



Council Agenda

24 October 2018

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 24 OCTOBER 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, 24 October 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

12 October 2018

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 24 OCTOBER 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 10 October 2018 | 4 |
| 9. | RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS | 5 |
| 10. | QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION) | 5 |
| 11. | ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY..... | 5 |
| 12. | REPORTS OF COMMITTEE | 5 |
| 13. | PLANNING AND DEVELOPMENT SERVICES REPORT | 5 |
| 14. | ENGINEERING AND WORK SERVICES REPORT | 5 |
| 15. | COMMUNITY AND COMMERCIAL SERVICES REPORT | 6 |
| | 15.1 PROPOSED LEASE OF PORTION OF LOT 73 (38) PEEL TERRACE - (FORMER CHILD CARE CENTRE) TO BCCI BUSSELTON CHAMBERS COMMERCE AND INDUSTRY | 6 |
| 16. | FINANCE AND CORPORATE SERVICES REPORT | 40 |
| | 16.1 PROPOSED COUNCIL MEETING DATES 2019 | 40 |
| 17. | CHIEF EXECUTIVE OFFICERS REPORT | 48 |
| | 17.1 COUNCILLORS' INFORMATION BULLETIN | 48 |
| 18. | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 59 |
| 19. | URGENT BUSINESS..... | 59 |
| 20. | CONFIDENTIAL MATTERS | 59 |
| 21. | CLOSURE | 59 |

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Cr Carter

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 10 October 2018**

RECOMMENDATION

That the Minutes of the Council Meeting held 10 October 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

Nil

13. PLANNING AND DEVELOPMENT SERVICES REPORT

Nil

14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT**15.1 PROPOSED LEASE OF PORTION OF LOT 73 (38) PEEL TERRACE - (FORMER CHILD CARE CENTRE) TO BCCI BUSSELTON CHAMBERS COMMERCE AND INDUSTRY**

| | |
|-----------------------------|---|
| SUBJECT INDEX: | Lease |
| STRATEGIC OBJECTIVE: | A community where local business is supported and in turn drives our economy |
| BUSINESS UNIT: | Commercial Services |
| ACTIVITY UNIT: | Commercial Services |
| REPORTING OFFICER: | Economic and Business Development Coordinator - Jaylene Chambers Property Management Coordinator - Sharon Woodford-Jones |
| AUTHORISING OFFICER: | Director Finance and Corporate Services - Tony Nottle |
| VOTING REQUIREMENT: | Simple Majority |
| ATTACHMENTS: | Attachment A Business Case Including Letters of Support ↓ Attachment B Potential Extent of Leased Area ↓ |

PRÉCIS

This purpose of this report is to recommend that Council delegates authority to the Chief Executive Officer (CEO) to enter into a Memorandum of Understanding (MOU) with the Busselton Chamber of Commerce and Industry Incorporated (BCCI) concerning the use and occupation of the former Day Care Centre on a portion of lot 73 (38) Peel Terrace, (the Centre). Subject to all conditions of the MOU being satisfied, it is also recommended that Council authorise the CEO to negotiate and enter into a lease of the Centre on the terms and conditions outlined in this report.

BACKGROUND

The City of Busselton entered into a lease of the Centre with the Department for Local Government and Communities (DLAC) on 28th January 2015 which expires on 29th November 2019. Since the change of State Government the DLAC is now known as the Department of Communities, (the DOC). The premises were then sub-leased by the DOC to the Busselton Child Care Centre Incorporated. The Busselton Child Care Centre ceased operating its services and the keys of the Centre were returned to the City in September 2017.

In October 2017 the City conducted an EOI process seeking a commercial tenant for the building; this EOI process yielded no positive results.

Whilst the existing lease of the Centre is due to expire on 29 November 2019 the Department have indicated to City officers that they would be willing to surrender the lease prior to this date. The current lease requires the DOC, if instructed by the City, to remove their property, including but not limited to buildings, structures, improvements, alterations or additions at the end of the lease term. In the event of the DOC failing to remove the improvements within three months of the termination all buildings, structures, fixtures and improvements shall become or remain the property of the City.

As outlined in the Economic Development Strategy 2016-2026 there is an identified need for a business incubation, business training and meeting space in the district.

City Officers presented a proposal to Council at a briefing on 13 June 2018 for a potential lease of the Centre to the BCCI, the details of which are outlined at Attachment A. As a result of this briefing, Council suggested that BCCI prepare a business case supporting their proposal to refurbish and lease the Centre. City Officers have also engaged with various members of the business community to provide support to BCCI as possible sub tenants.

This proposal meets the following strategic objectives of the City - forging effective partnerships to grow the Busselton economy, identifying specific opportunities that will strengthen existing industry sectors and broaden the economic base, advocate for digital infrastructure hubs and facilitate local enterprise networks that support a culture of innovation and exchange of ideas. All of these objectives are supported in the Economic Development Taskforce - Implementation Plan.

Lot 73 is a land parcel of around 4.2ha with approximately 6,500m² of developable area and has in the recent past been the subject of land-use master planning to consider potential longer term options. Lot 73 includes a wetland area; Aboriginal garden; existing access/car parking; CQU building; and senior citizens centre. The master planning included options such as sub-divisions for business or community purposes and creation of further car parking bays. There are currently 21 marked bitumen parking bays, including a disabled bay. These bays are proposed to be excluded from the lease and remain as free public parking affording non-exclusive use to the BCCI and other users.

The Centre was purpose built as a child care facility and will require some renovation and refurbishment. There is a possibility that the building contains asbestos which may have to be removed and properly disposed of. Further investigations will be necessary to check the extent of the same and how this will impact the proposed modifications to the building. The BCCI have in principle support from local business members to assist with works required to make the centre fit for purpose.

Under this proposal the BCCI will have the ability to enter into sub leases at the centre which would be complimentary to the business incubation.

It is proposed that the rent charged to the BCCI would be in accordance with the local community group rate – currently \$220 per annum increasing by small increments each year. The BCCI would however be required to maintain and insure the building and cover all outgoings. It is also suggested that BCCI retain income generated from the business like activities including sub leasing in lieu of the payment of operational subsidies from the City in the future. In this way the City is providing potential funding stream to the BCCI and is showing strong support to the BCCI.

Currently BCCI rent a small office space from the Central Queensland University (CQU) who lease the former Visitor Centre building from the City. This building is also situated on Lot 73 Peel Terrace. CQU are supportive of this opportunity given the close proximity to the CQU building and the education and training linkages with the proposed new business incubator space. A copy of the letter of support from the CQU outlining the training and business benefits is attached to this report (Attachment A).

On 3 October 2018, the BCCI presented a comprehensive business case to Council, the details of which are outlined at Attachment A.

STATUTORY ENVIRONMENT

Under Regulation 30 (2) (b) (i) & (ii) of the Local Government (Functions & General) Regulations, disposal of the 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 Act. The constitution of BCCI is such that this exemption applies.

The building is located on Lot 73 Deposited Plan 49894, Volume 2630, Folio 894, Peel Terrace, Busselton. The land is owned freehold by the City of Busselton. The extent of the proposed leased area is yet to be defined but City officers recommend that the footprint is similar to that currently

leased to the DOC. It is also suggested that parking is offered on a non-exclusive basis in a similar manner as the CQU lease.

The site is zoned Business in the City's town planning scheme., In that zone 'Office', which is the use class into which the proposed use would fall is identified as a 'P' use, meaning it is a use that is permitted, provided that the standards and requirements of the town planning scheme are met. It is considered that the relevant standards and requirements would be met.

The proposal would require a change in the classification of the building under the BCA. An assessment of the minimum works required to allow that has been undertaken by the City's building surveyors and information that has been provided to BCCI. Note that as the building is on City land, an independent building surveyor would need to be engaged by BCCI to provide the necessary certificate of design compliance.

RELEVANT PLANS AND POLICIES

City of Busselton Town Planning Scheme 21

Under the City of Busselton Town Planning Scheme 21 the front section of Lot 73 (on which the CQU and the old Child Care Building are located) is currently zoned 'Business' with permitted uses including education and offices being consistent with the proposed MOU and lease to the BCCI.

The rear section of lot 73 is zoned 'Public Purpose' and is designated 'Special Control Area'.

City of Busselton Economic Development Strategy 2016-2026

Council adopted the City of Busselton Economic Development Strategy 2016-2026 (EDS) on 9 November 2016. Key Focus Areas (KFA) in the EDs include:

- KFA 4 (Regional Workforce Development): The ability of a community to supply an appropriately skilled labour force can determine the success of existing businesses and influence the attractiveness of the Busselton district for new business and industry investment. A specific strategy within the EDS is to *'facilitate the provision of a full range of education and training opportunities adopting models of innovation'*;
- KFA 2 (Business retention and expansion): Aims to support businesses that are already operating in the Busselton district, with the aim of growing the local economy from within. Its premise is that local entrepreneurs create the companies that bring new wealth and economic growth to a region in the form of jobs, increased revenues, and a vibrant local business sector.

Facilitating higher education, potentially collocated with business enterprise and support services (including training), supports both of these key focus areas for local economic development.

Leases of City Land and Buildings (Policy 248)

The purpose of this policy is to provide a framework and methodology to facilitate responsible and effective utilisation of City-owned and controlled land and buildings in a manner that achieves maximum community benefit. The Officer recommendation in this report aligns with the aims and objectives of this Policy.

FINANCIAL IMPLICATIONS

As lessee, the BCCI would be responsible for maintenance and repair of the Centre and all normal outgoings. This proposal would be in lieu of the City financially contributing towards funding BCCI on an ongoing basis and would allow the BCCI to be financially sustainable and carry out business and industry support / service operations.

The City does not plan to contribute funding towards any fit out and refurbishment of the building as this would be the responsibility of the BCCI. The City would however assist the BCCI in any grant funding application process. The BCCI is intending to apply for various grant opportunities to undertake the work required to get the operation up and running. BCCI members may also be able to contribute in kind support by way of products and services to refurbish the building.

Annual rent would be set at the community group rate of \$220 per annum as the BCCI is a not for profit organisation.

The City will also liaise with the DOC to seek a contribution of the amount that was going to be spent on the demolition on the building. If received, these funds could be allocated towards the refurbishment and fit out of the building.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are minimal effects on the Long Term Financial Plan (LTFP) resulting from the officer recommendation. The City would not fund the BCCI day to day operations moving forward.

If a lease is granted the premises will be managed and maintained at the cost of BCCI therefore there should be no additional financial implications in this regard.

STRATEGIC COMMUNITY OBJECTIVES

The proposal to enter into a lease with BCCI is consistent with Key Goal Areas 1 and 4 of the City of Busselton Strategic Community Plan 2017:

Community

1.2 A community with access to lifelong health and education opportunities

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.

RISK ASSESSMENT

Following an assessment of the potential implications, there are no risks assessed as being medium or greater associated with the Officer Recommendation. The proposal would make effective use of an unused asset by securing an anchor tenant, namely the BCCI, for the purpose aligned in the Economic Development Strategy.

The main risk is that the BCCI are unable to secure potential funding sources to refurbish and fit out the building, therefore unable to sublease space, making the project unviable. Should this occur the City would need to consider alternative uses.

CONSULTATION

No new public consultation has been undertaken. The City has previously advertised the property through an expression of interest process but this did not yield any positive results. The proposal has been approved by the Board of the BCCI who have publicly tabled this proposal to its members. Feedback from prospective sub tenants has also been sought to gauge the level of interest.

OFFICER COMMENT

The BCCI is keen to pursue the opportunity and create a central 'Business Hub' (final name to be decided) at the Centre. The proposal also provides the BCCI with a permanent base and the potential for them to become financially self-sufficient and not reliant on funding contributions from the City. It facilitates the contribution and investment in economic development throughout the Busselton / Dunsborough region.

The aim is to create a business incubator/co working space to encourage and foster entrepreneurial activity and support growing businesses. It will also provide a central location for business training and upskilling and greater linkages with the Busselton CBD and supporting entities.

The South West Development Commission is very supportive of this business incubator model and is keen to see this proposal proceed.

BCCI has provided a scoped approach for how they would manage the refurbishment and fit out of the existing building. The business case also identifies potential funding sources such as grant opportunities and an indicative financial statement showing how the operation will be viable. Included in the proposal are conceptual architectural drawings of the proposed fit out and refurbishment.

It is recommended that the City first enters into a MOU with the BCCI which will outline milestones and timeframes for the proposed funding, fit out and refurbishment of the building. It will also be indicative of the City's commitment and support for the BCCI proposal and support the grant funding opportunities the BCCI intend to pursue.

The MOU would document the intention of the parties to proceed with a lease to BCCI should the terms and conditions of the MOU be met. The proposed lease will be based for a 10 year initial lease term with an option exercisable by the BCCI for a further 10 years. In the event that milestones are not achieved the City would not execute the lease.

The proposal outlined in this report aligns with the Economic Development Strategy 2016 – 2026 facilitating a business style incubation training and meeting space. The business community has identified this type of an incubator/co working space to facilitate interaction between the private and public sector. This space would be a unique space for lifestyle entrepreneurs to come and gather, share and exchange information with the overall goal of business start-up and venture capitalists.

This proposal closely aligns with the Smart City Strategy currently being developed by the Digital and Smart City Working Group.

CONCLUSION

For all of the reasons stated in this report it is proposed that the City enter into a MOU and lease with the BCCI subject to the conditions in the recommendation.

OPTIONS

1. Council could resolve not to enter into an MOU or subsequent lease of the Centre but instead require a further expression of interest for the building;
2. Council could resolve to pursue the requirement of the DOC to demolish the building;
3. Council could resolve to carry out a public consultation process and seek ideas / interest from the community; or
4. Council could resolve to allocate funds for the refurbishment and fit out of the building and lease the building on a commercial or cost recovery basis.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

It is proposed that the MOU will be entered into by the beginning of November 2018 to support State and Federal Grant opportunities which close in that month. Commencement of the lease would coincide with availability of the funding required for refurbishment and fit out.

It is anticipated that should the BCCI receive funding they could commence the works in early 2019 and be operational by July 2019.

OFFICER RECOMMENDATION

That the Council:

- 1) Resolves to authorise the CEO to negotiate a Memorandum of Understanding (MOU) with the Busselton Chamber of Commerce and Industry Incorporated in relation to the use and occupation of the building formerly used as a day care centre situated on a portion of Lot 73 Peel Terrace on Deposited Plan 94894, Volume LR2630, Folio 894, Busselton.
- 2) Authorises the CEO to enter into a Deed of Surrender with the Department of Communities (formerly the Department of Local Government and Communities) in respect of the lease dated 28 January 2015 of the portion of land on Lot 73 Peel Terrace, Busselton on Deposited Plan 94894, Volume LR2630, Folio 894 (the former Busselton Child Care Centre).
- 3) Subject to all terms and conditions of the Memorandum of Understanding with the Busselton Chamber of Commerce and Industry having been met to the satisfaction of the CEO, authorise the CEO to negotiate and enter into a lease with the Busselton Chamber of Commerce and Industry Incorporated of a portion land on Lot 73 Peel Terrace, Busselton on Deposited Plan 94894 Volume LR2630, Folio 894 (the former Busselton Child Care Centre) as per the indicative lease plan (Attachment B), on the following terms and conditions:
 - a) The lease shall be consistent with the City's 'Leases of City Land and Buildings' (Policy 248); and
 - b) Term: 10 years (with a further 10 year option for renewal) given the significant investment to refurbish and refit out of the building.
 - c) Annual Rent: \$220 per annum increasing by \$5 per annum each year.



Busselton Business Hub

Old Busselton Childcare Centre
BCCI



Background



- Former Busselton Child Care Centre was built by the Department of Local Government and Communities.
- Economic Development Strategy identifies a need for business incubation, business training and meeting space
- Proposal to lease the building to the BCCI was presented to City of Busselton (CoB) Council in June 2018
- CoB Council have agreed to allow time for BCCI to prepare a Business Case for the proposal.

Note: This proposal has been prepared by BCCI for presentation to City of Busselton. The proposal is subject to finalisation of a number of items including cost, feasibility and agreement of terms to the mutual satisfaction of BCCI and the City of Busselton.

Objectives of Busselton Business Hub

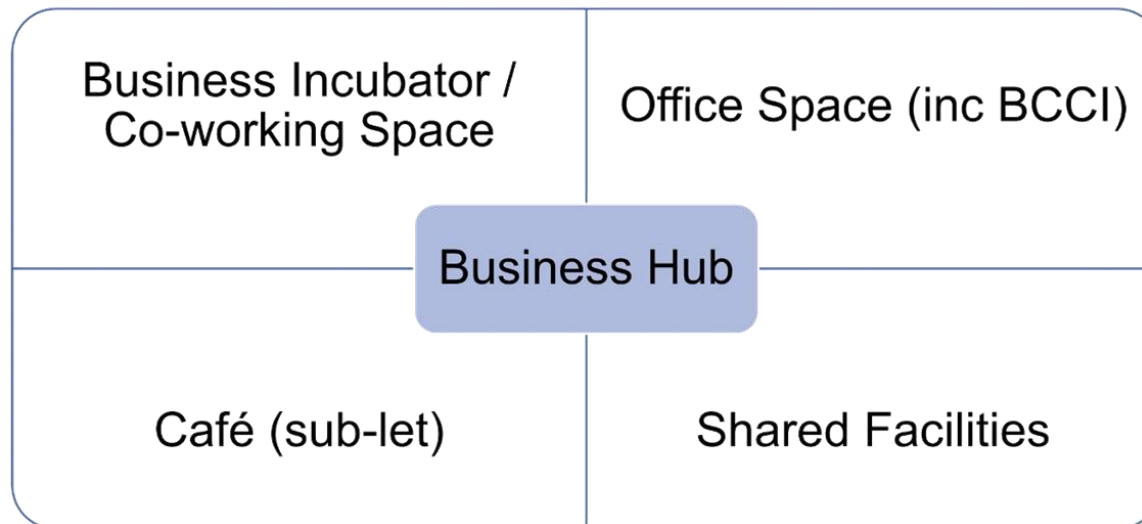


- Creation of a central 'Business Hub' to facilitate interaction between private and public sector
- Provides the BCCI with a permanent base, and the potential to become financially self sufficient. This would allow BCCI to continue reinvesting in economic development initiatives throughout the Busselton/Dunsborough region
- Creation of a Business Incubator/ Co-working space to encourage and foster entrepreneurial activity, and support growing businesses
- A central location for business training and upskilling
- Contribute to the growth and resilience of the Busselton regional economy
- Assists in linking the Busselton CBD with CQU building and CoB Administration Building & Civic Centre



Business Hub - Concept

The Business Hub will have four primary uses/spaces:



Business Hub Concept

(A) Business Incubator / Co-working Space



Designed for Freelancers, Creative or Small Business Owners

- Outgrown a home office but not ready to lease own location
- Surrounded by a network of likeminded people, rather than working at home

Objectives

- Low cost work space
- Knowledge rich community
- Commercialising new technologies
- Support start ups and small business with training in a range of skills
- Training and mentoring

Pricing (Indicative)

- Day Rate - \$20/day per person
- Hot Desk - \$200/month per person
- Permanent Desk – \$400/month per person
- Group Rate - \$800/month for up to 5 people

Offering Access To

- Creative environment with a community of inspiring professionals and small business owners
- Choice of working environment – shared or private work tables, couches
- Use of Street Address and PO Box
- Chill-out area to connect and collaborate
- Unlimited Wifi
- Central CBD location
- Phone Booths
- Meeting Room Hire (additional cost)
- Boardroom Hire (additional cost)
- Kitchen
- Printing (up to 10 pages/day included)
- Scanning and shredding
- Storage options
- Free parking

Business Hub Concept (B) Café



Objectives

The inclusion of a small Café will assist the Business Hub to foster collaboration:

- Create an attractive working ambience
- Promote informal networking
- Provide a venue for informal business meetings by external businesses
- Attract community members to the Business Hub (in particular from CQU and City of Busselton employees)

Commercial Arrangement

- Sub-lease from BCCI
- Operated by independent business
- EOI / Tender Process
- ~\$5,000 per annum rent + outgoings
- Fit out cost to be negotiated

Offering (indicative)

- Hot beverages
- Cold beverages
- Light meals (not restaurant)
- Dine in/ take away

Business Hub Concept (C) Offices



Suitable For

- BCCI Office
- Sub-lease tenants

Objectives

- Sub-lease priority will be given to tenants that can collaborate with BCCI / Business Hub community (services to small business, Govt. agencies with business focus etc)
- Medium – longer term sub-tenants providing stable income to BCCI

Commercial Arrangement

- Sub-lease from BCCI
- Exclusive locked office
- EOI / Tender Process
- ~\$7,000 – ~\$15,000 per annum + outgoings per office
- Fit out cost to be negotiated

Offering Access To

- Creative environment with a community of inspiring professionals and small business owners
- Use of Street Address and PO Box
- Chill-out area to connect and collaborate
- Unlimited Wifi
- Central CBD location
- Meeting Room Hire (additional cost)
- Boardroom Hire (additional cost)
- Kitchen
- Free parking



Refurbishment & Fit out

Approach will be to achieve an appealing, successful Business Hub that is fit for purpose, whilst keeping the cost of refurbishment/ fit out to an affordable level. Key elements of refurbishment/ fit out include:

- External Refurbishment
 - Remove fence and sheds on northern area of site to create connection with CQU building/ Peel Terrace
 - Landscape /grass site to create welcoming entrance
 - Retain some playground equipment on grassed area to create family friendly environment
- Internal Refurbishment
 - Creation of a small cafe
 - Renovate children's bathrooms to convert to regular bathrooms
 - Replace floor coverings
 - Repaint walls
 - Refurbish communal kitchen area
 - Replace lighting
- Fit out
 - Offices - Fit out offices with desks and chairs, whiteboard
 - Incubator Area - Fit out with desks, chairs, lounge area, storage lockers, co-working area
 - Meeting /Training Room – Tables, chairs, video / audio conferencing facilities
 - Electrical and communications wiring, security system, wifi etc

Note – Extent of refurbishment / fit out to align costs of work with budget



Potential Funding Sources

Refurbishment / Fit Out

Potential funding sources for the refurbishment/fit out include:

- State & Federal Government Grants, potentially including:
 - Federal – Incubator Support (Up to \$500k)
 - Federal – Stronger Communities (Up to \$20k)
- Donations of services and materials from local businesses

Future Funding

- The Business Hub is expected to be financially self funding for BCCI
- BCCI will seek and pursue funding opportunities that could assist provide additional services for BCCI members and Business Incubator members



Proposed CoB Lease Terms

- 21 Year lease
- BCCI as tenant
- Peppercorn annual rental
- Community group rates
- Lease terms and conditions consistent with other City of Busseton buildings leased to community groups



Indicative Financial Feasibility

| | | | | | Annually adj. for Occupancy |
|---------------------------------------|-------------|-------------|----------|---------|--------------------------------|
| Income | | | | | |
| Business Incubator | Number | Occupancy % | Day Rate | Monthly | |
| Daily Desk | 5 | 40% | \$ 20 | | \$ 14,600 |
| Hot Desk | 8 | 40% | | \$ 200 | \$ 7,680 |
| Permanent Desk | 12 | 40% | | \$ 300 | \$ 17,280 |
| Offices | | | | | |
| | Annual Rent | | | | |
| Office 1 | \$ 8,000 | 70% | | \$ | 5,600 |
| Office 2 | \$ 8,000 | 70% | | \$ | 5,600 |
| Office 3 | \$ 8,000 | 70% | | \$ | 5,600 |
| Office 4 | \$ 8,000 | 70% | | \$ | 5,600 |
| Café | \$ 5,000 | 70% | | \$ | 3,500 |
| Total | | | | \$ | 65,460 |
| Expenses | | | | | |
| Electricity | | | | \$ | 12,000 |
| City Rates | | | | \$ | 200 |
| Water Rates | | | | \$ | 1,000 |
| Water Consumption | | | | \$ | 2,000 |
| Building Maintenance | | | | \$ | 12,000 |
| Landscape Maintenance | | | | \$ | 6,000 |
| Sinking Fund for Future Refurbishment | | | | \$ | 10,000 |
| Other | | | | | |
| Total | | | | \$ | 43,200 |
| Net | | | | \$ | 22,260 |
| Plus rent saving for BCCI | | | | \$ | 7,000 |
| Benefit for BCCI | | | | \$ | 29,260 |

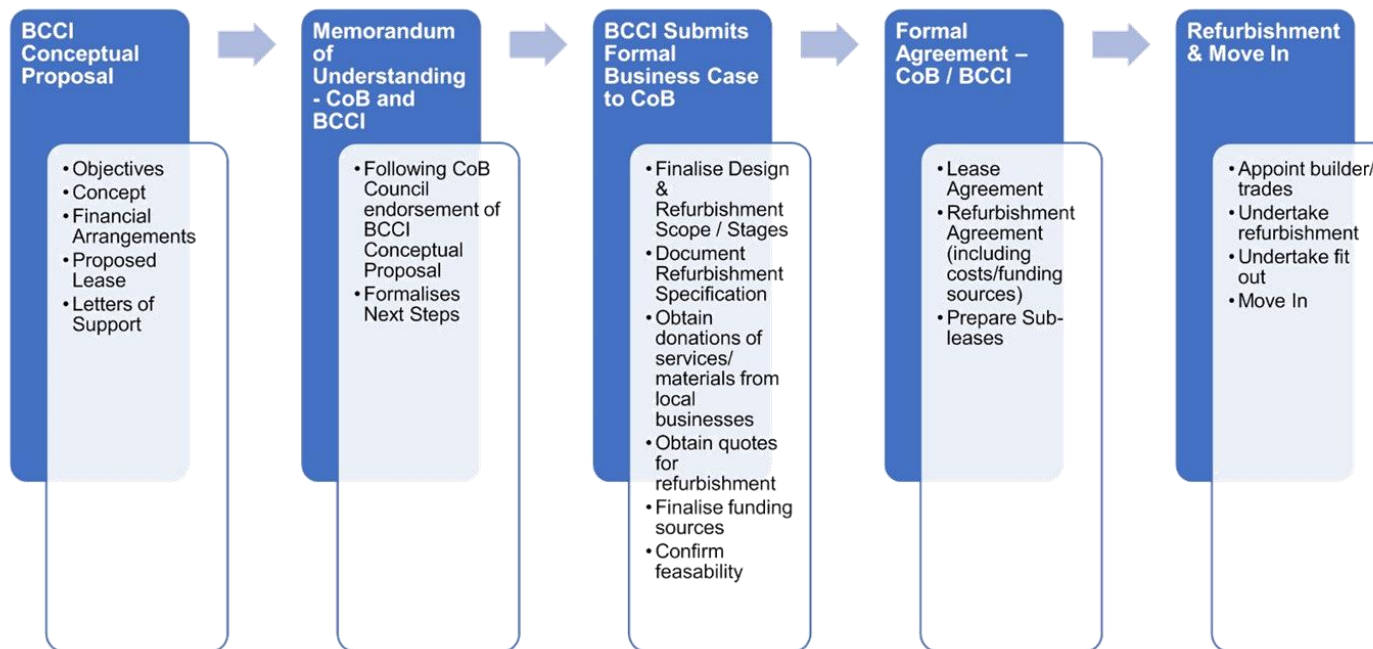
Note: The financial feasibility will be assisted if the building attracts Community Lease rates vs Commercial Lease rates.



Indicative Financial Feasibility

| Indicative Costs | |
|--|-------------------|
| External Refurbishment | |
| Remove fence and sheds on northern area of site to create connection with CQU building/ Peel Terrace | \$ 5,000 |
| Landscape /grass site to create welcoming entrance | \$ 5,000 |
| Retain / move some playground equipment on grassed area to create family friendly environment | \$ 2,000 |
| | \$ 12,000 |
| Internal Refurbishment | |
| Creation of a small cafe | \$ 15,000 |
| Renovate children's bathrooms to convert to regular bathrooms | \$ 15,000 |
| Replace floor coverings | \$ 10,000 |
| Repaint walls | \$ 10,000 |
| Refurbish communal kitchen area | \$ 5,000 |
| Replace lighting | \$ 1,000 |
| | \$ 56,000 |
| Fit out | |
| Offices - Fit out offices with desks and chairs, whiteboard | \$ 15,000 |
| Incubator Area - Fit out with desks, chairs, lounge area, storage lockers, co-working area | \$ 15,000 |
| Meeting /Training Room – Tables, chairs | \$ 5,000 |
| Electrical | \$ 15,000 |
| Communications wiring, security system, wifi etc | \$ 15,000 |
| | \$ 65,000 |
| Total | \$ 133,000 |

Next Steps



Appendix



- 1) Statement of Support BCCI Board
- 2) Letters of Support – Third Parties
- 3) Example: Co-working Space
- 4) Example: Fremantle Business Development Program
- 5) Federal Government – Incubator Support Program

1) Statement of Support BCCI/DYCCI Board



Mr Mike Archer
Chief Executive Officer
2 Southern Drive
Busseton WA 6280

31 August 2018

Dear Mike,

Re: Old Busseton Childcare Centre

Thank you for the opportunity to submit a proposal for the Old Busseton Childcare Centre.

Busseton Chamber of Commerce and Industry ("BCCI") board discussed the proposal at the 16 August 2018 board meeting and unanimously endorsed BCCI submitting a proposal to the City of Busseton. BCCI believes the proposed Busseton Business Hub creates a number of opportunities, including:

- Creation of a central 'Business Hub' to facilitate interaction between private and public sector
- Provides the BCCI with a permanent base, and the potential to become financially self-sufficient. This would allow BCCI to continue reinvesting in economic development initiatives throughout the Busseton/Dunsborough region
- Creation of a Business Incubator/ Co-working space to encourage and foster entrepreneurial activity, and support growing businesses
- A central location for business training and upskilling
- Contribute to the growth and resilience of the Busseton regional economy
- Assists in linking the Busseton CBD with CQU building and CoB Administration Building & Civic Centre

We look forward to progressing this proposal with the City of Busseton.

Sincerely,

Kyle Jackson
President
Busseton Chamber of Commerce & Industry

August 2018

15

2) Letters of Support – Third Parties



Dear Jo,

As per our previous discussions with you regarding potential premises in Busseton, in principle we are supportive of an arrangement where we would collocate with the Busseton Chamber of Commerce, Business Advisory South West and Peel see strong benefits of collaborating and providing services to businesses in the Busseton region.

Our final agreement would of course be based on reaching a suitable arrangement re rent and other conditions. We would expect to negotiate these conditions with you before signing any lease.

Thank you for the opportunity to provide this letter of support.

Kind Regards
Sana Turnock
Business Advisor



2) Letters of Support – Third Parties



Ms Jodie Richards
Chief Executive Officer
Busseton Chamber of Commerce
PO Box 6111
BUSSELTON WA 6280

Dear Ms Richards

RE: LETTER OF SUPPORT FOR PROPOSED BUSINESS AND INCUBATION HUB

Regional Development Australia-South West is pleased to offer this letter of support for a proposed business and incubation hub on Peel Terrace, Busseton.

It is pleasing to see the developing partnership between the Chamber of Commerce and the City to encourage innovation and the strengthening of businesses in the city.

This proposal strongly aligns with our Charter to engage in development strategies that are led by local communities and aligned with regional strengths. This is a genuine opportunity to support regional entrepreneurs and emerging business leaders to explore new opportunities to grow jobs in the region.

We will continue to advocate and support this investment of collaboration into a hub of this type within Busseton. Please keep us informed on your progress.

Yours sincerely

Anna Oades
Acting Director for Charles Jenkinson
RDA- South West

16 July 2018

|
Wednesday, August 8, 2018



To Whom It May Concern,

RE: Application by Busselton Chamber of Commerce

On behalf of CQUniversity, I am pleased to support the application of Busselton Chamber of Commerce for the Incubator Support program.

CQUniversity is Australia's largest regional university with more than 30,000 students served from 26 locations throughout Australia. In 2017 a CQUniversity Study Centre was opened in Busselton which provides access to and support for a wide range of professional development, undergraduate and postgraduate courses.

CQUniversity highly values partnerships and engagement with local businesses, industry and communities. In Busselton we work closely with the City of Busselton and the Busselton Chamber of Commerce and Industry to increase local education and training opportunities for the region.

The project proposed by the Busselton Chamber of Commerce for the Incubator Support program is very much consistent with CQUniversity's aspirations for the Busselton region. It will provide critical support to help to activate the new innovation space in Busselton, which is next door to the CQUniversity Study Centre. The close proximity of this innovation space will be of immediate value to our local partners and students and provide opportunities for the development of entrepreneurial and commercialization skills. It will also increase our engagement with the local community and contribute to our brand awareness.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'T. Davison'.

Professor Trevor Davison
Associate Vice-Chancellor: Western Australia
CQUniversity Australia

August 2018

BE WHAT YOU WANT TO BE
cqu.edu.au

CNEDS Provider Code: 90214C | RTO Code: 40509

18



AgriStart Pty Ltd
143 Barrack St
Perth 6000

3rd September 2018

Dear Jodie,

RE: Busselton Business Hub

On behalf of AgriStart, I am pleased to support the development of the Busselton Business Hub by the Busselton Chamber of Commerce and Industry (BCCI).

AgriStart is looking to establish a presence in the south-west in 2019 and would be looking to rent space at the Busselton Business Hub. I have personally inspected the old childcare facilities and believe the space can be easily converted to an effective business hub that could provide office space, co-working hot desks, meeting rooms and training/event space.

AgriStart runs regional innovation programs that could be held at the new space. In addition, we are in the process of applying for funding to establish an incubator program for start-ups that would be based at the hub. We are keen to collaborate with the local innovation community and see the new business hub as a great vehicle for connecting local businesses.

Led by Jodie and her team, BCCI are well placed to successfully establish and manage the Busselton Business Hub.

Kind regards,

A handwritten signature in black ink, appearing to read "Natasha Ayers".

Dr Natasha Ayers
Managing Director
AgriStart Pty Ltd



August 2018

19

3) Business Incubator – Perth Examples



| Name | Location | Web |
|------------------------------|-------------------------|---|
| Studio Startup & TechHub | Perth CBD & Northbridge | http://www.studiostartup.com.au |
| Claisebrook Design Community | Claisebrook | http://cbdc.co/ |
| Cleaver St & Co | West Perth | https://cleaverstreet.com.au/studio/ |
| fSpace | Fremantle | https://fspace.me/ |
| Maison | West Perth | http://www.maisonwestperth.com.au/ |
| Flow Space | North Beach | https://flowspace.com.au/ |
| Spacecubed | Perth CBD | https://www.spacecubed.com/en |
| Tank Stream Labs | Perth CBD | https://www.tankstreamlabs.com/ |

4) Example: Business Development Program

<https://fspace.me/business/>



fSpace & The City of Fremantle Announce Third Business Development Program

fSpace & The City of Fremantle are pleased to announce that applications are now being accepted for a third *Business Development Program*. This program will run from July 2017 through to June 2018.

Continuing on the success of the first two programs, the *fSpace & City of Fremantle Business Development Program* returns to offer qualified businesses three to six months of subsidised workspace at fSpace.

Over the two previous years, this program has helped over 20 businesses develop and grow in Fremantle.

In addition to the financial support towards a professional workspace, program participants have benefited from the inspiring energy, collaborations with other members, and strong sense of community at fSpace.

This year's *Business Development Program* has added optional coaching and mentorship towards developing a formal business plan.

To be eligible, a business must fall within the creative industries sector and be registered with an ABN.

Eligible Creative Industries:

- Advertising & Marketing
- Architecture
- Art and Crafts
- Design: Product, Graphic and Fashion
- Film, TV, Video, Radio and Photography
- IT, Software and Computer Services
- Music, Performing and Visual Arts
- Publishing

If your business or idea does not fall on this list but you feel you have something to offer to Fremantle, get in touch.

This program is open to new start-ups and existing small businesses that are looking to expand, grow or relocate within the Fremantle area.

Eligible fSpace plans include fPartTime (3 days a week), fFullTime (24/7 access), and fTeam (2 people, 24/7 access).

Subsidy amounts will be evaluated on a case-by-case basis, however participants are expected to contribute 50% of the regular plan costs. Applicants may be asked to present financials and/or business plans to help assess eligibility.

5) Federal Govt – Incubator Support Program

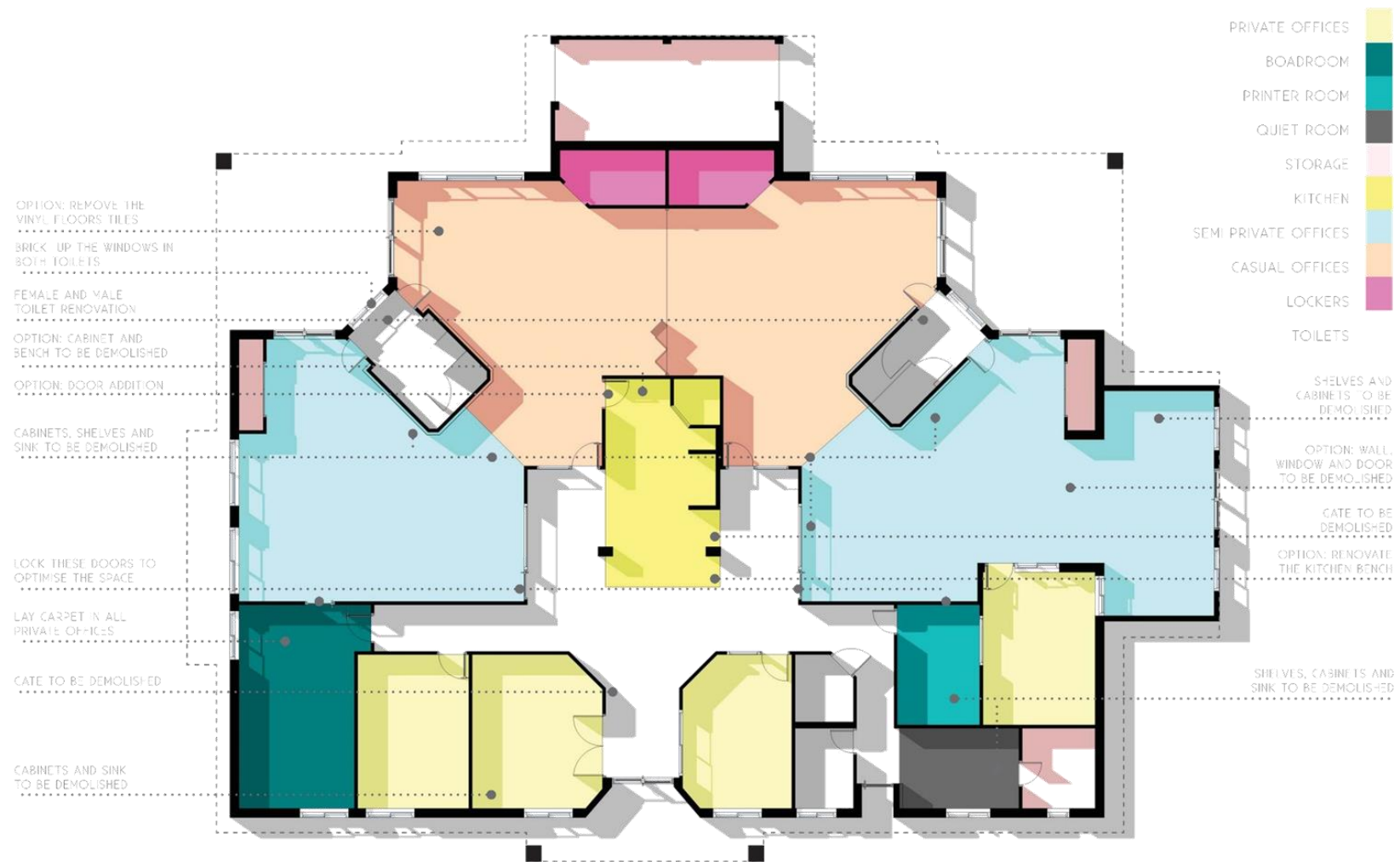


<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

- The \$23 million Incubator Support initiative supports the Australian Government's commitment to:
- assist Australian start-ups to develop the capabilities required to achieve commercial success in international markets and realise their economic potential faster than they otherwise would
- develop Australia's innovation ecosystem including in Australian regions.
- The initiative provides grant funding through two components to deliver Incubator Support projects, both of which require a funding contribution from applicants.
- The other component is [Expert in Residence](#).
- The objective of the New and Existing Incubators component is to:
- help develop new incubators in regional areas and/or sectors with high potential for success in international trade
- boost the effectiveness of high performing incubators, including funding support to expand their services and/or develop the innovation ecosystem
- encourage incubators to work with more [data-driven start-ups](#) that use public data as part of their business.
- For a New and Existing Incubators project you can apply for a minimum grant amount of \$26,000 and a maximum grant amount of \$500,000. The maximum grant period is 24 months.
- The maximum grant percentage varies depending on your project location as defined in the [regional locator tool](#).
- For this initiative, we consider Inner Regional, Outer Regional, Remote and Very Remote locations as regional areas and all other locations as major cities.
- Incubators in major cities may receive a maximum grant of 50 per cent of the eligible project value.
- Incubators with projects located in regional areas may receive up to 65 per cent of the eligible project value.
- If you apply for the greater percentage, you will need to demonstrate in your application that your project is located in a regional area. We consider your project is located in a regional area if you can attribute at least 80 per cent of your eligible project value to activities in a regional area.

DRAWINGS

BUSINESS HUB





ENTRY



FLOOR OPTIONS

CONCRETE OR



LAMINATE WOOD
FLOORING



KITCHEN BENCH

PLYWOOD BOARD



WALL & CEILING

WHITE



TABLE FINISHES

PLYWOOD AND
BLACK STEEL



DETAILS

PLANTS



PROUD METAL SIGN



CASUAL SEATING



LUNCH AREA

SEMI PRIVATE OFFICE 01



FLOOR OPTIONS

CONCRETE OR



LAMINATE WOOD
FLOORING



WALL PANELLING

WOOD BOARD



WALL & CEILING

WHITE



TABLE FINISHES

PLYWOOD AND
BLACK STEEL



DETAILS

PLANTS



WHITE SHELVES



HIGH DESKS



LOUNGE AREA



CAFE



FLOOR OPTIONS

CONCRETE OR



LAMINATE WOOD
FLOORING



WALL PANELLING

WOOD BOARD



WALL & CEILING

WHITE



TABLE FINISHES AND SHELVES

PLYWOOD AND
BLACK STEEL



DETAILS

PLANTS



FLEXIBLE AREA

FOLDING DOORS



CASUAL SEATING



FOLDING DOORS

SEMI PRIVATE OFFICE 02



FLOOR OPTIONS

CONCRETE OR



LAMINATE WOOD
FLOORING



WALL PANELLING

WOOD BOARD



WALL & CEILING

WHITE



TABLE FINISHES

PLYWOOD AND
BLACK STEEL



DETAILS

PLANTS



STORAGE

WHITE SHELVES



HIGH DESKS



SEATING AREA





16. FINANCE AND CORPORATE SERVICES REPORT

16.1 PROPOSED COUNCIL MEETING DATES 2019

| | |
|-----------------------------|---|
| SUBJECT INDEX: | Council Meetings |
| 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: | Governance Coordinator - Emma Heys |
| VOTING REQUIREMENT: | Simple Majority |
| ATTACHMENTS: | Attachment A Proposed 2019 Ordinary Council Meeting Schedule ↓ |

PRÉCIS

This report is presented to enable the Council to determine its Ordinary Council meeting dates for the 2019 calendar year. In accordance with the *Local Government (Administration) Regulations 1996*, a meeting schedule for the next 12 months must be advertised at least once each year.

BACKGROUND

The proposed meeting schedule generally continues with the Council's adopted approach to Council meetings ie: Council meetings being held on the second and fourth Wednesday of the month with agenda briefing sessions and Community Access Sessions being held on the first and third Wednesday of the month.

STATUTORY ENVIRONMENT

It is up to each Council to set its own meeting cycle, dates and procedures, provided that the Council meets at least once every three months in accordance with Section 5.3 of the *Local Government Act 1995*.

The *Local Government (Administration) Regulation 12* requires a Council to give local public notice of the dates, time and place at which the Ordinary Council meetings are to be held in the next 12 months. Council meeting dates are continually made available on the City's website.

RELEVANT PLANS AND POLICIES

There are no relevant plans and policies.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this matter.

LONG-TERM FINANCIAL PLAN IMPLICATIONS

There are no Long Term Financial Plan implications associated with this matter.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.1 - 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

There are no identified risks associated with this matter.

CONSULTATION

Following Council's decision to adopt a meeting cycle for the 2019 calendar year, and in accordance with the *Local Government (Administration) Regulation 12*, the meeting dates for the next 12 months must be advertised for public information.

OFFICER COMMENT

The Council would normally hold two Ordinary Council meetings each month, however there is only one Council meeting being proposed for January, July and December 2019.

The official meeting days are generally recommended to remain as the second and fourth Wednesday of the month, with the first and third Wednesdays reserved for Community Access Sessions. This is with the exception of the Council meeting at the end of January and the Council meeting at the end of July, both being held on the fifth Wednesday to align the end of year and mid-year Council breaks to the Western Australia school holiday dates. Additionally the Community Access Session otherwise scheduled to be held on Wednesday, 16 October and the Council meeting held on Wednesday, 23 October is proposed to be excluded from the schedule to facilitate the Local Government election.

The 2019 dates of the Western Australian public holidays, school holidays and unconfirmed dates for Council Commitments are shown below:

2019 School Holidays

13 April - 28 April

6 July - 21 July

28 September - 13 October

Commencing 20 December

2019 Public Holidays

1 January, Tuesday, New Year's Day

26 January, Saturday, Australia Day

28 January, Monday, Australia Day Holiday

4 March, Monday, Labour Day

19 April, Friday, Good Friday

22 April, Monday, Easter Monday

25 April, Thursday, Anzac Day

3 June, Monday, Western Australia Day

30 September, Monday, Queen's Birthday

25 December, Wednesday, Christmas Day

26 December, Thursday, Boxing Day

2019 Council Commitments (unconfirmed dates)

Local Government week - 7-10 August

Local Government election - 19 October

Attachment A shows the proposed 2019 dates for Council Meetings. A similar meeting schedule was utilised throughout 2018, with the mid-year break being in line with Western Australia school holidays, as is proposed again for 2019.

CONCLUSION

It is considered appropriate to conduct two council meetings each month, subject to a mid-year break in July to coincide with the school holidays and allowing for the December/January holiday period.

OPTIONS

In accordance with the *Local Government Act 1995*, there are a wide range of options available to the Council with regard to the meeting schedule, subject to a meeting occurring once every three months as a minimum.

The Council could therefore reduce the meeting cycle to three-weekly, monthly, every second month or quarterly with the requirement simply to meet every three months as a minimum.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The ordinary Council meeting schedule for the 2019 calendar year will be advertised prior to the end of 2018.

OFFICER RECOMMENDATION

That the council adopts the proposed Ordinary Council meeting schedule for 2019 as shown in attachment A.

2019
DATES FOR ORDINARY COUNCIL MEETINGS
AND COMMUNITY ACCESS SESSIONS

| MEETING | DATE | TIME |
|------------------|---|--------|
| Agenda Briefing | Wednesday, 23 January | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 30 January (fifth Wednesday) | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 6 February | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 13 February | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 20 February | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 27 February | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 6 March | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 13 March | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 20 March | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 27 March | 5.30pm |
| Council Meeting | | |

2019
DATES FOR ORDINARY COUNCIL MEETINGS
AND COMMUNITY ACCESS SESSIONS

| MEETING | DATE | TIME |
|------------------|---------------------|--------|
| Agenda Briefing | Wednesday, 3 April | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 10 April | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 17 April | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 24 April | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 1 May | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 8 May | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 15 May | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 22 May | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 5 June | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 12 June | 5.30pm |
| Council Meeting | | |

2019
**DATES FOR ORDINARY COUNCIL MEETINGS
AND COMMUNITY ACCESS SESSIONS**

| MEETING | DATE | TIME |
|------------------|--------------------------------------|--------|
| Agenda Briefing | Wednesday, 19 June | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 26 June | 5.30pm |
| Council Meeting | | |
| Mid-Year Recess | 27 June – 23 July | |
| Agenda Briefing | Wednesday, 24 July | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 31 July (fifth Wednesday) | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 7 August | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 14 August | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 21 August | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 28 August | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 4 September | 5.30pm |
| Community Access | | |

2019
DATES FOR ORDINARY COUNCIL MEETINGS
AND COMMUNITY ACCESS SESSIONS

| | | |
|---------------------------|-------------------------|--------|
| Agenda Briefing | Wednesday, 11 September | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 18 September | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 25 September | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 2 October | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 9 October | 5.30pm |
| Council Meeting | | |
| Local Government Election | Saturday, 19 October | |
| Agenda Briefing | Wednesday, 6 November | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 13 November | 5.30pm |
| Council Meeting | | |
| Agenda Briefing | Wednesday, 20 November | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 27 November | 5.30pm |
| Council Meeting | | |

2019

**DATES FOR ORDINARY COUNCIL MEETINGS
AND COMMUNITY ACCESS SESSIONS**

| | | |
|------------------|------------------------|--------|
| Agenda Briefing | Wednesday, 4 December | 5.30pm |
| Community Access | | |
| Agenda Briefing | Wednesday, 11 December | 5.30pm |
| Council Meeting | | |

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

| | |
|-----------------------------|--|
| SUBJECT INDEX: | Councillors' 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: | Manager Governance and Corporate Services - Sarah Pierson |
| VOTING REQUIREMENT: | Simple Majority |
| ATTACHMENTS: | Attachment A Planning Applications received by the City between 16 September, 2018 and 30 September, 2018 ↓ Attachment B Planning Applications determined by the City between 16 September, 2018 and 30 September, 2018 ↓ |

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

17.1.1 Planning & Development Services Statistics

Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 16 September, 2018 and 30 September, 2018. A total of 32 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 September, 2018 and 30 September, 2018. A total of 37 applications (including subdivision referrals) were determined by the City during this period with 37 approved / supported and 0 refused / not supported.

17.1.2 Donations Contributions and Subsidies Fund – September 2018

The Council allocates an annual budget allowance to the Donations, Contributions and Subsidies (Sponsorship Fund). This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavours that bring direct benefit to the broader community. Allocation of the funds is delegated to the Chief Executive Officer, in accordance with published guidelines and funding availability.

Eight applications were supported in September 2018, totalling \$3425, as outlined in the table below:

| App. No. | Recipient | Purpose | Amount |
|-----------------------|--|---|-------------------|
| September 2018 | | | |
| 16/1819 | The People Place Busselton Inc. | Funding provided to assist with covering costs for a series of 'New Residents Welcome Events' - four in total from Nov '18 - August '19. The free events will provide an opportunity for new residents to learn about the City of Busselton and what it has to offer. | \$1,000.00 |
| 17/1819 | Geographe Education Support Centre | Secondary and primary school graduation awards. | \$300.00 |
| 18/1819 | Dunsborough Primary School | Year 6 End of year graduation award. | \$100.00 |
| 19/1819 | Emma Cattlin | Emma has been selected to represent Australia at the 2018 ISA World Junior Surfing Championship in California USA. Funding provided as a contribution towards associated travel expenses. | \$500.00 |
| 20/1819 | St Mary's Community Care (Anglican Church) | Funding will assist with covering the cost of catering for the Anti-Poverty day luncheon (\$300) and Annual Christmas Day Luncheon (\$700). | \$1,000.00 |
| 21/1819 | Dunsborough Primary School P&C Association | Funding approved to cover the cost of morning tea for 'Bay OK Day' participants. 'Bay Ok Day' is a free event for the Dunsborough Primary School community and friends to participate in environmental sustainability education. | \$225.00 |
| 22/1819 | West Busselton Primary School | Year 6 End of year graduation award. | \$100.00 |
| 23/1819 | GP Down South | As part of Mental Health Week, GP Down South are organising a walk for mental health on the Busselton Jetty. Funding approved will cover the cost of up to 50 passes / \$200 for participants. | \$200.00 |
| | | September total | \$3,425.00 |

17.1.3 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**

- The evaluation has been completed and preferred suppliers were recommended to the CEO.
- The panel of 4 pre-qualified suppliers, namely Contraflow Pty Ltd, TMSW Pty Ltd ATFT TMSW Unit Trust, CB Traffic Solutions Pty Ltd and SJ Traffic Management Pty Ltd (in order of initial ranking), has been established and the Panel commencement date is 17 October 2018.

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

- The evaluation has been completed and preferred suppliers have been recommended to the CEO.
- The panel of 7 pre-qualified suppliers was established in September 2018 and included Carbone Bros Pty Ltd, Busselton Civil Pty Ltd, MGM Bulk Pty Ltd, Leeuwin Civil Pty Ltd, The Wild Fig Company Pty Ltd, Holcim (Australia) Pty Ltd and B&J Catalano Pty Ltd.

RFT08/18 SUPPLY OF SOILS AND MULCH

- Requirement - 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 under Delegation LG3J.
- Tenders have been evaluated.
- It is anticipated that a contract will be awarded by the CEO in October 2018.

RFT09/18 PROVENCE ESTATE LANDSCAPE MAINTENANCE

- Requirement - the provision of maintenance services for 4 landscaped public open spaces located at Provence Estate (excluding trees, medians and roundabouts).
- A Request for 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 under Delegation LG3J.
- The evaluation has been completed and a preferred tenderer has been recommended.
- It is anticipated that a contract will be awarded by the CEO in October 2018.

RFT12/18 CONSTRUCTION OF BUSSELTON TENNIS CLUBHOUSE

- The evaluation has been completed and a preferred tenderer has been recommended.
- A report was presented to Council at the Council Meeting of 12 September 2018 for awarding of a contract. Council endorsed the outcomes of the evaluation panel's assessment which has resulted in the tender submitted by I.C. Developments Pty Ltd T/A Innovest Construction (Innovest) being recommended as the most advantageous to the City and delegated authority to the CEO to negotiate and agree final terms and conditions and award a contract for a finalised lump sum price to Innovest.
- It is anticipated negotiations as to variations to the contract with Innovest will be finalised and the contract awarded by the CEO in October 2018.

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

- Requirement - the provision and maintenance of gym equipment, including software and the removal of existing equipment at the Geographe Leisure Centre, Busselton.
- A Request for Tender was advertised on 4 August 2018 with a closing date of 21 August 2018.
- A total of 7 tenders were received.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- Tenders have been evaluated.
- It is anticipated that a contract will be awarded by the CEO in October 2018.

RFT14/18 CONTAMINATED SITES INVESTIGATION WORKS

- Requirement – contaminated sites investigation works and stakeholder engagement activities 2018-2019.
- A Request for Tender was advertised on 1 September 2018 with a closing date of 20 September 2018.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- Tenders are in process of being evaluated.
- It is anticipated that a contract will be awarded by the CEO in October 2018.

RFT15/18 CONSTRUCTION OF FREIGHT HUB CIVIL AND SERVICES INFRASTRUCTURE

- Requirement – the construction of the freight hub civil and services infrastructure at Busselton-Margaret River Airport.
- A Request for Tender was advertised on 10 October 2018 with a closing date of Tuesday 30 October 2018.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that a contract will be awarded in November 2018.

OFFICER RECOMMENDATION

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

- [17.1.1 Planning & Development Services Statistics](#)
- [17.1.2 Donations Contributions and Subsidies Fund – September 2018](#)
- [17.1.3 2017/2018 TENDERS](#)

| 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 |
| Development Applications | | | | | | | | |
| DA18/0659 | Chalet (Landscape Value Area) | 9/3599 Caves Road~WILYABRUP WA 6280 | Lot 9 SSPLN 54729 | 17/09/2018 | 360000 | Timothy John Redhead & Margaret Redhead | True North Building Supplies Pty Ltd | 13 |
| DA18/0662 | Patio(s) (Reduced Setbacks) | 248 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281 | Lot 1266 PLAN 406062 | 17/09/2018 | 5564 | Mohanan Ambika Rejith Nair & Megha Nair | Shed Force | 11 |
| DA18/0663 | Over-sized Outbuilding (Aggregate) & Modified Building Envelope | 120 Endicott Loop~DUNSBOROUGH WA 6281 | Lot 30 PLAN 19482 | 17/09/2018 | 19975 | Gary Penn Nominees Pty Ltd | CR Design Solutions | 10 |
| DA18/0660 | Single House (R-Code Variation - Vehicular Access) | 28 Heritage Drive~VASSE WA 6280 | Lot 764 PLAN 52474 | 18/09/2018 | 184522 | Clay George Gablonski | WA Country Builders Pty Ltd - Busselton | 14 |
| DA18/0664 | Single House (Reduced Setbacks) | 7 Chester Way~DUNSBOROUGH WA 6281 | Lot 2 SSPLN 77085 | 18/09/2018 | 496263 | Salvatore Antonio Saffioti & Kirsten Monique Saffioti | Ventura Home Group Pty Ltd | 10 |
| DA18/0665 | Patio (R-Codes Variation Reduced Setback) | 11 Clematis Way~BROADWATER WA 6280 | Lot 760 PLAN 44197 | 18/09/2018 | 10500 | Douglas Stuart Welsh & Gail Elspeth Welsh | Cape Shades | 5 |
| DA18/0666 | Patio | 1/16 Griffin Drive~DUNSBOROUGH WA 6281 | Lot 1 STPLN 48498 | 18/09/2018 | 5000 | Griffin Drive Property Pty Ltd | Naked Architecture | 3 |
| DA18/0668 | New Shop Front | 47 Prince Street~BUSSELTON WA 6280 | Lots: 14 & 23 | 18/09/2018 | 50000 | Melindak Pty Ltd | Melindak Pty Ltd | 10 |
| DA18/0671 | Signage for 'Anytime Fitness' | 1/7 Bussell Highway~WEST BUSSELTON WA 6280 | Lot 1 STPLN 30748 | 18/09/2018 | 1500 | Harstad Pty Ltd | Zac Martin | 10 |
| DA18/0661 | Building Envelope Modification (Oversized Outbuildings) | 21 Quenda Close~VASSE WA 6280 | Lot 154 PLAN 17608 | 19/09/2018 | 55000 | Janet Elizabeth Weed & Christopher James Weed | Janet Elizabeth Weed, Christopher James Weed | 13 |
| DA18/0672 | Additions and Alterations to a Single House (Landscape Value Area) | 29 Koopin Place~QUEDJINUP WA 6281 | Lot 30 PLAN 13139 | 19/09/2018 | 200000 | Tiffany Jayne Moore & Simon Lewis Moore | Simon Lewis Moore, Tiffany Jayne Moore | 9 |

| 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 |
| Development Applications | | | | | | | | |
| DA18/0669 | Additions and Alterations to Single House (Landscape Value Area) | 1664 Wildwood Road~YALLINGUP WA 6282 | Lot 207 PLAN 409262 | 20/09/2018 | 90000 | Dougs Farm Pty Ltd | Mark Zed | 6 |
| DA18/0670 | 'Change of Use' to Holiday Home (Single House) 12 People | 35 Hammond Road~YALLINGUP WA 6282 | Lot 84 PLAN 8037 | 20/09/2018 | 1 | John Clifford Philpott | Private Properties Services | 8 |
| DA18/0667 | Carport & Outbuilding (Reduced Setbacks) | 33 Hester Street~GEOGRAPHE WA 6280 | Lot 96 PLAN 9137 | 21/09/2018 | 10000 | Sue-Anne Blennerhassett & Warren Leslie Blennerhassett | Sue-Anne Blennerhassett, Warren Leslie Blennerhassett | 8 |
| DA18/0673 | Over-height Outbuilding (Reduced Setbacks) | 36 Diamante Boulevard~DUNSBOROUGH WA 6281 | Lot 1346 PLAN 62623 | 21/09/2018 | 17400 | Jodi Lee Bate & Kris Ryan McDonald | Shed Force | 5 |
| DA18/0678 | Increase Building Envelope | Mainbreak View~YALLINGUP WA 6282 | Lot 114 PLAN 20175 | 21/09/2018 | 0 | Courtenay Jene Heldt, Liam Perry Heldt, Desmond Valentine Heldt, Dianne Elizabeth Heldt | Desmond Valentine Heldt, Dianne Elizabeth Heldt, Courtenay Jene Heldt, Liam Perry Heldt | 5 |
| DA18/0674 | Extractive Industry (Sand and Gravel) | 285 Gibb Road~KALLOORUP WA 6280 | Lot 101 PLAN 69781 | 25/09/2018 | 10000 | Margaret River Natural Resources Pty Ltd | Margaret River Natural Resources Pty Ltd | 0 |
| DA18/0675 | Outbuilding (Landscape Value Area) | Woodbridge Vale~YALLINGUP SIDING WA 6282 | Lot 14 PLAN 45178 | 25/09/2018 | 60000 | William Carnegie Tindal & Karen Margrethe Tindal | Stephen Wall | 7 |
| DA18/0676 | Shade Shelter | 133 Gale Road~METRICUP WA 6280 | Lot 131 PLAN 32067 | 25/09/2018 | 30000 | Julia Helen Atkins | Sheds Down South | 5 |
| DA18/0677 | Addition to Cellar Door | 422 Harmans Mill Road~WILYABRUP WA 6280 | Lot 3923 PLAN 206457 | 25/09/2018 | 46000 | Orange Shed Pty Ltd | Tectonics Building Design | 2 |
| DA18/0699 | Pergola Addition to Cellar Door | 28 Whittle Road~YALLINGUP WA 6282 | Lot 468 PLAN 117110 | 26/09/2018 | 26000 | Nattim Pty Ltd | Holst Design | 6 |
| DA18/0679 | Pergola | 9 Forrest Beach Road~WONNERUP WA 6280 | Lot 10 PLAN 15642 | 27/09/2018 | 11000 | Mundarda Pty Ltd | Craig Atkinson | 2 |

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| Development Applications | | | | | | | | |
| DA18/0680 | R-Codes Variance - Patio | 32 Glenleigh Road~WEST BUSSELTON WA 6280 | Lot 18 DIAGRAM 49199 | 27/09/2018 | 9000 | William Kevin Wall & Jillian Lesley Wall | Cape Shades | 0 |
| DA18/0681 | Relocated Building Envelope (Addition to Existing House) | 64 Siesta Park Road~SIESTA PARK WA 6280 | Lot 71 DIAGRAM 85420 | 27/09/2018 | 97500 | Bolt Nominees Pty Ltd | Mick Bray Building | 2 |
| DA18/0686 | Signage (Geographe Saws and Mowers) | 50 Barlee Street~BUSSELTON WA 6280 | Lot 11 DIAGRAM 36022 | 27/09/2018 | 38181 | Kingscove Nominees Pty Ltd | Digi Marketing Corporate | 4 |
| DA18/0688 | Single House (Overheight) and Rainwater Tank (Landscape Value Area) | 101 Green Park Road~QUINDALUP WA 6281 | Lot 75 PLAN 37015 | 27/09/2018 | 1400000 | Neil Daniel McCarthy | Naked Architecture | 4 |
| DA18/0696 | Extractive Industry (Gravel) | 353 Jindong-Treeton Road~KALLOORUP WA 6280 | Lot 2648 & Lot 2652 | 27/09/2018 | 0 | Peter Graham Smith | Bradley Peter Smith | 5 |
| DA18/0698 | Extractive Industry (Sand) | 314 Jindong-Treeton Road~KALLOORUP WA 6280 | Lot 4202 PLAN 208196 | 27/09/2018 | 0 | Darryl James Smith & Peter Graham Smith | Bradley Peter Smith | 5 |
| DA18/0682 | Change of Use - Holiday Home (Single House) 8 People | 8 Vixen Close~EAGLE BAY WA 6281 | Lot 309 PLAN 55023 | 28/09/2018 | 0 | Stjepan Maticevic & Nada Maticevic | Stjepan Maticevic, Nada Maticevic | 0 |
| WAPC18/0036 | Form 24 - 2 Lot Built Strata | 18 Commerce Road~VASSE WA 6280 | Lot 9 PLAN 52479 | 18/09/2018 | 0 | Adam Geoffrey Blight | BSO Development Consultants Pty Ltd | 16 |
| WAPC18/0034 | 6 Lot Subdivision | 78 Biddle Road~YALLINGUP WA 6282 | Lot 9004 PLAN 404280 | 21/09/2018 | 0 | Ernest George Nominees Pty Ltd | LB Planning | 13 |
| WAPC18/0035 | 3 Lot Survey Strata (+ Common Property) | 145 Kent Street~BUSSELTON WA 6280 | Lot 21 DIAGRAM 21931 | 21/09/2018 | 0 | Rachael Ann Hancock | Rachael Ann Hancock, Thompson Surveying Consultants | 13 |

Planning Applications determined by the City between 16 September, 2018 and 30 September, 2018

| 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 | | | | | | | | | |
| DA18/0520 | 'Change of Use' to Bed and Breakfast | 4 Rose Street~BROADWATER WA 6280 | Lot 27 PLAN 7178 | 17/09/2018 | Approved | 52 | 10000 | David Christopher Mildon | David Christopher Mildon |
| DA18/0649 | Grouped Dwelling | 11/48 Harris Road~BUSSELTON WA 6280 | Lot 17 SSPLN 73721 | 18/09/2018 | Approved | 10 | 188017 | Donald Roy Meares & Julie Ann Meares | Tangent Nominees Pty Ltd |
| DA18/0625 | 'Change of Use' to Holiday Home (Single House) 6 people | 17 Carey Street~BUSSELTON WA 6280 | Lot 4 DIAGRAM 1412 | 18/09/2018 | Approved | 7 | 0 | Philip Stephen Lloyd & Wendy Dale Dymond | Philip Stephen Lloyd, Wendy Dale Dymond |
| DA18/0622 | Carport (Special Character Area) | 27 Dawson Drive~YALLINGUP WA 6282 | Lot 1 DIAGRAM 72581 | 18/09/2018 | Approved | 17 | 6000 | Lance Thomas Twomey & Margaret Grace Twomey | Clark Coastal Build Pty Ltd |
| DA18/0598 | Pruning of Tree Protected by City of Busselton Covenant | 114A Geographe Bay Road~DUNSBOROUGH WA 6281 | Lot 4 PLAN 49469 | 18/09/2018 | Approved | 27 | 900 | Michael Edwin Halls | Michael Edwin Halls |
| DA18/0492 | Single House (Setback Variations) | 18 Pimelea Parade~QUINDALUP WA 6281 | Lot 80 PLAN 50813 | 18/09/2018 | Approved | 62 | 307160 | Catherine Anne Fletcher & Eric William Fletcher | Tangent Nominees Pty Ltd |
| DA18/0639 | Additions to Existing Single House (Special Character Area) | 41 Hammond Road~YALLINGUP WA 6282 | Lot 81 PLAN 8037 | 19/09/2018 | Approved | 1 | 100000 | Anne Marie Pennock & Rowland Charles Pennock | Anne Marie Pennock, Rowland Charles Pennock |
| DA18/0423 | Extension to a Single House (Special Character Area) | 1/6 Adelaide Road~DUNSBOROUGH WA 6281 | Lot 1 SSPLN 44869 | 19/09/2018 | Approved | 46 | 110000 | Cheryl Anne Benjamin & Peter Albert Benjamin | Richard David Norrish |
| DA18/0449 | Grouped Dwelling | 15/700 Caves Road~MARYBROOK WA 6280 | Lot 15 SSPLN 46392 | 19/09/2018 | Approved | 71 | 214989 | Sally Mulhern & Patrick John Mulhern | Plunkett Homes |
| DA18/0482 | Single House (Landscape Value Area and Special Character Area) | 8 Depuch Close~EAGLE BAY WA 6281 | Lot 136 PLAN 24546 | 20/09/2018 | Approved | 62 | 800000 | Astrid Enterprises Pty Ltd | Gantier Architecture and Design |
| DA18/0470 | Modification to Existing Childcare Centre | 5 Minion Court~VASSE WA 6280 | Lot 121 PLAN 405345 | 21/09/2018 | Approved | 20 | 20000 | Vasse Property Development No 3 Pty Ltd | Off2Site Projects Pty Ltd |

Planning Applications determined by the City between 16 September, 2018 and 30 September, 2018

| Applications Determined Report | | | | | | | | | |
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| Development Applications | | | | | | | | | |
| DA18/0448 | Refurbishment of Existing Shop Facade and Addition of Glass Doors | 91-93 Queen Street~BUSSELTON WA 6280 | Lot 1 STPLN 18303 | 21/09/2018 | Approved | 57 | 35000 | Francis William Rose & Evelyn Maisie Rose | Candice Barton, Christopher Barton |
| DA18/0321 | Exhibition Centre & Enclosed Verandah on Existing Building | 219 Harmans Mill Road~METRICUP WA 6280 | Lot 304 PLAN 40029 | 25/09/2018 | Approved | 52 | 500000 | Gabita Dykstra | Keith Cramer |
| DA18/0617 | Single House - Repair of storm damage | 235 Geographe Bay Road~QUINDALUP WA 6281 | Lot 29 DIAGRAM 30387 | 25/09/2018 | Approved | 22 | 78626 | Barrington Holdings Nominees Pty Ltd | Josette Howard-Fallas |
| DA18/0584 | Single House (Reduced Setbacks & Overheight Outbuilding) | 154 Geographe Bay Road~QUINDALUP WA 6281 | Lot 2 DIAGRAM 29770 | 25/09/2018 | Approved | 44 | 631877 | Fernbridge Holdings Pty Ltd & Demojea Pty Ltd | Ventura Home Group Pty Ltd |
| DA18/0556 | Grouped Dwelling (R-Code Variation) | 988A Geographe Bay Road~GEOGRAPHE WA 6280 | Lot 2 SSPLN 61741 | 25/09/2018 | Approved | 52 | 325213 | Grant Douglas Henley & Joanne Marie Henley | Tangent Nominees Pty Ltd |
| DA18/0487 | Single Dwelling with Reduced Setbacks (Landscape Value Area and Special Character Area) | 4 Seaview Rise~EAGLE BAY WA 6281 | Lot 38 PLAN 21980 | 26/09/2018 | Approved | 12 | 1000000 | Stephen Andrew Craig & Donna-Maria Gerard Craig | Stephen Andrew Craig, Donna-Maria Gerard Craig |
| DA18/0601 | 'Change of Use' to Holiday Home (Single House) 6 People | 29 Butterly Road~YALLINGUP WA 6282 | Lot 8 PLAN 30081 | 26/09/2018 | Approved | 14 | 0 | Timothy Jerome Hammond | Timothy Jerome Hammond |
| DA18/0534 | Single House (Landscape Value Area) | 206 Quedjinup Drive~QUEDJINUP WA 6281 | Lot 1 PLAN 409135 | 26/09/2018 | Approved | 62 | 500000 | Matthew Allen Levitzke & Merinda Levitzke | Nori-Lynn Mouz |
| DA18/0540 | 'Change of Use' to Holiday Home (Single House) 6 people | 60 Kinross Loop~QUINDALUP WA 6281 | Lot 248 PLAN 68461 | 26/09/2018 | Approved | 54 | 0 | Aln Schmidt | Aln Schmidt |
| DA18/0483 | 'Change of Use' to Holiday Home (Grouped Dwelling) 6 People | 624B Caves Road~MARYBROOK WA 6280 | Lot 2 STPLN 31186 | 26/09/2018 | Approved | 59 | 0 | Bella Hunter Pty Ltd | Marijana Ravlich |

| Applications Determined Report | | | | | | | | | |
|--------------------------------|---|---|-----------------------------|------------------------|-------------------------------|------------|----------------|--|--|
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| Development Applications | | | | | | | | | |
| DA18/0568 | Water Tank (Landscape Value Area) | 23 Grasstree Place~YALLINGUP WA 6282 | Lot 103 PLAN 39416 | 26/09/2018 | Approved | 43 | 15000 | Lisa Corser | Holst Design |
| DA18/0404 | Change of Use - Holiday Home (Single House) 8 people | 10 North Street~DUNSBOROUGH WA 6281 | Lot 20 DIAGRAM 11077 | 27/09/2018 | Approved | 102 | 0 | Deborah Ann Bridges | Deborah Ann Bridges |
| DA18/0541 | 'Change of Use' to Holiday Home (Single House) 10 people | 12 Powell Court~WEST BUSSELTON WA 6280 | Lot 28 PLAN 10434 | 27/09/2018 | Approved | 29 | 0 | Peter John Lloyd & Samantha Haworth | Peter John Lloyd, Samantha Haworth |
| DA18/0602 | Removal of Trees | 55 Dunn Bay Road~DUNSBOROUGH WA 6281 | Lot 107 PLAN 36824 | 27/09/2018 | Approved | 32 | 3500 | DCSC Pty Ltd | DCSC Pty Ltd |
| DA18/0546 | 'Change of Use' to Holiday Home (Single House) 6 People | 351 Marine Terrace~GEOGRAPHE WA 6280 | Lot 45 DIAGRAM 41564 | 27/09/2018 | Approved | 61 | 0 | Busso By The Sea Pty Ltd | Darren Gordon Thompson |
| DA18/0627 | Single House (R-Codes Variation) | 616 Geographe Bay Road~BROADWATER WA 6280 | Lot 35 PLAN 9639 | 27/09/2018 | Approved | 22 | 500000 | Jo-Anne Ferrero | Ustyle Homes |
| DA18/0443 | Reception Centre | 393 Yelverton North Road~YALLINGUP SIDING WA 6282 | Lot 1219 PLAN 225802 | 27/09/2018 | Approved | 82 | 800000 | Kayleigh Anne Cooper | Kerry Brooks |
| DA18/0515 | Extensive Renovation to a Single House (Special Character Area) | 68 Bay View Crescent~DUNSBOROUGH WA 6281 | Lot 1 PLAN 5135 | 28/09/2018 | Approved | 25 | 750000 | Denis Ronald Criddle | Paul Meschiati and Associates Building Designers and Planners |
| DA18/0524 | Single House (R-Codes Variation) | 25 Curtis Street~DUNSBOROUGH WA 6281 | Lot 1 PLAN 24804 | 28/09/2018 | Approved | 52 | 350000 | Tegan Janine Patterson & Travis Hughan Patterson | Ustyle Homes |
| DA18/0536 | Extension to Oversized Outbuilding | 605 Bussell Highway~BROADWATER WA 6280 | Lot 43 SSPLN 54628 | 28/09/2018 | Approved | 25 | 17000 | The Owners of Strata Plan 54628 | The Owners of Strata Plan 54628, Bellcourt Strata Management Pty Ltd, Sheds Down South |

| Applications Determined Report | | | | | | | | | |
|--------------------------------|---|---|-----------------------------|------------------------|-------------------------------|------------|----------------|--|---|
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| Development Applications | | | | | | | | | |
| DA18/0535 | 'Change of Use' to Tavern | 1/1172 Wildwood Road~YALLINGUP SIDING WA 6282 | Lot 1 SSPLN 46398 | 28/09/2018 | Approved | 32 | 0 | Danny Julius Gruenthal, Corinne Edith Gruenthal, Darryn Langmaid Gruenthal | Darryn Langmaid Gruenthal |
| DA18/0599 | Signage - Two Entry Signs (Domaine Naturaliste Wines) | 160 Johnson Road~WILYABRUP WA 6280 | Lot 61 PLAN 34446 | 28/09/2018 | Approved | 33 | 0 | Naturaliste Vintners Pty Ltd | Naturaliste Vintners Pty Ltd |
| WAPC17/0038 | 3 Lot Survey Strata (+ 1 Common Property) | 5 Maxted Street~WEST BUSSELTON WA 6280 | Lot 15 PLAN 7054 | 21/09/2018 | Approve | 245 | 0 | Clinton Colin Smith, Katrine Maria Smith, Maria Kirsten Turoy, Oystein Mikal Turoy | Able Planning & Project Management |
| WAPC18/0027 | 39 Lot Subdivision | Higgins Drive~BROADWATER WA 6280 | Lot 33 PLAN 413749 | 25/09/2018 | Support | 43 | 0 | Eileen Joan Gregory & Daniel Robert Haffield Gregory | Able Planning & Project Management |
| WAPC18/0029 | Subdivision : 3 x Lots | Commonage Road~DUNSBOROUGH WA 6281 | Lot 1150 PLAN 59396 | 27/09/2018 | Support | 45 | 0 | Lot 1150 Pty Ltd | Western Australian Planning Commission (WAPC) |
| WAPC18/0030 | Subdivision : 33 x Lots | Commonage Road~DUNSBOROUGH WA 6281 | Lot 1150 PLAN 59396 | 27/09/2018 | Support | 45 | 0 | Lot 1150 Pty Ltd | Western Australian Planning Commission (WAPC) |

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE