avoided and should only be considered as an acceptable solution where:* • *It is demonstrated that no alternative road layout exists due to site constraints;* • *The no-through road is a maximum length of 200 metres to an intersection providing two-way access unless it satisfies the exemption provisions in A3.2a of this table.* *A no-through road is to meet all the following requirements:* • *Requirements of a public road (Table 6, Column 1, Figure 6); and* • *Turn-around area as shown in Figure 24.*	Compliance with this element is achieved	The Site is accessed via a no-through access leg, which is approximately 75 m in length and satisfied the exemption provisions in A3.2a above. This access is a legacy of past planning approvals and cannot be avoided.
A3.4a Perimeter roads	Not applicable to this Site.	Not applicable to this Site.
A3.4b Fire Service access route	Not applicable to this Site.	Not applicable to this Site.
A3.5 Battle-axe access legs *There are no battle-axe technical requirements where the point of the battle-axe access leg joins the effective area of the lot, is less than 50 metres from a public road in a reticulated area.*	Compliance with this element is achieved.	The existing battle-axe leg is approximately 75 m in length and 10m in width. The access through this battle axe leg is required to be constructed to meet the requirements of the relevant class of road in the Local Government Guidelines for Subdivisional Developments, Liveable Neighbourhoods, Austroads standards and/or applicable standards for the local government.

Bushfire Protection Criteria – Element 4 - Water		
Intent: To ensure that water is available to the subdivision, development, or land use to enable people, property, and infrastructure to be defended from bushfire.		
Acceptable Solution	**Compliance**	**Assessment Statements**
A4.1 Provision of water for firefighting purposes *Where a reticulated water supply is existing or proposed, hydrant connection(s) should be provided in accordance with the specifications of the relevant water supply authority.*	Compliance with this element is achieved.	The Site is located within a reticulated water supply area, with a fire hydrant. Reticulated water is required to be supplied to the Site in accordance with the Water Corporation's No. 63 Water Reticulation Standards.

3.2 Performance Based Solutions

The Site assessment was conducted in accordance with AS 3959-2018 Simplified Procedure (Method 1) and a Detailed Procedure for Plot 1 only (Method 2) due to the limited width of vegetation and potential head fire that could impact the Site. The Proposal meets all the compliance requirements for the four Bushfire Protection Criteria Elements. There are no performance-based solutions proposed.

3.3 Summary of the Assessment Outcomes

This plan provides acceptable solutions and responses to the performance criteria outlined in the *Guidelines for Planning in Bushfire Prone Areas* (WAPC, Dec 2021).

The layout and design of the development will be designed as such that no structure will be required to be exposed to a radiant heat flux in excess of 29 kW/m^2 (BAL-29) provided the management as outlined in the plan is adopted.

Any class 1,2, 3 or associated 10a structures that are to be constructed, or additions planned to existing dwellings shall be designed and built to conform with Australian Standards AS3959-2018:

- BAL-29 - sections 3 & 7;
- BAL-19 - sections 3 & 6; and
- BAL-12.5 - sections 3 & 5.

A summary of the Bushfire Management Strategies to be implemented is provided in Figure 6. The developable area shows the area within the Lot where a BAL-29 or lower rating can be achieved. A lower BAL rating may be achieved, depending on the exact location of the dwelling within the Lot.

Spatial representation of the proposed risk management measures



NOTES

The lot layout will be designed to ensure any dwelling eventuating within the Lot can achieve BAL-29 or lower rating. The Developable Area is illustrated in this map, a Habitable Building Exclusion Zone may be required at subdivision state to ensure that no dwelling eventuates within an area of BAL-40 or BAL-FZ.

The developer will establish and maintain the Site in a low fuel state at the subdivision stage, until individual lots are sold, where the responsibility becomes the individual lot owners.

Any public roads will be constructed according to the Guidelines.

Reticulated water and fire hydrants will be provided in accordance with the Water Corporations No.63 Water Reticulation Standard.

The design of the lot layout and establishment of water supply and access are the responsibility of the developer.

LEGEND

- Lot Boundary
- Hydrant
- Bal 29 area with Flame Length
- Classified Vegetation
- Distance

PROPERTY / ASSESSMENT DETAILS

Property Address: Lot 2 Clydebank Ave, West Busselton
Project No: 221412
Prepared by: D Cuthbert
Accreditation Level: Level 1
Accreditation Number: 48409
Accreditation Expiry Date: 02/23

N

0 15 30
Meters

ecosystem solutions
www.ecosystemsolutions.com.au
(08) 9759 1960

Figure 6 Map of Bushfire Management Strategies

Responsibilities for Implementation and Management of the Required Bushfire Measures

The responsibilities for the Developer, Landowner/Occupier and Local Government are outlined in Table 5 and Table 6 respectively.

Table 5 Developer Responsibilities

Number	Action	Due	Completed
1	Design the lot layout to ensure any dwelling eventuating within the Site can achieve a BAL-29 or lower rating.	At subdivision application stage	☐
2	Design all roads to the standards of Element 3 in accordance with the relevant class of road in the Local Government Guidelines for Subdivisional Development, Liveable Neighbourhoods, Austroad Standards and/or any applicable standards for the local government area.	At subdivision application stage	☐
3	Design the reticulated water and fire hydrants in accordance with the Water Corporation's No. 63 Water Reticulation Standards.	At subdivision application stage	☐
4	Provide a copy and obtain endorsement of this Bushfire Management Plan by those with responsibility under this plan including Builders, Landowners/Occupiers and City of Busselton.	Post planning approval and prior to lot sale	☐
5	Place a notice on the Certificate of Title, advising of the existence of this Bushfire Management Plan and associated maintenance obligations.	Creation of titles and deposited plan	☐

Table 6 City of Busselton Responsibilities

Number	Action	Due
1	Monitor landowner compliance with the annual firebreak notice.	Ongoing
2	Develop and maintain district bushfire fighting services and facilities.	Ongoing
3	Promote education and awareness of bushfire prevention and preparation measures though the community.	Ongoing
4	Administer the requirements of the *Bush Fires Act 1954*, *Planning and Development Act 2005* and the *Building Act 2011*.	Ongoing

Appendix A City of Busselton Firebreak & Fuel Hazard Reduction Notice

PERMITS TO BURN

Permits to Burn are required for the whole of the Restricted Burning Times and can only be obtained from the Fire Control Officer for your area

A list of Fire Control Officers is available on the **Fire and Emergency Services** page on the City's website

Most of our Fire Control Officers are volunteers, make sure you **plan ahead** if you intend to apply for a Permit to Burn

A Permit to Burn must be obtained before any burning takes place and the permit holder **must be in possession** of the permit throughout the duration of the burn

The permit holder shall ensure **all conditions** of the permit, as shown on the permit, are **fully complied** with

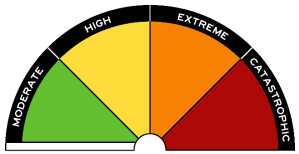
NOTIFY DFES COMMUNICATIONS CENTRE

DFES Communications Centre (9395 9209) are to be advised whenever the holder of a permit **commences burning**; and/or whenever a person is carrying out burning activities **outside of the Prohibited and Restricted Burning Times**

HARVEST VEHICLE MOVEMENT BANS

The City may declare **Harvest Vehicle Movement Bans** (HVMBs) at any time. For further information or to receive notification of HVMBs please visit the **Fire and Emergency Services** page on the City's website

The new Australian Fire Danger Rating System



Moderate: plan and prepare

High: be ready to act

Extreme: take action now to protect life and property

Catastrophic: for your survival, leave bushfire risk areas

GENERAL INFORMATION

Burning of Garden Refuse: pursuant to section 24G(2) of the *Bush Fires Act 1954*, the burning of garden refuse is prohibited throughout the District during Prohibited Burning Times, and prohibited in urban areas of the District during Restricted Burning Times

During Restricted Burning Times, a Permit to Burn is required for the burning of garden refuse in Rural Residential or Rural areas

Camping and/or Cooking Fires: pursuant to section 25(1a) of the *Bush Fires Act 1954*, the lighting of fires in the open for the purpose of camping and/or cooking is prohibited throughout the District during Prohibited Burning Times

The lighting of fires in the open for the purpose of camping and/or cooking is prohibited at all times when the **Fire Danger Rating** for the District is ***High or above** without the written approval of the City

Fire Pits, Chimineas, and/or Braziers: the lighting of fire pits, Chimineas and/or braziers is prohibited during Prohibited Burning Times, and otherwise prohibited if the **Fire Danger Rating** for the District is ***High or above**

Conditions for the Lighting and Extinguishing of Fires in the Open: when burning garden refuse; or lighting camping and/or cooking fires; or when lighting fire pits, Chimineas and/or braziers the space of ground around the site of the fire, having a radius of at least 3 metres from the site at the centre, shall be clear of all vegetation and other flammable materials

The person who lit the fire, or a person left in attendance at the fire as the case may be, shall completely extinguish the fire by the application of water and/or earth before that person leaves the site unattended

**The new Australian Fire Danger Rating System (AFDRS) will go live on 1 September 2022. The Australia wide system uses current science that significantly improves the ability to predict fire behaviour*

Work is underway at a State level to amend legislation to reflect the new AFDRS. Importantly, these changes will not affect the requirement for landowners or occupiers of land to fully comply with this Notice

For more information about the AFDRS visit

www.afac.com.au/initiative/afdrs

KEY DATES

Dates **may change due to seasonal fire conditions** in which case details will be published in local newspapers and on the City's website

PROHIBITED BURNING TIME
(BURNING IN THE OPEN IS PROHIBITED)

1 December 2022 to 28 February 2023

RESTRICTED BURNING TIMES
(BURNING PERMITS ARE REQUIRED)

15 October 2022 to 30 November 2022
and 1 March 2023 to 30 April 2023
(Burning on Public Holidays Prohibited)

COMPLIANCE DATES

Rural Residential / Urban / Industrial Land

Compliance with this Notice must be achieved no later than 15 November 2022 and maintained until 30 April 2023

Rural Land

Compliance with this Notice must be achieved no later than 15 December 2022 and maintained until 30 April 2023

FIREBREAK INSPECTIONS AND RIGHT OF ENTRY

The City will commence its annual firebreak inspection program on 15 November 2022

Rangers are appointed Bush Fire Control Officers under the provisions of the *Bush Fires Act 1954* and carry out annual inspections

Under the provisions of the Act, Bush Fire Control Officers may in the performance of their duties, enter any land or building including private property

FIREBREAK VARIATIONS

Where there are valid environmental and/or on-ground considerations that prevent full compliance with this Notice, landowners may apply to the City for a firebreak variation. A variation must be lodged in writing on an Application for Variation form that is available on the City's website.

Applications for variation must be submitted by 31 October 2022

City of Busselton
Geographe Bay

FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

2022/2023 BUSH FIRE SEASON

FIRST AND FINAL NOTICE

Take notice that pursuant to Part 3 Division 6 Section 33 of the ***Bush Fires Act 1954***, landowner(s) or occupier(s) of land shall construct firebreaks and carry out fire prevention work in accordance with this Notice

Failure to comply with this Notice may result in a fine of up to

$5,000

This year the City will be prioritising the inspection of properties that were issued Work Orders during the 2021/2022 bush fire season

Should you require assistance or clarification of the requirements of this Notice, please contact the City's Ranger Services on 9781 0444

FIREBREAK CATEGORY CODE AND SUMMARY OF REQUIREMENTS



ALL REQUIREMENTS IN THIS NOTICE ARE TO BE MAINTAINED THROUGHOUT THE ENTIRE DURATION OF THE FIRE SEASON
FAILURE TO COMPLY MAY RESULT IN A $5,000 FINE

PLEASE BE ADVISED THAT YOUR PROPERTY MUST COMPLY WITH CATEGORY REQUIREMENTS AS NOTED BY A TICK IN COLUMN A, B, C OR D



CATEGORY *It is the land owner's responsibility to identify the category that relates to their property and to ensure the necessary fire prevention works are completed on time. Please contact the City if you are unsure of your category.*	A	B	C	D
CATEGORY 1 **RURAL** Except plantations and vineyards (for tourist chalets, refer to Estate Fire Management Plan or Individual Fire Management Plan) Sections A, C and D apply to this category.	✓		✓	✓
CATEGORY 2 **URBAN RESIDENTIAL & INDUSTRIAL - COMMERCIAL** Sections A, B, D and E1 Trees, apply to this category. Refer to section E - Interpretation and Additional Requirements (E1 Trees).	✓	✓		✓
CATEGORY 3 & 4 **PLANTATIONS** Fire Management Plan applies	N/A	N/A	N/A	N/A
CATEGORY 5 **PROTEA PLANTATIONS / VINEYARDS** (For tourist chalets, refer to Estate Fire Management Plan or Individual Fire Management Plan) Sections A, B, C and D apply to this category.	✓	✓	✓	✓
CATEGORY 6 **RURAL RESIDENTIAL - LOTS WITH INDIVIDUAL (MINERAL EARTH) BOUNDARY BREAKS** Sections A, B, C and D apply to this category unless the property is subject to Estate Fire Management Plan or Individual Fire Management Plan	✓	✓	✓	✓
CATEGORY 7 **RURAL RESIDENTIAL - LOTS WITH A STRATEGIC FIREBREAK ON ONE OR MORE BOUNDARIES** Sections A, B, C and D apply to this category unless the property is subject to Estate Fire Management Plan or Individual Fire Management Plan	✓	✓	✓	✓
CATEGORY 8 **RURAL RESIDENTIAL - LOTS WITHIN A STRATEGIC FIREBREAK AREA WITH NO STRATEGIC FIREBREAKS ON THE LOT BOUNDARIES** Sections B, C and D apply to this category unless the property is subject to Estate Fire Management Plan or Individual Fire Management Plan		✓	✓	✓

A - Firebreak

– The term firebreak includes a mineral earth firebreak. A mineral earth firebreak means a 3 metre wide area of the owner(s)/occupiers(s) land, cleared and maintained totally clear of all vegetation material (living or dead) so there is only mineral earth left. Any overhanging trees and other vegetation must be pruned to a height of 5 metres above the ground level of a mineral earth firebreak.

Category 1 – Rural: A mineral earth **FIREBREAK** shall be constructed **3 metres** wide, except in pasture or crop areas where a **FIREBREAK** shall be **2 metres** wide. **FIREBREAKS** shall be located adjacent to all external boundaries of the land. Where the land area exceeds 120 hectares, an additional **FIREBREAK** must divide the land into areas of not more than 120 hectares with each part completely surrounded by a **FIREBREAK.**

Category 2 - Urban Residential and Industrial-Commercial: Where the area of land exceeds 2024m² (½ acre) a mineral earth **FIREBREAK** shall be constructed and maintained at least **3 metres** wide and within **6 metres** of the inside of all external boundaries of the land. Where the area of land is 2024m² (½ acre) or less, hazardous material must be removed in accordance with section **B - Fuel Reduction (refer to B1).**

Category 5 - Protea Plantations/Vineyards: A mineral earth **FIREBREAK** shall be 3 metres wide. A low fuel area is to be maintained in accordance with section **B - Fuel Reduction (refer to B2).**

Category 6 and 7 - Rural Residential: A mineral earth **FIREBREAK** shall be constructed **3 metres** wide. On Category 6 Rural Residential land with pasture or crop, a **FIREBREAK** shall be **2 metres** wide and located within **6 metres** of all external boundaries of the land. For Category 7 Rural Residential land, free access along a Strategic **FIREBREAK** is to be maintained at all times and including across the boundary of a lot, by means of a **3.5 metres wide field gate** in the adjoining lot boundary fence.

B - Fuel Reduction

1) **Category 2 - Urban Residential and Industrial-Commercial:** Where the area of land is 2024m² (½ acre) or less, **ALL HAZARDOUS MATERIAL** must be removed from the whole of the land except living trees. In the area remaining, vegetation is to be maintained to a height of no greater than **10 centimetres**; this includes piles of timber, branches and other vegetation. Trees shall be pruned in accordance with section **E – Interpretation and Additional Requirements (refer to E1).**
2) **Category 5 - Protea Plantations/Vineyards:** A **5 metre** low fuel area is to be maintained between the **3 metre FIREBREAK** and the plantation/vineyard area. In this area, vegetation is to be maintained to a height of no greater than **10 centimetres**; this includes piles of timber, branches and other vegetation.
3) **Category 6, 7 and 8 - Rural Residential:** Parkland clearing must be carried out in all open paddocks and along the boundary of the property. Clearing means that all dead vegetation and dry grasses (excluding approved crops, pasture areas and living trees/shrubs) including piles of timber and disused materials must be maintained to a height of no greater than **10 centimetres**.

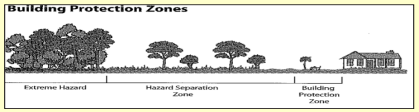
C - Building Protection Zones (BPZ)

– This is a modified area of reduced fuel immediately surrounding a building

BPZ's starve the fire by reducing the fuel levels around your house. These requirements are designed to reduce the fire's intensity and minimise the likelihood of flame contact with buildings. The BPZ gives more protection to families should a fire threaten suddenly and they cannot leave. It also provides extra protection for fire fighters and property owners who may decide to stay with their property.

A BPZ shall be provided for buildings in bush fire prone areas. The surroundings of buildings must comply with the following requirements:

1) The BPZ for existing buildings must be at least 20 metres from any external wall of the building unless varied under an approved Fire Management Plan (FMP) in accordance with section **E - Interpretation and Additional Requirements (refer to E4).**
2) The minimum BPZ for buildings constructed after 1 November 2011, in all cases shall be 25 metres.
3) The BPZ must be located within the boundary of the lot that the building is situated on.
4) Hazardous/flammable materials must not exceed the maximum fuel load specified in Point 5 below with grass areas not exceeding a height greater than 10 cm.
5) Fuel loads must be reduced and maintained at 2 tonne per hectare.
6) Isolated trees and shrubs may be retained, however, the first 5 metres around all buildings is to be clear of all hazardous/flammable materials.
7) Reticulated gardens in the BPZ shall be maintained to a height of no greater than 500 millimetres.
8) Wood piles must be at least 10 metres away from habitable dwellings.
9) Trees in the BPZ must comply with section **E - Interpretation and Additional Requirements (refer to E1).**
10) Where the land has an approved FMP, compliance must be achieved in accordance with the FMP. The FMP may vary the above BPZ requirements.
11) A Hazard Separation Zone (HSZ) is also recommended in the absence of a Fire Management Plan. **Section E - Interpretation and Additional Requirements (refer to E3).**



D – Fuel Storage & Haystack Protection Zones

A **3 metre** mineral earth **FIREBREAK** shall be located within **6 metres** of fuel storage tanks, sheds, gas cylinders and haystacks. The mineral earth firebreak shall be maintained so that it is totally clear of all material (living or dead).

E – Interpretation and Additional Requirements

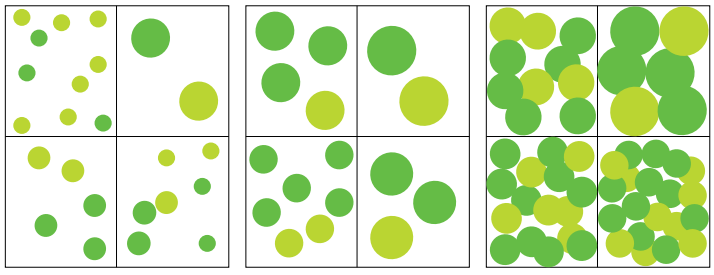
1) **Trees** On **Urban, Industrial, Rural,** and **Rural Residential** land, all tree branches must be removed or pruned to ensure a clear separation of at least **3 metres** back from the eaves of all buildings and **5 metres** above the top of the roof. Branches that may fall on the house must also be removed. In the **BPZ** the following is 'recommended'; the spacing of individual or groups of trees should be 15 metres apart to provide for a 5 metres separation between tree crowns. There is also a requirement of 2.5 metres between trees and power lines so they do not come into contact and start a fire or bring down a power line.
2) **Hazardous and Flammable Materials** means the accumulation of fuel including burn piles (living or dead) such as leaf litter, twigs, trash, bush, dead trees and scrub capable of carrying a running fire, but excludes standing living trees and isolated shrubs. **NOTE**: All remaining vegetation, piles of timber, branches and other living vegetation must be maintained to a height of no greater than 10 centimetres. To measure and determine fuel loads use DFES's *Visual Fuel Load Guide* at http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/pages/publications.aspx#5 and select *Visual Fuel Load Guide Swan Coastal (Part 1 & 2)*. Surface bush fire fuels should be kept low to the ground.
3) **Hazard Separation Zones (HSZ)** A HSZ is a modified area of reduced fuel load outside of the BPZ and is recommended to assist in reducing the fires intensity when flames are approaching buildings. Both the BPZ and the HSZ are essential strategies for the protection of buildings. A HSZ covers the area 75 metres outside the BPZ.
   The HSZ should be modified to have a maximum fuel load of 6-8 tonne per hectare. This can be implemented by fuel reduction methods such as burning, mowing and slashing to remove the hazard. This should not require the removal of living trees or shrubs. **REMEMBER:** reduce the fuel level of the fire to lower the intensity of the blaze. Further information on fuel loading can be found in the *Visual Fuel Load Guide* available by calling DFES or via their website at www.dfes.wa.gov.au
4) **Fire Management Plan (FMP)** A FMP is a comprehensive plan for the prevention and control of bushfires which may apply to individual land holdings. A notification, pursuant to the Transfer of Land Act 1893 (as amended) may be placed on the Certificate(s) of Title of the land for medium to long term fire management to reduce the occurrence and minimise the impact of uncontrolled bush fires, thereby reducing the threat to life, property and the environment. The land owner must comply with the FMP. **Building in bush fire prone areas**, new dwellings and other forms of accommodation, as well as additions to existing buildings are to be constructed in accordance with in *Australian Standard 3959-2009.* In designated bush fire prone areas, the minimum BPZ in all cases shall be 25 metres. Further information on this and other information relating to fire safety issues can be found on the City's website www.busselton.wa.gov.au

Appendix B Technical Requirement of the Guidelines for Planning in Bushfire Prone Areas



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	• Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	• Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	• Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <15 per cent of the total APZ area. • Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. **Figure 19:** Tree canopy cover – ranging from 15 to 70 per cent at maturity  15% 30% 70%
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	• Should not be located under trees or within three metres of buildings. • Should not be planted in clumps >5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Grass	• Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	• Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	• Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

** Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes*



Table 6: Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way[1]	3 Fire service access route[1]	4 Battle-axe and private driveways[2]
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road[3]	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road[3]		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

[1] To have crossfalls between 3 and 6%.

[2] Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

[3] Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.



EXPLANATORY NOTES

E3.6 Private driveways

In areas serviced by reticulated water, where the road speed limit is not greater than 70 km/h, and where the distance from the public road to the further part of the habitable building is no greater than 70 metres, emergency service vehicles typically operate from the street frontage.

In the event the habitable building cannot be reached by hose reel from the public road, then emergency service vehicles will need to gain access within the property. Emergency service vehicles will also need to gain access within the property, where access to reticulated water (fire hydrants) is not possible. In these situations, the driveway and battle-axe (if applicable) will need to be wide enough for access for an emergency service vehicle and a vehicle to evacuate.

Turnaround areas should be available for both conventional two-wheel drive vehicles of residents and Type 3.4 fire appliances. Turn-around areas should be located within 30 metres of habitable buildings. Circular and loop driveway design may also be considered.

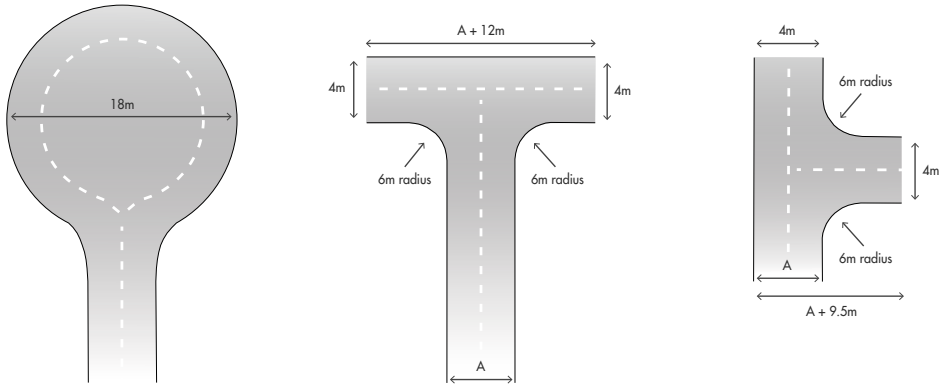


Figure 28: Design requirements for a turn-around area for a private driveway or battle-axe

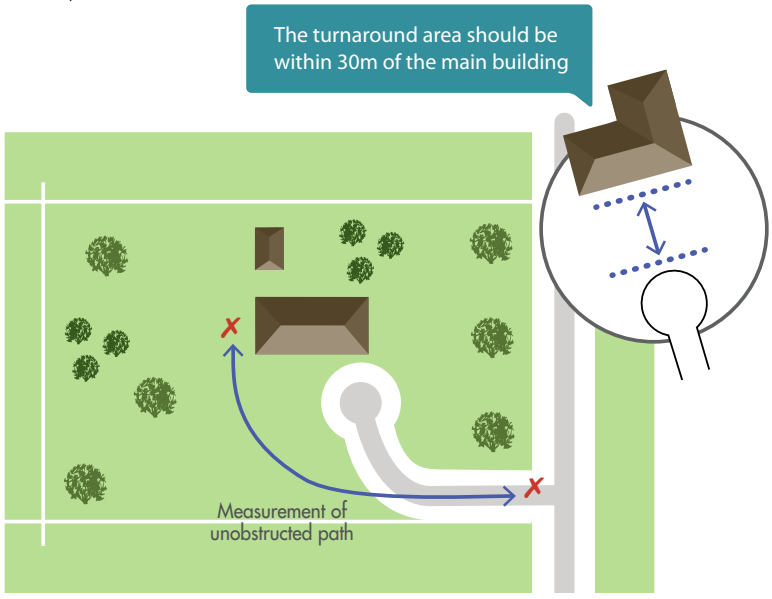


Figure 29: Design requirements for a private driveway where required under A3.6



SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot **or** 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

2.2 Technical requirements

2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

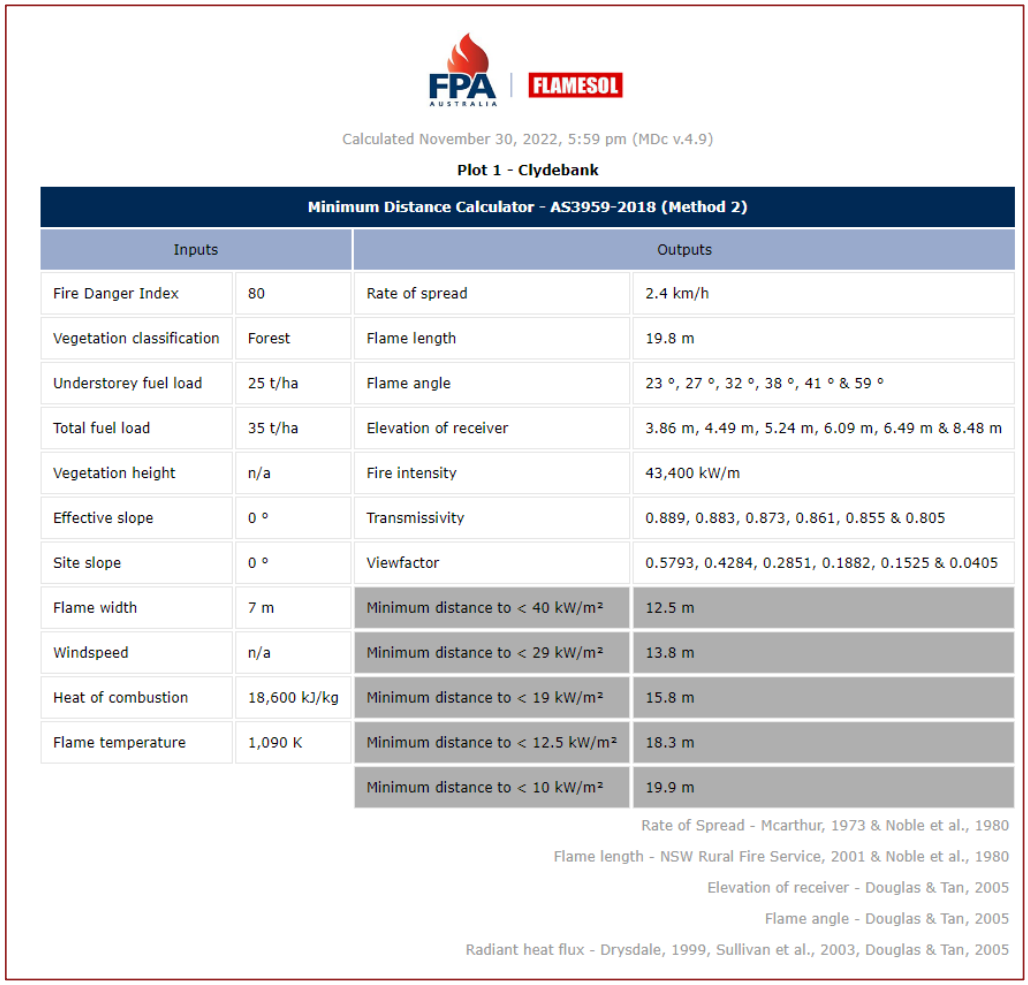
2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

2.2.2.2 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.

Appendix C Method 2 Calculations



Calculated November 30, 2022, 5:59 pm (MDc v.4.9)

Plot 1 - Clydebank

Minimum Distance Calculator - AS3959-2018 (Method 2)			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	2.4 km/h
Vegetation classification	Forest	Flame length	19.8 m
Understorey fuel load	25 t/ha	Flame angle	23 °, 27 °, 32 °, 38 °, 41 ° & 59 °
Total fuel load	35 t/ha	Elevation of receiver	3.86 m, 4.49 m, 5.24 m, 6.09 m, 6.49 m & 8.48 m
Vegetation height	n/a	Fire intensity	43,400 kW/m
Effective slope	0 °	Transmissivity	0.889, 0.883, 0.873, 0.861, 0.855 & 0.805
Site slope	0 °	Viewfactor	0.5793, 0.4284, 0.2851, 0.1882, 0.1525 & 0.0405
Flame width	7 m	Minimum distance to < 40 kW/m²	12.5 m
Windspeed	n/a	Minimum distance to < 29 kW/m²	13.8 m
Heat of combustion	18,600 kJ/kg	Minimum distance to < 19 kW/m²	15.8 m
Flame temperature	1,090 K	Minimum distance to < 12.5 kW/m²	18.3 m
		Minimum distance to < 10 kW/m²	19.9 m

Rate of Spread - Mcarthur, 1973 & Noble et al., 1980

Flame length - NSW Rural Fire Service, 2001 & Noble et al., 1980

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

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Agency Submissions				
No.	**Name and Address**	**Nature of Submission**	**Comment**	**Recommendation**
1.	Environmental Protection Authority 8 Davidson Terrace Joondalup	After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) but nevertheless provides advice and recommendations. Please note the following: • For the purposes of Part IV of the EP Act, the Scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV, Division 4 of the EP Act. • There is no appeal right in respect of the EPA's decision to not assess the scheme. Amendment 57 to the City of Busselton Local Planning Scheme 21 proposed to reclassify Lot 1 and 2 Clydebank Avenue, West Busselton from 'Local Centre' to 'Reserve for Public Purposes' (Water Authority) and 'Residential' (R30), respectively.	Noted	That the submission be noted.

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		The EPA has considered the scheme amendment in accordance with the requirements of the EP Act. The EPA considers that the scheme amendment is unlikely to have a significant effect on the environment and does not warrant formal assessment under Part IV of the EP Act. The EPA has based its decision on the original referral documentation and additional information provided by the City of Busselton. Having considered this matter, the following advice is provided: **Environmental Factors** Having regard to the EPA's (2021) *Statement of Environmental Principles, Factors, Objectives and Aims of Environmental Impact Assessment,* the EPA has identified the following preliminary environmental factors relevant to this scheme amendment: • Flora and vegetation • Terrestrial fauna **Advice and Recommendations regarding the Environmental Factors** **Flora and Vegetation and Terrestrial Fauna**		

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		The EPA notes that the amendment area contains remnant Agonis flexuosa (peppermint trees) which provide habitat for the critically endangered Western Ringtail Possum (WRP; *Pseudocheirus occidentalis*). Future residential development on Lot 2 may impact these values. The EPA notes and supports that Amendment 57 proposes to reclassify Lot 1 to 'Reserve for Public Purposes' to provide an adequate buffer to the neighbouring Water Corporation pumping station, retaining remnant vegetation. In response to consultation with the City of Busselton, the EPA recommends the following measures be considered at the subdivision and development application stages which may assist in mitigating potential impacts from the future development of Lot 1: • Subdivision conditions may require the identification and retention of habitat trees; • The Medium Density R-Codes requirements for tree retention; • Requirement for a Native Fauna Management Plan (to be prepared		

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		in consultation with the Department of Biodiversity, Conservation and Attractions); • The planting of replacement peppermint trees within the vicinity of the amendment; • A Tree Protection Plan detailing where trees are being retained and which require protection during construction; and • An advice note advising the requirement for a Section 40 Ministerial authorisation for taking and disturbing threatened fauna (including a fauna handler to be present on site during clearing). The EPA concludes the scheme amendment can be managed to meet the EPA's environmental objectives for the above factors through the existing scheme provisions. The EPA also notes that further impacts may be mitigated through future development application requirements and other statutory processes. The EPA recommends its advice is implemented to further mitigate potential impacts to the above factors.		

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2.	Department of Water and Environmental Regulation (DWER)	Thank you for providing the above proposal for the Department of Water and Environmental Regulation to consider. This proposal involves the rezoning of land from 'Local Centre' to 'Reserve for Public Purposes: Water Authority' and also to 'Residential (R30).' As there are negligible water and environmental implications associated with this rezoning, the Department has no comments to offer. In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed. Should you require any further information on the comments please contact the undersigned.	Noted.	That the submission be noted.
3.	Department of Biodiversity, Conservation and Attractions (DBCA)	I refer to your email dated 10 May 2023 seeking comments from the Department of Biodiversity, Conservation and Attractions (DBCA) Parks and Wildlife Service in relation to planning scheme amendment for the above property.	It is acknowledged that under the current R-Codes policy settings, a grouped dwelling development whether at R30 or R20 as suggested by DBCA, would likely result in significant tree removal. That is, the R-Codes and the Scheme do not provide sufficient scope or standards to limit vegetation	That the submission be noted.

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		Parks and Wildlife provides the following advice. **Advice to City** No flora, vegetation or fauna survey information was provided with the current application. Lots 1 and 2 are predominately covered by Western Australian Peppermint (*Agonis flexuosa*), which is the preferred habitat for the critically endangered western ringtail possum (WRP). WRP are listed as critically endangered under Western Australia's *Biodiversity Conservation Act 2016* (BC Act) and the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The site is known to support WRP as they have been found within Lots 1, 2 and the surrounding area. Lots 1 and 2 are located within a Primary Corridor area for WRP outlined in EPBC Act policy statement 3.10, *Significant impact guidelines for the vulnerable western ringtail possum* (*Pseudocheirus occidentalis*) in the southern Swan Coastal Plain, Western Australia (Department of	removal where a right for residential development is granted by the Scheme. While the DBCA has recommended a R20 density, it is not considered a change in density alone would address the issue of vegetation removal, noting R20 could still result in at least four grouped dwellings on Lot 2. It is considered that future development will be required to be positioned to the south east corner of the site to allow for separation distances to achieve BAL 29 ratings regardless of density of R20 or R30. Accordingly, it is recommended Special Provision 78 (SP78) is included as a modification to the amendment. SP78 will provide a head of power to require the preparation of a Local Development Plan prior to subdivision or development occurring. Therefore, a LDP is considered a suitable option to achieve a site responsive design that retains mature vegetation to the greatest extent possible.	

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		Environment, Water, Heritage and the Arts 2009). The Environmental Protection Authority determined on 2 May 2023 that the removal of the Lot 2 Peppermint trees may result in the loss of WRP habitat and recommended that a fauna management plan and tree protection plan be required. Future development within both lots will require the removal of considerable WRP habitat. The Ecosystem Solutions Lot 2 Bushfire Management Plan (18 January 2023) Section 3.1 Element 1 – Location states that the entire site will be established and maintained in a low fuel state. The application did not include any information related to the numbers of WRP within Lots 1 and 2 or the capacity of the surrounding vegetation to absorb additional displaced WRP animals. Clearing within the lots will result in WRP being isolated within a surrounding area that may not adequately sustain an increased WRP population.		

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		DBCA recommends that the planning scheme amendment includes a provision requiring a fauna survey to be undertaken prior to any development, to determine the proposed Lot 1 and 2 development impacts on the existing and surrounding WRP populations. The fauna survey outcomes should guide the proposed Lot 1 and 2 development footprints and the management of displaced WRP. Depending on the outcomes of the survey information, the proponent may need to seek advice in relation to significant impacts to WRP from the Federal Department of Climate Change, Energy, the Environment and Water. The Amendment report Section 1.1 refers to the prevailing residential density in the area as being R20. DBCA's preference would be that development within Lots 1 is limited to the proposed Water Corporation pump station and a single dwelling within Lot 2 rather than zoning for R30, to maximise the retention of WRP habitat where possible. When clearing of threatened fauna habitat is required, a qualified fauna spotter who		

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		holds a BC Act Section 40A authority, should be on-site to ensure WRP are adequately protected. A post clearing monitoring report should be provided to DBCA upon completion of vegetation clearing works, in accordance with the BC Act.		
4.	Department of Fire and Emergency Services (DFES)	I refer to your email dated 17 May 2023 regarding the submission of a Bushfire Management Plan (BMP) (Revision C) prepared by Ecosystem Solutions dated 18 January 2023, for the above Scheme Amendment. This advice relates only to *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.	**Vegetation Classification Plot 3:** The applicant has argued that the correct classification for Plot 3 is Class B Woodland, as per the following italicised comments: *Class A Forest vegetation classification is defined as:* "*Trees over 30m high, 30-70% canopy cover, typically dominated by eucalypts, melaleuca or callistemon ……*" *While the canopy cover of this vegetation exceeds the 30% canopy cover stated in Table 2.3 of AS 3959-2018, the height of the trees are well under the 30m height reference. Forest also includes a default fire fuel loads of 35 tonnes per hectare. The managed understory of this vegetation is unlikely*	That the submission be noted.

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		Assessment • The site is currently zoned 'Local Centre' with the proposed Scheme Amendment changing the zoning to 'Reserve for Public Purposes' for Lot 1 and 'Residential R30' for Lot 2. • Lot 1 will retain significant bushfire risk, however the proposed zoning does not appear to increase the development potential of the site. • It is noted that the BMP provided relates to the rear lot only. **1. Policy Measure 6.3 (a)(ii) Results of a Bushfire Attack Level (BAL) Assessment** **Vegetation Classification:** Vegetation plot 3 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. The foliage cover appears to exceed 30% and there is no clear delineation from the adjoining Class A Forest to the west of the site. Furthermore, as part of the Scheme Amendment this lot is to be rezoned to Public Purposes (Water Authority). Typically these areas are not	*to exceed 2-5 tonnes a hectare based on the management protocols currently used.* *A classification of Class B Woodland is defined as Trees 10-30m, which a 10-30% canopy cover and default fuel load of 25 tonnes per hectare (Table B# AS 3959-2018). These trees are well under 10m in height but the canopy is more than 30% but the resulting fuel loads are well under the default 25 t/ha. Therefore, Ecosystem Solutions believe that a Woodland classification is very conservative for the site, resulting in Radiant Heat Flux calculations well in excess of any anticipated bushfire event based on fuels and vegetation structure. Therefore Ecosystem Solutions asserts that Woodland is an appropriate classification for this vegetation plot, in this landscape*. Having regard to the *Visual Guide for Bushfire Risk Assessment (2016)*, it is considered that due to the lack of established understorey, the sub 30m height of the trees and the resulting fuel load being under 25t/ha, Class B	

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		maintained. The BMP should be detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation as per AS3959 or the resultant BAL ratings may be inaccurate. **Action:** modification to the BMP is required. **Method 2:** The Method 2 calculation is not accepted. The BAL FZ distance should not be shorter than the proposed flame length in the horizontal plane, therefore the minimum BAL-FZ length should be 19.8m. On this basis, it would not be possible to achieve BAL-29 with 14m of separation, as this would still be within the flame zone. The short fire run must be provided and assessed as a performance solution under the NCC, the solution in the BMP is not a valid Method. In order to provide a Performance Solution, the relevant verification method is GV5 Buildings in	Woodland is an appropriate classification. It is considered that the current classification and related setback distance of 14m is appropriate. **Method 2 calculation:** Comments by DFES are accepted and the BMP has been modified to accommodate the 19m flame length by increasing the setback from the classified vegetation on the western boundary to 20m. Commentary on whether Method 2 should be considered as a Performance Solution or Deemed to Satisfy under the requirements of the NCC does not impact the validity of the supporting document. Further fine grain assessment can be carried out at later stages of the planning process if required, however no further modifications to the BMP are considered to be required in this regard. **Location Siting and Design:**	

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		bushfire prone areas. G5V is a means to verify the appropriate risk of ignition from a bushfire in order to meet the bushfire resistance requirements of GP5.1. For further guidance, refer to the ABCB Buildings in Bushfire Prone Areas Verification Method Handbook. Further to the above, section 3.1 of the BMP states that a 21m APZ is required where abutting Class A Forest. It does not appear that Section 3.1 has applied the outputs of the Method 2 calculation. **Action:** modification to the BMP is required. **2. Policy Measure 6.3 (c) Compliance with the Bushfire Protection Criteria** **Location and Siting and Design:** A1.1 and A2.1 not demonstrated. The BAL ratings cannot be validated, as the vegetation classification inputs require modification as per the above table. The Guidelines state that the strategic planning proposal should be located in an	The BMP (Revision D) has been modified to increase the setback distance to the western boundary, however it is considered the 14m setback from the northern boundary (informed by the vegetation classification of Class B Woodland) is appropriate. The revised BMP has appropriately demonstrated the development footprint can accommodate development at the BAL-29. No further modifications to the BMP are considered to be required in this regard. **Vehicular Access:** The City agrees with the applicant that A3.4a (Perimeter Roads) is not applicable as due to the restricted development footprint, the maximum number of lots would be in the 5-7 range. Based on the explanatory text within the Bushfire Guidelines, A3.4a only applies where 10 or more lots are proposed. Further, A3.4b (Fire Service Access Route) only applies in instances where a	

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		area of BAL-29 or below and the strategic planning stage provides opportunity to ensure that this can be achieved. No residential lots should be impacted by BAL-40/FZ; options to increase hazard separation should be investigated, such as perimeter roads or fire service access routes, with reliance on setbacks only where these cannot be achieved. DFES notes that the required modifications to vegetation classifications and the Method 2 calculation outputs will greatly reduce the developable area of the subject site. **Action** – modification to the BMP is required. **Vehicular Access:** A3.4a and A3.4b not demonstrated. The BMP states that the Acceptable Solutions for the above criteria are not applicable to this site, however it is unclear why they would not apply. The proposal is for a strategic application where the final lot layout is unknown, given the potential	perimeter road in accordance with A3.4a cannot be achieved. Essentially, as A3.4a is not triggered, neither is the supporting clause of A3.4b. The advertised version of the BMP (Revision C), has been revised and updated. A modification is recommended to the WAPC in support of the revised BMP.	

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		for further subdivision under the R30 density coding. The BMP should be updated to clarify that a perimeter road, or an FSAR (whichever is applicable) will be utilised to provided hazard separation as well as access for firefighters to the extreme hazard vegetation abutting the development site to the west and north. Furthermore there appears to be a potential access available connecting to Macneil Cove to the east, currently a shared path, which should be explored. **Action** – modification to the BMP is required. A3.5 and A3.6 – comment only DFES notes that it is likely that any subdivision/development proposal on the rear development site is likely to require a turning area in the lot which may substantially impact the development potential of the site. Action – to be addressed at later stages.		

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		Recommendation – compliance with acceptable solutions not demonstrated – modification required: The BMP does not adequately address the policy requirements of SPP 3.7 and the Guidelines. DFES has assessed the Scheme Amendment and accompanying BMP. Several issues need to be addressed prior to support of the proposal (refer to the table above).		
Public Submissions				
1.	Hannelie Evans (on behalf of Department of Communities)	Department of Communities in principle support the rezoning of the site. It is an opportunity for a range of dwelling types to be delivered in the single residential area. A change in density to R40 is recommended to provide for greater design flexibility. A R40 coding will provide greater flexibility for the design and development of a mix of dwelling types, including single bedroom multiple dwellings.	While R40 could be appropriate for development of the site it is considered that R30 is consistent with the existing pattern of R20 and R30 density within the immediate locality. It is further noted that Department of Communities do not own the site and it would be expected that earlier discussion would have occurred to facilitate higher density development (possibly with a social housing element) should it be intended to be delivered by the State government.	That the submission be noted.

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OFFICER: Justin Biggar

2.	Sally Johns West Busselton WA 6280	I do support the rezoning of the block, however I am concerned about the footpath from MacNeil Cove. If the block is rezoned for residential, I would like confirmation that the footpath will be closed off and not used for pedestrian or vehicle access. I am concerned about traffic increase to the street if the path way is left in.	It is likely the PAW was created with the intention of providing a secondary pedestrian access to the Local Centre. The street design of the locality features a number of similar PAW's providing pedestrian permeability through the wider neighbourhood, though these provide connection directly through to the street network, rather than existing lots. Noting the proposed change from a commercial to residential zoning, it is unlikely there will be a requirement or desire to retain a public pedestrian path of travel into the lot. Vehicle access is currently provided via a battle-axe driveway accessed from Clydebank Avenue. While these issues are best addressed at the development application stage, it is considered the most likely scenario would be for the PAW to be closed through a separate process for Council consideration.	That the submission be noted.
3.	Christie Silva West Busselton WA 6280	Object. R30 is too high on Lot 45B, not consistent with majority of surrounding properties. Significant fauna habitat trees present on the Lot.	The proposed R30 density is wholly consistent with the immediate locality which is a mix of R20 and R30. For example, the two immediately abutting	That the submission be noted.

Attachment D – Schedule of Submissions
PROPOSAL: AMD21/0057 – Lot(s) 1 (No 45A) and 2 (No 45B) Clydebank Avenue West Busselton
SUBMISSIONS CLOSE: 30 June 2023
OFFICER: Justin Biggar

		Other options besides high density residential housing could be considered for this Lot: - Rehabilitate to urban native fauna habitat. Critically endangered western ringtail possum and Black cockatoos currently utilise the site (along with several other bird species); - Design as a community building project and build an urban nature space; - Vest to the school for expansion/or nature space; - Vest as an offset site. A lower density than R30 would be more appropriate on this Lot because: - close proximity to primary school - the restricted access to Lot 45B; - not consistent with surrounding property density; - will change character of the neighbourhood; - Increased traffic will impact children playing in the streets.	properties at 14 MacNeil Cove and 8 Curno Place are both zoned 'Residential R30.' There are seven further pockets of R30 density development within 500m of the site. As such, the proposed density is not considered to impact the character of the neighbourhood or be inconsistent with surrounding property densities as stated. As per Liveable Neighbourhood guidance, a locality should provide a range of densities to accommodate a variety of lot sizes and housing types beyond single detached housing. The proposed alternative options are not considered viable as they would require the purchase of the lot by the City which would incur a significant financial cost, noting the size and location of the property. It is acknowledged that under the current R-Codes policy settings, a grouped dwelling development would potentially result in significant tree removal. That is, the R-Codes and the	

Attachment D – Schedule of Submissions
PROPOSAL: AMD21/0057 – Lot(s) 1 (No 45A) and 2 (No 45B) Clydebank Avenue West Busselton
SUBMISSIONS CLOSE: 30 June 2023
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			Scheme do not provide sufficient scope or standards to limit vegetation removal. Accordingly, it is recommended Special Provision 78 (SP78) is included as a modification to the amendment. SP78 will provide a head of power to require the preparation of a Local Development Plan prior to subdivision or development occurring. The LDP will address issues of building exclusion area, lot access and building envelopes to best achieve retention of vegetation on site.	

Attachment D – Schedule of Submissions
PROPOSAL: AMD21/0057 – Lot(s) 1 (No 45A) and 2 (No 45B) Clydebank Avenue West Busselton
SUBMISSIONS CLOSE: 30 June 2023
OFFICER: Justin Biggar

Attachment 5 – Schedule of Modifications
PROPOSAL: AMD21/0057 – Lot(s) 1 (No 45A) and 2 (No 45B) Clydebank Avenue West Busselton
OFFICER: Justin Biggar

<table>
<tr><th>No.</th><th>Proposed Modification</th><th>Reason</th></tr>
<tr><td>1</td><td>That the amendment be modified to include the provision of SP78 in Schedule 3 of the Scheme, worded as follows:

<table>
<tr><th>No.</th><th>Particulars of Land</th><th>Zone</th><th>Special Provisions</th></tr>
<tr><td>SP78</td><td>Lot 2 (45B) Clydebank Avenue West Busselton</td><td>Residential</td><td>Prior to subdivision and/or development occurring, a Local Development Plan (LDP) is required to be adopted by the local government.

The LDP shall include but is not limited to, the following information to the specification and satisfaction of the local government:

(a) Details of the building exclusion area as informed by a Bushfire Management Plan prepared by an accredited Level 3 bushfire practitioner;
(b) Access arrangements; and
(c) Retention of mature vegetation within the developable area.</td></tr>
</table>
</td><td>In response to matters raised by DBCA and DFES, a Local Development Plan (LDP) is required to be inserted within Schedule 3. This is required on the following basis:

• To achieve a site responsive design that retains mature vegetation to the greatest extent possible; and
• To secure the implementation of the BMP findings, specifically the building exclusion area.</td></tr>
</table>

Attachment 5 – Schedule of Modifications
PROPOSAL: AMD21/0057 – Lot(s) 1 (No 45A) and 2 (No 45B) Clydebank Avenue West Busselton
OFFICER: Justin Biggar

2.	Amend the Scheme Map accordingly to identify Lot 2 (No 45A) Clydebank Avenue West Busselton as being within a Special Provision area, being numbered SP78.	As per above comments, a LDP is required for the lot, with Special Provision 78 (SP78) providing the head of power to require the preparation of the LDP. The Scheme Map is required to be updated to identify the lot as being located with a Special Provision area.
3.	That the Bushfire Management Plan be revised as follows: (a) Table 3 updated to include revised minimum separation distance of 20m from Plot 1 as per Method 2 calculations. (b) Figure 4 BAL contour map to be updated to reflect minimum separation distances detailed in Table 3.	In response to matters raised by DFES, revisions to the Bushfire Management plan are recommended, specifically to increase the setback of development from the western boundary to 20m.
4.	For consistency of numbering and cross referencing of Scheme provisions, undertake any further modifications required to Scheme text clauses and sub-clauses.	As a result of additional modifications resulting from submissions.



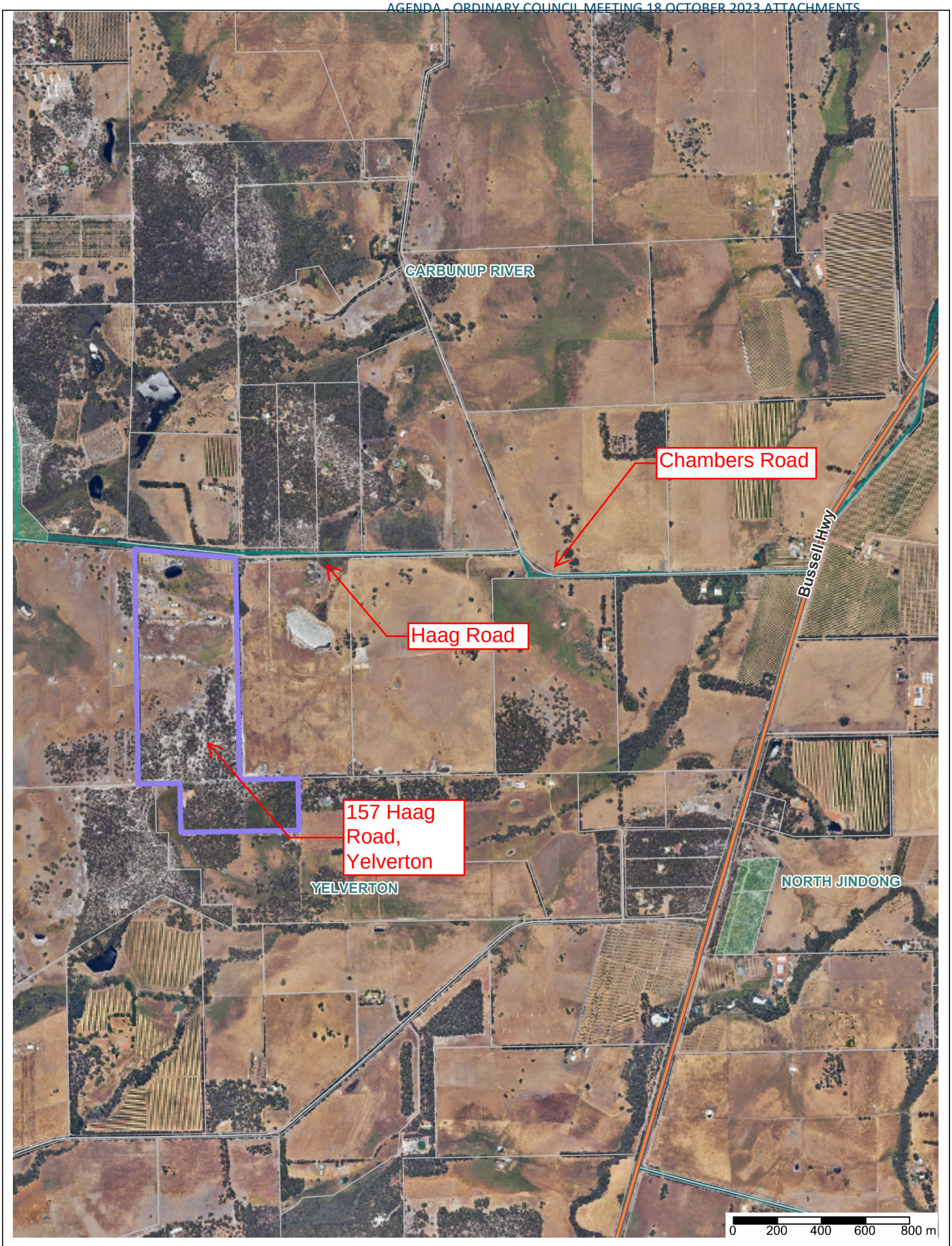
City of Busselton
Geographe Bay

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Site Aerial

22/09/2023

1:6000 @ A4P



City of Busselton
Geographe Bay

Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and cannot be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information contact the City of Busselton office.

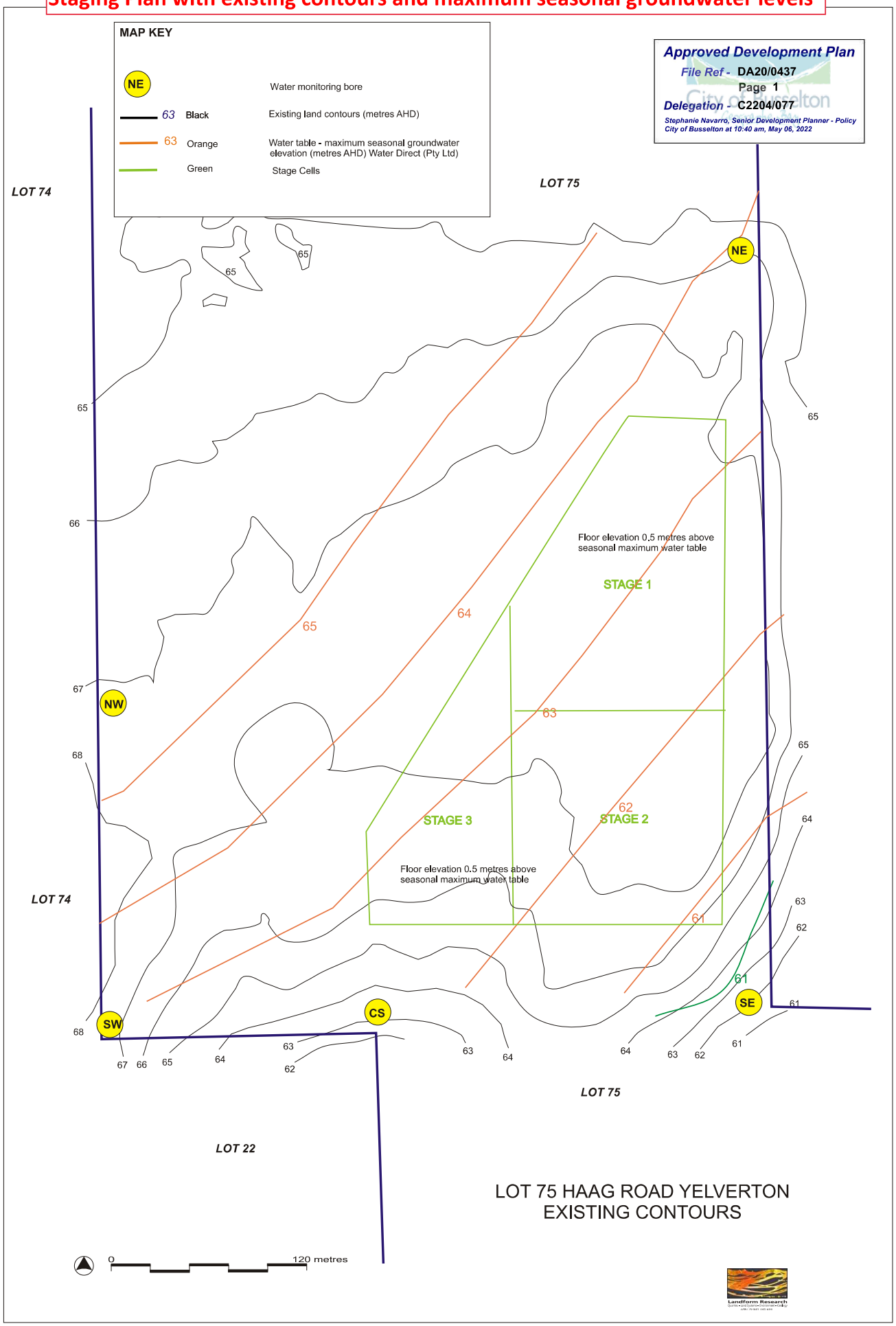
Location Plan

22/09/2023

1:20000 @ A4P

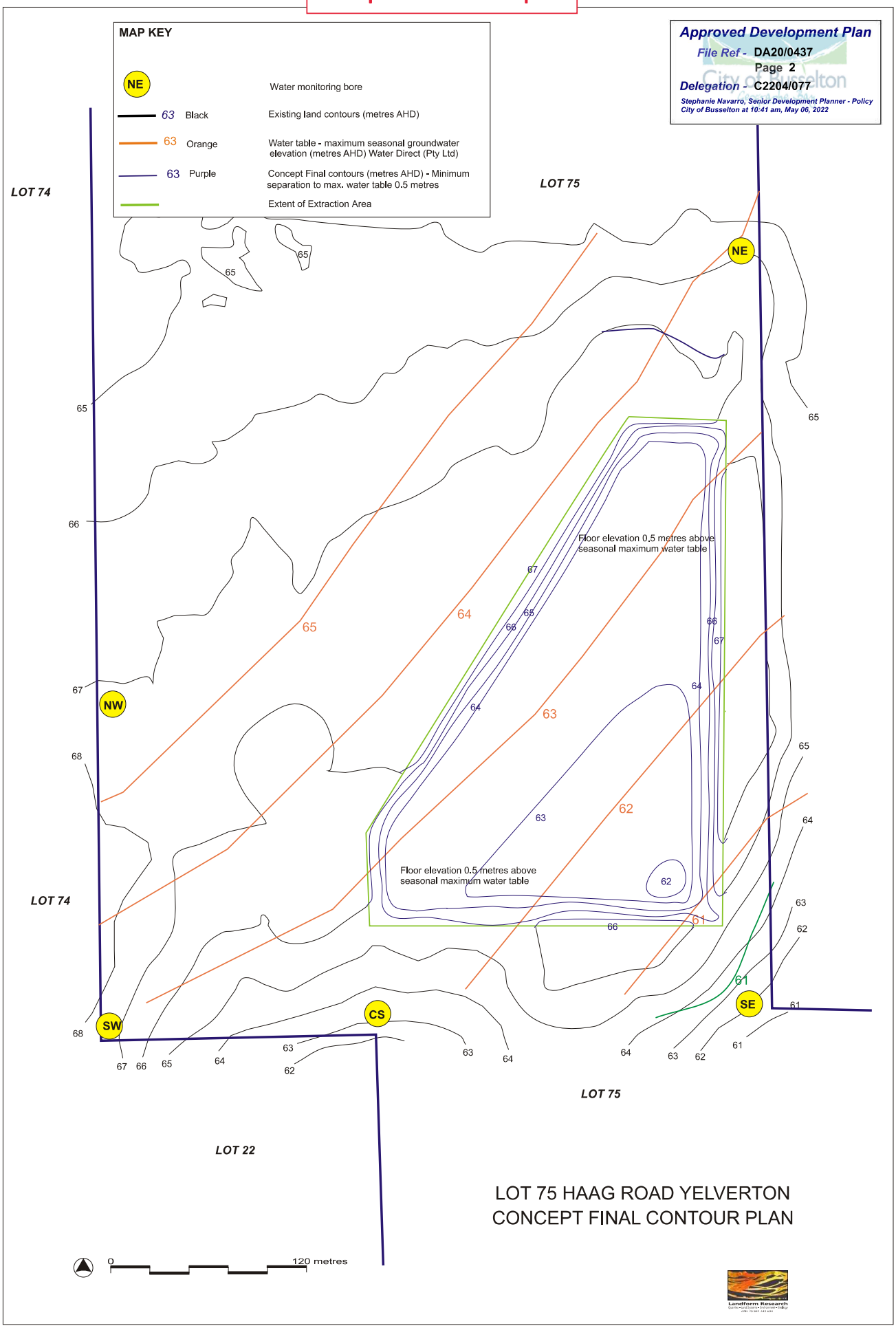
N

Staging Plan with existing contours and maximum seasonal groundwater levels



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Concept final contour plan



Document Set ID: 4863559
Version: 1, Version Date: 06/05/2022

Conservation covenant areas

Approved Development Plan
File Ref - DA20/0437
Page 3
Delegation - C2204/077
Stephanie Navarro, Senior Development Planner - Policy
City of Busselton at 10:41 am, May 06, 2022

5.1.5 Closure and Rehabilitation Strategy

The Closure and revegetation is covered by the Closure and Rehabilitation Plan for Clearing Permit CPS 8863/1. The Closure and rehabilitation Plan has been approved by DWER.

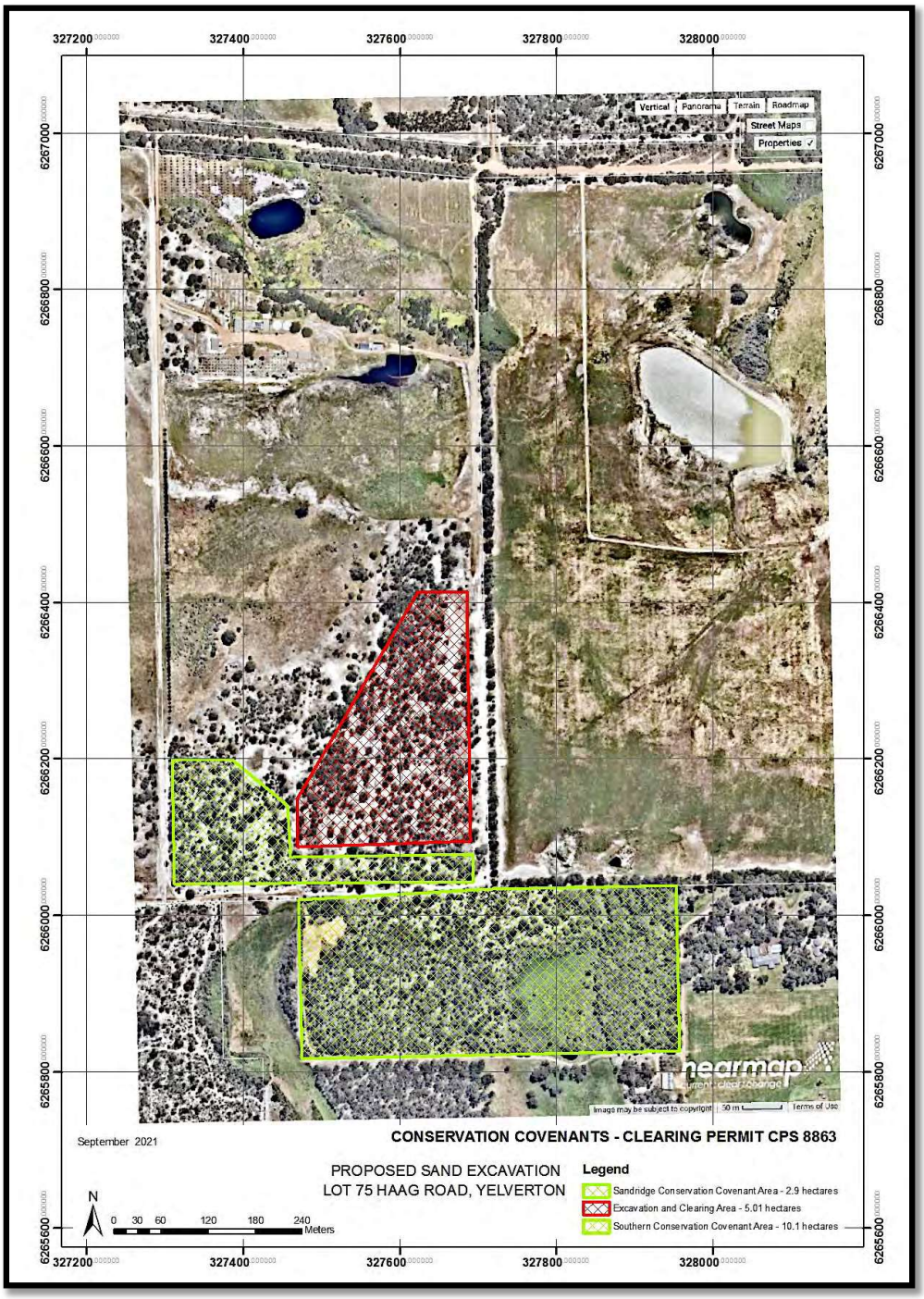


Figure 12: Closure and conservation areas

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Operations Environment Management Plan

Approved Development Plan
File Ref - DA20/0437
Page 4
Delegation - C2204/077
Stephanie Navarro, Senior Development Planner - Policy
City of Busselton at 10:41 am, May 06, 2022

OPERATIONS ENVIRONMENT MANAGEMENT PLAN (SAND EXTRACTION)

LOT 785 HAAG ROAD, YELVERTON

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Version 2 Update **16 October 2021**

16 November 2021

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ATTACHMENTS - DOCUMENTATION

- Harewood G, 2019, *Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.*
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*
- Survey South 2020, *Feature Survey and Contour Plan of Lot 75 Haag Road Yelverton.*
- Threadgold Architecture, 2021, *Development Application (Sand Extraction) – Social Impact Assessment, Lot 75 Haag Road.*
- Threadgold Architecture, 2021, Operations *Environmental Management Plan – Sand Extraction, Yelverton.*
- Water Direct Pty Ltd, August 2020 V2, Hydrogeological Assessment Extractive Industries Approval, for S and C Threadgold, 157 Haag Road Yelverton.
- Landform Research 2021, Proposed Sand Excavation, Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton.

ABBREVIATIONS

AHD	Australian Height Datum
ALARP	As low as reasonably practical
CALM	Department of Conservation and Land Management
City	City of Busselton
DBCA	Department of Biodiversity, Conservation and Attractions
DEP	Department of Environment Protection
DER	Department of Environment Regulation
DME	Department of Mines and Energy
DWER	Department of Water and Environmental Regulation
DEC	Department of Environment and Conservation
DPaW	Department of Parks and Wildlife
EPA	Western Australian Environmental Protection Authority
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
Ha	Hectares (10,000 square meters)
MRWA	Main Roads Western Australia

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PTA	Public Transport Authority
PC	Permit to Commence
RAMSAR	International Convention on Wetlands, signed in Ramsar, Iran (1971)
Yd	Yelverton (dry) forest type
Yw	Yelverton (wet) forest type

Input has been provided by Landform Research



Landform Research

Lindsay Stephens BSc (Geology), MSc (Plant Ecology)
Geomechanics Soc – MEIANZ – FIQA - MAIG

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1.0 INTRODUCTION

1.1 Purpose of the Operations Environmental Management Plan (OOEMP)

The purpose of the OEMP is to identify the management approach which will be implemented during the planning, extraction and rehabilitation activities on-site at Lot 75 Haag Road, Yelverton. The management measures in the OEMP are aimed at minimising the amenity and environmental issues presented by an operating sand extraction concern within the local area.

The OEMP is to be used to manage the operation and is therefore written to be simple, practical an manageable for all stake holders and site personnel. The OEMP is not intended to document every scenario but rather to provide a framework for management of decision-making and general environmental awareness.

1.2 Scope of the Operations Environmental Management Plan

The scope covers all activities related to the extraction of sand from the site, including; onsite extraction, ancillary works, haulage of material to point of sale and off-site public works such as the recent $178,000 road upgrade to the haulage route of Haag Road.

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2.0 SUMMARY PROJECTION DESCRIPTION

This report section describes the activities, project layout and the project parameters and details environmental training, who is responsible for the extractive industry operation and the records to be maintained during the life of the operation.

2.1 Site Layout, Facilities and Traffic Management

The site has been laid out to accommodate a very low level of site presence and is in fact completely visually screened from all public roads in order to minimise he development on all adjacent land users.

Access to the site is provided by Haag Road which was upgraded by the pit operator at a cost to the property owner of $178,000. Haag Road discharges onto Chambers Road which has been used for in excess of 15 years by the owners of Lot 4079 Chambers Road, Yelverton to deliver sand into the local civil and construction markets. Main Roads Western Australia (MRWA) has confirmed that the access point onto Bussell Highway is suitable for the proposed haulage activities.

A description of the transport and potential social impacts is provided at Section 5.3.4 Transport and Infrastructure in the Social Impact Assessment.

2.2 Project Staging

Extraction shall be conducted across 3 cells of approximately 2 ha, 2 ha and 1 ha.

The process is described in the attached Closure and Rehabilitation Plan and includes:

a. removing large vegetation from each cell, including mulching or harvesting firewood for the owners hot water booster;
b. removing approx. 100mm topsoil from each cell and stockpiling for re-use during rehabilitation;
c. excavating and removing sand from each cell (indicatively to 2m extraction depth);
d. returning topsoil over each cell and commencing rehabilitation progressively.

2.2.1 Vegetation Removal (where required)

The process is described in the attached Closure and Rehabilitation Plan.

A portion of the site requires clearing to enable extraction operations to progress within several cells. Rehabilitation and maximising the use of the resource will be aiding by the following method where clearing is required:

Timber Claiming

The process is described in the attached Closure and Rehabilitation Plan.

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All timber that can be used for higher use products (millable timber) shall be selectively removed from the cell area. Timber may be kept on-site for a period of time to cure, meet mill schedules or demand in the market. Logs stored on-site shall be stacked, no closer than 50 metres from the site boundaries, to afford further visual screening and noise attenuation for adjoining residents. All logs shall be milled off-site at Bay Woodworks.

Clearing Vegetation

The process is described in the attached Closure and Rehabilitation Plan and Section 3 of the Social Impact Assessment.

Timber will be recovered and vegetation retained for mulching, direct spreading as a seed source and land stabiliser with the logs providing habitat for fauna.

2.2.2 Topsoil Removal

The process is described in the attached Closure and Rehabilitation Plan and Section 3 of the Social Impact Assessment.

Topsoil will be recovered and retained for use in land closure and revegetation.

2.2.3 Sand Extraction

The process is described in the attached in Section 3 of the Social Impact Assessment.

Extraction shall be carried out utilising the equipment listed in section 2.2.6.

Work on the subsequent cell will commence during extraction of the previous cell to ensure that only on cell at a time would be operating as a working extraction cell, whilst the second cell undergoes preparation works (ie topsoil and organic matter removal) and previous cells are rehabilitated.

Rehabilitation of a cell will commence immediately upon completion of the sand extraction and reinstatement of the topsoil. Haul roads shall also be rehabilitated when the haul road is no longer in use.

2.2.4 Volume of Sand

Test pits dug on-site indicate that approximately 250,000 cubic metres of material but the actual extent of the sand is difficult to estimate.

2.2.5 Pit Form

The pit will be worked in three stages of 2.0 ha, 2.0 ha and 1.0 ha.

Cell closure will be to local native vegetation on batter slopes of around 1 : 4 vertical to horizontal and no steeper than 1 : 1, with a relatively flat excavated floor.

2.2.6 Equipment

The equipment used on site will consist on the following:

- Caterpillar 20 Tonne front end loader
- Caterpillar D11 Bulldozer
- Watercart Truck
- 9, 24 and 45 Tonne Haulage trucks

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3.0 ENVIRONMENTAL MANAGEMENT RESPONSIBILITIES

3.1 Environmental Management During Operations

3.1.1 Noise and Dust Management

Noise and air emissions are often sensitive matters for certain segments of the community with most concerns principally related to the local amenity impact. The nearest affected receptors in relation to noise and dust emissions are located to the north of the site and are in excess of 500m from the cell work areas. Noise and air quality risks and impacts shall be implemented and monitored with the following measures:

Table 1: Noise and dust management responsibilities

Aspect	Management Measure	Application
Noise	Operations restricted to 7am-6pm Monday to Friday (exclusive of public holidays).	Site Manager
	Vehicle exhausts fitted with mufflers in good working order. Vehicles inspected regularly by pit operator mobile mechanic.	Site Manager Pit Operator Mobile Mechanic
	Vegetation barriers (*pinus pinea*) and blue gum plantings already established on site boundary.	Site Manager Property Owner
	Noise emissions complaint to *Environment Projection (Noise) Regulations 1997*	Site Manager
Dust & Air Quality	Dust minimised. Water applied to haulage route as required to minimise any risk of dust impacting adjacent residences/sensitive land uses.	Site Manager
	Long term stockpiles stabilised appropriate to minimise dust (refer Section 2.2.2)	Site Manager
	Vehicle exhausts maintained in good working order with any vehicles visibly smoking not used on site until repaired.	Site Managers Truck Operators Earth Moving Operators
	Vegetation barriers (*pinus pinea*) and blue gum plantings already established on site boundary.	Site Manager Property Owner

3.1.2 Road Monitoring

The key attribute to the development proposal is the short proximity to major arterial traffic routes (Bussell Highway) and the minor distances to travel to the major nodes of development as identified in the City of Busselton's planning strategies. The haulage route only requires 1km of Chambers and Haag Roads to be traversed from the site to the heavy haulage route of Bussell Highway. If not well managed, road damage from heavy haulage can result in undue pavement wear and resultant issues related to this (ie road safety, road sealing damage, impacts on local municipality budgets).

Evidence of these issues were photographically documented during the supply of sand to the MRWA Vasse-Dunsborough Bypass Project from the adjoining property with truck movements in excess of 280 per day to supply Macca Civil with the sand sub-base for the project (*Busselton Dunsborough Times Friday 22 May 2015*) which utilized the identical haulage route along Chambers Road.

To manage the impact of the local road network, the following measures will be implemented and monitored:

Table 2: Transport management responsibilities

Aspect	Management Measure	Application
Road Standard	The crossover from the private haul road to Haag Road has been upgraded at the cost to the property owner.	Property Owner
	Access to the private haul road to be maintained for use by haulage traffic.	Site Manager
	MRWA has confirmed the intersection of Chambers Road and Bussell Hwy is suitable for haulage prior to commencement of activities.	Site Manager
Repair and Maintenance	Where damage to the local roads is solely attributed to haulage from the development, roads shall be repaired	Site Manager
	A road maintenance bond of $10,000 shall be lodged with the City to ensure damage solely attributable to the development is repaired	Pit Operator

3.1.3 Site Drainage, Water Quality Control

There is no surface water on site. Only one ephemeral waterway, running through the northern boundary of the property and off the site to a neighbouring dam, which is too far away to be impacted.

Control measures include minimising disturbed area (progressive work fronts and rehabilitation), silt entrainment reduction measures (shallow drains of a gentle gradient) and physical silt removal measures (sediment traps, swale drains, silt fences, retarding basins etc.)

All precipitation will be retained in the base of the pit.

To manage water quality, as well as manage chemical and fuels on site, the following measures will be implemented and monitored:

Table 3: Water management responsibilities

Aspect	Management Measure	Application
Drainage and Sediment Control		Site Manager
	Stockpiles will not have batters steeper than 1:1.	Site Manager Earthmoving operators
	Progressive rehabilitation will be undertaken to minimise the surface area disturbed soil.	Site Manager Earthmoving operators
Protection of the Water Table	The final surface will be maintained at > 0.5 metres to the highest known water table.	Site Manager
Closure	A Closure and Rehabilitation Plan has been prepared and approved by DWER as part of Clearing Permit CPS 8863. This includes closure of	Site Manager Land Owner

	the site, final land surface, allocation of Conservation Covenants and improvements to and management of flora and vegetation.	
HAZCHEM Management	All fixed fuel tanks and chemical stores (if any) will be bunded to provide a secondary leak barrier. Bunds will be routinely monitored for signs of leaks	Site Manager
	Spills will be minimised through the use of bunds and drips trays.	All personnel
	Where spills do occur, suitable spill cleanup equipment (spill kits or similar) will used to capture all split material and dispose of this appropriately.	All personnel

3.1.4 Quarantine – Dieback and Weeds

Phytophthora (or dieback) has the potential to devastate tracts of native vegetation as is evident from the damage caused to the vegetation on the site.

Care must be taken during operations to ensure that the pathogen is not spread to high quality native vegetation. As well as pathogens, if not carefully managed, vehicles and equipment can also harbour weeds onto the property or transferring them from the property, generally by seed.

To manage quarantine issues, the following measures will be implemented and monitored:

Table 4: Dieback and weed management responsibilities

Aspect	Management Measure	Application
Phytophthora	All earth moving equipment will be thoroughly cleaned using water and phytocide rinse prior to leaving site. In dry conditions, brushing may be used in preference to washing in accordance with DWER guidance.	Site Manager Earthmoving operators
	Topsoil shall be stripped and stockpiled separately outside the extraction area.	Site manager
	Haul trucks shall be kept to haul roads as far as practicable and as a preference will come into contact with subsoil/ sand only.	Site manager Truck Operators
	Recipients of fill will be notified that *Phytophthora* may be present in fill material and that the material should not be used near sensitive native vegetation.	Site manager Truck operators
	Vehicle and pedestrian traffics will be prohibited from accessing the southern conversation block without approval from the Site Manager and wheels and/ or boots will be washed prior to entry if approval is granted.	All personnel
Weeds	All excavators coming to or from the site will be washed thoroughly at their point of origin prior to ravel to limit the potential for spreading weeds.	Site manager Earthmoving operators
	Vehicle and pedestrian traffics will be prohibited	

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	from accessing the southern conversation block without approval from the Site Manager and wheels and/ or boots will be washed prior to entry if approval is granted.	

3.1.5 Flora and Fauna, Site Buffering and Rehabilitation

The project is aiming for a net increase in the quality of vegetation, the protection of that vegetation and hence the availability of high-quality habitat within the Shire. To protect flora and fauna, protect and enhance existing site buffering and ensure rehabilitation of the site successful, the following measures will be implemented and monitored:

Table 5: Flora and vegetation management responsibilities

Aspect	Management Measure	Application
Flora and Fauna	No-go areas will be flagged using clearly visible tape prior to works	Site Manager
	There will be no trenches or pits opened that do not have provision for animals escape.	Site Manager Earthmoving Operators
	The southern portion of the site will be protected via a native vegetation covenant, or a revegetated wildlife corridor will be established on site as documented in Section 2.2.5	Site Manager
	A Closure and Rehabilitation Plan has been prepared and approved by DWER as part of Clearing Permit CPS 8863. This includes the protection and management of flora and vegetation on Lot 75.	Site Manager Landholder
Site Buffering	Site buffering will planted and maintained in accordance with the Landscape/ Visual Screening Plan (Attachment 2).	Site Manager
Rehabilitation	Topsoil shall be stripped and stockpiled separately for re-use during rehabilitation.	Site Manager
	The site shall be progressively rehabilitated. Rehabilitation works shall be practically complete prior to extraction works progressing to the cell two forward in the sequence.	Site Manager
	Work areas will be re-topsoiled and rehabilitated to pasture (see relevant section of this OEMP)	Site Manager Earthmoving Operators
	Hollow logs and other remnant material shall be utilised in replanted patches of trees to enhance early habitat quality	Site Manager
	A Closure and Rehabilitation Plan has been prepared and approved by DWER as part of Clearing Permit CPS 8863. This includes closure of the site, final land surface, allocation of Conservation Covenants and improvements to and management of flora and vegetation.	Site Manager Land Owner

4.0 IMPLEMENTATION

This section details how the management measures detailed in the OEMP are implemented.

4.1 Organisational Structure, Roles and Responsibilities

Responsibilities covered by this OEMP are assigned to individuals or in some cases groups of personnel to ensure that each action has an accountable party. Table 4.1 lists the general duties personnel have under this OEMP. Section 3 details specific roles and responsibilities of personnel relating to the sound environmental management of the operation.

Table 6: On site roles and responsibilities

Roles	Responsibilities under the OEMP
Site Manager	Implementation of the OEMP and all the management measure therein Compliance reporting to the City and other statutory authorities Monitoring and documentation All liaison with regulatory agencies
Earthmoving Operators	Adherence to all applicable on-site management measures
General Employees	Adherence to all relevant onsite management requirements
Truck Operators	Adherence to the school bus restrictions and site operating hours Adherence to all relevant onsite management measures
Subcontractors and Service Providers	Adherence to applicable on-site management measures

The City contact officer will be formally advised of the contact details of the Site Manager prior to works commencing and prior to any change of this key site contact. All correspondence in relation to the development should be directed to this contact. At the discretion of the property owner, the contact person may be either the property owner or a contractor representing the property owner.

4.2 Contractual Controls

In addition to this OEMP, several contractual arrangements are in place to ensure that the environmental controls specified for this development are followed. These are listed in Table 4.2.

Table 7: Contractual arrangements

Title	Contractual Matters	Contract Parties
Performance Bonds	Cover road repair and road maintenance	City and Pit Operator
Sand Extraction Licence	Covers the City's requirements for accepting responsibility for implementing the conditions of Development Approval	Property Owner and Pit Operator

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4.3 Environmental Monitoring and Incident Records

Routine monitoring is an integral part of sound environmental management, so that issues can be identified early and management steps put in place to be minimise any environmental impacts arising. Routine and non-routine monitoring will be undertaken in accordance with Table 4.3

Table 8: Monitoring requirements

Regularity	Monitoring Undertaken
Weekly	Truck movements
Bi-annually	Compliance Review by a suitably qualified surveyor, detailing: - The extent of extraction that has occurred in cubic metres - Expected completion of extraction (250,000m³) at current extraction rate - Extent of rehabilitation undertaken in accordance with planning permission
As Required	Records of complaints Records of incidents where a breach of the OEMP has occurred

4.4 Reports

Routine and non-routine reports will be provided to the City in accordance with Table 4.4

Table 9: Reporting requirements

Report	When/ Who	Timeframe for Submission
Bi- annual Compliance Review	Six monthly from the date of the permit commence extraction, by a suitably qualified surveyor	Within 1 month after each six month period
Complaints and incidents reporting	After incident or complaint, by the Site Manager	Verbal notification within the next business day. Hard copy within 5 business days.

4.5 Documentation

The following documentation and records will be maintained:

- daily quantity of sand extracted (estimated)
- daily truck movements
- incident reports
- environmental monitoring records
- complaints or infringement notices (if any)
- material Safety Data Sheets (as required)

4.6 Management of Complaints

Any query or complaint shall be courteously received, thoroughly investigated by the Pit Operator and closed out a response provided to the complainant. A copy of any complaint will be forwarded through to the City contact officer for information. Recorded information that shall include:

- date and time of call/query;
- name of the person receiving the call/information;

- name and contact details of the caller/ informant (if provided);
- details of the query or complaint;
- action to follow-up on the complaint; and,
- response provided to the caller.

It is expected that the City's Compliance Officer, upon receiving a similar query, would forward similar details of the query to the Site Manager to follow-up.

4.7 Training

All personnel working on the project will be provided with a level of training relevant to their site duties, including:

- all full time site personnel will be comprehensively taken through the OEMP and requirements within it.
- all truck operators will be advised of the haulage-specific period requirements and the requirements relating to school bus hours.
- all service providers and sub-contractors involved in the specific elements of the work will be advises of specific elements of the OEMP relevant to their scope. This will be determined by the City Officer (or delegate) on a case by case basis and may take the form of a visitor induction or Job Safety and Environmental Assessment 'JSEA' prior to their scope of work commencing.

4.8 Review

The OEMP will be periodically reviewed to ensure that it accurately reflects site controls, and captures project approval conditions. It will be reviewed by the Site Management in consultation with the City and, if amended, will be submitted for re-approval. The OEMP in force for the activity shall be used until approved by the City.

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5.0 COMMITMENTS REGISTER

Table 10 captures the main commitments made in the description of the project and the social impact assessment, to ensure the commitments are carried through into operations. These commitments are generally in addition to any legislative requirements.

Table 10: Commitments register

Aspect	Commitment
General Management	The relevant sections of the DEP *Code of Practice for Extractive Industries (1990)* and DME *Environmental Management of Quarries* guidelines will be implemented
	An Environmental Management Plan for the site will be approved by Shire prior to operations commencing, in consultation with CALM.
Flora and Fauna	Native vegetation to be kept will be fenced or otherwise clearly indicated as no-clear zones.
	Extraction will be staged 2ha at a time and progressive rehabilitation will be undertaken.
Air Quality	Dust will be minimised. Water will be applied to haul roads if required to minimise any risk of dust impacting on adjacent residences or sensitive land uses.
	Long term stockpiles will established as appropriate to minimise dust
	Vehicle exhausts will be kept in good working order. Excessively noisy vehicles will be kept in good working order. Vehicles visibly smoking (after a suitable start-up period) will not be used on site until repaired)
Buffers	The following minimum buffer distances are to maintained: 500m to residence 100m to watercourse 100m to public road
Noise	Operations restricted to 7am-6pm Monday to Friday (excluding public holidays) or daylight hours if these are more restrictive (eg during winter)
	Vehicles will have mufflers fitted and in good working order. Excessively noisy vehicles will be inspected and mufflers repaired.
Surface and Ground Water	Spills will be minimised through the use of bunds and drip trays. Vehicle maintenance will be generally restricted to the pit operator's workshop.
	Where spills occur, spill cleanup equipment (spill kits or similar) will be used to capture all spill material. Contaminated soil shall be moved off-site to an appropriate facility.
	All fixed fuel tanks and chemical stores (if any) shall be fully bunded to provide a secondary leak barrier. Bunds shall be routinely monitored for signs of leaks.
	Stockpiles shall not have batters greater than 1:1.
	Progressive rehabilitation of project cells.
	Sediment controls shall be implemented on appropriate drainage lines, including the use of silt-stop fencing or straw bales as appropriate. Drains shall be designed to minimise water run-off velocities. Sediment traps shall be routinely monitored and cleared out as appropriate.
Quarantine	The Dieback Management Plan shall be implemented, including: • vehicle wash own procedures and equipment

	• notification to recipients of fill that phytophthora may be present an traffic to sensitive site areas, except where strict quarantine measures have been adhered to. The Dieback Management Plan is developed with Department of DPaW and the City.
Safety and Transport	An internal haul road shall follow the east boundary of Lot 75 Haag Road, Yelverton and access Haag Road at the north-east corner of the site, approximately 1100 metres from Chambers Road intersection.
	Any damage to Chambers Road solely attributed to the project shall be repaired promptly.
Queries and Complaints Handling	A queries/complaints register shall be maintained and handled in accord with OEMP with an emphasis on resolving the issue raised and responding to the person who raised the issue promptly.
Rehabilitation	Topsoil will be stockpiled separately for use in rehabilitation.
	A portion of any native vegetation cleared will be mulched for utilisation in rehabilitation. Old 'habitat' logs shall be kept for use in rehabilitation in accord with the rehabilitation plan.
	Implementation of the selected rehabilitation plan.
	Rehabilitation to include dieback hardy species, preferably species that enhance habitat for selected species.
Resource maximisation	When clearing occurs, every effort will be made to maximise resource recovery (eg milling timber) in preference to burning.
Visual Amenity	Tree logs (if any) shall be used as appropriate to avoid further screening of the extraction operations.

Social Impact Assessment

Approved Development Plan
File Ref - DA20/0437
Page 21
Delegation - C2204/077
Stephanie Navarro, Senior Development Planner - Policy
City of Busselton at 10:42 am, May 06, 2022

DEVELOPMENT APPLICATION (SAND EXTRACTION)

LOT 785 HAAG ROAD, YELVERTON

DEVELOPMENT APPLICATION



Version 2 Update – 16 October 2021

16 November 2021

Document Set ID: 4863559
Version: 1, Version Date: 06/05/2022

This Development Application – Social Assessment has been updated to reflect the changes to the project made since the original submission. There have been no changes to the size and intensity of the project, transport or social factors.

Changes to the Proposal since Version 1 of September 2019.

Changes	Discussion
Pit Footprint	Reduction in the pit size to 5.1 hectares. Provision of three stages of operation.
Clearing Permit Application CPS 8863	The provision by DWER of an intention to issue a Clearing Permit by DWER; CPS 8863. See Landform Research2021, *Proposed Sand Excavation Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton CPS 8863/1.*
Rehabilitation	A Rehabilitation Plan has been approved by DWER as part of the assessment for the Clearing Permit CPS 8863 and that Rehabilitation Plan is therefore incorporated into the amended Development Application. See Landform Research2021, *Proposed Sand Excavation Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton CPS 8863/1.*
Conservation	Revegetation of the pit to local native vegetation rather than pasture. Upgrade of an additional 2.9 hectares of Degraded Banksia Woodland to Good Condition. Placement of 10.1 hectares of native vegetation in the south of Lot 75 under Conservation Covenant, including the restoration of the degraded areas. Revegetation of the small gravel pit and its inclusion under Conservation Covenant. Landform Research2021, *Proposed Sand Excavation Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton CPS 8863/1.*
Hydrogeology	The updated hydrogeological mapping and an updated Water Management Plan have been approved by DWER (Bunbury).
Development Application - Social Assessment	Updated to include the additional information.
Development Application – Environmental Management	Updated to include the additional information. Note that Rehabilitation Plan 1 October 2021 supersedes the previous revegetation program.
Additional Studies	**Discussion**
Hydrology	Updated Hydrological Mapping by Water Direct Pty Ltd. – August 2020. Water Direct Pty Ltd, August 2020 V2, *Hydrogeological Assessment Extractive Industries for S and C Threadgold, 157 Haag Road Yelverton.*
Rehabilitation	A Rehabilitation Plan has been approved by DWER as part of the assessment for the Clearing Permit CPS 8863 and that Rehabilitation Plan is therefore incorporated into the amended Development Application. – September 2021. Landform Research2021, *Proposed Sand Excavation Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton CPS 8863/1.*
Site Survey	Survey South 2020, *Feature Survey and Contour Plan of Lot 75 Haag Road Yelverton.*
Noise and Dust Management	Updated Dust and Noise Management Plans are included.

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Fauna Assessment	Harewood G, 2019, *Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.*
Environmental Assessment	Landform Research, 2020, Field inspection. Observed material is included in this Revegetation Plan.
Flora and Vegetation	Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*

Input has been provided by Landform Research



Landform Research

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ATTACHMENTS - DOCUMENTATION

- Harewood G, 2019, *Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.*
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*
- Survey South 2020, *Feature Survey and Contour Plan of Lot 75 Haag Road Yelverton.*
- Threadgold Architecture, 2021, *Development Application (Sand Extraction) – Social Impact Assessment, Lot 75 Haag Road.*
- Threadgold Architecture, 2021, Operations *Environmental Management Plan – Sand Extraction, Yelverton.*

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- Water Direct Pty Ltd, August 2020 V2, Hydrogeological Assessment Extractive Industries Approval, for S and C Threadgold, 157 Haag Road Yelverton.

- Landform Research 2020, Proposed Sand Excavation, Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton.

ABBREVIATIONS

AHD	Australian Height Datum
ALARP	As low as reasonably practical
BCA	Building Code of Australia
CALM	Department of Conservation and Land Management
City	City of Busselton
DBCA	Department of Biodiversity, Conservation and Attractions
DEP	Department of Environment Protection
DER	Department of Environment Regulation
DME	Department of Mines and Energy
DWER	Department of Water and Environmental Regulation
DEC	Department of Environment and Conservation
DPaW	Department of Parks and Wildlife
EPA	Western Australian Environmental Protection Authority
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
Ha	Hectares (10,000 square meters)
MRWA	Main Roads Western Australia
PTA	Public Transport Authority
PC	Permit to Commence
RAMSAR	International Convention on Wetlands, signed in Ramsar, Iran (1971)
Yd	Yelverton (dry) forest type
Yw	Yelverton (wet) forect type
WAPC	Western Australian Planning Commission

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1.0 EXECUTIVE SUMMARY

1.1 Project Summary

The property owner is seeking to develop land at Lot 75 Haag Road, Yelverton for the purposes of sand extraction to the extent previously approved by Council in accord with DA12/0338. The project will supply the local building and construction industry, Main Roads WA projects and civil works with an estimated 250,000 m3 of fine grade building sand and fill material over a five year period.

The principal markets to be supplied with this depleting resource are Busselton, Vasse and Dunsborough areas which are still experiencing prolonged growth.

The project is sited close to major road infrastructure, located approximately two kilometres from Bussell Highway. The project is sited between two previously approved sand mining sites; namely Lot 2 Haag Road and Lot 4079 Chambers Road, Yelverton immediately adjacent to the proposed site. The proposed site has degraded native vegetation due to grazing and de-watering by reduced Australian Height Datum (AHD) levels on the adjacent site Lot 4079 Chambers Road, Yelverton (DA15/0007, DA10/0306 et al). There are two strategies proposed to offset the loss of native vegetation and promote a positive environmental outcome. These strategies include; planting a corridor of suitably dieback hardy native vegetation to link patches of high quality remnant vegetation to the south and north or protect and area of high quality and significant remnant vegetation in the southern portion of the property in perpetuity under a nature covenant.

The operating times will be from 7am - 6pm Monday to Friday, excluding Public Holidays, as there are no school buses currently using the proposed haulage route. The pit operator has demonstrated commitment to these times throughout DA12/0388 and has an excellent record at the City. The project provides employment to several local full time civil works employees, administration employees and truck operators. The project will supply raw material to the building/construction and civil works markets. The key benefits to the City and local community include:

Flora and habitat outcomes: The project will result in either the long term security of a tract of significant native vegetation that is poorly represented in the City or the connection of two detached remnant pockets of native vegetation via a habitat corridor. Either option provides positive long-term benefits to the indigenous flora and fauna within the City.

Industry Consolidation: centralising impacts adjacent to already approved extractive industry operations will lessen the impact of sand mining across the City as a whole in comparison to locating a sand operation in a presently unimpacted area.

Meeting the market need: The growing City requires raw material to continue the positive growth seen in the building sector, stimulating the regional economy and providing employment to the civil works sector as identified at the 2 May 2019 City Extractive Industry Forum convened by the City.

Market Competition: introduction of an additional supply into the local market and greater security of supply for the building/construction and civil works industries.

Reduced Carbon Emissions: the close proximity to all three major building and civil works markets ensures that the amount of diesel fuel required to cart the resources to the building sites in Busselton, Dunsborough and Vasse is far less than almost all other extraction operations based in the municipality.

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Utilisation of a significant primary resource: The project makes use of a valuable resource now and by maintaining topsoil and committing to a comprehensive rehabilitation program, ensures that use of the land by future generations is not compromised.

2.0 PROPOSAL

2.1 Location

The property known as Lot 75 Haag Road, Yelverton is located only 20 kilometres southwest of Busselton and 2 kilometres west of Bussell Hwy as shown in Figure 1. The property has an approximate 400 metre wide frontage to the Haag Road Reserve along the northern boundary. The other boundaries of the site of approximately 900m adjoin private agricultural land currently used for grazing livestock. The southern edge of the property has a 212m by 483m rectangular portion of remnant bush.



Figure 1: Location of the project

The property which the project is to be located is approximately 48.8 hectares (Ha) in area and comprises approximately:

40% cleared pastoral land
40% native vegetation which shows severe degradation due to the presence of die-back and stock grazing
20% that retains significant remnant vegetation characteristics and has been excluded from the project cells.

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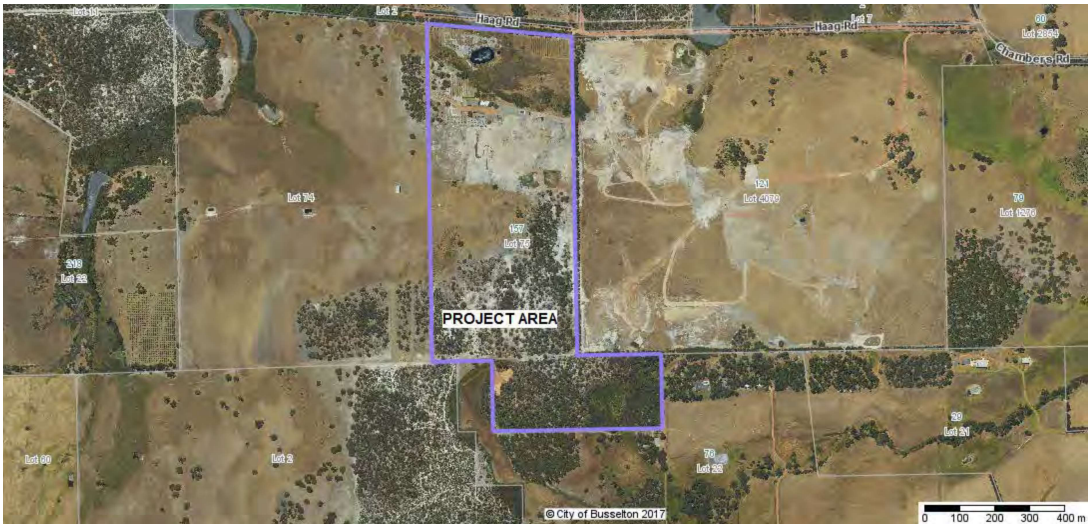


Figure 2: Property boundaries

2.2 Site History and Surrounding Land Uses

The late 1970's to early 1980's saw the initial clearing of the native vegetation from the property, in particular the northern part of the block as well as selected areas in the centre and western portions. These areas were cleared due to the more advantageous soil characteristics for stock grazing. The property remainder, where the poorer soils of high sand content were not cleared to maintain shelter for stock and stabilize the sand ridges. Approximately 20 Ha was cleared and developed for pastoral use.

Since the 1980's, there has been no intentional clearing of the remaining vegetation. Over this timeframe the native vegetation has deteriorated to the extent that there is little remnant vegetation remaining in the northern and southern central sections. The degradation is likely due to the pressure from stock grazing, camping and dewatering from the reduced Australian Height Datum levels from mining on Lot 4079 Chambers Road, Yelverton.

Figure 3 illustrates a January 2017 aerial photograph of the project site, showing the study area identified for the social impact assessment and illustrating the key features of the local area. The reference numbers on figure 3 are linked to descriptions of:

natural and infrastructure features in Table 1
adjacent land uses in Table 2



Figure 3: Surrounding properties

Table 1: Adjoining land

Ref	Classification	Description	Distance from Site
A	Arterial	Bussell Highway	2km
B	B road	Chambers Road (sealed)	1km
C	C road	Chambers Road (unsealed)	1km
D	C road	Haag Road (unsealed/upgraded by property owner)	Adjoins property
E	Waterway	Mary Brook	250m
F	Waterway	Annie Brook	250m

Access to the property is currently provided off Haag Road which has recently been upgraded by the property owner and the sealed section of Chambers Road. It services a number of local dwellings and one business of rural character, as indicated in Table 2.

Haag Road currently terminates at the entrance to the property but the road easement continues west which has thick vegetation. The haulage route down Haag Road continues approx. 1.1km before accessing the sealed portion of Chambers Roads at a T intersection. The shortest haulage route, of approximately 1km, to in close proximity to Bussell Hwy continues down the sealed portion of Chambers Road.

2.3 Surrounding Land Uses

The subject land is surrounded by land largely used for rural agricultural industry with development approval for sand extraction on Lot 4079 Chambers Road, Yelverton expiring on 31 March 2017. The land uses are outlined in Table 2 with reference identification numbers shown in Figure 3.

Table 2: Adjacent landuse

Ref	Classification	Description	Direction	Distance
1	Subject Land	Previously used for Extractive Industry.	N/A	N/A
2	Extractive Industry/grazing	For approx. 15 years, this land has been subject to an extractive industry licence. Currently under rehabilitation work.	E	Adjacent
3	Rural Dwelling	Rural dwelling surrounded by dense vegetation.	NE	900m
4	Rural Dwelling	Rural dwelling surrounded by dense vegetation.	NE	800m
5	Rural Dwelling	Rural dwelling surrounded by dense vegetation.	NE	>1km
6	Rural Dwelling/Grazing	Rural dwelling with the surrounding property used for grazing.	N	750m
7	Rural Dwelling/Viticulture	Rural dwelling partially covered by native vegetation and vineyard.	NW	800m
8	Tourist Accommodation	Tourist accommodation within dense native vegetation.	NNW	>1km
9	Grazing	Land used for stock grazing.	W	Adjacent
10	Grazing	Land used for stock grazing.	SW	Adjacent
11	Rural Dwelling/Grazing	Rural dwelling with partially vegetated grazing land. Crossed by Mary Brook.	S	>1km
12	Rural Dwelling/Grazing	Rural dwelling with partially vegetated grazing land. Crossed by Mary Brook.	S-SE	>1km
13	Grazing	Rural dwelling with partially vegetated grazing land. Crossed by Mary Brook. It is understood that there may be Glamping Tents located in bushland 500 metres from the proposed sand excavation.	S-SE	400m residence
14	Grazing	Rural dwelling.	E-SE	>1km

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3.0 PROJECT DESCRIPTION

3.1 Project Overview

It's proposed to extract sand from the property to meet the market for basic building materials in the local area. Preliminary investigations on the quality and quantity of sand in-situ within the project area indicate approximately 250,000 cubic metres of resource.

To assess the extent of the resource and it's suitability for market, test pits were dug at various locations across the property and total depth of sand measured. The test data was interpreted to smooth out the data across the site and provide interpolated sand depth contours. This information has been overlaid over contour and aerial information, taking into account environmental factors such as proximity to dwellings and separation distances required, to determine the most appropriate project area.

The material will fall into two basic categories:

- fine grade sand for use in the building/construction sector
- fill material for general use in road construction, land sub-divisions and other civil works

It is proposed to extract the sand across three cells of approximately 2 x 2 hectare stages and a 1 hectare stage, carried out in the following manner:

- remove large vegetation from cell (mulch or firewood where this is practicable)
- remove topsoil from the cell to a designated stockpile location for stockpiling and re-use during rehabilitation
- excavate and remove fill and sand from cell
- return topsoil over cell
- commence rehabilitation program
- Vegetation Removal (where required)

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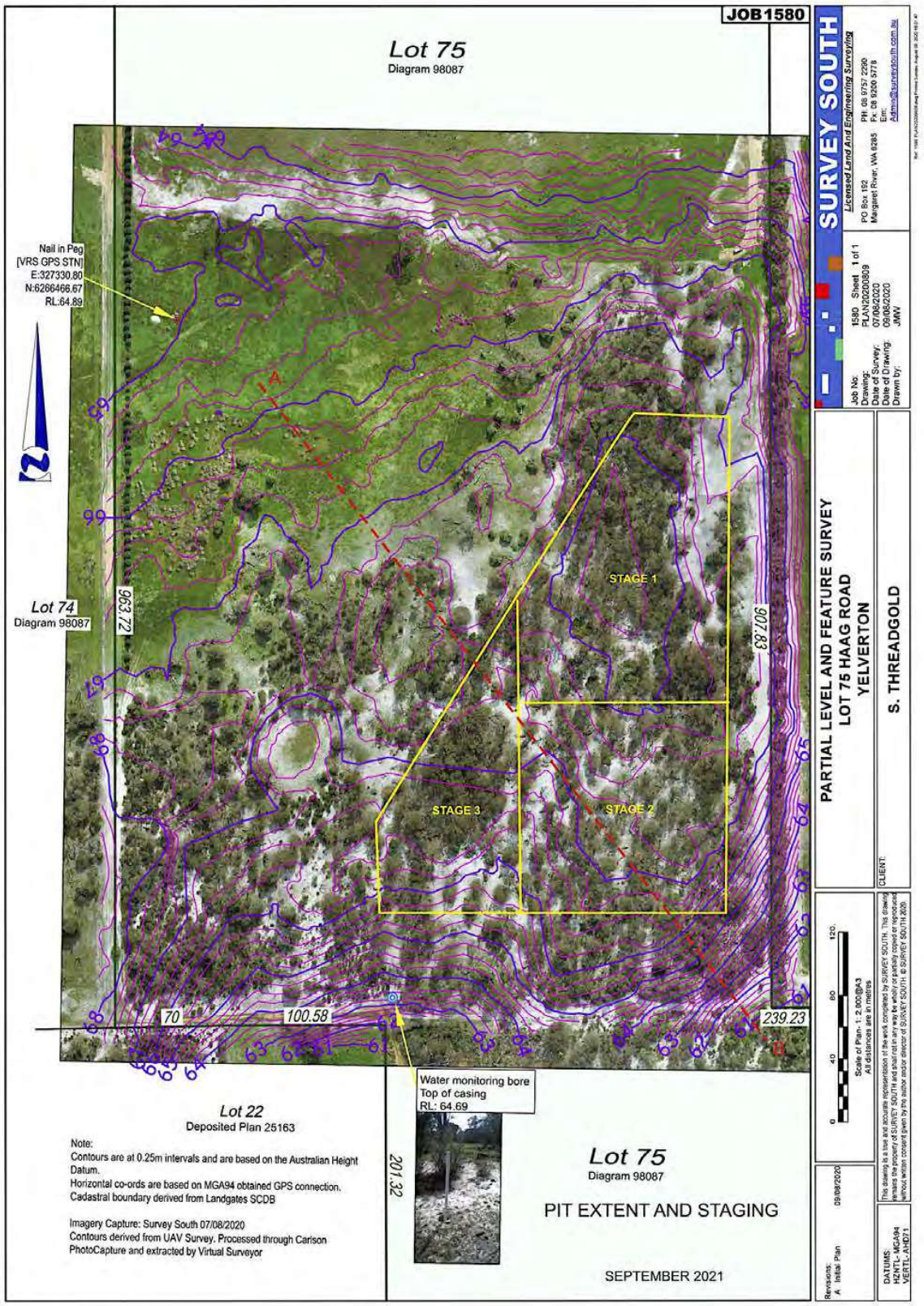


Figure 4: Land contours

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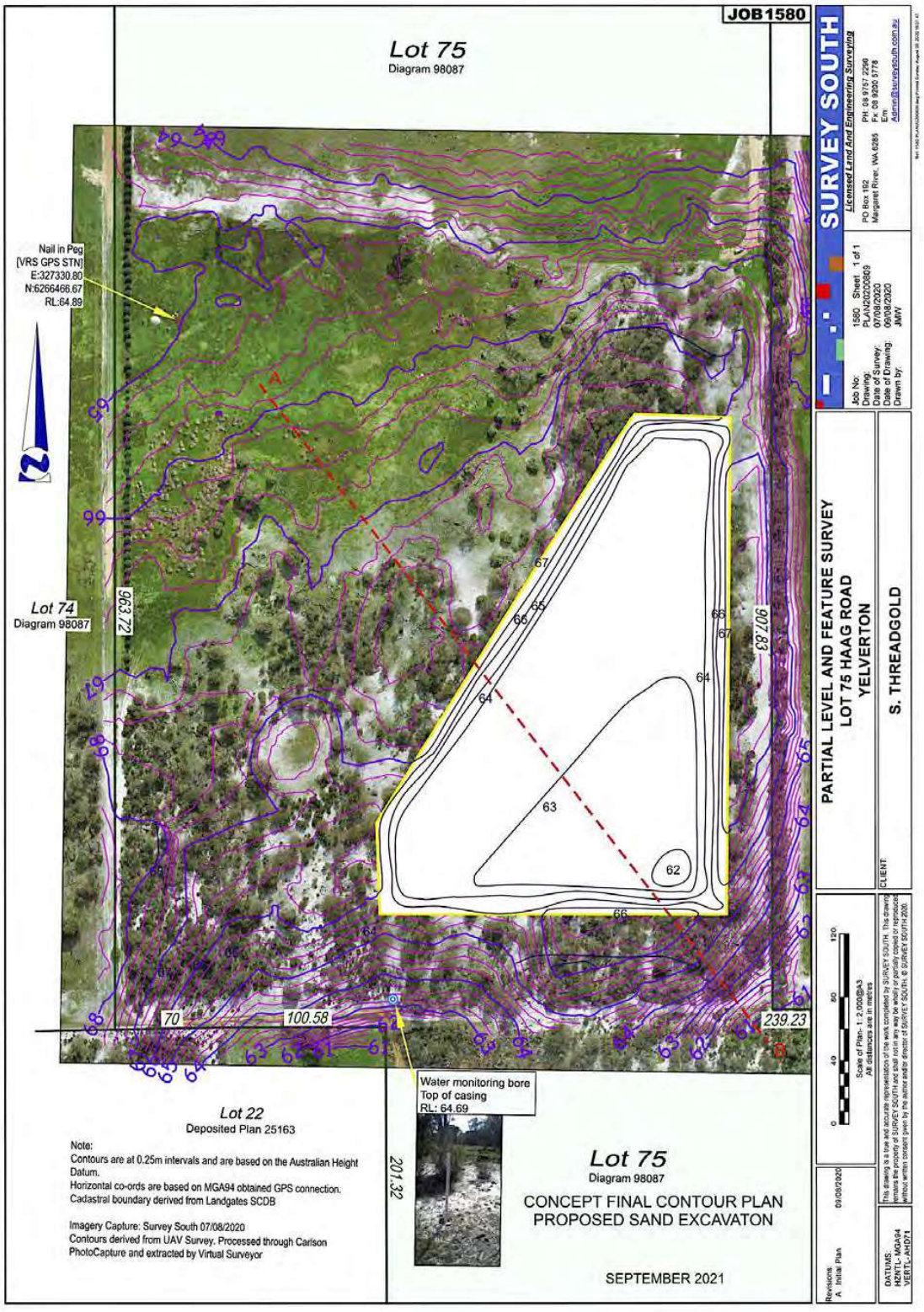


Figure 5: Concept final contours

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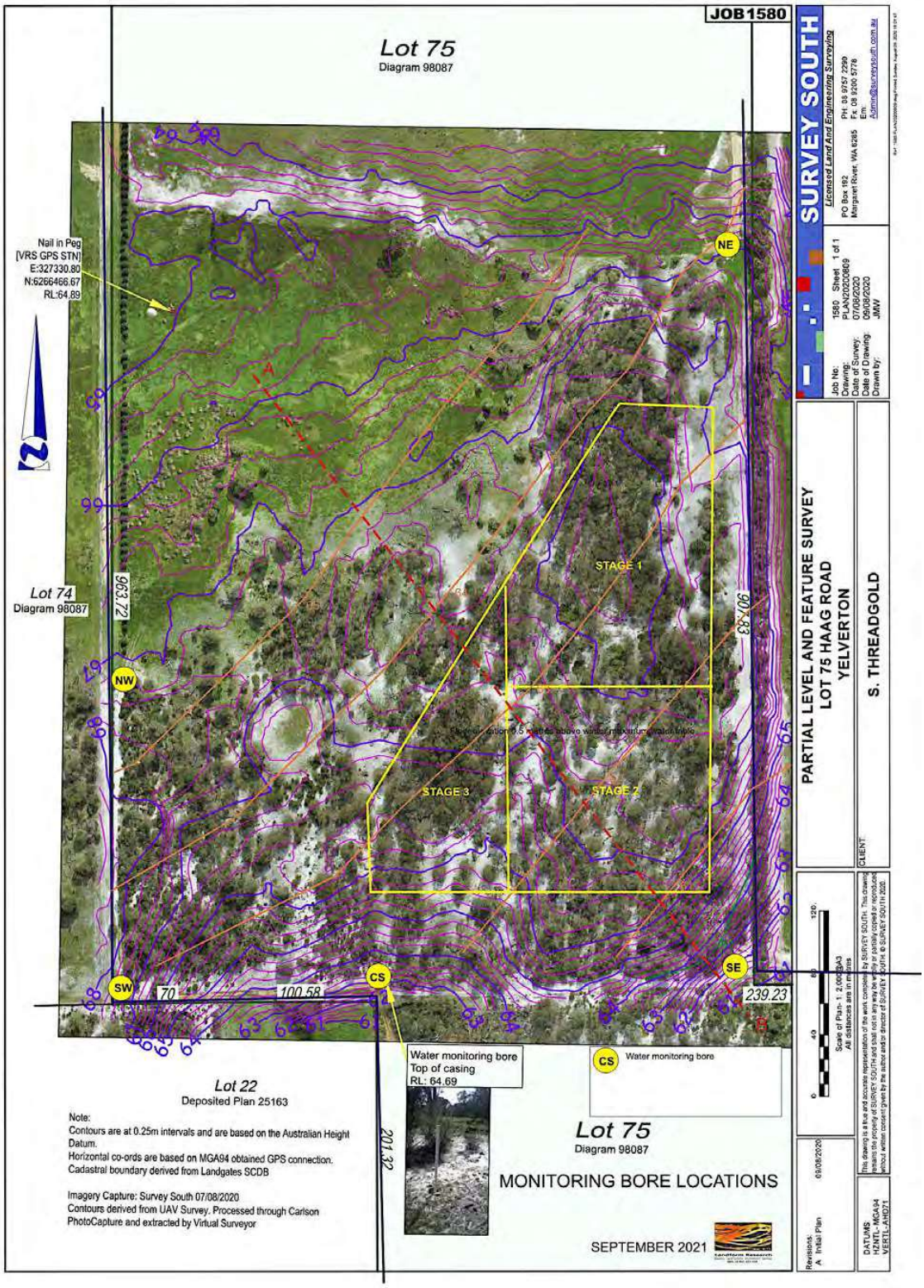


Figure 6: Water monitoring bore locations

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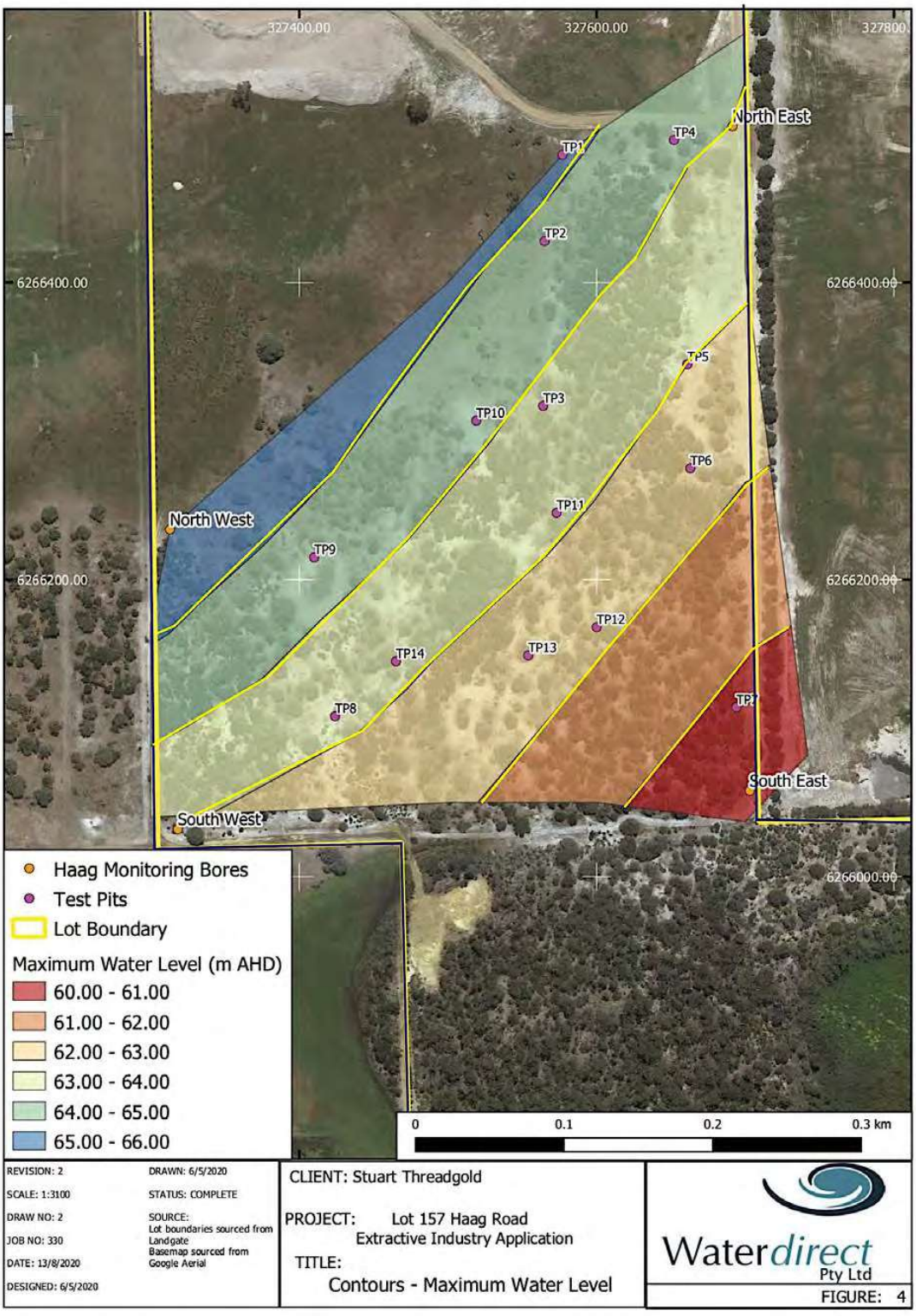


Figure 7: Hydrogeology - water table elevations

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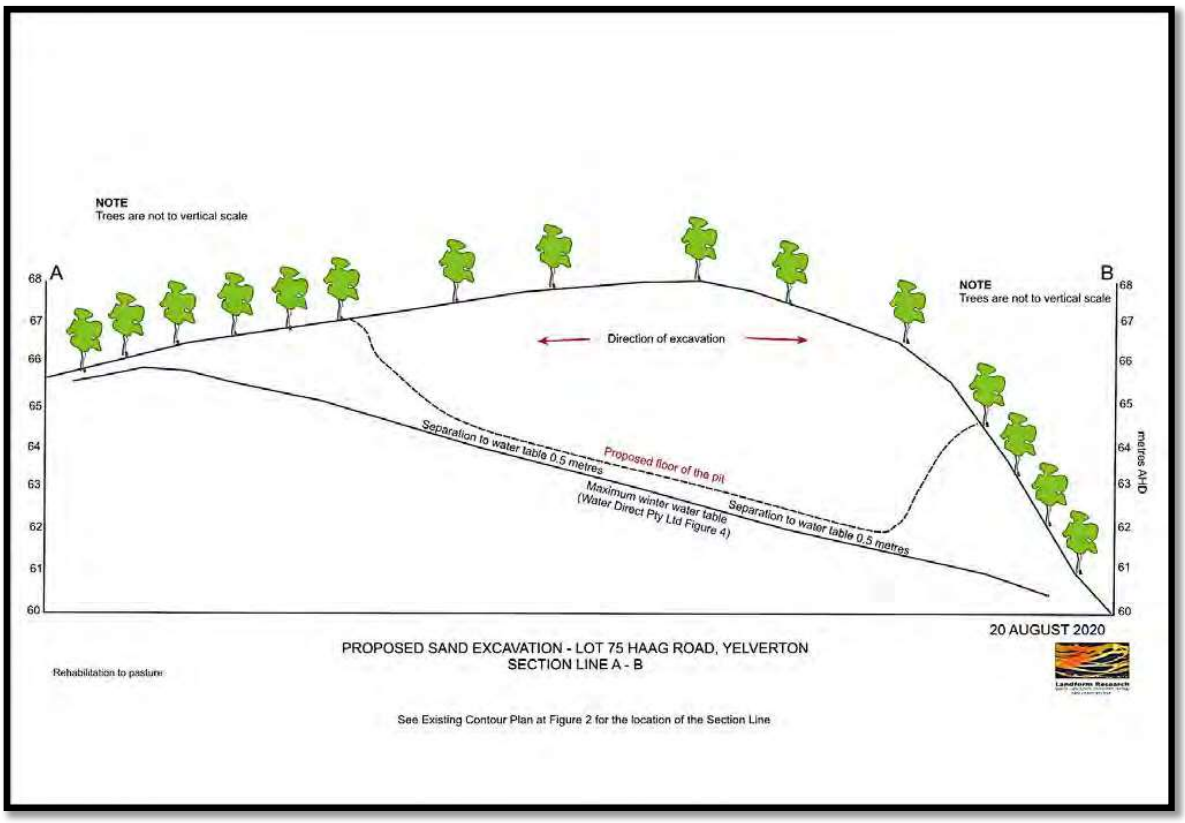


Figure 8: Northwest - Southeast section, (see Figure 4).

A portion of the site requires clearing to enable extraction operations to progress within the stages.

To aid rehabilitation and maximise resource use, the following method will be used where clearing is required: (See the attached Closure and Rehabilitation Plan for CPS 8863/1 which is approved by DWER).

All timber that can be used for higher use products (ie timber that can be milled) will be selectively removed from the entire work area. Typical equipment used for this operation would include chainsaws and grab-equipped excavators. Timber may then be kept on-site for a period of time to cure, meet mill schedules or market demand. Timber stored on-site can be stacked to avoid further visual screening and noise attenuation. A minimum buffer of 50m from site boundary will be maintained for any timber stacks. Logs will be transported off-site and milled at Bay Woodworks, injecting further funds into the local economy and stimulating local employment.

After usable timber has been selectively harvested, remaining vegetation will be removed across one cell only (the project cell be worked). The treatment options available to maximise the beneficial use of removed vegetation will depend on the proposed rehabilitation method used. If a vegetation corridor option is selected, a portion of the vegetative material will be mulched on site and stored in the designated storage area for use in rehabilitation. Large dead logs will be stored separately to provide early habitat for ground dwelling fauna during the early rehabilitation.

A portion of the vegetation will be mulched and hollow logs kept separate to assist rehabilitation of selective plantings. A buffer area will be provided between felled vegetation on the cell to be worked and surrounding cells to ensure that only vegetation from the cleared cell is burnt.

Burning, if required, will be subject to fire control restrictions and restrictions may result in the order of cell progression being shuffled to restrict vegetated cell use to periods of low fire danger. Both options ensure that all organic material (excluding large millable timber) is restricted to site, minimising the potential for a spread of *phytophthora cinnamomi.*

Topsoil Removal

Prior to extraction operations commencing within a stage/cell, the organic layer of soil shall be stripped. For the first cell, the topsoil will be stockpiled around the perimeter of the working area. All topsoil removed from the next cell will be directly transferred and spread out over the previous cell. A loader will be used to complete stripping operations. (See the attached Closure and Rehabilitation Plan for CPS 8863/1 which is approved by DWER).

Topsoil storage bunds will be created to minimise the risk of dust or sediment runoff. Batters will not be made steeper than 1:1 gradient and light compaction will be applied to minimise dust or sediment run-off. The topsoil bunds will be monitored for dust and erosion. If dust or erosion was identified as an issue; a range of options can be utilized, including:

- jute matting
- watering
- planting with sterile grass seed
- surrounding mound with silt-stop fencing
- covering with geofabric

Sand Extraction

Extraction shall be undertaken using the equipment listed in Section 3.2.

Work on the subsequent cell shall commence during extraction of the previous cell to ensure that only on cell at a time would be operating as a working extraction cell, whilst the second cell undergoes preparation works (ie topsoil and organic matter removal) and previous cells are rehabilitated.

Test pits dug on-site indicate that approximately 250,000 cubic metres of material but the actual extent of the sand is difficult to estimate. Consideration should be given to an in-situ sand quantity of 225,000 - 275,000 cubic metres of sand (ie 10% variance).

3.2 Equipment Used

- The equipment used on site will consist on the following:
- Caterpillar 20 Tonne front end loader
- Caterpillar D11 Bulldozer
- watercart truck
- 9, 24 and 45 Tonne Haulage trucks as required

Based on the anticipated project life of 5 years, sand will be extracted at a rate of approximately 192 bulk cubic metres per day or 221 loose cubic metres. Based on utilising a semi-tipper truck system, standard in the haulage industry, this results in 11.7 truck movements per day.

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3.3 Operation Times

It is envisaged that the project will generate employment for several people, both operating equipment and managing the site. Truck haulage and support service requirements (rehabilitation, service providers etc) will indirectly employ a further number of personnel over the life of the Project. It is likely that these jobs would be generated within the local community.

Extraction will take place between the hours of 7am to 6pm Monday to Friday excluding Public Holidays. No extraction work will be undertaken outside of these hours, including weekends.

Transportation of product on local roads (not including Bussell Highway) will not be conducted during times when school buses are operating (refer to Section 3.4).

There are no school age children in the immediate vicinity of the site that require public transport to and from public nor private schools, either on Haag Road nor Chambers Road; and therefore the truck haulage route will not affect the PTA's school bus service.

3.4 Haulage Routes

Sand has been extracted from Lot 75 previously without incident and also from the adjoining lot to the east, on the current road network.

Haag Road is suitable for haulage vehicle movements after a recent privately funded road upgrade by the property owner and successful sand haulage under DA12/0338. The City's Director of Planning has provided written evidence to the property owner that the section of Chambers Road south of the Haag Road intersection is currently suitable for heavy traffic of the type and volume required to support this type of development, having been upgraded to this standard by the neighbouring sand extraction development.

It is understood that the extractive industry on Lot 4079 Chambers Road supplied the MRWA Vasse-Dunsborough Bypass project at a rate of in-excess of truck movements a day via the southern end of Chambers Road.

The section of Chambers Road north of Haag Road intersection, in its current (unsealed) form is unsuitable for more than infrequent heavy vehicle movements;

- Bussell Highway is the most appropriate means of transporting extracted material to the proposed markets of Vasse, Busselton and surrounds;
- the most direct route from local roads to highway is preferred, as these classes of road are designed to handle heavy vehicles and larger volumes of traffic.; and
- there are no school bus routes operating along Haag and Chambers Roads as there are no school age children using public bus transport.

The site access option considered most suitable incorporates Haag Road and the southern sealed portion of Chambers Road to intersect the recently upgraded Bussell Highway carried out by Macca Civil on behalf of MRWA.

The 1km section of Chambers Road at which this Haag Road accesses was upgraded (sealed) by the developer of Lot 4079 Chambers Road, Yelverton to serve for sand extraction haulage purposes.

During the DA15/0007 consultation process, the City's Director of Planning provided written advice to the property owner that no further upgrading of Chambers Road was seen as necessary as the City has upgraded the Chambers Road bridge during the extension of sand extraction activities on Lot 4079 Chambers Road to supply the MAWA Vasse-Dunsborough Bypass project.

3.5 Quarantine and Dieback Management

It has been noted that there are significant areas of vegetation dying within the Yelverton (Yd) areas of remnant vegetation on-site. One known root cause of die-off in native vegetation is attributed to the presence of *phytophthora cinnamon* (dieback), however; dieback testing completed by DPaW on 27 October 2017 as part of the requirements of supplying sand to the City produced a negative result for the presence of *phytophthora cinnamon.* The report is attached as Appendix D.

Management of dieback will be undertaken on site in accordance with an approved Phytophthora Management Plan, which is included at Section 8.2 of the Closure and Rehabilitation Plan Clearing Permit CPS 8863/1.

3.6 Native Vegetation Management and Rehabilitation Strategy

The site is partially vegetated at present.

Whilst it's recognised that the clearing of remnant vegetation is undesirable, it is considered likely that the quality of the remnant vegetation will continue to degrade and biodiversity diminish. Rehabilitation with *phytophthora cinnamon* resistant species, selective rehabilitation and offset mechanisms are described in this alternative approach to vegetation management. This approach is proposed to ensure that the project delivers economic benefit previously described, whilst still resulting in a positive outcome in the medium and long term with regard to the quality and quantity of native vegetation in the City.

The Closure and revegetation is covered by the Closure and Rehabilitation Plan for Clearing Permit CPS 8863/1. The Closure and rehabilitation Plan has been approved by DWER.

3.7 Project Benefits

The coastal local government of Busselton has experienced strong urban growth and will continue to do so as there is migration of the population to the region for lifestyle choices, growth through tourism and for primary industry has caused more land to be planned and released for future development.

The WAPC have examined residential lot trends and identified there are more dwellings being constructed than lots being created: http://www.wapc.wa.gov.au/publications/development/busselton/BDLRP.pdf

The major benefits to the City and community are:

Meeting the Market Need
The growing City requires basic raw materials to continue the positive growth evidenced in the building and construction.

Market Competition
Economics in a marketplace such as Australia dictates that additional supply options favour the customer, providing more diversity of choice to the customer and increasing the security of supply. The addition of this extraction point to the marketplace should increase competition and create downward pressure on earthworks pricing.

Reduced Carbon Emissions
Approval of this sand extraction operation will ensure that building and civil construction projects in Busselton, Dunsborough and Vasse construction sites will require/emit less carbon by reduced volumes of diesel to transport the sand resource for clean fill as identified through the Green Building Council of Australia's internationally-recognised sustainability rating system called Green Star. This is based on the supply of sand from a close source.

Flora and habitat outcomes
This project will result in either the long term security by Conservation Covenant of a tract of significant native vegetation that is poorly represented in the City, or the connection of two detached remnant pockets of vegetation via a habitat corridor. Either option provides positive long-term benefits of the indigenous flora and fauna within the City.

Utilisation of a significant primary resource: Currently, the land is used for dryland grazing purposes and demonstrates little capacity for intensive agriculture. The project seeks to maximise the use of an in-situ natural resource and improve the quality of the land, whilst not jeopardising its future use as either farmland (topsoil is to be retained and used to reinstate the project area) or an alternative use.

4.0 LEGISLATIVE FRAMEWORK

The following section outlines the regulatory regime under this project is to be assessed and managed. A summary of specifically relevant legislation, policies and industry guidelines is provided in Section 4.1 and specific Council Planning Policies, Guidelines and Strategies applicable to this Project are discussed in Section 4.2.

4.1 Applicable Legislation

A range of Commonwealth, State and local legislation, policies and guidelines apply to the proposal, as well as several industry codes of practice covering the operation of extractive industries and these are discussed within Table 6.

Table 3: Relevant Legislation

Commonwealth Legislation	
Environment Protection and Biodiversity Conservation Act 1999	The EPBC Act requires that proponents consider the impact of their proposals on matter of National Environmental Significant (NES) as defined by the Act and, where matters have the potential to cause significant impact on matters of NES, refer the proposal to the Department of Environment and Heritage for assessment.
State and Local Legislation, Policies and Guidelines	
Environmental Protection Act 1986	This Act provides for an Environmental Protection Authority, for the prevention, control and abatement of pollution and environmental harm, for the conservation, preservation, protection, enhancement and management of the environment.
Conservation and Land Management Act 1984	The Act intends to make better provision for the use, protection and management of certain public lands and waters, and put steps in place to protect significant flora and fauna. Part of this Act is to enact the powers of the Conservation and Land Management Authority to be responsible for administering and enforcing the Act.
Wildlife Conservation Act 1950	This Act provides for the conservation and protection of wildlife, including providing a listing of all declared native flora and fauna within the State.
Soil and Land Conservation Act 1945	An Act relating to the conservation of soil and land resources, and to the mitigation of the effects of erosion, salinity and flooding. Specifically, this Act also allows for the protection of native flora via conservation covenants.
City of Busselton Local Planning Scheme No 21	The Local Planning Scheme provides strategic direction to the Council to guide, amongst other things, planning and infrastructure decisions with the Shire. [Discussed further in Section 4.2]
City of Busselton 'Local Planning Policy No. 5A'	This Policy guides proponents of extractive industry proposals on the City approvals process and provides advice to proponents on what key issues will require consideration in the planning, operation and

	rehabilitation phases of extractive industry developments. It also guides City officers as to how proposed extractive industries should be assessed and approved. [Discussed further in Section 4.2]
City of Busselton 'Local Planning Policy No. 8B'	This Policy presents a guide to the preparation of a social impact assessment for any development that requires an assessment to be prepared for a development within the City. [Discussed further in Section 4.2]
Mines Safety and Inspection Act 1994	This Act regulates mining operations, including the inspection and regulation of mines and substances supplied to or used at mines, to promote health and safety.
Department of Mines and Petroleum 'Guideline for Mining Proposals in Western Australia'	Designed to deliver an outcome-based assessment for the approval process.

The specific requirements of these instruments are required to be addressed throughout the entire life- of the project, from planning and preparation, through operation to site rehabilitation. Key requirements have been addressed in design and via commitments covered in this Development Application.

4.2 Planning and Zoning

The subject land is zoned Agriculture. The City's Local Planning Scheme No 21 permits sand extraction of this nature within the Agriculture Zone. Objectives of the zone specifically relevant to this Project are:

> *"...To preserve the productive potential of rural land...."*
> *"...To enable the development of land for other purposes where it can be demonstrated by the applicant that suitable land or building for the proposed purposes are not available elsewhere and that such purposes with not detrimentally affect the amenity of any existing or proposed nearby development..."*
> *"..To control the clearing of trees and encourage generally the retention of vegetation corridors concomitant with the agricultural use of the land..."*

In relation to Clause (i), both rehabilitation plans proposed result in a continuation of the land for rural purposes, substantively in keeping with current agricultural uses. Recent local examples of rehabilitated extractive industry cells at 616 Yelverton Road, Yelverton and Lot 4079 Chambers Road, Yelverton demonstrate improved pasture cultivation due to the removal of low nutritional sand that does not support strong pasture grasses.

In relation to Clause (iv), the social impact assessment concludes that evidence from previous extractive industry directly adjacent to the Project, coupled with the stringent environmental management practices proposed, demonstrate that sand extraction from this site is not detrimentally affect the amenity of any existing or proposed nearby development. The exploration of alternative options to fulfil the market need for sand and building fill presented demonstrates that there are few, if any, alternate sites that present a better environmental and social outcome than the Project proposed.

In relation to Clause (xi) it is contended that both rehabilitation options proposed with this Project further this objective in the medium and long term by either a) fully developing a vegetation corridor between large strands of native vegetation to the north and south, or b) securing the permanent retention of a high quality stand of remnant vegetation under a restrictive conservation covenant, an area highlighted in the 'Rural Areas and Land Use and Development Policy' as being of natural landscape significance.

The scheme requires that planning consent be obtained for this Project. It also requires that certain information be provided to the Council for assessment of any application for planning consent. This Development Application is intended to satisfy Council requirements in regard to these matters.

The City's 'Local Planning Policy No. 5A' divides the City into three areas of classification. This development falls in the eastern side of Policy Area 2 which is defined as 'constrained' for extractive industries. The objective of this zone is:

> *"To allow the extraction of available resources where such operations have due regards to the significant constraints of the area, the particular site and surrounding uses."*

The application recognizes that regardless of the location of a project of this nature, due environmental care must be taken during all stages, including planning and rehabilitation as well as operations. Key constraints have been identified through consultation with local stakeholders and the City, as well as utilizing experienced environmental personnel during the planning phase of the Project. The social impact assessment concludes that extraction of this valuable resource can be undertaken in such a way that the significant environmental and amenity values of this area will not be detrimentally affected. Environmentally conscious site planning, consideration of project staging, site environmental controls, coupled with the rehabilitation plan proposed will ensure impacts on the site itself are minimised. Other specific requirements of Policy Area 2 are detailed following.

Local Planning Policy Provisions relating to residences and businesses:

> *"...4.2.2.1 Policy Area 2: No extractive industry operations to be located within 500m of any tourist accommodation/attraction, where the owners of such object to the proposal..."*

See Appendix G. A buffer of approximately 800m is provided to the nearest tourist accommodation, which is to the north.

> *"...4.2.2.2 Policy Area 2 and 3: No extractive industry is to be located within 500m of a residence where the owner of resident of such objects to the proposal..."*

See Appendix G. Only one residential dwelling falls within 500m to the project area, at a distance of approximately 400m. All other residences lie outside the 500m buffer. In addition, it is noted that only a small portion of the project would impinge on the 500m buffer with this residence, scheduled for the last stages of the project life. The majority of extraction operations occur well over 700m from this nearest residence. A substantive vegetation buffer is also in place along Haag Road that further increases the protection of adjacent residents and adjoining properties from any potential amenity impacts.

A precedent was established contrary to Local Planning Policy No. 5A - Provision 4.2.2.3 and within Policy Area 2 through DA15/0007 whereby the City approving extractive industry operations on Lot 4079 Chambers Road, Yelverton situated:

- 124 metres from a dwelling at 117 Haag Road, Yelverton
- 291 metres from a dwelling at 157 Haag Road, Yelverton
- 290 metres from a dwelling at 116 Haag Road, Yelverton
- 294 metres from a dwelling at 84 Haag Road, Yelverton
- 370 metres from a dwelling at 82 Haag Road, Yelverton

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The City's variance of Provision 4.2.2.3 in DA15/0007 was been confirmed in writing by CEO Michael Archer on 10 September 2015 as this formed the basis of the 29 June 2016 SAT directions hearing ' Credaro & Ors v City of Busselton' which was convened on-site at the corner of Haag and Chambers Road, Yelverton.

> *"...4.2.2.3 Policy Areas 2 and 3: Notwithstanding 6.2.1 and 6.2.2 above, the extraction of sand and limestone may be located less than 500m but generally no closer than 300m from a sensitive land use dependent upon the nature and scale of the operation and the content of a Dust and Noise Management Plan..."*

It is important to note that only sand and fill extraction is proposed. No blasting, crushing or similar activities are proposed that would be likely to trigger a requirement for stringent adherence to a 500m buffer. Equipment to be use will be equivalent to large farm machinery (tractors and the like), common within the rural environment.

> *"...4.2.2.5 Where an extractive industry is approved within 1km of a residence or tourist accommodation or attraction, additional conditions to reduce amenity impact from noise and dust may be imposed, including operating times..."*

Several residences fall within 1km of the perimeter of the development and, although the full working area will not be under production at any one stage, operational hours have been restricted to ensure amenity is protected. In particular, extraction is restricted to daylight hours of 7am – 6pm Monday to Friday. All activities will therefore be undertaken within standard working hours, fully protecting local amenity during evenings and weekends. Dust has not proven to be a problem on the adjacent sand extraction development and, with the addition of the thick vegetation buffer for this project, it should prove similarly not to create a dust issue, however mitigation measures to be implemented include staged and progressive rehabilitation, access arrangement that provide substantive buffers to nearby residence and the use of water carts if required to suppress dust from project activities.

Local Planning Policy Provisions relating to protecting the natural environment:

> *"...4.2.3.1 Extractive industry is to incorporate a wetland buffer and be setback a minimum of 100m from all wetlands, and at least 50m from dams and drains unless a greater or lesser setback is required in accordance with the Waters and Rivers Position Statement: Wetlands..."*

The Project development layout provides a minimum of a 100m buffer to all watercourses and wetlands DA15/0007 created a precedent of varying Local Planning Policy No. 5A - Provision 4.2.3.1 on Lot 4079 Chambers Road, Yelverton were sited 40m from wetlands in the Haag Road reserve have within Policy Area 2. On 17 August 2015, the City's CEO confirmed variance of Local Planning Policy No. 5A - Provision 4.2.3.1 in writing to the property owner.

> *"...4.2.3.2 Extractive industry to be prohibited in areas of rare and endangered flora and fauna, threatened or poorly-represented ecological communities..."*

Information on flora, fauna and threatened communities is presented in Section 5.2. The application shall be forwarded to the DWER as a part of the clearing approvals process and further investigation into whether rare or threatened species may be present.

In summary, one of the rehabilitation offset options would see covenants in place over an area of high natural significance as a poorly represented vegetation community (Yelverton (wet). An application for consent to clear has been lodged with the DWER concurrent with this application.

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Local Planning Policy Provisions relating to visual amenity:

> *"...4.2.4.1 Extractive industry to effectively screened from all public roads..."*

Haag Road screening provides an excellent and well established visual barrier to the site. Planning of the progression of cell extraction also means that the cells nearest a public road will be extracted after the middle cells, providing further visual amelioration and screening. Blue gum screening along the eastern boundary prevent any viewing of the extractive industry operation from the two nearest roads (Haag and Chambers Roads)
A greater than 200m buffer is provided and the site cannot be viewed from along Haag Road due to the mature peppermint tree line on Lot 75 Haag Road.

> *"...4.2.4.3 Extractive industry to be effectively screened from all major tourist routes..."*

There are no major tourist routes in proximity to the Project.

> *"...4.2.4.5 Applications to comply with all other relevant Council policy, including the Caves Road Visual Management Policy, LNRSPP - Land Use Policies P.S. 3.4 and 3.6 and the Rural Strategy, where not inconsistent with this Policy..."*

The Project lies outside the area considered by the Caves Road Visual Management Policy.

Local Planning Policy Provisions relating to traffic management and roads:

> *"...4.2.5.2Where it is proposed to operate haulage operations on roads that are designated school bus routes, operating times shall not be during, nor within 15 minutes of scheduled school bus times..."*

The City's variance of Policy Provision 6.5.1 in relation to DA15/0007 has been confirmed in writing by CEO Michael Archer on 17 August 2015 and 10 September 2015.

> *"...4.2.5.1 A determination of the impact of the proposal on the current road infrastructure and need for a road upgrading condition, will be made in accordance with the requirements of Schedule 1..."*

There are no school age children residing on Haag Road nor Chambers Road requiring school bus transport. Both Haag Road and Chambers Roads are suitable to handle semi-trailer trucks, having been upgraded by the property owner and the proponents of DA15/0007 for the sand extraction adjacent to the project site. It is considered that the length of public road required to be used for this proposal prior to the Bussell Highway (1km of Chambers Road) represents the shortest distance to a major road of any sand extraction development within the City. It is contended that the distance to a major arterial road offered in this case is a significant positive in terms of protecting regional amenity.

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5.0 EXISTING ENVIRONMENT

5.1 Flora, Fauna and Biodiversity

5.1.1 Geology and Soils

The geology is described in Water Direct Pty Ltd. The resource lies on the Yelverton Shelf, Weaving S, 1998, *Geographe Bay Catchment, Natural Resource Atlas,* DPIRD (Department of Agriculture).

The soils of the resource area are well described in Tille P J and N C Lantzke, 1990*, Busselton – Margaret River Land Capability Study,* DPIRD (Department of Agriculture) Land Resource Series No 5 as **Yd**, Yelverton Deep Sandy Flats and Low Slopes.

On this site only the overlying sand sheet is impacted by excavation and consists of deep leached quartz sands.

The soils and excavation of sands are well known from the other sand pits that have operated and currently operate across the local area.

The resource typically has a grey sand overburden up to 100 mm thick over leached white silica sand grading to yellow sand.

A series of test pits were sunk across the sand resource to verify the sand. The location of the test pits are shown in Water Direct Pty Ltd 2020, Figure 2, which is attached.

5.1.2 Flora and Vegetation Assessment

Stream Environment and Water, 2018, completed a flora and vegetation survey of Lot 75. This added to a previous survey conducted by Eco Logic Environmental Services 2013, the data of which is incorporated into the current survey.

The field survey recorded 108 taxa of vascular plants from 37 families.

Thirteen of the 108 taxa are introduced. An additional 11 species (including 4 introduced species) were recorded in the previous survey by Ecological Environmental Services (2013) but were not recorded during the current project.

The dominant families in terms of number of taxa recorded (including all species from both surveys) were Myrtaceae with 12 taxa, Asteraceae with 10, Poaceae and Fabaceae both with 9 taxa.

No state listed DRF or priority flora species, or federally listed threatened flora species, were recorded in the project area in the current survey. The previous survey by Eco Logic Environmental Services (2013) recorded the priority 3 species *Stylidium loweriana*.

See the attached Closure and Rehabilitation Plan for CPS 8863/1, which is approved by DWER.

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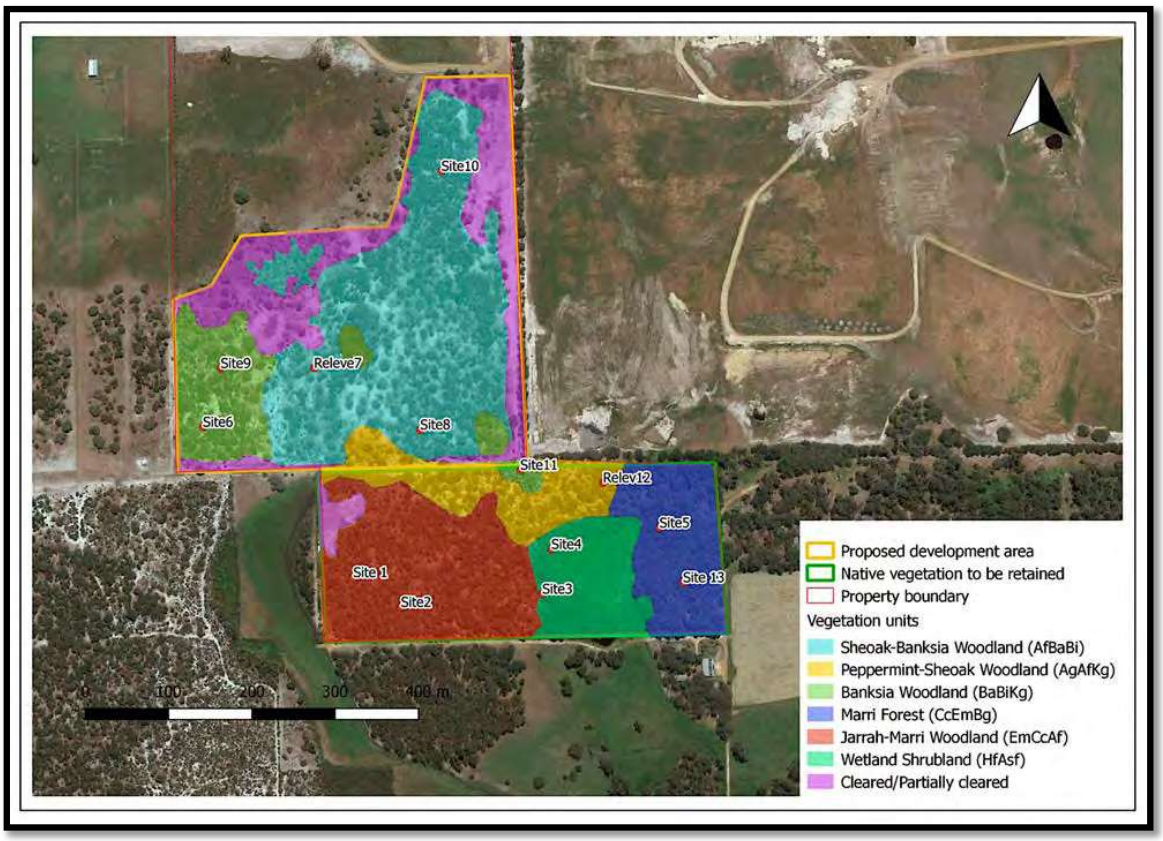


Figure 9: Plant communities

Both the ***Banksia* Woodland (BaBiKg)** and the **Sheoak-*Banksia* Woodland (AfBaBi)** are consistent with the diagnostic characteristics of the *Banksia* Woodland of the Swan Coastal Plain TEC (listed under EPBC Act as Endangered and under State policy as Priority 3).

The wetland area mapped as **Wetland Shrubland (HfAsf)** has possible affinities to the Priority 1 Shrublands of near permanent wetlands in creeklines of the Whicher Scarp (G2) vegetation community. The landform is consistent with the description given by Keighery et al. (2008) for west Whicher Scarp valley wetlands of vegetation communities associated with permanent/near permanent wetlands fed by persistent freshwater seepages.

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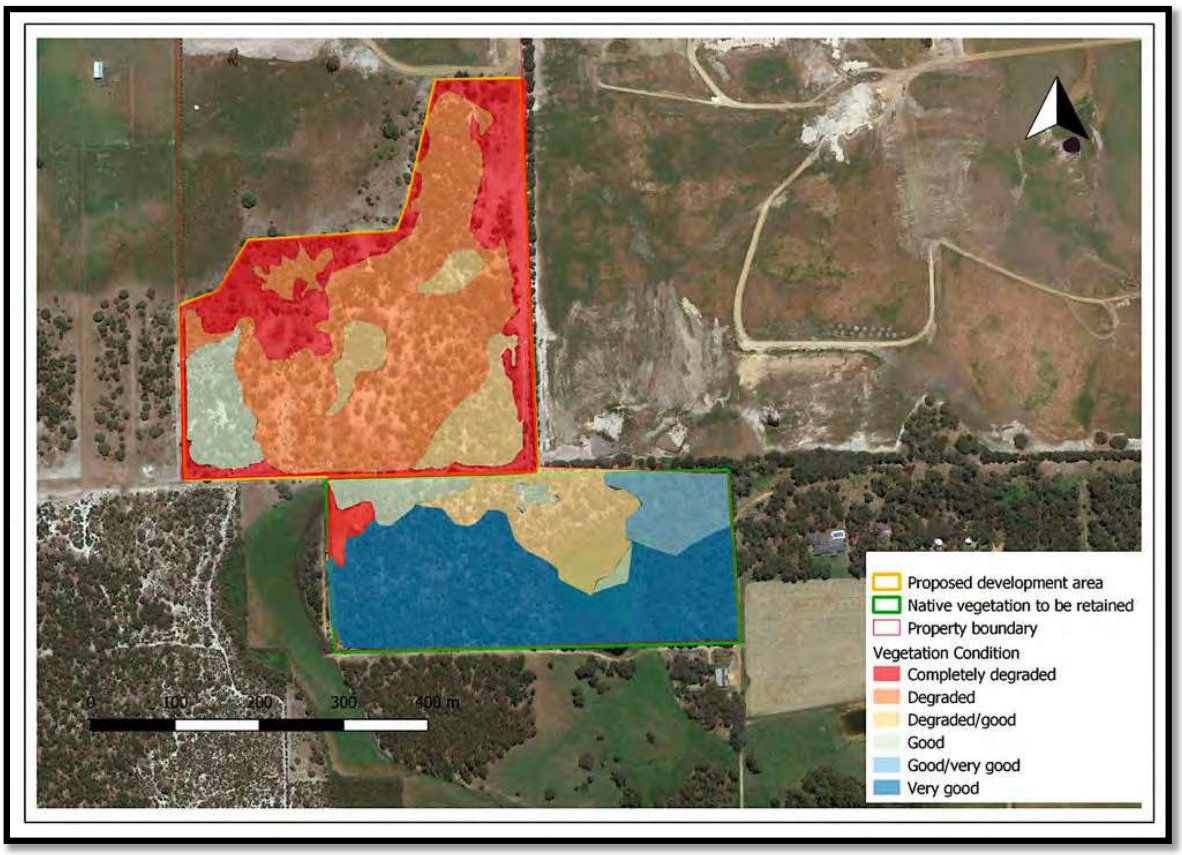


Figure 10: Vegetation condition

The TEC structure is typically low woodland to forest with a canopy dominated or co-dominated by a number of *Banksia* species, including as in this case *Banksia attenuata* (Commonwealth of Australia 2016). None of the contra-indicators i.e. dominant or co-dominant species such as *Banksia littoralis* are present in this community.

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Figure 11: Typical vegetation on the resource area

The Sheoak-*Banksia* Woodland (AfBaBi) has affinities with the State listed Priority 1 West Whicher Scarp *Banksia attenuata* woodland (B2) (which is a component of the EPBC listed *Banksia* Woodland of the Swan Coastal Plain TEC). However, the poor condition of the vegetation and disturbed nature of the understorey in particular, meant that definitive identification of the priority ecological community was difficult. *Kunzea glabrescens* also produces dense thickets that reduce the understorey and ground cover species.

Stream Environment and Water 2018 mapped 11.9 ha of *Banksia* woodland consistent with the characteristics of the federally listed *Banksia* Woodlands of the Swan Coastal plain threatened ecological community in the potential development area.

Of the 11.9 hectares, only 1.3 ha was in good condition and therefore meets the minimum requirement to be classified as the TEC but is under the minimum patch size of 2ha. ***As the Banksia Woodland in Good Condition is below the patch size for referral to the Commonwealth under the EPBC 1999 listing, no referral is necessary.*** (See the attached Closure and Rehabilitation Plan for CPS 8863/1 which is approved by DWER).

Two of the thirteen introduced flora species recorded during the survey, are listed as declared pest plants under the *Biosecurity and Agriculture Management Act (2007)*, *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily) although Stream Environmental and Water did not map the weed species for this project.

The vegetation is too degraded for sample plots to be effective and these were not completed by *Stream Environment and Water 2018.* However the vegetation descriptions of the proposed pit and the vegetation on the land to be protected as a Conservation Covenant provide the baseline local vegetation data. From that data the proposed Completion Criteria has been developed and is appropriate and achievable, based on revegetation of other sand pits in similar soils and parkland pasture. See the attached Flora and Vegetation Survey completed by Stream Environment and Water.

Therefore the location of reference sites are not applicable to this site.

The site is so degraded and has an absence of understorey that it was not possible for Stream Environment and Water to use 100 m^2 plots to assess the quality of the vegetation already on site.

It should be noted that not all plant communities have the same number of plants, and reduced species richness and plant density can be natural. *Agonis flexuosa* and *Allocasuarina fraseriana* produce phytotoxins to reduce competition from understorey and other trees.

In plant communities where these plants are prominent, the species richness and plant density is normally much less. Such communities can appear and even be listed as "Degraded" when they are in fact in "Good" or better condition. The test really is the number of exotic species rather than the lack of species richness and plant density.

On site reduced plant density and species richness can be expected to occur naturally in Peppermint-Sheoak Woodland (AgAfKg

5.1.3 Weed Management Plan

Thirteen of the 108 taxa are introduced. An additional 11 species (including 4 introduced species) were recorded in the previous survey by Ecological Environmental Services (2013) but were not recorded during the current project.

Two of the thirteen introduced flora species recorded during the survey, are listed as declared pest plants under the Biosecurity and Agriculture Management Act (2007), *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily) although Stream Environmental and Water did not map the weed species for this project.

Management of weeds will be undertaken on site in accordance with an approved Phytophthora Management Plan, which is included at Section 8.2 of the Closure and Rehabilitation Plan Clearing Permit CPS 8863/1.

5.1.4 Dieback Management

It has been noted that there are significant areas of vegetation dying within the Yelverton (Yd) areas of remnant vegetation on-site. One known root cause of die-off in native vegetation is attributed to the presence of *phytophthora cinnamon* (dieback), however; dieback testing completed by DPaW on 27 October 2017 as part of the requirements of supplying sand to the City produced a negative result for the presence of *phytophthora cinnamon.* The report is attached as Appendix D.

Management of dieback will be undertaken on site in accordance with an approved Phytophthora Management Plan, which is included at Section 8.2 of the Closure and Rehabilitation Plan Clearing Permit CPS 8863/1.

5.1.5 Closure and Rehabilitation Strategy

The Closure and revegetation is covered by the Closure and Rehabilitation Plan for Clearing Permit CPS 8863/1. The Closure and rehabilitation Plan has been approved by DWER.

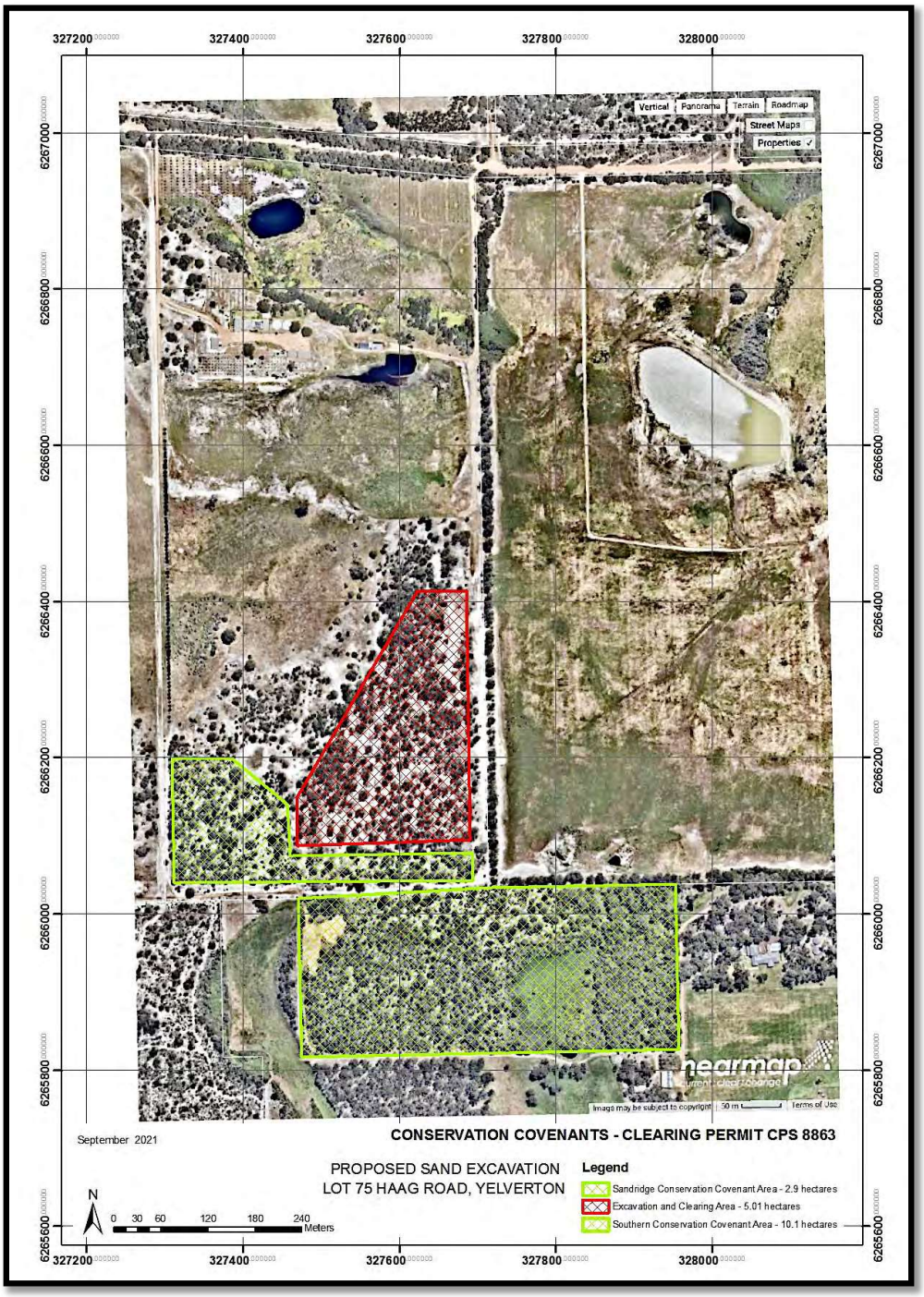


Figure 12: Closure and conservation areas

5.1.6 Fauna

Greg Harewood completed a Targeted fauna assessment in 2019 (Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton).

The main fauna identified as being potentially present and of significance are the Western Ring Tail Possum and the three species of Black Cockatoo.

During the survey, trees with hollows were recorded and checked for suitability and use by fauna.
The site does lie within the distribution of **Western Ringtail Possums**. However the site investigations conducted by Greg Harewood did not find any evidence of their presence on Lot 75.

If present the species utilise *Agonis* Peppermint, Jarrah and *Nuytsia* as food sources, all of which are present on the proposed pit footprint. The surrounding perimeter vegetation is to be retained and the large area of vegetation in the south will be retained under Conservation Covenant.

In order to increase the suitable habitat for Ring Tail Possums, it is proposed to add more local native vegetation, particularly *Agonis* Peppermint and Jarrah, which will be added in the vegetation retained and on the batter slopes to increase the habitat and vegetation connectivity for Western Ring Tail Possums.
The habitat suitable for **Black Cockatoos** was assessed. Greg Harewood found twelve trees with a trunk diameter of >500 mm. Six appeared to contain hollows but none large enough for use as Black Cockatoo nesting. No roosting trees were recorded. The vegetation on the pit footprint provides foraging habitat for one or more species.

- Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*

Table 4: EPBC Listed local fauna

Wetlands of International Significance		
Vasse-Wonnerup System	Within same catchment as RAMSAR site	
Threatened Species	**Status**	**Likelihood**
Calyptorhynchus baudinii (Baudin's Black-Cockatoo, Lon-billed Black-Cockatoo)	Endangered	Species or species habitat likely to occur within area
Dasyurus geoffroii (Chiditch, Western Quoll)	Vulnerable	Species or species habitat likely to occur within area
Pseudocheirus occidentalis (Western Ringtail Possum)	Critically Endangered	Species or species habitat likely to occur within area
Migratory Territorial Species	**Status**	**Likelihood**
Haliaeetus leucogaster (White-bellied Sea-Eagle)	Migratory	Species or species habitat likely to occur within area
Apus pacificus (Fork-tailed Swift)	Listed- overfly marine area	Species or species habitat may occur within area
Ardea alba (Great Egret, White Egret)	Listed- overfly marine area	Species or species habitat may occur within area

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Ardea ibis (Cattle Egret)	Listed- overfly marine area	Species or species habitat may occur within area
Merops ornatus (Rainbow Bee-eater)	Listed- overfly marine area	Species or species habitat may occur within area

5.2 Natural and Cultural Heritage

5.2.1 Indigenous Cultural Heritage

A search of the WA Atlas database indicated that there are no known sites of aboriginal significance within the project footprint. The property has been used for agricultural activity for approximately 30 years. Being freehold private land, the project area is not subject to Native Title.

5.2.2 Significant Natural Features

The project lies within the catchment area of the Vasse-Wonnerup wetland, which is listed under RAMSAR. The key wetland features are remote from the proposed development, however several feeder streams (namely Annie Brook and Mary Brook) feed eventually into this system.

No geological features or key landforms of significance were identified within the project footprint.

5.2.3 Non-Indigenous Cultural Heritage

There are no known sites of non-aboriginal cultural heritage within the project footprint. All sites of cultural heritage within the City are considered far enough removed from the project footprint to not be considered further in this assessment.

5.3 Socio-Economic Factors

5.3.1 Tourism and Aesthetics

Evidence suggests that rural retreats and eco-tourism are filling an increasingly popular market for tourists and holidaymakers from urban centres such as Perth, or interstate and international visitors. The region from Margaret River to Busselton and Bunbury is dotted with bed and breakfast rural accommodation ventures in proximity to the project, although one is over 1km away and accessed by a separate road network. The other is located at the northern end of a landholding whose south east boundary adjoins the north west corner of Lot 75 Haag Road.

The surrounding landscape, particularly to the west, is characterised by spectacular coastal and geological scenery. To the west, Caves Road is recognised as a popular tourist route, in part because of access to coastal towns and popular tourist destinations/centres (Yallingup, Dunsborough, Leeuwin Naturaliste Lighthouse, etc.) and in part because of the natural aesthetics of the surrounds.

5.3.2 Primary Industry

The region still maintains a predominantly rural character and much of the surrounding land is devoted to dryland grazing, in particular for the production of wool and lambs for the domestic market.

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In addition to dryland grazing, some smaller intensive agriculture is appearing in the immediate region.

These operations are usually characterised as being located on smaller allotments, where large-scale grazing for wool or lamb production would be unviable. Two protea (flower) farms exist some distance to the north of the proposed development and service the domestic market. Areas to the west, east and south have been planted with vines. The internationally regarded wine region of Margaret River is some 15km to the south.

5.3.3 Other Industry

A sand extraction operation operated immediately east to the property from 2001 to 31 March 2017. The site is currently undergoing rehabilitation to agricultural land. The view of land undergoing rehabilitation is shown in Figure 9. An application to extend the life of this project and extract sand to the boundary of Lot 75 Haag Road, Yelverton (in variance to the City's Local Planning Policy No. 5A – Provision4.2.3.5) was decided at SAT Directions Hearing on ' Credaro & Ors v City of Busselton'.

5.3.4 Transport and Infrastructure

Road Infrastructure

The site has been laid out to accommodate a very low level of site presence and is in fact completely visually screened from all public roads in order to minimise he development on all adjacent land users.

Access to the site is provided by Haag Road which was upgraded by the pit operator at a cost to the property owner of $178,000. Haag Road discharges onto Chambers Road which has been used for in excess of 15 years by the owners of Lot 4079 Chambers Road, Yelverton to deliver sand into the local civil and construction markets. Main Roads Western Australia (MRWA) has confirmed that the access point onto Bussell Highway is suitable for the proposed haulage activities.

Haag Road is the only access to the site and comprises of a 11.2 metre wide gravel road in good condition, upgraded by the property owner to City and MRWA standards, situated within a 20m road easement. The road reserve is heavily vegetated for the majority of its existing length and predominantly services several local properties and largely caters for light vehicles.

Haag Road joins Chambers Road, approximately 900m from the current entrance to the property. The most direct route along Chambers Road to Bussell Highway is sealed, due to contributions from the adjacent sand mining operation. The sealed section of Chambers Road is maintained by the City. The remainder of Chamber Road services local residences and farming operations and is unsealed with road maintenance of this unsealed section is undertaken by the City.

Bussell Highway is the key main road from Busselton to Margaret River and further down the south west. Bussell Highway falls under the jurisdiction of Main Roads WA and caters for significant traffic flows daily, including light and heavy vehicle traffic.

The access point where Chambers Road intersects Bussell Highway formed part of the MRWA Vasse-Dunsborough Bypass Upgrade project. Furthermore, the City has granted a development approval (DA09/0252) for the sand extraction from Lot 2 Haag Road, Yelverton using the identical collisions during the sand extraction of Development Approval DA12/0388 as the pit operator has strictly adhered to low speeds along Haag and Chambers Roads. Refer to attachment 1 for the overview of the site layout, local Haul routes and key features of the local area.

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Truck Movements

The project is expected to generate on average 12 truck movements a day, based on estimated extractable volumes of 250,000 cubic metres of fill, restricted hours of operation, a truck and dog haulage configuration and a three year project life, although it is noted that demand may increase or decrease this total on any given day. Trucks are known to increase the wear and tear on road surfaces, particularly on narrower roads, where shoulder damage is generally the principle mechanism of road deterioration. The property owner privately funded a $178,000 capital works upgrade to Haag Road, Yelverton prior to commencement of sand extraction, in accord with DA12/0338, which has been maintained in good working order by the pit operator.

Infrastructure Services

A power transmission line terminates on the western boundary line which is not situated near the project cells or haulage route.

The section of Chambers Road to be utilised to reach the Bussell Highway was upgraded for the adjacent sand extraction operation within the last five years and is considered to be highly suited for this application. Road wear and tear within the City is minimised by selection of a site that minimises transport on the local road network. A commitment to maintain the quality of Chambers Road by implementing an ongoing maintenance program will ensure that the road does not deteriorate over the life cycle of the project.

The route selected and the restrictions imposed on operating hours, in particular avoiding school bus hours, ensures that the risk of collision with school buses is eliminated and the risk of collision with local traffic is minimised. Road signage, suitable for the adjacent sand extraction operation, is considered appropriate for this project and no additional signage is proposed for traffic management purposes.

5.4 Complaints

A complaints recording and investigation procedure is to be implemented and maintained.

All complaints will be recorded, investigated and if substantiated action taken to correct the issue raised.

Where possible the complainant will be contacted to explain the procedures and actions taken to resolve the issue.

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6.0 RISK ASSESSMENT METHODOLOGY

This section outlines the methodology used in Section 7 to assess the impacts and risks of the proposal.

6.1 Identifying Impacts

It is recognised that the proposal will result in a series of unavoidable, or certain, environmental impacts. Most human activities result in some form of environmental impact, and routine impacts expected from the extraction of sand have been identified and captured by the proponent.

6.2 Identifying Risks

During most primary industry operations there remains the potential for unforeseen events to impact on operations, resulting then in the potential for unexpected impacts to occur. Past experience with extractive industries and use of the hazard identification (HAZID) processes outlined, non-routine activities that can occur can be identified to a high degree, and the impacts that could arise from these non-routine activities can be identified to a high degree. For this Social Impact Assessment, an "impact" is therefore a known result that will stem from routine sand extraction operations.

6.3 Ranking Identified Impacts and Risks

To rank risks a tailored risk assessment matrix was used and qualitative assessments made to determine the level of risk. For ranking impacts, the impact was assessed against the consequence descriptors. This allows qualitative outcomes of risks and impacts to be presented to assess whether an impact or a risk represents a negligible, low, medium, or high environmental threat ranking. The impact and risk assessment matrix is represented in Figure 10.

Consequence / Likelihood		Highly Unlikely	Very Unlikely	Unlikely	Likely	Highly Likely
High	Impact requires external assistance. Regional concern raised.	**Low**	**Moderate**	**Moderate**	**High**	**High**
Moderate	Local concern. Impact obvious offsite. Local area concern.	**Low**	**Low**	**Moderate**	**Moderate**	**High**
Low	Minor offsite impact may be noticeable, however only a low level of local concern expected.	**Negligible**	**Low**	**Low**	**Moderate**	**Moderate**
Negligible	Difficult to measure an environmental impact. Site concern only. Easily remedied.	**Negligible**	**Negligible**	**Low**	**Low**	**Low**

Initially, risks and impacts are addressed with standard mitigation or control measures considered effectively implemented. If a resultant threat is still considered too high, for instance where a particular environment is susceptible to certain impacts over and above the majority of locations where extractive industries are undertaken, there may be the need to consider further impact or risk mitigation. Where a threat is calculated as moderate, practicable mitigation measures have been implemented to reduce the threat posed to as low as reasonably practical (ALARP). Where a threat returns a high rating, measures must be put in place to reduce this below high and to ALARP, or the activity avoided within the scope. Where a threat has been assessed as negligible, low, or ALARP, it is considered acceptable.

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7.0 ENVIRONMENTAL IMPACT AND MANAGEMENT OF THE PROPOSAL

The following Section details the outcomes of the risk assessment undertaken in accordance with Section 6. Unless indicated otherwise, only those risks and impacts resulting in negative outcomes, and the mitigation measures to be implemented to minimise these impacts, are included in this Section.

7.1 Flora, Fauna and Biodiversity

- Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*
- Landform Research 2020, Proposed Sand Excavation, Closure and Rehabilitation Plan, Lot 75 Haag Road, Yelverton.

7.1.1 Flora and Vegetation

It is proposed to extract the sand in three stages of three stages of 2.0, 2.0 and 1.0 hectares, to a depth of 0.5 metres separation above the highest winter water table.

The Clearing, vegetation management, closure and revegetation are considered in the Closure and Rehabilitation Plan which will be conditions within Clearing Permit CPS 8863/1 as it has been approved by DWER.

That vegetation management includes the addition of Conservation Covenants. See Figure 12.

The proposal will result in the removal of vegetation with the quality of this vegetation being poor/degraded, discussed in Section 3.1.6. *Phytophthora cinnamomic* (dieback) is not present on the proposed site. A phytophthora management plan has been previously been submitted and approved by the City under DA12/0338 as the proposed project footprint is completely contained with the previously Council approved project footprint in DA12/0338.

The project will result in the rehabilitation of all project areas, either resulting in an area of diverse vegetation being protected from all but minor development that does not jeopardise the ecological value of the block, or the connection of this same block via a dieback hardy native vegetation belt to remnant vegetation to the north of the property. The rehabilitation methodologies include mulching of remnant vegetation for reuse, collection of hollow logs for early habitat generation and maintenance of topsoil for reuse. It is noted that species showing resistance to dieback, in particular the peppermint, would be likely to form a significant proportion of replanted vegetation, which may assist to increase the local habitat of fauna such as the Western Ringtail Possum.

Table 5: Impact and Risk Management to Flora and Vegetation

Aspect	Impact	Base Impact	Management Measures	Resultant Impacts
Clearing of vegetation within development footprint	Decrease in vegetation and habitat	Moderate	Rehabilitation of the site in accordance with Clearing Permit CPS 8863 and DWER approved Closure and	Low to Positive

Aspect	Impact	Base Impact	Management Measures	Resultant Impacts
	Decrease in local biodiversity Loss of locally significant species		Rehabilitation Plan, to achieve the a net gain of native vegetation through either a strategic linking corridor or covenanting significance	
Rehabilitation with die-back hardy species	Provide higher vegetation quality than existing in the medium to long term	Positive	Dieback management of the site in accordance with Clearing Permit CPS 8863 and DWER approved Closure and Rehabilitation Plan	Positive
Vegetation covenant for long term protection of key areas	Provide long term vegetation protection within the City	Positive	Covenant in accordance with Clearing Permit CPS 8863 and DWER approved Closure and Rehabilitation Plan.	Positive
Dieback spread through vehicle hygiene failure	Spread of dieback to uninfected areas, particularly road verges	Moderate	Implement the hygiene regime and DWER approved Closure and Rehabilitation Plan,	Low
Dieback spread through failure to notify recipient of the presence of the pathogen	Spread of dieback to uninfected areas	Moderate	Implement the hygiene regime and DWER approved Closure and Rehabilitation Plan	Low
Removal of areas of remnant vegetation not within footprint	Loss of additional vegetation outside the project area (potentially of higher quality)	Moderate	No areas outside the approved excavation footprint will be permitted to be disturbed by CPS 8863. The vegetation outside the vegetation area will be protected, enhanced and better protected.	Negligible

7.2 Noise

Offsite noise is governed by the *Environmental Protection (Noise) Regulations 1997.*

The Environmental Protection (Noise) Regulations 1997, require that sensitive premises including dwellings in non industrial and rural areas, are not subjected to general noise levels (excluding blasting), during the hours 7.00 am to 7.00 pm Monday to Saturday that exceed 45 dBA. Allowable noise to 55 dBA is permitted for up to 10% of the time and to 65 dBA for 1% of the time. Noise levels are not to exceed 65 dBA during normal working hours.

Between 9.00 am and 7.00 pm on Sundays and Public Holidays, and between 7.00 pm and 10.00 pm on all days, the base level is 40 dBA.

At night, between 10.00 pm and 7.00 am Mondays to Saturday, and before 9.00 am on Sundays and Public Holidays the permitted level drops to 35 dBA.

The 10% and 1% “time above” allowances apply at night and on Sundays and Public Holidays as well.

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There are penalties for tonality of 5 dB, modulation 5 dB and 10 dB for impulsiveness, that are added to the permitted levels. That is, if the noise is tonal or modulated the permitted levels drop by 5 dB. Impulsiveness is not likely to be relevant for the quarry under normal circumstances.

The Noise Regulations provide for Construction Noise exemptions to enable construction of the site such as the building of the screening bund and opening the pits.

Influencing factors that raise the allowable noise levels are activities such as external industrial noise, some nearby land uses and busy roads. These are not relevant to this site.

Under Schedule 1 of the Noise Regulations the premises on which the extraction of basic raw materials are extracted, is classified as Industrial Land for the purposes of calculating influencing factors. This was defined as the whole cadastral boundaries in State Administrative Tribunal decision {2013} WASAT 139, Bushbeach v City of Mandurah. In this case the premises is quite small and approximates the area of disturbance and will have little impact on the influencing factors.

At a distance greater than 15 metres from the sensitive premises (eg dwelling), and commercial premises, a base level of 60 dBA applies at all times, with the 10% time permitted to be up to 75 dBA and the 1% permitted to be up to 80 dBA. For industrial premises the base level is 65 dBA at all times with the 10% time permitted to be up to 80 dBA and the 1% permitted to be up to 90 dBA.

Excavation will be worked from inside out on the floor of the pit working below natural ground level with a perimeter low bund of topsoil stored to be respread at closure.

Based on the nature of the sand, equipment used and excavation methods, the extraction of sand has the lowest impact and even the generic buffer of 300 metres is too large for noise mitigation based on the proximity of dwellings to sand pits in the Perth and Peel Regions and in other parts of the State.

There are no residential properties near the existing excavation areas, with over 500 metres separation to all sensitive premises.

Noise is recognised as a sensitive impact in the rural setting, particularly within proximity to areas of high scenic attraction close to several key population centres, where a shift to rural lifestyle blocks is evident. Key issues relate to disturbance of sleep and interruption during the evenings or other times when people are enjoying the rural aspect, generally weekends. Other sensitive land uses include tourist accommodation or attractions.

For resident and tourist accommodation, times where noise becomes a particularly sensitive issue are generally before 7am, when people are still asleep or preparing for the day, around dusk (or after 6pm during summer hours) when people are unwinding from a day at work or enjoying an evening meal, or on the weekends. No excavation is proposed for Saturdays, Sundays or Public Holidays.

Consultation with adjacent neighbours and the operator of the sand mine adjacent to the project indicates that there was a general perception held by neighbours that noise from the operation would significantly impact their lifestyle, whilst in practice, although some nearby neighbours could hear earthmoving equipment and trucks, the impacts were restricted to times when the noise is a part of the rural lifestyle and comparable to the operation of agricultural machinery. Generally, whilst people would prefer that there were no sources of machinery noise in their immediate vicinity, it was recognised that a sand mining operation with an appropriate buffer zone and restricted to daylight hours Monday to Friday, caused little additional impact within the rural acoustic environment.

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Operation machinery will be the main source of noise from the project, both earthmoving equipment (excavators and loaders) and haulage trucks. Earthmoving equipment is restricted to the site, whilst trucks will traverse private property and local roads to the highway. No significant issues have been raised in relation to noise from haulage on either private property or Chambers Road. Vehicle Noise on public roads is exempt from the Noise Regulations.

Vibration is an issue often associated with mining operations, however is unlikely to be noticeable outside the property boundaries. No blasting is required for sand extraction operations and vibration has not been considered further.

The project will be screened from the nearest adjacent residences by the substantive planting along Haag Road on the northern border of the property, shown in Figure 4. This will aid in reducing offsite noise impacts, acting as an acoustic barrier.

It is proposed that the operation hours of the project be restricted to 7am – 6pm Monday to Friday or daylight hours where these are more restrictive (i.e. during winter). The assessment of impacts has been based on this assumption.

Based on the nature of the sand, equipment used and excavation methods, the extraction of sand has the lowest impact and even the generic buffer of 300 metres is too large for noise mitigation based on the proximity of dwellings to sand pits in the Perth and Peel Regions and in other parts of the State.

The management of occupational noise is normally handled by providing all necessary hearing protection, as well as conducting worker inductions and educational programs for all staff, and hearing tests which are required. Regular site audits of quarry and mining operations are normally conducted by the Department of Mines Industry Regulation and Safety.

Aspect	Impact	Base Impact	Management Measures	Resultant Impact
Timing	Adverse noise on neighbours		No excavation is proposed for Saturdays, Sundays or Public Holidays. There are no residential properties near the existing excavation areas, with over 400 metres separation to all sensitive premises with the operations conducted on the floor of the pit to use the pit walls to screed the mobile plant.	
Operation of heavy earthmoving equipment	Additional noise at nearest residences	Moderate	Mufflers in good working order fitted on all equipment Mufflers routinely checked. Buffer along Haag Road maintained. Restricted working hours. Shutdown will be used to save fuel and maintenance costs in addition to noise minimisation.	Low

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			There is good flexibility to plan the equipment use to reduce noise levels further even though that is not necessary for compliance with the Noise Regulations. This can include the location of the plant, number and type of plant operating at any one time, use of bunding or shielding, changing the mobile plant, providing better silencing etc.	
Truck transport past adjoining residents (Haag Road option)	Additional noise at nearest residences	Moderate	Transport along Haag Road at slow speed. No use of compression brakes.	Negligible
Reversing beepers (statutory requirement)	Unnatural, but intermittent, noise within the rural landscape	Low	Use either flashing lights or low frequency beepers. No high pitched reversing beepers will be used.	Low
Defective mufflers on operation machinery	Louder than usual noise emitted from equipment, increasing noise at adjacent residences	Low	Vehicles identified as having defective mufflers will not be used or permitted on site until the problem is rectified Routine maintenance of all earthmoving equipment undertaken	Negligible

The key risks identified are due to general operation of equipment, however a combination of existing buffers (inclusive of vegetation screens), well maintained equipment and restricted working hours will minimise any impact to adjacent residences. Consultation outcomes suggest that noise impacts will be of low severity if activities are conducted in accordance with these mitigation measures.

The Responsibilities for Noise Management are shown in the Operations Environmental Management Plan Section 3.11.

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7.3 Air Emissions - Dust

Extractive industries have the potential to cause an impact on local air quality.

Dust risk is restricted to the fine grey dust in the topsoils which can blow when it is disturbed. Sand grains are too large to become airborne. The other potential source of dust is dust generated by vehicles driving along the access road. For much of the year the soils remain moist, even in summer with the small amounts of rain and capillary action. Therefore dust risk is generally not an issue with local sand quarries. Clearing and land reinstatement will be carried out when the soils are moist.

The key impact is generally dust, which causes amenity impacts (dust on washing or on furniture etc) and can cause health impacts through exposure (inhalation) aggravating the respiratory system.

Prior to the imposition by regulation of stringent environmental controls and the availability of knowledge within the industry for controlling the root causes of impacts, quarries were notorious for generating dust and other air emissions and were often inappropriately sited, being placed near numerous sensitive land uses (within rural suburbs or adjacent to schools etc). With good planning and siting in an appropriate location, quarries now minimise impacts on local air quality.

The dust risk assessment is based on the DEC (DWER) 2011 Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and other Related Activities.

DEC (DWER) 2011 Guidelines provide for dust risk assessments to be conducted, management proposed and implemented and a visual monitoring procedure and complaints mechanism to be used.

The Guidelines are for uncontrolled sites or for sites to determine what management of dust might be necessary. Therefore two scores have been used in the risk assessment.

From the assessment of the setbacks of the proposed operations and prevailing winds, the main risk is from the easterly winds on mornings, especially in summer when the soils, hardstand and stockpiles are at their driest.

Tree Belts and Buffer Management

The distance to sensitive premises are > 0.5 km for all but the dwelling to the east south east which lies at approximately 400 meters from the corner of the pit, separated by remnant vegetation which will remain in place.

The *EPA guidance "Separation Distances between Industrial and Sensitive Land Uses",* June 2005, lists the generic buffers for quarries with crushing processing and milling on a case by case basis with the guideline for sand and limestone excavation generic buffer as 300 – 500 metres depending on the extent of processing.

Sand extraction has the smallest buffers with many sand extraction sites at 300 metres or less throughout the south west. The buffers also comply with the *City of Busselton Local Planning Policy No. 2.3 Extractive Industries* and the Draft *DWER Guideline for Dust Emissions 2021*. See Table 2 for the buffer distances.

The buffer distances also comply with the setbacks prescribed by the Department of Natural Resources Queensland (1997) *Planning Guidelines: separating agricultural and residential land uses and Department of Health WA, 2012* which used the same guidelines.

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Dust particles are readily stopped by tree belts and distance, with which the site complies. Tree belts slow the wind and allow the dust to settle but on this site it is the travel distances that provide the protection.

The Queensland Guidelines predominantly relate to agricultural spray drift, but based on particle size also relates to dust.

The Guidelines provide for a buffer of 300 metres for open agricultural land, which is applicable to the proposed operations, dropping down to 40 metres where an effective tree belt is in place. The Western Australian Department of Health also uses the same guidelines. The Guidelines are based on field studies and demonstrate the effectiveness of tree belts and distance in providing screening against particulate travel.

On this site it is noted that the distance to the closest sensitive premises is a minimum of around 400 metres along relatively flat ground. That land surface has significant vegetation and trees minimising any dust risk to sensitive premises.

The vegetation between the corner of the proposed pit and the dwelling to the east will provide good protection from dust risk as considered in the Department of Health and DWER Guidelines.

Table 6: Dust Risk (DWER 2011 Guidelines)

PART A Number	Item	Score
		Sand excavation on the proposed sand pit
1	Nuisance potential of the material	Low when trafficked and untreated and topsoil is moved when moist - 2.
2	Topography and vegetation screening	Sheltered and screened - 1
3	Area of site activities	Active trafficked areas at any one time are 1 - 5 hectares in area - 3
4	Type of work being undertaken	Bulk earthworks - 9
	Summer total without dust measures	Maximum = 6

PART B Number	Item	Score
		Sand excavation on the current sand pits and resources.
1	Distance to premises	Premises between 100 - 500 metres – 12
2	Effect of prevailing wind	Isolated land uses affected by one wind direction - 6
	Total Part B	Maximum Premises = 18

Activity	Calculated Score Part A x Part B	Allocated Risk of Dust

Sand excavation on the current sand pits and resources.	**Maximum Premises A and B = 6 x 18= 108**	**Classification 1** **Negligible Risk,** No recommended actions or contingencies required for the dwellings. Dust management will be required for pit best practice and worker environment.

The dust risk assessment based on the *DEC (DWER) 2011* shows a "Negligible" Risk.

Impacts, risks and management measures to minimise the effect on local air quality are detailed in Table 9.

Table 9 Impacts, Risk and Management- Air Emissions

Aspect	Impact	Base Impact	Management Measures	Resultant Impacts
Land clearing	Potential dust from dry topsoil.	May travel offsite. Low	Clearing land land reinstatement will be carried out when the soils are moist.	Negligible
Emissions from vehicles and operating machinery (particularly diesel engines)	Increase in particulates in local air environment	Low	Keep exhausts in good working order through routine maintenance	Negligible
Greenhouse emissions from burning fossil fuels	Increase in greenhouse concentrations in the atmosphere	Low	Minimise material handling in accordance with good quarry planning, to minimise fuel use. Use appropriately sized machinery.	Negligible
Excavation	Potential dust from dry topsoil	Low	The excavation of sand is free from dust as the particle sizes are too large and the sand stays moist from capillary action. Excavation will be undertaken as low in the pit as permitted by the quarry planning to provide maximum shelter for dust protection and behind the perimeter bund and face. Trafficked roads and hard stand will be wetted down or treated if required. Internal roads and hardstand surfaces will be maintained in good condition (free of potholes, rills and product spillages) and with	

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Aspect	Impact	Base Impact	Management Measures	Resultant Impacts
			suitable grades	
Dust generated by haulage	Increase in particulate in the atmosphere, deposition on surrounding residences, health effects of dust	Low	Water to be applied to haul roads as required to minimise dust. Unsealed section of haul route separate from residences by >700m. All vehicle loads will be covered.	Low
Dust generated by a combination and high winds	Increase in particulate in the atmosphere, deposition on surrounding residences/ health effects of dust Large dust loads Visible dust blow	Moderate	Extraction to be staged Minimise work in strong winds, such that dust generated from loading activities is minimised Progressive rehabilitation to be conducted Long term stockpiles to be stabilised using dust suppressing measures (jute matting, grass, etc.)	Low

The key impacts identified was the risk of dust blow from severe wind, coupled with dry weather. This risk will require active management, the key step being to minimise the area of exposed soil through working only two hectares at any one time, securing long term stockpiles, progressively rehabilitating worked areas and minimising works if winds are high and material is very dry. All routine impacts from dust to other air emissions were considered negligible, given buffer distances and the scale of the activity being proposed.

The Responsibilities for Dust Management are shown in the Operations Environmental Management Plan Section 3.11.

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7.4 Ground and Surface Water

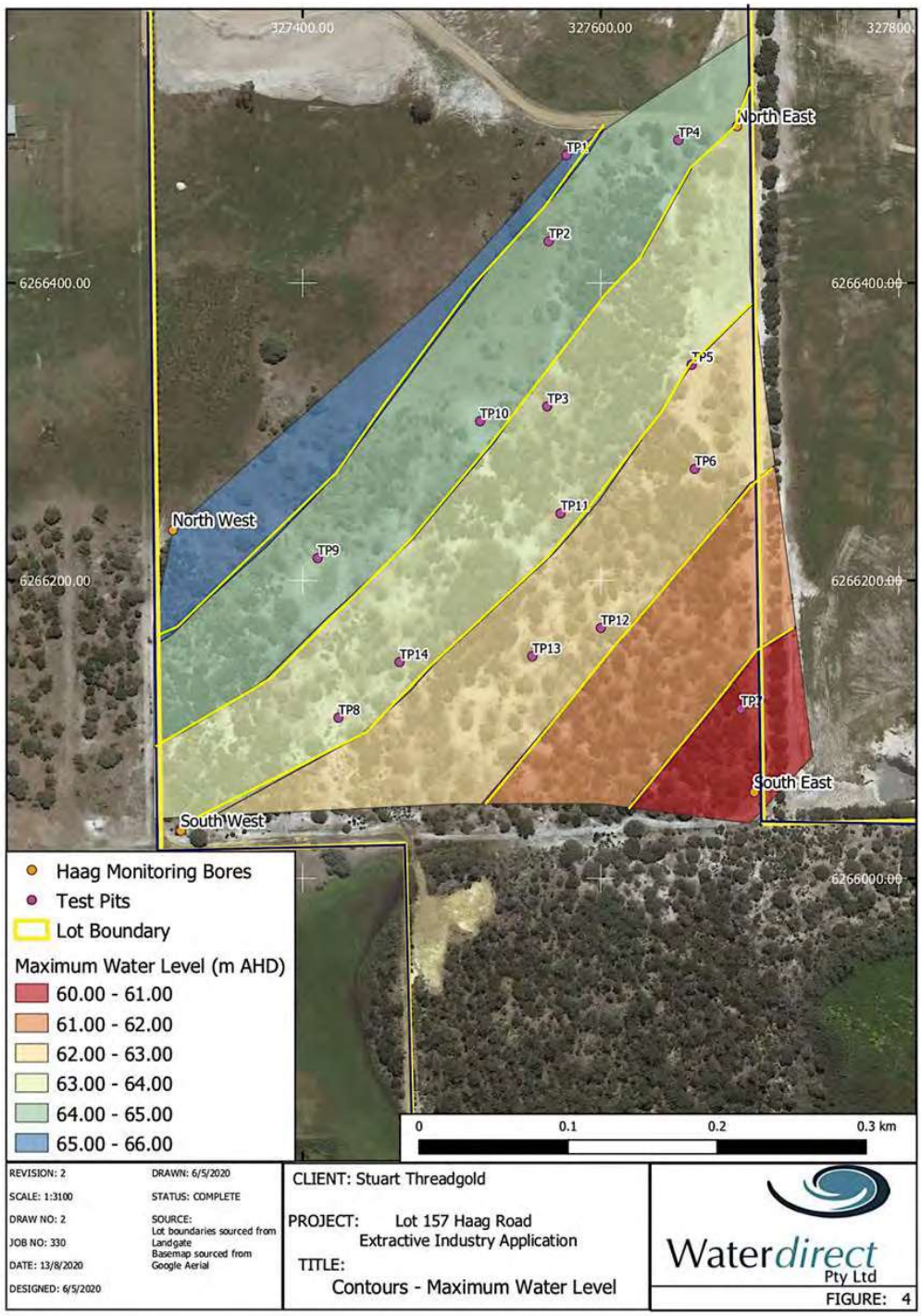


Figure 13: Water table elevations

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Extraction operations have the potential to create sediment laden runoff, particularly as often large work areas are left disturbed at any one time. Sand extraction activities should be less prone to sediment runoff, given that unlike clays, sands should only be transported in only the most high energy runoff flows.

Two watercourses run in proximity to the project areas, namely Mary and Annie Brook. These watercourses are heavily vegetated and are likely to have a high capacity for absorbing sediment runoff with a large particle size (i.e. sand), however the aim should be to minimise sediment load. The two watercourses are located within the Vasse-Wonnerup wetland system, however it is considered that the buffers from watercourses, coupled with the type of material being extracted or disturbed, will present no threat to this system.

The groundwater system in the area has bee investigated by Water Direct Pty Ltd, August 2020 V2, Hydrogeological Assessment Extractive Industries Approval, for S and C Threadgold, 157 Haag Road Yelverton.

Some general groundwater protection measures are required to protect against the risk of contamination so as to protect any beneficial uses in proximity to the project.

Chemical or fuel spills soaking through to the groundwater is the main cause of groundwater contamination, usually via unidentified leaks in long term fuel storage tanks. In addition, spills of hydrocarbons can be transported by stormwater into local watercourses, which can result in visible sheens of hydrocarbons and impacting aquatic life. Frogs in particular are susceptible to this type of pollution.

Table 7: Water table risk and management

Aspect	Impact	Base Impact	Management Measures	Resultant Impacts
Sediment running off from the site during heavy rainfall	Turbidity in local waterways Deposition over aquatic organisms	Low	Buffer of ~ 100m to be maintained between working areas and watercourses	Low
Risk	**Potential Impact**	**Base Risk**	**Management Measures**	**Resultant Risk**
Maintenance activities spiling oil or other hydrocarbons to ground	Contamination of waterways	Low	Equipment to be maintained in a designated equipment yard. Drip trays and spill clean-up kits to be kept on site and employed if a spill occurs.	Negligible
Leaking fuel tanks transmitting fuels to groundwater systems	Contamination of groundwater with hydrocarbons	Moderate	Bunds placed around all permanent fuel tanks or chemical storages	Low

The key risk identified in analysis is presented by permanent chemical and fuel storage on site. Bunding, coupled with routine checking of the tanks, will ensure this risk is minimised. Bunds will be designed to ensure any realistic spill scenario is captured by the bund.

Table 8: Hydrology and Pit Floor Management

HYDROLOGY – WATER AND PIT FLOOR MANAGEMENT	Compliance and Monitoring	Remediation	Timing
Groundwater Flows – Floor Elevation The water table has been monitored from 2018 to 2020 and that data has been used to inform the hydrogeological report prepared by Water Direct Pty Ltd who used regional bore elevations to determine the winter maximum water table elevation. The excavated floor is to be a minimum of 0.5 metres separation to the highest seasonal water table based on Water Direct Figure 4 which takes into account the water monitoring from 2018 – 2020 as well as adding 0.2 metres to the measured AHD groundwater elevations to bring them into line with the historical groundwater elevations recorded by DWER Monitoring Bores. The proposed final floor elevation of the pit is designed by being 0.5 metres above the winter maximum water table elevation. The floor elevation maintains the pre-mine water table gradients from north west towards the south east. No surface flows of water are anticipated on the pit floor because like the current land surface of deep sand the sand on the floor of the pit will be too permeable to allow surface water flow. Currently there is no surface water flow from Lot 75 and the proposed pit quarry. That situation will maintained. The lowest point of the pit will be the south eastern corner and with the batter slopes of the pit there will be no surface flows of water out of the pit. The catchment and water flow paths and volumes will not change as a result of the excavation. The groundwater from under the pit will continue to flow south east, away from the catchment of Annie Brook. Recharge from the removal of some trees and shrubs will lead to a small increase in recharge to the water table which will compensate for a drying climate. That is, there will be no changes to the water regimes and inflows to either Mary or Annie Brooks. **Water Quality** The operational Management proposed for the excavation includes management and removal of wastes and refuelling and servicing management. No fuel will be stored in the pit and all major servicing will be completed offsite.	The concept pit floor is 0.5 metres above the maximum winter ground water 2018 to 2020 plus 0.2 metres. (Water Direct Figure 4). Five water monitoring bores are installed at each corner of the proposed pit, NW, NE, SE and SW as well as the central south. Water monitoring has been completed through 2018 to 2020. The monitoring bores will be monitored in Autumn and late winter annually. At least one piezometer will be installed on the floor of each stage of the extraction to monitor the 0.5 separation to the winter water table.	If the water table is exposed on the floor of the pit the depression will be backfilled to comply with the 0.5 metre separation from the final land surface. If the highest winter water table is found to be different to the hydrogeological data the floor elevation of future stages will be adjusted up or down to compensate.	Autumn and late Winter during the life of the excavations.

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The Responsibilities for Water Management are shown in the Operations Environmental Management Plan Section 3.1.3.

7.5 Transport and Infrastructure

Trucks are known to increase the wear and tear on road surfaces, particularly on narrower roads, where shoulder damage is generally the principle mechanism of road deterioration.

The property owner privately funded a $178,000 capital works upgrade to Haag Road, Yelverton prior to commencement of sand extraction, in accord with DA12/0338, which has been maintained in good working order by the pit operator.

Table 9: Transport Risks and Management

Aspect	Impact	Base Impact	Management Measures	Resultant Risk
Haulage trucks damaging the pavement of Chambers Road	Damage to pavement and increased risk to local traffic	Moderate	Pavement to be promptly repaired where damage solely attributed to the project is evident	Negligible
Risk	Potential Impact	Base Risk	Management Measures	Resultant Risk
Risk of collision with public traffic	Injury/damage to property	Low	Restrict hours of haulage to daylight hours No haulage to be conducted on Chambers Road during school bus hours Road damage to be promptly repaired	Low

The section of Chambers Road to be utilised to reach the Bussell Highway was upgraded for the adjacent sand extraction operation within the last five years and is considered to be highly suited for this application. Road wear and tear within the City is minimised by selection of a site that minimises transport on the local road network.

A commitment to maintain the quality of Chambers Road by implementing an ongoing maintenance program will ensure that the road does not deteriorate over the life cycle of the project.

The route selected and the restrictions imposed on operating hours, in particular avoiding school bus hours, ensures that the risk of collision with school buses is eliminated and the risk of collision with local traffic is minimised. Road signage, suitable for the adjacent sand extraction operation, is considered appropriate for this project and no additional signage is proposed for traffic management purposes.

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The Responsibilities for Transport Management are shown in the Operations Environmental Management Plan Section 3.1.2.

7.6 Visual Amenity

In an area generally regarded as having a high visual amenity, quarries would be considered out of place or detrimental to this amenity. This project is not visible from any vantage points in surrounding areas and is not marked in the Caves Road Visual Management Policy as an area requiring additional scrutiny from a visual amenity perspective. The site is effectively screened from Haag and Chambers Roads, by dense and tall native vegetation along the road reserve, general topography, mature northern peppermint tree line on-site, blue gum rehabilitation along eastern boundary and pinus pinea along western boundary.

Table 10: Visual risk and management

Aspect	Impact	Base Impact	Management Measures	Resultant Impact
Quarry visible from a limited number of vantage points	Visual incompatibility of sand extraction operation in the rural environment	Negligible	Maintain buffers Use internal roads to Chambers Road Minimise dust emissions Progressive rehabilitation undertaken	Negligible
Risk	**Potential Impact**	**Base Risk**	**Management Measures**	**Resultant Risk**
Land use changes require the removal of buffer vegetation along Haag Road	Increase in visibility of the site from Haag Road	Low	Consult with City to ensure buffers are maintained or advance notice is given of removal so alternatives can be considered	Negligible
Visibility of the project from Haag Road	Deterioration in the aesthetic appeal of the adjacent eco-retreat	Low	Maintain the effective buffering Plan works to ensure the most northerly blocks are worked in a manner sensitive to this issue (work the extraction face south to north, maintain buffers, stay off the ridgeline)	Low

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The visual impact of the project is shown to be negligible, given that the site is effectively screened from all major vantage points identified as well as all adjacent roads, which are, in any event, servicing predominantly local traffic only. Buffers are to be maintained and rehabilitation progressed in parallel with extraction operations to ensure any impacts are further lessened.

7.7 Impact Assessment Summary

Impact assessment indicates that the site is excellently positioned close to major transport infrastructure, effectively screened from the majority of view sheds, adjacent residences and property and can operate in all cases with only a low impact on adjacent residents or land uses. In the short term, the proposal will result in an immediate decrease in native vegetation, but as this is heavily impacted with phytophthora and is deteriorating presently, implementation of either rehabilitation option should result in a net gain of native vegetation quality.

7.8 Framework Environmental Management Plan

An Environmental Management Plan is attached to address:

- project operations (hours of operation, site layouts, haulage routes, etc.)
- roles and responsibilities for implementation of the EMP
- documentation and record keeping
- environmental inductions, training and awareness

Site environmental management as detailed as in the application, including:

- Noise and Dust Management Plan
- Road monitoring and repair
- Drainage Management Plan
- Dieback Management Plan
- Maintenance of site buffering
- Rehabilitation
- Complaints and queries handling and response
- Environmental monitoring and reporting

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Closure and Rehabilitation Plan

Approved Development Plan
File Ref - DA20/0437
Page 75
Delegation - C2204/077
Stephanie Navarro, Senior Development Planner - Policy
City of Busselton at 10:42 am, May 06, 2022

PROPOSED SAND EXCAVATION CLOSURE AND REHABILITATION PLAN

S Threadgold

Lot 75 (157) Haag Road, Yelverton

City of Busselton - DA2020/437

Clearing Permit – CPS8863/1

1 October 2021

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SUMMARY

Sand has been excavated from Lot 75 (157) Haag Road, Yelverton previously.

This proposal is for a sand extraction quarry covering an area of approximately 5.0 hectares.

The proposed excavation is an amendment to an earlier application to the City of Busselton (DA2020/0437) and a Clearing Permit Department of Water and Environmental Regulation, (CPS 8863/1).

It is proposed to extract the sand in three stages of three stages of 2.0, 2.0 and 1.0 hectares, to a depth of 0.5 metres separation above the highest winter water table.

Flora, Vegetation and Fauna studies have concluded that the vegetation is in generally Degraded Condition.

An offset of around 10.1 hectares of vegetation in Good to Very Good Condition plus an additional 2.9 hectares of sand ridge vegetation is offered as an offset, under Conservation Covenant, in addition to the sand excavation being returned to *Banksia* Woodland.

This Rehabilitation Management Plan is written to support the revegetation of native vegetation around the floor of the pit as well as to support the revegetation of the site under the Development Approval and provide the information required by DWER in relation to the groundwater elevations and the final floor elevations.

The Report is provided in Two Parts;

- Part 1 – Existing Environment, which provides the background information and context
- Part 2 – Revegetation Plan to DWER Requirements



Landform Research

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ATTACHMENTS

- Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*

1.0 INTRODUCTION

1.1 Background – Property Details

The history of Lot 75 is provided in the document Development Application (Sand Extraction) 2019 – Social Impact Assessment provided to the City of Busselton in support of the Application, Section 2.1.2. (See Attached).

A sand extraction quarry is applied for on Lot 75 (157) Haag Road, Yelverton by the landowner, covering an area of approximately 5.0 hectares. The sand pit is to operate over a 5 year period.

The property details are found in the Development Application submitted to the City of Busselton, which is attached and the Application for a Clearing Permit (CPS 8863/1).

The proposed extraction has been amended from the original 11.5 hectares down to 5.0 hectares.

The land is owned by S Threadgold who is the applicant for the proposed sand extraction (City of Busselton DA 2020/437) and Clearing Permit CPS 8863/1).

Both the Development Application and the Clearing Permit have been reduced to 5.01 hectares.

It is proposed to extract the sand in six stages of around 2.0 hectares each for stages 1 and 2 and 1.0 hectare for Stage 3.

The project will supply the local building and construction industry, Main Roads WA projects and civil works with an estimated 200,000 tonnes of quality grade building sand and fill material. The principal markets to be supplied with this depleting resource are Busselton, Vasse and Dunsborough areas which are still experiencing prolonged growth.

The project is sited close to major road infrastructure, located approximately two kilometres from Bussell Highway.

Sand has previously been extracted from the northern portion of Lot 75 through development approval from the City of Busselton (DA12/0338) and a previous Clearing Permit (CPS 765/1).

Plans of the amended Development area and proposed Clearing Permit Area are attached. The applied for area is found on the attached Figures 2 and 3 which show the staging.

The site is partially covered by native vegetation in generally Degraded Condition.

1.2 Work Brief

Landform Research was requested to review the submitted information and site studies and prepare a rehabilitation plan for the end use of the property and to provide input to both the amended Development Application and Clearing Permit.

A site inspection was made by Lindsay Stephens of Landform Research on 7 August 2020.

The contacts for Landform Research are listed at the front of the report under the Summary.

1.3 Project Overview

Lot 75 is currently used as a Lifestyle Lot with a dwelling. It has some cleared agricultural land that is lightly grazed, with the remainder of the northern portion of the land Parkland Cleared with pasture understorey. The native vegetation on the southern portion remains largely intact.

A constructed wetland exists at the northern end of the previously excavated land, and some trees planted such as *Pinus pinea* as a use of pine nuts. There is some natural vegetation, and an area of vegetation in Good Condition on the southern portion of the subject land

In the past, under a previous owner, Lot 75 was used as grazing and general agriculture and for sand extraction.

The capability of the sands for grazing has been improved by the past sand extraction, which lowered the sand ridge and enabled the sand to carry good pasture over into summer.

The remaining sand ridge, which is covered by generally degraded remnant vegetation, has a sand resource with a surface up to 5 metres above the water table and does not support pasture into summer.

With the extraction of the sand the soils will be improved through better summer soil moisture.

A southern portion of Lot 75, extending into the south eastern corner, is covered by remnant local native vegetation with a wetland. That land of around 10.1 hectares will be offered as conservation through Conservation Covenant.

As part of that proposal Haag Road was significantly upgraded to the City of Busselton requirements. The adjoining property to the east has been the subject of sand extraction, and used the upgraded Haag Road.

1.4 End Use

After sand excavation, portion of the excavated land will be returned to local native vegetation.

The perimeter buffer vegetation will be retained.

The fire break will be relocated from the boundary to the floor of the excavated area to better protect the perimeter vegetation and land uses on Lot 75.

The southern area of vegetation in Good to Very Good Condition will be retained and placed under Conservation Covenant. A fire break will be provided to that vegetation as required by the City of Busselton. See Figure 15.

The old gravel pit in the proposed Conservation Area will be revegetated to local native vegetation.

1.5 Baseline Assessments

Within the previous reports and documentation a number of discussions and plans have been prepared to provide the background data for the proposed excavation of sand.

The various information was reviewed to check for inconsistencies or potential improvements.

When reviewing the available data no issues were found that would lead to any other significant changes to the project apart from the reduced excavation footprint.

A site survey plan was prepared on 7 August 2020 that was not available to the other consultant reports and is included here.

From the available information a closure and rehabilitation plan was developed.

1.6 Studies Completed

A number of studies have been completed with respect to the proposed extractive industry site.

- Harewood G, 2019, *Targeted Fauna Assessment, Lot 75 Haag Road Yelverton.*
- Landform Research, 2020, Field inspection. Observed material is included in this Revegetation Plan.
- Ngh Environmental 2018, *Noise and Dust Management Plan, Sand Extraction – Lot 75 Haag Road Yelverton.*
- Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas. *Lot 75 Haag Road, Yelverton.*
- Survey South 2020, *Feature Survey and Contour Plan of Lot 75 Haag Road Yelverton.*
- Threadgold Architecture, 2019, *Development Application (Sand Extraction) – Social Impact Assessment, Lot 75 Haag Road.*

- Threadgold Architecture, 2019, Operations *Environmental Management Plan – Sand Extraction, Yelverton.*
- Water Direct Pty Ltd, August 2020 V2, *Hydrogeological Assessment Extractive Industries Approval, for S and C Threadgold, 157 Haag Road Yelverton.*

1.7 Legal Controls

The quarry will be approved under a number of different processes.

The City of Busselton will condition all aspects of the quarry, including the methods of excavation, the depths of excavation, the final floor form, the revegetation and rehabilitation and the water quality management.

The City of Busselton will issue a Development Approval (DA 2020/0437) with Conditions under their Town Planning Scheme. They will also issue an Extractive Industry Licence under the City's Local Law, again with Conditions.

Monetary Bonds will be required by the City to ensure satisfactory compliance and rehabilitation. Those Bonds will be required to be legally available to the City in the event of default on the completion of the sand excavation and satisfactory rehabilitation.

If the landowner does not satisfactorily complete the revegetation the City will be able to undertake those activities using the money from the required bond under the Local Law.

In addition a Clearing Permit (CPS 8863/1) under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*, will contain conditions that will also regulate the clearing and revegetation of the site.

If the sand is to be screened, a Licence under *Part (V) of the Environmental Protection Act 1986* will be required that will also be issued with conditions to regulate the operations of the quarry.

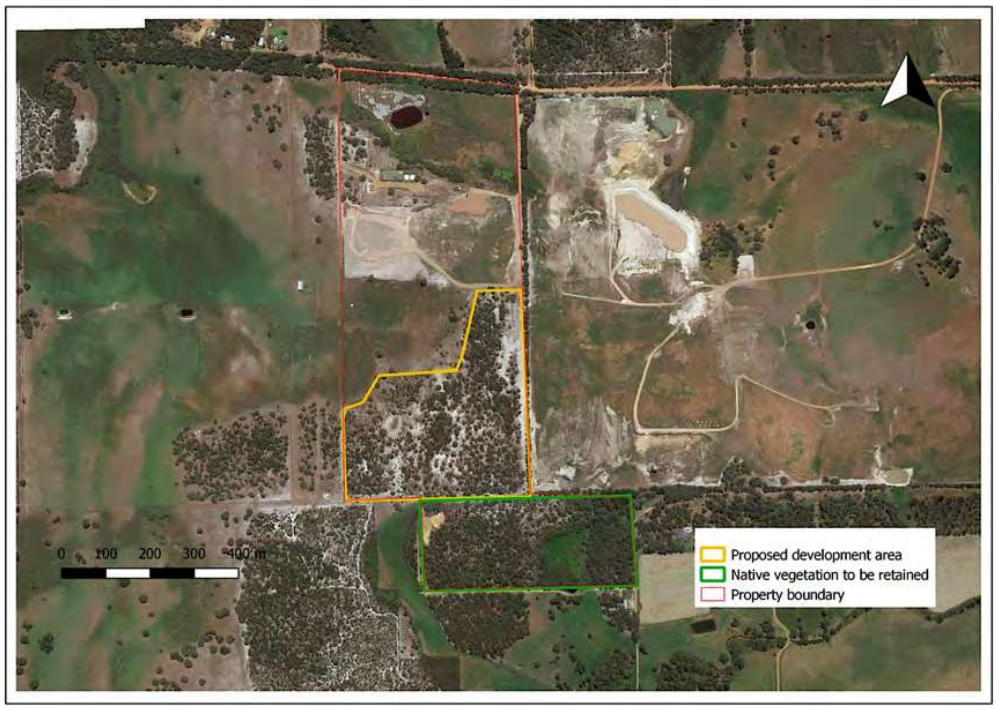


Figure 1: Location of the sand resource (orange) - *Stream Environment and Water 2018*

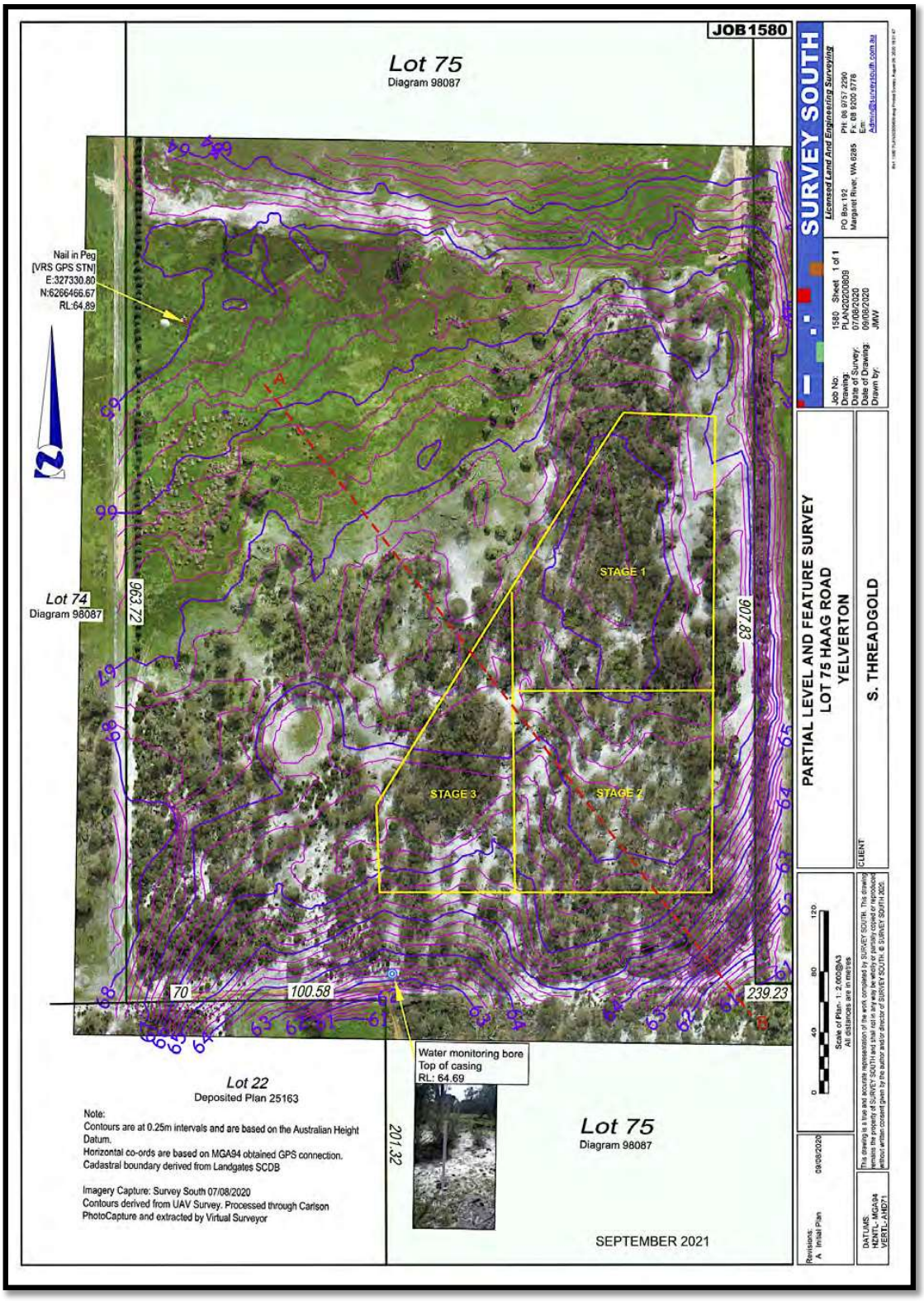


Figure 2: Proposed Excavation - Staging - Existing Contours. See Figure 16 for Section Line A - B

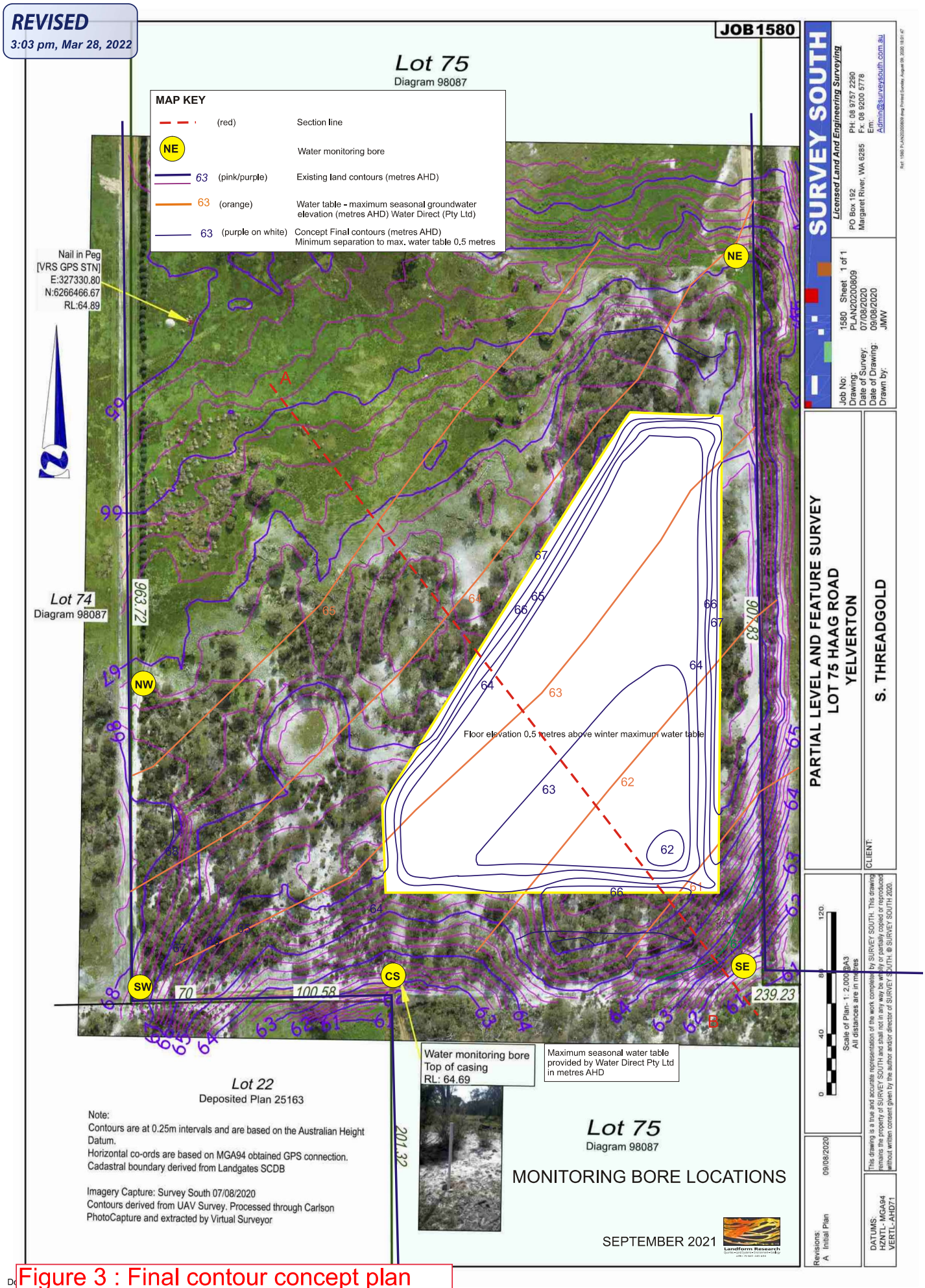


Figure 3 : Final contour concept plan

2.0 PROPOSED EXCAVATION

2.1 Project Overview

The Project Overview is provided in the Development Application (Sand Extraction) 2019 – Social Impact Assessment provided to the City of Busselton in support of the Application, Section 3.0. (See Attached).

The whole resource area has been investigated using an excavator digging test holes in a grid pattern. The sand varies from yellow to white and from 1 – 3 metres deep with an average of 1.5 metres. See Water Direct Pty Ltd. See Figure 2 and Figure 15.

- An access road will be formed from gravel or limestone to enable the various stages to be excavated.
- Vegetation will be cleared by pushing into perimeter stockpiles. Excess timber will be used for fence posts, fire wood, and craft uses, subject to site and use safety. See Section 4.2 Vegetation Recovery During Clearing.
- Smaller vegetation branches will be used in revegetation for a source of seed, by spreading on the batter slopes and rehabilitation areas.
- Excess vegetation will be mulched for final end use restoration.
- Topsoil will be removed and recovered for spreading directly onto areas to be revegetated.
- If topsoil cannot be directly transferred it will be stored in low dumps at the perimeter of the excavation footprint.
- There is little or no overburden, which will consist of subgrade sand. If available overburden will be pushed from the excavation area to provide perimeter bunding to assist in visual, noise and dust management.
- Sand will be excavated from the floor of the pit to a depth of 1 – 5 metres.
- The base of the pit is to be a minimum of 0.5 metres separation to the highest seasonal water table based on Water Direct Figure 4 which takes into account the water monitoring from 2018 – 2020 as well as adding 0.2 metres to the measured AHD groundwater elevations to bring them into line with the historical groundwater elevations recorded by DWER Monitoring Bores.
- As the first part of construction and excavation, the access road will be constructed at the pit final floor elevation by cutting to the floor of the pit. This will mitigate the need to construct the road twice. The access road will be formed from gravel, limestone or suitable hard stand to enable traffic.
- The sand to be used for fill will be loaded directly to road truck by loader. The loader will stay at the face and the road trucks will be restricted to access roads spreading out from the centre of the operational area. Drivers will be instructed to stay in their trucks within the loading area.
- The loader will work at the face, approaching the face in a perpendicular manner to enable the natural slump of sand to make the working face safe.
- Trucks will be confined to a haul road and loading area that will be moved as required as the face progresses. The trucks will approach in an anticlockwise direction so the driver is facing the loader. Drivers will be required to stay in their trucks whilst in the loading area.
- All vehicles will have radio contact.
- The site will be worked in stages with the land being reformed and rehabilitated progressively as the final floor elevations are reached.

- The design depth of the excavation is based on winter water monitoring and will be maintained by survey and piezometers.
- Operations will occur on the floor of the pit with the face providing visual and noise screening to the closest residences as shown in the attached Staging Plan.
- Rehabilitation will progressively follow mining, wherever possible with completed stages of the excavation being revegetated as soon as practicable.

2.2 Staging

The pit is divided into three stages of 2 hectares + 2 hectares + 1 hectare.

The face of the pit will be orientated so that the face is located between the excavation area and Haag Road and the closest sensitive premises such as dwellings to the north east and north west and the dwelling and glamping to the south east. Figure 2

3.0 EXISTING ENVIRONMENT

3.1 Current and Past Landuse – Site Description

Lot 75 is currently used as a Lifestyle Lot with a dwelling. It has some cleared agricultural land that is lightly grazed, with the remainder of the northern portion of the land Parkland Cleared with pasture understorey. The native vegetation on the southern portion remains largely intact.

The land north of the sand resource was extracted for sand previously.

As part of that proposal Haag Road was significantly upgraded to the City of Busselton requirements.

The adjoining property to the east has previously had sand extracted from it.

3.2 Geology and Soils

The geology is described in Water Direct Pty Ltd. The resource lies on the Yelverton Shelf, Weaving S, 1998, *Geographe Bay Catchment, Natural Resource Atlas,* DPIRD (Department of Agriculture).

The soils of the resource area are well described in Tille P J and N C Lantzke, 1990, *Busselton – Margaret River Land Capability Study,* DPIRD (Department of Agriculture) Land Resource Series No 5 as **Yd**, Yelverton Deep Sandy Flats and Low Slopes.

On this site only the overlying sand sheet is impacted by excavation and consists of deep leached quartz sands.

The soils and excavation of sands are well known from the other sand pits that have operated and currently operate across the local area.

The resource typically has a grey sand overburden up to 100 mm thick over leached white silica sand grading to yellow sand.

A series of test pits were sunk across the sand resource to verify the sand. The location of the test pits are shown in Water Direct Pty Ltd 2020, Figure 2, which is attached.

3.3 Hydrogeology and Drainage

The Hydrogeology and Drainage is discussed in the Water Direct Pty Ltd study, which shows a drainage line in the north to Annie Brook. There is no surface water flow from the subject land.

The only water flows are through lateral movement of the superficial groundwater. On the pit footprint those flows are to the south east across the southern portion of Lot 75, as described by the Water Direct report and shown by the Section line through the pit Figure 6.

The headwaters of Annie Brook originate from the wetter areas at the north of Lot 75, near Haag Road. To the south of Lot 75 is Mary Brook, from which the headwaters of a small tributary originate just outside the central south western edge of Lot 75.

There are no water courses on the sand resource.

The hydrogeology was plotted on the Contour Survey Plan using a separation of 0.5 metres to the highest recorded water table, and that enabled the replotting of the proposed pit footprint and a section line through the proposed development.

The separation to the highest water table was changed from 1 metre in the previous documentation to 0.5 metre in compliance with DWER Water Quality Protection Note 15, (2019) Basic Raw Materials Extractive Industries. See Figure 16 for a Section Line.

Table 1: Hydrology and Pit Floor Management

HYDROLOGY – WATER AND PIT FLOOR MANAGEMENT	Compliance and Monitoring	Remediation	Timing
Groundwater Flows – Floor Elevation The water table has been monitored from 2018 to 2020 and that data has been used to inform the hydrogeological report prepared by Water Direct Pty Ltd who used regional bore elevations to determine the winter maximum water table elevation. The excavated floor is to be a minimum of 0.5 metres separation to the highest seasonal water table based on Water Direct Figure 4 which takes into account the water monitoring from 2018 – 2020 as well as adding 0.2 metres to the measured AHD groundwater elevations to bring them into line with the historical groundwater elevations recorded by DWER Monitoring Bores. The proposed final floor elevation of the pit is designed by being 0.5 metres above the winter maximum water table elevation. The floor elevation maintains the pre-mine water table gradients from north west towards the south east. No surface flows of water are anticipated on the pit floor because like the current land surface of deep sand the sand on the floor of the pit will be too permeable to allow surface water flow. Currently there is no surface water flow from Lot 75 and the proposed pit quarry. That situation will maintained. The lowest point of the pit will be the south eastern corner and with the batter slopes of the pit there will be no surface flows of water out of the pit. The catchment and water flow paths and volumes will not change as a result of the excavation. The groundwater from under the pit will continue to flow south east, away from the catchment of Annie Brook. Recharge from the removal of some trees and shrubs will lead to a small increase in recharge to the water table which will compensate for a drying climate. That is, there will be no changes to the water regimes and inflows to either Mary or Annie Brooks. **Water Quality** The operational Management proposed for the excavation includes management and removal of wastes and refuelling and servicing management. No fuel will be stored in the pit and all major servicing will be completed offsite.	The concept pit floor is 0.5 metres above the maximum winter ground water 2018 to 2020 plus 0.2 metres. (Water Direct Figure 4). Five water monitoring bores are installed at each corner of the proposed pit, NW, NE, SE and SW as well as the central south. Water monitoring has been completed through 2018 to 2020. The monitoring bores will be monitored in Autumn and late winter annually. At least one piezometer will be installed on the floor of each stage of the extraction to monitor the 0.5 separation to the winter water table.	If the water table is exposed on the floor of the pit the depression will be backfilled to comply with the 0.5 metre separation from the final land surface. If the highest winter water table is found to be different to the hydrogeological data the floor elevation of future stages will be adjusted up or down to compensate.	Autumn and late Winter during the life of the excavations.

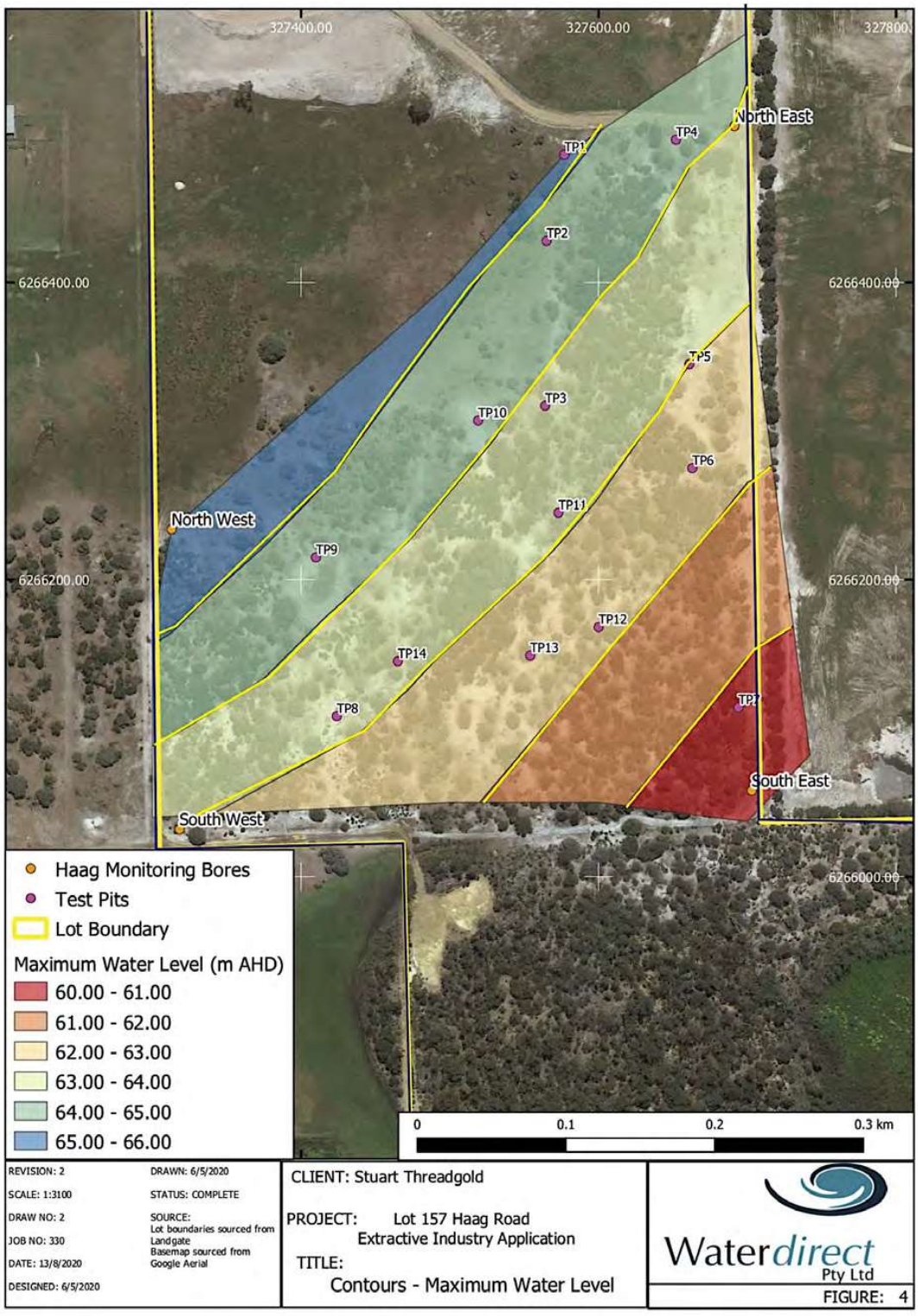


Figure 4: Maximum groundwater elevations (m AHD)

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Figure 5. Aerial photograph of the sand resource. See Figure 2

3.4 Flora and Vegetation

3.4.1 Vegetation Present

Stream Environment and Water, 2018, completed a flora and vegetation survey of Lot 75. This added to a previous survey conducted by Eco Logic Environmental Services 2013, the data of which is incorporated into the current survey.

The site is located at the south westerly limit of the Swan Coastal Plain on the Whicher Scarp. The key vegetation units are the Yelverton Complexes.

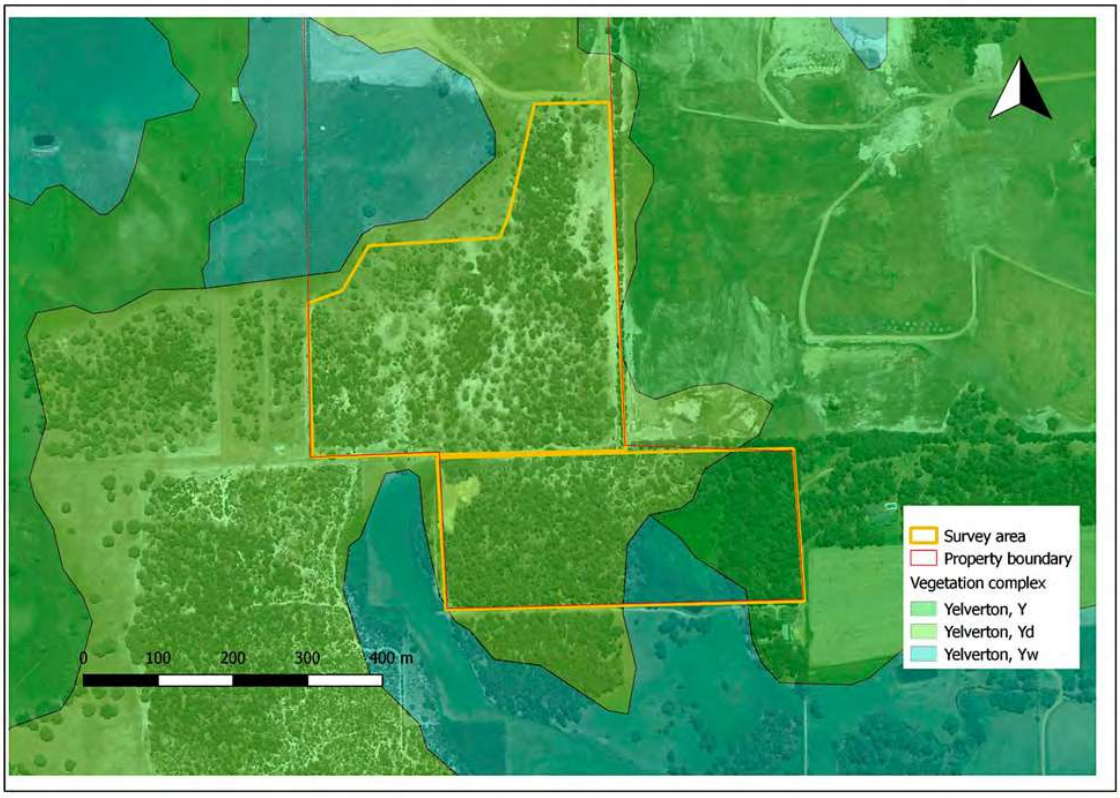


Figure 6: Vegetation Complexes (*Stream Environment and Water 2018*)

The field survey recorded 108 taxa of vascular plants from 37 families.

Thirteen of the 108 taxa are introduced. An additional 11 species (including 4 introduced species) were recorded in the previous survey by Ecological Environmental Services (2013) but were not recorded during the current project.

The dominant families in terms of number of taxa recorded (including all species from both surveys) were Myrtaceae with 12 taxa, Asteraceae with 10, Poaceae and Fabaceae both with 9 taxa.

No state listed DRF or priority flora species, or federally listed threatened flora species, were recorded in the project area in the current survey. The previous survey by Eco Logic Environmental Services (2013) recorded the priority 3 species *Stylidium loweriana*.

Two of the thirteen introduced flora species recorded during the survey, are listed as declared pest plants under the Biosecurity and Agriculture Management Act (2007), *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily) although Stream Environmental and Water did not map the weed species for this project.

The vegetation is too degraded for sample plots to be effective and these were not completed by *Stream Environment and Water 2018.* However the vegetation descriptions of the proposed pit and the vegetation on the land to be protected as a Conservation Covenant provide the baseline local vegetation data. From that data the proposed Completion Criteria has been developed and is appropriate and achievable, based on revegetation of other sand pits in similar soils and parkland pasture. See the attached Flora and Vegetation Survey completed by Stream Environment and Water.

Therefore the location of reference sites are not applicable to this site.

The site is so degraded and has an absence of understorey that it was not possible for Stream Environment and Water to use 100 m^2 plots to assess the quality of the vegetation already on site.

It should be noted that not all plant communities have the same number of plants, and reduced species richness and plant density can be natural. *Agonis flexuosa* and *Allocasuarina fraseriana* produce phytotoxins to reduce competition from understorey and other trees.

In plant communities where these plants are prominent, the species richness and plant density is normally much less. Such communities can appear and even be listed as "Degraded" when they are in fact in "Good" or better condition. The test really is the number of exotic species rather than the lack of species richness and plant density.

On site reduced plant density and species richness can be expected to occur naturally in Peppermint-Sheoak Woodland (AgAfKg

3.4.2 Significant Vegetation

Both the ***Banksia* Woodland (BaBiKg)** and the **Sheoak-*Banksia* Woodland (AfBaBi)** are consistent with the diagnostic characteristics of the *Banksia* Woodland of the Swan Coastal Plain TEC (listed under EPBC Act as Endangered and under State policy as Priority 3). Figure 5.

The TEC structure is typically low woodland to forest with a canopy dominated or co-dominated by a number of *Banksia* species, including as in this case *Banksia attenuata* (Commonwealth of Australia 2016). None of the contra-indicators i.e. dominant or co-dominant species such as *Banksia littoralis* are present in this community.

The Sheoak-*Banksia* Woodland (AfBaBi) has affinities with the State listed Priority 1 West Whicher Scarp *Banksia attenuata* woodland (B2) (which is a component of the EPBC listed *Banksia* Woodland of the Swan Coastal Plain TEC). However, the poor condition of the vegetation and disturbed nature of the understorey in particular, meant that definitive identification of the priority ecological community was difficult. *Kunzea glabrescens* also produces dense thickets that reduce the understorey and ground cover species.

Stream Environment and Water 2018 mapped 11.9 ha of *Banksia* woodland consistent with the characteristics of the federally listed *Banksia* Woodlands of the Swan Coastal plain threatened ecological community in the potential development area.

Of the 11.9 hectares, only 1.3 ha was in good condition and therefore meets the minimum requirement to be classified as the TEC but is under the minimum patch size of 2ha. ***As the Banksia Woodland in Good Condition is below the patch size for referral to the Commonwealth under the EPBC 1999 listing, no referral is necessary.*** Compare Figures 5 and 7.

The remainder of the *Banksia* Woodland is in degraded/good to degraded condition and therefore does not meet the minimum requirements to be classified as the TEC.

Vegetation Survey sites were conducted, but only in the better vegetation. Sample Site 8 lies at the southern edge of the amended resource area and Site10 lies just to the north of the amended pit footprint. Sites 6 and 9 lie to the west in the *Banksia* Woodland.

It can be seen that the best vegetation on the sand resource has 10 – 16 native species per 100 m^2 with 4 to 9 exotic species. From the site photographs it can be seen that there are significant areas where there is little or no overstorey and no ground cover. Figures 8 to 11. The location of the sample sites is shown in Figure 5.

On the other hand the southern remnant vegetation is in much better condition, with there being 2 or less exotic species in 6 of the 8 Sample Sites, with the number of native species ranging up to 36 in the sample plots. Several Sites such as Site 11 were deliberately located in disturbed ground. The vegetation cover is greater and ranges from 47 % to 147 %.

Table 2: Summary of 100 m^2 Sample Plots of the Best Vegetation on the Sand Resource

PLOT NUMBER	NATIVE SPECIES	EXOTIC SPECIES	% COVER OF NATIVE SPECIES
6 (outside the resource)	16	9	82 %
8	10	6	61 %
9 (outside the resource)	11	4	88 %
10 (outside the resource)	11	6	103 %

Table 3: Summary of 100 m^2 Sample Plots of the Southern Remnant Vegetation

PLOT NUMBER	NATIVE SPECIES	EXOTIC SPECIES	% COVER OF NATIVE SPECIES
1	36	0	47 %
2	32	1	74 %
3	18	0	125 %
4	11	2	92 %
5	21	1	147 %
11	21	7	83 %
12	16	6	65 %
13	29	0	87%

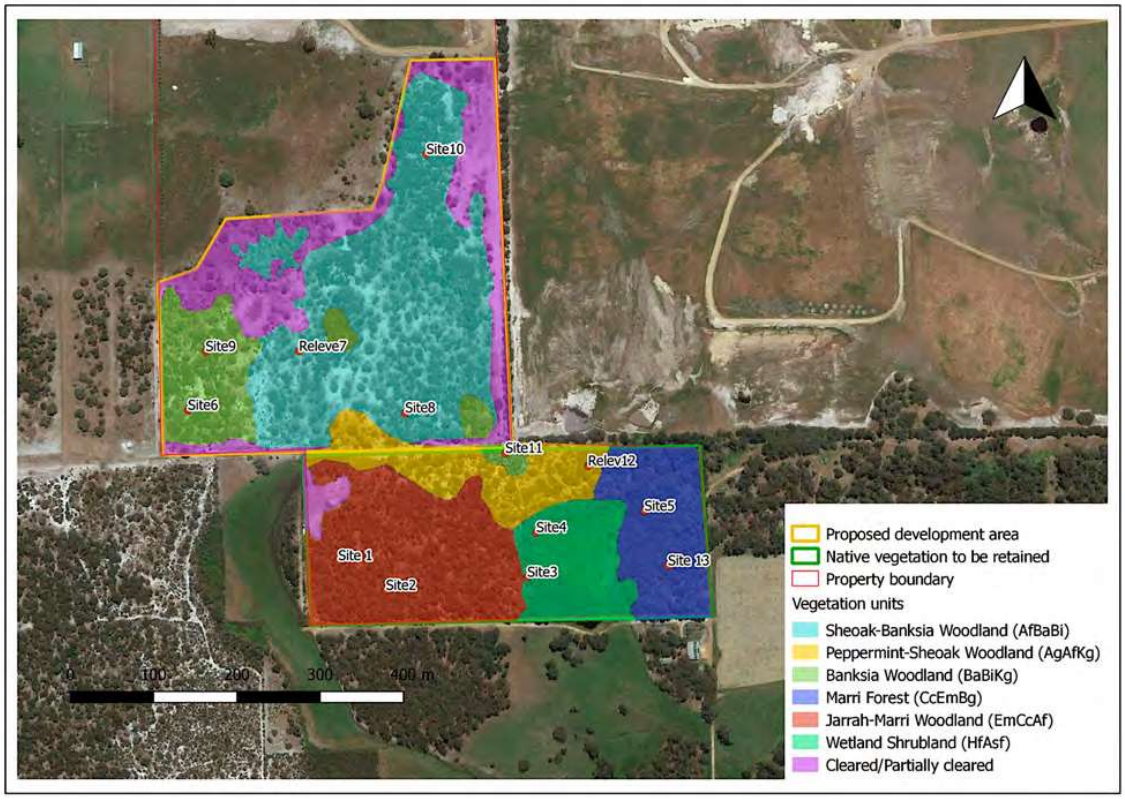


Figure 7: Vegetation Communities (*Stream Environment and Water 2018*)

The wetland area mapped as **Wetland Shrubland (HfAsf)** has possible affinities to the Priority 1 Shrublands of near permanent wetlands in creeklines of the Whicher Scarp (G2) vegetation community. The landform is consistent with the description given by Keighery et al. (2008) for west Whicher Scarp valley wetlands of vegetation communities associated with permanent/near permanent wetlands fed by persistent freshwater seepages. Figure 7.

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Figure 8: Aerial photograph of the offset land. Compare to Figures 5 and 7

Further survey (to assess additional quadrats) and analysis of floristic community types using regional datasets would be required to confirm the community described as the priority 1 ecological community.

The potential Priority Vegetation Community Wetland Shrubland (HfAsf), is to be retained in the southern vegetation that is to be protected and installed with a Conservation Covenant to ensure its long term protection and management.

Five taxa recorded during this survey were identified by Keighery et al. (2008) as significant taxa. Of the five taxa only one is found in the plant communities on the proposed sand pit, *Hibbertia ferruginea* which was recorded in the 2013 vegetation survey, but was not recorded in the current survey in spite of intensive field work. ***Therefore none of the listed significant species will be impacted by the proposed sand excavation.***

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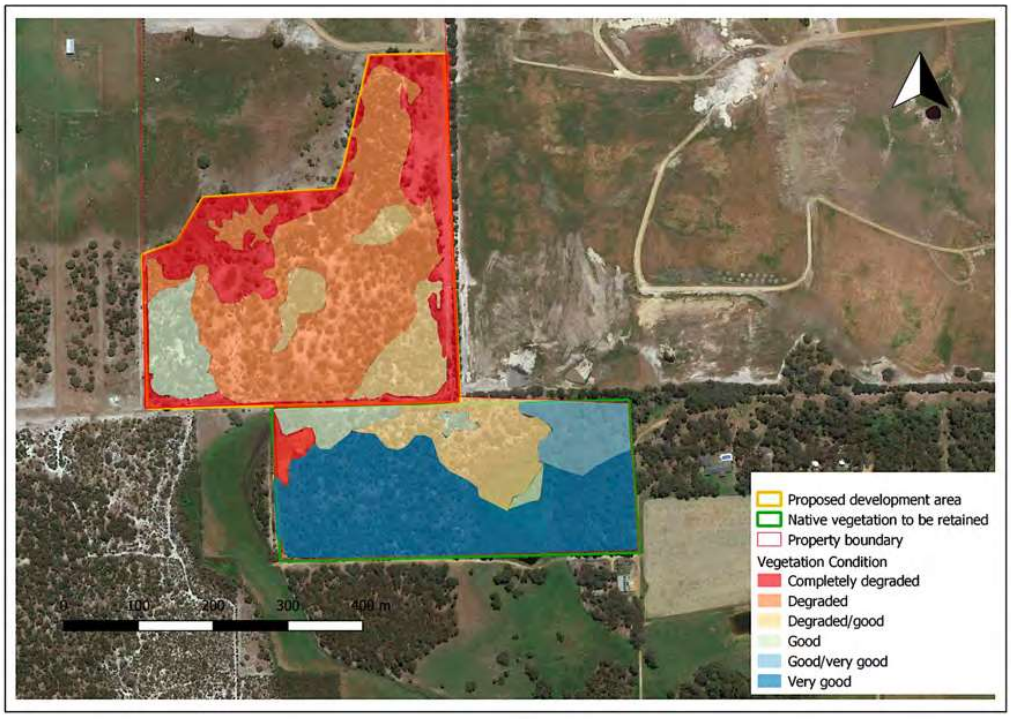


Figure 9: Vegetation Condition (*Stream Environment and Water 2018*)

3.4.3 Current Vegetation and Disturbance

Vegetation condition across the survey area ranged from "Completely Degraded" to "Very Good".

In general, the condition of the northern portion of the survey area, which is proposed to be excavated, was in poor condition compared to the southern portion of Lot 11, which is to be retained and protected.

Historical grazing, and potentially dieback, have affected the structure of the vegetation in much of the excavation area. In this area the understorey has relatively poor diversity and cover of native species, in particular, a perennial native shrub layer is lacking in many areas. The overstorey is generally intact, however there are sparse patches and dead trees. Figures 10 to 13.

In contrast most of the vegetation in the southern portion of the property was mapped as good to very good condition. The southern area of vegetation is proposed for retention by the landholder and will be placed under a vegetation covenant.

Of the 11.9 hectares examined in the flora and vegetation survey, only 1.3ha was in good condition and therefore meets the minimum requirement to be classified as the TEC but is under the minimum patch size of 2ha. ***As the Banksia Woodland in Good Condition is below the patch size for referral to the Commonwealth under the EPBC 1999 listing, no referral is necessary.*** Figure 9.

The vegetation on the revised footprint is classified as predominantly Degraded with just over 1 hectare recorded by Ecological Environmental Services as being in Degraded to Good Vegetation.

Within the proposed conservation area is a small old gravel pit. See Figure 8, 9 and 15.

It is proposed to revegetate the gravel pit through the use of recovered local native topsoil and the application of local provenance species.

The vegetation condition of the southern area, proposed for conservation varies from Degraded" to Very Good". However as noted in Section 3.4.1 above not all plant communities have the same number of plants, and reduced species richness and plant density can be natural.

Agonis flexuosa and *Allocasuarina fraseriana* produce phytotoxins to reduce competition from understorey and other trees and on site the plant density and species richness can be expected to occur naturally in Peppermint-Sheoak Woodland (AgAfKg). Such communities can appear and even be listed as "Degraded" when they are in fact in "Good" or better condition. The number of exotic species in addition to the species richness and plant density needs to be considered when making assessments.

3.5 Summary of the Vegetation to be cleared

The vegetation to be cleared is summarised in Section 3.4 Flora and Vegetation and in Stream Environment and Water, 2018, Flora and Vegetation Assessment. Lot 75 Haag Road, Yelverton, Survey of Proposed Sand Extraction Areas.



Figure 10: Typical vegetation with a cluster of better overstorey in the distance.



Figure 11: Western and northern vegetation, generally outside the proposed resource area



Figure 12: Typical vegetation. Significant deaths of *Banksia* and no understorey

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Figure 13: Typical vegetation. Degraded overstorey and no understorey

Minimisation of potential flora impacts are summarised below;

- The disturbance footprint has been reduced from 11.5 hectares to 5.0 hectares.
- The end us of the sand pit will be to local native Banksia Woodland vegetation.
- The condition of the vegetation to be cleared is shown as near 4.0 hectares of Degraded vegetation with just over 1 hectare as Degraded to Good.
- The perimeter vegetation will be retained.
- Most of the *Banksia* Woodland is retained.
- The wetland vegetation will be retained under Conservation Covenant
- The 10.1 hectare block of vegetation in the south, which contains feeding habitat for Black Cockatoos, will be retained, upgraded and protected by Conservation Covenant.
- A 2.9 hectare block of sand ridge vegetation will be protected by Conservation Covenant and the vegetation quality upgraded.
- The small gravel pit will be revegetated.

3.6 Fauna

Greg Harewood completed a Targeted fauna assessment in 2019 (Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton).

The main fauna identified as being potentially present and of significance are the Western Ring Tail Possum and the three species of Black Cockatoo.

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During the survey, trees with hollows were recorded and checked for suitability and use by fauna.

The site does lie within the distribution of **Western Ringtail Possums.** However the site investigations conducted by Greg Harewood did not find any evidence of their presence on Lot 75.

If present the species utilise *Agonis* Peppermint, Jarrah and *Nuytsia* as food sources, all of which are present on the proposed pit footprint. The surrounding perimeter vegetation is to be retained and the large area of vegetation in the south will be retained under Conservation Covenant.

In order to increase the suitable habitat for Ring Tail Possums, it is proposed to add more local native vegetation, particularly *Agonis* Peppermint and Jarrah, which will be added in the vegetation retained and on the batter slopes to increase the habitat and vegetation connectivity for Western Ring Tail Possums.

The habitat suitable for **Black Cockatoos** was assessed. Greg Harewood found twelve trees with a trunk diameter of >500 mm. Six appeared to contain hollows but none large enough for use as Black Cockatoo nesting. No roosting trees were recorded. The vegetation on the pit footprint provides foraging habitat for one or more species.

Minimisation of potential fauna impacts are summarised below;

- The disturbance footprint has been reduced from 11.5 hectares to 5.0 hectares.
- The pit will be returned to Banksia Woodland to provide food resources for Black Cockatoos.
- The revised excavation footprint has reduced the impacts with only four trees with hollows now lying within the excavation footprint.
- Only six of the trees of > 500 mm diameter lie within the revised footprint.
- Hollows recovered from trees at clearing will be retained and installed in retained remnant vegetation.
- The perimeter vegetation will be retained and added to and the block of vegetation in the south, which contains feeding habitat for Black Cockatoos, will be retained and protected by Conservation Covenant.
- Additional local native vegetation of Black Cockatoo feed habitat species will be added to the retained vegetation and provided with better conservation protection to minimise or negate the impacts of excavation on Black Cockatoo habitat.
- Hollows recovered from trees at clearing will be retained and installed in retained remnant vegetation.
- A review of the fauna and capture of fauna prior to clearing will be conducted by an approved fauna expert. That will most likely target species such as possums and Quenda which are anticipated to be the most mammalian fauna impacted by clearing.
- Additional local native vegetation of Black Cockatoo feed habitat species will be added to the retained vegetation to minimise or negate the impacts of excavation on Black Cockatoo habitat.

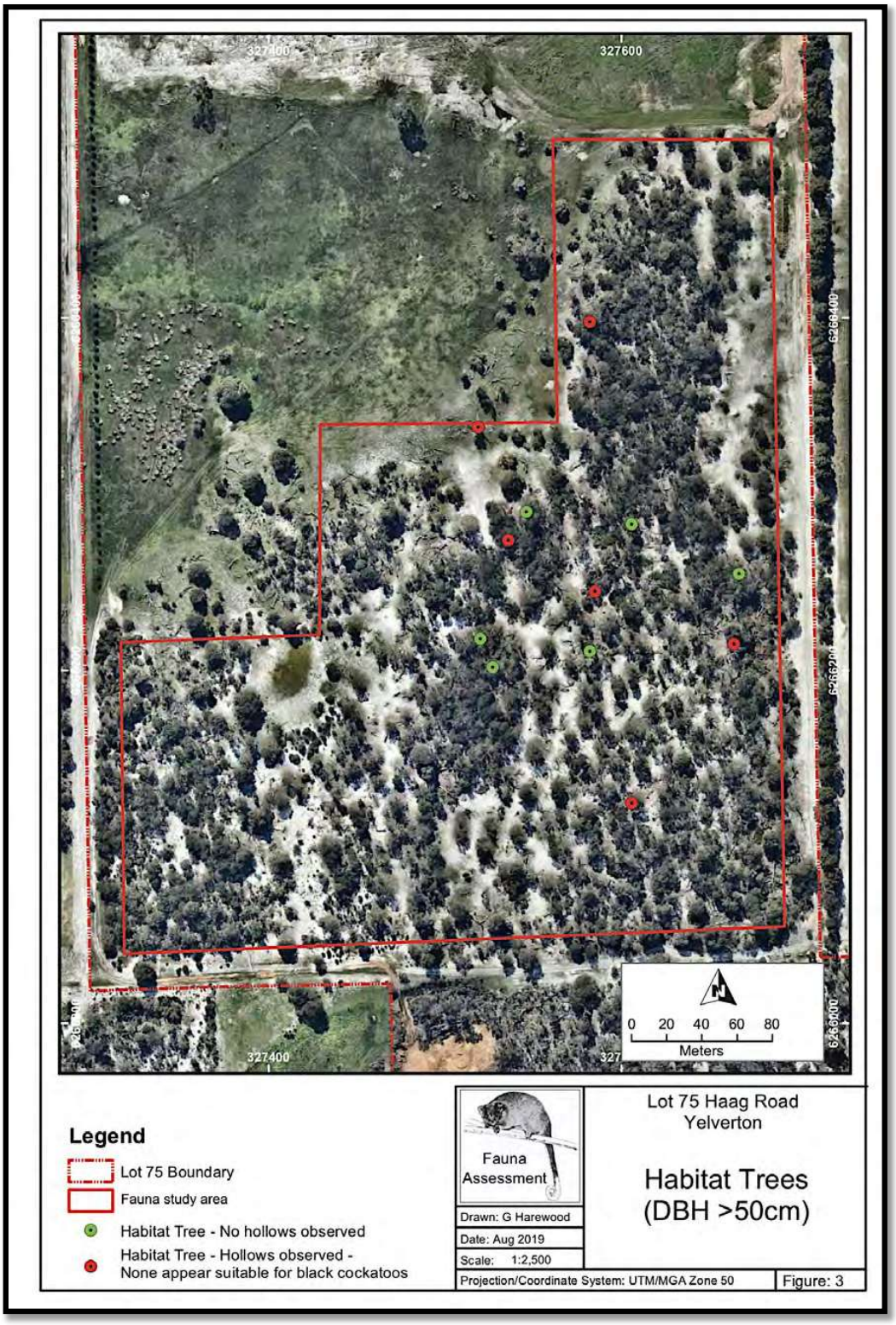


Figure 14: Location of larger trees and trees with hollows (Harewood 2019)

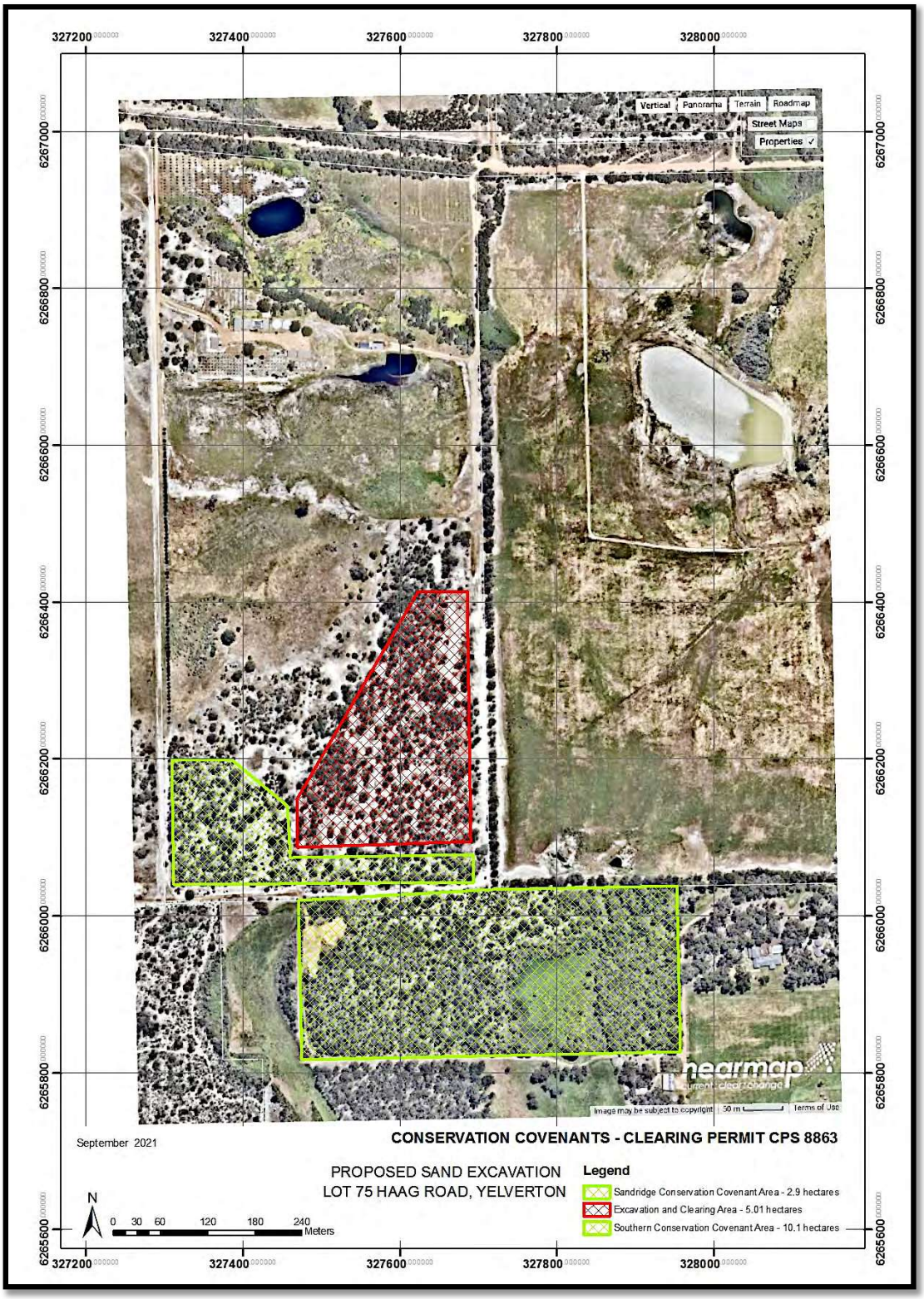


Figure 15: Pit Footprint and Conservation Covenants

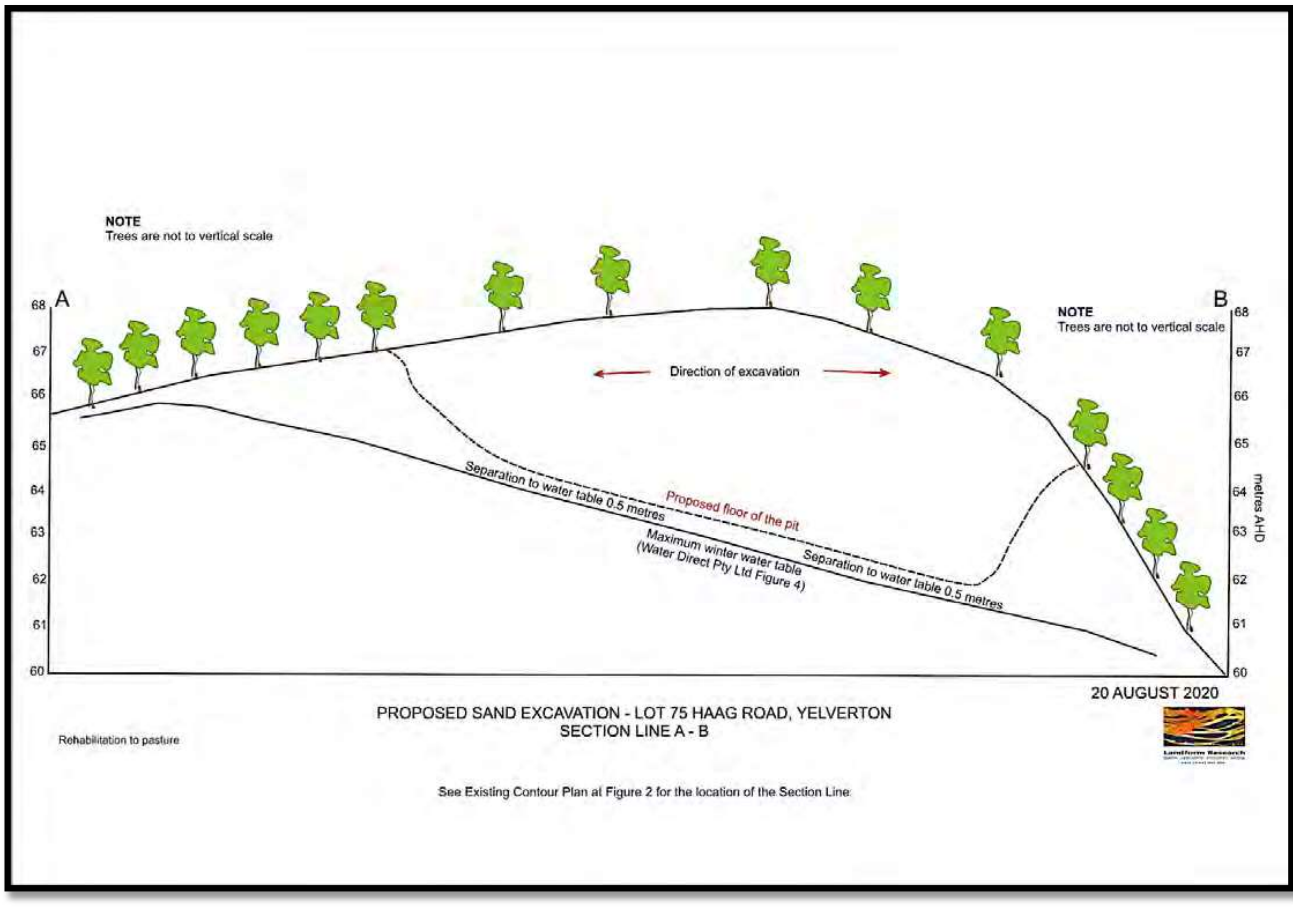


Figure 16: Section Line (See Figure 2 for the location of the section)

3.6.1 Conservation Covenants and Mitigation to Clearing

Southern Offset Vegetation Conservation Area

The southern portion of Lot 75 will be offered as an offset to the clearing of the resource area. The offset comprises a range of community types suitable for cockatoos, Ringtail Possum and other fauna such as Quenda.

Whilst the proposed offset has some vegetation in Degraded Condition, the majority of the vegetation is in Good to Very Good Condition. Figure 7.

An offset of 10.1 hectares of the southern remnant vegetation will be protected by Conservation Covenant under *Section 30B of the Soil and Land Conservation Act 1945* and revegetated to "Very Good Condition", (Keighery 1994).

The Conservation Covenants will provide additional protection and enhancement of the remnant vegetation, subject to the provision of a perimeter fire break outlined in green on Figures 7, 8 and 9.

The potential Priority Vegetation Community Wetland Shrubland (HfAsf), which occurs in the offset is to be retained in the southern vegetation that is to be protected.

That portion of land requires a fire break, as required by the City of Busselton by way of email dated 25 March 2020 from the Ranger and Emergency Services of the City of Busselton.

The firebreak will be installed around the perimeter of the portion of the vegetation to the requirements of the City of Busselton. There is a difficulty constructing the fire break along all of the southern edge of the land due to the wetland area at that location. The fire break will either be installed at the wetland in summer or that section deleted because it adjoins cleared farm land. In other locations the fire break will be perimeter or, if significant vegetation/trees occur, it will e strategic around those features.

The vegetation will be maintained by the landholder for the life of the Conservation Covenant.

Old Gravel Pit Revegetation

The 0.3 hectare old gravel pit contained in the southern vegetation conservation area will be regenerated to local native vegetation in "Very Good Condition", (Keighery 1994).

The old gravel pit (around 0.3 hectares) will be revegetated with local native species by the direct return of topsoil from the adjoining bush and from topsoil removed by gravel extraction.

Sand Ridge Conservation Area

An offset of 2.9 hectares of the sand ridge resource, west of the proposed pit will be retained under Conservation Covenant under *Section 30B of the Soil and Land Conservation Act 1945.* and revegetated to "Good" Condition, (Keighery 1994).

Excavated Resource Area Revegetation

The proposed extraction area is reduced from 11.5 hectares to 5.01 hectares.

The base of the pit will be ripped and if there is insufficient topsoil local provenance seeds and tube plants will be installed and brushing by Myrtaceae and Proteacae branches removed from clearing for the sand pit, to provide sources of seeds.

Local species used in the revegetation will provide food resources suitable for Western Ringtail Possums and Black Cockatoos.

The whole of the pit will be revegetated to local native vegetation to "Good" Condition", (Keighery 1994). At the end of excavation and revegetation the excavated area will lift from vegetation in "Degraded Condition" to vegetation with "Good Condition".

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4.0 CURRENT DISTURBANCES AND ENVIRONMENTAL THREATS

A Risk Assessment of the proposed sand extraction is provided in the *Development Application (Sand Extraction) 2019 – Social Impact Assessment provided to the City of Busselton in support of the Application, Section 7.0 and Table 7.*

The current environmental threats to the existing vegetation are those related to the current and past land uses.

Table 4: Current and Baseline Potential Impacts on Vegetation

Environmental Threat	Description of Potential Impact	Inherent Risk				Comments on the Potential Risks	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Existing Risks to the Vegetation on the Resource Area							
Vegetation will be impacted by grazing	Grazing stock may chew the bark of overstorey vegetation, compact the soil beneath the vegetation	Moderate	Likely	HIGH	High	The vegetation on the resource area has been grazed in the past by previous landholders. That has lead to removal of all the understorey and progressive impact on the upper storey. Many of the *Banksia* have died over the years and there is only one small area remaining predominantly in the west of the resource area which has been excluded from the modified pit footprint. It remains unclear why the *Banksia* have died as the *Phytophthora* Assessment did not detect any infestations. Soil impacts and compaction may have contributed to the decline of the overstorey The current owner does not have grazing stock on site. Therefore the proposed resource is not currently fenced from the remainder of the land, although the whole of Lot 75 is fenced. From time to time stock will be required on Lot 75 to reduce the summer fire hazard and fuel loadings. Any introduction of stock are likely	Figures 10, 12 and 13 shows the death of the *Banksia* in the west.

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Environmental Threat	Description of Potential Impact	Inherent Risk				Comments on the Potential Risks	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Vegetation may be impacted by Dieback	*Phytophthora* if introduced or spread is likely to lead to continued decline of the remnant vegetation on the resource area.	Moderate	Possible	MEDIUM	High	One *Phytophthora* test was completed on a Banksia *in 2017* and did not show any presence of dieback, however it is possible that dieback could be introduced through farm practices or spread from adjoining properties If introduced then the current susceptible vegetation could be expected to continue to decline.	Figures 11, 12 and 13. Development Application Section 7.1, Table 7 and Appendix D. Operations Environmental Management Plan – Sand Extraction 2019, Section 2.2.1.2 Clearance.
Threatened Vegetation Communities may be impacted	The quality and area of *Banksia* Woodland will reduce	Moderate	Likely	HIGH	High	There has already been significant impact on *Banksia* with dead trees present and others dying. Without management it is anticipated that the degradation will continue.	
Threatened fauna may be impacted	Black Cockatoos are dependant on Eucalypts and *Banksia* for food resources which may reduce. The potential habitat for Western Ringtail Possums may reduce	Insignificant	Likely	MEDEIUM	High	The quality of the overstorey will continue to degrade without management and replenishment, which will gradually reduce the food resources on Lot 75. There are no trees with hollows suitable for breeding. Whilst Western Ringtail Possums utilise *Agonis flexuosa* they also utilise Eucalypts and understorey species for food resource and habitat. There have been significant reductions in the overstorey, and the understory is almost totally replaced by pasture. Without management both the overstorey and understorey habitats are anticipated to reduce.	
Pasture species will suppress overstorey viability	Pasture understorey and ground cover takes water and nutrients and is likely to prevent the natural regeneration of the overstorey from self seeding.	Moderate	Likely	HIGH	High	There are few to no seedlings germinating or growing from natural regrowth, possibly due to competition from the pasture understorey.	Stream Environment and Water, 2019, *Flora and Vegetation Assessment.*

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Environmental Threat	Description of Potential Impact	Inherent Risk				Comments on the Potential Risks	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Weeds will impact the vegetation	Weeds and naturalised plants may impact the potential for natural regeneration of the native vegetation.	Moderate	Possible	MEDIUM	High	A total of 13 naturalised species were recorded. Some of these are pasture species. The presence of weeds could increase without control, further impacting the existing vegetation on site.	Stream Environment and Water, 2019, *Flora and Vegetation Assessment*.
Age of the vegetation and Fire Frequency	Native vegetation will over time age and may be a factor in the death of *Banksia* as may be the lack of fire.	Minor	Unlikely	LOW	High	The vegetation will age and with no replacements the existing vegetation will decline over time	Stream Environment and Water, 2019, *Flora and Vegetation Assessment*
Existing Risks to the Southern Remnant Vegetation							
Vegetation will be impacted by grazing	Grazing stock impact the vegetation	Moderate	Unlikely	MEDIUM	High	The southern portion of Lot 75 has perimeter fencing in place and has not been grazed by the current owner.	Figures 6 and 8.
Vegetation will be impacted by Dieback	*Phytophthora* if introduced or spread is likely to lead to continued decline of the remnant vegetation on the resource area.	Major	Possible	HIGH	High	One *Phytophthora* test was completed on a Banksia *in 2017* and did not show any presence of dieback, however it is possible that dieback could be introduced through farm practices or spread from adjoining properties If introduced the current susceptible vegetation could be expected to continue to decline.	Figures 10 to 13. Development Application Section 7.1, Table 7 and Appendix D.
Weeds will impact the vegetation	Weeds and naturalised plants may spread onto the site or the existing weeds may spread and impact native vegetation.	Moderate	Almost Certain	HIGH	High	Although the weed load is lower, there are some more invasive species such as *Zantedeschia aeothiopia, Avena* spp and *Asparagus asparagoides*. Two of the introduced flora species recorded during the survey, are listed as declared pest plants under the Biosecurity and Agriculture Management Act (2007), *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily). The presence of weeds could increase without control, further	Stream Environment and Water, 2019, *Flora and Vegetation Assessment*.

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Environmental Threat	Description of Potential Impact	Inherent Risk				Comments on the Potential Risks	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
						impacting the existing vegetation on site.	
Firebreaks	Fire may adversely affect the remnant vegetation.	Moderate	Possible	MEDIUM		The City of Busselton has notified the landowner that they must construct a fire break around the southern remnant vegetation. That fire break opens a path for the introduction and or spread of weeds. On the other hand the fire break will enable better access to treat significant exotic species.	

See Table 6 for Risk Assessment Criteria

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5.0 CLOSURE AND REVEGETATION

5.1 Introduction and Purpose

Background

There has been previous sand excavation on site, to the north of the proposed extraction. That was completed under Planning Approval (DA13-0228) from the City of Busselton and Clearing Permit CPS 5606/1.

The property owner is seeking to develop land at Lot 75 Haag Road, Yelverton for the purposes of sand extraction through the City of Busselton DA20/0437. The Development Application and Extractive Industry Licence have yet to be determined by the City of Busselton.

To enable the excavation of sand a Clearing Permit CPS 8863/1 has been applied for.

Originally the project application was for a footprint of around 11.5 hectares, but thought discussions with DWER this has been reduced to around 5 hectares as defined in the amended application area for CPS 8863/1. The same amended excavation footprint will be applied to City of Busselton DA20/0437.

The project will supply the local building and construction industry, Main Roads WA projects and civil works with an estimated 200,000 tonnes of quality grade building sand and fill material over a five year period. The principal markets to be supplied with this depleting resource are Busselton, Vasse and Dunsborough areas which are still experiencing prolonged growth.

It is proposed to extract the sand in three stages of 2.0, 2.0 and 1.0 hectares.

This rehabilitation plan uses similar techniques to the previously approved plan and building on and extending the plan to cover the various aspects of the proposed sand extraction of 5 hectares of sand resource from the central south of Lot 75.

The Rehabilitation Plan in line with *A guide to preparing revegetation plans for clearing permits (DWER 2018).*

5.2 Final Landform of Excavation

The floor of the pit will be determined by the hydrogeology and the groundwater elevations as discussed at Section 3.3 Hydrogeology and Drainage.

The pit will be shallow, varying from 1 metre to around 4 metres deep.

The floor will be gently sloping to the south, similar to the pre-excavation land surface.

The perimeter vegetation around the outside of the proposed pit will be retained. Figure 2

The proposed revegetation will be to local native vegetation across the central floor of the proposed pit with revegetation to local native vegetation around the batter slopes of the completed faces of the pit. See the yellow hatched area.

In addition a Conservation Covenant is offered for the land on the southern portion of Lot 75 as shown on Figure 1.

Within the portion of the proposed Conservation Covenant area is a small old gravel pit of around 0.3 hectares, that will be revegetated.

The Conservation Covenant and its management is described in Section 4.4.

The remnant vegetation to be retained is discussed in Section 4.9 Hydrology – Water Management.

5.3 Responsibilities

This Revegetation Plan has been prepared by Landform Research whose contact details are at the front of the document.

All Approvals will be held by the landholder.

All excavation will be conducted by the landholder Stuart Threadgold who is the applicant for the proposed sand extraction through the City of Busselton and the applicant for Clearing Permit CPS 8863/1.

Stuart Threadgold will be responsible for all approvals, extraction of the sand, restoration and revegetation of the disturbed land and provision of the offset Conservation Covenant.

The nomination of the responsibilities are listed under *Environmental Management in the Operations Environment Management Plan 2019.*

5.4 Current Disturbances and Environmental Threats

A number of site specific studies have been conducted on site:

- *Stream Environment and Water, 2018*, completed a flora and vegetation survey of Lot 75. This added to a previous survey conducted by Eco Logic Environmental Services 2013, the data of which is incorporated into the current survey.

  The survey covered the flora and vegetation, and is attached, and summarised in Section 3.4 of this document.

- *Greg Harewood* completed a Targeted fauna assessment in 2019 (Harewood G, 2019, Targeted Fauna Assessment, Lot 75 Haag Road Yelverton).

  The survey is attached and is summarised in Section 3.5 of this report.

- Water Direct Pty Ltd, August 2020, *Hydrogeological Assessment Extractive Industries Approval, for S and C Threadgold, 157 Haag Road Yelverton.*

  The study is summarised in Section 3.3 and is attached.

Other studies were completed on the potential impacts of dust and noise and were provided to the City, in support of the Development Approval Application.

5.5 Completion Criteria

The Completion Criteria is informed by the 100 m^2 Sample Site data contained in Stream Environment and Water, 2019, Flora and Vegetation Assessment. See Tables 1 and 2 and *Stream Environment and Water, 2018*, completed a flora and vegetation survey of Lot 75.

It should be noted that the Completion Criteria are the criteria to be signed off on, rather than a planting regime and an 80% survival rate of the tube plants.

5.5.1 Completion Criteria of the Excavated Resource Area

Without topsoil, and in consideration of the species likely available from direct seed collection and commercially, a reasonable and achievable species richness and vegetation cover has been selected.

On the other hand the revegetation must be able to be completed in a manner that is sustainable and result in better quality closure vegetation than the existing vegetation.

The Sample Sites on the resource were selected based on the best vegetation and provide an indication of the likely revegetation completion criteria. However the collected data does not provide any data on the number of plants per 100 m^2, but rather the species richness and vegetation cover.

The sample plots have an average of 12 species / 100 m^2. The average vegetation cover is 83.5 % which can only be achieved over time.

Completion Criteria for the Resource Area are;

- ***Species richness is 8 species /100 m^2.***
- ***Plant density is 1 plant / m^2.***
- ***Minimum 250 habitat tree species per hectare, Eucalyptus, Agonis flexuosa, Nuytsia floribunda and Banksia, suitable as habitat for Ringtail Possum and Black cockatoos.***

- ***Target vegetation Condition to be "Good" based on Keighery 1994.***
- ***< 20% bare ground assessed as vegetation cover.***
- ***Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.***

Monitoring

- ***Four 100 m^2 sample plots, combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met.***

5.5.2 Completion Criteria of the Southern Remnant Vegetation

The sample data for the better vegetation can be used to inform the Completion Criteria for degraded areas to be revegetated. Whilst the average species richness is 23 per 100 m^2, it can be difficult to achieve this without the use of topsoil.

A Conservation Covenant is offered to cover the southern portion of vegetation on Lot 75, which is in Good to Very Good Condition. Total 10.1 hectares. See Figure 15. The Conservation Covenant will help offset the clearing of vegetation for the extraction of sand.

That portion of land requires a fire break as required by the City of Busselton by way of email dated 25 March 2020 from the Ranger and Emergency Services of the City of Busselton.

The firebreak will be installed around the perimeter of the vegetation to the requirements of the City of Busselton. There is a difficulty constructing the fire break along all of the southern edge of the land due to the wetland area at that location.

The fire break will either be installed at the wetland in summer or that section deleted because it adjoins cleared farm land. In other locations the fire break will be perimeter or if significant vegetation/trees occur it will be strategic around those features.

The vegetation will be maintained by the landholder for the life of the Conservation Covenant.

Whilst the Completion Criteria requires the vegetation listed as "Degraded" to be revegetated to "Very Good" the assessments need to be made by site specific on ground review to determine whether the vegetation is actually "Degraded" or as a result of phytotoxins.

As noted previously not all plant communities have the same number of plants, and reduced species richness and plant density are normal. *Agonis flexuosa*, *Allocasuarina fraseriana* and *Kunzea glabrescens* all produce phytotoxins to reduce competition from understorey and other trees. Therefore what visually appears to be "Degraded" may in fact be a result of phytotoxins in parts of the Peppermint-Sheoak Woodland (AgAfKg). The test is the number of exotic species rather than the lack of species richness and plant density.

The combination of seeding and tube planting will depend on the existing vegetation quality, and species present, with tube planting predominant in the areas with existing ground cover. The planting and seeding will match the requirements to upgrade the vegetation. The species selected in each degraded area will be selected to specifically enhance the deficient vegetation layers in that local area.

The completion criteria does not allow for the naturally lower plant density and species richness of the Peppermint-Sheoak Woodland (AgAfKg). Using the data for other communities may not be appropriate in that community and an allowance may be considered when assessing the cut offs for that vegetation type.

Completion Criteria for the southern Remnant Conservation Vegetation;

- ***Conservation Covenant under Section 30B of the Soil and Land Conservation Act 1945 prior to commencement of excavation.***
- ***No degradation in vegetation quality.***
- ***Target vegetation Condition to be "Very Good" based on Keighery 1994 based on Baseline Sample Plots (Stream Environment and Water 2018) located in Vegetation of Very Good Condition; Sample Sites 1, 2, 3, and 13. See note about Peppermint-Sheoak Woodland (AgAfKg) above.***
- ***Bare Ground < 20% average.***
- ***Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.***

5.5.3 Completion Criteria of the Old Gravel Pit

The old gravel pit (around 0.3 hectares) will be revegetated with local native species by planting of tube plants and seeding. See Figure 15.

This will lift the vegetation quality of the vegetation in the south to be placed under Conservation Covenant.

The base of the pit will be ripped and local provenance seeds and tube plants will be installed.

The average vegetation cover of the southern remnant vegetation is 90 %, which can only be achieved over time.

The Completion Criteria for the Gravel Pit is;

- ***The species richness is 12 species /100 m ^{2}*** for the revegetation of the gravel pit.
- ***The proposed plant density is 1 plant / m^2.***
- ***Minimum 250 habitat tree species per hectare, Eucalyptus, Agonis flexuosa, Nuytsia floribunda and Banksia at 3 years.***
- ***Target vegetation Condition to be "Very Good" based on Keighery 1994 based on Baseline Sample Plots (Stream Environment and Water 2018) located in Vegetation of Very Good Condition; Sample Sites 1, 2, 3, and 13.***
- **< 20% bare ground assessed as vegetation cover.**
- ***Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.***

5.5.4 Completion Criteria of the Sand Ridge Conservation Area

An area of 2.9 hectares of remnant vegetation to the west of the proposed excavation is proposed to be placed under Conservation Covenant to complement the southern remnant vegetation conservation area and assist in offsetting the clearing required for sand excavation. The area will be revegetated with local native species by the addition of some topsoil removed by sand extraction, seeding and tube planting. See Figure 15.

The surface will be ripped if required, and local provenance seeds and tube plants will be installed in degraded areas, combined with brushing by Myrtaceae and Proteaceae branches removed from clearing for the sand pit, to provide additional sources of seeds. The combination of seeding and tube planting will depend on the existing vegetation quality, with tube planting predominant in the areas with pasture ground cover.

The Completion Criteria for the Sand Ridge Conservation Area is;

- ***Conservation Covenant under Section 30B of the Soil and Land Conservation Act 1945 prior to commencement of excavation.***
- ***The species richness is 12 species /100 m ^{2} .***
- ***The plant density is 1 plant / m^2.***
- ***Minimum 250 habitat tree species per hectare, Eucalyptus, Agonis flexuosa, Nuytsia floribunda* and *Banksia at 3 years.***
- ***Target vegetation Condition to be "Very Good" based on Keighery 1994.***
- **< 20% bare ground assessed as vegetation cover.**
- ***Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.***

5.6 Monitoring of Revegetation

The Completion Criteria is informed by the 100 m^2 Sample Site data contained in Stream Environment and Water, 2019, Flora and Vegetation Assessment. See Tables 1 and 2 and *Stream Environment and Water, 2018*, completed a flora and vegetation survey of Lot 75.

6.0 CLOSURE AND REVEGETATION

The Staging, Clearing, topsoil recovery and Rehabilitation of Lot 75 is provided in the *Operations Environmental Management Plan (Sand Extraction) 2019 provided to the City of Busselton in support of the Application, Section 2.0.*

The methodology in this and the Operations Environmental Management Plan will complement each other with the procedures being incorporated into this summary of closure and revegetation.

Table 5: Summary of the Rehabilitation Procedures

Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
Conservation Covenant	An offset of 10.1 hectares will be retained under Conservation Covenant under *Section 30B of the Soil and Land Conservation Act 1945.*	An offset of 2.9 hectares of the sand ridge resource, west of the proposed pit will be retained under Conservation Covenant under *Section 30B of the Soil and Land Conservation Act 1945.* and revegetated to "Good" Condition, (Keighery 1994).	The 0.3 hectares of old gravel pit will be included in the Conservation Covenant of the Southern Conservation Area.	
Staging	The Conservation Covenant will be in place prior to excavation commencing. Revegetation will commence within the first year of commencement. Fencing will be completed within the first year.	The Conservation Covenant will be in place prior to excavation commencing. Revegetation will commence within the first year of commencement. Fencing will be completed within the first year.	The Conservation Covenant will be in place prior to excavation commencing. Revegetation will commence within the first year of commencement.	The proposed pit of 5.0 hectares has two stages of 2.0 hectares and a final stage of 1 hectare. Clearing and excavation will be completed in stages, with Stage 1 being closed at the same time as Stage 2 is being opened and excavated.
Non natural materials	Apart from fencing, any non natural inert materials will be collected and removed from site prior to soil reconstruction and/or revegetation.	Apart from fencing, any non natural inert materials will be collected and removed from site prior to soil reconstruction and/or revegetation.	Any non natural inert materials on the old gravel pit will be collected and removed from site prior to soil reconstruction and/or revegetation.	All non natural inert materials associated with quarrying that are not required for future use on Lot 75 will be collected and removed from site unless required for internal roads. If not required, roadbase, hardstand and any other inert materials left over from the site operations will be scraped and picked up and will be used to backfill the pit faces or reused. Faces and the landform are to comply with DMIRS Guidelines for the restoration of sand pits and be stable for the long term. Faces will be pushed down or backfilled to be similar to the Concept Final Contour Plan, Figure 3.

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
Landform restoration	Landform change not required.	Landform change not required.	Landform change not required.	Faces and the landform are to comply with DMIRS Guidelines for the restoration of sand pits and be stable and safe for the long term. The landform to the adjoining excavated and non excavated surfaces. The excavated floor is to be a minimum of 0.5 metres separation to the highest seasonal water table. Figures 4 and 6. Batter slopes are to be 1 : 4 vertical to horizontal. This is different to the floor of the pit which will be retained at 1 : 10 vertical to horizontal, which maximises the sand resource and still provides for developable and usable land. See the Concept Final Contour Plan, Figure 3. The excavated surface is to be resistant to wind and water erosion. *(Operations Environmental Management Plan (Sand Extraction) 2019, Section 2.2.5.1 Earthworks, and Section 3.1.3, Site Drainage, Water Quality and Sediment Control).*
Soil reconstruction	Not required.	Not required.	Soils are to be constructed from overburden overlain by topsoil, leaf litter, vegetation fragments as available in areas of native vegetation. The old gravel pit will be deep ripped. Any topsoil cover of 50 – 100 mm that was pushed to the edge of the excavation will be respread as the	The soils are to be constructed from overburden overlain by topsoil, leaf litter, vegetation fragments as available in areas of native vegetation. The floors and batter slopes will be deep ripped along contour if required. The topsoil cover of 50 – 100 mm that was pushed to the edge of the current excavation in separate windrows will be

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
			final surface covering.	respread as the final surface covering. Any overburden will be used as backfill.
Clearing and treatment of vegetation of Vegetation	No clearing.	No clearing. Smaller vegetation and branches cleared from Stage 1 will be used in revegetation for a source of seed, by spreading between existing vegetation. Nesting and other hollows cleared from Stage 1 will be installed on site. Any burnt materials and the ash will be used for soil amendments if available, to increase seed germination and nutrients; replicating natural vegetation – fire management interactions.	No clearing. Mulching is not recommended for revegetation as it smothers and inhibits germination of native seed. Smaller vegetation and branches cleared from Stage 1 can be used in revegetation for a source of seed, by spreading between existing vegetation. Nesting and other hollows cleared from Stage 1 can be installed on site. Any burnt materials and the ash will be used for soil amendments if available, to increase seed germination and nutrients; replicating natural vegetation – fire management interactions.	During clearing fauna will be captured and relocated. Trees hollows will be salvaged and re-established in secure locations. Vegetation will be cleared by pushing into perimeter stockpiles. Excess timber will be used for fence posts, fire wood, and craft uses, subject to site and use safety. Vegetation and recovered materials will be stored no closer than 50 metres to the lot boundaries. Smaller vegetation and branches will be used in revegetation for a source of seed, by spreading on the batter slopes and rehabilitation areas and the sand conservation area. Vegetation being cleared from Stage 2 will be used for revegetation of Stage 1 to substitute for vegetation recovered from Stage 1. Mulching is not recommended for revegetation as it smothers and inhibits germination of native seed. Nesting and other hollows will be retained for re-installation in remnant vegetation. Topsoil and vegetation fragments will be transferred directly from an area being cleared and spread across the surface to provide seed sources and habitats wherever possible. If direct transfer is not possible, any material stored in dumps will

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
				be respread. Larger vegetation and logs will be formed into occasional piles for habitat creation on the lower elevations. Vegetation materials are best stored on the excavated land from which they can readily be accessed for rehabilitation. That may lead to slightly more ground being required to be open at any one time. Excess and unusable timber will (with approval through the City of Busselton) be burnt and the ash used for soil amendments, to increase seed germination and nutrients; replicating natural vegetation – fire management interactions.
Weed Treatment	Any weeds likely to significantly impact on the rehabilitation will be sprayed with Roundup or other herbicide or grubbed out, depending on the species involved. Fusilade will be used where grasses present an impediment to rehabilitation. *See Section 9.1 Weed Management.*	Any weeds likely to significantly impact on the rehabilitation will be sprayed with Roundup or other herbicide or grubbed out, depending on the species involved. Fusilade will be used where grasses present an impediment to rehabilitation. *See Section 9.1 Weed Management.*	Any weeds likely to significantly impact on the rehabilitation will be sprayed with Roundup or other herbicide or grubbed out, depending on the species involved. Fusilade will be used where grasses present an impediment to rehabilitation. *See Section 9.1 Weed Management.*	Any weeds likely to significantly impact on the rehabilitation will be sprayed with Roundup or other herbicide or grubbed out, depending on the species involved. Fusilade will be used where grasses present an impediment to rehabilitation. *See Section 9.1 Weed Management.*
Revegetation	Revegetation will take place during the first winter months following the commencement of excavation. Revegetation will take place between the existing trees and shrubs and following treatment of exotic species. The species used will match the	Revegetation will take place during the first winter months following the commencement of excavation. Revegetation will take place between the existing trees and shrubs and following treatment of exotic species. Revegetation will consist of direct	Revegetation will take place during the first winter months following the commencement of excavation. Local species *(Agonis flexuosa) Eucalyptus marginata, Corymbia calophylla, Eucalyptus patens Banksia grandis* and understorey species are to be used in revegetation	Revegetation will take place during the first winter months following the availability of ground. Rehabilitation of Stage 1 will be commenced during the excavation of Stage 2. Revegetation will consist of direct transfer of topsoil, brushing with local native plants derived from clearing and as required

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
	vegetation community into which the revegetation is being added. Local species *Agonis flexuosa Eucalyptus marginata, Corymbia calophylla, Eucalyptus patens, Banksia attenuata, Banksia ilicifolia, Banksia grandis* and understorey species are to be used in revegetation because they are the favoured habitat of the Western Ringtail Possum and Black Cockatoos. These species will be added as tube plants in addition to seed. Tube plants of shrub species will also be used as required conducted in winter (June – August). To upgrade the vegetation tube plants will form the main source. Seeding will only be used in areas of bare soil. The planting rate is to achieve the completion criteria allowing for deaths to enable achievement of the Completion Criteria. The rates will vary depending on the local quality of the receiving vegetation. Any plant materials brought to the site will be dieback and weed free. *Species lists are taken from Section 9.3, Table 9 and Stream Environment Water Report dated December 2018.*	transfer of topsoil, brushing with local native plants derived from clearing of Stage 1 if available. Local species *Agonis flexuosa Eucalyptus marginata, Corymbia calophylla, Eucalyptus patens, Banksia attenuata, Banksia ilicifolia, Banksia grandis* and understorey species are to be used in revegetation because they are the favoured habitat of the Western Ringtail Possum and Black Cockatoos. These species will be added as tube plants in addition to seed. Tube plants of shrub species will also be used as required conducted in winter (June – August). Seeding will take place in summer – autumn or spring. The planting rate and seeding is to achieve the completion criteria allowing for deaths to enable achievement of the Completion Criteria. The rates will vary depending on the local quality of the receiving vegetation. Seeds are to be spread, bulked up with moist vermiculite, and smoke treated where possible. Leguminous seeds are to be scarified. Any plant and seed materials brought to the site will be dieback and weed free. *Species lists are taken from Section*	because they are the favoured habitat of the Western Ringtail Possum and Black Cockatoos. These species will be added as tube plants in addition to seed. Tube plants of shrub species will also be used as required. Tube planting is to be conducted in winter (June – August). Seeding will take place in summer – autumn or spring. Tube plants are to be placed in low undulations and not on the high points of furrowed soil. The planting rate and seeding is to achieve the completion criteria allowing for deaths to enable achievement of the Completion Criteria. Seeds are to be spread, bulked up with moist vermiculite, and smoke treated where possible. Leguminous seeds are to be scarified. Any plant and seed materials brought to the site will be dieback and weed free. *Species lists are taken from Section 9.3, Table 9 and Stream Environment Water Report dated December 2018.*	trees/shrubs installed as tube plants and local provenance seed. Local species *Agonis flexuosa Eucalyptus marginata, Corymbia calophylla, Eucalyptus patens, Banksia attenuata, Banksia ilicifolia, Banksia grandis* and understorey species are to be used in revegetation because they are the favoured habitat of the Western Ringtail Possum and Black Cockatoos. These species will be added as tube plants in addition to seed. Tube plants of shrub species will also be used as required. Tube planting is to be conducted in winter (June – August). Seeding will take place in summer – autumn or spring. Tube plants are to be placed in low undulations and not on the high points of furrowed soil. The planting rate and seeding is to achieve the completion criteria allowing for deaths to enable achievement of the Completion Criteria. Seeds are to be spread, bulked up with moist vermiculite, and smoke treated where possible. Leguminous seeds are to be scarified. Any plant and seed materials brought to the site will be dieback and weed free. *Species lists are taken from Section 9.3, Table 9 and Stream Environment Water Report dated December 2018.*

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
		9.3, Table 9 and Stream Environment Water Report dated December 2018.		
Completion Criteria	No degradation in vegetation quality. Target vegetation Condition to be "Very Good" based on Keighery 1994 based on Baseline Sample Plots (Stream Environment and Water 2018) located in Vegetation of Very Good Condition; Sample Sites 1, 2, 3, and 13. Bare Ground < 20% average. Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density. See the note about the species richness and plant density in the Peppermint-Sheoak Woodland (AgAfKg) and the presence of phytotoxins. See Section 3.4.3.	Species richness is 12 species /100 m^2. The plant density is 1 plant / m^2. Minimum 250 habitat tree species per hectare, *Eucalyptus, Agonis flexuosa, Nuytsia floribunda,* Providing weed treatment prior to revegetation and for 3 years following completion. and *Banksia* at 3 years. Target vegetation Condition to be "Good" based on Keighery 1994. < 20% bare ground assessed as vegetation cover. Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density. See note about Peppermint-Sheoak Woodland (AgAfKg) and the presence of phytotoxins above.	Species richness is 12 species /100 m^2 for the revegetation of the gravel pit. The proposed plant density is 1 plant / m^2. Minimum 250 habitat tree species per hectare, *Eucalyptus, Agonis flexuosa, Nuytsia floribunda, Allocasuarina fraseriana* and *Banksia* at 3 years. Target vegetation Condition to be "Very Good" based on Keighery 1994 based on Baseline Sample Plots (Stream Environment and Water 2018) located in Vegetation of Very Good Condition; Sample Sites 1, 2, 3, and 13. < 20% bare ground assessed as vegetation cover. Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.	Species richness is 8 species /100 m^2. Plant density is 1 plant / m^2. Minimum 250 habitat tree species per hectare, *Eucalyptus, Agonis flexuosa, Nuytsia floribunda, Allocasuarina fraseriana* and *Banksia,* suitable as habitat for Ringtail Possum and Black cockatoos. Target vegetation Condition to be "Good" based on Keighery 1994. < 20% bare ground assessed as vegetation cover. Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds <10% of plant density.
Monitoring	100 m^2 sample plots as necessary in the Degraded to Good Vegetation Condition Areas, combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met.	Four 100 m^2 sample plots, combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met.	One 100 m^2 sample plot if there is sufficient ground, combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met.	Four 100 m^2 sample plots combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met.

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Stage of Rehabilitation	Southern Conservation Area	Sand Resource Conservation Area	Old Gravel Pit	Excavation Area
	Agonis flexuosa and *Allocasuarina fraseriana* produce phytotoxins to reduce competition from understorey and other trees and on site the plant density and species richness can be expected to occur naturally in Due to the release of plant phytotoxins of some species, Peppermint-Sheoak Woodland (AgAfKg) communities can appear "Degraded" when they are in fact in "Good" or better condition. The number of exotic species in addition to the species richness and plant density needs to be considered when making assessments. See Section 3.4.3.			
Remediation	If the Completion Criteria is not met or assessed as not likely to be met, additional tube planting and or seeding as required will be used as described above to increase the plant density and species richness and achieve the completion criteria.	If the Completion Criteria is not met or assessed as not likely to be met, additional tube planting and or seeding as required will be used as described above to increase the plant density and species richness and achieve the completion criteria.	If the Completion Criteria is not met or assessed as not likely to be met, additional tube planting and or seeding as required will be used as described above to increase the plant density and species richness and achieve the completion criteria.	If the Completion Criteria is not met or assessed as not likely to be met, additional tube planting and or seeding as required will be used as described above to increase the plant density and species richness and achieve the completion criteria.

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Revegetation Management

The closing of the pit and rehabilitation of both the pit and the southern remnant vegetation, will be conducted as part of the excavation program.

As the mobile plant excavates the last sand from the floor of the pit the floor and batter slopes will be formed to the final contour and form. Those costs will therefore be part of the extraction costs.

On the other hand if the pit is not reformed correctly then there will be a potential cost to use a contractor to complete the work.

For revegetation, transfer of topsoil combined with the collection of seeds from ahead of clearing will be used to form a key component of the revegetation, combined with weed treatment.

Additional seeding and tube planting will be used as required.

The sources of funding will be from the proceeds of excavation for the owner operator.

In the event of failure of the sand pit being property closed, that will become apparent during the annual inspections by the City and the provisions of the Local Law.

The bond will be able to be used progressively by the City through a legal agreement that will be required by the City.

The City local law prevents future stages being opened before earlier stages are rehabilitated.

Table 6: Revegetation Management

Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
Revegetation of Sand Excavation – 5 hectares in Stages of 2 + 2 + 1 hectares								
All commitments and management measures will be committed to.								
P1	Prior to and during clearing		During clearing recovered tree hollows recovered and relocated in the retained remnant vegetation. If the hollows are insufficient specific fauna tubes will be purchased and installed. Collection of local native seed.		Included in cost of clearing and excavation.		Contractor, consultant, through the landowner.	Operations Environment Management Plan 2.2, 2.2.1, 2.2.7, 3.1.5 and 4.1. Table 5.

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
P2	Closure and formation of final land surface	Prior to winter Year 1	All non natural inert materials associated with quarrying that are not required for future use on Lot 75 will be collected and removed from site unless required for internal roads. Batter slopes at 1 : 4 vertical to horizontal and floor at 1 : 10 vertical to horizontal. Separation to the highest known water table of > 0.5 metres $500 per ha.	$500 per ha	$ 2 500	Included in normal excavation	Contractor through the landowner.	Operations Environment Management Plan 2.2.5 and 3.1.5. Table 5.
P3	Respreading topsoil and vegetation fragments Included in normal excavation	Prior to winter Year 1		$500 per ha	$ 2 500	Included in normal excavation	Contractor through the landowner.	Operations Environment Management Plan 2.2.1, 2.2.2, 2.2.4, 2.2.5, 3.1.5 and 4.1. Table 5.
P4	Providing weed treatment prior to revegetation and for 3 years following completion.	Autumn Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	$200 per hectare	$1 000	Treatment may require all weeds with a broad spray herbicide or Grass specific herbicide to manage pasture regrowth.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
P5	Provision of 0.5 kg mixed seed per hectare	Autumn Year 1	The Completion Criteria is to be met and maintained for 2 years.	$800 per hectare	$ 4 000		Landowner	Operations Environment Management Plan 3.1.5. Table 5.
P6	Planting a minimum of 400 tube plants per	Winter Year 1		$1200 per hectare			Landowner	Operations Environment Management Plan

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	hectare							3.1.5. Table 5.
P7	Weed monitoring and treatment as necessary	Autumn Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	$200 per hectare	$1 000	Treatment my involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor - Consultant	Operations Environment Management Plan 3.1.4. Section 9.1.
P8	Review success of revegetation	Autumn Year 2	The Completion Criteria is to be met and maintained for 2 years.	$200 per hectare	$1 000		Consultant	Operations Environment Management Plan 3.1.5.
P9	Providing additional seed and tube plants if required	Winter Year 2		$500 per hectare if required	$2 500		Landowner	Operations Environment Management Plan 3.1.5. Table 5.
P10	Weed monitoring and treatment as necessary	Spring Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	$200 per hectare	$1 000	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Table 5. Section 9.1.
P11	Weed monitoring and treatment as necessary	Autumn Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	$200 per hectare	$1 000	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
P12	Review success of revegetation	Autumn Year 3	The Completion Criteria is to be met and maintained for 2 years.	$200 per hectare	$1 000		Contractor - Consultant	Operations Environment Management Plan 3.1.5. Table 5.
P13	Planting tube	Winter		$300 per	$1 500		Land Owner	Operations

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	plants as necessary per hectare	Year 3		hectare if required				Environment Management Plan 2.2.7 and 3.1.5.
P14	Weed monitoring and treatment as necessary	Spring Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	$200 per hectare	$1 000	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
P15	Weed monitoring and treatment. Monitoring of species richness and plant density against the Completion Criteria Addition of tube plants and seed (if required) added. The management sequence is to be repeated until the Completion Criteria has been met for two years.	Years 4 and 5 and ongoing until Completion Criteria met.	Weed numbers and The Completion Criteria is to be met and maintained for 2 years.		$5 000 if required		Contractor - Landowner	Operations Environment Management Plan 3.1.4. Section 9.1. Table 5.
Total Estimated Costs					**$25 000**			
Restoration of Gravel Pit – 0.3 hectares								
All commitments and management measures will be committed to.								
G1	Closure and formation of final land surface	Prior to winter Year 1	Ripping of existing gravel floor if required.		$500	Use normal excavation equipment	Contractor through the landowner.	Operations Environment Management Plan 2.2.5, 3.1.5 and 4.1.

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
								Table 5.
G2	Respreading topsoil and vegetation fragments from perimeter.	Prior to winter Year 1			$ 300	0.3 hectares only Topsoil and vegetation fragments will be spread.	Contractor through the landowner.	Operations Environment Management Plan 2.2.4, 2.2.5, 3.1.5 and 4.1. Table 5.
G3	Providing weed treatment prior to revegetation and for 3 years following completion.	Autumn Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may target all weeds with a broad spray herbicide or Grass specific herbicide to manage pasture regrowth. Treatment tied to other revegetation.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
G4	Provision of 0.5 kg mixed seed.	Autumn Year 1	The Completion Criteria is to be met and maintained for 2 years.		$800			Operations Environment Management Plan 3.1.5. Table 5.
G5	Planting a minimum of 200 tube plants	Winter Year 1			$600			Operations Environment Management Plan 3.1.5 and 4.1. Table 5.
G6	Weed monitoring and treatment as necessary	Autumn Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor - Consultant	Operations Environment Management Plan 3.1.4. Section 9.1.
G7	Review success of revegetation	Autumn Year 2	The Completion Criteria is to be met and maintained for 2 years.		$200		Consultant	Operations Environment Management Plan 3.1.5. Table 5.

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
G8	Providing additional seed and tube plants if required	Winter Year 2			$300		Landowner	Operations Environment Management Plan 3.1.5. Table 5.
G9	Weed monitoring and treatment as necessary	Spring Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
G10	Weed monitoring and treatment as necessary	Autumn Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
G11	Review success of revegetation	Autumn Year 3	The Completion Criteria is to be met and maintained for 2 years.		$200		Consultant	Operations Environment Management Plan 2.2.7 and 3.1.5. Table 5.
G12	Planting tube plants to lift the vegetation of any deficient areas.	Winter Year 3			$200		Landowner	Operations Environment Management Plan 3.1.5. Table 5.
G13	Weed monitoring and treatment as necessary	Spring Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment my involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1. Table 5.
G14	Weed monitoring and treatment.	Years 4 and 5 and	Weed numbers and The Completion Criteria is to be		$400		Contractor - landowner -	

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	Monitoring of species richness and plant density against the Completion Criteria Addition of tube plants and seed as required) to improve deficient areas. The management sequence is to be repeated until the Completion Criteria has been met for two years.	ongoing until Completion Criteria met.	met and maintained for 2 years.				consultant	
Total Estimated Costs					**$4 000**			
Protection of Southern 10.1 hectares of Remnant Vegetation								
All commitments and management measures will be committed to.								
C1	Provide Conservation Covenant		Conservation Covenant under the *Soil and Land Conservation Act 1945*		$ 3 000		Landowner	Operations Environment Management Plan 2.2.7, 3.1.5 and 4.1. Table 5.
C2	Review vegetation condition and determine the additional planting and management to be applied.	Winter Year 1	No degradation to the vegetation on site. Improvements in vegetation quality because of weed management and control and additional revegetation.				Contractor - consultant	Operations Environment Management Plan 2.2.7 and 3.1.5. Table 5.
C3	Repair and maintain the	Year 1 following	Fence suitable for keeping stock out.		$6 000		Contractor	Operations Environment

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	perimeter fencing.	approval						Management Plan 2.2.5, 2.2.7 and 4.1.
C4	Construct the fire break to City of Busselton Requirements	Year 1 following approval	Fire breaks to be completed to City of Busselton specifications.		$400	The fire break will be constructed by the excavation equipment on site.	Contractor	Operations Environment Management Plan 2.2.5, 2.2.7 and 4.1.
C5	Providing weed treatment prior to revegetation and for 3 years following completion.	Autumn Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds.		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.4. Section 9.1.
C6	Tube planting and or seeding to lift the quality of the degraded vegetation.	Tube planting Winter Year 1 Seeding spring summer Year 1.	Actions as per Table 5.				Contractor - landowner - consultant	
C7	Weed monitoring and treatment as necessary	Spring Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds.		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Operations Environment Management Plan 3.1.4.	Operations Environment Management Plan 3.1.4. Section 9.1.
C8	Maintain fire break		Fire breaks to be completed to City of Busselton specifications.		$400	The fire break will be constructed by the excavation equipment on site.	Contractor	Operations Environment Management Plan 2.2.5 and 4.1.
C9	Repair and maintain the perimeter fencing.	Year 2			$300		Contractor Landowner	Operations Environment Management Plan 4.1.

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
C10	Weed monitoring and treatment as necessary	Autumn Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
C11	Tube planting and or seeding to lift the quality of the vegetation in deficient areas.	Tube planting Winter Seeding spring summer if required Year 2.	Actions as per Table 5.		$2 000		Contractor - landowner - consultant	
C12	Weed monitoring and treatment as necessary	Spring Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
C13	Repair and maintain the perimeter fencing.	Year 3			$300		Landowner - contractor	Operations Environment Management Plan 2.2.5 and 4.1.
C14	Maintain fire break		Fire breaks to be completed to City of Busselton specifications.		$400	The fire break will be constructed by the excavation equipment on site.	Contractor	Operations Environment Management Plan 4.1.
C15	Weed monitoring and treatment as necessary	Autumn Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
C16	Tube planting and or seeding as required to lift the	Tube planting Winter	Actions as per Table 5.		$1 000		Contractor - landowner - consultant	

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	quality of the vegetation.	Seeding spring summer if required. Year 3.						
C17	Weed monitoring and treatment as necessary	Spring Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
C18	Weed monitoring and treatment. Monitoring of species richness and plant density against the Completion Criteria Addition of tube plants and seed (if required) to lift the vegetation quality of deficient areas. The management sequence is to be repeated until the Completion Criteria has been met for two years.	Years 4 and 5 and ongoing until Completion Criteria met.	Weed numbers and The Completion Criteria is to be met and maintained for 2 years.		Allow $2,000		Contractor - landowner - consultant	
Total Estimated Costs					**$16 400**			
Protection and upgrade of 2.9 hectares of Sand Resource Vegetation								
All commitments and management measures will be committed to.								
R1	Provide Conservation		Conservation Covenant under the *Soil and Land*		Included with the		Landowner	Operations Environment

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	Covenant		*Conservation Act 1945*		southern remnant vegetation			Management Plan 2.2.7, 3.1.5 and 4.1. Table 5.
R2	Review vegetation condition and determine the additional planting and management to be applied.		Improvements in vegetation quality because of weed management and control				Contractor - Consultant	Operations Environment Management Plan 2.2.7 and 3.1.5. Table 5.
R3	Provide perimeter fencing.		Fence suitable for keeping stock out.		$3 000		Contractor	Operations Environment Management Plan 2.2.5, 2.2.7 and 4.1. Table 5.
R3	Providing weed treatment prior to revegetation and for 3 years following completion.	Autumn Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds.		$400	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.4. Section 9.1. Table 5.
R4	Tube planting and or seeding as required to lift the quality of the vegetation.	Tube planting Winter Year 1 Seeding spring summer Year 1 .	Actions as per Table 5.		$2 000		Contractor - landowner - consultant	
R5	Weed monitoring and treatment as necessary	Spring Year 1	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds.		$300	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Operations Environment Management Plan 3.1.4.	Operations Environment Management Plan 3.1.4.

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
								Section 9.1.
R6	Maintain the perimeter fencing.	Year 2						Operations Environment Management Plan 4.1.
R7	Weed monitoring and treatment as necessary	Autumn Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$200	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
R8	Tube planting and or seeding to lift the quality of the vegetation of deficient areas.	Tube planting Winter Seeding spring summer if required. Year 2.	Actions as per Table 5.		Allow $2 000		Contractor - Landowner	
R9	Weed monitoring and treatment as necessary	Spring Year 2	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$200	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
R10	Maintain the perimeter fencing.	Year 3			Allow $300		Contractor - Landowner	Operations Environment Management Plan 2.2.5 and 4.1.
R11	Weed monitoring and treatment as necessary	Autumn Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$300	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
R12	Tube planting and or seeding as	Tube planting	Actions as per Table 5.		Allow		Contractor -	

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Stage	Actions - Monitoring	Timing	Commitments / Completion Criteria	Estimated Unit Cost	Total Estimated Cost	Comments	Responsibilities	References
	required to lift the quality of the vegetation.	Winter Seeding spring summer if required. Year 3.			$1 000		Landowner	
R13	Weed monitoring and treatment as necessary	Spring Year 3	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds		$100	Treatment may involve grubbing out or herbicide. Cost will be minimal if carried out by landowner.	Contractor	Operations Environment Management Plan 3.1.4. Section 9.1.
R14	Weed monitoring and treatment. Monitoring of species richness and plant density against the Completion Criteria Addition of tube plants and seed (if required) to lift the quality of deficient area. The management sequence is to be repeated until the Completion Criteria has been met for two years.	Years 4 and 5 and ongoing until Completion Criteria met.	Weed numbers and The Completion Criteria is to be met and maintained for 2 years.		Allow $5 000		Contractor - landowner - consultant	
Total Estimated Costs					**$14 800**			

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7.0 MANAGED RISKS - REVEGETATION

The current environmental threats to the existing vegetation are those related to the current and past land uses.

Table 7: Risks Associated with Revegetation and Management

Environmental Threat to Revegetated and Managed Land	Description of Potential Impact	Risk After Management Applied				Comments on the Management and Risks to Revegetated and Managed Land	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Rare							
Rehabilitation may not be undertaken	The rehabilitation may not be undertaken or may fail.	Moderate	Rare	LOW	High	The requirement for rehabilitation is committed to in this Management Plan which will be provided to the City of Busselton to form part of the amended development approval and therefore will form part of the conditioned documentation if Development Approval is provided. Any Development Approval is a legally binding document and if the conditions are not carried out as required then the City is able to take action under the Town Planning Scheme to ensure that the conditions are completed as required. An Extractive Industries Licence will also be required from the City of Busselton and that will contain a performance bond in favour of the City which will enable the City to draw on the bond and complete any outstanding tasks such as rehabilitation. The sand extraction is to be staged and if the rehabilitation is not being undertaken progressively then the later Stages of the development can be withheld by the City. The revegetation of the resource area will be conditioned under Clearing Permit CPS 8863/1 which is issued under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* and will be enforceable under the Regulations. The above controls apply to both the requirement to undertake the revegetation and also to any failure to reach the Completion Criteria. When the site is revegetated the amount of habitat suitable for Black Cockatoos and the Western Ringtail Possum will be	Figure 6 shows the death of the *Banksia* in the west.

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Environmental Threat to Revegetated and Managed Land	Description of Potential Impact	Risk After Management Applied				Comments on the Management and Risks to Revegetated and Managed Land	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
						significantly increased over what is currently present. *Agonis flexuosa* and *Allocasuarina fraseriana* produce phytotoxins to reduce competition from understorey and other trees and on site the plant density and species richness can be expected to occur naturally in Due to the release of plant phytotoxins of some species, Peppermint-Sheoak Woodland (AgAfKg) communities can appear "Degraded" when they are in fact in "Good" or better condition. The number of exotic species in addition to the species richness and plant density needs to be considered when making assessments. See Section 3.4.3.	
The revegetation may be impacted by Dieback	*Phytophthora* if introduced or spread is likely to lead to reduction in the success of the revegetation	Moderate	Rare	LOW	High	Dieback Management is proposed and is part of the management committed to. Being part of the management dieback management plan will be mandatory. Dieback principals will be used in all site activities and revegetation.	Figures 10 and 11. Development Application Section 7.1, Table 7 and Appendix D. Operations Environmental Management Plan – Sand Extraction 2019, Section 2.2.1.2 Clearance. Table 5.
Threatened fauna may be impacted	Black Cockatoos Western Ringtail Possums and other fauna may be impacted by clearing and excavation	Minor	Unlikely	LOW	High	A commitment is made to capture potentially impacted fauna prior to clearing. Black Cockatoos are highly mobile and will move away from clearing activities. A significant amount of habitat will be retained. The clearing and revegetation will be progressively staged. The vegetation at the completion of excavation and revegetation will be enhanced.	

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Environmental Threat to Revegetated and Managed Land	Description of Potential Impact	Risk After Management Applied				Comments on the Management and Risks to Revegetated and Managed Land	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Weeds May impact the re-vegetation	Weeds and naturalised plants may impact the potential for natural regeneration of the native vegetation.	Moderate	Unlikely	MODERATE	High	Weed Management is proposed and is part of the management plan committed to. Being part of the management dieback management will be mandatory. Weed Management principals will be used in all site activities and revegetation.	Stream Environment and Water, 2019, *Flora and Vegetation Assessment*. Section 9.1 and Table 5.
Risks to the Protection of the Southern Remnant Vegetation							
Vegetation will be impacted by grazing and other impacts	Grazing stock impact the vegetation	Moderate	Rare	LOW	High	The southern portion of Lot 75 has perimeter fencing in place and has not been grazed by the current owner. The fencing will be upgraded. Perimeter fire breaks will be installed. The whole 10.1 hectares will be protected by a Conservation Covenant.	Figures 11 - 13.
The Vegetation will be impacted by Dieback	*Phytophthora* if introduced or spread is likely to lead to continued decline of the remnant vegetation on the resource area.	Moderate	Rare	LOW	High	Dieback Management is proposed and is part of the management committed to. Being part of the management dieback management will be mandatory. Dieback principals will be used in all site activities and revegetation.	Figures 11 - 13. Development Application Section 7.1, Table 7 and Appendix D.
Weeds will impact the vegetation	Weeds and naturalised plants may spread onto the site or the existing weeds may spread and impact native vegetation.	Moderate	Unlikely	MODERATE	High	Weed Management is proposed and is part of the management committed to. Being part of the management dieback management will be mandatory. Weed Management principals will be used in all site management activities such as construction of fencing and provision and management of firebreaks. The invasive weed species such as *Zantedeschia aeothiopia, Avena* spp and *Asparagus asparagoides* will be controlled. Fencing will reduce the risk of weed introductions.	Stream Environment and Water, 2019, *Flora and Vegetation Assessment*. Section 9.1 and Table 5.

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Environmental Threat to Revegetated and Managed Land	Description of Potential Impact	Risk After Management Applied				Comments on the Management and Risks to Revegetated and Managed Land	References
		Consequence	Likelihood	Risk Rating	Data Certainty		
Firebreaks	Fire frequency may change.	Minor	Unlikely	LOW	High	There is not anticipated to be any change to fire frequency. The provision of fire breaks will assist in reducing the risk of wild fires by acting as a break and providing emergency access.	

Table 8: Risk Assessment Criteria (After DMIRS)

Level of Knowledge Certainty from DMIRS Statutory Guidelines

Descriptor	Explanation
Low	Risk rating is based on subjective opinion or relevant past experience. Baseline data/information has limitations, with only general conclusions possible and further work is required.
Medium	Risk rating is based on similar conditions being observed previously. Baseline data/information has some gaps or minor further work required.
High	Risk rating is based on testing, modelling or experiments. Baseline data/information is complete and analysis appropriate for level of data.

Likelihood Descriptors from DMIRS Statutory Guidelines

Descriptor	Frequency	Probability
Almost Certain	Twice or more per year	Event will occur during the Project / period under review.
		High number of known incidents.
Likely	Once per year	Event likely to occur during the Project / period under review.
		Regular incidents known.
Possible	Once in 5 years	Event may occur in some instances during the Project / period under review.
		Occasional incidents known.
Unlikely	Once in 10 years	Event is not likely to occur during the Project / period under review.
		Some occurrences known.
Rare	Once in 20 years	Event will occur in exceptional circumstances during the Project / period under review.
		Very few or no known occurrences.

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Consequence Descriptors from DMIRS Statutory Guidelines

Factor	Insignificant	Minor	Moderate	Major	Severe
Biodiversity	Alteration or disturbance to an isolated area with no effect on habitat or ecosystem. Loss of an individual plant / animal of conservation significance.	Alteration or disturbance to <10% of a habitat or ecosystem resulting in a recoverable impact within 2 years. Loss of multiple plants / animals of conservation significance.	Alteration or disturbance to 10- 40% of a habitat or ecosystem resulting in a recoverable impact within 2-5 years. Loss of <50% known local population of plant / animal of conservation significance.	Alteration or disturbance to 40- 70% of a habitat or ecosystem resulting in a recoverable impact within 5-15 years. Loss of >50% known local population of plant / animal species with possible loss of entire local population.	Alteration or disturbance to >70% of a habitat or ecosystem resulting in a recoverable impact >15 years. Local loss of conservation significant or listed species. Extinction of a species.
Water Resources	Negligible change to hydrological processes, water availability or water quality.	Short-term modification of hydrological processes, water availability and quality within project tenure, but no change in beneficial use.	Medium-term modification of hydrological processes, water availability and water quality within project tenure, but no change in beneficial use. Short-term modification of hydrological processes, water availability and water quality outside project tenure, but no change in beneficial use.	Long-term modification of hydrological processes, water availability and water quality within project tenure, but no change in beneficial use. Medium-term modification of hydrological processes, water availability and water quality outside project tenure, with change in beneficial use	Long-term or permanent modification of hydrological processes, water availability or water quality outside project tenure, with impacts to a water-dependent environmental value and/or change in beneficial use.
Land and Soils	Clean-up by site personnel, rectified immediately. Confined to immediate area around source.	Clean-up by site personnel, remediation within 1 year. Confined to operational area.	Clean-up by site personnel, remediation within 1-3 years. Minor impact outside disturbance envelope or minor impact to soil stockpiles.	Clean-up requiring external specialist, remediation within 3-10 years. Impact has migrated outside the disturbance envelope or contamination of soil stockpiles.	Clean-up requiring external specialist. Remediation >10 years, or permanent residual impact. Impact outside the tenement boundary.
Rehabilitation and Mine Closure	Site is safe, stable a non-polluting. Post mining land use is not adversely affected.	Site is safe, all major landforms are stable, and any stability or pollution issues are contained and require no residual management. Post mining land use is not adversely affected.	Site is safe, and any stability or pollution issues require minor, ongoing maintenance by end land-user. Post mining land use cannot proceed without some management.	Site cannot be considered safe, stable or non-polluting without long-term management or intervention. Post mining land use cannot proceed without ongoing management.	Site is unsafe, unstable and/or causing pollution or contamination that will cause an ongoing residual affect. Post mining land use cannot be achieved.

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Modified Acceptability of Risk Level from DMIRS Statutory Guidelines

Risk Level	Acceptability	Treatment
Very High	Unacceptable	Risk will not be tolerated. Modification of activity required and Mining Proposal amended.
High	May be acceptable, with specific risk treatments	Risk may be tolerated with application of high reliability risk treatments. Environmental outcome / Closure objective required.
Moderate	Acceptable, with relevant risk treatments	Risk is tolerable with application of appropriate risk treatments. Environmental outcome / Closure objective required.
Low	Acceptable	Risk is acceptable, but still requires industry best practice environmental management.

AGENDA - ORDINARY COUNCIL MEETING 18 OCTOBER 2023 ATTACHMENTS

ATT: 11.2.3 Approved Development Plans
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8.0 WEED AND DIEBACK MANAGEMENT

8.1 Weed Management Plan

Baseline Weed Status

Weed management is to be used to minimise impact on adjoining remnant vegetation and on adjoining properties as well as maintaining the agricultural capability of the rural lot.

The sand excavator owns Lot 75. It is therefore in their interests to efficiently and correctly rehabilitate the excavated area and minimise weed impacts.

The management of weeds is essentially similar to that for plant diseases. The impact of weeds is really the impact within the local area and the more they are controlled the better. It is desirable that the site does not become a haven for environmental weeds and therefore a management and control program is warranted at all sites.

Weeds can be declared under the *Agriculture and Related Resources Protection Act 1976* which requires that Declared Weeds are eradicated. Other weeds are not Declared but may be classified as Environmental Weeds because they are well known for impacting on vegetation.

Thirteen of the 108 taxa are introduced. An additional 11 species (including 4 introduced species) were recorded in the previous survey by Ecological Environmental Services (2013) but were not recorded during the current project.

Two of the thirteen introduced flora species recorded during the survey, are listed as declared pest plants under the Biosecurity and Agriculture Management Act (2007), *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily) although Stream Environmental and Water did not map the weed species for this project.

(Operations Environmental Management Plan (Sand Extraction) 2019, Section 2.2.5.1 Earthworks, and Section 3.1.3, Site Drainage, Water Quality and Sediment Control)

The main sources of weeds are;

- Seeds from exotic plants already on site or nearby.
- Spread of existing weeds and pasture species.
- Weeds from edge effects from access and local roads.
- Gradual creep of weeds along access roads.
- Rubbish dumped by the public. This is not likely as the resource is set well back from Haag Road.
- Materials or waste brought to site by employees.
- Soil and seeds from vehicles arriving at site. This often applies to trucks that have carried something else such as grain, or vehicles to be used in earthworks.
- Wind blown seed from surrounding land.
- Birds and other vectors. This is more common than is often given credit for. eg *Solanum* species.

Weed Management

- Weed Management will integrate with normal farm weed management.
- Inspections are to be conducted to monitor the presence and introduction of Environmental and Declared Weeds on an annual or more frequent basis. On identification, Declared and significant environmental weeds will either be removed, buried, or sprayed with a herbicide.
- *Asparagus asparagoides* (bridal creeper) and *Zantedeschia aethiopica* (Arum lily) are to be targeted with specific mechanical and spot spray treatment to try and eliminate the species.
- Any pasture (grass) weeds likely to significantly impact on the rehabilitation will be sprayed with Roundup or other herbicide or grubbed out, depending on the species involved. Fusilade will be used where grasses present an impediment to rehabilitation.
- All vehicles and equipment to be used during land clearing or land reinstatement, are to be clean and free from soil or plant material when arriving at site.
- No soil and vegetation will be brought to the site apart from that to be used in rehabilitation.
- Plants to be used in rehabilitation are to be free from weeds.

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- Weed affected top soils may need to be taken offsite or will be treated to minimise or mitigate weed spread.
- Illegally dumped rubbish is the major source of weeds and will be removed promptly.
- No weed contaminated or suspect soil or plant material is to be brought onto the site.
- When clearing land or firebreaks vehicles will work in conjunction with dieback principles and push from areas of better vegetation towards areas of lower quality vegetation.
- Weeds are to be sprayed with broad spectrum spray prior to planting or seeding in weed affected soils as required.

Monitoring and Control

- Review of revegetated areas, annually in Spring – Autumn to determine if there are weeds that are impacting on the success of revegetation.
- Apply additional weed control in the remnant vegetation, which will include more frequent treatment and monitoring until the weeds are controlled.
- In pasture provide weed treatment which will be taken over by normal agricultural practices once the pasture is established
- Ongoing monitoring and treatment twice yearly.
- In addition; monitor prior to revegetation activities and for a minimum of 3 years post revegetation
- The Weed Management Plan will be implemented.

8.2 Dieback Management Plan

Quarantine and Dieback Management is provided in the *Development Application (Sand Extraction) 2019 – Social Impact Assessment provided to the City of Busselton in support of the Application, Section 3.5.*

Dieback of vegetation is often attributed to *Phytophthora cinamomi* even though there are other Phytophthora species and other diseases such as *Armillaria* that can cause dieback like symptoms. Microscopic soil-borne fungi of the genus Phytophthora kill a wide range of native plants and can cause severe damage to many vegetation types, particularly those from the families Proteaceae, Epacridaceae, Xanthorrhoeaceae and Myrtaceae.

There are several guides to the management of Dieback.

- *Department of Biodiversity Conservation and Attractions Phytophthora Dieback Management Manual, Forest and Ecosystem Management , October 2017.*
- *Department of Biodiversity Conservation and Attractions Phytophthora Dieback Management Plan, October 2017.*
- *Dieback Working Group 2005, Management of Phytophthora Dieback in Extractive Industries.*
- *Dieback Working Group, 2000, Managing Phytophthora Dieback, Guidelines for* Local Government.

Phytophthora cinamomi is commonly present in the higher rainfall zones of the south west of WA but occurs in wetter parts of the zone with rainfall of 400 mm or even slightly lower. And is certainly present at some locations in the nearby areas. Dieback diseases are more likely to be transported under moist soil conditions

It is unclear whether dieback is present. Some susceptible species on site have died, but these could be due to changed soil water regimes, decreased rainfall, plant diseases or plant age. Testing did not reveal the presence of dieback.

The sand pit is likely classified as “Not Interpretable” with respect to dieback because of the significant existing levels of disturbance.

On the other hand DBCA has determined that material such as sand, taken from deeper in the regolith profile where there is no organic and other plant matter, carries low risk of spreading dieback. (DEC/DWER 2004).

(Operations Environmental Management Plan (Sand Extraction) 2019, Section 3.1.4, Quarantine). The responsibilities and applications are listed.

Management of Dieback Risk

- *DBCA 2017 and Dieback Working Group 2005, Guidelines* will be followed.

- Vehicles are to be prohibited from entering vegetation ahead of excavation, apart from normal travel along made firebreaks and roads for normal security and maintenance activities.
- A split operation will be worked where practicable, where the road transport vehicles only access one side of the stockpile or processing area and excavation vehicles operate on the other side of the stockpiles and processing, reducing the risk of contamination from road transport.
- All vehicles and equipment used during land clearing or land reinstatement, will be clean and free from soil or plant material when arriving at site.
- When removing topsoil and clearing, vehicles will run around the perimeter and then push inwards where possible.
- Remnant vegetation ahead of the stage to be excavated is proposed to be quarantined where possible to minimise vehicles from entering, through reduced tracks, signage, site marking and or fencing as appropriate.
- No soil and vegetation is to be brought to the site apart from that to be used in rehabilitation and that which is dieback free.
- Plants to be used in rehabilitation are to be certified as from dieback free sources.
- Rehabilitated surfaces will be free draining and not contain wet or waterlogged conditions.
- Illegally dumped rubbish is to be removed promptly.
- When clearing land or firebreaks vehicles are to work from disturbed areas towards the pit; or, in situations where dieback interpretation is not possible, from areas of higher quality vegetation to areas of lower quality vegetation.
- Roads are to be maintained as free draining and hard surfaced.
- Quarry traffic will be restricted to the designated access roads, pit and stockpile areas apart from clearing land and maintaining fire breaks.

8.3 Suggested Species List for Revegetation

Species list taken from *Stream Environment and Water, 2018, Flora and Vegetation Assessment.*

Table 9: Species List for Revegetation

Family	Genus	Species	Seed	Tube Plants and or Seed	Comment
Anarthriaceae	Anarthria	prolifera			
	Lyginia	barbata			
Apiaceae	Xanthosia	candida			
Asparagaceae	Lomandra	micrantha			
	Lomandra	nigricans			
	Lomandra	sp.			
	Sowerbaea	laxiflora			
	Thysanotus	manglesianus			
Asteraceae	Ptilotus	manglesii			
	Lagenophera	huegelii			
	Rhodanthe	citrina			
Casuarinaceae	Allocasuarina	fraseriana	x	x	
Colchicaceae	Burchardia	congesta			Wet sites
Cyperaceae	Baumea	vaginalis			Wet sites
	Lepidosperma	leptostachyum			Wet sites
	Lepidosperma	pubisquamatum			
	Lepidosperma	squamatum			
	Mesomelaena	tetragona			
	Tetraria	capillaris			
	Tetraria	octandra			
Dasypogonacea	Dasypogon	bromeliifolius			
	Kingia	australis			
Dilleniaceae	Hibbertia	acerosa			
	Hibbertia	ferruginea			
	Hibbertia	hypericoides	x		

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	Hibbertia	notibractea			
	Hibbertia	racemosa	x		
Ericaceae	Leucopogon	australis			
	Leucopogon	capitellatus			
Fabaceae	Acacia	divergens	x	x	
	Acacia	pulchella	x	x	
	Chorizema	rhombeum	x	x	
	Hovea	chorizemifolia	x	x	
	Hovea	pungens	x	x	
	Isotropis	cuneifolia			
	Jacksonia	furcellata	x	x	
	Mirbelia	dilitata	x	x	
Goodeniaceae	Dampiera	linearis			
	Scaevola	calliptera			
Haemodoraceae	Anigozanthus	spp.		x	
	Conostylis	setosa			
	Haemodoraceae	sp.			
Iridaceae	Patersonia	occidentalis			
Lauraceae	Cassytha	sp.			
Loranthaceae	Nyutsia	floribunda			
Myrtaceae	Agonis	flexuosa	x	x	
	Astartea	fascicularis	x	x	
	Corymbia	calophylla	x	x	
	Eucalyptus	marginata	x	x	
	Eucalyptus	patens	x	x	
	Homalospermum	firmum			
	Hypocalymma	angustifolium		x	
	Hypocalymma	robustum		x	
	Kunzea	glabrescens	x	x	
	Kunzea	recurva	x	x	
	Melaleuca	systena	x	x	
	Taxandria	parviceps	x	x	Wet sites
Pittosporaceae	Billardiera	variifolia			
Podocarpaceae	Podocarpus	drouynianus			
Proteaceae	Banksia	attenuata	x	x	
	Banksia	grandis	x	x	
	Banksia	ilicifolia	x	x	
	Hakea	amplexicaulis	x	x	
	Xylomelum	occidentale	x	x	
Restionaceae	Desmocladus	fasciculatus		x	
	Desmocladus	flexuosus		x	
	Hypolaena	exsulca			
	Loxocarya	cinerea			
Rubiaceae	Opercularia	echinocephala			
	Opercularia	hispidula			
Xanthorrhoeace	Chamaescilla	corymbosa			
	Xanthorrhoea	gracilis			
	Xanthorrhoea	preissii	x		
Zamiaceae	Macrozamia	riedlei	x		

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REFERENCES – READING

- *Department of Biodiversity Conservation and Attractions Phytophthora Dieback Management Manual, Forest and Ecosystem Management , October 2017.*
- *Department of Biodiversity Conservation and Attractions Phytophthora Dieback Management Plan, October 2017.*
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Transport Impact Statement

Project:	Proposed Sand Extraction 157 Haag Road, Yelverton
Client:	Staunton Developments Pty Ltd
Author:	Paul Nguyen
Date:	6th July 2023
Shawmac Document #:	2306014-TIS-001

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1. Introduction

1.1. Proponent

Shawmac has been engaged by Staunton Developments to prepare a Transport Impact Statement (TIS) for a proposed sand extraction application in Yelverton.

This TIS has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines Volume 4 – Individual Developments*.

1.2. Site Location

The site address is 157 (Lot 75) Haag Road in Yelverton. The local authority is the City of Busselton.

The general site location is shown in **Figure 1**.

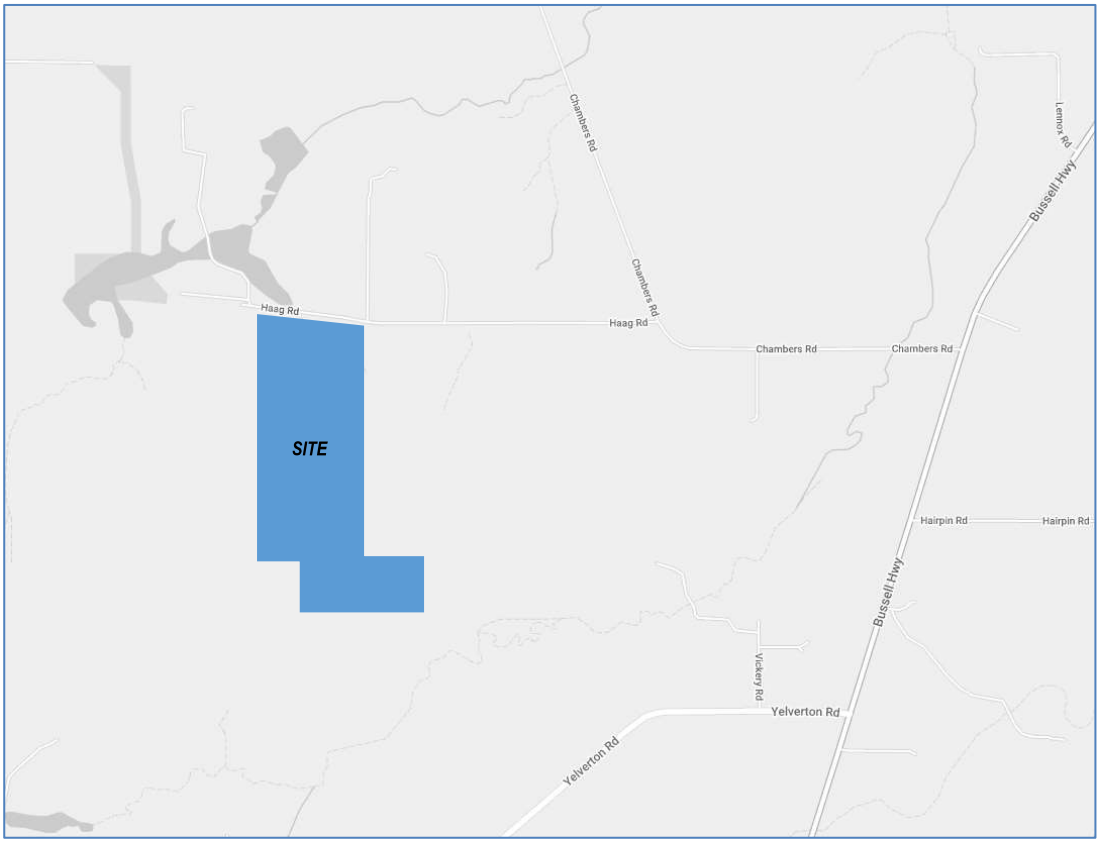


Figure 1: Site Location

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An aerial view of the existing site is shown in **Figure 2.**



Figure 2: Aerial View (March 2022)

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2. Proposed Development

2.1. Land Use

There is an existing dwelling and several outbuildings on the northern portion of the site.

It is proposed to extract approximately 241,000 tonnes of sand from a portion of the site over a period up to 5 years.

The client was granted approval for the application in April 2022 but a condition limiting the operations to a maximum of 24 truck movements per day was applied based on the traffic generation estimates provided by the previous owner at the time.

To make the project viable, the current owner has estimated a maximum of 70 to 80 truck movements per day to enable peak demand periods and to complete the overall extraction operation within a shorter period of time (as little as 18 months).

The proposed site layout and extraction plan is shown in **Figure 3**. The extraction area is shown in red.

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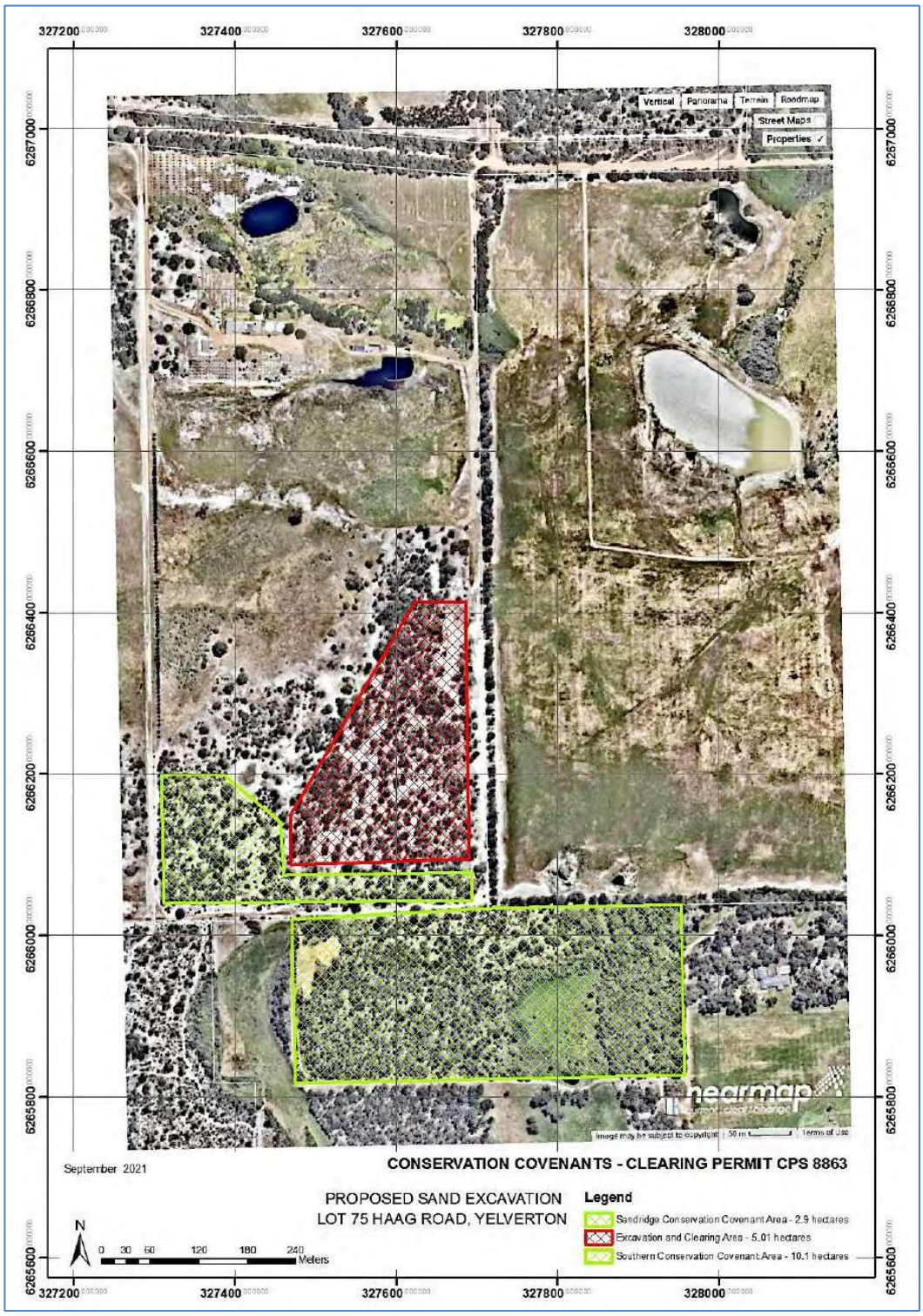


Figure 3: Site Layout and Extraction Plan

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3. Traffic Management on Frontage Streets

3.1. Road Network Layout and Hierarchy

The layout and hierarchy of the existing local road network according to the Main Roads WA *Road Information Mapping System* is shown in **Figure 4**.



Figure 4: Existing Road Network Hierarchy

As shown, Bussell Highway is a Primary Distributor road which is controlled by Main Roads WA.

Haag Road is a gravel road with a 7m wide formation. Haag Road connects to Chambers Road via a T-intersection approximately 1km from the site access point. Chambers Road is a sealed connecting to Bussell Highway.

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3.2. Speed Limits

The existing speed limits are shown in **Figure 5.**

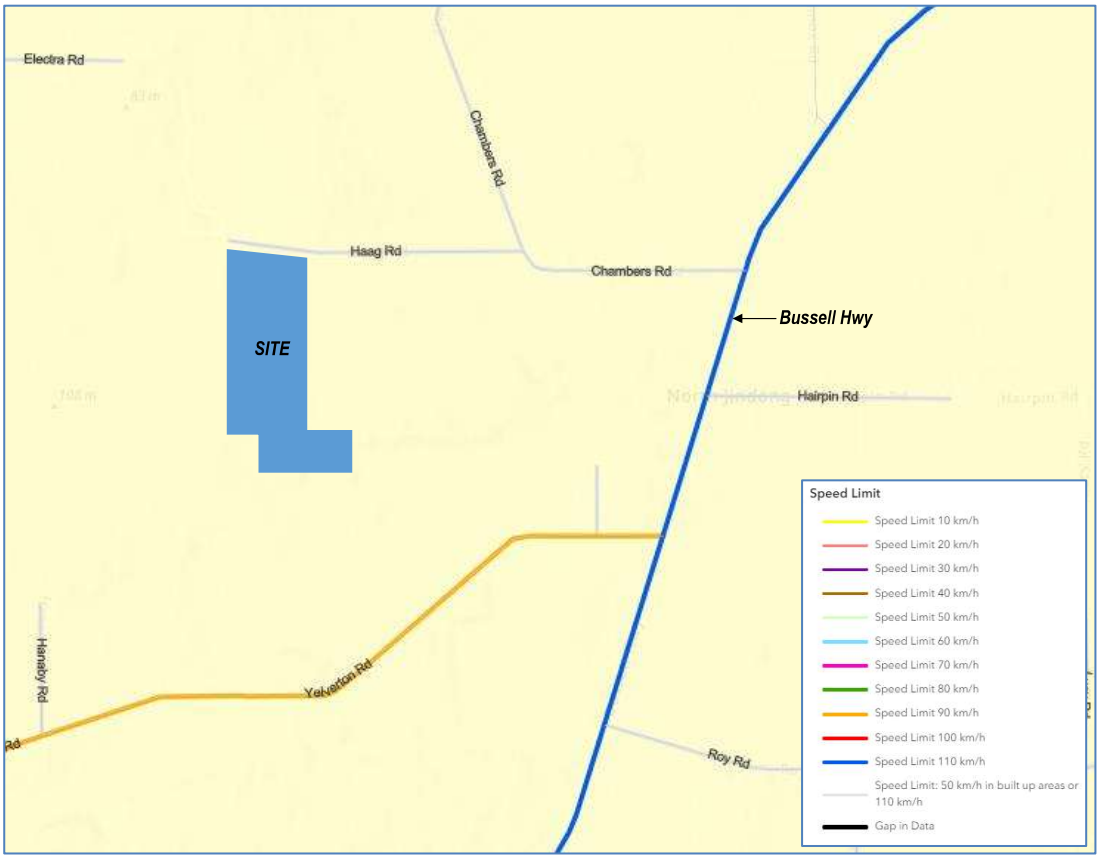


Figure 5: Existing Speed Limits

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3.3. Traffic Volumes

The latest traffic volumes along Haag Road were provided by the City of Busselton as shown in **Figure 6.**

Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-188
Site: 2022032.0.1EW
Description: **haag rd (100m west of chambers rd)**
Filter time: **13:26 Tuesday, 21 June 2022 => 12:27 Wednesday, 6 July 2022**
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages 1 - 5	1 - 7
Hour									
0000-0100	1.0	0.5	0.0	0.0	0.0	0.0	0.0	0.3	0.2
0100-0200	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0200-0300	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0300-0400	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0400-0500	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0500-0600	0.0	0.5	0.7	0.0	0.5	0.0	0.0	0.4	0.3
0600-0700	1.0	0.0	0.0	1.0	0.5	0.0	0.5	0.5	0.4
0700-0800	4.5	6.5	4.3	4.5	3.0	1.0	2.0	4.5	3.7
0800-0900	6.5	6.0	5.7	2.5	**8.5**	5.5	2.0	5.8	5.3
0900-1000	5.5	**10.0**	**6.3**	5.5	6.0	**6.5**	**6.0**	**6.6**	**6.5**
1000-1100	5.5	7.5	5.0	**9.0**	4.0	5.0	4.0	6.1	5.7
1100-1200	**7.0**	3.0	5.0	5.5	4.5	4.0	2.5	5.0	4.5
1200-1300	4.0	6.5	4.7	**6.0**	5.5	6.5	5.0	5.3	5.4
1300-1400	**8.5**	6.3	8.5	5.0	4.5	6.0	3.0	**6.5**	**6.0**
1400-1500	4.0	3.3	8.5	2.5	**12.5**	2.5	**5.0**	5.9	5.3
1500-1600	4.5	5.7	3.5	4.0	4.5	**6.5**	3.5	4.5	4.7
1600-1700	4.0	**7.7**	**8.5**	5.0	5.5	2.0	3.0	6.3	5.3
1700-1800	2.0	4.3	3.0	2.0	2.5	0.0	0.0	2.9	2.1
1800-1900	0.5	2.0	2.0	2.5	1.0	0.5	1.0	1.6	1.4
1900-2000	1.0	0.0	0.0	0.5	0.5	0.5	0.5	0.4	0.4
2000-2100	0.5	0.0	0.0	1.0	0.5	1.5	0.0	0.4	0.5
2100-2200	0.5	0.0	0.0	0.5	0.5	0.5	1.0	0.3	0.4
2200-2300	0.5	0.3	0.5	0.0	0.5	0.0	0.0	0.4	0.3
2300-2400	0.0	1.0	0.5	0.0	0.0	0.0	0.0	0.4	0.3
Totals									
0700-1900	56.5	68.8	65.0	54.0	62.0	46.0	37.0	61.2	55.9
0600-2200	59.5	68.8	65.0	57.0	64.0	48.5	39.0	62.6	57.6
0600-0000	60.0	70.2	66.0	57.0	64.5	48.5	39.0	63.4	58.1
0000-0000	61.0	71.2	66.7	57.0	65.0	48.5	39.0	64.0	58.6
AM Peak	1100	0900	0900	1000	0800	0900	0900		
	7.0	10.0	6.3	9.0	8.5	6.5	6.0		
PM Peak	1300	1600	1600	1200	1400	1500	1400		
	8.5	7.7	8.5	6.0	12.5	6.5	5.0		

Figure 6: Haag Road Traffic Volumes

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4. Traffic Assessment

4.1. Traffic Generation and Impact

The volume of sand transported daily will vary depending on demand and the overall extraction period. The highest (worst-case) traffic scenario would result from a shortened extraction period of 18 months which would generate an average of 54 movements per day. The maximum number of movements on any given day is estimated to be up to 80 movements per day (40 trucks in and out) during peak periods. There may also be days with no movements.

Haulage movements are expected to be spread out during the day and so the number of truck movements during the peak hours of the road network will be less than 10 movements per hour.

According to the WAPC TIA guidelines, an increase of between 10 to 100 peak hour vehicles is considered to have a low to moderate impact and is generally deemed acceptable without requiring detailed capacity analysis.

The likely peak hour traffic generation is below this range and so the development traffic is considered to have a low impact and can be accommodated within the existing capacity of the road network.

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4.2. Proposed Haulage Vehicle and Route

Sand will be transported from the site using semi-trailer tipper trucks up to 19m. Haulage trucks will travel via Haag Road and Chambers Road to access Bussell Highway. The proposed haulage route is shown in **Figure 7**.



Figure 7: Proposed and Haulage Route

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4.3. Road Standard and Widths

The ARRB *Unsealed Roads Best Practice Guide 2* advises the following:

> *Sealing of an unsealed road is usually initiated to reduce the road agency's ongoing maintenance costs, allow all-weather access and to reduce the dust from trafficking for safety reasons. Justification for sealing an unsealed road should be grounded in an economic analysis, considering the costs and benefits of the expected outcome in terms of agency costs, vehicle operating costs and road user costs, and other costs including safety.*
>
> *Current practice with some rural councils is not to consider sealing an unsealed road where the current AADT is less than 150, while where the AADT is greater than 500 it is a potential candidate for sealing.*

The resulting Average Annual Daily Traffic (AADT) on Haag Road is calculated below.

The City has advised that a new dwelling and chalet has been approved along Haag Road. According to the NSW Roads and Maritime Services *Guide to Traffic Generating Developments*, dwellings in regional areas generate approximately 7.4 vehicle trips per day.

- Existing traffic from City counts — 64 vpd
- Haulage trips (average) — 54 vpd
- Approved DA trips (new dwelling and chalet) — 8 vpd (approx.)
- **Total** — **126 vpd**

As shown, the resulting AADT on Haag Road would be approximately 126 vpd which is below 150 and therefore it is not considered necessary to seal Haag Road. It is noted that a longer extraction period would result in a lower number of haulage movements and the above estimate is the worst-case scenario.

With regards to road widths, the ARRB guidelines suggests that a single-lane, two-way road is adequate for traffic volumes less than 150 vpd. For two large vehicles passing, a 5.5m carriageway will allow a 0.5m clearance between vehicles. Haag Road currently has a 7m wide formation which is sufficient to allow two large vehicles to pass and therefore no further widening of the road is warranted by the proposed development.

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4.4. Vehicle Access

Vehicle access to the site is proposed via an existing driveway and crossover on Haag Road along the eastern boundary of the site as shown in **Figure 8**.



Figure 8: Site Access

4.5. Access Geometry

The driveway and crossover will need to accommodate the turning path of the largest vehicle proposed to access the site which will be a semi-trailer.

A preliminary swept path analysis has been undertaken in Autodesk Vehicle Tracking using the Australian Standard 19m Articulated Vehicle as shown in **Figure 9**. As all vehicles will be travelling to and from the east, turns to and from the west have not been shown.

As shown, some existing vegetation may need to be trimmed back to accommodate the turning movement on semi-trailers in and out of the site access.

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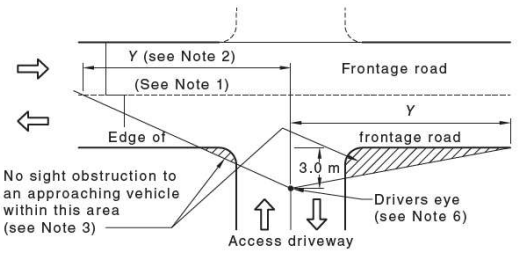


Figure 9:Semi-Trailer Swept Paths

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4.6. Sight Distance

Sight distance requirements from vehicle exit points for commercial vehicles is defined in Figure 3.3 of AS2890.2 as shown in **Figure 10**.



Frontage road speed (see Note 4) km/h	Distance (*Y*) along frontage road (see Note 5) m	
	5 s gap	8 s gap
40	55	89
50	69	111
60	83	133
70	97	156
80	111	178
90	125	200
100	139	222
110	153	244

Figure 10: Sight Distance Requirements – AS2890.2

As Haag Road is not considered to be a built-up area, it is assumed that the legal speed limit is 110km/h. As it is an unsealed road which terminates to the west of the site, the actual operating speeds are likely to be well below 110km/h. According to the ARRB guidelines, a minor road (50-150 vpd) would have an operating speed standard of 30 to 70km/h, depending on terrain. On this basis, a worst-case operating speed of 70km/h has been assumed for the purposes of checking sight distance.

Based on the assumed 70km/h operating speed, the minimum required sight distance is 97m.

The sight distance checks are shown in **Figure 11**. As shown, the required sight distance is achieved in both directions. There appears to be some fringing vegetation within the sight distance envelope towards the west. Some of this vegetation is likely to be removed to accommodate the crossover. It is recommended to review on-site and trim back any vegetation within the sight distance envelope that tis lower than the standard truck driver eye height of 2.4m.

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Figure 11: Haag Road Sight Distance Check

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4.7. School Bus Routes

There are no existing school bus routes along Haag Road or Chambers Road which form part of the haulage route to Bussell Highway.

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5. Road Safety Assessment

5.1. Crash History

The crash history of the adjacent road network was obtained from the MRWA Reporting Centre. The search included the length of Haag Road and Chambers Road. No crashes have been reported along the haulage route to Bussell Highway over the 5-year period between January 2018 and December 2022.

The development itself will generate a relatively low volume of traffic and there is no indication that the operations would increase the risk of crashes unacceptably.

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6. Conclusion

A Transport Impact Statement for the proposed sand extraction application at 157 Haag Road in Yelverton concluded the following:

- The volume of sand transported daily will vary depending on demand but is estimated to be up to 80 movements per day (40 trucks in and out) during peak periods. Haulage movements are expected to be spread out during the day and so the number of truck movements during the peak hours of the road network will be less than 10 movements per hour. This volume of traffic is considered to be low and the existing road network will have sufficient capacity to accommodate the traffic generated by the development.
- The resulting Average Annual Daily Traffic on Haag Road would be approximately 126 vpd which is below 150 and therefore it is not considered necessary to seal Haag Road.
- Haag Road currently has a 7m wide formation which is sufficient to allow two large vehicles to pass and therefore no further widening of the road is warranted by the proposed development.
- A preliminary swept path analysis indicates that some existing vegetation will need to be removed to accommodate the turning movement on semi-trailers in and out of the site access.
- The required sight distance is achieved from the vehicle access point on Haag Road in both directions. There appears to be some fringing vegetation within the sight distance envelope towards the west. Some of this vegetation is likely to be removed to accommodate the crossover. It is recommended to review on-site and trim back any vegetation within the sight distance envelope that tis lower than the standard truck driver eye height of 2.4m.
- There are no existing school bus routes along Haag Road or Chambers Road which form part of the haulage route to Bussell Highway.
- A review of the crash history along the haulage route to Bussell Highway did not identify any safety issues that would be exacerbated by the proposal.

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Agency Comments			
Ref	Agency	Comments	Officer Response
1	Department of Water and Environmental Regulations	The Department has identified that the proposal has the potential for impact on environmental values and management. The key issue and a recommendation are provided below and should be addressed. • Issue Native Vegetation • Advice Based on the information provided, proposed clearing of native vegetation is not exempt and a clearing permit is required. • Comment The DA relates to truck movements, and it is noted by Nguyen (Conclusion, p.21) that the proposal includes the clearing of native vegetation: "A preliminary swept path analysis indicates that some existing vegetation will need to be removed to accommodate the turning movement on semi-trailers in and out of the site access". There appears to be some fringing vegetation within the sight distance envelope towards the west. Some of this vegetation is likely to be removed to accommodate the crossover". Under section 51C of the 'Environmental Protection Act 1986' (EP Act), clearing of native vegetation is an offence unless: • it is undertaken under the authority of a clearing permit, • it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required, • the clearing is subject to an exemption. Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the 'Environmental Protection (Clearing of Native Vegetation) Regulations 2004' (the Clearing Regulations). • Based on the information provided, the proposed clearing is not exempt, and a clearing permit is required as the area of proposed clearing is located within a gazetted 'Clearing Regulations - Environmentally Sensitive Area'. The Department has not received a clearing permit application for this proposal.	Confirmed with DWER clearing permit has been granted. As this amendment does not alter the area to be cleared it is not a relevant consideration for this application.
2	Main Roads WA	No objection.	Noted.

3	Department of Mines, Industry Regulations and Safety	No significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	Noted.
4	National Trust	Our opposition to the original development proposal are reiterated here: • Dust generated from trucks using the unsealed, clay-based Haag Rd • Water table changes • Casual sanitary procedures for dieback and dust mitigation • Loss of habitat for local native species. According to the landowners that own the covenanted property north of Haag Rd, unfortunately, the City's decision to permit the extractive industry has borne out many of these qualms. The National Trust wish to reiterate our opposition to the operation and rejects the variation to vary the conditions. The City of Busselton could consider opportunities to improve the operation and protect neighbouring remnant vegetation. They include: • The sealing Haag and Chambers Road to mitigate dust generation to northern neighbours • Review depth of extraction pits/implications of reduced footprint and quantity of sand removed. • Sanitation procedures compulsory • Introduction of monitoring sites on the north side of Haag Road We encourage the City of Busselton to recognise the quantity and quality of native habitat outside protected areas. The cumulative loss of these seemingly insignificant little patches of woodland is a death by a thousand cuts, putting many ecosystems at greater risk of extinction. Landowners who are committed to protecting bushland under their care are to be commended and supported. This is a tenet of the National Trust conservation covenant program.	Refer to report for further discussion regarding dust from haulage route.
5	Department of Biodiversity, Conservation and Attractions	Clearing native vegetation The City of Busselton's (City) development approval dated 6 May 2022 includes condition 3.7 which refers to a requirement for the proponent to obtain a Department of Water and Environmental Regulation (DWER) clearing permit for clearing of native vegetation. DBCA is aware that a DWER clearing permit with reference CPS 8863/1 was issued on 29 June 2023 for the proposed extraction area. CPS 8863/1 condition 5 refers to fauna management measures for threatened western ringtail possums (WRP) and south-western brush-tailed phascogales, and the requirement for a fauna specialist to be present when clearing of native vegetation is undertaken. WRP are listed as critically endangered species under the Biodiversity Conservation Act 2016 (BC Act) and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). The proponent should be aware of their obligations and approval requirements under section 40 of the BC Act, which requires Ministerial authorisation to take or disturb threatened species. DBCA recommends that when vegetation clearing is required, the proponent should seek advice from DBCA's Species and	There are two multiple use wetlands that intersect with Haag Road. It is noted that the overall the number of trucks travelling along Haag Road for the life of the pit will not be increasing and therefore there will be no greater impact upon these wetlands, in terms of dust from the haulage route, that what is already approved. It is not considered appropriate to require only a portion of Haag Road to be sealed as this would require traffic travelling along Haag Road to go from a gravel surface to a sealed surface back

		Communities branch at speciesandcommunities@dbca.wa.gov.au prior to clearing works, in relation of section 40 authorisation requirements. The Shawmac Traffic Impact Statement dated 6 July 2023 (TIS) Section 4.3 concludes that no additional road widening works are required however TIS Section 4.5 refers to clearing of native vegetation to accommodate the turning movement of semi-tailer trucks in and out of the site access. The proponent should seek advice from DWER regarding clearing permit requirements to accommodate the truck access ways. **Haulage route** The haulage route is proposed to be eastward along Haag Road and Chambers Roads then onto Bussell Highway. A portion of the proposed haulage route, between Lots 2 and 41 Haag Road, is mapped as the "Shrublands of near permanent wetlands in creeklines of the Whicher Scarp (Whicher Scarp community" Priority Ecological Community (PEC) and a conservation category wetland (CCW). A significant increase in truck movements along this portion of the unsealed road may result in road damage and sedimentation during wet conditions, that may impact the PEC and CCW. If the City is considering approval of the proposed sand extraction amendment, DBCA recommends that the haulage route portion within the wetland area, be constructed to a standard that minimises potential impacts to the PEC and CCW during wet conditions.	to gravel again which is considered unsafe. If Council were of a mind to require a portion of Haag Road to be sealed it would be considered necessary that the entirety of Haag Road be sealed from Chamber Road intersection to the crossover. The applicant has confirmed that no removal of vegetation along Haag Road will be required.

Community Submissions				
	Name and Locality	**Do you support the proposal?**	**Comments**	**Officer's response**
1	J. Vetrone Dianella	No	Increase in machinery noise used in the extraction of the product. Increased truck travel times and volume of transported goods on the roads Increased times that truck will be moving along roads Can the applicant supply the following - Times of operation and will it be on the weekend - What time will the start and stop operation - What are the proposed truck routes they intend to take - What precautions have the applicants in place to keep down noise and dust if any produced as a result of operations. I would like to hear what plans are in place to manage these items so that a discussion can be held I am happy to hear how they are going to manage as it is not my intention to stop operations as we all have to be good neighbours and i am willing to work together on this	This application relates only to the increase to truck movements along the Haulage Route, including Haag Road. Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements..

2.	S. Tonkin Yelverton	Yes	Activity to date hasn't impacted me. Can a condition of truck speed on Haag and Chambers Rds be restricted to 40km/hr? It's only a short distance to Bussell Hwy, ~1.5km Gravel / Narrow Bitumen, concealed driveways and kids on bikes. More trucks is more risk.	Speed limits along roads are controlled by Main Roads and are outside the scope of this application.
3.	B. Ford Yelverton	No	My home is closest to the proposed extraction area. My family of 5 all live and work from home and will be adversely impacted by the council approving this application. We also run an accommodation business from our property which promotes the serenity of the local area. The new owner of the property assured me just a couple of weeks ago that he only wanted a 2 year timeframe on the extraction and not 5 years. So not sure what's going on with the extension request. I oppose the proposal in it's present form, but if the proposal was for increased movements of trucks (40 in/out) within a 2 year period, working on weekdays only (as promised to us by Jonathan) then I would support this.	Applicant has proposed to removed operations for rehabilitation works on Saturdays.
4.	A & L Rees Shenton Park	No	We object to this amendment as it will prolong and intensify the impact to flora, fauna and our amenity (lifestyle while residing in close proximity to the industry) Objection As an adjoining landowner we object to the amendment on the same grounds as our initial objection to the application, given that the amendment will lengthen and intensify the detrimental impact of the industry on the community and environment. We objection to the amendment based on the following impacts: 1) Impact to Amenity • We spend large periods of time (2-3 days per week) at the property and often overnight. • It is our intention to submit for planning approval a dwelling application in the near future and then construct and live on the property within 2 years' time. With an extension of 5 years we may need to find another location to live and potentially be in a position of forced sale to find a quieter position to live (free for dust and noise). It is our intention that our future dwelling be in the general vicinity of the machinery shed. The location of farm buildings and future house site has been selected because of – a) proximity to street access (the lot has no direct road frontage but is accessed via an easement across lot 74, directly north of lot 2); b) the land is currently cleared; c) the soil in this area is leached sand of lesser agricultural value; d) the vicinity is slightly elevated providing all weather access.	This application relates only to the increase to truck movements along the Haulage Route, including Haag Road. Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements. No changes proposed to amount of material or area to be extracted. By allowing additional truck movements there is the potential for the pit to operate for a lesser time as the material can be removed in a shorter time frame.

			• We are concerned as residents that the sand extraction in close proximity to our dwelling will impact our quality of life, as a result of machinery noise, vibration, sand drift and dust blowing onto our property and home (particularly on summer easterly winds). • Impact to local tourism. A potential use of our property is for eco tourism accommodation. This opportunity will not be possible with the close proximity of the industry. We are deeply concerned about the viability of our neighbors (Hidden Valley Forest Retreat and the Mile End Glamping) with the extractive industry, let alone a further 5 years and additional truck traffic. 2) Impact to Environment • Prolonged impact to endemic species habitat. The restoration of the site after the extractive period will be difficult. An examination of previous sand extraction along Haag Rd (including lot 75 previous activity) will illustrate an inability to restore the natural environment. The restoration of the bushland and native animal habitat will take decades. A five year delay to the commencement of restoration will further impact the sustainability of native birds and wildlife in the locality. • Impact to Flora. The original flora site survey identified 5 species of conservation significance. While it states that the 2 most significant are outside the development zone, the other 3 species will be impacted. Adding 5 years to the industry will deplete the seedbank and compromise the success of self-sown regeneration.	
5.	A Warber Carbunup	No	Have put up with negative effect on lifestyle and property value due to several extractive sand operations directly adjacent to my property over many years, I've had enough. I am the owner and resident of … Carbunup and have previously sent a letter which details my opposition to the original proposal to develop an extractive sand industry on Lot 75 Haag rd. Please note I am still opposed to any such development at that location, and particularly opposed to the latest application for amendment to increase the life and vehicle movements associated with the application. The only entry to my property is via my Southern boundary off Haag rd, and approx. 350 meters east along Haag rd. from the access entry to the proposed sand extraction site. During my 32 years' continuous residence at the property I have seen numerous low key developments in the area aligned with the rural and tourist lifestyle which the Southwest region is noted for. However, I have also seen and been negatively affected by previous commercial sand extraction activity along Haag rd in recent years. Specifically, the activities associated with sand extraction from the adjacent property Lot 4079 during which the sand extraction activities continued for a number of years and sand extraction activity associated with DA12/0338 conducted on the property owned by the applicant of this particular development application DA20-0437-01.	This application relates only to the increase to truck movements along the Haulage Route, including Haag Road. Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements.

			In essence, I oppose this development application for the following reasons as noted previously: **Key Points of Objection** **1. Safety** Haag rd is the only access route to several residences and a commercial tourist location along the entirety of its east/west axis. The road is unsealed and is maintained by the Busselton city. The road appeared to be the subject of an "upgrade" in 2015 in an attempt to prepare it for the increase in heavy haulage associated with the previous sand extraction activity by the applicant. I doubt the upgrade was adequately engineered and constructed as shortly after the roadworks were completed the road suffered extensive damage as a result of a rain event and was temporarily impassable for several hundred metres from the Chambers rd intersection. Since then the road rapidly deteriorates after the minor maintenance which the city completes from time to time. Large potholes and undulations develop within a week of the maintenance due to just local light vehicle traffic and the road develops an extremely slippery surface when exposed to rain. I do note that the original application references a road maintenance bond of $10000 in section 3.1.2 of Operations Environmental Management Plan, however this appears to be subject to proof of ascertaining the damage is solely attributed to the sand extraction heavy haulage. Who will assess and arbitrate on the cause of any potential road damage above and beyond normal wear and tear? In any case, if the activity associated with sand extraction haulage was identified as the primary cause of road damage then I doubt that $10k would cover much civil repairs and certainly not over a period of 5 years of the constant heavy haulage described in the application. There is no doubt that the wear and tear caused by 80 trucks/day -5days/week – 5 years duration as proposed in the application amendment will require a much more frequent maintenance schedule by the city in order to maintain a safe route for all vehicles. I am particularly concerned for the safety of drivers and passengers who travel Chambers rd. and Haag rd. in order to access their properties or to may be visitors to the Hidden Valley retreat at the extreme west end of Haag rd. I'm sure the city would be aware that many of the visiting drivers may not be familiar or confident with traversing gravel roads, let alone with a 50T semi-trailer approaching from the other direction. The dust generated by vehicles travelling along Haag rd significantly	

			reduces visibility for drivers and may pose a collision hazard if a driver cannot see another vehicle or stationary hazard. **2. Noise from road traffic and heavy machinery used for site works** The noise associated with the previous sand extraction activity on the applicants site was clearly audible from my residence at all times the machinery and trucking was in operation, this included the operation of heavy machinery to excavate the sand and also the truck and trailer traffic along Haag rd. Whilst the noise may be within prescribed limits it nonetheless impacts on the otherwise serenity of the rural environment. The proposed operating hours of 7am to 6 pm Mon – Fri is excessive and not acceptable. It is not within my resources to engage a third party to provide constant monitoring of the proposed operation in order to ensure compliance to the Environmental Protection (Noise) Regulations 1997as referenced by the applicant in section 7.2 of their Social Impact Assessment. Does the City intend to conduct monitoring and audits from time to time to ensure compliance with the applicant's submission and requirements of the Environmental Protection (Noise) Regulations 1997. **3. Effect on my property as custodian of National Trust Covenanted Bushland** My property is a safe haven for a number of native fauna, including kangaroo, wallaby, ring tailed possum, quinda, phaesegale, and numerous native birds Since the cessation of previous sand extraction activity at the applicants property there has been a notable increase in the number and frequency of both Red tailed and White tailed Cockatoos visiting and roosting within the confines of my property. It is highly likely the resumption of sand extraction at lot 75 as per this application will disrupt the migratory habits of the fauna, increase the risk of fauna/vehicle interaction and also cause stress the fauna from noise,dust and vibration, which may impact on their nesting and breeding habits. I am also concerned that the proposed extraction activity may transmit the propagation of dieback from the applicant's property onto my and adjacent neighbours' properties. There was no obvious evidence of any attempts to mitigate this potential during previous extraction activity.	

			The fugitive dust from the extraction and/or truck haulage constantly reached and settled on surfaces at my residence due to the prevailing SW winds . Who will be responsible for dust control/mitigation likely generated by the proposed constant heavy haulage on Haag rd given that the city is responsible for the road maintenance and upkeep. It is not within my resources to engage a third party to provide constant dust monitoring of the proposed operation in order to ensure compliance as referenced by the applicant in section 7.3 of their Social Impact Assessment. Does the City intend to conduct monitoring and audits from time to time to ensure compliance with the applicant's submission There is both surface and subsurface water courses which originate in the area of both lot 4079 and lot 75 and meander across Haag rd. to the South east corner of my property. I suspect the disturbance of the sand cap which is currently on Lot 75 may have the potential to influence the flow and quantity of subsurface waters towards my property and would negatively impact the flora dependant on this water. I am also dependant on this subsurface water for the water supply to the amenities in my house. **4. Destruction of natural bushland on the proposed site** There is no doubt the local fauna would take advantage of all available bush corridors within the area of local properties to traverse and create safe habitats due to seasonal conditions. The potential destruction of natural bushland on the applicants' property to facilitate sand extraction irrespective of its perceived quality will reduce the bushland areas available for the fauna to exist safely. The applicant refers to a conservation covenant being applied to some areas of the proposed sand extraction in their Social Impact Assessment. Has that covenant been granted and is the approval of the sand extraction extraction licence contingent on that covenant grant **5. Effect on our amenity and lifestyle** Quite frankly, I've had enough of the impact from sand extraction on our normally idyllic existence on my property at 84 Haag rd. In particular the noise, dust, lack of courtesy from some of the heavy haulage truck drivers who appear to be travelling at excessive speed along Haag rd and Chambers rd. We have endured many years of sand extraction activity and the associated disruption to a quiet rural lifestyle. Whilst I acknowledge there have been other sand extraction activities not associate with this applicant it nonetheless just adds to the ongoing degradation of lifestyle and environment.	

			The proposal does not take into consideration the effect on the mental health impact of residents by being exposed to the constant noise, traffic, dust etc of sand extraction activity in direct contrast to the otherwise largely passive rural activity. **In summary** I am opposed to the application amendment DA20-0437-0. The proposed increase of trucking movements from the original 12/day to 80/day and an increase in life of project by an additional 5 years are unreasonable and will no doubt negatively affect the value of my property and my lifestyle for the duration of the project.	
6	P. Rouw Carbunup River	No	The suitability of Haag Rd as a haulage route has always been debated. Previous proponents bitumised Chambers Rd but standards have dropped. $170,000 has been spent on the gravel already so if the council and developer got together it could be bitumised. Haag rd has been washed out since the rain a month ago due to the excessive runoff from previous pits, and will require extensive drainage and maintanence work to be made suitable. As far as the extra truck movements are concerned a bitumised road is the only solution.Please refer to my previous submissions over the last 23 years for other objections.	This application relates only to the increase to truck movements along the Haulage Route, including Haag Road. Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements.
7. & 8.	T. Paltridge Carbunup River	No	I OBJECT to this revised planning application revision for the following reasons and offer a number of alternatives. 1. The applicant for this amendment had been the owner of the property for approximately 6 months when the initial extractive approval was granted and had ample opportunity to file an amendment prior to the application being considered by Council. The applicant has already shown a disregard for the DA condition Social Assessment Impact Attachment C, Page 53 Paragraph 7.6 by removing the visual screening between Haag Road and the extraction site without seeking the proper authority. 2. The applicants' Transport Impact Statement (TIS) while parts are accurate with the data provided does not highlight the difference between the known modelling of the significant impact of loaded trucks versus passenger vehicles and only focuses on the actual vehicle movements. • The international standard of using the Power of Four Law for calculating the actual traffic volume damage using the amount of axles x the weight on each axle has been omitted likely intentionally as the calculation would show an alarming value of potential traffic movements of a standard passenger vehicle.	This application relates only to the increase to truck movements along the Haulage Route, including Haag Road. Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements.

			• Applying the rule to a vehicle range of 4 – 5 tonne per axle there is potential to have the equivalent passenger vehicle movements of between 625 – 1250 per heavy vehicle which would equate to 25,000 – 50,000 passenger vehicle movements per day. These numbers use 40 tonne for a laden and 15 tonne for unladen vehicle. • At present there are no regular heavy vehicle movements on Haag Road. Hidden Valley Forest Retreat (HVFR) has 2 regular medium size trucks per week. The remainder of all vehicle movements would be 2 passenger vehicles. What evidence does the TIS have that the risk of an accident does not increase as stated in Paragraph 5.1 based on the previous 5 years data. Since 2016 there has not been an extractive operation on Haag Road and at the time of the previous operations there were not 80 heavy vehicle movements per day. Since the previous extractive operation HVFR has increased its occupancy rate from low 50% to +90% per week. The data shown in Figure 6 clearly shows an increase in traffic movement between 09:00 – 10:00 and 14:00 – 16:00 which directly correlates to check in and check out times for HVFR. The majority of the guests are not from rural areas and driving on unsealed roads with heavy vehicles passing travelling up to 110 kph may be hazardous. • The intersection of Haag Road and the extractive site access is not large enough for the turning circle required for the heavy vehicles without creating large potholes in the surface. This area becomes extremely hazardous as it is at a junction point where Haag Road deviates slightly to the North as the road continues Westwards. • The TIS states there would be no more than 10 vehicle movements per hour however if the full data used is applied it would be a heavy vehicle movement approximately every 9 minutes either leaving or arriving. 3. Given the data in Section 3 and the well documented history of the poor condition of Haag Road it seems inevitable that the road will deteriorate rapidly which will inconvenient residents and the many guests arriving at HFVFR every week. The TIS states that Haag Road is 7m wide however there are very few places along the current road that have 7m of useable road surface. HVFR is one of the region's most sort after accommodation venues and relies almost completely on intra and interstate visitors however in recent months there has been a slow increase on international guests. 4. The statement in Paragraph 4.6 implies that vehicles may only be travelling at 70 km/h when in fact the vehicles will be allowed to travel up to 110 km/h and history from previous extractive operations have proven the vehicles will travel Haag Road as fast as the operator will allow. The graph Figure 11 showing sight distances is not accurate as there as it is physically impossible to look East on Haag Road and West on Haag Road at the same time without actually being on Haag Road due to the nature of the road with the deviation to the North in the road which occurs at the entrance to the extractive business. This deviation was a result of the road being extended previously. 5. The applicant presented	

			this writer with a letter of intent to approach the City to not extend the life of the sand extractive licence but just the amount of heavy vehicles to be used. Is there another motive that the applicant now wants to extend the extractive application. The applicant has verbally stated at a meeting on site at Hidden Valley Forest Retreat that this extractive operation is not essentially for the financial gain but a legal obligation created during the purchase of the property in 2021. The applicant provided details of the wealth earned over the years working on international projects. The applicant appears to leave the property for extended periods of time locking the main gates. As reported on the ABC 21st November 2022 the price of "ex-pit" sand had increased to $10/tonne valuing the contents of the sand at 157 Haag Road at $2.4 million. This value would not have decreased since but more likely increased. • Given the information in Section 5 the sealing of Haag Road in conjunction with the City of Busselton would provide a valuable asset to the City and a much more favourable outcome for residents and the many high value tourists who visit the region each year. • The cost of sealing the road would be less than 10% of the gross value of the project and could be divided amongst the applicant, the previous owner and the City. Should the council determine not to deny this revision to the application then the writer would suggest the following : 1. Using the $19,702 levy already charged residents and so far unused to resurface Haag road with bitumen. The proponent and City of Busselton to share costs. Although there is a previous SAT determination that the previous extractive applicant was not required to seal the road the application was for a lower truck volume. If Haag Road is not sealed then the funds levied should be returned to the residents. 2. Accept the Traffic Impact Survey and findings within that there is not a increased risk of accidents on Haag Road and accept the responsibility in the event of such an occurrence. 3. An independent assessor to review the condition of the road on an ongoing schedule. The assessor will also be responsible for confirming that works have been completed to a satisfactory level. All costs for this assessor to be to the Applicants account.	
10	G. Hopkins Carbunup River	No	We oppose this Amendment to the Development Application and the Application in its entirety. Key Points of Objection o The new owner of the property has removed a line of peppermint trees that were part of the original application. This significant barrier was in place to reduce dust and noise from the extraction site. o Haag Road is unsuitable to be used a haulage route due to its clay content. o Significant increase in dust o Significant damage to Haag Road as the proposed haulage route o Noise from road traffic and site works	Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements.

			o Effect on our property as custodians of National Trust Covenanted Bushland/Dieback risk. o Decimation of natural bushland on the proposed site o Effect on our amenity and lifestyle Should this DA be considered we request that soil testing of Haag Road be carried out by an independent consultant sourced by the City of Busselton, to confirm its suitability for the volume and type of traffic stated in this amended DA. Review of Transport Impact statement - SHAWMAC Page 2 - Disclaimer The Traffic Engineer report states that the information they have submitted may be correct or may be incorrect and that they are not responsible for errors or omissions. The writer has no qualifications documented and there is no membership to any professional body noted. Item 3.3 Traffic Volumes Proposed increase in traffic movements from 24 up to 80 semi-trucks per day (noted in 2.1). Current movements are stated in fig 6 (pg11) at an average of 58 vehicles per day. These movements are all light vehicle movements. Each light vehicle movement has a mass of an average of 1.5t which equates to approx. 80-100 tonnes of traffic movements per day. The addition of up to 80 heavy haulage trucks with an average mass of 15tonnes per vehicle including 40 movements with approx. 25tonnes of sand, will therefore increase the total tonnage on Haag Road per day from 80 - 100 tonnes, to 2,300 tonnes (maximum) per day. This increase in tonnage will obviously result in significant damage to the road. Current status of the road is that within 3 months after grading, the road tends to pothole, and we have to drive around these potholes at low speed to avoid damage to our cars and this is only at 100tonnes per day. Simple maths suggests that with now up to 2,300 tonnes per day that the road will degrade 23 x faster, as such will require grading at least once a week. Item 4.1 – Traffic Generation and Impact The author (SHAWMAC) states that 10-100 peak hour vehicles is considered to have a “low to moderate” impact as per WAPC TIA. This statement is not based on a complete assessment as it excludes a breakdown of the traffic types as outlined in Part 4 – section B of the WAPC TIA document (available online). As Haag Road is a rural residential road there is no current heavy haulage on this road and as such an increase in traffic will amend the road use to mixed use. Additionally, there is no consideration for pedestrian use. Item 4.5 – Access Geometry Fig 9 above shows an aerial placement of the heavy trucks turning in front of 3 x driveways: 112, 114, and 116 of Haag Road as marked on the above in red with the road continuing toward the tourist accommodation down the hill (left hand side of fig 9 above). The plan does not show or indicate the roadway extremities (edges, verge) and is not based on actual survey of the road. What the plan does show is the impact of the vehicles to the road crossings and frontages to 112, 114 and 116 properties and identifies the limited turning circles for vehicles. Note the predominant wind is from the southeast (fig 9 above see yellow arrow). As the trucks break and turn they will lift significant dust which will be blown over sensitive agricultural and environmental landscapes. No 112 Haag Rd is under a National Trust Covenant for protected bushland, 114 is a biodiverse farm, 116 is a vineyard. Item 4.6 Sight Distance Sight distance has been noted, however as outlined above during breaking with the predominant wind, visibility will be reduced due to dust	

			movement. Item 5 – Road Safety Whilst no crash history is documented, there have been many near misses and vehicle kangaroo impacts along Haag Road. This section of the submission suggests that the traffic movement will be low and that there is no indication that there will be an increase in crashes. If the traffic movements are proposed to be increased x 3 and with the significant additional damage that will be caused to the road by the increase in tonnage, it's reasonable to assume that there will most definitely be an increase in risk. If there is a vehicle collision, particularly with low vision from dust in summer, fire and emergency services are at least 20-30min from Haag Road. Should a fire develop with the winds predominantly from the southeast the bush land and properties on the northern side of Haag Road will be decimated. **Summary** • The current vehicle movements along Haag Road are approx. 50-60 per day, 99% is small car traffic at approx. 1.5t per vehicle = 80-100t per day as there is no industry on Haag Rd. • Road condition is unsealed and a clay-based roadway with no line markings or verge with trees each side. • Dust will smother environmentally sensitive flora combined with noise and will affect native fauna nesting and generally activity. • Increased weed management and infestation due to aerial seeding from dust. • There is tourist accommodation at end of roadway where trucks will be driving on the same road with tourists unlikely to be familiar with driving in dusty and low visibility conditions. • 80 trucks per day is an average of 40t per movement = 2200t. Current status is that with 80-100t per day the road potholes within 3 months of grading, likely to increase level of grading of the roadway to keep the status quo to once or twice a week. • With the increase in traffic and reduced visibility It is very likely that an accident could occur based on the changed conditions and hopefully not head on. • Should an accident occur, and fire break out, the wind direction will likely place our properties at severe risk of destruction during summer and as there are no run offs and no fire protection or traffic management on the roadway provided with the nearest fire station 20-30min away. We expect that our property along with numerous others will be totally destroyed by fire and unmanageable due to limited access.	
11.	A. Scourtis Carbunup River	No	The dust generated from 80 haulage vehicles causes excessive dust generation and smothering of flora. Smothering causes Deterioration of important native plant species which effects the health of the ecological community, including the designated floral High conservation area on Haag Road. Diminishing the health of flora has a flow on effect to the faunal communities these species support. Dirt roads are not designed for heavy haulage vehicles. Dust suppression mechanisms, even when proposed, are wasteful of valuable water resources and still ineffective in hot climates as per this region.	Refer to Council report for discussion regarding suitability of Haag Road for additional truck movements.

GOVERNMENT OF WESTERN AUSTRALIA

CLEARING PERMIT

Granted under section 51E of the Environmental Protection Act 1986

ADVICE NOTE

Allocation of offset site

In relation to condition 6 and 7 of this Permit, it is noted that a combined 12.8 hectares of Lot 75 on Diagram 98087, Yelverton, will be attributed to the offset for this project. The nominated 12.8 hectare areas contain habitat for western ringtail possum and black cockatoo species and vegetation that is a significant remnant within an extensively cleared landscape, in addition to other environmental values.

PERMIT DETAILS

Area Permit Number:	CPS 8863/1
File Number:	DWERVT5616
Duration of Permit:	From 23 July 2023 to 23 July 2038

PERMIT HOLDER

Staunton Development Pty Ltd

LAND ON WHICH CLEARING IS TO BE DONE

Lot 75 on Diagram 98087, Yelverton

AUTHORISED ACTIVITY

The permit holder must not clear more than 5 hectares of *native vegetation* within the area cross-hatched yellow in Figure 1 of Schedule 1.

CONDITIONS

1. Period during which clearing is authorised

The permit holder must not clear any *native vegetation* after 23 July 2028.

2. Avoid, minimise, and reduce impacts and extent of clearing

In determining the *native vegetation* authorised to be cleared under this permit, the permit holder must apply the following principles, set out in descending order of preference:

(a) avoid the clearing of *native vegetation*;
(b) minimise the amount of *native vegetation* to be cleared; and
(c) reduce the impact of clearing on any environmental value.

3. Weed and dieback management

When undertaking any clearing authorised under this permit, the permit holder must take measures to minimise the risk of introduction and spread of *weeds* and *dieback*, as outlined in the 'Proposed sand excavation closure and rehabilitation plan, Lot 75 (157) Haag Road, Yelverton' dated October 2021, including but not limited to the following actions:

(a) clean earth-moving machinery of soil and vegetation prior to entering and leaving the area to be cleared;
(b) ensure that no known *dieback* or *weed*-affected soil, *mulch*, *fill*, or other material is brought into the area to be cleared; and
(c) restrict the movement of machines and other vehicles to the limits of the areas to be cleared.

4. Directional clearing

The permit holder must conduct clearing activities in a slow, progressive manner towards adjacent *native vegetation* to allow fauna to move into adjacent *native vegetation* ahead of the clearing activity.

5. Fauna management – western ringtail possums and south-western brush-tailed phascogale

(a) In relation to the area cross-hatched yellow in Figure 1 of Schedule 1, the permit holder must engage a *fauna specialist* to inspect that area, including all trees and tree hollows present, within 24 hours prior to, and for the duration of clearing, for the presence of western ringtail possum(s) (*Pseudocheirus occidentalis*) and southwestern brush-tailed phascogale(s) (*Phascogale tapoatafa*).
(b) Clearing activities must cease in any area where fauna referred to in condition 5(a) are identified until either:
    (i) the western ringtail possum(s) and/or southwestern brush-tailed phascogale(s) individual(s) has moved on from that area to adjoining *suitable habitat*; or
    (ii) the western ringtail possum(s) and/or southwestern brush-tailed phascogale(s) individual(s) has been removed by a *western ringtail possum specialist* and/or southwestern brush-tailed phascogale(s) has been removed by a *fauna specialist.*
(c) Any western ringtail possum(s) individual removed in accordance with condition 5(b)(ii) must be relocated by a *western ringtail possum specialist* to adjacent *suitable habitat*.
(d) Any southwestern brush-tailed phascogale(s) individuals removed in accordance with condition 5(b)(ii) must be allowed to disperse into adjacent *native vegetation* or must be relocated by a *fauna specialist* to *suitable habitat.*
(e) Where fauna is identified under condition 5(a), the permit holder must, within two months of undertaking the inspection, provide the following records to the *CEO*:
    (i) the number of individuals identified;

(ii) the date each individual was identified;
(iii) the location where each individual was identified recorded using a Global Positioning System (GPS) unit set to Geocentric Datum Australia 2020 (GDA2020), expressing the geographical coordinates in Eastings and Northings or decimal degrees;
(iv) the number of individuals removed and relocated;
(v) the relevant qualifications of the *fauna specialist* undertaking the inspection and/or the *western ringtail possum specialist* undertaking removal and relocation;
(vi) the date each individual was removed;
(vii) the method of removal;
(viii) the date each individual was relocated;
(ix) the location where each individual was relocated to, recorded using a GPS unit set to GDA2020, expressing the geographical coordinates in Eastings and Northings or decimal degrees; and
(x) details pertaining to the circumstances of any death of, or injury sustained by, an individual.

6. Offsets – conservation covenant

Prior to undertaking any clearing authorised under this permit, and no later than one year after permit issued, the permit holder shall:
(a) give a conservation covenant under section 30B of the *Soil and Land Conservation Act 1945* setting aside the areas hatched red in Figure 2 of Schedule 1, for the protection and management of vegetation in perpetuity; and
(b) provide to the *CEO* a copy of the executed conservation covenant.

7. Offset - revegetation

Within 12 months of undertaking clearing authorised under this permit, and no later than one year after permit issued, for the areas hatched orange in Figure 3 of Schedule 1, the permit holder must implement and adhere to the 'Proposed sand excavation closure and rehabilitation plan, Lot 75 (157) Haag Road, Yelverton' dated October 2021, including but not limited to the following actions:
(a)commence *revegetation* and *rehabilitation* by;
(i) deliberately *planting* and/or *direct seeding* native vegetation, of which provides:
i. species which provide suitable foraging habitat for *black cockatoo species,*
ii. species which provide suitable habitat for western ringtail possums; and
(ii) ensuring only *local provenance* seeds and propagating material are used to *revegetate* and *rehabilitate*.
(b) establish 10 x 10 metre quadrat monitoring sites as specified in the attached Schedule 2;
(c) temporarily fence the area until completion criteria have been met and maintained for two years;
(d) undertake *weed* control activities prior to *planting*, and annually thereafter until completion criteria have been met and maintained for two years;

(e) achieve the completion criteria specified in the attached Schedule 2 after a five year monitoring period for areas *revegetated* and *rehabilitate*d under this condition;
(f) undertake remedial actions for areas *revegetated* and *rehabilitated*, where monitoring indicates that *revegetation/rehabilitation* has not met the completion criteria outlined in condition 7(e) of this permit, including;
    (i) *revegetate/rehabilitate* the area by deliberately *planting* and/or *direct seeding native vegetation* that will result in the minimum completion criteria detailed in the completion criteria specified in the attached Schedule 2 and ensuring only *local provenance* seeds and propagating material are used;
    (ii) additional *weed* control activities; and
    (iii) annual monitoring of the *revegetated* and *rehabilitated* areas by an *environmental specialist*, until the completion criteria, specified in the attached Schedule 2 are met.

8. Revegetation - mitigation

Immediately after the cessation of extraction activities, and no later than six years after permit grant date, for the area hatched yellow in Figure 1 of Schedule 1, the permit holder must implement and adhere to the ‘‘Proposed sand excavation closure and rehabilitation plan, Lot 75 (157) Haag Road, Yelverton’ dated October 2021, including but not limited to the following actions:
(a) commence *revegetation* and *rehabilitation* by;
    (i) ripping the ground on the contour to remove soil compaction;
    (ii) deliberately *planting* and/or *direct seeding* native vegetation, of which provides:
        i. species which provide suitable foraging habitat for *black cockatoo species,*
        ii. species which provide suitable habitat for western ringtail possums; and
    (iii) ensuring only *local provenance* seeds and propagating material are used to *revegetate* and *rehabilitate* the area.
(b) establish a minimum of four 10 x 10 metre quadrat monitoring sites;
(c) temporarily fence the area until completion criteria have been met and maintained for two years;
(d) undertake *weed* control activities prior to *planting* or *direct seeding,* and annually thereafter until completion criteria has been met and maintained for two years;
(e) achieve the completion criteria specified in the attached Schedule 2 after a five year monitoring period for areas *revegetated* and *rehabilitate*d;
(f) undertake remedial actions for areas *revegetated* and *rehabilitated* under condition 8 of this permit, where monitoring indicates that *revegetation/rehabilitation* has not met the completion criteria, outlined in condition 8(e) of this permit, including;
    (i) *revegetate* the area by deliberately *planting* and/or *direct seeding native vegetation* that will result in the minimum targets detailed in the completion criteria specified in the attached Schedule 2 and ensuring only *local provenance* seeds and propagating material are used
    (ii) undertake additional *weed* control activities; and

(iii) annual monitoring of the *revegetated* and *rehabilitated* areas by an *environmental specialist*, until the completion criteria specified in the attached Schedule 2 are met.

9. Records that must be kept

The permit holder must maintain records relating to the listed relevant matters in accordance with the specifications detailed in Table 1.

Table 1: Records that must be kept

No.	Relevant matter	Specifications
1.	In relation to the authorised clearing activities generally	(a) the species composition, structure, and density of the cleared area; (b) the location where the clearing occurred, recorded using a Global Positioning System (GPS) unit set to Geocentric Datum Australia 2020 (GDA2020), expressing the geographical coordinates in Eastings and Northings; (c) the date that the area was cleared; (d) the size of the area cleared (in hectares); (e) actions taken to avoid, minimise, and reduce the impacts and extent of clearing in accordance with condition 2; (f) actions taken to minimise the risk of the introduction and spread of *weeds* and *dieback* in accordance with condition 3; (g) actions taken in accordance with condition 4; (h) actions taken to manage and mitigate impacts to western ringtail possums and south-west brush-tail phascogales in accordance with condition 5; and (i) actions taken in accordance with condition 6.
2.	In relation to the *revegetation* and *rehabilitation* of areas pursuant to conditions 7 and 8	(a) a description of the *revegetation* and *rehabilitation* activities undertaken; (b) the size of the area *revegetated* and *rehabilitated*; (c) the date/s on which the *revegetation* and *rehabilitation* was undertaken; (d) the boundaries of the area *revegetated* and *rehabilitated* (recorded digitally as a shapefile); and

No.	Relevant matter	Specifications
		(e) other actions taken in accordance with condition 7 and 8.

10. Reporting

(a) The permit holder must provide to the *CEO* the records required under condition 10 of this permit when requested by the *CEO*.

(b) The permit holder must provide to the *CEO*, no later than 90 calendar days prior to the expiry date of the permit, a written report of records required under condition 9, where these records have not already been provided under condition 10(a).

DEFINITIONS

In this permit, the terms in Table 2 have the meanings defined.

Table 2: Definitions

Term	Definition
Black cockatoo species	means one or more of the following species: (a) *Zanda lateriosis* (Carnaby's cockatoo); (b) *Zanda baudinii* (Baudin's cockatoo); and/or (c) *Calyptorhynchus banksii naso* (forest red-tailed black cockatoo).
CEO	Chief Executive Officer of the department responsible for the administration of the clearing provisions under the *Environmental Protection Act 1986*.
clearing	has the meaning given under section 3(1) of the EP Act.
condition	a condition to which this clearing permit is subject under section 51H of the EP Act.
department	means the department established under section 35 of the *Public Sector Management Act 1994* (WA) and designated as responsible for the administration of the EP Act, which includes Part V Division 3.
dieback	means the effect of *Phytophthora* species on native vegetation.
direct seeding	means a method of re-establishing vegetation through the establishment of a seed bed and the introduction of seeds of the desired plant species.
environmental specialist	means a person who holds a tertiary qualification in environmental science or equivalent, and has a minimum of two (2) years work experience relevant to the type of environmental advice that an environmental specialist is required to provide under this permit, or who is approved by the *CEO* as a suitable *environmental specialist*.
EP Act	*Environmental Protection Act 1986* (WA)
fauna specialist	means a person who holds a tertiary qualification specialising in environmental science or equivalent, and has a minimum of 2 years work experience in fauna identification and surveys of fauna native to the region being inspected or surveyed, or who is approved by the

Term	Definition
	CEO as a suitable fauna specialist for the bioregion, and who holds a valid fauna licence issued under the *Biodiversity Conservation Act 2016*.
fill	means material used to increase the ground level, or to fill a depression.
mulch	means the use of organic matter, wood chips or rocks to slow the movement of water across the soil surface and to reduce evaporation.
native vegetation	has the meaning given under section 3(1) and section 51A of the EP Act.
local provenance	means native vegetation seeds and propagating material from natural sources within 50 kilometres and the same IBRA subregion of the area cleared.
planting	means the re-establishment of vegetation by creating soil conditions and planting seedlings of the desired species
revegetate/ed/ing/ion	means actively managing an area containing native vegetation in order to improve the ecological function of that area.
rehabilitate/ed/ing/ion	means the re-establishment of a cover of *local provenance* native vegetation in an area using methods such as natural regeneration, direct seeding and/or *planting*, so that the species composition, structure and density is similar to pre-clearing vegetation types in that area.
suitable habitat (south-western brush-tailed phascogale)	Suitable habitat for southwestern brush-tailed phascogale is typically characterised by dry sclerophyll forests and open woodlands that contain hollow-bearing trees but a sparse ground cover
suitable habitat (western ringtail possum)	means habitat known to support western ringtail possums (*Pseudocheirus occidentalis*) within the known current distribution of the species, typically characterised by abundant foliage, presence of suitable nesting structures such as tree hollows, as well as high canopy cover and continuity. Known habitat includes peppermint (*Agonis flexuosa*) dominated woodlands, jarrah (*Eucalyptus marginata*) and marri (*Corymbia calophylla*) forests, riparian vegetation with a canopy of Bullich (*Eucalyptus megacarpa*) or flooded gum (*Eucalyptus rudis*), karri (*Eucalyptus diversicolor*) forests, sheoak (*Allocasuarina fraseriana*) dominated woodlands, and other stands of myrtaceous trees growing near swamps, watercourses or floodplains.
weeds	means any plant – (a) that is a declared pest under section 22 of the *Biosecurity and Agriculture Management Act 2007*; or (b) published in a Department of Biodiversity, Conservation and Attractions species-led ecological impact and invasiveness ranking summary, regardless of ranking; or (c) not indigenous to the area concerned.
western ringtail possum specialist	means a *fauna specialist* who holds a tertiary qualification specialising in environmental science or equivalent, has a minimum of two years of work experience in western ringtail possum (*Pseudocheirus occidentalis*) identification, surveys of western ringtail possums and capture and handling of western ringtail possums, and holds a valid fauna licence issued under the *Biodiversity Conservation Act 2016*.

END OF CONDITIONS



Mathew Gannaway
A/SENIOR MANAGER
NATIVE VEGETATION REGULATION

Officer delegated under Section 20
of the Environmental Protection Act 1986

29 June 2023

SCHEDULE 1

The boundary of the area authorised to be cleared is shown in the map below (Figure 1).

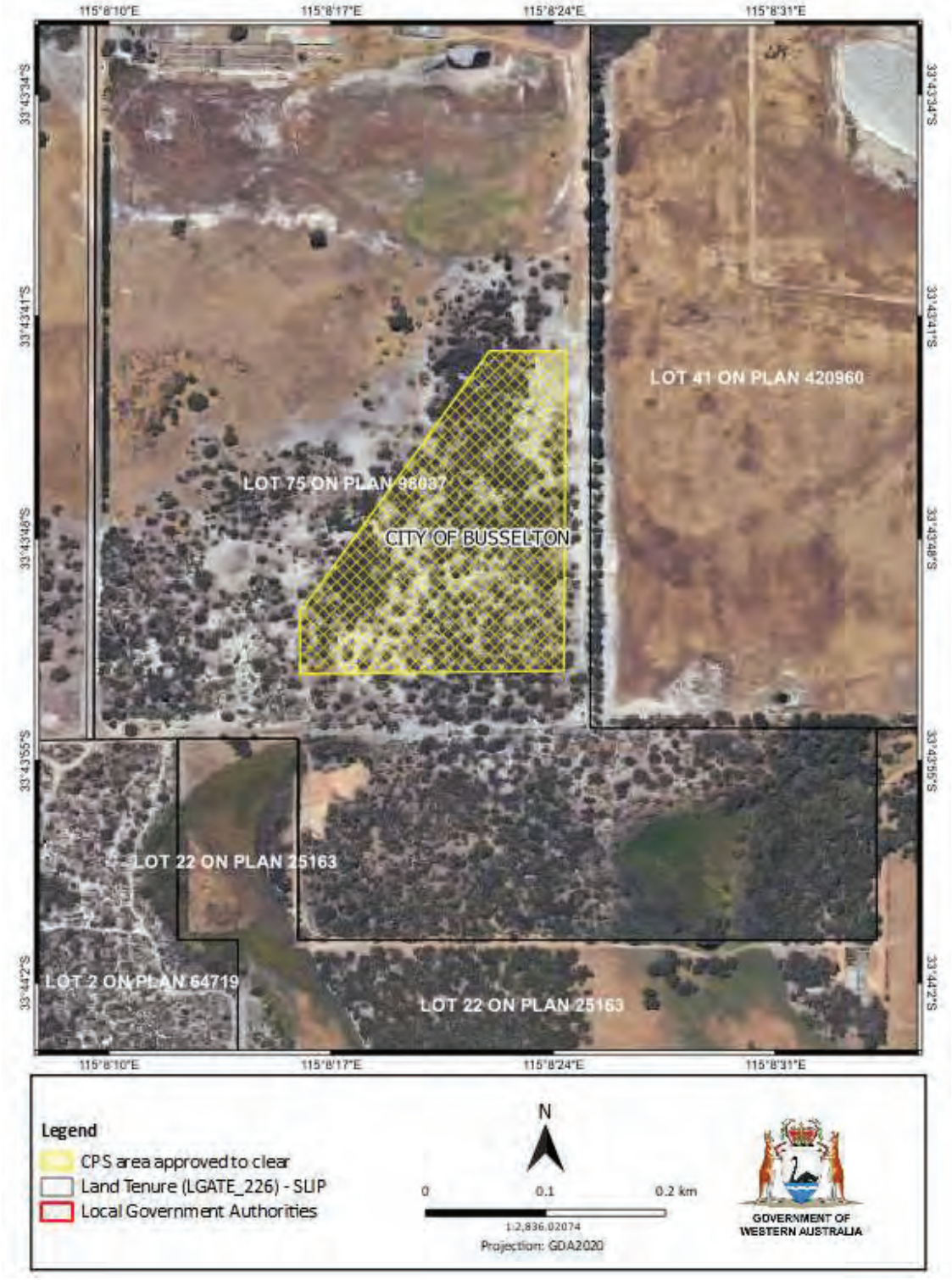


Figure 1: Map of the boundary of the area within which clearing may occur

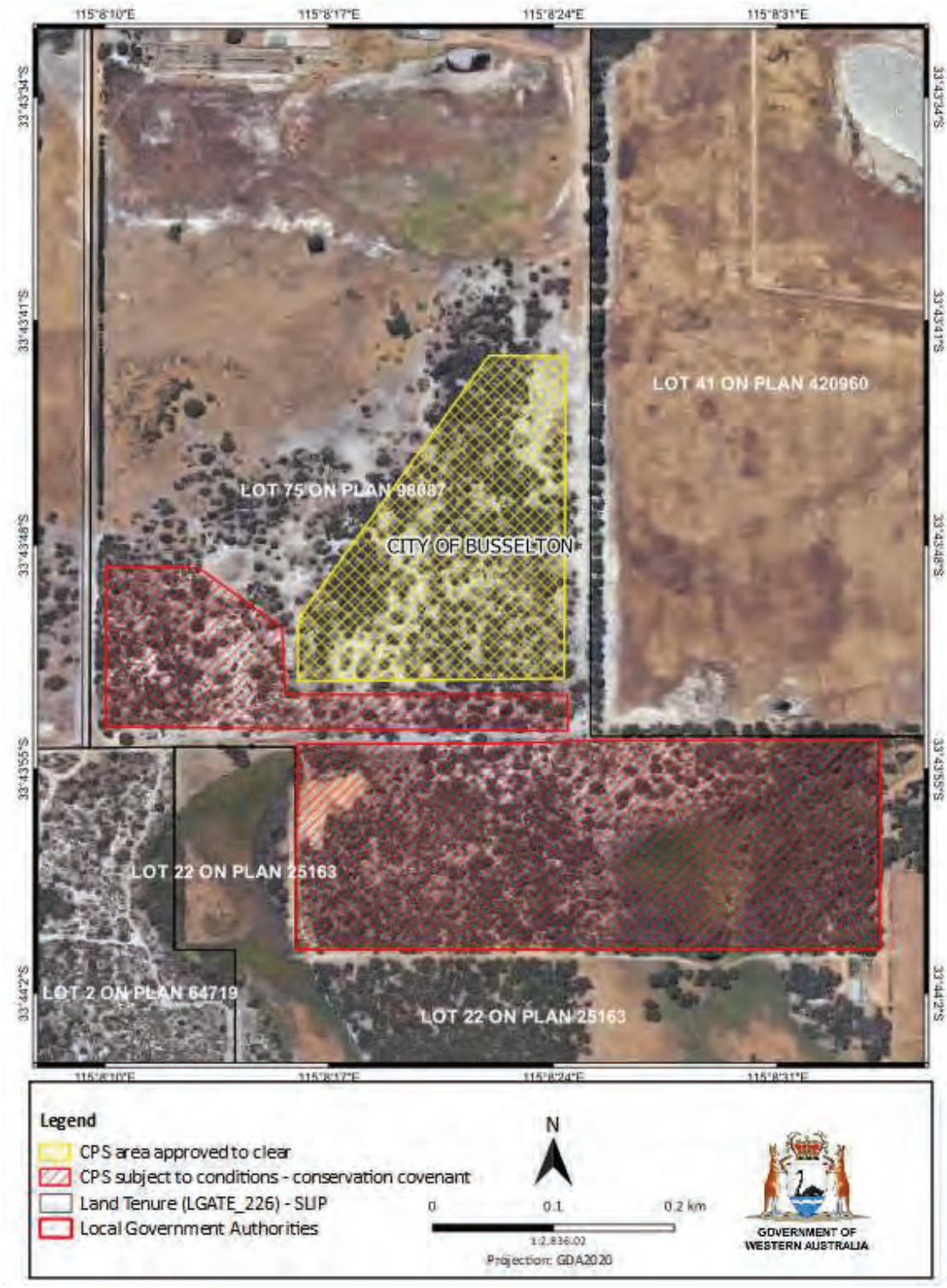


Figure 2: Map of the boundary of the area within which conditions apply

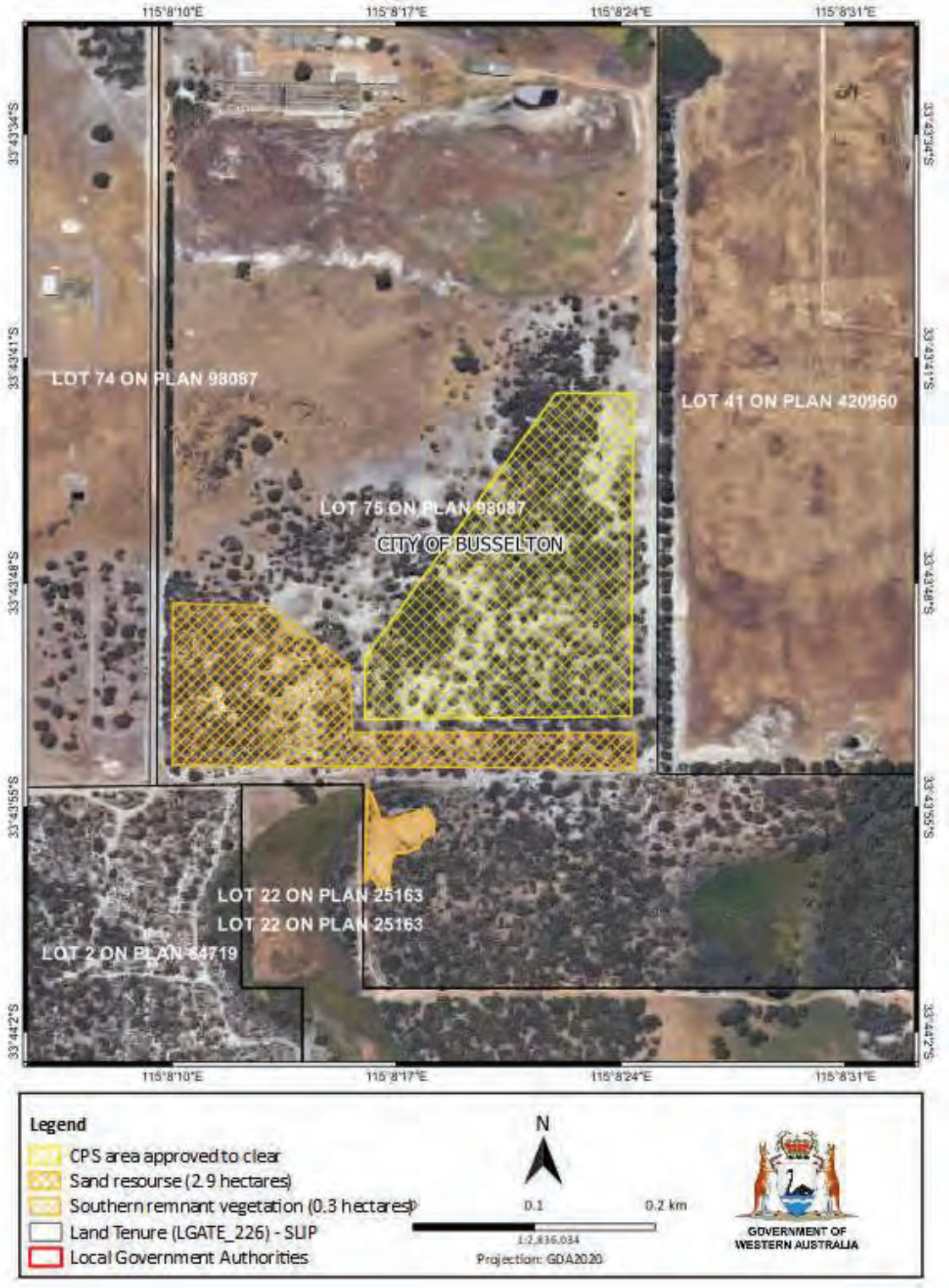


Figure 3: Map of the boundary of the area within which conditions apply

SCHEDULE 2

The revegetation completion criteria are shown in the table below.

Characteristic	Completion targets	Actions and timing	Remediation	Monitoring
Excavation area (5 hectare)				
Species richness	Species richness is 8 species /100 m^2	Year 1 prior to seeding Topsoil and vegetation fragments will be spread Year 1 Autumn Provision of 0.5 kg mixed seed per hectare Year 1 Winter Planting a minimum of 400 tube plants per hectare	Year 2 Winter Providing additional seed and tube plants if required Year 3-4 Winter Providing additional tube plants if required Remediation measures to be repeated until the Completion Criteria has been met for two years	Annual monitoring in Autumn within four 100 m^2 sample plots, combined with annual field monitoring and photographic verification for 5 years or until the completion criteria are met and maintained for 2 years
Species density	Plant density is 1 plant / m^2.			
Vegetation condition	Target vegetation Condition to be "Good" based on Keighery 1994			
Vegetation cover	< 20% bare ground assessed as vegetation cover.			
Weed cover	Weed cover not impacting revegetation, no Declared or "Environmental" weeds and weeds	Providing weed treatment prior to revegetation and for 3 years following completion	Additional weed treatment as necessary	Annually, during Autumn and Spring, for 5 years or until the completion criteria are met and maintained for 2 years
Southern remnant vegetation (0.3 hectares)				
Species richness	Species richness is 12 species /100 m^2.	Year 1 Prior to revegetation Ripping of existing gravel floor if required Year 1 Winter Planting a minimum of 200 tube	Year 2 Winter Providing additional seed and tube plants if required Year 3-4 Winter Providing additional tube	Annual monitoring in Autumn within one 100 m^2 sample plots, combined with annual field monitoring and photographic verification for 5 years or until the

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Characteristic	Completion targets	Actions and timing	Remediation	Monitoring
Species density	The proposed plant density is 1 plant / m^2	plants per hectare Year 1 Autumn or Spring Spread of 0.5 kg mixed seed per hectare	plants if required Remediation measures to be repeated until the Completion Criteria has been met for two years	completion criteria are met and maintained for 2 years
Species diversity	Minimum 250 habitat tree species per hectare, *Eucalyptus* spp., *Agonis flexuosa, Nuytsia floribunda and Banksia* spp. at 3 years.			
Vegetation condition	Target vegetation Condition to be "Very Good" based on Keighery 1994 based on Baseline Sample Plots (Stream Environment and Water 2018) located in Vegetation of Very Good Condition			
Vegetation cover	< 20% bare ground assessed as vegetation cover.			
Weed cover	Weed cover; not impacting revegetation, no Declared or "Environmental" weeds and weeds	Providing weed treatment prior to revegetation and for 3 years following completion	Additional weed treatment as necessary	Annually, during Autumn and Spring, for 5 years or until the completion criteria are met and maintained for 2 years
Sand Resource Area (2.9 hectares of infill planting)				
Species richness	The species richness is 12 species /100 m^2	Year 1 Prior to revegetation • Ripping of existing gravel floor if required and, • Topsoil and vegetation fragments will be spread Year 1 Winter • Planting tube plants Year 1 Autumn or Spring	Year 2 Winter Providing additional seed and tube plants as required Year 3-4 Winter Providing additional tube plants if required Remediation measures to be repeated until the Completion Criteria has been met for two	Annual monitoring in Autumn within four 100 m^2 sample plots, combined with annual field monitoring and photographic verification for 5 years or until the completion criteria are met and maintained for 2 years
Species density	The plant density is 1 plant / m^2.			
Species diversity	Minimum 250 habitat tree species per hectare, *Eucalyptus* spp., *Agonis flexuosa, Nuytsia floribunda and Banksia* spp. at 3 years.			

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Characteristic	Completion targets	Actions and timing	Remediation	Monitoring
Vegetation condition	Target vegetation Condition to be "Very Good" based on Keighery 1994.	• Spread of mixed seed	years	
Vegetation cover	< 20% bare ground assessed as vegetation cover.			
Weed cover	Weeds at numbers that do not impact revegetation. Absence of Declared Weeds	Providing weed treatment prior to revegetation and for 3 years following completion	Additional weed treatment as necessary	Annually, during Autumn and Spring, for 5 years or until the completion criteria are met and maintained for 2 years

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Government of Western Australia
Department of Water and Environmental Regulation

Clearing Permit Decision Report

1 Application details and outcome

1.1. Permit application details

Permit number:	CPS 8863/1
Permit type:	Area permit
Applicant name:	Staunton Development Pty Ltd
Application received:	6 April 2020
Application area:	5 hectares of native vegetation (revised)
Purpose of clearing:	Sand extraction
Method of clearing:	Mechanical removal
Property:	Lot 75 on Diagram 98087
Location (LGA area/s):	City of Busselton
Localities (suburb/s):	Yelverton

1.2. Description of clearing activities

The vegetation applied to be cleared is contained within a single contiguous area within Lot 75 on Diagram 98087 (see Figure 1, Section 1.5). The application is to clear vegetation for the purposes of sand extraction.

1.3. Decision on application

Decision:	Granted
Decision date:	29 June 2023
Decision area:	5 hectares of native vegetation.

1.4. Reasons for decision

This clearing permit application was submitted, accepted, assessed and determined in accordance with sections 51E and 51O of the *Environmental Protection Act 1986* (EP Act). The Department of Water and Environmental Regulation (the department) advertised the application for 28 days and one submission was received. The application was re-advertised for seven days due to a change in land owner and subsequent permit applicant (Staunton Development Pty Ltd, 2022). No further submissions were received. Consideration of matters raised in the public submission is summarised in 0.

In making this decision, the Delegated Officer had regard for the site characteristics (see 0), relevant datasets (see Appendix H.1) and the findings of biological surveys (see Appendix G), the clearing principles set out in Schedule 5 of the EP Act (see Appendix D), relevant planning instruments and any other matters considered relevant to the assessment (see Section 3). The Delegated Officer also took into consideration the purpose of the clearing is for sand extraction, which is a primary resource within the City of Busselton and is critical to the ongoing development of housing and road construction.

After consideration of the available information, as well as the applicant's minimisation and mitigation measures (see Section 3.1), the Delegated Officer determined the proposed clearing will result in the following significant residual impacts:

- the loss of five hectares of native vegetation that is suitable foraging habitat for Carnaby's black cockatoo and forest red-tailed black cockatoo,
- the loss of five hectares of native vegetation that is suitable habitat for western ringtail possums, and
- the loss of five hectares of vegetation considered significant as a remnant of native vegetation in an area that has been extensively cleared.

In accordance with the Government of Western Australia's *Environmental Offsets Policy and Environmental Offsets Guidelines*, the Delegated Officer determined that the following land acquisition and rehabilitation offsets are required to address the above significant residual impacts:

- Conservation and revegetation of 2.94 hectares of native vegetation within Lot 75 as detailed below:
    - revegetation of native vegetation, from degraded condition to very good condition that is a significant remnant within an extensively cleared landscape, contains black cockatoo foraging habitat, and western ringtail possum habitat.
- Conservation of 9.9 hectares of remnant native vegetation within Lot 75 as detailed below:
    - conservation of native vegetation in very good to degraded/good condition that is a significant remnant within an extensively cleared landscape, contains black cockatoo foraging habitat and western ringtail possum habitat, and
    - rehabilitation of 0.3 hectares of completely degraded vegetation to good condition that is a significant remnant within an extensively cleared landscape, contains black cockatoo foraging habitat and western ringtail possum habitat.

The Delegated Officer determined that the above offset was sufficient to counterbalance the significant residual impacts associated with the proposed clearing. Further information on the suitability of the offsets provided are summarised in Section 4.

The Delegated Officer determined that the proposed clearing may also result in the following impacts:

- risk to surrounding vegetation from the introduction and spread of weeds and dieback, and
- risk of land degradation from minor wind erosion.

The Delegated Officer therefore decided to grant a clearing permit subject to the following conditions, which have been imposed on the clearing permit, to manage and address the impacts of clearing:

- avoid and minimise measures to reduce the impacts and extent of clearing,
- take hygiene steps to minimise the risk of the introduction and spread of weeds and dieback,
- undertake slow, progressive one directional clearing to allow terrestrial fauna to move into adjacent habitat ahead of the clearing activity,
- pre-clearance searches for western ringtail possum and south-west brush tailed phascogale
- revegetation of cleared areas post extraction
- provision of an offset, as outlined above.

Given the above and noting that the offset provided (see Section 4) counterbalances the significant residual impacts, the Delegated Officer determined that the proposed clearing is unlikely to lead to an unacceptable risk to the environment.

1.5. Site map



Figure 1 Map of the application area

The area crosshatched yellow indicates the area authorised to be cleared under the granted clearing permit.

2 Legislative context

The clearing of native vegetation in Western Australia is regulated under the EP Act and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (Clearing Regulations).

In addition to the matters considered in accordance with section 51O of the EP Act (see Section 1.4), the Delegated Officer has also had regard to the objects and principles under section 4A of the EP Act, particularly:

- the precautionary principle
- the principle of intergenerational equity
- the principle of the conservation of biological diversity and ecological integrity.

Other legislation of relevance for this assessment include:

- *Biodiversity Conservation Act 2016* (WA) (BC Act)
- *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act)
- *Planning and Development Act 2005* (WA) (P&D Act)
- *Rights in Water and Irrigation Act 1914 (WA) (RIWI Act)*

Relevant policies considered during the assessment include:

- *Environmental Offsets Policy* (2011)

The key guidance documents which inform this assessment are:

- *A guide to the assessment of applications to clear native vegetation* (DER, December 2013)
- *Procedure: Native vegetation clearing permits* (DWER, October 2019)
- *Environmental Offsets Guidelines* (August 2014)
- Technical guidance – *Flora and Vegetation Surveys for Environmental Impact Assessment* (EPA, 2016)
- Technical guidance – *Terrestrial Fauna Surveys for Environmental Impact Assessment* (EPA, 2016)

3 Detailed assessment of application

3.1. Avoidance and mitigation measures

Information was submitted by the applicant, demonstrating that the following avoidance and mitigation measures have been considered:

- The disturbance footprint has been reduced from 11.5 hectares to 5.0 hectares (see Figure 2 below).
- The revised excavation footprint has reduced the impacts to six trees with a diameter greater than 500 mm, of which four contain hollows (unsuitable for black cockatoos).
- The perimeter vegetation and vegetation in the south, which contains feeding habitat for black cockatoos, will be retained.
- During clearing fauna will be captured and relocated.
- All vehicles and equipment to be used during land clearing or land reinstatement, are to be clean and free from soil or plant material when arriving at site.
- Operations will occur on the floor of the pit with the face providing visual and noise screening to the closest residences.

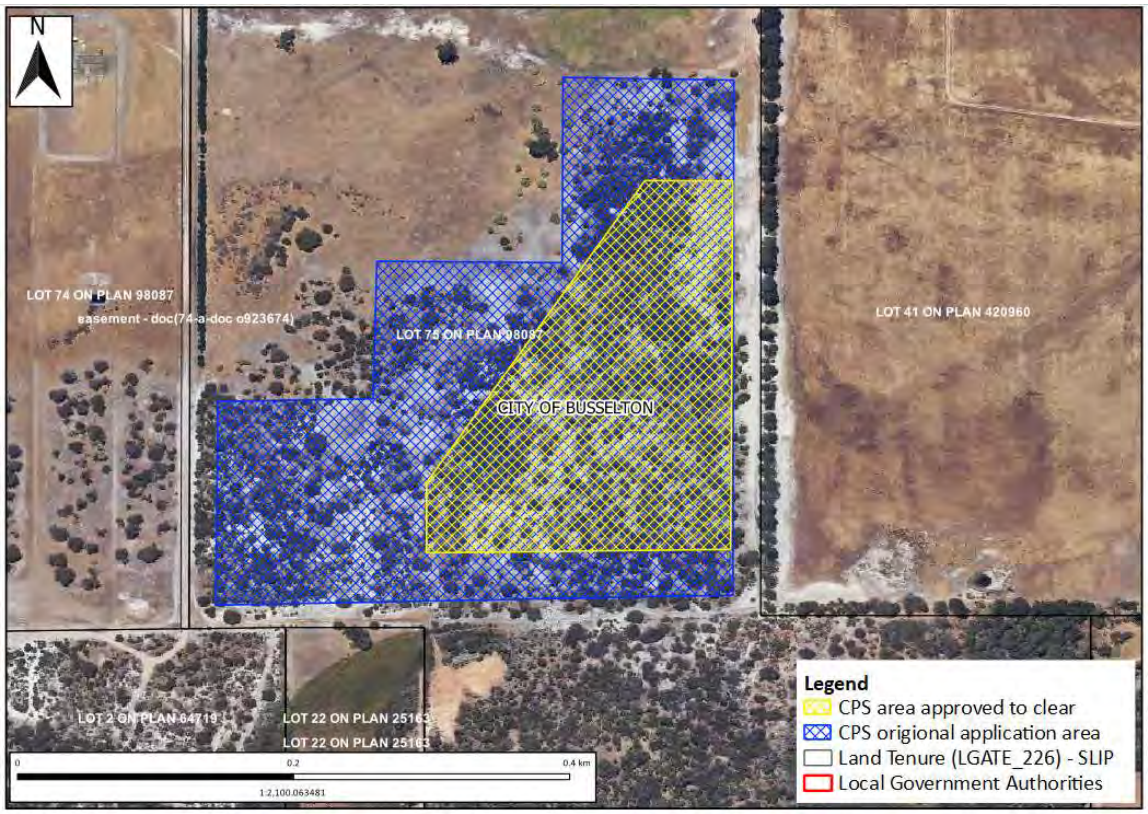


Figure 2. Map of the original application area (11.5 hectares) and the reduced application area (5 hectares)

In addition to the above, the applicant provided a Closure and Rehabilitation Plan (Landform Research, 2021) detailing management measures to minimise risk of environmental damage, including:

- risk assessment criteria,
- management of non-natural materials,
- landform restoration,
- soil reconstruction,
- fauna management:
  - during clearing fauna will be captured and relocated,
  - trees hollows will be salvaged and re-established in secure locations,
- rehabilitation procedures:
  - revegetation will consist of direct transfer of topsoil, brushing with local native plants derived from clearing and as required trees/shrubs installed as tube plants and local provenance seed. The planting rate and seeding is to achieve the completion criteria allowing for deaths to enable achievement of the Completion Criteria. Further details below:

The provisions of the Revegetation Plan are as follows:

- Timeframe:
  - The proposed pit of 5.0 hectares has two stages of 2.0 hectares and a final stage of 1.0 hectare.
  - Stage 1 will be closed at the same time as Stage 2 is being opened and excavated.
- Hygiene:
  - Vegetation and recovered materials will be stored no closer than 50 metres to the lot boundaries
  - Weed management:
    - Inspections are to be conducted to monitor the presence and introduction of Environmental and Declared Weeds on an annual or more frequent basis. On identification, Declared and significant environmental weeds will either be removed, buried, or sprayed with a herbicide.
    - All vehicles and equipment to be used during land clearing or land reinstatement, are to be clean and free from soil or plant material when arriving at site.
    - No soil and vegetation will be brought to the site apart from that to be used in rehabilitation.
    - Plants to be used in rehabilitation are to be free from weeds.

        - Weed affected top soils may need to be taken offsite or will be treated to minimise or mitigate weed spread.
        - Illegally dumped rubbish is the major source of weeds and will be removed promptly.
        - No weed contaminated or suspect soil or plant material is to be brought onto the site.
        - When clearing land for firebreaks, vehicles will work in conjunction with dieback principles and push from areas of better vegetation towards areas of lower quality vegetation.
        - Weeds are to be sprayed with broad spectrum spray prior to planting or seeding in weed affected soils as required.
    - Monitoring and control
        - Review of revegetated areas, annually in Spring – Autumn to determine if there are weeds that are impacting on the success of revegetation.
        - Apply additional weed control in the remnant vegetation, which will include more frequent treatment and monitoring until the weeds are controlled.
        - Ongoing monitoring and treatment twice yearly.
        - In addition; monitor prior to revegetation activities and for a minimum of 3 years post revegetation.
    - Dieback management
        - Vehicles are to be prohibited from entering vegetation ahead of excavation, apart from normal travel along made firebreaks and roads for normal security and maintenance activities.
        - A split operation will be worked where practicable, where the road transport vehicles only access one side of the stockpile or processing area and excavation vehicles operate on the other side of the stockpiles and processing, reducing the risk of contamination from road transport.
        - All vehicles and equipment used during land clearing or land reinstatement, will be clean and free from soil or plant material when arriving at site.
        - When removing topsoil and clearing, vehicles will run around the perimeter and then push inwards where possible.
        - Remnant vegetation ahead of the stage to be excavated is proposed to be quarantined where possible to minimise vehicles from entering, through reduced tracks, signage, site marking and or fencing as appropriate.
        - No soil and vegetation is to be brought to the site apart from that to be used in rehabilitation and that which is dieback free.
        - Plants to be used in rehabilitation are to be certified as from dieback free sources.
        - Rehabilitated surfaces will be free draining and not contain wet or waterlogged conditions.
        - Illegally dumped rubbish is to be removed promptly.
        - When clearing land for firebreaks, vehicles are to work from disturbed areas towards the pit; or, in situations where dieback interpretation is not possible, from areas of higher quality vegetation to areas of lower quality vegetation.
        - Roads are to be maintained as free draining and hard surfaced.
        - Quarry traffic will be restricted to the designated access roads, pit and stockpile areas apart from clearing land and maintaining fire breaks.
- Seed and tube installation:
    - Seeds are to be spread, bulked up with moist vermiculite, and smoke treated where possible. Leguminous seeds are to be scarified.
    - Tube plants are to be placed in low undulations and not on the high points of furrowed soil.
    - Timing:
        - Revegetation will take place during the first winter months following the availability of ground. Rehabilitation of Stage 1 will be commenced during the excavation of Stage 2.
        - Tube planting is to be conducted in winter (June – August). Seeding will take place in summer – autumn or spring.
    - Species
        - Local species *Agonis flexuosa, Eucalyptus marginata, Corymbia calophylla, Eucalyptus patens, Banksia attenuata, Banksia ilicifolia, Banksia grandis* and understorey species are to be used in revegetation because they are the favoured habitat of the western ringtail possum and black cockatoos. These species will be added as tube plants in addition to seed.
- Completion criteria:
    - Species richness is 8 species /100 m^2.
    - Plant density is 1 plant / m^2.
    - Minimum 250 habitat tree species per hectare, *Eucalyptus* spp., *Agonis flexuosa*, *Nuytsia floribunda* and *Banksia* spp., suitable as habitat for Ringtail Possum and Black cockatoos
    - Target vegetation condition to be “good” based on Keighery 1994.

    - < 20% bare ground assessed as vegetation cover.
    - Weed cover; not impacting revegetation, no Declared or "Environmental" weeds
- Monitoring and maintenance:
    - Four 100 m2 sample plots, combined with annual field monitoring and photographic verification for 5 years until the completion criteria are met
    - Review of revegetated areas, annually in Spring – Autumn to determine if there are weeds that are impacting on the success of revegetation.
    - Apply additional weed control in the remnant vegetation, which will include more frequent treatment and monitoring until the weeds are controlled.
    - Ongoing monitoring and treatment twice yearly.
    - In addition; monitor prior to revegetation activities and for a minimum of 3 years post revegetation
- Remediation:
    - If the Completion Criteria is not met or assessed as not likely to be met, additional tube planting and or seeding as required will be used as described above to increase the plant density and species richness and achieve the completion criteria.

After consideration of avoidance and mitigation measures, it was determined that an offset to counterbalance the significant residual impacts to fauna habitat and significant remnant vegetation were necessary. In accordance with the Government of Western Australia's *Environmental Offsets Policy* and *Environmental Offsets Guidelines*, these significant residual impacts have been addressed through the conditioning of environmental offset requirements on the permit. The nature and suitability of the offsets provided are summarised in Section 4.

3.2. Assessment of impacts on environmental values

In assessing the application, the Delegated Officer has had regard for the site characteristics (see 0) and the extent to which the impacts of the proposed clearing present a risk to biological, conservation, or land and water resource values.

The assessment against the clearing principles (see Appendix D) identified that the impacts of the proposed clearing present a risk to fauna habitat, significant remnant vegetation and land and water resources. The consideration of these impacts, and the extent to which they can be managed through conditions applied in line with sections 51H and 51I of the EP Act, is set out below.

3.2.1. Biological values (fauna) - Clearing Principle (b)

Assessment

The application area is located within the Swan Coastal Plain IBRA region of WA. According to available databases, 28 conservation significant fauna species have been recorded within the local area (10 kilometre radius of the application area). A number of these records are associated with marine, estuarine or freshwater habitats that do not occur within the application area. In determining the likelihood of conservation significant fauna occurring within the proposed clearing area, consideration was given to the date of each record, results of the preferred habitat types, proximity of records to the application area, and the type and condition of the vegetation within the application area.

From the likelihood assessment, the application area is considered to comprise suitable habitat for six conservation significant fauna species:

- *Zanda latirostris* (Carnaby's cockatoo), listed as Endangered under the EPBC Act and BC Act;
- *Zanda baudinii* (Baudin's cockatoo), listed as Endangered under the EPBC Act and BC Act;
- *Calyptorhynchus banksii naso* (forest red-tailed black cockatoo), listed as Vulnerable under the EPBC Act and BC Act;
- *Pseudocheirus occidentalis* (western ringtail possum), listed as Critically Endangered under the EPBC Act and BC Act;
- *Phascogale tapoatafa wambenger* (south-western brush-tailed phascogale), listed as Conservation Dependent under the EPBC Act and BC Act; and
- *Isoodon fusciventer* (quenda), listed by the Department of Biodiversity, Conservation and Attractions (DBCA) as priority 4.

Black cockatoos

The proposed clearing area occurs within the known distribution range of Baudin's black cockatoo, Carnaby's cockatoo (non-breeding range) and the forest red-tailed black cockatoo (non-breeding range). Habitat requirements for black cockatoos can be categorised as foraging habitat, breeding habitat and night roosting habitat. The Swan

Coastal Plain is primarily used by black cockatoos for foraging resources, with some remnant vegetation suitable for breeding. Along the Swan Coastal Plain, black cockatoos will commonly use vegetation dominated by *Banksia* spp. and Tuart (*Eucalyptus gomphocephala*) woodlands, as well as Marri (*Corymbia calophylla*), with Jarrah (*E. marginata*) in the east (Commonwealth of Australia, 2022).

Within the proposed clearing area, three vegetation types have been described (Stream, 2018). These consist of, Banksia woodland, Sheoak-Banksia woodland, and Peppermint-Sheoak woodland. Species recorded within these vegetation types include *Banksia* spp., *Allocasuarina* spp., *E. marginata* and *Corymbia calophylla,* providing favoured foraging resources for all three species of black cockatoos (Stream, 2018; DAWE, 2022). A targeted fauna assessment of the application area noted that all vegetation present within the proposed clearing area represents a foraging resource for black cockatoos and evidence of black cockatoo feeding, potentially attributed to all three species of black cockatoo was recorded (Harewood, 2019).

Food resources within the range of breeding sites and roost sites are important to sustain populations, and foraging resources are therefore viewed in the context of known breeding and night roosting sites, particularly within 12 kilometres of an impact area (DAWE, 2022). A review of available desktop data revealed one confirmed forest red-tailed black cockatoo breeding record within 12 kilometres of the application area. The targeted fauna assessment identified 12 significant trees with a diameter at breast height >500 mm, six of which contained possible hollows, however none appeared suitable for black cockatoo breeding (Harewood, 2019).

Suitable black cockatoo roost habitat is generally in or near riparian environments or other permanent water sources. According to available databases, a total of 14 black cockatoo roost sites have been recorded within 12 kilometres of the application area, with the closest recorded 1.28 kilometres south of the proposed clearing area (see Figure 2). Given the application area is within 10 kilometres of known roost sites, and is in close proximity to available water sources, the proposed clearing area is likely to support foraging by roosting individuals.

Connecting patches of vegetation between foraging resources, breeding habitat and night roosting habitat are essential to enable black cockatoos to access resources across their range. Black cockatoos have been significantly impacted by historical clearing of its habitat, resulting in fragmentation of breeding and foraging habitat, loss of breeding hollows, changes in the species distribution, and genetic partitioning (DAWE, 2022). Therefore, remnant patches of vegetation are considered important in maintaining black cockatoo habitat connectivity across the landscape. Given the above, it is considered that the remaining suitable habitat for these species' within its current range is likely to be significant. Specifically, it is considered that the five hectares of foraging habitat within the application area is significant for black cockatoo due to the presence of nearby roost sites, dominance of preferred foraging species and the highly cleared nature of the surrounding local areas.

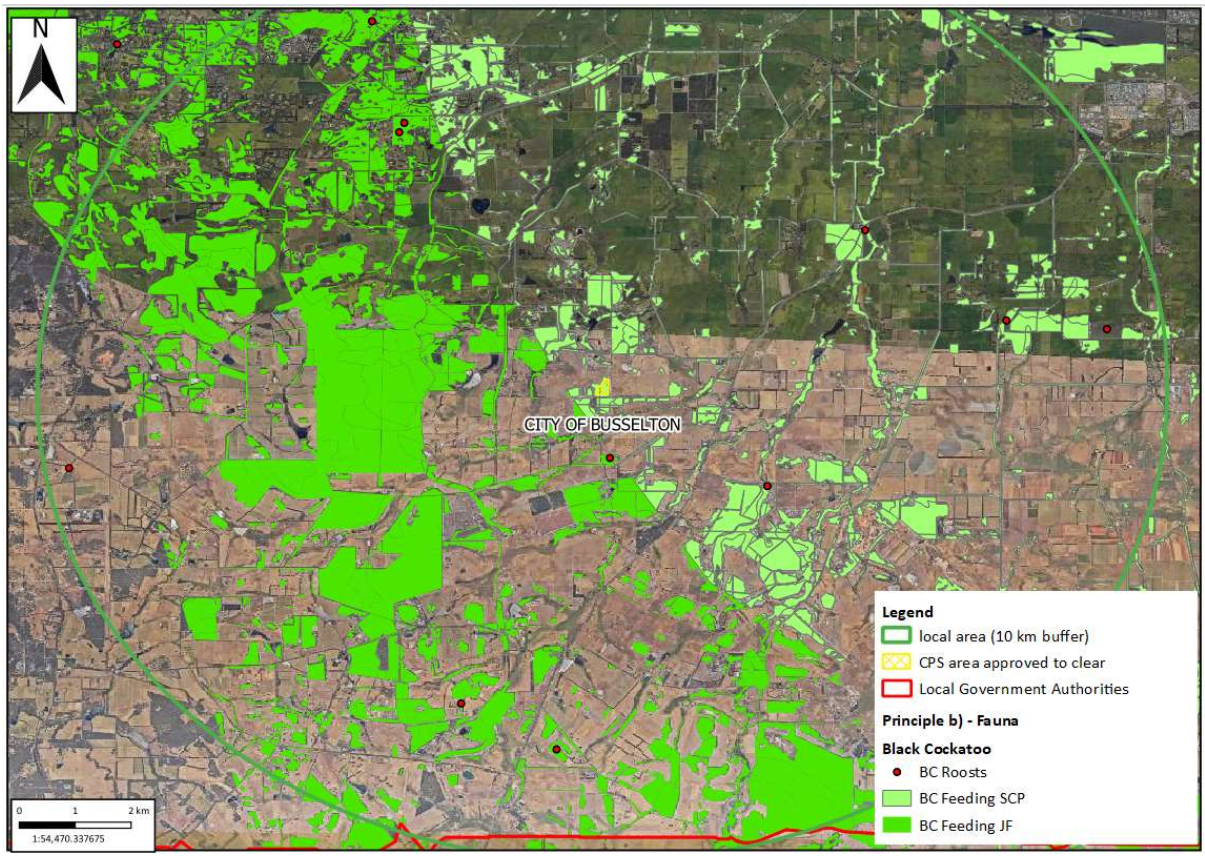


Figure 3. Map of the location of black cockatoo habitat suitability within the application area CPS 8863/1 and surrounds.

Western ringtail possum

Based on available datasets, there are 130 records of western ringtail possum (WRP) within the local area. Of these, five records are within the application area and additional records in adjacent vegetation. These records are based on a fauna survey undertaken in 2013. The application area is within the Swan Coastal Management Zone *Pseudocheirus occidentalis* (western ringtail possum) as described within the 'Western Ringtail Possum Recovery Plan' (DPaW, 2017). The management plan outlines strategies to slow the decline in population size, extent and area of occupancy through managing major threatening processes affecting the subpopulations and their habitats and allowing the persistence of the species in each of the identified key management zones: Swan Coastal Plain, southern forests and south coast (DPaW, 2017).

Vegetation communities critical to the species includes long unburnt mature remnants of peppermint (*Agonis flexuosa*) woodlands with high canopy continuity and high foliage nutrients; jarrah (*Eucalyptus marginata*)/marri (*Corymbia calophylla*) forests and woodlands with limited anthropogenic disturbance (unlogged or lightly logged, and a low intensity and low frequency fire history), that are intensively fox-baited and have low indices of fragmentation. Any habitat where WRPs occur naturally are considered critical and worthy of protection (DPaW, 2017).

A recent targeted fauna assessment of the application area (Harewood, 2019) did not identify any evidence of WRP utilisation, concluding that WRP are either completely absent from the proposed clearing area or present in such low numbers that they avoided detection. Although WRP presence was not recorded, the report determined that all vegetation within the clearing area likely comprises habitat suitable for the WRP (Harewood, 2019). Based on previous records and suitable habitat within the application area, it is considered that the application area provides suitable habitat for WRP. Pre-clearance surveys for the WRP and slow directional clearing will ensure, if present, no individuals are impacted during clearing.

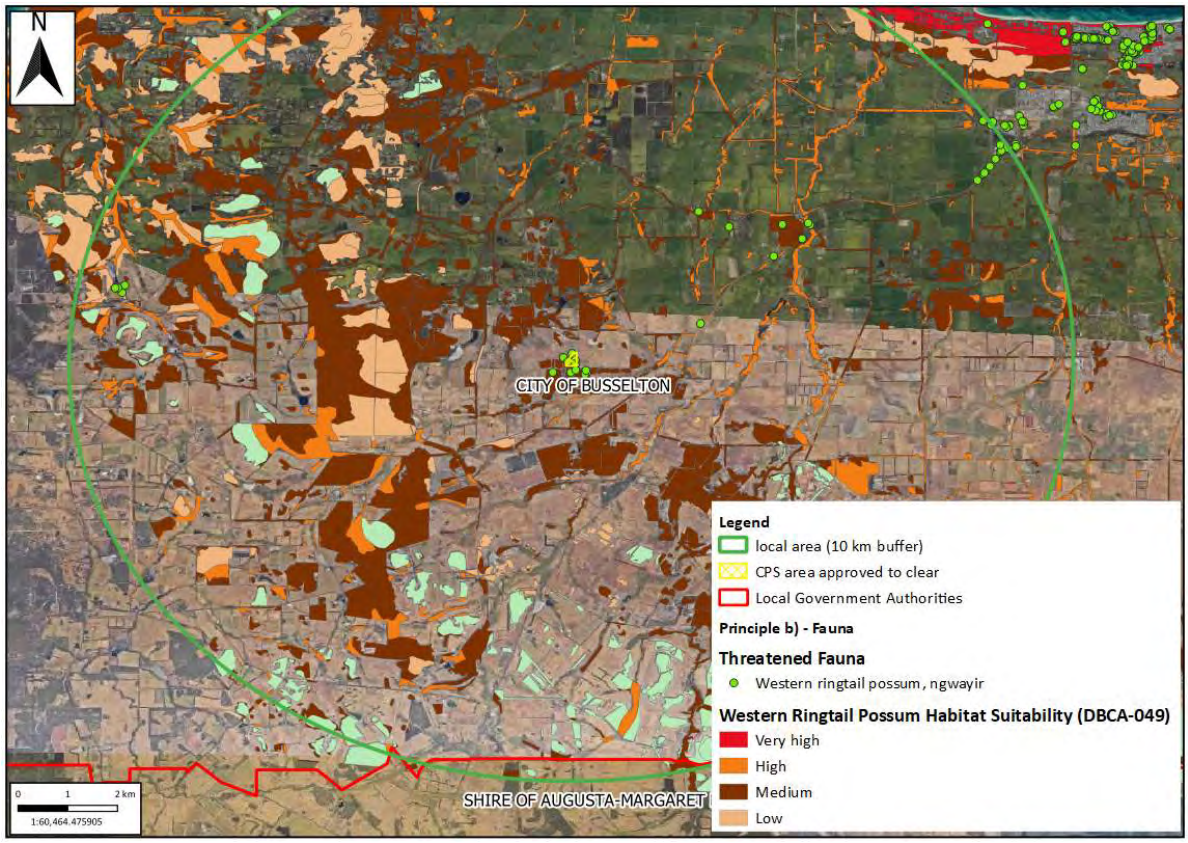


Figure 4. Map of the location of *Pseudocheirus occidentalis* (western ringtail possum) habitat suitability within the application area CPS 8863/1 and surrounds.

South-western brush-tailed phascogale

From a review of the database records and habitat preferences, it was determined during the likelihood analysis that the vegetation type within the application area may provide suitable habitat for *Phascogale tapoatafa wambenger* (south-western brush-tailed phascogale, CD).

The south-western brush-tailed phascogale is an arboreal Dasyurid, associated with dry sclerophyll forests and open woodlands that contain hollow-bearing trees, characterised by high canopy cover and connectivity (DEC, 2012b). Available databases show 38 records within the local area with the closest record 2.16 kilometres form the application area. As discussed above, the application area contains 12 habitat trees with six containing hollows. While these hollows were deemed unsuitable size for use by black cockatoo species it is unclear from the fauna report whether suitability for other fauna species was assessed (Harewood, 2019). In the absence of a targeted survey for South-western brush-tailed phascogale and noting the presence of hollow-bearing jarrah and marri trees, it is considered the application area may provide habitat for this species. However, given the patchy nature of the canopy cover observed from aerial imagery and the site photos provided (Harewood, 2019; Appendix G), it is considered unlikely to provide significant habitat for south-western brush-tailed phascogale.

It is noted that vegetation to the south of the application area contains marri-jarrah woodland in very good condition (Stream, 2018; see Appendix G). It is considered that this area is likely to provide better suited habitat for the south-western brush-tailed phascogale. Given this, the application area may be used for dispersal between patches of remnant vegetation. Pre-clearance surveys for the south-western brush-tailed phascogale and slow directional clearing will ensure, if present, no individuals are impacted during clearing.

Quenda

Quenda are ground-dwelling marsupials, typically associated with forest or woodlands near watercourses, where understorey consists of dense scrub and leaf litter is abundant (DEC, 2012a). According to available databases, a total of 23 records occur within the local area with the closest record 1.92 kilometres from the application area. Given

the application area contains remnant marri (with scattered jarrah) woodland, it is likely to contain suitable habitat for quenda. However, it is acknowledged that the condition of the vegetation within the application area is mostly degraded and is therefore unlikely to provide sufficient understorey cover and leaf litter to comprise preferred habitat for the species. It is also acknowledged that no evidence of individuals was observed within the application area or greater property during the fauna survey (Harewood, 2019). The proposed clearing area is therefore, not considered to contain significant habitat for this species.

Ecological linkage

While the proposed clearing is not within any mapped ecological linkages, noting the extent of clearing in the local area, the vegetation proposed to be cleared may contribute to an ecological linkage function enabling fauna to move between areas of remnant vegetation. As mitigation measures, the applicant has maintained a buffer of vegetation surrounding the application area and the clearing area is proposed to be revegetated once sand extraction is complete (see Section 3.1). Given this, and the condition of the vegetation within the application area, the proposed clearing is not likely to sever an ecological linkage or significantly impact vegetation connectivity and fauna dispersal within the local area.

Conclusion

Based on the above assessment, the proposed clearing will result in the loss of five hectares of significant foraging habitat for black cockatoos and western ringtail possum. For the reasons set out above, it is considered that the impacts of the proposed clearing on black cockatoo foraging habitat and western ringtail possum habitat constitutes a significant residual impact.

The proposed clearing is not likely to impact significant habitat for the remaining conservation significant fauna that have been recorded in the local area. However, individuals may utilise the application area to disperse through the landscape and mechanical clearing activities may pose a risk of fauna fatalities should individuals occur within the application area. Slow, directional clearing to allow for dispersal of species into other areas of remnant vegetation will mitigate this risk.

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- avoidance and minimisation to reduce the impacts and extent of clearing
- undertake progressive directional clearing to allow fauna to move ahead of clearing,
- pre-clearance surveys for fauna species, which requires the inspection of all trees and hollows for the presence of western ringtail possums and south-western brush-tailed phascogale prior to clearing and for clearing to cease where any individuals are identified until the individual has dispersed.
- offsets (as described in Section 4)

3.2.2. Biological values (flora and vegetation) - Clearing Principles (a), (c) and (d)

Assessment

The flora and vegetation assessment mapped three vegetation types within the application area, Banksia woodland, Sheoak-Banksia woodland, and Peppermint-Sheoak woodland (Stream, 2018; Appendix G). The vegetation was mapped as predominantly degraded and completely degraded largely attributed to agricultural development and grazing (Stream, 2018).

Conservation significant flora

According to available databases, 45 conservation significant flora species have been recorded within the local area. A likelihood of occurrence assessment for threatened and priority flora located within the local area was undertaken for the application area. Noting the preferred habitat types, including soil and vegetation types mapped over the application area, the likelihood analysis concluded that the application area may comprise suitable habitat for five conservation significant flora species (Appendix C.C.3).

The flora and vegetation assessment (Stream, 2018) recorded four significant taxa within the survey area (Table 1.), however none of these occur within the proposed clearing area. With reference to a previous survey (Eco Logic

Environmental Services, 2013), Stream Water and Environment note *Hibbertia ferruginea,* a recently recognised taxa, was recorded. This species was not relocated during the recent survey (Stream, 2018) and it is unclear whether the 2013 record was within the proposed clearing area. No priority or threatened flora were recorded within the proposed clearing area during the current survey (Stream, 2018).

Table 1. Significant taxa recorded during the current survey (Stream, 2018)

Taxa	Reason for significance (adapted from Keighery et al 2008)	Community recorded in (see Table 6).
Homalospermum firmum	Disjunct population (West Whicher Scarp), Significant population, uncommon in area, restricted to freshwater seepages.	Wetland Shrubland (HfAf)
Dampiera linearis	Morphological variant, genetic variant.	Jarrah-Marri Woodland (EmCcAf)
Hibbertia acerosa	Disjunct population, Significant population, Uncommon in area.	Jarrah-Marri Woodland (EmCcAf)
Hibbertia ferruginea	Recently recognised taxa, NB population west of Vasse Highway common.	Previously recorded by Eco Logic Environmental Services (2013) in Banksia Woodland (BaBiKg) equivalent.
Hypolaena exsulca	Morphological variant	Marri Forest (CcEmBg) and Wetland Shrubland (HfAf)

Ecological communities

The flora and vegetation survey undertaken in 2018 did not include analysis of floristic community types (Stream, 2018), however 7.3 hectares of the mapped Sheoak-Banksia Woodland (AfBaBi) was inferred to comprise the Banksia Woodlands of the Swan Coastal Plain Threatened Ecological Community (TEC) based on the key diagnostic criteria outlined in the conservation advice (Commonwealth of Australia, 2016). This community is listed as Priority 3 Priority Ecological Community by DBCA and Endangered under the EPBC Act. Based on the patch size and condition of vegetation within the clearing area, it is not considered to meet the criteria of Banksia Woodlands of the Swan Coastal Plain TEC (Commonwealth of Australia, 2016).

The Sheoak-Banksia Woodland (Stream, 2018; Appendix G) within the proposed clearing area was also inferred to comprise the State listed Priority 1 West Whicher Scarp Banksia attenuata woodland (B2) (which is a component of the EPBC listed Banksia Woodland of the Swan Coastal Plain TEC). However, the poor condition of the vegetation and disturbed nature of the understorey in particular, meant that definitive identification of the priority ecological community is difficult. It is noted that this Whicher Scarp vegetation group (B2) is typically species-poor. Vegetation condition associated with this community ranged from completely degraded to degraded/good, with the majority of the vegetation in degraded condition (Stream, 2018).

Considering the condition of the vegetation proposed to be cleared and the proposed mitigation measures proposed by the applicant, including the revegetation of the clearing area post extraction, the impacts to the above communities are not considered to be significant.

Conclusion

Based on the above assessment, the proposed clearing of vegetation in mostly degraded condition is not considered likely to represent significant habitat for any threatened or priority flora species or to be critical for the continuation of these species. For the reasons set out above, it is considered that impacts to vegetation potentially representative of the West Whicher Scarp Banksia attenuata woodland (B2) does not constitute a significant residual impact.

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- take hygiene steps to minimise the risk of the introduction and spread of weeds and dieback

3.2.3. Significant remnant vegetation - Clearing Principle (e)

Assessment

The national objectives and targets for biodiversity conservation in Australia has a target to prevent clearing of ecological communities with an extent below 30 per cent of that present pre-1750, below which species loss appears to accelerate exponentially at an ecosystem level (Commonwealth of Australia, 2001). The application area is located within the Swan Coastal Plain IBRA which currently retains 38.62 per cent of the pre-European vegetation extent (Commonwealth of Australia, 2019b).

At a local scale, the application area is mapped within the Yelverton Uplands vegetation complex, described as: Woodland of *Allocasuarina fraseriana, Eucalyptus marginata* subsp. *marginata, Xylomelum occidentale, Banksia attenuata* on sandy slopes in the humid zone (Webb *et al.* 2016). The Yelverton complex retains 55.71 per cent of its pre-European extent (Commonwealth of Australia, 2019a). The flora and vegetation survey mapped three vegetation types for the proposed clearing area, broadly described as: Banksia woodland, Sheoak-Banksia woodland, and Peppermint-Sheoak woodland. The vegetation ranges from good to completely degraded condition (Keighery, 1994), with a majority recorded in degraded condition. The vegetation proposed to be cleared is considered representative of this complex. The remining extent of the Yelverton complex is consistent with the national targets (Commonwealth of Australia, 2001). However, the extent of native vegetation within the local area (10 kilometres form the application area) retains approximately 23.4 per cent native vegetation cover and is inconsistent with the national targets (Commonwealth of Australia, 2001).

As mentioned above (section 3.2.1), the application area contains foraging habitat for black cockatoos and western ringtail possum and may provide a linkage function for fauna within the local area. Given this, the application area is considered to be a significant remnant located within an extensively cleared landscape. To mitigate the impacts of the proposed clearing, the applicant has proposed to revegetate the clearing area post extraction (see Section 3.1) as per the revegetation plan outlined in the Closure and Rehabilitation Plan (Landform Research, 2021).

Conclusion

Based on the above assessment, the proposed clearing will result in the loss of five hectares of significant remnant vegetation within an extensively cleared landscape. For the reasons set out above, it is considered that the impacts of the proposed clearing of significant remnant vegetation constitutes a significant residual impact, and an offset is required (see Section 4).

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- revegetation of clearing area post extraction (see section 3.1)
- offsets (as described in Section 4)

3.2.4. Land and water resources - Clearing Principles (g) and (i)

Assessment

The mapped soil type Yelverton deep sandy flats phase has a high risk of land degradation in the form of phosphorus export and wind erosion. The subsurface acidification, waterlogging, flooding, and salinity has been assessed to be low risk (DPIRD 2019; Appendix C.1).

A Multiple Use Wetland is recorded within 30 metres of the proposed clearing area. This wetland is a palusplain, of which seasonal waterlogging is a characteristic. Given the sandy soils and assumed high infiltration potential, impacts to surface water quality are unlikely. Taking into consideration the proximity of the wetland, clearing of vegetation has the potential to cause deterioration in the quality of groundwater, particularly given the sandy nature of the soils

and high risk of nutrient export. Excavation operations will be limited to 0.5 metres above the groundwater table in line with the conditions of the applicant's extractive industry licence and therefore waterlogging is not anticipated to occur.

The Closure and Rehabilitation Plan (Landform Research, 2021) has identified management and remedial controls to reduce the risk of impacts to surface and ground water. According to the Closure and Rehabilitation Plan, if the highest winter water table is found to be different to the hydrogeological data prepared by Water Direct Pty Ltd (Landform Research, 2021), the floor elevation of future stages will be adjusted up or down to compensate. If the water table is exposed on the floor of the pit the depression will be backfilled to comply with the 0.5 metre separation from the final land surface. The floor elevation will maintain the pre-mine water table gradients from north west towards the south east.

To mitigate impacts to the quality of ground water, the operational management proposed for the excavation includes management and removal of wastes and refuelling and servicing management. In addition, no fuel will be stored in the pit and all major servicing will be completed offsite (Section 3.1; Landform Research, 2021).

Given the application area will remain surrounded by vegetation and the mitigation measures proposed by the applicant, including revegetation of the site (Section 3.1; Landform Research, 2021), any impacts are expected to be minor and temporary. Therefore, the proposed clearing is not expected to lead to appreciable land degradation or impacts to surface or ground water.

Conclusion

Based on the above assessment, the proposed clearing is not anticipated to result in appreciable land degradation or impacts to surface or ground water. For the reasons set out above, it is considered that the impacts of the proposed clearing can be managed through implementation of the Closure and Rehabilitation Plan (Landform Research, 2021).

Conditions

To address the above impacts, the following management measures will be required as conditions on the clearing permit:

- revegetation of the proposed clearing area post extraction (see section 3.1)
- implementation of the Closure and Rehabilitation Plan (see section 3.1)

3.3. Relevant planning instruments and other matters

The proposed clearing area is located within the Rural Zone of the City of Busselton and is mapped by the Department of Mines, Industry Regulation and Safety as a regionally significant basic raw material (sand) and identified under the State Planning Policy 2.4 (DPLH, 2021).

The City of Busselton (City) advised the department that the proposed clearing is consistent with the City's Local Planning Scheme. An extractive industry licence and development approval (under the *Planning and Development Act 2005*) were granted (subject to conditions) by the City with the condition that development is undertaken in accordance with the following plans (City of Busselton, 2022):

- Staging Plan with existing contours and maximum seasonal groundwater levels;
- Concept Final Contour Plan; and 2.3 Conservation Covenant Areas Plan dated 16 November 2021;
- Operations Environment Management Plan dated 16 November 2021;
- Social Impact Assessment dated 16 November 2021 (SIS 2021);
- Closure and Rehabilitation Plan dated 1 October 2021.

The proposed clearing area occurs within the Geographe Bay Rivers Surface Water Area and Busselton-Capel Groundwater Area proclaimed under the RIWI Act. Any taking or diversion of surface water in this proclaimed area (whether by direct pumping, construction of a dam, or excavation) can be subject to licensing. Any groundwater abstraction in this proclaimed area is subject to licensing by the department, other than supply from the shallow water table (superficial) aquifer for domestic and non-intensive stock watering purposes. Details validating the water supply is a condition of the extractive industry licence granted by the City.

Several Aboriginal sites of significance have been mapped within the local area. It is the permit holder's responsibility to comply with the *Aboriginal Heritage Act 1972* (WA) and ensure that no Aboriginal Sites of Significance are damaged through the clearing process.

4 Suitability of offsets

Through the detailed assessment outlined in Section 3.2 above, the Delegated Officer has determined that the following significant residual impacts remain after the application of the avoidance and mitigation measures summarised in Section 3.1:

- The loss of five hectares of foraging habitat for Carnaby's black cockatoo and forest red-tailed black cockatoo,
- The loss of five hectares of native vegetation that is suitable habitat for western ringtail possum, and
- The loss of five hectares of native vegetation that is a significant remnant within an extensively cleared landscape,

The applicant proposed an environmental offset consisting of:

- Conservation and revegetation of 2.94 hectares of native vegetation within Lot 75 as detailed below:
    - revegetation of native vegetation, from degraded condition to very good condition that contains black cockatoo foraging habitat, and western ringtail possum habitat and is a significant remnant within an extensively cleared landscape.
- Conservation of 9.9 hectares of native vegetation within Lot 75 as detailed below:
    - conservation of native vegetation in very good to degraded/good condition that contains black cockatoo foraging habitat, and western ringtail possum habitat and is a significant remnant within an extensively cleared landscape, and
    - rehabilitation of 0.3 hectares (within the 9.9 hectare conservation covenant area) of completely degraded vegetation to good condition that contains black cockatoo foraging habitat, and western ringtail possum habitat and is a significant remnant within an extensively cleared landscape.

A Rehabilitation Plan provided by the applicant (Landform Research, 2021) was reviewed, and approved by the department.

In assessing whether the proposed offset is adequate and proportionate to the significance of environmental values being impacted, a calculation using the WA State Offset Metric was undertaken. The calculation indicates that when combined, the proposed offsets will address 100 percent of the significant residual impacts of clearing and is therefore consistent with the WA Environmental Offsets Policy, September 2011. The justification for the values used in the offset calculation is provided in Appendix F.

Using the WA State Offset Metric calculator, the following values are required to offset the significant residual impact of the proposed clearing:

- revegetation of 2.94 hectares of native vegetation from degraded condition to very good condition within Lot 75 (see Figure 4 below) that provides:
    - a significant remnant within an extensively cleared landscape
    - black cockatoo foraging habitat; and
    - western ringtail possum habitat
- conservation of 9.9 hectares of native vegetation in very good to degraded/good condition within Lot 75 (see Figure 4 below) that includes the rehabilitation of 0.3 hectares of completely degraded vegetation to good condition and provides:
    - a significant remnant within an extensively cleared landscape
    - black cockatoo foraging habitat; and
    - western ringtail possum habitat

Given the above, the Delegated Officer considers that this adequately counterbalances the significant residual impacts listed above. The justification for the values used in the offset calculation is provided in 0.

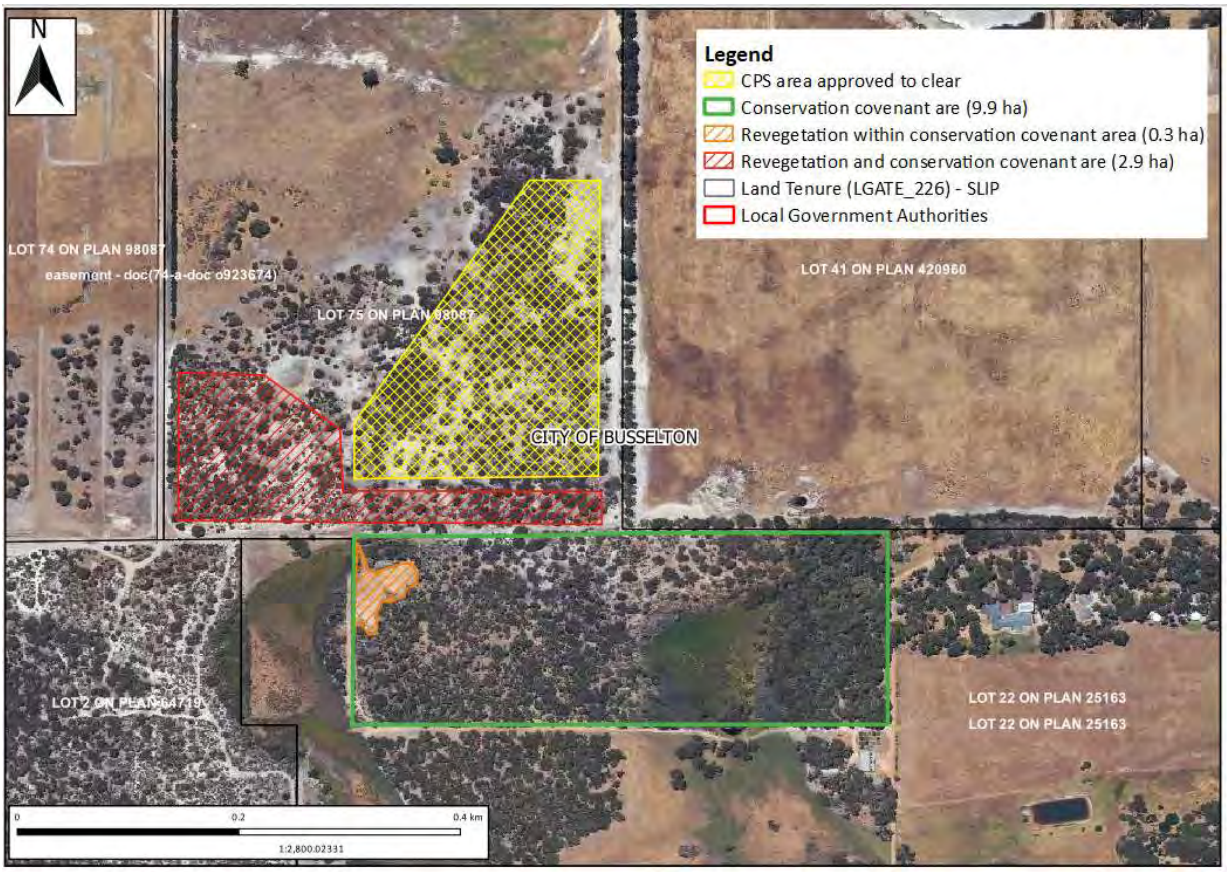


Figure 5. proposed offset areas for clearing permit application CPS 8863-1

End

Appendix A. Additional information provided by applicant

During the assessment, the applicant responded to requests for information on the following (see below).

Request for information	Further information provided
Avoidance and mitigation measures	Details of avoidance and mitigation measures were provided and the application area was reduced from 11.5 hectares to 5.0 hectares. This information is presented in Section 3.1 of the Decision Report.
Rehabilitation plan for the proposed offset site	The applicant provided a Rehabilitation Plan (Landform Research, 2021). This information is presented in Section 3.1 and 4 of the Decision Report.

Appendix B. Details of public submissions

One public submission was received in relation to the proposed clearing (Submission, 2020).

Summary of comments	Consideration of comment
Comments provided by the submitter noted that the application area contained vegetation likely to provide foraging and breeding habitat. The submission noted the importance of the retention of foraging and breeding habitat to prevent the further decline in black cockatoo populations. The submission also raised the potential significance of cumulative impacts and that the applicant should consider their obligations under the EPBC Act. The submission noted that impacts can be mitigated effectively by providing appropriate replacement habitat, through revegetation and artificial hollows	Considered in the assessment of impacts to environmental values (refer to Section 3.2.1 and 3.2.2). The application area was reduced from 11.5 hectares to 5.0 hectares and the extraction area will be rehabilitated with black cockatoo foraging species. In addition, an area totalling 3.2 hectares will be rehabilitated with black cockatoo foraging species as a part of the offset proposal.

Appendix C. Site characteristics

C.1. Site characteristics

The information provided below describes the key characteristics of the area proposed to be cleared and is based on the best information available to the department at the time of this assessment. This information was used to inform the assessment of the clearing against the Clearing Principles, contained in Appendix D. The 'local area' is considered a ten kilometre radius of the application area.

Characteristic	Details
Local context	The proposed clearing area is a five hectare area of native vegetation which has connectivity to native vegetation occurring to the south, and is surrounded by predominantly cleared rural land used for agricultural purposes and grazing of livestock to the north, east and west. Spatial data indicates the local area (10 km radius of the proposed clearing area) retains approximately 23.5% of the original native vegetation cover.
Ecological linkage	The areas proposed to be cleared may contribute towards fauna dispersal within the landscape due to the extensive clearing that has occurred within the local area, however there are no formal linkages mapped and the proposed clearing will not sever any linkages.
Conservation areas	The proposed clearing area is not located within or adjacent to any conservation areas. The nearest conservation area is Haag Nature Reserve, which is situated approximately 360 metres north west of the proposed clearing area.
Vegetation description	The flora and vegetation survey (Stream, 2018) undertaken for the application area indicates the vegetation within the proposed clearing area consists of three vegetation

<table>
<tr><th>Characteristic</th><th>Details</th></tr>
<tr><td></td><td>types, Banksia woodland, Sheoak-Banksia woodland, and Peppermint-Sheoak woodland. Representative photos and maps are available in Appendix G.

This is consistent with the mapped vegetation complex:
Yelverton uplands, Yd: Woodland of Allocasuarina fraseriana-Eucalyptus marginata subsp. marginata-Xylomelum occidentale- Banksia attenuata on sandy slopes in the humid zone (Webb et al. 2016).
The mapped vegetation type retains approximately 55.71 per cent of the original extent (Government of Western Australia, 2019).</td></tr>
<tr><td>Vegetation condition</td><td>The flora and vegetation survey (Stream, 2018) indicates the vegetation within the proposed clearing area is in good to completely degraded condition (Keighery, 1994).

The full Keighery (1994) condition rating scale is provided in 0. Representative photos and mapping are available in Appendix G.</td></tr>
<tr><td>Climate and landform</td><td>The proposed clearing area is situated within the ‘Donnybrook Sunkland Zone’, described as:

“Moderately dissected lateritic plateau on Perth Basin sedimentary rocks. Soils are formed in lateritic colluvium, weathered in-situ sedimentary rocks and alluvium (poorly drained sandy alluvial plain in the south)” (DPIRD, 2018).</td></tr>
<tr><td>Soil description</td><td>The proposed clearing area is mapped within the Whicher Scarp System, described as:

“Low scarp and raised platform, on the northern edge of the Donnybrook Sunkland. Sandy gravel and pale deep sands, loamy gravel and non-saline wet soils. Jarrah-marri forest and woodland.”

Specifically, the soil is mapped within the ‘Yelverton deep sandy flats Phase’, described as:
“Level to gently undulating raised shelf, lying 10-40 m above the Swan Coastal Plain. The soils are mainly sands.”</td></tr>
<tr><td>Land degradation risk</td><td>The proposed clearing area is mapped within the Yelverton deep sandy flats Phase of the Whicher Scarp System. Land degradation risk for this subsystem is outlined below, expressed as the percentage of that subsystem being at risk and its associated risk rating (DPIRD, 2018).
<table>
<tr><th rowspan="2">Hazard/Aspect</th><th colspan="2">Yelverton deep sandy flats Phase</th></tr>
<tr><th>Degradation risk (% of subsystem at risk)</th><th>Risk rating</th></tr>
<tr><td>Wind erosion</td><td>86%</td><td>High to Extreme</td></tr>
<tr><td>Waterlogging and inundation</td><td>19%</td><td>Moderate to Very High</td></tr>
<tr><td>Water Erosion</td><td>0%</td><td>Very High to Extreme</td></tr>
<tr><td>Salinity</td><td>0%</td><td>Moderate</td></tr>
<tr><td>Flood risk</td><td>0%</td><td>Moderate to High</td></tr>
<tr><td>Phosphorus export</td><td>59%</td><td>High to Extreme</td></tr>
</table></td></tr>
<tr><td>Waterbodies</td><td>The desktop assessment and aerial imagery indicated that there are no surface water features or geomorphic wetlands within the proposed clearing area.
A Multiple Use Wetland (UFI 13201) is located around 30 metres south of the proposed clearing area boundary.</td></tr>
</table>

Characteristic	Details
Hydrogeography	The application area occurs within the Geographe Bay Rivers Surface Water Area and Busselton-Capel Groundwater Area proclaimed under the RIWI Act.
Flora	According to available databases, 45 conservation significant flora species have been recorded within the local area. Of these, five species occur on the same soil and vegetation type as the application area. No conservation significant flora species were recorded during the flora and vegetation survey (Stream, 2018).
Ecological communities	According to available databases, two TECs and eight PECs are recorded within the local area. The 'Banksia Woodlands of the Swan Coastal Plain' PEC is mapped within the application area.
Fauna	According to available databases a total of 28 conservation significant fauna species occur within the local area. The closest record is the western ringtail possum, recorded within the application area. The application area occurs within the known distribution of all three black cockatoo species and 11 known roost sites and one known breeding site occur within the local area. Evidence of foraging by black cockatoos was recorded during the fauna survey (Greg Harewood, 2019)

C.2. Vegetation extent

	Pre-European extent (ha)	Current extent (ha)	Extent remaining (%)	Current extent in all DBCA managed land (ha)	Current proportion (%) of pre-European extent in all DBCA managed land
IBRA bioregion*					
Swan Coastal Plain	1,501,221.93	579,813.47	38.62	222,916.97	14.85
Vegetation complex**					
Yelverton uplands, Yd	2,439.37	1,358.92	55.71	356.92	14.63
Local area					
10km radius	32,924.42	7,707.81	23.4	-	-

*Government of Western Australia (2019a)

**Government of Western Australia (2019b)

C.3. Flora analysis table

With consideration for the site characteristics set out above, relevant datasets (see Appendix H.1), and biological survey information (Stream, 2018), impacts to the following conservation significant flora required further consideration.

Species name	Conservation status	Suitable habitat features ? [Y/N]	Suitable vegetation type? [Y/N]	Suitable soil type? [Y/N]	Distance of closest record to application area (km)	Number of known records (total)	Are surveys adequate to identify? [Y, N, N/A]
Olearia strigosa	P3	N	N	N	2.78	1	Y
Verticordia lehmannii	P4	N	N	N	2.78	1	Y
Verticordia plumosa var. *ananeotes*	T	N	N	N	2.86	1	Y
Daviesia elongata	T	Y	Y	Y	7.63	14	Y

Species name	Conservation status	Suitable habitat features ? [Y/N]	Suitable vegetation type? [Y/N]	Suitable soil type? [Y/N]	Distance of closest record to application area (km)	Number of known records (total)	Are surveys adequate to identify? [Y, N, N/A]
Boronia capitata subsp. *gracilis*	P3	Y	Y	Y	7.67	6	Y
Acacia semitrullata	P4	Y	Y	Y	9.34	7	Y
Drakaea micrantha	T	Y	Y	Y	9.42	7	Y
Johnsonia inconspicua	P3	Y	Y	Y	9.42	20	Y

T: threatened, CR: critically endangered, EN: endangered, VU: vulnerable, P: priority

C.4. Fauna analysis table

With consideration for the site characteristics set out above, relevant datasets (see Appendix H.1), and biological survey information (Greg Harewood, 2019), impacts to the following conservation significant fauna required further consideration.

Species name	Conservation status	Suitable habitat features? [Y/N]	Suitable vegetation type? [Y/N]	Distance of closest record to application area (km)	Number of known records (total)	Are surveys adequate to identify? [Y, N, N/A]
Pseudocheirus occidentalis (Western ringtail possum)	CR	Y	Y	0.00	130	Y
Zanda baudinii (Baudin's cockatoo)	EN	Y	Y	1.80	112	Y
Calyptorhynchus sp. 'white-tailed black cockatoo' (Baudin's or Carnaby's black cockatoo)	EN	Y	Y	1.92	121	Y
Isoodon fusciventer (quenda)	P4	N	Y	1.92	23	Y
Phascogale tapoatafa wambenger (south-western brush-tailed phascogale)	CD	N	Y	2.16	38	Y
Calyptorhynchus banksii naso (forest red-tailed black cockatoo)	VU	Y	Y	2.37	50	Y
Zanda latirostris (Carnaby's cockatoo)	EN	Y	Y	2.37	25	Y
Dasyurus geoffroii (chuditch)	VU	N	Y	5.07	3	Y
Notamacropus Irma (western brush wallaby)	P4	N	Y	7.27	4	Y

T: threatened, CR: critically endangered, EN: endangered, VU: vulnerable, P: priority

C.5. Ecological community analysis table

Community name	Conservation status	Suitable habitat features? [Y/N]	Suitable vegetation type? [Y/N]	Distance of closest record to application area (km)	Number of known records (total)	Are surveys adequate to identify? [Y, N, N/A]
Banksia Woodlands of the Swan Coastal Plain ecological community	Priority 3 (DBCA)	Y	Y	0.00	285	Y
Shrublands of near permanent wetlands in creeklines of the Whicher Scarp (Whicher Scarp community G2)	Priority 1 (DBCA)	N	N	0.58	13	Y
Swan Coastal Plain Paluslope Wetlands	Priority 1 (DBCA)	N	N	0.86	11	Y
West Whicher Scarp *Banksia attenuata* woodland (Swan Coastal Plain centred	Priority 1 (DBCA)	N	N	1.47	9	Y

Community name	Conservation status	Suitable habitat features? [Y/N]	Suitable vegetation type? [Y/N]	Distance of closest record to application area (km)	Number of known records (total)	Are surveys adequate to identify? [Y, N, N/A]
woodlands of grey/white sands community B2)						
Shrublands on southern Swan Coastal Plain Ironstones (Busselton area) (floristic community type 10b as originally described in Gibson et al. 1994)	Critically Endangered (BC Act)	N	N	2.09	6	Y
Corymbia calophylla woodlands on heavy soils of the southern Swan Coastal Plain (floristic community type 1b as originally described in Gibson et al. 1994)	Critically Endangered (BC Act)	N	N	4.79	8	Y

Appendix D. Assessment against the clearing principles

Assessment against the clearing principles	Variance level	Is further consideration required?
Environmental value: biological values		
Principle (a): *"Native vegetation should not be cleared if it comprises a high level of biodiversity."* Assessment: The area proposed to be cleared contains significant habitat for Carnaby's black cockatoo, forest red-tailed black cockatoo and western ringtail possum.	At variance	Yes *Refer to Section 3.2.1, above.*
Principle (b): *"Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a significant habitat for fauna."* Assessment: The area proposed to be cleared contains significant foraging habitat for Carnaby's black cockatoo, forest red-tailed black cockatoo and suitable habitat for western ringtail possums.	At variance	Yes *Refer to Section 3.2.1, above.*
Principle (c): *"Native vegetation should not be cleared if it includes, or is necessary for the continued existence of, threatened flora."* Assessment: No threatened flora species were considered likely to occur within the proposed clearing area, nor were any recorded during the flora and vegetation survey (Stream, 2018). The area proposed to be cleared is unlikely to contain threatened flora species.	Not likely to be at variance	Yes *Refer to Section 3.2.2, above.*
Principle (d): *"Native vegetation should not be cleared if it comprises the whole or a part of, or is necessary for the maintenance of, a threatened ecological community."* Assessment: The area proposed to be cleared contains species that indicate the presence of the Banksia Woodlands of the Swan Coastal Plain TEC. However, given the condition of the patch, the vegetation does not meet the requirements of the TEC.	Not likely to be at variance	Yes *Refer to Section 3.2.2, above.*
Environmental value: significant remnant vegetation and conservation areas		
Principle (e): *"Native vegetation should not be cleared if it is significant as a remnant of native vegetation in an area that has been extensively cleared."* Assessment: The extent of the native vegetation in the local area is inconsistent with the national objectives and targets for biodiversity conservation in Australia. The vegetation proposed to be cleared is not considered to be part of a significant ecological linkage in the local area.	At variance	Yes *Refer to Section 3.2.3, above.*
Principle (h): *"Native vegetation should not be cleared if the clearing of the vegetation is likely to have an impact on the environmental values of any adjacent or nearby conservation area."* Assessment: Given the distance to the nearest conservation area, the proposed clearing is not likely to have an impact on the environmental values of nearby conservation areas.	Not likely to be at variance	No

Assessment against the clearing principles	Variance level	Is further consideration required?
Environmental value: land and water resources		
Principle (f): *"Native vegetation should not be cleared if it is growing in, or in association with, an environment associated with a watercourse or wetland."* Assessment: Given no water courses or wetlands are recorded within the application area, the vegetation is not considered to be growing in, or in association with, an environment associated with a watercourse or wetland.	Not likely to be at variance	No
Principle (g): *"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause appreciable land degradation."* Assessment The mapped soils are highly susceptible to wind erosion and nutrient export. Noting the mitigation measures proposed by the applicant and measures outlined within the Closure and Rehabilitation Plan (Landform Research, 2021), the proposed clearing is not likely to have an appreciable impact on land degradation.	Not likely to be at variance	Yes *Refer to Section 3.2.4, above.*
Principle (i): *"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause deterioration in the quality of surface or underground water."* Assessment: Given no water courses, wetlands or Public Drinking Water Sources Areas are recorded within the application area, the proposed clearing is unlikely to impact surface or ground water quality.	Not likely to be at variance	No
Principle (j): *"Native vegetation should not be cleared if the clearing of the vegetation is likely to cause, or exacerbate, the incidence or intensity of flooding."* Assessment: The mapped soils and topographic contours in the surrounding area do not indicate the proposed clearing is likely to contribute to increased incidence or intensity of flooding. Given no water courses or wetlands are recorded within the application area, the proposed clearing is unlikely to contribute to waterlogging.	Not likely to be at variance	No

Appendix E. Vegetation condition rating scale

Vegetation condition is a rating given to a defined area of vegetation to categorise and rank disturbance related to human activities. The rating refers to the degree of change in the vegetation structure, density and species present in relation to undisturbed vegetation of the same type. The degree of disturbance impacts upon the vegetation's ability to regenerate. Disturbance at a site can be a cumulative effect from a number of interacting disturbance types.

Considering its location, the scale below was used to measure the condition of the vegetation proposed to be cleared. This scale has been extracted from Keighery, B.J. (1994) *Bushland Plant Survey: A Guide to Plant Community Survey for the Community*. Wildflower Society of WA (Inc). Nedlands, Western Australia.

Measuring vegetation condition for the South West and Interzone Botanical Province (Keighery, 1994)

Condition	Description
Pristine	Pristine or nearly so, no obvious signs of disturbance.
Excellent	Vegetation structure intact, with disturbance affecting individual species; weeds are non-aggressive species.
Very good	Vegetation structure altered, with obvious signs of disturbance. For example, disturbance to vegetation structure caused by repeated fires, the presence of some more aggressive weeds, dieback, logging and/or grazing.
Good	Vegetation structure significantly altered by very obvious signs of multiple disturbances. Retains basic vegetation structure or ability to regenerate it. For example, disturbance to vegetation structure caused by very frequent fires, the presence of some very aggressive weeds at high density, partial clearing, dieback and/or grazing.
Degraded	Basic vegetation structure severely impacted by disturbance. Scope for regeneration but not to a state approaching good condition without intensive management. For example, disturbance to vegetation structure caused by very frequent fires, the presence of very aggressive weeds, partial clearing, dieback and/or grazing.
Completely degraded	The structure of the vegetation is no longer intact and the area is completely or almost completely without native species. These areas are often described as 'parkland cleared' with the flora comprising weed or crop species with isolated native trees or shrubs.

Appendix F. Offset calculator value justification

F.1. Environmental value: Significant remnant vegetation

Calculation	Score (Area)	Rationale
Conservation significance		
Description	Principle e	Vegetation considered significant as a remnant within an extensively cleared landscape. Local area retains less than 30% of the pre-European vegetation extent. Vegetation in degraded/good to completely degraded condition (Keighery, 1994).
Type of environmental value	Vegetation/Habitat	Vegetation considered significant as a remnant due to the highly cleared nature of the vegetation within the local area and provides foraging habitat for black cockatoos and suitable habitat for western ringtail possums.
Conservation significance of environmental value	Terrestrial native vegetation complex - <30% extent remaining in the bioregion	Vegetation considered significant as a remnant within an extensively cleared landscape. Local area retains less than 30% of the pre-European vegetation extent.
Landscape level value impacted	yes/no	Yes
Significant impact		
Description	Significant remnant vegetation	Vegetation considered significant as a remnant within an extensively cleared landscape. Local area retains less than 30% of the pre-European vegetation extent. Vegetation in degraded/good to completely degraded condition (Keighery, 1994).
Significant impact (hectares)	5	5 hectares of vegetation within the application area considered significant remnant vegetation.
Quality (scale)	6.00	Biological surveys of the application area indicate the vegetation condition ranges from degraded/good to completely degraded condition (Keighery, 1994) with moderate to high habitat values.

Calculation	Score (Area)	Rationale
Rehabilitation credit		
Description	5	Revegetation of 5 hectares of native vegetation from completely degraded condition to good condition that is a significant remnant within an extensively cleared landscape and contains black cockatoo foraging habitat and suitable habitat for western ringtail possums.
Offset – Conservation and rehabilitation of 2.94 hectares		
Description	0	Rehabilitation of 2.94 hectares of significant remnant native vegetation within Lot 75 that provides habitat values for black cockatoo foraging and western ringtail possums.
Proposed offset (area in hectares)	2.94	2.94 hectares of native vegetation.
Current quality of offset site	6.00	The vegetation within the offset site is in good to completely degraded condition (Keighery, 1994).
Future quality WITHOUT offset	6.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	7.00	Revegetation (direct planting and seeding) within the site is expected to increase the condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	10.00	It is expected that it will take 10 years for the vegetation to be established and to provide habitat values for black cockatoo foraging and western ringtail possums.
Confidence in offset result (%)	85%	There is a moderate to high level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity
Time until offset site secured (years)	1.00	It is expected that the transfer will be complete within 12 months.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Conservation of 9.9 hectares		
Description	0	Conservation of 9.9 hectares of significant remnant native vegetation within Lot 75 that provides habitat values for black cockatoo foraging and western ringtail possums.
proposed offset (area in hectares)	9.9	9.9 hectares of native vegetation.
Current quality of offset site	7.00	The vegetation within the offset site is in very good condition (Keighery, 1994).
Future quality WITHOUT offset	7.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	7.00	The quality is not considered to improve or decline beyond its current quality over the next 20 years.
Time until ecological benefit (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.

Calculation	Score (Area)	Rationale
Confidence in offset result (%)	95%	There is a high level of confidence that the land will be purchased and that the habitat quality will not deteriorate with the offset's implementation.
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Rehabilitation of 0.3 hectares		
Description	0	Rehabilitation of 0.3 hectares of significant remnant native vegetation within Lot 75 that provides habitat values for black cockatoo foraging and western ringtail possums.
proposed offset (area in hectares)	0.3	0.3 hectares of native vegetation.
Current quality of offset site	1.00	The vegetation within the offset site is in completely degraded condition (Keighery, 1994).
Future quality WITHOUT offset	1.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	5.00	Revegetation (direct planting and seeding) within the site is expected to increase the condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	10.00	It is expected that it will take 10 years for the vegetation to be established and to provide habitat values for black cockatoo foraging and western ringtail possums.
Confidence in offset result (%)	80%	There is a moderate level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A

F.2. Environmental value: Carnaby's black cockatoo foraging habitat

Calculation	Score (Area)	Rationale
Conservation significance		
Description	Carnaby's black cockatoo habitat	Black cockatoo foraging habitat supporting roosting individuals within the known distribution of Carnaby's black cockatoos. Application area is located within an extensively cleared landscape.
Type of environmental value	Species (Flora/Fauna)	Carnaby's black cockatoo foraging habitat supporting roosting individuals.
Conservation significance of environmental value	Rare/Threatened Species - Endangered	Carnaby's cockatoo is listed as endangered under the BC Act and EPBC Ac
Landscape level value impacted	yes/no	Yes
Significant impact		
Description	Carnaby's black cockatoo habitat	Black cockatoo foraging habitat supporting roosting individuals within the known distribution of Carnaby's black cockatoos.
Significant impact (hectares)	5	5 hectares of suitable foraging habitat.
Quality (scale)	6.00	Biological surveys of the application area indicate the vegetation ranges from good/degraded to good condition. Primary foraging species are present (Banksia and scattered Jarrah), water sources are within close proximity, known roost sites are within 20 kilometres and suitable roosting habitat is within close proximity.
Rehabilitation credit		
Description	5	Revegetation of 5 hectares of native vegetation from completely degraded condition to good condition that provides suitable black cockatoo foraging habitat and is a significant remnant within an extensively cleared landscape.
Offset – Conservation and rehabilitation of 2.94 hectares		
Description	0	Rehabilitation of 2.94 hectares of native vegetation within Lot 75 on Plan 98087 that provides habitat values for black cockatoo foraging and is a significant remnant within an extensively cleared landscape.
proposed offset (area in hectares)	2.94	2.94 hectares of native vegetation.
Current quality of offset site	7.00	The vegetation within the offset site provides primary foraging species (Banksia and Sheoak woodland with scattered Jarrah) and potential future breeding habitat (Jarrah and Marri). The vegetation is in good to completely degraded condition (Keighery, 1994), water sources are within close proximity, known roost sites are within 20 kilometres and suitable roosting habitat is within close proximity.
Future quality WITHOUT offset	7.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	8.00	Revegetation (direct planting and seeding) of suitable black cockatoo habitat species (Banksia, Sheoak, Marri and Jarrah) within the site is expected to increase the habitat values of the site and the condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	15.00	It is expected that it will take 15 years for the vegetation to mature and provide foraging habitat values for Carnaby's black cockatoo foraging.
Confidence in offset result (%)	85%	There is a moderate to high level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).

Calculation	Score (Area)	Rationale
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity
Time until offset site secured (years)	1.00	It is expected that the transfer will be complete within 12 months.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Conservation of 9.9 hectares		
Description	0	Conservation of 9.9 hectares of significant remnant native vegetation within Lot 75 on Plan 98087 that provides habitat values for black cockatoo foraging and is a significant remnant within an extensively cleared landscape.
proposed offset (area in hectares)	9.9	9.9 hectares of native vegetation.
Current quality of offset site	8.00	The vegetation within the offset site provides primary foraging species (Banksia, Sheoak and Marri woodland with scattered Jarrah) and potential roosting and future breeding habitat (Jarrah and Marri). The vegetation is in very good condition (Keighery, 1994), water sources are within close proximity, known roost sites are within 20 kilometres and suitable roosting habitat is within close proximity.
Future quality WITHOUT offset	8.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	8.00	The quality is not considered to improve or decline beyond its current quality over the next 20 years.
Time until ecological benefit (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Confidence in offset result (%)	95%	There is a high level of confidence that the land will be purchased and that the habitat quality will not deteriorate with the offset's implementation.
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Rehabilitation of 0.3 hectares		
Description	0	Rehabilitation of 0.3 hectares of significant remnant native vegetation within Lot 75 on Plan 98087 that provides habitat values for black cockatoo foraging and is a significant remnant within an extensively cleared landscape.

Calculation	Score (Area)	Rationale
proposed offset (area in hectares)	0.3	0.3 hectares of native vegetation.
Current quality of offset site	1.00	The vegetation within the offset site is in completely degraded condition (Keighery, 1994) with little to no habitat values.
Future quality WITHOUT offset	1.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	5.00	Direct planting and seeding of suitable black cockatoo habitat species (Banksia, Sheoak, Marri and Jarrah) within the site is expected to increase the habitat values and condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	15.00	It is expected that it will take 15 years for the vegetation to mature and provide habitat values for black cockatoo foraging.
Confidence in offset result (%)	80%	There is a moderate level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A

F.3. Environmental value: Western ringtail possum habitat

Calculation	Score (Area)	Rationale
Conservation significance		
Description	Western ringtail possum habitat	Western ringtail possum habitat. Known records within the application area and within close proximity. Fauna survey recorded suitable habitat, however no sign of individuals and/or use.
Type of environmental value	Species (Flora/Fauna)	Western ringtail possum habitat
Conservation significance of environmental value	Rare/Threatened Species – Critically Endangered	Western ringtail possum is listed as Critically Endangered under the BC Act and EPBC Ac
Landscape level value impacted	yes/no	Yes
Significant impact		
Description	Western ringtail possum habitat	Western ringtail possum habitat. Known records within the application area and within close proximity.
Significant impact (hectares)	5	5 hectares of suitable foraging habitat.
Quality (scale)	4.00	Suitable habitat for western ringtail possums (Peppermint, Marri and Jarrah open woodland). Known records within the application area and within close proximity. Fauna survey recorded suitable habitat (however canopy cover is less than referred), but no sign of individuals and/or use.
Rehabilitation credit		

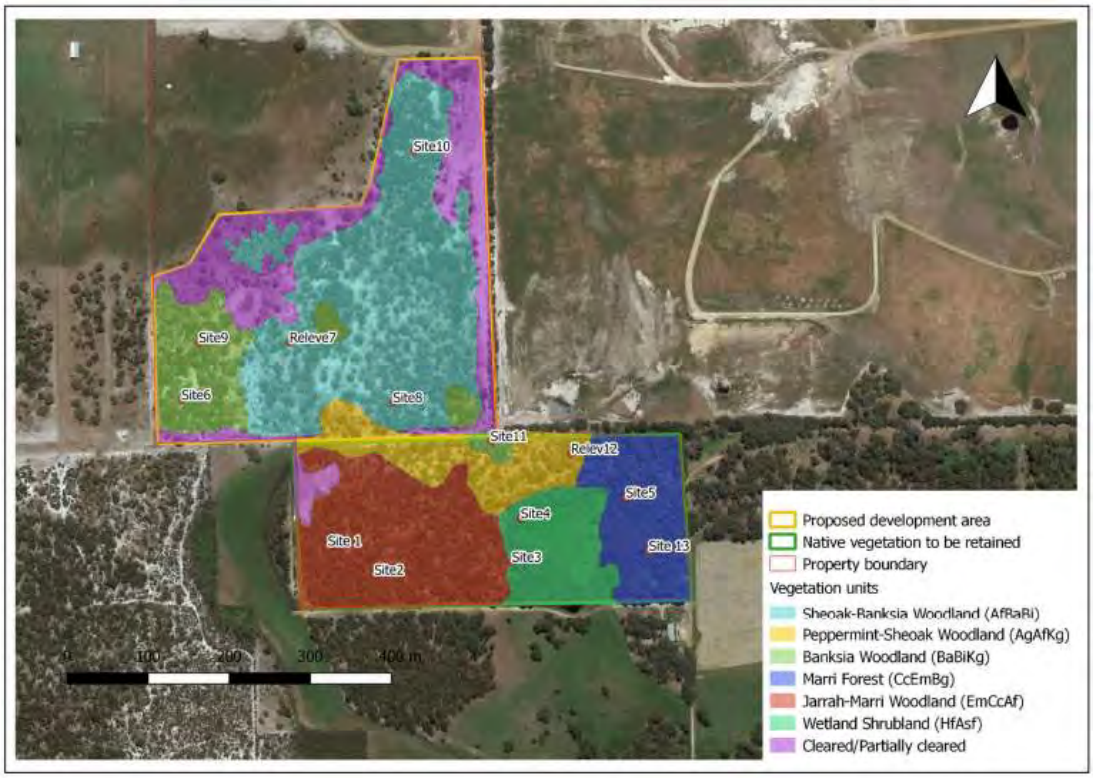
Calculation	Score (Area)	Rationale
Description	5	Revegetation of 5 hectares of native vegetation from completely degraded condition to good condition that provides suitable western ringtail possum habitat and is a significant remnant within an extensively cleared landscape.
Offset – Conservation and rehabilitation of 2.94 hectares		
Description	0	Rehabilitation of 2.94 hectares of native vegetation within Lot 75 on Plan 98087 that provides suitable western ringtail possum habitat and is a significant remnant within an extensively cleared landscape.
proposed offset (area in hectares)	2.94	2.94 hectares of native vegetation.
Current quality of offset site	4.00	The vegetation within the offset site provides suitable habitat for western ringtail possums. The vegetation is in good to completely degraded condition (Keighery, 1994), and known records occur within close proximity of the site.
Future quality WITHOUT offset	4.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	6.00	Direct planting and seeding of suitable western ringtail possum habitat species (Peppermint, Marri and Jarrah) within the site is expected to increase the habitat values of the site and the condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	15.00	It is expected that it will take 15 years for the vegetation to mature and provide foraging habitat values for western ringtail possums.
Confidence in offset result (%)	85%	There is a moderate to high level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity
Time until offset site secured (years)	1.00	It is expected that the transfer will be complete within 12 months.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Conservation of 9.9 hectares		
Description	0	Conservation of 9.9 hectares of significant remnant native vegetation within Lot 75 on Plan 98087 that provides habitat for western ringtail possums and is a significant remnant within an extensively cleared landscape.
proposed offset (area in hectares)	9.9	9.9 hectares of native vegetation.
Current quality of offset site	7.00	The vegetation within the offset site provides suitable habitat for western ringtail possums. The vegetation is in very good condition (Keighery, 1994), and known records occur within close proximity of the site.
Future quality WITHOUT offset	7.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.

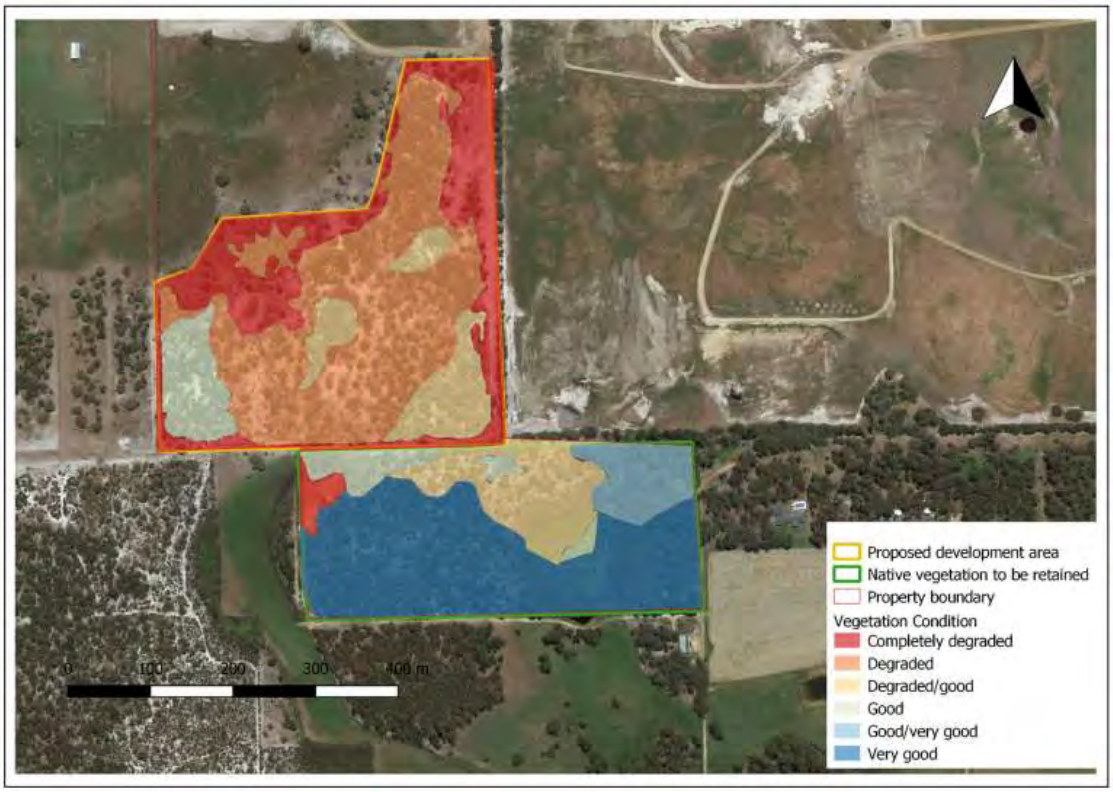
Calculation	Score (Area)	Rationale
Future quality WITH offset	7.00	The quality is not considered to improve or decline beyond its current quality over the next 20 years.
Time until ecological benefit (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Confidence in offset result (%)	95%	There is a high level of confidence that the land will be purchased and that the habitat quality will not deteriorate with the offset's implementation.
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A
Landscape level values of offset?	N/A	N/A
Offset – Rehabilitation of 0.3 hectares		
Description	0	Rehabilitation of 0.3 hectares of significant remnant native vegetation within Lot 75 on Plan 98087 that provides habitat for western ringtail posums and is a significant remnant within an extensively cleared landscape.
proposed offset (area in hectares)	0.3	0.3 hectares of native vegetation.
Current quality of offset site	1.00	The vegetation within the offset site is in completely degraded condition (Keighery, 1994) with little to no habitat values.
Future quality WITHOUT offset	1.00	The quality is considered unlikely to improve or decline beyond its current quality over the next 20 years.
Future quality WITH offset	5.00	Direct planting and seeding of suitable western ringtail possum habitat species (Peppermint, Marri and Jarrah) within the site is expected to increase the habitat values and condition of the vegetation to good condition (Keighery, 1994).
Time until ecological benefit (years)	15.00	It is expected that it will take 15 years for the vegetation to mature and provide habitat values for western ringtail possums.
Confidence in offset result (%)	80%	There is a moderate level of confidence that the revegetation will meet the completion criteria of the revegetation plan (Landform Research, 2021).
Duration of offset implementation (maximum 20 years)	20.00	The offset site will be protected in perpetuity.
Time until offset site secured (years)	1.00	It is expected that it will take 1 year for a conservation covenant to be placed over the offset site.
Risk of future loss WITHOUT offset (%)	25.0%	The site is currently zoned as rural, located within a primary resource area for sand extraction. Sand extraction has occurred within and/or adjacent to this offset site, therefore there is a moderate to high risk of future loss
Risk of future loss WITH offset (%)	5.0%	A conservation covenant will be placed over the offset site, thus the risk of loss is considered to be low.
Offset ratio (Conservation area only)	N/A	N/A

Calculation	Score (Area)	Rationale
Landscape level values of offset?	N/A	N/A

Appendix G. Biological survey information excerpts (Stream, 2018; Greg Harewood, 2019)

Vegetation communities and condition mapped by Stream Environment and Water (Stream, 2018)







Representative photos of the vegetation within Site 6 (top), 9 (middle) and 11(bottom), described as: Open forest of *Banksia attenuata, B. ilicifolia* and *Agonis flexuosa* over open shrubland of *Kunzea glabrescens* over grassland of *Briza minor* with sparse forbland of *Chamaescilla corymbosa* and *Hypochaeris glabra* (Stream, 2018).



Representative photos of the vegetation within Site 7 (top), 8 (middle) and 10 (bottom), described as: Open forest of Allo*casuarina fraseriana, Banksia attenuata, B. ilicifolia* and *Agonis flexuosa* over sparse shrubland of *Podocarpus drouynianus* and *Taxandria parviceps* over sparse forbland of *Burchardia congesta, Chamaescilla corymbosa* and *Ursinia anthemoides* (Stream, 2018).

Habitat trees identified during the targeted fauna assessment (Harewood, 2019)



Habitat types identified during the targeted fauna assessment (Harewood, 2019)



Plate 1: Open Forest of Jarrah, Sheoak, Banksia and Peppermint over an Open Herbland – north east section of proposal area.



Plate 2: Open Forest of Banksia, Sheoak, Jarrah and Peppermint over an Open Shrubland/Scattered shrubs over a Herbland – central eastern side of proposal area.

Appendix H. Sources of information

H.1. GIS databases

Publicly available GIS Databases used (sourced from www.data.wa.gov.au):

- 10 Metre Contours (DPIRD-073)
- Aboriginal Heritage Places (DPLH-001)
- Aboriginal Heritage Places (DPLH-001)
- Cadastre (LGATE-218)
- Cadastre Address (LGATE-002)
- Contours (DPIRD-073)
- DBCA – Lands of Interest (DBCA-012)
- DBCA Legislated Lands and Waters (DBCA-011)
- Directory of Important Wetlands in Australia – Western Australia (DBCA-045)
- Environmentally Sensitive Areas (DWER-046)
- Flood Risk (DPIRD-007)
- Groundwater Salinity Statewide (DWER-026)
- Hydrography – Inland Waters – Waterlines
- Hydrological Zones of Western Australia (DPIRD-069)
- IBRA Vegetation Statistics
- Imagery
- Local Planning Scheme – Zones and Reserves (DPLH-071)
- Native Title (ILUA) (LGATE-067)
- Offsets Register – Offsets (DWER-078)
- Pre-European Vegetation Statistics
- Public Drinking Water Source Areas (DWER-033)
- Ramsar Sites (DBCA-010)
- Regional Parks (DBCA-026)
- Remnant Vegetation, All Areas
- RIWI Act, Groundwater Areas (DWER-034)
- RIWI Act, Surface Water Areas and Irrigation Districts (DWER-037)
- Soil Landscape Land Quality – Flood Risk (DPIRD-007)
- Soil Landscape Land Quality – Phosphorus Export Risk (DPIRD-010)
- Soil Landscape Land Quality – Subsurface Acidification Risk (DPIRD-011)
- Soil Landscape Land Quality – Water Erosion Risk (DPIRD-013)
- Soil Landscape Land Quality – Water Repellence Risk (DPIRD-014)
- Soil Landscape Land Quality – Waterlogging Risk (DPIRD-015)
- Soil Landscape Land Quality – Wind Erosion Risk (DPIRD-016)
- Soil Landscape Mapping – Best Available
- Soil Landscape Mapping – Systems
- Wheatbelt Wetlands Stage 1 (DBCA-021)

Restricted GIS Databases used:

- ICMS (Incident Complaints Management System) – Points and Polygons
- Threatened Flora (TPFL)
- Threatened Flora (WAHerb)
- Threatened Fauna
- Threatened Ecological Communities and Priority Ecological Communities
- Threatened Ecological Communities and Priority Ecological Communities (Buffers)

H.2. References

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GENERAL CONDITIONS

1. The development hereby approved is permitted to operate over a period of five years from the date of the original decision notice issued by the City on 6 May 2022. The site must be fully rehabilitated in accordance with the approved Closure and Rehabilitation Plan dated 1 October 2021 before the expiry date of this development approval.

2. The owner must ensure that the development hereby approved is undertaken in accordance with the approved plans, which are as follows, and any plans approved pursuant to other conditions of approval:

2.1 Staging Plan with existing contours and maximum seasonal groundwater levels; and
2.2 Concept Final Contour Plan; and
2.3 Conservation Covenant Areas Plan dated 16 November 2021; and
2.4 Operations Environment Management Plan dated 16 November 2021 (OEMP 2021); and
2.5 Social Impact Assessment dated 16 November 2021 (SIS 2021); and
2.6 Closure and Rehabilitation Plan dated 1 October 2021.

Where there is a conflict between a provision contained within a condition of this development approval and a provision contained within one of the plans listed above, the requirements of the condition shall prevail.

PRIOR TO COMMENCEMENT OF ANY DEVELOPMENT CONDITIONS:

3. The development hereby approved, or any works required to implement the development, shall not commence until the owner/applicant has applied for, and obtained, a Permit to Commence certificate from the City. The following plans/details are to be submitted to and approved by the City prior to requesting the issue of a Permit to Commence:

3.1 Details validating the water supply available for dust suppression to implement the approved dust management plan.

3.2 Details of the proposed crossover. The location / construction of the crossover shall be agreed to by the City and shall ensure that adequate sightlines are achieved.

3.3 Details of warning signage to be erected along the transport route. Signage shall include signs on both approaches to the pit along Haag Road 100 metres from the crossover.

3.4 Details of entry signage to be erected within the lot boundaries adjacent to the driveway and pit entrance visible to vehicles entering/exiting the Site. Signage shall include the following details:
i. Approved operating hours; and
ii. Site contact details; and
iii. Ultra high frequency (UHF) channel for operators; and
iv. Approved haulage route.

3.5 Means of ensuring adequate protection of conservation areas indicated on the approved Conservation Covenant Area Plan.

3.6 A 3D Digital Terrain Model prepared by a licensed surveyor for the whole of Lot 75 (157) Haag Road, Yelverton indicating the following in Australian Height Datum:

(i) Existing ground levels;

(ii) Proposed maximum extraction depths to maintain a minimum 500mm above maximum seasonal groundwater table ; and

(iii) Minimum final ground levels after rehabilitation to maintain a minimum 700mm above maximum seasonal groundwater table.

3.7 A Clearing Permit for the removal of the vegetation from the Department of Water and Environmental Regulation.

3.8 The following bonds and agreement:

(i) A road maintenance bond of $20,000 (being an unconditional bank guarantee) to ensure that the surrounding road network is maintained to the satisfaction of the City for the term of the approval. Those portions of public roads affected by the activities related to the approval shall be maintained to a standard acceptable to the City. The City may use the bond to maintain the affected public roads as it deems necessary.

(ii) A dust bond to the value of $5,000 (being an unconditional bank guarantee), which shall be held against satisfactory compliance with the Dust Management Plan.

(iii) A rehabilitation bond to the value of $30,000 (being an unconditional bank guarantee), which shall be held against satisfactory compliance with the Closure Plan.

(iv) Further to Conditions 3.8(i) – 3.8(iii) an executed legal agreement with the City (with the costs of preparation of that agreement being borne by the owner or nominee). The legal agreement shall provide for:

(a) The ability for the City to be able to use the bonds, or parts of the bonds as appropriate, and any costs to the City including administrative costs of completing or rectifying any outstanding works in accordance with the conditions of this development approval and any further costs;

(b) Written authorisation from the owner of the land that the City may enter the site at any time and permit the City to complete or rectify any outstanding work to the satisfaction of the City;

(c) If at any time any part of the bond is called upon, used or applied by the City in accordance with the legal agreement, the restoration of the bond to the full amount required by these conditions; and

(d) The ability to lodge a caveat over the site to secure the City's interest.

ONGOING CONDITIONS:

4. The owner must ensure that the plans, details and works undertaken to satisfy Conditions 1, 2 and 3 are subsequently implemented and maintained for the life of the development and, in addition, the following conditions must be complied with:

4.1 The development hereby approved shall be limited to the excavation or movement of sand from its natural state on the site; screening of sand; transportation of sand within or off the site; construction of internal roads and rehabilitation works. At no time shall any blasting works be carried out.

4.2 Operating hours, including in respect of any use of any vehicle or machinery or the transportation of materials, shall be restricted to the hours between:

a. 7.00am and 6.00pm Mondays to Fridays; and

b 7.00am and 1.00pm Saturdays for rehabilitation works only.

No works of any kind to be carried out at any time on Sundays or public holidays.

4.3 The designated haulage route to Bussell Highway will be east along Haag Road and then south along Chambers Road. No other routes may be used until trucks have reached Bussell Highway.

4.4 A maximum number of 70 truck movements (i.e. 35 trucks entering and 35 trucks exiting the site) shall be permitted on any operating day. No truck movements shall be permitted on any other day or outside the approved operating hours.

4.5 Notwithstanding Conditions 4.3 and 4.4 above, should more than 70 truck movements per day and/or an alternative haulage route be proposed, a Traffic Management Plan is to first be both submitted to and approved in writing by the City; with the Plan being submitted to the City at least 7 working days prior to any haulage not consistent with Conditions 4.3 and 4.4 occurring.

Note: The City will not approve additional truck movements and/or an alternative haulage route for more than 20 working days in any calendar year. Any further additional days will require a Modification to Development Approval to be submitted to, and approved by, the City.

4.5 No more than 2 hectares shall be worked at any one time; this area shall then be rehabilitated in accordance with the approved details pursuant to Condition 2.1 concurrently with the extraction of the following 2 hectare area.

4.6 All operations related to the extractive industry shall be carried out in accordance with the approved OEMP 2021 and SIS 2021, including but not limited to:

i. part 3.1.4 – Quarantine - dieback and weeds of the OEMP; and

ii. part 3.1.1 – Noise and Dust Management of the OEMP; and

iii. on-going ground water monitoring in accordance with Table 8 : Hydrology and Pit Floor Management of the SIS 2021

4.7 The approved Closure and Rehabilitation Plan shall be implemented and carried out in accordance with the approved details. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, are assessed by the City as being seriously damaged, shall be replaced within

the next available planting season with others of the same species, size and number as originally approved.

4.8 The owner must ensure that, annually and within the month following every anniversary of the issue by the City of the Permit to Commence certificate, a 3D Digital Terrain Model is prepared by a licensed surveyor for the whole of Lot 75 (157) Haag Road, Yelverton indicating ground levels at the time of survey in Australian Height Datum.

4.9 The owner must ensure that, annually and within three months following every anniversary of the issue by the City of the Permit to Commence certificate, a written report is given to the City that includes the following to the satisfaction of the City:

- **(a) A copy of the 3D Digital Terrain Model prepared in accordance with Condition 6.11 and a statement by a licensed surveyor certifying:**
  - **(i) The extent/size and location of the area which has been extracted;**
  - **(ii) The extent/size and location of the area which has been rehabilitated;**
  - **(iii) The extent/size and location of the area which is currently under operation; and**
- **(b) Details confirming that the conditions of this approval have been complied with and how the conditions have been complied with.**

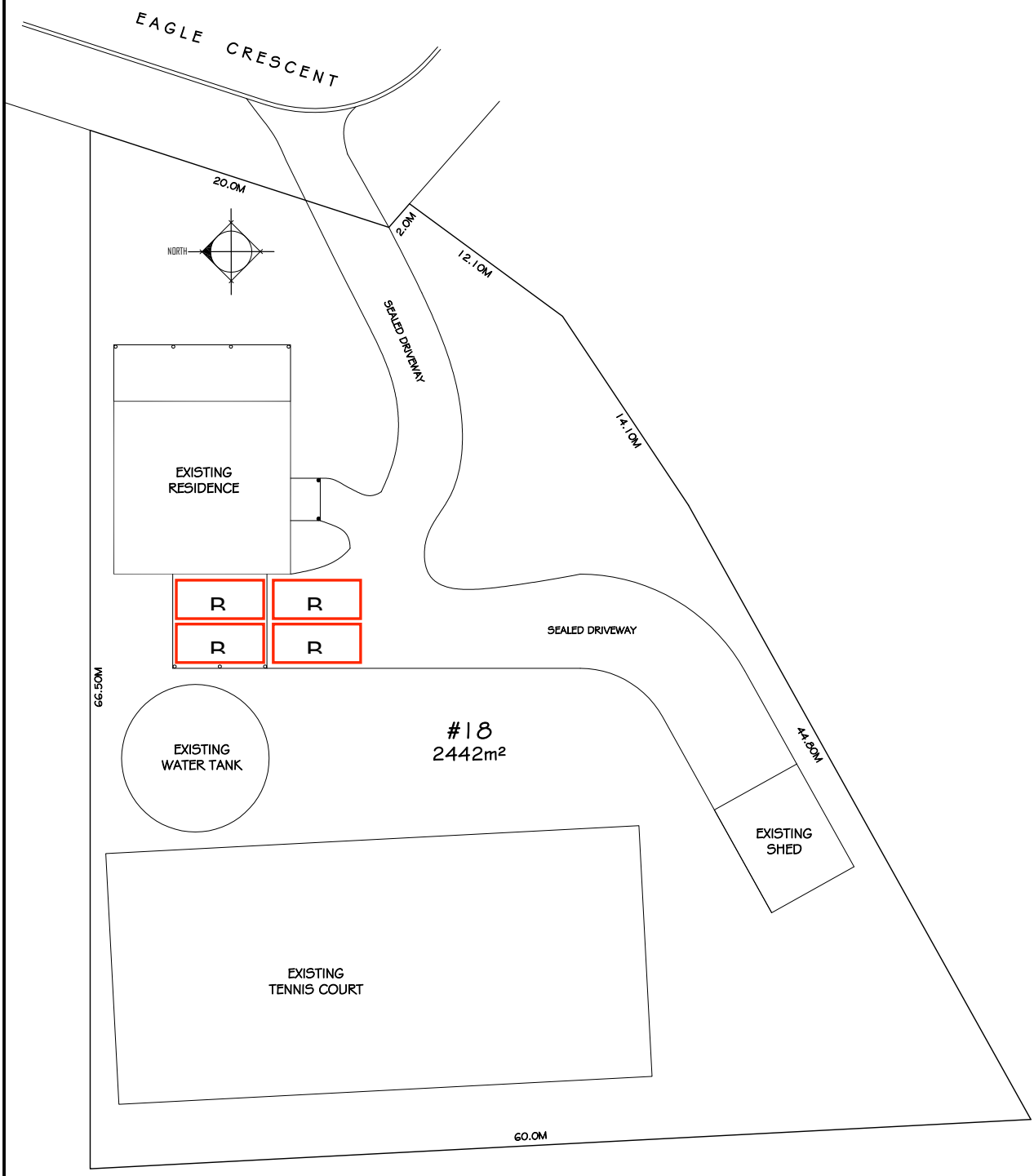
4.10 No extraction operations, including the use of any vehicle or machinery or the stockpiling or transportation of extracted material, is to be undertaken on the site at any time when an annual written report is due under Condition 4.8 and has not been provided to the City.

4.11 No development, including the use of any vehicle or machinery or the stockpiling or transportation of extracted material, may be carried out at any time when any bond that is required to be in force and effect under Condition 3.8 (or any agreement made in accordance with Condition 3.8) is not in full force and effect.



City of Busselton Geographe Bay	Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and cannot be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information contact the City of Busselton office.		19/09/2023 1:2000 @ A4L	N

DA23/0359 - Change of Use - Holiday Home (Single House)

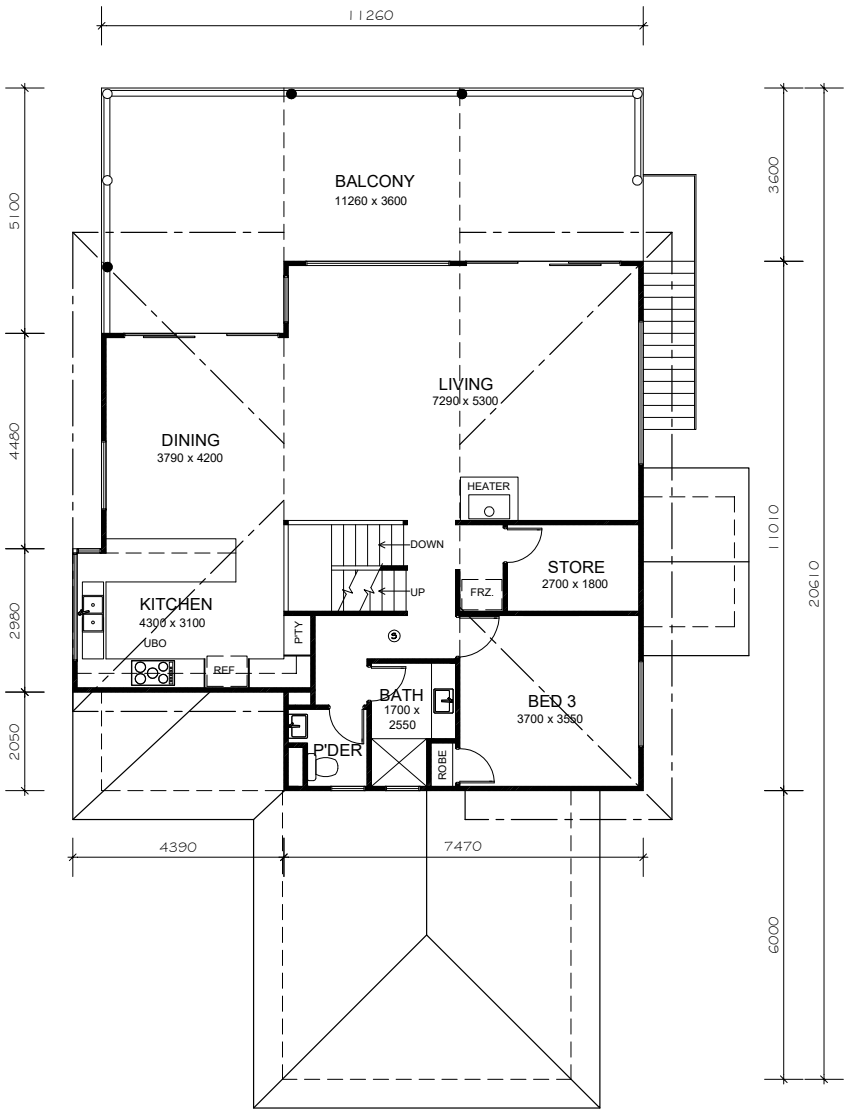


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DRAWING TITLE:	CLIENT:
EXISTING SITE PLAN	WALTER JAMES 18 EAGLE CRESCENT EAGLE BAY

SCALE:	DATE:	REVISION NO:	DRAWN BY:	DRAWING/PAGE NO:
1:250 (A3)	03/05/2023	WK DWG 01	N. TAYLOR	04/04

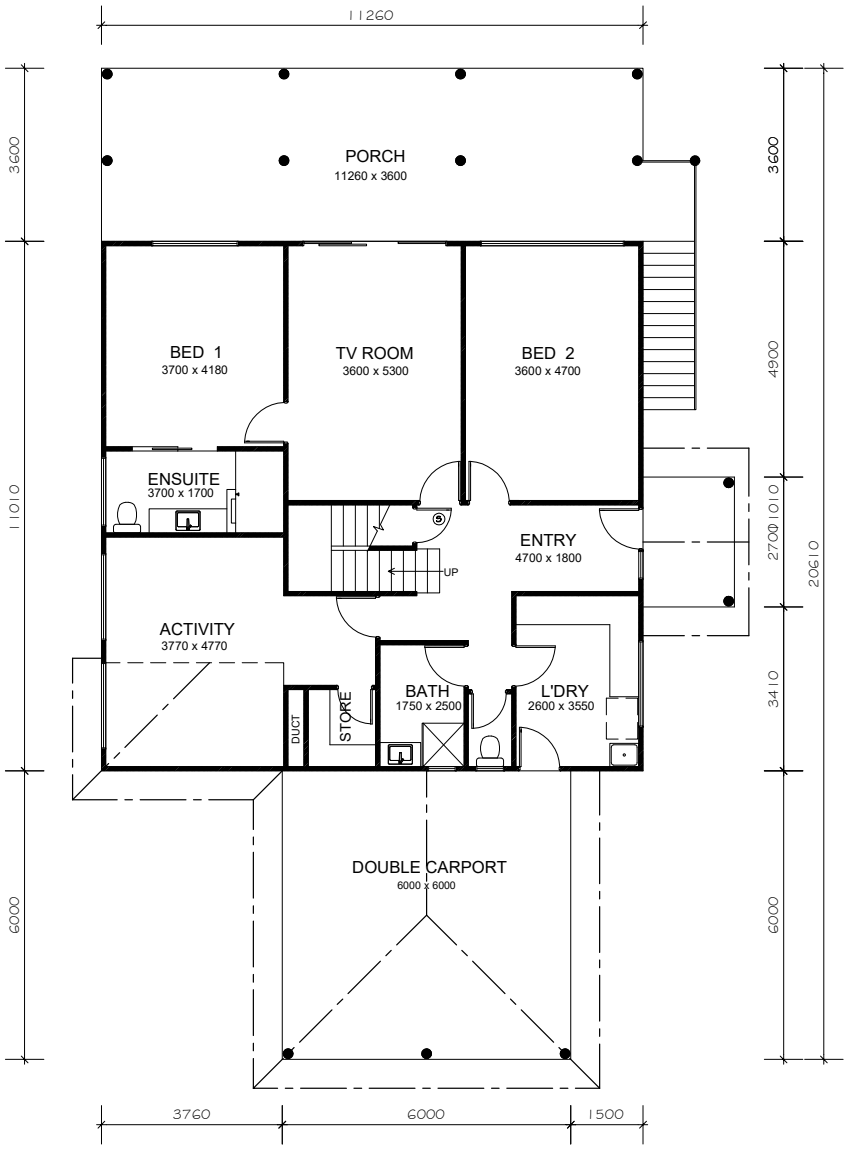
DA23/0359 - Change of Use - Holiday Home



UPPER FLOOR PLAN 1:100

NOELENE TAYLOR BUILDING DESIGNER & DRAFTING SERVICES 10 TURNER STREET DUNSBOROUGH 6281 WA HOME : 08 9756 7233 MOBILE : 0409 568 980	DRAWING TITLE: **EXISTING UPPER FLOOR PLAN**		CLIENT: **WALTER JAMES** **18 EAGLE CRESCENT** **EAGLE BAY**	
SCALE: 1:100 (A3)	DATE: 03/05/2023	REVISION NO: WK DWG 01	DRAWN BY: N. TAYLOR	DRAWING/PAGE NO: 02/04

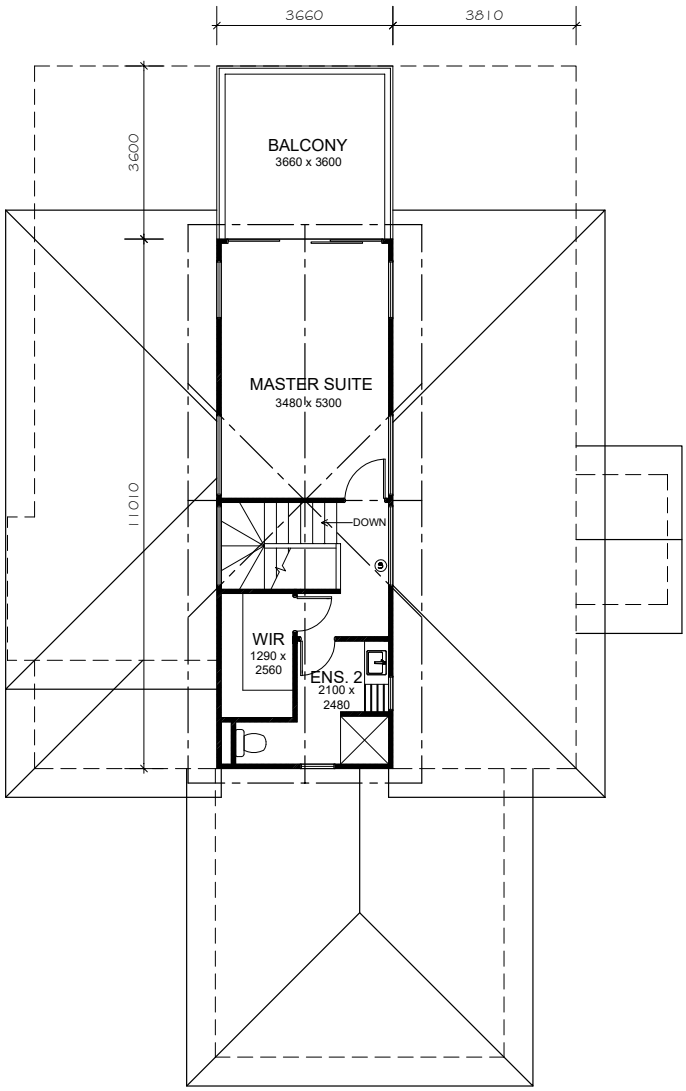
DA23/0359 - Change of Use - Holiday Home



GROUND FLOOR PLAN 1:100

NOELENE TAYLOR BUILDING DESIGNER & DRAFTING SERVICES 10 TURNER STREET DUNSBOROUGH 6281 WA HOME : 08 9756 7233 MOBILE : 0409 568 980	DRAWING TITLE: **EXISTING GROUND FLOOR PLAN**		CLIENT: **WALTER JAMES** **18 EAGLE CRESCENT** **EAGLE BAY**	
	SCALE: 1:100 (A3)	**DATE:** 03/05/2023	**REVISION NO:** WK DWG 01	**DRAWN BY:** N. TAYLOR	**DRAWING/PAGE NO:** 01/04

DA23/0359 - Change of Use - Holiday Home



LOFT FLOOR PLAN 1:100

NT
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noelstaylor@bigpond.com

DRAWING TITLE:	CLIENT:
EXISTING LOFT FLOOR PLAN	**WALTER JAMES** **18 EAGLE CRESCENT** **EAGLE BAY**

SCALE:	DATE:	REVISION NO:	DRAWN BY:	DRAWING/PAGE NO:
1:100 (A3)	03/05/2023	WK DWG 01	N. TAYLOR	03/04

FPA AUSTRALIA | Fire Protection Association Australia | Life. Property. Environment.

BPAD Bushfire Planning & Design

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 101 (18) Eagle Crescent, Eagle Bay			
Suburb: Eagle Bay		**State:** WA	**P/code:** 6281
Local government area: City of Busselton			
Description of the planning proposal: Proposal for Short Stay Accommodation in the Existing Dwelling			
BMP Plan / Reference Number: 230077	**Version:** 1.0	**Date of Issue:** 19/05/2023	
Client / Business Name: Margaret River Properties (Michael Dodd)			

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	☐	☒
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	☐	☒
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	☐	☒
Strategic planning proposal (including rezoning applications)	☐	☒
Minor development (in BAL-40 or BAL-FZ)	☒	☐
High risk land-use	☐	☒
Vulnerable land-use	☒	☐

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Existing Building is rated at BAL FZ (Flame Zone). Tourist Accommodation is considered a vulnerable land use.

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Mike Scott	Level 3	BPAD 27795	28/02/2024
Company Bushfire Prone Planning		**Contact No.** 6477 1144	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner  **Date** 19/05/2023

Bushfire Management Plan

Lot 101 (18) Eagle Crescent, Eagle Bay

City of Busselton

Planning Stage:	Development Application
Development Type:	Change or Addition to a Land Use
Bushfire Policy – Specific Development or Use Type:	Vulnerable Land Use (Tourism)

Job Number:	230077
Assessment Date:	2 March 2023
Report Date:	19 May 2023

BPP Group Pty Ltd t/a Bushfire Prone Planning
ACN: 39 166 551 784 | ABN: 39 166 551 784

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VERSION HISTORY		
Version	**Version Details**	**Date**
1.0	Original	19 May 2023

DISTRIBUTION				
Destination	**Version**	**No. Copies**	**Hard Copy**	**Electronic Copy**
Person/Business: Michael Dodd – Margaret River Properties **Email:** michael@margaretriverproperties.com.au	1.0	1	☐	☒

Limitation of Liability: The measures contained in this Bushfire Management Plan, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control. All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations. Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.

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EXECUTIVE SUMMARY

Bushfire Prone Planning (BPP Group Pty Ltd) has been commissioned to prepare a Bushfire Management Plan for Lot 101 (18) Eagle Crescent, Eagle Bay in the City of Busselton. The proposed development site of approximately 2,442 m² is within a designated bushfire prone area and the Proposal (*Addition to Land use – Short Stay Accommodation*) requires the application of State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7).

Lot 101 is considered to be within a "Residential Built Out Area" as per the City of Busselton Local Planning Policy 4.2 'Bushfire' and the Guidelines for Planning in Bushfire Prone Areas WAPC v1.4. The development has been assessed as 'Residential-based Minor Development' because the planning application is for a proposed vulnerable land use that will be contained within an existing single residential development and at a scale consistent with that of a typical existing residential building.

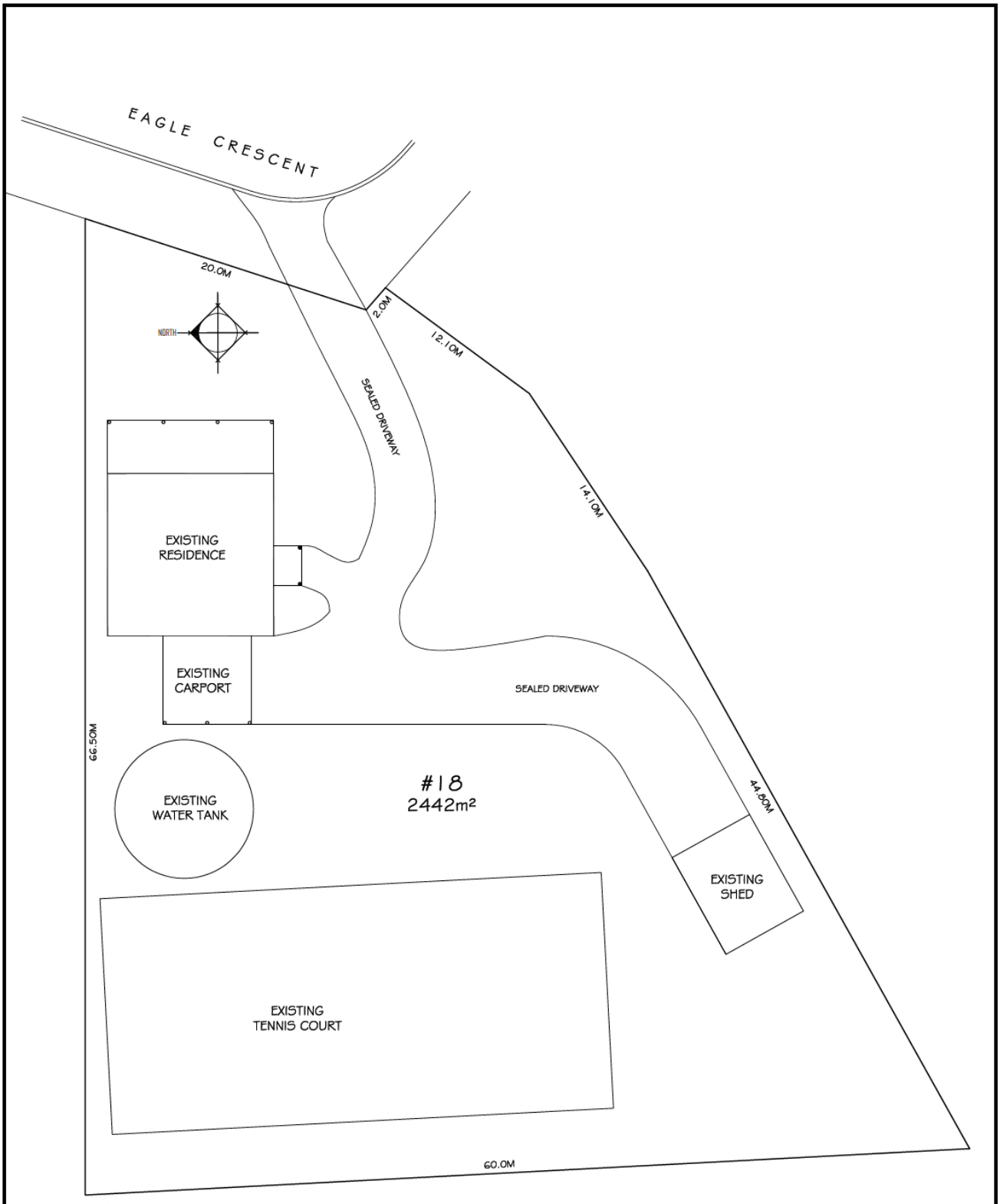
The existing building is subject to a BAL Rating of BAL Flame Zone (BAL FZ). For the proposed development, there is no potential to reduce the BAL Rating on the existing building unless there are significant changes made to offsite classified vegetation. The landowner of Lot 101 (18) Eagle Crescent has no control over the offsite vegetation and therefore the vegetation cannot be removed or modified as part of this proposal. A response to the requirements established by SPP 3.7 section 6.7.1: Minor Development forms part of this bushfire management plan. The site is provided with a single access route which connects to the public road network. The development is provided with a reticulated water supply in accordance with the specifications of the water supply authority.

Evacuation information for the site, with specific consideration to the management of a bushfire emergency has been prepared in support of this proposal and the content reflects the nature and scale of the development. The emergency plan has given due consideration to the BAL Rating on the dwelling, the vehicle access/egress options in the area and precautionary and contingency measures have been applied to minimise risk to future onsite occupants.

1 PROPOSAL DETAILS

1.1 Description and Associated Plans and Maps

Bushfire Prone Planning Commissioned to Produce the Bushfire Management Plan (BMP) By:	Michael Dodd – Margaret River Properties
For Submission To:	City of Busselton
Purpose of the BMP:	To accompany a planning application
'Development' Site Total Area:	2,442 m^2
Description of Development	Addition to Land use – Short Stay Accommodation in the existing dwelling



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DRAWING TITLE:	CLIENT:
EXISTING SITE PLAN	WALTER JAMES 18 EAGLE CRESCENT EAGLE BAY

SCALE:	DATE:	REVISION NO:	DRAWN BY:	DRAWING/PAGE NO:
1:250 (A3)	03/05/2023	WK DWG 01	N. TAYLOR	04/04



Figure 1.1

Proposed Development

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

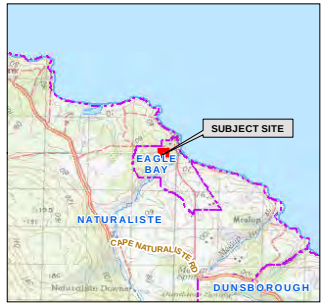
- Subject Site
- Other Lots
- Driveways

Existing Building

- Dwelling
- Shed
- Water Tank

0 5 10 15 20 25
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
Map updated by: Ian Ross 1/05/2023
A3 Scale 1:500

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230077 - 18 Eagle Crescent Eagle Bay (SV&A BMP)\230077 - SV&A - Feb 2023\Mapping\MXD\230077_Fig1-1_DEV_18 Eagle Cres.mxd

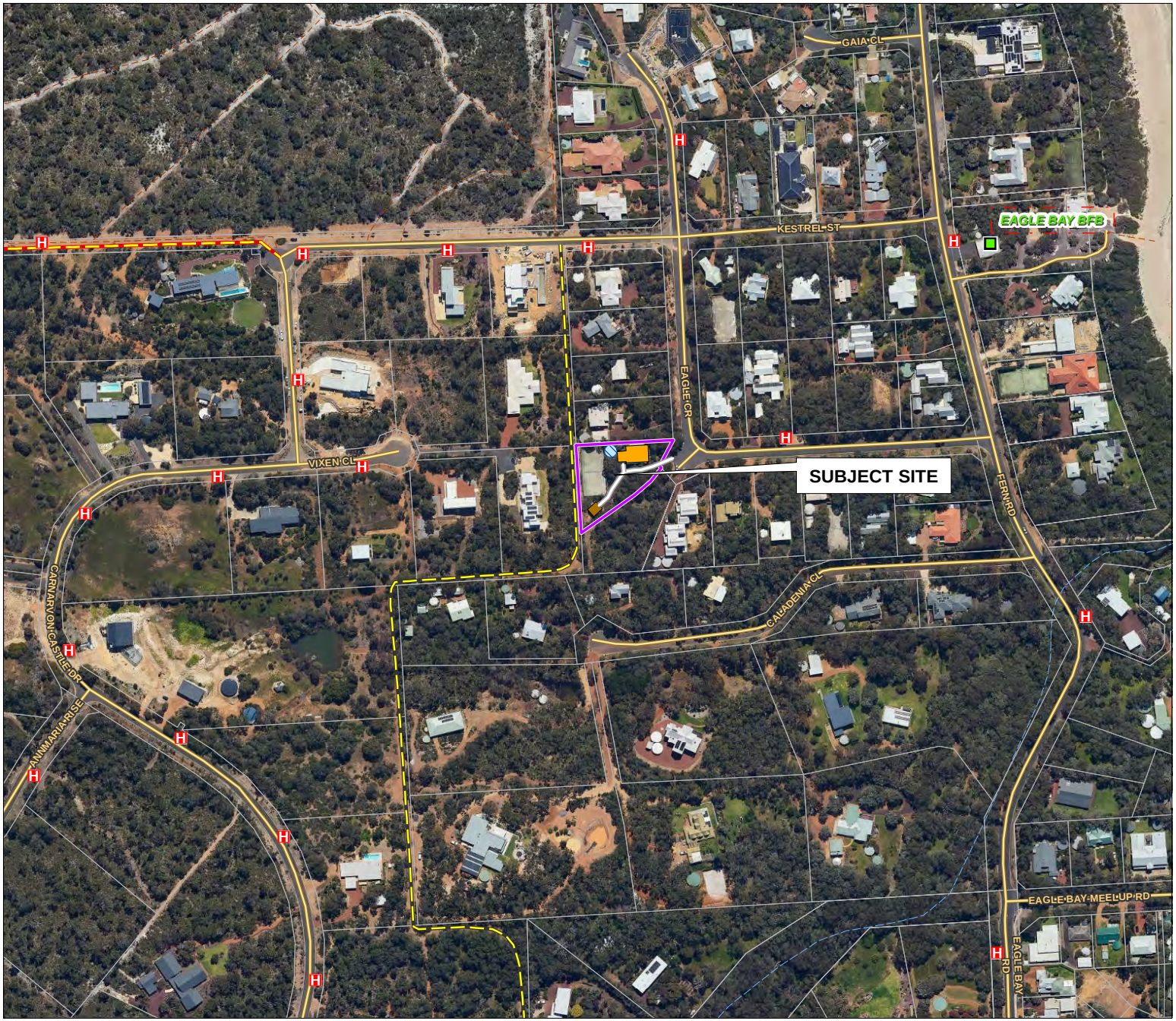


Figure 1.2

Proposed Development

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

- Subject Site
- Other Lots
- Bush Fire Brigade
- Hydrant
- Driveways

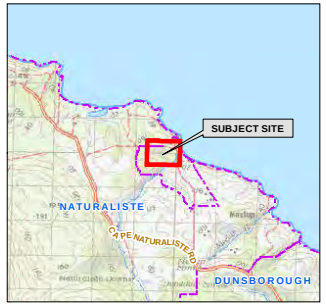
Access / Egress
- Emergency Access Way

Emergency Access
- Fire Service Access Route

Existing Building
- Dwelling
- Shed
- Water Tank

0 20 40 60 80 100
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
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Figure 1.3

Location Plan

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

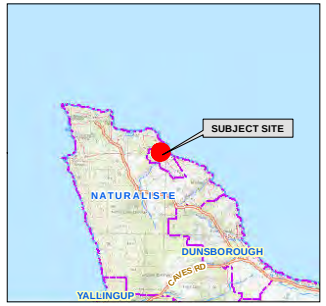
------ LEGEND ------

Subject Site

Bush Fire Brigade

0 200 400 600 800 1,000
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
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1.2 The Specific 'Land Use' and the Bushfire Planning Requirements

SPP 3.7 & the associated Guidelines define certain land uses that require additional and/or alternative bushfire related assessment and additional information to be provided. This is necessary to facilitate planning application assessment and for subsequent operational use.

When such a proposal is unable to fully achieve the implementation of all required bushfire protection measures - as established by the 'acceptable solutions' contained in the Guidelines– further assessments and the development of additional protection measures are required.

The land use classification that applies to the proposal is identified in Table 1.2, along with the required additional assessments and information and the form and location in which this is provided.

Table 1.2: The determined land use and assessment/information requirements.

THE PROPOSED LAND USE CLASSIFICATION AND BUSHFIRE PLANNING REQUIREMENTS		
Assessment / Information / Documents Detail		
The proposed land use classification is determined to be:		Vulnerable (Tourism)
Category, type and/or operations of the land use that have determined the classification:		Holiday House – Residential Built Out Area
The Policies, Guidelines and Position Statements against which the proposed land use will be assessed, and which guide the information to be provided.[1]	SPP 3.7 section 6.7.1: Minor Development	☒
	Bushfire Guidelines (V1.4)	☒
The documents and the information developed and the format and location in which they are provided.	Bushfire Emergency Plan and Poster	☒ Separate Document/s

1.3 Existing Documentation Relevant to the Construction of this Plan

This section acknowledges any known reports or plans that have been prepared for previous planning stages, that refer to the subject area and that may or will impact upon the assessment of bushfire risk and/or the implementation of bushfire protection measures and will be referenced in this Bushfire Management Plan.

Table 1.3: Relevant existing documentation.

RELEVANT EXISTING DOCUMENTS		
Existing Document	Copy Provided by Client	Title
Site Plan	Yes	SITE PLAN – 18 Eagle Crescent Eagle Bay (3-5-2023)
Historical Bushfire Risk Assessments	No	
Historical Bushfire Planning Advice	Yes	230077 - Lot 101 (18) Eagle Crescent, Eagle Bay (Advice)_v1.0 (Bushfire Prone Planning – March 2023)

2 ENVIRONMENTAL CONSIDERATIONS

2.1 Native Vegetation – Restrictions to Modification and/or clearing.

Many bushfire prone areas also have high biodiversity values. SPP 3.7 policy objective 5.4 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values (Guidelines s2.3).

There is a requirement to identify the need for onsite modification and/or clearing of native vegetation and whether this might trigger potential environmental impact/referral requirements under State and Federal environmental legislation. Confirmation that any proposed native vegetation modification and/or clearing is acceptable, should be received from the relevant agencies by the proponent and provided to the bushfire consultant for inclusion in the Bushfire Management Plan if it will influence the required bushfire planning assessments and outcomes. The following table details any potential environmental restrictions of which the author of this report is aware.

Vegetation Modification and Clearing Assessment	
Will on-site clearing of native vegetation be required?	Yes. Refer to Figure 3.2. Any retained vegetation or proposed revegetation/ landscaping works within the nominated Asset Protection Zone will be managed in accordance with the technical requirements established by the Schedule 1: 'Standards for Asset Protection Zones (Guidelines).

The bushfire assessment and management strategies contained in the BMP, assume there are no environmental restrictions over the site or clearing permit exemptions will apply. The key assumption used to facilitate the determining of Bushfire Attack Levels on the Proposed development site is that vegetation onsite is under the control of the landowner and therefore can be managed or modified to present a low bushfire threat.

Note 1: This BMP has used the precautionary principle when assessing the vegetation. There is evidence of limited vegetation management around the dwelling – but it is unclear if the management of this vegetation in perpetuity aligns to the historical planning application & approval. Therefore a "worst case scenario" has been applied and the areas have been classified as per the AS3959 - 2018.

Note 2: Proposed onsite vegetation modification (APZ installation and Parkland clearing) will follow the guidance provided in the City Firebreak Notice and Guidelines for Planning for in Bushfire Prone Area (v1.4) for what constitutes an Asset Protection Zone. The objective would be to achieve a "Parkland Cleared" state across the "APZ" focusing on the removal/ management of the understory fuels with potential for limited tree removal (Saplings/ juveniles) to increase the canopy separation (As per the standards). A key priority will be to retain mature native trees within the nominated APZ where appropriate.

Note 3: Any proposed vegetation removal may be subject to local government approval, dependent on the lot's specific situation with respect to identified environmental protection areas and the lot size.

Recommendations:

1. It is advised that the proponent seek advice from the City for further information on the condition and species contained within the proposed development area and the requirement for referral of the proposal or the requirements for a vegetation management plan for this site.

3 POTENTIAL BUSHFIRE IMPACT ASSESSMENT

3.1 Assessment Input

3.1.1 Fire Danger Index (FDI) Applied

AS 3959:2018 Table 2.1 specifies the fire danger index values to apply for different regions.

Table 3.1.1: Applied FDI Value

FDI VALUE			
Vegetation Areas	As per AS 3959:2018 Table 2.1	As per DFES for the Location	Value Applied
All	80	N/A	80

3.1.2 Vegetation Classification and Effective Slope

Classification: Bushfire prone vegetation identification and classification has been conducted in accordance with AS 3959:2018 s2.2.3 and the Visual Guide for Bushfire Risk Assessment in WA (DoP February 2016). When more than one vegetation type is present, each type is identified separately, and the applied classification considers the potential bushfire intensity and behaviour from the vegetation types present and ensures the worst-case scenario is accounted for – this may not be from the predominant vegetation type. The vegetation structure has been assessed as it will be in its mature state (rather than what might be observed on the day).

Effective Slope: Refers to the ground slope under each area of classified vegetation and is described in the direction relative to the view from the building or proposed development site. Effective slope is not the same as 'average slope', rather it is the slope which most significantly influences fire behaviour. This slope has a direct and significant influence on a bushfire's rate of spread and intensity.

Table 3.1.2: Vegetation classification and effective slope.

ALL VEGETATION WITHIN 150 METRES OF THE PROPOSED DEVELOPMENT				
Vegetation Area	Identified Vegetation Types [1] or Description if 'Excluded'	Applied Vegetation Classification [1]	Effective Slope (degrees)[2] (AS 3959:2018 Method 1)	
			Assessed	Applied Range
1	Low open forest A-04 *(Onsite – within Lot 101)*	Class A Forest	0-5	downslope >0-5
2	Low open forest A-04	Class A Forest	0	upslope or flat
3	Low open forest A-04	Class A Forest	0-5	downslope >0-5
4	Excluded – Managed Vegetation	Excluded as per Section 2.2.3.2 (f) Low Threat Vegetation	-	-

VEGETATION AREA 1	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Onsite Low Forest – ranging between 8-12 metres tall (Mature eucalypt trees with a modified mixed shrub and scrub species understory). The precautionary principle has been applied.





Photo ID: 1a	Photo ID: 1b

VEGETATION AREA 1	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Onsite Low Forest – ranging between 8-12 metres tall (Mature eucalypt trees with a modified mixed shrub and scrub species understory). The precautionary principle has been applied.





Photo ID: 1c	Photo ID: 1d

VEGETATION AREA 2	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Offsite Low Forest (neighbouring Lots) – ranging between 8-12 metres tall (Mature eucalypt trees with a mixed shrub and scrub species understory). The precautionary principle has been applied (Vacant Land and remnant vegetation on Private Properties)





Photo ID: 2a	Photo ID: 2b

VEGETATION AREA 2	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Offsite Low Forest (neighbouring Lots) – ranging between 8-12 metres tall (Mature eucalypt trees with a mixed shrub and scrub species understory). The precautionary principle has been applied (Vacant Land and remnant vegetation on Private Properties)





Photo ID: 2c	Photo ID: 2d

VEGETATION AREA 3	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Offsite Low Forest (neighbouring Lots and unmanaged Road Reserves) – ranging between 8-12 metres tall (Mature eucalypt trees with a mixed shrub and scrub species understory). The precautionary principle has been applied.



Photo ID: 3a



Photo ID: 3b

VEGETATION AREA 3	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Type Present:	Low open forest A-04
Description/Justification:	Offsite Low Forest – ranging between 8-12 metres tall (Mature eucalypt trees with a mixed shrub and scrub species understory). The precautionary principle has been applied (Vacant Land and remnant vegetation on Private Properties)



Photo ID: 3c



Photo ID: 3d

VEGETATION AREA 4	
AS 3959:2018 Vegetation Classification Applied:	Excluded as per Section 2.2.3.2 (f) Low Threat Vegetation
Vegetation Type Present:	Excluded – Low Threat Vegetation
Description/Justification:	Residential Built out Area - Existing Structures/Reticulated Gardens/ Managed Grassland in accordance with the AS3959 - 2018 Section 2.2.3.2 (f) Low Threat Vegetation & City Firebreak notice.





Photo ID: 4a	Photo ID: 4b

VEGETATION AREA 4	
AS 3959:2018 Vegetation Classification Applied:	Excluded as per Section 2.2.3.2 (f) Low Threat Vegetation
Vegetation Type Present:	Excluded – Low Threat Vegetation
Description/Justification:	Residential Built out Area - Existing Structures/Reticulated Gardens/ Managed Grassland in accordance with the AS3959 - 2018 Section 2.2.3.2 (f) Low Threat Vegetation & City Firebreak notice.





Photo ID: 4c	Photo ID: 4d

Note: This assessment is reliant on the surrounding land (Area 4) being maintained in a low fuel condition in accordance with the AS3959 - 2018 Section 2.2.3.2 (f) Low Threat Vegetation & City Firebreak notice reflecting the state of the vegetation at the time of the assessment. There are restrictions on accessing individual properties/ backyards to assess the status of vegetation (Managed/ unmanaged). Where applicable, the precautionary principle has been applied.



Figure 3.1

Classified Vegetation & Topography

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

- Subject Site
- Other Lots
- Photo & Direction
- Hydrant
- Driveways

Existing Building
- Dwelling
- Shed
- Water Tank

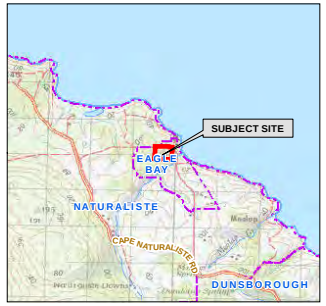
150m Vegetation Assessment Area
- 150m from Subject Site

100m Vegetation Assessment Area
- 100m from Subject Site

Classified Vegetation
- Class (A) Forest
- Exempt 2.2.3.2
- Vegetation Distance

0 20 40 60 80
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
Map updated by: Ian Ross 1/05/2023
A3 Scale 1:1,250

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230077 - 18 Eagle Crescent Eagle Bay (SV&A BMP)\230077 - SV&A - Feb 2023\Mapping\MXD\230077_Fig3-1_VEG_18 Eagle Crescent Eagle Bay.mxd

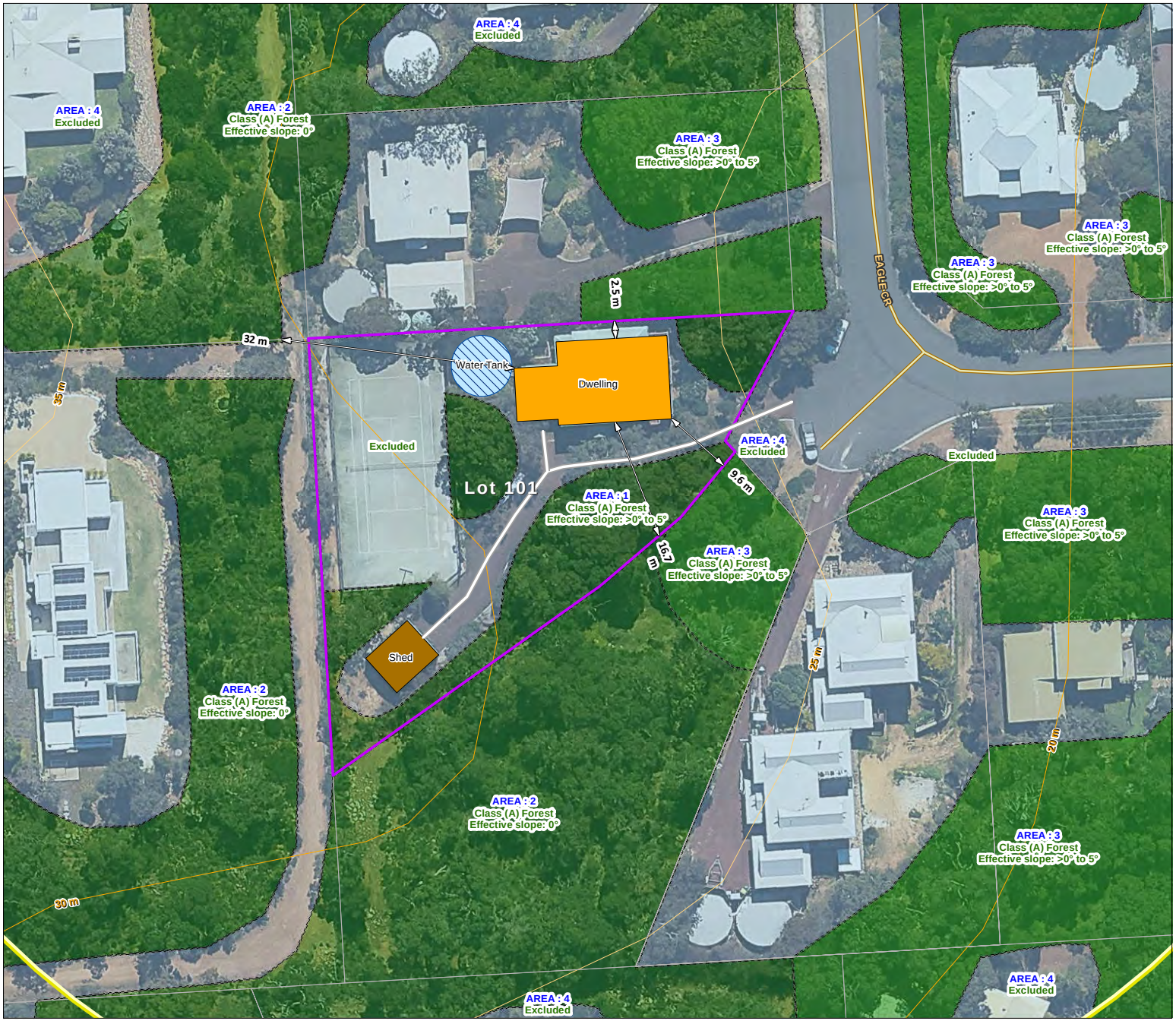


Figure 3.1.1

Classified Vegetation & Topography

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

- Subject Site
- Other Lots
- Driveways

Existing Building

- Dwelling
- Shed
- Water Tank

150m Vegetation Assessment Area

- 150m from Subject Site

100m Vegetation Assessment Area

- 100m from Subject Site

Classified Vegetation

- Class (A) Forest
- Exempt 2.2.3.2
- Vegetation Distance

0 5 10 15 20 25
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
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Map Document Path / Name: K:\Projects\Jobs 2023\230077 - 18 Eagle Crescent Eagle Bay (SV&A BMP)\230077 - SV&A - Feb 2023\Mapping\MXD\230077_Fig3-1-1_VEG_ZOOM_18 Eagle Cres.mxd

3.2 Assessment Output

Understanding the Bushfire Assessment Results - Application of Bushfire Attack Levels (BAL)

In the planning environment, assessing the ability of a proposed development site to achieve BAL-29 or less is the objective (as one of the bushfire protection criteria being assessed). The 'development site' is defined by the LPS Amendment Regulations 2015 as "that part of a lot on which a building that is the subject of development stands or is to be constructed". Therefore, being able to show that a BAL rating of BAL-29 or lower is achievable for a proposed development site (i.e. the building footprint) is an acceptable outcome for that criteria, as established by the bushfire provisions, SPP 3.7 and the associated Guidelines.

3.2.1 Bushfire Attack Level Results – Table Format

BAL - Analysis and Determination				
Relevant Fire Danger Index (AS3959-2018 Table 2.1)				80
BAL Determination Method	Method 1 (as per AS 3959-2018 s2.2.6 and Table 2.4.3)			
Vegetation Area	Applied Vegetation Classification	Effective Slope Under the Classified Vegetation (degrees)	Separation Distance to the Classified Vegetation (metres)	Bushfire Attack Level
1	Class A Forest	0-5	<10	BAL-FZ
2	Class A Forest	0	17	BAL-40
3	Class A Forest	0-5	<5	BAL-FZ
4	Exclusion AS3959-2018 2.2.3.2 (f)	-	-	BAL-LOW
			Determined Bushfire Attack Level	**BAL-FZ**

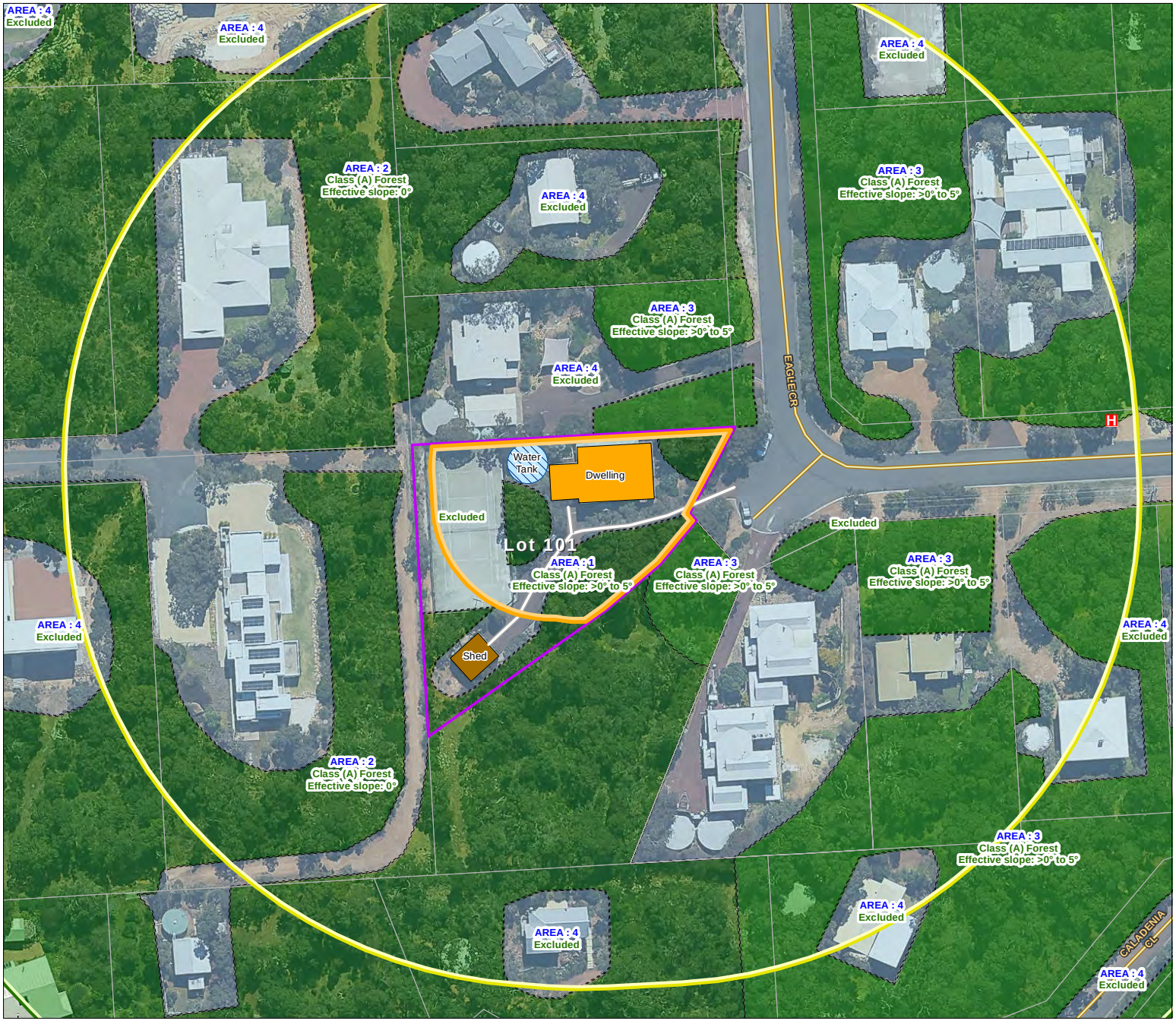


Figure 3.2

Asset Protection Zone Map

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

- Subject Site
- Other Lots
- Hydrant

Asset Protection
- Indicative 25m LGA APZ
- Driveways

Existing Building
- Dwelling
- Shed
- Water Tank

150m Vegetation Assessment Area
- 150m from Subject Site

100m Vegetation Assessment Area
- 100m from Subject Site

Classified Vegetation
- Class (A) Forest
- Exempt 2.2.3.2

0 10 20 30 40 50
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
Map updated by: Ian Ross 1/05/2023
A3 Scale 1:750

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230077 - 18 Eagle Crescent Eagle Bay (SV&A BMP)\230077 - SV&A - Feb 2023\Mapping\MXD\230077_Fig3-2_APZ_18 Eagle Cres.mxd

4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

In response to the Bushfire Management Plan requirements established by Appendix 5 of the Guidelines for Planning in Bushfire Prone Areas (WAPC v1.4), the following statements are made to assist in the understanding of whether the proposal is likely to be able to comply with the bushfire protection criteria now or in subsequent planning stages.

Bushfire Hazard Issues	
Onsite Vegetation	The key assumption used to facilitate the determining of Bushfire Attack Levels on the Proposed development site is that vegetation onsite is under the control of the landowner and therefore can be removed or modified to present a low bushfire threat *(Note: any proposed vegetation removal may be subject to local government approval, dependent on the lot's specific situation with respect to identified environmental protection areas and the lot size).* Any retained vegetation within the proposed APZ (Figure 3.2) or proposed revegetation/ landscaping works will be managed in accordance with the technical requirements established by the Schedule 1: 'Standards for Asset Protection Zones (Guidelines).
Offsite Vegetation	Vegetation offsite is not within the control of the landowner and therefore the vegetation cannot be removed or modified. As a result, the BAL impact from these vegetation areas is unable to be reduced. There are restrictions on accessing individual properties/ backyards to assess the status of vegetation (Managed/ unmanaged). Where applicable, the precautionary principle has been applied. This assessment is reliant on the surrounding land (Area 4) being maintained in a low fuel condition in accordance with the AS3959 - 2018 Section 2.2.3.2 (f) Low Threat Vegetation and as per the City's Firebreak Notice, reflecting the state of the vegetation at the time of the assessment.
Spatial Context - Broader Landscape Considerations	
Wider road network and access constraints	Lot 101 is within a "Residential Built Out Area". The site is provided with a single access route which connects to the public road network (Figure 1.3 – Eagle Bay Road/ Cape Naturaliste Road – Heading South towards Dunsborough town centre).
Proximity of settlements and emergency services	Lot 101 is within a "Residential Built Out Area" (Eagle Bay Locality). Dunsborough Volunteer Bushfire Brigade is located approximately 9.0 km from site.
Bushfire prone vegetation types and extent	Significant extents of bushfire prone vegetation (Forest and Coastal Scrub) exist across the broader landscape (Figure 1.3)

5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA ESTABLISHED BY THE GUIDELINES

For a development application to be considered compliant with SPP 3.7, it must satisfy (achieve) the intent of each of the elements of the bushfire protection criteria (or meet the definition of Minor or Unavoidable development). These criteria are established by the *Guidelines for Planning in Bushfire Prone Areas WAPC v1.4*).

5.1 Summary of Assessment Against the Bushfire Protection Criteria

SUMMARISED OUTCOME OF THE ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA		
Element of the Bushfire Protection Criteria	Basis for the Proposal Achieving Full Compliance with SPP 3.7	
	Acceptable Solutions Met	Acceptable Solutions Not Met
	Applicable solutions are fully met	Minor Development Assessment
5. Vulnerable Tourism Land Uses	A5.2 – Vehicular Access A5.3: Provision of water	A5.1 – Siting & design
Note: The development proposal has been assessed: 1. Against the requirements of the *Guidelines for Planning in Bushfire Prone Areas, WAPC v1.4 (Guidelines)*.		

5.2 Assessment Detail

Element 5 (Tourism Land Use)	
Tourism Type: Holiday House – where the development is within a residential built out area.	
Compliance: How the proposed development achieves the intent of Element 5.1:	Assess as Minor Development - A response to the requirements established by SPP 3.7 section 6.7.1: Minor Development is included in this Report.
ASSESSMENT (COMPLIANCE) STATEMENTS For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the Guidelines (WAPC v1.4).	
Acceptable Solution 5.1(a): Siting and design	
Acceptable Solution is not met - Refer to Section 5.3 – Minor Development Assessment	

Element 5 (Tourism Land Use)	
Tourism Type: Holiday House – where the development is within a residential built out area.	
Compliance: How the proposed development achieves the intent of Element 5.2 & 5.3:	By fully meeting all applicable acceptable solutions established by the Guidelines (WAPC v1.4).
ASSESSMENT (COMPLIANCE) STATEMENTS For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the Guidelines (WAPC v1.4).	
Acceptable Solution 5.2: Vehicular Access	
Acceptable Solution 5.2 (a): Private Driveway	
The existing driveway is <50m in length and is a sealed road with kerbs (Photos 1a/1b). An adequate turnaround area is provided adjacent to the dwelling.	
Acceptable Solution 5.2 (b): Signage	
Signage will be provided within the site, advising of where each access route travels to and the distance and general information signs on what to do in the event of a bushfire (Bushfire Emergency Plan and Bushfire Emergency Poster).	
Acceptable Solution: 5.3a: Provision of water	
A reticulated water supply is available in the area. A hydrant was located on Eagle Crescent approximately 50 metres from site.	

5.3 Minor Development Assessment – Supporting Statements

RESPONSE TO REQUIREMENTS ESTABLISHED BY SPP 3.7 SECTION 6.7.1: MINOR DEVELOPMENT
6.7.1(a) Where full compliance with the Bushfire Protection Criteria requirements cannot be achieved within the boundary of the development site, evidence must be provided demonstrating to the fullest extent possible how the criteria have been addressed and provide justification for those that have not been met.

Lot 101 is considered to be within a "Residential Built Out Area" as per the City of Busselton Local Planning Policy 4.2 'Bushfire'. The development has been assessed as 'Residential-based Minor Development' because the planning application is for a proposed vulnerable land use that will be contained within an existing single residential development and at a scale consistent with that of a typical existing residential building.

The subject land is an existing lot in a residential area which has been development, that may or may not have been subject to consideration of bushfire threat in the past, and for which compliance with A5.1a of the Guidelines for Planning in Bushfire Prone Areas cannot be achieved. The proposed development does not achieve compliance by ensuring the existing building on the lot is in an area that will be subject to potential radiant heat from a bushfire not exceeding 29 kW/m2 (i.e. a BAL rating of BAL-29 or less). The existing building is subject to a BAL FZ Rating. The building position, lot layout and design are a legacy issue, being created prior to the enacting of the bushfire provisions.

The Hazard Within the Subject Site

The subject site currently has Forest vegetation onsite. The proponent will maintain the nominated Asset Protection Zone on the lot to the dimensions and standard stated in this Bushfire Management Plan (APZ within the Lot boundary – Figure 3.2), the Bushfire Guidelines & in accordance with the City Firebreak Notice.

The Hazard Adjoining the Subject Site

Surrounding the proposed development is native vegetation on unmanaged private properties and City road reserves. These areas are made up of predominantly Class "A" Forest vegetation (Coastal Eucalypt overstory). All the outlined unmanaged vegetation has been considered in worst case scenario as per AS3959-2018.

The broad extent of the bushfire prone area is shown in Figure 1.3. Consequently, the potential exists for intense bushfire behaviour to occur within these areas of bushfire prone vegetation. The potential impact on persons and property within the Lot will be an increase in the level of initial ember attack and potential fire impingement on the site in the event of a bushfire.

The potential for ember and radiant heat impact will be lessened by the installation and the ongoing maintenance of the APZ to the Lot boundaries, and to ensure the building will not be impacted by consequential fire within combustible materials used, stored, or accumulated on the site.

A5.1 Siting & Design

The existing dwelling has less than 5 metres separation from classified vegetation (Forest) on the neighbouring Private Property. This has resulted in a BAL Flame Zone Rating.

A2.1 Asset Protection Zone (APZ)

Vegetation offsite is not within the control of the landowner and therefore the vegetation cannot be removed or modified. As a result, the BAL impact from these vegetation areas is unable to be reduced through the installation of an Asset Protection Zone. The proponent will establish the Asset Protection Zone (APZ) on the lot to the dimensions and standard stated in this Bushfire Management Plan (APZ within the Lot boundary – Figure 3.2), the Bushfire Guidelines & in accordance with the City Firebreak Notice.

To improve the bushfire preparedness for the future occupants of the site, additional bushfire planning documentation has been prepared in support of the development proposal. The bushfire emergency plan has given due consideration to the high BAL rating the dwelling, the vehicle access/egress options for the proposed development and precautionary measures have been incorporated into the plan to minimise risk to future residents. The primary action is to evacuate early before a bushfire starts or before the threat impacts the ability for residents & occupants to evacuate the area safely.

6.7.1(b) Ensure that the bushfire hazard level is not increased and/or the ability to manage bushfire hazards on adjoining lands is not otherwise adversely affected.

The use of the existing residential dwelling as short stay accommodation does not increase the bushfire hazard level or the ability to manage bushfire hazards on adjoining lands.

6.7.1(c) Ensure that the siting of the buildings within the boundary of the development site has been optimised to reduce bushfire impact.

There is no new construction being proposed as a part of this development.

6.7.1(d) Give holistic consideration to existing emergency services in the area, existing road networks, water provision, existing places that could function as emergency evacuation centres in a bushfire event, the surrounding landscape, issues that may arise in the course of a bushfire both during and post event, and any contextual issues relevant to the application of bushfire risk management measures.

Refer to Section 5.3.1 - Bushfire Response/Evacuation Advice – Risk Analysis

5.3.1 Bushfire Response/Evacuation Advice – Risk Analysis

Proposed Use and Occupants

Proposed Use: Short Stay Accommodation

Potential Occupants: Adults/Youth/Children

Potential Occupant Issues: Non-English reading/speaking – Potentially not familiar with the local area

Special Health Considerations: N/a

Are occupants needs better suited to evacuation as a first choice? Yes

Site Issues

Building Construction: House is not built-in accordance with the "AS 3959" requirements – No supporting documentation provided.

Is the building likely to be impacted by significant radiant heat? Yes

Is a defendable space available? No (limited)

Are the grounds maintained? Yes (limited)

Access/egress – accessibility/choice:

Vehicle vs Pedestrian: Vehicle

Road Safety: Public Road access readily available

Road Network – Options: Lot 101 is within a "Residential Built Out Area". The site is provided with a single access route which connects to the public road network.

Are routes through bushfire prone vegetation: Implications, level of threat. Yes, but it is fragmented in nature as this is a Residential built out Area.

Existing Fire Fighting Infrastructure

Emergency services: Dunsborough VBFB – < 10.0 km away

Water Supplies: Reticulated Water (Hydrants Available)

Evacuation Considerations

Destinations: Busselton Townsite (<35 minutes) & Dunsborough townsite (<15 minutes)

Movement: private/other vehicles, community vehicle, pedestrian: Private Vehicles

Requirement for ambulance or other special transport: N/a

Shelter in the Building Considerations

Is the property maintained free of fuel and litter in gutters and around buildings? Yes (limited)

Is the building constructed to minimise the impact of a bushfire and have an APZ constructed and maintained to the Standard? – House not built-in accordance with the "AS 3959" requirements – No supporting documentation provided.

Is there access to an onsite refuge/amenity away from the direct threat of bushfire? No

Is their disabled access to shelter? Unknown

Is sufficient supervision of occupants likely? Unknown at this stage, but likely, as the proponent has indicated that the property will come under management from dedicated holiday home management company moving forward.

Consultant's Recommendations

After consideration of:

1. Department of Planning Lands and Heritage (DPLH) Bushfire Guidelines Version 1.4
2. The Bushfire Response/Evacuation risk analysis

The practical solutions to provide for the safety of occupants and improve the bushfire resilience of existing buildings on site, are presented in this Bushfire Management Plan as:

1. Establish the Asset Protection Zone (APZ) on the lot to the dimensions and standard stated in this Bushfire Management Plan (APZ within the Lot boundary – Figure 3.2), the Bushfire Guidelines & in accordance with the City Firebreak Notice.
2. The Bushfire Emergency Plan & Poster – Information to Display
3. A recommendation (in both the Bushfire Management Plan and the Bushfire Emergency Plan) to consider limiting or cancelling any bookings during periods with a forecast Fire Danger Rating of Catastrophic and or Extreme, or if there are active uncontrolled fires burning in this locality.

In the event of a bushfire impacting the property the occupants should evacuate the building and property as directed by the relevant hazard management authority and the Bushfire Emergency Plan & Poster.

6 RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE PROTECTION MEASURES

Table 6.1: BMP Implementation responsibilities prior to occupancy

Landowner (Developer)	
No.	Implementation Actions
1	The local government may condition a development application approval with a requirement for the landowner/proponent to register a notification onto the certificate of title and deposited plan. This will be done pursuant to Section 70A *Transfer of Land Act 1893* as amended ('Factors affecting use and enjoyment of land, notification on title'). This is to give notice of the bushfire hazard and any restrictions and/or protective measures required to be maintained at the owner's cost. This condition ensures that: 1. Landowners/proponents are aware their lot is in a designated bushfire prone area and of their obligations to apply the stated bushfire risk management measures; and Potential purchasers are alerted to the Bushfire Management Plan so that future landowners/proponents can continue to apply the bushfire risk management measures that have been established in the Plan.
2	Post planning approval, the entity responsible for having the BMP prepared should ensure that anyone listed as having responsibility under the Plan has endorsed it and is provided with a copy for their information and informed that it contains their responsibilities. This includes the landowners/proponents, local government and any other authorities or referral agencies ('Guidelines' s4.6.3).
3	Establish the Asset Protection Zone (APZ) on the lot to the dimensions and standard stated in this Bushfire Management Plan (Figure 3.2), the Bushfire Guidelines & in accordance with the City Firebreak Notice. Any retained vegetation or proposed revegetation/ landscaping works will be managed in accordance with the technical requirements established by the Schedule 1: 'Standards for Asset Protection Zones (Guidelines).
4	The existing lot will comply with the requirements of the local government annual firebreak notice issued under s33 of the Bush Fires Act 1954.
5	Prior to occupancy, certain information contained within the bushfire emergency plan, must be displayed in the building – as directed in that advice.

Table 6.2: Ongoing management responsibilities for the Landowner/Occupier.

Landowner/Occupier - Ongoing	
No.	Ongoing Management Actions
1	Maintain an Asset Protection Zone (APZ - Figure 3.2) to the standards established by this Bushfire Management Plan and the Bushfire Guidelines.
2	Comply with the Local firebreak notice issued under s33 of the Bush Fires Act 1954. This may include specifications for asset protection zones that differ from the Guideline's APZ Standards, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with.
3	Ensure that any builders (of future structures on the lot) are aware of the existence of this Bushfire Management Plan and the responsibilities it contains regarding the application of construction standards corresponding to a determined BAL.
4	Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with: 1. the requirements of the WA Building Act 2011 and the bushfire provisions of the Building Code of Australia (BCA); and 2. with any identified additional requirements established by this BMP or the local government.
5	The bushfire emergency plan contains information that is required to be displayed and available to inform all occupants. This information must continue to be updated to ensure the content does not become outdated.

Table 6.3: Ongoing management responsibilities for the Local Government.

Local Government - Ongoing	
No.	Ongoing Management Actions
1	Monitor landowner compliance with the Bushfire Management Plan and the annual Firebreak and Fuel Load notice.

APPENDIX 1: TECHNICAL REQUIREMENTS FOR ONSITE VEGETATION MANAGEMENT

A1.1 Requirements Established by the Guidelines – Standards for Asset Protection Zones

(Source: Guidelines for Planning in Bushfire Prone Areas - WAPC 2021 v1.4 Appendix 4, Element 2, Schedule 1 and Explanatory Note E2)

DEFINING THE ASSET PROTECTION ZONE (APZ)

Description: An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level (by reducing fuel loads). The width of the required APZ varies with slope and vegetation and varies corresponding to the BAL rating determined for a building (lower BAL = greater dimensioned APZ).

For planning applications, the minimum sized acceptable APZ is that which is of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It will be site specific.

For subdivision planning, design elements and excluded/low threat vegetation adjacent to the lot(s) can be utilised to achieve the required vegetation separation distances and therefore reduce the required dimensions of the APZ within the lot(s).

Defendable Space: The APZ includes a defendable space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defendable space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defendable space is dependent on the space, which is available on the property, but as a minimum should be 3 metres.

Establishment: The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

[Note: Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation that can be involved in a bushfire, is unsafe.]

E2 Managing an Asset Protection Zone (APZ) to a low threat state

An APZ is a low fuel area maintained around a habitable building to increase the likelihood that it will survive a bushfire, by providing a defendable space and reducing the potential for direct flame contact, radiant heat exposure and ember attack.

Vegetation management within an APZ should provide defendable space and be maintained to a low threat state, in perpetuity, in accordance with the requirements outlined in Schedule 1.

The width of an APZ varies with slope and vegetation type, however it should only be as wide as needed to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m² (BAL-29), or 10kW/m² where a building is identified for use as an on-site shelter. An APZ is generally not required where a building or development site achieves 29kW/m² (BAL-29) or lower in its pre-development state (prior to any vegetation clearing or modification).

An APZ should include an area of defendable space immediately adjoining a building, that is kept free from combustible items and obstructions, within which firefighting operations can be undertaken to defend the structure. Where a lot contains a building envelope, it may not be necessary for the entire building envelope to achieve 29kW/m² (BAL-29) as this may result in significant unnecessary clearing. It is recommended that the BMP identifies that a sufficient APZ can be accommodated within the building envelope, with the development site and associated APZ to be determined at the development approval stage.

An APZ should be contained within the boundaries of the lot on which the building is situated, except in instances where it is demonstrated that the vegetation on the adjoining land is managed in a low threat state, as per cl. 2.2.3.2 of AS 3959, such as a road, managed park, rocky outcrop or a water body.

The siting of a habitable building and associated APZ should aim to minimise the clearing of vegetation. The BMP should demonstrate that the proposed APZ has minimised the unnecessary loss of vegetation or potential for conflict with landscape or environmental objectives; and complies with environmental approvals/exemptions (where necessary). A re-design or reduction in lot yield may be necessary to minimise the removal and modification of remnant vegetation.

It is recommended that development be located on flat areas or slopes less than 20 degrees (especially where classified vegetation is located downslope to a building) and away from ridge tops, crests or narrow gullies, as bushfire can spread rapidly in these areas. Circumstances where these locations may be suitable for development to occur include where the land is already cleared, and 29kW/m² (BAL-29) or lower can be achieved for the whole development site without the use of an APZ. To ensure soil stability within an APZ, vegetation removal on slopes exceeding 18 degrees is discouraged.



Figure 17: Topography considerations for building locations

(Source: Guidelines for Planning in Bushfire Prone Areas 2021, Appendix 4)

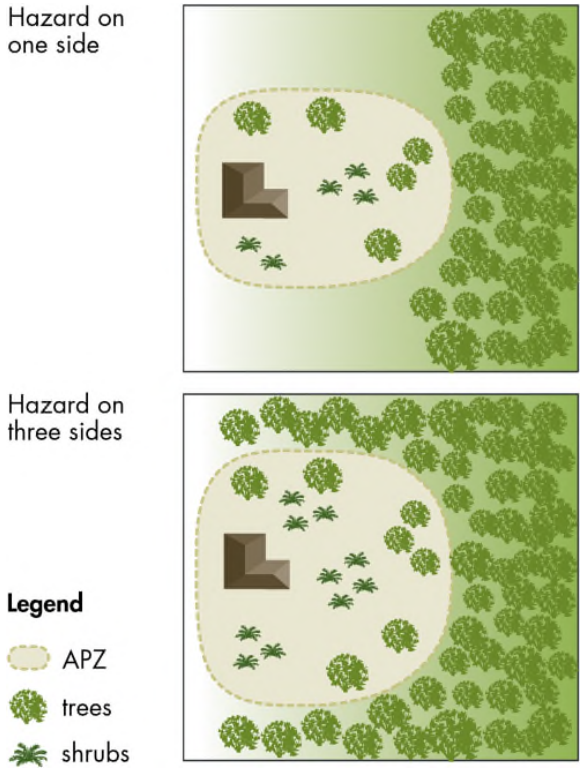
Fine fuel load should be maintained to less than two tonnes per hectare; however this is often a subjective assessment. Reducing fuel load levels does not necessarily require the removal of existing vegetation. A combination of methods can be utilised to reduce fuel load such as raking, weed removal, pruning, mulching and/or the removal of plant material.

A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter is approximately 100 grams per handful, so two handfuls of litter per square metre will roughly equate to two tonnes per hectare. Different types of fine fuel, like mulch or pine needles may be more or less than a handful, however the 100 grams per square metre rule of thumb can still be used.

The landowner or proponent is responsible for maintaining an APZ in accordance with Schedule 1 - Standards for Asset Protection Zones. Ongoing maintenance of an APZ is usually enforced through the local government firebreak notice issued under section 33 of the *Bushfires Act 1954*, and/or through a condition of a development approval, which requires the implementation of measures identified within a BMP.

A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, it should be noted that fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation is unsafe.



(Source: Guidelines for Planning in Bushfire Prone Areas 2021, Appendix 4)

E2 Landscaping and design of an asset protection zone

Landscaping, design, and maintenance of an APZ in a bushfire prone area can significantly improve the bushfire resilience of a building. An APZ should not be seen as an area entirely cleared of vegetation, but as a strategically designed space that gives holistic consideration to how existing or proposed vegetation or non-combustible features interact with or affect the building's bushfire resilience.

A well designed APZ provides a greater level of vegetation management within the first few metres of a building with, for example, less vegetation or inclusion of non-combustible materials. The vegetation within the remainder of an APZ can increase further away from the building with carefully considered plant selection and landscaping techniques.

Strategic landscaping measures can be applied, such as replacing weeds with low flammability vegetation (refer to E2 Plant Flammability) to create horizontal and vertical separations between the retained vegetation. The accumulation of fine fuel load from different plants is an important consideration for ongoing maintenance in accordance with Schedule 1. For example, when planting ground covers under deciduous trees within an APZ, the total fine fuel load prescribed in Schedule 1 will include any dead plant material from ground covers and leaf litter from the trees.

Plant density and final structure and form of mature vegetation should be considered in the initial landscaping stages. For example, clumps of sapling shrubs planted at a density without consideration of future growth, may increase the bushfire risk as a clump will quickly grow to exceed 5m^2. It should be noted that in some cases, a single shrub in a mature state may be so dense as to fill a 5m^2 clump alone.

The location of plants within an APZ is a key design technique. Separation of garden beds with areas of low fuel or non-combustible material, will break up fuel continuity and reduce the likelihood of a bushfire running through an APZ and subjecting a dwelling to radiant heat or direct flame contact. It is important to note, where mature trees are separated from a building by six metres, but the canopy has grown to extend or overhang a building, maintenance and pruning to remove the overhanging branches should be undertaken without the entirety of the tree being removed.

Mulches used within the APZ should be non-combustible. The use of stone, gravel, rock and crushed mineral earth is encouraged. Wood mulch >6mm in thickness may be used, however it is recommended that it is used in garden beds or areas where the moisture level is higher by regular irrigation. These materials could be sourced from non-toxic construction and demolition waste giving the added benefit of reducing the environmental impact of any 'hard landscaping' actions.

Combustible objects, plants, garden supplies such as mulches, fences made from combustible material, should be avoided within 10 metres of a building. Vines or climbing plants on pergolas, posts or beams, should be located away from vulnerable parts of the building, such as windows and doors. Non-flammable features can be used to provide hazard separation from classified vegetation, such as tennis courts, pools, lawns and driveways or paths that use inorganic mulches (gravel or crushed rock). Consider locating firewood stacks away from trees and habitable buildings.

Incorporation of landscaping features, such as masonry feature walls can provide habitable buildings with barriers to wind, radiant heat and embers. These features can include noise walls or wind breaks. Use of Appendix F of AS 3959 for bushfire resistant timber selection within areas of 29kW/m^2 (BAL-29) or below, or the use of non-combustible fencing materials such as iron, brick, limestone, metal post and wire is encouraged.

In addition to regular maintenance of an APZ, further bushfire protection can be provided at any time

by: ensuring gutters are free from vegetation;

- installing gutter guards or plugs;
- regular cleaning of underfloor spaces, or enclosing them to prevent gaps;
- trimming and removing dead plants or leaf litter;
- pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors;
- removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank; and/or
- following the requirements of the relevant local government section 33 fire break notice, which may include additional provisions such as locating wood piles more than 10 metres from a building.

Preparation of a property prior to the bushfire season and/or in anticipation of a bushfire is beneficial even if your plan is to evacuate. As embers can travel up to several kilometres from a bushfire and fall into small spaces and crevices or land against the external walls of a building, best practice recommends that objects within the APZ are moved away from the building prior to any bushfire event. Objects may include, but are not limited to: • door mats;

- outdoor furniture;
- potted plants;
- shade sails or umbrellas;
- plastic garbage bins;
- firewood stacks;
- flammable sculptures; and/or
- playground equipment and children's toys.

E2 Plant flammability

There are certain plant characteristics that are known to influence flammability, such as moisture or oil content and the presence and type of bark. Plants with lower flammability properties may still burn during a bushfire event but may be more resistant to burning and some may regenerate faster post-bushfire.

There are many terms for plant flammability that should not be confused, including:

- Fire resistant – plant species that survive being burnt and will regrow after a bushfire and therefore may be highly flammable and inappropriate for a garden in areas of high bushfire risk.
- Fire retardant – plants that may not burn readily or may slow the passage of a bushfire.
- Fire wise – plants that have been identified and selected based on their flammability properties and linked to maintenance advice and planting location within a garden.

Although not a requirement of these Guidelines, local governments may develop their own list of fire wise or fire-retardant plant species that suit the environmental characteristics of an area. When developing a recommended plant species list, local governments should consult with ecologists, land care officers or environmental authorities to ensure the plants do not present a risk to endangered ecological communities, threatened, or endangered species or their habitat.

When selecting plants, private landholders and developers should aim for plants within the APZ that have the following characteristics:

- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed); do not produce or hold large amounts of fine dead material in their crowns; and/or will not become a weed in the area.

Refer to the WAPC Bushfire and Vegetation Fact Sheet for further information on clearing and vegetation management and APZ landscaping, design and plant selection reference material.

Schedule 1: Standards for APZ

Fences: Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).

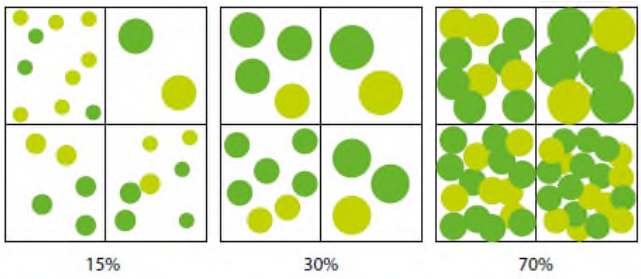
Fine Fuel Load (Combustible, dead vegetation matter <6 millimetres in thickness):

- Should be managed and removed on a regular basis to maintain a low threat state.
- Should be maintained at <2 tonnes per hectare (on average).
- Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.

Trees* (> 6 metres in height):

- Trunks at maturity should be a minimum distance of six metres from all elevations of the building.
- Branches at maturity should not touch or overhang a building or powerline.
- Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation.
- Canopy cover within the APZ should be <15 per cent of the total APZ area.
- Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.

Tree canopy cover – ranging from 15 to 70 per cent at maturity



(Source: Guidelines for Planning in Bushfire Prone Areas 2021, Appendix 4)

Shrub* and Scrub* (0.5 metres to 6 metres in height Shrub and Scrub >6 metres in height are to be treated as trees):

- Should not be located under trees or within three metres of buildings.
- Should not be planted in clumps >5 square metres in area.
- Clumps should be separated from each other and any exposed window or door by at least 10 metres.

Ground covers* (<0.5 metres in height. Ground covers greater than >0.5 metres in height are to be treated as shrubs):

- Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above.
- Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.

Grass:

- Grass should be maintained at a height of 100 millimetres or less, at all times.
- Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.

Defendable Space: Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.

LPG Gas Cylinders:

- Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building.
- The pressure relief valve should point away from the house.
- No flammable material within six metres from the front of the valve.
- Must sit on a firm, level and non-combustible base and be secured to a solid structure.

** Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes*

A1.2 Requirements Established by the Local Government – the Firebreak Notice

The local government's current Firebreak Notice is available on their website, at their offices and is distributed as ratepayer's information. It must be complied with.

These requirements are established by the local government's Firebreak Notice created under s33 of the Bushfires Act 1954 and issued annually (potentially with revisions). The Firebreak Notice may include additional components directed at managing fuel loads, accessibility and general property management with respect to limiting potential bushfire impact.

If Asset Protection Zone (APZ) specifications are defined in the Firebreak Notice, these may differ from the Standards established by the Guideline's, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with.

The APZ dimensions to be physically established and maintained, will be based on which of the following establishes the larger APZ dimension:

- The dimensions corresponding to the determined BAL of a building (refer to Section 3.2 explanation of the 'planning' versus 'building' requirements and 'indicative' versus 'determined' BAL(s)); or
- The APZ dimensions established by the local government's Firebreak Notice.

A1.3 Requirements Recommended by DFES – Property Protection Checklists

Further guidance regarding ongoing/lasting property protection (from potential bushfire impact) is presented in the publication 'DFES – Fire Chat – Your Bushfire Protection Toolkit'. It is available from the Department of Fire and Emergency Services (DFES) website.

A1.4 Requirements Established by AS 3959:2018 – 'Minimal Fuel Condition'

This information is provided for reference purposes. This knowledge will assist the landowner to comply with Management Requirement No. 3 set out in the Guidance Panel at the start of this Appendix. It identifies what is required for an area of land to be excluded from classification as a potential bushfire threat.

"Australian Standard - AS 3959:2018 Section 2.2.3.2: Exclusions - Low threat vegetation and non-vegetated areas:

The Bushfire Attack Level shall be classified BAL-LOW where the vegetation is one or a combination of the following:

a) Vegetation of any type that is more than 100m from the site.

b) Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified vegetation.

c) Multiple area of vegetation less than 0.25ha in area and not within 20m of the site or each other or other areas of vegetation being classified vegetation.

d) Strips of vegetation less than 20m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20m of the site or each other, or other areas of vegetation being classified vegetation.

e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.

f) *Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a* ***minimal fuel condition,*** *(means insufficient fuel available to significantly increase the severity of a bushfire attack – for example, recognisable as short cropped grass to a nominal height of 100mm), mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks (single row of trees)."*

Bushfire Emergency Plan

Operational Document

For Owners/Managers of Buildings Used for Short Stay Accommodation or Visitation

Lot 101 (18) Eagle Crescent, Eagle Bay

City of Busselton

Vulnerable Land Use Category: (Guidelines WAPC v1.4)	Category 3: A facility that involves short-stay accommodation or visitation for people who are unaware of their surroundings and who would require assistance or direction in the event of a bushfire.
Facility/Premises Use Type:	Holiday Home Accommodation
Date Created:	19 May 2023
Associated Bushfire Management Plan Reference No:	230077

To Be Reviewed Annually

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		☐	☐	
		☐	☐	

BEP (Short Stay Accommodation-Visitation) Template v2.3

Limitation of Liability: The procedures and their associated actions contained in this Bushfire Emergency Plan do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.

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4. Sheltering in Your Home
5. Travelling During a Bushfire
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USING THE BUSHFIRE EMERGENCY PLAN

This Bushfire Emergency Plan (BEP) has been developed for the proposed development/use that is short stay accommodation or visitation and a 'vulnerable' land use (as defined by *State Planning Policy 3.7 Planning in Bushfire Prone Areas*). Specific to this use is the fact that it is unlikely there will be a manager/resident permanently on site with the knowledge and capacity to act as a responsible person in the event of a bushfire emergency and therefore manage the application of the BEP throughout the year.

BUSHFIRE CONSULTANT RECOMMENDATIONS

It is recommended that the Property owner or Property manager consider limiting or cancelling any bookings during periods with a forecast Fire Danger Rating of Catastrophic and or Extreme, or if there are active uncontrolled fires burning in this locality.

DISPLAY OF BUSHFIRE EMERGENCY INFORMATION

1. Bushfire Emergency Information is to be available and displayed in prominent position/s and readily accessible to all persons.

2. The facility/premises owner and/or manager is to have available a printed full copy of the current Bushfire Emergency Plan for reference.

CONDUCT THE ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN - UPDATE AS REQUIRED

Make required changes to emergency contacts or emergency information sources within this Bushfire Emergency Plan. Ensure that any changes are also applied to the bushfire emergency information displayed within the facility/premises.

THE DESIGNATED PRIMARY EMERGENCY PROCEDURE

In the event of a bushfire emergency

THE DESIGNATED PRIMARY PROCEDURE IS

SAFE (EARLY) EVACUATION

EMERGENCY CONTACTS

FACILITY/PREMISES CONTACTS			
POSITION	NAME	BUSHFIRE RESPONSIBILITY	MOBILE NUMBER
Property Manager	Margaret River Properties Michael Dodd	Primary Contact.	0434 012 690
Property Owner		Primary Contact.	

STATE EMERGENCY CONTACTS		
ORGANISATION	SERVICES	NUMBER
Department of Fire and Emergency Services (DFES) / Police / Ambulance	Response to life threatening emergencies. Use to report a fire.	Call triple zero (000) or use the EMERGENCY+ Phone App.
State Emergency Service (SES)	Assistance with structural damage, flooding, rescuing persons.	13 2500
Western Power	Response to electricity supply outages and damage.	13 1351

OTHER CONTACTS		
ORGANISATION	SERVICES	PHONE NUMBER
Busselton Hospital	Medical services	08 9753 6000
Sir Charles Gairdner Hospital	Medical services	08 6457 3333
Perth Children's Hospital	Medical services	08 6456 2222
Department of Communities Child Protection and Family Support	Crisis care	1800 032 965
Red Cross	Emergency humanitarian assistance	1800 733 276
Salvation Army	Social services care line	13 72 58

INFORMATION TO MONITOR AND INFORM DECISION MAKING

ORGANISATION	SERVICES	NUMBER/WEBSITE
Your Surroundings	This can be your best information source. Stay alert to what is happening all around you for as far as you can see. Be aware of the current and forecast wind direction as this is the primary direction the fire will move.	
Emergency WA website	Warnings, incidents, fire danger ratings, total fire bans, preparation, and recovery information	www.emergency.wa.gov.au
Radio	Bushfire alerts, warnings, and information.	Local ABC stations (AM/digital).
Your Mobile Phone	Emergency alert (warnings).	An automated government telephone warning system for numbers in an affected area.
Department of Fire & Emergency Services (DFES)	Public emergency information. Note: Call triple zero (000) to report a fire.	13 3337 (13 DFES) www.dfes.wa.gov.au www.twitter.com/dfes_wa www.facebook.com/dfeswa
Parks and Wildlife Service	Bushfire alerts and warnings, prescribed burns in national parks.	www.dpaw.wa.gov.au
Bureau of Meteorology	Fire weather information and weather forecasts.	www.bom.gov.au/wa/forecasts
Main Roads WA	Road conditions/closures.	13 8138 | www.mainroads.wa.gov.au

FACILITY/PREMISES PREPARATION

REQUIRED ACTIONS
The following actions are to be conducted by the property owner/manager before the bushfire season and maintained during the season.

1. SITE PREPARATION

☐ Bushfire Emergency Information is displayed in prominent position and is readily accessible.

☐ Comply with the Homeowners Bushfire Survival Manual (DFES 2014) and any additional protection measures identified from the DFES Fire Chat – Bushfire Preparedness Toolkit.

☐ Maintain Asset Protection Zones (APZ) around all buildings in accordance with the associated Bushfire Management Plan (BMP) which also establishes the size of the zones for this site. The maintenance specifications and any additional requirements are also stated below.

☐ Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954. Where the requirements are additional to or provide a greater level of bushfire protection than those established in this emergency plan – they must be complied with.

☐ Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground or any surface vegetation. Ensure there is clear separation between mature tree crowns.

☐ Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m^2 in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants). Shrubs greater than 5 metres in height are to be treated as trees.

☐ Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 mm in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.

☐ Grass: should be managed to maintain a height of 50 mm or less across the entire site. Remove any piles of vegetation from site.

☐ Ensure property access is kept clear and easily trafficable. Trim trees and shrubs overhanging firebreaks or driveways to the minimum heights and widths established by the relevant local government firebreak notice.

☐ Clear all roofs, roof gutters and valleys of any combustible material.

Emergency Response - Triggers

	TRIGGER	PROCEDURE TO BE INITIATED	
		Safe (early) Evacuation	Shelter-in-Place
		PRIMARY	SECONDARY
A	***A BUSHFIRE IS IDENTIFIED – An Alert has been Issued.*** **Listen to the Local Radio (ABC - 684 AM). Monitor your information Sources.** A bushfire 'EMERGENCY', 'WATCH AND ACT' or 'ADVICE' warning is in place for the area. Early evacuation should almost always be the Primary action – you should never 'wait and see what happens'. Sheltering-in-place during a bushfire should be a last option when there is insufficient time to evacuate.	✓	Immediately contact the DFES (000) if you are considering this option. In some limited circumstances such as in remote locations or facilities with people with mobility issues, early evacuation may be difficult to implement, and sheltering-in-place may be the safest action.
B	***A BUSHFIRE IS IDENTIFIED – No Warnings in Place. You are Concerned for your safety.*** **Listen to the Local Radio (ABC - 684 AM). Monitor your information Sources**. Early evacuation should almost always be the Primary action – you should never 'wait and see what happens'. Sheltering-in-place during a bushfire should be a last option when there is insufficient time to evacuate.	✓	Immediately contact the DFES (000) if you are considering this option. In some limited circumstances such as in remote locations or facilities with people with mobility issues, early evacuation may be difficult to implement, and sheltering-in-place may be the safest action.

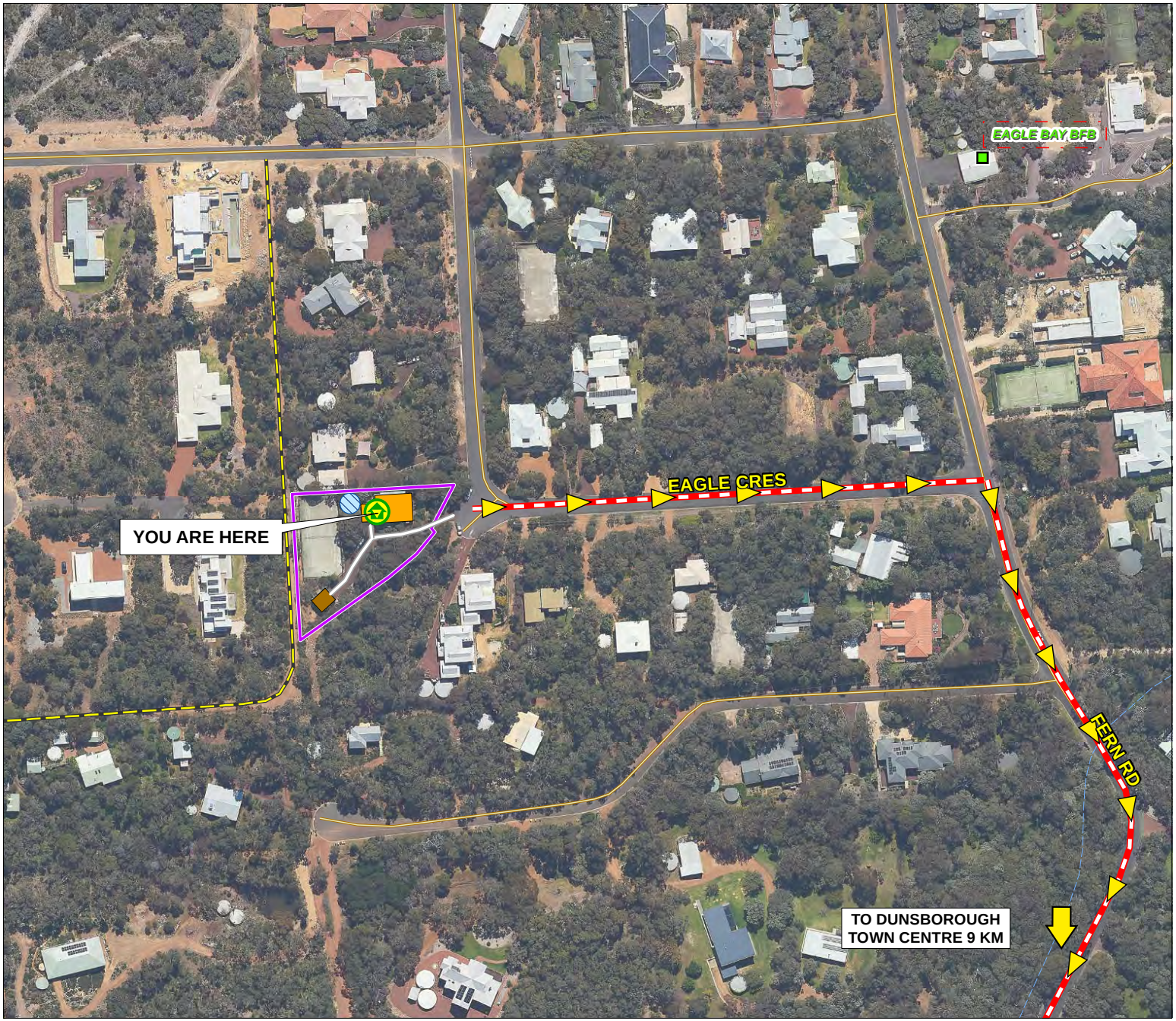


Figure 1

Site Emergency Information

Lot 101 on Plan 409946, Area : 2,442 sq m
18 Eagle Crescent,
EAGLE BAY 6281
CITY OF BUSSELTON

------ LEGEND ------

- You Are Here
- Evacuation Routes
- Subject Site
- Driveways

Emergency Access
- Fire Service Access Route

Existing Building
- Dwelling
- Shed
- Water Tank
- Bush Fire Brigade

0 20 40 60 80
Metres

------ LOCALITY ------



Aerial Imagery : Landgate/SLIP
Image Date : Sep 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 1/05/2023
Map updated by: Ian Ross 1/05/2023
A3 Scale 1:1,500

BUSHFIRE PRONE PLANNING

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence arising from relying on any information depicted.
Map Document Path / Name: K:\Projects\Jobs 2023\230077 - 18 Eagle Crescent Eagle Bay (SV&A BMP)\230077 - SV&A - Feb 2023\Mapping\MXD\230077_BEP_Fig1_SITE_18 Eagle Cres.mxd

BUSHFIRE EMERGENCY INFORMATION

Lot 101 (18) Eagle Crescent, Eagle Bay

Recommended Print Size : **A3**

Information Developed By: BUSHFIRE PRONE PLANNING

000 EMERGENCY — In a life threatening emergency dial 000

INSTRUCTIONS

EVACUATING THE SITE

TRIGGERS TO ACT:

A. A Bushfire is identified, and a bushfire "EMERGENCY" or "WATCH AND ACT" or "ADVICE" warning is issued, or

B. A Bushfire is identified in the vicinity, no warnings are in place, but you are concerned for your safety, or

EVACUATION PROCEDURE:

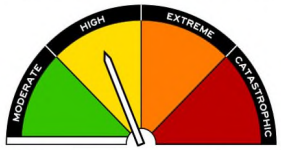
1. Check the Bushfire information sources.
2. Call 000 if you are concerned for your safety.
3. Evaluate if the evacuation routes remain available.
4. Choose the appropriate evacuation destination & route.
5. Evacuate the property to a safer location.

SHELTER ON-SITE (LAST RESORT)

Triggers to Act: Impact from bushfire is imminent, evacuation routes are threatened and there is no time to perform a safe evacuation or emergency services have instructed you to shelter in place.

Procedure: Take immediate action to survive. Call 000 to report your situation and location, shut all doors/windows, be aware and keep up to date.

FORECAST FIRE DANGER RATINGS



The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts.

No Rating	No Action Required
Moderate	Plan and Prepare
High	Be Ready to Act
Extreme	Take Action Now to Protect Your Life and Property
Catastrophic	For Your Survival, Leave Bush Fire Risk Areas

BUSHFIRE EVENT WARNINGS

ADVICE

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

WATCH & ACT

There is a possible threat to lives or homes. You need to leave or get ready to defend. Do not wait & see.

EMERGENCY

There is a threat to lives or homes. You are in danger & need to act now to survive.

BUSHFIRE INFORMATION SOURCES AND EMERGENCY CONTACTS

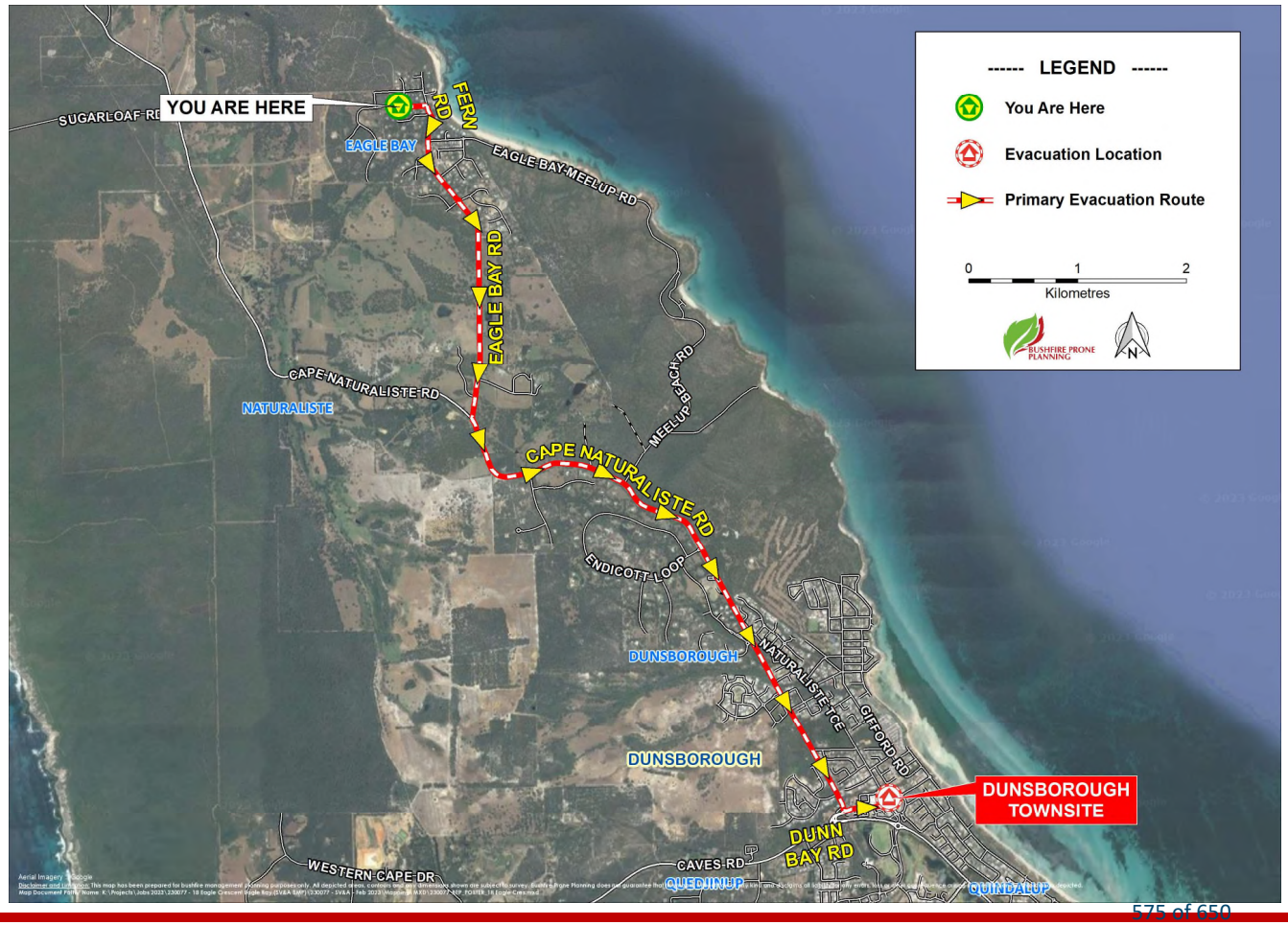
Police/Fire/Ambulance: Dial 000 I **Local ABC Radio** – 684 AM Busselton (Bushfire information) I **www.emergency.wa.gov.au** (Bushfire)

Property Manager: Michael Dodd – 0434 012 690 I **DFES -** 13 33 37, www.twitter.com/dfes_wa , www.facebook.com/dfeswa

EVACUATION DESTINATIONS / ROUTES

Destination 1: Dunsborough Town Centre

Route 1: Eagle Crescent – Fern Road – Eagle Bay Road – Cape Naturaliste Road – Dunn Bay Road



THE SAFE (EARLY) EVACUATION PROCEDURE

A. An 'Advice,' 'Watch and Act' or 'Emergency Warning' alert has been issued by an emergency service authority.

B. A Bushfire has been identified near your location. You are concerned for your safety.

Refer to the BUSHFIRE EMERGENCY INFORMATION Poster

1. Monitor the **ABC local radio (Busselton - 684 AM)** and other information sources regularly for local bushfire information (weather trends, warnings, locations).
2. Call 000 if you are concerned for your safety.
3. Evaluate if the evacuation routes remain available.
4. Occupants must identify the appropriate evacuation route to use.
5. Be aware of your ongoing ability to evacuate safely and base the decision to evacuate on this ability or any emergency services directives received.

If the Evacuation Routes are determined to no longer be safe, then SHELTERING-IN-PLACE will be the required action.

THE SHELTER-IN-PLACE PROCEDURE

Shelter in the Dwelling (Last Resort)

Note: *Sheltering in the existing dwelling differs vastly from a Refuge Building or Refuge Open space. Early evacuation before a bushfire starts should always be the priority.*

Immediately notify DFES by dialling 000 and give the following details:

1. Nature of the incident and state that people are sheltering in place;
2. Location (street address);
3. Nearest cross roads (names and distance);
4. Where sheltering;
5. Number of people sheltering;
6. Can you see the fire front /estimate distance away; and
7. Can you see spot fires / are spot fires around the shelter?

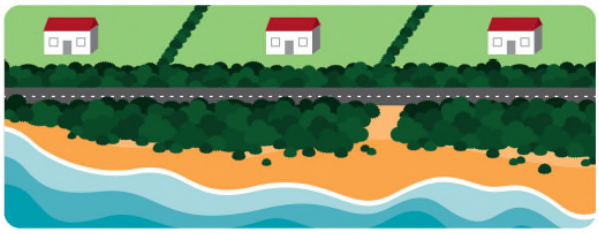
If the nominated Emergency Assembly Building is deemed unsafe or to be under direct threat, occupants must evaluate the situation and make informed decisions. The choice will be to continue to stay and defend or proceed to an area of minimal fuel vegetation as a last resort and if it is safe to do so. The latter action is not recommended but is an alternative if the current refuge is deemed to be not safe for occupants and vehicle evacuation routes remain unsafe.

Am I at risk from Bushfire?

Bushfire Fact Sheet

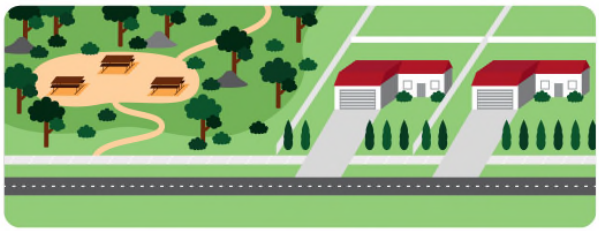
Bushfires happen every summer. They can start suddenly and without warning. It's important to understand your risks and plan what you'll do to keep safe when a bushfire threatens your life or home.

Bushfires can start anywhere.



Coastal scrub

Coastal scrub fires can be hot and move fast. If you live near areas of coastal scrub, you're at risk.



Suburbs, parks and reserves

Flames and flying embers can cross roads and impact homes. If you live in the suburbs, near parks or reserves, you're at risk.



Grasslands

Grass fires can start easily and spread quickly. If you live in a house or urban area near grasslands, you're at risk.



Farm and paddocks

Fires can spread quickly over large areas like paddocks. If you live on a farm or near paddocks, you're at risk.



Forrest and bushland

Fires in these areas can be very intense and extremely difficult for emergency services to reach and extinguish. If you live in an area surrounded by or near forest or bushland, your risk is very high.

If you live in any of these environments, bushfire is a real threat to you and those you live with. You will need to prepare your home, property and household in case of a bushfire.



HOW DO I KEEP **INFORMED?**

FIRES CAN HAPPEN SUDDENLY AND CHANGE QUICKLY, SO DON'T RELY ON RECEIVING A WARNING. It's your responsibility to stay informed and alert. Be flexible – get emergency information from multiple sources and never rely on any one source of information. **Take these four steps to help you keep informed about bushfires and emergencies near you:**

STAY CONNECTED

Connected communities are safer communities.

Join a Bushfire Ready Group to get to know the risk in your local area.

Keep in contact with neighbours, friends and family, especially during high fire-risk day.

Talk to your local brigade about how to prepare for a bushfire.

STAY ALERT

If you can see or smell a bushfire – that's your warning.

Your surroundings could be the best source of information.

If you live in, or near bush, you need to stay alert. If there are signs of a bushfire you could be in danger. Act immediately to keep you and your family safe.

KEEP YOUR DETAILS UP TO DATE

A telephone warning might be sent to your mobile phone or landline in extreme circumstances. This warning system (Emergency Alert) uses the address held by your phone company.

Keep your address details up to date with your phone company to give yourself the best chance of receiving a warning if one is issued.

MONITOR OFFICIAL WARNINGS

During an emergency monitor what's happening. You can find bushfire alerts and warnings at:

Emergency WA
emergency.wa.gov.au

DFES Public Information
13 DFES (13 3337)

DFES Facebook
facebook.com/dfeswa

DFES Twitter
twitter.com/dfes_wa

ABC Radio or 6PR
Your local radio frequency

RSS feeds
(subscribe via www.emergency.wa.gov.au)

For more information visit **dfes.wa.gov.au/bushfire**

or contact DFES Community Preparedness: **Community.Preparedness@dfes.wa.gov.au**

or **9395 9816**

The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in the reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and viewers should obtain their own independent advice and make their own necessary inquiries.

September/2020/V1.0

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?



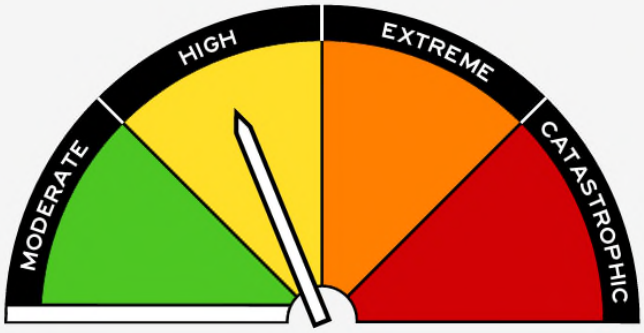
Introducing the new Australian Fire Danger Rating System

Fire danger ratings describe the potential level of danger should a bushfire start.

They are important because they provide people with information so that they can take action to protect themselves and others from the potentially dangerous impacts of bushfires.

From 1 September 2022, Australians will have a simplified, action-oriented Fire Danger Rating System.

The new Australian Fire Danger Rating System (AFDRS) levels are:



Moderate
Plan and prepare

High
Be ready to act

Extreme
Take action now to protect life and property

Catastrophic
For your survival, leave bushfire risk areas

- The AFDRS will also introduce 'no rating' for days where no proactive action is required by the community. On these days you will still need to abide by local seasonal laws and regulations but there is little or no risk of a fire that starts spreading in a dangerous or life-threatening way.
- The AFDRS is informed by one of Australia's largest social research projects which found that most Australians do not understand the current system and would prefer a simpler, action-oriented set of fire danger ratings.
- The AFDRS is being implemented consistently across Australia and will mean that wherever you are across the country, you will be able to understand the threat posed on any given day and make appropriate decisions to keep you and your family safe.

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JUNE/2022/V1.0

GOVERNMENT OF WESTERN AUSTRALIA
DFES Department of Fire & Emergency Services
HOW FIREPROOF IS YOUR PLAN?
AFDRS



BUSHFIRE WARNING SYSTEM

EMERGENCY WARNING

An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.

You must seek shelter or leave now if it is safe to do so.

WATCH AND ACT

A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.

Only stay and defend if you are mentally and physically prepared.

ADVICE

A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.

Be aware and keep up to date.

Where can I get information during an emergency?

emergency.wa.gov.au 13 DFES (13 33 37)

@dfeswa @dfes_wa Local ABC Radio

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services



SHELTERING IN YOUR OWN HOME

SHELTERING IN YOUR HOME DURING A BUSHFIRE SHOULD BE YOUR LAST OPTION, WHEN ALL OTHER PLANS FAIL AND YOU ARE UNABLE TO LEAVE. Bushfires are very unpredictable and you need to be well prepared to change your plans if you can no longer leave your property.

IF IT IS TOO LATE TO LEAVE THE PROPERTY:

- ◯ Stay in the house when the fire front is passing.
- ◯ If people are expecting you to leave, let them know you are now staying.
- ◯ Take shelter inside in the room with two exit, furthest from the fire front.
- ◯ Make sure all doors and windows are sealed as best as possible.
- ◯ Soak towels and rugs in water, and lay them along the inside of external doorways.
- ◯ Keep woolen blankets handy for protection against radiant heat.
- ◯ Take down curtains and push furniture away from windows.
- ◯ Get down low to limit your exposure to smoke.
- ◯ Actively defend your property by putting out spot fires.
- ◯ Remember to check the roof cavity through the manhole for any spot fires.
- ◯ Drink plenty of water to avoid becoming dehydrated.
- ◯ Shelter in the house for as long as possible.
- ◯ Many people have died sheltering in bathrooms and other rooms without an exit door leading outside when their house has caught fire. Make sure you can easily escape and shelter in a room with at least two ways to get outside and one that has a water supply.
- ◯ If your house catches on fire and the conditions inside become unbearable, leave through the door furthest from the approaching fire and go to an area that has already been burnt.
- ◯ The majority of people die in a bushfire from radiant heat. You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots.

For more information visit
dfes.wa.gov.au/bushfire
or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**

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September/2020/V1.0

GOVERNMENT OF WESTERN AUSTRALIA
DFES Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?



TRAVELLING DURING A BUSHFIRE

BUSHFIRES CAN START WITHOUT WARNING. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. **Pack an emergency kit including important items such as woollen blankets, drinking water and protective clothing.**

IF THERE IS A LOT OF SMOKE

- ◯ Slow down as there could be people, vehicles and livestock on the road.
- ◯ Turn your car headlights and hazard lights on.
- ◯ Close the windows and outside vents.
- ◯ If you can't see clearly, pull over and wait until the smoke clears.

IF YOU BECOME TRAPPED BY A FIRE

Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.

- ◯ Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- ◯ Turn the engine off.
- ◯ Close the car doors, windows and outside vents, and call 000.
- ◯ Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
- ◯ Stay covered in woollen blankets, continue to drink water and wait for assistance.
- ◯ Once the front has passed and the temperature has dropped, cautiously exit the vehicle.

IMPORTANT INFORMATION

- ◯ Find the local ABC radio frequency in the area you are travelling though. In a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour.
- ◯ Main Roads provides updated information on road closures throughout WA. Call 138 138 or www.mainroads.wa.gov.au
- ◯ Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- ◯ Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au

For more information visit **dfes.wa.gov.au/bushfire**

or contact DFES Community Preparedness: **Community.Preparedness@dfes.wa.gov.au**

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September/2020/V1.0

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?

Safer Places in a Bushfire

Bushfire Fact Sheet

Where to go as a last resort

It is important to identify places where you can go as a last resort if you are unable to leave or implement your bushfire survival plan. A 'safer place' is somewhere you can shelter during bushfire. These places may include a local open space, a dam or beach. Identify and plan where your family safer place will be.

Consider the use of a safer place as part of your backup plan when:

- You are not able to carry out your Bushfire Survival Plan.
- Your plan was to stay and actively defend however the fire has worsened and your home is no longer a safe place to shelter. Leaving your home in this situation is now your safest option.

Once you have arrived at your safer place you need to:

- Keep up to date with fire information by radio, mobile phone or whatever means of communication you have.
- Make sure all doors and windows are sealed as best as possible if your safer place is a building.
- Seek protection from radiant heat and embers as best you can if your safer place is an open space. Cover any exposed skin with blankets or clothing and lie flat on the ground as the fire passes.
- Remain vigilant for possible ember attack and new fire fronts.

If you or a family member have special needs you should think about what assistance may be needed at a safer place. You will need to consider this in your Bushfire Survival Plan.



Safer places have their limitations. There are things that you will need to consider if you do plan to use a safer place in your bushfire survival planning:

- They do not guarantee safety in all circumstances. You and your families' safety should be your first priority.
- There may be a risk with travelling to your safer place. Check to see if the route is safe and clear, have a contingency route or safer place in your back-up plan.
- Firefighters may not be there, they may be fighting the main fire front elsewhere.
- Your safer place caters for animals or pets. You will need to consider this in your bushfire survival plan.
- Your safer place may not cater for animals or pets. You will need to consider this in your bushfire survival plan.
- Your safer place may not provide shelter from the elements of a bushfire, particularly flying embers and hot weather. Keep woollen blankets in your car to give you shelter from flying embers and a supply of drinking water.

For more information visit dfes.wa.gov.au
or contact DFES Community Engagement – 9395 9816

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Government of Western Australia
Department of Fire & Emergency Services

DFES
Department of Fire & Emergency Services

ARE YOU BUSHFIRE READY?

September/2017/V1.0

BUSHFIRE EMERGENCY INFORMATION

Lot 101 (18) Eagle Crescent, Eagle Bay

Recommended Print Size : **A3**

Information Developed By: BUSHFIRE PRONE PLANNING

INSTRUCTIONS

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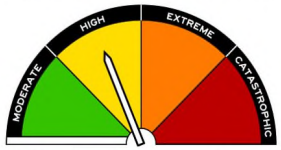
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There is a possible threat to lives or homes. You need to leave or get ready to defend. Do not wait & see.

EMERGENCY

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BUSHFIRE INFORMATION SOURCES AND EMERGENCY CONTACTS

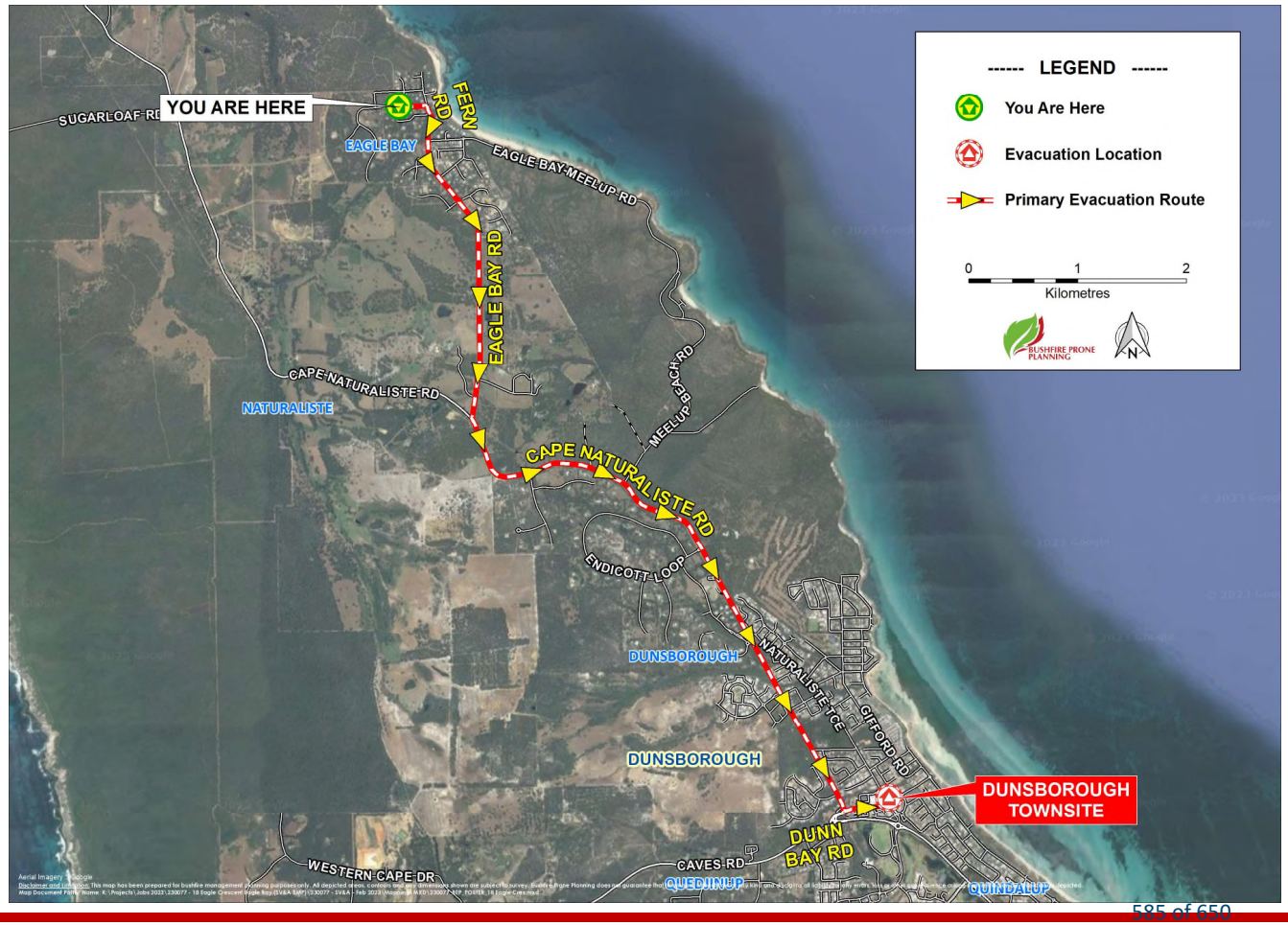
Police/Fire/Ambulance: Dial 000 I **Local ABC Radio** – 684 AM Busselton (Bushfire information) I **www.emergency.wa.gov.au** (Bushfire)

Property Manager: Michael Dodd – 0434 012 690 I **DFES -** 13 33 37, www.twitter.com/dfes_wa , www.facebook.com/dfeswa

EVACUATION DESTINATIONS / ROUTES

Destination 1: Dunsborough Town Centre

Route 1: Eagle Crescent – Fern Road – Eagle Bay Road – Cape Naturaliste Road – Dunn Bay Road



HOLIDAY HOMES ASSESSMENT SHEET

APPLICATION DETAILS			
OFFICER NAME	Dónal Casey	**APPLICATION No.**	DA23/0359
PROPOSAL	Change of Use - Holiday Home (Single House) 8 People - Special Control Area		
LOCATION	**Lot 101 (No. 18) Eagle Crescent, Eagle Bay**		
APPLICANT	Margaret River Properties		
OWNER	W A James, S M James		

SITE INSPECTION:	☐ Yes ☒ No	**DATE**	
PROPERTY / DEVELOPMENT HISTORY / ADVICE GIVEN • Are there any previously approved planning or building applications on the property relevant to this application? • Is there any previous advice on the property file relevant to this application?	☒ Yes ☐ No **DA15/0204** – Additions to Single House **WAPC13/0059** – Boundary Adjustment (2013) **Building Permit 5348** – Garage Approved (1994) **Building Permit 4996** – Single House Approved (1994)		

AERIAL / SITE PHOTOS



IntraMaps – Extract from Aerial Photo – Captured May 2023

SCHEME ASSESSMENT			
Zoning	Residential	**Existing land use**	Single House

Proposed land use	Holiday Home (Single House)	**Land use permissibility**	Discretionary
Land use definition	***"Holiday Home (Single House)"*** means a single house (excluding ancillary accommodation), which may also be used for short stay accommodation for hire or reward for no more than 12 people (but does not include a bed and breakfast, chalet, guesthouse, rural tourist accommodation or tourist accommodation).		
Objectives of the zone – Residential *(note: amend for appropriate zoning)*			
a. To provide for a range of housing and a choice of residential densities to meet the needs of the community.		**Complies - ☐ Yes ☐ No ☒ N/A** Established dwelling; no proposed alteration to density.	
b. To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.		**Complies - ☐ Yes ☐ No ☒ N/A** No proposed works.	
c. To provide for a range of non-residential uses, which are compatible with and complementary to residential development.		**Complies - ☒ Yes ☐ No ☐ N/A** A Holiday Home is compatible with residential development.	
5.4 LANDSCAPE VALUE AREA 5.4.1 Development within the Landscape Value Area requires the prior development approval of the local government. 5.4.2 The local government shall not grant development approval for the clearing or development of any land identified within a Landscape Value area on the Scheme map, unless it has considered – (a) whether the development will be compatible with the maintenance and enhancement, as far as is practicable, of the existing rural and scenic character of the locality; (b) whether the development will materially affect any wildlife refuge, significant wetland, coastal environment or any identified site containing Aboriginal archaeological relics; and (c) disturbance to the natural environment, including - (i) visual effects of clearing for development; (ii) maintenance of rural character; and (iii) habitat disturbance. 5.4.3 The local government shall not grant development approval for the carrying out of development on land within the Landscape Value area or on land on or near any ridgelines where, in the opinion of the local government, that development is likely to substantially detract from the visual amenity of the area, having regard to, among other things, the cumulative visual effect of the development related to other development that may be anticipated in the locality and in the area generally. 5.4.4 Before granting development approval for the erection of a building on land within the Landscape Value area, the local government shall make an assessment as to whether it should impose conditions relating to – (a) the siting of the proposed building; (b) the use of prescribed materials on the external surfaces of the building; and		Noted. (a) The proposed development will be compatible with maintenance and enhancement of the rural and scenic character of the locality. The works proposed to maintain an Asset Protection zone (APZ) do not require all vegetation with this APZ to be cleared and, as such, will not have an adverse impact on this character. (b) As outlined in (a), the maintenance of the APZ (and potential upgrade of the effluent disposal system) will not have an adverse impact on a wildlife refuge, significant wetland, coastal environment or any site containing Aboriginal archaeological relics. (c) The visual effects of clearing for the maintenance of the APZ will not be significant. 'Element 2' of the Guidelines outlines the standard to which an APZ must be maintained and, it is entirely possible to maintain the APZ without clearing all vegetation from the APZ. A desktop based analysis has determined that there are no 'Threatened and Priority Fauna' identified by the Department of Biodiversity, Conservation and Attractions within the lot. The proponent will also have particular responsibilities under the *Biodiversity Conservation Act 2016* in relation to taking or disturbing *Pseudocheirus occidentalis* (Western Ringtail Possum). (5.4.3) The proposal complies. No works are proposed other than for APZ maintenance and possible effluent disposal are upgrade. (5.4.4) (a) and (b) This is not applicable as the proposal does not propose the erection of a building. (c) It is not recommended to impose condition/s in relation to retention of existing trees and scrubs. During the establishment	

(c) the number, type and location of existing trees and shrubs which are to be retained and the extent of landscaping to be carried out on the site. 5.4.5 In clause 5.4.4 - "*external surfaces*" means the external walls and cladding (if any), external doors, external door and window frames, columns, roofs, fences and any surface of a building or work visible from the exterior of a building or work; and "*prescribed materials*" means materials with dark tones or dark colouring and of low reflective quality or materials which are painted or similarly treated with dark toned or dark coloured paint or pigment of low reflective quality.	of an APZ, the 'Element 2' standards of the Guidelines will provide sufficient guidance in relation to what vegetation to retain or remove.

LOCAL PLANNING POLICY 4.1 – HOLIDAY HOME			
	DEEMED TO COMPLY	**COMPLIES? YES/NO**	**COMMENTS**
4.1 LOCATION			
DEEMED TO COMPLY			
C1.1	Holiday home is located within an existing, lawful dwelling (other than a dwelling approved as a second dwelling or rural worker's dwelling pursuant to cl. 3.5 (f) or (g) of the Scheme (or equivalent clause in previous schemes) in the Agriculture or Viticulture and Tourism zone; or	☐ **YES** ☐ **NO** ☒ **N/A**	N/A as the lot is zoned Residential.
C1.2	In all other zones, the holiday home has direct frontage to a public road and/or public open space and has a minimum of 350m² exclusively for the use of the dwelling; or	☒ **YES** ☐ **NO** ☐ **N/A**	The lot has direct frontage to Eagle Crescent and has an area of 2,442m².
C1.3	For a holiday home (Grouped/Multiple Dwelling), written support has been received by the local government from the majority of owners of properties in the complex or development within which the holiday home is to be located (excluding the owner of the site subject of the application, unless the applicant owns all of the properties in the complex or development).	☐ **YES** ☐ **NO** ☒ **N/A**	N/A as it is a Single House.
PERFORMANCE CRITERIA			
P1.1	The City is satisfied that approval of the holiday home is not likely to have a significant impact on the amenity of adjoining and nearby residents and would not constitute the conversion of a second dwelling or rural worker's dwelling to a holiday home.	☐ **YES** ☐ **NO** ☒ **N/A**	*N/A- Proposal complies with deemed-to-comply and therefore considered to meet the relevant performance criteria*
4.2 UTILITY SERVICING			
DEEMED TO COMPLY			
C2.1	The holiday home is connected to reticulated water, or provided with a 135,000L rainwater tank for the exclusive use of the holiday home; and	☐ **YES** ☒ **NO** ☐ **N/A**	No reticulated water; rainwater tank onsite. Capacity is undetermined.
C2.2	The holiday home is located within the City's kerbside refuse collection area; and	☒ **YES** ☐ **NO** ☐ **N/A**	The lot is on the refuse collection route D.
C2.3	The holiday home is connected to reticulated sewerage, or there is an approved on-site effluent disposal system with adequate capacity for the proposed number of occupants.	☐ **YES** ☐ **NO** ☐ **N/A**	Site is not connected to reticulated sewerage and there no details on record about effluent disposal.

	Note: In areas not serviced by reticulated sewerage, it should not be assumed that an existing on-site effluent disposal system approved for a single house will have sufficient capacity for the proposed number of occupants without the need for upgrading. Advice should be sought from the City's Environmental Health staff prior to lodging an application for development approval.		
PERFORMANCE CRITERIA			
P2.1	The City is satisfied that the holiday home will have an adequate supply of potable water; and	☒ **YES** ☐ **NO** ☐ **N/A**	A condition has been recommended in the notice of determination to ensure compliance.
P2.2	The city is satisfied that the holiday home will be provided with an adequate refuse collection service; and	☐ **YES** ☐ **NO** ☒ **N/A**	*N/A- Proposal complies with deemed-to-comply and therefore considered to meet the relevant performance criteria*
P2.3	The city is satisfied that the holiday home will be provided with an adequate on-site effluent disposal system (and provision of such would be a condition of any approval, to be met prior to the commencement of use if a suitable system is not already in place and approved).	☒ **YES** ☐ **NO** ☐ **N/A**	A condition has been recommended in the notice of determination to ensure compliance.
4.3 CAR PARKING			
DEEMED TO COMPLY			
C3.1	The holiday home will have constructed on-site car parking bays consistent with the size and manoeuvrability criteria set out in the R-Codes but with no more than any of 2 bays arranged one behind the other (ie tandem bays are permitted, with 2 bays one behind another, but not with a third bay behind another 2), in accordance with the following rates: Maximum number of occupants / Minimum number of car parking bays required 1-3 / 1 4-6 / 2 7-8 / 3 9-10 / 4 11-12 / 5	☒ **YES** ☐ **NO** ☐ **N/A**	Four car parking bays have been marked on the site plan and evident in the aerial imagery. Further to this the site is 2,442m² with sufficient area to accommodate vehicles.
PERFORMANCE CRITERIA			
P3.1	The City is satisfied that the holiday home has a minimum of two constructed on-site car parking bays and, where additional car parking bays would be required to comply with C3.1 above, at least the equivalent number of cars could park on the site without the need for cars to park on the verge, in adjacent or nearby public car parking, or in visitor car parking bays within a unit complex or similar; or	☐ **YES** ☐ **NO** ☒ **N/A**	*N/A- Proposal complies with deemed-to-comply and therefore considered to meet the relevant performance criteria*
P3.2	Where a holiday home is located in the 'Business' zone, the City is satisfied that the holiday home will not have a noticeable effect on the availability of public car parking within the locality.	☐ **YES** ☐ **NO** ☒ **N/A**	*N/A- Proposal complies with deemed-to-comply and therefore considered to meet the relevant performance criteria*
4.4 DWELLING DESIGN			
DEEMED TO COMPLY			
C4.1	The holiday home is an existing, lawful dwelling; or	☒ **YES** ☐ **NO** ☐ **N/A**	Building Permit 4996 – Single House Approved (1994)
C4.2	If the holiday home is not an existing, lawful dwelling, the holiday home will meet all of the relevant design standards and requirements that would apply to a new dwelling on the land, including the requirements of the Scheme (including the R-Codes), all relevant Local	☐ **YES** ☐ **NO** ☒ **N/A**	N/A as the Single House has been constructed lawfully.

<table>
<tr><td></td><td>Planning Policies, and all relevant Structure Plan, Activity Centre Plan and Local Development Plan provisions; and</td><td></td><td></td></tr>
<tr><td>C4.3</td><td>The maximum number of occupants within a holiday home complies with the following standards:
a) There is 5.5m² per occupant in each bedroom utilising beds;
b) There is 3.5m² per occupant in each bedroom utilising bunks;
c) There is sufficient bedroom space to accommodate the maximum number of occupants consistent with (a) and (b) above; and</td><td>☒ YES
☐ NO
☐ N/A</td><td>King beds proposed throughout have been proposed in each room. All rooms are compliant with the minimum of 5.5m² per occupant per room (being a minimum room size proposed of 13.1m²).</td></tr>
<tr><td>C4.4</td><td>Bedrooms in a holiday home are provided in accordance with the following rates:<table><tr><th>Maximum number of occupants</th><th>Minimum number of bedrooms required</th></tr><tr><td>1-2</td><td>1, or studio</td></tr><tr><td>3-4</td><td>2</td></tr><tr><td>5-8</td><td>3</td></tr><tr><td>9-12</td><td>4</td></tr></table></td><td>☒ YES
☐ NO
☐ N/A</td><td>Complies.
Four bedrooms proposed for eight people.</td></tr>
<tr><td>C4.5</td><td>Bathrooms and toilets in a holiday home are provided in accordance with the following rates:<table><tr><th>Maximum number of occupants</th><th>Minimum number of bathrooms/toilets required</th></tr><tr><td>1-6</td><td>1 bathroom and 1 toilet</td></tr><tr><td>7-12</td><td>1 or 2 bathrooms and 2 toilets</td></tr></table></td><td>☒ YES
☐ NO
☐ N/A</td><td>Complies. Four toilets and four bathrooms proposed.</td></tr>
<tr><td colspan="4">PERFORMANCE CRITERIA</td></tr>
<tr><td>P4.1</td><td>The City is satisfied that the dwelling design is appropriate to accommodate the proposed maximum number of occupants. In general, if C4.4 is not met, this would only be the case if there were a smaller number of relatively large bedrooms.</td><td>☐ YES
☐ NO
☒ N/A</td><td>N/A- Proposal complies with deemed-to-comply and therefore considered to meet the relevant performance criteria</td></tr>
<tr><td colspan="4">LOCAL PLANNING POLICY 4.2 BUSHFIRE</td></tr>
<tr><td colspan="4">DEEMED TO COMPLY</td></tr>
<tr><td>4.1</td><td>All supporting plans and documents relevant to consideration of bushfire risk have been endorsed by an Appropriately Accredited Professional.</td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>4.2</td><td>The APZ proposed to be provided:
(a) is no greater than 25 metres from Relevant Buildings.

(b) Can be accommodated entirely within the subject lot or, where the APZ cannot be accommodated entirely within the subject lot, the land involved –

(i) is developed as a public road, path or is otherwise public land managed such that there is a reasonable expectation that fuel loads will be managed to the APZ standard on an ongoing basis; or
(ii) is part of an APZ or Firebreak already in place and/or required on an adjoining property; or</td></tr>
</table>

4.3	

(iii) is otherwise Low-Threat Vegetation or Non-Vegetated Area. Can be created and maintained without need to obtain a clearing permit under the *(State) Environmental Protection (Clearing of Native Vegetation) Regulations 2004*, approval under the (State) *Biodiversity Conservation Act 2016*, and/or approval under the (Commonwealth) *Environmental Protection and Biodiversity Conservation Act 1999*. Where the Bushfire Management Plan prepared by an Appropriately Accredited Professional sets out, and the City agrees, that it is not practicable to upgrade the existing building to the determined BAL a larger APZ may be considered, having considered the application against the other requirements as listed in 4.1.2 above.	Yes Yes N/A N/A Yes No	Prepared by a Level 3 BPAD Accredited Bushfire Practitioner (BPAD No. 27795). Accreditation valid until 28 February 2024. The APZ is no greater than 25 metres from the building. N/A N/A Exempt from requirements to obtain a clearing permit for the creation and maintenance of an Asset Protection Zone (APZ). It is not possible for a larger APZ to be proposed to achieve BAL-29 due to the existing building location.	
PERFORMANCE CRITERIA			
	There are no performance criteria for this provision as development is required to satisfy the provisions of the Bushfire Policy.	☐ **YES** ☒ **NO** ☐ **N/A**	*Refer to detailed assessment against SPP 3.7 and Element 5 of the Guidelines for Planning in Bushfire Prone Areas (v. 1.4).*

BUSHFIRE	
Is the site bushfire prone?	☒Yes ☐No
What is the BAL rating?	**BAL-FZ**
Has the application been referred to DFES?	☐Yes ☒No

	Not required as the development is classified as 'Minor Development' as per SPP 3.7.
Is the City satisfied that the proposal complies with:	
• **SPP3.7 – Planning in Bushfire Prone Areas?**	☒Yes ☐No
• **Guidelines for Planning in Bushfire Prone Areas has been achieved?**	☒Yes ☐No
Additional Bushfire checklist - Does the BMP include any "Responsibilities for the local government"? (note: There should be no LG responsibilities required under the BMP outside of enforcing the firebreak notice).	☐Yes ☒No

STATE PLANNING POLICY 3.7 PLANNING IN BUSHFIRE PRONE AREAS:
As outlined in detail in the agenda item, the assessment against SPP 3.7 and the associated Guidelines has been undertaken on the basis that the development site is currently mapped as being in a 'Residential Built-Out Area' and, as such, is classified as 'Minor Development'.

Policy Measure 6.7 of SPP 3.7 outlines that development applications that will result in the introduction or intensification of a land use that has, or will, on completion have a BAL of 40 of FZ will not be supported unless the proposal is considered to be 'Minor Development'.

Policy Measure 6.7.1 (Minor development in areas where BAL-40 or BAL-FZ applies) outlines that 'Minor Development' in these areas is to be assessed against Policy Measure 6.5 as well as statements against the below is the Bushfire Management Plan:

a) where full compliance of 6.5(c) cannot be achieved within the boundary of the development site, evidence must be provided demonstrating to the fullest extent possible how the bushfire protection criteria have been addressed and provide justification for those criteria that have not been met;

b) ensure that the bushfire hazard level is not increased and/or the ability to manage bushfire related hazards on adjoining lands is not otherwise adversely affected;

c) ensure that the siting of the buildings within the boundary of the development site has been optimised to reduce the bushfire impact;

d) give holistic consideration to existing emergency services in the area, existing road networks, water provision, existing places that could function as emergency evacuation centres in a bushfire event, the surrounding landscape, issues that may arise in the course of a bushfire both during and post event, and any other contextual issues relevant to the application of bushfire risk management measures.

ASSESSMENT:

The submitted BMP and Bushfire Emergency Evacuation Plan (BEEP) contains evidence and an assessment that satisfies the requirements of Policy Measure 6.7.1, which is summarised as follows:

a. The proposed development does not achieve compliance by ensuring the existing building on the lot is in an area that will be subject to potential radiant heat from a bushfire not exceeding 29 kW/m² (i.e. a BAL rating of BAL-29 or less). The existing building is subject to a BAL FZ Rating. The building position, lot layout and design are a legacy issue, being created prior to the enacting of the bushfire provisions. The lot has Class A Forest vegetation (Coastal Eucalypt overstory) on site with unmanaged private properties to the south and north. The 'potential exists for intense bushfire behaviour to occur'. This potential for 'ember and radiant heat impact will be lessened by the installation and the ongoing maintenance of the APZ to the Lot boundaries'.

   The existing building has less than five metres separation to Class A Forest Vegetation on the adjoining property to the north. The practitioner has stated that the BEEP has given due consideration to the high BAL rating of the dwelling, the vehicular access/egress options with the primary objective being to evacuate early before a bushfire starts or before the threat impacts the ability of occupants to evacuate safely.

b. The 'use of the existing residential dwelling as short stay accommodation does not increase the bushfire hazard level or the ability to manage bushfire hazards on adjoining lands.'

c. The practitioner has stated that there 'is no new construction being proposed as a part of this development.'

d. A detailed 'Bushfire Response/Evacuation Advice – Risk Analysis' is included in the BMP which considers the issues relating to the proposal in relation to: the land use, occupants, site issue, access/egress, exiting firefighting infrastructure, evacuation considerations and shelter in building considerations. The Level 3 accredited practitioner has formed the view (which this assessing officer concurs with) that the proposal is supportable.

6.5 Information to accompany development applications
Any development application to which policy measure 6.2 applies is to be accompanied by the following information in accordance with the Guidelines:

a)

(i) a BAL assessment. BAL assessments should be prepared by an accredited Level 1 BAL Assessor or a Bushfire Planning Practitioner unless otherwise exempted in the Guidelines; or

(ii) a BAL Contour Map that has been prepared for an approved subdivision clearly showing the indicative acceptable BAL rating across the subject site, in accordance with the Guidelines. BAL Contour Maps should be prepared by an accredited Bushfire Planning Practitioner

b) the identification of any bushfire hazard issues arising from the BAL Contour Map or the BAL assessment; and

c) an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site This information can be provided in the form of a Bushfire Management Plan or an amended Bushfire Management Plan where one has been previously endorsed.

This information can be provided in the form of a Bushfire Management Plan or an amended Bushfire Management Plan where one has been previously endorsed.

ASSESSMENT:
The requirements of Policy Measure 6.5 have been satisfied by the practitioner. They have provided a BAL assessment, identified bushfire hazards and assessed the bushfire protection criteria as outlined by Element 5 of the Guidelines.

As per Element 5, the lot cannot meet the Acceptable Solution in relation to A5.1 – Siting and Design as the achievable BAL is FZ. However, partial non-compliance is permitted provided the BMP addresses the additional requirements in Policy Measure 6.7.1 (which have been address and are assessed in the preceding section).

CONCLUSION:

The assessment is based on the development being considered 'Minor Development' within a 'Residential Built-Out Area'. The submitted BMP has demonstrated compliance Policy Measures 6.5 and 6.7.1 of SPP 3.7.

The non-compliance with 'A5.1 Siting and Design' of the Guidelines is capable of approval as being 'Minor Development' it does not have to meet all of the 'Acceptable Solutions' outlined in Element 5 and the development has demonstrated compliance to the fullest extent possible with the bushfire protection criteria whilst ensuring: the bushfire hazard is not increased, the ability of adjoining lands to manage bushfire hazards is not adversely affected and holistic consideration to the requirements of 6.7.1(d) had been undertaken.

OTHER CONSIDERATIONS	
Is a S.70A notification required? - **Bushfire**	Yes, a condition of consent requiring a s. 70A notification for bushfire is recommended.

INTERNAL REFERRALS
None required.

ADVERTISING AND NEIGHBOUR CONSULTATION	
Advertising Required?	☐ Yes ☒ No • Single House – 9 or more requires neighbours consultation • Grouped Dwelling – All require advertising to other strata owners Officer comments:

FURTHER COMMENTS
Refer to preceding officer's report.

CLAUSE 67 OF PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015			
Scheme and Policies		CONSIDERED ☒	N/A ☐
(a) (b) (c) (d) (e) (f) (g) (h) (i) (j)	the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area; the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving; any approved State planning policy; any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d); any policy of the Commission; any policy of the State; any local planning policy for the Scheme area; any structure plan, activity centre plan or local development plan that relates to the development; any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015; in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve; N/A – reserves only.		
	Officer comments: It is considered that these Matters to be Considered have been adequately addressed in the assessment of the proposal above against the applicable requirements of the City of Busselton Local Planning Scheme No.21 and Local Planning Policy 4.01 – Holiday Homes.		
Heritage Conservation		CONSIDERED ☐	N/A ☒
(k) (l)	the built heritage conservation of any place that is of cultural significance; the effect of the proposal on the cultural heritage significance of the area in which the development is located;		
	Officer comments: ***N/A***		
Social Issues, Cultural Significance and Natural Environment		CONSIDERED ☒	N/A ☐
(m) (n) (o) (p) (q) (r)	the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development; the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development; the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource; whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved; the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk; the suitability of the land for the development taking into account the possible risk to human health or safety;		
	Officer comments: ***It is considered that these Matters to be Considered have been adequately addressed in the assessment of the proposal above against the applicable requirements of the City of Busselton Local Planning Scheme No.21 and Local Planning Policy 4.01 – Holiday Homes.***		
Traffic, Access and Services		CONSIDERED ☒	N/A ☐

(s)	the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
(t)	the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
(u)	the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;
(v)	the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
	Officer comments: ***It is considered that these Matters to be Considered have been adequately addressed in the assessment of the proposal above against the applicable requirements of the City of Busselton Local Planning Scheme No.21 and Local Planning Policy 4.01 – Holiday Homes.***

History of the site	CONSIDERED ☒	N/A ☐
(w)	the history of the site where the development is to be located;	
	Officer comments: ***It is considered that these Matters to be Considered have been adequately addressed in the assessment of the proposal above against the applicable requirements of the City of Busselton Local Planning Scheme No.21 and Local Planning Policy 4.01 – Holiday Homes.***	

Impact of community as a whole	CONSIDERED ☒	N/A ☐
(x)	the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	
	Officer comments: ***It is considered that these Matters to be Considered have been adequately addressed in the assessment of the proposal above against the applicable requirements of the City of Busselton Local Planning Scheme No.21 and Local Planning Policy 4.01 – Holiday Homes.***	

Submissions and Other Planning Considerations	CONSIDERED ☐	N/A ☒
(y)	any submissions received on the application;	
(za)	the comments or submissions received from any authority consulted under clause 66;	
(zb)	any other planning consideration the local government considers appropriate.	
	Officer comments: ***N/A***	



Encroachment Area

Coordinate Point

Cadastre

Holgate Reserve New Lot Creation

0 10 20 m

Scale at A4 - 1:500

Disclaimer

The City of Busselton does not guarantee that this map is without errors and accepts no responsibility for consequences of actions that rely on this map. © Western Australian Land Information Authority (Landgate) (2023)

Map Produced on 8/8/2023
GIS Section, City of Busselton

City of Busselton

Holgate Reserve New Lot Creation - 143831.qgz

Terms of Reference

Committee: **CEO Performance Review Committee**

Responsible Directorate: **Finance and Corporate Services** **Version:** **DRAFT**

1. INTRODUCTION

1.1. The CEO Performance Review Committee (the Committee) is established under the powers given in section 5.8 of the *Local Government Act 1995* (the Act).

1.2. The Committee is established for the purpose of assisting the Council to fulfil its functions under the City of Busselton Standards for CEO Recruitment, Performance Review and Termination (CEO Standards) in relation to review of the Chief Executive Officer's (CEO) performance.

2. OBJECTIVE

2.1 The Committee is responsible for undertaking the performance review of the CEO and reporting findings and recommendations to Council.

2.2 The objectives of the Committee are to:

a. provide advice and recommendations to Council in relation to the appointment of an independent facilitator to assist the committee in conducting the CEO performance review;

b. develop, review and recommend to Council performance criteria to be met by the CEO;

c. review the CEO's performance in accordance with the provisions contained within the CEO's contract of employment and the CEO Performance Review Policy;

d. report concluded findings and recommendations to Council for consideration;

e. monitor the progress of achievement by the CEO against the performance criteria;

f. provide advice and recommendations to Council on CEO remuneration reviews and assessments.

3. MEMBERSHIP

3.1. The Council The Council will appoint to the Committee
a. The Mayor plus two elected members; and
b. one elected member as deputy member of the Committee

3.2. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.

3.3. Council will appoint new members to the Committee at the Council meeting following each Council election.

3.4. Committee members must:
a. as soon as practicable after their appointment, complete appropriate training in the conduct of CEO performance reviews;
b. participate in the performance review process in a fair and impartial manner;

c. ensure their assessment of the CEO's achievements against the performance criteria is based on evidence;
d. maintain confidentiality in relation to the performance review and any information received; and
e. ensure accurate and comprehensive records are kept and provided to the City's administration for recording within the City's record keeping system.

4. PRESIDING MEMBER

4.1. The Committee will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee will meet formally at least twice per year. The Committee members may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. CEO performance review meetings, meetings with an independent facilitator.

5.2. The Committee will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.

5.3. Meeting Agenda papers are to be provided to members not less than 72 hours prior to the meeting.

5.4. The Presiding Member will ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.

5.5. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.

5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

6.1. The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. The Committee does not have authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated power from Council.

7.2. Committee recommendations are not binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Committee prior to the ordinary Council elections, officers will present for the Councils consideration, a review as to the effectiveness and ongoing relevance of the Committee.

9. APPROVAL

Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	25 January 2023	**Resolution #**	C2301/010

Terms of Reference

Committee:	**CEO Performance Review Committee**		
Responsible Directorate:	**Finance and Corporate Services**	**Version:**	**~~ADOPTED~~DRAFT**

1. INTRODUCTION

1.1. The CEO Performance Review Committee (the Committee) is established under the powers given in section 5.8 of the *Local Government Act 1995* (the Act).

1.2. The Committee is established for the purpose of assisting the Council to fulfil its functions under the City of Busselton Standards for CEO Recruitment, Performance Review and Termination (CEO Standards) in relation to review of the Chief Executive Officer's (CEO) performance.

2. OBJECTIVE

2.1 The Committee is responsible for undertaking the performance review of the CEO and reporting findings and recommendations to Council.

2.2 The objectives of the Committee are to:

a. provide advice and recommendations to Council in relation to the appointment of an independent facilitator to assist the committee in conducting the CEO performance review;

b. develop, review and recommend to Council performance criteria to be met by the CEO;

c. review the CEO's performance in accordance with the provisions contained within the CEO's contract of employment and the CEO Performance Review Policy;

d. report concluded findings and recommendations to Council for consideration;

e. monitor the progress of achievement by the CEO against the performance criteria;

f. provide advice and recommendations to Council on CEO remuneration reviews and assessments.

3. MEMBERSHIP

3.1. The Council The Council will appoint to the Committee
a. The Mayor plus two elected members; and
b. one elected member as deputy member of the Committee

3.2. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.

3.3. Council will appoint new members to the Committee at the Council meeting following each Council election.

3.4. Committee members must:
a. as soon as practicable after their appointment, complete appropriate training in the conduct of CEO performance reviews;
b. participate in the performance review process in a fair and impartial manner;

c. ensure their assessment of the CEO's achievements against the performance criteria is based on evidence;
d. maintain confidentiality in relation to the performance review and any information received; and
e. ensure accurate and comprehensive records are kept and provided to the City's administration for recording within the City's record keeping system.

4. PRESIDING MEMBER

4.1. The Committee ~~shall~~ will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee ~~shall~~ will meet formally at least twice per year. The Committee members may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g. CEO performance review meetings, meetings with an independent facilitator.

5.2. The Committee ~~shall~~ will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.

5.3. Meeting Agenda papers are to be provided to members not less than 72 hours prior to the meeting.

5.4. The Presiding Member ~~shall~~ will ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.

5.5. All members of the Committee ~~shall~~ will have one vote. If the vote of the members present is equally divided, the Presiding Member ~~shall~~ will cast a second vote.

5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer ~~shall~~ will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

6.1. The quorum for a meeting ~~shall~~ will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. The Committee does not have authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated power from Council.

7.2. Committee recommendations are not binding on Council and must be endorsed by Council to take effect.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

~~8.1.~~ At the meeting of the Committee prior to the ordinary Council elections, officers will present for the Councils consideration, a review as to the effectiveness and ongoing relevance of the Committee. ~~the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:~~

~~a. are the Committee's purpose and objectives being met?~~

~~b. should the purpose and objectives be amended?~~

~~c. is the Committee functioning effectively and as per the requirements of the Act?~~

~~d. are the Committee members regularly attending meetings?~~

~~8.2.~~8.1. ~~review the Terms of Reference, including membership.~~

9. APPROVAL

Council Adoption	**DATE**	~~25 January 2023~~	**Resolution #**	~~C2301/010~~
Previous Adoption	**DATE**	25 January 2023	**Resolution #**	C2301/010

Terms of Reference

Committee: **Behaviour Complaints Committee**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Adopted**

1. INTRODUCTION

1.1. The Council of the City of Busselton has established a Behaviour Complaints Committee (the Committee) pursuant to section 5.8 of the *Local Government Act 1995* (the Act).

1.2. The Committee is established for the purpose of dealing with complaints submitted under Part 3, clause 13 of the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (the Code).

2. OBJECTIVE

2.1. The objective of the Committee is to dismiss or make findings in relation to complaints received of alleged breaches of Part 3 - Behaviour, of the Code, in a fair, impartial and timely manner, following natural justice and due process principles.

3. MEMBERSHIP

3.1. The Council will appoint all elected members to the Committee.

4. PRESIDING MEMBER

4.1. The Committee will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee will meet as required.

5.2. The part of the meeting that deals with a complaint will be held behind closed doors in accordance with s.5.23(2)b of the Act.

5.3. An appointed Committee member must not attend a Committee meeting if they are a complainant or respondent to a complaint under consideration by the Committee.

5.4. A Committee Member who is identified as either the complainant or respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.

5.5. Notice of meetings will be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.

5.6. The Presiding Member will ensure that detailed minutes of all meetings are kept in accordance with the *City of Busselton Standing Orders Local Law 2018*.

5.7. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.

6. QUORUM

6.1. The quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations), clause 12(1), 12(4), and 12(7) and clause 13.

7.2. The Committee has the delegated power to:

a. make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur, and determine reasons for any finding.
b. where a finding is made that a breach has occurred, the power to:
    i. vary the proposed action plan; or
    ii. consider the adoption of the action plan.
c. dismiss a complaint and determine the reasons for the dismissal.

7.3. The delegated powers of the Committee are subject to the following conditions:

a. the Committee will make decisions in accordance with Council Policy: Management of Complaints of Alleged Breaches of Behaviour and these Terms of Reference.
b. that part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.
c. the Committee is prohibited from exercising its delegated power where a Committee Member in attendance at a Committee meeting is either the complainant or respondent to the Complaint under consideration by the Committee.

8. RELATED DOCUMENTS

8.1. Code of Conduct
8.2. Management of Complaints of Alleged Breaches of Behaviour Policy

9. APPROVAL

Council Adoption	DATE		Resolution #	

Terms of Reference

Committee: **Behaviour Complaints Committee**

Responsible Directorate: **Finance and Corporate Services** **Version:** **Adopted**

1. INTRODUCTION

1.1. The Council of the City of Busselton has established a Behaviour Complaints Committee (the Committee) pursuant to section 5.8 of the *Local Government Act 1995* (the Act).

1.2. The Committee is established for the purpose of dealing with complaints submitted under Part 3, clause 13 of the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (the Code).

2. OBJECTIVE

2.1. The objective of the Committee is to dismiss or make findings in relation to complaints received of alleged breaches of Part 3 - Behaviour, of the Code, in a fair, impartial and timely manner, following natural justice and due process principles.

3. MEMBERSHIP

3.1. The Council ~~shall~~ will appoint all elected members to the Committee.

4. PRESIDING MEMBER

4.1. The Committee will~~shall~~ appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee ~~shall~~ will meet as required.

5.2. The part of the meeting that deals with a complaint will be held behind closed doors in accordance with s.5.23(2)b of the Act.

5.3. An appointed Committee member must not attend a Committee meeting if they are a complainant or respondent to a complaint under consideration by the Committee.

5.4. A Committee Member who is identified as either the complainant or respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.

~~5.5. The Committee may resolve to defer consideration to a future meeting at which any conflicted Committee Member is absent and a Deputy Committee Member is in attendance.~~

~~5.6.~~5.5. Notice of meetings ~~shall~~ will be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.

~~5.7.~~5.6. The Presiding Member will~~shall~~ ensure that detailed minutes of all meetings are kept in accordance with the *City of Busselton Standing Orders Local Law 2018*.

~~5.8.~~5.7. All members of the Committee will~~shall~~ have one vote. If the vote of the members present is equally divided, the Presiding Member ~~shall~~ will cast a second vote.

~~5.9. The Chief Executive Officer shall ensure that the outcomes of the Committee meeting will be on the agenda of the next practicable ordinary Council meeting for noting purposes.~~

6. QUORUM

6.1. The quorum for a meeting will~~shall~~ be at least 50% of the number of offices of membership, whether vacant or not.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations), clause 12(1), 12(4), and 12(7) and clause 13.

7.2. The Committee has the delegated power to:

a. make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur, and determine reasons for any finding.
b. where a finding is made that a breach has occurred, the power to:
    i. vary the proposed action plan; or
    ii. consider the adoption of the action plan.
c. dismiss a complaint and determine the reasons for the dismissal.

7.3. The delegated powers of the Committee are subject to the following conditions:

a. the Committee will make decisions in accordance with Council Policy: Management of Complaints of Alleged Breaches of Behaviour and these Terms of Reference.
b. that part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.
c. the Committee is prohibited from exercising its delegated power where a Committee Member in attendance at a Committee meeting is either the complainant or respondent to the Complaint under consideration by the Committee.

8. RELATED DOCUMENTS

8.1. Code of Conduct
8.2. Management of Complaints of Alleged Breaches of Behaviour Policy

~~8.~~9. APPROVAL

Council Adoption	**DATE**	~~10 November 2021~~	**Resolution #**	~~C2111/087~~

TERMS OF REFERENCE

Committee:	Meelup Regional Park Committee		
Responsible Directorate:	Planning and Development Services	Version:	Current

1. INTRODUCTION

1.1. The Council of the City of Busselton has established the Meelup Regional Park Committee (Committee) pursuant to sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995* (the Act).

1.2. The Committee will act for and on behalf of Council in accordance with the provisions of the Act, local laws and policies of the City of Busselton and this document.

1.3. The Committee is to consider matters that require a formal decision of the Committee and/or the Council, in order to meet the stated objectives as per Part 2 of this terms of reference.

2. OBJECTIVE

2.1. To assist the Council in managing and promoting the Park.

2.2. To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

3. MEMBERSHIP

3.1. Two elected members

3.2. Two deputy elected members

3.3. Between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association.

3.4. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.

3.5. If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer will present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4. PRESIDING MEMBER

4.1. The Committee will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee will meet at least two times per year.

5.2. Notice of meetings will be given to members at least seven days prior to each meeting.

5.3. The Presiding Member will ensure that minutes of all meetings are kept in accordance with the Act and the *City of Busselton Standing Orders Local Law*.

5.4. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.

5.5. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

5.6. Where the Committee makes a decision that involves the making of a recommendation for consideration by the Council, the Chief Executive officer will ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the Committee meeting.

6. QUORUM

6.1. Quorum for a meeting will be at least 50% of the number of offices of membership, whether vacant or not.

6.2. A decision of the Committee does not have effect unless it has been made by a simple majority.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the *Local Government Act 1995*, the Committee is delegated the power and authority to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Council prior to the ordinary Council elections, officers will present for Council's consideration a review as to the effectiveness and ongoing relevance of the Committee.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee will be:

a. in accordance with the Act; and

b. by a decision of Council.

10. APPROVAL

Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	27 August 2019	**Resolution #**	C1908/172

TERMS OF REFERENCE

Committee:	Meelup Regional Park Committee		
Responsible Directorate:	Planning and Development Services	Version:	Current

1. INTRODUCTION

1.1. The Council of the City of Busselton has established the Meelup Regional Park Committee (Committee) pursuant to sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995* (the Act).

1.2. The Committee will~~shall~~ act for and on behalf of Council in accordance with the provisions of the Act ~~*Local Government Act 1995*~~, local laws and policies of the City of Busselton and this document.

1.3. The Committee is to consider matters that require a formal decision of the Committee and/or the Council, in order to meet the stated objectives as per Part 2 of this terms of reference.

~~1.4. Matters that would require a formal decision of the Committee are:~~

~~a. any matter that require a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, or any matter that requires, from a legal/statutory perspective, a formal decision of the Council), other than the adoption or amendment of the Council Budget, as it relates to the Park;~~

~~b. matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the Park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes);~~

~~c. matters that require a formal decision of the Council because consensus has not been achieved through discussions with the Meelup Regional Park Working Group; and~~

~~d. any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council.~~

2. OBJECTIVE

2.1. To assist the Council in managing and promoting ~~Meelup Regional Park (~~the Park~~)~~.

2.2. To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

3. MEMBERSHIP

3.1. Two elected members

3.2. Two deputy elected members

3.3. Between six and eight community members, with up to three of these members to be representatives of the Friends of Meelup Regional Park Incorporated Association.

3.4. Membership of the Committee willshall, unless determined otherwise, cease on the day of the next ordinary Council election.

3.5. If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer willshall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4. PRESIDING MEMBER

4.1. The Committee shall will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

5.1. The Committee shall will meet at least two times per year.

5.2. Notice of meetings shall will be given to members at least seven days prior to each meeting.

5.3. The Presiding Member shall will ensure that detailed minutes of all meetings are kept in accordance with the Act *Local Government Act 1995* and the *City of Busselton Standing Orders Local Law*.

5.4. All members of the Committee shall will have one vote. If the vote of the members present is equally divided, the Presiding Member shall will cast a second vote.

5.5. Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they should, as far as practicable, indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee their intention to do so, setting out their proposed alternative and the reasons for that alternative, by 3pm on the day before the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee will then provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

5.6. Where the Committee makes a decision that involves the making of a recommendation for consideration by the Council, the Chief Executive officer shall will ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the Committee meeting.

6. QUORUM

6.1. Quorum for a meeting will shall be at least 50% of the number of offices of membership, whether vacant or not.

6.2. A decision of the Committee does not have effect unless it has been made by a simple majority.

7. DELEGATED POWERS

7.1. Pursuant to section 5.17 of the *Local Government Act 1995*, the Committee is delegated the power and authority to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power, but may not make any decision that would require expenditure of funds contrary to the adopted budget.

7.2. Any decisions shall not be actioned until the Committee meeting minutes have been formally considered by the Council.

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

8.1. At the meeting of the Council prior to the ordinary Council elections, officers will present for Council's consideration a review as to the effectiveness and ongoing relevance of the Committee. At the meeting of the Committee prior to the ordinary biennial Council elections, the Committee shall undertake a review to evaluate its effectiveness, and as a guide the following should be determined:
8.2. Are the Committee's purpose and objectives being met?
8.3. Should the purpose and objectives be amended?
8.4. Is the Committee functioning effectively and as per the requirements of the *Local Government Act 1995*?
8.5. Are the Committee members regularly attending meetings?
8.6.8.1. Review the Terms of Reference, including membership.

9. TERMINATION OF COMMITTEE

9.1. Termination of the Committee shall will be:
   a. in accordance with the Act *Local Government Act 1995*; and
   b. by a decision of Council.

10. APPROVAL

Council Adoption	**DATE**	27 August 2019	**Resolution #**	C1908/172
Previous Adoption	**DATE**	27 August 2019 14 September 2016	**Resolution #**	C1908/172 C1609/242

Terms of Reference

Committee: **Bush Fire Advisory**

Responsible Directorate: **Planning and Development Services** **Version:** **DRAFT**

1. INTRODUCTION

1.1. The Council establishes a Bush Fire Advisory Committee (the Committee) under the powers given in Section 67 of the Bush Fires Act 1954 (the Act).

2. OBJECTIVE

2.1 Pursuant to section 67 of the Act, the functions of the Committee are:

a. to provide advice to Council in regard to all matters relating to preventing, controlling and extinguishing of bush fires;

b. to advise Council on formation of bush fire brigades and fire control areas;

c. to ensure of cooperation and coordination of all Bush Fire Brigades in the district;

d. to advise Council and provide input on the annual prioritisation and ongoing implementation of the City's Bushfire Risk Management Plan;

e. to provide advice in relation to prosecutions for breaches of the Act;

f. to provide advice to Council on purchase of capital equipment and infrastructure, training of personnel and plans and programs in preparation for bush fire emergencies; and

g. to provide advice to Council in relation to any other matter relating to bush fire control in the district.

3. MEMBERSHIP

3.1. Membership of the Committee is as per *Schedule 1 – Membership*.

3.2. The Council will appoint one elected member and one deputy elected member to the Committee following each ordinary Local Government election.

3.3. The Chief Executive Officer will, under delegation DA 3 – 01, appoint one Fire Control Officer from each registered City of Busselton Bush Fire Brigade to the Committee annually.

3.4. Special guests may be invited to attend Committee meetings as determined to be required.

3.5. Each voting member should nominate a proxy to attend if the appointed member is absent.

3.6. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson.

3.7. In addition to the voting members of the Committee, other external State Government and non-government organisations may attend and participate in meetings in an advisory capacity.

3.8. The Committee is supported by city staff including Manager Community Safety and Community Emergency Services Manager.

3.9. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Local Government election.

4. MEETING MANAGEMENT

4.1. During the first meeting of the Committee after ordinary Local Government elections, the committee shall appoint one of their number to be the Chairperson.

4.2. At the same meeting the Committee shall appoint one of their number to be a deputy Chairperson.

4.3. The Chairperson will ensure that minutes of all meetings are kept.

4.4. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

4.5. The Committee will meet quarterly, normally the second Tuesday in March, June, September and December.

4.6. Notice of meetings will be given to members at least seven days prior to each meeting.

4.7. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Chairperson will cast a second vote.

4.8. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

5. DELEGATED POWERS

5.1. The Committee has been established by a decision of Council but does not have any delegated powers.

5.2. The Committee does not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the City's endorsement.

5.3. The Committee is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

6. EVALUATION OF COMMITTEE'S EFFECTIVENESS

6.1. At a meeting of the Council prior to the ordinary Local Government elections, officers will present for the Council's consideration a review of the Committee's membership and terms of reference.

7. APPROVAL

Council Adoption	**DATE**	8 September 2021	**Resolution #**	C2109/201
Previous Adoption	**DATE**	25 September 2019	**Resolution #**	C1909/191

SCHEDULE 1 – MEMBERSHIP

Bush Fire Advisory Committee Members (Voting)
Elected Member (as Voting Member of the Committee) as appointed by Council
Elected Member (as Deputy Member of the Committee) as appointed by Council
The Chief Bush Fire Control Officer
The Deputy Chief Bush Fire Control officer(s)
One Fire Control Officer from each registered City of Busselton Bush Fire Brigade
Advisory Members (Non-Voting)
Department of Fire and Emergency Services (DFES) representative/s
Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Services) representative/s
Bushfire Ready Action Group representative/s

Terms of Reference

Committee: **Local Emergency Management**

Responsible Directorate: **Planning and Development Services** **Version:** **DRAFT**

1. INTRODUCTION

1.1. The Local Emergency Management Committee (LEMC, the Committee) is established pursuant to section 38 of the *Emergency Management Act 2005* (the Act).

2. OBJECTIVE

2.1. The objective of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives to collectively build a resilient community that is prepared to respond and recover from an emergency.

2.2. Pursuant to section 39 of the Act, the functions of the Committee are:

a. to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established and maintained;

b. to liaise with public authorities and other persons in the development, review and testing of LEMA; and

c. to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the Regulations.

3. MEMBERSHIP

3.1. Membership of the Committee is as per *Schedule 1 – Membership.*

3.2. The Mayor and Deputy Mayor will be members of the Committee.

3.3. The Council will additionally appoint one elected member as deputy member of the Committee following each ordinary Local Government election.

3.4. Special guests may be invited to attend Committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chairperson.

3.5. Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.

3.6. Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated nonattendance may result in the Chairperson notifying the District Emergency Management Committee. Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.

3.7. Committee membership will be reviewed annually meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.

3.8. New members may join the LEMC via resolution of the Committee

4. MEETING MANAGEMENT

4.1. The Chairperson will be the Mayor as recommended by the State Emergency Management Procedure.

4.2. The Deputy Chairperson will be the Local Emergency Coordinator as recommended by the State Emergency Management Procedure.

4.3. The Committee will be supported by an Executive Officer. The Executive Officer will be appointed by the Chief Executive Officer of the City.

4.4. The Chairperson will ensure that minutes of all meetings are kept.

4.5. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

4.6. The Committee will meet at least two times a year.

4.7. Notice of meetings will be given to members at least seven days prior to each meeting.

4.8. All members of the Committee will have one vote. If the vote of the members present is equally divided, the Chairperson will cast a second vote.

4.9. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

5. DELEGATED POWERS

5.1. The Committee has been established by a decision of Council but does not have any delegated powers.

5.2. The LEMC does not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the City's endorsement.

5.3. The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

6. EVALUATION OF COMMITTEE'S EFFECTIVENESS

6.1. At a meeting of the Council prior to the ordinary Local Government elections, officers will present for the Council's consideration a review of the Committee's membership and terms of reference.

7. APPROVAL

Previous Adoption	**DATE**	8 September 2021	**Resolution #**	C2109/201

SCHEDULE 1 – MEMBERSHIP

Local Government LEMC Members (Voting)
Mayor
Deputy Mayor
Elected Member (as Deputy Member of the Committee) as appointed by Council
The Local Emergency Coordinator as appointed pursuant to Section 37 of the Act by the State Emergency Coordinator (the Commissioner of Police – OIC Busselton Police/OIC Dunsborough Police)
The Local Recovery Coordinator as appointed by the City
Manager Community Safety
Environmental Health Coordinator
Manager Airport
Community Emergency Services Manager
Community / Agency LEMC Members (Voting) A representative from the following emergency management agencies, welfare support agencies and non-government organisations:
Department of Fire and Emergency Services (DFES) – Fire and Rescue Services
DFES – State Emergency Service
DFES – Volunteer Marine Rescue Service
St John Ambulance
Department of Biodiversity, Conservation and Attractions
Department of Communities
Department of Primary Industries and Regional Development
Department of Transport
WA Country Health Services
Surf Life Saving Western Australia
ATC Gas
Busselton Water
NBN Co
Telstra
Water Corporation
Western Power
Busselton Jetty Inc.
Advisory Members (Non-Voting)
In addition staff from the City and from other external State Government and non-government organisations may attend meetings regularly or on an ad-hoc basis in an advisory and networking capacity

As at 5 October 2023

TENDER INFORMATION	COUNCIL OR CEO DECISION	STATUS
RFT11/23 CHURCHILL PARK TURF Requirements – asuitable contractor for the installation and maintenance of turf to Churchill Park.	CEO Delegated Authority	Advertised 26 July 2023, closed 15 August 2023 (three submissions received).
RFT12/23 – JALBARRAGUP RD – WIDEN & RESEAL Requirements – a suitable contractor to perform road widening and sealing works on a portion of Jalbarragup Road, Busselton.	Council – 18 October 2023	Advertised 6 September 2023, closed 27 September. (Three submissions received)
RFT13/23 – CHURCHILL PARK CIVIL WORKS Requirements – a suitable contractor to upgrade the Churchill Park main oval (including drainage, irrigation and resurfacing works)	CEO Delegated Authority	Advertised 23 September, closing 12 October 2023
RFT14/23 DEPOT FLOOR RESURFACING Requirements - a suitable contractor to resurface the City of Busselton's mechanical workshop floor	CEO Delegated Authority	Advertised 23 September, closing 17 October 2023
RFT15/23 – MARYBROOOK SIESTA PARK EROSION STRATEGY Requirements – a suitable consultant to design a coastal erosion protection strategy for Marybrook and Siesta Park coastline (including an implementation plan and funding model)	CEO Delegated Authority	To be advertised 11 October, closing 7 November 2023

As at 29 September 2023

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON						
Amber Cloud Pty Ltd v City of Busselton (DR 231/2021)	Lot 101 Wilyabrup Road, Wilyabrup	November 2021	Review of a decision to refuse or conditionally grant an application under a planning scheme (Single House)	• Directions hearing on the 12 November 2021 against the decision of the City to refuse a development application. The matter is listed for Mediation on 7 February 2022. • Mediation on 7 February 2022 where it was resolved that: - Additional information would be submitted to the City by 22 March; - Mediation listed for 5 April 2022. • Mediation on 5 April 2022 where it was resolved that: - Applicant to provide amended application on or before 8 July 2022; - Mediation scheduled 22 July 2022; - Respondent (the City) to reconsider on or before 18 November 2022; - Listed for directions hearing 25 November 2022. • Mediation on 22 July 2022 where it was resolved that: - Applicant to provide an updated suite of documents on or before 12 August 2022; - By 16 September 2022 the respondent is to provide to the applicant respondent comments and any referral agency comments; - Mediation is adjourned to 20 September 2022; - Respondent to reconsider on or before 18 November2022; and - Listed for directions hearing 25 November 2022. • Mediation on 20 September 2022: - Applicant to provide an updated suite of documents on or before 4 October; - Mediation adjourned to 20 October 2022; - Respondent to reconsider on or before 18 November 2022; • Mediation listed for 20 October 2022 is vacated and relisted for 4 November 2022. The time to comply with the orders above to submit updated information is extended to 18 October 2022. • Mediation listed for 4 November was vacated and the following orders affirmed: - Respondent (the City) to reconsider on or before 18 November 2022; - Listed for directions hearing 25 November 2022. • Directions hearing on 25 November was vacated and the following orders affirmed: - Respondent (the City) to reconsider on or before 23 December 2022; - Listed for directions hearing on 9 December 2022. • Directions hearing on 9 December 2022 was vacated and the	Listed for a directions hearing on 20 October 2023	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
				following orders affirmed: - Respondent (the City) to reconsider on or before 23 December 2022; - Listed for directions hearing on 3 February 2023. • Directions hearing on 3 February 2023 was vacated and relisted for directions hearing on 24 February 2023. • Directions hearing on 24 February 2023 was vacated and relisted for directions hearing on 17 March 2023. • Directions hearing on 17 March 2023 was vacated and relisted for directions hearing on 5 May 2023. • Directions hearing on 5 May 2023 was vacated and the following orders affirmed: • Respondent (the City) to reconsider on or before 16 June 2023; • Listed for directions hearing on 23 June 2023. • At the Directions hearing on 23 June 2023, it was ordered that: • The Applicant file any amended plans by 30 June 2023; • The Respondent file a statement of issues, facts and contentions (**SIFC**); and a statement of the reasons for the decision with supporting documents; • The Applicant to file a SIFC by reference to the Respondent's SIFC; and • Listed for directions hearing on 25 August 2023. • Directions Hearing on 25 August 2023. • Directions hearing on 25 August 2023 was vacated and the matter is listed for a directions hearing on 29 September 2023. • Directions hearing on 29 September 2023 was vacated and the matter is listed for a directions hearing on 20 October 2023.		
Silverlodge Pty Ltd v City of Busselton (CC 1054/2022)	585 Caves Rd Marybrook	August 2022	Review of a decision under the Caravan Parks and Camping Grounds Act 1995.	• Directions hearing listed for 23 September 2022 against the City reducing the number of licenced sites. • Directions hearing on 23 September 2022 was vacated and listed for a mediation on 18 October 2022. • Mediation on 18 October 2022: - Mediation adjourned to a further mediation on 17 November 2022. • Mediation on 17 November 2022 was vacated. Mediation listed for 22 December 2022. • Mediation on 22 December 2022: - Listed for a directions hearing on 31 January 2023. • Directions hearing on 31 January 2023 was vacated. Directions hearing on 3 March 2023 • Listed for directions hearing on 2 May 2023 • Directions hearing on 2 May 2023 was vacated. Relisted for a further directions hearing on 6 June 2023. • Listed for further directions hearing on 18 July 2023.	Proceedings withdrawn	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
				• Directions hearing on 18 July 2023 was adjourned. Relisted for a further directions hearing on 29 August 2023. • Directions hearing on 29 August 2023 was adjourned. Relisted for a further directions hearing on 19 September 2023. • Directions hearing on 19 September 2023 was adjourned on the basis that the parties will file a minute of proposed consent orders to withdraw the matter with a new application to be filed for review of the 23/24 Licence. • Proceedings withdrawn on 18 September 2023.		
Silverlodge Pty Ltd v City of Busselton (CC 1225/2023)	585 Caves Rd Marybrook	September 2023	Review of a decision under the Caravan Parks and Camping Grounds Act 1995.	• Directions hearing on 20 October 2023	Directions hearing on 20 October 2023	

Happ & Anor v City of Busselton
(DR 159/2022)
	575 Commonage Road Quindalup	September 2022	Review of a direction by the City to stop and not recommence a development and to restore land to its state prior to the development	• Directions hearing listed for 14 October 2022.
				• Mediation listed for 1 November 2022 and further directions hearing on 4 November.
				• Mediation on 1 November referred to further mediation on 13 December 2022. Directions Hearing listed for 4 November vacated.
				• Direction hearing on 13 December 2022:
				  • Orders that a further directions hearing take place on 20 January 2023.
				- Directions hearing on 20 January 2023 was vacated and re-listed for 3 March 2023.
				• Directions hearing on 3 March 2023:
				  - By 14 April 2023 the parties have leave to file with the Tribunal and exchange any evidence expert or otherwise.
				  - Further Directions hearing to take place on 28 April 2023
				• Directions hearing on 28 April 2023 was vacated and re-listed for 4 August 2023 (to enable the City to assess a recently received development application)
				• Directions hearing on 4 August 2023 was vacated and re-listed for 18 August 2023.
				• Directions hearing on 18 August 2023 was vacated and re-listed for 14 September 2023.
				• Directions hearing on 14 September 2023 was vacated and re-listed for 6 October 2023.
					Directions Hearing on 6 October 2023	

Happ & Anor v City of Busselton (DR 197/2022)	575 Commonage Road Quindalup	November 2022	Review of direction 214(2) by the City	• Planning (General) Directions hearing listed for 25 November 2022. • Directions hearing on 25 November 2022 was vacated and listed for mediation on 13 December 2022. • Direction hearing on 13 December 2022: • Orders that a further directions hearing take place on 20 January 2023. • Directions hearing on 20 January 2023 was vacated and re-	Directions Hearing on 6 October 2023	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
				listed for 3 March 2023. • Directions hearing on 3 March 2023: - By 14 April 2023 the parties have leave to file with the Tribunal and exchange any evidence expert or otherwise. • Further Directions hearing to take place ion 28 April 2023 • Directions hearing on 28 April 2023 was vacated and re-listed for 4 August 2023 (to enable the City to assess a recently received development application). • Directions hearing on 4 August 2023 was vacated and re-listed for 18 August 2023. • Directions hearing on 18 August 2023 was vacated and re-listed for 14 September 2023. • Directions hearing on 14 September 2023 was vacated and re-listed for 6 October 2023.		
Forrest v City of Busselton (DR 101/2023)	Ludlow Park Road, Ludlow	June 2023	Review of a decision to refuse or conditionally grant an application under a planning scheme (Industry - Extractive)	• Directions hearing listed for 7 July 2023 • Listed for Mediation on 9 August 2023 • Mediation on 9 August 2023 was vacated and re-listed for 20 September 2023. • Mediation on 20 September 2023 was vacated and re-listed for 15 November 2023.	Mediation on 15 November 2023	
Leeuwin Civil Pty Ltd v City of Busselton (DR 139/2023)	Lot 1801 Banksia Road, Hithergreen	August 2023	Deemed refusal under Clause 75 (2) of the Regulations 2015.	• Directions hearing listed for 1 September 2023: - By 8 September 2023 the applicant is to provide additional information to the respondent. • Mediation held on 21 September 2023. - Applicant to provide the City with additional information for the City to review and forward to agencies (where required).	Mediation on 20 October 2023.	
REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL						
NIL						

Action Register

Meeting Date	Document	Item No.	Item	Status	Action Required	Action Taken	Due Date	Completed (Overdue)
26/07/2023	Ordinary Council Meeting 26 July 2023	10.1	Airport Advisory Committee - 14/06/2023 - REVIEW OF THE AIRPORT ADVISORY COMMITTEE	Completed	Please action as per resolution. **COUNCIL DECISION** **C2307/61** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council:** **1. notes the outcome of the evaluation of the Airport Advisory Committee's (the Committee) effectiveness, in accordance with clause 8 of the Committee's Terms of Reference;** **2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;** **3. endorses the amendments proposed to the Committee's Terms of Reference as per Attachment 1.** **CARRIED 7 / 0** **EN BLOC**	**03/08/2023 Jo Barrett-Lennard** ToR updated on City Website - 3 August 2023	02/08/2023	06/09/2023 View
26/07/2023	Ordinary Council Meeting 26 July 2023	12.1	RFT 09/23 PARKS AND RESERVES	Completed	**COUNCIL DECISION** **C2307/66** Moved Cr Paul Carter, seconded Cr Sue Riccelli **That the Council endorses the outcome of the evaluation panel's assessment of RFT 09/23 Garden Maintenance Services and accepts the tender from Activ Foundation Inc as most advantageous.** **CARRIED 7 / 0** **EN BLOC** Please action as per resolution.	**07/09/2023 Iain Ferry** Tender has been awarded	02/08/2023	07/09/2023

<table>
<tr>
<td>26/07/2023</td>
<td>Ordinary Council Meeting 26 July 2023</td>
<td>13.1</td>
<td>BUSINESS DEVELOPMENT, EVENTS AND MARKETING PROGRAM OUTCOMES - JUNE 2023</td>
<td>Completed</td>
<td>
<u>COUNCIL DECISION</u>

C2307/67 Moved Cr Jodie Richards, seconded Cr Phill Cronin

That the Council:
1. Endorses the following multi year funding allocation, to be funded from the 2024/2025 - 2026/2027 Events Budgets:
<table>
<tr><th>Event Name</th><th>Officer Recommendation (cash)</th><th>Officer Recommendation (in kind)</th></tr>
<tr><td>IRONMAN WA 2024 - 2026</td><td>2024/2025 $200,000
2025/2026 $200,000
2026/2027 $200,000</td><td>2024/2025 $20,000
2025/2026 $20,000
2026/2027 $20,000</td></tr>
<tr><td>TOTALS</td><td>2024/2025 $200,000
2025/2026 $200,000
2026/2027 $200,000</td><td>2024/2025 $20,000
2025/2026 $20,000
2026/2027 $20,000</td></tr>
</table>
2. Endorses the following single year funding allocation, to be funded from the 2023/2024 Events and Marketing & Economic Development Budgets:
<table>
<tr><th>Event Name</th><th>Officer Recommendation (2023/2024 Events Budget)</th><th>Officer Recommendation (2023/2024 Marketing & Economic Development Budgets)</th></tr>
<tr><td>Busselton Chamber of Commerce & Industry – Business Excellence Awards 2023</td><td>$6,250</td><td>$6250</td></tr>
<tr><td>TOTALS</td><td>$6,250</td><td>$6,250</td></tr>
</table>
3. Endorses the allocation of grant funding from the Marketing and Economic Development Initiatives budget through two (2) funding streams:
a. Economic Development and Marketing Grants; and
b. Quick Response Grants

4.Delegates authority to the Chief Executive Officer to approve applications for the Economic Development and Marketing Grants and the Quick Response Grants funding streams.

CARRIED 7 / 0
BY ABSOLUTE MAJORITY
</td>
<td>05/09/2023 Peta Pulford

Two streams of Economic Development and Marketing funding have been developed. All associated application forms and guidelines have been produced. First round of funding for these streams are currently open for application, with closing date of 21 September 2023.
Successful funding recipients of the Events Sponsorship (IRONMAN WA, BCCI Awards) have been advised of outcomes. Funding agreements are in progress, with full execution expected by end of September.</td>
<td>02/08/2023</td>
<td>05/09/2023
View</td>
</tr>
<tr>
<td>16/08/2023</td>
<td>Ordinary Council Meeting 16 August 2023</td>
<td>10.1</td>
<td>Policy and Legislation Committee - 26/07/2023 - Dogs Local Law</td>
<td>Completed</td>
<td>
Please action as per resolution.

<u>COUNCIL DECISION</u>

C2308/78 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council:

1. Commences the law-making process for the City of Busselton Dogs Local Law 2023; the purpose and effect of the local law being as follows:

Purpose: To repeal the Dogs Local Law of 2014 and make provisions about dogs which are permitted under the Dog Act 1976.

Effect: To provide Council with controls and regulatory measures in relation to matters such as the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs.

2. Authorises the CEO to carry out the law-making procedure under section 3.12(3) of the Local Government Act 1995, by:

(a) Giving local public notice of the Proposed Local Law; and

(b) Giving a copy of the Proposed Local Law and public notice to the Minister for Local Government.
</td>
<td>06/09/2023 Briony McGinty

Local Law advertised and sent to Minister.</td>
<td>23/08/2023</td>
<td>06/09/2023</td>
</tr>
</table>

					3. Notes that the CEO, after the close of the public consultation period, will submit a report to the Council on any submissions received on the Proposed Local Law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Act. **CARRIED 7 / 0** **EN BLOC**			
16/08/2023	Ordinary Council Meeting 16 August 2023	10.2	Policy and Legislation Committee - 26/07/2023- Delegation of Power to Dispose of Residential Property by Lease	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/79** Moved Cr Anne Ryan, seconded Cr Kate Cox **That the Council adopts the instrument of delegation at Attachment 1.** **CARRIED 7 / 0** **BY ABSOLUTE MAJORITY**	**31/08/2023 Ann Strang** No action required by Property Services, forwarded to Governance to amend delegation register. **06/09/2023 Sarah Pierson** Delegation register amended	31/08/2023	06/09/2023 View
16/08/2023	Ordinary Council Meeting 16 August 2023	10.6	Policy and Legislation Committee - 26/07/2023 - REVIEW OF COUNCIL POLICY 'DESIGNATION OF SENIOR EMPLOYEE AND ACTING CEO'	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/83** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council adopts the amended Council Policy 'Designation of Senior Employees and Acting CEO' (Attachment 1), to replace the current policy (Attachment 2).** **CARRIED 7 / 0** EN BLOC	**31/08/2023 Jo Barrett-Lennard** Policy 'Designation of Senior Employees and Acting CEO' removed from website, moved to 'Rescinded' folder in ECM. New Policy "Acting CEO' has been adopted and added to Website.	23/08/2023	06/09/2023 View
16/08/2023	Ordinary Council Meeting 16 August 2023	10.7	Policy and Legislation Committee - 26/07/2023 - REVIEW OF COUNCIL POLICY 'CLOSED CIRCUIT TELEVISION SYSTEMS'	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/84** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council adopts the amended Council policy: Closed Circuit Television Systems (the Policy) (Attachment 1) to replace the current policy (Attachment 2).** **CARRIED 7 / 0** **EN BLOC**	**31/08/2023 Jo Barrett-Lennard** Policy updated	23/08/2023	06/09/2023 View

<table>
<tr>
<td>16/08/2023</td>
<td>Ordinary Council Meeting 16 August 2023</td>
<td>11.1</td>
<td>Amendment 54 to Local Planning Scheme 21 Lot 2883 Puzey Road, Wilyabrup</td>
<td>Completed</td>
<td>Please action as per resolution.

COUNCIL DECISION

C2308/88 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council:

1. In pursuance of the Planning and Development Act (Local Planning Schemes) Regulations 2015 (the Regulations) adopts Amendment 54 to the City of Busselton Local Planning Scheme 21 (the Scheme) for final approval, for the purposes of:

a)Inserting a new ‘Special Provision Area 76’ as follows:
<table>
<tr><th>No.</th><th>Particulars of Land</th><th>Zone</th><th>Special Provisions</th></tr>
<tr><td>SP76</td><td>Strata Lots 20, 21, 31, 37, 46 and 47 on Survey-Strata Plan 54626 (Lot 2883) Puzey Road, Wilyabrup</td><td>Viticulture and Tourism</td><td>For Lots 20, 21, 31, 37, 46 and 47, as shown on the current Strata Plan 54626 (approved on 24 December 2021), one Chalet per lot is permitted as unrestricted length of stay.</td></tr>
</table>
b)Amending the Scheme Map accordingly.

2. In accordance with Regulation 35 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 54 of the City of Busselton Local Planning Scheme No. 21 is a ‘complex amendment’ in accordance with r.34 of the Regulations as it is:

(a) an amendment that is not consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.

3. Pursuant to r. 53 of the Regulations, endorses the Schedule of Submissions at Attachment 5, which has been prepared in response to the public consultation process.
4. Upon preparation of the necessary documentation, refers the adopted Amendment 54 to the WAPC for consideration and determination in accordance with the Planning and Development Act 2005.

5. Pursuant to r. 56 of the Regulations, should directions be given that modifications to Amendment 54 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination

CARRIED 7 / 0
EN BLOC</td>
<td>07/09/2023 David Sands

Letter drafted CEO approval required prior to documentation being sent to WAPC.</td>
<td>23/08/2023</td>
<td>03/10/2023
View</td>
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<tr>
<td>16/08/2023</td>
<td>Ordinary Council Meeting 16 August 2023</td>
<td>11.2</td>
<td>Proposed Amendment 56 to Local Planning Scheme 21 Special Character Area</td>
<td>Completed</td>
<td>Please action as per resolution.

COUNCIL DECISION

C2308/90 Moved Cr Phill Cronin, seconded Cr Anne Ryan

That the Council:

1. In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) initiates Amendment 56 to the City of Busselton Local Planning Scheme No. 21 (the Scheme) for community consultation for the purposes of:
(a) Amending clause 5.7.3 to read as follows:
(i) 5.7.3 Where such objectives, provisions and/or controls are specified in Schedule 4 in relation to a designated Special Character Area, those objectives, provisions and/or controls act in conjunction with the other provisions of this Scheme relevant to that area.
2. Pursuant to r.35(2) determine that Amendment 56 is a ‘standard amendment’ as it is:
(a) An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;</td>
<td>01/09/2023 Justin Biggar

Amendment report prepared, waiting for signature then will be sent to the EPA and the Minister for consent to start advertising.</td>
<td>23/08/2023</td>
<td>03/10/2023
View</td>
</tr>
</table>

					(b) An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area; and (c) Any other amendment that is not a complex or basic amendment. 3. That as the amendment is in the opinion of Council, consistent with Part V of the *Planning and Development Act 2005* (the Act) and the Regulations made pursuant to the Act, that upon preparation of the necessary documentation, refer the amendment to the Environmental Protection Authority (EPA) and upon receipt of a response that the amendment is not subject to formal environmental assessment, advertise the proposal for a period of 42 days. Where the EPA determines the amendment is to be subject to formal environmental assessment, the assessment is to be prepared prior to advertising of the draft amendment. 4. Council note that the City will proceed within 12 months the following further stages for review of the Special Character Areas: (a) Undertake a broader review of the Special Character Area framework which includes the related Scheme provisions and suite of local planning policies. (b) As part of the review, the City will engage with the community to inform the preparation of revised planning controls consistent with the contemporary planning framework. (c) Incorporate the findings of the stage 2 review within the planning framework. 5. Amend Delegation DA7 - 01 by adding the following as point 2 in the Conditions section (with subsequent points being renumbered accordingly) - Applications in Special Character Areas requiring the exercise of discretion All applications for development approval affecting land within the Special Character Areas, as identified in Schedule 4 of the Scheme, and which involve the exercise of discretion, must be brought to Council for determination, unless the application has been refused under delegated authority. **CARRIED 6 / 0** BY ABSOLUTE MAJORITY			
16/08/2023	Ordinary Council Meeting 16 August 2023	11.3	PROPOSED ABBEY SOUTH STRUCTURE PLAN AND ASSOCIATED AMENDMENT NO. 55 TO LOCAL PLANNING SCHEME NO. 21 - CONSIDERATION FOR FINAL APPROVAL	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/91** Moved Cr Kate Cox, seconded Cr Jodie Richards That the Council: 1. Pursuant to Part 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), adopts the Abbey South Structure Plan at Attachment 2 for final approval, in accordance with the modifications proposed in the Schedule of Modifications at Attachment 7. 2. Pursuant to r.50 of the Regulations, adopts Amendment No. 55 to Local Planning Scheme No. 21 for final approval, in accordance with the modifications proposed in the Schedule of Modifications shown at Attachment 7, for the purposes of: (a) Inserting 'Special Provision Area No. 76' to read as follows –		**06/09/2023 Noah Scott-McDonald** Amendment document has been forwarded to the Deputy Mayor for signing.	23/08/2023	27/09/2023 View

No	Particulars of Land	Zone	Special Provisions
SP76	As identified on the Scheme map	Urban Development	1. A single structure plan is to be prepared for the entire Special Provision Area. 2. In addition to the information to be included in a structure plan outlined in Clause 16 of the Deemed Provisions, the structure plan is to set out the following: i. A water management report that takes into consideration the land to the south and addresses all water-related matters relevant to the proposal. ii. Measures to manage risk from coastal inundation. iii. Open space requirements. iv. Measures to retain, manage, and enhance environmental values associated with the Special Provision Area including remnant vegetation, potential habitat for Commonwealth and State listed threatened fauna species, ecological linkages, and wetlands, within 'public open space', road reserves, and/or conservation areas (as identified on the Structure Plan). Such measures are required to also address linkages and connectivity with contiguous areas of similarly important remnant vegetation on land adjoining the special provision area as well as management measures to ensure the

					habitat functions of these areas are maintained and, where possible, enhanced. v. The provision of vegetated buffers to ensure appropriate visual screening and separation of development from main roads adjoining the Special Provision Area. vi. Measures to provide for the safe and efficient movement of pedestrians and cyclists to, from, and within the Special Provision Area, including crossings of main roads adjoining the Special Provision Area. 3. A Local Development Plan is to be prepared on Lots 12 and 402 Caves Road and Lots 14 and 15 Bussell Highway to address: i. Location of car parking, pedestrian access, and vehicular/service access areas for development where adjacent or located on Lot 402; ii. Landscape values and visual management considerations. 3. Pursuant to r.53 and Part 4 of Schedule 2 of the Regulations, endorses the Schedules of Agency and Public Submissions at Attachments 4 and 5 respectively, which have been prepared in response to the public consultation process undertaken in relation to the Abbey South Structure Plan and associated Amendment No. 55. 4. Advise the Western Australian Planning Commission that Amendment No. 55 is considered a 'standard' amendment pursuant to r.34 of the Regulations as it is: (a) an amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission; and (b) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area. 5. Upon preparation of the necessary documentation, refers the adopted Amendment No. 55 to the Western Australian Planning Commission for consideration and determination in accordance with the Planning and Development Act 2005. 6. Subject to the following changes to the Schedule of Modifications shown at Attachment 7: (i) Provide for a single row of R10 lots on the western boundary of Lot 4. (ii) Replace density range of R20-40 applicable to residential areas with a density range of R20-30. (iii) Replace the R60 density code (brown coloured residential area) with a density range of R20-30. (iv) Replace the R60 density code of the Local Centre with R40. (v) realign the access road/ share path that runs through the southern part of Lot 12 to be located parallel with the southern boundary, but sufficiently north of that boundary to enable retention of the mature vegetation along the boundary within the road reserve. (vi) Further clarify that the intersection of Caves Road is to be a small footprint roundabout of a 30m diameter which is capable of accommodating truck movements, similar to the Strelly and Barlee Street roundabout, and if this is not possible that a two stage t-intersection designed with minimal impact on vegetation is preferred. **CARRIED 6 / 1** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin and Cr Ross Paine** **AGAINST: Cr Anne Ryan**			
16/08/2023	Ordinary Council Meeting 16 August 2023	11.4	APPLICATION FOR DEVELOPMENT APPROVAL (DA21/0822) - PROPOSED EXTRACTIVE (SAND) - LOT 4205 GALE ROAD KALOORUP	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/92** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council:** **1. That application DA21/0822 submitted for development of Industry – Extractive (Sand) at Lot 4205 Gale Road Kaloorup is considered by the Council to be generally consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located.** **2. That Development Approval is granted for the proposal referred to in (1) above subject to the following conditions:** ***reduced for brevity*** **CARRIED 7 / 0** EN BLOC	**07/09/2023 Kellie Woodcoe-Bryant** DA Issued 30/8/2023	23/08/2023	**Completed**

16/08/2023	Ordinary Council Meeting 16 August 2023	12.1	NAMING PORT GEOGRAPHE COVES AND PARKS	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/93** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council:** **1. That the Council approve the suggested names in this report resulting from consultation with representatives of the Traditional Owners of the Port Geographe area.** **2. That the Council approve for the City Officer to submit an application with Landgate for using the names in the Port Geograhe area.** **CARRIED 7 / 0** EN BLOC	**07/09/2023 Daniell Abrahamse** The City has received approval from Landgate of the proposed names and will be obtaining quotes to manufacture and install the signs as soon as possible.	23/08/2023	07/09/2023 View
16/08/2023	Ordinary Council Meeting 16 August 2023	12.2	RFT10/23 Arboriculture Services	Completed	Please action as per resolution. **COUNCIL DECISION** **C2308/94** Moved Cr Paul Carter, seconded Cr Phill Cronin **That the Council endorses the outcome of the evaluation panel's assessment of RFT10/23 Aboriculture Services and accepts the tender from Fine Brand Pty Ltd as trustee for Guy Badger Family Trust trading as Arbor Guy as most advantageous.** **CARRIED 7 / 0** **EN BLOC**	**07/09/2023 Iain Ferry** Tender has been awarded	23/08/2023	07/09/2023 View
20/09/2023	Ordinary Council Meeting 20 September 2023	11.1	DA22/0817 - Bed and Breakfast (Change of Use of Existing Single House and New Development)	Completed	Please action as per resolution. **COUNCIL DECISION** **C2309/110** Moved Cr Sue Riccelli, seconded Cr Anne Ryan **That the Council determines:** A. **That application DA22/0817 submitted for development of Bed and Breakfast (Change of Use of Existing Single House and New Development) on Lot 301 (No. 29) Carnarvon Castle Drive, Eagle Bay, is considered by the Council to not be consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located.** B. **To refuse to grant development approval, for the following reasons:** 1. **Uncertainty exists around whether lawful discretion exists.** 2. **The proposal is considered to have excessive landscape and visual elements particularly in relation to:** **a) Dwelling is proposed to reach a height of 8.45m, inclusive of a chimney height, in lieu of the development standard permitted height of 7.5m.** **b) Upper store floor area covers 89% of the ground floor footprint in lieu of 50% permitted by the Development Standard.** **c) Outbuilding wall height (shed) of 3.34m in lieu of permitted Residential Design Codes - 2.4m, LPS 21 - 2.7m and LPP 4.10 - 3.1m.**	**04/10/2023 Jo Barrett-Lennard** Decision notice issued 27/9/23	04/10/2023	04/10/2023

					CARRIED 5 / 3 **FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin and Cr Sue Riccelli** **AGAINST: Cr Grant Henley, Cr Paul Carter and Cr Ross Paine** Reasons: There is a lack of certainty around whether lawful discretion is able to be used for this proposal because of the issue of which setback standards apply is critical to the determination of the application. There appears to be overdevelopment of the built form on site.			
20/09/2023	Ordinary Council Meeting 20 September 2023	11.2	Application for Development Approval (DA23/0270) - Single House (Outbuilding) - Lot 43 (9) Campion Way Quindalup	Completed	Please action as per resolution. **COUNCIL DECISION** **C2309/111** Moved Cr Anne Ryan, seconded Cr Paul Carter **That the Council:** **1. Consider that the application for a Single House (Outbuilding) is generally consistent with Local Planning Scheme No. 21 and the objectives of the zone in which it is located; and** **2. Grant development approval for the proposal subject to the following conditions:** **GENERAL CONDITIONS:** **1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.** **2. The development hereby approved shall be undertaken in accordance with the signed and stamped Approved Development Plans(s), including any notes placed thereon in red by the City of Busselton.** **PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS:** **3. The development hereby approved, or any works required to implement the development shall not commence until the following plans or details have been submitted to the City and approved in writing:** **1. A minimum of two (2) *Agonis flexuosa* (WA peppermint trees) with a minimum age of 2 years and height of 2m at the time of planting are to be planted within the site in accordance with the Approved Development Plan. Unless otherwise first agreed in writing, any trees which, within a period of five years from first planting are removed, die or are assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.** **PRIOR TO OCCUPATION/USE OF THE DEVELOPMENT CONDITIONS:** **4. The development hereby approved shall not be occupied or used, until all plans, details or works required by Condition 3 have been implemented.** **ON-GOING CONDITIONS** **5. The works undertaken to satisfy Condition 3 shall be subsequently maintained for the life of the development.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil** **EN BLOC**	**03/10/2023 Justin Biggar** Approval notice issued	04/10/2023	03/10/2023
20/09/2023	Ordinary Council Meeting 20 September 2023	11.3	Application for Development Approval (DA23/0194) - Single House	Completed	Please action as per resolution. **COUNCIL DECISION**	**04/10/2023 David Sands** Issue decision letter.	04/10/2023	04/10/2023 View

			(Drive Way Addition) - Lot 61 (40) Campion Way, Quindalup		**C2309/112** Moved Cr Anne Ryan, seconded Cr Paul Carter **That the Council:** **1. Consider that the application for a Single House (Driveway Addition) DA23/0194 is generally consistent with Local Planning Scheme No. 21 and the objectives of the zone in which it is located; and** **2. Grant development approval for the proposal subject to the following conditions:** **GENERAL CONDITIONS:** **1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.** **2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s), including any notes placed thereon in red by the City.** **PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS:** **3. The development hereby approved, or any works required to implement the development shall not commence until the following plans or details have been submitted to the City and approved in writing:** **1. A minimum of two (2) *Agonis flexuosa* (WA peppermint trees) with a minimum age of 2 years and height of 2m at the time of planting are to be planted within the site in accordance with the Approved Development Plan. Unless otherwise first agreed in writing, any trees which, within a period of five years from first planting are removed, die or are assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.** **PRIOR TO OCCUPATION/USE OF THE DEVELOPMENT CONDITIONS:** **4. The development hereby approved shall not be occupied or used, until all plans, details or works required by Condition 3 have been implemented.** **ON-GOING CONDITIONS** **5. The works undertaken to satisfy Condition 3 shall be subsequently maintained for the life of the development.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil** **EN BLOC**			
20/09/2023	Ordinary Council Meeting 20 September 2023	11.4	Application for Development Approval (DA23/0133) - Grouped Dwelling (Alterations and Additions) - Lot 1 (17A) Gibney Street Dunsborough	Completed	Please action as per resolution. **COUNCIL DECISION** **C2309/113** Moved Cr Anne Ryan, seconded Cr Paul Carter **That the Council:** **1. Consider that the application for a Grouped Dwelling (Alterations/Additions) is generally consistent with Local Planning Scheme No. 21 and the objectives of the zone in which it is located; and** **2. Grant development approval for the proposal subject to the following conditions:** **GENERAL CONDITIONS:** **1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.**	**04/10/2023 Jo Barrett-Lennard** Approved and issued	04/10/2023	04/10/2023

					2. The development hereby approved shall be undertaken in accordance with the signed and stamped Approved Development Plans(s), including any notes placed thereon in red by the City of Busselton. **ONGOING CONDITIONS:** **3. The works undertaken to satisfy Condition 2 shall be subsequently maintained for the life of the development, and the following Condition(s) complied with:** **3.1 Stormwater to be retained for use and/or infiltration within the lot at a rate of 1m³ per 40m² of impervious area.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil** **EN BLOC**			
20/09/2023	Ordinary Council Meeting 20 September 2023	13.1	Youth Plan	In progress	**COUNCIL DECISION** **C2309/114** Moved Cr Anne Ryan, seconded Cr Paul Carter **That the Council adopt the Youth Plan 'What's up in your world' (Attachment 1) as a guiding document for the delivery of youth services for the City of Busselton.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil** **EN BLOC** Please action as per resolution.	**29/09/2023 Angela Griffin** Emailed precision print for a quote to print high quality booklets Emailed a copy of the the plan to all organisations on the Cape-to-Cape youth network meeting. 90 email addresses **02/10/2023 Angela Griffin** Quote received and printing will commence asap. Youth plan is on website under youth-youth programs	30/11/2023	
20/09/2023	Ordinary Council Meeting 20 September 2023	13.2	2023/2024 Community Assistance Program Round 1 Outcomes	In Progress	Please action as per resolution. **COUNCIL DECISION** **C2309/115** Moved Cr Anne Ryan, seconded Cr Paul Carter **That the Council endorses the following funding allocation, to be funded from the 2023/2024 Community Assistance Program budget:** **Applicant / Requested / Recommendation** **Cape Mountain Bikers** $30,000 {resolution} **Advocacy WA** $10,000 {resolution} **Busselton City Football Club** $6,000 $6,000 **West Busselton Primary School** $9,600 {resolution} **RSPCA WA** $5,400 $3,500 **TOTAL** $61,000 $9,500 **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil** **EN BLOC**	**02/10/2023 Jessica Watts** Grant agreements drafted. Council Resolution number entered into agreements from most recent Council minutes.	29/09/2023	

<table>
<tr>
<td>20/09/2023</td>
<td>Ordinary Council Meeting 20 September 2023</td>
<td>14.1</td>
<td>Adoption of Corporate Business Plan 2023-2027</td>
<td>Completed</td>
<td>Please action as per resolution.
Prior to the meeting, officers foreshadowed an amendment to the officer recommendation. The amended recommendation was moved first and carried.

<u>COUNCIL DECISION</u>

C2309/116 Moved Cr Ross Paine, seconded Cr Anne Ryan

That the Council adopts the Corporate Business Plan 2023-2027 in the form attached to this report, subject to:

1. the following action being added to Key Theme 2 Lifestyle:

<table>
<tr><th rowspan="2">Action</th><th rowspan="2">Strategic Priority Link</th><th rowspan="2">Supporting Plans and Strategies</th><th rowspan="2">Action Owners</th><th rowspan="2">Action Type / Budget</th><th colspan="4">Delivery</th></tr>
<tr><th>23-24</th><th>24-25</th><th>25-26</th><th>26-27</th></tr>
<tr><td>Holiday Homes Regulations
Further to outcomes of the State Government’s review, consider further changes to the City’s Holiday Homes Regulatory Framework.</td><td>2.8</td><td></td><td>Strategic Planning</td><td>Program Operational</td><td>X</td><td></td><td></td><td></td></tr>
</table>

2. the retiring action ‘Holiday Homes Regulations’ being removed.

CARRIED 8 / 0

FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine

AGAINST: Nil

BY ABSOLUTE MAJORITY

Reasons: Council indicated a desire to retail an action associated with the regulation of holiday homes, with stage 3 of the initiated review pending State Government action.</td>
<td>04/10/2023 Sarah Pierson

Corporate Business Plan finalised and published post adoption. Available in hard copy format and on the City's website.</td>
<td>01/11/2023</td>
<td>04/10/2023</td>
</tr>
</table>

20/09/2023	Ordinary Council Meeting 20 September 2023	16.1	Notice of Motion - Recognition of Nina Kennedy	Completed	Please action as per resolution. **COUNCIL DECISION** **C2309/118** Moved Cr Grant Henley, seconded Cr Anne Ryan **That the Council requests the CEO to prepare a report outlining potential recognition of Nina Kennedy.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil**	**04/10/2023 Sarah Pierson** Report presented for Council's consideration at October ordinary Council meeting	27/10/2023	05/10/2023
20/09/2023	Ordinary Council Meeting 20 September 2023	16.2	Notice of Motion - Introduction of Recreation Facilities Reserve	Not yet started	Please action as per resolution. **COUNCIL DECISION** **C2309/119** Moved Cr Grant Henley, seconded Cr Anne Ryan **That Council requests the CEO to prepare a report that considers the introduction of a dedicated Recreation Facilites Reserve as part of budget preparations and review of the Long-Term Financial Plan.** **CARRIED 8 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine** **AGAINST: Nil**	**04/10/2023 Sarah Pierson** Will be prepared and presented to Council post local government elections and induction of Councillors	27/10/2023	
25/12/2030	InfoCouncil Action Items	10.1	Policy and Legislation Committee - 10/5/2023 - CONSOLIDATED PARKING SCHEME AMENDMENT - PROWSE WAY, DUNSBOROUGH	Completed	Please action as per resolution. **COUNCIL DECISION** **C2306/109 Moved Councillor P Cronin, seconded Councillor J Richards** **That the Council:** **1. Resolves, pursuant to clause 2.1(1)(a) of the City of Busselton *Parking Local Law 2020*, that the bend abutting 17 Prowse Way, Dunsborough be determined a no-stopping road or verge area as shown in the attached Line Marking and Sign Installation Plan (Attachment A);** **2. Notes:** **(a) that the resolution will take affect after the giving of public notice by the CEO; and** **(b) the Consolidated Parking Scheme will be amended to reflect the resolution.** **CARRIED 8/0** **EN BLOC**	**03/08/2023 Ian McDowell** 1. The Consolidated Parking Scheme has been amended to reflect this new restriction. 2. Public Notice of the amendment to the scheme was published on the City's website on Monday, 3 July 2023; and in the local newspaper on Friday, 7 July 2023. 3. A CRM has been raised and assigned to EWS to carry out the line marking, and install the regulatory signage. CRM WE23/1610 refers. **07/08/2023 Ian McDowell** No Stopping Signs have been installed. Line marking to be carried out in the next 1-2 weeks. **07/09/2023 Ian McDowell** Line marking completed on Thursday, 7 September 2023	01/01/2031	07/09/2023 View

25/12/2030	InfoCouncil Action Items	10.2	Audit and Risk Committee - 7/6/2023 - CEO REVIEW OF SYSTEMS AND PROCEDURES (REG 17)	In Progress	Please action as per resolution. **COUNCIL DECISION** **C2306/111 Moved Councillor P Cronin, seconded Councillor J Richards** **That the Council** **1. Accept the CEO's Regulation 17 review of the appropriateness and effectiveness of the City of Busselton systems and procedures in relation to risk management, internal control and legislative compliance; and** **2. request that the Chief Executive Officer provide quarterly updates to the Audit and Risk Committee on the progress of the recommendations for improvement identified as part of the review.** **CARRIED 8/0** **EN BLOC**	**01/09/2023 Tim Allingham** Confirmed with Governance that this item should be transferred to Director FCS. **04/10/2023 Sarah Pierson** Update on recommendations provided to ARC in September 2023. Next update scheduled post the conclusion of the second quarter (early 2024)	01/01/2031	
25/12/2030	InfoCouncil Action Items	10.4	Policy and Legislation Committee - 10/5/2023 - BUSHFIRES BRIGADES LOCAL LAW	Completed	Please action as per resolution. **COUNCIL DECISION** **C2306/121 Moved Councillor K Cox, seconded Councillor R Paine** **That the Council:** **1. Commences the law-making process for the City of Busselton Bush Fire Brigades Local Law; the purpose and effect of the local law being as follows:** **Purpose: To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.** **Effect: Bush fire brigades are created in accordance with the *Bush Fires Act 1954*.** **2. Authorises the CEO to carry out the law-making procedure under section 3.12(3) of the *Local Government Act 1995,* by:** **(a) Giving local public notice of the Proposed Local Law; and** **(b) Giving a copy of the Proposed Local Law and public notice to the Minister for Local Government and the Minister for Emergency Services.** **3. Notes that the CEO, after the close of the public consultation period, will submit a report to the Council on any submissions received on the Proposed Local Law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Act.** **CARRIED 8 / 0**	**03/08/2023 Briony McGinty** Local public notice done. Letters to Minister for LG and ES done. Waiting for close of submission period before referring back to Council.	01/01/2031	06/09/2023 View
25/12/2030	InfoCouncil Action Items	11.1	Policy and Legislation Committee - 10/5/2023 - PROPOSED LOCAL PLANNING POLICY: IDENTIFICATION OF COMPLEX DEVELOPMENT APPLICATIONS - CONSIDERATION OF ADOPTION FOR ADVERTISING	Completed	**COUNCIL DECISION** **C2306/108 Moved Councillor P Cronin, seconded Councillor J Richards** **That the Council, pursuant to clauses 3 and 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, prepare and advertise Draft Local Planning Policy: Complex Development Applications (the Draft Policy) (Attachment A) as a draft local planning policy.** **CARRIED 8/0**	**05/09/2023 Paul Needham** Draft LPP advertised and follow-up report prepared for September Policy & Legislation Committee meeting.	01/01/2031	05/09/2023

25/12/2030	InfoCouncil Action Items	12.1	RFT 06/23 Mechanical Services	Completed	Please action as per resolution. **COUNCIL DECISION** **C2306/116 Moved Councillor P Cronin, seconded Councillor J Richards** **That the Council** **1. endorses the outcome of the evaluation panel's assessment of RFT06/23 Mechanical Services and** **2. accepts the tender from CBRE (GWSLA) Pty Ltd in respect of SP1 Mechanical Services to the City of Busselton Administration Building and SP2 Mechanical Services to all City of Busselton owned facilities and buildings (excluding the Administration building) as the most advantageous tender.** **CARRIED 8/0**	**07/09/2023 Jo Barrett-Lennard** Completed	01/01/2031	07/09/2023
25/12/2030	InfoCouncil Action Items	13.1	Airport Advisory Committee - 20/10/2021 - BUSSELTON MARGARET RIVER AIRPORT OPERATIONS UPDATE	Completed	Please action as per resolution. **COUNCIL DECISION** **C2111/082 Moved Councillor P Carter, seconded Councillor A Ryan** **That the Council receives and notes the Airport Operations Report and requests that the Chief Executive Officer investigates the potential for recreational helicopter flights to operate from the Busselton Jetty.** **CARRIED 9 / 0**	**07/09/2023 Jo Barrett-Lennard** Completed	01/01/2031	07/09/2023
25/12/2030	InfoCouncil Action Items	13.2	EXPRESSION OF INTEREST - RESERVE 46187 LOT 448 MARINE TERRACE; OLD TENNIS CLUB BUILDING	In Progress	**COUNCIL DECISION** **C2112/119 Moved Councillor A Ryan, seconded Councillor P Cronin** **That the Council:** **1. Acknowledges the receipt of two responses to a publicly advertised expression of interest process seeking a commercial operator to lease Reserve 46187 – Lot 448 Marine Terrace to operate a business venture consistent with the permissible building uses.** **2. Nominates Geographe Bay Brewing Co. as the 'preferred proponent' for a period of 6 months, as potential future lessee of Reserve 46187 – Lot 448 Marine Terrace, Busselton.** **3. Authorises the CEO to continue negotiations with the Department of Planning, Lands and Heritage to change the purpose of Lot 448 on Reserve 46187 and agree the terms of head lease with the State Government.** **4. Subject to the outcome of recommendation 3 above, authorises the CEO to enter into negotiations for the terms and conditions of a sub-lease with Geographe Bay Brewing Co, including ground rent, lease term, asset management, potential landscaping proposals and any legal considerations to operate a commercial venture and return to Council with recommendations in relation to the heads of terms.** **CARRIED 9 / 0** Please action as per resolution.		29/09/2023	

25/12/2030	InfoCouncil Action Items	13.3	RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING PREFERRED PROPONENT EXTENSION	In Progress	**COUNCIL DECISION** **C2302/024 Moved Councillor P Carter, seconded Councillor K Cox** **That the Council extends the 'preferred proponent' status for Geographe Bay Brewing Co. as potential lessee of Reserve 46187 – Lot 448 Marine Terrace, Busselton until 31 December 2023** **CARRIED 9 / 0** **FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli, Cr Mikayla Love and Cr Ross Paine** **AGAINST: Nil**	**03/08/2023 Tiffany Sweatman** Working with DLPH with regards to terms of the headlease and proposed commercial use. Further information has been requested to justify our request for a nominal rent headlease on the basis of placing the income from the sublease into the Jetty Maintenance Reserve. Teams meeting has been sent up, which had to be rescheduled due to absence.	01/01/2031	

KARRI KARRAK
ABORIGINAL CORPORATION
ABN 19 126 031 234 ICN 9633

10th September 2023

To Whom It May Concern,

LETTER OF SUPPORT – SALTWATER BUSSELTON

Karri Karrak Aboriginal Corporation (KKAC) is the Native Title representative body elected by the Noongar community to speak for Country and culture in the south west corner of Western Australia, across the area formerly identified as the South West Boojarah and Harris Family Native Title claim areas.

KKAC wishes to confirm its support for the City of Busselton's Saltwater project - a new performing arts centre and gallery. The City of Busselton has been working with a Noongar Advisory Group since planning began for this important project, in particular the inclusion of Noongar interpretive information in the design of the building and its display areas.

As the Noongar community's elected and endorsed representative body with the cultural authority to speak for heritage and Country the KKAC offers its support for the City of Busselton's application for funding to:

- commission local Wardandi Elders to write a Welcome statement for the building;
- support the installation of the Welcome statement in a prominent position; and
- assist with the installation of local and international renowned Noongar artists Sandra Hill's Mia Mia artwork.

These design elements were promoted by the Noongar Advisory Group in early dialogue with the City and KKAC is extremely pleased that the City has endorsed the inclusion of suggested artwork and interpretive concepts within the new building. The KKAC anticipates that the artwork and design elements suggested by the Noongar Advisory Group will promote the new building as a culturally safe place for First Nations people, while also providing an exceptional opportunity to educate and share Noongar culture with visitors to the building.

The KKAC unreservedly supports the inclusive efforts that the City of Busselton has undertaken in regards to capturing and respecting Noongar culture in the design of the new performing arts centre and gallery - Saltwater. To this end KKAC support the City's application for funding to ensure the aspiration of the Noongar community and City are realised.

Yours sincerely,

Prof Stephen van Leeuwen
Chair
Karri Karrak Aboriginal Corporation
0429 105 140
sleeuwen@amnet.net.au

Our Ref: AMD21/0040
Your Ref: PLH2021P0120
Contact: Paul Needham
08 9781 0476

30 May 2023

David Caddy
Chairman
Western Australian Planning Commission
140 William Street
PERTH WA 6000

chairman@wapc.wa.gov.au

Dear David,

CONCERNS RELATED TO RECENT MODIFICATIONS TO THE LEEUWIN-NATURALISTE SUB-REGIONAL STRATEGY

Thank you for your letter dated 11 April 2023, responding to my earlier letter dated 28 March 2023, regarding the above. The City is appreciative of your offer to meet, and looks forward to doing so.

Given the nature of the issues raised by the City and the detailed report on the issues available on the City's website (referenced in my earlier letter), however, the City respectfully asks that a more substantial written response to the matters raised by the City be provided prior to meeting. The provision of a more substantial written response may assist the City in understanding the rationale for the WAPC's decisions, and narrow the range of issues requiring discussion when we meet.

Additional material available to the City following a more recent FOI application, as well as information provided to the City by the Vasse JV with respect to Vasse North, is also considered to have identified further questions that the City feels need to be addressed. I have attached a copy of correspondence provided to the City by the Vasse JV for your information.

The City would particularly appreciate further advice in relation to –

1. Why different criteria were applied to the assessment of the Vasse South area than were applied to either the Vasse North or Abbey areas?
2. Why the Vasse South area considered was so much larger than what was envisaged as part of earlier WAPC and City of Busselton decision-making?
3. What dataset the WAPC relied on to identify that most of the land in the Vasse North area is between 2.0 and 3.0 metres AHD? I note that publicly available LiDAR information (from a DWER dataset) indicates that most of the land is below 2.0 metres AHD, with a significant portion below 1.5 metres AHD. More recent LiDAR information commissioned by and available to the City is consistent with the earlier DWER dataset.

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au
Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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4. Why the Vasse North and Vasse South areas were given the same assessment against the Basic Raw Materials criteria, when existing levels at Vasse South are substantially higher?
5. What the Commission's understanding was of visual management concerns raised by the City in relation to Vasse North?
6. Correspondence provided by the Vasse JV to the City in relation to Vasse North indicates that a significant reason why it wishes to pursue residential development on that land is related to their capacity to maintain continuity of supply, related to the fact that it has not been able to obtain environmental approvals associated with further development within the existing, planned/zoned Vasse urban area. Was the WAPC aware of that issue?
7. Why options for further community and stakeholder engagement were not formally outlined and considered prior to making final decisions to modify the Strategy, especially with respect to Dunsborough, where the reports considered by the WAPC acknowledged there was a high level of community interest in the matter?
8. Why, given that the WAPC was the actual decision-maker, and was not making a recommendation to the Minister or Government, that the reports on the matter were confidential? From a review of the 'transparency principles', it remains unclear to the City why the reports were confidential, and could only be available to the City following FOI requests.
9. Given that the Council's resolution asked that the WAPC consider the issues, when will other Commissioners have an opportunity to become aware of and give consideration to the issues raised by the Council? To date, it appears that only you as Chair and DPLH officers have been made aware of the Council's resolution.

Whilst I appreciate that the reports considered by the WAPC were drafted by DPLH officers, and not by WAPC Commissioners, the WAPC considered a series of reports in relation to these matters, and as a result had a number of opportunities to identify and seek clarity on questions like those I have outlined above.

Especially given the fact that the Dunsborough East landowner group and Vasse JV both appear keen to progress the next phases of planning, it is seen as important that the WAPC considers the issues raised by the Council before either the City or the WAPC is required to make any formal decisions regarding those next planning phases.

If you have any further queries regarding these matters, please contact the City's Director of Planning & Development Services, Mr Paul Needham.

Yours sincerely

Tony Nottle
CHIEF EXECUTIVE OFFICER

All Communications to:

T (08) 9781 0444
E city@busselton.wa.gov.au
Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

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MEMO to: CEO, Mayor, Deputy Mayor and Councillors.

City of Busselton Council Meeting: 15 March 2023.

Agenda Item 13.3: Decision on Leeuwin Naturaliste Sub-Regional Strategy

Specific Reference: Officer Recommendation and Report dealing with Vasse North

ON-Q Projects acts as the Project Managers for Vasse Estate on behalf of the JV of Perron Developments P/L and Stawell P/L (Vasse JV). We appreciate being able to provide this information to the Councillors prior to consideration of the Officer Recommendation at this Wednesday's meeting.

The Vasse JV is concerned about the City's continual lack of support for the Vasse land directly north of the Vasse Village. The Vasse JV's Urban Planners, Hatch Roberts Day have provided some direct planning response to some of the City Officers comments within this agenda item, as attached.

We provide brief comments below which are mainly associated with the orderly supply of residential land frontal to existing development, with ready access to infrastructure services and roads already installed by the Government and the Vasse JV.

- **Frontal Development with Infrastructure in place** - Vasse North is frontal to the current Vasse Village with all servicing and road infrastructure already in place suitable for 400+ houses and a proposed SWIT facility. Approximately $60m has been spent on this infrastructure at Vasse, by the State Government and the Vasse JV, so it is logical to develop the Vasse North land that sits within the planned catchments of each of the Servicing Authorities. Residential developments that sit outside these serviced catchments require substantial capital investment prior to developing the land eg Ambergate North which requires significant upfront capital on infrastructure prior to construction of the first stage. Even though Ambergate North has been zoned for development for over 20 years, it remains undeveloped with no apparent timetable for a commencement.
- **Screening of housing from the Bypass** – there are various vegetated buffer and acoustic bund screening measures that can be designed to limit the view over Vasse North, as has been successfully achieved for Birchfields and Dawson residential areas at Vasse. More attention to design would be afforded for the vista north-east from the bypass bridge across the Buayanyup Drain, but there is no reason why the screening cannot be achieved to each party's full satisfaction.
- **Predominantly Cleared Land with low agricultural potential** – we attach a drone aerial that shows the cleared nature of this land compared to its surroundings and confirm that the land has low grazing carrying capacity limited to approximately 8 months of the year, mainly the June – January period.
- **First Home Buyers and Affordable Housing** - Vasse Estate is the only residential development in the local authority areas of Busselton and Augusta-Margaret River with lots for first home buyers under $190,000, with the cheapest lots currently from $167,000. The lots in the new stages of Provence (now called Embark) are greater than $190,000. Vasse Estate has over 100 homes being built per annum with many of these being first home buyers who cannot get rentals in this current market and could not afford lots in other estates.

ON-Q Projects

ON-Q Project Management Pty Ltd (ACN 628 725 995)
ATF Premier Family Trust (ABN 12 745 275 954) t/as ON-Q Projects

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- **Timing of Vasse North in 2025** - With the residential estate of Armstrong needing an environmental offset to be agreed via the Federal Environmental regulators, it is highly likely that Vasse North will be the next residential area constructed, prior to Armstrong. At the present rate of development at Vasse, construction on Vasse North would commence in 2025 and is an integral parcel of land required to maintain a consistent supply of affordable land for the Busselton Local Authority area during 2025 to 2028. As rezoning and structure planning takes 12 – 18mths, it is extremely important that the City are supportive to progress planning of Vasse North.

The Vasse JV considers that Vasse North planning should commence forthwith and the Vasse JV has already completed the technical reports ready to progress this planning. The Vasse JV has held a joint meeting with the Department of Training and Workforce Development in regard to the proposed new TAFE Facility and will continue these discussions with the Department over the coming months.

The Department of Planning Land and Heritage have designated the Urban land use for a major portion of Vasse North within the endorsed Leeuwin-Naturaliste Sub-Regional Strategy. The Vasse JV now seeks support from the City to facilitate the balance of the planning needed to allow the orderly development of Vasse North, however it is also open to the Vasse JV to progress this planning in conjunction with the Department of Planning and the WAPC.

Vasse North will provide affordable residential land that will be desperately required within the Busselton region by 2025.

If any Councillors have any questions on any of the above, or attachments, please contact Alex Meares 0417 932 701 or Dan Pearce 0400 209 823.

Alex Meares
Director
ON-Q Projects

14.3.2023

Enc
1. Hatch Roberts Day – Planning Response
2. Site Context Plan
3. Drone Aerial looking over Vasse North

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VASSE
SOUTH
VASSE
NORTH

Memorandum

HATCH | RobertsDay

To:	Mayor, Deputy Mayor and Councillors Cc. Tony Nottle, CEO
Date:	14th March 2023
Re:	**COUNCIL AGENDA 15th MARCH 2023 - ITEM 13.3: LEEUWIN NATURALISTE SUB-REGIONAL STRATEGY** **CLARIFICATION OF MATTERS CONTAINED IN OFFICER REPORT**

Mayor, Deputy Mayor and Councillors

Hatch RobertsDay acts on behalf of Perron Developments Pty Ltd and Stawell Pty, Joint Venture partners (JV) in the development of the Vasse Estate. We refer the above-mentioned agenda item and provide the following comment and clarification with respect to the matters set out in the officer report.

The Commission resolved via its 2017 Review of the Leeuwin-Naturaliste Sub-regional Strategy (LNSRS) and the 2021 review of the Planning Investigation Area's in the LNSRS that Vasse North is suitable for urban development.

The JV provided submissions on both of these reviews, setting out the technical grounds for the land's suitability for rezoning to Urban. This information was evidently accepted by the Commission in forming its decisions on the land.

The information presented to the Commission was previously presented to Council during consideration of its Local Planning Strategy (LPS) in 2016. This was ignored by Council during that process in favour of the identification of Vasse South for future development.

The Commission in its review of the LNSRS in 2017 did not agree with the City's assessment, opting to include Vasse North, and to remove Vasse South. It directed the City to amend its LPS to align with the LNSRS.

This submission is intended to correct the record in relation to specific matters identified in the Officer report. As noted, this information has been provided to both the City and the WAPC on numerous occasions. It is not clear why the report continues to query these points of fact, and consequently the basis for the City to object to the development of Vasse North.

The specific matters cited in the Officer report are responded to as follows:

1. *Vasse North is a small residential area:*
    a) INCORRECT. Vasse North comprises approx. 60ha of land and capable of accommodating more than 400 residential lots.
    b) This is significantly larger than the adjacent Abbey South proposal, which at 29ha and approx. 350 + dwellings is supported by the City.
2. *Unable to accommodate services or amenities within the area itself:*
    a) All urban services can be cost effectively extended to service the land at an estimated cost to the developer of $1m.

b) By contrast a preliminary Servicing Comparison demonstrates that it will be 10 times more expensive to extend and construct required services and infrastructure to Vasse South estimated at $10.5.

c) The majority of Vasse North is within a convenient 10-minute walk of the Vasse Village.

d) Vasse Estate is now well developed with a host of commercial, industrial, education and recreational facilities delivered in Vasse and the Vasse Village Centre. It makes sense to provide additional residential land available that is within walking distance of Vasse Village and these amenities.

e) Facilities that have already been delivered at Vasse include primary and secondary education, recreation areas, medical, industrial, retail and commercial – including a full-line supermarket, food and beverage, a lifestyle village and a service station. Approved, or in-development future facilities include a Farmers Market, the Day Hospital, office development, tavern and service commercial opportunities amongst other things.

f) Vasse is one of the few development areas with a successful and well-funded Developer Contribution Plan that can be used to coordinate and fund any additional facilities required to support further urban growth.

3. *Land is low-lying:*

   Approximately 1500mm of fill is required to facilitate development. This is slightly more than the level of fill required for the Dawson residential village, but less than that required for the Newport development, so is not unusual in this context, or a constraint to development.

4. *Environmentally constrained:*

   a) The site is largely cleared, grazing land Environmental survey has demonstrated that there are no environmental or physical constraints to its development. Stands of larger trees are proposed to be accommodated in open space.

   b) The drainage channel that runs through the northern portion of the site is not hydrologically connected with the lakes system to the west and only deals with drainage from the site itself.

5. *Would mean that there would be urban development on both sides of the Vasse Bypass, contrary to many decades of consistent and largely successful planning direction to maintain natural and rural landscape qualities along the Busselton Bypass, Vasse Bypass and most of Bussell Highway:*

   a) The outlook to future development will be screened by the same vegetated bunding that has been successfully applied at both Birchfields and Dawson.

   b) This can also be extended to the western approach from the Bypass (noting that only 85 metres of this area is visible to eastbound traffic on the Vasse Bypass), along with such other reasonable measures as may be required, determined through detailed investigation.

   c) These measures will substantially mitigate any line of sight to future housing on the land.

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6. *The City's CHRMAP identifies, however, that the area may be subject of coastal flooding risk, and that consideration should be given to setting minimum finished floor levels to a minimum of 2.7 metres AHD in this area:*

   a) Our consultant's technical analysis of the land demonstrates that there is no flood risk associated with the land and the site is not subject to coastal process issues associated with climate change.

   b) 100 year flood protection for floor levels from the Buayanyup Drain is higher than the minimum floor level recommendations within the City's CHRMAP, meaning flood protection to residences can be easily achieved by the extension of the detailed drainage strategy for Vasse.

Based on these points of clarification, we are seeking the City's assurance that it will support the necessary rezoning and structure planning applications which will shortly be submitted for Vasse North.

The JV would like to progress this planning cooperatively with the City, but Councillors will be aware that there are other alternatives available through the planning legislation if the City chooses to withhold its agreement.

Please reach out by phone on 0400 209 823 if you would like to discuss the matter further.

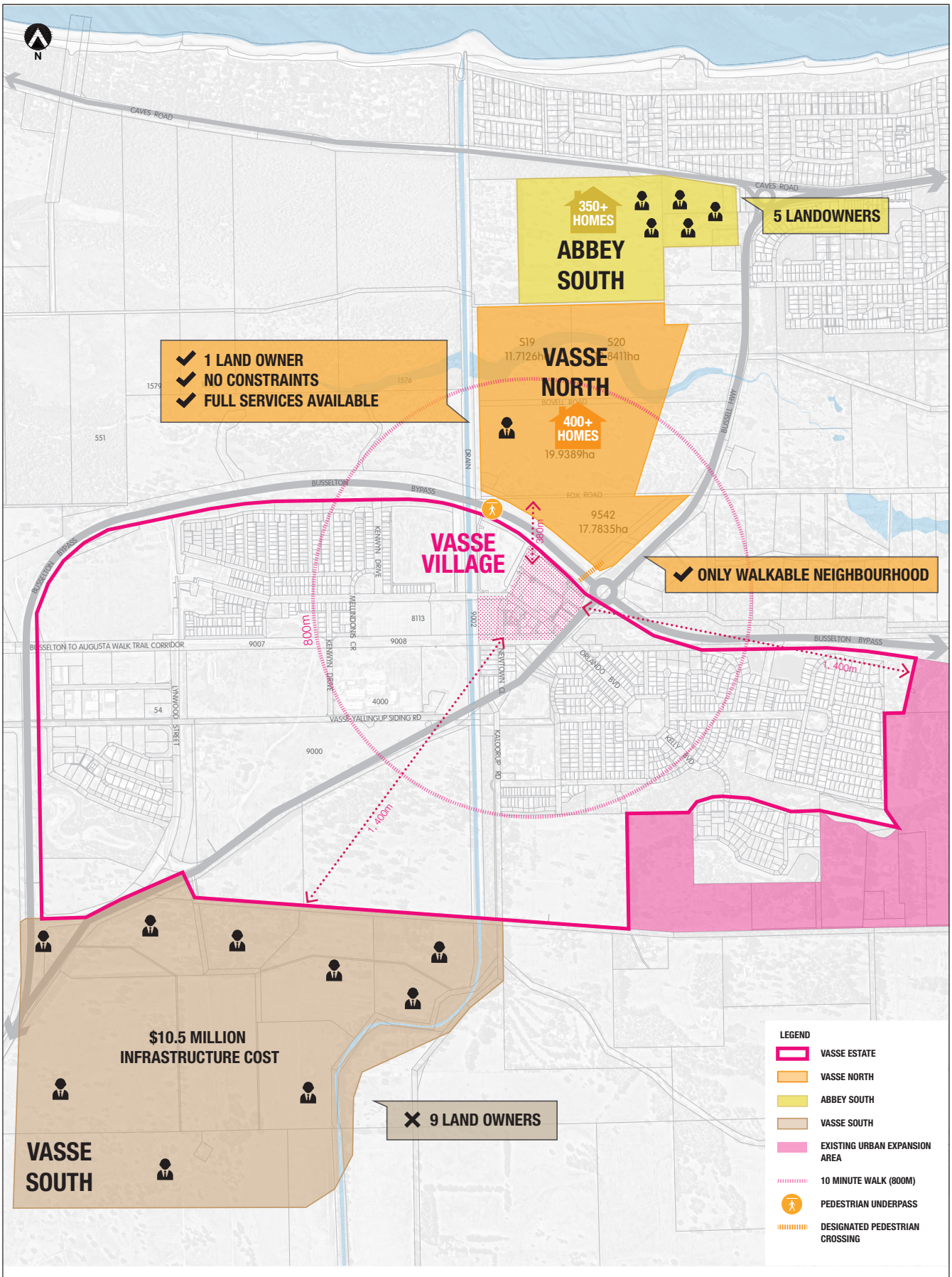
Yours Sincerely

HATCH ROBERTS DAY

Dan Pearce

Partner, Urban Solutions

1. Attachment 1 – Site Context Plan



VASSE

CADASTRAL INFORMATION
SOURCE: LANDGATE SLIP
YYMMDD: 171213
DWG REF: 171213
PROJECTION: MCA94

AERIAL PHOTOGRAPHY
SOURCE: NEARMAPS
YYMMDD: 180304

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SIZE A3 1:12500

0 metres 125 250 375 450 575

REV	DESCRIPTION	YYMMDD	DRAWN	APPR'D
D	VARIOUS CHANGES	230313	RF	DP
C	VARIOUS CHANGES	180912	HH	DP
B	TEXT CHANGE	180907	II	DP
A	BASE PLAN REF RD1018	180515	II	DP

SITE CONTEXT PLAN

REF NO.	DRAW NO.	REV.
PGP VAS	RD3 200	D

DISCLAIMER: ISSUED FOR DESIGN INTENT ONLY. ALL AREAS AND DIMENSIONS ARE SUBJECT TO DETAIL DESIGN AND SURVEY

GOVERNMENT OF WESTERN AUSTRALIA

Western Australian Planning Commission

Your ref: AMD21/0040
Our ref: PLH2021P0120
Enquiries: Cate Gustavsson (9892 7311)

Mr Tony Nottle
Chief Executive Officer
City of Busselton
Transmitted by email to: corne.lombard@busselton.wa.gov.au

Dear Tony

ANSWERS TO THE CITY OF BUSSELTON'S QUESTIONS: IMPLEMENTATION OF LEEUWIN-NATURALISTE SUB-REGIONAL STRATEGY

Thank you for our meeting on 1 September 2023 to discuss matters relating to the ongoing implementation of the *Leeuwin-Naturaliste Sub-regional Strategy*.

Please find attached to this letter a set of answers to the questions raised in the City's letter dated 30 May 2023.

As discussed at the meeting, I invite you to direct further enquiries to the Regional South Planning directorate of the Department of Planning, Lands and Heritage.

I would like to thank the City once again for its ongoing contribution to the Western Australian Planning Commission's strategic planning activities for the South West region and Leeuwin-Naturaliste sub-region.

Yours sincerely

David Caddy
Chairman
Western Australian Planning Commission

20 September 2023

Enclosed: Attachment 1 – Answers to the City of Busselton's questions

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Department of **Planning, Lands and Heritage**

GOVERNMENT OF WESTERN AUSTRALIA

Attachment 1

Answers to the City of Busselton's questions: implementation of the Leeuwin-Naturaliste Sub-regional Strategy

The following answers are provided in response to the questions outlined in the City of Busselton's correspondence to the Chairman of the Western Australian Planning Commission (WAPC), dated 30 May 2023.

1. **Why different criteria were applied to the assessment of the Vasse South area than were applied to either the Vasse North or Abbey areas?**

   Section 7 of the *Leeuwin-Naturaliste Sub-regional Strategy* (as amended) (hereinafter "the Strategy") identifies universal key considerations for all planning investigation areas (PIAs), as well as specific key considerations for the respective PIAs.

   The specific key considerations for Vasse North listed in Section 7 that guided the investigation of that PIA are as follows:
   - Biodiversity values (wetlands on Lots S19 and S20)
   - Regional Road Access (Bussell Highway and Busselton Bypass)
   - Flood risk
   - Basic raw material demand (land fill to raise ground level)
   - Visual landscape separation between Vasse and Busselton.

   The specific key considerations for Vasse South listed in Section 7 that guided the investigation of that PIA are as follows:
   - Agricultural use protection
   - Flood risk
   - Basic raw materials demand (land fill to raise ground level)
   - Land assembly (possible diversity of owners)
   - Planning investigation area extent definition.

2. **Why the Vasse South area considered was so much larger than what was envisaged as part of earlier WAPC and City of Busselton decision-making?**

   Strategic Direction No. 6 of the Strategy is as follows:

   > *6. Designate the **Vasse South Planning Investigation Area** over land to the south of Vasse for detailed investigation by the WAPC on the suitability of this land for a potential change of use.*

   As outlined in the above response, a key consideration for the Vasse South PIA was 'planning investigation area extent definition'. In order to undertake the PIA investigation, a spatially defined extent was required. I do note that investigation area extent and proposed urban land extent are two terms that have different meanings and should not be confused. Within the fullness of a planning investigation area part or whole of that land may be determined to be suitable for urban development purposes.

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3. What dataset the WAPC relied on to identify that most of the land in the Vasse North area is between 2.0 and 3.0 metres AHD?

The WAPC used the elevation dataset from a study titled *'Coastal inundation modelling for Busselton, Western Australia, under current and future climate'*. This was prepared by Geoscience Australia in 2014 on commission by the Department and WAPC. The bibliographic reference is below:

Martin, S., Moore, D. & Hazelwood, M. 2014. *Coastal inundation modelling for Busselton, Western Australia, under current and future climate*. Record 2014/03. Geoscience Australia. Canberra. http://dx.doi.org/10.11636/Record.2014.003

4. Why the Vasse North and Vasse South areas were given the same assessment against the Basic Raw Materials criteria, when existing levels at Vasse South are substantially higher?

The investigation reports for Vasse North and Vasse South both identified that an amount of fill would be required to be imported to the respective areas in order to support development. It was beyond the scope of the investigation to quantify the exact amount of fill that would be required, as well as the impact of cost (arising from supply and demand factors) on the possible feasibility of development.

Both investigation reports found that investigation of this key consideration could not be determined due to data limitations and was therefore inconclusive.

5. What the Commission's understanding was of visual management concerns raised by the City in relation to Vasse North?

The City outlined its views on this matter to the WAPC on a number of occasions, including:

- Participating on the Steering Group between 2016 and 2018.
- Making a submission on the draft Strategy in December 2017.
- Presenting to the Hearings Panel in May 2018.
- Making a deputation when the WAPC considered the draft Strategy for adoption in September 2018.
- Making a deputation when the WAPC considered the outcomes of the PIA reports in December 2021.

Investigation of the Vasse North PIA included consideration of 'Landscape value protection' and 'Visual landscape separation between Vasse and Busselton'.

6. Correspondence provided by the Vasse JV to the City in relation to Vasse North indicates that a significant reason why it wishes to pursue residential development on that land is related to their capacity to maintain continuity of supply, related to the fact that it has not been able to obtain environmental approvals associated with further development within the existing, planned/zoned Vasse urban area. Was the WAPC aware of that issue?

Department of **Planning, Lands and Heritage**

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The WAPC was not aware of that issue. Investigation of the Vasse North PIA was based on the list of key considerations outlined in the Strategy.

7. **Why options for further community and stakeholder engagement were not formally outlined and considered prior to making final decisions to modify the Strategy, especially with respect to Dunsborough, where the reports considered by the WAPC acknowledged there was a high level of community interest in the matter?**

   The process for preparing or amending a sub-regional planning strategy is not prescribed by the *Planning and Development Act 2005* or elsewhere in the Western Australian Planning Commission's *State Planning Framework*.

   The WAPC considered the implementation of the Strategy at its meeting of 28 April 2021 and adopted a set of recommendations on the process, manner and form of the PIA investigations. At that meeting it was determined that the PIA investigation process would not include a period of public advertising.

8. **Why, given that the WAPC was the actual decision-maker, and was not making a recommendation to the Minister or Government, that the reports on the matter were confidential? From a review of the 'transparency principles', it remains unclear to the City why the reports were confidential, and could only be available to the City following FOI requests.**

   The WAPC's transparency arrangements were reviewed as part of the State Government's *Action Plan for Planning Reform*.

   It is standard practice for all WAPC agenda items relating to regional and sub-regional strategies to be confidential.

9. **Given that the Council's resolution asked that the WAPC consider the issues, when will other Commissioners have an opportunity to become aware of and give consideration to the issues raised by the Council? To date, it appears that only you as Chair and DPLH officers have been made aware of the Council's resolution.**

   The WAPC is provided with statutory, policy and support services by the Department of Planning, Lands and Heritage under a Management Charter.

   As part of this arrangement, the Department has a formalised agenda setting process as a means of quality control for matters being submitted for the WAPC's consideration. It requires that reports are viewed, considered, and commented on by the Department's Executive Management prior to placement on any WAPC agenda.

   Council's resolution has been considered by myself and by the Department. The decision has been made that the matter does not require further consideration of the WAPC.