

Council Agenda

8 February 2017

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 8 FEBRUARY 2017

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Wednesday, 8 February 2017, commencing at 5.30pm.

Your attendance is respectfully requested.

MIKE ARCHER

CHIEF EXECUTIVE OFFICER

27 January 2017

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 8 FEBRUARY 2017

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1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. <u>ATTENDANCE</u>

Apologies

Approved Leave of Absence

Nil

3. PRAYER

The Prayer will be delivered by Pastor Tony Peak of the Abundant Life Centre.

4. **PUBLIC QUESTION TIME**

Response to Previous Questions Taken on Notice

Public Question Time

5. <u>ANNOUNCEMENTS WITHOUT DISCUSSION</u>

Announcements by the Presiding Member

Announcements by other Members at the invitation of the Presiding Member

6. <u>APPLICATION FOR LEAVE OF ABSENCE</u>

7. <u>PETITIONS AND PRESENTATIONS</u>

8. <u>DISCLOSURE OF INTERESTS</u>

Nil

9. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

9.1 Minutes of the Council Meeting held 14 December 2016

RECOMMENDATION

That the Minutes of the Council Meeting held 14 December 2016 be confirmed as a true and correct record.

Committee Meetings

9.2 <u>Minutes of the Airport Advisory Committee Meeting held 23 January 2017</u>

RECOMMENDATION

- 1) That the minutes of the Airport Advisory Committee Meeting held 23 January 2017 be received.
- 2) That the Council notes the outcomes from the Airport Advisory Committee Meeting held 23 January 2017 being:
 - a) The Busselton-Margaret River Airport Airport Update item is presented for Council consideration at item 10.1 of this agenda.
 - b) The Busselton-Margaret River Airport Noise Management Plan item is presented for Council consideration at item 10.2 of this agenda.
 - c) The Busselton-Margaret River Airport Post Project Governance Review item is presented for Council consideration at item 10.3 of this agenda.

10. REPORTS OF COMMITTEE

10.1 <u>Airport Advisory Committee - 23/01/2017 - BUSSELTON-MARGARET RIVER AIRPORT -</u> AIRPORT UPDATE

SUBJECT INDEX: Busselton-Margaret River Airport

STRATEGIC OBJECTIVE: Infrastructure assets are well maintained and responsibly managed to

provide for future generations.

BUSINESS UNIT: Commercial Services

ACTIVITY UNIT: Busselton-Margaret River Airport

REPORTING OFFICER: Manager, Commercial Services - Jennifer May

AUTHORISING OFFICER: Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

This item was considered by the Airport Advisory Committee at its meeting on 23 January 2017, the recommendations from which have been included in this report.

PRÉCIS

This report provides an overview on the Busselton-Margaret River Airport (BMRA) operations and activities for the reporting period 1 October 2016 to 31 December 2016.

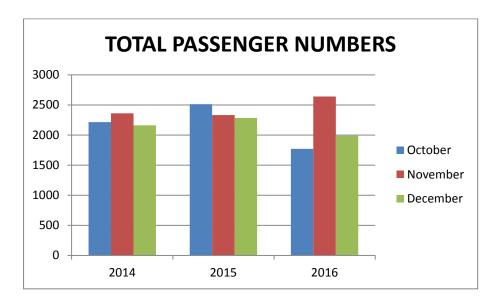
BACKGROUND

The BMRA has seen a decline in the overall FIFO passenger numbers compared to the same period for 2015 which can be attributed to the withdrawal of the Maroomba / Ad Astral services to the Karara mine site in December 2015. However, FIFO passenger numbers relating to the Virgin Australia Regional Airlines (VARA) services remain in line with previous years.

Below is a table indicating the number of all FIFO/ Charter passengers travelling through BMRA for the reporting period 1 October 2016 to 31 December 2016:

	Departing FIFO/Charter			Arri	ving FIFO/Cha	rter
	Passengers			Passengers		
	2014	2015	2016	2014	2015	2016
October	1039	1222	1002	862	890	769
November	1054	1195	1236	826	936	1004
December	1065	1290	997	945	994	842
TOTAL	3158 3707 3235		2633	2820	2615	

The graph below shows the total number of passenger numbers for October – December for 2014-2016.



The total number of departing FIFO services from BMRA is currently 10 flights per week.

A total of 1306 aircraft landings were recorded for the period October-December 2016, a decrease from the numbers reported for the same period in 2015 (1447) and 2014 (1510).

STATUTORY ENVIRONMENT

The BMRA operates in accordance with the following: Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

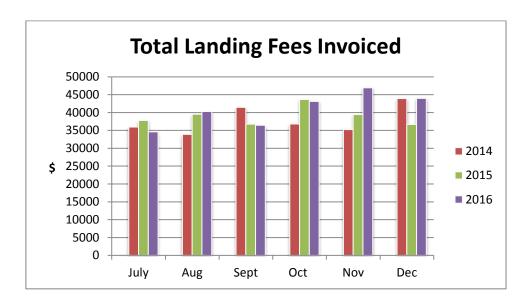
RELEVANT PLANS AND POLICIES

There are no policy implications with this report.

FINANCIAL IMPLICATIONS

Airport revenue for the 2016/2017 financial year to 31 December is \$430,263 compared to a projected year to date (YTD) budget of \$557,968. The main reasons for revenue being less than expected is due to the City having not received payment of VARA's passenger fees for November and December estimated at \$44,000, and outstanding Avdata landing fee collection for November and December estimated at \$70,000. Car parking revenue is less than expected with an income of \$121,232 compared to the projected YTD budget of \$132,498 which has been impacted by slightly decreased passenger numbers.

The graph below shows the total landing fees invoiced by Avdata for the reporting period October-December 2016 in comparison to the same period for 2014 and 2015, noting that that the City may not have received the total amount invoiced.



Airport expenditure for 1 October 2016 to 31 December 2016 is \$62,660 compared to a projected YTD Budget amount of \$154,699. Expenditure is less than expected due to some of maintenance tasks being deferred and lower than expected wages YTD expenditure.

There are no financial implications as a result of this report.

Long-term Financial Plan Implications

There are no financial implications as a result of this report.

STRATEGIC COMMUNITY OBJECTIVES

The BMRA is consistent with following the City of Busselton's Strategic Objectives:

Well Planned, Vibrant and Active Places:

- Infrastructure Assets that are well maintained and responsibly managed to provide for future generations;
- Connected City of Busselton Transport options that provide greater links within our district and increase capacity for community participation.

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 sought to identify 'downside' risks only rather than 'upside' risks and where the risk, following implementation of controls, has been identified as medium or greater. No such risks were identified.

CONSULTATION

Consultation with Department of Transport, South West Development Commission, Aviation Projects, Government agencies, Airport stakeholders, Office of Transport Security (OTS), Civil Aviation Safety Authority (CASA), Virgin Australia Regional Airline, the Busselton Aero Club, Service Agencies, Albany, Esperance, Geraldton Airports and Australian Airports Association has been occurring on a regular basis concerning many topics and issues relating to the Airport.

OFFICER COMMENT

FIFO/ Charter passenger numbers through the BMRA have decreased slightly compared to the same period last year and officers expect passenger numbers to remain in line with budgeted forecasts for the remainder of the financial year.

The October-December period has seen operational improvements, maintenance and scheduled inspections taking place including:

- development of an 'Airside Vehicle Handbook' to be included in the contractor induction process;
- further updates to the Wildlife Management Plan; and
- completion of apron line markings.

Officers are also assessing new drone rules introduced by CASA in early October and any potential impact to the City and are proposing a draft policy be prepared in the first half of 2017. Officers have attended industry meetings with CASA regarding aviation safety and the W.A. Police South West Joint Investigation Group incorporating protective security and critical Infrastructure in the region.

CONCLUSION

The wet weather earlier in the quarter and machinery breakdowns have delayed some maintenance over the spring period however the mowing program and planned maintenance are now on track. The airport operations team are preparing for the mobilisation of Ertech with the commencement of the airside construction for the BMRA expansion in February. Officers will be implementing an Airport user and stakeholder communications plan from January 2017 to ensure that a high level of customer service and information is available to all users and airport safety is maintained during the airport expansion project.

OPTIONS

The Airport Advisory Committee chooses not to accept the Officers report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

COMMITTEE DECISION AND OFFICER RECOMMENDATION

That the Airport Advisory Committee receives and note the Airport operations report.

10.2 <u>Airport Advisory Committee - 23/01/2017 - BUSSELTON-MARGARET RIVER AIRPORT - NOISE</u> MANAGEMENT PLAN

SUBJECT INDEX: Busselton-Margaret River Airport

STRATEGIC OBJECTIVE: Infrastructure assets are well maintained and responsibly managed to

provide for future generations.

BUSINESS UNIT: Commercial Services

ACTIVITY UNIT: Busselton-Margaret River Airport

REPORTING OFFICER: Manager, Commercial Services - Jennifer May

AUTHORISING OFFICER: Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Draft Noise Management Plan 2017 Final

This item was considered by the Airport Advisory Committee at its meeting on 23 January 2017, the recommendations from which have been included in this report.

PRÉCIS

This report presents the updated Busselton-Margaret River Airport Noise Management Plan (2017) (NMP) following notification from the Office of the Environmental Protection Authority that the environmental approval for the Airport Development Project is to be set at the level of Public Environmental Review. The revised NMP (2017) will be advertised for public comment and be submitted to the Office of the Environmental Protection Authority as part of the Public Environment Review (PER) referral.

BACKGROUND

The concept of a Noise Management Plan (NMP) for the Busselton Regional Airport (BRA) was first initiated in 2009 when environmental consulting firm Strategen was engaged to prepare a NMP. This was in response to the first Fly in Fly out (FIFO) services commencing at the BRA and the need to address the restrictive hours of operations and conditions specified in Ministerial Statement 399 approved by the Minister for the Environment (October 1995). The key elements of Statement 399, that the then Shire of Busselton was looking to revise and seek approval from the Office of the Environmental Protection Authority (OEPA) and Minister for the Environment were;

"4.2 To achieve the objectives of condition 4.1, at all times during the operation of the aerodrome, the proponent shall ensure that noise emissions from the aerodrome activities, including emissions from aircraft using the aerodrome, do not cause noise levels at any residential premises in occupation to exceed an average of 55 dB(A)Ldn or a maximum of 65 dB L a slow, unless a specific variation to the maximum noise level is agreed to by the Minister for the Environment on advice of the Department of Environment and Conservation and following consultation with relevant agencies.

4.3 Where a variation has been granted by the Minister for the environment, as referred to in condition 4.2, the variation may only apply for operation between 0700 hours and 2200 hours, and the proponent shall ensure that the maximum noise level does not exceed 80 dB La slow and that the number of flights is limited "

A variation, described in condition 4.3 had been granted by the Minister for the Environment to allow two (2) flights per day between the hours of 0700 and 2200 with aircraft noise to be limited to 80 dB(A) to enable the first Skywest Airlines Fokker100 FIFO operations to commence.

Strategen was engaged to prepare a draft NMP that was presented to the then Airport Advisory Group (AAG). The AAG was a working group made up of community members, three Shire

Councillors, and representatives from the Busselton and Dunsborough Chambers of Commerce, Geographe Bay Tourism Association and the Busselton Aero Club.

The draft NMP was further developed by the AAG and in July 2010 a draft plan was presented to the Council for review and consideration. Furthermore, at this time the AAG was transitioned to an official committee of the Council, the Airport Advisory Committee (AAC), with four nominated Councillors. In October 2010, the newly formed AAC requested City staff to review and update the draft NMP (developed by the AAG) and present a final draft to the Council for endorsement prior to being submitted to the OEPA for consideration. A final draft version of the NMP was presented to the Council for endorsement on 15 December 2010 followed by submission to the OEPA on the 1 February 2011.

A lengthy consultation period occurred with the OEPA, including a public consultation period of four weeks, prior to a final NMP being submitted to the OEPA Board for consideration and referral to the Minister of the Environment; Water for approval. The City of Busselton's Noise Management Plan (June 2012) was approved as part of Ministerial Statement 901 on the 22 June 2012.

In accordance with Condition 4 of Statement 901, the City of Busselton has the opportunity to review and submit proposed amendments or updates to the NMP. In a report presented to the Council at its meeting on 28 August 2013, City Officers presented a number of proposed changes, some were considered minor or not technical in nature and hence did not change the intent of the existing NMP. However, some of the proposed changes to the Hours of Operations were considered material under Condition 4-2 of Statement 901 and were advertised for public comment. Following Council endorsement, City Officers submitted a proposed, amended NMP to the OEPA for review and approval was given in September 2013.

The OEPA assessment resulted in the proposed material amendments being resubmitted by the City of Busselton as a Section 46 application under the Environmental Protection Act (1986) in March 2014. Following further discussions with the OEPA and gaining agreement on the proposed amendments, the City of Busselton submitted a final revised version of the NMP in December 2014, which came into effect in July 2015.

In June 2015, the State Government committed to funding the upgrade of the BRA. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, and considering the views of the Steering Committee appointed by the then Minister for Transport to oversee the development of the Business Case, the Government publically committed to allocating funding for the redevelopment of the BRA.

The Airport Development Project Team was established soon after the funding announcement and one of the priority approval processes identified for the project was the environmental approvals required from the Minister of the Environment; Heritage. The environmental approvals require the City of Busselton to apply to the Office of Environmental Protection Authority (OEPA) to amend the proposal description that underlies the current Ministerial Statement 901 and submit a revised NMP that will allow for proposed interstate and international jet air services resulting from the Airport Development Project. Following consultation with the OEPA, a referral was submitted to the OEPA proposing an Assessment of Proponent Information-Category A (API-A) assessment to amend the existing Ministerial Statement and implement a revised NMP in June 2016.

On 30 November 2016 the City was notified that the level of environmental assessment for the BMRA Development Project determined by the OEPA was to be a Public Environmental Review (PER). To ensure that the construction activities could proceed in parallel to the PER, the City submitted an application under section 43A (s45A) to amend the previously submitted referral to remove the airside and landside construction components, thus leaving the future aircraft operational components associated with the Development project subject to assessment through the PER

process. The City also submitted an application under section 45C (s45C) application (in accordance with Statement 901 and 1009) to allow the airside and landside construction activities to proceed as the proposed construction activities were unlikely to result in a significant detrimental effect on the environment in addition to, or different from, the effect of the original proposal. The OEPA notified the City on 15 December 2016 that the applications under s43A and s45C had been approved however noting that the s45C approval does not replace any responsibilities the City has in seeking other approvals to implement the changes associated with the Development Project operations subject to the conditions of Ministerial Statements 901 and 1009, including that the timing and number of aircraft must still be consistent with the approved Noise Management Plan required by condition 4-1 of Statement 1009.

The determination that the City is required to conduct a PER referral process for the operational components of the Development Project have provided an opportunity for the City to review the draft NMP (2016) taking into consideration comments and feedback received from the community and airport stakeholders prior to the draft NMP (2016) being put out for further public consultation and comment. This includes comments received from community members regarding the future hours of operations and feedback from the Busselton Aero Club regarding the flight training guidelines, and proposes additional updates to the proposed changes highlighted in the draft NMP (2016) version. For clarity, this report details the proposed changes from the NMP (2015) version as 2016 and 2017 proposed amendments separately. It should be noted that the changes included in the draft NMP (2016) version were advertised for public comment and all submissions and the draft NMP (2016) were submitted to the OEPA.

Proposed NMP amendments 2016 version

The key changes to the NMP (2015) that were incorporated in the draft NMP (2016) version included amendments to the current hours of operations, noise acceptability criteria, noise reduction measures and amelioration. The proposed amendments can be summarised into the following key areas listed below;

Description	Chapter(s) of the NMP	Comments relating to proposed NMP (2016)
Grammatical updates	All	Includes amendments such as airport name change (BRA-BMRRA), typographical errors, index page update, addition of terms to 'Definitions page' etc These changes do not change the intent of the NMP (2015).
Inclusion of Airport Development Project information	Background (p3) Objectives for Development (p5)	Information relating to the upgrade of the Airport has been added as context in describing the future operations, expansion of infrastructure and objectives including management of aircraft noise.
Standard Operating hours	3.1.3 Standard Hours of Operations (p13-15)	1. Number of operating categories has been reduced from five to three (See Table 3) – Light and General Aviation categories have been combined into one; Open & closed Charter Flights and RPT services have been combined into one category.
		2. In combining the Light Aviation and General Aviation categories the requirement for light aviation / Single Engine Aircraft under 2000kg MTOW not to exceed65dB(A) has been

		removed.
		3. All operating categories have unrestricted operating hours subject to aircraft noise not exceeding 85dB(A) and aircraft >5,700kgs MTOW requiring approval to operate.
Flight Training	3.1.5 Flight Training Guidelines (p19-22)	Aircraft type has been amended to include "Single engine aircraft' under 1500kgs MTOW
		2. Single engine aircraft noise emissions has been changed from 'to be less than 65dB(A)' to 'to be less than 85 dB(A)'.
		3. Times for flight training operations amended to Mon-Fri 8am – last light; Saturdays, Sundays and Public Holidays 9am -5pm.
Non-Conforming Activities	3.3.2 Approval for Non- Conforming Activity (p25-26)	Based on the assumption that the proposed amendments to the Standard Hours of operations are accepted this section will be deleted.
Methods for determining Noise Impacts and reduction measures	6.2 Noise reduction, Amelioration and Measures (p32-33)	 Added information relating to the City's decision to adopt the AS2021;2015 Acoustics – Aircraft noise intrusion – Building siting and construction.
		Added information on the preparation and use of ANECs and N-contours for the developed Airport.
Noise Acceptability Criterion	6.2.1 Noise Reduction Parameters (p33)	Inserted the acceptability definitions and noise levels detailed in AS2021;2015 Section 2.3 and Table E1.
Noise Amelioration	6.2.2 noise Amelioration as a Noise Reduction Technique (p34)	Inserted the building site acceptability criteria detailed in AS2021;2015 Table 2.1 and Table E1.
Implementation of NMP	9.3 Implementation Priorities (p45)	Deleted this section as originally included to detail the implementation actions of the NMP approved in 2012.

Subsequent to the recent public consultation process, the following summarises the proposed changes to the draft NMP (2016), now referred to as the draft NMP (2017);

Description	Chapter(s) of the NMP	Comments relating to proposed NMP (2017)
Grammatical updates	All	Includes amendments such as airport name change (BMRRA - BMRA), typographical errors, index page update and additional information providing clarity in some chapters.
		These changes do not change the intent of the NMP (2015).
Added 'Regular' to	Definitions (p 4)	Regular is used in some chapters of the NMP and

Definitions		hence definition has been added.
Development Project infrastructure	Background	Updated the scope of infrastructure to be delivered by the Airport Development Project.
Standard Operating hours (Table 2)	3.1.3 Standard Hours of Operations (p13-15)	 Light and General Aviation category standard hours of operation amended to 'Restricted 0600hrs-2200hrs'
Conditions (Table 2)	3.1.3 Standard Hours of Operations (p13-15)	 Conditions 'Subject to noise not exceeding 85dB(A)' amended to 'Maximum noise level of 85dB(A)'. The wording has been amended in line with the noise amelioration section whereby an exceedance of 85dB(A) may trigger noise amelioration processes.
Approval for Non-Conforming Activity	Chapter 3.2.4 Approval for Non-Conforming Activity	As restricted hours have been proposed for Light and General Aviation, it is being proposed that this section be maintained as it is currently worded in the NMP (2015) to allow for any general aviation non-conforming activities. This would allow for one-off approvals for aircraft movements outside of the standard hours of operations associated with events (Ironman; 70.3; Busselton Jetty Swim) or visits to Busselton by celebrities / VIPs. The only change to the wording is to include 'The City Chief Executive Officer (or approved delegate)' is authorised and empowered to determine applications for a Non-Conforming Activity
Table 9 - Amelioration Assessment Parameters	6.2.3 Process for Amelioration Assessment	Process updated to allow the CEO to determine if amelioration works (budget expenditure) requires Council consideration or within CEO delegation. This step has been updated to provide a faster and more efficient process if possible.
Order of Chapters	Chapters 8 and 4 have been moved in the document.	Original order of chapters was: Management of Operational Activities Land Use Planning Noise Assessment and Monitoring Noise Amelioration Communication and Consultation Noise Complaints New order of chapters is: Management of Operational Activities Noise Complaints

Noise Assessment and Monitoring
Noise Amelioration
Land Use Planning
Communication and Consultation

The attached NMP (2017) highlights the proposed amendments recommended in 2016 in blue and 2017 in green.

STATUTORY ENVIRONMENT

The Noise Management Plan (22 June 2012) was approved by the then Minister for the Environment; Water after review and consideration by the Environmental Protection Authority. Compliance reporting and review of the NMP is defined under Ministerial Statement 1009; Busselton Regional Aerodrome.

As part of the Airport Development Project, the City of Busselton is required to seek environmental approvals for the project in accordance with the Environmental Protection Act (1986) from the Minister for the Environment; Heritage through the assessment processes of the OEPA. Following recent notification from the OEPA, the City is required to complete a PER level of assessment for the Airport Development Project for the future operational components only which will include the proposed draft NMP (2017).

In accordance with the OEPA's Environmental Impact Assessment framework and guidelines, the OEPA will publish an Environmental Scoping Document (ESD) defining the requirements for the City's PER including the specific environmental factor to be addressed. The ESD is expected to be issued in early February 2017. The purpose of the ESD is to;

- develop proposal-specific guidelines to direct the City on the key environmental issue (Social Surrounds) that should be addressed in preparing the PER document; and
- identify the necessary impact predictions for the proposal, and the information on the environmental setting required to carry out the assessment.

Once published the City will use the ESD as the basis for the PER as well conducting further public consultation in parallel to submitting the PER referral. Following the submission of the PER to the OEPA, the PER will be advertised for public comment for a period of 6 weeks. The City will have the opportunity to provide a response to any submissions received during the public comment review period prior to the OEPA completing their assessment report and recommendations being presented to the Minister for the Environment for consideration. The PER process is expected to take approximately nine months to complete with the Minister for the Environment issuing a final determination.

RELEVANT PLANS AND POLICIES

The BMRRA operates in accordance with the following: Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005, CASA MOS 139, Council's Transport Security Plan and City policies and procedures.

This report is in line with the City of Busselton's current Noise Management Plan (2015), Ministerial Statements 901 and 1009 and processes for monitoring and reporting of aircraft movements and proposed changes to update the NMP.

FINANCIAL IMPLICATIONS

The Commercial Services Business unit has an approved operational budget allocated to the maintenance and upkeep of the facility and aviation related services. None of the recommended changes to the NMP are expected to have an additional cost implication to the operational budget.

The Airport Development Project, funded by the State Government and overseen by the Project Governance Committee (PGC) has a budget allocated for the project approval processes, including the environmental approvals being sought.

One of the possible future actions resulting from the approval of the recommended changes to the NMP could be to perform noise monitoring at residential properties in the vicinity of the Airport. As such a budget allocation for noise amelioration has been included in the Airport Development Project and will be considered at the appropriate time.

Long-term Financial Plan Implications

An operational financial model was developed as part of the State Government Business Case proposal which incorporated a 10-year financial plan. The model considered revenues and costs associated with the upgraded facility, including up-front and recurrent capital and ongoing operational expenditure. The model demonstrates that the upgraded facility will be self-sustainable, generating a modest profit into the future, to be transferred into the City's Airport Infrastructure Renewal and Replacement Reserve at the end of each financial year. It should be noted however that the revenue projections were based on Regular Public Transport (RPT) aircraft being able operated beyond the current Standard Hours of Operations as governed through the NMP.

The Long Term Financial Plan (LTFP) is currently based on the current operations, and will require updating to reflect the Development Project, including ongoing operational and capital revenue and expenditure based on the funded project. This work has commenced.

STRATEGIC COMMUNITY OBJECTIVES

This report is consistent with the City of Busselton's Strategic Community Plan (2013) community goals and objectives;

Well Planned, Vibrant and Active Places:

2.3 Infrastructure assets that are will maintained and responsibly managed to provide for future generations.

Connected City:

4.1 Transport options that provide greater links within our district and increase capacity for community participation.

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. The table below describes identified risks where the residual risk, once controls have been identified, is identified as 'medium' or greater;

Risk		Controls	Consequence	Likelihood	Risk
					Level
Extending	the Hours of	Monitor and assess any increase	Minor	Unlikely	Medium
Operation	cause noise	in aircraft traffic during the			

nuisance and complaints requiring noise monitoring	extended hours for the potential for noise complaints			
and mitigation.	from the community.			
NMP Public consultation	Community information	Moderate	Unlikely	Medium
results in significant public	sessions and private meetings			
submissions received by	held with members of the			
the OEPA during the PER	community on aircraft noise			
statutory public review	management. NMP public			
1 .	consultation period performed			
draft NMP (2017) not being	to assess community feedback.			
approved.				

CONSULTATION

Officers will continue to consult with the OEPA, CASA, AirServices Australia, City of Busselton residents and wider community, airport users and stakeholders throughout the environmental approval process and Airport Development Project.

The revised draft NMP (2016) was advertised for public comment for 21 days in March 2016 as presented to the community through the community information sessions and private community member meetings. Officers have considered community feedback received and made further changes to the NMP which will undergo a public consultation process as detailed below. As part of the PER process the City will conduct the following public consultation and advertise the draft NMP (2017) for community and stakeholder comment;

Who	Meeting Forum	Description	Information Provided
Residents in vicinity of the Airport and/or near flight paths.	Invitations issued for community meetings for each area identified below held at community facilities or City offices; Reinscourt Yalyalup Kalgup Yoogarillup	 Brief outline of the development project, objectives and infrastructure; Predicted flight movements; Predicted noise impacts including ANECs, N-Contours and flight paths Noise Management Plan review and proposed changes. 	 City's Noise brochure; City project Fact sheet; Information on External websites and agencies for further information.
Community information sessions	Community information session to be held at the City offices.	 Brief outline of the development project, objectives and infrastructure; Predicted flight movements; Predicted noise impacts including ANECs, N-Contours and flight paths Noise Management Plan review 	 City's Noise brochure; City project Fact sheet; Information on External websites and agencies for further information.
Decision Making Agencies (DMAs)	Individual meetings with DMAs –	Brief outline of the development	City's Noise brochure;City project Fact sheet;

engagement	Libby Mettam MLA Dept Of Water Dept Parks and Wildlife Dept of Transport	project, objectives and infrastructure; • Predicted flight movements; • Predicted noise impacts including ANECs, N-Contours and flight paths • Noise Management Plan review	websites and agencies for
NMP Public Comment including associated noise modelling contours.	Revised draft NMP (2017) advertised on the City's Airport website for public comment.	~	,

OFFICER COMMENT

The NMP has now been in effect for over four years and has resulted in a positive impact for the BMRA with increased charter services and a reduction in the number of noise complaints associated with the airport compared to previous years.

The initial review of the NMP (2012) provided an opportunity for the City to identify areas for improvement and make amendments to the plan that continued to safeguard the community and provide flexibility to airport users. As the BMRA has now been identified strategically as a 'Gateway' airport for the South West Region and the upgrade to cater for interstate and potentially international services has been funded, a further review of the NMP has considered current and future operations with appropriate controls and community feedback but still allowing for flexibility in increased growth.

Officers are recommending a number of amendments to the current NMP (2015), some of which are minor including grammatical and typographical changes and information relating to the Development Project, and therefore do not change the intent of the NMP. These amendments are considered minor in nature and under the current Ministerial Statement 1009 (condition 4.2) the CEO has the authority to approved these changes.

However, the proposed amendments to chapters 3.1.3 Standard hours of operation, 3.1.5 Flight Training Guidelines, 6.2 Noise reduction, Amelioration and measures are considered material and under condition 4.2 of Statement 1009 need to be considered by the OEPA for approval. These proposed amendments will be assessed by the OEPA through the PER referral process. The proposed amendments to the NMP (2015) are discussed below, and are identified in attachment A – draft Noise Management Plan (2017). It is to be noted that due to the review undertaken in 2016 and again in 2017 subsequent to the outcome of public consultation, the proposed amendments are highlighted as follows: 2016 in blue and 2017 in green;

Standard hours of Operation

Officers recommend consolidating the number of different aircraft operating categories in this section. This is primarily to remove some of the confusion around the definitions of light and general aviation. The current NMP distinguishes between light and general aviation with light aviation

aircraft being defined as single engine aircraft under 2000kg MTOW not exceeding 65dB(A) and general aviation including all other aircraft not included in the light aviation definition. There are instances where light aviation aircraft under 2000kgs MTOW exceed the 65dB(A) noise level and hence cause confusion for pilots leading to non-compliances. The current definitions also places responsibility on Airport staff for deciding if the noise level of light aircraft breaches the 65dB(A) based on published information which can be difficult to source. Hence, Officers are recommending as part of the draft NMP (2017) that light and general aviation categories are combined with the conditions that aircraft have restricted operations between the hours of 0600hrs-2200hrs with a maximum noise level of 85dB(A), and general aviation aircraft over 5,700kgs requiring prior approval to operate from in/out of the BMRA. It is to be noted that the proposal to have restricted hours of operations for light and general aviation is directly related to community feedback received during public consultation conducted during 2016.

Officers also recommend that the categories of open and closed charters and RPT services are combined into one category. The conditions proposed to this category are for unrestricted operations with City approval and with aircraft noise of a maximum of 85dB(A). The justification for approved, unrestricted operations are to facilitate future interstate operations that may need to operate at 'back of clock' hours. In the City's initial discussions with airlines interested in servicing future interstate services from the BMRA, they have indicated that until the BMRA route demand has been established they may want to fly unutilised aircraft based in the Eastern States between the hours of 1100hrs – 0200hrs depending on the destination (Melbourne or Sydney). To ensure that noise is managed effectively, the City of Busselton will have an approval process for all aircraft in this category operating in/out of the BMRA. The proposed amendments to the standard hours of operation are listed below;

Operator / Aircraft Type	Current Standard Hours of Operation	Proposed Standard Hours of Operation	Proposed Conditions
Emergency Services	UNRESTRICTED	UNRESTRICTED	Emergency situations and normal flight patterns (training flights require approval under the Flight
Light Aviation/ General Aviation	Light Aviation	RESTRICTED	Training Guidelines) Maximum noise level of 85dB (A)*
	Single Engine Aircraft under 2000kg MTOW not exceeding 65dB(A)* General Aviation	0600hrs-2200hrs	Flight Training approval required (only available for aircraft below 1500kg MTOW and flight training conditions apply)
	(Any aircraft that does not comply with the Light Aviation definition)		Aircraft above 5,700kgs MTOW – City approval required
	November		
	0600 to 2100		

Open, Closed Charters,	December - April Open and Closed	UNRESTRICTED	Maximum noise level of
RPT/Commercial Operators	Charter Flights	ONNESTRICTED	85dB (A)*
Орегасогз	0600 to 2200		City approval required
	Regular Passenger Transport Flights		
	0600 to 2300		

^{*} The Aircraft Noise levels identified in this table are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels regularly exceeding this may initiate noise mitigation procedures (Chapter 6.2.3).

Any application that does not conform to the standard hours of operation or conditions set out in this table is considered a Non-Conforming Activity. Assessment of Non-Conforming Activities will be undertaken using the procedures defined in Section 3.2.4

Flight Training Guidelines

Officers recommend a number of amendments to this chapter. The first is to further define the type of aircraft that can perform flight training from the BMRA by including 'single engine aircraft' under 1500kgs MTOW in the definition. This will ensure that flight training is restricted to the smaller light aircraft and hence minimise the noise impact from training. Further, the daily hours allowable for flight training have been amended to reflect an even spread of hours throughout the week and on public holidays. Further consultation with the Busselton Aero Club during the 2017 review has resulted in changes to the total number of circuits in any one flight training sessions being increased from 4 to 6 circuits.

Noise Reduction, Amelioration and Measures

The current NMP (2015) approach to noise reduction, amelioration and noise criterion is based on the inclusion of building siting criteria and noise acceptability criteria from a number of different sources including the superseded Australian Standard 2021;2000. Officers recommended that the revised NMP be based on the AS2021;2015 standard and use a combination of criteria from the standard that relates to aerodromes with Australian Noise Exposure Forecast (ANEFs) and for aerodromes that do not have ANEFs.

The recommendations from government, regulatory bodies and the aviation industry for measuring and predicting noise impacts at Australian airports is broadly based on the use of the ANEF system. The ANEF system was developed in 1980 as a land use planning tool aimed at controlling encroachment on airports by noise sensitive buildings. The system underpins Australian Standard AS2021 'Acoustics—Aircraft noise intrusion—Building siting and construction'. The Standard contains advice on the acceptability of building sites based on ANEF zones and for aerodromes that do not have ANEFs (ANEFs are not considered a suitable tool for light aviation aerodromes that do not have jet aircraft operations), building site acceptability using decibel (dB(A)) levels.

The proposed amendments to this section of the NMP include a combined approach of using the ANEF zones and decibel levels to determine the acceptable, conditionally acceptable and unacceptable aircraft noise levels for buildings (including homes, units, flats) potentially impacted by aircraft noise. The acceptability criteria vary depending on the type of land use. The Table below details the recommended criterion taken from AS2021; 2015 to be included in the NMP;

Outdoor Noise Criterion

Noise Amelioration action is required where L_{Amax} regularly exceeds² –

- (1) 85dB(A); or
- (2) 80-85dB(A) for >15 events¹ per day; or
- (3) 75-80dB(A) for >30 events¹ per day; or

Notes:

- (1) Each aircraft noise event occurring between 7pm and 7am is to be counted as 4 events.
- (2) Regularly exceeds refers to events occurring at uniform (even / constant) intervals. Noise generated by Emergency Services Aircraft operating in emergency situations are not to be taken to count towards the monitored noise events for amelioration purposes.

OR

Table 2.1 Building Site Acceptability based on ANEF Zones in AS2021:2015; where a house, home, unit, flat, caravan park falls in the 20-25 ANEF zone

Officers have used a combination of criterion from AS2021;2015 applicable to both aerodromes with and without ANEFs. This approach is to ensure that the community is provided with a suitable level of protection from aircraft noise.

CONCLUSION

The NMP has been in effect for over three years now and has been subject to one formal review considered by the OEPA. With the funding secured from the State Government to upgrade the BMRA and the required environmental approval process underway for the project, there is a need to update the current NMP. As such Officers have reviewed the NMP and are proposing amendments to a number of sections, in particular the standard hours of operations, flight training guidelines, noise reduction, amelioration and noise criterion measures. This report presents the proposed amendments to the NMP to be advertised for public comment for a period of 21 days and then to be included in the PER referral application to the OEPA.

The proposed amendments have been drafted to support the development of the BMRA, particularly with the State Government funding to upgrade the airport to operate interstate services and potentially international services and taking into consideration community feedback received during public consultation conducted in 2016. Areas included in the NMP such as the noise complaints process and request for noise amelioration assessment have been reviewed and remain in place without any amendments. Where amendments are being proposed, Officers have also considered appropriate control measures such requiring approval for operations.

OPTIONS

The Council may choose not to support the Officers recommendation and;

- 1. Reject the proposed amendments for the NMP; or
- 2. Support the review of the NMP however recommend alternative amendments to the NMP;

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revised draft NMP (2017) will be advertised for public comment following Council endorsement for 21 days on the City's and Airport websites for public comment. All public submissions will be presented back to the Council and also included in the PER referral application to be submitted to the OEPA.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council:

- 1. Notes and supports the review of the Busselton-Margaret River Airport (BMRA) Noise Management Plan and the proposed amendments as per the attached draft BMRA Noise Management Plan (2017).
- 2. Endorses the draft BMRA Noise Management Plan (2017) for public comment for a period of 21 days with public submissions to be referred to Council for consideration.



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BUSSELTON-MARGARET RIVER AIRPORT NOISE MANAGEMENT PLAN 2017

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Definitions

<u>Accredited Environmental Noise Personnel</u> - a person authorised in accordance with Sections 87 and 88 of the *Environmental Protection Act* 1986.

AGL (Above Ground Level) - a height reference to distance above ground level.

ANEC- These are scenario contours and are used to produce 'what if' contours, for example, in the process of examining flight path options around an airport.

<u>ANEF</u> - These are the official forecasts of future noise exposure patterns around an airport and they constitute the contours on which land use planning authorities base their controls.

<u>Australian Noise Exposure Forecast (ANEF)</u> - a prediction of the cumulative exposure to aircraft noise which communities near an airport are likely to experience in a specified future time (usually 10-20 years) and over a specified duration (usually one year). The results are depicted in the form of contours linking areas that have the same noise exposure.

<u>Charter (Closed)</u> - Operation, with fixed schedule to and from fixed terminals, in which the purchase of tickets is not available to any member of the public but specifically to an individual or organisation.

<u>Charter (Open) - Operation</u>, with fixed schedule to and from fixed terminals, in which the purchase of tickets is available to any member of the public through either a agent or directly on-line.

dB La sLow. the A-weighting filter covers the full audio range - 20 Hz to 20 kHz and the shape is similar to the response of the human ear at the lower levels, SLOW refers to the time weighting applied.

Flight Training – instruction received from a flight training school or qualified flight training instructor in an aircraft or flight simulator. Training only applies to student pilots or unqualified pilots. Flight training definition does not include recurrent training or licence renewal training, ground training or a demonstration flight.

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Fly Neighbourly Agreement (FNA) - a voluntary code of practice included in the Noise Management Plan to be actively promoted and facilitated by the City

<u>Licence Renewal Training</u> - training performed by a qualified pilot, whereby specific operations are required to be completed to maintain pilot licence as current (example; Take off/Landings, VFR operations) as defined under CAR 1988 Volume 2 – Part 5, Division 8.

<u>Noise Abatement Zones</u> - areas of land with proximity to the airport with existing or planned noise sensitive land uses over which aircraft activity is to be minimised.

Noise Contours (N-Contour or Nxx) - the noise contours on a map indicate the number of aircraft noise events louder than the specified dB(A) level which would occur on the average day during the period covered (example - an N65 contour map would depict the number of events that would exceed 65dB(A) on the average day).

 $\underline{\textbf{Noise Sensitive Location}} \textbf{ - a land-use with an identified sensitivity to noise eg: residence,} \\ \underline{\textbf{hospital}}.$

Regular - occurring at uniform (even / constant) intervals

Regular Passenger Transport (RPT) – commercial airline services operating to a regular schedule, to and from fixed terminals, where the purchase of tickets is available to any member of the public.

<u>Special Control Areas</u> - areas of land with proximity to the airport where noise sensitive land uses can be restricted.

Table 1 – Document Management Information

Action	Date	Organisation		
NMP revision	January 2017	City of Busselton		
NMP revision	18 February 2016	City of Busselton		
NMP (January 2015) Ministerial Approval	7 July 2015	Minister for Environment; Heritage		
NMP Final revision	22 December 2014	City of Busselton		
NMP resubmission	10 March 2014	City of Busselton		
NMP revision (First review period)	7 November 2013	City of Busselton		
Final Ministerial Approval	22 June 2012	Minister for the Environment		
Final proponent revision	3 February 2012	City of Busselton		
EPA Board consideration	19 January 2012	EPA Board		
Public Consultation	4 weeks advertising	Shire of Busselton		
Submission to EPA	1 February 2011	Environmental Protection Authority		
Council review and adoption	15 December 2010	Council		
Busselton Airport Advisory Committee recommendations	7 December 2010	Airport Advisory Committee		
Shire of Busselton review and recommendations	October-December 2010	CEO – Mike Archer		
Busselton Airport Advisory Committee revisions and updates	August/September 2010	Airport Advisory Committee (previously Advisory Group)		

Busselton Airport Advisory Group development of draft plan	August 2009 to July 2010	Airport Advisory Group (later Advisory Committee)	
The draft Noise Management Plan was developed by the Airport Advisory Group, consisting of:			
Cr Tom Tuffin — Shire of Busselton Cr Jackie Emery — Shire of Busselton Cr David Binks — Shire of Busselton Mr Ray McMillan — Busselton Chamber of Commerce Ms Natalie Venosi — Geographe Bay Tourism Association Mr Andrew Svalbe — Community representative Mr Peter Stark — Community Representative Mr Ross Beatty / Mr Geoff McGlasson — Busselton Aero Club Mr John McCallum / Mr Brian Rulyancich — Dunsborough-Yallingup Chamber of Commerce Two representatives (with one deputy) of the Airport Residents' Group			
Draft Noise Management Report developed by Strategen	April 2009	Strategen Consultants	

1. Introduction and Background

Introduction

The Busselton-Margaret River Airport is a developing airport for the South West region of WA with the further potential to deliver social and economic benefits for both the City of Busselton and the region as a whole.

The City of Busselton, as the owner and operator of the Busselton-Margaret River Airport, seeks to utilise it to its capacity for the benefit of tourism and economic development of the region, while recognising that noise can and does affect members of its community.

The purpose of the Busselton-Margaret River Airport Noise Management Plan (NMP) is to provide a comprehensive plan for the effective management of noise generated by aircraft using the airport in order to protect the amenity of community members potentially affected by aircraft and airport noise. The main objectives of the NMP are to identify and implement controls and procedures for the effective management of aircraft noise and the reduction of aircraft noise impacts, to provide clear and specific guidelines for airport users as to their responsibilities and obligations with regard to noise management, and to provide the general community with clear and transparent information and guidelines as to the noise management controls and procedures to be employed in respect of aircraft noise in the vicinity of the Busselton-Margaret River Airport.

Noise Context

Noise is generally considered to be sound that has become annoying, unpleasant or unwanted. The overall level of sound is expressed in decibels as a dB(A) value. Industry research in regard to what creates aircraft noise annoyance has been significant, including how to effectively measure, monitor, manage and reduce aircraft noise impact. Annoyance experienced with regard to any noise can vary greatly from individual to individual and also according to the prevailing conditions such as the time of day or night, other background noise, interruption caused by the noise, or its tone, frequency and repetition.

On this basis, methods employed in this NMP to reduce noise annoyance to residents in noise sensitive premises address these factors by restricting evening flight activity, restricting flight training activity as it has a tendency to be repetitious, setting a maximum noise generation capacity for aircraft as it applies to any residence, and developing a "noise-tolerant" society in these noise sensitive areas by the use of land use planning initiatives.

It is outside of the scope of the NMP to identify changes to flight paths and general airborne operations as these are controlled by AirServices Australia and the Civil Aviation Safety Authority. The City will however continue to work with Airservices Australia to monitor and review flight paths to facilitate Fly Neighbourly principles as key strategies to improve amenity outcomes.

Structure

The NMP is structured as follows:

- Chapter 1 provides an introduction to the purpose and objectives of the NMP, information
 on the Busselton-Margaret River Airport's history and the conditions imposed by the
 Minister for the Environment.
- Chapter 2 explains the principles on which the NMP is founded and the City of Busselton's intent with regards to the Busselton-Margaret River Airport.
- Chapter 3 describes the initiatives to be employed under the NMP to manage and reduce potential aircraft noise impacts at and in the vicinity of the Busselton-Margaret River Airport.
- Chapter 4 explains how land-use planning and management measures will be implemented to minimise the impact of aircraft noise on the community.
- Chapter 5 describes initiatives to be employed to monitor and assess aircraft noise at and in the vicinity of the Busselton-Margaret River Airport.
- Chapter 6 provides for noise reduction measures that can be implemented to protect the amenity of noise sensitive residences.
- Chapter 7 provides for communication and community consultation initiatives.
- Chapter 8 explains strategies and available measures to achieve compliance with the requirements and objectives of this NMP and provides information on complaints procedures.
- Chapter 9 provides for the implementation and review of the NMP.

Attachment A

Background

The Busselton-Margaret River Airport opened in 1997 with the primary objectives of improving tourism, business and medical access to the selected regions and to this end it supports the entire Capes region. The Busselton-Margaret River Airport is regarded as the most strategically located of all the regional airports in the South West region of Western Australia.

Prior to the construction of the Busselton-Margaret River Airport, the Busselton area was being serviced by a privately owned Authorised Landing Area with an 1100m North/South gravel runway. The potential to upgrade the privately owned site was severely limited by adjacent residential developments, close proximity to the Busselton town and surrounding infrastructure like major roads, power lines and a diversion drain.

Hence, it was determined that a new site that would cater for a 'regional airport' to support the existing Royal Flying Doctor Service, light aviation and charter flights as well as for future requirements was needed. As part of the process for selecting a new site, the then Shire of Busselton was required to perform both public and environmental consultation.

In accordance with the Environmental Protection Authority (EPA) requirements this involved the preparation of a Consultative Environmental Review (CER) for the proposed development of a regional aerodrome for Busselton and surrounds at Four Mile Hill, which is Busselton-Margaret River Airport's existing location. The proposal involved the EPA assessment of the proposed site and likely impacts from the aerodrome, and also submissions from the public, stakeholders and interested parties.

The CER performed by the EPA determined that the "proposed Four Mile Hill site was considered satisfactory for the development of the Busselton Regional Aerodrome" subject to a number of Management commitments for the Physical and Biological Environment (Proposed Busselton Regional Aerodrome Consultative Environmental Review; April 1995). The Management commitments established were detailed in Bulletin 785, Statement 399 under the Environmental Protection Act. At the time the proposal prepared and considered by the EPA and included in Bulletin 785 stated: "The proposal by the Shire of Busselton does not include pilot training programs".

The Busselton-Margaret River Airport is located approximately 6.5 km from the town centre of Busselton. The airport has a single sealed 1800m long runway (No. 03/21) which is capable of handling a wide range of aircraft up to and including medium sized jet passenger aircraft and currently supports aviation services for airline operators, the private commercial sector, the Busselton Aero Club and private individuals.

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When the Busselton-Margaret River Airport commenced operations in 1997, Environmental Conditions outlined in Ministerial Statement 399 were in force. These conditions required the then Shire to ensure that noise emissions did not cause levels at any residential premises in occupation to exceed an average of $55L_{dn}$ or a maximum of 65dB $L_{A\ SLOW}$, with the exception of two flights per day that were able to go up to 80dB $L_{A\ SLOW}$. While the conditions were put in place to protect the amenity of adjacent residential properties, they also limited the number of aircraft movements and types of aircraft able to utilise the airport.

Since the implementation of Ministerial Statement (MS) 399, there have been subsequent statements, notably MS901 which introduced the NMP (2012) and conditions 3 (Compliance Reporting), 4 (Noise Management Plan) and 5 (Non-conforming activities). MS 1009 further defined conditions 4 and 5.

However, the future potential uses of the airport continued to be limited by these conditions, particularly to meet the region's future demand for interstate and international air services. The City of Busselton, as owner and operator of the Busselton-Margaret River Airport, seeks to utilise the airport on a commercially viable basis for the benefit of the whole region, while also providing amenity protection for those community members affected by noise. This NMP therefore provides the parameters within which opportunities for development of the airport and its uses can be expanded while providing appropriate protection for residents affected by its operations.

In June 2015, the State Government committed to delivering a domestic airport to service the South West region. After reviewing a rigorous Business Case submitted by the South West Development Commission in 2013, and considering the views of the Steering Committee appointed by the then Minister for Transport to oversee the development of the Business Case, the Government publically committed to allocating funding for the redevelopment of the Busselton Regional Airport (BRA). The funding will allow for the upgrade of the BRA to a minimum Code 4C classification (A320 and B737 aircraft) that is compliant with Civil Aviation Safety Authority (CASA) and airline standards to enable domestic air services to operate to/from the airport.

The Development Project includes:

- lengthening, widening and strengthening of the runway to 2,520m x 45m to facilitate code
 4C and code 4E jet aircraft operations;
- construction of four new apron parking bays to facilitate 3 x code 4C and 1x code 4E jet aircraft operations and two connecting taxi-ways;

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- upgrade of the existing taxiway and apron to accommodate an additional two Code 4C aircraft;
- construction of a General Aviation Precinct comprising of:
 - o two new aprons with parking for 13 Code B aircraft;
 - o a new Code B stub taxiway and Code B parallel taxiway connecting to the upgraded Code 4C apron;
 - o expansion of the existing apron to accommodate Code B firefighting aircraft;
- · construction of a new terminal building to facilitate a minimum of 350 domestic and international passengers concurrently;
- a new car park to accommodate an additional 600 parking bays;
- connection to essential services;
- development and implementation of a successful airline engagement and freight strategy;
- development and implementation of a successful Busselton Margaret River Regional Airport (BMRA) business development strategy

The City of Busselton however, is mindful that this development must be undertaken in recognition of potential amenity impacts.

2. PRINCIPLES AND STATEMENT OF INTENT

Objectives for Development

The South West Region, and in particular the City of Busselton, is one of the fastest growing regions in Western Australia. Major infrastructure development is necessary to serve the region and to ensure that future growth is sustainable. The Busselton-Margaret River Airport is a valuable community asset with the potential, when developed responsibly, to benefit the whole region. It is the intention of the City to, amongst other things, further develop the Fly-in Fly-out (FIFO) potential for transporting workers to and from the region for work opportunities and to be able to attract and retain Regular Passenger Transport (RPT) services for domestic, interstate and international flights for the area into the future. The City is committed to do so in accordance with the parameters set out in the NMP, in consultation with affected landowners and residents.

The City seeks to implement a facilitative approach to aircraft utilising the airport for passenger, business (import and export), tourism and recreational related uses, and hence an acceptance of controlled noise associated with those uses due to the broader local and regional community benefit. However, a series of stringent controls on the use of the airport for flight training purposes, and hence reducing the noise impact associated with these uses, is established such that approval can only be provided for instructors based at the Busselton-Margaret River Airport and utilising light aircraft

The City of Busselton's main objectives with the development of the Busselton-Margaret River Airport are:

- To provide the South West region of Western Australia with a safe, easily accessible and well managed airport for the social and economic benefit of the region;
- To deliver more domestic and international tourists to the region to bolster the tourism industry, including occupancy increases, event attendance and incentive to invest in further development of major tourism infrastructure;
- To allow for the expansion of fly-in fly-out capacity to mine sites in the East Pilbara to assist
 in underpinning the State's iron ore production industry with the use of larger aircraft. With
 expanded infrastructure at the BRA, the opportunity to base FIFO aircraft and crews at the
 airport is a future possibility; and
- To enable direct aviation access providing the stimulus for increased new visitation into the
 region and possible domestic and international freight opportunities resulting in economic
 and social growth and in turn long term regional sustainability.

Attachment A

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- To operate and manage the airport on a commercially sound basis to ensure that it remains economically viable; and
- To protect the amenity of community members potentially affected by the impacts of aircraft noise and activities at the airport.



A Balanced Approach

The City of Busselton is committed to ensuring that the community's valuable asset that is the Busselton-Margaret River Airport is developed to its potential for the social, economic and tourism benefit of the region. This development must however recognise the potential amenity and therefore lifestyle impacts that the operations at the airport will have on certain residences within its vicinity. This NMP has been developed and will be implemented in recognition of the City of Busselton's responsibility to manage noise impacts on members of the community at and in the vicinity of the airport.

The NMP provides the basis for recognising the International Civil Aviation Organisation's (ICAO) internationally accepted and employed principle of a balanced approach to aircraft management. This consists of identifying the noise problems at an airport and then analysing the various measures available to reduce noise and noise impacts through four principal elements, being:

- Reduction of noise source aircraft built today are required to meet certain noise certification standards implemented by the Council of ICAO;
- Operating restrictions at airports such as restricting operating hours, restricting/regulating certain activities like flight training and banning the operation of certain noisy aircraft;
- Land use planning and management as an effective tool to ensure that activities nearby airports are compatible with aviation;
- Noise abatement operational procedures there are several methods, including preferential runways and flight paths, and noise abatement procedures for take-off, approach and landing.

The City of Busselton confirms its commitment to a balanced approach with regards to aircraft noise management at the Busselton-Margaret River Airport. The principles on which the NMP are based that are considered to be consistent with these principal elements include:

- Effective management of aircraft noise through a cooperative approach by the City of Busselton, AirServices Australia and aircraft operators;
- Land use planning compatibility with community concerns and Government policy about aircraft noise, but also allowing for optimal long-term development of the airport;
- High level of transparency including consulting with and informing the community members in the vicinity of the airport on an ongoing basis;
- Investigation and analysis of aircraft noise complaints in such a way so that trends, patterns
 and issues of concern can be identified at an early stage; and

 Identification of practical and cost effective noise management initiatives within the NMP that recognise that the Busselton-Margaret River Airport is an integral part of the built and economic environment of the South West region.

The NMP provides for the implementation of a range of strategies for managing noise generated by users of the airport, with the main objective to provide a balance of airport development and amenity protection for potentially affected residents. These strategies include operational hours restrictions, regulatory measures for flight training, assessment for potential improvement of flight paths, identification of noise abatement zones, the preparation of Fly Neighbourly agreements, noise assessment and monitoring, land use planning and noise reduction techniques.

The NMP establishes a process by which the usage of the airport can be expanded to meet the needs of the community, and provides a process by which noise impacts that unreasonably exceed established standards can be mitigated. In addition, prospective land uses for and development of any land identified to be in areas sensitive to airport noise will be undertaken in a manner that recognises the location of and development needs for the airport, to minimise the future potential for mitigation action to be required.

In this regard ANEC contours and N65 and N75 contours will be further considered for land use planning purposes and the development of an Airport Buffer Zone and Special Control Areas via a Town Planning Scheme Amendment process. Noise modelling has been undertaken was undertaken by the City of Busselton in September/October 2010 and recently in December 2015 and will be updated as required as airport activity increases. The Noise Management Plan establishes noise criteria to enable fair, objective and transparent assessment of noise impacts and certainty for the parties involved.

Limitations

The City of Busselton, as an accountable and responsible owner and operator of the Busselton-Margaret River Airport, is committed to implement, apply and enforce, within its powers, all required strategies and available measures to achieve the requirements and objectives of this

For purposes of transparency it is however necessary to clarify and understand certain limitations with regards to the City of Busselton's regulatory powers in respect of aircraft noise. The Civil Aviation Safety Authority (CASA) and AirServices Australia (ASA) considers the powers to regulate and administer Australian airspace under the Airspace Act and Regulations to be exclusive to CASA. Therefore, the City of Busselton as owner and operator of the Busselton-Margaret River Airport has no power or authority to regulate activities happening in airspace.

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This, however, does not prevent the City from actively facilitating compliance by aircraft operators with measures aimed at managing and reducing the impacts of activities in airspace, including aircraft noise which may have an impact on community members. There are a suite of Commonwealth and State regulatory measures regulating activities in airspace around Australian airports, including the Busselton-Margaret River Airport. The City will, where it is determined that a matter of non-compliance is not within the jurisdiction of the City to take enforcement action, report such activity to the relevant authority and take ongoing follow up action with that authority, while also recognising and supporting complainants to utilise these complaints processes directly with the relevant agencies like CASA, AirServices Australia, the Environmental Protection Authority or Department of Transport.

The Fly Neighbourly Agreement within this plan will be actively promoted with any users of the airspace over the district of the City of Busselton to ensure the impact of these activities is minimised. Where an operator also utilises the land-based facilities at the airport, the City has a range of mechanisms available to it to implement operational parameters to ensure that the activities are undertaken in a manner that recognises residential amenity concerns.

Statement of Intent

Vision for the Facility

The Council of the City of Busselton holds a vision for the Busselton-Margaret River Airport as the South West Regional Airport to deliver quality air transport outcomes for the benefit of the residents of the City of Busselton and the South West region.

A Balanced Approach

The airport will be developed in a manner that respects residential amenity, recognising community impacts associated with its operations, particularly noise, while providing economic, social and tourism benefits to the City and the South West. Over time, the airport will become a hub for passenger, business, tourism and recreational uses that deliver benefit to the broader community.

Protecting Your Environment

As with any airport facility, there will be residents affected by its operations either by proximity to the facility or flight paths associated with it. To minimise that impact as far as possible, the City of Busselton makes the following commitments:

- We will manage noise by proactively implementing the Noise Management Plan
- We will proactively promote Fly Neighbourly practices
- We will consider the amenity implications when proposing any expansion of airport facilities and airport operations
- We will update and review noise modelling data as required and respond appropriately to changes in impact revealed
- We will respond to and investigate noise complaints
- We will consider potential noise amelioration as part of development proposals

Viability for the Community

The City of Busselton is committed to turning the Busselton-Margaret River Airport into a commercially viable community facility for the benefit of ratepayers. It is a particular vision to reverse the trend of

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Attachment A

operating deficits associated with the facility and to seek to turn that into operating profit.

- We will proactively seek Government funding for the facility
- We will seek to develop airport uses delivering income streams through landing fees, head taxes, licensing fees and other charges
- We will invest in infrastructure upgrades following favourable cost/benefit analysis

The City of Busselton recognises the significant economic opportunities associated with having an airport located in the District.

- We will promote Busselton as a destination as serviced by the Busselton-Margaret River Airport for visitors, nationally and internationally
- · We will investigate and pursue business (import and export) opportunities

Social Benefits

The City of Busselton seeks to deliver an accessible air transport service for the benefit of its residents and those of the broader South West.

- · We will seek to facilitate the provision of efficient and accessible passenger services such as interstate and international services
- We will seek to facilitate the provision of fly-in fly-out services to provide additional employment opportunities for local community members

The Busselton-Margaret River Airport will be managed by the City of Busselton in a manner that gives the highest regard to relevant regulations and safety, is responsible and progressive.

- We will have the highest regard for CASA and Air Services safety regulations and standards
- We will report any matter not in the jurisdiction of the City to the relevant authority We will be a responsible and accountable airport operator on behalf of the community
- We will continuously improve and review where necessary management principles and practices

Community Involvement

The City of Busselton recognises it is managing the Busselton-Margaret River Airport on behalf of its community and will therefore involve the community in decision-making.

- We will be consultative, informative and responsive
- We will regularly report on airport activities supporting the highest levels of transparency and
- We will support a committee to provide advice on relevant airport matters

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3. MANAGEMENT OF OPERATIONAL ACTIVITIES

The management of potential impacts arising from the operations of the Busselton-Margaret River Airport requires the implementation of a range of initiatives to protect the amenity of affected residents by ensuring that noise levels meet statutory requirements and acceptable standards.

The management plan addresses the key elements of:

- Airport operational activities
 - Operations at the airport will be controlled such that activities are undertaken in a manner that the noise impact is minimised by the use of flight paths, noise abatement zones, prescribed hours of operation, a fly neighbourly agreement and flight training restrictions.
- Aircraft noise management

Aircraft utilising the airport will be required to meet the specifications set out in the NMP such that the noise generated does not exceed the statutory requirements and acceptable standards.

3.1. Airport Operational Activities

As an overarching principle for use of the Busselton-Margaret River Airport, operators will utilise the ERSA (En-route Supplement Australia) and AIP (Aeronautical Information Package) generally, and as they apply specifically to the Busselton-Margaret River Airport.

Operators are to observe the following specific requirements:

3.1.1. Flight Paths

As far as practicable, in accordance with applicable regulatory requirements, guidance, procedures and limitations, operators shall:

- 1. maximise the use of flight paths over coastal waters and non-residential areas, rural land and State forest;
- 2. minimise the over flight of residential areas, including rural residences and other noise-sensitive premises, particularly at less than 1500 feet (AGL);
- 3. utilise descent profiles with low-power and low-noise operations.

Any future development of alternative flight paths for the Busselton-Margaret River Airport will recognise these four key components.

3.1.2. Noise Abatement Zones

Noise Abatement Zones identify areas that include existing and future planned residential development in close proximity to the airport. These are shown in figure 1.

As far as practicable, in accordance with air safety standards, operators shall:

 minimise the over flight at less than 1500 feet (AGL) of areas identified as noise abatement zones.

Noise abatement zones will be recognised in any future development of flight paths.



Figure 1 – Existing and Planned residential development with proximity to the Busselton-Margaret River Airport

3.1.3. Standard Hours of Operation

The following table has been established to advise airport users of those operations that need City approval and to specify overall limits on operations to limit impacts for the community.

Table 2 – Operational Limitations and Approved Parameters

Operator / Aircraft Type	Standard Hours of Operation	Conditions
Emergency Services	UNRESTRICTED	Emergency situations and normal flight patterns training flights require approval under the Flight Training Guidelines
Light Aviation/ General Aviation	RESTRICTED 0600hrs – 2200hrs	Maximum noise level of 85dB (A)* Subject to noise not exceeding 85dB(A)* Flight Training approval required (only available for aircraft below 1500kg MTOW and flight training conditions apply) Aircraft above 5,700kgs MTOW City approval required
Open, Closed Charters, RPT/Commercial Operators	UNRESTRICTED	Maximum noise level of 85dB (A)* Subject to noise not exceeding 85dB(A)* City approval required

^{*} The Aircraft Noise levels identified in this table are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels regularly exceeding this may initiate noise mitigation procedures (Chapter 6.2.3)

Any application that does not conform to the standard hours of operation or conditions set out in this table is considered a Non-Conforming Activity. Assessment of Non-Conforming Activities will be undertaken using the procedures defined in Section 3.2.4

Operator / Aircraft Type	Standard Hours of Operation	Conditions
Emergiancy Statisticals	CAMESTACTED	Emergency-situations-and normal-flight-patterns

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Control of Closed Charter Flights Control of Contro			 training flights require approval under the Flight-Training-Guidelines
Any-aircraft that does not comply with the Light Aviation definition — April ————————————————————————————————————		шиневлицией	Flight Training approval require (only available for aircraft below 1500kg-MTOW and flight training conditions apply)
854B(A)*	Any aircraft that does not comply	November 0600 to 2100 December	Subject to noise not exceeding 85dB(A)*
Only approved agencia	Pprent and Closed-Charter Flights	0600 to 2200	Subject to noise not exceeding 85dB(A)? City-approvel-required
Regular Passenger Transport 10500 to 2300 Subject to noise not exceeding 85xB(A)* City approval required		0500 to 2300	
Example non-conforming activity Non-conforming hours Subject to noise not exceeding	Any application that does not confit this table is considered a Non-Con be undertaken using the procedure	of forming Activity. Assessment as defined in Section 3.3.3.	t of Non-Conforming Activities will

- <u>Emergency Services</u> will have unrestricted use of the airport for emergency situations and normal flight patterns, but will require approval for flight training activities. Emergency Services are:
 - o Royal Flying Doctor Service;
 - Sea Search and Rescue / AeroRescue;
 - DFES and DPAW aircraft (Firefighting/rescue fixed wing & rotary);
 - Police Airwing;
 - o W.A Surf Life Saving (Westpac rescue Helicopter)
 - o Military aircraft (no flight training approval required).

- Light Aviation / General Aviation Includes all non-commercially owned/operated aircraft where the maximum aircraft noise is 85dB(A)* and will have unrestricted use of the airport. Light and General aviation aircraft above 5,700kgs require prior City approval to operate. Flight training requires specific approval and no approval for flight training activities can be granted to aircraft above 1500kgs.
- Open, Closed Charters and RPT Services All open, closed charters and RPT services can operate unrestricted, subject to maximum noise of 85 dB(A)* and aircraft over 5,700kgs requiring City approval.
- <u>Light Aviation</u> Single engine aircraft under 2000kgs maximum take off weight and not exceeding-65dB(A)* will have unrestricted use of the airport, except for flight training activities. Flight training requires specific approval and no approval for flight training activities can be granted to an aircraft above 1500kgs.
- General Aviation Aircraft over 2000kgs maximum take off weight and/or twin engine aircraft and/or that exceed 65dB(A)* will be able to utilise the airport between the hours of 0700 and 1900 for the months of May through to November and 0600-2100 for the months of December through to April, subject to the noise level not exceeding 85dB(A)*. No flight training is allowed.
- Open and Closed Charter services may utilise the airport between the hours of 0600 and 2200 with City approval, subject to the noise level not exceeding 85dB(A)*.
- Regular Passenger Transport services may utilise the airport between the hours of 0600 and 2300 with City approval, subject to the noise level not exceeding 85dB(A)*.
- * The Aircraft Noise levels identified are maximum noise levels recorded at any residential or other noise-sensitive location when determined as an LA Slow value at any point within 15m of the identified building. Noise levels exceeding this may initiate noise mitigation procedures (Chapter 6.2.3). not to be exceeded at any residential or other noise-sensitive location when determined as an L_{A Slow} value at any point within 15m of the identified building.

3.1.4. Fly Neighbourly Agreement

This Fly Neighbourly Agreement (FNA) is a code of practice to be observed by users of the Busselton-Margaret River Airport to assist with the minimisation of noise nuisance experienced by the Airport's neighbours. Pilots utilising the airport are alerted that there are noise management considerations associated with the airport and these should be taken into consideration during their operations.

Operators are to endeavour to adopt the best practicable noise mitigation solutions in the environs of the airport, generally considered to be within in the 10 nautical mile radius of the aerodrome reference point including the circuit area and recognised training area, to reduce the impact of their operations.

In utilising the Busselton-Margaret River Airport, pilots are to observe the following requirements:

- · Observe the flight path principles in 3.1.1 of this NMP;
- Observe residential noise abatement zones as identified at 3.1.2 of this NMP;
- Pilots should endeavour to maximise flight paths over coastal water, forest and highways while avoiding residential areas and rural homes wherever possible;
- Avoid flying below 1000 feet AGL within in the circuit area, and avoid flying below 1500 feet AGL over built up areas;
- Observe the Operational Limitations and Approved Parameters as depicted at 3.1.3 of this NMP;
- Observe the noise generation specifications as depicted at 3.2 of this NMP;
- During takeoff:
 - utilise the full length of the runway where possible;
 - aircraft to climb out at best rate of climb (Vy) or for Jet aircraft to conduct jet noise abatement climb procedures;
 - consider neighbours when selecting power and propeller pitch control settings by reducing power as soon as possible after takeoff.
- When flying in the circuit:
 - o light and rotary wing aircraft should not fly below 1000 feet (AGL);
 - jet and turbo prop aircraft should not fly below 1500 feet (AGL);
 - rotary wing aircraft should avoid 'rotor slap' conditions in the circuit area;
 - avoid using individual houses as circuit reference points.

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When landing:

 Do not increase propeller to full RPM until power has been reduced to final approach power.



Figure 2 – 5nm and 10nm boundaries

3.1.5. Flight Training Guidelines

These Guidelines are intended to provide consistency and conformity in considering applications for the establishment of aircraft pilot training for flight training operators based at the Busselton-Margaret River Airport. The Guidelines have been developed to ensure maximum Airport usage in a manner that does not unduly impact upon the amenity of the residents of the City of Busselton. The intent of the Guidelines is to provide guidance in relation to pilot training and pilot training schools based at the Busselton-Margaret River Airport. The specific aims of the Guidelines are as follows:

- To minimise impacts on City residents from flight training operations based at the Busselton-Margaret River Airport;
- To recognise the need for the City of Busselton to optimise airport operations;
- To establish guidelines for flight training which relate to safety, types of aircraft, frequency of flights, flying heights, training areas, flight paths, hours/days of operation and provision of facilities which are in accordance with the Civil Aviation Safety Authority;
- To establish a standardised procedure for assessment and approval of flight training proposals;
- To develop consultative mechanisms with the community.

The City of Busselton will use these guidelines in relation to proposals to establish pilot training and pilot training schools based at the Busselton-Margaret River Airport.

Application for a Permit

The City of Busselton will require an application for a permit to be lodged in order for proposals associated with pilot training and pilot training schools at the Busselton-Margaret River Airport to

Applications for a permit will only be considered by the City of Busselton for flight training from Instructors based/operating from the location of the Busselton-Margaret River Airport. The Proponent will need to include information in relation to the following:

- · Name of individual flying instructor/ Flight Training School;
- · Number, type (model/description) and weights of aircraft to be used for flight training;
- Noise characteristics of aircraft to be used for flight training;
- Provide a Flight Training Plan outlining their training programs including description and maps of flight training areas/flight paths and circuits (including nominated emergency landing training areas);
- · Number and frequency of flights within the Permit Provisions outlined below;
- Estimated number of trainee pilots;
- · Offices/headquarters/hangar base other land based facilities;
- · Airfield emergency response plan;
- Details of any discussions with DEC, EPA, CALM, DOT, CASA and residents;
- Professional/commercial background of operator;
- Details on scope of training.

A permit to conduct Flight Training at the Busselton-Margaret River Airport may be issued for a period of 12 months and at the finalisation of this period a further permit may be granted at the discretion of the City.

In addition, the City of Busselton as landowner will require the proponent to provide in writing with the application, a commitment to observe the requirements of the Flight Training Guidelines and other aspects of the NMP, including the Fly Neighbourly Agreement.

Permit Provisions

The Guidelines will apply to the following aircraft classifications, frequency, times and type of use.

1. AIRCRAFT OPERATIONS CLASSIFICATIONS

i. Aircraft Type

- A. Single engine aircraft under 1500kgs MTOW only
- B. Aircraft as per Part A to be approved by the City based on published noise emissions (manufacturers or recognised regulatory body, ie CASA, ASA) to be less than 85 65db(A)
- ii. Frequency and Type of Use (for each licensed instructor)
- A. A cumulative total of less than 25 flying hours per week of student / instructor flying training (inclusive of circuit training, cross-country training, navigational instrument training (NDB))
- B. Circuit Training and/or "touch and go"
 - No more than 6 4 'continuous' circuits in any one flight training session
- C. Navigational-instrument-procedure training-including RNAV and GPS procedures

D. Cross country flight training

2. FLYING HEIGHTS FOR TRAINING OPERATIONS

- Civil Aviation Regulations flying heights to be observed as an absolute minimum at all times (500 feet (AGL) over rural and 1000 feet (AGL) over urban areas)
- The objective of these Guidelines is to seek to avoid training over all residences, urban areas and over sensitive land use areas.
- In CASA approved training areas the City seeks under these Guidelines that pilots observe a
 minimum height of 1500ft over developed areas including rural residences at all times when
 and where safe and practicable.
- Environmental approval for the Airport requires that all aircraft fly a minimum of 640 ft (AGL)
 over wetlands and estuaries of the Vasse and Wonnerup areas to avoid bird strike and
 disturbance of waterbird habitat.

3. TIMES OF OPERATION

The hours of operation for flight training will be as follows:

- 87am to last light on Monday Friday , Thursday, Friday and Saturday;
- 7am to 8pm on Wednesday;
- 9am to 5pm on Saturdays, Sundays and public holidays.
- · There is to be no Flight Training on Christmas Day, Boxing Day or Good Friday.

4. FLIGHT TRAINING MOVEMENTS

If a permit is issued by the City, conditions will be imposed to require the operator/pilots to use their best endeavours to undertake the following movements unless unsafe to do so:

Take offs should avoid wetlands in order to minimise impact on waterbirds and the incidence
of bird strike (refer attached wetland map need to insert map). Accordingly, take offs should
be on runway 21 (Southward) whenever possible.

"protected wetland" means a conservation category wetland recorded in Table C of the Register or a wetland coloured green on Department of Land Administration Plan Miscellaneous Plan 1815;

"wetland" means land in the permit area that is subject to permanent or seasonal inundation or waterlogging, whether by water that is fresh, brackish or saline, or flowing or static, but does not include estuaries, rivers or their tributaries.

- Follow the Airport circuit with the departure and arrival procedures as published from time to time in the En-Route Supplement of Australia (ERSA).
- Operators to comply with Rules of the Air (CARS) and standard circuit approach and departure procedures published in AIP

5. EMERGENCY RESPONSE

Applicants proposing to operate pilot training at Busselton-Margaret River Airport shall be aware of the Airport Emergency Plan at the airport. Applicants are to provide their Emergency Response Plan. Applicants-shall also commit to compliance with the Manual of Standards 139.

6. NOISE

Flight training aircraft are subject to the same requirements as other aircraft under the City of Busselton commitment to noise levels detailed in the Noise Management Plan for the Busselton-Margaret River Airport.

Conditions of approval will reflect consideration of the estimated noise and frequency of flight.

7. FLY NEIGHBOURLY AGREEMENT

All applicants for a flight training licence will be requested to abide by the FNA.

8. REVOCATION OF APPROVAL

Any permit issued by the City of Busselton will contain provisions enabling the City to revoke that approval in the event of non-compliance with any of the conditions contained therein.

9. EXEMPTIONS FOR FLIGHT TRAINING

Flight training exemptions will be provided for the Emergency Services however an approval is still required to be applied for. The exemption will apply to the following Emergency Services;

- Royal Flying Doctor Service
- Sea Search and Rescue / AeroRescue
- FESA
- Police Airwing
- · Other Emergency Services providers as required from time to time.

RAAF and Military Services are exempt from applying for flight training permits however are required to provide prior notice to the City of Busselton.

3.1.6. Licence Renewal Training

Licence renewal training requires written permission, approved by the CEO of the City of Busselton and will only be issued to airline operators that utilise the Busselton-Margaret River Airport on a

frequent basis for either FIFO operations or RPT services. A permit will only be issued once a FNA has been agreed to between the potential operator and the City of Busselton.

Guidelines

License Renewal Training FNA - A FNA will be agreed between the operator and the City and will include:

- · Days per month where license renewal training is permitted;
- · Hours of operation;
- Minimum approach to operations (i.e no circuit training, however circuits where landings are required or NDB approaches);
- · Residential consultation to occur.

3.2. Aircraft Noise Management

Where aircraft utilising the Busselton-Margaret River Airport (that is they are based at the Airport or regular users of the airport such as RPT or FIFO charter operators) generate noise levels experienced at any residential or other noise-sensitive location when determined as an $L_{A\,Slow}$ value at any point within 15m of the identified building that exceed 85dB(A), noise amelioration processes may apply. A residence may be exempt from this requirement by negotiation (such as where noise amelioration has occurred).

Any aircraft assessed by the City to generate noise or potentially generate noise at any non-exempt residential location above that threshold may have restrictions imposed regarding utilisation of the Busselton-Margaret River Airport. Notwithstanding this requirement, the noise level and restrictions shall not apply for emergency and military aircraft required to utilise the airport. Where aircraft are over-flying the City of Busselton in un-controlled airspace and do not utilise the Busselton-Margaret River Airport, the City has no jurisdiction over the pilot or owner of the aircraft and hence not subject to this NMP. Aircraft activities in un-controlled airspace are solely the responsibility of Airservices Australia (ASA) and the Civil Aviation Safety authority (CASA). ASA works to minimise the effects of aircraft noise on communities through operating the national aircraft noise and flight path monitoring system and managing all aircraft noise complaints through the Noise Complaints and Information Service (NCIS). Information on aircraft noise and making a complaint to the NCIS can be found on the ASA website;

http://www.airservicesaustralia.com/aircraftnoise

3.2.1. Activities Requiring City Approval

To ensure activity at the Busselton-Margaret River Airport complies with the requirements set out in the NMP and therefore community expectations with regard to noise impacts, airport users are to comply with the relevant sections of the plan. Some airport activities require approval, while others can be undertaken without specific approval, subject to compliance with the operational hours, noise generation limitation and other aspects of the NMP.

Any activity identified as requiring City approval in Section 3.1.3 of the NMP, any request for exemption from one or more requirements of the NMP, and any flight training activity will require specific approval of the City of Busselton. Operators must comply with the approval, including any conditions thereto. An approval can be issued for a single event, such as for a special one off exceedance of the noise generation limitation, or for a particular time period allowing the activity to occur on an ongoing basis.

In considering any application, the CEO or the Council as the case may be, shall have due regard to the cumulative impact of other approved applications and hence recognise potential amenity impacts, the requirements of the Noise Management Plan that relate to noise amelioration procedures and regarding the potential need to update the N65 and/or N75 Noise Modelling.

3.2.2. Approval for Charter and RPT Operations

Any operator seeking to conduct Charter or RPT services utilising the Busselton-Margaret River Airport shall apply to the City of Busselton. Ongoing Charter and RPT activity may be undertaken during the specified hours and utilising aircraft that meet the specifications for noise generation as provided for in this NMP. The City Chief Executive Officer is authorised and empowered to determine applications in accordance with this criteria.

3.2.3. Approval for Flight Training or Licence Renewal Training

Any operator seeking to utilise the Busselton-Margaret River Airport for the purposes of training shall apply to the City of Busselton. Applications will be assessed in accordance with the relevant guidelines and a permit may be issued in accordance with the Busselton-Margaret River Airport Local Law. A new application for a permit shall be referred to the Council for determination after its consideration and comment by the Airport Advisory Committee (or its equivalent replacement at any future time) and public consultation. The CEO is authorised to renew permits, subject to a review of the operator's compliance with the existing permit conditions.

3.2.4. Approval for Non-Conforming Activity

Any operator seeking to utilise the BMRA for an event or operation that does not comply with the specifications in section 3.1.3 shall apply to the City of Busselton setting out the details of the proposal. The City Chief Executive Officer (or approved delegate) is authorised and empowered to determine applications for a Non-Conforming Activity that is proposed for a single event or circumstance in accordance with this clause.

Assessment of other applications

An application for a non-conforming activity that is not a single event or circumstance is to be assessed under a broader Consultation Process outlined in Table 3.

Table 3 - Consultation Process for Non-Conforming Activity

Receipt of application for Non-Conforming Activity that is not a single event or circumstance that does not comply with the Standards Established in 3.1.3;

A Proposal to Operate Without Complying with the Standards Established in 3.1.3

Referral to the Airport Advisory Committee for recommendation to Council;

- refusal to proceed;
- alternative proposal; or
- approval to proceed.

Initial Consideration by Council for approval to progress with the application

- refusal to proceed; or
- approval to proceed.

If approval to proceed with the application is granted -

- · Referral to the Airport Advisory Committee for comments
- Release for public consultation period
- Referral to the EPA for information and advice for consideration

Council consideration of consultation outcomes, resulting in:

- refusal; or
- approval, subject to conditions as required; or
- approval for a trial period

If approval is sought for extension to the for a trial period application:

- Evaluation of the trial period, including:
 - public feedback;
 - Airport Advisory Committee consideration

Council consideration after evaluation of trial, resulting in:

- refusal; or
- approval, subject to conditions as required

CONDITIONS: In limited circumstances an ongoing non-conforming activity may be approved, subject to a comprehensive assessment of the potential amenity impact of the proposal, in accordance with the noise amelioration requirements of this plan.

Any approval provided shall include:

- · Noise generation limitation;
- · Hours within which the operations cannot occur;
- · Noise reduction requirements;

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Any other conditions appropriate to the specific application.



4. Noise Complaints

Airservices Australia is a federally owned organisation that works with partners in the aviation industry to minimise the impacts of aircraft noise on communities around airports. Its role involves:

- · ensuring that flight departures and arrivals are designed to minimise noise impacts
- providing information about aircraft noise
- monitoring aircraft noise around major airports
- providing a national Noise Complaints and Information Service.

Whilst the City will manage the Busselton-Margaret River Airport through implementing the Noise Management Plan and promoting Fly Neighbourly practices, the City recommends in the first instance that all noise complaints are lodged with the ASA Noise Complaints and Information Service (NCIS). Residents may also direct their noise complaints to the Aircraft Noise Ombudsman (ANO). The ANO's website is www.ano.gov.au. In addition, noise complaints will be responded to, investigated and treated with priority in accordance with the below procedure.

4.1. Noise Complaints Procedure

Any complaint regarding noise impact associated with the Busselton-Margaret River Airport should be submitted to the Chief Executive Officer (or CEO's nominated complaints officer) of the City. Complaints can be lodged verbally, via email or in writing and a contact telephone number, email address and postal address for complaints relating to airport noise impacts will be published and made available via a range of mediums outlined in Section 7.

In order for a complaint to be properly investigated, complainants should be aware that they will need to endeavour to provide:

- Their name:
- The location at which the noise nuisance occurred;
- The date or dates on which the noise nuisance occurred;
- The time or times at which the noise nuisance occurred;
- Any details of the aircraft that may have been observed;
- Any other information that will enable the complaint to be properly investigated.

Complaints will be acknowledged in writing and complainants will receive a response once the complaint has been investigated.

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The City will maintain records of complaints regarding aircraft noise impact and utilise this information in the ongoing review and implementation of the NMP.

A preliminary response to the complainant, identifying in the least the length of time that will be required to formally respond to the complaint, is to be provided in accordance with the City's Customer Service Charter requirements. If possible, the preliminary response should also include advice as to whether it is believed to be a matter within the City's enforcement provisions to control or not.



4.2. Noise Complaint Investigation

Where the City receives a noise complaint, the details provided by the complainant can be used by the City to investigate the complaint. The City will seek to determine whether the noise nuisance has been caused by an approved operator or an operator that may have utilised the airport in a manner that does not comply with the requirements of the NMP.

The City's focus in relation to operators utilising the Busselton-Margaret River Airport is:

- to ensure that they are aware of the requirements of the NMP;
- to ensure that they are complying with the requirements of the NMP;
- to ensure that operators are acting within the conditions of any approval they have received;
- to ensure that any operation requiring approval that does not have the necessary approval is ceased.

Where a noise complaint has been investigated, the City will utilise this approach to ensure ongoing compliance with the requirements of the NMP. In addition, the City will report and follow up on any matter of complaint deemed not to be in the jurisdiction of the City.

The City of Busselton will:

- Do what is appropriate with a view to resolving complaints in a cooperative, efficient, timely
 and fair manner;
- Regularly monitor and report to complainants on the progress and outcome of complaints that have been lodged;
- Maintain records of complaints regarding aircraft noise impact and utilise this information in the ongoing review and implementation of the NMP;
- Provide advice to the community on issues to note when making noise complaints; and
- Be as transparent as possible, whilst also acting in accordance with its confidentiality and privacy obligations.

5. Noise Assessment and Monitoring

The City of Busselton undertakes to implement the NMP and ensure ongoing compliance with its requirements to deliver a viable airport operation on behalf of the community and to provide protection from undue noise impact for affected residents. This will involve noise monitoring and noise modelling for the purposes of providing for the amenity of existing and future residents in noise sensitive areas. The City of Busselton will also utilise various mechanisms to ensure community awareness of airport operations and noise impacts.

5.1. Noise Monitoring

Noise monitoring will be utilised to assess compliance with the noise standards established in the NMP. Noise monitoring may be carried out both on Busselton-Margaret River Airport land and the surrounding areas. Where a representative sample of data has been collected noise monitoring results will be used for:

- determining whether a property is significantly affected by Busselton-Margaret River Airport noise emissions and therefore, requires consideration for noise amelioration strategies;
- future land use planning purposes;
- assessing compliance with approval conditions for operations at the Busselton-Margaret River Airport;
- one-off assessments for special events.

Table 4 - Noise Monitoring Schedule

Purpose	When	Where
Noise monitoring	Response to requests or complaints or significant change in operations	At affected noise-sensitive premises (outdoors and / or indoors)
Land use planning	Assessment of proposal	Relevant subject site
Compliance with approval	At specified period or as needed for complaint response	Reference location (eg runway end) or affected premises
Events or one-off occurrences	During the event or at specified time intervals.	Referenced locations (eg runway ends) or at residential properties.

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The City of Busselton may in due course install online noise monitoring stations for an appropriate period of time, at either end of the current runway or at specific positions on the Airport precinct, with a view to obtaining continuous noise monitoring data in the event that the airport usage increases

The surrounding areas and identified noise sensitive premises will be monitored by accredited Environmental noise personnel and will involve collecting a sample of representative data. The results of this offsite noise monitoring will also be used to verify compliance with the NMP and the FNA, and considered when reviewing the NMP.

Aircraft noise levels can be greatly affected by prevailing weather conditions occurring at the time of noise emission. It is equally important to monitor weather conditions as well as noise levels as the two are closely related to the perceived level of noise at any given location. The Busselton-Margaret River Airport currently has an automatic weather station on site which provides data on air temperature, relative humidity, wind direction and strength. For noise amelioration purposes, data can be correlated with noise monitoring information to determine worst case conditions for the noise environment.

5.2. Noise Modelling

Noise Modelling based on ANEC/ANEI and N65, N70 and N75 contours has been undertaken by the City of Busselton and will continue to be utilised to provide direction for future land use planning considerations as the Busselton-Margaret River Airport develops. In addition, the ANEC and N65 and N75 contours can provide information to be considered when determining whether a property may be significantly affected by noise emissions with the changing environment at the airport.

Noise modelling (ANECs or ANEFs and N-contours) will be reviewed every five years or upon the following trigger points (which will be reviewed on an annual basis):

- change in aircraft models used for RPT and freight operations from those assumed in the aircraft modelling (B737 and A320);
- increase of more than 20% from the aviation movement forecasts used in the current noise modelling at the time; or
- re-design of flight paths and DAPs.

Where any significant proposal is to be considered which may result in a significant increase in traffic or a change in the types of aircraft utilising the airport, N65 and N75 contours will be updated to reflect this changing environment.

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6. Noise Amelioration

The community must be provided with a mechanism by which it can be assured that any complaint relating to the noise impact associated with the Busselton-Margaret River Airport will be appropriately dealt with in a timely manner. The Noise Complaints Procedure will enable the City of Busselton to respond effectively to community members impacted by aircraft noise, but the following section provides the parameters within which airport impacts at noise sensitive premises can be addressed.

6.1. Noise Context

Noise from aircraft taking off and landing at the Busselton-Margaret River Airport can potentially affect the amenity of a number of residents living in the vicinity of the airport. Although it is not possible to completely stop aircraft noise emanating from the airport, there are standard aircraft operating procedures that form part of the NMP that can be implemented to reduce the effect on residents living near airports. These operating procedures have been encapsulated in the Fly Neighbourly Agreement that forms part of this NMP.

The City has undertaken noise monitoring in a number of areas under aircraft flight paths and considers that standard operating procedures need to be better managed to reduce noise levels. The NMP outlines the strategies employed to reduce the level of noise emanating from the airport. Therefore, to assist residents who have aircraft noise complaints, the City of Busselton will measure the actual noise levels being experienced at the airport on a regular basis in accordance with Clause 5.1.

Should the airport conditions change by any method, i.e. additional flights, changes in flight departures and arrival times, unscheduled flights, flight paths, aircraft size or type or any other airport related conditions, then these changes would be communicated to the residents and stakeholders by various methods (see Section 7).

6.2. Noise Reduction and Amelioration Measures

The ongoing implementation and enforcement of the NMP and proper investigation of noise complaints is intended to result in an airport operation that does not significantly impact on the amenity and lifestyle of residents in the vicinity of the Busselton-Margaret River Airport.

The City does, however, acknowledge that it is necessary to provide a mechanism by which actual noise impact can be assessed for a specific location where it is considered that the aircraft noise impact is excessive.

Following research of the literature published by the Australian Department of Infrastructure and Regional Development (including National Airports Safeguarding Framework Principles and Guidelines) and AirServices Australia, the City of Busselton has decided to utilise the Australian Standard AS2021;2015 for the basis of its noise assessment and amelioration process. This decision is partly based on one of the objectives of the Standard being to provide guidance to local governments, and communities concerned with planning and building development on the siting and construction of new buildings against aircraft noise intrusion and on the acoustical acceptability of existing buildings located in the vicinity or near aerodromes. Additionally, the Standard provides guidance on determining building siting acceptability for aerodromes with (i) ANEF charts and (ii) for light general aviation aerodromes without ANEF charts.

To facilitate the City in identifying areas or residential properties that may be impacted by aircraft noise in the future, the City has prepared both ANECs and N-contours based on the extended runway infrastructure that will be delivered as part of the Airport Development Project. The ANECs and N70;N75 and N80 contours will be used by the City's Strategic Planning Department in future land use planning and town planning scheme amendments to protect both the community and future Airport development and growth.

Further, in adopting the Australian Standard AS2021;2015, the City will apply the definitions of 'determination of Building site acceptability' of "Acceptable", "Conditionally Acceptable" and "Unacceptable". Using the Standard, the ANEF, N-Contours and noise monitoring techniques, in certain circumstances where the level of impact may be proven to be excessive, the residence can be considered for noise amelioration.

6.2.1. Noise Reduction Parameters

As a general guide, the following noise levels have been broadly established as:

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necessary:

- Acceptable whereby under normal circumstances no noise reduction measures will be
- Conditionally Acceptable whereby negotiations may be necessary in an attempt to reduce the number of events and the noise impact;
- Unacceptable whereby consideration will be given as to how the noise impact will may be reduced.

Table 5 – Guide to Noise Level Acceptability

Acceptable	Conditionally Acceptable	Unacceptable
<75dB(A)	75-85dB(A)	>85dB(A)

- Acceptable whereby under normal circumstances no noise reduction measures will be necessary;
- Generally Acceptable whereby under normal circumstances no noise reduction measures will be necessary, however, operational controls to reduce the impact can be considered;
- Conditionally Acceptable whereby negotiations may be necessary in an attempt to reduce the number of events and the noise impact;
- Unacceptable whereby consideration will be given as to how the noise impact will be reduced.

Table 5 - Guide to Noise Level Acceptability

Acceptable	Generally Acceptable	Conditionally Acceptable	Unacceptable
<65dB(A)	65 - 75dB(A)	75 - 85dB(A)	>85dB(A)

These criteria relate to all noise sensitive receivers, including residences, and do not relate to commercial and industrial receivers. Where a noise sensitive receiver is experiencing regular noise levels as set out in the Noise Amelioration Assessment table actions can be taken by the City of Busselton to implement further controls on any activity consistently generating this level of noise. Where a residence experiences noise levels that exceed 85dB(A) the City of Busselton can restrict the ongoing use of any aircraft that generates such noise. Should operational noise reduction measures not prove successful, noise amelioration will be utilised.

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Attachment A

6.2.2. Noise Amelioration as a Noise Reduction Technique

One strategy that the Council will utilise in reducing the noise impact will be noise amelioration measures for specific residences at which such noise levels have been experienced. In assessing any residence as to whether it qualifies for noise amelioration, the City will follow the process defined below as defined in AS2021; 2015;

Table 6 - Noise Criterion for Amelioration

Outdoor Noise Criterion

Noise Amelioration action is required where $L_{\mbox{\scriptsize Amax}}$ regularly exceeds 2 –

- (1) 85dB(A); or
- (2) 80-85dB(A) for >6 15 events¹ per day; or
- (3) 75-80dB(A) for >42 30 events¹ per day; or

(4) 65dB(A) for >20 events per day.

Notes:

- (1) Each aircraft noise event occurring between 7pm and 7am is to be counted as 4 events.
- (2) Regularly exceeds refers to events occurring at uniform (even / constant) intervals. of events arranged in or constituting a constant and definite pattern, especially with the same space between individual circumstances. Noise generated by Emergency Services Aircraft operating in emergency situations are not to be taken to count towards the monitored noise events for amelioration purposes.

AND / OR

Table 2.1 Building Site Acceptability based on ANEF Zones in AS2021:2015; where a house, home, unit, flat, caravan park falls in the 20-25 ANEF zone

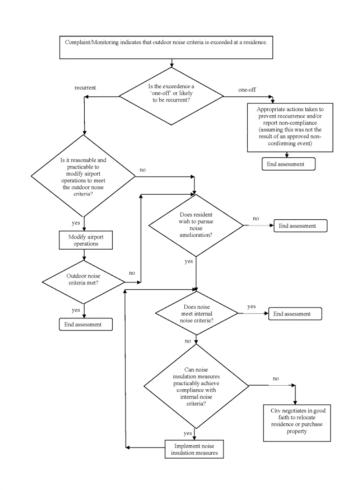
For the option of Acoustic Insulation to be considered a relevant response to the need for Noise Amelioration, the *Australian Standard (AS2021-201590) for Indoor Design Sound Levels for Determination of Aircraft Noise Reduction as it relates to residences is the target to ensure the adequate design of the Noise Attenuation Package.

Table 7 - Target Levels for the Design of an Acoustic Insulation Package

Building type and activity	Indoor design sound level dB(A)
Houses, home units, flats, caravan parks	
Sleeping areas, dedicated lounges	50
Other habitable spaces	55
Bathrooms, toilets, laundries	60

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Comment [JM1]: Delete this process flow and add in new/redrawn process flow in section 6.2.3 below



Consideration Initiated as a Result of Flight Training Activity

In addition to the parameters that address the louder noise events, it is also necessary to include consideration of the repetitive noise events, which are those caused by flight training and, given the restriction on the aircraft to be used for flight training, will not cause the noise levels identified above. High levels of repetitive noise caused by flight training may also qualify a resident for Noise Amelioration Assessment, with the primary noise amelioration action to be operational controls / permit reviews before the consideration of the other noise amelioration measures identified. Ultimately, the determination of these levels will necessarily be discretionary for the Council and will primarily be dealt with by the determination of whether to issue a permit or not.

6.2.3. Process for Amelioration Assessment

Attachment A

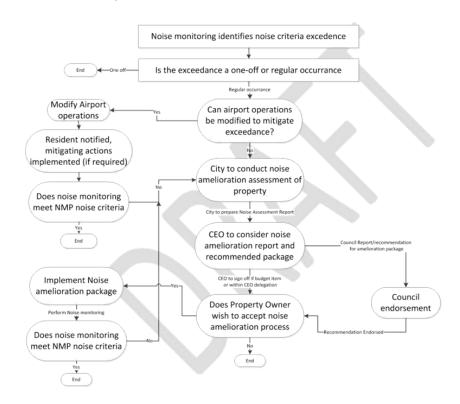
A key management action for the implementation of the NMP is to identify residences requiring noise amelioration assessment. This assessment will be undertaken in accordance with the process identified in Table 8 and process flow detailed in Table 9.

Table 8 – Amelioration Assessment Process Parameters

Action	Input/Output	Parties Involved
Identify Residential Property for	Request or complaint from property owner; or	Property owner
assessment	Noise Monitoring data identify noise level 'breach'	City of Busselton
Desktop analysis of noise monitoring	Determine if noise monitoring data exists or is required	City of Busselton
amelioration assessment	Conduct noise monitoring (if required)	Property owner
	Compare noise monitoring to noise level criteria	
Liaison with Property owner	Initial discussions with property owner regarding amelioration packages provided for in the NMP	City of Busselton Property owner
Acoustic assessment	Assessment of property for	Acoustic Engineers
for amelioration design	amelioration design packages in accordance with Australian Standard Indoor Design Sound Levels*	Acoustic insulation specialists
		City of Busselton
		Property owner
Liaison with Property owner	Further discussion with property owner to confirm options on amelioration	City of Busselton

	packages	Property owner
Report to CEO AAC	Report on details of amelioration and officer recommendation including if Council consideration is required.	City of Busselton
Report to Council (if required)	Report to contain - results of noise monitoring - Cost of possible amelioration packages - Results of consultation with private property owner - AAC and City Officers' Recommendation	City of Busselton
Follow-up acoustic assessment	Noise monitoring to assess effectiveness of amelioration implementation	

Table 9: Noise amelioration process flow.



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7. LAND USE PLANNING

Several planning documents are in place for land use relating to areas in close proximity to the Busselton-Margaret River Airport. The plans have been developed in recognition of the airport's location and potential impacts, leading to specific planning controls.

The City has commenced the process of developing a broad land-use strategy and a Town Planning Scheme amendment in order to provide protection to the airport as a continuing acceptable use of the land in its current location and to protect future amenity for noise sensitive land-uses.

For future development purposes ANEF contours provide information as to the likely cumulative exposure to aircraft noise that communities near an airport are likely to experience in a specified future time and over a specified duration. This then enables potential land uses to be established based on the noise exposure contour within which an area is located. It is noted that ANEF contours have inherent limitations for the purposes of regional airports, and while an indicator with some application, should not be relied upon as the only appropriate land use indicator.

There are a number of existing planning documents that are relevant to the land that may be considered to be "airport noise sensitive". In addition to this, the ANEF, N70 N65 and N75 contours will be utilised for land use planning purposes. As part of a town planning scheme amendment process, the noise modelling information will guide the identification of frame areas for notification, insulation and restricted use areas.

The planning process will therefore result in Special Control Areas whereby the considerations for those areas is clearly identified as to where noise sensitive uses are not permitted, where noise insulation and title notifications are a specific development requirement and where title notifications are otherwise required. In addition to this, prospective owners of properties identified in airport noise sensitive areas shall be informed of the issues associated with airport noise and the parameters established in the NMP. Where appropriate, title notifications will be utilised to ensure this level of awareness and ultimately acceptance of the airport noise impact associated with the land.

Areas covered by the following planning documents will be further considered in this scheme amendment process.

7.1. Busselton Airport Development Guide Plan

The Busselton Airport DGP outlines the planning within the City of Busselton owned and managed Busselton-Margaret River Airport land. The plan describes the development that is permissible on the land, known as an "Airport Business Park". This plan will cater for the expansion of aircraft hangars, on-ground passenger and engineering support infrastructure for the airport.

7.2. Busselton Airport Structure Plan

The Busselton Airport Structure Plan deals with all of the privately owned land to the northwest of the Busselton-Margaret River Airport precinct. It outlines guidance policy statements that relate to environmental issues including noise. With specific reference to noise, the structure plan provides that:

- appropriate investigations shall be undertaken to ensure that the potential for future noise impacts from the airport operations are taken into account in the development of the land;
- any required noise attenuation associated with potential noise impacts determined from investigations are adequately planned for.

Noise monitoring information gathered in accordance with this NMP will be used to ensure the planning policy requirements are adhered to.

7.3. Urban Growth Strategy

The Urban Growth Strategy outlines the preferred areas of urban growth to the south of the existing town site and the focus of this strategy is to locate any further development further to the west of the Busselton-Margaret River Airport. A key component of this strategy is the Ambergate North District Structure Plan. The area covered in the plan will cater for an additional 12,000+ people over the next 15-30 years. This area of land is located within 6km to the west of the airport and is included in noise abatement zones depicted at 3.1.2. In addition the use of regular noise monitoring and noise modelling information will assist City decisions relating to building approval and change of land use applications, both within the airport development precinct, and in the adjoining townsite and rural land.

8. COMMUNICATION AND CONSULTATION

Community access to information and involvement in high impact decisions is a key component of the management of noise impact associated with the Busselton-Margaret River Airport. The City of Busselton will therefore utilise a range of mechanisms to ensure that the community is informed and involved.

In this regard, the City may utilise at various times any or all of the following communication and consultation initiatives:

- An advisory committee or similar established body to provide specific input to various proposals and to assist with stakeholder communication and consultation;
- Regularly update the City of Busselton's Busselton-Margaret River Airport website with airport operations information;
- Ensure that airport noise complaints procedures are advertised and available on the website;
- Place all Council endorsed, related noise exposure contour maps on the website and make available to the public by various other means (i.e. ANEF, ANEI, N-contours);
- Provide land use planning information in various formats along with the noise contour information:
- Utilise newspaper releases, radio updates, forums, community meetings and advisory committee meetings;
- Ensure that all members of the community have an opportunity to have input at the formative stage of any change to operations, policy or procedure;
- Direct communication with interested members of the public (eg those living near the airport)
 with information containing any imminent happenings
- Noise amelioration Information Package

The NMP is established to provide community protection from the impacts of noise associated with the operation of the airport. In establishing the parameters within which the airport can operate and therefore the operations that will be deemed acceptable, there is of course acknowledgement that some operations and noise impacts are unacceptable. The Noise Complaints section provides the framework by which the community can raise concerns regarding the noise impact of the

operations at the airport and the City of Busselton can assess complaints and the actual noise impact of the airport's operations.



A.

9. IMPLEMENTATION AND REVIEW

The Busselton-Margaret River Airport is owned and managed by the City of Busselton, which is required to implement this Noise Management Plan to ensure all operators utilising the airport are doing so in an approved manner, either by utilising the airport in the manner specified in the NMP or by seeking a specific approval or permit as required.

Table 10 - The Management Structure consists of:

Council	Sets high level direction for Airport developme and management Approves land use planning parameters, includir scheme amendments Approves changes to Noise Management Plan Considers initial applications for Flight Training Considers applications for ongoing special event special circumstance exemptions				
Airport Advisory Committee	Provides input to: • high level direction for Airport development and management • changes to Noise Management Plan • initial applications for Flight Training • applications for ongoing special event or special circumstance exemptions				

The Chief Executive Officer	Informs and makes recommendations to the Council and/or Airport Advisory Committee
	Manages the day to day operations of the Busselton-Margaret River Airport
	Ensures compliance with the NMP and Flight Training Permits
	Considers applications for Charter and RPT services in accordance with the NMP
	Considers one-off special event or special circumstances exemptions
	Considers requests for flight training permit renewal
	Considers Nosie amelioration assessments and implementation packages

9.1. Compliance Framework

Operators are required to comply with the parameters outlined in this Noise Management Plan and in accordance with any approval granted by the City for operations at the Busselton-Margaret River Airport.

The City of Busselton, as an accountable and responsible owner and operator of the Busselton-Margaret River Airport, is committed and able to implement, apply and enforce, within its powers and available resources, all required strategies and available measures to achieve the requirements and objectives of this NMP.

For purposes of developing and implementing such strategies and/or enforcing compliance with these measures, it is necessary to distinguish between land based activities and activities taking place in airspace.

Land based activities

The City of Busselton, as owner of the land where the Busselton-Margaret River Airport is located and also as operator of the airport, has the power to regulate, subject to certain limitations (like safety requirements and/or emergency measures), land based activities at BRA. These powers include (but are not limited to) determining:

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- · Operating hours;
- · Types of aircraft which may use the aerodrome for landing or taking off;
- Which aircraft operators may use the facilities at the airport (including who may use the aerodrome for landing or taking off);
- Whether flight training operators may use the aerodrome for landing and taking off and under what conditions

In order to seek/enforce compliance by aircraft operators with the requirements and objectives of this NMP, the City of Busselton shall implement/employ the following measures with regards to land based activities at BRA:

- City of Busselton Airport Local Law which, among other things, regulates the activities of flight
 training operators. Under this process a proponent will be required to apply for a flight training
 permit and only operators holding valid permits will be allowed to use the facilities at BRA for
 flight training. Further detail about this process is set out under Paragraph 3.1.5 of the NMP;
- Entering into Fly Neighbourly Agreements with aircraft operators see paragraph 3.1.4 of the NMP.
- Consultation with aircraft operators using the facilities at the airport. This is a two tiered
 process, firstly ensuring that approved aircraft operators are aware of the regulatory measures
 which apply to the airport and also of the requirements of the NMP, and secondly consulting
 with non-compliant aircraft operators in an attempt to resolve any issues and prevent reoccurrence of unapproved/non-compliant activities;
- Reporting non-compliance to relevant government agencies (like CASA, AirServices Australia and OEPA) and seeking support from these agencies to prevent re-occurrence of such activities;
- Prosecuting serial non-compliant aircraft operators;
- Ban serial non-compliant aircraft operators from using the facilities at the airport (banning certain non-compliant activities at the airport or prohibiting such operators from landing and taking off from the aerodrome).

Activities in Airspace

Since the powers to regulate Australian administered airspace are considered to be exclusive to CASA and AirServices Australia, the City of Busselton has no power or authority to <u>regulate</u> activities in airspace. The City, for instance, does not have the power to regulate matters like height restrictions and flight paths through a local law. That does however not prevent the City from

seeking and enforcing compliance by aircraft operators with existing measures regulating activities in airspace.

9.2. Review Process

The review of the Noise Management Plan will be undertaken bi-annually or as required in conjunction with the Airport Advisory Committee (or its equivalent replacement at any future time). The review will be undertaken in consultation with key stakeholders, including the community, Industry, government agencies OEPA-DEC and airport users. The results of the review and any proposed changes to the NMP will be advertised for comment in the local newspapers following Council's consideration of the recommended changes. It is noted that proposed amendments to the NMP may require approval under Section 46 of the Environmental Protection Act 1986 or other relevant Acts.

Following the review of the NMP, if adopted by the Council and sanctioned, where necessary, by the relevant statutory bodies, the revised NMP will take effect for the airport operations for the forthcoming twelve month period or until a further review is held.

Nothing in this section prevents a more regular review of the City of Busselton's NMP if the Council resolves to conduct such a review, which may be referred to the Airport Advisory Committee.

Any annual review of the NMP will take into consideration:

- How the development opportunities for the airport have been pursued;
- Whether the flight paths and noise abatement zones need updating;
- Whether the hours of operation need to be adjusted;
- How well noise emissions associated with the airport have been managed, which will include consideration of noise monitoring data, complaints statistics and compliance information.

The annual review will also include a review of the Fly Neighbourly Agreement and the Flight Training Guidelines.

9.3. Implementation Priorities

From the date of final approval, the following Key Management Actions are the focus for the first 12 months of the City of Busselton — Noise Management Plan.

Table 11 - Key Management Actions Year 1

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Adoption of Noise Management Plan		Date
Non-compliance	Develop and adopt policies and procedures to address non-compliance of both the FNA and the NMP-generally, including recommendations for inclusions in the Local Law	Month 4
Noise Attenuation in buildings	Identify residences requiring noise amelioration assessment	Month-4
Noise-Monitoring	Investigate purchase and installation of noise monitoring equipment	Month-6
Local Law	Finalise recommended Local Law	Month-6
Noise-Attenuation	Develop-budget for proposed mitigation and secure Council approval	Month-8
Review	Noise complaints register for previous 12 months when NMP is reviewed	Month 10
Audit	Undertake an annual audit of NMP	Month-10
Review	Review the NMP against the findings of that annual audit and register of complaints	Month 11
Report	Prepare annual report on the operations of the airport	Month 12

10.3 <u>Airport Advisory Committee - 23/01/2017 - BUSSELTON-MARGARET RIVER AIRPORT - POST</u> PROJECT GOVERNANCE REVIEW

SUBJECT INDEX: Busselton Margaret River Airport

STRATEGIC OBJECTIVE: Infrastructure assets are well maintained and responsibly managed to

provide for future generations.

BUSINESS UNIT: Community and Commercial Services

ACTIVITY UNIT: Commercial Services

REPORTING OFFICER: Project Manager - Business Development - Emma Heys **AUTHORISING OFFICER:** Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Post Project Governance Review U

This item was considered by the Airport Advisory Committee at its meeting on 23 January 2017, the recommendations from which have been included in this report.

PRÉCIS

As part of the State Government Financial Assistance Agreement the City of Busselton was required to undertake a post project governance review of the Busselton Margaret River Regional Airport (BMRRA). This report presents the final report for noting.

BACKGROUND

As part of the State Government Financial Assistance Agreement (FAA) the City of Busselton was required to contract a consultant to undertake an independent review of the post project governance arrangements for the BMRRA. The preferred consultant was to be endorsed by the BMRRA Project Governance Committee (PGC) before the contract award. The review included an examination of the advantages, disadvantages and risks associated with the various proposed governance models, including leasing to the private sector. The review also identified the recommended timelines associated with the implementation of each model.

In August 2016 the BMRRA Project Management Team sought and received endorsement from the PGC to engaged a qualified organisation, Aurecon Australasia Pty Ltd (Aurecon), through a formal RFQ process, to undertake the assessment of the alternative governance models for the BMRRA following completion of the Development Project in 2018.

Aurecon undertook a three staged approach to the review:

- Stage 1 Develop the criteria against which future governance models would be assessed;
- Stage 2 Assess governance model types against the criteria developed in Stage 1; and
- Stage 3 Consideration of proceeds.

The review used an assessment framework to identify the most suitable governance models for the BMRRA. This was based upon draft criteria previously used by Aurecon in similar reviews, which were then further refined through consultation with the below mentioned stakeholders. Performance measures where then applied to each of the possible governance models in order to produce a ranking system of suitability.

STATUTORY ENVIRONMENT

The BMRRA operates in accordance with the following: Aviation Transport Security Act 2004; Aviation Transport Security Regulations 2005; CASA MOS 139; Council's Transport Security Plan; Busselton Airport Local Law 2012 and City of Busselton policies and procedures.

RELEVANT PLANS AND POLICIES

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

Long-term Financial Plan Implications

There are no financial implications as a result of this report.

STRATEGIC COMMUNITY OBJECTIVES

The BMRRA is consistent with following the City of Busselton's strategic Objectives:

Well Planned, Vibrant and Active Places:

2.3 Infrastructure assets that are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

An assessment of the potential implications of implanting the Officer recommendation has been undertaken using the City of Busselton's risk assessment framework. The table below describes identified 'downside' risks where the residual risk, once controls have been identified, is identified as 'low' or greater;

Risk	Controls	Consequence	Likelihood	Risk Level
A future review is undertaken	Adherence to the	Moderate	Unlikely	Medium
outside of the recommended	recommended points in			
'trigger points', resulting in a	time in which to			
less than suitable or	undertake further			
appropriate governance	reviews			
model being implemented and				
full benefits not being realized				
by the City of Busselton				

CONSULTATION

Consultation was undertake with City of Busselton Councilors, as well as BMRRA Development Project stakeholders including the Department of Transport, Department of Treasury, Department of Regional Development and the South West Development Commission as members of the PGC.

OFFICER COMMENT

Importantly, the review identified several 'trigger points' where existing governance arrangements would benefit from further review:

• Two years post-opening - considered an appropriate period to report on post project performance of the governance model implemented. Noting minimal capital requirements are anticipated within the initial two year post project period, which limits any financial risk to the City. At this point, the recommended activities include a review of the performance of the airport, with specific reference to the achievement of demand projections and based upon performance and identified limitations of the model, consider whether a review of the governance model is required.

- Earlier of five years post-opening, realising annual patronage of 250,000 passengers and realising EBITDA of \$3.5 million five years is recognised as a minimum period to demonstrate reliable revenues and returns that ultimately attract institutional infrastructure investors, noting that the FAA specifies a 10 year post project timeframe before sale, transfer, lease or disposal. At this point, the recommended activities include the assessment of asset performance, local government legislative requirements, market conditions and appetite for brownfield airport assets. Engagement with State Departments that provided funding to understand whether consent would be provided for sale, transfer, lease or disposal (if applicable) is also required and a review of the governance structure, applying outcomes of preceding activities.
- Ten years post-opening (if applicable) Recognised as a suitable period to demonstrate
 reliable revenues and returns that ultimately attracts institutional infrastructure investors.
 Trigger points and associated activities may not be applicable if sale, transfer, lease or
 disposal was pursued previously and a contract would limit the ability to pursue an alternate
 governance structure. At this point, the recommended activities include a review of the
 governance structure, considering asset performance, market conditions and appetite for
 brownfield airport assets.

It must be noted that item 5.10 of Schedule 4 of the FAA specifies a ten year post project timeframe restriction on the disposal (sale or otherwise) of the post project BMRRA. The City must submit a written request to the funding State Department seeking consent to dispose of the BMRRA to amend this clause.

The review also provided recommendation for several methods of managing the proceeds of a disposal (sale or otherwise) of the BMRRA, should this ever become a viable alternative governance structure. These included the establishment of an investment portfolio to assist with the replacement of airport income streams, a small allocation of proceeds to be provided to the community in the form of grants and the establishment of a strategic Council reserve for investment development projects. It should be noted that any decision on the management of proceeds will require Council approval.

CONCLUSION

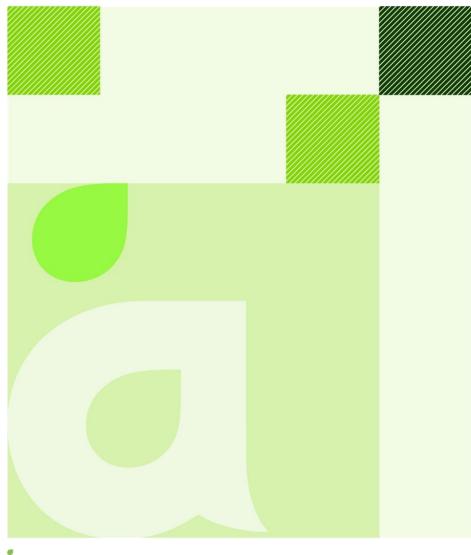
The review concluded that at this time, the optimum governance model for the BMRRA is for continued ownership and management by the City of Busselton.

OPTIONS

The Airport Advisory Committee chooses not to accept the Officers report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River Regional Airport Post Project Governance Review.



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Busselton Margaret River Regional Airport
Post Project Governance Review
Final Report

City of Busselton

9 January 2017 Revision: 2 Reference: 253560

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Executive Summary

The Busselton Margaret River Regional Airport (BMRRA) is currently owned and operated by the City of Busselton (the City), and is undergoing a \$70 million upgrade which has been funded by Federal, State and Local governments. The Airport is strategically positioned as a gateway to the South West region of Western Australia, and the upgrade project has the overarching objective of enabling economic and social growth within the region.

This review, conducted by Aurecon and reporting to the Project Governance Committee, assessed options comprising:

- Continued local government ownership and operation utilising service contracts
- Management contract
- Corporatisation
- Asset lease or divestment.

The review concluded that, at this time, the optimum governance model for BMRRA is for continued management by the City of the airport upgrade and operation because:

- The airport will be more valuable with a few years' demonstrated patronage growth.
- The current Council team has the expertise to manage the delivery of the upgrade and incentive to increase patronage growth.
- Regular passenger transport through the airport is effectively a start-up business, which is better managed within the 'incubator' environment of the Council.
- The airport has greater economic value to the region in terms of increasing tourist numbers than
 value of passenger landing fees, especially in earlier years of operation.

Airport management should be reviewed when the following conditions are triggered:

- Two years post opening
- Earlier of five years post-opening, annual patronage of 250,000 passengers and/or earnings before interest, taxes, depreciation and amortisation (EBITDA) of \$3.5 million
- Ten years post opening.

The assessment framework that has been developed is intended to be applied in the future assessments to ensure a consistent approach to determining the optimum governance model for BMRRA at these trigger points.

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1 Overview

The Busselton Margaret River Regional Airport (BMRRA) is owned and operated by the City of Busselton (the City). The airport is strategically positioned as a gateway to the South West region of Western Australia, and the impending major infrastructure upgrade to BMRRA has the ultimate objective of advancing economic and social growth within the region.

Funding the development of BMRRA

To enable operation of direct domestic interstate services to Busselton and support regional growth, State Government funding for the proposed \$59.95 million expansion of BMRRA was announced in June 2015. This significant project has been made possible by the financial investment of:

- \$45.9 million from the State Government allocated through the Royalties for Regions program which
 is administered by the Department of Regional Development
- \$10 million through the Department of Transport's Regional Airport Development Scheme
- \$3.5million from the City of Busselton
- \$300,000 from the South West Development Commission
- \$250,000 from Tourism Western Australia.

A further \$9.78 million of funding was later announced by the Federal Government to support subsequent phases of the development project. Through combined State and Federal Government funding it is anticipated that the City will be able to leverage general aviation and freight opportunities, in addition to expanded Regular Passenger Transport (RPT) opportunities.

The requirement for a governance review

The Financial Assistance Agreement (FAA) between the State and the City which relates specifically to the funding administered by the Department of Regional Development, requires that the City undertake an independent review of the post-project governance arrangements for BMRRA. To ensure that the review is constructive and delivers the greatest ongoing value for the airport, a robust assessment framework will be developed, to evaluate all available governance structures. This framework will be applied now, and revisited as identified milestones and strategic operational metrics for BMRRA are achieved.

Advantages, disadvantages and risks associated with a range of available management and operating options will be considered as part of the review. This will enable the most efficient and economically viable model to be identified, which will support delivery of the development project goals and objectives. We believe that this review presents a great opportunity for the City to leverage insights of key stakeholders and implement a governance structure which maximises the future value of BMRRA.

Governance review scope

The review was conducted through a three-stage process which included:

- Stage 1 Development of criteria against which future governance models would be assessed
- Stage 2 Assessment of governance model types against the criteria developed in Stage 1
- Stage 3 Consideration of proceeds resulting from any change in governance structure.

This Report presents the assessment framework, governance models considered, the assessment outcomes and future considerations, all of which were informed by the outcomes of consultation with key stakeholders.

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2 Assessment framework

The assessment framework that was applied to determine the optimum governance model for BMRRA was developed through the following process:

- Definition of draft criteria
- Consultation with key stakeholders
- Revision of draft criteria based on consultation
- Identification of assessment considerations
- Development of performance measures.

These steps are further described in sections 2.1 to 2.5 respectively.

2.1 Definition of draft criteria

Aurecon developed draft criteria for the governance assessment, based on past experience working with other regional airports and a preliminary understanding of BMRRA operations, management and the development project. Table 1 shows the draft criteria.

Table 1 Draft criteria

a) Ability to deliver operational efficiency and revenue growth b) Capacity to increase visitor numbers c) Ability to grow the airport traffic, and in turn, growth for the region's tourism industry i) Capacity to attract low cost air service ii) Improved financial returns to Council, in terms of a lease rental income and possible upfront payment for lease acquisition d) Capacity to fund capital expenditure for required landside and airside infrastructure and potential land development e) Political considerations of which community acceptance is the main consideration f) Regulatory framework, specifically compliance with safety regulation by CASA g) State Government Public Private Partnership (PPP) guidelines compliance.

2.2 Consultation with key stakeholders

Relevance of the draft criteria was discussed with the identified key stakeholders:

- City of Busselton Council, Chief Executive Officer and senior management
- Department of Transport
- Department of Treasury
- Department of Regional Development
- South West Development Commission.

Consultation included targeted discussions with each stakeholder over a three day period, from Tuesday, 20 September to Thursday, 22 September 2016. Tourism WA was contacted during the consultation period but the key contact person was unavailable to provide review and input. The



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discussions focused on confirmation of the objectives, requirements and constraints associated with potential governance options for BMRRA, as well as identification of key features and opportunities that could be leveraged to deliver increased regional benefits.

Core themes and topics relevant to potential governance models, which emerged through the consultation process, included:

Current BMRRA governance

The City of Busselton Community and Commercial Services business unit is responsible for management and operation of the BMRRA. The current structure applies basic commercial principles to separate financial performance, and provide clear accountability and autonomy of personnel from the City who support management and operational functions at the airport. The State Government Business Case and project delivery to date is considered to have been well managed within the current model.

The State Aviation Strategy

The strategy recognises the potential mismatch which often exists between regional aviation infrastructure demands and the funding capacity of local governments. Alternative governance models to local government ownership and operation are considered, and where improvements in the effectiveness and efficiency of an airport can be achieved through private sector investment or management, this model will be encouraged.

Regional economic development

A core objective of the development project is to facilitate regional economic development by enabling air access to the region, which will support tourism and other industries. Any reduction in passenger charges or landing fees, which could enable air travel to become more attractive, would reduce revenue for the airport operator.

Financial sustainability

The ratepayer base of Busselton (~15 000) will have a limited ability to sustain the increased operational and maintenance expenditure of the upgraded BMRRA over an extended period without RPT services. There needs to be an appropriate emphasis on maximising the utility of the airport to support operations, maintenance and development of airport infrastructure.

Organisational capability and capacity

The risks associated with the development project require an appropriate depth of management expertise to respond to the changes necessary to ensure successful outcomes for BMRRA. Commercial returns and levels of productivity will be underpinned by professionals with experience specific to the defined commercial objectives of the airport. Noting that operation and management of the airport is sourced from within the Community and Commercial Services business unit, this allows the City to leverage resourcing and administration efficiencies through broader economies of scale

Local government processes

It is important to ensure that management is sufficiently nimble to be able to respond to airlines in a manner that facilitates commencement and retention of RPT services. Requirements of the *Local Government Act 1995*, associated regulations and political pressures relating to BMRRA operation and management processes may constrain the current model of local government ownership and operation.

Other aviation-related opportunities

In addition to opportunities associated with passenger and commuter transport, the BMRRA development project offers potential to leverage freight and general aviation opportunities which encompass aviation-related business potential of the land surrounding the airport. Export volumes through BMRRA of 120 tonnes per week were estimated in the RPS Air Freight Viability Study (2016) and a number of producers were identified in the region with interest in exporting to Asian destinations.



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Understanding private sector opportunities

Recent asset transactions within Australia recognise a demand for opportunities that offer a history of demonstrated, stable returns and attractive growth projections. BMRRA, as a developing brownfield asset, will not currently offer the established incentives and value that would be attractive to potential private sector investors. Furthermore, BMRRA offers monopoly air access to the South West region, and it will be important to understand and appreciate the opportunity and associated transaction drivers.

Regulatory considerations

Corporatisation of BMRRA was identified to offer a number of benefits associated with minimisation of legal liability and financial risk, and increased commercial and corporate expertise through establishment of an independent board of directors (Board). However, section 3.60 of the *Local Government Act 1995* states that "a local government cannot form [...] an incorporated company or any other body corporate." An amendment bill was recently discharged, which if passed, would have enabled two or more local governments to form a regional subsidiary.

Additional regulatory considerations relating to noise management specific to BMRRA, which is administered by the Environmental Protection Agency (EPA), and general airport safety, which is administered by the Civil Aviation Safety Authority (CASA), were identified.

FAA restrictions

Clause 5.10 of the FAA specifies a 10 year post project timeframe before sale, transfer, lease or disposal of the BMRRA may occur, unless consent is provided by the Department of Regional Development as the State department responsible for provision of the majority of funding. Noting that the project has the overall objective of facilitating economic and social development in the region, this clause was included to ensure that the State investment is not diverted for a different purpose.

The findings of the Review were presented to the Project Governance Committee on Monday, 28 November 2016. The Project Governance Committee identified the following changes to the final criteria and governance assessment:

Access to capital

The ability of an airport owner or investor to access capital is critical to future development of the airport. The final criteria defined in Table 2 specifically highlight the importance of access to capital, particularly in relation financial sustainability of the future governance model. Through the assessment defined in Table 5 the comparative strengths and weaknesses of the respective governance options have been identified.

Financial return on airport investment

The list of final criteria defined in Table 2 was revised to ensure the financial return on investment by Local, State and Federal governments was appropriately prioritised.

The ability of the private sector to grow the airport revenues post-project, does not directly relate to the financial return on airport investment that would be realised by the City should an asset divestment process be pursued post-project. The risk profile associated with unrealised passenger and revenue projections would significantly reduce the asset value despite comparative advantages that are typically recognised by a private sector investor in relation to revenue growth – at least until there is a clear record of growth in passenger numbers.

Airport operations

The City and the South West regional economies will benefit from effective operation of the BMRRA assets. The private sector is often able to leverage broader operations and specialist expertise to deliver optimised and enhanced outcomes. Airport operations are typically improved through operational efficiencies. This has been identified as part of the final criteria defined in Table 2.

Financial performance





The private sector often places a considerable emphasis on financial performance, in contrast to government which is required to consider a broad range of objectives prioritised by the communities that it represents. The governance assessment defined in Table 5 highlights the commercial nimbleness associated with private sector decision making which typically enables more rapid responses to market conditions and improved financial outcomes.

These features have been appropriately considered as part of the governance review.

2.3 Revision of criteria based on consultation

Updates to the draft criteria were informed by the outcomes of consultation, which are summarised in section 2.2. The final draft criteria which were applied during the Stage 2 governance assessment are defined in Table 2. The performance of identified governance models, at a particular point in time, can be assessed based on the ability of each model to meet the respective criterion.

Table 2 Final criteria

Criterion a) Increase in Airport usage to facilitate regional economic development i) Commuters ii) Visitors (RPT, ideally low cost air services) iii) Freight iv) General aviation. b) Airport operations, including operational efficiencies c) Financial return on public investment d) Financial sustainability of the Airport including asset management and access to capital to support asset requirements e) Organisational capability and capacity f) Community acceptance g) Compliance with the Local Government Act 1995 and State government funding provisions, e.g. FAA h) Compliance with regulatory frameworks, e.g. noise management regulation (EPA) and safety regulation (CASA).

Combined with the assessment considerations and performance measures described in sections 2.4 and 2.5 respectively, the final criteria form the assessment framework.

2.4 Identification of assessment considerations

Insights provided by key stakeholders and background information provided by the City were further synthesised to identify a number of assessment considerations specific to each criterion, which informed the governance review. These assessment considerations are provided in Table 3.

Table 3 Assessment considerations

Criterion	Assessment considerations
a) i) ii) iii) iv)	Traffic forecastsRealised traffic results
b)	Financial projectionsFinancial performanceOperational performance
;)	 Realisation of passenger and revenue projections Increase in asset value
d)	 Asset management Operating expenditure including corporate overheads Revenues
e)	Corporate expertisePersonnel capabilityResourcing requirements
·)	Political landscapeCommunity benefits
g)	 Relevant policies and regulations Amendments to the Local Government Act 1995 Cost of compliance
h)	Noise management restrictions Relevant policies and regulation Cost of compliance

Combined with the final criteria and performance measures described in sections 2.3 and 2.5 respectively, the assessment considerations form the assessment framework.

2.5 Development of performance measures

The performance measures defined in Table 4 were also developed based on the outcomes of stakeholder consultation, and when collectively applied with the final criteria and assessment considerations form the overarching assessment framework that was applied in section 4.

Table 4 Performance measures

Rating	Definition
5.	Greatest potential to deliver the criterion
4.	Good potential to deliver the criterion
3.	Moderate potential to deliver the criterion
2.	Limited potential to deliver the criterion
1.	No potential to deliver the criterion

These measures were applied during the Stage 2 assessment, and qualifying text has been provided to emphasise the advantages, disadvantages and risks associated with each governance option.

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3 Governance models

The following governance models were identified for further consideration during Stage 2:

- Continued local government ownership and operation
- Contracts for service
- Management contract
- Corporatisation
- Asset lease or divestment.

These options are defined in sections 3.1 to 3.5 respectively, with assessment of the identified governance options presented in section 4.

3.1 Continued local government ownership and operation

Like the vast majority of regional airports and aerodromes throughout Australia and ten of Western Australia's 12 larger regional airports, BMRRA is owned and operated by local government. BMRRA The current model of local government ownership and operation integrates BMRRA functions as part of the City's Commercial Services business unit. This model enables the City to leverage economies of scale and reduce airport management costs through partial allocation of City resources, whilst separated reporting for BMRRA maintains transparency of airport performance through explicit recognition of costs.

At present, BMRRA generates a positive, but not significant, annual net operating profit. Therefore State funding of the development project has been critical to enabling this major infrastructure upgrade. By leveraging synergies and efficiencies within the Commercial Services business unit, the City has been able to apply the necessary business expertise to develop the BMRRA opportunity and improve the use of available assets. The City has been successful in attracting professionals with relevant aviation experience to support the commercial objectives of the airport, the development project and broader City operations.

Furthermore, to increase post-project airport usage and realise the demand projections that underpin the business case for investment in the upgrade of BMRRA, the City is currently working with specialist aviation advisors to develop and execute a strategic approach to airline engagement. It is noted that airline engagement would typically commence within a 9-12 month period prior to airport infrastructure becoming available, and the City has been proactive in its approach to securing (interstate) RPT services.

This comparably low-cost structure is considered to be an effective incubator to support development of post-project airport operations and actively drive achievement of the proposed passenger projections. However, there are a number of limitations associated with the current local government ownership and operating model, which include:

- Extensive requirements for operational oversight and monitoring
- Restrictive capital funding processes defined in section 6.21 of the Local Government Act 1995, which prevent the use of local government assets as security for debt
- Political influences impacting day-to-day operation and strategic management of the airport
- Prescriptive decision making processes constraining commercial agility
- Reduced capacity for Commercial Services business unit personnel to support other City initiatives.

A number of these limitations are a direct result of Local Government Act 1995 provisions.

3.2 Contracts for service

Attachment A

Through contracts for service an external provider is engaged to deliver specified tasks or services for an agreed period of time. This model is in place to an extent at BMRRA, with ground handling, security screening and AVGAS refuelling services currently outsourced.

Contracts for service are most effective where:

- The service can be clearly defined
- The level of demand is reasonably certain
- Performance can be easily monitored
- Attracting capital investment is not an objective.

The application of this model allows the City to outsource ancillary services, where service providers are incentivised to achieve improved efficiencies and higher sales

A governance option of continued local government ownership and operation utilising service contracts was identified for assessment in section 4.

3.3 Management contract / Operating lease

A management contract / operating lease expands on the services currently contracted at BMRRA to encompass management and operation of the airport. Typically, the private partner delivering the contract provides working capital under this model, but no financing for investment.

Examples of management contracts include a number of airports managed by Aerodrome Management Services Pty Ltd (AMS) 1, including:

- Barrow Island, where AMS provides a variety of services on the airport including management, ARO, ground handling, emergency management support, check-in and screening. The workforce currently numbers 38 people, making it the largest of the AMS regional bases.
- Weipa Airport, which has been managed by AMS since 1 June 2012 with a staff of 16 local personnel covering airport reporting, security screening and aviation refuelling. Weipa Airport mainly services QLink Dash 8 fleet, Skytrans and GA aircraft movements with the Royal Flying Doctor Service and Customs being very regular visitors.
- Miles Aerodrome, which is situated approximately 45 k's from the town of Chinchilla on the Leichhardt Highway. A major expansion of the aerodrome began in 2013 to meet the needs of the coal seam gas industry, culminating in the construction of a new terminal which was completed in February of 2016, the result of a \$30 million investment by Origin. The aerodrome caters for circa 2500 pax per month and accepts various aircraft types, including Fokker 28 - 70, Bae 146-200, de Havilland Q200/300/400, SAAB 340TW, ATR72-500/60 series A/C, Embraer 135 & BJ600 series A/C, airline operators include QantasLink, Virgin Regional, REX, Corporate Air and Skytrans, with ground handling provided by Arrow Airport Services & Aviation Ground Handling

Chinchilla Aerodrome has benefitted from a considerable \$5 million dollar investment. CASA certification was obtained in August 2015 and the aerodrome caters for FIFO, general aviation and agricultural operations. Passenger movements are currently recorded at circa 1800 per month.

AMS commenced management of the aerodromes on the 1st of October, on behalf of the Western Downs Regional Council.

http://www.amsaustralia.com/service/management-support-services/, accessed 4 December 2016



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AMS is based in Perth2.

The key advantage of the operating lease model is that operational gains, which typically result from private sector management, can be made without transferring ownership of BMRRA to the private sector. Other strengths of this model include:

- Designated professional management with specific and relevant experience
- Efficiencies associated with operating on conventional commercial terms, otherwise limited by provisions in the Local Government Act 1995
- Limiting financial and legal risks to the City associated with airport operation
- Separation of political influences from airport operations
- Broad political oversight through contract provisions, which ensure operating strategy is incentivised to support regional priorities
- Establishment of a consistent and reliable annuity stream
- Availability of City resources to focus on other local initiatives.

Whilst the ultimate obligation for service provision would remain with the City, this model transfers daily management control and authority for the airport to the private partner. Key weaknesses of this model therefore include:

- Risk of the contractor failing to meet obligations, leading to community dissatisfaction
- A requirement for ongoing monitoring of performance to ensure contractual conditions are met
- Financial risks associated with asset capital requirements that would need to be met by the City.

A governance option of management contract was identified for assessment in section 4.

3.4 Corporatisation

A corporatisation process aims to increase commercial focus, efficiency and transparency of a local government business whilst minimising financial risk and avoiding conflicts of interest through the establishment of a separate legal entity, a Council controlled organisation (CCO), governed by an independent Board.

Adoption of a corporatised model would enable the City to retain ownership and continue to provide strategic direction for BMRRA by setting key financial and non-financial performance targets for the Board to deliver. However, the *Local Government Act 1995* contains a number of provisions that currently limit the City from adopting this model and operating on normal commercial terms, specifically section 3.60.

A bill to amend to the *Local Government Act 1995* and enable two or more local governments to form a regional subsidiary was introduced in June 2014. This bill did not gain parliamentary support and was discharged in October 2016 under Standing Order 144A.

If changes to the *Local Government Act 1995* were implemented in future, corporatisation of BMRRA would offer a number of additional benefits, including:

- A greater emphasis on commercial performance including an increased ability to diversify revenues and improve cost controls
- Increased transparency of performance through standalone reporting with more explicit recognition of costs

² http://www.amsaustralia.com/about-us/

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- An ability to limit political influences on day-to-day operational decisions, whilst retaining political
 oversight of BMRRA strategy through the implementation of performance targets and metrics
- An enhanced ability to employ professional directors and managers with experience specific to the commercial objectives of the airport
- Releasing City resources, who would otherwise be allocated to airport activities, for other initiatives
 of value to the community
- Separation of the City and its ratepayers from legal liability and financial risks relating to airport investment and operating activities
- An ability to engage with the private sector on conventional commercial terms
- Establishment of an ongoing annuity stream through dividend payments from the corporate entity.

Whilst there are a number of benefits associated with corporatisation, capital funding processes and reporting requirements imposed by the *Local Government Act 1995* would continue to limit the commercial agility of the Board and airport management. The following additional limitations would also need to be considered:

- Loss of City control of fees and charges, resulting in possible price increases that might deliver positive commercial outcomes as the expense of regional economic development
- Failing of the Board and airport management to achieve targets set by the City, resulting in community dissatisfaction
- Additional management and administration costs incurred through increased reporting processes and remuneration requirements, with marginal financial upside from a City dividend perspective.

Notwithstanding these limitations, a governance option of corporatisation was identified for assessment in section 4. It is important to note that while this option was considered further, it cannot legally be pursued under the *Local Government Act 1995*.

3.5 Asset lease or divestment

The State Aviation Strategy identifies a preference for private sector investment in, and management of, regional airports to improve effectiveness and efficiency by addressing limitations associated with:

- Restrictive capital funding processes that rely on general funds, rates and grant income for security
- Non robust management arrangements and insufficient depth of governance
- Lack of flexibility to act commercially in areas of charging and industrial relations
- A local government's capacity to support the aviation requirements of major users and state economic growth, beyond the needs of local community.

Potential privatisation options for BMRRA include:

- A long term asset lease, encompassing the site
- Permanent divestment of the airport land and assets including existing operations.

An asset lease is typically provided in exchange for an upfront or annuity payment, of an amount less than that associated with a divestment process. In line with the lease of federal airports and more recently the Port Hedland airport, it is anticipated that a lease period of approximately 50 years would be considered with a 50 year option. Under this model the City would establish performance criteria for the operator such as improvement of the assets and growth of the business that would be monitored and audited on an ongoing basis during the lease.

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By way of example, the lease of Port Hedland International Airport to the consortium of AMP Capital and ICG in 2015 included an upfront payment of \$165 million to the Town of Port Hedland and a

Similar to an asset lease, an asset divestment process typically incorporates divestment of the land as an upfront or annuity payment. Under this model the City would transfer all commercial interest in the airport and maintain no further involvement in ongoing operations beyond that of a key stakeholder. Community acceptance of this model is often low as, unlike an asset lease, there is no retention of ownership. Broome International Airport has undergone transition from government to private operations through an asset divestment process. Freehold title of the Broome International Airport site was transferred to Airport Engineering Services in the early 1990s through a divestment process facilitated by the Federal Government. The airport continues to be privately owned and operated.

Through a privatisation process, the City would be able access large institutional infrastructure investors with experience and expertise relevant to airport management and financing. These companies often have an ability to:

Access cost effective debt and equity funding and financing sources

further investment of \$40 million to redevelop the airport.

- Leverage scale and efficiency to increase productivity and optimise commercial returns
- Deliver safer airport operations through an enhanced network approach to regulatory compliance across a portfolio of airport operations
- Source greater depth and diversity of management expertise through broader airport operations and existing industry partnerships
- Respond to local or regional priorities through established local teams
- Ensure best practice governance oversight and commercial decision making through robust corporate governance structures.

Potential issues and limitations associated with privatisation of BMRRA include:

- Complexities associated with the privatisation process and documentation, which requires support from specialist transaction advisors such as financial, legal and probity
- A risk that the airport investor fails to appropriately manage operations resulting in poor regional development and community outcomes
- A requirement for ongoing administration, if an asset lease is pursued, to ensure that the airport operator is meeting the defined performance metrics
- Increases in charging for services and facilities, if provisions to manage this are not specified as part of the contractual documentation

In addition to the identified issues, privatisation of BMRRA in the short term is expected to represent lesser value for the City than other governance models, as significant uncertainty is associated with unrecognised passenger and revenue projections. Institutional investors typically prefer to focus on OECD brownfield assets with a history of demonstrated and consistent revenues.

Without established and reliable returns, privatisation of BMRRA would require that investors take a calculated risk. It is anticipated that the considerable risk profile associated with achievement of the passenger demand projections would ultimately result in a risk-adjusted price that does not accurately reflect the potential value of the asset.

Despite concerns relating to privatisation of BMRRA in the short term, a governance option of asset lease or divestment was identified for assessment in section 4.

4 Governance assessment

4.1 Assessment

The assessment framework defined in section 2 was applied to evaluate the following governance options, which are based on the models presented in section 3:

- Option 1: Continued local government ownership and operation utilising service contracts
- Option 2: Management contract
- Option 3: Corporatisation
- Option 4: Asset lease or divestment

The identified options were assessed using the criteria defined in Table 2 and performance measures defined in Table 4. The assessment considered the respective strengths and weaknesses of the governance models as defined in section 3, to establish a performance measure for each criterion relevant to each option. Table 5 shows the results of the assessment.

Based on core themes and topics that emerged during the consultation process and review of each governance model, the following key considerations and critical success factors relevant to each model and its comparative performance were explored throughout the assessment:

- Retention of ownership
- Maximised financial return to the City
- Transparency of operational performance
- Prioritisation of community outcomes
- Political influence and oversight
- Operational oversight and monitoring
- Financial sustainability
- Strategic oversight
- Access to debt and equity to support capital requirements
- Commercial agility and focus
- Availability of City resources to support community initiatives
- Regional development and expanded community benefits
- Relevant expertise and experience
- Operational, legal and financial risks
- Relevant Local Government Act 1995 provisions
- FAA restrictions specific to sale, transfer, lease or disposal of BMRRA within 10 years
- Risks associated with regulatory compliance specific to CASA regulation and noise management.

Table 5 Detailed assessment

			ion 1 al government own/manage		ion 2 nagement contract			Opti Asse	
a)	Increase in Airport usage to facilitate regional economic development: i) Commuters ii) Visitors iii) Freight iv) General aviation.	5	Expertise sourced to support realisation of demand projections through the attraction of RPT and other aviation services. Funding of an engagement strategy has been allocated.	4	Expensive, as operator would typically be incentivised financially to increase airport usage. Comparable access to required expertise and experience, potentially limited as unlikely to have been involved in development of the engagement strategy	5	Access to resources and expertise with extensive experience in areas of airline negotiating and development of aviation opportunities. Potential that Board oversight will further support achievement of increase.	5	Access to resources and expertise with extensive experience in areas of airline negotiating and development of aviation opportunities. Comparable advantage in ability to leverage broader portfolio of operations.
b)	Airport operations, including operational efficiencies	4	Post-project operational efficiencies available through integration of airport management as part of broader City operations. Post-project passenger growth uncertainties limit ability to fully optimise operations.	3	Comparably less post- project operational efficiencies anticipated as establishment of designated management team limits flexibility of resourcing, introducing a higher cost structure whilst operations continue to grow.	3	Comparably less post- project operational efficiencies anticipated as establishment of Board and designated management team introduces a higher cost structure initially. This will likely be offset by improved commercial efficiencies as operations grow.	5	Airport investors are highly experienced in airport operation and development of non-aviation revenues. An investor would likely find commercial and operational efficiencies through broader portfolio of operations, with corporate support typically centralised.
c)	Financial return on public investment	5	Consistent with increased airport usage driving revenue growth.	4	Consistent with increased airport usage driving revenue growth, noting operator fees.	3	Dividend to City likely structured to align with increased airport usage driving revenue growth.	2	Risk profile associated with demand projections will reduce the asset value realised through a leasing – at least until solid record established.

Attachment A

	Option 1 Local government own/manage	Option 2 Management contract	Option 3 Corporatisation	Option 4 Asset lease or divestment
d) Financial sustainability of the Airport including asset management and access to capital to support asset requirements	3 Federal and State funding does not require interest or repayment of investment. City can elect to forego dividend, during initial post-project growth phase as reliable revenues are developed. Local Government Act limitations associated with capital funding process provides potential exposure to financial risks in the medium term, as demand for maintenance and sustaining capital activities increase. Any funding shortfalls would need to be met by City, until such time that sustainable revenues are realised.	Designated resources with airport specific experience will prioritise financially sustainability of operations. Limitations associated with Local Government capital funding process. Upfront management costs would likely be realised as airport usage continues to develop.	3 Designated resources with airport specific experience will prioritise financially sustainability of operations. Limitations during initial post-project growth phase, upfront corporatisation and management costs as airport usage develops. City is quarantined from financial risk associated with capital requirements of the airport assets. Noting, the lending requirements and capital funding processes, if corporatisation was available under the Local Government Act remain unclear.	5 Designated resources with airport specific experience will prioritise financially sustainability of operations. Airport investors are highly experienced in developing all available commercial revenues. Better access to funding to support capital requirements of assets. Noting interest or dividend payments will reduce free cash flow due to debt financing.
e) Organisational capability and capacity	4 Demonstrated ability to attract relevant expertise. Limitations associated with ongoing integration of airport operations as part of a broader business unit.	5 Improved transparency comparable ability to attract and leverage highly experience professionals with relevant expertise.	5 Improved comparable ability to attract and leverage highly experience professionals with relevant expertise.	5 Improved comparable ability to attract and leverage highly experience professional with relevant expertise.

	Option 1 Local government own/manage	Option 2 Management contract	Option 3 Corporatisation	Option 4 Asset lease or divestment
f) Community acceptance	5 City continues to own and operate airport in the interest of the community, with direct oversight provided by elected officials.	City continues to own the airport, private partner operates the airport. City limited in ability to influence operations outside requirements and provisions within the management contract.	City continues to own the airport, providing strategic operational oversight. City is able to structure Board performance targets that prioritise community interests.	Community acceptance of asset privatisation is typically low. Asset lease would be received more favourable than divestment as City ultimately retains ownership.
g) Compliance with the Local Government Act 1995 and State government funding provisions	5 Compliant with Local Government Act 1995 and FAA.	5 Compliant with Local Government Act 1995 and FAA.	Not compliant with Local Government Act 1995. Amendment to section 3.60 would be required for option to be legal. Consent of funding State departments required by FAA, to enable transfer of asset to CCO.	5 Compliant with Local Government Act 1995 noting disposal provisions are defined in sections 3.58 and 3.59. Consent of funding State departments required by FAA, to enable transfer of asset to investor.
h) Compliance with regulatory frameworks, e.g. noise management regulation (EPA) and safety regulation (CASA)	Fully compliant, although compliance risks rest with the City.	4 Fully compliant, although compliance risks rest with the City.	Legal and financial risks associated with non- compliance transferred to CCO. Reduced revenues may impact City dividend.	Operating, legal and financial risks associated with non-compliance transferred to investor. Recognised expertise in managing compliance.
Overall rating	35	29	29	34

4.2 Summary of recommended option

Option 1, namely continued local government ownership and operation utilising service contracts, has been identified as the most suitable and appropriate post-project governance model for management of BMRRA at this time.

This option is Business As Usual for the City. The City has an airport project team managed within Community and Commercial Services. This team is currently managing the upgrade project and preparing to engage with airlines closer to opening of the new runway. The team appears to be progressing well under the guidance of the Project Governance Committee, which should continue with appropriate oversight of risks such as key personnel or project slippage. Section 1 suggests some specific monitoring points.

5 Future assessment and funding

5.1 Trigger Points

Table 6 identifies trigger points in the future operation of BMRRA, where further review of the governance structure is recommended.

Table 6 Future governance reviews

Two years post-opening Review performance, with specific reference to Considered an appropriate period to report on post-project performance of the governance model achievement of the demand projections Based on performance and identified limitations of implemented. Noting minimal capital requirements are anticipated within the initial two year post-project the model, consider whether a review of the governance model is required. period, limiting any financial risks to the City. Earlier of five years post-opening, realising annual Assess asset performance, local government patronage of 250,000 passengers and realising EBITDA of \$3.5 million legislative requirements, market conditions and appetite for brownfield airport assets. Five years is recognised as a minimum period to Engage with State departments that provided demonstrate reliable revenues and returns that funding to understand whether consent would be provided for sale, transfer, lease or disposal (if ultimately attract institutional infrastructure investors, noting that the FAA specifies a 10 year post-project timeframe before sale, transfer, lease or disposal. Review of the governance structure, applying Patronage and earnings before interest, taxes, outcomes of preceding activities depreciation and amortisation (EBITDA) thresholds identified are considered to be the minimum levels attractive to institutional infrastructure investors. Ten years post-opening (if applicable) Review of the governance structure, considering asset performance, market conditions and appetite Recognised as a suitable period to demonstrate reliable revenues and returns that ultimately attract for brownfield airport assets institutional infrastructure investors. Trigger point and associated activities may not be applicable if sale, transfer, lease or disposal was pursued previously and a contract would limit the ability to pursue an alternate governance structure.

5.2 Future Funds

The following approach is recommended for management of proceeds that would result from a change in governance arrangements, specific to an asset lease or divestment:

- Replace the post-project airport income that would typically accrue to the City
- Invest the remaining funds in development projects that improve the Busselton and Margaret River region and benefit the community.

This could be achieved through the establishment of a stabilisation fund through which the proceeds from a change in governance arrangements are invested. If an asset lease was pursued as opposed to an asset divestment, the stabilisation fund could be depleted over the duration of the lease period to ensure consistent reinvestment in the community on a periodic basis. An example of this reinvestment profile might include:

Establishment of an investment portfolio that delivers a recurrent annual return to replace the established post-project income streams from the airport and associated assets, noting that as the City continued to drive efficiencies across its other businesses this could be structured to deplete.

- - A small allocation of proceeds provided as community grants to support a range of local initiatives.
 It is recommended that funding be administered at the discretion of the City.
 - A more substantial allocation of proceeds being assigned to a strategic reserve for investment development projects, with an emphasis on those that cultivate regional economic buoyancy. It is recommended that administration and governance of this reserve be structured such that the final investment decision would be driven by the community.

If an asset divestment was pursued, the additional value associated with absolute ownership of the airport assets would ideally provide the required additional funds to support ongoing returns and community investment, whilst balancing rather than depleting the fund.

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6 Recommendations

This governance review recommends that continued local government ownership and operation utilising service contracts is most likely to improve the economic and social value of the airport to the City. Additional recommendations relevant to this post-project governance review include:

- Continued successful and effective management of the development project by the City
- Engagement with target airlines to commence no later than 9-12 months prior to upgraded airport infrastructure becoming available
- A review of the governance model post opening of the upgraded BMRRA to ensure best-practice
 ongoing governance of the airport, suggested at two years, earlier of five years and 250,000
 passengers or EBITDA of \$3.5 million, and ten years
- Development of a reliable baseline demonstrating airport revenues and returns
- Ongoing monitoring of legislative amendments that would enable establishment of a Council controlled organisation.



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Swaziland, Tanzania, Thailand, Uganda,
United Arab Emirates, Vietnam.

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 <u>DEVELOPMENT APPLICATION FOR CHALET DEVELOPMENT (RETROSPECTIVE) AT 76</u>

YELVERTON ROAD, YELVERTON

SUBJECT INDEX: Development/Planning Applications

STRATEGIC OBJECTIVE: A City of shared, vibrant and well planned places that provide for

diverse activity and strengthen our social connections.

BUSINESS UNIT: Development Services and Policy **ACTIVITY UNIT:** Development Services and Policy **REPORTING OFFICER:** Planning Officer - Stephanie Izzard

AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Location Plan

Attachment B Development Proposal, indcluding Development Plans

and Bushfire Management Plan

Attachment C Site Photos !

Attachment D Summary of Submissions !

PRÉCIS

The Council is asked to consider a retrospective development (planning) application seeking approval for a Chalet Development at 76 Yelverton Road, Yelverton.

The proposal is placed before the Council due to the nature of the issues requiring consideration.

It is considered that, on balance, this development is consistent with the relevant planning framework and is recommended for approval.

BACKGROUND

The Council is asked to consider a retrospective development (planning) application seeking approval for a Chalet Development at 76 Yelverton Road, Yelverton. A location plan is provided at Attachment A.

The site is located 20 km south-west of Busselton City Centre. The site is accessed from Yelverton Road which connects to Bussell Highway. The site is surrounded by Agriculture zoned properties with an extractive industry operating on the property to the north of the site.

The site is zoned Agriculture under the City of Busselton Local Planning Scheme No. 21 (the Scheme). On 4 February 2014 the City approved, under Delegated Authority, a Caravan and Camping Ground on the site. The proposal was for four "glamping/eco-tents" to be located in the eastern portion of the property. The application was advertised and two submissions opposing the development were received. The concerns raised in the submissions included access to the property, increased traffic, increased noise, detrimental visual and social impacts. This original approval did not include any plans of the proposed "glamping/eco tents" however an "example" plan was submitted indicating a canvas tent only with no internal structures. The applicant did advise in their proposal that the "tents are non-permanent structures which can be dismantled by 2 people in less than 24 hours."

On 13 February 2015 a modification to the original development was approved by the City, under Delegated Authority. This application proposed to relocate the "eco-tents" approximately 450m to the north-east of their original proposed location. The new location was just south of the existing vegetation located in the northern portion of the site. Again no information as to the exact specifications of the "eco-tents" was provided as part of the application.

In November 2015 the City was contacted by a surrounding landowner who expressed a number of concerns regarding the structures that had been built on the site, including the structures not being temporary as mentioned in their previous application. The matter was investigated further by the City and it was determined that the structures were not in keeping with the original approval as they were not in-fact "temporary" and each "eco-tent" included a permanent deck raised off the ground with a covered alfresco area and a dome like structure. Inside these structures stud walls had been installed to create a bathroom and kitchen area. Due to the permanent nature of the structures the City advised the applicant that a new development application would be required for a "Chalet Development" and the applicant subsequently lodged a development application. Development Plans and site photos are provided at Attachments B and C, respectively.

STATUTORY ENVIRONMENT

The key statutory environment is set out in the City of Busselton *Local Planning Scheme No. 21* ('the Scheme'), as modified by the *Deemed provisions for local planning schemes* set out in Schedule 2 of the *Planning and Development Regulations 2015* (the deemed provisions).

Land Use

The original development applications were approved as "Caravan Parks and Camping Grounds" which is defined under the Scheme as:

"Caravan Park & Camping Grounds" means a property licensed for the placement of caravans and may also include camping sites.

The above land use does not include permanent accommodation structures that are not temporary or able to be moved (such as park homes). Further to this, it is noted that under the Building Code of Australia a structure that is in place for longer than one month is considered to be a "building" and is required to comply with the Building Code of Australia. As such, it is considered that the most appropriate land use for the development is the Chalet Development land use which is defined under the Scheme as:

"Chalet Development" is development (not being a "Rural Holiday Resort") designed for single occupancy and which comprises detached accommodation units, which may be fully self-contained or not, and which are generally of single storey or split level construction and a character not dissimilar to farm dwellings or cabins.

Chalet Development is an "A" land use with the Agriculture zone and therefore the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 10.4.

Note that clause 10.4 of the City's scheme referenced above is now superseded by the equivalent and very similar clause 67 of the Deemed Provisions.

Agriculture Zone

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

(e) To encourage low-key rural tourism associated with traditional forms of agriculture or rural retreat as a contributor to the overall rural economy of the City.

Policies of the 'Agriculture' zone relevant to this application are as follows:

(b) To permit rural tourist accommodation and rural tourist facilities where these will not conflict or detrimentally impact established farming pursuits and/or associated with rural activities.

Matters to be considered

Clause 67 of the deemed provisions outline the key matters to be considered by local government when considering a development application. Those matters which are considered to be particularly relevant to this application are as follows:

- (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;
- (s) the adequacy of
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (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

The key policy implications for consideration are set out in the following policy documents:

- Local Planning Policy 5B Rural Tourist Accommodation (LPP5B);
- State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7)

An assessment of the proposals compliance with LPP5B and SPP3.7 is provided in the Officer Comment section of this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC COMMUNITY OBJECTIVES

The recommendation of this report reflects Community Objective 5.2 of the Strategic Community Plan 2013, which is; "Growth is managed sustainably and our environment is protect and enhanced as we develop."

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 in Council reports where the residual risk, once controls are identified, is 'medium' or greater.

No such risks have been identified

CONSULTATION

Clause 64 of the *deemed provisions for local planning schemes* (Schedule 2, Planning and Development Regulations 2015) requires that any development application for an "A" land use shall be referred to the public for comment. This proposal was referred to adjoining landowners for a period of 14 days ending on the 3 March 2016.

Three submissions were received during the consultation period. Key concerns that have been raised during the consultation of the proposal are as follows:

- Visual impact;
- Increased bushfire risk.

The application was also referred to Department of Fire and Emergency Services. A schedule of submissions is provided at Attachment D.

OFFICER COMMENT

The City has assessed the application having regard to the objectives and principles of the Agriculture Zone and the Matters to be considered as outlined by the Scheme.

Planning Framework

The development is considered to be a "Chalet Development" under the Scheme. Chalet Development is an "A" land use with the Agriculture Zone and therefore the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 64 of the Regulations. When considering a discretionary land use the City is required to assess the consistency of the development against the Policy and Objectives of the relevant zone as well as the relevant Matters to be considered as outlined above. In this instance it is considered that the proposed development is consistent with the Objectives of the Agriculture zone in particular Objective (e) which states "To encourage low-key rural tourism associated with traditional forms of agriculture or rural retreat as a contributor to the overall rural

economy of the City." In addition to the above, the proposal is considered to be consistent with Policy (b) which states "To permit rural tourist accommodation and rural tourist facilities where these will not conflict or detrimentally impact established farming pursuits and/or associated with rural activities."

Chalet Development is subject to the relevant provisions of LPP5B. The development complies with the applicable requirements of this policy including minimum site area, density and setbacks.

Visual Impact

The site is not located within a Landscape Value Area prescribed under the Scheme and therefore there are no specific controls over the use of light colours or reflective materials. There are a number of different types of development, including Single House and outbuildings, that are permitted development within the Agriculture zone and therefore could be developed on the site without a planning approval. It is therefore considered that there are a number of other developments which would be constructed on the site which would have a similar visual impact.

The applicant has agreed to install additional landscaping to assist in mitigating the visual impacts of the development on the adjoining properties, in particular the property to the south.

Bushfire

One of the key concerns raised during the assessment of the proposal is its compliance with the relevant bushfire requirements. As the structures are considered to be permanent they are required to comply with the same bushfire provisions as any other building within a bushfire prone area. The applicant has submitted a Bushfire Management Plan, including a Bushfire Attack Level (BAL) assessment, which has been referred to the Department of Fire and Emergency Services (DFES).

The DFES provided the following comments on the BMP submitted by the applicant:

- "It is acknowledged that single access to the site is a legacy issue the City will need to accept or otherwise;
- Figure 2 Hazard Assessment still does not comply with the methodology of the Guidelines App 2, Step 3;
- The plan needs to detail mitigation strategies for not just the existing tents but also future tents;
- Figure 3 is an example of the above does not represent the location of future tents;
- BAL Assessments in lieu of a BAL Contour is acceptable, but again as above, future tent sites require individual assessments.

I appreciate this is a pre-approved DA and not a subdivision but the BMP still needs to conform to the requirements of SPP 3.7 and guidelines.

Subject to the above, DFES has no further comment to provide the City."

As mentioned above, the application was originally lodged for four Chalets, two retrospective and two proposed. However, the applicant has elected to only proceed with the two retrospective Chalets at this stage. This addresses a number of the concerns raised by the DFES in their submission.

In relation to the access to the site, it is noted that an approval has already been issued for Caravan and Camping Grounds. This approval was issued before the SPP3.7 and Guidelines came into effect and therefore two accesses were not required to be provided at the time of this approval. It is considered that this application does not intensify the approved uses of the site or increase the number of persons coming to the site. However, as the structures are permanent they are not considered to comply with this land use, the applicant has been required to reapply for a Chalet

Development. It is considered that this proposal does not increase the risk to life than what is already approved on the site and while the site does only have one access it is noted that Yelverton Road connects to a network of roads and which will allow for persons to escape in either a westerly or easterly direction.

In regards to DFES comments relating to mitigation strategies, the BAL assessment provided as part of the Bushfire Management Plan indicated that a BAL29 would apply to the Chalet Development. Different BAL ratings require different construction standards under Australian Standards AS3959-2009 - Construction of buildings in bushfire-prone areas. Due to the materials which the Chalets are constructed from they would not comply with the deemed-to-satisfy criteria in the Australian Standards AS3959-2009. As such, as part of the building permit for the structures, this would need to be addressed through a Performance Solution under the Building Code of Australia.

In this instance, alternative solutions would need to be approved by a Fire Engineer. One option may be to install a sprinkler system in accordance with Australia Standard AS5414-2012. The DFES has indicated that it is supportive of such an approach but ultimately it will be up to the City to be satisfied. The DFES has also requested that the Bushfire Management Plan detail this solution prior to the issuing of the building permit.

CONCLUSION

The proposed development is considered to be consistent with the Policy and Objectives of the "Agriculture" zone and therefore it is recommended that the application be approved subject to conditions.

OPTIONS

The Council could:

- 1. Refuse the proposal, setting out reasons for doing so.
- 2. Apply additional or different conditions.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proponent will be advised of the Council decision within two weeks of the Council meeting.

OFFICER RECOMMENDATION

That the Council resolve:

- That application DA16/0005 submitted for Chalet Development (Retrospective) at 76 Yelverton Road, Yelverton, 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.
- 2. That Development Approval is issued for the proposal referred to in 1. above subject to the following conditions:

General conditions

- 2.1 The development hereby approved includes the two existing Chalet Development only.
- 2.2 Within 60 days of the date of this approval the following plans or details have been submitted to the City and have been approved in writing:
 - 2.2.1 Details of the means and method of providing a potable water supply of 80,000

litres per chalet;

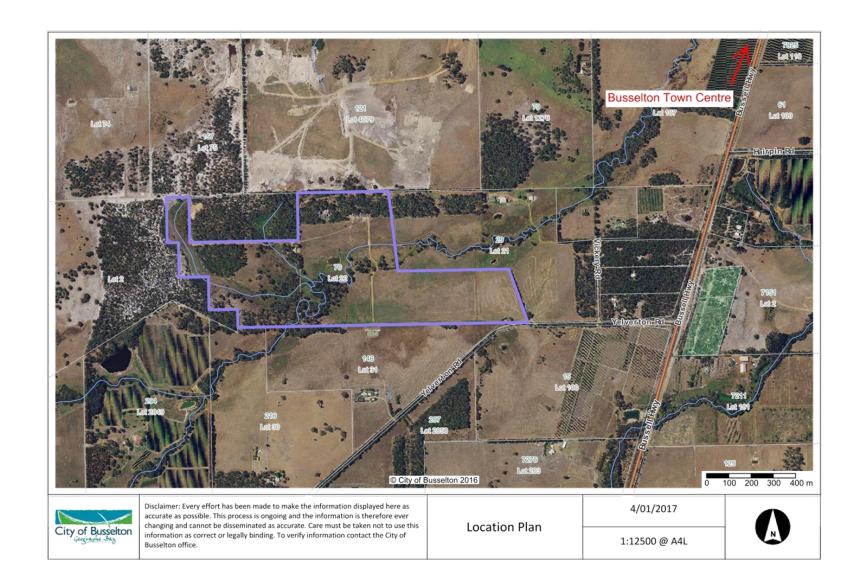
- 2.2.2 A landscaping plan, indicating details of vegetation to be planted to assist in screening the Chalet Development from the adjoining dwelling to the south;
- 2.2.3 Notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificates of Title of the proposed lot(s) advising that:

"The Chalet Development is in close proximity to an operating extractive industry and other agriculture activities. The Chalet Development may be impacted from time to time by noise from these activities."

- 2.2.4 A revised Bushfire Management Plan addressing the following:
 - 2.2.4.1 AS3959-2009 Construction of buildings in bushfire-prone areas;
 - 2.2.4.2 An evacuation plan; and
 - 2.2.4.3 Upgrades required to bring the development into compliance with the Acceptable Solutions A3.5 Private Driveways longer than 50m of the Guidelines for Planning in Bushfire Prone Areas.
- 3. Within 60 days of the date of this approval the following contributions are to be paid to the City:
 - 3.1 A contribution of \$1,047.07 towards the Road Network Upgrading in the Rural precinct;
 - 3.2 A contribution of \$1,546.00 towards community facilities in the Rural precinct.

Ongoing Conditions

- 4. The works undertaken to satisfy Condition 2.2 shall be subsequently maintained for the life of the development, and the following conditions complied with:
 - 4.1 The Chalet Development hereby approved is to be made available for temporary accommodation purposes only and shall not be occupied by any one person or family or group of persons (two persons or more) for a period exceeding 3 months;
 - 4.2 The Manager shall reside on site at all times while the Chalets are occupied;
 - 4.3 Landscaping and reticulation 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.



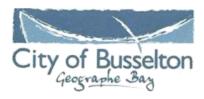


Attachment B

Development Proposal, indcluding Development Plans and Bushfire Management Plan

Planning Department City of Busselton Locked Bag BUSSELTON WA 6280

Telephone: (08) 9781 0444
Facsimile: (08) 9752 4958
Email: planning@busselton.wa.gov.au



Planning & Development (Local Planning Schemes) Regulations Schedule 2 Clause 86 APPLICATION FOR DEVELOPMENT APPROVAL

		OWNER D	ETAILS				
Name :	B J Fo	rd and C J L For	d				
ABN (if applicat	ble) :						
Address :	76 Yelv	erton Road, Yel	verton WA				
				Postcoo	e :	6280	
Phone:	·	Fax:		Email:			
Work :				ben.	ford	@	
Home :				data	stati	on.com.au	
Mobile : 040	4051972						
Contact Person	(s) for Corresponder	ce: Ben Ford					
Signature :	Blu	hal	D	Date:		29/12/2015	
Signature :	amenge	A.	D	ate:		2/2015	
For the purpos	ses of signing this	uired on all applications. application an owner in es) Regulations 2015 Sche	cludes the person	ons referr	ceed w ed to	ithout that signature. in the Planning and	
	APPLIC	ANT DETAILS (if d	ifferent fron	n own	er)		
Name :	as abov				,		
Address :							
				Postcod			
Phone:		Fax:		Email :			
Work :						@	
Home :							
Mobile :							

Contact Person	(s) for C	orrespondenc	e:					
The information the local govern	n and pl nment fo	ans provided or public viewi	with this app	lication ma tion with thi	y be made available is application.	by YES [□ NO	
Signature :						Date :		
			PRO	PERTY I	DETAILS			
Lot No :	:	22	House/Str		76	Location N	0:	
Diagram or Plan No : 25163 Certificate Vol No :		of Title	2501	Folio :	240			
Title encumbrar	nces (eg	. easements, r	restrictive cov	/enants) :				
Street Name :	Yel	verton R	oad		_{Suburb} : Yelv	erton		
Nearest Street I	ntersect	tion: Vi	ckery Ro	oad				
			PPOPOS	ED DEV	ELOPMENT			
Nature of Develo	opment	: Works Use		Is an exemption from developm claimed for part of the development?			Yes	
		1	d Use 🗌	If yes, is the exemption for :		opment?	No	
Description				Chale	t Developme	nt	Use	
Description of p				Onale	Developme	111		
Description of ex Nature of any ex				Agricu	ılture / Reside	ential		
Nature of any existing buildings and/or land use : Approximate cost of proposed development :			\$ 300,000					
Estimated time of completion :			Completed					
					Company of the company	· · · · · · · · · · · · · · · · · · ·		
			0	FFICE USE	ONLY			
Acceptance Offic	er's Init	ials :			Date Received :			
ocal Governmen	at Pefer	anca Number						

Development Proposal, indcluding Development Plans and Bushfire Management Plan

Ben and Caroline Ford

76 Yelverton Road

Yelverton 6280

Western Australia

30 December 2015

Dear Shire of Busselton,

REF: DA13-0981

Following the council's decision to approve our application to provide eco tent holiday accommodation on our property under the provisions made for 'Caravan Parks and Camping Grounds' in the Rural Tourist Accommodation guide lines, the council have requested that we submit a new application to change the classification of the domes tents to a chalet development.

Location of tents

This location of the tents can be seen on the associated site map. This location was chosen for the following reasons:

- Optimum views of the valley from the tents
- Easier and more cost effective to connect to existing services near our home including electricity and collected rain water.
- No issues with flooding during the winter months.
- The natural fall of the hill can be used to position the septic tank below the level of the tents to facilitate drainage.
- Safe access/egress for visitors to the property.
- · Minimal impact to existing grazing/cropping activity on the property.

Set backs and distance from neighbours:

The location for the tents is in an area surrounded by natural screening and vegetation with minimal/no impact to any neighbouring properties. The two nearest neighbouring dwellings being 800+ metres (Lot 31/146 Yelverton Road) and 500+ metres (Lot 21/29 Vickery Road) away. The setback from all boundaries will meet the required 50 metres.

Services including potable water supply:

Access and egress to the site is by an existing gravel track which comes directly off Yelverton Rd. The track is maintained and is in good condition. A parking area is available at the end of the access track with a short walk to each tent

A footpath will be created from the car park with pedestrian access only to each tent. We aim to 'nestle' these tents into the existing natural environment as much as possible.

The council has already approved the installation of a second rainwater tank from which we are able to provide a potable water supply to each tent. The rainwater tank holds approx. 42,142 Gallons/163,000 litres of collected roof water from our home.

Electricity will be provided to each tent site (similar to 'powered sites' in traditional camping grounds) by connecting up to one of the existing two electricity phases already at our home.

We aim to use sustainable energy options wherever possible including solar power.

Development Proposal, indcluding Development Plans and Bushfire Management Plan

All plumbing and electrical works are to be quoted for and undertaken by qualified trade persons.

Effluent Disposal

The council has already approved the installation of a septic system to accommodate four toilets.

Other health and safety considerations:

We will provide fire extinguishers for each tent and a fire hydrant if required.

There will be sufficient rubbish bins and regular removal of rubbish as required.

There will be no camp fires of any description permitted at any time.

The tents will be on raised platforms to reduce the risk of snakes entering inside, and instructions will be given to keep doors shut when leaving the tents.

In the event of an emergency Busselton Hospital is about 20 KMs away and can be reached in approximately 15 mins.

Bush Fire Protection Measures

A significant amount of work has been conducted to reduce the fuel load in the specified area. At the council's request a BAL assessment was conducted on our behalf by 'Working on Fire'. A controlled burn was conducted by the same professional company in the autumn of 2015 and the vast majority of fallen trees/fuel have been burned and/or removed. Selective canopy thinning has also been performed and the lowest BAL rating available for the zone (BAL 19) has been achieved. The owners of Lot 21/29 Vickery Road also conducted a controlled burn at the same time on the adjoining narrow band of woodland which has resulted in a significant reduction in overall fuel load. The resulting open woodland is comprised predominantly of Eucalypt trees.

Apart from the band of woodland connecting Lot 21 and Lot 22 along the ridge the area is surrounded by fenced paddocks which are managed for cropping and/or grazing activities.

Visitors to the area will be informed that the entire property is a no smoking zone (both inside and outside the tents).

Clear evacuation instructions will be provided in each tent directing visitors to the car park (and access road) in case of an emergency.

Development Proposal, indcluding Development Plans and Bushfire Management Plan

The Tents

The dome tents that we have selected for the project are illuminated with natural light to create closeness with nature in a comfortable and energy efficient environment. The Geodesic domes are architecturally designed using patterns found in nature and are pleasing to look at. They are constructed from a galvanised steel frame with a flame resistant polyester/vinyl cover and are acknowledged by the American Institute of Architects as "the strongest, lightest and most efficient means of enclosing space yet known to man". Geodesic domes have been used for years worldwide for progressive tourism ventures and alternative housing.

The tents will be constructed on a raised platform which is a standard construction practice for this style of tent, especially when situated on a slope. The raised platform will comprise the foundation for the dome and be connected to a BBQ/Spa deck via a level walkway. The BBQ/Spa deck will be partially roofed (50%) to provide weather protection to the rear part of the deck. Screening of the decks will be achieved using a woodland grey Colorbond wall to ensure that the decks blend into the background environment. The decks have been designed for maximum strength with minimal visual impact with all electrical, plumbing and ventilation services 'hidden' out of sight underneath the decks in the central support wall.

Each tent will have a maximum occupancy of 2 adults. The maximum number of guests on the grounds at any one time will be 8.

Each tent will have its own ensuite bathroom and a sink for washing dishes. Hot water will be supplied from a hot water heater.

Each tent will have an electricity supply for the fridge, DVD player, lights and a power point for guests' own equipment. These will be installed by a qualified electrician to Australian Standards.

Cooking will be by means of an enclosed gas fired barbecue, which will be located on the raised deck.

Maintaining rural ambiance and creating an eco-experience which fits in to the locality:

The tent sites will be nature-focused and offer an eco-experience for those who wish to enjoy the variety of wildlife in the area. The property is home to many native species, being a feature of interest to tourists. We are conscious of minimising disturbance to both the natural surroundings and neighbouring properties and as such, the tents will be as environmentally friendly and as conducive to peace and tranquillity as possible. As a condition of booking, Guests are not permitted to bring extra visitors onto the property, parties and functions are prohibited and noise levels must be kept minimal.

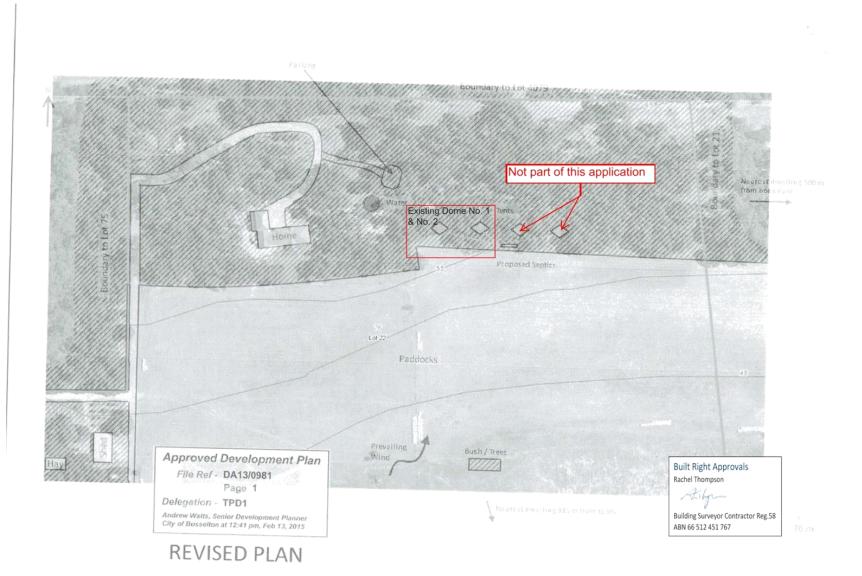
The region has many tourist based businesses such as wineries, restaurants and attractions which in comparison bring in significantly higher numbers of cars and people to their premises. This development although being one of its kind for the area, is a quiet and low impact business while at the same time generating a large amount of interest for the region because of its uniqueness. The accommodation will be promoted as a 5 star luxury camping experience and an exceptional amount of attention will be given to ensuring a high quality offering.

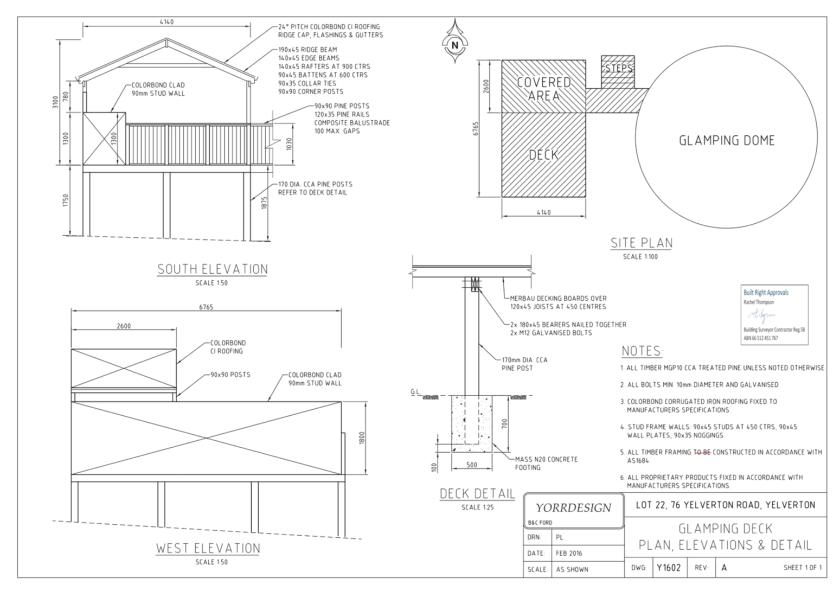
Supporting Tourism and local business:

Support for this development has been overwhelmingly positive with local, interstate and international interest and encouragement. We recognise that tourism is one of the most important industries in our area and offers opportunities to boost our local economy. Our development promotes use of local trades and suppliers. Reciprocal arrangements with many other local businesses and their services have been established so that local suppliers are promoted. Guests staying in the tents will visit the surrounding businesses and boost the local trade. Because of the uniqueness of the development, there are also significant marketing opportunities for the region as a whole.

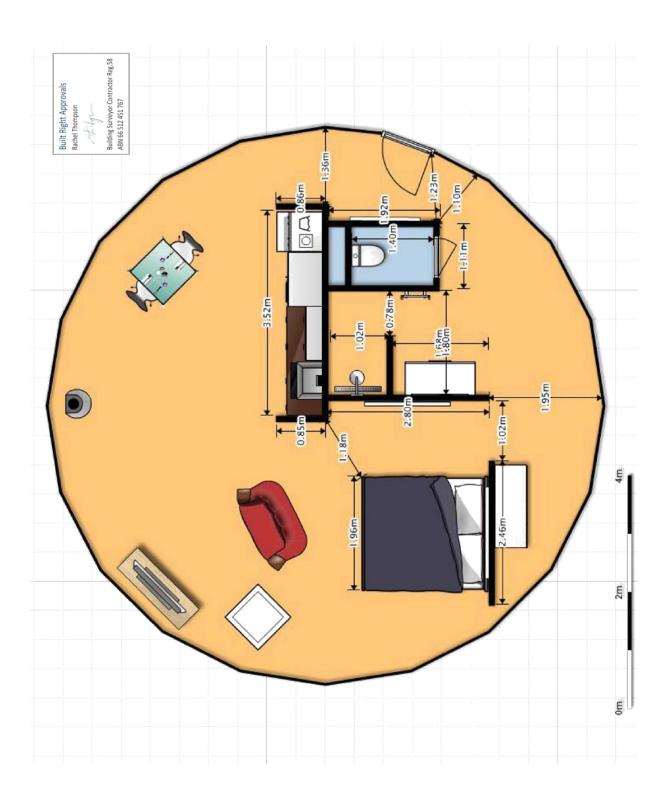


Property plan indicating tent location, access and egress and the two neighbouring properties within 1,000 metres of the tent location.









Attachment B



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BUSHFIRE MANAGEMENT PLAN Condensed Version

CLIENT: Mr Ben Ford

SITE LOCATION: Lot 22 Yelverton Rd Metricup

DATE: 28/7/2016

SHIRE/CITY: City of Busselton

FIRE CONSULTANT: Brian O'Hehir

WOF JOB #: 20160719 - Revision 1

CLIENT PURCHASE

ORDER #: N/A

Working on Fire Australia PTY LTD ABN: 43 133 981 254 PO Box 9299 Picton WA 6229 australia@workingonfire.com www.wofaustralia.com

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7. DISCLAIMER
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Attachment B

Development Proposal, indcluding Development Plans and Bushfire Management Plan

Acceptable Solutions Summary

Element	Point #	Acceptable Solution	Page #	BMP Point #
1 Location	A1.1	Tent sites achieve a Bal of 29 or less	5	4.1.1
2 Siting	A2.1	Each site will comply with a 20mtr APZ.	5	4.1.2
	A2.2	Each site will comply with 80 mtr HSZ.	5	4.1.2
3 Access	A3.1	Legacy issues to be reviewed by City of Busselton.	5	4.1.3
	A3.2	N/A		
	A3.3	Legacy issues to be reviewed by City of Busselton.	5	
	A3.4	N/A		
	A3.5	Legacy issues to be reviewed by City of Busselton.	5	4.1.3
	A3.6	N/A		
	A3.7	N/A		
	A3.8	Firebreaks to meet CoB standards.	6	4.1.4
4 Water	A4.1	N/A		
	A4.2	N/A		
	A4.3	Static supply > 10,000 lts on site from 2 existing tanks.	6	4.1.5

This document has been produced in accordance with the requirements of State Planning Policy 3.7 by Working on Fire Australia

Consultant	Name: Brian O'He	hir	Signature: BABLEL	Date: 25/10/2016
Reviewed	Name:		Signature:	Date:

This BMP has been prepared by Brian O'Hehir – Planning Co-ordinator for Working On fire Australia. Brian has acquired over 30 years of experience in prescribed burning, bushfire suppression and incident management with CALM, DEC and as a member of a Volunteer Bushfire Brigade.

I hereby declare that I am a BPAD accredited bushfire practitioner.					
Accreditation No.	37765	1			
Signature	Ellet				
Date 25/10/2010	6	8			

This document has been prepared by Working on Fire Australia. The company is committed to using experienced fire practitioners in the assessment and preparation of documentation. We are continuing to work towards accreditation under the Department of Planning's accreditation scheme through the Fire Protection Association of Australia (FPAA)

1. INTRODUCTION

1.1. Purpose

This document is an abbreviated format of a Bushfire Management Plan (BMP). It has been developed to provide additional information in support of planning or building applications where this has been requested by local authorities. The plan will provide "Acceptable Solutions" as prescribed in the Guidelines for Planning in Bushfire Prone Areas (SPP3.7 December 2015), where these apply to the proposal. This document will also be guided by advice contained within AS 3959-2009 Building in Bushfire Prone Areas.

The solutions identified in this document will assist the proponent in meeting the Local Government planning and/or building requirements, in order to obtain approval to undertake the proposed venture.

1.2. Background

1.2.1 Current status

On the 4/2/2014 the proponent received approval from the City of Busselton (CoB) to construct four (4) tents as temporary accommodation units for a camping site tourist development. The proponent provided a Bushfire Attack Level (BAL) Report as part of the submission as requested by CoB staff.

Subsequent to this approval the CoB have reviewed this proposal and requested further bushfire mitigation measures be undertaken, as in their opinion the structures are now deemed to be permanent. In order to clarify this requirement the proponent attended a meeting with CoB staff on 14/7/16. The proponent was advised that significant vegetation modification was required in the area surrounding the development, in order to meet the bushfire risk management standards required under AS 3959 – 2009 (Building in Bushfire Prone Areas), and elements within State Planning Policy 3.7 (Guidelines for Planning in Bushfire Prone Areas 2015).

The CoB staff recommended that the vegetation and fuels surrounding the tent sites be modified to a level where their status would qualify as an **exemption under AS 3959 – 2009.** An analysis of these exemptions has been undertaken and the contents of this document will detail how these might be applied to the site, subject to CoB approval. (Please see fig. 1 below indicating the current status).

1.2.2 Current Proposal (See Figure 1)

The bushfire mitigation strategies recommended in this proposal recognise the requirement to take consideration of life, property, infrastructure and environmental values as outlined in State Planning Policy 3.7. The following recommendations seek to strike a balance between these values, but recognise "life" as the highest value in supporting this proposal.

The fuel modification strategies will recommend thinning and clearing techniques that will modify the landscape to comply with a **combination of recognised exemptions** contained within AS 3959. Compliance with these exemptions will permit continued development of the site, establish an acceptable level if bushfire preparedness whilst maintaining aesthetic and environmental values where possible. The CoB have advised the proponent that as the property is currently zone for Agriculture, they are comfortable using vegetation modification as an appropriate measure to mitigate bushfire risk, in this case.

Further to the application, this plan recognises that this proposal is a "Vulnerable Development" as defined in SPP3.7. This BMP will recommend prevention, preparedness and response procedures, in line with those requirements.

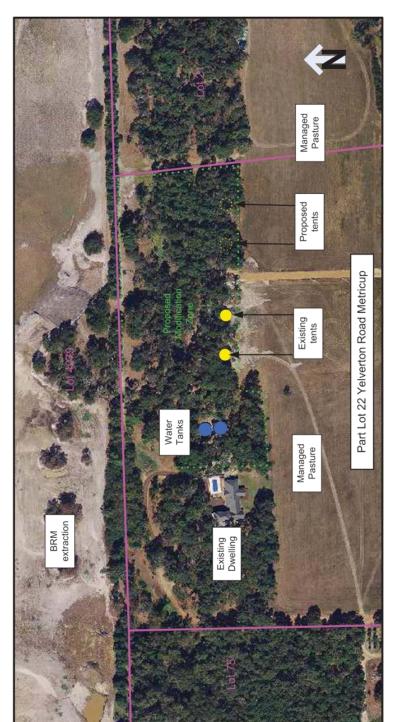


Fig.1 Lot 22 – Current status

2. OBJECTIVES OF THIS PLAN

- Consistency with the requirements of State Planning Policy SPP 3.7 (where achievable).
- Application of applicable exemptions contained within AS 3959 2009.
- Development of a landscape modification plan that reflects the exemptions identified.
- Definition of thinning and clearing requirements that will establish a managed landscape.
- Application of relevant Acceptable Solutions from SPP3.7.
- Documentation of action specific to a "Vulnerable Development" on this site.
- Development of a works program to identify and allocate works and assign responsibilities.

3. BUSHFIRE HAZARD ASSESSMENT

A survey of the lot was undertaken on 21/10/2016 in order to determine vegetation types and their location relevant to the current development. The principle vegetation types identified were Forest, Woodland and managed Pasture with a small area of Dense Scrub identified on Lot 75 east of the development.

The area immediately surrounding the tents has already been modified and has been described as a "Managed Woodland". The bushfire risk has been significantly reduced in this area by removal of trees, understory and ground fuels. Please see site specific BAL reports with associated photography for the two tents currently constructed in the appendices. Also see photo 4 appendix IV.

The grassland to the south of the development has a long history of hay cutting and grazing. At the time of inspection the site was being cut and raked for hay production. Please see aerial photo in Appendix I and photo 2 Appendix 4.

Based on the guidelines for Hazard Assessments in SPP 3.7 the bushfire hazard surrounding the site has been identified as "Moderate" in the north and west aspects, and "Extreme" in the east. The southern aspect, although facing managed pasture is within 100 mts of a Moderate rating and must therefore be rated as "Moderate".

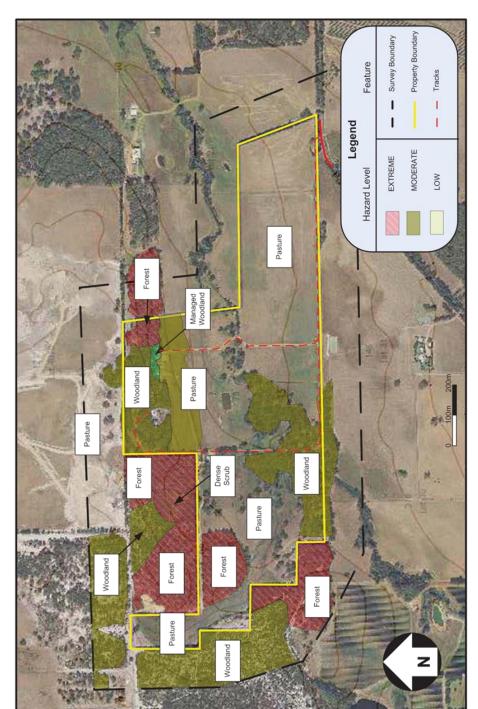


Fig. 2. Hazard Assessment Map

4. BUSHFIRE RISK MITIGATION MEASURES

4.1. Bushfire Protection Criteria - Elements 1 to 4 from SPP 3.7

4.1.1. Location

As the location for the development has **been approved previously**, and construction is partly completed, there is no real option to change the location of the development. The vegetation immediately surrounding the current structures has been modified by thinning and clearing of trees and ground fuels for a minimum distance of 20 mts. Fuel loads within 20 mts of the site are at or below two tonnes per ha. These distances comply with the minimum separation required for BAL-29. Please see BAL reports at Appendix II and III.

Further measures to exclude the site from consideration as a bushfire prone area, as defined in AS 3959-2009, are detailed below in 4.1.2 Siting.

4.1.2. Siting

The constraints outlined in point 4.1.1 above, also apply to the "siting" of the tents as there is no real option to change their location. The present location of the tents are low in the landscape with vegetated areas largely upslope from the sites. The managed areas surrounding the tents are low fuel zones compliant with the requirements of CoB's **Asset Protect Zone** (APZ). It is proposed that this zone will be maintained as a "managed woodland" and as such will be exempt from AS 3959 assessment as a managed area (under exclusion 2.2.3.2.f).

Further vegetation thinning and clearing will be undertaken outside the "managed parkland" zones. Isolated islands of vegetation <2500m2 will be retained, but separated from one another via cleared "no fuel" zones, 20 mts wide. This strategy will comply with exclusion 2.2.3.2 c of AS 3959. These retained vegetation zones will be managed in the long term at < 8 tonnes per ha. by regular hazard reduction burning, on a six year rotation, and or physical removal of trash and litter. These zones will comply with the fuel loading requirements for **Hazard Separation Zones** (HSZ) and will extend for a minimum distance of 80mts from the outside if the APZ or to the property boundary, whichever comes first.

It is proposed that this strategy will significantly reduce bushfire risk on the site whilst still maintaining some aesthetic and environmental values. It is recognised that adapting this proposal to a "best fit" for the landscape will be critical in minimising environmental disturbance. An indicative landscape plan has been developed and is attached at **Appendix I**.

A BAL report has been undertaken for each dome currently constructed. This has been provided in lieu of a BAL contour plan as this is not a submission for a subdivision. Please see these documents at Appendix II and III.

4.1.3. Access

The site is well served by Yelverton Road immediately south of the property. The main driveway departs Yelverton Road in the south east of the lot and heads west for approximately 580mts to an intersection. The entry road to the tent sites departs northward for a further 500mts from this intersection. This road junction may also serve as a turn-a-round for a 3.4 fire appliance. Both roads are well maintained "all weather surfaced" and comply with requirements defined in column 4 Table 1 below.

The current standard of the driveway permits vehicles to pass each other at numerous points along the route. The terminus of the campsite access road will however require the addition of a turn-a-round area with a minimum diameter of 17.5 mts. to enable access for a 3.4 fire appliance. This will also be an "all weather" surface.

This report recognises that the current access arrangement cannot provide two separate departure roads from the property to a public road. This is a legacy issue that will need to be considered by the CoB.

Technical Requirements	1 Public Roads	2 Culs de-sac	3 Battle axes	4 Private driveways	5 Emergenc y access ways	6 Fire service access routes
Minimum trafficable surface (m)	6*	6	4	4	6*	6*
Horizontal clearance (m)	6	6	6	6	6	6
Vertical clearance	4	N/A	4	4	4	4
Maximum grades	1 in 8	1 in 8	1 in 8	1 in 8	1 in 8	1 in 7
Maximum grade over <50 metres	1 in 5	1 in 5	1 in 5	1 in 5	1 in 5	1 in 4
Maximum average grade	1 in 7	1 in 7	1 in 7	1 in 7	1 in 7	1 in 5
Maximum weight capacity (t)	15	15	15	15	15	15
Maximum crossfall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum inner radius (m)	12	12	12	12	12	12

Table 1

4.1.4. Firebreaks

The requirement for firebreaks on the lot is stipulated in the CoB Annual Firebreak and Fuel Hazard Reduction Notice. Firebreaks on the lot will comply with the standards prescribed in this notice.

4.1.5. Water

The development is not serviced by a mains water supply, however there is a significant water resource already established on site that can provide water for firefighting purposes. Two tanks are located between the existing home and the established tent sites (See photo 3 Appendix IV). These have a capacity of 198,000lts each and are currently fitted with 2" BSP fittings. These will require the addition of a "Camlock" fitting to enable fire hoses to couple to the tank for refilling firefighting appliances. Both tanks are accessible from the driveway adjacent to the house and are within the required 20 minute turn-a-round time from the tents sites, for obtaining water.

High pressure water is also available at the domes via a main line outlet adjacent to dome 2 and dedicated garden hoses at each tent site.

A further water resource is available on the property from a large dam located in front of the house on the lot. This site is accessible by 3.4 fire appliances from a gate identified in Figure 3.

4.2. Completed Mitigation Measures

4.2.1. Fuel reduction burning

The entire site was prescribed burned by a contractor on 21/4/2015. As a result of this mitigation work fuel loads have been significantly reduced across the site. Any further hazard reduction burning will be in accordance with the requirements of the City of Busselton standards and procedures.

4.2.2. Physical removal of fuel

The area immediately surrounding the 2 established tents has been totally cleared of leaf litter, twigs and log material. Further removal of heavy log material has been undertaken further afield as part of broader fuel reduction. Any subsequent fuel modification will only be undertaken with approval of the CoB.

4.3. Proposed Mitigation Measures Summary

The fuel modification strategy, in conjunction with the landscape plan outlined in point 3.1.2, will provide a range of zones around the existing and proposed tent sites. These will include exclusion zones, no fuel zones and managed fuel zones. Further thinning of suppressed and/or unhealthy trees should be undertaken around existing tents by identification and extraction of individual stems.

The combination of these managed areas will provide a lower bushfire risk yet still retain some of the aesthetic and environmental values that visitors have come to experience. Please see landscape plan at **Appendix I.** The application of a balanced strategy that considers all the values of the site is considered critical, as there has been some comment expressed by a neighbour concerning the impacts on "view sheds" and landscape values associated with the development.

5. OTHER CONSIDERATIONS

5.1. Vulnerable Uses

As this site has been approved as a campground it is classified as a Vulnerable Development as defined by SPP 3.7 section 5.5. The information below will outline procedures and provide relevant information.

5.1.1. Notification to campers

As part of normal business communications the proponent will advise clients that the site is within a bushfire prone area and during the prohibited season (as defined by the CoB annual bushfire notice) all open fires are forbidden on the site during that period, (gas B-B-Q's are an exception).

Visitors should also be advised that it may be necessary to vacate the camp site (provided it is safe to do so) as soon as the occupants / managers become aware of a bushfire, (see Bushfire Emergencies below).

5.1.2. Bushfire awareness

The hosts will be required to be informed of bushfire dangers during the prohibited fire season and other times of high fire danger. Information regarding current fire danger may be obtained from:

- City of Busselton Offices 9781 0444
- Augusta Margaret River Shire Council 9780 5255
- Department of Fire and Emergency Services (Lower Southwest District Manjimup) 9771 800
- Department of Parks and Wildlife (Blackwood District Busselton) 9752 5555
- DFES website www.emergenecy.wa.gov.au

As the camp host is not on site at all times it may not be possible to provide up to date bushfire information to campers. However where this is possible, clients should be informed of relevant bushfire information. In the event of extreme fire dangers the City of Busselton may invoke a total fire ban. The management of the campsite will comply with all requirements under these circumstances.

5.1.3. Signage

Clear signage will be provided at the main entrance to the property, which advises firefighters entering the site of the location of roads, buildings, tent sites, water resources, vehicle turn-a-rounds and access gates.

Development Proposal, indcluding Development Plans and Bushfire Management Plan

Signage shall also be provided in each tent that lists the phone numbers for the camp host, emergency contacts in the event of a bushfire, the lot number / property number of the campground, and the relevant bushfire response procedures identified in point 5.3 including a map of the evacuation route figure 3.

5.2. Firefighting Equipment

The proponent has a trailer mounted firefighting unit with a water capacity of 400lts, combined with a high pressure pump. This has been used to manage small burns but has some capacity as a first response to a small fires on site.

5.3. Bushfire Evacuation Plan (See Fig. 3)

Bush fire threats can arise from any direction but predominately the greatest threats arise from the northwest to the southwest quarters. Often smoke and ember attack from a bushfire can present significant difficulties in advance of a head fire. A prompt response to notification of bushfires is critical in protecting life, property and assets.

In the event of a bushfire occurring within 5km of the campground:

- The site should be evacuated of visitors via a known safe exit, urgently. This likely to be via the route displayed on in Figure 3 but may be subject to the source and direction the fire is heading.
- Further information on bushfires can be obtained from www.emergency.wa.gov.au

In the event of a bushfire occurring on the property:

- · The host should advise campers to evacuate the site immediately via a known safe exit. See map Fig.3.
- If the host is not present, visitors should vacate the site immediately and call 000 to advise authorities
 of the fire and its location.
- Ensure the safety of all people remains the utmost priority.
- Respond to the fire within the capacity and resources that are available on site.

It is also recommended the owners of the property prepare a bushfire response plan as advised by the Department of Fire and Emergency Services in order to adequately Prepare, Act and Survive a bushfire emergency.

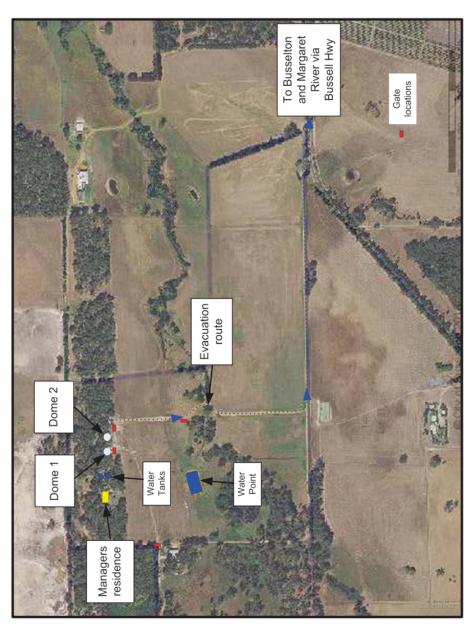


Figure 3 Evacuation Plan Map

Development Proposal, indcluding Development Plans and

Bushfire Management Plan

6. IMPLEMENTATION AND MAINTENANCE

The following is an indicative works program in order to implement the recommendations outlined in this document subject to approval of the plan by CoB. This have been divided into tasks required development of the project, and the maintenance tasks required to ensure the required standards are maintained into the future.

Development Tasks

#	ACTION	RESPONSIBLE	DATE
1	Adapt landscape plan to the site and undertake fuel reduction by clearing and	Proponent/	asap
	thinning vegetation as per 3.1.2.	contractor	
2	Develop 3.4 fire appliance turn-a-round at tent site terminus. 17.5mtr diameter.	Proponent/	asap
		contractor	
3	Identify means of communicating bushfire awareness and response requirements	Proponent	asap
	to clients. Implement on an on-going basis.		
4	Develop required signage and place at relevant locations as per BMP 5.1.3.	Proponent	asap
5	Liaise with local volunteer brigade re familiarity with development and site layout.	Proponent brigade	November
			2016

Maintenance tasks

#	ACTION	RESPONSIBLE	DATE
1	Maintain fire breaks to CoB standards.	Proponent Annually by C	
2	Maintenance of trailer mounted fire unit.	Proponent	Annually by Oct.
3	Prescribe burn dedicated areas on rotation.	Proponent/	On six year
		Contractor	rotation
4	Clear managed areas around tents of all fuel.	Proponent	As required
5	Mow / slash / clear "no fuel" zones of all fuel.	Proponent	As required

Development Proposal, indcluding Development Plans and Bushfire Management Plan

7. DISCLAIMER

The recommendations and measures contained in this assessment report are based on the requirements of the Australian Standards 3959 – Building in Bushfire prone Areas, WAPC / DFES Guidelines for Building in Bushfire Prone areas (State Planning Policy 3.7) and CSIRO's research into Bushfire behaviour. These are considered the minimum standards required to balance the protection of the proposed dwelling and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed dwelling are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the fire protection consultant has no control. Notwithstanding anything contained within, the fire consultant/s or local government authority will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the fire consultant/s and the local government authority, their servants or agents) arising out of the services rendered by the fire consultant/s or local government authority.

8. APPENDICES



Appendix I - Landscape Plan

Attachment B

Development Proposal, indcluding Development Plans and Bushfire Management Plan

Appendix IV







GROUND PHOTO 3 – 2 x 198,000 lt Tanks
DIRECTION: BEARING SAMPLE POINT: NONE







Working on Fire Australia PTY LTD ABN: 43 133 981 254 PO Box 9299 Picton WA 6229 australia@workingonfire.com www.wofaustralia.com

BUSHFIRE ATTACK LEVEL ASSESSMENT - Chalet 2 - Appendix II BMP

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FPAA Accreditation No. - BPAD 37765

PRODUCED FOR:	Ben Fo	rd	OF:	Mile End Glamping
ON BEHALF OF:			DATE:	1/11/2016
FOR THE PROPERTY:	Lot 22 Yelverton F	Rd Metricup	IN:	City of Busselton
WOF CONSULTANT:	Brian O'H	ehir	PHONE:	0487 046 285
	BAL RATINGS "See page 3 for comments / achievable rating"	BAL RATING	29	

ENDORSEMENT

CONSULTANT	SIGNED	DATE
Brian O'Hehir	BABleh.	1/11/2016
ASSESSOR	SIGNED	DATE
APPLICANT	SIGNED	DATE

DISCLAIMER

The recommendations and measures contained in this assessment report are based on the requirements of the Australian Standards 3959 – Construction of Buildings in Bushfire prone Areas, Guidelines for Planning in Bushfire Prone Areas (State Planning Policy 3.7) and CSIRO's research into Bushfire behaviour. These are considered the minimum standards required to balance the protection of the proposed land/building and occupants with the aesthetic and environmental conditions required by local, state and federal government authorities. They DO NOT guarantee that a building will not be destroyed or damaged by a bushfire. All surveys and forecasts, projections and recommendations made in this assessment report and associated with this proposed land/building are made in good faith on the basis of the information available to the fire protection consultant at the time of assessment. The achievement of the level of implementation of fire precautions will depend amongst other things on actions of the landowner or occupiers of the land, over which the fire consultant has no control. Notwithstanding anything contained within, the fire consultant/s or local government authority will not, except as the law may require, be liable for any loss or other consequences (whether or not due to negligence of the fire consultant/s and the local government authority, their servants or agents) arising out of the services rendered by the fire consultant/s or local government authority.

Version No. 3.7	Revision No.	
	<u> </u>	
Lot 22 Yelverton Rd Metricup		Page 1 of 6

1. SITE INFORMATION								
SITE ADDRESS: Lot 22 Yelverton Rd Metricup SHIRE PROPERTY FILE #:								
LOCAL GOVERNM	MENT	IS THERE A CURRENT FIRE		TYPE OF DEVELOPMENT PROPOSED:				
HAZARD MAPPING ASS	SESSMENT:	MANAGEMENT PLAN IN PLACE?		PROPERTY TYPE				
NON-BUSHFIRE PRO	NE 🗆	YES		Semi-Rural				
BUSHFIRE PRONE	\boxtimes	NO	\boxtimes	BUILDING TYPE				
BUSHFIRE PRONE(URB	AN)	UNKNOWN		Tent				

2. BUSHFIRE ATTACK LEVEL (BAL) RATINGS

Determined using AS3959-2009 Australian Standard®: Construction of Buildings in Bushfire-prone Areas (Table 2.4.3)

SAMPLE POINT	ASPECT	VEGETATION CLASSIFICATION	CURRENT DISTANCE, DWELLING TO CLASSIFIED VEGETATION	EFFECTIVE SLOPE	BAL RATING
1	N	Low Woodland 07	21 mts	Upslope/Flat	BAL-19
2	E	Open Forest 03	30 mts	Upslope/Flat	BAL-29
3	S	Exclusion 2.2.3.2 f	N/A	****	
4	W	Low Woodland 07	16 mts	Upslope/Flat	BAL-29

^{*} Please see 3.1 Page 3 for thinning recommendations and achievable BAL.

IMPORTANT NOTES FOR THE CLIENT/OWNER

- The owner should confirm if the local authority requires the BAL rating of the construction to be identified or recorded, either on the building or other documents; for example, a Notification of Section 70a of the Transfer of Land Act 1893.
- · Note that if building does not commence within 12 months of this report being prepared, another assessment is required.
- Refer to Appendix 4.1 for the appropriate Construction Section in AS3959-2009 Construction of Buildings in Bushfire Prone Areas to determine construction requirements.
- The property owner or occupier must maintain the vegetation and fuels in accordance with the Local Authority's Annual Firebreak notice (or equivalent relevant document), an approved Bushfire Management Plan, and the recommendations made in this report. Refer to local authority's Firebreak Notice for levels of fuels allowable in the Asset Protection Zone (APZ) and/or Hazard Separation Zone (HSZ) if these zones are required. See diagram below.
- Even in full compliance of any recommendations made in this document, total protection of buildings cannot be guaranteed from bushfires. Regardless of building standards and hazard mitigation measures taken in the areas immediately surrounding these buildings, the buildings may be subject to long distance (>500 metres) ember attacks during a bushfire. These may ignite combustible material onsite (such as outdoor furniture, leaves in gutters, etc), therefore threatening any buildings and infrastructure.



3. ASSESSOR'S COMMENTS ON BAL CALCULATIONS AND RECOMMENDATIONS

This report has been based on information provided by the client/designer/architect/builder, as to the proposed location of the dwelling. An assessment has also been made on site to determine vegetation type, proposed vegetation clearances and ground slope in accordance with AS 3959-2009 (Assessment Method 1) and calculations based on a Fire Danger Index (FDI) of 80.

The owners are advised that they must comply with the requirements of the City of Busselton Annual Fuel Hazard Reduction and Firebreak Notice. This may include a requirement for an Asset Protection Zone (APZ) and a Hazard Separation Zone (HSZ).

Sample Point 1 Vegetation Type - Low Woodland 07

The immediate area has a few trees adjacent to the tent but there are no ground fuels or scrub within 20 mts of the site.

Sample Point 2 Vegetation Type - Open Forest 03

There are a few trees within the APZ however the greatest threat is Forest 03 vegetation to the east of the site 30 mts away.

Sample Point 3 Vegetation Type - Exclusion 2.2.3.2 f

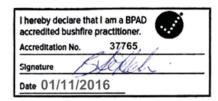
This aspect is adjacent to managed grass and then managed pasture further to the south of the site.

Sample Point 4 Vegetation Type - Low Woodland 07

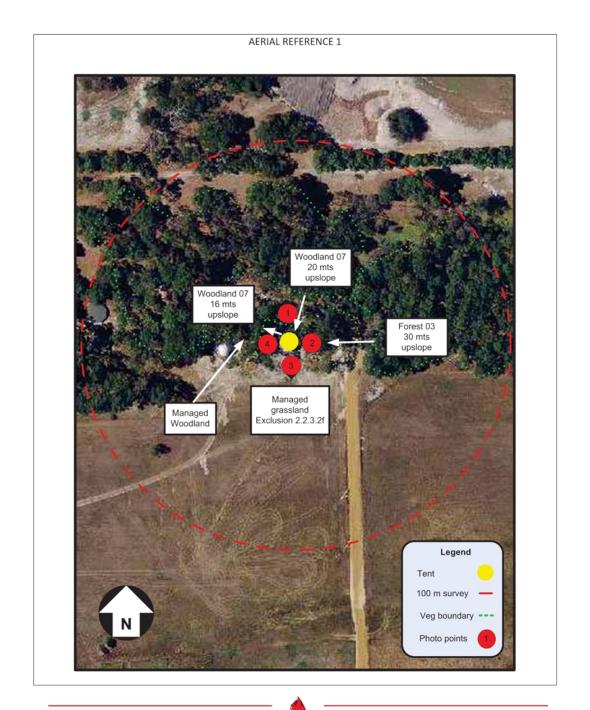
The west aspect faces tent #1 and a few trees in the APZ. Low woodland vegetation commences 16 mts upslope.

3.1. THINNING RECOMMENDATIONS

There may be an opportunity for the client to conduct vegetation thinning to achieve a lower BAL rating. Thinning is the modification of vegetation by minimising or removing ground fuels, understory species and trees; the intention is to maintain the aesthetic values and natural habitats whilst minimising fire risk. Approval for vegetation modification must be sought from the local authority, and can only be conducted within the boundary of the property. Please consult vegetation recommendations in the Bushfire Management Plan accompanying this Appendix.



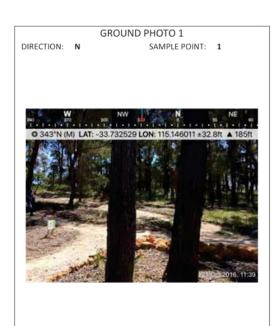


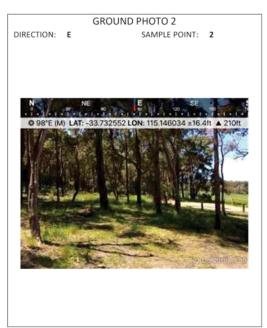


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Site Photos

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DIRECTION: S SAMPLE POINT: 3

GROUND PHOTO 3





4. APPENDICES

4.1.

AS3959-2009 - SECTION 3.1 - GENERAL

This Section specifies general requirements for the construction of buildings for all Bushfire Attack Levels (BALs).

The BALs and the corresponding Sections for specific construction requirements are listed in Table 3.1.

TABLE 3.1 - BUSHFIRE ATTACK LEVELS AND CORRESPONDING SECTIONS FOR SPECIFIC CONSTRUCTION REQUIREMENTS

Bushfire Attack Level (BAL)	Classified vegetation within 100 m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section
BAL-LOW	See Clause 2.2.3.2	There is insufficient risk to warrant any specific construction requirements	4
BAL-12.5	≤12.5 kW/m2	Ember attack.	3 & 5
BAL-19	>12.5 kW/m2 ≤19 kW/m2	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux	3 & 6
BAL-29	>19 kW/m2 ≤29 kW/m2	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux	3 & 7
BAL-40	>29 kW/m2 ≤40 kW/m2	Increasing levels of ember attack and burning debris ignited by wind-borne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
BAL-FZ	>40 kW/m2	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9

4.2.

AS3959-2009 - SECTION G3 - RADIANT HEAT THRESHOLDS OF PAIN AND IGNITION

In a bushfire, radiant heat levels may be unsafe for humans and could also ignite combustible materials in the vicinity. Table G1 provides an indication of the potential effects of radiant heat levels on both humans and selected materials to assist the reader in understanding the implications of the different BALs.

TABLE G1 - TYPICAL RADIANT HEAT INTENSITIES FOR VARIOUS PHENOMENA

DUENIONAENIA VIALINAS

PHENOMENA	KW/M2	
Pain to humans after 10 s to 20 s	4	
Pain to humans after 3 s	10	
Ignition of cotton fabric after a long time (piloted) (see Note 2)	13	NOTES:
Ignition of timber after a long time 13 (piloted) (see Note 2)	13	1. Source AS 1530.4—2005.
Ignition of cotton fabric after a long time (non-piloted) (see Note 3)	25	2. Introduction of a small flame to
Ignition of timber after a long time (non-piloted) (see Note 3)	25	initiate ignition.
Ignition of gaberdine fabric after a long time (non-piloted) (see Note 3)	27	3. Flame not introduced to initiate
Ignition of black drill fabric after a long time (non-piloted) (see Note 3)	38	ignition.
Ignition of cotton fabric after 5 s (non-piloted) (see Note 3)	42	
Ignition of timber in 20 s (non-piloted) (see Note 3)	45	
Ignition of timber in 10 s (non-piloted) (see Note 3)	55	



Working on Fire Australia PTY LTD ABN: 43 133 981 254 PO Box 9299 Picton WA 6229 australia@workingonfire.com www.wofaustralia.com

BUSHFIRE ATTACK LEVEL ASSESSMENT - Chalet 1 - Appendix I BMP

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FPAA Accreditation No. - BPAD 37765

PRODUCED FOR:	Ben Fo	rd	OF:	Mile End Glamping
ON BEHALF OF:			DATE:	1/11/2016
FOR THE PROPERTY:	Lot 22 Yelverton F	Rd Metricup	IN:	City of Busselton
WOF CONSULTANT:	Brian O'H	ehir	PHONE:	0487 046 285
	BAL RATINGS "See page 3 for comments / achievable rating"	BAL RATING	29	

ENDORSEMENT

CONSULTANT	SIGNED	DATE
Brian O'Hehir	BABLEL.	1/11/2016
ASSESSOR	SIGNED	DATE
APPLICANT	SIGNED	DATE

DISCLAIMER

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Version No. 3.7	Revision No.	
	<u> </u>	
Lot 22 Yelverton Rd Metricup		Page 1 of 6

	1. SITE INFORMATION						
SITE ADDRESS: Lot	22 Yelver	ton Rd Metricup	S	SHIRE PROPERTY FILE #:			
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HAZARD MAPPING ASSESS	SIVIENT:	MANAGEMENT PLAN IN	PLACE?	PROPERTY TYPE			
NON-BUSHFIRE PRONE		YES		Semi-Rural			
BUSHFIRE PRONE	\boxtimes	NO	\boxtimes	BUILDING TYPE			
BUSHFIRE PRONE(URBAN)) 🗆	UNKNOWN		Tent			

2. BUSHFIRE ATTACK LEVEL (BAL) RATINGS

Determined using AS3959-2009 Australian Standard®: Construction of Buildings in Bushfire-prone Areas (Table 2.4.3)

SAMPLE POINT	ASPECT	VEGETATION CLASSIFICATION	CURRENT DISTANCE, DWELLING TO CLASSIFIED VEGETATION	EFFECTIVE SLOPE	BAL RATING
1	N	Low Woodland 07	27 mts	Upslope/Flat	BAL-19
2	E	Open Forest 03	70 mts	Upslope/Flat	BAL-19
3	S	Exclusion 2.2.3.2 f	N/A	*****	
4	W	Low Woodland 07	16 mts	Upslope/Flat	BAL-29

^{*} Please see 3.1 Page 3 for thinning recommendations and achievable BAL.

IMPORTANT NOTES FOR THE CLIENT/OWNER

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3. ASSESSOR'S COMMENTS ON BAL CALCULATIONS AND RECOMMENDATIONS

150

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The owners are advised that they must comply with the requirements of the City of Busselton Annual Fuel Hazard Reduction and Firebreak Notice. This may include a requirement for an Asset Protection Zone (APZ) and a Hazard Separation Zone (HSZ).

Sample Point 1 Vegetation Type - Low Woodland 07

The immediate area has a few trees adjacent to the tent but there are no ground fuels or scrub within 27 mts of the site.

Sample Point 2 Vegetation Type - Open Forest 03

Immediately east of the site is Chalet 2, but further to the east there is Forest 03 vegetation 70 mts away.

Sample Point 3 Vegetation Type - Exclusion 2.2.3.2 f

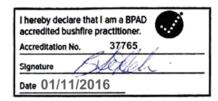
This aspect is adjacent to managed grass and then managed pasture further to the south of the site.

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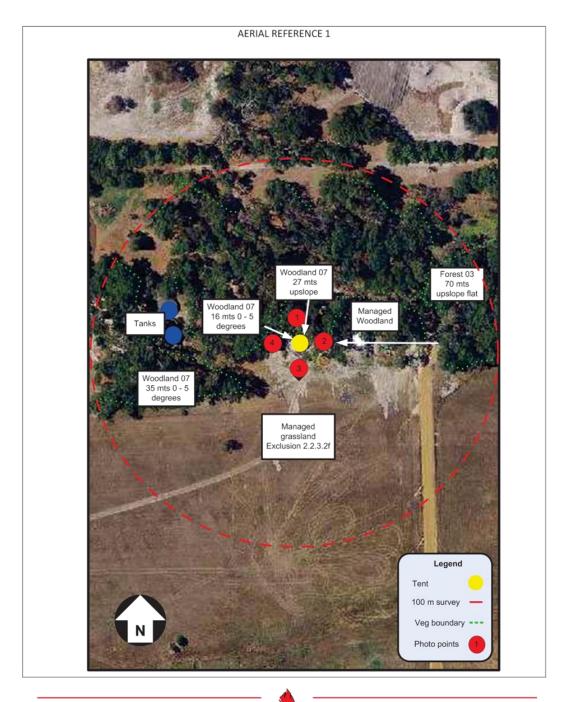
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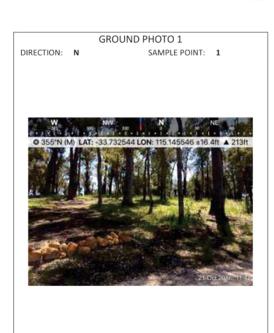


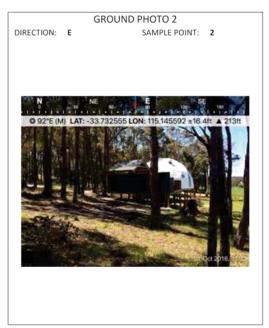




Site Photos

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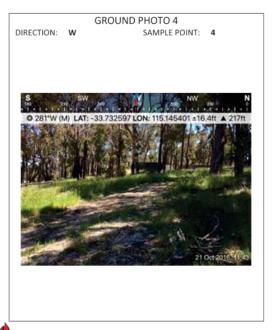




GROUND PHOTO 3

DIRECTION: S SAMPLE POINT: 3





4. APPENDICES

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Ignition of timber in 20 s (non-piloted) (see Note 3)	45	
Ignition of timber in 10 s (non-piloted) (see Note 3)	55	

11.1 Attachment C Site Photos



View of two retrospective chalets as viewed from driveway to property (looking north-west).



Driveway within the site (looking north).

11.1



Two retrospective Chalets as viewed from driveway to property (looking north approx. 200m from chalets)



Rear of eastern chalet (looking south).

11.1 Attachment C Site Photos



Outlook from decked area of eastern Chalet (looking south). Neighbouring property can be seen between trees.



Zoomed in photo of dwelling on neighbouring property to the south. Dwelling is located 790m (approx.) to the south of the chalets.

11.1



Eastern Chalet (standing on decked area looking west)



Decked area and covered alfresco adjoining chalets.

11.1 Attachment C



Walls constructed inside chalets to form kitchen and bathroom (photo of eastern chalet).

11.1 Attachment C Site Photos





Roof of Chalet taken from inside eastern chalet.



Fixings of chalet



Vegetation to the north of chalets.

	Name and Address	Nature of Submission	Officer's comment				
Age	Agency Submissions						
	DFES	 It is acknowledged that single access to the site is a legacy issue the City will need to accept or otherwise; Figure 2 – Hazard Assessment still does not comply with the methodology of the Guidelines – Appendices 2, Step 3. The plan needs to detail mitigation strategies for not just the existing tents but also future tents; Figure 3 is an example of the above – does not represent the location of future tents; BAL Assessments in lieu of a BAL Contour is acceptable, but again as above, future tent sites require individual assessments. 	 The City accepts that there is only one entry/exit to the property. Further commentary regarding this in the officer Appendices 2, Step 3 references a vegetation class map which is required to be prepared to assess hazard levels. These bushfire hazard levels can assist with determining suitable locations for buildings within a lot. As the development is existing it is considered that a Bushfire Attack Level assessment of the location of the chalets is sufficient in this regard. The applicant has advised that due to operational issues and increases to septic capacity required with four chalets at this stage they are only looking at proceeding with obtaining approval for the two existing chalets. 				
	omissions	Lavi	T				
1	Stuart Threadgold 157 Haag Road Yelverton	 Objection Concerns that the structures should not be considered "tent" Rural Holiday Resort and Tourist Accommodation not permitted land uses within the Agriculture zone. Concerns regarding bushfire and structures achieving BAL rating and construction materials complying with Australian Standards. Concerns structures will cause an increased fire hazard. Concerns regarding proximity to extractive industry to the north. 	 Following the consultation on the application it was determined by the City that the proposal should be classified as a "Chalet Development" and assessment accordingly. "Chalet Development" is an "A" land use within the Agriculture zone and is subject to Local Planning Policy 5B - Rural Tourist Accommodation. An assessment of the proposal against the relevant requirements is provided within the report. A Bushfire Management Plan has been submitted as part of the application and is provided at attachment E. Further commentary regarding the development's compliance with the relevant requirements is provided in the Officer Comment section of this report. Condition of approval that a Section 70a be placed on the Certificate of Title advising that the Chalet Development is in close proximity to extractive industry 				

				and may be impacted by noise.
2	Sue and Peter Watts	Objection	•	No provisions applicable to the area regarding visual
	146 Yelverton Road Yelverton	Concerns regarding visual impact of structures are in direct view from property.		impact of development on adjoining properties in relation to materials or colours.
		Concerns regarding material of structures.Concerns regarding removal of vegetation.	•	There are no controls preventing the removal of vegetation in this area.
		Opposed to original application for "glamping tents" as did not want Caravan Park and Camping ground adjacent to their property.	•	Original opposition is noted. This application has been assessment on its individual merits against the relevant requirements.
3	Jade And Laura	Support	•	Condition of approval that a Section 70a be placed on
	Thorpe	Support the development provided it does not impact upon		the Certificate of Title advising that the Chalet
	15 Yelverton Road	the operation of their farming business within the area,		Development is in close proximity to agricultural
	Yelverton	including operation times and days.		activities and may be impacted by noise.

11.2 APPLICATION FOR A BOARDING HOUSE - 75 BUSSELL HIGHWAY

SUBJECT INDEX: Developemnt/Planning Applications

STRATEGIC OBJECTIVE: A City of shared, vibrant and well planned places that provide for

diverse activity and strengthen our social connections.

BUSINESS UNIT: Development Services and Policy

ACTIVITY UNIT: Statutory Planning

REPORTING OFFICER: Statutory Planning Coordinator - Joanna Wilson

AUTHORISING OFFICER: Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Location Plan

Attachment B Development Plans Attachment C Summary of Submissions Development Plans Development Plans

PRÉCIS

The Council is asked to consider an application seeking approval for a Boarding House on Lot 18 (Hse No 75) Bussell Highway, West Busselton ("the site"). The proposed development comprises of a new single storey building 31 metres in length at the rear of the existing dwelling, which would be situated at a 1.5 metres setback from the eastern side boundary and conversion of the existing dwelling to a manager's residence.

The planning proposal has been placed before Council due to the volume of public submissions received raising concern with the development and, more particularly, the nature of the issues that require consideration in determining the application. The key matters for consideration relate to the amenity of neighbouring properties.

It is considered that the proposal is inconsistent with the relevant planning framework and is recommended for refusal. The key reasons for that are that the design is considered to be inconsistent with basic urban design principles that should be applied to development of the site, and that it is unlikely that the development could be managed in a manner consistent with the maintenance of reasonable amenity for nearby residents.

BACKGROUND

Lot 18 (Hse No 75) Bussell Highway is located on the northern side of Bussell Highway, between High Street and King Street. The site is bounded by residential dwellings on the western and northern boundaries and professional consulting rooms to the east. A location plan is provided in **Attachment A**.

The site is zoned "Residential" under Local Planning Scheme No.21. A Boarding House is an 'A' use in the Residential zone (i.e a use approval of which is at the discretion of the City, following consultation).

The development application is for the conversion of the existing dwelling to a manager's residence including communal kitchen, dining/common area and for the erection of a single storey boarding house to the rear of the existing dwelling.

The boarding house would measure 31 metres in length and be sited 1.5m from the eastern boundary, 0.90m at its closest point to the northern boundary. The building has 12 guest rooms, with shared bathroom facilities. 7 car parking bays are proposed in the rear of the property, adjacent to the boarding house and 6 car parking bays are proposed within the front setback area.

STATUTORY ENVIRONMENT

The key elements of the statutory environment that relate to the proposal are set out in Local Planning Scheme No.21.

The site is zoned 'Residential' and subject of the R-codes. The Objectives of the Residential zone are:

- (a) To ensure, as a primary consideration, that the amenity and character of residential areas are maintained.
- (d) To provide for new urban development in areas that can be economically serviced and that are environmentally suitable.
- (e) To encourage the implementation of contemporary urban design principles in new urban areas.

Policies of the 'Residential' zone relevant to this application are –

- (a) To provide for other development (including medium density in-fill development), only where it is -
 - (i) compatible with the residential environment and afford services to residents at a local level; and
 - (ii) unlikely to adversely affect residential amenity or place demands on services beyond the level reasonably required for detached housing.
- (d) In areas coded R30 or higher -
 - (i) To optimise housing choice and affordability in locations close to services and facilities.
 - (ii) Through (i) above, to assist urban renewal and consolidation in areas sufficiently close to town centres and thereby to contain and strengthen town centre development.
 - (iii) To encourage a wide range of housing types essentially domestic in scale and character.
 - (iv) To make allowance for residential-based tourist development.

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;
- (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;
- (zb) any other planning consideration the local government considers appropriate.

RELEVANT PLANS AND POLICIES

Local Planning Policy 8A – Car parking Provisions

Planning Policy 8 establishes the parking criteria for any proposed development and is intended to provide a practical guide to aid in the preparation of drawings to be submitted in support of an application. The requirements for the proposal are 1.5 spaces per bed.

18 car parking spaces would be required for the 12 bedrooms proposed in the boarding house and two would be required for the manager's residence. There would be a shortfall of 7 car parking bays.

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 recommendation of this report reflects Community Objectives 2.2 of the Strategic Community Plan 2013 - A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment 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 referred to adjoining landowners of the proposed development site and was also advertised in the local newspaper for a period of 14 days. As a result of advertising four submissions have been received, raising the following concerns:

- Scale of development is unacceptable,
- 48 people could be accommodated on site, resulting in traffic, noise and disruption to adjoining neighbouring properties;
- Insufficient information to undertake an assessment;
- Noise and disturbance;
- Insufficient number and location of car parking spaces;
- Number of vehicle movements

OFFICER COMMENT

The character of the area is predominately residential dwellings within large gardens or grouped dwellings and low key professional consulting room, The area is predominately permanent residential in nature, character, amenity and function. The neighbouring properties that surround the site have all raised concerns about the scale of development proposed, in particular the impact on their residential amenity from noise and disturbance, not just from cars but from the amount of people that can be accommodated in the boarding house and the noise associated with those people.

With regard to the character of the area, the proposed building would extend nearly the whole length of the eastern boundary and the car parking/reversing area would fill the majority of the remainder of the site. It is considered that the extent of development and car parking areas would result in the overdevelopment of the site, which would be out of character with the prevailing pattern of development in the surrounding area to the detriment of the area.

The neighbour to the west has a number of habitable windows along its eastern elevation adjacent to the application site and there is a low dividing fence. The neighbour to the north also has a number of bedroom windows within its southern elevation and at its closet point is located only 1.5m from the boundary. It is considered that the scale of the building, location of car parking areas and level of activity would result in an unacceptable impact on neighbouring properties from both noise and disturbance from the car parking areas and noise generated by the amount of guests that could be accommodated within the building.

A number of concerns have been raised that 48 people could be accommodated within the boarding house. Due to the size of the bedrooms, under the Health Local Law 1997 they can accommodate 2 sets of bunk beds within each room, which could result in a maximum of 48 people at any one time. Based on these numbers the development would be incompatible with the surrounding environment.

Based on the above numbers that could be accommodated within the building and due to their already being a shortfall in car parking spaces proposed. It is considered that insufficient car parking has been proposed; furthermore officers consider that the car parking proposed in the front setback along Bussell Highway is not appropriate and this area should be landscaped.

CONCLUSION

The proposed development is considered to be inconsistent with the applicable requirements, including the Policy and Objectives of the "Residential" zone prescribed under the Scheme. Therefore it is recommended that the application be refused.

OPTIONS

The Council could -

Approve the proposal subject to conditions (if a Councillor is minded to support this option, officers can provide draft conditions).

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proponent will be advised of the Council decision within two weeks of the Council meeting.

OFFICER RECOMMENDATION

That the Council resolve that application DA16/0360 submitted for development on Lot 18 (Hse No 75) Bussell Highway, West Busselton is considered by the Council to be inconsistent with Local Planning Scheme No. 21 and is refused, for the following reasons —

- The proposed development would result in the overdevelopment of the site out of character with the prevailing pattern of development in the surrounding area to the detriment of the character of the area. The scale of the building, location of car parking areas would result in an unacceptable impact on neighbouring properties from both noise and disturbance from the car parking areas and noise generated by the amount of guests that could be accommodated within the building
- 2. Further, the proposal is inconsistent with the below considerations of Local Planning Policy Local Planning Policy 8A Car parking Provisions in that insufficient car parking has been provided to accommodate the number of patrons that would visit the premises.

Approval of this development would be inconsistent with the orderly and proper planning of the locality for the reasons noted above.

11.2 Attachment A Location Plan



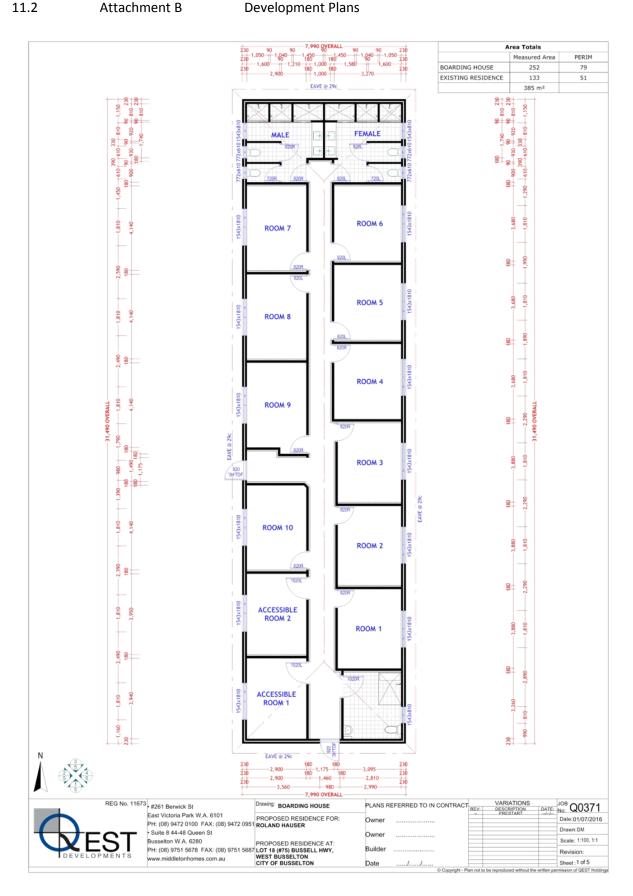
City of Busselton

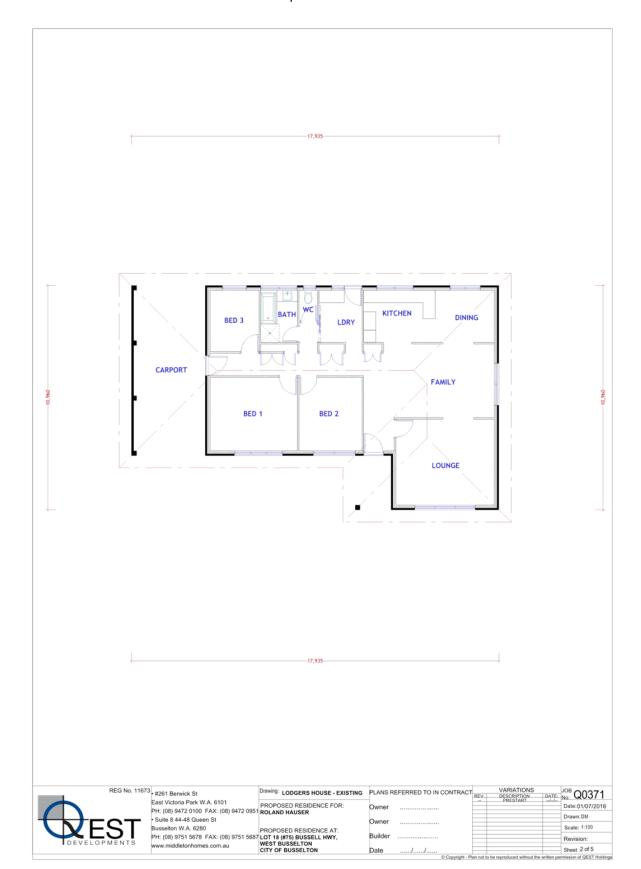
Disclaimer: Every effort has been made to make the information displayed here as accurate as possible. This process is ongoing and the information is therefore ever changing and cannot be disseminated as accurate. Care must be taken not to use this information as correct or legally binding. To verify information or ontact the City of Busselton office.

20/01/2017

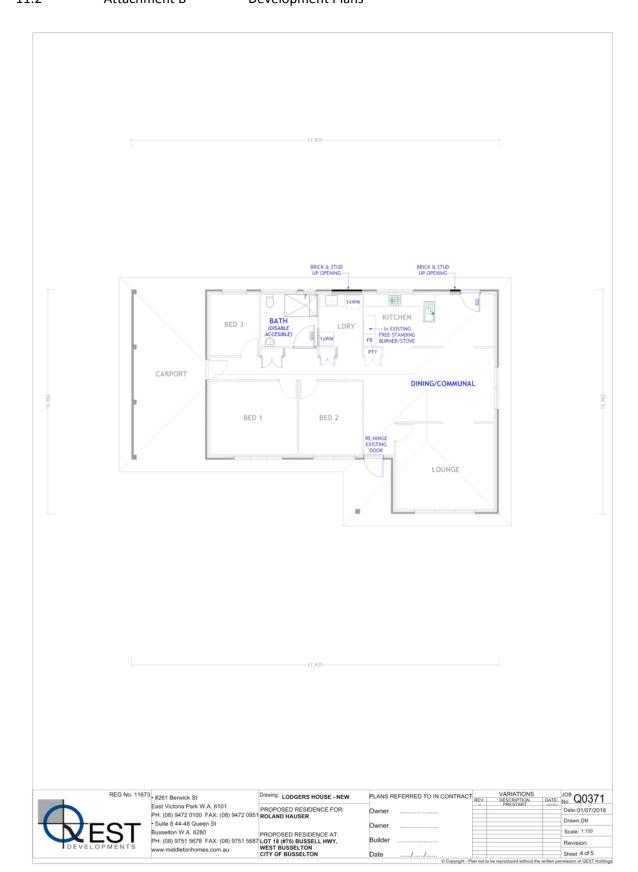
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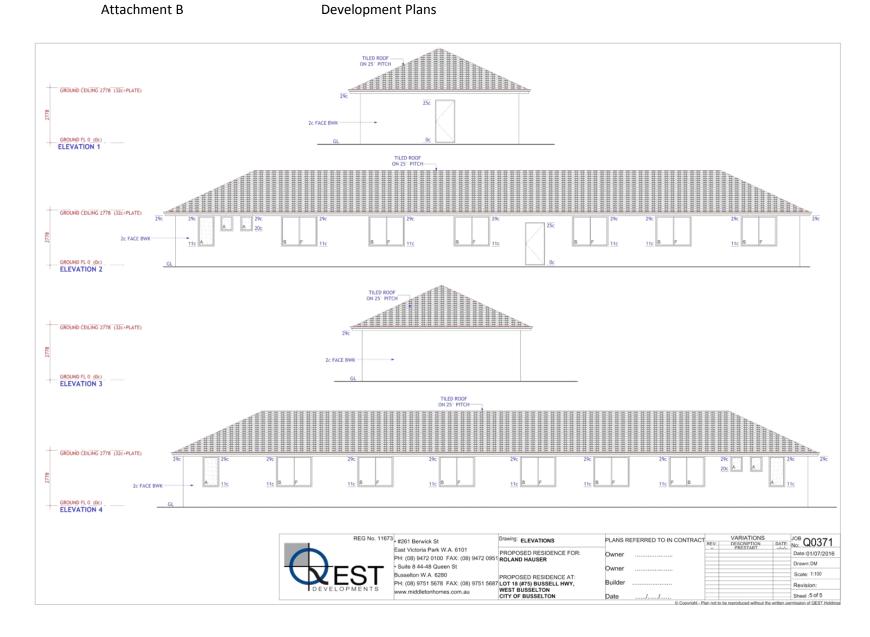


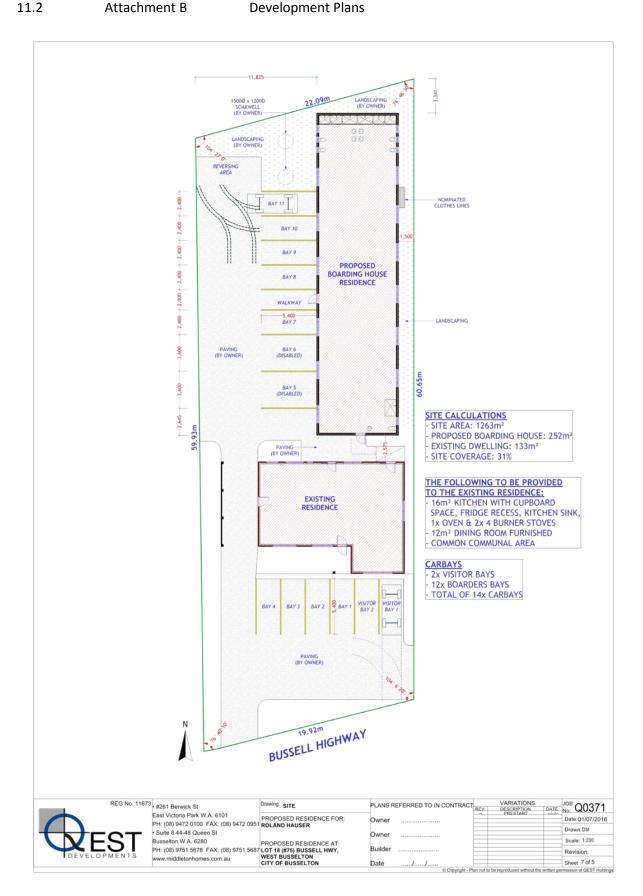












Council

11.2

Summary of Submissions

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Submiss ion. No	ADDRESS	NAME	Nature of Submission	Officer Comment
PUBLICS	SUBMISSIO	NS		
1		J Stewart 1/78 Reynolds Street	Raises concerns about the following topics: The building could accommodate up to 50 backpackers with the only recreational area being close to the rear boundary and bedroom windows; If this is approved a high fence and screening should be erected along the boundary; Impact on neighbouring properties	 Under the Health Local Laws 1997 – 2 sets of bunkbeds could be accommodated in each room; Addressed within Officers comments section; Addressed within Officers comments section.
2		N Bancroft 76 Reynolds Street	 Raises concerns about the following topics: Insufficient application – not a valid planning application a Social Impact Statement should have been submitted; Assessment needs to be based on the maximum capacity of the rooms. 48 people including the dwelling occupants, and associated traffic, noise and disruption to a site that could normally only be developed as a residential triplex, is not a reasonable planning outcome; The area is predominately permanent residential in nature, character, amenity and function. The scale and configuration of the boarding house is inconsistent; Proposal detrimentally affects the residential amenity of neighbouring properties; Noise and disturbance from outside recreational activities; Trip generation would be over 200 per day, demonstrating the overdevelopment of the site; A boarding house of a suitable residential scale and nature could be consistent and provide housing choice 	 Additional information was requested and some information submitted, in light of the officer recommendation was not advertised; Under the Health Local Laws 1997 – 2 sets of bunkbeds could be accommodated in each room; Agree, addressed within Officers comments section; Agree, addressed within Officers comments section; Car parking has been addressed within the report; Agree, a small scale boarding house could be acceptable; Agree, addressed within Officers comments section; Agree, addressed within Officers comments section; This should be a condition if an alternative recommendation is proposed.

176 Attachment C Summary of Submissions

		 As proposed does not respect the character and is not domestic in scale; Insufficient car parking numbers, bicycle parking and storage facilities, Impact from cars, noise, headlights; No details on finished floor levels, fencing, 	
3.	B Cook 77 Bussell Highway	 Raises concerns about the following topics: Insufficient details on the existing residence, onsite manager, communal areas, bin area, drainage, buffer zones, fencing etc; Insufficient parking spaces, no bicycle storage or storage facilities. No separation of pedestrian traffic and vehicle traffic; Driveway would be 2 metres from a bedroom and living areas, impact from noise and headlights; Inadequate fencing to protect neighbours; No information regarding, setbacks to adjoining properties, outside communal areas, resident caretaker, fire management plan, lighting, landscaping and paving or waste disposal.; Large development in residential areas which would have an unacceptable impact on adjoining residents, there is no regard to amenity, character and reasonable expectations of the residents. 	 Additional information was requested and some information submitted, in light of the officer recommendation was not advertised; Agree, car parking has been addressed within the report Agree, the impact on neighbouring properties has been considered and addressed; This should be a condition if an alternative recommendation is proposed. This should be a condition if an alternative recommendation is proposed. Agree, officers have concerns about the scale of development and character of the area, this has been addressed within the report.

4.	S & J Colquhoun 73 Bussell Highway	 No communal outside areas, people would congregate on the car park; Insufficient toilets; Noise and disturbance from the amount of people and socializing; Heavy vehicle movements on a dangerous section of Bussell Highway; No details on management; Boarding house is unsuitable for the location and the proposal is overdeveloping the site, furthermore there is too many people with potential for antisocial behaviour; Negative affect on business and property values. 	1. 2. 3. 4. 5. 6.	Agree, noise and disturbance from the patrons has been addressed within the report; The amount of toilets, showers, kitchen area complies with Building Code of Australia; Engineering has considered the proposal and have not raised any objections or concerns with the access/egress; The existing dwelling is proposed to be converted to a managers residence; Agree, this has been addressed within the report; Property values is not a material planning consideration.
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11.3 <u>DA16/0503 – DEVELOPMENT APPLICATION FOR A MARKET – LOT 400 (NO 24) DUNN BAY ROAD, DUNSBOROUGH</u>

SUBJECT INDEX:

STRATEGIC OBJECTIVE: A City of shared, vibrant and well planned places that provide for

diverse activity and strengthen our social connections.

BUSINESS UNIT: Planning and Development Services

ACTIVITY UNIT:

REPORTING OFFICER: Director, Planning and Development Services - Paul Needham **AUTHORISING OFFICER:** Director, Planning and Development Services - Paul Needham

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

As this Report is still in draft, it will be presented to Councillors prior to meeting as a late item.

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 CITY OF BUSSELTON ECONOMIC DEVELOPMENT TASKFORCE: APPOINTMENT OF MEMBERS

SUBJECT INDEX: Regional Economic Development Strategies

STRATEGIC OBJECTIVE: A strong, innovative and diversified economy that attracts people to

live, work, invest and visit.

BUSINESS UNIT: Commercial Services

ACTIVITY UNIT: Economic and Business Development

REPORTING OFFICER: Economic and Business Development Coordinator - Jon Berry **AUTHORISING OFFICER:** Director, Community and Commercial Services - Naomi Searle

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

PRÉCIS

The City's Economic Development Strategy (2016-2026) and associated implementation plan was endorsed by Council (C1611/132) in late 2016 and recommended the establishment of an Economic Development Taskforce (EDT) to assist implementation. Membership of the EDT includes representation from peak industry and business groups, elected members, staff and four people with business/industry and community leadership experience.

This report recommends Council select four individuals to the EDT, resulting from public advertising inviting nominations undertaken in December 2016.

BACKGROUND

On 9 November 2016 Council (C1611/132) endorsed a new Economic Development Strategy (2016-2026) and an associated implementation plan. The documents identify strategies and initiatives which aim to attract inward investment; enhance business retention and expansion; support regional workforce development; identify and advocate for strategic economic infrastructure; and enhance the quality of place, particularly precincts with high tourist visitation.

Council also resolved to establish a City of Busselton Economic Development Taskforce (EDT) in accordance with an amended Charter for the EDT and appointed the following Councillors:

- 1. Cr Henley as a delegate and Chairperson
- 2. Cr McCallum as a delegate
- 3. Cr Carter as a delegate

Cr Bleechmore was also appointed as deputy delegate.

The EDT will be chaired by the Mayor (or his/her delegate), who will work with members to implement and advocate projects, policies and programs identified within the City's Economic Development Strategy. Membership will consist of:

- One (1) representative of the Margaret River Busselton Tourism Association (MRBTA);
- Two (2) City of Busselton staff members;
- One (1) representative of the South West Development Commission;
- One (1) representative of Regional Development Australia;
- One (1) representative of the Busselton Chamber of Commerce and Industry Inc (BCCI);
- One (1) representative of the Dunsborough-Yallingup Chamber of Commerce and Industry Inc (DYCCI)
- Three (3) key industry / business sector members

• One (1) Community leader.

In December 2016 the City publicly advertised inviting nominations for the three key industry/business sector members and for one community leader member. Seven nominations were received (see Officer comment below).

Additionally, during late November/early December 2016 two industry and business forums were conducted to identify and engage with local leaders:

- 1. Building local capability and capacity in local economic development (workshop held on 22 November 2016)
- 2. Strategies to improve the appeal of central Business Districts (workshop held on 6 December 2016).

The Department of Regional Development financially supported these forums as an initiative aimed at building local understanding, capacity and leadership in economic development at the local level.

On 14 December 2016, the Minister for Regional Development announced Stage Two of the Regional Centres Development Plan (RCDP), which will provide Royalties for Regions funds to enable the City of Busselton to develop a 'Growth Plan Partnership' and prepare a collaborative Growth Agenda for the district. It is proposed the EDT could provide a suitable collaborative membership to guide delivery of the RCDP program depending on the program guidelines.

STATUTORY ENVIRONMENT

There are no statutory requirements relating to the Officer recommendation as the EDT charter identifies the group to be taskforce and not a formal committee of council.

RELEVANT PLANS AND POLICIES

This report relates to the Economic Development Strategy (2016-2026) endorsed by Council on 9 November 2016 (C1611/132), which included a Charter to guide governance matters:

A Charter for the EDT has been endorsed by Council defining it as a reference group with no formal decision-making powers or authority vested to it by Council. The EDT is not established as a Committee of Council as defined in s5.8 of the Local Government Act 1995, and has no authority to:

- Expend moneys on behalf of the City;
- Commit the City to any arrangement;
- Consider any matter outside its specific reference; and
- Direct City Officers in the performance of their duties.

The Charter identifies that the City of Busselton will ultimately determine actions, having regard to the advice and recommendations of the EDT. The EDT is not intended as a definitive tool of consultation for economic development initiatives and the City of Busselton may consult with other stakeholders outside of the Taskforce.

FINANCIAL IMPLICATIONS

It is anticipated that the Elected Members may claim travel costs associated with the attendance of meetings in accordance with the Fees, Allowances and Expenses for Elected Members Policy 001; this is not expected to exceed the current budget allocation. This does not extend to general members of the EDT as membership is honorary (unpaid).

Long-term Financial Plan Implications

There are no implications for the LTFP resulting from the Officer recommendation.

STRATEGIC COMMUNITY OBJECTIVES

The City's Strategic Community Plan (SCP) identifies a desire by the community for Council to foster a strong local economy that sustains existing and attracts new business, industry and employment opportunities. The SCP states the following objectives for Council to achieve:

Key Goal Area 3:

Robust local economy: A strong local economy that sustains existing and attracts new business, industry and employment opportunities.

- A strong, innovative and diversified economy that attracts people to live, work, invest and visit:
- A City recognised for its high quality events and year round tourist offerings, and;
- A community where local business is supported

Key Goal Area 2:

Well-planned vibrant and active places: An attractive city offering great places and facilities promoting an enjoyable and enriched lifestyle.

- A City where the community has access to quality cultural, recreation, leisure facilities and Services
- A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections

RISK ASSESSMENT

The Officer recommendation does not introduce any risks identified as being high or medium.

CONSULTATION

Stakeholder consultation was conducted in preparing the Economic Development Strategy including workshops and an invitation to comment on the draft Strategy, which included a Charter for the operations and membership of the EDT. Other members of the EDT identified in the Charter include the following who have agreed to participate:

- Margaret River Busselton Tourism Association (MRBTA);
- South West Development Commission (SWDC);
- Regional Development Australia (RDASW);
- Busselton Chamber of Commerce and Industry Inc (BCCI);
- Dunsborough-Yallingup Chamber of Commerce and Industry Inc (DYCCI)

OFFICER COMMENT

Following Council endorsement of the Economic Development Strategy on 9 November 2016, the City advertised locally inviting nominations for four positions on the proposed Economic Development Taskforce, in addition to representatives from other organisations identified in the Charter (MRBTA; SWDC; RDASW; BCCI and DYCCI):

The invitation for nominations included the following requirements to be met by members:

- Available to meet within the Busselton district (at least quarterly) to discuss issues and actions associated with implementation of the Economic Development Strategy;
- Able to represent and advocate on behalf of key economic sectors including tourism, agribusiness, retail, construction and the creative sector;
- Recognised standing and influence within the business and wider Busselton/Dunsborough community; and
- Have a demonstrated understanding of the connection between a prosperous and balanced economy and a healthy community.

Advertising inviting nominations was conducted for three weeks closing 16 December 2016 and resulted in seven nominations being received:

Nominee	Organisation	Nominees Comments
Mr Stephen Gaebler	Business Success Busselton (self- employed business coaching service)	45 years' experience combining strategy, marketing, leadership, management, sales. Has established community focused action groups in Toodyay, Busselton and is a member of Geospacelab, Cape Connect and Simplify Business. Board member of Business South West
Mr Trevor Fitzgerald	Self-employed property development and management (former BJECA President)	Long term retail and commercial property development and management in Busselton. Founding member of BJECA and leadership to tourist activities and Jetty restoration. Has a significant portfolio of business tenants and key contributor to Busselton foreshore redevelopment community advisory group and strategic planning.
Mr Darren Berson	Self-employed digital entrepreneur (workforce management, back office support and Cloud Integration). Chair of Capeconnect entrepreneurs group	Aims to share and develop innovative economic ideas that utilize digital business concepts, innovation and entrepreneurism to grow and nurture new industry sectors, while also helping to leverage growth within existing established sectors. Can bring additional and alternative perspectives based on industry experience coupled with a desire to live, work and prosper in the region as a resident. Wants to help realise the potential the region has to import and develop knowledge economy workers, businesses and services for export and development of the existing economy. Holds qualifications in Commerce (majoring in Marketing and Management); Diploma in Business (Information Systems) Master's degree in Electronic Commerce
Mr Erl Happ	Happs Winery	Has significant experience in the Capes region as a viticulturist, teacher, former Councillor, builder, artist, and former President of the Margaret River Grapegrowers and winemakers association. Has a strong connection with China via wine partners in Chongqing. Holds a Bachelor of Economics degree.
Mr Scott Robinson	Jack in the Box	Has developed a local business in the creative sector over the past 16 years and has qualifications and interest in the creative sector, business, agriculture and marketing. Is a board member of the Creative Corner, Regional Development SW, CQU Advisory Group and BHS Alumni Association.

Nominee	Organisation	Nominees Comments
Mr Kyle Jackson	Busselton Civil and Plant	Moved to Busselton in 2014 and purchased BCP, a Busselton based company operating since 1997. With approximately 50 employees BCP provides a range of services to the private sector as well as local and State Government clients. Shareholder and director of WestGen Pty Ltd, a WA based renewable energy developer and was previously an Associate Director at PricewaterhouseCoopers (PwC) Perth. University qualifications in Commerce (Accounting and Finance) and is a member of the Institute of Chartered Accountants; Member, Australian Institute of Company Directors and Fellow of the Financial Services Institute of Australasia and Member, Australian Institute of Energy
Mr Peter Gordon	Self-employed (Owns the Equinox Café and Stilts Café)	Has a strong interest in regional business development and active member of the Busselton Chamber of Commerce and Industry and Board member of the Margaret River Busselton Tourism Association Inc. Has significant experience in hospitality and tourism and in agricultural machinery dealerships. Is keen to ensure jobs are created in new industries as the population of the Capes region grows. Also has a passion to see higher education grow in the region and is Chair of the CQU Advisory Group

A panel of City officers evaluated all nominations with the aim of recommending a diverse group of individuals best able to work in a collaborative environment and able to effectively represent and advocate on behalf of current and emerging sectors of the economy (e.g. tourism, agribusiness, digital economy, retail/hospitality, construction, professional services, creative sector); and have recognised standing and influence within the business and wider Busselton/Dunsborough community. On this basis City Officers recommend the following nominations be invited to join the EDT:

Nominee	Business/Industry/Community Sector
Mr Peter Gordon	Tourism and hospitality
Mr Kyle Jackson	Building and construction, renewable energy, professional services
Mr Darren Berson	Digital economy and entrepreneurial networks
Mr Trevor Fitzgerald	Community leader and established CBD property owner

CONCLUSION

Council has previously resolved to establish an Economic Development taskforce (EDT) to steer implementation of its Economic Development Strategy (2016-2026). It is also anticipated the EDT will form the foundation local advisory/governance group for the Regional Centres Development Plan (RCDP) program announced by the State Government in late December 2016.

Following public advertising inviting membership to the EDT, seven nominations have been received. Council is requested to appoint four members to finalise the group, which will also consist of representatives of the MRBTA; SWDC; RDASW; BCCI and DYCCI. City staff and Councillors Henley, Carter and McCallum will also be members of the EDT.

OPTIONS

Council may elect to:

- Discontinue establishment of the EDT and not appoint members;
- Appoint a greater (or lesser) number of members to the EDT; or
- Appoint other individuals to the EDT that did not nominate through the public invitation process.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Members to the EDT will be notified immediately and will participate in meetings to be held quarterly (or as required) with the first meeting to be held in March 2017. A review of the EDT and its membership will be undertaken every two years to ensure the purpose, membership and operation is relevant and to make appropriate changes if required.

OFFICER RECOMMENDATION

That the Council appoints the following individuals to the City of Busselton Economic Development Taskforce for a term of two years:

- 1. Mr Peter Gordon
- 2. Mr Kyle Jackson
- 3. Mr Darren Berson
- 4. Mr Trevor Fitzgerald

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 DEVELOPMENT ASSESSMENT PANEL - NOMINATION OF MEMBERS & ALTERNATE MEMBERS

SUBJECT INDEX: Councillor Appointments

STRATEGIC OBJECTIVE: Governance systems that deliver responsible, ethical and accountable

decision-making.

BUSINESS UNIT: Governance Services **ACTIVITY UNIT:** Governance Services

REPORTING OFFICER: Administration Officer - Governance - Hayley Barge

AUTHORISING OFFICER: Acting Director, Finance and Corporate Services - Sarah Pierson

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Nil

PRÉCIS

The City has received notification from the Department of Planning that the City's elected member appointments for the Development Assessment Panel (DAP) expire in April 2017.

The purpose of this report is to nominate two DAP members and two alternate DAP members as replacements to the local panel to commence at the next term expiry.

BACKGROUND

DAPs were introduced on 1 July 2011 to determine development applications that meet prescribed criteria. Each DAP comprises of five members, three specialist members, including the presiding member, and two local government members. In addition to this, there are to be two alternate members to be appointed as deputies.

The City of Busselton's current DAP members are Councillor Grant Henley and Councillor Terry Best with Councillor Gordon Bleechmore and Councillor Paul Carter as alternative members, all of which have a term ending 26 April 2017.

STATUTORY ENVIRONMENT

Under regulation 26 of the Planning and Development Regulations 2011 (DAP Regulations), the Council is requested to nominate four elected members of the Council, comprising of two members and two alternate members to sit on the DAP.

Should the Council determine not to nominate the required number of members to the DAP, the Minister may include as a representative of the local government a person who is an eligible voter for the district of the local government that is considered to have the relevant knowledge or experience to enable such person to represent the interests of the local community of that district.

RELEVANT PLANS AND POLICIES

Nil.

FINANCIAL IMPLICATIONS

Travel costs and other out of pocket expenses incurred by members when attending DAP meetings are paid by the Department of Planning in accordance with the Public Sector Commissioner's Circular (2009/20 Reimbursement of Travel expenses for Members of Government Boards and Committees) and are not paid by the Local Government.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The subject of this report is consistent with the City of Busselton's endorsed Strategic Community Plan 2013 (Review 2015), specifically the following community objectives:

Well Planned, Vibrant and Active Places

2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.

Open and Collaborative Leadership

6.2 Governance systems that deliver responsible, ethical and accountable decision making.

RISK ASSESSMENT

There are no risks identified of a medium or high level associated with the Officer's recommendation.

CONSULTATION

Nil.

OFFICER COMMENT

The City has received notification from the Department of Planning that the City's elected member appointments for the Development Assessment Panel (DAP) expire in April 2017. In accordance with the DAP Regulations it is recommended that Councillors nominate two Councillors to be the local government members and two Councillors to be alternate members. DAP members are required to undertake training prior to undertaking their role on a DAP and it is recommended that nominations are made now in order to allow time for any required training to occur, prior to the expiry of the current Councillor members terms in April 2017.

In the event that a Councillor whose terms expires and who is not re-elected is a DAP member, the Council will have the opportunity to elect a new Councillor to the DAP.

CONCLUSION

It is recommended that Councillors nominate the required number of members to the DAP at the 8 February 2017 meeting in order to notify the Department of Planning in a timely manner and arrange training for any new elected members if required.

OPTIONS

The Council could determine not to nominate the required number of representatives to the Development Assessment Panel leaving the Minister to fill the remaining positions with an eligible voter of the district considered to have the relevant knowledge or experience to represent the interests of the local community.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Nominations are required to be received by the Department of Planning by 28 February 2017.

OFFICER RECOMMENDATION

That th	ne Council nominate th	ne following:	
1)	Councillor Development Assess	and Councillor ment Panel.	as members of the
2)	Councillor As	and Councillor	as alternate members of

14.2 CONSIDERATION OF THE CONDUCT OF LOCAL GOVERNMENT ELECTION, OCTOBER 2017

SUBJECT INDEX: Elections and Electoral Procedures

STRATEGIC OBJECTIVE: Governance systems that deliver responsible, ethical and accountable

decision-making.

BUSINESS UNIT: Governance Services

ACTIVITY UNIT: Council and Councillor Services

REPORTING OFFICER: Strategic Projects Officer - Tracey King

AUTHORISING OFFICER: Acting Director, Finance and Corporate Services - Sarah Pierson

VOTING REQUIREMENT: Absolute Majority

ATTACHMENTS: Attachment A Letter: WA Electoral Commission: Cost Estimate 2017

Local Government Election !

PRÉCIS

The next Local Government election is due to be held 21 October 2017.

In accordance with the Local Government Act (1995), Council can opt to conduct a Local Government election either as an in-person election or a postal election. Current legislation dictates that if a Council decides to conduct a postal election, the Western Australian Electoral Commission (WAEC) must conduct the election, with the cost of the election to be recouped by the WAEC on the basis of full accrual cost recovery.

The City has received a cost estimate from the WAEC to conduct the 2017 Local Government election as a postal ballot. Council is required to make a decision from the options available for the conduct of the 2017 Local Government Election.

An absolute majority decision of Council is required.

BACKGROUND

Local government elections occur on the third Saturday in October every two years. Councillors each serve four year terms. The City of Busselton has four Councillors whose term expires in 2017.

The Local Government Act (1995) provides that a local government may decide whether to conduct a postal election or hold an in-person election. Legislation requires that where a local government opts for a postal election, the election is to be run by the WAEC. The City of Busselton has engaged WAEC to conduct a postal election on its behalf for the past 16 years.

The issue of a change in legislation to allow local governments to undertake their own postal voting has been ongoing. The Western Australian Local Government Association (WALGA) is of the view that the WAEC monopoly in the running of postal voting elections should be opened up to provide opportunity for Local Governments to have access to alternative arrangements, including but not limited to managing their own postal elections. WALGA has a current policy position which will be progressed as part of the sector's campaign in the lead up to the State Government election in March 2017 to continue to advocate for an amendment to the Act to allow for both the WAEC and Local Governments to conduct postal elections. It is not however envisaged that this situation will be resolved prior to the October 2017 elections.

STATUTORY ENVIRONMENT

The principal legislation covering local government elections is: Part 4 of the Local Government Act 1995;
The Local Government (Elections) Regulations 1997; and The Local Government (Constitution) Regulations 1998.

RELEVANT PLANS AND POLICIES

Council Policy 038 "Promoting a Diverse Council and Participation" seeks to encourage all people who are eligible to do so to participate in elections for Councillors of the City of Busselton. It is the view of officers, supported by data from WAEC, that this is best achieved by conducting a postal election as historically there has been higher voter participation for postal elections.

FINANCIAL IMPLICATIONS

WAEC conduct postal elections on behalf of local governments on a full cost recovery basis. In 2015, the cost to the City of Busselton of WAEC conducting the Local Government election was \$76,483, equivalent to approximately \$3.15 per elector. On top of this cost, charges were incurred by the City for local advertising and for City staff to assist with the vote count on election evening.

The City has received an estimate from WAEC to conduct a postal ballot in October 2017 of \$107,000 (approximately \$3.89 per elector). This is an increase of approximately \$30,517 from the previous election, or \$0.74 cents per elector. This is attributed mainly to significant cost increases by Australia Post with regular mail service costs going up by approximately 42% in that time.

Financial implications to be considered should Council otherwise opt to conduct an in-house, inperson election include:

- production and printing of all election related material;
- advertising; both statutory and any other local and promotional advertising;
- Staffing: engagement of a Returning Officer (generally the Chief Executive Officer) and at least three other employees to staff each polling booth for at least ten hours on polling day, in addition to staff required to count the votes at the close of the poll

It is considered that the printing and production costs for all election related material would be at least that incurred by the WAEC given the economies of scale that WAEC can achieve by running more than 70 elections at once.

In order to ensure community awareness of a need to attend a polling booth on Election Day rather than receive ballot material in the mail, a more significant advertising and awareness campaign than is traditionally run would be required. These additional costs would be dependent on the number of booths established and the significance of the advertising campaign.

Consideration would also need to be given to the resourcing implications for both the CEO and Governance Business Unit with the additional workload and the necessary training to undertake the responsibility of managing the election in house.

Direct cost comparisons with local governments who have recently conducted in-person elections have been difficult due to no larger local governments having opted to conduct in-person elections in recent times.

On balance it is considered that an in-house in-person election would incur at least the same, if not more, costs than the estimate provided by the WAEC.

Long-term Financial Plan Implications

The City's Long Term Financial Plan (LTFP) has provision for the conduct of a postal election by WAEC every two years.

STRATEGIC COMMUNITY OBJECTIVES

The subject of this report is consistent with the City of Busselton's endorsed Strategic Community Plan 2013 (Review 2015), specifically the following community objectives:

Open and Collaborative Leadership

- 6.1: A Council that engages broadly and pro-actively with the community.
- 6.2: Governance systems that deliver responsible, ethical and accountable decision making.

RISK ASSESSMENT

There are no risks identified of a medium or high level associated with the Officer recommendation of having the WAEC run a postal election.

There are considered to be some medium level risks associated with the alternate, which is to run an in-house in-person election; namely the risk of a low participation rate by electors, the risk that the community will perceive a lack of impartiality in the process, and the impact on staff time taking them away from other work tasks.

CONSULTATION

Consultation with a number of larger regional local governments was undertaken to inform a previous report to Council in February 2015 on this matter. Efficiencies of costs, reduced impost on staff, accessibility for electors and transparency, with staff being kept at arm's length from the election process, were provided as reasons for the majority of these local government authorities continuing with postal voting.

The City of Busselton has a high absentee owner rate (approximately 35.9%). In the case of the City of Albany, which also cited a large proportion of absentee landowners, the method of postal voting was seen as a practical, fair and equitable method of voting, with the aim to achieve the best possible rate of return.

OFFICER COMMENT

Council has received written advice from the Electoral Commissioner agreeing to be responsible for the conduct of the 2017 Local Government Election, as a postal ballot, at an estimated cost of \$107,000 (inc GST). The cost estimate is based on the following assumptions:

- 27,500 electors (an increase of 3,250 from 2015)
- A response rate of around 35%
- 4 vacancies
- Count to be conducted at the City of Busselton administration office
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply

Costs not incorporated in the estimate include:

- Non statutory advertising (additional advertising in community newspapers or promotional advertising)
- Legal expenses
- One local government staff member to man the polling place on election day

There is a possibility that an election would not be required, in the event that only four nominations are received for the four vacancies.

The Electoral Commissioner is responsible for conducting postal elections in Western Australia and conducts in-person elections on request. With voting in local government elections being non-mandatory in Western Australia, postal elections have typically resulted in a higher participation rate by eligible electors than in-person ballots, as they offer most electors greater convenience and accessibility. This is especially true for local governments with a large elector base, with large metropolitan local governments historically often recording a participation rate of less than 10% when utilising in person ballots.

Making the WAEC responsible for these elections also enables local government CEOs and staff to remain at arms-length from potentially contentious aspects of the electoral process, with the WAEC able to ensure that elections are conducted independently, professionally and with absolute impartiality.

The City has engaged WAEC to conduct local government elections since 1999. At the 2015 election, Busselton had 24,257 enrolled voters of which 8,267 participated.

Year	2015	2013	2011	2009	2007
City of Busselton return rate (%)	34.1	31.18	35.5	40.1	41.7
State average (%)	27.50	27.76	30.9	27.8	34.34

Table 1: City of Busselton Voter participation (information supplied by WAEC)

As discussed in the financial implications section of this report the costs associated with an in-house, in-person election would likely be at least the same (after all resourcing implications are considered) as the costs associated with WAEC conducting a postal election and a postal election will likely provide more favourable outcomes of higher voter participation and impartiality in the process.. Until such a time that there is a change to legislation enabling local governments to conduct their own postal elections, this method is only available by engaging WAEC.

CONCLUSION

On balance it is considered that the best method for the running of the 2017 local government election is one of a postal election, conducted by WAEC. A postal election has been shown to provide for high voter participation, particularly in larger electorates and electorates with a high percent of absentee owners, and the involvement of WAEC ensures an impartial process.

OPTIONS

Council can opt to conduct an in person, in house election if it prefers.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

In accordance with the Local Government Act the WAEC will need to be informed of Council's preferred option of the way in which the election will be conducted at least 80 days prior to polling day.

OFFICER RECOMMENDATION

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council:

- 1. Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the October 2017 election, together with any other elections or polls that may be required, and
- 2. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the election is conducted as a postal election.

Letter: WA Electoral Commission: Cost Estimate 2017 Local

Government Election

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LGE 028

WESTERN AUSTRALIAN Electoral Commission

Mr Mike Archer Chief Executive Officer City of Busselton Locked Bag 1 BUSSELTON WA 6280



Dear Mr Archer

Local Government Ordinary Election: 2017

The next local government ordinary elections are being held on 21 October 2017. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2017/2018 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$107,000 inc GST, which has been based on the following assumptions:

- 27,500 electors
- response rate of approximately 35%
- 4 vacancies
- count to be conducted at the offices of the City of Busselton
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$6,135 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

Since the October 2015 Local Government Ordinary Elections were conducted, Australia Post has implemented the following percentage cost increases for its various mail services:

Regular Mail Delivery - 42% Priority Mail Delivery - 60.5% Priority Reply Paid - 80.5%



Attachment A

Letter: WA Electoral Commission: Cost Estimate 2017 Local Government Election

Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the City of Busselton in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the City of Busselton also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the City of Busselton in anticipation of an affirmative vote by Council.

Yours sincerely

David Kerslake

ELECTORAL COMMISSIONER

24 November 2016

14.3 STRATEGIC COMMUNITY PLAN 2017-2030 - ADOPTION FOR PUBLIC ADVERTISING

SUBJECT INDEX: Strategic Community Planning

STRATEGIC OBJECTIVE: Governance systems that deliver responsible, ethical and accountable

decision-making.

BUSINESS UNIT: Corporate Services

ACTIVITY UNIT: Organisational Development

REPORTING OFFICER: Acting Director, Finance and Corporate Services - Sarah Pierson

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Strategic Community Plan 2017-2030

PRÉCIS

This report presents the attached draft City of Busselton Strategic Community Plan 2017-2030 and seeks Council approval for the draft plan to publicly advertised for a period of twenty one (21) days, such that community feedback can be sought to further inform the completion of the plan.

BACKGROUND

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

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

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

The City's current Strategic Community Plan 2013 was adopted by Council in February 2013. The plan has a 10 year focus based on six (6) community key goal areas and eighteen (18) community objectives. The plan outlines for each key goal area a number of strategies adopted by Council which, together with day to day City services, help to achieve the community's objectives.

The regulations require that a local government reviews its Strategic Community Plan at least once every 4 years. Additionally the Department of Local Government and Communities standards recommend that a strategic review is undertaken every two years, alternating between a minor strategic review and a major strategic review (as per the regulations) where Council re-engages with the community on the vision and key choices for the coming ten plus years.

A minor review of the City's Strategic Community Plan was undertaken in 2015. This review included engagement with the community via a questionnaire accessible on the City's website and in hard

copy; a workshop with a number of key stakeholders, and a workshop with staff who lodged an expression of interest to assist with the review.

Overall, the review concluded that no changes were required at that point in time to the Key Goal Areas or the Community Objectives but noted scope for refinements and simplification to be made as part of the major four year review of the plan.

The City commenced its major four year review on 1 July 2016, with the result being the attached revised draft Strategic Community Plan. Further details of the review process and outcomes are detailed in the Consultation and Officer Comment sections of this report.

STATUTORY ENVIRONMENT

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

- 1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- 2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- 3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- 4. A local government is to review the current strategic community plan for its district at least once every 4 years.
- 5. In making or reviewing a strategic community plan, a local government is to have regard to
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- 6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- 7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
 - *Absolute majority required.
- 8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- 9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- 10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

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

RELEVANT PLANS AND POLICIES

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

FINANCIAL IMPLICATIONS

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

There will however be financial implications in terms of the delivery of some of the strategies identified within the plan and delivery of agreed Corporate Business Plan actions, services and projects over the next 4 years as we work towards meeting the community objectives. These will need to be costed and considered as part of review of the City's Long Term Financial Plan with the City's capacity to resource initiatives impacting on what can be included in the Corporate Business Plan. Overall however the City of Busselton is well positioned to fund core service delivery along with the strategies and projects identified with several sources of available revenue including rates, borrowings, reserves, contributions and grant funding.

Long-term Financial Plan Implications

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

The Strategic Community Plan guides and in turn is guided by the Long Term Financial Plan, with the relationship between the two documents crucial. Nothing within the draft Strategic Community Plan however is expected to impact adversely on the City's current Long Term Financial Plan, with the draft plan representing an enhancement of Council's current strategic direction and not a significant change.

STRATEGIC COMMUNITY OBJECTIVES

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

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

- 6.1 A Council that engages broadly and proactively with the community.
- 6.2 Governance systems that deliver responsible, ethical and accountable decision making.

RISK ASSESSMENT

There are not considered to be any medium or high level risks associated with the proposal to advertise the revised draft Strategic Community Plan for public comment. Advertising the draft plan provides opportunity for the community to comment on the strategic direction outlined in the plan and ensures that the community are consulted in relation to the development of the plan.

CONSULTATION

To ensure that our community's vision, aspirations and objectives continue to be reflected in our planning, and specifically in the Strategic Community Plan, a broad community engagement program was developed. Under the banner of VISION 2030, Council sought input from the community about what their vision is for our community and what people would like to see happen over the next 10-15 years. Community input was sought through a number of engagement channels with the consultation program open between 1 July 2016 and 30 September 2016.

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

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

Input was also sought through the City's interactive social engagement platform, yoursay.busselton.wa.gov.au, where discussion and brainstorm forums generated new ideas on how to provide for our growing population, our youth, and what might be missing in our City. A quick poll also told us what was most important to the community.

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

Promotions and information about the review and opportunity for the community to have their say was promoted at the City's leisure centre, community centre; at shopping centres where surveys were also made available, and via print media advertising.

Statistics from the 'yoursay' Busselton website told us that, through that medium alone, we had 809 aware participants, that is people who visited at least one page of the project, 523 informed participants, people who visited more than one page or who viewed or downloaded a document from the project page, and 225 engaged participants, people who contributed. In total the number of submissions received (engaged participants) across all consultation mediums was 665.

The outcomes from the consultation process were presented to Council at a workshop on the 9th

November 2016. Based on the key themes identified the Strategic Community Plan was developed with Council through a series of workshops.

OFFICER COMMENT

The consultation submissions from the community overall reflected the goals and aspirations of our current Strategic Community Plan and indicated that our current strategic direction is broadly in line with the community's vision. Importantly however the submissions identified areas in which the community desires us to provide greater focus on and told us of the things that are most important to the community. Specifically we heard that our environment is regarded as our most valuable natural asset and is the reason that people live here. People desire a City that is vibrant and modern, but retains it rural areas and their relaxed country feel. It was also clear that people want to continue to experience the lifestyle we all enjoy, but at the same time recognise the need to cater for the population growth that we know is inevitable and to make the most of opportunities that bring benefit to our community.

The matters most frequently raised included the desire for:

- Improved road design, relieving parking problems and traffic congestion and completion of the dual carriageway highway between Capel and Busselton.
- Better more accessible public transport schedules, networks and systems.
- Educational facilities in the form of a university and TAFE plus more primary and high school options.
- Improvements to health, hospital and specialist services in the District.
- Management and protection of the City's natural environment including maintaining green belts, managing the effects of climate change and coastal erosion and facilitating sustainable living options.
- Diversification of industry and promotion of local businesses that to drive our economy and showcase our identity
- Industries that provide a range of sustainable employment opportunities for all of the community.
- The restoration and maintenance of the health of our waterways and wetlands, with the Vasse River a key concern for people.
- Improving cycle way and bike path networks to connect key destinations and provide an alternative means of transport.
- A focus on well planned places such that our unique village feel is maintained along with green belts while at the same time developing a more modern cosmopolitan city with high density and mixed-use living.
- Longer shopping hours in town centres and a diversity in the goods offered by retail enterprises.

Other issues raised included

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

The attached draft Strategic Community Plan attempts to capture and distil these key themes and the ideas presented into an overall vision, six key goals areas and twenty one community objectives.

The vision for the City of Busselton is reflected in the plan as a place 'where environment, lifestyle and opportunity meet'. This represents what the community told us; that the environment and our

natural surrounds is important to us, and that the lifestyle we enjoy is something we want to retain while at the same time recognising and building on the opportunities available to us.

The six key goal areas focus around a key theme with each having an associated outcome / aspirational statement, designed to be a much sharper, more memorable statement than what is contained in our current plan.

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

These goal areas build on and further refine the goals of the current Strategic Community Plan - Caring & Inclusive Community; Well Planned, Vibrant & Active Places; Robust Local Economy; Connected City; A Cared For & Enhanced Environment; Open & Collaborative Leadership — with the Community Objectives that sit below them expanded on (from 18 to 21) and adjusted to bring focus to particular issues raised during the consultation, such as the need for improved health and education opportunities, the desire for planning strategies that foster the development of healthy neighbourhoods and produce vibrant town centres, the importance of improving and maintaining the health and attractiveness of our waterways and wetlands, and the need to design and provide road networks that will cope with a growing population while also planning for the expansion of public transport services.

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

It is important to recognise that this revised plan is not new in its direction; rather it builds on, and enhances our current Strategic Community Plan, developed in 2013. There are however some changes. So the community can easily see the difference between this plan and what was adopted in 2013, we have colour coded each objective and strategy with either "New", "Modified" or "Existing" with each having the following meaning:

- "New" denotes that the objective or strategy is new to the Strategic Community Plan.
- "Modified" denotes that the theme of an objective or strategy appearing in the previous plan remains the same but the wording has changed slightly with regard to the intent or direction.
- "Existing" means that the objective or strategy has been carried over from the previous Strategic Community Plan unchanged.

The plan attached is in draft form, both in terms of content and layout. It is intended that, with Council approval, this draft plan will be advertised for a period of 21 days, allowing time for the community to provide feedback by way of submissions. During this time it is also intended that staff will promote the plan and its purpose to the community and actively pursue feedback from key partners and community groups. It is not expected that this further consultation will incur any costs

aside from some staff time. It is hoped however that this approach will ensure community understanding of the plan and its purpose.

Feedback received will be collated and reported back to Council, with the draft plan further reviewed, dependant on the feedback received. The Strategic Community Plan (with any amendments) will then be formally presented to Council for adoption by an absolute majority.

Beyond this plan, the ideas and detailed feedback from the consultation will be further considered and incorporated in the development of the Corporate Plan, with this being the more medium term (4 year) delivery document setting out how the City of Busselton as an organisation, will work towards achievement of the Community's objectives and implement the Council strategies. The Corporate Business Plan is reviewed annually so that it continues to be a current plan of the critical projects and actions to be undertaken on behalf of the community.

CONCLUSION

The City of Busselton has reviewed its Strategic Community Plan 2013, in accordance with legislative requirements, and has developed a revised draft Strategic Community Plan 2017-2030. The draft plan is presented to Council for approval to advertise to the community and seek their further feedback. It is proposed that it be advertised for a period of 21 days. Feedback received will be collated and considered with the Strategic Community Plan (with any amendments) then being formally presented to Council for adoption by an absolute majority.

OPTIONS

- Council may decide not to approve advertising of the draft Strategic Community Plan and to
 instead support the plan being presented for adoption. The regulations require that a local
 government consults with electors and ratepayers during the development of a strategic
 community plan and when preparing modifications of a strategic community plan. While
 consultation has occurred during the development of the plan, further advertising of the plan is
 recommended to ensure the community is consulted in relation to the detail of the revised draft
 plan and how the current plan is being modified.
- 2. Council may decide to defer advertising of the draft Strategic Community Plan or to request further amendments prior to advertising.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Upon approval the draft plan will be advertised as soon as possible in February 2017.

OFFICER RECOMMENDATION

That the Council:

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



INSIDE FRONT PAGE

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206 Strategic Community Plan 2017-2030

FOREWORD

YOUR COMMENT IS INVITED

This STRATEGIC COMMUNITY PLAN is the result of the VISION 2030 community engagement project conducted by the City of Busselton between 1 July and to 3 October 2016. The intent of the plan is to interpret the information provided by the community during that period, and present it in a document that accurately reflects the community's vision and aspirations for the future of this place.

To progress this plan, Council would like to receive your comments on the direction that this plan will take us. Your comments can be submitted on-line via the City's yoursay.busselton.wa.gov.au website by selecting the VISION 2030 project page.

If you do not have access to the internet, please submit your comment on the form provided at the back of this publication. Your submission can be mailed to the City of Busselton, VISION 2030, Locked Bag1, Busselton WA 6280, or dropped into the City's Customer Information Centre at 38 Peel Terrace, Busselton.

The opportunity to tell us what you think of this plan is available between xx Feb and xx Feb. Questions can be directed to Cathy Burton by telephoning 9781 0370.

Mayor's message

Attachment A



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

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

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

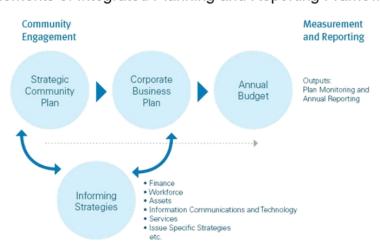
The results of the Vision 2030 community consultation project conducted in 2016 gave us the opportunity to review our accomplishments and build on what has been achieved. It presents us with an agenda for the future, navigating us toward 2030 with confidence, enthusiasm and a shared knowledge of where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

Grant Henley City of Busselton Mayor

Strategic Planning Framework

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

Elements of Integrated Planning and Reporting Framework



Elements of Integrated Planning and Reporting Framework

Community Engagement

Identifies what the community envisages and aspires to for their community

Strategic Community Plan (10-15 years)

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

Corporate Business Plan (4 years)

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

Annual Budget

Finances the annual programs, projects and actions

Informing Strategies

Provide required resources and background information.

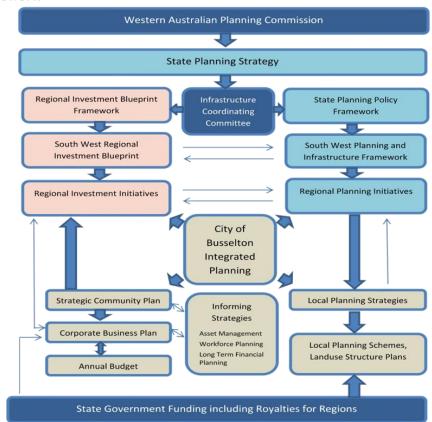
Measurement and Reporting

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

State Planning and Development Framework

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

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



Who we are



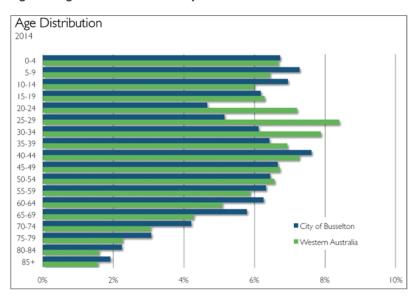
The City of Busselton is an idyllic location known widely for its stunning beaches and desirable holiday destinations; a place that is welcoming and where people can relax, enjoy nature, and experience a lifestyle that is envied by many.

Situated 223kms from Perth, Western Australia's capital city, and covering an area of 1,454 square kilometres, the City of Busselton is a thriving community with a strong identity.

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

¹ Australian Bureau of Statistics Busselton LGA 23 September 2016

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



Our population growth is reflected in the record number of planning applications received by the City in 2015-2016, which included 991 development applications. In the same year the total value of commercial development approved was \$69M with approved building permits totalling \$261M².

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

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

² City of Busselton 2015-2016 Annual Performance Results

³ Australian Bureau of Statistics Busselton LGA 1379.0.55.001 23 September 2016.

Developing our Strategic Community Plan

Attachment A

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

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

Figure 2: VISION 2030 community engagement program.

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

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

Identifying the community's vision



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

Community Insights

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

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

Other issues raised included

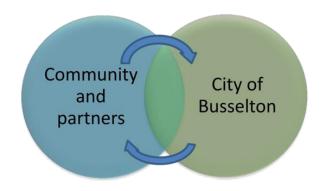
- The need for a performing arts and entertainment centre.
- Bushfire risks.
- Numbers of policing in the District and the incidence of criminal activity.
- Provision of services for youth.
- The number and design of parks and playgrounds.
- Improved waste management and the introduction of kerb side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

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

Local government control and influence

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

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



Some of our key partners are -

South West Development Commission

Other State and Federal Government departments and agencies

Community groups, clubs, associations and organisations

Local Chambers of Commerce and Industry

Local businesses

Margaret River-Busselton Tourism Association

Busselton Jetty Environment and Conservation Association (BJECA)

South West Catchments Council

How to read our Strategic Community Plan

VISION

The vision is what the community aspires to create and to be. To reach our vision, our plan focusses on six Key Goal Areas.

COMMUNITY OBJECTIVES

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

COUNCIL STRATEGIES

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

OBJECTIVES AND STRATEGIES: NEW, MODIFIED OR EXISTING?

Our current Strategic Community Plan, adopted in 2013 and reviewed in2015, has provided a roadmap for Council over the past four years and this new plan enhances and consolidates this roadmap. So you can easily see the difference between this plan and what was adopted in 2013, we have colour coded each object and strategy with either "New", "Modified" or "Existing".

New
Modified
Existing

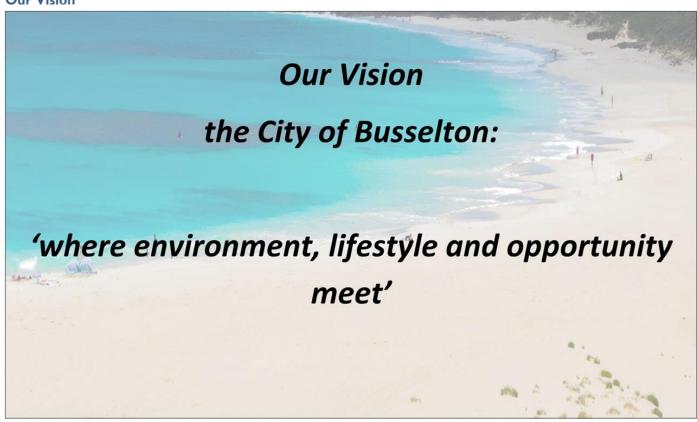
"New" denotes that the objective or strategy is new to the Strategic Community Plan.

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

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

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Our Vision



Overview of Community Goals and Objectives



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

KEY GOAL AREA I COMMUNITY: Welcoming, friendly, healthy

Some of what you told us ...

Look at options to improve youth engagement in the

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

Provide family friendly and inclusive services.

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

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

Affordable housing is urgently needed.

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

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

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

More aged care facilities.



Key Goal Area I

COMMUNITY: Welcoming, friendly, healthy

Community Objectives

- 1.1 A friendly and safe community with a strong community spirit.
- 1.2 A community with access to life-long health and education opportunities.
- 1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
- 1.4 Community services and programs that support people of all ages and backgrounds.

Council Strategies

- a. Explore ways to improve social connectedness and inclusion.
- Engage with providers for the timely delivery of specialist health and other support services that assist all sectors of our community.
- Work with the community and other key partners to create and maintain safe public areas.
- d. Advocate for the establishment of higher education facilities providing transitional learning opportunities
- e. Create sport and recreation hubs to service local and regional communities.
- f. Establish a performing arts facility for the District.
- g. Host and facilitate events and programs that bring the community together.

What we can do as individuals

- ✓ Join a club or social group.
- Take up a new activity or area of study.
- Find a buddy to share and enjoy recreational time.
- ✓ Support your local theatre groups.
- ✓ Be respectful of others.
- ✓ Support a local charity.

KEY GOAL AREA 2 PLACE AND SPACES Vibrant, attractive, affordable

Some of what you told us...

Plan for a diverse population.

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

Do not turn us into a mini Perth.

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

More shady outdoor areas. Keep our trees.

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

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

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

Please increase green belts and reduce suburban sprawl.

Better planned parking arrangements.



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Key Goal Area 2

PLACE AND SPACES Vibrant, attractive, affordable

Community Objectives

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

Council Strategies

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

What we can do as individuals

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

KEY GOAL AREA 3 ENVIRONMENT Valued, conserved and enjoyed

Some of what you told us...

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

Use wind/solar technology to power town.

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

Protect biodiverse hotspots.

Better planning for coastal erosion impacts seems imperative.

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

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

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

More attention to the Vasse River.



Key Goal Area 3

ENVIRONMENT Valued, conserved and enjoyed

Community Objectives

- 3.1 Development is managed sustainably and our environment valued.
- 3.2 Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
- 3.3 The health and attractiveness of our waterways and wetlands is improved to enhance community amenity.
- 3.4 Climate change risks and impacts are understood, acknowledged and responded to through appropriate planning and community education.

Council Strategies

 Ensure that environmental values are considered as part of land use planning and management.

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- Manage the City's carbon footprint through the adoption of environmentally friendly and financially viable technologies and practices
- Work with the community to identify and implement environmental sustainability initiatives.
- d. Continue to work with key partners to manage our dynamic coastline, including potential adverse impacts arising from climate change.
- e. Continue to develop and implement waste management strategies with a focus on waste avoidance, reduction, reuse and recycling.
- f. Continue to play a strong role as part of the Vasse Ministerial Taskforce to improve the health of waterways in the Geographe Catchment (including the Lower Vasse River, Toby Inlet and Vasse-Wonnerup wetlands.)

What we can do as individuals

- Minimise nutrient runoff from lawns and gardens.
- Avoid purchasing products with unnecessary packaging and look for items made of recycled content.
- Use designated coastal pathways and avoid creating pathways in vulnerable areas.
- Take your bulk recyclable items to the City's waste transfer stations.
- Maintain and replant native vegetation.
- ✓ Join an environmental group.

KEY GOAL AREA 4 ECONOMY Diverse, resilient, prosperous

Some of what you told us...

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

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

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

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

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

Lower commercial leasing costs

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

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

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

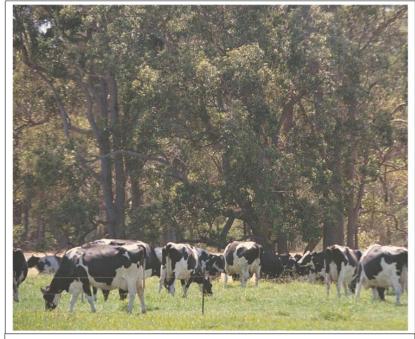


Image courtesy of Tourism WA

Key Goal Area 4

ECONOMY Diverse, resilient, prosperous

Community Objectives

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

Council Strategies

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

What we can do as individuals

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

KEY GOAL AREA 5 TRANSPORT Smart, connective and accessible

Some of what you told us...

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

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

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

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

Link footpaths and cycleways.

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

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

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



Key Goal Area 5

TRANSPORT Smart, connective and accessible

Community Objectives

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

Council Strategies

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

What we can do as individuals

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

KEY GOAL AREA 6 LEADERSHIP Visionary, collaborative, accountable

Some of what you told us...

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

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

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

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

The local paper not delivered in all areas.

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

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

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

Strategic community plans need to achievable, transparent and accountable.



Key Goal Area 6

LEADERSHIP Visionary, collaborative, accountable

Community Objectives

- 6.1 Governance systems, process and practices are responsible, ethical and transparent.
- 6.2 Council engages broadly and proactively with the community.
- 6.3 Accountable leadership that is supported by a skilled and professional workforce.
- 6.4 Assets are well maintained and responsibly managed.

Council Strategies

- Provide opportunities for the community to participate in decision making processes.
- Improve two way communication with the community using a range of accessible communication channels.
- Ensure the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.
- d. Develop, maintain and implement asset management plans that maintain community assets at the appropriate standard.
- Actively participate in regional, state and national alliances to return benefit to the community.
- Continuously improve organisational performance and service delivery.

What we can do as individuals

- ✓ Keep up to date with City news by joining the City's Facebook page.
- ✓ Join the City's community engagement site at yoursay.busselton.wa.gov.au
- Apply to Council's community funding programs to help finance your organisation's services or activities or to assist with funding and attracting year round events to the region.
- Respect the policies and processes established to protect community well-being and benefit.
- Attend Council meetings when an item of interest is on the agenda.
- Participate in community engagement forums and events.

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Resourcing our plan

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

Funding

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

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

Assets

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

Workforce

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



Attachment A



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

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

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

Converting the plan into action

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

City Infrastructure Snapshot



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Service deliverables

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

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

Measuring and tracking the success of this plan



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

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

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

Community Satisfaction Survey

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

Financial performance of programs, projects and assets

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

Economic Data

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

Key Performance Indicators

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

Annual Report

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

Review Schedule

The review and updating of the City's Strategic Community Plan will involve engaging the community to learn about and confirm key issues and concerns.

We will also take into account what is happening in the broader community at that time.

Desktop review complete	2019
Next full review	2021

Attachment A

Strategic Community Plan 2017-2030

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TELL US WHAT YOU THINK

1. Does this draft meet your expectations about the future of our community?

Does not		Meets a few		Meets so	me of my		Meets most		Meets my
meet my		of my		expect	tations		of my		expectations
expectations		expectations					expectations		
1	2	3	4	5	6	7	8	9	10

Are there any opportunities that we may have missed in the draft plan?	
ease provide details	
ease provide details	
Is there something in the draft plan that you do not agree with?	
ease provide details	

239 Attachment A Strategic Community Plan 2017-2030

By post: Locked Bag 1, Busselton 6280

By email: city@busselton.wa.gov.au

4. Is there something in the draft plan that you would like more information about?				
5. Is there any other comment you would like to make about this draft plan?				
Please detach and return this page containing your comments and submit to the City of Busselton.				
In person: 38 Peel Terrace, Busselton				

Council		240		
14.3	Attachment A	Strategic Community Plan 2017-2030		

8 February 2017





Council	
143	

Attachment A

242 Strategic Community Plan 2017-2030 8 February 2017

14.4 PORT GEOGRAPHE VILLAGE CENTRE COMMUNITY PURPOSE SITE AND EASEMENT

SUBJECT INDEX: Port Geographe Village Centre

STRATEGIC OBJECTIVE: Infrastructure assets are well maintained and responsibly managed to

provide for future generations.

BUSINESS UNIT: Corporate Services
ACTIVITY UNIT: Property Services

REPORTING OFFICER: Property Management Coordinator - Sharon Woodford-Jones **AUTHORISING OFFICER:** Acting Director, Finance and Corporate Services - Sarah Pierson

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Port Geographe Village Centre Land

Attachment B Port Geographe Village Centre Precinct Plan

PRÉCIS

The purpose of this report is to recommend that Council enter into an agreement with the owners of a portion of land within the Port Geographe Development known as the Village Centre. The proposed agreement will create a legal obligation on the developers of the Village Centre to hand over to the City a community purpose site ("CPS") within the Village Centre, free of charge and encumbrances.

BACKGROUND

Lots 38 and 9501 on Deposited Plan 50937 as shown on the Plan annexed and marked 'Attachment A' form the land known as the Village Centre. The latest Endorsed Structure Plan for this land dates back to 2008 and is annexed and marked 'Attachment B'. The Village Centre land was originally indistinguishable from the whole Port Geographe Development as it formed part of the land purchased by the original developer, Port Geographe Development Pty Ltd, circa 1990. As a result of the grant of a specific development approval for subdivision from the Port Geographe Development it became known as the Port Geographe Village Centre and the subject of its own Structure Plan, distinct from the Port Geographe Development Plan.

Port Geographe Development Pty Ltd entered into a Development Deed with the City of Busselton (then the Shire of Busselton) and the Minister for Transport on 23 January 1991 ("the Development Deed"). The Development Deed has been the subject of a number of variations over the years reflecting not only the changes in ownership of the land but the way in which it was contemplated it would be developed. Notwithstanding the later subdivision of the Village Centre, it remained part of the development for the purpose of the Development Deed obligations.

The Development Deed contained a number of commitments and obligations, many of which have either been renegotiated and embodied in new documentation; are obsolete or have been satisfied over time. For the purpose of this report, the Development Deed obligation that remains outstanding is the requirement to transfer a CPS within the Village Centre to the City free of charge and encumbrances.

The Port Geographe Development was acquired by Tallwood Nominees Pty Ltd ("Tallwood") in March 1994. Tallwood went into voluntary administration on 4th August 2011 and into liquidation on 9th August 2012.

Prior to Tallwood going into administration, the Village Centre land was purchased by a separate entity, the Port Geographe Village Centre Pty Ltd ("the PGVC") but the transfer was never registered. It is understood that the reason for this was that stamp duty on the transaction was not paid at the time, preventing the land from being registered in the name of the new owners, the PGVC. Tallwood therefore remained as the registered proprietor of the Village Centre when they went into administration.

The undeveloped land at Port Geographe was acquired by a new developer Aigle Geographe Pty Ltd in April 2015. It specifically excluded the Village Centre as the administrators acknowledged that the 'owners' of the Village Centre were the PGVC. Whilst a new Development Deed was entered into by the new Developers, this was in respect of the land purchased within the Port Geographe Development and excluded the Village Centre.

As the outstanding obligations within the original Development Deed (as varied) that relate to the wider Port Geographe Development have been either renegotiated or embodied in other agreements, the obligation to transfer a CPS to the City free of encumbrance within the Village Centre remains as the only remnant obligation of the original deed. Until such time as the obligation in relation to the provision of a CPS from the Village Centre is satisfied the City are entitled to retain a caveat over the Village Centre lots. This caveat will be lifted to enable the transfer to the PGVC to be concluded.

The current Structure Plan for the Village Centre refers to the provision of 200m² of constructed floor space for community purposes. As the Village Centre is largely undeveloped and at some point will have to be the subject of a new development or sub division approval, the developers have requested that the City allow them to nominate alternatives as to how the obligation to provide a CPS might be satisfied. It is also acknowledged that the Structure Plan is a framework for more detailed planning to occur at the subdivision and development stage and the appropriateness of a CPS in this area will need to be considered in more detail in the future. The purpose of the proposed agreement is to capture some alternatives, which are explained in more detail in the Officer Comment section of the report, along with the right for the City to lodge a new caveat to protect the obligation.

STATUTORY ENVIRONMENT

The Structure Plan annexed and marked as Attachment A was endorsed under delegation in accordance with s.16 of the Planning and Development Act 2005 and was adopted pursuant to the Shire of Busselton Planning Scheme No. 20 on 29th August 2008.

Paragraph 6.9.4 of the City of Busselton Local Planning Scheme No. 21 refers to the Port Geographe Village Centre Precinct Plan incorporating and making provision for 200m² of constructed floor area community/meeting space. This is consistent with the 2008 Structure Plan. The proposals within the proposed agreement align with the provisions of the Local Planning Scheme in this respect.

RELEVANT PLANS AND POLICIES

Nil

FINANCIAL IMPLICATIONS

There are no budget implications of entering into the proposed agreement other than nominal costs for the withdrawal and lodgment of a caveat over the Village Centre land to enable the land to be registered. Once the obligation in the proposed agreement is satisfied by the PGVC, the City will need to determine what is appropriate for the development at that time; which may have associated future financial implications.

Long-term Financial Plan Implications

See above.

STRATEGIC COMMUNITY OBJECTIVES

The proposal to enter into an agreement for the provision of a CPS is consistent with the City of Busselton Strategic Community Plan 2013 (review 2015), namely Council Objectives:

- 2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections; and
- 2.3 Infrastructure assets are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

There are not considered to be any medium or high level risks associated with the proposal to enter into the proposed agreement.

CONSULTATION

The provision of a CPS in a built form is referred to in the Structure Plan endorsed in 2008 which is consistent with the relevant provisions of the City of Busselton Local Planning Scheme No. 21. Those planning processes were the subject of consultation undertaken at the time.

OFFICER COMMENT

Due to changes both to the original Development Deed, the subsequent subdivision of the Village Centre and the change and iterations of the structure plans over the years the means by which the City is to be provided with a CPS have changed.

The Village Centre was formally the subject of its own WAPC planning approval which has long since lapsed. In negotiating the terms of the proposed agreement with the PGVC, the issue of most concern related to the uncertainty over the future Village Centre development proposals and the inability to determine the final built form at this stage. It is for this reason that the proposed agreement accommodates alternative means by which the obligation can be satisfied.

The City may ultimately determine that a CPS is not necessarily appropriate for the area and the final built form may be very different to that envisaged at the time the obligation was created, but the proposed Agreement preserves the rights of the City, which if not secured now, would be difficult to capture at a later date.

The proposed agreement therefore requires that the CPS must be handed over to the City in one of two forms, either a minimum of 200 square metres of constructed floor space which is strata titled, or, if the City are willing to accept it, a portion of freehold land with a minimum block size of 400 square metres. The proposed agreement provides that the trigger for the provision of the site will occur five years after the PGVC have obtained either subdivision or development approval.

In the event of the PGVC failing to provide land in either of the formats outlined then the proposed agreement provides that the City may either demand compensation from the developers based on a valuation of either 200 square metres of constructed floor space in the Village Centre or a block of freehold land with a minimum block size of 400 square metres.

As Tallwood have been in administration since 2012, the ability for the PGVC to conclude the transfer and registration of the Village Centre land and negotiate an outcome in relation to the CPS with the City has been curtailed. Execution of the proposed agreement with the PGVC effectively deals with the requirement that arose from the original Development Deed (as varied) in relation to the

provision of a CPS and the protection of that obligation in the form of a caveat lodged on the Village Centre land.

It is the last matter for the Administrators of Tallwood to deal with. Following execution of the proposed agreement the PGVC can conclude the transfer and registration of the Village Centre land and the administrators can bring the administration of Tallwood to a close.

CONCLUSION

The proposed agreement provides for the provision of a CPS within the Village Centre and satisfies the obligation in the Development Deed, albeit in a different form and with options as to how the land is provided. Subject to determination of what is appropriate at the time, it will enable the City to claim a CPS (in one form or another) while at the same time allowing the developers flexibility in the ultimate design of the subdivision and development of the Village Centre.

OPTIONS

- 1. The Council may choose not to enter into the Agreement with the PGVC
- 2. The Council may direct Officers to enter into a different form of agreement with the PGVC.

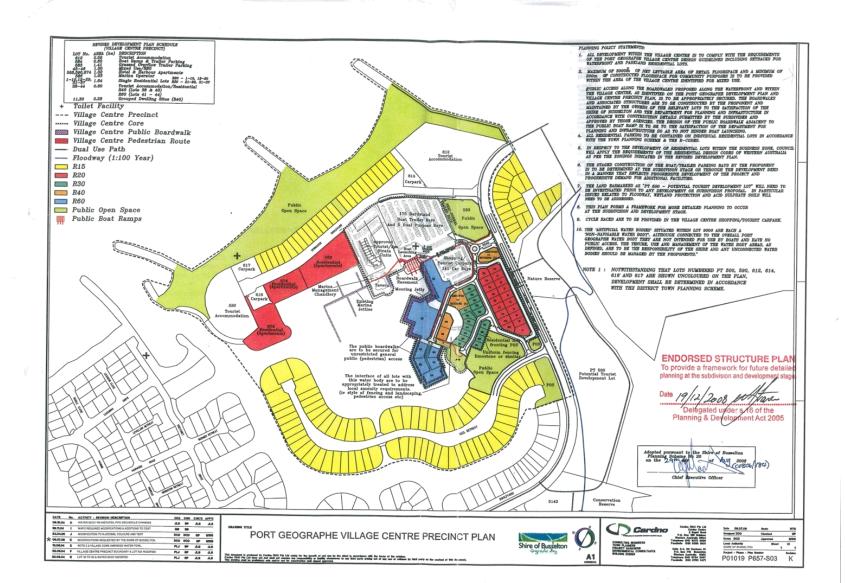
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The PGVC wish to execute the proposed agreement as soon as possible and the administrators of Tallwood wish to conclude the winding up of the company and transfer of its remaining assets. It is therefore expected that the agreement will be executed by the City no later than the end of April 2017.

OFFICER RECOMMENDATION

That the Council:

- 1) Enters into an agreement with the Port Geographe Village Centre Pty Ltd and MacSea Nominees No 2 Pty Ltd on the following terms:
 - a) The provision of a Community Purpose Site within 5 years from the date of issue of Subdivision Approval or Development Approval in respect of the land known as the Village Centre
 - b) Such Community Purpose Site to be in one of the following forms:
 - i. a portion of land selected by the developers within the Village Centre that is a minimum of 200 square metres of constructed floor space and strata titled; or
 - ii. with the consent of the City of Busselton, a portion of land within the Village Centre that is a block of freehold land within a minimum block size of 400 square metres.
 - c) The option for the City to claim compensation in the event of the Developers failing to comply with the obligation to transfer a Community Purpose Site in an amount equivalent to the value of either 200 square metres of constructed floorspace which is strata titled or a block of freehold land with a minimum block size of 400 square metres.
 - d) Other terms and conditions dealing with the ability to lodge a caveat on the Village Centre land to protect the interest of the City.



15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX: Councillors' Information

STRATEGIC OBJECTIVE: Governance systems that deliver responsible, ethical and accountable

decision-making.

BUSINESS UNIT: Executive Services
ACTIVITY UNIT: Governance Services
REPORTING OFFICER: Reporting Officers - Various

AUTHORISING OFFICER: Chief Executive Officer - Mike Archer

VOTING REQUIREMENT: Simple Majority

ATTACHMENTS: Attachment A Planning Applications Received 16 November - 31

December <u>U</u>

Attachment B Planning Applications Determined 16 November - 31

December U

Attachment C South West Zone & WALGA State Council Agenda

Summary !!

Attachment D Meelup Regional Park Management Committee

Informal Meeting Minutes - 28 November 2016 U

Attachment E Meelup Regional Park Management Committee

Informal Meeting Minutes - 19 December 2016 U

Attachment F Business South West – Local Government Authority 6

Monthly Report!

Attachment G CSRFF Outcomes of Applications for Funding !!

PRÉCIS

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

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

INFORMATION BULLETIN

15.1.1 Planning and Development Statistics

Attachment A is a report detailing all Planning Applications received by the City between 16 November, 2016 and 31 December 2016. 123 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 November, 2016 and 15 November, 2016. A total of 123 applications (including subdivision referrals) were determined by the City during this period with 121 approved / supported and 2 refused / not supported.

The below scheme was published in the Western Australian Government Gazette on 2 December 2016:

LOCAL PLANNING SCHEME NO. 21 Scheme Amendment No. 15

The purpose of this amendment is to rezone a portion of Lot 4001 Metricup Yelverton Road, Yelverton from 'Agriculture' to 'Bushland Protection' and amend the scheme maps accordingly.

15.1.2 Current Active Tenders

2016/2017 TENDERS

RFT 18/16 SUPPLY OF CLEANING CHEMICALS & PAPER CONSUMABLES

The City of Busselton invited tenders for the supply of general cleaning chemicals and paper consumables for all the City of Busselton owned and managed facilities. The tender was advertised on 3 September 2016, with a closing date of 27 September 2016. The tender closing date was extended to close on 29 September 2016 and 8 tenders were received. The value of the contract is will not exceed the CEO's delegated authority.

The evaluation was completed and a recommendation report presented to the CEO in November 2016. The contract resulting from RFT18/16 was awarded by the CEO to Staley Holdings Pty Ltd trading as Staley Food & Packaging.

RFT20/16 BUSSELTON FORESHORE – CONSTRUCTION OF YOUTH & COMMUNITY ACTIVITIES BUILDING

The City of Busselton invited tenders for the construction of the Youth & Community Activities Building at the Busselton Foreshore. The tender was advertised on 24 September 2016, with a closing date of 25 October 2016. The tender closing date was extended to 27 October 2016. The value of the contract will exceed the CEO's delegated authority.

The evaluation report was presented to Council on 23 November 2016. The contract resulting from RFT20/16 was awarded by Council to Pro Living Pty Ltd trading as Pro Construct.

RFT21/16 DESIGN SERVICES BUSSELTON ROAD NETWORK UPGRADES

The City of Busselton invited tenders for engaging a suitably qualified consultant for the supply of civil design services to progress existing concept designs to detailed designs for the following roads:

- Duplication of Causeway Road (Peel Terrace Strelly Street includes a new dual lane roundabout at Rosemary Street);
- Peel Terrace (West Street Brown Street); and
- Duplication of Strelly Street (Bussell Bypass to Barlee Street).

The City would also have the option to extend the contract to include the following roads:

- Eastern Link Road (Causeway Road to Peel Terrace includes a bridge structure over the Vasse River);
- Victoria Square round-about;
- Peel Terrace (Brown Street Ford Road);
- Duplication of Strelly Street (Barlee Street West Street up to the Bussell Highway); and
- Duplication of Causeway Road (Strelly Street Bussell Bypass).

The tender was advertised on 8 October 2016, with a closing date of 25 October 2016. The tender closing date was extended to 1 November 2016. The value of the contract will not exceed the CEO's delegated authority.

The evaluation was completed and a recommendation report was presented to the CEO in November 2016. The contract resulting from RFT21/16 was awarded by the CEO to Calibre Consulting (Aust) Pty Ltd.

RFT22/16 CHURCHILL PARK – SUPPLY AND INSTALL PUMPS, SHED, TANK AND FILL LINE

The City of Busselton invited tenders for the supply and installation of pumps, shed, tank and fill line as part of the redevelopment of Churchill Park, Busselton. The tender was advertised on 15 October 2016, with a closing date of 2 November 2016. A total of 2 tenders were received. The value of the contract will not exceed the CEO's delegated authority.

The evaluation has been completed and a recommendation report was presented to the CEO in November 2016. The contract resulting from RFT22/16 was awarded by the CEO to Total Eden Pty Ltd.

RFT23/16 ASPHALT AND SPRAY SEALING SERVICES

The City of Busselton invited tenders for the supply, delivery and application of asphalt and bitumen products within the City of Busselton. The tender was advertised on 29 October 2016, with a closing date of 15 November 2016. The value of the contract will exceed the CEO's delegated authority. The evaluation has been completed and a recommendation report was presented to Council in November 2016.

Council endorsed the evaluation panel's assessment and delegated authority to the CEO to award the contract resulting from RFT23/16 to Malatesta Investments Pty Ltd trading as Malatesta Road Paving & Hot Mix.

RFT01/17 KERBSIDE RECYCLING SERVICES

The City invited tenders for the collection of material from yellow top recycling bins and related services within the City of Busselton. It is intended that the tender will be advertised on 28 January 2017, with a closing date of 10 March 2017. The value of the contract will exceed the CEO's delegated authority.

15.1.3 WALGA State Council and Zone Agenda Summary and Recommendations

A summary of the South West Zone WALGA meeting held on 25 November 2016 and the State Council WALGA meeting held on 7 December 2016 are available to view in Attachment C.

15.1.4 Meelup Regional Park Management Committee

The minutes from the Meelup Regional Park Management Committee informal meeting for the 28 November 2016 are available to view in Attachment D and the 19 December 2016 are available to view in Attachment E.

15.1.5 Business South West – Local Government Authority 6 Monthly Report

Correspondence has been received from Business South West and is available to view in Attachment F.

15.1.6 Cape Naturaliste College – Letter of Appreciation

Correspondence has been received from the Cape Naturaliste College as follows:

'The College wishes to thanks the City of Busselton for their generous sponsorship of the Cape Naturaliste College Sporting Excellence Award for the Year 12 presentation evening.

The worthy recipient of this award was Jazmyne Roberts.

This year the presentation evening was a wonderful event and the City's support contributed to its success

Please find enclosed a receipt of the donation for your records. Thank you again for your generous sponsorship and continuing support of Cape Naturaliste College and its students.

Regards,

Mark Gillett - Principal'

15.1.7 Cornerstone Christian College – Letter of Appreciation

Correspondence has been received from the Cornerstone Cristian College as follows:

The leadership and staff of Cornerstone Cristian College, wish to acknowledge the generous support of the City of Busselton in the sponsorship of our end of year awards. The students will be greatly encouraged by the way your financial contributions have allowed us to acknowledge their excellence in so many fields.

We are deeply grateful for your support. Gary Maynard - Principal'

15.1.8 Cape Artists Dunsborough Art Society Inc – Letter of Appreciation

Correspondence has been received from the Cape Artists Dunsborough Art Society Inc as follows:

'Please convey our thanks for the \$400 donation in support of our Annual Art Exhibition. The City's support is very much appreciated. Enclosed please find an invitation to the opening night should you or anyone there wish to attend. When you have the chance would you forward information re what funding is possible from the City of Busselton in 2017 for a non-profit society such as ours, and when and how to apply.

Best wishes for the coming season, Wendy Hermon - Communications Secretary'

15.1.9 MSWA – Letter of Appreciation

Correspondence has been received from MSWA as follows:

'Thank you for your lovely gift hamper you gave to our staff in Busselton.

We will share the contents between staff and clients in the area.

On behalf of MSWA, I would like to wish you and your staff a very Merry Xmas and a prosperous 2017.

Kind regards

Sue Shapland - General Manager, Member Services'

OFFICER RECOMMENDATION

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

- 15.1.1 Planning and Development Statistics
- 15.1.2 Current Active Tenders

•	15.1.3	WALGA State Council and Zone Agenda Summary and Recommendations
•	15.1.4	Meelup Regional Park Management Committee
•	<u>15.1.5</u>	Business South West – Local Government Authority 6 Monthly Report
•	15.1.6	Cape Naturaliste College – Letter of Appreciation
•	15.1.7	Cornerstone Christian College – Letter of Appreciation
•	<u>15.1.8</u>	Cape Artists Dunsborough Art Society Inc – Letter of Appreciation
•	15.1.9	MSWA – Letter of Appreciation

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development A	pplications							
DA16/0768	Single House (reduced open space and outdoor living area)	25 Alice Street~YALYALUP WA 6280	Lot 784 PLAN 404829	28/11/2016	176245	Benjamin George Davies	Dale Alcock Homes South West Pty Ltd	105
DA16/0797	Change of Use (Heavy Vehicle Parking)	4850 Bussell Highway~REINSCOURT WA 6280	Lot 1 DIAGRAM 24325	18/11/2016	1	Moonpass Pty Ltd	Streamline Underground Services	98
DA16/0832	Signage (Hand Therapy Clinic)	39 Bussell Highway~WEST BUSSELTON WA 6280	Lot 81 DIAGRAM 72404	1/12/2016	3000	Jeannette Patricia Ann Davis	Jeannette Patricia Ann Davis	3
DA16/0835	Pylon Sign	115 Bussell Highway~WEST BUSSELTON WA 6280	Lot 73 DIAGRAM 25159	17/11/2016	1000	Telemed Pty Ltd	Lisa Hemmings	24
DA16/0837	Single House and Retaining Wall (Landscape Value Area)	114 Quedjinup Drive~QUEDJINUP WA 6281	Lot 206 PLAN 65137	14/12/2016	450000	Aaron James Freestone & Sharon Maureen Freestone	Aaron James Freestone, Sharon Maureen Freestone	44
DA16/0840	Use Not Listed (Pop Up Bar and Eatery)	29 Commonage Road~QUINDALUP WA 6281	Lot 2761 PLAN 26681	17/11/2016	1	Herbert Eugen Schaal	Blanche Bar	46
DA16/0847	Single House (Modification to Existing Jetty)	4/24 Freycinet Drive~GEOGRAPHE WA 6280	Lot 4 SSPLN 37407	16/11/2016	1000	Kevin John Daff	Kevin John Daff	3
DA16/0852	Single House (RCodes Reduced Setback)	37 Paterson Drive~YALYALUP WA 6280	Lot 720 PLAN 401832	24/11/2016	183492	Mary Donald Nominees Pty Ltdt/a DJ MacCormick Property Group	Dale Alcock Homes South West Pty Ltd	12
DA16/0862	Grouped Dwelling (Additions / Alterations to Existing Grouped Dwelling)	112A Geographe Bay Road~DUNSBOROUGH WA 6281	Lot 1 STPLN 57524	16/11/2016	90000	Jason Lenko Antunovich & Helen Antunovich	Lodge & Company Builders	29
DA16/0863	Single House (Port Geographe Development Area)	29 Windward Green~GEOGRAPHE WA 6280	Lot 103 PLAN 59251	29/11/2016	380581	Leachelle Catherine Archibald	Dale Alcock Homes South West Pty Ltd	32
DA16/0865	Single House (removal of dead tree within restrictive covenant area)	114A Geographe Bay Road~DUNSBOROUGH WA 6281	Lot 4 PLAN 49469	16/11/2016	1	Michael Edwin Halls	Michael Edwin Halls	30
DA16/0867	Signage - Display Home Village	34 Waterville Road~DUNSBOROUGH WA 6281	Lot 148 PLAN 406545	25/11/2016	3000	Robert Dickinson & Andria Mary Dickinson	Dale Alcock Homes South West Pty Ltd	30
DA16/0873	Single House (Additions in Landscape Value Area)	26 Wildbrook Place~YALLINGUP WA 6282	Lot 40 PLAN 41565	16/11/2016	175000	Shirley Ann Papadopoulos	Green Construct Pty Ltd	37
DA16/0874	R-Codes (patio with reduced setback)	136 Aurelian Avenue~YALYALUP WA 6280	Lot 201 PLAN 56909	17/11/2016	6000	lan Hodkinson	lan Hodkinson	45
DA16/0875	Bed & Breakfast (2 Bedrooms)	7 Harry King Avenue~DUNSBOROUGH WA 6281	Lot 84 PLAN 41224	17/11/2016	14000	Sally Anne Clennell Wilkinson	Sally Anne Clennell Wilkinson	17
DA16/0880	Relocated Building Envelope (To Accommodate a Single House in a Landscape Value Area)	111 Green Park Road~QUINDALUP WA 6281	Lot 68 PLAN 37015	22/11/2016	340439	Marin Robin Shegedin	Redink Homes Southwest Pty Ltd	49
DA16/0882	Single House (patio) Port Geographe Development Area	12 Blue Manna Mews~GEOGRAPHE WA 6280	Lot 117 PLAN 36861	21/11/2016	11000	Daniell Robert Abrahamse & Martha Gerbrecht Elizabeth Abrahamse	Daniell Robert Abrahamse, Martha Gerbrecht Elizabeth Abrahamse	31
DA16/0883	Single House in Landscape Value Area	102 Lagoon Drive~YALLINGUP WA 6282	Lot 21 PLAN 21893	23/11/2016	296527	Shane Robert Smith	AK Homes Construction Pty Ltd	15
DA16/0884	Holiday Home (Single House) 10 people	4 Burgee Cove~GEOGRAPHE WA 6280	Lot 16 PLAN 57392	22/11/2016	0	Anna Tan Wei Lin	Anna Tan Wei Lin	61

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development A	pplications							
DA16/0885	Outbuilding (Landscape Value Area)	27 Quedjinup Drive~QUEDJINUP WA 6281	Lot 103 PLAN 21711	22/11/2016	15660	Carolyn Jane Robinson & Michael Eric Robinson	Outdoor World Bunbury	19
DA16/0888	Outbuilding (Gazebo in Landscape Value Area)	624A Caves Road~MARYBROOK WA 6280	Lot 1 STPLN 31186	25/11/2016	5000	Robert Brian Lawrence	Robert Brian Lawrence	57
DA16/0890	Outbuilding (over-height)	2 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 6 DIAGRAM 25027	12/12/2016	22391	Andrew Scott Lewis	Outdoor World Wangara	36
DA16/0891	Plant Nursery (Outbuilding and Lean- to)	348 Queen Elizabeth Avenue~AMBERGATE WA 6280	Lot 4680 PLAN 203019	13/12/2016	40000	Water Corporation	Busselton Sheds Plus	4
DA16/0892	Signage (Two Advertising Signs for Aigle Royal Developments)	Layman Road~GEOGRAPHE WA 6280	Lot 9507 PLAN 59251	28/11/2016	10000	Aigle Geographe Pty Ltd	Aigle Geographe Pty Ltd	22
DA16/0893	Tavern (internal and front boundary fencing)	5850 Bussell Highway~ABBEY WA 6280	Lot 11 DIAGRAM 83265	25/11/2016	18000	Peter Walsh Pty Ltd	Custom Residential Design	21
DA16/0894	Signage	Commonage Road~QUINDALUP WA 6281	Lot 21 PLAN 51474	16/11/2016	5000	Toby's Inlet Estate Pty Ltd	Toby's Inlet Estate Pty Ltd	13
DA16/0895	Bed & Breakfast	84 Seymour Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 58181	16/11/2016	1	Nerilee Jean Boshammer	Nerilee Jean Boshammer	22
DA16/0896	Single House (Carport Addition with reduced setback)	11 Naruo Court~DUNSBOROUGH WA 6281	Lot 931 PLAN 44182	9/12/2016	6000	Sarah Elizabeth Lotze & Tony Stephen Lotze	Sarah Elizabeth Lotze, Tony Stephen Lotze	45
DA16/0897	Signage (14 Under Awning Light Boxes)	115 Strelly Street~BUSSELTON WA 6280	Lot 300 PLAN 39451	17/11/2016	19720	Primewest Busselton Pty Ltd	Sign On Group Pty Ltd	22
DA16/0900	Over Height Outbuilding	69 Heritage Drive~VASSE WA 6280	Lot 860 PLAN 52481	22/12/2016	15000	Kathryn Nicole Thomson & Sean David Thomson	Kathryn Nicole Thomson, Sean David Thomson	58
DA16/0903	Holiday Home (Grouped Dwelling) 6 Persons	13 North Street~DUNSBOROUGH WA 6281	Lot 1 SSPLN 57484	22/11/2016	1	Anthony Michael Begley & Jayne Catherine Begley	Lisa Anne Richards	15
DA16/0904	Single House (Alfresco Addition to a Single House in a Special Character Area)	9 Beach Road~DUNSBOROUGH WA 6281	Lot 3 PLAN 9656	17/11/2016	50000	Keith Rodney Butson	Keith Rodney Butson	60
DA16/0905	Single House (Special Character Area with parapet wall)	22B Bay View Crescent~DUNSBOROUGH WA 6281	Lot 1 SSPLN 57477	23/11/2016	1000000	Clive James McDonnell & Nee Phua	Design Management Group Pty Ltd	65
DA16/0906	Use Not Listed (Outbuilding Addition to Car Wash)	18 Peel Terrace~BUSSELTON WA 6280	Lot 74 PLAN 49894	17/11/2016	3000	Estate Of Austin David Grigg & Janice Audine Grigg	Stephen Ryan	14
DA16/0907	Patio (reduced setbacks)	52 Wentworth Loop~DUNSBOROUGH WA 6281	Lot 1019 PLAN 68127	24/11/2016	2500	Michael David Luplau & Allison Lee Astin Luplau	Michael David Luplau, Allison Lee Astin Luplau	43
DA16/0908	Outbuilding (Carport with Reduced Setback)	19 Reynolds Street~WEST BUSSELTON WA 6280	Lot 17 DIAGRAM 19306	21/11/2016	16420	Valma Josephine Collett	CPR Outdoor Centre	22
DA16/0909	Relocated Building Envelope (single house and outbuilding in a Landscape Value Area)	Okapa Rise~DUNSBOROUGH WA 6281	Lot 423 PLAN 49084	21/11/2016	950000	Kylie Gorbach & Harald Gorbach	Fraser John Mcalpine	8
DA16/0910	Overheight Outbuilding (reduced setbacks)	19 Broadwater Boulevard~BROADWATER WA 6280	Lot 130 PLAN 22419	21/11/2016	16500	Nigel Carling & Heather Jane Carling	Busselton Sheds Plus	33

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development A	pplications							
DA16/0911	Relocated Building Envelope (To Accommodate a Swimming Pool and Masonry Fence)	9 Klaehn Crescent~YALYALUP WA 6280	Lot 252 PLAN 37205	21/11/2016	40000	Brian Anthony O'Dwyer & Tarli Maree Doris O'Dwyer	Brian Anthony O'Dwyer, Tarli Maree Doris O'Dwyer	15
DA16/0912	Change of Use (from Recreation Facility to Restaurant)	5/17 Bussell Highway~WEST BUSSELTON WA 6280	Lot 5 STPLN 27226	28/11/2016	80000	Joseph Albert Johnson	Keerthana Sathish Kumar, Sathish Kumar Angia Thulasiraman	32
DA16/0913	Relocated Building Envelope	Sloan Drive~DUNSBOROUGH WA 6281	Lot 405 PLAN 49084	5/12/2016	0	Oliver William Toby Darby & Julie Ann Darby	Oliver William Toby Darby, Julie Ann Darby	5
DA16/0914	Single House (Landscape Value Area)	MacLaren Drive~YALLINGUP WA 6282	Lot 135 PLAN 39416	5/12/2016	400000	Michelle Anne Seton- Stewart	Michelle Anne Seton- Stewart	33
DA16/0915	Agricultural Outbuilding (Landscape Value Area)	33 Wyadup Road~YALLINGUP WA 6282	Lot No:11 & 12	42704.60932	25000	Estate Of Helmut Max Karl Ritter & Doris Maria Ritter	Mark James Fisher, Judith Anne Fisher	10
DA16/0917	Holiday Home (Single House) 6 people	13 High Street~WEST BUSSELTON WA 6280	Lot 10 DIAGRAM 22731	42709.64722	0	Rebecca Anne Edwards	Rebecca Anne Edwards	6
DA16/0918	Single House (reduced setbacks and visual privacy)	3A Park Way~WEST BUSSELTON WA 6280	Lot 1 SSPLN 63993	42702.63231	350712	Sandra Jean Maguire	Plunkett Homes	58
DA16/0921	3 Grouped Dwellings (Proposed Lot 41)	19 Ford Road∼GEOGRAPHE WA 6280	Lot 54 DIAGRAM 45535	42709.5898	810000	Jennifer Lee Higgins & Maxwell Henry Higgins	Maxwell Henry Higgins, Jennifer Lee Higgins	58
DA16/0924	Tourist Development (2 x outbuildings)	18 Yallingup Beach Road~YALLINGUP WA 6282	Lot 38 STPLN 52051	42699.66515	17566	Neil Clayton Jilley & Elizabeth Marjory Sheppard	Constructive Building Consultants	20
DA16/0925	Modified Building Envelope (Outbuilding in Landscape Value Area with reduced setback)	85 Sloan Drive~DUNSBOROUGH WA 6281	Lot 403 PLAN 49084	42713.43508	16500	Clayton John Halloran & Lana Cherrie Halloran	Clayton John Halloran, Lana Cherrie Halloran	32
DA16/0926	outbuilding with reduced setbacks (Landscape Value Area)	45 Grove Park Terrace~QUINDALUP WA 6281	Lot 13 PLAN 24492	42709.58047	18000	Gordon Smith	Sheds Down South	18
DA16/0929	Holiday Home (Single House) 8 Persons	2/9 Ford Road~GEOGRAPHE WA 6280	Lot 2 SSPLN 46426	42704.42568	1	Thomas Elliott Sibson, Fiona Francine Sibson, Russell Brian Sibson	Fiona Francine Sibson	3
DA16/0930	Holiday Home (Single House) 8 people	5 Pine Court~QUINDALUP WA 6281	Lot 45 DIAGRAM 54397	42719.63891	0	Stephen Terry Wallace & Paul Andrew Wallace	Paul Andrew Wallace	37
DA16/0931	Single House (Light Building Materials in Landscape Value Area)	53 Seascape Rise~YALLINGUP WA 6282	Lot 215 PLAN 75059	42711.48774	318111	Jane Caroline Ridout & Warwick Hines	AK Homes Construction Pty Ltd	34
DA16/0932	Outbuilding (reduced rear setback, over-height wall and oversized)	78 Morava Drive~AMBERGATE WA 6280	Lot 43 PLAN 400531	42704.56744	20000	Andrew Colin Crisp & Sarah Elizabeth Crisp	Sarah Elizabeth Crisp, Andrew Colin Crisp	26
DA16/0933	Modified Building Envelope	11 Karli Rise~YALLINGUP WA 6282	Lot 19 PLAN 21898	42704.39742	1	Emily Louise Sheehan	Emily Louise Sheehan	19
DA16/0934	Education Establishment (Additions to Library and Carpark Extensions)	245 Cape Naturaliste Road~DUNSBOROUGH WA 6281	Lot 999 PLAN 19518	42725.34404	1400000	Roman Catholic Bishop of Bunbury - Dunsborough	HMA Architects Pty Ltd	42
DA16/0935	Holiday Home (Single House) 8 people	11 Bernier Retreat~GEOGRAPHE WA 6280	Lot 393 PLAN 21948	42709.59228	0	Douglas Roy Kelly & Julie Marlene Kelly	Down South Getaways & Property Management	17

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Ap	pplications							
DA16/0936	Holiday Home (Single House) 4 Occupants	80 Napoleon Promenade~KEALY WA 6280	Lot 1081 PLAN 400047	42710.52618	1	David John Ralph	David John Ralph	39
DA16/0937	Single House (Patio in a Landscape Value Area)	12 Junee Place~YALLINGUP SIDING WA 6282	Lot 62 PLAN 20532	42706.41627	5000	Kate Louise Parker & Adam Peter Parker	Adam Peter Parker	9
DA16/0938	Holiday Home (Single House) 8 Persons	14 Powell Court~WEST BUSSELTON WA 6280	Lot 29 PLAN 10434	42709.59515	1	Nicholas Wallace & Susan May Wallace	Nicholas Wallace, Susan May Wallace	18
DA16/0940	Single House (Reduced Setbacks in Special Character Area)	16B Gifford Road~DUNSBOROUGH WA 6281	Lot 2 SSPLN 53332	42705.61176	398555	Grant William Millar & Rosaria Millar	AK Homes Construction Pty Ltd	47
DA16/0942	Single House Reflective Materials (Landscape Value Area)	11 Karda Place~YALLINGUP WA 6282	Lot 126 PLAN 21287	42709.59764	200000	Sonya Efseaff	Ross William McNab	37
DA16/0944	Over-height Outbuilding (reduced setbacks)	4 Trident Close~WEST BUSSELTON WA 6280	Lot 244 PLAN 13358	42704.45056	20000	Robert Duncan MacLeod & Aleisha Kellie MacLeod	Busselton Sheds Plus	38
DA16/0945	Tourist Accommodation Unit	1/1652 Caves Road~DUNSBOROUGH WA 6281	Lot 1 SSPLN 46428	42723.51035	231222	Stephen Stuart Robinson & Amanda Joan Grover	AK Homes Construction Pty Ltd	35
DA16/0948	Holiday Home (Single House) 8 Persons in Residential Zone Area 2	18 Galley Ramble~DUNSBOROUGH WA 6281	Lot 320 PLAN 24328	42710.46072	1	Whitby Holdings Pty Ltd	Mark Stothard	46
DA16/0950	Outbuilding (Water Tank in a Landscape Value Area)	1664 Wildwood Road~YALLINGUP WA 6282	Lot 5 DIAGRAM 68031	42709.41683	8000	West Coastal Development Pty Ltd	West Coastal Development Pty Ltd	1
DA16/0951	Holiday Home (Single House) 8 People	16 Bower Road~WEST BUSSELTON WA 6280	Lot 57 PLAN 8541	42711.58757	0	Douglas Roy Kelly & Julie Marlene Kelly	Down South Getaways & Property Management	2
DA16/0952	Extractive Industry (sand)	Tutunup Road~TUTUNUP WA 6280	Lot 78 PLAN 67879	42725.47563	1	Ryan Geoffrey Yates	Ryan Geoffrey Yates	9
DA16/0953	Holiday Home (Single House) 9 People	19 Ollis Street~QUINDALUP WA 6281	Lot 40 PLAN 12288	42706.45321	0	Anthony Lee Robinson & Kirsty Jane Robinson	Anthony Lee Robinson, Kirsty Jane Robinson	44
DA16/0954	Single House (Boundary Fencing in Port Geographe Development Area)	22 Keel Retreat~GEOGRAPHE WA 6280	Lot 565 PLAN 22450	42709.60154	20000	Darren Jeffery Smith & Tanya Marie May	Darren Jeffery Smith, Tanya Marie May	32
DA16/0955	Relative Ancillary Accommodation (Landscape Value Area)	28 Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 334 PLAN 55023	42709.60434	25000	Raymond Harmer Passmore & Christine Passmore	Space Light Order	46
DA16/0956	Restaurant (Retractable Awning)	3/25-27 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 12 STPLN 50630	42706.53197	4100	Michael Gordon Copeland (Bay View Super Fund)	Michael Gordon Copeland (Bay View Super Fund)	2
DA16/0957	Holiday Home (Single House) 8 People	23 Bridgewater Close~QUINDALUP WA 6281	Lot 6 PLAN 23785	42711.45383	0	Mark Francis Collins & Victoria Albertina Collins	Mark Francis Collins, Victoria Albertina Collins	1
DA16/0959	Holiday Home (Single House) 6 People	6 Orchid Court~GEOGRAPHE WA 6280	Lot 171 PLAN 17010	42706.63557	0	Andrew Sutherland Dickie & Jillian Avis Walsh	Andrew Sutherland Dickie, Jillian Avis Walsh	1
DA16/0960	Single House (reduced rear setback)	28 Serpentine Bend~YALYALUP WA 6280	Lot 71 PLAN 407789	42706.65104	221700	Christopher Keeton Maitland Hardwick & Marilyn Joy Hardwick	Dale Alcock Homes South West Pty Ltd	12
DA16/0961	Over-height Outbuilding	90 Hawker Approach~YALYALUP WA 6280	Lot 107 PLAN 57654	42709.66095	14000	Martin Chromow & Leanne Michelle Chromow	Sheds Down South	44

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development A	pplications							
DA16/0962	Single House (Port Geographe Development Area)	9 Headstay Cove~GEOGRAPHE WA 6280	Lot 22 PLAN 57392	42727.35844	285000	Pamela Ann Miller	Brian Robert Miller, Pamela Ann Miller	47
DA16/0963	Single House (retaining wall)	6 Ribbonvale Rise~DUNSBOROUGH WA 6281	Lot 221 PLAN 19120	42719.54966	4500	Joel Fitzgerald O'Dea & Christina Lucille O'Dea	AK Homes Construction Pty Ltd	27
DA16/0964	Signage (facade upgrade and illuminated signage)	1 Bussell Highway~WEST BUSSELTON WA 6280	Lot 34 DIAGRAM 35448	42727.49406	200000	Neil Glendon Forster	Pinnacle Planning Services Pty Ltd	21
DA16/0965	Single House (Patio in Landscape Value Area)	4 Harry King Avenue~DUNSBOROUGH WA 6281	Lot 93 PLAN 42929	42712.52742	10000	Christine Miles Russell & Malcolm Paul Russell	Malcolm Paul Russell, Christine Miles Russell	12
DA16/0966	3 Grouped Dwellings	6 Thomas Street~WEST BUSSELTON WA 6280	Lot 3 DIAGRAM 8160	42727.57817	1100000	Paul Francis Byrne & Lisa Mary Byrne	Lisa Mary Byrne, Paul Francis Byrne	42
DA16/0967	Outbuilding with Reduced Rear Setback	17 Goshawk Way~VASSE WA 6280	Lot 38 PLAN 76953	42727.60605	18900	Scott Edward Parker & Kayley Tara McDowall	Busselton Sheds Plus	39
DA16/0970	Tavern	11 Foreshore Parade~BUSSELTON WA 6280	Lot 500 PLAN 402933	42713.38067	3500000	State of WA	Geographe Bay Brewing Company Pty Ltd	4
DA16/0971	Single House (Patio Addition with Reduced Setbacks)	26 Seattle Court~QUINDALUP WA 6281	Lot 228 PLAN 20533	42713.43191	12480	Glenn Charles Haines	CPR Outdoor Centre	42
DA16/0974	Ancillary Accommodation (Special Control Areas)	19 Elsegood Avenue~YALLINGUP WA 6282	Lot 65 PLAN 8037	42717.69869	70000	Wayne Victor Cartledge	Mark Webster Design	32
DA16/0978	Single House (Additions with reduced rear setback)	10 Halcyon Way~DUNSBOROUGH WA 6281	Lot 61 PLAN 14244	42716.7319	350000	Robert Lewis Campbell- Wilson & Priscilla Marion Campbell-Wilson	David John Marychurch Jenkins	0
DA16/0979	Holiday Home (Single House) 6 People	8 Cygnet Cove~DUNSBOROUGH WA 6281	Lot 78 PLAN 17555	42724.53625	0	Brian Robert Penman & Joanne Grace Penman	Brian Robert Penman, Joanne Grace Penman	27
DA16/0981	Holiday Home (Grouped Dwelling) 6 People	2/18 Lorna Street~DUNSBOROUGH WA 6281	Lot 2 STPLN 34833	42732.5672	0	Ross Bentley-Taylor & Katherine Ivy Bentley-Taylor	Ross Bentley-Taylor, Katherine Ivy Bentley- Taylor	21
DA16/0985	Single House & Water Tank in Landscape Value Area	109 Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 3 PLAN 38741	42726.36061	10000	Benjamin William Donald Smith & Nadia Sharee Power	Nadia Sharee Power	4
DA16/0986	Single House (Increased Site Coverage and Reduced Setbacks)	7 Somerset Road~DUNSBOROUGH WA 6281	Lot 1219 PLAN 406062	42725.53635	218347	Harlee Sean Thompson	Plunkett Homes	30
DA16/0987	Single House (Carport Addition with Reduced Setback)	182 Marine Terrace~GEOGRAPHE WA 6280	Lot 65 PLAN 8922	42723.3072	4000	Christine Joy Lindsay-Ellis	Christine Joy Lindsay- Ellis	28
DA16/0989	Holiday Home (Single House) - 8 Persons	16 Barkle Close~ABBEY WA 6280	Lot 28 PLAN 41572	42727.59015	1	Peter John Handgraaf & Alana Gaye Handgraaf	Peter John Handgraaf, Alana Gaye Handgraaf	2
DA16/0990	Single House (Site Levels)	47 Schooner Crescent~DUNSBOROUGH WA 6281	Lot 304 PLAN 37184	42734.66808	450000	lmke Janna Van Der Merwe	Gerrard Van Der Merwe, Imke Janna Van Der Merwe	28
DA16/0992	Forestry (Bluegum Harvesting)	Jalbarragup Road~ACTON PARK WA 6280	Lot 5418 PLAN 195527	42723.59252	1	Department of Agriculture & Food & State of WA	Department of Agriculture & Food	41
DA16/0994	Holiday Home (Single House) 6 People	1/11 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 1 SSPLN 20461	42723.68631	0	Shane Andrew Meadows	Shane Andrew Meadows	5

Applications Received (Deemed Complete) Report

Application Number	Description	Primary Property Address	Primary Property Legal Desc	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development A	pplications							
DA16/0996	Overheight / Oversized Outbuilding (Landscape Value Area)	11 Moondah Close~DUNSBOROUGH WA 6281	Lot 7 PLAN 19719	42723.71542	30000	Andrew John Thompson & Shirley Faye Thompson	Busselton Sheds Plus	0
DA16/0997	Private Recreation (Expanding Gym Area)	226 Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 8 DIAGRAM 38482	42723.72647	10000	Laura Leaver	Callum David Foster	0
DA16/0999	Reception Centre	80 Espinos Road~SABINA RIVER WA 6280	Lot 22 DIAGRAM 96600	42723.74237	1	Fiona Hill Wood & Ronald George Collett	Ronald George Collett, Fiona Hill Wood	13
DA16/1000	Grouped Dwelling (reduced setback)	671 Bussell Highway~BROADWATER WA 6280	Lot 52 PLAN 7895	42724.41934	223636	Rhonda Gail Davies & David Arthur Davies	Dale Alcock Homes South West Pty Ltd	26
DA16/1001	Single House (Landscape Value Area)	49 Kinross Loop~QUINDALUP WA 6281	Lot 226 PLAN 68461	42724.52135	315000	Clinten James Charles Rudd & Deidre Ann Rudd	William Alexander	26
DA16/1002	Holiday Home (Single House) 6 People	810 Geographe Bay Road~WEST BUSSELTON WA 6280	Lot 13 PLAN 7574	42725.46481	0	Diane Shirley Bosveld & Daniel Bosveld	Diane Shirley Bosveld, Daniel Bosveld	7
DA16/1004	Single House, Detached Garage, Retaining Wall and Rainwater Tank (Landscape Value Area)	Nukklgup Loop~YALLINGUP WA 6282	Lot 10 PLAN 38059	42725.52873	400000	Brett Anthony Moyle & Alesha Marie Moyle	Lurie Concepts	11
DA16/1005	Single House (Special Character Area)	73 Wardanup Crescent~YALLINGUP WA 6282	Lot 109 PLAN 9022	42725.55457	2000000	Margaret Packer	Ariane Prevost Architect	30
DA16/1006	Aged Persons Home (Roof Structure over Courtyard)	502 Bussell Highway~BROADWATER WA 6280	Lot 7 DIAGRAM 36975	42726.65659	25000	Novacare Busselton Village Pty Ltd	Novacare Busselton Village Pty Ltd	15
DA16/1007	Holiday Home (Single House) 6 People	5 Manson Street~WEST BUSSELTON WA 6280	Lot 22 PLAN 7574	42726.67619	1	Daniel Bosveld & Diane Shirley Bosveld	Diane Shirley Bosveld, Daniel Bosveld	2
DA16/1009	Single House (Landscape Value Area)	94 Injidup Spring Road~YALLINGUP WA 6282	Lot 12 PLAN 29617	42727.41212	450000	Paul Gerard Dwyer & Lisa Gaye Dwyer	Mark Webster Design	11
DA16/1011	Single House (Additions and Alterations with Reduced Setback)	830 Geographe Bay Road~WEST BUSSELTON WA 6280	Lot 33 PLAN 7937	42733.40667	150000	Geoffrey Douglas Sargent, Phillip Richard Sargent, Helen Linley Harbeck	Darren Bradley Kirkham	26
DA16/1016	Single House and Swimming Pool (Landscape Value Area)	Dress Circle~YALLINGUP WA 6282	Lot 14 PLAN 41565	42732.68444	475000	Martin Meinrad Frei & Christine Frei	Martin Meinrad Frei, Christine Frei	11
DA16/1017	Holiday Home (Single House) - 8 people	3 Rose Street~BROADWATER WA 6280	Lot 36 PLAN 7178	42734.64878	0	Brett Stewart Matthews & Pia Matthews	Down South Getaways & Property Management	5
LDP16/0001	Vasse Light Industrial Area (Stage 2)	Napoleon Promenade~KEALY WA 6280	Lot 9545 PLAN 407112	42726.3986	0	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design	98
WAPC16/0051	Survey Strata - 2 x Lots (457m2 - 448m2)	27 Wardanup Crescent~YALLINGUP WA 6282	Lot 132 PLAN 9022	42691.38763	0	James William Annear	McMullen Nolan Group Pty Ltd	35
WAPC16/0057	Survey Strata - 2 Lots (348 m2 - 633 m2)	13 Peake Street~WEST BUSSELTON WA 6280	Lot 51 DIAGRAM 32759	42691.45281	0	Christopher Ian Buckley & Michael Joseph Buckley	Able Planning & Project Management	42
WAPC16/0058	Subdivision - 2 Lots (4.32 Ha - 19.7 Ha)	298 Quininup Road~WILYABRUP WA 6280	Lot 4751 PLAN 215361	42691.49884	0	Alastair Raymond Bransgrove	Tim Koroveshi	34
WAPC16/0059	Survey Strata - 2 Lots & Common Property Adjustment (Lot 2 - 455 m2, Lot 4 - 697 m2 & CP Lot 5 - 213 m2)	988 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 1 SSPLN 61741	42691.55707	0	Firgrove Pty Ltd	BSO Development Consultants Pty Ltd	28

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Applications Received (Deemed Complete) Report

			Date Application Deemed				Clock
Description	Primary Property Address	Primary Property Legal Desc	Complete	Estimated Cost	Primary Property Owners	Applicant Name	Days
pplications							
Subdivision - 3 Rural Residential Plus 1 Rural Lot (1.03 Ha - 13.96 Ha)	1949 Caves Road~QUEDJINUP WA 6281	Lot 7 DIAGRAM 64637	42697.60752	0	Elizabeth Mary Rapsey	Blue Mood Pty Ltd	52
2 Lot Survey Strata	97 Reynolds Street~WEST BUSSELTON WA 6280	Lot 36 DIAGRAM 18423	42703.60719	0	Michael John Francis & Terryl Christine Francis	Michael John Francis	51
Survey Strata - 2 Lots (450-451 m2)	17 North Street~DUNSBOROUGH WA 6281	Lot 110 PLAN 407129	42698.46541	0	Pierre Albert Schinazi	BSO Development Consultants Pty Ltd	36
Strata 9 Residential Lots & 1 Balance Lot	8 Inverness Avenue~DUNSBOROUGH WA 6281	Lot 62 PLAN 402665	42706.49343	0	The Bird (WA) Pty Ltd	Able Planning & Project Management	42
Three lot subdivision and balance lot	Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 9057 PLAN 406062	42713.51237	0	Daws & Son Pty Ltd	RPS Australia East Pty Ltd	35
11 Lot Subdivision	Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 9055 P404548 & Lot 9057 P406062	42713.51612	0	Daws & Son Pty Ltd	RPS Australia East Pty Ltd	40
65 Lot Subdivision (St Michaels Parkway)	Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 9057 PLAN 406062	42713.52066	0	Daws & Son Pty Ltd	RPS Australia East Pty Ltd	41
Survey Strata - 2 Lots (428 - 440 m2)	275 Bussell Highway~WEST BUSSELTON WA 6280	Lot 89 DIAGRAM 49322	42716.55277	0	Rodney Durtanovich & Jennifer Anne Durtanovich	Able Planning & Project Management	23
Subdivision - 2 Lots - Lot 100 (20.5Ha) and Lot 101 (20.388Ha)	67 Karli Rise~YALLINGUP WA 6282	Lot 1 DIAGRAM 56060	42726.58435	0	Marie Cecilia Northam & Barton George Northam	BSO Development Consultants Pty Ltd	10
	Description Subdivision - 3 Rural Residential Plus 1 Rural Lot (1.03 Ha - 13.96 Ha) 2 Lot Survey Strata Survey Strata - 2 Lots (450-451 m2) Strata 9 Residential Lots & 1 Balance Lot Three lot subdivision and balance lot 11 Lot Subdivision (St Michaels Parkway) Survey Strata - 2 Lots (428 - 440 m2) Subdivision - 2 Lots - Lot 100 (20.5Ha)	polications Subdivision - 3 Rural Residential Plus 1 Rural Lot (1.03 Ha - 13.96 Ha) 2 Lot Survey Strata 97 Reynolds Street~WEST BUSSELTON WA 6280 Survey Strata - 2 Lots (450-451 m2) 17 North Street~DUNSBOROUGH WA 6281 Strata 9 Residential Lots & 1 Balance lot 8 Inverness Avenue~DUNSBOROUGH WA 6281 Three lot subdivision and balance lot 5281 11 Lot Subdivision (St Michaels 51 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281 10 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281 Survey Strata - 2 Lots (428 - 440 m2) 275 Bussell Highway~WEST BUSSELTON WA 6280 Subdivision - 2 Lots - Lot 100 (20.5Ha) 67 Karti Rise~VALLINGUP WA 6282	Description Primary Property Address Primary Property Legal Descriptions Subdivision - 3 Rural Residential Plus 1 Rural Lot (1.03 Ha - 13.96 Ha) 2 Lot Survey Strata 97 Reynolds Street**WEST BUSSELTON WA 6280 Lot 36 DIAGRAM 18423 Survey Strata - 2 Lots (450-451 m2) 17 North Street**DUNSBOROUGH WA 6281 Lot 110 PLAN 407129 Strata 9 Residential Lots & 1 Balance Lot Dunsborough Lakes Drive**DUNSBOROUGH WA 6281 Lot 62 PLAN 402665 Dunsborough Lakes Drive**DUNSBOROUGH WA 6281 Lot 9057 PLAN 406062 11 Lot Subdivision Dunsborough Lakes Drive**DUNSBOROUGH WA 6281 Dunsborough Lakes Drive**DUNSBOROUGH WA 6281 Lot 9057 PLAN 406062 Survey Strata - 2 Lots (428 - 440 m2) 275 Bussell Highway**WEST BUSSELTON WA 6280 Lot 89 DIAGRAM 49322 Subdivision - 2 Lots - Lot 100 (20.5Ha) 67 Karti Rise***ALLINGUP WA 6282 Lot 1 DIAGRAM 56060	Date Application Description Primary Property Address Primary Property Legal Desc Complete Description Demend Description Demend Demend	Description Primary Property Address Primary Property Legal Desc Complete Estimated Cost Applications Subdivision - 3 Rural Residential Plus 1 Rural Lot (1.03 Ha - 13.96 Ha) 1949 Caves Road*QUEDJINUP WA 6281 Lot 7 DIAGRAM 64637 42697.60752 0 2 Lot Survey Strata 97 Reynolds Street*WEST BUSSELTON WA 6280 Lot 36 DIAGRAM 18423 42703.60719 0 Survey Strata - 2 Lots (450-451 m2) 17 North Street*DUNSBOROUGH WA 6281 Lot 110 PLAN 407129 42698.46541 0 Strata 9 Residential Lots & 1 Balance lot Complete Estimated Cost 110 PLAN 407129 42698.46541 0 Three lot subdivision and balance lot Cost 110 PLAN 407129 42698.46541 0 Three lot subdivision Dunsborough Lakes Drive*DUNSBOROUGH WA 6281 Lot 62 PLAN 402665 42706.49343 0 11 Lot Subdivision Dunsborough Lakes Drive*DUNSBOROUGH WA 6281 Lot 9057 PLAN 406062 42713.51237 0 11 Lot Subdivision (St Michaels Dunsborough Lakes Drive*DUNSBOROUGH WA 6281 Lot 9057 PLAN 406062 42713.51612 0 5 Lot Subdivision (St Michaels Dunsborough Lakes Drive*DUNSBOROUGH WA 6281 Lot 9057 PLAN 406062 42713.51612 0 5 Lot Subdivision (St Michaels Dunsborough Lakes Drive*DUNSBOROUGH WA 6280 Lot 89 DIAGRAM 49322 42713.52066 0 Survey Strata - 2 Lots (428 - 440 m2) 275 Bussell Highway*WEST BUSSELTON WA 6280 Lot 89 DIAGRAM 49322 42716.55277 0 Subdivision - 2 Lots - Lot 100 (20.5Ha) 67 Karli Bise*VALLINGIIP WA 6382 Lot 101 DIAGRAM 56060 42726.5835 0	Description Primary Property Address Primary Property Legal Desc Description Description Primary Property Legal Desc Description Description Primary Property Legal Desc Description Description Description Description Primary Property Address Description Description Description Primary Property Legal Desc Description	Description Primary Property Address Primary Property Legal Desc Description Primary Property Address Primary Property Legal Desc Description Primary Property Address Date Application Deemed Complete Estimated Cost Primary Property Owners Applicant Name Primary Property Owners Applicant Name Description Primary Property Address Description Primary Property Legal Desc Description Descr

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Applications Determined Report

Applications Determined Report Applice Applice Application Clock Estimated										
	Description	Primary Property Address	Primary Property Legal Desc	Determined	Determined	Decision			Primary Property Owners	Applicant Name
Development A		primary respecty resolvess	rimary rioperty tegal best	Determined	Determined	become	Days	con	rimery riegery curies	populari rama
	Extractive industry (gravei)	216 Jindong-Treeton Road*KALOORUP WA 6280	Lot 4201 PLAN 208196	17/11/2016	Approved	Approved	140	1	Allan John Guthrie	Leeuwin Civil Pty Ltd
DA16/0381	Extractive Industry (Sand)	Kalgup Road~KALGUP WA 6280	Lot 1838 PLAN 201693	20/12/2016	Approved	Approved	110	1	Gregory Allan Chapman & Mary Josephine Ann Chapman	BCP Materials Pty Ltd
DA16/0447	Use Not Listed (unauthorised fill using construction waste)	363 Rendezvous Road*VASSE WA 6280	Lot 24 PLAN 223170	29/11/2016	Approved	Approved	75	5000	Richard John Anderson & Katherine Anderson	Richard John Anderson
DA16/0472	SINGLE HOUSE - ADDITIONS AND ALTERATIONS IN A LANDSCAPE VALUE AREA	524 Caves Road~MARYBROOK WA 6280	Lot 37 PLAN 8009	17/11/2016	Approved	Approved	113	200000	Peter John Howieson & Noel Delores Howieson	Peter John Howieson
DA16/0556	Place of Assembly	8141 Bussell Highway~METRICUP WA 6280	Lot 110 PLAN 40316	8/12/2016	Approved	Approved	107	1	Global Wine Holdings Pty Ltd	Paul Fahie
DA16/0575	SINGLE HOUSE (ADDITIONS / ALTERATIONS TO EXISTING SINGLE HOUSE AND OUTBUILDING IN A LANDSCAPE VALUE AREA)	2633 Caves Road~YALLINGUP WA 6282	Lot 2 DIAGRAM 25194	8/12/2016	Approved	Approved	37	400000	Gregory John Higham & Joan Vivienne Higham	Greg Davies Architects
DA16/0589	GROUP DWELLING (PATIO & GARAGE ADDITION)	2/8 Talga Court~WEST BUSSELTON WA 6280	Lot 2 STPLN 35081	13/12/2016	Approved	Approved	33	40000	Richard Scott Taylor	Glen Walter Johnson
DA16/0621	Tourist Accommodation	11/26 Yallingup Beach Road "YALLINGUP WA 6282	Lot 11 SSPLN 44466	25/11/2016	Approved	Approved	3	400000	Henry Frank Cooke & Deborah Jane Cooke	Matthew Crawford Architects
DA16/0633	Single house (3 x Gazebo/Pergola - retrospective)	65 Sonning Loop~YALLINGUP WA 6282	Lot 39 PLAN 23568	22/11/2016	Approved	Approved	1	16400	Tulsi Investments Pty Ltd	Timothy Scott Ness, Anita Ann Ness
DA16/0676	Extractive industry (Sand)	86 Lindberg Road~BOVELL WA 6280	Lot 80 PLAN 70429	21/12/2016	Approved	Approved	108	0	Robert John Willmott	Robert John Willmott, Vanessa Gaye Willmott
	Single House (R-Code Variation - Reduced Primary Street Setback)	972 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 1 SSPLN 65559	29/11/2016	Approved	Approved	76	850000	Stephen Robert Hancock & Rachael Ann Hancock	Simon Hancock
DA16/0710	Tavern (Five Food Truck, Sea Container Galley Kitchen and Sea Container Cool Room)	133 Gale Road METRICUP WA 6280	Lot 131 PLAN 32067	17/11/2016	Approved	Approved	59	10000	Julia Helen Atkins	lan Atkins
DA16/0712	Use not listed (Telecommunications Facility)	381 Bussell Highway BROADWATER WA 6280	Lot 500 PLAN 70923	14/12/2016	Approved	Approved	40	320000	Busselton Water	Daly International Pty Ltd
	Grouped Dwelling (Additional Dwelling to form 2 Grouped Dwellings)	169 Duke Street^BUSSELTON WA 6280	Lot 24 PLAN 3202	21/12/2016	Approved	Approved	41	162900	Anthony Michael Guard & Debbie Cathleen O'Connor	Design & Construction Pty Ltd
DA16/0723	Animal Establishment (Horse and Working Dog Shows)	88 Genoli Road~QUINDALUP WA 6281	Lot 206 DIAGRAM 100348	2/12/2016	Approved	Approved	36	30000	Snevart Pty Ltd	Katherine Outback Experience
DA16/0727	Ancillary Accommodation	1087 Caves Road**QUINDALUP_WA_6281	Lot 3 DIAGRAM 68969	17/11/2016	Approved	Approved	57	18500	Norma Blanche Andrews	Norma Blanche Andrews
DA16/0735	Outbuilding (reduced setbacks)	4 Walpole Loop~YALYALUP WA 6280	Lot 182 PLAN 69925	21/11/2016	Approved	Approved	60	16700	Adrian Clinton Wallbank & Mary Wallbank	Sheds Down South
DA16/0738	Childcare Centre	5 Minion Court~VASSE WA 6280	Lot 121 PLAN 405345	17/11/2016	Approved	Approved	52	550000	Vasse Property Developments No 3 Pty Ltd	Scribe Design Group
	Relocated Building Envelope to accommodate garage addition with nil setback	9 Lincoln Street*ABBEY WA 6280	Lot 14 PLAN 41566	9/12/2016	Approved	Approved	56	30000	Michael Cameron Fear & Debbie Marie Beck	Michael Cameron Fear, Debbie Marie Beck
DA16/0746	Single House (Port Geographe Development Area)	24 Gunwale Elbow~GEOGRAPHE WA 6280	Lot 128 PLAN 59251	25/11/2016	Approved	Approved	7	595000	Desmond Hurley Matthews & Beate Matthews	Pro Living Pty Ltd
DA16/0753	Industry (Addition to existing building)	25 Barlee Street~BUSSELTON WA 6280	Lot 7 DIAGRAM 55134	5/12/2016	Approved	Approved	35	65000	Kym Allan Nisbet & Sharon Joan Nisbet	Kym Allan Nisbet, Sharon Joan Nisbet
	Single House (Additions to Single House and Outbuilding in a Landscape Value Area)	29 Koopin Place"QUEDJINUP WA 6281	Lot 30 PLAN 13139	29/11/2016	Approved	Approved	50	200000	Tiffany Jayne Moore & Simon Lewis Moore	Naked Architecture
DA16/0767	Single House (Landscape Value Area)	43 Butterly Road~YALLINGUP WA 6282	Lot 2656 PLAN 153480	25/11/2016	Approved	Approved	7	300000	Kerygma Pty Ltd	Kerygma Pty Ltd
	Single House (Patio Addition to Single House with Reduced Setback)	70 Seymour Street"WEST BUSSELTON WA 6280	Lot 23 DIAGRAM 6327	25/11/2016	Approved	Approved	51	10000	Hoi Huu La & Kieu Kim Thi Pham	Andrew Martin Porter

	glications Determined Report Applic Application Clock Estimated									
	Description pplications	Primary Property Address	Primary Property Legal Desc		Determined	Decision			Primary Property Owners	Applicant Name
	Single House and Outbuilding (Special Character Area)	13 Green Street~DUNSBOROUGH WA 6281	Lot 78 PLAN 8951	5/12/2016	Approved	Approved	38	650000	Lee Gregory York	Lee Gregory York
DA16/0782	Single House (Swimming Pool and Pool House / Outbuilding Additions in Landscape Value Area)	268 Wyadup Road~YALLINGUP WA 6282	Lot 12 DIAGRAM 99831	30/11/2016	Approved	Approved	33	150000	Landmark Holdings WA Pty Ltd	Mark Webster Design
DA16/0785	Holiday Home (Single House) 8 people	33 Estuary View Drive~WONNERUP WA 6280	Lot 27 PLAN 8863	29/11/2016	Approved	Approved	51	0	Toque Nominees Pty Ltd ATF The Jodrell Family Trust	Toque Nominees Pty Ltd ATF The Jodrell Family Trust
DA16/0788	Holiday Home (Single House) 6 people	275 Bussell Highway*WEST BUSSELTON WA 6280	Lot 89 DIAGRAM 49322	25/11/2016	Approved	Approved	0	0	Rodney Durtanovich & Jennifer Anne Durtanovich	Rodney Durtanovich, Jennifer Anne Durtanovich
DA16/0789	Outbuilding (Overheight Outbuilding)	7 Woolgar Retreat"YALYALUP WA 6280	Lot 208 PLAN 47535	5/12/2016	Approved	Approved	28	38000	Keiran Ellis Saunders & Claire Diane Saunders	WA Country Builders Pty Ltd - Busselton
DA16/0790	Shop (Two Storey Commercial Complex)	19 Napoleon Promenade~VASSE WA 6280	Lot 110 PLAN 405344	5/12/2016	Approved	Approved	0	2000000	AE Callow Pty Ltd	Veens Design Group
DA16/0793	Single House (R-Code Variation - Reduced Street Setback)	12 Wentworth Loop*DUNSBORDUGH WA 6281	Lot 1075 PLAN 58898	18/11/2016	Approved	Approved	14	185000	Christopher Adam Jones, Amanda Jayne Jones, Housing Authority	Christopher Adam Jones, Amanda Jayne Jones
DA16/0794	Single House and Outbuilding	Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 316 PLAN 55023	21/11/2016	Approved	Approved	27	1100000	Kevin Ross Inkster & Kristine Joanne Inkster	Valmadre Homes
DA16/0799	Single House (Outbuilding in Landscape Value Area)	75 Siesta Park Road^SIESTA PARK WA 6280	Lot 52 DIAGRAM 48440	24/11/2016	Approved	Approved	14	49500	Kerry Georgina Jensen & Maxwell Albert Jensen	Mark Webster Design
	Grouped Dwelling (Grouped Dwelling and Retaining Wall with Reduced Street Setback)	9488 Geographe Bay Road~GEOGRAPHE WA 6280	Lot 5 SSPLN 55940	12/12/2016	Approved	Approved	54	608339	Ian Charles Malseed & Heather Fay Malseed	M and MJ Constructions Pty Ltd
DA16/0804	Ancillary Dwelling (Convert Existing Garage to Ancillary Dwelling with Reduced Setback)	8 Andrews Street~GEOGRAPHE WA 6280	Lot 13 DIAGRAM 27382	7/12/2016	Approved	Approved	36	19250	Michael John Ryan & Barbara Patricia Ryan	Barbara Patricia Ryan, Michael John Ryan
DA16/0806	Single House (Garage and Over Height Single House with Reduced Setbacks and Reduced Privacy Setbacks)	926B Geographe Bay Road*GEOGRAPHE WA 6280	Lot 2 SSPLN 69874	29/12/2016	Approved	Approved	59	170000	Stephen Noel Matthew Hallam & Sharon Melissa Hallam	Stephen Noel Matthew Hallam, Sharon Melissa Hallam
	Single House (R-Code Variation - Single House with Reduced Setback)	15 Serpentine Bend~YALYALUP WA 6280	Lot 38 PLAN 404829	30/11/2016	Approved	Approved	40	228597	Denise Ellen Penn & Richard Jess Penn	Ventura Home Group Pty Ltd
DA16/0813	Change of Use (Rural Enterprise - Wine Tasting and Sales)	3462 Caves Road~WILYABRUP WA 6280	Lot 549 PLAN 123538	7/12/2016	Approved	Approved	43	0	Fresh Airs Partners LLC & Allen Partners	Tim Koroveshi
DA16/0819	Residential Enterprise (Prestige Tackle)	25 South Street~WEST BUSSELTON WA 6280	Lot 26 DIAGRAM 50353	16/11/2016	Approved	Approved	23	1	Vincenzo Gervasi	Vincenzo Gervasi
DA16/0822	Holiday Home (Single House) 12 People	30 Spindrift Cove~QUINDALUP WA 6281	Lot 15 PLAN 28880	21/11/2016	Approved	Approved	32	0	Wayne Michael McEwan	Wayne Michael McEwan
DA16/0823	Holiday Home (Grouped Dwelling) 6 People	2/332A Geographe Bay Road~QUINDALUP WA 6281	Lot 1 SSPLN 60665	18/11/2016	Approved	Approved	8	0	Mark Andrew Ogram & Sherylle Janine Ogram	Mark Andrew Ogram, Sherylle Janine Ogram
DA16/0825	Single House (Patio Addition with Reduced Setback)	33 Peron Avenue~DUNSBOROUGH WA 6281	Lot 297 PLAN 12170	24/11/2016	Approved	Approved	23	10000	Joanne Maree King	Cape Shades
DA16/0829	Grouped Dwelling (New Dwelling)	1/65 Dorset Street~WEST BUSSELTON WA 6280	Lot 1 STPLN 63410	20/12/2016	Approved	Approved	46	234710	Deborah Anne McDonna & Andrew Francis McDonna	Redink Homes Southwest Pty Ltd
DA16/0831	Recreation Area (Toilet Addition to Existing Building)	78 Adelaide Street BUSSELTON WA 6280	Lot 410 PLAN 216960	22/11/2016	Approved	Approved	25	24540.91	City of Busselton-Crown Grant In Trust	Busselton Bowling Club
DA16/0831	Recreation Area (Toilet Addition to Existing Building)	78 Adelaide Street~BUSSELTON WA 6280	Lot 410 PLAN 216960	22/11/2016	Approved	Approved	25	24540.91	Busselton Bowling Club	Busselton Bowling Club
DA16/0832	Signage (Hand Therapy Clinic)	39 Bussell Highway*WEST BUSSELTON WA 6280	Lot 81 DIAGRAM 72404	1/12/2016	Approved	Approved	3	3000	Jeannette Patricia Ann Davis	Jeannette Patricia Ann Davis
DA16/0833	Single House (Port Geographe Development Area)	24 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 71 PLAN 59251	2/12/2016	Approved	Approved	31	320453	Julia Carolyn Poole & Richard Leslie Poole	WA Country Builders Pty Ltd - Busselton
DA16/0834	Single House (Reduced Primary Street Setback)	11 Spyglass Cove~DUNSBOROUGH WA 6281	Lot 1130 PLAN 77709	28/11/2016	Approved	Approved	25	163585.45	Darcy Laird Carroll	Residential Building WA

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Number Development A	Description	Primary Property Address	Primary Property Legal Desc		Determined	Decision			Primary Property Owners	Applicant Name
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DA16/0835	Pylon Sign	115 Bussell Highway~WEST BUSSELTON WA 6280	Lot 73 DIAGRAM 25159	18/11/2016	Approved	Approved	24	1000	Telemed Pty Ltd	Lisa Hemmings
DA16/0836	Single House (Patio Addition with Reduced Setbacks)	151 Adelaide Street*BUSSELTON WA 6280	Lot 290 PLAN 222229	25/11/2016	Approved	Approved	28	15000	Gary John Pontague & Lauren Anne Pontague	Cape Shades
DA16/0838	Outbuilding (Landscape Value Area)	16 Lombo View~YALLINGUP SIDING WA 6282	Lot 6 PLAN 38741	25/11/2016	Approved	Approved	18	15000	Peter Tyndale Chilvers & Penelope Sarah Chilvers	Busselton Sheds Plus
DA16/0839	Single House (Special Character Area)	14 Depuch Close*EAGLE BAY WA 6281	Lot 139 PLAN 24546	20/12/2016	Approved	Approved	50	950000	Leida Reynolds & Haydn John Reynolds	Space Light Order
DA16/0840	Use Not Listed (Pop Up Bar and Eatery)	29 Commonage Road~QUINDALUP WA 6281	Lot 2761 PLAN 26681	20/12/2016	Refused	Refused	46	1	Herbert Eugen Schaal	Blanche Bar
DA16/0841	Grouped Dwelling	62A Gale Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 61055	21/11/2016	Approved	Approved	20	208655	Gregory Richard Morris	Plunkett Homes 1903 Pty Ltd
DA16/0844	Single House (Special Control Area)	49 Thurstun Lane~DUNSBOROUGH WA 6281	Lot 3 SSPLN 15582	8/12/2016	Approved	Approved	36	130000	Ryan Alexander Noble & Melissa Jane Gillett	West Coast Designs Pty Ltd
DA16/0845	Single House, Ancillary Dwelling and Associated Outbuildings (Reduced Setback)	811 Puzey Road^WilYABRUP WA 6280	Lot 2680 PLAN 153645	30/11/2016	Approved	Approved	26	1000000	Robert Scott	Robert Scott
DA16/0846	Outbuilding and Rainwater Tank (Landscape Value Area)	Cornerstone Way~QUEDJINUP WA 6281	Lot 20 PLAN 74289	14/12/2016	Approved	Approved	9	35000	Trent Phillip Walker & Kristy-Lee Spiteri	Sheds Down South
DA16/0850	Caravan Park and Camping Grounds (Swimming Pool and Wading Pool)	585 Caves Road~MARYBROOK WA 6280	Lot 33 DIAGRAM 23462	22/11/2016	Approved	Approved	22	65450	William David Kendall & Silverlodge Pty Ltd	Bunbury Pool Centre
DA16/0852	Single House (RCodes Reduced Setback)	37 Paterson Drive~YALYALUP WA 6280	Lot 720 PLAN 401832	22/12/2016	Approved	Approved	12	183492	Mary Donald Nominees Pty Ltdt/a DJ MacCormick Property Group	Dale Alcock Homes South West Pty Ltd
DA16/0853	Enclosure of Storage Area	237 Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 1 DIAGRAM 29927	21/11/2016	Approved	Approved	4	27000	Eloise Kathleen Jennings, Andrew John Hopkins, Jennings Hopkins Discretionary Trust	Eloise Kathleen Jennings, Andrew John Hopkins, Jennings Hopkins Discretionary Trust
DA16/0856	Single House (Port Geographe Development Area)	64 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 91 PLAN 59251	30/11/2016	Approved	Approved	29	400409.09	Lisa Anne Stott & Bradley Alexander Stott	Southbound Homes Pty Ltd
DA16/0857	Retaining Walls	16 Turner Street*DUNSBOROUGH WA 6281	Lot 286 PLAN 219011	14/12/2016	Approved	Approved	29	15613	Mark Byron Audet & Susan Gaye Audet	Tangent Nominees Pty Ltd
DA16/0858	Outbuilding (Reduced Setbacks)	518 Lilly Crescent~WEST BUSSELTON WA 6280	Lot 1 STPLN 17689	28/11/2016	Approved	Approved	19	8000	John Joseph Clarke	John Joseph Clarke
DA16/0859	Floating Jetty (Port Geographe Development Area)	20 Lanyard Boulevard~GEOGRAPHE WA 6280	Lot 69 PLAN 59251	16/11/2016	Approved	Approved	14	30000	Michael Lindon Reilly & Michelle Beverly Reilly	West Coast Jetties
DA16/0860	Single House (Carport and Patio Additions with Reduced Setbacks)	24 Manson Street~WEST BUSSELTON WA 6280	Lot 47 DIAGRAM 28936	25/11/2016	Approved	Approved	18	6400	Peter Charles Rogers & Khwanruethai Rogers	WA External Solutions
DA16/0862	Grouped Dwelling (Additions / Alterations to Existing Grouped Dwelling)	112A Geographe Bay Road DUNSBOROUGH WA 6281	Lot 1 STPLN 57524	15/12/2016	Approved	Approved	29	90000	Jason Lenko Antunovich & Helen Antunovich	Lodge & Company Builders
DA16/0864	Tourist Accommodation (Patio Addition)	6/32 Marshall Street~QUINDALUP WA 6281	Lot 6 STPLN 38163	8/12/2016	Approved	Approved	6	8000	Bevan Cunningham	Joshua Rupert Foley
DA16/0865	Single House (removal of dead tree within restrictive covenant area)	114A Geographe Bay Road*DUNSBOROUGH WA 6281	Lot 4 PLAN 49469	28/11/2016	Approved	Approved	30	1	Michael Edwin Halls	Michael Edwin Halls
DA16/0866	Outbuilding (Landscape Value Area)	5 Lochinvar Place~QUINDALUP WA 6281	Lot 211 PLAN 68461	30/11/2016	Approved	Approved	31	20000	Erin Margaret Rummer & Louis John Rummer	Busselton Sheds Plus
DA16/0867	Signage - Display Home Village	34 Waterville Road**DUNSBOROUGH WA 6281	Lot 148 PLAN 406545	30/11/2016	Approved	Approved	30	3000	Robert Dickinson & Andria Mary Dickinson	Dale Alcock Homes South West Pty Ltd
DA16/0870	Outbuilding (Gazebo in Landscape Value Area)	22 Wood Court~YALLINGUP WA 6282	Lot 38 PLAN 22829	29/11/2016	Approved	Approved	34	4790	Anthony John Robb & Debra Anne Robb	CPR Outdoor Centre
DA16/0871	Holiday Home (Single House) 8 people	9 Toby Court**QUINDALUP WA 6281	Lot 26 DIAGRAM 86290	17/11/2016	Approved	Approved	9	0	Siobhan Elizabeth Lynch & Shawn Parkinson	Siobhan Elizabeth Lynch

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Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined	Application Determined	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
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DA16/0873	Single House (Additions in Landscape Value Area)	26 Wildbrook Place~YALLINGUP WA 6282	Lot 40 PLAN 41565	13/12/2016	Approved	Approved	37	175000	Shirley Ann Papadopoulos	Green Construct Pty Ltd
DA16/0874	R-Codes (patio with reduced setback)	136 Aurelian Avenue~YALYALUP WA 6280	Lot 201 PLAN 56909	20/12/2016	Approved	Approved	45	6000	lan Hodkinson	lan Hodkinson
DA16/0875	Bed & Breakfast (2 Bedrooms)	7 Harry King Avenue**DUNSBOROUGH WA 6281	Lot 84 PLAN 41224	21/11/2016	Approved	Approved	17	14000	Sally Anne Clennell Wilkinson	Sally Anne Clennell Wilkinson
DA16/0876	Outbuilding (reduced setbacks)	75 Norfolk Street^DUNSBOROUGH WA 6281	Lot 300 DIAGRAM 91185	12/12/2016	Approved	Approved	31	12200	Jacqueline Elizabeth Lymbery	Sheds Down South
DA16/0877	Single House (Carport and Patio Addition)	18 Boyle Street~BROADWATER WA 6280	Lot 73 PLAN 25467	19/12/2016	Approved	Approved	49	15308	Michael James Smith	CPR Outdoor Centre
DA16/0878	Single House (patio addition with reduced setback)	48 Heritage Drive~VASSE WA 6280	Lot 830 PLAN 52474	25/11/2016	Approved	Approved	20	8000	Grantley Douglas Smith & Sherryl Grace Smith	Outdoor World Wangara
DA16/0882	Single House (patio) Port Geographe Development Area	12 Blue Manna Mews~GEOGRAPHE WA 6280	Lot 117 PLAN 36861	14/12/2016	Approved	Approved	31	11000	Daniell Robert Abrahamse & Martha Gerbrecht Elizabeth Abrahamse	Daniell Robert Abrahamse, Martha Gerbrecht Elizabeth Abrahamse
DA16/0883	Single House in Landscape Value Area	102 Lagoon Drive~YALLINGUP WA 6282	Lot 21 PLAN 21893	13/12/2016	Approved	Approved	15	296527	Shane Robert Smith	AK Homes Construction Pty Ltd
DA16/0885	Outbuilding (Landscape Value Area)	27 Quedjinup Drive~QUEDJINUP WA 6281	Lot 103 PLAN 21711	5/12/2016	Approved	Approved	19	15660	Carolyn Jane Robinson & Michael Eric Robinson	Outdoor World Bunbury
DA16/0891	Plant Nursery (Outbuilding and Lean-to)	348 Queen Elizabeth Avenue^AMBERGATE WA 6280	Lot 4680 PLAN 203019	14/12/2016	Approved	Approved	4	40000	Water Corporation	Busselton Sheds Plus
DA16/0892	Signage (Two Advertising Signs for Aigle Royal Developments)	Layman Road~GEOGRAPHE WA 6280	Lot 9507 PLAN 59251	6/12/2016	Approved	Approved	22	10000	Aigle Geographe Pty Ltd	Aigle Geographe Pty Ltd
DA16/0893	Tavern (internal and front boundary fencing)	5850 Bussell Highway~ABBEY WA 6280	Lot 11 DIAGRAM 83265	21/12/2016	Approved	Approved	21	18000	Peter Walsh Pty Ltd	Custom Residential Design
DA16/0894	Signage	Commonage Road~QUINDALUP WA 6281	Lot 21 PLAN 51474	28/11/2016	Approved	Approved	13	5000	Toby's Inlet Estate Pty Ltd	Toby's Inlet Estate Pty Ltd
DA16/0895	Bed & Breakfast	84 Seymour Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 58181	20/12/2016	Approved	Approved	22	1	Nerilee Jean Boshammer	Nerilee Jean Boshammer
DA16/0897	Signage (14 Under Awning Light Boxes)	115 Strelly Street~BUSSELTON WA 6280	Lot 300 PLAN 39451	2/12/2016	Approved	Approved	22	19720	Primewest Busselton Pty Ltd	Sign On Group Pty Ltd
DA16/0899	Outbuilding (reduced setbacks)	7 Rangatira Crescent"WEST BUSSELTON WA 6280	Lot 367 PLAN 402935	12/12/2016	Approved	Approved	30	15000	Lorena Teresa Sloan & Steven James Karl Sloan	Sheds Down South
DA16/0902	Outbuilding (reduced setback)	8 Carter Street~WEST BUSSELTON WA 6280	Lot 1 STPLN 63538	6/12/2016	Approved	Approved	26	19500	Warren Douglas Hope & Christine Lisa Skrypichayko	CPR Outdoor Centre
DA16/0903	Holiday Home (Grouped Dwelling) 6 Persons	13 North Street**DUNSBOROUGH WA 6281	Lot 1 SSPLN 57484	20/12/2016	Approved	Approved	15	1	Anthony Michael Begley & Jayne Catherine Begley	Lisa Anne Richards
DA16/0906	Use Not Listed (Outbuilding Addition to Car Wash)	18 Peel Terrace~BUSSELTON WA 6280	Lot 74 PLAN 49894	2/12/2016	Approved	Approved	14	3000	Estate Of Austin David Grigg & Janice Audine Grigg	Stephen Ryan
DA16/0908	Outbuilding (Carport with Reduced Setback)	19 Reynolds Street"WEST BUSSELTON WA 6280	Lot 17 DIAGRAM 19306	12/12/2016	Approved	Approved	22	16420	Valma Josephine Collett	CPR Outdoor Centre
DA16/0910	Overheight Outbuilding (reduced setbacks)	19 Broadwater Boulevard~BROADWATER WA 6280	Lot 130 PLAN 22419	19/12/2016	Approved	Approved	33	16500	Nigel Carling & Heather Jane Carling	Busselton Sheds Plus
DA16/0911	Relocated Building Envelope (To Accommodate a Swimming Pool and Masonry Fence)	9 Klaehn Crescent"YALYALUP WA 6280	Lot 252 PLAN 37205	29/11/2016	Approved	Approved	15	40000	Brian Anthony O'Dwyer & Tarli Maree Doris O'Dwyer	Brian Anthony O'Dwyer, Tarli Maree Doris O'Dwyer
DA16/0913	Relocated Building Envelope	Sloan Drive~DUNSBOROUGH WA 6281	Lot 405 PLAN 49084	29/12/2016	Approved	Approved	5	0	Oliver William Toby Darby & Julie Ann Darby	Oliver William Toby Darby, Julie Ann Darby
DA16/0914	Single House (Landscape Value Area)	MacLaren Drive~YALLINGUP WA 6282	Lot 135 PLAN 39416	20/12/2016	Approved	Approved	33	400000	Michelle Anne Seton-Stewart	Michelle Anne Seton-Stewart

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		Primary Property Address	Primary Property Legal Desc	Determined	Determined	Decision	Days	Cost	Primary Property Owners	Applicant Name
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DA16/0915	Agricultural Outbuilding (Landscape Value Area)	33 Wyadup Road~YALLINGUP WA 6282	Lot No:11 & 12	2/12/2016	Approved	Approved	10	25000	Estate Of Helmut Max Karl Ritter & Doris Maria Ritter	Mark James Fisher, Judith Anne Fisher
DA16/0917	Holiday Home (Single House) 6 people	13 High Street~WEST BUSSELTON WA 6280	Lot 10 DIAGRAM 22731	6/12/2016	Approved	Approved	6	0	Rebecca Anne Edwards	Rebecca Anne Edwards
DA16/0924	Tourist Development (2 x outbuildings)	18 Yallingup Beach Road~YALLINGUP WA 6282	Lot 38 STPLN 52051	12/12/2016	Approved	Approved	20	17566	Neil Clayton Jilley & Elizabeth Marjory Sheppard	Constructive Building Consultants
DA16/0926	outbuilding with reduced setbacks (Landscape Value Area)	45 Grove Park Terrace^QUINDALUP WA 6281	Lot 13 PLAN 24492	13/12/2016	Approved	Approved	18	18000	Gordon Smith	Sheds Down South
DA16/0929	Holiday Home (Single House) 8 Persons	2/9 Ford Road~GEOGRAPHE WA 6280	Lot 2 SSPLN 46426	30/11/2016	Approved	Approved	3	1	Thomas Elliott Sibson, Fiona Francine Sibson, Russell Brian Sibson	Fiona Francine Sibson
DA16/0932	Outbuilding (reduced rear setback, over-height wall and oversized)	78 Morava Drive~AMBERGATE WA 6280	Lot 43 PLAN 400531	23/12/2016	Approved	Approved	26	20000	Andrew Colin Crisp & Sarah Elizabeth Crisp	Sarah Elizabeth Crisp, Andrew Colin Crisp
DA16/0933	Modified Building Envelope	11 Karli Rise~YALLINGUP WA 6282	Lot 19 PLAN 21898	13/12/2016	Approved	Approved	19	1	Emily Louise Sheehan	Emily Louise Sheehan
DA16/0937	Single House (Patio in a Landscape Value Area)	12 Junee Place~YALLINGUP SIDING WA 6282	Lot 62 PLAN 20532	21/12/2016	Approved	Approved	9	5000	Kate Louise Parker & Adam Peter Parker	Adam Peter Parker
DA16/0938	Holiday Home (Single House) 8 Persons	14 Powell Court~WEST BUSSELTON WA 6280	Lot 29 PLAN 10434	20/12/2016	Approved	Approved	18	1	Nicholas Wallace & Susan May Wallace	Nicholas Wallace, Susan May Wallace

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266 Attachment B Planning Applications Determined 16 November - 31 December

Applications	oplications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined	Application Determined	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development A		- The state of the	in the second second second	100000000000000000000000000000000000000		10.000		10000	, may repetly officers	
DA16/0943	Relocated Building Envelope (To Accommodate a Patio Addition to a Single House)	66 Estuary Waters Drive~REINSCOURT WA 6280	Lot 147 PLAN 22209	23/12/2016	Approved	Approved	5	9980	Michael John Oldfield & Rheannan Lee Sweeney	CPR Outdoor Centre
DA16/0950	Outbuilding (Water Tank in a Landscape Value Area)	1664 Wildwood Road~YALLINGUP WA 6282	Lot 5 DIAGRAM 68031	8/12/2016	Approved	Approved	1	8000	West Coastal Development Pty Ltd	West Coastal Development Pty Ltd
DA16/0951	Holiday Home (Single House) 8 People	16 Bower Road*WEST BUSSELTON WA 6280	Lot 57 PLAN 8541	16/12/2016	Approved	Approved	2	0	Douglas Roy Kelly & Julie Marlene Kelly	Down South Getaways & Property Management
DA16/0956	Restaurant (Retractable Awning)	3/25-27 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 12 STPLN 50630	22/12/2016	Approved	Approved	2	4100	Michael Gordon Copeland (Bay View Super Fund)	Michael Gordon Copeland (Bay View Super Fund)
DA16/0957	Holiday Home (Single House) 8 People	23 Bridgewater Close~QUINDALUP WA 6281	Lot 6 PLAN 23785	7/12/2016	Approved	Approved	1	0	Mark Francis Collins & Victoria Albertina Collins	Mark Francis Collins, Victoria Albertina Collins
DA16/0959	Holiday Home (Single House) 6 People	6 Orchid Court~GEOGRAPHE WA 6280	Lot 171 PLAN 17010	6/12/2016	Approved	Approved	1	0	Andrew Sutherland Dickie & Jillian Avis Walsh	Andrew Sutherland Dickie, Jillian Avis Walsh
DA16/0960	Single House (reduced rear setback)	28 Serpentine Bend^YALYALUP WA 6280	Lot 71 PLAN 407789	20/12/2016	Approved	Approved	12	221700	Christopher Keeton Maitland Hardwick & Marilyn Joy Hardwick	Dale Alcock Homes South West Pty Ltd
DA16/0965	Single House (Patio in Landscape Value Area)	4 Harry King Avenue**DUNSBOROUGH WA 6281	Lot 93 PLAN 42929	8/12/2016	Approved	Approved	12	10000	Christine Miles Russell & Malcolm Paul Russell	Malcolm Paul Russell, Christine Miles Russell
DA16/0985	Single House & Water Tank in Landscape Value Area	109 Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 3 PLAN 38741	23/12/2016	Approved	Approved	4	10000	Benjamin William Donald Smith & Nadia Sharee Power	Nadia Sharee Power
DA16/0989	Holiday Home (Single House) - 8 Persons	16 Barkle Close~ABBEY WA 6280	Lot 28 PLAN 41572	23/12/2016	Approved	Approved	2	1	Peter John Handgraaf & Alana Gaye Handgraaf	Peter John Handgraaf, Alana Gaye Handgraaf
DA16/1007	Holiday Home (Single House) 6 People	5 Manson Street*WEST BUSSELTON WA 6280	Lot 22 PLAN 7574	30/12/2016	Approved	Approved	2	1	Daniel Bosveld & Diane Shirley Bosveld	Diane Shirley Bosveld, Daniel Bosveld
WAPC14/0062	Two (2) Lot Survey Strata (541m2 & 450m2)	19 Craig Street=WEST BUSSELTON WA 6280	Lot 63 PLAN 8195	17/11/2016	Approve	Approved	14	0	Kimberly Pty Ltd	Naturaliste Land Surveys
WAPC15/0021	1 x 1379m2 Mixed Use and 1 x 656m2 Commercial Strata Lots	71 Kent Street~BUSSELTON WA 6280	Lot 154 PLAN 222226	15/12/2016	Approve	Approved	69	0	Anna Stavretis	BSO Development Consultants Pty Ltd
WAPC16/0018	Survey Strata Three (2) Lots (Application 360-16)	5 Hurford Street*DUNSBOROUGH WA 6281	Lot 94 PLAN 63781	16/12/2016	Approve	Approved	39	0	Hindsight Pty Ltd	Western Australian Planning Commission (WAPC)
WAPC16/0044	SUBDIVISION - 2 X LOTS (12.5 HA - 2.04 HA)	272 Wyadup Road~YALLINGUP WA 6282	Lot 1 DIAGRAM 35769	23/11/2016	Approve	Approved	44	0	Desmond Lloyd Semple	BSO Development Consultants Pty Ltd
WAPC16/0051	Survey Strata - 2 x Lots (457m2 - 448m2)	27 Wardanup Crescent~YALLINGUP WA 6282	Lot 132 PLAN 9022	23/11/2016	Approve	Approved	35	0	James William Annear	McMullen Nolan Group Pty Ltd
WAPC16/0053	Subdivision - 3 x Lots (Boundary Re-alignment)	Bussell Highway~YALYALUP WA 6280	Lot No:203 & 204	16/11/2016	Support	WaitWAPC	43	0	Provence 2 Pty Ltd	Harley Dykstra
WAPC16/0058	Subdivision - 2 Lots (4.32 Ha - 19.7 Ha)	298 Quininup Road*WILYABRUP WA 6280	Lot 4751 PLAN 215361	20/12/2016	NotSupport	WaitWAPC	34	0	Alastair Raymond Bransgrove	Tim Koroveshi

South West Zone WALGA: 25 November 2016 State Council WALGA: 7 December 2016

Agenda Summary and Recommendations

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

The City is represented on the Zone Committee by the Mayor Grant Henley with administrative support provided by Cliff Frewing, Director Finance & Corporate Services and Tracey King, Strategic Projects Officer.

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

Each Agenda is in two parts:

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

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

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

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

South West Zone: Friday 25 November 2016

Item 10.1 Submission by the Shire of Donnybrook - Balingup - Responsibility for Bridges

Summary of report:

The Shire of Donnybrook Balingup has a situation where certain bridges in the municipality have been privately built (i.e. not to an approved Main Road standard) as "fit for purpose" river crossings to access timber lots or agricultural land. Main Roads do therefore not take responsibility for ongoing maintenance renewal or upgrade.

15.1 Attachment C

The Shire of Donnybrook-Balingup does not believe it is responsible for the crossing structures outside of the road reserve (i.e. within unallocated Crown Land), and has obtained legal advice, via WALGA and the State Solicitors Office, to corroborate this position.

The Shire is seeking the support of the Zone in the case of legal action occurring and further request that WALGA consider co-responsibility for contesting the case, with or without the assistance of the State Solicitors Office and Department of Local Government and Communities

Motion:

THAT:

- 1. The Zone supports the proposal by the Shire of Donnybrook-Balingup that in the case of legal action occurring in regard to the situation of local government responsibility relevant to 3.55 of the Act that WALGA consider co-responsibility for contesting the case, with or without the assistance of the State Solicitors Office and Department of Local Government and Communities, and
- 2. That WALGA request the Department of Local Government and Communities to amend the Local Government Act 1995 to clarify local government responsibility under Section 3.53

Zone Recommendation:

Motion was carried.

Item 10.2 Submission by the City of Bunbury - Expansion of the Wellington National Park

Summary of report:

The City of Bunbury have written to the Hon Minister for the Environment; Heritage and resolved to seek the support of the Zone for their proposal to consider incorporation of the Wellington Discovery Forest and the Arcadia, Lowden, Yabberup and Mungalup forest blocks into the existing Wellington National Park to achieve a number of environmental, social and economic benefits for the local area.

MOTION

THAT the proposal by the City of Bunbury for the Minister to investigate and consider the expansion of the Wellington National Park, from its current size of 17,500 hectares to 30,000 hectares be supported.

Zone Recommendation:

Motion was lost due to lack of a seconder.

Item 10.3 **Shire of Harvey submission - Plastic Bags**

Summary of report:

Given the renewed groundswell of interest in introducing a state wide ban on one use, thin (supermarket) shopping bags, the Shire of Harvey have requested this issue to be discussed at the next South West Zone meeting of WALGA, with a view to promoting such legislation at State level.

MOTION

THAT the SWZ support the Shire of Harvey proposal for the introduction of legislation to ban the use of thin (supermarket) shopping bags.

Zone Recommendation:

That:

The South West Zone of WALGA advise the WA Local Government Association that it support the principle of a ban on one use, thin (supermarket) shopping bags, on the basis that a considered Statewide or National implementation and consultation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.

Item 10.4 **Shire of Collie Submission - Charitable Rating Status**

Summary of report:

There is a rising concern about the number of Department of Housing properties being put under management of incorporated not for profit organisations which in turn claim charitable status, thus triggering an exemption from paying rates.

MOTION

That the SWZ supports the Shire of Collie recommendation: That WALGA;

- Express concern to the Department of Housing regarding the proliferation of organisations 1. (quite often managing properties on behalf of the Housing Authority) claiming charitable status and seeking to avoid paying rates. This has and will lead to a diminishing unsustainable rate base for local governments and urgent attention is required to address this matter
- 2. Seek agreement from the Department of Housing that the outsourcing of the management of public housing to not for profit organisations will not adversely impact on Councils rating income.

Zone Recommendation:

Motion was carried.

1. WALGA State Council: Wednesday 7 December 2016

Item: 5.1 WALGA State Budget Submission

Summary of report:

WALGA prepares a budget submission to State Government annually. This year's submission was developed from outcomes of State Council Forums held in March and May this year and was endorsed by the Executive Committee on Monday 31 October 2016. Recommendations regarding the following areas are proposed to be put forward as priorities for the forthcoming State Election:

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Budget Repair-

Controlling expenditure growth

Asset Sales

Public Health Act

Spending priorities

Special Inquiry into the Waroona Fire

Container Deposit Scheme

Country Local Government Fund

Broader reforms

Deregulation of Local Government fees and charges

Review of the Local Government Act 1995

State Infrastructure Plan

Investing in the State's future-

State Road Funds to Local Government

Public Libraries

Community Sports and Recreation

WALGA Recommendation:

That the WALGA 2017-18 State Budget submissions be endorsed.

City Officer Comment:

These recommendations have been formulated though a lengthy consultative period and have been endorsed by WALGA.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That the WALGA 2017-18 State Budget Submission be endorsed.

Item: 5.2 Regional Subsidiaries: Submission on Development of Regulation's

Summary of report:

The Local Government Act 1995 has been amended to enable Local Governments to establish regional subsidiaries to better provide shared services. The intention is that the regional subsidiary model could provide local government with more flexibility to deliver shared services and joint regional projects relative to other shared service models, as it is governed by a charter rather than the Local Government Act.

To assist in the development of regulations to guide the regional subsidiary model, the Department of Local Government and Communities has distributed a consultation paper for feedback. WALGA has developed a representative submission that was considered by the State Council Governance and Organisational Services Policy Team and endorsed by the Executive Committee prior to submission.

The submission advocates for a minimal regulatory framework to be imposed, with the regional subsidiary charter acting as the primary governing document, which is supported by the number of checks and balances inherent in the regional subsidiary model, including Ministerial Approval of the charter and oversight of the subsidiary by its constituent councils. The submission is attached as part of the State Council Agenda.

WALGA Recommendation:

That WALGA's Submission regarding the development of regulations for the establishment of regional subsidiaries be endorsed.

City Officer Comment:

The proposal to create a legislative framework to enable Local Governments to work together to provide 'shared services' has been around for some time. The LG Act has now been amended to facilitate Regional Subsidiaries but Regulations to support the Act have not yet been determined. The purpose of the WALGA submission is to propose a process to be included in the Regulations and this submission has been developed with sector involvement. Whilst the legislation doesn't go far enough in terms of allowing individual LG's to create LG controlled entities, the proposal to create Regional Subsidiaries is a small step in the right direction. The issue of legislation to enable creation of LG controlled entities will be pursued through other mechanisms.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council Decision:

That WALGA's Submission regarding the development of regulations for the establishment of regional subsidiaries be endorsed.

<u>Item 5.3</u> <u>Local Government Industrial Jurisdiction</u>

Summary of report:

WALGA is seeking to provide great clarity and certainty for Local Governments regarding the industrial relations jurisdiction, to better support Local Governments in their own assessment of the appropriate industrial relations jurisdiction within which to operate.

Presently, it is unclear whether the sector falls within the state or federal industrial relations system. Until 31 December 2009, Western Australian Local Governments operated primarily under federal industrial awards, being the Local Government Officers' Award (1999) (LGO) and the Municipal Employees' Award (1999) (MEA). Many Local Governments also had Federal enterprise/workplace agreements in operation to underpin the employment conditions of the majority of their employees.

The introduction of the Fair Work Act 2009 influenced most State Governments to refer their industrial relations powers to the Commonwealth to create a single national industrial relations system. The federal industrial relations system and its relevant employment legislation, including the Fair Work Act 2009 (Cth), only applies to WA Local Governments that are deemed to be national system employers. Western Australia still retains a state industrial relations system that applies to state public sector employees, non-trading entities and unincorporated private sector businesses.

WALGA Recommendation:

That WALGA:

- 1. Provide information and advice to Local Governments to support their assessment of the appropriate industrial relations jurisdiction within which to operate;
- 2. Advocate for the State Government to refer any residual industrial relations powers with respect to the Local Government sector to the Commonwealth Government;
- If recommendation 2 is unsuccessful, advocate for modernisation of the WA industrial 3. relations legislative framework with a view to achieve consistency with the predominant Federal industrial relations system.

City Officer Comment:

The City of Busselton, like most local governments, operates within the federal industrial relations system. Prior to the introduction of the Fair Work Act 2009, the City operated under 2 Enterprise Agreements (negotiated in 2003) that were read in conjunction with the federal awards - Local Government Officers Award (1999) and the Municipal Employees Award (1999). In 2010, the City transitioned to one Enterprise Agreement read in conjunction with the new Local Government Industry Award 2010.

While we have not sought to confirm our status as a constitutional corporation, we consider the risk of operating within the federal industrial relations system to be relatively low. Our Enterprise Agreement is ratified by the Fair Work Commission and unfair dismissal and other such claims have historically been lodged within the federal jurisdiction.

Having said that, WALGA's recommendations, recommendation 2 in particular, would remove the current ambiguity and risk that surrounds this matter for local government. Recommendation 3 is a reasonable fall-back position.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

THAT item 5.3 be amended as under;

- 1. Provide information and advice to Local Government to support their assessment of the appropriate industrial relations jurisdiction within which to operate
- Advocate for modernization of the WA industrial relations framework with a view to achieve consistency with the predominant Federal industrial relations system

State Council decision:

That WALGA:

- 1. Provide information and advice to Local Government to support their assessment of the appropriate industrial relations jurisdiction within which to operate; and
- 2. Advocate for modernization of the WA industrial relations framework with a view to achieve consistency with the predominant Federal industrial relations system.

Item 5.4 Review of Decision Making within the WA Planning System

Summary of report:

At the WALGA Annual General Meeting on the 3 August 2016, a motion was passed to request WALGA advocate for an independent review of the decision making within the WA planning system. It is timely given the State's reform program started in 2009, to initiate a review of the reform measures that have been introduced and to seek a review of the operation of the entire planning system, before any additional reforms measures are proposed in WA.

WALGA Recommendations:

That WALGA request that the Minister for Planning initiate an independent review of decision making within the WA planning system, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process, that gives consideration to;

- 1. How the aspirations or values of the community are incorporated into the decision making framework;
- 2. What improvements are required to the statutory framework, including Local Planning Schemes, that would improve the transparency, certainty and consistency of the decision making process;
- 3. Ensuring that decision making occurs at appropriate levels that promotes good and efficient decisions for the community; and
- 4. The erosion of the role of Local Government in planning for their communities.

City Officer Comment:

Given the generic nature of the report and that the issues presented have not been of particular relevance to the City of Busselton, there is no valid reason to not support the recommendations.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

- That WALGA request that the Minister for Planning initiate an independent review of decision making within the WA planning system, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process, that gives consideration to;
 - a. How the aspirations or values of the community are incorporated into the decision making framework;

- b. What improvements are required to the statutory framework, including Local Planning Schemes, that would improve the transparency, certainty and consistency of the decision making process;
- c. Ensuring that decision making occurs at appropriate levels that promotes good and efficient decisions for the community;
- d. The erosion of the role of Local Government in planning for their communities; and
- e. How the community can be better engaged in the metropolitan planning process.
- 2. That WALGA undertakes research on third party appeals around Australia and further consults with members regarding the current policy position.

Item 5.5 **Development Assessment Panels: Suggested Amendments**

Summary of report:

The Development Assessment Panels (DAPs) planning approval system was introduced in July 2011 with the intention of creating a more streamlined planning approval process and to establish a better balance between professional advice and community representation. The criteria for a planning assessment by DAPs was amended at the beginning of 2015-16, with a lowering of the 'opt in' eligibility threshold to \$2m.

Recently a number of Metropolitan Local Governments have adopted motions calling for the abolition of DAPS. In addition a motion was presented to WALGA's AGM calling for the abolition of DAPs.

Both the Minister for Planning and the Opposition have stated that the DAP system will remain in place. The Minister for Planning has, however, announced that the State Government is willing to consider changes to the system.

WALGA has engaged directly with the Local Government planning community to capture their views on how best to improve the DAP system, including a workshop with senior planning officers and a survey sent to over 200 planning officers. A series of improvements to the existing system are therefore proposed.

WALGA Recommendations:

That WALGA:

- 1. Present the outcomes of the Local Government engagement on suggested amendments to the Development Assessment Panels system to the Minister for Planning, and;
- 2. Endorse the top 15 suggested amendments contained within the report as recommendations which WALGA advocates for as practical reforms to the DAP system, in addition to WALGA's previous resolution regarding Development Assessment Panels.

City Officer Comment:

The City is comfortable with WALGA's Top 15 'suggested amendments', but number 15 does not affect the City (as we are outside a region scheme area), number 14 just won't work in regional areas, but this has been acknowledged anyway, and number 9 is clear now. Several of the dot points under their conclusion are of more concern, notably dot points 1, 3 and 4, which sound like simple, sensible propositions on the surface, but would create all sorts of odd/perverse incentives and/or require pages of law to properly describe. Those who have supported those ideas in the consultation just haven't thought the issues through properly, and there could be numerous other consequences

of going down those paths. However, on balance, the proposed Amendments are considered acceptable from an industry point of view.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That WALGA:

- 1. Present the outcomes of the Local Government engagement on suggested amendments to the Development Assessment Panels system to the Minister for Planning, and;
- 2. Endorse the top 15 suggested amendments contained within the report as recommendations which WALGA advocates for as practical reforms to the DAP system, in addition to WALGA's previous resolution regarding Development Assessment Panels.

<u>Item 5.6</u> <u>Amendment to State Planning Policy 3.1 – Residential Design Codes – Minor</u> Amendments

Summary of report:

In August 2016, the WA Planning Commission (WAPC) released proposed changes to the State Planning Policy 3.1 – Residential Design Codes (RCodes) to address the misinterpretation and inconsistency of application of certain provisions of the RCodes and to align with the new Local Planning Scheme Regulations. The proposed changes are mostly minor in nature.

An interim submission was prepared to meet the WA Planning Commission's deadline of the 10 October 2016.

WALGA Recommendation:

That the interim submission to the WA Planning Commission regarding minor amendments to State Planning Policy 3.1 – Residential Design Codes be endorsed.

City Officer Comment:

These are very minor issues in the scheme of things, and the City does not need to be concerned about either proposal.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That the interim submission to the WA Planning Commission regarding minor amendments to State Planning Policy 3.1 – Residential Design Codes be endorsed with the exception of the submission position on item 24 in that WALGA does not oppose in principle the reduction of the minimum number of aged persons' dwelling in any single development from 5 to 2.

<u>Draft State Planning Policy 1 – State Planning Framework</u> Item 5.7

Attachment C

Summary of report:

- The WA Planning Commission has released a draft State Planning Policy 1 (SPP1) State Planning Framework for public comment until 24 December 2016.
- The draft State Planning Policy 1 is more concise than the existing SPP1 and provides greater clarity in the hierarchy and application of the various planning instruments for WA.

WALGA Recommendation:

That the WA Planning Commission be advised that WALGA supports the draft State Planning Policy 1 - State Planning Framework.

City Officer Comment:

These are very minor issues in the scheme of things, and the City does not need to be concerned about either proposal.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That the WA Planning Commission be advised that WALGA supports the draft State Planning Policy 1 - State Planning Framework.

LG Risk Vision Risk Management System

Summary of report:

At the September 2013 meeting of State Council, Resolution 250:4/2013 was passed in support of further development of the Community Emergency Risk Assessment Tool as the preferred emergency risk assessment tool for Local Government in Western Australia.

Following an intensive development and trial process, WALGA has designed and produced the LG Risk Vision emergency management risk system.

The State Emergency Management Committee (SEMC) Risk Subcommittee at its 9 November 2016 meeting noted the development by WALGA of LG Risk Vision and proposed a process toward acknowledgement as a compliant system.

WALGA Recommendations:

That LG Risk Vision be endorsed for use by Local Government in Western Australia.

City Officer Comment:

The City of Busselton supports the development of the LG Risk Vision system as a key tool in the risk analysis and assessment process and overall emergency management arrangements.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That LG Risk Vision be endorsed for use by Local Government in Western Australia.

Item 5.9 Interim Submission in response to the 'Transport @ 3.5 Million: Perth Transport Plan for 3.5 Million People and Beyond'

Summary of report:

The State Government released the 'Transport @ 3.5 Million: Perth Transport Plan for 3.5 Million People and Beyond' for consultation closing on 28 October.

The vision for the plan is to ensure Perth remains one of the most liveable cities in the world, one that is vibrant, connected and productive. The plan covers many aspects of urban land transport including public transport, road network, freight, active transport and travel demand management. Extensive consultation was undertaken with senior Local Government officers, including a workshop, to identify regional and city-wide matters of interest to inform the interim submission.

Key issues raised include the lack of aspirational and measureable outcomes, low mode-share expectations for public and active transport outside of the CBD peak hour travel requirements, limited engagement with Local Governments in producing the Plan, and the lack of evidence in the supporting documents to show the strategic framework for the transport route or mode recommendation.

WALGA Recommendation:

That the interim submission in response to the 'Transport @ 3.5 Million: Perth Transport Plan for 3.5 Million People and Beyond' be endorsed.

City Officer Comment:

The report item does not directly affect the City of Busselton.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

1. That the interim submission in response to the 'Transport @ 3.5 million: Perth Transport Plan for 3.5 Million People and Beyond' be endorsed as amended.

With the amendment to the interim submission being to delete the works "from overseas" from recommendation 6.9 so that it reads: The State Government should be open to innovative transport modes and technologies that could be beneficial to Perth's future beyond 3.5 million.

2. That WALGA advocate for consistency between planning, transport and environmental plans.

<u>Item 5.10</u> Guidelines and Specifications for Residential Crossovers

Summary of report:

15.1 Attachment C

There are a large number of different guidelines for the design, planning and construction of residential crossovers in the Perth metropolitan region.

At a Building Summit in February 2016, and in other forums this was raised as an issue causing inefficiency and confusion in the housing industry.

WALGA appointed Cardno to assist in preparing guidelines and specifications for the planning, design and construction of residential crossovers.

Following a Local Government workshop in May and sector wide consultation, a guideline has been prepared based on the harmonisation of current practices.

If adopted by Local Governments in entirety or as a framework with amendments to reflect local circumstances, the Guide and Specification will increase efficiency and reduce costs in residential building.

WALGA Recommendation:

That WALGA Guidelines and Specifications for Residential Crossovers be endorsed for adoption by Local Governments in its entirety or as a framework with amendments to reflect local circumstances.

City Officer Comment:

Standardisation for the design, planning and construction of residential cross overs is seen as beneficial to the Local Government sector and will avoid the issue of having different standards adopted by different local Governments.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

That the recommendation be endorsed.

State Council decision:

That WALGA Guidelines and Specifications for Residential Crossovers be endorsed for adoption by Local Governments in its entirety or as a framework with amendments to reflect local circumstances.

Review of Electricity (Network Safety) Regulations 2015 <u>Item 5.11</u>

Summary of report:

The Electricity (Network Safety) Regulations 2015, gazetted in August 2015, require the electricity network operators (Western Power, Horizon Power) to prepare an Electricity Network Safety Management System in accordance with the relevant Standard AS 5577. However, in Western Australia, the regulations do not require the electricity network operators to submit the Safety Management System to the regulator, EnergySafety WA, or to achieve a satisfactory independent audit of the System.

Regulatory oversight is weaker in Western Australia than other Australian jurisdictions, which is particularly inappropriate at a time when sale or long term lease of the main electricity network operator is being considered. If not managed correctly, electricity networks are capable of presenting serious local and large scale hazards to the community as has been demonstrated in Western Australia (e.g. Toodyay 2009; Stoneville 2014).

15.1 Attachment C

Regulations consistent with those adopted in other Australian jurisdictions would both provide stronger regulation of the industry and deliver the harmonisation of regulations promised in the 2012 Intergovernmental Agreement on this matter.

WALGA Recommendation:

That WALGA request the State Government initiate a review of the Electricity (Network Safety) Regulations 2015 to ensure the electricity network safety management system is independently audited, providing public assurance that the serious hazards to people and property presented by electricity distribution networks are appropriately managed.

City Officer Comment:

No concerns have been identified in supporting this recommendation.

City Officer Recommendation:

That the WALGA recommendation be supported.

Zone Recommendation to State Council:

THAT recommendation 5.11 be endorsed. Discussion ensued and Cr Sanford will speak to the matter at the State Council meeting.

State Council decision:

That WALGA request the State Government initiate a review of the Electricity (Network Safety) Regulations 2015 to ensure the electricity network safety management system is independently audited, providing public assurance that the serious hazards to people and property presented by electricity distribution networks are appropriately managed.





Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280 Email: Kay.Lehman@busselton.wa.gov.au

Web: ww.meeluppark.com Facebook: Meelup Regional Park

Informal Meeting- Notes

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DATE: Tuesday 28 November 2016, 10am

VENUE: Dunsborough District Country Club, Gifford Road, Dunsborough

1. ATTENDANCE AND APOLOGIES

Attendance

Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councilor John McCallum, Mrs Shirley Fisher, Mr Tony Smurthwaite, Ms Lisa Archer, Ms Arlene Maidment and Mr Albert Haak, Tony Smurthwaite.

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

Apologies: Councilor Terry Best, Councilor Ross Paine, Mr Damien Jones and Mr Bob Ginbey.

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. That the Committee notes the November 2016 Financial Summary (Attachment A).

3. MEELUP VOLUNTEER UPDATE

3.1. Bird Survey Walk

The Bird survey walk with Christine Wilder from BirdLife's Capes Bird Group was undertaken on Sunday 6th November 2016, 8.30am-10.30am at Meelup Beach with 16 people attending. The EO wrote an article on the survey for the Cape to Cape Bird Group's monthly newsletter. Refer to the Report in **Attachment B**.

Meelup Regional Park Management Committee Informal Meeting Minutes - 28 November 2016

3.2 Volunteer Group Update

A total of 83 person hours of voluntary work has been carried out by up to 10 volunteers at a time.

Principal activities have been to attempt to eliminate Scottish thistles from the foreshore and trails about Meelup bay, general weeding of Double gees and dock included and generally cleaning rubbish and toilet paper from the trails environment. We have been collecting up to 12 large bags of weeds in a session.

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Prior to Schoolies week the Park was relatively free of bottles and cans and rubbish.

Trail pruning has commenced with almost all of the Eagle Bay to Pt Picquet Trail pruned, all of the Lookout Trail pruned and a start made to the Coastal trail from Meelup to Dunsborough.

Future tasks include:-

- · thorough pruning of the Coastal Trail
- Pruning of the Rocky Point Trail and signage of the trail
- Re painting of the timber frames of all our signs and seats etc.

The Trailer will be shifted to the Eagle Bay Fire shed area so that it will be more useful including the use of the wheelbarrow. As soon as the Shed /Store is completed it will be housed under cover. Environment Officer is to conduct an Induction course for those who feel capable of using petrol or battery driven hedge trimmers which will make trail pruning more efficient.

More High Vis vests and Hats are required for the number of Volunteers attending now. With the warmer weather it may be sensible to start the sessions at 8 am to avoid the heat.

Proposed Direction:

1. Information for the Committee to note.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment C.** The Action Summary table was discussed with outstanding/ongoing actions to be summarized for the next meeting. Refer to the Action Summary table for details.

5. REPORTS

5.1 Meelup Regional Park Management and Information Systems

The Committee considered a strategic planning approach incorporating the use of maps and increased use of GIS technology to manage the Meelup Regional Park's natural resources and to deal with demands from competing land uses. This proposal is presented by Committee member Tony Smurthwaite and is included with this agenda at **Attachment D**.

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Proposed Direction:

- 1. Information for the Committee to note and discuss.
- The Future Research Projects subcommittee (EO, Shirley Fisher, Tony Smurthwaite and Lisa Archer) will be meeting on Wednesday 1st February at 1pm at Shirley's house. EO will send out a meeting invite.

5.2 Point Piquet - Proposed Ablution Block

With the upgrade of the Point Piquet carpark, there has been discussion on installing an ablution block in the carpark. Details of the proposal are included with this report for the Committee to note and discuss. It is recommended that the colour selection be kept to standard colorbond colours.

Other information regarding these units:

- Dimensions: 3m x 2m wide x 2.7m high
- Male/female single ablution combo.
- Water to be provided by tank located on roof structure if this is possible.
- Power to be solar power panel and 12volt lighting, with battery back-up. We will need to have this infra-structure buried in a lockable pit for security and serviceability.
- · Waste will be collected in buried sewage tank, with pump out point.

Refer to Attachment E for photos of the proposed ablution block and possible colour scheme.

Proposed Direction:

- 1. Information for the Committee to note.
- EO to follow-up options option to paint the outside or incorporate a screen around the proposed facility.

5.3 Mountain Bike - Notice of Determination

The City of Busselton has advertised under the *Local Government Property Local Law 2011*, a Notice of Determination to designate a mountain bike zone and trails that may be used by bike riders within the Meelup Regional Park. The period for receiving written submissions about the proposed determination closes on 2 December 2016.

Proposed Direction:

1. Information for the Committee to note.

5.4 Events in the Meelup Regional Park

Gourmet Escape- Castle Bay- 18-20 November 2016

The EO oversaw the levelling of the beach by the bobcat on the Monday morning just prior to
the construction of the tipi tents. The tents were a bit closer to the beach than last year, to
minimize the disturbance of the foredune area containing native spinifex, however this
impacted the visibility of the beach to the public from the carpark.

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- The bobcat was used again prior to the event to create a sand bund between the tents and the
 beach. The beach will be assessed to determine whether a bobcat is required to re-shape the
 beach. The EO has taken photo of the beach prior to any disturbance if any work is required. The
 beach has not been re-shaped after the Gourmet Escape in the past.
- Feedback from the event organizer has indicated that the event went very well. The clean-up of
 the site is scheduled to be completed by Tuesday 22nd November. Security staff will be leaving
 the site that afternoon.
- The boom gate to allow beach access was rusting and required replacement. A new boom gate was ordered and is due to be installed on Tuesday 22 November.
- The conveyor belt pad used as a ramp onto the beach will be removed by Thursday 14 November.
- The EO will undertake a post-event (phone) meeting with the event organizer, along with City
 event staff, to discuss issues and feedback on the event.

Refer to Attachment F for photos of the 2016 Gourmet Escape at Castle Bay

Meelup Beach Leavers Party- 23 November 2016

The EO will be at Meelup Beach for the Leavers event and will give an update to the Committee at the November meeting.

Event details include:

- Applicant: Royal Life Saving Society of WA Inc.
- The Leavers Day provides a fun activity in a safe environment that is alcohol free.
- The City's event team is expecting about 4,500 leavers on the day. The leavers will be transported to Meelup Beach by South West Coach Lines bus every 30min (10am-4pm).
- There will be four food vendors and entertainment including amplified music, an aqua playground and beach volleyball.
- There will be 16 additional toilets and a water fountain station provided.
- The event will be set up at 8am and run from 10am-2pm. The clean-up of the area will be completed by 4pm.
- A Traffic Management Plan will be provided for the event. Meelup Beach Road will be closed to the public at both end, only designated buses carrying Leavers will be allowed access.

Proposed Direction:

- 1. Information for the Committee to note.
- 2. EO to secure loose granite rocks in low retaining walls in the carpark.
- 3. EO to check with City event staff if paper cups can be used at the water fountain-instead of plastic cups in future.

5.5 New corflute dog signs

Thirty 'No Dog' corflute signs have been made and are being distributed throughout Park along the coastal node beaches and access trails. The EO has designed these signs to be different to conventional 'No Dog' signs, to combat sign fatigue and to raise awareness of the diversity of fauna in the Park and the use of 1080 baiting to control feral animals. The basic underlying assumption for the signs is that a

Attachment D

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well-managed park should protect native fauna by effectively restricting dogs, explain the reasons for restricting dog access and educating the dog-owning community of the important conservation values of the Park.

Refer to Attachment G.

Proposed Direction:

1. Information for the Committee to note.

5.6 Dieback Management Report

A Dieback Management report has been undertaken by Dieback Treatment Services to provide advice on a number of issues including event management, installation of dieback hygiene stations, construction of the mountain bike trail, vehicle access and drainage.

Refer to Attachment H for the Dieback Management Report

Proposed Direction:

- 1. Information for the Committee to note.
- 2. EO to arrange a limestone pad at the fire hydrant on Sheen Road.
- 3. EO to obtain costings for a gate and limestone sheeting of the wildlife corridor.
- 4. EO to arrange to undertake dieback boundary checks in 2017.

5.7 NBN upgrade- Western firebreak

WBHO Infrastructure will be accessing the western firebreak within the Park in the next few weeks to haul fibre optic cable through the existing Telstra conduits underground. It is not expected that any ground disturbing work will be undertaken. The EO has provided dieback management guidelines to the contractor undertaking the work.

Proposed Direction:

1. Information for the Committee to note.

5.8 Entry of a vehicle into the Park

Photos of a vehicle on a firebreak trail near Eagle Bay within the Park where sent to the EO from the feral animal contractor who had cameras set up for monitoring. The photo show several people with a chainsaw and an axe. These photos have been sent through to the Ranger staff to follow up on. The EO has checked this trail for any damage and found that a large dead tree has been sawn (almost right through) at the base of the tree.

Proposed Direction:

- 1. Information for the Committee to note.
- 2. EO to check the tree and arrange for tree to be felled if unsafe.

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EO to arrange fencing of approximate 8 metre section along the western boundary firebreak where the vehicle may have entered the Park.

5.9 Meelup Regional Park 2015/16 Annual Report

A draft Meelup Regional Park 2015/16 Annual Report is included with this report for the Committee to note and discuss. Refer **Attachment I**

Proposed Direction:

- That the Chief Executive Officer be requested to include the Meelup Regional Park 2015/16
 Annual Report in the Council's next available ordinary meeting agenda.
- EO to undertake the following updates the Annual Report: add the Meelup logo on the front page, Presiding Member to update his report, update the Gourmet Escape photo, one spelling error.
- 3. A thankyou letter is forwarded to former Meelup Regional Park committee member John Lang from the Mayor.

6.0 Meeting Closure

The meeting was closed at 12:40pm.

7.0 NEXT MEETING- 19 December 2016, 10am Dunsborough District Country Club, Gifford Road, Dunsborough.



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1. Introduction

Meelup Regional Park (park) is a Class A reserve over which the City of Busselton (City) has a management order for the purpose is 'Conservation and Recreation'. The park is 577 hectares in area and extends from Dunsborough to Bunker Bay.

Meelup Regional Park is highly valued for its:

- unique natural environment and conservation significance, with significant flora and fauna, a myriad
 of vegetation types and varied habitats;
- · stunning landscapes, including granite outcrops, calm turquoise waters and natural bushland;
- diverse range of recreational opportunities, including bushwalking, wildflower spotting, swimming, surfing and fishing;
- tourism importance; and
- · educational and research opportunities.

The vision for the future of the park is to:

Manage the park for conservation and environmental enhancement and allow recreation and other uses of the park to occur to the extent that they do not impair the conservation values of the park.

This Annual Report summarises the activities of the Meelup Regional Park Management Committee (Committee) from July 2015 to June 2016.

2. Meelup Regional Park Management Committee

The Meelup Regional Park Management Committee has been established under the *Local Government Act* 1995 by the City Council and the Committee is delegated to adopt plans, policies or documents that relate to management of the Park, other than where those plans, policies or documents require adoption pursuant to a particular statutory power. Committee members are appointed by the City Council.

The current committee membership is as follows:

Deputy Members
Cr Ross Paine
Mr Robert Ginbey
Ms Lisa Archer
Ms Arlene Maidment

Note:

- Mr Tony Smurthwaite was appointed as a member of the Committee and both Ms Lisa Archer and Ms Arlene Maidment as Deputy Members in September 2015.
- Mr John Lang resigned as a Deputy Member of the Committee on 1 November 2016.

3. Staffing

The City of Busselton currently employs a Meelup Environment Officer (Ms. Kay Lehman) three days a week (0.6 FTE).

The Meelup Environment Officers' role is to:

- 1. Provide advice to the Council about Committee membership and terms of reference;
- 2. Assist Council and the Committee in recruitment of Committee members;
- 3. Provide advice to the Council and Committee about strategic direction;
- Provide advice to the Council and Committee about statutory and non-statutory plans relating to the Park;
- Provide regular (generally monthly) briefings to Committee members through informal meetings of City
 officers and Committee members on matters relating to and affecting the management of the Park;
- Ensure all matters relating to Meelup Regional Park are notified to the Committee through the Presiding Member as soon as possible and practicable;
- 7. In partnership with the Committee, provide periodic (generally twice annual) briefings to Councillors on matters relating to and affecting the management of the Park;
- Following receipt of information or feedback at informal meetings of City officers and Committee members, present proposed annual budget and long term financial plan allocations to the Council for consideration;
- 9. Implement the Council's budget with respect to the Park;
- Maintain roads, paths, ablution facilities and other basic infrastructure, in partnership with the volunteers (and 'Friends of Meelup Regional Park Incorporated') where appropriate;
- Apply and enforce laws that relate to management of the Park in accordance with relevant Council Policy; and
- 12. In partnership with the Committee and/or 'Friends of Meelup Regional Park Incorporated', encourage, coordinate and facilitate volunteer involvement in the management and promotion of the Park.

4. Presiding Member's report



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Dr Bob Jarvis addressing Busselton Senior High School students at Meelup Beach

It was very gratifying to stand with the Mayor Grant Henley and Nola Merino federal member for Forrest to open the Whale Watching Platform at Point Picquet and reflect on our achievements in the Park. Of course these achievements and the building of the platform to the high standard we aspire do not come without the support of the City and Ratepayers of Busselton.

The Ratepayers and Citizens of Busselton, I know are proud of the Regional Park and expect a high standard from us in its maintenance and development. As you will see from our financial report we are well funded by the City, and our five year financial plan will fund many more refinements within the Park.

October 2015 saw a new City Council elected and subsequent reappointment of the Management Committee. Peter Randerson did not stand for Presiding Member again and I resumed the role. Thanks to Peter who guided the Committee and Council through the transition to the present day structure, and has left us with a strong healthy relationship with the Council and Staff. Peter has stayed on as Deputy Presiding Member.

The new role of Environment Officer has strengthened the input to Council from the Committee and Kay Lehman has shown her talents and knowledge to forge a very functional partnership. Along with all the routine work needed her interest and input into the Volunteers has benefited us all and she has been successful in obtaining a very significant grant for Dieback management in the Park. Thanks also to Greg Simpson our City Manager for his tireless work, and to Director Paul Needham who has proven to be a sympathetic ear at all levels.

Bob Ginbey has continued to nurture the Volunteer Group and we have had weekly turnouts of up to 12 volunteers to care for the Park, thank you Bob, your work is evident in the health of the trails and environment and the loyal following of the "Vollies". We have had several new Committee members this year bringing a healthy span of ages and talents. This demonstrates the respect that the community must have in the work of the Committee.

My sincere thanks to all the Committee Members but particularly Shirley Fisher who is our longest serving member and still one of the most enthusiastic. It is very pleasing to have the support of 3 Councillors, John McCallum and Terry Best who volunteered for another term and Ross Paine who deputises when needed.

The Committee achieved most of its goals this year, the completion of the Whale Watching Platform at Pt Picquet, the progression of the Zone 6 Mountain Bike facility to the stage where contracts for construction are about to be let, and making the new Environment Officer position function optimally. We did not achieve the last goal set by the Council that of establishing the "Friends" Group.

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We have forged an Events Policy for the Council that has a healthy balance and insistence on respect for the natural environment of this precious and unique part of the world. We are still working on an update of the Management Plan and it is my goal this coming year to have that complete and submit it for public comment and later Council and State approval.

The problems of litter amaze me. It is hard to imagine the mentality of those who throw away the types of litter we collect. Likewise the ignorance and arrogance of dog owners is hard to deal with. We are instituting a Litter Collecting/ controlling person during high visitation times to help educate the public and collect litter. Recently John Lang who initiated this move and did so much for litter collection in the Park has resigned from the Committee, thanks John for your dedication and years of service.

Dr Bob Jarvis Presiding Member Meelup Regional Park Management Committee

5. Key Achievements 2015/16

5.1. Conservation and Rehabilitation

5.1.1. Weed Management

An annual weed control program is undertaken in the park, with contractors engaged to undertake the work. Areas targeted in 2015/16 included:

- revegetation sites
- · boundaries with private property
- coastal nodes
- zone 6
- · firebreaks and trails
- · Meelup, Dolugup and Jingarmup Brooks.

Two components of the weed control work include the following:

1. Control of aggressive priority environmental weeds capable of invading good quality bushland.

Work focused on a range of high priority environmental weeds with the potential to invade good condition bushland. The majority of the work targeted the edges of park neighbouring urban or rural properties which often represented sources of priority environmental weeds. Elements of the control program followed infestations deep within the park itself.

High priority weeds include: Arum Lily, Sydney Golden Wattle, Finders Ranges Wattle, Pittosporum, Dolichos Pea, Polygala, Cape Tulip, Gladiolus, Fressias and Watsonia.

2. Maintenance and support of existing revegetation sites

This component targeted a broad range of weed species including both priority environmental weeds and opportunistic disturbance colonisers at a total of 10 sites previously subject to revegetation planting and bush regeneration works.

The City and the Committee are working with the Residents of Eagle Bay Association (REBA) to control the infestation of Pyp grass (*Ehrharta villosa) along the beach at Eagle Bay. Areas will be systematically sprayed with other patches manually removed by volunteers and the Green Army in areas of native spinifex grass. Post weed control areas will be revegetated with local native species.



Pyp grass control-Eagle Bay

Weed species and weed locations are mapped each year to enable priority weed control work and to gauge the long-term success of the program. Refer to the example map below.

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Weed mapping of Meelup Regional Park

5.1.2. Feral Animal Management

An annual feral animal control program is conducted in the Park which comprises of:

- two rounds of fox baiting, one in spring and the other in autumn
- · one round of rabbit baiting in autumn
- feral cat trapping in autumn
- monitoring of each of the above treatments pre-control, during control and post-control, consisting of regularly monitored sand plots and the use of infra-red cameras.

All land holders adjoining the park are notified of the baiting program and all feral animal control is undertaken by licensed feral animal control operators.

5.1.3. Fire Management

The Park's fire management is guided by the Fire Management Plan (2013). A fire planning meeting is undertaken on an annual basis to identify planned burns, and a firebreak inspection is also undertaken annually to identify any firebreak improvements required to maintain the firebreaks in a safe, trafficable condition. This may include vegetation pruning, grading, and other works as required.

Fuel reduction activities were undertaken in two fire cells (Cells 8 and 9) in the park during the year, on the corner of Cape Naturaliste Terrace and Meelup Eagle Bay Road. Consultation was undertaken with DPaW on the management of threatened flora in this location with areas protected from the fire.

5.1.4. Dieback Management

Dieback (*Phytophthora cinnamomi*) management and preventing its spread is a priority of the committee, with the most recent survey identifying that approximately 25% of the park is infested with this devastating disease. As per best practice, a dieback boundary survey is undertaken to monitor its spread every five years and treatment of susceptible vegetation in priority un-infested areas is carried out every three years.



Dieback management measures include:

- Identification of Hygiene station locations and installation specifications;
- Event Management in the park in relation to Phytophthora;
- · Mountain Bike construction guidelines for Zone 6;
- Phytophthora dieback advice on access into the Park for work related purposes.

5.1.5. Implementation of on-ground conservation projects

Rehabilitation and enhancement of the Meelup Coastline:

A Coast West (Department of Planning) grant of \$24,430 was received to fund the rehabilitation of degraded areas within the coastal nodes. The project had a significant on-ground component as well as community engagement, volunteer input, Aboriginal consultation and education.

The outputs of this project included:

- · Weed control and mulching
- Revegetation using 1,480 local native species
- Upgrade of the Baudin Memorial including limestone re-sheeting, cleaning of pavers, oiling of bench seats by volunteers
- New trail markers
- Trail design and construction
- Limestone sheeting and re-alignment of new trails- Point Piquet to improve access from the overflow carpark and safety

- Aboriginal and fishing community consultation on the Salmon Fishing sign for Baudin Memorial
- Volunteer planting and beach clean-ups by the Meelup volunteers and the Busselton Senior High School



Baudin Memorial upgrade



Site preparation for revegetation by volunteers (before)



Students engaged in revegetation works (after)



Coastal revegetation by Busselton Senior High School students

Wildlife Corridor Rehabilitation:

The 2015 Fauna Survey of Meelup Regional Park recognized the Parks great importance to the ongoing persistence of conservation significant fauna in the general area, along with Leeuwin-Naturaliste National Park. It found that the Park has connectivity to four South West Ecological Linkages which is recognized as unique for a single reserve on Geographe Bay.



Location of the Wildlife corridor near Eagle Bay

One of the key recommendations 2015 Fauna Survey was the rehabilitation of a 2.4 hectare 'wildlife corridor' to enhance habitat values and improve the vegetated linkage between the greater area of Meelup Regional Park and Leeuwin-Naturaliste National Park near Eagle Bay. During the year a Southwest Catchment grant of \$13,200 was received to assist the rehabilitation of an otherwise degraded area and facilitating faunal movement, particularly for conservation significant species.

Works undertaken in the Wildlife Corridor in 2016 included:

- Weed control
- Seed collection by volunteers
- Installation of 8 cockatube hollows for endangered Black Cockatoos.
- · Volunteer monitoring of the cockatubes

- Community Planting day
- Planting of 1,500 local native seedlings
- Photo-monitoring points established



Meelup volunteers on the job



Installation of a cockatube for endangered Black Cockatoos

Rehabilitation of Zone 6:

During the year on-ground rehabilitation activities were undertaken within management zone 6, including revegetation, feral animal control and weed control to help protect and restore these areas as much as possible to their original condition.

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The works undertaken over a 2 hectare area within zone 6 included:

- · Weed and rabbit control
- Site soil preparation including mulching
- · Erosion works using coir logs
- Revegetation –planting 2,180 local native seedlings



Zone 6 Revegetation (before planting)



Zone 6 Revegetation (after planting)

5.1.6. Green Army Team

The Green Army spent a total of 8 days working in the Park guided by the Environment Officer to complete tasks including: weed control, revegetation, landscaping around the Piquet Whale platform, the construction and installation of rock riffles for trail erosion control and photo-point monitoring of vegetation.





Landscape work at the Point Piquet whale platform



Pyp grass control and monitoring at Eagle Bay and weed control at Point Piquet

5.2. Recreation facilities and Services

5.2.1. Trail and facilities maintenance

Ongoing trail and facilities maintenance has included:

- Limestone sheeting of trails and rock culverts on the Rocky Point trail and Sail Rock to Meelup Beach.
- Re-alignment of trails to improve access and safety.
- New limestone trails at Point Piquet.
- Maintenance of bollards, signage, removing graffiti etc.
- New trail markers.





Installation of new trail markers

New limestone trail near Point Piquet

5.2.2. Meelup Beach Master Plan

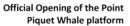
During the year the Meelup Beach carpark upgrade was completed as part of the implementation of the Meelup Beach Master Plan.



5.2.3. Point Piquet Whale Viewing Platform

The Point Piquet whale viewing platform was completed in September 2016. The Committee was involved in the planning and development of the whale viewing platform, along with members from the Dunsborough District Landcare Committee (DCALC) and the City.

The whale platform was officially opened on 30 September by the Major Grant Henley and Federal member for Forrest, Nola Marino.





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Construction of the whale viewing platform



The completed whale viewing platform project

5.2.4.Event Management

Meelup Regional Park is increasingly utilised as an events destination in the City of Busselton, and it is important for this to be balanced appropriately with the conservation purpose of the park. All event organisers are required to submit an event management plan and post event report to ensure suitable management of the event to minimise environmental impacts and conflicts with other park users.

The Meelup Regional Park Management Committee contributed to a review of the Events Policy and management of events held within Meelup regional Park to ensure that events held in the Park are compliant, safe and provide the best outcome for the Park.

Events held in the park in 2015/16 included the Meelup Beach Leavers Day, Margaret River Gourmet Escape Gourmet Beach Barbeque at Castle Bay and the X-Adventure Race.

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Gourmet Escape at Castle Rock beach

5.2.5. Development of Zone 6 Mountain Bike Trails



Trails within Brown Street-Zone 6

During the year the Mountain Bike Trail Working Group continued to progress the development of the mountain bike trails with Zone 6 of the Park. The Working Group have worked on a number of issues including identifying and surveying the preferred trail alignment, securing grant funding, statutory approvals and engagement of a professional trail designer. In September 2016, the CMB commissioned the preparation of a trails work report and trail audit to guide the construction of the Brown Street trail component of the trail network scheduled for early 2017.

In August 2015, site investigations were carried out to assess potential contamination with Zone 6, resulting from former waste disposal landfill activities and to identify/recommend an approach to manage potential contamination and allow for the development of a trail network within the impacted areas. In June 2016, an Asbestos Management Plan was prepared for the treatment of the affected area to provide additional protection to the health and safety of the public. This plan also provides a

proposed approach for the future construction of those mountain bike trails that intersect the former waste disposal area.

5.3. Community and Stakeholder Engagement

5.3.1. Stakeholder Engagement

The committee regularly engages with a range of stakeholders on projects, including:

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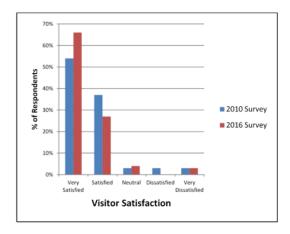
- Government agencies, particularly DPaW and DFES, who are frequently involved with park management, mainly pertaining to conservation significant flora/fauna and fire.
- The South West Aboriginal Land and Sea Council are consulted at least annually on relevant projects, providing invaluable feedback relating to country and culture.
- Presentations by various stakeholders to the Meelup Regional Park Management Committee (such as by DPaW on the Ngari Marine Park).

5.3.2. Visitor Survey

The Meelup Regional Park Management Committee and volunteers undertook a Visitor Survey in January 2016, at seven monitoring points within Meelup Regional Park. The visitor survey resulted in 426 completed questionnaires and a further 104 survey responses were obtained electronically via Survey Monkey. Information obtained from visitor monitoring will help to:

- a) Quantitatively demonstrate the park's values according to visitor perceptions.
- b) Guide the provision and location of facilities and infrastructure.
- c) Provide estimations of carrying capacities.
- d) Enable the analysis of the contribution of Meelup Regional Park to the local economy.
- e) Provide information for inclusion in the Meelup Regional Park Management Plan.

When field respondents were asked how satisfied they were with that day's visit to the Park, (see figure below) the majority were either very satisfied or satisfied. This indicates that the Park has retained it attraction and is becoming increasingly popular.



5.3.3. Volunteer Program

The Meelup volunteers are an active and very capable team lead by Committee deputy member Mr. Bob Ginbey. Currently there are over 90 Meelup volunteers involved in projects in the Park.

The Meelup volunteers meet each week for 1.5- 2hour sessions to undertake wide range of work in the Park including weeding, pruning, beach and trail clean-ups, planting, removing tree guards, monitoring cockatoo hollow, building rock gabions, monitoring of Cockatoos, Hooded plovers, Tangoroa Blue beach clean-up day and rubbish collection as well environmental education programmes and working with school groups.

The volunteer work undertaken in the Meelup Regional Park is a huge effort from the local community who generously donate their time to contribution to environmental projects- a tremendous effort!



Construction of rock riffles for trail erosion control



Rock riffle installed to prevent trail soil erosion



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Planting of mature Peppermint tree at Meelup Beach



Weed identification workshop for volunteers



Volunteers undertaking a Rare flora survey and monitoring

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6. Finances

6.1. Ten Year Plan, Business Plan

The committee implements wide range of projects in any given financial year and in addition to large one-off and capital projects, the park requires ongoing operational maintenance.

The City's Ten Year Financial Plan incorporates provision for those activities within Meelup Regional Park that require ongoing funding, as well as short, medium and longer-term projects that will require funds for coordination and implementation in the future. Meelup Regional Park also has a Business Plan which details the committee's activities and management of the park in line with the city's Corporate Business Plan.

6.2. Budget

A 2015/16 financial summary for Meelup Regional Park is provided in Table 1. The financial summary indicates a revenue variance of \$13,837 to the 2015/16 annual budget. This increased revenue was mostly due to the receipt of additional grant funds for the coastal rehabilitation and wildlife corridor projects.

The 2015/16 financial summary also indicates an operating expenditure variance to the annual budget of \$44,216. This variance is mainly attributed to account 3186 – Recreation Reserves Maintenance and the unallocated offset expenditure attributed to the Gourmet Escape Event held at Castle Bay and account 3640 – Donations for the purpose of establishing a 'Friends of Meelup' group, which is to be undertaken in-house and is expected to be completed during the 2016/17 financial year.

In February 2016, additional expenditure was allocated to account 3260 — Consultancy, to facilitate the preparation of an asbestos management plan for the former waste disposal site within management zone 6. The preparation of the asbestos management plan resulted in a budget saving due to expenditure being less than anticipated.

The capital expenditure variance is mostly due to the Meelup Beach car park upgrade being completed under budget and the whale viewing platform project for which funding has been reallocated in the 2016/17 Budget to enable completion of the project.

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Table 1: 2015/2016 Financial Summary

Natural Account	Annual Budget	Total Actual	Variance
Revenue			
1239 - Operating Grants & Subsidies-Other	(2,860)	(21,438)	18,578
1509 - Reimbursement - Insurance Recovered	0	(2,209)	2,209
1520 - Reimbursement - Sundry	(1,050)	(300)	(750)
1629 - Other Income	(31,200)	(25,000)	(6,200)
Revenue subtotal	(35,110)	(48,947)	
Operating Expenditure			
3093 - Employee Uniforms - Protective Clothing	0	108	(108)
3123 - Room Hire Costs	0	559	(559)
3186 - Recreation Reserves Maintenance	153,770	130,413	23,357
3212 - Printing	2,070	1,362	708
3214 - Stationery	0	18	(18)
3260 - Consultancy	45,180	34,325	10,855
3286 - Asbestos Contractors	0	0	0
3301 - Furn & Off Equip Purchase - Non Cap			
Assets	0	368	(368)
3386 - Pest & Weed Control	24,840	23,638	1,202
3401 - Seminars & Staff Training (not Council)	200	0	200
3520 - Office Telephones & Faxes	0	30	(30)
3522 - Mobile Phones	0	147	(147)
3573 - Multi Risk Insurance	30	29	1
3575 - Public Liability Insurance	500	479	21
3640 - Donations, Contributions & Subsidies	11,000	0	11,000
3661 - Website Hosting	560	408	152
3664 - Catering	280	860	(580)
6100 - Plant Charge Allocation	40	55	(15)
7743 - Exp Offset Acc-Furn & Equip	0	1,486	(1,486)
Operating Expenditure subtotal	238,470	194,284	
Capital Expenditure			
C0027 Meelup Beach Parking Upgrade	240,507	221,792	18,715
C3014 - Meelup Park - Fire Access Trail	20,000	18,866	1,134
C3127 - Whale Viewing Platform - Point Picquet	64,145	43,809	20,336
Capital expenditure subtotal	324,652	284,467	

Meelup Regional Park Management Committee Informal Meeting Minutes - 19 December 2016





Meelup Regional Park Management Committee

CO Locked Bag 1 · Busselton · Western Australia · 6280 Email: Kay.Lehman@busselton.wa.gov.au

Web: ww.meeluppark.com Facebook: Meelup Regional Park

Informal Meeting- Notes

DATE: Monday 19 December 2016, 10am

VENUE: Dunsborough District Country Club, Gifford Road, Dunsborough

1. ATTENDANCE AND APOLOGIES

Attendance

Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councilor John McCallum, Mrs Shirley Fisher, Mr Tony Smurthwaite, and Mr Albert Haak and Mr Damien Jones.

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

Apologies: Councilor Terry Best, Councilor Ross Paine, Ms Lisa Archer, Ms Arlene Maidment and Mr Bob Ginbey.

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. That the Committee notes the December 2016 Financial Summary (Attachment A).

3. MEELUP VOLUNTEER UPDATE

Volunteer Group Update

An average of 14 volunteers have attended weekly since our last report.

We have been equipped with 2 Hedge-trimmers and safety gear which have made pruning along Trails much more efficient.

Meelup Regional Park Management Committee Informal Meeting Minutes - 19 December 2016

Principal activities have been trail pruning with all of the Eagle Bay to Pt Picquet Trail pruned and all of the Meelup to Castle Bay Trail pruned.

With the assistance of the Green Army, all of the Rocky Point Trail to Bunker Bay trail pruned and signage placed along the trail.

Future work

- · Completion of the Coastal Trail pruning
- Re painting of the timber frames of all our signs and seats etc.
- Retrieval of the trail counters and service of them ready for reuse

The Trailer has been shifted to the Eagle Bay Fire shed area so that it will be more useful including the use of the wheelbarrow. As soon as the Shed /Store is completed it will be housed under cover.

It is intended to use the trailer as a base for our activities so that suitable equipment can be stored and sourced each week. This will continue when the shed is built.

More High Vis vests and Hats are required for the number of Volunteers attending now.

Proposed Direction:

1. Information for the Committee to note.

4. ACTION SUMMARY PROGRESS UPDATE

The action summary is appended as **Attachment B.** The Action Summary table was discussed with outstanding/ongoing actions to be summarized for the next meeting. Refer to the Action Summary table for details.

5. REPORTS

5.1 Litter Control

Ms Jenny Clark has been appointed to collect litter for 8 hours a week between December 2016 and June 2017. Some additional hours will be included during the Christmas period and post Australia Day. Specific areas to be covered within the Meelup Regional Park include:

- Carpark and beach areas including Meelup Beach, Castle Bay, Gannet Rock, Point Piquet, Baudin Memorial and Eagle Bay.
- Other areas include: all other smaller carparks along the Meelup Beach-Eagle Bay Road in the Park between Gannet Rock and Eagle Bay and the Castle Bay lookout carpark.

Proposed Direction:

- 1. Information for the Committee to note.
- Committee members to meet with Ms Jenny Clark and the EO on 20th December at Castle Bay carpark.

Meelup Regional Park Management Committee Informal Meeting Minutes - 19 December 2016

5.2 Meelup Mallee Project

The EO has been in consultation with the Flora Conservation Officer from Department of Parks and Wildlife (DPaW) on a proposed project to help secure the Meelup mallee (*Eucalyptus x phylacis*) population within Meelup Regional Park.

The project involves establishing tissues cultures of the species and establishing a population uphill from the current site location. Feedback from the Botanic Gardens and Parks Authority (BGPA) has indicated that it is a complicated process and there is no guarantee of success. At this stage BGPA are keen to partner with DPaW and the Meelup Regional Park Management Committee on the project however need some more time to establish new cultures of the mallee before they can commit. DPaW have indicated that at this stage, an application for grant funding should not be submitted as the project may not achieve any of the milestones that are expected to be set by the funding body. Subject to BGPA establishing new tissue cultures, grant funding will be sought for the project.

Proposed Direction:

- 1. Information for the Committee to note.
- EO to get information on the Meelup Mallee to the fire control officers in the area including Eagle Bay, Dunsborough, Chief Bushfire Control Officer Allan Guthrie and the City Community Emergency Services Officer.

5.3 Green Army Activities

The Green Army team have been in the Park undertaking the following work:

- trail pruning;
- · installing trail markers along the Rocky Point trail;
- weed control of Pyp grass at Eagle Bay beach.

Proposed Direction:

1. Information for the Committee to note.

5.4 Firebreak Checks

The EO and the Presiding member inspected the firebreak trails in the Park. The Meelup Brook trail will be slashed this year and other fire maintenance works have been scheduled for next season.

Proposed Direction:

1. Information for the Committee to note.

Meelup Regional Park Management Committee Informal Meeting Minutes - 19 December 2016

5.5 Mountain Bike - Notice of Determination

The Notice of Determination, pursuant to the City's *Property Local Law*, to allow bike riding on trails developed and marked for that purpose in Meelup Regional Park was presented to the 14 December Council meeting. Committee members will be updated on the Council decision and future actions.

Proposed Direction:

1. Information for the Committee to note.

5.6 Point Picquet Carpark Upgrade

The preliminary design for the Point Picquet carpark and provision of ablutions is in progress. Presiding member Bob Jarvis and Deputy Presiding Member Peter Randerson met with Director Engineering and Works Services Oliver Darby on 6 December 2016 to discuss the Point Picquet upgrade project. As a result of the meeting the car park and ablution facility design is to be revised.

Proposed Direction:

1 Information for the Committee to note.

5.7 Equipment Storage Shed

A proposed location for the equipment storage shed and typical shed design is being prepared and will be tabled at the meeting for discussion and comment.

Proposed Direction:

- 1 Information for the Committee to note.
- 2 City staff to check other possible sites for the shed.

5.8 Business Plan 2017/18-2020/21

Further to a major review of the Meelup Regional Park Business in December 2015, the Business Plan 2017/18-2020/21 has been reviewed and is appended as **Attachment C.** The proposed changes to the Business Plan are highlighted red.

Proposed Direction:

1. Information for the Committee to note and discuss.

6.0 Meeting Closure

The meeting was closed at 12:30pm.

7.0 NEXT MEETING- 30 January 2016, Eagle Bay Hall, Fern Road, Eagle Bay

Note: The January meeting will be held at the Eagle Bay Hall, Fern Road, Eagle Bay- to discuss a proposal for a disabled access way to the beach adjacent to the Eagle Bay Hall.



ABN: 57 159 166 820





Mr Mike Archer Chief Executive Officer City of Busselton Locked Bag 1 BUSSELTON WA 6280

16/01/2017



Dear Mike,

Please find below the 6-monthly report relevant to your shire for Business South West for the period of July 2016 to December 2016.

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It would be appreciated if you could distribute the report to your councillors and other stakeholders.

This report is aimed to give a snapshot of assistance provided relative to your geographical area and offer some insight into the businesses in your region and the industry type they are in.

Local Government Authority 6 Monthly Report

Activity for the period 1st July 2016 to 31st December 2016 specific to the business community for the City of Busselton:

Total Client Contact Sessions (including follow-up sessions)	
Individual Pre-Start Businesses	26
Individual New Businesses (start-ups as a result of assistance provided)	19
Individual Established Businesses	53
Jobs Created (both part time and full time)	18
Workshop Attendees	83

^{*}__This figure is a tally of <u>all</u> client contact sessions we have had with clients. This also includes follow-up client contact sessions with clients for this period. Assistance includes one-on-one digital media marketing, business planning and advisory services, dispute resolution/assistance and regulatory/compliance assistance. Setting up business structures and assisting in obtaining ABN's and business names. These consultations are a mix of on site appointments at the client's premises and clients visiting our offices.

Workshops

Business South West conducted 41 workshops and seminars throughout the South West with attendees from City of Bunbury attending for the 6-month period. Please note: The highlighted sessions were held in the City of Busselton.

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Date	Event
14/07/16	Facebook Bridgetown CRC
18/07/16	So You Want to Go Into Business Seminar Manjimup
19/07/16	Women in Business Breakfast Network
20/07/16	Lunch with Libby Mettam Busselton
25/07/16	Facebook for Business
26/07/16	Advertising – It's Not Rocket Science!
27/07/16	So You Want to Go Into Business Seminar Bunbury
03/08/16	So You Want to Go Into Business Seminar Busselton
04/08/16	MailChimp 101
09/08/16	Women in Business Breakfast Network
16/08/16	Writing Effective Newsletters Workshop
17/08/16	Effective Leadership Lunch & Learn
18/08/16	Cracking the Lucrative Tenders and Contracts Market
22/08/16	Facebook Manjimup CRC
29/08/16	Facebook Ads
07/09/16	Tax Dynamics Workshop
08/09/16	Facebook Training Brunswick CRC
09/09/16	Sundowner Micro Business Speed Networking
13/09/16	Women in Business Breakfast Network
14/09/16	Business Basics: How to Recruit the Right People
15/09/16	Google My Business
11/10/16	Cash is King Busselton
11/10/16	Women in Business Breakfast Network
13/10/16	Effective Leadership Lunch & Learn
17/10/16	Facebook for Business Bridgetown CRC
19/10/16	Design, Deliver, Delight
19/10/16	Developing a Team Culture
26/10/16	Advanced Xero Bunbury
27/10/16	Google Adwords
08/11/16	Facebook for Business Bridgetown CRC
09/11/16	Time Management
11/11/16	Tax Dynamics Busselton
15/11/16	Women in Business Breakfast Network
15/11/16	Shire of Harvey Sundowner
16/11/16	Facebook Security Best Practice
17/11/16	ATO Record Keeping & BizLInks
22/11/16	Advanced Xero Busselton
23/11/16	Women in Business Breakfast Network Manjimup
06/12/16	Facebook For Business Busselton
07/12/16	The Four Truths of Business Growth
13/12/16	Women in Business Breakfast Network

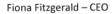
Individual business industry sectors we have provided support for the period:

Industry Classification	Pre-Start	New	Established	Total
Accommodation and Food Services	5	3	7	15
Administrative and Support Services	0	0	0	0
Agriculture, Forestry and Fishing	0	0	3	3
Arts and Recreation Services	4	1	7	12
Construction	1	1	1	3
Education and Training	2	0	3	5
Electricity, Gas, Water and Waste Services	1	0	1	2
Financial and Insurance Services	0	0	0	0
Health Care and Social Assistance	1	3	6	10
Information Media and Telecommunications	0	0	0	0
Manufacturing	1	1	4	6
Mining	0	0	0	0
Other Services	6	2	5	13
Professional, Scientific and Technical Services	1	3	7	11
Public Administration and Safety	0	0	0	0
Rental, Hiring and Real Estate Services	0	0	0	0
Retail Trade	3	4	8	15
Transport, Postal and Warehousing	0	1	1	2
Wholesale Trade	1	0	0	1
Total	26	19	53	98

Should you require any further information, I am more than happy to provide this to you and welcome a call or email on 9791 2666 or fiona@businesssouthwest.com.au.

On behalf of the small business community, I extend a warm thank you for your continued support of our Centre and the services we can offer small business to help them succeed and grow.

Kind regards



























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Minister for Water; Sport and Recreation; Forestry

Our ref: 52-09142

Mr Michael Archer Chief Executive Officer City of Busselton Locked Bag 1 BUSSELTON WA 6280

Dear Mr Archer

COMMUNITY SPORTING AND RECREATION FACILITIES FUND (CSRFF) OUTCOMES OF APPLICATIONS FOR FUNDING 2017/18

I wish to inform you of the outcomes of applications for funding through CSRFF from organisations located within your municipality. Details relating to all applications are attached.

The Department of Sport and Recreation will forward details relating to the conditions of funding and procedures for grant acceptance to all successful applicants. Unsuccessful applicants are encouraged to contact their nearest Department of Sport and Recreation Statewide Manager to discuss the assessment of their project.

The State Government is committed to enhancing the lifestyle of all Western Australians through their participation and achievement in sport and recreation. CSRFF makes a significant contribution to the achievement of this objective.

Thank you for your involvement in the CSRFF process and your Council's commitment to the provision of quality infrastructure for sport and recreation. I look forward to continuing the development of our partnership in the future.

Yours sincerely

mounis

Hon Mia Davies MLA

MINISTER FOR SPORT AND RECREATION

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City of Busselton

Reference	Organisation Name	Project		Grant Approved (Net)	Fund Year Actual
STHWST C08305 / SW2016/49	City of Busselton	Construction of a sports pavilion at Lou Weston Oval	\$1,218,000.00	-	2017/18
STHWST C08306 / SW2016/50	City of Busselton	Construction of a sports pavilion at Vasse Sporting Complex	\$1,623,000.00	-	2017/18
STHWST C08307 / SW2016/51	Busselton Pistol Club Inc	Construction of a new indoor shooting range	\$311,499.00	\$103,833.00	2017/18
Total Grant Approvals			\$103,833.00		

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. **QUESTIONS FROM MEMBERS**

19. PUBLIC QUESTION TIME

20. <u>NEXT MEETING DATE</u>

Wednesday, 22nd February 2017

21. CLOSURE