



City of Busselton
Geographe Bay

Council Agenda

22 August 2018

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city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 22 AUGUST 2018

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, 22 August 2018, 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.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

10 August 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 22 AUGUST 2018

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	4
2.	ATTENDANCE	4
3.	PRAYER	4
4.	APPLICATION FOR LEAVE OF ABSENCE.....	4
5.	DISCLOSURE OF INTERESTS	4
6.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	4
7.	QUESTION TIME FOR PUBLIC.....	4
8.	CONFIRMATION AND RECEIPT OF MINUTES	4
	Previous Council Meetings	4
	8.1 Minutes of the Council Meeting held 8 August 2018.....	4
9.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	4
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)	4
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	4
12.	REPORTS OF COMMITTEE MEETINGS.....	4
13.	PLANNING AND DEVELOPMENT SERVICES REPORT	5
	13.1 DA18/0145 - USE NOT LISTED (4WD TEST TRACK AND INFORMAL PARKING AREA)	5
14.	ENGINEERING AND WORKS SERVICES REPORT.....	14
15.	COMMUNITY AND COMMERCIAL SERVICES REPORT	15
	15.1 PROPOSAL TO EXTEND RETAIL TRADING HOURS	15
	15.2 COMMUNITY SPORT AND RECREATION FACILITIES FUND - SMALL GRANTS ROUND APPLICATIONS WINTER 2018	32
16.	FINANCE AND CORPORATE SERVICES REPORT	47
	16.1 PROPOSED AMENDMENT TO THE BUSSELTON BOWLING CLUB AND THE BUSSELTON CROQUET CLUB LEASE BOUNDARIES TO ACCOMMODATE PLAYING GREENS FOR CROQUET CLUB	47
	16.2 COUNCILLORS' INFORMATION BULLETIN	55
17.	CHIEF EXECUTIVE OFFICER'S REPORT	75
18.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	75
19.	URGENT BUSINESS.....	75
20.	CONFIDENTIAL MATTERS	75
21.	CLOSURE	75

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

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 8 August 2018**

RECOMMENDATION

That the Minutes of the Council Meeting held 8 August 2018 be confirmed as a true and correct record.

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 MEETINGS**

13. PLANNING AND DEVELOPMENT SERVICES REPORT

13.1 DA18/0145 - USE NOT LISTED (4WD TEST TRACK AND INFORMAL PARKING AREA)

SUBJECT INDEX:	Planning/Development Application
STRATEGIC OBJECTIVE:	Development is managed sustainably and our environment valued.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Senior Development Planner - Andrew Watts
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan  
	Attachment B Development Plan  

PRÉCIS

The Council is asked to consider an application seeking approval for development of a Use Not Listed - 4WD Test Track and Informal Parking Area on Lot 13 (No.20) Koorden Place, Reinscourt (“the site”).

The application has been placed before Council due to the nature of the issues requiring consideration. It is considered that the proposal is consistent with the relevant planning framework and it is recommended for approval subject to conditions.

BACKGROUND

Lot 13 (No.20) Koorden Place, Reinscourt is zoned Agriculture and is located on the northern side of Bussell Highway adjacent to the roundabout at the intersection of the highway and Causeway Road. The land is bound on all sides by road reserves (Bussell Highway, Ford Road, Koorden Place) and has an area of 4,177m². A location plan is provided in **Attachment A**.

The proposed development application is for a test track to allow the applicant, who owns and operates vehicle dealerships, to demonstrate the dynamics of new 4WD vehicles to potential purchasers, and includes an informal, unsealed carparking area that may also be utilised by businesses on the opposite side of Ford Road; the sites of which are currently in the same ownership. The development plan is provided in **Attachment B**.

In the near vicinity of the site to the western side of Ford Road is a Special Purpose zone on which a service station and drive-through coffee outlet has recently been developed. The property to the north, whilst being privately owned, is zoned a combination of Agriculture, Local Scheme Reserves – Public Purposes and Local Scheme Reserves – Recreation and the land on the south side of the highway is zoned Residential.

The proposed development is for a use that is not specifically mentioned in the zoning table, does not appear to fall within a type or category of use in the Scheme and should, therefore, be assessed as a ‘use not listed’. As per the requirements of the Scheme as a ‘use-not-listed’ that may be considered to be consistent with the objectives of the zone, the application has been advertised for public comment, and was also referred to Main Roads WA (as it adjoins a main road).

A number of Councillors have attended site visits organised by officers prior to this report being presented.

STATUTORY ENVIRONMENT

The key elements of the statutory environment that relate to the proposal are set out in the Local Planning Scheme.

The site is located in the 'Agriculture' zone. Objectives of this zone relevant to this application are as follows:

- (d) To enable the development of land for other purposes where it can be demonstrated by the applicant that suitable land or buildings for the proposed purposes are not available elsewhere and that such purposes will not detrimentally affect the amenity of any existing or proposed nearby development.
- (k) To control the clearing of trees and encourage generally the retention of vegetation and vegetation corridors concomitant with the agricultural use of the land.

Policies of the "Agriculture" zone relevant to this application are:

- (a) To permit land included within the zone and shown by close investigation in consultation with the Department of Agriculture and Food not to be prime agricultural land to be utilised for other purposes not incompatible with adjacent uses.
- (f) To implement and adhere to the adopted recommendations and outcomes of the Local Rural Planning Strategy adopted by the local government and endorsed by the Commission.

Part 3.4 of the Scheme deals with Interpretation of the Zoning Table and at 3.4.2 addresses how the local government is to determine an application for a 'use-not-listed':

3.4.2. If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -

- (a) determine that the use is consistent with the objectives and policies of the particular zone and is therefore permitted; or*
- (b) determine that the use may be consistent with the objectives and policies of the particular zone and thereafter follow the advertising procedures of clause 64 of the Deemed Provisions in considering an application for development approval; or*
- (c) determine that the use is not consistent with the objectives and policies of the particular zone and is therefore not permitted.*

In considering the application, the Council needs to consider the 'Matters to be considered' set out in clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, particularly relevant considerations in relation to this application are the following –

- (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;*

- (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 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;*
- (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;*
- (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;*
- (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.*

RELEVANT PLANS AND POLICIES

Local Rural Planning Strategy

The site is not in an area addressed in the Local Rural Planning Strategy.

Draft Local Planning Strategy

The City's Draft Local Planning Strategy identifies, in respect to Activity Centres and the Economy, the continued growth of the Busselton City Centre and Dunsborough Town Centre as the main centres of the economic, social and cultural life of the District and does not support:

- i) unplanned new or expansion of existing activity centres not identified in the established activity centre framework,*
- ii) industrial/service commercial areas not identified in the established activity centre and industrial/service commercial frameworks,*
- iii) allow significant shop retail or office uses to locate outside activity centres, or*
- iv) planning proposals that would significantly compromise the capacity of land to accommodate growth as set out in this strategy.*

Local Commercial Planning Strategy (LCPS)

The WAPC has a long-standing presumption against the spread of commercial zoning along highways and other major roads, such as the Bussell Highway. This stance is evident in State Planning Policy 4.2 in which there are specific policy positions for the prevention of ad-hoc commercial ribbon development.

The LCPS reinforces this by preventing further service commercial development along major roads, including the Busselton Bypass, Bussell Highway and Causeway Road, other than that accommodated by existing zonings or specifically supported by the Strategy.

FINANCIAL IMPLICATIONS

The recommendation of this report is a planning determination. It does not impose any direct financial implications upon the City.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The recommendations in this report reflect Community Objective 3.1 of the City's Strategic Community Plan 2017 – "Development is managed sustainably and our environment valued."

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identifies 'downside' risks only, rather than 'upside' risks as well. Risks are only identified where the individual risk, once controls are identified, is medium or greater. No such risks have been identified.

CONSULTATION

The proposal was advertised for public comment in the local newspaper and on the City's website for a period of 21 days. The proposal was also referred to Main Roads WA for comment.

No submission was received from any member of the public. Main Roads advised of no objection to the proposal but would not support the placement of additional landscaping adjacent to the development site within the Bussell Highway road reserve, which was a query raised by officers.

OFFICER COMMENT

In assessing this application and formulating a recommendation, officers have considered several key issues, as outlined below.

Consistency with the Scheme and the objectives and policies of the zone

The site is zoned Agriculture, which contrary to the current name of the zone, does not mean that the land can be used only for purely agricultural purposes. The zone is proposed in the future to be renamed the 'Rural' zone to better reflect that the planning framework allows for a range of non-agricultural activities/development in the zone, e.g. garden centre, market, childcare premises, restaurant etc.

The site is a green title lot owned by the applicant, which due to the 4,177m² size of the land parcel and extent of vegetation, is not usable for typical agricultural purposes. It is, therefore, logical that an owner of the property would seek to utilise the land for other purposes. Given the prominent location of the site along the highway at the entry to Busselton, if the land were to be sold to another party it is considered likely that other parties would seek to put pressure on the City to grant approval for development of the site for a more intensive commercial use. As identified in the LCPS, ad-hoc commercial development along the highway is not desirable and should be prevented.

The proposed use is considered to be very low intensity as it does not propose any buildings and proposes to retain the majority of the existing vegetation. Almost all other commercial uses including those that the Scheme identifies as being permissible would have greater impact on the area, through the addition of buildings and removal of vegetation. The current application if approved could therefore assist in the prevention of commercialisation of the Highway, whilst providing for the beneficial use of the land.

Defining the proposed Use Not Listed

Because the proposed development is a use not listed, if approval is granted it is necessary to define the proposed use/s, otherwise we are reliant on interpretation of the words in the 'name'.

It is suggested that a condition of approval require the development to comply with the following:

'4WD Test Track' - Means premises used for the off road driving of motor vehicles for testing and training purposes on an appointment only basis.

The 'Informal Parking Area' – Is for use by staff and patrons of the hereby approved development and of the developments approved on Lot 1 (No.99) Causeway Road, Busselton. The Informal Parking Area shall not be sealed or marked.

Visual impact from Bussell Highway

As previously discussed above in regards to the compatibility of the use with its setting, it is considered that any use developed on the site should be of a low intensity with minimal visual impact when viewed from Bussell Highway. The proposal does not involve development of any buildings and proposes to retain the majority of the existing vegetation, with only limited removal of approximately three trees to facilitate manoeuvring within the informal carpark area and some removal of dead vegetation from the site.

To strengthen the visual appearance of when viewed from the highway, attention has been given to the need for additional screening vegetation to be installed along the southern boundary of the site adjacent to the highway. This is reflected in recommended conditions of approval requiring a landscaping plan, which provides details of the retention and planting of vegetation along the southern property boundary. Further to this, officers have corresponded with Main Roads WA to seek approval for the planting of additional vegetation adjacent to the site and within the road reserve to the highway. This request was not supported by Main Roads WA.

Consideration has been given to signage associated with the development being kept to a minimum and whilst recognising and agreeing with the need of the applicant to fence the 4wd test track to prevent unauthorised access, it is also considered necessary that fencing be of as little visual impact as practicable. Similarly, the scale and impact of any earthworks associated with the development should be a limited in visibility from any sensitive areas i.e. Bussell Highway. All of these matters are addressed in proposed approval conditions.

CONCLUSION

Officers are of the view that the development is consistent with the objectives and policies of the zone. It is recommended that the Council grant approval to the development subject to conditions.

OPTIONS

The Council could:

1. Determine that the application is inconsistent with the objectives and policies of the zone in which development is proposed, and refuse the proposal subject to reasons.
2. Apply additional or different conditions.

If any Councillor is minded to either of the above options officers can assist in the drafting of a suitable alternative motion.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The applicant will be notified of the Council's decision within two weeks of a decision consistent with the officer recommendation.

OFFICER RECOMMENDATION

That the Council resolve:

That development application DA18/0145 submitted for a Use Not Listed - 4WD Test Track and Informal Parking at Lot 13 (No.20) Koorden Place, Reinscourt, is considered by the Council to be consistent with Local Planning Scheme No. 21 and the objectives and policies of the zone within which it is located.

That Development Approval is issued for the proposal referred to above subject to the following conditions:

GENERAL CONDITIONS

1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.
2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) including any notes placed thereon in red by the City, and except as may be modified by the following conditions.

PRIOR TO THE COMMENCEMENT OF ANY WORKS CONDITIONS:

3. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and have been approved in writing:
 - 3.1. Details of construction and drainage of the proposed freestyle carpark area.
 - 3.2. A Landscape Plan to be submitted to and approved by the City providing details of the retention and planting of vegetation along the Southern property boundary to provide visual screening of the development when viewed from Bussell Highway. The Plan should include a plant schedule nominating species, planting distances, numbers, planting sizes, together with the anticipated height of each plant at maturity.

PRIOR TO THE OCCUPATION/USE OF THE DEVELOPMENT:

4. The development hereby approval shall not be occupied or used until all plans, details of works required by Condition(s) 3 have been implemented and/or the following conditions have been complied with:
 - 4.1. Fencing being provided to site boundaries, consisting of black coated chain mesh to a maximum height of 1.8m.
 - 4.2. Landscaping shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained 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, as assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.
 - 4.3. The parking area(s), driveway(s) and point(s) of ingress and egress [including crossover(s)] shall be designed, constructed and drained.

ONGOING CONDITIONS:

5. The works undertaken to satisfy Condition(s) 2, 3 and 4 shall be subsequently maintained for the life of the development and the following conditions complied with:
 - 5.1. Advertising signage associated with the approved development is restricted to a maximum of 0.5m² affixed to the entry gate only.
 - 5.2. No earth works shall be undertaken within 10m from southern boundary of the site and no earth works shall result in change to the Natural Ground Level of the site by greater than 1.2m.
 - 5.3. No removal of vegetation is permitted unless indicated on the approved development plan, landscaping plan or has been demonstrated to the satisfaction of the City that the vegetation is dead, dying or dangerous.
 - 5.4. The operating hours of the 4WD Test track are restricted to 07:00 to 18:00, Monday to Saturday only and shall exclude Sundays and Public Holidays.
 - 5.5. The development hereby approved shall at all times comply with the following:
 - 5.5.1. '4WD Test Track' - Means premises used for the off road driving of motor vehicles for testing and training purposes on an appointment only basis.
 - 5.5.2. The 'Informal Parking Area' – Is for use by staff and patrons of the hereby approved development and of the developments approved on Lot 1 (No.99) Causeway Road, Busselton. The informal parking Area shall not be sealed or marked.



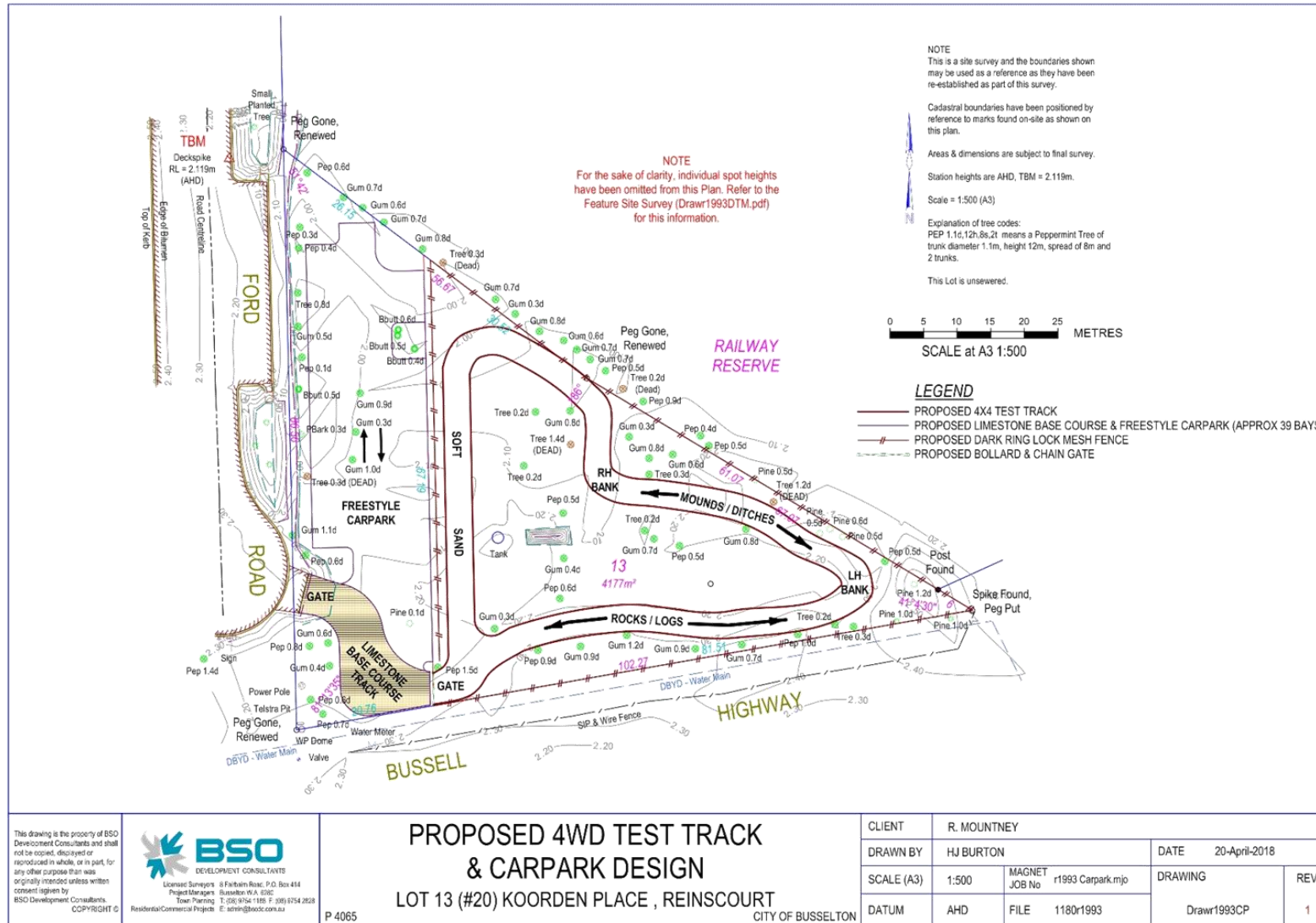
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DA18/0145 (4WD Test Track and
Informal Parking Area)

3/08/2018

1:2500 @ A3L





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PROPOSED 4WD TEST TRACK & CARPARK DESIGN
LOT 13 (#20) KOORDEN PLACE, REINSCOURT
CITY OF BUSSELLTON

P 4065

14. ENGINEERING AND WORKS SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 PROPOSAL TO EXTEND RETAIL TRADING HOURS

SUBJECT INDEX:	PROPOSAL TO EXTEND RETAIL TRADING HOURS
STRATEGIC OBJECTIVE:	A community where local business is supported and in turn drives our economy
BUSINESS UNIT:	Commercial Services
ACTIVITY UNIT:	Economic Development
REPORTING OFFICER:	Economic and Business Development Coordinator - Jaylene Chambers
AUTHORISING OFFICER:	Director, Community and Commercial Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Changes to Retail Trading - History of Events   Attachment B Your Say Survey Results 11 June - 18 July 2018  

PRÉCIS

Following extensive consultation with stakeholders and the wider community, this report recommends that Council authorise the CEO to make an application to the Department of Mines, Industry Regulation and Safety for a permanent extension to the retail trading hours across the entire City of Busselton local government district in line with the Officers recommendation.

BACKGROUND

The Retail Trading Hours Act 1987 (the Act) applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets. The trading hours of restaurants, cafes and takeaway food shops are not covered by the Act. Current State year round general retail trading hours, as per the Act are:

- Monday, Tuesday, Wednesday and Friday from 8.00am to 6.00pm;
- Thursday from 8.00am to 9.00pm;
- Saturday from 8.00am to 5.00pm.

Further, the Perth metropolitan area general retail trading hours, as per the Act are:

- Monday, Tuesday, Wednesday, Thursday and Friday from 8.00am to 9.00pm;
- Saturday from 8.00am to 5.00pm;
- Sunday and Public Holidays from 11.00am to 5.00pm;
- Christmas Day, Good Friday and ANZAC Day: Closed.

Non-metropolitan Local Governments are empowered, subject to endorsement by the Minister for Commerce, to extend general retail trading hours beyond those stipulated in the Act.

Between 2010 – 2013, the City of Busselton conducted annual reviews and extensive consultation with the local community and businesses to determine the extended trading hours for the Christmas and holiday trading periods for Busselton and Dunsborough town sites. Previous reviews and decisions for this period is summarised at Attachment A.

In April 2018 the City received a request from the Coles Supermarket located at Vasse to review the trading hours applicable for the Vasse store. City Officers consulted with the Department of Mines, Industry Regulation and Safety on whether the Busselton general retail hours extended to the town site of Vasse.

The Department indicated that the Busselton retail trading hours as determined by Variation Order 2015 were specific to the town site of Busselton and not applicable to the Vasse retail stores (despite having the same post code).

This highlighted the disparity between the shopping precincts within the City of Busselton and, given the population growth experienced since 2015, Officers proposed that the current general retail trading hours for the City of Busselton be reviewed and unified across the local government district, including Busselton, Dunsborough and Vasse town sites, and for any potential shopping precincts that may be developed in the future.

In a council report dated 23 May 2018 Council resolved (C1805/099):

That the Council:

1. Conduct stakeholder consultation and advertising as detailed in the report for the following proposed trading hours to apply to the City of Busselton local government district:

- *Monday to Sunday from 8.00am to 9.00pm inclusive of ALL Public Holidays (including Good Friday, ANZAC Day and Christmas Day).*

2. Subject to there being no major objections, make application to the Department of Mines, Industry Regulation and Safety for permanent extensions to the retail trading hours across the entire City of Busselton local government district in line with recommendation 1.

There were some objections received and so the matter is now referred back to Council for decision.

The May report recommended additional trading hours on Christmas Day, Good Friday and ANZAC Day for Busselton and Vasse town sites, to reflect the trading hours in Dunsborough and provide for consistency across the district.

These proposed changes will apply to the entire City of Busselton local government district and hence will also apply to any potential future shopping precincts that may be developed outside of Busselton, Vasse and Dunsborough town sites.

Currently the trading hours operating in the City district are:

Busselton Retail Trading Hours (town)

- Monday – Friday 8.00am to 9.00pm;
- Saturday from 8.00am to 9.00pm;
- Sunday and Public Holidays from 8.00am to 9.00pm;
- Closed on Christmas Day, Good Friday and until 1.00pm on ANZAC Day.

Dunsborough Retail Trading Hours

- Monday to Sunday from 8.00am to 9.00pm inclusive of ALL Public Holidays (including Good Friday, ANZAC Day and Christmas Day).

Vasse Retail Trading Hours

Current State year round general retail trading hours in non-metropolitan areas, as per the Retail Trading Hours Act 1987 are:

- Monday, Tuesday, Wednesday and Friday from 8.00am to 6.00pm;
- Thursday from 8.00am to 9.00pm;
- Saturday from 8.00am to 5.00pm.

STATUTORY ENVIRONMENT

Trading hours in Western Australia are regulated by different trading restrictions applicable to various areas and types of retailers. The Act enables non-metropolitan local governments to extend general trading hours beyond standard arrangements, with endorsement by the Minister of Mines, Industry Regulation and Safety.

Small retail shops have no restrictions on trading hours and may continue to trade each day of the year. A 'small retail shop' is a shop owned by up to six (6) people who operate no more than three (3) retail shops, in which up to 25 people work at any one time (excluding apprentices).

Special retail shops may trade between 6.00am and 11.30pm each day of the year. Special retail shops include newsagencies and bookshops, pharmacies, garden nurseries, hardware and improvement shops, video shops, art and craft shops, souvenir and duty free shops, shops at sports venues, boating shops, motor vehicle spare parts shops and shops at international standard hotels.

Small retail and special retail shops must hold a Certificate from the Department of Mines, Industry Regulation and Safety to trade during these hours.

Various amendments have been made to the Act over the past few years which has seen the general retail trading hours extended.

Under the Non-Metropolitan Local Government Empowerment Policy a number of local government authorities have removed trading hour restrictions within their jurisdictions, including the neighbouring Shires of Augusta-Margaret River, Capel, Dardanup and the City of Bunbury. The City of Busselton is one (1) of 12 local governments who have made variations to standard general retail trading hours, where;

- Busselton operates under the Retail Trading Hours (Shire of Busselton) Variation Order 2015 of the Retail Trading Hours Act 1987.
- Dunsborough operates under the Local Government Retail Trading Hours Exemption Order (No 23) 1993 of the Retail Trading Act 1987.

RELEVANT PLANS AND POLICIES

The recommendations are in line with Council policies.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Officer's recommendation.

Long-term Financial Plan Implications

There are no long term financial implications associated with the Officer's recommendation.

STRATEGIC COMMUNITY OBJECTIVES

This matter primarily aligns with Key Goal Areas 4 of the City of Busselton's endorsed Strategic Community Plan 2017:

Key Goal Area 4: Economy

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

Extended retail trading hours also assist the City in meeting its objective to become the 'Events Capital of WA' by providing a range of retail services to better serve the needs of visitors to the region, thereby value-adding to events, and further encouraging increased visitation and attraction of events to the region.

RISK ASSESSMENT

The recommendations contained within this report are not considered to present any risks of a medium or greater level.

CONSULTATION

Under the rules and guidelines for permanent/long term variations to the Order for Non-Metropolitan Governments, a community consultation process is required. In line with Council Resolution C1805/099 the following stakeholder consultation has occurred:

- Letters sent to the major retailers advising of the proposed changes and public consultation, including an opportunity to meet with the City to discuss any questions or concerns;
- Letters sent requesting feedback via a 'Your Say Survey' and individual meetings held with the Busselton and Dunsborough Chamber of Commerce and Industry, MRBTA, local member of State Parliament Ms Libby Mettam MLA;
- A City of Busselton 'Your Say Survey' was advertised for a four-week period. The survey asked respondents if they supported the proposed changes and also requested additional information as to the reason for and against supporting the changes to retail trading hours;
- Weekly advertising in the local media occurred over a four-week period from 15 June – 6 July 2018;
- Advertising of the 'Your Say' survey was conducted at local Busselton and Dunsborough combined Chamber (CCI) events;
- Advertising of the 'Your Say' Survey via various Social Media posts via Facebook from 11 June - 13 July 2018;
- General advertising via notice boards and customer service areas across City Buildings and Facilities;
- A link to the survey was promoted through the City's Bay to Bay monthly newsletter; and
- The Busselton and Dunsborough Chambers and MRBTA included a link to the survey in their individual monthly newsletters.

The City's Your Say Survey was open for comment for a period of four weeks with the following key results:

- 369 people viewed the survey;
- 131 people completed the survey;
- The largest age group of respondents were equally between the age of 45 -54 and the 55-64 age group;

- 95% of respondents did not own a retail business within the City of Busselton district;
- Over 70% of respondents supported the proposed changes to retail trading hours in the City of Busselton;
- The main reason people supported the proposed change was 'Convenience for Residents and Tourists'; and
- The main reason people did not support the changes were 'Imposition on family / Recreational Time'.

A comprehensive evaluation of the City's Your Say Survey can be viewed at Attachment C.

OFFICER COMMENT

Unified retail trading hours provide benefits by activating the main City town centres for business and tourist operators and by attracting more people to the townsites, providing a better experience for tourists. It can also encourage an extended length of stay and increased visitor spend, as evidenced by data produced by the tourism industry. Further, as the City continues the upgrade of the Busselton Foreshore, attracts further investment to the area, and nears completion of the Busselton-Margaret River Airport redevelopment, the number of visitors to the City on a year-round basis will only continue to increase. As the City continues to develop as a tourist destination, more flexibility in trading hours across the district is essential.

At this stage, the proposed application will benefit both Busselton and Vasse townsites but in time may apply to other retailers as the City grows and develops. City officers cannot see any reason for having different trading hours for the same retail outlet in three different locations within the City. Further the majority of businesses operating in Busselton, Dunsborough and now Vasse are as classified as 'small business' and have the ability to operate 24 hours per day. It is only those that fall into the 'general retail' category that currently operate within the regulated trading regime. The proposed trading hours will ensure equity and consistency for retail operators throughout the district, allow them to extend their retail offerings at their individual choice, and create critical mass to further support small business should they choose to open similar hours.

Officers have reviewed the results of the stakeholder consultation and, based on the feedback received, and also that the major retailers did not raise any concerns or objections (or request individual meetings with Officers), Officers recommend that the Council apply to the Department of Mines, Industry Regulation and Safety to unify all general retail trading hours across the City of Busselton local government district to:

- Monday to Sunday from 8.00am to 9.00pm inclusive of ALL Public Holidays.

This will bridge the gap between the disparate trading regimes that exist between Busselton and Dunsborough. This option also allows individual retailers to operate the hours of their choice, keeps Busselton competitive in terms of retail opportunities, and reduces the potential leakage of retail spend to areas outside of the District that have more favourable trading regimes. This option is incorporated into the Officer Recommendation.

CONCLUSION

Extended retail trading hours has the potential to provide the region with significant economic return through increased consumer spending, visitor numbers, and events to the region. In turn, it is anticipated that such increased economic activity will result in increased investment and attraction of other industry sectors to the region. In order to achieve this, it must be recognised that the City needs to achieve a balance between consumer demand and the hours in which retailers are prepared to open. Results of the City's 'Your Say' stakeholder survey confirm this recommendation.

OPTIONS

Council may elect to:

- Not support the Officer's recommendation and make no changes to the retail trading hours within the City of Busselton; or
- Determine a different option based on alternative trading hours for different town sites within the City of Busselton.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council endorse the Officer Recommendation, Officers will make an application to the Department of Mines, Industry Regulation and Safety.

OFFICER RECOMMENDATION

That the Council:

1. Receive and note the results of the public consultation process and endorse the following:
2. Make an application in writing to the Department of Mines, Industry Regulation and Safety for permanent extensions to the retail trading hours across the entire City of Busselton Local Government District in line with the following:
 - Monday to Sunday from 8.00am to 9.00pm inclusive of ALL Public Holidays (including Good Friday, ANZAC Day and Christmas Day).

Proposed Changes to Retail Trading

Previous reviews and decisions for this period relating to the extension of Retail Trading Hours in Busselton is summarised as follows:

2010

At the Ordinary Meeting of Council on 27 October 2010, Council resolved (C1010/372):

1. *That the Council approve the temporary adjustment to the Retail Trading Hours from November 2010 for the shopping precinct for the Shire of Busselton as follows:*
 - a. *Seasonal trading period with the same hours as the Department of Commerce approved Christmas trading hours for the period from Monday 29 November 2010 until 31 December 2010*
 - b. *That the trading hours on Sunday 5 December 2010 be extended to 9pm to coincide with the Ironman event.*

The Department of Commerce approved Christmas trading hours comprised of weekday trading from 8.00am to 9.00pm, Saturday trading from 8.00am to 5.00pm and Sunday trading from 10.00am to 5.00pm, from 29 November 2010 to 31 December 2010.

At the Ordinary Meeting of Council on 10 November 2010, Council resolved (C1011/387):

That the Council does not approve extended trading hours in January 2011, and the trading hours to remain as they are now.

2011

At the Ordinary Meeting of Council on 10 August 2011, Council resolved (C1108/248):

That the Council:

- (a) *Endorses the preferred proposed year-round extensions to the retail trading hours in Busselton, on a seven day per week basis, to be reviewed in 12-months:*

Monday, Tuesday, Wednesday and Friday from 8.00am to 7.00pm;
Thursday from 8.00am to 9.00pm;
Saturday from 8.00am to 6.00pm;
Sunday and Public Holidays from 10.00am to 6.00pm;
ANZAC Day from 1.00pm to 6.00pm.
- (b) *Request that the CEO seek community feedback on the preferred proposed retail trading hours and present a report back to Council prior to an application being made to the Department of Commerce.*

At the Ordinary Meeting of Council on 12 October 2011, Council resolved (C1110/313):

That the Council:

- a) *Make application to the Department of Commerce for year-round extensions to the retail trading hours in Busselton, based on a seven day per week basis:*

Monday, Tuesday, Wednesday and Friday from 8.00am to 7.00pm;

*Thursday from 8.00am to 9.00pm;
Saturday from 8.00am to 6.00pm;
Sunday and Public Holidays from 10.00am to 6.00pm;
ANZAC Day from 1.00pm to 6.00pm.*

- (b) *Request that the CEO review the extended retail trading hours in twelve months time and present a report back to Council.*

2012

At the Ordinary Meeting of Council on 12 December 2012, Council resolved (C1212/348):

That the Council endorses the current retail trading hours for Busselton:

*Monday, Tuesday, Wednesday and Friday from 8.00am to 7.00pm;
Thursday from 8.00am to 9.00pm;
Saturday from 8.00am to 6.00pm;
Sunday and Public Holidays from 10.00am to 6.00pm;*

Excluding Good Friday, ANZAC Day and Christmas Day.

2013

The City advertised its intention to extend Retail Trading Hours for the Holiday and Event season, commencing 9 December 2013 to 3 January 2014. This was undertaken in consultation with the BCCI who supported the proposal. No submissions were received and a successful application was subsequently received from the Department of Commerce approving the following extension;

Monday, Tuesday, Wednesday, Friday from 8.00am to 9.00pm;
Thursday from 8.00am to 9.00pm (no change);
Saturday from 8.00am to 6.00pm;
Sunday and Public Holidays from 10.00am to 6.00pm;
Christmas Day Closed.

2014

The City of Busselton, in consultation with Busselton Chamber of Commerce and Industry, consulted on a proposal for year-round extended trading hours. The proposal incorporated specific trading hours to bring Busselton more in line with Dunsborough as follows;

Monday to Sunday from 8.00am to 9.00pm
ANZAC Day from 1.00pm to 9.00pm
Christmas Day and Good Friday closed.

An application was made to the then Minister for Commerce in 2014, following extensive consultation and a Variation Order for Busselton was approved in 2015.

In 2014 the City, in consultation with the Busselton Chamber of Commerce and Industry, made an application to the then Minister for Commerce to permanently extend the Busselton town site retail trading hours to create uniform, permanent annual trading hours. The current retail trading hours for the City of Busselton town site shopping precincts are as follows:

Busselton Retail Trading Hours (town)

- Monday – Friday 8.00am to 9.00pm;
- Saturday from 8.00am to 9.00pm;
- Sunday and Public Holidays from 8.00am to 9.00pm;

- Closed on Christmas Day, Good Friday and until 1.00pm on ANZAC Day.

Dunsborough Retail Trading Hours

- Monday to Sunday from 8.00am to 9.00pm inclusive of ALL Public Holidays (including Good Friday, ANZAC Day and Christmas Day).

Project Report

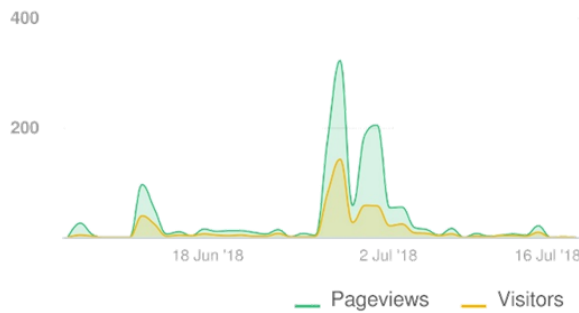
01 May 2018 - 16 July 2018

Your Say Busselton

Retail Trading Hours across the City of Busselton



Visitors Summary



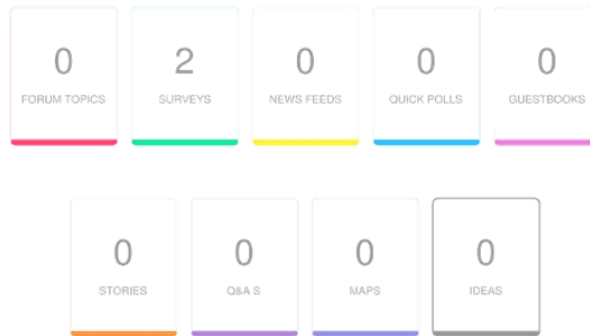
Highlights

TOTAL VISITS	582	MAX VISITORS PER DAY	142
NEW REGISTRATIONS	77		
ENGAGED VISITORS	131	INFORMED VISITORS	377
		AWARE VISITORS	528

Aware Participants		Engaged Participants			
528		131			
Aware Actions Performed	Participants	Engaged Actions Performed			
Visited a Project or Tool Page	528	Registered	Unverified	Anonymous	
Informed Participants	377	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	131	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	7	Posted on Guestbooks	0	0	0
Visited the Key Dates page	13	Contributed to Stories	0	0	0
Visited an FAQ list Page	30	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	244	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	131				

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

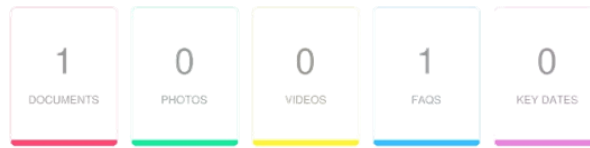
ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Have Your Say on Retail Trading Hours	Archived	369	131	0	0
Survey Tool	Have Your Say on Retail Trading Hours	Draft	0	0	0	0

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Faqs	faqs	30	35
Key Dates	Key Date	13	14
Document	Council_Minutes_2018.05.23	7	8

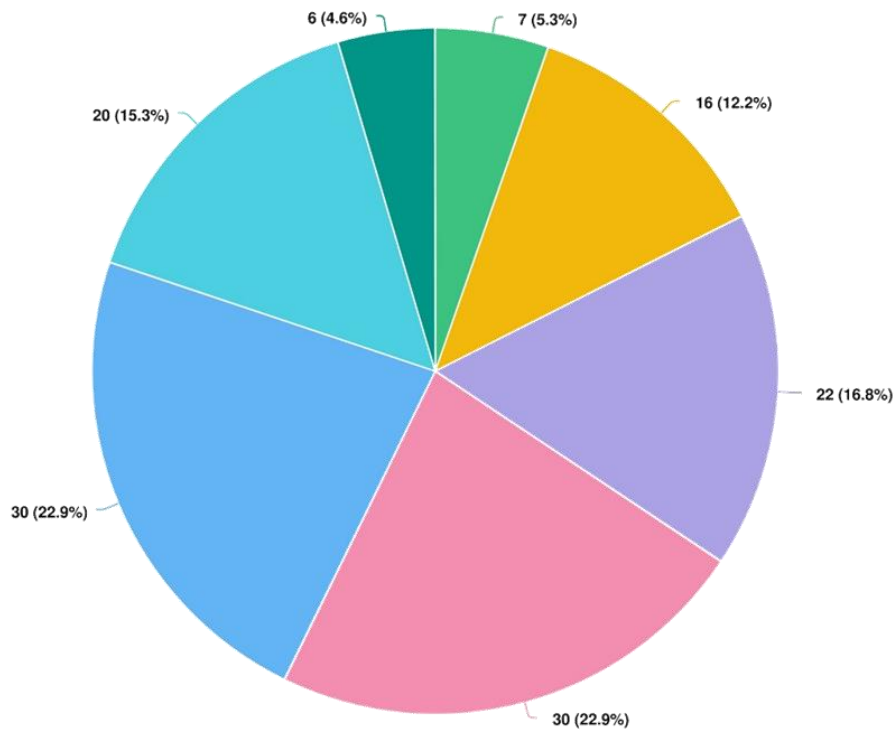
Your Say Busseton : Summary Report for 01 May 2018 to 16 July 2018

ENGAGEMENT TOOL: SURVEY TOOL

Have Your Say on Retail Trading Hours

VISITORS	369	CONTRIBUTORS	131	CONTRIBUTIONS	131
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What is your age group?



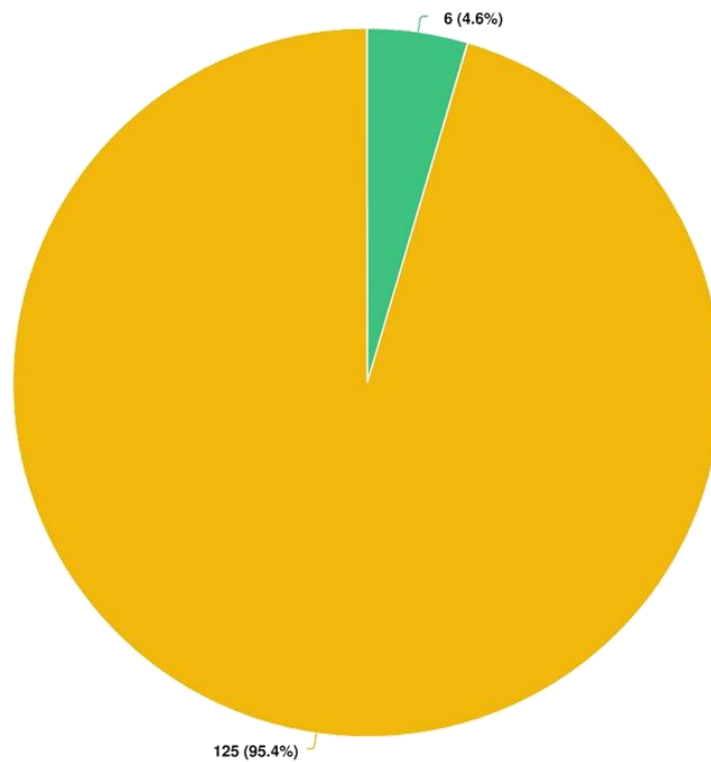
Question options

15-24 25-34 35-44 45-54 55-64 65-74 75+

(131 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

Do you own a retail business within the City of Busselton?



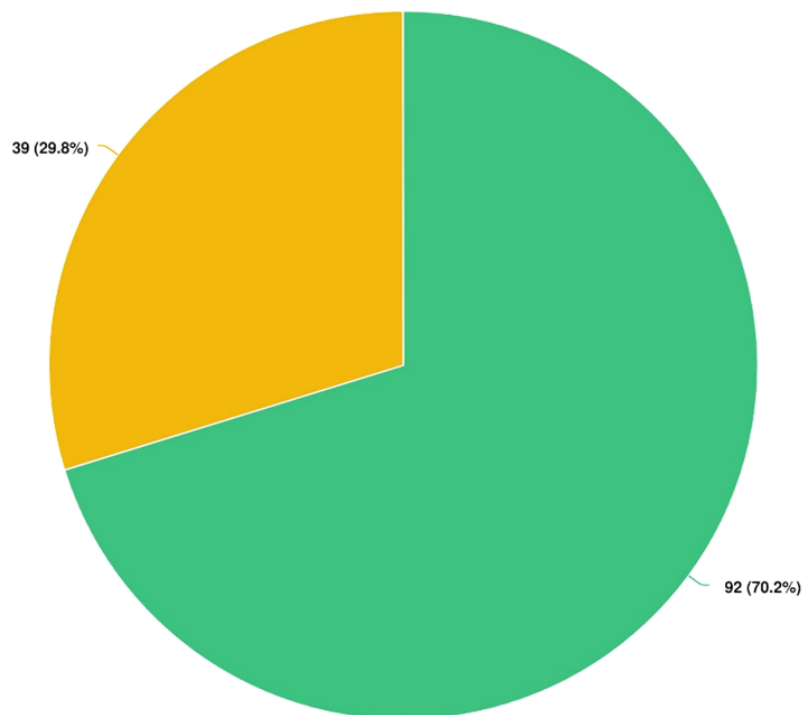
Question options

- Yes - I own a retail business within the City of Busselton
- No - I don't own a retail business within the City of Busselton

(131 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

Do you support the change to the existing Busselton retail trading hours to achieve consistency across the overall City of Busselton council area (ie, extending Busselton trading hours to include ALL Public Holidays, including Christmas, Good Frida...



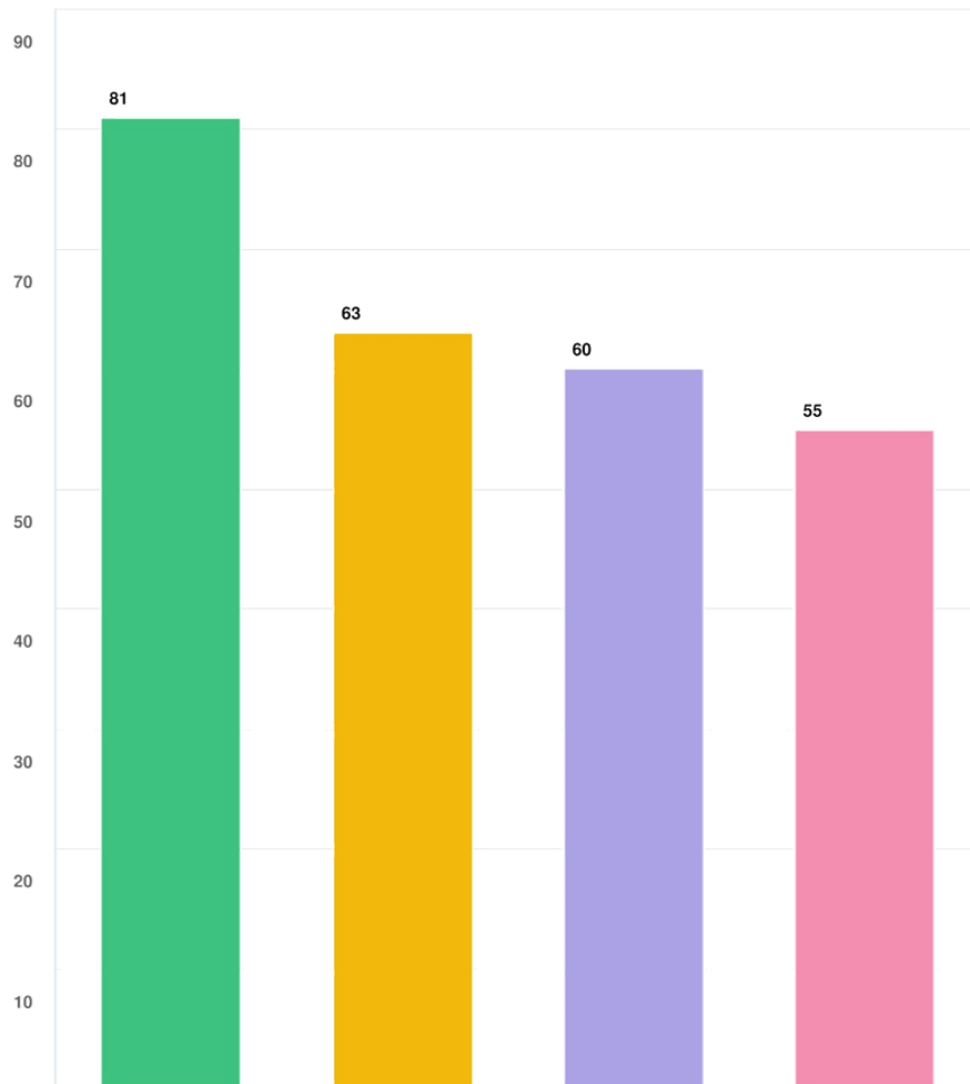
Question options

- Yes - I support the change to the Busselton retail trading hours
- No - I don't support the change to the Busselton retail trading hours

(131 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

If you answered yes, what are your most significant reasons for support?



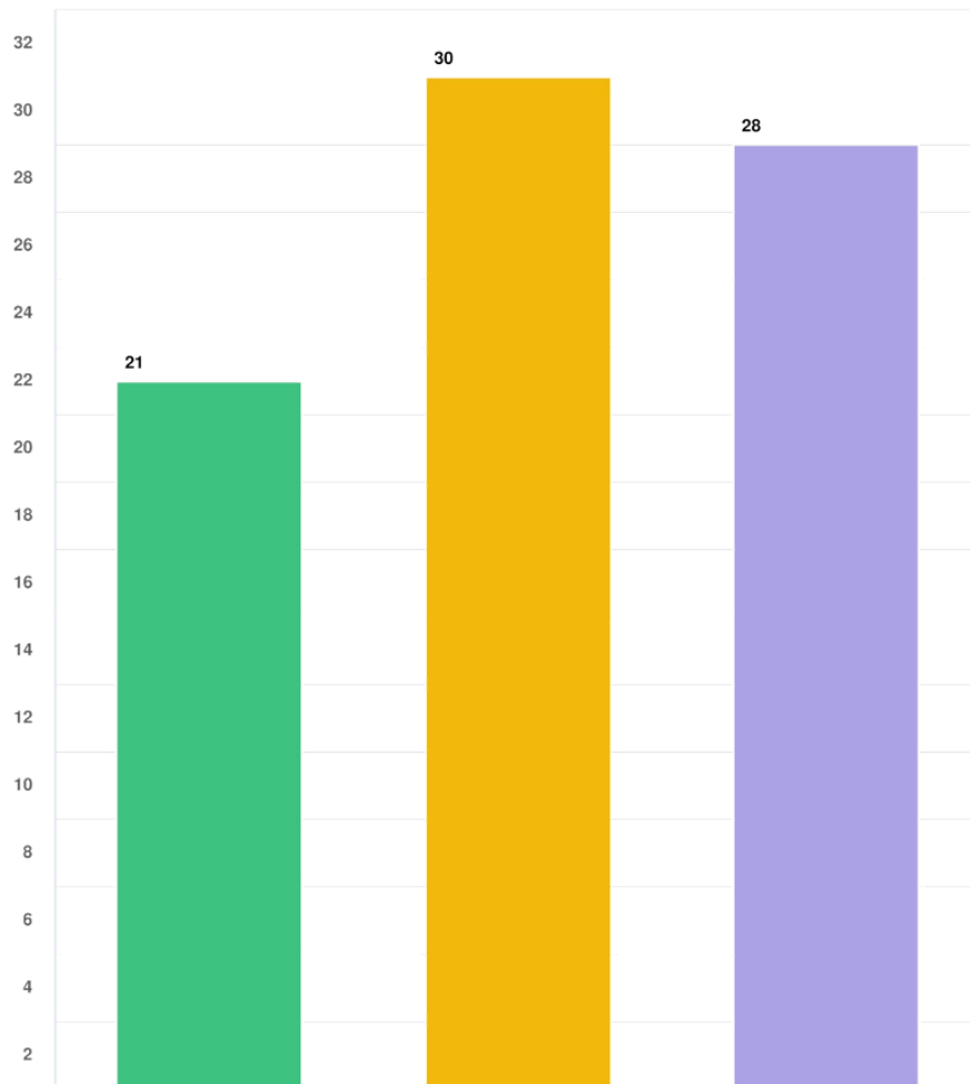
Question options

- Convenience for residents and tourists
- Greater activation of the town centre
- Makes sense to have all major stores trading the same hours
- Provides additional job opportunities

(131 responses, 0 skipped)

Your Say Busselton : Summary Report for 01 May 2018 to 16 July 2018

If you answered no, what are the most significant reasons for not supporting?





Question options

- Potential negative financial / operational pressure on small retailers
- Imposition on family / recreational time
- Undermines the cultural / religious importance of celebratory occasions

(131 responses, 0 skipped)

15.2 COMMUNITY SPORT AND RECREATION FACILITIES FUND - SMALL GRANTS ROUND APPLICATIONS WINTER 2018

SUBJECT INDEX:	CSRFF 2018
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Community Development
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Club Development Officer - Pam Glossop
AUTHORISING OFFICER:	Director, Community and Commercial Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A CSRFF Busselton Croquet Club Application  

PRÉCIS

Each year Local Government Authorities are required to rate and prioritise the Community Sport and Recreation Facilities Fund (CSRFF) submissions received within their municipality. Small Grant applications must be submitted by local government authorities to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 August 2018.

The purpose of this report is to meet the CSRFF criteria, by outlining the submissions received for projects within the City for this current funding round, and seek Council's support for the proposed rating and ranking of the applications, prior to forwarding to DSR for final consideration.

BACKGROUND

The DLGSC administers the CSRFF program, with the purpose of providing State Government financial assistance to Local Government Authorities and local community groups (up to one third of the total capital cost), to develop well-planned facilities for sport and recreation.

Small Grant Applications must be submitted to DLGSC from Local Government Authorities by the end of March and August each year. In 2018/2019 the maximum total project cost for the Small Grant Round is \$5,000 to \$200,000 (excluding GST).

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSC has developed "Key Principles of Facility Provision" criteria. Accordingly, each submission is to be assessed against those criteria and Local Government Authorities are required to rate and prioritise local submissions using the following guide:

RATE	DESCRIPTION
A	Well planned and needed by the municipality
B	Well planned and needed by the applicant
C	Needed by the municipality, more planning required
D	Needed by the applicant, more planning required
E	Idea has merit, more preliminary work needed
F	Not recommended

Applications for the current funding round closed on Monday, 24 July 2018, with prioritised applications to be forwarded the South West Office of Sport and Recreation no later than 31 August 2018.

During September to November 2018, applications will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Local Government, Sport and Cultural Industries. Funds for successful applications will become available around December 2018/January 2019.

One application was received for the winter small grants round as follows:

1. *Busselton Croquet Club – Construction of third croquet green. (Churchill Park, Portion of Lot 410, corner Brown Street and Kent Street, Busselton)*

STATUTORY ENVIRONMENT

Nil

RELEVANT PLANS AND POLICIES

The officer's recommendation is aligned to the Social Plan 2015-2025. A key goal of this plan is to "create needed, quality, sustainable recreation and leisure facilities and services for our community."

FINANCIAL IMPLICATIONS

The CSRFF application for the development of a third croquet green project has a total cost of \$132,272 (ex GST). This includes \$22,000 for the old clubroom/shed demolition. The City's contribution towards this project is a third of the total project cost, i.e. \$44,091. The City has allocated funds in the 2018/19 budget towards this project. The Club would be required to contribute one third of the cost which would include in-kind labour.

Contribution towards Project	Cost ex GST
Applicant Cash	44,090
City - Busselton Croquet Club – 3 rd green budget allocation	44,091
CSRFF grant application	44,091
Total Project Cost	132,272

It should be noted that the Busselton Croquet CSRFF application seeks a commitment of \$68,000 from the City towards the project, which was based on the original amount that Council had allocated in the LTFP. Since this figure was determined, revised costings have reduced the cost to all parties involved.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

This matter aligns with the City of Busselton Strategic Community Plan 2017 and principally with the following key goal area and community objective:

Community – Welcoming, friendly and healthy

- 1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.

RISK ASSESSMENT

An assessment of the potential risks of implementing the Officers recommendation was undertaken, and as a result, no risks were as 'medium' or above were identified.

CONSULTATION

Consultation has taken place between Officers of the City and staff from the DLGSC in regards to the funding submission received and application to be submitted by the City. Consultation has also taken place between City Officers assessing the application and the Busselton Croquet Club.

OFFICER COMMENT

One application from the Busselton Croquet Club for a third croquet green has been received for consideration in the current round of funding. The project has a total cost of \$132,272 (ex GST). The City is contributing \$44,091 towards the project, the Club is requesting \$44,091 of funding from DLGSC and the club is contributing \$44,090.

This project consists of the following components:

- Removal/demolition of the old clubhouse
- Realignment of two greens
- Creation of a new 3rd green
- Removal of turf from the existing greens (2)
- Upgrading of the 3 greens to a consistent playing surface
- Installation of a new reticulation system

The application for funding is to meet the growing membership of the Club. The club membership has grown by 50% in the past 5 years.

For a number of years, the City and the Croquet Club have been in discussions regarding their need for additional greens and suitable clubrooms to accommodate their growing membership. In 2017, the City acquired a transportable building which was relocated to Churchill Park. The placement of the transportable provided scope for the future expansion of the playing greens.

The third green is essential to meet the current growth trends in the sport and is supported by the State Sporting Association.

In order to fit three greens into the land available, the existing greens have had to be realigned. The realignment will need extra land and the leases with the BCC and the Bowling Club will need to be surrendered and new leases entered into to reflect the change in tenure. This is the subject of a separate report to Council included on this agenda.

To have a consistent playing surface, the existing greens will need to be excavated with new greens developed and grassed. Also included in the project is the removal of the existing old clubrooms.

CONCLUSION

The application received for the 2018/19 CSRFF Small Grants funding round shows sound reasoning and justification. It is recommended that this project be assessed as a 'high' priority and that it is rated (B) Well planned and needed by the applicant and a number one priority for consideration in this round.

OPTIONS

Council could decide not to support the BCC application received for the 2018/19 CSRFF Small Grants funding.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

DLGSC will be advised in writing of the Council's decision prior to the end of August 2018 when the full contents of the application are forwarded to their regional office in Bunbury.

OFFICER RECOMMENDATION

That the Council resolves to support the submission of an application for the Busselton Croquet Club - Development of third croquet green - to the Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund, and rates the application as a priority 'B' project, rank number 1.



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$200,000 to be acquitted by 15 June 2019

You <u>MUST</u> discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.		
All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.		
DLGSC Contact: Troy Jones	Date: 11/05/2018	Office: Bunbury

Applicant's Details:

Organisation Name:	Busselton Croquet Club Inc				
Postal Address:	PO Box 1138				
Suburb:	Busselton	State:	WA	Postcode:	6280
Street Address:	cnr Kent & Brown Streets				
Suburb:	Busselton	State:	WA	Postcode:	6280

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Allan Simons	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Grants Co-ordinator		
Business Phone:		Facsimile:	
Mobile Phone:	0417 974105	Email:	allansimons@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 76 815 918 264
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: * 1002456
Bank details:	Bank: Bendigo	BSB: 633 000 A/c: 160 228 425

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Pam Glossop	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Club Development Officer		
Business Phone:	9781 1756	Facsimile:	
Mobile Phone:	0400 208 768	Email:	pam.glossop@busselton.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Busselton Croquet Greens Upgrade	
Project Description: <p>The Busselton Croquet Club currently has 2 greens and with the increase in membership over the past 5 years, a 3rd green is needed.</p> <p>Background:</p> <p>The BCC has been in discussion with Council for a number of years to increase the number of playing greens from 2 to 3 and to invest in a new club room. At one stage there were discussion to relocate the croquet with the Busselton Tennis Club on the Busselton foreshore but this did not come to fruition.</p> <p>In 2017, the City of Busselton gifted the BCC a demountable building for the purpose of a club room as the existing club room was old and had asbestos linings. This provided the club with the opportunity to realign and build a 3rd playing green. Whilst the new club room was a gift, the club has had considerable expense in making the building compliant for public use. This has now been completed.</p> <p>With the club room completed, it has become possible to realign the 2 existing greens and add a new green.</p> <p>This project is for:</p> <ul style="list-style-type: none"> • Removal/demolition of the old clubhouse • Realignment of two greens • Create a new 3rd green • Removal of turf from the existing greens (2) • Upgrade the 3 greens to a consistent playing surface • Install a new reticulation system <p>The Croquet Club has engaged a specialist turf consultant to manage the delivery of the project.</p>	
How did you establish a need for your project? <p>Growth of our club has been the major contributor for the need for a 3rd green with the club growing by 50% in the past 5 years.</p> <p>To play our sport, there is a maximum of 8 players on a green for competition purposes. This means that with 2 greens we can only have 16 players at any one time. With a membership of 68, this places demands on the available space. A 3rd green will address this constraint.</p> <p>We serve a large regional area and have been identified as the largest regional club in Western Australia. The State croquet team often comes to our club for State training.</p> <p>We need to attract more croquet players and continue to grow our sport. Like Bowls, croquet is perceived as an older persons sport but the reality is the younger players are now taking a keen interest to participate.</p> <p>We need to attract more regional and state events and also interstate and international events and this is not possible with 2 greens.</p> <p>With a 3rd green, we can continue to grow our membership, host events and also venture into the corporate market by offering corporate events. We will also be able to offer schools the opportunity to use our facilities as a part of the school curriculum.</p> <p>The existing reticulation system is aged and has issues with effective watering and this project allows for an upgrade to the system.</p> <p>With the increase in membership and events, it will make the club more financially sustainable.</p>	
What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? <p>There is a croquet Club in Dunsborough (1 green) and a club in Bunbury but any amalgamations with these clubs was not considered viable.</p> <p>When scoping the project, we did consider doing repairs to the existing greens and building a new 3rd green but this would have resulted in issues with the turf (inconsistency in playing surface) and an ineffective reticulation system.</p> <p>To not add an additional green would prohibit the growth of our sport.</p>	
Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? <p>Maintenance costs are relatively minimal. The increase will be more than offset by additional player fees as project life will be approximately 25 years.</p>	
Project location:	Cnr Kent & Brown Streets, Busselton, WA

Land ownership:	Who owns the land on which your facility will be located? City of Busselton Lease Expiry (if applicable): Council Report recommendation is 5 years + 5 years (2028)		
Planning approvals	To be applied for	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes	No <input checked="" type="checkbox"/>	___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Reticulation Plan – part of project scope			
How will your project increase physical activity?			
As our project is for additional playing space it will have a direct impact on increasing physical activity. With a 3 rd green we will have more members playing regularly and for longer periods of time with better fixturing and training opportunities. We will be programming for, "Come and Try" days, Juniors through local schools, increased membership, Corporate days. We will attract more regional and state events and continue to work with our State Sporting Association to encourage the State team to come and train at our venue.			
Do you share your facility with other groups? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, who:			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Busselton Croquet Club	100	Tue 5; Wed 4; Thu 5; Fri 3; Sat 4

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2015/16	2016/17	2017/18
54	57	68

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

What is the name of the State Sporting Association for your activity/sport?	
Croquet West	
Have you discussed your project with your State Sporting Association?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Janine McHardy	Date of contact: Various occasions. She visited 17/6/18

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	Jan 19
Preparation of tender/quotes for the major works contract	Jan 19
Issuing of tender for major works	Feb19
Signing of major works contract	Feb 19
Site works commence	Feb 19
Construction of project starts	Feb 19
Project 50% complete	Mar 19
Project Completed	Mar 19
Project hand over and acquittal	Jun19

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

No – we have a project plan to suit time of year which will make the most out of the growing season. At that time the project will be (shovel ready)

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Allan Simons

Position Held: Grants Co-ordinator

Signature: 

Date: 31/7/18

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

Grants up to \$66,666:

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Removal of road & sub base Removal of old club house Removal of existing turf & re-instate with screened sand Laser Levelling Kerbing	38713	42584	BCP Contracting
Engage and finalise reticulation plans Trenching & reticulation installed Organic compost and turf supply & install Verti-mow and cut down Apply maintenance package	72685	79954	Total Horticulture Services
Remove & relocate barrier fencing	591	650	Outside Influence
Organic/microbial applications	2,700	2970	Adam Davey Consulting
Project Manager	11,284	12412	Adam Davey Consulting
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	125,973	138,570	
Cost escalation	6,299	6,929	<i>Please explain amount used 5%</i>
a) Total project expenditure	132,272	145,499	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	68000	74800	LGA cash and in-kind	Y	Included in Council Budget
Applicant cash	20181	22199	Organisation's cash	Y	Bank statements attached
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	44,091	48,500	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	132,272	145,499	<i>This should equal project expenditure as listed on the previous page</i>		
<p>REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</p>					
<p>The Croquet Club has applied to the City for a self-supporting loan of up to \$30k should the funding request be reduced. As the project has been fully scoped, there are no components that can be revised. The removal of the building has to be done by contractors as it has asbestos.</p>					

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: City of Busselton
Name of Applicant: Busselton Croquet Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	1 of 2 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	A Building Permit Approval and Development Application are still to be approved but have been discussed with the City Planning Department

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The City has its \$68k included in the 18/19 budget and this funding has been included in the Long Term Financial Plan. The City's funding is conditional upon successful funding from CSRFF towards the project.

2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

This project is financially viable. The club has been working with the City for 2 years for this project along with the upgrade of the new club rooms. The Club has engaged a turf consultant to ensure the quality of the project is of a very high standard and will have a long term life span. The club has an excellent history of being financially responsible and the City supports the club in its endeavours to grow. Should there be any shortfalls, the City will work with the club and as advised, the club has applied for a \$30k self-supporting loan to cover any shortfalls for unforeseen circumstances.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

The BCC has been working closely with the City for the past 2 years in developing the upgrade to its pavilion and planning for a 3rd playing green. The club has a strong administration and committee and is fully committed to this project. Should funding be successful, the club will be ready for an immediate build.

The City has recently upgraded the power supply into Churchill park to service the Croquet and Bowling Club to the value of \$25,055.

In 2017, the City "gifted" a demountable and arranged for the relocation to the current site. This was done as a solution to find a new home for the Croquet Club as their current club rooms were old and asbestos ridden. When the new building was transported to the new site, there were a number of other issues encountered such as removal of some peppy trees and making the building compliant to meet public health standards. This resulted in costs to the Croquet Club amounting to \$88409 of which the City of Busselton provided \$31165 through the Community Bids Process and the club contributed through donations and voluntary labour \$6930. The club had a cash outlay of \$51256 towards this project.

The City of Busselton has made a financial contribution to the Busselton Croquet Club of \$66081 towards the development of the club rooms and is extremely supportive of the initiative to lay a 3rd playing green. The BCC has been working closely with the Busselton Bowling Club as there is a change in lease boundaries required to implement the changes.

This club through a thorough planning process is ranked as the City of Busselton number 1 priority.

Signed



Position Club Development
Officer

Date

31/7/18





Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 31 August 2018**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES



16. FINANCE AND CORPORATE SERVICES REPORT

16.1 PROPOSED AMENDMENT TO THE BUSSELTON BOWLING CLUB AND THE BUSSELTON CROQUET CLUB LEASE BOUNDARIES TO ACCOMMODATE PLAYING GREENS FOR CROQUET CLUB

SUBJECT INDEX:	Agreements and Contracts
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Property Services
REPORTING OFFICER:	Property Coordinator - Ann Strang
AUTHORISING OFFICER:	Manager Legal and Property Services - Martyn Cavanagh
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A PLAN SHOWING CURRENT LEASED BOUNDARIES   Attachment B PLAN SHOWING PROPOSED LEASED BOUNDARIES  

PRÉCIS

The Busselton Croquet Club Inc. (Croquet Club) and the Busselton Bowling Club (Bowling Club) both lease a portion of land on Churchill Park, being Lot 410 Adelaide Street, Busselton. The two leased areas share one common boundary.

The Croquet Club are seeking to redevelop their playing greens to accommodate a third green. To do so, a portion of land which is currently leased to the Bowling Club is required. This would involve an adjustment to the common boundary for both leases. The Croquet Club are in the process of applying for funding from the Department of Local Government, Sport & Cultural Industries (DLGSCI) and for this to be considered security of tenure of the land is required.

The purpose of this report is to inform Council of the consultation undertaken with the Bowling Club and to seek Council's endorsement to amend both parties leased boundaries which will require their existing leases to be surrendered and new leases entered into.

BACKGROUND

Churchill Park, is the subject of a Crown Grant in Trust with the City for the purposes of Recreation. Churchill Park has been used by community and sporting groups since 1942 and is currently used year round as a multi-purpose venue. The park is generally available for community use with only selected areas subject to leases. The Croquet Club, Bowling Club, Busselton Harness Racing Club, Southern Districts Agricultural Society and Busselton City F.C. (formerly the Busselton Soccer Club Inc.) all have a leasehold interest in certain parts of the land. All leases were granted so as to expire simultaneously; thus allowing for the use of the overall site, at that expiry time, to be considered on a holistic basis. The leases are due to expire on the 21 August 2029.

Croquet Club

For a number of years, the City and the Croquet Club have been in discussions regarding their needs for additional greens and suitable clubrooms to accommodate their growing membership. In 2017, the City acquired a transportable building which was relocated to Churchill Park. The placement of the transportable provided scope for future expansion of playing greens.

As the transportable was located outside the Croquet Club's leased area a report was presented to Council in August 2017, seeking approval to grant a new lease to the Croquet Club to include this additional parcel of land.

The Council resolved (C1708/191) to surrender the Croquet Club's lease and simultaneously enter into a new lease for the revised area as shown outlined in red on Attachment A. The expiry date was to coincide with the term of their existing lease, therefore a new lease was offered for a term of just under 12 years, expiring 21 August 2029.

The Croquet Club are now keen to secure funding for a third green. To be considered they must have security of tenure over the land. The additional land that they require is outside their existing leased premises. The land they require, is shown stippled red on Attachment B. The greater part of this, approximately 300m², is presently part of the land leased to the Bowling Club, which is shown as the area bounded in green on Attachment A.

Bowling Club

In August 2009, the Council resolved (C0908/293) to enter into a new lease with the Bowling Club. The term of the lease was to be for 10 years with a further 10 year option. The first term is due to expire on the 21 August 2019 and the club have indicated that they intend to exercise their option, therefore the lease will expire on the 21 August 2029. The lease includes the greens, clubrooms and car parking within the fenced boundary.

To effect the proposed changes to the existing leased boundaries, it is necessary for both the Bowling Club and the Croquet Club to surrender their existing leases and simultaneously enter into new leases of the revised areas. The terms and conditions of the proposed new leases are detailed in the Officer Recommendation section of this report.

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 which requires giving local public notice when disposing of property. There are exemptions to this process under Regulation 30 (2)(b) (i) and (ii) of the Local Government (Functions & General) Regulations which states "disposal of land to incorporated bodies with objects of benevolent, cultural, educational or similar nature and the members of which are not enlisted to receive any pecuniary profit from the body's transactions, are exempt from the advertising and tender requirements of section 3.58 of the Local Government Act". The constitutions of both the Croquet Club and the Bowling Club are such that this exemption applies.

The land occupied by both parties is Lot 410 Adelaide Street, Busselton on Deposited Plan 216960, Volume 1850 and Folio 572. In 1989 the land, formerly Reserve 629 was transferred from the Crown to the City in fee simple as a Crown Grant in Trust, subject to conditions regarding use of the land. The transfer restricts the use of the land to 'Recreation' and, under Section 75(5) of the Land Administration Act 1997, consent of the Minister for Lands is required for any lease on this land

RELEVANT PLANS AND POLICIES

The recommendation to enter into a lease with the Croquet Club and the Bowling Club is generally consistent with the principles of the Leases of City Land and Buildings Policy, adopted by Council on 27 July 2016. The lease term is however proposed to be consistent with all other current leasehold interests on Churchill Park.

FINANCIAL IMPLICATIONS

Croquet Club

In 2017, when the Croquet Club surrendered their lease and entered into a new lease it was recommended that the rent commence at \$205 per annum inclusive of GST and that the rent be reviewed annually by CPI. Effective from 1 July 2018, rent applied to community and sporting groups is \$220.00 per annum and the City has introduced a new rent review process whereby the annual rent will increase by \$5.00 on each anniversary (all amounts are inclusive of GST) as opposed to CPI, alleviating the laborious administrative process of these reviews. It is recommended that this rental amount and review process is applied to the Croquet Club in the new lease.

Bowling Club

When the lease with the Bowling Club was entered into, the annual rent charged to community and sporting groups leasing City owned and managed land was \$150.00 per annum. Further there was no annual rent review as part of standard lease terms. As the Bowling Club is being asked to relinquish a portion of their leased premises for the duration of their existing lease, it is proposed that the terms and conditions of their existing lease remain the same, meaning the annual rent applied will remain at \$150 per annum.

There would be no other financial implication in relation to the leases, as both parties would remain responsible for all outgoings and the costs of managing and maintaining their leased premises.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

The officer recommendation is consistent with Key Goal Area 1 of the City's Strategic Community Plan 2017 and specifically the Community Objective 1.3 - A community with access to a range of cultural and art, social and recreational facilities and experiences.

RISK ASSESSMENT

There are no identified risks assessed as being of a medium or greater level associated with the Officer recommendation, with the recommendation serving to mitigate the risks associated with there not being a lease in place if the Croquet Club are successful with their grant application.

CONSULTATION

City staff consulted with the Bowling Club and the Croquet Club regarding the proposed changes to the leased boundaries. Whilst both parties are keen to see the area developed and improved, there has been some concerns raised by the Bowling Club. The Bowling Club have written to the City in support of the redevelopment but have asked that they are compensated in some way. They would like to be offered a longer term lease. Detail on their request is provided in the Officer Comment section of this report.

OFFICER COMMENT

The Croquet Club are seeking funding through the Community Sport and Recreation Facilities Fund (CSRFF) to redevelop their third green. A report rating and prioritising the CSRFF submissions is being presented to Council on this same agenda. Should the Council support the Croquet Club's submission, the Croquet Club will need to be able provide evidence that they will have security of tenure over this land.

To accommodate this, the Bowling Club will have to relinquish approximately 300m² of their existing leased area. This area includes 7 car parking bays and a portion of the driveway. Whilst the City acknowledges this, last year a 56 bay public car park was constructed adjoining the Bowling Club in anticipation of the future growth and expansion needs of the users of the park. This City initiative has significantly improved the parking logistics of the site for the users. Additionally, the City has allocated funds in this financial year's budget to upgrade the existing carpark within the Bowling Club leased area. Approximately 8 car parking bays may be lost during this reconfiguration as the existing car park does not meet current standards, it will however reduce the clubs risks associated the current compact layout.

The Kent Street entrance driveway to the Bowling Club leased premises would be affected by the boundary changes, and would no longer be accessible. The Bowling Club do not have an issue with this but would prefer that the remainder of the land between both clubs greens is retained in their leased premises for their future use. The Bowling Club have advised that if they undergo a redevelopment of their greens in the future, there may be a need to utilise some of this area.

The proposed changes to the leased areas will require both the Bowling Club and the Croquet Club's existing lease to be surrendered and new leases to be entered into.

As mentioned, the Bowling Club support the redevelopment however they would like to be compensated with a longer term lease, their preference is a 20 year term. This longer term is not consistent with the recent resolutions of Council relating to Churchill Park. Churchill Park will form part of the strategic review of the City's sporting facilities and by committing to a longer term lease this will reduce our ability to make minor changes to the leased boundaries if necessary. It is therefore recommended that the expiry of the lease remains the same, being 21 August 2019.

The Bowling Club's current lease restricts the use of their premises to activities associated with their Association objectives. The Bowling Club have requested that the permitted use of the Premises under a new lease allow them to offer other Churchill Park users and like-minded organisations the opportunity to use their clubrooms. While supported, conditions are recommended in the lease limiting the hire to be incidental to the primary purpose of the lease. Additionally the Bowling Club are to ensure that their insurance covers such use.

As per the Financial Implications section of this report, it is recommended that the Bowling Club's rent remain the same as their current lease. However, as the Croquet Club are benefiting from this transaction, it is proposed that the rent currently charged to sporting and community groups be applied. In 2029, when the leases expire, the City could then reconsider the provisions of the leases on Churchill Pak such as the rent, rent reviews and the term.

Other than the variations mentioned above, it is proposed that all other terms and conditions of both clubs existing lease remain the same, including that they are to remain responsible for maintenance obligations of the leased area.

CONCLUSION

It is recommended that Council resolve to enter into a deed of surrender with the Bowling Club, the surrender would be conditional on the Croquet Club receiving suitable grant funding to construct their third green. If the Croquet Club are successful the City would then finalise the surrender with the Croquet Club and enter into a new leases with both clubs.

OPTIONS

It is anticipated that the current leases would be surrendered and new leases executed by all parties prior to the construction of the new croquet greens. Should the Croquet Club be unsuccessful with their application then the leases will remain the same until such time that the project is ready to proceed.

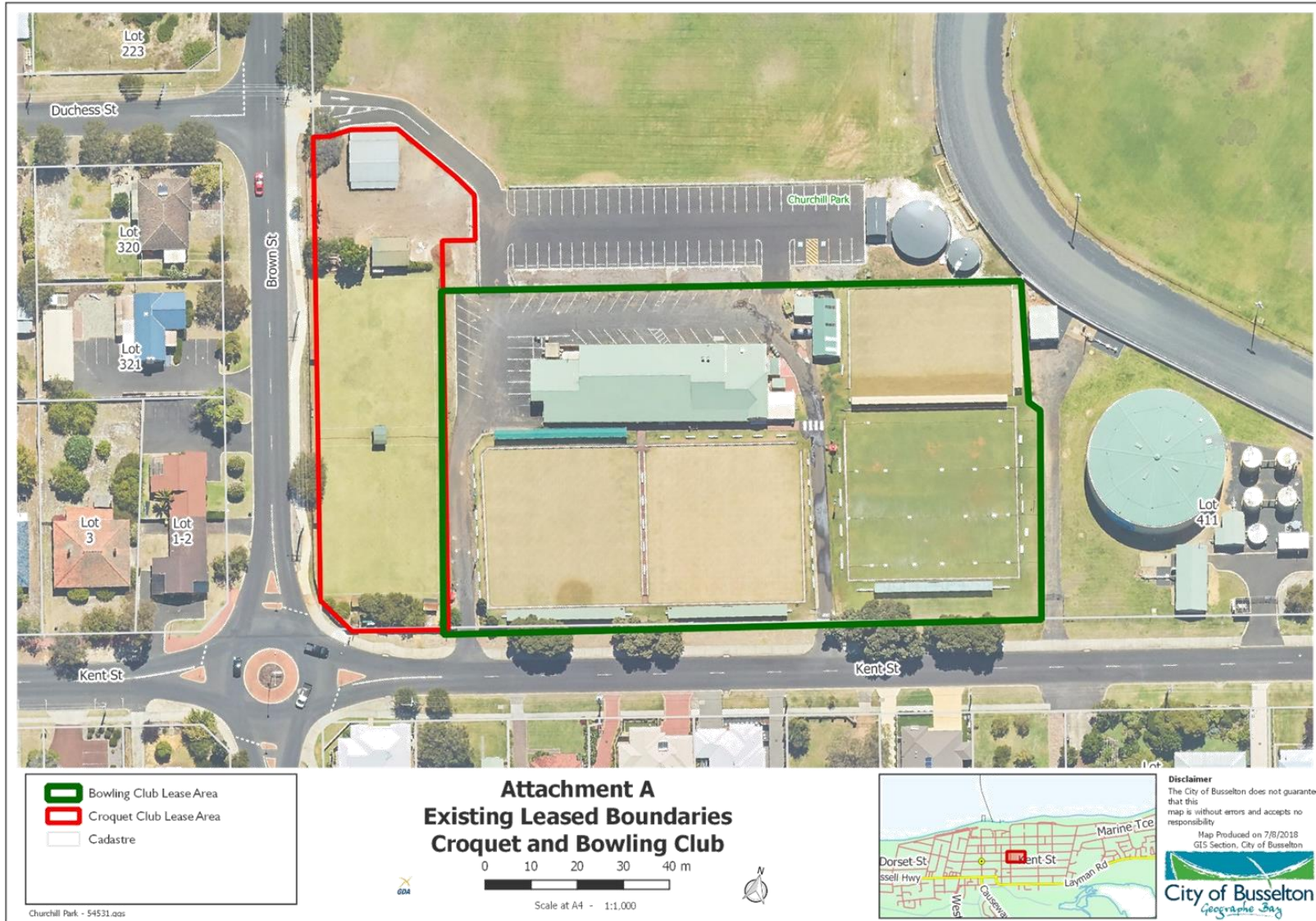
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

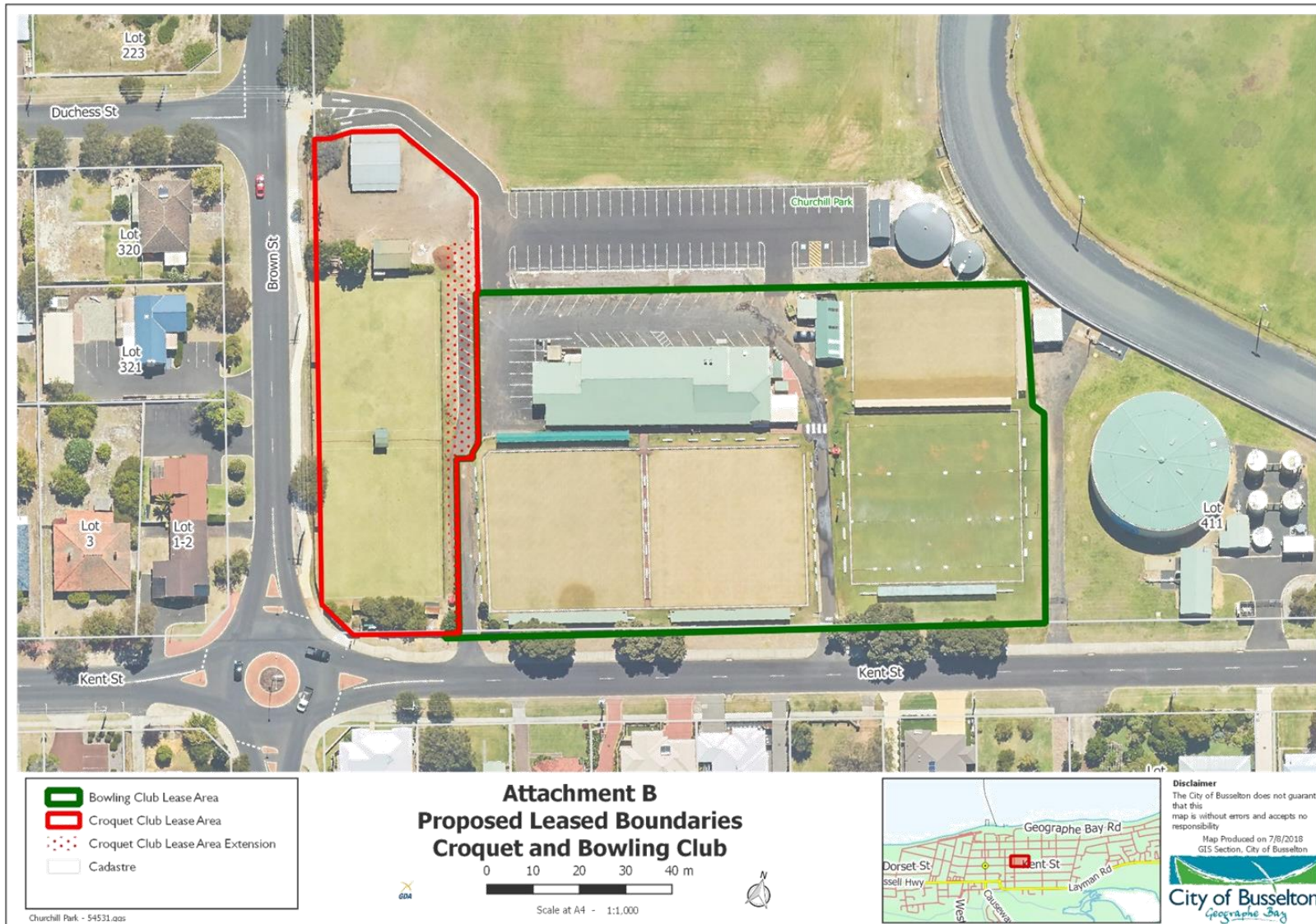
The current leases would be surrendered and new leases executed by all parties prior to the construction of the new croquet greens. Should the Croquet Club be unsuccessful with their application then the leases will remain the same until such time that the project is ready to proceed.

OFFICER RECOMMENDATION







That the Council:

1. Enter into a deed of surrender of the current lease between the City of Busselton and the Busselton Bowling Club Inc., conditional on the Busselton Croquet Club Inc. obtaining sufficient grant funding to redevelop three croquet greens and a new lease being entered into in accordance with conditions stated in part (2).
2. Subject to part (1), enter into a lease, subject to the consent of the Minister for Lands, with the Busselton Bowling Club Inc. for a portion of Lot 410, Deposited Plan 216960, Volume 1850, Folio 572, 78 Adelaide Street Busselton, as shown outlined green on Attachment B, on the following terms:
 - a) The term of the lease will commence on the surrender of the existing lease and expire on 21 August 2029;
 - b) The rent to commence at \$150.00 inclusive of GST per annum;
 - c) The permitted use will allow the Tenant to hire the Premises to other sporting and community groups, with hire to be incidental to the primary purpose of the lease. Additionally the Bowling Club are to ensure that their insurance covers such use; and
 - d) The City's costs associated with the surrender of the existing lease and with the preparation of the new lease to be met by the City; and
 - e) Other terms to be consistent with the City's standard community group lease.
3. Subject to part (1) accept the surrender of the current lease between the City of Busselton and the Busselton Croquet Club Inc, subject to a new lease being entered into in accordance with part (4).
4. Subject to part (1), enter into a lease, subject to the consent of the Minister for Lands, with the Busselton Croquet Club Inc. for a portion of Lot 410, Deposited Plan 216960, Volume 1850, Folio 572, 78 Adelaide Street Busselton, as shown outlined red on Attachment B, on the following terms:
 - a) The term of the lease will commence on the surrender of the existing lease and expire on 21 August 2029;
 - b) The rent to commence at \$220.00 inclusive of GST per annum and increased annually by \$5.00 inclusive of GST; and
 - c) Other terms to be consistent with the City's standard community group lease.





16.2 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillor's Information
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Administration Officer - Governance - Kate Dudley
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications received by the City between 16 July, 2018 and 31 July, 2018  
	Attachment B Planning Applications determined by the City between 16 July, 2018 and 31 July, 2018  
	Attachment C Meelup Regional Park Management Committee  

PRÉCIS

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

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

INFORMATION BULLETIN

16.2.1 Planning & Development Services Statistics

Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 16 July, 2018 and 31 July, 2018. A total of 55 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 July, 2018 and 31 July, 2018. A total of 39 applications (including subdivision referrals) were determined by the City during this period with 39 approved / supported and 0 refused / not supported.

16.2.2 2017/2018 TENDERS

RFT24/17 PROVISION OF TRAFFIC MANAGEMENT SERVICES

PQS02/18 PROVISION OF TRAFFIC MANAGEMENT SERVICES – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

Council resolved on 11 April 2018 to decline to accept any tender on the basis that the tenders received did not present best value for money. Council requested the CEO establish a panel of pre-qualified suppliers for the provision of traffic management services to the City pursuant to Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996* and the City's Purchasing Policy.

Pursuant to a Request for Applications to Join a Panel of Pre-Qualified Suppliers (PQS) which closed on 31 July 2018 the City received applications from 6 applicants. In accordance with delegation LG3M the CEO has authority to establish the panel and to decide which applications to accept. It is expected that evaluation of these applications will be completed and a recommendation report submitted with the CEO in September 2018.

PQS01/18 SUPPLY OF QUARRY PRODUCTS – REQUEST FOR APPLICATIONS TO JOIN A PANEL OF PRE-QUALIFIED SUPPLIERS

The City of Busselton requested applications to join a panel of pre-qualified suppliers (PQS) for the provision of quarry products to the City. The PQS was advertised on 21 April 2018 with a closing date of 8 May 2018. A total of 7 applications were received. In accordance with delegation LG3M the CEO has authority to appoint applicants to be part of a panel of pre-qualified suppliers. It is anticipated that the evaluation will be completed and a recommendation report made to the CEO in August 2018.

RFT08/18 SUPPLY OF SOILS AND MULCH

The City of Busselton invited tenders for the supply and delivery of soils and mulch within the City of Busselton. The tender was advertised on 9 June 2018 with a closing date of 26 June 2018. A total of 4 tenders were received. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2018.

RFT09/18 PROVENCE ESTATE LANDSCAPE MAINTENANCE

The City of Busselton invited tenders for the provision of maintenance services for 4 landscaped public open spaces located at Provence Estate (excluding trees, medians and roundabouts). The tender was advertised on 30 June 2018 with a closing date of 17 July 2018. A total of 5 tenders were received. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2018.

RFT10/18 PROVISION OF EQUIPMENT FINANCE LEASE FOR COMPUTER DESKTOP REPLACEMENT PROGRAM

The City of Busselton invited tenders for the provision of an equipment finance lease for the City's Computer Desktop Replacement Program. The tender was advertised on 16 June 2018 with a closing date of 2 July 2018. A total of 5 tenders were received. Pursuant to Council Resolution C1802/019 the CEO is authorised to procure the funding for the City of Busselton Desktop Computer Replacement Program subject to various conditions, including that the contract value is not to exceed \$700,000. The evaluation has been completed and a contract awarded by the CEO under delegated authority to Maia Financial Pty Ltd.

RFT11/18 TURF MAINTENANCE SERVICES

The City of Busselton invited tenders for the provision of turf maintenance services to the City of Busselton, including maintaining healthy turf grass on broadacre sites such as playing fields and other public open spaces. The tender was advertised on 30 June 2018 with a closing date of 26 July 2018. A total of 3 tenders were received. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2018.

RFT12/18 CONSTRUCTION OF BUSSELTON TENNIS CLUBHOUSE

The City of Busselton invited tenders for the construction of the Busselton Tennis Club Clubhouse. The tender was advertised on 14 July 2018 with a closing date of 7 August 2018. A total of 7 tenders were received. The value of the contract will exceed the CEO's delegated authority and it is anticipated that a recommendation report will be presented to Council in September 2018.

RFT13/18 PROVISION OF GYM EQUIPMENT FOR GEOGRAPHE LEISURE CENTRE, BUSSELTON

The City of Busselton invited tenders for the provision and maintenance of gym equipment, including software and the removal of existing equipment at the Geographe Leisure Centre, Busselton. The tender was advertised on 4 August 2018 with a closing date of 21 August 2018. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in September 2018.

16.2.3 Meelup Regional Park Management Committee

Attachment C shows the informal meeting notes for the Meelup Regional Park Management Committee meeting held on Monday, 30 July 2018.

OFFICER RECOMMENDATION

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

- [16.2.1 Planning & Development Services Statistics](#)
- [16.2.2 2017/2018 TENDERS](#)
- [16.2.3 Meelup Regional Park Management Committee](#)

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
DA18/0494	'Change of Use' from Outbuilding to Ancillary Dwelling (Modified Building Envelope)	11 Waterlily Cove~EAGLE BAY WA 6281	Lot 121 PLAN 18346	16/07/2018	0	Ross Charles Sweet & Loris Elizabeth Sweet	Ross Charles Sweet, Loris Elizabeth Sweet	18
DA18/0497	Retrospective Over-height Outbuilding	18A Rosemary Drive~BUSSELTON WA 6280	Lot 33 DIAGRAM 40052	16/07/2018	8000	Benn Achilles	Benn Achilles	20
DA18/0512	Extension to Existing Tourist Unit	4/4 Lecaille Court~DUNSBOROUGH WA 6281	Lot 4 STPLN 34995	16/07/2018	250000	Kevin David O'Sullivan	Site Architecture Studio	19
DA18/0498	Change of Use - From Holiday Home to Bed & Breakfast	57 Cornerstone Way~QUEDJINUP WA 6281	Lot 6 PLAN 74289	17/07/2018	0	Sean Alexander De Souza & Denise Linda May De Souza	Sean Alexander De Souza, Denise Linda May De Souza	15
DA18/0499	Ancillary Dwelling and Major Renovation (Landscape Value Area)	25 Mack Place~YALLINGUP WA 6282	Lot 29 PLAN 21026	17/07/2018	150000	David John Devenish & Roslyn Myris Devenish	David John Devenish, Roslyn Myris Devenish	19
DA18/0500	Additions to Existing Grouped Dwelling	4/4 Lecaille Court~DUNSBOROUGH WA 6281	Lot 4 STPLN 34995	17/07/2018	250000	Kevin David O'Sullivan	Site Architecture Studio	0
DA18/0501	'Change of Use' to Holiday Home (Single House) Increase to 12 People	36 Peppermint Drive~DUNSBOROUGH WA 6281	Lot 270 PLAN 8579	17/07/2018	0	J & S Langer Properties Pty Ltd	J & S Langer Properties Pty Ltd	10
DA18/0502	Signage	115 Bussell Highway~WEST BUSSELTON WA 6280	Lot 73 DIAGRAM 25159	17/07/2018	2900	Telemed Pty Ltd	Jigsaw Signs and Print	0

Applications Received Report								
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DA18/0514	Single House (Port Geographe Development Area)	17 Headstay Cove~GEOGRAPHE WA 6280	Lot 26 PLAN 57392	17/07/2018	1000000	Stephen Wall	Veens Design Group	7
DA18/0503	Single House (Landscape Value)	25 Mackerel Avenue~KEALY WA 6280	Lot 1110 PLAN 401651	18/07/2018	0	Margaret Skinner & David Michael Francis Skinner	Margaret Skinner, David Michael Francis Skinner	1
DA18/0504	'Change of Use' to Holiday Home (Single House) 8 people	4 Casselton Loop~GEOGRAPHE WA 6280	Lot 206 PLAN 60330	18/07/2018	0	Trevor John Bovell & Leonie Jane Bovell	Trevor John Bovell, Leonie Jane Bovell	15
DA18/0524	Single House (R-Codes Variation)	25 Curtis Street~DUNSBOROUGH WA 6281	Lot 1 PLAN 24804	18/07/2018	350000	Tegan Janine Patterson & Travis Hughan Patterson	Ustyle Homes	9
DA18/0505	R-Codes Variation Single House	41 Serpentine Bend~YALYALUP WA 6280	Lot 51 PLAN 407789	19/07/2018	222613	Connor John Oliver & Rachel Jane Hutchins	Home Group WA South West Pty Ltd	12
DA18/0507	Holiday Home (Single House) Increase numbers to 10 people	6 Nicholas Court~DUNSBOROUGH WA 6281	Lot 78 PLAN 7393	19/07/2018	0	Gary James Battle & Deborah Maree Battle	Gary James Battle, Deborah Maree Battle	15
DA18/0518	Chalet *Application Double Up*	2/4072 Caves Road~WILYABRUP WA 6280	Lot 2 STPLN 30305	19/07/2018	340000	Evan Jonathon Watts	AK Homes Construction	7
DA18/0508	Relocation of Light Pole Signage	170 Bussell Highway~WEST BUSSELTON WA 6280	Lot 1 DIAGRAM 80514	20/07/2018	6000	Lawrence Newton Price & June Adrienne Price	Allan John Price	0
DA18/0519	Chalet	18/3599 Caves Road~WILYABRUP WA 6280	Lot 18 SSPLN 54729	20/07/2018	460000	Miem Pty Ltd	Tectonics Building Design	12

Applications Received Report								
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Development Applications								
DA18/0521	Ancillary Accommodation (Reduced Rear Setback)	12 Lenamont Court~DUNSBOROUGH WA 6281	Lot 61 PLAN 19168	20/07/2018	18000	Stephen Hooyberg & Gloria Patricia Ross	Tony Stephen Lotze	6
DA18/0522	Chalet	5/3599 Caves Road~WILYABRUP WA 6280	Lot 5 SSPLN 54729	20/07/2018	460000	Miem Pty Ltd	Tectonics Building Design	11
DA18/0509	Retrospective Application for Existing Sites in Caravan Park	8113 Bussell Highway~METRICUP WA 6280	Lot No:109 & 1	23/07/2018	147	Robert John Saunders	Robert John Saunders, Julie Helen Saunders	11
DA18/0513	Relocated Building Envelope	Chapman Hill Road~CHAPMAN HILL WA 6280	Lot 73 PLAN 401187	23/07/2018	0	Gregory John Spencer & Leanne Betty Spencer	Leanne Betty Spencer, Gregory John Spencer	14
DA18/0526	Cellar Door Sales	571 Vasse-Yallingup Siding Road~MARYBROOK WA 6280	Lot 90 PLAN 57758	23/07/2018	300000	Hann Earth Services Pty Ltd atf The Hann Instalment Warrant Trust	David Hann	4
DA18/0511	Patio & Alfresco Kitchen Extension in a Landscape Value Area	123 O'Byrne Road~QUINDALUP WA 6281	Lot 74 PLAN 43323	24/07/2018	20000	Yennub Pty Ltd	Clayton John Lindley Naked Architecture	8
DA18/0534	Single House (Landscape Value Area)	206 Quedjinup Drive~QUEDJINUP WA 6281	Lot 1 PLAN 409135	24/07/2018	500000	Matthew Allen Levitzke & Merinda Levitzke	Nori-Lynn Mouz	12
DA18/0515	Extensive Renovation to a Single House (Special Character Area)	68 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 1 PLAN 5135	25/07/2018	750000	Denis Ronald Criddle	Paul Meschiati and Associates Building Designers and Planners	11

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
DA18/0516	Holiday Home (6 Person)	13 Gibney Street~DUNSBOROUGH WA 6281	Lot 1 STPLN 16740	25/07/2018	0	Greenleyon Pty Ltd ATFT B & D Leyonhjelm Family Trust	JHY (WA) PTY LTD	0
DA18/0517	Chalet	2/4072 Caves Road~WILYABRUP WA 6280	Lot 2 STPLN 30305	25/07/2018	340000	Evan Jonathon Watts	AK Homes Construction	0
DA18/0544	Additions to a Single House (Special Character Area)	23 Hammond Road~YALLINGUP WA 6282	Lot 202 DIAGRAM 96586	25/07/2018	100000	Arthur Lindsay Phillips & Jasmine Beth Phillips	Mark Webster Design	6
DA18/0546	'Change of Use' to Holiday Home (Single House) 6 People	351 Marine Terrace~GEOGRAPHE WA 6280	Lot 45 DIAGRAM 41564	25/07/2018	0	Busso By The Sea Pty Ltd	Darren Gordon Thompson	10
DA18/0520	'Change of Use' to Bed and Breakfast	4 Rose Street~BROADWATER WA 6280	Lot 27 PLAN 7178	26/07/2018	10000	David Christopher Mildon	David Christopher Mildon	11
DA18/0523	Single House (Landscape Value Area)	Sainsbury Loop~YALLINGUP WA 6282	Lot 67 PLAN 36375	26/07/2018	300000	Jason Caine Mant & Sarah Elizabeth Mant	Jason Caine Mant, Sarah Elizabeth Mant	1
DA18/0538	Over Height and Over Sized Outbuilding (In Aggregate)	83 Adelaide Street~BUSSELTON WA 6280	Lot 2 DIAGRAM 13671	26/07/2018	24000	Robert Bertram Nelson & Robyn Anne Nelson	Busselton Sheds Plus	9
DA18/0545	Outbuilding (Reduced Setback)	8 Dalemoor Way~WEST BUSSELTON WA 6280	Lot 423 PLAN 400537	26/07/2018	12000	Bradley Mark William Dean & Dayle Wendy Dean	Busselton Sheds Plus	9
DA18/0547	Holiday Home (Single House) - 12 People	119 Bussell Highway~WEST BUSSELTON WA 6280	Lot 62 DIAGRAM 20875	26/07/2018	0	Ramon Clive Shortland & Esther Kahurangi Shortland	Ramon Clive Shortland, Esther Kahurangi Shortland	8

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
DA18/0552	Change of Use - Managers Residence to Short Stay Accommodation	76/12 Little Colin Street~BROADWATER WA 6280	Lot 59 STPLN 40537	26/07/2018	0	Moselle Holdings Pty Ltd	Moselle Holdings Pty Ltd	11
DA18/0510	Holiday Home (Single House) - 10 people	12 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 3 PLAN 410556	30/07/2018	0	Mobile Enterprises WA Pty Ltd	Mobile Enterprises WA Pty Ltd	7
DA18/0529	Modified Building Envelope	Caves Road~MARYBROOK WA 6280	Lot 63 PLAN 43694	30/07/2018	0	Gregory Michael Craig & Tracie Michelle Bishop	Gregory Michael Craig, Tracie Michelle Bishop	6
DA18/0530	Modified Building Envelope (Landscape Value Area)	228 Lagoon Drive~YALLINGUP WA 6282	Lot 6 PLAN 24227	30/07/2018	19000	Megan Anne Kosieradzki & Michael Richard Kosieradzki	Megan Anne Kosieradzki, Michael Richard Kosieradzki	6
DA18/0531	Holiday Home	12 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 3 PLAN 410556	30/07/2018	0	Mobile Enterprises WA Pty Ltd	Mobile Enterprises WA Pty Ltd	0
DA18/0532	Solid Front Wall for Strata Units	1/264 Bussell Highway~WEST BUSSELTON WA 6280	Lot 1 SSPLN 58494	30/07/2018	5000	G & T Investments WA Pty Ltd	G & T Investments WA Pty Ltd	0
DA18/0533	R-Codes Approval (Outbuilding with reduced setback)	37 Reynolds Street~WEST BUSSELTON WA 6280	Lot 10 DIAGRAM 36745	30/07/2018	19500	Phillip Warrick Lyon & Tracy Anne Passfield	Busseton Sheds Plus	0
DA18/0535	'Change of Use' to Tavern	1/1172 Wildwood Road~YALLINGUP SIDING WA 6282	Lot 1 SSPLN 46398	31/07/2018	0	Danny Julius Gruenthal, Corinne Edith Gruenthal, Darryn Langmaid Gruenthal	Darryn Langmaid Gruenthal	5

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
DA18/0536	Extension to Oversized Outbuilding	605 Bussell Highway~BROADWATER WA 6280	Lot 43 SSPLN 54628	31/07/2018	17000	The Owners of Strata Plan 54628	The Owners of Strata Plan 54628, Bellcourt Strata Management Pty Ltd, Sheds Down South	0
DA18/0537	R-Code Variation (Outbuilding with Reduced Setbacks)	35 Harbeck Drive~KEALY WA 6280	Lot 1402 PLAN 407112	31/07/2018	11000	Lynette Helen Kelly & John Kelly	Busselton Sheds Plus	0
DA18/0539	Oversized Outbuilding	66 Morava Drive~AMBERGATE WA 6280	Lot 45 PLAN 400531	31/07/2018	55000	David Alister Crisp & Sara Robin Skjoldborg-Chapple	Busselton Sheds Plus	0
DA18/0540	'Change of Use' to Holiday Home (Single House) 6 people	60 Kinross Loop~QUINDALUP WA 6281	Lot 248 PLAN 68461	31/07/2018	0	Aln Schmidt	Aln Schmidt	4
DA18/0541	'Change of Use' to Holiday Home (Single House) 12 people	12 Powell Court~WEST BUSSELTON WA 6280	Lot 28 PLAN 10434	31/07/2018	0	Peter John Lloyd & Samantha Haworth	Peter John Lloyd, Samantha Haworth	0
DA18/0542	5 Chalet Development and Managers Residence	61 Caudalie Way~QUINDALUP WA 6281	Lot 40 PLAN 41369	31/07/2018	500000	Amy Karin Molloy & Shannon Thomas Leslie O'Donohue	Tim Korovesi (Town Planning Consultant)	0
DA18/0543	Single House (Reduced Front Setback)	12 Oceanbrook Close~DUNSBOROUGH WA 6281	Lot 221 PLAN 21526	31/07/2018	500000	Edward Christopher Spark & Barbara Jane Spark	Space Light Order	4
DA18/0549	Outbuilding (Landscape Value Area)	3 Willanup Rise~DUNSBOROUGH WA 6281	Lot 55 PLAN 21159	31/07/2018	19935	Sharron Catherine Furnival & John William Moore	CR Design Solutions	3
DA18/0553	Outbuilding with Reduced Setback (Landscape Value Area)	397 Biddle Road~QUEDJINUP WA 6281	Lot 22 PLAN 412666	31/07/2018	9129	Jennifer Anne Lucas & Douglas Joseph Lucas	CPR Outdoor Centre	6

Applications Received Report								
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Application Received Date</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>	<i>Clock Days</i>
Development Applications								
WAPC18/0023	Amalgamation - Lot 124 & 600 Prince Street Busselton	30 Kent Street**BUSSELTON WA 6280	Lots 600 D100731 & Lot 3 DP 406424	16/07/2018	0	Trust Co Australia Ltd	WA Planning Commission	23
WAPC18/0024	Three Lot Survey-Strata	11 Harnett Street**BROADWATER WA 6280	Lot 101 PLAN 62555	16/07/2018	0	Peter John Cannon	Western Australian Planning Commission (WAPC)	23
WAPC18/0026	Form 24 (Strata Plan 76685) 9 Lots	1701 Wildwood Road**YALLINGUP WA 6282	Lot 41 PLAN 44272	16/07/2018	0	AGL Property Investments Pty Ltd	Thompson Surveying Consultants	23
WAPC18/0025	2 x Lot Subdivision for Road Widening	76 Strelly Street**BUSSELTON WA 6280	Lot 2 DIAGRAM 30213	24/07/2018	0	Jacki Pty Ltd	Western Australian Planning Commission (WAPC)	15

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0263	Oversized Outbuilding (Landscape Value Area)	117 Kinross Loop~QUINDALUP WA 6281	Lot 238 PLAN 68461	16/07/2018	Approved	79	23000	Daniel Lindsay Cocker	Daniel Lindsay Cocker
DA18/0409	Bed and Breakfast	10A Cuthbert Street~ABBEEY WA 6280	Lot 51 PLAN 55438	17/07/2018	Approved	34	0	Terrence John Beaton & Maureen Gayle Beaton	Terrence John Beaton, Maureen Gayle Beaton
DA18/0441	R-Codes Variation - Rear Verandah	5 Cormorant Court~DUNSBOROUGH WA 6281	Lot 160 DIAGRAM 83863	18/07/2018	Approved	0	12000	Dominic Joseph Day & Sarah Louise Day	Dominic Joseph Day, Sarah Louise Day
DA18/0503	Single House (Landscape Value)	25 Mackerel Avenue~KEALY WA 6280	Lot 1110 PLAN 401651	18/07/2018	Approved	1	0	Margaret Skinner & David Michael Francis Skinner	Margaret Skinner, David Michael Francis Skinner
DA18/0414	Single House (Landscape Value Area) and Conversion of Existing House to Rural Workers Dwelling	2588 Caves Road~YALLINGUP WA 6282	Lot 2 DIAGRAM 43399	18/07/2018	Approved	13	343958	Fopar Nominees Pty Ltd	WA Country Builders Pty Ltd - Busseton
DA18/0425	'Change of Use' to Holiday Home (Single House) 8 People	130 Wisteria Drive~QUINDALUP WA 6281	Lot 6 DIAGRAM 95269	18/07/2018	Approved	23	0	Mark Ros & Chantelle Yvette De La Haye	Mark Ros, Chantelle Yvette De La Haye
DA18/0445	Relocated Building Envelope to Accommodate an Outbuilding	72 St Andrews Lane~AMBERGATE WA 6280	Lot 32 PLAN 12893	18/07/2018	Approved	2	20000	Craig Ronald Wall	Busseton Sheds Plus
DA18/0424	'Change of Use' to Holiday Home (Single House) 8 People	22A Chapman Street~DUNSBOROUGH WA 6281	Lot 11 PLAN 51789	18/07/2018	Approved	20	0	Ann Marie Hickey	Ann Marie Hickey

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0450	'Change of Use' to Holiday Home (Single house) 4 People	10 Hovea Crescent~WEST BUSSELTON WA 6280	Lot 65 DIAGRAM 33139	18/07/2018	Approved	14	0	David George Mclean	David George Mclean
DA18/0355	Single House (Boundary Wall within Front Setback Area)	50 Diamante Boulevard~DUNSBOROUGH WA 6281	Lot 1585 PLAN 412045	18/07/2018	Approved	56	349015	Andrew James Kelly & Charlene Lucy Margaret Spencer	Dale Alcock Homes South West Pty Ltd
DA18/0415	Retaining Wall (Port Geographe Development Area)	16 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 5 PLAN 410556	19/07/2018	Approved	9	10000	Vicki Michelle Newell	Vicki Michelle Newell
DA18/0421	R-Code Variation - Boundary Wall	5 Waterville Road~DUNSBOROUGH WA 6281	Lot 103 PLAN 405106	19/07/2018	Approved	23	268772	Craig Daniel Radford & Shelley Jane Radford	Dale Alcock Homes South West Pty Ltd
DA18/0277	Over-height Single House & Ancillary Accommodation (Landscape Value Area)	91 Vintners Drive~QUINDALUP WA 6281	Lot 101 PLAN 66320	19/07/2018	Approved	9	3500000	Maidment Bridge Farm Investments Pty Ltd	Theo Mathews Architect
DA18/0462	Garden Room Addition (R-Codes Variation)	4 Coates Street~BROADWATER WA 6280	Lot 57 DIAGRAM 37565	20/07/2018	Approved	9	27000	James Bruce Douglas & Renskje Douglas	SCB Property Solutions Pty Ltd
DA18/0440	'Change of Use' to Holiday Home (Single House) 8 people	25 Keel Retreat~GEOGRAPHE WA 6280	Lot 650 DIAGRAM 98853	20/07/2018	Approved	17	0	Kin Mun Robert Lee	Kin Mun Robert Lee
DA18/0439	Single House - R-Codes Variation (reduced rear setback to garage boundary wall)	19 Currawong Drive~BROADWATER WA 6280	Lot 304 PLAN 44210	20/07/2018	Approved	22	275160	Teresa Joy Parham	Home Group WA South West Pty Ltd

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0416	Patio Addition to Single House (Reduced Setback)	15 Morwong Street~KEALY WA 6280	Lot 1334 PLAN 407112	20/07/2018	Approved	22	8195	Ross Geoffrey Rutherford & Sally Anne Rutherford	Mick Strange Carpentry
DA18/0406	Outbuilding and Water Tank (Landscape Value Area)	2/4072 Caves Road~WILYABRUP WA 6280	Lot 2 STPLN 30305	20/07/2018	Approved	35	40000	Evan Jonathon Watts	Evan Jonathon Watts
DA17/0705	Private Recreation (Adventure Playground)	1710 Caves Road~DUNSBOROUGH WA 6281	Lot 111 PLAN 230892	23/07/2018	Approved	291	400000	Santino Nominees Pty Ltd & Crossgold Pty Ltd	Paul Edmund Martin
DA17/0114	Overheight Outbuilding and Modified Building Envelope (Landscape Value Area)	Cornerstone Way~QUEDJINUP WA 6281	Lot 14 PLAN 74289	23/07/2018	Approved	456	850000	Jessica Anne Driscoll	Jessica Anne Driscoll
DA18/0411	'Change of Use' to Holiday Home (Single House) 10 people	22 Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 15 DIAGRAM 44695	24/07/2018	Approved	33	0	Richard William Leslie Gallagher & Kristen Bree Gallagher	Richard William Leslie Gallagher, Kristen Bree Gallagher
DA17/0997	Extension to Existing Winery and Cellar Door	299 Tom Cullity Drive~WILYABRUP WA 6280	Lot 31 PLAN 46641	24/07/2018	Approved	17	550000	Peter Lindsay Thompson & Andrea Jane Thompson	Innovest Construction Pty Ltd
DA18/0401	'Change of Use' to Holiday Home (Single House) 6 People	7 Heron Place~WEST BUSSELTON WA 6280	Lot 239 PLAN 13358	24/07/2018	Approved	7	0	Jane Elizabeth Chambers	Jane Elizabeth Chambers
DA18/0036	Guesthouse - Additional Room for Guest Use	7 Brown Street~BUSSELTON WA 6280	Lot 5 DIAGRAM 35031	24/07/2018	Approved	26	0	GESP Investments Pty Ltd	Emily Jane Bateman, Paul Bateman

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA17/0504	Home Business (Picture Framing Workshop)	8 Sandpiper Cove~BROADWATER WA 6280	Lot 77 PLAN 17306	24/07/2018	Approved	378	20000	Phillip Lindsay Hollett & Lesley Frances Hollett	Phillip Lindsay Hollett, Lesley Frances Hollett
DA18/0461	Retrospective Alfresco Area for Single Dwelling (Landscape Value Area & Special Character Area)	71 Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 313 PLAN 55023	24/07/2018	Approved	11	5000	Roger Nigel Gilmour	Roger Nigel Gilmour
DA18/0299	Incidental Development (Front Fence)	21 Amiro Street~DUNSBOROUGH WA 6281	Lot 97 PLAN 42929	25/07/2018	Approved	85	4000	Josette Howard-Fallas & Stephen Graeme Howard	Josette Howard-Fallas, Stephen Graeme Howard
DA18/0459	One Group Dwelling	23 Capstan Place~GEOGRAPHE WA 6280	Lot 7 SSPLN 74194	25/07/2018	Approved	15	165183	Gillian Helen Mullen	Tangent Nominees Pty Ltd
DA18/0143	Change of use to Showrooms including modification and additions to existing building	81-93 West Street~BUSSELTON WA 6280	Lot 100 PLAN 30070	26/07/2018	Approved	49	1500000	Loudi Developments Pty Ltd AS Trustee for the Loudi Development Trust	Lou Di Virgilio Designs
DA18/0474	Outbuilding (Landscape Value Area)	31 Koopin Place~QUEDJINUP WA 6281	Lot 29 PLAN 13139	26/07/2018	Approved	18	15226	John Patrick Winkle & Sandra Dale Winkle	The Shed Company Busseton
DA18/0395	Change of Use - Professional Consulting Rooms	2/28 Faure Lane~DUNSBOROUGH WA 6281	Lot 2 STPLN 53299	26/07/2018	Approved	45	100000	Louise Kristy Marques & Eduardo Vinicius Marques	Torquay Health Collective

Applications Determined Report									
<i>Application Number</i>	<i>Description</i>	<i>Primary Property Address</i>	<i>Primary Property Legal Desc</i>	<i>Applic Determined Date</i>	<i>Application Determined Result</i>	<i>Clock Days</i>	<i>Estimated Cost</i>	<i>Primary Property Owners</i>	<i>Applicant Name</i>
Development Applications									
DA18/0453	Modified Building Envelope to Accommodate Extension to Single House	124 Sonning Loop~YALLINGUP WA 6282	Lot 72 PLAN 23573	27/07/2018	Approved	29	70000	Lance Le Kennedy & Pamela Ann Kennedy	West Coast Designs Pty Ltd
DA18/0422	Incidental Development (Entry Statement & Gates)	2024 Caves Road~NATURALISTE WA 6281	Lot 1 DIAGRAM 46451	27/07/2018	Approved	20	25000	Gwenton Park Pty Ltd	Charles Grist GN Constructions [WA] PTY LTD
DA18/0496	Single House (Reduced Rear Setback)	6 Jeffers Court~ABBEY WA 6280	Lot 127 DIAGRAM 69223	27/07/2018	Approved	9	300000	Steven Ante Sumich & Robyn Jill Sumich	Ryde Building Company Pty Ltd
DA18/0290	Reception Centre (Unenclosed Pavilion)	56 New River Ramble~WEST BUSSELTON WA 6280	Lot 1003 PLAN 405328	27/07/2018	Approved	28	60000	Delteen Pty Ltd	Delteen Pty Ltd
DA18/0092	Change of Use - Display Home Centre	2 Portage Way~GEOGRAPHE WA 6280	Lot 593 PLAN 410845	27/07/2018	Approved	9	40000	Aigle Geographe Pty Ltd	Taylor Burrell Barnett Town Planning & Design
DA17/0640	Use Not Listed (Telecommunications Facility)	7 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 3003 PLAN 19111	27/07/2018	Approved	153	250000	City of Busselton	Catalyst
DA18/0339	Three (3) Showrooms	38E Bussell Highway~WEST BUSSELTON WA 6280	Lot 174 PLAN 408348	30/07/2018	Approved	73	1500000	Realview Holdings Pty Ltd	Joe Prestipino Building Design
WAPC17/0051	Four (4) Freehold Lots	14 Balmoral Drive~QUINDALUP WA 6281	Lot 201 PLAN 68461	17/07/2018	Support	211	0	Moondust Corporation Pty Ltd	Rowe Group



Meelup Regional Park Management Committee

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Web: www.meeluppark.com

Informal Meeting- Notes

DATE: Monday 30 July 2018, commencing 10.00 am
VENUE: Dunsborough District Country Club

1. ATTENDANCE AND APOLOGIES

Attendance Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councilor John McCallum, Councilor Kelly Hicks, Mr Tony Smurthwaite, and Mr Albert Haak

Officers: Ms Tanya Gillet (Manager, Environmental Services), and Ms Kay Lehman (Meelup Environment Officer- EO)

Apologies: Mr. Damien Jones, Mr Bob Ginbey, Mrs Shirley Fisher and Mr Greg Simpson (Environmental Management Coordinator)

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. The Committee noted the June 2018 Financial Summary (**Attachment A**).

3. MEELUP VOLUNTEER UPDATE

This report covers the period 19th June to 24th July 2018. For the period, there were a total of 73.50 man-hours of volunteer involvement.

Highlight of the period was a very successful planting day at the Eagle Bay Wildlife Corridor with 18 students from the Busselton High School on Tuesday 26th June. The students are part of the school's Waalitj Kartajin Aboriginal engagement program.

Local custodians also attended the planting and passed on cultural knowledge to the students. Isaac and Wayne Webb delivered a fascinating account of the way in which Aboriginal people have been looking after the land for thousands of years and recalled many stories of their experiences in the area now known as Meelup Regional Park.

Further achievements for the period included:

- Planting at Eagle Bay foreshore and Meelup coastal trail
- Weed identification and mapping between Gannet Rock and Meelup Beach

Proposed Direction:

1. Information noted by the Committee.
2. EO to liaise with DBCA on the coordination of the rare orchid survey with volunteers.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment B**.

Proposed Direction: The Committee reviewed the action summary and agreed to include additional actions.

5. REPORTS

5.1 Monitoring of the Declared Rare Flora *Caladenia viridescens* orchid population

Natasha Moore, Flora Conservation Officer for the Department of Biodiversity, Conservation and Attractions (DBCA) discussed the proposed survey in Spring by DBCA and the Meelup volunteers of *Caladenia viridescens* orchid populations within Meelup Regional Park. DBCA want to locate as many populations as possible to collect seed for propagation by the WA Botanic Gardens at King's Park.

Proposed Direction:

1. Information noted by the Committee.
2. EO will coordinate with Natasha Moore (DBCA) and the Meelup volunteer coordinator to plan for the flora survey. EO may also liaise with the Capes Branch of the Wildflower Society if we require additional volunteers.

5.2 Meelup Beach moon viewing platform

At the 25 June MRPMC meeting, Committee members requested the following amendments to the Moon Viewing Platform Preliminary Concept Design:

- 1) Timber decking areas to be reduced where possible and timber terrace extension to be removed. It was acknowledged the decks around the trees were a good idea but should be minimised due to cost and maintenance. Modwood material to also be used instead of natural timber.
- 2) Remove or reduce the lower deck on the lower left corner and replace with planting around the base of the existing trees if possible.
- 3) Image in the top right to be removed as not really representative of the more rustic nature intended for the project.
- 4) Larger boulders to be incorporated more into the walls to break up the spaces and provide a more rugged appearance.
- 5) Show indicative location for possible future table and bench seating installations.
- 6) Provide additional staircases and widen existing to ensure adequate, easy access through the design and noting the steps (to be constructed of laterite coloured limestone blocks) can be used as seating also.

The revised Moon Viewing Platform Concept Design was presented to the Committee. Refer to **Attachment B**.

Proposed Direction:

1. Revised concept design noted by the Committee.
2. There was a concern about using crushed pea gravel which may not be a suitable substrate for bare feet in a beach environment. Other potential alternatives will be discussed with Emerge Associates.

5.3 Gourmet Escape 2018- Castle Bay

The Gourmet Escape event is scheduled from Friday 16th November to Sunday 18th November 2018 at Castle Bay Beach. The event series is a festival of dining, wines and produce.

Gourmet Escape is proposing to increase their numbers from 260 per session to 300 per session. This year they are only planning on having 6 sessions not 7 sessions. There will be no session on the Thursday evening, just Friday – Sunday (lunch & dinner).

This will mean less people overall (it was 1,820 max last year) now it will be 1800 people, but with an increase of 40 per session. All other arrangements remain the same as previous years including set up in the Castle Bay carpark, public access to the beach and shuttle buses from Meelup Carpark.

Proposed Direction:

1. Information noted by the Committee.
2. EO to check on the fees to be paid by the operator of the Gourmet Escape 2018.

5.4 NRM Stewardship Grant

An action from the June 2018 MRPMC meeting was to arrange a meeting with interested Committee members to discuss project options for the State NRM Stewardship Grant. This meeting was held on 11th July 2018 and included discussion on research proposals outlined in the *Meelup Regional Park Research Proposal 2014-2014 (Shedley, 2014)*.

The City of Busselton and the Meelup Regional Park Management Committee are proposing to apply for the following project detailed below.

Title: Managing key threats to biodiversity values of Meelup Regional Park

Summary: Protection of biodiversity values with Meelup Regional Park is a key objective of the Meelup Regional Park Management Committee and the City of Busselton.

This project will enable the management of recognised key threatening processes to the Park's conservation values including the impacts of feral animals, weeds, and fire on Threatened and Priority flora, fire sensitive vegetation communities and Threatened and Priority fauna. These threats will be managed through the coordination with adjoining landholders on feral animal control, strategic weed control and the production of an Ecological Fire Management Plan.

Refer to **Attachment C** for background on the proposed grant project.

Proposed Direction:

1. Information noted by the Committee.

5.5 Memorandum of Understanding (MOU) City of Busselton and the Friends of Meelup Regional Park Inc.

The Friends of Meelup Regional Park are finalising the details in the MOU between the Friends and City of Busselton. The draft MOU is attached for your information.

Refer to **Attachment D-** Memorandum of Understanding (MOU) City of Busselton and the Friends of Meelup Regional Park Inc.

The Friends of Meelup Regional Park will be finalising the MOU at their next scheduled meeting. The Launch of the Friends of Meelup could be included in the Committee' 25th year celebration scheduled for Sunday 16th September 2018.

Proposed Direction:

1. Information noted by the Committee.

6. Late Items

6.1 Meelup Regional Park Management Plan

A draft of the Meelup Regional Park Management Plan is scheduled to be presented to the Committee in September 2018.

Proposed Direction:

1. Information noted by the Committee.

6.2 Pedestrian signs

Committee members requested that pedestrian crossing signs be installed at the two walk crossings along the coastal trail at Point Piquet and at the Lookout trail crossing. It was also discussed if traffic calming methods could be investigated at these sites. An example was the use of line crossings painted on the road used by the City of Fremantle.

Proposed Direction:

Pedestrian crossing signs to be installed at the two walk crossings along the coastal trail at Point Piquet and at the Lookout trail crossing.

7.0 NEXT MEETING

The next informal meeting of the Committee will be held on the 27 August 2018, commencing 10.00am at the Dunsborough District Country Club.

ATTACHMENT B - ACTION TABLE (Post 30 July 2018 Meeting)

Subject	Action	Date of Committee Decision	Progress/Comments	Completed
Weed and Feral Animal Issues- Proposed Meeting of Neighbours	To engage with adjoining rural landholders on weed and feral animal management in the area delineated in the attached map.	25/06/2018	Meeting held with Nature Conservation Margaret River (NCMR) for a coordinated approach to arum lily weed control in the Capes region. The City of Busselton are proposing to partner with NCMR in a NRM Stewardship Grant application to deliver this project. Liaison with adjoining landholders will be undertaken on other priority weeds to be controlled. Funding for a 50% contribution for feral animal control on adjoining land has been included in the proposed NRM Stewardship Grant. There have been discussions with a feral animal control contractor on this work.	
Meelup Beach moon viewing platform	The revised concept plan to be presented to the Committee.	25/06/2018	Presented at July 2018 meeting	Done
Feral Animal Control Program	A copy of the feral animal control presentation to be emailed to Committee members.	25/06/2018	Emailed to Committee.	Done
Grant Opportunity	A meeting to discuss project options for the NRM Community Stewardship Program Grant to be scheduled for Wednesday 11th July 2018 at 10am at Bob Jarvis's residence.	25/06/2018	Meeting held 11th July 2018. Refer to Agenda item for details of proposed grant.	Done
Car Rally Trail- Gravel Pit Rehabilitation	For the contractor that installed the coir logs in the former gravel pit on the Car Rally Trail to be engaged to complete the task.	25/06/2018		
Volunteer Activities	1. EO to liaise with DBCA on the coordination of the rare orchid survey with volunteers. 2. Mr Tony Smurthwaite offered to do a geological presentation to the Meelup volunteers on Plate Tectonics. This will be scheduled with the Volunteer Coordinator.	25/06/2018	DBCA officer, Natasha Morre is presenting at the July 2018 Committee meeting. Plate Tectonic presentation by Tony Smurthwaite is booked in for Tuesday 21 August at 9am for the volunteers at the Dunsborough District Country Club.	Done
Liaison with the Margaret River Busselton Tourism Association	EO to contact the MRBTA to arrange a staff visit to Meelup Regional Park. Presiding member, Mr. Bob Jarvis will make a presentation to the group.	28/05/2018	Booked in for 23 August with MRBTA and Bob Jarvis	Done
Meelup Regional Park Committee- 25 th Year Celebration	1. As part of the celebrations, a Wildflower Walk has been scheduled for Sunday 16 September and a BBQ lunch at Meelup Beach for Sunday 21 October 2018. 2. Invite Isaac Webb or Josh Whiteland to lead a tour in the Park on indigenous culture.	28/05/2018	EO has discussed leading a tour with Isaac Webb. The 25th Celebrations needs a working group to progress this event. Shirley Fisher and Tony Smurthwaite can assist with arrangements for the celebration	
Training and Employment of Indigenous Rangers	1. Potential partnership projects to be investigated. 2. Invite a representative from the South West Indigenous Ranger Program to outline the benefits of the South West Indigenous Ranger Program at a future Committee meeting.	28/05/2018	EO meeting with Undulup Association 8 August 2018	
Survey of Soil Erosion and Track Maintenance	1. EO to further investigate the use of chemical treatments for the hardening of trails surfaces. 2. That the use of 3G network for the remote monitoring of proposed rain gauge stations in the Park be investigated.	26/03/2018	Have checked what is available through Davis instruments. Needs further investigation. https://www.davisinstruments.com/	
Training and Events				
Training/Events	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics.		1. South West Environmental Snapshot, South West Catchments Council. An initiative measuring and describing the status and condition changes in the environment. Fri 27 July 2018, 4-6pm. Event details have been emailed to the Committee to RSVP.	Ongoing

17. **CHIEF EXECUTIVE OFFICER'S REPORT**
18. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
19. **URGENT BUSINESS**
20. **CONFIDENTIAL MATTERS**
21. **CLOSURE**