Council Agenda

28 April 2021

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 28 APRIL 2021

TO: **THE MAYOR AND COUNCILLORS**

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 28 April 2021, commencing at 5.30pm.

Your attendance is respectfully requested.

DISCLAIMER

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



OLIVER DARBY

A/CHIEF EXECUTIVE OFFICER

16 April 2021

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 28 APRIL 2021

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	**DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**	**5**
2.	**ATTENDANCE**	**5**
3.	**PRAYER**	**5**
4.	**APPLICATION FOR LEAVE OF ABSENCE**	**5**
5.	**DISCLOSURE OF INTERESTS**	**5**
6.	**ANNOUNCEMENTS WITHOUT DISCUSSION**	**5**
7.	**QUESTION TIME FOR PUBLIC**	**5**
8.	**CONFIRMATION AND RECEIPT OF MINUTES**	**5**
	Previous Council Meetings	5
	8.1 Minutes of the Council Meeting held 14 April 2021	5
	Committee Meetings	6
	8.2 Minutes of the Capes Region Organisation Of Councils held 23 March 2021	6
	8.3 Minutes of the Finance Committee Meeting held 14 April 2021	6
9.	**RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**	**6**
10.	**QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)**	**6**
11.	**ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY**	**6**
12.	**REPORTS OF COMMITTEE**	**7**
	12.1 Finance Committee - 14/4/2021 - LIST OF PAYMENTS MADE - FEBRUARY 2021	7
	12.2 Finance Committee - 14/4/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 28 FEBRUARY 2021	17
	12.3 Finance Committee - 14/4/2021 - ADOPTION OF THE 2021/22 LIST OF FEES AND CHARGES	55
	12.4 Finance Committee - 14/4/2021 - APPLICATION FOR RATE EXEMPTION - RELATIONSHIPS AUSTRALIA WA INC	96
	12.5 Finance Committee - 14/4/2021 - BUSSELTON GOLF CLUB INC. SELF SUPPORTING LOAN	107
13.	**PLANNING AND DEVELOPMENT SERVICES REPORT**	**111**
	13.1 DA 20/0916 - MIXED USE DEVELOPMENT (BREWERY, TAVERN, RESTAURANT/CAFE, SHOP AND TOURIST ACCOMMODATION)	111
	13.2 AMENDMENT NO. 51 TO LOCAL PLANNING SCHEME NO. 21 (SCHEDULE 10 DEVELOPMENT CONTRIBUTION AREA) - CONSIDERATION FOR PREPARATION	527
14.	**ENGINEERING AND WORK SERVICES REPORT**	**533**
15.	**COMMUNITY AND COMMERCIAL SERVICES REPORT**	**534**
	15.1 ARTGEO RESIDENT ARTIST LEASE STUDIO 2	534
	15.2 COMMUNITY ASSISTANCE PROGRAM 2021/22	539

16. FINANCE AND CORPORATE SERVICES REPORT 546

16.1 ADOPTION OF CITY OF BUSSELTON CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES 546

16.2 REVIEW OF CAPES REGION ORGANISATION OF COUNCILS (CapeROC) MEMORANDUM OF UNDERSTANDING 619

16.3 ADOPTION OF CEO STANDARDS RECRUITMENT, PERFORMANCE REVIEW AND TERMINATION 634

16.4 PILOT PARTICIPATORY BUDGETING BASED PROGRAM 643

16.5 INTRODUCTION OF SERVICE IMPROVEMENT REVIEWS 649

17. CHIEF EXECUTIVE OFFICERS REPORT 668

17.1 COUNCILLORS' INFORMATION BULLETIN 668

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 672

19. URGENT BUSINESS 672

20. CONFIDENTIAL MATTERS 672

21. CLOSURE 672

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE

Apologies

Approved Leave of Absence

Nil

3. PRAYER

4. APPLICATION FOR LEAVE OF ABSENCE

5. DISCLOSURE OF INTERESTS

6. ANNOUNCEMENTS WITHOUT DISCUSSION

Announcements by the Presiding Member

7. QUESTION TIME FOR PUBLIC

Response to Previous Questions Taken on Notice

Public Question Time For Public

8. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

8.1 Minutes of the Council Meeting held 14 April 2021

RECOMMENDATION

That the Minutes of the Council Meeting held 14 April 2021 be confirmed as a true and correct record.

Committee Meetings

8.2 Minutes of the Capes Region Organisation Of Councils held 23 March 2021

RECOMMENDATION

That the Minutes of the Capes Region Organisation of Council meeting held 23 March 2021 be noted.

8.3 Minutes of the Finance Committee Meeting held 14 April 2021

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held 14 April 2021 be noted.

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Petitions

Presentations

Deputations

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

11. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

12. REPORTS OF COMMITTEE

12.1 Finance Committee - 14/4/2021 - LIST OF PAYMENTS MADE - FEBRUARY 2021

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A List of Payments - February 2021

This item was considered by the Finance Committee at its meeting on 14/4/2021, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M118592 – M118688, EF077260 – EF077861, T7544 – T7547, DD004390 – DD004412, together totalling $5,329,584.31.

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of February 2021, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that, when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, a list of payments made is prepared each month for presentation to, and noting by, the Council.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of February 2021 is presented for information.

Statutory Environment

Section 6.10 of the *Local Government Act 1995* and more specifically Regulation 13 of the Regulations refer to the requirement for a listing of payments made each month to be presented to the Council.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

Not applicable.

CONCLUSION

The list of payments made for the month of February 2021 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busselton
Geographe Bay

LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF FEBRUARY 2021

CANCELLED CHEQUE PAYMENTS	RETURNED CHEQUES UNPAID	(1,350.00)
CHEQUE PAYMENTS	CHEQUE # 118592 - 118688	43,018.77
ELECTRONIC TRANSFER PAYMENTS	EF077260 - EF077861	3,485,829.60
TRUST ACCOUNT	TRUST ACCOUNT # 7544 - 7547	60,580.76
INTERNAL PAYMENT VOUCHERS	DD4390 - DD4412	91,582.01
PAYROLL PAYMENTS	01.02.2021 - 28.02.2021	1,649,923.17
		5,329,584.31

CHEQUE PAYMENTS FEBRUARY 2021

DATE	TYPE	REF #	NAME	DESCRIPTION	AMOUNT $
Returned and Cancelled					
12/02/2021	CHEQUE	117161	PINDAN CONSTRUCTIONS	CROSSOVER SUBSIDY PAYMENT	(600.00)
10/02/2021	CHEQUE	118465	PAYMENT RETURNED	REFUND OF RATE OVERPAYMENT	(750.00)
Payments					
19/02/2021	CHEQUE	118658	ALICIA NARDIA CAHILL	REFUND OF RATE OVERPAYMENT	739.73
2/03/2021	CHEQUE	118681	ANDREW AND MARG LINDSAY	BIO-DIVERSITY RATE REBATE	597.38
2/03/2021	CHEQUE	118674	ANTHONY JOHN GRAHAM FISHER	BIO-DIVERSITY RATE REBATE	935.55
10/02/2021	CHEQUE	118611	BERNARD MURRAY LEACH	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118622	BERYL MEYERS	REFUND OF RATE OVERPAYMENT	375.00
2/03/2021	CHEQUE	118685	BETTY PEAKER	BIO-DIVERSITY RATE REBATE	1,500.00
19/02/2021	CHEQUE	118642	BJ ANDERSON	CROSSOVER SUBSIDY PAYMENT	350.00
19/02/2021	CHEQUE	118643	BJ ANDERSON	CROSSOVER SUBSIDY PAYMENT	250.00
19/02/2021	CHEQUE	118633	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	176.45
23/02/2021	CHEQUE	118666	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	161.30
18/02/2021	CHEQUE	118661	C & C LAVENDER	REFUND OF BUILDING FEE	159.00
11/02/2021	CHEQUE	118626	CALLOWS CORNER NEWS	NEWSAGENCY / STATIONERY SUPPLIES	231.70
10/02/2021	CHEQUE	118609	CHARLES FRANK FULLER	REFUND OF RATE OVERPAYMENT	100.00
2/03/2021	CHEQUE	118669	CHRISTINE BYATT	BIO-DIVERSITY RATE REBATE	416.08
11/02/2021	CHEQUE	118625	CITY OF BUNBURY	LOCAL GOV'T SERVICES	434.50
10/02/2021	CHEQUE	118593	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	481.00
19/02/2021	CHEQUE	118630	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	500.00
2/03/2021	CHEQUE	118678	COLIN AND MARINA HOLDEN TROITSKY	BIO-DIVERSITY RATE REBATE	332.14
10/02/2021	CHEQUE	118613	COMMISSIONER OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	32.41
11/02/2021	CHEQUE	118628	CR & JC COATES	REFUND WITHDRAWN DA	147.00
10/02/2021	CHEQUE	118596	CRISTINA-RENATO & RENATO MALETTI	CROSSOVER SUBSIDY PAYMENT	148.10
19/02/2021	CHEQUE	118647	D & N MCNAUGHTON	CROSSOVER SUBSIDY PAYMENT	86.50
2/03/2021	CHEQUE	118676	DAVID AND ELAINE GREENHILL	BIO-DIVERSITY RATE REBATE	741.06
10/02/2021	CHEQUE	118618	DAWN WENDY EVERETT	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118594	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
19/02/2021	CHEQUE	118631	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
25/02/2021	CHEQUE	118667	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	654.00
11/02/2021	CHEQUE	118624	DEPT. OF COMMUNITIES EDUCATION AND CARE REGULATORY UNIT	ANNUAL SERVICE FEE	725.30
10/02/2021	CHEQUE	118621	DESIREE CROSSING	ART AWARD	500.00
19/02/2021	CHEQUE	118632	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	102.80
2/03/2021	CHEQUE	118686	EMIMA CLARE PINNELL	BIO-DIVERSITY RATE REBATE	959.06
19/02/2021	CHEQUE	118660	EMIMA COCKMAN	REFUND DOG REGISTRATION	30.00
2/03/2021	CHEQUE	118682	EVAN LITIS	BIO-DIVERSITY RATE REBATE	752.67
10/02/2021	CHEQUE	118597	EVANS & LAMP DEVELOPMENTS PTY LTD	REFUND OF RATE OVERPAYMENT	520.98
19/02/2021	CHEQUE	118646	FRANCINE MCDONALD	CROSSOVER SUBSIDY PAYMENT	323.80
11/02/2021	CHEQUE	118627	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	968.00
19/02/2021	CHEQUE	118635	GEORGE EGERTON-WARBURTON	REFUND OF ANIMAL TRAP BOND	100.00
10/02/2021	CHEQUE	118615	HANS PETER VILHELM QUICKFELDT	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118620	HIDDEN VALLEY FOREST RETREAT	REFUND OF RATE OVERPAYMENT	150.00
19/02/2021	CHEQUE	118641	JAL GROUP	REFUND OF HALL & KEY DEPOSITS	200.00
19/02/2021	CHEQUE	118648	JAMES & DAWN PHILLIPS	CROSSOVER SUBSIDY PAYMENT	148.10
10/02/2021	CHEQUE	118623	JAN JACKSON	REFUND OF RATE OVERPAYMENT	375.00
2/03/2021	CHEQUE	118672	JESSICA & MICHAEL CULLEN & PETERKIN	BIO-DIVERSITY RATE REBATE	1,231.09
10/02/2021	CHEQUE	118604	JILL MOYES	REFUND OF RATE OVERPAYMENT	750.00
19/02/2021	CHEQUE	118645	JL CHESTER & JK NEWBY TA QUINCON	CROSSOVER SUBSIDY PAYMENT	440.00
19/02/2021	CHEQUE	118639	JOHN LOHF	REFUND OF ANIMAL TRAP BOND	100.00
10/02/2021	CHEQUE	118598	JOHN MURRAY & JANETTE ELIZABETH SMITH	REFUND OF RATE OVERPAYMENT	100.00
10/02/2021	CHEQUE	118603	JOHN NEWTON LAWRIE	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118600	JUDITH ULLIAN LEVAY	REFUND OF RATE OVERPAYMENT	100.00
2/03/2021	CHEQUE	118675	JULIE AND DUNCAN GARDINER	BIO-DIVERSITY RATE REBATE	890.56
10/02/2021	CHEQUE	118606	JULIE ELEANOR & GLENDON WILLIAM RODIER	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118608	JULIE RHONDA & COLIN LEYLAND BIRD	REFUND OF RATE OVERPAYMENT	750.00
19/02/2021	CHEQUE	118652	K & S HUTCHINSON	CROSSOVER SUBSIDY PAYMENT	276.30
10/02/2021	CHEQUE	118612	KATHLEEN HARKER	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118599	KAY LORRAINE & KENNETH ARTHUR ROBSHAW	REFUND OF RATE OVERPAYMENT	100.00
19/02/2021	CHEQUE	118653	KEELEY MILNER & REAGAN BELL	CROSSOVER SUBSIDY PAYMENT	350.90
2/03/2021	CHEQUE	118677	KERRY AND RIC HARVEY	BIO-DIVERSITY RATE REBATE	250.00
10/02/2021	CHEQUE	118616	KEVIN JAMES & ZAIGA DAINTRA STALEY	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118595	KIM M CLAYTON	REFUND OF ANIMAL TRAP BOND	100.00
9/02/2021	CHEQUE	118592	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	356.40
19/02/2021	CHEQUE	118644	LM ROY & PG PUJALTE	CROSSOVER SUBSIDY PAYMENT	154.30
19/02/2021	CHEQUE	118638	MANFRED BECKER	REFUND OF ANIMAL TRAP BOND	100.00
19/02/2021	CHEQUE	118637	MARK PRATT	REFUND OF ANIMAL TRAP BOND	100.00
19/02/2021	CHEQUE	118636	MARK SMITH	REFUND OF ANIMAL TRAP BOND	100.00
2/03/2021	CHEQUE	118671	MARY & EILEEN CRAIGIE & GREGORY	BIO-DIVERSITY RATE REBATE	1,500.00
2/03/2021	CHEQUE	118670	MARY CRAIGIE	BIO-DIVERSITY RATE REBATE	529.37
2/03/2021	CHEQUE	118684	MATTHEW NEAL	BIO-DIVERSITY RATE REBATE	475.63
10/02/2021	CHEQUE	118617	MAUREEN JEAN EBBS	REFUND OF RATE OVERPAYMENT	750.00
10/02/2021	CHEQUE	118614	MICHAEL ANGELO FRISINA	REFUND OF RATE OVERPAYMENT	750.00
19/02/2021	CHEQUE	118650	MIKE FRANCIS	CROSSOVER SUBSIDY PAYMENT	212.30
19/02/2021	CHEQUE	118634	NATURALISTE COMMUNITY CENTRE PETTY CASH	PETTY CASH REIMBURSEMENT	60.55
19/02/2021	CHEQUE	118656	NOORHAYATI MONEY	CROSSOVER SUBSIDY PAYMENT	327.60
19/02/2021	CHEQUE	118629	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	407.17
19/02/2021	CHEQUE	118654	P & L REDDING	CROSSOVER SUBSIDY PAYMENT	289.90
19/02/2021	CHEQUE	118649	P GRUNDY & N BAXTER	CROSSOVER SUBSIDY PAYMENT	148.10
10/02/2021	CHEQUE	118605	PATRICIA GLADYS MOODY	REFUND OF RATE OVERPAYMENT	750.00
2/03/2021	CHEQUE	118668	PAUL BUCKINGHAM	BIO-DIVERSITY RATE REBATE	944.37
23/02/2021	CHEQUE	118662	PAYMENT VOID	PAYMENT VOID	0.00
23/02/2021	CHEQUE	118663	PAYMENT VOID	PAYMENT VOID	0.00
23/02/2021	CHEQUE	118664	PAYMENT VOID	PAYMENT VOID	0.00
23/02/2021	CHEQUE	118665	PAYMENT VOID	PAYMENT VOID	0.00
2/03/2021	CHEQUE	118680	PETER JENNINGS	BIO-DIVERSITY RATE REBATE	1,468.42
2/03/2021	CHEQUE	118688	PETER AND JENNY STARK	BIO-DIVERSITY RATE REBATE	973.54
10/02/2021	CHEQUE	118610	PETER FREDERICK DE CUYPER	REFUND OF RATE OVERPAYMENT	100.00
19/02/2021	CHEQUE	118657	R & K PROSS	CROSSOVER SUBSIDY PAYMENT	375.40
10/02/2021	CHEQUE	118602	RONDALYN JOY DAVIE	REFUND OF RATE OVERPAYMENT	700.14
19/02/2021	CHEQUE	118651	SOUTHWEST INVESTOR GROUP PTY LTD	CROSSOVER SUBSIDY PAYMENT	315.30

2/03/2021	CHEQUE	118687	SUE SEAMAN	BIO-DIVERSITY RATE REBATE	550.85
10/02/2021	CHEQUE	118619	SUMMERRISE NOMINEES PTY LTD	REFUND OF RATE OVERPAYMENT	54.88
19/02/2021	CHEQUE	118655	SUZANNE SOUTHERN	CROSSOVER SUBSIDY PAYMENT	323.80
19/02/2021	CHEQUE	118640	TERENCE M THOMPSON	REFUND OF ANIMAL TRAP BOND	100.00
10/02/2021	CHEQUE	118601	TRACY MARIA LOUISE BERRIDGE	REFUND OF RATE OVERPAYMENT	729.81
2/03/2021	CHEQUE	118673	TRAVIS & JAIMIE DRYSDALE	BIO-DIVERSITY RATE REBATE	351.67
2/03/2021	CHEQUE	118679	VALERIE HOPKINS	BIO-DIVERSITY RATE REBATE	250.00
19/02/2021	CHEQUE	118659	WAYNE JOSEPH & KATHLEEN ELLEN COBB	REFUND OF RATE OVERPAYMENT	598.00
10/02/2021	CHEQUE	118607	WENDY HELEN PILL	REFUND OF RATE OVERPAYMENT	750.00
2/03/2021	CHEQUE	118683	WERNER MUELLER	BIO-DIVERSITY RATE REBATE	673.81
					43,018.77

EFT PAYMENTS FEBRUARY 2021

DATE		REF #	NAME	DESCRIPTION	AMOUNT $
24/02/2021	EFT	77757	4U PHYSIOTHERAPY	MEDICAL SERVICES	90.00
24/02/2021	EFT	77764	A & EM PRICE	BJTP REFUND	100.00
24/02/2021	EFT	77638	A & ZJ HAMMARSTROM	ART SALES	14.00
24/02/2021	EFT	77669	A M TAYLOR	ART SALES	8.40
12/02/2021	EFT	77566	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	17,771.99
24/02/2021	EFT	77675	A1 BOBCATS BUSSELTON	EARTHWORK SERVICES	1,672.00
24/02/2021	EFT	77806	AC FORSTER & SON	PLUMBING SERVICES	99.00
11/02/2021	EFT	77359	ACCENDO AUSTRALIA PTYLTD	ENVIRONMENTAL SERVICES	319.00
24/02/2021	EFT	77682	ACCENDO AUSTRALIA PTYLTD	ENVIRONMENTAL SERVICES	5,699.50
24/02/2021	EFT	77673	ACTING UP	BOND REFUND	20,000.00
11/02/2021	EFT	77505	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	40,592.95
11/02/2021	EFT	77300	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,330.80
11/02/2021	EFT	77387	ADAM DAVEY	TURF CONSULTANT	482.68
11/02/2021	EFT	77389	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	334.93
11/02/2021	EFT	77370	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	1,038.13
19/02/2021	EFT	77590	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	2,000.90
24/02/2021	EFT	77692	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	2,653.75
11/02/2021	EFT	77413	AFGRI EQUIPMENT	MACHINERY EQUIPMENT PARTS AND SERVICE	27.61
24/02/2021	EFT	77642	ALICE ALDER	ART SALES & WORKSHOPS	60.00
11/02/2021	EFT	77353	ALINTA SALES PTY LTD	ELECTRICITY	306.55
19/02/2021	EFT	77587	ALINTA SALES PTY LTD	ELECTRICITY	1,587.90
24/02/2021	EFT	77728	ALISON BURTON	ART SALES	44.80
11/02/2021	EFT	77302	ALL WEST BUILDING APPROVALS PTY LTD	BUILDING APPLICATION ASSESSMENTS	605.00
11/02/2021	EFT	77367	ALLFLOW INDUSTRIAL	MAINTENANCE SERVICES	527.95
11/02/2021	EFT	77557	ALLOY & STAINLESS PRODUCTS	PLANT PURCHASES / SERVICES / PARTS	615.12
11/02/2021	EFT	77516	AMITY SIGNS	SIGNAGE SERVICES	1,315.05
24/02/2021	EFT	77832	AMITY SIGNS	SIGNAGE SERVICES	121.00
24/02/2021	EFT	77779	ANIKA HAEUSSLER	BOND REFUND	100.00
11/02/2021	EFT	77310	ANNA FOLEY	WELLNESS SERVICES	450.00
24/02/2021	EFT	77783	ANTHONY SMITH	BOND REFUND	354.00
24/02/2021	EFT	77850	AQUASHED	RETICULATION SERVICES	90.00
11/02/2021	EFT	77287	ARBOR GUY	TREE MAINTENANCE SERVICES	22,678.34
24/02/2021	EFT	77629	ARBOR GUY	TREE MAINTENANCE SERVICES	12,027.49
11/02/2021	EFT	77431	ATLAS LINEN SERVICES	RENTAL LINEN	428.12
24/02/2021	EFT	77726	ATLAS LINEN SERVICES	RENTAL LINEN	170.72
11/02/2021	EFT	77265	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	235,943.00
25/02/2021	EFT	77609	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	240,228.00
11/02/2021	EFT	77408	AUSSIE BROADBAND PTY LTD	NBN BROADBAND	2,345.30
11/02/2021	EFT	77510	AUSTRAL POOLS	POOL EQUIPMENT SERVICES	4,586.41
11/02/2021	EFT	77498	AUSTRALIA POST	POSTAL SERVICE	2,611.41
24/02/2021	EFT	77819	AUSTRALIA POST	POSTAL SERVICE	6,824.32
11/02/2021	EFT	77411	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	99.00
24/02/2021	EFT	77718	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	1,100.00
11/02/2021	EFT	77266	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
25/02/2021	EFT	77610	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
11/02/2021	EFT	77538	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	49.95
24/02/2021	EFT	77632	AVIATION PROJECTS PTY LTD	CONSULTANCY SERVICES	13,970.00
11/02/2021	EFT	77321	AZILITY	IT SOFTWARE	988.90
11/02/2021	EFT	77425	AZTEC PAINTING & DECORATING	PAINTING SERVICES	4,268.00
11/02/2021	EFT	77482	B & J CATALANO PTY LTD	GRAVEL CRUSHING	10,390.53
11/02/2021	EFT	77415	B MILLMAN	TENNIS COACHING	240.00
11/02/2021	EFT	77514	B&B STREET SWEEPING	STREET SWEEPING SERVICE	49,269.08
24/02/2021	EFT	77830	B&B STREET SWEEPING	STREET SWEEPING SERVICE	981.66
24/02/2021	EFT	77741	BARBARA WEEKS	ART SALES	88.00
11/02/2021	EFT	77347	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	20,479.80
24/02/2021	EFT	77768	BARRY COOK	BJTP REFUND	233.00
24/02/2021	EFT	77825	BAY SIGNS	SIGNAGE SERVICES	70.00
11/02/2021	EFT	77329	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	3,984.42
19/02/2021	EFT	77582	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	9,702.00
11/02/2021	EFT	77330	BCP LIQUID WASTE	LIQUID WASTE SERVICES	1,132.02
11/02/2021	EFT	77422	BE INGRAM	CARPENTRY SERVICES	4,775.00
24/02/2021	EFT	77723	BE INGRAM	CARPENTRY SERVICES	2,100.00
11/02/2021	EFT	77565	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	300.00
11/02/2021	EFT	77376	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	19,112.50
19/02/2021	EFT	77591	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	28,767.32
24/02/2021	EFT	77696	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	192.50
11/02/2021	EFT	77442	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	1,144.00
24/02/2021	EFT	77743	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	1,870.00
11/02/2021	EFT	77344	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	2,093.66
24/02/2021	EFT	77667	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	797.44
11/02/2021	EFT	77352	BLUEWATER PRINT	PRINTED MATERIALS	1,056.00
24/02/2021	EFT	77706	BNBGUARD PTY LTD	SHORT-TERM HOLIDAY RENTAL MONITORING	3,410.00
11/02/2021	EFT	77456	BOBBIE JO GILLESPIE	BOND REFUND	100.00
11/02/2021	EFT	77475	BOC LIMITED	GAS SERVICES	1,710.54
19/02/2021	EFT	77596	BOC LIMITED	GAS SERVICES	1,162.33
24/02/2021	EFT	77622	BOLINDA PUBLISHING PTY LTD	LIBRARY RESOURCES	117.77
11/02/2021	EFT	77295	BR & ND GLOVER	TILING SERVICES	385.00
24/02/2021	EFT	77769	BR CAROLAN	BJTP REFUND	149.00
11/02/2021	EFT	77526	BRAD GOODE & ASSOCIATES PTY LTD	CONSULTANCY SERVICES	9,183.11
11/02/2021	EFT	77440	BRETT TITTERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	154.00
11/02/2021	EFT	77543	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	3,491.40
11/02/2021	EFT	77517	BSEWA	ELECTRICAL SERVICES	4,965.24
19/02/2021	EFT	77599	BSEWA	ELECTRICAL SERVICES	6,760.16
24/02/2021	EFT	77833	BSEWA	ELECTRICAL SERVICES	4,977.17
11/02/2021	EFT	77534	BUNBURY HIAB & TILTRAY	TILT TRAY SERVICES	863.50
11/02/2021	EFT	77289	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	2,869.47
11/02/2021	EFT	77520	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	3,974.96
16/02/2021	EFT	77576	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	178.76
19/02/2021	EFT	77600	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	734.67
11/02/2021	EFT	77358	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	103.85
24/02/2021	EFT	77680	BUSSELTON AGRICULTURAL SERVICES (WA) PTY	RURAL SUPPLIES	334.00
24/02/2021	EFT	77631	BUSSELTON ALLSPORTS INC	JETTY SWIM 2021	990.00
11/02/2021	EFT	77444	BUSSELTON AV/IT PTY LTD	ELECTRICAL APPLIANCE SERVICES	1,016.00
11/02/2021	EFT	77301	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	951.73
11/02/2021	EFT	77518	BUSSELTON BOWLING CLUB INC	COMMUNITY BID	5,199.90
24/02/2021	EFT	77747	BUSSELTON FURNITURE PTY LTD	FURNITURE	283.00
11/02/2021	EFT	77278	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	259.60
11/02/2021	EFT	77506	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	2,607.11
24/02/2021	EFT	77826	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	1,623.59
11/02/2021	EFT	77523	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	2,541.00
11/02/2021	EFT	77524	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	145.26

24/02/2021	EFT	77835	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	1,626.50
24/02/2021	EFT	77671	BUSSELTON STOCKFEEDS & PET SUPPLIES	ANIMAL SUPPLIES	480.00
11/02/2021	EFT	77296	BUSSELTON TOY LIBRARY	COMMUNITY BID	5,082.00
24/02/2021	EFT	77805	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	881.20
11/02/2021	EFT	77473	BUSSELTON WATER	WATER SERVICES	2,039.22
24/02/2021	EFT	77767	CA & DC HOEY	BJTP REFUND	90.00
24/02/2021	EFT	77745	CA BLEECHMORE	ART SALES	175.00
11/02/2021	EFT	77386	CAMPBELLS	GLC KIOSK PURCHASES	685.14
11/02/2021	EFT	77414	CAPE CELLARS	REFRESHMENTS	194.36
11/02/2021	EFT	77561	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	54.85
24/02/2021	EFT	77733	CAROL MULHEARN	ART SALES	49.00
11/02/2021	EFT	77397	CB TRAFFIC CONTROL	TRAFFIC MANAGEMENT SERVICES	67,991.22
11/02/2021	EFT	77478	CHADSON ENGINEERING	ENGINEERING SERVICES	347.60
11/02/2021	EFT	77332	CHAMBER OF ARTS AND CULTURE WA	MEMBERSHIP	385.00
24/02/2021	EFT	77715	CHLOE ABLA STUDIOS	ART SALES	105.70
11/02/2021	EFT	77474	CHRISTIAN & CO ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	125.13
24/02/2021	EFT	77735	CHRISTINE CRESSWELL	ART SALES	4.20
15/02/2021	EFT	77537	CHRISTINE MCGRATH	CANCELLED PAYMENT	0.00
11/02/2021	EFT	77528	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	3,288.85
24/02/2021	EFT	77837	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	1,389.27
11/02/2021	EFT	77550	CITY AND REGIONAL FUELS	FUEL SERVICES	2,068.28
11/02/2021	EFT	77268	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,303.21
25/02/2021	EFT	77612	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,259.34
11/02/2021	EFT	77263	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,407.18
25/02/2021	EFT	77607	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,357.18
11/02/2021	EFT	77264	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	254.00
25/02/2021	EFT	77608	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	254.00
11/02/2021	EFT	77270	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	236.00
25/02/2021	EFT	77614	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	234.00
11/02/2021	EFT	77536	CLEANAWAY	WASTE MANAGEMENT SERVICES	107,838.10
19/02/2021	EFT	77602	CLEANAWAY	WASTE MANAGEMENT SERVICES	16,530.89
24/02/2021	EFT	77844	CLEANAWAY	WASTE MANAGEMENT SERVICES	321.74
11/02/2021	EFT	77360	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	8,574.82
11/02/2021	EFT	77446	CLEO WIESE	LIVE MUSIC	125.00
11/02/2021	EFT	77377	CLOUDPRESS	MANAGED WEBSITE HOSTING	1,299.00
11/02/2021	EFT	77336	CLOUTZ EVENT HIRE	ENTERTAINMENT	20.00
11/02/2021	EFT	77545	COCA-COLA AMATIL	GLC KIOSK PURCHASES	526.54
11/02/2021	EFT	77338	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	727.08
19/02/2021	EFT	77583	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	755.36
24/02/2021	EFT	77661	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	50.63
24/02/2021	EFT	77618	COLIN CAMPBELL	ENGINEERING SERVICES	3,500.00
11/02/2021	EFT	77334	COLIN WOODFORD CARPENTRY & FINE FURNITURE	CARPENTRY SERVICES	1,678.00
24/02/2021	EFT	77626	COMBINED TEAM SERVICES	TRAINING SERVICES	660.00
24/02/2021	EFT	77662	CONNALKIT	PUBLIC ART & CONSULTING SERVICES	1,759.30
11/02/2021	EFT	77441	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	668.80
24/02/2021	EFT	77681	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	71.50
11/02/2021	EFT	77279	CR GRANT HENLEY	COUNCILLOR PAYMENT	10,651.86
11/02/2021	EFT	77345	CR ROSS PAINE	COUNCILLOR PAYMENT	2,837.56
11/02/2021	EFT	77421	CR. J BARRETT-LENNARD	COUNCILLOR PAYMENT	2,837.56
11/02/2021	EFT	77346	CR. P CARTER	COUNCILLOR PAYMENT	2,837.56
24/02/2021	EFT	77668	CR. P CARTER	COUNCILLOR PAYMENT	25.83
11/02/2021	EFT	77420	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,837.56
11/02/2021	EFT	77313	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	66,739.08
24/02/2021	EFT	77645	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	2,315.30
11/02/2021	EFT	77542	CROSS SECURITY SERVICES	SECURITY SERVICES	2,357.30
11/02/2021	EFT	77400	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	6,631.20
24/02/2021	EFT	77713	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	5,110.77
11/02/2021	EFT	77269	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	709.84
25/02/2021	EFT	77613	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	715.44
11/02/2021	EFT	77331	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	9,213.05
24/02/2021	EFT	77659	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	1,001.00
11/02/2021	EFT	77476	DA CHRISTIE PTY LTD	PARK FURNITURE SUPPLIER	9,693.09
11/02/2021	EFT	77451	DANIEL FRITCHLEY	DRAFTING SERVICES	3,080.00
24/02/2021	EFT	77754	DANIEL FRITCHLEY	DRAFTING SERVICES	3,696.00
24/02/2021	EFT	77722	DANIELLE PAULL	STAFF REIMBURSEMENT	119.00
24/02/2021	EFT	77792	DANNIELLE BEARD	BOND REFUND (HIGH RISK)	3,609.00
11/02/2021	EFT	77272	DATA 3 LIMITED	COMPUTER SOFTWARE SUPPLIER	34,633.50
11/02/2021	EFT	77527	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	7,616.76
11/02/2021	EFT	77509	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	5,281.26
16/02/2021	EFT	77575	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	1,931.20
24/02/2021	EFT	77828	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	1,505.49
24/02/2021	EFT	77763	DB & ML BAKER	BJTP REFUND	212.00
24/02/2021	EFT	77674	DENADA SURVEYS PTY LTD	SURVEYING SERVICES	1,980.00
24/02/2021	EFT	77634	DENISE SANBROOK	ART SALES	4.20
24/02/2021	EFT	77654	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	124.74
24/02/2021	EFT	77623	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DEVELOPMENT ASSESSMENT PANEL PAYMENT	8,650.00
24/02/2021	EFT	77848	DEPARTMENT OF PREMIER & CABINET	ADVERTISING SERVICES	139.05
11/02/2021	EFT	77375	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	1,378.24
24/02/2021	EFT	77693	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	661.74
11/02/2021	EFT	77355	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	2,267.20
24/02/2021	EFT	77676	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	1,908.60
11/02/2021	EFT	77319	DOWN SOUTH WINDOW TINT	PLANT WINDSCREEN REPAIRS	110.00
11/02/2021	EFT	77522	DOWN UNDER CONCRETE PUMPING	CONCRETE SERVICES	1,224.85
11/02/2021	EFT	77535	DUNSBOROUGH & DISTRICTS PROGRESS ASSOC I	EVENT SPONSORSHIP	15,950.00
11/02/2021	EFT	77496	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	3,575.00
24/02/2021	EFT	77818	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	275.00
11/02/2021	EFT	77324	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	44.35
24/02/2021	EFT	77653	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	24.50
11/02/2021	EFT	77533	DUNSBOROUGH RURAL SUPPLIES	RURAL SUPPLIES	23.50
11/02/2021	EFT	77327	DYMOCKS BUSSELTON	LIBRARY RESOURCES	1,295.32
26/02/2021	EFT	77813	DYMOCKS BUSSELTON	LIBRARY RESOURCES	(300.00)
24/02/2021	EFT	77813	DYMOCKS BUSSELTON	LIBRARY RESOURCES	300.00
11/02/2021	EFT	77426	E & P CRONIN	COUNCILLOR PAYMENTS	2,837.56
11/02/2021	EFT	77404	EARTH AND STONE WA	FOOTPATHS MAINTENANCE	4,400.00
24/02/2021	EFT	77742	EARTHSIDE ECO BUMS	CLOTH NAPPIES	438.24
11/02/2021	EFT	77348	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEED CONTROL	2,310.00
24/02/2021	EFT	77789	EDWARD TOMLINSON	BOND REFUND	100.00
11/02/2021	EFT	77339	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	2,327.00
24/02/2021	EFT	77665	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	880.00
24/02/2021	EFT	77787	EILIS K STEELE	SINGER/PERFORMER	400.00
11/02/2021	EFT	77383	EIS CONTROL PTYLTD	ELECTRICAL SERVICES	514.25
11/02/2021	EFT	77449	EJ & AM SHIPWAY	BOND REFUND	150.00
11/02/2021	EFT	77423	EJ & KM COX	COUNCILLOR PAYMENTS	2,837.56
24/02/2021	EFT	77685	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	50.05
24/02/2021	EFT	77797	ELEANOR LINDORES	BOND REFUND	100.00
11/02/2021	EFT	77488	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	735.02
24/02/2021	EFT	77704	ELIZABETH BINT	ART SALES	147.00
24/02/2021	EFT	77633	ELIZABETH ROYCE	ART SALES	4.20
24/02/2021	EFT	77761	ELLICE KARAFIL	BJTP REFUND	100.00
11/02/2021	EFT	77274	ELLIOTS IRRIGATION PTY LTD	IRRIGATION SERVICES	858.00
24/02/2021	EFT	77616	ELLIOTTS IRRIGATION PTY LTD	IRRIGATION SERVICES	38,775.00
11/02/2021	EFT	77309	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,659.26
24/02/2021	EFT	77780	F & M BOWDEN	BOND REFUND	100.00
11/02/2021	EFT	77438	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	158.99
24/02/2021	EFT	77703	FASSOM PTY LTD	STATIONERY AND OFFICE SUPPLIES	195.60

11/02/2021	EFT	77419	FE TECHNOLOGIES PTY LTD	RFID EQUIPMENT	3,099.80
11/02/2021	EFT	77477	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	37,471.85
24/02/2021	EFT	77731	FISKE ADVERTISING PTY LTD	PLASTIC CARDS	2,367.12
24/02/2021	EFT	77807	FORPARK AUSTRALIA	PARK FURNITURE SUPPLIER	3,374.80
11/02/2021	EFT	77555	FPA AUSTRALIA	MEMBERSHIP	5,200.00
11/02/2021	EFT	77369	FRESH AS	REFRESHMIENTS	192.55
24/02/2021	EFT	77691	FRESH AS	REFRESHMIENTS	122.65
11/02/2021	EFT	77364	FYFE PTY LTD	CONTAMINATED LAND AUDITOR SERVICES	2,337.50
11/02/2021	EFT	77465	G & J CAUDWELL	BJTP REFUND	100.00
11/02/2021	EFT	77494	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	830.89
24/02/2021	EFT	77817	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	330.00
11/02/2021	EFT	77546	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	1,000.00
24/02/2021	EFT	77687	GEOBOX PTY LTD	VEHICLE CAMERAS	264.00
19/02/2021	EFT	77588	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GE	ELECTRICAL SERVICES	9,570.00
11/02/2021	EFT	77305	GEOGRAPHE FORD	VEHICLE PURCHASES / SERVICES / PARTS	420.00
11/02/2021	EFT	77318	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	51.95
11/02/2021	EFT	77489	GEOGRAPHE PETROLEUM	FUEL SERVICES	17,432.10
11/02/2021	EFT	77548	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	1,118.00
11/02/2021	EFT	77479	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	1,047.87
24/02/2021	EFT	77809	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	2,052.60
11/02/2021	EFT	77356	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES	1,633.50
24/02/2021	EFT	77760	GIADA KAHISSAY	BJTP REFUND	100.00
24/02/2021	EFT	77778	GJ & CA MAY	BJTP REFUND	45.00
24/02/2021	EFT	77759	GORDON & GLENYS REYNOLDS	BJTP REFUND	62.00
11/02/2021	EFT	77315	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	196.12
11/02/2021	EFT	77448	GRAI	BOND REFUND	200.00
19/02/2021	EFT	77579	GRANT HENLEY	COUNCILLOR PAYMENT	29.87
11/02/2021	EFT	77547	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,900.00
24/02/2021	EFT	77808	GROCOCK GLASS	GLASS WORK SERVICES	647.50
24/02/2021	EFT	77678	GUARDIAN FIRST AID & FIRE	SAFETY SUPPLIES	148.50
24/02/2021	EFT	77784	HAMID JONEYDI	BJTP REFUND	97.00
11/02/2021	EFT	77486	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	10,801.36
16/02/2021	EFT	77572	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	314.60
24/02/2021	EFT	77734	HAPPS POTTERY	ART SALES	22.40
12/02/2021	EFT	77567	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	17,166.15
19/02/2021	EFT	77592	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	20,270.25
24/02/2021	EFT	77657	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	207.30
24/02/2021	EFT	77788	HELEN HOBBS	BJTP REFUND	100.00
24/02/2021	EFT	77697	HELEN READING	ART SALES	11.20
24/02/2021	EFT	77794	HELEN TRLIN	BJTP REFUND	180.00
11/02/2021	EFT	77470	HESPERIAN PRESS	LIBRARY RESOURCES	52.45
11/02/2021	EFT	77399	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
24/02/2021	EFT	77711	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
11/02/2021	EFT	77562	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	3,576.44
24/02/2021	EFT	77858	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	631.03
15/02/2021	EFT	77487	HOLCIM	PAYMENT CANCELLED	0.00
11/02/2021	EFT	77291	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	2,078.90
3/02/2021	EFT	77260	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	5,538.50
24/02/2021	EFT	77748	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	5,538.50
11/02/2021	EFT	77433	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	8,365.50
24/02/2021	EFT	77727	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	2,788.50
24/02/2021	EFT	77777	IA & MC BLAKISTON	BJTP REFUND	62.00
11/02/2021	EFT	77427	ICEQUEEN ICE-CREAM	MOBILE ICE CREAM VAN SERVICES	192.50
24/02/2021	EFT	77776	IJ & CA HODGETTS	BJTP REFUND	100.00
11/02/2021	EFT	77392	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	356.24
15/02/2021	EFT	77316	IMAGE BOLLARDS PTY LTD	CANCELLED PAYMENT	0.00
11/02/2021	EFT	77464	INDIA BRIDLE	BJTP REFUND	426.00
24/02/2021	EFT	77790	INDIGO EMPIRE PTY LTD	BOND REFUND	100.00
19/02/2021	EFT	77595	INDUSTRIAL ROADPAVERS (WA) PTY LTD	CANCELLED PAYMENT	0.00
11/02/2021	EFT	77379	INTERFIRE AGENCIES PTY LTD	FIRE, SAFETY, EMERGENCY EQUIPMENT	1,397.53
11/02/2021	EFT	77503	IT VISION AUSTRALIA PTY LTD	SOFTWARE SERVICES	6,050.00
11/02/2021	EFT	77333	IWEIGH SOLUTIONS PTY LTD	WASTE MANAGEMENT SOFTWARE	2,420.00
24/02/2021	EFT	77796	J & K TASCON	BJTP REFUND	100.00
25/02/2021	EFT	77467	J & P PEAKE	CANCELLED PAYMENT	0.00
16/02/2021	EFT	77570	JACOB WRIGHT	RATE REFUND	1,124.38
11/02/2021	EFT	77466	JADE SCHRANDT	BJTP REFUND	90.00
11/02/2021	EFT	77412	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	205.17
24/02/2021	EFT	77719	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	867.19
24/02/2021	EFT	77773	JANINE MINNS	BJTP REFUND	52.00
11/02/2021	EFT	77481	JASON SIGNMAKERS	SIGNAGE SUPPLIES	37,449.52
11/02/2021	EFT	77407	JEMMA MANN	STAFF REIMBURSEMENT	133.55
24/02/2021	EFT	77684	JENNIFER BROWN	ART SALES	64.80
11/02/2021	EFT	77283	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	1,559.80
24/02/2021	EFT	77625	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	3,520.00
11/02/2021	EFT	77328	JIMS FIRST	HARDWARE SUPPLIES	154.50
24/02/2021	EFT	77656	JIMS FIRST	HARDWARE SUPPLIES	39.60
24/02/2021	EFT	77658	JOANNE DUFFY	ART SALES	4,158.00
24/02/2021	EFT	77791	JOANNE LUDBROOK	BOND REFUND (HIGH RISK)	1,000.00
24/02/2021	EFT	77781	JOHN KITCHEN	BOND REFUND	300.00
11/02/2021	EFT	77312	JOHN STRICKLAND	LIGHTING AND SOUND SERVICES	250.00
24/02/2021	EFT	77644	JOHN STRICKLAND	LIGHTING AND SOUND SERVICES	770.00
24/02/2021	EFT	77717	JULIE GUTHRIDGE	ART SALES	135.45
24/02/2021	EFT	77775	K & R HOIER	BJTP REFUND	100.00
11/02/2021	EFT	77532	KALOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	78.50
11/02/2021	EFT	77434	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	3,348.40
24/02/2021	EFT	77679	KATHERINE M GARNETT	WELLNESS PROGRAM	1,528.00
24/02/2021	EFT	77739	KATHLEEN NEELING	ART SALES	44.00
24/02/2021	EFT	77737	KAY MANOLAS	ART SALES	96.00
11/02/2021	EFT	77374	KELLY LINDA HICK	COUNCILLOR PAYMENT	4,722.35
24/02/2021	EFT	77744	KENT STREET BAKERY	CATERING	211.75
11/02/2021	EFT	77286	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	139,535.03
24/02/2021	EFT	77762	KERRY O'NEILL	BJTP REFUND	168.00
11/02/2021	EFT	77458	KIM THOMSON	BOND REFUND	344.10
24/02/2021	EFT	77785	KIRRILY JONES	BJTP REFUND	90.00
24/02/2021	EFT	77690	KITCHEN TAKEOVERS	CATERING	788.00
24/02/2021	EFT	77842	KN & JB ANDERSON	ART SALES	210.00
24/02/2021	EFT	77771	KRISTEN TAYLOR	BJTP REFUND	100.00
11/02/2021	EFT	77491	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	1,850.22
11/02/2021	EFT	77485	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	240.30
19/02/2021	EFT	77597	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	650.10
11/02/2021	EFT	77290	LANDSAVE ORGANICS	LANDSCAPING SERVICE	7,348.00
24/02/2021	EFT	77635	LANDSAVE ORGANICS	LANDSCAPING SERVICE	3,300.00
11/02/2021	EFT	77511	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	6,195.37
24/02/2021	EFT	77829	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	1,073.18
24/02/2021	EFT	77855	LE & OG ISBEL	ART SALES	177.60
24/02/2021	EFT	77705	LED ECO LIGHTING	LIGHTING SUPPLIER	8,693.38
24/02/2021	EFT	77756	LEE-ANNE TOWNROW	ART SALES	237.60
11/02/2021	EFT	77280	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	13,123.47
19/02/2021	EFT	77580	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	16,591.99
11/02/2021	EFT	77275	LEEUWIN COLLEGE OF PERFORMANCE	BOND REFUND	200.00
24/02/2021	EFT	77849	LEEUWIN TRANSPORT	COURIER SERVICES	830.60
11/02/2021	EFT	77471	LEIGH MARTIN	ANIMAL REGISTRATION REFUND	150.00
11/02/2021	EFT	77325	LG CONNECT PTY LTD	TECHNICAL CONSULTING	1,485.00
24/02/2021	EFT	77655	LG CONNECT PTY LTD	TECHNICAL CONSULTING	4,455.00
11/02/2021	EFT	77544	LGA WA	MAINTENANCE SERVICES	1,179.20

11/02/2021	EFT	77292	LINDA KUSAL	STAFF REIMBURSEMENT	60.18
24/02/2021	EFT	77801	LISA SWAN	BOND REFUND	740.00
24/02/2021	EFT	77755	LIV VARDY	ART SALES	2,574.00
11/02/2021	EFT	77432	LIVEPRO AUSTRALIA PTY LTD	CUSTOMER SERVICE KNOWLEDGE SYSTEMS	6,468.00
24/02/2021	EFT	77712	LIVING MADLY PTY LTD	BAKERY CATERING	150.00
24/02/2021	EFT	77650	LIZ MORGAN	STAFF REIMBURSEMENT	49.00
11/02/2021	EFT	77564	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	92.50
24/02/2021	EFT	77860	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	4,150.00
11/02/2021	EFT	77428	LOCK AROUND THE CLOCK	SECURITY SERVICES	1,023.00
11/02/2021	EFT	77373	LYNDON MILES	COUNCILLOR PAYMENT	2,837.56
11/02/2021	EFT	77463	M & C GEBBING	BJTP REFUND	187.00
24/02/2021	EFT	77758	M & C SMITH	BJTP REFUND	624.00
15/02/2021	EFT	77484	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	(242.40)
11/02/2021	EFT	77484	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	242.40
16/02/2021	EFT	77571	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	164.93
24/02/2021	EFT	77811	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	7,071.08
19/02/2021	EFT	77604	MAIA FINANCIAL	LEASING PAYMENTS	22,775.45
24/02/2021	EFT	77856	MAIA FINANCIAL	LEASING PAYMENTS	22,775.45
11/02/2021	EFT	77501	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	182.03
24/02/2021	EFT	77822	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	168.41
11/02/2021	EFT	77483	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	166,129.72
24/02/2021	EFT	77643	MARGARET PARKE	ART SALES	70.40
24/02/2021	EFT	77647	MARGARET RIVER FENCING	MAINTENANCE SERVICES	6,677.00
11/02/2021	EFT	77398	MARGARET RIVER RURAL CONTRACTORS PTY LTD	PLANT & EQUIPMENT HIRE	13,183.50
11/02/2021	EFT	77276	MARGARET RIVER WINE ASSOCIATION	MARKETING SERVICES	13,750.00
11/02/2021	EFT	77340	MARKETFORCE PTY LTD	ADVERTISING SERVICES	3,982.01
24/02/2021	EFT	77648	MATTHEW SHARP & SUSAN SMITH	ART SALES	35.00
11/02/2021	EFT	77308	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	4,730.00
24/02/2021	EFT	77640	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	330.00
11/02/2021	EFT	77371	MCINTOSH & SON	PLANT PURCHASES/SERVICES/PARTS	87.63
11/02/2021	EFT	77304	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	10,033.07
24/02/2021	EFT	77639	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	5,698.00
11/02/2021	EFT	77416	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	925.10
24/02/2021	EFT	77721	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	1,551.64
24/02/2021	EFT	77803	ME RAINEY T/AS PK COURIERS	COURIER SERVICES	301.40
11/02/2021	EFT	77410	MECHANICAL PROJECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES	2,840.20
19/02/2021	EFT	77594	MECHANICAL PROJECT SERVICES	AIRCONDITIONING & REFRIGERATION SERVICES	3,247.20
24/02/2021	EFT	77793	MELISSA EDWARDS	RATE REFUND	395.05
24/02/2021	EFT	77800	MICHAEL FRANCIS	BOND REFUND (ROAD WORKS)	4,125.00
24/02/2021	EFT	77786	MICHAEL LA GRECA	BJTP REFUND	42.00
11/02/2021	EFT	77409	MICRO PRODUCTS AUSTRALIA	MICROCHIPS AND RFID SCANNERS	315.30
11/02/2021	EFT	77388	MIKE MORGAN	WATER CHARGES REIMBURSEMENT	50.00
11/02/2021	EFT	77558	MJB INDUSTRIES	DRAINAGE SUPPLIES	8,977.10
11/02/2021	EFT	77461	MP ANTUNOVICH & PT JENKINS	RATE REFUND	1,514.20
24/02/2021	EFT	77620	MR & MRS D HADDON	ART SALES	31.50
11/02/2021	EFT	77453	MRS TJ MAGEE AND MRS LD MAGEE	BOND REFUND	1,845.00
24/02/2021	EFT	77738	MTD HOSPITALITY CONSULTING	HOSPITALITY AND CATERING CONSULTING	11,275.00
11/02/2021	EFT	77437	MUIRS	VEHICLE MAINTENANCE	19.80
24/02/2021	EFT	77732	MUIRS	VEHICLE MAINTENANCE	69.41
24/02/2021	EFT	77695	MURDOCH UNIVERSITY	RESEARCH SERVICES	19,753.80
24/02/2021	EFT	77799	MURRAY LONGBOTTOM	BOND REFUND	100.00
24/02/2021	EFT	77649	NALDA HOSKINS DESIGN	ART SALES	192.60
24/02/2021	EFT	77689	NANCHELL ENTERPRISES PTY LTD	GIFTS	250.00
24/02/2021	EFT	77652	NATURAL AREA HOLDINGS PTY LTD	VEGETATION PROTECTION SUPPLIES	1,815.00
24/02/2021	EFT	77725	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	79.10
19/02/2021	EFT	77585	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	7,037.78
11/02/2021	EFT	77385	NATURALISTE TURF	TURF MAINTENANCE SERVICES	18,878.50
24/02/2021	EFT	77702	NATURALISTE TURF	TURF MAINTENANCE SERVICES	2,770.90
24/02/2021	EFT	77847	NETBALL WA (INC)	BOND REFUND	200.00
11/02/2021	EFT	77563	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	267.95
11/02/2021	EFT	77393	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	1,848.00
24/02/2021	EFT	77707	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	1,320.00
24/02/2021	EFT	77798	NICOLE HAYWARD	BOND REFUND	100.00
24/02/2021	EFT	77630	NL & KE SEARLE	STAFF REIMBURSEMENT	90.00
24/02/2021	EFT	77843	NUMERO PTY LTD	VEHICLE RENTAL SERVICES	2,271.31
11/02/2021	EFT	77343	OCEAN AIR CARPET CARE	CLEANING SERVICES	396.00
16/02/2021	EFT	77568	OCEAN AIR CARPET CARE	CLEANING SERVICES	73,723.10
19/02/2021	EFT	77586	OCEAN AIR CARPET CARE	CLEANING SERVICES	605.00
11/02/2021	EFT	77424	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	2,813.80
24/02/2021	EFT	77724	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	3,393.50
11/02/2021	EFT	77372	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	171.43
24/02/2021	EFT	77664	OLDSWEEN FAMILY TRUST	CATERING	3,404.90
24/02/2021	EFT	77617	OLIVER DARBY	STAFF REIMBURSEMENT	187.60
11/02/2021	EFT	77384	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	11,608.61
24/02/2021	EFT	77694	OPRA AUSTRALIA PTY LTD	PSYCHOMETRIC ASSESSMENT SERVICES	726.00
11/02/2021	EFT	77323	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
19/02/2021	EFT	77581	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
11/02/2021	EFT	77293	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	765.00
11/02/2021	EFT	77469	P & K COLE	BJTP REFUND	100.00
11/02/2021	EFT	77468	P & T CRISPIN	BJTP REFUND	132.00
16/02/2021	EFT	77578	P DUNNEWYK & C MCGRATH	STAFF REIMBURSEMENT	67.95
11/02/2021	EFT	77430	PAC AUSTRALIA	PERFORMING ARTS EXCHANGE	780.00
24/02/2021	EFT	77699	PAINT INDUSTRIES PTY LTD	PAINT REQUIREMENTS	926.26
24/02/2021	EFT	77746	PARA MOBILITY PTY LTD	POOL HOIST AND ACCESSORIES	20,225.00
19/02/2021	EFT	77603	PARKS AND LEISURE AUST (NATIONAL)	PLAYGROUND EQUIPMENT SERVICES	198.00
11/02/2021	EFT	77320	PATRICIA MOTHERSOLE	STAFF REIMBURSEMENT	87.00
11/02/2021	EFT	77455	PD & LS CRAIGIE	BOND REFUND	200.00
11/02/2021	EFT	77492	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	28.55
19/02/2021	EFT	77589	PERRON DEVELOPMENT P/L & STAWELL P/L	WATER IRRIGATION CHARGES	16,826.61
11/02/2021	EFT	77282	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	48,598.56
11/02/2021	EFT	77462	PETER & IRENE SUTCLIFFE	BJTP REFUND	62.00
24/02/2021	EFT	77772	PETER AYLMORE	BJTP REFUND	120.00
24/02/2021	EFT	77621	PHIL HOLLETT PHOTOGRAPHY	ART SALES	38.85
11/02/2021	EFT	77436	PHIMEDIA PTY LTD	3D SCANNING	3,300.00
24/02/2021	EFT	77628	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	536.80
24/02/2021	EFT	77700	PINDAN PTY LTD	CONSTRUCTION SERVICES	600.00
11/02/2021	EFT	77418	POOL ROBOTIC PERTH	POOL CLEANER SALES AND REPAIR	219.90
11/02/2021	EFT	77394	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	594.50
11/02/2021	EFT	77500	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	17,151.19
24/02/2021	EFT	77821	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	3,870.07
11/02/2021	EFT	77497	PRO-LINE KERBING	KERBING SERVICES	73,269.46
11/02/2021	EFT	77351	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	9,047.45
24/02/2021	EFT	77672	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	467.50
24/02/2021	EFT	77766	PW & DA COGHILL	BJTP REFUND	100.00
24/02/2021	EFT	77736	QED ENVIRONMENTAL SERVICES	SURFACE TESTING	3,146.00
24/02/2021	EFT	77753	R & A COOPER	BOND REFUND	148.10
11/02/2021	EFT	77459	R & CH BRANSON	BOND REFUND	384.50
24/02/2021	EFT	77812	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES	934.57
11/02/2021	EFT	77342	RANTAM PTY LTD T/A SHEDS DOWN SOUTH	SHED CONSTRUCTION	19,252.05
19/02/2021	EFT	77584	RANTAM PTY LTD T/A SHEDS DOWN SOUTH	SHED CONSTRUCTION	87,952.70
11/02/2021	EFT	77559	RAPID ASCENT PTY LTD	BOND REFUND	9,900.00
24/02/2021	EFT	77795	RE & PA BARRADEEN	BJTP REFUND	111.00
11/02/2021	EFT	77504	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	1,291.40
24/02/2021	EFT	77824	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	32.03
24/02/2021	EFT	77845	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	922.22

24/02/2021	EFT	77854	RMS (AUST)P/L	SOFTWARE SERVICES	61.60
24/02/2021	EFT	77751	ROBERT JOHN WESTERN	BOND REFUND	370.00
11/02/2021	EFT	77354	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT	880.00
11/02/2021	EFT	77335	ROSE AND CROWN	ACCOMMODATION	672.50
25/02/2021	EFT	77861	ROSS READING	LAND TAX 174 KALOORUP RD	135.84
11/02/2021	EFT	77521	ROTARY CLUB OF BUSSELTON	SPONSORSHIP / ADVERTISING	345.00
11/02/2021	EFT	77326	RPS AUSTRALIA EAST PTY LTD	COST BENEFIT ANALYSIS	2,750.00
24/02/2021	EFT	77834	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES	242.00
24/02/2021	EFT	77740	S & S WALKER	ART SALES	52.40
11/02/2021	EFT	77549	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURRENCE	1,430.00
24/02/2021	EFT	77782	SANDRA KELLY	BOND REFUND	740.00
11/02/2021	EFT	77552	SANPOINT PTY LTD	LANDSCAPING SERVICES	21,105.94
24/02/2021	EFT	77851	SANPOINT PTY LTD	LANDSCAPING SERVICES	211.86
11/02/2021	EFT	77390	SARA URBAN	FACE PAINTING	350.00
24/02/2021	EFT	77749	SCATTERMATS RUG WAREHOUSE	FURNITURE	5,383.00
11/02/2021	EFT	77311	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	192.50
19/02/2021	EFT	77593	SCOTTISH PACIFIC BUSINESS FINANCE	TRAFFIC MANAGEMENT SERVICES	3,424.03
24/02/2021	EFT	77710	SCOTTISH PACIFIC BUSINESS FINANCE;;CB TR	TRAFFIC MANAGEMENT SERVICES	8,089.70
24/02/2021	EFT	77663	SECURITY ID	ASIC CARD	300.00
24/02/2021	EFT	77770	SHIRLEY MARMION	BJTP REFUND	215.00
11/02/2021	EFT	77560	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	2,288.00
24/02/2021	EFT	77857	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	12,391.50
11/02/2021	EFT	77288	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE	9,724.00
11/02/2021	EFT	77529	SIGMA CHEMICALS	CHEMICAL SUPPLIER	95.15
24/02/2021	EFT	77838	SIGMA CHEMICALS	CHEMICAL SUPPLIER	96.25
11/02/2021	EFT	77262	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	16,741.66
25/02/2021	EFT	77606	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,823.04
24/02/2021	EFT	77729	SOLE TRAILS PTY LTD	EVENT MANAGEMENT SPONSORSHIP	3,300.00
11/02/2021	EFT	77439	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	2,482.33
11/02/2021	EFT	77317	SOUNDPACK SOLUTIONS	LIBRARY RESOURCES	210.10
24/02/2021	EFT	77752	SOUTH KEY PTY LTD	BOND REFUND	300.00
11/02/2021	EFT	77365	SOUTH WEST BOUNCY CASTLES	BOUNCY CASTLES	1,160.00
11/02/2021	EFT	77396	SOUTH WEST OFFICE NATIONAL	STATIONERY	1,737.71
24/02/2021	EFT	77709	SOUTH WEST OFFICE NATIONAL	STATIONERY	271.63
11/02/2021	EFT	77406	SOUTH WEST SAND CLEANING	SAND CLEANING OF SAND PITS	1,410.75
11/02/2021	EFT	77366	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	1,215.50
11/02/2021	EFT	77480	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	2,358.06
24/02/2021	EFT	77815	SOUTHWEST EVENT HIRE	HIRE EQUIPMENT SERVICES	1,648.00
11/02/2021	EFT	77525	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	6,828.80
24/02/2021	EFT	77836	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	1,820.60
11/02/2021	EFT	77298	SPECIALITY TIMBER FLOORING WA	TIMBER FLOORING SERVICES	10,120.00
11/02/2021	EFT	77368	SPICE ODYSEE	CATERING	448.00
11/02/2021	EFT	77540	SPORTS TURF ASSOCIATION (WA) INC	MEMBERSHIP	350.00
24/02/2021	EFT	77701	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	250.00
24/02/2021	EFT	77846	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	234.30
24/02/2021	EFT	77804	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	100.00
24/02/2021	EFT	77660	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	10,971.19
11/02/2021	EFT	77294	ST JOHN AMBULANCE	TRAINING SERVICES	160.00
24/02/2021	EFT	77636	ST JOHN AMBULANCE	TRAINING SERVICES	464.98
22/02/2021	EFT	77306	ST JOHN OF GOD FOUNDATION INC	CANCELLED PAYMENT	0.00
16/02/2021	EFT	77569	STARMIX HOLDINGS PTY LTD	FOOTPATH MAINTENANCE	4,042.50
11/02/2021	EFT	77402	STEPHEN AND TRACY PARNHAM	WATER CHARGE REIMBURSEMENT	83.70
11/02/2021	EFT	77472	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	286.24
24/02/2021	EFT	77802	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	170.07
11/02/2021	EFT	77261	STOCKER PRESTON RESIDENTIAL	RENT - A NOTTLE	860.00
25/02/2021	EFT	77605	STOCKER PRESTON RESIDENTIAL	RENT - A NOTTLE	860.00
11/02/2021	EFT	77551	STRATAGREEN	NURSERY SUPPLIES	1,036.88
11/02/2021	EFT	77273	SUNNY SIGN COMPANY PTY LTD	SIGNAGE SERVICES	607.20
11/02/2021	EFT	77271	SUPERCHOICE SUPERANNUATION	SUPERANNUATION	164,842.24
11/02/2021	EFT	77615	SUPERCHOICE SUPERANNUATION	SUPERANNUATION	164,386.12
11/02/2021	EFT	77361	SW ENVIRONMENTAL	ENVIRONMENTAL CONSULTATION & SERVICES	14,591.50
11/02/2021	EFT	77499	SW PRECISION PRINT	PRINTING SERVICES	1,589.00
16/02/2021	EFT	77573	SW PRECISION PRINT	PRINTING SERVICES	597.00
24/02/2021	EFT	77820	SW PRECISION PRINT	PRINTING SERVICES	780.75
11/02/2021	EFT	77382	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A LOLLY	CONFECTIONERY GLC CAFÉ	188.38
11/02/2021	EFT	77401	SYNERGY	ELECTRICITY SUPPLIES	105,928.21
11/02/2021	EFT	77460	T & S GREAY	BOND REFUND	234.10
11/02/2021	EFT	77452	TAG HOLDING TRUST	BOND REFUND	200.00
11/02/2021	EFT	77391	TAMC SAND SUPPLIES PTY LTD	SAND AND GRAVEL SUPPLIES	4,793.12
11/02/2021	EFT	77454	TANGENT NOMINEES PTY LTD	BOND REFUND	600.00
11/02/2021	EFT	77281	TARVIA PTY LTD	ENGINEERING SERVICES	544.50
24/02/2021	EFT	77624	TARVIA PTY LTD	ENGINEERING SERVICES	325.60
24/02/2021	EFT	77840	TECHNOLOGY ONE	SOFTWARE SERVICES	2,197.80
11/02/2021	EFT	77490	TELSTRA CORPORATION	COMMUNICATION SERVICES	8,654.85
19/02/2021	EFT	77598	TELSTRA CORPORATION	COMMUNICATION SERVICES	(65.00)
19/02/2021	EFT	77598	TELSTRA CORPORATION	COMMUNICATION SERVICES	65.00
24/02/2021	EFT	77814	TELSTRA CORPORATION	COMMUNICATION SERVICES	65.00
24/02/2021	EFT	77688	TENDERLINK.COM	TENDER ADVERTISING	165.00
11/02/2021	EFT	77284	THAT GUY'S RECYCLING PTY LTD	RECYCLING E WASTE SERVICES	4,436.69
11/02/2021	EFT	77435	THE FLOWER PLACE BUSSELTON	FLORAL ARRANGEMENTS	75.00
24/02/2021	EFT	77730	THE FLOWER PLACE BUSSELTON	FLORAL ARRANGEMENTS	80.00
11/02/2021	EFT	77380	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	273.00
11/02/2021	EFT	77277	THE GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	1,150.00
11/02/2021	EFT	77417	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	677.24
24/02/2021	EFT	77750	THOMPSON SURVEYING CONSULTANTS	SURVEYING SERVICES	1,760.00
24/02/2021	EFT	77720	THOMSON GEER LAWYERS	LEGAL SERVICES	11,099.00
11/02/2021	EFT	77378	TIM EVA'S NURSERY	WHOLESALE NURSERY SUPPLIES	1,006.50
11/02/2021	EFT	77541	TIMCARE DISTRIBUTORS	CHEMICAL CLEANING SUPPLIER	4,621.65
11/02/2021	EFT	77285	TINT A CAR BUSSELTON	PLANT & VEHICLE MAINTENANCE SERVICES	835.00
25/02/2021	EFT	77447	TJ & GM LAWLER	CANCELLED PAYMENT	0.00
11/02/2021	EFT	77403	TOLL TRANSPORT PTY LTD	COURIER SERVICES	162.81
11/02/2021	EFT	77553	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	1,680.80
24/02/2021	EFT	77852	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	1,452.00
11/02/2021	EFT	77395	TOTAL TOOLS	TOOL PURCHASES	3,124.00
24/02/2021	EFT	77708	TOTAL TOOLS	TOOL PURCHASES	33.00
24/02/2021	EFT	77859	T-QUIP	MOWER PARTS & SERVICE	230.00
24/02/2021	EFT	77627	TRACIE ANDERSON	ART SALES	94.05
11/02/2021	EFT	77556	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	2,574.00
24/02/2021	EFT	77853	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	4,014.00
11/02/2021	EFT	77457	TRENT CHARLES FULLERTON	BOND REFUND	262.80
24/02/2021	EFT	77810	TREVORS CARPETS BUSSELTON	FLOOR COVERING SERVICE	1,360.00
11/02/2021	EFT	77341	TROPHIES ON TIME	NAME BADGE SUPPLIER	121.00
24/02/2021	EFT	77774	TROY & BRIDGID DENNIS	BJTP REFUND	132.00
11/02/2021	EFT	77450	TROY SEMMENS	BOND REFUND	200.00
11/02/2021	EFT	77363	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	3,317.28
24/02/2021	EFT	77686	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	581.05
11/02/2021	EFT	77429	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	673.61
24/02/2021	EFT	77666	UNDERCOVER SW	LASER TAG	940.00
24/02/2021	EFT	77619	UNITING CHURCH PARISH OF BUSSELTON	WORKSHOP RAG SUPPLIER	150.00
24/02/2021	EFT	77641	URSULA FAHRER	ART SALES	36.80
11/02/2021	EFT	77350	VASSE WEED & PEST	PEST CONTROL SERVICES	160.00
11/02/2021	EFT	77381	VENDORPANEL PTY LTD	MULTI PARTY EVALUATIONS	14,229.35
11/02/2021	EFT	77405	VERAISON	LEADERSHIP COACHING	8,844.00
24/02/2021	EFT	77716	VERAISON	LEADERSHIP COACHING	2,569.60
24/02/2021	EFT	77765	VICTORIA HOWE	BJTP REFUND	12.00

11/02/2021	EFT	77554	VINEPOWER MARGARET RIVER PTY LTD	LANDSCAPING SERVICES	1,848.88
11/02/2021	EFT	77307	VORGEE PTY LTD	GYM GOODS	1,273.80
11/02/2021	EFT	77297	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	1,815.00
24/02/2021	EFT	77637	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	1,100.00
11/02/2021	EFT	77314	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	225.00
24/02/2021	EFT	77646	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	2,578.04
11/02/2021	EFT	77267	WA SHIRE COUNCILS	UNION FEES	338.26
25/02/2021	EFT	77611	WA SHIRE COUNCILS	UNION FEES	338.26
24/02/2021	EFT	77677	WALGA ATF LGISWA	WORKER COMPENSATION SERVICES	40,059.20
24/02/2021	EFT	77841	WASTE MANAGEMENT ASSOC OF AUSTRALIA	WASTE MANAGEMENT SERVICES	505.00
24/02/2021	EFT	77698	WE MCGILL	ART SALES	24.00
11/02/2021	EFT	77362	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	3,122.02
24/02/2021	EFT	77683	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	3,611.52
11/02/2021	EFT	77502	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	6,028.19
24/02/2021	EFT	77823	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	294.41
11/02/2021	EFT	77519	WESFARMERS KHG	GAS SERVICES	704.11
11/02/2021	EFT	77507	WEST OZ LINEMARKING	LINE MARKING SERVICES	9,200.95
24/02/2021	EFT	77714	WESTBOOKS	LIBRARY RESOURCES	1,117.80
11/02/2021	EFT	77508	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	187.91
16/02/2021	EFT	77574	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	77.47
24/02/2021	EFT	77827	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	4,204.58
11/02/2021	EFT	77322	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	495.00
24/02/2021	EFT	77651	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	330.00
11/02/2021	EFT	77445	WIC & LF NASH	ART SALES	792.00
11/02/2021	EFT	77493	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	347.21
24/02/2021	EFT	77816	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	15.20
11/02/2021	EFT	77299	WIZID PTY LTD	POOL ENTRY WRISTBANDS	113.30
11/02/2021	EFT	77303	WOODLANDS DISTRIBUTORS & AGENCIES PTY LT	STREETSCAPE FURNITURE	305.80
11/02/2021	EFT	77515	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	3,331.00
24/02/2021	EFT	77831	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	982.00
11/02/2021	EFT	77337	WORK METRICS	HEALTH AND SAFETY SOFTWARE	110.00
11/02/2021	EFT	77443	WORMALL CIVIL PTY LTD	RETAINING WALLS	7,150.00
11/02/2021	EFT	77539	WREN OIL	WASTE OIL SERVICES	33.00
11/02/2021	EFT	77530	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	1,292.58
16/02/2021	EFT	77577	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	411.44
19/02/2021	EFT	77601	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	624.17
24/02/2021	EFT	77839	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	186.63
11/02/2021	EFT	77349	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	354.00
24/02/2021	EFT	77670	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	395.00
11/02/2021	EFT	77357	YALLAMBIE SHOW JUMPING CLASSIC	EQUESTRIAN COMMUNITY EVENT	2,200.00
11/02/2021	EFT	77512	YALLINGUP COASTAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	40.47
11/02/2021	EFT	77513	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	598.80
11/02/2021	EFT	77531	ZACOR DESIGN	CONSULTANCY SERVICES	2,040.50
11/02/2021	EFT	77495	ZIPFORM PTY LTD	PRINTING SERVICES	2,988.21
					3,485,829.60

TRUST PAYMENTS FEBRUARY 2021

DATE		REF #	NAME	DESCRIPTION	AMOUNT $
10/02/2021	TRUST	7546	CITY OF BUSSELTON	BSL/CTF COMMISSION JANUARY 2021	671.25
10/02/2021	TRUST	7547	CONSTRUCTION TRAINING FUND	BCITF LEVY	2,092.13
10/02/2021	TRUST	7545	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	57,737.38
9/02/2021	TRUST	7544	MJ KERRIGAN	REFUNDS CTF LEVY PAID TWICE IN ERROR	80.00
					60,580.76

DIRECT DEBIT PAYMENTS FEBRUARY 2021

DATE		REF #	NAME	DESCRIPTION	AMOUNT $
11/02/2021	DD	4396	A & C ENG & OWNER OF PROPERTY 100009341	REFUND OF RATE OVERPAYMENT	561.66
19/02/2021	DD	4406	A MCKAY & B & I BIDESI	REFUND OVERPAYMENTS	231.00
31/01/2021	DD	4390	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	60,337.14
4/02/2021	DD	4401	ANZ BANK	BANK FEES	4,248.53
1/02/2021	DD	4402	ANZ BANK	BANK FEES	4,393.82
3/02/2021	DD	4403	ANZ BANK	BANK FEES	268.18
3/02/2021	DD	4404	ANZ BANK	BANK FEES	713.74
3/02/2021	DD	4405	ANZ BANK	BANK FEES	285.23
1/02/2021	DD	4407	ANZ BANK	BANK FEES	15.00
1/02/2021	DD	4408	ANZ BANK	BANK FEES	15.00
28/02/2021	DD	4413	ANZ BANK	BANK FEES	15.00
28/02/2021	DD	4412	ANZ BANK	CLEARANCE OF JANUARY 2021 CREDIT CARD TRANSACTIONS	6,103.99
			INSTITUTEPU 01300416745	RENEWAL OF MEMBERSHIP	319.00
			APPLE.COM/BILL SYDNEY	ICLOUD STORAGE	4.49
			EHB HOLDINGS PTY LTD (ESPLANADE HOTEL)	CEO HOSPITALITY	161.50
			EHB HOLDINGS PTY LTD (ESPLANADE HOTEL)	DUPLICATE PAYMENT IN ERROR- REIMBURSED BY SUPPLIER	91.60
			HARVEY NORMAN AV/IT BUSSELTON	SCREEN COVER FOR NEW PHONE 12 PRO	79.00
			JB HI FI BUNBURY	COVER FOR NEW PHONE 12 PRO	69.95
			WA LOCAL GOVERNMENT AS WEST LEEDERVILLE	WALGA 150 YEARS OF LOCAL GOV DINNER - MIKE ARCHER	360.00
			WA LOCAL GOVERNMENT AS WEST LEEDERVILLE	WALGA 150 YEARS OF LOCAL GOV DINNER - , MAYOR HENLEY, CR HICKS	540.00
			WA LOCAL GOVERNMENT AS WEST LEEDERVILLE	CREDIT - WALGA 150 YEARS OF LOCAL GOV DINNER - MIKE ARCHER	(360.00)
			WA LOCAL GOVERNMENT AS WEST LEEDERVILLE	CREDIT-WALGA 150 YRS LOCAL GOV DINNER - MAYOR HENLEY, CR HICKS	(540.00)
			CITY OF BUNBURY	PARKING TO ATTEND INTEGRATED ELECTRO MOBILITY WORKSHOP	19.81
			HARVEY NORMAN AV/IT BUSSELTON	TV FOR BUSSELTON JETTY TOURIST PARK	295.00
			WWW.OURXPLOR.COM MELBOURNE	VACATION CARE SOFTWARE SUBSCRIPTION- GLC	165.00
			WWW.OURXPLOR.COM MELBOURNE	VACATION CARE SOFTWARE SUBSCRIPTION- NCC	165.00
			FACEBK N822ZZSVV2	COURTYARD CHRISTMAS BAZAAR	10.43
			EDA LEURA	FULL MEMBERSHIP FOR NAOMI SEARLE 31/12/20-31/12/21	440.00
			FACEBK PHFF4YNAD2	FACEBOOK ADVERTISING	17.00
			COLONIAL JARRAHENT BOORAGOON	REFERENCE BOOK:COLONIAL FURNITURE OF WA 1829-1910	249.00
			SENDGRID 14.95 USD 0.58 AUD	PROVIDE EMAIL CAPABILITY TO CUSTOMERS	19.92
			MESSAGEMEDIA MELBOURNE	CUSTOMER RETENTION AND CONTACT SYSTEM	472.82
			SPOTIFY P130661A2F SYDNEY	MUSIC FOR YOUTH EVENTS	18.99
			KMART ONLINE 03	ITEMS FOR THE BJTP CABINS	280.50
			MAILCHIMP *MONTHLY MAILCHIMP.COM	BAY TO BAY NEWSLETTER ELECTRONIC MAILOUT	273.28
			COLES EXPRESS 2012 DUNSBOROUGH	DIESEL FOR DFCS VEHICLE	60.13
			COLES EXPRESS 2138 VASSE	DIESEL FOR DFCS VEHICLE	27.21
			PREMIUMBEAT.COM MONTREAL	MUSIC FOR COB CAREERS VIDEO	65.91
			AUSSIE BROADBAND PTY L MORWELL	MONTHLY NBN FOR CEO'S RESIDENCE	65.00
			APPLE.COM	MIKE ARCHER ICLOUD	4.49
			AMAZON PRIMEAMZN.COM/BILL	ACCIDENTAL AMAZON PURCHASES ON COB CARD INSTEAD OF PERSONAL WILL BE INVOICED	17.31
			AMAZON MKTPLC AU SYDNEY SOUTH	ACCIDENTAL AMAZON PURCHASES ON COB CARD INSTEAD OF PERSONAL WILL BE INVOICED	43.99
			ZOOM.US 888-799-9666 WWW.ZOOM.US	ZOOM VIDEO CONFERENCING	309.16
			CONETIX PTY LTD NORTH IPSWICH	PROFESSION SPAM FILTER FOR BUSSELTON.WA.GOV.AU AND ARTGEO.COM.AU	480.00
			NTAA SOUTH MELBOURNE	2021 FBT ONLINE SEMINAR - CLAIRE TRIGG	489.00
			MOORE STEPHENS (WA) P/L PERTH	REGISTRATION FOR 2021 BUDGET WORKSHOP- BEN ROBINSON	990.00
			THE REAL ESTATE INSTITUTE SUBIACO	TRAINING -LEGISLATION -GETTING IT RIGHT -ANN STRANG	329.00
			COFFEE@ THE SHED MARKETS	CATERING	70.50
12/02/2021	DD	4410	B CLARKE	REFUND OVERPAYMENTS	1,198.20
1/02/2021	DD	4394	BW & JJ LANGFORD	REFUND OVER PAID DA FEE	124.00
3/02/2021	DD	4393	CJ RUDD	REFUND OF RATE OVERPAYMENT	1,633.00
15/02/2021	DD	4399	COMMONWEALTH BANK	BANK FEES	357.00
3/02/2021	DD	4400	COMMONWEALTH BANK	BANK FEES	3,177.69
22/02/2021	DD	4411	DM PETTY/D FOSTER	REFUND OF RATE OVERPAYMENT	788.41
12/02/2021	DD	4392	DWER	REFUND CANCELLED BOOKING FEE	401.00
3/02/2021	DD	4395	GROUNDFORCE HOLDINGS	REFUND OF RATE OVERPAYMENT	143.82
1/02/2021	DD	4397	LES MILLS ASIA PACIFIC	CONTRACT FEES	582.89
1/02/2021	DD	4398	LES MILLS ASIA PACIFIC	CONTRACT FEES	485.74

8/02/2021	DD	4391	LLC & ALLEN PARTNERS	REFUND OF RATE OVERPAYMENT	2,920.00
18/02/2021	DD	4409	S SHEPHERD/A PUZZANINI & C PIERI/CS LEGAL	REFUND OVERPAYMENTS	2,581.97
					91,582.01
DIRECT DEBIT PAYMENTS FEBRUARY 2021					
DATE		**REF #**	**NAME**	**DESCRIPTION**	**AMOUNT $**
9/02/2021	PAY JOURNAL	PAY 9.2.21	CITY OF BUSSELTON	PAYROLL 12.1.21	$ 820,842.93
23/02/2021	PAY JOURNAL	PAY 23.2.21	CITY OF BUSSELTON	PAYROLL 26.1.21	$ 829,080.24
					1,649,923.17

12.2 Finance Committee - 14/4/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 28 FEBRUARY 2021

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Financial Services
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Financial Activity Statement - YTD February 2021 Attachment B Investment Report - February 2021

This item was considered by the Finance Committee at its meeting on 14/4/2021, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 28 February 2021, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations*.

EXECUTIVE SUMMARY

Pursuant to Section 6.4 of *the Local Government Act 1995* (the Act) and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 28 February 2021.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 27 July 2020, the Council adopted (C2007/071) the following material variance reporting threshold for the 2020/21 financial year:

> *That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2020/21 financial year as follows:*
>
> - *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
> - *Reporting of variances only applies for amounts greater than $25,000.*

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 28 February 2021

The Statement of Financial Activity (FAS) for the year to date (YTD) as at 28 February 2021 shows an overall Net Current Position of $18.3M as opposed to the budget of $10.6M. This represents a positive variance of $7.7M YTD. This variance increased by $2.2M from $5.4M at the end of January.

The following table summarises the major YTD variances that appear on the face of the FAS, which, in accordance with Council's adopted material variance reporting threshold, collectively make up the above difference. Each numbered item in this lead table is explained further in the report.

Description	2020/21 Actual YTD $	2020/21 Amended Budget YTD $	2020/21 Amended Budget $	2020/21 YTD Bud Variance %	2020/21 YTD Bud Variance $	Change in Variance Current Month $
Revenue from Ordinary Activities				***1.28%***	***893,638***	***259,761***
1. Other Revenue	370,754	239,832	424,730	54.59%	130,922	984
Expenses from Ordinary Activities				***7.54%***	***4,011,343***	***551,842***
2. Materials & Contracts	(8,649,313)	(11,652,730)	(18,067,582)	25.77%	3,003,417	693,606
3. Other Expenditure	(2,656,187)	(5,236,779)	41.73%	1,108,526	45,559	(2,656,187)
4. Non-Operating Grants, Subsidies and Contributions	4,207,926	8,588,286	34,437,199	(51.00%)	(4,380,360)	(677,275)
Capital Revenue & (Expenditure)				***14.12%***	***4,283,544***	***1,411,572***
5. Land & Buildings	(2,899,541)	(3,677,100)	(17,454,059)	21.15%	777,559	(131,693)
Plant & Equipment	(888,978)	(2,364,896)	(2,510,340)	62.41%	1,475,918	318,839
Furniture & Equipment	(221,420)	(443,088)	(461,088)	50.03%	221,668	(19,760)
Infrastructure	(11,126,065)	(22,286,516)	(40,004,996)	50.08%	11,160,451	1,665,453
6. Proceeds from Sale of Assets	218,394	581,500	581,500	(62.44%)	(363,106)	41,753
7. Proceeds from New Loans	0	7,700,000	7,700,000	(100.00%)	(7,700,000)	0
8. Repayment of Capital Lease	(336,646)	(391,424)	(521,900)	13.99%	54,778	(17,494)
9. Advances to Community Groups	0	(200,000)	(200,000)	100.00%	200,000	0
10. Transfer to Restricted Assets	(3,202,294)	(36,672)	(62,750)	(8632.26%)	(3,165,622)	(536,463)
11. Transfer from Restricted Assets	1,570,221	100,000	2,807,074	1470.22%	1,470,221	(54,205)

Revenue from Ordinary Activities

In total, revenue from Ordinary Activities is $894K, or 1.28%, ahead of budget YTD. The only material variance item contributing to this is:

1. Other Revenue

Ahead of YTD budget by $131K, or 54.59%, mainly due to the items listed in the table below:

Revenue Code	Revenue Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Community and Commercial Services		***31,283***	***4,280***	***27,003***	***630.90%***	***(4,369)***
10591	Geographe Leisure Centre – LSL Contributions from other LG's	18,132	-	18,132	100.00%	-
Long Service Leave entitlements accrued can be transferred between local governments. This receipt was budgeted for in June, however it was received earlier than expected.						
10625	Art Geo Administration – Sale of Artworks	9,236	-	9,236	100.00%	(5,536)
The distribution of the proceeds of artwork sales on behalf of the artists is done in the month following the sales after the monthly reconciliation process.						
Planning and Development Services		***171,077***	***93,832***	***77,245***	***82.32%***	***3,559***
10925	Preventative Services – CLAG – Sundry Income	77,297	2,720	74,577	2741.81%	(326)
Due to the much earlier and more significant onset of the Ross River Virus threat, extra chemical applications were required. Permission was received from the Department of Health to draw extra trust funds for these purposes.						
10970	Parking Control – Parking Fines & Costs	26,562	40,000	(13,438)	(33.59%)	(1,096)
Budgeting for this is always done on a simple historical trend basis, and is never a targeted revenue source. It is down on budget due to the enforcement team being temporarily understaffed.						
Engineering and Works Services		***140,967***	***116,734***	***24,233***	***20.76%***	***697***
11107	Engineering Services Design – LSL Contributions from other LG's	14,475	-	14,475	100.00%	-
Long Service Leave entitlements accrued can be transferred between local governments. At the time of budgeting, it was not known that the City would be employing a person for whom a LSL entitlement would be transferred.						
12642	NCC Standpipe – Sale of Water	2,470	16,664	(14,195)	(85.18%)	(2,083)
The consumption and associated sale of water from this facility has not been as high as originally forecast.						
G0030	Busselton Transfer Station – Sale of Scrap Materials	80,615	59,072	21,543	36.47%	535
There was an initial spike in sales compared to the timing of the budget, and better than predicted prices received for scrap metal. However, it is predicted that this will slow somewhat as the financial year progresses.						

Expenses from Ordinary Activities

Expenditure from ordinary activities is $4M, or 7.54%, less than expected when compared to the budget YTD as at February. The following individual expense line items on the face of the financial statement have YTD variances that meet the material reporting thresholds:

2. Materials and Contracts

Better than budget by $3M, or 25.77%. The table below lists the main items contributing to this variance:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Finance and Corporate Services		***1,520,066***	***1,584,638***	***64,572***	***4.1%***	***42,310***
10151	Rates Administration	168,425	217,271	48,846	22.5%	5,805
The variance is predominantly due to the under spend in consultancy. This budget was for the Rating Review Project, funded by reserves. The project has been delayed due to resourcing issues in the Rates team, plus communications with the Minister regarding rates reviews that have changed the scope of the project. Unspent funds will remain carried forward in the reserve to fund the revised project.						
10200	Financial Services	35,924	54,510	18,586	34.1%	4,715
Due mainly to a reduction in bank fees that were budgeted at a higher amount, plus none of the consultancy budget has been used YTD. This will potentially be used later in the financial year in relation to adoption of new accounting standards, plus updates to the Long Term Financial Plan model.						
10250	Information & Communication Technology Services	952,949	887,522	(65,427)	(7.4%)	43,389
• **Software licences** – The City's licences are on track to go over budget this year with the addition of some unplanned software; this should be balanced elsewhere. The payment curve for this is not smooth and the City has recently paid some large invoices including T1. • **Photocopying** – As mentioned in Customer Service below, the printer costs are routing through this account hence the budget overspend. • **GIS costs** – It was planned to use a new image provider at a reduced cost, unfortunately they could not provide what was agreed upon and the City continued to use Landgate. This will be adjusted for next budget.						
10360	Customer Services	16,304	31,688	15,384	48.5%	1,894
• **Photocopying** – The Finance team going paperless has had a significant impact on the City's paper spend, especially for coloured paper. In addition, an arrangement has been made with the Executive Assistants for auditing of the stationery supplies in their departments, so ordering has more closely aligned to needs rather than maintaining large stores. • **Computer Consumables** – Historically, printer cartridges etc. came from this bucket. With the adoption of more printers using a full supply contract this account is not being utilised. The City still orders some cartridges manually but the number is heavily reduced. This will be reviewed during the upcoming budget considerations for 21/22 to get a better idea of actual spend.						
10500	Legal & Compliance Services	88,764	40,920	(47,844)	(116.9%)	(19,767)
Greater than expected spend of external legal representation (largely due to increase in prosecutions/compliance action plus a Supreme Court matter). It was acknowledged when the legal budget was set last year that a transfer from the legal reserve may be required.						
10521	Human Resources & Payroll	21,121	43,904	22,783	51.9%	2,416
The variance is timing related, with consultancy funds related to the organisational staff survey yet to be expended. Procurement is currently in progress with expenses expected to be incurred by April 2021.						

10616, 10617 & 10618	Aged Housing	49,523	94,408	44,885	47.5%	3,296
Lower than expected maintenance costs to the end of the reporting period. Less reactive maintenance for FY to date.						
Community and Commercial Services		***784,469***	***1,534,019***	***749,550***	***48.9%***	***233,299***
10380	Busselton Library	38,083	78,759	40,676	51.6%	(1,331)
• Furniture & Office Equipment - The purchase of new furniture and office equipment (under the capitalisation threshold) has been delayed due to the new renovations and subsequent requirement for furniture and fit-out of the new children's area. Increased expenditure will occur over the next few months in line with budget. • Library Resources - Spending on Library Resources was delayed whilst tenders were sought for a new "buy local" initiative. A significant number of purchase orders have been raised since November, with items due to be received over the next few months. • Entity Specific Consumables – The coffee machine has been disposed of, which means that there will be no expenditure, and no offset income. • Photocopying – Currently investigating zero expenditure. It appears photocopy paper is not being correctly costed to the library budget before being issued from central stores. This will be rectified in consultation with Customer Service Team.						
10381	Dunsborough Library	14,914	25,004	10,090	40.4%	(92)
• Contractors – Carpet cleaning has been rescheduled to occur in March/April 2021. • Other Computer costs - $1,800 networking costs no longer required. • Photocopying – see Busselton explanation. • Library Resources – see Busselton explanation.						
10540	Recreation Administration	8,994	34,214	25,220	73.7%	3,378
The City's application to the State Government for the 2021 & 2022 Every Club grants was successful. As of 28 February, the City is still awaiting the grant deeds which will stipulate conditions/details of grants. It is envisaged that this budget will be spent by year's end.						
10541	Recreation Planning	1,030	89,333	88,303	98.8%	8,333
Timing of expenditure was awaiting the outcomes of external grant applications. As of 28 February, grant deeds have now been finalised; and the scope and quote with preferred consultant is being finalised. The expected expenditure is now due in Q4.						
10590	Naturaliste Community Centre	36,079	70,490	34,411	48.8%	630
The Naturaliste Community Centre was closed due to COVID-19 and, upon reopening, was subject to phased restrictions which limited the attendance numbers and therefore expenditure associated with City programs and services throughout the first two quarters. To date, the City is still limited by Phase 4 restrictions and have limited numbers in some activities affecting a slow return to business as usual and therefore planned expenditure. Business is now picking up and the City is likely to see increased expenditure over the next few months in line with budget.						
10591	Geographe Leisure Centre	188,001	258,486	70,485	27.3%	7,419
This is the same as the factors listed above for the NCC.						
10600	Busselton Jetty Tourist Park	268,990	387,344	118,354	30.6%	37,300
The variance can be attributed to two outstanding monthly management fee invoices ($41,125 – runs one month in arrears), due to presentation and payment of the invoice. Other expenditure that has not occurred falling within Materials & Contracts are related to non-scheduled maintenance, garden maintenance, purchase of materials, and savings in cleaning materials and disposal of waste fees.						

10630	Economic and Business Development Administration	12,716	66,591	53,875	80.9%	6,027
The budget is made up of numerous line items that have been spread throughout the year. The actual timing for these things are inherently difficult to predict, as more often than not they depend on interactions with outside third parties for development opportunities and collaborations. For example, the City budgets for advertising and marketing, but need to wait for relevant opportunities to arise throughout the year that may not necessarily align with budget timing.						
10980	Other Law, Order & Public Safety	-	149,792	149,792	100.0%	149,792
Payment to Surf Lifesaving WA delayed. As at 28 February, awaiting signed Deed of Service. Expected expenditure is now due in Q4.						
11151	Airport Operations	97,217	232,413	135,196	58.2%	9,541
The budget variance YTD includes the key allocations of: 1. security screening of $45K not spent; 2. contractors - $44K for tree clearing not completed/expended; 3. the remainder of the variance relates to commitments for: • car park design, line marking, repairs and maintenance of approximately $24K; • runway line marking and turn pad design of approximately $8K; • airside fencing and apron lighting repairs of approximately $4K; • general grounds maintenance and improvements of approximately $10K.						
B1361	YCAB (Youth Precinct Foreshore)	22,321	37,912	15,591	41.1%	(96)
Operating grants forecast were not available as planned and therefore associated expenses did not occur. Alternative funding was sourced to run a program in Dunsborough which commenced in February, when expenses to deliver will start to be seen.						
Planning and Development Services		***732,363***	***1,333,839***	***601,476***	***45.1%***	***96,404***
10820	Strategic Planning	129,693	161,616	31,923	19.8%	20,202
Estimated revenues (re-zonings, structure plans) and anticipated consultant contracts (for specialised works seen as likely to be needed for scheduled City projects) are often quite difficult to predict as they are subject to third-party intentions and initiatives, or competing demands and task allocation/prioritisation at the City.						
10830	Environmental Management Administration	223,685	337,430	113,745	33.7%	(9,601)
Expenditure variance due to: 1. Timing of Barnard Park East management plans contract, due April 2021, pending completion of upgrade works; 2. Lower Vasse River sediment removal and groundwater investigations were delayed, now due May 2021; 3. Carbunup reserve contaminated site investigations due May 2021.						
10920	Environmental Health Services Administration	839	26,115	25,276	96.8%	110
YTD budget includes error of $5,000 extra within 3280 (Contractors), Contractor allocation of $5,000 to implement audit outcomes now completed in house. Traditional pre-summer assessment of sound level meters revealed little to no faults requiring repair due to 2020 COVID event cancellations.						
10922	Preventative Services – Mosquitoes	18,774	31,917	13,143	41.2%	12,221
$5K allocated to consultancy was meant to be for a review of the City's Mosquito Strategy, however this was completed in house. This money will now not be utilised this financial year. There is also an $8K underspend in chemicals, however this may be due to a calculation and reconciliation error in relation to trust and reserve funds able to be utilised. This is being investigated and may be rectified in March/April.						
10925	Preventative Services – CLAG	119,098	57,664	(61,434)	(106.5%)	83
Due to the much earlier and more significant onset of the Ross River Virus threat, extra chemical applications, transport, etc were required. Permission was received from the Department of Health to draw extra trust funds for these purposes (see positive variance in Other Income section above). Full reconciliation of the CLAG budget will occur by the end of the financial year.						

10931	Protective Burning & Firebreaks – Reserves	37,016	362,592	325,576	89.8%	43,934
Mitigation work is heavily weather reliant. Grant funding is provided by State government in a lump sum payment and is not reflective of timing on mitigation expenditure. Implementation of mechanical and chemical programs across the approved grant application treatments commence at the beginning of May. Outstanding payments to Brigades for burning completed in spring has not been made to reflect in YTD; purchase orders have been processed and are outstanding as commitments.						
11170	Meelup Regional Park	53,634	117,397	63,763	54.3%	4,487
Expenditure variance due to timing of awarding cultural heritage assessment contract as part of the Meelup Regional Park Management Plan review. This was budgeted to occur in November, but is now planned for mid-March 2021, due to initial request for services not attracting a suitable service provider.						
B1010-B1028	Bushfire Brigades – Various	66,990	101,712	34,722	34.1%	11,903
Emergency operations dependant. YTD will vary according to operational requirements.						
Engineering and Works Services		***5,610,770***	***7,194,994***	***1,584,224***	***22.0%***	***321,214***
12600	Street & Drain Cleaning	179,127	291,824	112,697	38.6%	17,717
YTD expenditure for these services are tracking at a lower rate than in previous financial years. The majority of drain abduction works will commence prior to the rainy season in the last quarter of the financial year to ensure drains are free of debris to mitigate against flooding. There is also $243K in committed costs associated with future planned and scheduled maintenance of this type. This budget will be fully expended by 30 June.						
12620 & 12621	Rural & Urban Tree Pruning	98,885	252,000	153,115	60.8%	18,247
Expenditure for pruning and the removal of dead trees and debris was being withheld to the value of $247K to help offset storm damage clean-up costs incurred in relation to the May 2020 storm. A total of $403K in Contractor based clean-up costs were incurred post 30 June with these costs coded against the individual roads impacted. In February, it was confirmed that the City had secured storm claim reimbursement revenue, thus this budget is now available to be utilised. Contractor availability will now determine if the backlog of works can be completed by 30 June. It is anticipated that all of the annual budget will be utilised.						
Various	Bridge Maintenance	18,514	120,808	102,294	84.7%	12,153
Expenditure on Bridge Maintenance activities was also withheld to the value of $105K to help offset May 2020 storm damage related costs. Now that it has been confirmed that the City will secure reimbursement for storm damage, this budget has been reinstated. Contractor availability will now determine if works temporarily put on hold can be completed by 30 June. There are $95K in commitments that represent planned works or works that are currently in the process of being completed.						
Various	Building Maintenance	879,527	947,384	67,857	7.2%	(17,319)
The year to date variance associated with Building Maintenance decreased by $17K in February from January. Scheduled maintenance activities on buildings primarily occur in the second half of the financial year outside of peak periods to minimise the impact to users of those facilities. Hence the year to date variance to budget will continue to trend lower to 30 June.						
Various	Other Infrastructure Maintenance	719,802	1,170,994	451,192	38.5%	46,494
This category encompasses the consolidation of 84 separate and unique services delivered broadly across the City. It includes things like: event support; boat ramp maintenance; cemetery maintenance; maintenance at the Libraries and GLC; caravan park maintenance; street lighting installation; the foreshores; the CBD's; cycleways and footpaths, etc. The $451K expenditure variances for February is mostly attributable to timing with the budget having been evenly spread across the financial year. There is also $453K in committed costs that represents works currently being undertaken or works yet to be invoiced. Material & Contractor costs associated with the majority of these areas is forecast to increase closer to the end of the financial year.						

Various	Waste Services	1,259,417	1,770,472	511,055	28.9%	92,432
The YTD under expenditure to budget for Waste Services Consolidated is attributable to many factors including the following: • $63K favourable variance associated with the processing of the Green Waste stockpiles. This will occur prior to 30 June based on contractor availability. A Request for Quotation (RFQ) has been issued. • $49K favourable variance associated with the postponement of the FOGO trail. These funds will be retained in the Waste Reserve. • $73K favourable variance associated with contamination site costs where at the time of budget preparation annual costs were unknown; investigations are ongoing. • Approximatley $80K in relation to the timing and processing of the monthly recycle (yellow top) bin invoices i.e. the February service costs will be processed into March. • Approximately $20K in relation to the timing and processing of the monthly Cleanaway General Waste disposal invoice. The February service costs will be processed into March.						
Various	Roads Maintenance	678,278	220,312	(457,966)	(207.9%)	39,946
The higher than normal costs are largely associated with storm damage clean-up costs stemming from the May 2020 storm events, where there has been $403K in extraordinary Material & Contractor costs incurred against Road Maintenance. In February the City was notified that it will be in receipt of reimbursements that effectively cover and offset against this overspend. The Road Maintenance budget is being carefully managed exclusive of storm-related costs that have been reimbursed.						
Various	Reserve Maintenance	866,275	1,202,029	335,755	27.9%	38,342
Materials & Contracts costs associated with Public Open Spaces are historically lower in the cooler first months of the financial year – July through to September - with expenditure patterns starting to increase through October to December then spiking through January to April before beginning to moderate lower again after the Easter public holidays. Going against the trend actual costs incurred in February totalled $127K against a monthly budget of $149K further adding to the favourable position. Included in the YTD variance is a one-off non-cash stock adjustment made against Materials & Contracts reducing expenditure against budget by $106K. Of note, there is $355K of committed costs representing planned expenditure to occur in future periods – this will significantly reduce the underspend variance.						
5280	Transport - Fleet Management	895,481	1,197,507	302,026	25.2%	53,264
Fuel was underspent by $175,517 YTD due to delays in processing invoices due to fleet staff absences, lower fuel cost and lower vehicle utilisation. Tyre purchase was underspent by $1,612 YTD, replacement parts/tooling/contractor costs were underspent by $128,121 YTD due to supplier delays in processing invoices. Budget is spread evenly across the year, however spending is generally more cyclical in nature and peaks in the busier spring/summer/autumn months.						

3. Other Expenditure

$1.1M, or 41.7%, under the budget YTD. The main contributing items are listed below:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Executive Services		***49,612***	***76,976***	***27,364***	***35.5%***	***7,257***
10001	Office of the CEO	49,356	76,976	27,620	35.9%	7,513
Underspends exist in the donations contributions and subsidies budget ($8K), CapeROC budget ($6K) and the CEO Discretionary Budget ($13K).						
Finance and Corporate Services		***509,287***	***620,176***	***110,889***	***17.9%***	***16,294***
10000	Members of Council	304,733	364,060	59,327	16.3%	7,597
Timing variances exist in relation to the payment of elected member allowances and reimbursements. The bulk of this ($30K) is related to timing variances in payment of sitting fees. The remainder is related to underspends in the elected members training budget ($14K), no expenditure against the Council holding account ($8K), and timing variances for expense reimbursements which are difficult to predict when budgeting.						
10700	Public Relations	46,853	77,816	30,963	39.8%	7,989
The underspend variance is related to a reduced payment to BASSCA this year given COVID-19 and no school exchanges, the cancelling of the Mayoral Breakfast and a reduced spend associated with functions such as the launch of Jetstar flights.						
Community and Commercial Services		***751,834***	***1,651,836***	***900,002***	***54.5%***	***19,069***
10530	Community Services Administration	367,475	476,254	108,780	22.8%	(17,324)
Invoices from Royal Lifesaving have not yet been received for services rendered YTD.						
10532	BPACC Operations	11,668	35,000	23,332	66.7%	5,000
Low cost marketing materials have been developed to date and until construction is secured under the tender no large investments in event attraction are likely to be made.						
10547	Iron Man	-	200,000	200,000	100.0%	-
Ironman has been cancelled for this year and hence the funds will not be expended. Council have resolved (C2012/159 – 9 December 2020) to utilise the remaining budget towards an electronic billboard, however this will not likely be completed until closer to the end of the financial year.						
10550	Forrest Rally	-	12,500	12,500	100.0%	12,500
Forrest Rally organisers have advised that the event will not be proceeding from 2020/2021 onwards, therefore these funds will not be expended.						
10567	CinefestOZ	80,000	120,000	40,000	33.3%	-
YTD variance is due to the sponsorship contract being varied due to a change in format as a result of COVID (C2009/110) - $80k paid in 2020/21 with the balance ($38k) carried over to be paid in addition to 2021/22 Market Yield Adjustment.						
10625	Art Geo Administration	3,294	18,676	15,382	82.4%	128
Underspend is offset by additional wages due to in house production of marketing, promotional and interpretation work.						
10591	Geographe Leisure Centre	19,599	29,852	10,253	34.3%	3,194
The underspend variance is a combination of delayed advertising promotions for membership sales due to COVID and the delay in invoices being processed against purchase orders raised late last year for adverts. As of February there was $9K committed, pending invoices, with the remaining budget to be utilised towards the EOFY.						

10630	Economic and Business Development Administration	2,440	21,035	18,595	88.4%	1,932
The budget is made up of numerous line items that have been spread throughout the year. The actual timing for these things are inherently difficult to predict, including valuations as more often than not they depend on interactions with outside third parties for development opportunities and collaborations. For example, the City budgets for marketing and promotions, but need to wait for relevant opportunities to arise throughout the year that may not necessarily align with budget timing. It should be noted that a large portion of the total annual budget ($55K) relates to cruise ship visitor servicing ($38K), which due to the effects of COVID-19 is unlikely to be spent by the end of the financial year.						
10634	Business Support Program	61,022	71,264	10,242	14.4%	(3,592)
There are a number of grants that are being finalised by applicants. Once these have been completed, then the City will pay out the grant funds. There is also an amount of $19K that has not been allocated from the total annual budget that will be reflected in the YTD variance.						
11151	Airport Operations	76	414,085	414,009	100.0%	52
Relates to marketing activities for RPT services which have not commenced due to COVID.						
Planning and Development Services		***137,028***	***130,107***	***(6,921)***	***(5.3%)***	***(22,250)***
10805	Planning Administration	29,148	40,000	10,852	27.1%	5,000
This variance relates to the façade refurbishment program which is not likely to have any additional projects / work costed to it this financial year as the City has not run the program as per normal because of unusually high workloads caused by the building stimulus.						
10931	Protective Burning & Firebreaks-Reserves	1,550	11,720	10,170	86.8%	1,465
Due to the limited seasonal burning opportunities, the budget for catering for the crews has not been spent as expected YTD.						
10942	Bushfire Risk Management Planning – DFES	23,466	-	(23,466)	(100.0%)	-
This represents repayment of unspent 19/20 BRMP grant funds.						
Engineering and Works Services		***99,899***	***177,092***	***77,193***	***43.6%***	***2,983***
B1223	Micro Brewery - Public Ablution	60,000	120,000	60,000	50.0%	-
The City's fund contribution to the construction of these ablutions is due to be paid upon receipt of invoice from the company. Final inspection of the toilet facilities is expected in late March, after which the invoice should be forthcoming.						
G0042	BTS External Restoration Works	17,696	33,336	15,640	46.9%	4,033
Awaiting the latest invoice(s) associated with the latest round of groundwater sampling.						

5. Non-Operating Grants, Subsidies & Contributions

The negative variance of $4.4M is mainly due to the items in the table below. It should be noted that apart from the first two items in the table (the Locke Estate Contributions variance is due to COVID hardship deferral relief), any negative variance in this area will approximately correlate to an offsetting variance in a capital project tied to these funding sources. This can be seen in the section below that outlines the capital expenditure variances. The positive variances generally relate to budget timing, i.e. the funds are usually brought to account during the end of financial year reconciliation process, so hence are budgeted in June.

Revenue Code	Revenue Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Finance and Corporate Services		***46,678***	***56,000***	***(9,322)***	***(16.6%)***	***10,678***
R0288	Locke Estate – Leaseholder Contributions	46,678	56,000	(9,322)	(16.6%)	10,678
Community and Commercial Services		***-***	***38,851***	***(38,851)***	(100.0%)	***(38,851)***
C6025	Installation of Bird Netting – State Capital Grant	-	38,851	(38,851)	(100.0%)	(38,851)
Planning and Development Services		***10,592***	***-***	***10,592***	***100.0%***	***-***
B1025	Yallingup Coastal Bushfire Brigade – Donated Assets	10,592	-	10,592	100.0%	-
Engineering and Works Services		***4,150,656***	***8,493,435***	***(4,342,779)***	***(51.1%)***	***(649,102)***
A0025	Tuart Drive Bridge 0238 – Federal Capital Grant	-	170,330	(170,330)	(100.0%)	-
B9407	Busselton Senior Citizens – Developer Cont. Utilised	595,306	162,479	432,827	266.4%	-
B9591	Performing Arts Convention Centre – Developer Cont. Utilised	-	3,000,000	(3,000,000)	(100.0%)	-
C0059	Dunsborough Yacht Club Carpark – Developer Cont.	60,000	-	60,000	100.0%	-
C1026	Townscape Works Dunsborough – State Capital Grant	10,000	-	10,000	100.0%	-
C3116	Dawson Park (McIntyre St POS) – Developer Cont.	-	77,467	(77,467)	(100.0%)	-
F1002	Dual Use Path - Dunsborough to Busselton – State Capital Grant	64,000	-	64,000	100.0%	-
F1022	Buayanyup Drain Shared Path – State Capital Grant	-	213,336	(213,336)	(100.0%)	(26,667)
S0005	Ludlow Hithergreen Road - Second Coat Seal – Main Roads Capital Grant	180,000	300,000	(120,000)	(40.0%)	(37,500)
S0048	Bussell Highway – Developer Cont. Utilised	200,000	333,336	(133,336)	(40.0%)	(41,667)
S0070	Peel & Queen Street Roundabout Service Relocation – Developer Cont. Utilised	120,000	550,000	(430,000)	(78.2%)	(310,000)

S0073	Gale Road Rural Reconstruction – Federal Capital Grant	515,811	914,992	(399,181)	(43.6%)	(114,374)
S0074	Causeway Road Duplication – Developer Cont. Utilised	800,000	300,000	500,000	166.7%	-
S0075	Local Road and Community Infrastructure Program – Federal Capital Grant	480,935	525,483	(44,548)	(8.5%)	-
S0076	Kaloorup Road (Stage 1) – Main Roads Direct Grant	106,800	-	106,800	100.0%	-
T0020	Capel Tutunup Road – RTR Capital Grant	-	951,152	(951,152)	(100.0%)	(118,894)
W0067	Ford Road Reconstruct and Asphalt Overlay – Main Roads Direct Grant	10,875	-	10,875	100.0%	-
W0121	Geographe Bay Road Quindalup – Developer Cont. Utilised	12,000	-	12,000	100.0%	-

6. Capital Expenditure

As at 28 February 2021, there is an underspend variance of 47.4%, or $13.6M, in total capital expenditure, with YTD actual at $15.1M against the YTD amended budget of $28.8M. A portion of this positive underspend variance is offset by the negative variance in Non-Operating Grants, Contributions & Subsidies discussed above, with the remainder offset by the negative variances in Transfers From Reserves related to funds held aside for these projects. The attachments to this report include detailed listings of all capital expenditure (project) items, however the main areas of YTD variance are summarised as follows:

Cost Code	Cost Code Description	Actual YTD $	Amended Budget YTD $	Variance YTD $	Variance YTD %	Change in Variance Current Month $
Land		***-***	***50,000***	***50,000***	***100.0%***	***-***
10610	Property Services Administration	-	50,000	50,000	100.0%	-
The budget represents funds allocated for costs associated with potential strategic land purchases in the City of Busselton. To date, there have been no expenses incurred, as potential transactions have not progressed beyond informal discussions.						
Buildings		***2,899,541***	***3,627,100***	***727,559***	***20.1%***	***(131,693)***
B9516	Busselton Library Upgrade	584,575	603,000	18,425	3.1%	(98)
Library works completed. Balance of funds to be directed to fit-out items.						
B9300/1/2	Aged Housing Capital Improvements	51,489	144,800	93,311	64.4%	9,985
Works proposed are to separate power and drainage servicing Winderlup Court and Winderlup Villas. The power requirements will not be triggered until the new conditional land title lot is created, but plans are in place to obtain quotes now and carry out the works in anticipation of the creation of the lots.						
B9407	Busselton Senior Citizens	625,483	738,128	112,645	15.3%	(5,150)
Works were completed in September. The savings against budget are being reviewed for potential use on roof replacement and carpark works. Works have been re-scoped based on preliminary estimates to reduce costs of roof replacement.						

B9534	Community Resource Centre	11,315	-	(11,315)	(100.0%)	(3,475)
$11.3K in Capital costs have been incurred against the Community Resource Centre YTD. The $50,000 Capital budget for this facility was loaded into June as works had not been scheduled and thus this is a timing variance only. Some costs incurred have been found to be under the Capitalisation threshold and are thus required to be written off in the year in which they have been incurred, to this end a Journal will be processed in March to reallocate these costs accordingly.						
B9558	Churchill Park - Change Room Refurbishment	-	21,000	21,000	100.0%	-
Works are scheduled to be completed before the end of the financial year. Procurement for roof sheeting is currently underway.						
B9591	Performing Arts Convention Centre	1,276,477	1,402,848	126,372	9.0%	(176,035)
Regional Growth Fund milestones are under review pending funding extension confirmation. Design contract program extension pending. Budgeted cash flow has been reviewed, with works now scheduled for commencement in June 2021.						
B9596	GLC Building Improvements	60,584	327,768	267,184	81.5%	37,738
Carried over works from the prior year. Works have been rescheduled and have been forecast to be completed in March 2021 to minimise impact to GLC operations.						
B9606	King Street Toilets	47,781	30,688	(17,093)	(55.7%)	5,116
Stage 1 works completed. Minor additional works undertaken in this period to improve accessibility to new viewing platform. The proportion of the project carried over from prior years is now completed and is overspent compared to the total budget by $3,035, representing 6%. The YTD budget represents an even spread over the financial year and thus the $17K YTD variance is attributable to timing and will clear closer to 30 June.						
B9607	General Buildings Asset Renewal Allocation (Various Buildings)	79,984	100,000	20,016	20.0%	(1,250)
This budget was assigned for various Capital works as identified as per the City's Building Asset Management Plan. To date, $28k has been outlaid for much needed roofing, ceiling, lighting and water filtration renewal works at the Yoongarillup Hall. A further $14k has been spend on resolving an issue regarding Dunsborough Sports field lighting. Some costs incurred have been identified as maintenance; under the Accounting Standards capitalisation threshold and thus will be reallocated to appropriate Operational accounts accordingly. Some costs incurred are also not categories correctly as being in relation to Building Infrastructure and will also be moved so as not to contravene the rules governing the Building Reserve and its purpose statement. It is still anticipated that the majority of this budget allocation will be utilised for Building Renewal works as at 30 June.						
B9608	Demolition Allocation (Various Buildings)	2,011	12,500	10,489	83.9%	-
Funds have been allocated to partial demolition of the Weld Theatre by the end of the financial year, in preparation for its integration with the BPACC.						
B9610	Old Butter Factory	131,549	-	(131,549)	(100.0%)	(1,280)
Conservation and fire damage works now completed. Insurance claim has now been approved, with the final position estimated to be ($30K), with savings being identified in other areas to account for this variance.						
B9612	Churchill Park Renew Sports Lights	-	140,000	140,000	100.0%	-
A review of consultants work to date is being undertaken, with a decision to be made Feb/March with Council if this site is the subject of a grant application to the State Government. If yes, application to be submitted and funds to be carried forward; if not, funds to be spent this financial year.						
B9711	Busselton Airport – Building	-	15,000	15,000	100.0%	-
Small capital works projects to be completed either prior to Jetstar flights commencing or by the end of the financial year.						

B9717	Airport Construction - Existing Terminal Upgrade	-	28,536	28,536	100.0%	3,567
As per above.						
B9809	Busselton Jetty Tourist Park Compliance Works	3,600	40,000	36,400	91.0%	-
Compliance electrical works to be completed by the end of the financial year.						
Plant & Equipment		***888,978***	***2,364,896***	***1,475,918***	***62.4%***	***318,839***
10372	Dunsborough Cemetery	-	20,000	20,000	100.0%	-
The budget is for maintenance trailers for the cemetery, both for grave shoring equipment and watering equipment, as well as fencing and turf upgrades. The delay in procurement of these items is due to current workloads of relevant staff and other projects taking a higher priority to date.						
11106	Street Lighting Installations	17,300	-	(17,300)	(100.0%)	-
The expenditure represents a storage container for the lighting equipment. The budget for the whole activity has been entered against one operational line incorrectly, rather than being split according to operational maintenance, capital upgrade, and one-off asset purchases such as this.						
11156	Airport Development Operations	172,865	188,736	15,871	8.4%	23,592
The YTD variances for 11156 was for the baggage handling system, the under spend of $15,871 will be taken up by commitments of $42,192 for works still to be completed.						
11160	Busselton Jetty	29,977	15,000	(14,977)	(99.8%)	(17,523)
In February there was $17.5K in unplanned expenditure for an Uninterrupted Power Supply (UPS) for the Underwater Observatory (UWO) lift. This has resulted in the variance to budget for the Jetty. This cost will be reassigned via a journal against the UWO Cost Code in March. This will be funded from the Jetty Reserve.						
11401	Transport – Workshop	10,410	30,000	19,590	65.3%	-
Delivery of upgrades to repeater at communications tower still in progress.						
11402	Plant Purchases (P10)	321,201	1,420,000	1,098,799	77.4%	300,000
Generators at DWF pond and cell – not yet replaced. Site and operations under review. Manager's vehicle also yet to be ordered/delivered. Waste truck side loader ordered, delivery expected in July. Wheel loader delivered, invoice still to be received. Waste compactor semi-trailer purchase deferred indefinitely pending waste plan.						
11403	Plant Purchases (P11)	46,995	195,000	148,005	75.9%	2,500
One vehicle ordered with delivery expected in April and one light truck ordered in December, delivery now expected in June.						
11404	Plant Purchases (P12)	-	114,000	114,000	100.0%	-
One light truck ordered with delivery expected in July; concrete scarifier ordered with delivery expected in April.						
11407	P&E - P&G Smart Technologies	-	66,664	66,664	100.0%	8,333
The annual scope of the project is currently being finalised and delivery will follow in the last quarter of 20/21.						
11500	Operations Services Administration	-	40,000	40,000	100.0%	-
Vehicle ordered in October, delivery expected in March. Delays in delivery are due to the high demand currently being experienced by dealers due to the government's stimulus package in concurrence with supply chain restrictions due to COVID.						
B1025	Yallingup Coastal Bushfire Brigade	10,592	-	(10,592)	(100.0%)	-
Unbudgeted donated asset (offsetting revenue shown above – no actual cash outlay).						

Furniture & Office Equipment		***221,420***	***443,088***	***221,668***	***50.0%***	***(19,760)***
10250	Information & Communication Technology Services	191,660	407,088	215,428	52.9%	-
Whilst variance is currently high the budgeted amount is planned for expenditure. Some of the delayed projects (COVID impacts include consultancy availability, hardware supply chain and additional unplanned IT work) have been accelerated in the new year including the hardware refresh, phone line migration, single label domain, website builds and online payments. It is expected that the projects will make up time and currently do not plan for any carry overs.						
Infrastructure By Class		***11,126,065***	***22,286,516***	***11,160,451***	***50.1%***	***1,665,453***
Various	Roads	6,425,098	10,810,862	4,385,764	40.6%	896,119
Capital projects with civil works are commonly scheduled to be carried out later in the financial year, in the drier summer/autumn construction season. The capital works budgets have been entered based on an even spread method and approach, not on a scheduled timing of works basis. Major civil road construction works are now underway in numerous locations across the City. The large rural Gale Road project ($1.437m) has commenced but is estimated to come in under budget by approx. $300k due to competitive contractor pricing; contributing to the current variance. There will be a material underspent associated with the Peel & Queen Street Roundabout project (S0070) valued at $1.2m. Service relocation works are scheduled to comment after Easter on the Peel Terrace roundabout with stage 2 works at the Albert Street intersection to be completed in the following financial year.						
Various	Bridges	-	962,664	962,664	100.0%	120,333
Although Bridge renewal works will be done on both the Bussell Highway and Yallingup Beach Road bridges this financial year it is unlikely any expenditure will be recorded due to the timing on receipt of invoices received from Main Roads. Main Roads carry out these works on behalf of the City. Works on the Kaloorup, Boallia Road and Tuart Drive Bridges are now scheduled to commence in the 2022 Financial year. To this end an under expended variance to budget totalling $6.4M is anticipated come 30 June. All 5 bridge projects will represent carry overs.						
Various	Car Parks	943,142	1,259,364	316,222	25.1%	127,385
Car Park projects are generally progressing well although there is a $316k under expended variance to budget YTD. Half of the YTD variance is attributable solely to the Car Parking associated with the Barnard East Development. This project is currently out to Tender. A further 131k of the variance is associated with the Vasse Oval Gravel Car Parking area yet to be constructed out at Vasse Dawson.						
Various	Footpaths & Cycleways	203,463	997,880	794,417	79.6%	106,583
The YTD variance associated with Footpath & Cycleway projects is primarily attributable to the Buayanyup Drain Shared Path project accounting for 53% or $424K of the YTD variance. The Bussell Highway Footpath Sections and the Dunsborough Centennial Park Projects contribute a further $143K and $100K towards the YTD variance respectively. The funds for the aforementioned projects have been earmarked to cover additional Queen Street Paving works that are categorised separately as Townscape projects.						
Various	Parks, Gardens & Reserves	3,406,939	7,493,552	4,086,613	54.5%	388,942
$1.07M or 26% of the YTD variance is attributable to the Dunsborough Lakes Sporting Precinct (Stage 1) project that is yet to get underway. The water network consisting of the bore, storage tanks and pipelines to supply the new facility continues to progress to plan. A further 28% or $1.1M of the YTD variance is attributable to upgrades of various parks across the City being funded from Cash in lieu of Public Open Space contributions. These projects will go out to market for contractor delivery as a consolidated package. Sanitation waste infrastructure which also falls under the “various” capital category contributes $582K to the YTD variance. A number of projects for a variety of reasons will represent carry overs or project relists into 2022.						
Various	Drainage	450	68,844	68,394	99.3%	6,275
There are only three small drainage related projects on budget this financial year. Both the Glenmeer Ramble and Chugg Road Drainage Upgrade projects are scheduled to commence in the last quarter of the financial year.						

Various	Regional Airport & Industrial Park Infrastructure	146,973	693,350	546,377	78.8%	19,815
Bird netting was due to start in January and the car park works have been completed but not invoiced as yet. The most significant part of the underspend relates to noise amelioration works which is funded from grant funds held in reserve. This will be partially invoiced by the end of the financial year, but depending on construction timelines, the rest will need to remain on the Airport development budget for future noise amelioration. Unspent funds will therefore remain in the reserve.						

7. Proceeds From Sale of Assets

YTD proceeds from sale of assets is $363K behind budget due to delays in delivery of acquisitions, and the associated transfer to auction of the vehicles being replaced.

Also, aside from a significantly reduced capital replacement program in both light vehicles and heavy plant items, many existing items of plant that were due to be replaced have been retained in service to maintain operational requirements.

8. Proceeds From New Loans

$7.5M of the budgeted proceeds of $7.7M are related to the planned drawdown on the construction loan for the BPACC. This project has been deferred in consultation with the Federal Government. Construction is now planned to commence in July 2021. Grant funding will start to be acquitted in the second half of 2021, as will the drawdown on the borrowing facility.

The remaining $200K of the variance is offset by advances to community groups which have not occurred.

9. Repayment of Capital Lease

The budget was being finalised during the first COVID lockdown. As such, the timing was not set as accurately as it could have. The timing difference YTD will rectify by the end of June.

10. Advances to Community Groups

No applications have been approved to date. The $200K positive variance is offset by the non-receipt of the associated loans funds that the City would receive for these on-lending purposes.

11. Transfer to Restricted Assets

There is a YTD variance in transfers to restricted assets of $3.2M more than amended budget. Grant funding received from Federal Government for “Drought Communities Program” of $500K (attributable to CC C3223 Dunsborough Non-Potable Water Network), was received in September whereas budget projected allocation was in June. It was anticipated that the expenditure would be incurred in June, hence the funding timing projections followed.

Developer contributions, deposits and bonds are inherently hard to predict and budget for. An annual amount of $50K spread evenly over 12 months was budgeted, however, over $2.2M has been received YTD, the bulk of which are for road works bonds ($1.7M).

12. Transfer from Restricted Assets

YTD there has been $1.6M transferred from restricted assets into the Municipal Account. This was mainly attributable to refunds of road work bonds of $1.2M, refund of hall deposits of $19K, Busselton Jetty Tourist Park deposit refunds of $342K, and other sundry refunds of $40K.

Investment Report

Pursuant to the Council's Investment Policy, a report is to be provided to the Council on a monthly basis, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report is also to provide details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy limits.

As at 28 February 2021, the value of the City's invested funds totalled $81.29M unchanged from $81.29M as at 31 January 2021.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) remained unchanged at $6.0M.
During the month of February, four term deposits totalling the amount of $11.0M matured. Existing deposits were renewed for a further 128 days at 0.30% on average.

The official cash rate remains steady for the month of February at 0.10%. This will have a strong impact on the City's interest earnings for the foreseeable future.

Chief Executive Officer – Corporate Credit Card

Details of transactions made on the Chief Executive Officer's corporate credit card during February 2021 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	$ Amount
1/02/2021	PEARLE OF CABLE BEACH - ACCOMODATION DEPOSIT	RCAWA MEETING BROOME- 17-20 JUNE 21 - MIKE ARCHER	790.21
4/02/2021	VIRGIN AUSTRALIA	FLIGHT TO BROOME - RCAWA JUNE - GRANT HENLEY	3.22
4/02/2021	VIRGIN AUSTRALIA	FLIGHT TO BROOME -RCAWA JUNE - GRANT HENLEY	314.00
4/02/2021	PEARLE OF CABLE BEACH - ACCOMODATION DEPOSIT	RCAWA MEETING BROOME -17-19 JUNE 21 - GRANT HENLEY	634.59
11/02/2021	WESTERN GROWERS	ELECTORS MEETING 8/02/21 - CATERING	495.00
15/02/2021	THAI LEMONGRASS	DINNER - COUNCIL MEETING 10/02/21	400.00
19/02/2021	DUXTON HOTEL	ACCOMMODATION MIKE ARCHER - RCAWA MEETING- PERTH 18/02/21	238.00
19/02/2021	W CHURCHILL PERTH	RCAWA MEETING 18/02/21 - MIKE ARCHER -FOOD & BEVERAGE	52.00
22/02/2021	THE FLOWER PLACE BUSSELTON	FOR EXCELLENT PRESENTATION OF 150 YEARS LOCAL GOVT IN WA EVENT	100.00
23/02/2021	AUST INST.COMPANY DIRECTORS	RENEWAL OF MEMBERSHIP – MIKE ARCHER*	605.00
			3,632.02

*Funding from CEO's professional development allowance.

Statutory Environment

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

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

The Statements of Financial Activity are presented in accordance with Section 6.4 of the Act and Regulation 34 of the Regulations and are to be received by Council. Council may wish to make additional resolutions as a result of having received these reports.

CONCLUSION

Budget timings remain affected by the impacts of COVID-19 and are gradually being re-aligned. As at 28 February 2021, the City's net current position stands at $18.3M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busselton

Statement of Financial Activity

Year to Date As At 28 February 2021

	2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2020/21 YTD Bud (A) Variance
	$	$	$	$	$	%
Revenue from Ordinary Activities						
Rates	52,481,134	52,529,396	52,529,396	52,759,360	52,759,360	-0.09%
Operating Grants, Subsidies and Contributions	3,426,453	3,120,928	2,958,557	4,782,445	4,454,801	9.79%
Fees & Charges	13,558,817	12,998,531	13,391,871	16,398,638	16,398,638	4.31%
Other Revenue	370,754	239,832	239,832	424,730	424,730	54.59%
Interest Earnings	740,023	794,856	794,856	1,046,684	1,046,684	-6.90%
	70,577,181	**69,683,543**	**69,914,512**	**75,411,857**	**75,084,213**	**1.28%**
Expenses from Ordinary Activities						
Employee Costs	(21,034,082)	(22,158,328)	(22,158,328)	(33,604,206)	(33,604,206)	5.07%
Materials & Contracts	(8,649,313)	(11,652,730)	(12,374,514)	(18,067,582)	(18,710,746)	25.77%
Utilities (Gas, Electricity, Water etc)	(1,774,278)	(1,850,798)	(1,850,798)	(2,770,956)	(2,770,956)	4.13%
Depreciation on non current assets	(16,588,456)	(15,734,482)	(15,734,482)	(24,050,074)	(24,050,074)	-5.43%
Insurance Expenses	(748,617)	(757,470)	(757,470)	(770,664)	(770,664)	1.17%
Other Expenditure	(1,547,661)	(2,656,187)	(3,156,506)	(5,236,779)	(5,236,779)	41.73%
Allocations	1,160,665	1,616,910	1,616,910	2,425,700	2,425,700	28.22%
	(49,181,743)	**(53,193,085)**	**(54,415,188)**	**(82,074,561)**	**(82,717,725)**	**7.54%**
Borrowings Cost Expense						
Interest Expenses	(650,383)	(650,701)	(650,701)	(1,301,926)	(1,301,926)	0.05%
	(650,383)	**(650,701)**	**(650,701)**	**(1,301,926)**	**(1,301,926)**	**0.05%**
Non-Operating Grants, Subsidies and Contributions	4,207,926	8,588,286	7,451,303	34,437,199	29,090,854	-51.00%
Profit on Asset Disposals	19,203	19,193	19,193	19,193	19,193	0.05%
Loss on Asset Disposals	(3,346)	(90,673)	(90,673)	(90,673)	(90,673)	96.31%
	4,223,783	**8,516,806**	**7,379,823**	**34,365,719**	**29,019,374**	**-50.41%**
Net Result	**24,968,838**	**24,356,563**	**22,228,446**	**26,401,089**	**20,083,936**	**2.51%**
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	16,588,456	15,734,482	15,734,482	24,050,074	24,050,074	
Donated Assets	0	0	0	(6,873,200)	(6,597,200)	
(Profit)/Loss on Sale of Assets	(15,857)	71,480	71,480	71,480	71,480	
Allocations & Other Adjustments	218,333	0	0	0	0	
Deferred Pensioner Movements (Non-current)	22,323	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	1,121,681	0	0	0	0	
Future Obligations Net Movements (NC)	1,016,988	343,480	443,480	(4,969,897)	(4,909,897)	
Capital Revenue & (Expenditure)						
Land & Buildings	(2,899,541)	(3,677,100)	(11,579,941)	(17,454,059)	(17,454,059)	21.15%
Plant & Equipment	(888,978)	(2,364,896)	(2,364,896)	(2,510,340)	(2,510,340)	62.41%
Furniture & Equipment	(221,420)	(443,088)	(312,424)	(461,088)	(461,088)	50.03%
Infrastructure	(11,126,065)	(22,286,516)	(21,377,352)	(40,004,996)	(33,943,507)	50.08%
Right of Use Assets						
Proceeds from Sale of Assets	218,394	581,500	581,500	581,500	581,500	-62.44%
Proceeds from New Loans	0	7,700,000	7,700,000	7,700,000	7,700,000	-100.00%
Self Supporting Loans - Repayment of Principal	38,237	36,372	36,372	76,082	76,082	5.13%
Total Loan Repayments - Principal	(1,607,115)	(1,607,117)	(1,607,117)	(3,202,662)	(3,202,662)	0.00%
Repayment Capital Lease	(336,646)	(391,424)	(391,424)	(521,900)	(521,900)	13.99%
Advances to Community Groups	0	(200,000)	(200,000)	(200,000)	(200,000)	100.00%
Transfer to Restricted Assets	(3,202,294)	(36,672)	(36,672)	(62,750)	(62,750)	-8632.26%
Transfer from Restricted Assets	1,570,221	100,000	0	2,807,074	2,747,074	1470.22%
Transfer to Reserves	(12,619,041)	(12,699,805)	(12,699,805)	(20,025,834)	(20,025,834)	0.64%
Transfer from Reserves	5,011,952	4,942,905	4,759,905	34,768,797	34,105,297	1.40%
Opening Funds Surplus/ (Deficit)	473,794	473,793	473,793	473,794	473,794	
Net Current Position - Surplus / (Deficit)	**18,332,260**	**10,633,957**	**1,459,827**	**643,164**	**0**	

City of Busselton

Net Current Position

Year to Date As At 28 February 2021

	2020/21 Actual	2020/21 Amended Budget	2020/21 Original Budget	2019/20 Actual
	$	$	$	$
NET CURRENT ASSETS				
CURRENT ASSETS				
Cash - Unrestricted	11,539,432	1,121,325	1,121,325	1,595,119
Cash - Restricted	78,145,348	51,418,897	52,142,397	68,906,185
Sundry Debtors	743,663	2,000,000	2,000,000	2,122,414
Rates Outstanding - General	7,514,641	1,500,000	1,500,000	1,506,931
Stock on Hand	659,707	668,966	25,802	25,802
	98,602,791	**56,709,188**	**56,789,524**	**74,156,451**
LESS: CURRENT LIABILITIES				
Bank Overdraft	0	0	0	0
Sundry Creditors	2,125,183	4,647,127	4,647,127	4,776,472
Performance Bonds	3,587,157	2,465,476	2,465,476	2,465,476
	5,712,340	**7,112,603**	**7,112,603**	**7,241,948**
Current Position (inclusive of Restricted Funds)	92,890,451	49,596,585	49,676,921	66,914,504
Add: Cash Backed Liabilities (Deposits & Bonds)	3,587,157	2,465,476	2,465,476	2,465,476
Less: Cash - Restricted Funds	(78,145,348)	(51,418,897)	(52,142,397)	(68,906,185)
NET CURRENT ASSET POSITION	**18,332,260**	**643,164**	**0**	**473,794**

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
For the Period Ended 28 February 2021

	Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
>> Property, Plant & Equipment							
	Land						
10610	Property Services Administration	0	50,000	50,000	150,000	150,000	-100.00%
		0	50,000	50,000	150,000	150,000	-100.00%
	Buildings						
	Major Projects						
	Major Project - Library Expansion						
B9516	Busselton Library Upgrade	584,575	603,000	603,000	608,000	608,000	-3.06%
		584,575	603,000	603,000	608,000	608,000	-3.06%
	Major Project - Administration Building						
B9010	Civic and Administration Centre Minor Upgrades	5,155	4,832	4,832	7,248	7,248	6.69%
		5,155	4,832	4,832	7,248	7,248	6.69%
	Buildings (Other)						
B9300	Aged Housing Capital Improvements - Winderlup	0	52,800	52,800	80,000	80,000	-100.00%
B9301	Aged Housing Capital Improvements - Harris Road	51,489	40,000	40,000	60,000	60,000	28.72%
B9302	Aged Housing Capital Improvements - Winderlup Court (City)	0	52,000	52,000	52,000	52,000	-100.00%
B9407	Busselton Senior Citizens	625,483	738,128	546,247	738,128	738,128	-15.26%
B9534	Community Resource Centre	11,315	0	0	50,000	50,000	0.00%
B9556	NCC Upgrade	187	0	0	130,000	130,000	0.00%
B9558	Churchill Park - Change Room Refurbishment	0	21,000	21,000	21,000	21,000	-100.00%
B9591	Performing Arts Convention Centre	1,276,477	1,402,848	9,497,570	14,246,200	14,246,200	-9.01%
B9596	GLC Building Improvements	60,584	327,768	327,768	491,657	491,657	-81.52%
B9605	Energy Efficiency Initiatives (Various Buildings	0	0	0	103,000	103,000	0.00%
B9606	King Street Toilets	47,781	30,688	30,688	46,026	46,026	55.70%
B9607	General Buildings Asset Renewal Allocation (Various Building	79,984	100,000	100,000	150,000	150,000	-20.02%
B9608	Demolition Allocation (Various Buildings)	2,011	12,500	12,500	25,000	25,000	-83.91%
B9610	Old Butter Factory	131,549	0	0	0	0	0.00%
B9611	Smiths Beach New Public Toilet	2,456	0	0	200,000	200,000	0.00%
B9612	Churchill Park Renew Sports Lights	0	140,000	140,000	140,000	140,000	-100.00%
B9613	GLC CCTV Installation	16,895	18,000	18,000	18,000	18,000	-6.14%
B9711	Busselton Airport - Building	0	15,000	15,000	15,000	15,000	-100.00%
B9717	Airport Construction, Existing Terminal Upgrade	0	28,536	28,536	42,800	42,800	-100.00%
B9809	Busselton Jetty Tourist Park Compliance Works	3,600	40,000	40,000	80,000	80,000	-91.00%
		2,309,810	3,019,268	10,922,109	16,688,811	16,688,811	-23.50%
	Total Buildings	**2,899,541**	**3,627,100**	**11,529,941**	**17,304,059**	**17,304,059**	**-20.06%**
	Plant & Equipment						
10100	Finance & Corporate Services Support	50,965	50,000	50,000	50,000	50,000	1.93%
10372	Dunsborough Cemetery	0	20,000	20,000	20,000	20,000	-100.00%
10810	Statutory Planning	33,390	35,000	35,000	35,000	35,000	-4.60%
10920	Environmental Health Services Administration	33,820	35,000	35,000	35,000	35,000	-3.37%
10950	Animal Control	52,228	50,000	50,000	50,000	50,000	4.46%
10980	Other Law, Order & Public Safety	52,228	50,000	50,000	50,000	50,000	4.46%
11106	Street Lighting Installations	17,300	0	0	0	0	0.00%
11151	Airport Operations	38,845	40,000	40,000	40,000	40,000	-2.89%
11156	Airport Development Operations	172,865	188,736	188,736	283,100	283,100	-8.41%
11160	Busselton Jetty	29,977	15,000	15,000	15,000	15,000	99.85%
11401	Transport - Workshop	10,410	30,000	30,000	30,000	30,000	-65.30%
11402	Plant Purchases (P10)	321,201	1,420,000	1,420,000	1,420,000	1,420,000	-77.38%
11403	Plant Purchases (P11)	46,995	195,000	195,000	205,000	205,000	-75.90%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
For the Period Ended 28 February 2021

	Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
11404	Plant Purchases (P12)	0	114,000	114,000	114,000	114,000	-100.00%
11406	Plant Purchases (P14)	18,160	15,496	15,496	23,240	23,240	17.19%
11407	P&E - P&G Smart Technologies	0	66,664	66,664	100,000	100,000	-100.00%
11500	Operations Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
B1025	Yallingup Coastal Bushfire Brigade	10,592	0	0	0	0	0.00%
		888,978	2,364,896	2,364,896	2,510,340	2,510,340	-62.41%
	Furniture & Office Equipment						
10250	Information & Communication Technology Services	191,660	407,088	276,424	407,088	407,088	-52.92%
10590	Naturaliste Community Centre	0	6,000	6,000	12,000	12,000	-100.00%
10591	Geographe Leisure Centre	19,760	20,000	20,000	20,000	20,000	-1.20%
10625	Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900	Cultural Planning	0	0	0	12,000	12,000	0.00%
		221,420	443,088	312,424	461,088	461,088	-50.03%
	Sub-Total Property, Plant & Equipment	**4,009,939**	**6,485,084**	**14,257,261**	**20,425,487**	**20,425,487**	**-38.17%**
	>> Infrastructure						
	Roads						
S0005	Ludlow Hithergreen Road - Second Coat Seal	310,589	450,008	450,008	675,000	675,000	-30.98%
S0008	Yelverton North Road - Second Coat Seal	497	0	0	0	0	0.00%
S0048	Bussell Highway	58,758	499,984	499,984	750,000	750,000	-88.25%
S0070	Peel & Queen Street Roundabout Service Relocation	71,517	675,000	300,000	1,200,000	450,000	-89.40%
S0072	Kaloorup Road - Reconstruct and Seal Shoulders	22,828	273,336	273,336	410,000	410,000	-91.65%
S0073	Gale Road Rural Reconstruction	8,199	958,000	958,000	1,437,000	1,437,000	-99.14%
S0074	Causeway Road Duplication	2,377,538	2,119,336	2,119,336	2,286,000	2,286,000	12.18%
S0075	Local Road and Community Infrastructure Program	534,956	685,795	641,248	1,006,417	961,870	-21.99%
S0076	Kaloorup Road (Stage 1)	33,057	133,500	0	400,500	0	-75.24%
S0321	Yoongarillup Road - Second Coat Seal	581	92,672	92,672	139,000	139,000	-99.37%
S0323	Piggot Road - Second Coat Seal	0	8,664	8,664	13,000	13,000	-100.00%
S0328	Wonnerup South Road Second Coat Seal	446	48,000	48,000	72,000	72,000	-99.07%
S0329	Georgette Street Reconstruction	109	93,352	93,352	140,000	140,000	-99.88%
S0330	Hakea Way Asphalt Overlay	1,781	56,600	56,600	85,000	85,000	-96.85%
T0019	Wonnerup South Road - Reconstruct and Widening (narrow seal)	229,001	448,000	0	448,000	0	-48.88%
T0020	Capel Tutunup Road	46,800	1,010,008	1,010,008	1,515,000	1,515,000	-95.37%
T0086	Yoongarillup Road - Reconstruct & Widen (Western Section)	324,046	283,936	283,936	425,917	425,917	14.13%
V0002	Eastern Link - Busselton Traffic Study	412,622	541,750	541,750	541,750	541,750	-23.84%
V0006	Eastern Link - Causeway Road Service Relocations	171,562	200,000	200,000	200,000	200,000	-14.22%
W0015	Gale Road - Reconstruction (50% Council)	35,995	20,000	20,000	30,000	30,000	79.98%
W0032	Chamber Road	17,528	16,032	16,032	24,000	24,000	9.33%
W0044	Brash Road Yallingup	52,495	36,672	36,672	55,000	55,000	43.15%
W0067	Ford Road Reconstruct and Asphalt Overlay	246	60,000	60,000	75,600	75,600	-99.59%
W0108	Yelverton Road	143	77,368	77,368	116,000	116,000	-99.82%
W0121	Geographe Bay Road Quindalup	851,192	486,680	486,680	990,000	730,000	74.90%
W0162	Kite Court Geographe	664	0	0	0	0	0.00%
W0176	Signage (Alternate CBD Entry)	18,883	16,000	16,000	16,000	16,000	18.02%
W0201	McDonald Rd Gravel Resheet Slk 1.40 - 2.49	55,350	38,672	38,672	58,000	58,000	43.13%
W0231	Carey Street - Asphalt Overlay & Kerb	187,031	126,120	126,120	189,179	189,179	48.30%
W0232	Stanley Street - Asphalt Overlay, Kerbing & Parking	0	98,040	98,040	147,000	147,000	-100.00%
W0240	Metricup Yelverton Road - Gravel Resheet	58,908	33,304	33,304	50,000	50,000	76.88%
W0243	Alfred Road - Gravel Resheet	46,350	33,304	33,304	50,000	50,000	39.17%
W0244	Koorabin Drive - Reconstruction & Intersection	2,660	96,000	96,000	144,000	144,000	-97.23%
W0246	Barnard Park East Foreshore Stage 2 Capital Works	0	203,000	203,000	203,000	203,000	-100.00%
W0247	Harvest Road Asphalt Overlay Kerb & Footpath	123,106	213,336	213,336	320,000	320,000	-42.29%
W0248	Boyle Street Asphalt Overlay	100,702	80,000	80,000	120,000	120,000	25.88%
W0249	Chloe Court Asphalt Overlay	95,281	80,000	80,000	120,000	120,000	19.10%
W0253	Egret Close Asphalt Overlay	43,141	43,336	43,336	65,000	65,000	-0.45%
W0254	Bird Crescent Asphalt Overlay	98	9,328	9,328	14,000	14,000	-98.95%
W0255	Donnelly Court Reseal	1,002	19,976	19,976	30,000	30,000	-94.99%
W0258	Jingarie Place Reconstruction	647	46,664	46,664	70,000	70,000	-98.61%
W0259	Clinker Drive Roundabout Reconstruction	90	10,040	10,040	15,000	15,000	-99.10%
W0260	Sanson Road Resheet	4,067	8,032	8,032	12,000	12,000	-49.36%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
For the Period Ended 28 February 2021

	Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
W0261	Treemartin Road Resheet	30,982	18,672	18,672	28,000	28,000	65.93%
W0262	Yallingup Siding Road Resheet	49,612	35,328	35,328	53,000	53,000	40.43%
W0263	Marybrook Road Resheet	17,798	16,032	16,032	24,000	24,000	11.02%
W0264	Caves Road - Median Crossing	0	16,336	16,336	24,500	24,500	-100.00%
W0265	Seascape Rise - Road Safety Upgrade	6,213	156,664	156,664	235,000	235,000	-96.03%
W0266	Layman Road Pull Over Bay	0	20,000	20,000	30,000	30,000	-100.00%
W0267	Road Safety Signage Infrastructure	20,030	117,985	0	117,985	0	-83.02%
		6,425,098	10,810,862	9,691,830	15,170,848	13,149,816	-40.57%
	Bridges						
A0014	Bussell Highway - 0241	0	496,000	496,000	744,000	744,000	-100.00%
A0022	Yallingup Beach Road Bridge - 3347	0	466,664	466,664	700,000	700,000	-100.00%
A0023	Kaloorup Road Bridge - 3381	0	0	92,000	936,000	138,000	0.00%
A0024	Boallia Road Bridge - 4854	0	0	92,000	1,009,000	138,000	0.00%
A0025	Tuart Drive Bridge 0238	0	0	0	3,010,989	567,000	0.00%
		0	962,664	1,146,664	6,399,989	2,287,000	-100.00%
	Car Parks						
C0020	Russell Street Car Park	324	0	0	0	0	0.00%
C0043	Administration Building Carpark	0	50,000	50,000	100,000	100,000	-100.00%
C0044	Meelup Coastal Nodes - Carpark upgrade	21,648	13,728	13,728	20,595	20,595	57.69%
C0050	Forth Street Groyne Carpark - Formalise and Seal	2,080	36,400	36,400	54,600	54,600	-94.29%
C0051	Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	2,205	133,336	133,336	200,000	200,000	-98.35%
C0052	Vasse Kaloorup Oval Carpark Development	51,625	36,184	36,184	54,270	54,270	42.67%
C0053	Car Parking - Rear of Hotel Site 1	457,619	348,320	348,320	522,480	522,480	31.38%
C0054	Barnard East Car Parking	0	52,488	52,488	78,730	78,730	-100.00%
C0055	Barnard Park East Foreshore Car Parking	14,205	130,000	130,000	310,000	310,000	-89.07%
C0057	Baudin Memorial Carpark	0	56,024	56,024	84,000	84,000	-100.00%
C0058	Eagle Bay Carpark	118,463	56,024	56,024	84,000	84,000	111.45%
C0059	Dunsborough Yacht Club Carpark	82,287	160,000	160,000	160,000	160,000	-48.57%
C0060	King Street Carpark Reconstruction	192,686	186,860	140,000	186,860	140,000	3.12%
		943,142	1,259,364	1,212,504	1,855,535	1,808,675	-25.11%
	Footpath and Cycleways						
F0002	Bussell Highway - Novacare link to Broadwater Shops	16,153	15,000	15,000	15,000	15,000	7.69%
F0066	Bussell Highway Footpath Sections	960	135,000	135,000	143,000	143,000	-99.29%
F0067	Beach Road Dunsborough Footpath	3,817	137,336	137,336	206,000	206,000	-97.22%
F0084	Thompson Way - New Path	1,079	5,232	5,232	7,848	7,848	-79.38%
F0089	Barnard East Footpaths	2,178	60,824	60,824	91,240	91,240	-96.42%
F0090	DAIP - Disability Access	0	16,440	16,440	24,657	24,657	-100.00%
F0092	Acorn Place	4,098	26,672	26,672	40,000	40,000	-84.64%
F0093	Webb Street	50,704	30,360	30,360	45,500	45,500	67.01%
F0094	Georgette Street	0	21,008	21,008	31,500	31,500	-100.00%
F0095	Fern Road	7,446	30,008	30,008	45,000	45,000	-75.19%
F0096	Stanley Place	218	6,672	6,672	10,000	10,000	-96.73%
F0098	Dunsborough Centennial Park Project	0	66,664	66,664	100,000	100,000	-100.00%
F0100	Micro Brewery - Footpath and Landscaping	114,277	0	0	170,000	170,000	0.00%
F0101	Yalyalup Pump Track & Temporary Toilet	0	0	0	150,000	150,000	0.00%
F1005	End of Trip Facilities for Cyclists	284	20,000	20,000	20,000	20,000	-98.58%
F1022	Buayanyup Drain Shared Path	2,250	426,664	426,664	640,000	640,000	-99.47%
		203,463	997,880	997,880	1,739,745	1,739,745	-79.61%
	Parks, Gardens and Reserves						
C1012	Townscape Street Furniture Replacement - Busselton	1,835	6,664	6,664	10,000	10,000	-72.46%
C1026	Townscape Works Dunsborough	2,395	100,000	100,000	150,000	150,000	-97.61%
C1511	RBFS Various Grant Applications	26,270	25,000	25,000	50,000	50,000	5.08%
C1604	Pioneer Cemetery Infrastructure Upgrades	0	41,125	41,125	41,125	41,125	-100.00%
C1605	Busselton Cemetery Infrastructure Upgrades	6,486	56,664	56,664	80,000	80,000	-88.55%
C1609	Pioneer Cemetery - Implement Conservation Plan	3,021	13,336	13,336	20,000	20,000	-77.35%
C1753	Eagle Bay Viewing Platform	0	27,500	27,500	95,458	95,458	-100.00%
C1760	King Street Reserve - Park Upgrade (Coastal Node)	53,980	31,720	31,720	47,582	47,582	70.18%
C2006	Depot Washdown Facility Upgrades	0	55,000	55,000	82,500	82,500	-100.00%
C2504	Groyne Construction	44,270	34,336	34,336	51,500	51,500	28.93%
C2512	Sand Re-Nourishment	53,422	83,000	83,000	124,500	124,500	-35.64%
C2520	Coastal Protection Works	21,607	30,000	30,000	45,000	45,000	-27.98%
C2526	Baudin/ Wonnerup Groynes	28,558	0	0	25,000	25,000	0.00%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
For the Period Ended 28 February 2021

	Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
C2527	Storm Damage Renewal of Infrastructure	0	24,728	24,728	37,090	37,090	-100.00%
C2528	Craig Street Groyne and Sea Wall	29,435	660,000	660,000	660,000	660,000	-95.54%
C3006	Playgrounds General - Replacement of playground equipment	7,727	16,664	16,664	25,000	25,000	-53.63%
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	0	16,672	16,672	25,000	25,000	-100.00%
C3048	BBQ Placement and Replacement	11,474	15,000	15,000	15,000	15,000	-23.51%
C3094	Busselton Foreshore - Stage 3	2,681	53,624	53,624	55,436	55,436	-95.00%
C3103	Youth Skate Park	4,768	10,000	10,000	15,000	15,000	-52.32%
C3112	Busselton Foreshore - Exercise Equipment	215,301	217,650	217,650	217,650	217,650	-1.08%
C3113	Busselton Tennis Club - Infrastructure	33,347	31,824	31,824	47,739	47,739	4.79%
C3116	Dawson Park (Mcintyre St Pos)	884	187,467	110,000	187,467	110,000	-99.53%
C3122	Rails to Trails - Continuation of Implementation Plan	27,766	66,664	66,664	100,000	100,000	-58.35%
C3136	Vasse Oval Kaloorup - Grassing of Existing Oval	3,470	20,000	20,000	30,000	30,000	-82.65%
C3145	Churchill Park	98,630	146,664	146,664	220,000	220,000	-32.75%
C3166	Vasse River Foreshore - Bridge to Bridge	10,343	18,664	18,664	28,000	28,000	-44.58%
C3186	Lou Weston Oval - Courts	511,193	338,432	338,432	507,650	507,650	51.05%
C3187	Port Geographe Reticulation Upgrades	55	47,297	47,297	47,297	47,297	-99.88%
C3189	Possum Park Barnard East Upgrade	976	30,000	30,000	30,000	30,000	-96.75%
C3194	Meelup Regional Park - Capital Projects	47,125	57,008	57,008	85,509	85,509	-17.34%
C3198	Vasse SAR Area General Improvements to the Area	34,555	33,336	33,336	50,000	50,000	3.66%
C3200	Provence SAR Area General Improvements to the Area	96,225	108,336	108,336	125,000	125,000	-11.18%
C3202	Port Geographe Street Light Replacement	6,490	55,336	55,336	82,994	82,994	-88.27%
C3203	Port Geographe General Improvements/ Foreshore	2,355	23,336	23,336	35,000	35,000	-89.91%
C3206	Landscaping - Old Busselton Tennis Club Site	368,420	246,344	246,344	369,520	369,520	49.55%
C3207	Barnard East Underground Power	6,996	110,200	110,200	165,297	165,297	-93.65%
C3208	Barnard East Landscaping	195,056	160,000	160,000	240,000	240,000	21.91%
C3210	McBride Park - POS Upgrade	4,444	32,538	32,538	32,538	32,538	-86.34%
C3211	Tulloh St (Geographe Bay Road) - POS Upgrade	786	90,332	90,332	90,332	90,332	-99.13%
C3212	Siesta Park -Beach Acesss - POS Upgrade	275	13,379	13,379	13,379	13,379	-97.95%
C3213	Cabarita Road - POS Upgrade	0	28,141	100,000	28,141	100,000	-100.00%
C3214	Kingsford Road - POS Upgrade	933	154,375	154,375	154,375	154,375	-99.40%
C3215	Monash Way - POS Upgrade	786	167,174	167,174	167,174	167,174	-99.53%
C3216	Wagon Road - POS Upgrade	786	167,174	167,174	167,174	167,174	-99.53%
C3217	Limestone Quarry - POS Upgrade	786	167,174	167,174	167,174	167,174	-99.53%
C3218	Dolphin Road - POS Upgrade	884	91,000	91,000	91,000	91,000	-99.03%
C3219	Kingfish/ Costello - POS Upgrade	884	91,000	91,000	91,000	91,000	-99.03%
C3220	Quindalup Old Tennis Courts Site - POS Upgrade	786	53,283	53,283	53,283	53,283	-98.52%
C3222	King St Reserve Park - POS Upgrade	147,167	98,232	98,232	147,348	147,348	49.82%
C3223	Dunsborough Non-Potable Water Network	483,655	0	0	2,000,000	2,000,000	0.00%
C3224	Dunsborough Nature Based Playground	0	0	0	40,000	40,000	0.00%
C3225	Dunsborough Lakes Sporting Precinct (Stage 1)	11,502	1,080,999	1,080,999	2,288,000	2,288,000	-98.94%
C3226	Mitchell Park Upgrade	28,541	420,000	420,000	820,000	820,000	-93.20%
C3227	Barnard Park East Foreshore Landscaping	106,074	250,000	250,000	280,000	280,000	-57.57%
C3228	General Works - Replacement of Capital Items	0	30,000	30,000	30,000	30,000	-100.00%
C3232	Irrigation Renewal	0	26,664	26,664	40,000	40,000	-100.00%
C3235	Eastern Link Landscaping	76,939	133,336	133,336	200,000	200,000	-42.30%
C3236	Dunsborough Foreshore Lighting	735	33,336	33,336	50,000	50,000	-97.79%
C3237	King Street Landscaping Stage 2	49,019	57,664	42,664	79,000	64,000	-14.99%
C3238	Vasse River - General Upgrade	0	100,000	100,000	100,000	100,000	-100.00%
C3451	Aged Housing Infrastructure (Upgrade)	3,773	8,160	8,160	12,250	12,250	-53.77%
C3479	Vidler Road Waste Site Capital Improvements	8,177	0	0	50,000	50,000	0.00%
C3481	Transfer Station Development	18,206	100,000	100,000	150,000	150,000	-81.79%
C3485	Site Rehabilitation - Busselton	191,474	666,664	666,664	1,000,000	1,000,000	-71.28%
C3489	Liquid Waste Pond Renewal Works	0	33,336	33,336	50,000	50,000	-100.00%
C3497	Busselton Jetty - Capital Expenditure	313,210	200,000	200,000	870,000	870,000	56.60%
		3,406,939	7,493,552	7,472,944	13,486,482	13,465,874	-54.54%
	Drainage						
D0009	Busselton LIA - Geocatch Drain Partnership WSUD Improvements	0	20,000	20,000	30,000	30,000	-100.00%
D0020	Glenmeer Ramble Drainage Upgrade	450	33,800	33,800	50,700	50,700	-98.67%
D0021	Chugg Road Drainage Upgrade	0	15,044	15,044	15,044	15,044	-100.00%
		450	68,844	68,844	95,744	95,744	-99.35%
	Airport Industrial Parks						
C6025	Installation of Bird Netting	0	51,800	51,800	77,703	77,703	-100.00%
C6026	Airport Car Park Reseal	75,127	51,144	51,144	76,700	76,700	46.89%
C6087	Airport Construction Stage 2, Landside Civils & Services Inf	0	66,664	66,664	100,000	100,000	-100.00%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
For the Period Ended 28 February 2021

	Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
		$	$	$	$	$	%
C6091	Airport Construction Stage 2, Noise Management Plan	0	433,230	433,230	866,500	866,500	-100.00%
C6092	Airport Construction Stage 2, Airfield	19,422	13,280	13,280	19,900	19,900	46.25%
C6099	Airport Development - Project Expenses	52,424	77,232	170,568	115,850	255,850	-32.12%
		146,973	693,350	786,686	1,256,653	1,396,653	-78.80%
	Sub-Total Infrastructure	**11,126,065**	**22,286,516**	**21,377,352**	**40,004,996**	**33,943,507**	**-50.08%**
	Grand Total - Capital Acquisitions	**15,136,004**	**28,771,600**	**35,634,613**	**60,430,483**	**54,368,994**	
	Infrastructure by class						
	Infrastructure (WIP)	0	0	0	0	0	0.00%
	Roads	6,425,098	10,810,862	9,691,830	18,170,848	16,149,816	-40.57%
	Bridges	0	962,664	1,146,664	6,675,989	2,287,000	-100.00%
	Car Parks	943,142	1,259,364	1,212,504	1,855,535	1,808,675	-25.11%
	Footpaths & Cycleways	203,463	997,880	997,880	2,239,745	2,239,745	-79.61%
	Parks, Gardens & Reserves	3,406,939	7,493,552	7,472,944	14,986,482	14,965,874	-54.54%
	Drainage	450	68,844	68,844	1,595,745	1,595,745	-99.35%
	Regional Airport & Industrial Park Infrastructure	146,973	693,350	786,686	1,256,653	1,396,653	-78.80%
	Less : Donated Assets				0	0	0.00%
	Total Infrastructure Actual by class	**11,126,065**	**22,286,516**	**21,377,352**	**46,780,997**	**40,443,508**	**-50.08%**

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
100	**Airport Infrastructure Renewal and Replacement Reserve**						
	Accumulated Reserves at Start of Year	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,821,552.89
	Interest transfer to Reserves	8,189.07	12,440.00	12,440.00	18,660.00	18,660.00	28,582.65
	Transfer from Muni	1,377.68	1,576.71	1,576.71	1,576.71	1,576.71	0.00
	Transfer to Muni	0.00	(64,000.00)	(26,000.00)	(288,364.00)	(288,364.00)	(137,863.14)
		1,721,839.15	1,662,289.11	1,700,289.11	1,444,145.11	1,444,145.11	1,712,272.40
136	**Airport Marketing and Incentive Reserve**						
	Accumulated Reserves at Start of Year	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	3,396,150.77
	Interest transfer to Reserves	20,645.11	29,600.00	29,600.00	44,401.00	44,401.00	58,291.83
	Transfer from Muni	138,984.00	138,984.00	138,984.00	328,471.00	328,471.00	619,348.04
	Transfer to Muni	0.00	0.00	0.00	(1,180,572.00)	(1,180,572.00)	0.00
		4,233,419.75	4,242,374.64	4,242,374.64	3,266,090.64	3,266,090.64	4,073,790.64
143	**Airport Noise Mitigation Reserve**						
	Accumulated Reserves at Start of Year	904,896.43	904,896.43	904,896.43	904,896.43	904,896.43	890,709.89
	Interest transfer to Reserves	4,389.70	6,576.00	6,576.00	9,864.00	9,864.00	14,186.54
	Transfer to Muni	0.00	0.00	0.00	(866,500.00)	(866,500.00)	0.00
		909,286.13	911,472.43	911,472.43	48,260.43	48,260.43	904,896.43
147	**Airport Development Reserve**						
	Accumulated Reserves at Start of Year	1,576.71	1,576.71	1,576.71	1,576.71	1,576.71	0.00
	Interest transfer to Reserves	(199.03)	0.00	0.00	0.00	0.00	1,576.63
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	165,882.00
	Transfer to Muni	(1,377.68)	(1,576.71)	(1,576.71)	(1,576.71)	(1,576.71)	(165,881.92)
		0.00	0.00	0.00	0.00	0.00	1,576.71
148	**Airport Existing Terminal Building Reserve**						
	Accumulated Reserves at Start of Year	122,795.41	122,795.41	122,795.41	122,795.41	122,795.41	39,882.21
	Interest transfer to Reserves	893.85	896.00	896.00	1,344.00	1,344.00	635.20
	Transfer from Muni	54,856.00	54,856.00	54,856.00	82,278.00	82,278.00	82,278.00
		178,545.26	178,547.41	178,547.41	206,417.41	206,417.41	122,795.41
106	**Building Asset Renewal Reserve - General Buildings**						
	Accumulated Reserves at Start of Year	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,725,055.66
	Interest transfer to Reserves	7,046.47	10,776.00	10,776.00	16,164.00	16,164.00	32,703.18
	Transfer from Muni	484,768.00	484,768.00	484,768.00	1,037,148.00	1,037,148.00	727,148.00
	Transfer to Muni	(260,000.00)	0.00	0.00	(1,071,026.00)	(1,071,026.00)	(1,001,664.39)
		1,715,056.92	1,978,786.45	1,978,786.45	1,465,528.45	1,465,528.45	1,483,242.45
404	**Barnard Park Sports Pavilion Building Reserve**						
	Accumulated Reserves at Start of Year	41,352.43	41,352.43	41,352.43	41,352.43	41,352.43	10,666.20
	Interest transfer to Reserves	273.45	304.00	304.00	456.00	456.00	460.23
	Transfer from Muni	20,152.00	20,152.00	20,152.00	30,226.00	30,226.00	30,226.00
		61,777.88	61,808.43	61,808.43	72,034.43	72,034.43	41,352.43
405	**Railway House Building Reserve**						
	Accumulated Reserves at Start of Year	36,854.54	36,854.54	36,854.54	36,854.54	36,854.54	16,761.18
	Interest transfer to Reserves	226.10	264.00	264.00	396.00	396.00	458.36
	Transfer from Muni	13,088.00	13,088.00	13,088.00	19,635.00	19,635.00	19,635.00
		50,168.64	50,206.54	50,206.54	56,885.54	56,885.54	36,854.54

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
406	**Youth and Community Activities Building Reserve**						
	Accumulated Reserves at Start of Year	80,356.10	80,356.10	80,356.10	80,356.10	80,356.10	45,712.30
	Interest transfer to Reserves	479.43	584.00	584.00	876.00	876.00	1,148.35
	Transfer from Muni	28,560.00	28,560.00	28,560.00	42,840.00	42,840.00	42,840.00
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(9,344.55)
		109,395.53	109,500.10	109,500.10	124,072.10	124,072.10	80,356.10
407	**Busselton Library Building Reserve**						
	Accumulated Reserves at Start of Year	111,021.85	111,021.85	111,021.85	111,021.85	111,021.85	85,071.29
	Interest transfer to Reserves	263.84	808.00	808.00	1,212.00	1,212.00	1,716.82
	Transfer from Muni	30,464.00	30,464.00	30,464.00	45,696.00	45,696.00	45,696.00
	Transfer to Muni	(100,000.00)	(100,000.00)	(100,000.00)	(105,000.00)	(105,000.00)	(21,462.26)
		41,749.69	42,293.85	42,293.85	52,929.85	52,929.85	111,021.85
131	**Busselton Community Resource Centre Reserve**						
	Accumulated Reserves at Start of Year	272,693.17	272,693.17	272,693.17	272,693.17	272,693.17	190,875.82
	Interest transfer to Reserves	1,529.30	1,984.00	1,984.00	2,976.00	2,976.00	3,791.98
	Transfer from Muni	57,600.00	57,600.00	57,600.00	86,394.00	86,394.00	81,752.64
	Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(3,727.27)
		331,822.47	332,277.17	332,277.17	312,063.17	312,063.17	272,693.17
408	**Busselton Jetty Tourist Park Reserve**						
	Accumulated Reserves at Start of Year	222,752.80	222,752.80	222,752.80	222,752.80	222,752.80	159,725.80
	Interest transfer to Reserves	1,237.64	1,616.00	1,616.00	2,424.00	2,424.00	4,342.04
	Transfer from Muni	168,552.00	168,552.00	168,552.00	252,833.00	252,833.00	168,021.20
	Transfer to Muni	(81,800.00)	(81,800.00)	(81,800.00)	(243,600.00)	(243,600.00)	(109,336.24)
		310,742.44	311,120.80	311,120.80	234,409.80	234,409.80	222,752.80
409	**Geographe Leisure Centre Building (GLC) Reserve**						
	Accumulated Reserves at Start of Year	615,084.29	615,084.29	615,084.29	615,084.29	615,084.29	381,186.42
	Interest transfer to Reserves	3,751.16	4,472.00	4,472.00	6,708.00	6,708.00	7,619.95
	Transfer from Muni	173,680.00	173,680.00	173,680.00	260,521.00	260,521.00	570,521.00
	Transfer to Muni	0.00	0.00	0.00	(819,657.00)	(819,657.00)	(344,243.08)
		792,515.45	793,236.29	793,236.29	62,656.29	62,656.29	615,084.29
331	**Joint Venture Aged Housing Reserve (Harris/ Winderlup)**						
	Accumulated Reserves at Start of Year	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,085,870.41
	Interest transfer to Reserves	6,384.10	8,992.00	8,992.00	13,488.00	13,488.00	17,937.89
	Transfer from Muni	87,872.00	87,872.00	87,872.00	131,806.00	131,806.00	185,261.37
	Transfer to Muni	0.00	0.00	0.00	(152,250.00)	(152,250.00)	(51,762.89)
		1,331,562.88	1,334,170.78	1,334,170.78	1,230,350.78	1,230,350.78	1,237,306.78
403	**Winderlup Aged Housing Reserve (City Controlled)**						
	Accumulated Reserves at Start of Year	212,935.38	212,935.38	212,935.38	212,935.38	212,935.38	212,501.16
	Interest transfer to Reserves	1,133.76	1,544.00	1,544.00	2,316.00	2,316.00	3,457.97
	Transfer from Muni	32,368.00	32,368.00	32,368.00	48,550.00	48,550.00	2,046.25
	Transfer to Muni	0.00	0.00	0.00	(52,000.00)	(52,000.00)	(5,070.00)
		246,437.14	246,847.38	246,847.38	211,801.38	211,801.38	212,935.38

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
410	**Naturaliste Community Centre Building (NCC) Reserve**						
	Accumulated Reserves at Start of Year	125,076.60	125,076.60	125,076.60	125,076.60	125,076.60	63,745.73
	Interest transfer to Reserves	750.64	912.00	912.00	1,368.00	1,368.00	1,622.87
	Transfer from Muni	39,808.00	39,808.00	39,808.00	59,708.00	59,708.00	59,708.00
	Transfer to Muni	0.00	0.00	0.00	(142,000.00)	(142,000.00)	0.00
		165,635.24	165,796.60	165,796.60	44,152.60	44,152.60	125,076.60
411	**Civic and Administration Building Reserve**						
	Accumulated Reserves at Start of Year	429,689.17	429,689.17	429,689.17	429,689.17	429,689.17	187,928.40
	Interest transfer to Reserves	2,752.47	3,120.00	3,120.00	4,680.00	4,680.00	5,512.65
	Transfer from Muni	188,000.00	188,000.00	188,000.00	282,000.00	282,000.00	282,000.00
	Transfer to Muni	0.00	0.00	0.00	(48,983.00)	(48,983.00)	(45,751.88)
		620,441.64	620,809.17	620,809.17	667,386.17	667,386.17	429,689.17
412	**Vasse Sports Pavilion Building Reserve**						
	Accumulated Reserves at Start of Year	541.14	541.14	541.14	541.14	541.14	0.00
	Interest transfer to Reserves	3.91	0.00	0.00	0.00	0.00	5.14
	Transfer from Muni	360.00	360.00	360.00	536.00	536.00	536.00
		905.05	901.14	901.14	1,077.14	1,077.14	541.14
110	**Jetty Maintenance Reserve**						
	Accumulated Reserves at Start of Year	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	4,806,278.94
	Interest transfer to Reserves	27,263.44	38,072.00	38,072.00	57,108.00	57,108.00	82,679.79
	Transfer from Muni	555,466.00	563,780.00	563,780.00	1,325,111.00	1,325,111.00	1,286,516.00
	Transfer to Muni	0.00	(15,000.00)	(15,000.00)	(1,255,708.00)	(1,255,708.00)	(936,132.15)
		5,822,072.02	5,826,194.58	5,826,194.58	5,365,853.58	5,365,853.58	5,239,342.58
150	**Jetty Self Insurance Reserve**						
	Accumulated Reserves at Start of Year	432,198.16	432,198.16	432,198.16	432,198.16	432,198.16	365,698.37
	Interest transfer to Reserves	2,241.18	3,144.00	3,144.00	4,716.00	4,716.00	6,499.79
	Transfer from Muni	40,000.00	40,000.00	40,000.00	60,000.00	60,000.00	60,000.00
		474,439.34	475,342.16	475,342.16	496,914.16	496,914.16	432,198.16
223	**Road Asset Renewal Reserve**						
	Accumulated Reserves at Start of Year	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,119,116.75
	Interest transfer to Reserves	11,937.69	11,608.00	11,608.00	17,412.00	17,412.00	39,808.24
	Transfer from Muni	2,334,528.00	2,334,528.00	2,334,528.00	3,501,790.00	3,501,790.00	3,458,128.00
	Transfer to Muni	(1,470,000.00)	(768,000.00)	(643,000.00)	(4,638,999.00)	(3,995,499.00)	(3,019,924.34)
		2,473,594.34	3,175,264.65	3,300,264.65	477,331.65	1,120,831.65	1,597,128.65
224	**Footpath/ Cycle Ways Reserve**						
	Accumulated Reserves at Start of Year	408,437.28	408,437.28	408,437.28	408,437.28	408,437.28	3,670.90
	Interest transfer to Reserves	4,214.78	2,968.00	2,968.00	4,452.00	4,452.00	8,786.80
	Transfer from Muni	810,696.00	810,696.00	810,696.00	1,216,038.00	1,216,038.00	1,184,602.00
	Transfer to Muni	0.00	0.00	0.00	(1,382,583.00)	(1,382,583.00)	(788,622.42)
		1,223,348.06	1,222,101.28	1,222,101.28	246,344.28	246,344.28	408,437.28
226	**Other Infrastructure Reserve**						
	Accumulated Reserves at Start of Year	264,388.99	264,388.99	264,388.99	264,388.99	264,388.99	0.00
	Interest transfer to Reserves	2,015.21	1,920.00	1,920.00	2,880.00	2,880.00	3,298.02
	Transfer from Muni	238,000.00	238,000.00	238,000.00	357,000.00	357,000.00	347,000.00
	Transfer to Muni	0.00	0.00	0.00	(297,041.00)	(297,041.00)	(85,909.03)
		504,404.20	504,308.99	504,308.99	327,227.99	327,227.99	264,388.99

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
225	**Parks, Gardens and Reserves Reserve**						
	Accumulated Reserves at Start of Year	833,946.23	833,946.23	833,946.23	833,946.23	833,946.23	0.00
	Interest transfer to Reserves	6,738.53	6,064.00	6,064.00	9,096.00	9,096.00	10,825.77
	Transfer from Muni	856,776.00	856,776.00	856,776.00	1,285,166.00	1,285,166.00	1,214,001.00
	Transfer to Muni	0.00	(160,000.00)	(160,000.00)	(1,983,645.00)	(1,983,645.00)	(390,880.54)
		1,697,460.76	1,536,786.23	1,536,786.23	144,563.23	144,563.23	833,946.23
151	**Furniture and Equipment Reserve**						
	Accumulated Reserves at Start of Year	257,784.19	257,784.19	257,784.19	257,784.19	257,784.19	0.00
	Interest transfer to Reserves	2,566.46	1,872.00	1,872.00	2,808.00	2,808.00	0.00
	Transfer from Muni	289,336.00	289,336.00	289,336.00	434,000.00	434,000.00	364,900.00
	Transfer to Muni	0.00	(30,000.00)	(30,000.00)	(434,000.00)	(434,000.00)	(107,115.81)
		549,686.65	518,992.19	518,992.19	260,592.19	260,592.19	257,784.19
115	**Plant Replacement Reserve**						
	Accumulated Reserves at Start of Year	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,205,526.70
	Interest transfer to Reserves	6,386.28	7,984.00	7,984.00	11,976.00	11,976.00	23,720.77
	Transfer from Muni	699,037.44	739,112.00	739,112.00	1,027,662.00	1,027,662.00	900,737.00
	Transfer to Muni	0.00	(413,000.00)	(413,000.00)	(492,240.00)	(492,240.00)	(1,031,542.55)
		1,803,865.64	1,432,537.92	1,432,537.92	1,645,839.92	1,645,839.92	1,098,441.92
137	**Major Traffic Improvements Reserve**						
	Accumulated Reserves at Start of Year	638,845.53	638,845.53	638,845.53	638,845.53	638,845.53	1,495,577.97
	Interest transfer to Reserves	462.98	4,640.00	4,640.00	6,960.00	6,960.00	25,423.53
	Transfer from Muni	725,992.00	725,992.00	725,992.00	1,088,988.00	1,088,988.00	1,128,705.00
	Transfer to Muni	(1,246,000.00)	(950,000.00)	(950,000.00)	(1,641,750.00)	(1,641,750.00)	(2,010,860.97)
		119,300.51	419,477.53	419,477.53	93,043.53	93,043.53	638,845.53
132	**CBD Enhancement Reserve**						
	Accumulated Reserves at Start of Year	613,762.47	613,762.47	613,762.47	613,762.47	613,762.47	171,316.34
	Interest transfer to Reserves	4,234.83	4,464.00	4,464.00	6,696.00	6,696.00	7,539.43
	Transfer from Muni	360,272.00	360,272.00	360,272.00	540,415.00	540,415.00	524,713.00
	Transfer to Muni	0.00	0.00	0.00	(590,000.00)	(590,000.00)	(89,806.30)
		978,269.30	978,498.47	978,498.47	570,873.47	570,873.47	613,762.47
127	**New Infrastructure Development Reserve**						
	Accumulated Reserves at Start of Year	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,803,171.42
	Interest transfer to Reserves	4,954.42	10,944.00	10,944.00	16,416.00	16,416.00	26,494.60
	Transfer from Muni	130,549.80	124,152.00	124,152.00	186,231.00	186,231.00	201,157.40
	Transfer to Muni	(223,000.00)	(70,000.00)	(50,000.00)	(1,420,645.00)	(1,400,645.00)	(524,648.37)
		1,418,679.27	1,571,271.05	1,591,271.05	288,177.05	308,177.05	1,506,175.05
141	**Commonage Precinct Infrastructure Road Reserve**						
	Accumulated Reserves at Start of Year	234,906.64	234,906.64	234,906.64	234,906.64	234,906.64	231,223.87
	Interest transfer to Reserves	(340.58)	1,704.00	1,704.00	2,556.00	2,556.00	3,682.77
	Transfer from Muni	1,480.13	0.00	0.00	0.00	0.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(235,000.00)	(235,000.00)	0.00
		236,046.19	236,610.64	236,610.64	2,462.64	2,462.64	234,906.64

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
114	**City Car Parking and Access Reserve**						
	Accumulated Reserves at Start of Year	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,281,336.70
	Interest transfer to Reserves	6,266.15	11,304.00	11,304.00	16,956.00	16,956.00	24,799.27
	Transfer from Muni	8,304.00	8,304.00	8,304.00	52,465.00	52,465.00	505,188.00
	Transfer to Muni	(360,000.00)	(80,000.00)	(80,000.00)	(1,375,579.00)	(1,375,579.00)	(256,199.59)
		1,209,694.53	1,494,732.38	1,494,732.38	248,966.38	248,966.38	1,555,124.38
154	**Debt Default Reserve**						
	Interest transfer to Reserves	1,083.22	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	333,336.00	333,336.00	333,336.00	500,000.00	500,000.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00
107	**Corporate IT Systems Reserve**						
	Accumulated Reserves at Start of Year	226,750.02	226,750.02	226,750.02	226,750.02	226,750.02	80,398.99
	Interest transfer to Reserves	1,528.04	1,648.00	1,648.00	2,472.00	2,472.00	1,280.52
	Transfer from Muni	66,664.00	66,664.00	66,664.00	100,000.00	100,000.00	145,070.51
	Transfer to Muni	0.00	0.00	0.00	(207,900.00)	(207,900.00)	0.00
		294,942.06	295,062.02	295,062.02	121,322.02	121,322.02	226,750.02
133	**Election, Valuation and Other Corporate Expenses Reserve**						
	Accumulated Reserves at Start of Year	560,994.18	560,994.18	560,994.18	560,994.18	560,994.18	499,905.97
	Interest transfer to Reserves	3,082.85	4,080.00	4,080.00	6,120.00	6,120.00	8,664.58
	Transfer from Muni	100,000.00	100,000.00	100,000.00	150,000.00	150,000.00	150,000.00
	Transfer to Muni	0.00	0.00	0.00	(140,900.00)	(140,900.00)	(97,576.37)
		664,077.03	665,074.18	665,074.18	576,214.18	576,214.18	560,994.18
111	**Legal Expenses Reserve**						
	Accumulated Reserves at Start of Year	636,940.12	636,940.12	636,940.12	636,940.12	636,940.12	577,255.71
	Interest transfer to Reserves	3,163.70	4,632.00	4,632.00	6,948.00	6,948.00	8,995.41
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	50,689.00
		640,103.82	641,572.12	641,572.12	643,888.12	643,888.12	636,940.12
152	**Marketing & Area Promotion Reserve**						
	Accumulated Reserves at Start of Year	166,392.00	166,392.00	166,392.00	166,392.00	166,392.00	0.00
	Interest transfer to Reserves	3,847.88	1,208.00	1,208.00	1,812.00	1,812.00	0.00
	Transfer from Muni	861,088.00	861,088.00	861,088.00	1,291,627.00	1,291,627.00	166,392.00
	Transfer to Muni	0.00	0.00	0.00	(1,347,817.00)	(1,347,817.00)	0.00
		1,031,327.88	1,028,688.00	1,028,688.00	112,014.00	112,014.00	166,392.00
135	**Performing Arts and Convention Centre Reserve**						
	Accumulated Reserves at Start of Year	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	0.00
	Interest transfer to Reserves	12,751.57	19,080.00	19,080.00	28,620.00	28,620.00	14,751.12
	Transfer from Muni	0.00	0.00	0.00	50,000.00	50,000.00	2,610,848.08
	Transfer to Muni	0.00	0.00	0.00	(1,446,200.00)	(1,446,200.00)	0.00
		2,638,350.77	2,644,679.20	2,644,679.20	1,258,019.20	1,258,019.20	2,625,599.20
202	**Long Service Leave Reserve**						
	Accumulated Reserves at Start of Year	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,096,583.00
	Interest transfer to Reserves	17,484.65	25,304.00	25,304.00	37,956.00	37,956.00	50,518.40
	Transfer from Muni	166,664.00	166,664.00	166,664.00	250,000.00	250,000.00	687,986.09
	Transfer to Muni	(34,895.96)	(46,650.00)	(46,650.00)	(438,250.00)	(438,250.00)	(352,977.49)
		3,631,362.69	3,627,428.00	3,627,428.00	3,331,816.00	3,331,816.00	3,482,110.00

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
203	**Professional Development Reserve**						
	Accumulated Reserves at Start of Year	145,028.93	145,028.93	145,028.93	145,028.93	145,028.93	122,771.88
	Interest transfer to Reserves	799.11	1,056.00	1,056.00	1,584.00	1,584.00	2,418.13
	Transfer from Muni	46,664.00	46,664.00	46,664.00	93,500.00	93,500.00	70,000.00
	Transfer to Muni	0.00	0.00	0.00	(88,500.00)	(88,500.00)	(50,161.08)
		192,492.04	192,748.93	192,748.93	151,612.93	151,612.93	145,028.93
204	**Sick Pay Incentive Reserve**						
	Accumulated Reserves at Start of Year	144,632.39	144,632.39	144,632.39	144,632.39	144,632.39	150,403.55
	Interest transfer to Reserves	681.25	1,048.00	1,048.00	1,572.00	1,572.00	2,374.88
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	327.14
	Transfer to Muni	0.00	0.00	0.00	(73,550.00)	(73,550.00)	(8,473.18)
		145,313.64	145,680.39	145,680.39	72,654.39	72,654.39	144,632.39
124	**Workers Compensation, Extended SL & AL Contingency Reserve**						
	Accumulated Reserves at Start of Year	309,751.42	309,751.42	309,751.42	309,751.42	309,751.42	305,100.95
	Interest transfer to Reserves	1,502.62	2,248.00	2,248.00	3,372.00	3,372.00	4,650.47
	Transfer to Muni	0.00	0.00	0.00	(147,607.00)	(147,607.00)	0.00
		311,254.04	311,999.42	311,999.42	165,516.42	165,516.42	309,751.42
302	**Community Facilities - City District**						
	Accumulated Reserves at Start of Year	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	2,552,707.62
	Interest transfer to Reserves	(3,294.20)	8,144.00	8,144.00	12,216.00	12,216.00	39,319.39
	Transfer from Muni	357,697.06	258,032.00	258,032.00	387,050.00	387,050.00	216,051.38
	Transfer to Muni	0.00	0.00	0.00	(1,031,448.00)	(1,031,448.00)	(1,687,208.54)
		1,475,272.71	1,387,045.85	1,387,045.85	488,687.85	488,687.85	1,120,869.85
304	**Community Facilities - Broadwater**						
	Accumulated Reserves at Start of Year	166,413.55	166,413.55	166,413.55	166,413.55	166,413.55	158,523.04
	Interest transfer to Reserves	(240.76)	1,208.00	1,208.00	1,812.00	1,812.00	2,585.73
	Transfer from Muni	15,770.14	6,664.00	6,664.00	10,000.00	10,000.00	5,304.78
		181,942.93	174,285.55	174,285.55	178,225.55	178,225.55	166,413.55
303	**Community Facilities - Busselton**						
	Accumulated Reserves at Start of Year	9,177.47	9,177.47	9,177.47	9,177.47	9,177.47	44,011.77
	Interest transfer to Reserves	(11.03)	64.00	64.00	96.00	96.00	526.95
	Transfer from Muni	26,194.25	15,000.00	15,000.00	22,500.00	22,500.00	8,638.75
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(44,000.00)
		35,360.69	24,241.47	24,241.47	31,773.47	31,773.47	9,177.47
305	**Community Facilities - Dunsborough**						
	Accumulated Reserves at Start of Year	255,152.46	255,152.46	255,152.46	255,152.46	255,152.46	188,062.67
	Interest transfer to Reserves	(311.90)	1,856.00	1,856.00	2,784.00	2,784.00	3,283.35
	Transfer from Muni	75,711.97	18,336.00	18,336.00	27,500.00	27,500.00	63,806.44
		330,552.53	275,344.46	275,344.46	285,436.46	285,436.46	255,152.46
311	**Community Facilities - Dunsborough Lakes Estate**						
	Accumulated Reserves at Start of Year	937,470.05	937,470.05	937,470.05	937,470.05	937,470.05	922,772.84
	Interest transfer to Reserves	(1,359.20)	6,816.00	6,816.00	10,224.00	10,224.00	14,697.21
	Transfer from Muni	5,906.89	0.00	0.00	0.00	0.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(938,000.00)	(938,000.00)	0.00
		942,017.74	944,286.05	944,286.05	9,694.05	9,694.05	937,470.05

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
306	**Community Facilities - Geographe**						
	Accumulated Reserves at Start of Year	101,978.74	101,978.74	101,978.74	101,978.74	101,978.74	99,175.93
	Interest transfer to Reserves	(147.60)	744.00	744.00	1,116.00	1,116.00	1,594.87
	Transfer from Muni	3,275.61	5,000.00	5,000.00	7,500.00	7,500.00	1,207.94
		105,106.75	107,722.74	107,722.74	110,594.74	110,594.74	101,978.74
310	**Community Facilities - Port Geographe**						
	Accumulated Reserves at Start of Year	348,980.41	348,980.41	348,980.41	348,980.41	348,980.41	343,509.27
	Interest transfer to Reserves	(505.97)	2,536.00	2,536.00	3,804.00	3,804.00	5,471.14
	Transfer from Muni	2,198.89	0.00	0.00	0.00	0.00	0.00
		350,673.33	351,516.41	351,516.41	352,784.41	352,784.41	348,980.41
309	**Community Facilities - Vasse**						
	Accumulated Reserves at Start of Year	489,904.76	489,904.76	489,904.76	489,904.76	489,904.76	615,585.54
	Interest transfer to Reserves	(821.04)	3,560.00	3,560.00	5,340.00	5,340.00	9,471.24
	Transfer from Muni	3,086.26	0.00	0.00	0.00	0.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(284,270.00)	(284,270.00)	(135,152.02)
		492,169.98	493,464.76	493,464.76	210,974.76	210,974.76	489,904.76
308	**Community Facilities - Airport North**						
	Accumulated Reserves at Start of Year	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	2,970,179.38
	Interest transfer to Reserves	(4,374.94)	21,928.00	21,928.00	32,892.00	32,892.00	47,307.90
	Transfer from Muni	19,012.88	66,664.00	66,664.00	100,000.00	100,000.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	0.00
		3,032,125.22	3,106,079.28	3,106,079.28	3,000,379.28	3,000,379.28	3,017,487.28
130	**Locke Estate Reserve**						
	Accumulated Reserves at Start of Year	6,269.61	6,269.61	6,269.61	6,269.61	6,269.61	1,012.99
	Interest transfer to Reserves	89.77	48.00	48.00	72.00	72.00	420.15
	Transfer from Muni	40,000.00	40,000.00	40,000.00	60,000.00	60,000.00	60,000.00
	Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(55,163.53)
		46,359.38	46,317.61	46,317.61	66,341.61	66,341.61	6,269.61
122	**Port Geographe Development Reserve (Council)**						
	Accumulated Reserves at Start of Year	224,952.38	224,952.38	224,952.38	224,952.38	224,952.38	682,470.41
	Interest transfer to Reserves	990.23	1,632.00	1,632.00	2,448.00	2,448.00	8,839.73
	Transfer from Muni	34,648.00	34,648.00	34,648.00	51,975.00	51,975.00	51,975.00
	Transfer to Muni	0.00	0.00	0.00	(219,167.00)	(219,167.00)	(518,332.76)
		260,590.61	261,232.38	261,232.38	60,208.38	60,208.38	224,952.38
123	**Port Geographe Waterways Managment (SAR) Reserve**						
	Accumulated Reserves at Start of Year	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,349,716.94
	Interest transfer to Reserves	15,916.22	23,800.00	23,800.00	35,700.00	35,700.00	54,429.05
	Transfer from Muni	146,808.00	146,808.00	146,808.00	220,210.00	220,210.00	218,328.64
	Transfer to Muni	0.00	0.00	0.00	(375,000.00)	(375,000.00)	(347,283.00)
		3,437,915.85	3,445,799.63	3,445,799.63	3,156,101.63	3,156,101.63	3,275,191.63

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

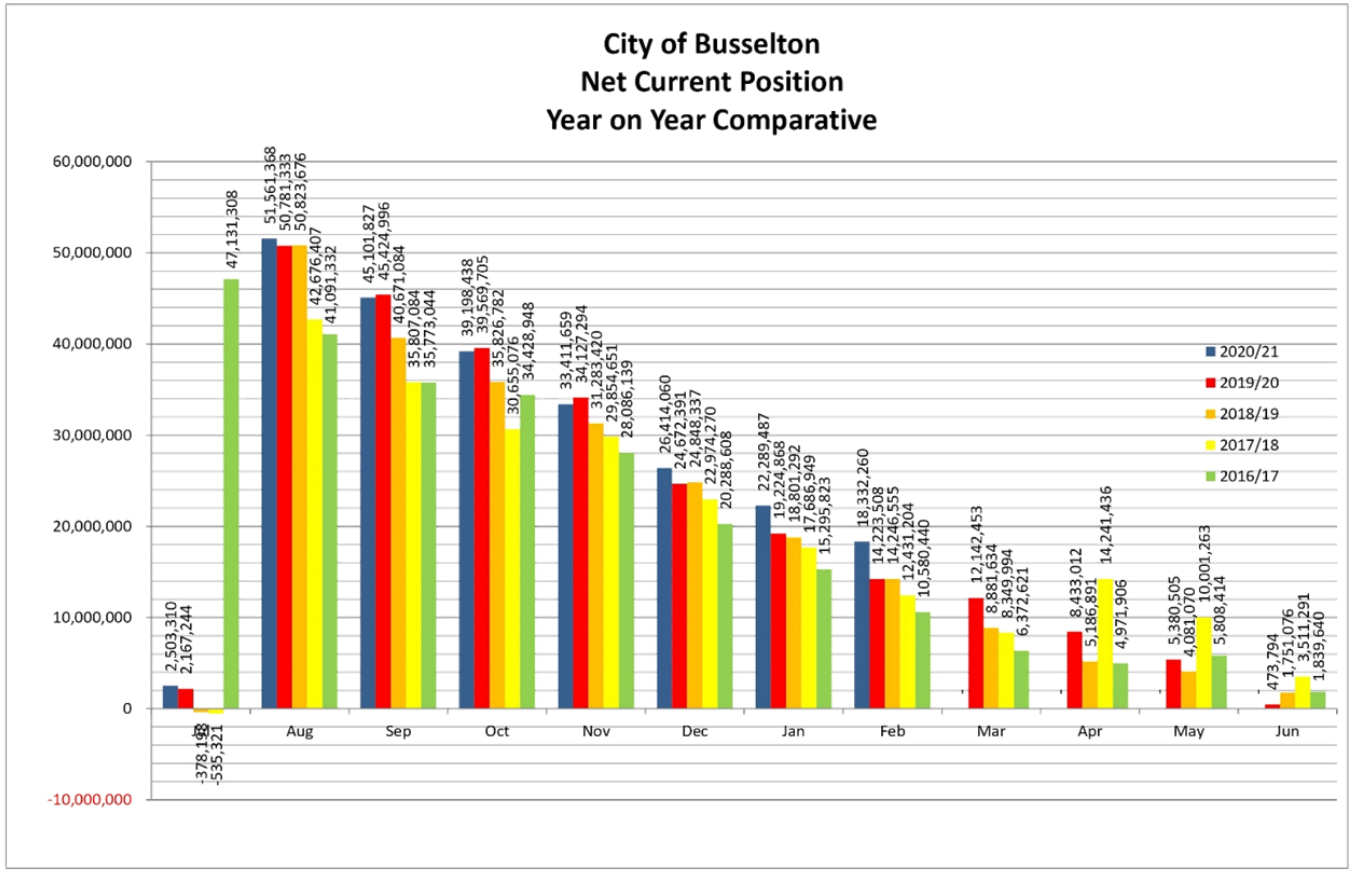
		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
126	**Provence Landscape Maintenance (SAR) Reserve**						
	Accumulated Reserves at Start of Year	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,194,759.54
	Interest transfer to Reserves	6,756.73	9,512.00	9,512.00	14,268.00	14,268.00	20,031.01
	Transfer from Muni	121,216.00	121,216.00	121,216.00	181,819.00	181,819.00	179,838.99
	Transfer to Muni	0.00	0.00	0.00	(252,948.00)	(252,948.00)	(86,153.05)
		1,436,449.22	1,439,204.49	1,439,204.49	1,251,615.49	1,251,615.49	1,308,476.49
128	**Vasse Newtown Landscape Maintenance (SAR) Reserve**						
	Accumulated Reserves at Start of Year	636,364.43	636,364.43	636,364.43	636,364.43	636,364.43	575,151.53
	Interest transfer to Reserves	3,482.92	4,624.00	4,624.00	6,936.00	6,936.00	9,845.01
	Transfer from Muni	121,056.00	121,056.00	121,056.00	181,583.00	181,583.00	181,289.97
	Transfer to Muni	0.00	0.00	0.00	(190,539.00)	(190,539.00)	(129,922.08)
		760,903.35	762,044.43	762,044.43	634,344.43	634,344.43	636,364.43
138	**Commonage Precinct Bushfire Facilities Reserve**						
	Accumulated Reserves at Start of Year	58,172.53	58,172.53	58,172.53	58,172.53	58,172.53	57,260.53
	Interest transfer to Reserves	(84.34)	424.00	424.00	636.00	636.00	912.00
	Transfer from Muni	366.54	0.00	0.00	0.00	0.00	0.00
		58,454.73	58,596.53	58,596.53	58,808.53	58,808.53	58,172.53
139	**Commonage Community Facilities Dunsborough Lakes South Res**						
	Accumulated Reserves at Start of Year	73,779.08	73,779.08	73,779.08	73,779.08	73,779.08	72,622.42
	Interest transfer to Reserves	(106.97)	536.00	536.00	804.00	804.00	1,156.66
	Transfer from Muni	464.87	0.00	0.00	0.00	0.00	0.00
		74,136.98	74,315.08	74,315.08	74,583.08	74,583.08	73,779.08
140	**Commonage Community Facilities South Biddle Precinct Reserve**						
	Accumulated Reserves at Start of Year	899,694.77	899,694.77	899,694.77	899,694.77	899,694.77	886,172.58
	Interest transfer to Reserves	(1,304.43)	6,536.00	6,536.00	9,804.00	9,804.00	13,522.19
	Transfer from Muni	5,668.89	0.00	0.00	0.00	0.00	0.00
		904,059.23	906,230.77	906,230.77	909,498.77	909,498.77	899,694.77
321	**Busselton Area Drainage and Waterways Improvement Reserve**						
	Accumulated Reserves at Start of Year	475,582.52	475,582.52	475,582.52	475,582.52	475,582.52	546,471.37
	Interest transfer to Reserves	(754.01)	3,456.00	3,456.00	5,184.00	5,184.00	8,450.99
	Transfer from Muni	2,996.26	0.00	0.00	0.00	0.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(188,000.00)	(188,000.00)	(79,339.84)
		477,824.77	479,038.52	479,038.52	292,766.52	292,766.52	475,582.52
102	**Coastal and Climate Adaptation Reserve**						
	Accumulated Reserves at Start of Year	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,845,578.60
	Interest transfer to Reserves	10,624.44	15,680.00	15,680.00	23,520.00	23,520.00	46,381.06
	Transfer from Muni	316,032.00	316,032.00	316,032.00	474,044.00	474,044.00	529,207.53
	Transfer to Muni	0.00	0.00	0.00	(2,130,000.00)	(2,130,000.00)	(1,263,575.38)
		2,484,248.25	2,489,303.81	2,489,303.81	525,155.81	525,155.81	2,157,591.81
144	**Emergency Disaster Recovery Reserve**						
	Accumulated Reserves at Start of Year	94,137.10	94,137.10	94,137.10	94,137.10	94,137.10	72,781.94
	Interest transfer to Reserves	504.87	688.00	688.00	1,032.00	1,032.00	1,355.16
	Transfer from Muni	13,336.00	13,336.00	13,336.00	20,000.00	20,000.00	20,000.00
		107,977.97	108,161.10	108,161.10	115,169.10	115,169.10	94,137.10

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

		2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
		$	$	$	$	$	$
145	**Energy Sustainability Reserve**						
	Accumulated Reserves at Start of Year	137,955.03	137,955.03	137,955.03	137,955.03	137,955.03	181,852.87
	Interest transfer to Reserves	958.92	1,000.00	1,000.00	1,500.00	1,500.00	2,798.84
	Transfer from Muni	68,504.00	68,504.00	68,504.00	102,750.00	102,750.00	130,000.00
	Transfer to Muni	0.00	0.00	0.00	(103,000.00)	(103,000.00)	(176,696.68)
		207,417.95	207,459.03	207,459.03	139,205.03	139,205.03	137,955.03
146	**Cemetery Reserve**						
	Accumulated Reserves at Start of Year	35,871.90	35,871.90	35,871.90	35,871.90	35,871.90	157,626.57
	Interest transfer to Reserves	408.37	264.00	264.00	396.00	396.00	2,730.72
	Transfer from Muni	97,312.00	97,312.00	97,312.00	145,950.00	145,950.00	104,314.16
	Transfer to Muni	0.00	(20,000.00)	(20,000.00)	(120,000.00)	(120,000.00)	(228,799.55)
		133,592.27	113,447.90	113,447.90	62,217.90	62,217.90	35,871.90
341	**Public Art Reserve**						
	Accumulated Reserves at Start of Year	87,051.39	87,051.39	87,051.39	87,051.39	87,051.39	86,198.07
	Interest transfer to Reserves	(126.21)	632.00	632.00	948.00	948.00	853.32
	Transfer from Muni	548.50	0.00	0.00	0.00	0.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(49,060.00)	(49,060.00)	0.00
		87,473.68	87,683.39	87,683.39	38,939.39	38,939.39	87,051.39
121	**Waste Management Facility and Plant Reserve**						
	Accumulated Reserves at Start of Year	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,867,210.16
	Interest transfer to Reserves	32,604.49	55,440.00	55,440.00	83,161.00	83,161.00	124,135.01
	Transfer from Muni	680,752.00	680,752.00	680,752.00	1,056,131.00	1,056,131.00	881,561.42
	Transfer to Muni	0.00	(908,000.00)	(908,000.00)	(2,540,500.00)	(2,540,500.00)	(1,243,548.20)
		8,342,714.88	7,457,550.39	7,457,550.39	6,228,150.39	6,228,150.39	7,629,358.39
120	**Strategic Projects Reserve**						
	Accumulated Reserves at Start of Year	295,560.51	295,560.51	295,560.51	295,560.51	295,560.51	257,162.94
	Interest transfer to Reserves	1,569.41	12,256.00	12,256.00	18,386.00	18,386.00	4,340.77
	Transfer from Muni	35,800.00	35,800.00	35,800.00	53,700.00	53,700.00	47,852.48
	Transfer to Muni	0.00	0.00	0.00	(96,000.00)	(96,000.00)	(13,795.68)
		332,929.92	343,616.51	343,616.51	271,646.51	271,646.51	295,560.51
129	**Prepaid Grants and Deferred Works & Services Reserve**						
	Accumulated Reserves at Start of Year	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,232,906.00
	Interest transfer to Reserves	817.24	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,391,422.00
	Transfer to Muni	(1,234,878.00)	(1,234,878.00)	(1,234,878.00)	(1,391,422.00)	(1,391,422.00)	(1,232,906.00)
		157,361.24	156,544.00	156,544.00	0.00	0.00	1,391,422.00
153	**Busselton Foreshore Reserve**						
	Accumulated Reserves at Start of Year	100.00	100.00	100.00	100.00	100.00	0.00
	Interest transfer to Reserves	0.63	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	0.00	0.00	0.00	10.00	10.00	100.00
		100.63	100.00	100.00	110.00	110.00	100.00
155	**LED Street Light Replacement Program Reserve**						
	Interest transfer to Reserves	108.29	0.00	0.00	0.00	0.00	0.00
	Transfer from Muni	33,328.00	33,328.00	33,328.00	50,000.00	50,000.00	0.00
	Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	0.00
		33,436.29	33,328.00	33,328.00	0.00	0.00	0.00

City of Busselton
Reserves Movement Report
For The Period Ending 28 February 2021

	2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	$	$	$	$	$	$
Total Cash Back Reserves	**67,504,974.34**	**67,654,784.76**	**67,837,784.76**	**45,154,921.76**	**45,818,421.76**	**59,897,884.76**
Summary Reserves						
Accumulated Reserves at Start of Year	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	55,590,217.66
Interest transfer to Reserves	246,007.16	435,264.00	435,264.00	652,900.00	652,900.00	965,722.02
Transfer from Muni	12,373,034.06	12,264,540.71	12,264,540.71	19,372,933.71	19,372,933.71	22,230,759.20
Transfer to Muni	(5,011,951.64)	(4,942,904.71)	(4,759,904.71)	(34,768,796.71)	(34,105,296.71)	(18,888,814.12)
Closing Balance	**67,504,974.34**	**67,654,784.76**	**67,837,784.76**	**45,154,921.76**	**45,818,421.76**	**59,897,884.76**


City of Busselton
Net Current Position
Year on Year Comparative
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
-10,000,000
2020/21
2019/20
2018/19
2017/18
2016/17
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
2,503,310
2,167,244
-535,321
47,131,308
51,561,368
50,781,333
50,823,676
42,676,407
41,091,332
45,101,827
45,424,996
40,671,084
35,807,084
35,773,044
39,198,438
39,569,705
35,826,782
30,655,076
34,428,948
33,411,659
34,127,294
31,283,420
29,854,651
28,086,139
26,414,060
24,672,391
24,848,337
22,974,270
20,288,608
22,289,487
19,224,868
18,801,292
17,686,949
15,295,823
18,332,260
14,223,508
14,246,555
12,431,204
10,580,440
12,142,453
8,881,634
8,349,994
6,372,621
8,433,012
5,186,891
14,241,436
4,971,906
5,380,505
4,081,070
10,001,263
5,808,414
473,794
1,751,076
3,511,291
1,839,640

CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT
For the month of February 2021

11am Bank Account — As at 28 February 2021

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	0.00%	$ 6,000,000

Term Deposits - Miscellaneous Funds — As at 28 February 2021

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
NAB	AA	120	08-Jun-21	0.34%	$ 3,000,000
ANZ	AA	153	10-Jul-21	0.32%	$ 2,000,000
Westpac	AA	120	24-Jun-21	0.21%	$ 3,000,000
ANZ	AA	120	24-Jun-21	0.32%	$ 3,000,000
Westpac	AA	90	06-Mar-21	0.32%	$ 5,000,000
NAB	AA	180	09-Mar-21	0.70%	$ 3,000,000
ANZ	AA	181	10-Mar-21	0.80%	$ 2,000,000
NAB	AA	270	21-Mar-21	0.92%	$ 4,000,000
Westpac	AA	212	24-Mar-21	0.70%	$ 2,000,000
NAB	AA	271	29-Mar-21	0.90%	$ 4,000,000
NAB	AA	210	08-Apr-21	0.70%	$ 4,000,000
ANZ	AA	212	10-Apr-21	0.81%	$ 2,000,000
ANZ	AA	242	14-Apr-21	0.86%	$ 3,500,000
Westpac	AA	90	17-Apr-21	0.31%	$ 1,500,000
ANZ	AA	275	26-Apr-21	0.89%	$ 4,000,000
Westpac	AA	212	29-Apr-21	0.60%	$ 4,000,000
NAB	AA	181	06-May-21	0.45%	$ 2,000,000
NAB	AA	120	06-May-21	0.38%	$ 2,000,000
ANZ	AA	242	10-May-21	0.82%	$ 3,000,000
Westpac	AA	212	22-May-21	0.50%	$ 1,500,000
ANZ	AA	181	25-May-21	0.20%	$ 2,000,000
ANZ	AA	273	10-Jun-21	0.82%	$ 3,000,000
Westpac	AA	151	12-Jun-21	0.32%	$ 2,000,000
Westpac	AA	365	10-Sep-21	0.70%	$ 4,000,000
Bendigo	BBB	274	23-Sep-21	0.40%	$ 3,000,000

Total of Term Deposits	$	**72,500,000**
Weighted Average Annual Rate of Return		**0.60%**

Airport Redevelopment Funds — As at 28 February 2021

WA Treasury Corp. - Overnight Cash Deposit Facility				0.05%	$ 1,638,712
WA Treasury Corp. - State Bonds			02-Sep-19	Matured	
Total of Airport Redevelopment Funds - WATC					$ 1,638,712
					Nil
Total of Airport Redevelopment Funds - Bank Term Deposits					$0
ANZ Cash Account	AA	NA	NA	0.00%	$ 1,158,221
Total of Airport Redevelopment Funds - Other					$ 1,158,221
Total of Airport Redevelopment Funds					**$ 2,796,933**

Interest Received 2015/16	$ 609,666
Interest Received 2016/17	$ 1,158,623
Interest Received 2017/18	$ 631,835
Interest Received 2018/19	$ 121,836
Interest Received 2019/20	$ 43,093
Interest Received 2020/21	$ 1,930
Interest Accrued but not yet Received	$ 63
Total Interest Airport Funds (Non-Reserve) at month's end	**$ 2,567,046**
Interest Transferred out and held in City Reserve Account 136	$ 1,457,118
Interest Transferred out to Municipal Funds	$ 24,235
Interest Earnt (incl. Accrued) on Funds Held in City Reserve A/c 136	$ 77,262

(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)

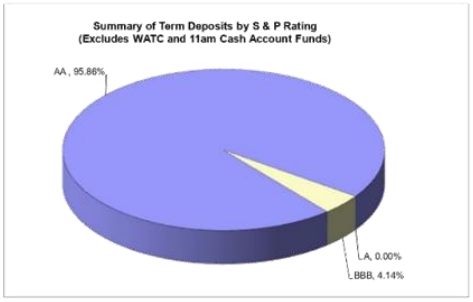
SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2020	As at 28 February 2021
11am Bank Account	$ 2,000,000	$ 13,500,000	$ 6,000,000
Term Deposits - Misc. Funds	$ 70,500,000	$ 54,500,000	$ 72,500,000
Foreshore Development Funds - WATC	$ -	$ -	$ -
Airport Redevelopment - WATC Deposits	$ 3,482,978	$ 1,637,382	$ 1,638,712
Airport Redevelopment - Bank Term Deposit	$ -	$ -	$ -
Airport Redevelopment - ANZ Cash A/c	$ 1,502,785	$ 1,158,221	$ 1,158,221
Total of all Investments Held	$ 84,478,527	$ 70,795,602	$ 81,296,933
TOTAL INTEREST RECEIVED AND ACCRUED	**$ 832,708**	**$ 1,123,760**	**$ 314,281**
INTEREST BUDGET	**$ 989,945**	**$ 1,480,000**	**$ 430,856**

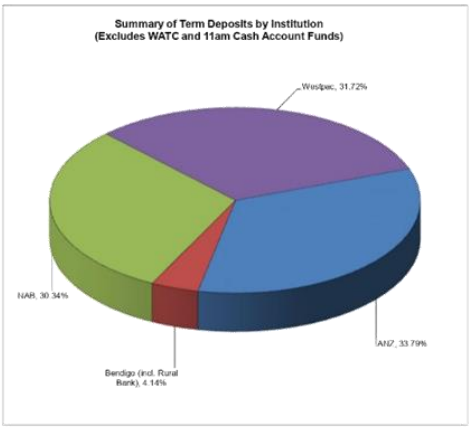
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

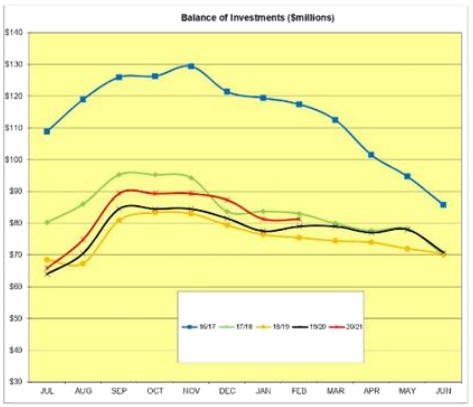
Statement of Compliance with Council's Investment Policy 218

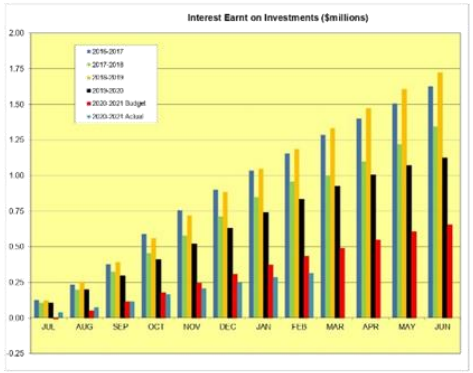
1. All funds are to be invested within legislative limits.	**Fully Compliant**
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	**Fully Compliant**
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages 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









12.3 Finance Committee - 14/4/2021 - ADOPTION OF THE 2021/22 LIST OF FEES AND CHARGES

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Fees and Charges
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Finance Coordinator - Jeffrey Corker
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Draft List of Fees and Charges for the 2021-22 Financial Year

This item was considered by the Finance Committee at its meeting on 14/4/2021, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council endorses the Fees and Charges as detailed in the "Schedule of Fees and Charges - 2021/22" as per Attachment A – Draft Schedule of Fees and Charges, effective from and including 1 July 2021.

EXECUTIVE SUMMARY

In accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations*, a local government is to undertake a review of its fees and charges regularly, and not less than once in every financial year. This report provides Council with a recommended Schedule of Fees and Charges to apply for the financial year commencing on 1 July 2021.

BACKGROUND

Each year, the City sets its fees and charges with the view of implementing any changes as of 1 July in any given year. City officers have reviewed each section of the fees and charges and have highlighted any areas of change, or reasons why no changes have occurred in comparison to the existing adopted listing.

As part of the annual review of the fees and charges, officers take into account matters including the cost to provide a service, market conditions and needs of the community. These inform the recommendations that will be made to the Council. These fees and charges recommended are in accordance with recent planning and discussions relating to the City's Long Term Financial Plan.

When Council adopts an annual budget, it may also set its fees and charges that will be imposed during a financial year. In order for the 2021/22 schedule of fees and charges to be effective from the commencement of the new financial year, the Council is required to adopt its schedule in advance of 30 June 2021, such that any statutory public notice periods (including gazettals where required) can be complied with.

OFFICER COMMENT

The 2021/22 Draft Schedule of Fees and Charges has been guided by a 2% general escalation over currently adopted fees and charges. Notwithstanding this, in some limited instances, this principle is not appropriate, with other factors also requiring consideration. The following provides an overview, by Directorate, of noteworthy instances where an increase has not been applied, whilst also discussing, where relevant, newly proposed fees and charges.

Planning and Development Services

Health Related Fees

- Noise Monitoring Fees

  These fees have not been increased due to the maximum statutory fee for the Regulation 18 process being $1,000. In order to retain the graduated approach to the fee structure, it is recommended that all fees within this section remain the same.

Town Planning Related Fees

- Provision of Written Advice

  This fee has not been increased as it is statutory fee listed under the Planning and Development Regulations at $73 and cannot have an increment increase applied.

Engineering & Works Services

Waste Disposal and Sanitation Fees

- General

  A number of fees have been increased above the 2% rate, primarily at the Busselton Facility, to make the charges consistent with those of the Dunsborough Waste Facility. This ensures fairness and equity across the sites.

- Disposal of Tyres

  The charges for the disposal of tyres have increased, some very significantly. This has been necessitated by the charges levied by the sole remaining contractor able to appropriately recycle the material.

- Unsorted Mixed Waste including Recyclables (not containing Asbestos)

  A new category has been made to provide clarity, with the wording altered accordingly.

- Other Commercial Waste – Dunsborough Only

  The charges for the disposal of Liquid Waste / Sewerage has been increased by more than 2% as a disincentive to discourage the use of the Liquid Waste Ponds, therefore prolonging the life of the existing facility.

Finance & Corporate Services

Administration / Miscellaneous Fees

- City of Busselton License Plates

  No change to price required, customers expect a historical $450 price.

Rates & Finance Charges

- Rates / Property Related Matters

  Some wording amended so that it better matches the nature of the fee.

- Financial Transactions

  Fee on Rejected Payments – the wording has been clarified and the amount reduced to $15. The value being charged by the City's bank on the EasyRate payments is less than expected and the previously adopted fee is now considered unreasonable, therefore officers have recommended a reduction.

Cemetery Fees

- General

  All cemetery fees have been kept at 2020/21 levels. City of Busselton charges are above the average for similar councils and cover all costs associated with the works. Additionally, given the current global climate and pandemic, it is considered improper to increase fees relating to burials etc.

Community & Commercial Services

Events & Casual Ground Hire

- Community Use of Sports Grounds

  Change of description to "Community Usage – per full day (excluding schools within the City of Busselton)". The City only offer free use for local schools, not schools outside of the City of Busselton. This was not previously reflected clearly in the list of fees and charges.

Events – Equipment Hire & Signage

- Hire of Electronic Events Billboard (per 2 week period)

  Current large and event signage fees will be replaced with a new electronic events billboard fee when the billboard is installed and operating. The cost is higher than current charges as hirers will no longer have the additional costs to display using skins. Two week blocks of hire would be the most efficient way of administering the fee.

- Foreshore Kiosk Permit – Busselton Foreshore

  A new fee "Application for Kiosk Permit renewal" has been introduced for existing permit holders to renew their permit and not have to pay the full fee associated with an application for a new permit.

ArtGeo Cultural Complex

- Complex and Exhibition Hire General

  A number of fees are proposed not to be increased. All ArtGeo Complex fees were thoroughly reviewed and adjusted for the current financial year. The impact of COVID-19 on the creative industry has affected hire demand and ability. The forthcoming Busselton Performing Arts and Convention Centre build could also have an effect on generating engagement and use throughout the precinct.

  The "Railway Hall per week" fee has been renamed to "Ballaarat Room" to reflect the change in name.

- Commission Rate on Art Sales

  The Resident artist commission fee of 10% is to be removed as it is insufficient to cover costs to administer it. Resident artists will be subject to the commission fees of rostered artists.

- Commission Rates on Exhibition and Art Sales

  The wording is to be changed to be inclusive of GST (not exclusive). This seems to be an historical error, as both these commissions have always been processed on the sale which is inclusive of GST.

- Ballaarat Room Exhibition Hire

  The previous separate category of fees associated with the Ballaraat Room has been removed as they are now included within the ArtGeo Cultural Complex Hire fees.

Library Charges

- General

  The colour printing charge will be reduced to $1 from $2. High numbers of complaints from customers are indicating this price is now considered too high. Print costs have reduced since this fee was first introduced as new printers are much more economical. Benchmarking with other libraries and the limited number of local retailers showed $1 per colour print is now the most common rate. As this service is highly used by low income earners or those receiving benefits, a reduction in price makes this service more affordable for those in need.

- Sale of Discarded Local Stock

  All previous sub-categories of Discarded Local Stock, along with their individual pricing, have been amalgamated into a single line with the price at the point of sale to be determined depending upon prevailing market conditions. Book sales are held throughout the year and each sale is different depending on the level of stock for sale at the time. Greater flexibility to vary pricing subject to stock availability and condition is required. A market rate would also be more equitable with markets and book stores selling second hand books, videos and CDs.

Busselton-Margaret River Regional Airport

- General
  - Passenger Facilitation Fee for Open & Closed Charter Flights utilising the terminal building (per departing passenger) increased from $20 excluding GST to $22 excluding GST (+10%) due to not being increased for 5 years.
  - All Aircraft landing fees have not been increased by 2%. This is to encourage BMRA usage for categories of aircraft. Comparison against WA regional airport landing fees shows that BMRA fees are in line with other WA regional airports.
  - The “General Aviation hardstand parking only” fee has been increased by 10% due to market value charged at other regional airports in WA.
  - Car Parking Fees for both the Public Car Park and FIFO charges have not been increased, as these fees were reviewed and new charges implemented in February 2020.
  - The “Lost parking validation ticket” fee has been increased by 17.65% due to an increased number of patrons using the car park for longer periods of time finding it cheaper to claim a lost ticket than to pay the correct fee for the parking period.
  - The “Car park frequent user swipe card refundable fee” (fully refundable) was introduced for FIFO patrons to use a swipe card system and receive a lower fixed daily parking rate due to being frequent users of the car park.
  - The “Airport reporting officer after hours call out” fee has been increased by 10.39% due to increased staffing costs and market rate charged at other regional airports in WA.
  - The “Airport reporting officer airside assistance /escort” fee has been increased by 16.28% due to the market value charged at other regional airports in WA.

Busselton Jetty Tourist Park

- General
    - The "Extra Child per night" and "Extra Adult per night" fees have been increased by $1 each (rather than the 2% CPI incremental amount) representing a 4.76% and 7.14% increase respectively.
    - The overnight and weekly rates for the Basic Cabins have not been increased by the full 2% CPI rate due to the ageing condition of the cabins.
    - The overnight and weekly rates for Non-basic cabins have been increased by in excess of the 2% CPI rate due to market comparisons. A GST listing error contained solely within the spreadsheet for these two categories has been corrected.
    - Linen hire charges have been increased by greater than the 2% CPI rate to reflect increases in charges from contractors.
    - The "Additional charge for electricity use for caravan air conditioners" has increased from $12 to $14 per day to reflect increases in electricity prices.

Hire Facilities – All

- Facility Hire Bonds

  Bond amounts to remain unchanged as considered reasonable.

- Undalup Room

  A new fee of $80.00 to hire the new 3-panel stage is proposed. Current local event hirers charge $150 to hire a stage.

- Miscellaneous Facility Fees

  A new fee is included for the Marking out of Services. Bookings who request to erect bouncy castles, tents or marquees on a public open space / reserve require a staff member from the City Irrigation Team to mark out underground reticulation & power/water services in the location of the structure to ensure pegs do not damage pipes. The City has not charged for the service in the past and suggest to charge $50.00 per booking.

- Churchill Park Hall

  The Community Group, Commercial/Private and Registered Charity hourly hire fees have been amended to align with existing fees at High Street Hall. The fees at Churchill Park Hall were slightly higher for no reason, so these will now be the same hourly rate as High Street Hall.

- Ground / Court Hire

  The fee for "Extraordinary Cleaning as required or by arrangement" has been listed to ensure clarity that it can be charged to users of these particular Hire Facilities.

- Variety of Hire facilities

  The fees for a variety of Hire facilities including High Street Hall, Yallingup Hall, Yoongarillup Hall, the Undalup Function Room, Busselton Community Resource Centre, Busselton Youth and Community Activity Building, Ground Hire, Court hire and the Outdoor Exercise Sites have not been increased. COVID-19 has impacted hire rates and the usage of these facilities. With a large part of venue hire being through community groups, any increase would be detrimental to all parties. Venue bookings have just started to increase again and fees will be reviewed in next year's budget.

Geographe Leisure Centre

- Swimming Pool – Local regular not for profit user groups

  No increase to $5 fee is recommended. Restricted lane space availability and rebuilding relationships with user groups, who have communicated issues with current fees for lane hire. An increase to this fee would create further financial issues for clubs at this time.

- Personal/Group Training

  Some changes to wording has been made and three new charges included as follows:

  - PT School program entry per student (minimum 8 students session) $8.00
  - Boot camp – cost per session/term based (minimum 6 people) $11.00
  - Personal Training – 1 hour session with Trainer (1 on1) $65.00

- Sports Stadium – Casual Basketball

  No increase to fees are recommended as the majority of users are youths and we want to encourage them to participate.

- Crèche/Activity Room – Vacation Care Program

  The increase approved for the Vacation Care Program fee to $77 was not applied in 20/21 due to COVID-19. It would not be appropriate to increase this fee further again this financial year, but instead it is recommended that it remain at $77. This fee has been benchmarked against other programs and is comparable.

- Full Membership – Membership Cancellation Administration fee

  No increase is recommended so as to remain as stated on terms and conditions on membership application and forms.

Naturaliste Community Centre

- Group Fitness - Membership Cancellation Administration fee

  No increase is recommended so as to remain as stated on terms and conditions on membership application and forms.

- Stadium – Casual Basketball

  No increase to fees are recommended as the majority users are youth and we want to encourage them to participate.

- Multi-Purpose Activity Room (Half)

  Listed fees for the “Hire of the Ceiling Projector” have been amended to one flat rate only.

- Vacation Care Program

  The increase approved for the Vacation Care Program fee to $77 was not applied in 20/21 due to COVID-19. It would not be appropriate to increase this fee further again this financial year, but instead it is recommended that it remain at $77. This fee has been benchmarked against other programs and is comparable.

- Stage Hire

  No fee increase is recommended as it is generally hired for fundraising events and there are no overheads associated with the hire.

- NCC Grounds Hire

  Removal of fees associated with Community and Commercial class and casual use per hour as they provided unnecessary complexity to the fee structure.

Statutory Environment

Sections 6.16 to 6.19 of the *Local Government Act 1995* (the Act) refer to the imposition, setting the level of, and associated administrative matters pertaining to fees and charges. The requirement to review fees and charges on an annual basis is detailed within Regulation 5 of the *Local Government (Financial Management) Regulations*.

Section 6.16 of the Act states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

Section 6.17 of the Act further states that in determining the amount of a fee or charge for goods and services, a local government is to take in to consideration the following factors:

a) The cost to the local government of providing the service or goods;

b) The importance of the service or goods to the community; and

c) The price at which the service or goods could be provided by an alternative provider.

Section 6.18 of the Act clarifies that, if the amount of any fee or charge is determined under another written law, then a local government may not charge a fee that is inconsistent with that law.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter, other than the Long Term Financial Plan which is discussed in the subsequent Financial Implications section.

Financial Implications

Whilst revenue from fees and charges includes items that the Council has no authority to amend (statutory charges set by external bodies), it is important that, where possible, controllable fees and charges are appropriately indexed on an annual basis, to assist in offsetting the increasing costs of providing associated services. This may include increases beyond normal indexation in particular cases, in line with section 6.17 of the Act.

The Council's current Long Term Financial Plan reflected an annual increase in Fees and Charges revenue of 2.0%. This will be reflected in the 2021/22 budget and included in future revisions and development of the Long Term Financial Plan.

Stakeholder Consultation

Business Unit Managers are responsible for reviewing fees and charges associated with activities under their control. As part of the review process, consultation may occur with other local government authorities, in addition to a review of prices offered by alternate service providers (pursuant to section 6.17 of the Act).

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

Council may recommend amendments to the Draft Schedule of Fees and Charges as it deems appropriate.

CONCLUSION

As part of the annual review of fees and charges, the currently adopted fees and charges have been reviewed in line with the requirements of the *Local Government Act 1995* and other relevant legislation as applicable. Consequently, it is recommended that Council endorses the Draft Schedule of Fees and Charges for 2021/22 as proposed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Consequent to adoption by the Council, the Schedule of Fees and Charges for 2020/21 will become effective from and including 1 July 2021.

CITY OF BUSSELTON

Schedule of Fees & Charges

2021/22 Financial Year

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
A concession of 50% of the adopted fee or charge may apply (upon application) in relation to those fees and charges shaded and marked with an asterisk (*). The concession is only available to incorporated not for profit organisations and groups where profits raised from the associated activity are to be donated to a local cause or charity.			
PLANNING & DEVELOPMENT SERVICES			
BUILDING RELATED FEES			
Fees for building services listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012	As per the maximum fee listed in Schedule 2, Building Regulations 2012
Building Plan Searches and Research Fee			
Building under construction	81.00	82.00	82.00
Old Archive (Stored at Depot) - under 15 years	121.00	123.00	123.00
Old Archive (Stored at Depot) - over 15 years	159.00	162.00	162.00
Provide copy of Housing Indemnity Insurance Policy	81.00	82.00	82.00
Site Plans	64.00	65.00	65.00
The above fees include the cost of copying up to ten A4 or A3 sheets or equivalent. Any further copies which be charged in accord with the adopted photocopy charges as detailed in this Schedule.			
Building Inspection and Reports			
Strata inspection fee - First inspection free. Fee applies to subsequent inspections.	160.91	163.64	180.00
Property Inspection and Report Preparation	513.64	523.64	576.00
Building Call Out Fee. Fee applies where work for which an inspection is requested, was not ready for inspection.	160.91	163.64	180.00
Pool inspection fee on sale of property (if more than 1 year from scheduled inspection)	160.91	163.64	180.00
Building and Pool re-inspection fee for non compliance. First compliance inspection free, fee required thereafter.	160.91	163.64	180.00
Building certificates and written advice (Building Act 2011)			
Certificate of design compliance for class 2-9 buildings construction value up to $2M	0.09% of the GST inclusive estimated value of works, with a minimum of $350 exc GST.	0.09% of the GST inclusive estimated value of works, with a minimum of $350 exc GST.	0.09% of the GST inclusive estimated value of works, with a minimum of $385 inc GST.
Certificate of design compliance for class 2-9 buildings construction value more than $2M	$1,800 exc GST, plus 0.07% of the GST inclusive estimated value of works for every $ over $2M.	$1,800 exc GST, plus 0.07% of the GST inclusive estimated value of works for every $ over $2M.	$1,980 inc GST, plus 0.07% of the GST inclusive estimated value of works for every $ over $2M.

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Certificate of Construction/ Building Compliance	Hourly fee of $165, minimum of $350 exc GST	Hourly fee of $165, minimum of $350 exc GST	Hourly fee of $181.50, minimum of $385 inc GST
HEALTH RELATED FEES			
*** Food Premises Fees**			
Notification Fee	68.00	69.00	69.00
Application for Registration Food Business - Low Risk	128.00	130.00	130.00
Application for Registration Food Business - Medium / High Risk	235.00	239.00	239.00
Service fee - Low Risk - Pro rata applies	100.00	102.00	102.00
Service fee - Medium Risk - Pro rata applies	215.00	219.00	219.00
Service fee - High Risk - Pro rata applies	430.00	438.00	438.00
Inspection of premises (Additional or on request)	188.00	191.00	191.00
Overdue service fee - correspondence	35.00	36.00	36.00
Stallholders			
Application for Stallholders Permit Fee/Renewal of Stallholder's Permit Fee/ Transfer of Stallholders Permit			
per occasion	40.00	41.00	41.00
Up to 3 months	60.00	61.00	61.00
6 months	90.00	91.00	91.00
12 months	150.00	153.00	153.00
Application for Transfer of Stallholder's Permit	35.00	36.00	36.00
Traders			
Application for Trader's Permit	154.00	157.00	157.00
Application for Transfer of Trader's Permit	154.00	157.00	157.00
Itinerant Trader Permit Fee	1,540.00	1,570.00	1,570.00
Trader's Permit – Bond Fees	1,155.00	1,178.00	1,178.00
Trader's Permit Fee – Zone 1			
Prime sites (e.g. established coastal and foreshore nodes)			
12 months - Pro rata applies	3,090.00	3,151.00	3,151.00
Trader's Permit Fee – Zone 2			
Other sites as depicted within Commercial Use of City Land and Facilities Policy			
12 months - Pro rata applies	2,060.00	2,101.00	2,101.00
Outdoor Eating Facility			
Application for Outdoor Eating Facility Permit	150.00	153.00	153.00
Outdoor Eating Facility Permit Fee/Renewal of Outdoor Eating Facility Permit Fee	0.00	0.00	0.00
Application for Transfer of Outdoor Eating Facility Permit	65.00	66.00	66.00
*** Public Building Fees**			
The maximum "Statutory" fee for consideration of an application for approval is $871 (inc GST)			
< 500 persons	165.00	168.00	168.00
500 - 999 persons	222.00	226.00	226.00
1,000 - 2,999 persons	445.00	453.00	453.00
3,000 - 4,999 persons	738.00	752.00	752.00
> 5,000 persons	850.00	867.00	867.00
Public Building Inspection Fee (including events)	115.00	117.00	117.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Water Sampling Fee			
Chemical Swimming Pool sample	16.00	16.00	16.00
Micro/ Amoeba Swimming Pool Sample	37.00	38.00	38.00
Private Water Supply Sampling Fee	77.00	78.00	78.00
Overdue service fee - correspondence	36.00	37.00	37.00
Park Home, Annexe & Miscellaneous Caravan Park Fees			
Application for Approval of Park Home	245.00	250.00	250.00
Application for Approval of Annexe	245.00	250.00	250.00
Application for approval of other Buildings, Carports, Pergolas and Storage Sheds	245.00	250.00	250.00
Animal Registration Fees			
Application for Registration of Stable	90.00	91.00	91.00
Application to Renew Registration of Stable	53.00	54.00	54.00
Application to Transfer Registration of Stable	26.00	27.00	27.00
Application for Registration of premises to keep pigeons	90.00	91.00	91.00
Application for renewal of Registration to Keep Pigeons	53.00	54.00	54.00
Lodging House Registration Fees			
Application for Registration of Lodging House - less than 15 lodgers	385.00	392.00	392.00
Renewal of Registration of Lodging House - less than 15 lodgers	255.00	260.00	260.00
Application for Registration of Lodging House - 15 or more lodgers	550.00	561.00	561.00
Renewal of Registration of Lodging House - 15 or more lodgers	368.00	375.00	375.00
Overdue registration - correspondence fee	35.00	36.00	36.00
Temporary Accommodation Approval Fees			
Application for Approval to camp (Regulation 11 Caravan Parks & Camping Grounds Regulations 1997)	245.00	250.00	250.00
Holiday Homes			
Application for Registration of Holiday Homes	150.00	153.00	153.00
Registration Fee - Pro rata applies	235.00	240.00	240.00
Renewal of Holiday Homes Registration	257.00	262.00	262.00
Application to replace Manager	35.00	36.00	36.00
Overdue Holiday Home Correspondence Fee	35.00	36.00	36.00
Effluent Disposal Fee			
Request for re-inspection	134.00	136.00	136.00
Local Government Report	125.00	127.00	127.00
Copy of Approval - Apparatus for Treatment of Sewage	50.00	50.00	50.00
*** Noise Monitoring Fees**			
The maximum "Statutory" fee for consideration of a Regulation 18 application for approval is $1000 (inc GST)			
<500 persons	220.00	220.00	220.00
500 - 1,000 persons and 1 performing area only	545.00	545.00	545.00
500 - 1,000 persons and 2 or more performing areas	875.00	875.00	875.00
>1,000 persons and 1 performing area only	875.00	875.00	875.00
>1,000 persons and 2 or more performing areas	1,025.00	1,000.00	1,000.00
Noise monitoring fee - per hour	135.00	137.00	137.00
Noise Monitoring Report	285.00	290.00	290.00
Regulation 14 Fees	500.00	510.00	510.00
Regulation 16 Fees	500.00	510.00	510.00
General Fees			
Request for a Section 39 Liquor Licence Certificate	205.00	209.00	209.00
Premises Plan Assessment Fee - miscellaneous	165.00	168.00	168.00
Request for Inspection of Premises - miscellaneous	188.00	191.00	191.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Request for Premises Inspection Report	165.00	168.00	168.00
Reports to Settlement agents	165.00	168.00	168.00
Copy of Certificate of analysis	30.00	31.00	31.00
TOWN PLANNING RELATED FEES			
Fees for planning services listed in the Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009
Miscellaneous Planning Consent Applications			
Provision of written advice confirming compliance with town planning and/or environmental health matters, and/or advising of town planning and environmental health requirements, prior to submissions of an application (per hour charge).	73.00	73.00	73.00
Research Fee for Planning Information (per hour charge)	110.00	112.00	112.00
Certificate of Local Planning Authority (or Local Government Authority where appropriate)	154.00	157.00	157.00
Extension of term of approval, approval of modified plans or reconsideration of conditions of approval where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009	As per the maximum fee listed in Schedule 2, Planning and Development Regulations 2009
Reconsideration of decision to refuse application for planning consent where application is received more than 28 days from the date of the original decision (no fees are payable where application received within 28 days)	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.	40% of the planning application fee that would apply to a new application, with the minimum fee being the fee payable for an application for planning consent.
Assessment of plans or detailed documents required pursuant to a DGP, DAP or site-specific zoning provisions prior to development or subdivision.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009.	Planning application fee as per Schedule 2 Planning and Development Regulations 2009, plus GST.
Landgate Search	Cost plus 30%	Cost plus 30%	Cost plus 30%
Agency referral fee (in addition to application fee)	124.00	126.00	126.00
Planning application consultation - neighbour and agency only (in addition to application fee)	124.00	126.00	126.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Development Application Consultation - requiring newspaper advertising	393.00	400.00	400.00
Applications for planning approval when required ONLY due to inclusion of property on adopted Heritage List	Full Fee Waiver ($0)	Full Fee Waiver ($0)	Full Fee Waiver ($0)
Portable Sign Licence Fee - Introductory	Nil	Nil	Nil
Portable Sign Licence Fee - Non Introductory	219.00	223.00	223.00
Legal Agreements			
Planning & Building Agreement Preparation Fees	At cost	At cost	At cost plus GST
Planning & Building Agreement Preparation Fees - External	At cost	At cost	At cost plus GST
RANGER & FIRE SERVICE RELATED FEES			
ANIMAL CONTROL			
Registration tag re-issue	Nil	Nil	Nil
Other LGA Registration transfer - Dogs & Cats	Nil	Nil	Nil
Cat Traps			
Cat Trap refundable deposit when requesting trap	100.00	102.00	102.00
Application Fees			
Application for permission to keep more than two cats	79.00	80.00	80.00
Application for permission to keep more than two dogs	79.00	80.00	80.00
Application for licence/renewal of licence to keep an approved cattery establishment	217.00	221.00	221.00
Application for licence/renewal of licence to keep an approved kennel establishment	217.00	221.00	221.00
Dangerous Dogs			
Dangerous Dog (Declared) compliance and annual inspection fee	100.00	102.00	102.00
IMPOUNDING FEES - ANIMALS			
Impounding Fees - Dogs			
Dog - Animal Facility Administration Fee	185.00	188.00	188.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	31.00	32.00	32.00
Impounding Fees - Cats			
Cat Impoundment Fee	185.00	188.00	188.00
Sustenance Fees for first 72 hours	0.00	0.00	0.00
Sustenance Fees per day after 72 hours	31.00	32.00	32.00
Ranger Fees to impound stock			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars, per head			
- if impounded after 6am & before 6pm	118.00	120.00	120.00
- if impounded after 6pm and before 6am	143.50	146.00	146.00
Stock (2) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- if impounded after 6am & before 6pm	118.00	120.00	120.00
- if impounded after 6pm and before 6am	143.50	146.00	146.00
Stock (3) to include wethers, ewes, lambs, goats - per head			

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
- if impounded after 6am & before 6pm	86.00	87.00	87.00
- if impounded after 6pm and before 6am	111.00	113.00	113.00
Stock Poundage Fee			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- First 24 hours or part	29.00	30.00	30.00
- Subsequently each 24 hours or part	17.00	17.50	17.50
Stock (2) to include entire horses, mules, asses, camels, bulls or boars under age of 2 years - per head			
- First 24 hours or part	29.00	30.00	30.00
- Subsequently each 24 hours or part	17.00	17.50	17.50
Stock (3) to include mares, gelding, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs - per head			
- First 24 hours or part	29.00	30.00	30.00
- Subsequently each 24 hours or part	17.00	17.50	17.50
Stock (4) to include wethers, ewes, lambs, goats - per head			
- First 24 hours or part	29.00	30.00	30.00
- Subsequently each 24 hours or part	17.00	17.50	17.50
No charge is payable in respect of a suckling animal under the age of 6 months running with its mother			
Sustenance of Impounded Stock			
Stock (1) to include entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years - per head			
- For each 24 hours or part	15.00	15.50	15.50
Stock (2) pigs of any description - per head			
- For each 24 hours or part	15.00	15.50	15.50
Stock (3) rams, wethers, ewes, lambs or goats per head			
- For each 24 hours or part	15.00	15.50	15.50
No charge is payable in respect of a suckling animal under the age of 6 months running with its mother			
IMPOUNDING FEES - OTHER			
Signs			
Portable Signs	78.00	79.00	79.00
Fixed Sign	148.00	150.00	150.00
Beach Shelters and Other Impounded Goods			
Impounded Beach Shelter or Other Structure	126.00	128.00	128.00
Other impounded goods (e.g. camping equipment, pushbikes, or other personal effects)	126.00	128.00	128.00
Motor Vehicles			
Impounded Motor Vehicle - per vehicle	135.00	137.00	137.00
Daily Impoundment Fee	29.00	30.00	30.00
Impounded Motor Vehicle Towing Fee - at cost	At Cost	At Cost	At Cost
Shopping Trolleys			
Impounded Shopping Trolley - per trolley	74.00	75.00	75.00
RANGER & FIRE SERVICES - ADMIN COSTS			
Ranger time per hour	132.73	134.55	148.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Ranger travelling costs (mileage): per kilometre	1.82	1.86	2.05
RANGER & FIRE SERVICES - MISCELLANEOUS			
Application for permit pursuant to Thoroughfares Local Law where no fee otherwise identified	150.00	153.00	153.00
Application for Temporary Parking Permit - (one day)	36.00	37.00	37.00
Daily Charge Temporary Parking Permit - (per day or part thereof following first day)	12.00	12.50	12.50
Application for beach/reserve vehicle access permit - per day	13.00	13.50	13.50
Application for beach/reserve/commercial fisher vehicle access permit - 3 year permit	166.00	169.00	169.00
Application for beach/reserve/commercial fisher vehicle access permit - renewal of permit	113.00	115.00	115.00
Dog/cat disposal / rehousing fee: voluntary surrender by owner: fee per dog/cat	140.00	142.00	142.00
Fire Hazard Clearing			
- Administration Fee	138.00	140.00	140.00
- Contractors Fee: actual cost	At cost	At cost	At Cost Plus GST
MEELUP REGIONAL PARK			
Competitor Charges			
Trail events - per competitor For events and activities including mountain biking, off road running, off road triathlon, adventure race.	3.09	3.18	3.50
Site based events - per patron/competitor Charge or fee is imposed on patrons/competitors attending the event and or activity but excluding leavers activities	4.09	4.18	4.60
Event Bonds			
Category 1 (< 500 patrons)	2,640.00	2,692.00	2,692.00
Category 2 (500 - 2,500 patrons)	5,270.00	5,375.00	5,375.00
Category 3 (> 2,500 patrons)	10,550.00	10,761.00	10,761.00
Brochure			
Wildflowers Brochure	2.73	2.73	3.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
ENGINEERING & WORKS SERVICES			
Major Projects			
Consultancy charge out rates subject to Contract negotiation where applicable			
Project Manager Advisor	158.18	160.91	177.00
Chief Executive Officer	232.73	237.27	261.00
Cultural Planner	79.09	80.00	88.00
Strategic Planner	79.09	80.00	88.00
Finance Officer	69.09	70.00	77.00
Administration Officer	69.09	70.00	77.00
Charge-out rates: City staff undertaking consultancy/ contract work for other local government authorities			
- Manager Level	162.73	165.45	182.00
- Co-ordinator Level	125.45	127.27	140.00
- Technical Officer Level	111.82	113.64	125.00
MISCELLANEOUS			
Reinstatements/ Private Works			
Road reserves charge for reinstatement of road reserves is the full cost plus profit margin as per Policy	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Private works charge for works requested to be undertaken by City resources is the full cost plus profit margin as per Policy	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Other crossing place related services			
Saw cutting & removal of kerbing/ m (minimum charge $100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Concrete apron for brick paved crossovers/ m	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Spray seal pothole repairs/m2 (minimum charge $100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Asphalt pothole repairs/m2 (minimum charge $100)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
ROAD / TRAFFIC RELATED FEES			
Closure of Roads / Rights of Way / Public Access Ways			
Road closure Fees (includes administration and advertising)	810.00	826.00	826.00
*Road Closure Application Approval - one off events	81.00	82.00	82.00
Advertising Fee for road issue or works	483.00	492.00	492.00
Road dedication (including advertising and administration)	735.00	749.00	749.00
Legal Fees for road indemnification (document preparation & execution)	800.00	816.00	816.00
Road openings - Works by Contractors			
Application Fee - Trenching and/ or boring on roads and reserves	345.00	351.00	351.00
Administration/Inspection Fee - Road Opening or Underground Boring	83.00	84.00	84.00
Refundable Security Deposit			
Road opening/ m2 (minimum $250)	118.00	120.00	120.00
- Under road boring	322.00	328.00	328.00
Performance Bond relating to Road Opening & reinstatement by Contractor / m2 (minimum fee $250)	148.00	150.00	150.00
Exploration Drilling Licence - District Roads/ Reserves			
1-5 holes	314.00	320.00	320.00
6-10 holes	470.00	479.00	479.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
11-30 holes	953.00	972.00	972.00
31-100 holes	1,690.00	1,723.00	1,723.00
more than 100 holes	2,410.00	2,458.00	2,458.00
Bond payable is determined to be equal to the Licence Fee payable			
Traffic Management			
Traffic Count Data - fee per site recording (existing data)	72.00	73.00	73.00
*Traffic Management Plan - Applications	160.00	163.00	163.00
Heavy Haulage Condition Requests			
Undertake detailed assessment of roadway for inclusion on Restricted Access Vehicle Network. Fee per roadway.	525.00	535.00	535.00
Directional Signs for Tourist Attractions and Services			
Application Fee - per application	117.00	119.00	119.00
Annual Licence Fee - per blade	36.00	37.00	37.00
CAT1 and CAT1A - installation per blade	230.91	235.45	259.00
CAT2 and CAT 3 signs - installation per blade	638.18	650.91	716.00
Entrance sign per blade	674.55	687.27	756.00
SUBDIVISION RELATED FEES			
Subdivision Supervision Fees			
Supervision Fee - % of total value of all road & drainage works, other than future lots.			
Consulting Engineer and Clerk of Works fully supervises	1.50%	1.50%	1.50%
Consulting Engineer with no Clerk of Works	3.00%	3.00%	3.00%
Outstanding Works Supervision fees	1,239.00	1,263.00	1,263.00
Early Subdivision Clearance			
Application Fee	690.00	703.00	703.00
Early Subdivision Clearance Fee - % of total value of all outstanding works or minimum plus GST	2.5% or min $5,016	2.5% or min $5,016	2.5% or min $5,016
MISCELLANEOUS FEES			
Gate Permits (per 5 years)	160.00	163.00	163.00
LGA Gate Permits - Application Fee	63.50	65.00	65.00
Road Traffic Warning Signs			
Set of 2 signs, posts and installation	587.27	598.18	658.00
Application Approval Fee	134.50	137.00	137.00
General Sign Works (repair and/or replacement)	Cost plus 30%	Cost plus 30%	Cost plus 30% plus GST
Fireworks Application Approval Fee (per application)	136.00	138.00	138.00
WASTE DISPOSAL AND SANITATION FEES			
DOMESTIC WASTE (BUSSELTON AND DUNSBOROUGH)			
General Domestic Waste (Sorted and Separated)			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars (Sedans) - without tray or trailer	3.64	3.64	4.00
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	7.27	7.27	8.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	13.64	13.64	15.00
Cost per m3 (additional) or Up to 200kg increments of material	3.64	3.64	4.00
Loads containing unseparated waste for all categories will be charged accordingly			
Domestic Bricks and Concrete			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	2.73	2.73	3.00
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	5.45	5.45	6.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	10.91	13.64	15.00
Cost per m3 (additional) or Up to 200kg increments of material	3.64	3.64	4.00
Clean Domestic Greenwaste			
Domestic grass clippings and sawdust	1.82	1.82	2.00
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height less than 1m or Other Trailers.	6.36	7.27	8.00
Other Trailers or 6 x 4 (with a cage) and loaded a height greater than 1m	11.82	13.64	15.00
Unsorted Mixed Waste including Recyclables (not containing Asbestos)			
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	18.18	27.27	30.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	36.36	47.27	52.00
Other Miscellaneous Charges			
Electronic Waste (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Cardboard and Paper (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Glass bottles and jars (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Kerbside Recyclables (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Scrap Metal (e.g. Vehicle bodies, Trailers, Boats - must have their wheels taken off)	Nil	Nil	Nil
Gas bottle (Only domestic loads up to 20kg accepted)	Nil	Nil	Nil
Used Oil including Oily Water (Only domestic loads up to 20L accepted)	Nil	Nil	Nil
Oily water (per litre) - must be marked on drum	Nil	Nil	Nil
White Goods (e.g.Fridges and Freezers)	Nil	Nil	Nil
Bicycle/Motorcycle Tyre - each	1.82	2.73	3.00
Car/ 4WD / Light Truck tyres - each (without rim)	7.27	7.27	8.00
Car/ 4WD / Light Truck tyres - each (with rim)	13.64	23.18	25.50
Truck tyres - each (without rim)	14.55	18.18	20.00
Truck tyres - each (with rim)	27.27	57.73	63.50
Super Singles - each (without rim)	22.73	30.91	34.00
Tractor (Lrg - 1 to 2m Tall) - each (without rim)	31.82	181.82	200.00
Tractor (small - Up to 1m Tall) - each (without rim)	22.73	82.73	91.00
Hot Rod (without rim)	22.73	23.18	25.50
Disposal of other tyre sizes available - Priced on Application	POA	POA	POA
Native Animals <50kg (Eg. Kangaroo / Possums)	Nil	Nil	Nil
Small Animals (less than 50kg)	18.18	18.18	20.00
Medium Animals (Up - 100kg)	40.91	40.91	45.00
Large Animals (100 - 300kg)	90.91	90.91	100.00
Animals in excess of 300kg - Price per tonne (is in addition to the $100 Large Animal Charge)	54.55	54.55	60.00
Sale of grass clippings (per m3)	0.91	0.91	1.00
Rental space for skip bins at waste facilities (per bin per week)	5.45	5.45	6.00
Mattresses (each)	4.55	4.55	5.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
BUSSELTON non-residential or Weighbridge unavailable			
Items brought in that are not listed in the Fees are Priced on Application (POA)			
Clean Greenwaste			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars, Utes, vans, station wagons, 4WD, crew cab or 6 x 4 Trailers (loaded to approx. 1m in height) weighing up to 300kg	6.36	7.27	8.00
Other Trailers or 6 x 4 (with a cage) and loaded a height >1m	11.82	13.64	15.00
Each truck up to 2 tonnes / Each Bulk Bin under 3m3 - per entry	32.73	32.73	36.00
Each Truck up to 4 tonnes / Each Bulk Bins from 3m3 to under 6m3 - per entry	47.27	48.18	53.00
Each Truck up to 8 tonnes / Each Bulk Bin from 6m3 to under 10m3 - per entry	70.00	70.45	77.50
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	93.64	95.45	105.00
Miscellaneous Commercial Charges			
Sale of Mulch - per m3 (self load)	10.00	10.00	11.00
Commercial electronic waste (per item)	8.18	8.18	9.00
Commercial fridges	5.45	5.45	6.00
Commercial cardboard and paper (Utes, vans, station wagons, 4WD, crew cab, trailer)	8.18	9.09	10.00
Commercial cardboard (truck)	16.36	16.36	18.00
Native Animals <50kg (Eg. Birds/Possums)	Nil	Nil	Nil
Native Animals 50 - 300kg (Eg. Kangaroo/Seals)	90.91	90.91	100.00
Small Animals (less than 50kg)	50.00	50.00	55.00
Medium Animals (Up - 100kg)	109.09	109.09	120.00
Large Animals (100 - 300kg)	227.27	227.27	250.00
Animals in excess of 300kg - Price per tonne (is in addition to the $250 Large Animal Charge)	54.55	54.55	60.00
DUNSBOROUGH - Weighbridge Charges			
General waste (Amount exceeding 100 kg)- Price per 100kg	5.45	5.64	6.20
Construction and Demolition Waste (Amount exceeding 100 kg)- Price per 100kg	5.45	5.64	6.20
*Clean Fill Material - per 100kg	Nil	Nil	Nil
*Clean Green waste (Amount exceeding 100 kg)- Price per 100kg	3.18	3.27	3.60
Liquid Waste - Price per 100kg	5.09	5.45	6.00
*Bricks, Concrete and Rubble (Rocks <1m diameter) (Amount exceeding 100 kg)- Price per 100kg	2.82	2.91	3.20
Special Burial (e.g. Asbestos, Large Animal Carcasses) - (Amount exceeding 100 kg) - Price per 100kg	12.27	12.45	13.70
*Material that does not exceed the Class I guidelines, suitable for Daily Cover and Road Building.	Nil	Nil	Nil
** Minimum weighbridge charge for all material - Up to 100kg	24.55	25.00	27.50
**Material that does not exceed the Class I guidelines, suitable for Daily Cover and Road Building.*			
Same rates as Busselton apply if Weighbridge is unavailable			
Items brought in that are not listed in the Fees are Priced on Application (POA)			
Note: Commercial waste is only accepted at Dunsborough. The below fees are only required should, for any reason, the weighbridge be inoperable.			
General Waste			
Commercial General Waste (Sorted and Separated, 6x4 trailer)	7.27	7.27	8.00
Commercial General Waste (Sorted and Separated, Over 6x4 trailer)	13.64	13.64	15.00
Each truck up to 2 tonnes/ each Bulk Bin under 3m3 - per entry	58.18	59.09	65.00
Each Truck up to 4 tonnes/ Each Bulk Bins from 3m3 to under 6m3 - per entry	77.27	79.09	87.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Each Truck up to 8 tonnes/ Each Bulk Bin from 6m3 to under 10m3 - per entry	106.36	108.18	119.00
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	144.55	147.27	162.00
Each Articulated Vehicle/ Each Bulk Bin 20m3 and over - per entry	261.82	267.27	294.00
Compactor vehicles - load capacity not exceeding 3m3	115.45	118.18	130.00
Compactor vehicles - load capacity over 3m3	135.45	138.18	152.00
Each additional m3 over 3m3	7.27	7.27	8.00
Unsorted Mixed Waste including Recyclables (not containing Asbestos)			
Light Vehicles or 6 x 4 Trailers (loaded to approx. 1m in height) up to 200kg	23.64	27.27	30.00
Weights up to 300kg from 6 x 4 (with a cage) and loaded a height >1m or Other Trailers.	47.27	47.27	52.00
Green Waste (clean)			
Loads up to 100kg or each Wheelie Bin (Up to 240L)	1.82	1.82	2.00
Cars, Utes, vans, station wagons, 4WD, crew cab or 6 x 4 Trailers (loaded to approx. 1m in height) weighing up to 300kg	6.36	7.27	8.00
Other Trailers or 6 x 4 (with a cage) and loaded a height >1m	11.82	13.64	15.00
Each truck up to 2 tonnes/ each Bulk Bin under 3m3 - per entry	31.82	32.73	36.00
Each Truck up to 4 tonnes/ Each Bulk Bins from 3m3 to under 6m3 - per entry	47.27	48.18	53.00
Each Truck up to 8 tonnes/ Each Bulk Bin from 6m3 to under 10m3 - per entry	69.09	70.45	77.50
Each Truck over 8 tonnes and below 15 tonnes / Each Bulk Bin from 10m3 to under 20m3 - per entry	93.64	95.45	105.00
Each Articulated Vehicle/ Each Bulk Bin 20m3 and over - per entry	157.27	160.00	176.00
Bricks and Concrete (uncontaminated) - Dunsborough only			
Commercial waste transported by car, utility, van or trailer (6 x 4)	5.45	5.45	6.00
All commercial trailers exceeding 6 x 4	11.82	13.64	15.00
Trucks up to 2 tonnes/ Bulk Bins under 3m3	42.73	43.64	48.00
Trucks up to 4 tonnes/ Bulk bins 3m3 to under 6m3	57.27	58.18	64.00
Trucks up to 8 tonnes/ Bulk bins 6m3 to under 10m3	78.18	80.00	88.00
Trucks over 8 tonnes/ Bulk bins 10m3 to under 20m3	125.45	128.18	141.00
Articulated vehicles/ Bulk bins 20m3 and over	205.45	209.09	230.00
Other Commercial Waste - Dunsborough Only			
Liquid Waste/ Sewage - per kl	50.45	54.55	60.00
Asbestos (per m3)	106.36	108.18	119.00
Special burials (per m3) - prescribed items/ per cubic metre: Asbestos waste, fibreglass insulation and any other waste listed from time to time by the Principal Environmental Health Officer (Medical Waste not accepted)	106.36	108.18	119.00
Timber (demolition or new). Must be milled, uncontaminated and untreated. Acceptance is at the discretion of disposal site attendants and the City may refuse to accept timber.	Nil	Nil	Nil
Bin Hire Charges			
Charge per 240L bin on the condition that bins are collected, emptied, cleaned and returned by the hirer	10.00	10.00	11.00
Charge per 240L lost or damaged bin	121.82	121.82	134.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
FINANCE & CORPORATE SERVICES			
ADMINISTRATION / MISCELLANEOUS FEES			
SALE OF DOCUMENTS			
Council Minutes			
Subscription on a per annum basis	470.00	479.00	479.00
Single Copy - Agenda	35.00	36.00	36.00
Single Copy - Minutes	22.00	22.50	22.50
Purchase of an Audio Recording of a Council meeting	15.00	15.50	15.50
Electoral Rolls			
Per copy	72.00	73.00	73.00
Publications			
Cape of Contrasts Book - Retail	20.00	20.45	22.50
Cape of Contrasts Book - Wholesale	13.64	14.09	15.50
Busselton: a Place to Remember - Retail	16.36	16.82	18.50
Busselton: a Place to Remember - Wholesale	13.64	14.09	15.50
Photocopying Charges			
A4 Sheet	0.27	0.27	0.30
A3 Sheet	2.23	2.27	2.50
CITY OF BUSSELTON LICENCE PLATES			
(Not applicable to plates sold at Auction)			
City of Busselton plates (aluminium)	409.09	409.09	450.00
Dunsborough plates (polycarbonate)	409.09	409.09	450.00
Yallingup plates (polycarbonate)	409.09	409.09	450.00
RATES & FINANCE CHARGES			
Rates/ Property Related Matters			
Ownership Listings - per search	13.00	13.50	13.50
Ownership Listings - per locality	21.00	21.50	21.50
General Enquiry requiring archival research including written rating transaction history (Minimum 1 Hour)	$45.00 per hour	$46.00 per hour	$46.00 per hour
Provision of 2nd Copy of Current Years Annual or Other Rating Notices And/Or Provision of Copies of Each Prior Financial Years Annual or Other Rating Notices	12.00	12.50	12.50
Written Rates and Ownership statement – Settlement Agent/Public	30.00	30.50	30.50
Bi-Monthly Instalment Option Administration Fee	18.00	18.30	18.30
Weekly EasyRates Option Administration Fee	30.00	30.50	30.50
Fortnightly EasyRates Option Administration Fee	25.00	25.50	25.50
Monthly EasyRates Option Administration Fee	20.00	20.50	20.50
Payment Arrangement Administration Fee	30.00	30.50	30.50
Recovery of External Legal Costs (NOTE: All costs, including Solicitors, incurred in recovery of rating debts.)	Actual Cost	Actual Cost	Actual Cost
Application to Court to Set Aside Judgement Orders (NOTE Non-refundable if Magistrate Court declines application.)	65.00	66.00	66.00
Financial Transactions			
Fee on Rejected Payments (NOTE: Dishonoured cheques, reversed credit card and other electronic payments, etc)	25.00	15.00	15.00
Fee to reissue a Payment - 1st reissue where it can be shown that the customer is at fault	$10 plus Any / All Financial Institution Fees Incurred	$10 plus Any / All Financial Institution Fees Incurred	$10 plus Any / All Financial Institution Fees Incurred

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Fee to reissue a Payment - 2nd reissue and thereafter (Where it can be shown that the City is not at fault)	$25 plus Any / All Financial Institution Fees Incurred	$25 plus Any / All Financial Institution Fees Incurred	$25 plus Any / All Financial Institution Fees Incurred
Loan Raising Fees			
Loan Establishment Fee	636.36	649.09	714.00
MAPPING & PROPERTY INFORMATION			
GIS Mapping and Property Information			
Computer Plotting (Full Colour) - City of Busselton Data Only			
A4 Sheet	31.00	32.00	32.00
A3 Sheet	36.00	37.00	37.00
A2 Sheet	45.00	46.00	46.00
A1 Sheet	74.00	75.00	75.00
A0 Sheet	86.00	87.00	87.00
Special Mapping - City of Busselton Data Only			
Provision of printed maps			
Per hour charge	85.00	85.00	85.00
*Printing costs (as per Computer Plotting fees above)			
Minimum charge of $70 (inc GST)			
Provision of maps in PDF/ Image form - City of Busselton Data Only			
Per hour charge	85.50	85.00	85.00
Per PDF or image	27.50	28.00	28.00
Minimum charge of $70 (inc GST)			
Local Planning Scheme - Digital Format	425.00	433.00	433.00
Electronic Extraction Fee	98.50	100.00	100.00
Local Planning Scheme No.21			
Scheme Text	115.00	117.00	117.00
A1 Size -			
Per Sheet	73.50	74.00	74.00
Per Full Set (includes full set maps & text)	1,380.00	1,407.00	1,407.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,875.00	1,912.00	1,912.00
Annual Renewal charge for Scheme Package	1,380.00	1,407.00	1,407.00
A2 Size -			
Per Sheet	44.00	45.00	45.00
Per Full Set (includes full set maps & text)	880.00	897.00	897.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	1,190.00	1,213.00	1,213.00
Annual Renewal charge for Scheme Package	895.00	912.00	912.00
A3 Size -			
Per Sheet	36.00	37.00	37.00
Per Full Set (includes full set maps & text)	725.00	739.00	739.00
Scheme Package (includes full set maps, text & quarterly amendment updates)	980.00	999.00	999.00
Annual Renewal charge for Scheme Package	725.00	739.00	739.00
CEMETERY FEES			
Land Grant for Right of Burial			

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,110.00	2,110.00	2,110.00
Renewal of Grant of Right of Burial : Ordinary land for grave (additional 25 years). Requires proof of Grant Holder's rights	2,110.00	2,110.00	2,110.00
Pre-purchased Grant of Right of Burial: Ordinary land for grave 2m x 1.2m where directed (25 years)	2,330.00	2,330.00	2,330.00
Reservation of specific site: ordinary land (excludes lawn cemetery) in addition to Pre-purchase Grant of Right Of Burial	410.00	410.00	451.00
Burial Charge			
Burial in standard grave to any depth to 2.1m (includes registration and number plate)	1,118.18	1,118.18	1,230.00
Burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	106.82	106.82	117.50
Re-open and second burial in standard (2m x 1.2m) denominational or non-denominational grave - Requires proof of Grant Holder's rights	1,118.18	1,118.18	1,230.00
Re-open and second burial in non-standard (oversize) denominational or non-denominational grave - Additional cost per 30cm deeper or wider	106.82	106.82	117.50
Construction of Vault (Does not include building application fees)	At cost	At cost	At cost plus GST
Vault Grant of Right of Burial	1,280.00	1,280.00	1,280.00
Vault Interment Fee (each)	1,071.36	1,071.36	1,178.50
Vault maintenance fee (annual)	144.09	144.09	158.50
Burial per crypt in mausoleum	978.18	978.18	1,076.00
Interment of a stillborn child (not to be re-opened for joint burial)	281.82	281.82	310.00
Interment of a child up to 12 years old (not to be reopened for joint burial)	536.36	536.36	590.00
Removal of Headstone (Restrictions apply)	433.18	433.18	476.50
Exhumation			
Re-opening grave for exhumation	2,189.55	2,189.55	2,408.50
Re-interment in new or same grave after exhumation (including registration and number plate) - Other fees may apply	1,118.18	1,118.18	1,230.00
Interment of Ashes			
Grant of Right of Burial: Interment of ashes in designate place (perpetual)	260.00	260.00	260.00
Interment of ashes in NICHE WALL - SINGLE placement	437.73	437.73	481.50
interment of ashes in NICHE WALL - DOUBLE (includes first placement)	559.09	559.09	615.00
Interment of ashes in NICHE WALL - SIDE BY SIDE (includes first placement)	559.09	559.09	615.00
Interment of ashes in EXISTING GRAVE - Placement fee only (Assumes current Grant of Right of Burial. If not current, other fees will apply)	363.18	363.64	400.00
Interment of ashes in ROSE GARDEN (includes first placement) - Space for 2 placements	624.09	624.09	686.50
Interment of ashes in NATIVE GARDEN (includes first placement) - Space for 2 placements	624.09	624.09	686.50
Interment of ashes in MEMORIAL DRIVE (includes first placement) Space for 4 Placements	680.00	680.00	748.00
Interment of ashes in 2-PLOT CONTEMPLATION GARDEN (includes first placement)	624.09	624.09	686.50
Interment of ashes in 4-PLOT CONTEMPLATION GARDEN (includes first placement)	824.55	824.55	907.00
Interment of ashes in CONTEMPLATION GARDEN over 4-plot (cost for each additional plot)	93.18	93.18	102.50
Pre-need purchase of Grant of Right of Burial for Ashes	290.00	290.00	290.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Reservation of a designated place for ashes interment (includes first placement)	Plot(s) cost plus 10%	Plot(s) cost plus 10%	Plot(s) cost plus 10% plus GST
Interment of ashes - additional placement after first interment (Requires proof of Grant Holder's rights)	344.55	344.55	379.00
Interment of ashes for Stillborn CHILDREN'S GARDEN - Placement fee (no Grant of Right of Burial required)	281.82	281.82	310.00
Memorial Placement only CHILDREN'S GARDEN Placement fee (no Grant of Right of Burial required)	At cost	At cost	At cost plus GST
Memorial Placement BENCH SEATING (includes cost of bench, concrete footings, freight)	At cost	At cost	At cost plus GST
Memorial Placement BENCH SEATING INSTALLATION costs - Hourly rate	48.18	48.18	53.00
Interment of Ashes BENCH SEATING (includes first placement)	344.55	344.55	379.00
Memorial placement only elsewhere within the cemetery (location to be determined upon application) - SINGLE PLACEMENT	624.09	624.09	686.50
Plaques, vases and other monumental works.	At cost	At cost	At cost plus GST
Plinth (Small - concrete)	48.18	48.18	53.00
Plinth (Large - concrete)	66.82	66.82	73.50
Administration fee for purchase of plaques, plinths, vases and other monumental works (on product only)	10% of cost	10% of cost	10% of cost plus GST
Removal of ashes for return to Grant Holder (requires proof of Grant Holder rights)	298.18	298.18	328.00
Storage of cremated remains per month for remains held longer than 6 months	27.27	27.27	30.00
Positioning & affixing brass vase (if not a part of original placement)	74.55	74.55	82.00
Miscellaneous Charges			
Interment in open ground without due notice, not within usual hours and prescribed or on a Saturday, Sunday or Public Holiday (in addition to Interment costs) Restrictions Apply	969.09	969.09	1,066.00
Funeral Directors licence fee per annum	430.50	430.50	430.50
Single funeral permit (funeral directors only)	199.50	199.50	199.50
Single funeral permit (other than funeral directors)	502.00	502.00	502.00
Monumental Masons licence fee per annum	358.50	358.50	358.50
Single permit to erect a headstone or kerbing	153.50	153.50	153.50
Single permit to erect a monument	174.00	174.00	174.00
Copy of grant of burial	80.00	80.00	80.00
Refund Administration Fee	15% of original purchase price	15% of original purchase price	15% of original purchase price

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
COMMUNITY & COMMERCIAL SERVICES			
STAGING OF CONCERTS			
Concert Application Fee	154.00	157.00	157.00
Concert Licence Fee/Service Charge			
Category 1 (< 500 patrons)	0.00	0.00	0.00
Category 2 (500 - 2500 patrons)	1,510.00	1,540.00	1,540.00
Category 3 (2500 - 5000 patrons)	2,995.00	3,054.00	3,054.00
Category 4 (5000 - 8000 patrons)	4,270.00	4,355.00	4,355.00
Category 5 (8000 -12000 patrons)	7,155.00	7,298.00	7,298.00
Category 6 (12000 -17000 patrons)	11,445.00	11,673.00	11,673.00
Category 7 (17000 - 23000 patrons)	17,210.00	17,554.00	17,554.00
Category 8 (23000 -30000 patrons)	24,380.00	24,867.00	24,867.00
Concert Ground Hire Fee			
Category 1 (< 500 patrons)	722.73	736.36	810.00
Category 2 (500 - 2500 patrons)	3,650.00	3,722.73	4,095.00
Category 3 (2500 - 5000 patrons)	7,163.64	7,306.36	8,037.00
Category 4 (5000 - 8000 patrons)	10,804.55	11,020.00	12,122.00
Category 5 (8000 -12000 patrons)	14,331.82	14,618.18	16,080.00
Category 6 (12000 -17000 patrons)	17,968.18	18,327.27	20,160.00
Category 7 (17000 - 23000 patrons)	21,490.91	21,920.00	24,112.00
Category 8 (23000 -30000 patrons)	24,881.82	25,379.09	27,917.00
Concert Community Amenity Bond			
Category 1 (< 500 patrons)	670.00	683.00	683.00
Category 2 (500 - 2500 patrons)	1,325.00	1,351.00	1,351.00
Category 3 (2500 - 5000 patrons)	2,785.00	2,840.00	2,840.00
Category 4 (5000 - 8000 patrons)	8,240.00	8,404.00	8,404.00
Category 5 (8000 -12000 patrons)	13,815.00	14,091.00	14,091.00
Category 6 (12000 -17000 patrons)	20,575.00	20,986.00	20,986.00
Category 7 (17000 - 23000 patrons)	27,470.00	28,019.00	28,019.00
Category 8 (23000 -30000 patrons)	41,170.00	41,993.00	41,993.00
Concert Ground Hire Bond			
Category 1 (< 500 patrons)	2,665.00	2,718.00	2,718.00
Category 2 (500 - 2500 patrons)	8,255.00	8,420.00	8,420.00
Category 3 (2500 - 5000 patrons)	16,505.00	16,835.00	16,835.00
Category 4 (5000 - 8000 patrons)	24,705.00	25,199.00	25,199.00
Category 5 (8000 -12000 patrons)	27,495.00	28,044.00	28,044.00
Category 6 (12000 -17000 patrons)	32,935.00	33,593.00	33,593.00
Category 7 (17000 - 23000 patrons)	43,950.00	44,829.00	44,829.00
Category 8 (23000 -30000 patrons)	49,525.00	50,515.00	50,515.00
Loadings & Allowances			
commercial - 5%			
community - 0%			
charitable - 50% (discount)			
liquor - 5%			
night (per hour after 10pm) - 10%			
EVENTS & CASUAL GROUND HIRE			
*Event Application Fee	82.00	83.00	83.00
*Event Application Fee - Requiring Multiple Approvals	154.00	157.00	157.00
Commercial Event - City Infrastructure Bond			

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Category 1 (< 500 patrons)	2,665.00	2,718.00	2,718.00
Category 2 (500 - 2500 patrons)	8,255.00	8,420.00	8,420.00
Category 3 (2500 - 5000 patrons)	16,505.00	16,835.00	16,835.00
Category 4 (5000 - 8000 patrons)	24,705.00	25,199.00	25,199.00
Category 5 (8000 -12000 patrons)	27,495.00	28,044.00	28,044.00
Category 6 (12000 -17000 patrons)	32,935.00	33,593.00	33,593.00
Category 7 (17000 - 23000 patrons)	43,950.00	44,829.00	44,829.00
Category 8 (23000 -30000 patrons)	49,525.00	50,515.00	50,515.00
Event Works Fees			
Street Banners - install and remove (per pole) - Fee to be waived for not for profit Community Groups (C1002/061)	149.09	151.82	167.00
Beach Volleyball - set up and dismantle	1,222.73	1,246.36	1,371.00
*Litter Clean-up - per hour	745.45	760.00	836.00
*Marking of reticulation and electricity - per hour	281.82	287.27	316.00
Community Use of Sports Grounds (Community fees are limited to maintained sports grounds e.g. Bovell Park. Fees are not charged for Public Reserves e.g. Mitchell Park etc.)			
Community Usage - per full day (excluding schools within the City of Busselton Municipal area)	268.18	272.73	300.00
Community Usage - per half day (excluding schools within the City of Busselton Municipal area)	134.55	136.36	150.00
Commercial Use of Reserves (Sports Grounds)			
Per day - plus power for use of site	424.55	432.73	476.00
Per half day - plus power for use of site	215.00	219.09	241.00
Commercial Use of Reserves (Other Reserves)			
Per day - plus power	220.00	223.64	246.00
Per half day - plus power	113.18	114.55	126.00
Use of Busselton Foreshore Stage			
Community use of Busselton Foreshore Stage	Nil	Nil	Nil
Commercial use of Busselton Foreshore Stage (per Day)	227.27	231.82	255.00
Stage Curtain Bond	205.00	209.00	209.00
Ground Hire Bonds (to be applied to Community Events)			
Mandatory Bond against rent default, damage etc.:			
Ground Hire Bond (Other Reserves)	545.00	555.00	555.00
Premium Ground Hire Bond (Sporting Grounds, Foreshore)	1,090.00	1,111.00	1,111.00
Busselton Foreshore Stage Bond for community and commercial events	545.00	555.00	555.00
Jetty Closure Fee			
Fee to close the Jetty for fireworks, events, functions (>6 hrs)	277.27	282.73	311.00
Fee to close the Jetty for fireworks, events, functions - per hour rate for < 6 hrs	36.36	37.27	41.00
Use of Public Grounds for Markets			
* Per market (plus Power)	125.91	128.18	141.00
Power usage for markets/events on public grounds (excluding sporting grounds) per half day	24.55	25.45	28.00
EVENTS - EQUIPMENT HIRE & SIGNAGE			
Hire of Stage/ Track Mat			
* Stage - per module (3m2) per day	107.27	109.09	120.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Stage hire bond	446.00	454.00	454.00
* Track mat - per unit (2.4m x 1.2m) per day	11.18	11.36	12.50
Track Mat Bond per unit	5.15	5.50	5.50
Hire of Grandstands			
Hire per grandstand with roof (inc. delivery & installation)	300.00	305.45	336.00
Hire per grandstand without roof (inc. delivery & installation)	120.00	121.82	134.00
Event Signage			
Large Event Sign	116.82	119.09	131.00
Small Event Sign	111.82	113.64	125.00
(includes sign approval and booking fee for minimum 2 weeks)			
Event Sign Extension	60.91	61.82	68.00
(continued use for an additional minimum of 2 weeks)			
Hire of electronic events billboard (per 2 week period)	New	227.27	250.00
Commercial Hire Site Traders (Non Food)			
Application for Commercial Hire Site	155.00	158.00	158.00
Application for Transfer of Commercial Hire Site Permit	155.00	158.00	158.00
Commercial Hire Site Permit Fee – Zone 1			
Prime sites (e.g. established coastal and foreshore nodes) as depicted within Commercial Use of City Land and Facilities Policy			
12 months	3,165.00	3,228.00	3,228.00
Commercial Hire Site Permit Fee – Zone 2			
Other sites as depicted within Commercial Use of City Land and Facilities Policy			
12 months	2,060.00	2,101.00	2,101.00
Commercial Activity Permit (Non Food)			
Application for Commercial Activity Permit	155.00	158.00	158.00
Application for Transfer of Commercial Activity Trader's Permit	155.00	158.00	158.00
Commercial Activity Permit – Class 1*	1,500.00	1,530.00	1,530.00
Commercial Activity Permit – Class 2*	1,350.00	1,377.00	1,377.00
Commercial Activity Permit – Class 3*	1,200.00	1,224.00	1,224.00
* fees can be charged on a pro rata basis (minimum 1 month period)			
Foreshore Kiosk Permit - Busselton Foreshore			
Application for Foreshore Kiosk Permit	155.00	158.00	158.00
Application for Transfer of Foreshore Kiosk Permit	155.00	158.00	158.00
Foreshore Kiosk Permit - Busselton Foreshore 12 months*	3,000.00	3,060.00	3,060.00
Application for Kiosk Permit renewal	New	81.00	81.00
* fees can be charged on a pro rata basis			
Kiosk Bond	1,125.00	1,147.00	1,147.00
Commercial Use of Marine Berthing Platforms - Whale Watching / Tour Vessels - Per Vessel			
Daily Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	65.00	66.00	66.00
Registered Length of Vessel: 10m to less than 15m	72.00	73.00	73.00
Registered Length of Vessel: 15m to less than 25m	78.00	79.00	79.00
Registered Length of Vessel: over 25m	91.00	92.00	92.00
Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	515.00	525.00	525.00
Registered Length of Vessel: 10m to less than 15m	570.00	581.00	581.00
Registered Length of Vessel: 15m to less than 25m	620.00	632.00	632.00
Registered Length of Vessel: over 25m	720.00	734.00	734.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Three Monthly Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	1,235.00	1,259.00	1,259.00
Registered Length of Vessel: 10m to less than 15m	1,390.00	1,417.00	1,417.00
Registered Length of Vessel: 15m to less than 25m	1,545.00	1,575.00	1,575.00
Registered Length of Vessel: over 25m	1,855.00	1,892.00	1,892.00
Annual Fees (Maximum duration of use permitted) -			
Registered Length of Vessel: 0m to less than 10m	3,600.00	3,672.00	3,672.00
Registered Length of Vessel: 10m to less than 15m	4,120.00	4,202.00	4,202.00
Registered Length of Vessel: 15m to less than 25m	4,630.00	4,722.00	4,722.00
Registered Length of Vessel: over 25m	5,145.00	5,247.00	5,247.00
Refundable Bonds -			
Registered Length of Vessel: 0m to less than 10m	2,500.00	2,550.00	2,550.00
Registered Length of Vessel: 10m to less than 15m	3,500.00	3,570.00	3,570.00
Registered Length of Vessel: 15m to less than 25m	4,500.00	4,590.00	4,590.00
Registered Length of Vessel: over 25m	6,000.00	6,120.00	6,120.00
Application for new Marine Berthing Permit	150.00	153.00	153.00
Application for Marine Berthing Permit renewal	80.00	81.00	81.00
** Bond charge per vessel payable in advance (in addition to insurance requirements)*			
** Permit fee payable in advance at issue of notice approval*			
Commercial Use of Marine Berthing Platforms - Cruise Ship Vessels			
Tender berthing permit fee at Busselton Jetty (per ship visit)			
Less than 1,000 pax (registered ship capacity)	2,115.00	2,157.00	2,157.00
Between 1,000 and 2,000 pax (registered ship capacity)	4,230.00	4,314.00	4,314.00
Greater than 2,000 pax (registered ship capacity)	5,280.00	5,385.00	5,385.00
ARTGEO CULTURAL COMPLEX			
Courthouse Complex hire			
Studio, Fodder Room and Bond store hire per hour each (Minimum 2 hours)	13.64	14.09	15.50
New Courtroom per one-off event (excluding exhibitions)	200.00	200.00	220.00
Bond Store including Terrace Garden per one-off event (excluding exhibitions)	145.45	145.45	160.00
Courtyard and Marine Terrace Garden per hour each (Minimum 2 hours)	45.45	45.45	50.00
Storage Fee per week	51.82	52.73	58.00
City of Busselton Art Award Entry Fee	31.82	31.82	35.00
Market Stall Fee	22.73	22.73	25.00
Heritage Tour Fee Adult	9.09	9.09	10.00
Heritage Tour Fee Child	4.55	4.55	5.00
Heritage Tour Family Pass (2 x Adults , 2 x Children)	18.18	18.18	20.00
Exhibition hire			
ArtGeo gallery per one-off event -includes kitchen access (excluding exhibitions)	350.00	354.55	390.00
ArtGeo Gallery per week	218.18	218.18	240.00
New Courtroom per week	200.00	200.00	220.00
Dayroom per week	90.91	90.91	100.00
Bond Store per week	109.09	109.09	120.00
Ballaarat House per week	145.45	145.45	160.00
Additional Installation and dismantle fee (per hour)	47.27	47.27	52.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Artists required to apply & sign booking form. Additional exhibition charges based on cost-recovery are assessed on a case-by-case basis			
Commission Rates on exhibition sales			
Community Groups	20% of retail sale	20% of retail sale	20% of retail sale (incl. GST) plus GST
ArtGeo Gallery	34% of retail sale	34% of retail sale	34% of retail sale (incl. GST) plus GST
ArtGeo Gallery - Please Note - Protocol requires that established artists with an established representing gallery share sales commission between the temporary gallery and the permanent.			
Commission Rates on art sales			
Rostered Artists	20% of retail sale	20% of retail sale	20% of retail sale (incl. GST) plus GST
Non-rostered Artists	30% of retail sale	30% of retail sale	30% of retail sale (incl. GST) plus GST
Courthouse Gallery - Please Note - Protocol requires that established artists with an established representing gallery share sales commission between the temporary gallery and the permanent.			
LIBRARY CHARGES			
Replacement Library Membership Cards	5.00	5.00	5.00
Library Bags - Red	1.36	1.36	1.50
Photocopy Charges (per copy) - black & white	0.18	0.18	0.20
Photocopy Charges (per copy) - colour	1.82	0.91	1.00
Image Reproduction - Personal Use - First Image	6.36	6.36	7.00
Image Reproduction - Personal Use - All Subsequent Images	1.36	1.36	1.50
Image Reproduction - Commercial Use - First Image	27.27	27.27	30.00
Image Reproduction - Commercial Use - All Subsequent Images	6.36	6.36	7.00
Printing from the Internet - per A4 copy	0.18	0.18	0.20
USB Sticks	10.91	10.91	12.00
Public Internet - Guest Pass	1.82	1.82	2.00
External Loan Fee	15.00	15.45	17.00
External Loan - Administration Fee	43.27	43.64	48.00
Sale of discarded local stock	Market Rate	Market Rate	Market Rate
BUSSELTON-MARGARET RIVER REGIONAL AIRPORT			
The City of Busselton reserves the right to establish Pricing Arrangements, incorporating elements of the standard fees and charges listed below with partners (including RPT and Open & Closed Charters) based on commercial arrangements.			
Passenger Fees			
Passenger facilitation fee for RPT flights (arriving & departing passengers)	POA *	POA *	POA *
Passenger Screening charge (departing passengers only) for RPT and passengers requiring screening during the RPT operational period applies.	POA *	POA *	POA *
Passenger Facilitation Fee for Open & Closed Charter Flights (per departing passenger) utilising the terminal building	20.00	22.00	24.20

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
POA* - Price on Application. Contact City of Busselton for further information.			
Landing Fees & General Aviation Charges			
Fixed and Rotary wing Aircraft 0 -999 kg MTOW (Flat fee per landing)	4.55	4.55	5.00
Fixed and Rotary wing Aircraft 1,000 -1,999 kg MTOW (Flat fee per landing)	8.18	8.18	9.00
Fixed and Rotary wing Aircraft 2000 - 5699 kg MTOW per part 1000kg	15.45	15.45	17.00
Fixed and Rotary wing Aircraft 5700 - 19,999 kg MTOW per part 1000kg	17.27	17.27	19.00
Fixed and Rotary wing Aircraft greater than 20,000 kg MTOW per part 1000kg	19.09	19.09	21.00
An annual landing fee (optional to per landing fee) for private operators who are City of Busselton Residents or have permanently hangered aircraft including helicopters with a MTOW less than 3000kg MTOW	200.00	204.55	225.00
An annual landing fee (optional to per landing fee) for commercial operators who are City of Busselton Residents or have permanently hangered aircraft including helicopters with a MTOW less than 3000kg MTOW	840.91	859.09	945.00
Apron parking bays 1-11 only, per day - First 3 hrs free	29.09	30.00	33.00
General Aviation hardstand parking only, per day - First 24 hours free	9.09	10.00	11.00
Emergency Services consisting of Royal Flying Doctor Service, SLSWA Rescue Helicopter, DFES and DBCA Fire fighting aircraft, Police Air Wing, Surveillance Australia Rescue, RAC Rescue	Nil	Nil	Nil
Car Park			
FIFO Pre paid per day fee (based on annual use)	5.45	5.45	6.00
Lost parking validation ticket	77.27	90.91	100.00
Car Park frequent user swipe card refundable fee	18.18	18.18	20.00
Public Car Park			
First Hour	0.00	0.00	0.00
Hours 1 to 4	4.55	4.55	5.00
Hours 4 to 6	5.45	5.45	6.00
Hours 6 to 8	6.36	6.36	7.00
Hours 8 to 10	7.27	7.27	8.00
Hours 10 to 12	8.18	8.18	9.00
Hours 12 to 24	9.09	9.09	10.00
Days 1 to 7 (per day)	9.09	9.09	10.00
Days 8 to 13 (per day)	7.27	7.27	8.00
Days 14 to 30 (per day)	6.36	6.36	7.00
Days 31+ (per day)	5.45	5.45	6.00
Other Fees			
Airport Reporting Officer afterhours Call out including- Fuel, CEO Non-conforming activity, carpark, airside escorts - Rate per hour (Minimum 3 hours). No charge for Local Stand-By, Full emergency, crash on airport	70.00	77.27	85.00
Flight Training Permits (as defined in the City of Busselton Noise Management Plan on approval by the City only)	205.00	210.00	210.00
Fee for any commercial or private activity that requires a City approved permit or licence	186.36	190.91	210.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Airport Reporting Officer airside assistance / escort, rate per hour for ARO time > 30 minutes (not including Local Standby, Full Emergency, Crash on Airport with ARO in attendance)	39.09	45.45	50.00
Hanger Hire Fee (min 200sqm) per sqm per week	1.10	1.10	1.10
Aircraft Ground Servicing Equipment hire per hour	By Agreement	By Agreement	By Agreement
Airside Environmental Clean up charges + materials and disposal of waste	Cost Recovery	Cost Recovery	Cost Recovery
BUSSELTON JETTY			
Busselton Jetty Entry Fees			
Single Day Jetty Pass - Single Child (0-16 years)	0.00	0.00	0.00
Single Day Jetty Pass - Single Adult (17 years +)	3.64	3.64	4.00
Annual Jetty Pass - Resident & Ratepayers - Single Adult (17 years +)	3.64	3.64	4.00
Annual Jetty Pass - Non Resident & Ratepayers - Single Adult (17 years +)	45.45	45.45	50.00
Annual Jetty Pass - Non Resident & Ratepayers - Pensioners	22.73	22.73	25.00
* Jetty entrance fee for passengers pre-booked on commercial tours operated by vessels issued with a permit to berth at the Busselton Jetty lower platforms is to be waived;			
Busselton Jetty Misc Fees			
Placement of Memorial Plaque	120.00	122.00	122.00
Installation of Stinger Net	700.00	713.64	785.00
Removal of Stinger Net	700.00	713.64	785.00
Installation of Beach Matting	1,400.00	1,427.27	1,570.00
Removal of Beach Matting	1,400.00	1,427.27	1,570.00
BUSSELTON JETTY TOURIST PARK			
Promotions and calendar dates for high, mid and low seasons are subject ot change and at the discretion of the Chief Executive Officer.			
POWERED SITES			
Overnight Rates			
Low Season - (2 Adults per night)	36.36	37.27	41.00
Mid Season - (2 Adults per night)	40.91	41.82	46.00
High Season - (2 Adults per night)	47.27	48.18	53.00
Low Season Pensioner Rate - (2 Adults per night)	31.82	32.73	36.00
Mid Season Pensioner Rate - (2 Adults per night)	36.36	37.27	41.00
Low Season - Single Person Rate (per night)	29.09	30.00	33.00
Mid Season - Single Person Rate (per night	30.91	31.82	35.00
High Season - Single Person Rate (per night)	38.18	39.09	43.00
Extra Child per night	9.55	10.00	11.00
Extra Adults per night	12.73	13.64	15.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	30.00	30.91	34.00
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more)	34.55	35.45	39.00
Weekly Rates			
Up to 27 Days:			
Low Season - (2 Adults per week)	236.36	240.91	265.00
Mid Season - (2 Adults per week)	265.45	270.91	298.00
High Season - (2 Adults per week)	330.91	337.27	371.00
Low Season Pensioner Rate - (2 Adults per week)	204.55	208.18	229.00
Mid Season Pensioner Rate - (2 Adults per week)	236.36	240.91	265.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Low Season - Single Person (per week)	186.36	190.00	209.00
Mid Season - Single Person (per week)	216.36	220.91	243.00
High Season - Single Person (per week)	267.27	272.73	300.00
Extra Child per week	61.82	61.82	68.00
Extra Adults per week	81.82	82.73	91.00
Low Season Clubs - per site (2 persons) (Rate only applies in low season and 15 vans or more)	190.91	190.91	210.00
Mid Season Clubs - per site (2 persons) (Rate only applies in mid season and 15 vans or more	207.27	207.27	228.00
After 27 Days: (less than 90 days)			
Low Season - (2 Adults per week)	238.86	243.60	257.00
Mid Season - (2 Adults per week)	238.86	243.60	257.00
High Season - (2 Adults per week)	322.27	327.96	346.00
Low Season Pensioner Rate - (2 Adults per week)	199.05	202.84	214.00
Mid Season Pensioner Rate - (2 Adults per week)	199.05	202.84	214.00
Low Season - Single Person (per week)	184.83	188.63	199.00
Mid Season - Single Person (per week)	184.83	188.63	199.00
High Season - Single Person (per week)	255.92	260.66	275.00
ONSITE PARK HOMES			
Overnight Rates			
Overnight Rates (based on 2 people)			
Low Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	83.41	81.82	90.00
Mid Season Basic Cabin - up to maximum 4 (without ensuite) (no linen)	92.89	90.91	100.00
High Season Basic Cabin - up to maximum 4 (without ensuite)	125.12	121.82	134.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	108.06	110.00	121.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	118.48	120.91	133.00
High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	140.28	142.73	157.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite; linen to main bed)	125.12	127.27	140.00
Mid Season Cowrie Shell Cabins - up to maximum 4 people(ensuite;linen to main bed)	134.60	137.27	151.00
High Season Cowrie Shell Cabins - up to maximum of 4 people (ensuite;linen to main bed)	156.40	159.09	175.00
Low Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	134.60	137.27	151.00
Mid Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	150.00	165.00
High Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	164.93	168.18	185.00
Low Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	150.00	165.00
Mid Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	159.24	161.82	178.00
High Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	180.09	183.64	202.00
Low Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	146.92	150.00	165.00
Mid Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	159.24	162.73	179.00
High Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	180.09	183.64	202.00
Extra (Age 4 and over)	11.37	10.91	12.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Weekly Rates			
Low Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	538.39	527.27	580.00
Mid Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	603.79	590.91	650.00
High Season Basic Cabin - up to maximum 4 people (without ensuite) (no linen)	875.83	872.73	960.00
Low Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	702.37	716.36	788.00
Mid Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	769.67	785.45	864.00
High Season Cockle Shell Cabins - up to maximum 4 people (ensuite) (linen to main bed)	981.99	1,000.00	1,100.00
Low Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	813.27	829.09	912.00
Mid Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	874.88	891.82	981.00
High Season Cowrie Shell Cabins - up to maximum 4 people (ensuite;linen to main bed)	1,094.79	1,116.36	1,228.00
Low Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	874.88	890.91	980.00
Mid Season Nautilus Shell Cabin - up to maximum 5 people(ensuite;linen to main bed)	954.50	972.73	1,070.00
High Season Nautilus Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,154.50	1,177.27	1,295.00
Low Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	955.45	974.55	1,072.00
Mid Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,035.07	1,055.45	1,161.00
High Season Olive Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,260.66	1,285.45	1,414.00
Low Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	955.45	974.55	1,072.00
Mid Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,035.07	1,055.45	1,161.00
High Season Fig Shell Cabin - up to maximum 5 people (ensuite;linen to main bed)	1,260.66	1,285.45	1,414.00
SEMI PERMANENTS			
Resident Leaves Van Onsite			
Annual charge entitles 90 days use for 2 people (includes one parking space only)	5,118.48	5,213.27	5,500.00
Annual charge entitles 90 days use for 2 people - discounted for early payment prior to 31/07 (includes one parking space only)	4928.91	5,023.70	5,300.00
Parking fee - One parking space is provided with stay up to 90 days - per week fee for vehicles (including boats) after 90 days	18.96	19.91	21.00
***Patrons selling their caravans or park homes must remove them from the Busselton Jetty Tourist Park*			
MISCELLANEOUS			
Booking Cancellation Fee	34.55	36.36	40.00
Washing Machines/ Dryers	3.64	3.64	4.00
Refill of 9kg gas bottle	38.18	38.18	42.00
Shower charge	7.27	7.27	8.00
Linen hire per single bed	7.27	7.73	8.50
Linen hire per queen / double bed	10.91	11.36	12.50
Additional charge for electricity use for caravan air conditioners - per day	10.91	12.73	14.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
HIRE FACILITIES - ALL			
Note: Charge for Full Day bookings capped at 8 Hours			
Facility Hire Bonds			
Undalup Function Room Hire Bond - Low Risk Function	500.00	500.00	500.00
Undalup Function Room Hire Bond - Medium Risk Function	1000.00	1000.00	1,000.00
Undalup Function Room Hire Bond - High Risk Function	2000.00	2000.00	2,000.00
General Facility Hire Bond - Low Risk Function (Community Grp/Commercial/Private no Alcohol)	200.00	200.00	200.00
General Facility Hire Bond - Medium Risk Function (Community Grp/Commercial with Alcohol)	500.00	500.00	500.00
General Facility Hire Bond - High Risk Function (Private with Alcohol)	1000.00	1000.00	1,000.00
Key / Access Card Deposit Bond (as required)	100.00	100.00	100.00
Additional and/or Replacement Key / Access Card (May be deducted from Bond repayment where applicable)	54.55	54.55	60.00
Miscellaneous Facility Fees			
Weddings / Private Functions - Beaches and Reserves - Applied to a Council venue not attracting a facility hire fee.	76.36	77.27	85.00
Note - Prorata Hire may be authorised at the discretion of the CEO			
Booking Deposit - Applicable for applications values exceeding $100.00	10% of hire value	10% of hire value	10% of hire value
Facility Hire Cancellation Fee (less than 1 weeks notice given)	30% of hire value	30% of hire value	30% of hire value
Extraordinary Clean as required or by arrangement	At cost plus 10% administration fee	At cost plus 10% administration fee	At cost plus 10% administration fee
Video Conferencing Facility (Administration Building) - Hourly	22.73	22.73	25.00
Erection of temporary structure on a reserve or public open space marking out fee where applicable	New	45.45	50.00
Churchill Park Hall			
Community Groups - Hourly	27.27	18.18	20.00
Commercial / Private - Hourly	36.36	27.27	30.00
Registered Charities - Hourly	9.09	9.09	10.00
High Street Hall			
Main Hall Only			
Community Group - Hourly	18.18	18.18	20.00
Commercial / Private - Hourly	27.27	27.27	30.00
Registered Charity	9.09	9.09	10.00
Blue Room Only			
Community Group - Hourly	13.64	13.64	15.00
Commercial / Private - Hourly	18.18	18.18	20.00
Registered Charity - Hourly	7.27	7.27	8.00
Rural Halls (Yallingup, Yoongarillup)			
Community Group - Hourly	13.64	13.64	15.00
Commercial / Private - Hourly	18.18	18.18	20.00
Registered Charity - Hourly	9.09	9.09	10.00
Undalup Function Room			
Minimum booking 4 hours			
Function Centre Weekdays			
Community Group - Hourly - Business Hours	54.55	54.55	60.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Commercial/Private - Hourly Business Hours	81.82	81.82	90.00
Registered Charity - Hourly - Business Hours	27.27	27.27	30.00
Function Centre After Hours / Weekends			
Community Group - Hourly - After Hours / Weekends	113.64	113.64	125.00
Commercial/Private - Hourly - After Hours / Weekends	168.18	168.18	185.00
Registered Charity - Hourly - After Hours / Weekends	54.55	54.55	60.00
Additional Charges			
Dance Floor Rental (Each Event)	59.09	59.09	65.00
Undalup Room - Stage Hire	New	72.73	80.00
BUSSELTON COMMUNITY RESOURCE CENTRE			
Minimum booking 2 hours			
Ground Floor Meeting Room (including courtyard)			
Community Group - Hourly	22.73	22.73	25.00
Commercial / Private - Hourly	40.91	40.91	45.00
Registered Charity - Hourly	11.82	11.82	13.00
First Floor Meeting Room 2 or 3			
Community Group - Hourly	11.82	11.82	13.00
Commercial / Private - Hourly	20.91	20.91	23.00
Registered Charity - Hourly	5.45	5.45	6.00
BUSSELTON YOUTH AND COMMUNITY ACTIVITY BUILDING			
Minimum booking 2 hours			
Events Multi-Function Room			
Community Group - Hourly	40.91	40.91	45.00
Commercial / Private - Hourly	63.64	63.64	70.00
Registered Charity - Hourly	20.00	20.00	22.00
Meeting Room			
Community Group - Hourly	23.18	23.18	25.50
Commercial / Private - Hourly	39.09	39.09	43.00
Registered Charity - Hourly	11.82	11.82	13.00
Office Space			
Community Group - per hour	9.09	9.09	10.00
Commercial / Private - Hourly	16.81	16.82	18.50
Registered Charity - Hourly	4.55	4.55	5.00
GROUND HIRE LEVIES:			
SUMMER/ WINTER SPORTS			
(A) Association of Senior Players			
Charged per team per season plus power etc. where applicable.	254.55	254.55	280.00
A per week surcharge to apply where special ground preparation/maintenance is required, i.e. Cricket.	61.82	61.82	68.00
(B) Association of Junior Players			
50% of Senior rates plus full power costs where applicable.	127.27	127.27	140.00
Exceptions to Categories (A) & (B) above			
1. Busselton Trotting Club			
Per meeting plus power	330.00	330.00	363.00
Track maintenance charged at Private Works rates			

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
2. Southern Districts Agricultural Society			
Per day plus power costs for actual show days.	340.91	340.91	375.00
Per day during the set up of the show.	105.45	105.45	116.00
3. South West National Football League			
Per home game plus power costs	218.18	218.18	240.00
4. School Groups			
Sports Carnivals etc. - no charge.	Nil	Nil	Nil
COURT HIRE LEVIES			
For training and competition purposes			
SUMMER/ WINTER SPORTS			
(A) Association of Senior Players			
Charged per team per season plus power etc. where applicable.	20.91	20.91	23.00
SUMMER/ WINTER SPORTS			
(A) Association of Junior Players			
Charged per team per season plus power etc. where applicable.	10.91	10.91	12.00
Additional Charges - Ground / Court hire			
Extraordinary Clean as required or by arrangement	At cost plus 10% administration fee	At cost plus 10% administration fee	At cost plus 10% administration fee
OUTDOOR EXERCISE SITES			
Zone 1 - Twelve (12) month fee	763.64	763.64	840.00
Zone 1 - Six (6) month fee	381.82	381.82	420.00
Zone 2 - Twelve (12) month fee	577.27	577.27	635.00
Zone 2 - Six (6) month fee	289.09	289.09	318.00
GEOGRAPHE LEISURE CENTRE			
Promotions at the discretion of the Chief Executive Officer			
Swimming Pool			
Adult Swim	6.27	6.36	7.00
Concession Swim (Health Care card, or child 5-16 years)	4.73	4.82	5.30
Child under 5 y/o (must be accompanied by an adult)	Nil	Nil	Nil
Spectator	Nil	Nil	Nil
In term Swimming - Education Department	3.45	3.55	3.90
Vacation Swimming - Education Department	3.64	3.73	4.10
Sauna/spa/swim (16 years & over only)	10.91	11.18	12.30
Swimming Pool lane hire - Community (per lane per hour) Individual participants must pay normal pool entry	10.27	10.45	11.50
Swimming Pool lane hire - Commercial (per lane per hour) Individual participants must pay normal pool entry	22.73	23.18	25.50
Local regular not for profit aquatic user groups	4.55	4.55	5.00
Swimming Pool Hire (Outdoor - Exclusive use) per hour (min 3 hours)	106.36	109.09	120.00
Group Pass (2 Adults and 2 children)	17.27	17.64	19.40
Swim aid / equipment hire	1.82	1.82	2.00
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
Learn To Swim - per lesson	15.50	15.80	15.80
Private one on one lesson per 30 mins	41.00	42.00	42.00
Private one on one lesson per 15 mins	20.50	21.00	21.00
Large Inflatable Hire - per hour	154.55	159.09	175.00
Small Inflatable Hire - per hour	105.45	109.09	120.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Dry side inflatable Hire (unsupervised)- maximum 3hrs hire	122.73	127.27	140.00
Group Fitness			
Fitness Centre - Casual	17.27	17.73	19.50
Per person per class (f/t student, health care card, senior's card concession)	11.82	12.09	13.30
Appraisal and programme	68.18	69.55	76.50
Lifestyle Seniors programme	6.82	7.00	7.70
Personal/ Group Training			
Assessment Fee	68.18	69.55	76.50
Small Group One off Training Session (min 2, max 4 persons) cost is per session shared between participants.	60.91	63.64	70.00
Small Group Personal Training - 6 week program, twice per week - cost per person (min 6 participants/6 week program)	116.36	116.36	128.00
PT School programme entry per student (minimum 8 students session)	New	7.27	8.00
Bootcamp - cost per session/term based (minimum 6 people)	New	10.00	11.00
Personal Training - 1 hour session with Trainer (1 on 1)	New	59.09	65.00
Aerobics/aquarobics			
Per person per class	17.27	17.73	19.50
Per person per class (f/t student, health care card, senior's card concession)	11.82	12.09	13.30
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
Sports Stadium			
Sports courts (each per hour) - Community peak	50.45	51.36	56.50
Sports courts (each per hour) - Community Off-peak (9am-3pm, Mon-Fri)	38.18	39.09	43.00
# Volleyball Courts 5 & 6 (i.e. smaller courts)	27.27	28.18	31.00
Sports courts (each per hour) commercial	70.45	71.82	79.00
Community half court - per hour	25.45	25.91	28.50
Badminton Court - per hour	17.27	17.73	19.50
Casual Basketball (Individual fee*) conditions apply	6.36	6.36	7.00
Casual Basketball (Individual fee*) school student rate conditions apply	2.73	2.73	3.00
Whole of stadium hire per day	590.91	602.73	663.00
Whole of stadium hire bond	500.00	500.00	500.00
Crèche/Activity Room			
Crèche / activity room per hour (Commercial)	40.45	41.36	45.50
Crèche / activity room per hour (Community)	30.91	31.82	35.00
Crèche / per child per session	5.64	5.73	6.30
Per Child per session (Book of 5)	23.64	24.09	26.50
Per Child per session (Book of 10)	36.36	37.27	41.00
Vacation Care Program	77.00	77.00	77.00
MEMBERSHIP PACKAGES			
Casual Day Pass (Gym/Aerobics/Pool/Spa/Sauna)	22.73	23.18	25.50
Swim membership: [per person per annum]			
Individual (Adult)	542.73	553.64	609.00
6 months membership	350.91	358.18	394.00
3 months membership	251.82	257.27	283.00
1 months membership	88.18	90.00	99.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Concession (Child, Health care card, seniors card, f/t student)	436.36	445.45	490.00
6 months membership	309.09	315.45	347.00
3 months membership	224.55	229.09	252.00
1 months membership	78.18	80.00	88.00
Double (each)	488.18	498.18	548.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	389.09	397.27	437.00
Direct Debit - fortnightly deduction	21.82	22.27	24.50
Direct Debit - fortnightly concession	18.18	18.64	20.50
Direct Debit - fortnightly double	20.00	20.45	22.50
Gym: [per person per annum]			
Individual	666.36	680.00	748.00
6 months membership	431.82	440.91	485.00
3 months membership	307.27	313.64	345.00
1 months membership	109.09	111.36	122.50
Concession [Child, Health care card, seniors card, f/t student)	562.73	573.64	631.00
6 months membership	376.36	384.09	422.50
3 months membership	270.00	275.45	303.00
1 months membership	92.73	94.55	104.00
Double (each)	613.64	625.91	688.50
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	460.00	469.09	516.00
Direct Debit - fortnightly deduction	24.55	25.00	27.50
Direct Debit - fortnightly concession	20.45	20.91	23.00
Direct Debit - fortnightly double	22.73	22.73	25.00
Group Fitness Classes only: [per person per annum]			
Individual	666.36	680.00	748.00
6 months membership	428.18	436.36	480.00
3 months membership	307.27	313.64	345.00
1 months membership	109.09	111.36	122.50
Concession [Child, Health care card, seniors card, f/t student)	562.73	573.64	631.00
6 months membership	376.36	384.09	422.50
3 months membership	270.00	275.45	303.00
1 months membership	92.73	94.55	104.00
Double (each)	613.64	625.91	688.50
Direct Debit - fortnightly deduction	24.55	25.00	27.50
Direct Debit - fortnightly concession	20.45	20.91	23.00
Direct Debit - fortnightly double	22.27	22.73	25.00
Full membership (includes Gym,Swim and Group Fitness) per annum			
Individual	861.82	879.09	967.00
6 months membership	565.45	576.82	634.50
3 months membership	404.55	412.73	454.00
1 months membership	145.45	148.18	163.00
Concession [Child, Health care card, seniors card, f/t student)	767.27	782.73	861.00
6 months membership	493.64	503.64	554.00
3 months membership	354.55	361.82	398.00
1 months membership	125.45	128.18	141.00
Double (each)	817.27	833.64	917.00
Off Peak (11.00 a.m. to 3.00 p.m. - Monday to Friday)	664.55	678.18	746.00
Direct Debit - fortnightly deduction	31.82	32.73	36.00
Direct Debit - fortnightly concession	28.18	29.09	32.00
Direct Debit - fortnightly double	30.91	31.82	35.00
Remote shift worker membership	454.55	463.64	510.00
Membership cancellation Administration Fee	22.73	22.73	25.00
Pay as you go cancellation fee	47.27	47.27	53.00
Replacement Membership Card	11.82	12.09	13.30

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Corporate Packages			
Swim Club - (Club Access Only) per person per annum. A 25% discount applies on renewal.	25% Discount	25% Discount	25% Discount
# Corporate member Gym/Swim/Spa/Sauna [per person per annum] 10 plus members (each). A 20% discount applies on renewal.	20% Discount	20% Discount	20% Discount
# City of Busselton staff full membership. A 30% discount applies on renewal.	30% Discount	30% Discount	30% Discount
Rehabilitation membership (insurance) 3 month Full only	472.73	481.82	530.00
Health Suites			
Hire - Per day	54.55	55.91	61.50
Storage - per month	78.18	80.00	88.00
Meeting Room Hire			
Community - per hour	20.45	20.91	23.00
Commercial - per hour	34.55	35.45	39.00
Fitness Room Hires			
Community - per hour	35.45	36.36	40.00
Commercial - per hour	67.27	68.64	75.50
NATURALISTE COMMUNITY CENTRE			
Promotions at the discretion of the Chief Executive Officer			
Key / Hire Bond			
Loss of key, unauthorised key transfer to another person, unauthorised key copying, or use of NCC without prior approval - rate per occurrence.	200.00	200.00	200.00
Additional cleaning fee	Cost + 20%. Extra cleaning min. $26 per occurrence	Cost + 20%. Extra cleaning min. $26 per occurrence	Cost + 20%. Extra cleaning min. $28.60 per occurrence
Stadium			
Association - per hour	50.45	51.36	56.50
Casual indoor tennis : Adults - per person per hour.	7.27	7.45	8.20
Casual indoor tennis : Students - per person per hour.	4.55	4.64	5.10
Sports Court (per hour) Community peak	50.45	51.36	56.50
Sports Court (per hour) Community-Off Peak(9am-3pm Mon-Fri; 2pm-5pm Sat)	38.18	39.09	43.00
Sports Court (per hour) commercial	70.45	71.82	79.00
Community half court - per hour	25.45	25.91	28.50
Badminton Court - per hour (includes net, racquets and shuttle)	17.27	17.73	19.50
Casual Shots per hour per person student rate* conditions apply	2.73	2.73	3.00
Casual Shots per hour per person* conditions apply	6.36	6.36	7.00
Multi-Purpose Activity Room (Full)			
Community - per hour	35.45	36.36	40.00
Commercial - per hour	67.27	68.64	75.50
Multi-Purpose Activity Room (Half)			
Community - per hour	21.36	21.82	24.00
Commercial - per hour	34.55	35.45	39.00
Storage Community - per shelf per month or 1m2 floor area	22.27	22.73	25.00
Storage Commercial - per shelf per month or 1m2 floor area	32.73	33.64	37.00
Hire of Ceiling projector and screen per day	0.00	36.36	40.00
Casual Usage per hour per person student rate* conditions apply	2.73	2.82	3.10

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Casual Usage per hour per person* conditions apply	6.36	6.55	7.20
Family Activity Area			
Community - per hour	18.18	18.64	20.50
Commercial - per hour	25.45	26.36	29.00
Community Office Space			
Community - per hour	9.09	9.55	10.50
Commercial - per hour	11.36	11.82	13.00
Kitchen/Servery Area (in addition to other bookings)			
Community - per hour	12.73	13.18	14.50
Commercial - per hour	15.45	15.91	17.50
Community - per day	25.00	25.45	28.00
Commercial - per day	45.45	46.36	51.00
Group Fitness			
Per person per class	17.27	17.73	19.50
Concession per person per class [Health care card, seniors card, f/t student)	11.82	12.09	13.30
Discount tickets - book of 10	10% Discount	10% Discount	10% Discount
Discount tickets - book of 20	15% Discount	15% Discount	15% Discount
Discount tickets - book of 50	20% Discount	20% Discount	20% Discount
12 month Membership (Individual)	666.36	680.00	748.00
12 Month membership Concession [Health care card, seniors card, f/t student)	562.73	573.64	631.00
6 months membership	428.18	436.36	480.00
6 months membership(concession) [Health care card, seniors card, f/t student)	376.36	384.09	422.50
3 months membership	307.27	313.64	345.00
3 months membership(concession) [Health care card, seniors card, f/t student)	270.00	275.45	303.00
1 month Membership	109.09	111.36	122.50
Pay as you go fortnightly direct debit	24.55	25.00	27.50
Pay as you go fortnightly direct debit concession	20.45	20.91	23.00
Pay as you go cancellation fee	47.27	48.18	53.00
Membership cancellation Administration Fee	22.73	22.73	25.00
Double membership - each	613.64	625.91	688.50
City of Busselton staff Group Fitness membership. A 30% discount applies on renewal.	466.36	476.36	524.00
Remote shift worker membership	454.55	463.64	510.00
Seniors Programs			
Strong Active Seniors; Stretch and Revitalise			
Per person per class	7.27	7.45	8.20
Discount tickets - book of 10 - 10% discount	10% Discount	10% Discount	10% Discount
Crèche/ Activity Room			
Casual use. Per Child per session (paid on day)	5.64	5.73	6.30
Crèche Pass (Book of 5)	23.64	24.09	26.50
Crèche Pass (Book of 10)	36.36	37.27	41.00
Vacation care program, per child per day	77.00	77.00	77.00
Shower			
Per person not participating in centre activities, per use of shower facilities	4.55	4.64	5.10
Stage Hire			
Commercial hire per day, or part of.	100.00	100.00	110.00
Community hire per day, or part of.	50.00	50.00	55.00

DESCRIPTION	ADOPTED FEE 2020/21 (Exc GST)	DRAFT FEE 2021/22 (Exc GST)	DRAFT FEE 2021/22 (Inc GST)
Stage hire bond, per use	430.00	430.00	430.00
NCC Grounds Hire			
Community half day	63.64	65.00	71.50
Commercial half day	109.09	111.36	122.50

12.4 Finance Committee - 14/4/2021 - APPLICATION FOR RATE EXEMPTION - RELATIONSHIPS AUSTRALIA WA INC

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Exemptions & Appeals (Rates)
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Rates Coordinator - David Nicholson
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Rate Exemption Application With Letter Attachment B Rate Exemption Application Statutory Declaration

This item was considered by the Finance Committee at its meeting on 14/4/2021, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. **Grant rate exemption to Relationships Australia WA Inc. on 93 Duchess Street, Busselton, effective 9 November 2020 under section 6.26(2)(g) of the *Local Government Act 1995*; and**

2. **Agree that this rate exemption is to continue where Relationships Australia WA Inc. confirm in writing by 30 April annually that they continue to lease and use the property for the purposes stated in the application.**

EXECUTIVE SUMMARY

An application has been received from Relationships Australia WA Inc. (RAWA) for rate exemption on a leased property at 93 Duchess Street, Busselton. This property is being used by RAWA to deliver 4Families Support Service, a mental health and family support service and Bunbury Family Relationships Centre outreach programs. On the basis of the application, this report recommends that the application for exemption be granted effective from 9 November 2020, when RAWA occupied the property in accordance with section 6.26(2)(g) of the *Local Government Act 1995*.

BACKGROUND

RAWA is a not-for-profit benevolent institution with deductible gift receipt status. The vast majority of RAWA income is from Commonwealth and State government grants so as to provide community services. The 4Families Support (4Families) and Bunbury Family Relationships Centre outreach programs were provided from 3/71 Kent Street Busselton until 6 November 2020 when RAWA vacated the property. Council has previously granted a rate exemption for RAWA at 3/71 Kent Street, Busselton, due to the free programs being provided from the property and the organisation's charitable status. At its meeting held on 8 May 2019, Council resolved to:

1. *Approve Relationships Australia (WA) Inc. application for rate exemption under section 6.26(2)(g) of the Local Government Act 1995, "land used exclusively for charitable purposes", for 3/71 Kent Street Busselton effective from the 1st July 2018;*

2. *Agree that this rate exemption is to continue where Relationships Australia (WA) Inc. confirm in writing by the 30th April of each year that it remains the lessee of the property and that the properties use is the same as stated in the rate exemption application;*

3. *Request that the South West Zone representative put a motion to the South West Zone of WALGA for lobbying of the State Government to consider the removal of rate exemptions for charitable organisations under the Local Government Act or that an alternative position to implement a rebate scheme similar to the Pensioners and Seniors Rebate Scheme be considered.*

These programs are now being conducted from 93 Duchess Street, Busselton, effective from 9 November 2020, being the date that RAWA occupied the property.

4Families

4Families is a free service that provides a range of services to families and carers, which aim to reduce family stress and enable children and young people to reach their full potential.

The services provided by 4Families are:

- counselling and emotional support
- information and referrals
- home-based family support
- workshops, seminars and groups
- community development activities
- support for grandparents and carers

The focus is on prevention and early intervention by addressing issues that affect the mental and emotional wellbeing of children and young people.

Where families and carers require more assistance, RAWA will actively work with other services including schools, community organisations, Centrelink and mental health services.

Bunbury Family Relationships Centre

- The Busselton service is the outreach service for the Bunbury Family Relationships Centre.
- It provides information about family relationships at all stages - forming new relationships, overcoming relationship difficulties or dealing with separation and also referring other services that can help.
- For parents experiencing separation, the centre helps the parents to focus on the children's needs and help decide what to do next.
- RAWA can also provide joint sessions with the other parent or family members to help with parenting arrangements.

RAWA provides information, referrals and individual sessions free of charge. RAWA also provides one hour of family dispute resolution sessions free of charge (up to four hours where interpreters are used) and may charge fees after this depending on circumstances. Members of the public are able to drop in or phone the centre for information about programs and services available in the local area that can help strengthen family relationships.

Engagement with Western Australian Local Government Association (WALGA)

Following a Council resolution made in May 2019, the Mayor raised this issue with the South West Zone of WALGA (SWZ) at its meeting in May 2019. The SWZ supported the City of Busselton's view unanimously and resolved as follows:

That the SWZ:

1. *Request that WALGA continue to lobby the State Government to consider the removal of rate exemptions for charitable organisations under the Local Government Act 1994 and that an alternative position may be implementing a rebate similar to the Pensioners and Seniors Rebate Scheme.*

In response to the SWZ's resolution, WALGA advised that the SWZ's position is consistent with the following long-held sector position that:

1. *There is a need to amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and*

2. *Either:*

   a. *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*

   b. *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*

WALGA also added to its submission to the State Government following the consultation on phase 2 of the review of the *Local Government Act*:

> *Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.*

WALGA are continuing to advocate for this position.

OFFICER COMMENT

Section 6.26 of the Act states that all land is rateable except in certain circumstances. Section 6.26(2)(g) states that "land used exclusively for charitable purposes" is not rateable.

It is considered that the free 4Families and Bunbury Family Relationships Centre programs provided by RAWA are charitable in nature and therefore the property at 93 Duchess Street, Busselton, is eligible for rate exemption under section 6.26(2)(g) of the Act.

No physical inspection of the property has been carried out, as the statutory declaration provided on the property's use (at Attachment B) is considered sufficient.

WALGA's advocacy position has not changed in relation to this issue and continues to push for meaningful legislative change in this area. Until then, however, the current approach to rate exemptions due to charitable status is still applicable.

Statutory Environment

Section 6.26(2)(g) of the Act specifically states that land used exclusively for charitable purposes is not rateable.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

Granting rate exemption effective 9 November 2020 would see an estimated $3,035 reduction to Council's 2020/2021 rating income.

This would be offset with an estimated $3,265 in rating income from 3/71 Kent Street, Busselton, due to RAWA vacating this property and its rate exemption entitlements being removed.

Rating income from 93 Duchess Street, Busselton, would reduce by approximately $4,850 for future financial years where it continues to be leased by RAWA and used for providing the free programs as per the rate exemption application, subject to Council's resolution.

Stakeholder Consultation

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

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

However, if Council choses to decline the rate exemption application, then staffing and/or legal costs may be incurred should RAWA request the State Administrative Tribunal review the decision.

Options

As an alternative to the proposed recommendation, the Council could decline the rate exemption application on the basis that it considers the property to be rateable under the Act. As stated above, this is not recommended based on the risks associated with declining the application.

CONCLUSION

It is considered that the property at 93 Duchess Street, Busselton, whilst leased by RAWA and used to provide free 4Families and Bunbury Family Relationships Centre programs to the community, is eligible for rate exemption under section 6.26(2)(g) of the Act.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If granted, the rate exemption on 93 Duchess Street, Busselton, would be effective as of 9 November 2020, being the date when RAWA first occupied the property, and this will be implemented within 1 to 2 weeks of Council's decision.

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the City of Busselton for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the City of Busselton to reproduce any attachments provided with this form for internal purposes only.

City of Busselton
2 Southern Drive
Busselton WA 6280
Locked bag 1
Busselton WA 6280

ABN 87 285 608 991

Phone: (08) 9781 0444
Facsimile: (08) 9432 4634
Email: city@busselton.wa.gov.au
Web: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach all additional documents requested, as failure to do so may result in the application being refused.

Please note that this exemption application will only be considered where the properties rating assessment is up to date. Any approved exemption will be on rates only with Emergency Services Levy and other service charges such as waste services remaining payable. Any overpayment as a result of rate exemption being approved will be refunded. Properties which are granted rate exemption are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address	93 Duchess Street
Suburb	Busselton
Post code	6280

Property Reference Number (if known)	

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Refer to attachment

3. PROPERTY OWNER DETAILS

Organisation	HEFRA PTY LTD
Property owner *(if different to above)*	
Postal address *(including post code)*	c/- Trevor Frusher, Professionals South West, 104 Queen St, Busselton
Telephone	08 9754 1522
Facsimile	
Mobile	0417 177 211
E-mail	

4. APPLICANT DETAILS

Contact Person	Susanna Wee
Position Title	Chief Financial Officer
Postal address *(including post code)*	PO Box 1206, West Leederville
Telephone	08 6164 0112
Facsimile	08 62704491
Mobile	
E-mail	Susanna.Wee@relationshipswa.org.au

5. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporated Act 1987?
*(If **yes**, provide a Certificate of Incorporation)* ☑ Yes ☐ No

Considered "not for profit"? ☑ Yes ☐ No

Have a tax exemption from the Australian Tax Office (ATO)? ☑ Yes ☐ No
(If yes, provide a certificate of tax exemption from the ATO)

Leasing the property? ☑ Yes ☐ No
(If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates)

Have planning approval for the land use of the property? ☑ Yes ☐ No
(A site inspection may be required before the application is processed)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details.

The property is use to run government funded programs, The 4Families and Bunbury Family Relationships Centre.

4Families Support Services

4families is a free service that provides whatever support families and carers need, linking them to a variety of services to reduce family stress and enable children and young people to reach their full potential.

We provide:

- counselling and emotional support
- information and referrals
- home-based family support
- workshops, seminars and groups
- community development activities
- support for grandparents and carers

We focus on prevention and early intervention by addressing issues that affect the mental and emotional well-being of children and young people.

Where families and carers need more assistance, we will actively work with other services including schools, community organisations, Centrelink and mental health services.

Bunbury Family Relationships Centre

- The Busselton service is the outreach service for the Bunbury Family Relationships Centre.
- It provides information about family relationships at all stages - forming new relationships, overcoming relationship difficulties or dealing with separation and also referring other services that can help.
- For parents experiencing separation, the centre helps the parents to focus on the children's needs and help decide what to do next. RAWA can also provide Family Dispute Resolution sessions with the other parent or family members to help with parenting arrangements.
- RAWA can also provide joint sessions with the other parent or family members to help on parenting arrangements.

Information, referral and individual sessions are free of charge. RAWA provides one hour of family dispute resolution sessions free of charge (up to four hours where interpreters are used) and may charge fees after this depending on circumstances. Everyone is welcome to drop in or phone the Centre for information about programs and services available in the local area that can help strengthen family relationships.

6. DOCUMENTATION REQUIREMENTS

Please provide the following documentation with this application:

- ☑ Formal request for rate exemption on the organisation's letter head that includes a written statement outlining the nature of the Organisation's operations, including the following details:
  - Use and occupancy of the property
  - Type of service provided (e.g. food, accommodation etc)
  - Frequency of service provision (e.g. full-time, daily, weekly etc)
  - Whether any payment is received for the services provided by the organisation;
- ☑ Copy of the organisation's constitution;
- ☑ Copy of the organisation's current certificate of incorporation;
- ☑ A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- ☐ A plan of the property, showing all buildings and outbuildings **OR**
- ☐ Floor plan of the leased property area if only part of the property is the subject of this application.
- ☑ A copy of the organisations current years audited financial statements and details of its financial and funding support;
- ☐ Copies of any other relevant documentation that the organisation considers will support this application;

---

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name	TERRI REILLY
Position Title	CEO
Organisation	RELATIONSHIPS AUSTRALIA WA INC.
CEO/Trustee Signature	

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with the City's Town Planning Scheme? YES ☐ NO ☐

Has the property been inspected? YES ☐ NO ☐

Recommend for non-rateable status? YES ☐ NO ☐

Section 6.26 (2) of the Local Government Act 1995 classification	
Person/s or Classes of Persons Affected by this decision	

Reason for non-rateable status:

New Application ☐ Review of Exemption ☐

Amount of rates to be exempted and date to be commenced from (if applicable):

Amount: $	Data (from): Click here to enter a date.

Rubbish bin changes to be levied and dates to be applicable from:

Amount: $	Data (from): Click here to enter a date.

Note: The approval will be for a period of 3 years, unless circumstances change.

2. DECISION – DELEGATED AUTHORITY (3.40)

Approving officer sub-delegated by the CEO to approve the granting of rate exemption status in accordance with the Local Government Act 1995.

Name	
Position	
Signature	

Determination by delegated officer:

☐ DENIED for non-rateable status ☐ APPROVED for partial non-rateable status ☐ APPROVED for non-rateable status

Relationships Australia
WESTERN AUSTRALIA

24 November 2020

Mr David Nicholson
Rates Coordinator
City of Busselton
2 Southern Drive
Busselton 6280

RE: APPLICATION FOR RATES EXEMPTION – 93 Duchess Street, Busselton

We would like to apply for rates exemption for the above mentioned property.

Relationships Australia WA Inc ("RAWA") is not- for- profit Public Benevolent institution and has Deductible Gift Recipient (DGR) status. RAWA receives funding from the Federal and State government to provide services to the community. RAWA has currently leased the property at 93 Duchess Street, Busselton. The property will be used to run the 4Families and the outreach Bunbury Family Relationships Centre programs.

As RAWA is a not-for-profit charitable organization, an exemption from rates would be helpful for our cause and the delivery of services to the community.

We look forward to your favorable reply. Thank you.

Yours sincerely,

Susanna Wee
Chief Financial Officer

CORPORATE
p. 08 6164 0100 a. 156 Railway Pde West Leederville WA 6007
f. 08 6270 4491 m. PO Box 1206 West Leederville WA 6901
1300 364 277 www.relationshipswa.org.au
Relationships Australia (WA) Inc ABN: 32 105 234 326

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, Terri Reilly, of 156, Railway Parade, West Leederville, CEO, Relationships Australia WA Inc. sincerely declare as follows:-

Relationships Australia WA Inc ("RAWA") is a not- for- profit Public Benevolent institution and has Deductible Gift Recipient (DGR) status. RAWA receives funding from the Federal and State government to provide services to the community. RAWA has leased the property at 93, Duchess Street, Busselton WA 6280. As from the 9 November 2020, the property has been used to deliver the 4Families Support Services and is the outreach service for the Bunbury Family Relationships Centre. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005 at 156, Railway Parade, West Leederville

on 15 DECEMBER 2020 by Terri Reilly

in the presence of-

SUSANNA WEE, CPA.

12.5 Finance Committee - 14/4/2021 - BUSSELTON GOLF CLUB INC. SELF SUPPORTING LOAN

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
SUBJECT INDEX	Busselton Golf Club Inc. Self Supporting Loan
BUSINESS UNIT	Community and Recreation
REPORTING OFFICER	Senior Sport and Recreation Project Officer - Brendan McNally
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Busselton Golf Club Strategic Plan Summary

This item was considered by the Finance Committee at its meeting on 14/4/2021, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

1. **Approve a self-supporting loan to the Busselton Golf Club Inc. for the purposes of building a new maintenance shed at the Busselton Golf Club, through the Western Australian Treasury Corporation for the amount of $110,000 for a term of up to ten (10) years.**

2. **Authorises the CEO to enter into a Loan Repayment Agreement with the Busselton Golf Club Inc. where:**

   (a) The Busselton Golf Club Inc. acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan; and

   (b) The loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate Including Government Guarantee Fee at the time of actual funding of the loan.

EXECUTIVE SUMMARY

The Busselton Golf Club Inc. (the Club) has applied to the City of Busselton for a self-supporting loan for $110,000 for a term of 10 years, as part of their maintenance shed upgrade project.

Officers have been working closely with the Club, including the development of a strategic plan, and can confirm that this is one of the Club's key infrastructure priorities.

BACKGROUND

In 2019, through the City's Club Development program, the Club was engaged to undertake a comprehensive strategic planning process. This was funded through a grant from the Department of Local Government, Sport and Cultural Industries' Every Club Funding program.

As an outcome, the Busselton Golf Club Inc. Strategic Plan was developed (Attachment A) which identified six (6) key priority areas. In the priority area of "Golf Course" an action was to upgrade the existing maintenance:

Goal:	To provide a well presented and sustainable course that offers the best playing conditions possible.
Strategy:	Upgrade the maintenance shed.
Outcome:	Investigate funding sources including a self-supporting loan from the City of Busselton.
When:	March 2021
Priority:	High

The existing shed at the Club is over 40 years old and not large enough to safely house the golf machinery required to maintain the golf course. The Club has been adding on to the existing maintenance shed over the past 40 years and has been assessed at the end of its useful life and no longer fit for purpose.

The Club has a membership of 650 and combined with visitors services over 40,000 rounds of golf per year. The club also hosts 3 annual major multi-day events with each event attracting up to 240 intra and interstate participants.

OFFICER COMMENT

City officers have been working closely with the Club over an extended period of time, to carefully plan for the future. The City has assisted the Club in developing a strategic plan which clearly articulates strategies to grow the sport and forms part of the Club's regular board meetings.

The Club is also discussing partnering with the City of Busselton to undertake a master plan of the site which will identify possible partnerships and allow for the Club to plan its future growth for the course, the practice fairways, the Pro Shop, the club rooms and investigate opportunities to partner with complimentary activities.

The upgrade of the maintenance shed is considered to be of a high priority to complete given the current 40-year-old shed is not large enough, safe or functional enough to house the Club machinery.

The project cost breakdown is:

Self-Supporting Loan:	$110,000
Applicant cash:	$ 65,000
Total project:	$175,000

As part of the self-supporting loan application, the Club has provided a range of supporting documentation including:

- Recent Club Board meeting minutes confirming the Club's intent to apply to the City for a self-supporting loan of $110,000 over 10 years.
- Audited financial statements for the financial years ended 30 June 2019 and 30 June 2020 (including 2018 comparatives).
- Year to date reports for the current financial year to 28 February 2021.

These supporting documents have been reviewed by the City's Finance Department and the Club is considered to be in a sound financial position. Provided the Club maintains its current financial position, it should be capable of meeting its repayments.

Statutory Environment

The City's adopted 2020/21 budget has been compiled in accordance with section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*.

Relevant Plans and Policies

The officer recommendation aligns to Council Policy 'Loan Facilities'. This Policy is applicable in offering the Club a self-supporting loan.

Financial Implications

The City's 2020/2021 adopted budget includes the provision for funding of self-supporting loans to the community to a maximum of $200,000. Accordingly, assuming this cap has not been met at the time this loan is to be drawn (if approved), then a formal advertising period and budget amendment would not be required.

The loan would be granted on the basis of the prevailing Western Australian Treasury Corporation (WATC) lending rate including Government Guarantee Fee at the time of actual Funding of the loan. The WATC have advised that the current borrowing rate for 10 years is 1.4415% (inclusive of a 0.7% Government Guarantee Fee which is subject to change in accordance with government policy), noting that this rate is subject to change up until and including the day the loan is drawn down.

All interest and principal repayments would be formally agreed to prior to release of any funding.

Stakeholder Consultation

The City Officers have been consulting with the Club throughout this process.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation, the Council could chose to not approve the request from the Club or consider the following options:

1. Provide a different amount.
2. Set different terms.

CONCLUSION

Through the assessment of documents provided during the application process, officers are of the opinion that the Club is financially sound and has sufficient cash reserves to ensure the maintenance shed upgrade project is completed and the repayment schedule is met. The City has been working together with the Club on its strategic plan and officers consider that this loan will assist the Club to achieve one of its key infrastructure priorities identified under the plan.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Action will be taken immediately to implement the recommendations of the Council.



STRATEGIC DIRECTIONS

Busselton Golf Club

2020-2023

VISION

To be recognised as the leading Golf Club in the region, with a vibrant social hub

Great Golf + Vibrant Social Hub.

SUCCESS

Increased membership + use of facilities + happy members + quality course.

PURPOSE

As a Club we aim to provide quality facilities that cater for outstanding golfing and social experiences for our members, guests and visitors.

VALUES

WE WILL:

- Be accepting, welcoming, inclusive & friendly
- Provide a safe, healthy and sustainable environment.
- Respect our past and look towards the future
- Provide a Healthy Club - be open and accountable

PRIORITY AREAS

LEADERSHIP & GOVERNANCE

Goal: To provide leadership, strong transparent governance and financial sustainability

- A transparent and accountable Board
- Sustainable financial status
- Clear & Transparent Communication

COMMUNICATION & MARKETING

Goal: To raise awareness and improve the communication within and around the Club

- Code of Conduct
- Respect - rules, etiquette, course, facilities and members
- Develop a Communication plan
- Develop a Marketing Plan (including tourism opportunities)

MEMBERS

Goal: To increase our membership base across all age groups, genders and ability levels

- Investigate the introduction of a members card
- Expand social activities
- Focus on family friendly
- Introduce a Buddy System

GOLF COURSE

Goal: To provide a well presented and sustainable course that services members, guests and visitors.

- Long term priority plan for our course
- Upgrade our maintenance facility
- Maintenance plan for reticulation, greens and pathways

GOLF & COMPETITION

Goal: To provide a comprehensive and varied golf program, which supports our club and expands our membership.

- Provide players pathways from junior level
- More mixed competitions
- Support major events
- Player development & support for new players

FACILITIES

Goal: To investigate and provide facility development that allows for future expansion.

- Long term clubhouse upgrade plan
- Upgrade office, shop equipment and systems
- Develop an Asset Management Plan

BUSSELTON GOLF CLUB

08 9753 1050
277 Chapman Hill Rd, Busselton
PO Box 100, Busselton, WA 6280
mail@busseltongolfclub.com.au
www.busseltongolfclub.com.au

13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 DA 20/0916 - MIXED USE DEVELOPMENT (BREWERY, TAVERN, RESTAURANT/CAFE, SHOP AND TOURIST ACCOMMODATION)

STRATEGIC GOAL	2. PLACE AND SPACES Vibrant, attractive, affordable
STRATEGIC OBJECTIVE	2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.
SUBJECT INDEX	Development Applications
BUSINESS UNIT	Development Services
REPORTING OFFICER	Senior Development Planner - Andrew Watts
AUTHORISING OFFICER	Manager, Strategic Planning - Matthew Riordan
NATURE OF DECISION	Regulatory: To determine an application/matter that directly affects a person's right and interests e.g. development applications, applications for other permits/licences, and other decisions that may be reviewable by the State Administrative Tribunal
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Location Plan Attachment B Development Plans Attachment C Landscape Plans Attachment D Applicant report in support of proposal Attachment E Traffic Impact Assessment Attachment F Bushfire Management Plan Attachment G Environmental Noise (Acoustic) Report Attachment H Environmental Report and Fauna Management Plan Attachment I Waste Management Plan Attachment J URBIS design review comments Attachment K Schedule of Submissions

OFFICER RECOMMENDATION

That the Council determines:

A. That application DA20/0916 submitted for a 'Mixed Use Development (Brewery, Tavern, Restaurant/Cafe, Shop and Tourist Accommodation)' is considered by the Council to be generally consistent with Local Planning Scheme No. 21 and the objectives and policies of the zone within which it is located.

B. That Development Approval is issued for the proposal referred to above (A) subject to the following conditions:

General Conditions

1. The development hereby approved shall be substantially commenced within two years from the date of this decision letter.

2. The development hereby approved shall be undertaken in accordance with the signed and stamped Approved Development Plans except as may be modified by the following conditions.

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 satisfaction of the City and have been approved in writing:

3.1 Drainage Management Plan.

3.2 Odour Management Plan.

3.3 Venue Management Plan.

3.4 Acoustic Report which demonstrates that all mechanical services associated with the proposed development, and any other noise source, including noise emanating from Licensed Premises, will comply with the *Environmental Protection (Noise) Regulations 1997*, must be submitted to and approved by the City.

3.5 A Noise Management Plan which shall include (but not be limited to) all recommendations specified in the Environmental Noise Report dated 9 November 2020, prepared by Gabriels Hearne Farrell in order to reduce noise disturbance to neighbours and generally comply with the *Environmental Protection (Noise) Regulations 1997.*

3.6 Lighting Management Plan consistent with the 'dark sky principles' and the requirements of Australian Standard *AS 4282—2019, Control of the obtrusive effects of outdoor lighting*.

3.7 A schedule of the final materials, finishes and colours. The schedule shall include details of the type of materials proposed to be used, including their colour and texture.

3.8 Details of signage, including but not limited to the design, materials and levels of illumination (where applicable).

3.9 Details of the proposed bicycle parking facilities. The details shall include, as a minimum, the location, design and materials to be used in their construction.

3.10 Details of the entry controls required at the southern crossover to Cape Naturaliste Road to ensure this crossover is only used by service vehicles exiting the site in a left-out movement only.

3.11 The southern crossover to Cape Naturaliste Road being designed and constructed to the specification and satisfaction of the City to ensure continuity for pedestrians and that it is of sufficient width to cater for left-out truck movements.

3.12 A contribution of $10,995.80 toward the cost of Road Network Upgrading in the Dunsborough precinct.

3.13 A contribution of $5,795.20 toward the cost of Dual Use Path Network Upgrading in the Dunsborough precinct.

3.14 A contribution of $32,340.00 toward the cost of community facilities in the Dunsborough precinct.

3.15 Satisfactory arrangements shall be made with the City to provide public art works within the development site. This entails compliance with the Percent for Art provisions of the City's Development Contribution Policy via appropriate works up to a minimum value of 1% of the Estimated Cost of Development ("ECD"). Where the value of on-site works is less than 1% of the ECD, a payment sufficient to bring the total contribution to 1% of the ECD is required.

3.16 A Construction Management Plan (CMP). The CMP shall address the following:

- **a. access to and from the site;**
- **b. delivery of materials and equipment to the site;**
- **c. storage of materials and equipment on the site;**
- **d. parking arrangements for contractors and subcontractors;**
- **e. management of construction waste; and**
- **f. other matters likely to impact on the surrounding properties.**

3.17 A Landscape Plan which shall include the following:

- **a. the location, number, size and species type of existing and proposed trees and shrubs, including calculations for the landscaping area;**
- **b. any lawns to be established;**
- **c. fencing to the northern site boundary to provide definition with the Dugalup Brook Recreation Reserve (R42673);**
- **d. any existing landscape areas to be retained;**
- **e. those areas to be reticulated or irrigated; and**
- **f. verge treatments.**

3.18 A Tree Protection Plan (TPP) for the mature trees to be retained on the site and adjoining road reserves as indicated on the approved site plan and for vegetation within the adjoining Recreation Reserve – R42673 (Dugalup Brook). The approved TPP shall be implemented before any of the substantive development is commenced and shall be retained throughout the development period until such time as all equipment, machinery and surplus materials have been removed from the site. Within the areas so fenced, nothing shall be stored or placed, and the ground levels shall not be altered.

3.19 Satisfactory arrangements being made with the City for an easement in accordance with sections 195 and 196 of the Land Administration Act for the benefit of the City of Busselton and the public at large is to be shown on the Deposited Plan to be registered on the Certificate of Title over a 3m wide by 13m deep section of the southeast access way (to Dunn Bay Road) to the satisfaction of the City.

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; and the following conditions have been complied with:

4.1 Arrangements to the satisfaction of the City being entered into to provide for legal access from Cape Naturaliste Road to the development site across the 1.0m wide portion of adjoining recreation reserve (Lot 4959, R42673).

4.2 All vehicle parking, access ways, footpaths and external lighting shall be constructed in accordance with the Australian Standard for Parking Facilities - Off-Street Car Parking (AS 2890.1) and shall be developed in the form and layout depicted on the approved plans to the satisfaction of the City.

4.3 Accessible car parking and access shall be provided and designed in accordance with the Australian Standard for Parking Facilities - Off-Street Car Parking for people with disabilities (AS 2890.6).

4.4 Exterior lighting shall be provided under all awnings, in parking areas and all entry points.

4.5 Buildings within the approved development shall be constructed in accordance with the 'Architectural Requirements' specified in the Environmental Noise Report dated 9 November 2020, prepared by Gabriels Hearne Farrell.

Ongoing Conditions

5. The works undertaken to satisfy Conditions 2, 3 and 4 shall be subsequently maintained for the life of the development; and the following conditions must be complied with:

5.1 The Venue Management Plan for the development shall be implemented and maintained in accordance with the approval details.

5.2 The Noise Management Plan for the development shall be implemented and maintained in accordance with the approval details.

5.3 The southern crossover to Cape Naturaliste Road shall be provided with controlled access to be limited to use only by service vehicles exiting the site in a left-out movement only.

5.4 No roller doors or screens are permitted to be installed to the windows fronting the commercial tenancies fronting Dunn Bay Road.

5.5 All glazing to the commercial tenancies fronting Dunn Bay Road is to be clear, non-tinted glazing and shall not be subsequently obscured by alternative window treatments, signage or internal shelves.

5.6 All doors to shop premises fronting Dunn Bay Road must be kept unlocked for customer access during all hours when the subject premises are trading.

5.7 All services and service-related hardware, including antennae, satellite dishes and air conditioning units, being suitably located away from public view and/or screened to the satisfaction of the City.

5.8 Compliance with the approved Waste Management Plan.

5.9 The approved Bushfire Management Plan shall be implemented and maintained in accordance with the approval details and any recommendations therein.

5.10 Landscaping and reticulation shall be maintained in accordance with the approved Landscape Plan to the satisfaction of the City. 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.

5.11 Within 6 months of the registration of an easement pursuant to Sections 195 and 196 of the *Land Administration Act 1997* over Lot 108 (no. 57) Dunn Bay Road, providing legal access to Lot 2 (no. 59) Dunn Bay Road and completion of the balance crossover on Lot 108 the relevant crossover onto Dunn Bay Road being amended to the specification and satisfaction of the City to allow for shared access to Dunn Bay Road. Within 30 days of the completion of the crossover the redundant portion of the cross over being removed and the area landscaped to the satisfaction of the City.

EXECUTIVE SUMMARY

The City has received a development application for Mixed Use Development (Brewery, Tavern, Restaurant/Cafe, Shop and Tourist Accommodation) at Lot 1 (No.61) and Lot 2 (No.59) Dunn Bay Road, Dunsborough.

The application was advertised for public comment for a period of 28 days. During the consultation period, the main concerns raised related to traffic impacts, parking, noise, odour and environmental impact.

Due to the nature of the issues requiring consideration and the level of community interest, the application is being presented to Council for determination, rather than being determined by City officers acting under delegated authority.

Having considered the application, including submissions received in relation to the application, City officers consider that the application is consistent with the *City of Busselton Local Planning Scheme No. 21* and the broader, relevant planning framework.

It is therefore recommended that the application be approved, subject to appropriate conditions.

BACKGROUND

The Council is asked to consider an application for a Mixed Use Development (Brewery, Tavern, Restaurant/Cafe, Shop and Tourist Accommodation) at Lot 1 (No.61) and Lot 2 (No.59) Dunn Bay Road, Dunsborough.

Key information regarding the application is set out below:

1. **Landowner**: Eldorado Pty Ltd
2. **Applicant**: Element Advisory Pty Ltd
3. **Site area**: 8632m^2
4. **General description of the site**: Lot 1 (No.61) and Lot 2 (No.59) Dunn Bay Road are situated on the northern corner of Dunn Bay Road and Cape Naturaliste Road at the western edge of the Dunsborough Town Centre. Cape Naturaliste Road and Dunn Bay Road run along the western and southern edges of the site (respectively), Dugalup Brook recreation reserve is to the north and two vacant 'Centre' zoned lots are to the east.

   The site is predominantly flat and presently has various trees of species endemic to the area dispersed across the site. The nearest residential properties are located to the west, within the Naturaliste Heights subdivision, with the nearest dwelling approximately 60m from the sites western boundary.
5. **Current development/use:** Lot 1 (No. 61) is currently a vacant site. Lot 2 (No. 59) is occupied by Peko Peko restaurant.
6. **Brief description of proposed development:** The application seeks approval to redevelop the combined site for mixed use commercial purposes, and involves the following components:

   - a 'Brewery' producing primarily for on-site consumption and associated 'Tavern' within Building 1;
   - two 'Restaurant/Café' tenancies including a larger Restaurant style building (Building 2) anticipated to serve lunch and dinner in association with the Tavern

and a smaller Café style building with small coffee roastery (Building 3) anticipated to serve breakfast and lunch only;

- 'Tourism Accommodation' including 18 individual chalet style units at the rear of the site, adjacent to Dugalup Brook, and two self-contained short-stay apartments above the Shop tenancy;
- a ground level 'Shop' tenancy fronting the corner of Dunn Bay Road and Cape Naturaliste Road (Building 4);
- central alfresco dining space;
- two separate car parking areas; one with a single access point from Dunn Bay Road intended to service the Tourist Accommodation units at the rear of the site as well as the food and beverage uses, with a second car park with two crossovers to Cape Naturaliste Road intended to service the retail and short-stay apartments.

7. **Applicable Zoning and Special Control Area designations:** The site is located within the Centre zone and subject to the 'Drive-Through Facility Special Control Area'.

8. **Land-use permissibility:** Several land uses are proposed as follows: 1. 'Shop' and 'Restaurant/Café' are "P" uses in the Centre zone which means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme; 2. 'Tourist Accommodation' is a "D" use in the Centre zone meaning that the use is not permitted unless the local government has exercised its discretion by granting approval; and 3. 'Brewery' and 'Tavern' are "A" uses in the Centre zone meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with Clause 64 of the Deemed Provisions.

OFFICER COMMENT

The main issues considered relevant for detailed discussion in this report are as follows:

- general considerations when making a decision on a development application;
- built form;
- parking and access;
- amenity Impacts (noise and odour);
- environmental Impacts;
- bushfire.

General considerations when making a decision on a development application

When considering a development application for any land use designated as a "D" or "A" land use under Table 2 - The Zoning Table of the Scheme, a decision-maker is required to exercise discretion when considering the development. The exercise of discretion should take into account relevant considerations as identified within Clause 67 – 'Consideration of application by government' of Schedule 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The decision-maker has an obligation to exercise statutory responsibilities appropriately and a decision is required to be based upon sound planning principles.

The Matters to be Considered which are relevant to this development application are outlined in the Statutory Environment section of this report. If an item or issue is not listed in Clause 67, it is not deemed to be a valid planning consideration and therefore is not to be given regard in the determination of a development application.

The improvement of the region, including 'economic development' is one of the broader aims of the Scheme, however, economic considerations are not listed as a matter to be considered within the Regulations. Economic considerations per se should therefore only be considered when setting the planning framework and not when making a determination on an individual development application.

Built Form

The proposal consists of three primary structures arranged around a central courtyard including: a single storey brewery and bar; single storey kitchen and dining; and two-storey retail and short stay apartment building which wraps around the south-west corner of the site with an attached single-storey café. Additionally 18 individual tourist accommodation structures are proposed at the rear of the site adjacent to Dugalup Brook. A mix of materials and finishes are proposed including timber and timber look cladding, metal cladding, local stone, slatted screens, feature paving, timber decks, decorative pergolas and a mix of rooflines.

The proposal adopts an industrial design style for the internal facing food and beverage buildings with saw-tooth style rooves that provide good height, light and ventilation to these buildings. While the industrial style does not reference any existing local aesthetic, the development sits comfortably on the site and is enhanced by the retention of many of the existing mature trees on the site. The chalet or 'tiny-house' style units proposed for short-stay accommodation at the rear of the site are an interesting design, have a very small footprint and are finished in a dark timber-look cladding which assists in making them visually recessive. Further, they are designed to sit lightly on the ground, making them able to be easily moved around, or off, the site in future if desired.

While the site could arguably accommodate a much larger 'landmark' building given its prominence at the western entry to the town centre, this is not considered essential given the lack of public open space and limited pedestrian links and activity at this end of the town centre. The two-storey built form proposed on the Cape Naturaliste Road and Dunn Bay Road corner incorporates a good mix of materials, colours and textures and provides a solid book-end to the town centre, with the desired future character for more substantial buildings able to be accommodated further into the town centre. The proposed design is considered suitable in the context of the surrounding environment and development and can generally be supported.

The need for the proposed retail tenancy on Dunn Bay Road to actively front the street is considered essential to achieve good levels of pedestrian amenity and passive surveillance and ensure that the development does not 'turn its back' on a major thoroughfare within the town centre. While this tenancy includes a recessed entry point from the street frontage, it also provides an entry from the central courtyard.

It is therefore recommended that, should an approval be issued, conditions be included requiring that the entry from Dunn Bay Road be maintained and accessible whenever the shop is open, and that the glazing to this tenancy not be covered or altered in order to block views to and from the shop.

Given the scale of the proposed development, the City commissioned an independent design review of the proposal from Urbis. Urbis advised that the development is considered generally appropriate in the context of the Dunsborough town centre but raised several opportunities for minor improvements, a number of which have been incorporated into the revised site plan, including improved legibility of pedestrian access, reduction in the width of the Dunn Bay Road crossover and revisions to loading and bicycle parking arrangements.

Particular concern was raised in respect of the visual permeability of the proposed acoustic wall on the western side of the courtyard, however the applicant has clarified that a significant portion of the wall is intended to be clear (acoustic glass or similar) ensuring views to and from the courtyard from Cape Naturaliste Road. It is not proposed to open this courtyard up any further as this would have negative consequences in regard to noise abatement. A copy of the Urbis design review is provided at Attachment J.

Parking, Traffic and Access

Parking

The proposal provides for a total of 80 car parking bays, including four universal access bays, across two car parks on the site. The City's Local Planning Policy No. 2.1 'Car Parking' (LPP2.1) specifies that all new development within the Dunsborough Town Centre (the 'Centre' zoned land) should provide car parking at a rate of 4 bays per 100m^2 of net lettable area (NLA) for all land uses. While this should, in principle, also apply to the Tourist Accommodation uses proposed, it is considered more appropriate to require one bay per unit given the likelihood that guests will drive to their accommodation. Based on the NLA provisions for the retail and food and beverage uses and a rate of one bay per accommodation unit, the proposed development generates a requirement for 75 car bays. The proposal provides a total of 80 car bays on site, therefore exceeds the minimum requirement specified by LPP2.1 by five bays.

While the proposed uses may generate well in excess of 80 patrons on site at any one time, the level of parking provided is considered sufficient given the likelihood of reciprocal parking with other uses in the town centre and the ability for people to easily walk and cycle to the site. The proposal also provides space for up to 65 bicycle parking bays, including seven bays within a lockable storage area for staff, which exceeds the LPP 2.1 requirement for 58 bicycle bays.

Land Use	**NLA**	**Requirement**	**Proposed**
Shop	393m^2	55	60
Restaurant/Café	469m^2		
Brewery/Tavern	505m^2		
Tourist Accommodation	20 units *or* Approx 573.92m^2 includes units and decks	20 (one per unit) *or* 23 (approx NLA)	20
Total:	**1367m^2 + 20 units**	**75 (per TA unit) 78 (using NLA)**	**80**

Traffic and Access

The proposal includes two separate car parking areas, one accessed from Cape Naturaliste Road and the other from Dunn Bay Road.

The car park on the Cape Naturaliste Road frontage of the development is accessed by two 9 metre wide crossovers and includes 15 car parking bays, a loading dock and bin store generally intended to be utilised by the proposed shop and upper level short-stay apartments.
While the proposed northern crossover is acceptable as a full-movement access point, movements associated with the southern crossover are required to be limited due to its proximity to the turning pocket for south-bound vehicles turning left from Cape Naturaliste Road into Dunn Bay Road. This requirement was discussed with the applicant during the assessment process and it was agreed that use of the southern crossover would be limited to service vehicles exiting the site in a left-out movement only and controlled by an electronic gate or bollard system. This has been reflected in the relevant plans.

It is also noted that the access points on the Cape Naturalise Road frontage are required to cross an existing 1m wide reserve (Reserve No. 42673) under the City's management for public recreation purposes. It is unclear exactly why this reserve was created in this form (in 1982) but it is considered likely that it was intended to function as a 'spite strip' to prevent access to the site from Cape Naturaliste Road. Given that Part 4.21.1(k) of the Scheme discourages new access to sites from Dunn Bay Road however (see further detail below), it is not considered reasonable to prevent access to the site from this street frontage. The reserve type does not prevent the City from allowing access across this land and as such, it is recommended that, should an approval be granted, formal access across the reserve can be dealt with by way of a condition.

Part 4.21 of the Scheme contains provisions relating to development in the Regional Centre and Centre Zones. As referenced above, Part 4.21.1(k) of the Scheme indicates that no vehicular access to sites shall be taken from Dunn Bay Road unless there is no alternative available. The proposed development includes access to car parks from both Cape Naturaliste Road and Dunn Bay Road. While the construction of any new crossovers to Dunn Bay Road is generally discouraged to assist in improving pedestrian amenity in the town centre, there is an existing double crossover to Dunn Bay Road, associated with the 'Peko Peko' take away food business on the site, in approximately the same location as proposed for the new development. While the number of vehicle movements associated with the new development will exceed those generated by the current business, the inclusion of a crossover to Dunn Bay Road in this case is considered acceptable given the siting of the development at the western edge of the town centre where pedestrian movement is more limited than in the centre.

It is further noted that while the original application material proposed to have the crossover to Dunn Bay Road set off the eastern boundary, discussion with the applicant around future development potential on the adjacent site resulted in revisions to the plans to shift the crossover to the eastern boundary. This change provides the ability for any future development of the adjacent site to tie-in with this crossover (which could subsequently be reduced in width), preventing the potential for two crossovers on this street block of Dunn Bay Road in future. Conditions which address the need for an easement to allow shared access and the ability to require the narrowing of the driveway and crossover in future have been included in the officer recommendation.

The proposal is not expected to generate traffic levels that would negatively affect the capacity of the surrounding road network. While comments received from Main Roads WA suggest the City may wish to consider the long-term need for upgrades to Dunn Bay Road and a wider road verge in this area, the City does not believe that any such upgrades will be necessary in the foreseeable future, and additional verge width is therefore not required.

Bushfire

The potential impacts from bushfire are required to be considered as a large portion of the site is located within a designated Bushfire Prone Area. The proposed development is a vulnerable land use under State Planning Policy 3.7 because visitors and groups to the facility will be less able to respond in a bushfire emergency. Accordingly, a Bushfire Management Plan (BMP) has been prepared by an accredited Level 3 Bushfire Planning Practitioner to support the application, with the aim that the implementation of the BMP will reduce the threat to staff, the public and emergency services in the area. A Bushfire Emergency Evacuation Plan has also been developed in conjunction with the BMP.
The site is located within the Dunsborough townsite which is considered a 'built out area'. In the event of a bushfire emergency, good access and egress is required as well as ready access to an adequate water supply. There is good vehicular access to and within the property, with multiple entries and turn-around areas; scheme water is available to the site and there are two fire hydrants in the immediate vicinity.

The BMP recognises that the short stay accommodation units located adjacent to the recreation reserve containing Dugalup Brook are sited in a location exposed to BAL-FZ and as such a risk assessment has been undertaken consistent with the *Western Australian Planning Commission Position Statement: Tourism land uses in bushfire prone areas,* to identify acceptable mitigation strategies.

The proposal was referred to the Department of Fire and Emergency Services (DFES) who have raised a number of issues in respect to the BMP, seeking updates to provide clarification in respect to inputs used to determine the BAL levels that the development would be exposed to. DFES also raised that it does not support the development of vulnerable land uses at BAL-40/BAL-FZ.

Notwithstanding that DFES does not support the development of vulnerable or high-risk land uses in areas of BAL-40/BAL-FZ, officers consider that the site is located within a built out area and as such, in accordance with the WAPC Position Statement, development at BAL-40/BAL-FZ is able to be considered where supported by a suitable risk assessment. The proposal identifies that all of the development, including the tourist accommodation exposed to BAL-FZ, will be required to be built to the appropriate construction standards. Further, the risk assessment included within the BMP is considered to provide suitable mitigation measures such that officers can recommend support of the proposal, noting its location in the town centre, access to scheme water and hydrants, multiple means of access and the presence of officers on-site to assist with evacuation if required.

If approved, officers recommend that a condition be included as per the DFES recommendation that the BMP be revised to: clearly identify where a Performance Principle Solution has been used to address Bushfire Protection Criteria in place of an Acceptable Solution; provide an audit of the vegetation classifications and distances to vegetation; modify the inputs in the BMP as necessary; and amend the BMP to confirm that the Landscape Plan will comply with Schedule 1 of the *Guidelines for Planning in Bushfire Prone Areas*.

Amenity Impacts

Noise

An Environmental Noise (Acoustic) Report, prepared by Gabriels Hearne Farrell Pty Ltd, was submitted with the application. The report includes an assessment of the likely impact of the proposal on surrounding land uses, including the nearest sensitive receptors, being dwellings on nearby Martingale Drive. The report reviews the architectural requirements of the proposal, such as glazing, insulation, cladding and acoustic walls, as well as the required management actions to adequately control off-site noise impacts.

A number of submissions were received from nearby residential properties to the west indicating concerns regarding the potential noise impacts associated with the proposed venue. The application material was referred to the DWER Noise Branch as the technical experts on environmental noise matters, who provided comments (see Schedule of Submissions at Attachment K) indicating that: the technical detail in the report is reasonable; the predicted noise emissions at the nearby residential receptors seem reliable; the proposed architectural requirements are appropriate and sufficient; the noise management requirements are appropriate and effective; and that the proposed development can comply with the *Environmental Protection (Noise) Regulations 1997*.

A submission was also received relating to the adjacent vacant property to the east, which is also located within the Centre zone, indicating that the development may have a negative impact on any future residential development on that site. In this regard, while it is understood from the modelled decibel levels that there may periodically be noise exceeding the normally acceptable residential levels on this site, it is impossible to model the impact on development that has not yet occurred.

It is also noted that elevated noise levels are experienced in town centres from time to time and that any future residential development of the adjoining site is likely to be required to consider 'quiet house' design in any case. Further, should it be necessary at the time, the City could also require notifications be placed on titles that advise prospective purchasers of any new residential properties in this location of the potential for amenity impacts associated with living in a vibrant town centre.

Given the Noise Branch at DWER has indicated that the proposal can satisfy the requirements of the Noise Regulations and are supportive of the proposed architectural and noise control measures, it is considered that the development can be supported in this regard. While the applicant has indicated that the proposed development could potentially accommodate up to 1,000 patrons on site, it is noted that the acoustic report indicates that impacts can be suitably managed and/or numbers restricted as appropriate dependent on the time of day, which buildings are in use and whether music is being played.

While it is considered unlikely that the premises will actually accommodate 1,000 patrons on all but the rarest of occasions, it is recommended that conditions requiring the provision, approval and on-going compliance with appropriate noise and venue management plans be included on any approval. These plans would address noise emissions from the site and how the venue is managed on an on-going basis, including but not limited to, the types of music, location of bands, operating hours, maximum patron numbers, management of patrons leaving the site and complaints resolution.

Odour

The proposal has the potential, if not appropriately managed, to result in odours emitted from proposed coffee roasting and brewing activities that may impact on the amenity of neighbouring business and nearby residential premises.

The applicant advises that the coffee roasting is anticipated to occur 2 – 3 times per week, conducted during normal business hours and that the coffee roastery will use production techniques to reduce emissions, including afterburning, a process in which the fumes emitted by coffee roasting are eliminated completely through high heat.

The application also indicates that the brewing component of the development is relatively small scale and the intention is to produce primarily for on-site consumption only. The applicant advises that the majority of brewing will only occur during normal business hours and will not occur overnight. The source of potential odour is the boiling stage of the brewing process. This is intermittent on brewing days and only for a short duration. The potential odour has been described by the applicant as:

> *"sweet/ malty/ bready, localised and not intense or sustained. It is not dissimilar to the smells of a bakery, which we note are common in urban areas as is the case in Dunsborough."*

The applicant advises that specialised rooftop products and condensers shall be fitted to flues to cool steam before it exits the single stack, resulting in the removal of almost all odour.

Given the size and type of production and the processes and timings used in the proposed roasting and brewery components, the potential for intense and continuous odour emission is considered minimal and unlikely to adversely affect residents in the vicinity. In order to ensure this is the case across the life of the facility, however, it is recommended that a condition be applied to any approval requiring an odour management plan be prepared by the applicant and approved by the City prior to commencement of use.

Environmental Impacts

The proposal was referred to the Department of Biodiversity, Conservation and Attractions (DBCA) and the DWER given the proposed removal of native vegetation on the site, potential impact on fauna and the proximity of Dugulap Brook.

Comments received from DBCA indicate that the proposal can be supported subject to: a suitable fauna management plan; fauna handlers being present during the approved removal of vegetation on site and the demolition of the existing buildings; the provision of tree protection zones during construction; and the installation of a fence or bollards to define the northern boundary in order to protect vegetation within the adjacent reserve. Conditions addressing these matters have been included in the officer recommendation.

Advice received from DWER indicates that the proposed vegetation removal is likely to be exempt from the requirement for a clearing permit under the *Environmental Protection Act 1986*.

Statutory Environment

The key statutory environment is set out in the Scheme, the *Planning and Development (Local Planning Schemes) Regulations 2015* , Schedule 2 of which is the 'Deemed Provisions', which also functionally forms part of the Scheme. The key aspects of the Scheme and Regulations relevant to consideration of the application are set out below.

Zoning

The site is zoned 'Centre'. The objectives of the 'Centre' zone are as follows:

a. to provide a genuine centre of community life, socially, culturally and economically.

b. to provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme or the Activity Centres State Planning Policy.

c. to ensure that development provides for activation of the street and public spaces, high quality design and a variety of land uses.

d. to provide for medium to high density residential development.

The proposal is generally considered to satisfy the objectives of the zone.

Land-use and permissibility

This mixed use proposal includes a number of different land uses under the Scheme.

The proposed land uses are defined as follows:
"Brewery" *means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the Liquor Control Act 1988.*

"Restaurant/Café" *means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988.*

"Shop" *means premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.*

"Tavern" *means premises the subject of a tavern licence granted under the Liquor Control Act 1988.*

"Tourist Accommodation" *means single occupancy accommodation units, which may be self-contained and may include associated central facilities for the exclusive use of guests, and includes serviced apartments.*

Shop and Restaurant/Café are "P" uses in the Centre zone.

Tourist Accommodation is a "D" uses in the Centre zone.

Brewery and Tavern are "A" uses in the Centre zone.

Consideration of application by local government

Clause 67(1) of the Deemed Provisions within the Regulations sets out 'consideration of application by local government' (formerly referenced as 'matters to be considered'). The following matters are considered to be relevant to consideration of this application:

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

(b) 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;

(c) any approved State planning policy;

(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);

(e) any policy of the Commission;

(f) any policy of the State;

(fa) any local planning strategy for this Scheme endorsed by the Commission;

(g) any local planning policy for the Scheme area;

(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;

(m) the compatibility of the development with its setting, including —

(i) the compatibility of the development with the desired future character of its setting; and

(ii) 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;

(n) 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;

(o) 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;

(p) 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;

(q) 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;

(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(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;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

(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.

The proposal generally complies with the relevant provisions noted above.

Relevant Plans and Policies

Relevant plans and policies must be given due regard in assessing the application, but cannot and do not bind the local government in determining an application for development approval. Plans and policies considered in the assessment of the application are as follows:

Local Planning Policy 2.1 - Car Parking
Provides guidance on the City's requirements for the provision of car parking and bicycle parking facilities for new development. The proposal satisfies the minimum number of car parking and bicycle bays required by the policy.

Local Planning Policy 4.1 - Percent for Art
Identifies development that is required to provide public art as well as methods for determining the contribution and implementation. The policy applies to development with a value greater than $1,000,000 however excludes residential, extractive industry and agricultural development. A condition requiring the relevant contribution has been recommended.

Local Planning Policy 6.1 - Stormwater Management
Provides guidance on methods for achieving the safe and effective management of the quantity and quality of stormwater runoff. A condition requiring stormwater management plan has been recommended.

Local Planning Policy 6.1 - Road, Footpath and Cycle Network Upgrade Contributions
Applies to development within the policy area and requires a contribution for each tourism unit for the purposes of upgrading the distributor road network as well as upgrading the footpath and cycle network infrastructure. A condition requiring the relevant contribution has been recommended.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

Clause 64 of the Deemed Provisions sets out circumstances in which an application for development approval must be advertised, and also sets out the means by which applications may be advertised. Given the scale of the proposed development, it was considered appropriate to advertise the development application.

The purpose of public consultation is to provide an opportunity for issues associated with a proposed development to be identified by those who potentially may be affected. A development application should not be approved or refused based on the number of submissions it receives, rather all applications must be determined on the merits of the particular proposal, including consideration of any relevant planning issues raised through consultation.

The application was open for submissions from 15 January 2021 to 11 February 2021. The application was advertised in the following manner:

1. information regarding the application was posted on the City's website;
2. a portal was created using the City's *YourSay* platform for the online lodgement of submissions;
3. letters were sent to all the land owners and occupiers of properties within 200m of the development site;
4. a notice was placed in a local newspaper on 15, 22, 29 January and 5 February 2021; and
5. two signs were placed on the development site giving notice of the proposed development.

Submissions were received from a total of 47 people (noting that a number of submissions come from people sharing a household). A schedule of submissions is provided as Attachment K. The schedule identifies who submissions were received from and summarises the submissions.

The public submissions can generally be grouped as follows:

Objection

- The proposed access onto Cape Naturaliste Road will conflict with existing vehicular and pedestrian traffic, resulting in safety concerns.
- Amenity impact concerns to nearby residential development due to noise and odour.
- Removal of vegetation which supports endangered fauna.
- Insufficient parking for proposed patron numbers.
- Anti-social behavior from intoxicated patrons.

Support

- Will add vibrancy to the town centre.
- Well-designed architecture.
- Retains a significant portion of the trees on the site.

Where issues are raised that do not relate to the relevant planning framework, they are noted but no further commentary is provided by officers. This does not necessarily suggest that the issues are not genuine issues of concern to the submitter or more broadly, but they are unfortunately not issues that can nor should be addressed in the assessment of this particular application.

In addition to the above, the application was referred to DWER (Noise and Native Vegetation Clearing), DBCA, DFES, MRWA and Department of Planning, Lands and Heritage (Aboriginal Heritage). The comments received from these authorities are included in the Schedule of Submissions.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. The key risk to the City is considered to be the potential reputational and environmental risk that may arise if the site is not managed in a manner consistent with the conditions of approval.

Options

As an alternative to the proposed recommendation, the Council could:

1. Refuse the proposal, setting out reasons for doing so; or

2. Apply additional or different conditions.

CONCLUSION

Subject to the inclusion of relevant conditions, the proposal is considered appropriate to support and it is accordingly recommended for approval.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The applicant and those who made a submission will be advised of the Council decision within two weeks of the Council meeting.



City of Busselton	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	13/04/2021 1:3000 @ A3L	N

element.

Appendix B – Architectural Plans

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

NEW MIXED USE DEVELOPMENT

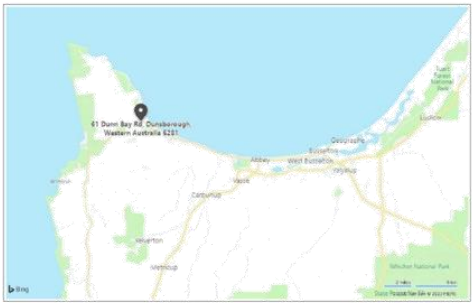
59 - 61 DUNN BAY ROAD | DUNSBOROUGH | WA

DEVELOPMENT APPLICATION ISSUE (REVISED)



DRAWING REGISTER

A0.00 COVER SHEET, REGISTER AND SITE LOCATION PLAN
A0.01 OPPORTUNITIES & CONSTRAINTS AND EXISTING PHOTO RECORD
A0.02 EXISTING FEATURE SURVEY (PREPARED BY SURVCON SURVEYING SERVICES)
A0.03 PROPOSED SITE PLAN WITH AERIAL PHOTOGRAPH INLAY
A1.00 SITE DEMOLITION PLAN
A1.01 PROPOSED SITE MASTERPLAN / ROOF PLAN
A1.02 PROPOSED SITE ELEVATIONS AND 3D MODEL PICTURES
A2.00 PROPOSED WORKS - ALL BUILDINGS
A3.00 PROPOSED WORKS - BUILDING 01
A3.01 PROPOSED WORKS - BUILDING 02
A3.02 PROPOSED WORKS - BUILDING 03
A3.03 PROPOSED WORKS - BUILDING 04
A3.04 PROPOSED WORKS - ACCOMMODATION UNITS



SUBJECT SITE | 59 - 61 DUNN BAY ROAD | DUNSBOROUGH | WA
SOURCE: BING MAPS

DEVELOPMENT APPLICATION

FINESPUN

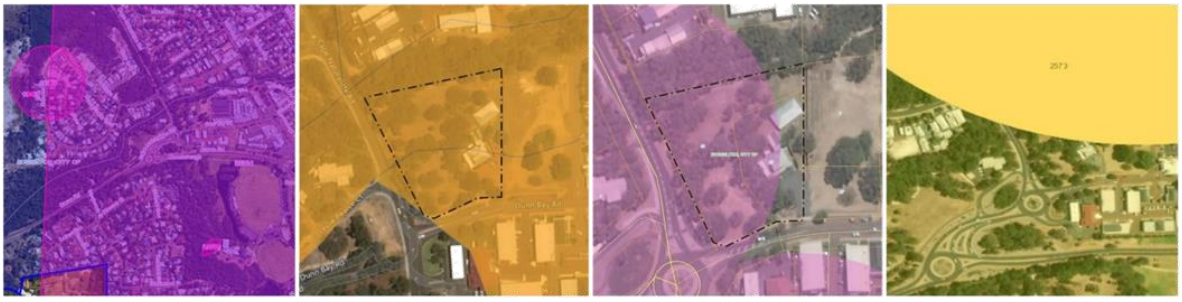
NEW MIXED USE DEVELOPMENT

59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

337
MP
NTS

COVER PAGE, DWG REGISTER AND SITE LOCATION

A0.00 9



ABORIGINAL AND EUROPEAN HERITAGE | ACID SULPHATE SOIL RISK | BUSHFIRE PRONE | ENVIRONMENTAL CONSIDERATIONS



SITE LOCATION - AERIAL PHOTOGRAPH | SITE LOCATION - VIEWS AND SITE ACCESS



SITE LOCATION - AERIAL PHOTOGRAPH | SITE LOCATION - LOCAL INFRASTRUCTURE



SUBJECT SITE - STREET VIEWS | SUBJECT SITE - BRIDGE AND EXISTING CONDITIONS

DEVELOPMENT APPLICATION

FINESPUN

NEW MIXED USE DEVELOPMENT

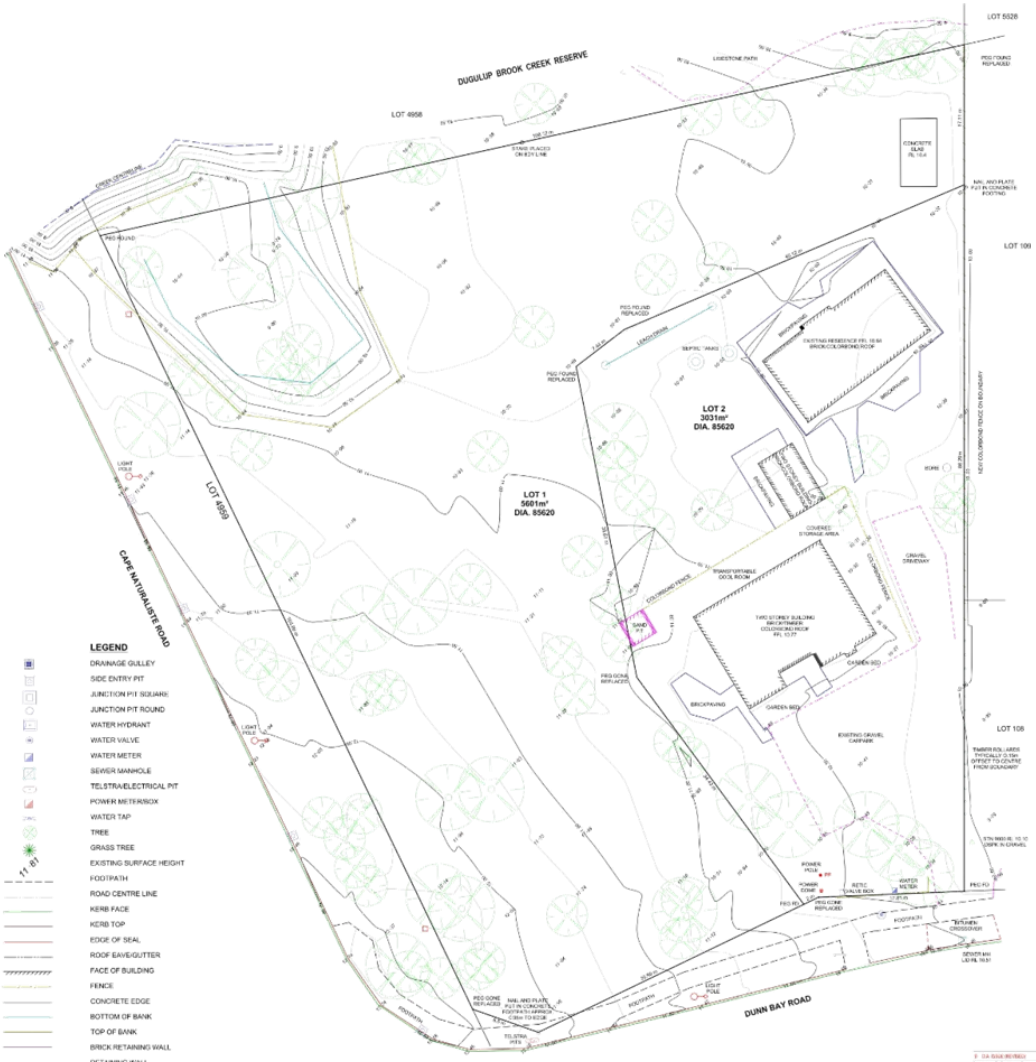
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

337
MP
NTS

OPPORTUNITIES & CONSTRAINTS AND EXISTING PHOTO RECORD

A0.01 9





Licensed Surveyors Act 1909
REGULATION 25A SURVEYOR'S CERTIFICATE

I, Michael Riddle, licensed surveyor, certify that on the 30 December 2015, I re-established the boundaries of Lot 1 and 2 on Diagram 85620 having the Certificate of Title , Volume 2042 Folio 499 and Volume 2042 Folio 500 at Dunn Bay Road Dunsborough as shown on this plan and that the survey was performed in accordance with the provisions of the *Licensed Surveyors (Guidance of Surveyors) Regulations 1961* and the *Licensed Surveyors (Transfer of Land Act 1893) regulations 1961*.

LICENSED SURVEYOR

DEVELOPMENT APPLICATION

FINESPUN

NEW MIXED USE DEVELOPMENT

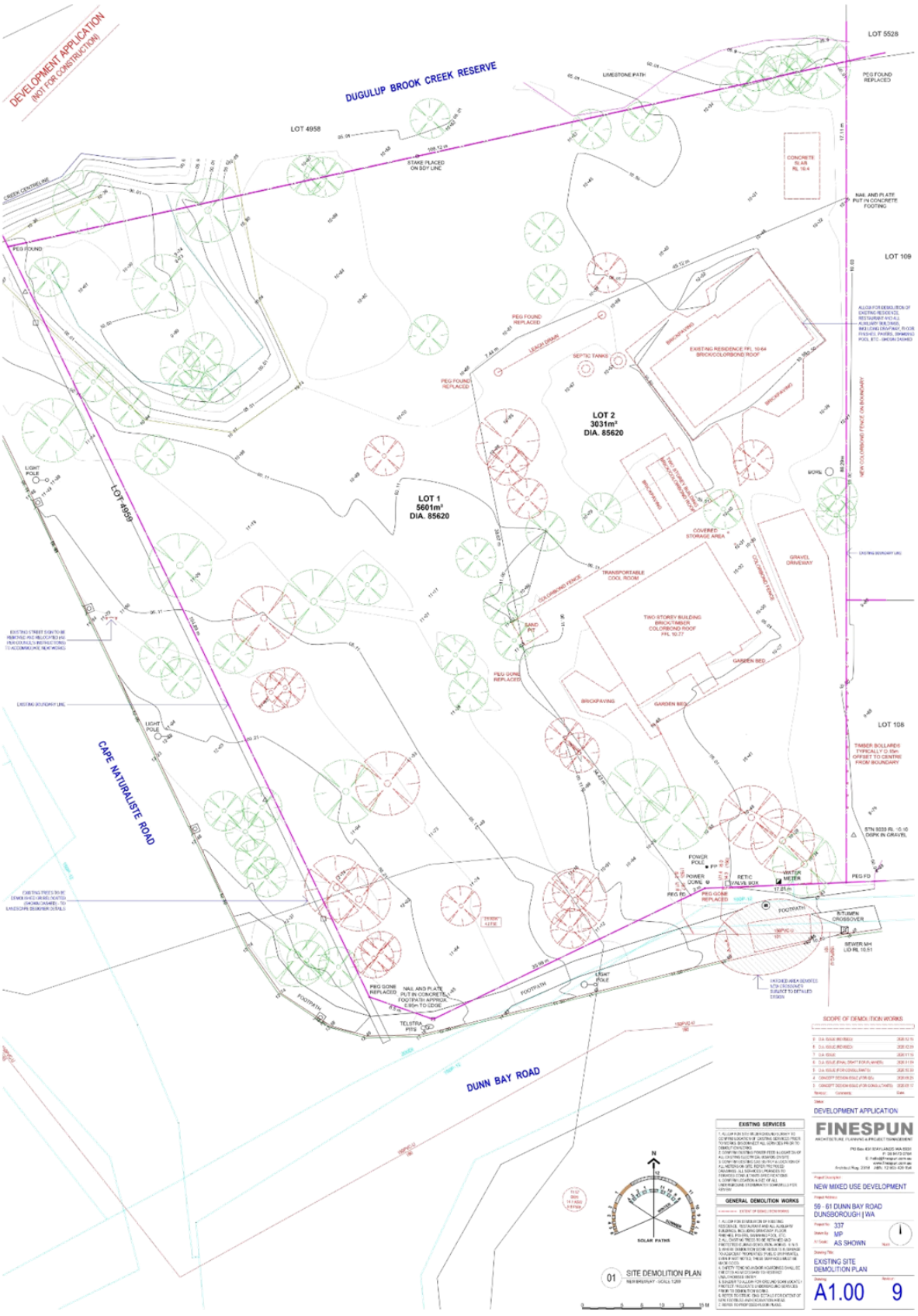
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

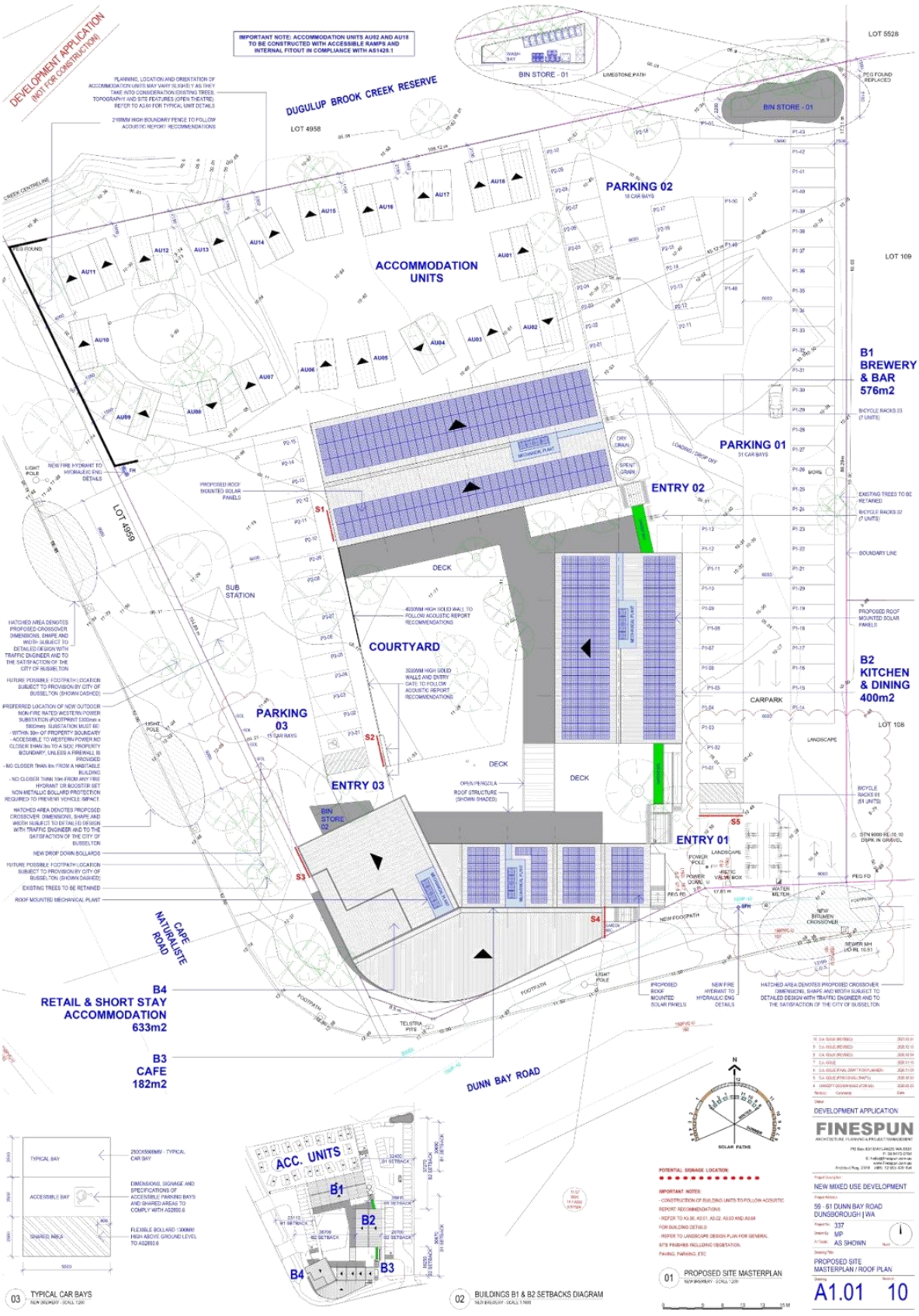
337
MP
AS SHOWN

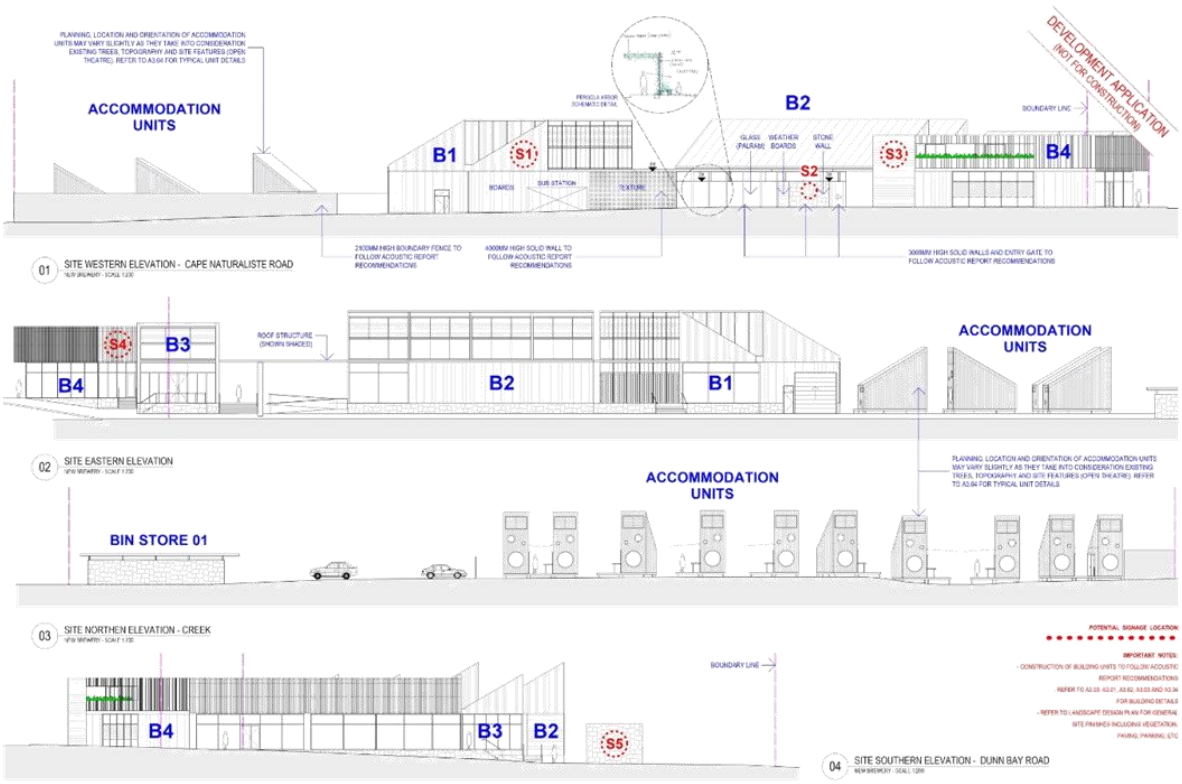
FEATURE & CONTOUR SURVEY BY
SURVCON SURVEYING SERVICES

A0.02 9


DUGULUP BROOK CREEK RESERVE
PARKING 02
ACCOMMODATION UNITS
B1 BREWERY & BAR 576m2
PARKING 01
ENTRY 02
PARKING 03
CAPE NATURALISTE ROAD
SUB STATION
DECK
COURTYARD
B2 KITCHEN & DINING 400m2
DECK
ENTRY 03
B3 - CAFE 182m2
ENTRY 01
BICYCLE RACKS 01 (51 UNITS)
B4 RETAIL & SHORT STAY 633m2
DUNN BAY ROAD
SOLAR PATHS
01 PROPOSED AERIAL VIEW SITE PLAN
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD DUNSBOROUGH | WA
337
MP
AS SHOWN
PROPOSED SITE PLAN WITH AERIAL PHOTOGRAPH INLAY
A0.03
9


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
DUGULUP BROOK CREEK RESERVE
LOT 4958
LOT 5528
LOT 109
LOT 108
LOT 4959
LOT 2
3031m²
DIA. 85620
LOT 1
5601m²
DIA. 85620
CAPE NATURALISTE ROAD
DUNN BAY ROAD
SITE DEMOLITION PLAN
SCOPE OF DEMOLITION WORKS
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
EXISTING SITE
DEMOLITION PLAN
A1.00
9


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
IMPORTANT NOTE: ACCOMMODATION UNITS AU02 AND AU18 TO BE CONSTRUCTED WITH ACCESSIBLE RAMPS AND INTERNAL FITOUT IN COMPLIANCE WITH AS1428.1
DUGULUP BROOK CREEK RESERVE
LOT 4958
LOT 5528
LOT 109
LOT 108
LOT 4959
BIN STORE - 01
PARKING 02
18 CAR BAYS
ACCOMMODATION UNITS
B1
BREWERY & BAR
576m2
PARKING 01
51 CAR BAYS
ENTRY 02
DECK
SUB STATION
COURTYARD
PARKING 03
11 CAR BAYS
ENTRY 03
BIN STORE 02
B2
KITCHEN & DINING
400m2
CARPARK
ENTRY 01
CAPE NATURALISTE ROAD
B4
RETAIL & SHORT STAY ACCOMMODATION
633m2
B3
CAFE
182m2
DUNN BAY ROAD
ACC. UNITS
B1
B2
B3
B4
03 TYPICAL CAR BAYS
02 BUILDINGS B1 & B2 SETBACKS DIAGRAM
01 PROPOSED SITE MASTERPLAN
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
337
MP
AS SHOWN
PROPOSED SITE MASTERPLAN / ROOF PLAN
A1.01
10







DEVELOPMENT APPLICATION

FINESPUN

NEW MIXED USE DEVELOPMENT

59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

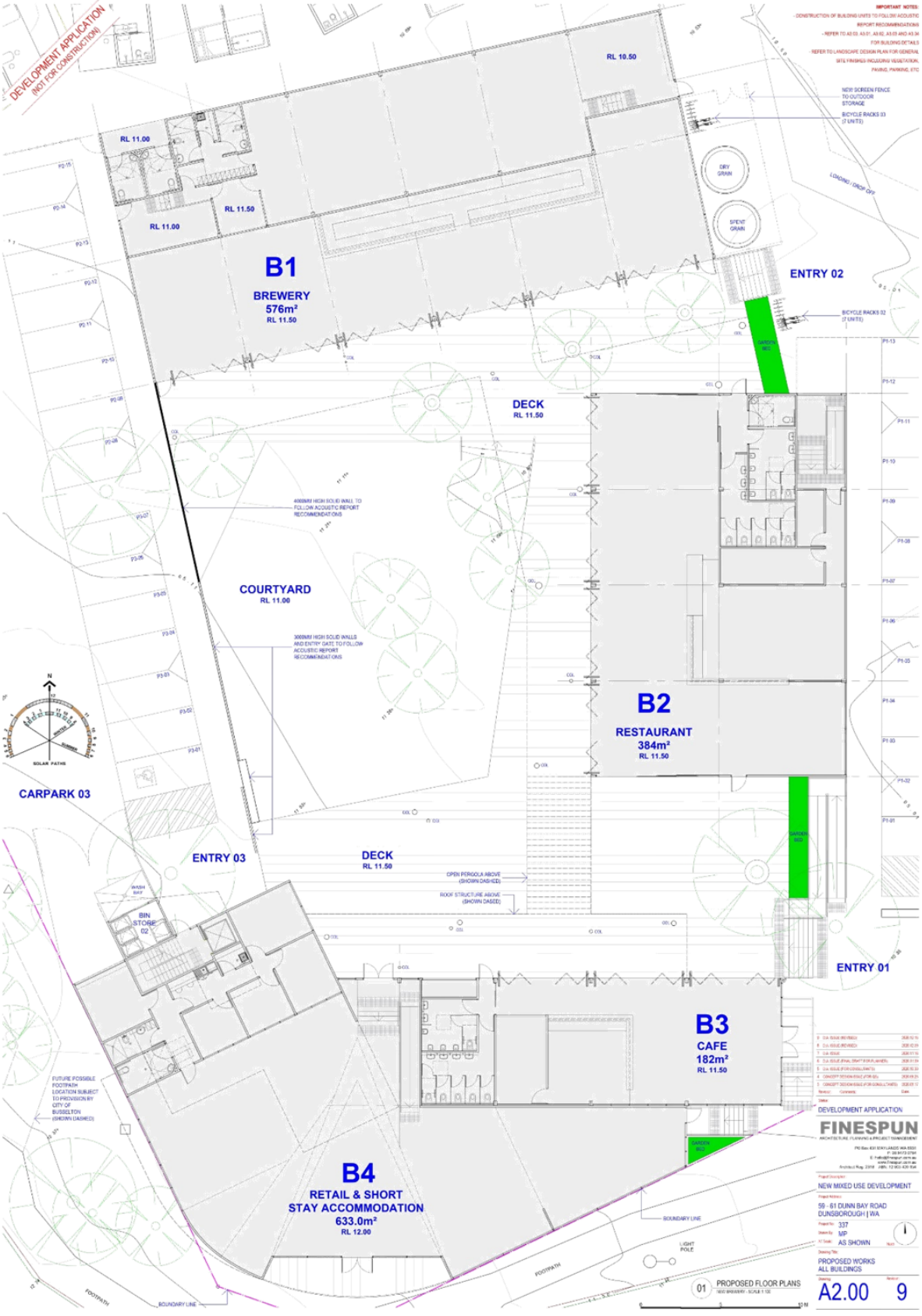
337

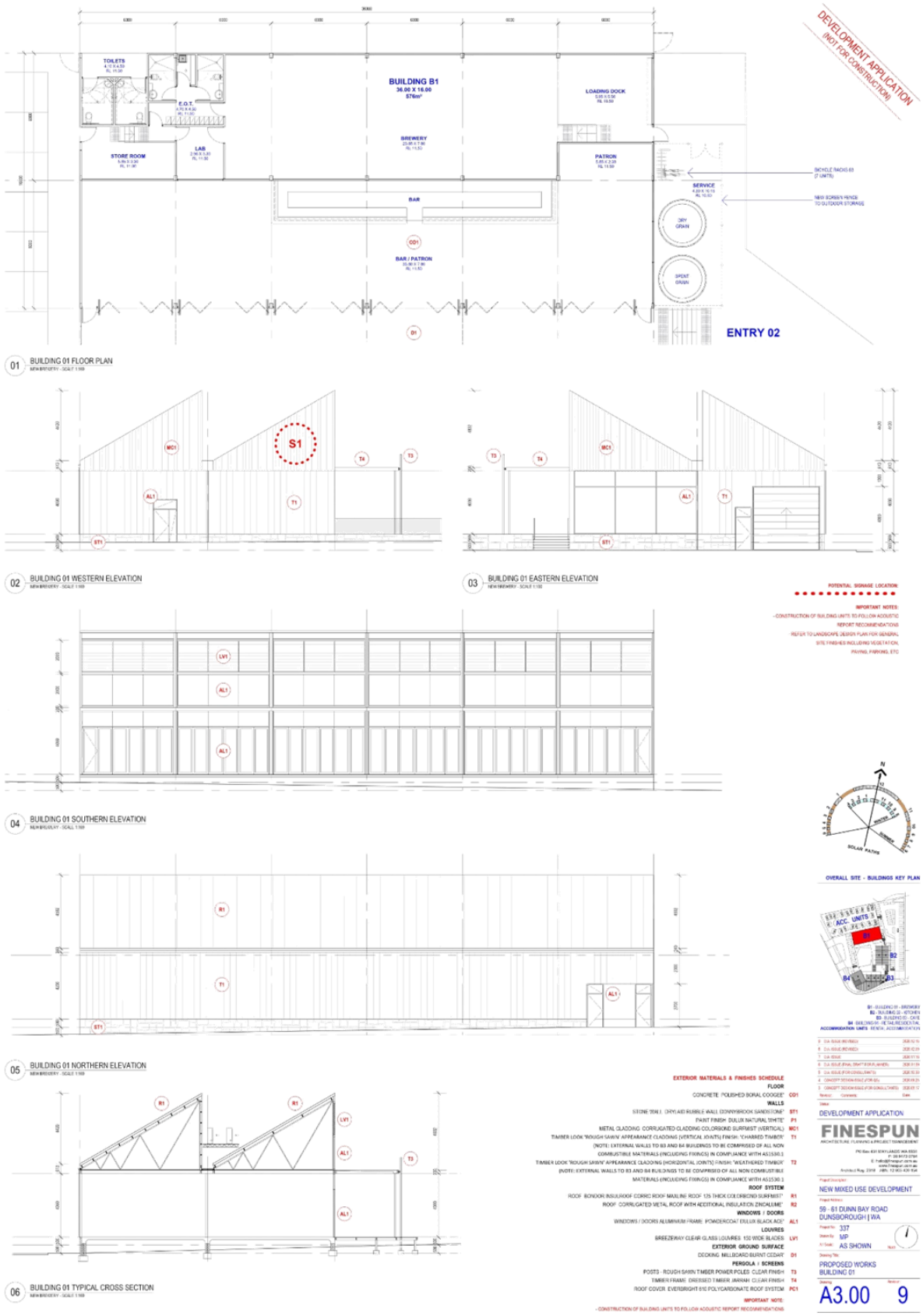
MP

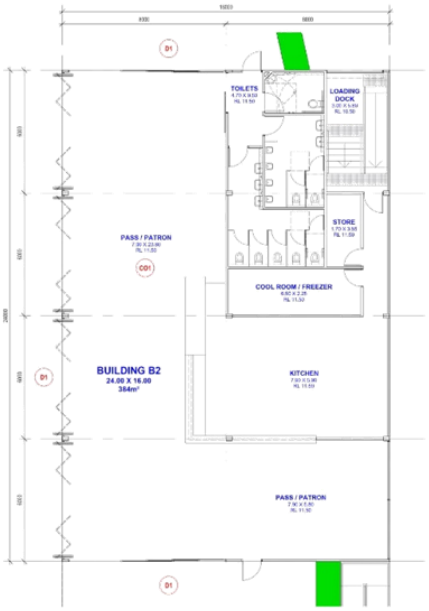
AS SHOWN

PROPOSED SITE ELEVATIONS AND 3D IMAGE

A1.02 9


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
RL 10.50
RL 11.00
RL 11.50
RL 11.00
B1
BREWERY
576m²
RL 11.50
ENTRY 02
DECK
RL 11.50
COURTYARD
RL 11.00
B2
RESTAURANT
384m²
RL 11.50
CARPARK 03
ENTRY 03
DECK
RL 11.50
ENTRY 01
B3
CAFE
182m²
RL 11.50
B4
RETAIL & SHORT
STAY ACCOMMODATION
633.0m²
RL 12.00
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
337
MP
AS SHOWN
PROPOSED WORKS
ALL BUILDINGS
A2.00
9
01 PROPOSED FLOOR PLANS


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
TOILETS
E.O.T.
STORE ROOM
LAB
BUILDING B1
36.00 X 16.00
576m²
BREWERY
LOADING DOCK
PATRON
SERVICE
BAR
BAR / PATRON
DRY GRAIN
SPENT GRAIN
ENTRY 02
01 BUILDING 01 FLOOR PLAN
S1
02 BUILDING 01 WESTERN ELEVATION
03 BUILDING 01 EASTERN ELEVATION
POTENTIAL SIGNAGE LOCATION
IMPORTANT NOTES:
- CONSTRUCTION OF BUILDING UNITS TO FOLLOW ACOUSTIC REPORT RECOMMENDATIONS
- REFER TO LANDSCAPE DESIGN PLAN FOR GENERAL SITE FINISHES INCLUDING VEGETATION, PAVING, PARKING, ETC
04 BUILDING 01 SOUTHERN ELEVATION
OVERALL SITE - BUILDINGS KEY PLAN
05 BUILDING 01 NORTHERN ELEVATION
EXTERIOR MATERIALS & FINISHES SCHEDULE
FLOOR
CONCRETE 'POLISHED BORAL COOGEE' CO1
WALLS
STONE 'BIN J. DRYLAID RUBBLE WALL DONNYBROOK SANDSTONE' ST1
PAINT FINISH 'DULUX NATURAL WHITE' P1
METAL CLADDING 'CORRUGATED CLADDING COLORBOND SURFMIST' (VERTICAL) MC1
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (VERTICAL JOINTS) FINISH: 'CHARRED TIMBER' T1
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (HORIZONTAL JOINTS) FINISH: 'WEATHERED TIMBER' T2
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1
ROOF SYSTEM
ROOF BONDOR INSULROOF CORRO ROOF MAXLINE ROOF 125 THICK COLORBOND SURFMIST' R1
ROOF 'CORRUGATED METAL ROOF WITH ADDITIONAL INSULATION ZINCALUME' R2
WINDOWS / DOORS
WINDOWS / DOORS ALUMINIUM FRAME 'POWDERCOAT DULUX BLACK ACE' AL1
LOUVRES
BREEZEWAY CLEAR GLASS LOUVRES 150 WIDE BLADES LV1
EXTERIOR GROUND SURFACE
DECKING 'MILLBOARD BURNT CEDAR' D1
PERGOLA / SCREENS
POSTS - ROUGH SAWN TIMBER POWER POLES 'CLEAR FINISH' T3
TIMBER FRAME 'DRESSED TIMBER JARRAH' CLEAR FINISH T4
ROOF COVER 'EVERBRIGHT 610 POLYCARBONATE ROOF SYSTEM' PC1
IMPORTANT NOTE:
- CONSTRUCTION OF BUILDING UNITS TO FOLLOW ACOUSTIC REPORT RECOMMENDATIONS
06 BUILDING 01 TYPICAL CROSS SECTION
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
337
MP
AS SHOWN
PROPOSED WORKS
BUILDING 01
A3.00
9



01 BUILDING 02 FLOOR PLAN



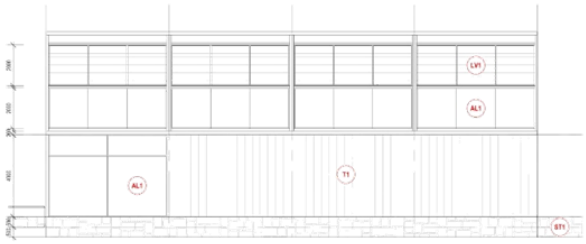
02 BUILDING 02 NORTHERN ELEVATION



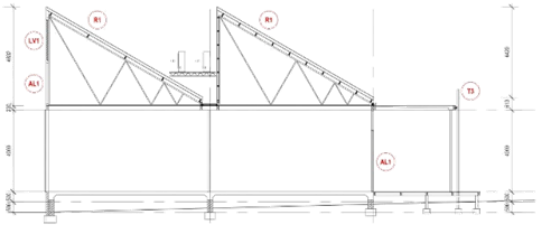
03 BUILDING 02 SOUTHERN ELEVATION



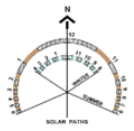
04 BUILDING 02 WESTERN ELEVATION



05 BUILDING 02 EASTERN ELEVATION



06 BUILDING 02 TYPICAL CROSS SECTION



OVERALL SITE - BUILDINGS KEY PLAN



B1 - BUILDING 01 - BREWERY
B2 - BUILDING 02 - KITCHEN
B3 - BUILDING 03 - CAFE
B4 - BUILDING 04 - RETAIL/RESIDENTIAL ACCOMMODATION UNITS - RENTAL ACCOMMODATION

8 D.A. ISSUE (REVISED)	2020.12.15
7 D.A. ISSUE (REVISED)	2020.12.09
6 D.A. ISSUE	2020.11.16
5 D.A. ISSUE (FINAL DRAFT FOR PLANNER)	2020.11.09
4 D.A. ISSUE (FOR CONSULTANTS)	2020.10.30
3 CONCEPT DESIGN ISSUE (FOR GIS)	2020.09.25
2 CONCEPT DESIGN ISSUE (FOR CONSULTANTS)	2020.09.17
Revision Comments	Date

Status
DEVELOPMENT APPLICATION

FINESPUN
ARCHITECTURE, PLANNING & PROJECT MANAGEMENT

PO Box 431 STIRLLAND WA 6501
P: 08 9473 0794
E: hello@finespun.com.au
www.finespun.com.au
Architect Reg. 2018 (WA) 12 WO 428 154

Project Description
NEW MIXED USE DEVELOPMENT

Project Address
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

Project No. 337
Drawn By MP
AS SHOWN
Drawing Title
PROPOSED WORKS
BUILDING 02

Drawing A3.01 Revision 9

EXTERIOR MATERIALS & FINISHES SCHEDULE

FLOOR
CONCRETE 'POLISHED BORAL COOGEE' CO1

WALLS
STONE 'BIN J. DRYLAID RUBBLE WALL DONNYBROOK SANDSTONE' ST1
PAINT FINISH 'DULUX NATURAL WHITE' P1
METAL CLADDING 'CORRUGATED CLADDING COLORBOND SURFMIST' (VERTICAL) MC1
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (VERTICAL JOINTS) FINISH: 'CHARRED TIMBER' T1
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (HORIZONTAL JOINTS) FINISH: 'WEATHERED TIMBER' T2
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1

ROOF SYSTEM
ROOF 'BONDOR INSULROOF CORRO ROOF MAXLINE ROOF 125 THICK COLORBOND SURFMIST' R1
ROOF 'CORRUGATED METAL ROOF WITH ADDITIONAL INSULATION ZINCALUME' R2

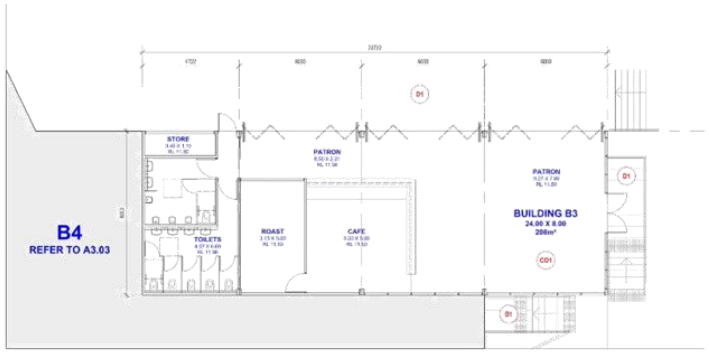
WINDOWS / DOORS
WINDOWS / DOORS ALUMINIUM FRAME 'POWDERCOAT DULUX BLACK ACE' AL1

LOUVRES
BREEZEWAY CLEAR GLASS LOUVRES 150 WIDE BLADES LV1

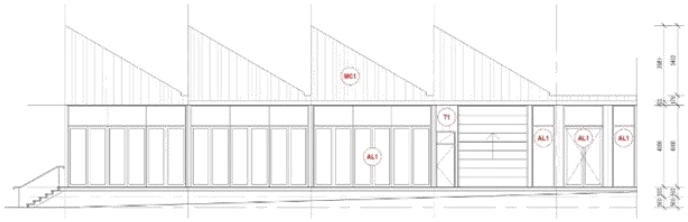
EXTERIOR GROUND SURFACE
DECKING 'MILLBOARD BURNT CEDAR' D1

PERGOLA / SCREENS
POSTS - ROUGH SAWN TIMBER POWER POLES 'CLEAR FINISH' T3
TIMBER FRAME 'DRESSED TIMBER JARRAH' CLEAR FINISH T4
ROOF COVER 'EVERBRIGHT 610 POLYCARBONATE ROOF SYSTEM' PC1

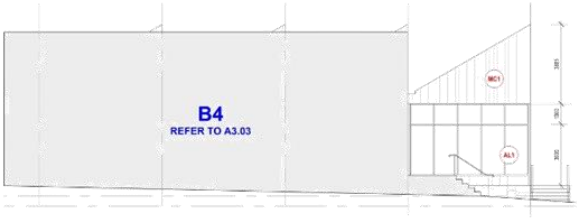
IMPORTANT NOTE:
- CONSTRUCTION OF BUILDING UNITS TO FOLLOW ACOUSTIC REPORT RECOMMENDATIONS



01 BUILDING 03 FLOOR PLAN
NEW BREWERY - SCALE 1:100



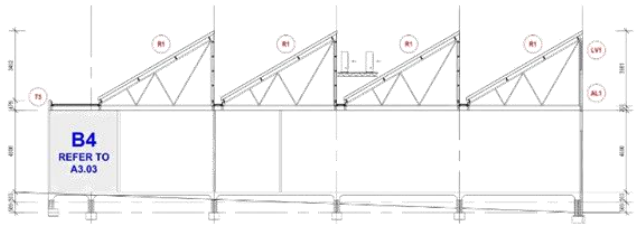
02 BUILDING 03 NORTHERN ELEVATION
NEW BREWERY - SCALE 1:100



03 BUILDING 03 SOUTHERN ELEVATION
NEW BREWERY - SCALE 1:100

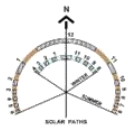


04 BUILDING 03 EASTERN ELEVATION
NEW BREWERY - SCALE 1:100



05 BUILDING 03 TYPICAL LONG SECTION
NEW BREWERY - SCALE 1:100

DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)



OVERALL SITE - BUILDINGS KEY PLAN



B1 - BUILDING 01 - BREWERY
B2 - BUILDING 02 - KITCHEN
B3 - BUILDING 03 - CAFE
B4 - BUILDING 04 - RETAIL/RESIDENTIAL ACCOMMODATION UNITS - RENTAL ACCOMMODATION

9	DA ISSUE (REVISED)
8	DA ISSUE (REVISED)
7	DA ISSUE
6	DA ISSUE (FINAL DRAFT FOR PLANNER)
5	DA ISSUE (FOR CONSULTANTS)
4	CONCEPT DESIGN ISSUE (FOR QS)
3	CONCEPT DESIGN ISSUE (FOR CONSULTANTS)

Revision Comments Date

Status
DEVELOPMENT APPLICATION

FINESPUN
ARCHITECTURE, PLANNING & PROJECT MANAGEMENT

PO Box 431 BAYLANDS WA 6551
P: 08 9473 0794
E: hello@finespun.com.au
www.finespun.com.au
Architect Reg. 2018 ABN: 12 950 439 604

Project Description
NEW MIXED USE DEVELOPMENT

Project Address
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

Project No. 337
Drawn by MP
At Scale AS SHOWN
Scale

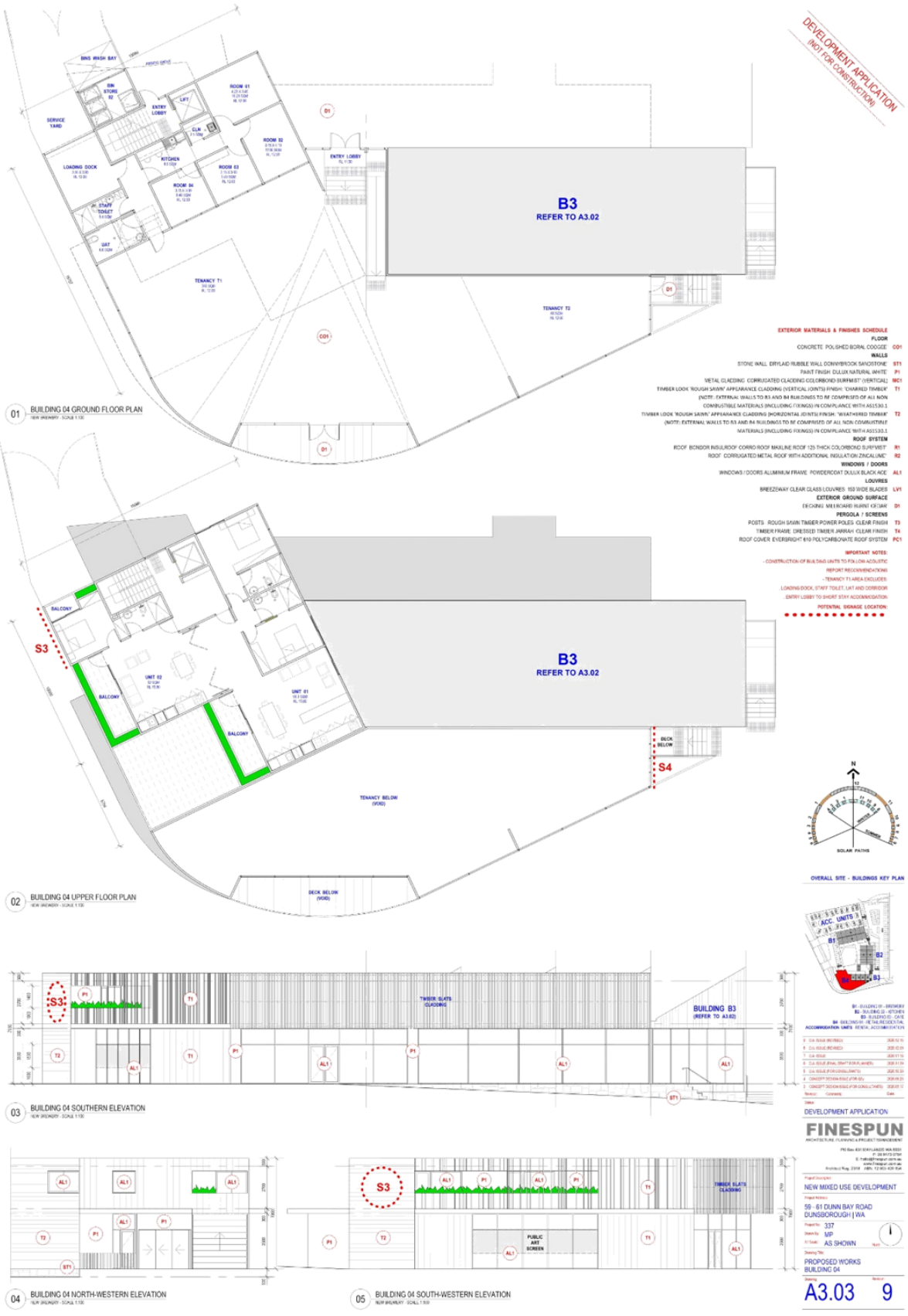
Drawing Title
PROPOSED WORKS
BUILDING 03

Drawing A3.02
Revision 9

EXTERIOR MATERIALS & FINISHES SCHEDULE

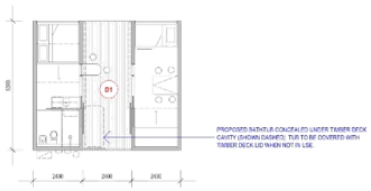
FLOOR	
CONCRETE 'POLISHED BORAL COOGEE'	CO1
WALLS	
STONE 'BIN 1 - DRYLAID RUBBLE WALL CONWYBROOK SANDSTONE'	ST1
PAINT FINISH 'DULUX NATURAL WHITE'	P1
METAL CLADDING CORRUGATED CLADDING COLORBOND SURFMIST (VERTICAL)	MC1
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (VERTICAL JOINTS) FINISH: 'CHARRED TIMBER'	T1
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1	
TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (HORIZONTAL JOINTS) FINISH: 'WEATHERED TIMBER'	T2
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1	
ROOF SYSTEM	
ROOF 'BONDOR INSULROOF CORRO ROOF MAXLINE ROOF 125 THICK COLORBOND SURFMIST'	R1
ROOF 'CORRUGATED METAL ROOF WITH ADDITIONAL INSULATION ZINCALUME'	R2
WINDOWS / DOORS	
WINDOWS / DOORS ALUMINIUM FRAME 'POWDERCOAT DULUX BLACK ACE'	AL1
LOUVRES	
BREEZEWAY CLEAR GLASS LOUVRES 150 WIDE BLADES	LV1
EXTERIOR GROUND SURFACE	
DECKING 'MILLBOARD BURNT CEDAR'	D1
PERGOLA / SCREENS	
POSTS - ROUGH SAWN TIMBER POWER POLES CLEAR FINISH	T3
TIMBER FRAME 'DRESSED TIMBER JARRAH CLEAR FINISH'	T4
ROOF COVER EVERBRIGHT 610 POLYCARBONATE ROOF SYSTEM	PC1

IMPORTANT NOTE:
- CONSTRUCTION OF BUILDING UNITS TO FOLLOW ACOUSTIC REPORT RECOMMENDATIONS


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
B3
REFER TO A3.02
EXTERIOR MATERIALS & FINISHES SCHEDULE
FLOOR
WALLS
ROOF SYSTEM
WINDOWS / DOORS
LOUVRES
EXTERIOR GROUND SURFACE
PERGOLA / SCREENS
IMPORTANT NOTES:
01 BUILDING 04 GROUND FLOOR PLAN
02 BUILDING 04 UPPER FLOOR PLAN
03 BUILDING 04 SOUTHERN ELEVATION
04 BUILDING 04 NORTH-WESTERN ELEVATION
05 BUILDING 04 SOUTH-WESTERN ELEVATION
OVERALL SITE - BUILDINGS KEY PLAN
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
PROPOSED WORKS
BUILDING 04
A3.03
9

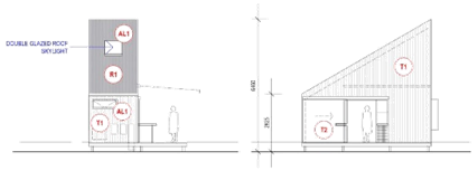


01 ACC. UNITS TYPE 01 - FLOOR PLAN



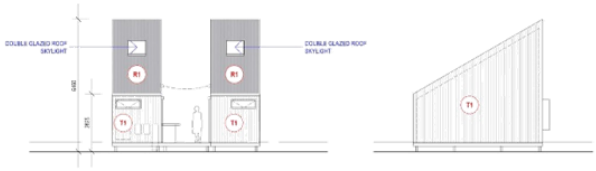
06 ACC. UNITS TYPE 02 - FLOOR PLAN

DEVELOPMENT APPLICATION (NOT FOR CONSTRUCTION)



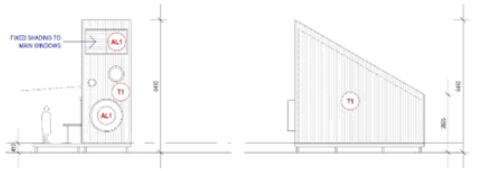
02 ACC. UNITS TYPE 01 - SOUTHERN ELEVATION

03 ACC. UNITS TYPE 01 - EASTERN ELEVATION



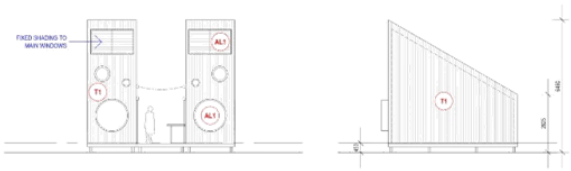
07 ACC. UNITS TYPE 02 - SOUTHERN ELEVATION

08 ACC. UNITS TYPE 02 - EASTERN ELEVATION



04 ACC. UNITS TYPE 01 - NORTHERN ELEVATION

05 ACC. UNITS TYPE 01 - WESTERN ELEVATION



09 ACC. UNITS TYPE 02 - NORTHERN ELEVATION

10 ACC. UNITS TYPE 02 - WESTERN ELEVATION

EXTERIOR MATERIALS & FINISHES SCHEDULE

FLOOR

C01 CONCRETE POLISHED BORAL COOGEE'

WALLS

ST1 STONE WALL DRYLAID RUBBLE WALL DONNYBROOK SANDSTONE'

P1 PAINT FINISH DULUX NATURAL WHITE'

MC1 METAL CLADDING CORRUGATED CLADDING COLORBOND SURFMIST' (VERTICAL)

T1 TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (VERTICAL JOINTS) FINISH: 'CHARRED TIMBER'
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1)

T2 TIMBER LOOK 'ROUGH SAWN' APPEARANCE CLADDING (HORIZONTAL JOINTS) FINISH: 'WEATHERED TIMBER'
(NOTE: EXTERNAL WALLS TO B3 AND B4 BUILDINGS TO BE COMPRISED OF ALL NON COMBUSTIBLE MATERIALS (INCLUDING FIXINGS) IN COMPLIANCE WITH AS1530.1)

ROOF SYSTEM

R1 ROOF 'BONDOR INSULROOF CORRO ROOF 'MAXLINE' ROOF 125 THICK COLORBOND SURFMIST'

R2 ROOF CORRUGATED METAL ROOF WITH ADDITIONAL INSULATION ZINCALUME'

WINDOWS / DOORS

AL1 WINDOWS / DOORS ALUMINIUM FRAME POWDERCOAT DULUX BLACK ACE'

LOUVRES

LV1 BREEZEWAY CLEAR GLASS LOUVRES 150 WIDE BLADES

EXTERIOR GROUND SURFACE

D1 DECKING 'MILLBOARD BURNT CEDAR'

PERGOLA / SCREENS

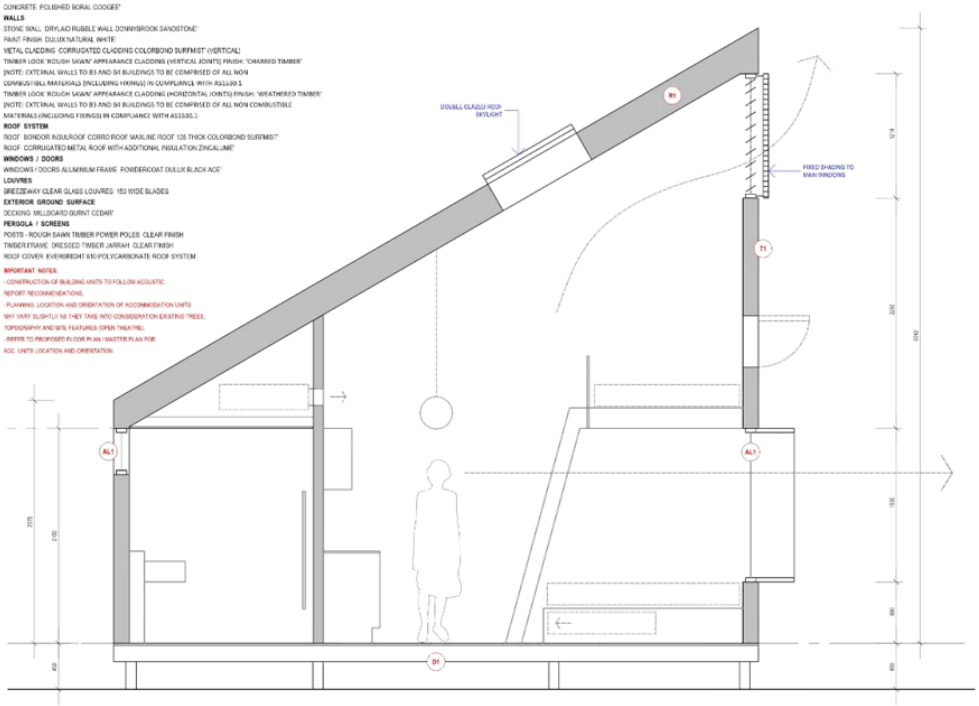
T3 POSTS - ROUGH SAWN TIMBER POWER POLES CLEAR FINISH

T4 TIMBER FRAME DRESSED TIMBER JARRAH CLEAR FINISH

PC1 ROOF COVER EVERSBRIGHT 810 POLYCARBONATE ROOF SYSTEM

IMPORTANT NOTES:

- CONSTRUCTION OF BUILDING UNITS TO FOLLOW ACOUSTIC REPORT RECOMMENDATIONS.
- PLANNING, LOCATION AND ORIENTATION OF ACCOMMODATION UNITS MAY VARY SLIGHTLY AS THEY TAKE INTO CONSIDERATION EXISTING TREES, TOPOGRAPHY AND SITE FEATURES (OPEN THEATRE).
- REFER TO PROPOSED FLOOR PLAN / MASTER PLAN FOR ACC. UNITS LOCATION AND ORIENTATION.



11 ACC. UNITS TYPE 01 & TYPE 02 - TYPICAL SECTION

OVERALL SITE - BUILDINGS KEY PLAN



DEVELOPMENT APPLICATION

FINESPUN

NEW MIXED USE DEVELOPMENT

59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA

337

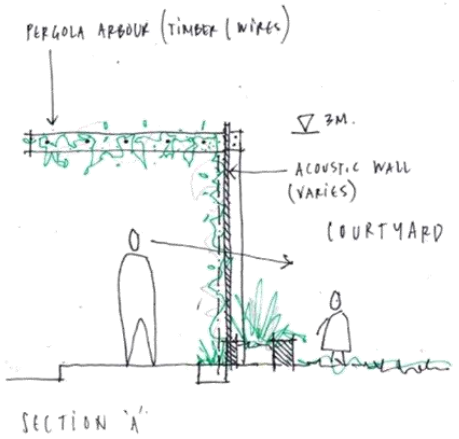
MP

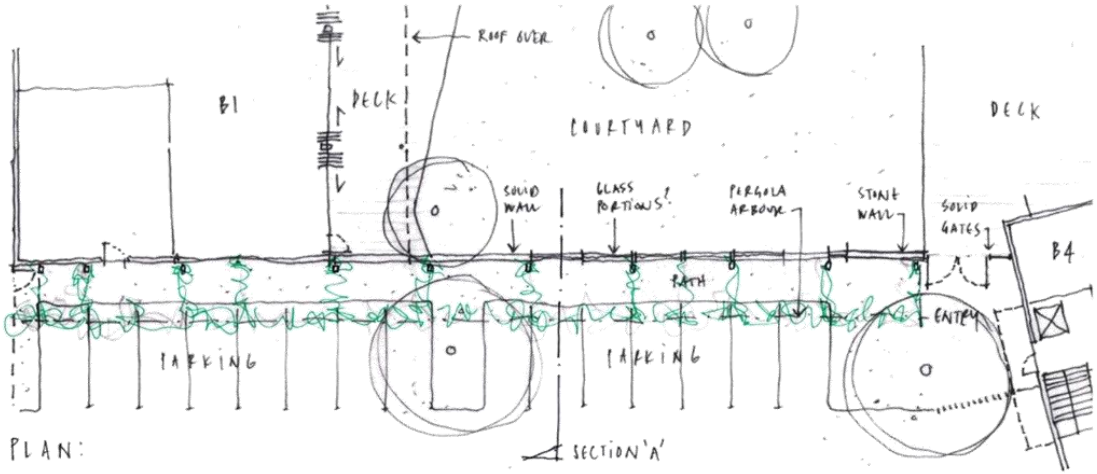
AS SHOWN

PROPOSED WORKS
ACCOMMODATION UNITS

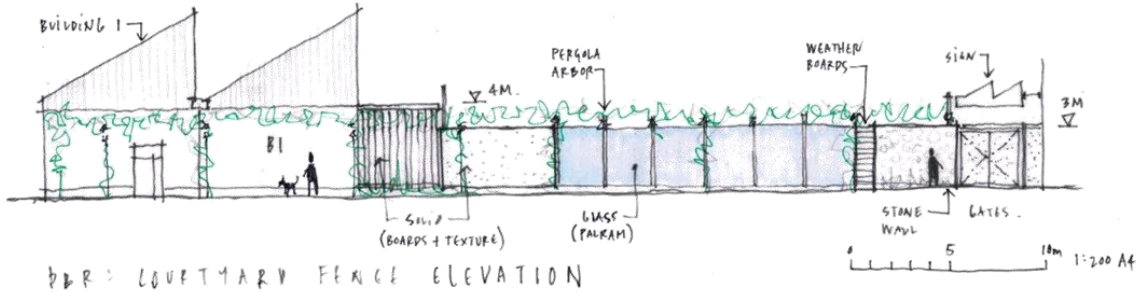
A3.04 9











B&R: COURTYARD FENCE ELEVATION

element.

Appendix C – Landscape Plans

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation



NEW MIXED USE DEVELOPMENT - 59-61 DUNN BAY ROAD

DWG PDV01-SK01
REV C
DATE 13/11/2020
SCALE 1:250 @ A1

emerge ASSOCIATES

HARD WORKS FINISHES


FEATURE PAVING - RECYCLED BRICK


DECKING - MILLBOARD


PAVING - INSITU POURED CONCRETE


STONE STEPPING PAVERS


FEATURE WALLS - LOCAL GRANITE STONE


TERRACE WALLS - OFF FORM CONCRETE


LOCAL STONE PAVING


RAISED PLANTERS - CORTEN STEEL


INFORMAL AREA SURFACING - COMPACTED GAVEL FINES


INFORMAL PLAY AREAS

EXAMPLE IMAGES

























NEW MIXED USE DEVELOPMENT - 59-61 DUNN BAY ROAD
MATERIAL PALETTE

DWG PDV01-SK01
REV B
DATE 05/11/2020

EXAMPLE PLANTING





TREES


Agonis flexuosa (WA Peppermint)


Corymbia ficifolia


SHRUB PLANTING


Adenanthos cuneatus

Conostylis candicans

Hibertia scandens

Lomandra tanika

Dianella revoluta

Ollearia axillaris 'little smokie'

Anigozanthos manglesii

Anigozanthos flavidos 'yellow'

Myoporum parvifolium

Hemiandra pungens

Eremophila glabra

Thryptomene baeckeacea

Verticordia densifolia

Acacia saligna prostrate

Banksia nivea

Callistemon Little John


Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation
December 2020 | 19-317
element.
the art and science of place
© MIKE EDWARDS 2020

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

We acknowledge the custodians of this land, the Whadjuk Noongar and their Elders past, present and emerging. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Document ID: /Volumes/Graphics/2019/19-317 Lot 1 (61) and Lot 2 (59) Dunn Bay Road, Dunsborough, DD and Risk Assessment/19-317 Dunn Bay Road DA Report Folder/19-317 Dunn Bay Road DA Report.indd

Issue	Date	Status	Prepared by	Approved by
1	12.11.20	Draft	Jessica Birbeck	David Read
2	16.11.20	Final	Jessica Birbeck	David Read
3	10.12.20	Final V2	Jessica Birbeck	David Read

This report has been prepared for the exclusive use of the Client, in accordance with the agreement between the Client and Element Advisory Pty Ltd (**element**) ('Agreement').
element accepts no liability or responsibility whatsoever in respect of any use of or reliance upon this report by any person who is not a party to the Agreement or an intended recipient.
In particular, it should be noted that this report is a qualitative assessment only, based on the scope and timing of services defined by the Client and is based on information supplied by the Client and its agents.
element cannot be held accountable for information supplied by others and relied upon by **element**.
Copyright and any other Intellectual Property arising from the report and the provision of the services in accordance with the Agreement belongs exclusively to **element** unless otherwise agreed and may not be reproduced or disclosed to any person other than the Client without the express written authority of **element**.

Contents

1. Executive Summary 1
2. Introduction 3
2.1 Project Team 3
2.2 Planning Approval Required 3
3. Project Background 5
3.1 Project Vision 5
3.2 Stakeholder Engagement 9
4. Site Overview 11
4.1 Site Context 11
4.2 Subject Site 11
4.3 Environmental and Heritage Considerations 15
4.4 Recreation Reserve Closure 15
5. Design Statement 17
5.1 State Planning Policy 7.0 – Design of the Built Environment 17
6. Proposed Development 21
6.1 Development Details 21
6.2 Operation 21
6.3 Parking and Access 22
6.4 Landscaping 23
6.5 Building Materiality and Street Interface 23
7. Specialist Inputs 25
7.1 Bushfire Management 25
7.2 Traffic Impact Assessment 26
7.3 Waste Management Plan 27
7.4 Environmental Noise Report 30
7.5 Environment Assessment 31
8. Planning Framework & Assessment 33
8.1 Local Planning Strategy 33
8.2 Local Planning Scheme No.21 (LPS 21) 33
8.3 Local Planning Policy – Lots adjoining Public Open Space 37
8.4 Local Planning Policy – Car Parking 38
8.5 Local Planning Policy – Reflective Building Materials 39
8.6 Local Planning Policy – Percent for Public Art 39
8.7 Local Planning Policy – Stormwater Management 39
8.8 Local Planning Policy - Road, Footpath and Cycle Network Upgrading Contributions 39
9. Planning Merit 41
10. Conclusion 43
Appendix A – Certificate of Titles 45
Appendix B – Architectural Plans 47
Appendix C – Landscape Plans 49
Appendix D – Bushfire Management Plan 51
Appendix E – Traffic Impact Assessment 53
Appendix F – Waste Management Plan 55
Appendix G – Environmental Noise Report 57
Appendix H – Environmental Report 59
Appendix I - Fauna Management Plan 61
Appendix J – Stormwater Management Plan 63


©MIKE EDWARDS



Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

element.

1. Executive Summary

The Atzemis family (Eldorado Pty Ltd) are proud, local Western Australians who have owned Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough (the subject site) for over 20 years. On behalf of Eldorado Pty Ltd and Place Development, **element**, in association with FINESPUN Architecture and an expert consultant team, has prepared the following report in support of a proposed integrated accommodation, entertainment and leisure development located at the subject site within the City of Busselton (the City).

- The proposal represents a conscious and considered design by FINESPUN Architecture to retain the local character of Dunsborough and positively contribute to the development of the Town Centre. The proposal will consist of:
- A microbrewery and tavern;
- A restaurant;
- A café with small coffee roastery;
- A central outdoor alfresco dining space;
- Retail tenancies proposed to be occupied by local Dunsborough businesses; and
- Boutique accommodation (18 units and 2 apartments).

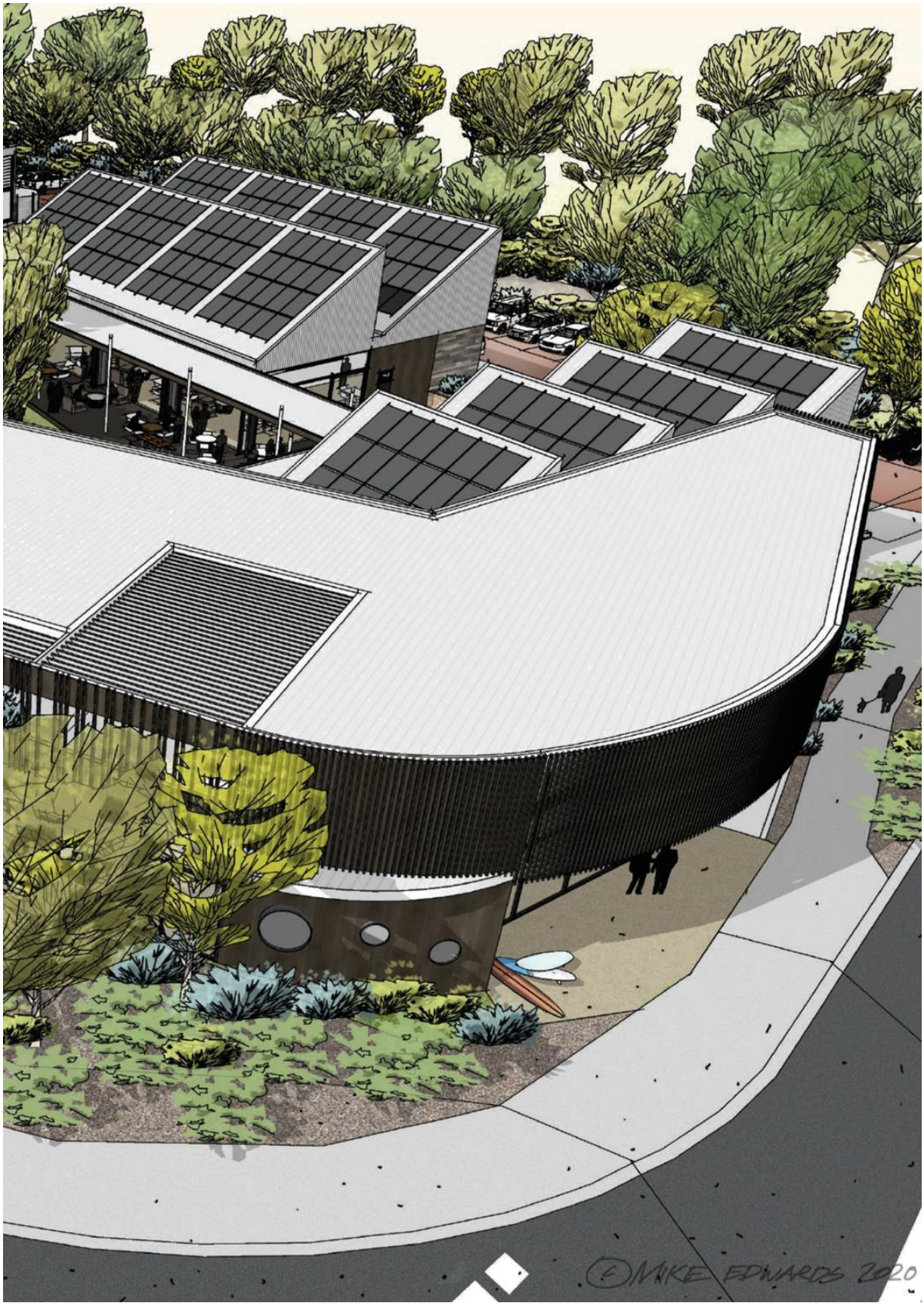
The proposal has been designed to meet the expectations of the community and the City in providing a high-quality development which will serve as an entry statement into the western end of Dunsborough Town Centre. A strong emphasis has been placed on designing a development that is cohesive to its surrounds and creates an energised and activated environment for the community.

Pursuant to the provisions of the City's Local Planning Scheme No.21 (LPS 21), the subject site is zoned 'Centre'. The proposed site layout, land use and built form have been carefully considered and guided by giving due regard to the following:

- An environmental focus with retention of many significant trees on site;
- Provision of an appropriate interface with Dugalup Brook at the northern end of the site;
- Materiality that is inspired by local character and will positively contribute to the Dunn Bay Road streetscape;
- Complementary and integrated uses which serve to create a social hub;
- Local operation and collaboration;

The proposed development is consistent with the aims, objectives and intent of the City's Local Planning Framework.




©MIKE EDWARDS 2020

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

2. Introduction

This report has been prepared by **element** on behalf of Place Development, and in association with FINESPUN Architecture, to support the proposed commercial development located at Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough (subject site), within the City of Busselton (the City).

The proposed development is seeking to deliver an architecturally designed, integrated boutique development that takes advantage of the site's location in the Dunsborough Town Centre and proximity to other nearby services and facilities.

The proposed development can be summarised as follows:

- Microbrewery and tavern;
- Restaurant;
- Café with small coffee roastery;
- Retail tenancies; and
- Boutique accommodation.

The following report provides an overview of the subject site and the proposed development, as well as an assessment of the planning merits of the proposal in the context of the statutory and policy requirements against the principles of orderly and proper planning.

2.1 Project Team

Place Development has engaged a highly qualified multidisciplinary consultant team as set out in the following table.

Table 1 – Consultant Team

Discipline	Consultant
Architect	FINESPUN Architecture
Town Planner	**element**
Transport Consultant	GTA
Acoustic Consultant	Gabriels Hearne Farrell
Landscape Architect	Emerge & Associates
Environmental Consultant	Emerge & Associates
Bushfire Consultant	Bushfire Safety
Waste Consultant	Encycle
Community Consultation	Swift Brown Fox

2.2 Planning Approval Required

The proposed development has an estimated construction cost of $7 million and is submitted for determination by the City of Busselton. The proponent has not elected to submit the proposal for determination by the Regional Joint Development Assessment Panel (JDAP).

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

3. Project Background

3.1 Project Vision

The Atzemis family (Eldorado Pty Ltd) are proud, local Western Australians who have owned the property for over 20 years. George and son, Peter, have always envisaged a conscious and considered development for the location, and by undertaking substantial research have sought an outcome that delivers the best-suited use for the local community, visitors and surrounding environment.

The development site represents a unique opportunity to improve the pedestrian experience and connection of Dunn Bay Road, and to provide greater public amenity through new food and beverage offerings and boutique accommodation. The project seeks to deliver an aspirational development that celebrates the local culture within Dunsborough's town centre and embraces the native environment.

Eldorado Pty Ltd has a demonstrated commitment to the delivery of high quality development outcomes which is evident in recent projects completed within the Perth Metropolitan Area, which includes The Adnate, Perth – Art Series Hotel.

In summary the project is envisaged to:

- Create a 'village' which promotes the South West lifestyle;
- Create a community asset and encourage community integration with a focus on 'local' South West products;
- Create a landscaped entry statement into the Dunsborough CBD and bookend Dunn Bay Road with an appropriate scale of development;
- Work within the existing landscape and the existing significant trees;
- To create interconnecting tenancies with shared indoor/outdoor spaces;
- Increase 'green space' with major landscape works as a 'usable' dominant feature of the development; and
- Enhance existing vehicular and pedestrian links into and through the site.

The proposal will improve the diversity of the overall dining offering in the Dunsborough Town Centre and is expected to have a positive impact on local business in increasing visitation to the precinct and contributing to further activation of the area during the day and night. The accommodation component will contribute to the Town's short-term accommodation needs with outstanding facilities only steps from the café, restaurants and entertainment facilities within the site and Dunsborough Town Centre.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

3.1.1 Benchmark Projects and Visioning Images









THE GROUNDS
EST. 2012





element.



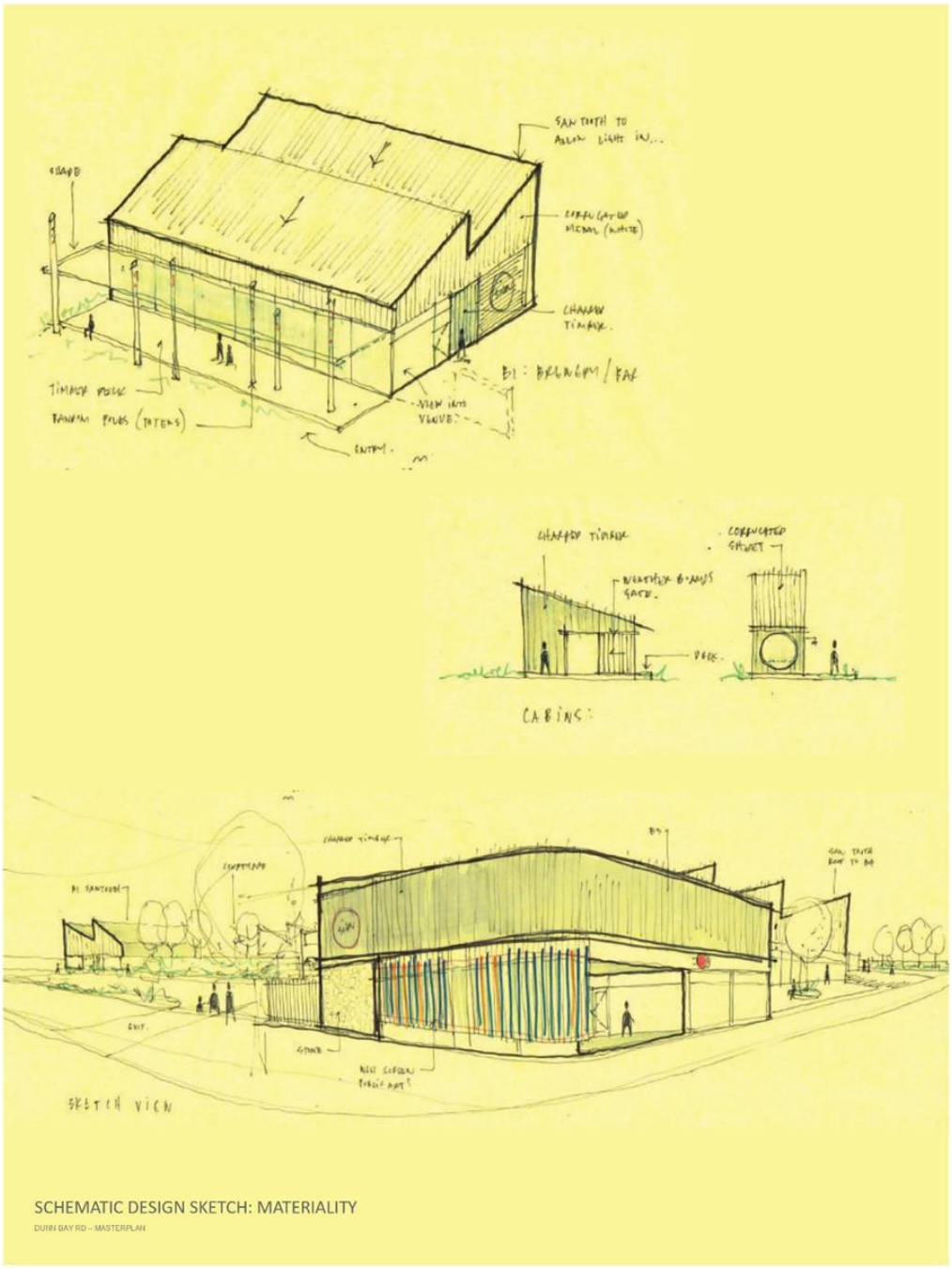








3.1.2 Masterplan Process Sketches



SCHEMATIC DESIGN SKETCH: MATERIALITY
DUNN BAY RD – MASTERPLAN

3.2 Stakeholder Engagement

Swift Brown Fox was appointed by Place Development to undertake stakeholder and community engagement, prior to lodgement of the development application with the City of Busselton.

Community engagement dates back to 27 May 2020, where meetings were arranged with key community stakeholders including local custodian of the Wadandi people and longstanding businesses/brands established in Dunsborough. These included the following:

- Dunsborough Progress Association;
- Josh Whiteland - Koomal Dreaming
- Christian Fletcher
- Kinetic Suspension
- Peko Peko
- Creatures of Leisure
- Yahoo
- Soggy Bones

In this early stage of the project, the concept masterplan was presented at each meeting for feedback on use, mix and proposed built form. Feedback was resoundingly positive by all.

A range of stakeholders were then involved in further engagement which took place from 26th October 2020 and included the following local community and advocacy groups, and the City of Busselton.

- Josh Whiteland - Koomal Dreaming & Wadandi Custodian;
- Jacquie Happ, President - Dunsborough Progress Association & Cultural Development Officer at City of Busselton;
- Dunsborough Progress Association;
- Mike Archer (CEO), Grant Henley (Mayor), Paul Needham (Director of Planning), Lee Reddell (Manager Development Services), City of Busselton; and
- Luke Ward, Soggy Bones Owner.

Overall the engagement with the stakeholder and community groups has been positive and productive. The project has been stated by the community groups engaged as 'holding true to the feeling of Dunsborough' and being 'very refreshing and inspiring'.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

4. Site Overview

4.1 Site Context

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough is situated at the western end of the Dunsborough Town Centre and is bound by Cape Naturaliste Road to the west and Dunn Bay Road to the south. Directly to the north the site is Dugalup Brook and to the east is two vacant sites separating the subject site from Dunsborough Centrepoint.

The built form of existing development surrounding the site to the east within the Town Centre is typically single storey commercial development. To the west of the site is the Dunsborough Police Station, a single storey building on a relatively vegetated site.

Refer to Figure 1 - Location Plan

Refer to Figure 2 – Aerial Plan

4.2 Subject Site

The Certificate of Title details for the site are summarised in the following table. A copy of the Certificate of Titles are enclosed in Appendix A.

Refer to Appendix A – Certificate of Title

Table 2 – Certificate of Title Details

Lot	Plan	Volume/Folio	Area	Street Addres
1	85620	2042/499	5,601m^2	61 Dunn Bay Road, Dunsborough 6281
2	85620	2042/500	3,031m^2	59 Dunn Bay Road, Dunsborough 6281
4959	Reserve 42673		199m^2	Cape Naturalise Road

The site has a total land area of 8632m^2. The site is relatively level with an approximate 2m fall from south west to north east. Power, water and sewer connection is accessible to the site.

The site consists of a number of significant trees of which were extensively investigated for retention at the initial planning stages of the project. The majority of these trees have been retained and are identified on the development plans.

Vehicle access is proposed over Reserve 42673 to provide access to Cape Naturaliste Road and is discussed further within this report.

Refer to Figure 3 – Site Plan

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation



Figure 1. Location Plan

element.



Figure 2. Aerial Plan

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation



Figure 3. Site Plan

4.3 Environmental and Heritage Considerations

4.3.1 Bushfire

A desktop search of the Department of Fire and Emergency Services (DFES) Map of Bushfire Prone Areas indicates the site is within a bushfire prone area. A Bushfire Management Plan and Evacuation Management Plan has been prepared for the site and is discussed in section 7.1 of the report.

4.3.2 Acid Sulphate Soil Risk

A desktop search of Department of Water and Environmental Regulation (DWER) Acid Sulphate Soil (ASS) Risk Map, Swan Coastal Plain, indicates the subject site as having a moderate to low risk of ASS occurring within 3m of natural soil surface but having a high to moderate risk of ASS beyond 3m of natural soil surface.

Given the depth to groundwater (between 2.4 m and 3.6 m below the natural ground surface), it is unlikely that ASS will be disturbed. However, once the extent of excavation and/or dewatering has been confirmed, it will be determined if the nature of disturbance within the site meets the above criteria, and if so, further investigation of ASS will be required including the preparation of an Acid Sulfate Soils and Dewatering Management Plan (ASSDMP). An ASSDMP will guide development to ensure that potential acidification resulting from the disturbance of ASS can be mitigated through effective management.

4.3.3 Contaminated Sites

A desktop search of DWER Contaminated Sites Database indicates that the site is not identified as being contaminated.

4.3.4 Heritage

4.3.4.1 Aboriginal heritage

On request, the Department of Planning, Lands and Heritage (DPLH) undertook a review of Register of Places and Objects and the DPLH Aboriginal Heritage Database and concluded that the subject site intersects with the public boundary of Aboriginal site ID: 20764 (Caves Road Campsite) but not the boundary as administered by the DPLH. Therefore, based on the information held by the DPLH, it was advised no approvals under the Aboriginal Heritage Act 1972 (AHA) are required.

The subject site also abuts 'Other Heritage Place 21307 - Unnamed Creek (Dugalup Brook)'. A Heritage Survey has previously been undertaken which encompassed the Dugalup Brook in 2007 (Aboriginal Heritage Survey is 22964 – Dugalup Brook, Dunsborough Foreshore and Seymour Park).

The survey was prepared to support implementation of a reserve management plan and other works proposed by the City throughout the Dunsborough Town Centre, which included Dugalup Brook. The survey states it is appropriate to acknowledge the creek as a spiritually important place to the Aboriginal people and recommends it be registered as a site of religious significance in association with the generalised Waugal beliefs (now registered as an 'Other Heritage' Place). The survey proposed interpretive signage be installed which would explain the area's past Aboriginal history to the broader community. It was also suggested that Aboriginal art could become a feature of the proposed creek improvements.

Aboriginal public art is envisaged as part of the proposed development. This is further discussed under Section 8.6 of the report.

4.3.4.2 European Heritage

Searches of the Heritage Council's State Heritage Register and the City's records indicates that there are also no places of European cultural heritage significance on the Site.

4.4 Recreation Reserve Closure

Lot 4959 (Reserve 42673) is 1m wide and extends along the western boundary of Lot 1 between Cape Naturaliste Road. Under the City's Local Planning Scheme No. 21 (LPS 21), the land is reserved for 'Recreation'. The reserve is dedicated for the purposes of 'Public Recreation' with a management order to the City of Busselton.

The City and the Department of Planning, Lands and Heritage (DPLH) have advised that due to the nature of the reserve, vehicle access over the land to the proposed development in the form of a lease/license is

unable to be granted. As LPS 21 preferences an alternative access arrangement to Dunn Bay Road, it is understood the presence and access restrictions associated with the reserve are something of a legacy issue.

The development has been designed with access from Cape Naturaliste Road into a small car park and service area. The development is supported by a Traffic Impact Assessment (TIA) which has considered the design of the access and traffic associated with the carpark and servicing arrangements and deems the access to be safe and to not create any adverse impacts on the road network.

On this basis, it is formally requested the City proceeds with closure of the Recreation Reserve and incorporation of the land into the abutting road reservation. Additionally, incorporation of the reserve into the road reservation would offer additional area to provide any future pedestrian access along the eastern side of Cape Naturaliste Road.

It is additionally noted that by obtaining DPLH signature on the development application form, the Reserve does not preclude a development approval being issued with the access arrangement to be resolved prior to construction of the development.

5. Design Statement

5.1 State Planning Policy 7.0 – Design of the Built Environment

State Planning Policy 7.0 (SPP 7.0) sets out 10 design principles to promote the importance of design quality throughout the built environment in Western Australia. The policy applies to all forms of development including medium to large scale Development Applications. The policy sets out design principles which relate to; context and character, landscaping quality, built form and scale, functionality and build quality, sustainability, amenity, legibility, safety, community and aesthetics.

These principles have underpinned the design response to the mixed-use development, and how it integrates with the site, street and broader context. A detailed summary of the 10 principles is provided below:

Context and Character

Objective: Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

- Extensive site and area analysis was undertaken to inform the design of the development. This includes incorporating local materiality and design references within the proposal. Features such as the timber clad facade treatment, Donnybrook Sandstone walls and extensive landscaping and alfresco dining space throughout the site is a homage to the distinctive character of the Dunsborough locality.
- The development site is located at the western end of the Dunsborough Town Centre. The local built form is typically a single storey scale with the area being in a current state of transition facilitated by the density and development provisions assigned to the Centre zone under LPS 21. Dunsborough Centrepoint is located less than 100m east of the site, with single storey commercial tenancies located directly adjacent on the southern side of Dunn Bay Road. Each development represents a varied materiality and built form.
- The proposal represents a significant opportunity to create an attractive entry into the Town Centre with an appropriately scaled development representative of Dunsborough's local character. The timber materiality and retention of existing mature vegetation at the south-western cover of the site within the Cape Naturaliste verge will assist to create a softened landscaped entry statement.
- The significant landscaping and integrated public space that is proposed within the centre of the site will further provide a distinctive sense of place.

Landscape Quality

Objective: Good design recognises that together landscape and buildings operate as an integrated and sustainable system, with a broader ecological context.

- A key characteristic of Dunsborough and the South West is the highly vegetated landscape. As such, a large commitment has been made to retaining many of the significant trees on site, and successfully integrating these within the development for the benefit of the community. Particular emphasis has been made for the integration of existing peppermint trees which are synonymous with the Dunsborough locality.
- Emphasising the sense of arrival is also a key objective of this proposal. This is achieved by introducing landscaping features both softscape and hardscape into the entry space to provide that sense of arrival and warmth as visitors approach the development from the east.

Built Form and Scale

Objective: Good Design ensures the massing and height of the development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the area.

- The design and mass of the development has been influenced by the established built form within the Town Centre and seeks to create an appropriate streetscape presence for this key site. The focus of the development is in providing an activated streetscape while directing activity to the centre of the site which offers amenity and protection from vehicle traffic on the adjacent roads.
- The material palette of the buildings creates a sense of character and cohesiveness of the development.

Functionality and Build Quality

Objective: Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

- Significant investment has been made into the craftmanship of the buildings proposed as part of the design.
- FINESPUN and Place Development have worked extensively with prospective tenants to ensure functionality and operational requirements of the buildings are met. The layout of the site including the waste and servicing arrangements are key to ensuring the development's success.

Sustainability

Objective: Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

- The development has been designed around retaining as many trees on site as possible which is a significant sustainable measure delivering positive ecological and social benefits to the community.
- 340 solar panels are proposed on the roof of buildings 1 -3 which will provide is an additional positive sustainable measure.
- Sorting of recycling will occur on site with separate collections proposed for glass, cardboard, comingled recycling, soft plastic, polystyrene and coffee husks from the roaster.
- It is proposed that spent grain from the brewing process is passed on to local farmers for feed.
- The development represents a great economic outcome for the Town with creation of new jobs and additional tourism.

Amenity

Objective: Good Design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours providing environments that are comfortable, productive and healthy.

- The development will offer significant contributions to the overall amenity of Dunn Bay Road and the Dunsborough Town Centre. The central courtyard space that is proposed will provide a communal space that can be used both in conjunction with the commercial tenancies whilst provide an informal leisure space for the community.
- The commercial land uses will add much needed vibrancy to Dunn Bay Road and will contribute to the vision intended by the City's Strategic Framework.

Legibility

Objective: Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

- The proposal will improve the walkable environment along Dunn Bay Road. The commercial tenancies fronting the street will provide an active interface and further contribute to the pedestrian experience.

- The pedestrian and vehicle entry points into the site are clearly defined and ensure a high quality and safe pedestrian environment is maintained.
- The buildings on site have been positioned and separated to provide line of sight from the street into the central courtyard space to entice visitors into the development and also provides a clear demonstration to draw people from the centre of Dunsborough along the streets towards the site.

Safety

Objective: Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use

- The windows from the commercial tenancies facing Dunn Bay Road will assist in providing excellent passive surveillance opportunities to the street.
- The pedestrian and vehicle entry points from Dunn Bay Road into the site will be provided with suitable lighting.

Community

Objective: Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

- The design has been centred around ensuring benefit to the community, retaining the character of Dunsborough and positively contributing to Dunn Bay Road. The central courtyard space presents the opportunity to support community interaction in conjunction with the commercial tenancies.
- The development is targeted to all demographics and will offer spaces for use throughout the day and night.

Aesthetics

Objective: Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings places that engage the senses.

- The design of the building has been premised on a detailed site analysis and understanding of Dunsborough Town Centre. This has led to a well-considered, harmonious development that that will create an inclusive community space of high amenity.
- A large focus has also been on the materiality and craftmanship of the buildings. The use of timber and incorporation of landscaping throughout the development, provides an aesthetic that will strongly contribute to the amenity of the site as well as the wider town centre environment.




2020

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

6. Proposed Development

The proposed development has been prepared in response to a strong understanding of the site and broader context of Dunsborough Town Centre, as well as preparing a proposal that is consistent with both local and State planning frameworks where applicable.

6.1 Development Details

The details of the proposed development are summarised as follows:

- Microbrewery and tavern;
- Restaurant;
- Café with small coffee roastery;
- Retail tenancies; and
- Boutique accommodation

Refer to Appendix B – Architectural Plans

6.2 Operation

6.2.1 Operator

Dark Horse Hospitality is proposed to operate the boutique accommodation, microbrewery, café and restaurant. Dark Horse is a hospitality development and management company that specialises in the creation of unique and memorable, community-driven hospitality experiences. It currently has numerous food and beverage and accommodation projects underway in Perth and the South West and is expanding on its proven track record of strong delivery. Managing Director, Miles Hull, was also the founding General Manager of Hospitality for Little Creatures Brewing, bringing to life one of the most iconic hospitality operations and craft beer brands in Australia. Other projects include White Rabbit & Pipsqueak Cider and The Alex Hotel & Shadow Wine Bar, Northbridge and Quarter Acre Hotel, Applecross.

6.2.2 Operating hours

At this stage of the project the operating hours of the hospitality uses have not been confirmed, however the following are anticipated:

- The brewery (Building 1) will generally be open between lunch time and 10pm, and is proposed to operate to midnight for private functions on occasion.
- The restaurant (Building 2) will be open for lunch and dinner, closing prior to 10 pm (Building 2 may on occasion be used for private functions that may extend beyond 10pm); and
- The café (Building 3) will be open for breakfast and lunch, closing in the afternoon.

At this stage a maximum capacity of 1,000 patrons is envisaged at any one time which will be spread across the three hospitality buildings, with the following break-down:

- Within Building 1 – 206 patrons
- Within Building 2 – 181 patrons
- Within Building 3 – 71 patrons
- In the external areas (courtyard and decks) – 542 patrons.

6.2.3 Staff numbers

The following table presents a breakdown of the maximum staff numbers anticipated at any one time.

Table 3 – Staff Numbers

Land use	Staff numbers
Shop	1-2
Restaurant/café	7-14
Brewery/Tavern	1-2
Tourist Accommodation	1-2

Therefore, at peak periods there will be between 10-20 staff on site at any one time.

6.2.4 Brewery/Tavern

The primary objective of the brewery is to brew a range of beers for onsite consumption. The facility will house a relatively small state of the art 25Hl craft brewery and associated utilities/tankage and silos. No canning or bottling is proposed for the site, however kegging will be implemented into the brewery primarily for use within the brewery. Should the demand arise, there is potential for sale of kegs into the broader south west hospitality market.

The process of manufacturing beer, like many food manufacturing businesses, produces odour. The primary odour source from the brewing process is from the kettle in the Brew House which is generally described as a pleasant smell, however, we are aware there are a minority who dislike the odor. To combat this, the brewery can be fitted with state of the art vapour condensers, which are successful in the suppression of the brewing odour exiting the equipment.

The brewing activities on site do not result in any noise emissions of significance. There will be ventilation fans installed for the brewery operations, and these will be specified to comply with noise requirements along with all of the other mechanical plant.

6.2.5 Roastery

The small roastery proposed is incidental to the predominant café use of Building 3. The roastery area only occupies a floorspace of 17.6m^2. The roastery is located within an enclosed room which will be appropriately serviced and ventilated. The scale of the roastery will ensure there are no adverse noise emissions to neighbouring residential properties.

6.2.6 Liquor Licence

It is anticipated that a special facility liquor licence will be sought for the licencing for the entire development, being an integrated facility with a mixture of uses for the production, sale and consumption of liquor on site. Due to the nature of the development there is potential for the licencing authority to alternatively request a 'hotel' or 'tavern' licence. As such, a 'Tavern' land use is requested as part of this development application to ensure there are no issues obtaining an appropriate liquor licence. It is noted that the proposed operating hours, capacity and general operation of development shall not change should a tavern licence be required.

6.3 Parking and Access

The development proposes a main car park to the eastern side of the site, accessed by Dunn Bay Road. A total of 84 bays are accommodated within this car park. The car park also provides access for service vehicles for the brewery, restaurant and cafe. The car park is located to minimise loss of significant trees, being in place of where existing buildings are located on the site. The car park also acts as a buffer to the adjoining property to the east to ensure adequate separation from any future uses on the site. At the Dunn Bay Road street boundary, the car park is at its narrowest and buffered by landscaping and an existing tree at the front boundary.

At the western side of the site, a small car park with 15 parking bays is proposed. This car park also provides access to the service area of the retail building and 2 serviced apartments in the south-west corner of the site. This carpark has also been positioned to enable retention of trees within the property and verge. The access has been designed for full movement at the northern access and left-in left-out at the southern access.

A total of 65 bicycle bays will be provided on site. 58 of these bays are CORA Expo 7510 design and will be located towards the entry of the site from Dunn Bay Road and at one other locations within the site. A bicycle rack with 7 bays is proposed within a lockable space adjacent to the service area of the brewery.

6.4 Landscaping

A landscaping plan has been prepared by Emerge Associates and is contained within Appendix C.

As discussed within this report, a large number of existing trees are proposed to be retained and incorporated into the proposed design. A key feature of the landscaping is the central courtyard space which will provide alfresco dining and seating for the surrounding commercial tenancies. Within the courtyard, retained trees are proposed to extend through the decking, provide shading and a unique aesthetic to the space.

Feature planting is proposed at the entry of the development at Dunn Bay Road which will create an attractive entry statement for pedestrians approaching from the west and incorporate feature recycled brick paving and local stone feature walls. A separate pedestrian entry is located at the centre of the eastern carpark and provides access to the development between the brewery and restaurant. Both entries are proposed with distinct paving treatment to assist with wayfinding.

At the rear of the site, an extensive landscaped area is proposed around the accommodation units. At the centre of the units is a grassed gathering space which will comprise a landscaped terrace to take advantage of the contours of the site.

New shade trees are also proposed to be planted on site within the eastern car parking area and within the Cape Naturalise Road verge.

6.5 Building Materiality and Street Interface

The building fronting Dunn Bay Road is positioned to provide a presence to the street whilst also providing a sense of human scale. The building is setback from the street boundary to retain the existing footpath arrangement in the verge and provide sufficient width for pedestrian movement. The building is proposed with a height of 7m fronting Dunn Bay Road and features vertical timber slats, jarrah timber cladding and clear glazing. The angle of the front boundary and wide verge provides for a landscaping opportunity between the footpath and the main entry. The positioning of the building and treatment of the façades provides for an attractive interface and surveillance to Dunn Bay Road and Cape Naturaliste Road.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

7. Specialist Inputs

7.1 Bushfire Management

The proposed development is located in the bushfire prone area. A Bushfire Management and Evacuation Plan (BMEP) has been prepared by Bushfire Safety Consulting Pty Ltd in support of the proposal and is contained within Appendix D.

The proposal has been assessed against State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7), the Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 V1.3) and the WAPC Position Statement: Tourism land uses in bushfire prone areas. As some of the short-term accommodation units (a vulnerable land use under SPP 3.7) are sited within BAL-FZ a comprehensive risk assessment has been undertaken consistent with the Position Statement to identify acceptable mitigation strategies.

As detailed within the BMEP, exposure to bushfire attack is likely from the west and to a lesser extent from the strip of vegetation near the brook north of the site. As shown by the Bushfire Contour Map within the BEMP, the key area of consideration is at the northern end of the site adjacent to Dugalup Brook. Towards the north of the site, ten accommodation cabins are exposed to BAL-FZ, eight accommodation cabins are exposed to BAL-19 and all remaining buildings including the retail, cafe, restaurant and brewery are exposed to BAL-12.5.

Acceptable solutions are proposed for two of the bushfire protection criteria, being water supply and access, and they each illustrate a means of satisfactorily meeting the corresponding performance criteria. In this respect access is readily available to the Town Centre in the event of an evacuation. It is further noted that the local fire brigade is less than 600m north of the site.

Ten short term accommodation cabins experience BAL-FZ because of their proximity to Dugulup Brook Creek Reserve. Consistent with the Position Statement: Tourism land uses in bushfire prone areas, a bushfire risk assessment is undertaken to determine and asses mitigation strategies to reduce risk to an acceptable level. In this respect, the land use planning bushfire risk mitigation strategies are comprehensively detailed in the BMP and respond to the performance criteria that fulfil the intent of the bushfire hazard management issues outlined in the Guidelines for Planning in Bushfire Prone Areas V1.3 (2017).

In summary, the proposed development can achieve the Acceptable Solutions and Performance Principles in the Guidelines for Planning in Bushfire Prone Areas V1.3 (2017). Furthermore, a comprehensive Bushfire Emergency Evacuation Plan which specifically reflects the site conditions, users' needs and circumstances is proposed to be developed with the tenants after the new leasing arrangements have been negotiated.

The BMEP has demonstrated the proposed development will fall within the acceptable level of risk.

Refer to Appendix D – Bushfire Management and Evacuation Plan

7.2 Traffic Impact Assessment

A Traffic Impact Assessment (TIA) was prepared by GTA in support of the proposal and is contained within Appendix E.

Vehicle Parking

Based on the City's Local Planning Policy No. 2.1 – Car Parking (LPP2.1) the following parking requirements are derived for the development, based on 4 bays per 100m² of Net Leasable Area (NLA) for all land uses:

Table 4 – Parking Requirements

Land use	NLA/No.	Requirement	Proposed
Shop	393m² NLA	16	62 shared bays with reciprocal parking arrangement (includes 2 ACROD Bays)
Restaurant/café	329m², 140m² NLA	19	
Brewery/Tavern	505m² NLA	20	
Tourist Accommodation	20 units	22	22 (includes 2 ACROD Bay)

It is noted the parking requirement has been rounded to the nearest whole number. The deck and alfresco areas are not for the exclusive use of the tenancies and are therefore not included in the NLA.

The proposed provision of 84 parking bays meets the statutory requirement of 77 parking bays. Additionally, the proposed parking numbers is considered appropriate for the development given the high probability of reciprocal carpark use and a high amenity for walking and cycling, especially given its central location, the accommodation on site, and the fact that people may be less likely to drive to licenced venues.

Bicycle Parking

LPP2.1 requires the following bicycle parking facilities:

Table 5 – Bicycle Parking Requirements

Land use	GFA/No.	LPP Requirement			
		Employee		Visitor	
Shop	495m²	2 per 300m² GFA	3	2 per 500m² GFA	2
Restaurant/café	384m² + 182m²	2 per 100m² GFA	11	2 per 100m² GFA	11
Brewery/Tavern	576m²	2 per 100m² GFA	12	2 per 100m² GFA	12
Tourist Accommodation	20 units	2 per 4 employees	2	2 per 8 units	5
Total			**28**		**30**

A total of 65 bicycle parking bays are proposed, exceeding the requirements under LPP 2.1. 51 of these bays are proposed to be accommodated at the entry of the development from Dunn Bay Road. It is noted that 7 bays are proposed within a lockable area (bicycle rack 3) for employee bicycle parking. It is considered due to the number of bays and location in highly visible and accessible locations these can effectively service the public and additional employees.

End of trip facilities

Table 6 below sets out the requirements under the Policy for end of trip (EOT) facilities.

Table 6 – EOT requirements

Rate	1 secure clothes locker per 1 employee bicycle parking space	Proposed	1 shower per 8 Employee/ Residential Bicycle parking spaces	Proposed
Shop	3 lockers	4	0	1
Restaurant/café	11 lockers	24	1	2
Brewery/Tavern	12 lockers		2	
Tourist Accommodation	2 lockers	0	0	0

The end of trip facilities which are proposed within building 1 (brewery) are available to all employees on site. Based on the requirements of LPP 2.1 and the maximum anticipated staff numbers, the EOT facilities proposed are acceptable.

Vehicle Access

The development will have three points of vehicle access to the site, one from Dunn Bay Road and two from Cape Naturaliste Road.

Cape Naturaliste Road will allow servicing of the two short stay apartments and retail shop, while Dunn Bay Road will allow servicing of the rear tourist accommodation, café, restaurant and brewery.

Access to the Cape Naturaliste Road carpark will be via two crossovers, the northern crossover will be proposed as a full movement crossover with Cape Naturaliste Road catering for two-way vehicle movement.

The southern access will be limited to a left-in-left-out arrangement due to the close proximity to the Cape Naturaliste Road / Dunn Bay Road roundabout. The majority of trips will likely be exiting at this crossover noting entry is required for waste and delivery vehicles to manoeuvre into the loading bay which is discussed under Section 7.3 below.

Loading Areas

The development has two separate loading areas, one in the Dunn Bay Road carpark and the other in the Cape Naturaliste Road carpark. As well as the dedicated loading areas, the development proposes two dedicated bin stores. The TIA has assessed manoeuvring for servicing and bin collection and based on a 10m rear loading refuse truck and 12.5m rigid delivery truck.

Traffic Assessment

The site is expected to generate up to 145 vehicle movements in any peak hour and 704 vehicle movements daily. Based on the above assessment it is concluded that the development will have an acceptable impact on the surrounding roads and intersections with no changes required to either the road network or geometry of intersections due to the development

Refer to Appendix E – Traffic Impact Assessment

7.3 Waste Management Plan

A Waste Management Plan (WMP) has been prepared by Encycle in support of the proposal. The WMP consists of five components being:

- Waste recycling volumes;
- Bin store location and amenity;
- Internal transfer;
- Collection and vehicle access; and
- Communication and management.

The following summary details the key components of the WMP.

Two bin stores are proposed for the development. Bin store 1 is located within 'carpark 2' in the north-eastern corner of the site and will store waste and recycling from the accommodation units, microbrewery, restaurant and the café. The second bin-store (2) to is located in 'carpark 3' accessed from Cape Naturaliste Road and stores waste and recycling from the retail tenancies and short-stay apartments above. It is noted the spent grain from the brewery will be stored in either an externally located 'spent grain' silo (for collection within 48 hours of a brew being completed) or internally in 'Nally mega-bins / Bulka bags' (for collection on the day and after the brew is processed). The used cooking oil will be located in the loading dock of building 2 (restaurant).

The following table provides a breakdown of the number of bins, size and collection frequency for each type of waste to be stored in bin store 1 (for the accommodation units, micro-brewery, restaurant and the café).

Table 7 – Bin Store 1 details

	Bin size (L)	Number of bins	Collection frequency
General waste (excluding food waste)	660	5	Daily
Commingled recycling	660	1	Daily
Food waste	120	5	Daily
Cardboard	1100	1	Every 2 days
Glass	240	5	Daily
Soft plastic	660	1	As required
Used cooking oil	400	1	As required located in loading dock building 2
Polystyrene	660	2	As required
Coffee husks / chaff from roaster	120	1	Fortnightly
Hessian bags from roastery	Flatten & stack	Allow 1m3	As required
LDPE bags (if generated)	Flatten & stack	Allow 1m3	As required

The following table details the number of bins, size and collection frequency for each type of waste to be stored in bin store 2 (for the retail tenancies and two short stay apartments).

Table 8 – Bin Store 2 details

	Bin size (L)	Number of bins	Collection frequency
General waste (excluding food waste)	660	1	Daily
Commingled recycling	660	1	Twice-weekly
Food waste	1100	1	Weekly
Cardboard	660	1	As required

With regard to waste collection and access, private service providers will undertake the commercial waste and recycling collections.

On collection days, rear-lift vehicles for general waste and the various recycling streams will enter the property from Dunn Bay Road to service bin store 1 and Cape Naturaliste Road to service bin store 2. The operatives will enter the bin stores to retrieve and service the bins.

For bin store 1, the vehicles will drive in a forwards motion through the carparking area 2 and make a right turn adjacent to bin store 1. The vehicle will then be able to perform a two-point turn to park close to the bin store. After bins have been serviced the vehicle will exit the carpark in a forward motion back onto Dunn Bay Road. Access to the grease trap will be from carpark 1, entering from Dunn Bay Road.

For bin store 2, the vehicle will enter in the entrance closest to building 4 and perform a two-point turn in the car park adjacent to bin store 2. After the bins have been serviced the vehicle will continue in a forward motion, exiting the carpark back onto Cape Naturaliste Road.

Swept path analysis for vehicle ingress and egress to service both bin stores has been completed by taking into consideration the specifications of private service provider's waste collection vehicles.



Figure 4. Swept Path Analysis – refuse truck

The WMP additionally details the process for the transfer of waste from the uses on the site to the two bin store locations by staff and cleaners.

In summary, as demonstrated by the WMP, the waste generated by the development can be appropriately stored, managed and collected from the site.

Refer to Appendix F – Waste Management Plan

7.4 Environmental Noise Report

An Environmental Noise Report was prepared by Gabriels Hearne Farrell in support of the development. The assessment states that the proposed development is capable of complying with the Environmental Protection (Noise) Regulations 1997 based on implementation of recommended noise control strategies. The noise control strategies include:

- Acoustic screening on western side of the central courtyard;
- Construction specifications for Building 1 (brewery), Building 2 (restaurant), and Building 3 (café) i.e. glazing, roof and wall construction;
- Construction specifications for the short-term accommodation apartments above Building 4;
- Noise Management Requirements relating to operation of the tenancies to ensure compliance with the Regulations (closure of doors, windows and louvres, maximum patron numbers, regulation of music volume); and
- Delivery vehicle and waste collection restrictions.

Assumptions

The operating hours of the hospitality uses have not been confirmed at this stage of the project however, the following assumptions have been made with respect to the noise modelling:

- The Brewery (Building 1) will generally be open between lunch time and 10pm, and is proposed to operate to midnight for private functions on occasion.
- The restaurant (Building 2) will be open for lunch and dinner, closing prior to 10 pm (however Building 2 may be used for private functions that may extend beyond 10 pm); and
- The café (Building 3) will be open for breakfast and lunch, closing in the afternoon.

Additionally, the modelling was based on the following maximum anticipated patron numbers:

- Within Building 1 – 206 patrons
- Within Building 2 – 181 patrons
- Within Building 3 – 71 patrons
- In the external areas (courtyard and decks) – 542 patrons.

Modelling of Patron/Crowd Noise

A range of scenarios were modelled based on various operating hours of the hospitality uses, patron numbers and operating conditions (position of doors and louvers, and music volume). The modelling indicates the patron noise emissions for the proposed operations can meet the requirements of the Noise Regulations utilising noise control strategies specified above.

Mechanical Plant

At this stage of the project there is no mechanical design or equipment selections, however, compliance will be achieved with the relevant 'Assigned Levels' by implementing common place noise control strategies.

The brewing activities do not result in any noise emissions of significance. There will be ventilation fans installed for the brewery operations which will be specified to comply with the 'Assigned Levels' along with all of the other mechanical plant.

The proposed mechanical plant will be assessed prior to the lodgement for the Building Permit, in order to ensure that the selected equipment is compliant with the Environmental Protection (Noise) Regulations 1997.

Service Vehicles

Noise modelling was undertaken which considered noise transmission from delivery/service vehicles idling at the loading bay and driving through the carpark.

With respect to vehicle idling at the loading bay, the adjusted noise levels are compliant with the 'Assigned Levels', except for the night period between 10pm and 7am. It is therefore recommended that the operator only permits delivery/service vehicles between the hours of 7am and 7pm to ensure compliance.

Waste collection activities are exempt from complying with the 'Assigned Levels', provided the collection only occurs between the hours of 7 am and 7 pm Monday to Saturday, and between 9 am and 7 pm on Sundays

and Public Holidays. This is reliant on the waste collection activities being undertaken in the quietest possible manner. There is no proposal for out-of-hours waste collection.

General Noise Management Practises

In addition to the noise control previously outlined in this report, the following general noise management strategies should be implemented by the operators:

- Glass shall only be emptied into the outside bins between the hours of 7 am and 7 pm (9 am to 7 pm on Sundays).
- Management will maintain a log book for any complaints regarding noise and disturbance in the area. Any complaint received is entered into the book, with the date and time of the complaint, the staff member who received the complaint, and the action taken. The approved manager will then contact the complainant to ascertain whether the action taken is sufficient to answer the concern expressed.
- Security staff shall ensure all patrons leave the venue in a prompt and orderly fashion.

Refer to Appendix G – Environmental Noise Report

7.5 Environment Assessment

A desktop environmental assessment was undertaken by Emerge Associates, supported by a site visit, to document the environmental values within the subject site and outline management considerations relevant for the development approval process (refer Appendix H).

Flora and vegetation

A large number of existing trees will be retained as part of the proposed development of the site. In this regard, a Tree Condition Assessment, prepared by a qualified arborist and contained as an appendix to the assessment, outlines key management considerations for retaining the trees and maintaining tree health and structure as part of the proposed development. Considerations include:

- Protecting trees from development influences (compaction of soil, mechanical damage, phytotoxic chemicals (i.e. cement) and root severance), typically through the use of fencing around the outer canopy (dripline) or greater distance if feasible. This is typically called the 'tree protection zone (TPZ)';
- Minimising/preventing cut or fill within the TPZ;
- Seeking qualified guidance from an arborist where roots greater than 100mm in diameter are encountered, to determine if severance of the roots is likely to impact tree health and structure;
- Minimising/preventing storage of materials, equipment or machinery within the TPZ; and
- Pruning retained trees to remove dead branches greater than 50mm in diameter, and any other recommended works to maintain tree health and structure.

Further detailed assessment by an arborist will be required during the proposed works, to ensure tree health and structure is maintained, particularly where buildings/structures are proposed within the TPZ and/or compaction of soil or changes to infiltration are likely.

It was assessed that due to the lack of remnant native vegetation within the site, no conservation significant or priority flora or threatened or priority ecological communities are likely to occur within the site.

Fauna and fauna habitat

Based on searches of the Department of Biodiversity Conservation and Attractions (DBCA) NatureMap database and the federal Department of Agriculture Water and Environment Protected Matters database the following conservation significant fauna species were identified as potentially occurring within the site include:

- Western ring tail possum (*Pseudocheirus occidentalis*)
- Forest Red-tailed Black Cockatoo (*Calyptorhynchus banksia naso*)
- Baudin's Cockatoo (*Calyptorhynchus baudinii*)
- Carnaby's Cockatoo (*Calyptorhynchus latirostris*)
- Chuditch (*Dasyurus geoffroii*)
- South-western Brush tailed Phascogale (*Phascogale tapoatafa wambenger*)
- Quenda (*Isoodon fusciventer*)

The site visit undertaken by an environmental scientist from Emerge Associates on 26th October 2020 found:

- Evidence of use by western ringtail possum, including scats and two dreys. One of the dreys is located within a peppermint tree in the north-western portion of the site, while the other drey was located in a peppermint tree within the road reserve. The two peppermint trees containing the identified western ringtail possum dreys are both proposed to be retained as part of the development within the site.
- Evidence of foraging by the three black cockatoo species (Carnaby's, Baudin's and forestred- tailed), associated with the marri trees throughout the site. No trees have been specifically assessed for presence or absence of hollows suitable for use by black cockatoos, however the marri trees that have a diameter at breast height of 50cm or greater are generally found on the periphery of the site and are proposed for retention.

With regard to the other conservation significant species, chuditch is not likely to be present as the area of vegetation is not likely to be large enough. Quenda may occur within the wider area of the site, particularly in association with Dugulup Brook to the north.

A separate fauna management plan has been prepared by Emerge Associates to support the proposed development (Appendix I). Key management actions proposed to support development of the site in order to minimise harm to fauna include:

- A pre-clearing fauna inspection will be completed to identify potential fauna interactions including an inspection of trees for dreys and hollows and signs of use. This will include determining safe management of the trees proposed for retention (particularly those that contain dreys) during construction;
- A fauna trapping program will be conducted to capture and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical;
- A fauna spotter will be present during clearing to direct and manage works to avoid impacts to fauna wherever possible and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical;
- At all times correct fauna handling procedures will be applied to reduce stress on any captured animals and the translocation of native fauna will only be completed to release sites agreed under licence from Department of Biodiversity Conservation and Attractions (DBCA); and
- On completion of the pre-clearing trapping and fauna spotting program, a report summarizing the number of fauna captured and/or relocated and a license return will be prepared and submitted to DBCA outlining species and number of any fauna individuals translocated.

Summary

The desktop environmental assessment undertaken by Emerge Associates found that overall the potential impacts associated with the proposed development can be managed through the development approval process.

In particular, where possible, existing trees within the site are proposed to be retained as part of development and will include close involvement with an arborist to maximise opportunities for retention. This process has already been commenced through the preparation of a tree condition assessment. The management of the fauna and the associated fauna habitat values can be appropriately addressed as part of the development approval process and through the implementation of the fauna management plan. Fauna habitat will be retained or reintroduced (through the proposed landscaping) and impacts are likely to only be short-term, with the fauna species (i.e. western ringtail possum) expected to remain, or re-establish after the development of the site is completed.

8. Planning Framework & Assessment

8.1 Local Planning Strategy

The City's Local Planning Strategy (the Strategy) was endorsed by the Western Australian Planning Commission (WAPC) on 13 March 2020 to provide a strategic direction to inform the future statutory decision making within the City.

Pursuant to the draft Strategy, the subject site is identified as 'Urban Consolidation', in an existing Town Centre. The Strategy states the Dunsborough Town Centre should continue to develop into an economically, socially and culturally vibrant and vital place with increased retail floorspace.

The development is considered to meet the aspirations of the Strategy in providing a range of services and amenity appropriate for its context which will achieve vibrancy and activity in a prominent location of the Town Centre. The development comprises retail floorspace which is anticipated to be occupied by local Dunsborough businesses and will provide an active interface to Dunn Bay Road.

8.2 Local Planning Scheme No.21 (LPS 21)

The City's Local Planning Scheme No. 21 (LPS 21) is the primary statutory document guiding land use and development within the City. Pursuant to LPS 21, the subject site is zoned 'Centre' and is identified within Development Contribution Area No. 1 (DCA1) and Special Control Area 'Drive Through Facility Exclusion'. The site is allocated a residential design code of 'R-AC3'. Lot 1 is subject to Additional Use No.83 which provides for the uses of 'Service Station' and 'Motor Vehicle Wash' as 'D' discretionary uses at the site.

Refer to Figure 5 – LPS21

8.2.1 Centre Zone

The City's LPS 21 prescribes the following objectives for the Centre zone that the City will have regard to when assessing the proposed development:

a) To provide a genuine centre of community life, socially, culturally and economically;
b) To provide a basis for future detailed planning in accordance with the structure planning provisions of this Scheme or the Activity Centres State Planning Policy;
c) To ensure that development provides for activation of the street and public spaces, high quality design and a variety of land uses; and
d) To provide for medium to high density residential development.

The development has been designed to create an integrated hub of activity to the benefit of the local community and visitors. The development will provide activation and a high quality streetscape interface appropriate for the site's location. In consideration of the above, it is deemed the proposed development is consistent with Centre zone objectives set out in LPS 21.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

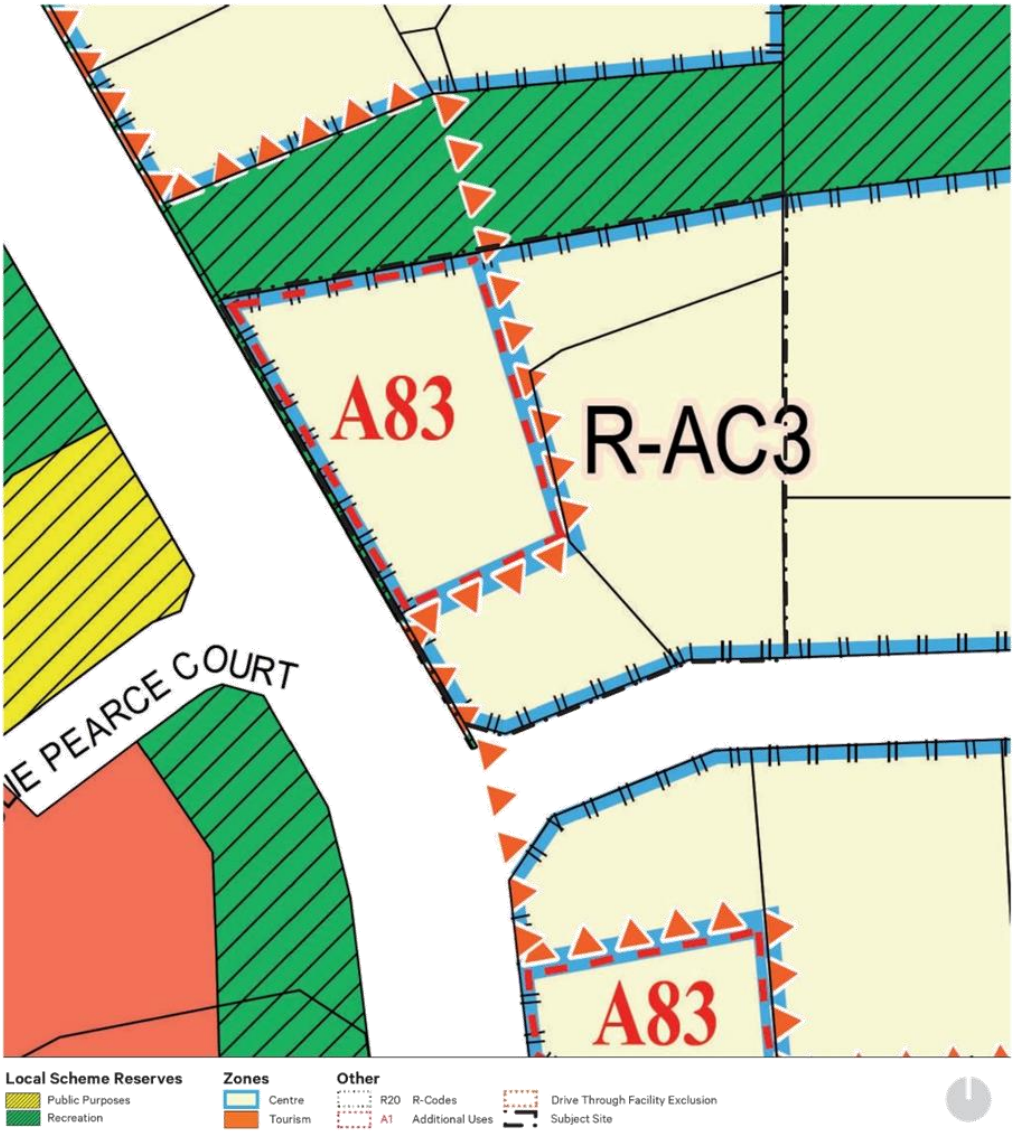


Figure 5. LPS21

8.2.2 Land Use Permissibility

Table 1 of LPS 21 sets out land use permissibility for the 'Centre' zone. The table below provides an overview of each land use and its permissibility in accordance with LPS 21.

Table 9: Land Use Permissibility Table

Land Use	Permissibility	Definition
Shop	P	means premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
Restaurant/café	P	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988.
Brewery	A	means premises the subject of a producer's licence authorising the production of beer, cider or spirits granted under the Liquor Control Act 1988.
Tavern	A	means premises the subject of a Tavern Licence granted under the Liquor Control Act 1988.
Tourist Accommodation	D	means single occupancy accommodation units, which may be self-contained and may include associated central facilities for the exclusive use of guests, and includes serviced apartments.

Shop

The occupants of the retail tenancies have not been confirmed although are anticipated to accommodate two existing Dunsborough businesses. It is noted there is potential for one of the tenancies to occupy a surfboard shop for the retail sale of surfboards. It has been flagged that some surfboard shaping could occur in one of the rooms as a feature of the shop. The surfboard shaping would be a small component of the tenancy and would occur relatively infrequently and is therefore considered incidental to the predominant use. The remaining rooms shown on the floor plan are anticipated for storage and office/admin space for the shops.

Tourist Accommodation

Two forms of accommodation are proposed as part of the development. Two serviced apartments are proposed above the retail tenancies at the front of the site. At the rear of the site, 18 single occupancy boutique accommodation units are proposed. The units meet the definition of Tourist Accommodation under the Scheme and can be considered in the 'Centre' zone.

Restaurant/café

The café (Building No.3) proposes to accommodate a small-scale 17.6m^2 coffee roastery which roasts coffee for use and sale at the premises. The roastery is considered incidental to the Restaurant/café use and will be appropriately ventilated and serviced.

Building No.2 will also accommodate a Restaurant/café use.

Brewery / Tavern

Building 1 will be utilised for micro-brewing activities with the remainder of the building to be used as a bar for patrons. There is potential for food to be served within the bar area from adjacent restaurant. As the Brewery definition does not include consumption or sale of alcohol and food, the Tavern use class is also requested for the site.

8.2.3 Development Controls

Clause 4.21 of LPS21 outlines development provisions applicable to all new development in the Regional and Centre zones unless otherwise identified in an endorsed Activity Centre Plan.

Clause 4.21.1 sets out the following:

Requirement	Comment
No residential uses shall be permitted at ground floor fronting Queen Street and Prince Street, Busselton and Dunn Bay Road and Naturaliste Terrace, Dunsborough;	Complies. No residential uses are proposed at the ground floor fronting Dunn Bay Road.
A nil front setback is to be provided to the development, unless otherwise designated in an Activity Centre Plan, or the development is providing for an associated alfresco space within the setback;	The development proposes a nil setback to Dunn Bay Road wrapping around to Cape Naturaliste Road on the secondary street. Given the narrow verge width, angle of the front boundary and finished floor level of the buildings, the building entrances are setback slightly from the street boundary.
Buildings shall be articulated to break up perceived bulk and provide visual interest, particularly with buildings occupying a large/long site frontage;	The building is articulated along the Dunn Bay Road frontage, due to the building orientation and angle of the front lot boundary. The recessed entries additionally provide for visual interest in the façade.
At the ground floor level, developments shall address the street with a primary business entrance and a shop front façade;	The ground floor shop tenancies are proposed with a main entry fronting Dunn Bay Road and glazing to the street.
Ground floor commercial uses shall incorporate transparent glazing for 70% of all building frontages to adjacent streets;	The perimetre if buildings 3 and 4 fronting Dunn Bay Road and Cape Naturaliste road is ~70m. 54.6m of this facade is clear glazed - 78%.
Upper levels shall be designed to promote informal surveillance of the street through the use of balconies and/or large windows;	The two apartments proposed on the upper level have balconies and windows which address Cape Naturaliste Road.
A minimum ceiling height of 3.3 metres shall be achieved for the ground floor level, whilst all other floors shall achieve a minimum ceiling height of 2.7 metres;	The floor to ceiling height of the retail tenancies is 3.5m. It is noted the main floor area of the retail tenancies has a void above to a ceiling height of 6.5m.
Roller doors or screens of solid material on shop fronts will not be permitted, security measures should be located and installed internally behind the glazing line;	Roller doors and screen are not proposed.
Pedestrian shelter, through the provision of a verandah, awning or the like, shall be provided over the public footpath for the full width of the lot frontage;	Pedestrian shelter is unable to be provided due to the location of the footpath, setback and orientation of the buildings, and angle of the front boundary.
No vehicle accessways or carparking shall be provided between buildings and the street, or be visible from the street, unless required to provide access to car parking or loading areas behind buildings;	The car park on the eastern side of the lot is visible to the street. Car parking bays are setback 10m from the street boundary with a landscaped interface provided between the street boundary. Given the site has two street frontages, the location of the main car park provides for greatest concealment from the street.
No vehicular access to sites shall be taken from Queen Street, Prince Street or Kent Street (between Queen Street and Brown Street), Busselton or Dunn Bay Road or Naturaliste Terrace, Dunsborough, unless no alternative is available, in which case a single crossover width shall be no greater than 5 metres with a cumulative maximum width of 7 metres;	Vehicle access is proposed from Dunn Bay Road with a width of 6m to provide for two-way access. A Traffic Impact Assessment (TIA) has been prepared by GTA consultants to demonstrate that the location of the main vehicle access will not create an adverse impact on pedestrian movement and traffic flow in the Town Centre.
Vehicle crossovers and driveways shall be co-located wherever possible with adjoining properties;	The future use and development prospects of the adjoining property to the east is currently unknown. The proposed access and crossover arrangement is required to facilitate use of the development.

Requirement	Comment
Vehicle access to developments shall be designed in a way which minimises potential pedestrian/vehicular conflict, clearly recognising the primacy of pedestrian amenity;	The crossover to Dunn Bay Road is located to provide for adequate sightlines and provides separation and safety for pedestrians on the adjacent footbath. The proposed access to Cape Naturaliste Road does not impact on any pedestrian movements.
Multi-storey car parks shall incorporate interactive street frontages, such as shops or other uses that promote activity and where car parking levels (including undercroft levels) are visible from a street or public space, high quality architectural detailing shall be incorporated into the façade of all floors;	N/A. The development does not comprise a multi-storey car park.
General plant, such as air-conditioning, television antennas, bins, hot water storage tanks, rain water tanks, satellite dishes and the like are to be adequately concealed and screened from the street or public view;	All service areas and bin storage areas are screened from the street.
Where land is zoned 'Regional Centre' or 'Centre', and is designated a residential density coding of R-AC3 the maximum plot ratio shall be 1.5, except for where the following incentives for mixed use development apply: Where residential or short-stay accommodation uses represent more than 25% of the plot ratio area of a proposed mixed use development, the maximum allowable plot ratio area may be 2.0; or Where a development incorporates a Restaurant/Café, Tavern or other similar use that will provide for informal social interaction the maximum allowable plot ratio area for the remainder of the development may be 2.0; and The plot ratio incentives set out in sub-clauses (a) and (b) above may be combined, provided that the total plot ratio area does not exceed 3.0.	The proposed plot ratio does not exceed 1.5.
Signage and advertising shall not adversely detract from the architectural elements of the building, or visually dominate the building or the streetscape generally.	The proposed design incorporates signage on the façade of the buildings and way-finding signage throughout the site. The proposed signage is of simple, modern design intended to orientate visitors within the site.

Schedule 12 – Developer contributions

The site is located within DCA 1 – Community infrastructure. Under Schedule 12 cost contributions are calculated on the number of new lots and/or accommodation units/dwelling units proposed. As per Schedule 12 A cost contribution rate of 50% of the full dwelling/lot rate will apply to lots/units used for the purpose of tourist accommodation and "Aged Persons' Home" in any zone other than the Residential zone. It is understood the current contribution rate is $3,234 per dwelling.

8.3 Local Planning Policy – Lots adjoining Public Open Space

Local Planning Policy No.1.1 – Lots Adjoining Public Open Space (LPP 1.1) seeks to ensure new development is designed to achieve passive surveillance to areas of public open space, which in turn will offer an increased sense of safety and security for those using the public spaces. LPP 1.1 also seeks to ensure that vegetation is not affected by the close proximity of urban development.

With regard to new development, the Policy specifies that dwellings shall be designed to ensure windows and openings address the street and the public open space. The accommodation units proposed at the rear of the development site provide passive surveillance to the adjoining Dugalup Brook through major openings and permeability to outdoor recreational areas. The development is considered to provide an appropriate interface and surveillance to the reserve and will not adversely impact on the vegetation and biodiversity of the creek.

8.4 Local Planning Policy – Car Parking

Vehicle Parking

Based on the City's Local Planning Policy No. 2.1 – Car Parking (LPP2.1) the following parking requirements are derived for the development, based on 4 bays per 100m² of Net Leasable Area (NLA) for all land uses:

Table 10 – Parking Requirements

Land use	NLA/No.	Requirement	Proposed
Shop	393m² NLA	16	62 shared bays with reciprocal parking arrangement (includes 2 ACROD Bays)
Restaurant/café	329m², 140m² NLA	19	
Brewery/Tavern	505m² NLA	20	
Tourist Accommodation	20 units	22	22 (includes 2 ACROD Bay)

It is noted the parking requirement has been rounded to the nearest whole number. The deck and alfresco areas are not for the exclusive use of the tenancies and are therefore not included in the NLA.

The proposed provision of 84 parking bays meets the statutory requirement of 77 parking bays. Additionally, the proposed parking numbers is considered appropriate for the development given the high probability of reciprocal carpark use and a high amenity for walking and cycling.

Bicycle Parking

LPP2.1 requires the following bicycle parking facilities:

Table 11 – Bicycle Parking Requirements

Land use	GFA/No.	LPP Requirement			
		Employee		Visitor	
Shop	495m²	2 per 300m² GFA	3	2 per 500m² GFA	2
Restaurant/café	384m² + 182m²	2 per 100m² GFA	11	2 per 100m² GFA	11
Brewery/Tavern	576m²	2 per 100m² GFA	12	2 per 100m² GFA	12
Tourist Accommodation	20 units	2 per 4 employees	1	2 per 8 units	5
Total			**27**		**30**

A total of 65 bicycle parking bays are proposed, exceeding the requirements under LPP 2.1. 51 of these bays are proposed to be accommodated at the entry of the development from Dunn Bay Road. It is noted that 7 bays are proposed within a lockable area (bicycle rack 3) for employee bicycle parking. It is considered due to the number of bays and location in highly visible and accessible locations these can effectively service the public and employees.

End of trip facilities

The following table sets out the requirements of the Policy for EOT faciltiies

Table 12 – EOT Requirements

Rate	1 secure clothes locker per 1 employee bicycle parking space	Proposed	1 shower per 8 Employee/ Residential Bicycle parking spaces	Proposed
Shop	3 lockers	4	0	1
Restaurant/café	11 lockers	24	1	2
Brewery/Tavern	12 lockers		2	
Tourist Accommodation	2 lockers	0	0	0

The end of trip facilities which are proposed within building 1 (brewery) are available to all employees on site. Based on the requirements of LPP 2.1 and the maximum anticipated staff numbers, the EOT facilities proposed are acceptable.

8.5 Local Planning Policy – Reflective Building Materials

Local Planning Policy 3.1 – Reflective Building Materials seeks to control the use of reflective building materials to prevent specular glare and potential nuisance for neighbouring properties and to preserve the scenic and landscape character attributes of the City. The policy applies to Landscape Value Areas and Travel Route Corridors, and within Residential, Tourist, Special Purpose and Rural Residential zones. The subject site is not within these specified areas.

An exterior materials and finishes schedule is provided on the development plans. The accommodation buildings at the rear of the site are proposed to be clad in vertical jarrah timber and surfmist Colorbond. The remaining brewery, restaurant/café and retail building exterior walls feature donnybrook sandstone, vertical jarrah timber cladding, surfmist Colorbond, and painted white render with glazing orientated towards the central courtyard.

The proposed materials in their quantities will not cause significant glare or amenity impacts to neighbouring properties or the surrounding area.

8.6 Local Planning Policy – Percent for Public Art

Local Planning Policy 4.4 – Percent for Art sets out the requirements for the provision of public art as part of developments which exceed $1,000,000. In accordance with the Policy, art to the value of 1% of the estimated cost of development is to be provided.

Public art is proposed to be provided on site and incorporated within the development. Preliminary engagement has been undertaken with a local Aboriginal representative to explore indigenous art opportunities. Josh Whiteland from Koomal Dreaming has been selected by the developer as one of the potential local artists to undertake the works.

It is proposed that detailed documentation will be provided to the City for approval in accordance with the Policy requirements, following the creative development process.

8.7 Local Planning Policy – Stormwater Management

Local Planning Policy 6.1 Stormwater Management requires all stormwater up to the 20% Annual Exceedance Probability (AEP) (previously 1 in 5 Average Recurrence Interval (ARI)) to be retained on site and for $1m^3$ of storage to be provided for every $40m^2$ of impervious area. Based on the proposed impervious area, the development will require a minimum $136.2m^3$ of storage. Stormwater will be managed in accordance with the stormwater management plan prepared by Iconic Design (contained within Appendix J), and currently provides for the required volume of storage through the use of soakwells. Other water sensitive urban design features, such as permeable pavement and rain gardens, will be considered as part of detailed design. All water collected within the site will be infiltrated within the site wherever possible, and no direct discharge to Dugulup Brook to the north of the site is proposed.

8.8 Local Planning Policy - Road, Footpath and Cycle Network Upgrading Contributions

Contribution	Contribution rate	Required (for 20 units)
Footpath and cycle network upgrade	$579.52 For Tourism Units the cost is 50% the normal contribution.	$5,795.2

It is noted the site is connected to the existing local footpath network.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

9. Planning Merit

The proposed development whilst being largely consistent with the local planning framework, is a well-considered, architecturally designed proposal that will provide significant community benefits.

The key points regarding the proposed development are summarise below:

- The proposal achieves a high-quality development outcome with associated active land uses and a shared community space.
- The development aligns with the intent LPS 21, providing an outcome that is site responsive and sympathetic to the surrounding context and character.
- The design is highly compatible with its setting with respect to height, scale, bulk and arrangement of buildings on site. The materiality incorporates use of timber and feature brick reflective of the Dunsborough locality.
- The development has been designed around retaining as many trees on site as possible which is a significant sustainable measure delivering positive ecological and social benefits to the community.
- The proposed development is considered to successfully balance market demands, community needs and align with the strategic vision of the locality.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

10. Conclusion

The Atzemis family are proud, local Western Australians who have owned the subject site for over 20 years. The development has captured George and Peter's vision for the site with a conscious and considered design approach, which will deliver the best-suited uses for the local community, visitors and surrounding environment. The proposal offers significant economic benefits to Dunsborough, creating local jobs and stimulating spending in the centre.

The proposed development will provide a high quality, architecturally designed development that is appropriate to the locality and aligns with the City and community's aspirations for the Dunsborough Town Centre. Designed by FINESPUN Architecture, extensive site analysis has resulted in a contemporary development that responds to its site context, the City's streetscape vision.

The development is consistent with the Planning Framework applicable to the site and achieves the objectives of the Centre zone in creating a genuine centre of community life, socially, culturally and economically.

On the basis of the above, the proposed development is considered to be consistent with the principles of orderly and proper planning and constitutes an appropriate and desirable use for the site that both considers the current and future amenity of the area.

It is therefore respectfully requested that the City of Busselton approves the proposed development.

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

element.

Appendix A – Certificate of Titles

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

WESTERN AUSTRALIA

REGISTER NUMBER	
1/D85620	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
4	4/1/2012

VOLUME 2042 FOLIO 499

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 1 ON DIAGRAM 85620

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ELDORADO PTY LTD OF CARE OF GOODING PARTNERS, THE QUADRANT, LEVEL 9, 1 WILLIAM STREET, PERTH

(T F930764) REGISTERED 18/7/1995

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L799050 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 2/12/2011.
2. *M109217 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 20/11/2012.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	2042-499 (1/D85620)
PREVIOUS TITLE:	1625-443
PROPERTY STREET ADDRESS:	61 DUNN BAY RD, DUNSBOROUGH.
LOCAL GOVERNMENT AUTHORITY:	CITY OF BUSSELTON

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M109217

LANDGATE COPY OF ORIGINAL NOT TO SCALE 03/04/2020 11:44 AM Request number: 60477773

Landgate
www.landgate.wa.gov.au

WESTERN AUSTRALIA

REGISTER NUMBER	
2/D85620	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
4	4/1/2012

VOLUME 2042 FOLIO 500

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 2 ON DIAGRAM 85620

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

ELDORADO PTY LTD OF CARE OF GOODING PARTNERS, THE QUADRANT, LEVEL 9, 1 WILLIAM STREET, PERTH

(T H041903) REGISTERED 4/3/1999

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L799050 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 2/12/2011.
2. *M109217 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 20/11/2012.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

----------END OF CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	2042-500 (2/D85620)
PREVIOUS TITLE:	1625-443
PROPERTY STREET ADDRESS:	59 DUNN BAY RD, DUNSBOROUGH.
LOCAL GOVERNMENT AUTHORITY:	CITY OF BUSSELTON

NOTE 1:	L803442	SECTION 138D TLA APPLIES TO CAVEAT J920191
NOTE 2:	L803443	SECTION 138D TLA APPLIES TO CAVEAT G850941
NOTE 3:		DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M109217

LANDGATE COPY OF ORIGINAL NOT TO SCALE 03/04/2020 11:44 AM Request number: 60477773

Landgate
www.landgate.wa.gov.au

WESTERN AUSTRALIA

REGISTER NUMBER	
4959/P13907	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

VOLUME LR3128 FOLIO 938

RECORD OF QUALIFIED CERTIFICATE OF CROWN LAND TITLE

UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 4959 ON PLAN 13907

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF BUSSELTON OF LOCKED BAG 1, BUSSELTON
(XE I854861) REGISTERED 16/4/2004

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. I854860 RESERVE 42673 FOR THE PURPOSE OF PUBLIC RECREATION REGISTERED 16/4/2004.
I854861 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. REGISTERED 16/4/2004.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

----------END OF CERTIFICATE OF CROWN LAND TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	LR3102-752 (4959/P13907)
PREVIOUS TITLE:	LR3102-752
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	CITY OF BUSSELTON
RESPONSIBLE AGENCY:	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

END OF PAGE 1 - CONTINUED OVER

LANDGATE COPY OF ORIGINAL NOT TO SCALE 16/07/2020 03:17 PM Request number: 60792193
Landgate
www.landgate.wa.gov.au

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 4959/P13907 VOLUME/FOLIO: LR3128-938 PAGE 2

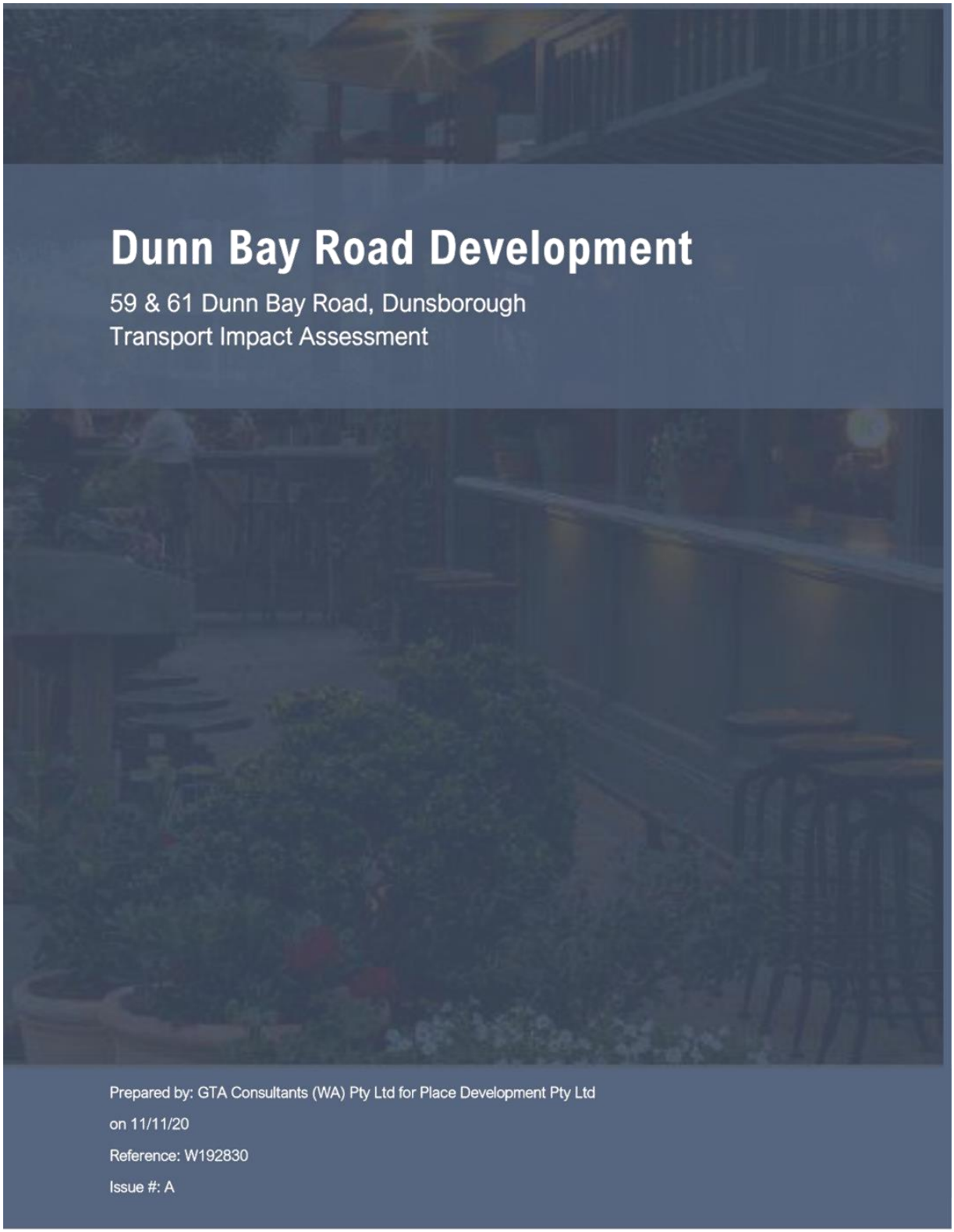
NOTE 1: A000001A CORRESPONDENCE FILE 00897-1993-01RO.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 16/07/2020 03:17 PM Request number: 60792193

Landgate
www.landgate.wa.gov.au

element.

Appendix E – Traffic Impact Assessment



Dunn Bay Road Development

59 & 61 Dunn Bay Road, Dunsborough
Transport Impact Assessment

Prepared by: GTA Consultants (WA) Pty Ltd for Place Development Pty Ltd
on 11/11/20
Reference: W192830
Issue #: A

GTAconsultants

Dunn Bay Road Development

59 & 61 Dunn Bay Road, Dunsborough
Transport Impact Assessment

Client: Place Development Pty Ltd

on 11/11/20

Reference: W192830

Issue #: A

Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
A-Dr	04/11/2020	Draft – issue for client comment	Aaron MacNish	Tim Judd	Tim Judd	
A	11/11/2020	Final	Aaron MacNish	Tim Judd	Tim Judd	

© GTA Consultants (WA) Pty Ltd [ABN 41 143 437 174] 2019
The information contained in this document is confidential and intended solely for the use of the client for the purpose for which it has been prepared and no representation is made or is to be implied as being made to any third party. Use or copying of this document in whole or in part without the written permission of GTA Consultants constitutes an infringement of copyright. The intellectual property contained in this document remains the property of GTA Consultants.

GTA Report (NSW)

GTAconsultants
Melbourne | Sydney | Brisbane
Adelaide | Perth

CONTENTS

1. Introduction 1
1.1. Background 2
1.2. Purpose of this Report 2
1.3. References 2
2. Existing Conditions 4
2.1. Subject Site 5
2.2. Existing Movement Network 6
2.3. Existing Parking / access 10
2.4. Committed developments 10
2.5. Changes to surrounding transport networks 11
2.6. Crash History 11
3. Development Proposal 13
3.1. Land Uses 14
3.2. Vehicle Parking 14
3.3. Vehicle Access 15
3.4. Pedestrian Facilities 16
3.5. Loading Areas 17
4. Traffic Assessment 20
4.1. Current Traffic Flows 21
4.2. Vehicle Types 23
4.3. Traffic Generation and Traffic Impact 24
4.4. Trip Distribution 24
4.5. Expected Traffic Flows 25
4.6. Traffic Impact of Development 29
4.7. Level of Service Concepts 30
4.8. Traffic Impact of Development on Local Area 31
5. Conclusion 32

Appendices

A. Development Plans
B. SIDRA Intersection Results
C. Swept Path Assessment
D. WAPC Guidelines Checklist

Figures

Figure 2.1: Subject Site and its Environs 5
Figure 2.2: Land Zoning Map 5
Figure 2.3: Cape Naturaliste Road 7
Figure 2.4: Dunn Bay Road 7
Figure 2.5: Function Road Hierarchy – surrounding road network 7
Figure 2.6: Existing Path Network – 800m radius 9
Figure 2.7: Path Network – adjacent site 10
Figure 2.8: Crash Map 2015 - 2019 11
Figure 3.1: Pedestrian Links 16
Figure 3.1: Dunn Bay Road Carpark – Waste and Loading Bays 18
Figure 3.2: Cape Naturaliste Road Carpark – Waste and Loading Bays 19
Figure 4.1: Cape Naturaliste Road / Dunn Bay Road – Existing 2020 AM Peak Turn Counts 21
Figure 4.2: Cape Naturaliste Road / Dunn Bay Road – Existing 2020 PM Peak Turn Counts 21
Figure 4.3: Cape Naturaliste Road / Caves Road – Existing 2020 AM Peak Turn Counts 22
Figure 4.4: Cape Naturaliste Road / Caves Road – Existing 2020 PM Peak Turn Counts 22
Figure 4.5: Cape Naturaliste Road / Dunn Bay Road – 2020 AM Peak with Development Traffic Flows 25
Figure 4.6: Cape Naturaliste Road / Dunn Bay Road – 2020 PM Peak with Development Traffic Flows 25
Figure 4.7: Cape Naturaliste Road / Caves Road – 2020 AM Peak with Development Traffic Flows 26
Figure 4.8: Cape Naturaliste Road / Caves Road – 2020 PM Peak with Development Traffic Flows 26
Figure 4.9: Cape Naturaliste Road / Dunn Bay Road – 2030 AM Peak with Development Traffic Flows 27
Figure 4.10: Cape Naturaliste Road / Dunn Bay Road – 2030 PM Peak with Development Traffic Flows 27
Figure 4.11: Cape Naturaliste Road / Caves Road – 2030 AM Peak with Development Traffic Flows 28
Figure 4.12: Cape Naturaliste Road / Caves Road – 2030 PM Peak with Development Traffic Flows 28

Tables

Table 2.1:	Traffic counts – October 2020	8
Table 3.1:	Development Schedule	14
Table 3.2:	Vehicle Parking Requirements	14
Table 3.3:	Bicycle Parking Requirements	15
Table 4.1:	Cape Naturaliste Road / Dunn Bay Road – Existing 2020 Operating Conditions	23
Table 4.2:	Caves Road / Cape Naturaliste Road – Existing 2020 Operating Conditions	23
Table 4.3:	Traffic Generation Rate Adopted	24
Table 4.4:	Development Generated Trips	24
Table 4.5:	Cape Naturaliste Road / Dunn Bay Road – 2020 with Development Traffic Operating Conditions	29
Table 4.6:	Caves Road / Cape Naturaliste Road – 2020 with Development Traffic Operating Conditions	29
Table 4.7:	Cape Naturaliste Road / Dunn Bay Road – 2030 with Development Traffic Operating Conditions	30
Table 4.8:	Caves Road / Cape Naturaliste Road – 2030 with Development Traffic Operating Conditions	30

1. INTRODUCTION

01

INTRODUCTION

1.1. Background

A Development Approval is currently being sought for a proposed mixed use development on land located at Lot 1 and Lot 2 (59 and 61) Dunn Bay Road, Dunsborough. The proposed development incorporates a brewery, restaurant, café, retail and tourist accommodation.

GTA Consultants (GTA) were commissioned by Place Development in October to undertake a transport impact assessment of the proposed development.

The key focus for this site is to maintain a good level of pedestrian and cycling access and amenity and integrate into the existing Dunsborough town centre.

1.2. Purpose of this Report

Western Australian Planning Commission Transport Assessment Guidelines (WAPC Guidelines) provide direction on the level of assessment which is necessary to be carried out with respect to the likely traffic impact of a development proposal. Typically, any development which is expected to have a 'high' traffic impact, that is, generating more than 100 trips in the peak hour is satisfied by a TIA. Any development which is expected to generate less than 100 trips in the peak hour requires a Transport Impact Statement (TIS) to be undertaken. Both types of assessment consider the operation and layout of the site, but they differ in their assessment of external traffic impact.

In the context of this proposal, it is estimated there may be more than 100 trips generated in a given peak hour if applying 'typical' traffic generation rates. In this case a TIA is appropriate. This TIA briefly outlines the transport aspects surrounding the proposed development. The intent of a TIA, as per the WAPC Guidelines, is to provide the approving authority with sufficient transport information to confirm that the Applicant has adequately considered the transport aspects of the development and that it would not have an adverse transport impact on the surrounding area. Of particular relevance is the accessibility of the development by non-car modes, in accordance with Government's sustainable development objectives, and its integration with the surrounding area.

In accordance with the WAPC Guidelines, this TIA outlines:

- Existing transport conditions proximate to the site
- Suitability of the proposed parking provision within the site
- The adequacy of the proposed site layout
- The traffic generating characteristics of the proposed development
- The anticipated impact of the proposed development on the surrounding road network.

1.3. References

In preparing this report, reference has been made to the following:

- City of Busselton Local Planning Scheme No. 21
- WAPC Transport Assessment Guidelines for Development: Volume 4 – Individual Developments
- Australian Standard/ New Zealand Standard, Parking Facilities, Part 1: Off-Street Car Parking AS/NZS 2890.1:2004

INTRODUCTION

- Australian Standard / New Zealand Standard, Parking Facilities, Part 6: Off-Street Parking for People with Disabilities AS/NZS 2890.6:2009
- plans for the proposed development prepared by Finespun Architects
- traffic and car parking surveys undertaken by GTA Consultants as referenced in the context of this report
- various technical data as referenced in this report
- an inspection of the site and its surrounds
- other documents as nominated.

2. EXISTING CONDITIONS

02

EXISTING CONDITIONS

2.1. Subject Site

The subject site is located at Lot 1 & Lot 2 Dunn Bay Road in Dunsborough. The site of approximately 0.86ha has frontages of 105m to Cape Naturaliste Road and 60m to Dunn Bay Road.

The site is located within a "Centre" zone and is currently occupied by a restaurant.

The surrounding properties include a mix of commercial, light industry, retail and public purpose land uses.

The location of the subject site and the surrounding environs is shown in Figure 2.1, and the land zoning is shown in Figure 2.2.

Figure 2.1: Subject Site and its Environs



(PhotoMap courtesy of NearMap Pty Ltd)

Figure 2.2: Land Zoning Map



(Reproduced from City of Busselton Intramaps)

EXISTING CONDITIONS

2.2. Existing Movement Network

2.2.1. Arterial Roads

Caves Road

Caves Road functions as a secondary arterial road and is listed as a Primary Distributor under the Main Roads WA Function Road Hierarchy. It is a two-way road aligned in an east-west direction and configured in a 2-lane arrangement; 11.5 metre wide carriageway set within a 40 metre wide road reserve (approx.).

Caves Road carries approximately 5,500 vehicles per day[1].

Cape Naturaliste Road

Cape Naturaliste Road functions as a secondary arterial road and is listed as a Regional Distributor under the Main Roads WA Function Road Hierarchy. It is a two-way road aligned in a north-south direction and configured in a 2-lane arrangement; 8.5 metre wide carriageway set within a 31 metre wide road reserve (approx.).

Cape Naturaliste Road carries approximately 5,000 – 6,000 vehicles per day[2].

2.2.2. Local Roads

Other local roads within the vicinity of the site include:

Dunn Bay Road

Dunn Bay Road functions as a "main street" and is listed as a Local Distributor under the Main Roads WA Function Road Hierarchy. It is a two-way road aligned in an east-west direction and configured in a 2-lane arrangement; 8 metre wide carriageway set within a 20 metre wide road reserve (approx.). Dunn Bay Road features some on-street parking bays immediately east of the subject site as the road runs adjacent to one of the local shopping centres.

Dunn Bay Road carries approximately 4,000 vehicles per day[3].

Cape Naturalise Road and Dunn Bay Road are shown in Figure 2.3 and Figure 2.4 respectively.

The current functional road hierarchy is demonstrated in Figure 2.5.

[1] Source: Main Roads WA Traffic Map – Caves Road East of Cape Naturalist Road
[2] Source: Traffic counts commissioned by GTA Consultations October 2020.
[3] Source: Traffic counts commissioned by GTA Consultations October 2020.

EXISTING CONDITIONS

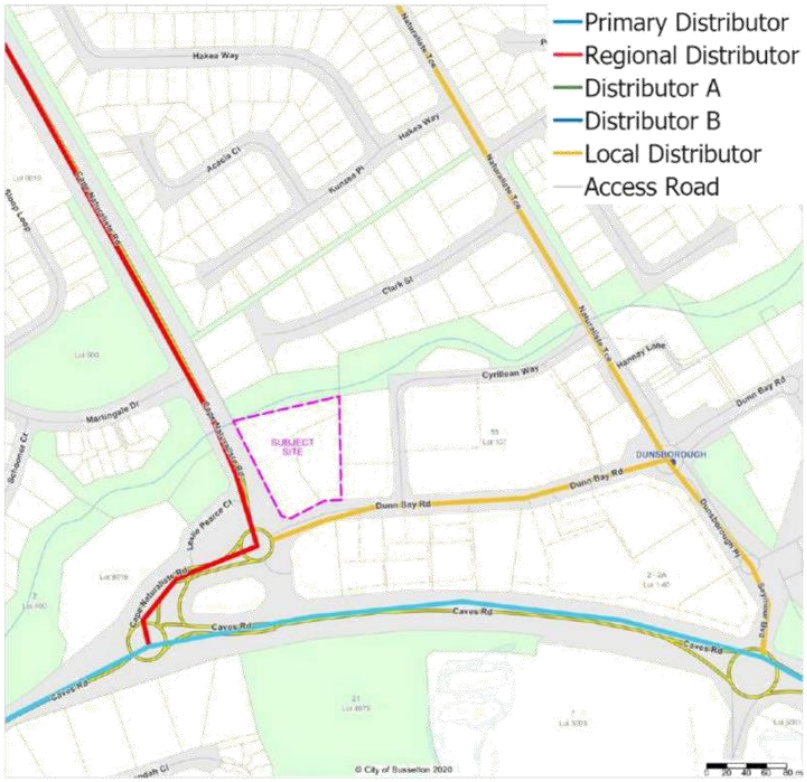
Figure 2.3: Cape Naturaliste Road



Figure 2.4: Dunn Bay Road



Figure 2.5: Function Road Hierarchy – surrounding road network



EXISTING CONDITIONS

2.2.3. Surrounding Intersections

Intersections in the vicinity of the subject site include:

- Caves Road / Dunn Bay Road / Cape Naturaliste Road (roundabout)
- Caves Road / Cape Naturaliste Road (roundabout).

2.2.4. Traffic Volumes

GTA commissioned video surveys of the two roundabouts adjacent the development site in October 2020.

Table 2.1 shows the current traffic volumes along local road network adjacent to the development site.

Table 2.1: Traffic counts – October 2020

Road Name	AM Peak	PM Peak	Daily Traffic (estimate)
Caves Road	479	536	5,500vpd
Cape Naturaliste Road	630	470	5,000 – 6,000vpd
Dunn Bay Road	403	416	4,000

2.2.5. Intersection Operation

The intersections mentioned in section 2.2.3 were analysed in SIDRA version 8.0 to determine their current operation. The existing intersection configuration achieves an excellent level of service (LOS), being LOS A in both AM and PM peak hours. More details of this analysis are provided in chapter 4.0.

2.2.6. Existing Pedestrian / Cycling Network

The site is well serviced by the current footpath network.

There is an existing 2.0m wide concrete path along Dunn Bay Road for the entire length of the development providing pedestrian and cycling access into the town centre.

A shared path along Cape Naturaliste Road has recently been constructed from approximately 30m south of Martingale Drive to Our Lady of the Cape Primary School. This shared path also connects to a second path that runs in an east - west alignment along through along the creek to the north of the site.

A 2.5m shared path also continues south along Caves Road linking to the Cape Villas development.

EXISTING CONDITIONS

Figure 2.6: Existing Path Network – 800m radius



Source: City of Busselton Intramaps, produced by GTA Consultants October 2020

EXISTING CONDITIONS

Figure 2.7: Path Network – adjacent site



Source: City of Busselton Intramaps, produced by GTA Consultants October 2020

2.3. Existing Parking / access

Currently the site is accessed from a single 6.5m crossover on Dunn Bay Road.

There is an informal parking area (no line marking) with space for approximately 10 – 12 vehicles.

2.4. Committed developments

A review of the City of Busselton's development approval register did not show any major traffic generating developments in proximity to the subject site.

EXISTING CONDITIONS

There is an existing DA for the shopping centre just to the east of the subject site. However, the shopping centre DA is for the installation of solar panels on a covered carpark and does not have any trip generating potential.

2.5. Changes to surrounding transport networks

At the time of writing this impact assessment there are no known upcoming changes to the surrounding transport network.

2.6. Crash History

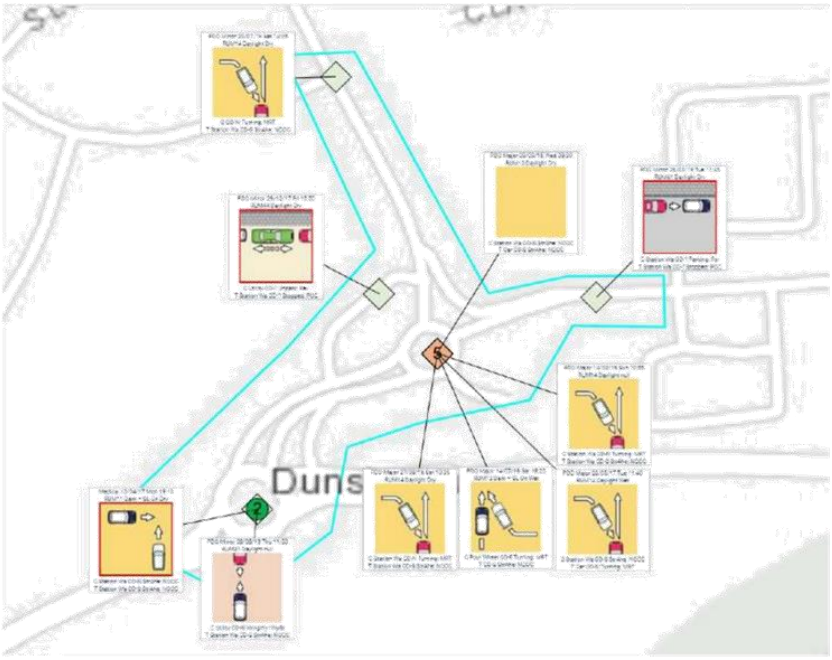
An assessment of the recent crash history has been undertaken using the Main Roads WA online Crash Map tool for the period of 01/01/2015 to 31/12/2019. The extent of the crash mapping is shown in Figure 2.8.

There appears to be an issue with drivers travelling south bound on Cape Naturaliste Road colliding with vehicles exiting the service station road travelling straight through the roundabout heading north.

There appears to be a combination of factors that could be attributing to these crashes:

- Poor sight distance through intersection due to vegetation in the central median obscuring driver vision
- High circulating vehicle speeds due to the existing roundabout configuration including relatively straight north and south approaches and very large circulating width.

Figure 2.8: Crash Map 2015 - 2019



EXISTING CONDITIONS

Traffic exiting the development onto Cape Naturaliste Road will already be travelling at slow speed on the approach to the roundabout so are unlikely to contribute to these crash types. The road authority should investigate the above sight distance concerns and consider modification of the existing roundabout design using line marking or increase concrete aprons to slow vehicle circulating speeds.

3. DEVELOPMENT PROPOSAL

03

DEVELOPMENT PROPOSAL

3.1. Land Uses

The proposal includes the land uses summarised in Table 3.1.

Table 3.1: Development Schedule

Use	Size (GFA)
Shop	495m²
Restaurant/café	384m², 182m²
Brewery	576m²
Tourist Accommodation	20 dwellings

The restaurant, brewery and café and tourist accommodation are all proposed to be run by the same operator and will share staff across the businesses. It is proposed there will be between 10 – 20 staff on site at any one time fluctuating with the peak tourist seasons.

3.2. Vehicle Parking

There is no on-street car parking proposed as part of the development, instead parking will be provided by two separate carparks with independent access from Dunn Bay Road and Cape Naturaliste Road.

The statutory parking requirements for the site have been sourced from the City of Busselton's Local Planning Policy No. 2.1 – Car Parking (LPP2.1). Under the policy the development site is wholly contained within the area defined as "Dunsborough CBD". As such all new development shall provide car parking bays on the bases of 4 bays per 100m2 of Net Leasable Area (NLA) for all land uses.

Table 3.2: Vehicle Parking Requirements

Use	Size (m² NLA)	LPP 2.1 Requirement	Development Proposal
Shop	393m2	16	62 shared bays with reciprocal parking arrangement (includes 2 ACROD Bays)
Restaurant/café	329m2, 140m2	19	
Brewery	505m2	20	
Tourist Accommodation	20 dwellings	22	22 (includes 1 ACROD Bay)

The site is expected to require between 10 – 20 employees depending on the season. Assuming each employee drives a car to site this leaves at least 64 bays available for guests and visitors to the site. The proposed development will have 7 parking bays above the statutory requirement. The proposed 84 parking bays include parking provision for staff, guests and visitors to the site. There will also be an element of parking reduction based on internal trip reduction for the development. For example, guests staying at the on-site accommodation are very likely to use the Brewery, restaurant, café and retail establishments. In addition, the peak parking times for the café / roastery is likely be to mid-morning to lunch time, a time when the brewery would be expected to have minimal demand. Conversely the evening periods of activity for the brewery will be at a time when the café requires minimal parking.

As discussed in section 2.2.6 the site is in an excellent walking / cycling catchment to the Dunsborough town centre, is it entirely plausible that there will be a substantial amount of walking and cycling trips to the site over vehicle trips, something that will be encouraged with a clear and welcome pedestrian path network

through the development and end-of-trip cycling facilities discussed further in section 3.5. LPP2.1 requires the following bicycle parking facilities shown in Table 3.3

As previously discussed, the number of staff on site is significantly less than the employee calculations based on the GFA as per the LPP 2.1. The development proposes to include seven bike racks within a secured cage and an additional 58 units throughout the site. The location of the bike storage is detailed in the development application plans in Appendix A.

End of trip facilities are provided in the hospitality building (refer B1 on development plans) and the retail building (refer B4 on the development plans). A total of 28 lockers are provided between these two buildings and three bathrooms with shower facilities.

As each of the tourist units is self-contained it is not proposed to provide separate bicycle lockers and end of trip facilities for the tourist accommodation.

Table 3.3: Bicycle Parking Requirements

Land use	GFA/No.	LPP Requirement				Proposed	
		Employee		Visitor		Employee	Visitor
Shop	505m²	2 per 300m2 GFA	3	2 per 500m2 GFA	2	2	5
Restaurant/café	384m² + 182m²	2 per 100m2 GFA	11	2 per 100m2 GFA	11	7	15
Brewery	576m²	2 per 100m2 GFA	12	2 per 100m2 GFA	12	2	15
Tourist Accommodation	20 units	2 per 4 employees	2	2 per 8 units	5	2	10
Total			28		30	20	45

3.2.1. Parking Summary

For the reasons above the amount of parking proposed is considered suitable for this development and will be supported by cycling end of trip facilities.

3.3. Vehicle Access

The development will have three points of vehicle access to the site, one from Dunn Bay Road and two from Cape Naturaliste Road.

Cape Naturaliste Road will allow servicing of the two short stay apartments and retail shop, while Dunn Bay Road will allow servicing of the tourist accommodation, café, restaurant and brewery.

Access to the Cape Naturaliste Road carpark will be via two crossovers, the northern crossover will be proposed as a full movement crossover with Cape Naturaliste Road catering for two-way vehicle movement.

The southern access will be limited to a left-in-left-out arrangement due to the close proximity to the Cape Naturaliste Road / Dunn Bay Road roundabout. The majority of trips will likely be exiting at this crossover noting entry is required for waste and delivery vehicles to manoeuvre into the loading bay which is discussed in section 3.5.

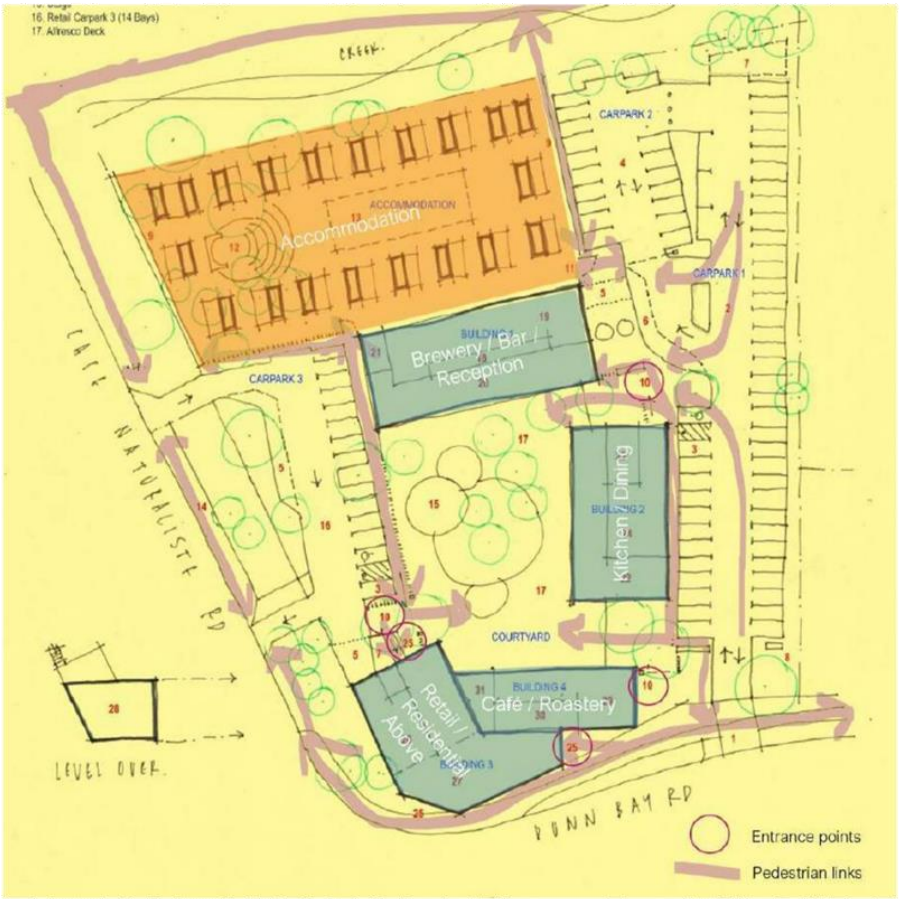
DEVELOPMENT PROPOSAL

3.4. Pedestrian Facilities

There are two important pedestrian links to maintain, connectivity along Dunn Bay Road towards the town centre and north along Cape Naturaliste Road connecting into the existing shared path.

Within the site, movement between the various venues will not require any crossing of internal roads or carparks. There will also be pedestrian access to the site from the north, west and south as shown in Figure 3.1.

Figure 3.1: Pedestrian Links



Source: Masterplan SK07 Finespun Architects, produced by GTA Consultants

3.5. Loading Areas

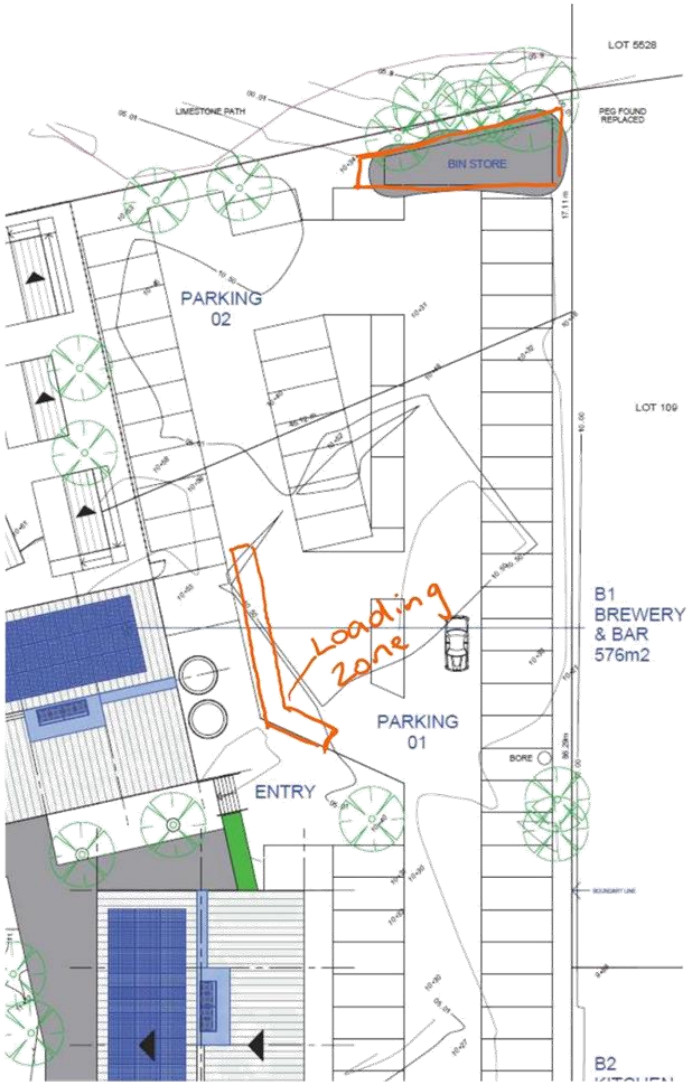
The development has two separate loading areas, one in the Dunn Bay Road carpark and the other in the Cape Naturaliste Road carpark. As well as the dedicated loading areas, the development proposes two dedicated bin stores. The loading areas and bin stores are shown in Figure 3.2 and Figure 3.3 below.

Waste and delivery vehicles enter the Dunn Bay Road carpark from a single combined crossover on Dunn Bay Road, pulling into the demarcated loading bay in forward gear and then depending on the size of the vehicle leaving via Carpark 02 or using the circulation area shown in Carpark 01. Waste vehicles continue through Carpark 02 and then undertake a short reversing manoeuvre to collect the bins located within the bin store to the north of the site.

The waste and delivery vehicles accessing the Cape Naturaliste Road carpark will need to access the site from the southern crossover and then have a short reversing manoeuvre into the loading bay / bin store area at the southern end of Carpark 03. It's important to note that this cross-over due to its proximity to the Cape Naturaliste Road / Dunn Bay Road roundabout will need to be limited to a left-in-left-out arrangement with any delivery / waste vehicles needing to come from the north along Cape Naturaliste Road.

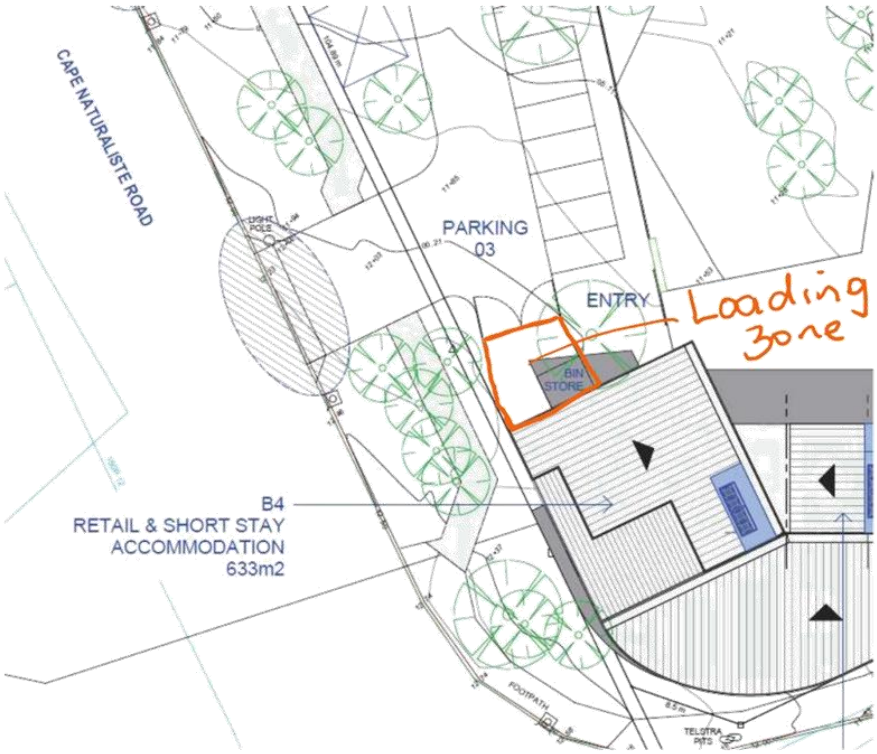
DEVELOPMENT PROPOSAL

Figure 3.2: Dunn Bay Road Carpark – Waste and Loading Bays



DEVELOPMENT PROPOSAL

Figure 3.3: Cape Naturaliste Road Carpark – Waste and Loading Bays



4. TRAFFIC ASSESSMENT

04

TRAFFIC ASSESSMENT

4.1. Current Traffic Flows

GTA commissioned traffic counts that were carried out in October 2020 to capture the operation of the two roundabouts at Caves Road / Cape Naturaliste Road and Dunn Bay Road / Cape Naturaliste Road. GTA has assessed the two intersections in SIDRA Intersection Version 8.0, Table 4.1 and Table 4.2 show that both roundabouts are currently operating well within their capacity with excellent levels of service and minimum delays / queuing.

Figure 4.1: Cape Naturaliste Road / Dunn Bay Road – Existing 2020 AM Peak Turn Counts

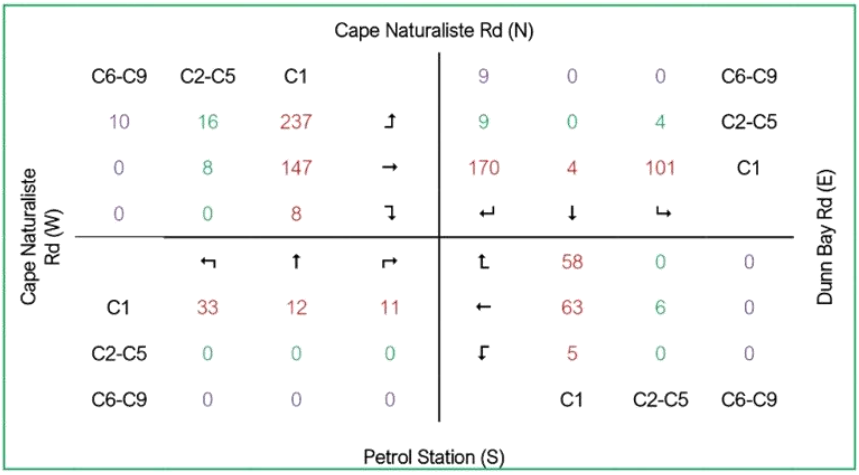
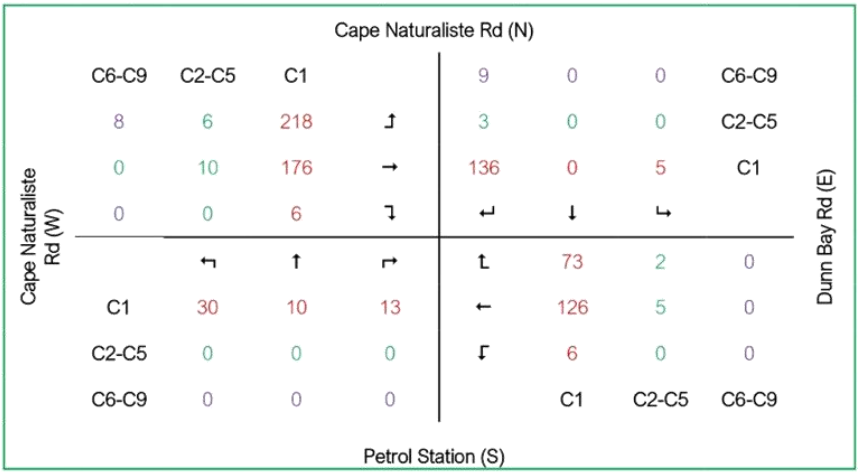


Figure 4.2: Cape Naturaliste Road / Dunn Bay Road – Existing 2020 PM Peak Turn Counts



TRAFFIC ASSESSMENT

Figure 4.3: Cape Naturaliste Road / Caves Road – Existing 2020 AM Peak Turn Counts

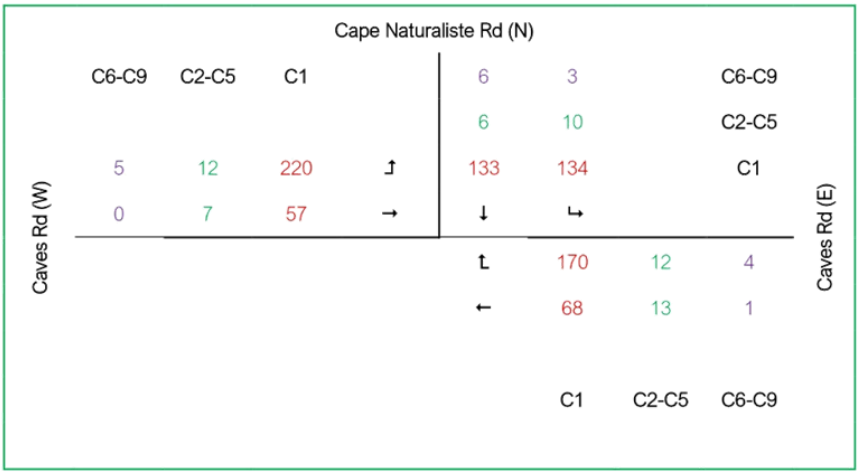


Figure 4.4: Cape Naturaliste Road / Caves Road – Existing 2020 PM Peak Turn Counts

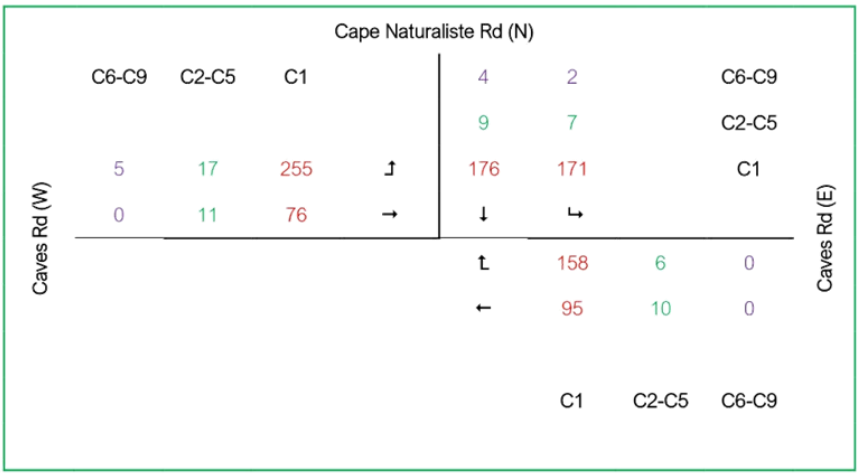


Table 4.1: Cape Naturaliste Road / Dunn Bay Road – Existing 2020 Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
BASE - 2020 AM Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station	0.05	A	4s	1m
	Dunn Bay Rd (E)	0.13	A	7s	2m
	Cape Naturaliste Rd (N)	0.26	A	8s	5m
	Cape Naturaliste Rd (W)	0.32	A	4s	7m
	Intersection	0.32	A	6s	7m
BASE - 2020 PM - Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station (S)	0.05	A	5s	1m
	Dunn Bay Rd (E)	0.19	A	7s	3m
	Cape Naturaliste Rd (N)	0.14	A	10s	3m
	Cape Naturaliste Rd (W)	0.32	A	4s	7m
	Intersection	0.32	A	6s	7m

Table 4.2: Caves Road / Cape Naturaliste Road – Existing 2020 Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
BASE - 2020 AM Caves Road / Cape Naturaliste Road	Caves Road (E)	0.22	A	8s	4m
	Caves Road (N)	0.21	A	7s	4m
	Caves Road (W)	0.25	A	4s	5m
	Intersection	0.25	A	6s	5m
BASE - 2020 PM - Caves Road / Cape Naturaliste Road	Caves Road (E)	0.22	A	8s	4m
	Caves Road (N)	0.27	A	7s	5m
	Caves Road (W)	0.29	A	4s	6m
	Intersection	0.29	A	6s	6m

4.2. Vehicle Types

There are several different types of vehicles assessed as part of the development, these vehicle types have been assessed using AutoTurn in AutoCAD with a 500mm buffer (the City of Busselton Local Planning Policy for parking only requires a 300mm buffer).

Vehicle types are as follows:

- Passenger Vehicle (B85)
- 3.4 Urban Tanker fire appliance
- 12.5m rigid delivery truck
- Rear loading refuse truck.

4.3. Traffic Generation and Traffic Impact

Trip generation for the development was based on a number of sources including the Institute of Transport Engineers and the Road and Traffic Authority (RTA). It is expected that there will be a significant amount of trips taken to the site by walking and cycling given the developments close proximity to the existing town centre. The trip generation below is vehicle trips only.

Table 4.3: Traffic Generation Rate Adopted

Land Use	Units	Daily Trip Rate	AM			PM			Source	Pass-By
			Rate	In	Out	Rate	In	Out		
Boutique Hotel	Rooms	8.17	0.53	59%	41%	0.60	51%	49%	ITE 9th Edition Hotel 310	
Brewery	100m2	0.00	-	-	-	12.21	66%	34%	ITE 9th Edition Drinking Place	
Restaurant	100m2	96.82	-	-	-	8.06	67%	33%	ITE 9th Edition Quality Restaurant 931	44%
Café	100m2	60.00	-	-	-	5.00	50%	50%	RTA Guide to Traffic Generating Development	
Retail	100m2	45.96	1.08	80%	20%	4.12	50%	50%	ITE 9th Edition Shopping Centre 820	34%
Short Stay	Rooms	8.17	0.53	59%	41%	0.60	51%	49%	ITE 9th Edition Hotel 310	

Table 4.4: Development Generated Trips

Land Use	Yield		AM		PM		Daily
			In	Out	In	Out	
Boutique Hotel	20	Rooms	6.3	4.3	6.1	5.9	163
Brewery	576	m2	0.0	0.0	46.4	23.9	-
Restaurant	400	m2	0.0	0.0	12.1	6.0	217
Café	220	m2	0.0	0.0	5.5	5.5	132
Retail	420	m2	2.4	0.6	5.7	5.7	127
Short Stay	3	Rooms	0.9	0.7	0.9	0.9	25
Staff	20	Staff	20	0	0	20	40
TOTAL			30	6	77	68	704

4.4. Trip Distribution

The trip distribution is assumed to be the same as the recorded distribution during the October surveys.

4.5. Expected Traffic Flows

Using the trip generation values in section 4.3 the intersection performance for the present day and for a period 10 years in the future (2030) are shown in Figures 4.5 – 4.12. These traffic flows have been input into SIDRA Intersection 8.0 for analysis. The results are discussed in section 4.6

Figure 4.5: Cape Naturaliste Road / Dunn Bay Road – 2020 AM Peak with Development Traffic Flows

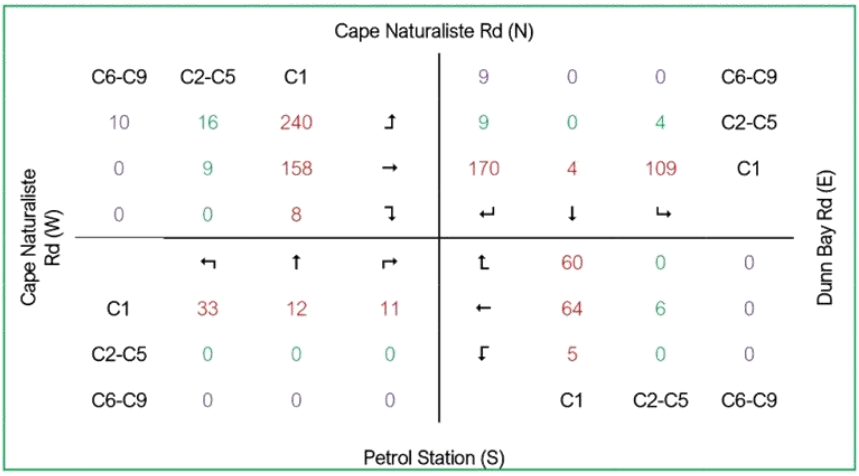
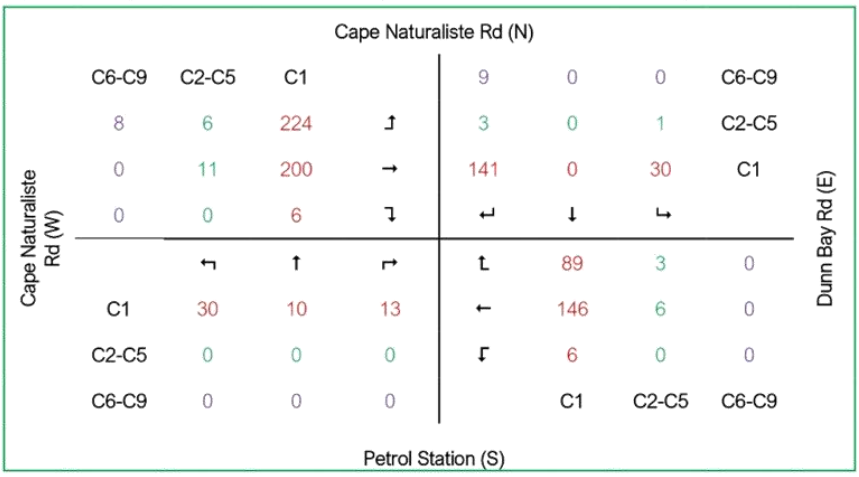


Figure 4.6: Cape Naturaliste Road / Dunn Bay Road – 2020 PM Peak with Development Traffic Flows



TRAFFIC ASSESSMENT

Figure 4.7: Cape Naturaliste Road / Caves Road – 2020 AM Peak with Development Traffic Flows

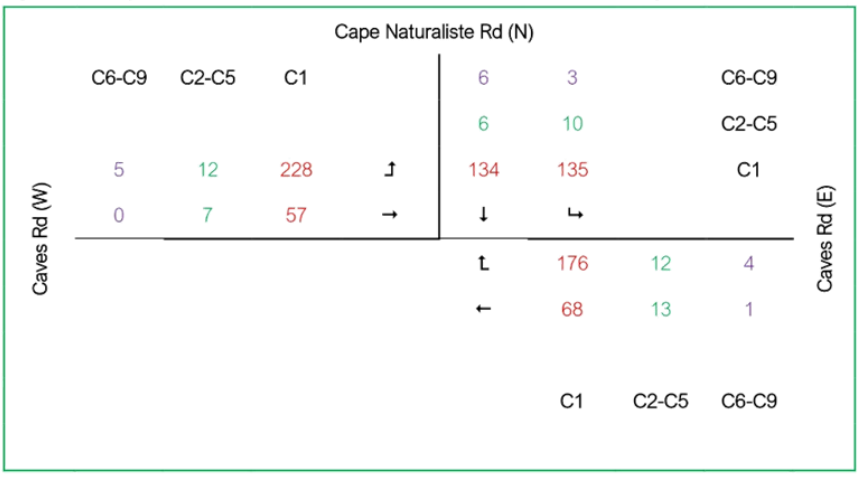
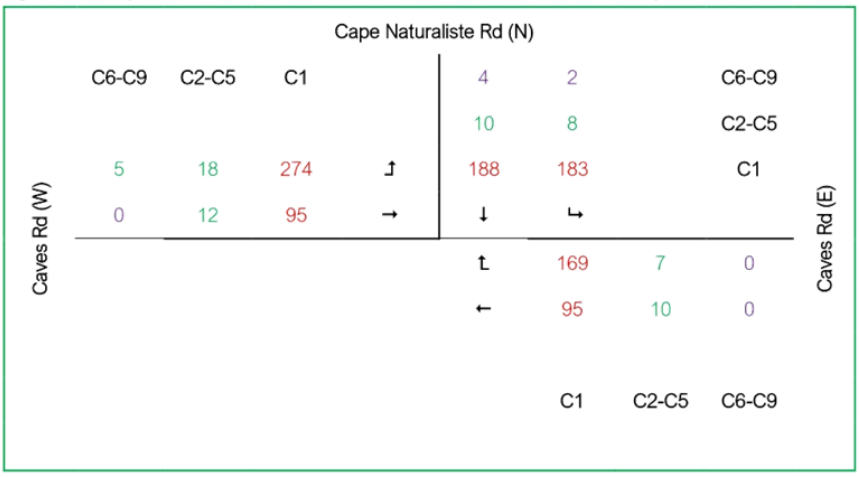


Figure 4.8: Cape Naturaliste Road / Caves Road – 2020 PM Peak with Development Traffic Flows



TRAFFIC ASSESSMENT

Figure 4.9: Cape Naturaliste Road / Dunn Bay Road – 2030 AM Peak with Development Traffic Flows

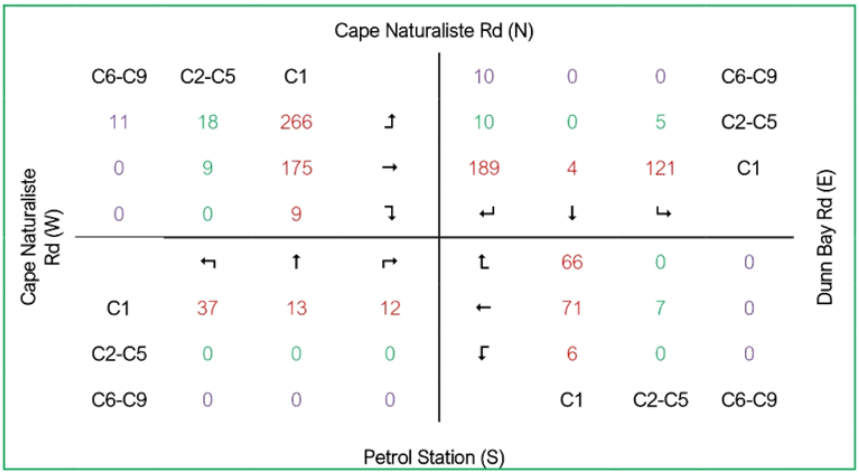
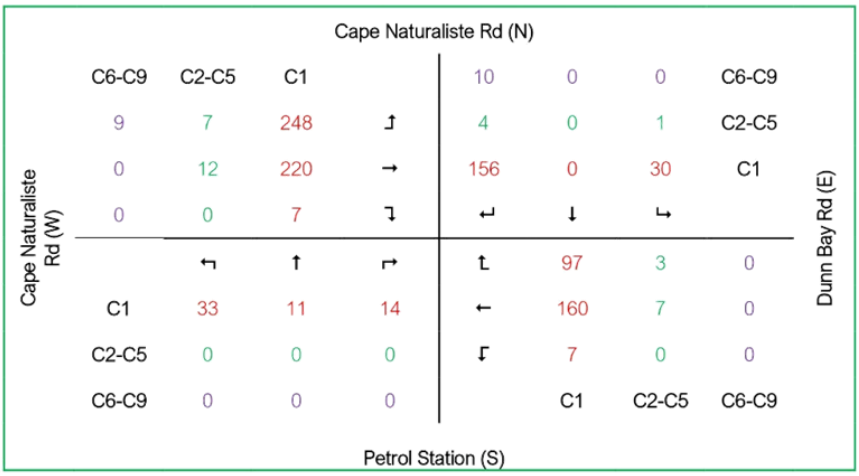


Figure 4.10:Cape Naturaliste Road / Dunn Bay Road – 2030 PM Peak with Development Traffic Flows



TRAFFIC ASSESSMENT

Figure 4.11:Cape Naturaliste Road / Caves Road – 2030 AM Peak with Development Traffic Flows

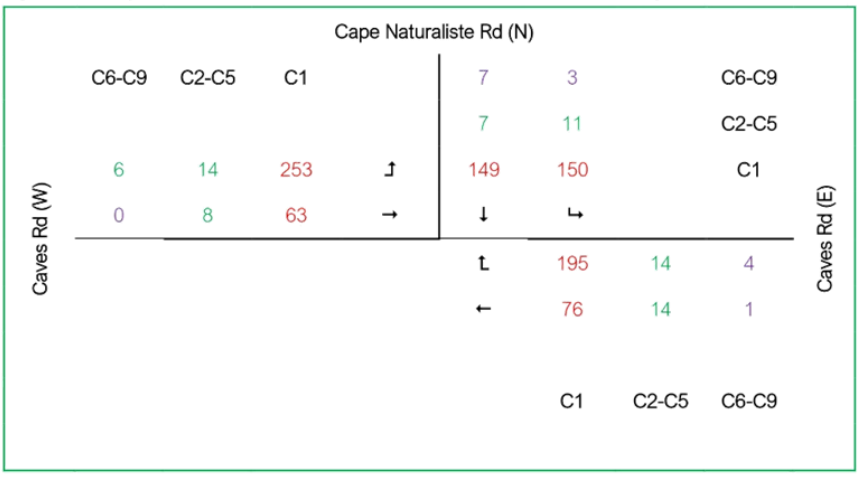
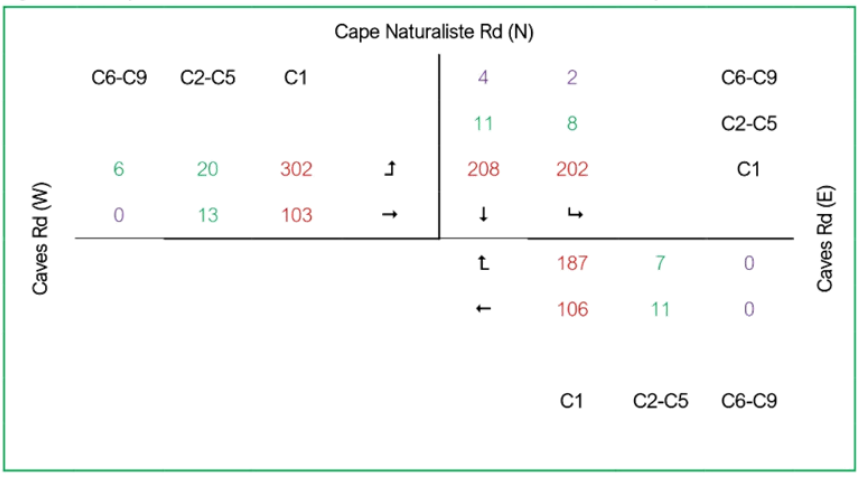


Figure 4.12:Cape Naturaliste Road / Caves Road – 2030 PM Peak with Development Traffic Flows



4.6. Traffic Impact of Development

The addition of development traffic onto the existing intersections has minimal effect on the operational performance of the intersection, after modelling the intersections in SIDRA Intersection 8.0 the intersections still deliver an excellent Level of Service A with minimal queuing and delays. This is to be expected given the configuration of the large roundabouts adjacent the site, typically these intersections are capable of carrying much higher traffic volumes than currently predicted on any of the adjacent road network.

Table 4.5: Cape Naturaliste Road / Dunn Bay Road – 2020 with Development Traffic Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
With Site - 2020 AM Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station (S)	0.05	A	4s	1m
	Dunn Bay Rd (E)	0.13	A	7s	2m
	Cape Naturaliste Rd (N)	0.27	A	8s	5m
	Cape Naturaliste Rd (W)	0.33	A	4s	7m
	Intersection	0.33	A	6s	7m
With Site - 2020 PM Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station (S)	0.05	A	5s	1m
	Dunn Bay Rd (E)	0.23	A	7s	4m
	Cape Naturaliste Rd (N)	0.17	A	9s	3m
	Cape Naturaliste Rd (W)	0.35	A	5s	8m
	Intersection	0.35	A	6s	8m

Table 4.6: Caves Road / Cape Naturaliste Road – 2020 with Development Traffic Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
With Site - 2020 AM Caves Road / Cape Naturaliste Road	Caves Road (E)	0.22	A	8s	4m
	Caves Road (N)	0.21	A	7s	4m
	Caves Road (W)	0.25	A	4s	5m
	Intersection	0.25	A	6s	5m
With Site - 2020 PM Caves Road / Cape Naturaliste Road	Caves Road (E)	0.23	A	8s	4m
	Caves Road (N)	0.29	A	7s	6m
	Caves Road (W)	0.32	A	4s	7m
	Intersection	0.32	A	6s	7m

Table 4.7: Cape Naturaliste Road / Dunn Bay Road – 2030 with Development Traffic Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
With Site - 2030 AM Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station (S)	0.06	A	5s	1m
	Dunn Bay Rd (E)	0.15	A	7s	3m
	Cape Naturaliste Rd (N)	0.30	A	8s	6m
	Cape Naturaliste Rd (W)	0.37	A	4s	8m
	Intersection	0.37	A	6s	8m
With Site - 2030 PM Cape Naturaliste Rd / Dunn Bay Rd	Petrol Station	0.06	A	5s	1m
	Dunn Bay Rd (E)	0.25	A	7s	5m
	Cape Naturaliste Rd (N)	0.19	A	10s	4m
	Cape Naturaliste Rd (W)	0.39	A	5s	9m
	Intersection	0.39	A	6s	9m

Table 4.8: Caves Road / Cape Naturaliste Road – 2030 with Development Traffic Operating Conditions

Location	Arm	DOS	LOS	Avrg Delay	95th %ile Q
With Site - 2030 AM Caves Road / Cape Naturaliste Road	Caves Road (E)	0.25	A	9s	5m
	Caves Road (N)	0.24	A	7s	5m
	Caves Road (W)	0.29	A	5s	6m
	Intersection	0.29	A	7s	6m
With Site - 2030 PM Caves Road / Cape Naturaliste Road	Caves Road (E)	0.26	A	8s	5m
	Caves Road (N)	0.33	A	7s	7m
	Caves Road (W)	0.36	A	5s	8m
	Intersection	0.36	A	6s	8m

4.7. Level of Service Concepts

The level of service concept describes the quality of traffic service in terms of six levels, designated A to F, with level of service A (LOS A) representing the best operating condition (i.e. at or close to free flow), and level of service F (LOS F) the worst (i.e. forced flow). More specifically:

- *LOS A*: Primarily free flow operations at average travel speeds, usually about 90% of the FFS (free flow speed) for the given street class. Vehicles are completely unimpeded in their ability to manoeuvre within the traffic stream. Control delay at signalised intersections is less than 10 seconds. At non-signalised movements at intersections the average control delay is less than 10 seconds;
- *LOS B*: Reasonably unimpeded operations at average travel speeds, usually about 70% of the FFS for the street class. The ability to manoeuvre within the traffic stream is only slightly restricted, and control delays at signalised intersections are between 10 and 20 seconds. At non-signalised movements at intersections the average control delay is between 10 and 15 seconds;

- *LOS C*: Stable operations; however, ability to manoeuvre and change lanes in mid-block locations may be more restricted than at LOS B, and longer queues, adverse signal coordination, or both may contribute to lower average travel speeds of about 50% of the FFS for the street class. Signalised intersection delays are between 20 and 35 seconds. At non-signalised movements at intersections the average control delay is between 15 and 25 seconds;
- *LOS D*: A range in which small increases in flow may cause substantial increases in delay and decreases in travel speed. LOS D may be due to adverse signal progression, inappropriate signal timing, high volumes, or a combination of these factors. Average travel speeds are about 40% of FFS. Signalised intersection delays are between 35 and 55 seconds. At non-signalised movements at intersections the average control delay is between 25 and 35 seconds;
- *LOS E:* Characterised by significant delays and average travel speeds of 33% of the FFS or less. Such operations are caused by a combination of adverse progression, high signal density, high volumes, extensive delays at critical intersections (between 55 and 80 seconds), and inappropriate signal timing. At non-signalised movements at intersections the average control delay is between 35 and 50 seconds; and,
- *LOS F*: Characterised by urban street flow at extremely low speeds, typically 25% to 33% of the FFS. Intersection congestion is likely at critical signalised locations, with high delays (in excess of 80 seconds), high volumes, and extensive queuing. At non-signalised movements at intersections the average control delay is greater than 50 seconds.

In addition to the above:

- Average Delay: is the average of all travel time delays for vehicles through the intersection; and,
- Queue: is the queue length below which 95% of all observed queue lengths fall.
- Degree of Saturation: Ratio of the traffic flow to the capacity for that particular lane/movement

4.8. Traffic Impact of Development on Local Area

Based on the above assessment it is concluded that the development will have an acceptable impact on the surrounding roads and intersections with no changes required to either the road network or geometry of intersections due to the amendment.

5. CONCLUSION

05

CONCLUSION

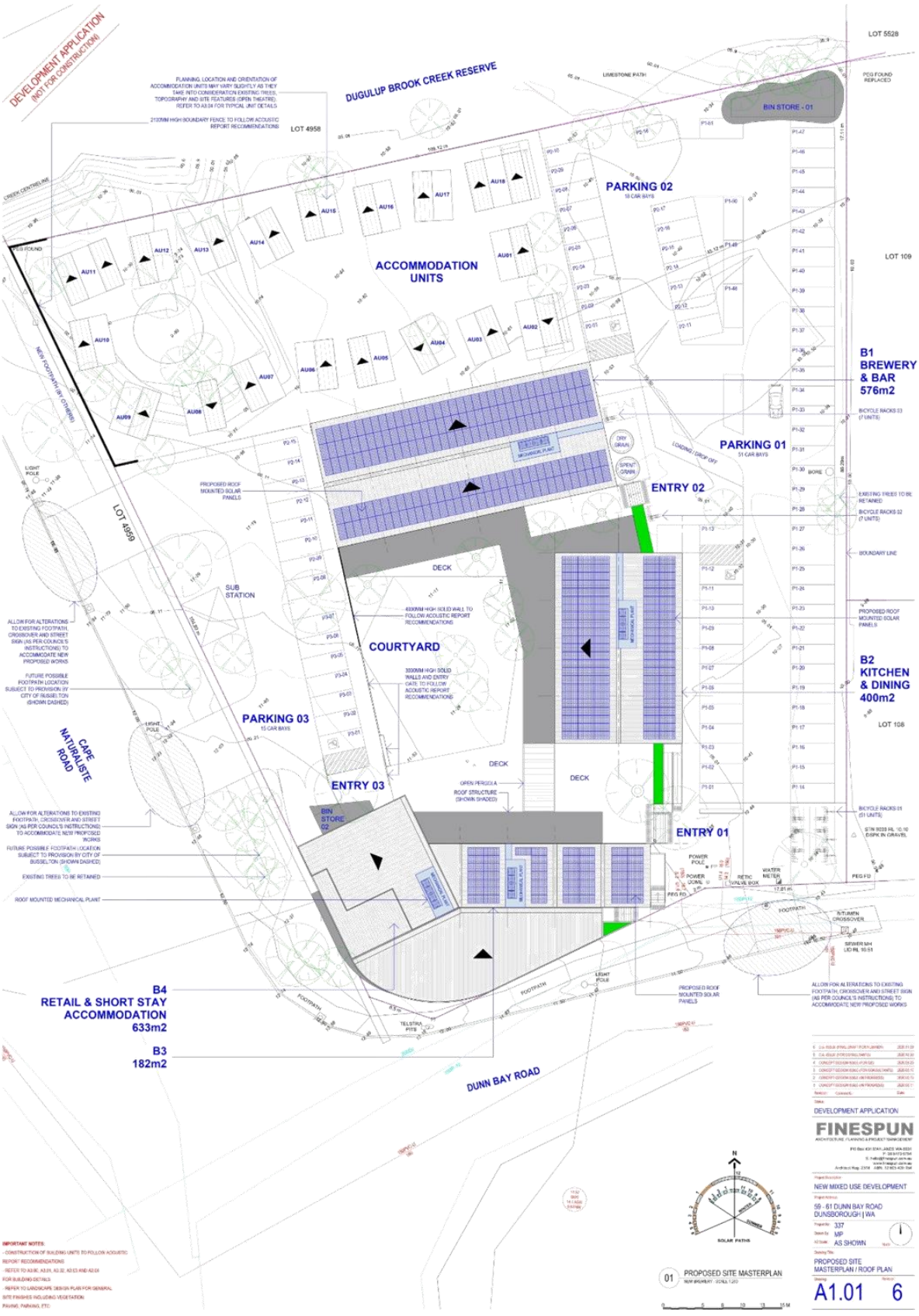
Based on the analysis and discussions presented within this report, the following conclusions are made:

1. The site is expected to generate up to 145 and 704 vehicle movements in any peak hour and daily respectively.
2. There is adequate capacity in the surrounding road network to cater for the traffic generated by the proposed development.
3. The proposed provision of 85 parking bays against as statutory requirement of 87 parking bays is considered appropriate for the development given the high probability of reciprocal carpark use and a high amenity for walking and cycling.
4. For new access arrangements direct to a site - provision is made for all access arrangements to operate safely and efficiently into the future (at least 10yrs after full development).

APPENDIX: DEVELOPMENT PLANS

A. DEVELOPMENT PLANS

A


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
DUGULUP BROOK CREEK RESERVE
LOT 5528
LOT 4958
LOT 109
LOT 108
LOT 4959
BIN STORE - 01
PARKING 02
ACCOMMODATION UNITS
B1
BREWERY & BAR
576m2
PARKING 01
ENTRY 02
DECK
SUB STATION
COURTYARD
B2
KITCHEN & DINING
400m2
PARKING 03
CAPE NATURALISTE ROAD
ENTRY 03
BIN STORE 02
ENTRY 01
B4
RETAIL & SHORT STAY ACCOMMODATION
633m2
B3
182m2
DUNN BAY ROAD
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
337
MP
AS SHOWN
PROPOSED SITE MASTERPLAN / ROOF PLAN
A1.01
6
01 PROPOSED SITE MASTERPLAN

APPENDIX: SIDRA INTERSECTION RESULTS

B. SIDRA INTERSECTION RESULTS

B

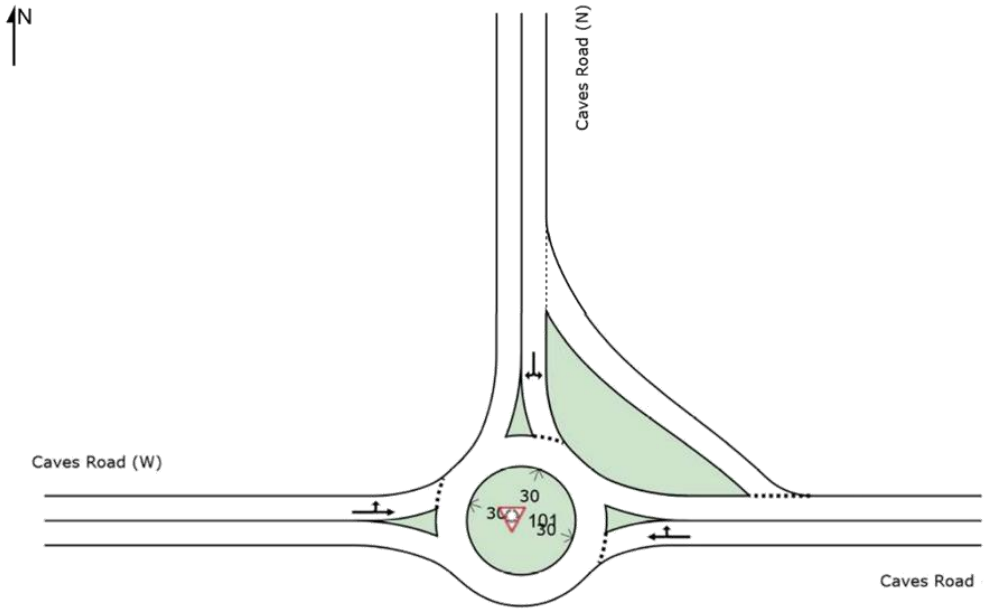
USER REPORT FOR SITE

Project: 201030sid - W192830 Dunn Bay Road - Sidra **Template: GTA Appendix Site**

Site: 101 [BASE - 2020 AM - Caves Road / Cape Naturaliste Road]

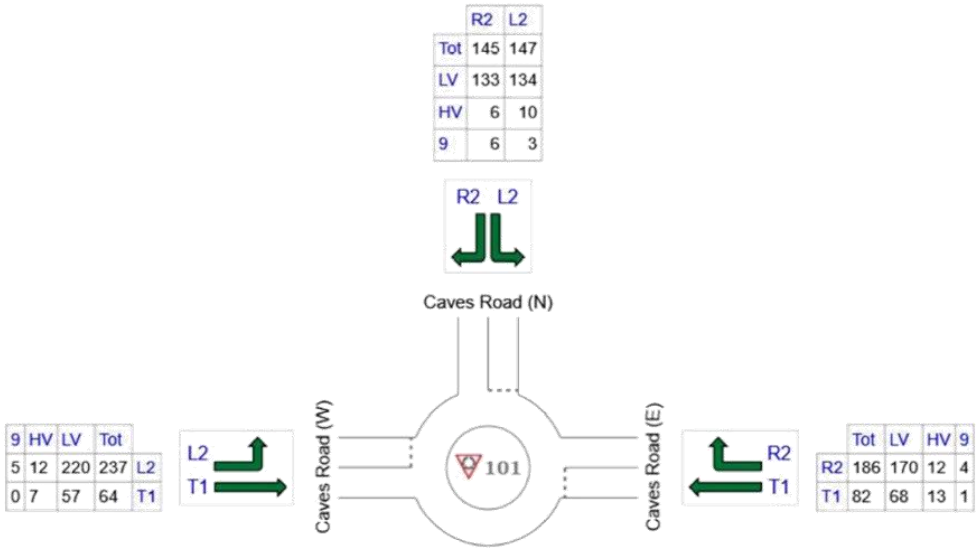
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	268	238	25	5
N: Caves Road (N)	292	267	16	9
W: Caves Road (W)	301	277	19	5
Total	861	782	60	19

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
East: Caves Road (E)													
Lane 1[d]	282	11.2	1289	0.219	100	8.4	LOS A	1.3	10.4	Full	500	0.0	0.0
Approach	282	11.2		0.219		8.4	LOS A	1.3	10.4				
North: Caves Road (N)													
Lane 1[d]	307	8.6	1459	0.211	100	6.5	LOS A	1.3	10.5	Full	110	0.0	0.0
Approach	307	8.6		0.211		6.5	LOS A	1.3	10.5				
West: Caves Road (W)													
Lane 1[d]	317	8.0	1282	0.247	100	4.5	LOS A	1.5	12.2	Full	500	0.0	0.0
Approach	317	8.0		0.247		4.5	LOS A	1.5	12.2				
Intersection	906	9.2		0.247		6.4	LOS A	1.5	12.2				

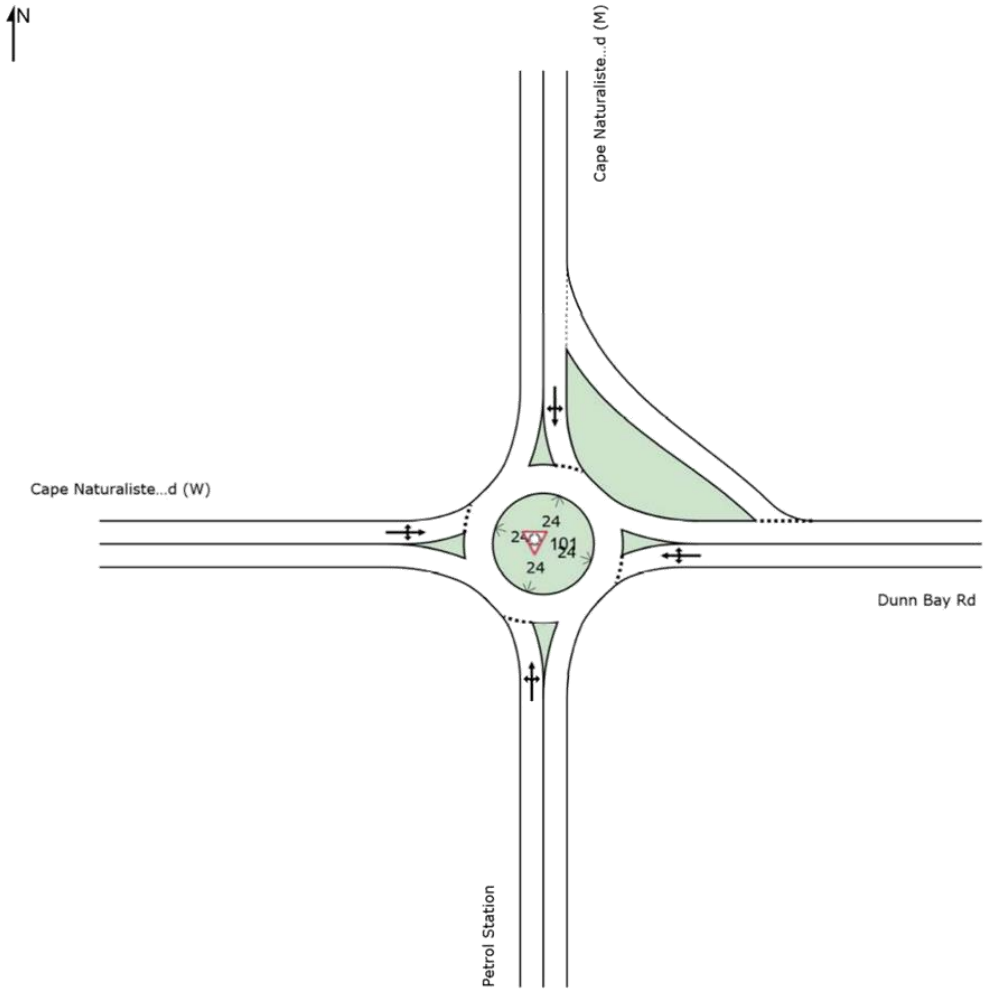
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [BASE - 2020 AM - Cape Naturaliste Rd / Dunn Bay Rd]

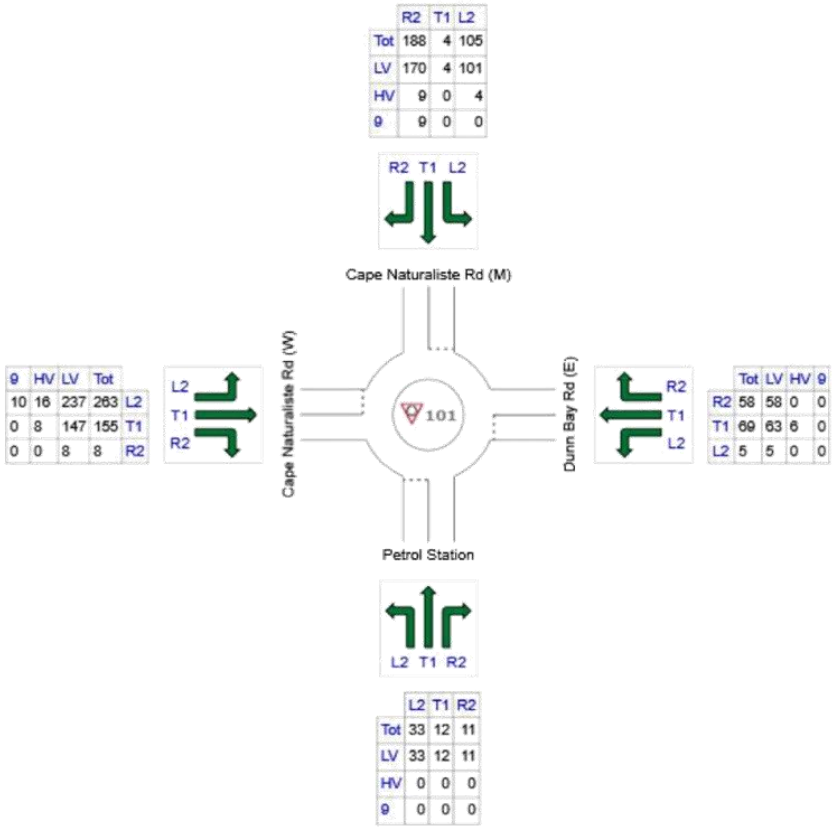
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	56	56	0	0
E: Dunn Bay Rd (E)	132	126	6	0
N: Cape Naturaliste Rd (M)	297	275	13	9
W: Cape Naturaliste Rd (W)	426	392	24	10
Total	911	849	43	19

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
South: Petrol Station													
Lane 1[d]	59	0.0	1111	0.053	100	4.4	LOS A	0.3	2.0	Full	35	0.0	0.0
Approach	59	0.0		0.053		4.4	LOS A	0.3	2.0				
East: Dunn Bay Rd (E)													
Lane 1[d]	139	4.5	1101	0.126	100	7.2	LOS A	0.7	5.3	Full	400	0.0	0.0
Approach	139	4.5		0.126		7.2	LOS A	0.7	5.3				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	313	7.4	1222	0.256	100	8.0	LOS A	1.5	12.4	Full	500	0.0	0.0
Approach	313	7.4		0.256		8.0	LOS A	1.5	12.4				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	448	8.0	1394	0.322	100	4.3	LOS A	2.1	17.2	Full	110	0.0	0.0
Approach	448	8.0		0.322		4.3	LOS A	2.1	17.2				
Intersection	959	6.8		0.322		5.9	LOS A	2.1	17.2				

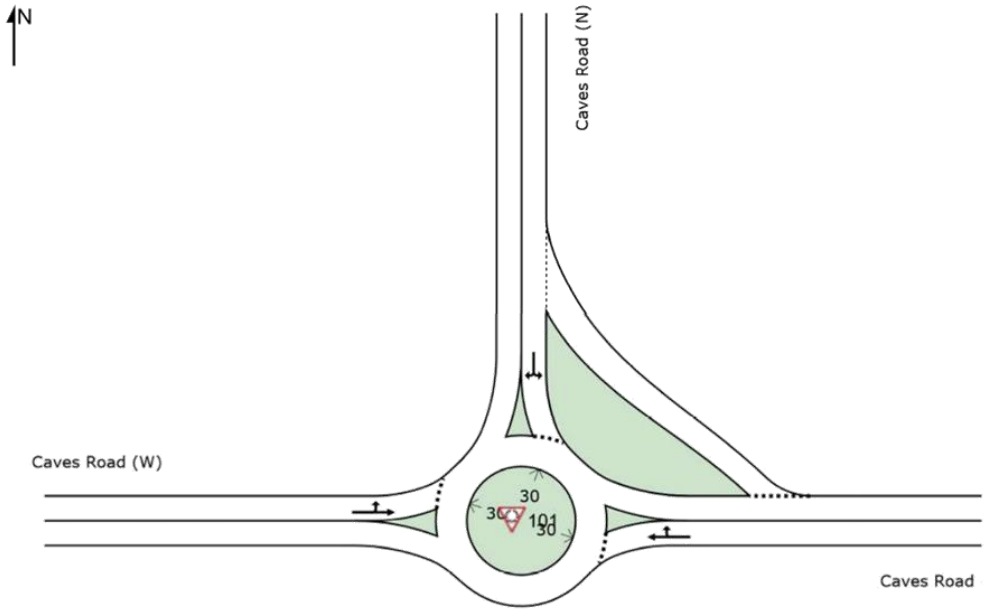
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [BASE - 2020 PM - Caves Road / Cape Naturaliste Road]

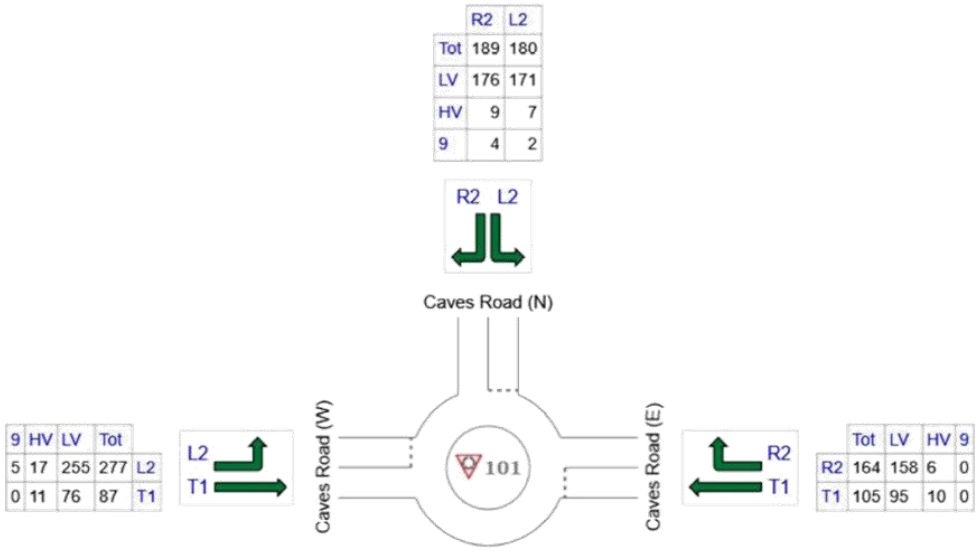
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	269	253	16	0
N: Caves Road (N)	369	347	16	6
W: Caves Road (W)	364	331	28	5
Total	1002	931	60	11

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
East: Caves Road (E)													
Lane 1[d]	283	5.9	1280	0.221	100	8.0	LOS A	1.3	10.1	Full	500	0.0	0.0
Approach	283	5.9		0.221		8.0	LOS A	1.3	10.1				
North: Caves Road (N)													
Lane 1[d]	388	6.0	1453	0.267	100	6.7	LOS A	1.7	13.5	Full	110	0.0	0.0
Approach	388	6.0		0.267		6.7	LOS A	1.7	13.5				
West: Caves Road (W)													
Lane 1[d]	383	9.1	1321	0.290	100	4.4	LOS A	1.9	15.2	Full	500	0.0	0.0
Approach	383	9.1		0.290		4.4	LOS A	1.9	15.2				
Intersection	1055	7.1		0.290		6.2	LOS A	1.9	15.2				

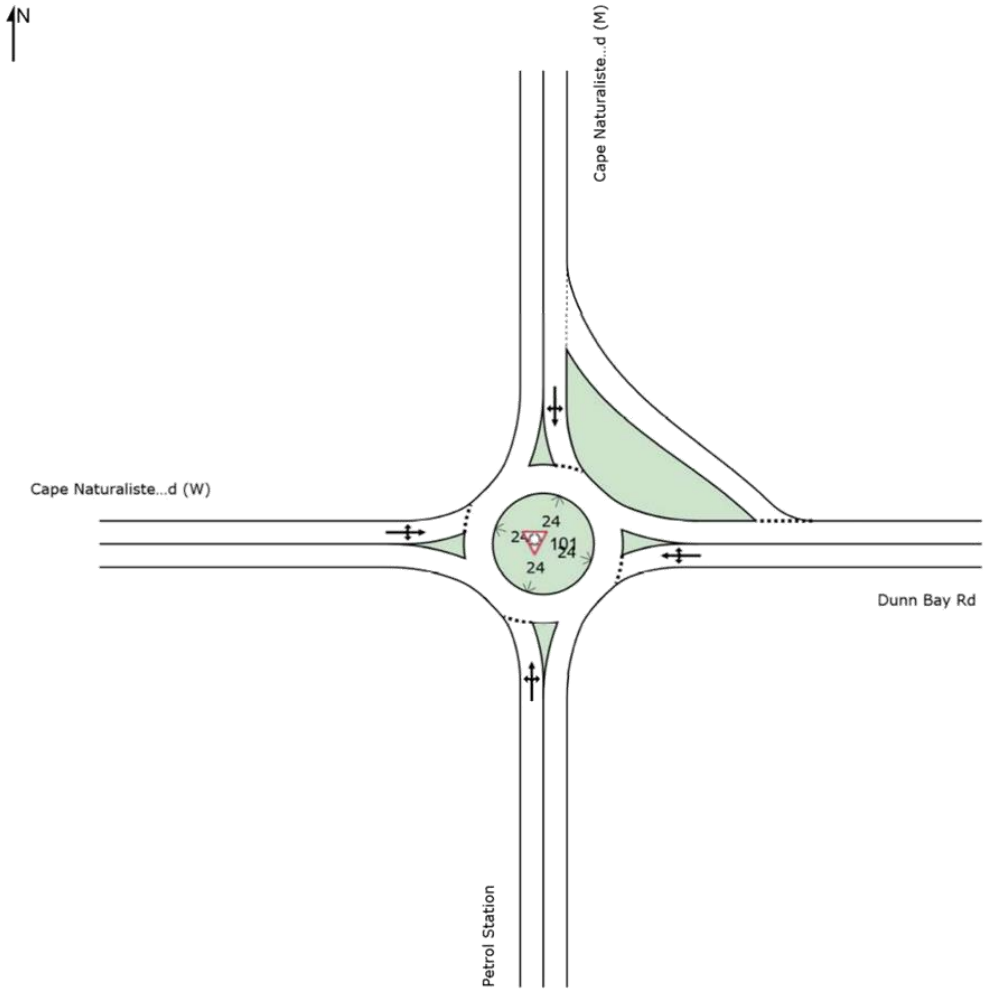
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [BASE - 2020 PM - Cape Naturaliste Rd / Dunn Bay Rd]

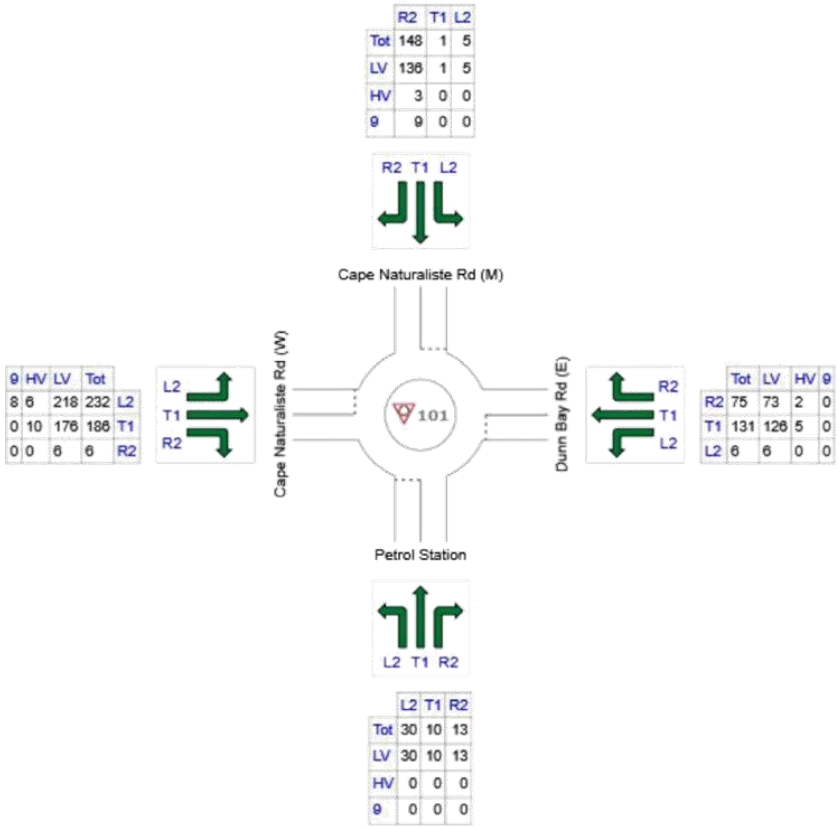
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	53	53	0	0
E: Dunn Bay Rd (E)	212	205	7	0
N: Cape Naturaliste Rd (M)	154	142	3	9
W: Cape Naturaliste Rd (W)	424	400	16	8
Total	843	800	26	17

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
South: Petrol Station													
Lane 1[d]	56	0.0	1090	0.051	100	4.8	LOS A	0.3	2.0	Full	35	0.0	0.0
Approach	56	0.0		0.051		4.8	LOS A	0.3	2.0				
East: Dunn Bay Rd (E)													
Lane 1[d]	223	3.3	1169	0.191	100	6.6	LOS A	1.1	8.3	Full	400	0.0	0.0
Approach	223	3.3		0.191		6.6	LOS A	1.1	8.3				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	162	7.8	1150	0.141	100	9.9	LOS A	0.8	6.3	Full	500	0.0	0.0
Approach	162	7.8		0.141		9.9	LOS A	0.8	6.3				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	446	5.7	1382	0.323	100	4.4	LOS A	2.1	16.7	Full	110	0.0	0.0
Approach	446	5.7		0.323		4.4	LOS A	2.1	16.7				
Intersection	887	5.1		0.323		6.0	LOS A	2.1	16.7				

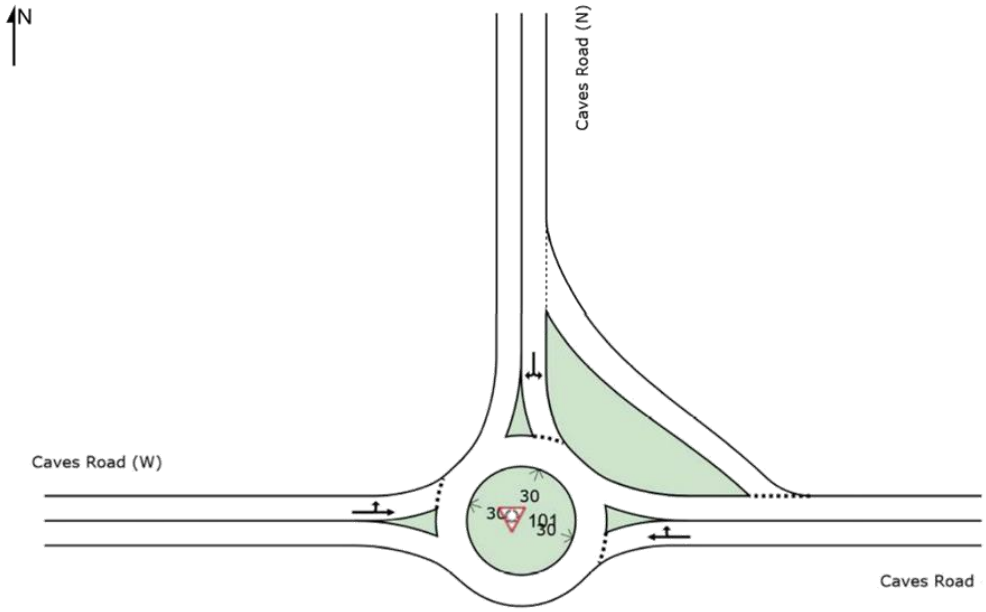
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2020 AM - Caves Road / Cape Naturaliste Road]

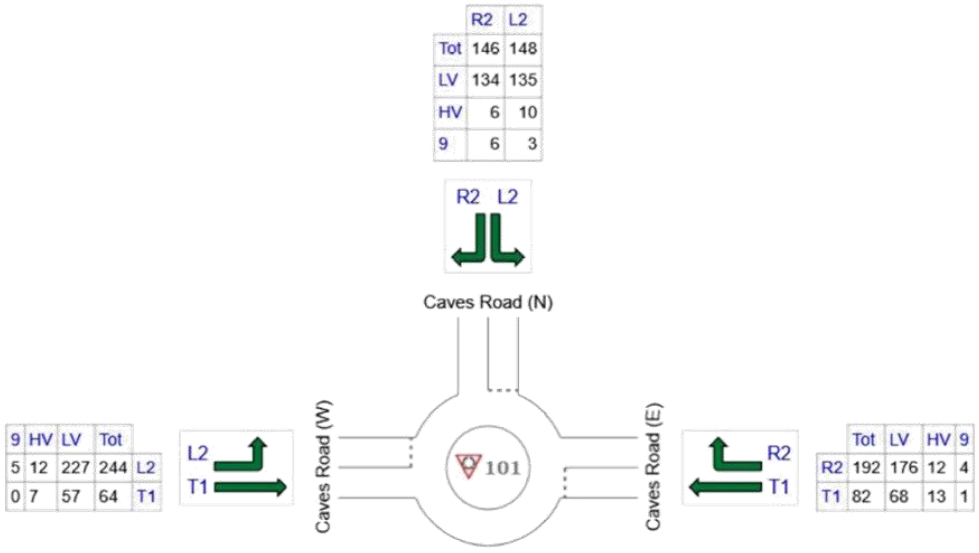
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	274	244	25	5
N: Caves Road (N)	294	269	16	9
W: Caves Road (W)	308	284	19	5
Total	876	797	60	19

Lane Use and Performance

	Demand Flows		Cap.	Deg. Satn	Lane Util.	Average Delay	Level of Service	95% Back of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	Total veh/h	HV %	veh/h	v/c	%	sec		Veh	Dist m		m	%	%
East: Caves Road (E)													
Lane 1[d]	288	10.9	1290	0.224	100	8.4	LOS A	1.3	10.7	Full	500	0.0	0.0
Approach	288	10.9		0.224		8.4	LOS A	1.3	10.7				
North: Caves Road (N)													
Lane 1[d]	309	8.5	1459	0.212	100	6.5	LOS A	1.3	10.6	Full	110	0.0	0.0
Approach	309	8.5		0.212		6.5	LOS A	1.3	10.6				
West: Caves Road (W)													
Lane 1[d]	324	7.8	1277	0.254	100	4.5	LOS A	1.6	12.6	Full	500	0.0	0.0
Approach	324	7.8		0.254		4.5	LOS A	1.6	12.6				
Intersection	922	9.0		0.254		6.4	LOS A	1.6	12.6				

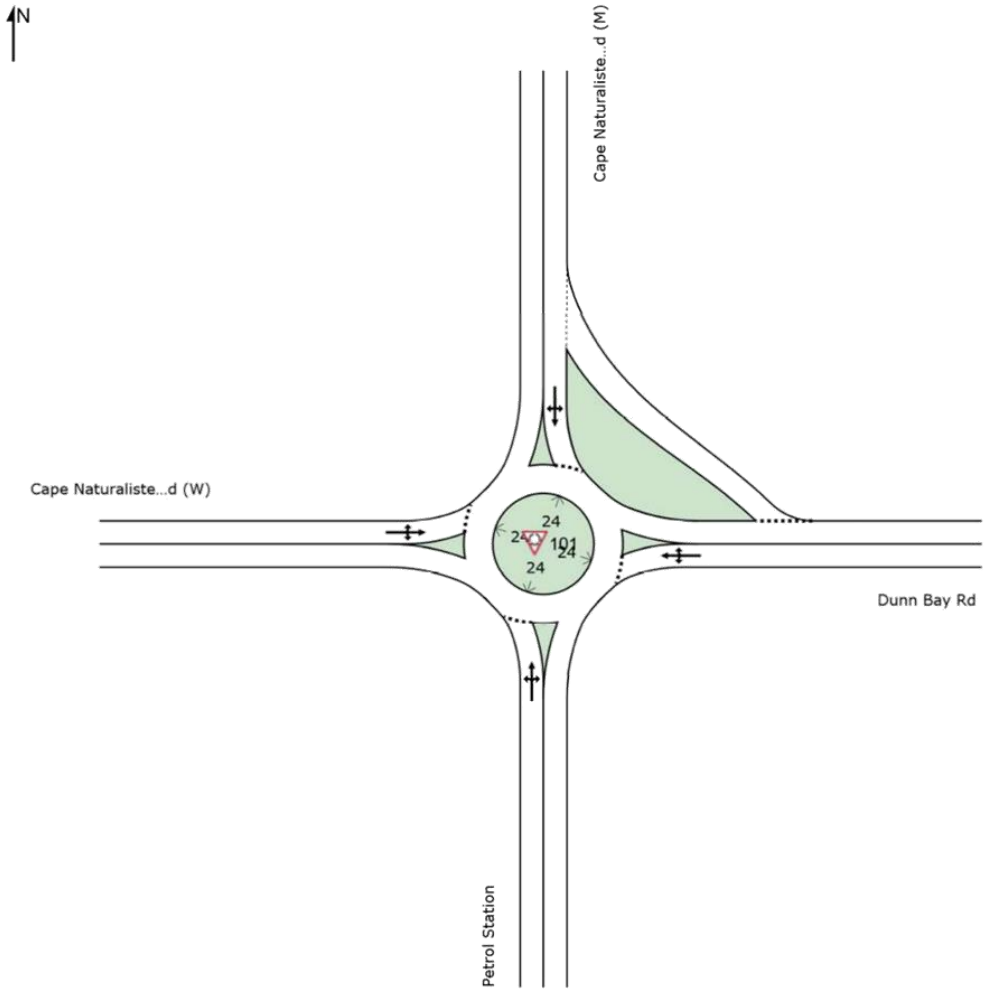
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2020 AM - Cape Naturaliste Rd / Dunn Bay Rd]

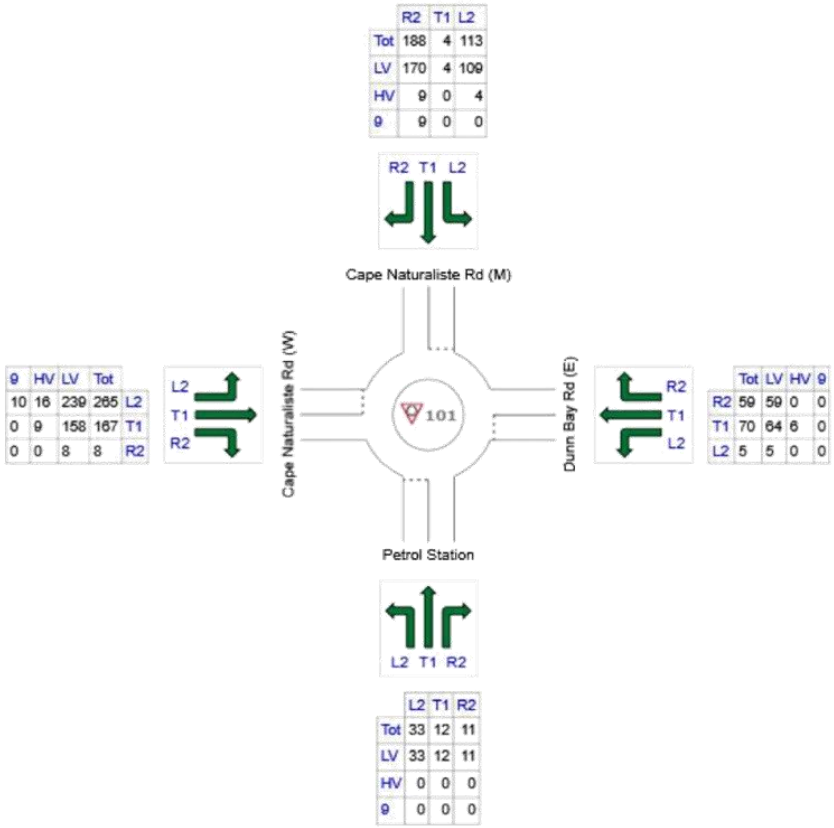
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	56	56	0	0
E: Dunn Bay Rd (E)	134	128	6	0
N: Cape Naturaliste Rd (M)	305	283	13	9
W: Cape Naturaliste Rd (W)	440	405	25	10
Total	935	872	44	19

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
South: Petrol Station													
Lane 1[d]	59	0.0	1109	0.053	100	4.4	LOS A	0.3	2.0	Full	35	0.0	0.0
Approach	59	0.0		0.053		4.4	LOS A	0.3	2.0				
East: Dunn Bay Rd (E)													
Lane 1[d]	141	4.5	1100	0.128	100	7.2	LOS A	0.7	5.4	Full	400	0.0	0.0
Approach	141	4.5		0.128		7.2	LOS A	0.7	5.4				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	321	7.2	1209	0.266	100	8.0	LOS A	1.6	12.9	Full	500	0.0	0.0
Approach	321	7.2		0.266		8.0	LOS A	1.6	12.9				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	463	8.0	1395	0.332	100	4.3	LOS A	2.2	17.9	Full	110	0.0	0.0
Approach	463	8.0		0.332		4.3	LOS A	2.2	17.9				
Intersection	984	6.7		0.332		5.9	LOS A	2.2	17.9				

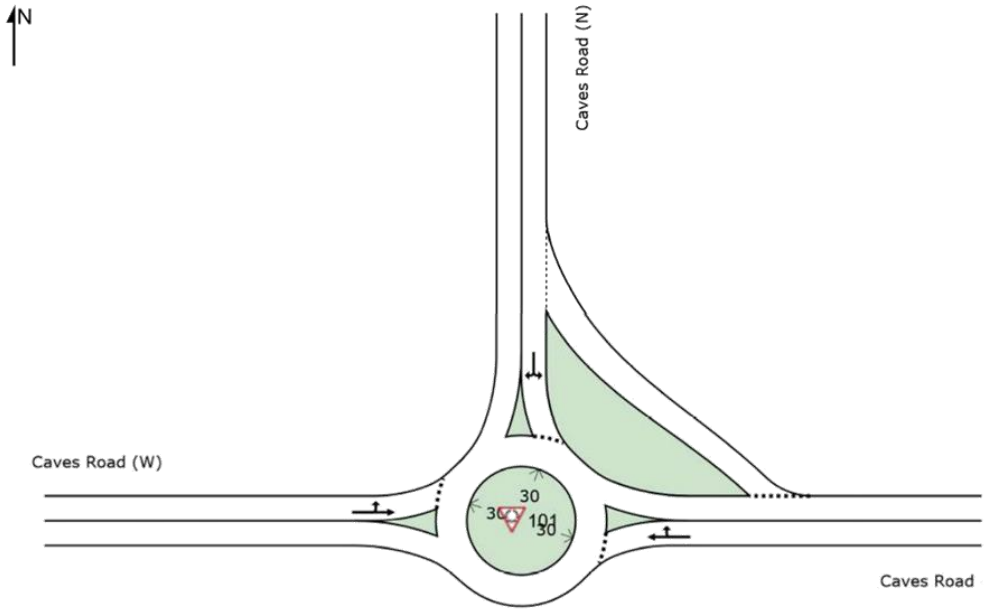
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2020 PM - Caves Road / Cape Naturaliste Road]

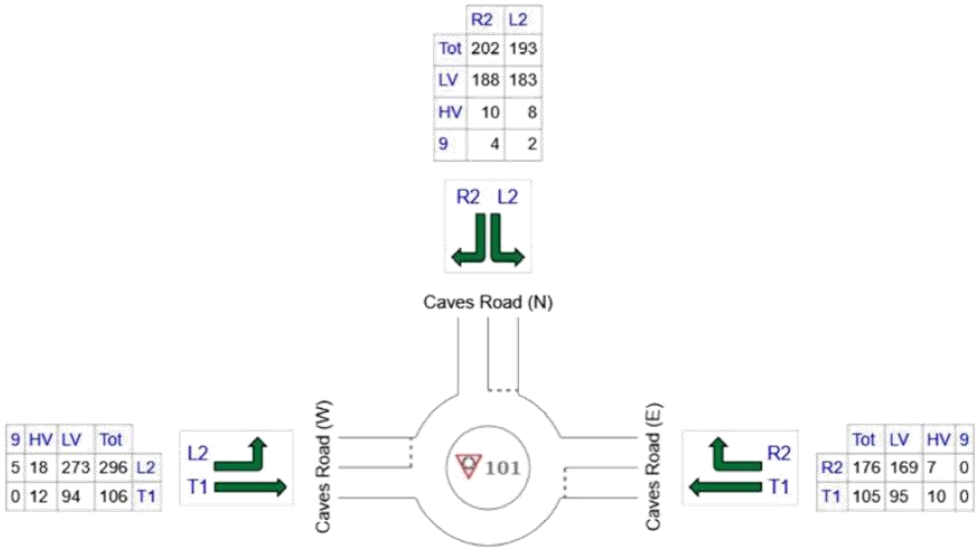
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	281	264	17	0
N: Caves Road (N)	395	371	18	6
W: Caves Road (W)	402	367	30	5
Total	1078	1002	65	11

Lane Use and Performance

	Demand Flows		Cap.	Deg. Satn	Lane Util.	Average Delay	Level of Service	95% Back of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	Total veh/h	HV %	veh/h	v/c	%	sec		Veh	Dist m		m	%	%
East: Caves Road (E)													
Lane 1[d]	296	6.0	1264	0.234	100	8.2	LOS A	1.4	10.9	Full	500	0.0	0.0
Approach	296	6.0		0.234		8.2	LOS A	1.4	10.9				
North: Caves Road (N)													
Lane 1[d]	416	6.1	1423	0.292	100	6.8	LOS A	1.9	15.2	Full	110	0.0	0.0
Approach	416	6.1		0.292		6.8	LOS A	1.9	15.2				
West: Caves Road (W)													
Lane 1[d]	423	8.7	1312	0.322	100	4.5	LOS A	2.2	17.4	Full	500	0.0	0.0
Approach	423	8.7		0.322		4.5	LOS A	2.2	17.4				
Intersection	1135	7.1		0.322		6.3	LOS A	2.2	17.4				

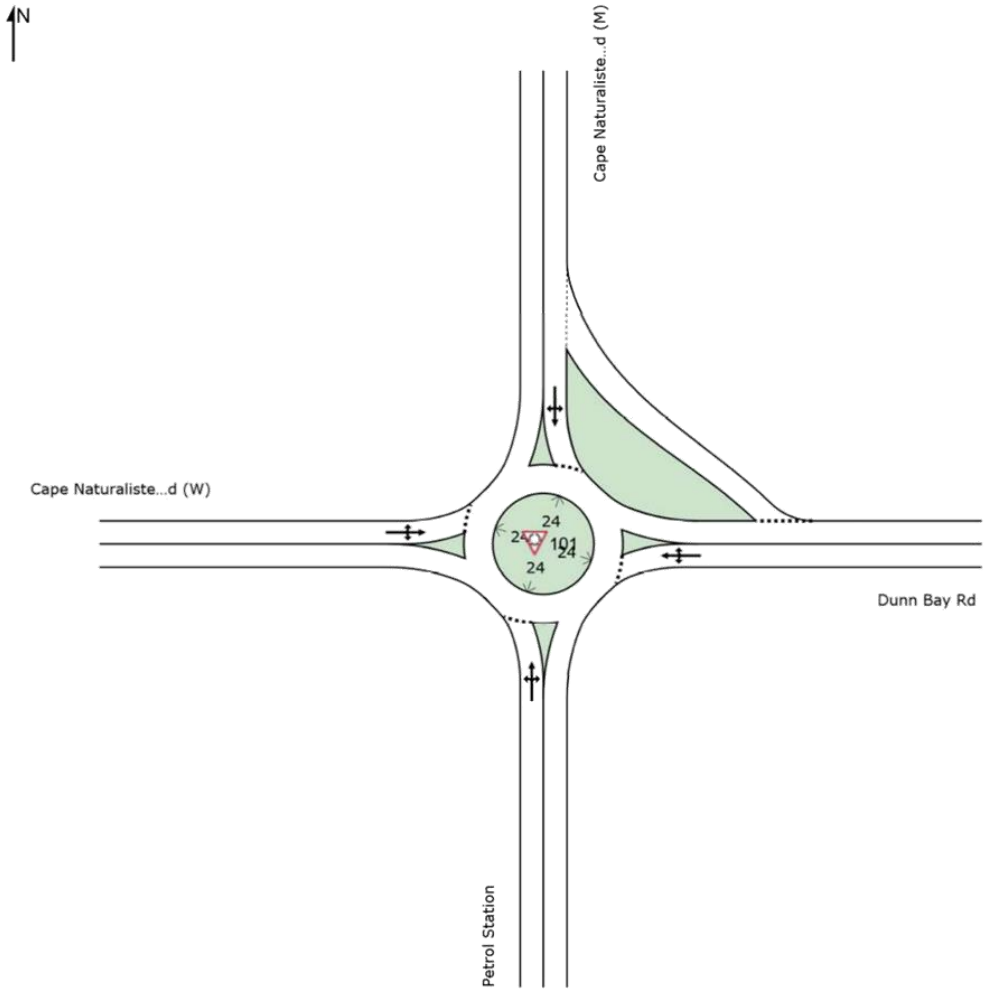
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2020 PM - Cape Naturaliste Rd / Dunn Bay Rd]

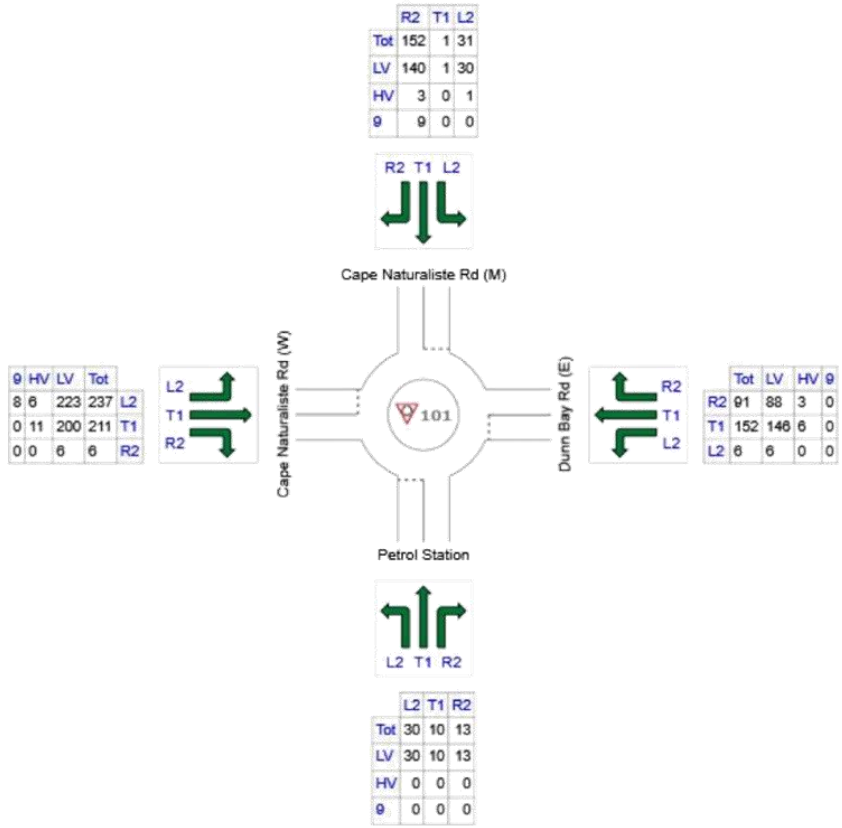
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	53	53	0	0
E: Dunn Bay Rd (E)	249	240	9	0
N: Cape Naturaliste Rd (M)	184	171	4	9
W: Cape Naturaliste Rd (W)	454	429	17	8
Total	940	893	30	17

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
South: Petrol Station													
Lane 1[d]	56	0.0	1048	0.053	100	5.1	LOS A	0.3	2.1	Full	35	0.0	0.0
Approach	56	0.0		0.053		5.1	LOS A	0.3	2.1				
East: Dunn Bay Rd (E)													
Lane 1[d]	262	3.6	1164	0.225	100	6.7	LOS A	1.3	10.2	Full	400	0.0	0.0
Approach	262	3.6		0.225		6.7	LOS A	1.3	10.2				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	194	7.1	1130	0.171	100	9.3	LOS A	1.0	7.9	Full	500	0.0	0.0
Approach	194	7.1		0.171		9.3	LOS A	1.0	7.9				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	478	5.5	1354	0.353	100	4.5	LOS A	2.4	18.9	Full	110	0.0	0.0
Approach	478	5.5		0.353		4.5	LOS A	2.4	18.9				
Intersection	989	5.0		0.353		6.1	LOS A	2.4	18.9				

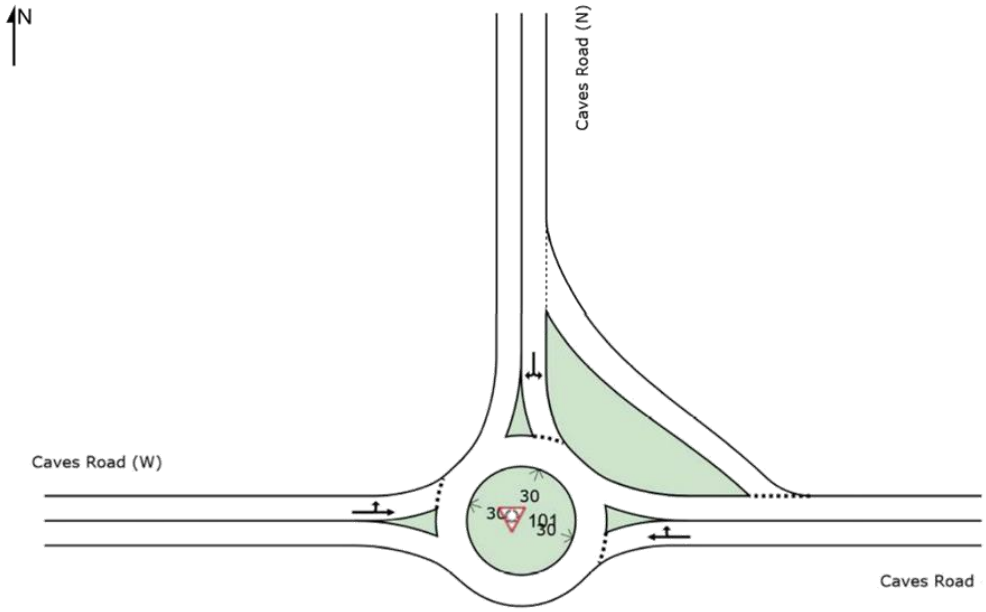
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2030 AM - Caves Road / Cape Naturaliste Road]

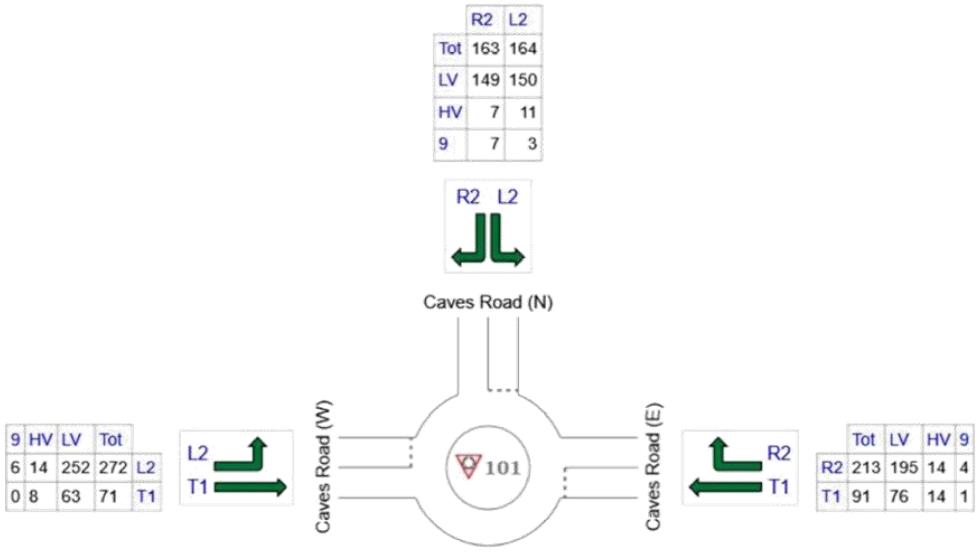
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	304	271	28	5
N: Caves Road (N)	327	299	18	10
W: Caves Road (W)	343	315	22	6
Total	974	885	68	21

Lane Use and Performance

	Demand Flows		Cap.	Deg. Satn	Lane Util.	Average Delay	Level of Service	95% Back of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	Total veh/h	HV %	veh/h	v/c	%	sec		Veh	Dist m		m	%	%
East: Caves Road (E)													
Lane 1[d]	320	10.9	1268	0.252	100	8.5	LOS A	1.5	12.5	Full	500	0.0	0.0
Approach	320	10.9		0.252		8.5	LOS A	1.5	12.5				
North: Caves Road (N)													
Lane 1[d]	344	8.6	1445	0.238	100	6.6	LOS A	1.5	12.4	Full	110	0.0	0.0
Approach	344	8.6		0.238		6.6	LOS A	1.5	12.4				
West: Caves Road (W)													
Lane 1[d]	361	8.2	1244	0.290	100	4.7	LOS A	1.9	15.0	Full	500	0.0	0.0
Approach	361	8.2		0.290		4.7	LOS A	1.9	15.0				
Intersection	1025	9.1		0.290		6.5	LOS A	1.9	15.0				

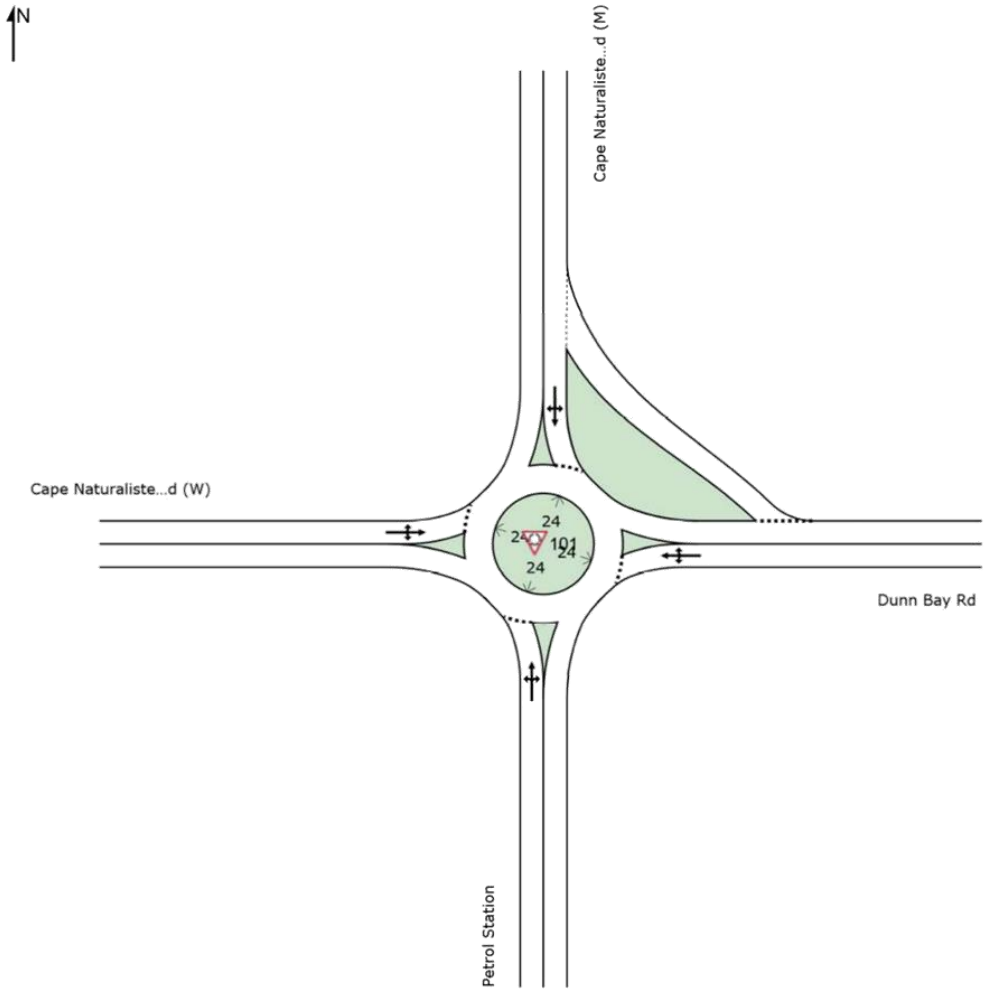
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2030 AM - Cape Naturaliste Rd / Dunn Bay Rd]

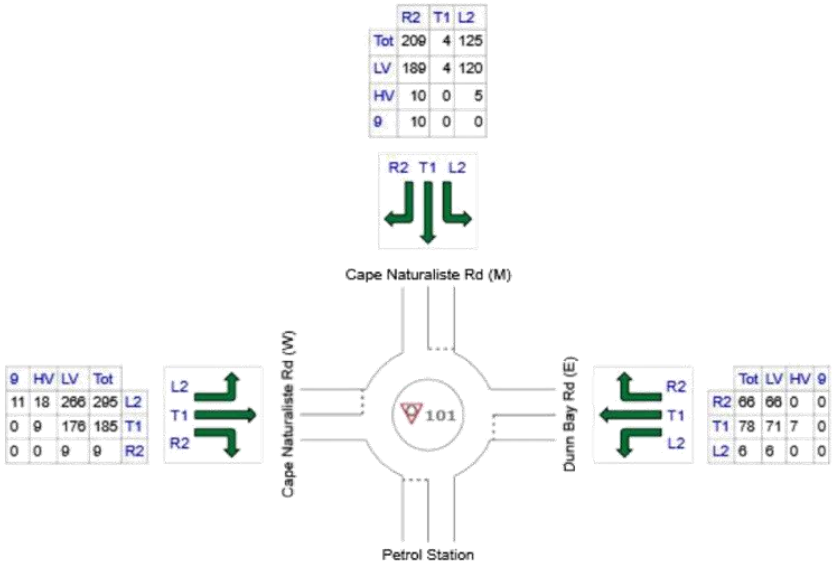
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	62	62	0	0
E: Dunn Bay Rd (E)	150	143	7	0
N: Cape Naturaliste Rd (M)	338	313	15	10
W: Cape Naturaliste Rd (W)	489	451	27	11
Total	1039	969	49	21

Lane Use and Performance

	Demand Flows Total veh/h	HV %	Cap. veh/h	Deg. Satn v/c	Lane Util. %	Average Delay sec	Level of Service	95% Back of Queue Veh	Dist m	Lane Config	Lane Length m	Cap. Adj. %	Prob. Block. %
South: Petrol Station													
Lane 1[d]	65	0.0	1076	0.061	100	4.6	LOS A	0.3	2.4	Full	35	0.0	0.0
Approach	65	0.0		0.061		4.6	LOS A	0.3	2.4				
East: Dunn Bay Rd (E)													
Lane 1[d]	158	4.7	1075	0.147	100	7.4	LOS A	0.8	6.3	Full	400	0.0	0.0
Approach	158	4.7		0.147		7.4	LOS A	0.8	6.3				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	356	7.4	1187	0.300	100	8.1	LOS A	1.9	15.2	Full	500	0.0	0.0
Approach	356	7.4		0.300		8.1	LOS A	1.9	15.2				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	515	7.8	1384	0.372	100	4.4	LOS A	2.6	21.1	Full	110	0.0	0.0
Approach	515	7.8		0.372		4.4	LOS A	2.6	21.1				
Intersection	1094	6.7		0.372		6.1	LOS A	2.6	21.1				

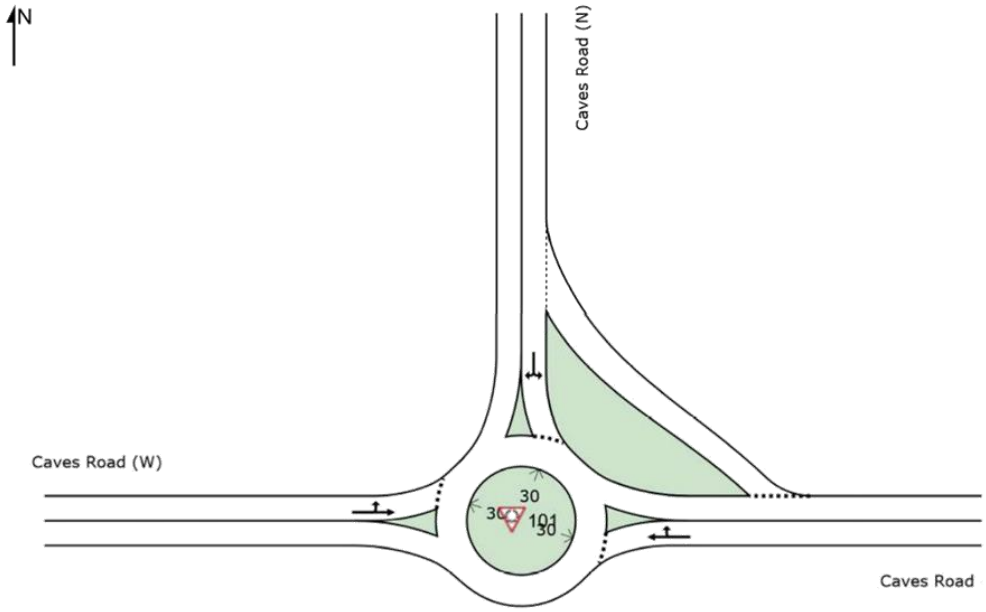
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2030 PM - Caves Road / Cape Naturaliste Road]

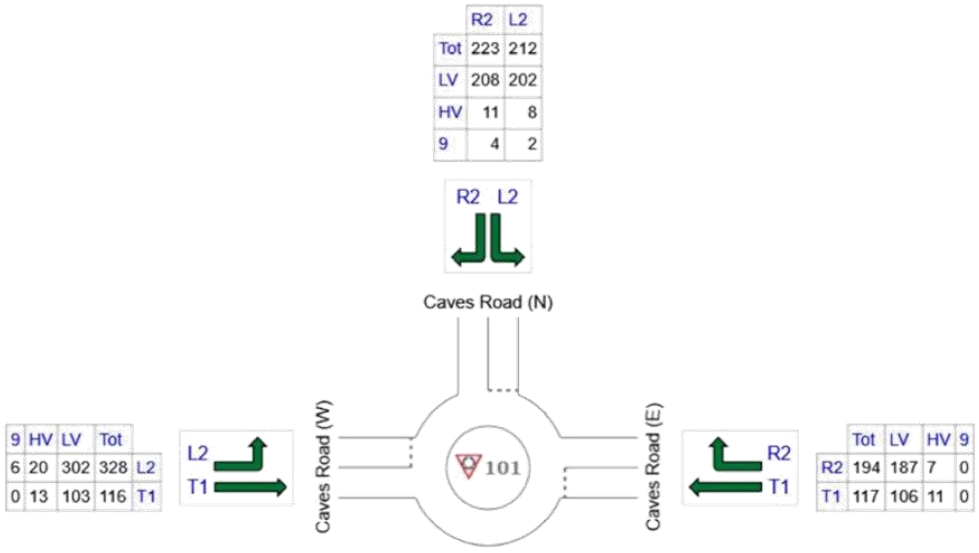
Mixed Use Development
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
E: Caves Road (E)	311	293	18	0
N: Caves Road (N)	435	410	19	6
W: Caves Road (W)	444	405	33	6
Total	1190	1108	70	12

Lane Use and Performance

	Demand Flows		Cap.	Deg. Satn	Lane Util.	Average Delay	Level of Service	95% Back of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	Total veh/h	HV %	veh/h	v/c	%	sec		Veh	Dist m		m	%	%
East: Caves Road (E)													
Lane 1[d]	327	5.8	1238	0.265	100	8.3	LOS A	1.6	12.8	Full	500	0.0	0.0
Approach	327	5.8		0.265		8.3	LOS A	1.6	12.8				
North: Caves Road (N)													
Lane 1[d]	458	5.7	1407	0.326	100	6.9	LOS A	2.2	17.7	Full	110	0.0	0.0
Approach	458	5.7		0.326		6.9	LOS A	2.2	17.7				
West: Caves Road (W)													
Lane 1[d]	467	8.8	1283	0.364	100	4.6	LOS A	2.5	20.7	Full	500	0.0	0.0
Approach	467	8.8		0.364		4.6	LOS A	2.5	20.7				
Intersection	1253	6.9		0.364		6.4	LOS A	2.5	20.7				

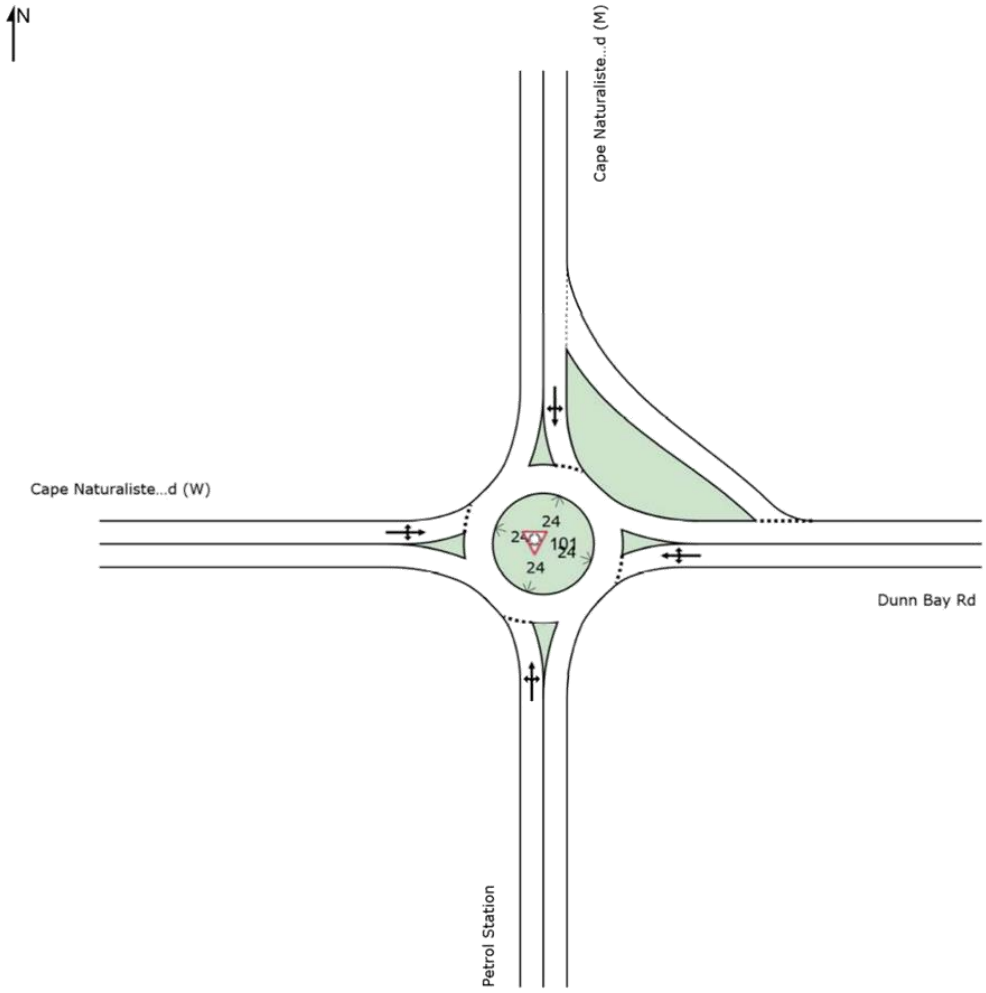
Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

d Dominant lane on roundabout approach

Site: 101 [With Site - 2030 PM - Cape Naturaliste Rd / Dunn Bay Rd]

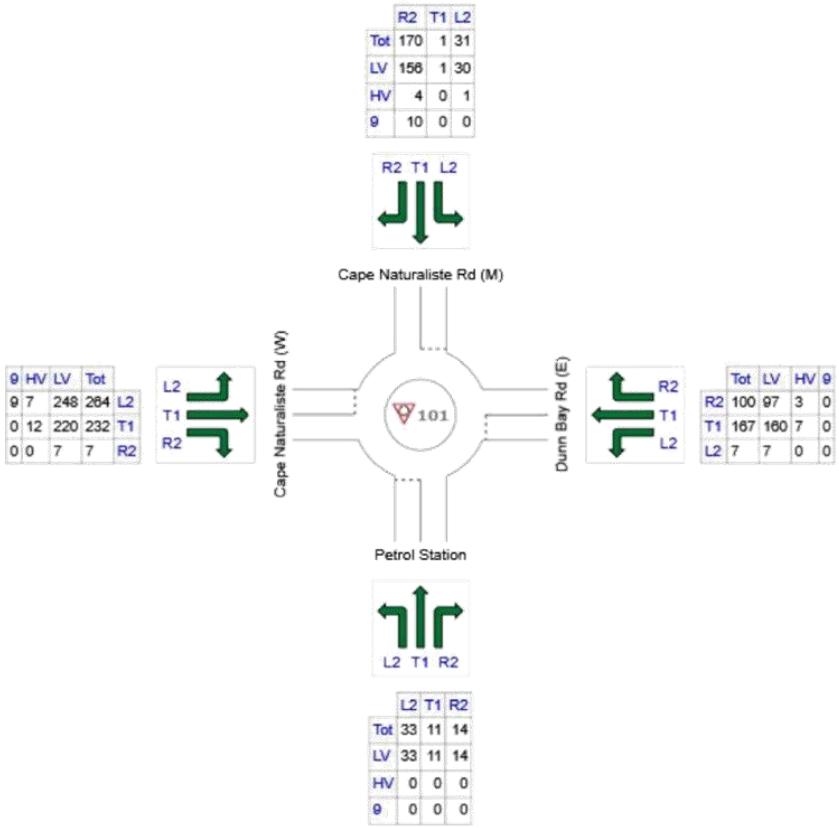
New Site
Site Category: (None)
Roundabout

Site Layout



Input Volumes

Volume Display Method: Separate



	All MCs	Light Vehicles (LV)	Heavy Vehicles (HV)	C 6-9 (9)
S: Petrol Station	58	58	0	0
E: Dunn Bay Rd (E)	274	264	10	0
N: Cape Naturaliste Rd (M)	202	187	5	10
W: Cape Naturaliste Rd (W)	503	475	19	9
Total	1037	984	34	19

Lane Use and Performance

	Demand Flows		Cap.	Deg. Satn	Lane Util.	Average Delay	Level of Service	95% Back of Queue		Lane Config	Lane Length	Cap. Adj.	Prob. Block.
	Total veh/h	HV %	veh/h	v/c	%	sec		Veh	Dist m		m	%	%
South: Petrol Station													
Lane 1[d]	61	0.0	1012	0.060	100	5.3	LOS A	0.3	2.4	Full	35	0.0	0.0
Approach	61	0.0		0.060		5.3	LOS A	0.3	2.4				
East: Dunn Bay Rd (E)													
Lane 1[d]	288	3.6	1140	0.253	100	6.8	LOS A	1.6	11.8	Full	400	0.0	0.0
Approach	288	3.6		0.253		6.8	LOS A	1.6	11.8				
North: Cape Naturaliste Rd (M)													
Lane 1[d]	213	7.4	1105	0.192	100	9.5	LOS A	1.1	9.1	Full	500	0.0	0.0
Approach	213	7.4		0.192		9.5	LOS A	1.1	9.1				
West: Cape Naturaliste Rd (W)													
Lane 1[d]	529	5.6	1341	0.395	100	4.6	LOS A	2.8	22.3	Full	110	0.0	0.0
Approach	529	5.6		0.395		4.6	LOS A	2.8	22.3				
Intersection	1092	5.1		0.395		6.2	LOS A	2.8	22.3				

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Lane LOS values are based on average delay per lane.
Intersection and Approach LOS values are based on average delay for all lanes.
Roundabout Capacity Model: SIDRA Standard.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

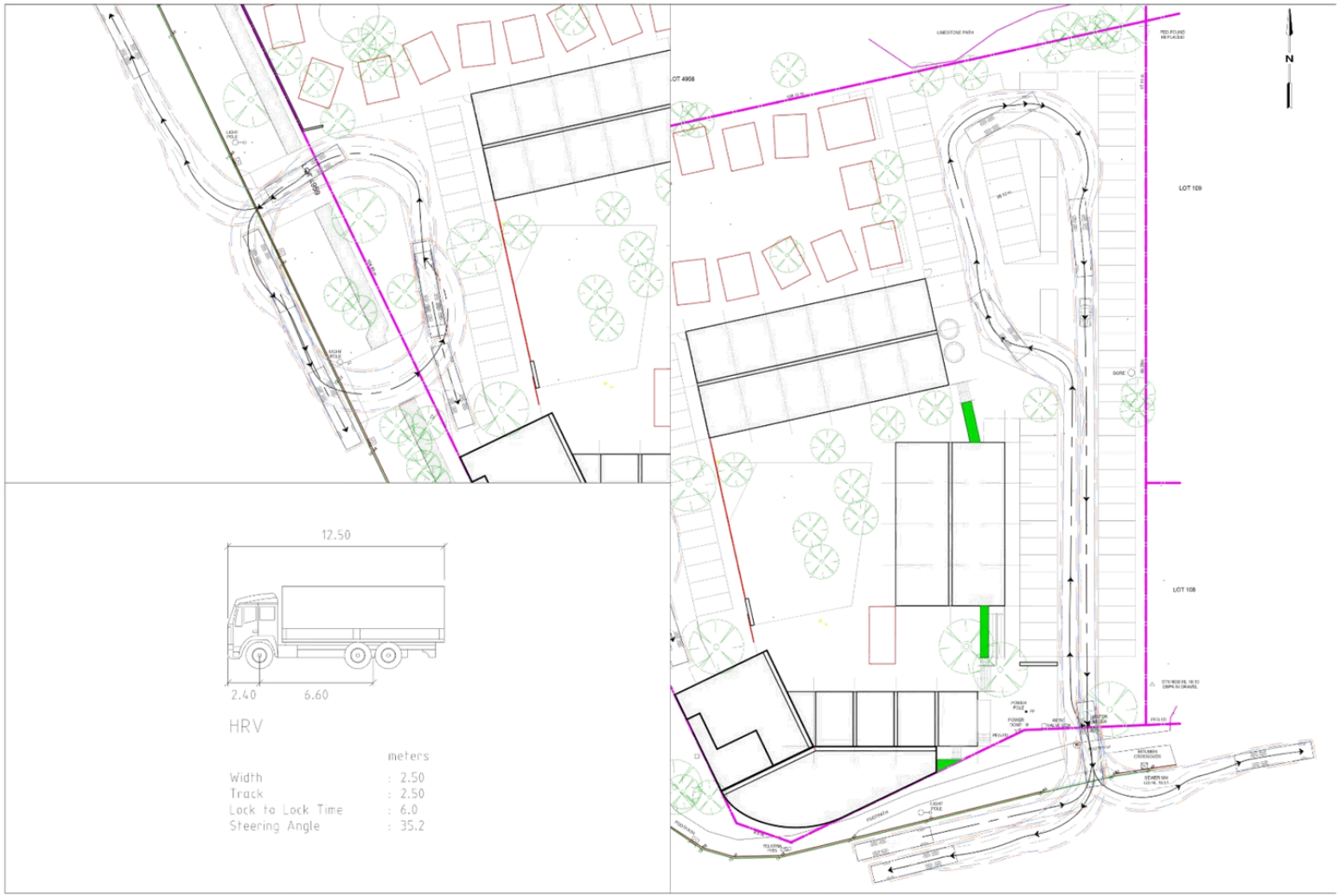
d Dominant lane on roundabout approach

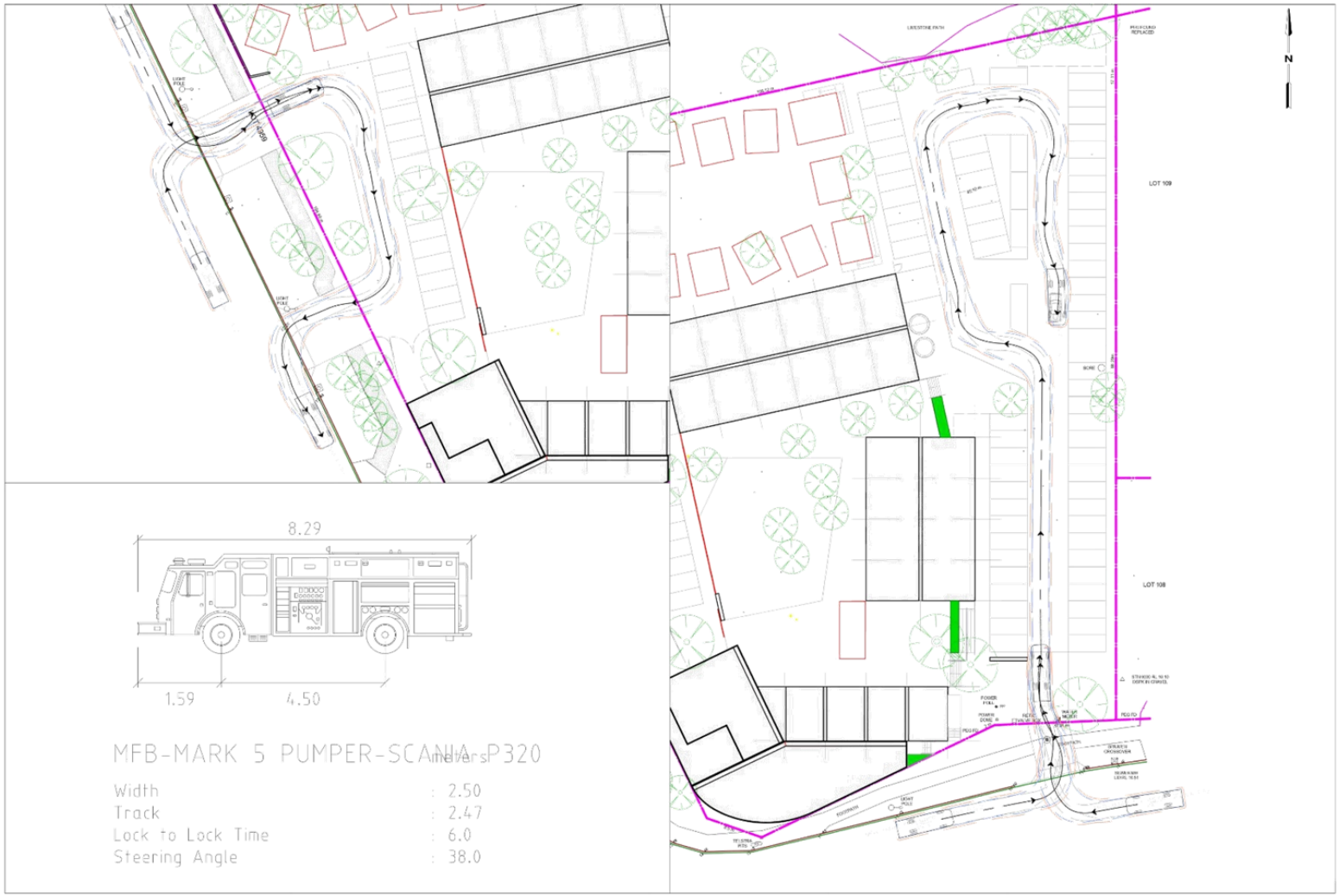
SIDRA INTERSECTION 8.0 | Copyright © 2000-2019 Akcelik and Associates Pty Ltd | sidrasolutions.com
Organisation: GTA CONSULTANTS | Created: Wednesday, 4 November 2020 1:26:18 PM
Project: T:\W19200-19299\W192830 Dunn Bay Road, Dunsborough\Modelling\201030sid - W192830 Dunn Bay Road - Sidra.sip8

APPENDIX: SWEPT PATH ASSESSMENT

C. SWEPT PATH ASSESSMENT

C


12.50
2.40
6.60
HRV
meters
Width : 2.50
Track : 2.50
Lock to Lock Time : 6.0
Steering Angle : 35.2
N
LOT 109
LOT 108


8.29
1.59
4.50
MFB-MARK 5 PUMPER-SCANIA P320
Metres
Width : 2.50
Track : 2.47
Lock to Lock Time : 6.0
Steering Angle : 38.0
N
LOT 109
LOT 108


10.00
1.70
5.50
Refuse SITA Truck
meters
Width : 2.50
Track : 2.50
Lock to Lock Time : 6.0
Steering Angle : 35.1
N
LOT 109
LOT 108

APPENDIX: WAPC GUIDELINES CHECKLIST

D. WAPC GUIDELINES CHECKLIST

D

APPENDIX: WAPC GUIDELINES CHECKLIST

Item	Provided	Comments/Proposals
Summary		
Introduction/Background		
Name of Applicant and Consultant	✓	
Development Location and Context	✓	
Brief Description of Development Proposal	✓	
Key Issues	N/A	No key issues identified
Background Information	✓	
Existing Situation		
Existing Site Uses (If Any)	✓	Existing restaurant
Existing Parking and Demand (If Appropriate)	NA	
Existing Access Arrangements		
Existing Site Traffic		
Surrounding Land Uses	✓	
Surrounding Road Network	✓	
Traffic Management on Frontage		
Traffic Flows on Surrounding Roads (Usually AM And PM Peak Hours)	✓	
Traffic Flows at Major Intersections (Usually AM And PM Peak Hours)	✓	
Operation of Surrounding Intersections	✓	
Existing Pedestrian/Cycle Networks	✓	
Existing Public Transport Services Surrounding the Development	✓	
Crash Data	✓	
Development Proposal		
Regional Context	✓	
Proposed Land Uses	✓	
Table of Land Uses and Quantities	✓	
Access Arrangements	✓	
Parking Provision	✓	
End of Trip Facilities	✓	
Any Specific Issues	✓	
Road Network	✓	
Intersection Layouts and Controls	✓	
Pedestrian/Cycle Networks and Crossing Facilities	✓	
Public Transport Services	✓	
Integration with Surrounding Area		
Surrounding Major Trip Attractors/Generators	✓	

APPENDIX: WAPC GUIDELINES CHECKLIST

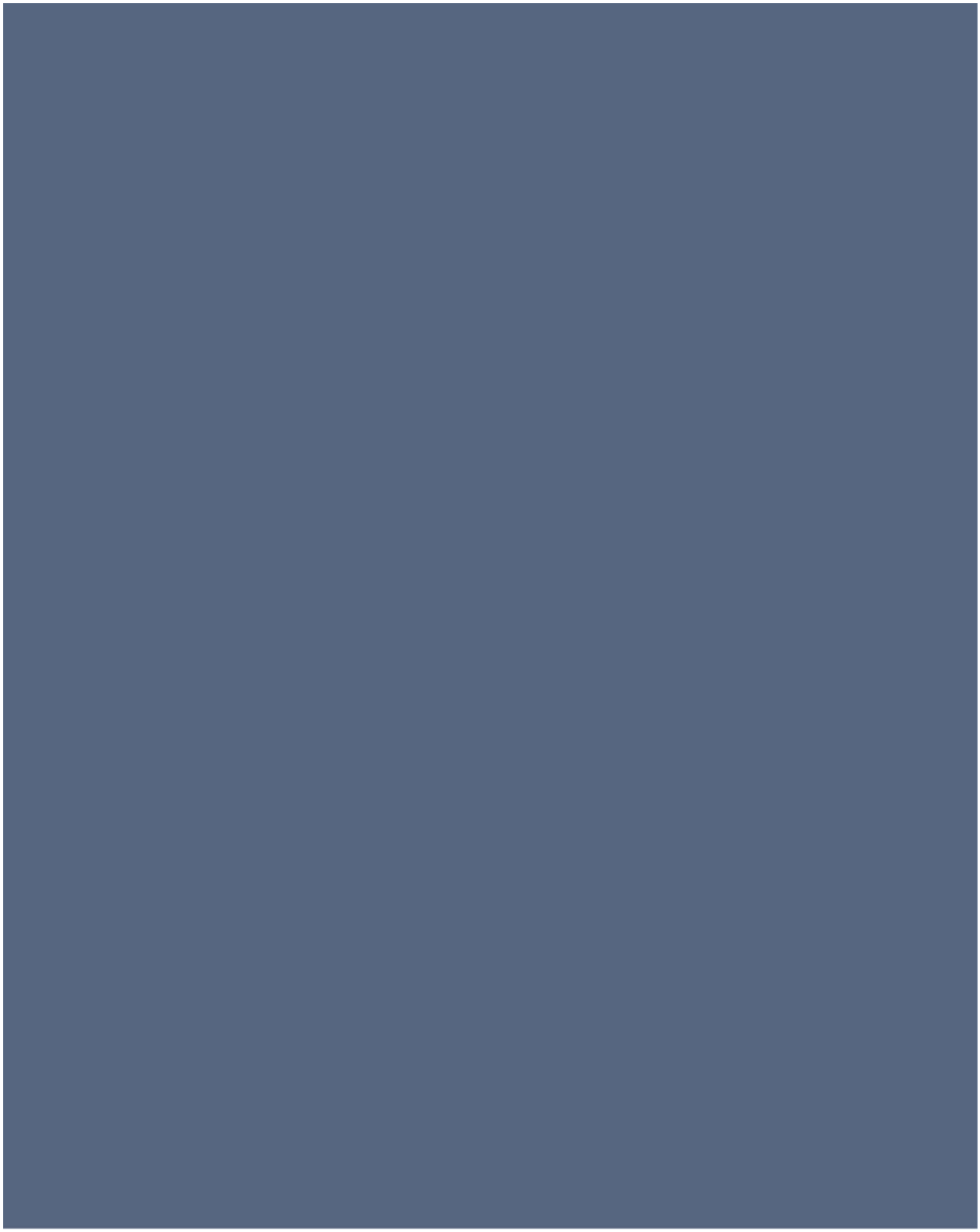
Committed Developments and Transport Proposals	✓	
Proposed Changes to Land Uses Within 1200 Metres	✓	
Travel Desire Lines from Development to These Attractors/ Generators	✓	
Adequacy of Existing Transport Networks	✓	
Deficiencies in Existing Transport Networks	✓	
Remedial Measures to Address Deficiencies	✓	
Analysis of Transport Networks	✓	
Assessment Years	✓	
Time Periods	✓	
Development Generated Traffic	✓	
Distribution of Generated Traffic	✓	
Parking Supply and Demand	✓	
Base And 'With Development' Traffic Flow	✓	
Analysis of Development Access		
Impact on Surrounding Roads	✓	
Impact on Intersections	✓	
Impact on Neighbouring Areas	✓	
Road Safety	✓	
Public Transport Access	✓	
Pedestrian Access/Amenity	✓	
Cycle Access/Amenity	✓	
Analysis of Pedestrian/Cycle Networks	NA	No detailed analysis required
Safe Walk/Cycle to School (For Residential and School Site Developments Only)	NA	Not a residential development
Traffic Management Plan (Where Appropriate)	NA	Not required
Conclusions		

Proponent's Name: Joe D'Alessandro

Company: Place Development Date: 03/11/2020

Transport Assessor's Name: Aaron MacNish

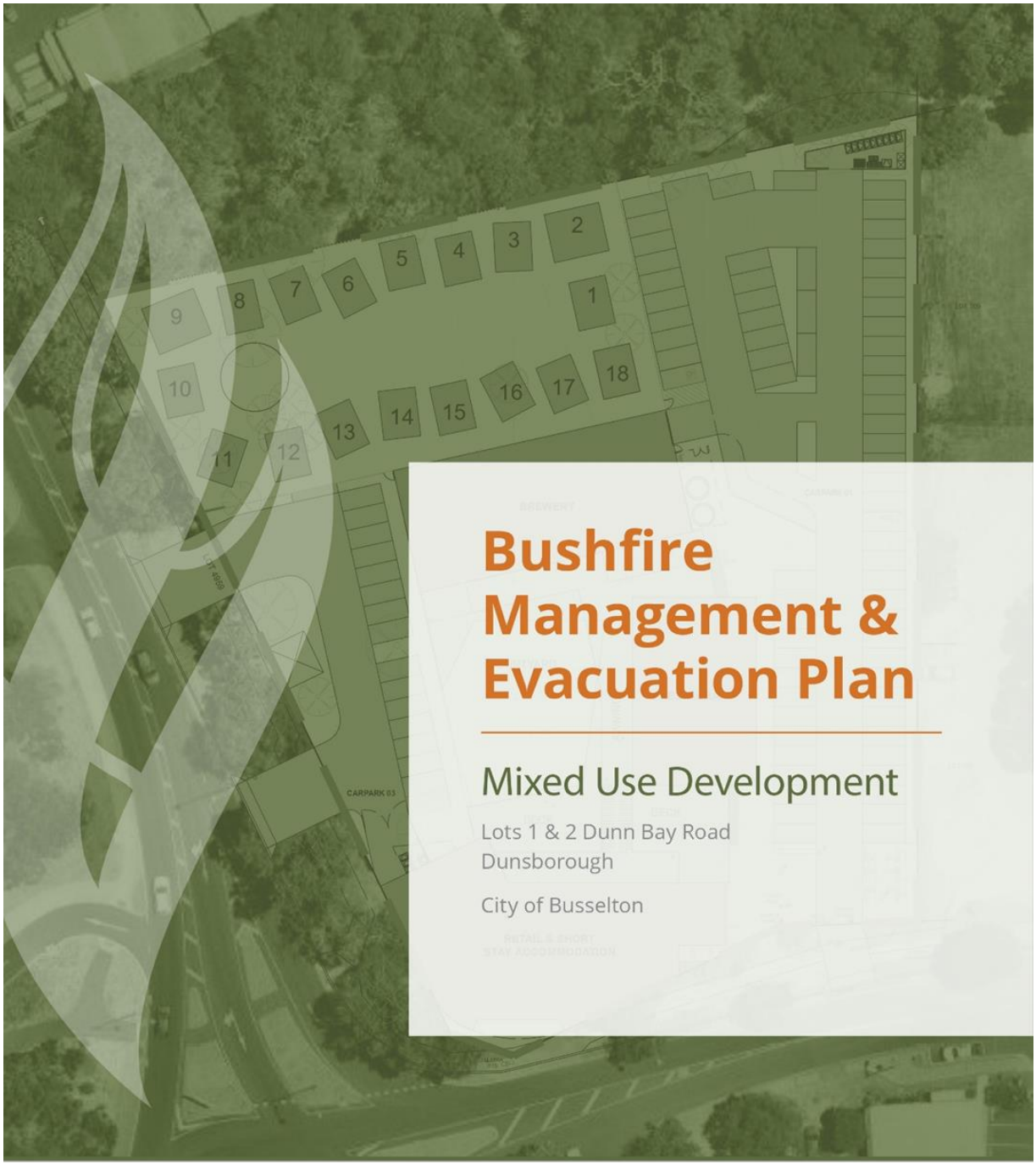
Company: GTA Consultants Date: 03/11/2020



element.

Appendix D – Bushfire Management Plan

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation



Bushfire Management & Evacuation Plan

Mixed Use Development

Lots 1 & 2 Dunn Bay Road
Dunsborough

City of Busselton

bushfiresafety CONSULTING
Science. Culture. Solutions.

Prepared For:
Place Development
11 November 2020
Version 2.0

bushfiresafetyconsulting.com.au

© 2020 Bushfire Safety Consulting Pty Ltd.

Document Information

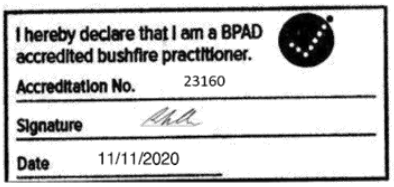
Prepared for: Place Development Pty Ltd

Project Name: Proposed Brewery, Bar, Accommodation, Café and Retail

Address: Lots 1 and 2 Dunn Bay Road, Dunsborough, WA 6281

Prepared by: Rohan Carboon

Bushfire Safety Consulting Pty Ltd





Document Control

Bushfire Management Plan – Lots 1 & 2 Dunn Bay Road, Dunsborough			
REPORT VERSION	**PURPOSE**	**AUTHOR/REVIEWER AND ACCREDITATION DETAILS**	**DATE SUBMITTED**
V1	Draft for Review	Rohan Carboon (BPAD 32160) Dr Karen Brown (BPAD 48364)	31/10/2020
V2	Final for Submission	Rohan Carboon (BPAD 32160)	11/11/2020

Front cover photo: Development Proposal

Bushfire Safety Consulting Pty Ltd
PO Box 84
STONEVILLE WA 6081

Tel: 0429 949 262
Email: hello@bushfiresafetyconsulting.com.au
Web: www.bushfiresafetyconsulting.com.au

Disclaimer:

This report has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, this publication is distributed on the terms and understanding that the author is not responsible for results of any actions taken based on information in this publication or for any error in or omission from this publication.

EXECUTIVE SUMMARY

This Bushfire Management and Evacuation Plan (BMEP) has been prepared to support the Development Application (DA) process at Lots 1 and 2 Dunn Bay Road, Dunsborough WA 6281. There is currently an existing house and a café restaurant on the site.

The development of the site includes plans for a brewery and bar area, boutique hotel, kitchen/dining, cafe and retail/short stay accommodation. The site is located on the Western perimeter of the main shopping precinct in Dunsborough. It is bordered by Cape Naturalist Road on the west, Dunn Bay Road on the south, Urban residential lots on the east and Dunsborough Brook Reserve on the north.

Exposure to bushfire attack is likely from the west and to a lesser extend from the strip of vegetation in the brook north of the site. A method 1 and method 2 BAL assessment has been undertaken to determine predicted radiant heat flux levels into the site and proposed landscaping considers the bushfire threat with the establishment of an Asset Protection Zone across the entire site.

The proposed development is a vulnerable land use under the State Planning Policy 3.7 because specifically new visitors and groups to the facility will be less able to respond in a bushfire emergency. A Bushfire Emergency Evacuation Plan has been developed which specifically reflects the site conditions, users' needs and circumstances. It will be reviewed and updated with the tenants after the new leasing arrangements have been negotiated and before the site is operational. The site managers are responsibility for bushfire evacuation which can occur by people moving off site either on foot or in vehicles towards the centre of Dunsborough and an area exposed to less than 2 kW/m².

In the event of a bushfire emergency, fire services require ready access to the site and to an adequate water supply. There is good vehicular access within the property with two driveway entries and two turn-around areas.

It is expected that the implementation of this BMP will reduce the threat to staff and the public and fire fighters in the area addressed by this BMP. The proposal has been assessed against the *State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7)* and the *Guidelines for Planning in Bushfire Prone Areas* (WAPC 2017 V1.3) and the Position Statement: Tourism land uses in bushfire prone areas.

The proposed development can achieve the Acceptable Solutions and Performance Principles in the Guidelines for Planning in Bushfire Prone Areas V1.3 (2017) for water supply and access. Some short-term accommodation cabins are sited in BAL-FZ and a comprehensive risk assessment has been undertaken consistent with the Position Statement: Tourism land uses in bushfire prone areas to identify acceptable mitigation strategies.

TABLE OF CONTENTS

EXECUTIVE SUMMARY ii
1 PROPOSAL DETAILS 4
2 Policy and Guidelines 7
2.1 Application of SPP 3.7 7
2.2 Guidelines for Planning in Bushfire Prone Areas V1.3 (2017) 7
2.3 Position Statement: Tourism land uses in bushfire prone areas (2019) 8
3 ENVIRONMENTAL CONSIDERATIONS 10
3.1 Native Vegetation – modification and clearing 10
3.2 Re-vegetation/Landscape Plans 10
4 BUSHFIRE ASSESSMENT RESULTS 11
4.1 Assessment Inputs 11
4.1.1 Vegetation Classification 12
4.1.2 Effective Slope 23
4.2 Assessment Outputs 24
5 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES 24
6 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA 27
6.1 Compliance Table 27
6.2 Additional Management Strategies 29
7 RESPONSIBILITIES FOR BUSHFIRE MEASURES 31
8 CONCLUSION 32
8 REFERENCES 33

LIST OF TABLES

Table 1: Policy measures 7
Table 2: Summary of vegetation type and effective slope 23
Table 3: Summary of assessment outputs 24
Table 4: Compliance table 28
Table 5: Responsibility for bushfire measures 31

LIST OF FIGURES

Figure 1: Proposed Development 5
Figure 2: Site Location Plan 6
Figure 3: Bushfire Prone Areas 9
Figure 4: Vegetation Classification Map (for BAL Contour) 25
Figure 5: BAL Contour Map 26
Figure 6: Spatial Representation of Bushfire Management Strategies 30

TABLE OF APPENDICES

Appendix 1: Landscape Plan
Appendix 2: APZ standards
Appendix 3: Vehicular Access Technical Requirements and Fire Appliance Swept Paths
Appendix 4: Fire Hydrant Coverage Plan
Appendix 5: City of Busselton Firebreak and Fuel Hazard Reduction Notice
Appendix 6: Design Fire Modelling
Appendix 7: Bushfire Evacuation Plan
Appendix 8: Bushfire Risk Assessment

1 PROPOSAL DETAILS

This Bushfire Management and Evacuation Plan (BMEP) has been prepared to support the Development Application (DA) for the proposed development at Lots 1 and 2 Dunn Bay Road, Dunsborough. The development proposal includes a number of elements including:

- Removing the existing home
- Construction of a Boutique hotel;
- Construction of Brewery and Bar;
- Construction of Kitchen and Dining area;
- Construction of Café, courtyard and deck;
- Construction of Retail and Short Stay Accommodation;
- Construction of carpark to 85 car bays (includes 3 ACROD bays); and

The site is located on Dunn Bay Road in Dunsborough in the City of Busselton with the layout shown in Figure 1. The site is zoned 'Centre' under the City of Busselton local Planning Scheme 21. To the north of the site in the Dugulup Brook Creek Reserve a strip of forest vegetation 15-30 metres wide borders the site. The creek continues to the west between residential dwellings and the police station. North west of the site, a small 1.47ha bushland reserve is sited on Martindale Drive and the residential subdivision Naturalist Heights Estate is sited immediately north and west of the reserve.

The Dunsborough town centre is immediately east of the site and within comfortable walking distance (i.e. 200 metres) and a service station and retail shops are located south of Dunn Bay Road (Figure 2).

The western portion of the site is located in the declared bushfire prone area and a bushfire could impact the site from this direction although the vegetation is not continuous and a potential fire run is discontinuous and any fire spotting across the residential areas and public roads could ignite a small fire adjacent to the site.

The western portion of the site is within the declared Bushfire Prone Area of WA which reflects the distribution of vegetation and fuel loads west of the site (Figure 3).

The site is connected to scheme water and there are two entry/egress routes from the carparks to Cape Naturaliste Road and Dunn Bay Road. Internal access is provided for fire appliances to access hydrants for property defence and the internal driveways and carparks provide fire appliances access to within 25 metres of all buildings on-site. Dunn Bay Road and Cape Naturalist Road provide multiple access routes.

This BMP addresses the proposed development by providing responses to the performance criteria in the *Guidelines for Planning in Bushfire Prone Areas* V1.3 (WAPC et.al. 2017) and the Position Statement: Tourism land uses in bushfire prone areas.

If there is a bushfire within or near the site, implementing this BMEEP will reduce the threat to staff and members of the public at all the facilities at the site including buildings, property, and emergency response personnel.



Location details:	Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date:	May, 2020
Prepared by:	Bushfire Safety Consulting
Accreditation level:	Level 3 BPAD Practitioner
Accreditation number:	BPAD 23160
Accreditation expiry date:	31st January, 2021
Date aerial photo:	February 2020

FIGURE 1
PROPOSED DEVELOPMENT

0 5 10 15 20 25m
SCALE 1:500 @ A3
DATE: NOVEMBER 2020
NORTH

LEGEND:
SUBJECT LAND

SOURCE OF PHOTOGRAPHY: NEARMAP

bushfire safety CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 282
www.bushfiresafetyconsulting.com.au


CAPE NATURALISTE ROAD
CAVES
GEOGRAPHE BAY ROAD
SITE LOCATION
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accredidation expiry date: 31st January, 2021
Date aerial photo: August 2020
FIGURE 2
SITE LOCATION PLAN
SCALE 1:10 000 @ A4
DATE: OCTOBER 2020
LEGEND
SUBJECT LAND
Base mapping supplied by Nearmap & Google Maps
bushfire safety
CONSULTING
Science. Culture. Solutions.

2 Policy and Guidelines

2.1 Application of SPP 3.7

The *State Planning Policy No. 3.7: Planning in Bushfire Prone Areas (SPP 3.7)* provides the foundation for land use planning to address bushfire risk management in Western Australia. It is used to inform and guide decision makers, referral agencies and land owners / proponents to help achieve acceptable bushfire protection outcomes.

The policy contains objectives and policy measures as well as reference to the bushfire protection criteria as outlined in the Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 V1.3; the Guidelines). The policy applies to this development because the western portion of the site is in the designated bushfire prone area on the WA map of bushfire prone areas (Figure 3). Vegetation in Dugulup Brook Creek Reserve is not designated as bushfire prone on the State map, however this assessment has identified there are bushfire impacts into the site from the narrow strip of vegetation in the creek reserve.

The following policy measures will need to comply with SPP 3.7:

Table 1. Policy measures

Policy Measure 6.2	The proposed development is located within a designated bushfire prone area and will have a Bushfire Hazard Level above low and a Bushfire Attack Level rating above BAL-LOW.
Policy Measure 6.5	Policy 6.5 applies meaning the proposed development will be accompanied by: - BAL Contour Plan - Building specific BAL ratings - Identification of relevant issues; and - Demonstration of compliance with the guidelines
Policy Measure 6.6	Policy Clause 6.6 applies to vulnerable land use applications. The development application proposes facilities that the public will visit and will use in large numbers. This is considered a vulnerable land use under the policy because the visitors and users of the facility will be less able to respond in a bushfire emergency. A comprehensive Bushfire Emergency Evacuation Plan which specifically reflects the site conditions, users' needs and circumstances will be developed with the tenants after the new leasing arrangements have been negotiated. The site is owned by Eldorado Pty Ltd and the Operator, Southcamp Pty Ltd will take responsibility for the bushfire evacuation.

2.2 Guidelines for Planning in Bushfire Prone Areas V1.3 (2017)

The requirements of the Department of Planning document "*Guidelines for Planning in Bushfire Prone Areas V1.3" (2017)* are accommodated within this BMEEP.

The *Guidelines for Planning in Bushfire Prone Areas V 1.3 (2017)* is intended to inform and guide decision makers, referral authorities and proponents to achieve acceptable bushfire protection outcomes, including expectations at the different stages of planning.

2.3 Position Statement: Tourism land uses in bushfire prone areas (2019)

This position statement provides guidance for tourism land uses in bushfire prone areas. It focuses on life safety and suggests that the protection of property or infrastructure may be secondary to the social and economic development of a region.

The position statement establishes that, where short term accommodation and vulnerable day uses are proposed that where buildings or structures are located in BAL-40 or BAL-FZ a risk assessment will be undertaken and an open space area identified that is exposed to less than 2kW/m² with an assumed flame temperature of 1200K.



Location details:	Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date:	May, 2020
Prepared by:	Bushfire Safety Consulting
Accreditation level:	Level 3 BPAD Practitioner
Accreditation number:	BPAD 23160
Accreditation expiry date:	31st January, 2021
Date aerial photo:	February 2020

FIGURE 3
BUSHFIRE PRONE AREAS

0 10 20 30 40 50 60 70m
NOT TO SCALE @ A3
DATE: NOVEMBER 2020
NORTH

LEGEND:
SUBJECT LAND
ASSESSMENT AREA (100m) FROM THE EXTERNAL BOUNDARY OF THE SUBJECT SITE
ASSESSMENT AREA (100m) FROM THE EXTERNAL BOUNDARY OF THE SUBJECT SITE
BUSHFIRE PRONE AREAS

SOURCE OF PHOTOGRAPHY: NEARMAP

bushfire safety CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 282
www.bushfiresafetyconsulting.com.au

3 ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations that restrict the site achieving the proposed development. There are no Geomorphic wetlands on the subject site and there is a 'Threatened and Priority Flora' area to the north of the site but nothing on the two subject lots.

3.1 Native Vegetation – modification and clearing

The site contains large mature trees which have been surveyed and a number of trees are retained on the site for environmental (habitat for ringtail possums) and amenity reasons. These have been considered in detail in the development of the landscape plan (Appendix 1) which outlines where large trees are retained within the landscaped environment.

The landscape design, plant selection and maintenance regime has thoroughly considered how to minimise and manage bushfire threat. The key design features of the landscaped areas is the use of irrigation, low groundcovers, turf and clear stemmed trees. Hardscaped areas such as paths, walls and recreation zones are located throughout to ensure vegetation is not continuous and fine fuels are reduced and can be managed and maintained in the garden beds.

The establishment and maintenance of the landscape will involve the following maintenance in perpetuity:

- Under pruning of shrubs, scrub and trees of all fine fuels (<6mm) 2 metres from ground level
- Annually removing leaf litter, accumulated fine fuels and dead plants and/or plant material.
- Keeping garden beds irrigated and turf areas mown and grass green.
- Pruning to keep clumps of trees and shrubs separated from one another.
- Removal of weeds and any naturally regenerating plants not intended to be included as part of the landscape plans.

3.2 Re-vegetation/Landscape Plans

A detailed landscape plan (Appendix 1) has been developed for the site which achieves compliance with the intent of an Asset Protection Zone (Appendix 2). The landscape will be formally developed into irrigated garden beds in the small areas that are not built our or carparking or footpaths. The irrigated and fully maintained landscape will be approved by the City of Busselton, it will be installed by the proponent and highly maintained in keeping with the amenity of the site.

The landscape plan (Appendix 1) developed by Emerge Associates and responds to the APZ requirements and intent. In a way sensitive to the environmental values of the development. The APZ standards outlined in Appendix 2 balance with the unique environmental and wildlife habitat values of the site with fuel load and fuel structure requirements.

4 BUSHFIRE ASSESSMENT RESULTS

Bushfires are common in the City of Busselton and local brigades respond to numerous bushfires in the area annually. Given the bushfire threat in the area, this BMEP plays a critical role in ensuring that the re-development of the site appropriately mitigates the risk from bushfire.

4.1 Assessment Inputs

The methodology used to assess the site is outlined in the *Guidelines for Planning in Bushfire Prone Areas V1.3 (2017).* The development layout is known, and a strategic level bushfire hazard assessment is not required. A BAL Contour map is provided in accordance with Appendix 3 of the guidelines.

Assessing bushfire threat at the site-specific level accounts for the predominant class of vegetation on the site and surrounding area for a minimum of 150m, as shown in the Vegetation Classification Map at Figure 5.

4.1.1 Vegetation Classification

The site contains woodland vegetation with mature eucalypt and peppermint trees over grass vegetation (Plot 5, photos 32-35). Some trees will be retained in the formal gardens that will be developed as part of the proposal. The small (1.47ha) bushland reserve north-west of the site contains a thick overstorey of Peppermint trees in Class A Forest vegetation (Plot 1, photos 1-3). Areas of Forest vegetation occur south of the site and south of Caves Road (Plot 1, photos 5-9).

Peppermint forest vegetation occurs in a strip of land in Dugulup Brook Creek Reserve immediately north of the site and the reserve has been actively managed to remove weeds and revegetate native species (Plot 2, photos 10-21). The corridor of forest vegetation extends along the brook to the west.

The vegetation plots on and surrounding the site and within 150 metres of the development area are found in Figure 4 with plot descriptions below.

Photo ID: 1 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 2 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 3 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 4 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 5 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 6 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 7 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 8 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 9 **Plot Number:** 1 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 10 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 11 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

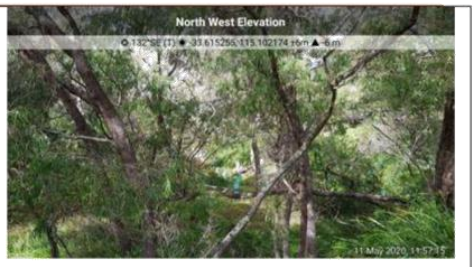
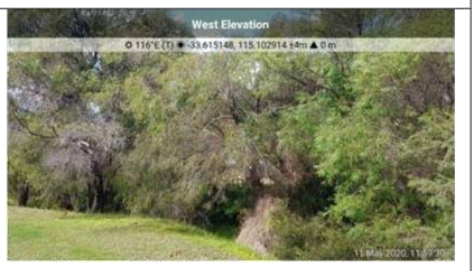
Photo ID: 12 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 13 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 14 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 15 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 16 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 17 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 18 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 19 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 20 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 21 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 22 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 23 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 24 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 25 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 26 **Plot Number:** 2 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 27 **Plot Number:** 3 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	

Photo ID: 28 **Plot Number:** 3 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 29 **Plot Number:** 3 **Vegetation classification or exclusion clause:** Class A Forest **Description/justification of classification:** 8 to 15m tall Eucalypt and Peppermint forest with elevated and intermediate fuel layers including significant accumulated fine fuels and canopy cover 30 to 70%.	
Photo ID: 30 **Plot Number:** 4 **Vegetation classification or exclusion clause:** Class B Woodland **Description/justification of classification:** Remnant trees in open paddock with grass fuels	
Photo ID: 31 **Plot Number:** 4 **Vegetation classification or exclusion clause:** Class B Woodland **Description/justification of classification:** Clump of remnant trees in road reserve with grass fuels	
Photo ID: 32 **Plot Number:** 5 **Vegetation classification or exclusion clause:** Post development Exclusion Clause 2.2.3.2 (e), existing Class B Woodland **Description/justification of classification:** Existing trees on-site will be either removed or landscaped in formal gardens.	

Photo ID: 33 **Plot Number:** 5 **Vegetation classification or exclusion clause:** Post development Exclusion Clause 2.2.3.2 (e), existing Class B Woodland **Description/justification of classification:** Existing trees on-site will be either removed or landscaped in formal gardens.	
Photo ID: 34 **Plot Number:** 5 **Vegetation classification or exclusion clause:** Post development Exclusion Clause 2.2.3.2 (e), existing Class B Woodland **Description/justification of classification:** Existing trees on-site will be either removed or landscaped in formal gardens.	
Photo ID: 35 **Plot Number:** 5 **Vegetation classification or exclusion clause:** Post development Exclusion Clause 2.2.3.2 (e), existing Exclusion clause 2.2.3.2(f) **Description/justification of classification:** irrigated turf around existing dwelling.	
Photo ID: 36 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Grass fuels managed on vacant lot	
Photo ID: 37 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Grass fuels managed on vacant lot used as overflow carparking	

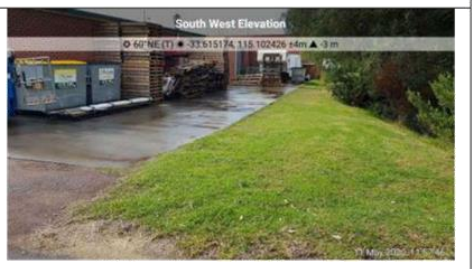
Photo ID: 38 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Post development Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Grass fuels managed on vacant lot used as overflow carparking	
Photo ID: 39 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Managed turf and garden beds surrounding police station	
Photo ID: 40 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** mowed grass vegetation and maintained in low fuel condition between the light industrial buildings and the brook.	
Photo ID: 41 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** mowed grass vegetation and maintained in low fuel condition between the light industrial buildings and the brook.	
Photo ID: 42 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Mowed and managed grass vegetation in Caves Road Reserve	

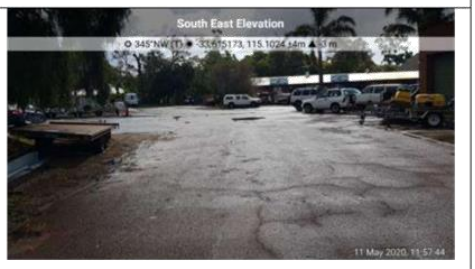
Photo ID: 43 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Mowed and managed grass vegetation in Caves Road Reserve	
Photo ID: 44 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Mowed and managed grass vegetation in Caves Road Reserve and managed park.	
Photo ID: 45 **Plot Number:** 6 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (f) **Description/justification of classification:** Mowed and managed grass vegetation in Caves Road Reserve	
Photo ID: 45 **Plot Number:** 7 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (e) **Description/justification of classification:** Non-vegetated area looking north towards the light industrial and commercial area on Clark Street	
Photo ID: 47 **Plot Number:** 7 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (e) **Description/justification of classification:** Retail and cafe shops south of the site and Dunn Bay Road.	

Photo ID: 48 **Plot Number:** 7 **Vegetation classification or exclusion clause:** Exclusion Clause 2.2.3.2 (e) **Description/justification of classification:** Large Coles supermarket carpark area east of the site	
Photo ID: 49 **Plot Number:** 8 **Vegetation classification or exclusion clause:** Class D Scrub **Description/justification of classification:** Planted scrub vegetation south-west of the site in the traffic island	
Photo ID: 50 **Plot Number:** 8 **Vegetation classification or exclusion clause:** Class D Scrub **Description/justification of classification:** Planted scrub vegetation south-west of the site in the traffic island	

4.1.2 Effective Slope

The effective slope varies between flat and downslope 5 degrees under the forest vegetation in Dugulup Brook Creek Reserve north and west of the site. Further away from the site to the north-west and south, the areas of forest vegetation have slopes that are effectively upslope relative to the sites' location.

The effective slope under areas of classified vegetation is shown in Table 2.

Table 2. Summary of vegetation type and effective slope

Plot	Applied Vegetation Classification	Effective Slope under the Classified Vegetation
1	Class A Forest	Flat / Upslope
2	Class A Forest	Downslope 0 - 5°
3	Class A Forest	Downslope 0 - 5°
4	Class B Woodland	Flat / Upslope
5	Exclusion Clause 2.2.3.2 (e)	N/A
6	Exclusion Clause 2.2.3.2 (f)	N/A
7	Exclusion Clause 2.2.3.2 (e)	N/A
8	Class D Scrub	Flat / Upslope

4.2 Assessment Outputs

A method 1 and method 2 BAL contour assessment was undertaken according to Appendix 3 of the Guidelines and the individual building results are found in Table 3 with the BAL Contour Map at Figure 6.

Table 3. Summary of assessment outputs

Building	Applied Vegetation Classification	BAL Methodology	Plot No. & Effective slope	Separation Distance to Classified Vegetation	Highest BAL Contour
Cabins 1-10	Class A Forest	Method 2 – see Appendix 6	Plot 2 Downslope 0 - 5	2-11m	BAL-FZ
Cabin 11	Class A Forest	Method 2 – see Appendix 6	Plot 3 Downslope 0 - 5	27.4m	BAL-29
Cabin 13	Class A Forest	Method 2 – see Appendix 6	Plot 2 Downslope 0 - 5	20m	BAL-29
Cabins 12 & 14-18	Class A Forest	Method 2 – see Appendix 6	Plot 2 Downslope 0 - 5	20.5m	BAL-19
Brewery and Bar	Class A Forest	Method 1	Plot 2 Downslope 0 - 5	30 m	BAL-12.5
	Class A Forest	Method 1	Plot 3 Downslope 0 - 5	53 m	BAL12.5
Restaurant Kitchen and Dining	Class A Forest	Method 1	Plot 2 Downslope 0 - 5	52.5m	BAL – 12.5
	Class A Forest	Method 1	Plot 3 Downslope 0 - 5	88.5m	BAL – 12.5
Cafe	Class D Scrub	Method 1	Plot 8 - Upslope	75m	BAL – 12.5
Retail and short Stay Accommodation	Class D Scrub	Method 1	Plot 8 - Upslope	41.5m	BAL – 12.5

The final developed scenario is outlined in Figure 7 as a spatial representation of the bushfire management strategies.

5 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

The Class A Forest vegetation that surrounds the site is not continuous meaning an approaching bushfire is likely to break up and spot from reserve to reserve or follow along the Dugulup Brook Creek Reserve across the north of the site towards Dunsborough townsite.

Predicted levels of radiant heat and ember attack could impact the site as evident in the BAL Contour Plan (Figure 5).



Location details:	Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date:	May, 2020
Prepared by:	Bushfire Safety Consulting
Accreditation level:	Level 3 BPAD Practitioner
Accreditation number:	BPAD 23160
Accreditation expiry date:	31st January, 2021
Date aerial photo:	February 2020

FIGURE 4 - VEGETATION CLASSIFICATION MAP (BAL CONTOUR MAP)

0 10 20 30 40 50 60 70m

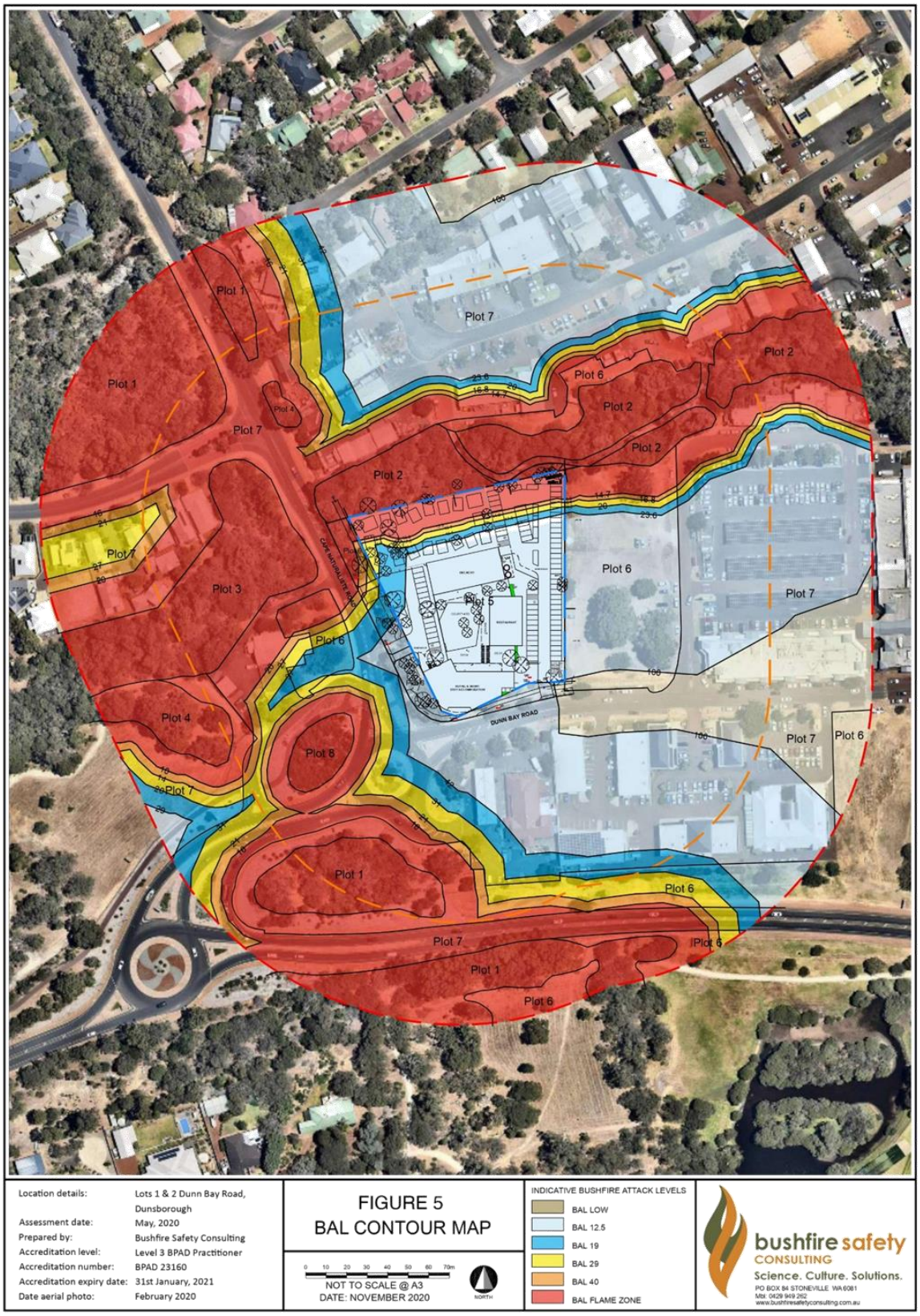
NOT TO SCALE @ A3
DATE: NOVEMBER 2020

NORTH

LEGEND:
SUBJECT LAND
ASSESSMENT AREA (150m) FROM THE EXTERNAL BOUNDARY OF THE SUBJECT SITE
ASSESSMENT AREA (100m) FROM THE EXTERNAL BOUNDARY OF THE SUBJECT SITE

SOURCE OF PHOTOGRAPHY: NEARMAP

bushfire safety CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 282
www.bushfiresafetyconsulting.com.au



Location details:	Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date:	May, 2020
Prepared by:	Bushfire Safety Consulting
Accreditation level:	Level 3 BPAD Practitioner
Accreditation number:	BPAD 23160
Accreditation expiry date:	31st January, 2021
Date aerial photo:	February 2020

FIGURE 5
BAL CONTOUR MAP

0 10 20 30 40 50 60 70m
NOT TO SCALE @ A3
DATE: NOVEMBER 2020
NORTH

INDICATIVE BUSHFIRE ATTACK LEVELS
- BAL LOW
- BAL 12.5
- BAL 19
- BAL 29
- BAL 40
- BAL FLAME ZONE

bushfire safety CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 282
www.bushfiresafetyconsulting.com.au

6 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA

6.1 Compliance Table

This report adopts an acceptable solution and performance-based system of control for each bushfire protection criteria. This methodology is consistent with Appendix 4 of the *Guidelines for Planning in Bushfire Prone Areas, Version 1.3 (2017) and the Position Statement: Tourism land uses in bushfire prone areas.* The management issues are:

- Location of the Development.
- Siting and Design of Development.
- Vehicular access.
- Water.

Acceptable solutions are proposed for two (water supply and access to the site) of the bushfire protection criteria and they each illustrate a means of satisfactorily meeting the corresponding performance criteria. Ten of the short-term accommodation cabins experience BAL-FZ because of their proximity to Dugulup Brook Creek Reserve. Consistent with the *Position Statement: Tourism land uses in bushfire prone areas;* a bushfire risk assessment is undertaken to determine and asses mitigation strategies to reduce risk to an acceptable level. To assist occupants, fire safety measures are provided to ensure occupant life safety will not be compromised in the event of bushfire. This is also in line with the guidance for tourism land uses, which are based on life safety objectives. The entire site is landscaped to meet the intent of the APZ standards.

Land use planning bushfire risk mitigation strategies are comprehensively detailed in the following sections by providing responses to the performance criteria that fulfil the intent of the bushfire hazard management issues outlined in the *Guidelines for Planning in Bushfire Prone Areas V1.3(2017).* The compliance checklist is attached as Table 4.

Table 4: Compliance Table

Bushfire Protection Criteria	Method of compliance Acceptable Solutions	Proposed bushfire management strategies
Element 1: Location	AQ1.1 Development Location	The Method 2 BAL Assessment in this report demonstrates the classified vegetation surrounding the site does have an impact. Ten accommodation cabins are exposed to BAL-FZ and a Bushfire Risk Assessment is undertaken to determine compliance with the Position Statement: Tourism land uses in bushfire prone areas. Eight accommodation cabins are exposed to BAL-19 and all remaining buildings such as the retail, cafe, restaurant and brewery are exposed to BAL-12.5
Element 2: siting and Design	A2.1 Asset Protection Zone (APZ)	The site will accommodate a highly landscaped, irrigated and managed Asset Protection Zones (APZ). The landscape plan is found in Appendix 1. The landscape, will be installed by the developer and maintained by the site managers. APZ standards are outlined in Appendix 2 have guided the development of the landscape plan (Appendix 1) The plan and checklist (Appendix 1) provide specific recommendations regarding tree removal and pruning requirements, shrub and ground fuel treatments. Ten accommodation cabins are exposed to BAL-FZ and a Bushfire Risk Assessment is undertaken to determine compliance with the Position Statement: Tourism land uses in bushfire prone areas. In the event of an approaching bushfire threatening the site, the primary action is to evacuate the site to the "sheltering area" located 200metres walk or drive directly east of the site.
Element 3: Vehicular Access	A3.1 Two access routes	The site has direct vehicular access to Dunn Bay Road and Cape Naturaliste Road. There are two carpark entrances and the surrounding public roads provides an east/west or north/south options to drive to and from the site. Therefore, there is provision for multiple access routes.
	A3.2 Public Road	Dunn Bay Road and Cape Naturaliste Road complies with minimum public road standards outlined in Appendix 2. A Transport Impact Assessment has been carried out by GTA Consultants (WA) Pty Ltd.
	A3.3 Cul-de-sac	There are no cul-de-sacs proposed.
	A3.4 Battle-axe	There are no battle-axes proposed.
	A3.5 Private drive-way longer than 50 metres	Two short driveways access the development site and carpark areas. The carpark off Cape Naturaliste Road is a loop carpark which contains a hard stand and hydrant access for fire appliances. The eastern driveway and carpark is 95

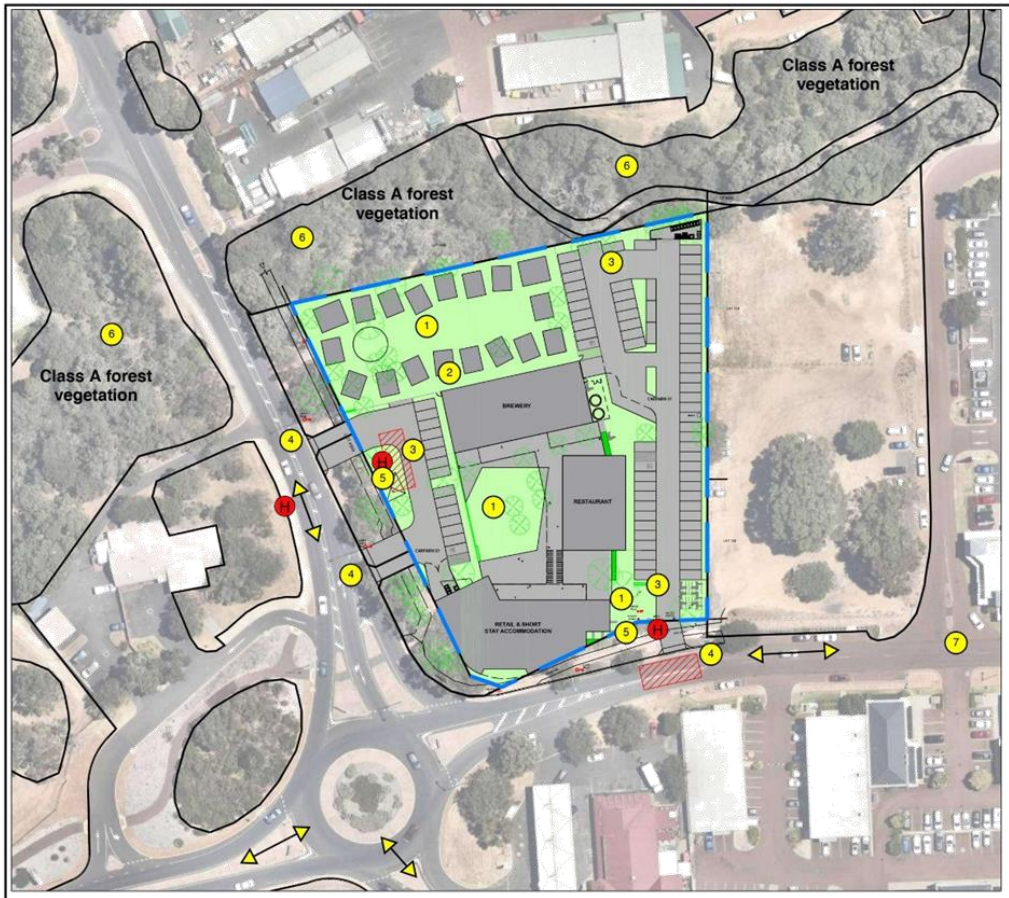
		metres long and finishes in a loop with a turnaround area designed by traffic consultants for fire appliances. GTA Consultants (WA) Pty Ltd have modelled swept paths for a slightly larger than 3.4 urban tankers and it easily negotiates both carparks, outlined in Appendix 9. Both driveways can be used to access the site in a loop, contain turnaround areas, and can comply with standards outlined in Appendix 2
	A3.6 Emergency access way	There are no emergency access ways proposed.
	A3.7 Fire Emergency access routes	Fire Appliance access to within 25 metres of all buildings on-site is achieved and there is no requirement for a Fire Service Access Route. GTA Consultants (WA) Pty Ltd have modelled swept paths for a slightly larger than 3.4 urban tankers and it easily negotiates both carparks, outlined in Appendix 9.
	A3.8 Firebreak width	The site does not require perimeter firebreaks and compliance with the current City of Busselton Firebreak and Fuel Load Notice (Appendix 5) is achieved with the landscaped outcome.
Element 4: Water	A4.1 Reticulated areas	The site is serviced by scheme water and water supply and hydrant coverage for the development has been developed by hydrological consultants 'IONIC'. A deemed to satisfy solution for hydrants and hose reels for fire compartments larger than 500mÂ² has been proposed. The fire hydrant coverage plan is found in Appendix 4 and contains hose reel and hydrant coverage to Building 1 and Building 2.
	A4.2 Non-reticulated areas	Not applicable
	A4.3 Individual lots within non-reticulated areas	Not applicable

6.2 Additional Management Strategies

The development of the site is a vulnerable land use under the State Planning Policy 3.7 because the visitors and users of the facility will be less able to respond in a bushfire emergency.

The development proposal is supported by a comprehensive Bushfire Evacuation Plan (Appendix 7) and Risk Assessment (Appendix 8). The site managers are responsible for ensuring safety of all people using the facilities during the fire weather periods when a large bushfire could occur.

A summary of management strategies is outlined in Figure 6.



Notes

1) The proposed Asset Protection Zone (APZ) includes the entire site and has been accommodated in the Landscape Plan (Appendix 1). Compliance with the intent of the APZ standards (Appendix 2) is achieved.

2) Predicted levels of radiant heat do not exceed BAL-29 on the southern row of cabins. Where the APZ is insufficient to exclude predicted levels of radiant heat on the north row of lots a risk assessment has been undertaken to demonstrate the full suite of mitigation strategies.

3) The Traffic Assessment has identified fire appliance access requirements in the carpark designs and turn-around areas including access to the hard stand areas and hydrants.

4) The carparks have three cross-overs and the surrounding public road system provides access to multiple different destinations.

5) The site is supplied with scheme water and a full analysis regarding water supply and hydrant pressure has been undertaken. Final hydrant locations are confirmed and ensure compliance with the BCA and DFES.

6) A corridor of Class A Forest vegetation occurs in Dugulup Brook Creek Reserve which could carry a small fire towards the site from a spot fire or small local ignition in the reserve.

7) The Dunsborough town centre is located 200 metres west of the site and offers a large local area where people can shelter and be exposed to less than 2kW/m2 radiant heat.

SUBJECT LAND

TWIN HEAD FIRE HYDRANT

DFES ACCESS AND HARD STAND

FIGURE 6 - SPATIAL REPRESENTATION OF BUSHFIRE MITIGATION STRATEGIES

bushfire CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 262
www.bushfiresafetyconsulting.com.au

SCALE 1:1000 @ A3
DATE: NOVEMBER 2020

Location details:	Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date:	May, 2020
Prepared by:	Bushfire Safety Consulting
Accreditation level:	Level 3 BPAD Practitioner
Accreditation number:	BPAD 23160
Accreditation expiry date:	31st January, 2021
Date aerial photo:	February 2020

7 RESPONSIBILITIES FOR BUSHFIRE MEASURES

Table 5 outlines the initial and ongoing responsibilities, actions and associated works that need to be undertaken by the Developer, City of Busselton and the site managers. The check boxes for implementation actions will be used for development clearance. A Bushfire Planning Practitioner will certify the BAL ratings are correct and necessary implementation actions have been completed.

Table 5. Responsibility for bushfire measures

DEVELOPER – PRIOR TO DA CLEARANCE		
No.	**Implementation action**	**Bushfire consultant clearance**
1	Establish the APZ according to the Landscape plan and standards outlined in this report and confirm BAL ratings.	☐

Certification by bushfire consultant

I _____, certify that at the time of inspection, the BAL ratings contained within this BMP are correct; and implementation actions 1 have been undertaken in accordance with the BMP.

Clearance by local government is recommended.

Signature: _____ Date: _____

SITE MANAGER (SOUTHCAMP PTY LTD) – ONGOING	
No.	**Management action**
2	Maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in the BMP.
3	Comply with the City of Busselton on annual firebreak notice issued under s33 of the *Bush Fires Act 1954*.
4	Annually review and update the Bushfire Emergency Evacuation Plan
CITY OF BUSSELTON – ONGOING MANAGEMENT	
No.	**Management action**
5	Maintain public roads to minimum standards and ensure good access is maintained around the site.
6	Ensure compliance with the City of Busselton Firebreak and Fuel Hazard Reduction Notice

8 CONCLUSION

This Plan provides acceptable solutions and responses to the performance criteria that fulfil the intent of the bushfire hazard management issues outlined in the Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 V1.3) and the Position Statement: Tourism Land Uses in bushfire prone areas

However, community bushfire safety is a shared responsibility between governments, fire agencies, communities and individuals.

The proposed development is located in the bushfire prone area (i.e. within 100 m of classified vegetation) and risk is reduced with the establishment of an APZ, water supply and hydrant and improved Fire Service Access. BAL-29 is exceeded for ten cabins and all remaining buildings are exposed to less than BAL-29. A risk assessment has been undertaken to assess the effectiveness of all mitigation strategies.

A minimum of two access options and water requirements for fire-fighting are met. A comprehensive Bushfire Emergency Evacuation Plan which specifically reflects the site conditions, users' needs and circumstances will be developed with the tenants after the new leasing arrangements have been negotiated and prior to occupation. The site is owned by Eldorado Pty Ltd and the Operator, Southcamp Pty Ltd will take responsibility for bushfire evacuation.

The proposed development will fall within the acceptable level of risk.

8 REFERENCES

DFES. (2017). *PREPARE. ACT. SURVIVE.*

http://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DES_Bushfire-Prepare_Act_Survive_Booklet.pdf

Standards Australia. 2018. Construction of buildings in bushfire-prone areas (Amendments 1-4), AS 3959-2009, Standards Australia International Ltd, Sydney.

Western Australian Planning Commission (WAPC). 2017. Guidelines for Planning in Bushfire Prone Areas. December 2017 V1.3. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

Western Australian Planning Commission (WAPC). 2015b. State Planning Policy No. 3.7: planning in Bushfire Prone Areas (SPP3.7). December 2015. Western Australian Planning Commission and Department of Planning WA, Government of Western Australia.

APPENDICES

Appendix 1: Landscape Plan
Appendix 2: APZ standards
Appendix 3: Vehicular Access Technical Requirements and Fire Appliance Swept Paths
Appendix 4: Fire Hydrant Coverage Plan
Appendix 5: City of Busselton Firebreak and Fuel Hazard Reduction Notice
Appendix 6: Design Fire Modelling
Appendix 7: Bushfire Evacuation Plan
Appendix 8: Bushfire Risk Assessment

APPENDIX 1: Landscape Plan



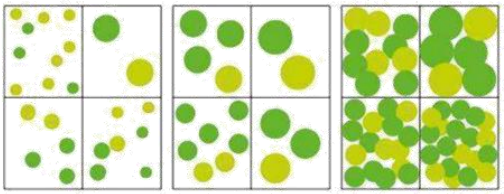
Appendix 2: APZ Standards

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **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 and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

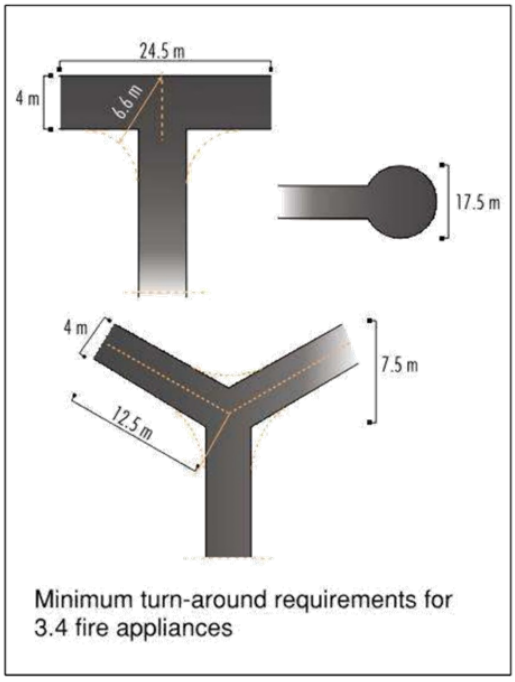
Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **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 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. 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 millimetres 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 100 millimetres or less.

Appendix 3: Vehicle Access Technical Requirements & Fire Appliances Swept Paths

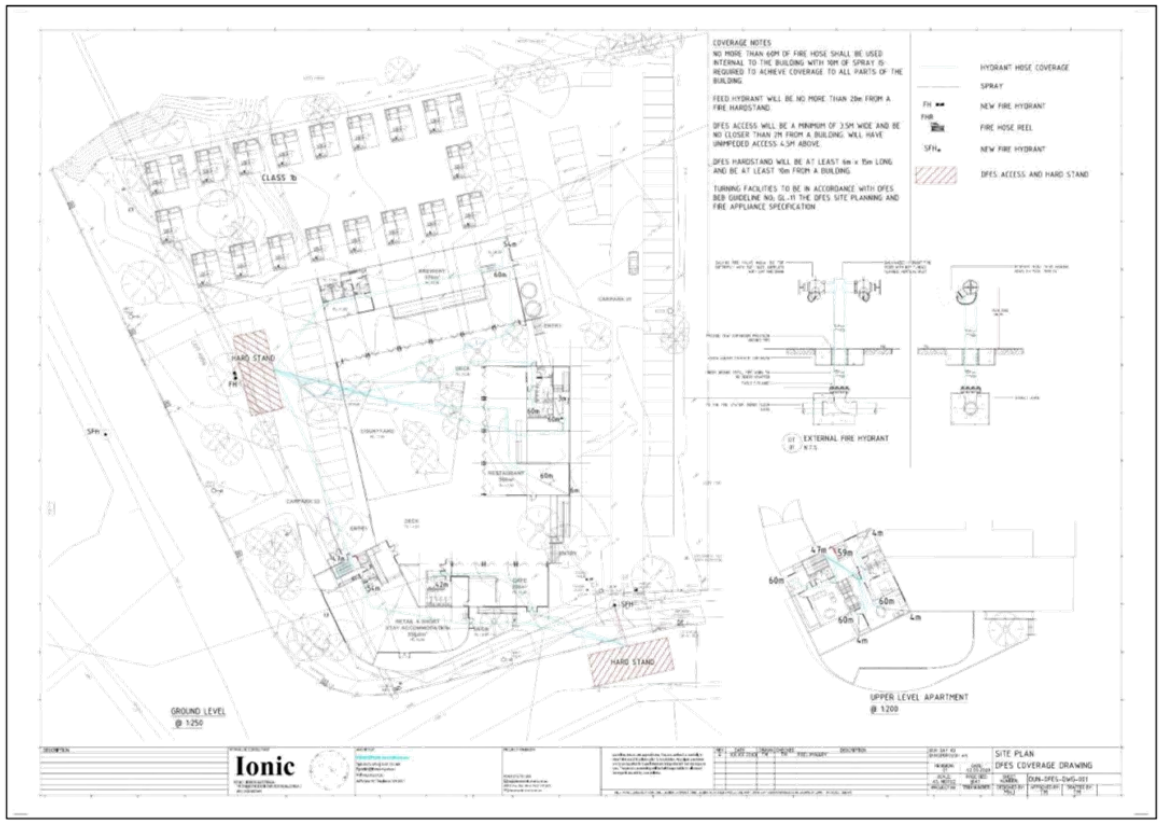
TECHNICAL REQUIREMENTS	1 Public road	2 Cul-de-sac	3 Private driveway	4 Emergency access way	5 Fire service access routes
Minimum trafficable surface (m)	6*	6	4	6*	6*
Horizontal clearance (m)	6	6	6	6	6
Vertical clearance (m)	4.5	N/A	4.5	4.5	4.5
Maximum grade <50 metres	1 in 10	1 in 10	1 in 10	1 in 10	1 in 10
Minimum weight capacity (t)	15	15	15	15	15
Maximum crossfall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum inner radius (m)	8.5	8.5	8.5	8.5	8.5
*Refer to E3.2 Public roads: Trafficable surface					



Minimum turn-around requirements for 3.4 fire appliances


8.29
1.59
4.50
MFB-MARK 5 PUMPER-SCANIA P320
Width : 2.50
Track : 2.47
Lock to Lock Time : 6.0
Steering Angle : 38.0

APPENDIX 4: Fire Hydrant Coverage Plan



APPENDIX 5: City of Busselton Firebreak and 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 City's website on the Fire and Emergency Services Information page

Most of our Fire Control Officers are volunteers, make sure you plan ahead if you intend to apply for a permit

A permit 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 Fire Control Officer will require the following information prior to issuing a permit:

- The address of the property where it is proposed to conduct the burn
- Details of three able bodied persons who will be in attendance at the fire at all times whilst it is alight, including a contact phone number
- What fire-fighting equipment will be on-hand during the burn and confirmation it is in good working order
- Are there firebreaks installed at the property and can a fire appliance get access to the site of the burn
- What are the materials to be burned, are they dry, and what is the size of the proposed burn

The permit holder shall ensure all conditions of the permit, as shown on the permit, are fully complied with

Failure to obtain a permit or failure to fully comply with the conditions of a permit may result in a fine or prosecution

The hardest aspect of fire prevention is explaining to your family why you didn't undertake any!



Actions speak louder than words and actions save lives

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

Pursuant to Section 25(1)(a) of the *Bush Fires Act 1954*, the lighting of fires in the open for the purpose of camping and/or cooking is prohibited when the Fire Danger Rating for the District is Very High or above without the written approval of the City

Fire Pits, Chimineas, and/or Braziers: pursuant to Section 25 of the *Bush Fires Act 1954*, 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 Very 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, is 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

Further Information: for further fire safety information and resources, including current Fire Danger Ratings visit the Department of Fire and Emergency Services website www.dfes.wa.gov.au

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

1 December 2020 to 28 February 2021
(BURNING IN THE OPEN PROHIBITED)

RESTRICTED BURNING TIMES

15 October 2020 to 30 November 2020 inclusive
and 1 March 2021 to 31 May 2021 inclusive
(BURNING PERMITS REQUIRED)
(Burning on Public Holidays Prohibited)

COMPLIANCE DATES

Rural Residential / Urban / Industrial Land
Compliance with this Notice must be achieved no later than 15 November 2020 and maintained until 12 May 2021

Rural Land
Compliance with this Notice must be achieved no later than 15 December 2020 and maintained until 12 May 2021

FIREBREAK INSPECTIONS AND RIGHT OF ENTRY

The City will commence its annual firebreak inspection program on 16 November 2020

Rangers are appointed as Bush Fire Control Officers under the provisions of the *Bush Fires Act 1954* (the Act) 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 which prevent full compliance with this Notice, landowners may apply to the City for a variation. A variation must be lodged in writing on a Firebreak and Fuel Hazard Reduction Variation Form which is available on the City's website. Applications for a variation must be submitted by 31 October 2020

City of Busselton
Geographe Bay

FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

2020/2021 BUSH FIRE SEASON

FIRST AND FINAL NOTICE

Bush Fires Act 1954

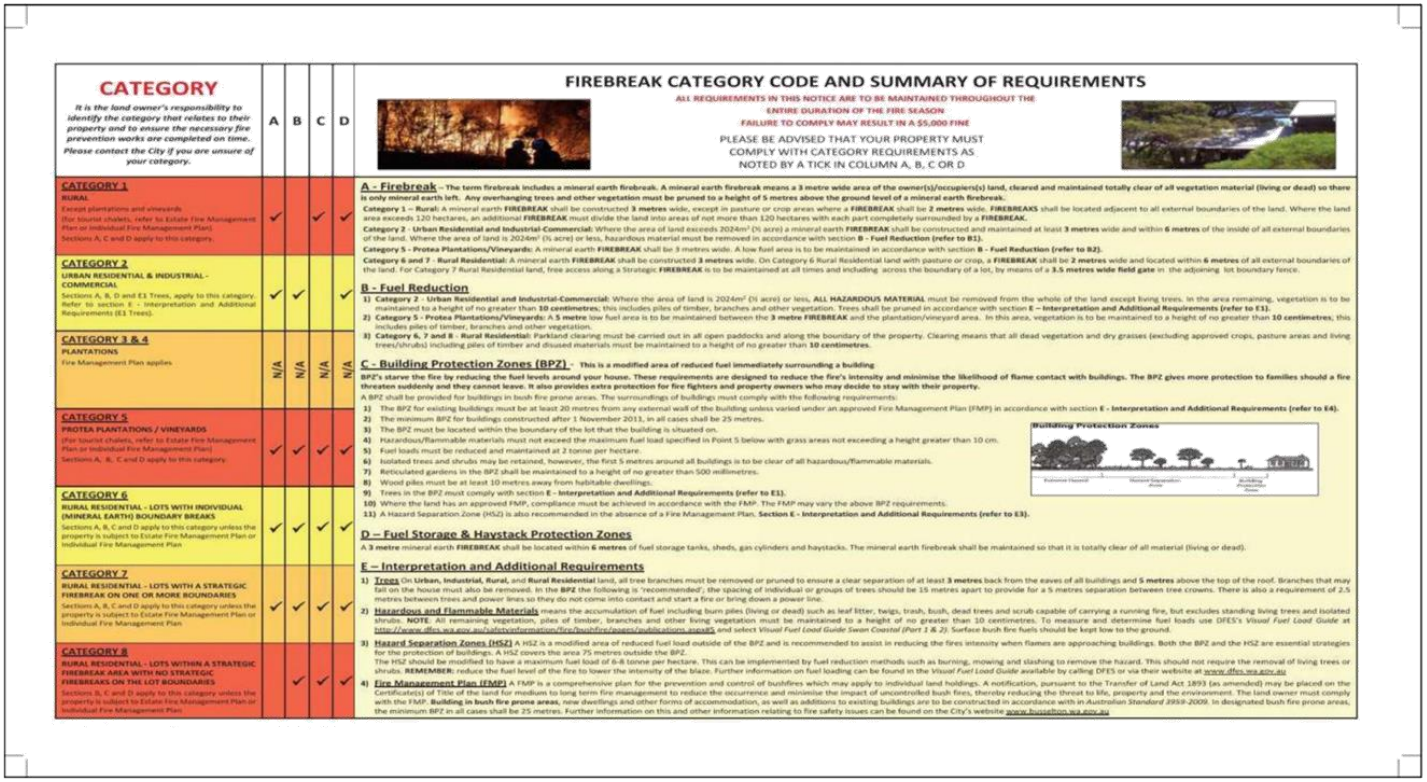
Take notice that pursuant to Part 3 Division 6 Section 33 of the *Bush Fires Act 1954*, landowner(s) or occupier(s) of land shall construct firebreaks and carry out fire prevention work in accordance with this Notice

Failure to comply with this Notice may result in a fine of up to

$5,000

Should you require assistance or clarification of the requirements of this Notice, please contact the City's Ranger and Emergency Services on 9781 0444

APPENDIX 5: City of Busselton Firebreak and Fuel Hazard Reduction Notice



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 2013, 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/safetyeducation/fire/bushfire/papers/publications.asp#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 6: Performance Solution – Design Fires x 5

1. **AIM**

Provide a bushfire protection outcome that meets the performance requirements for the proposed development and;

- Approval under State Planning Policy No. 3.7 Planning in Bushfire Areas (2015); and
- Compliance with the Guidelines for Planning in Bushfire Prone Areas V1.3 and Australian Standard AS 3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia 2018)
- Compliance with Position Statement: Tourism land uses in bushfire prone areas (2019)

2. **Objectives**

Determine the Radiant Heat Flux (RHF) exposure profile throughout the northern interface. Demonstrate that the exposure profile under specific design fire evaluation that includes:

- Class A Forest (Classified Vegetation) as default fuels loads specified in AS3959-2018
- FFDI is set at 80 as documented in AS3959-2018
- Site specific values for effective slope under classified vegetation and site slope
- Limited fire run and breadth analysis in the strip of existing vegetation on the northern perimeter of the site in the Dugulup Brook Creek Reserve.
- Site specific values for potential Fire Run and Fire Breadth based on Martin Alexander's (1985) elliptical fire growth model.

3. **Enforceable mechanism to maintain APZ within the site to the dimensions outlined in the BMEP.**

A condition of DA will be to re-assess the BAL ratings of the development and in doing so certify the internal APZ has been established and is being maintained to standards outlined in the BMEP. The planning condition and inspection to certify will ensure the APZ is established to the standards in the BMEP.

4. **Design Fires X 5**

The design fire assessment determines the level to which predicted radiant heat flux exposure (ie. BAL rating) from the strip of vegetation on the northern interface with the site impacts the chalets and other buildings. A method 1 BAL assessment has been undertaken for all other interfaces of the development.

The predicted bushfire attack is reduced by specific site factors that are different to those used in a method 1 BAL assessment in AS3959-2018. The predicted radiant heat flux received by the chalets on the northern interface is reduced by accurate assessment of site conditions and effective and site slope characteristics under the classified vegetation and between the vegetation and the site.

5. Specific Design Fire Inputs

Specific design fire inputs used to evaluate the design fires which is representative of the northern interface area. The area is listed below and detailed in tables 1-4 (provided).

Site slope analysis confirmed on-site using a forestry pro laser instrument to determine the effective slope and site slope under the Class A Forest vegetation in Dugulup Brook Creek Reserve.

Design Fire No. & Direction from site	Effective slope	Vegetation Classification	Site Slope	Surface fuel load (t/ha)	Overall fuel load (t/ha)	FFDI	Fire breadth at interface see Table 2
1 North	0 degree	Class A Forest	2 degrees	25	35	80	7.69 metres
2 North	4.4 degrees	Class A Forest	2 degrees	25	35	80	9.55 metres
3 North	0 degree	Class A Forest	2 degrees	25	35	80	12.63 metres
4 North	0 degree	Class A Forest	2 degrees	25	35	80	10.80 metres
5 North	3.6 degrees	Class A Forest	2 degrees	25	35	80	7.32 metres

Table 1: Summary of design fire Inputs

Short Fire Run Head Fire Width Calculation

Inputs				Outputs	
Fire Run Meters	FDI	Surface Fuel Load	slope	Total Fire length	Head Fire Width
21	80	1	0	21.70	7.69
26.1	80	1	0	26.97	9.55
34.5	80	1	0	35.66	12.63
29.5	80	1	0	30.49	10.80
20	80	1	0	20.67	7.32

Equation derived from :
Alexander, M. E. (1985, April). Estimating the length-to-breadth ratio of elliptical forest fire patterns. In Proc. 8th Conf. Fire and Forest Meteorology (pp. 287-304).

NOTE: Draft Only - to be used for A-Forest, B-Woodland and D-Scrub Vegetation Classifications and only for fire runs up to 100m (max)

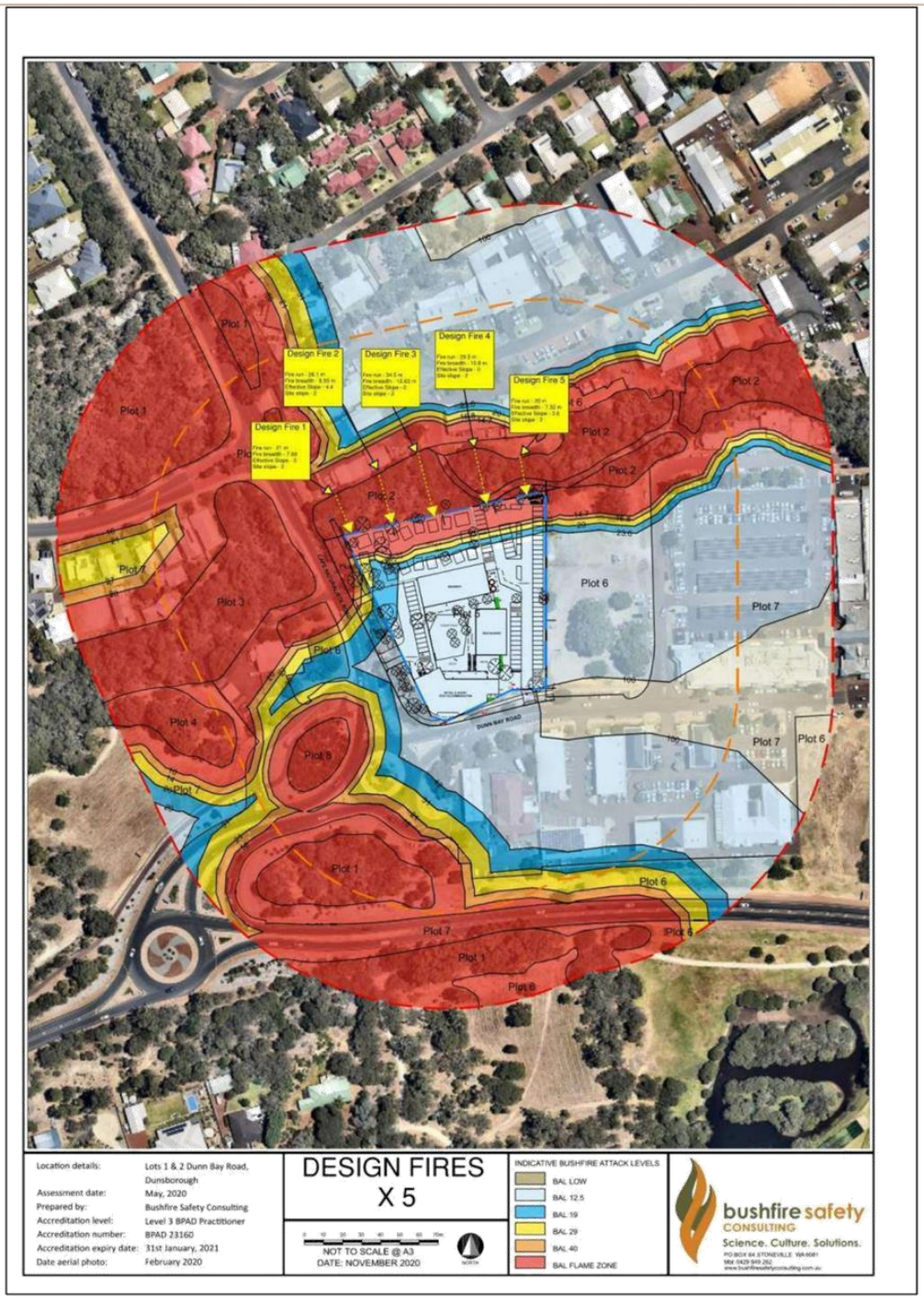
Disclaimer: *DFES will accept the use of the outputs from this draft calculator but reserve the right to withdraw its use at any time.*

Table 2: Total fire length – fire breadth analysis for the design fires

6. Methodology

- The Method 2 Approach to determine the radiant heat flux exposure and corresponding Bushfire Attack Level (BAL) is described in Appendix B Detailed method for determining the Bushfire Attack Level (BAL) – Method 2 in AS3959-2018.
- Site specific values for potential Fire Run and Fire Breadth based on Martin Alexander's (1985) elliptical fire growth model
- Site specific inputs and bushfire modelling calculations were undertaken using the software tool Bushfire Attack Level Minimum Distance Calculator (MDc) version 4.8 developed by Flamesol and the Fire Protection Association of Australia
- The Bushfire Attack Level Minimum Distance Calculator (MDc) version 4.8 is a software tool approved for use by the FPAA that implements the Method 2 bushfire behaviour and view factor calculations and heat transfer models to determine the exposure of a site to a radiant heat flux
- Elevation of Receiver is set at 6.4 metres as this is the maximum height of the proposed cabins facing the Dugulup Brook Creek Reserve. This will ensure the maximum predicted radiant heat flux (ie. BAL rating) is received by each proposed chalet.
- The design fires have been sited in 5 separate locations on the northern interfaced, to reflect a spot over ignition or single ignition in the reserve on the northern edge of the vegetation. A large landscape fire approaching the site from the north-west has a number of areas with no vegetation including roads, residential and light industrial areas and areas currently under development. Breaks in continuous vegetation very in width between 50 metres and 400 metres. A fire spotting over these breaks will not form a continuous fire front at the development edge and are likely to be individual spot fires in the narrow reserve that burn through individually and present with restricted fire widths.

A continuous fire run exits to the south-west of the site.


Design Fire 1
Design Fire 2
Design Fire 3
Design Fire 4
Design Fire 5
Plot 1
Plot 2
Plot 3
Plot 4
Plot 5
Plot 6
Plot 7
Plot 8
DUNN BAY ROAD
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accreditation expiry date: 31st January, 2021
Date aerial photo: February 2020
DESIGN FIRES X 5
NOT TO SCALE @ A3
DATE: NOVEMBER 2020
INDICATIVE BUSHFIRE ATTACK LEVELS
BAL LOW
BAL 12.5
BAL 19
BAL 29
BAL 40
BAL FLAME ZONE
bushfire safety CONSULTING
Science. Culture. Solutions.

7. Results

To assist in determining the BAL outcomes for the chalets at this site, values for BAL-40, BAL-29, BAL-19 and BAL-12.5 have been determined using the same methodology.

The results of the radiant heat flux analysis are summarised below in Table 3 which incorporates the design fire inputs and outputs.

Design Fire	Length & Direction Fire run originates	Flame Width (Alexander 1985) (metres)	Vegetation Classification	Effective Slope (°)	Site Slope	FFDI	Separation - metres	BAL Rating
1	21m north	7.69 m	Class A Forest	0	2	80	12.1	BAL-40
							13.7	BAL-29
							15.9	BAL-19
							18.6	BAL-12.5
2	26.1m north	9.55 m	Class A Forest	4.4	2	80	15.8	BAL-40
							17.6	BAL-29
							20.4	BAL-19
							23.6	BAL-12.5
3	34.5m north	12.63m	Class A Forest	0	2		13.3	BAL-40
							15.4	BAL-29
							18.4	BAL-19
							22	BAL-12.5
4	29.5m north	10.80m	Class A Forest	0	2	80	12.9	BAL-40
							14.8	BAL-29
							17.6	BAL-19
							20.9	BAL-12.5
5	20m north	7.32m	Class A Forest	3.6	2	80	14.5	BAL-40
							16.1	BAL-29
							18.3	BAL-19
							21.1	BAL-12.5

Table 3: Radiant Heat Flux analysis and BAL outcomes for the Design Fires.

The predicted RHS exposure summarised in table 3 shows that a fire burning towards the site in the Dugulup Brook Creek Reserve utilising site specific inputs results in a reduced predicted radiant heat flux. The BAL Contour Plan (Figure 5) in the BMEP outlines the results.

8. Conclusion

The design fires demonstrate that the site is less exposed to predicted radiant heat flux levels on the northern interface when compared to a landscape scale bushfire. A 100m wide bushfire front cannot evolve in the strip of forest vegetation in Dugulup Brook Creek Reserve and as a large fire fragments approaching the site only spot fires can take hold and burn the short distance into the site from the north.

9. Modelling Data - Design Fires 1-5

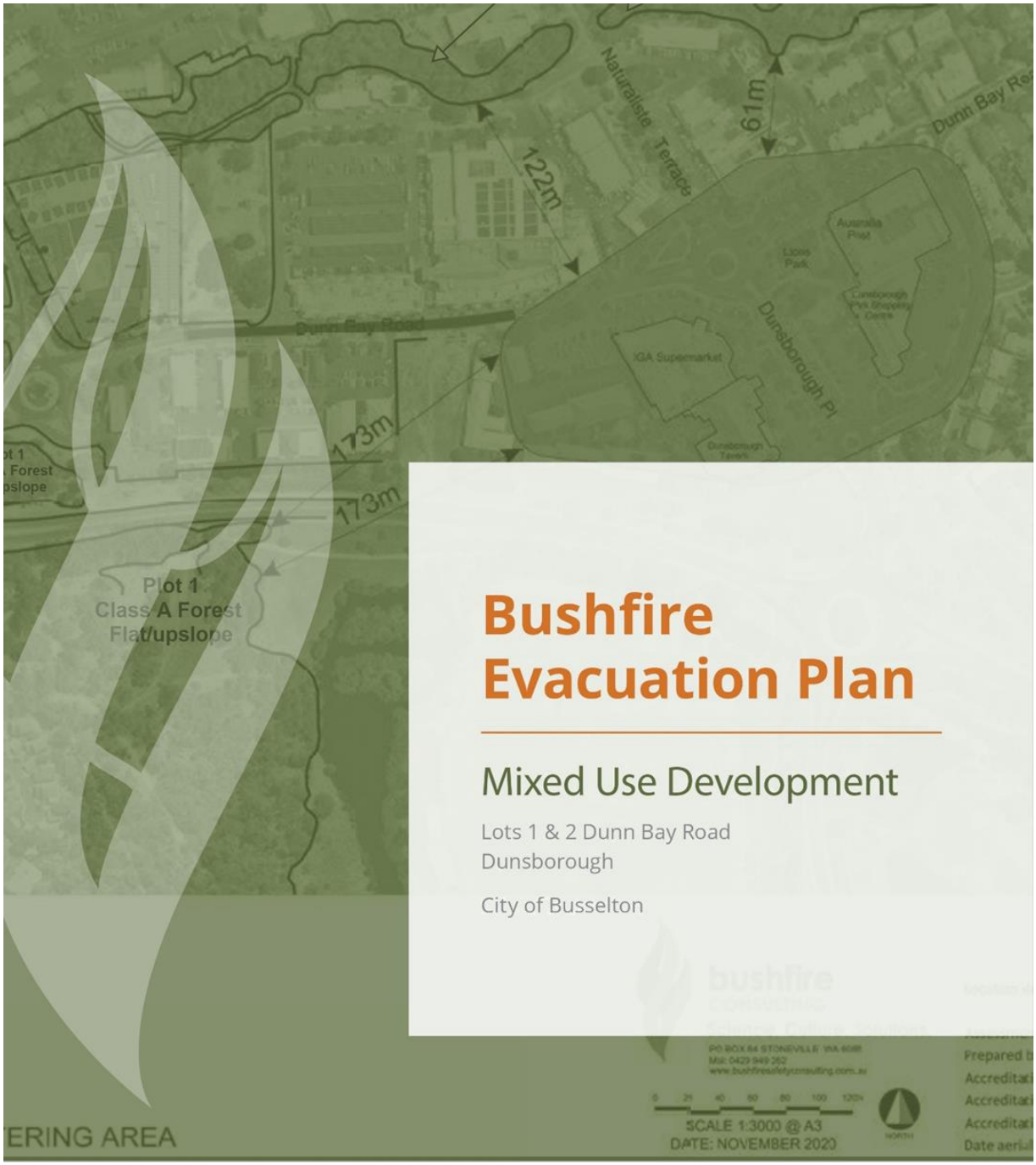












Bushfire Evacuation Plan

Mixed Use Development

Lots 1 & 2 Dunn Bay Road
Dunsborough

City of Busselton

bushfiresafety CONSULTING
Science. Culture. Solutions.

Prepared For:
Place Development
11 November 2020
Version 2.0

bushfiresafetyconsulting.com.au

Site Details

Name of Facility		Hospitality, Retail and Accommodation Village	
Address		Lots 1 and 2 Dunn Bay Road, Dunsborough	
Prepared by (Practitioner)		Rohan Carboon BPAD Level 3 – 23160 Dr Karen Brown BPAD Level 1 – 48364	
Owner/operator		Eldorado Pty Ltd	
Date	13/11/2020	**Plan Version**	2.0

Document Control

VERSION	DATE	DETAILS	UNDERTAKEN BY
V1	3/11/2020	Draft for review	Rohan Carboon BPAD Level 3 – 23160 Dr Karen Brown BPAD Level 1 – 48364
V2	13/11/2020	Final for submission	Rohan Carboon BPAD Level 3 – 23160

Emergency Management Team

TITLE	POSITION/ NAME	CONTACT DETAILS
Chief Warden	**To be confirmed prior to facility use**	**To be confirmed prior to facility use**
Area Warden	**To be confirmed prior to facility use**	**To be confirmed prior to facility use**
Area Warden	**To be confirmed prior to facility use**	**To be confirmed prior to facility use**
Area Warden	**To be confirmed prior to facility use**	**To be confirmed prior to facility use**

TABLE OF CONTENTS

1. Facility Details....3
2. Responsibilities....4
3. Emergency Contacts....6
4. Preparation....7
5. Awareness and Pre-emptive Procedures....9
6. Emergency Procedure - Location and Transport Details....10
   6.1 Evacuation....10
   6.2 Shelter in Place....10
7. Emergency Response....13
   Evacuation....13
   Shelter in Place....14
   Recovery....14

LIST OF TABLES

Table 1 - Responsibility for implementing the emergency procedures in the event of a bushfire...4
Table 2 – Emergency Contacts in the event of a bushfire....6
Table 3 – Bushfire preparedness actions to be undertaken....7
Table 4 – Bushfire awareness and pre-emptive procedures to be undertaken....9
Table 5 – Evacuation Details....10
Table 6 – Evacuation Procedure....13
Table 7 – Shelter in Place Procedure....14

LIST OF FIGURES

Figure 1 – Bushfire Emergency Site Layout Plan....11
Figure 2 – Evacuation Route Plan....12

LIST OF APPENDICES

Appendix 1: Bushfire Response Decision Making Flowchart
Appendix 2: Fire Danger Ratings and their Meanings
Appendix 3: Details of Fire Warning Levels
Appendix 4: Shelter in Place - Details to be provided to Emergency Authorities
Appendix 5: Bushfire Emergency Evacuation Plan Assessment
Appendix 6: Policy, Assessment Criteria and Design Fire Modelling – Sheltering Area

1. Facility Details

This plan has been designed to assist management to protect life in the event of a bushfire. It outlines procedures for both **evacuation** and **shelter-in-place** to enhance the protection of occupants from the threat of a bushfire.

The primary action to follow in a bushfire emergency is to **EVACUATE** if it is assessed as being safe to do so.

In the highly unlikely event that the risk associated with evacuation is assessed as being greater than the risk of sheltering on site, the alternative action to follow in a bushfire emergency will be to **SHELTER IN PLACE.**

A summary of facility details are outlined below.

Name of on-site contact person	To be confirmed prior to facility use.
Position/ role of contact person	To be confirmed prior to facility use.
Phone number of contact person	To be confirmed prior to facility use.
Type of facility	Hospitality, retail and short stay accommodation
Number of buildings	Five – Boutique Hotel, Brewery and Bar, Kitchen and Dining, Café, and Retail with short stay accommodation.
Number of employees:	To be confirmed prior to facility use. Approximately 10 to 20 staff in hospitality areas (depending on time of day), and 2 to 4 retail staff are currently planned.
Total number of occupants (users)	Maximum number of patrons in the village complex to be capped at 1000.
Number of occupants with support needs:	Children will be present under the supervision of accompanying responsible adult. Small varying numbers of disabled or elderly persons may utilize the site at times.
Description of support needs	Children will need direction and supervision from accompanying responsible adult to respond to a bushfire emergency. People with asthma may be present and require extra consideration and/ or assistance with avoiding smoke and using personal medication if required during a bushfire event. People with a disability may require extra assistance during a bushfire emergency.

2. Responsibilities

The Emergency Management Team are responsible for meeting prior to each bushfire season (1st of December, or as declared by the City of Busselton) to update and refine bushfire emergency roles and responsibilities, as well as procedures and responses to a bushfire emergency. This is a living document that should be regularly reviewed and updated so as to be accurate and well suited to the user's requirements in a bushfire emergency.

Table 1 - Responsibility for implementing the emergency procedures in the event of a bushfire.

Area of Responsibility	Name of Staff Member/s	Staff Position and Identification Item	Responsibilities	Phone Number
Chief Warden	**TBC prior to facility use**	**TBC prior to facility use** If not available, then **TBC prior to facility use**	• Monitor the Fire Danger Rating daily and if there is a fire danger rating of High or greater, ensure appropriate monitoring procedures (see Table 4). Ensure pre-emptive closure on days of Catastrophic warnings; • Should a bushfire be identified, evaluate the need to evacuate or shelter in place using Bushfire Response Decision Making Process Flowchart (Appendix 1). See Table 2 for Emergency Contact numbers; • All occupant names and mobile numbers are to be obtained by the Fire Warden to ensure they can be contacted in the event of bushfire • Initiate evacuation or shelter in place procedures as required; • Advise authorities that an evacuation or shelter in place is underway, including DFES and Police (see Table 2 for Emergency Contact numbers). Maintain communication with emergency services and all users of the facility; • Consider requirements of people with high needs, such as children, those that are less mobile, or are asthmatic; • Ensure that all occupants are accounted for and have evacuated; • Maintain contact with all occupants when off site and communicate with the emergency services of the evacuation and taking up refuge, if provided; • Details of all occupants and those with special support requirements are to be passed on to the emergency services in the event of bushfire; • After the event, ensure buildings and grounds are safe before the return of normal facility use. • Document the circumstances of the emergency, communications, processes and outcome. Review BEEP with input from EMT.	**TBC prior to facility use**

Area Warden	**TBC prior to facility use**	**TBC prior to facility use** If not available, then **TBC prior to facility use**	• Assist Chief Warden. Liaise between Chief Warden and other facility users if required; • Oversee assembly of people present to safer building when required; • Ensure all buildings are cleared and locked down in event of evacuation (see Section 7.1); • Ensure all people present are accounted for (particularly children) and follow up on any reported missing persons; • Be aware of people with mobility issues, medical conditions, or for which there is an increased risk of harm or trauma. Allocate support if required; • Maintain communication with, and update the Chief Warden with situation reports; • Provide situational information to people present; • Isolate the gas supply at the main valve if relevant and safe to do so; • Ensure windows and doors of buildings are closed. Turn off evaporative air conditioners but keep water circulating over filter elements if possible. • Turn on irrigation to wet landscaped areas. • Coordinate orderly evacuation of people present to vehicles if evacuation is initiated by Chief Warden. • Coordinate traffic flows in carpark and ensure traffic moves in an orderly fashion away from bushfire threat if required. • Ensure shelter in place actions are implemented in the unlikely event that shelter in place option is initiated by Chief Warden (see Section 7.2); • Once emergency threat or event has passed, liaise with Chief Warden and assist in facilitating return of normal facility use when instructed it is safe to do so. Contribute to debriefing.	**TBC prior to facility use**
First Aid Officer	**TBC prior to facility use**	**TBC prior to facility use** If not available, then **TBC prior to facility use**	• Retrieve first aid kit and supplies. Take to safer building - Restaurant; • Evaluate any injuries or conditions requiring first aid assistance if required; • Administer first aid if safe to do so; • Assess if those requiring further medical assistance can be evacuated safely and coordinate if so.	**TBC prior to facility use**

3. Emergency Contacts

Table 2 – Emergency Contacts in the event of a bushfire.

Name or Organisation	Office/ Contact	Contact Details
Fire, Police, Ambulance	Fire or Emergency	000
Department of Fire & Emergency Services (DFES)	Emergency Information	13 DFES (13 33 37)
Department of Fire & Emergency Services (DFES)	Contact	9395 9300
EmergencyWA	Warnings and Incidents	www.emergency.wa.gov.au
City of Busselton	Fire Control Officer	9781 0444
Local Hospital	Emergency – Busselton Hospital	9753 6000
Local Police Station	Dunsborough Police Station	9781 3030 or 131 444
SES	State Emergency Service	132 500
Water	Water Corporation	13 13 75
Gas	ATCO Gas Australia	13 13 52
Electricity	Western Power	13 13 51
Main Roads WA	Road Conditions	138 138
Other –		

4. Preparation

The bushfire season in the City of Busselton is between **1st December through to 28th February**, each year, unless extended due to seasonal conditions. Table 3 lists the bushfire preparedness actions that must be undertaken throughout the year, including ongoing, just prior, and during the bushfire season.

Table 3 – Bushfire preparedness actions to be undertaken

Actions	Frequency	Responsible Person
Ongoing		
1. All Wardens should be informed of and trained in relation to all information contained in this document; individual roles and responsibilities; access and egress routes; safer area assembly point location; and written shelter in place and evacuation procedures. **2.** Fire-fighting equipment and water supply infrastructure, including smoke detectors and hydrants, to be checked and maintained regularly according to servicing schedules. **3.** Ensure no modifications or alterations that may affect BAL ratings are made to the buildings, or structures placed within 10 metres of the buildings, without prior development approval and Bushfire Management Plan revision.	As required	**Chief Warden TBC prior to facility use**
To be completed just prior to the bushfire season each year (1st December)		
1. Practice shelter in place and initial evacuation procedures with staff, including use of communication devices and procedures, as well as EMT Identification Items. Briefing should occur prior to each such drill and a debriefing should follow any drill to discuss issues regarding the implementation of the plan. **2.** Organise Emergency Management Team meeting to review and revise details annually prior to bushfire season, including Emergency Management Team members and contact numbers, agreed roles, and numbers of emergency contacts. In addition, revision of procedures should occur annually, following any bushfire in the area, and after an evacuation drill. Ensure Evacuation Diagram is clearly displayed. **3.** Ensure Asset Protection Zone (APZ) is established and maintained according to the standards outlined in the Bushfire Management Plan, and that compliance with the City of Busselton Firebreak Notice is achieved.	Annually	**Chief Warden TBC prior to facility use**

Lots 1 & 2 Dunn Bay Road, Dunsborough – Bushfire Emergency Evacuation Plan

To be completed regularly during the bushfire season between 1st December to 28th February		
1. Ensure areas around buildings to a distance of 10 metres is free of flammable materials and that APZ is maintained to the standards outlined in the Bushfire Management Plan. Regularly remove leaf and twig materials that collect in gutters or against buildings. Ensure turf is kept well irrigated and maintained to 5cm in height. **2.** Ensure monitoring for bushfires is carried out on days with Fire Danger Rating of High or greater in accordance with Section 5 (see Table 4). **3.** Facilitate facility closure on days with Catastrophic Fire Danger Ratings.	Ongoing	**Chief Warden** **TBC** **prior to facility use**

5. Awareness and Pre-emptive Procedures

Table 4 outlines actions to be undertaken to ensure that users of the facility maintain situational awareness of a possible bushfire approaching and pre-emptive procedures. This will assist with the assessment of the bushfire situation and whether the triggers identified in the evacuation/ sheltering-in-place procedures have occurred. Appendix 2 provides more information on the Fire Danger Rating system.

Table 4 – Bushfire awareness and pre-emptive procedures to be undertaken

Actions	Predicted Fire Behaviour	Responsible Person
Days forecast Low, Moderate or High		
No specific monitoring required, but wardens and users alert for any signs of smoke.	Fire likely to be controlled, but possibly unpredictable and hard to control if windy.	**Chief Warden TBC prior to facility use**
Days forecast Very High		
1. Monitor Websites hourly; 2. Monitor ABC Radio during broadcasts at 15 minutes before and after the hour; 3. Assess for smoke by walking around the facility observing the surroundings every hour.	Hot, dry and possibly windy conditions, fire may be hard to control.	**Chief Warden TBC prior to facility use**
Days forecast Severe		
1. Monitor Websites hourly; 2. Monitor ABC Radio during broadcasts at 15 minutes before and after the hour; 3. Assess for smoke by walking around the facility observing the surroundings every half hour.	Very hot, dry and windy conditions, fire will be unpredictable, move very fast and be difficult for firefighters to bring under control. Spot fires will start and move quickly. Embers may come from many directions.	**Chief Warden TBC prior to facility use**
Days forecast Extreme and Catastrophic		
1. Monitor Websites hourly; 2. Monitor ABC Radio during broadcasts at 15 minutes before and after the hour; 3. Assess for smoke by walking around the facility observing the surroundings every 15 minutes.	Uncontrollable fire, the worst conditons possible Extremely hot, dry and windy conditions, fire will be unpredictable, move very fast and be difficult for firefighters to bring under control. Spot fires will start and move quickly. Embers may come from many directions. Buildings are not designed or built to withstand a fire in these conditions. The only safe place is away from bushfire risk areas.	**Chief Warden TBC prior to facility use**

6. Emergency Procedure - Location and Transport Details

6.1 Evacuation

Details of evacuation from the facility if required are given in Table 5. Evacuation procedure is provided in Section 7.1.

Table 5 – Evacuation Details

Designated evacuation assembly area:	Facility users to assemble in **Restaurant** if required (see Figure 1 for site layout).
Primary off-site evacuation location:	Away from bushfire prone areas, in direction away from bushfire threat, including to Dunsborough Central Shopping Centre 200m to the east, or any built up area well away (more than100m) from bushfire prone vegetation is suitable.
Secondary off-site evacuation location:	To evacuation centre as determined in consultation with City of Busselton and/ or emergency services at time of incident if required.
Primary route for evacuation:	Private vehicle transport 200 metres east along Dunn Bay Road towards Dunsborough built up areas, including Dunsborough Central Shopping Centre, Lions Park (see Figure 2).
Secondary route for evacuation:	Evacuation could occur in a northern direction along Cape Naturaliste Road, to built-up urban areas to the north of the facility, in the highly unlikely event evacuation to the east is not possible.
Primary transportation arrangements:	Facility users will generally have private vehicles at the site which can be used for evacuation purposes. Walking away from the site for the short distance of 200 metres is also a viable option for evacuation.
Secondary transportation arrangements:	Unlikely to be required. If necessary, evacuees can walk 200 metres to the east along Dunns Bay Road to leave bushfire prone areas.

6.2 Shelter in Place

The safest option during a bushfire is to evacuate early as buildings at the site are not designed to shelter people from bushfire. It is highly unlikely that facility users will need to shelter in place given the short evacuation distance away from bushfire prone areas and its proximity to built-up areas to the north, east, south-east and south-west. In the unlikely event it is safer for users to shelter in place than to evacuate, the on-site safer building to shelter in if required is the **Restaurant** building. Shelter in place procedures are outlined in Section 7.2.


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
BREWERY
COURTYARD
RESTAURANT
AWNING
DECK
DECK
CARPARK 01
CARPARK 03
RETAIL & SHORT
STAY ACCOMMODATION
LOT 109
LOT 108
LOT 4059
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accreditation expiry date: 31st January, 2021
Date aerial photo: February 2020
SCALE 1:500 @ A3
DATE: NOVEMBER 2020
NORTH
LEGEND:
SUBJECT LAND
SHELTER IN PLACE BUILDING
DIRECTION FOR EVACUATION
FIRE HYDRANT
SOURCE OF PHOTOGRAPHY: NEARMAP
bushfire safety
CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 282
www.bushfiresafetyconsulting.com.au


Plot 1
Class A Forest
Flat/upslope
Plot 2
Class A Forest
Downslope 0-5
Plot 2
Class A Forest
Downslope 0-5
Naturaliste Terrace
61m
122m
Dunn Bay Road
Australia Post
Lions Park
Dunsborough Park Shopping Centre
IGA Supermarket
Dunsborough Pl
Dunsborough Tavern
Dunn Bay Road
173m
173m
Plot 1
Class A Forest
Flat/upslope
Plot 1
Class A Forest
Flat/upslope
LEGEND
SUBJECT LAND
BUSHFIRE SHELTERING AREA (exposed to < 2kW/m2)
ACCESS TO SHELTERING AREA
BUSHLAND EDGE
BUSHFIRE EVACUATION ROUTE AND SHELTERING AREA
bushfire CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 262
www.bushfiresafetyconsulting.com.au
0 20 40 60 80 100 120m
SCALE 1:3000 @ A3
DATE: NOVEMBER 2020
NORTH
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accreditation expiry date: 31st January, 2021
Date aerial photo: February 2020

7. Emergency Response

The primary action to follow with an imminent bushfire threat is to **EVACUATE** if enough time and safe to do so. Shelter in place procedures during a bushfire would only occur if the risk of evacuation was greater than the risk of sheltering in place.

7.1 Evacuation

The key to a safe evacuation is evacuating well before the fire front is adjacent to the site and while evacuation routes are not threatened or have poor visibility. Table 6 shows the procedures that should be implemented if the decision to evacuate has been made.
The following are triggers for evacuation:

- Receipt of an official warning to evacuate from the emergency authorities. Details of official warning levels are provided in Appendix 3. These official warnings, however, must be assessed against the local conditions and needs of facility users before evacuation is undertaken and therefore advise should also be sought directly from emergency services if unsure.
- When it is judged by the Chief Warden, using the tools provided in this document, that a bushfire has the potential to impact the site and evacuation is safer than to shelter in place (see Appendix 1 for Bushfire Assessment Flow chart).

Table 6 – Evacuation Procedure

Action	Responsible Person/s
1. Consult with or notify emergency services of decision to evacuate and what the proposed safe route and destination will be (see Figure 2 for Evacuation Route Plan);	**Chief Warden**
2. Calmly notify facility users that a bushfire evacuation is underway;	**Area Warden/s**
3. Ensure the site is completely evacuated before the site is secured;	**Area Warden/s**
4. Evacuate to identified safer location if still assessed as being safe to do so.	**Chief Warden**

7.2 Shelter in Place

The trigger to shelter in place is an assessment by the Chief Warden, that a bushfire is likely to impact the facility and there is a risk evacuation would take too long and / or result in a higher risk to facility users wellbeing than sheltering in place. The Safer Bushfire Building in which to shelter in is the **Restaurant** building (see Figure 1). Table 7 shows the procedures that should be implemented once the decision to shelter in place has been made.

Table 7 – Shelter in Place Procedure

Action	Responsible Person/s
1. If not already consulted, advise emergency authorities of the decision to shelter in place using contact numbers in Table 2 (see Appendix 4 for details to be provided);	**Chief Warden**
2. Calmly notify facility users of the decision to shelter in place. All present to assemble in Safer Building – the Restaurant building (Figure 1);	**Area Warden/s**
3. Ensure that all facility users have moved to the safer area and are accounted for;	**Area Warden/s**
4. Close all windows and doors to buildings if safe to do so. If installed, turn off air-conditioning units but continue to run water over the filter with the fan turned off if possible;	**Area Warden/s**
5. Isolate the gas supply at the main valve if relevant and safe to do so, turn on reticulation sprinklers to wet area around safer area if possible;	**Area Warden/s**
6. Be prepared to shelter from life threatening radiant heat and falling embers when the fire front is close. Avoid inhalation of smoke as much as possible by breathing through wet fabric;	**Area Warden/s**
7. Keep alert for any embers that could start fires in immediate surrounds and extinguish as soon as possible before and after fire front has passed;	**Area Warden/s**
8. Monitor wellbeing of people present and respond as appropriate. Ensure everyone is well hydrated and as cool as possible.	**Area Warden/s**
9. Remain in building until advised by DFES or Police that the fire is no longer a threat or until evacuated off-site by Emergency Services. If building catches fire and is no longer tenable to shelter in, calmly evacuate building to open space away from burning vegetation or structures.	**Area Warden/s**

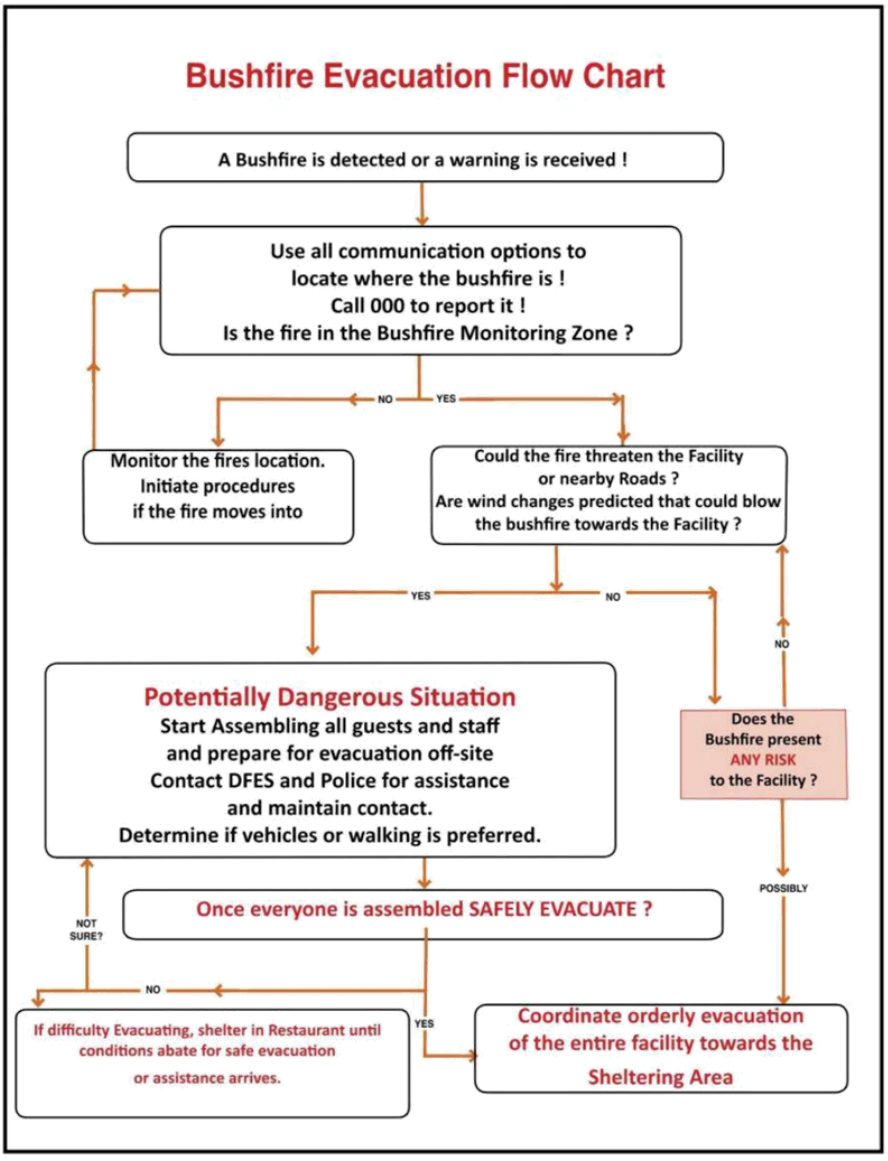
7.3 Recovery

When notified of all clear by Emergency Services, assess if there is any damage to the buildings and facilities. Do not resume use of the facilities and grounds until it is determined that it is safe to do so. Continue to monitor the buildings and grounds for any sign of fire for up to 24 hours after the bushfire incident. A review of this Bushfire Emergency Evacuation Plan, including the response of facility users, should be undertaken following any bushfire in the area and/or after an evacuation.

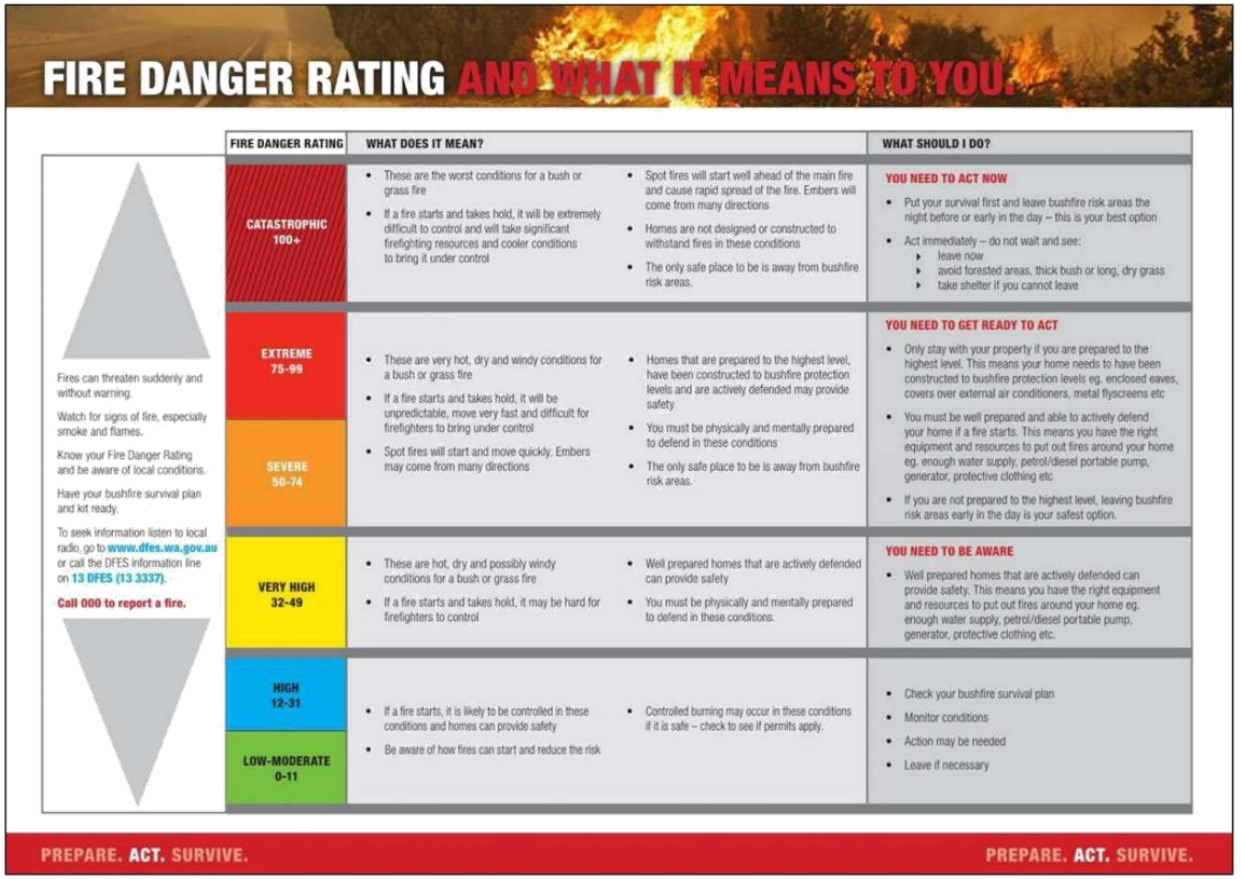
APPENDICES

Appendix 1: Bushfire Response Decision Making Flowchart
Appendix 2: Fire Danger Ratings and their Meanings
Appendix 3: Details of Fire Warning Levels
Appendix 4: Shelter in Place - Details to be provided to Emergency Authorities
Appendix 5: Bushfire Emergency Evacuation Plan Assessment
Appendix 6: Policy, Assessment Criteria and Design Fire Modelling – Sheltering Area

Appendix 1 – Bushfire Response Decision Making Flowchart



Appendix 2 – Fire Danger Ratings and their Meanings



Appendix 3: Details of Fire Warning Levels

An **ADVICE** provides information that a fire has started but there is no immediate danger, this is general information to keep people informed and up to date with developments. **An Advice warning is a trigger to assess where the fire is and its potential threat level.**

A **WATCH AND ACT** message is issued when a fire is approaching and conditions are changing, DFES recommend people need to leave their property or prepare to actively defend (DFES 2019).

An **EMERGENCY WARNING** means there is immediate danger and the fire is likely to impact the site. There is a threat to lives and buildings, it is the highest level of warning (DFES 2019). The message may start with a siren called a Standard Emergency Warning Signal.

Appendix 4: Shelter in Place - Details to be provided to emergency authorities

The following information should be provided to the emergency authorities if a decision is made to shelter in place:

1. Nature of the emergency
    a. Immediacy – Can the bushfire be seen? Distance from site?
    b. Evidence of ember attack
    c. Evidence of spot fires
2. Details of individuals sheltering:
    a. Number
    b. Condition/ state
    c. Special needs
3. Location
    a. Address
    b. Nearest cross-roads
    c. Exact location of shelter
    d. Entry point to shelter

Appendix 5: Bushfire Emergency Evacuation Plan Assessment

STEP 1 – EMERGENCY MANAGEMENT TEAM

The Emergency Management Team (EMT) will be confirmed prior to use of the facility. The Chief Warden will be responsible for;

- Ensuring staff and other occupants are educated and trained on emergency procedures;
- Ensuring all occupants are aware of the emergency procedures for the site;
- Consulting with local emergency services in relation to this Bushfire Emergency Evacuation Plan (BEEP), and;
- Regularly reviewing the BEEP to ensure it remains practical and current.

STEP 2 – FACILITY DETAILS, SITE ANALYSIS AND LOCATION CHARACTERISTICS

The BEEP will apply to facilities at Lot 1 and 2 Dunn Bay Road, Dunsborough. The facilities consist of a boutique hotel, brewery and bar, restaurant, café, retail and short stay accommodation. It is located within an area identified as bushfire prone and is surrounded predominately by low threat vegetation, as well as commercial and residential development, with small areas of Class A Forest and Class B Woodland to the north and west. A bushfire is likely to impact the site from the north, east or south.

An estimated 14 to 24 employees are expected to be present at the facility at any one time. An Emergency Management Team (EMT) will be established, and the Bushfire Emergency Evacuation Plan will be updated, prior to the facility being used. Numbers of facility users and times of occupancy will vary throughout the day and week; however, there will be a maximum of approximately 1000 patrons present at the facility at any one time.

The site is reticulated and water for fire-fighting can be sourced from hydrants installed at the facility to required standards. Access to and from the site is to the east via Dunn Bay Road, west via Caves Road, and north-west via Cape Naturaliste Road. There are two access roads and carparks with crossover to both Dunn Bay Road and Cape Naturaliste Road. The carpark and driveways will be built to standards which allow access by fire-fighting appliances. Facility users will generally access the site through private vehicles which will remain on site for evacuation purposes if required.

Further site details are found in the Bushfire Management Plan undertaken by Bushfire Safety Consulting in 2020.

STEP 3 – PRIMARY AND EMERGENCY ACTIONS

Evacuation is the process of moving people from the site to another safer location off-site. If successfully done, evacuation occurs in a calm, safe manner, away from the place of threat, to a location that will not be affected by bushfire.

Shelter in place is a process of sheltering in an identified safer building or open area on-site, away from the life threatening radiant heat caused by a bushfire. Shelter in place during a bushfire is not recommended and should only be taken as a last resort if it is not safe to evacuate.

Early evacuation and **pre-emptive evacuation** on days with FDI of Catastrophic is the appropriate primary response to a bushfire threat given;

- The site is close to built up areas consisting of commercial and residential development in non-bushfire prone areas to the east;
- Surrounding classified vegetation is in corridors and is not continuous; and,
- The evacuation access road from the site to the east does not pass through bushfire prone vegetation.

Shelter on site is unlikely to be required and is not recommended but may be necessary if there is not enough time to safely evacuate the site well before the approach of a fire. The identified safer building, surrounding facilities and APZ should be well prepared and maintained in the event this is necessary.

STEP 4 – REQUIREMENTS FOR EVACUATION AND SHELTER IN PLACE

a) Identification of off-site location for evacuation

The following questions are taken from the Western Australia Planning Commission's guide to developing a bushfire emergency evacuation plan (2019) to assess the suitability of the primary off-site evacuation location.

If there are occupants with support needs that require a similar facility to support them, is the off-site location suitable?	Facility users could require support services that require consideration.
Is the off-site location in an area away from the effects of bushfire?	Yes, away from bushfire prone vegetation and direction of bushfire threat.
Are there amenities (toilets, food, water, etc.,) available at the off-site location?	Yes
Can the off-site location accommodate the number of occupants?	Yes
Does the route to the off-site location require transport through bushfire affected areas, or areas that may be affected by an approaching bushfire?	No
Has the owner of the off-site location advised that they are happy to accommodate occupants if evacuation from a bushfire emergency occurs?	Facility users will generally evacuate to shopping or community centres in nearby built up area.

b) Determining transport to an off-site location (evacuation)

The following questions are taken from the Western Australia Planning Commission's guide to developing a bushfire emergency evacuation plan (2019) to assess the suitability of available transport to off-site evacuation locations.

Do you have your own transport for all occupants?	Yes, facility users will generally utilize private vehicles to access the site which will then remain onsite and be available for evacuation purposes. In addition, evacuees can walk 200 metres to the east along Dunns Bay Road to access off-site location if required.
Are you going to use private vehicles?	Yes, private vehicles will be parked and available onsite for evacuation.
If using private vehicles, will they be available when you need them and will there be drivers available?	Yes, facility users will be able to drive the private vehicles used to access the site with the passengers they came with.
Will there be sufficient vehicles to transport all the occupants?	Yes, private vehicles will be used by participants to access the site. These will be parked in the carpark at the facility and will be available for evacuation.
Have occupants with support needs been considered when determining transport types and necessary timing to evacuate?	Yes, any persons with support needs that are present onsite will have self-organised transport access which can be used for evacuation.
Is disabled transport required, and is this sufficient to move the number of occupants from the facility?	Evacuation transport for disabled persons will be self-organised to access the site and will be available for evacuation if required.
Do you require ambulances?	No
Is a community bus available when needed?	No, not required.
Are other means of transport available?	Evacuees can walk 200 metres to the east along Dunns Bay Road to access off-site location if required.
Do you need any other type of special transport?	No

C) Determining transport to an off-site location (evacuation)

The following questions are taken from the Western Australia Planning Commission's guide to developing a bushfire emergency evacuation plan (2019) to assess the suitability of on-site Shelter in Place building.

Is the property well maintained and kept free from a build-up of fuel and leaf litter in gutters and around buildings?	Yes, facility managers will keep buildings and surrounding landscape well maintained and free from build-up of fuel and leaf litter.
Is there a building on-site that is away from bushland and is unlikely to be impacted by bushfire?	Yes, the restaurant building is the furthest from bushland and is exposed to BAL-12.5.
Is the building constructed in a manner that minimizes bushfire attack with appropriate APZ?	Yes, restaurant building will be constructed to BAL-12.5 and be provided with appropriate APZ.
Can the building accommodate the number of occupants and visitors?	Yes
Is there ease of accessibility to the building and is it easily identifiable?	Yes, the restaurant building is fairly central to the site with multiple access points.
Is there access to amenities (toilets, food, water etc) away from the effects of a bushfire?	Yes

STEP 5 – PRIMARY AND SECONDARY EMERGENCY PROCEDURES

Primary and secondary emergency procedures were developed with the following considerations;

- Requirement to organise and co-ordinate evacuation of facility users present safely. If this is not possible, then the requirement to provide shelter in place procedures for the number of facility users present.

Emergency Procedures include those for preparation prior to potential bushfire event, monitoring to detect bushfire or required conditions for pre-emptive actions, identification of triggers to enact BEEP, emergency response both prior, during and after the fire front has passed, and finally recovery responses to be undertaken when the all clear has been given following a bushfire event.

STEP 6 – TRAINING AND EDUCATION ON EMERGENCY PROCEDURES

The Chief Warden will ensure that all staff are aware of their responsibilities within the BEEP, and are sufficiently trained to carry out their duties in the event of a bushfire. This includes preparedness, monitoring, pre-emptive and recovery tasks in addition to tasks undertaken in response to a bushfire emergency.

Appendix 6: Policy, Assessment Criteria and Design Fire Modelling – Sheltering Area

Position Statement: Tourism land uses in bushfire prone areas (2019)

This position statement provides guidance for tourism land uses in bushfire prone areas. It focuses on life safety and suggests that the protection of property or infrastructure may be secondary to the social and economic development of a region.
The position statement establishes that, for vulnerable short term accommodation and vulnerable day uses such as restaurants and cafes, brewery's and small bars where a building or open space is to function as an on-site shelter, there must be sufficient separation distance from the predominant bushfire prone vegetation to avoid exposure to a radiant heat flux exceeding 10kW/m^2. Where an open space area is to function as an on-site shelter there must be sufficient separation distance from the predominant bushfire prone vegetation to avoid exposure to a radiant heat flux exceeding 2 kW/m^2.
The flame temperature of 1200K is to be used in all calculations.
A building used as suitable on-site shelter would need to be designed and constructed (or retrofitted) in accordance with the National Construction Code and the ACBC community shelter Handbook.
Within 200 metres of this site and with an evacuation route sited in BAL-LOW and Bushfire Hazard Rating Low, overnight and day users of the facility can evacuate to a large central area exposed to less than 2kW/m^2. See Design fire modelling below.

LIMITATIONS

Bushfire Sheltering locations do not guarantee peoples safety, but they offer improved protection if people are caught by a fire and cannot evacuate early, away from the threat, to an area that cannot be threatened.
It is important for people to understand that there are risks associated with sheltering in open spaces even when assessed to the accepted standards. The Country Fire Authority (CFA 2020) and NSW Rural Fire Service (RFS 2017) have identified the following risks that are associated with sheltering in open spaces:

- Travelling to the Bushfire Shelter Area through a fire affected landscape either on foot or in a vehicle could be inherently dangerous due to poor visibility, fire activity and potential traffic accidents on roads.
- Sheltering at a site may result in physical and / or psychological trauma.
- Extreme conditions can be experienced such as embers, heat, strong winds, fire noise, radiant heat, smoke and ash while sheltering.
- The presence of emergency services cannot be guaranteed and there may be no communications, power, water or first aid facilities.
- There may be little or no capacity to assist people with special needs.
- Parking may be limited and large numbers of vehicles may further compromise the level of protection offered.

CLIMATE AND FIRE WEATHER

Dunsborough is situated on Geographe Bay, on the south-eastern shores of the Cape Naturaliste peninsula. Like the rest of the south-west, Dunsborough experiences a temperate Mediterranean climate with warm, dry summers and cool, wet winters. It's position on the peninsula results in milder summer and winter conditions than that experienced in other areas of the south-west.

The average rainfall for Dunsborough is 798mm, with the vast majority received during the late autumn, winter and early spring months. The summer rainfall average is just 12mm. Mean max summer temperature at the nearby Cape Naturaliste weather station is 25°C, with a maximum temperature of 40.6°C recorded in January 1978 (BOM 2020). Relative humidity is relatively similar throughout the year with an average of 57.3% humidity at 3pm during summer.

Winds during the bushfire season are most often from the east in the morning, turning to the south-west in the afternoon. Average wind speed in summer is 29km/h with maximum gusts recorded up to 104km/h.

Assessment Criteria and Methodology

The methodology used to determine the predicted radiant heat flux levels at the Bushfire Shelter Location utilises the methodology developed by Douglas and Tan (2005) *Integrating Site Assessment and Performance Planning Outcomes for Bushfire Prone Areas.*
The assessment criteria used in this assessment (Table 1) was developed by the NSW Rural Fire Service and is outlined in their document "Neighbourhood Safer Places – Guidelines for the identification and inspection of Neighbourhood Safer Places in NSW".

Table 1: Relevant assessment criteria

	Performance Criteria	Acceptable Solution
Radiant Heat	Open Space is located to enhance the chance of survival for humans in attendance from the radiant heat of a bushfire.	Open Space is situated and maintained to prevent direct flame contact, material ignition and radiant heat flux levels of 2kW/m^2, or Provide 310 metres separation distance form a bushfire hazard.
Maintenance of the site and surrounding area	Area between bushfire hazard and the sheltering site is maintained to a level that ensures the radiant heat flux levels at the open space meet the Performance Criteria for radiant heat	The site and land adjacent to the site between the open space and the bush fire hazard is managed land or maintained in accordance with Asset Protection Zone Standards.

Table 2: Principles for site identification

Site Selection	The site should provide a safer place for the community.
	The community should be moving away from the bushfire hazard to access the site over short distances where possible.
	The location should reflect the community need and bushfire risk
Moving to the site	The site should not be isolated from the community
	The community should not be impeded from reaching the site in a bushfire situation
Capacity	Additional bushfire shelter areas should be sought where it is likely the site cannot accommodate those likely to use it
	Demand for use of a site reflects the community's level of bushfire preparedness

The detailed site-specific design fire calculations are outlined below.

DUNSBOROUGH - SITE ASSESSMENT

Assessment Inputs

The site assessment occurred on May 11, 2020 and concentrated over a minimum area of 200 metres surrounding the proposed development and potential sheltering area. The bushfire sheltering location was identified as the central area in Dunsborough that encompasses the Lions Park, IGA supermarket, Australia Post Office and Dunsborough Tavern. The site- specific detailed design fire modelling inputs and analysis is outlined below.

The vegetation was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the predicted radiant heat flux levels towards the sheltering area were identified.

DUNSBOROUGH - BUSHFIRE SHELTERING AREA

This open space bushfire sheltering area has been identified to provide the facility users and staff and visitors with an area that will provide improved protection of human life during the onset and passage of a bushfire. It is a location where people facing an immediate threat to their personal safety can gather and seek shelter from the impact of bushfire.
Detailed design fire modelling has been undertaken surrounding the facility with site specific variables analysed to identify an area that is situated (and can be maintained) to achieve radiant heat flux levels of 2kW/m^2 and less. This sheltering area has been assessed against the criteria (Table 3) and provides a backup plan to be utilised if the safe and early evacuation off site, away from bushfire threat and Dunsborough townsite, cannot be implemented.

Table 3: Sheltering Area assessment outcomes against the criteria

Location	Central location in Dunsborough between the IGA supermarket and Post Office with Lions Park in the centre as outlined in the figure	
Size	4.4 ha	
Access	Centrally located, easily accessible to facility users and staff on the sealed public road directly east of the facility.	
Assessment Criteria – (from NSW RFS 2017)		
	Performance Criteria	**Acceptable Solution**
Radiant Heat	Open Space is located to enhance the chance of survival for humans in attendance from the radiant heat of a bushfire.	The open space is situated and maintained to prevent direct flame contact, material ignition and radiant heat flux levels of 2kW/m^2. The site contains a landscaped park in a shopping precinct
Maintenance of the site and surrounding area	Area between bushfire hazard and the sheltering site is maintained to a level that ensures the radiant heat flux levels at the open space meet the Performance Criteria for radiant heat	This zone was assessed in existing condition and is managed in a low threat condition consistent with vegetation classifications exclusion clause 2.2.3.2(f) (manage parkland) and Exclusion Clause 2.2.3.2(e) - unvegetated in AS3959-2018.
Principles for Site Identification		
Site Selection	The site should provide a safer place for the community.	The area is the centre of the Dunsborough community so is the safest area within the community. Radiant heat flux modelling confirms this.
	The community should be moving away from the bushfire hazard to access the site over short distances where possible.	Site users, staff and other residents and tourists within the community can move towards the middle of Dunsborough townsite away from surrounding bushfire threat.
	The location should reflect the community need and bushfire risk	The site will reflect the facilities users needs comprehensively, it is nearby, easily accessible, and could provide a suitable location for the broader Dunsborough community.
Moving to the site	The site should not be isolated from the community	The site is located in the centre of the Dunsborough townsite.
	The community should not be impeded from reaching the site in a bushfire situation	It is within walking distance (200 metres) or a short vehicle journey for all facility users.
Capacity	Additional bushfire shelter areas should be sought where it is likely the site cannot accommodate those likely to use it	There is no requirement for another site to be identified for users of this facility. It is accessible and permanent
	Demand for use of a site reflects the community's level of bushfire preparedness	Community bushfire preparedness was not assessed as part of this project. Community consultation would assist.


Plot 1
Class A Forest
Flat/upslope
Plot 2
Class A Forest
Downslope 0-5
Plot 2
Class A Forest
Downslope 0-5
Naturaliste Terrace
61m
122m
Dunn Bay Road
Dunn Bay Road
Australia Post
Lions Park
Dunsborough Park Shopping Centre
IGA Supermarket
Dunsborough Pl
Dunsborough Tavern
Plot 1
Class A Forest
Flat/upslope
173m
173m
Plot 1
Class A Forest
Flat/upslope
LEGEND
SUBJECT LAND
BUSHFIRE SHELTERING AREA (exposed to < 2kW/m2)
ACCESS TO SHELTERING AREA
BUSHLAND EDGE
BUSHFIRE EVACUATION ROUTE AND SHELTERING AREA
bushfire CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 262
www.bushfiresafetyconsulting.com.au
0 20 40 60 80 100 120m
SCALE 1:3000 @ A3
DATE: NOVEMBER 2020
NORTH
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accreditation expiry date: 31st January, 2021
Date aerial photo: February 2020

Design Fire Modelling

AIM

Provide a bushfire protection outcome that meets the performance requirements of proposed safer sheltering areas at the site and enable;

- Approval under State Planning Policy No. 3.7 Planning in Bushfire Areas V1.3 (2017);
- Compliance with the Performance Principles in the Guidelines for Planning in Bushfire Prone Areas V1.3 (December 2017) and Australian Standard AS 3959-2018 Construction of buildings in bushfire-prone areas (Standards Australia 2018); and
- Compliance with the Performance Principles in the Position Statement: Tourism land uses in bushfire prone areas (WAPC 2019).

Objectives

Demonstrate the Radiant Heat Flux (RHF) exposure profile is a contour of < 2kW/m ^{2}.
Demonstrate the exposure profile under specific design fire evaluation that applies:

- Classified vegetation default fuels loads specified in AS3959-2018 after analysis of relevant published fuel accumulation data;
- Flame temperature at 1200K as a conservative level to assess life safety priorities;
- FDI of 120 used instead of fire weather analysis of the weather data Cape Naturaliste weather station (11km from site) from 1999 through to 2020 because more conservative value.
- Cape Naturalist weather station to determine a 1:200 FDI return period consistent with the Bushfire Verification Method GV5 for buildings (and by extension open areas) that operate as a public bushfire sheltering areas which has an Importance level of 4 (Table V2.7.2 Annual Probability or Exceedance (APE) for design bushfire actions) (ABCB 2018);
- Site specific values for effective slope under classified vegetation and site slope.

Design Fire Assessment to determine <2kW/m²

The approach used to assess the Bushfire Shelter Location applies the methodology developed by Douglas and Tan (2005) *Integrating Site Assessment and Performance Planning Outcomes for Bushfire Prone Areas.*
The extent of exposure of people sheltering from bushfire attack is primarily related to their proximity to the fire front, fire severity/ fuel characteristics, fire weather, topography and shielding (by natural features or man-made barriers). The design fire assessments determine the level to which predicted radiant heat flux exposure from surrounding areas impacts on the proposed sheltering area.
The predicted bushfire attack levels is assessed by considering specific site factors that vary from those used in a method 1 BAL assessment in AS3959-2018. The predicted radiant heat flux received on the identified sites from surrounding areas is determined by a specific and accurate assessment of site and effective slope characteristics, fire weather and fuel load analysis.

Specific Design Fire Inputs

Specific design fire inputs used to evaluate all design fires surrounding each sheltering location are listed below.

- Site slope and effective slope analysis using a Forestry Pro digital field instrument to determine the slope under the classified vegetation, and between the sheltering areas and the vegetation;
- Flame temperature set at 1200K to reflect life safety priorities;
- Default Fire Danger Index of 120 used which is RFS standard for Neighbourhood Safer Places and at this site significantly exceeds the FDI of 54.8 which was determined by Generalised Extreme Value (GEV) and regression analyses to determine the FFDI return period of 1:200 years for the Cape Naturalist Weather Station;
- Elevation of receiver is set default metres to ensure maximum values are obtained;
- Vegetation classes and fuel loads set as default AS3959 inputs.

Methodology

The Method 2 Approach to determine the radiant heat flux exposure is described in Appendix B 'Detailed method for determining the Bushfire Attack Level (BAL) – Method 2 in AS3959-2018'. Site specific inputs and bushfire modelling calculations were undertaken using the software tool Bushfire Attack Level calculator (BALc) version 4.8 developed for FPAA by Flamesol.

The Bushfire Attack Level calculator (BALc) version 4.8 is a software tool approved for use by the FPAA that implements the Method 2 bushfire behaviour and view factor calculations, and heat transfer models to determine the exposure of a site to a radiant heat flux.

Fire Weather Analysis for Developing Alternative Design Bushfire conditions

Dunsborough is located 11 kms from the Cape Naturalist weather station and data from 199-2020 was accessed including Temperate (T), relative humidity (RH) and wind speed (WS) at 3pm, as well as the daily Forest Drought Factor (DF), to calculate daily FFDI values.
Maximum yearly FFDI values were used to determine the 1 in 200 year maximum FFDI based on the Generalised Extreme Value (GEV) analysis method (Douglas et al 2014). The data from this weather station should provide the most accurate data to determine alternative design fire conditions for Dunsborough due to its close proximity. Daily weather station data was assessed to determine the maximum yearly FFDI at 3pm in the afternoon. The dataset covers 22 years from 1999 to 2020.
The NSW RFS Neighbourhood Safer Places methodology uses a Fire Danger Index of 120 (Catastrophic) AS3959-2018 policy. Based on the generally applied standard the FFDI value for this location is 80 based on AS3959 for bushfire building standards.

Methodology

The extreme value analysis was undertaken using 22 years data of the highest FFDI values for the Cape Naturaliste weather station (Table 4).

Table 4: Maximum yearly FFDI at 3pm records for last 22years at Cape Naturaliste Weather Station

Year	No.	Return Period Calc	Return Period	FFDI Max
2010	1	22	22	39.5
2007	2	11	11	39.1
2016	3	7.33333333333333	7.33	36.4
2015	4	5.5	5.5	33.9
2005	5	4.4	4.4	32.4
2011	6	3.66666666666667	3.67	32.1
2004	7	3.14285714285714	3.14	32
2009	8	2.75	2.75	31.3
2012	9	2.44444444444444	2.44	31.2
2019	10	2.2	2.2	30.3
2020	11	2	2	30.3
2002	12	1.83333333333333	1.83	29.1
2006	13	1.69230769230769	1.69	27.4
2013	14	1.57142857142857	1.57	26.6
2003	15	1.46666666666667	1.47	26.5
2001	16	1.375	1.38	26.1
2018	17	1.29411764705882	1.29	26.1
2014	18	1.22222222222222	1.22	25.3
1999	19	1.15789473684211	1.16	25.1
2008	20	1.1	1.1	24.8
2000	21	1.04761904761905	1.05	24.6
2017	22	1	1	20.1

Results for 22 years of data

The data (Table 4) were used to generate a GEV analysis of a return period of 1:200 years which has been identified as appropriate in determining fire weather inputs to an alternative method for the identification of places for community bushfire sheltering areas.

Figure 1 outlines the log-linear plots of FFDI vs return period R for the Cape Naturaliste weather station. The plots were then subject to a formatted trend line using the log-linear function as expressed in Douglas et.al (2014) as : $y = a\ln R+b$, where b is the intersect with the one year recurrence or return period and the equation can be used to extrapolate return periods beyond the data period.



Figure 1 – Log-linear plot of FFDI and Return Period (R) – last 22 years of data

The GEV and regression analyses were applied to the data from the Cape Naturaliste weather station and the results are presented in Table 4. Also included in Table 4 are the FFDI values corresponding to 1:200 return period.

The correlation co-efficient R^2 of 0.9217 exceeds 0.9 indicating the statistical analysis is very good. This provides a high level of confidence to obtain FFDI of return periods beyond the data collection period (Douglas et.al 2014).
Using the equation y = alnR+b in Douglas et.al.(2014) for the log linear graph (Figure 2) to determine the 1:200 year return period, the extrapolated results are:

Y = 5.724 ln(200) + 24.473
FFDI = 54.8

Highest maximum FFDI on record is 39.5 which occurred in 2010. Generalised Extreme Value (GEV) analysis of data determined that a return value of 1:200 years gives a maximum FFDI of 54.8 (Figure 1 and Table 5).

Table 5: Results of GEV and regression analysis and FFDI value based on a 1:200 return period for last 22 years data.

a	b	r^2	FFDI R=1:200
5.724	24.473	0.9217	54.8

Vegetation and Fuel load analysis for Developing Alternative Design Bushfire Conditions

The deemed to satisfy tables and default fuel loads in AS3959-2018 provide a simple method to determine predicted radiant heat flux levels on sheltering areas or structures. None of the research reviewed applied higher fuel loads to the vegetation types found around the site compared to the default fuel loads for corresponding vegetation classifications in AS3959-2018.

Design Fire Modelling

This assessment determined the site specific FFDI based on the Generalised Extreme Value (GEV) modelling found in Douglas et.al (2014). The 1:200 year return period for 22 years of data from the Cape Naturaliste weather station was determined as FDI 54.8. To ensure life safety, conservative values were modelled so an FFDI of 120 was adopted in this assessment. This is more than double to determine 1 in 200 year FFDI for the area.
Published fuel load data on the specific vegetation classes in the area were limited hence the default fuel loads were input into the view factor model to determine the predicted radiant heat flux exposures. The view factor and radiant heat flux level calculations and outcomes including diagrams of each design fire are contained below.

Design Fire modelling

Design Fire	Direction of fire run	Vegetation type	Default AS3959 Fuel Load (t/ha)		Slope (°)		Separation (m)	Flame Temp.	FDI	Elevation of receiver	Flame Width (m)	Flame length (m)	Radiant Heat Flux
			surface	overall	Effective	Site							
1	South-west	Class A Forest	25	35	-1.5	0	173 m	1200K	120	Default	100m	25.29m	1.97 kW/m^2
2	North	Class A Forest	25	35	5	0	122 m	1200K	120	Default	30m – restricted in creek	37.24m	1.97 kW/m^2
3	North-east	Class A Forest	25	35	5	0	61 m	1200K	120	Default	6.3m – short fire run of 15 metres (Alexander 2010)	37.24m	1.97 kW/m^2

10.1 Design Fire Model Calculations – Design Fires 1, 2 and 3








Design Fire 2
Class A Forest
Effective slope - Downslope 5
Site Slope - 0
Fire width - 30 metres
Design Fire 3
Class A Forest
Effective slope - Downslope 5
Fire run - 17 metres
fire Breadth - 6.3 metres
Site Slope - 0
Plot 1
Class A Forest
Flat/upslope
Plot 2
Class A Forest
Downslope 0-5
Naturaliste Terrace
Dunn Bay Road
61m
122m
Australia Post
Lions Park
Dunsborough Park Shopping Centre
IGA Supermarket
Dunsborough Tavern
Dunsborough Pl
No classified Vegetation within 300 metres
173m
173m
Plot 1
Class A Forest
Flat/upslope
Design Fire 1
Class A Forest
Effective slope - Upslope 1.5
Site Slope - 0
Fire width - 100 metres
LEGEND
SUBJECT LAND
BUSHFIRE SHELTERING AREA (exposed to < 2kW/m2)
ACCESS TO SHELTERING AREA
BUSHLAND EDGE
Design Fires
bushfire CONSULTING
Science. Culture. Solutions.
PO BOX 84 STONEVILLE WA 6081
Mbl: 0429 949 262
www.bushfiresafetyconsulting.com.au
SCALE 1:3000 @ A3
DATE: NOVEMBER 2020
NORTH
Location details: Lots 1 & 2 Dunn Bay Road, Dunsborough
Assessment date: May, 2020
Prepared by: Bushfire Safety Consulting
Accreditation level: Level 3 BPAD Practitioner
Accreditation number: BPAD 23160
Accreditation expiry date: 31st January, 2021
Date aerial photo: February 2020

APPENDIX 8: Bushfire Risk Assessment

Site Details

Name of Facility		Hospitality, Retail and Accommodation Village	
Address		Lots 1 and 2 Dunn Bay Road, Dunsborough	
Prepared by (Practitioner)		Rohan Carboon BPAD Level 3 – 23160	
Owner/operator		Eldorado Pty Ltd	
Date	13/11/2020	**Plan Version**	1.0

Document Control

VERSION	DATE	DETAILS	UNDERTAKEN BY
V1	13/11/2020	Draft for review	Rohan Carboon BPAD Level 3 – 23160

Contents

1. Methodology 3
2. Part A Calculating Risk 3
2.1 Likelihood Level 3
2.2 Fire Weather Analysis to determine 1 in 100 year fire weather event 3
2.3 Methodology 4
2.4 Results for 22 years of data 4
2.5 Risk Consequence Rating 5
2.6 Comparison between FFDI 80 and Flame Temperature 1090K and FFDI 50.83 and flame Temperature 1200K. 6
3. Level of Risk 7
4. Part B Risk Management and Treatment Measures 7
4.1 Risk Treatment Measures 8
4.2 Identifying Those Risk Treatment Measures 8
Category 1 – Asset Protection Zone - category value 20 points 8
Category 2 – Building Construction - category value 10 points 9
Category 3 – Access and Egress - category value 20 points 9
Category 4 – Built Form Design and Layout - category value 10 points 10
Category 5 – Water Supply and Fire fighting Infrastructure - category value 10 points 10
Category 6 – Other Bushfire Protection Measures - category value 10 points 10
Category 7 – Facility Operations - category value 20 points 11
5. Part C: Calculation of Risk Treatment Score 11
5.1 Likelihood Adjustment 12
6. Risk Treatment Acceptability 12
7. Conclusion 12

1. Methodology

The methodology adopted in this assessment has been supported by the Department of Planning, Lands and Heritage and the quasi-quantitative risk assessment methodology (Draft Risk Methodology) has been developed to assist bushfire practitioners to derive risk likelihood and consequence ratings required for non-compliant tourism developments, pursuant to State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas.

The following methodology provides a framework for considering semi-quantitative assessment of bushfire risk for certain tourism activities in bushfire prone areas. Where risk can be reasonably treated or mitigated to a level where it can be considered 'acceptable' or 'tolerable', then the development may be considered suitable from a bushfire risk perspective. These treatments need to be assessed for the level of risk reduction and to determine residual risk and acceptability.

The risk assessment is related to the selected "design bushfire event" which is the subject of a careful risk identification process.

2. Part A Calculating Risk

2.1 Likelihood Level

The level of probability to likelihood ratings is determined using a GEV statistical approach (Douglas et.al. 2014) based on the long term daily historic fire weather data captured at the nearest Bureau of Meteorology weather station which is Cape Naturaliste Weather Station sited only 11 kms from the development site.

The risk assessment is based upon the probability of fire weather.

Table 1 in the Draft "A Quasi-Quantitative Risk Assessment Approach for Tourism Developments" assigns a 1 in 100 year fire weather event as appropriate for Tourist Cabin style developments. The probability of this fire weather event is 1% AEP and results in a likelihood level of "Not Likely".

2.2 Fire Weather Analysis to determine 1 in 100 year fire weather event

Dunsborough is located 11 kms from the Cape Naturalist weather station and data from 1999-2020 was accessed including Temperate (T), relative humidity (RH) and wind speed (WS) at 3pm, as well as the daily Forest Drought Factor (DF), to calculate daily FFDI values.

Maximum yearly FFDI values were used to determine the 1 in 100 year maximum FFDI based on the Generalised Extreme Value (GEV) analysis method (Douglas et al 2014).

The data from this weather station should provide the most accurate data to determine alternative design fire conditions for Dunsborough due to its close proximity. Daily weather station data was assessed to determine the maximum yearly FFDI at 3pm in the afternoon. The dataset covers 22 years from 1999 to 2020.

2.3 Methodology

The extreme value analysis was undertaken using 22 years data of the highest FFDI values for the Cape Naturaliste weather station (Table 1).

Table 1: Maximum yearly FFDI at 3pm records for last 22years at Cape Naturaliste Weather Station

Year	No.	Return Period Calc	Return Period	FFDI Max
2010	1	22	22	39.5
2007	2	11	11	39.1
2016	3	7.33333333333333	7.33	36.4
2015	4	5.5	5.5	33.9
2005	5	4.4	4.4	32.4
2011	6	3.66666666666667	3.67	32.1
2004	7	3.14285714285714	3.14	32
2009	8	2.75	2.75	31.3
2012	9	2.44444444444444	2.44	31.2
2019	10	2.2	2.2	30.3
2020	11	2	2	30.3
2002	12	1.83333333333333	1.83	29.1
2006	13	1.69230769230769	1.69	27.4
2013	14	1.57142857142857	1.57	26.6
2003	15	1.46666666666667	1.47	26.5
2001	16	1.375	1.38	26.1
2018	17	1.29411764705882	1.29	26.1
2014	18	1.22222222222222	1.22	25.3
1999	19	1.15789473684211	1.16	25.1
2008	20	1.1	1.1	24.8
2000	21	1.04761904761905	1.05	24.6
2017	22	1	1	20.1

2.4 Results for 22 years of data

The data (Table 1) were used to generate a GEV analysis of a return period of 1:100 years which has been identified as appropriate in determining fire weather inputs to determine the risk likelihood and probability assessment of Tourist Cabin Land uses.

Figure 1 outlines the log-linear plots of FFDI vs return period R for the Cape Naturaliste weather station. The plots were then subject to a formatted trend line using the log-linear function as expressed in Douglas et.al (2014) as : y = alnR+b, where b is the intersect with the one year recurrence or return period and the equation can be used to extrapolate return periods beyond the data period.

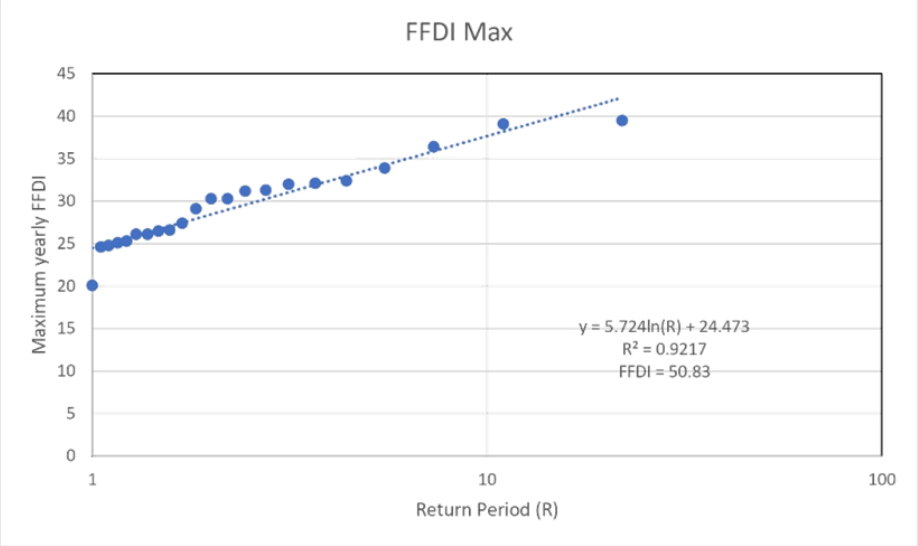


Figure 1 – Log-linear plot of FFDI and Return Period (R) – last 22 years of data

The GEV and regression analyses were applied to the data from the Cape Naturaliste weather station and the results are presented in Table 1.

The correlation co-efficient R^2 of 0.9217 exceeds 0.9 indicating the statistical analysis is very good. This provides a high level of confidence to obtain FFDI of return periods beyond the data collection period (Douglas et.al 2014).

Using the equation y = alnR+b in Douglas et.al.(2014) for the log linear graph (Figure 2) to determine the 1:100 year return period, the extrapolated results are:

Y = 5.724 ln(100) + 24.473

FFDI = 50.83

Highest maximum FFDI on record is 39.5 which occurred in 2010. Generalised Extreme Value (GEV) analysis of data determined that a return value of 1:100 years gives a maximum FFDI of 55.83. Figure 1 and Table 2).

Table 2: Results of GEV and regression analysis and FFDI value based on a 1:100 return period for last 22 years data.

a	b	r^2	FFDI R=1:100
5.724	24.473	0.9217	50.83

2.5 Risk Consequence Rating

The risk consequence score is calculated having regard to the fit for purpose risk consequence criteria for tourism-related land uses, which consider both exposure and vulnerability to articulate the nature of the consequence. Built form exposure is an important consideration for a risk to life perspective in terms of its ability to withstand bushfire attack to shelter its occupants

This development site is uniquely positioned in that the tourist cabins exposed to BAL-FZ will not have to shelter people as the site is immediately adjacent to a large open space in the middle of

Dunsborough within 200 metres and primary bushfire mitigation strategy is to evacuate the entire site early before a bushfire impact. However the cabins will in addition achieve compliance with AS3959 standards and therefore the built form exceeds an expected 1 in 50 year event by complying with a FDI of 80 when a 1 in 100 year event is predicted to be significantly reduced as FFDI of 50.83.

2.6 Comparison between FFDI 80 and Flame Temperature 1090K and FFDI 50.83 and flame Temperature 1200K.

An example comparison was undertaken on Cabin 11 which is exposed to BAL-29 on the western side of the development. It is sited 28 metres from Plot 3 Class A Forest with effective downslope of 5 degrees. The comparison of exposure outcomes to the building when using FFDI 80 and flame temperature of 1090 °K with the 1 in 100 year FFDI and a flame temperature of 1200°K. There is minimal difference between the predicted levels of radiant heart flux and BAL Ratings as outlined in Table 3 and Figure 2.

Table 3: Comparison between FDI 80 and AS3959 default outcomes with design fire life safety 1 in 100 year FDI and Flame temp of 1200°K

Cabin 11 – Method 1 Assessment		Cabin 11 – Method 2 Assessment	
Setback distance	28 metres	Setback distance	28 metres
Effective slope	5 degrees	Effective slope	5 degrees
Site slope	0 degrees	Site slope	0 degrees
Flame Temperature	1090°K	Flame Temperature	1200°K
AS3959 assigned FFDI	80	1 in 100 yr FFDI	50.83
Predicted Radiant Heat Flux	**28.53 kW/m²**	Predicted Radiant Heat Flux	**28.73 kW/m²**
BAL rating	**BAL-29**	BAL Rating	**BAL-29**



Figure 2 – Modelling Data

The appropriate risk consequence table was selected and is summarised below.

Consequence Level	Exposure Criteria	Vulnerability Criteria
Catastrophic	10 of the total 18 cabins are exposed to flame contact and a radiant heat flux exceeding 40Kw/m².	• Very little separation from the hazard source exposes buildings to flame contact and extreme radiant heat flux • AS3959 construction will not be sufficient to withstand the extent of flame contact and / or radiant heat flux • Building loss and/or extensive damage is highly likely and offsite evacuation necessary • Occupants within buildings will not be safe.

3. Level of Risk

A risk level score can be identified using the risk matrix in table 4 of the Draft Risk Methodology. Using the risk matrix below the Likelihood Level of "Not Likely" is assessed against the Consequence Level which is Catastrophic which results in a Risk Level score of 'High' which attracts 80 points.

Risk Criteria	Low	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Not Likely	Low	Medium	Medium	High	High (80)
Unlikely	Insignificant	Low	Medium	Medium	High
Extremely Unlikely	Insignificant	Insignificant	Low	Medium	Medium

Table 5 in the Draft Risk Methodology outlines a Level of Risk of High results in significant treatment to mitigate the level of risk and risk to life is possible and risk to property is likely. Part B of the Draft Risk Methodology is undertaken to identify a comprehensive suite of risk treatments commensurate to reduce the risk to a Low or Very Low Level.

4. Part B Risk Management and Treatment Measures

This section evaluates the options for reducing the consequences of a bushfire event. It does not alter the likelihood of an event occurring.

Category values are established which effectively cap the weighting of risk treatment measures within each category. All categories together total 100 points as a maximum. This approach seeks to balance a range of risk treatment which avoids the reliance on any one category of measures.

4.1 Risk Treatment Measures

The following suite of potential risk treatment measures are identified, divided into categories which may form an appropriate risk treatment response to the identified level of risk. The methodology involves selecting the applicable risk treatment measures from each category and accumulate the points score for each category. Risk Treatments are to follow a hierarchy of controls in which risks are to be prioritised into:

- Avoidance of the risk
- Engineering solutions (construction)
- Mitigation of risk (ignition and fuel management on-site)
- Managed operationally (site closures and refuges or safe points); and
- Response arrangements during an event (emergency plans and firefighting)

4.2 Identifying Those Risk Treatment Measures

The risk assessment process factors in all relevant bushfire risk reduction, management and treatment measures which are intended to be applied to mitigate and manage the risk of bushfire to a proposed tourism related land use/facility.

Category 1 – Asset Protection Zone - category value 20 points

The site contains a landscape plan and has irrigated and highly managed landscape features and garden beds.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
APZ is provided throughout the site, 10 or 18 cabins are exposed to BAL-FZ, 2 cabins BAL—29 and 6 cabins to BAL-19. The other 3 main buildings on-site are the Brewery, Restaurant and the Retail and short stay accommodation building. All three buildings are exposed to BAL-12.5. In addition to this, the entire site is less than 1 has in size and only 20% of the entire site is vegetated. Most of the site is built form, carparks, footpaths and buildings. The site is immediately adjacent to centre of Dunsborough townsite. The siting of the facility means in effect a connected APZ extends from the site towards the centre of Dunsborough in area designed as BAL-LOW and Bushfire Hazard Rating LOW. There is no bushfire threat between the site and the sheltering area.	10	10 cabins have insufficient separation or APZ from bushfire hazard and are exposed to BAL-FZ from a short fire run in the adjacent brook. All other buildings have sufficient APZ to achieved BAL-29 and lower. The site is adjacent to the urban built environment of Dunsborough townsite	✓
Total Points Score	10		

Category 2 – Building Construction - category value 10 points

All buildings on-site will comply with AS3959 standards and the fire weather analysis has confirmed this is also appropriate to the design fire weather scenario for a 1 in 100 year fire weather event.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Build Form
Construction to AS3959 standards is achieved for all buildings	5	Construction to AS3959 standards is achieved for all buildings which is appropriate for buildings for both building standard and the design fire 1 in 100 year event due to the low FFDI rating. It also ensures the buildings will resist ignition for the time period where users can evacuate the building and move towards a safer location nearby	✓
Total Points Score	5		

Category 3 – Access and Egress - category value 20 points

The site has been designed with driveways and carpark areas that allow full access for a 3.4 fire appliance. A swept path analysis has been undertaken to confirm fire appliance access throughout the site and permit access into the site, adjacent to hydrants, access to turn around areas and off the site to the existing public road system.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
More than one vehicle access/egress point is provided in two way, sealed condition and travel distances less than 200 metres are achieved	10	Fire appliance access is achieved to within 25 metres of all buildings.	✓
Single evacuation route along Dunn Bay road towards the centre of Dunsborough is provided and does not traverse any areas of bushfire hazard in areas of BAL-LOW and Low Bushfire Hazard Rating.	3	Evacuation off site to the sheltering area is always available, it cannot be threatened by flames or life threatening radiant heat. Ember attack and smoke impacts are the only issue	✓
All roads are through roads and no dead end roads or cul-de-sacs are proposed.	3	Surrounding public roads are all established and provide access to all directions.	✓
The capacity of the on-site and surrounding road network is capable or supporting evacuation processes, either in leaving early or in an emergency, in conveying persons to a safe location.		Internal and external access ways have capacity to ensure all occupants can evacuate early and reach the safer destination.	✓
Total Points Score	19		

Category 4 – Built Form Design and Layout - category value 10 points

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
Any outdoor on-site shelter area is sufficiently separated from the hazard source to avoid radiant heat flux exposure exceeding 2kW/m².	2	A detailed design fire analysis has been undertaken as outlined in the Evacuation plan that assesses the impacts of a 1 in 200 year event to determine the FDI of 54.8. However to ensure precautionary principle is applied, the FDI of 120 was applied as per RFS neighbourhood safer places standards and a large area in the middle of Dunsborough was identified as a sheltering area.	✓
Total Points Score	2		

Category 5 – Water Supply and Fire fighting Infrastructure - category value 10 points

Access is provided to a reliable water source, hydrants and hose coverage has been assessed to comply with minimum standards to aid in emergency suppression and building defence.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
Fire fighting infrastructure such as (but not limited to) training of staff, hydrants (flows and pressures meet minimum standards), pumps and high pressure hoses which can reach all external facades of the building and appropriate fire brigade fittings to static supplies is provided	6	A full analysis has been undertaken and a site specific hydrant and hose coverage solution is proposed for the entire development.	✓
Total Points Score	6		

Category 6 – Other Bushfire Protection Measures - category value 10 points

The site has been designed with a formal landscape plan that will be highly managed and maintained to both benefit the retention of important habitat trees for ringtail possums and low fuel loads for bushfire protection purposes.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
Landscape management practices are identified across the site to manage fuel loads and balance ecological values	2	Mature trees are retained on-site for ringtail possum habitat and this is balanced with bushfire risk measures to ensure fuel lads are maintained in a low condition	✓
Total Points Score	2		

Category 7 – Facility Operations - category value 20 points

Facility management is an important aspect of bushfire risk mitigation at the site. The facility will operate to limit risk exposure to ensure life safety. A Bushfire Evacuation Plan has been developed which will be reviewed prior to the facility starting operations.

Category table and points score

Risk Treatment Measure	Treatment Points	Relevance of Measure	Applicability Vehicular Access
The facility is managed by a permanent caretaker enabling swift emergency action trained in the emergency plan and fire fighting capacity	5	These are the arrangements at the site.	✓
The facility has a constrained APZ, but is within 100m of a formalised evacuation network which is protected by an APZ to shelter occupants as a last resort refuge in an emergency	3	The site is immediately adjacent to the developed and built area of Dunsborough townsite and the evacuation network starts at the facility boundary. The sheltering area is 200 metres from the facility and the evacuation route is full sited within a BAL-LOW area and its also exposed for a Low Bushfire Hazard Rating for the full distance.	✓
Total Points Score	8		

5. Part C: Calculation of Risk Treatment Score

This section is used to evaluate the effectiveness of the risk treatment options identified and applied above. This is achieved by recording and applying the relevant scores achieved and adjusting the consequence aspects of the risk assessment in Part A.

The total score is derived by:

a) Totalling the score for each category as per methodology adopted and concluding a risk treatment score out of 100;
b) Adjusting the likelihood for landscape fire risk; and
c) The risk treatment score calculated below is used to determine the level of risk treatment acceptability.

Category	Total Points Scored	Cap applied
Asset Protection Zone	10/20	No
Building Construction	5/10	No
Access Egress and Evacuation	19/20	No
Built Form, design and Layout	2/10	No
Water Supply and fire fighting infrastructure	6/10	No
Other Bushfire Protection Measures	2/10	No
Facility Operations	8/20	No
Total Points Scored	**52/100**	

5.1 Likelihood Adjustment

The likelihood aspects of this Risk Assessment are to be adjusted for the chances of landscape fire risk. Landscape fires can be assessed against the fire weather conditions, fuel characteristics, fire run and fragmentation of landscape fuels.

Variables	
FFDI – 1 in 100 year event	50.83
Fire run – potential	There is no fire runs possible from the north (except spotting into the crook vegetation), east due to the Dunsborough townsite and south Due to built environment and fuel loads over 100 metres from the site. Fire runs towards the site are restricted to the north-west where potentially an 11km fire run could occur however fuel lads are fragmented the closer to town a fire progresses. A fire from this direction would have to spot over a residential subdivision 200 metres to the north-west and spot into a small 1ha reserve then spot again into Dugulup Brook Creek Reserve which is 20-30 metres in width. A fire run from the south-west could occur for 7 kms and as it approaches the site it would be restricted to the Dugulup Brook Creek Reserve and therefore only be 30 metres in width. This would occur west of the site and west of Cape Naturaliste Road on the northern side of the police station.

The following matrix assist in considering landscape scale fire risks based on fire weather calculated and provides an adverse score:

Vegetation type	Fire run / Fragmentation	FFDI - 50
Class A Forest	Fragmented in final 300 metres towards the site	LOW (0)

6. Risk Treatment Acceptability

The level of acceptable risk is related to the extent to which treatment scores can lower the consequence rating. The required reduction in treatment is adjusted for the overall risk determined. The following table provides the basis of risk consequences adjustment arising from the Part B assessment process. Thus, the risk treatment score of 52 is achieved due to the landscape fire assessment resulting in a fragmented fire run in the last 300 metres towards the site.

Risk Treatment Score	Risk Treatment Acceptability	Description
52 Average	Insufficient to treat Extreme, High or Medium Risk	Qualitative assessment and liaison with Authorities is required to determine whether risk treatments satisfactorily mitigate the level of risk

7. Conclusion

This assessment has followed the methodology outlined in the Draft "A Quasi-Quantitative Risk Assessment Approach for Tourism Developments". The outcome reached requires more liaison with Authorities. The methodology didn't appear to fully consider the value in the site being adjacent to a townsite which offered a very large area with no fuels and a significant sheltering site within a short distance of the site. The site is also controlled and managed and the evacuation planning is substantial and can ensure all people are removed from the site prior to any bushfire impact. Of all the buildings on-site, a total of 11 cabins are exposed to BAL-FZ and all buildings will comply to AS3959 standards. The cabins exposed to BAL-FZ are not required to provide any sheltering capacity for guests under any bushfire scenario. Early evacuation will ensure this doesn't occur on the small site.

element.

Appendix G – Environmental Noise Report

GABRIELS HEARNE FARRELL

ENVIRONMENTAL NOISE DA REPORT

MIXED USE DEVELOPMENT
59-61 DUNN BAY RD, DUNSBOROUGH

9th November 2020



For

PLACE DEVELOPMENT
PO BOX 280
WEST PERTH WA 6872

UNIT 3 / 2 HARDY STREET, SOUTH PERTH 6151 TEL: 9474 5966 EMAIL: reception@gabriels.net.au
GABRIELS HEARNE FARRELL PTY LTD ACN 608 956 734 ATF THE GHF UNIT TRUST

CONTENTS **PAGE**

1. INTRODUCTION 4
2. PROJECT BACKGROUND 4
3. NOISE LEVEL CRITERIA 6
4. NOISE MODELLING PROCEDURE 7
5. MODELLING OF PATRON/CROWD NOISE 9
6. MODELLING OF LIVE ENTERTAINMENT WITHIN THE COURTYARD 11
7. MODELLING OF AMPLIFIED MUSIC BREAK-OUT FROM THE BUILDINGS 13
8. MECHANICAL PLANT 14
9. NOISE EMISSIONS FROM SERVICE VEHICLES 15
10. GENERAL NOISE MANAGEMENT PRACTICES 16
11. CONCLUSION 16

ATTACHMENTS

- APPENDIX A - Noise Contour Plans

Report Version	Author	Comment	Date
2	Benjamin Farrell	Minor edits requested by planner	9th November 2020

Gabriels Hearne Farrell Pty Ltd is a Member Firm of the Association of Australian Acoustical Consultants. The report author is a full member of the Australian Acoustical Society.

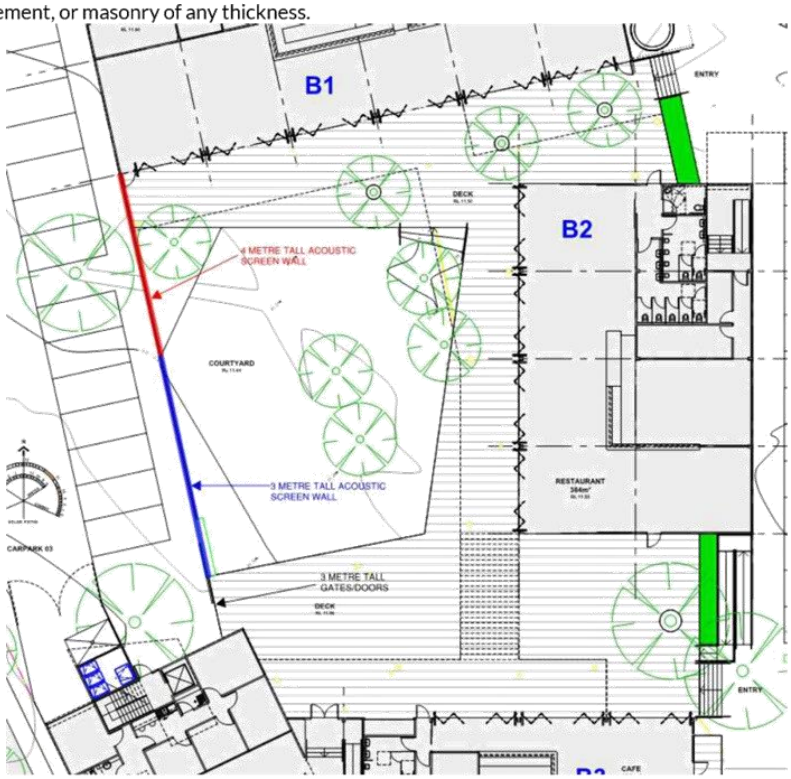
Disclaimer – The information contain within this report is solely for the use of the client identified on the cover page. The report is based on a specific scope as agreed between Gabriels Hearne Farrell Pty Ltd and the client. Gabriels Hearne Farrell accepts no liability where this report is used by any third party who may rely upon this document. This report must only be reproduced in full.

EXECUTIVE SUMMARY

Gabriels Hearne Farrell Pty Ltd have undertaken an environmental noise assessment for the proposed mixed-use development at 59-61 Dunn Bay Rd in Dunsborough. The assessment suggests that the proposed development is capable of complying with the Environmental Protection (Noise) Regulations 1997. Compliance is reliant on implementation on the following noise control strategies:

ARCHITECTURAL REQUIREMENTS

Acoustic screening on western side of courtyard
4 metre and 3 metre high acoustic screening is required on the western side of the courtyard, in accordance with the image below. The acoustic screening shall be 'solid' without gaps or slots, and must be constructed of a material with a minimum density of 10 kg/m^3 (eg 6 mm glass, 12 mm Perspex, 18 mm plywood, 1.2 mm steel, 9 mm fibre-cement, or masonry of any thickness.



Architectural construction of Building 1 (brewery), Building 2 (restaurant), and Building 3 (café)

Glazing – External Bi-fold doors to be a minimum of 6.38 mm laminated glass. The Breezeway operable glass louvres are to be a minimum of 6 mm toughened glass.

Roof construction – Bondor roof panels or Colorbond sheeting with Anticon 80 insulation installed to the underside.

'Ceiling' above the Bar – An acoustically absorbent 'ceiling' shall be provided within the Brewery, Restaurant, and Café. The selected acoustically absorbent ceiling shall be specified to achieve a Noise Reduction Coefficient (NRC) of 0.75 or greater. Examples include:

- 25 mm Autex Quietspace Panels (or similar product) installed to the underside of the Bondor panels;
- Perforated timber ceiling (minimum 18% perforation factor) with 75 mm glasswool insulation over.

- Perforated metal (eg Stramit Acoustic Panel) with 75 mm glasswool insulation over.

External walls – External cladding as per the architectural drawings + 90 mm R2.5 glasswool batts between the studs, and 13 mm plasterboard (or 18 mm plywood) internal lining.

Building envelope construction of Unit 01 in Building 4 to control noise intrusion from the hospitality uses

External glazing on north façade of Bed Room of Unit 01 – Glazing system (inclusive of glass, framing, and seals) to achieve a minimum sound reduction of $R_w + C_{tr}$ 38. This can be achieved by acoustic double glazing consisting of 10.38 mm laminated glass + minimum 40 mm air-space + 6.38 mm laminated glass.

External glazing on the east façade of Unit 01 – Glazing system (inclusive of glass, framing, and seals) to achieve a minimum sound reduction of $R_w + C_{tr}$ 32. This may be achievable with single 10.38 mm laminated glass in a well sealed awning window.

External walls on the north and east facades of Unit 01 – External timber cladding + minimum 90 mm framing with 90 mm glasswool batts + 2 layers of 13 mm plasterboard.

Roof/ceiling construction – Colorbond roofing with Anticon 55 insulation + suspended 13 mm plasterboard ceiling with minimum 90 mm glasswool insulation over.

NOISE MANAGEMENT REQUIREMENTS

1) The live entertainment within the courtyard (eg acoustic dous and trios) shall be positioned in the north-west corner of the courtyard, with the speakers facing south-east. The speaker volume shall be limited to achieve a volume of no more than L_{eq} 68 dB(A) at 10 metres from the front of the speakers. The live entertainment in the courtyard shall not be permitted at night after 10 pm;
2) All external windows, doors, and louvres of Building 1 (brewery) and Building 2 (restaurant) shall be kept closed when the amplified music within these spaces is louder than background music (73 dB(A) before 10 pm and 68 dB(A) after 10 pm);
3) With the external bi-folds doors, windows, and louvres of Building 1 closed, the maximum permissible music volume within the space is as follows:
    - 86 dB(A) prior to 10 pm; and,
    - 81 dB(A) after 10 pm.
4) With the external bi-folds doors, windows, and louvres of Building 2 closed, the maximum permissible music volume within the space is as follows:
    - 88 dB(A) prior to 10 pm; and,
    - 83 dB(A) after 10 pm.
5) When Building 1 is used after 10 pm, the high-level breezeway louvres will need to be kept closed in order to control patron noise emissions;
6) When Building 1 is used after 10 pm the maximum permissible patron numbers within the courtyard and deck areas outside of Building 1 is 160;
7) The entry gate(s) on the west side of the courtyard shall be in a closed position at all hours, except for between 7 am and 7 pm, Monday to Saturday, and except for short periods as people enter and exit the venue;
8) Delivery vehicles not permitted on site between 10 pm and 7 am (and 9 am on Sundays and Public Holidays).
9) Waste Collection vehicles only permitted on site between 7 am and 7 pm, Monday to Saturday.
10) Glass shall only be emptied into the outside bins between the hours of 7 am and 7 pm (9 am to 7 pm on Sundays).
11) Management will maintain a log book for any complaints regarding noise and disturbance in the area. Any complaint received is entered into the book, with the date and time of the complaint, the staff member who received the complaint, and the action taken. The approved manager will then contact the complainant to ascertain whether the action taken is sufficient to answer the concern expressed; and,
12) Security staff shall ensure all patrons leave the venue in a prompt and orderly fashion.

1. INTRODUCTION

Gabriels Hearne Farrell Pty Ltd was commissioned to undertake modelling of the potential environmental noise emissions from the proposed mixed-use development at 59-61 Dunn Bay Rd, Dunsborough.

The purpose of the assessment was to ensure that the proposed development has the capability of complying with the Environmental Protection (Noise) Regulations 1997, at the Development Approval stage. The assessment considers noise emissions from patrons within the external and internal areas, amplified music associated with the hospitality uses, noise emissions from the mechanical services, and noise associated with service vehicles.

2. PROJECT BACKGROUND

The proposed site for the mixed-use development is located on the corner of Dunn Bay Rd and Cape Naturaliste Rd in Dunsborough (No. 59 and 61 Dunn Bay Rd). The site context is illustrated in Figure 1 below.



Figure 1

The site is predominately surrounded by commercial land-uses. The lots immediately east of the site (corner of Dunn Bay Rd and Cyrillean Way) have been undeveloped for a number of years. The nearest noise sensitive premises are the existing residences located on Martingdale Drive, approximately 70 metres to the west. There are residences on Kunzai Place, over 100 metres to the north. There are also residences on large properties to the south of Caves Rd, on Moondah Close. To the west of the site is the Dunsborough Police Station.

The proposed mixed-use development is illustrated in Figure 2. The development includes a Boutique Hotel on the northern side of the site, consisting of a series of accommodation units. Building 1 is a Brewery, Building 2 is a Restaurant, and Building 3 is a Café. Building 4, which is located on the south-west corner of the site consists of retail and ground level, and two short-stay apartments (Class 3) on the first floor.



Figure 2 – Site plan

The majority of the carparking for the development is located on the eastern side of the site, access off Dunn Bay Rd. There is also a small carpark accessed of Cape Naturaliste Road.

At this early stage of the project the operating hours of the hospitality uses are unknown, but the following assumptions have been made:

- The Brewery (Building 1) will generally be open between lunch time and 10 pm, and may operate until midnight (eg private functions);
- The restaurant (Building 2) will be open for lunch and dinner, closing prior to 10 pm (however Building 2 may be used for private functions that may extend beyond 10 pm; and,
- The café will be open for breakfast and lunch, closing in the afternoon.

At this stage the proponent is envisaging a total of 1,000 patrons spread across the three hospitality buildings, with the following break-down:

- Within Building 1 – 206 patrons
- Within Building 2 – 181 patrons
- Within Building 3 – 71 patrons
- In the external areas (courtyard and decks) – 542 patrons.

3. NOISE LEVEL CRITERIA

In Western Australia, noise transmission from one property to another is governed by the Environmental Protection (Noise) Regulations 1997. These regulations establish 'Assigned Levels' which are the noise levels that cannot be exceeded at surrounding premises.

Please note that given that the short-stay accommodation (the boutique units to the north and the two apartments in Building 4) is located on the same lot(s) as the hospitality uses, the noise transmission from the hospitality uses to the short-stay accommodation technically does not need to comply with the Environmental Protection (Noise) Regulations 1997. However, it is our recommendation that the short-stay accommodation incorporate 'quiet house' principles such that the noise levels within the accommodation are compliant with the *Design Sound Levels* of Australian Standard 2107:2016 in order to maintain amenity for the occupants.

3.1 'Assigned Levels' for the residences on Martingdale Drive

The 'Assigned Levels' for the residences on Martingdale Drive are provided in Table 1. The 'Assigned Levels' are based on a total *influencing factor* of 2 dB. This *influencing factor* is derived from there being commercial land-uses within 12% of the 100 m circle and 18% of the 450 m circle.

Type of premises receiving noise	Time of day	Assigned Level (dB)		
		L_{A10}	L_{A1}	$L_{A\,max}$
Noise Sensitive Premises: highly sensitive area (eg within 15 metres of a house)	7 am to 7 pm Monday to Saturday	**47**	57	67
	9 am to 7 pm Sunday and public holidays	**42**	52	67
	7 pm to 10 pm all days	**42**	52	57
	10 pm to 7 am Monday to Saturday and 10 pm to 9 am on Sundays and public holidays	**37**	47	57

Table 1– Assigned Levels for the residences on Martingdale Drive

The above 'Assigned Levels' also apply to the residences on Kunzea Place.

GABRIELS HEARNE FARRELL PTY LTD
UNIT 3/2 HARDY ST SOUTH PERTH WA 6151 PH – (08) 9474 5966

3.2 'Assigned Levels' for the residences on Moondah Close

The 'Assigned Levels' for the residences on Moondah Close are provided in Table 2. The 'Assigned Levels' are based on a total *influencing factor* of 1 dB. This *influencing factor* is derived from there being commercial land-uses within 18% of the 450 m circle.

Type of premises receiving noise	Time of day	Assigned Level (dB)		
		L_{A10}	L_{A1}	$L_{A\,max}$
Noise Sensitive Premises: highly sensitive area (eg within 15 metres of a house)	7 am to 7 pm Monday to Saturday	**46**	56	66
	9 am to 7 pm Sunday and public holidays	**41**	51	66
	7 pm to 10 pm all days	**41**	51	56
	10 pm to 7 am Monday to Saturday and 10 pm to 9 am on Sundays and public holidays	**36**	46	56

Table 2– Assigned Levels for the residences on Moondah Close

3.3 'Assigned Levels' for the commercial premises

The 'Assigned Levels' for commercial premises is provided in Table 3 below:

Type of premises receiving noise	Time of day	Assigned Level (dB)		
		L_{A10}	L_{A1}	$L_{A\,max}$
Commercial premises	All hours	**60**	75	80

Table 3 – Assigned Levels for commercial premises

3.4 Noise Character

Regulation 7(b) requires that the noise emission must be 'free' of annoying characteristics, namely tonality (eg whining, droning), modulation (like a siren), and impulsiveness (eg thumping). Where noise emissions do exhibit the above noise characteristics, an adjustment is made to the measured/calculated noise level (in accordance with Regulation 9):

- *Tonality* 5 dB is added to the measured/calculated level
- *Modulation* 5 dB is added to the measured/calculated level
- *Impulsiveness* 10 dB is added to the measured/calculated level
- *Amplified music* 10 dB is added to the measured/calculated level where impulsiveness is not present.

4. NOISE MODELLING PROCEDURE

The potential noise emissions from the proposed development has been modelled using the *SoundPLAN 8.2* software with the *Concawe* algorithm. This software allows the input of topographical data, building heights and forms, meteorological conditions, and noise source data. The software produces noise contour plans, indicating the predicted noise level over a given area.

Note – the output noise levels from *SoundPLAN* are base noise levels not including adjustment for 'noise character'.

4.1 Meteorological Conditions

The meteorological conditions used for the noise modelling is outlined below. These are considered the worst-case for noise propagation, and are taken from the document titled *EPA Guidance for the Assessment of Environmental Factors – No.8 Environmental Noise.*

	Day	Night
Temperature	20°C	15°C
Relative Humidity	50%	50%
Wind	4 m/s in all directions simultaneously	3 m/s in all directions simultaneously
Pasquil Stability Class	E	F

Table 4 – Meteorological conditions

4.2 Topography

The topography of the land was input into the noise model based on the 1 metre contour data available on the City of Bunbury Intramaps.

4.3 Building envelope construction

Figure 3 illustrates the height of the acoustic screening that will be incorporated on the western side of the hospitality uses, in order to reduce noise transmission to the residences on Martingdale Drive. This acoustic screening will be 'solid' without gaps or slots, and will be constructed of materials with a minimum density of 10 kg/m^2 such as 6 mm glass, 12 mm Perspex, 6 mm fibre-cement, 18 mm timber, 1.2mm steel, or masonry/concrete/stone at any thickness. Figure 3 also illustrates the extent of patio/verandahs consisting of Everbright sheeting or similar.

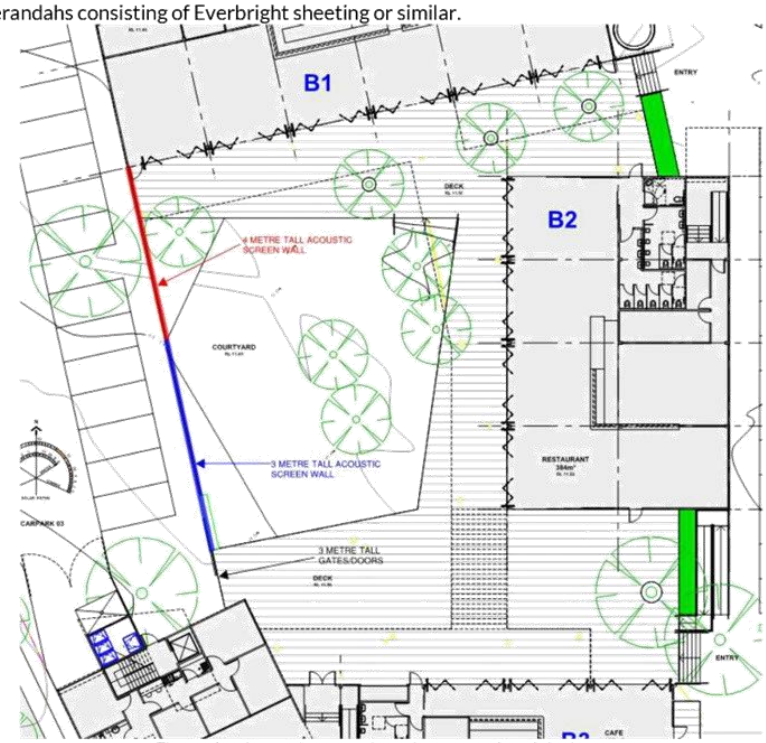


Figure 3 – Acoustic screening of courtyard and deck areas

Note – the boundary fencing on the western and southern side of the accommodation units has been modelled as 2100 mm tall. The noise model has not included any fencing on the northern side of the accommodation units.

In relation to the three hospitality buildings, the noise modelling has been based on the following building envelope construction:

Glazing – External Bi-fold doors to be a minimum of 6.38 mm laminated glass. The Breezeway operable glass louvres are to be a minimum of 6 mm toughened glass.

Roof construction – Bondor roof panels or Colorbond sheeting with Anticon 80 insulation installed to the underside.

'Ceiling' above the Bar – An acoustically absorbent 'ceiling' shall be provided within the Brewery, Restaurant, and Café. The selected acoustically absorbent ceiling shall be specified to achieve a Noise Reduction Coefficient (NRC) of 0.75 or greater. Examples include:

- 25 mm Autex Quietspace Panels (or similar product) installed to the underside of the Bondor panels;
- Perforated timber ceiling (minimum 18% perforation factor) with 75 mm glasswool insulation over.
- Perforated metal (eg Stramit Acoustic Panel) with 75 mm glasswool insulation over.

External walls – External cladding as per the architectural drawings + 90 mm R2.5 glasswool batts between the studs, and 13 mm plasterboard (or 18 mm plywood) internal lining.

5. MODELLING OF PATRON/CROWD NOISE

5.1 Modelling assumptions

Scenario 1A demonstrates the potential noise transmission from patrons (ie crowd noise), based on the following assumptions:

- Patron numbers as outlined in Section 2 of this report;
- All of the external bi-fold doors and Breezeway louvres in an open position (Building 1, Building 2, and Building 3);
- A reverberant Sound Pressure Level of 82 dB(A) within the Brewery (patron noise with low level background music);
- A reverberant Sound Pressure Level of 80 dB(A) within the Restaurant (patron noise with low level background music);
- A reverberant Sound Pressure Level of 75 dB(A) within the café (patron noise);
- A sound pressure level of 66 dB(A)/m^2 for the courtyard and deck areas, resulting in a total Sound Power Level of 97 dB(A) for the external patrons;
- Gate/doors on the western side of the hospitality courtyard in a CLOSED position.

The spectrums utilised for the noise sources are provided in Table 5.

Frequency (Hz)	63	125	250	500	1k	2k	4k	dB(A)
Patrons within the courtyard and deck areas Total Sound Power Level	76.4	77.4	87.4	94.4	93.4	86.4	92.4	**97**
Internal SPL within Brewery	69	78	77	80	78	74	69	**82**
Internal SPL within Restaurant	67	76	75	78	76	72	67	**80**
Internal SPL within Cafe	62	71	70	73	71	67	62	**75**

Table 5 – Patron noise levels

5.2 Scenario 1A noise modelling results (patron noise emissions, with west entry gate in a closed position)

Given that all three hospitality buildings will be in use on Sundays and evenings, the most applicable 'Assigned Level' is L_{10} 42 dB(A) at the Martingdale Drive residences (and L_{10} 41 dB(A) at the residences on Moondah Close).

The results of the noise modelling of the patron noise emissions are illustrated in Appendix A. This scenario was based on the western entry gate being in a closed position. The noise contours are generated at 1.5 metres above ground level, as per all of the modelled scenarios.

The results indicate that the patron noise emissions will comply with the relevant 'Assigned Levels', including on Sundays and evenings between 7 pm and 10 pm. The results are summarised in Table 6 below.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level'	Compliance
Martingdale Drive residences	L_{10} 42 dB(A)	L_{10} 42 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 39 dB(A)	L_{10} 39 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 28 dB(A)	L_{10} 28 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 32 dB(A)	L_{10} 32 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 53 dB(A)	L_{10} 53 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 56 dB(A)	L_{10} 56 dB(A)	L_{10} 60 dB(A)	YES

Table 6 – Scenario 1A results

Patron noise at distance is not known to exhibit annoying characteristics, therefore the penalties for tonality, impulsiveness, and modulation do not apply.

Note – The highest predicted noise level at the accommodation units is L_{10} 38 dB(A). Although the 'Assigned Levels' do not apply at this location, the predicted noise level is compliant with the 'Assigned Levels'.

5.2.1 *Noise intrusion into the short-stay accommodation*

The noise transmission from the hospitality uses to the short-stay accommodation is not required to comply with the Environmental Protection (Noise) Regulations 1997 given that:

- The short-stay accommodation and the hospitality uses are located on the same lot; and,
- The short-stay accommodation will be operated by the same entity as the hospitality components. The short-stay accommodation will not be strata-titled apartments.

However, in order to maintain amenity for the occupants of the short-stay accommodation on the first floor of Building 4, the intention is to achieve internal noise levels that are compliant with the *Design Sound Levels* of Australian Standard 2107:2016. This standard establishes the following relevant *Design Sound Levels*:

- Hotels and Motels in suburbs or near minor roads – sleeping areas L_{eq} 30 to 35 dB(A)

Octave band noise intrusion calculations have determined the required building envelope construction for controlling patron noise intrusion such that a noise level of 30 dB(A) is achieved within Unit 1. However, further assessment indicates that the live entertainment within the courtyard is the determining factor for the building envelope construction. Please refer to Section 6.1 for further information. This is because music has more low-frequency (63 to 125 Hz) sound energy than crowd noise and therefore is more difficult to attenuate.

5.3 Scenario 1B noise modelling results (western entry gates in an open position)

Scenario 1B was conducted as per Scenario 1A, except with the entry gates on the western side of the courtyard in an OPEN position. The results are presented as a noise contour plan in Appendix A. The modelling indicates that with the gate open the noise transmission to the Martingdale Drive residences by 1 dB. The resultant noise level slightly exceeds the 'Assigned Level' on Sundays and during the evening period (7 pm and 10 pm) on all days. This indicates that in order to fully comply with the 'Assigned Levels', the western entry gates shall only be left open during the following time periods (however can be open for the short periods as individual groups of people enter and exit the venue):

- Monday to Saturday, between 7 am and 7 pm.

5.4 Scenario 1C noise modelling results (patron noise emissions at night after 10 pm)

It is possible that the Brewery may operate after 10 pm at night in the following situations:

- Brewery (Building 1) used for private functions such as weddings; or,
- The Brewery operator may choose to trade until midnight on certain days.

Scenario 1C was modelled to demonstrate that the patron noise associated with Building 1 is capable of complying with the 'Assigned Levels' after 10 pm. Scenario 1C was based on the following inputs:

- Brewery at full capacity;
- External bi-fold doors in an OPEN position;
- Breezeway louvres in a CLOSED position;
- 160 patrons located in the courtyard/deck outside of the brewery building.

The Scenario 1C noise contours are provided in Appendix A. The noise modelling results demonstrate that the noise emission to the residences will comply with the night time (after 10 pm) Assigned Level. The results are summarised in Table 7 below:

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level'	Compliance
Martingdale Drive residences	L_{10} 36 dB(A)	L_{10} 36 dB(A)	L_{10} 37 dB(A)	YES
Moondah Close residences	L_{10} 36 dB(A)	L_{10} 36 dB(A)	L_{10} 36 dB(A)	YES
Kunzea Place residences	L_{10} 21 dB(A)	L_{10} 21 dB(A)	L_{10} 37 dB(A)	YES
16 Sloop Loop	L_{10} 19 dB(A)	L_{10} 19 dB(A)	L_{10} 36 dB(A)	YES
Most effected commercial premises	L_{10} 45 dB(A)	L_{10} 45 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 54 dB(A)	L_{10} 54 dB(A)	L_{10} 60 dB(A)	YES

Table 7 – Scenario 1C results

Patron noise at distance is not known to exhibit annoying characteristics, therefore the penalties for tonality, impulsiveness, and modulation do not apply.

6. MODELLING OF LIVE ENTERTAINMENT WITHIN THE COURTYARD (SCENARIO 2A)

It is common for breweries and wineries to occasionally have live entertainment in their outdoor area, in the form of an acoustic duo or trio (ie amplified singing, amplified guitar(s), etc). Noise modelling has been undertaken to determine the maximum permissible volume for the speakers used by the entertainers whilst maintaining compliance with the 'Assigned Levels'.

The proponent has advised that the location for the duo/trio entertainment is in the north-west corner of the courtyard, with the speakers facing south-east. For the purpose of our assessment we have assumed a speaker on each side of the 'stage'. It has also been assumed that the live entertainment within the courtyard will not occur after 10 pm at night.

A point receiver was positioned within the noise model at 10 metres from the speakers as a calibration point. The Scenario 2A modelling indicates that the speakers must be limited to a volume of no greater than 68 dB(A) at 10 metres from the front of the speakers in order to comply with the 'Assigned Levels' inclusive of Sundays and the evening periods (7 pm to 10 pm). The Scenario 2A modelling results are summarised in Table 8.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level'	Compliance
Martingdale Drive residences	L_{10} 32 dB(A)	L_{10} 42 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 21 dB(A)	L_{10} 31 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 16 dB(A)	L_{10} 26 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 14 dB(A)	L_{10} 24 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 46 dB(A)	L_{10} 56 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 46 dB(A)	L_{10} 56 dB(A)	L_{10} 60 dB(A)	YES

Table 8 – Scenario 2A results

Includes +10dB penalty due to the emissions being music, as per Regulation 9(3)(b).

It is recommended that the operator purchase a sound level meter such that the music volume can be monitored and calibrated as required. Furthermore, any contract between the operator and entertainer's shall include a clause stating that the music volume shall not exceed 68 dB(A) at 10 metres from the front of the speakers.

6.1 Noise intrusion into the Building 4 short-stay accommodation

As established in earlier in this report, the noise transmission from the hospitality uses (including courtyard entertainment) to the short-stay accommodation (the boutique accommodation units, and the two units within Building 4) is not required to comply with the Environmental Protection (Noise) Regulations 1997, given that :

- The short-stay accommodation and the hospitality uses are located on the same lot; and,
- The short-stay accommodation will be operated by the same entity as the hospitality components. The short-stay accommodation will not be strata-titled apartments.

As discussed in Section 5.2.1, in order to maintain amenity for the occupants of the short-stay accommodation on the first floor of Building 4, the intention is to achieve internal noise levels that are compliant with the *Design Sound Levels* of Australian Standard 2107:2016. This standard establishes the following relevant *Design Sound Levels*:

- Hotels and Motels in suburbs or near minor roads – sleeping areas L_{eq} 30 to 35 dB(A)

Given that music contains tonal characteristics, it is our view that an internal noise level of L_{eq} 25 dB(A) would be more appropriate for the two units within Building 4.

The Scenario 2A noise modelling indicates that the courtyard entertainment may result in noise levels of 55 dB(A) at the outside of the Bed Room window on the north façade of Unit 01, and 53 dB(A) at the outside of the windows on the east façade of Unit 01. Octave-band noise intrusion calculations have been undertaken to determine the minimum required building envelope construction for Unit 01 in order to attenuate the courtyard entertainment music down to 25 dB(A). The minimum building envelope performance shall be as follows:

External glazing on north façade of Bed Room of Unit 01 – Glazing system (inclusive of glass, framing, and seals) to achieve a minimum sound reduction of $R_w + C_{tr}$ 38. This can be achieved by acoustic double glazing consisting of 10.38 mm laminated glass + minimum 40 mm air-space + 6.38 mm laminated glass.

External glazing on the east façade of Unit 01 – Glazing system (inclusive of glass, framing, and seals) to achieve a minimum sound reduction of $R_w + C_{tr}$ 32. This may be achievable with single 10.38 mm laminated glass in a well sealed awning window.

External walls on the north and east facades of Unit 01 – External timber cladding + minimum 90 mm framing with 90 mm glasswool batts + 2 layers of 13 mm plasterboard.

Roof/ceiling construction – Colorbond roofing with Anticon 55 insulation + suspended 13 mm plasterboard ceiling with minimum 90 mm glasswool insulation over.

NOTE - If the above building envelope construction is implemented, then the patron noise modelled in Scenario 1A will be attenuated to the following noise levels within Unit 01 of Building 4:

- L_{eq} 20 dB(A) within the northern Bed Room; and,
- L_{eq} 26 dB(A) within the southern Bed Room and Living Area of Unit 01.

These resultant noise levels are compliant with the *Design Sound Level* established in AS 2107:2016.

GABRIELS HEARNE FARRELL PTY LTD
UNIT 3/2 HARDY ST SOUTH PERTH WA 6151 PH – (08) 9474 5966

7. MODELLING OF AMPLIFIED MUSIC BREAK-OUT FROM THE BUILDINGS

A series of modelling scenarios have been undertaken to determine the maximum permissible volume for amplified music within Building 1 (brewery) and Building 2 (Restaurant).

7.1 Scenario 2B – Loud amplified music within Building 1 (Brewery)

It is noted that the brewery may be used for private functions such as weddings. These functions may include DJ Entertainment or the like, at a volume louder than background music.

Scenario 2B demonstrates the potential noise break-out from Building 1, based on the following factors:

- Amplified music volume of 85 dB(A) within the building, which is not uncommon in a wedding; and,
- The external bi-folds doors and breezeway louvres in a CLOSED position. Please refer to Section 7.3 of this report for the permissible music volume when the bi-fold doors and breezeway louvres are open.

A summary of the Scenario 2B results are provided in Table 9.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level' prior to 10 pm	Compliance
Martingdale Drive residences	L_{10} 31 dB(A)	L_{10} 41 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 26 dB(A)	L_{10} 36 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 23 dB(A)	L_{10} 33 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 21 dB(A)	L_{10} 31 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 39 dB(A)	L_{10} 49 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 44 dB(A)	L_{10} 54 dB(A)	L_{10} 60 dB(A)	YES

Table 9 – Scenario 2B results

Includes +10dB penalty due to the emissions being music, as per Regulation 9(3)(b).

Based on the above results, the loud amplified music within the brewery (Building 1) will need to be limited as follows, when the external doors and windows are closed:

- Music volume to be 86 dB(A) or less before 10 pm; and,
- Music volume to be 81 dB(A) or less after 10 pm.

If the proponent would like to permit louder music volumes within Building 1, then consideration would need to be given to upgrading the sound reduction of the roof construction.

7.2 Scenario 2C – Loud amplified music within Building 2 (Restaurant)

Although the restaurant will close prior to 10 pm each night, it is possible that the operator may wish to allow the space to be used for private functions after 10 pm. As such, Scenario 2C was undertaken to determine the maximum permissible music volume within Building 2, when the external doors, louvres, and windows are CLOSED. The noise modelling was based on an amplified music volume of 85 dB(A).

A summary of the Scenario 2C results are provided in Table 10.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level' prior to 10 pm	Compliance
Martingdale Drive residences	L_{10} 29 dB(A)	L_{10} 39 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 25 dB(A)	L_{10} 35 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 19 dB(A)	L_{10} 29 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 17 dB(A)	L_{10} 27 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 36 dB(A)	L_{10} 46 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 36 dB(A)	L_{10} 46 dB(A)	L_{10} 60 dB(A)	YES

Table 10 – Scenario 2C results

Includes +10dB penalty due to the emissions being music, as per Regulation 9(3)(b).

Based on the above results, the loud amplified music within the restaurant (Building 2) will need to be limited as follows, when the external doors and windows are closed:

- Music volume to be 88 dB(A) or less before 10 pm; and,
- Music volume to be 83 dB(A) or less after 10 pm.

7.3 Scenario 2D – Background music within Building 1 and 2 whilst doors and louvres are open

The Scenario 2D noise contour plan in Appendix A demonstrates the potential break-out of background music within Building 1 and 2, when the external bi-fold doors and breezeway louvres are OPEN. The noise modelling was based on an amplified music volume of 73 dB(A) within the brewery and restaurant.

A summary of the Scenario 2D results are provided in Table 11.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level' prior to 10 pm	Compliance
Martingdale Drive residences	L_{10} 32 dB(A)	L_{10} 42 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 31 dB(A)	L_{10} 41 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 22 dB(A)	L_{10} 32 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 23 dB(A)	L_{10} 33 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 44 dB(A)	L_{10} 54 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 50 dB(A)	L_{10} 60 dB(A)	L_{10} 60 dB(A)	YES

Table 11 – Scenario 2D results

Includes +10dB penalty due to the emissions being music, as per Regulation 9(3)(b).

This confirms compliance with the 'Assigned Levels' up until 10 pm. After 10 pm, the background music shall be limited to 68 dB(A) inside Building 1 and 2 when the bi-fold doors and louvres are OPEN.

8. MECHANICAL PLANT

At this early stage of the project it is not possible to assess the noise emissions from the mechanical plant given that there is currently no mechanical design or equipment selections. However, compliance will be achieved with the relevant 'Assigned Levels' by implementing common place noise control strategies, including:

- Selection of the quietest condensing units and evaporative coolers, incorporating variable speed drives;
- Selection of quiet refrigeration units which incorporate variable speed drives to achieve lower night noise emissions;
- Selection of quiet Kitchen Exhaust Fans, or potentially selection of in-line fans with discharge attenuators if necessary;

- Positioning of mechanical plant in locations where line-of-sight between the equipment and the residences is obstructed, or provision of acoustic screening where necessary.

The proposed mechanical plant will be assessed prior to the lodgement for the Building Permit, in order to ensure that the selected equipment is compliant with the Environmental Protection (Noise) Regulations 1997.

NOTE – We have been advised that the brewing activities themselves do not result in any noise emissions of significance. There will be ventilation fans installed for the brewery operations, and these will be specified to comply with the 'Assigned Levels' along with all of the other mechanical plant.

9. NOISE EMISSIONS FROM SERVICE VEHICLES

9.1 Delivery/service vehicles

The proponent has advised that the largest service/delivery vehicles will be medium rigid trucks (9 metres length). Noise modelling has been undertaken to predict the potential noise emissions from a delivery vehicle idling near the loading bay and driving through the carpark. The Sound Power Level of a typical rigid truck is provided in Table 12.

Frequency (Hz)	63	125	250	500	1k	2k	4k	dB(A)
Rigid truck Sound Power Level	93	91	89	89	89	86	79	**93**

Table 12 – Sound Power Level of a rigid truck

9.1.1 *Scenario 3A – Delivery/service vehicle idling at the loading bay*

Simulation 3A demonstrates the potential noise transmission from a delivery/service vehicle idling within or near the loading bay. Please note that the modelling has not included any boundary fencing along the eastern or southern boundaries.

A summary of the Scenario 3A results is provide in Table 13.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{10} #	Relevant 'Assigned Level' prior to 10 pm	Compliance
Martingdale Drive residences	L_{10} 26 dB(A)	L_{10} 31 dB(A)	L_{10} 42 dB(A)	YES
Moondah Close residences	L_{10} 17 dB(A)	L_{10} 22 dB(A)	L_{10} 41 dB(A)	YES
Kunzea Place residences	L_{10} 34 dB(A)	L_{10} 39 dB(A)	L_{10} 42 dB(A)	YES
16 Sloop Loop	L_{10} 23 dB(A)	L_{10} 28 dB(A)	L_{10} 41 dB(A)	YES
Most effected commercial premises	L_{10} 49 dB(A)	L_{10} 54 dB(A)	L_{10} 60 dB(A)	YES
Vacant lot to the east	L_{10} 55 dB(A)	L_{10} 60 dB(A)	L_{10} 60 dB(A)	YES

Table 13 – Scenario 3A results

Includes +5 dB penalty for 'tonality'

The adjusted noise levels are compliant with the 'Assigned Levels', except for the night period between 10 pm and 7 am.

The noise transmission from the delivery/service vehicles to the accommodation units are not governed by the EPNR given that they are located on the same lot. However, given that the predicted noise level to the nearest unit is L_{10} 63 dB(A), it is recommended that the operator only permits delivery/service vehicles between the hours of 7 am and 7 pm.

9.1.2 *Scenario 3B – Delivery vehicle driving through the carpark*

The noise from a delivery/service vehicle driving through a carpark need only comply with the L_{max} 'Assigned Levels' given the very short duration that the noise is present. For the purpose of the noise modelling the truck driving slowly has been positioned at the worst-case scenario location, being the northern end of the carpark. The results are presented on the attached Scenario 3B noise contour plan, with a summary provided below.

Noise receiver location (highest noise level)	Predicted noise level L_{10}	Adjusted noise level L_{max} #	Relevant 'Assigned Level' prior to 10 pm	Compliance
Martingdale Drive residences	L_{max} 37 dB(A)	L_{max} 37 dB(A)	L_{max} 57 dB(A)	YES
Moondah Close residences	L_{max} 18 dB(A)	L_{max} 18 dB(A)	L_{max} 56 dB(A)	YES
Kunzea Place residences	L_{max} 39 dB(A)	L_{max} 39 dB(A)	L_{max} 57 dB(A)	YES
16 Sloop Loop	L_{max} 34 dB(A)	L_{max} 34 dB(A)	L_{max} 56 dB(A)	YES
Most effected commercial premises	L_{max} 54 dB(A)	L_{max} 54 dB(A)	L_{max} 80 dB(A)	YES
Vacant lot to the east	L_{max} 62 dB(A)	L_{max} 62 dB(A)	L_{max} 80 dB(A)	YES

Table 14 – Scenario 3b results

Tonality does not apply given that the noise is present for less than 10% of the time.

The predicted noise emissions from a delivery/service vehicle driving through the carpark is compliant with the relevant 'Assigned Levels'.

9.2 Waste collection vehicles

Regulation 14A of the Environmental Protection (Noise) Regulations 1997 addresses the noise emissions associated with waste collection. Fundamentally, waste collection activities are exempt from complying with the 'Assigned Levels', provided the collection only occurs between the hours of 7 am and 7 pm Monday to Saturday, and between 9 am and 7 pm on Sundays and Public Holidays. This is reliant on the waste collection activities being undertaken in the quietest possible manner.

We understand that at this stage there is no proposal for out-of-hours waste collection.

10. GENERAL NOISE MANAGEMENT PRACTICES

In addition to the noise control previously outlined in this report, the following general noise management strategies should be implemented by the operators:

- Glass shall only be emptied into the outside bins between the hours of 7 am and 7 pm (9 am to 7 pm on Sundays).
- Management will maintain a log book for any complaints regarding noise and disturbance in the area. Any complaint received is entered into the book, with the date and time of the complaint, the staff member who received the complaint, and the action taken. The approved manager will then contact the complainant to ascertain whether the action taken is sufficient to answer the concern expressed.
- Security staff shall ensure all patrons leave the venue in a prompt and orderly fashion.

11. CONCLUSION

The potential noise emissions from the proposed mixed-use development at 59-61 Dunn Bay Road, Dunsborough, has been assessed. The noise modelling indicates that the proposed development has the capability of complying with the Environmental Protection (Noise) Regulations 1997.

Compliance with the aforementioned regulations is reliant on a combination of adequate building envelope construction and also noise management practices. These requirements have been established within this report for the purpose of the Development Application.

A revised acoustic report will be necessary at the Building Permit stage which includes an assessment of the selected mechanical plant, and also takes into account any design changes that may influence the environmental noise emissions.

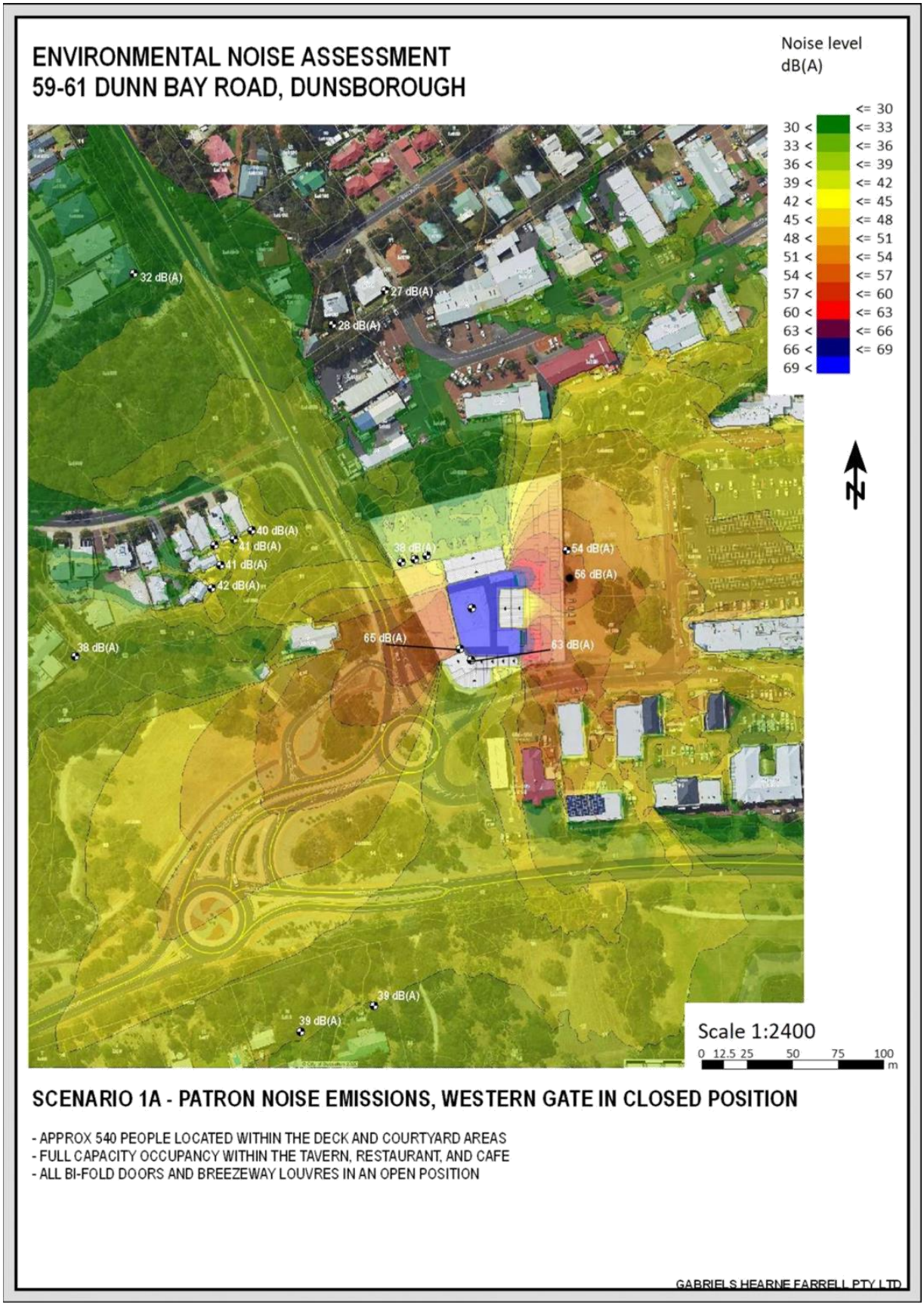
Regards,

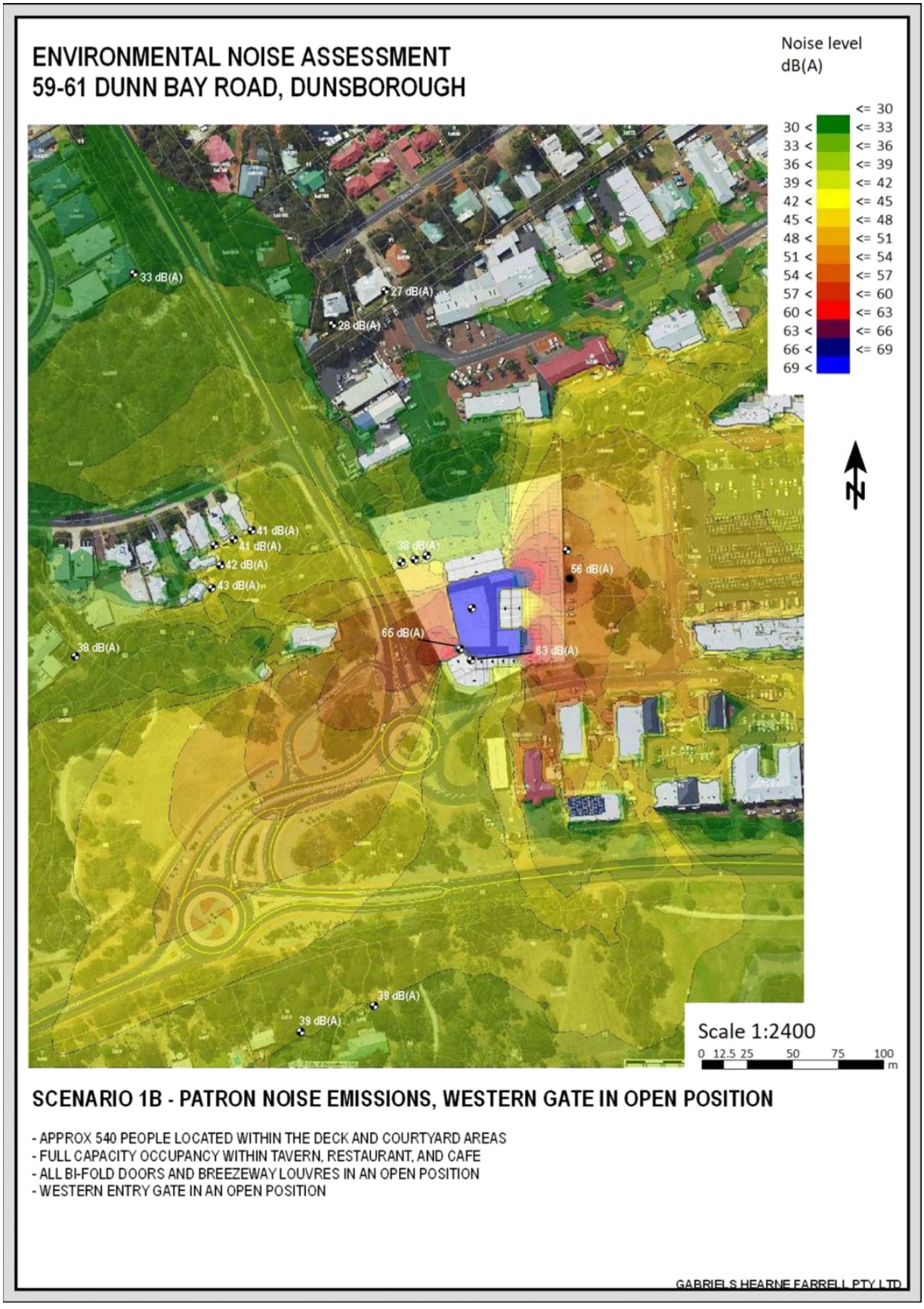
Benjamin Farrell
Director M.A.A.S.

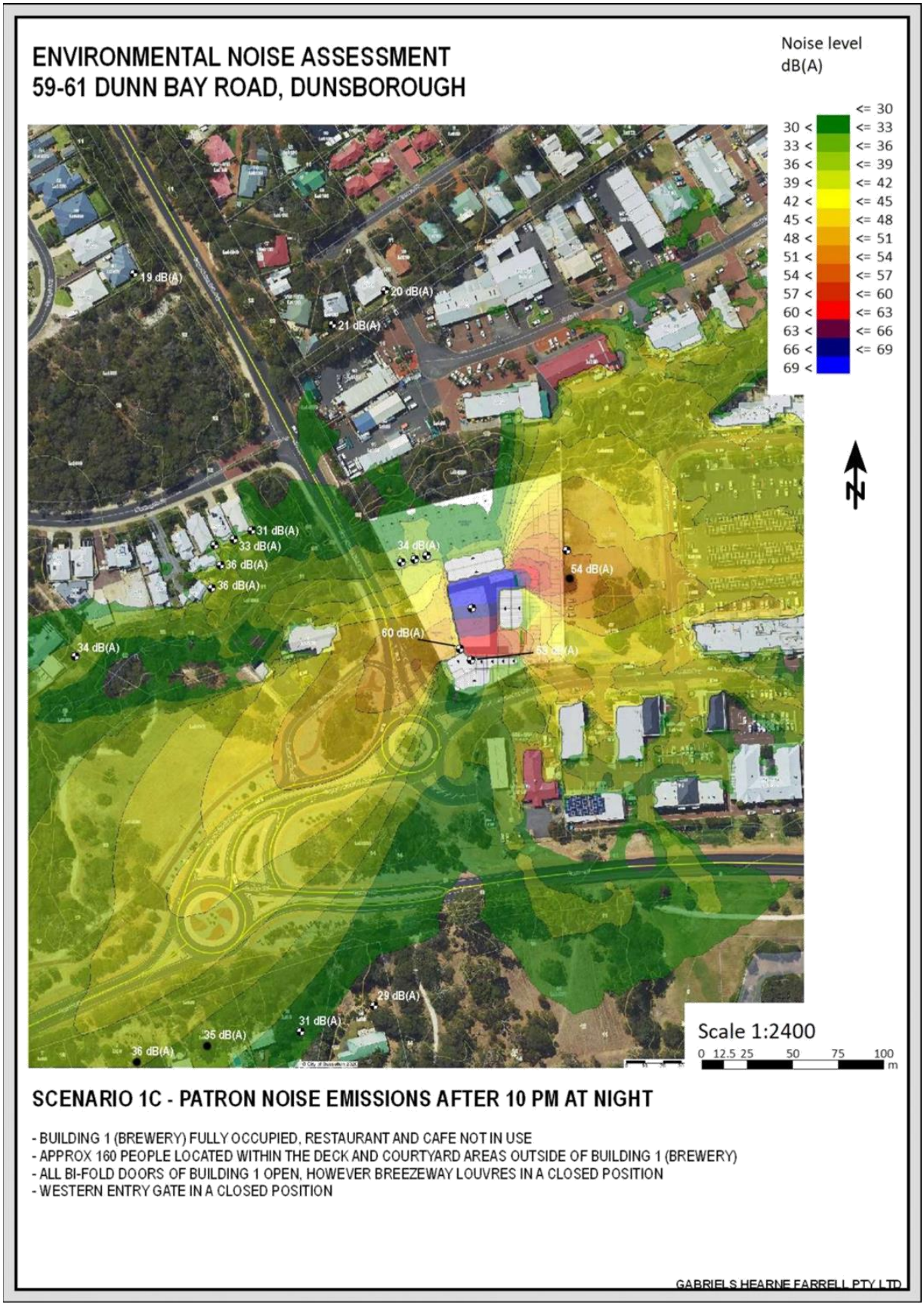


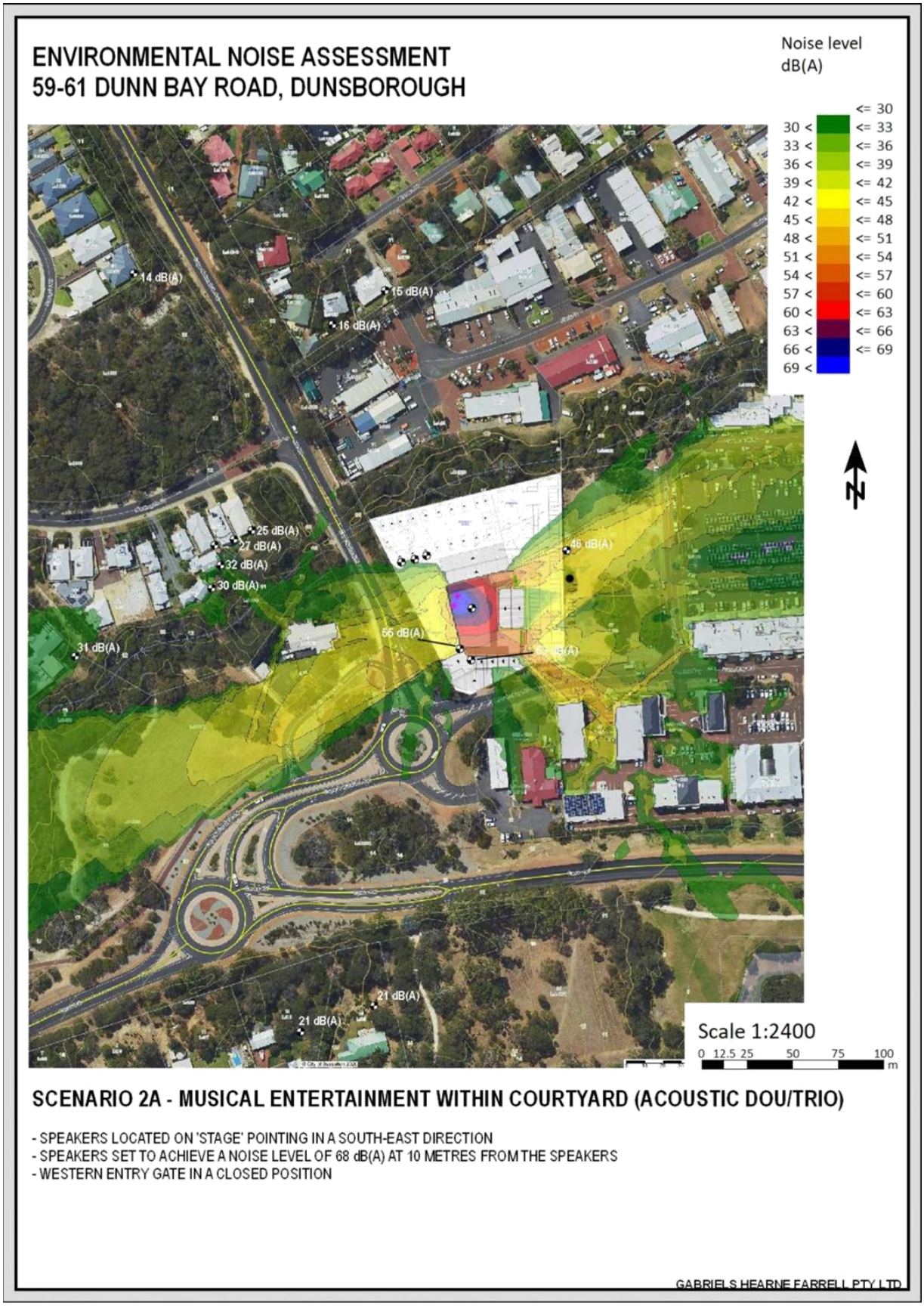
GABRIELS HEARNE FARRELL PTY LTD
Member Firm - Association of Australian Acoustical Consultants
Ph: (08) 9474 5966 Mob: 0439 470 862 www.gabriels.net.au
E: ben@gabriels.net.au

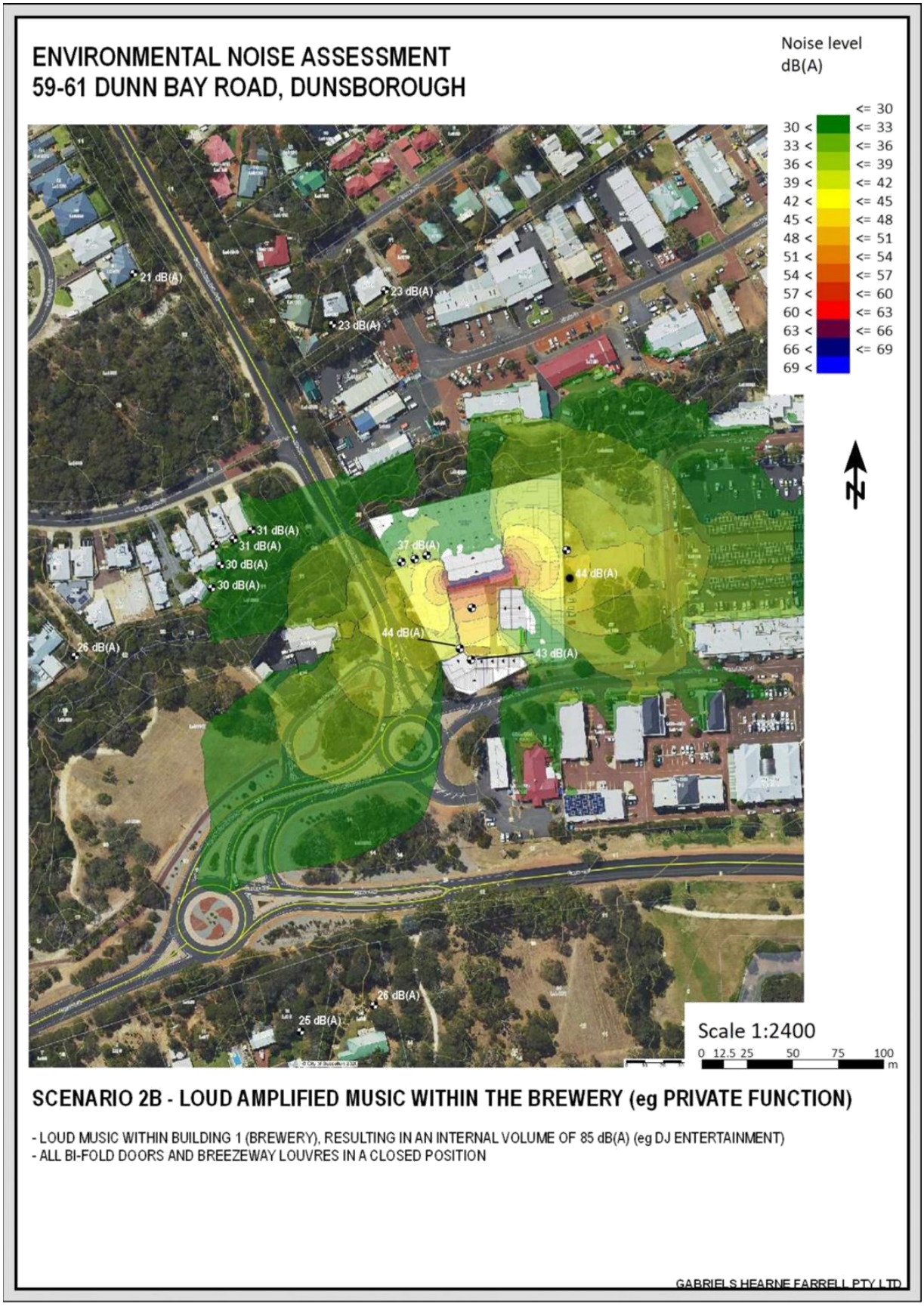
ATTACHMENTS
- APPENDIX A - Noise Contour Plans

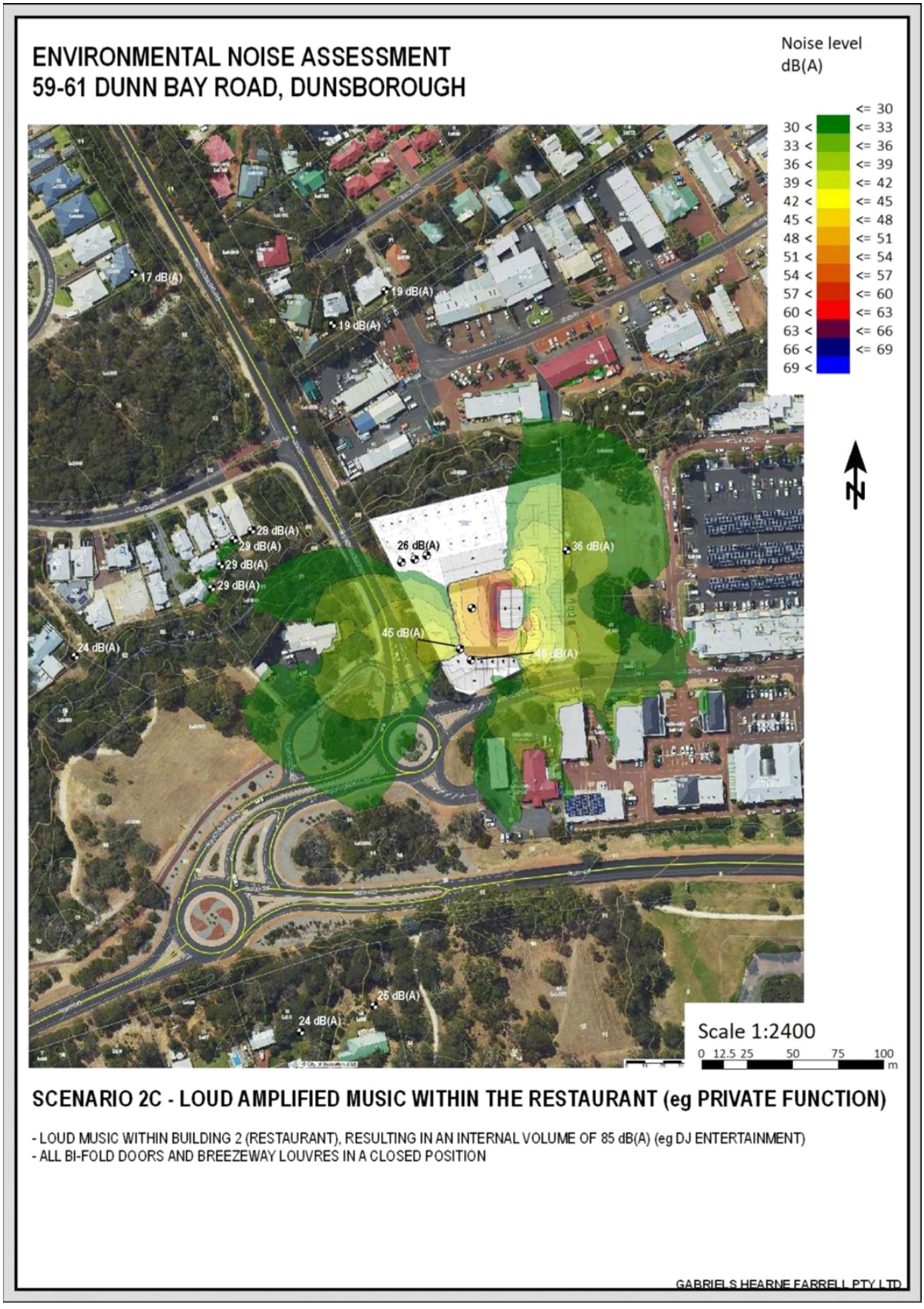

ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
32 dB(A)
27 dB(A)
28 dB(A)
40 dB(A)
41 dB(A)
41 dB(A)
42 dB(A)
38 dB(A)
38 dB(A)
54 dB(A)
56 dB(A)
65 dB(A)
63 dB(A)
39 dB(A)
39 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100 m
SCENARIO 1A - PATRON NOISE EMISSIONS, WESTERN GATE IN CLOSED POSITION
- APPROX 540 PEOPLE LOCATED WITHIN THE DECK AND COURTYARD AREAS
- FULL CAPACITY OCCUPANCY WITHIN THE TAVERN, RESTAURANT, AND CAFE
- ALL BI-FOLD DOORS AND BREEZEWAY LOUVRES IN AN OPEN POSITION
GABRIELS HEARNE FARRELL PTY LTD

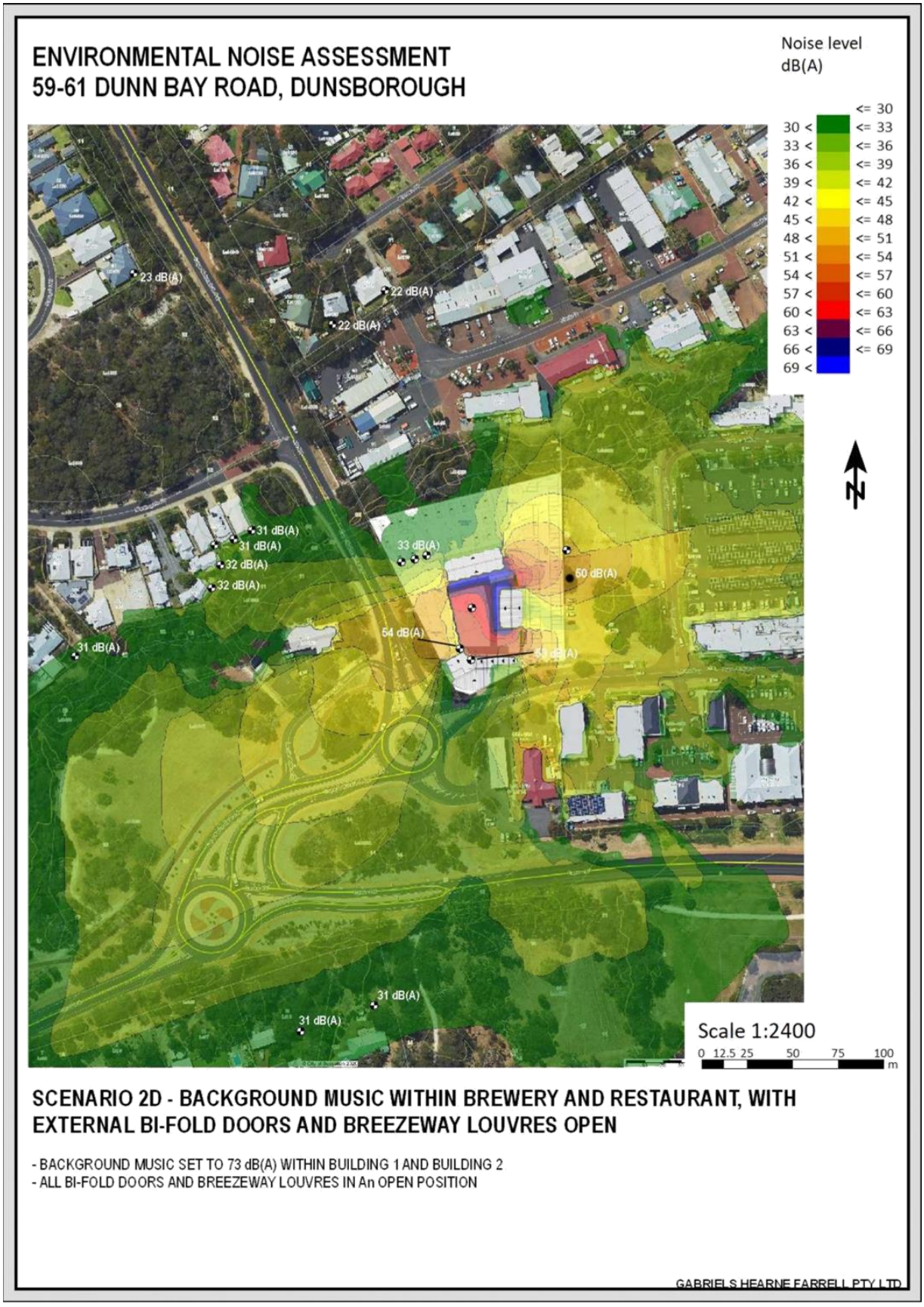

ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
33 dB(A)
27 dB(A)
28 dB(A)
41 dB(A)
41 dB(A)
42 dB(A)
43 dB(A)
38 dB(A)
56 dB(A)
65 dB(A)
63 dB(A)
38 dB(A)
39 dB(A)
39 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 1B - PATRON NOISE EMISSIONS, WESTERN GATE IN OPEN POSITION
- APPROX 540 PEOPLE LOCATED WITHIN THE DECK AND COURTYARD AREAS
- FULL CAPACITY OCCUPANCY WITHIN TAVERN, RESTAURANT, AND CAFE
- ALL BI-FOLD DOORS AND BREEZEWAY LOUVRES IN AN OPEN POSITION
- WESTERN ENTRY GATE IN AN OPEN POSITION
GABRIELS HEARNE FARRELL PTY LTD

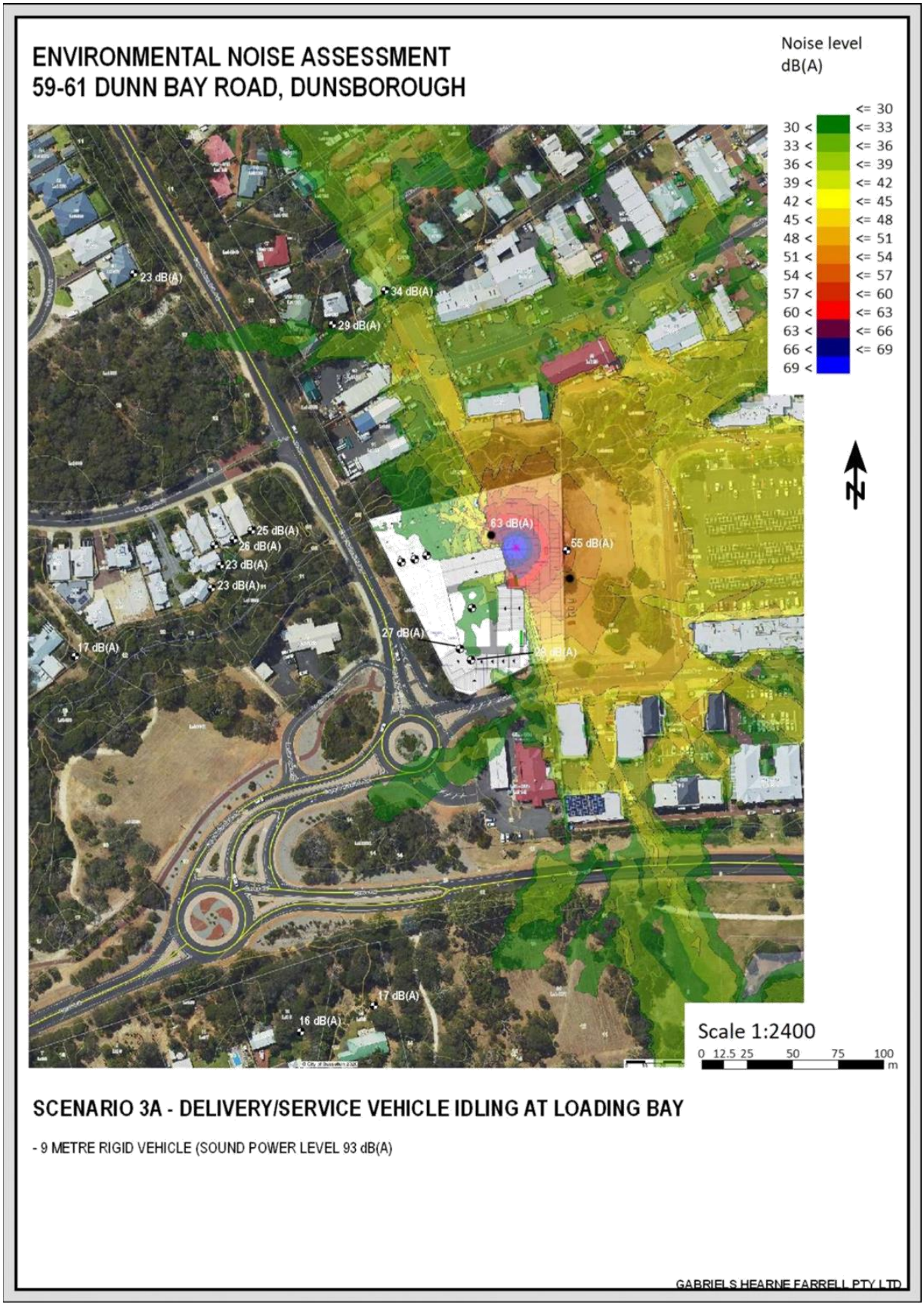

ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
19 dB(A)
20 dB(A)
21 dB(A)
31 dB(A)
33 dB(A)
36 dB(A)
36 dB(A)
34 dB(A)
54 dB(A)
60 dB(A)
34 dB(A)
29 dB(A)
31 dB(A)
35 dB(A)
36 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 1C - PATRON NOISE EMISSIONS AFTER 10 PM AT NIGHT
- BUILDING 1 (BREWERY) FULLY OCCUPIED, RESTAURANT AND CAFE NOT IN USE
- APPROX 160 PEOPLE LOCATED WITHIN THE DECK AND COURTYARD AREAS OUTSIDE OF BUILDING 1 (BREWERY)
- ALL BI-FOLD DOORS OF BUILDING 1 OPEN, HOWEVER BREEZEWAY LOUVRES IN A CLOSED POSITION
- WESTERN ENTRY GATE IN A CLOSED POSITION
GABRIELS HEARNE FARRELL PTY LTD

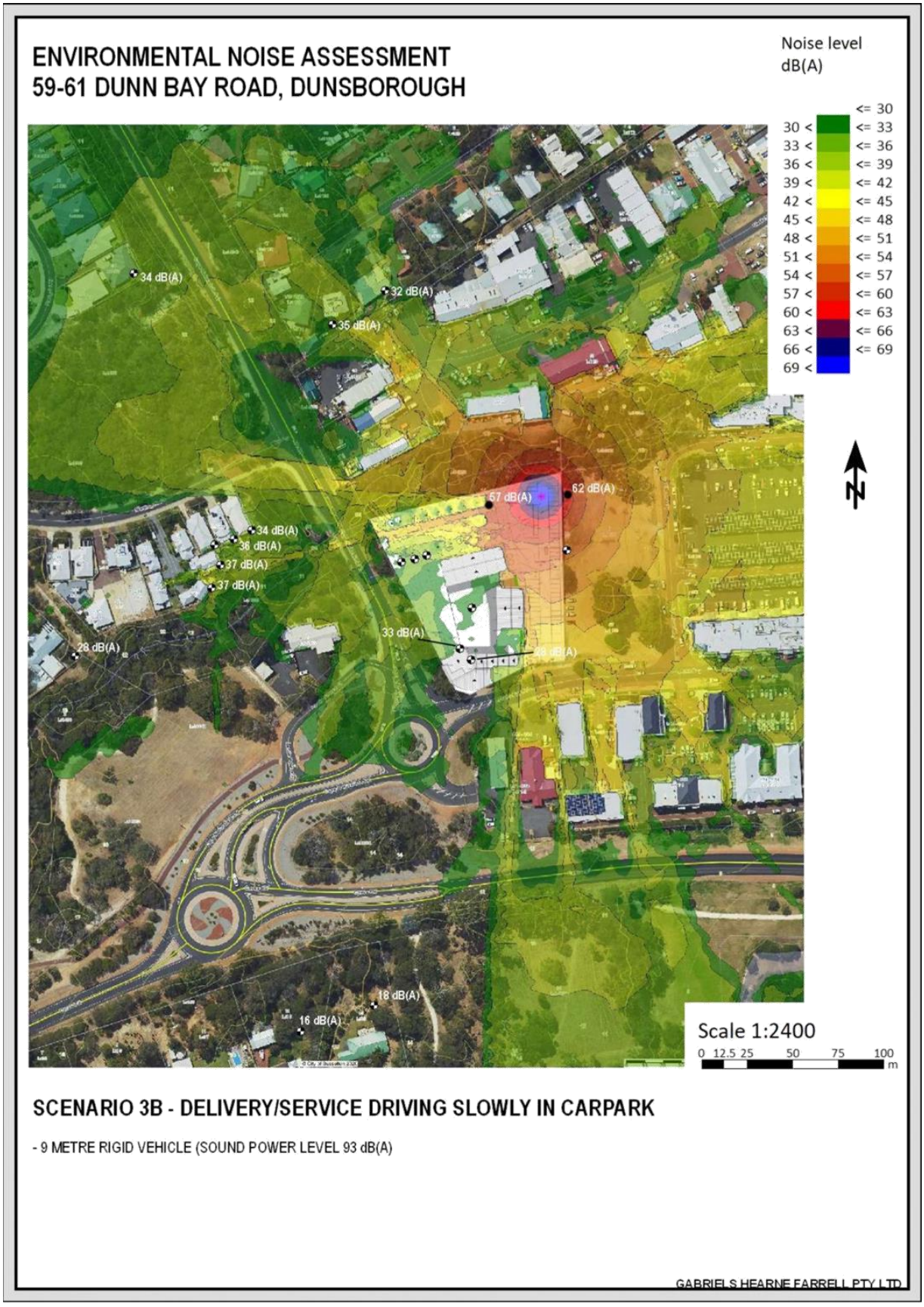

ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
14 dB(A)
15 dB(A)
16 dB(A)
25 dB(A)
27 dB(A)
32 dB(A)
30 dB(A)
31 dB(A)
46 dB(A)
56 dB(A)
21 dB(A)
21 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 2A - MUSICAL ENTERTAINMENT WITHIN COURTYARD (ACOUSTIC DOU/TRIO)
- SPEAKERS LOCATED ON 'STAGE' POINTING IN A SOUTH-EAST DIRECTION
- SPEAKERS SET TO ACHIEVE A NOISE LEVEL OF 68 dB(A) AT 10 METRES FROM THE SPEAKERS
- WESTERN ENTRY GATE IN A CLOSED POSITION
GABRIELS HEARNE FARRELL PTY LTD


ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
21 dB(A)
23 dB(A)
23 dB(A)
31 dB(A)
31 dB(A)
30 dB(A)
30 dB(A)
37 dB(A)
44 dB(A)
44 dB(A)
43 dB(A)
26 dB(A)
26 dB(A)
25 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100 m
SCENARIO 2B - LOUD AMPLIFIED MUSIC WITHIN THE BREWERY (eg PRIVATE FUNCTION)
- LOUD MUSIC WITHIN BUILDING 1 (BREWERY), RESULTING IN AN INTERNAL VOLUME OF 85 dB(A) (eg DJ ENTERTAINMENT)
- ALL BI-FOLD DOORS AND BREEZEWAY LOUVRES IN A CLOSED POSITION
GABRIELS HEARNE FARRELL PTY LTD


ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
17 dB(A)
19 dB(A)
19 dB(A)
28 dB(A)
29 dB(A)
29 dB(A)
29 dB(A)
26 dB(A)
36 dB(A)
45 dB(A)
45 dB(A)
24 dB(A)
25 dB(A)
24 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 2C - LOUD AMPLIFIED MUSIC WITHIN THE RESTAURANT (eg PRIVATE FUNCTION)
- LOUD MUSIC WITHIN BUILDING 2 (RESTAURANT), RESULTING IN AN INTERNAL VOLUME OF 85 dB(A) (eg DJ ENTERTAINMENT)
- ALL BI-FOLD DOORS AND BREEZEWAY LOUVRES IN A CLOSED POSITION
GABRIELS HEARNE FARRELL PTY LTD


ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
23 dB(A)
22 dB(A)
22 dB(A)
31 dB(A)
31 dB(A)
32 dB(A)
32 dB(A)
31 dB(A)
33 dB(A)
60 dB(A)
54 dB(A)
31 dB(A)
31 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 2D - BACKGROUND MUSIC WITHIN BREWERY AND RESTAURANT, WITH EXTERNAL BI-FOLD DOORS AND BREEZEWAY LOUVRES OPEN
- BACKGROUND MUSIC SET TO 73 dB(A) WITHIN BUILDING 1 AND BUILDING 2
- ALL BI-FOLD DOORS AND BREEZEWAY LOUVRES IN An OPEN POSITION
GABRIELS HEARNE FARRELL PTY LTD


ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
23 dB(A)
34 dB(A)
29 dB(A)
25 dB(A)
26 dB(A)
23 dB(A)
23 dB(A)
17 dB(A)
63 dB(A)
55 dB(A)
27 dB(A)
26 dB(A)
17 dB(A)
16 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 3A - DELIVERY/SERVICE VEHICLE IDLING AT LOADING BAY
- 9 METRE RIGID VEHICLE (SOUND POWER LEVEL 93 dB(A)
GABRIELS HEARNE FARRELL PTY LTD


ENVIRONMENTAL NOISE ASSESSMENT
59-61 DUNN BAY ROAD, DUNSBOROUGH
Noise level
dB(A)
<= 30
30 < <= 33
33 < <= 36
36 < <= 39
39 < <= 42
42 < <= 45
45 < <= 48
48 < <= 51
51 < <= 54
54 < <= 57
57 < <= 60
60 < <= 63
63 < <= 66
66 < <= 69
34 dB(A)
32 dB(A)
35 dB(A)
57 dB(A)
62 dB(A)
34 dB(A)
38 dB(A)
37 dB(A)
37 dB(A)
28 dB(A)
33 dB(A)
18 dB(A)
16 dB(A)
N
Scale 1:2400
0 12.5 25 50 75 100
m
SCENARIO 3B - DELIVERY/SERVICE DRIVING SLOWLY IN CARPARK
- 9 METRE RIGID VEHICLE (SOUND POWER LEVEL 93 dB(A)
GABRIELS HEARNE FARRELL PTY LTD

SW Office
Unit 6, 14 Fearn Avenue
PO Box 1129
Margaret River
Western Australia 6285

P +61 8 9758 8159
emergeassociates.com.au

Emerge Environmental Services Pty Ltd ABN 57144772510 trading as Emerge Associates

Document Reference: EP20-138(01)—001 KK

Emerge contact: Kirsten Knox

5 November 2020

Attention: Eldorado Pty Ltd ATF Eldorado Trust
C/- Joe D'Alessandro
Place Development
PO Box 280
West Perth, WA 6872

Delivered by email to: joe@placedevelopment.com.au

Dear Joe

DESKTOP ENVIRONMENTAL ASSESSMENT TO SUPPORT MIXED USE DEVELOPMENT – LOT 1 AND 2 (NO. 59 AND 61) DUNN BAY ROAD, DUNSBOROUGH

1 BACKGROUND

Emerge Associates have been engaged by Eldorado Pty Ltd ATF Eldorado Trust (the proponent) to undertake a desktop environmental assessment, supported by a site visit, to document the environmental values within the site and outline management considerations relevant for the development approval process.

The proponent is proposing to redevelop Lot 1 and 2 (no. 59 and 61) Dunn Bay Road, Dunsborough (herein referred to 'the site') as a brewery/restaurant with short stay boutique accommodation and other mixed (supporting) uses. The site is generally shown in **Plate 1** below, and is approximately 0.86 ha in size. It is located within the City of Busselton and is bounded by Cape Naturaliste Road to the west, Dunn Bay Road to the south, a waterway/drainage reserve (Dugulup Brook) to the north and existing mixed-use development to the east.

The site is zoned 'centre' under the City of Busselton Local Planning Scheme (LPS) No. 21 and contains an existing restaurant.

This letter report documents the findings from the desktop environmental assessment and outlines how relevant environmental values can be managed as part of the proposed development of the site.

2 PROPOSED DEVELOPMENT

The existing buildings are proposed to be demolished as part of the redevelopment of the site. The proposed development will include:

- Up to 17 short stay boutique accommodation units, located adjacent to the northern boundary of the site.
- Restaurant, with kitchen and dining
- Brewery and bar

- Retail and additional short stay accommodation, including a café.
- Carparking within the eastern and western portions of the site.
- Landscaping throughout the site, including the retention and integration of existing trees where possible.

The proposed development layout is provided in **Attachment A**.



Plate 1: General indication of the site (shown in 'blue' coloured outline) location

3 DESKTOP ASSESSMENT AND MANAGEMENT REQUIREMENTS

In order to understand the environmental values within or nearby to the site and consider appropriate management responses, Emerge Associates have reviewed a range of information sources including local and regional reports, databases and mapping as well as a site visit by an environmental scientist on the 26th October to confirm the findings of the desktop review.

Other site-specific investigations that have been undertaken for the site and considered as part of this assessment include:

- *Tree Condition Assessment 59-61 Dunn Bay Road Dunsborough* (Arbor Guy 2020)
- *Bushfire Management Plan* (Bushfire Safety Consulting 2020)
- *Landscape Concept Plan Dunn Bay Road Mixed Use Development* (Emerge Associates 2020)
- *Fauna Management Plan* (Emerge Associates 2020)
- *Report on Geotechnical Study Proposed Mixed Use Development 56-61 Dunn Bay Road, Dunsborough* (Galt Geotechnics 2020)

Table 1 provides a summary of the environmental features/values that have been considered as well as an outline of management considerations/requirements that will be relevant for the proposed development. Key management requirements for the future development are further discussed in **Section 4**.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough

Environmental value	Description of value	Management considerations
Topography	The site is generally flat, with elevation ranging from approximately 12 m Australian Height Datum (m AHD) in the southern and central portion of the site to approximately 10 m AHD in the northern portion of the site. The north-western portion of the site contains a small depression	No specific management considerations. The proposed development intends to minimise any change in the existing natural topography, particularly with regard to reducing the requirement for fill. This is to maximise the retention of trees within the site. Where trees are proposed to be retained, consideration will need to be given to how this can be achieved whilst also managing any change in topography. This is considered further below.
Landform and soils	The regional soil-landform mapping prepared by the Department of Primary Industries and Regional Development (DPIRD) indicates the site is located within the Spearwood System which can be described as "*sand dunes and plains with yellow deep sands and yellow/brown shallow sands.*". Mapping provided by the DPIRD indicates that the surficial geology within and surrounding the site is associated with the Ludlow flats phase, which can be described as "*as flats and very low dunes with deep yellow brown siliceous sands over limestone*". The geotechnical study (Galt Geotechnics 2020) indicates that the site is underlain by the following geological units: • Alluvium over the northern half, described as "*Clayey Sandy SILT – pale brown, angular to rounded sand; low cohesion, of alluvial origin*"; and • Beach deposits over the southern half, described as "*Silty SAND – brown to yellow grey, fine to medium grained quartz sand with variable silt content*".	No specific management considerations.
Acid sulphate soils	Acid sulfate soils (ASS) is the name commonly given to naturally occurring soils and sediment containing iron sulphide (iron pyrite) materials. In their natural state, ASS are generally present in waterlogged and/or anoxic conditions and do not present any risk to the environment. ASS can pose issues when oxidised, producing sulphuric acid, which can present a range of risks for the surrounding environment, infrastructure and human health. The Department of Water and Environment Regulation (DWER) provides broad-scale mapping indicating areas of potential ASS risk (DWER 2018). A review of the DWER mapping indicates that the entire site is classified as having a 'moderate to low' risk of ASS occurring within 3 m of the natural soil surface.	The specific detail of the depth and location of underground services and the quantity of soil disturbance is still to be determined. However, in accordance with DWER's guideline *Identification and investigation of acid sulfate soils and acidic landscapes* (DER 2015), sites identified as 'Class 2 – moderate to low risk of ASS occurring within 3 m of the natural soil surface' (i.e. this site) will require further ASS investigation if the nature of disturbance within the site works require: • Works involving lowering of the watertable (temporary or permanent) • Earthworks extending to beyond 3 m below the natural ground surface • Works within 500 m of wetlands ASS can be managed as a condition of development approval, in accordance with typical urban development requirements. Given the depth to groundwater (discussed below), it is unlikely that ASS will be disturbed. However, once the extent of excavation and/or dewatering has been confirmed, it will be determined if the nature of disturbance within the site meets the above criteria, and if so, further investigation of ASS will be required including the preparation of an Acid Sulfate Soils and Dewatering Management Plan (ASSDMP). An ASSDMP will guide development to ensure that potential acidification resulting from the disturbance of ASS can be mitigated through effective management.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Flora and vegetation	<u>Regional vegetation values</u> Native vegetation can be described and mapped at different scales or units in order to illustrate general patterns in its distribution. At a continental scale the *Interim Biogeographic Regionalisation of Australia* (IBRA) divides the Swan Coastal Plain into two floristic subregions, the Perth Plateau and the Dandaragan Plateau (Environment Australia 2000). The site is located within the Perth subregion of the Swan Coastal Plain, which is characterised as mainly containing *Banksia* low woodland on leached sands with *Melaleuca* swamps where ill-drained; and woodland of *Eucalyptus gomphocephala* (tuart), *E. marginata* (jarrah) and *Corymbia calophylla* (marri) on less leached soils (Beard 1990). At a regional scale, vegetation complex mapping undertaken by Heddle *et al.* (1980) and *Webb et al* (2016) maps the: • Western and central portion of the site as occurring with the 'Karrakatta – Central and South' vegetation complex. This complex is described as *'predominantly open forest of Eucalyptus gomphocephala (Tuart) - Eucalyptus marginata (Jarrah) - Corymbia calophylla (Marri) and woodland of Eucalyptus marginata (Jarrah) - Banksia species, Agonis flexuosa (Peppermint) is co-dominant south of the Capel River'*. • Eastern portion of the site the site as occurring within the 'Cokelup' vegetation complex. The Cokelup complex is described as 'closed-scrub/woodland of *Melaleuca* species over sedges and annually renewed herbs on inundated clay flats. Fringing open forest of *Eucalyptus rudis*, *Corymbia calophylla*, *Banksia littoralis*, *Eucalyptus gomphocephala*.' <u>Site specific vegetation values</u> No site-specific flora and vegetation survey has been completed for the site, however a site walkover was undertaken by an environmental scientist from Emerge Associates on 26th October 2020, to understand the vegetation values present within the site. The site has been historically cleared of native vegetation, since prior to 1970 based on a review of available aerial photography (Landgate 2019), and over subsequent years overstorey species have regrown or been replanted. It is considered to be 'parkland cleared' and contains a mix of endemic, native and non-native tree species (including *Agonis flexuosa* (peppermint), *Corymbia calophylla* (marri), *Hesperocyparis macrocarpa* (Monteray cypress) and *Eucalyptus cornata* (yates)) over paddock grasses and weeds, as well as planted gardens around the existing restaurant/dwelling. Examples of vegetation identified within the site are provided in **Attachment B.** The trees present within the site are detailed further within the Tree Condition Assessment (Arbor Guy 2020) provided in **Attachment C**. Due to the lack of remnant native vegetation within the site, no conservation significant or priority flora or threatened or priority ecological communities are likely to occur within the site.	A Landscape Concept Plan (Emerge Associates 2020) has been prepared for the site and outlines the proposed design approach, including retention of existing trees, and landscape planting using a mix of native and non-native species as well as turfed areas and hardscape/boardwalk features throughout the site. It is proposed that existing trees will be retained where possible as part of the proposed development of the site. The *Tree Condition Assessment* (Arbor Guy 2020) outlines key management considerations for retaining the trees and maintaining tree health and structure as part of the proposed development. Considerations include: • Protecting trees from development influences (compaction of soil, mechanical damage, phytotoxic chemicals (i.e. cement) and root severance), typically through the use of fencing around the outer canopy (dripline) or greater distance if feasible. This is typically called the 'tree protection zone (TPZ)'. • Minimising/preventing cut or fill within the TPZ. • Seeking qualified guidance from an arborist where roots greater than 100 mm in diameter are encountered, to determine if severance of the roots is likely to impact tree health and structure. • Minimising/preventing storage of materials, equipment or machinery within the TPZ. • Pruning retained trees to remove dead branches greater than 50 mm in diameter, and any other recommended works to maintain tree health and structure. Further detailed assessment by an arborist will be required during the proposed works, to ensure tree health and structure is maintained, particularly where buildings/structures are proposed within the TPZ and/or compaction of soil or changes to infiltration are likely. It will also be important that as part of any works within the site, potential impacts on the nearby reserve (to the north of the site) are avoided, particularly disturbance to any existing vegetation. The protection and retention of vegetation can be managed through the standard development approval process. This will include preparation of detailed landscape design and can be addressed as a condition of development approval.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Fauna and fauna habitat	Potential fauna values To understand the extent of significant fauna species that are likely to occur within the local area, searches were undertaken of the Department of Biodiversity Conservation and Attractions (DBCA) *NatureMap* database (DBCA 2020b) and the federal Department of Agriculture Water and Environment (DAWE) *Protected Matters* database (DAWE 2020). It is important to note that these searches do not take into account the types and condition of fauna habitat occurring on the site, but are based on the proximity of the site to known occurrence of significant species. The conservation significant fauna species identified as potentially occurring within the site include: • Western ringtail possum (*Pseudocheirus occidentalis*) • Forest Red-tailed Black Cockatoo (*Calyptorhynchus banksia naso*) • Baudin's Cockatoo (*Calyptorhynchus baudinii*) • Carnaby's Cockatoo (*Calyptorhynchus latirostris*) • Chuditch (*Dasyurus geoffroii)* • South-western Brush tailed Phascogale (*Phascogale tapoatafa wambenger*) • Quenda (*Isoodon fusciventer*) Site specific fauna values No site-specific fauna surveys have been completed for the site, however the site walkover undertaken by an environmental scientist from Emerge Associates on 26th October 2020 considered the potential presence of fauna habitat, including reviewing vegetation values and looking for signs of usage by fauna, and in particular conservation significant species. The site walkover found: • Evidence of use by western ringtail possum, including scats and two dreys. One of the dreys is located within a peppermint tree in the north-western portion of the site, while the other drey was located in a peppermint tree within the road reserve. The general location of the dreys has been shown in **Plate 2**. Examples of the scats observed within the site is provided in **Attachment B**. • Evidence of foraging by the three black cockatoo species (Carnaby's, Baudin's and forest red-tailed), associated with the marri trees throughout the site. Black cockatoo habitat trees (native eucalypt tree with a diameter at breast height of ≥50 cm or ≥30 cm for *Eucalyptus wandoo* (wandoo) and *Eucalyptus salmonophloia* (salmon gum)) were recorded within the site, and are generally associated with *Corymbia calophylla* (marri) trees. This is based on the tree condition assessment (Arbor Guy 2020) which noted diameter at breast height of the trees within the site. No trees have been specifically assessed for presence or absence of hollows suitable for use by black cockatoos, however the marri trees that have a diameter at breast height of 50 cm or greater are generally found on the periphery of the site and are proposed for retention. Examples of the foraging observed within the site is provided in **Attachment B**. .	Management of fauna will be a relevant consideration for the proposed development, particularly with regard to the presence of western ringtail possum within the site and potential disturbance that may occur to this species, as well as other bids and ground-dwelling mammals. The two peppermint trees containing the identified western ringtail possum dreys are both proposed to be retained as part of the development within the site. A separate fauna management plan (Emerge Associates 2020) has been prepared to support the proposed development. Key management actions proposed to support development of the site in order to minimise harm to fauna include: • A pre-clearing fauna inspection will be completed to identify potential fauna interactions including an inspection of trees for dreys and hollows and signs of use. This will include determining safe management of the trees proposed for retention (particularly those that contain dreys) during construction. • A fauna trapping program will be conducted to capture and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical. • A fauna spotter will be present during clearing to direct and manage works to avoid impacts to fauna wherever possible and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical. • At all times correct fauna handling procedures will be applied to reduce stress on any captured animals and the translocation of native fauna will only be completed to release sites agreed under licence from Department of Biodiversity Conservation and Attractions (DBCA). • On completion of the pre-clearing trapping and fauna spotting program, a report summarising the number of fauna captured and/or relocated and a license return will be prepared and submitted to DBCA outlining species and number of any fauna individuals translocated. The management of the fauna and the associated fauna habitat values can be appropriately managed through the development approval process and through the implementation of the fauna management plan (Emerge Associates 2020). Fauna habitat will be retained or reintroduced (through the proposed landscaping) and impacts are likely to only be short-term, with the fauna species (i.e. western ringtail possum) expected to remain, or re-establish after the development of the site is completed.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Fauna and fauna habitat *(continued from above)*	 ***Plate 2: Red dots indicate general location of the western ringtail possum dreys observed within or nearby to the site.*** With regard to the other conservation significant species, chuditch is not likely to be present as the area of vegetation is not likely to be large enough. Quenda may occur within the wider area of the site, particularly in association with Dugulup Brook to the north. This species tends to favour areas of dense groundcover vegetation which provide cover from predators. Groundcover vegetation within the site is extremely limited and it is therefore considered unlikely that quenda would utilise the site	
Ecological linkages	Ecological linkages are linear landscape elements that allow the movement of fauna, flora and genetic material between areas of remnant habitat. The movement of fauna and the exchange of genetic material between vegetation remnants improve the viability of those remnants by allowing greater access to breeding partners and food sources, refuge from disturbances such as fire and maintenance of genetic diversity of plant communities and populations. Ecological linkages are ideally continuous or near-continuous as the more fractured a linkage is, the less ease flora and fauna have in moving within the corridor (Alan Tingay and Associates 1998). The South West Biodiversity Project have identified and mapped regional ecological linkages in the south west of Western Australia (Molloy *et al.* 2009). Regional ecological linkage no. 65 is mapped adjacent to the western boundary of the site and is associated with areas of native vegetation connected along Cape Naturaliste Road and Caves Road.	No specific management is required. Where possible, it is recommended that existing trees should be retained and protected and connection to the reserve to the north of the site be enhanced. Detailed landscape design can be addressed as a condition of development approval.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Environmentally sensitive areas (ESA)	'Environmentally sensitive areas' (ESAs) are prescribed under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* and have been identified to protect native vegetation values of areas surrounding significant, threatened or scheduled flora, vegetation communities or ecosystems. Exemptions under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* do not apply within ESAs. However, exemptions under Schedule 6 of the *Environmental Protection Act 1986* (EP Act) still apply. Based upon a review of the *Clearing Regulations – Environmentally Sensitive Areas* dataset (DWER 2017) the site is not identified as an ESA.	Where native vegetation is proposed to be removed, this should be undertaken in accordance with a valid exemption or a clearing permit. The proposed development is likely to be exempt from requiring a clearing permit in accordance with Regulation 5 (lawful construction of a building or other structure) of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.
Groundwater	Information on the regional groundwater resources obtained from the DWER *Water Register* (DWER 2020a) indicates that the site is found within the Busselton-Capel groundwater area and is underlain by the combined Leeuwin Surficial/Fractured Rock aquifer. Limited regional groundwater level information is available and no site-specific groundwater monitoring has been undertaken to date. The geotechnical study (Galt Geotechnics 2020) identified groundwater between 2.4 m and 3.6 m below the natural ground surface, with the separation to groundwater greatest in the southern portion of the site. No groundwater quality data is available for the site.	The City of Busselton have developed the *Engineering and Works Services Standards and Specifications* which requires finished floor levels to be at least 1.2 m above the maximum groundwater level or the controlled groundwater level. Based on the outlined depth to groundwater, this can be satisfied. Detailed engineering design will confirm the specifics of the proposed approach and can be addressed as a condition of development approval. Management of water quality is considered below.
Surface water	The site is located in the Busselton Coast catchment area, and Dunsborough Coast sub-catchment, as identified through the DWER *Hydrographic Catchments* dataset (DWER 2018). No waterways are identified within the site based on available mapping. However, Dugulup Brook is located immediately adjacent to the northern boundary of the site and drains eastwards, towards Geographe Bay. This is shown in ***Plate 3.***	<u>Surface water/stormwater</u> Management of stormwater is an important consideration, to ensure groundwater and surface water quality are managed appropriately, and to also minimise potential for flooding. The City of Busselton Local Planning Policy 6.1 *Stormwater Management* (2014) requires all stormwater up to the 20 % Annual Exceedance Probability (AEP) (previously 1 in 5 Average Recurrence Interval (ARI)) to be retained on site and for 1 m^3 of storage to be provided for every 40 m^2 of impervious area. Based on the proposed impervious area, the development will require a minimum 136.2 m^3 of storage. Stormwater will be managed in accordance with the stormwater management plan prepared by Iconic Design (2020), which has been provided separately, and currently provides for the required volume of storage through the use of soakwells. Other water sensitive urban design features, such as permeable pavement and rain gardens, will be considered as part of detailed design. All water collected within the site will be infiltrated within the site wherever possible, and no direct discharge to Dugulup Brook to the north of the site is proposed. Detailed engineering and/or landscape design will confirm the specifics of the proposed approach and can be addressed as a condition of development approval. Continued below.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (Continued)

Environmental value	Description of value	Management considerations
Surface water (*continued from above*)	 ***Plate 3:*** *Dugulup Brook located immediately north of the site.*	Continued from above. <u>Wastewater</u> Currently, wastewater within the site is managed and disposed onsite. The proposed development will include connection to the reticulated sewer network and therefore the onsite treatment and disposal of wastewater will not be required, and instead will be decommissioned as part of the development of the site.
Wetlands	Wetlands are areas which are permanently, seasonally or intermittently waterlogged or inundated with water. Naturally occurring wetland features are common across the Swan Coastal Plain and Leeuwin-Naturaliste Ridge areas and can contain fresh or salty water, which may be flowing or still. Wetlands can be further categorised based on their hydrological characteristics and physical structure. A review of the *Geomorphic Wetlands on the Swan Coastal Plain* dataset (DBCA 2020a) and the *Geomorphic Wetlands Leeuwin Naturaliste Ridge and Donnybrook to Nannup* (unreviewed) dataset (DBCA 2018) indicates the site is not identified as a wetland. No wetland features have been mapped within 300 m of the site.	No wetland features have been identified within the site. Accordingly, no specific management is required.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Public drinking source areas	Public Drinking Water Source Areas (PDWSAs) are proclaimed by the DWER to protect identified drinking water sources, including surface water and groundwater sources (DoW 2009). They are proclaimed under the *Metropolitan Water Supply, Sewerage and Drainage Act 1909* or the *Country Areas Water Supply Act 1947* as Water Reserves, Catchment Areas or Underground Water Pollution Control Areas. PDWSAs provide the population with the majority of its drinking water supplies and can be vulnerable to contamination from a range of land uses. Once an area is identified as a PDWSA, consideration needs to be given to the intended land use and associated activities to ensure that they are appropriate in meeting the water protection quality objectives of the area. The site is not located within a proclaimed PDWSA.	No PDWSA's have been identified within the site. Accordingly, no specific management is required.
Historic and existing land uses	Based on a review of publicly available historic aerial imagery (Landgate 2019), the entire site was largely historically cleared of native vegetation prior to 1970. Since 1970, trees appear to have been planted or regrown sporadically within the site. A number of buildings were constructed within the eastern portion of the site sometime prior to 2001 and is currently used as a restaurant.	No specific management is required.
Potential site contamination	A review of the Department of Water and Environmental Regulation (DWER 2020b) *Contaminated Sites Database* indicates that the site is not identified publicly as a registered contaminated site pursuant to the *Contaminated Sites Act 2003*, nor are other registered sites located nearby. In addition, a review of the Department of Defence *Unexploded Ordnance (UXO) Mapping Application* (DoD 2020) indicates that the site is not identified as being at risk of having UXO within the site.	No specific management is required.
Surrounding land uses	The site is located on the western edge of the Dunsborough town centre, on the corner of two main roads, namely Dunn Bay Road and Cape Naturaliste Road. The general location is characterised by areas of residential development to and retained remnant vegetation to the north and west, and commercial development (retail, restaurants, supermarkets, petrol station) to the east and south.	There are no land uses identified surrounding the site, such as industrial or agricultural, that would be incompatible with the proposed future development within the site. Potential noise impacts associated with the proposed development, both to nearby residential areas and from Cape Naturaliste Road and Caves Road, have been addressed separately as part of the development application within the *Environmental Noise Assessment* prepared by Gabriels Hearne Farrell (2020).
Bushfire hazards	The majority of the site and surrounding areas have been identified as bushfire prone under the state-wide *Map of Bush Fire Prone Areas* prepared by the Office of Bushfire Risk Management (OBRM 2019). The identification of a site within an area declared as bushfire prone necessitates that further assessment of the determined bushfire risk of the proposed development is to be undertaken in accordance with *Australian Standard 3959:2018 Construction of buildings in bushfire prone areas* (AS 3959) (Standards Australia 2018), *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) (WAPC 2015) and the *Guidelines for Planning in Bushfire Prone Areas Version 1.3* (the Guidelines) (WAPC and DFES 2017). This has been addressed through the preparation of a *Bushfire Management Plan* (Bushfire Safety Consulting 2020).	From an environmental management perspective, management of bushfire risk can sometimes be at variance to the retention and protection of environmental values, as it often requires modification of vegetation, particularly where intact native vegetation is present which can contain high fuel loads. The proposed retention of some of the existing trees as part of the asset protection zone (APZ) has been considered within the *Bushfire Management Plan* (Bushfire Safety Consulting 2020). The proposed landscape concept (Emerge Associates 2020), which identified the retention of a number of existing trees as well as planting of additional landscape areas, was considered as part of the *Bushfire Management Plan* (Bushfire Safety Consulting 2020). The design was considered compatible with managing bushfire risk and includes irrigation and long-term management of fuel loads within the site. No modification of intact remnant vegetation within the reserve to the north of the site is proposed, although some pruning of overhead branches may be required but would be managed in consultation with the City of Busselton.

Table 1: Summary of environmental values and management considerations for Lot 1 and 2 Dunn Bay (no. 59 and 61) Dunn Bay Road, Dunsborough (continued)

Environmental value	Description of value	Management considerations
Visual amenity	The site is located within a 'Development Investigation Area' within the *Statement of Planning Policy 6.1 Leeuwin Naturaliste Ridge Policy* (SPP 6.1) (WAPC 1998). Under this policy, Dunsborough is identified as a principle centre and will cater for residential, large-scale commercial and other urban development. SPP 6.1 provides a strategic planning framework for the sustainable development, conservation and land and resource management for the Leeuwin-Naturaliste area over the next 30 years. It applies to the coastal strip stretching from nearshore waters of Cape Naturaliste to Cape Leeuwin and inland to Bussell Highway and the eastern extent of town sites along the highway. The policy identifies seven generic land use related topics for which statements of intent and policies have been adopted. The seven topics identify the main land use planning issues which impact on the area. Of relevance to the site is 'settlement hierarchy', which identified the principle centres (Dunsborough, Margaret River and Augusta) and their associated development investigation areas as the primary areas where population growth will be accommodated. Short stay accommodation and tourist facilities are supported in these areas, and should integrate and enhance the existing character.	It will be important that the proposed development integrates and enhances the existing character of Dunsborough, which is based on the town centre location. The key views of the site will be from Cape Naturaliste Road immediately to the west of the site and Dunn Bay Road immediately to the south of the site. The proposed development will minimise visual impacts on the existing town centre through: • The scale and form of the development, which includes a mix of buildings that are integrated with landscape and open areas. • Retention of existing trees, maintaining the existing tree canopy and connection to Dugulup Brook. • Provision of landscaped areas, using a mix of native and non-native species (similar to the existing planting palette within Dunsborough) and including a path network that integrates with the existing areas. • Use of building and plant colour palettes that blend with the surrounding landscape. Visual amenity can be appropriately managed as a condition of development approval, and in accordance with the requirements of SPP 6.1 and the City of Busselton.

4 MANAGEMENT OF RELEVANT ENVIRONMENTAL VALUES

Based on the desktop environmental assessment, the key management considerations relevant for the proposed development include:

- **Acid sulphate soils**. If works require the water table to be lowered (temporary or permanent) or earthworks to extend 3 m below the natural ground surface, further investigation of ASS will be required including the preparation of an Acid Sulfate Soils and Dewatering Management Plan (ASSDMP). An ASSDMP will guide development to ensure that potential acidification resulting from the disturbance of ASS can be mitigated through effective management and can be addressed as a condition of approval.
- **Vegetation, and in particular existing trees**. Retention of existing trees where possible, and in particular protecting and maintaining tree health and structure during construction and development, will require careful consideration. Further detailed arborist assessment will be required to support this process and can be addressed as part of detailed design and implementation process.
- **Fauna, and in particular western ringtail possums**. A fauna management plan has been prepared for the site to support the proposed development and outlines a requirement for a pre-clearing survey and trapping program, as well as a fauna specialist being present during clearing. Potential impacts on fauna can be managed as a condition of approval.
- **Stormwater.** Management of stormwater in accordance with water sensitive urban design principles will need to be addressed as part of detailed engineering and landscape design and includes maximising the infiltration of stormwater generated within the site up to the 20% AEP event. This can be addressed as part of detailed design and implementation process. Direct discharge to Dugulup Brook to the north of the site should be avoided.
- **Visual amenity, and addressing SPP 6.1**. The site is identified within a 'principle centre' under SPP 6.1, which recognises that short stay accommodation and tourist facilities can be supported in these areas. As detailed design is progressed, the development will need to ensure it will integrate and enhance the existing character of the town centre.

5 SUMMARY AND CLOSING

The desktop environmental assessment undertaken by Emerge Associates found that overall the potential impacts associated with the proposed development can be managed through the development approval process.

In particular, where possible, existing trees within the site are proposed to be retained as part of development, and will include close involvement with an arborist to maximise opportunities for retention. This process has already been commenced through the preparation of a tree condition assessment (Arbor Guy 2020). The management of the fauna and the associated fauna habitat values can be appropriately addressed as part of the development approval process and through the implementation of the fauna management plan (Emerge Associates 2020). Fauna habitat will be retained or reintroduced (through the proposed landscaping) and impacts are likely to only be short-term, with the fauna species (i.e. western ringtail possum) expected to remain, or re-establish after the development of the site is completed.

Should you have any queries or concerns regarding any of the above please do not hesitate to contact the undersigned directly on 9758 8159.

Yours sincerely
Emerge Associates



Kirsten Knox
SENIOR ENVIRONMENTAL CONSULTANT

cc: None.

Encl: Attachment A: Proposed development layout (Finespun 2020)
Attachment B: Site photos
Attachment C: Tree condition assessment (Arbor Guy 2020)

6 REFERENCES

6.1 General references

Arbor Guy 2020, *Tree Condition Assessment 59-61 Dunn Bay Road, Dunsborough*, West Busselton

Bushfire Safety Consulting 2020, *Bushfire Management Plan Mixed Use Development Lots 1 & 2 Dunn Bay Road, Dunsborough*, Stoneville

City of Busselton 2014, *Local Planning Policy 6.1 Stormwater Management*, Busselton WA

Department of Environment Regulation (DER) 2015, *Identification and investigation of acid sulfate soils and acidic landscapes*, Perth.

Department of Water (DoW) 2009, *Water Quality Protection Note No. 75. Proclaimed public drinking water source areas*, Government of Western Australia, Perth.

Environment Australia 2000, *Revision of the Interim Biogeographic Regionalisation for Australia (IBRA) and Development of Version 5.1 - Summary Report*, Department of Environment and Heritage.

Galt Geotechnics 2020, *Report on Geotechnical Study Proposed Mixed Use Development 56-61 Dunn Bay Road, Dunsborough*, Osbourne Park

Heddle, E. M., Loneragan, O. W. and Havel, J. J. 1980, *'Vegetation Complexes of the Darling System Western Australia'*, in Department of Conservation and Environment (ed.), Atlas of Natural Resources Darling System Western Australia, Perth.

Hill, A. L., Semeniuk, C. A., Semeniuk, V. and Del Marco, A. 1996, *Wetlands of the Swan Coastal Plain: Volume 2A - Wetland Mapping, Classification and Evaluation*, Water and Rivers Commission and the Department of Environmental Protection, Perth.

Keighery, B. 1994, Bushland Plant Survey: *A guide to plant community survey for the community*, Wildflower Society of WA (Inc), Nedlands.

Keighery, B. J., Keighery, G. J., Longman, V. M. and Clarke, K. A. 2012, *Weed and Native Flora Data for the Swan Coastal Plain*, Departments of Environmental Protection and Conservation and Land Management, Western Australia.

Molloy, S., Wood, J., Hall, S., Wallrodt, S. and Whisson, G. 2009, *South West Regional Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation, Perth.

Standards Australia 2018, *AS 3959:2018 Construction of buildings in bushfire-prone areas*, Sydney.

Western Australian Planning Commission (WAPC) 2003, *Statement of Planning Policy 6.1 Leeuwin-Naturaliste Ridge Policy*, Perth.

Western Australian Planning Commission (WAPC) 2007, *Visual Landscape Planning in Western Australia - a manual for evaluation, assessment, siting and design*, Perth.

Western Australian Planning Commission (WAPC) 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, Perth.

Western Australian Planning Commission and Department of Fire and Emergency Services (WAPC and DFES) 2017, *Guidelines for Planning in Bushfire Prone Areas Version 1.3*, Western Australia. December 2017.

6.2 Online references

Department of Biodiversity, Conservation and Attractions (DBCA) 2020a, *Geomorphic Wetlands of the Swan Coastal Plain*, viewed October 2020, <https://catalogue.data.wa.gov.au/dataset/geomorphic-wetlands-swan-coastal-plain>.

Department of Biodiversity, Conservation and Attractions (DBCA) 2020b, *NatureMap*, viewed October 2020, <https://naturemap.dbca.wa.gov.au/>.

Department of Agriculture, Water and the Environment (DAWE) 2020, Protected Matters Search Tool, viewed October 2020, < http://www.environment.gov.au/webgis-framework/apps/pmst/pmst.jsf>.

Department of Water and Environmental Regulation (DWER) 2020a, Water Register, viewed October 2020 < https://maps.water.wa.gov.au/#/webmap/register>.

Department of Water Environment Regulation (DWER) 2020b, *Contaminated Sites Database*, viewed October 2020, <https://dow.maps.arcgis.com/apps/webappviewer/index.html?id=c2ecb74291ae4da2ac32c441819c6d47>.

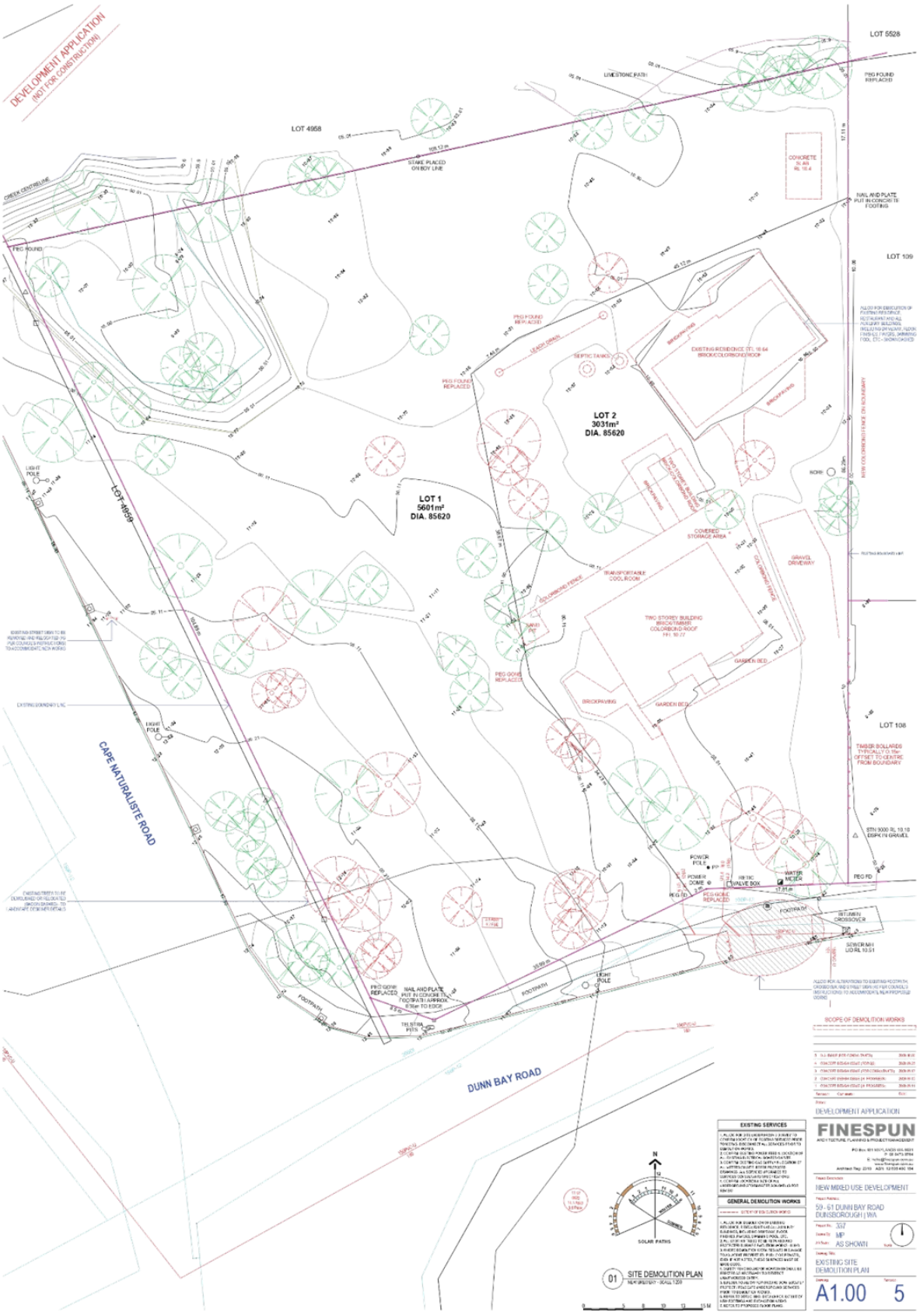
Landgate 2019, *Locate V5- Slip,* viewed October 2020, https://maps.slip.wa.gov.au/landgate/locate/.

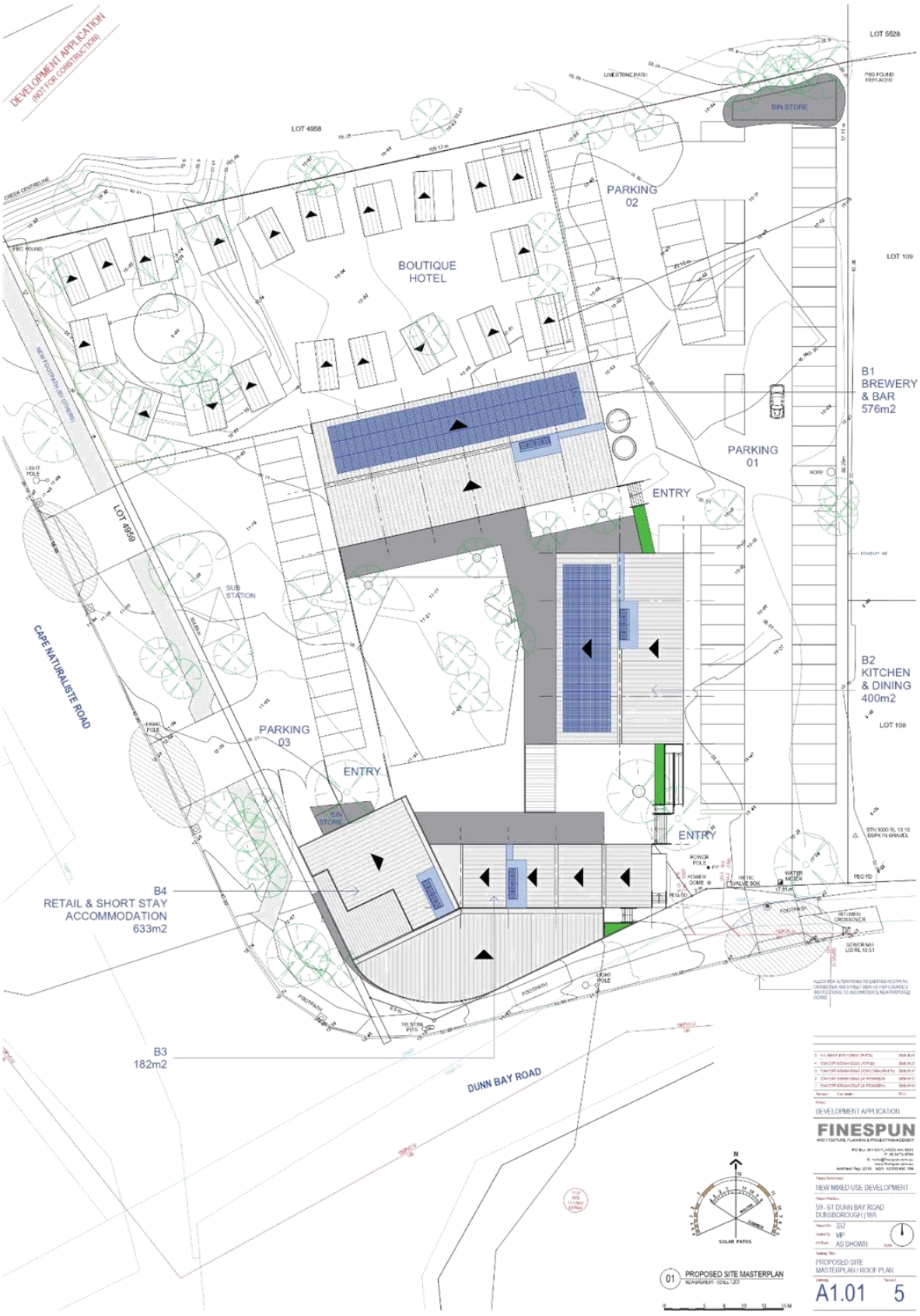
Office of Bushfire Risk management (OBRM) 2019, *Map of Bush Fire Prone Areas*, viewed October 2020, <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

Attachment A

Proposed Development Layout (Finespun 2020)


FEATURE AND CONTOUR SURVEY
LOTS 1 AND 2 ON DIAGRAM 85620,
DUNN BAY ROAD, DUNSBOROUGH.
SCALEBAR - 1 : 250@A1
0 10 20
Scale 1:250
Datum AHD
Drawn MR
Surveyor MR
Date 30/12/15
Job No. 7431
Drawing 7431_SS
Revision A
FILES
CCAD : 7431_SS
ACAD : 7431_PLOT
A1 ORIG
PO Box 365 Dunsborough WA 6281 Australia
Tel: (08) 9756 7719
Fax: (08) 9756 8000
mail@survcon.com.au
www.survcon.com.au
LOT 1
560m²
DIA. 85620
LOT 2
303m²
DIA. 85620
LOT 4958
LOT 4959
LOT 5628
LOT 109
LOT 108
CAPE NATURALISTE ROAD
DUNN BAY ROAD
LEGEND
DRAINAGE GULLEY
SIDE ENTRY PIT
JUNCTION PIT SQUARE
JUNCTION PIT ROUND
WATER HYDRANT
WATER VALVE
WATER METER
SEWER MANHOLE
TELSTRA/ELECTRICAL PIT
POWER METER/BOX
WATER TAP
TREE
GRASS TREE
EXISTING SURFACE HEIGHT
FOOTPATH
ROAD CENTRE LINE
KERB FACE
KERB TOP
EDGE OF SEAL
ROOF EAVE/GUTTER
FACE OF BUILDING
FENCE
CONCRETE EDGE
BOTTOM OF BANK
TOP OF BANK
BRICK RETAINING WALL
RETAINING WALL
WATER MAIN
SEWER MAIN
GAS MAIN
UNDERGROUND ELECTRICITY LINE
OVERHEAD POWER LINE
POWER POLE
POWER DOME
STAY WIRE ANCHOR
Licensed Surveyors Act 1909
REGULATION 25A SURVEYOR'S CERTIFICATE
I, Michael Riddle, licensed surveyor, certify that on the 30 December 2015, I re-established the boundaries of Lot 1 and 2 on Diagram 85620 having the Certificate of Title , Volume 2042 Folio 500 at Dunn Bay Road Dunsborough as shown on this plan and that the survey was performed in accordance with the provisions of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and the Licensed Surveyors (Transfer of Land Act 1893) regulations 1961.
LICENSED SURVEYOR
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
337
MP
AS SHOWN
FEATURE & CONTOUR SURVEY BY
SURVCON SURVEYING SERVICES
A0.02
5


DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
LOT 5528
LOT 4958
LOT 109
LOT 108
LOT 4959
LOT 2
3031m²
DIA. 85620
LOT 1
5601m²
DIA. 85620
CAPE NATURALISTE ROAD
DUNN BAY ROAD
SITE DEMOLITION PLAN
SCOPE OF DEMOLITION WORKS
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
EXISTING SITE
DEMOLITION PLAN
A1.00
5

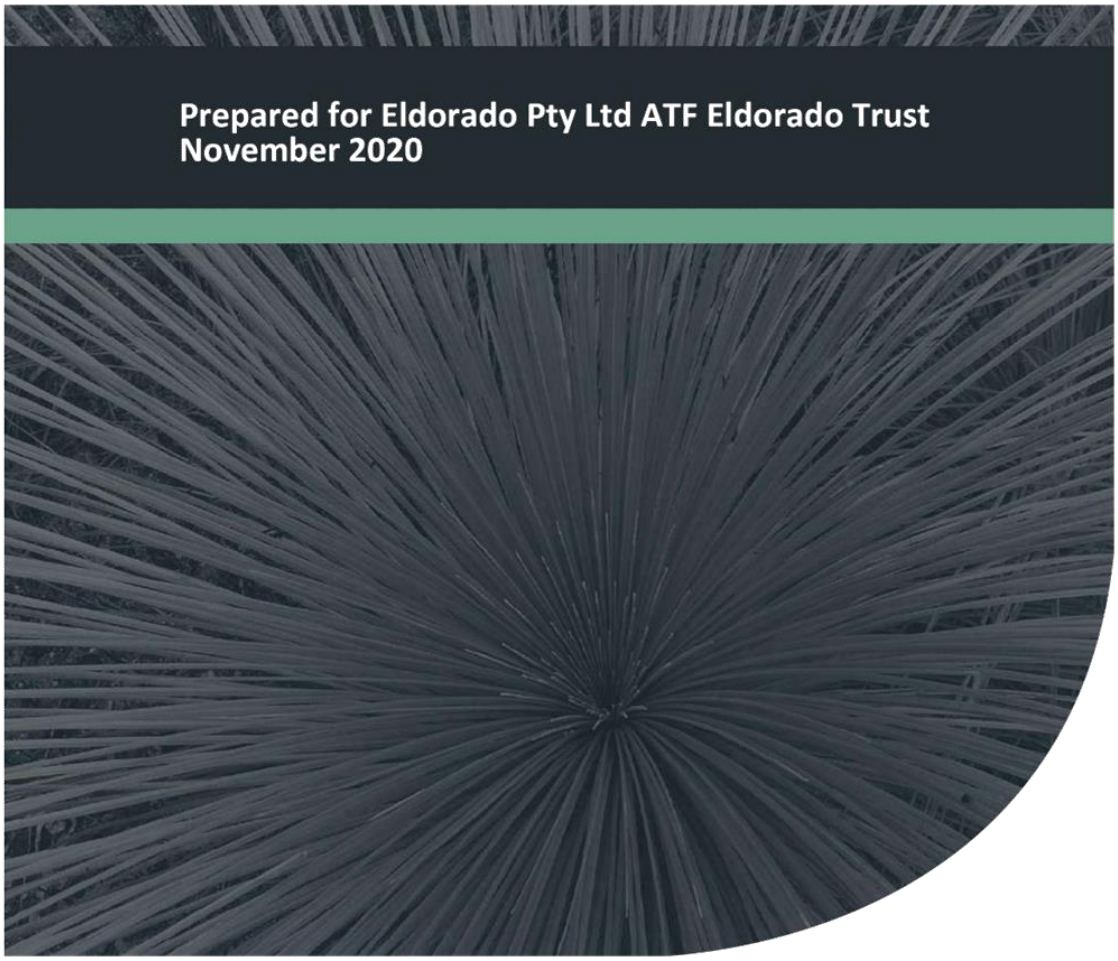

DEVELOPMENT APPLICATION
(NOT FOR CONSTRUCTION)
LOT 5526
LOT 4958
LOT 109
LOT 4959
LOT 108
BIN STORE
PARKING 02
BOUTIQUE HOTEL
B1
BREWERY & BAR
576m2
PARKING 01
ENTRY
SUB STATION
CAPE NATURALISTE ROAD
B2
KITCHEN & DINING
400m2
PARKING 03
ENTRY
BIN STORE
ENTRY
B4
RETAIL & SHORT STAY ACCOMMODATION
633m2
B3
182m2
DUNN BAY ROAD
SOLAR PATIS
01 PROPOSED SITE MASTERPLAN
DEVELOPMENT APPLICATION
FINESPUN
NEW MIXED USE DEVELOPMENT
59 - 61 DUNN BAY ROAD
DUNSBOROUGH | WA
AS SHOWN
PROPOSED SITE MASTERPLAN / ROOF PLAN
A1.01
5

emerge ASSOCIATES
Integrated Science & Design

Fauna Management Plan

Lots 1 and 2 Dunn Bay Road, Dunsborough

Project No: EP20-138(02)



Document Control

Doc name:	**Fauna Management Plan Lots 1 and 2 Dunn Bay Road, Dunsborough**				
Doc no.:	**EP20-138(02)—002 KK**				
Version	**Date**	**Author**		**Reviewer**	
1	November 2020	Kirsten Knox	KK	Kirsten Knox	KK
	Report prepared for client review				

© 2020 Emerge Associates All Rights Reserved. Copyright in the whole and every part of this document belongs to Emerge Associates and may not be used, sold, transferred, copied or reproduced in whole or in part in any manner or form or in or on any media to any person without the prior written consent of Emerge Associates.

Executive Summary

Eldorado Pty Ltd ATF Eldorado Trust (the proponent) is proposing to redevelop Lots 1 and 2 (no. 59 and 61) Dunn Bay Road, Dunsborough (herein referred to as 'the site') as a brewery/restaurant with short stay boutique accommodation and other mixed (supporting) uses. The site is approximately 0.86 ha in size and is located within the City of Busselton. It is bounded by Cape Naturaliste Road to the west, Dunn Bay Road to the south, a waterway/drainage reserve to the north and existing mixed-use development to the east.

The site is zoned 'centre' under the City of Busselton Local Planning Scheme (LPS) No. 21 and contains an existing restaurant.

The site comprises cleared areas with scattered native and non-native trees. This landscape has some value as fauna habitat in particular for birds and arboreal fauna (such as western ringtail possum). However, the potential for ground-dwelling fauna to utilise the site is lower due to the lack of understory vegetation.

This fauna management plan (FMP) provides overarching guidance for the management of fauna during development to minimise adverse impacts on fauna if clearing of habitat is undertaken.

The following management actions will be undertaken prior to and during clearing under this plan as outlined below:

- A pre-clearing fauna inspection will be completed to identify potential fauna interactions including an inspection of trees for dreys and hollows and signs of use.
- A fauna trapping program will be conducted to capture and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical.
- A fauna spotter will be present during clearing to direct and manage works to avoid impacts to fauna wherever possible and translocate small to medium sized (translocatable) native fauna, if such fauna is present and translocation is practical.
- At all times correct fauna handling procedures will be applied to reduce stress on any captured animals and the translocation of native fauna will only be completed to release sites agreed under licence from Department of Biodiversity Conservation and Attractions (DBCA).

On completion of the pre-clearing trapping and fauna spotting program, a report summarising the number of fauna captured and/or relocated and a license return will be prepared and submitted to DBCA outlining species and number of any fauna individuals translocated.

This page has been left blank intentionally.

Table of Contents

1 Introduction 1
1.1 Project background 1
1.2 Purpose and scope of work 2
2 Background information 3
2.1 Fauna habitat 3
2.2 Western ringtail possum 3
2.3 Black cockatoos 4
2.4 Other fauna species of conservation significance 5
2.5 Potential impacts 5
3 Methods 6
3.1 Personnel 6
3.2 Timing 6
3.3 Prior to clearing 6
3.3.1 License application 6
3.3.2 Pre-clearing survey 6
3.3.3 Fauna trapping and translocation 6
3.3.3.1 Western ringtail possum 6
3.3.3.2 Other fauna species 7
3.3.4 Tree retention 8
3.4 During clearing 8
3.4.1 Clearing spotting 8
3.5 After clearing 9
3.6 During construction 9
4 Implementation 10
5 References 13

List of Tables

Table 1: Fauna management actions and responsibilities to support clearing and construction 11

List of Plates

Plate 1: General indication of the site location (shown in 'blue' coloured outline) 1
Plate 2: Red dots indicate general location of the western ringtail possum dreys observed within or nearby to the site. 4
Plate 3: Foraging evidence by Baudin's cockatoo and/or Carnaby's cockatoo within/nearby to the site. 5

Appendices

Appendix A

Demolition Plan and Site Masterplan (Finespun 2020)

Abbreviation Tables

Table A1: Abbreviations – Organisations

Organisations	
DBCA	Department of Biodiversity, Conservation and Attractions

Table A2: Abbreviations – General terms

General terms	
P1	Priority 1
P2	Priority 2
P3	Priority 3
P4	Priority 4
P5	Priority 5

Table A3: Abbreviations –Legislation

Legislation	
BC Act	Biodiversity Conservation Act
EPBC Act	Environmental Protection and Biodiversity Conservation Act

Table A4: Abbreviations – units of measurement

Units of measurement	
cm	Centimetre
ha	Hectare

1 Introduction

1.1 Project background

Eldorado Pty Ltd ATF Eldorado Trust (the proponent) is proposing to redevelop Lots 1 and 2 (no. 59 and 61) Dunn Bay Road, Dunsborough (herein referred to as 'the site') as a brewery/restaurant with short stay boutique accommodation and other mixed (supporting) uses. The site is generally shown in **Plate 1** below, and is approximately 0.86 ha in size. It is located within the City of Busselton and is bounded by Cape Naturaliste Road to the west, Dunn Bay Road to the south, a waterway/drainage reserve (associated with Dugulup Brook) to the north and existing mixed-use development to the east.

The site is zoned 'centre' under the City of Busselton Local Planning Scheme (LPS) No. 21 and contains an existing restaurant.



Plate 1: General indication of the site location (shown in 'blue' coloured outline)

1.2 Purpose and scope of work

Emerge Associates (Emerge) were engaged by Eldorado Pty Ltd ATF Eldorado Trust to prepare a fauna management plan (FMP) to support the proposed demolition and construction activities within the site.

The purpose of this FMP is to provide overarching guidance for the management of fauna during clearing and construction works to minimise adverse impacts on fauna if clearing of habitat is undertaken. At a minimum the FMP aims to ensure that all works will be undertaken in line with the *Animal Welfare Act 2002* and other relevant legislation.

The management actions and methods outlined will be applied within the site prior to and during clearing works. This plan is to be implemented by the proponent or its agents during development works.

2 Background information

2.1 Fauna habitat

No flora and vegetation or fauna surveys have been undertaken within the site, however a site visit was undertaken by an experienced environmental scientist to understand the values present.

The site has been historically cleared of native vegetation, since prior to 1970 based on a review of available aerial photography (Landgate 2019), and over subsequent years overstorey species have regrown or been replanted. It is considered to be 'parkland cleared' and contains a mix of endemic, native and non-native tree species (including *Agonis flexuosa* (peppermint), *Corymbia calophylla* (marri), *Hesperocyparis macrocarpa* (Monteray cypress) and *Eucalyptus cornata* (yates)) over paddock grasses and weeds, as well as planted gardens around the existing restaurant/dwelling.

Native and non-native trees may provide habitat to a range of birds and arboreal fauna species, including western ringtail possum and threatened species of black cockatoos which are discussed further in **Section 2.2** and **2.3** below. Evidence of use by both species was observed during the site visit.

Overall, given the degraded condition and fragmented nature of vegetation, the site has low biodiversity values and impacts on fauna in general will be non-existent or negligible, but will require management.

2.2 Western ringtail possum

Evidence of use by *Pseudocheirus occidentalis* (western ringtail possum), which is listed as threatened under the *Environment Protection and Biodiversity Conservation Act* (EPBC Act), was identified during the site visit and includes scats and two dreys. One of the dreys is located within an *Agonis flexuosa* (peppermint) tree in the north-western portion of the site, while the other drey was located in a peppermint tree within the road reserve. The general location of the dreys has been shown in **Plate 2**. Both trees identified within the site or nearby are currently proposed to be retained as part of the development of the site.

It should be noted that human structures (i.e. houses/sheds), forks in trees, subtle cavities in tree trunks, fallen hollow logs, rabbit burrows and dense ground cover are also used by western ringtail possums for daytime refuge (to varying degrees) and therefore observations of dreys only provide a guide to western ringtail possum habitat use/quality as other opportunities for daytime refuge may exist. Other possible daytime refuge will need to be considered as part of any development works.

Almost all vegetation present within the site can be considered habitat of some type for the western ringtail possum and therefore may be used either continuously or at various times for refuge, foraging and/or dispersal. The quality is however highly variable depending on factors such as plant species, structure (i.e. the presence of a midstorey component (which is largely missing)) and canopy connectivity. Much of the native vegetation within the site has been historically removed, with areas remaining generally fragmented.



Plate 2: Red dots indicate general location of the western ringtail possum dreys observed within or nearby to the site.

2.3 Black cockatoos

Three species of black cockatoo listed as threatened under the EPBC Act, namely *Calyptorhynchus baudinii* (Baudin's cockatoo), *Calyptorhynchus latirostris* (Carnaby's cockatoo) and *Calyptorhynchus banksii naso* (forest-red tailed black cockatoo) have the potential to occur in the site and the wider area based on available desktop information.

As outlined previously, no specific fauna surveys have been undertaken within the site. Black cockatoo habitat trees (native eucalypt tree with a diameter at breast height of ≥50 cm or ≥30 cm for *Eucalyptus wandoo* (wandoo) and *Eucalyptus salmonophloia* (salmon gum)) were recorded within the site, and are generally associated with *Corymbia calophylla* (marri) trees found within the site. This is based on the tree condition assessment (Arbor Guy 2020) which noted diameter at breast height of the trees within the site. No trees have been specifically assessed for presence or absence of hollows suitable for use by black cockatoos, however the marri trees that have a diameter at breast height of 50 cm or greater are generally found on the periphery of the site and are proposed for retention.

Large trees within the site also have the potential to provide roosting habitat for black cockatoos, but no evidence of roosting was observed during the site visit (but the site visit was not completed at dusk). Additionally, some of the tree species present could provide a foraging resource for black cockatoos, in particular *Corymbia calophylla* (marri) and *Agonis flexuosa* (peppermint). Foraging evidence of Baudin's and/or Carnaby's cockatoo was observed within the site by Emerge Associates and is shown in **Plate 3**.



Plate 3: Foraging evidence by Baudin's cockatoo and/or Carnaby's cockatoo within/nearby to the site.

2.4 Other fauna species of conservation significance

Priority four (P4) species *Isoodon fusciventer* (quenda) may occur within the wider area of the site, particularly in association with Dugulup Brook to the north. This species tends to favour areas of dense groundcover vegetation which provide cover from predators. Groundcover vegetation within the site is extremely limited and it is therefore considered unlikely that quenda would utilise the site. Given that quenda may occur in habitat nearby, namely Dugulup Brook, they may have limited potential to opportunistically occur in the site as transient visitors.

2.5 Potential impacts

Development will result in selective ground disturbance and clearing. Where possible/safe, approximately 40 trees are proposed to be retained within the site, including the trees containing the western ringtail possum dreys. For further information regarding trees proposed for retention and removal please refer to **Appendix A**. The specific trees that will be retained and removed will be confirmed as part of detailed design and based on arborist advice.

Ground disturbance and clearing of vegetation within the site has the potential to directly impact upon birds, arboreal fauna species and ground dwelling fauna species and their habitat.

The methods outlined in **Section 3** and **Section 4** aim to avoid or minimise impacts to fauna through trapping and translocation prior to clearing and fauna spotting and translocation during clearing.

3 Methods

3.1 Personnel

The fauna management actions outlined in this plan will be undertaken by a suitably qualified zoologist or environmental scientist with knowledge of the site.

3.2 Timing

Timeframes for fauna management actions and construction works will be subject to development approval and will need to be confirmed as part of the works program.

In order to minimise the risk of disturbing active bird nests, where possible clearing will generally be undertaken outside of the main bird breeding season (spring). A fauna trapping and relocation program will occur one week prior to ground disturbance and clearing of vegetation.

3.3 Prior to clearing

3.3.1 License application

A *Regulation 28 licence (Fauna taking (relocation) licence)* will be gained from the Department of Biodiversity Conservation and Attractions (DBCA) pursuant to the *Biodiversity Conservation Act 2016* (and associated regulations) prior to implementing the proposed actions.

3.3.2 Pre-clearing survey

A pre-clearing fauna survey and habitat inspection will be undertaken by an experienced zoologist/environmental scientist to determine habitat most likely to be utilised by native fauna and recent evidence of native fauna. In particular, the site will be searched for signs of recent use by native arboreal vertebrate fauna such as western ringtail possum and native ground-dwelling vertebrate fauna such as quenda.

All trees will be inspected for dreys and hollows suitable for use by any native vertebrate fauna species and examined for signs of current use. If dreys or hollows are observed to be currently in use for breeding by native vertebrate fauna, clearing should be delayed until the young have left the nest, if possible. Alternatively, a 10 m 'tree protection zone' will be established around these tree(s) until the young have left the hollow. The tree protection zone will be clearly marked and no machinery will enter.

3.3.3 Fauna trapping and translocation

3.3.3.1 Western ringtail possum

Given the nearby location of Dugulup Brook (directly adjacent to the site and within 100 m of identified dreys), where possums are identified as using trees proposed for removal, displacement will occur. Displacement is moving animals to nearby trees within the range of the animal but outside the clearing area.

Displacement of western ringtail possums will take place in the week prior to clearing, and may be undertaken progressive with clearing (depending on timing and progression of clearing). Key stages in the displacement approach will be:

- Completing daytime survey of trees marked for removal and relocating dreys and possums. Unoccupied dreys will be removed. Dreys in good condition and that can be removed intact will be installed in nearby (as close as practical) trees outside the clearing area. Locations of animals (which will usually be in dreys) will be recorded.
- Completing evening head-torching to locate western ringtail possums. During the evening search, dreys will be removed where possible (possums will be active so dreys should be unoccupied) and relocated to trees outside the clearing area. Food lures, such as apple/peanut paste, will be used to encourage animals to move out of and stay out of the clearing area. The lures will be placed in trees outside the clearing area and near dreys that have been moved.
- If the above does not result in animals staying outside the clearing area, cage traps will be set in the tree (wired to more or less horizontal branches and baited with apple/peanut paste) to capture animals. Animals would then be released that evening or the next day (possibly the next evening) outside the clearing area.

On the morning of clearing, trees within the clearing area will be checked for any possums that may have returned. If a possum is present in a tree that is to be cleared, the following will be undertaken:

- Try to remove it in daylight (hand-capture with a pole-net or using the pole technique to encourage it to move into a nearby 'safe' tree); or
- Leave that tree and attempt to trap/remove the animal the next night.

3.3.3.2 Other fauna species

Fauna traps for ground dwelling native vertebrate species will be deployed. The fauna species and habitat to be targeted for trapping will be determined during the pre-clearing fauna survey and may include species such as quenda. The locations of traps will be determined by an experienced zoologist with knowledge of the site according to assessment of suitable habitat.

The potential to shelter traps from public view is limited and the loss or vandalism of traps is a concern. To mitigate this risk a smaller number of traps will initially be deployed in areas where they are sheltered from public view. Should native fauna be caught, the number of traps may be increased.

The trapping program will consist of the following (where identified as required as part of the pre-clearing survey):

- A combination of traps such as cage traps, large Elliott traps, pit traps and funnel traps, dependent on the potential habitat present.
- The number of cage and Elliott traps utilised will be dependent on the location and extent of habitat considered likely to support animals suited to these traps but a maximum of 20 will be deployed.
- If the pre-clearing survey/inspection determines that native fauna such as reptiles and/or amphibians may occur in the site up to 5 pit traps with associated drift fencing and funnel traps may also deployed.

- The traps will be left open for minimum of five nights.
- Traps will be baited with "universal bait" (peanut butter, rolled oats and sardines).
- Traps will be checked within three hours of sunrise every morning.
- If conservation significant fauna are consistently caught in the traps, trapping will be extended for longer, until numbers reduce.
- Other fauna encountered opportunistically will be captured if possible.

Any fauna handling required will be undertaken in accordance with DBCA's *Standard Operating Procedures* (DBCA 2017; DBCA 2018). Any native vertebrate fauna captured will be handled appropriately and translocated to a suitable location as specified in the *Fauna taking (relocation) licence* for this FMP.

3.3.4 Tree retention

Any trees identified for retention will be clearly marked and protected to avoid unintended removal or damage in line with *AS 4970-2009 Protection of Trees on Development Sites* (Standards Australia 2009) or in accordance with recommendations by a qualified arborist.

3.4 During clearing

3.4.1 Clearing spotting

Clearing will be based on removal of individual trees, with a large number of trees proposed to be retained around the proposed buildings. Clearing will generally be completed as a single front and enable fauna to move towards Dugulup Brook.

An experienced zoologist with knowledge of the site will be present as a fauna spotter during clearing of vegetation. This role will involve active searching for vertebrate fauna in areas to be cleared and areas just cleared. This searching will aim to identify the presence of bird or marsupial species in trees and more common ground dwelling fauna species, such as small mammals, lizards and snakes. If encountered, these animals will be assisted to disperse to nearby vegetation, if appropriate, or translocated.

A post-clearing assessment will be undertaken of any trees with hollows identified. Once felled, hollows will be inspected by the fauna spotter and any vertebrate fauna within the hollow will be removed and translocated appropriately.

Should injured fauna be encountered, the severity of injuries will be assessed by a zoologist. If the zoologist considers that an injured native animal has a reasonable chance of being satisfactorily rehabilitated, it will be transferred to a registered DBCA wildlife carer. Where the zoologist considers that injured fauna are unlikely to be satisfactorily rehabilitated, they will be humanely euthanised.

Any fauna handling required will be undertaken in accordance with DBCA's *Standard Operating Procedures* (DBCA 2017; DBCA 2018). Any native vertebrate fauna captured during clearing will be handled appropriately and translocated to an appropriate location as specified in the *Fauna taking (relocation) licence* for this FMP.

3.5 After clearing

On completion of the pre-clearing trapping and fauna spotting program, a report summarising the number of fauna captured and/or relocated and a license return will be prepared and submitted to DBCA outlining species and number of any fauna individuals translocated.

3.6 During construction

Any fauna observed during construction will be allowed to move to areas of adjacent vegetation, if appropriate. If fauna is required to be removed or if injured fauna is encountered, an appropriate fauna specialist will be engaged, or DBCA WildCare Helpline will be called (08 9474 9055).

Any fauna handling required will be undertaken in accordance with DBCA's *Standard Operating Procedures* (DBCA 2019) (or as updated). Any native vertebrate fauna captured during construction will be handled appropriately and translocated to an appropriate location as specified in the *Fauna taking (relocation) licence* for this FMP.

4 Implementation

The implementation of this FMP will primarily be the responsibility of the proponent. All contractors engaged to undertake works within the site will be required to adhere to this plan.

The key fauna management actions and associated responsibilities are provided in **Table 1** below.

Table 1: Fauna management actions and responsibilities to support clearing and construction

No.	Timing	Management action	Location	Responsibility	Status/Monitoring
1	At all times	1A. No pets, traps or firearms permitted on site.	All areas	Civil/ landscape contractor	To be reviewed daily during clearing and construction activities.
		1B. Fauna shall not be fed or intentionally harmed.	All areas	Civil/ landscape contractor	To be reviewed daily during clearing and construction activities.
		1C. The works area to be maintained in a clean and tidy manner to ensure that feral and other species are not attracted to site.	All areas	Civil/ landscape contractor	To be reviewed daily during clearing and construction activities.
		1D. Where present, ensure vehicle access gates are secured	All areas	Civil/ landscape contractor	To be reviewed daily during clearing and construction activities.
		1E. Artificial illumination for construction activities to be minimised at all times	All areas	Civil/ landscape contractor	To be reviewed daily during clearing and construction activities.
2	Prior to clearing	2A. Obtain Regulation 28 licence *(Fauna taking (relocation))* from DBCA.	All areas	Fauna specialist	To review before clearing commences.
		2B. Mark all trees identified for retention with coloured flagging tape to avoid incidental clearing or damage.	All areas	Civil contractor	To review before clearing commences.
		2C. Undertake a pre-clearing survey to identify potential fauna habitat, including hollow trees, dreys etc.	All areas	Fauna specialist	To review before clearing commences.
		2D. Inspection of dreys and tree hollows identified within the site. Should any hollows be in use by native vertebrate fauna species, clearing will be delayed until the young have left the hollow, if possible. Alternatively, a 10 metre (m) 'tree protection zone' will be established around these tree(s) until the young have left the hollow. The tree protection zone will be clearly marked and no machinery will enter.	All areas	Fauna specialist	To review before clearing commences.
		2E. Implementation of a fauna displacement/trapping program for at least five nights prior to clearing. Translocation of any native vertebrate fauna captured to an appropriate location as specified in the *Fauna taking (relocation) licence* for this FMP. This includes relocation of possum dreys to nearby trees not proposed for removal. Application of correct fauna handling procedures to reduce stress on any captured animals.	All areas	Fauna specialist	To review before clearing commences.

Table 1: Fauna management actions and responsibilities to support clearing and construction (continued)

No.	Timing	Management action	Location	Responsibility	Status/Monitoring
3	During clearing	3A. Clearing shall be limited to trees identified for removal.	All areas	Civil contractor	To be reviewed daily during clearing activities.
		3B. Use of a fauna spotter during clearing, particularly during clearing of all large trees with hollows. Translocation of any native vertebrate fauna captured during clearing to an appropriate location as specified in the *Fauna taking (relocation) licence* for this FMP. Application of correct fauna handling procedures to reduce stress on any captured animals.	All areas	Fauna specialist	To be reviewed daily during clearing activities.
		3C. Undertaking of clearing outside of the main bird breeding season (spring) where possible, and in stages along one front to allow fauna to move from clearing area into adjacent habitat (i.e. Dugulup Brook).	All areas	Civil contractor	To be reviewed daily during clearing activities.
		3D. Trees that have been identified as supporting western ringtail possum dreys (or other suitable daytime refuge) will be 'bumped gently" with a machine prior to felling. The operator and zoologist will wait and observe the tree for a short time. If no possum appears to be present then the tree shall be pushed over slowly to minimise risk of injury to the animal.	All areas	Civil contractor	To be reviewed daily during clearing activities.
		3E. Undertaking of a post-clearing assessment of any trees with hollows.	All areas	Fauna specialist	To be reviewed after clearing activities.
		3F. Fallen trees that contained possum dreys shall be mulched the day they are fallen, or moved at least 50 m from where they were fallen to prevent animals re-entering	All areas	Civil contractor	To be reviewed daily during clearing activities.
4	After clearing	4A. On completion of the pre-clearing trapping and fauna spotting program, a report summarising the number of fauna captured and/or relocated and a license return will be prepared and submitted to DBCA outlining species and number of any fauna individuals translocated.	Not applicable	Fauna specialist	To be prepared upon completion of relocation program
5	During construction	5A. Allow all observed fauna during construction to move to areas of adjacent vegetation, if appropriate. If fauna is required to be removed or if injured fauna is encountered, engage an appropriate fauna specialist or call DBCA WildCare Helpline (08 9474 9055).	All areas	Civil/ landscape contractor	To be reviewed daily during construction activities.

5 References

Arbor Guy 2020, *Tree Condition Assessment 59-61 Dunn Bay Road, Dunsborough*, West Busselton

Department of Biodiversity, Conservation and Attractions 2017, *Standard Operating Procedure: Animal Handling and Restraint using Soft Containment*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2017, *Standard Operating Procedure: Hand Capture of Wildlife*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2017, *Standard Operating Procedure: Hand Restraint of Wildlife*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2017, *Standard Operating Procedure: Humane Killing of Animals under Field Conditions*, Perth, WA.

Department of Biodiversity, Conservation and Attractions 2017, *Standard Operating Procedure: Transport and Temporary Holding of Wildlife*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2018, *Standard Operating Procedure: Cage Traps for Live Capture of Terrestrial Vertebrates*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2018, *Standard Operating Procedure: Dry Pitfall Trapping for Vertebrates and Invertebrates*, Perth, WA

Department of Biodiversity, Conservation and Attractions 2018, *Standard Operating Procedure: Funnel Trapping for Terrestrial Fauna*, Perth, WA

Emerge Associates 2020, *Desktop Environmental Assessment to Support Mixed Use Development – Lot 1 and 2 (no. 59 and 61) Dunn Bay Road, Dunsborough*, unpublished letter report, Margaret River

Landgate 2019, *Locate V5- Slip,* viewed October 2020, https://maps.slip.wa.gov.au/landgate/locate/.

National Health and Medical Research Council 2013, *Australian code for the care and use of animals for scientific purposes, 8th edition*, Canberra, ACT

Standards Australia 2009, *AS 4970-2009 Protection of trees on development sites* Sydney.

This page has been left blank intentionally.

element.

Appendix F – Waste Management Plan

Lot 1 (No. 61) and Lot 2 (No. 59) Dunn Bay Road, Dunsborough
Commercial Development - Microbrewery, Restaurant, Café, Retail & Tourist Accommodation

encycle consulting

waste less, achieve more

59 & 61 Dunn Bay Rd, Dunsborough

Waste Management Plan

6 November 2020

Project No. 20-1086

Rev_2

Place Development

encycle consulting

waste less, achieve more

Encycle Consulting Pty Ltd
ABN 41 129 141 484

Level 1, 76 Roberts St
Osborne Park WA 6017
PO Box 6044
East Perth WA 6892

t: +61 8 9444 7668

gbusby@encycle.com.au
www.encycle.com.au

Version	Drafted	Reviewed	Revisions	Date issued
Rev_0 (Draft)	G Busby	J Campbell	Draft	5 November 2020
Rev_1	G Busby	J Campbell	Final	6 November 2020
Rev_2	G Busby	J Campbell	section 2.1 - updated NLA	6 November 2020

Copyright

All intellectual property rights and copyright associated with Encycle Consulting services and publications shall remain vested in and the property of Encycle Consulting. Advice and material contained within this document may be used exclusively by the Company named as the recipient of this work solely for use as specified in this document. Reproduction, publication or distribution of this work without prior written permission from Encycle Consulting is strictly prohibited.

Disclaimer

While steps have been taken to ensure the accuracy of this document, Encycle Consulting cannot accept responsibility or be held liable to any person for any loss or damage arising out of or in connection with this information being accurate, incomplete or misleading.

Table of contents

Glossary of terms and acronyms **4**

1 Introduction **5**

1.1 Context 5

1.2 Key components of the WMP 5

2 Estimated waste and recycling volumes **6**

2.1 Operational waste generation 6

2.2 Processing waste generation 7

2.3 Number and type of bins required for development 8

3 Bin store locations and amenity **10**

3.1 Bin store locations 10

3.2 Bin store amenity 12

4 Internal transfer **13**

4.1 Transfer of waste from boutique hotel accommodation units 13

4.2 Transfer of waste from building 1 (brewery and bar), building 2 (kitchen and dining) and building 3 (coffee roastery/café) 13

4.3 Transfer of waste from building 4 (retail & short stay accommodation apartments) 13

5 Collection and vehicle access **14**

6 Ongoing communication and management **16**

6.1 Management 16

6.2 Communication 16

Glossary of terms and acronyms

Coffee husks / chaff	The outer layer of the coffee bean that breaks away and gets removed during the roasting process.
Commingled recycling	Common recyclables, mostly packaging; such as glass, plastics, aluminium, steel, liquid paper board (milk cartons). Commingled recycling may include paper but often, and particularly in offices, paper and cardboard are collected separately.
General waste	Material that is intended for disposal to landfill (or in some States, incineration), normally what remains after the recyclables have been collected separately.
#4 LDPE	This is a type of lower-melting plastic that plastic bags and some stretch wrap are made of
MGB	Mobile Garbage Bin – A wheeled bin with a lid often used for kerbside collection of waste or recyclables. (Often called a 'wheelie bin').
MRB	Mobile Recycling Bin – A wheeled bin ("wheelie" bin) with a lid often used for kerbside collection of recyclables (similar to an MGB). Generally have a different colour body and/or lid to MGBs.
Recyclable	Material that can be collected separately from the general waste and sent for recycling. The precise definition will vary, depending upon location (i.e. systems exist for the recycling of some materials in some areas and not in others).
Recycling	Where a material or product undergoes a form of processing to produce a feedstock suitable for the manufacture of new products.
Reuse	The transfer of a product to another user, with no major dismantling or processing required. The term "reuse" can also be applied in circumstances where an otherwise disposable item is replaced by a more durable item hence avoiding the creation of waste (e.g. using a ceramic coffee mug in place of disposable cups)

1 Introduction

This Waste Management Plan (WMP) has been prepared for Place Development, on behalf of their Client, Eldorado Pty Ltd for the 59 & 61 Dunn Bay Rd, Dunsborough project. The project includes development of 18 boutique accommodation units and four commercial buildings consisting of:

- Building 1: Bar and micro-brewery
- Building 2: Kitchen/dining
- Building 3: Coffee roastery & café;and
- Building 4: Retail and 2 short stay apartments on the upper level

This WMP has been prepared based on the following information:

- Architectural plans provided by Finespun Architects (30 October & 4 November 2020)
- Correspondence with Mark Wong, Manager Fleet and Waste Services, City of Busselton regarding council waste management requirements on 12 October 2020
- City of Busselton 'Waste Collection Policy' current version date: 02 June 2020
- City of Busselton 'Waste Local Law 2016' version date: 10 June 2019
- WALGA Multi-Dwelling Development Waste Management Plan Guidelines (2018)
- City of Sydney Policy for Waste Management in New Developments (2005

1.1 Context

For efficient and effective waste management, the collection and centralisation of waste and recyclables has been carefully considered at the building design phase. Key factors to consider at the design phase include:

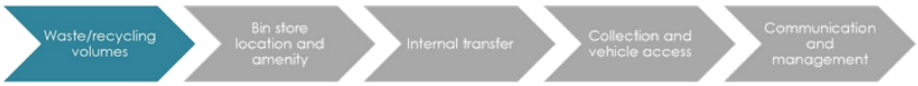
- The volumes of waste and recyclables likely to be generated during operation
- Size of bin storage area
- Safety for all operatives involved in waste management
- Access to bins and storage areas from within the buildings, trucks for waste collection
- Local council requirements
- Amenity (odours and noise)
- The ongoing management of waste and recycling services

1.2 Key components of the WMP

This WMP consists of five core components as follows:



2 Estimated waste and recycling volumes



2.1 Operational waste generation

The waste generation rates from the WALGA Multi-Dwelling Development Waste Management Plan Guidelines (2018) and the City of Sydney waste generation rates have been used as a basis for estimating waste generation quantities for this development. Encycle's experience and knowledge has also been used to calculate individual waste and recycling streams.

For the two short stay apartments (both 2 bedroom apartments) located above Building 4 the following rates have been applied:

No. of bedrooms	No of units	Waste requirement	Recycling requirement
2 bedroom	1	160 L/unit/week	80 L/unit/fortnight

For the retail, food & beverage and boutique accommodation units, the City of Sydney Policy for Waste Management in New Developments (2005) have been used in addition to Encycle's experience and knowledge[1]. Specifically, the generation rates used are presented below. City of Sydney waste generation rates do not include a breakdown of material streams included in the 'recycling' stream. The final column presents Encycle Consulting's in-house estimate of the material streams present in the recycling stream based on our working experience of operational buildings in WA.

Premises type	Nett lettable area/beds	Waste generation rate	Recycling generation rate	Percentage breakdown of recycling stream by material
Building 4: Retail >100m²	393 m²	0.5 L /1m²/day	0.5 L /1m²/day	50% cardboard 25% commingled 25% soft plastics
Building 2: Kitchen/dining	329 m²	6.7 L /1m²/day	1.3 L /1m²/day	50% cardboard 40% commingled 2% soft plastics 20% cooking oil 20% of waste is organics 100% glass (in addition)
Boutique accommodation units	18 beds	5 L /bed/day	2 L /bed/day	50% cardboard 40 % commingled 100% glass 10% soft plastics
Building 1: bar only (not brewery)	383 m²	0.5 L /1m²/day	0.5 L /1m²/day	50% cardboard 40 % commingled 100% glass 10% soft plastics

[1] Where no generation rate is provided by City of Sydney, Encycle have formulated generation rates based on experience of working with operational buildings in the local area and drawn from other relevant audit information

Premises type	Nett lettable area/beds	Waste generation rate	Recycling generation rate	Percentage breakdown of recycling stream by material
Building 3: Café	140 m^2	3 L /1m^2/day	2 L /1m^2/day	50% cardboard 40% commingled 2% soft plastics 20% cooking oil 20% of waste is organics 100% glass (in addition if licensed)

2.2 Processing waste generation

Micro-brewery

The Masterplan outlines development of a micro-brewery located in Building 1 (and identified as location 19). There are no current plans for bottling or canning activities but there is some potential distribution of kegs to local markets pending demand. Consequently, there will be no generation of packaging waste from bottling / canning activities and the predominant solid waste stream will be the generation of 'spent' grains from the brewing process.

To estimate volumes of 'spent grains', we have applied our previous project experience of Waste Management Plans for granted development approval application for micro-breweries, and our knowledge of collection and processing options for organic wastes in the south west region. A conservative approach has been taken to the estimation of 'spent grain' 2 m^3 from each brew.

There are two options for the management of 'spent grains' from the brewery as follows:

Brewery - Option 1:

A custom made storage silo (see Appendix A) will be constructed and installed and will store 'spent grains' until collection. Once the brew is complete, spent grain can be delivered via a mechanical process (i.e. a motorised auger) housed inside a steel tube directly into the spent grain silo. From the silo, spent grains are pumped via a similar auger pipe (trunk) into a 'top load' grain truck. Refer Appendix A for proposed equipment and collection vehicles. Spent grains are to be collected within 48 hours of brew completion from the spent grain silo and transported to local farms for animal feed.

Brewery - Option 2:

The second option is to store 'spent grain' waste following the brew in 'Nally mega-bin' or 'bulka bags' for collection on the completion of the brew. The bins or bags can be stored in Building 1 following the brew and will then need to be moved for collection by a fork-lift or similar equipment from the loading dock. Equipment will also be required to either unload the grains into a grain truck or load the bins / bags onto a 'flatbed' truck for transport to local farms for animal feed. Space for 2 x 'Nally mega-bin' or bulka bags of 1 m^3 is provided for in Building 1.

Roastery

The Masterplan includes development of a coffee roastery located in Building 3. The roastery will service the café and it is assumed it will also service the brewery and restaurant. Processing waste generation rates have been estimated based on a 'busy' café servicing peak

seasonality demand and supplying roasted beans to the café, brewery and restaurant. The main waste generation streams from the roastery will include:

- Coffee husks / chaff
- Hessian bags / burlap sacks (generally coffee is packaged in 60 Kgs hessian bags)
- Possibly plastic LDPE bags (could be used inside hessian bags)

2.3 Number and type of bins required for development

The waste from the development is to be stored as follows:

- Bin store 1: located in carpark 2, stores waste and recycling from boutique accommodation units, bar (building 1), kitchen/dining (building 2) and coffee roastery/café (building 3)
- Bin store 2: located in carpark 3, stores waste and recycling from the retail and short stay apartments located above (building 4)
- The spent grain from the brewery will be stored in either an externally located 'spent grain' silo (for collection within 48 hours of a brew being completed) or internally in 'Nally mega-bins / Bulka bags' (for collection on the day and after the brew is processed).
- The used cooking oil will be located in the loading dock of building 2.

The number of bins to be stored in the two bin stores are set out in Table 1 and Table 2.

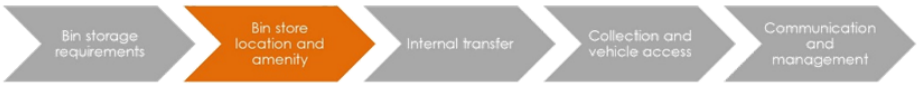
Table 1: Number of bins to be stored in bin store 1 (carpark 2) for boutique accommodation units, buildings 1, 2 and 3

	Bin size (L)	Number of bins	Collection frequency
General waste (excluding food waste)	660	5	Daily
Commingled recycling	660	1	Daily
Food waste	120	5	Daily
Cardboard	1100	1	Every 2 days
Glass	240	5	Daily
Soft plastic	660	1	As required
Used cooking oil	400	1	As required located in loading dock building 2
Polystyrene	660	2	As required
Coffee husks / chaff from roaster	120	1	Fortnightly
Hessian bags from roastery	Flatten & stack	Allow 1 m^3	As required
LDPE bags (if generated)	Flatten & stack	Allow 1 m^3	As required

Table 2: Number of bins to be stored in bin store 2 (carpark 3) for building 4 and short stay apartments

	Bin size (L)	Number of bins	Collection frequency
General waste	660	1	Daily
Commingled recycling	660	1	Twice-weekly
Cardboard	1100	1	Weekly
Soft plastic	660	1	As required

3 Bin store locations and amenity



3.1 Bin store locations

The building will have two bin stores to allow for the separate storage and collection of waste and recycling from the various buildings within the development (refer Figure 1);

1. Bin store 1: Boutique accommodation units, brewery/bar, kitchen/dining, coffee roaster/cafe (Buildings 1, 2 and 3)
2. Bin store 2: Retail and short stay apartments (Building 4)

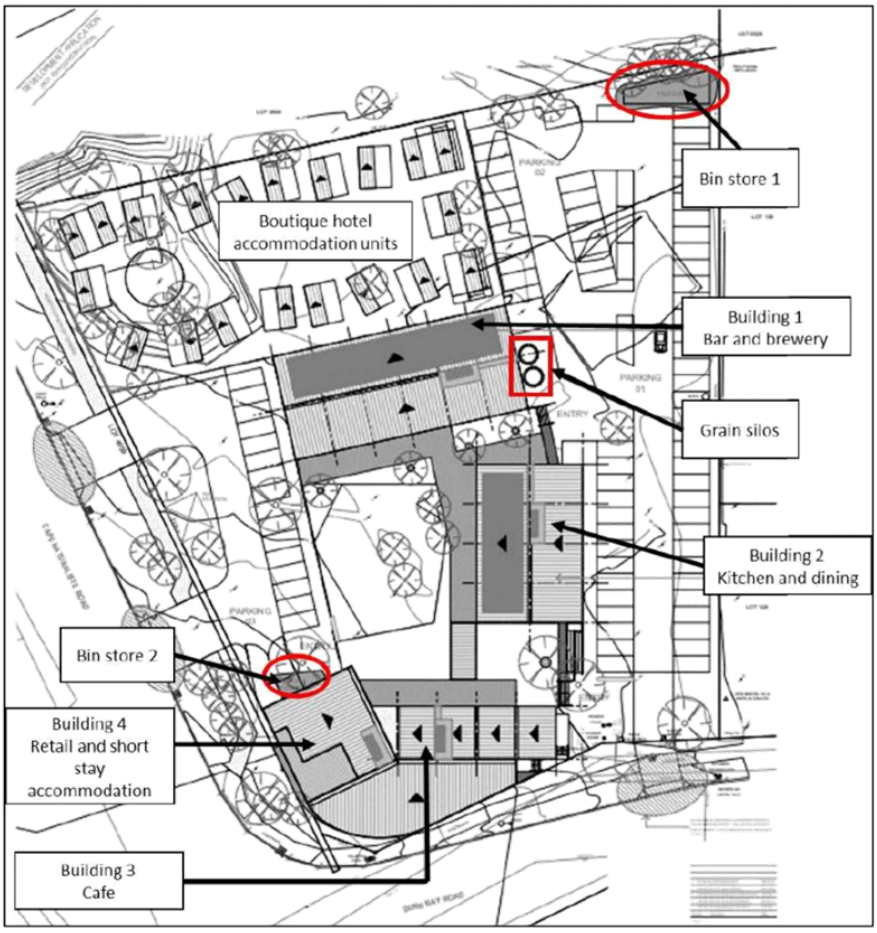


Figure 1: Site plan showing the location of the two bin stores

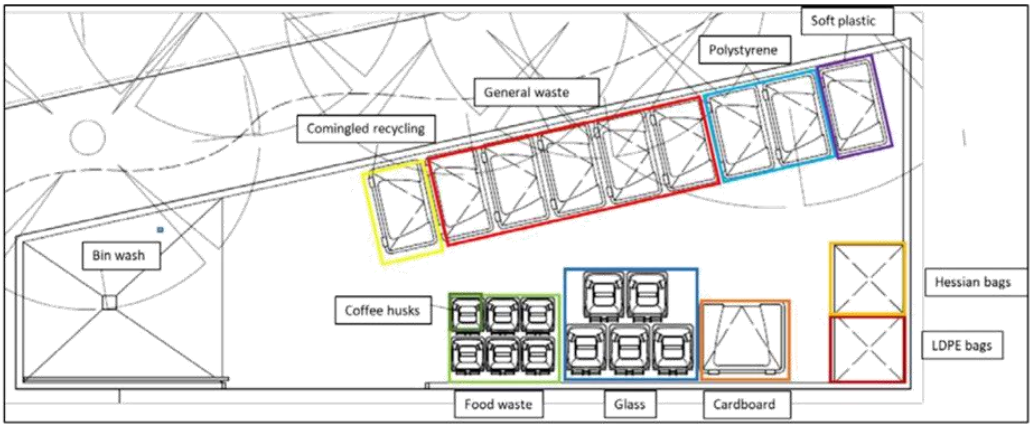


Figure 2: Layout of bins in bin store 1

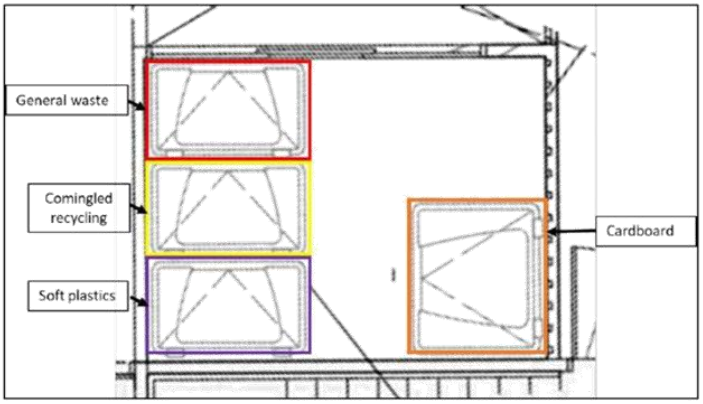
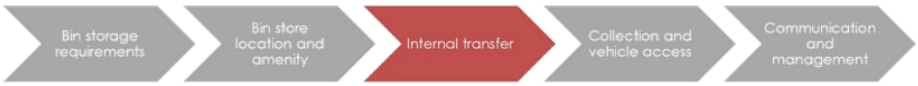


Figure 3: Layout of bins in bin store 2

3.2 Bin store amenity

Bin Transfer	
Aisle door and lift width:	All doors, corridors and lifts on the transfer routes are designed for the largest bin to fit through.
General health and safety:	Waste systems are designed to ensure that bins (particularly when full) are not required to be moved over any significant distances, up/down steep ramps (grade of slope <1:20) and definitely avoid stairs or other potential hazards.
	Manual handling of waste in garbage bags is excluded from the waste management systems where possible.
Bin store	
Washing bins and waste storage area:	Impermeable floors grading to an industrial floor waste (including a charged 'water-trap' connected to sewer or an approved septic system), with a hose cock to enable bins and /or the enclosure to be washed out. 100 mm floor waste gully to waste outlet. Both hot and cold water will be available.
Bin store walls and ceilings:	All internal walls in bin stores will be constructed with non-absorbent materials (solid and impervious) to enable easy cleaning. Ceilings will be finished with a smooth faced, non-absorbent material capable of being easily cleaned. Walls and ceilings will be finished or painted in a light colour.
Ventilation and odour:	The design of bin stores will provide for adequate separate ventilation (spaces between walls and roof).
Doors:	Ventilated roller doors will be specified both internally and externally to enable bins to be easily wheeled into and out of the bin stores.
Vermin:	Doors to the bin stores will be installed to mitigate access by vermin
Lighting:	Bin stores will be provided with artificial lighting, sensor or switch controlled both internal/external to the rooms.
Noise:	Noise is to be minimised to prevent disruption to occupants or neighbours.
Fully Enclosed:	The bin stores will be fully enclosed and only be accessible by occupants, cleaning staff, tenancy staff and the waste service provider.
Aesthetics:	The bin stores will be consistent with the overall aesthetics of the development.
Signage:	Visual aids and signage will be provided to ensure that the area works as intended.

4 Internal transfer



4.1 Transfer of waste from boutique hotel accommodation units

Housekeepers / cleaners will transfer bins from each of the boutique accommodation units to the bin store using trolleys or will transfer empty bins from the bin store to the cabins as part of the housekeeping process. Housekeepers will use safely marked out service pathways to transfer waste and recyclables from the units to bin store 1 within the car parking area 2.

4.2 Transfer of waste from building 1 (brewery and bar), building 2 (kitchen and dining) and building 3 (coffee roastery/café)

Staff from Buildings 1, 2 and 3 will manually transfer waste and recyclables via safely marked out service pathways to bin store 1. They will use 'back of house' areas where appropriate. They will transfer waste and recycling to bin store 1 located in car parking area 2.

4.3 Transfer of waste from building 4 (retail & short stay accommodation apartments)

Staff from the retail tenancies and cleaners from the short stay apartments will manually transfer waste and recyclables via safely marked out service pathways to bin store 2. They will use back of house areas where appropriate. They will transfer waste and recycling to bin store 2 located in car parking area 3.

5 Collection and vehicle access



Private service providers will undertake the commercial waste and recycling collections.

On collection days, rear-lift vehicles for general waste and the various recycling streams will enter the property from Dunn Bay Road to service bin store 1 and Cape Naturaliste Road to service bin store 2 (refer Figure 4). The operatives will enter the bin stores to retrieve and service the bins.

For bin store 1, the vehicles will drive in a forwards motion through the carparking area 2 and make a right turn adjacent to bin store 1. The vehicle will then be able to perform a two point turn to park close to the bin store. After bins have been serviced the vehicle will exit the carpark in a forward motion back onto Dunn Bay Road.

For bin store 2, the vehicle will enter in the entrance closest to building 4 and perform a two point turn in car parking are 3 to park adjacent to bin store 2. After the bins have been serviced the vehicle will continue in a forward motion, exiting the carpark back onto Cape Naturaliste Road.

Access to the grease trap will be from carpark 1, entering from Dunn Bay Road.

Swept path analysis for vehicle ingress and egress to service both bin stores has been completed by taking into consideration the specifications of private service provider's waste collection vehicles (see Figure 4).



Figure 4: Swept path analysis showing access for waste collection vehicles to service bin stores 1 (RHS) and 2 (LHS)

6 Ongoing communication and management



6.1 Management

The operator of the boutique accommodation unit and Buildings 1 to 3 will be responsible for overseeing the waste management systems in bin store 1. The tenant of building 4 will be responsible for overseeing the waste management systems in bin store 2. The operator and tenant will be trained and informed about their responsibility to work closely with the private service providers regarding the schedules for collection of the various waste and recycling streams and for maintaining the bin stores in a clean and tidy condition at all times,ensuring bins are washed regularly.

6.2 Communication

The operator and tenant will be made aware through a building users guide (or equivalent) of the waste and recycling systems and how they should be used. An Operational Waste Management Plan suitable for presenting to all users of the buildings, including how the plan could be developed and implemented during both the initial occupation and ongoing management of the buildings will be developed to assist in the communication and smooth operation of the waste management systems.

The operator and tenant will be responsible for the continuing education of staff on correct segregation of waste and recyclables within the buildings.

Appendix A Equipment for brewery 'spent grains'

Spent Grain Silos

Tired of messing with totes or carts to store your spent grain? Having a spent grain silo will eliminate the headaches associated with spent grain storage. Looking for another source of income for your brewery? Many breweries are able to sell their spent grain when they ship it in truckload quantities. Paul Mueller Company can help you determine the best location, size, and discharge method for your brewery.



FEATURES

- Elevated and non-elevated designs
- Insulated and heated designs available
- Custom discharge options for maximum flexibility





'Spent grain' silo auger



Example of grain truck

URBIS

LOT 1 (NO.61) AND LOT 2 (NO.59) DUNN BAY ROAD – DESIGN PEER REVIEW

9th December 2020

PROPOSAL SUMMARY

Urbis has been engaged by the City of Busselton to peer review the proposed development at Lot 1 (no61) and Lot 2 (no. 59(Dunn Bay Road. The plan set reviewed for the City of Busselton is titled ***Lot 1 (no61) and Lot 2 (no. 59(Dunn Bay Road, Dunsborough*** and dated **November 2020**. The development approval was prepared by Element PTY Ltd.

The proposal comprises a Microbrewery, Restaurant, Café, Retail and Tourist Accommodation located across 2 lots on the corner of Dunn Bay Road and Cape Naturaliste Road.

The plan consists of three primary structures arranged around a central courtyard including:

- Brewery and Bar (576sqm).
- Kitchen and Dining (400sqm)
- Retail and Short Stay Accommodation (633sqm) and Café (182sqm)

Additionally, 18 boutique accommodation structures are located north of the Brewery.

The following provides a general summary of the Urbis review of the development application, followed by a separate assessment matrix of the proposal against design elements. The design principles identified in State Planning Policy 7 Design of the Built Environment as gazetted on the 24 May 2019 have been used as the assessment framework.

SUMMARY COMMENTS

- The retention of vegetation across the site is to be commended and provides points of interest within the site and helps to connect the site to its context as the transition between the town centre and the surrounding bush.
- The enclosure of the central courtyard with the 3- 4m high acoustic wall strongly diminishes the attractiveness of the courtyard layout. The benefit of this approach is to create an engaging public/private space at the entry to town that is highly visible from the street. Without this feature visible the approach become introspective and secluded. Ensuring this courtyard is visible and accessible from the street is fundamental to the success of a courtyard based layout in this location.
- The scale and massing of the structures is generally suitable to the site and its prominence to both Dunn Bay and Cape Naturaliste Roads. However, the corner element does not present a defining feature to the street and should better recognise this as a landmark/ gateway entry to the town centre.
- The retail edge of Building B4 does little to engage with the street. This appears to be a result of focusing the attention of the key structures on the site internally. This may work if this internal space is open and inviting and is accessible from the street edge. However, in its current format, the entry to the retail tenancies gets lost within the building form.
- The inclusion of tenancies above the retail tenancies at Building B4 are a welcome addition and offer the opportunity for passive surveillance. However, the access and egress to these units is not ideal and is in conflict with servicing to the retail premises. This entry location might be better located along the street edge offering additional activation to the street.

URBIS

- The addition of footpaths around the site is in keeping with an improved pedestrian and cycle network however these do not translate into clearly legible movement network through the site. Entry points to the central courtyard either do not connect to the street, connect to surrounding movement networks such as Dugalup Brook, or are not emphasised as the primary access to the site.
- Servicing and access to the buildings needs further resolution as there are conflicts between entry points and loading bays. Specially, the location of the loading bay adjacent to Cape Naturaliste Road needs further detail on how this will be adequately screened from this prominent entry point.

Overall, the inclusion of a 3-4m high impermeable acoustic wall undermines the fundamental courtyard layout of the site and makes it difficult to provide a suitable design response in this format. To keep this format the resolution of enclosed courtyard and being able to open the site up to the street, visually at a minimum and physically as a preference, is key to aligning with the design principles of SPP7. There are other limited items identified in the review that require further consideration and resolution, but these are subset to the overarching issue noted above.

ASSESSMENT MATRIX

The following matrix identifies feedback on the plan against the design principles established in Schedule 1 of ***SPP7 Design of the Built Environment***. A design assessment of the proposal has been provided against each of the principles along with specific commentary where relevant. This has been broken down into compliance, review, design opportunities and note.

- Compliance means that the design is in alignment with the design principles.
- Review identifies specific items that should be reviewed or require additional discussion with the proponent to resolve or explain.
- Design opportunities are items that may improve the design but are not seen as critical.
- Note identifies items that may require further investigation by the City.

Design Principle	Explanation	Compliance	Comment
Context and Character	Good design response to and enhances the distinctive characteristics of a local area contributing to a sense of place	Complies	The site is located at the entry to the town centre and as such deserves a unique treatment in keeping with this prominent location. This site also denotes a transition between the bush and the town. The proposal integrating vegetation between the built form provides a blend of town centre with the bush in keeping with the context. The open nature of the built structures with the inclusion of breezeways, bifold doors, louvered window treatments, pergolas and other features that promote an indoor/outdoor interface are in keeping with the casual and informal character of Dunsborough Town Centre. Proposed materials include steel, wood and stone. These are appropriate materials to the site and offer a point of difference from the tilt up slabs and brick veneer utilised along parts of Dunn Bay Road.
		Review	As a key entry point into the town this site should signal an open and inviting response to the street. A courtyard layout typically provides a public/ private interface that would be

URBIS

Design Principle	Explanation	Compliance	Comment
			appropriate for this location. However, due to the 3-4m high acoustic wall facing Cape Naturaliste Road this becomes a closed interface and does not offer opportunity for views into the site and limits opportunity to engage with the town context. With the closed courtyard, the internal facing nature of this structure does not offer a welcoming environment in keeping with its context.
		Design Opportunity	Dunn Bay Road is the primary retail street for the Town. This street interface promotes an active and interactive edge along its length. The proposal currently shows a windowed edge to the street along the southern boundary. This facade rises eastward to accommodate a change in topography. The footpath in the Dunn Bay Road reserve is separated from the built edge but would be better located directly adjacent to the building and built edge.
		Note	The industrial style of the main structures, whilst not inappropriate, doesn't align with any particular local aesthetic. The benefits of this approach are the flexible nature of this typology to accommodate a range of future uses, passive temperature control and the ability to modularise the structures and adapt around existing vegetation. The boutique units offer an alternate accommodation approach that isn't currently available in the town centre and also the ability to work with the site around existing and retained vegetation. The plans note that the location of these boutique units will work around existing vegetation.
Landscape Quality	Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context	Complies	The proposal promotes the retention of vegetation within the site and utilises the vegetation as an asset. The proposal also works with the topography of the site utilising decking to address level changes provide seating arrangements around retained vegetation.
		Design Opportunity	The site sits adjacent to Dugalup Brook offering a unique interface opportunity. However, it is unclear how the site will interface with this edge condition. This would benefit from a natural approach to fencing that offers a direct interface with the brook. Further detail on this interface should be requested through the approval process.

URBIS

Design Principle	Explanation	Compliance	Comment
Built Form and Scale	Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.	Complies	The size and scale of the proposal is generally in accordance with the existing character and context of the site and location. The buildings layout in working around existing vegetation across the site speaks to the bushland character of the context and contributes to the sense of place. The scale of the proposed development is such that the tree canopy should be visible from the street edges and the town centre offering a transition between the urban town centre and the bush on the periphery.
		Review	Dunn Bay Road kinks to the south adjacent to the site and highlights the southern edge of the site as a prominent element in this view corridor. This is currently marked by established trees on the corner. These will largely be removed as part of this proposal, however the structure replacing them does not have the same prominent in this view corridor This structure should serve as a gateway entry into the town centre and as a prominent marker for access from the west. Whilst the low scale nature of the development is suitable for most of the site there is an opportunity to highlight the corner structure (B4) with additional height or treatment to signify this gateway point.
Functionality and Build Quality	Good design meets the needs of the users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life cycle	Complies	The proposed land uses of café, brewery, restaurant and retail provide an appropriate bookend to Dunn Bay Road and offer a diversity of land uses that will draw people from the town centre, helping to activate the western end of town. The proposed structures are of a scale and form to accommodate a range of uses over time. In the case of the boutique units they appear to be lightweight in nature and capable of being moved or relocated with minimal impact to the site and the retained vegetation.
		Review	The bin store location and servicing access associate with Building B4 is highly visible from Cape Naturaliste Road and is not an appropriate interface for a gateway entry into town. There is limited detail on how this area will be screened from view but it appears there will be a set of double gates to provide access. The location of the Building B4 accommodation access is also directly adjacent to this bin store and servicing access. This will create an unpleasant interface for tenants of these units.

URBIS

Design Principle	Explanation	Compliance	Comment
			This bin store also sits adjacent to Entry 3 from the Cape Naturaliste parking area and is not an ideal interface/ entry to the courtyard and does not promote pedestrian flow through the courtyard.
		Review	The proposal indicates a 5.9 x 5.3m transformer/ substation along Cape Naturaliste Road. This substation is located central to a prominent edge. It is understood that there is limited control over the location and appearance of these but this has not been incorporated into the design. At minimum, a landscape treatment should be devised to minimise the visual impact of this infrastructure.
		Review	Loading bay access to Building B2 requires vehicle movement across Entry 2. No dedicated linework has been indicated here to control this delivery movement and there is potential conflict with patrons as well as the indicated bike racks adjacent to the entry. Clear access to this loading bay should be identified.
		Note	It is assumed delivery access to the Café in B3 will be made via the tavern or kitchen site as there is no clear access from the Loading Bay on Cape Naturaliste Road. The only external ramp identified is located at Entry 1 a good distance south of the indicated loading/ drop off zone.
		Note	Water/ power and other servicing meters and pits have not been identified on the submitted plans. These should be consolidated into the structures where possible and out of the line of sight of public facing facades.
Sustainability	Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.	Complies	The site generally works with existing topography, utilising decking and the existing ground plane to maintain the natural landscape and retain existing vegetation on site. The structures provide opportunity to open up to the elements and take advantage of passive heating and cooling. The proposed structures on site are simple and adaptable and may be suitable for a range of different functions over time.
		Design Opportunity	Cross ventilation through the buildings will be limited by the enclosed central courtyard. Opening the courtyard to the street will assist in providing cross ventilation.

URBIS

Design Principle	Explanation	Compliance	Comment
			The orientation of buildings B3 and B4 do not offer opportunities for cross breeze to access the central courtyard.
		Note	The proposal includes 340 Solar Panels on rooftops to offset energy costs. This is expected to generate a significant amount of energy however, battery and other peripheral hardware to capitalise on this infrastructure this has not been indicated on the plans. It should also be noted that solar panels are most efficient with a northern orientation. Due to some of the sawtooth rooftops orientation this is not possible to achieve. This is offset by the fact that the panels are better integrated into the rooftop and present less visual impediment in their proposed format.
Amenity	Good design optimises internal and external amenity for occupants, visitors and neighbours. Contributing to living and working environments that are comfortable and productive.	Complies	The site provides a good mix of use and well arranged spaces to provide for future tenants. The level of activation that this site will provide will be of a benefit to the town centre and provide necessary vitality to the western end of Dunn Bay Road. The boutique units will offer a different type of accommodation and amenity currently not present in town. The retention of the trees maintains a high level of amenity within the site.
		Design Opportunity	The Kitchen Building B2 and associated activity is largely focused internally. There is opportunity to provide additional windows along the short southern edge of this structure facing Dunn Bay Road to provide additional activation, interest and views to and from the public realm
		Review	The central courtyard presents as an internalised space and offers limited interaction with the surrounding context. The proposed 3-4 m high acoustic wall along the western edge of the courtyard closes this area off from view from the street and closes the view to the street for patrons. The materials of this wall have not been provided but renders indicate a stone or rendered stone wall with pergola fronting Cape Naturalise Road. Whilst this may present well, it will undermine the fundamental benefit of the street interaction
		Review	The south western elevation includes a large public art screen located on the corner of Dunn Bay Road and Cape Naturaliste Road. Whilst public art is generally welcomed, this is one of

URBIS

Design Principle	Explanation	Compliance	Comment
			the primary entrances into the town centre and deserves additional activation and engagement along the ground plane.
		Note	The interface of the short stay accommodation and a microbrewery does not seem compatible. Although from a noise perspective it is noted that this complies as they are on the same site there is likely to be some conflict between these user groups.
		Note	The internal layout of Building B4 is unclear in the plans. There appears to be an entry lobby to the north and south of the buildings. It is unclear as to which is the primary entrance. It should be made clear that the entry from Dunn Bay road is the primary entry and should be treated as such.
Legibility	Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.	Complies	The proposal illustrates a footpath connection around the site and includes a continuation of the footpath connection on Cape Naturaliste Road to connect this site into the surrounding pedestrian and cycle network. The proposal provides good use of materials to denotate important entry points to the site. The development utilises Building B3 to provide a terminating view from the centre of town down Dunn Bay Road. This structure presents an open and inviting façade on its eastern elevation and will be a point of interest to draw patrons down Dunn Bay Road. It is important that this view line remain open and unimpeded and the edge of this building is activated.
		Review	The vehicle access point at Dunn Bay Road is noted at 10 metres in width. The width of this driveway should be reduced where pedestrian crossings will occur to minimise interface between pedestrians and vehicles.
		Review	Vehicle access along Cape Naturaliste Road includes two driveway entry points measuring at 9m each to access 15 car bays. A future footpath is shown within the adjacent road reserve connecting into the town centre pedestrian network. The width of the driveways should be reduced here to better facilitate pedestrian movement. Ideally a single vehicle access/ egress point would be preferred or the required parking consolidated with the entry off Dunn Bay Road.

URBIS

Design Principle	Explanation	Compliance	Comment
			The traffic impact assessment does not discuss the opportunity for a one way system that may assist in reducing the width of the driveways.
		Review	Pedestrian access through the site needs further resolution. Connections into the site from the street via entry points have been identified by recycled brick. However, from Cape Naturaliste there is no direct connection to Entry 3 which is located behind the bin storage for Building B4. Pedestrian and cycle arrivals from this direction will have to navigate crossing two large driveway entry without clearly marked pedestrian access points. From Dunn Bay Road the brick denoted Entry 1 connects to the end of the car park but does not engage with the adjacent road reserve. As the primary entry into the site from the Town Centre this access point should be made clear. This entire entry point could be oriented further towards the Dunn Bay Road to help engage with street. There are limited visual clues that this is the primary entry to the site.
		Review	The proposal has limited interaction with Dunn Bay Road providing one clear frontage and access into the building on the corner. This edge should be activated and engaging to encourage movement along this street edge. Apart from an inset deck the structure itself does little to engage with the street and denote this entry point.
		Design Opportunity	The Dugalup Brook runs along the northern edge of the site. No clear pedestrian or cycle access has been provided to this movement network. This may transition to an important movement corridor in the future and the site would benefit from a clear access from this frontage into the site.
		Note	No awnings have been proposed along Dunn Bay Road adjacent to the street edge. Whilst this provides a cleaner building line, this offers little protection to pedestrians.
		Note	The site plan notes a range of servicing infrastructure around Entry 1 including power pole and dome, retic valve box and water meter. It is unclear if these items will be removed or consolidated as part of this proposal. This will be

URBIS

Design Principle	Explanation	Compliance	Comment
			important to resolve as the primary entry into the site.
Safety	Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.	Complies	The proposal helps to activate the western end of town providing a destination and encouraging pedestrian movement. The inclusion of accommodation on the second floor of Building 2 B2 provides some passive surveillance of the surrounding public realm and the inclusion of balconies facing Cape Naturaliste Road will assist in this.
		Review	The proposal includes a number of activation opportunities on the perimeter of the site, however the level of interaction with the street is limited. No views of the street are offered from the site to the surrounding public realm from the brewery, kitchen and boutique accommodation.
		Review	The location of Entry 3 is hidden behind the bin storage for Building B4. This is not visible from the street. This same conflict is noted for the entry to the units in Building B4.
Community	Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.	Complies	The industrial nature of the buildings offer flexibility to adapt and change to other uses over time. The diverse mix of uses will serve as an attractor for locals and visitors and provide an additional point of interest to the town centre.
		Review	The proposal does not offer any public or public/ private spaces. The courtyard which should serve as an inviting and attractive feature is hidden internally and has no direct interface with the public realm.
Aesthetics	Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.	Complies	The proposal has outlined a good process of engagement with the local community and local merchants and suppliers. The internal qualities of the courtyard with a deck built around trees has the potential to provide an attractive and engaging space. The indicated choice of materials including the timber cladding, sandstone dry wall and corrugated colourbond roofing provides a suitable palette for the location.
		Review	The use of the sawtooth structure enables a high roof line and an open and engaging façade.

URBIS

Design Principle	Explanation	Compliance	Comment
			However, the community benefit of this approach is only experienced on the eastern end of Building B3 as it faces down Dunn Bay Road. The Retail roofline on the corner presents as a low and monolithic slab and provides little variation across its length. The curve and cladding for this length needs further elements to break up the façade and denote points of interest such as the entry point.
		Review	The ground floor of Building B4 has an awning that extends arounds the corner. The projection of this awning appears to be around a metre in width. Its role and function here is unclear as it does not provide pedestrian shelter or protect any entry points below.
		Note	The indicative renders show a planted pergola along the length of the acoustic wall facing Cape Naturaliste Road. Posts or indications of this feature are not shown on the site or landscaping plan. A similar feature would be recommended to minimise the impact of this acoustic wall, however an alternate approach to a visually impenetrable acoustic wall would be preferred. If there is to be a pergola in this location the impact on pedestrian movement on this edge should be considered.

No.	NAME & ADDRESS	Nature of Submission	Comment
AGENCY SUBMISSIONS			
1.	Department of Fire and Emergency Services – Landuse Planning	• DFES acknowledges that an existing house (to be demolished) and a café restaurant currently exists on the subject site and the development application seeks to introduce a boutique hotel, brewery and bar, kitchen and dining area, café and short term accommodation. • However, as the City have considered this to be a tourism activity and required planning approval, the change to a vulnerable land use would constitute an intensification of development and trigger application of SPP 3.7. • In line with the State Core Objective of Emergency Risk Management - *People: protect lives and wellbeing of persons*, DFES has assessed this proposal against SPP 3.7 and the Guidelines. DFES acknowledges this proposal falls within the scope of the Western Australian Planning Commission's *Position Statement: Tourism land uses in bushfire prone areas* (the Statement). The decision maker can consider the policy intent of the Statement, particularly regarding the primacy of life. • The proposed development will be required to be referred to DFES' Built Environment Branch for assessment at the building approval stage. • The BMP has identified aspects of the development that do not comply with the Acceptable Solutions contained in the Guidelines. Where a proposal cannot comply with the Acceptable Solution(s) a Performance Principle-Based Solution must be proposed and labelled as such. • Query some of the vegetation classification and distance to vegetation inputs used to determine BAL ratings.	Noted. The City recognises that the proposal is a vulnerable landuse in the form of tourism development. Notwithstanding that DFES does not support the development of vulnerable or high-risk land uses in areas of BAL-40/BAL-FZ, the City considers that the site is located within an area that is considered to be a built out area and as such development at BAL-40 – BAL-FZ is approvable. The proposal identifies that all of the development including tourist accommodation that exposed to BAL-FZ will be required to be built to the appropriate construction standards. If approved, as per the DFES recommendation, prior to commencement of the development officers recommend that the BMP be updated by the Bushfire Planning Practitioner to clearly identify where a Performance Principle Solution has been used to address Bushfire Protection Criteria in place of an Acceptable Solution and it is recommended that as per the DFES recommendations the Practitioner should undertake an audit of the vegetation classifications and distances to vegetation modify the inputs in the BMP as necessary. The BMP to be amended to confirm that the Landscape Plan will comply with Schedule 1 of the

		The inputs in the BMP should be audited by the Bushfire Practitioner. • The Landscape Plan in Appendix 1 of the BMP identifies future management of the Cape Naturaliste Road reservation immediately abutting the site to a low threat status. The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed. • It is unclear in the BMP that the Landscape Plan (BMP Appendix 1) can achieve compliance with Schedule 1: Standards for Asset Protection Zones contained in the Guidelines (BMP Appendix 2). This includes the separation of vegetation from buildings particularly given the retention of mature trees for ringtail possum habitat. The BMP is ambiguous in the language used to confirm whether compliance with the acceptable solution A2.1. DFES recommends the BMP is amended to confirm that the Landscape Plan will comply with Schedule 1 of the Guidelines. • The Bushfire Risk Assessment at pages 9 and 12 states that *"Construction to AS3959 standards is achieved for all buildings..." "…*all buildings will comply to AS3959 standards." While it is noted that the bushfire construction provisions of the Building Code of Australia do not apply to Class 4 to Class 9 buildings and that an existing café restaurant is proposed to be retained, DFES supports this measure. • The BAL ratings cannot be validated for the reason(s) outlined in the above table. The Policy does not support development within BAL-40/BAL-FZ. Off-site evacuation or sheltering in the nominated safer building as a last resort is not supported as a suitable Performance Principle-Based Solution. DFES recommend the	Guidelines.

		design is revised to provide adequate hazard separation and ensure no buildings designated for short stay accommodation are located in areas of BAL-40/BAL-FZ. A perimeter road would assist in the provision of separation from the hazard and improve the ability for emergency services personnel to undertake firefighting and emergency management activities within Dugulup Brook Creek Reserve. It has not been sufficiently demonstrated that the Landscape Plan achieves compliance with Schedule 1: Standards for Asset Protection Zones contained in the Guidelines. • Subdivision and development applications for vulnerable or high-risk land uses in areas of BAL-40/BAL-FZ will not be supported unless they comply with policy measure Clause 6.7.2 of SPP 3.7. The proposal is not considered to meet the definition of unavoidable development.	
2.	Department of Biodiversity, Conservation and Attractions	<u>Fauna Management</u> Western ringtail possums (WRP) are listed as critically endangered under the *Biodiversity Conservation Act 2016* (BC Act) and the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999.* WRP have been recorded within the proposed development site. The application's Table 1 Environmental Value-Fauna and Fauna Habitat (Emerge Associates 2020) - states that a fauna management plan has been prepared. A copy of the fauna management plan was not forwarded to DBCA with the application. DBCA recommends that the fauna management plan is prepared in consultation with DBCA. DBCA notes that a fauna trapping and relocation program is proposed. DBCA advises that the fauna management plan	Noted. The applicant has prepared a Fauna Management Plan which appears to be consistent with the advice given by DBCA. The provision of tree protection zones during construction and the installation of a fence to define the northern boundary in order to protect vegetation within the adjacent reserve have been included in the conditions in the officer recommendation.

		should include a range of measures to manage threatened fauna species. Fauna spotters should be present on-site prior to, and during vegetation clearing works and demolition works. The fauna spotter must hold a section 40 ministerial authorisation to take or disturb threatened fauna under the BC Act. The fauna spotter should provide a post-clearing report to DBCA swlanduseplanning@dbca.wa.gov.au that includes the numbers of adult or juvenile western ringtail possums observed, taken or disturbed, any injuries or fatalities, and the location of the fauna after clearing occurred. Please note that WRP can reside in roof spaces and therefore a fauna spotter with a section 40 authorisation may also be required for the demolition of buildings within the site. <u>Vegetation retention</u> The Mixed-Use Development plan (Emerge Associates Rev C 13 November 2020) depicts trees to the retained and removed. The plan's legend indicates that some trees are in poor health and may be removed and therefore the final number of retained trees has not yet been determined. There should be no impacts to the vegetation along Dugulup Brook reserve on the site's northern boundary as this forms an important fauna corridor. When vegetation clearing occurs, all trees to be retained should be clearly marked and protected to ensure there is no accidental damage or removal during development. DBCA supports the Emerge Associates tree management options outlined in Table 1 Environmental Value – Flora and Vegetation - including the use of fencing along tree drip-lines and minimizing cut or fill within tree protection zones. In	

		addition, a map of the retained trees should be included within the approved fire management plan to minimize accidental clearing/damage when fire management is undertaken. Western Australian (WA) Peppermint trees (*Agonis flexuosa*) are preferred habitat for the critically endangered WRP. The landscape shrub planting list could include WA Peppermint trees to enhance habitat for threatened WRP. <u>General comments</u> The Dugulup Brook is adjacent to the site's northern boundary. The drainage management plan should ensure that surface water will be contained within the site with no direct, unfiltered discharge to the Dugulup Brook. It is suggested that consideration be given to installing fencing or bollards along the northern boundary to define the Dugulup Brook reserve area and protect WRP habitat trees and riparian vegetation.	
3.	Department of Water and Environment and Regulation (Noise Branch)	1. The proposed architectural requirements, such as noise walls on western side of courtyard, the architectural construction of buildings for brewery, restaurant and café, and building envelope construction of Unit 1 in retail and short stay accommodation building, are considered appropriate and sufficient. 2. The proposed noise management requirements, such as locating the live entertainment to the northwest corner of the courtyard, closing the external windows, doors and louvres of the brewery and restaurant buildings when the amplified music with these buildings is louder than background music; limit the music volume within brewery and restaurant buildings, limit the number of patron within the courtyard	Noted. The environmental noise assessment report is considered reasonably accurate, however officer recommend conditions relating to acoustics of proposed mechanical equipment installations and requirement of preparation of a Noise Management Plan for the implementation of the recommendations in the environmental noise assessment report.

		and deck areas outside the brewery building when this building is used after 10pm etc., are all appropriate and effective. Note that while DJ music levels can be effectively controlled this would be more difficult if the source was live music. 3. Noise criteria quoted for the noise impact and compliance assessment seem correct. 4. Methodology of the noise modelling, including the topographical and meteorological inputs, building envelopes; modelling assumptions, sound power levels quoted for various scenarios and at various venues, seem reasonable and acceptable. 5. The predicted noise emission levels at the four neighbouring residential receptors and the most effected neighbouring commercial premises for various scenarios seem reliable. 6. GHF stated that the noise transmission from the hospitality uses to the shortstay accommodation is not required to comply with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations), because they are located on the same lot and will be operated by the same entity. While this statement is correct, it should be noted that if the short-stay accommodation component is separated from the hospitality component in future, noise compliance at the accommodation site will become a problem. In summary, ENB would agree that the proposed development has the capability of complying with the Noise Regulations.	

4.	Department of Water and Environment and Regulation (Environmental Regulation)	The Department has identified that the DA20/0916 - Mixed Use Development has the potential for impact on environment and/or water resource values and/or management. Key issues and recommendations are provided below and these matters should be addressed: • Issue: Clearing of native vegetation. ○ Advice: Based on the information provided it is likely that this proposal is exempt from the requirement for a clearing permit under Regulation 5, Item 1 – Clearing to construct a building of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations), as described in the Departments 'A Guide to the Exemptions and Regulations for Clearing Native Vegetation'. • Issue: Located in a sewerage sensitive area (e. land that drains to and is within two kilometres of the following coastal embayments) ○ Advice: Proposal to comply with the Government Sewerage Policy 2019, for sewerage sensitive areas and management of trade waste. • Issue: Proposed operation could be categorised as Prescribed Premises. Advice: Based on the information provided the proposal does not seem to meet the requirement for a Prescribed Premises.	Noted.
5.	Department of Planning Lands and Heritage (Aboriginal Heritage)	A review of the Register of Places and Objects as well as the DPLH Aboriginal Heritage Database and the information provided by the City of Busselton concludes that the proposed work is within the public boundary of Registered Aboriginal Site ID 20764 (Caves Road Campsite) but not within the boundary as administered by DPLH. For reported	Noted.

		Aboriginal heritage places where there is restricted information, the actual location of the place is not publically available, as such, a larger dithered boundary is represented on the publically accessible DPLH Aboriginal Heritage Inquiry System. Therefore based on the information held by DPLH no approvals under the *Aboriginal Heritage Act 1972* are required.	
6.	Department of Planning Lands and Heritage (State Lands) 140 William Street Perth	Submission is neither in support nor objection, but information only. Future tenure of Lot 4959 (spite strip) will need to be resolved prior to access being available to Lot 1 on to Cape Naturaliste Rd. Options include LGA request Lot 4959 is amalgamated into the road reserve or it amalgamated into the adjoining holders at a value determined by the VGO. Partial removal of spite strip maybe considered. Support for removal of Lot 4959 is required by the City and Land Use Planning Division of DPLH. Other approvals may also be required.	Noted. A condition of approval is recommended for arrangements to be entered into prior to commencement of the development to address legal access across Reserve 42673. This will require liaison between the landowner, City and relevant sections of DPLH.
7.	Main Roads WA	It is noted that the road verge for Dunn Bay Road is very narrow near the existing roundabout which will limit future opportunities for upgrading Dunn Bay Road. Dunn Bay Road is the major access road for the Dunsborough Town Centre with increasing new development and resultant increasing traffic demands. It is recommended that the Shire ensure that adequate road	Noted. Officers have recommended conditions for the southern crossover to Cape Naturaliste Road to be a controlled access crossover for left out service vehicles only.

		reserve/ verge is provided to accommodate location of services, dual use paths and possible future upgrading of Dunn Bay Road. It is considered that the proposed development setback/ road verge to Dunn Bay Road should be increased to provide a minimum verge / reserve width of approximately 5 metres. Main Roads will be able to assist the Shire with a concept for future upgrading along Dunn Bay Road if required. The proposed development plan indicates two driveway crossovers to Cape Naturaliste Road. The proposed southern driveway crossover is located within the left turn slip lane for the roundabout / intersection which will create potential for traffic conflicts. It is recommended that the southern driveway crossover be modified/ realigned to allow for left out only into the left turn slip lane. Alternatively, it is considered that the proposed southern driveway crossover could be deleted. Also the existing pedestrian crossing on the south side of Dunn Bay Road will need to be relocated to the west to avoid conflict with the proposed new driveway access crossover for the development to Dunn Bay Road. Further, the Shire should ensure proposed driveway access to Dunn Bay Road is designed to include appropriate turning radius for the required design vehicles.	
PUBLIC SUBMISSIONS			

1.	G & W Killian Dunsborough	We recently received your letter seeking comment on the proposed development as above. Prior to making any submission I would like to get clarification on a couple of things please. In past correspondence from the City of Busselton and per the Dunsborough Town Centre Conceptual Plan forwarded to ratepayers in October 2020, it appears that an extension of Clark St to Cape Naturaliste Rd has been gazetted and also a roadway/pedestrian way from Cyrillean Way to Clark St has been considered. Will these extensions take place? This will have a bearing on our thoughts regarding the mixed development proposal.	Advice to the submitter has been provided that the connection of Clark Street to Cape Naturaliste Road has not been gazetted. The connection of Clark Street to Cape Naturaliste Road is an officer recommendation in both the Local Commercial Planning Strategy (LCPS) and the Dunsborough Town Centre Conceptual Plan, although neither of these are formal planning documents. Through multiple rounds of community engagement (including two recent rounds in late 2020), this proposed connection has been supported by members of the Dunsborough community. It is likely that the connection will be recommended by City officers for inclusion in the forthcoming draft Dunsborough Precinct Structure Plan (DPSP). The draft will, however, need to be endorsed by Council prior to advertising; and will then be subject to a period of community and agency consultation. This may lead to modifications, which again will need Council endorsement, and the final decision will come from the WA Planning Commission. If approved, the DPSP will not provide a formal mechanism to require the connection (which would involve the rezoning of private land via an Amendment to the Local Planning Scheme), however it will provide a basis to undertake the necessary Scheme amendment. Therefore while this is something that officers and the community (from previous consultation)

			supports, it isn't a fait accompli, and may still be a lengthy process. In regard to a connection between Clark Street and Cyrillean Way, again this was an officer recommendation in the LCPS and there is an existing Public Access Way. It may be that further upgrades are considered, however this 'movement' component of the DPSP has yet to be considered.
2.	P Tyrell D Tyrell R Colvin L Sproule P Harris L Smith J & J Nuttman L Bottaglia V Lepidi M Lepidi P Goddard D Sienkewitz J Harper C White J White	Submission from various residents of Naturaliste Heights. In general, the proposal appears to be well considered but concerned that if identified issues are not dealt with at the beginning then a long-term solution becomes very difficult to implement and retrospective alternatives would be a compromise solution. We are willing to engage with the Developer to achieve a suitable outcome The Submission addresses concerns regarding: - <u>Community Consultation process</u> The Applicant's Community Consultant (CC) listed stakeholders with whom they engaged. No residents of Naturaliste Heights have received any correspondence from the CC and the Applicant has not made any attempt to inform themselves of likely concerns and how those concerns can be addressed and / or mitigated.	Noted. Noted. Noted. Noted. The applicants community consultation processes was not a requirement of the City nor has the reported outcomes a relevant consideration in the City's planning assessment of the proposal. The City has undertaken public consultation as required by the Local Planning Scheme a result of which is this submission.

		<u>Cross overs to Cape Naturaliste Road</u> Cars leaving the existing CNR & Dunn Bay Rd round-a-bout and heading north along CNR are doing 60kph and are potentially confronted with vehicles turning right into the northern most cross over. The short distance between the existing round-a-bout and the proposed cross over will increase congestion and possible cueing of cars which will further contribute to the possibility of accidents. Importantly, residents from Naturaliste Heights, many with young children in tow and quite a few elderly residents, cross CNR to walk into town. In summary, the proposed crossovers will: - • exacerbate vehicular congestion and potential for accidents; and • compromise the safely of residents from Naturaliste Heights walking into the CBD. **Suggested Option** • Restrict ingress/egress to service vehicles only; • Narrow the width of both cross overs; and • Make them left in left out	Noted. Officers have recommended conditions for the southern crossover to Cape Naturaliste Road to be a controlled access crossover for left out service vehicles only.
		<u>Aesthetics</u> With a height of 6460mm the accommodation units will protrude 4360mm above the proposed 2100mm sound attenuation screen fence. The AU are quite severe in their design and not aesthetically pleasing. A softer more appealing aesthetic from CNR should be considered. **Suggested Option** Alter the elevation by lowering the pitch so the maximum height is 4500mm (this still allows ventilation and bed to a loft area).	Noted. The City is comfortable with the proposed architectural design of the accommodation units which complies with height and other requirements specified for the zone by the Scheme.

		Parking The Applicant states: - *Based on the City's Local Planning Policy No. 2.1 – Car Parking (LPP2.1) the following parking requirements are derived for the development, based on 4 bays per 100m2 of Net Leasable Area (NLA) for all land uses:* *Table 4 – Parking Requirements* *Land use NLA/No. Requirement Proposed* *Shop 393m2 NLA 16 62 shared bays with reciprocal parking* *Restaurant/café 329m2, 140m2 NLA 19 arrangement (includes 2 ACROD Bays)* *Brewery/Tavern 505m2 NLA 20* *Tourist Accomm. 20 units 22 22 (includes 2 ACROD Bay)* *It is noted the parking requirement has been rounded to the nearest whole number. The deck and alfresco areas are not for the exclusive use of the tenancies and are therefore not included in the NLA.* The Applicant also states: - ***At this stage** a maximum capacity of 1,000 patrons is envisaged at any one time which will be spread across* *the three hospitality buildings, with the following break-down:* *• Within Building 1 – 206 patrons* *• Within Building 2 – 181 patrons* *• Within Building 3 – 71 patrons*	Noted. The proposal provides for a total of 80 car parking bays, including four universal access bays, across two car parks on the site. The City's Local Planning Policy No. 2.1 'Car Parking' (LPP2.1) specifies that all new development within the Dunsborough Town Centre (the 'Centre' zoned land) should provide car parking at a rate of 4 bays per 100m2 of net lettable area (NLA) for all land uses. While this should, in principle, also apply to the Tourist Accommodation uses proposed, it considered more appropriate to require one bay per unit given the likelihood that guests will drive to their accommodation. Based on the NLA provisions for the retail and food and beverage uses and a rate of one bay per accommodation unit, the proposed development generates a requirement for 75 car bays. The proposal provides a total of 80 car bays on site, meaning the proposal exceeds the minimum requirement specified by LPP2.1. The level of parking provided is considered sufficient given the likelihood of reciprocal parking with other uses in the town centre and the ability for people to easily walk and cycle to the site. The proposal also provides space for up to 65 bicycle parking bays, including seven bays within a lockable storage area for staff, which exceeds the LPP 2.1 requirement for 58 bicycle bays.

		• *In the external areas (courtyard and decks) – 542 patrons.* ***Issues*** In its report, the Applicant refers to the number of patrons ***at this stage*** which suggests the likelihood of further patrons as the population of Dunsborough increases. In excess of 50% of the patronage (542) is allocated to the courtyard and deck but because these areas are not exclusive no parking has been allowed. This logic is for the benefit of the Applicant and allows them to provide a larger development footprint. We suggest the courtyard and deck is exclusive to the development and should be included within the area for which parking is required, particularly given that these areas accommodate the highest proportion of the patrons. *Of serious concern is the high likelihood of patrons parking in neighbouring residential streets due to insufficient on-site parking. This will bring with it an element of undesirable anti-social behaviour and this problem will ultimately revert to the City to resolve.* *The likelihood of this occurring is known because it already occurs with patrons of the Dunsborough Tavern parking in Martingale Drive. The extent of this is tolerable (so far) but it has the potential to become a much bigger problem if it is not addressed up front.* **Suggested Solution** The Applicant should be required to reduce the scale of the development to provide a realistic ratio of on-site parking to the areas allocated for use by patrons (including the alfresco / deck /courtyard areas). Our understanding is that this approach is common when calculating the parking required	

		for restaurants. <u>Operating Hours</u> The Applicant's Report states: - *At this stage of the project the operating hours of the hospitality uses have not been confirmed, however the following are anticipated:* *• The brewery (Building 1) will generally be open between lunch time and 10pm, and is proposed to operate to midnight for private functions on occasion.* *• The restaurant (Building 2) will be open for lunch and dinner, closing prior to 10 pm (Building 2 may on occasion be used for private functions that may extend beyond 10pm); and* *• The café (Building 3) will be open for breakfast and lunch, closing in the afternoon.* ***Issues*** The Applicant refers to ***and is proposed to operate to midnight for private functions on occasion***. Weddings (let alone other events) are big business in Dunsborough & surrounds amongst permanent residents and tourists alike. The number of private functions is likely to increase as the population of Dunsborough increases. *On occasion* is very broad and could very quickly become 5, 6 or 7 nights per week. The operator is a commercial enterprise in the business of providing services that encourage increased turnover from the sale of food and beverage. It is reasonable to assume they will do all that is commercially possible to increase their turnover, including hosting private functions as often as possible. **Suggested Solution** Limit the time available for private functions to Friday &	Noted. It is recommended however that conditions requiring the provision, approval and on-going compliance with appropriate noise and venue management plans, which can address noise emissions from the site and how the venue is managed on an on-going basis, including operating hours, maximum patron numbers, management of patrons leaving the site etc, be included should an approval be issued.

		Saturday night to no later than 12 midnight. Bush Fire Management issues The Applicant reports: - *Ten short term accommodation cabins experience BAL-FZ because of their proximity to Dugulup Brook Creek Reserve.* *The land use planning bushfire risk mitigation strategies are comprehensively detailed in the BMP and respond to the performance criteria that fulfil the intent of the bushfire hazard* *management issues outlined in the Guidelines for Planning in Bushfire Prone Areas V1.3 (2017).* However, the BMP does not address the potential increased likelihood of fire in the Dugalup Brook Reserve due to activities of those occupying the AU. Due to the proximity of the AU to a heavy fuel load, activity such as a discarded cigarette butt is potentially catastrophic. **Suggested Option** Increase the setback of the AU to *create minimal impact on the environment* and mitigate the potential for fire by maximising the distance of tourist activity from potential fuel sources. Environmental impact on Dugalup Brook and Fauna ***The DUNSBOROUGH STRUCTURE PLAN – AUGUST 1990*** *The Dunsborough Structure Plan emphasizes preserving the important environmental landscape elements, notably the*	Noted. The potential impacts from bushfire are required to be considered as a large portion of the site is located within a designated Bushfire Prone Area. The proposed development is a vulnerable land use under State Planning Policy 3.7 because visitors and groups to the facility will be less able to respond in a bushfire emergency. Accordingly a Bushfire Management Plan (BMP) has been prepared by an accredited Level 3 Bushfire Planning Practitioner to support the Development Application. State Planning Policy 3.7 and the associated *Guidelines for Planning in Bushfire Prone Areas* do not require assessment of the likelihood of a proposed development to increase the risk of a fire starting due to patron activity. It is not considered that the risk of a fire caused by patrons of tourist accommodation located near to the to the reserve i.e. by discarded cigarette butt is any greater than the risk from recreational use of the reserve by residents and visitors to the area who may use the existing formalised walking path that traverses through the reserve. Noted. The proposal was referred to the Department of Biodiversity, Conservation and Attractions (DBCA)

		mature trees, wetlands and creeks, which define Dunsborough: "The high aesthetic value of the environment is a significant feature of Dunsborough providing a scenic setting for urban development but also providing a constraint in that development should create minimal impact on the environment. Insensitive building design and siting will see the essential quality of Dunsborough compromised. It is important that natural or appropriately modified creek-lines and associated vegetation and wetlands are protected as important landscape elements" (DPUD, 1990:6). ***Native Fauna*** *During the current condition mapping, five western ringtail possum (Pseudocheirus occidentalis) dreys were found within the reserve.* ***Four of the dreys were located near the Cape Naturaliste Road end of the reserve*** *where the overstorey is predominantly peppermint trees. The western ringtail possum is listed as a Schedule 1 species ('Fauna that is rare or likely to become extinct') under the Western Australian Wildlife Conservation Act (1950), and is a trigger species under the Commonwealth Environment Protection and Biodiversity Conservation Act (1999), listed as 'vulnerable'.* <u>Noise</u> Results of the Applicant's Environmental Noise Report confirm compliance based on noise contours at 1.5m above ground level. The report also states: *# Patron noise at distance is not known to exhibit annoying characteristics, therefore the penalties for tonality, impulsiveness, and modulation do not apply.* **Suggested Solution** • Peer review of the Noise report to verify the	and the DWER relating to the proposed removal of vegetation on the site, potential impact on fauna and the proximity to Dugulap Brook. Comments received from DBCA indicate that the proposal can be supported subject to: a suitable fauna management plan; fauna handlers being present during removal of vegetation on site and the demolition of the existing buildings; the provision of tree protection zones during construction; and the installation of a fence or bollards to define the northern boundary in order to protect vegetation within the adjacent reserve. Conditions addressing these matters have been included in the officer recommendation. Noted. The application material was referred to the Noise Branch of the Department of Water and Environmental Regulation who provided commentary indicating that the technical detail in the report is reasonable, the predicted noise emissions at the nearby residential receptors seem reliable, the proposed architectural requirements

		correctness of assumptions and outcomes in the Applicant's Noise Report; • Reverse the location of B2 and the Alfresco / Deck area. In doing so the noise from over 50% of the patrons coupled with noise from live entertainment (music has more low-frequency (63 to 125 Hz) sound energy than crowd noise and therefore is more difficult to attenuate) will be directed to the CBD rather than residents of Naturaliste Heights. Additionally, the Alfresco / Deck area will benefit from: o exposure to the winter sun; o the 3m & 4m high acoustic screen walls may be able to be reduced in height. <u>Odour</u> The Applicant has not provided any report(s) on the odour that will be emitted from activities at the Brewery or coffee brewing premises. **Suggestion** The Applicant be required to engage a suitably qualified Consultant to assess the extent / impact of odours from on-site activities.	are appropriate and sufficient, the noise management requirements are appropriate and effective and that the proposed development can comply with the Noise Regulations. Discussion on the design of the development has previously been had with the applicant and it is clear that the developments proponents wish for the DA to be assessed as presented to the City. Noted. It is agreed that the proposal has the potential, if not appropriately managed, to result in odours emitted from coffee roasting and brewing activities that may impact on the amenity of neighbouring business and residential premises. It is recommended that a condition be applied requiring an odour management plan be prepared by the applicant and approved by the City prior to commencement of use.
3.	Planning Solutions (on	On behalf of our client, we provide the following comment on	Noted.

	behalf of Dunsborough townsite landowner DCSC Pty Ltd)	the advertised application. **Noise and amenity** The Environmental Noise DA Report included with the development application call the adjoining site *"vacant lot to the east."* The Report appears to designate the adjoining site as a 'commercial' premises, which assumes there are no residential apartments or other noise sensitive premises on the adjoining site. As a result, the Report assumes a much higher threshold for noise from the proposed development received at the adjoining site. We submit the Environmental Noise DA Report should be amended to classify the adjoining site as if it were a noise sensitive premises for the reasons which follow. The owners of the adjoining site have commenced discussions with the City for a mixed use development incorporating residential apartments on upper levels; a form of development consistent with the City of Busselton Local Planning Scheme No.21 (**Scheme**) objectives for the Centre zone: *d) To provide for medium to high density residential development.* The adjoining site is designated a density code of R-AC3 under the Scheme which supports six-storey apartment buildings on the adjoining site. Clause 67 of the deemed provisions of the Scheme requires the following matters to be given due regard when considering an application for development approval: *(m) 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*	Noted. While it is understood from the modelled decibel levels in the noise assessment report that there may be noise exceeding the normally acceptable residential levels to this site, it is impossible to model the impact on a development that does not exist and the preparation of the submitted application and noise report was well advanced prior to any discussions with the adjoining landowners representatives about future development of their site. It is also noted that elevated noise levels are often experienced in town centres and that any future residential development of that site is likely to be required to consider quiet house design in any case. Further, should it be necessary at the time, the City could also require notifications to Titles advising purchasers of the potential for amenity impacts associated with living in a vibrant town centre.

		not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development; *(n) 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;* Compliance with the *Environmental Protection (Noise) Regulations 1997* does not necessarily mean that noise does not constitute an adverse impact on the amenity of the locality, or that a development is compatible with its setting. In this respect, given the planning framework clearly contemplates residential in a mixed use configuration on the adjoining site, the City must not approve the application until it is satisfied the development will not be detrimental to the amenity of future residential development on the adjoining site. This is particularly important given the owner has started pre-lodgement consultations for obtaining approval for a mixed-use development on the adjoining site. It would be inconsistent with orderly and proper planning to disregard the future and likely land uses contemplated on the adjoining site under the applicable planning framework. We submit the Environmental Noise DA Report must be modified to model the impact of noise on future residential on the adjoining property, and the Report is resubmitted to the City. We also request the modified Report is provided to us for further review.	

		Shared vehicle access to Dunn Bay Road The application proposes a vehicle crossover to Dunn Bay Road near to the common boundary with the adjoining site. Adjoining the subject site are car parking bays and bicycle racks. Clause 4.21.1 of the Scheme requires: *l) vehicle crossovers and driveways shall be co-located wherever possible with adjoining properties;* The owners of the development site and the owners of the adjoining site have been in discussions, and are amenable to a joint access arrangement subject to detail design. A shared driveway / crossover would have the benefit of minimising the number of driveways and crossovers to Dunn Bay Road, thereby minimising the potential for pedestrian/vehicular conflict – which is a requirement under clause 4.21.1(m) of the Scheme. We submit the development should be subject to a condition requiring the parties to enter into a shared access agreement.	Noted. While the original application material proposed to have the crossover to Dunn Bay Road set off the eastern boundary, discussion with the applicant around future development potential on the adjacent site resulted in revisions to the plans to shift the crossover to the eastern boundary. This change provides the ability for any future development of the adjacent site to tie-in with this crossover (which could subsequently be reduced in width), preventing the potential for two crossovers on this street block of Dunn Bay Road in future. Conditions which address the need for an easement to allow shared access and/or the need to narrow the width of the driveway and crossover in future have been included in the officer recommendation.
4.	K Anstee Dunsborough	Dunsborough is already well served by bars/ restaurants and shops. There is no case for yet more in a town that is already under significant pressure from additional tourists, traffic and anti-social behaviour.	Noted. Level of existing supply of business types is not a statutory planning consideration. Traffic impact considerations are discussed in Officer Comments above and in agenda report. Condition included for venue management plan which is to address such matters as anti-social behaviour.

5.	K Hall Dunsborough	Objection. Does not fit in with the aesthetics of Dunsborough. We lived in Mandurah in the 1990 and saw the rampant change and dynamics of the town change in our belief for the worse. Once this application has been accepted it then becomes open slather similar to the Gold coast, the town centre is not big enough to accommodate a huge increase in population.	Noted. While the industrial style does not reference any existing local aesthetic, it is considered that the development sits comfortably on the site and is enhanced by the retention of many of the existing mature trees on the site. The zoning of the site allows for consideration and approval of the proposed landuses.
6.	J Gladwingrove Dunsborough	Objection Too much on the site. Need to save a good proportion of those beautiful old trees.	Noted. It is considered that the development sits comfortably on the site and is enhanced by the retention of many of the existing mature trees on the site.
7.	L Sheen	Support, with some concerns raised. Terrace-style housing along the creek line, facing north, is ideal. NOT short stay which I feel is incompatible with entertainment facilities so close by. Permanent residences or long term rentals provide security for the area, reduce car use, and provide life to the urban setting. I would seriously argue that acoustics would be critical - the open deck area could be noisy with events and music. The existing pub tavern noise is already an issue from my house, even though I have double glazing and good insulation and the venue is twice the distance that this development is from residential property in my otherwise quiet street. This development will also suffer noise from the roundabout,	Noted. The proposed short stay accommodation is an approvable landuse under the Scheme for the zoning of the property. The application material was referred to the Noise Branch of the Department of Water and Environmental Regulation who provided commentary indicating that the technical detail in the report is reasonable, the predicted noise emissions at the nearby residential receptors seem reliable, the proposed architectural requirements

		requiring special attention in terms of materials roofing cladding and fenestration, for residential of any kind. Otherwise I am happy to see most of the inclusions in the proposal, even if not all. The design is quite an interesting addition to central town.	are appropriate and sufficient, the noise management requirements are appropriate and effective and that the proposed development can comply with the Noise Regulations
8.	O Lodge Dunsborough	Support Dunsborough is lacking in this mixed use development. There is a huge lack of short stay accommodation of this type in the town centre. The brewery and retail segments will also bring tourist and economic growth to the town as well as create a hub for the community and tourist to come together and enjoy all that Dunsborough has to offer.	Noted.
9.	A Sargent Yallingup	Object. Dunsborough already has cafes, coffee roasting, shops, pubs & restaurants very close to the proposed development. It is unnecessary to duplicate existing services that are in the immediate vicinity of the proposed development. We don't need massive infrastructure that makes Dunsborough like any other tourist town. We need a point of difference and an opportunity to further develop a sense of community rather than just being focused on a few people 'getting rich'. Rather than supporting local business this massive development is likely to marginalise existing family businesses. Progress is not measured in dollars.	Noted. Level of existing supply of business types is not a statutory planning consideration. The zoning of the site allows for consideration and approval of the proposed landuses.
10.	N Day Dunsborough	Support. A well-considered use of a mostly vacant block at one of the	Noted.

		main entrances to Dunsborough.	
11.	K Bossong South Perth	Support. It's exactly what Dunsborough needs. The tourists will keep coming and the town needs to adapt to this.	Noted.
12.	J Happ Anniebrook	Support. It has a low impact use and keeps many of the trees. It looks like there has been a lot thought out into it and there is plenty of parking available. No buildings in Dunsborough should be allowed to do cash in lieu a so many people need parking.	Noted.
13.	G Ahern-Malloy Quindalup	Object. Concern regarding this proposal and the number of parking bays being supplied. It concerns me greatly that there is proposed a Brewery/Tavern, Restaurant, Cafe, Shops, 18 accommodation units & 2 serviced apartments with only 84 parking bays for patrons, shoppers, people staying and staff. Clancy's down the road appears to have easily have more than 80 cars parked in their bottom carpark on busy days in summer and they also have another area higher up that accommodates more patrons and staff. They do not have shops, accommodation or a café. We own Units 1,2 & 3 on 56 Dunn Bay Road which is very close to this development. We provided 31 parking bays (along with Loading Bays) as required by the council. We have 6 retail outlets only. It is a concern how anyone can justify that 84 parking bays is enough for this development especially in a town like Dunsborough where parking is a major problem already I town. Can you please advise us how the Busselton Shire	Noted. The City's Local Planning Policy No. 2.1 'Car Parking' (LPP2.1) specifies that all new development within the Dunsborough Town Centre (the 'Centre' zoned land) should provide car parking at a rate of 4 bays per 100m2 of net lettable area (NLA) for all land uses. It should be noted that the definition of NLA does not include alfresco dining areas. The proposal the proposed development generates a requirement for 75 car bays , however provides for a total of 80 car parking bays, including four universal access bays, across two car parks on the site. The level of parking provided is considered sufficient given the likelihood of reciprocal parking with other uses in the town centre and the ability for people to

		works out how many parking bays should be provided on this development? We are concerned that patrons will use our parking bays especially over the busy summer tourist season because they cannot access any parking at this venue.	easily walk and cycle to the site.
14.	T Sands South Perth (on bahlf of G Giacci)	Support. Good for the town.	Noted.
15.	J Lindquist Dunsborouogh	Support. I like the modern aesthetic appearance of the development particularly as they intend to retain many of the trees on the Lots. It will enhance the area and offer significant modern amenities which is badly needed in our Township.	Noted.
16.	L Ward Yallingup	Support. A beautiful block that can be transformed into something this town is screaming for. A hub that will reflect the township in a positive way and bring everyone together	Noted.
17.	I and I Clifton Dunborough	Object. Not enough parking space for this development. The traffic congestion in town is already unmanageable with the service station opposite during tourist peak season. Brewery or Tavern with ample parking maybe but no more accommodation in the town centre.	Noted. Refer to previous comments above in respect to parking and traffic and comments included in officer agenda report.
18.	M Vollprecht Dunsborough	Support. The current building and area looks run down and it would be awesome to have it fixed for the town.	Noted.

19.	D, S, S, A and Dragovic City Beach (4 identical submissions from 1 household)	Support. I support the proposal for the following reasons: - The development will significantly contribute to the amenity of Dunn Bay Road and the Dunsborough Town Centre. - The new venue will provide an iconic community hub for both day and night time activities and the perfect mix of retail and hospitality venues. - The proposal enhances the aesthetic of Dunsborough and will complement the current developments along Dunn Bay Road. I especially support the use of materials such as timber and extensive landscaping throughout the development. - I love that many of the site's significant trees will be preserved. - I also welcome the new venue for local business. I support this level of investment in the Dunsborough town centre and look forward to the project commencing as soon as possible.	Noted.
20.	J White Dunsborough	Support. I feel the proposed brewery/cafe accommodation will enhance the entrance to this side of town. At the moment it is just vacant bush and does not add any appeal to the town. As Dunsborough is only gaining in popularity as a tourist town as well as a great place to reside, extra facilities would be a benefit. Support the proposal however have reservations regarding traffic impacts.	Noted. Refer to previous comments above regarding traffic impacts.
21.	D Clark Dunsborough	Support. The proposed development is 2 stories with open spaces and	Noted.

		landscaping improving the amenity of the area and providing a new attraction for the town. I also note the use of natural materials enhancing the towns appearance. Dunsborough is a tourist town and it is in the long term interest of the local economy to promote projects that are place making and promote the coastal tourist town experience.	
22.	A Butler Dunsborough	Support. The developers engaged and consulted with local community groups which was seen as very positive and I believe it would be a major architectural enhancement to the town and cohesive to its surroundings. The preservation of a number of trees on the site is a plus. Only issue I see is the entry and exits on Cape Naturaliste Road are very close to the roundabout and there could potentially be traffic congestion around this area especially around school drop off and pick up.	Noted.
23.	A Lupton Dunsborough	Support. We do not have a decent family tavern in town.	Noted.
24.	M Webster Dunsborough	Support. This is an example of a well considered development that will contribute to the town and community. It has a sensible human scale (2 stories) and footprint with generous landscaping and open space within and around the development. It's creating a place and a destination at the entry of town that encourages you in to play and explore. It has a healthy palette of natural materials and an eco-friendly orientation. Much more in keeping with the character of the town than	Noted.

		other recent proposals along the foreshore. A development that will give something to the town rather than take.	
25.	V Lepidi Dunsborough	Object. In essence we are not against the proposal, but do not want Dunsborough to become the gold coast. Where are the facilities to support locals? There are more apartments in planning now further up the ridge line at the cost of the Duglaup again. Concerned with multiple road access on to Cape Naturaliste Rd near the major artery road into town right opposite housing estate and road crossings for pedestrians? Mr Peter Tyrrell has made a submission on behalf of Naturaliste Heights residents, which we support, so please refer to his submission. Below is a few of my own other issues. 1) Access and parking I'm not sure if the designers have even been here during the summer months you can NOT turn or enter the roundabout, the 2 entry ways will have no hope of exiting the property. For the supposed number of patrons either renting or visiting premises there isn't enough car parking per customer. This will impact the residents and the roads around with congestion and illegal street parking. 2) Dugalup Brook. DCALC have worked hard with the limited help and funds to make it a corridor for threatened ringtail possums and other delicate species such as bandicoot and phascogales. The tress and supporting undergrowth can be deemed as a fire hazard, thus normally resulting in not so legal thinning or clearing. The landscape plan shows close	Noted. Refer to previous comments against submissions above.

		proximity to the boundary by these apartments, How is this achieved due to the nature of the fire risk rating without compromising the integrity of the bush corridors on a reserve? Not to mention that these marsupials will no doubt try and make homes or use the roofs as highways: due to the proximity to the reserve vegetation resulting in baiting/deaths and bad rap for the possums and again the illegal clearing. Stormwater runoff from paved areas: noted that there will be a water sensitive urban designed gardens but ultimately car park run off and drainage will fall into Dugalup Brook. This brook hardly manages to capture the rubbish, hydro carbons and other pollutants with the few detention basins downstream. Rubbish in general the site cannot when full cope for amenities, rubbish, people and parking where do you think it will all impact the most: the brook and the streets surrounding the venues.	
26.	P Thomas Dunsborough	Object. There has been no consultation with the residents of Naturaliste Heights. The time frame needs to be extended. I am concerned that the ingress and egress from Martingale Drive will be badly compromised especially in the event of a bushfire and generally with traffic flow coming off the roundabouts. Why this town needs another coffee shop or restaurant when the ones here find it hard to survive is questionable. There are many other issues regarding noise and planning that need to be addressed.	Noted. Refer to previous comments against submissions above.
27	B Green Dunsborough	Object. Don't support AS IS. Could be smaller, more insulated. – noise is directed out of town to Naturaliste Heights. The	Noted. Refer to comments against the issues raised in previous submissions above.

		area acts like a natural amphitheatre already and it is loud enough dealing with shows at the pub. Assumption of no issue is misplaced - they never asked NH residents. - traffic access says one blue arrow in on drawings off Cape Naturaliste Rd but there are 2, very close to roundabout. - capacity is stated as near 1000 people. Where do these people come from... drive? Where do they park? What security will be provided? - ridiculous to say central area is not part of development / private. It must be considered for parking requirements, noise, and security. - too many units too close against the creek. Where is the flood level?? - where is rubbish to be kept? Will it be visual / odour / fly pollution to Naturaliste Heights / Clarke St residents walking into/ from town/ at businesses? - what prevents access of unit renters to creek to protect it from traffic erosion? Reduce fire risk? - extended hours should be restricted to Friday/ Saturday nights only. Town has working residents, elderly and kids. We are not all on holidays to cope with lack of sleep.	
28.	T Sharp Dunsborough	Support. I support the proposal with some major reservations: 1. The landscape plans are rather imprecise in regard to the trees that will be retained. Some trees appears to be missing or mislocated. It should be a requirement that all trees to be retained are physically marked to avoid confusion. Some of the trees are very old and it would be unfortunate to lose them due to confusion. 2. It is unfortunate the developer and the city could not work	Noted. Refer to comments against the issues raised in previous submissions above.

		together to acquire the land adjacent to the police station for additional community parking, rather than have a second parking lot on the west side of the development. This would free up that land for more productive use (or vegetation retention) and give the community additional parking spaces. 3. The application seems to underplay the risk of offensive smells. There is residential housing within 100m of the development. It says the brewery "can be fitted" with state of the art filtering equipment. This should be mandatory and tests should be carried out at locations of similar size to check effectiveness. To say that it is "generally" described as a "pleasant smell" may not be satisfactory to those who will have to live with it daily. We know from existing experience in Dunsborough that coffee roasting smells can be offensive to some. The proponent seems to be underplaying the potential to create offense and more information should be provided on the filtering system being used and, again, tests carried out. 4. There appears to be little thought given to the interface with Dugulup Brook. With holiday accommodation directly adjacent to the brook this would appear to be dangerous for children and the environment. Is fencing proposed and if so, if what type?	
29.	V Prentice Dunsborough	Object. I do not support a micro brewery so close to a residential area and in the Dunsborough town centre. The smell is not appropriate for residents and the town centre. I do not believe that any measures will be able to be taken to totally prevent all smells. The developer cannot guarantee no smells and the level of smell becomes very subjective. Nearby residents workers and shoppers in town should not have to	Noted. Refer to comments above against odour and vegetation retention. The application was referred to Aboriginal Heritage section of Department of Planning Lands and Heritage, with advice provided that "..no approvals under the *Aboriginal Heritage Act 1972* are

		deal with any smell. I am concerned about the trees which will be removed. There is no plan showing the current trees and the trees which be retained. The well established trees should not be destroyed. I am concerned about any negative impact on Dugulug Brook. I don't think a technical answer should be provided in relation to the issue of Aboriginal heritage. It appears the depression on the plan would have been a creek and may well have had aboriginal significance.	required."
30.	B Jarvis Dunsborough	Object. I think that a working Brewery in the CBD will be offensive. Of note is that the site has some of the oldest Agonis flexuosa trees in the world, some would be over 500 years old. Although some are very damaged and probably at the end of their life most are very healthy and should be preserved at all costs. The plans I have seen do not clearly distinguish the trees to be preserved and the Council should be "ON SITE" when the demolition takes place to avoid any "ACCIDENTS" or "MISUNDERSTANDINGS" that will never be able to be undone.	Noted. Refer to comments against the issues raised in previous submissions above.
31.	G Walker Dunsborough	Object. I am not against the proposal per se, however believe there are issues for consideration in relation to traffic management, noise, potential odours and damage to the fragile environment abutting Dugalup Creek. If I understand correctly, the property is entitled to ingress and egress for traffic off Cape Naturaliste Road - in a very	Noted. Refer to comments against the issues raised in previous submissions above.

		tight space between Dun Bay Road round about and Martingale Drive... however, does this entitlement relate to historical data about the traffic which uses that section of the Road? Prior to Council approved developments at Naturaliste Heights and Cape Rise (both of which are currently being expanded). Has there been a recent traffic study which encompasses both peak and off peak use as well as different times of day - for example when children are travelling to and from school. It is already quite difficult to enter Cape Naturaliste Road from Martingale Drive and this is only going to become more so as further development takes place. Has there been any discussion regarding the management of traffic included in the proposal for this development? What planning has taken place to ensure and encourage walkability from developments on the Naturaliste Heights side of Cape Naturaliste Road and to discourage increased traffic problems? Parking is already a problem in the township during tourism season - how will this be managed? Safety and quiet enjoyment of property for residents and visitors alike must be ensured.	
32.	R Stubbs Dunsborough	Object. I am of the opinion that it will degrade the area with back packer type accommodation and is not required --given the accommodation already in the town e.g. hotel , back packer resort ,,beach resorts, air b and b, plus holiday units and housing within 2 kilometres of the site. In the immediate area are bars and a hotel within 500 meters of the development. It Is very much a back packer accommodation in the middle of Dunsborough and the proposed units will also require excessive parking and traffic congestion. The other concern I	Noted. Refer to comments against the issues raised in previous submissions above.

		have is the loss of mature trees .Lets not down grade our town for a quick development	
33.	M King	Object. Concerned with parking and traffic flow. This is the 4th application for development relating to Dunn Bay Road (including the proposed Beach Cafe. In all 3 prior applications, car parking criteria has not been met and two receiving cash in lieu payments. This proposal has stated there is a maximum capacity of 1000 patrons, plus 18 accommodation units offering only a total of 84 car vehicle spaces! I notice that in two development applications, twice a notation has appeared, that many patrons will access by foot and bicycle, and in this case regarding parking "given the high probability of reciprocal carpark use". Unfortunately many locals do not live within walking distance and in busy times it's difficult to get a car park to do food shopping. In 2018 we attended a "Your Say Forum & Workshop" promoted by The COB. Some of the concerns and feedback then from residents were Parking, Traffic flow, Building height and Cash in lieu payments. What plans do the COB have to remedy the already shortage of parking and poor traffic flow in busy times when to date none of the proposed developments have commenced? We feel the COB may engage with residents but they certainly aren't listening or acting on their concerns.	Noted. Refer to comments against the issues raised in previous submissions above.

13.2 AMENDMENT NO. 51 TO LOCAL PLANNING SCHEME NO. 21 (SCHEDULE 10 DEVELOPMENT CONTRIBUTION AREA) - CONSIDERATION FOR PREPARATION

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
SUBJECT INDEX	Local Planning Scheme No. 21 Amendments
BUSINESS UNIT	Strategic Planning
REPORTING OFFICER	Planning Officer - Joanna Wilkinson Manager, Strategic Planning - Matthew Riordan
AUTHORISING OFFICER	Director, Planning and Development Services - Paul Needham
NATURE OF DECISION	Legislative: adoption of "legislative documents" such as local laws, local planning schemes and local planning policies
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Sheet 34 from LPS 21 Map

OFFICER RECOMMENDATION

That the Council resolves to:

1. **In pursuance of the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), prepare Amendment 51 to the *City of Busselton Local Planning Scheme No. 21*, for the purpose of amending Schedule 10 'Development Contribution Area' by modifying 'DCA 1 – Community Infrastructure' as follows:**

Period of operation	**'Until 30 June 2026.'**

2. **Pursuant to regulation 35(2) of the Regulations, determine that Amendment No. 51 is a 'basic amendment' in accordance with regulation 34 of the Regulations as it is an amendment to the Scheme so that it is consistent with the model provisions in Schedule 1 or with another provision in the local planning scheme.**

3. **Pursuant to section 81 of the *Planning and Development Act 2005*, refer the Amendment to the Environmental Protection Authority.**

4. **Pursuant to regulation 58 of the Regulations, provide Amendment No. 51 to the Western Australian Planning Commission.**

EXECUTIVE SUMMARY

It is recommended that Council resolve to prepare Scheme Amendment No. 51 (the Amendment) to Local Planning Scheme No. 21 (the Scheme) to enable an extension to the 'period of operation' for the developer contribution plan (DCP) for Development Contribution Area 1 (DCA 1), which is presently due to expire on 30 June 2021.

After 30 June 2021, the City may not levy contributions for the provision of community infrastructure or facilities within DCA 1 until such time as a new period of operation for the associated DCP (proposed to be 30 June 2026) has been approved by the Western Australian Planning Commission (WAPC).

The extension of the period of operation of the DCP for DCA 1 is therefore quite urgently required in order to enable such important funding contributions to continue being levied by the City in the best interests of the community, and in the interests of financial equity and fairness more generally.

BACKGROUND

The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), specifically Part 7 - Development contribution plans, provide a local government with the authority to establish an area of land within a Scheme area as a development contribution area (DCA) if development or subdivision of that land would require the provision of infrastructure or facilities in the area to support the development or subdivision.

The local government must prepare a development contribution plan for each DCA identified.

DCA 1 encompasses a majority of the Scheme area that is now generally subject to infill development. It is shown on Sheet 34 of the Scheme map (Attachment A).

The City's principal development 'estates' Yalyalup, Old Broadwater Farm, Port Geographe (there is also a separate development contributions agreement that applies to the Port Geographe land owned by Aigle Royal), Vasse and Dunsborough Lakes each have identified 'estate-based' DCPs associated with them to enable development contributions to be raised for community purposes as subdivision occurs and new lots are created.

The DCP for DCA 1 was incorporated into then Town Planning Scheme 20 in 2013 and provides a mechanism to fairly and equitably share and apportion the costs of providing both district-level and local-level community infrastructure and facilities throughout the municipality. It has performed well to date and has contributed towards funding for such things as:

District-level - Youth Community and Activities Centre, Rails to Trails recreation trail, Geographe Leisure Centre, Busselton Performing Arts and Convention Centre.

Local-level – Lou Western Oval, foreshore facilities and beachfront amenities (Busselton); Naturaliste Community Centre; Eagle Bay to Rocky Point Path (Dunsborough - including Quindalup, Eagle Bay, Commonage and Yallingup); foreshore facilities and playgrounds, beachfront amenities (Broadwater and Geographe).

The Regulations (r.71 – 73) set out the purpose and effect of requirements for development contribution plans. Regulation 71 (4) (f) provides that a DCP must establish the term for which the plan is to have operational effect ('period of operation').

State Planning Policy 3.6 Development Contributions for Infrastructure ('SPP 3.6') sets out the key principles and considerations that must apply to development contributions, and the preparations of DCPs. A DCP has operational effect only when it is incorporated into the local government Scheme.

DCA 1 has been incorporated into Schedule 10 'Development Contribution Area' of the Scheme, and this is where the period of operation for it is described:

DCA	PERIOD OF OPERATION
1 – Community Infrastructure	Until 30 June 2021. However the DCP may also be extended for further periods with or without modification by subsequent Scheme Amendments.

The date of commencement of the operation of a DCP accords with the date of gazettal of the Scheme, or relevant amendment to that Scheme, incorporating the DCP. DCA 2 to DCA 5 have all been incorporated into the Scheme through Amendment 28, which was gazetted on 16 February 2021. This means a potential effective 'period of operation' for each of those DCPs until 2031.

SPP 3.6 was gazetted in 2009. Since that time, draft amended versions of SPP 3.6 have been advertised for public comment by the WAPC, in 2016 and again in 2019. 'Draft SPP 3.6' is currently awaiting recommendations for modification (if any) and final endorsement by the Minister for Planning, ahead of publication in the *Government Gazette*.

When gazetted, SPP 3.6 will provide clear direction for the City to comprehensively review and amend, where and as necessary, the DPC for DCA 1 (and any other DCA/DCP). This review will represent a significant undertaking for the City and necessarily involve the preparation of a 'complex amendment' to the Scheme.

OFFICER COMMENT

Officers are recommending that Council resolve to prepare a 'basic amendment' to the Scheme to enable an extension to the 'period of operation' for the DCP for DCA 1, which is presently due to expire on 30 June 2021.

The Regulations (r. 34 and r. 72) set out that a modification proposed to a development contribution area or development contribution plan is required to be a 'complex amendment'.

Amendment 51, however, is not seeking to modify either DCA 1 (on the Scheme map) or the associated DCP. It intends instead to modify (as quickly as practicable) the Scheme text simply to extend the current 'period of operation' of the DCP for DCA 1 in order to allow its effective and important continuance until such time as it can be comprehensively reviewed.

The wording in Schedule 10 of the Scheme states that the period of operation for the DCP for DCA 1 can be extended, "*with or without modification"* to that DCP, by "*… subsequent Scheme amendments"* (i.e. amendments subsequent to that DCP being first incorporated into the Scheme).

It is considered by officers that this could reasonably be interpreted to suggest that a seemingly minor textual amendment to the Scheme, as is being proposed here, to extend what is only an administrative timeframe (period of operation) for a functional DCP, should be a separate and distinct amendment process to the one prescribed by the Regulations where modifications to an actual DCP (such as wholesale review) are being proposed.

The City has already commenced a more substantive review of the DCP for DCA 1, but has been awaiting finalisation of the review of SPP 3.6 before starting the formal/legal processes that will be required. A considerable amount of work in researching and collating information and data in respect to the requisite preparation of a 'Community Infrastructure Plan' (CIP) has already been carried out over the past two years in preparation for this. The CIP still needs to be formatted, drafted and finalised, and will inform the more substantive review of the DCP(s).

The DCP review process will be a significant undertaking by the City and require considerable resourcing in terms of the competing demands of staff, workload pressures and prioritisation, and specialised consultant input (e.g. demographic analyses, data modelling, economic study). It will likely require as much as three years to complete, including the required complex amendment process (which, alone, can be expected to take 12-18 months) to incorporate the new DCP(s) into the Scheme.

The Regulations (r. 34) set out the meaning of the terms 'basic', 'standard' and 'complex' amendment.
One meaning of a 'basic amendment' is given as:

> *… (b) an amendment to the Scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme.*

It is recommended by officers that Local Planning Scheme 21 be amended so that one part of the Scheme (i.e. Schedule 10) becomes properly consistent with another part of the Scheme (i.e. clause 5.12.10 'Period of development contribution plan'), which provides that:

> *…. a development contribution plan shall specify the period during which it is to operate.*

Amendment 51 addresses the purely administrative provisions of the DCP for DCA 1 that have been incorporated into the Scheme, not the operational DCP itself. To reiterate, any modification to the subject DCP itself would be considered a necessarily separate and distinct process; one that will require a 'complex amendment' process to be initiated sometime following the gazettal of SPP 3.6.

Statutory Environment

The key elements of the statutory environment in relation to Amendment 51 are as set out in the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). The Amendment will be prepared having regard to what is considered a reasonable interpretation of the intention of requirements in the Act, the Regulations and the Model Scheme Text (and Deemed Provisions contained therein).

The Regulations identify three different types of amendments – 'basic', 'standard' and 'complex'. The resolution of the Council in preparing Amendment 51 must specify the opinion of the City of Busselton as to whether the Amendment is a basic, standard or complex amendment, and provide an explanation justifying this opinion.

Relevant Plans and Policies

State Planning Policies are made under Section 26 of the *Planning and Development Act 2005*. The WAPC and all local government authorities must have due regard to the provisions of adopted policies in preparing planning Schemes and making decisions on planning matters.

SPP 3.6 sets out the principles and considerations that apply to development contributions for the provision of infrastructure in both new and established urban areas, as well as the form, content and process to be followed in preparing a development contribution plan.

'Draft SPP3.6' (the reviewed and updated SPP3.6) is understood to be currently with the Minister for Planning for final endorsement.

SPP3.6 further provides the capacity to obtain development contributions towards community infrastructure (i.e. funding contributions that go beyond standard delivery of public open space or traditional 'hard' infrastructure such as roads, drainage and reticulated water, energy or telecommunications services). This is done either by way of an approved development contributions plan or by a voluntary agreement between the land developer and the relevant local government.

The objectives of SPP3.6 are:

i. to promote the efficient and effective provision of public infrastructure and facilities to meet the demands arising from new growth and development;

ii. to ensure that development contributions are necessary and relevant to the development to be permitted and are charged equitably among those benefiting from the infrastructure and facilities to be provided;

iii. to ensure consistency and transparency in the system for apportionment, collecting and spending development contributions; and

iv. *to ensure the social well-being of communities arising from, or affected by, development.*

Financial Implications

Through the DCP that applies to DCA 1, the City levies and collects development contributions which provide an important source of funding for the provision of infrastructure and facilities for the betterment of the municipality and community.

The collection of development contributions also has a pronounced positive effect on City budgeting and finances by virtue of the 'beneficiary pays' framework established and continued through the DCP process. This is considered a fair and equitable system of reliable funding for the Council, in association with other important municipal funding streams such as rates revenue, external grants and the like.

Stakeholder Consultation

No external stakeholder consultation is required to be undertaken for a basic amendment.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. The following risks have been identified:

Financial risk arising if amendment cannot be finalised prior to 30 June 2021.			
Risk Category	**Risk Consequence**	**Likelihood of Consequence**	**Risk Level**
Financial	Moderate	Possible	Medium

Options

As an alternative to the proposed recommendation, the Council could:

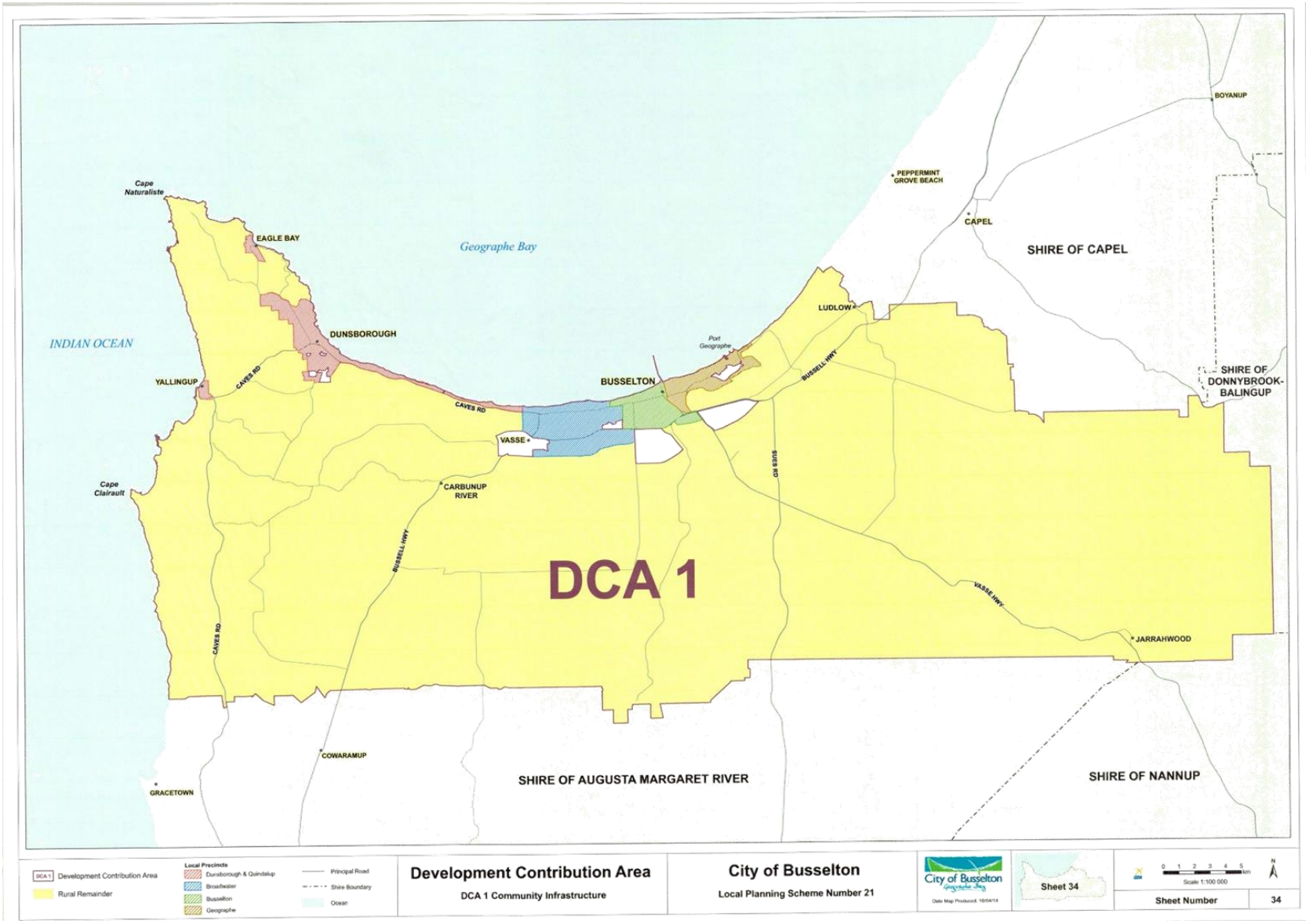
1. Determine that Amendment 51 is a 'complex amendment', in accordance with that interpretation of r. 34 and r. 72 of the Regulations.
2. Modify the Amendment before preparation of the Amendment documents.
3. Decline the initiation of the Amendment.

CONCLUSION

Amendment 51 is proposed to be prepared as a 'basic amendment' and will seek to modify an administrative matter to extend the 'period of operation' for the existing DCP for DCA 1, which is due to expire on 30 June 2021. This is designed to be a provisional measure, which will be followed by a 'complex amendment' process to actually review and update the DCP once SPP3.6 has been published.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the officer recommendation will include the preparation of the Amendment documents, and referring the Amendment to the Environmental Protection Authority, which will occur within two weeks of the date of the Council resolution.


Cape Naturaliste
EAGLE BAY
Geographe Bay
PEPPERMINT GROVE BEACH
CAPEL
SHIRE OF CAPEL
BOYANUP
INDIAN OCEAN
DUNSBOROUGH
LUDLOW
Port Geographe
BUSSELTON
BUSSELL HWY
SHIRE OF DONNYBROOK-BALINGUP
YALLINGUP
CAVES RD
VASSE
SIMS RD
Cape Clairault
CARBUNUP RIVER
DCA 1
VASSE HWY
JARRAHWOOD
COWARAMUP
GRACETOWN
SHIRE OF AUGUSTA MARGARET RIVER
SHIRE OF NANNUP
Development Contribution Area
DCA 1 Community Infrastructure
City of Busselton
Local Planning Scheme Number 21
Sheet 34
Sheet Number 34

14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 ARTGEO RESIDENT ARTIST LEASE STUDIO 2

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
SUBJECT INDEX	ArtGeo
BUSINESS UNIT	Community Services
REPORTING OFFICER	Manager, Community Services - Maxine Palmer
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Location Plan Artgeo Studios

OFFICER RECOMMENDATION

That the Council:

1. **Advertises the proposed disposition of property (by way of Lease) in accordance with Section 3.58 of the *Local Government Act 1995* for the term and conditions outlined in this report and if there are no adverse objections authorise the CEO to enter into a lease in accordance with recommendation 2.**

2. **Resolves to enter into a lease agreement, subject to the Minister for Lands approval, with Gerald Ashcroft for the occupation of Studio 2, on a portion of Reserve 35361, being Lot 453, Deposited Plan 194423, Volume LR3115 Folio 243, 4 – 6 Queen Street, Busselton as shown on Attachment A, subject to the terms and conditions of the lease including the following:**

   (a) term of 12 months commencing 17 May 2021;

   (b) annual rent to be $3,640 inclusive of GST and water and electricity;

   (c) the tenant to be responsible for telephone and internet consumption charges applied to the leased premises;

   (d) the retail sale of items by the tenant to be prohibited from the Studio and the requirement for any sales to be transacted through the ArtGeo Courthouse; and

   (e) other terms and conditions appropriate to the use of the Studio.

EXECUTIVE SUMMARY

The old Stables located at the rear of the Old Courthouse Courtyard at the ArtGeo Cultural Complex (the Complex) have been used as artists' studios since the 1980s. Leases have been granted in the past for terms of up to twelve months to encourage turnover of the spaces and the growth and diversity of arts practiced within the Complex. The current leases expired on 31 March 2021.

The City called for Expressions of Interest (EoI) seeking artists wishing to lease the studios for the next 12-month period. This report outlines the outcomes of the EoI process and makes recommendations to Council to advertise its intention to enter into a lease under section 3.58 of the *Local Government Act 1995* (LGA).

BACKGROUND

The Complex comprises the ArtGeo Gallery, the Old Courthouse and Gaol Cells, the old Stables and Fodder Room and the Police Sergeants' Cottages. These buildings are located on three different parcels of land that make up the Complex.

The studios are located at the rear of the courtyard in the old Stables and form part of the Old Courthouse buildings. The Old Courthouse is located at Lot 361 and the stables and courtyard on Lot 453, Queen Street Busselton, which is crown land vested with the City for the purpose of "Community and Cultural Purposes".

Various arrangements have been in place over the years for the hire or lease of these spaces by artists. Until recently, there were two studios. A third was created by dividing Studio 2 into two. Studio 1 and Studio 2 are leased and Studio 3 has been utilised via hire arrangements.

The leases over Studio 1 and 2 expired on 31 March 2021. Studio 1 is vacant and the tenant of Studio 2 has remained in occupation on a holding over provision for a further month until 30 April 2021.

On 10 February 2021, the City advertised an EoI for artists seeking studio space for a period of up to 12 months. The EoI ran for a period of 6 weeks, closing on 25 March 2021.

Although some interest was expressed from other parties, only one formal submission was received from Gerald Ashcroft.

OFFICER COMMENT

As mentioned above, the only submission received in response to the EoI was from Gerald Ashcroft. Mr Ashcroft's intention is to use the space to explore, develop and paint larger works in oils, acrylics and mixed media. The space offers the flexibility to incorporate the use of a studio easel to paint on pre-stretched canvases and also rolling out custom-sized pieces of canvas on the studio floor. This would allow the opportunity to walk around the canvas and apply paint from all sides.

The diversity of landscape and abstract paintings on view could be attractive to visitors to the Complex and to other local artists who would like to discuss with him the particular methods of approach and techniques used.

Mr Ashcroft initially expressed an interest in Studio 1, however since the EoI was advertised, Studio 1 has been identified as potential space required by the City during the development of the Busselton Performing Arts and Convention Centre (BPACC).

Mr Ashcroft's second preference was Studio 2, as shown on Attachment A. It is proposed that the City enter into a lease with Mr Ashcroft for a term of 12 months on the same terms and conditions as the current lease.

The existing leases provide that the tenants shall not operate retail business from the studios. The tenants may sell their artwork but only through the Courthouse and not direct to the public.

A valuation of Studio 2 was undertaken on 1 April 2021 which saw an increase of $52 per annum on the current rent. However, as outlined in the EoI it is proposed to retain the rent at $3,640.00 inclusive of GST, payable by monthly instalments of $303.34 including GST. This is primarily due to the water and electricity for the studios not being separately metered.

Statutory Environment

When disposing of property whether by sale, lease or other means, a local government is bound by the requirement of section 3.58 of the *Local Government Act 1995* which requires giving local public notice when disposing of property.

Local governments are compliant with the LGA if the procedure under section 3.58(3) is followed. This requires the publishing of prior notice to the local public of the proposed disposition which describes the property concerned, gives details of the proposal and invites submissions to be made before a specified date, not less than two weeks after the notice is first given. Any submissions received before the date specified in the notice must be considered.

Section 3.58(4) of the LGA requires that the disposition includes either a valuation not more than six months' old or a declaration by resolution that a valuation older than 6 months is considered a true indication of the value at the time of the disposition. A valuation of the Studios was obtained on 1 April 2021.

The land on which the Studios are located is within Reserve 35361, Lot 453, Deposited Plan 194423, Volume LR3115 Folio 243, being Crown Land for the designated purpose of Community and Cultural. The City is the management body under Management Order J453422. The City has the power to lease or licence for periods up to 21 years, subject to the consent of the Minister for Lands.

Under Section 18(2) of the *Land Administration Act 1997*, approval of the Minister for Lands is required for a lease on a Crown Reserve.

Relevant Plans and Policies

The provision of resident artist opportunities at the Complex is in line with the ArtGeo Cultural Complex Business Plan and the designated purpose of the land for community and cultural purposes

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

The EoI was advertised and also distributed to the ArtGeo database of artists.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

Council can resolve not to enter into a lease with Mr Ashcroft and readvertise the studios.

CONCLUSION

Mr Ashcroft, although new to Busselton, is a well-known painting teacher in the metropolitan area and is rapidly gaining followers in the region. His enthusiasm and demand for his workshops is evident through the bookings he has already made for three classes a week in the Fodder Room for Term 2. His submission included a number of glowing testimonials from previous students. It is anticipated that Mr Ashcroft will be an active and positive addition to the Complex whose presence will help to grow visitation, participation in the arts and enliven the general area.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Subject to their being no submissions from the section 3.58 advertising, a lease would be entered into by the commencement date of the lease, being 17 May 2021.

City of Busselton
Geographe Bay

ArtGeo



15.2 COMMUNITY ASSISTANCE PROGRAM 2021/22

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.4 Community services and programs that support people of all ages and backgrounds.
SUBJECT INDEX	Donations, Contributions and Subsidies
BUSINESS UNIT	Community Services
REPORTING OFFICER	Senior Sport and Recreation Project Officer - Brendan McNally
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Proposed 2021/22 Grants & Donations Summary

OFFICER RECOMMENDATION

That the Council:

1. **Endorse the allocation of 0.5% of rates to be levied, estimated at $281,800, to the draft 2021/22 Donations, Contributions and Subsidies budget for the Community Assistance Program, with the final allocation to the Community Assistance Program subject to the Council's resolution in relation to a pilot participatory budget program (contained within a separate report).**

2. **Endorse the 2021/22 Community Assistance Program framework as outlined in this report.**

3. **Endorse the allocation of $10,000 per annum over three (3) years towards the South West Academy of Sport commencing 2021/22, with year one (1) to be funded from the draft 2021/22 Donations, Contributions and Subsidies budget.**

4. **Notes the allocation of $10,000 towards the Busselton Senior High School – Trade Training Centre, as per Council resolution C1808/151, to be funded from the draft 2021/22 Donations, Contributions and Subsidies budget.**

5. **Endorse an additional allocation of $40,000 towards the Youth CARE Chaplaincy Services, to be funded from the draft 2021/22 Donations, Contributions and Subsidies budget.**

6. **Authorise the Chief Executive Officer to approve applications for the 2021/22 Community Assistance Program.**

EXECUTIVE SUMMARY

In 2020, in response to COVID-19, the City refocused its Community Bids program to a Community Assistance Program. Following its success, this report recommends maintaining the Community Assistance Program in 2021/22 with a focus on supporting and facilitating programs, services and projects that contribute to the social, environmental and cultural development of the City.

This report also recommends that additional funding be allocated in the 2021/22 budget to Chaplaincy Services delivered by YouthCARE and to the South West Academy of Sport (over three years), and notes the allocation of funding for the Busselton Senior High School as per the current multi-year funding agreement.

BACKGROUND

In March 2011, the Council resolved (C1103/097) to allocate funding to the Community Bids program as follows:

1. *Council allocate a total of 0.5% of estimated rates to be levied to Major Project Assistance Grants to be determined as part of the Community Bids assessment process advertised in the first quarter of each year.*

2. *Allocate a total of $50,000 to Minor Project Assistance Grants to be determined twice each year, once as part of the Community Bids process, and once again in September each year.*

3. *Increases the maximum amount of Minor Project Assistance Grants from $3,000 to $5,000 for any one project.*

In 2020, as part of the response to the COVID-19 pandemic, Council supported (C2001/104) a refocused Community Bids Program, known as the Community Assistance Program (CAP), to support recovery initiatives that had a social and economic stimulus at the local level, and that complement both State and Federal Government support and stimulus packages. The refocused program included:

- the introduction of a rolling monthly closing and assessment schedule;
- an assistance grant to continue community services;
- a junior sport assistance grant to assist those facing financial hardship; and
- a revitalisation grant to target local trade stimulus through infrastructure and maintenance projects.

An assessment panel was established made up of two (2) Councillors and City officers, their role being to review applications and make recommendations to the Chief Executive Officer.

In 2020/21, a total of 32 organisations, 12 community groups/service providers and 20 sporting based organisations, have been supported through:

- seven (7) assistance grants;
- two (2) junior sporting assistance grants;
- nineteen (19) revitalisation grants; and
- four (4) multi-year funding agreements.

OFFICER COMMENT

Based on the success of the CAP, it is proposed that it remains in 2021/22 as a core component of the Community Grant Funding program, providing financial assistance to organisations.

The CAP would be available to not-for-profit incorporated groups and organisations that provide services or activities within the City's boundaries. Proposals to the CAP will be required detail a service, program or project that may contribute to the social, environmental or cultural development of the City. Three funding streams are proposed:

1. Assistance Grant – assistance to incorporated groups and organisations that provide programs, services or activities to the following sectors of the community: Aged, Youth, Disadvantaged, Early Childhood and Families, Volunteers, Sport, Recreation and Environment. A maximum allocation of 60% of the total project costs, up to $10,000 per application.

2. Revitalisation Grant – assistance to incorporated groups and organisations within the City of Busselton for minor infrastructure development, maintenance, upgrades and revitalisation. A maximum allocation of 60% of the total project costs, up to $10,000 per application.

3. Revitalisation Grant Plus – assistance to incorporated groups and organisations within the City of Busselton for contributions towards significant infrastructure development and when funding is being provided/sourced i.e. applicant contribution, Lottery West, Community Sporting and Recreation Facilities Fund (CSRFF) applications. These external grants generally require co-contribution from the applicant (community organization), Local Government and the external funding body (e.g. CSRFF fund to a maximum of one third of total project costs and Lottery West have generally funded up to fifty percent of project value). Applications are to be based on 1/3 funding for $10,000 plus per application.

Timeframes

The rolling monthly closing and assessment dates introduced through the 2020/21 CAP received positive feedback from community groups. It did add additional administrative load however. To balance this additional administration load with the positive community feedback, it is proposed that we move to bi-monthly allocations, with up to six (6) closing and assessment dates in 2021/22. .

Local Suppliers

Applicants are encouraged to utilise local suppliers where possible for project delivery, with demonstration of this considered favourably in assessment of proposals.

Assessment Criteria

In order to get a better understanding of an organisation's sustainability and to enable assessment of the projects/programs achievability, applicants must provide the following:

- The most recent Annual General Meeting (AGM) minutes and the financials presented at the AGM;
- Their constitution;
- Evidence of public liability insurance;
- General meeting minutes confirming the committee has endorsed an application to the CAP;
- Project/program budget;
- Quotations from suppliers, the number of quotes required is to align to the City's Procurement Policy, and
- Confirmation of any other income sources detailed in budget.

Applications will be assessed on the following criteria:

- Whether the program/project meets an identified community need. Alignment with relevant governing body and/or City of Busselton strategies will be considered, e.g. Strategic Community Plan, Social Plan, Sport and Recreation Facilities Strategy.
- The degree to which the project will have an impact on the community.
- The use of local suppliers where possible.
- Whether the organisation has the capacity to fund ongoing maintenance and/or the ongoing sustainability of the program.

It is proposed that applications will be assessed by City officers, and recommendations for funding presented to a CAP panel made up of two (2) Councillors and City officers who will meet on a bi-monthly basis to review applications. It is also proposed that the Chief Executive Officer be delegated to approve funding allocations.

Program Administration

The current program is administered through a number of time hungry paper based forms, spreadsheets, and printouts of applications/assessments. To reduce this administrative burden it is intended that an allocation of funds be made from the budget to procure an online grant administration solution. This solution will enable Officers to establish a grants platform and manage applications in a modern, time effective and streamlined approach. It will also enable a one click summary for funding summary and auditing purposes, including access to organisations' grant history, acquittal status, project status and summary of agreements. It is anticipated that any software system procured could be utilised across the organisation for other grant programs, such as the Events Sponsorship Program.

Online grant platforms are used by many local governments and government organisations throughout Australia including the Western Australian Department of Primary Industries and Regional Development, the South West Development Commission, the City of Perth, City of Geraldton, City of Mandurah and City of Kwinana.

It is proposed that the 2021/22 CAP is rolled out as a primarily online application with the option to submit paper based applications if requested.

Multi-year and Other Funding Agreements

The City has a number of multi-year and other funding agreements with community organisations as depicted in attached A.

Currently there are two (2) multi-year agreements, one with the Busselton Senior Citizens Centre (C1907/123) and the Busselton Senior High School - Busselton Trade Centre (C1808/151), with both heading into their final year in 2021/22. The multi-year agreement with the Busselton Senior Citizens Centre is funded from a separate budget allocation, with the funding for the Busselton Senior High School coming from the CAP funding of $281,800.

The City has had a number of other historical single year or multi-year funding agreements including with YouthCARE, South West Academy of Sport and Surf Lifesaving WA. YouthCARE has applied for a single year contribution towards the provision of school chaplaincy services in the City of Busselton in 2021/22 and officers recommend a contribution of $40,000 towards this ongoing service, outside of the CAP funding.

The South West Academy of Sport (SWAS) has applied for a new multi-year agreement for the continuation of academy programs within the South West District. SWAS supports identified regional athletes to reach their potential through pathway identification and program delivery throughout the South West. Officers recommend supporting a multi-year agreement of $10,000 per year over three years totalling $30,000, to come from the CAP funding.

It is proposed that a tender will be issued early 2021/22 for the summer lifeguarding services, historically provided by Surf Lifesaving WA. This is funded outside of the CAP.

New Initiatives

A new pilot community funding program is proposed for 2021/22 – 2022/23, based around a participatory budgeting approach and allowing the community to deliberate over a fixed portion of the City's budget. It is proposed that this pilot program be funded in 2021/22 from the 0.5% of rates traditionally allocated to the Community Bids / CAP, in effect splitting the estimated $281,800 between the CAP and this new program, both of which closely align and both of which provide funding assistance to the community. More information about the proposed pilot program is contained within a separate report on this Council meeting agenda. City officers believe that the CAP on its own, and coupled with the new pilot program, will have a great reach and community impact.

Statutory Environment

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

The Sponsorship Arrangements Council policy sets out the community bids program as one of the programs through which sponsorship may be provided.

Financial Implications

Based on the officer recommendation, total funds included in the draft 2021/22 Donations, Contributions and Subsidies budget equal $281,800. As outlined above, it is proposed that $100,000 of this amount will be allocated towards the City's proposed pilot program. $10,000 is proposed to be allocated towards the South West Academy of Sport, and, as per the previously resolved funding agreements, $10,000 will be provided to the Busselton Senior High School - Busselton Trade Centre. This will leave approximately $161,800 for the 2021/22 CAP program.

In addition to this amount, the draft 2021/22 budget includes an allocation of $40,000 towards the YouthCARE school chaplaincy service and $86,794 towards the Busselton Senior Citizens Centre.

Stakeholder Consultation

The City's Community Development team have consulted widely with local community organisations and sporting groups, peak bodies, State Sporting Associations, funding bodies and other local governments across Australia in developing the proposed CAP.

Additionally, this year's CAP recipients have provided valuable feedback through the acquittal process.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

Council could choose to continue with the Community Bids Program as per previous years or to allocate funding differently to the CAP.

CONCLUSION

Following the success of the 2020/21 CAP, it is proposed that a CAP as outlined in this report is endorsed for 2021/22 as a core component of the City's Community Grant Funding program.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers will commence the actions immediately following Councils resolution.

GRANTS AND DONATIONS – 2021/2022 ($1,515,541)

Community Assistance Program (CAP)	• **$181,800** • **#1** Assistance Grant: Programs & Services (max $10,000 per project) • **#2** Revitalisation: Minor Capital/Maintenance (max $10,000 per project) • **#3** Revitalisation Plus: Contributions/matching funding requests for significant infrastructure projects ($10,000+ per project) • Single and multi-year agreements with Busselton Senior Highschool - Trade Centre and South West Academy of Sport
Community Assistance Multi-Year Funding Contracts	• **$278,841** • Multi-Year: includes Busselton Senior Citizens, Beach Lifegaurding services and Chaplaincy services throughout City of Busselton.
You Choose* *community funding program*	• **$100,000 (up to $20,000 per project)** PILOT PROGRAM • Community proposed projects, Community voting on preferred projects
Event Sponsorship Program	• **$924,900 (>$1,000 per event)** • Multi - Years; and • Single Year events. Funding opens twice yearly
Donations and Subsidies	• **$30,000 (<$1,000 per application)** • No timeframe, One off • Funding and support for individuals and groups for small events and endeavours

*proposed 2021/22 funding program, funding directed from CAP

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 ADOPTION OF CITY OF BUSSELTON CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Codes of Conduct
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Governance Coordinator - Emma Heys
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Legislative: adoption of "legislative documents" such as local laws, local planning schemes and local planning policies
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (Proposed) Attachment B Consolidated Code of Conduct Attachment C Council Members Code of Conduct Attachment D Committee Members Code of Conduct Attachment E Employees Code of Conduct Attachment F Contractors Code of Conduct

OFFICER RECOMMENDATION

That the Council:

1. **Adopt the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (Attachment A).**

2. **Rescind the suite of documents that form the City's current Code of Conduct (Attachments B to F):**

    (i) Consolidated Code of Conduct;

    (ii) Council Members Code of Conduct;

    (iii) Committee Members Code of Conduct;

    (iv) Employees Code of Conduct; and

    (v) Contractors Code of Conduct.

EXECUTIVE SUMMARY

In accordance with the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations), a new City of Busselton Code of Conduct for Council Members, Committee Members and Candidates has been developed and is presented to Council for adoption (Attachment A) (the Code).

A Council resolution is also sought to rescind the suite of documents that make up the City's current Codes of Conduct, previously adopted in June 2017 (Attachments B to F).

BACKGROUND

The Regulations were gazetted and came into effect Wednesday 3 February 2021. Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates (the Code) within three months of gazettal (being 3 May 2021), as per Section 5.104 of the *Local Government Act 1995* (the Act).

Under Section 5.103 of the Act, the Regulations prescribe a Model Code which includes general principles and behaviours for Council Members, Committee Members and Candidates and repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. The Code must incorporate the Model Code.

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. The Model Code provides for a high-level process to deal with alleged breaches of behaviours, to ensure a more consistent approach between local governments and across the sector.

The suite of documents that make up the City's current Codes of Conduct were previously adopted in June 2017 (C1706/129). They include:

- Consolidated Code of Conduct (Attachment B)
- Council Members Code of Conduct (Attachment C)
- Committee Members Code of Conduct (Attachment D)
- Employees Code of Conduct (Attachment E)
- Contractors Code of Conduct (Attachment F)

The gazettal of the Regulations brought the Model Code into effect, until such time that the City adopted its own code, in effect replacing the City's Council Members Code of Conduct and Committee Members Code of Conduct. Separate provisions within the Act now also require the CEO to prepare and adopt a code of conduct to be observed by employees. Given this, and given that the current codes were formally adopted as a suite of documents, it is recommended that all of the codes are formally rescinded by a resolution of Council.

A new employee code of conduct has been drafted and is ready for CEO endorsement. It is not proposed to draft and implement a new contractors code of conduct at this time, as the view of officers is the provisions of this code are already contained within the City's standard terms and conditions and/or project management contract documentation.

OFFICER COMMENT

The Model Code recognises that there is a need for a separate and specific code of conduct for Council Members, Committee Members and Candidates, to clearly reflect the community expectations of behaviour and ensure consistency between local governments. The intent of the Model Code is to address behaviour through education.

In adopting their own codes, local governments may not amend the general principles or the rules of conduct. Additional behaviour requirements can be included but any additions must be consistent with the model code. On 10 March 2021, a workshop was held with Councillors on the Code. Councillors were of the view that no additional behaviours were required in the Code. The Code presented for adoption (Attachment A) therefore reflects the Model Code.

The complaints process for alleged breaches of behaviour will require establishment of a clear investigation process. Officers have developed a draft Council Policy: Investigation of Complaints of Alleged Breaches of Behaviour, to be presented to the Policy and Legislation Committee at its next meeting. This Policy recommends that experienced third party/parties be appointed to investigate complaints and provides a set of guidelines for the investigation process and how decisions relating to the outcome of the investigation are presented to Council.

Statutory Environment

Sections 5.103 and 5.104 of the *Local Government Act 1995* provides for regulations that prescribe a Model Code of Conduct and the requirement for local governments to adopt the model code.

The *Local Government (Model Code of Conduct) Regulations 2021* prescribe the requirements of the model code of conduct to be adopted.

Sections 48 to 51 of the *Local Government Legislation Amendment Act 2019* repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*.

A contravention of the rules of conduct by a Council member is dealt with under sections 5.105 and 5.110 of the *Local Government Act 1995*. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

Relevant Plans and Policies

There are no relevant plans or policies at this time.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

The Western Australian Local Government Association (WALGA) have recently developed and released a template Model Code of Conduct. Upon reviewing both documents, the City's Code of Conduct for Council Members, Committee Members and Candidates align to WALGA's template, noting that only Part 3 (Behaviours) of the Code presents opportunity for variation.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation, the Council could choose to include additional behaviours in Part 3 of Code, noting however that these would be subject to the complaints process.

CONCLUSION

In accordance with the *Local Government (Model Code of Conduct) Regulations 2021* (the Regulations), officer are presenting to Council the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates for adoption.

The adoption of the new Code requires that Council rescind the suite of documents that make up the City's current Codes of Conduct.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The rescission of the current codes and adoption of the new Code will be effective immediately upon Council's endorsement of the officer recommendation.



CODE OF CONDUCT

Council Members,
Committee Members
and Candidates

City of Busselton
Geographe Bay

1. PRELIMINARY PROVISIONS

1.1. This is the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates.

1.2. In this code –
- a. ***Act*** means the *Local Government Act 1995*;
- b. ***candidate*** means a candidate for election as a council member;
- c. ***complaint*** means a complaint made under point 3.7;
- d. ***publish*** includes to publish on a social media platform.

1.3. Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

2. GENERAL PRINCIPLES

2.1. Part 2 of this Code set outs the general principles to guide the behaviour of council members, committee members and candidates.

Personal Integrity

2.2. A council member, committee member or candidate should -
- a. act with reasonable care and diligence;
- b. act with honesty and integrity;
- c. act lawfully;
- d. identify and appropriately manage any conflicts of interest; and
- e. avoid damage to the reputation of the local government.

2.3. A council member or committee member should –
- a. act in accordance with the trust placed in council members and committee members;
- b. participate in decision making in an honest, fair, impartial and timely manner;
- c. actively seek out and engage in training and development opportunities to improve the performance of their role; and
- d. attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

Relationships with Others

2.4. A council member, committee member and candidates should -
- a. treat others with respect, courtesy and fairness; and
- b. respect and value diversity in the community.

2.5. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

Accountability

2.6. A council member or committee member should -
- a. base decisions on relevant and factually correct information;
- b. make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness;
- c. read all agenda papers given to them in relation to council or committee meetings; and
- d. be open and accountable to, and represent, the community in the district.

2.7. Adhering to these principles will ensure that council members, committee members and candidates can comply with the values and behaviours outlined in Part 3 of this Code.

3. BEHAVIOURS

3.1. Part 3 of this Code sets out -
   a. requirements relating to the behaviour of council members, committee members and candidates; and
   b. the mechanism for dealing with alleged breaches of those requirements.

Personal Integrity

3.2. A council member, committee member or candidate -
   a. must ensure that their use of social media and other forms of communication complies with this Code; and
   b. must only publish material that is factually correct.

3.3. A council member or committee member -
   a. must not be impaired by alcohol or drugs in the performance of their official duties; and
   b. must comply with all policies, procedures and resolutions of the local government.

Relationships with Others

3.4. A council member, committee member or candidate -
   a. must not bully or harass another person in any way;
   b. must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government;
   c. must not use offensive or derogatory language when referring to another person;
   d. must not disparage the character of another council member, committee member or candidate or local government employee in connection with the performance of their official duties; and
   e. must not impute dishonest or unethical motives to anther council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

Council or committee meetings

3.5. When attending a council or committee meeting, a council member, committee member or candidate -
   a. must not act in an abusive or threatening manner towards another person;
   b. must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading;
   c. must not repeatedly disrupt the meeting;
   d. must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings;
   e. must comply with any direction given by the person presiding at the meeting; and
   f. must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

Complaint about alleged breach

3.6. A person may make a compliant, in accordance with point 3.7, alleging a breach of a requirement set out in this part (Part 3) of the Code.

3.7. A complaint must be made –
   a. in writing in the form approved by the local government;
   b. to a person authorised under point 3.8; and
   c. within 1 month after the occurrence of the alleged breach.

3.8. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

Dealing with complaint

3.9. After considering a complaint, the local government must, unless it dismisses the complaint under point 3.16 or the complaint is withdrawn under point 3.17, make a finding as to whether the alleged breach the subject of the complaint has occurred.

3.10. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

3.11. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

3.12. 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.

3.13. When preparing a plan under point 3.12(b), the local government must consult with a person to whom the complaint relates.

3.14. A plan under point 3.12(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following –
   a. engage in mediation;
   b. undertake counselling;
   c. undertake training;
   d. take other action the local government considers appropriate.

3.15. 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 finding and the reasons for its findings; and
   b. if its finding is that the alleged breach has occurred – its decision under point 3.12.

Dismissal of complaint

3.16. The local government must dismiss a complaint if it is satisfied that –
   a. the behaviour to which the complaint relates occurred at a council or committee meeting ; and
   b. either –
      i. the behaviour was dealt with by the person presiding at the meeting; or
      ii. the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
   c. if the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

Withdrawal of complaint

3.17. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

3.18. The withdrawal of a complaint must be –
   a. in writing; and
   b. given to a person authorised under point 3.8.

Other provisions about complaints

3.19. A complaint about an alleged breach by a candidate cannot be dealt with by a local government unless the candidate has been elected as a council member.

3.20. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Part of the Code.

4. RULES OF CONDUCT

4.1. Part 4 of this Code sets out rules of conduct for council members, including a council member when acting as a committee member, and candidates.

Misuse of local government resources

4.2. In this sub-part –

a. ***electoral purpose*** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

b. ***resources of a local government*** includes –

i. local government property; and

ii. services provided, or paid for, by a local government.

4.3. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government, or the CEO, to use the resources for that purpose.

Securing personal advantage or disadvantaging others

4.4. A council member must not make improper use of their office –

a. to gain, directly or indirectly, an advantage for the council member or any other person; or

b. to cause detriment to the local government or any other person.

4.5. Point 4.6 does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

Prohibition against the involvement in administration

4.6. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

4.7. Point 4.8 does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

Relationships with local government employees

4.8. In this sub-part–

a. ***local government employee*** means a person –

i. employed by a local government under section 5.36(1) of the Act; or

ii. engaged by a local government under contract for services.

4.9. A council member or candidate must not –

a. direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee;

b. attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

c. act in an abusive or threatening manner towards a local government employee.

4.10. Point 4.11(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

4.11. If a council member or candidate in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means –
   a. make a statement that a local government employee is incompetent or dishonest; or
   b. use an offensive or objectionable expression when referring to a local government employee.

4.12. Point 4.13(a) does not apply to conduct that is unlawful under *The Criminal Code Chapter XXXV*.

Disclosure of information

4.13. In this sub-part of the Code –
   a. ***closed meeting*** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
   b. ***confidential document*** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
   c. ***document*** includes a part of a document;
   d. ***non-confidential document*** means a document that is not a confidential document.

4.14. A council member must not disclose information that a council member –
   a. derived from a confidential document; or
   b. acquired at a closed meeting other than information derived from a non-confidential document.

4.15. Point 4.16 does not prevent a council member from disclosing information –
   a. at a closed meeting;
   b. to the extent specified by the council and subject to such other conditions as the council determines;
   c. that is already in the public domain;
   d. to an officer of the Department;
   e. to the Minister;
   f. to a legal practitioner for the purpose of obtaining legal advice; or
   g. if the disclosure is required or permitted by law.

Disclosure of interests

4.16. In this sub part of the Code –
   a. interest
      i. means an interest that could, or could reasonably by perceived to, adversely affect the impartiality of the person having the interest; and
      ii. includes and interest arising from kinship, friendship or membership of an association.

4.17. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest –
   a. in a written notice given to the CEO before the meeting; or
   b. at the meeting immediately before the matter is discussed.

4.18. Point 4.19 does not apply to an interest referred to in section 5.60 of the Act.

4.19. Point 4.19 does not apply if a council member fails to disclose an interest because the council member did not know –
   a. that they had an interest in the matter; or
   b. that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussed began.

4.20. If under point 4.19(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then –
   a. before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
   b. at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

4.21. Point 4.24 applies in relation to an interest if -
   a. under point 4.19(b) or 4.21(b) the interest is disclosed at a meeting; or
   b. under point 4.210(b) notice of the interest is brought to the attention of the persons present at a meeting.

4.22. The nature of the interest must be recorded in the minute of the meeting.

Compliance with the plan requirement

4.23. If a plan under point 3.12(b) in relation to a council member includes a requirement referred to in point 3.14, the council member must comply with the requirement.

5. ENDORSEMENT

Council Adoption	**DATE**		**Resolution #**	

City of Busselton
Code of Conduct
Consolidated Code



Where environment, lifestyle and opportunity meet

City of Busselton
Geographe Bay

2 Message from the CEO
3 Our Values
4 Code of Conduct
04 1. Introduction
04 2. Scope
4 2.1 Definitions
5 2.2 Obligation to Observe
5 2.3 Breach of Certain Provisions
6 3. Guiding Statements of Responsibility and Conduct
6 3.1 Principles
7 3.2 Achievement of Priorities
07 3.3 General - Applicable to Council members, Committee members and employees
7 3.4 Conflicts of interest
8 3.5 Council Members
9 3.6 Committee Members
10 3.7 Employees
11 3.8 Contractors
12 3.9 Gifts
13 3.10 Confidential information
13 3.11 Use of local government resources
13 3.12 Relationships with Council members and Committee members
13 3.13 Administrative practices
14 Background

Message from the Chief Executive Officer



The Code of Conduct outlines the standards of behaviour Council members, Committee members, employees and City of Busselton contractors are required to follow in relation to their conduct as representatives of this local government organisation.

The City of Busselton is one of the fastest growing local government areas in the State of Western Australia. The City has seen significant change and growth over the past 10 years and we expect this to continue in the future. This rapid growth and changing demographic demands a 'go-ahead' approach and the City prides itself on being able to respond and adapt to the needs of its community quickly and professionally.

In this dynamic work environment, the City of Busselton Code of Conduct is a mainstay for personal interaction and good governance. It underpins our corporate values. It guides our behaviour and conduct as we work with the community to realise our shared vision for a vibrant and cohesive City. There are four separate additional components of the Code, for which individual documents exist:

- **A Consolidated Code (this document)**
- A Code for Council Members
- A Code for Committee Members
- A Code for Employees; and
- A Code for Contractors

It is important that each class of person to whom the Code applies is familiar with the Code and the responsibilities outlined within it. The Code of Conduct has application across all facets of City of Busselton business and is relevant to all City representatives. The principles outlined in the Code of conduct underpin how we, in our capacity as public service providers, will interact with one another as well as with external stakeholders.

Regards
Mike Archer
CEO City of Busselton.

Our Values

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance	• Strive for Excellence to deliver good quality work • 'Can Do' Attitude • Meeting deadlines • Recommending and actioning change
Empowerment	• Develops People – providing opportunities to be accountable • Being willing to take action and learn from mistakes • Leads by being a positive role model and focuses on achieving good outcomes for the City
Mutual Respect	• Treats others with respect • Embraces diversity, tolerance and difference • Shows good customer service to internal customers
Strength as a team	• Shows strong support for others to achieve organisational goals • Actively works to foster a sense of team • Takes a whole of organisation approach
Community focus	• Professional approach in all that we do • Engages with the community to achieve outcomes • Responsive and high quality customer service



City of Busselton Code of Conduct

1. INTRODUCTION

The City of Busselton, in accordance with Section 5.103(1) of the Local Government Act 1995, is required to prepare, adopt and adhere to a Code of Conduct.

Adoption of the code demonstrates:

- a commitment to observe ethical and professional standards in the performance of duties and functions;
- instills respect between council members, employees and members of the public;
- strengthens community confidence in the integrity of their Local Government organisation.

2. SCOPE

There are five components of the Code of Conduct:

- **A Consolidated Code**;
- A Code for Council Members;
- A Code for Committee Members;
- A Code for Employees; and
- A Code for Contractors

This Code is an over-arching document and individual Codes apply to each of the groups identified above.

The Code of Conduct contains matters as prescribed by the Local Government Act and Regulations made under the Act and makes further provision for expectations of council members and employees.

It is a statement of guidance for council members supplementary to the enforceable rules in the Local Government (Rules of Conduct) Regulations 2007. The Code of Conduct is also a statement of guidance and specific requirements to be observed by individuals appointed to a Council committee and employees of the City of Busselton including contractors.

Any provision in this Code of Conduct is of effect to the extent that it is not inconsistent with the Act and Regulations (Ref: Local Government Act 1995 Section 5.103(3)), and any other statutory power.

2.1 Definitions

Council member - Any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor.

Committee member - Any member appointed to a Committee constituted by Council in accordance with Section 5.8 of the Local Government Act 1995 by virtue of Section 5.10 of that Act, whether a Council member or not.

Employee - Any person who is employed by the City of Busselton.

Contractor - Includes a person who under a contract for services with the local government will provide advice or a report on a matter. This generally relates to professional persons such as Town Planners, Urban Designers and Economic Advisors who provide advice to Officers and Council in relation to growth, town planning and development options, but is not limited to these professions.

2.2 Obligation to Observe

2.2.1 Council members

The obligation to observe a Code of Conduct for Council members arises from Section 5.103 of the Local Government Act 1995 and a declaration that they have made to observe the Rules of Conduct Regulations, upon election to the Council at a swearing in ceremony before a Justice of the Peace or a person authorised by the Oaths, Affidavits and Statutory Declarations Act 2005 to take statutory declarations.

Further to that, aspects of the Code of Conduct are also linked to the Local Government Act 1995 and associated Rules of Conduct Regulations which are enforceable in their own right.

2.2.2 Committee members

The obligation for Committee members (that are not also Council members) to observe a Code of Conduct arises from the requirement in Section 5.103 of the Local Government Act 1995. Committee members are appointed to their positions by the Council in accordance with Section 5.10 of that Act and can also be removed from the office by the local government in accordance with Section 5.11(2)c of the Act.

2.2.3 Employees

The obligation for employees to observe a Code of Conduct arises from Section 5.103 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 (Ref: Administration Regulations 34B and 34C) and the terms and conditions of their employment with the City of Busselton.

The observance of Council policies and operational practices and procedures is a key responsibility of any contractor and any breach of those responsibilities could incur disciplinary action, including termination of employment.

2.2.4 Contractors

The obligation to certain contractors to observe the Code of Conduct arises from the need to adopt a 'best practice' approach to decision making and increase transparency.

Professional contractors should immediately disclose any conflict of interest or perceived conflict of interest they have when offered an assignment to conduct work on behalf of the City and should make full disclosure in any written material presented to the City.

2.3 Breach of Certain Provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by the City, or by another statutory body, including but not limited to the Department of Local Government and Communities and the Corruption and Crime Commission.





CONTENT

3. GUIDING STATEMENTS OF RESPONSIBILITY AND CONDUCT

3.1 Principles

(a) In acting in the capacity of a Council member, Committee member, employee or contractor of the City of Busselton, all persons shall espouse the principles outlined in Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information;
- Treat others with respect and fairness;
- Not be impaired by mind affecting substances.

(b) Additionally, all Council members, Committee members, employees and contractors shall:

- Provide relevant and factually correct information to decision-makers;
- Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
- Act in accordance with their obligation of fidelity to the local government;
- Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
- Contribute to the good governance and strategic priorities of the City of Busselton in accordance with the adopted vision, values, plans and budget as amended by Council from time to time (ie, City of Busselton Strategic Community Plan, Corporate Business Plan and Annual Budget);
- Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters (Ref: Local Government Act 1995 Sections 2.7, 2.8, 2.9, 2.10, 5.41, Part 5 division 9 and generally; Local Government (Rules of Conduct) Regulations 2007; Local Government (Administration) Regulations 1996 regulations 34B and 34C; Committee Terms of Reference; Employee Position Descriptions and Delegations Register).
- Refrain from making allegations which are improper or derogatory;
- Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

3.2 Achievement of Priorities

The local government framework of the Council, any Committees that the Council has resolved to constitute and the employee organisational structure is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.



3.3 General

(a) It is the responsibility of all Council members, Committee members, employees and contractors to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position. Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

(b) Council members, Committee members, employees and contractors will comply with any lawful and reasonable instruction given by any person having authority to make or give such an instruction.

Any doubts as to the propriety of any such instruction shall be taken up with the superior of the person who gave the instruction and, if resolution cannot be achieved, with the Chief Executive Officer.

(c) Council members (noting that the CEO has the statutory authority to implement Council decisions), Committee members, employees and contractors will recognise the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision- making, whether or not they agree with or approve of them.

3.4 Conflicts of interest

An important consideration for any Council Member, Committee Member, employee or contractor is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties. This is a very detailed area and the relevant legislation should be read and understood by all persons to whom this Code relates to.

In addition to the statutory requirements referred to above, for the purpose of this Code, the City requires the following relating to Applications for Development approval to be observed.

(a) Any Council member, Committee member, employee or contractor intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, an application for approval of a structure plan, local development or activity centre plan, or a proposal to rezone or otherwise amend the town planning scheme, or which may otherwise be in conflict with the City's functions, shall provide written notice of this intention to the Chief Executive Officer.

The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then no less than 7 days before the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.

(b) Where a relative (refer to section 3.9 of this code) of a Council member, Committee member, employee or contractor with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, or which may otherwise be in conflict with the City's functions, written notice shall also be provided in accordance with section 3.4 (a).

(c) Where it is the Chief Executive Officer or a relative of the Chief Executive Officer intending to undertake a dealing in land in accordance with this section, the written notification required is to be provided to the Mayor.

(d) When an application is made by a Council member, Committee member, employee, contractor, or a relative of any of those persons, the person has no greater or lesser rights than those of any other member of the public in relation to access to information and access to City officers. Council members, Committee members, employees or contractors shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the City.

(e) In receiving a written notice on a matter referred to in (a) or (b) above, the Chief Executive Officer or the Mayor as the case may be, shall consult with the most senior officer within the directorate responsible for planning who is not otherwise the employee dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision. The costs of referring applications to an independent person will be borne by the City.

The Chief Executive Officer (or Mayor if the matter involves the CEO) may in some circumstances, determine that it would be appropriate to defer the decision until such time as the application has been assessed internally and/or, where necessary, until consultation has been completed. The purpose of deferring the decision in such circumstances would be to identify properly the extent and nature of discretion involved, and/or the level of community interest in the matter.

Nothing in section 3.4 of the Code negates or replaces the disclosure requirements of any person in accordance with Division 6 of the Local Government Act 1995 (Disclosure of Financial Interests); Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 (Disclosure of Interest) or any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a Council member, Committee member, employee or contractor.



3.5 Council Members

Specific rules for Council members are contained in Part 2 of the Local Government (Rules of Conduct) Regulations 2007.

(a) Council members are to recognise their role as distinguished from that served by employees of the City of Busselton, and the Council (ie in its convened state).

(b) Council members when interacting with employees of the City of Busselton in their capacity as a Council member shall observe the protocol of making requests for information and discussing the business of the Council with the relevant Director and/or the identified responding officer during any organised briefing session for a matter before the Council for consideration. The liaison between individual Council member and individual employee on matters of local government business shall be conducted in a respectful, courteous and honest manner.

c) A Council member must not disclose confidential information obtained in the performance of their duties to any other person outside of the Council or relevant Local Government employees.

For the purposes of section 3.5 (c) of the Code confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential.

3.6 Committee Members

a) Disclosure of interest
The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a Committee member carrying out their role shall be made, insofar as the provisions can relate to Committee members, in accordance with the requirements for employees in 3.7 of this Code of Conduct.

b) Gifts
If a Committee member is offered a gift of any description in connection with the performance of their role as a Committee member, the member shall seek advice in relation to that offer from the CEO of the City of Busselton, or his nominated representative, before accepting any gift.

The advice provided shall be in accordance with the requirements for Council members and employees.

c) Confidential information
A Committee member must not disclose confidential information obtained in the performance of their duties to any other person outside of the Committee or relevant Local Government employees.

For the purposes of section 3.6 (c) of the Code confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential.

d) Use of local government resources
A Committee member shall make proper use of the local government's resources as allocated to the Committee, including but not limited to assistance from employees, stationary, access to the office and meeting rooms of the local government, and only for the purposes of advancing the work and requirements of the Committee in accordance with its Terms of Reference.



The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

e) Relationships with the local government

- Committee members shall not direct or attempt to direct any local government employee to do or not to do anything.
- Employees of the local government will be allocated where and as necessary to assist a Committee with its required tasks. It is expected that Committee members and employees with any responsibility in relation to that Committee will work together with a spirit of cooperation and understanding.
- A Committee or Committee member shall not undertake tasks that contribute to the administration of the local government, except those tasks that are the direct responsibility of the Committee in accordance with its Terms of Reference and Council policies relating to Committees. It is noted that Council considers members of its Management and Advisory Committees as working members and thus they are to contribute to the body of work required to be done by the Committee.

3.7 Employees

a) Disclosure of interest

"**Interest**" - Any interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
  (i) in a written notice to the CEO before the meeting; and/or
  (ii) at the meeting immediately before the matter is discussed.
- An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
  (i) in a written notice given to the CEO before the meeting; and/or
  (ii) at the time the advice is given.
- If in order to comply with the requirements of this clause an employee makes a disclosure in a written notice given to the CEO before a meeting, then:
  (i) before that meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting;
  (ii) immediately before a matter to which the disclosure relates is discussed at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present.
- If in order to comply with the requirements of this clause an employee declares an interest in a matter at a meeting; or
  (i) a disclosure is made at a meeting if it is realised that an employee has an interest in a matter that they had not previously realised was for discussion at that meeting; or
  (ii) the presiding member brings to the attention of those present at the meeting a written disclosure;
  then the nature of the interest is to be recorded in the minutes of the meeting.



It is important to note that Section 3.7 of the Code in addition to requirements relating to interests referred to in the Local Government Act 1995 (in that a direct or indirect financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).

An employee is excused from a requirement under 3.7 (a) to disclose the nature of an interest if:
(i) the employee's failure to disclose occurs because they did not know that he or she had an interest in the matter; or
(ii) the employee's failure to disclose occurs because the employee did not know the matter in which he or she had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of thatkind.

Any interest that arises for an employee on a matter before the Council or a Committee for determination is required to be disclosed in the manner specified in 3.7 (a). However, in recognition of the requirements discharged by employees during the course of their employment, including but not limited to the exercise of delegated authority, purchasing and tender evaluation, recruitment and selection, inspection and regulation, interests shall also be disclosed in other circumstances. Disclosures are required to be made to the CEO of the City of Busselton in these circumstances.

If during the course of discharging the requirements of their employment, an employee becomes aware of an interest or a potential interest, that interest or potential interest is to be disclosed in a prompt and full manner to the CEO and direction sought on the ability to continue to discharge the requirements of their employment in this case.

- If an employee is intending to engage in private work outside of their employment with the City of Busselton, either with a person or body with an interest in a proposed or current contract with the local government, or if the arrangement could, or could reasonably be perceived to, either immediately or in the future, result in an interest for the employee arising in their employment with the City of Busselton, the intention to engage in this work shall be disclosed in a prompt and full manner to the CEO and direction sought on the appropriateness of the arrangement.

3.8 Contractors

a) Disclosure of interest
The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a contractor carrying out their role shall be made, insofar as the provisions can relate to contractors.

b) Gifts
If a contractor is offered a gift of any description in connection with the performance of their role as a contractor, the member shall seek advice in relation to that offer from the CEO of the City of Busselton, or his nominated representative, before accepting any gift.

c) Confidential information
A contractor must not disclose confidential information obtained in the performance of their duties to any other person outside of the contract or relevant Local Government employees.



3.9 Gifts

Definitions

"Activity involving a local government discretion" - Any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government.

"Gift" - Any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the Local Government Act 1995). This definition excludes:

- A gift from a relative;
- A gift that must be disclosed in accordance with regulation 30B of the Local Government (Elections) Regulations 1997;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training.

"Notifiable gift" - A gift worth between $50 and $300 or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300.

"Prohibited gift" - A gift worth $300 or more or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth $300 or more.

"Relative" - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

- Employees are required to refrain from accepting a prohibited gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- An employee who accepts a notifiable gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion;
  is required to notify the CEO of the acceptance within 10 days of accepting the gift.
- The notification of the acceptance of a notifiable gift is required to be in writing and include details of:
  (i) The name of the person who gave the gift;
  (ii) The date on which the gift was accepted;
  (iii) A description and the estimated value of the gift;
  (iv) The nature of the relationship between the employee and the person who gave the gift.
- If the gift is notifiable as it is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth between $50 and $300, whether or not it is also notifiable as it is worth between $50 and $300 itself, the notification is required to include, in relation to each other gift accepted within the six month period from that person:
  (i) A description;
  (ii) The estimated value;
  (iii) The date of acceptance.

- The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given under this section.

3.10 Confidential information

Confidential information must only be disclosed by an employee to another person to the extent that is necessary for the employee to do so in the performance of his or her duties.

For the purposes of section 3.10 confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

Nothing in this section enables the disclosure of any confidential or sensitive information to any Council member or Committee member if the information does not directly relate to a confidential matter that is on the agenda for a meeting of the Council or the Committee, nor to any employee who is not empowered or required by virtue of their position in the organisation to have that information.

Thehandlingofconfidentialorsensitiveinformation is a significant responsibility for employees with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of the employee's responsibilities.

3.11 Use of local government resources

An employee shall make proper use of the local government's resources and shall not use them for personal or private purposes, unless the use is otherwise provided for in a contract of employment, or authorised by the CEO by some other means.

It is acknowledged that minor incidental (not primary and not majority) use of certain resources will be provided for in operational requirements. (An example of this would be to conduct an internet search or check a personal email account on a City computer during a designated break. This type of minor incidental use is provided for in the City's email and internet practice, whereby it is stated these facilities are for almost exclusive business use).

3.12 Relationships with Council members and Committee members

Employees are employed by and responsible to the CEO of the City of Busselton. While their direction, supervision and management is the sole responsibility of the CEO in accordance with Section 5.41(g) of the Local Government Act 1995, it is also recognised that the Chief Executive Officer has a responsibility to the Council of the City of Busselton to ensure employees provide it with relevant and quality advice.

Employees shall therefore be aware of their duty to, via the Chief Executive Officer, provide relevant and quality advice to the Council and Committees. They shall also act courteously and with due respect during their dealings with the Council, any Committee, any Council member or Committee member. It is expected that employees will deal with each other, Council members and Committee members in an honest and respectful manner.

3.13 Administrative practices

As an overarching principle of employment, employees, in attending to their duties for the City of Busselton in their required and normal hours of employment including approved overtime, shall give their full attention to their duties and requirements throughout that time to ensure that their work is carried out efficiently and effectively. Employees shall comply with any lawful and reasonable order given by any person having the authority to make or give such an order, (noting the restrictions on Councillors or Committee members in relation to directing local government employees). They will also give effect to the lawful decisions of the Council in a prompt and effective manner.

Background

Code of Conduct approved by: Council in May 2017
Review Frequency: As required, no statutory timeframe

Related Documents:
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations 1996

HISTORY

Council Resolution	Date	Information
	May, 2017	Policy cancelled; Codes adopted as suite of corporate documents.





City of Busselton
T: 08 9781 0446 or 08 9781 0360
F: 08) 9752 4958
E: city@busselton.wa.gov.au
W: www.busselton.wa.gov.au

City of Busselton
Geographe Bay

City of Busselton
Code of Conduct
Council Members



Where environment, lifestyle and opportunity meet

City of Busselton
Geographe Bay

02 Message from the CEO
03 Our Values
04 Code of Conduct
04 1. Introduction
04 2. Scope
04 2.1 Definitions
04 2.2 Obligation to Observe
04 2.3 Breach of Certain Provisions
05 3. Guiding Statements of Responsibility and Conduct
5 3.1 Principles
6 3.2 Achievement of Priorities
06 3.3 General
6 3.4 Conflicts of interest
7 3.5 Council Members
8 3.6 Gifts
9 3.7 Confidential information
10 Background

Message from the Chief Executive Officer



The Code of Conduct outlines the standards of behaviour Council members, are required to follow in relation to their conduct as representatives of this local government organisation.

The City of Busselton is one of the fastest growing local government areas in the State of Western Australia. The City has seen significant change and growth over the past 10 years and we expect this to continue in the future. This rapid growth and changing demographic demands a 'go-ahead' approach and the City prides itself on being able to respond and adapt to the needs of its community quickly and professionally.

Inthisdynamicworkenvironment, the Cityof Busselton Codeof Conductisamainstayforpersonal interaction and good governance. It underpins our corporate values. It guides our behaviour and conductasweworkwiththecommunitytorealiseoursharedvisionforavibrantandcohesive City.

There are five separate components of the Code, for which individual documents exist:

- A Consolidated Code
- **A Code for Council Members (this document)**
- ACode for Committee Members
- A Code for Employees; and
- A Code for Contractors

It is important that each class of person to whom the Code applies is familiar with the Code and the responsibilities outlined within it. The Code of Conduct has application across all facets of City of Busselton business and is relevant to all City representatives. The principles outlined in the Code of conduct underpin how we, in our capacity as public service providers, will interact with one another as well as with externalstakeholders.

Regards
Mike Archer
CEO City of Busselton.

Our Values

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance	• Strive for Excellence to deliver good quality work • 'Can Do' Attitude • Meeting deadlines • Recommending and actioning change
Empowerment	• Develops People – providing opportunities to be accountable • Being willing to take action and learn from mistakes • Leads by being a positive role model and focuses on achieving good outcomes for the City
Mutual Respect	• Treats others with respect • Embraces diversity, tolerance and difference • Shows good customer service to internal customers
Strength as a team	• Shows strong support for others to achieve organisational goals • Actively works to foster a sense of team • Takes a whole of organisation approach
Community focus	• Professional approach in all that we do • Engages with the community to achieve outcomes • Responsive and high quality customer service



City of Busselton Code of Conduct

1. INTRODUCTION

The City of Busselton, in accordance with Section 5.103(1) of the Local Government Act 1995, is required to prepare, adopt and adhere to a Code of Conduct.

Adoption of the code demonstrates:

- a commitment to observe ethical and professional standards in the performance of duties and functions;
- instills respect between council members, employees and members of the public;
- strengthens community confidence in the integrity of their Local Government organisation.

2. SCOPE

There are five components of the Code of Conduct:

- A Consolidated Code;
- **A Code for Council Members;**
- A Code for Committee Members;
- A Code for Employees; and
- A Code for Contractors

This Code applies to all Council members of the City of Busselton.

The Code of Conduct contains matters as prescribed by the Local Government Act and Regulations made under the Act and makes further provision for expectations of council members. It is a statement of guidance for council members supplementary to the enforceable rules in the Local Government (Rules of Conduct) Regulations 2007.

Any provision in this Code of Conduct is of effect to the extent that it is not inconsistent with the Act and Regulations (Ref: Local Government Act 1995 Section 5.103(3)), and any other statutory power.

2.1 Definitions

Council member - Any person who holds the office of Councillor on the Council of the City of Busselton, including the Mayor and Deputy Mayor.

A Council member may also be a Committee member.

2.2 Obligation to Observe

Council members

The obligation to observe a Code of Conduct for Council members arises from Section 5.103 of the Local Government Act 1995 and a declaration that they have made to observe the Rules of Conduct Regulations, upon election to the Council at a swearing in ceremony before a Justice of the Peace or a person authorised by the Oaths, Affidavits and Statutory Declarations Act 2005 to take statutory declarations.

Further to that, aspects of the Code of Conduct are also linked to the Local Government Act 1995 and associated Rules of Conduct Regulations which are enforceable in their own right.

2.3 Breach of Certain Provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by another statutory body, including but not limited to the Department of Local Government and Communities and the Corruption and Crime Commission.



CONTENT

3. GUIDING STATEMENTS OF RESPONSIBILITY AND CONDUCT

3.1 Principles

(a) In acting in the capacity of a Council member (or when acting as a Committee member) of the City of Busselton, all persons shall espouse the principles outlined in Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information;
- Treat others with respect and fairness;
- Not be impaired by mind affecting substances.

(b) Additionally, all Council members shall:

- Provide relevant and factually correct information to decision-makers;
- Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
- Act in accordance with their obligation of fidelity to the local government;
- Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
- Contribute to the good governance and strategic priorities of the City of Busselton in accordance with the adopted vision, values, plans and budget as amended by Council from time to time (ie, City of Busselton Strategic Community Plan, Corporate Business Plan and Annual Budget);
- Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters (Ref: Local Government Act 1995 Sections 2.7, 2.8, 2.9, 2.10, 5.41, Part 5 division 9 and generally; Local Government (Rules of Conduct) Regulations 2007 and Local Government (Administration) Regulations 1996 regulations 34B and 34C.
- Refrain from making allegations which are improper or derogatory;
- Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

3.2 Achievement of Priorities

The local government framework of the Council, any Committees that the Council has resolved to constitute and the employee organisational structure is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.



3.3 General

(a) It is the responsibility of all Council members to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position. Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

(b) Council members will comply with any lawful and reasonable instructions given by any person having authority to make or give such an instruction.

Any doubts as to the propriety of any such instruction shall be taken up with the superior of the person who gave the instruction and, if resolution cannot be achieved, with the Chief Executive Officer.

(c) Council members, noting that the CEO has the statutory authority to implement Council decisions, will recognise the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision- making, whether or not they agree with or approve of them.

3.4 Conflicts of interest

An important consideration for any Council Member is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties. This is a very detailed area and the relevant legislation should be read and understood by all persons to whom this Code relates to.

In addition to the statutory requirements referred to above, for the purpose of this Code, the City requires the following relating to Applications for Development approval to be observed.

(a) Any Council member intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, an application for approval of a structure plan, local development or activity centre plan, or a proposal to rezone or otherwise amend the town planning scheme, or which may otherwise be in conflict with the City's functions, shall provide written notice of this intention to the Chief Executive Officer.

The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then no less than 7 days before the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.

(b) Where a relative (refer to section 3.7 of this code) of a Council member with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, or which may otherwise be in conflict with the City's functions, written notice shall also be provided in accordance with section 3.4 (a).

(c) When an application is made by a Council member or a relative of that person, the Council member has no greater or lesser rights than those of any other member of the public in relation to access to information and access to City officers. Council members shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the City.

(d) In receiving a written notice on a matter referred to in (a) or (b) above, the Chief Executive Officer or the Mayor as the case may be, shall consult with the most senior officer within the directorate responsible for planning who is not otherwise the employee dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision. The costs of referring applications to an independent person will be borne by the City.

The Chief Executive Officer or Mayor may, in some circumstances, determine that it would be appropriate to defer the decision until such time as the application has been assessed internally and/or, where necessary, until consultation has been completed. The purpose of deferring the decision in such circumstances would be to identify properly the extent and nature of discretion involved, and/or the level of community interest in the matter.

Nothing in section 3.4 of the Code negates or replaces the disclosure requirements of any person in accordance with Division 6 of the Local Government Act 1995 (Disclosure of Financial Interests); Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 (Disclosure of Interest) or any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a Council member.



The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

3.5 Council Members

Specific rules for Council members are contained in Part 2 of the Local Government (Rules of Conduct) Regulations 2007.

(a) Further to that, Council members are to recognise their role as distinguished from that served by employees of the City of Busselton, and the Council (ie in its convened state).

(b) Council members when interacting with employees of the City of Busselton in their capacity as a Council member shall observe the protocol of making requests for information and discussing the business of the Council with the relevant Director and/or the identified responding officer during any organised briefing session for a matter before the Council for consideration. The liaison between individual Council member and individual employee on matters of local government business shall be conducted in a respectful, courteous and honest manner.

It is important to note that Section 3.5 of the Code is in addition to requirements relating to interests referred to in the Local Government Act 1995 (in that a direct or indirect financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).



3.6 Gifts

Definitions

"Activity involving a local government discretion" – Any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government.

"Gift" - Any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the Local Government Act 1995). This definition excludes:

- A gift from a relative;
- A gift that must be disclosed in accordance with regulation 30B of the Local Government (Elections) Regulations 1997;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training.

"Notifiable gift" - A gift worth between $50 and $300 or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300.

"Prohibited gift" - A gift worth $300 or more or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth $300 or more.

"Relative" - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

- The notification of the acceptance of a notifiable gift is required to be in writing and include details of:
  (i) The name of the person who gave the gift;
  (ii) The date on which the gift was accepted;
  (iii) A description and the estimated value of the gift;
  (iv) The nature of the relationship between the employee and the person who gave the gift.

- If the gift is notifiable as it is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300, whether or not it is also notifiable as it is worth between $50 and $300 itself, the notification is required to include, in relation to each other gift accepted within the six month period from that person:
  (i) A description;
  (ii) The estimated value;
  (iii) The date of acceptance.

- The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given under this section.

3.7 Confidential information

Confidential information must only be disclosed to another person to the extent that is necessary to do so in the performance of duties.

For the purposes of section 3.7 confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

The handling of confidential or sensitive information is a significant responsibility for Council Members with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of responsibilities.



Background

Code of Conduct approved by: Council in May 2017
Review Frequency: As required, no statutory timeframe

Related Documents:
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations 1996

HISTORY

Council Resolution	Date	Information
	May, 2017	Policy cancelled; Codes adopted as suite of corporate documents.





City of Busselton
T: (08) 9781 0446 or (08) 9781 0360
F: (08) 9752 4958
E: city@busselton.wa.gov.au
W: www.busselton.wa.gov.au

City of Busselton
Geographe Bay

City of Busselton

Code of Conduct

Committee Members

(who are not Council Members)

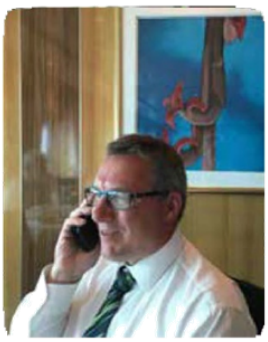


Where environment, lifestyle and opportunity meet

City of Busselton
Geographe Bay

02 Message from the CEO
03 Our Values
04 Code of Conduct
04 1. Introduction
04 2. Scope
04 2.1 Definitions
04 2.2 Obligation to Observe
04 2.3 Breach of Certain Provisions
05 3. Guiding Statements of Responsibility and Conduct
5 3.1 Principles
6 3.2 Achievement of Priorities
06 3.3 General
6 3.4 Conflicts of interest
7 3.5 Committee Members
8 3.6 Gifts
9 3.7 Confidential information
10 Background

Message from the Chief Executive Officer



The Code of Conduct outlines the standards of behaviour Committee members are required to follow in relation to their conduct as representatives of this local government organisation.

The City of Busselton is one of the fastest growing local government areas in the State of Western Australia. The City has seen significant change and growth over the past 10 years and we expect this to continue in the future. This rapid growth and changing demographic demands a 'go-ahead' approach and the City prides itself on being able to respond and adapt to the needs of its community quickly and professionally.

In this dynamic work environment, the City of Busselton Code of Conduct is a mainstay for personal interaction and good governance. It underpins our corporate values. It guides our behaviour and conduct as we work with the community to realise our shared vision for a vibrant and cohesive City.

There are five separate components of the Code, for which individual documents exist:

- A Consolidated Code
- A Code for Council Members
- **A Code for Committee Members (this document)**
- A Code for Employees; and
- A Code for Contractors

It is important that each class of person to whom the Code applies is familiar with the Code and the responsibilities outlined within it. The Code of Conduct has application across all facets of City of Busselton business and is relevant to all City representatives. The principles outlined in the Code of conduct underpin how we, in our capacity as public service providers, will interact with one another as well as with external stakeholders.

Regards
Mike Archer
CEO City of Busselton.

Our Values

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance	• Strive for Excellence to deliver good quality work • 'Can Do' Attitude • Meeting deadlines • Recommending and actioning change
Empowerment	• Develops People – providing opportunities to be accountable • Being willing to take action and learn from mistakes • Leads by being a positive role model and focuses on achieving good outcomes for the City
Mutual Respect	• Treats others with respect • Embraces diversity, tolerance and difference • Shows good customer service to internal customers
Strength as a team	• Shows strong support for others to achieve organisational goals • Actively works to foster a sense of team • Takes a whole of organisation approach
Community focus	• Professional approach in all that we do • Engages with the community to achieve outcomes • Responsive and high quality customer service



City of Busselton Code of Conduct

1. INTRODUCTION

The City of Busselton, in accordance with Section 5.103(1) of the Local Government Act 1995, is required to prepare, adopt and adhere to a Code of Conduct.

Adoption of the code demonstrates:

- a commitment to observe ethical and professional standards in the performance of duties and functions;
- instills respect between council members, employees and members of the public;
- strengthens community confidence in the integrity of their Local Government organisation.

2. SCOPE

There are five components of the Code of Conduct:

- A Consolidated Code;
- A Code for Council Members;
- **A Code for Committee Members;**
- A Code for Employees; and
- A Code for Contractors

This Code applies to all members of the community appointed to Council Committees of the City of Busselton.

The Code of Conduct contains matters as prescribed by the Local Government Act and Regulations made under the Act and makes further provision for expectations of Committee members. It is a statement of guidance for Committee members supplementary to the enforceable rules in the Local Government (Rules of Conduct) Regulations 2007.

The Code of Conduct is also a statement of guidance and specific requirements to be observed by individuals appointed to a Council committee of the City of Busselton.

Any provision in this Code of Conduct is of effect to the extent that it is not inconsistent with the Act and Regulations (Ref: Local Government Act 1995 Section 5.103(3)), and any other statutory power.

2.1 Definitions

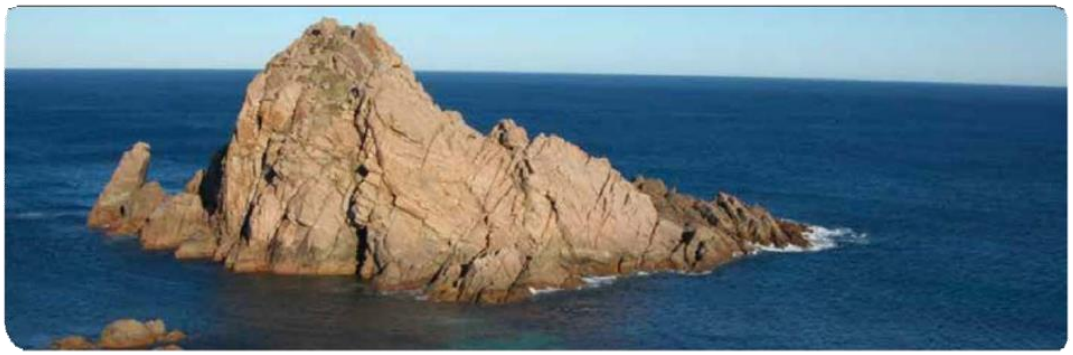
Committee member - Any member appointed to a Committee constituted by Council in accordance with Section 5.8 of the Local Government Act 1995 by virtue of Section 5.10 of that Act, whether a Council member or not.

2.2 Obligation to Observe

The obligation for Committee members (that may also be Council members) to observe a Code of Conduct arises from the requirement in Section 5.103 of the Local Government Act 1995. Committee members are appointed to their positions by the Council in accordance with Section 5.10 of that Act and can also be removed from the office by the local government in accordance with Section 5.11(2)c of the Act.

2.3 Breach of Certain Provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by another statutory body, including but not limited to the Department of Local Government and Communities and the Corruption and Crime Commission.



CONTENT

3. GUIDING STATEMENTS OF RESPONSIBILITY AND CONDUCT

3.1 Principles

(a) In acting in the capacity of a Committee member appointed to a committee created by the City of Busselton, all persons shall espouse the principles outlined in Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information;
- Treat others with respect and fairness;
- Not be impaired by mind affecting substances.

(b) Additionally, all Committee members shall:

- Provide relevant and factually correct information to decision-makers;
- Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
- Act in accordance with their obligation of fidelity to the local government;
- Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
- Contribute to the good governance and strategic priorities of the City of Busselton in accordance with the adopted vision, values, plans and budget as amended by Council from time to time (ie, City of Busselton Strategic Community Plan, Corporate Business Plan, Annual Budget);
- Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters (Ref: Local Government Act 1995 Sections 2.7.
- Refrain from making allegations which are improper or derogatory;
- Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.



3.2 Achievement of Priorities

The local government framework of the Council, any Committees that the Council has resolved to constitute and the employee organisational structure is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.



3.3 General

(a) It is the responsibility of all Committee members to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position. Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

(b) Committee members will comply with any lawful and reasonable instruction given by any person having authority to make or give such an instruction.

Any doubts as to the propriety of any such instruction shall be taken up with the superior of the person who gave the instruction and, if resolution cannot be achieved, with the Chief Executive Officer.

(c) Committee members (noting the CEO has the statutory authority to implement Council decisions) will recognise the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision- making, whether or not they agree with or approve of them.

3.4 Conflicts of interest

An important consideration for any Committee member is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties. This is a very detailed area and the relevant legislation should be read and understood by all persons to whom this Code relates to.

In addition to the statutory requirements referred to above, for the purpose of this Code, the City requires the following relating to Applications for Development approval to be observed.

(a) Any Committee member intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, an application for approval of a structure plan, local development or activity centre plan, or a proposal to rezone or otherwise amend the town planning scheme, or which may otherwise be in conflict with the City's functions, shall provide written notice of this intention to the Chief Executive Officer. The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then no less than 7 days before the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.

(b) Where a relative (refer to section 3.7 of this code) of a Committee member with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, or which may otherwise be in conflict with the City's functions, written notice shall also be provided in accordance with section 3.4 (a).

(d) When an application is made by a Committee member or a relative of that member, the Committee member has no greater or lesser rights than those of any other member of the public in relation to access to information and access to City officers. Committee members shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the City.

(e) In receiving a written notice on a matter referred to in (a) or (b) above, the Chief Executive Officer or the Mayor as the case may be, shall consult with the most senior officer within the directorate responsible for planning who is not otherwise the employee dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision. The costs of referring applications to an independent person will be borne by the City.



The Chief Executive Officer or Mayor may, in some circumstances, determine that it would be appropriate to defer the decision until such time as the application has been assessed internally and/or, where necessary, until consultation has been completed. The purpose of deferring the decision in such circumstances would be to identify properly the extent and nature of discretion involved, and/or the level of community interest in the matter.

Nothing in section 3.4 of the Code negates or replaces the disclosure requirements of any person in accordance with Division 6 of the Local Government Act 1995 (Disclosure of Financial Interests); Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 (Disclosure of Interest) or any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a Committee member.



The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

3.5 Committee Members

a) Disclosure of interest

The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a Committee member carrying out their role shall be made, insofar as the provisions can relate to Committee members.

It is important to note that Section 3.7 of the Code in addition to requirements relating to interests referred to in the Local Government Act 1995 (in that a direct or indirect financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).

b) Gifts
If a Committee member is offered a gift of any description in connection with the performance of their role as a Committee member, the member shall seek advice in relation to that offer from the CEO of the City of Busselton, or his nominated representative, before accepting any gift.

The advice provided shall be in accordance with the requirements for Council members and employees.

c) Confidential information
A Committee member must not disclose confidential information obtained in the performance of their duties to any other person outside of the Committee or relevant Local Government employees.

For the purposes of section 3.5 (c) of the Code, confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential.

d) Use of local government resources
A Committee member shall make proper use of the local government's resources as allocated to the Committee, including but not limited to assistance from employees, stationary, access to the office and meeting rooms of the local government, and only for the purposes of advancing the work and requirements of the Committee in accordance with its Terms of Reference.

e) Relationships with the local government

- Committee members shall not direct or attempt to direct any local government employee to do or not to do anything.

- Employees of the local government will be allocated where and as necessary to assist a Committee with its required tasks. It is expected that Committee members and employees with any responsibility in relation to that Committee will work together with a spirit of cooperation and understanding.

- A Committee or Committee member shall not undertake tasks that contribute to the administration of the local government, except those tasks that are the direct responsibility of the Committee in accordance with its Terms of Reference and Council policies relating to Committees. It is noted that Council considers members of its Management and Advisory Committees as working members and thus they are to contribute to the body of work required to be done by the Committee.

3.6 Gifts

Definitions

"Activity involving a local government discretion" - Any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government.

"Gift" - Any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the Local Government Act 1995). This definition excludes:

- A gift from a relative;
- A gift that must be disclosed in accordance with regulation 30B of the Local Government (Elections) Regulations 1997;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training.

"Notifiable gift" - A gift worth between $50 and $300 or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300.

"Prohibited gift" - A gift worth $300 or more or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth $300 or more.

"Relative" - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

- The notification of the acceptance of a notifiable gift is required to be in writing and include details of:
  (i) The name of the person who gave the gift;
  (ii) The date on which the gift was accepted;
  (iii) A description and the estimated value of the gift;
  (iv) The nature of the relationship between the employee and the person who gave the gift.

- If the gift is notifiable as it is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300, whether or not it is also notifiable as it is worth between $50 and $300 itself, the notification is required to include, in relation to each other gift accepted within the six month period from that person:
  (i) A description;
  (ii) The estimated value;
  (iii) The date of acceptance.

- The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given to comply with a requirement under Section 3.6.



3.7 Confidential information

Confidential information must only be disclosed to another person to the extent that is necessary to do so in the performance of duties.

For the purposes of section 3.7 confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

The handling of confidential or sensitive information is a significant responsibility for Committee members with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of responsibilities.

Background

Code of Conduct approved by: Council in May 2017
Review Frequency: As required, no statutory timeframe

Related Documents:
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations 1996

HISTORY

Council Resolution	Date	Information
	May, 2017	Policy cancelled; Codes adopted as suite of corporate documents.





City of Busselton
T: (08) 9781 0446 or (08) 9781 0360
F: (08) 9752 4958
E: city@busselton.wa.gov.au
W: www.busselton.wa.gov.au

City of Busselton
Geographe Bay

City of Busselton
Code of Conduct
Employees

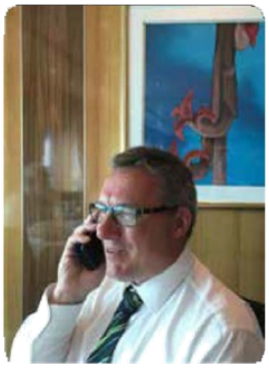


Where environment, lifestyle and opportunity meet

City of Busselton
Geographe Bay

2 Message from the CEO
3 Our Values
4 Code of Conduct
04 1. Introduction
04 2. Scope
04 2.1 Definitions
04 2.2 Obligation to Observe
4 2.3 Breach of Certain Provisions
5 3. Guiding Statements of Responsibility and Conduct
05 3.1 Principles
6 3.2 Achievement of Priorities
06 3.3 General
6 3.4 Conflicts of interest
7 3.5 Relationships with the Local Government
8 3.6 Employees
9 3.7 Gifts
11 3.8 Confidential information
11 3.9 Use of local government resources
11 3.10 Administrative practices
12 Background

Message from the Chief Executive Officer



The Code of Conduct outlines the standards of behaviour employees and City of Busselton contractors are required to follow in relation to their conduct as representatives of this local government organisation.

The City of Busselton is one of the fastest growing local government areas in the State of Western Australia. The City has seen significant change and growth over the past 10 years and we expect this to continue in the future. This rapid growth and changing demographic demands a 'go-ahead' approach and the City prides itself on being able to respond and adapt to the needs of its community quickly and professionally.

In this dynamic work environment, the City of Busselton Code of Conduct is a mainstay for personal interaction and good governance. It underpins our corporate values. It guides our behaviour and conduct as we work with the community to realise our shared vision for a vibrant and cohesive City.

There are five separate components of the Code, for which individual documents exist:

- A Consolidated Code
- A Code for Council Members
- ACode for Committee Members
- **A Code for Employees; and (this document)**
- A Code for Contractors

It is important that each class of person to whom the Code applies is familiar with the Code and the responsibilities outlined within it. The Code of Conduct has application across all facets of City of Busselton business and is relevant to all City representatives. The principles outlined in the Code of conduct underpin how we, in our capacity as public service providers, will interact with one another as well as with external stakeholders.

Regards
Mike Archer
CEO City of Busselton.

Our Values

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance	• Strive for Excellence to deliver good quality work • 'Can Do' Attitude • Meeting deadlines • Recommending and actioning change
Empowerment	• Develops People – providing opportunities to be accountable • Being willing to take action and learn from mistakes • Leads by being a positive role model and focuses on achieving good outcomes for the City
Mutual Respect	• Treats others with respect • Embraces diversity, tolerance and difference • Shows good customer service to internal customers
Strength as a team	• Shows strong support for others to achieve organisational goals • Actively works to foster a sense of team • Takes a whole of organisation approach
Community focus	• Professional approach in all that we do • Engages with the community to achieve outcomes • Responsive and high quality customer service



City of Busselton Code of Conduct

1. INTRODUCTION

The City of Busselton, in accordance with Section 5.103(1) of the Local Government Act 1995, is required to prepare, adopt and adhere to a Code of Conduct.

Adoption of the code demonstrates:

- a commitment to observe ethical and professional standards in the performance of duties and functions;
- instills respect between council members, employees and members of the public;
- strengthens community confidence in the integrity of their Local Government organisation.

2. SCOPE

There are five components of the Code of Conduct:

- A Consolidated Code;
- A Code for Council Members;
- A Code for Committee Members;
- **A Code for Employees**; and
- A Code for Contractors

This Code applies to all employees of the City of Busselton.

The Code of Conduct contains matters as prescribed by the Local Government Act and Regulations made under the Act and makes further provision for expectations of employees. The Code of Conduct is a statement of guidance and specific requirements to be observed by employees of the City of Busselton including contractors.

Any provision in this Code of Conduct is of effect only to the extent that it is not inconsistent with the Act and Regulations (Ref: Local Government Act 1995 Section 5.103(3)), and any other statutory power.

2.1 Definitions

Employee - Any person who is employed by the City of Busselton. For the purposes of the sections of the Code of Conduct in relation to employees' disclosure of interests, this shall include a person who under a contract for services with the local government will provide advice or a report on a matter.

2.2 Obligation to Observe

The obligation for employees to observe a Code of Conduct arises from Section 5.103 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996 Clauses 34B and 34C and the terms and conditions of their employment with the City of Busselton.

The observance of Council policies and operational practices and procedures is a key responsibility of any contractor and any breach of those responsibilities could incur disciplinary action, including termination of employment.

2.3 Breach of Certain Provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by the City, or another statutory body, including but not limited to the Department of Local Government and Communities and the Corruption and Crime Commission.



CONTENT

3. GUIDING STATEMENTS OF RESPONSIBILITY AND CONDUCT

3.1 Principles

(a) All employees of the City of Busselton shall espouse the principles outlined in Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information;
- Treat others with respect and fairness;
- Not be impaired by mind affecting substances.

(b) Additionally, all employees shall:

- Provide relevant and factually correct information to decision-makers;
- Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
- Act in accordance with their obligation of fidelity to the local government;
- Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
- Contribute to the good governance and strategic priorities of the City of Busselton in accordance with the adopted vision, values, plans and budget as amended by Council from time to time (ie, City of Busselton Strategic Community Plan, Corporate Business Plan and Annual Budget);
- Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters; relevant legislative provisions; operational practices and procedures; and contractual documentation.
- Refrain from making allegations which are improper or derogatory;
- Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

3.2 Achievement of Priorities

The local government framework of the Council, any Committees that the Council has resolved to constitute and the employee organisational structure is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.



3.3 General

(a) It is the responsibility of all employees to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position. Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

(b) Employees will comply with any lawful and reasonable instruction given by any person having authority to make or give such an instruction.

Any doubts as to the propriety of any such instruction shall be taken up with the superior of the person who gave the instruction and, if resolution cannot be achieved, with the Chief Executive Officer.

(c) Employees will give effect to the lawful policies of the local government and/or have due regard for the lawful policies of the local government in decision- making, whether or not they agree with or approve of them.

3.4 Conflicts of interest

An important consideration for any employee is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties. This is a very detailed area and the relevant legislation should be read and understood by all persons to whom this Code relates to.

In addition to the statutory requirements referred to above, for the purpose of this Code, the City requires the following relating to Applications for Development approval to be observed.

(a) Any employee intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, an application for approval of a structure plan, local development or activity centre plan, or a proposal to rezone or otherwise amend the town planning scheme, or which may otherwise be in conflict with the City's functions, shall provide written notice of this intention to the Chief Executive Officer.

The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then no less than 7 days before the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.

(b) Where a relative (refer to section 3.7 of this code) of an employee with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, or which may otherwise be in conflict with the City's functions, written notice shall also be provided in accordance with section 3.4 (a).

(c) Where it is the Chief Executive Officer or a relative of the Chief Executive Officer intending to undertake a dealing in land in accordance with this section, the written notification required is to be provided to the Mayor.

(d) When an application is made by an employee or a relative of the person, the employee has no greater or lesser rights than those of any other member of the public in relation to access to information and access to City officers. Council members, Committee members and employees shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the City.

(e) In receiving a written notice on a matter referred to in (a) or (b) above, the Chief Executive Officer or the Mayor as the case may be, shall consult with the most senior officer within the directorate responsible for planning who is not otherwise the employee dealing in land as to the requirement or otherwise of an assessment of the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision. The costs of referring applications to an independent person will be borne by the City.

The Chief Executive Officer or Mayor may, in some circumstances, determine that it would be appropriate to defer the decision until such time as the application has been assessed internally and/or, where necessary, until consultation has been completed. The purpose of deferring the decision in such circumstances would be to identify properly the extent and nature of discretion involved, and/or the level of community interest in the matter.

Nothing in section 3.4 of the Code negates or replaces the disclosure requirements of any person in accordance with Division 6 of the Local Government Act 1995 (Disclosure of Financial Interests); Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 (Disclosure of Interest) or any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their election to office or their employment. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for an employee.



The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

3.5 Relationships with the local government

Employees of the local government will be allocated where and as necessary to assist a Committee with its required tasks. It is expected that employees and Committee members with any responsibility in relation to that Committee will work together with a spirit of cooperation and understanding.

Employees are employed by and responsible to the CEO of the City of Busselton. While their direction, supervision and management is the sole responsibility of the CEO in accordance with Section 5.41(g) of the Local Government Act 1995, it is also recognised that the Chief Executive Officer has a responsibility to the Council of the City of Busselton to ensure employees provide it with relevant and quality advice.

Employees shall therefore be aware of their duty to, via the Chief Executive Officer, provide relevant and quality advice to the Council and Committees. They shall also act courteously and with due respect during their dealings with the Council, any Committee, any Council member or Committee member. It is expected that employees will deal with each other, Council members and Committee members in an honest and respectful manner.

3.6 Employees

a) Disclosure of interest

"**Interest**" - Any interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
  (i) in a written notice to the CEO before the meeting; and/or
  (ii) at the meeting immediately before the matter is discussed.
- An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
  (i) in a written notice given to the CEO before the meeting; and/or
  (ii) at the time the advice is given.
- If in order to comply with the requirements of this clause an employee makes a disclosure in a written notice given to the CEO before a meeting, then:
  (i) before that meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting;
  (ii) immediately before a matter to which the disclosure relates is discussed at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present.
- If in order to comply with the requirements of this clause an employee declares an interest in a matter at a meeting; or
  (i) a disclosure is made at a meeting if it is realised that an employee has an interest in a matter that they had not previously realised was for discussion at that meeting; or
  (ii) the presiding member brings to the attention of those present at the meeting a written disclosure;
  then the nature of the interest is to be recorded in the minutes of the meeting.



It is important to note that Section 3.6 is in addition to requirements relating to interests referred to in Section 5.60 of the Local Government Act 1995 (in that a direct or indirect financial interest or a proximity interest must be disclosed in the manner described in Division 6 of Part 5 of that Act).

An employee is excused from a requirement under 3.6 (a) to disclose the nature of an interest if:
(i) the employee's failure to disclose occurs because they did not know that he or she had an interest in the matter; or
(ii) the employee's failure to disclose occurs because the employee did not know the matter in which he or she had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of thatkind.

Any interest that arises for an employee on a matter before the Council or a Committee for determination is required to be disclosed in the manner specified in 3.6 (a). However, in recognition of the requirements discharged by employees during the course of their employment, including but not limited to the exercise of delegated authority, purchasing and tender evaluation, recruitment and selection, inspection and regulation, interests shall also be disclosed in other circumstances. Disclosures are required to be made to the CEO of the City of Busselton in these circumstances.

If during the course of discharging the requirements of their employment, an employee becomes aware of an interest or a potential interest, that interest or potential interest is to be disclosed in a prompt and full manner to the CEO and direction sought on the ability to continue to discharge the requirements of their employment in this case.

- If an employee is intending to engage in private work outside of their employment with the City of Busselton, either with a person or body with an interest in a proposed or current contract with the local government, or if the arrangement could, or could reasonably be perceived to, either immediately or in the future, result in an interest for the employee arising in their employment with the City of Busselton, the intention to engage in this work shall be disclosed in a prompt and full manner to the CEO and direction sought on the appropriateness of the arrangement.

3.7 Gifts

Definitions

"Activity involving a local government discretion" – Any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government.

"Gift" - Any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the Local Government Act 1995). This definition excludes:

- A gift from a relative;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training.

"Notifiable gift" - A gift worth between $50 and $300 or a gift that is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth between $50 and $300.

"Prohibited gift" - A gift worth $300 or more or a gift that is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth $300 or more.

"Relative" - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

- Employees are required to refrain from accepting a prohibited gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- An employee who accepts a notifiable gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion;
  is required to notify the CEO of the acceptance within 10 days of accepting the gift.

- The notification of the acceptance of a notifiable gift is required to be in writing and include details of:
  (i) The name of the person who gave the gift;
  (ii) The date on which the gift was accepted;
  (iii) A description and the estimated value of the gift;
  (iv) The nature of the relationship between the employee and the person who gave the gift.

- If the gift is notifiable as it is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth between $50 and $300, whether or not it is also notifiable as it is worth between $50 and $300 itself, the notification is required to include, in relation to each other gift accepted within the six month period from that person:
  (i) A description;
  (ii) The estimated value;
  (iii) The date of acceptance.

- The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given under this section.



3.8 Confidential information

Confidential information must only be disclosed by an employee to another person to the extent that is necessary for the employee to do so in the performance of his or her duties.

For the purposes of section 3.8 confidential information is that which is discussed during a meeting or that part of a meeting that is closed to members of the public in accordance with the provisions of the Local Government Act 1995, or that is in a document of the local government that is marked confidential, or any other information obtained during the performance of duties that could reasonably be considered to be confidential or of a sensitive nature.

Nothing in this section enables the disclosure of any confidential or sensitive information to any Council member or Committee member if the information does not directly relate to a confidential matter that is on the agenda for a meeting of the Council or the Committee, nor to any employee who is not empowered or required by virtue of their position in the organisation to have that information.

Thehandlingofconfidentialorsensitiveinformation is a significant responsibility for employees with authorised access to such information. Any imparting of such information must be undertaken in strict accordance with the requirements of this code. Where there is any doubt as to the requirement to impart confidential or sensitive information, caution is urged as any unauthorised disclosure of such information is considered a serious breach of the employee's responsibilities.

3.9 Use of local government resources

An employee shall make proper use of the local government's resources and shall not use them for personal or private purposes, unless the use is otherwise provided for in a contract of employment, or authorised by the CEO by some other means.
It is acknowledged that minor incidental (not primary and not majority) use of certain resources will be provided for in operational requirements.

(An example of this would be to conduct an internet search or check a personal email account on a City computer during a designated break. This type of minor incidental use is provided for in the City's email and internet practice, whereby it is stated these facilities are for almost exclusive business use).

3.10 Administrative practices

As an overarching principle of employment, employees, in attending to their duties for the City of Busselton in their required and normal hours of employment including approved overtime, shall give their full attention to their duties and requirements throughout that time to ensure that their work is carried out efficiently and effectively. Employees shall comply with any lawful and reasonable order given by any person having the authority to make or give such an order, (noting the restrictions on Councillors or Committee members in relation to directing local government employees). They will also give effect to the lawful decisions of the Council in a prompt and effective manner.



Background

Code of Conduct approved by: Council in May 2017
Review Frequency: As required, no statutory timeframe

Related Documents:
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations 1996

HISTORY

Council Resolution	Date	Information
	May, 2017	Policy cancelled; Codes adopted as suite of corporate documents.





City of Busselton
T: (08) 9781 0446 or (08) 9781 0360
F: (08) 9752 4958
E: city@busselton.wa.gov.au
W: www.busselton.wa.gov.au

City of Busselton
Geographe Bay

City of Busselton

Code of Conduct

Contractors



Where environment, lifestyle and opportunity meet

City of Busselton
Geographe Bay

2 Message from the CEO
3 Our Values
4 Code of Conduct
04 1. Introduction
04 2. Scope
04 2.1 Definition of Contractor
04 2.2 Obligation to Observe
4 2.3 Breach of Certain Provisions
5 3. Guiding Statements of Responsibility and Conduct
5 3.1 Principles
6 3.2 Achievement of Priorities
06 3.3 General - Applicable to Council members, Committee members and employees
06 3.4 Conflicts of interest
8 3.5 Contractors
9 3.6 Gifts
10 3.7 Relationships with Council members and Employees
11 Background

Message from the Chief Executive Officer



The Code of Conduct outlines the standards of behaviour City of Busselton contractors are required to follow in relation to their conduct as representatives of this local government organisation.

The City of Busselton is one of the fastest growing local government areas in the State of Western Australia. The City has seen significant change and growth over the past 10 years and we expect this to continue in the future. This rapid growth and changing demographic demands a 'go-ahead' approach and the City prides itself on being able to respond and adapt to the needs of its community quickly and professionally.

In this dynamic work environment, the City of Busselton Code of Conduct is a mainstay for personal interaction and good governance. It underpins our corporate values. It guides our behaviour and conduct as we work with the community to realise our shared vision for a vibrant and cohesive City.

There are four separate additional components of the Code, for which individual documents exist:

- A Consolidated Code
- A Code for Council Members
- A Code for Committee Members
- A Code for Employees; and
- **A Code for Contractors (this document)**

It is important that each class of person to whom the Code applies is familiar with the Code and the responsibilities outlined within it. The Code of Conduct has application across all facets of City of Busselton business and is relevant to all City representatives. The principles outlined in the Code of conduct underpin how we, in our capacity as public service providers, will interact with one another as well as with external stakeholders.

Regards
Mike Archer
CEO City of Busselton.

Our Values

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance	• Strive for Excellence to deliver good quality work • 'Can Do' Attitude • Meeting deadlines • Recommending and actioning change
Empowerment	• Develops People – providing opportunities to be accountable • Being willing to take action and learn from mistakes • Leads by being a positive role model and focuses on achieving good outcomes for the City
Mutual Respect	• Treats others with respect • Embraces diversity, tolerance and difference • Shows good customer service to internal customers
Strength as a team	• Shows strong support for others to achieve organisational goals • Actively works to foster a sense of team • Takes a whole of organisation approach
Community focus	• Professional approach in all that we do • Engages with the community to achieve outcomes • Responsive and high quality customer service



City of Busselton Code of Conduct

1. INTRODUCTION

The City of Busselton, in accordance with Section 5.103(1) of the Local Government Act 1995, is required to prepare, adopt and adhere to a Code of Conduct.

Adoption of the code demonstrates:

- a commitment to observe ethical and professional standards in the performance of duties and functions;
- instills respect between council members, employees and members of the public;
- strengthens community confidence in the integrity of their Local Government organisation.

2. SCOPE

There are five components of the Code of Conduct:

- A Consolidated Code;
- A Code for Council Members;
- A Code for Committee Members;
- A Code for Employees; and
- **A Code for Contractors**

This Code applies to all contractors of the City of Busselton.

The Code of Conduct for contractors is based on matters prescribed by the Local Government Act and Regulations for expectations of council members and employees.

Any provision in this Code of Conduct is to the extent that it is not inconsistent with the Act and Regulations.

2.1 Definition of Contractor

Contractor - Includes a person who under a contract for services with the local government will provide advice or a report on a matter. This generally relates to professional persons such as Town Planners, Urban Designers and Economic Advisors who provide advice to Officers and Council in relation to growth, town planning and development options, but is not limited to these professions.

2.2 Obligation to Observe

Contractors

The obligation to certain contractors to observe the Code of Conduct arises from the need to adopt a 'best practice' approach to decision making and increase transparency.

Professional contractors should immediately disclose any conflict of interest or perceived conflict of interest they have when offered an assignment to conduct work on behalf of the City and should make full disclosure in any written material presented to the City.

2.3 Breach of Certain Provisions

Where a requirement in the Code of Conduct is prescribed in an Act or Regulations, any alleged breach may be investigated by the City or another statutory body, including but not limited to the Department of Local Government and Communities and the Corruption and Crime Commission.



CONTENT

3. GUIDING STATEMENTS OF RESPONSIBILITY AND CONDUCT

3.1 Principles

(a) In acting in the capacity of a City contractor of the City of Busselton, all persons shall espouse the principles outlined in Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007. Specifically, any person acting in that capacity shall:

- Act with reasonable care and diligence;
- Act with honesty and integrity;
- Act lawfully;
- Avoid damage to the reputation of the local government;
- Be open and accountable;
- Base decisions on relevant and factually correct information;
- Treat others with respect and fairness;
- Not be impaired by mind affecting substances.

(b) Additionally, all City contractors shall:

- Provide relevant and factually correct information to decision-makers;
- Fulfil their public and professional duties in a manner that is ethical, impartial, objective, responsible and in the best interests of the local government uninfluenced by fear or favour;
- Act in accordance with their obligation of fidelity to the local government;
- Not use or attempt to use their positions for personal benefit or the personal benefit of others, either by influencing others, the improper use of information gained in the performance of their duties, or otherwise;
- Contribute to the good governance and strategic priorities of the City of Busselton in accordance with the adopted vision, values, plans and budget as amended by Council from time to time (Ref: City of Busselton Strategic Community Plan, Corporate Business Plan and Annual Budget et al);
- Understand and be mindful of their role, responsibilities, empowerment and limitations and act within those parameters; relevant legislative provisions; operational practices and procedures; and contractual documentation.
- Refrain from making allegations which are improper or derogatory;
- Refrain from any form of conduct in the performance of their official or professional duties which may cause any reasonable person unwarranted offence or embarrassment.

3.2 Achievement of Priorities

The local government framework of the Council, any Committees that the Council has resolved to constitute and the employee organisational structure is established to ensure the Council's corporate goals are achieved, its strategies are implemented and its statutory obligations met. The achievement of these requirements, in accordance with adopted plans and strategies, requires teamwork, cooperation and respect for the unique role of each component of that framework.



3.3 General

(a) It is the responsibility of all City contractors to act in a manner that is lawful and in accordance with the Acts, Regulations, codes and other policies and procedures that are relevant to their particular position. Any omission of a specific requirement from this Code of Conduct does not negate a person's responsibility to observe and comply with provisions that are applicable to their position.

(b) City contractors will comply with any lawful and reasonable instruction given by any person having authority to make or give such an instruction.

Any doubts as to the propriety of any such instruction shall be taken up with the superior of the person who gave the instruction and, if resolution cannot be achieved, with the Chief Executive Officer.



3.4 Conflicts of interest

An important consideration for any City contractor is to ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their statutory or contracted civic or professional duties. This is a very detailed area and the relevant legislation should be read and understood by all persons to whom this Code relates to.

In addition to the statutory requirements referred to above, for the purpose of this Code, the City requires the following relating to Applications for Development approval to be observed.

(a) Any City contractor at the time of performing work for the City intending to:

Undertake a dealing in land within the local government area that involves an application for development or subdivision approval;

An application for approval of a structure plan, local development or activity centre plan;

A proposal to rezone or otherwise amend the town planning scheme, or which may otherwise be in conflict with the City's functions;

Shall provide written notice of this intention to the Chief Executive Officer.

The notice shall be provided as soon as practicable in all circumstances, but where an application is to be lodged with the local government or another statutory body for approval, then no less than 7 days before the lodgement of that application. This requirement does not extend to the purchase of the principal place of residence.

(b) Where a relative (refer to section 3.7 of this code) of a City contractor with that person's knowledge is intending to undertake a dealing in land within the local government area that involves an application for development or subdivision approval, or which may otherwise be in conflict with the City's functions, written notice shall also be provided in accordance with section 3.4 (a).

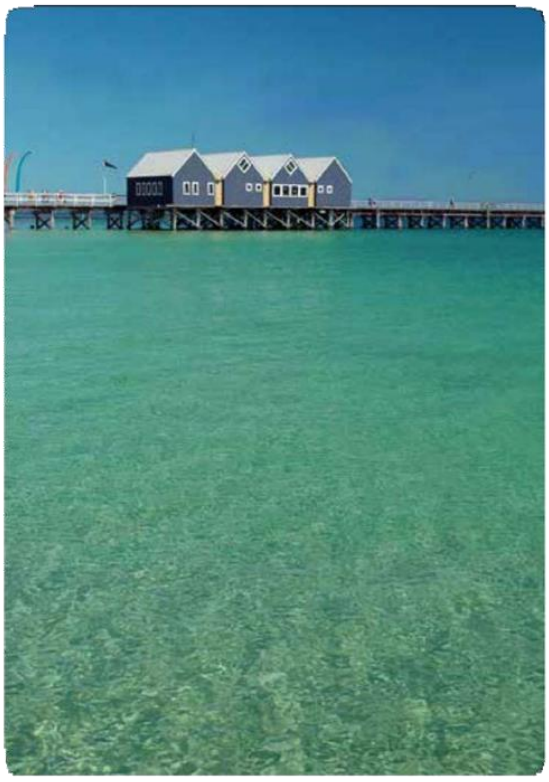
(d) When an application is made by a Contractor, or a relative, the Contractor has no greater or lesser rights than those of any other member of the public in relation to access to information and access to City officers. Council contractors shall observe the requirements of seeking information through the usual local government process for a member of the public and booking appointments in their own time to meet with officers of the City.

(e) In receiving a written notice on a matter referred to in (a) or (b) above, the Chief Executive Officer shall consult with the most senior officer within the directorate responsible for the engagement of the contractor, regarding the need and/or otherwise to assess the application by a suitably qualified independent person and as to the appropriateness of determining the application under delegation or referring it to Council for a decision. The costs of referring applications to an independent person will be borne by the City.

The Chief Executive Officer may in some circumstances, determine that it would be appropriate to defer the decision until such time as the application has been assessed internally and/or, where necessary, until consultation has been completed. The purpose of deferring the decision in such circumstances would be to identify properly the extent and nature of discretion involved, and/or the level of community interest in the matter.

Nothing in section 3.4 of the Code negates or replaces the disclosure requirements of any person in accordance with Division 6 of the Local Government Act 1995 (Disclosure of Financial Interests); Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 (Disclosure of Interest) or any other disclosure requirements in this code.

It is not the intention of this requirement to disadvantage any person due to their position or status. The requirement is to ensure there is minimum potential for perceptions of or actual undue influence, advantage or disadvantage for a City Contractor.





The following sections of the Code of Conduct will address specific matters of conduct and, as necessary, provide specific direction on actions that must be taken when and as a matter arises by a person acting in a specific role.

3.5 Contractors

a) Disclosure of interest

The disclosure of any interest that could, or could reasonably be perceived to, affect the impartiality of a contractor carrying out their role shall be made, insofar as the provisions can relate to contractors.

- A Contractor who has an interest in any matter to be discussed at a Council or Committee meeting is required to disclose the nature of the interest:
  (i) in a written notice to the CEO before the meeting; and/or
  (ii) at the meeting immediately before the matter is discussed.
- If in order to comply with the requirements of this clause a contractor makes a disclosure in a written notice given to the CEO before a meeting, then:
  (i) before that meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting;
  (ii) immediately before a matter to which the disclosure relates is discussed at the meeting, the person presiding is to bring the notice and its contents to the attention of the persons present.
- If in order to comply with the requirements of this clause a contractor declares an interest in a matter at a meeting; or
  (i) a disclosure is made at a meeting if it is realised that an contractor has an interest in a matter that they had not previously realised was for discussion at that meeting; or
  (ii) the presiding member brings to the attention of those present at the meeting a written disclosure;
  then the nature of the interest is to be recorded in the minutes of the meeting.

b) Gifts

If a contractor is offered a gift of any description in connection with the performance of their role as a contractor, the member shall seek advice in relation to that offer from the CEO of the City of Busselton, or his nominated representative, before accepting any gift.

c) Confidential information

A contractor must not disclose confidential information obtained in the performance of their duties to any other person outside of the contract or relevant Local Government employees.

3.6 Gifts

Definitions

"Activity involving a local government discretion" - Any activity that cannot be undertaken without an authorisation from the local government or by way of a commercial dealing with the local government.

"Gift" - Any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel (in that specific requirements for contributions to travel are covered in Section 5.83 of the Local Government Act 1995). This definition excludes:

- A gift from a relative;
- A gift that must be disclosed in accordance with regulation 30B of the Local Government (Elections) Regulations 1997;
- A gift from a statutory authority, government instrumentality or non-profit organisation for professional training.

"Notifiable gift" - A gift worth between $50 and $300 or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth between $50 and $300.

"Prohibited gift" - A gift worth $300 or more or a gift that is one of two or more gifts given by the same person within a period of six months that are in total worth $300 or more.

"Relative" - a parent, grandparent, brother, sister, uncle, aunt, nephew, niece or lineal descendent of the person or of the person's spouse or de facto partner, the person's spouse or de facto partner or the spouse or de facto partner of the other specified relatives, whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by written law.

- Employees are required to refrain from accepting a prohibited gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

- An employee who accepts a notifiable gift from a person who:
  (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
  (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion;
  is required to notify the CEO of the acceptance within 10 days of accepting the gift.



- The notification of the acceptance of a notifiable gift is required to be in writing and include details of:
  (i) The name of the person who gave the gift;
  (ii) The date on which the gift was accepted;
  (iii) A description and the estimated value of the gift;
  (iv) The nature of the relationship between the employee and the person who gave the gift.

- If the gift is notifiable as it is one of two or more gifts given to the employee by the same person within a period of six months that are in total worth between $50 and $300, whether or not it is also notifiable as it is worth between $50 and $300 itself, the notification is required to include, in relation to each other gift accepted within the six month period from that person:
  (i) A description;
  (ii) The estimated value;
  (iii) The date of acceptance.

- The CEO is to maintain a register of notifiable gifts and record in it the details of notifications given under this section.

3.7 Relationships with Council members and Employees

Contractors are employed by and responsible to the CEO of the City of Busselton. While their direction, supervision and management is the sole responsibility of the CEO.

The Chief Executive Officer has a responsibility to the Council of the City of Busselton to ensure contractors provide it with relevant and quality advice.

Contractors once appointed to their requirement, shall therefore be aware to, via the Chief Executive Officer, provide relevant and quality advice to the City, Council and Committees. They shall also act courteously and with due respect during their dealings with City Officers, the Council, any Committee, any Council member or Committee member. It is expected that contractors will deal with each other, City staff, Council members and Committee members in an honest and respectful manner.



Background

Code of Conduct approved by: Council in May 2017
Review Frequency: As required, no statutory timeframe

Related Documents:
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations 1996

HISTORY

Council Resolution	Date	Information
	May, 2017	Policy cancelled; Codes adopted as suite of corporate documents.





City of Busselton
T: 08 9781 0446 or 08 9781 0360
F: 08) 9752 4958
E: city@busselton.wa.gov.au
W: www.busselton.wa.gov.au

City of Busselton
Geographe Bay

16.2 REVIEW OF CAPES REGION ORGANISATION OF COUNCILS (CapeROC) MEMORANDUM OF UNDERSTANDING

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	CapeROC
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Governance Coordinator - Emma Heys
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Amended CapeROC Memorandum of Understanding Attachment B CapeROC Meeting Minutes 23 March 2021

OFFICER RECOMMENDATION

That the Council:

1. **Disbands the Capes Region Organisation of Councils (CapeROC) as a Committee established under Section 5.8 of the *Local Government Act 1995*; and**

2. **Endorses the attached Capes Region Organisation of Councils (CapeROC) Memorandum of Understanding as at Attachment A.**

EXECUTIVE SUMMARY

The Shire of Augusta Margaret River and the City of Busselton (the Councils) have agreed to review the governance structure of the Capes Region Organisation of Councils (CapeROC). This report recommends that CapeROC be disbanded as a formal Committee of Council and that the Councils sign a Memorandum of Understanding (Attachment A) (the MOU), committing the Councils to continuing to work together on projects in a more informal manner.

BACKGROUND

In 2009 the Councils began meeting as the Voluntary Regional Organisation of Councils (VROC) Cape Region Organisation of Councils (CapeROC) and in 2013 adopted a formal governance structure, known as CapeROC.

The broad objectives of CapeROC have been:

- To explore opportunities to foster Economic Development in the Capes Region;
- To explore avenues to foster tourism in the Capes Region and improve the coordination of major regional events;
- To safeguard, strength and grow the Margaret River and Busselton brands;
- To explore opportunities to undertake projects of mutual benefit to the Shire and the City, e.g. Rails to Trails network; joint waste management facilities; joint funding of infrastructure requirements;
- To develop opportunities to undertake capacity building activities for Councillors and staff in the Shire and the City;
- To explore opportunities to development funding submissions on a regional basis;

- To evaluate possible resource sharing arrangements between the Shire and the City;
- To identify skills shortages and to undertake workforce planning on a regional basis;
- To explore opportunities to simplify and standardise polices in the region where appropriate;
- To consider the feasibility of establishing a Capes Regional Council.

The membership of CapeROC is currently:

1. The President of the Shire of Augusta Margaret River;
2. The Mayor of the City of Busselton;
3. Two Councillors appointment by the Shire and two Councillors appointed by the City; and
4. The CEO of the Shire and the CEO of the City.

CapeROC has no delegated decision making power, with recommendations required to go to both Councils.

OFFICER COMMENT

The Councils work proactively together on many projects (both through and outside of CapeROC) and the requirement for a formal Committee with quarterly meetings is no longer considered necessary, noting that the coordination of formal meetings does incur an administrative overhead.

It is therefore proposed that the formal governance structure of CapeROC be disbanded, and that all Councillors instead meet twice a year to informally discuss matters of mutual interest or matters related to the proposed objectives of a new Memorandum of Understanding (MOU) (listed below). Each Council will alternate hosting of the meetings. Additionally, officers from each Council will continue to work on shared initiatives and provide updates back to their respective Councils as required.

It is proposed a new MOU will give focus to the following objectives:

- Share information that can impact both communities.
- Maximise grant opportunities that benefit the Capes Region.
- Maximise opportunities that are not necessarily finance related that benefit both local communities.
- Provide support in emergency situations at the request of the affected Council.
- Establish project teams when required and nominate officers from each Council to participate.
- Each Council to engage its best endeavors to seek alignment on issues.

The proposed new format of CapeROC will require less resourcing, including Councillor and officer time, administration and travel.

Statutory Environment

Under Section 5.8 of the Act, a local government may, by absolute majority, establish committees of three or more persons to assist the Council.

Section 5.11 of the Act relates to the tenure of Committee membership, with a person's membership ending when a committee is disbanded.

More broadly, the officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

Council has over the last two financial years allocated a budget of $40,000 for the funding of CapeROC initiatives. The current 2021/2022 draft budget does not include this funding allocation.

Stakeholder Consultation

Consultation with the Shire of Augusta Margaret River has taken place, with the officer recommendation a result of this consultation.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation, the Council could choose to consult with AMR in relation to the MOU and governance structure of CapeROC.

CONCLUSION

The Councils of the Shire of Augusta Margaret River and City of Busselton have agreed to amend the governance structure and as opposed to a formal Committee meeting quarterly, that CapeROC operate informally under the MOU, meeting twice per year.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The disbandment of CapeROC in its current form will be actioned immediately following Council's endorsement of the officer recommendation.

MEMORANDUM OF UNDERSTANDING BETWEEN

CITY OF BUSSELTON
AND
SHIRE OF AUGUSTA MARGARET RIVER

1. BACKGROUND

In 2013 the Councils of the Shire of Augusta Margaret River and the City of Busselton (the Councils) following a resolution of the respective Councils established a Voluntary Regional Organisation of Councils (VROC) to be known as the Capes Region Organisation of Councils (CapeROC). CapeROC was subject to a Terms of Reference and formal meeting arrangments.

In ____ 2021, CapeROC resolved to discontinue the existing formal meeting structure and to establish an informal meeting and collaboration arrangement.

This Memorandum of Understanding sets out the objectives and meeting intent between the Councils.

2. OBJECTIVES

The Councils agree to collaborate as required for the purposes of the following objectives:

- The sharing of information that can impact on both communities.
- Optimisation of grant opportunities that benefit the Capes region.
- To maximise opportunities that are not necessarily finance related that benefit both local communities.
- To provide support in emergency situations at the request of the affected Council.
- The identification of issues and projects on which the Councils can be aligned.

3. MEETINGS

The Councils agree that meetings should be:

- Informal and not subject to the rules applicable to Council or Committee meetings;
- Held twice a year;
- Held at each Council's offices on an alternating basis;
- Open to all Councillors of both Councils; and
- Open to the CEOs of both Councils and any employee that a CEO has invited.
- Minuted by the host Council for the purpose of record keeping.

4. AUTHORISATION

This document is a statement of understanding and is not intended to create legal obligations on either party.

City of Busselton

NAME: Mike Archer
TITLE: Chief Executive Officer
DATE:

SIGNATURE _____

Shire of Augusta Margaret River

NAME: Stephanie Addison-Brown
TITLE: Chief Executive Officer
DATE:

SIGNATURE _____

CapeROC

Capes Region Organisation of Councils

MINUTES

23 March 2021 at 10.10 am

Meeting held in Margaret River

MINUTES FOR THE CAPES REGION ORGANISATION OF COUNCILS MEETING

HELD ON 23 MARCH 2021 AT 10.10 AM AT THE SHIRE OF AUGUSTA MARGARET RIVER

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	**ATTENDANCE AND APOLOGIES**	1
2.	**CONFIRMATION OF MINUTES**	1
	2.1 Minutes of the meeting of CapeROC 18 November 2020	1
3.	**PRESENTATIONS/GUESTS**	2
4.	**BUSINESS ARISING FROM PREVIOUS MEETINGS**	2
5.	**GENERAL UPDATES**	2
	5.1 CapeROC Budget Update	2
6.	**REPORTS**	3
	6.1 Review of CapeROC MOU	3
7.	**GENERAL DISCUSSION ITEMS**	5
	7.1 Key Project Update	5
	7.2 DFES Bushfire Risk Mitigation Coordinator Role	6
8.	**CEO UPDATES**	7
9.	**DATE OF NEXT MEETING**	8
10.	**CLOSURE**	8

1. ATTENDANCE AND APOLOGIES

ATTENDANCE

Chairperson:	Cr. Ian Earl	Shire President, Shire of Augusta Margaret River
Members:	Cr. Paula Cristoffanini	Councillor, Shire of Augusta Margaret River
	Cr. Grant Henley	Mayor, City of Busselton
	Cr. Kelly Hick	Deputy Mayor, City of Busselton
	Cr. Kate Cox	Councillor, City of Busselton
	Ms. Stephanie Addison-Brown	CEO, Shire of Augusta Margaret River
	Mr. Mike Archer	CEO, City of Busselton
Secretariat	Ms. Clare Tansley	CEO EA, Shire of Augusta Margaret River
Officers:	Ms. Julie Rawlings	Strategic Projects/Grants Officer, City of Busselton
	Mr. David Nicholson	Manager Assets, Shire of Augusta Margaret River
	Mr. James Shepherd	Director Corporate and Community Services, Shire of Augusta Margaret River
	Mr. Nick Logan	Director Sustainable Development and Infrastructure, Shire of Augusta Margaret River

APOLOGIES

Cr. Kylie Kennaugh	Councillor, Shire of Augusta Margaret River
Mr. Tony Brown	Executive Manager Governance & Organisational Services, WALGA

2. CONFIRMATION OF MINUTES

2.1 Minutes of the meeting of CapeROC 18 November 2020

20201118 CapeROC Minutes with attach

RECOMMENDATION: That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CAPEROC DECISION:

Moved Cr. Hick **Seconded** Mayor Henley

That the minutes of the meeting of the Capes Region Organisation of Councils held 18 November 2020 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

3. PRESENTATIONS/GUESTS

Nil

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Item	Responsible Officers	Progress
Draft Leeuwin Naturaliste Regional Trails Strategy	Mr. David Nicholson, Shire of Augusta Margaret River	Draft strategy closed for comments on 15 February 2021.

- Mr. David Nicholson advised that the Shire of Augusta Margaret River received 31 submissions and 6 letters in response to the draft Leeuwin Naturaliste Regional Trails Strategy. Many comments related to the environment and suggested greater protection of rare flora and environmentally sensitive areas such as Meelup. A number of responses asked for improved maintenance of current trails. The responses were generally against high quality accommodation being provided.
- The Cape to Cape track is in need of investment and has only been upgraded in part. Discussions with the State Government regarding the transfer of management are ongoing.
- Undalup did not provide feedback and some responses also queried the extent of Aboriginal consultation.
- Extensive consultation was completed with the National Trust and DBCA before work began on the Wadandi track in 2012.
- David Nicholson will liaise with his counterpart at the City of Busselton, Brendan McNally and an update to inform the Councils will be prepared.

RECOMMENDATION

That CapeROC notes the progress on the Draft Leeuwin Naturaliste Regional Trails Strategy.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC notes the progress on the Draft Leeuwin Naturaliste Regional Trails Strategy

CARRIED UNANIMOUSLY

5. GENERAL UPDATES

5.1 CapeROC Budget Update

RESPONSIBLE OFFICER	Julie Rawlings, Strategic Projects/Grants Officer (CoB) Clare Tansley, Executive Assistant (SAMR)
ATTACHMENTS:	Nil.

IN BRIEF

In 2020-21, the Shire of Augusta Margaret River and the City of Busselton have allocated up to $40,000 each ($80,000 in total) towards CapeROC approved regional initiatives. This table itemises budget commitments for 2020-21.

Table 1.

PROPOSED 2020-21 CapeROC Projects	In principle Allocation $80,000	Expenditure (SAMR) $40,000	Expenditure (CoB) $40,000	Comments
My Community Directory	20,406.50	10,203.25	10,203.25	Invoices paid. Final year.
Our Unbeaten Tracks Project	20,000.00	10,000.00	10,000.00	Invoices paid. Progress update to CapeROC on 18/11/2020.
Total Allocated	**40,406.50**	**20,203.25**	**20.203.25**	
Total Unallocated	**39,593.50**	**19,796.75**	**19,796.75**	

RECOMMENDATION

That CapeROC notes budget commitments for 2020-21.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Hick

That CapeROC notes budget commitments for 2020-21.

CARRIED UNANIMOUSLY

6. REPORTS

6.1 Review of CapeROC MOU



MOU 2021.docx

IN BRIEF

The Shire of Augusta Margaret River and the City of Busselton (the Councils) have agreed to review the structure and frequency of CapeROC meetings. The CapeROC Terms of Reference were last reviewed on 18 August 2017 and the Councils are now of the view that formal quarterly CapeROC meetings are no longer required to progress project outcomes. This report recommends that the Councils sign the revised MOU which commits the Councils to continuing to work together on projects and meet informally with all Councillors twice a year.

BACKGROUND

In 2009 the Councils began meeting as Capes Region Organisation of Councils (CapeROC) and in 2013 a formal Voluntary Regional Organisation of Councils (VROC) was established. Other than to approve

proposals that are presented to CapeROC, which are consistent with the Objectives of the Committee, CapeROC decisions were not binding on the two Councils and needed to be ratified by the Councils.

Date	Decision
25 November 2009	C0911/410
12 October 2011	C1110/315
9 October 2013	C1310/267 Establishment
21 October 2013	SC1310/186 Membership
18 August 2017	CAP1708/005 Review

REVIEW

The current CapeROC MOU objectives are as follows:

- To explore opportunities to foster Economic Development in the Capes Region;
- To explore avenues to foster tourism in the Capes Region and improve the coordination of major regional events;
- To safeguard, strengthen and grow the Margaret River and Busselton brands;
- To explore opportunities to undertake projects of mutual benefit to the Shire and the City e.g. Rails to Trails network; joint waste management facilities; joint funding of infrastructure requirements;
- To develop opportunities to undertake capacity building activities for Councillors and staff in the Shire and the City;
- To explore opportunities to develop funding submissions on a regional basis;
- To evaluate possible resource sharing arrangements between the Shire and the City;
- To identify skill shortages and to undertake workforce planning on a regional basis;
- To explore opportunities to simplify and standardise policies in the region where appropriate;
- To consider the feasibility of establishing a Capes Regional Council.

CapeROC's main limitation is that the committee has no strategic decision-making ability. Only three Councillors from each Council attend meetings and therefore anything of note is usually presented again at separate Council briefings or meetings at a later date which creates duplication and time delays. The two Councils work continually and closely on many projects and the requirement for a formal quarterly meeting is not beneficial to delivery of project outcomes. The proposed new format will have a lesser requirement on Councillor and Officer time spent on meetings, administration and travel.

It is therefore proposed that the objectives are simplified and amended to -

- Share information that can impact on both communities.
- Maximise grant opportunities that benefit the Capes region.
- Maximise opportunities that are not necessarily finance related that benefit both local communities.
- Provide support in emergency situations at the request of the affected Council.
- Establish project teams when required and nominate offices from each Council to participate.
- Each Council to engage its best endeavours to seek alignment on issues

The membership of the CapeROC is currently:

1. The President of the Shire of Augusta Margaret River;
2. The Mayor of the City of Busselton;
3. Two Councillors appointed by the Shire and two Councillors appointed by the City;
4. The CEO of the Shire and the CEO of the City.

It is proposed that rather than continuing with a formal committee structure, the two Councils seek to meet twice a year to informally discuss matters of mutual interest and present on key matters

affecting each Council. All Councillors will be invited to attend meetings, and Councils will alternate hosting meetings. Officers from each Council will continue to work on initiatives and provide updates to their own Council and/or the informal CapeROC meetings as required.

RECOMMENDATION

That CapeROC members –

1. Agree to discontinue participation in the Voluntary Regional Organisation of Councils and adopt an informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.

Following a discussion the recommendation was amended to –

That CapeROC members recommend to their respective Councils to –

1. Agree to discontinue the current formal meeting structure for CapeROC and adopt and informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.
3. Following formal Council resolutions, write to WALGA advising of the decision.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC members recommend to their respective Councils to –

1. Agree to discontinue the current formal meeting structure for CapeROC and adopt and informal meeting structure instead.
2. Authorise the two CEOs to sign the revised MOU.
3. Following formal Council resolutions, write to WALGA advising of the decision.

CARRIED UNANIMOUSLY

7. GENERAL DISCUSSION ITEMS

7.1 Key Project Update

Officers provided verbal updates in regard to the following initiatives: -

Initiatives for the 2020-21	Lead Officer	
	SAMR	CoB
1. Unbeaten Tracks Project	Nick Logan	Naomi Searle
2. My Community Directory	Jason Cleary	Peta Tuck
3. Tourism Signage	N/A	Jenny May
4. Review of MRBTA funding model	Stephanie Addison-Brown	Naomi Searle
5. Bushfire Risk Management lobbying	Adam Jasper	Tanya Gillett
6. Wadandi Track	David Nicholson	Oliver Darby

1. Unbeaten Tracks Project – A project meeting was held on 4 February 2021 via Teams. The consultant, Tredwell Management, are preparing the draft Master Plan which will include costings for a submission to the State Government.

2. My Community Directory – No new update.

3. Tourism Signage – The City of Busselton is seeking feedback on the trial tourism signage. The project is ongoing.

4. Review of MRBTA funding model – Discussions have been held with MRBTA and the two Councils. City of Busselton have a three-year agreement with MRBTA, and it was agreed by all parties that the Shire of Augusta Margaret River should consider their own separate funding model based on Shire of Augusta Margaret River specific criteria. MRBTA have been referred to the Shire of Augusta Margaret River funding round for 2021-22.

5. Bushfire Risk Management lobbying – Update below.

6. Wadandi Track – Progressing as per Council plans.

RECOMMENDATION

That CapeROC notes the verbal updates from Officers on key initiatives for 2020-21.

CAPEROC DECISION:

Moved Cr. Cristoffanini **Seconded** Mayor Henley

That CapeROC notes the verbal updates from Officers on key initiatives for 2020-21.

CARRIED UNANIMOUSLY

7.2 DFES Bushfire Risk Mitigation Coordinator Role

Capes Region Organisation of C~ | BRMP LG Grant Agreement - AMR Bf | Bushfire Risk Mitigation Coordina

Following the letter sent to DFES by the Chair of CapeROC, Cr. Ian Earl, regarding the need for a continuation of a Bushfire Risk Planning Coordinator, a response has now been received (attached) and a meeting was convened with a DFES representative on Tuesday 9 March 2021. DFES has proposed to continue part funding the position at 50% for a period of 12 months with the two Local Governments requested to meet the other 50% between them (i.e. 25% each). This means for 2021-22, each Council will be asked to allocate approximately $45,000 (cash and/or in kind) to enable continuation of the resource across the Capes Region for the next 12 months.

- Mr. Nick Logan advised that he and Tanya Gillett from the City of Busselton, met to discuss DFES's proposal and broadly agree on terms.
- If endorsed, the City of Busselton will continue to employee the Bushfire Risk Mitigation Coordinator and work hours will be shared evenly between the Councils. The Councils agree to the remuneration set by DFES and the initial contract term of one year.

RECOMMENDATION

That CapeROC endorses the proposal presented by DFES in principle and refers the budget requests to each Council for final endorsement.

CAPEROC DECISION:

Moved Mayor Henley **Seconded** Cr. Cristoffanini

That CapeROC endorses the proposal presented by DFES in principle and refers the budget requests to each Council for final endorsement.

CARRIED UNANIMOUSLY

8. CEO UPDATES

1. Update from CEO of the City of Busselton

- The South West Development Corporation (SWDC) CEO, Mellisa Teede has summarised their three-year Strategic Plan. The region's growth is predicted to continue, and the report outlines six key priorities. The report appears to be Bunbury and Collie centric.
- Jetstar will commence interstate flights between Busselton Margaret River Airport and Melbourne on 26 June. Once flights have commenced, the airline will consider other city services. Rio Tinto are now using larger planes to fly up north and the larger aircraft also have the capacity to fly in interstate. International carriers have also expressed interest, however this isn't possible without customs etc. Firefighting aircraft were temporarily relocated to Busselton Margaret River Airport from the Pearce RAAF base while its runway is being upgraded. Three large aircraft supported Wooroloo during January fires and the airport also received fire retardant from over east. The Commissioner presented the airport staff with a certificate in appreciation for their work during the fires. There is now an argument for firefighting aircraft to have a permanent placement in Busselton.
- The Hilton hotel is currently under construction and the Esplanade hotel is also upgrading their accommodation.
- A contractor has been working overnight during the busy summer period to lay block paving through the Busselton CBD. The project has been well received by the community.
- Mitchell Park will have an $800K upgrade.
- Busselton Central Shopping Centre have received development approval to double in size.
- The new BPAC is currently out to tender, however there is concern around potential cost increases, especially for steel.
- There are nine JDAP size projects and a four-storey development approved along the foreshore between Busselton and Dunsborough.
- Main Roads are aiming to finish Stage 1 of their works between Capel and Busselton by September 2021. Stage 2 is 12 km and estimated to take 12 months, finishing September 2022. Stage 2 works will disrupt traffic while the three bridges are being constructed. Currently works are 3 months behind schedule.
- Four petrol stations are being proposed in the Busselton CBD with one already approved.

2. Update from CEO of the Shire of Augusta Margaret River

- At the recent District Emergency Management Committee (DEMC) meeting, road use in the region is 20% up on average. This is mainly due to population increases; however, the Easter traffic is expected to be double that of last year with a gridlock expected between Mandurah and Cowaramup.

- Scott River Strategy discussions began in 2018 with many interested stakeholders from the Shire of Augusta Margaret River, the Shire of Nannup, Lower South West Growers Group, Southern Dirt, timber industry leaders, the SWDC and others meeting to determine the future needs of the region. A consultant has prepared an ambitious draft strategy which includes road improvements, infrastructure and accommodation on farms. The Shires are currently working together to refine the strategy so that it can be endorsed by Councils.
- The proposed hotel at Gnarabup has competed two rounds of design review and they are expected to lodge their application to the State Government SDAU in April.
- The Shire has received an application for a large winery and cellar door in Wilyabrup.
- Two small format shopping centres have been approved in Cowaramup, however the site on the north end is required to upgrade civil infrastructure at the intersection with Bussell Highway to order to proceed.
- The third cell at the Davis Road landfill site is complete and now being utilised. The Shire is interested in participating in the South West Regional Waste Group to look at future waste management solutions.

9. DATE OF NEXT MEETING

Informal CapeROC meeting to be hosted by the City of Busselton in the new financial year.

10. CLOSURE

The meeting closed at 11.30 am.

16.3 ADOPTION OF CEO STANDARDS RECRUITMENT, PERFORMANCE REVIEW AND TERMINATION

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Governance
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Legislative: adoption of "legislative documents" such as local laws, local planning schemes and local planning policies
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A City of Busselton Standards CEO Recruitment, Performance Review and Termination

OFFICER RECOMMENDATION

That the Council:

1. **Adopt the City of Busselton Standards CEO Recruitment, Performance Review and Termination as per Attachment A.**

2. **Note that a CEO performance review process will be developed and presented to Council for adoption.**

EXECUTIVE SUMMARY

Changes to the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (the Regulations) came into force on 3 February 2021, resulting in a set of model standards being prescribed in relation to the recruitment of CEOs, the review of the performance of CEOs, and the termination of employment of CEOs (Model Standards).

Further, Council is required within three months to adopt (by absolute majority) standards to be observed by the local government which incorporate the Model Standards. This report presents for adoption the City of Busselton's Standards for CEO Recruitment, Performance Review and Termination.

BACKGROUND

On 3 February 2021, the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards)* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

According to the Department of Local Government, Sport and Cultural Industries (DLGSC) website, stakeholder consultation with the local government sector and the community as part of the Local Government Act Review identified the need for reform in the area of CEO recruitment and performance review.

The aim of the Model Standards is to provide local government with a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

OFFICER COMMENT

The City has reviewed the Model Standards and has developed its own standards as required under the Act which incorporate the Model Standards. These are presented for Council's adoption, with adoption required by 3 May 2021.

The Act does allow local governments to include additional standards where appropriate, however, any additional standards must be consistent with the Model Standards. It is not proposed that any additional standards be included.

Point 15 of the City's standards, relating to the performance review process, requires that the local government and the CEO agree on the process by which the CEO's performance will be reviewed and that this is set out in a written document. This process will be developed and brought back to Council for adoption in the coming months, likely through the Policy and Legislation Committee.

Statutory Environment

Section 5.39A of the Act sets out that Regulations must prescribe the Model Standards.

Regulation 18FA of the Regulations provides that Schedule 2 of the Regulations sets out the Model Standards.

Section 5.39B (2) of the Act requires that local governments adopt, within 3 months after the day on which the regulations prescribing the Model Standards come into operation, standards to be observed and which incorporate the Model Standards.

Under section 5.39B (4), provisions in addition to the Model Standards may be included but are of no effect to the extent that they are inconsistent with the Model Standards.

Section 5.39B (6) requires the CEO to publish an up-to-date version of the adopted standards on the City's website.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

The Western Australian Local Government Association (WALGA) have recently released template standards. The City's standards align to this template, noting that there is very little opportunity for variation from the Model Code.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified, with the City's standards aligned to the Model Code.

Options

As an alternative to the proposed recommendation the Council could choose to add additional provisions to the City's standards, noting that they need to be adopted by 3 May 2021.

CONCLUSION

Mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs) have been introduced and the Council is now required to adopt their own standards, incorporating these minimum standards. The City of Busselton Standards for CEO Recruitment, Performance Review and Termination are presented for adoption.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The standards will be implemented immediately on adoption.



STANDARDS

CEO Recruitment, Performance Review and Termination

City of Busselton
Geographe Bay

PART 1 - CITATION

These are the City of Busselton Standards for Chief Executive Officer (CEO) Recruitment, Performance and Termination.

Part 2 - TERMS USED

1. In these standards –
   a. ***Act*** means the *Local Government Act 1995*;
   b. ***additional performance criteria*** means performance criteria agreed by the local government and the CEO under point 4.2(b);
   c. ***applicant*** means a person who submits and application to the local government for the position of CEO;
   d. ***contract of employment*** means the written contract, as referred to in section 5.369 of the Act, that governs the employment of the CEO;
   e. ***contractual performance criteria*** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;
   f. ***job description form*** means the job description form for the position of CEO approved by the local government under point 3.5;
   g. ***local government*** means the City of Busselton;
   h. ***Regulations*** means the *Local Government (Administration) Regulations 1996*
   i. ***selection criteria*** means the selection criteria for the position of CEO determined by the local government under point 3.4 and set out in the job description form;
   j. ***selection panel*** means the selection panel established by the local government under point 3.9 for the employment of a person in the position of CEO.

2. Other terms used in these standard that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

PART 3 - STANDARDS FOR THE RECRUITMENT OF CEOs

1. This Part sets out standards to be observed by the local government in relation to the recruitment of CEOs.

2. Except as provided in point 3, this Part applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

3. This Part does not apply –
   a. if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
   b. in relation to renewal of the CEO's contract of employment, except in the circumstances referred to in point 12.

4. **Determination of selection criteria and approval of job description form**

   a. The local government must determine the selection criteria for the position of CEO, based on the local government consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibility of the position of CEO of the local government.

   b. The local government must, by resolution of an absolute majority of the council , approve a job description form for the position of CEO which sets out –
      i. the duties and responsibilities of the position; and
      ii. the selection criteria for the position determined in accordance with point 4(a).

5. **Advertising requirements**

a. If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and regulation 18A of the Regulations.

b. If point 12 applies, the local government must advertise the position of CEO in the manner referred to in regulation 18A of the Regulations, as if the position was vacant.

6. **Job description form to be made available by the local government**

a. If a person requests the local government to provide to the person a copy of the job description form, the local government must –
   i. inform the person of the website address referred to in Regulation 18A(2)(da) of the Regulations; or
   ii. if the person advised the local government that the person is unable to access that website address –
      a) email a copy of the job description form to an email address provided by the person; or
      b) mail a copy of the job description form to a postal address provided by the person.

7. **Establishment of selection panel for employment of CEO**

a. In this point (7) –
   independent person means a person other than any of the following –
   i. a council member;
   ii. an employee of the local government;
   iii. a human resources consultant engaged by the local government.

b. The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

c. The selection panel must comprise –
   i. council members (the number of which must be determined by the local government); and
   ii. at least 1 independent person.

8. **Recommendation by selection panel**

a. Each applicants' knowledge, experience, qualification and skills must be assessed against the selection criteria by or on behalf of the selection panel.

b. Following the assessment referred to in sub-point (a) the selection panel must provide to the local government –
   i. a summary of the selection panel's assessment of each applicant; and
   ii. unless sub-point (c) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

c. If the selection panel considers that none of the applications are suitable to be employed in the position of CEO, the selection panel must recommend to the local government –
   i. that a new recruitment and selection process for the position be carried out in accordance with these standards; and
   ii. the changes (if any) that the selection panel considers should be made to the duties and responsibility of the position or the selection criteria.

d. The selection panel must act under this point sub-points (a), (b) and (c) –
   i. in an impartial and transparent manner; and
   ii. in accordance with the principles set out in section 5.40 of the Act.

e. The selection panel must not recommend an applicant to the local government under sub-point (b)(ii) unless the selection panel has –
   i. assessed the applicant as having demonstrated that the applicants knowledge, experience, qualifications and skills meet the selection criteria; and
   ii. verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
   iii. whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicants character, work history, skills, performance and any other claims made by the applicant.

f. The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this point (8).

9. **Application of point 4 where new process carried out**

a. This point (9) applies if the local government accepts a recommendation by the selection panel under point 8(c)(i) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

b. Unless the local government considers that changes should be made to the duties and responsibilities of the position of the selection criteria –
   i. point 4 does not apply to the new recruitment and selection process; and
   ii. the job description form previously approved by the local government under point 4 is the job description form for the purposes of the new recruitment and selection process.

10. **Offer of employment in position of CEO**

a. Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve –
   i. the making of the offer of employment to the applicant: and
   ii. the proposed terms of the contract of employment to be entered into by the local government and the applicant.

11. **Variations to proposed terms of contract of employment**

a. This point (11) applies if an applicant who is made an offer of employment in the position of CEO under point 10 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under point 10(b).

b. Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

12. **Recruitment to be undertaken on expiry of certain CEO contracts**

a. In this point (12) –
commencement day means the day on which regulation 6 of the Regulations comes into operation.

b. This point (12) applies if –
   i. upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO –
      a) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
      b) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
   ii. the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

c. Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

d. This does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in sub-point (c) to be employed in the position of CEO.

13. **Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purposes of, or in connection with, that recruitment and selection process.

PART 4 - STANDARDS FOR REVIEW OF PERFORMANCE OF CEOs

14. This Part sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

15. **Performance review process to be agreed between local government and CEO**

a. The local government and the CEO must agree on –
   i. the process by which the CEO's performance will be reviewed; and
   ii. any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

b. Without limiting sub-point (a), the process agreed under sub-point (a)(i) must be consistent with points 3, 4 and 5.

c. The matters referred to in sub-point (a) must be set out in a written document.

16. **Carry out a performance review**

a. A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

b. The local government must –
   i. collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
   ii. review the CEO's performance against the contractual performance criteria and any additional performance criteria based on that evidence.

17. **Endorsement of performance review by local government**

Following a review of performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

18. **CEO to be notified of results of performance review**

a. After the local government has endorsed a review of the performance of the CEO under point 17, the local government must inform the CEO in writing of –
   i. the results of the review; and
   ii. if the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.

PART 5 - STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOs

19. This Part sets out standards to be observed by the local government in relation to the termination of employment of CEOs.

20. **General principles applying to any termination**

a. The local government must make a decision in relation to the termination of the employment of a CEO in an impartial and transparent manner.

b. The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including –
   i. informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
   ii. notifying the CEO of any allegations against the CEO; and
   iii. giving the CEO a reasonable opportunity to respond to the allegations; and
   iv. genuinely considering any response given by the CEO in response to the allegations.

21. **Additional principles applying to termination for performance-related reasons**

a. This point (21) applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

b. The local government must not terminate the CEO's employment unless the local government has –
   i. in the course of carrying out the review of the CEO's performance referred to in sub-point (c) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and
   ii. informed the CEO of the performance issues; and
   iii. given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
   iv. determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

c. The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

22. **Decision to terminate**

Any decision by the local government to terminate the employment of the CEO must be made by resolution of an absolute majority of the council.

23. **Notice of termination of employment**

a. If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

b. The notice must set out the local government's reasons for terminating the employment of the CEO.

COUNCIL ENDORSEMENT

Endorsement Date:		**Council Resolution:**	

16.4 PILOT PARTICIPATORY BUDGETING BASED PROGRAM

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.2 Council engages broadly and proactively with the community.
SUBJECT INDEX	Community Engagement
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Manager Governance and Corporate Services - Sarah Pierson Strategic Projects / Grants Officer - Julie Rawlings
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

OFFICER RECOMMENDATION

That the Council:

1. **Endorse the implementation of the proposed pilot participatory budgeting style program as outlined in this report (the Program); and**

2. **Endorse the allocation of $100,000 to the Program, to be funded from the draft 2021/2022 Donations, Contributions and Subsidies budget.**

EXECUTIVE SUMMARY

As part of determining the CEO's key performance indicators (KPI) for the 2020/2021 period, the Council and CEO agreed to investigate the development and implementation of a pilot participatory budgeting style program, to provide opportunity for the community to have more involvement and input to budget deliberations.

This report presents a summary of the research undertaken in relation to this KPI and outlines a proposed pilot program for implementation. It is recommended that Council support the implementation of the program as outlined and as a pilot program, allocating $100,000 of the 2021/2022 Donations, Contributions and Subsidies budget to the program.

BACKGROUND

Participatory budgeting (PB) is a process of democratic deliberation and decision-making. It can take many forms but is based around the principles of local ownership and involvement in setting budget priorities and identifying projects for public spend.

Although Council cannot devolve its decision-making responsibilities under the *Local Government Act 1995,* it can create opportunities for greater community ownership over its budget. The decision to explore how, and to what extent, a PB approach could be implemented at the City of Busselton was largely focused around this objective, as well improving community engagement, increasing transparency and accountability, and providing an opportunity for community capacity building.

Specifically, the relevant CEO KPI requires that the CEO:

> *Develop and provide to Council a participatory budget methodology report in readiness for implementation of a pilot program in 2021/2022 for the 2022/2023 budget.*

Officers researched PB approaches implemented at a number of other local governments across Australia and workshopped a range of options with Councillors at a session held on 3 March 2021. Recognising that this would be the City's first exploration of a PB centred approach, it was agreed that the pilot program should focus on a small and clearly defined portion of the City's budget.

OFFICER COMMENT

The proposed program applies the principles of PB by providing an opportunity for the community to generate ideas for projects / initiatives which they consider will have a positive impact on their local neighbourhood or community, and for community collaboration and deliberation around how to spend the allocated budget.

The program, outlined below, is modelled on the City of Melville 'Robin Hood' program, which has been running since 2012.

Program Overview

It is proposed that a total funding pool of $100,000 be made available (from the City's 2021/2022 Donations, Contributions and Subsidies budget) with proposals considered up to a maximum value of $20,000. The proposals are assessed by City officers initially to ensure they are safe, legal, achievable and in keeping with the ethos of the program, with those that meet these criteria presented to the community to deliberate and 'vote on', through an on-line budget allocation process.

Program Ethos

The ethos of the Program is encapsulated in the following description:

> *Community members are invited to propose projects or programs that help to shape the physical, social and cultural development of their neighbourhoods or the broader community neighbourhood, and which promote the capacity of local communities to develop, implement and sustain solutions.*

Significant emphasis will be placed on the ethos of the program in its promotion. Importantly, the program is about the community developing their capacity to deliver projects and initiatives, with support from the City, as opposed to the City driving delivery. It's about increasing community ownership and shifting the local government culture in this instance from 'provider' to 'facilitator', and in turn building community resilience, capacity and cooperation.

A suggested name for the program is 'You Choose' – *Community Funding Program.*

Program Deployment

The program would be launched and promoted at a community information event where ideas can be shared and where staff can provide some technical assistance as people scope their proposals.

Community proposals would be submitted via an on-line application form through the City's website/Your Say platform. Each proposal will require a brief description of the project, a simple budget that also allows for any maintenance requirements (if relevant) and an image that captures the idea.

The application becomes the 'pitch' to the community for the project. Applicants rally community support for their project by talking to family, friends and neighbours, and other groups or businesses.

All submissions will be reviewed by a panel of City staff against a set of established criteria before the public 'voting' stage. The criteria will be designed to primarily ensure that the proposal is in keeping with the ethos of the program and that it's safe, legal, and broadly achievable. The role of the panel is not to determine whether or not something is a good idea but simply to ensure that those core criteria are met and / or to offer suggestions as to how the proposal can be adjusted to suit.

It should be noted that where proposals propose new or renewal of infrastructure on City land, additional considerations will be applied such as future maintenance requirements and how the use of that land fits with the overall strategic direction. There will be a requirement for applicants to include a broad maintenance plan also.

Proposals that are assessed as suitable are put up for the community to deliberate on. The community will be offered the opportunity to allocate the $100,000 budget using a Balanced Budget tool available through the City's Your Say site (as an affiliated product and for a small cost). This tool will allow people to choose how they would like to spend the money and will show either a surplus or a deficit as they select projects. A deficit budget is unable to be submitted, a budget in surplus can be (that is, it doesn't need to be balanced to zero).

The option does exist to instead use current Your Say functionality, and ask people to vote for their favourite project/s. This will not however allow people to allocate a budget and so some of the spirit and intent of PB is lost. Instead, it would be the City / Council allocating the budget based on the highest ranked projects. There may be a tendency then for people to vote for more projects than can be allocated within the $100,000.

The most popular proposals are then considered by Council for funding, with the intent being that, excluding any unforeseen issues or circumstances, they are funded. Each funded project must be completed within budget by 30 June 2023. A simple agreement that includes a reporting and acquittal process (including presentation of receipts) will be established for each funded project. Simplicity will be important, while also ensuring funds are properly accounted for. Any unspent funds will be returned to the City, with this requirement outlined in the agreement.

In keeping with the objective of community capacity building and the City acting as a facilitator, applicants will be strongly encouraged to implement their project using their own resources and, if required, to think of ways to use or expand their own networks to support their project. It is intended that the City will offer only limited technical advice and support through project implementation, with the appointment of a City liaison officer. The role of this officer is to act as a contact point for the project owners and to point the project owners in the right direction for any approvals they need. They are also there to check in on project progress and encourage the project owners. They are not directly involved in managing or completing the project. This messaging will need to be clear throughout the program launch and promotion.

The program and its approach is new to the City, and is intended to be a pilot program only. The program will be reviewed by Council at its conclusion for consideration of its implementation in future years.

Timeline

Following is an indicative timeline for the process:

June/August 2021	Planning and Development / Internal Engagement
September 2021	Launch / Promotion
October 2021	Submissions open for 4 weeks / Community Information Session / Promotion
November/December 2021	Submissions collated, clarification sought as required, and assessed
January 2022	Your Say Voting site established, Voting Opens for 4 weeks
February 2022	Voting Closes
March 2022	Council report on the outcomes
April 2022	Successful projects announced
April 2022	Project Implementation commences
June 2023	Project implementation finishes (30 June)
July 2023	Council is presented with the outcomes of the Pilot Program

This timeline will see the PB process run in the 2021/2022 financial year (as required by the KPI) and funding also allocated in the 2021/2022 year. The KPI anticipated that funding would be allocated in the 2022/2023 financial year however, in order to ensure the projects have enough implementation time it is recommended that funding be awarded in 2021/2022, with implementation to commence in 2021/22 through to 2022/2023.

As outlined in the options, an alternative would be to allocate $50,000 from the 2021/2022 budget, and a further $50,000 from the 2022/2023 budget. This would reduce the annual impact on the City's Community Assistance Program, the funding for which is proposed to be decreased, to fund this pilot program. See Financial Implications section of this report for further funding details.

Statutory Environment

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted policy:

Policy - Sponsorship Arrangements

This Policy outlines the framework under which the City will enter into Sponsorship Arrangements for the purposes of facilitating the provision of a service, program, event, activity or endeavour that may contribute to the economic, social, environmental or cultural development of the City.

The Program is a form of Sponsorship Arrangement under this Policy.

Financial Implications

Council, through the Community Assistance Program report on this same Council agenda, are being asked to allocate 0.5% of rates to the draft 2021/2022 Donations, Contributions and Subsidies - estimated at $281,800.

Subject to Council endorsing this recommendation, it is proposed that $100,000 of that funding is allocated to this new pilot program, with the remaining budget allocation being allocated to the Community Assistance Program (CAP).

The CAP and this new program closely align as they both provide funding assistance to the community for projects / proposals which contribute to the development of the City, either locally or at a district level. The key differences being that this new pilot program is more focused at the local level (although not to the exclusion of broader initiatives) and seeks to give the community more input and ownership, both in terms of how the budget is allocated and in terms of delivering the projects.

The Program will be run and deployed in house, through some reallocation of resources. To facilitate the PB process the City will need to purchase some additional software at a cost of $3,750. As outlined above it is intended that funding will be allocated to the successful projects upfront in the 2021/2022 budget, and then acquitted in the following financial year. Alternative options are proposed in the Options section of the report.

Stakeholder Consultation

Officers undertook a desktop review and consulted with other local governments to research various PB processes and programs undertaken within the industry. The City of Melville and the City of Bayswater were contacted directly to share their experiences. This program is modelled around the City of Melville's Robin Hood Program.

In researching the experiences of other local governments it became evident that the more deliberative, complex and widespread the process, the more it will cost to implement. It was also noted that, where local governments opened up their complete budget for deliberative review, they encountered complexities around how to adequately educate the community about those budgets and then how to consider and implement some of the recommendations in the short to medium term. This was particularly the case for operating budgets where there are many relatively fixed costs e.g. multi-year contracts already in place. In the case of capital budgets complexities include being able to influence budgets that have established funding agreements or budgets that directly relate to asset management planning.

For these reasons officers are recommending a much more narrow initial approach to PB.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. As a pilot program, there is a risk that the program will not meet its intended objectives and / or that the concept will not be readily taken up by the community. These risks are not assessed as significant however, with no risks of a medium or greater level being identified.

Options

As an alternative to the proposed recommendation the Council could:

1. Proceed with the pilot program, but allocate $50,000 in each of the 2021/2022 and 2022/2023 budget years, thereby reducing funding to the CAP by $50,000 in each year, as opposed to $100,000 in 2021/2022.
2. Allow instead community deliberation over a specific capital project identified for inclusion in the 2022/2023 budget year. This option would allow the community (either broadly or via a representative community panel) to make recommendations as part of the 2021/2022 budget process for how the budget is allocated for a new capital project or small number of projects. For instance the community could be asked to deliberate on how the funding for a proposed new playground in Dunsborough is allocated. Specific projects would need to be further identified if Council was to choose this alternative option.

3. Choose to enter into a PB process opening up the City's operational or capital budget for 2022/2023. This is not recommended as a pilot PB program given the complexities associated with explaining the City's budget so that the community can make informed decisions, and noting that large portions of it are either fixed in the short term (operationally) or are driven by asset management planning (capital).
4. Choose not to proceed with the pilot program at this time and instead continue with just the Community Assistance Program. If this option is chosen, Council is asked to acknowledge that the CEO KPI 2 has been completed.

CONCLUSION

It is recommended that Council implement the proposed pilot program as a pilot PB based initiative, with the program to be deployed and funded in 2021/2022, and successful proposals to be implemented through to the 30 June 2023.

The program meets the goals and objectives identified by Council and provides broad opportunity for the community to identify projects for public spend and to decide their priorities for that spend. Additionally, the cost to implement the program is minimal being less resource intensive compared to other larger scale PB programs.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Council adopt the program as proposed, it is envisaged that it would take approximately 10 months from the planning stage to the announcement of successful projects in March/April 2022. Successful projects will be expected to be completed by June 2023.

16.5 INTRODUCTION OF SERVICE IMPROVEMENT REVIEWS

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.3 Accountable leadership that is supported by a skilled and professional workforce.
SUBJECT INDEX	Governance
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Manager Governance and Corporate Services - Sarah Pierson Project Administration / Finance Officer - Julie Rawlings
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Service Improvement Review Methodology including service listing

OFFICER RECOMMENDATION

That the Council:

1. **Adopts the methodology for the implementation of service improvement reviews as per Attachment A.**

2. **Allocates an additional $100,000 to the draft 2021/2022 salaries and wages budget for the purposes of resourcing stage 1 of the methodology.**

EXECUTIVE SUMMARY

As part of determining the CEO's key performance indicators for the 2020/2021 period, the Council and the CEO agreed to research and establish an internal service improvement review methodology at the City of Busselton, in order to facilitate investigation of service levels, delivery, processes and resourcing.

This report presents a summary of the research undertaken in relation to this priority and outlines a proposed methodology for the implementation of service improvement reviews commencing in 2021/2022. It is recommended that Council adopt the methodology and allocate the requested resources to enable its implementation.

BACKGROUND

Like many local governments, the City of Busselton delivers a diverse range of services to its community. Local government has moved well beyond the traditional 'roads, rates, and rubbish' and is increasingly challenged with changing community expectations, devolution of services from State Government, and an increasingly complex legislative environment. Focus on efficient and effective service delivery and value for money for ratepayers is therefore vital.

The City of Busselton currently undertakes internal reviews of its service provision annually, through a business planning process. Through this process Activity Units (broadly aligned to service units) assess their service provision, identify challenges and opportunities for improvement, and forward plan associated actions and priorities. Any identified resourcing requirements (to fund improvements or to meet service levels) are identified through a resourcing proposal form, and assessed by Senior Management as part of Long Term Financial Planning and annual budget processes. In addition officers make services improvements as they are identified, within the scope of budget allocations.

The City also identifies improvements or possible changes to service delivery through its involvement in networks such as the Regional Capitals Alliance (WA), where benchmarking information can be used to engage in service improvement discussions.

While these processes are valuable, as the City continues to grow and evolve (both as a District and as an organisation) there is broad recognition of the need to invest in a more structured and detailed assessment of our services; to ensure there is a strong and consistent understanding of the services delivered by the City, the level of service, cost of service and to ensure that service delivery effectiveness is achieved and / or maintained. While still a relatively new process within the industry, the use of detailed service reviews to drive continuous improvement is growing.

Specifically the relevant CEO KPI requires that the CEO:

> *After considering proven industry and best practice models, establish an internal service review methodology to investigate service levels, delivery, processes and resourcing, and prepare a report for Council detailing the methodology and identifying potential areas for prioritisation in 2021/22.*

OFFICER COMMENT

Service improvement reviews are a process by which organisations gather information on services so that they better understand and can measure the level and quality of service being delivered. Service improvement review processes encompass both regular service planning, such as the City's annual business planning process, and more in-depth 'deep dive' service reviews, generally done on a small number of services at a time.

Importantly, service improvement reviews should integrate with broader strategic planning and be both informed by, and help to inform, review of the Strategic Community Plan, the Corporate Business Plan, and long term financial planning.

Research undertaken by officers indicates that the undertaking of deep dive service reviews in local government are broadly guided by a Service Delivery Review Manual (the Manual) developed by the University of Technology Sydney, Centre for Local Government (UTS: CLG) and the (now defunct) Australian Centre of Excellence for Local Government (ACELG). The manual was originally published in February 2014, with the second edition published in June 2015.

Research has also demonstrated that, while the Manual is recognised as the best practice approach, in reality service review processes are highly variable in nature and in scope, and that this variation is generally aligned to the level of resourcing available to undertake them, with deep dive service reviews being a resource intensive exercise.

Councillors participated in a workshop looking at service review approaches. The proposed methodology for service improvement reviews at the City of Busselton (Attachment A) has been informed by Councillor feedback with respect to their objectives, and has been developed to provide broad benefit with a relatively minimal additional resource allocation (see Financial Implications section).

Proposed Methodology

The proposed methodology outlines a three stage service improvement review approach.

Stage 1 will be undertaken in 2021/2022 and will entail a high level analysis of the majority of service areas including:

- Service Drivers
- Service Costs
- Benchmarking
- Performance Data
- Barriers and constraints to improvement
- Service relationships and interdependencies
- Quick wins – these are solutions that can be implemented faster than others and have a positive impact on the service/organisation

This analysis will build on the current annual service planning and will result in a centralised and consolidated set of service statements outlining clear service outcomes, outputs, costs and a set of service measures for the improved tracking of service deliverables. Recommendations for improvement will be tabled for implementation, and a number of service areas identified for deeper investigation.

Stage 2 will build upon the high level understanding developed in stage 1, with a deeper analysis of a small number of services in order to further explore services levels, and whether the current delivery model is efficient and effective. This stage may involve community engagement around service levels. Services for a deeper dive will be prioritised by Council based on recommendations from stage 1.

Stage 3 focuses on the development of a program for ongoing continuous improvement including an annual program of deep dive reviews.

Further information and detail is provided in the attached methodology, including a current 'working' listing of service areas (these will be subject to change through the process) and a proposed governance structure for the implementation of stage 1. Decisions in relation to the implementation of stages 2 and 3 will be made at the conclusion of stage 1.

Statutory Environment

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

The officer recommendation, and the implementation of service improvement reviews, aligns closely to the integrated planning and reporting framework and the development of the City's Corporate Business Plan. It is envisaged that the information consolidated in stage 1 of the review program will be incorporated into the City's Corporate Business Plan, providing the Council and the Community with a more detailed overview of City services and their contribution to achievement of the City's goals and objectives. The information will also aid Council when considering new services or changes to service provision.

Financial Implications

As noted earlier, detailed service review processes are generally resource intensive. The proposed methodology has been developed with the aim of achieving a high level analysis and overview of the bulk of City services in one year, and without the need to engage a dedicated service review team.

In order to achieve the intended outcomes of stage 1, a new full time resource will be required however, at a total budget cost of $100,000. This will provide for recruitment of an officer with experience in conducting service review processes and / or experience in business and process analysis. It will also allow for 'fresh eyes' to be brought in to the process. This is in addition to current workforce growth allocations in the City's Long Term Financial Plan.

Current internal resources will also be re-allocated (in part) to the project; specifically the Manager Governance and Corporate Services will provide overall leadership to the project and support will be provided from the Strategic Projects Officer and Finance staff. Managers and Coordinators will also be required to allocate time to the project, as and when their service/s are reviewed.

Stakeholder Consultation

Officers undertook a desktop review and consulted with other local governments to research service review processes and programs undertaken within the industry. The City of Bayswater, City of Wanneroo, City of Stirling and the City of Melville were contacted directly to share their experiences.

As noted earlier, research found that service review processes are highly variable in nature and in scope. The process was generally found to be beneficial, particularly from a cultural and educational point of view, although it was difficult to quantify benefits. Costs were also difficult to quantify but ranged between $150,000 and $250,000 per annum, dependant on the scope of the review process.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

1. Seek to engage an external consultant to undertake a selected number of 'deep dive' service reviews. This is not recommended as the internal capacity building achieved through an internal service improvement review process may be lost. Additionally, a recent expression of interest process failed to generate interest locally (with WA). It is therefore likely to be significantly more expensive as an option.
2. Choose not to adopt the methodology and not to resource the undertaking of service improvement reviews as outlined. In the event that Council chooses this option, officers will continue with current annual service planning processes and will endeavor to evolve service planning over time, as current resourcing allows. At this point in time however officers will be unable to undertake a focused service improvement review process within current resources.

CONCLUSION

It is important that Councils and Elected Members can make informed and sustainable decisions on service delivery. Service level planning and having well costed services will allow the City to make better comparative choices when service and budget levels are being examined. The proposed methodology will enable to the City to evolve its service planning in a timely manner and provide this valuable information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If the officer recommendation is supported, additional resourcing will be recruited, with stage 1 of the service improvement review to commence in July 2021.

Service Improvement Review Methodology

2021

City of Busselton
Geographe Bay

13/04/2021 6:06 PM

Table of Contents

Overview....3
What are Service Improvement Reviews....4
Why undertake Service Improvement Reviews....5
Strategic intent, objectives and scope for City of Busselton Service Improvement Reviews....6
Terminology....8
Methodology for service improvement reviews....9
Appendix A – Service Listing....12

Overview

This service improvement review methodology has been developed as part of a continuous improvement approach to organisational performance and to develop a strong and consistent understanding of the City's services, service levels, and service delivery effectiveness. Service improvement reviews are vital processes in ensuring local government services are:

- ✓ appropriate – services meet current community needs and wants, and can be adapted to meet future needs and wants;
- ✓ effective – Councils deliver targeted, quality services; and
- ✓ efficient – Councils make the best use of their resources (people, materials, plant and equipment, infrastructure, buildings)

This document will assist to communicate the purpose, scope and objectives of the service improvement review program.

What are Service Improvement Reviews

Service improvement reviews are a process by which organisations gather information on services so that they better understand and can measure the level and quality of service being delivered.

They are an iterative program of review that drives a culture of continuous improvement and innovation, ensuring the efficient delivery of appropriate services, according to community and stakeholder need.

The establishment of a service improvement review process builds the capacity of Councils to think critically and systematically about current and future service needs in alignment with the Strategic Community Plan (SCP) and to inform the corporate planning.

Service Planning

Service planning is one part of an overall service improvement review process. Service planning is a collation and review of available baseline service data, which can help to identify gaps and highlight where additional or better-quality data is required. In local governments with more mature integrated planning frameworks, service planning is usually done on a systematic and regular basis, and helps to drive an ongoing culture of continuous improvement.

At the City of Busselton we have an annual business planning process where Activity Units, that is Coordinator led service or functional areas, are required to assess their service provision, identify challenges and opportunities for improvement, and forward plan associated actions and priorities. Any identified resourcing requirements over and above recurrent budget provisions are identified through a resourcing proposal form, and assessed by the Management and Senior Management Group as part of Long Term Financial Planning and annual budget processes.

"Deep Dive" Service Improvement Reviews

Service planning utilises known service data and is a high level environmental scan. A "deep dive" service review, such as that detailed in this methodology, is a deeper analysis of a service, looking at service levels, costs and delivery models, to ensure that customer needs are being met now, and can continue to be into the future. A deep dive service improvement review is sometimes done when there is a need to make improvements or changes to the service, or they can be done as part of an organisation wide continuous improvement process.

Deep dive service improvement reviews are resource intensive and so prioritisation is necessary. Resourcing should be allocated over the short and longer term, both to undertake the review and to implement any recommended changes.

Importantly, service improvement reviews should integrate with broader strategic planning and be both informed by, and help to inform, review of the Strategic Community Plan, the Corporate Business Plan, and long term financial planning.

Why undertake Service Improvement Reviews

Effective strategic and corporate planning requires regular and accurate service analysis and forecasting

The pace of change in our operating environment is ever increasing. Local government has moved beyond the traditional 'roads, rates and rubbish' and in particular is challenged by:

- Changing and increasing community expectations;
- Federal and State Government devolution of services;
- Limited understanding by the community of local government services;
- Increased legislative requirements;
- Environmental challenges, including climate change and situations like COVID-19.

The overall effect is that local governments must provide a greater range of services while endeavouring to meet higher standards, and do so more efficiently. 'Value for money' for ratepayers is an increasingly common objective.

Service Improvement Reviews ensure the delivery of appropriate value for money services that meet community and stakeholder needs. Service Improvement Reviews are usually aimed at identifying opportunities for:

- Improved service level understanding;
- Cost savings and income generation;
- Improved efficiency of often limited resources;
- Increased capacity to respond to changing needs of stakeholders.

Service Improvement Reviews can also be used to educate and engage more deeply with the community about the services local government provides. Identifying core and non-core services and agreeing a defined list of services will assist both Councillors and communities in understanding the complexities of local government.

For employees a service improvement review will provide greater clarity around service priorities, how services link to the overall vision, and generate service efficiencies. These outcomes contribute to employee satisfaction and staff retention.

Strategic intent, objectives and scope for City of Busselton Service Improvement Reviews

Strategic Intent

To ensure services provided by the City deliver value to residents and ratepayers in an efficient, effective, safe and sustainable manner.

Objectives

In conducting a service improvement review program, our objectives are to:

- develop a strong and consistent understanding of our services
- identify more efficient and / or alternate ways of providing a service
- identify and recommend service improvement opportunities

Note: *engagement with the community around service levels is only intended to occur when the need to significantly change a service level is identified.*

Scope

The service improvement reviews will be undertaken through a staged approach.

Stage 1 will be undertaken in 2021/2022 and will entail a high level analysis of key service areas including:

- Service Drivers
- Service Costs
- Benchmarking
- Performance Data
- Barriers and constraints to improvement
- Service relationships and interdependencies
- Quick wins – these are solutions that can be implemented faster than others and have a positive impact on the service/organisation

This analysis will build on the current annual service planning. Following this analysis recommendations will be drafted for consideration including identifying areas that require deeper investigation.

Stage 2 will follow and be in the form of a deep-dive on a service/s as agreed following Stage 1.

Stage 3 focuses on the development of a program for ongoing continuous improvement including deep dives.

Considerations for successful service improvement reviews

The following aspects contribute to successful service improvement reviews:

1. Defining the service outcome and quantifying the level of service from the customer viewpoint.

2. Having appropriate Key Performance Indicators (KPIs) to measure the service level and report on performance. Lead and lag KPIs should be considered; along with timeliness, reliability, responsiveness and accessibility.

3. Identifying direct service costs including FTEs, contractors, assets, vehicles, and other costs directly relating to the service, and corporate overheads as defined through the process.

4. Using benchmarking to make an informed judgement about service delivery or to identify different ways of doing things. Note caution is needed when benchmarking as there are likely to be variances in service levels and modes of delivery across local government, based on differing community needs and organisational practices.

5. Understanding organisational processes in order to reduce bottlenecks, streamline operations, identify repetition and optimise resources. Process mapping of end-to-end processes also helps to break down organisational silos.

6. Assessing all the data collected to determine any changes required to the service and/or service level. These changes could include; increasing the service level, decreasing the service level; or ceasing delivery of the service.

7. At an advanced level, providing opportunity for direct customer feedback to ensure the service level is effective and efficient in meeting needs.

The following will be important to ensure a successful process:

- Strong leadership and open mindedness by all stakeholders concerned
- Involvement of employees in review
- Commitment to continuous improvement
- A whole of organisation approach
- A customer focused approach
- Focus on improving efficiency and effectiveness
- Alignment to the Council's strategic direction.

Terminology

Understanding terminology when talking about services

Use of consistent terminology ensures that everyone involved in the service improvement review process has a shared and common understanding.

A service:

- Delivers outputs and outcomes to a customer grouping – internal or external
- Is customer focused
- It is not a business unit or a function/task;
- Is measurable

A sub service

- Is a cluster of services that comprise the service area
- Is generally when a dedicated Full Time Equivalent (FTE) cannot be attached, with anything below 0.1 FTE considered ancillary

A service output

- Is the tasks that enable the service delivery, what does the service deliver or produce e.g grass mowed, land use plan prepared, waste collected, environmental education provided.

A Statutory service

- Is where legislation requires the local government to deliver a service and / or make decisions on service delivery. Legislation may include the *Local Government Act 1995*, *Local Government Administration Act 1996, Planning and Development Act 2005, Public Health Act 2016* etc.

A Dependent service

- Is a service that supports statutory services but is not itself a statutory service. For example, while legally you may not be required to have an IT service, you could not realistically deliver statutory services without one.

Service Outcome:

- Is a succinct statement to describe what the service delivers and achieves from a community/customer perspective.

Service Statement:

- Is a collation of the information we know about the service, updated through service planning and / or a deep dive service improvement review.

Methodology for service improvement reviews

The following methodology outlines a staged approach to service improvement reviews at the City of Busselton, commencing with Stage 1 in 2021/2022.

The intent of Stage 1 is to undertake a high level analysis of as many of the identified services as possible (refer Appendix 1 – Service Listing) over a 12 month period. This will enable the City to collate all service information in one place and provide the City with a strong and consistent understanding of its services.

It is also expected that quick win service improvements will be identified and implemented, having a positive impact on the service and organisation generally.

Stage 1 will deliver a report on the outcomes of the review for Council's consideration. *(noting that recommendations within the scope of the CEO's role and duties and which do not have financial or service level implications may be implemented outside of this reporting).*

This report will also assist to determine the direction and focus for Stage 2. This second stage will see the commencement of 'deep dive' service improvement reviews.

Stage 3 will embed this new understanding through a program of continuous improvement.

STAGE 1 – Introduction and high level service review

The process will commence with an organisation wide introduction to the service improvement review process, its purpose, expectations and involvement of employees.

In preparation for the reviews a range of tools and templates will be developed to guide the collection of service data. A methodology in applying costs to services will also be developed to ensure consistency in the allocation of costs.

In prioritising services for review, consideration will be given to the service information and other benchmarking / performance data currently available.

The following outlines the analysis process:

Shared Understanding of Current Situation

- Review background documents and collate data - a range of data is available through the City's business planning process, community satisfaction surveys, workshops and through high level benchmarking processes the City is currently engaged in.
- The information gathered through data collection provides a baseline of information to enable services, subservices and current service levels to be considered.
- Workshops/meetings will be conducted with service owners/key personnel. Each review will commence with preparatory work that includes a review of existing baseline information to ensure a shared understanding of the current situation.

High Level Analysis

This level of analysis includes looking at:

- Current service drivers (for example legislation, policy or customer demand)
- Service costs (what does it cost to deliver this service)

- Benchmarking (how do we compare to other local governments)
- Performance data (community satisfaction surveys including Catalyst Report)
- Barriers and constraints to providing improved services
- Service relationships and interdependencies on others
- Process mapping of a limited number of key processes where identified as an opportunity for improvement
- Service measures

Improvements and Recommendations

- Identify the opportunities that have become apparent as 'quick wins' as well as those identified for further investigation.
- Identify the preferred service for deeper investigation in Year 2 as well as prioritising services for future review.
- Report to Council.

Wrap-up of Stage 1 Service Improvement Review

- A final staff briefing will be held to wrap-up the years' work, communicate outcomes and introduce Stage 2.

Proposed Governance Structure – Stage 1



STAGE 2 – Identified Deep-Dive Service Improvement Review

Stage 2 will build upon the high level understanding developed in Stage 1 with a deeper analysis of a service or a small number of services in order to further explore services levels, and whether the current delivery model is efficient and effective.

Stage 2 is expected to take approximately 8 weeks per service and will involve working with service owners to develop further clarity around service levels, costs, asset utilisation, processes and efficiencies, technology, and customer feedback. Alternate service delivery models may be looked at where appropriate.

It is intended that stage 2 will involve the engagement of an external practitioner experienced in deep-dive service reviews. Working with a practitioner will provide staff with a learning experience, building the organisations capability for the future.

Wrap-up of Stage 2 Deep Dive Service Improvement Review

A report will be drafted for Council documenting the outcomes of each deep dive review. A final staff briefing will be held to wrap-up the work, communicate outcomes and introduce Stage 3.

STAGE 3 – Continuous Improvement

This stage will see the development of a program of continuous improvement that builds upon the City's existing annual baseline service planning to incorporate our learning with service reviews and deep dive practises into the organisations business planning cycle.

Appendix A – Service Listing

The following service listing has been developed to demonstrate how internal and external services have been grouped for review purposes. It is likely throughout the Service Improvement Review that this grouping may alter.

CITY OF BUSSELTON – SERVICES • SUBSERVICES (Internal / External)		
Statutory	Non-Statutory	Dependent Service (Supports Statutory)
Civil Construction	**Airport Services** • Airport Operations • Business Development	**Governance & Risk** • Corporate Governance • Council Governance • Strategic Planning & Reporting • Risk
Emergency Services • Emergency Management response and recovery • Bushfire Mitigation and Prevention • Bushfire Brigade Administration • Local SES Administration, financial and resourcing procedures	**Customer Services** • First point of contact information service • Receipting • Telephonist	**Records**
Environmental Health • Mosquito Control • Accommodation Assessments • Water Quality Testing • Noise Control • Food Surveillance • Effluent Disposal • Event Approval • Development Compliance • Public Building Compliance	**Community Services** • Community Development • Recreation Planning • Club Development • Facility and Ground Hire	**Design and Survey** • Design • Landscape Architecture • Surveying
Waste Services • Waste Collection • Busselton Transfer Station Management • Dunsborough Waste Facility Management • Waste Education	**Cultural & Event Services** • Old Court House Operations • City Art Collection • Indigenous Relations • BPACC Operations • Exhibitions • Sister City Relationships • Events	**Fleet Services** • Fleet and Plant Lifecycle Management • Fleet and Plant Maintenance
Land Management - Vesting & Management Orders	**Cemeteries** • Reservations & Management • Burials and Ash Internments	**GIS and Mapping**
Library Services • Library Loans • Literary Programs	**Economic Development**	**IT** • Help Desk • Business Systems

CITY OF BUSSELTON – SERVICES • SUBSERVICES (Internal / External)		
Statutory	Non-Statutory	Dependent Service (Supports Statutory)
• E-Services • Collection Services • Local History Studies		• Network Infrastructure Administration
Traffic Management Plans/Approvals	Leisure Services • Fitness • Aquatics • Facility Hire • Vacation Care • Sporting Programs • Retail	Design and Survey • Design • Landscape Architecture • Surveying
Road, Bridge & Carpark Maintenance • Road Maintenance • Bridge Maintenance • Carpark Maintenance • Drainage	Youth Services • Youth Programs, Events and Activities • YCAB Operations and Administration	Procurement
Building Services • Certified and Uncertified Permits • Demolition Permits • Building Advice	Legal Services	Human Resources • Training & Development • Recruitment • Culture and Engagement • Employee Relations • Industrial Relations • OSH • Wellness
Strategic Planning • Strategic Initiatives and Studies • Structure Planning and Scheme Amendments	Property Services • Community Housing • Property Management	Asset Management
Statutory Planning • Development Applications • Development Advice • Engineering Control • Property Information and Certification	Tourism Services • Tourism • Busselton Jetty Tourist Park • Busselton Jetty	
Development Compliance • Development Compliance • Swimming Pool Compliance (Private pools)	Building Construction	
Ranger Services • Dog and Cat Control • Parking & Traffic Management • Local Law Enforcement	Parks/Gardens, Sport & Recreation Construction	
Finance • Budget • Long Term Financial Plan • Account Transactions • Banking and Asset Accounting	Pedestrian and Dual Use Paths and Cycleways (Maintenance) • Pathways • Cycleways • Drainage maintenance • Gravel Pit	

CITY OF BUSSELTON – SERVICES • SUBSERVICES (Internal / External)		
Statutory	Non-Statutory	Dependent Service (Supports Statutory)
Rates • Rate Roll Updates • Rate Recovery • State Government Rebate Scheme	Horticulture Maintenance • Horticulture • Tree Management • Irrigation	
Payroll	Turf & Oval Maintenance • Mowing • Turf Maintenance • Drainage • Irrigation	
Freedom of Information (FOI)	Coastal Construction	
	Coastal Maintenance • Coastal Protection • Beach Net Enclosures • Beach Maintenance and Cleaning • Boat Ramp & Jetty Maintenance • Sand Nourishment	
	Hard Landscaping Maintenance • Signs • Playgrounds • Street Furniture • BBQs • Banners and Decorations • Public Art	
	Facility Maintenance • Building Maintenance • Cleaning	
	Environmental Management & Natural Areas Conservation • Natural Reserve Management • Waterways Management • Sustainability • Volunteer Management	
	Public Relations • Media and Public Relations • Community Engagement • Communications • Civic Engagements / Relations	
	Corporate Amenities • Courier • Mail Services • Corporate Provisions	
		50 SERVICES

Acknowledgements:

- *Hunting, Ryan & Robinson 2015*
  University of Technology Sydney, Centre for Local Government (UTS:CLG) and Australian Centre of Excellence for Local Government (ACELG); Service Delivery Review 'How to Manual' (Second Edition 2015).
- *South West Integrated Planners Peer Support Network IPR practitioners from 12 local governments across the South West region have been working together to develop a shared understanding of how to best approach iterative service review and planning.*

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Councillors' Information Bulletin
BUSINESS UNIT	Executive Services
REPORTING OFFICER	Reporting Officers - Various
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

OFFICER RECOMMENDATION

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

17.1.1 Current Active Tenders

17.1.2 Donations, Contributions and Subsidies Fund – March 2021

EXECUTIVE SUMMARY

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

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

INFORMATION BULLETIN

17.1.1 Current Active Tenders

Note: Information in *italics* has previously been provided to Council, and is again provided for completeness.

RFT 01/21 MITCHELL PARK UPGRADE

- *Requirement - civil and landscaping works as part of the Mitchell Park Upgrade.*
- *A request for tender was advertised on 16 January 2021 and closed on 16 February 2021.*
- *5 tenders were received.*
- Council resolved on 24 March 2021 to:
  - Accept the tender from Pindan Projects WA Pty Ltd for the Stage 1A works (tendered price $685,265.04 exclusive of GST) as the most advantageous tender; and
  - Authorise the CEO TO negotiate and agree with the successful tenderer minor variations and enter into a contract.
- The CEO has entered into a contract with the successful tenderer in accordance with this resolution.

PQS 01/21 PEST AND WEED CONTROL SERVICES

- *Requirement - establish a panel of pre-qualified suppliers for provision of pest and weed control services as follows:*
    - *Pest and weed control within City urban areas, including road verges, cycle-ways, footpaths, kerb-lines, drainage infrastructure and public open space.*
    - *Pest and weed control within City rural areas, including road verges, cycle-ways, footpaths, kerb-lines, drainage infrastructure and public open space.*
    - *Inspection of and pest and weed control at various bridge infrastructure managed by the City.*
- *An invitation to apply was advertised on 6 February 2021 and closed on 4 March 2021.*
- *4 applications were received.*
- The CEO under delegation DA 1 – 10 Panels of Pre-Qualified Suppliers, established the following panels of pre-qualified suppliers:

  Sub Panel A – Urban Areas:
  Echo Field Pty Ltd t/a SprayMow Services
  Website Weed Pest WA Pty Ltd.,
  Busselton Pest and Weed Control

  Sub Panel B – Rural Areas:
  Echo Field Pty Ltd t/a SprayMow Services
  Jetblack Holdings t/a Mainspray.
  Busselton Pest and Weed Control
  Website Weed Pest WA Pty Ltd.,

  Sub Panel C – Bridge Pest Control:
  Busselton Pest and Weed Control

  Sub Panel C – Bridge Vegetation Control:
  Echo Field Pty t/a SprayMow Services
  Busselton Pest and Weed Control
  Jetblack Holdings t/a Mainspray

RFT 02/21 BUSSELTON FORESHORE EAST UPGRADE

- *Requirement - civil and landscaping works as part of the redevelopment of the Busselton Foreshore in the area between Brown Street and Georgette Street.*
- *A request for tender was advertised on 16 January 2021 and closed on 23 March 2021.*
- Seven (7) tenders were received from the following tenderers:
    - Busselton Civil Pty Ltd
    - Environmental Industries Pty Ltd
    - Leeuwin Civil Pty Ltd
    - Landscape Australia Construction
    - LD Total
    - MG Group
    - Pindan Project
- Tendered prices ranged from $1.7M to $2.4M, which significantly exceeded the project budget.
- Under Delegation DA 1 - 07 Inviting, Rejecting and Accepting Tenders (which includes a delegation from Council to the CEO to decline to accept any tender) the CEO:
    - Declined to accept any tender; and
    - Directed officers to modify the design (by reducing the scope of works) and re-tender this project.

RFT 03/21 BUAYANYUP DRAIN SHARED PATH CONSTRUCTION

- Requirement - construction of a shared bike path along Buayanyup Drain located between Vasse Bypass, Vasse (commencing from the Vasse underpass) and Caves Road, Abbey (concluding adjacent the RAC Busselton Holiday Park).
- A request for tender was advertised on 13 March 2021 and closed on 8 April 2021.
- Two (2) Tenders were received, which are under evaluation.
- The value of the contract is expected to fall within the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- It is expected that the tender evaluation will be completed and a contract entered into with the successful tenderer by end April 2021.

RFT 04/21 ROAD NETWORK UPGRADE – PEEL TERRACE CAUSEWAY ROAD INTESECTION UPGRADE – STAGE 1A

- Invitation for tenders will be advertised during June 2021.

RFT 05/21 PROCESSING AND DISPOSAL GREEN WASTE

- Requirement – processing and removal of green waste at the City's waste facilities.
- A request for tender was advertised on 6 March 2021 and closed on 8 April 2021.
- Three (3) tenders were received, which are under evaluation.
- The value of the contract is expected to exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- A report to Council for deciding which tender to accept will be included in the 12 May 2021 Council meeting agenda.

RFT 06/21 CONSTRUCTION OF BUSSELTON PERFORMING ARTS AND CONVENTION CENTRE

- *Requirement – construction of the Busselton Performing Arts and Convention Centre.*
- *Pursuant to an Expression of Interest process the CEO, under delegation, shortlisted all seven respondents as acceptable tenderers.*
- A request for tender was issued to all seven tenderers on 19 March 2021 and closes 4 May 2021.
- Since 19 March 2021, four shortlisted tenderers have indicated that they are considering not submitting tenders for this project.
- The value of the contract will exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- A report to Council for deciding which tender to accept will be included in the 9 June 2021 Council meeting agenda.

RFT 07/21 STREET AND DRAIN CLEANING SERVICES

- Invitation for tenders will be advertised during May 2021.

RFT 08/21 DUNSBOROUGH LAKES SPORTS PRECINCT- SUPPLY AND PLANTING OF TURFGRASS

- Requirement - supply and install of turf grass sod at Dunsborough Lakes sports precinct.
- A request for tender was advertised on 10 April 2021 and closes 4 May 2021.
- The value of the contract may (or may not) exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- If the value of the contract exceeds the CEO's delegated power a report to Council for deciding which tender to accept will be included in the 26 May 2021 Council meeting agenda.

RFT09/21 DUNSBOROUGH LAKES SPORTS PRECINCT – EARTHWORKS

- Requirement - clearing and earthworks for the Dunsborough Lakes sports precinct.
- A request for tender was advertised on 20 March 2021 and closed on 13 April 2021.
- This report was prepared before the tender closing date – therefore the number of tenders received will be advised to Council during the meeting.
- The value of the contract is expected to fall within the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- It is expected that the tender evaluation will be completed and a contract entered into with the successful tenderer by end April 2021.

17.1.2 Donations, Contributions and Subsidies Fund – March 2021

The Council allocates an annual budget allowance to the Donations, Contributions and Subsides Fund. This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavors that bring direct benefit to the broader community.

Allocation of funds is delegated to the Chief Executive Officer, in accordance with the published guidelines and funding availability.

Six applications were approved in March 2021, totalling $3,090.00, as outlined in the table below:

Recipient	Purpose	Amount
Dunsborough Bay Yacht Club (DBYC)	The DBYC hosted the State Minnow Championships on 19 March. Funding requested as a contribution towards the cost of marquee hire for competitors and spectators.	$250.00
Busselton Old Time Dance Inc.	Hosted their annual Old Time Dance event at the High St Hall on 26 March 2021. Funding requested to assist with covering the cost of hall hire, decorations and sanitiser.	$250.00
Rail Heritage WA	Rail Heritage WA are coordinating the 'Celebrating WA Rail 150' event at Wonnerup House on 21 August 2021. Funding requested to cover the cost of hiring a marquee, chairs and tables for the event.	$840.00
Building Busselton Town Team (auspiced by Busselton Chamber of Commerce and Industry)	Funds requested to cover the cost of hire items required for the community launch of the Kent St Laneway mural project on Sunday 11 April 2021.	$500.00
Gail Kearney Memorial Busselton Hospice Charity Golf Day	Funds requested to assist with catering related expenses for the annual fundraiser event held on 26 March 2021.	$250.00
Yallingup Boardriders Inc.	Funds requested as a contribution towards the cost of water safety and shark mitigation by using a qualified and registered drone operator at three two-day youth surfing competitions scheduled to be held in Yallingup on 8-9 May, 23-24 October and 6-7 November 2021.	$1,000.00
	March Total	**$3,090.00**

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE