



Council Agenda

28 June 2017

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city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 28 JUNE 2017

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 28 June 2017, commencing at 5.30pm.

Your attendance is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

16 June 2017

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 28 JUNE 2017

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	5
2.	ATTENDANCE	5
	Apologies	5
	Approved Leave of Absence	5
3.	PRAYER	5
4.	PUBLIC QUESTION TIME.....	5
	Response to Previous Questions Taken on Notice.....	5
	Public Question Time	5
5.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	5
	Announcements by the Presiding Member	5
	Announcements by other Members at the invitation of the Presiding Member	5
6.	APPLICATION FOR LEAVE OF ABSENCE.....	5
7.	PETITIONS AND PRESENTATIONS	5
8.	DISCLOSURE OF INTERESTS	5
9.	CONFIRMATION AND RECEIPT OF MINUTES	5
	Previous Council Meetings	5
	9.1 Minutes of the Council Meeting held 14 June 2017.....	5
	Committee Meetings.....	5
	9.2 Minutes of the Finance Committee Meeting held 8 June 2017	5
	9.3 Policy and Legislation Committee Minutes	5
10.	REPORTS OF COMMITTEE	6
	10.1 Finance Committee - 1/06/2017 - REVIEW OF POLICY 218 - INVESTMENT	6
	10.2 Finance Committee - 1/06/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 30 APRIL 2017	15
	10.3 Finance Committee - 1/06/2017 - LIST OF PAYMENTS MADE - APRIL 2017	37
	10.4 Finance Committee - 1/06/2017 - FINANCE COMMITTEE INFORMATION BULLETIN - MAY 2017	56
	10.5 Policy and Legislation Committee - 15/06/2017 - BUSSELTON & DUNSBOROUGH CENTRES FACADE REFURBISHMENT SUBSIDY PROGRAMME.....	60
	10.6 Policy and Legislation Committee - 15/06/2017 - POLICY 018 - CUSTOMER SERVICE POLICY / CHARTER	102
	10.7 Policy and Legislation Committee - 15/06/2017 - REVIEW OF POLICY 124 BUSSELTON REGIONAL AIRPORT - STATEMENT OF INTENT	115
	10.8 Policy and Legislation Committee - 15/06/2017 - REVIEW POLICY 004 BUSSELTON JETTY - PLACEMENT OF MEMORIAL PLAQUES	119
	10.9 Policy and Legislation Committee - 15/06/2017 - REVIEW OF DELEGATION:	

	ACQUIRING AND DISPOSING OF PROPERTY	128
10.10	Policy and Legislation Committee - 15/06/2017 - REVIEW OF COMMITTEES TERMS OF REFERENCE	137
11.	PLANNING AND DEVELOPMENT SERVICES REPORT	181
11.1	MANAGEMENT PLAN FOR PERON RESERVE, DUNSBOROUGH	181
11.2	APPLICATION FOR DEVELOPMENT APPROVAL FOR AN EXTRACTIVE INDUSTRY (LIMESTONE) AND CRUSHING FACILITY AT LOT 3 (130) & LOT 237 LUDLOW PARK ROAD WONNERUP.....	244
11.3	PROSPECTIVE PURCHASE BY CITY OF PT LOT 201 BALMORAL DRIVE, QUINDALUP	336
11.4	AMENDMENT NO.20 TO LOCAL PLANNING SCHEME NO.21, TO - 1, REZONE LOT 500 AND 502 BUSSELL HWY, BROADWATER FROM 'TOURIST' TO 'RESIDENTIAL (R40)' AND 'RESERVE FOR RECREATION (HIGHWAY BUFFER RESERVE)' AND ASSOCIATED SITE-SPECIFIC AMENDMENT TO LOCAL TOURISM PLANNING STRATEGY - CONSIDERATION FOR FINAL ADOPTION	344
12.	ENGINEERING AND WORKS SERVICES REPORT.....	363
	Nil	
13.	COMMUNITY AND COMMERCIAL SERVICES REPORT	364
13.1	GLC ALLIED HEALTH PROFESSIONAL SUITES.....	364
13.2	NAMING OF PAVILION AT BARNARD PARK	374
13.3	FINANCIAL ASSISTANCE TO THE MARGARET RIVER BUSSELTON TOURISM ASSOCIATION INC TO SUPPORT BUSSELTON AND DUNSBOROUGH VISITOR CENTRES.....	377
13.4	CHAMBERS OF COMMERCE FUNDING PROPOSAL	411
14.	FINANCE AND CORPORATE SERVICES REPORT	416
	Nil	
15.	CHIEF EXECUTIVE OFFICER'S REPORT	417
15.1	COUNCILLORS' INFORMATION BULLETIN	417
16.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	441
	Nil	
17.	CONFIDENTIAL REPORTS	441
	Nil	
18.	QUESTIONS FROM MEMBERS	441
19.	PUBLIC QUESTION TIME.....	441
20.	NEXT MEETING DATE	441
21.	CLOSURE	441

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

3. **PRAYER**

The prayer will be delivered by Pastor Nathan Seinemeier of Cornerstone Church.

4. **PUBLIC QUESTION TIME**

Response to Previous Questions Taken on Notice

Public Question Time

5. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

Announcements by other Members at the invitation of the Presiding Member

6. **APPLICATION FOR LEAVE OF ABSENCE**

7. **PETITIONS AND PRESENTATIONS**

8. **DISCLOSURE OF INTERESTS**

9. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

9.1 **Minutes of the Council Meeting held 14 June 2017**

RECOMMENDATION

That the Minutes of the Council Meeting held 14 June 2017 be confirmed as a true and correct record.

Committee Meetings

9.2 **Minutes of the Finance Committee Meeting held 8 June 2017**

RECOMMENDATION

That the minutes of the Finance Committee Meeting held 8 June 2017 be confirmed as a true and correct record.

9.3 **Minutes of the and Legislation Committee Meeting held 15 June 2017**

RECOMMENDATION

That the minutes of the Legislation Committee Meeting held 15 June 2017 be confirmed as a true and correct record.

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 1/06/2017 - REVIEW OF POLICY 218 - INVESTMENT

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	Council engages broadly and proactively with the community.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services Support
REPORTING OFFICER:	Financial Compliance Officer - Jeffrey Corker
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Revised Policy 218 - Investment - Tracked Changes ↓

This item was considered by the Finance Committee at its meeting on 1 June 2017, the recommendations from which have been included in this report.

PRÉCIS

As a result of an amendment to section 19C(2)(b) of the Local Government (Financial Management) Regulations, a review of Policy 218 Investment has been undertaken. As a result of this review it is recommended that an alteration be made to the policy reflecting that the maximum term Councils may invest surplus funds in term deposits has been increased from 12 months to 3 years.

BACKGROUND

The Council's Investment Policy 218 was last before the Council in April 2017 at which time no amendments were recommended (C1704/081). Subsequent to this review, the Minister for Local Government; Heritage; Culture and the Arts; has advised (copy of circular attached) of an amendment to Section 19C(2)(b) of the Local Government (Financial Management) Regulations 1996 that extends the permitted maximum term of term deposit investments from 12 months to 3 years. This amendment has necessitated a further review of the policy.

STATUTORY ENVIRONMENT

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 it is the role of the Council to determine the Local Government's policies.

In accordance with Section 6.14 of the Local Government Act 1995 Council has the power to invest surplus funds held in a municipal or trust fund that are not immediately required for any other purpose.

Subsequent to recent amendment, in accordance with *Regulation 19C of the Local Government (Financial Management) Regulations 1996* Council is limited to invest surplus funds in Term Deposits with Authorised Deposit-Taking Institutions as defined in the *Banking Act 1959 (Commonwealth)* section 5 or the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986* for terms of no more than 3 years.

Council is also limited to only investing surplus funds in Government Guaranteed bonds and for terms of no more than 3 years.

RELEVANT PLANS AND POLICIES

This report proposes adoption of existing Council Policy 218 Investment in its current format with an amendment to clause 1.5.iii to increase the maximum term deposit term from 12 months to 3 years to reflect the change of legislative requirements.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the Council's Key Goal Area 6 – 'Leadership visionary, collaborative, accountable' and more specifically Community Objective 6.2 – 'Council engages broadly and proactively with the community'.

RISK ASSESSMENT

The primary risk is the loss of Council funds. Legislative requirements have been established which outline very clear restrictions regarding which investment options are available to Councils. The Council's Investment Policy complies with these legislative requirements. This policy also requires funds to be spread across a number of institutions and limits exposure to individual institutions based upon performance benchmarks and associated reporting requirements thereby further mitigating risk.

In addition, a statement of invested funds is presented to Council each month via the Finance Committee where compliance with this policy is monitored by the Committee.

CONSULTATION

As a policy with an internal focus, this policy is not considered to require any public consultation.

OFFICER COMMENT

This report presents the review of the Council's Investment Policy 218 as necessitated by an amendment to the section 19C(2)(b) of the Local Government (Financial Management) Regulations. As a result of this review it was established that a minor amendment to the policy is required to maintain full compliance with *Regulation 19 of the Local Government (Financial Management) Regulations 1996*.

It is further considered by officers that the policy has been operating efficiently and effectively for the City's current needs and therefore it is proposed that no other alterations are made to Policy 218 Investment at this time. The existing Clause 1.5.iii already permitted a maximum of 20% of the portfolio to be invested in products with terms between 1 year and 3 years and it is not recommended to alter this limit.

CONCLUSION

Subsequent to an amendment to the relevant legislation, a review of Council Policy 218 – Investments has been conducted. Following this review officers are recommending that a single alteration be made to the policy to reflect the revised legislative requirements which will allow for term deposits to a maximum period of 3 years.

OPTIONS

The Council may not agree to the proposed amendment of the existing policy and may seek to make other or no alterations to the policy.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policy would be effective immediately upon adoption of Council.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That Council adopts the revised Council Policy 218 Investment as shown at Attachment A.

| [Last Updated 24 May 2017](#)

218	Investment	V9 Current
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STATEMENT

The principal objective of the Council in respect of the investment of surplus credit funds is the preservation of capital. Whilst a conservative approach is to be adopted with regards to investment decisions, the maximisation of returns within the confines of the policy guidelines is also encouraged.

This policy details the relevant authorities for investment, the nature and type of investments that can be entered into, institution exposure limits, investment performance benchmarks and associated reporting requirements.

PURPOSE

This policy provides specific guidelines for the Council, Chief Executive Officer and relevant employees of the City of Busselton in respect of the investment of surplus funds that are not immediately required for any other purpose.

Compliance with this policy will ensure prudence in the preservation of capital, whilst promoting the maximisation of investment returns within the policy guidelines.

SCOPE

As part of its core financial operations, the City of Busselton is positioned to invest surplus funds not immediately required for any other purpose; in order to add value through increased investment returns. The nature of funds available for investment includes Reserves, other restricted funds (e.g. contributions, bonds etc) and general revenue funds in excess of immediate cash-flow requirements. Investment earnings assist in augmenting reserve balances and also supplementing other general revenue streams.

Whilst the revenue associated with investment earnings represents an important component of the City's funding sources, the Council has identified the preservation of investment capital as a principal objective; and as such, investment decisions must primarily align with this objective.

Whilst this policy reflects the Council's capital preservation objective, it also provides sufficient flexibility to assist in the maximisation of investment returns within the defined investment types and associated exposure limits.

DEFINITIONS

"ADI" – Authorised Deposit-Taking Institutions (ADI's) are corporations that are authorised under the Banking Act 1959 to take deposits from customers.

"APRA" – Australian Prudential Regulation Authority (APRA) is the prudential regulator of

| [Last Updated 24 May 2017](#)

the Australian financial services industry. It oversees banks, credit unions, building societies, general insurance companies and most members of the superannuation industry.

“Austraclear” - The Austraclear System, which is regulated by the Reserve Bank, simplifies settlement complexities and enhances straight-through-processing (STP), office integration and cross border opportunities to facilitate the registering, bookkeeping, clearing and settlement of a broader range of derivative, security and cash asset classes.

“Big four” Bank – For the purposes of this policy, the Australian “Big four” banks comprise the Commonwealth Bank, the National Australia Bank, Westpac and ANZ Bank.

“Counterparty” – A counterparty is both the legal and financial term that refers to the other individual or institution to an agreement or contract.

“Custodian – Safe Custody” - A custodian is a brokerage or other financial institution that holds and manages securities, or other assets, on behalf of an investor.

“Rating Agency” – Credit rating agencies such as Standard and Poors (S & P) are professional organisations that provide opinion on the general credit worthiness of an obligor with respect to particular debt security or other financial obligations.

POLICY CONTENT

1.1 Objectives

- The purpose of this policy is to establish the investment risk management guidelines that the City of Busselton adopts in investing surplus funds that are not immediately required for any other purpose.
- The principal objective of this policy is the preservation of capital (Security).
- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds (Security).
- To achieve a high level of security by using recognised ratings criteria (Security).
- To maintain an adequate level of diversification (Security).
- To have ready access to funds for day-to-day requirements (Liquidity).
- To ensure compliance with appropriate legislative requirements (Compliance).

1.2 Authority for Investment

All investments are to be made in accordance with:

Credit Ratings (Standard and Poor's or Equivalent)	Individual Institution Limits	Overall Portfolio Credit Limits
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| Last Updated 24 May 2017

- Local Government 1995 – Section 6.14 and any regulations made under that Act including the following:
 - Local Government (Financial Management) Regulations 1996 – Regulation 19C; and
 - The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.

1.3 Delegation of Authority

The Chief Executive Officer is authorised to invest surplus funds in accordance with this policy.

1.4 Authorised Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those permitted by the appropriate legislation, being:

- With an Authorised Institution, being:
 - (a) An Authorised Deposit-Taking Institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
 - (b) The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;
- A Bond that is guaranteed by the Commonwealth Government, or a State or Territory Government.

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

(i) Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard & Poor's (S&P) ratings system criteria. The maximum available limits in each rating category is reflected in the below table.

(ii) Counterparty/Institution Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the below table.

| Last Updated 24 May 2017

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

(iii) Term to maturity Framework

Legislation restricts the term to maturity for a deposit with an ADI to a maximum term of ~~12 months~~ three years, and a Bond to a maximum term of 3 years. The investment portfolio is to be invested with the following term to maturity constraints:

Overall Portfolio Term to Maturity Limits	
Duration	Maximum
Portfolio % < 1Year	100%
Portfolio % > 1 Year < 3 Years	20%

1.6 Credit Ratings

If any of the City's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

1.7 Accounting for Premiums and Discounts

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

1.8 Base Total Investment Portfolio Value for Percentage Calculations

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

| [Last Updated 24 May 2017](#)

1.9 Safe Custody Arrangements

Where necessary, investments may be held in safe custody on the City's behalf, as long as the following criteria are met:

- The City must retain beneficial ownership of all investments.
- Adequate documentation is provided, verifying the existence of the investments.
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems.
- The Institution or Custodian recording and holding the assets will be:
 - Austraclear or;
 - An Institution with an investment grade Standards and Poors or Moody's rating or;
 - An Institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

1.10 General

The City of Busselton will not make ill-informed or unpredictable investment decisions, be engaged in overly speculative investments, or invest other than in compliance with the relevant legislation.

1.11 Reporting

- (i) A report will be provided to the Council on a monthly basis as a minimum, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report will also detail investment income earned versus budget year to date and confirm compliance of the City's investments within legislative and policy limits.
- (ii) For audit purposes, certificates must be obtained from the banks/fund managers/custodian confirming the amounts of investment held on the City's behalf at 30th June each year.

| [Last Updated 24 May 2017](#)

Policy Reference No. - 218
Owner Unit – Finance
Originator – Manager, Financial Services
Policy approved by – Council
Date Approved – 24 September, 2014
Review Frequency – As required Related
Documents – Nil

History

Council Resolution	Date	Information
C1704/081	26 April, 2017	Version 10 (Current)
C1409/225	24 September, 2014	Version 9

10.2 Finance Committee - 1/06/2017 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 30 APRIL 2017

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Financial Activity Statements - April 2017 ↓ Attachment B Investment Report - April 2017 ↓

This item was considered by the Finance Committee at its meeting on 1 June 2017, the recommendations from which have been included in this report.

PRÉCIS

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 April 2017.

BACKGROUND

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

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 21 July 2016, the Council adopted (C1607/160) the following material variance reporting threshold for the 2016/17 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2016/17 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of

Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.

STATUTORY ENVIRONMENT

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

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

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

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a control that assists in addressing this risk.

CONSULTATION

Not applicable

OFFICER COMMENT

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

- **Statement of Financial Activity**

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

▪ Net Current Position

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

▪ Capital Acquisition Report

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

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

▪ Reserve Movements Report

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

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

COMMENTS ON FINANCIAL ACTIVITY TO 30 APRIL 2017

Operating Activity

▪ Operating Revenue

As at 30 April 2017, there is a variance of -0.6% (-\$422K) in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Operating Grants Subsidies and Contributions	+23%	+\$791
Interest Earnings	+30%	+\$667
Non-Operating Grants Subsidies and Contributions	-22%	-\$1,937
Profit on Asset Disposals	+22%	+\$4

Operating Grants Subsidies and Contributions (+\$791)

- Busselton Jetty +\$417k. This is attributable to a budget timing difference associated with contributions received from BJECA for Busselton Jetty License fee.
- Human resources and payroll section +\$111k. This variance is mainly attributable to insurance recovered \$94k (which is partly offset by additional expenditure of \$64k).

Interest Earnings (+\$667K)

- Interest on municipal funds -\$27k.
- Interest on reserve funds +\$183k.
- Interest on restricted funds +\$433k.
- Late payment and instalment plan interest on rates +\$78k.

Non-Operating Grants, Subsidies and Contributions (-\$1,937K)

- Contributions received +\$508k. Contributions have no effect on the net current position as they are transferred to restricted cash and are utilised in the future for the purpose when received;
- Bridge Construction Works -\$414k;

- Foreshore East-Youth Precinct Community Youth Building/SLSC -\$2,333k;
- Main Roads - Direct Grants 2/3 Funded -\$584k;
- Main Roads - Direct Grants Fully Funded +\$55k;
- Roads to Recovery - Fully Funded +\$273k;
- Airport development grant received +\$489k. Timing difference associated with the receipt of Federal funding for the development of the airport.

Operating Expenditure

As at 30 April 2017, there is a variance of +4.44% (+\$2,392K) in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	+17%	+\$2,130
Other Expenditure	+18%	+\$448
Loss on Asset Disposals	-74%	-\$54

Materials and Contracts (+\$2,130K)

- By directorate, materials and contracts is showing the following variances at 30 April 2017;
 - Engineering and Works Services +\$1,041k
 - Community and Commercial Services +\$626k
 - Finance and Corporate Services +\$302K
 - Planning and Development Services +\$86k
 - Executive Services +\$76K
- The variances are predominantly attributable to contractors +\$251k, Port Geographe waterways maintenance (Department of Transport) +\$305k, consultants +\$704k, contract building cleaning costs +\$146k, fuels, oils and grease +\$103k, and leasing of equipment +\$99k.

Other Expenditure (+\$448K)

- Community services - marketing and promotions +\$130k, donations, contributions and subsidies +\$65k, events sponsorships (diff rates) -\$26k,
- Elected Members s - attire reimbursements +\$4k, catering related consumables +\$5k, allowances for mayor and deputy +\$7k, meeting expenses +\$16k, refreshment and functions +\$22k, sitting fees +\$20k, communication allowances +\$3k, and sister city involvements (Sugito) -\$5k;
- Public Relations - advertising council pages +\$6k, community consultations and surveys +\$5k, donations, contributions and subsidies +\$3k, public relations +\$7k, catering +\$14k, marketing and promotions +\$13k,
- Rate administration valuation expenses +\$59k,
- Office of CEO CAPERO regional development +\$20k, CEO discretionary funding \$29k,
- Winderlup Court aged housing payout on resident funded unit +\$28k,

Loss on Asset Disposals (-\$54K)

The Loss on Asset Disposal represents adverse book losses on the sale of sundry plant items and vehicles. It should be noted that this is a book entry only, and has no direct impact on the surplus/deficit position.

Capital Activity

- Capital Revenue

As at 30 April 2017, there is a variance of -26% (-\$14,545k) in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Transfer from Reserves	-2%	-\$388
Transfer from Restricted Assets	-44%	-\$13,326
Proceeds from Sale of Assets	-56%	-\$323

Description	Variance %	Variance \$000's
Proceeds from Loans	-14%	-\$500
Self-Supporting Loans	-13%	-\$9

Transfer from Reserves (-\$338K not material based on percentage)

- Timing difference relating to the construction of the Administration building and the utilisation of funds from the Civic and Administration Centre Construction Reserve (-\$2,878K);
- Timing difference associated with the utilisation of funds allocated Port Geographe waterways maintenance (Department of Transport) -\$305k;
- Timing difference associated with the utilisation of funds from the waste management facility and plant reserve for operational cash flow +\$2,745k;

Transfer from Restricted Assets (-\$13,326K)

- Timing difference relating to use of Airport and Foreshore grants -\$19,380k and -\$3,500k relating to the foreshore works. No impact to net current position.
- Movement of Community and Rec Facilities +\$7,323k, Vasse Diversion Drain +\$383k, Contribution to Works +\$211k, Aged Housing +\$846k from restricted assets into reserves. These movements were budgeted to occur in June 2017 but have mainly occurred in October and are timing in nature only. No impact to net current position.
- Bonds and Deposits (+\$790k) not budgeted. Timing in nature only as held on behalf of other entities and individuals.

Proceeds from Sale of Assets (-\$323K)

- The Proceeds from Sale of Assets category recognises the estimated sale or trade-in value of 'heavy and light' plant items budgeted to be replaced during the financial year. The current adverse variance is largely reflective of the timing difference in the lower Plant and Equipment capital expenditure on a year to date basis.

Proceeds from Loans (-\$500k)

- Difference relates to the delayed draw down of new loan for Dunsborough car parking as per budget timeline. This transaction does not affect the City's net current position as expenditure has not yet been incurred.

Self-Supporting Loans (-\$9k)

- Difference relates to the delayed draw down of new self-supporting loan as per budget timeline. This transaction does not affect the City's net current position.

Capital Expenditure

As at 30 April 2017, there is a variance of +35% (+\$36,791K) in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	+18%	+\$4,109
Plant and Equipment	+50%	+\$1,260
Furniture and Equipment	+76%	+\$1,395
Infrastructure	+65%	+\$35,124
Transfers to Restricted Assets	-399%	-\$4,129

The attachments to this report include detailed listings of the capital expenditure (project) items, to assist in reviewing specific these variances. All capital expenditure variances are considered to be a timing adjustment at this time, with no impact expected against the net current position.

Transfers to Restricted Assets (-\$4,129K)

The transfers to restricted assets budget comprises an estimation of funds that could potentially be received during the financial year, primarily from developer contributions. Due to the nature of the category, the annual budget allocation is spread evenly throughout the year. The performance in this activity does not have any direct impact on the surplus/deficit position, as revenue is recognised upon receipt and these funds are subsequently quarantined to restricted assets, essentially offsetting the initial transaction. Furthermore, the transfers to restricted assets category also include the payment of bonds and deposits, where no specific budget allocation is made for these funds.

The financial year to date variance of -\$4,129k is primarily attributable to the receipt of Community and Recreation Facilities -\$159k, Bonds and Deposit -\$593k receipt of interest in excess of budget attributable to the airport grant -\$370k and Unspent Loan funds -\$3,047k.

Investment Report

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

As at 30 April 2017, the value of the City's invested funds totalled \$101.5M, decreasing from \$112.5M as at 1st April. The decrease is due to funds being utilised for operational purposes including the Admin Building and Airport projects.

During the month of December \$26.5M in term deposit funds matured. Deposits totalling \$20.0M were renewed for an average of 90 days at an average rate of 2.48%. Deposits totalling \$6.5M were closed. A deposit held with the WATC (as required in accordance with the Airport Redevelopment funding contract) matured and was rolled for a further 90days at 1.65%.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) reduced by \$1.5M with funds utilised for operational purposes. The balance of the Airport development ANZ cash account reduced by \$3.12M with funds utilised on the project.

The RBA left official rates on hold during April and May with future rate movements are unclear at this stage. Please refer to Attachment B for further information.

CONCLUSION

As at 30 April 2017, the City's financial performance is considered satisfactory. Whilst current variances exist in some operational areas, these are primarily due to timing differences, are not material in nature or are transactions that have no direct impact on the Net Current Position.

Whilst acknowledging capital is presently tracking below year to date budget estimates, this is also seen to be attributable to timing differences at this time.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 30 April 2017, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

City of Busselton**Statement of Financial Activity****For The Period Ending 30 April 2017**

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2016/17 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	41,927,727	41,809,699	41,809,699	41,899,310	41,899,310	0.28%
Operating Grants, Subsidies and Contributions	4,251,527	3,460,689	3,185,747	5,171,217	4,861,121	22.85%
Fees & Charges	14,018,400	14,107,477	14,107,477	15,598,955	15,598,955	-0.63%
Other Revenue	328,346	303,655	303,655	356,410	356,410	8.13%
Interest Earnings	2,860,480	2,193,610	2,193,610	2,542,850	2,542,850	30.40%
	63,386,480	61,875,130	61,600,188	65,568,742	65,258,646	2.44%
Expenses from Ordinary Activities						
Employee Costs	(22,873,643)	(23,487,919)	(23,468,309)	(27,868,335)	(27,838,725)	2.62%
Materials & Contracts	(10,626,681)	(12,756,801)	(12,581,507)	(15,780,869)	(15,575,365)	16.70%
Utilities (Gas, Electricity, Water etc)	(1,819,091)	(1,964,835)	(1,964,835)	(2,358,980)	(2,358,980)	7.42%
Depreciation on non current assets	(13,907,761)	(13,033,757)	(13,033,757)	(15,715,050)	(15,715,050)	-6.71%
Insurance Expenses	(650,427)	(712,037)	(712,037)	(716,772)	(716,772)	8.65%
Other Expenditure	(1,987,508)	(2,435,079)	(2,431,079)	(3,099,864)	(3,095,864)	18.38%
Allocations	1,525,523	1,615,900	1,615,900	1,942,110	1,942,110	5.59%
	(50,339,588)	(52,774,528)	(52,575,624)	(63,597,760)	(63,358,646)	4.61%
Borrowings Cost Expense						
Interest Expenses	(964,334)	(975,888)	(975,888)	(1,318,330)	(1,318,330)	1.18%
	(964,334)	(975,888)	(975,888)	(1,318,330)	(1,318,330)	1.18%
Non-Operating Grants, Subsidies and Contributions	6,818,722	8,756,080	8,678,255	45,891,102	35,349,212	-22.13%
Profit on Asset Disposals	19,793	16,227	16,227	30,167	23,227	21.98%
Loss on Asset Disposals	(127,269)	(73,161)	(73,161)	(110,061)	(94,761)	-73.96%
	6,711,246	8,699,146	8,621,321	45,811,208	35,277,678	-22.85%
Net Result	18,793,804	16,823,860	16,669,997	46,463,860	35,859,348	11.71%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	13,907,761	13,033,757	13,033,757	15,715,050	15,715,050	
Donated Assets	(692,219)	0	0	(14,388,800)	(13,800,000)	
(Profit)/Loss on Sale of Assets	107,477	56,934	56,934	79,894	71,534	
Allocations & Other Adjustments	(3,348)	0	0	0	0	
Deferred Pensioner Movements	(22,358)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	(19,764)	(19,764)	(19,764)	(26,356)	(26,356)	
Deposit & Bonds Movements (cash backed)	(197,028)	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(18,426,263)	(22,535,143)	(22,239,847)	(25,376,416)	(24,081,120)	18.23%
Plant & Equipment	(1,248,489)	(2,508,420)	(2,508,420)	(3,171,200)	(2,783,200)	50.23%
Furniture & Equipment	(432,928)	(1,827,657)	(1,750,932)	(1,987,322)	(1,910,597)	76.31%
Infrastructure	(19,173,970)	(54,298,314)	(53,897,462)	(75,772,807)	(66,504,042)	64.69%
Proceeds from Sale of Assets	248,410	571,000	571,000	792,000	609,000	-56.50%
Proceeds from New Loans	3,000,000	3,500,000	3,500,000	3,650,000	3,650,000	-14.29%
Self Supporting Loans - Repayment of Principal	58,923	67,772	67,772	91,040	91,040	-13.06%
Total Loan Repayments - Principal	(1,617,306)	(1,523,968)	(1,523,968)	(2,089,302)	(2,089,302)	-6.12%
Advances to Community Groups	0	(150,000)	(150,000)	(150,000)	(150,000)	100.00%
Transfer to Restricted Assets	(5,162,911)	(1,034,330)	(1,034,330)	(11,301,200)	(11,301,200)	-399.16%
Transfer from Restricted Assets	17,174,322	30,500,000	30,500,000	55,722,104	55,722,104	-43.69%
Transfer to Reserves	(23,674,240)	(22,649,419)	(22,649,419)	(25,302,389)	(25,302,389)	-4.52%
Transfer from Reserves	21,173,944	21,561,917	21,312,121	35,873,755	35,052,041	-1.80%
Opening Funds Surplus/ (Deficit)	1,178,089	1,178,089	1,178,089	1,178,089	1,178,089	
Net Current Position - Surplus / (Deficit)	4,971,906	(19,253,686)	(18,884,472)	0	0	

City of Busselton

Net Current Position

For The Period Ending 30 April 2017

	2016/17 Actual	2016/17 Amended Budget	2016/17 Original Budget	2015/16 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	2,077,766	1,996,620	1,996,620	3,251,577
Cash - Restricted	102,935,033	57,606,309	58,428,023	112,598,579
Sundry Debtors	2,260,655	1,600,000	1,600,000	2,501,984
Rates Outstanding - General	1,678,993	1,550,000	1,550,000	787,186
Stock on Hand	16,543	20,000	20,000	20,420
	<u>108,968,990</u>	<u>62,772,929</u>	<u>63,594,643</u>	<u>119,159,746</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,062,051	5,166,620	5,166,620	5,383,078
Performance Bonds	2,228,720	2,425,748	2,425,748	2,425,748
	<u>3,290,771</u>	<u>7,592,368</u>	<u>7,592,368</u>	<u>7,808,826</u>
Current Position (inclusive of Restricted Funds)	105,678,219	55,180,561	56,002,275	111,350,920
Add: Cash Backed Liabilities (Deposits & Bonds)	2,228,720	2,425,748	2,425,748	2,425,748
Less: Cash - Restricted Funds	(102,935,033)	(57,606,309)	(58,428,023)	(112,598,579)
<u>NET CURRENT ASSET POSITION</u>	<u><u>4,971,906</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>1,178,089</u></u>

City of Busselton**Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 30 April 2017**

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	0	50,000	50,000	100,000	100,000	-100.00%
11156 Airport Development	2,243,927	2,000,000	2,000,000	2,400,000	2,400,000	12.20%
	2,243,927	2,050,000	2,050,000	2,500,000	2,500,000	9.46%
Buildings						
Major Projects						
Major Project - Busselton Foreshore						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	680,254	2,333,330	2,333,330	2,800,000	2,800,000	-70.85%
B9583 Railway House	1,043,348	824,350	824,350	989,216	989,216	26.57%
B9593 Milne Street Pavilion	938,820	1,605,576	1,355,780	1,876,736	1,626,940	-41.53%
B9600 Old Busselton Lighthouse	0	40,000	40,000	80,000	80,000	-100.00%
	2,662,422	4,803,256	4,553,460	5,745,952	5,496,156	-44.57%
Major Project - Administration Building						
B9010 Civic and Administration Centre Construction	12,765,015	14,498,705	14,498,705	14,498,715	14,498,715	-11.96%
	12,765,015	14,498,705	14,498,705	14,498,715	14,498,715	-11.96%
Buildings (Other)						
B9104 Wilyabrup Brigade Shed	33,000	33,000	33,000	33,000	33,000	0.00%
B9111 Yallingup Rural Bush Fire Brigade	19,763	30,520	30,520	30,520	30,520	-35.25%
B9112 Ambergate Bushfire Brigade Shed	0	0	0	123,307	123,307	0.00%
B9113 Vasse Bushfire Brigade Appliance Bay Facility	43,793	45,500	0	45,500	0	-3.75%
B9300 Aged Housing Capital Improvements - Winderup	11,347	20,000	20,000	30,000	30,000	-43.27%
B9301 Aged Housing Capital Improvements - Harris Road	0	10,000	10,000	20,000	20,000	-100.00%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	20,000	20,000	40,000	40,000	-100.00%
B9406 Busselton Cemetery - Chapel	23,458	25,000	25,000	30,000	30,000	-6.17%
B9531 GLC - Sports Hall	34,420	79,170	79,170	95,000	95,000	-56.52%
B9539 GLC - Roof Repairs	40,903	35,580	35,580	42,700	42,700	14.96%
B9556 NCC Internal Refurbishment	35,463	30,830	30,830	37,000	37,000	15.03%
B9566 GLC Pool Hall	19,397	32,830	32,830	39,400	39,400	-40.92%
B9591 Performing Arts Convention Centre	55,048	0	0	100,000	100,000	0.00%
B9594 Vasse Community Recreation Precinct	0	345,910	345,910	415,100	415,100	-100.00%
B9596 GLC Building Improvements	27,233	33,330	33,330	40,000	40,000	-18.29%
B9598 Dunsborough Library	15,146	20,170	20,170	24,200	24,200	-24.91%
B9599 Portable Toilets	28,094	20,000	20,000	20,000	20,000	40.47%
B9601 Meelup Shed	0	10,000	10,000	10,000	10,000	-100.00%
B9715 Airport Terminal Stage 1B	52,500	50,000	50,000	60,000	60,000	5.00%
B9716 Airport Terminal Stage 2	185,140	0	0	1,000,000	0	0.00%
B9802 Kook Caravan Park Ablutions Refurbishment	3,962	83,330	83,330	100,000	100,000	-95.25%
B9804 Kook Park Home	75,220	153,852	153,852	171,022	171,022	-51.11%
B9805 Kook Park Kitchen	604	29,160	29,160	35,000	35,000	-97.93%
B9806 Kook Park Electrical Upgrade	50,408	75,000	75,000	90,000	90,000	-32.79%
	754,899	1,183,182	1,137,682	2,631,749	1,586,249	-36.20%
Total Buildings	16,182,336	20,485,143	20,189,847	22,876,416	21,581,120	-21.00%
Plant & Equipment						
10000 Members of Council	0	0	0	50,000	0	0.00%
10001 Office of the CEO	94,235	55,000	55,000	90,000	90,000	71.34%
10115 Major Projects Administration	36,687	40,000	40,000	40,000	40,000	-8.28%
10251 Business Systems	32,936	35,000	35,000	35,000	35,000	-5.90%
10521 Human Resources & Payroll	0	0	0	75,000	0	0.00%
10591 Geopraphe Leisure Centre	86,742	132,420	132,420	193,900	158,900	-34.49%
10600 Kookaburra Caravan Park	0	28,000	28,000	28,000	28,000	-100.00%
10805 Planning Administration	39,155	40,000	40,000	40,000	40,000	-2.11%
10830 Environmental Management Administration	0	0	0	35,000	0	0.00%
10910 Building Services	33,205	35,000	35,000	35,000	35,000	-5.13%
10920 Environmental Health Services Administration	1,727	0	0	2,000	2,000	0.00%
10922 Preventative Services - Mosquitoes	0	0	0	3,300	3,300	0.00%
10950 Animal Control	0	50,000	50,000	50,000	50,000	-100.00%
10980 Other Law, Order & Public Safety	0	50,000	50,000	50,000	50,000	-100.00%
11101 Engineering Services Administration	36,072	40,000	40,000	40,000	40,000	-9.82%
11107 Engineering Services Design	38,120	39,000	39,000	84,000	39,000	-2.26%
11150 Asset Management Administration	32,739	35,000	35,000	35,000	35,000	-6.46%
11151 Airport Operations	0	0	0	3,000	3,000	0.00%

City of Busselton**Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 30 April 2017**

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
11160 Busselton Jetty	4,849	0	0	0	0	0.00%
11401 Transport - Workshop	6,985	0	0	5,000	5,000	0.00%
11402 Plant Purchases (P10)	40,300	434,000	434,000	434,000	434,000	-90.71%
11403 Plant Purchases (P11)	98,596	395,000	395,000	719,000	571,000	-75.04%
11404 Plant Purchases (P12)	595,476	1,065,000	1,065,000	1,089,000	1,089,000	-44.09%
11500 Operations Services Administration	34,438	35,000	35,000	35,000	35,000	-1.61%
B1013 Dunsborough Bushfire Brigade	0	0	0	0	0	0.00%
B1022 Sussex Bushfire Brigade	0	0	0	0	0	0.00%
B1026 Yallingup Rural Bushfire Brigade	0	0	0	0	0	0.00%
G0030 Busselton Transfer Station	5,188	0	0	0	0	0.00%
G0031 Dunsborough Waste Facility	31,040	0	0	0	0	0.00%
	1,248,489	2,508,420	2,508,420	3,171,200	2,783,200	-50.23%
Furniture & Office Equipment						
10115 Major Projects Administration	0	66,670	66,670	80,000	80,000	-100.00%
10250 Information & Communication Technology Services	4,315	62,900	0	62,900	0	-93.14%
10251 Business Systems	220,639	315,830	315,830	379,000	379,000	-30.14%
10380 Busselton Library	8,200	11,670	11,670	11,670	11,670	-29.73%
10381 Dunsborough Library	15,615	16,200	16,200	16,200	16,200	-3.61%
10590 Naturaliste Community Centre	6,575	15,487	15,487	15,487	15,487	-57.55%
10591 Geographie Leisure Centre	1,627	53,825	53,825	68,840	68,840	-96.98%
10616 Winderup Villas Aged Housing	1,833	3,000	3,000	6,000	6,000	-38.91%
10617 Harris Road Aged Housing	0	1,750	1,750	3,500	3,500	-100.00%
10625 Art Geo Administration	12,642	11,670	11,670	12,000	12,000	8.33%
10850 Implement Management Plans Other	1,735	0	0	0	0	0.00%
10900 Cultural Planning	75,254	71,500	71,500	116,500	116,500	5.25%
10920 Environmental Health Services Administration	0	0	0	1,400	1,400	0.00%
11300 Sanitation Waste Services Administration	4,740	0	0	0	0	0.00%
11400 Transport - Fleet Management	1,888	0	0	0	0	0.00%
B1000 Administration Building- 2-16 Southern Drive	56,422	1,100,000	1,100,000	1,100,000	1,100,000	-94.87%
B1357 Railway House	20,030	97,155	83,330	113,825	100,000	-79.38%
G0030 Busselton Transfer Station	1,414	0	0	0	0	0.00%
	432,928	1,827,657	1,750,932	1,987,322	1,910,597	-76.31%
Sub-Total Property, Plant & Equipment	20,107,680	26,871,220	26,499,199	30,534,938	28,774,917	-25.17%
>> Infrastructure						
Major Project - Busselton Foreshore						
C0045 Busselton Foreshore Stage 3: Goose Car Park	37,401	166,670	166,670	200,000	200,000	-77.56%
C0046 Busselton Foreshore Stage 3: Central Car Park	73,031	125,000	125,000	150,000	150,000	-41.58%
C0048 Busselton Foreshore Site 3 Car Park	0	350,000	0	350,000	0	-100.00%
C3064 Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd)	885,959	1,666,670	1,666,670	2,000,000	2,000,000	-46.84%
C3107 Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd)	449,992	916,670	916,670	1,100,000	1,100,000	-50.91%
C3133 Busselton Foreshore Contingency	1,352	75,580	75,580	90,700	90,700	-98.21%
C3140 Foreshore Water Supply and Services (Utilities)	880,235	1,000,000	1,000,000	898,927	898,927	-11.98%
C3148 Busselton Foreshore Stage 3: Foreshore Landscaping	181,967	333,330	333,330	400,000	400,000	-45.41%
C3149 Busselton Foreshore Stage 3: Remedial Works	15,539	41,670	41,670	50,000	50,000	-62.71%
C3150 Busselton Foreshore Stage 3: Toddler's Playground	5,070	144,170	144,170	173,000	173,000	-96.48%
C3151 Busselton Foreshore Stage 3: Jetty Way Pedestrian	451,667	462,520	462,520	555,030	555,030	-2.35%
C3152 Busselton Foreshore Stage 3: Queen Street Abutment	0	416,670	416,670	500,000	500,000	-100.00%
C3153 Busselton Foreshore Stage 3: Possum Park	61,249	166,670	166,670	200,000	200,000	-63.25%
W0171 Jetty Way Construction	134	0	0	0	0	0.00%
W0196 Busselton Foreshore Stage 3: Foreshore Parade West	449,434	583,330	583,330	700,000	700,000	-22.95%
W0197 Busselton Foreshore Stage 3: Queen St Upgrade	32,746	541,670	541,670	650,000	650,000	-93.95%
	3,525,778	6,990,620	6,640,620	8,017,657	7,667,657	-49.56%
Major Project - Administration Building						
C0043 Administration Building Carpark	6,997	204,170	204,170	245,000	245,000	-96.57%
	6,997	204,170	204,170	245,000	245,000	-96.57%
Busselton Jetty						
C3500 Busselton Jetty Refurbishment	4,975	18,660	18,660	18,660	18,660	-73.34%
	4,975	18,660	18,660	18,660	18,660	-73.34%
Footpaths Construction						
F0018 Marine Terrace Footpath	151,715	95,830	95,830	115,000	115,000	58.32%
F0059 Brown Street Footpaths	0	0	48,990	0	58,788	0.00%

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 April 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
F0063 Yallingup Footpath	287	26,400	26,400	31,682	31,682	-98.91%
F0066 Bussell Highway Footpath Sections	579	168,330	168,330	202,000	202,000	-99.66%
F0068 Freycinet Drive Access	56,114	35,000	35,000	42,000	42,000	60.33%
F0069 Luke Way Guerin Street to David Drive	19,276	18,330	18,330	22,000	22,000	5.16%
F0070 Strelly Street Community Garden Access	23,455	16,670	16,670	20,000	20,000	40.70%
F0071 Lou Weston Oval Shared Path	54,565	70,840	70,840	85,000	85,000	-22.97%
F0072 Alpha Road	22,972	113,092	0	113,092	0	-79.69%
	328,964	544,492	480,390	630,774	576,470	-39.58%
Drainage Construction - Street						
D0009 Busseton LIA - Geocatch Drain Partnership	0	15,000	15,000	30,000	30,000	-100.00%
D0010 Dunsborough / Busseton Drainage Upgrades	88,548	239,160	239,160	287,000	287,000	-62.98%
	88,548	254,160	254,160	317,000	317,000	-65.16%
Car Parking Construction						
C0035 Churchill Park Hardstand Area (Parking)	115,027	105,860	105,860	127,030	127,030	8.66%
C0036 Lou Weston / King St Foreshore Car Parking	34,502	1,910	1,910	2,287	2,287	1706.37%
C0044 Meelup Coastal Nodes - Carpark upgrade	2,952	0	0	85,670	85,670	0.00%
C0047 Dunsborough Town Centre Carparking	60	600,000	600,000	1,350,000	1,350,000	-99.99%
	152,541	707,770	707,770	1,564,987	1,564,987	-78.45%
Bridges Construction						
A0006 Roy Road - Bridge Construction - Bridge 3373A	0	0	0	69,000	69,000	0.00%
A0008 Layman Road Bridge - 3438	0	500,000	500,000	600,000	600,000	-100.00%
A0010 Queen Street Bridge 0240A	139	240,000	240,000	288,000	288,000	-99.94%
A0015 Metricup Road Bridge - 3354	0	0	0	912,000	912,000	0.00%
A0020 Ludlow Hithergreen Road Bridge - 3464	111,884	132,500	132,500	159,000	159,000	-15.56%
	112,023	872,500	872,500	2,028,000	2,028,000	-87.16%
Cycleways Construction						
F1008 Busseton Bypass - Strelly Street to Clydebank Avenue	0	0	45,250	0	54,304	0.00%
F1011 Navigation Way Armitage Drive to Lanyard Boulevard	80,527	95,830	95,830	115,000	115,000	-15.97%
F1014 Busseton Bypass - Fairway to Kangaroo Gully	9,816	107,170	107,170	128,600	128,600	-90.84%
F1017 Busseton Bypass Cycleway (Clydebank to Grace Court)	65,953	187,490	187,490	225,000	225,000	-64.82%
F1018 Dunsborough Cycleway CBD to Our Lady of the Cape School	9,360	0	0	30,000	30,000	0.00%
	165,655	390,490	435,740	498,600	552,904	-57.58%
Townscape Construction						
C1024 Dunsborough Road Access Improvements Stage 1	631,875	410,000	410,000	492,000	492,000	54.12%
	631,875	410,000	410,000	492,000	492,000	54.12%
Boat Ramps Construction						
C1513 Port Geographe Boat Trailer Parking Layout Redevelopment	1,831	114,500	114,500	229,000	229,000	-98.40%
	1,831	114,500	114,500	229,000	229,000	-98.40%
Beach Restoration						
C2504 Groyne Construction	4,960	22,500	22,500	45,000	45,000	-77.96%
C2512 Sand Re-Nourishment	70,829	55,000	55,000	110,000	110,000	28.78%
C2520 Coastal Protection Works	3,103	20,830	20,830	25,000	25,000	-85.10%
C2522 King Street Seawall	103,403	152,500	152,500	305,000	305,000	-32.19%
	182,295	250,830	250,830	485,000	485,000	-27.32%
Parks, Gardens & Reserves						
C3006 Playgrounds General - Replacement of playground equipment	0	29,170	29,170	35,000	35,000	-100.00%
C3014 Meelup Park - Fire Access Trail	20,854	0	0	20,000	20,000	0.00%
C3040 Churchill Park - Install Synthetic Wicket	21,057	15,000	15,000	18,000	18,000	40.38%
C3046 Dunsborough - BMX / Skateboard	31,258	22,000	22,000	26,396	26,396	42.08%
C3122 Rails to Trails	1,313	50,000	50,000	100,000	100,000	-97.37%
C3123 Geographe Leisure Centre - Landscaping	0	9,500	9,500	64,000	32,000	-100.00%
C3127 Whale Viewing Platform - Point Picquet	19,526	19,526	19,526	19,526	19,526	0.00%
C3130 Vasse Birchfields Bore	36,443	53,340	53,340	64,000	64,000	-31.68%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	167,240	250,000	250,000	300,000	300,000	-33.10%

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 April 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
C3136 Newtown Oval - Minor Upgrade of Existing Oval	0	8,120	8,120	9,745	9,745	-100.00%
C3143 NCC Infrastructure	11,032	10,920	10,920	13,100	13,100	1.02%
C3145 Churchill Park Redevelopment - Irrigation	200,566	254,170	254,170	305,000	305,000	-21.09%
C3146 Dunsborough Town Centre	71,464	41,670	41,670	50,000	50,000	71.50%
C3147 Busseton Foreshore - Extension to Mainline	50,322	125,000	125,000	150,000	150,000	-59.74%
C3154 Administration Building Landscaping Works	9,072	375,000	375,000	450,000	450,000	-97.58%
C3156 Meelup Capital Works - Unallocated	5,682	0	0	40,000	40,000	0.00%
C3157 Port Geographe - Landscaping Layman Road	0	0	0	10,000	10,000	0.00%
C3158 Port Geographe - Casurina Replacements on Layman Road	0	12,500	12,500	15,000	15,000	-100.00%
	645,828	1,275,916	1,275,916	1,689,767	1,657,767	-49.38%
Cemetery Capital Works						
C1605 Busseton Cemetery Infrastructure Upgrades	25,522	25,000	25,000	30,000	30,000	2.09%
	25,522	25,000	25,000	30,000	30,000	2.09%
Beach Front Infrastructure Works						
C1753 Eagle Bay Viewing Platform	0	19,170	19,170	23,000	23,000	-100.00%
	0	19,170	19,170	23,000	23,000	-100.00%
Aged Housing - Infrastructure Works						
C3451 Aged Housing Infrastructure (Upgrade)	0	20,000	20,000	20,000	20,000	-100.00%
	0	20,000	20,000	20,000	20,000	-100.00%
Sanitation Infrastructure						
C3479 New Cell Development	90,468	725,000	725,000	870,000	870,000	-87.52%
C3481 Transfer Station Development	2,425,067	1,898,520	1,898,520	2,278,223	2,278,223	27.73%
C3485 Site Rehabilitation - Busseton	328,119	208,330	208,330	250,000	250,000	57.50%
C3487 Site Rehabilitation - Dunsborough	16,033	125,000	125,000	150,000	150,000	-87.17%
C3488 Busseton Transfer Station Provision of Scheme Water	6,160	333,330	333,330	400,000	400,000	-98.15%
	2,865,847	3,290,180	3,290,180	3,948,223	3,948,223	-12.90%
Airport Development						
C6090 Parks & Gardens Airport Stage 2	0	287,500	287,500	345,000	345,000	-100.00%
C6091 Airport Construction Stage 2, Noise Management Plan	11,509	828,340	828,340	994,000	994,000	-98.61%
C6092 Airport Construction Stage 2, Airfield	4,465,629	20,833,330	20,833,330	33,779,765	25,000,000	-78.56%
C6093 Airport Construction Stage 2, Car Park & Access Roads	0	4,750,000	4,750,000	5,700,000	5,700,000	-100.00%
C6094 Airport Construction Stage 2, Jet Fuel	0	350,000	350,000	420,000	420,000	-100.00%
C6095 Airport Construction Stage 2, External Services	431,148	3,833,340	3,833,340	4,600,000	4,600,000	-88.75%
C6097 Airport Construction Stage 1B, Jet Fuel	0	512,220	512,220	614,659	614,659	-100.00%
C6099 Airport Development - Project Expenses	1,086,015	1,228,426	1,228,426	1,469,107	1,469,107	-11.59%
	5,994,301	32,623,156	32,623,156	47,922,531	39,142,766	-81.63%
Main Roads						
S0035 Strelly Street	14,440	133,440	133,440	160,128	160,128	-89.18%
S0036 Tuart Drive	140,725	175,000	175,000	210,000	210,000	-19.59%
S0049 Layman Road	98,692	657,000	625,000	750,000	750,000	-84.98%
S0051 Causeway Road	35,274	125,000	125,000	150,000	150,000	-71.78%
S0064 Peel Terrace	31,734	361,430	361,430	433,719	433,719	-91.22%
S0065 Metricup Road	168,619	200,000	200,000	240,000	240,000	-15.69%
S0066 Queen Street	7,680	0	0	75,000	0	0.00%
S0303 Earnshaw Road	11,730	13,330	13,330	16,000	16,000	-12.00%
S0304 Hale Street	45,059	60,830	60,830	73,000	73,000	-25.93%
S0305 Kempston Place	61,863	36,670	36,670	44,000	44,000	68.70%
S0306 Moore Street	36,179	35,830	35,830	43,000	43,000	0.97%
S0307 Redwood Close	5,587	13,330	13,330	16,000	16,000	-58.09%
S0308 Ringtail Retreat	10,126	30,000	30,000	36,000	36,000	-66.25%
S0309 Rivergum Place	9,606	21,670	21,670	26,000	26,000	-55.67%
S0310 Wallaby Gardens	14,029	25,000	25,000	30,000	30,000	-43.88%
S0311 Waratah Court	7,184	14,170	14,170	17,000	17,000	-49.30%
S0312 Whistler Cove	6,142	11,670	11,670	14,000	14,000	-47.37%
S0313 Cummins Court	5,145	12,690	12,690	15,223	15,223	-59.46%
	709,812	1,927,060	1,895,060	2,381,070	2,274,070	-63.17%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 30 April 2017

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
Roads to Recovery						
T0016 Puzey Road	1,139,236	1,092,940	1,092,940	1,311,526	1,311,526	4.24%
T0020 Capel Tutunup Road	38,717	0	0	0	0	0.00%
T0026 Kaloorup Road	144,114	0	0	0	0	0.00%
T0063 Tom Cullity Drive	712,156	869,170	869,170	1,043,000	1,043,000	-18.06%
T0073 Hammond Road	151,780	97,500	97,500	117,000	117,000	55.67%
T0074 Maxted Street	164,529	134,170	134,170	161,000	161,000	22.63%
T0075 Pelican Place	41,163	35,830	35,830	43,000	43,000	14.89%
T0076 Roberts Road	132,106	106,670	106,670	128,000	128,000	23.85%
	2,523,803	2,336,280	2,336,280	2,803,526	2,803,526	8.03%
Council Roads Initiative						
W0005 Kaloorup Road	0	140,000	140,000	168,000	168,000	-100.00%
W0019 Marine Terrace	92,721	85,840	85,840	103,000	103,000	8.02%
W0028 Bus Bays & Shelters	10,345	3,100	3,100	3,720	3,720	233.71%
W0032 Chamber Road	33,020	28,330	28,330	34,000	34,000	16.55%
W0044 Brash Road Yallingup	47,400	39,160	39,160	47,000	47,000	21.04%
W0080 Bussell Highway	76,373	22,440	22,440	26,933	26,933	240.35%
W0100 Peel Terrace	22,139	21,670	21,670	26,000	26,000	2.17%
W0128 Worgan Road	64,428	65,190	65,190	78,220	78,220	-1.17%
W0135 Bussell Highway - Norman Road Broadwater Intersection	26,068	27,800	27,800	33,359	33,359	-6.23%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	7,155	37,500	37,500	45,000	45,000	-80.92%
W0150 Roe Terrace Busselton	56,016	33,340	33,340	40,000	40,000	68.02%
W0159 David Drive Geographe	29,193	24,170	24,170	29,000	29,000	20.78%
W0174 Owen Road	28,250	23,310	23,310	27,980	27,980	21.19%
W0175 Scott Road	41,732	37,500	37,500	45,000	45,000	11.28%
W0176 Signage (Alternate CBD Entry)	0	50,000	50,000	60,000	60,000	-100.00%
W0177 Strelly Street	0	50,000	50,000	60,000	60,000	-100.00%
W0178 Tompsett Road	17,238	47,330	47,330	56,800	56,800	-63.58%
W0179 Anthony Road	38,214	30,830	30,830	37,000	37,000	23.95%
W0180 Beach Road	54,857	65,010	65,010	78,000	78,000	-15.62%
W0181 Blue Crescent	132,697	140,000	140,000	168,000	168,000	-5.22%
W0182 Capel-Tutunup	28,692	65,000	65,000	78,000	78,000	-55.86%
W0183 Carter Road	38,514	359,170	359,170	431,000	431,000	-89.28%
W0185 Elsegood Avenue	60,835	55,000	55,000	66,000	66,000	10.61%
W0186 Grant Street	4,161	36,660	36,660	44,000	44,000	-88.65%
W0187 Luke Way	18,535	29,170	29,170	35,000	35,000	-36.46%
W0188 Macbeth Way	17,459	28,340	28,340	34,000	34,000	-38.39%
W0189 Melville Court	18,883	33,330	33,330	40,000	40,000	-43.35%
W0190 Miamup Road	61,747	183,330	183,330	220,000	220,000	-66.32%
W0191 Queen / Albert & West St / Bussell Left Turn Upgrades	62,875	62,500	62,500	75,000	75,000	0.60%
W0192 Valley Road	1,191	41,660	41,660	50,000	50,000	-97.14%
W0193 Wardenup Crescent	68,994	37,510	37,510	45,000	45,000	83.94%
W0194 William Place	44,652	30,000	30,000	36,000	36,000	48.84%
W0195 Yallingup Beach Road	1,435	24,170	24,170	29,000	29,000	-94.06%
W0198 Senior Citizens Access Road (Peel Tee)	610	48,330	48,330	58,000	58,000	-98.74%
W0199 Roe Tee (Bunbury to Frederick) Unconstructed Road Reserve	947	16,670	16,670	20,000	20,000	-94.32%
	1,207,376	2,023,360	2,023,360	2,428,012	2,428,012	-40.33%
Sub-Total Infrastructure	19,173,970	54,298,314	53,897,462	75,772,807	66,504,042	-64.69%
Grand Total - Capital Acquisitions	39,281,650	81,169,534	80,396,661	106,307,745	95,278,959	

City of BusseltonReserves Movement ReportFor The Period Ending 30 April 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	940,036.19	940,036.19	940,036.19	940,036.19	940,036.19	459,285.18
Interest transfer to Reserves	26,045.01	20,710.00	20,710.00	24,852.00	24,852.00	21,759.92
Transfer from Muni	356,680.00	356,680.00	356,680.00	428,012.00	428,012.00	501,621.21
Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(42,630.12)
	<u>1,322,761.20</u>	<u>1,317,426.19</u>	<u>1,317,426.19</u>	<u>1,350,270.19</u>	<u>1,350,270.19</u>	<u>940,036.19</u>
101 Asset Depreciation Reserve						
Accumulated Reserves at Start of Year	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,546,023.36
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	72,401.89
Transfer to Muni	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(44,821.37)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,573,603.88</u>
102 Beach Protection Reserve						
Accumulated Reserves at Start of Year	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,494,337.28
Interest transfer to Reserves	43,207.03	41,020.00	41,020.00	49,224.00	49,224.00	51,149.12
Transfer from Muni	378,100.00	378,100.00	378,100.00	453,720.00	453,720.00	444,000.00
Transfer to Muni	0.00	0.00	0.00	(447,500.00)	(447,500.00)	(221,096.37)
	<u>2,189,697.06</u>	<u>2,187,510.03</u>	<u>2,187,510.03</u>	<u>1,823,834.03</u>	<u>1,823,834.03</u>	<u>1,768,390.03</u>
107 Corporate IT System Programme						
Accumulated Reserves at Start of Year	132,062.14	132,062.14	132,062.14	132,062.14	132,062.14	128,259.45
Interest transfer to Reserves	2,858.04	3,260.00	3,260.00	3,912.00	3,912.00	3,802.69
Transfer to Muni	0.00	0.00	0.00	(62,900.00)	0.00	0.00
	<u>134,920.18</u>	<u>135,322.14</u>	<u>135,322.14</u>	<u>73,074.14</u>	<u>135,974.14</u>	<u>132,062.14</u>
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,094,712.96
Interest transfer to Reserves	53,015.49	48,570.00	48,570.00	58,284.00	58,284.00	76,168.46
Transfer from Muni	366,859.22	366,860.00	366,860.00	1,182,454.00	1,182,454.00	1,154,259.75
Transfer to Muni	0.00	0.00	0.00	(622,870.00)	(622,870.00)	(1,018,487.68)
	<u>2,726,528.20</u>	<u>2,722,083.49</u>	<u>2,722,083.49</u>	<u>2,924,521.49</u>	<u>2,924,521.49</u>	<u>2,306,653.49</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	530,592.71	530,592.71	530,592.71	530,592.71	530,592.71	309,205.83
Interest transfer to Reserves	11,486.91	13,060.00	13,060.00	15,672.00	15,672.00	10,742.38
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	210,644.50
	<u>542,079.62</u>	<u>543,652.71</u>	<u>543,652.71</u>	<u>546,264.71</u>	<u>546,264.71</u>	<u>530,592.71</u>
112 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,204,037.00
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	67,424.94
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	596,880.21
Transfer to Muni	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(263,871.15)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,604,471.00</u>
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	427,856.90	427,856.90	427,856.90	427,856.90	427,856.90	198,114.86
Interest transfer to Reserves	13,836.59	10,540.00	10,540.00	12,648.00	12,648.00	12,628.28
Transfer from Muni	340,020.00	340,020.00	340,020.00	408,020.00	408,020.00	379,363.00
Transfer to Muni	0.00	0.00	0.00	(903,188.00)	(804,170.00)	(162,249.24)
	<u>781,713.49</u>	<u>778,416.90</u>	<u>778,416.90</u>	<u>(54,663.10)</u>	<u>44,354.90</u>	<u>427,856.90</u>
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,425,054.89
Interest transfer to Reserves	67,335.84	68,970.00	68,970.00	82,764.00	82,764.00	81,917.52
Transfer from Muni	458,330.00	458,330.00	458,330.00	550,000.00	550,000.00	702,330.00
Transfer to Muni	0.00	0.00	0.00	(1,339,000.00)	(1,134,000.00)	(398,723.66)
	<u>3,336,244.59</u>	<u>3,337,878.75</u>	<u>3,337,878.75</u>	<u>2,104,342.75</u>	<u>2,309,342.75</u>	<u>2,810,578.75</u>

City of BussetonReserves Movement Report

For The Period Ending 30 April 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
116 Professional Development Reserve						
Accumulated Reserves at Start of Year	77,905.02	77,905.02	77,905.02	77,905.02	77,905.02	74,239.77
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,017.55
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	60,000.00
Transfer to Muni	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(59,352.30)
	0.00	0.00	0.00	0.00	0.00	77,905.02
117 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	328,823.05	328,823.05	328,823.05	328,823.05	328,823.05	118,257.47
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	22,424.25
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,101,785.00
Transfer to Muni	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(913,643.67)
	0.00	0.00	0.00	0.00	0.00	328,823.05
119 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	144,552.59	144,552.59	144,552.59	144,552.59	144,552.59	143,876.51
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,381.67
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	3,627.42
Transfer to Muni	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(6,333.01)
	0.00	0.00	0.00	0.00	0.00	144,552.59
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	216,612.01	216,612.01	216,612.01	216,612.01	216,612.01	185,993.80
Interest transfer to Reserves	5,908.04	5,340.00	5,340.00	6,408.00	6,408.00	5,618.21
Transfer from Muni	20,830.00	20,830.00	20,830.00	25,000.00	25,000.00	25,000.00
Transfer to Muni	0.00	0.00	0.00	(60,000.00)	(60,000.00)	0.00
	242,450.05	242,782.01	242,782.01	188,020.01	188,020.01	216,612.01
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	8,134,428.23
Interest transfer to Reserves	192,041.17	138,070.00	138,070.00	165,684.00	165,684.00	288,437.31
Transfer from Muni	2,549,850.00	2,549,850.00	2,549,850.00	3,059,810.00	3,059,810.00	2,626,835.44
Transfer to Muni	(2,744,588.00)	0.00	0.00	(4,439,723.00)	(4,439,723.00)	(3,436,446.88)
	7,610,557.27	10,301,174.10	10,301,174.10	6,399,025.10	6,399,025.10	7,613,254.10
122 Port Geographe Development Reserve						
Accumulated Reserves at Start of Year	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	569,370.66
Interest transfer to Reserves	35,794.88	40,630.00	40,630.00	48,756.00	48,756.00	24,679.87
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,066,000.00
Transfer to Muni	0.00	0.00	0.00	(245,510.00)	(245,510.00)	(5,929.10)
	1,689,916.31	1,694,751.43	1,694,751.43	1,457,367.43	1,457,367.43	1,654,121.43
123 Port Geographe Waterways Managment Reserve (SAR)						
Accumulated Reserves at Start of Year	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,265,183.14
Interest transfer to Reserves	76,951.03	85,200.00	85,200.00	102,240.00	102,240.00	98,070.29
Transfer from Muni	142,370.00	142,370.00	142,370.00	170,847.00	170,847.00	391,189.69
Transfer to Muni	0.00	(305,000.00)	(305,000.00)	(305,000.00)	(305,000.00)	(300,000.00)
	3,673,764.15	3,377,013.12	3,377,013.12	3,422,530.12	3,422,530.12	3,454,443.12
124 Workers Compensation Contingency Reserve						
Accumulated Reserves at Start of Year	273,142.25	273,142.25	273,142.25	273,142.25	273,142.25	265,277.30
Interest transfer to Reserves	6,420.44	6,740.00	6,740.00	8,088.00	8,088.00	7,864.95
Transfer from Muni	34,000.00	34,000.00	34,000.00	40,800.00	40,800.00	0.00
Transfer to Muni	0.00	0.00	0.00	(20,000.00)	(20,000.00)	0.00
	313,562.69	313,882.25	313,882.25	302,030.25	302,030.25	273,142.25

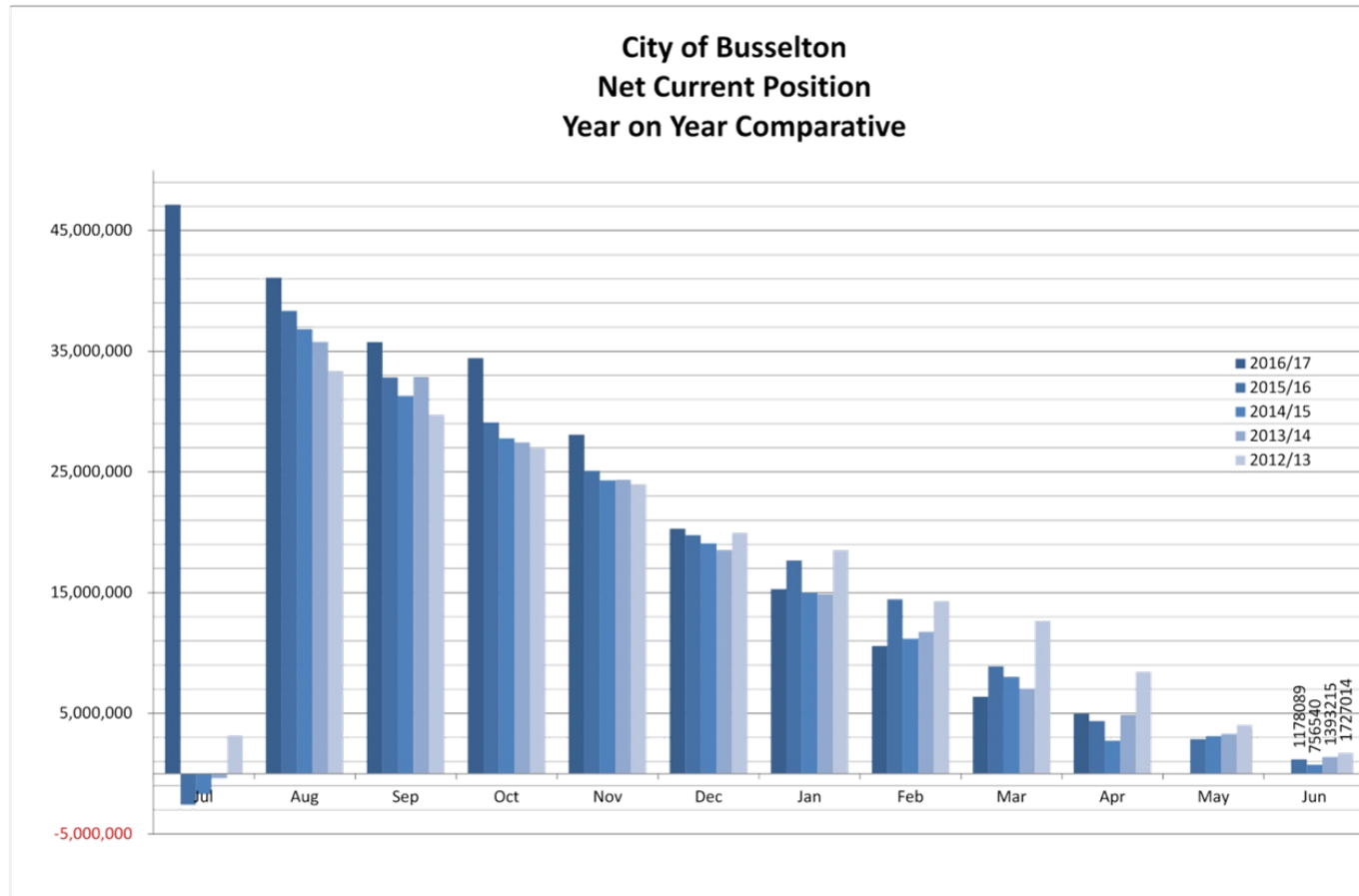
City of BusseltonReserves Movement Report

For The Period Ending 30 April 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
126 Provenge Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	835,855.66	835,855.66	835,855.66	835,855.66	835,855.66	676,765.29
Interest transfer to Reserves	19,976.84	20,410.00	20,410.00	24,492.00	24,492.00	22,654.23
Transfer from Muni	120,990.00	120,990.00	120,990.00	145,190.00	145,190.00	136,436.14
Transfer to Muni	0.00	0.00	0.00	(117,120.00)	(117,120.00)	0.00
	976,822.50	977,255.66	977,255.66	888,417.66	888,417.66	835,855.66
127 Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,311,812.74
Interest transfer to Reserves	46,570.26	61,530.00	61,530.00	73,836.00	73,836.00	74,547.89
Transfer from Muni	448,470.00	448,470.00	448,470.00	538,171.00	538,171.00	633,740.00
Transfer to Muni	0.00	0.00	0.00	(804,945.00)	(804,945.00)	(1,012,455.97)
	2,502,684.92	2,517,644.66	2,517,644.66	1,814,706.66	1,814,706.66	2,007,644.66
128 Vasse Newtown Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	470,759.51	470,759.51	470,759.51	470,759.51	470,759.51	406,921.35
Interest transfer to Reserves	11,851.79	11,440.00	11,440.00	13,728.00	13,728.00	14,524.93
Transfer from Muni	133,740.00	133,740.00	133,740.00	160,489.00	160,489.00	152,009.48
Transfer to Muni	0.00	0.00	0.00	(273,785.00)	(273,785.00)	(102,696.25)
	616,351.30	615,939.51	615,939.51	371,191.51	371,191.51	470,759.51
129 Untied Grants Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	1,109,692.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(1,109,692.00)
	0.00	0.00	0.00	0.00	0.00	0.00
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	64,000.00	64,000.00	64,000.00	64,000.00	64,000.00	0.00
Interest transfer to Reserves	1,637.88	1,480.00	1,480.00	1,776.00	1,776.00	0.00
Transfer from Muni	0.00	0.00	0.00	60,000.00	60,000.00	64,000.00
	65,637.88	65,480.00	65,480.00	125,776.00	125,776.00	64,000.00
131 Busselton Community Resource Centre						
Accumulated Reserves at Start of Year	92,178.36	92,178.36	92,178.36	92,178.36	92,178.36	63,513.21
Interest transfer to Reserves	2,343.97	2,250.00	2,250.00	2,700.00	2,700.00	2,384.86
Transfer from Muni	22,520.00	22,520.00	22,520.00	27,020.00	27,020.00	26,280.29
	117,042.33	116,948.36	116,948.36	121,898.36	121,898.36	92,178.36
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	50,404.28	50,404.28	50,404.28	50,404.28	50,404.28	14,489.92
Interest transfer to Reserves	1,536.69	1,240.00	1,240.00	1,488.00	1,488.00	1,114.36
Transfer from Muni	29,000.00	29,000.00	29,000.00	34,800.00	34,800.00	34,800.00
	80,940.97	80,644.28	80,644.28	86,692.28	86,692.28	50,404.28
133 Election, Valuation and Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	174,169.07	174,169.07	174,169.07	174,169.07	174,169.07	35,798.78
Interest transfer to Reserves	6,014.37	4,290.00	4,290.00	5,148.00	5,148.00	3,475.49
Transfer from Muni	145,350.00	145,350.00	145,350.00	174,420.00	174,420.00	206,000.00
Transfer to Muni	0.00	0.00	0.00	(72,000.00)	(72,000.00)	(71,105.20)
	325,533.44	323,809.07	323,809.07	281,737.07	281,737.07	174,169.07
134 Civic and Administration Centre Construction Reserve						
Accumulated Reserves at Start of Year	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	18,501,923.83
Interest transfer to Reserves	160,468.90	194,850.00	194,850.00	194,850.00	194,850.00	466,958.22
Transfer to Muni	(10,100,000.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(12,977,765.00)	(6,185,966.93)
	2,843,384.02	0.12	0.12	0.12	0.12	12,782,915.12

City of BusseltonReserves Movement ReportFor The Period Ending 30 April 2017

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
136 Airport Marketing Reserve						
Accumulated Reserves at Start of Year	196,000.00	196,000.00	196,000.00	196,000.00	196,000.00	0.00
Interest transfer to Reserves	5,015.98	3,730.00	3,730.00	4,476.00	4,476.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	196,000.00
	<u>201,015.98</u>	<u>199,730.00</u>	<u>199,730.00</u>	<u>200,476.00</u>	<u>200,476.00</u>	<u>196,000.00</u>
Various Building Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,409,407.53
Interest transfer to Reserves	33,083.94	38,390.00	38,390.00	46,068.00	46,068.00	48,784.11
Transfer from Muni	119,667.77	119,667.77	119,667.77	119,667.77	119,667.77	500,000.00
Transfer to Muni	(300,000.00)	(300,000.00)	(300,000.00)	(408,022.00)	(408,022.00)	(465,153.58)
	<u>1,345,789.77</u>	<u>1,351,095.83</u>	<u>1,351,095.83</u>	<u>1,250,751.83</u>	<u>1,250,751.83</u>	<u>1,493,038.06</u>
Various Community Development Contribution Reserve						
Interest transfer to Reserves	162,387.60	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	8,302,671.90	7,764,543.94	7,764,543.94	7,964,543.94	7,964,543.94	0.00
Transfer to Muni	(300,000.00)	(249,796.00)	0.00	(2,482,871.00)	(2,053,075.00)	0.00
	<u>8,165,059.50</u>	<u>7,514,747.94</u>	<u>7,764,543.94</u>	<u>5,481,672.94</u>	<u>5,911,468.94</u>	<u>0.00</u>
Various Busselton Area Drainage and Waterways Improvement Reserve						
Interest transfer to Reserves	12,144.83	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	594,564.05	383,803.62	383,803.62	383,803.62	383,803.62	0.00
Transfer to Muni	0.00	0.00	0.00	(85,000.00)	(85,000.00)	0.00
	<u>606,708.88</u>	<u>383,803.62</u>	<u>383,803.62</u>	<u>298,803.62</u>	<u>298,803.62</u>	<u>0.00</u>
Various Employee Entitlement Reserve						
Interest transfer to Reserves	64,612.33	54,950.00	54,950.00	65,940.00	65,940.00	0.00
Transfer from Muni	2,974,838.61	2,974,838.61	2,974,838.61	3,004,428.61	3,004,428.61	0.00
Transfer to Muni	0.00	0.00	0.00	(616,104.00)	(616,104.00)	0.00
	<u>3,039,450.94</u>	<u>3,029,788.61</u>	<u>3,029,788.61</u>	<u>2,454,264.61</u>	<u>2,454,264.61</u>	<u>0.00</u>
Various Infrastructure Asset Renewal Reserve						
Interest transfer to Reserves	49,941.73	68,180.00	68,180.00	81,816.00	81,816.00	0.00
Transfer from Muni	4,188,146.93	4,188,146.93	4,188,146.93	4,445,284.93	4,445,284.93	0.00
Transfer to Muni	(2,000,000.00)	(2,000,000.00)	(2,000,000.00)	(3,818,467.00)	(3,793,467.00)	0.00
	<u>2,238,088.66</u>	<u>2,256,326.93</u>	<u>2,256,326.93</u>	<u>708,633.93</u>	<u>733,633.93</u>	<u>0.00</u>
Various Joint Venture Aged Housing Reserve						
Interest transfer to Reserves	14,838.98	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	726,457.38	726,457.38	726,457.38	831,057.38	831,057.38	0.00
	<u>741,296.36</u>	<u>726,457.38</u>	<u>726,457.38</u>	<u>831,057.38</u>	<u>831,057.38</u>	<u>0.00</u>
Various Public Art Reserve						
Interest transfer to Reserves	1,297.22	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	93,060.00	0.00	0.00	0.00	0.00	0.00
	<u>94,357.22</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash Back Reserves	<u>48,524,359.48</u>	<u>47,111,565.09</u>	<u>47,361,361.09</u>	<u>35,452,697.09</u>	<u>36,274,411.09</u>	<u>46,024,063.38</u>
Summary Reserves						
Accumulated Reserves at Start of Year	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	49,145,982.34
Interest transfer to Reserves	1,127,723.78	944,850.00	944,850.00	1,094,850.00	1,094,850.00	1,485,933.39
Transfer from Muni	22,546,515.86	21,704,568.25	21,704,568.25	24,207,539.25	24,207,539.25	11,212,802.13
Transfer to Muni	(21,173,943.54)	(21,561,916.54)	(21,312,120.54)	(35,873,755.54)	(35,052,041.54)	(15,820,654.48)
Closing Balance	<u>48,524,359.48</u>	<u>47,111,565.09</u>	<u>47,361,361.09</u>	<u>35,452,697.09</u>	<u>36,274,411.09</u>	<u>46,024,063.38</u>





CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT For the month of April 2017


11am Bank Account As at 30 April 2017

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.45%	\$ 5,500,000

Term Deposits - Miscellaneous Funds As at 30 April 2017

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
NAB	AA	270	05-May-17	2.78%	\$ 3,000,000
Bank of Queensland	BBB	151	09-May-17	2.75%	\$ 2,000,000
ANZ	AA	61	09-May-17	2.40%	\$ 2,500,000
NAB	AA	270	19-May-17	2.63%	\$ 3,000,000
ANZ	AA	89	25-May-17	2.45%	\$ 3,000,000
NAB	AA	90	30-May-17	2.50%	\$ 3,000,000
Westpac	AA	273	06-Jun-17	2.70%	\$ 5,000,000
ANZ	AA	120	16-Jun-17	2.45%	\$ 3,500,000
Westpac	AA	92	22-Jun-17	2.55%	\$ 1,500,000
Westpac	AA	92	30-Jun-17	2.50%	\$ 4,500,000
ANZ	AA	91	01-Jul-17	2.35%	\$ 3,000,000
NAB	AA	90	05-Jul-17	2.55%	\$ 3,000,000
Westpac	AA	91	16-Jul-17	2.42%	\$ 1,500,000
NAB	AA	90	19-Jul-17	2.53%	\$ 4,000,000
NAB	AA	90	26-Jul-17	2.53%	\$ 2,500,000
Rural Bank	A	180	08-Aug-17	2.60%	\$ 1,500,000
Bendigo	A	365	06-Sep-17	2.75%	\$ 3,000,000
Westpac	AA	365	06-Sep-17	2.90%	\$ 5,000,000
Bendigo	A	184	14-Sep-17	2.45%	\$ 1,000,000

Total of Term Deposits \$ 55,500,000

Foreshore Development Funds As at 30 April 2017

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 1,523,241
Please note an additional \$2,757,364.44 is being held within the pool of term deposit funds		
		\$ 1,523,241

Airport Redevelopment Funds As at 30 April 2017

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 2,475
WA Treasury Corp. - State Bonds 91 Days 27-Jul-17	1.65%	\$ 6,143,952
Total of Airport Redevelopment Funds - WATC		\$ 6,146,428

NAB	AA	150	04-May-17	2.70%	\$ 2,000,000
Westpac	AA	181	05-May-17	2.75%	\$ 4,000,000
ANZ	AA	151	05-May-17	2.70%	\$ 2,000,000
ANZ	AA	92	05-Jun-17	2.40%	\$ 4,000,000
Westpac	AA	182	05-Jun-17	2.71%	\$ 2,000,000
NAB	AA	92	07-Jun-17	2.50%	\$ 5,000,000
NAB	AA	90	03-Jul-17	2.55%	\$ 2,500,000
ANZ	AA	91	05-Jul-17	2.45%	\$ 3,500,000
Westpac	AA	274	05-Sep-17	2.76%	\$ 4,000,000
Total of Airport Redevelopment Funds - Bank Term Deposits					\$ 29,000,000

ANZ Cash Account	AA	NA	NA	1.50%	\$ 3,822,321
Total of Airport Redevelopment Funds - Other					\$ 3,822,321
Total of Airport Redevelopment Funds					\$ 38,968,748

Interest Received 2015/16 \$ 609,666

Interest Received 2016/17 \$ 950,803

Interest Accrued but not yet Received \$ 211,839

Total Interest Airport Funds as at month's end \$ 1,772,308

(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and are not held within the requirements of the City's Investment Policy 218)

SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2016	As at 30 April 2017
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11am Bank Account	\$ 6,000,000	\$ 10,500,000	\$ 5,500,000
Term Deposits - Misc. Funds	\$ 66,000,000	\$ 56,000,000	\$ 55,500,000
Foreshore Development Funds - WATC	\$	\$ 4,198,927	\$ 1,523,241
Airport Redevelopment - WATC Deposits	\$ 36,457,650	\$ 36,458,479	\$ 6,146,428
Airport Redevelopment - Bank Term Deposit	\$ 4,000,000	\$ 4,000,000	\$ 29,000,000
Airport Redevelopment - Other Funds	\$ 5,375,702	\$ 5,176,467	\$ 3,822,321
Total of all Investments Held	\$ 117,833,352	\$ 116,333,873	\$ 101,491,990

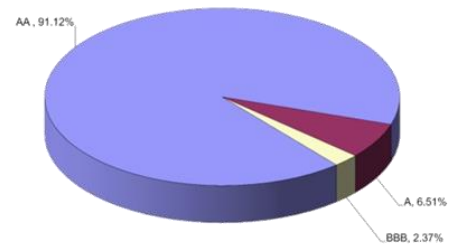
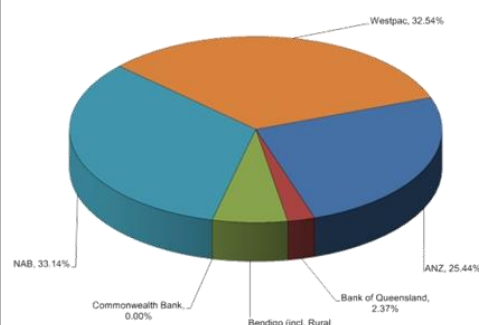
TOTAL INTEREST RECEIVED AND ACCRUED \$ 1,750,324 \$ 1,889,516 \$ 1,400,917

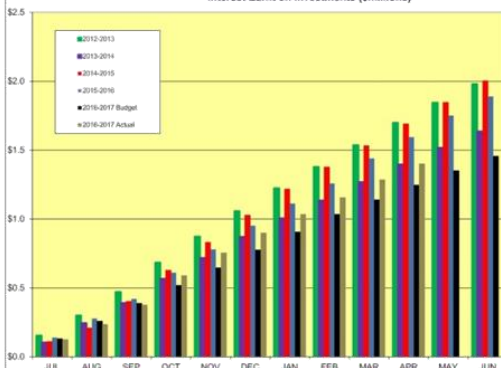
INTEREST BUDGET \$ 1,592,712 \$ 1,737,500 \$ 1,244,850

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

Statement of Compliance with Council's Investment Policy 218

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

Investment Graphs
Summary of Term Deposits by S & P Rating
(Excludes WATC and 11am Cash Account Funds)

Summary of Term Deposits by Institution
(Excludes WATC and 11am Cash Account Funds)

Balance of Investments (\$millions)

Interest Earnt on Investments (\$millions)


10.3 Finance Committee - 1/06/2017 - LIST OF PAYMENTS MADE - APRIL 2017

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Finance and Corporate Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Payments Made - April 2017 ↓

This item was considered by the Finance Committee at its meeting on 1 June 2017, the recommendations from which have been included in this report.

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of April 2017, for noting by the Council and recording in the Council Minutes.

BACKGROUND

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

STATUTORY ENVIRONMENT

Section 6.10 of the Local Government Act and more specifically, Regulation 13 of the Local Government (Financial Management) Regulations; refer to the requirement for a listing of payments made each month to be presented to the Council.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

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

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of April 2017 is presented for information.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers M114173 – M114273, EF051686 – EF052149, T007332 – T007336, and DD003082 – DD003109; together totalling \$10,774,396.79.



LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF APRIL 2017

Summary		
MUNICIPAL ACCOUNT		245,581.53
ELECTRONIC TRANSFER PAYMENTS		8,953,712.06
TRUST ACCOUNT		37,922.27
INTERNAL PAYMENT VOUCHERS		1,537,180.93
Total Payments		10,774,396.79

MUNICIPAL ACCOUNT - APRIL 2017

Date	Chq / Voucher	Name	Description	Amount
5/04/2017	114173	MJ & PG JOHNSTON	REFUND OF RATE OVERPAYMENT	918.66
5/04/2017	114174	OFFICE OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	493.75
6/04/2017	114175	DENISE SANBROOK	ART SALES	12.60
6/04/2017	114176	OSCAR NEGUS	FIRE CONTROL OFFICER HONORARIUM	190.70
6/04/2017	114177	JULIE JONES	ART SALES	9.45
6/04/2017	114178	MR A GUTHRIE	FIRE CONTROL OFFICER HONORARIUM	572.55
6/04/2017	114179	B HUTCHINSON	REFUND OF ANIMAL TRAP BOND	100.00
6/04/2017	114180	LA RUSSO & DM CASTRILLI	REFUND OF RATE OVERPAYMENT	308.18
6/04/2017	114181	NATHAN BOOTH	REFUND TEMPORARY FOOD STALL FEE - NOT REQUIRED	40.00
6/04/2017	114182	D WEBB	REFUND NCC STAGE HIRE - BOOKING CANCELLED	50.00
6/04/2017	114183	S BUTLER	SPONSORSHIP - NATIONAL SWIMMING CHAMPS. ATTENDANCE	200.00
6/04/2017	114184	SW GROUP OF AFFILIATED AGRICULTURAL ASSOCS	SPONSORSHIP - PERTH ROYAL SHOW DISPLAY	250.00
6/04/2017	114185	S MARDEN	REFUND OF HOLIDAY HOME APPLICATION FEE - CANCELLED	354.00
6/04/2017	114186	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
6/04/2017	114187	V & M COLLINS & B FLORENCA	CROSSOVER SUBSIDY PAYMENT	253.40

6/04/2017	114188	CITY OF BUSSELTON	SPONSORSHIP - WAIVER FEES FOR CRC HIRE	1,207.85
7/04/2017	114189	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,596.47
7/04/2017	114190	SYNERGY	ELECTRICITY SUPPLIES	4,336.65
10/04/2017	114191	DAWS NOMINEES	REFUND OF RATE OVERPAYMENT	2,008.60
10/04/2017	114192	G GMELCH	REFUND OF RATE OVERPAYMENT	790.36
10/04/2017	114193	L DOUST	REFUND OF ANIMAL TRAP BOND	100.00
10/04/2017	114194	S MBEARD	REFUND FACILITY HIRE BOND - ARTGEO	180.00
10/04/2017	114195	AE & BL HOLMES	REFUND OF RATE OVERPAYMENT	288.70
10/04/2017	114196	FRANCESCA GOODE	REFUND BUILDING APPLICATION FEE - OVERPAYMENT	384.00
10/04/2017	114197	MELISSA LAMANNA	REFUND BUILDING PLAN SEARCH FEE - OVERPAYMENT	75.00
10/04/2017	114198	G & B BEASLEY	KOOKABURRA REFUND FEE	65.00
10/04/2017	114199	DEPT OF TRANSPORT	PURCHASE OF SPECIAL SERIES NUMBER PLATES	327.00
10/04/2017	114200	I FREW	KOOKABURRA REFUND FEE	15.00
11/04/2017	114201	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	98.30
11/04/2017	114202	J MILSON	REFUND OF ANIMAL TRAP BOND	100.00
	114203 - 114206	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
12/04/2017	114207	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	518.95
12/04/2017	114208	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	87.35
	114209 - 114215	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
13/04/2017	114216	BUSSELTON WATER CORPORATION	WATER SERVICES	12,325.70
	114217	CANCELLED	PRINTING ERROR	0.00
13/04/2017	114218	WATER CORPORATION	WATER SERVICES	894.74
13/04/2017	114219	SYNERGY	ELECTRICITY SUPPLIES	65,228.07
	114220	CANCELLED	PRINTING ERROR	0.00
13/04/2017	114221	LANDGATE CUSTOMER ACCOUNT	LANDGATE LEASE REGISTRATION FEES	165.80
13/04/2017	114222	CITY OF BUSSELTON	VARIOUS STAFF REIMBURSEMENTS	3,062.98
13/04/2017	114223	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	308.00
21/04/2017	114224	CHURCHLANDS HOLDINGS PTY LTD	REFUND LANDSCAPING BOND - MCLACHLAN RIDGE	22,965.00
21/04/2017	114225	BAMBIL PTY LTD	REFUND ROAD MAINTENANCE BOND - CLYDEBANK AVE	13,396.85
21/04/2017	114226	BOYANYP GRAZING CO PTY LTD	REFUND ROAD MAINTENANCE BOND - CLYDEBANK AVE	19,278.40
21/04/2017	114227	TELSTRA CORPORATION	COMMUNICATION SERVICES	9,214.27
21/04/2017	114228	WATER CORPORATION	WATER SERVICES	24,072.35
21/04/2017	114229	SYNERGY	ELECTRICITY SUPPLIES	1,846.45
21/04/2017	114230	TANGENT NOMINEES PTY LTD	REFUND OF RATE OVERPAYMENT	947.08
21/04/2017	114231	DG BERGLUND	REFUND OF RATE OVERPAYMENT	522.92
21/04/2017	114232	SCHOOL OF SPECIAL EDUCATION NEEDS	REFUND OF FACILITY HIRE BONDS - YOUTH CENTRE	285.00
21/04/2017	114233	J LEE	REFUND OF ANIMAL TRAP BOND	100.00
21/04/2017	114234	ADVOCACY SOUTH WEST	REFUND OF FACILITY HIRE BOND - CRC	200.00
21/04/2017	114235	PERTH REVIVAL FELLOWSHIP	REFUND OF FACILITY HIRE BOND - CRC	200.00
21/04/2017	114236	REAL HEALTHY KIDS	REFUND OF FACILITY HIRE BOND - CRC	200.00
21/04/2017	114237	INTELIFE GROUP	REFUND OF FACILITY HIRE BOND - CRC	200.00

21/04/2017	114238	DEPT OF PLANNING	REFUND OF FACILTY HIRE BOND - CRC	200.00
21/04/2017	114239	K BOCK	REFUND OF FACILTY HIRE BOND - CHURCHILL PARK HALL	185.00
21/04/2017	114240	S EFSEAFF	REFUND OF FACILTY HIRE BOND - YALLINGUP HALL	185.00
21/04/2017	114241	SILVER CHAIN	REFUND OF FACILTY HIRE BOND - CRC	200.00
21/04/2017	114242	DEPT OF WATER	REFUND OF FACILTY HIRE BOND - CRC	200.00
21/04/2017	114243	ACTIV FOUNDATION INC	REFUND OF FACILTY HIRE BOND - CRC	200.00
21/04/2017	114244	CAPE ABILITIES	REFUND OF FACILTY HIRE BOND - CHURCHILL PARK HALL	185.00
21/04/2017	114245	B FAY	KOOKABURRA REFUND FEE	30.00
21/04/2017	114246	GEOGRAPHE BAY TABLE TENNIS CLUB	REFUND OF KEY BOND - YOUTH CENTRE	50.00
	114247-114248	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
21/04/2017	114249	DEPARTMENT OF TRANSPORT	COMMUNITY JETTY RENEWAL FEES	547.40
21/04/2017	114251	CITY OF BUSSELTON	CORRECTION OF DA16/0059 PAYMENT	1,530.00
21/04/2017	114252	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
21/04/2017	114253	DEPARTMENT OF TRANSPORT	PURCHASE OF SPECIAL SERIES NUMBER PLATES	327.00
21/04/2017	114254	CITY OF BUSSELTON	CORRECTION BPAY HA16/0378 PAYMENT	722.00
21/04/2017	114255	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	84.36
21/04/2017	114256	N WHITELY	NCC REFUND VACATION CARE FEE	17.04
	114257	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
21/04/2017	114258	LA SCHOPPE	REFUND OF ANIMAL TRAP BOND	100.00
27/04/2017	114259	CITY OF BUSSELTON	VARIOUS STAFF REIMBURSEMENTS	2,979.05
27/04/2017	114260	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	310.00
27/04/2017	114261	TERRY WHITE CHEMIST	FIRST AID SUPPLIES - ARTGEO	123.29
27/04/2017	114262	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
27/04/2017	114263	BUSSELTON WATER CORPORATION	WATER SERVICES	1,666.80
27/04/2017	114264	BUSSELTON MEDICAL PRACTICE	EMPLOYEE MEDICAL SERVICES	275.00
27/04/2017	114265	WATER CORPORATION	WATER SERVICES	2,780.38
27/04/2017	114266	CLEANAWAY	WASTE MANAGEMENT SERVICES - WASTE FACILITIES	6,358.00
27/04/2017	114267	SHIRE OF DARDANUP	ANNUAL CONTRACT PAYMENT - SYRSIDYNIX LIBRARY SYSTEM	10,330.43
27/04/2017	114268	SYNERGY	ELECTRICITY SUPPLIES	11,939.65
	114269-114270	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
12/04/2017	114271	J HULL	REFUND DOG REGISTRATION - NOW STERILISED	150.00
26/04/2017	114272	M WELLS	REFUND DOG REGISTRATION - NOW STERILISED	75.00
28/04/2017	114273	SOUTHERN CROSS AUSTERIO	ADVERTISING - BUSSELTON FRINGE FESTIVAL	1,485.00
				<u>245,581.53</u>

ELECTRONIC TRANSFER PAYMENTS - APRIL 2017

Date	EFT	Name	Description	Amount
7/04/2017	EF051686	ATCO GAS AUSTRALIA	GAS SERVICES - DATA EXTRACT	261.47
7/04/2017	EF051687	DENNIS HADDON	ART SALES	31.50
7/04/2017	EF051688	CR. G BLEECHMORE	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051689	CR. G HENLEY	COUNCILLOR PAYMENT	8,427.25

7/04/2017	EF051690	CR. T BEST	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051691	PHIL HOLLETT PHOTOGRAPHY	ART SALES	133.35
7/04/2017	EF051692	PETER STARK	FIRE CONTROL OFFICER HONORARIUM	381.40
7/04/2017	EF051693	CHRIS PAYNE	FIRE CONTROL OFFICER HONORARIUM	190.70
7/04/2017	EF051694	ELIZABETH ROYCE	ART SALES	105.00
7/04/2017	EF051695	CR. J McCALLUM	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051696	CR. C TARBOTTON	COUNCILLOR PAYMENT	11,067.75
7/04/2017	EF051697	DOROTHY SADDLETON	ART SALES	28.00
7/04/2017	EF051698	ANDERS HAMMARSTROM	ART SALES	31.50
7/04/2017	EF051699	MARGARET PARKE	ART SALES	115.50
7/04/2017	EF051700	CR. R BENNETT	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051701	PANCAKE DESIGNS RESIN	ART SALES	324.80
7/04/2017	EF051702	MEROME DARVILL	ART SALES	10.50
7/04/2017	EF051703	KLEENIT PTY LTD	GRAFFITI REMOVAL SERVICE	836.55
7/04/2017	EF051704	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	4,529.25
7/04/2017	EF051705	CR. R REEKIE	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051706	CR. R PAINE	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051707	CR. P CARTER	COUNCILLOR PAYMENT	2,382.50
7/04/2017	EF051708	ZIGGY ALBERTS	REFUND OF FACILITY HIRE BOND - YALLINGUP HALL	185.00
7/04/2017	EF051709	MEND CONSULTING PTY LTD	ENGINEERING CONSULTANCY - GLC POOL INSPECTIONS	3,124.00
7/04/2017	EF051710	BUILDING DESIGN SOUTH WEST	BUILDING DESIGN SERVICE - PT PICQUET ABLUTIONS	1,760.00
7/04/2017	EF051711	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	376.21
7/04/2017	EF051712	NAOMI EBERT	ART SALES	63.00
7/04/2017	EF051713	JENNIFER BROWN	ART SALES	66.50
7/04/2017	EF051714	ELAMOORE NATURAL SOAPS & COSMETICS PTY LTD	ART SALES	71.40
7/04/2017	EF051715	BIRD SOFF	BIRD DETERRENTS - BUSSELTON AIRPORT	889.90
7/04/2017	EF051716	DOUGLAS CHAMBERS	ART SALES	858.00
7/04/2017	EF051717	HANSON PROPERTY PTY LTD	REFUND OF RATE OVERPAYMENTS	1,068.00
7/04/2017	EF051718	PETER ADAMS PMA MAINTENANCE	MAINTENANCE SERVICES	400.00
7/04/2017	EF051719	THE LITERATURE CENTRE	CONFERENCE ATTENDANCE - BUSSELTON LIBRARY	520.00
7/04/2017	EF051720	WA LIBRARY SUPPLIES	LIBRARY RESOURCES	224.85
7/04/2017	EF051721	MARK LUKE	ART SALES	665.00
7/04/2017	EF051722	DJ & CJ CUMMINS	REFUND OF RATE OVERPAYMENT	76.53
7/04/2017	EF051723	KATHLEEN MCGOLDRICK	REFUND OF INSTALLATION BOND	500.00
7/04/2017	EF051724	L & J HIGHAM	KOOKABURRA REFUND FEE	46.50
7/04/2017	EF051725	STEVEN GASK	REFUND OF RATE OVERPAYMENT	796.12
7/04/2017	EF051726	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES - GLC	260.00
7/04/2017	EF051727	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	172.90
7/04/2017	EF051728	VASSE BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	177.98
7/04/2017	EF051729	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	681.41
7/04/2017	EF051730	TOTAL EDEN PTY LTD	PUMP STATION WORKS - CHURCHILL PARK	218,814.75

7/04/2017	EF051731	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	612.22
7/04/2017	EF051732	INNOVEST CONSTRUCTION	CONSTRUCTION SERVICES - MILNE ST PAVILLION CLAIM # 4	184,174.00
7/04/2017	EF051733	SURVCON PTY LTD	SURVEY SERVICES - BUSSELTON WASTE FACILITY	544.50
7/04/2017	EF051734	LEONIE MACLEAN	ART SALES	3.50
7/04/2017	EF051735	OWEN G ISBEL	ART SALES	300.80
7/04/2017	EF051736	WENDY SLEE	ART SALES	49.00
7/04/2017	EF051737	TRADE SALES	TRANSPORT CAGE SUPPLIER - BUSSELTON WASTE FACILITY	2,006.40
7/04/2017	EF051738	CELIA CLARE	ART SALES	198.40
13/04/2017	EF051739	HIF	HEALTH INSURANCE	215.55
13/04/2017	EF051740	PAY-PLAN PTY LTD	SALARY PACKAGING	18,471.42
13/04/2017	EF051741	RENTAL MANAGEMENT AUSTRALIA PTY LTD	RENTAL LEASE AGREEMENT	800.00
13/04/2017	EF051742	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	1,200.00
13/04/2017	EF051743	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	207,995.00
13/04/2017	EF051744	AUSTRALIAN SERVICES UNION	UNION FEES	79.05
13/04/2017	EF051745	HBH HEALTH LIMITED	MEDICAL INSURANCE	489.35
13/04/2017	EF051746	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	420.26
13/04/2017	EF051747	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	778.13
13/04/2017	EF051748	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	190.00
13/04/2017	EF051749	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,907.18
13/04/2017	EF051750	CLICKSUPER	SUPERANNUATION	158,246.94
13/04/2017	EF051751	SARAH PIERSON	STAFF REIMBURSEMENT - FUEL	40.00
13/04/2017	EF051752	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	370.43
13/04/2017	EF051753	GREG JAMES SCULPTURE	SPANISH SETTLER SCULPTURE, SETTLEMENT ART PROJECT CLAIM #1	58,029.40
13/04/2017	EF051754	PAY-PLAN PTY LTD	SALARY PACKAGING	229.71
13/04/2017	EF051755	ERTECH PTY LTD	BMRA AIRSIDE D&C CONTRACTOR	3,184,130.39
13/04/2017	EF051756	POLYLINK	RETICULATION SUPPLIES	957.00
13/04/2017	EF051757	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS BUILDINGS	3,732.85
13/04/2017	EF051758	CR. R REEKIE	COUNCILLOR REIMBURSEMENT	19.22
13/04/2017	EF051759	STORE DJ	LIGHTING SUPPLIER - ADMIN BLDNG FUNCTION ROOM	438.00
13/04/2017	EF051760	RIDER LEVETT BUCKNALL WA PTY LTD	QUANTITY SURVEY SERVICES - BMRA	11,000.00
13/04/2017	EF051761	PRO CONSTRUCT	BUILDING CONSTRUCTION SERVICES - YOUTH BUILDING CLAIM # 3	141,947.00
13/04/2017	EF051762	HELEN VAN HOOYVANK	KOOKABURRA REFUND FEE	65.00
13/04/2017	EF051763	STEPHEN ATKINSON	KOOKABURRA REFUND FEE	66.00
14/04/2017	EF051764	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
13/04/2017	EF051765	GENEVIEVE MORRISSEY	CRCYALLINGUP HALL	564.50
13/04/2017	EF051766	MICHAEL GRIFFITHS	RENT OF TRADING IN PUBLIC PLACES FEE - CANCELLED	150.00
13/04/2017	EF051767	DOTS POTS & OFFICE FURNITURE	OFFICE FURNITURE SUPPLIER - COUNCIL CHAIRS	6,130.00
13/04/2017	EF051768	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	330.52
13/04/2017	EF051769	BGC CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES - ADMIN BUILDING CLAIM # 11	1,434,976.32
13/04/2017	EF051770	CURTIN UNIVERSITY OF TECHNOLOGY	TRAINING SERVICES - GLC	833.00
13/04/2017	EF051771	BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - VARIOUS	5,013.50

13/04/2017	EF051772	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	1,113.82
13/04/2017	EF051773	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	298.95
13/04/2017	EF051774	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	243.85
18/04/2017	EF051775	GRAVITY	VACATION CARE EXCURSION - GLC	1,207.50
21/04/2017	EF051776	LEEUEWIN CIVIL PTY LTD	HIRE EQUIPMENT & CONSTRUCTION SERVICES - VARIOUS	129,124.43
21/04/2017	EF051777	FIRST CLASS TRAINING	EMPLOYEE TRAINING SERVICES	630.00
21/04/2017	EF051778	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	16,614.40
21/04/2017	EF051779	ANGELA GRIFFIN	STAFF REIMBURSEMENT - YOUTH FESTIVAL SUPPLIES	103.50
21/04/2017	EF051780	IMPELTEC PTY LTD	SOFTWARE SERVICES	3,669.60
21/04/2017	EF051781	STEVES TRANSPORTABLES	FREIGHT SERVICES	1,743.50
21/04/2017	EF051782	SHAPE MANAGEMENT	CONSULTANCY SERVICES FOR MAJOR PROJECTS	24,805.00
21/04/2017	EF051783	NATURALISTE TRAVEL	TRAVEL EXPENSES - TRAINING	744.65
21/04/2017	EF051784	GREG MILLER	STAFF REIMBURSEMENT - TRAINING	252.09
21/04/2017	EF051785	ANDREW PEARCE	STAFF REIMBURSEMENT - INTERNET	279.80
21/04/2017	EF051786	WHEELBITE	SPONSORSHIP - WHEELBITE SKATE COMPETITION	2,000.00
21/04/2017	EF051787	JENNIFER LIBBY-JACKSON	STAFF REIMBURSEMENT - POSTAGE	24.80
21/04/2017	EF051788	ECOSOL PTY LTD	STORMWATER POLLUTANT TRAPS - LAYMAN ROAD	64,042.00
21/04/2017	EF051789	JUSTIN BIGGAR	STAFF REIMBURSEMENT - FUEL	51.49
21/04/2017	EF051790	JAZZ BY THE BAY ASSOCIATION INC	GRANT FUNDING - JAZZ BY THE BAY 2017	55,000.00
21/04/2017	EF051791	ROSS CHAMBERS	REFUND OF RATE OVERPAYMENT	497.00
21/04/2017	EF051792	ALICIA EDWARDS	REFUND ANIMAL TRAP BOND	100.00
21/04/2017	EF051793	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,950.00
21/04/2017	EF051794	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	108.58
21/04/2017	EF051795	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	613.11
21/04/2017	EF051796	BAREFOOT BOOKS	LIBRARY RESOURCES	275.12
21/04/2017	EF051797	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	1,000.00
21/04/2017	EF051798	BURKE AIR	AIR CONDITIONING SERVICES - GLC	420.64
21/04/2017	EF051799	CITY AND REGIONAL FUELS	FUEL SERVICES	4,723.92
27/04/2017	EF051800	HIF	HEALTH INSURANCE	229.40
27/04/2017	EF051801	PAY-PLAN PTY LTD	SALARY PACKAGING	17,661.35
27/04/2017	EF051802	RENTAL MANAGEMENT AUSTRALIA PTY LTD	RENTAL LEASE AGREEMENT	800.00
27/04/2017	EF051803	GR & LC CHRISTIAN	RENTAL LEASE AGREEMENT	1,200.00
27/04/2017	EF051804	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	204,566.00
27/04/2017	EF051805	AUSTRALIAN SERVICES UNION	UNION FEES	79.05
27/04/2017	EF051806	HBF HEALTH LIMITED	MEDICAL INSURANCE	527.55
27/04/2017	EF051807	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	420.26
27/04/2017	EF051808	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	778.13
27/04/2017	EF051809	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	198.00
27/04/2017	EF051810	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,907.18
27/04/2017	EF051811	CLICKSUPER	SUPERANNUATION	149,449.85
27/04/2017	EF051812	WALGA	WALGA TRAINING SERVICES	2,366.00

27/04/2017	EF051813	RED CHERRY DESIGN STUDIO	GRAPHIC DESIGN SERVICES - WALK CYCLE PROJECT	1,670.00
27/04/2017	EF051814	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES - VARIOUS LOCATIONS	34,723.61
27/04/2017	EF051815	POSSUM CENTRE BUSSELTON	POSSUM WELFARE AWARENESS RESOURCES	640.00
27/04/2017	EF051816	DEPARTMENT OF PREMIER & CABINET STATE LAW PUBLIS	ADVERTISING SERVICES - RATES	100.80
27/04/2017	EF051817	HARLEY DYKSTRA	CONTOUR SURVEY REPORT - BMRRRA	861.30
27/04/2017	EF051818	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	3,018.62
27/04/2017	EF051819	ANDIMAPS	ADVERTISING SERVICES - HEALTH	657.00
27/04/2017	EF051820	YALLINGUP LANDSCAPES	LIMESTONE SHEETING SERVICES - EAGLE BAY TRAILS	18,518.50
27/04/2017	EF051821	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	2,569.34
27/04/2017	EF051822	SAFEROADS PTY LTD	TRAFFIC CALMING DEVICES - CHEIFTAN CRES, DUNSBOROUGH	3,300.00
27/04/2017	EF051823	MULTICLEAN WA PTY LTD	CLEANING SERVICES - VARIOUS BUILDINGS	78,548.66
27/04/2017	EF051824	CLEVERPATCH	VACATION CARE SUPPLIES - GLC	153.91
27/04/2017	EF051825	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	877.98
27/04/2017	EF051826	INSTRUMENT CHOICE	ENVIRONMENTAL HEALTH SUPPLIES	51.70
27/04/2017	EF051827	PEOPLE SENSE PTY LTD	PROFESSIONAL SERVICES - DUTIES ANALYSIS	412.50
27/04/2017	EF051828	WEST AUSTRALIAN CAR CLUB (INC.)	GRANT FUNDING - QUIT FORREST RALLY 2017	13,750.00
27/04/2017	EF051829	BUSSELTON NETBALL ASSOCIATION	KIDSPORT VOUCHERS	4,565.00
27/04/2017	EF051830	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES - VARIOUS	2,396.70
27/04/2017	EF051831	BUNBURY TRUCKS	PLANT PURCHASES / SERVICES / PARTS	7,624.13
27/04/2017	EF051832	COMBINED TEAM SERVICES	TRAINING SERVICES	950.00
27/04/2017	EF051833	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	2,323.14
27/04/2017	EF051834	EXECUTIVE ELECTRICAL	ELECTRICAL SERVICES - BUSH FIRE BRIGADE BUILDINGS	2,154.90
27/04/2017	EF051835	AR PLUMBING & GAS SERVICE	PLUMBING SERVICES	333.30
27/04/2017	EF051836	ARBOR GUY	TREE MAINTENANCE SERVICES - VARIOUS	4,730.00
27/04/2017	EF051837	TOLL IPEC PTY LTD	COURIER SERVICES	56.71
27/04/2017	EF051838	RNM CARPENTRY	CARPENTRY SERVICES - GLC	2,137.30
27/04/2017	EF051839	NAOMI SEARLE	STAFF REIMBURSEMENT - INTERNET	158.00
27/04/2017	EF051840	BROWNES DAIRY	GLC KIOSK SUPPLIES	629.93
27/04/2017	EF051841	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	415.80
27/04/2017	EF051842	LANDSAVE ORGANICS	COMPOST SUPPLIER - VARIOUS LOCATIONS	5,217.85
27/04/2017	EF051843	HOLCIM (AUSTRALIA) PTY LTD	AGGREGATE SUPPLY FOR DRAINAGE WORKS - DAWSON DR, YALL.	2,833.38
27/04/2017	EF051844	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT & HARDWARE SUPPLIER	1,641.07
27/04/2017	EF051845	SCOUTS ASSOCIATION OF WA	KIDSPORT VOUCHER	400.00
27/04/2017	EF051846	BEACON EQUIPMENT	HARWARE SUPPLIER - CHAIN & BARS, DEPOT STORE	1,369.00
27/04/2017	EF051847	PROFESSIONAL CABLING	AUDIO CABLING SERVICES - ADMIN BUILDING	7,425.00
27/04/2017	EF051848	ORANA CINEMAS BUSSELTON	VACATION CARE EXCURSION - NCC	180.00
27/04/2017	EF051849	ST JOHN AMBULANCE	TRAINING SERVICES	845.00
27/04/2017	EF051850	BRIDGESTONE	TYRE SERVICES	520.92
27/04/2017	EF051851	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE & REPAIRS - GLC	4,070.00
27/04/2017	EF051852	HEATLEYS SAFETY & INDUSTRIAL	SAFETY EQUIPMENT	881.24
27/04/2017	EF051853	SAINTS JUNIOR FOOTBALL CLUB - BUSSELTON	KIDSPORT VOUCHERS	813.00

27/04/2017	EF051854	GEO METALS	SHEET METAL SERVICES - DOOR TRACKS, DUNSBOROUGH DEPOT	1,980.00
27/04/2017	EF051855	BUSSELTON JUNIOR SOCCER CLUB	KIDSPORT VOUCHERS	2,683.00
27/04/2017	EF051856	AUSQ TRAINING	TRAINING SERVICES - TRAFFIC MANAGEMENT	2,552.00
27/04/2017	EF051857	GEOGRAPHE FORD - BUSSELTON	VEHICLE PURCHASES / SERVICES / PARTS	412.00
27/04/2017	EF051858	VORGE PTY LTD	PRO SHOP SUPPLIES - GLC	683.10
27/04/2017	EF051859	COUNTRY WOMENS HOCKEY CLUB	KIDSPORT VOUCHERS	355.00
27/04/2017	EF051860	SAGE CONSULTING ENGINEERS PTY LTD	LIGHTING AUDIT - DUNSBOROUGH PLAYING FIELDS	3,850.00
27/04/2017	EF051861	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	3,417.74
27/04/2017	EF051862	COMPLETE PORTABLES	HIRE OF PORTABLE EQUIPMENT	964.06
27/04/2017	EF051863	ANNA FOLEY	TRAINING SERVICES - WELLNESS SEMINAR	450.00
27/04/2017	EF051864	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	96.32
27/04/2017	EF051865	GEOSPREAD	GREEN WASTE MULCHING	29,957.40
27/04/2017	EF051866	ACE ANTENNAS	ANTENNA REPAIR SERVICE	165.00
27/04/2017	EF051867	INFRASTRUCTURE INTEGRITY SERVICES	SEWER ACCESS SERVICES - MARINE TCE	5,324.00
27/04/2017	EF051868	JOHN STRICKLAND	LIGHTING AND SOUND SERVICES - YOUTH FEST	935.00
27/04/2017	EF051869	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES - GLC HEAT EXCHANGER, ATU SERVICES	24,886.40
27/04/2017	EF051870	LUV A LOLLY	CONFECTIONERY FOR KIOSK - GLC	171.25
27/04/2017	EF051871	FREESTYLE NOW	YOUTH PROGRAM DELIVERY SERVICES	3,740.00
27/04/2017	EF051872	HERRON TODD WHITE (SOUTH WEST WA) PTY LTD	PROPERTY VALUATIONS	1,650.00
27/04/2017	EF051873	BUKIDO TAIJUTSU	KIDSPORT VOUCHERS	1,800.00
27/04/2017	EF051874	SPILL STATION AUSTRALIA PTY LTD	CHEMICAL SPILL CONTAINMENT SUPPLIES	216.92
27/04/2017	EF051875	CLANCY'S FISH PUB DUNSBOROUGH	SPONSORSHIP - SALMON FEST 2017	1,650.00
27/04/2017	EF051876	DANIEL FRITCHLEY	DRAFTING SERVICES - BUSSELTON FORESHORE & VARIOUS	9,530.00
27/04/2017	EF051877	SPHERE LEGAL PTY LTD	DEBT COLLECTION LEGAL SERVICES	9,369.50
27/04/2017	EF051878	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	CONSULTANCY SERVICES - SITE SELECTION, WASTE FACILITIES	15,400.00
27/04/2017	EF051879	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES - VARIOUS	3,240.15
27/04/2017	EF051880	BMA-BUSSELTON MARTIAL ARTS	KIDSPORT VOUCHERS	440.00
27/04/2017	EF051881	JS ROADSIDE PRODUCTS	ROADSIDE PRODUCTS - GUIDE POSTS	3,372.00
27/04/2017	EF051882	MARGARET RIVER FENCING	FENCING SERVICES - VARIOUS	15,382.40
27/04/2017	EF051883	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	STORAGE SERVICES	425.55
27/04/2017	EF051884	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	EMPLOYEE MEDICAL SERVICES	3,179.00
27/04/2017	EF051885	GEOGRAPHE INDUSTRIAL SUPPLIES	WELDING SUPPLIES	7.96
27/04/2017	EF051886	OCEANIC MARINE	FLEET CONSUMABLES & MAINTENANCE PARTS	52.90
27/04/2017	EF051887	FLAVER PRODUCTIONS	AUDIO & LIGHTING EQUIPMENT SERVICES - FRINGE FESTIVAL	15,322.95
27/04/2017	EF051888	SOUTH WEST WINDSCREEN & GLASS	PLANT WINDSCREEN REPAIR SERVICE	135.00
27/04/2017	EF051889	PROTECTOR FIRE SERVICES	FIRE PROTECTION SERVICES - VARIOUS BUILDINGS	1,644.50
27/04/2017	EF051890	RENDEZVOUS HOTEL PERTH SCARBOROUGH	ACCOMMODATION - TRAINING	2,662.65
27/04/2017	EF051891	SEA CHANGE NEWS & GIFTS	LIBRARY RESOURCES - NEWSPAPERS	155.00
27/04/2017	EF051892	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	495.00
27/04/2017	EF051893	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	1,997.23
27/04/2017	EF051894	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	45.25

27/04/2017	EF051895	EFAX AUSTRALIA	FAX SERVICE PROVIDER	12.43
27/04/2017	EF051896	TO70 AVIATION AUSTRALIA PTY LTD	CONTOUR SERVICES - BMRR	770.00
27/04/2017	EF051897	OFFICEMAX AUSTRALIA LTD	STATIONERY SUPPLIES	1,920.54
27/04/2017	EF051898	BORRELL RAFFERTY ASSOCIATES PTY LTD	QUANTITY SURVEYING - ADMIN BUILDING	4,400.00
27/04/2017	EF051899	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	114.84
27/04/2017	EF051900	ADVANCED DRIVEWAY SEALING	HIGH PRESSURE CLEANING SERVICES - VARIOUS	8,751.50
27/04/2017	EF051901	NAMES PLUS EMBROIDERY	EMBROIDERY SERVICES	176.50
27/04/2017	EF051902	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER MONITORING, BORE CONSULTANCY	19,999.10
27/04/2017	EF051903	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	4,769.60
27/04/2017	EF051904	JIMS FIRST	HARDWARE SUPPLIES/TOOLS	607.00
27/04/2017	EF051905	BROADWATER MEDICAL CENTRE	EMPLOYEE MEDICAL SERVICES	355.60
27/04/2017	EF051906	BCP CIVIL & PLANT	PLANT HIRE & CONSTRUCTION SERVICES - VARIOUS	64,290.59
27/04/2017	EF051907	BCP MATERIALS PTY LTD	SAND SUPPLIES - VARIOUS LOCATIONS	4,246.97
27/04/2017	EF051908	BCP LIQUID WASTE	LIQUID WASTE SERVICES	13,499.08
27/04/2017	EF051909	SOUTH WEST ODYSSEY EVENTS INC	GRANT FUNDING - SW BUSH POETS FESTIVAL	2,000.00
27/04/2017	EF051910	D MCKENZIE T/A LITORIA ECOSERVICES	WEED CONTROL SERVICES - MEELUP REGIONAL PARK	4,262.50
27/04/2017	EF051911	SKATEBOARDING WA	R CULTURE PROGRAM - YOUTH DEVELOPMENT	3,960.00
27/04/2017	EF051912	WAYNE WEBB	PERFORMANCES - WELCOME TO COUNTRY	800.00
27/04/2017	EF051913	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES - BSN FORESHORE/RAILWAY HOUSE	6,726.50
27/04/2017	EF051914	NATURALISTE GLASS PTY LTD	GLASS REPAIR & MAINTENANCE SERVICES	945.71
27/04/2017	EF051915	GRANITE NETWORKS PTY LTD	IT SERVICES AND HARDWARE	2,994.20
27/04/2017	EF051916	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	541.96
27/04/2017	EF051917	D & A O'CONNOR FAMILY TRUST	CATERING SERVICES - ARTGEO	206.80
27/04/2017	EF051918	SOUTH WEST GAS SUPPLY	GAS SUPPLY	66.00
27/04/2017	EF051919	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	PEEL TCE LEASE, CRUISE SHIP PROGRAM, SECURITY CONTRIBUTION	48,957.74
27/04/2017	EF051920	4D GLOBAL	IT SERVICES AND HARDWARE	231.79
27/04/2017	EF051921	PRIMARY LOGISTICS	LITTER CONTROL SERVICES - MEELUP REGIONAL PARK	827.20
27/04/2017	EF051922	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
27/04/2017	EF051923	THE URBAN COFFEE HOUSE	CATERING - VARIOUS MEETINGS	397.40
27/04/2017	EF051924	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES - VARIOUS CARPENTRY WORKS	3,542.30
27/04/2017	EF051925	MANA KAI CAFE	CATERING - YOUTH EVENTS	500.00
27/04/2017	EF051926	MARKETFORCE PTY LTD	ADVERTISING SERVICES - VARIOUS	4,695.37
27/04/2017	EF051927	CREATIVE EIGHT STUDIO	DESIGN SERVICES - VARIOUS PROJECTS	2,094.00
27/04/2017	EF051928	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	539.26
27/04/2017	EF051929	ART INSTALL	ART TRANSPORT AND INSTALLATION	600.00
27/04/2017	EF051930	TROPHIES ON TIME	NAME BADGE SUPPLIER	100.00
27/04/2017	EF051931	MORE CAFE	CATERING - MEELUP REGIONAL PARK TRAINING	587.50
27/04/2017	EF051932	PLASTERBOARD VASSE	PLASTERBOARD AND ACCESSORIES SUPPLIES	159.84
27/04/2017	EF051933	KLEENIT PTY LTD	GRAFFITI REMOVAL & CLEANING SERVICES - VARIOUS LOCATIONS	3,806.00
27/04/2017	EF051934	APP CORPORATION PTY LTD	CONSULTANCY & PROJECT MANAGEMENT SERVICES - BMRR	59,730.00
27/04/2017	EF051935	HOCKING HERITAGE STUDIO	HERITAGE ADVISORY SERVICE	4,237.49

27/04/2017	EF051936	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	3,769.00
27/04/2017	EF051937	JONES MARINE	INSPECTION & MAINTENANCE OF NETS - BSN & DUNSB.	2,400.00
27/04/2017	EF051938	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES - KCP UPGRADE & OTHER MINOR WORKS	34,801.80
27/04/2017	EF051939	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,091.40
27/04/2017	EF051940	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC	879.00
27/04/2017	EF051941	BUNBURY AND DISTRICTS SOFTBALL ASSOCIATION INC	KIDSPORT VOUCHERS	340.00
27/04/2017	EF051942	LEARNING DISCOVERY	LIBRARY RESOURCES	238.00
27/04/2017	EF051943	KYLE DOWNIE PHOTOGRAPHY	PHOTOGRAPHY SERVICES - ECONOMIC DEVELOPMENT	800.00
27/04/2017	EF051944	IMAGELAB	ADVERTISING - ARTGEO	308.00
27/04/2017	EF051945	ENVIRONMENTAL HEALTH AUSTRALIA (SA) INV	INSPECTION SUPPLIES - HEALTH	383.10
27/04/2017	EF051946	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES - VARIOUS	2,931.95
27/04/2017	EF051947	GLOBAL SYNTHETICS PTY LTD	GEOSYTHETIC SAND CONTAINERS - EWS	102,179.56
27/04/2017	EF051948	IMAGE ON LINE	MARKETING SERVICES - MESSAGE ON HOLD	261.25
27/04/2017	EF051949	SITEVISUALS	TIME LAPSE PHOTOGRAPHY & EQUIPMENT BOND - BMRA	13,016.12
27/04/2017	EF051950	ENSIGN A SPOTLESS COMPANY	LINEN HIRE	404.14
27/04/2017	EF051951	NORTH METROPOLITAN TAFE	EMPLOYEE TRAINING SERVICES - EVENTS	1,232.33
27/04/2017	EF051952	ABIGAIL COX	ENERGY AND NUTRITION PRODUCTS - GLC	16.00
27/04/2017	EF051953	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	440.31
27/04/2017	EF051954	PAUL ANDREWS TRUST	GLC CAFE SUPPLIES	110.88
27/04/2017	EF051955	WOW WILDERNESS ECOCRUISES	DIEBACK HYGEINE STATIONS - MEELUP REGIONAL PARK	14,433.10
27/04/2017	EF051956	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE - AGED HOUSING	1,399.75
27/04/2017	EF051957	ANDREW PLEDGER	FRIDGE DE GASSING - WASTE FACILITIES	836.00
27/04/2017	EF051958	LEADERSHIP SUCCESS PTY LTD	SKILLS ASSESSMENT AND TRAINING	1,306.80
27/04/2017	EF051959	YALAMBI FARM STUD	SPONSORSHIP - 2017 YALUMBI SHOW JUMPING	2,750.00
27/04/2017	EF051960	POWDERCOATERS BUSSELTON PTY LTD	POWDERCOATING SERVICES	250.00
27/04/2017	EF051961	BUSSELTON TOWING SERVICE	TOWING SERVICES	143.00
27/04/2017	EF051962	GUARDIAN FIRST AID & FIRE	SAFETY SUPPLIES	2,919.15
27/04/2017	EF051963	INVESTING IN OUR YOUTH INC	PROFESSIONAL SERVICES - NCC VAC. CARE ASSESSMENT, GLC TRAINING	2,673.00
27/04/2017	EF051964	ENVIRONMENTAL AND AGRICULTURAL TESTING	ASBESTOS TESTING	154.00
27/04/2017	EF051965	BUILDING DESIGN SOUTH WEST	BUILDING DESIGN SERVICES - PT PICQUET ABLUTIONS	935.00
27/04/2017	EF051966	CORSIGN WA PTY LTD	SINGAGE SUPPLIER	2,524.50
27/04/2017	EF051967	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	459.37
27/04/2017	EF051968	HARVEY NORMAN AV/IT SUPERSTORE BUSSELTON	ELECTRICAL APPLIANCE SUPPLIER - GLC TABLETS, RANGER RADIO	1,192.00
27/04/2017	EF051969	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GEC	ELECTRICAL SERVICES -RAILWAY HOUSE VARIOUS WORKS	8,304.23
27/04/2017	EF051970	PRO CONSTRUCT	BUILDING CONSTRUCTION SERVICES - YOUTH BUILDING CV#2	6,569.09
27/04/2017	EF051971	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	4,004.66
27/04/2017	EF051972	STUDIO MILTON	STEEL DONATION BOX STAND - RAILWAY HOUSE	511.50
27/04/2017	EF051973	PREMIUM PUBLISHERS	ADVERTISING - GENERAL	3,038.75
27/04/2017	EF051974	UNDALUP ASSOCIATION INC	CULTURAL ACTIVITIES - YOUTH EVENT	440.00
27/04/2017	EF051975	STALEY FOOD & PACKAGING	CLEANING CHEMICALS/CONSUMABLES	9,215.80
27/04/2017	EF051976	CANCELLED	PROCESSING ERROR - CANCELLED	0.00

27/04/2017	EF051977	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES - RENDEZVOUS RD PROPERTIES	6,336.00
27/04/2017	EF051978	PASSMORE AUTOMOTIVE	VEHICLE MAINTENANCE SERVICES	336.95
27/04/2017	EF051979	BIN SPA	RUBBISH BIN CLEANING	1,572.48
27/04/2017	EF051980	CHEM-DRY CLEAN AND GREEN	CARPET AND UPHOLSTERY CLEANING	135.00
27/04/2017	EF051981	JAMES FOLEY	WORKSHOP FACILITATOR - BUSSELTON LIBRARY	385.00
27/04/2017	EF051982	FYFE PTY LTD	CONTAMINATED SITE AUDITOR SERVICES - WASTE FACILITIES	5,940.00
27/04/2017	EF051983	ROWLEY LEGAL	LEGAL SERVICES - BUSSELTON GROUNDWATER	2,491.50
27/04/2017	EF051984	RICHARD EDWARDS	WATER SPORTS EQUIPMENT HIRE	600.00
27/04/2017	EF051985	GABRIEL EVANS	WORKSHOP FACILITATOR - BUSSELTON LIBRARY	778.86
27/04/2017	EF051986	SOUTH WEST POWER & CONTROL	APPLIANCE MAINTENANCE AND REPAIR - ARTGEO	118.80
27/04/2017	EF051987	ESPRESSO ESSENTIAL (WA) PTY LTD	COFFEE MACHINE SUPPLIES - BUSSELTON LIBRARY	262.99
27/04/2017	EF051988	JOHN K RICHARDS	LETTER BOX REPLACEMENT	63.80
27/04/2017	EF051989	URBAQUA	CONSULTING SERVICES - WATER QUALITY INFRASTRUCTURE PROJECT	3,960.00
27/04/2017	EF051990	SOUTH WEST BOUNCY CASTLES	BOUNCY CASTLES HIRE - GLC VACATION CARE	715.00
27/04/2017	EF051991	TERRAIN GROUP	PUBLIC FURNITURE SUPPLIER	1,908.50
27/04/2017	EF051992	LYCAN FITNESS	FITNESS EQUIPMENT SUPPLIER - GLC	220.00
27/04/2017	EF051993	INDIAN OCEAN LONGBOARD CLUB INC	SPONSORSHIP - YALLINGUP MALIBU CLASSIC	2,000.00
27/04/2017	EF051994	CHEM-SAFE AUSTRALIA PTY LTD	TRAINING SERVICES - HANDLING DANGEROUS GOODS	1,450.00
27/04/2017	EF051995	KEE TRANSPORT PTY LTD	TRANSPORT SERVICES	990.00
27/04/2017	EF051996	PETER ADAMS PMA MAINTENANCE	MAINTENANCE SERVICES - ASBESTOS REMOVAL	600.00
27/04/2017	EF051997	WA LIBRARY SUPPLIES	LIBRARY RESOURCES	97.50
27/04/2017	EF051998	V & J FACIUS	KOOKABURRA REFUND FEE	100.00
27/04/2017	EF051999	REBECCA COLBUNG	FACILITY HIRE BOND & FEE REFUND - CHURCHILL PARK, CANCELLED	415.40
27/04/2017	EF052000	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	536.65
27/04/2017	EF052001	BUSSELTON RURAL SUPPLIES	RURAL SUPPLIES	622.30
27/04/2017	EF052002	PK COURIERS	COURIER SERVICES	672.10
27/04/2017	EF052003	SPOTLIGHT	DISPLAY MATERIALS - ARTGEO	81.85
27/04/2017	EF052004	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	687.97
27/04/2017	EF052005	GILS MOWING	MAINTENANCE SERVICES - AGED HOUSING	1,620.00
27/04/2017	EF052006	BOC GASES AUSTRALIA LTD	GAS SERVICES	91.71
27/04/2017	EF052007	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	1,393.54
27/04/2017	EF052008	AC FORSTER & SON	PLUMBING SERVICES	103.00
27/04/2017	EF052009	FENNESSY'S	VEHICLE PURCHASES / SERVICES / PARTS	1,753.68
27/04/2017	EF052010	FTE ENGINEERING	PLANT MAINTENANCE SERVICES	2,424.03
27/04/2017	EF052011	CHADSON ENGINEERING	POOL TEST TABLETS - GLC	144.65
27/04/2017	EF052012	GEOGRAPHE TIMBER & HARDWARE	GENERAL HARDWARE SUPPLIES	1,759.02
27/04/2017	EF052013	SOUTHERN LOCK & SECURITY	SECURITY SERVICES - LOCK SUPPLY	64.90
27/04/2017	EF052014	BUSSELTON AUTOMOTIVE REPAIRS	VEHICLE REPAIRS / SERVICES	25.00
27/04/2017	EF052015	JASON SIGNMAKERS	SIGNAGE SUPPLIES	1,325.50
27/04/2017	EF052016	B & J CATALANO PTY LTD	CRUSHED GRAVEL SUPPLY - VARIOUS ROADS	3,665.93
27/04/2017	EF052017	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE SERVICES - CAPEL TUTUNUP ROAD	11,974.69

27/04/2017	EF052018	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES - VARIOUS LOCATIONS	226,030.86
27/04/2017	EF052019	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	3,073.64
27/04/2017	EF052020	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	TRAINING SERVICES - GLC	1,146.70
27/04/2017	EF052021	BUSSELTON HOME TIMBER & HARDWARE	GENERAL HARDWARE SUPPLIES	274.04
27/04/2017	EF052022	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES & MINOR FURNITURE ITEMS	1,738.19
27/04/2017	EF052023	DELRON CLEANING BUSSELTON	BBQ CLEANING SERVICE - VARIOUS FORESHORE LOCATIONS	599.50
27/04/2017	EF052024	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	433.76
27/04/2017	EF052025	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE & AGGREGATE SERVICES - VARIOUS LOCATIONS	29,639.31
27/04/2017	EF052026	SPORTS POWER	SPORTS EQUIPMENT - GLC, VOUCHERS - HR	940.00
27/04/2017	EF052027	WESTERN POWER CORPORATION	ELECTRICAL SERVICES - BMRRR RELOCATON OF POWER LINES	425,148.00
27/04/2017	EF052028	GEOGRAPHE PETROLEUM	FUEL SERVICES	19,805.98
27/04/2017	EF052029	SOUTHWEST EVENT HIRE	HIRE EQUIPMENT SERVICES - RAILWAY HOUSE OPENING	647.50
27/04/2017	EF052030	PENDREY AGENCIES P/L	BOLLARD SUPPLIER - VARIOUS LOCATIONS	18,062.00
27/04/2017	EF052031	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIER	1,149.30
27/04/2017	EF052032	GALVINS PLUMBING PLUS	PLUMBING / STORMWATER SUPPLIES - MARINE TCE & ELSEGOOD AVE	2,197.95
27/04/2017	EF052033	BUNBURY PLASTICS	FABRICATON SERVICES - RAILWAY HOUSE DISPLAY	499.40
27/04/2017	EF052034	COURIER AUSTRALIA	COURIER SERVICES	277.87
27/04/2017	EF052035	THINK WATER DUNSBOROUGH	PUMP REPAIRS & SUPPLY	1,774.16
27/04/2017	EF052036	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING / BOBCAT HIRE- VARIOUS LOCATIONS	11,583.00
27/04/2017	EF052037	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES - ARTGEO WORKSHOPS	96.80
27/04/2017	EF052038	PRO-LINE KERBING	KERBING SERVICES - VARIOUS LOCATIONS	15,955.94
27/04/2017	EF052039	AUSTRALIA POST	POSTAL SERVICE	3,385.48
27/04/2017	EF052040	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	159.79
27/04/2017	EF052041	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	22,481.25
27/04/2017	EF052042	SW PRECISION PRINT	PRINTING SERVICES	3,244.00
27/04/2017	EF052043	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	1,018.27
27/04/2017	EF052044	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	2,046.18
27/04/2017	EF052045	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,148.77
27/04/2017	EF052046	ANIMAL PEST MANAGEMENT SERVICES	PEST CONTROL SERVICES - MEELUP REGIONAL PARK	3,080.00
27/04/2017	EF052047	ACTIV FOUNDATION INC	MAINTENANCE OF RESERVES, SHREDDING	17,314.45
27/04/2017	EF052048	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES - VARIOUS LOCATIONS	15,427.41
27/04/2017	EF052049	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - AGED HOUSING	935.00
27/04/2017	EF052050	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES - VARIOUS REACTIVE WORKS	30,455.71
27/04/2017	EF052051	WORKFORCE ROAD SERVICES	LINE MARKING SERVICES - DUNSB. WASTE FACILITY	3,373.70
27/04/2017	EF052052	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	20,279.33
27/04/2017	EF052053	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	6,710.07
27/04/2017	EF052054	LAWRENCE & HANSON	HARDWARE/PROTECTIVE CLOTHING SUPPLIES	1,600.13
27/04/2017	EF052055	B & B STREET SWEEPING	STREET SWEEPING SERVICE	53,790.55
27/04/2017	EF052056	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	10,063.00
27/04/2017	EF052057	AMITY SIGNS	SIGNAGE SERVICES	211.20
27/04/2017	EF052058	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	4,037.17

27/04/2017	EF052059	BRAD SCOTT ELECTRICS	ELECTRICAL SERVICES - VARIOUS	40,389.92
27/04/2017	EF052060	KLEENHEAT GAS	GAS SERVICES	1,254.37
27/04/2017	EF052061	JTAGZ PTY LTD	ANIMAL WRAPSTRAP SUPPLIER	92.40
27/04/2017	EF052062	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	3,689.19
27/04/2017	EF052063	BUSSELTON SEA SCOUTS GROUP	KIDSPORT VOUCHERS	400.00
27/04/2017	EF052064	EQUINOX CAFE	CATERING - VARIOUS MEETINGS	800.00
27/04/2017	EF052065	W A TREASURY CORPORATION	LOAN REPAYMENTS	103,934.88
27/04/2017	EF052066	NAS SECURITY PTY LTD	SECURITY SERVICES	122.85
27/04/2017	EF052067	BENARA NURSERY	NURSERY SUPPLIES	2,325.84
27/04/2017	EF052068	CRAVEN FOODS BUNBURY	COUNCIL REFRESHMENTS	124.78
27/04/2017	EF052069	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	4,944.65
27/04/2017	EF052070	MINTER ELLISON LAWYERS	LEGAL SERVICES - EMPLOYMENT ADVICE	5,744.75
27/04/2017	EF052071	DIAL BEFORE YOU DIG	CABLE LOCATION SERVICE	1,160.80
27/04/2017	EF052072	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES - VARIOUS REPORTS	6,001.60
27/04/2017	EF052073	ACROMAT	SPORT EQUIPMENT SUPPLIER - GLC	819.50
27/04/2017	EF052074	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	30,468.90
27/04/2017	EF052075	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES / CARTAGE SERVICES - BYPASS CYCLEWAY	28,417.16
27/04/2017	EF052076	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	152.33
27/04/2017	EF052077	EARTH 2 OCEAN COMMUNICATIONS	COMMUNICATION SERVICES - RADIO PURCHASES & REPAIRS	1,012.44
27/04/2017	EF052078	DUNSBOROUGH RURAL SUPPLIES	RURAL SUPPLIES	14.95
27/04/2017	EF052079	AVIS SOUTHWEST RENTALS	VEHICLE RENTAL SERVICES	5,087.96
27/04/2017	EF052080	PAGODA RESORT & SPA	ACCOMMODATION - TRAINING	888.00
27/04/2017	EF052081	D W & S V ROBERTS	CONCRETE & PAVING SERVICES - VARIOUS LOCATIONS	60,090.16
27/04/2017	EF052082	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	1,330.00
27/04/2017	EF052083	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	3,851.82
27/04/2017	EF052084	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	10,116.33
27/04/2017	EF052085	WREN OIL	WASTE OIL SERVICES	33.00
27/04/2017	EF052086	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES	87.99
27/04/2017	EF052087	SPORTSWORLD OF WA	PRO SHOP SUPPLIES & SPORTING EQUIPMENT - GLC	250.80
27/04/2017	EF052088	VM VISIMAX	EQUIPMENT SUPPLIER - RANGER PATCH, ANIMAL TRAP	970.60
27/04/2017	EF052089	WA RANGERS ASSOCIATION	RANGER MEMBERSHIPS	450.00
27/04/2017	EF052090	CROSS SECURITY SERVICES	SECURITY SERVICES	1,477.92
27/04/2017	EF052091	LAMANNA COMMERCIAL PLUMBING & DRAINAGE	BACKHOE HIRE - VARIOUS ROADS	22,679.25
27/04/2017	EF052092	BURKE AIR	AIR CONDITIONING SERVICES	3,061.85
27/04/2017	EF052093	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	1,899.83
27/04/2017	EF052094	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES - GEOTECHNICAL SURVEY BUTTER FACTORY	1,966.25
27/04/2017	EF052095	CANCELLED	PROCESSING ERROR - CANCELLED	0.00
27/04/2017	EF052096	CHRISTIAN FLETCHER PHOTO IMAGES	PHOTOGRAPHIC SERVICES - IMAGE PURCHASES	1,000.00
27/04/2017	EF052097	LOCK AROUND THE CLOCK	LOCKSMITH SERVICES - VARIOUS LOCK REPLACEMENTS	5,908.20
27/04/2017	EF052098	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE - VACATION CARE	1,020.00
27/04/2017	EF052099	LEEUEWIN TRANSPORT	COURIER SERVICES	1,123.54

27/04/2017	EF052100	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION - GLC	210.00
27/04/2017	EF052101	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES - BOVELL & BARNARD PARKS	3,680.41
27/04/2017	EF052102	HERBERT SMITH FREEHILLS	LEGAL SERVICES - KERBSIDE RECYCLING & ADMIN BUILDING	43,359.14
27/04/2017	EF052103	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	360.80
27/04/2017	EF052104	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE ATTENDANCES	770.00
27/04/2017	EF052105	PACIFIC BIOLOGICS WAREHOUSE	ENVIRONMENTAL HEALTH SUPPLIES	162.14
27/04/2017	EF052106	OUTSIDE INFLUENCE	BUILDING MAINTENANCE - FENCE REPAIRS, BOVELL PARK	1,135.00
27/04/2017	EF052107	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES - VARIOUS LOCATIONS	53,340.93
27/04/2017	EF052108	DIRECT DEMOLITION	ASBESTOS REMOVAL SERVICE - WASTE FACILITIES	220.00
27/04/2017	EF052109	BDA TREE LOPPING	TREE LOPPING SERVICES - VARIOUS LOCATIONS	25,286.80
27/04/2017	EF052110	AS ABOVE ROOFING	GUTTER REPAIR SERVICES	352.00
27/04/2017	EF052111	BAY CABINETS	FURNITURE REPAIR SERVICES	121.00
27/04/2017	EF052112	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	6,633.41
27/04/2017	EF052113	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	1,097.67
27/04/2017	EF052114	ALLFLOW INDUSTRIAL	PLANT MAINTENANCE SERVICES	1,865.55
27/04/2017	EF052115	CAPE RURAL CONTRACTING	FIRE HAZARD REDUCTION CONTRACTOR	330.00
27/04/2017	EF052116	PRIME EARTHMOVING BUSSELTON	EARTHMOVING SERVICES - MARINE TCE	1,045.00
27/04/2017	EF052117	AMBERGATE PLUMBING	PLUMBING SERVICES - VARIOUS LOCATIONS	10,353.82
27/04/2017	EF052118	JUICE PRINT	PRINTING SERVICES - BMRRRA	1,456.50
27/04/2017	EF052119	ALLEASING PTY LTD	LEASING PAYMENT - PHOTOCOPIER, LEASE BUYOUT - I.T. EQUIPMENT	1,725.85
27/04/2017	EF052120	THE ARTIST'S CHRONICLE	ADVERTISING SERVICES - ARTGEO	1,190.00
27/04/2017	EF052121	FENCING SOLUTIONS	FENCING REPAIR SERVICE - WASTE FACILITIES	470.00
27/04/2017	EF052122	BROADWATER BRICK PAVING	INSTALLATION OF FOOTBALL POSTS - DUNSB. PLAYING FIELDS	2,175.00
27/04/2017	EF052123	CAPEL CRANE HIRE	HIRE EQUIPMENT SERVICES - SEA CONTAINER RELOCATION BMRRRA	330.00
27/04/2017	EF052124	BEACHSIDE BUILDING & MAINTENANCE	MAINTENANCE SERVICES - BEACHFRONT ABLUTIONS	5,260.00
27/04/2017	EF052125	SUNSHINE MEDICAL CENTRE & FAMILY PRACTICE	EMPLOYEE MEDICAL SERVICES	125.00
27/04/2017	EF052126	HART SPORT	SPORT EQUIPMENT SUPPLIER - GLC	122.40
27/04/2017	EF052127	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	614.90
27/04/2017	EF052128	APRA LIMITED	LICENCE RENEWALS - LIVE ARTIST PERFORMANCES	130.81
27/04/2017	EF052129	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	5,170.14
27/04/2017	EF052130	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNSB. WASTE FACILITY	193.00
27/04/2017	EF052131	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	933.75
27/04/2017	EF052132	T-QUIP	MOWER PARTS & SERVICE	29.25
27/04/2017	EF052133	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	520.00
28/04/2017	EF052134	FILTREX INNOVATIVE WASTEWATER SOLUTIONS	REFUND OF SEPTIC APPLICATION FEE - APPLICATION CANCELLED	118.00
28/04/2017	EF052135	BUSSELTON MARGARET RIVER CRICKET ASSOC	REFUND OF FACILITY HIRE BOND - NCC	250.00
28/04/2017	EF052136	MERRY FOX	REFUND ANIMAL TRAP BOND	98.00
28/04/2017	EF052137	BASKETBALL SOUTH WEST INC.	KIDSPORT VOUCHERS	220.00
28/04/2017	EF052138	TONIA KILIAN	STAFF REIMBURSEMENT - RESOURCES FOR SISTER CITY ACTIVITIES	109.97
28/04/2017	EF052139	ERNEST JOHNSON	STAFF REIMBURSEMENT - TRAINING EXPENSES	18.68
28/04/2017	EF052140	TANIA OLIVER	STAFF REIMBURSEMENT - TRAINING EXPENSES	66.50

28/04/2017	EF052141	LEANNE FARRELL	STAFF REIMBURSEMENT - VACATION CARE RESOURCES	252.07
28/04/2017	EF052142	NADIA MURPHY	NCC VACATION CARE FEE REFUND	113.36
28/04/2017	EF052143	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES, INTERIM RATE VALUATIONS	2,138.28
28/04/2017	EF052144	ERS AUSTRALIA PTY LTD	MAINTENANCE PARTS WASHER	903.10
28/04/2017	EF052145	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	124.00
28/04/2017	EF052146	SUEZ RECYCLING & RECOVERY (PERTH) PTY LTD	KERBSIDE RECYCLING SERVICES	105,601.67
28/04/2017	EF052147	SIGMA COMPANIES GROUP PTY LTD	POOL CHEMICALS FOR GLC	163.35
28/04/2017	EF052148	COLES	COUNCIL, STAFF & GLC REFRESHMENTS	289.94
28/04/2017	EF052149	VINEPOWER MARGARET RIVER PTY LTD	LANDSCAPING SERVICES - BSN TRANSFER STATION	4,167.90
				<u>8,953,712.06</u>

INTERNAL PAYMENT VOUCHERS - APRIL 2017

Date	IP VOUCHER	Name	Description	Amount
31/03/2017	DD003082	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	62,670.62
27/03/2017	DD003083	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT \$14,541.08	
	DD003083	WASTE MANAGEMENT BURWOOD	STATE CONFERENCE ATTENDANCE PACKAGE	1380.40
	DD003083	CYCLING AUSTRALIA	TRAINING COURSE - BIKE SAFETY INSTRUCTORS	150.00
	DD003083	DEPARTMENT OF ENVIRONMENT	CLEARING PERMIT APPLICATION FEE	200.00
	DD003083	PRICELINE PHARMACY	VACATION CARE SUPPLIES - SUNSCREEN & ZINC	14.96
	DD003083	PRICELINE PHARMACY	VACATION CARE SUPPLIES - SUNSCREEN & ZINC	93.82
	DD003083	FACEBOOK	ADVERTISING - GLC	8.00
	DD003083	FACEBOOK	ADVERTISING - GLC	157.57
	DD003083	ECKERSLEYS ST MARYS	FACE PAINTING SUPPLIES - VACATION CARE	37.25
	DD003083	TRAVEL RESERVATION (EXPEDIA)	ACCOMODATION - CONFERENCE ATTENDANCE	1141.16
	DD003083	QANTAS	FLIGHTS - CONFERENCE ATTENDANCE	283.71
	DD003083	VIRGIN AUSTRALIA	FLIGHTS - CONFERENCE ATTENDANCE	575.40
	DD003083	BUSSELTON FLORIST	LAND ACQUISITION EXPENSE	120.00
	DD003083	PRINT LOCKER	UNIFORMS - GLC VACATION CARE	205.98
	DD003083	QANTAS	FLIGHTS - CONFERENCE ATTENDANCE	669.60
	DD003083	RSL CABS, DARLINGHURST	TAXI - CONFERENCE ATTENDANCE	46.99
	DD003083	DEPT MINES & PETROL	LICENCE RENEWAL	199.00
	DD003083	KURA AT DIXON, SYDNEY	BMRRRA MEETING MEAL EXPENSES	23.30
	DD003083	OFFICE WORKS, BUNBURY	ORIGAMI PAPER	70.95
	DD003083	DAIKAI PTY LTD	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	21.50
	DD003083	HAWKER RESTAURANT, HAYMARKET	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	22.95
	DD003083	ROLLD SYDNEY CENTRAL PLAZA	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	14.30
	DD003083	TASTE BAGUETTE, SYDNEY	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	12.50
	DD003083	OLD TOWN SYDNEY	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	31.01
	DD003083	HERO SUSHI, MASCOT	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	4.00
	DD003083	HERO SUSHI, MASCOT	BMRRRA AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	8.25
	DD003083	SILVERTOP, DARLINGHURST	TAXI - BMRRRA AIRLINE ENGAGEMENT MEETING EXPENSES	63.63

	DD003083	GM CABS, MASCOT	TAXI - BMRR AIRLINE ENGAGEMENT MEETING EXPENSES	12.18
	DD003083	GM CABS, MASCOT	TAXI - BMRR AIRLINE ENGAGEMENT MEETING EXPENSES	53.65
	DD003083	TASTE BAGUETTE, SYDNEY	BMRR AIRLINE ENGAGEMENT MEETING MEAL EXPENSES	10.00
	DD003083	PAYPAL ELEPHONECO	IT EQUIPMENT - PHONES & ACCESSORIES	18.96
	DD003083	PAYPAL KECHAO SALEWISH	IT EQUIPMENT - PHONES & ACCESSORIES	7.50
	DD003083	PAYPAL RAJIBKAISER ELECTRO MART	IT EQUIPMENT - PHONES & ACCESSORIES	7.49
	DD003083	PAYPAL LUVYOURPHON	IT EQUIPMENT - PHONES & ACCESSORIES	389.97
	DD003083	PAYPAL ELEPHONECO	IT EQUIPMENT - PHONES & ACCESSORIES	7.18
	DD003083	PAYPAL LUVYOURPHON	IT EQUIPMENT - PHONES & ACCESSORIES	399.96
	DD003083	APPLE ONLINE	IT EQUIPMENT - PHONES & ACCESSORIES	430.00
	DD003083	CLOUDPRESS	ANNUAL HOSTING CHARGE - BUSSELTON LIBRARY WEBSITE	1188.00
	DD003083	APPLE ITUNES	ICLOUD STORAGE D/DEBIT	4.49
	DD003083	BUNNINGS	EMPLOYEE FAREWELL GIFT	100.00
	DD003083	TUTS*ENVATO	SOFTWARE SERVICES	243.32
	DD003083	ENVATO	SOFTWARE SERVICES	26.69
	DD003083	CREATESEND/JACK IN THE BOX	EMAIL MARKETING EXPENSE - BAY TO BAY NEWSLETTER	369.07
	DD003083	THE GOOSE BEACH BAR	MEETING EXPENSES - ENVIRONMENTAL CONSULTANCY	49.20
	DD003083	WILSON PARKING, PERTH	MEETING EXPENSES - PARKING	8.06
	DD003083	REDCLIFFE CRUISE & TRAVEL	ACCOMODATION - COASTAL COUNCILS CONFERENCE ATTENDANCE	12.76
	DD003083	REDCLIFFE CRUISE & TRAVEL	ACCOMODATION - COASTAL COUNCILS CONFERENCE ATTENDANCE	657.05
	DD003083	ASIC SYDNEY	COMPANY SEARCH FEE	9.00
	DD003083	ROYAL LIFE SAVING	EMPLOYEE TRAINING SERVICES	730.00
	DD003083	SAI GLOBAL	PURCHASE OF PUBLICATION	156.42
	DD003083	SAI GLOBAL	PURCHASE OF PUBLICATION	2.46
	DD003083	WILSON PARKING, PERTH	SAT HEARING ATTENDANCE EXPENSES - PARKING	30.24
	DD003083	CITADINES PERTH	ACCOMMODATION - LEGALWISE SEMINAR ATTENDANCE	193.80
	DD003083	WW PETROL	FUEL SERVICES	53.86
	DD003083	BABA TUNG	MEAL EXPENSES - COUNCIL MEETING DINNER	519.35
	DD003083	LIQUIDFILES	SOFTWARE SUBSCRIPTION - FILE SENDING FACILITY	2934.19
	DD003083	AUSTRALIAN HR INSTITUTE	MEMBERSHIP FEE	360.00
	DD003083	BANK FEES	MARCH 2017 VISA CARD FEES	-70.03
	DD003083	BANK FEES	MARCH 2017 VISA CARD FEES	70.03
3/04/2017	DD003084	ANZ BANK	BANK FEES	4,002.01
3/04/2017	DD003085	COMMONWEALTH BANK	BANK FEES	3,246.99
3/04/2017	DD003086	LES MILLS ASIA PACIFIC	CONTRACT PROGRAM FEES - GLC	735.21
3/04/2017	DD003087	LES MILLS ASIA PACIFIC	CONTRACT PROGRAM FEES - NCC	551.41
3/04/2017	DD003088	MACQUARIE EQUIPMENT RENTALS PTY LTD	COMPUTER LEASING PAYMENTS	5,709.02
3/04/2017	DD003089	MACQUARIE EQUIPMENT RENTALS PTY LTD	COMPUTER LEASING PAYMENTS	28,965.82
3/04/2017	DD003090	MACQUARIE EQUIPMENT RENTALS PTY LTD	PHOTOCOPIER LEASING PAYMENTS	1,663.01
3/04/2017	DD003091	ANZ BANK	MERCHANT FEES	6,910.39
3/04/2017	DD003092	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	396.00

5/04/2017	DD003093	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	557.00
6/04/2017	DD003094	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	410.00
6/04/2017	DD003095	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	349.00
6/04/2017	DD003096	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	488.00
6/04/2017	DD003097	ANZ BANK	BANK FEES	319.71
6/04/2017	DD003098	ANZ BANK	BANK FEES	159.40
12/04/2017	DD003099	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	546.00
12/04/2017	DD003110	PAY 21	FORTNIGHTLY PAY	706,684.76
18/04/2017	DD003100	COMMONWEALTH BANK	BANK FEES	422.37
19/04/2017	DD003101	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENT - BUSSELTON LIBRARY COFFEE MACHINE	237.80
19/04/2017	DD003102	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENT - DUNSBOROUGH LIBRARY COFFEE MACHINE	220.02
19/04/2017	DD003103	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	1,180.00
19/04/2017	DD003104	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	652.20
19/04/2017	DD003105	FINES ENFORCEMENT REGISTRY	TRAFFIC, CAMPING, ANIMAL, BUSH FIRE & LITTER INFRINGEMENTS	1,914.00
26/04/2017	DD003106	PAY 22	FORTNIGHTLY PAY	692,547.11
28/04/2017	DD003107	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	497.00
5/04/2017	DD003108	RATE REFUNDS	CORRECTION OF BPY PAYMENT: REFUND OF RATE OVERPAYMENT	590.00
28/04/2017	DD003109	ANZ BANK	BANK FEES	15.00
				<u>1,537,180.93</u>

TRUST ACCOUNT - APRIL 2017

Date	TRUST CHQ	Name	Description	Amount
10/04/2017	007332	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS	29,167.65
10/04/2017	007333	CONSTRUCTION TRAINING FUND	BCITF LEVY	7,581.57
10/04/2017	007334	CITY OF BUSSELTON	VARIOUS REIMBURSEMENTS	707.00
10/04/2017	007335	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - BUILDING APPLICATION CANCELLED	61.65
10/04/2017	007336	BCITF & BRB LEVY REFUNDS	BCITF & BRB LEVY REFUNDS - OVERPAYMENT	404.40
				<u>37,922.27</u>

10.4 Finance Committee - 1/06/2017 - FINANCE COMMITTEE INFORMATION BULLETIN - MAY 2017

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Executive Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli Councillor Support Officer - Lisa Haste Asset Coordinator - Daniel Hall
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 1 June 2017, the recommendations from which have been included in this report.

PRÉCIS

This report provides an overview of information that is considered of relevance to members of the Finance Committee, and also the Council.

INFORMATION BULLETIN

1. Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
28-Mar-17	\$68.00	The Goose	+ Rio Tinto Executive Visit - Following Busselton Jetty Inc Function
30-Mar-17	\$356.69	Createsend / Jack In The Box	March Bay To Bay Newsletter
12-Apr-17	\$75.00	WALGA	Breakfast With Minister Local Govt Mayor, CEO & Naomi Searle
12-Apr-17	\$75.00	WALGA	Breakfast With Minister Local Govt Mayor, CEO & Naomi Searle
19-Apr-17	\$527.50	The Esplanade Hotel	Councilors' Dinner
20-Apr-17	\$366.04	Qantas	* Flights SA - LGCOC Conference (CEO)
20-Apr-17	\$149.00	The Manna Hahndorf	* Accom: LG CEO Conference (July)

**Funds debited against CEO Annual Professional Development Allowance as per employment Contract Agreement*

+ Allocated against CEO Hospitality Expenses Allowance

2. Voluntary Contributions/Donations (Income)

No voluntary contributions have been approved this financial year to date.

3. **Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds) *****

Current expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) reveals:

- 89 applications for sponsorship have been received during this financial year.
 - The average donation approved for the financial year is \$344.84
 - There were 4 applications for sponsorship received or assessed during April 2017.
 - Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$30,690.82
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$37,450.

App. No.	Recipient	Purpose	Amount
86/1617	Busselton Hospice with Palliative Care WA	Holding 2 workshops on Advance Care Planning. Free to the community. Funds to cover room hire	\$208.00
87/1617	Chelsea Lindsay for Breast Cancer Care WA	Seeking a contribution towards the costs of holding a fundraiser for Breast Cancer WA, ticketed event (\$150pp) limited to 200 people.	\$0.00
88/1617	South West Affiliated Agricultural Associations	Annual request for funding towards South West District display at Perth Royal Show	\$250.00
89/1617	Geographe Cycle Club	funding towards production of a book of the Club's history	\$500.00

*** Revised data included in this section of the report as the data presented to the Finance Committee was incorrect.

Asset Management Report

Unsealed Roads and Fair Value

The following report provides some clarification on the calculation of fair value for unsealed roads and also the drivers for the unsealed road renewal (re-sheeting) program.

There are three main types of unsealed roads included within the City's unsealed road network. These are paved, formed and unformed roads. These are defined as follows;

- A paved road is a road that has been shaped by a grader and has been constructed with the use of imported gravel;
- A formed road is an unsealed road that has been shaped by a grader but has not been constructed with imported gravel; and
- An unformed road is a legally-recognised road that is undeveloped, but provides public access (often 4wd access only) to a particular area or feature.

Although each of these types of unsealed roads require varying levels of annual renewal requirements, they are none-the-less all still under the management control of the City; and therefore are all required to be included in the fair value assessment.

Formed and unformed roads, require little or no scheduled maintenance and may only be subject to ADHOC tree pruning or a light grade (formed roads only) as the need arises.

Scheduled maintenance is required for paved roads as these contain imported materials (gravel) which needs to be monitored and maintained at a certain depth (The ideal gravel depth for a paved road in an excellent condition is greater than 150mm); for the safety of road users, structural integrity of the underlying pavement and to provide sufficient gravel depth to enable maintenance grading.

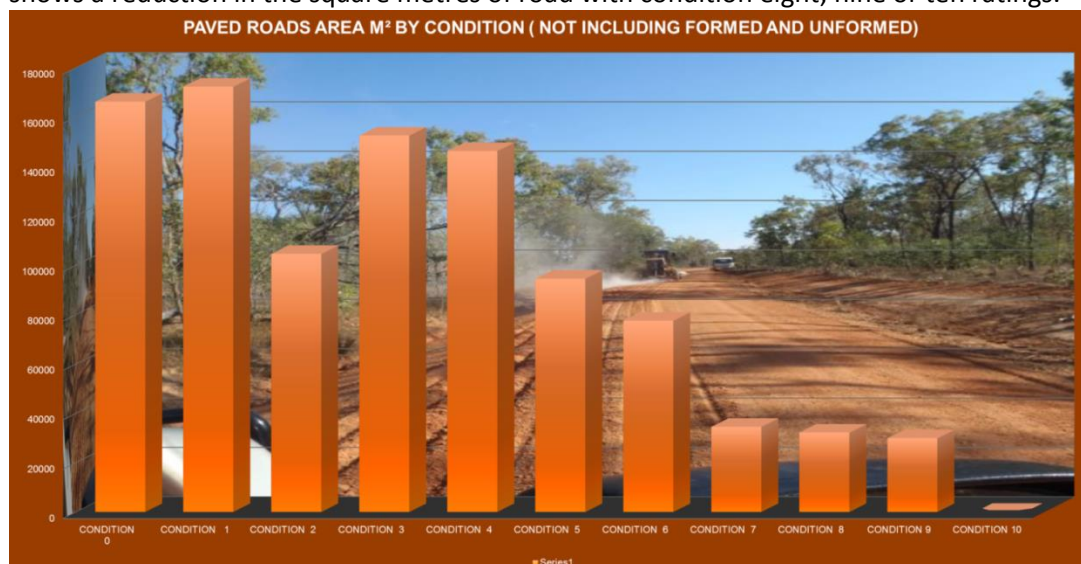
The monitoring of these paved roads consists of measuring the gravel depths with the use of a drill to ensure that minimum standards are being maintained. Unsealed roads with a gravel pavement should maintain a reasonable depth of gravel from the subgrade to the surface. This depth is renewed through the use of the gravel re-sheeting program which is funded through the annual budget.

Re-sheeting is required when the gravel depth falls to an ungradable level and subgrade exposure becomes evident. At this point there is no longer enough remaining gravel for the grader driver to “work with” when maintaining the road and more gravel is required. Re-sheeting is triggered by the road sections overall condition which considers depth, shape, drainage, looseness and safety. Priority is allocated considering condition, utilisation, risk and deprivation.



The above chart shows the condition breakdown by square metres of all (paved, formed and unformed roads) following the updated inspections in April 2017. This chart drives the fair value for unsealed roads, which currently sits at \$14.8M.

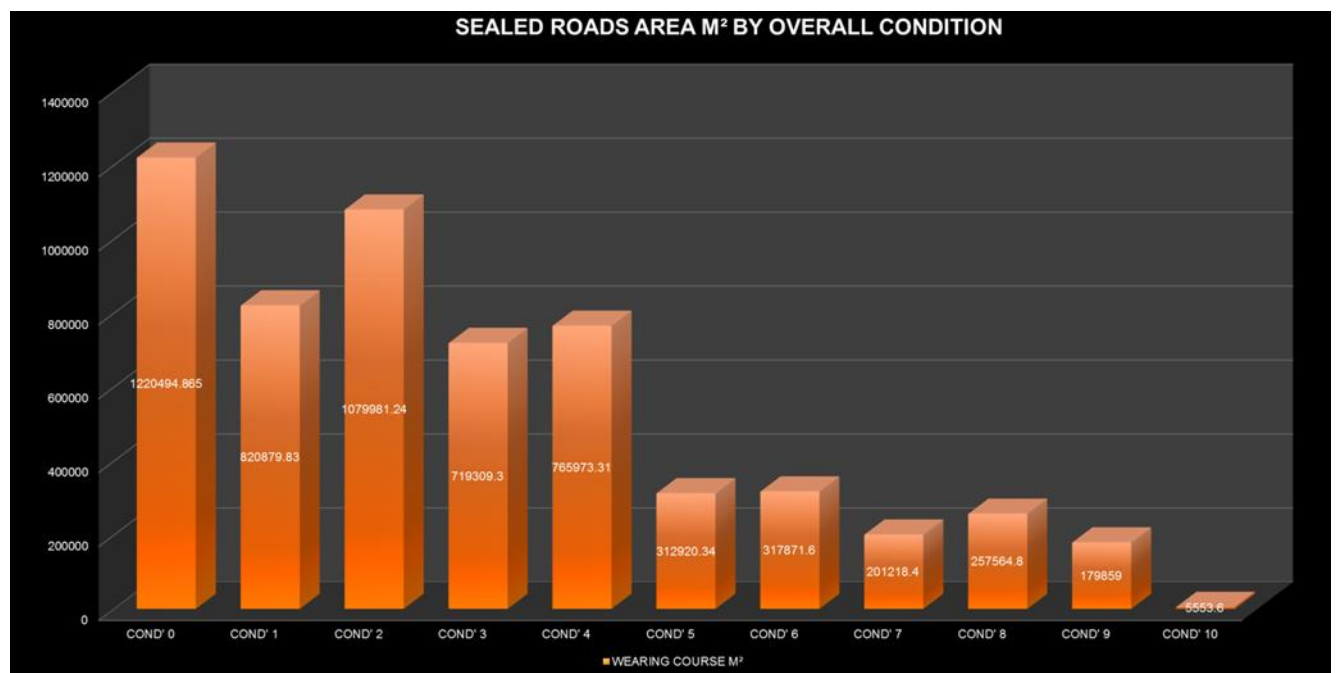
It should be noted here also, that formed and unformed roads will naturally sit at condition eight, nine and ten; due to zero pavement gravel depth. This is further highlighted in the chart below which shows a reduction in the square metres of road with condition eight, nine or ten ratings.



The above chart shows the condition breakdown for paved roads only (not including formed and unformed) which drives the annual re-sheeting program. Roads sitting in the condition eight and nine and ten ratings are those which are scheduled for re-sheeting. These will be rectified through the current re-sheeting program and do not indicate any current back log of works for unsealed roads.

Sealed Roads for Comparison

The Chart below shows the current breakdown (by total square metres) of all sealed roads that the City maintains. This has been included as a means of highlighting the similar condition profiles of the sealed and unsealed paved roads above. These condition profiles are indicative of assets under a scheduled renewal program as the majority of the assets are sitting in an 'as new' or 'good' condition.



Both of these charts highlight the effectiveness of the current renewals programs and also the need for these programs to be maintained into the future. These programs are the annual re-sheeting and road construction programs which are funded through the annual budget.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Finance Committee Information Bulletin for the month of May 2017 be noted.

10.5 Policy and Legislation Committee - 15/06/2017 - BUSSELTON & DUNSBOROUGH CENTRES
FACADE REFURBISHMENT SUBSIDY PROGRAMME

SUBJECT INDEX:	City Centre Facade Refurbishment Subsidy Programme
STRATEGIC OBJECTIVE:	Creative urban design that produces vibrant, mixed-use town centres and public spaces.
BUSINESS UNIT:	Development Services & Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Planning Officer - James Fletcher
AUTHORISING OFFICER:	Acting Director, Planning and Development Services - Tanya Gillett
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Busselton & Dunsborough Centres Facade Refurbishment Subsidy Programme ↓ Attachment B Location Plans ↓ Attachment C Evviva Application ↓ Attachment D Ventura Homes Application ↓ Attachment E Black Brewing Co. Application ↓ Attachment F Sportspower Application ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

The Council is asked to consider four applications received for the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme in accordance with the programme guidelines adopted.

BACKGROUND

Council resolved on 13 March 2013 to trial a programme for the 2013/14 and 2014/15 financial years by allocating \$20,000 in the 2013/14 financial year and \$50,000 in the 2014/15 financial year towards a façade refurbishment subsidy programme. On 29 January 2014 Council adopted the Busselton City Centre Façade Refurbishment Subsidy Programme and on 10 December 2014 resolved to add a portion of the Dunsborough Town Centre to the 'eligible area.' Prior to the 2016/17 subsidy programme rounds, Council resolved to amend the criteria to add in 'design works' and alfresco associated works to the eligible criteria list. The amended programme, now called the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme, is provided as Attachment A.

The City recently invited expressions of interest in the 2016/2017 funding round, which closed on 8 April 2017. Four applications have been received and are the subject of this report. The applications include two proposals located within the Dunsborough Town Centre and two within the Busselton Town Centre. Location plans of these applications are provided at Attachment B.

The applications received are as follows:

1. Evviva Café Lots 1 & C (#1/233) Naturaliste Terrace, Dunsborough

The applicant proposes to upgrade the external verandah of the façade fronting Naturaliste Terrace and the intersection of Hannay Lane and Naturaliste Terrace. The façade extends across two lots, one currently used as a Café and the other currently a shop. The Café space of Evviva Café will expand into the current shop space. Attachment C details the existing and proposed works.

2. Ventura Homes- Lots 130 (#47) Queen Street, Busselton

The applicant proposes to upgrade the external windows, window frames and replace them with double hung windows. In addition to this the proposal includes the retexturing of the overhanging eaves to include decorative detail, include non-slip tiling and a window benchtop. Attachment D details the existing and proposed works.

3. Black Brewing Co. Lot 7 (#241) Naturaliste Terrace, Dunsborough

The applicant proposes to overhaul the façade of the allotment with new eaves, and the installation of windows along both Naturaliste Terrace and Hannay Lane. Attachment E details the proposed works.

4. Sportspower Lot 15 (#95-103) Queen Street, Busselton

The applicant proposes to install new aluminium and glass shopfront windows and install a new sliding door at paving height. Attachment F details the proposed works.

STATUTORY ENVIRONMENT

The Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme and application for subsidy funding is consistent with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

RELEVANT PLANS AND POLICIES

The Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme is a document for the City and Council to consider when assessing applications received for subsidy funding. It provides clarification and transparency to the public on what will be considered acceptable for an application.

The programme specifies 'eligible areas' and 'eligible' works which will be considered for subsidy funding.

In determining applications for inclusions within the Programme, the following assessment criteria are to be taken into consideration:

- Compliance with the City's Local Planning Scheme and the Building Code of Australia;
- Consistency with the objectives and recommendations of the Busselton City Centre Urban Design Policy;
- The degree to which the applicant is financially contributing to the project;
- The extent to which the project contributes to the visual improvement of the façade, and is visible from the public domain;
- Integration of proposed works with the streetscape, adjoining buildings and degree to which the project contributes to the established character of the street; and
- The degree to which the proposed works promote interaction with the streetscape, including the provisions of frontages which are inviting, provide points of interest for pedestrians and allow for an efficient use of space, are functional, attractive and pedestrian friendly.

FINANCIAL IMPLICATIONS

A budget of \$50,000 for the subsidy programme is provided for in the City budget for the 2016/2017 financial year.

STRATEGIC COMMUNITY OBJECTIVES

The recommendations of this report reflect Community Objective 2.3 of the City's Strategic Community Plan 2013 – *'Creative urban design that produces vibrant, mixed-use town centres and public spaces.'*

RISK ASSESSMENT

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk assessment framework and no risks have been identified where the residual risk, once controls are considered, is medium or greater.

CONSULTATION

Expressions of interest were sought for the programme from 8 March to 7 April 2017 electronically via Facebook and the City website. Advertising in the newspaper was also utilised alongside a feature article. City officers also conducted door knocking throughout the eligible Busselton locality. Four applications were received as a result of these methods.

OFFICER COMMENT

The applications are to be assessed against the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme. All applications are within the eligible areas of the programme which the City has identified as a priority for upgrades. The programme identifies works which will be considered as eligible for funding and excludes works such as general maintenance, which should be occurring regularly without the programme as 'ineligible' for subsidy funding.

The following provides an assessment of the works and consistency with the programme guidelines.

1. Evviva Café Lots 1 & 2 (#1/233) Naturaliste Terrace, Dunsborough

The applicant has applied for a subsidy contribution for the works summarised below:

Works Proposed	Quotation (ex GST)	Eligible or Ineligible Works	Amount (ex GST)
Hire & install of temporary fencing & Remove existing windows of Unit 1 & 2 & install prop supports	\$3,200	Ineligible Works	\$3,200
Lay footings to form base of Unit 1 Bay Window & Build low-height brick wall to support Unit 1 Bay Window & Supply & install Bifold window to Unit 1 and bifold window & single entry for Unit 2	\$18,994	Eligible Works	\$18,994
Supply & install gyprock sheets into to internal surfaces affected by installation of new windows & Sand, flush & paint internal gyprock sheeting	\$4,100	Ineligible Works	\$4,100
Supply & install textured eave lining on rake of existing Unit 1 & 2 and side of Unit 1 & Paint to new eave linings & Replace existing verandah posts with varnished posts	\$11,310	Eligible Works	\$11,310
Removal and disposal of all rubble	\$1,025	Ineligible Works	\$1,025
PC sum for application fees	\$300	Ineligible Works	\$300
Total Expenditure (ex GST)			\$38,929
Potential subsidy contribution (50% of total expenditure (ex GST) above (after) the first \$5,000)			\$12,652

It is considered that the eligible above works satisfy the objectives of the Busselton & Dunsborough Centres Façade Refurbishment Subsidy Programme as they improve streetscape and pedestrian interaction.

The proposed works are part of a larger redevelopment of the site, where the owner of Units 1 & 2 is expanding the existing café into the adjoining lot (unit 2). The proposed works are an example of what the programme aims to achieve.

2. Ventura Homes- Lots 130 (#47) Queen Street, Busselton

The applicant has applied for a subsidy contribution for the works summarised below:

Works Proposed	Quotation (ex GST)	Eligible or Ineligible Works	Amount (ex GST)
New windows and frames	\$18,000	Ineligible	\$18,000
Double Hung Windows	\$4,500	Eligible	\$4,500
Benchtop	\$2,500	Ineligible	\$2,500
Eave lining with decorative detail	\$8,000	Eligible	\$8,000
Tilling (non-slip commercial)	\$4,000	Eligible	\$4,000
Total Expenditure (ex GST)			\$37,000
Potential subsidy contribution (50% of total expenditure (ex GST) above the first \$5,000)			\$14,750

The proposal is largely 'like for like'. The applicant intends to keep the general shape and form of the façade with some minor changes. The hung windows can provide interaction with the street. The proposed alteration to the eve texture also satisfies the aims of the programme to provide points of difference to building facades to contribute to the beautification of the town centre.

3. Black Brewing Co. Lot 7 (#241) Naturaliste Terrace, Dunsborough

The applicant has applied for a subsidy contribution for the works summarised below:

Works Proposed	Quotation (ex GST)	Eligible or Ineligible Works	Amount (ex GST)
Supply & Install Timber Frame Walls with cladding	\$8,217	Eligible	\$8,217
Supply & install windows	\$25,938	Eligible	\$25,938
Make good paving to entrance	\$1,250	Ineligible	\$1,250
Signage	\$2,500	Ineligible	\$2,500
Traffic Management for Dismantle of Facade	\$1,550	Ineligible	\$1,550
Dismantle	\$6,450	Ineligible	\$6,450
Total Expenditure (ex GST)			\$45,905
Potential subsidy contribution (50% of total expenditure (ex GST) above the first \$5,000)			\$14,577.5

The proposal represents a large change from the existing facades along Naturaliste Terrace. In addition to this the proposed works also provide a secondary means of activating Hannay Lane. Awning infrastructure and bifold windows provide interaction with the streetscape.

4. Sportspower Lot 15 (#95-103) Queen Street, Busselton

The applicant has applied for a subsidy contribution for the works summarised below:

Works Proposed	Quotation (ex GST)	Eligible or Ineligible Works	Amount (ex GST)
Supply & Fit Aluminium Frames Glass Windows & Sliding door	\$18,759.95	Eligible	\$18,759.95
Flashing to Windows	\$287.50	Eligible	\$287.50
Fit Steel Posts & Beams	\$2,300	Ineligible	\$2,300
Supply timber for sill build to floor level	\$204.93	Ineligible	\$204.93
9mm Matrix lining for external window sill	\$759	Eligible	\$759
Materials for temporary wall 600mm in front of works	\$1,439.80	Ineligible	\$1,439.80
Labour to build temporary wall & door	\$1,610	Ineligible	\$1,610
Demolish brick nib wall & patch floor	\$2,070	Ineligible	\$2,070
Break up floor & form and pour new floor	\$3,680	Ineligible	\$3,680
Build low wall supporting windows	\$1,725	Ineligible	\$1,725
Lining supply & fix to wall panels	\$1,840	Ineligible	\$1,840
Total Expenditure (ex GST)			\$47,092.73
Potential subsidy contribution (50% of total expenditure (ex GST) above the first \$5,000)			\$7,403.22

The proposed works are works which have previously been approved by the City on 9 March 2017 (DA17/0050). The works alter the existing Sportspower façade by reducing the two entries to a single access point and replacing the external walls with glass windows.

The proposed works, although new and potentially uplifting of the existing streetscape, the proposed façade window and doors do not offer a high quality and level of pedestrian interaction with the street.

CONCLUSION

It is considered by Officers that elements of all proposals comply with criteria set out in the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme. Two of the applications satisfy the objectives and desired outcomes of the programme more than the others. Evviva Café and Black Brewing Co. provide design elements which best foster community and public interaction with the streetscape. Despite Sportspower and Ventura Homes proposing works that meet the eligible criteria, it is viewed that when prioritising the allocation of funding for proposed works, Ventura Homes and Sportspower offer less interaction with the streetscape than Evviva Café and Black Brewing Co.

OPTIONS

Should the Council consider that the proposal for Evviva Cafe is inconsistent with the programme guidelines, objectives and assessment criteria, it may resolve to:

1. Recommend not to provide subsidy funding for the works.

Should the Council consider that the proposal for Black Brewing Co. is inconsistent with the programme guidelines, objectives and assessment criteria, it may resolve to:

2. Recommend not to provide subsidy funding for the works.

Should the council consider that the proposal for Ventura Homes is consistent with the programme guidelines, objectives and assessment criteria, and is of sufficient priority, it may resolve to:

3. Recommend to provide subsidy funding for the works.

Should the council consider that the proposal for Sportspower is consistent with the programme guidelines, objectives and assessment criteria, and is of sufficient priority, it may resolve to:

4. Recommend to provide subsidy funding for the works.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation, if supported, will require the applicant to enter into a legal agreement with the City to commence works.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

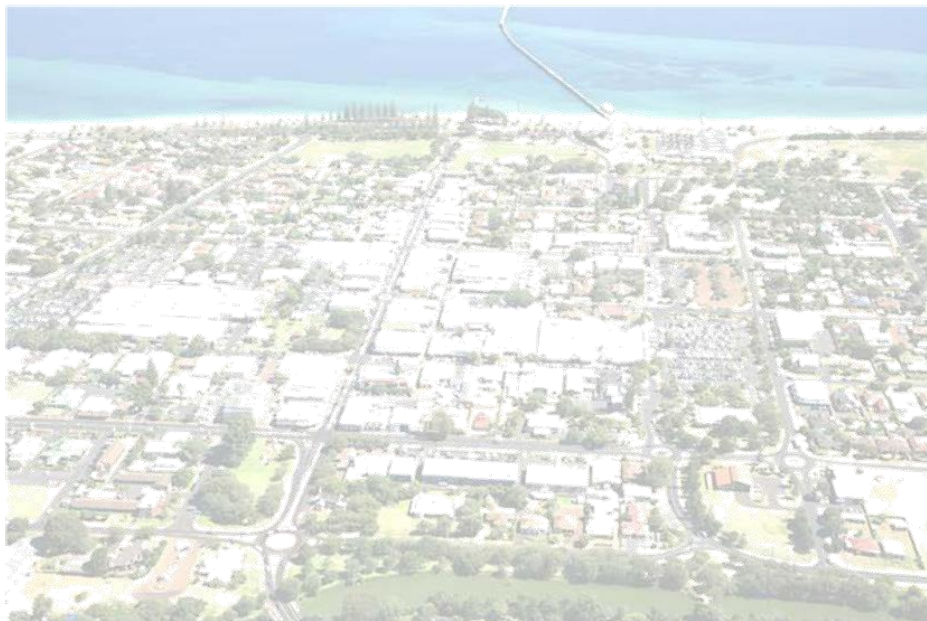
That the Council resolve:

1. That the application to upgrade the façade of Lots 1 & 2 (#1 & 2/233) Naturaliste Terrace, Dunsborough (Evviva Café) is consistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme and to contribute up to \$12,652 towards the works.
2. That the application to upgrade the façade of Lots 7 (#241) Naturaliste Terrace, Dunsborough (Black Brewing Co.) is consistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme and to contribute up to \$14,577 towards the works.
3. To enter into a legal agreement with the owners/tenants of the properties in resolution points 1 & 2, to provide for the payment of funds once the works are completed to the City's satisfaction and final costs substantiated. The legal agreement shall include the requirements for appropriate recognition of the City's contribution to the City's satisfaction.
4. That the application to upgrade the façade of Lot 15 (#95-103) Queen Street, Busselton (Sportspower) is inconsistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme and not to contribute funds toward these works.
5. That the application to upgrade the façade of Lots 130 (#47) Queen Street, Busselton (Ventura Homes) is inconsistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Façade Refurbishment Subsidy Programme and not to contribute funds toward these works.



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BUSSELTON & DUNSBOROUGH CENTRES FAÇADE REFURBISHMENT SUBSIDY PROGRAMME



Welcome,

To help simplify the process of applying for the facade subsidy programme, the City has compiled all the necessary documents, forms and created a checklist which itemises the information to be submitted with your application.

Inside the Application Package you will find:

- Busselton & Dunsborough Centres Façade Refurbishment Subsidy Programme;
- How do I design my façade information sheet;
- Application form; and
- Application checklist.

BUSSELTON & DUNSBOROUGH CENTRES FAÇADE REFURBISHMENT SUBSIDY PROGRAMME

1.0 PROGRAM OBJECTIVES

The Council has decided to establish the Busselton & Dunsborough Centres Façade Refurbishment Subsidy Programme. The Programme provides incentives in the form of grants to landowners and business operators to upgrade building facades in the Busselton & Dunsborough Centres. The objectives of the Programme are to:

- Beautify the Centres by improving the streetscape, which will in turn provide benefits to the broader community by making places more attractive, including for business and investment;
- Improve the experience of pedestrians to encourage more people to live, work, play and do business in the Centres;
- Reinforce and build upon the Busselton and Dunsborough Centres as the major retail, social and cultural hub of the City of Busselton and broader region;
- Enhance the physical quality and established character of the Centre's built environment through sensitive and innovative design of buildings and spaces; and
- Supporting building owners and business operators to improve the public impression of their buildings and businesses respectively.

Through providing financial assistance the Programme aims to develop stronger partnerships between the City and local businesses, and the Programme will complement the City's investment of resources into developing strategies and undertaking capital works to improve the function and appearance of the Centres.

The following provides a guide for the City, landowners and business operators in relation to: what buildings are eligible for the grant; how to apply; the application process and criteria for assessment; and general conditions that will be applied to successful applications.

2.0 ELIGIBLE BUILDINGS

The Programme applies to properties fronting Queen Street and Prince Street in the Busselton Centre as outlined in the programme area map at **Attachment 1**.

The Programme applies to properties fronting Naturaliste Terrace, Dunn Bay Road, Hannay Lane and Dunsborough Place in the Dunsborough Centre as outlined in the programme area map at **Attachment 2**.

The Programme area will be reviewed over time to reflect the City's priority areas for improvement and may also correspond with capital works improvements on streetscapes within the Centres.

3.0 HOW TO APPLY

Applicants will need to submit a completed application form and supporting documentation for the City to assess. Applicants should ensure that as part of applying for the grant they have submitted:

- The completed application form;
- A plan demonstrating the works to be undertaken, which as a minimum will include an elevation plan showing the proposed modifications to the building façade; and
- A cost estimate for the eligible works from an appropriate builder. Cost estimates are to be itemised showing a breakdown of the components of the cost estimate.

4.0 APPLICATION PROCESS

Eligible landowners and business operators will be contacted or notified via public consultation that applications are being sought for the programme. The following outlines the general process of how the Programme will be administered.

4.1 Pre-Approval Process

1. Interested landowners and business operators are encouraged to contact the City to arrange a pre application discussion with staff prior to preparing or submitting an application.
2. Applicants complete application form and all relevant documents to submit to the City prior to the closing date for applications to be received.
3. Applications will be assessed by City staff and prioritised in accordance with the assessment criteria of this programme.
4. City staff will prepare a report to the Councils' Policy and Legislative Committee, which will then make recommendations to Council with respect to which applications should be approved.
5. Successful applicants will be notified of the outcome of their application.

4.2 Assessment Criteria

Applications will be prioritised based on the following criteria:

- Compliance with the City's Town Planning Scheme and Building Code of Australia;
- Consistency with the objectives and recommendations of the Busselton City Centre Urban Design Policy;
- The degree to which the applicant is financially contributing to the project;
- The extent to which the project contributes to the visual improvement of the façade, and is visible from the public domain;
- Integration of proposed works with the streetscape, adjoining buildings and degree to which the project contributes to the established character of the street; and
- The degree to which the proposed works promote interaction with the streetscape, including the provision of frontages which are inviting, provide points of interest for pedestrians and allow for an efficient use of space, are functional, attractive and pedestrian friendly.

4.2.1 Eligible Works

Works eligible for grant funding are:

- Preliminary design work consistent with the Program Objectives;

- Infrastructure associated with alfresco areas, including canopies, furniture, bollards and windscreens, as part of an integrated design proposal consistent with the Program Objectives;
- Works consistent with a City approved Preliminary Design;
- Removal of opaque roller shutters/security grilles to be replaced with more appropriate transparent or inset behind shop display roller shutters;
- Works required, as a result of a building permit and compliance with disabled access in accordance with the *Building Act 2011* and *Building Regulations 2012*;
- The modification or creation of windows which will provide interaction with the streetscape;
- Properties adjoining a laneway may apply for upgrade works for the visible portion from the streetscape; however these works are to complement façade works fronting the endorsed project area;
- Under awning lighting (excluding illuminated signage);
- Skinning of existing awning structure and fascia with new material; and
- Repair or replace awning structure.



Works shall only include upgrades to the façade of the building (includes awning and posts). Applicants are encouraged to outline any desired works, landscaping etc on public land, and subject to consideration at the annual budget review the works may be included in the City's capital works program.

4.2.2 Ineligible works

Works not eligible for grant funding include:

- Removal of non-compliant signage or any new signage;
- Internal alterations and additions to a building;
- General maintenance;
- Any works required to satisfy conditions of planning consent, building or health which are not a result of this program;
- Works that have already been completed, or have been commenced;
- Works necessary only to accommodate relocation of a new business and/or replace signage/paint;
- Upgrades and/or works to laneways which are not visible from the streetscape, are not identified within the programme area and do not form a complimentary function to upgrade of a property fronting a public street;



4.3 Implementation of successful grant applications

Successful grant applications will need to be implemented in accordance with the following general process:

Preliminary Design

1. Applicant is required to consult with the City to clarify the Program Objective and a consistent outcome.
2. A 'scope of the work', for commissioning the design work will be submitted to the City including costs. Only design work prepared by an Registered Architect is acceptable.
3. Subject to gaining the City's agreement on the scope of work and the agreed grant sum the applicant is to complete the design works.
4. Applicant to submit the design work tax invoice to the City of Busselton for agreed grant sum.
5. Subject to the scope of works being achieved, and the work prepared to a professional quality, the City will pay the agreed grant sum.

Works

1. Applicant is required to source minimum of two quotations from appropriate builders for endorsed works and required to sign agreement prepared by the City. The agreement will finalise the maximum sum to be paid by the City on completion of the agreed works.
2. Applicant is to complete works in accordance with signed agreement by the end of the financial year following the year in which the grant is approved (i.e. currently, by the end of the 2014/15 financial year), unless otherwise agreed to by the City in writing.
3. Applicant to provide written notification to the City once works have been completed, including receipt for payment of works (payment will only be authorised to persons in the signed agreement).
4. City of Busselton inspects works to determine if they are satisfactory to the agreement signed.
5. Applicant to prepare tax invoice to the City of Busselton for agreed grant sum.

6.0 GRANT FUNDING

Applications for Preliminary Design works and applications for works will be determined as separate grant applications, each to the maximum grant available.

Preliminary Design

The City will provide successful applicants a grant of up to 50% of the agreed scope of works cost (ex GST) up to a maximum grant of \$5,000.00.

Grants are only available to an agreed scope of work with a minimum total value of \$2,000 (ex GST).

Works

The City will provide successful applicants a grant of up to 50% of the agreed project cost (ex GST) up to a maximum grant of \$20,000.00 per building.

Grants are only available to projects with a minimum total value of \$10,000 (ex GST).

Three worked examples of the maximum grant available for projects are set out below.

Example A: \$60,000.00 total project value. Project value above \$5,000.00 is \$55,000.00, 50% of which is \$27,500.00. Maximum grant is \$20,000.

Example B: \$45,000.00 total project value. Project value above \$5,000.00 is \$40,000.00, 50% of which is \$20,000.00. Maximum grant is \$20,000.00.

Example C: \$15,000.00 total project value. Project value above \$5,000.00 is \$10,000.00, 50% of which is \$5,000.00. Maximum grant is \$5,000.00.

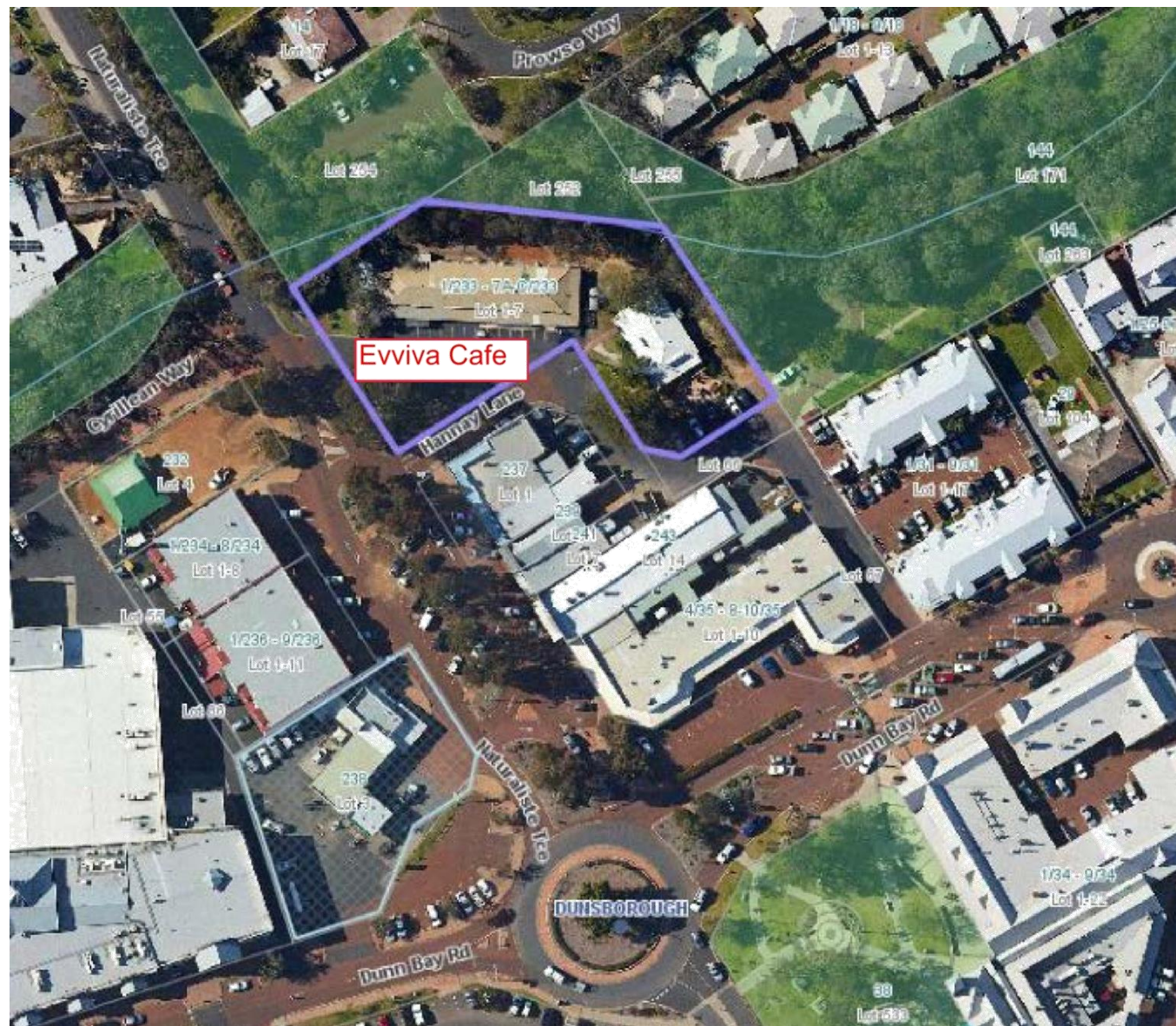
The number of applications that are successful will be dependent on the number and total cost of supported applications. The Programme has a maximum of \$50,000.00 allocated for the first round, with a review of the Programme to occur annually. Funds will be allocated once a year, however should there be sufficient funds after the initial funding round in any given year, a second round of applications may be considered at the City's discretion.

Unsuccessful applicants will be eligible to apply for a contribution towards design work required to prepare their application. Contributions will be available from a pool of \$3,000.00 and will be allocated based on the number of unsuccessful applications received. Contributions for preliminary design work to unsuccessful applicants will only be provided subject to a written request being received and a copy of the invoice for design work being provided.

7.0 GENERAL CONDITIONS

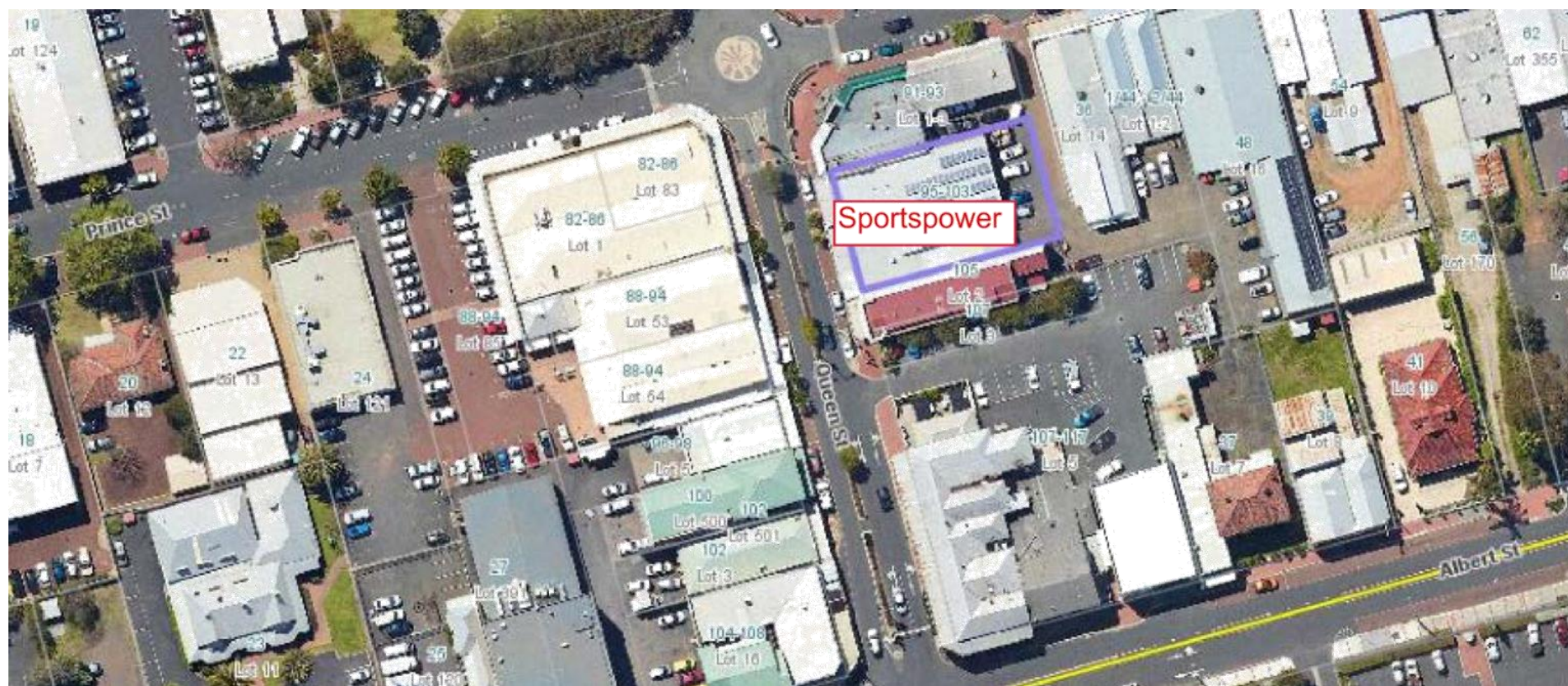
Successful applicants will be required to sign an agreement with the City acknowledging that the grant will only be available subject to complying with general conditions. To provide transparency of the City's expectations prior to landowners or business operators submitting an application, the following outlines general conditions that will be contained within the agreement:

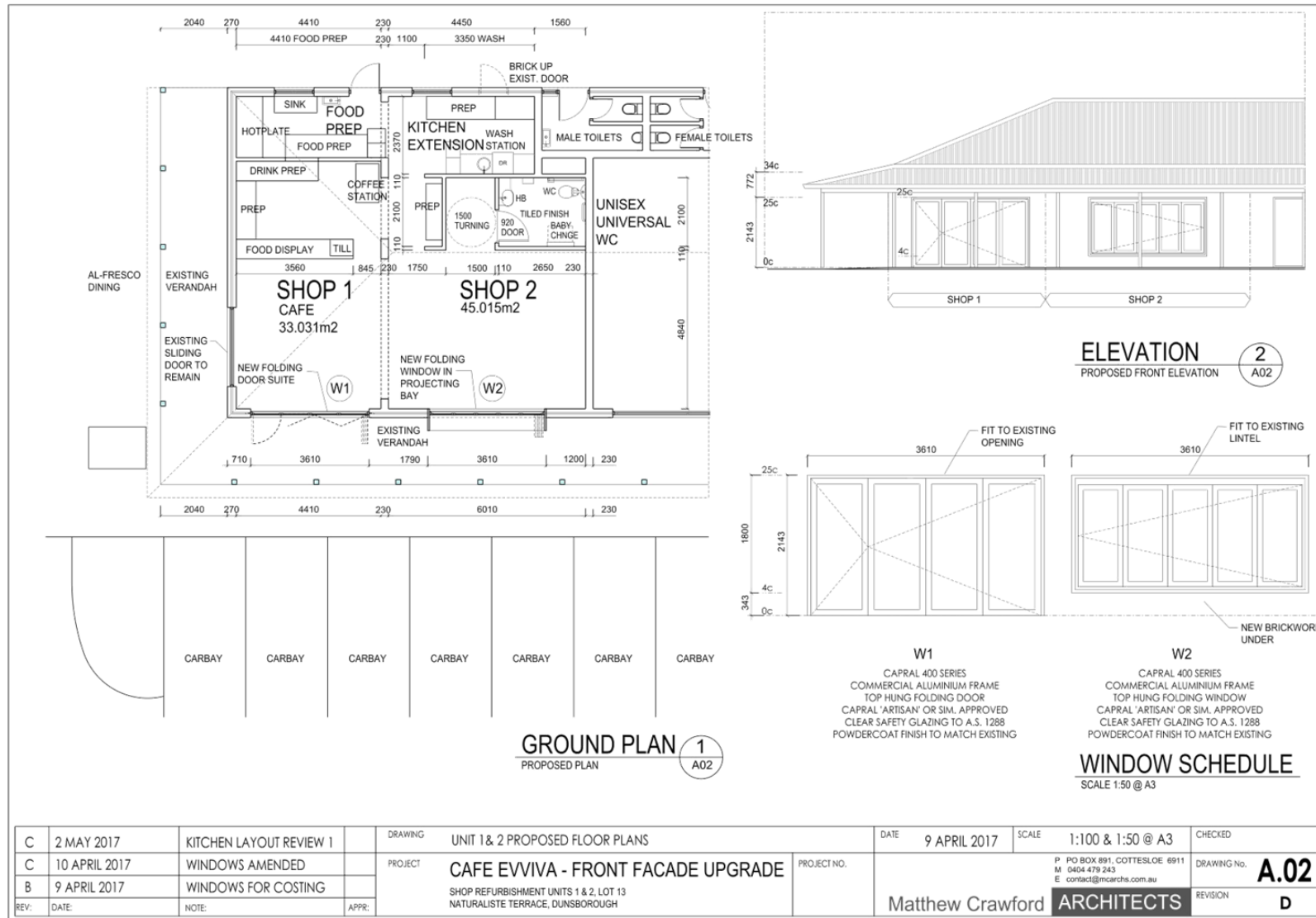
1. Applicants will be required to remove any illegal signage as part of façade improvements.
2. The applicant is to be responsible for obtaining all necessary planning and building approvals prior to commencement of works.
3. The City of Busselton will waive any planning fees required to commence successful works on successful grant applications. Building permit application fees are to be paid by the applicant.
4. Works are to be undertaken by licenced contractors.
5. Cost estimates and quotations are to be sourced from suitably qualified local (City of Busselton municipal boundary) businesses wherever possible. Cost estimates and quotations are to provide costs for each component being applied for.
6. The applicant if successful is to enter into an agreement with the City setting out the agreed schedule of works, timeline and grant sum.
7. Funds will not be reimbursed until after the completion of the project and the City has agreed that all work has been carried out satisfactorily and within the specified time frame.
8. Any overrun in costs is not the responsibility of the City and the City will only be liable to reimburse the costs as per the agreement.













12th April 2017

Café Evviva
Units 1 & 2 Naturaliste Terrace
Dunsborough

Ref : Front Façade upgrade

Attention Kellie Fossati

Hi Kellie,

Please find below our quotation for the works to the Facade of Unit 1 and 2
as per our discussion and the revised plans provided

Hire and installation of temporary fencing to work areas and removal upon completion of Project	\$ 1,100
Remove the existing windows of both Units 1 and 2 and install props to support roof load	\$ 2,100
Lay footings to form the Base for the Bay window to Unit 1	\$ 750
Build 343mm high low height Brick wall to support the Bay window to Unit 1	\$ 1,500
Supply and install new Bifold window to the Bay window Section to Unit 1 and new Full height Bifold Windows and Single entry door to Unit 2	\$ 16,744
Supply and install Gyprock sheeting to all internal surfaces effected by the installation of the new windows	\$ 2,800
Sand, flush and paint to all new internal Gyprock Sheeting	\$ 1,300

Supply and Install textured eave lining on the rake to the existing Verandah area in front of Units 1 and 2 and to the side of Unit 1	\$ 5,890
Paint to new Eave Linings	\$ 2,500
Replace existing Verandah posts with new 90mm x 90mm varnished Gluelam timber posts or similar	\$ 2,920
Removal and Disposal of all rubble	\$ 1,025
PC sum for Application fees	\$ 300

Total expenditure	\$ 38,929.00 ex GST
Subsidy Contribution (50% Eligible works)	\$ 19,465.50

Please note that the above includes City of Busselton application fees but does not include the production of any additional drawings that may be required for submission to council.

The supply of any items shown in the concept drawings unless stated in the above quotation have not been included and will be treated as a variation to the above

I hope that this quotation meets with your approval.

Yours sincerely

Allen Mayer



11 Stirling Street T (08) 9792 2322
Bunbury WA 6230

Ventura Home Group Pty Ltd
ACN: 093 870 618

PO Box 1379, Bunbury WA 6231

11 April 2017

Chief Executive Office
Locked Bag 1
BUSSELTON WA 6280

Dear Chief Executive Officer,

Re: Busselton & Dunsborough Centres Façade Refurbishment Subsidy Programme

VENTURA HOME GROUP SOUTH WEST- 47 (Lot 130) Queen Street Busselton

Ventura Home Group South West is pleased to be submitting an application for the Busselton & Dunsborough Centres Refurbishment Subsidy Programme.

In September last year we secured a 6-year lease (with 5 + yearly optional extensions) at 47 Queen Street Busselton. The main objective of our office retail space is to provide a central location, accessible to clients in the Busselton and surrounding areas. Our head office is located in Bunbury, with a smaller office retail space in Margaret River. With the on-going success and growth of the company it's an exciting time to be expanding to Busselton.

We've been working with renowned Perth designer and architect Leon House over the past six months to make sure our building façade contributes to the atmosphere of Busselton city centre. We are invested in working with the City of Busselton to ensure we comply with the overall aim to beautify the Town Centre.

As per outlined in your program objectives, our application only includes upgrades to the façade of the building including the existing awning.

The eligible works which meets your criteria include:

- ☒ The modification or creation of windows which will provide interaction with the streetscape
- ☒ Compliance with disabled access in accordance with the Building Act 2011 and Building Regulations 2012;
- ☒ Skinning of existing awning structure and fascia with new material

VENTURA HOME GROUP



www.vhgroup.com.au



11 Stirling Street T (08) 9792 2322
Bunbury WA 6230

Ventura Home Group Pty Ltd
ACN: 093 870 618

PO Box 1379, Bunbury WA 6231

About us:

Ventura Home Group is a proudly Western Australian owned family home building company. Since our founding in 1993, we've grown significantly, building on our widely recognized reputation for excellence in home design, construction and customer service.

Established in the South West in 1998, Ventura Home Group's South West division offers home solutions for all types of home buyers. From Waroona to Augusta, Ventura Home Group South West's five specialist divisions, provides residential solutions for first and second home buyers to developments for investors. As three- time winners of industry customer service awards and with a team of over 30 specialists, Ventura Home Group has built a trusted reputation in the South West building sector. Ventura Home Group holds the knowledge, passion and local expertise to deliver quality, affordable homes to the South West community. Also as an active member of the local community Ventura Home Group South West sponsored the Festival of Busselton this year and has recently joined both the Busselton and the Dunsborough Yallingup Chamber of Commerce. We look forward to continuing to build community partnerships.

If you have any queries, please do not hesitate to contact us. We look forward to hearing from you soon.

Yours sincerely

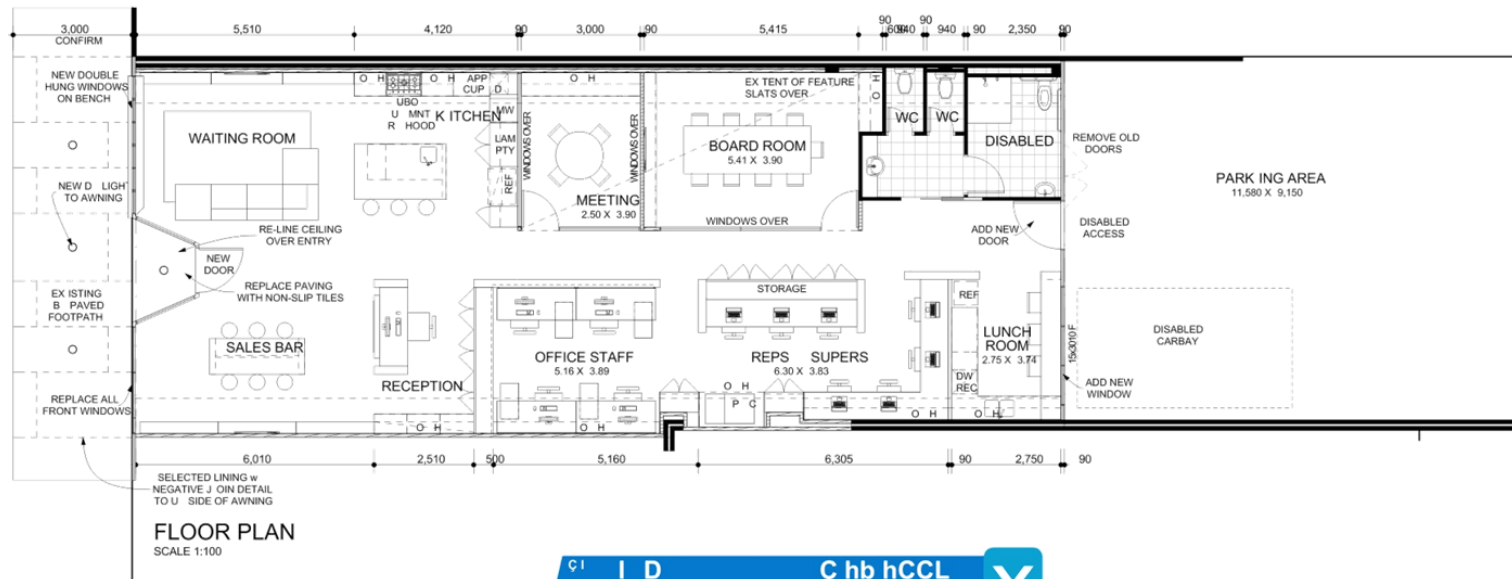
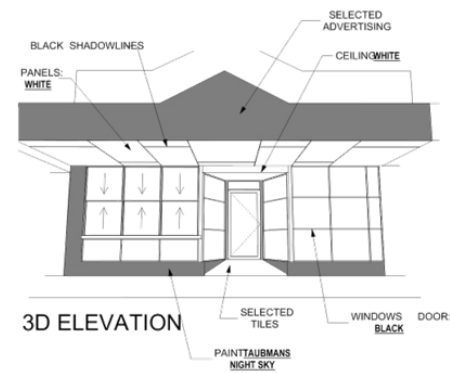
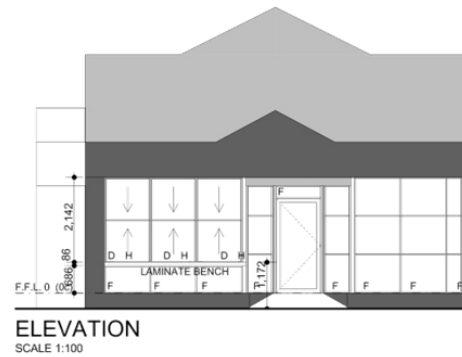
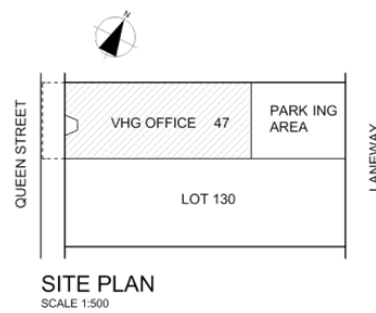
A handwritten signature in black ink, appearing to read 'D Brough'.

Daryl Brough
General Manager
Ventura Home Group Pty Ltd
South West Division

VENTURA HOME GROUP



www.vhgroup.com.au









Planning Department
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

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



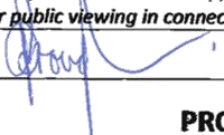
**Planning & Development (Local Planning Schemes) Regulations
Schedule 2 Clause 86
APPLICATION FOR DEVELOPMENT APPROVAL**

OWNER DETAILS			
Name :	JOHN DOUGLAS VALENTINE		
ABN (if applicable) :			
Address :	8 LEVILLAIN ST BUSSELTON		
		Postcode :	6280
Phone :	Fax :	Email :	
Work :		VAISERVICE@	
Home :		WESTNET.COM.AU	
Mobile :			

Contact Person(s) for Correspondence :	JOHN VALENTINE		
Signature :		Date :	13.4.17
Signature :		Date :	

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

APPLICANT DETAILS (if different from owner)			
Name :	Ventura Home Group South West		
Address :	11 Stirling Street		
	Bunbury	Postcode :	6230
Phone :	Fax :	Email :	
Work :		daryl@	
Home :		vhgroup.com.au	
Mobile :			

Contact Person(s) for Correspondence : Daryl Brough General Manager				
The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.			YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Signature : 		Date :		11/04/17
PROPERTY DETAILS				
Lot No :	130	House/Street No :	47	Location No :
Diagram or Plan No :		Certificate of Title Vol No :	130/DP 30064	Folio : 879
Title encumbrances (eg. easements, restrictive covenants) : _____				
Street Name : Queen Street		Suburb : Busseton		
Nearest Street Intersection :		Queen Street & Duchess Street		
PROPOSED DEVELOPMENT				
Nature of Development :	Works <input checked="" type="checkbox"/>	Is an exemption from development claimed for part of the development?	Yes <input type="checkbox"/>	
	Use <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
	Works and Use <input type="checkbox"/>	If yes, is the exemption for :	Works <input type="checkbox"/>	
			Use <input type="checkbox"/>	
Description of proposed works and/or land use :		Upgrade facade		
Description of exemption claimed (if relevant) :				
Nature of any existing buildings and/or land use :				
Approximate cost of proposed development (Excl GST) :		\$ 37,000		
Estimated time of completion :		31/07/17		
OFFICE USE ONLY				
Acceptance Officer's Initials :		Date Received :		
Local Government Reference Number : _____				



Telephone: (08) 9781 0444
Facsimile: (08) 9752 4958

Address Applications to: Chief Executive Officer
City of Busselton, Locked Bag 1, BUSSELTON WA 6280

WRITTEN QUOTATIONS AND WORKS SCHEDULE

Applications are to contain a minimum of two quotations. The quotations are to be provided in the format below.
All works required are to be broken down into individual items and associated cost (ex GST).

A separate budget in a similar format can be provided.

Quotation by: <i>Ventura Home Group</i> *(Please note quotation must be obtained from a builder/person registered with the building commission)	
Expenditure by Item	Amount
<i>New windows and frames</i>	<i>\$18,000</i>
<i>Double hung windows</i>	<i>\$4,500</i>
<i>Bench top</i>	<i>\$2,500</i>
<i>Eave lining with decorative detail</i>	<i>\$8,000</i>
<i>Tiling (non slip commercial)</i>	<i>\$4,000</i>
Sub Total (ex GST)	
Total Expenditure (ex GST)	<i>\$37,000</i>
Subsidy contribution (50% eligible works)	

999L
NATURALISTE SETTLEMENTS
Exam - Post
L728892



WESTERN



AUSTRALIA

REGISTER NUMBER 130/DP30064	
DUPLICATE EDITION 2	DATE DUPLICATE ISSUED 19/9/2011

DUPLICATE CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2534** FOLIO **879**

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

R. Roberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 130 ON DEPOSITED PLAN 30064

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

JOHN DOUGLAS VALENTINE OF 8 LEVILLION RETREAT, BUSSELTON
IN 121/200 SHARE
PETER CHARLES VALENTINE OF 16 BYFIELD ROAD, DOUBLEVIEW
IN 60/200 SHARE
VALENTINE NOMINEES PTY LTD OF 8 LEVILLION RETREAT, BUSSELTON
IN 19/200 SHARE
AS TENANTS IN COMMON

(T L728892) REGISTERED 8 SEPTEMBER 2011

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

1. EASEMENT BENEFIT - SEE DIAGRAM 6344 AND SECTION 167A TLA.
2. T5014/1938 EASEMENT BENEFIT AS TO PORTION ONLY SEE SKETCH ON VOL 1450 FOL 701.
REGISTERED 1.1.1938.

Warning: A current search of the certificate of title held in electronic form should be obtained before dealing on this land.
Lot as described in the land description may be a lot or location.

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

STATEMENTS:

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

SKETCH OF LAND: DP30064 [SHEET 1].
PREVIOUS TITLE: 1450-701. 1060-305.
PROPERTY STREET ADDRESS: 43-47 QUEEN ST. BUSSELTON.
LOCAL GOVERNMENT AREA: SHIRE OF BUSSELTON.





1 Front Elevation
1:1



2 Rear Elevation
1:1



3 GF Bar Interior
1:1



4 Stair case
1:1



No.	Description	Date
A	CURTAIN WALLS REVISED	30.07.2015

LOT 8 NATURALISTE
TERRACE,
DUNSBOROUGH

3D VIEWS

Project number	10107
Date	21/10/2016
Drawn by	-
Checked by	-

A0

Scale	1:1
-------	-----

25/10/2016 2:50:54 PM

KEYPLAN



The copyright of this drawing or part thereof belongs to ox studio and must not be retained or reproduced without their written permission. Before any new construction alterations or shop fabrication is commenced the contractor must check all drawings and dimensions against the intent of the drawing and notify the superintendent of any discrepancies or omissions that will inhibit or prevent the satisfactory performance of the work. Contractors shall carry out all work in accordance with current BCA and Aust. Standards. Do not scale

PROJECT

BLACK FISH BREWERY

TITLE:
ELEVATION - 1
LOT 8 NATURALISTE TERRACE, DUNSBOROUGH

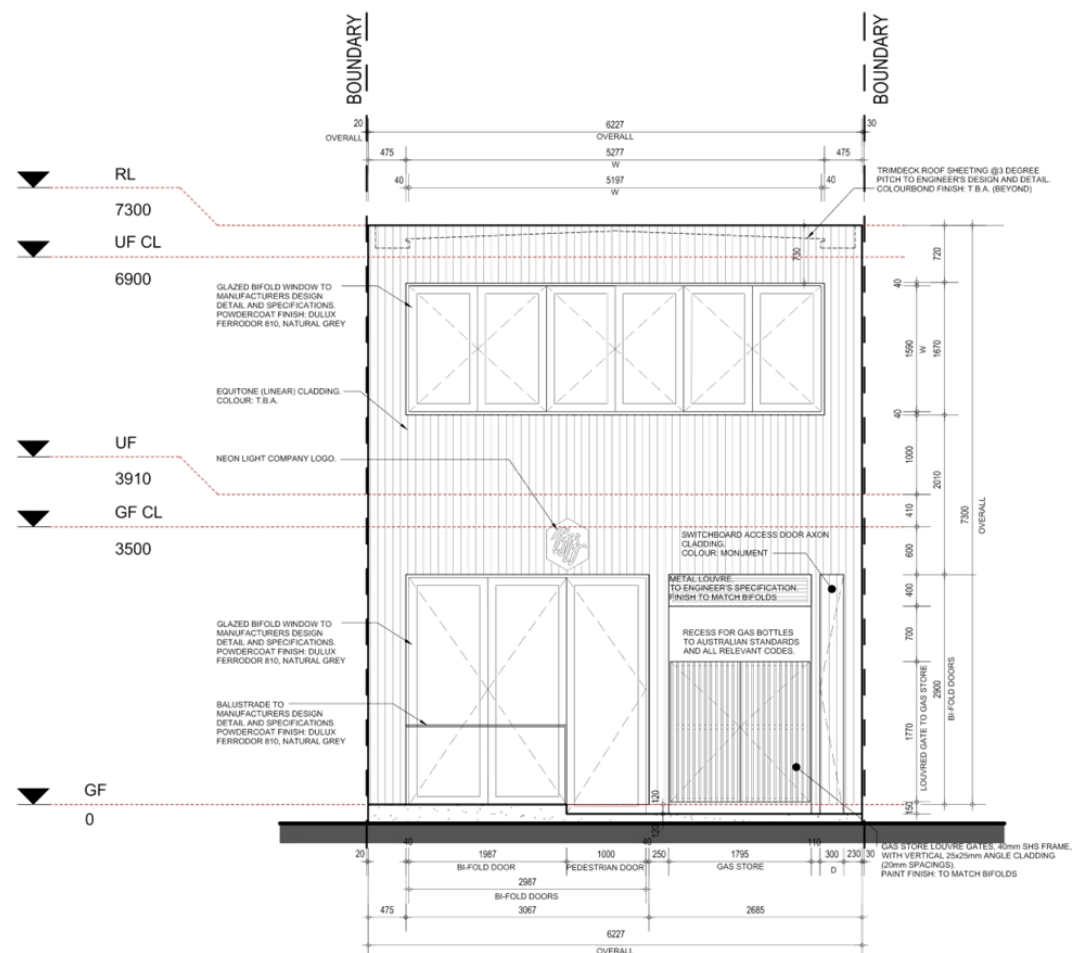
DRAWING NO:	REV:	SCALE @ A3
16009 AE 01	2	1:50

BT:	CHK:	DATE:
BD		5.12.2016

XREFS USED IN THIS DRAWING:

BUILDING PERMIT

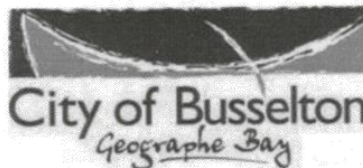




2 ELEVATION - NORTH
SCALE 1:50

Planning Department
City of Busselton
Locked Bag 1
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 DETAILS

Name :	Sunblue Holdings Pty Ltd		
ABN (if applicable) :	87 671 224 066		
Address :	118 Peel Terrace		
	Busselton	Postcode :	6280
Phone :	Fax :	Email :	
Work : 9752 4499	—	rob _____@	
Home : 9752 4499		blackbrewingco.com.au	
Mobile : 0408023199			

Contact Person(s) for Correspondence :	Rob Johnson		
Signature :		Date :	29/3/17
Signature :		Date :	

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

APPLICANT DETAILS (if different from owner)

Name :			
Address :			
		Postcode :	
Phone :	Fax :	Email :	
Work : _____	_____	_____@	
Home : _____		_____	
Mobile : _____			

Contact Person(s) for Correspondence :	Scott Douglas				
The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Signature :				Date :	
PROPERTY DETAILS					
Lot No :	8	House/Street No :	239	Location No :	
Diagram or Plan No :	32320	Certificate of Title Vol No :	1738	Folio :	750
Title encumbrances (eg. easements, restrictive covenants) : <u>Easement Benefit - see diagram 29927 sect and section 167A of TLA</u>					
Street Name :	Naturaliste Terrace		Suburb :	Dunsborough	
Nearest Street Intersection :					

PROPOSED DEVELOPMENT					
Nature of Development :	Works <input type="checkbox"/>	Is an exemption from development claimed for part of the development?	Yes <input type="checkbox"/>		
	Use <input type="checkbox"/>		No <input type="checkbox"/>		
	Works and Use <input type="checkbox"/>	If yes, is the exemption for :	Works <input type="checkbox"/>		
			Use <input type="checkbox"/>		
Description of proposed works and/or land use :		Restaurant and Bar			
Description of exemption claimed (if relevant) :					
Nature of any existing buildings and/or land use :		Restaurant and Bar			
Approximate cost of proposed development (Excl GST) :		\$ 45,000			
Estimated time of completion :		June, 2017			

OFFICE USE ONLY			
Acceptance Officer's Initials :		Date Received :	
Local Government Reference Number :			

BLACK FISH BAR



AMBA BUILDING PTY LTD
Reg No 14142

TAX INVOICE

DATE: 28/03/2017

COMPANY: SUNBLUE HOLDINGS
ADDRESS: 118 PEEL TERRACE, BUSSELTON
PHONE: 0408 023 199
FAX: N/A
EMAIL: STAY@BUSSELTONHOLIDAYVILLAGE.COM.AU
CONTACT: ROB JOHNSON

SITE ADDRESS: LOT 8 NATURALISTE TERRACE, DUNSBOROUGH

DESCRIPTION	UOM	QTY	RATE	COST
SUPPLY & INSTALL TIMBER FRAME WALLS WITH ECOTEC WALL CLADDING	QUOTE	1.00	\$8,217.00	\$8,217.00
SUPPLY & INSTALL WINDOWS	QUOTE	1.00	\$25,938.00	\$25,938.00
MAKE GOOD PAVING TO ENTRANCE	QUOTE	1.00	\$1,250.00	\$1,250.00
SIGNAGE	PS	1.00	\$2,500.00	\$2,500.00
TRAFFIC MANAGEMENT FOR DISMANTLE OF EXISTING FRONT FAÇADE	QUOTE	1.00	\$1,550.00	\$1,550.00
DISMANTLE	QUOTE	1.00	\$6,450.00	\$6,450.00

SCOPE OF WORKS:

1. DEMOLISH FRONT FAÇADE, EXISTING SHOP FRONT & EXISTING AWNING 6 DAYS
2. BUILD TIMBER FRAME WALLS TO SHOP FRONT 5 DAYS
3. PAVING TO SHOP FRONT 2 DAYS
4. FIT WINDOWS TO SHOP FRONT 2 DAYS
5. CLAD WITH ECOTEC & FLASHINGS 4 DAYS

	\$45,905.00	EX GST
	\$4,590.50	GST
TOTAL:	\$50,495.50	INC GST

999L
PREMIUM CONVEYANCING
Exam - Post
M726550



WESTERN



AUSTRALIA

DUPLICATE CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER 8/D32320	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 20/8/2014

VOLUME
1738

FOLIO
750

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



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 8 ON DIAGRAM 32320

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SUNBLUE HOLDINGS PTY LTD OF 18 PEEL TERRACE, BUSSELTON
(T M726550) REGISTERED 5 AUGUST 2014

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

1. EASEMENT BENEFIT - SEE DIAGRAM 29927 AND SECTION 167A OF TLA.

Warning: A current search of the certificate of title held in electronic form should be obtained before dealing on this land.
Lot as described in the land description may be a lot or location.

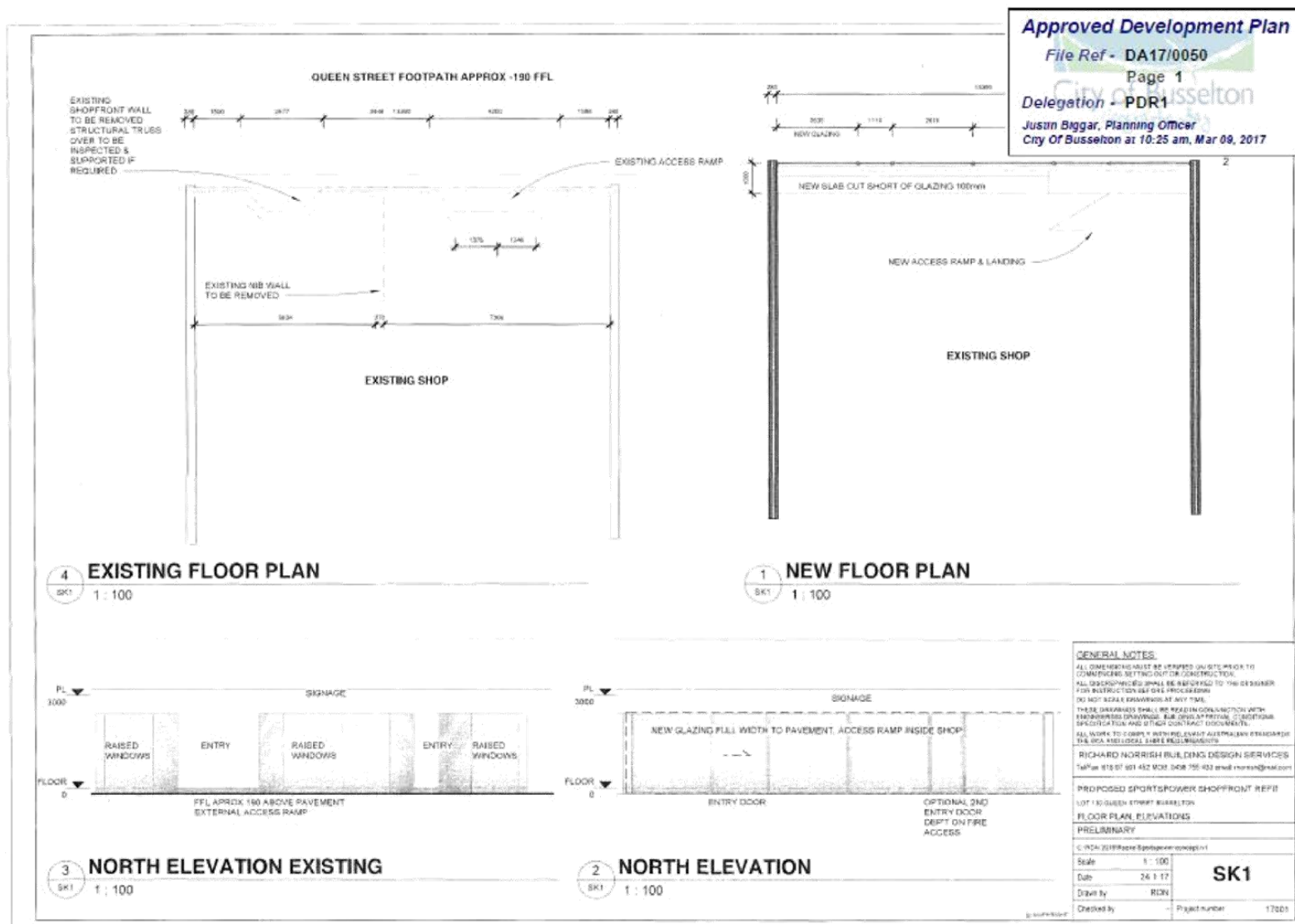
-----END OF DUPLICATE CERTIFICATE OF TITLE-----

STATEMENTS:

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

SKETCH OF LAND: 1738-750 (8/D32320).
PREVIOUS TITLE: 1480-23.
PROPERTY STREET ADDRESS: 239 NATURALISTE TCE, DUNSBOROUGH.
LOCAL GOVERNMENT AREA: CITY OF BUSSELTON.





Wednesday, 10 May 2017 2:50:52 pm Australian Western Standard Time

Subject: SHOP FRONT

Date: Wednesday, 3 May 2017 7:20:22 am Australian Western Standard Time

From: Shayne Rooke

To: busselton

CC: shayne.rooke@bigpond.com.au

**JA & MM ROOKE & SONS
BUILDERS** (7964)

PO BOX 708, BUSSELTON WA 6280
Ph: 0897523007 Mobile: 0418 933 748

Abn: 69 512 812 965

3rd May 2017

Sportspower Busselton
99-101 Queen Street
BUSSELTON WA 6280

Att: Deon Homer

Dear Sir,

We are pleased to submit **estimated** quote to replace Shop Front
as per plan and discussion.

Estimated Price = \$120,000.00 (inc gst)

This price allows for:-

1. Remove old shop front windows.
2. New shop front in aluminium and glass.
3. Remove wall in centre of shop.
4. Steel column and beams.

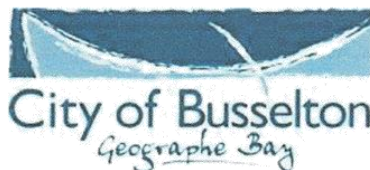
This price is an estimate only. We can do work on a cost plus contract.

Yours faithfully

Shayne Rooke

Planning Department
City of Busselton
Locked Bag 1
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 DETAILS

Name :	Cityshore Pty Ltd and Michelle Warren		
ABN (if applicable) :	11 451 386 841		
Address :	PO BOX 1318		
	Busselton	Postcode :	6280
Phone :	Fax :	Email :	
Work : _____	_____	michy @	
Home : _____	_____	westnet.com.au	
Mobile : 049851469			

Contact Person(s) for Correspondence :	Michelle Warren		
Signature :		Date :	5.5.17
Signature :		Date :	5.5.17

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 62(2).

APPLICANT DETAILS (if different from owner)

Name :			
Address :			
		Postcode :	
Phone :	Fax :	Email :	
Work : _____	_____	_____ @	
Home : _____	_____	_____	
Mobile : _____			

Contact Person(s) for Correspondence :			
The information and plans provided with this application may be made available by the local government for public viewing in connection with this application.			YES <input type="checkbox"/> NO <input type="checkbox"/>
Signature :		Date :	
PROPERTY DETAILS			
Lot No :	15	House/Street No :	93-101
Diagram or Plan No :	76237	Certificate of Title Vol No :	1878
		Folio :	470
Title encumbrances (eg. easements, restrictive covenants) : _____			
Street Name :	Queen Street	Suburb :	Busselton
Nearest Street Intersection :	Prince St		
PROPOSED DEVELOPMENT			
Nature of Development :	Works <input checked="" type="checkbox"/> Use <input type="checkbox"/> Works and Use <input type="checkbox"/>	Is an exemption from development claimed for part of the development? If yes, is the exemption for :	Yes <input type="checkbox"/> No <input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/>
Description of proposed works and/or land use :		Demolish existing & build new 3000 sqm shed	
Description of exemption claimed (if relevant) :			
Nature of any existing buildings and/or land use :		Shed 1000 sqm 1980s	
Approximate cost of proposed development (Excl GST) :		\$ 76,000	
Estimated time of completion :		September 2017	
OFFICE USE ONLY			
Acceptance Officer's Initials :		Date Received :	
Local Government Reference Number :			

Higgins Building Contractors



max@higginsbuilders.com.au
PO Box 366 Busselton WA, Busselton, WA, 6280
Ph: (08) 9752-1360
Mobile: 0408-933-072
ABN: 63911993170

Quote To:

Sportspower
99-101 Queen Street
BUSSELTON
WA 6280

Quotation

Date :	26-Apr-17
Quote No:	335

Job: New Shopfront windows & doors
Location: 99-101 Queen Street
Busselton

Notes:

Supply & fit new aluminium & glass shopfront windows
Build temporary screen wall & door for security & construction
New windows at floor height with sliding door at paving height
Demolish nib wall & fit steel posts & beams
Demolish floor & rebuild to new height
Line supporting wall & head, line over brick & gaps
Clean up

Item

Item Cost

Aluminium & Metalwork

Supply & fit Aluminium framed Glass windows & sliding door	\$18,759.95
Flashing to windows	\$287.50
Trade Total ex GST:	\$19,047.45

Carpentry

Fit steel posts & beams	\$2,300.00
Supply timber for sill build up from paving to floor level	\$204.93
9mm Matrix lining for external & internal of window sill & head	\$759.00
Materials for temporary wall 600mm in front of works	\$1,439.80
Labour to build temporary wall & door	\$1,610.00
Demolish brick nib wall & patch floor	\$2,070.00
Break up floor & form up & pour new floor	\$3,680.00
Build low wall supporting windows and 160mm infill above	\$1,725.00
Lining supply & fix to wall panels , corners & nibs using 9mm Matrix	\$1,840.00

Quote Valid until: 24-May-17

Total ex GST:	\$47,092.73
GST:	\$4,709.27
Total inc GST:	\$51,802.00

Item	Item Cost
Labour to remove windows & prop roof	\$3,680.00
Trade Total ex GST:	\$19,308.73
<u>Ceilings</u>	
Ceiling lining to nib wall area & over new entry	\$1,840.00
Trade Total ex GST:	\$1,840.00
<u>Concrete Works</u>	
Concrete & reo for new floor levels	\$977.50
Trade Total ex GST:	\$977.50
<u>Siteworks</u>	
Skip bins & tip runs	\$920.00
Clean up and drop sheets	\$977.50
Trade Total ex GST:	\$1,897.50
<u>Steelwork & Lintels</u>	
Supply steel posts , beams , welding connections	\$4,021.55
Trade Total ex GST:	\$4,021.55

Quote Valid until: 24-May-17

Total ex GST:	\$47,092.73
GST:	\$4,709.27
Total inc GST:	\$51,802.00

10.6 Policy and Legislation Committee - 15/06/2017 - POLICY 018 - CUSTOMER SERVICE POLICY / CHARTER

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Policy 018 - Customer Service ↓ Attachment B Customer Service Charter ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

As part of Council's ongoing policy review, a review of Policy 018 - Customer Service Policy has been carried out. As a result of this review it is recommended that the policy be cancelled and that the proposed Charter be regarded as part of the City's suite of significant Corporate documents.

BACKGROUND

The most recent time the Policy came before Council only minor changes were made such as changing the word "Shire" to "City". The Policy has been in existence in one form or another since 2010.

The existing Policy relates to all Council Members, Committee Members and employees (and contractors) but more particularly applies to those staff in front line customer service roles

STATUTORY ENVIRONMENT

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 it is the role of the Council to determine the Local Government's policies. It is also common for a Council to adopt significant Corporate documents and make these documents available to those persons to whom the document applies as well as to make them available to members of the public on the website. Corporate documents normally have a higher profile than policies and as a consequence have greater exposure.

It is normal for Local Governments to have a Customer Service Charter adopted by Council that forms part of a suite of Corporate documents rather than have a policy.

RELEVANT PLANS AND POLICIES

This report proposes to cancel the existing Council Policy 018 - Customer Service Policy in its current format. In lieu of the existing policy it is proposed to create a comprehensive Customer Service Charter based on the policy.

The Customer Service Charter brings together the contents of the policy and other documents that are made available to members of the public.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the **Council's Key Goal Area 6** – 'Leadership' and more specifically **Community Objective 6.1** – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

A statement of Customer Service standards and expectations is not required to be either a Policy or a Charter but it is good business practice for organisations to identify and promote the required customer service levels expected by the organisation.

The contents of the existing and proposed Charter reflect general standards of behaviour expected of all those persons appointed by the City (whether elected members, employees or contractors).

Whether acting in the capacity of a Council member, employee or contractor of the City of Busselton, all persons shall espouse the principles outlined the Charter:

The City of Busselton Customer Service Charter is the City's commitment to the community to:

- Act with integrity, timeliness, efficiency and economy;
- Be open, available, accountable and transparent in our decision making;
- Treat others honestly, respectfully, fairly and in a timely manner;
- Provide accessible, consistent, accurate and relevant information and;
- Invite and be informed by community requests, suggestions and feedback.

CONSULTATION

As the proposed Charter is based on the City's existing policy and other related documents and there is no change in focus this Charter is not considered to require any public consultation.

OFFICER COMMENT

This report presents the review of the Council's Policy 018 - Customer Service Policy. As a result of this review it was established that the contents of this policy would be more appropriately contained as a separate Charter and as part of the suite of published Corporate documents. The Charter is a consolidated version of the existing policy and other related documents.

During the ordinary course of reviewing the policy, the contents have been modified by making minor changes (mainly updates) to create a new "Consolidated" Code of Charter. The Charter identifies obligations of each class of person to whom the Charter applies.

CONCLUSION

As part of the regular practice of reviewing Council policies, a review was carried out on Policy 018 - Customer Service Policy. Following this review officers are recommending that the policy be cancelled and that a stand-alone Charter be adopted by Council.

OPTIONS

The Council may not agree to the change of the existing policy, may seek to make alterations to the policy or make changes to the proposed Charter.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The existing policy would be cancelled effective immediately upon adoption of Council and the new Codes would become effective.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council :

1. Cancel Policy 018 - Customer Service Policy (*Attachment A*)
2. Adopt the proposed Customer Service Charter (*Attachment B*)

Last updated 8 March 2017

018	Customer Service	V2 Current
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STATEMENT

The Council recognises and acknowledges the importance of providing excellence in customer services to the community, its residents and stakeholders.

PURPOSE / RATIONALE

The intent of this policy is to provide the guiding document for the Council and the City to meet their service provision obligations to the community, its residents and stakeholders.

The development of this policy has taken into account the key factors impacting on customer service provision including, but not limited to, customer expectations, existing policy and legislation, identified risks and endorsed service delivery models.

SCOPE

This Policy applies to all Councillors, Employees, Apprentices, Trainees and Contractors of the City of Busselton.

DEFINITIONS

Customer is defined as any person, external and internal to this organisation, who approaches Councillors, Employees, Apprentices, Trainees and Contractors of the City of Busselton with a request for information or services.

Customer Advocacy is defined as an approach to customer service that focuses on what is best for the customer. Customer Advocates are facilitators between the customers and the organisation.

Customer Service is defined as the direct provision of information or services to customers. This includes assisting our customers to identify others within our community that may be able to meet the needs of our citizens.

City of Busselton Customer Service Charter is a document that details the City of Busselton's commitment to delivering excellence in customer service to the community. This document clearly states the organisation's mission as well as customer service deliverables established by the Council. This document is referred to here after as the Charter.

POLICY CONTENT

The City of Busselton regards the provision of excellent customer services as a core strategic responsibility. In development of this policy, the Council has considered community feedback and expectations, external drivers, relevant constraints and organisational priorities. In addition, this policy takes into account the existing City of Busselton Code of Conduct (037/1 V6), which broadly outlines responsible behaviour for all Councillors and City Officers. This policy applies directly to the delivery of services documented in the City of Busselton Customer Service Charter and remains valid regardless of future reviews and changes to that document. This policy is to ensure that everyone within the organisation understands the duties and responsibilities applicable at each level.

The City of Busselton Customer Service Policy is our commitment to the community to:

- Act with integrity, timeliness, efficiency and economy;
- Be open, available, accountable and transparent in our decision making;

Last updated 8 March 2017

- Treat others honestly, respectfully, fairly and in a timely manner;
- Provide accessible, consistent, accurate and relevant information and;
- Invite and be informed by community requests, suggestions and feedback.

Responsibility

Elected Members shall:

- Ensure guidelines for customer service delivery as stated in this Policy and the Charter are current and relevant;
- Review this Policy and the Charter on a periodic basis as required by changing community needs;
- Identify performance indicators for expected customer service outcomes, including expected levels of compliance and reporting periods;
- Support CEO and Executives in the provision of excellence in customer service;
- Regularly review, with the CEO, performance against agreed standards to continuously identify opportunities for improvement.

CEO and Executives shall:

- Endorse and support all standards documented in this Policy and the Charter;
- Contribute to the regular periodic review of this Policy and the Charter by:
 - Engaging in regular, community consultation to ensure current and future customers' needs and requirements are reflected in organisational processes, systems and structures;
 - Identifying opportunities for improvements to service delivery;
- Support Managers and other staff in the provision of excellence in customer service;
- Establish mechanisms to monitor compliance with this Policy and the Charter across all areas of responsibility;
- Establish processes to deal with failure to meet endorsed standards;
- Report to the Council on performance indicators for customer service delivery.

Management shall:

- Optimize and support service delivery mechanisms to comply with this Policy and the Charter;
- Ensure staff under direct and indirect supervision are aware of and are following guidelines detailed in this Policy and the charter;
- Ensure provision of ongoing training to all areas of the organisation to further develop skills relevant to customer service provision;
- Implement established procedures to deal with failure to meet endorsed standards of service delivery;
- Report to CEO and Executives on performance indicators for customer service.

Employees, Contractors, Apprentices and Trainees shall:

- Comply with this Policy and the Charter
- Actively support others in compliance with this Policy and the Charter
- Undertake training and performance management as required to maintain excellence in customer service.
- Report to Managers as required on performance indicators for customer service.

Customer Focus Staff shall additionally:

Last updated 8 March 2017

- Undertake Customer Advocacy through the direct provision of complaint, dispute and grievance support as required by members of the public and within guidelines provided in this Policy and the Charter and the Code of Conduct;
- Undertake support across the organisation in the form of coaching and training to ensure customer service expectations are being met;
- Seek and report on customer feed back, positive and negative, during the course of customer interaction.

Policy Background

Policy Reference No. - 018

Owner Unit – Customer Service

Originator – Customer Service Coordinator

Policy approved by – Council

Date Approved – 8 March, 2017

History

Council Resolution	Date	Information
C1703/040	8 March, 2017	Policy updated to reflect change from Shire to City Version 2
C1005/150	12 May, 2010	Date of implementation Version 1

City of Busselton

Customer Service Charter



Where environment, lifestyle and opportunity meet

STATEMENT

The Council recognises and acknowledges the importance of providing excellence in customer services to the community, its residents and stakeholders.

PURPOSE / RATIONALE

The intent of this charter is to provide the guiding document for the City to meet its service provision obligations to the community, its residents and stakeholders.

The development of this charter has taken into account the key factors impacting on customer service provision including, but not limited to, customer expectations, existing policy and legislation, identified risks and endorsed service delivery models.

OUR VALUES

As representatives of the City, these core values will underpin what we do and how we do it:

Pride in Performance

- Strive for Excellence to deliver good quality work
- 'Can Do' Attitude
- Meeting deadlines
- Recommending and actioning change

Empowerment

- Develops People – providing opportunities to be accountable
- Being willing to take action and learn from mistakes
- Leads by being a positive role model and focuses on achieving good outcomes for the City

Mutual Respect

- Treats others with respect
- Embraces diversity, tolerance and difference
- Shows good customer service to internal customers

Strength as a team

- Shows strong support for others to achieve organisational goals
- Actively works to foster a sense of team
- Takes a whole of organisation approach

Community focus

- Professional approach in all that we do
- Engages with the community to achieve outcomes
- Responsive and high quality customer service

SCOPE

This Policy applies to all Councillors, Employees, Apprentices, Trainees and Contractors of the City of Busselton.

CUSTOMER SERVICE CHARTER

The City of Busselton is committed to providing excellent services to our community. We will do this by striving to provide:

- Polite, helpful and respectful customer service;
- Our time and attention to address your enquiries;
- Services that are consistent and promptly delivered;
- Accurate information delivered in easy to understand language;
- Clear explanations for decisions made;
- Fair treatment in accordance with the City's legal obligations;
- Ease of access to feedback and complaint processes;
- Assistance to connect with other services within our community.

WE WILL UPHOLD THE CUSTOMER SERVICE CHARTER BY:

- Adhering to Council policies, City procedures and the Code of Conduct.
- Complying with the Uniform and Dress Standards.
- Being polite and helpful.
- Being empathetic to customer concerns.
- Providing easy access and timely feedback and complaint mechanisms.
- Providing reliable information and advice in easy to understand language.
- Responding to and resolving enquiries in a timely manner.



CODE CONTENT

The City of Busselton regards the provision of excellent customer services as a core strategic responsibility. In development of this charter, the City has considered community feedback and expectations, external factors, relevant constraints and organisational priorities. In addition, this document takes into account the City of Busselton Code of Conduct, which broadly outlines responsible behaviour for all Councillors, Committee members, City Officers and Contractors. This charter applies directly to the way in which services are delivered. This charter ensures that everyone within the organisation understands the duties and responsibilities applicable at each level.

The City of Busselton Customer Service Charter is our commitment to the community to:

- Act with integrity, timeliness, efficiency and economy;
- Be open, available, accountable and transparent in our decision making;
- Treat others honestly, respectfully, fairly and in a timely manner;
- Provide accessible, consistent, accurate and relevant information and;
- Invite and be informed by community requests, suggestions and feedback.



RESPONSIBILITY

Elected Members shall:

- Ensure guidelines for customer service delivery as stated in this Charter are current and relevant;
- Review the Charter on a periodic basis as required by changing community needs;
- Identify performance indicators for expected customer service outcomes, including expected levels of compliance and reporting periods;
- Support CEO and Executives in the provision of excellence in customer service;
- Regularly review, with the CEO, performance against agreed standards to continuously identify opportunities for improvement.

CEO and Executives shall:

- Endorse and support all standards documented in the Charter;
- Contribute to the regular periodic review of the Charter by:
 - Engaging in regular, community consultation to ensure current and future customers' needs and requirements are reflected in organisational processes, systems and structures;
 - Identifying opportunities for improvements to service delivery;
- Support Managers and other staff in the provision of excellence in customer service;
- Establish mechanisms to monitor compliance with the Charter across all areas of responsibility;
- Establish processes to deal with failure to meet endorsed standards;
- Report to the Council on performance indicators for customer service delivery.





Management shall:

- Optimise and support service delivery mechanisms to comply with the Charter;
- Ensure staff under direct and indirect supervision are aware of and are following guidelines detailed in the charter;
- Ensure provision of ongoing training to all areas of the organisation to further develop skills relevant to customer service provision;
- Implement established procedures to deal with failure to meet endorsed standards of service delivery;
- Report to CEO and Executives on performance indicators for customer service.

Employees, Contractors, Apprentices and Trainees shall:

- Comply with the Charter
- Actively support others in compliance with the Charter
- Undertake training and performance management as required to provide excellence in customer service.
- Report to Managers as required on performance indicators for customer service.

Customer Focus Staff shall additionally:

- Undertake Customer Advocacy through the direct provision of complaint, dispute and grievance support as required by members of the public and within guidelines provided in this Charter and the Code of Conduct;
- Undertake support across the organisation in the form of coaching and training to ensure customer service expectations are being met;
- Seek and report on customer feed back, positive and negative, during the course of customer interaction.

DEFINITIONS

Customer is defined as any person, external and internal to this organisation, who approaches Councillors, Employees, Apprentices, Trainees and Contractors of the City of Busselton, with a request for information or services.

Customer Advocacy is defined as an approach to customer service that has a customer centred focus. Customer Advocates are facilitators between the customers and the organisation.

Customer Service is defined as the direct provision of information or services to customers. This includes assisting our customers to identify others within our community that may be able to meet the needs of our citizens.

City of Busselton Customer Service Charter - this document details the City of Busselton's commitment to delivering excellence in customer service to the community. This document clearly states the organisation's vision and values as well as customer service deliverables established by the Council.

HISTORY

Council Resolution	Date	Information
	June 2017	
C1703/040	8 March, 2017	Policy updated to reflect change from Shire to City Version 2



10.7 Policy and Legislation Committee - 15/06/2017 - REVIEW OF POLICY 124 BUSSELTON REGIONAL AIRPORT - STATEMENT OF INTENT

SUBJECT INDEX:	Policies, Plans and Procedures
STRATEGIC OBJECTIVE:	An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Executive Assistant - Christine Garratt
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Existing Policy 124 Busselton Regional Airport - Statement of Intent ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

As part of Council's ongoing policy review, a review of Policy 124 Busselton Regional Airport – Statement of Intent has been carried out. As a result of this review it is recommended that this Policy be revoked as it is no longer relevant.

BACKGROUND

This Policy was last before the Council in November 2014 at which time officers recommended amendments be made to the Statement of Intent. These amendments reflected the airport's progress toward developing its profitability and usage as well as to recognise the premium tourism destinations it services. In addition minor amendments were made to update terminology from Shire to City. The amended Policy was endorsed by Council at that time (C1411/283).

The Policy and Legislation Committee has endorsed an ongoing policy review process, whereby individual policies are reviewed with a view to determining their ongoing applicability along with standardisation and reduction. This report presents the review of Policy 124 Busselton Regional Airport – Statement of Intent.

STATUTORY ENVIRONMENT

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) it is the role of the Council to determine the local government's policies. The Council does this on the recommendation of a Committee it has established in accordance with Section 5.8 of that Act.

RELEVANT PLANS AND POLICIES

- Master Plan 2016-2036 Busselton-Margaret River Regional Airport – February 2016 (Aviation Projects)

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this report.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

This Policy aligns with and supports the **Council's Key Goal Area 4 – 'Economy'** and more specifically **Community Objective 4.1 – 'An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice'**.

RISK ASSESSMENT

Not required for review of this Policy.

CONSULTATION

This policy review is not considered to require any public consultation.

OFFICER COMMENT

This report presents the review of Policy 124 Busselton Regional Airport – Statement of Intent. As a result of this review, it was established that this policy is no longer relevant.

Since the inception of this Policy, progress of many of the key objectives contained in the Policy have significantly progressed and in some instances have already been implemented, eg funding secured and project works underway, implementation of a noise management plan, promotion of a broader range of travel destinations and fly-in, fly-out services etc. In February 2017 construction commenced at the now named Busselton-Margaret River Regional Airport (BMRRA), a result of 6 years of collaborative work to put in place a vision that has been shared by the Federal and State Governments and the City of Busselton since 2010.

The Master Plan 2016-2036 for the Busselton-Margaret River Regional Airport (BMRRA) was produced in February 2016 by Aviation Projects following a successful submission of a business case to upgrade the airport, for the purposes of establishing a framework for the future planning and development of the airport. With the Master Plan now in place which covers off on the City's Vision and Objectives for the BMRRA going forward, Policy 124 Busselton Regional Airport – Statement of Intent is considered obsolete and therefore officers are proposing that this Policy be revoked.

CONCLUSION

As part of the regular practice of reviewing Council policies, a review was carried out on Policy 124 Busselton Regional Airport – Statement of Intent. Following this review officers are recommending that this Policy be revoked.

OPTIONS

The Council may choose not to revoke this Policy, may seek to make changes to the Policy or may seek to retain the existing Policy in its current format.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The revocation of this Policy would become effective immediately upon adoption of Council.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council revoke Policy 124 Busselton Regional Airport – Statement of Intent as shown in Attachment A.

Last updated 12/11/2014

124	Busselton Regional Airport – Statement of Intent	V3 Current
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Vision for the Facility

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

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 developing the Busselton Regional Airport into a commercially viable community facility for the benefit of ratepayers. It is a particular vision to develop the airport into a sustainable facility including the capacity for asset renewal requirements to be funded from its operations.

- 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

Economic Benefits

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

- We will promote Busselton, Dunsborough and Yallingup as well as The Margaret River Region and other South West locations as destinations serviced by the Busselton Regional Airport for visitors, nationally and internationally
- We will promote the City of Busselton as a base for fly-in fly-out services and their employees and families
- We will investigate and pursue business (import and export) opportunities

Last updated 12/11/2014

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 airport as a base for airborne emergency services
- 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

Governance

The Busselton Regional 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 ensure compliance with 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 Regional 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 visibility
- We will support a committee to provide advice on relevant airport matters.

Policy Background

Policy Reference No. - 124

Owner Unit – Executive Services

Originator – Manager, Governance Services

Policy approved by – Council

Date Approved – For consideration

Review Frequency – As required

History

Council Resolution	Date	Information
C1411/283	12 November, 2014	Version 3
C1012/456	15 December, 2010	Update to Statement of Intent Version 2
	December, 2001	Version 1

10.8 Policy and Legislation Committee - 15/06/2017 - REVIEW POLICY 004 BUSSELTON JETTY - PLACEMENT OF MEMORIAL PLAQUES

SUBJECT INDEX:	Busselton Jetty
STRATEGIC OBJECTIVE:	Events and unique tourism experiences that attract visitors and investment.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Revised Policy 004 – Placement of Memorial Plaques on the Busselton Jetty ↓ Attachment B Revised Policy 004 – Placement of Memorial Plaques on the Busselton Jetty - Tracked Changes ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

This report seeks Council adoption of revised Policy 004 - Placement of Memorial Plaques.

Reconsideration of Policy 004 – Placement of Memorial Plaques on the Busselton Jetty was considered at the Policy and Legislation Committee held on 18 May 2017 but deferred at the request of officers.

The Policy has been further reviewed and is now re-presented to Council for further consideration.

BACKGROUND

Council has previously adopted a policy relating to the placement of plaques on the Busselton Jetty being:

Policy 004 adopted on 22 February 2012 - Placement of Memorial Plaques on the Busselton Jetty (C1202/029.) The policy sets out the special circumstances by which a memorial plaque can be located on the Busselton Jetty.

The item was initially considered at item 6.2 of the 18 May 2017 Policy and Legislation Agenda. At the request of officers, the Committee resolved as follows:

Committee Recommendation and Amended Officer Recommendation

PL1705/123 - That Policy 004 - Placement of Memorial Plaques on the Busselton Jetty be deferred for one month.

The Policy has been further reviewed and is now re-presented to Council for further consideration.

STATUTORY ENVIRONMENT

The following statutory requirements are relevant in considering this report.

City of Busselton Jetties Local Law 2014

Written consent is required under s2.19 (Miscellaneous Provisions) of the Busselton Jetties Local Law (2014) for the activities addressed in this policy:

- S2.19 1(e) place or display any sign, advertisement or fixture of any nature on the Land or on or from the jetties

Land Administration Act 1997

The Jetty is located on Crown land (Reserve 46715), which is vested with the City of Busselton for the purposes of 'Tourism, Recreation and Heritage'.

RELEVANT PLANS AND POLICIES

Policy 004 – Placement of Memorial Plaques on the Busselton Jetty.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

There are no impacts on the Long Term Financial Plan resulting from the Officer Recommendation.

STRATEGIC COMMUNITY OBJECTIVES

Key Goal Area 4 of the 2017 Community Strategic Community Plan identifies a community desire to foster an innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice. Specifically, events and tourism experiences that attract visitors and investment is supported. The Busselton jetty is the City's most visited built attraction and requires careful management to keep it as a contemporary visitor experience.

RISK ASSESSMENT

There are no residual risks identified as being high or medium as a result of the Officer Recommendation.

CONSULTATION

As part of the policy review process, the City has consulted with the Busselton Jetty Reference Group and sought feedback which has been included in the draft policy attached.

OFFICER COMMENT

The policy reviewed in this report is over five years old and in summary has been amended as follows:

The proposed policy suggests that changes can be made in two areas, the approval process and maintenance procedures.

In terms of approval procedures, it is proposed that Council no longer approve applications for Memorial Plaques to be placed on the Busselton Jetty. This suggestion is made having regard for the following:

- Council has adopted a Policy (004 - Placement of Memorial Plaques on the Busselton Jetty) which details the procedures that need to be followed for a memorial Plaques to be placed on the Busselton Jetty;
- Specifically, the policy outlines detailed criteria that has to be met before an application can be considered;
- The applications are considered by the Busselton Jetty Reference Group. The Council is represented on this Group by the Mayor together with officer support; and
- Minutes of the Busselton Jetty Reference Group meetings are included in the Councillors Information Bulletin which is a standing agenda item on each Council agenda.

Given the above it is felt that there is sufficient protection for the requirements of Council to be followed without the need for a further report to be prepared for Council consideration. Further, Council is informed of the decisions of the Busselton Jetty Reference Group which could generate a review if necessary.

Further, the policy has introduced amendments to the scope of the policy to include maintenance and replacement of plaques and associated procedures. The objective of the amendment is to ensure plaques are kept in good condition and there is limited proliferation of plaques. A time limit of 20 years has also been introduced and annual inspections will incur to ensure plaques are presented well.

The proposed new policy is in Attachment A with a tracked changes version at Attachment B.

CONCLUSION

This report seeks Council to adopt the amended policy relating to the Busselton Jetty, which is over five years old. The proposal seeks to streamline the process without losing control and enhances maintenance requirements.

The existing policy, Placement of Memorial Plaques (2012) will be superseded by an amended policy that recognises the City of Busselton (rather than the former Shire). Amendments to the memorial plaques policy aim to continue to commemorate significant people who have contributed to the establishment and operation of the Busselton Jetty while ensuring the Jetty is presented well to residents and the visiting public.

OPTIONS

Council may elect to not amend the policy or to make alternative amendments to the policy not recommended by Officer or the Policy and Legislation Committee.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council adopt the recommendation, the policy will become effective immediately.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That Council adopts the revised Policy 004 as shown in Attachment A.

004	Busselton Jetty – Placement of Memorial Plaques	V2 DRAFT
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1. PURPOSE

This policy sets out the special circumstances by which a memorial plaque to be located on the Busselton Jetty with the approval of the City of Busselton.

2. SCOPE

The policy applies to requests for the placement of new memorial plaques and maintenance/replacement of existing plaques on the Busselton Jetty.

3. POLICY CONTENT

Approval to place memorial plaques on the Busselton Jetty is limited to special circumstances as described in this policy. The City reserves the right to remove unauthorised plaques.

Approval to place memorial plaques will only be given if all of the requirements of the policy are met. Any proposal which does not meet these requirements will not be considered.

3.1 Procedure for placement of new memorial plaques

An application for placement of a new memorial plaque on the Busselton Jetty must be made in writing and must include:

- Details of the person the plaque relates to;
- Justification for the proposal that meets the assessment criteria (see below); and,
- Details of proposed text.

3.2 Criteria for Assessment of new memorial plaques

Proposals will only be considered for special circumstances and will be assessed against the following criteria:

1. Whether the person being honoured has been instrumental in the development of the Jetty or undertook activities that contributed in a significant way to the Jetty;
2. There is demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
3. The person was a resident in the City of Busselton for at least ten (10) years;
4. There was a significant contribution made by the person to the local community through their involvement with the Jetty. A significant contribution could include:
 - (i) Twenty (20) or more years association with the Jetty; or,
 - (ii) Actions by the individual to protect, restore, enhance, or maintain the Jetty that produced substantial long-term improvements for the community or area; or,
 - (iii) Evidence of works undertaken being of a unique and significant nature for the benefit of the community.

3.3 Busselton Jetty Reference Group

All applications for a memorial plaque must be referred to and supported by the Busselton Reference Group. Applications not supported by the Busselton Reference Group will be rejected.

3.4 Requirements for new memorial plaques

The Applicant is responsible for the supply and delivery of the plaque to the City of Busselton, and must be provided in the following format:

- Size: 200mm x 200mm;
- Material: Permabrass;
- Text: As approved by Council;
- A hole in each corner.

All plaques will be placed at Section 3 of the Busselton Jetty by City of Busselton staff (or its contractors) and will be affixed in consecutive order or at the discretion of the City.

All costs associated with the supply and fitting of the plaques will be borne by the Applicant. Fees payable for the installation of plaques are set out in the City of Busselton's Annual Fees and Charges Schedule contained in the City budget and which is also available on the City's website.

Approved plaques will be permitted for a maximum of a 20 year term. At the expiry of the maximum term, the applicant (or his/her agent) will be advised in writing (where records are held by the City) and may reapply for a further term of 20 years.

4. MAINTENANCE / REPLACEMENT OF MEMORIAL PLAQUES

The City of Busselton will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its sole discretion, should they present poorly. In such cases, the applicant (or his/her agent) will be notified of the removal and may reapply for a new memorial plaque in accordance with this policy.

The City of Busselton will undertake annual inspections to determine the condition of each plaque and will notify the owner (where records exist) or advertise locally to advise any plaques found in poor condition. These will be removed from the Jetty and stored by the City and will require the owner to reapply for placement.

5. ACCOUNTABILITY

Minutes of the Meeting of the Busselton Jetty Reference Group are included in the Councillors' Information Bulletin which is included on the Council Agenda papers available for the examination.

Policy Background

Policy Reference No. – 004

Owner Unit – Commercial Services

Originator – Director, Community and Commercial Services

Policy approved by – Council

Date approved – 14 June 2017

Review Frequency – As required

Related Documents – Nil

Background/History – Reviewed by Busselton Jetty Reference Group and City of Busselton Policy and Legislation Committee.

History

Council Resolution	Date	Information
	14 June 2017	Date of implementation Version 2 (TBC)

Revised Policy 004 – Placement of Memorial Plaques on the
Busselton Jetty - Tracked Changes

Last updated 22/02/2012 (implementation) For review by Policy and Legislation Committee (18 May 2017)

004	Busselton Jetty – Placement of Memorial Plaques	V12 CurrentDRAFT
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1. PURPOSE

This policy sets out the special circumstances by which a memorial plaque to be located on the Busselton Jetty will can be with the considered approved by of the Council of the City of Busselton Council to be located on the Busselton Jetty.

2. SCOPE

The policy applies to all requests for the placement of new memorial plaques not reinstated as part of the Busselton Jetty reconstruction during 2010/11 and maintenance/replacement of existing plaques on the Busselton Jetty.

3. POLICY CONTENT

The general pPlacing of Approval to place memorial plaques on the Busselton Jetty is discontinued and is limited to exceptional special circumstances and is at the decision discretion of as described in this policy the Council. The City reserves the right to remove unauthorised plaques.

Approval to place memorial plaques will only be given if all of the requirements of this section of the policy are met. Any proposal which does not meet these requirements will not be considered.

3.1 Procedure for placement of new memorial plaques

An application proposal for placement of a new memorial plaque on the Busselton Jetty Jetty can be put forward considered by Council by a Councillor through a notice of motion from a Councillor; or a staff member via a report to Council or by a recommendation from the Busselton Jetty Reference Group.

Any pProposals to place a memorial plaque on the Jetty must be made in writing and must should include:

- Details of the person the plaque relates to;
- Justification for the proposal that meets the assessment criteria (see below); and.
- Details of proposed text.

Any proposal which does not meet the assessment criteria will not be considered by Council.

3.2 Criteria for Assessment of new memorial plaques

Proposals will only be considered for exceptional special circumstances and will be assessed against the following criteria:

1. Whether the person being honoured has been instrumental in the development of the Jetty or undertook activities that contributed in a significant way to the Jetty;
2. There is demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
3. The person was a resident in the City (former Shire) of Busselton for at least ten (10) years;
4. There was a significant contribution made by the person to the local community through their involvement with the Jetty. A significant contribution could include:

- (i) Twenty (20) or more years association with the Jetty; or,

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| Last updated 22/02/2012 (implementation) For review by Policy and Legislation Committee (18 May 2017)

- (ii) Actions by the individual to protect, restore, enhance, or maintain the Jetty that produced substantial long-term improvements for the community or area; or,
- (iii) Evidence of works undertaken being of a unique and significant nature for the benefit of the community.

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Last updated 22/02/2012 (implementation) For review by Policy and Legislation Committee (18 May 2017)

3.3 Busselton Jetty Reference Group

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All applications for a memorial plaque must be referred to and supported by the Busselton Reference Group. Applications not supported by the Busselton Reference Group will be rejected.

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3.4 Requirements for new memorial plaques

The Applicant is responsible for the supply and delivery of the plaque to the City of Busselton, which and must be provided in the following format:

- Size: 200mm x 200mm;
- Material: Perma brass;
- Text: As approved by Council;
- A hole in each corner.

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All plaques will be placed at Section 3 of the Busselton Jetty by City of Busselton staff (or its contractors) and will be affixed in a consecutive order or at the discretion of the City.

All costs associated with the supply and fitting of the plaques will be borne by the Applicant. Fees payable for the installation of plaques will be set out in the City of Busselton's Annual Fees and Charges Schedule contained in the City budget and which is also available on the City's website.

Approved plaques will be permitted for a maximum of a 20 year term. At the expiry of the maximum term, the applicant (or his/her agent) will be advised in writing (where records are held by the City) and may reapply for a further term of 20 years.

The City of Busselton will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its discretion.

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4. MAINTENANCE / REPLACEMENT OF MEMORIAL PLAQUES

The City of Busselton will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its sole discretion, should they present poorly. In such cases, the applicant (or his/her agent) will be notified of the removal and may reapply for a new memorial plaque in accordance with this policy.

The City of Busselton will undertake annual inspections to determine the condition of each plaque and will notify the owner (where records exist) or advertise locally to advise any plaques found in poor condition. These will be removed from the Jetty and stored by the City and will require the owner to reapply for placement.

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5. ACCOUNTABILITY

Minutes of the Meeting of the Busselton Jetty Reference Group are included in the Councillors' Information Bulletin which is included on the Council Agenda papers available for the examination.

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Policy Background

Policy Reference No. – 004
Owner Unit – Commercial Services

Revised Policy 004 – Placement of Memorial Plaques on the
Busselton Jetty - Tracked Changes

| Last updated 22/02/2012 (implementation) For review by Policy and Legislation Committee (18 May 2017)

Originator – Director, Community and Commercial Services

Policy approved by – Council

| Date approved – 22 February 2012; 14 June 2017

Review Frequency – As required

Related Documents – Nil

| Background/History – Reviewed by Initiated by the Busselton Jetty Reference Group and City of Busselton Policy and Legislation Committee following the Jetty reconstruction during 2010/11.

History

Council Resolution	Date	Information
<u>C1202/029</u>	<u>22 February, 2012</u> <u>14 June 2017</u>	Date of implementation Version <u>2 (TBC)</u> ⁴

10.9 Policy and Legislation Committee - 15/06/2017 - REVIEW OF DELEGATION: ACQUIRING AND DISPOSING OF PROPERTY

SUBJECT INDEX:	Delegation of Power/Authority
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Delegation LG3k – Acquiring and Disposing of Property ↓ Attachment B Delegation LG3B – Acquiring of Property ↓ Attachment C Delegation LG3C – Disposal of Property ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to consider changes to Delegation LG3K – Acquiring and Disposing of property which has been in existence in one form or another since 2008.

BACKGROUND

The existing Delegation is in the form of:

To exercise the powers and discharge the duties of the local government under Sections 3.58(2) and 3.58(3) of the Local Government Act 1995 (disposal of property provisions) and further to Section 5.43 (limits on acquisition or disposal provisions) on the local government's behalf.

Conditions

The value of the property shall not exceed \$100,000 in accordance with Section 5.43(d) of the Local Government Act 1995.

It is considered that some parameters should be placed around the Delegation in order to avoid the potential of unintended application.

STATUTORY ENVIRONMENT

Pursuant to section 5.42(1)(a) of the Act Council may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, other than those referred to in section 5.43. The Act prescribes that any such delegation requires an absolute majority vote of Council.

RELEVANT PLANS AND POLICIES

Delegation LG3K – Acquiring and Disposing of property - is a Delegation that has been in place for some considerable time and is one of a number of Delegations that exist to enable actions to be taken it is proposed to cancel this delegation and replace it with Delegation LG3B – Acquiring of Property and Delegation LG3C – Disposal of Property expeditiously without formal reference to Council.

Delegation LG3J – Inviting Tenders and Rejecting and Accepting Tenders is not impacted by this Delegation.

FINANCIAL IMPLICATIONS

There are no direct financial implications contained within this report.

Long-term Financial Plan Implications

There are no direct long term financial implications contained within this report.

STRATEGIC COMMUNITY OBJECTIVES

This policy aligns with and supports the Council's Key Goal Area 6 – 'Leadership' and more specifically Community Objective 6.2 – 'Governance systems, process and practices are responsible, ethical and transparent'.

RISK ASSESSMENT

The proposed course of action reduces the risk of unintended action being taken in relation to exercising the powers available in accordance with the existing Delegation.

CONSULTATION

It is not considered that external consultation is necessary to vary the terms of the existing Delegation.

OFFICER COMMENT

The Local Government Act deals with the Local government's ability to dispose of property. Under S3.58 :

- Dispose in this context not only means sale but also to enter into a lease or licence;
- Property includes the whole or any part of the interest of a local government in property, but does not include money; and
- The manner in which property may be disposed of is limited to public auction, public tender or by way of a public consultation process (giving local public notice of the proposed disposal and inviting and considering submissions made in response).

It appears that at the time (probably in 2008) the main purpose of this Delegation was to allow the CEO in the normal course of the City's functions to acquire and dispose of mobile plant and equipment and furniture & equipment with a relatively low value/low impact and excess to the City's day-to-day requirements. However one of the practical implications of Delegation LG3K is that it also allows the CEO to acquire and sell land and enter into leases and licences with a value of less than \$100,000.

It is doubtful whether it was the intention of Council to delegate to the CEO this range of powers and it is suggested that some conditions be placed on the delegation. It is also suggested that the Delegation be split into two Delegations – one for Acquisition and one for Disposal as follows:

Proposed changes in relation to Delegation to Acquire property.

Section 5.43(d) of the LG Act states:

A local government cannot delegate to a CEO any of the following powers or duties —

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

As mentioned above, Council has already determined that the CEO may acquire property up to the value of \$100,000. This Delegation works well for non-land related acquisitions and is a necessary function of the CEO and the administration. It is noted however that Council may wish to limit the power of delegation in relation to land acquisition.

Delegation LG3J – Inviting Tenders and Rejecting and Accepting Tenders is not impacted by this Delegation.

In relation to land, there may be instances where, for example, the City is required to acquire minor parcels of land, for example for truncations to enable roadworks to proceed.

The *Local Government (Functions & General) Regulations 1996* – regulation 30(3)(a) states that where land is valued at less than \$20,000, it may be sold without going through formal S3.58 disposal processes such as tenders and auctions etc. Using this figure as a guide, it seems reasonable to use the same figure as a base for land acquisition purposes.

Proposed changes in relation to Delegation to Dispose of property.

It is suggested that the Delegation be clear on what the CEO has Delegated authority over and a distinction between sale and lease / licencing of property is proposed.

In relation to disposal of land by way of sale:

It is suggested that the limit imposed by clause 30(3)(a) of the Regulations referred to above (\$20,000) is a reasonable figure to delegate to the CEO to dispose of land. It is unlikely that the CEO would ever need to sell land with a value of up to \$100,000 (as is currently the case) without reference to Council.

In relation to disposal of land by way of lease:

In event of disposal by way of a lease or Licence (whether the property is for sporting, community or commercial use) the following conditions are considered to be both reasonable and practical:

- (i) The Delegation does not apply to the first time a property is leased. The Delegation only applies in relation to subsequent leases, renewals or options exercised regardless of whether the same lessee is involved or not;
- (ii) The maximum term of the lease, including any right by the lessee to assign the lease or sublease the property or extend the term of the lease, shall not exceed 5 years;
- (iii) The value of the leasehold interest to be disposed of does not exceed \$25,000pa
- (iv) The permitted use of the property must be consistent with:
 - A. the designated purpose of the property;
 - B. the general use of the property immediately prior to entering into the lease; or
 - C. if the property has recently been acquired, the intention for which the property has been acquired by the local government.
- (v) This delegation includes the power to allow assignment of a lease or sub-lease of the property subject to abovementioned conditions.

In relation to disposal of other property by way of sale:

It is intended to retain the value already set by Council for sale of property with a value of less than \$100,000. This will enable the CEO to perform the day-to-day functions of the City and in particular to dispose of surplus, unserviceable or obsolete property like mobile plant & equipment or furniture & equipment if and when required.

CONCLUSION

A review of the existing Delegation is timely and it enables Council to set clear limits to the level of Delegation to the CEO.

OPTIONS

The Council may either decide not to cancel the existing Delegation and retain it with or without modification or alternatively amend the proposed delegations.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Delegation(s) will become effective day following the decision of Council.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council:

- (a) Cancel the existing Delegation LG3k – Acquiring and Disposing of Property (Attachment A) last adopted by Council in June 2106 (Resolution C1606/140);
- (b) Adopt new Delegation LG3B – Acquiring of Property (Attachment B); and
- (c) Adopt new Delegation LG3C – Disposal of Property (Attachment C)



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3K	3.58(2) 3.58(3)	Chief Executive Officer	Acquiring and Disposing of Property

Delegator

Council.

Power/Duty

To exercise the powers and discharge the duties of the local government under Sections 3.58(2) and 3.58(3) of the *Local Government Act 1995*, and further to acquire property on the local government's behalf.

Conditions

The value of the property shall not exceed \$100,000 in accordance with Section 5.43(d) of the *Local Government Act 1995*.

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

.....

- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.*

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in sections 3.58(2) and 3.58(3) of the *Local Government Act 1995*.

Section 3.58(2)

Except as stated in this section, a local government can only dispose of property to —

- (a) *the highest bidder at public auction; or*
(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

Section 3.58(3)

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) *it gives local public notice of the proposed disposition —*
- (i) describing the property concerned;*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
- And*

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

Verification

Recent Council Resolution
C1606/140

Initial Council Resolution
C0806/188

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

Notes of Alteration

Update to refer to the correct section of the *Local Government Act 1995 (22 June 2011)*



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3B		Chief Executive Officer	Acquisition of Property

Delegator

Council.

Power/Duty

To acquire property on the local government's behalf in accordance with section 5.43(d).

Conditions

The value of the property shall not exceed \$100,000 in accordance with Section 5.43(d) of the *Local Government Act 1995*.

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

.....

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO the discharge of its powers and duties provided for in section 5.43(d) of the *Local Government Act 1995*.

Verification

Recent Council Resolution

Initial Council Resolution

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.



Instrument of Delegation

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3C	Sections 3.58 (2), (3) and (4)	Chief Executive Officer	Disposing of Property

Delegator

Council.

Power/Duty

To exercise the following powers and discharge the following duties of the local government under Sections 3.58(2), (3) and (4) of the *Local Government Act 1995* (**Act**):

1. Pursuant to Section 3.58(2) of the Act dispose of property by way of a public auction or public tender;
2. Pursuant to Section 3.58(3) and (4) of the Act dispose of property other than under Section 3.58(2) – (local Public Notice requirements).

Conditions

This delegation is subject to:

1. Disposal by sale
 - (a) The value of the property to be disposed of (by way of sale) shall not exceed \$20,000 for sale of land or \$100,000 for sale of other property in accordance with Section 5.43(d) of the Act; and
 - (b) Where the property is land valued at less than \$100,000 and has been to public auction or put out to tender and not sold may be disposed of in accordance with Regulation 30 (2a) of the Local Government Functions and General Regulations; or
 - (c) Where the value of land does not exceed \$20,000, the property may be disposed of in accordance with Regulation 30 (3) (a) of the Local Government Functions and General Regulations.
2. Disposal by Lease or Licence
 - (a) In event of disposal by way of a lease (whether the property is for Sporting, Community or commercial use) :
 - (i) The Delegation does not apply to the first time a property is leased. The Delegation only applies in relation to subsequent leases, renewals or options exercised regardless of whether the same lessee is involved or not;
 - (ii) The maximum term of the lease, including any right by the lessee to assign the lease or sublease the property or extend the term of the lease, shall not exceed 5 years unless the lease is proposed to be renewed by a Sporting or Community group for an existing building for a period of not more than 10 years;
 - (iii) The value of the lease does not exceed \$25,000pa
 - (iv) The permitted use of the property must be consistent with:

- A. the designated purpose of the property;
 - B. the general use of the property immediately prior to entering into the lease; or
 - C. or, if the property has recently been acquired, the intention for which the property has been acquired by the local government.
- (v) This delegation includes the power to allow assignment of a lease or sub-lease of the property subject to abovementioned conditions.

Statutory Framework

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO to exercise some of its powers and discharge of its duties provided for in Section 3.58 of the Act, read with Section 5.43 of the Act:

Section 5.43

Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Section 3.58(3)

- (1) In this section —
 - dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or

LG Functions and General Regulations

30. Dispositions of property excluded from Act s. 3.58

(2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —

- (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or
- (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable.

(3) A disposition of property other than land is an exempt disposition if —

- (a) its market value is less than \$20 000; or
- (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Review Requirements

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, at least once every financial year.

10.10 Policy and Legislation Committee - 15/06/2017 - REVIEW OF COMMITTEES TERMS OF REFERENCE

SUBJECT INDEX:	Council and Committee Meetings
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Revised Proposed Terms of Reference for the Finance Committee ↓
	Attachment B Revised Proposed Terms of Reference for the Finance Committee - Tracked Changes ↓
	Attachment C Revised Proposed Terms of Reference for the Policy & Legislation Committee ↓
	Attachment D Revised Proposed Terms of Reference for the Policy & Legislation Committee - Tracked Changes ↓
	Attachment E Revised Proposed Terms of Reference for the Audit Committee ↓
	Attachment F Revised Proposed Terms of Reference for the Audit Committee - Tracked Changes ↓
	Attachment G Revised Proposed Terms of Reference for the Airport Advisory Committee ↓
	Attachment H Revised Proposed Terms of Reference for the Airport Advisory Committee - Tracked Changes ↓
	Attachment I Revised Proposed Terms of Reference for the Busselton Settlement Art Steering Committee ↓
	Attachment J Revised Proposed Terms of Reference for the Busselton Settlement Art Steering Committee - Tracked Changes ↓
	Attachment K Revised Meelup Regional Park Management Committee Governance Arrangements ↓
	Attachment L Revised Meelup Regional Park Management Committee Governance Arrangements - Tracked Changes ↓
	Attachment M Revised Meelup Regional Park Management Committee Terms of Reference ↓

This item was considered by the Policy and Legislation Committee at its meeting on 15 June 2017, the recommendations from which have been included in this report.

PRÉCIS

The purpose of this report is to review the Terms of Reference / Governance Arrangements of the main Council Committees. These Committees are those whose minutes are regularly contained at item 9 of the Council Agenda "Confirmation and receipt of Minutes".

In accordance with the current Terms of Reference of each Council Committee, it has been practice to limit the term of each Council Committee to a two year term that expires at the time the new Council is sworn in at a Special Meeting of Council following the biennial elections being conducted.

At the Special Meeting following the biennial elections when elected members are sworn in, the Council Committees are then re-established and new members are appointed to the Committees

The Terms of Reference / Governance Arrangements of the Council Committees have been reviewed and recommends that their terms continue until such time that the Council determines that they are no longer necessary. This will avoid the need to prepare a report on re-establishing the committees each year. This proposal does not prevent the Council from reviewing the Terms of Reference / governance Arrangements of the Committees on a regular or needs basis.

The appointment of members to the Committees will necessarily be dealt with after the Council election to occur on Saturday, 21 October, 2017. Memberships will be determined at a Special Meeting of Council that is likely to occur on Monday, 23 October, 2017.

BACKGROUND

Council Committees

The Council currently has the following Council Committees established under the *Local Government Act 1995* (and the *Bush Fires Act 1954*):

Finance	Standing Committee
Policy and Legislation	Standing Committee
Audit	Standing Committee
Airport	Advisory Committee
Busselton Settlement Art Project	Steering Committee
Meelup Regional Park	Management Committee
CapeROC	Voluntary Regional Organisation of Councils
Bush Fires	Advisory Committee

The Terms of Reference of the following Committees have been reviewed and the results are contained in this report for consideration of Council:

- Finance;
- Policy and Legislation;
- Audit;
- Airport;
- Busselton Settlement Arts Project; and
- Meelup Regional Park Management Committee.

The Terms of Reference of the Meelup Regional Park Management Committee has only been changed by clarifying that the Committee does not automatically expire every two years in association with the Local Government election cycle. Changes are however proposed to be made to the Governance arrangements of the Management Committee and these are detailed in this report.

The Terms of Reference of the following Committees have not been reviewed at this time for reasons detailed in this report:

- CapeRoc Voluntary Regional Council; and
- Bush Fires Advisory Committee

STATUTORY ENVIRONMENT

Under Section 5.8 of the Local Government Act 1995 (LG Act), a local government, by absolute majority, may establish Committees of three or more persons to assist the Council, and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Separately, Section 5.10 and 5.11A of the LG Act relates to the appointment of Committee members and Deputy Committee members. It is noted that these requirements will be dealt with at a separate meeting following the election.

Section 5.16 of the LG Act also applies, whereby a local government may delegate to a Committee any of its powers and duties, other than this power of delegation. The general practice is however not to delegate powers to Committees – and no change to this is proposed as a result of this review.

A local government is required to have an Audit Committee by virtue of Section 7.1A(1) of the LG Act and certain powers and duties can be delegated to audit committees in accordance with Section 7.1B of the Act.

Part 2 of the Standing Orders Local Law relates to the establishment and membership of Committees. Specifically, a Council resolution to establish a committee under section 5.8 of the Act is to include –

(a) the terms of reference of the committee;

(b) either –

- the names or titles of the members, employees and any other persons to be appointed to the committee; or

- the number of members, officers and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and

(c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

RELEVANT PLANS AND POLICIES

Appointing members of the Council to Committees is subject to the requirements of Council Policy 014 – Convening the Council Following an Election.

A Special Meeting of the Council shall be convened for this purpose and wherever possible it shall occur on the Monday evening immediately following the ordinary election day. The proceedings shall commence with the “Swearing In” ceremony for new Councillors to be followed by the Special Meeting for the election of the Mayor and Deputy Mayor and consideration of membership of the Council’s Committees and the appointment of Council delegates to other various groups.

FINANCIAL IMPLICATIONS

Nil

Long-term Financial Plan Implications

STRATEGIC COMMUNITY OBJECTIVES

Strategic Plan Key Goal Area 6

6.1 Governance systems, processes and practices are responsible, ethical and transparent.

RISK ASSESSMENT

Risk	Controls	Consequence	Likelihood	Risk Level
Committees consider matters outside of their scope or Committee members fail to recognise interests	Provision of advice and officer attendance at various Committee meetings	Minor	Possible	Medium

CONSULTATION

The Shire of Augusta-Margaret River will need to be involved in any review of the CapeROC Committee Terms of Reference. As a consequence, no amendments should be considered to the CapeRoc Committee Terms of Reference until the Committee has considered a report on this topic.

The next meeting of this Committee is scheduled to be held in August when a review of the Terms of Reference will be considered.

Similarly, it is not proposed to review the Terms of Reference of the Bush Fire Advisory Committee at this time as the City is currently in the process of recruiting a new Community Emergency Services Manager. It is considered important he or she should be involved in reviewing the Terms of Reference and the objectives. This will be achieved within the next few months.

OFFICER COMMENT

The Terms of Reference of the main Council Committees have been reviewed. These Committees are those whose minutes are regularly contained at item 9 of the Council Agenda "Confirmation and receipt of Minutes".

Since these Committees are likely to be on going in nature – at least in the foreseeable future - reference to the Committees having a termination date has been removed. This will avoid the practice of "Re-establishing" Committees every two years. It is noted that there is no statutory requirement for the life of Committees to be contained in any terms of Reference – the termination relates to membership of the Committee not the Committee itself.

In certain instances, minor other changes have been made to the Terms of References – generally to reflect current practice.

The proposed changes to the Terms of Reference will have no impact on the need to re-appoint members to the Committees after the October 2017 election.

Finance Committee

The Finance Committee exists to assist the Council to oversee the allocation and use of the local government's finances and resources. The following relevant documents are attached:

- Attachment A Proposed Terms of Reference.
- Attachment B Marked up Terms of Reference

Policy and Legislation Committee

The Policy and Legislation Committee exists to assist the Council to determine the local government's policies, and to carry out its legislative function. The following relevant documents are attached:

- Attachment C Proposed Terms of Reference.
- Attachment D Marked up Terms of Reference.

Audit Committee

The Audit Committee is established to fulfil the requirements of Local Government (Audit) Regulation 16. Every local government must have an Audit Committee. The Committee operates to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit, internal audit and risk management. The following relevant documents are attached:

- Attachment E Proposed Terms of Reference.
- Attachment F Marked up Terms of Reference.

Airport Advisory Committee

The continued role of the Airport Advisory Committee to assist the Council with the development of the Airport is supported. The Committee has a critical role to play and is recognised in the Noise Management Plan to provide input into:

- high level direction for Airport development and management;
- changes to the Noise Management Plan;
- initial applications for flight training;
- applications for ongoing special event or special circumstance exemptions.

The following relevant documents are attached:

- Attachment G Proposed Terms of Reference.
- Attachment H Marked up Terms of Reference.

Busselton Settlement Art Project Steering Committee

The Busselton Settlement Art Project Steering Committee's objectives are:

- to oversee the commissioning of sculptures proposed under the "Busselton Settlement Art Project" as approved by the Council;
- to provide for the disbursement of funds, as approved by the Council, for use by the fundraising group for the purposes of raising the necessary funds for the "Busselton Settlement Art Project"; and
- to perform other activities from time to time as approved by the Council.
 - The following relevant documents are attached:

- Attachment I Proposed Terms of Reference
- Attachment J Marked up Terms of Reference.

Meelup Regional Park Management Committee

The Meelup Regional Park Management Committee exists to:

- assist the Council in managing and promoting Meelup Regional Park;
- ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations; and
- build and maintain productive working relationships between the Council, City officers, volunteers and users of the Park, as well as other stakeholders.

Other than to include a section in the Terms of Reference which does not specify a date on which the term of the Committee expires, (consistent with similar changes made to the Terms of Reference of other Committees), no changes are proposed to be made.

The Terms of Reference as shown in Attachment M has been changed by the inclusion of the following:

8.0 Termination of Committee

Termination of the Committee shall be:

- a) *In accordance with the Local Government Act 1995; and*
- b) *At the direction of Council.*

In addition, it is felt that changes should be made to the “Governance Arrangements” adopted for the Committee. The Governance Arrangements were adopted by Council at its meeting on 14 October 2015 and have been amended to reduce the governance arrangements for appointment of members as reflected in the “tracked changes” version of the document.

It is not felt that there is any loss of control given the elected member involvement in the appointment process.

- Attachment K Proposed Governance Arrangements
- Attachment L Marked up Governance Arrangements.

Changes are proposed to be made to the Governance Arrangements relating to the way in which community members are appointed to this Committee as the present arrangements appear to be unduly prescriptive.

CapeROC

CapeROC exists to enhance the capacity of both local governments to deliver social, economic and environmental benefits to their communities and the region.

The terms of Reference of the CapeROC state that termination of the Committee shall be by decision of either Council or jointly to discontinue participation in the Voluntary Regional Organisation of Councils. To be consistent with all other Council Committees, no change is proposed at this time. In terms of content however, the Terms of Reference will be referred to the next CapeRoc Committee meeting in August for consideration. If CapeRoc makes changes to the Terms of Reference, the changes will need to be endorsed by the Shire of Augusta Margaret River and Busselton Councils.

Bush Fires Advisory Committee

The objectives of the Bush Fires Advisory Committee are:

- to provide advice to Council in regard to all matters relating to bush fire control, prevention and management, including recommendation on the annual firebreak requirements, capital (equipment) purchase, review of firefighting/prevention practices and firefighting training;
- to develop a bush fire strategic plan incorporating plant, firebreak order development process and strategic firebreak development, to be endorsed by Council; and
- to care for, control and manage the bush fire risk within the district of the City of Busselton.

This is an important Committee given the City’s exposure to risk from a variety of sources. It is envisaged that the Terms of Reference of the Bush Fire Advisory Committee will be reviewed in the near future and presented to Council for consideration.

CONCLUSION

Consistent with best practice, it is beneficial to review the operation of the City’s main Committees in order to maximise efficiencies and ensure best outcomes. A review of these Committees has been conducted and changes are proposed to the Terms of Reference / Governance Arrangements of the high profile Council Committees.

Consideration of changes to the Terms of Reference to the CapeRoc and Bush Fire Advisory Committee’s will occur at a later date.

OPTIONS

The Council may determine that it does not require any or all of these Committees, with the exception of the Audit Committee, or may require changes to be made to any of the terms of reference.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Members will be appointed to any Committees that the Council establishes at a Special Meeting of Council scheduled for 19 October, 2015.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That the Council:

1. Adopts the revised Proposed Terms of Reference for the Finance Committee as shown in Attachment A;
2. Adopts the revised Proposed Terms of Reference for the Policy & Legislation Committee as shown in Attachment C;
3. Adopts the revised Proposed Terms of Reference for the Audit Committee as shown in Attachment E;
4. Adopts the revised Proposed Terms of Reference for the Airport Advisory Committee as shown in Attachment G;
5. Adopts the revised Proposed Terms of Reference for the Busselton Settlement Art Steering Committee as shown in Attachment I;
6. Adopts the revised Governance Arrangements for the Meelup Regional Park Management Committee as shown in Attachment K; and
7. Adopts the revised Terms of Reference for the Meelup Regional Park Management Committee as shown in Attachment M.

FINANCE COMMITTEE

TERMS OF REFERENCE

1.0 Introduction

The Council of the City of Busselton has established a standing committee to be known as the Finance Committee, under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Finance Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act and to oversee the allocation and use of the local government's finances and resources.

The Finance Committee consists of 5 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Objectives

The Finance Committee will assist the Council to oversee the allocation of the local government's finances and resources.

The objectives of the Finance Committee are:

- To monitor income and expenditure with the objective of ensuring and overseeing budget compliance;
- Consider funding options for major capital projects;
- To assist the Council to prepare its long-term financial plans;
- To review budget development processes;
- To receive reports proposed to be put to the Council with significant financial implications or reports for the purposes of meeting the requirements of the *Local Government (Financial Management) Regulations*;
- Consider Financial Policies; and
- To review and advise the Council on specific matters referred by the Council from time to time.

3.0 Membership

5 elected members shall be appointed to the Committee; and
4 deputy members shall be appointed for the Committee

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *City of Busselton Standing Orders Local Law*.

5.0 Meetings

The Committee shall meet at least six times per year and shall report to Council once every two months as a minimum.

- 5.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.
- 5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.
- 5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *City of Busselton Standing Orders Local Law*.
- 5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

6.0 Quorum

Quorum for a meeting shall be three (3) members, whether any positions are vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

7.0 Delegated Powers

The Finance Committee has been established in accordance with a decision of Council and this Terms of Reference but does not have any delegated powers. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

8.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) By a decision of Council

9.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

<u>History</u>	
9 October, 2013	C1310/267
12 October, 2011	C1110/315
18 November, 2009	C0911/393 - Establishment

FINANCE COMMITTEE

TERMS OF REFERENCE

~~* Proposed for re-establishment on 14 October, 2015.~~

Terms of Reference1.0 Introduction

The Council of the City of Busselton has established a standing committee to be known as the Finance Committee, under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Finance Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act and, to oversee the allocation and use of the local government's finances and resources.

The Finance Committee consists of ~~Council appoints 5~~ elected members appointed by the Council ~~to the Committee those persons whose names (shall) appear in section 4.0 below.~~ Membership of the Committee shall, unless otherwise specified, be for a term ceasing on ~~21 October, 2017, the day preceding the ordinary elections held every alternate year. At the first meeting after which time the ordinary elections,~~ Council ~~shall~~may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

~~The name of the Committee shall be the Finance Committee.~~

3.0 2.0 Objectives

The Finance Committee will assist the Council to oversee the allocation of the local government's finances and resources.

The objectives of the Finance Committee are:

- ~~To examine monitor all~~ income and expenditure with the objective of identifying savings or other monies to be used for ensuring and overseeing budget compliance;
- Consider funding options for major capital projects;
- To assist the Council to prepare its long-term financial plans;
- To review budget development processes;
- To receive reports proposed to be put to the Council with significant financial implications or reports for the purposes of meeting the requirements of the *Local Government (Financial Management) Regulations*;
- Consider Financial Policies; and
- To review and advise the Council on specific matters referred by the Council from time to time.

3.0 3.0 Membership

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5 elected members shall be appointed to the Committee; and

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~~Councillor~~
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~~Councillor~~

4 deputy members shall be appointed for the Committee

~~Councillor~~
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45.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire-City of Busselton Standing Orders Local Law*.

56.0 Meetings

The Committee shall meet at least ~~four-six~~ times per year and shall report to Council once ~~a quarter~~every two months as a minimum.

56.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.

56.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

56.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire-City of Busselton Standing Orders Local Law*.

56.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

67.0 Quorum

Quorum for a meeting shall be ~~at least 50% of the number of offices~~three (3) members, whether any positions are vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

78.0 Delegated Powers

~~Nil.~~

The Finance Committee has been established ~~as an Advisory Committee only and in accordance with a decision of Council and this Terms of Reference but~~ does not have any

delegated powers. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.
~~Committee Recommendations shall be referred to the Council.~~

89.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) By a decision At the direction of Council, ~~not exceeding 21 October, 2017.~~

94.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

~~11.0~~ Committee Recommendations

~~Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.~~

History	
9 October, 2013	C1310/267
12 October, 2011	C1110/315
18 November, 2009	C0911/393 - Establishment

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POLICY AND LEGISLATION COMMITTEE

TERMS OF REFERENCE

1. Introduction

The Council of the City of Busselton establishes a standing committee to be known as the Policy and Legislation Committee, under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Policy and Legislation Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act, to determine the local government's policies, and its legislative function in accordance with Division 2 of Part 3 of the Act.

The Policy & Legislation Committee consists of 5 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Objectives

The Policy and Legislation Committee will assist the Council to determine the local government's policies, and to carry out its legislative function.

The objectives of the Policy and Legislation Committee are:

- To consider new and review existing policies and delegations of the City of Busselton (other than Financial Policies);
- To review Local Laws and other delegated legislation made by the City of Busselton;
- To consider reports proposed to be put to the Council with significant policy or legislative implications;
- To review and advise the Council on specific matters relating to policy or legislation referred by the Council from time to time.

3.0 Membership

5 elected members shall be appointed to the Committee; and
4 deputy elected members shall be appointed for the Committee

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *City of Busselton Standing Orders Local Law*.

5.0 Meetings

The Committee shall meet at least six times per year and shall report to Council once every two months as a minimum.

- 5.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.
- 5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.
- 5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *City of Busselton Standing Orders Local Law*.
- 5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

6.0 Quorum

Quorum for a meeting shall be three (3) members, whether any positions are vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

7.0 Delegated Powers

The Policy and Legislation Committee has been established in accordance with a decision of Council and this Terms of Reference but does not have any delegated powers. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. .

8.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) By a decision of Council.

9.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

History	
9 October, 2013	C1310/267
12 October, 2011	C1110/315
18 November, 2009	C0911/394 - Establishment

Revised Proposed Terms of Reference for the Policy &
Legislation Committee - Tracked Changes

POLICY AND LEGISLATION COMMITTEE

TERMS OF REFERENCE

~~* Proposed for re-establishment on 14 October, 2015.~~

Terms of Reference

1. Introduction

The Council of the City of Busselton establishes a standing committee to be known as the Policy and Legislation Committee, under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Policy and Legislation Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act, to determine the local government's policies, and its legislative function in accordance with Division 2 of Part 3 of the Act.

~~The Council appoints to the Committee those persons whose names (shall) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.~~

The Policy & Legislation Committee consists of 5 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

~~The name of the Committee shall be the Policy and Legislation Committee.~~

2.0 Objectives

The Policy and Legislation Committee will assist the Council to determine the local government's policies, and to carry out its legislative function.

The objectives of the Policy and Legislation Committee are:

- To consider new and review ~~existing policies delegations~~ and delegations policies of the City of Busselton (other than Financial Policies);
- To review Local Laws and other delegated legislation made by the City of Busselton;
- To consider/receive reports proposed to be put to the Council with significant policy or legislative implications;
- To review and advise the Council on specific matters relating to policy or legislation referred by the Council from time to time.

3.0 Membership

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5 elected members shall be appointed to the Committee; and

~~Councillor~~
~~Councillor~~
~~Councillor~~
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4 deputy elected members shall be appointed for the Committee

~~Councillor~~
~~Councillor~~
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~~Councillor~~

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the CityShire of Busselton Standing Orders Local Law.

5.0 Meetings

The Committee shall meet at least ~~four-six~~ times per year and shall report to Council once ~~every two months~~ a quarter as a minimum.

5.1 Notice of meetings shall be given to members at least 5 days prior to each meeting.

5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the CityShire of Busselton Standing Orders Local Law.

5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

6.0 Quorum

Quorum for a meeting shall be ~~at least 50% of the number of offices~~ three (3) members, whether any positions are vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

7.0 Delegated Powers

~~Nil.~~

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The Policy and Legislation Committee has been established ~~as an Advisory Committee only and in accordance with a decision of Council and this Terms of Reference but~~ does not have any delegated powers. ~~Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Committee Recommendations shall be referred to the Council.~~

~~89.0~~ Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) ~~By a decision At the direction~~ of Council, ~~not exceeding 21 October, 2017.~~

~~940.0~~ Amendment to the Terms of Reference

This document may be altered at any time by the Council.

~~11.0 — Committee Recommendations~~

~~Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.~~

History	
9 October, 2013	C1310/267
12 October, 2011	C1110/315
18 November, 2009	C0911/394 - Establishment

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AUDIT COMMITTEE

TERMS OF REFERENCE

1.0 Introduction

The Council of the City of Busselton has established an Audit Committee under the powers given in Part 7 of the *Local Government Act 1995*.

The Committee is established to fulfil the requirements of *Local Government (Audit) Regulation 16*. The Committee provides oversight of the financial systems of the local government on behalf of the Council. The Committee operates to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit, internal audit and risk management.

The Committee is to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the process to be used to select and appoint a person to be an auditor. It will also provide guidance and assistance in relation to other audit processes and risk management initiatives.

The Audit Committee consists of 3 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall act in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Objectives

- 2.1 To monitor the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.
- 2.2 To ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or his representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.
- 2.3 To facilitate:
 - * the enhancement of the credibility and objectivity of external financial reporting;
 - * compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - * the provision of an effective means of communication between the external auditor, the Chief Executive Officer (or his representative) and the Council;
 - * the effective conduct of internal audit and risk management activities.

3.0 Specific Duties and Responsibilities

The following specific duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives.

- 3.1 To provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- 3.2 To provide guidance and assistance to Council as to the process for the selection and appointment of a person as the local government's auditor.
- 3.3 To recommend to Council the person or persons to be appointed as auditor.
- 3.4 To liaise with the Chief Executive Officer (or his representative) to ensure that the local government does everything in its power to assist the auditor to conduct the audit and carry out his or her other duties under the Act, and to ensure that audits are conducted successfully and expeditiously.
- 3.5 To examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters, and determine if any matters raised require action to be taken by the local government and to ensure that appropriate action is taken in respect to those matters.
- 3.6 To review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and to present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest time.
- 3.7 To formally meet with the Auditor in accordance with the requirements of Section 7.12(A)(2) of the Local Government Act on behalf of the local government.
- 3.8 To review the compliance audit return and report to the Council the results of that review in accordance with Audit Regulation 14(3A).
- 3.9 To review reports provided by the CEO relating to the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance and to report to Council the results of the review in accordance with Audit Regulation 16(c).

4.0 Membership

3 Elected Members shall be appointed to the Committee; and
2 deputy members shall be appointed to the Committee.

5.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.0 Meetings

The Committee shall meet at least twice annually, and shall report to Council on a twice per year basis as a minimum.

6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

6.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

7.0 Quorum

Quorum for a meeting shall be two (2) members, whether vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

8.0 Delegated Powers

The Committee has delegated power to conduct the formal meeting with the City's Auditor required by Section 7.12(A)(2) of the *Local Government Act 1995* on behalf of the Local Government but does not have any other delegated powers. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

In all other circumstances, the Committee is established to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives, duties and responsibilities. This is in order to facilitate informed decision-making by Council in relation to the identified legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) By a decision of Council

10.0 Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council.

<u>History</u>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315

AUDIT COMMITTEE

TERMS OF REFERENCE

~~* Proposed for re-establishment on 9 October, 2013.~~

1.0 Introduction

The Council of the City of Busselton ~~has~~ establisheds an Audit Committee under the powers given in Part 7 of the *Local Government Act 1995*.

The Committee is established to fulfil the requirements of *Local Government (Audit) Regulation 16*. ~~It is to The Committee~~ provides ~~an independent~~ oversight of the financial systems of the local government on behalf of the Council. The Committee ~~will~~ operates to assist Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to financial reporting and audit, internal audit and risk management.

The Committee is to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the process to be used to select and appoint a person to be an auditor. It will also provide guidance and assistance in relation to other audit processes and risk management initiatives.

~~The Council appoints to the Committee those persons whose names (shall) appear in section 5.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.~~

~~The Audit Committee consists of 3 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.~~

The Committee shall act in accordance with the provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

~~2.0~~ Name

~~The name of the Committee shall be the Audit Committee.~~

~~2.3.0~~ Objectives

~~2.3.1~~ To monitor the annual external audit and to liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

~~2.3.2~~ To ensure openness in the local government's financial reporting and to liaise with the Chief Executive Officer (or his representative) to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

~~2.3.3~~ To facilitate:

- * the enhancement of the credibility and objectivity of external financial reporting;

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- * compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- * the provision of an effective means of communication between the external auditor, the Chief Executive Officer (or his representative) and the Council;
- * the effective conduct of internal audit and risk management activities.

34.0 Specific Duties and Responsibilities

The following specific duties and responsibilities have been given to the Committee in order to facilitate the achievement of its objectives.

- 34.1 To provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits.
- 34.2 To provide guidance and assistance to Council as to the process for the selection and appointment of a person as the local government's auditor.
- 34.3 To recommend to Council the person or persons to be appointed as auditor.
- 34.4 To liaise with the Chief Executive Officer (or his representative) to ensure that the local government does everything in its power to assist the auditor to conduct the audit and carry out his or her other duties under the Act, and to ensure that audits are conducted successfully and expeditiously.
- 34.5 To examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters, and determine if any matters raised require action to be taken by the local government and to ensure that appropriate action is taken in respect to those matters.
- 34.6 To review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and to present the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest time.
- 34.7 To formally meet with the Auditor in accordance with the requirements of Section 7.12(A)(2) of the Local Government Act on behalf of the local government.
- 34.8 To review the compliance audit return and report to the Council the results of that review in accordance with Audit Regulation 14(3A).
- 34.9 To review reports provided by the CEO relating to the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance and to report to Council the results of the review in accordance with Audit Regulation 16(c).

45.0 Membership

- 3 Elected Members shall be appointed to the Committee; and.

Councillor
Councillor
Councillor

2 deputy members shall be appointed to the Committee.

Councillor
Councillor

56.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

67.0 Meetings

The Committee shall meet at least twice annually, and shall report to Council on a twice per year basis as a minimum.

67.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

67.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

67.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law*.

67.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

78.0 Quorum

Quorum for a meeting shall be ~~at least 50% of the number of offices~~ two (2) members, whether vacant or not. A decision of the Committee does not have effect unless it has been made by the required majority.

89.0 Delegated Powers

The Committee has delegated power to conduct the formal meeting with the City's Auditor required by Section 7.12(A)(2) of the *Local Government Act 1995* on behalf of the Local Government ~~but does not have any other delegated powers.~~ Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

-In all other circumstances, the Committee is established to report to Council and provide appropriate advice and recommendations on matters relevant to its objectives, duties and responsibilities. This is in

order to facilitate informed decision-making by Council in relation to the identified legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

910.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) By a decision of Council
- ~~b) At the direction of Council, not exceeding 21 October, 2017.~~

101.0 Amendment to the Instrument of Appointment and Delegation

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This document may be altered at any time by the Council.

~~12.0 Committee Recommendations~~

~~Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.~~

History	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315

AIRPORT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Introduction

The Council of the City of Busselton has established an Airport Advisory Committee under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Airport Advisory Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with the airport and oversee development of the airport.

The Airport Advisory Committee consists of 4 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Objectives

- 2.1 To foster liaison and cooperation between the City of Busselton and all stakeholders associated with the Busselton Margaret River Regional Airport.;
- 2.2 To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the airport;
- 2.3 Make recommendations to Council on matters associated with the future development of the Airport.

3.0 Membership

4 Elected Members shall be appointed to the Committee.

2 Deputy elected members shall be appointed for the Committee.

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

5.0 Meetings

The Committee shall meet at least twice annually and shall report to Council annually as a minimum.

5.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law* and presented to Council where all recommendations are considered

5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

6.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

7.0 Delegated Powers

Nil.

The Airport Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

8.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council.

9.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

10.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

<u>History</u>	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315
14 July, 2010	C1007/252 Establishment

AIRPORT ADVISORY COMMITTEE

TERMS OF REFERENCE

~~Proposed for re-establishment on 14 October, 2015.~~

Terms of Reference

1. Introduction

The Council of the City of Busselton ~~has~~ established an Airport Advisory Committee under the powers given in Section 5.8 of the *Local Government Act 1995*.

The Airport Advisory Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with the airport and oversee development of the airport.

~~The Council appoints to the Airport Advisory Committee consists of 4 elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term. those persons whose names (shall) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.~~

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this document.

2.0 Name

~~The name of the Committee shall be the Airport Advisory Committee.~~

2.3.0 Objectives

2.3.1 To foster liaison and cooperation between the City of Busselton and all stakeholders ~~associated with involved in~~ the Busselton Margaret River Regional Airport, ~~and the City of Busselton;~~

2.3.2 To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the airport;

2.3.3 Make recommendations to Council on matters associated with the future development of the Airport.

3.4.0 Membership

4 Elected Members shall be appointed to the Committee.

Councillor
Councillor
Councillor
Councillor

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2 Deputy elected members shall be appointed for the Committee.

~~Councillor~~
~~Councillor~~

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Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

45.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

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56.0 Meetings

The Committee shall meet at least twice annually and shall report to Council annually as a minimum.

56.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

56.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.

56.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law* and presented to Council where all recommendations are considered.

56.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

67.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

78.0 Delegated Powers

Nil.

The Airport Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

89.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council, ~~not exceeding 21 October, 2017,~~

910.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

101.0 Committee Recommendations

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

History	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 October, 2011	C1110/315
14 July, 2010	C1007/252 Establishment

BUSSELTON SETTLEMENT ART PROJECT STEERING COMMITTEE

TERMS OF REFERENCE

1. Introduction

The Council of the City of Busselton has established a Busselton Settlement Art Project Steering Committee under the powers given in Section 5.8, 5.9(2)(d) and 5.17(1)(c) of the *Local Government Act 1995*.

The Busselton Settlement Art projects Steering Committee consists of 1 elected member appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

The Busselton Settlement Art projects Steering Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act to oversee the commissioning of sculptures and make recommendations as to funding arrangements.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this Instrument.

2.0 Objectives

- 2.1 To oversee the commissioning of sculptures proposed under the "Busselton Settlement Art Project" as approved by the Council.
- 2.2 To provide for the disbursement of funds, as approved by the Council, for use by the fundraising group for the purposes of raising the necessary funds for the "Busselton Settlement Art Project".
- 2.3 Other activities from time to time as approved by the Council.

3.0 Membership

1 Elected Member and 1 Deputy shall be appointed to the Committee

7 Community Members shall be appointed to the Committee

Deputy Members may be appointed as required

1 representative of the CEO shall be appointed to the Committee

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

5.0 Meetings

The Committee shall meet at least three times annually, and shall report to Council on an annual basis as a minimum.

5.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

5.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

5.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law* and presented to Council where all recommendations are considered

5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

6.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

7.0 Delegated Powers

8.0 Conditions

Nil

9.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council.

10.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

11.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

History	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 June, 2013	C1306/139

Revised Proposed Terms of Reference for the Busselton
Settlement Art Steering Committee - Tracked Changes

BUSSELTON SETTLEMENT ART PROJECT STEERING COMMITTEE

TERMS OF REFERENCE

~~* — Proposed for re-establishment on 14 October, 2015.~~

Terms of Reference

1. Introduction

The Council of the City of Busselton ~~has~~ established a Busselton Settlement Art Project Steering Committee under the powers given in Section 5.8, 5.9(2)(d) and 5.17(1)(c) of the *Local Government Act 1995*.

~~The Busselton Settlement Art projects Steering Committee consists of 1 elected member appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.~~

~~The Council appoints to the Committee those persons whose names (shall) appear in section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on 21 October, 2017, after which time the Council may appoint members for a further term.~~

The Busselton Settlement Art projects Steering Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(b) of the Act to oversee the commissioning of sculptures and make recommendations as to funding arrangements.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policies of the City of Busselton and this Instrument.

~~2.0~~ Name

~~The name of the Committee shall be the Busselton Settlement Art Project Steering Committee.~~

~~23.0~~ Objectives

~~23.1~~ To oversee the commissioning of sculptures proposed under the "Busselton Settlement Art Project" as approved by the Council.

~~23.2~~ To provide for the disbursement of funds, as approved by the Council, for use by the fundraising group for the purposes of raising the necessary funds for the "Busselton Settlement Art Project".

~~23.3~~ Other activities from time to time as approved by the Council.

~~34.0~~ Membership

1 Elected Member and 1 Deputy shall be appointed to the Committee

Councillor

~~1 Deputy elected member shall be appointed for the Committee~~

~~Councillor~~

7 Community Members shall be appointed to the Committee

Deputy Members may be appointed as required

1 representative of the CEO shall be appointed to the Committee

Other persons (or representatives of organisations) may participate in meetings of the Committee (or any sub committees the Committee may establish) as determined by an ordinary majority of the Committee. Such persons will not be entitled to vote on any matter brought before the Committee.

45.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Busselton Standing Orders Local Law*.

56.0 Meetings

The Committee shall meet at least three times annually, and shall report to Council on an annual basis as a minimum.

56.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.

56.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, who will appoint a replacement for the balance of the Committee's term of appointment.

56.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the *Shire of Busselton Standing Orders Local Law* and presented to Council where all recommendations are considered

56.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

76.0 Quorum

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

78.0 Delegated Powers

~~The Busselton Settlement Art Project Steering Committee is delegated authority to:~~

- a) ~~approve the disbursement of funds as approved by the Council in its annual budget for the purpose of raising funds for the project.~~

89.0 Conditions

~~The budget provided by the Council shall be used for fundraising events and initiatives, including the marketing and promotion of such events and initiatives.~~

Nil

91.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) At the direction of Council, ~~not exceeding 21 October, 2017.~~

101.0 Amendment to the Terms of Reference

This document may be altered at any time by the Council.

112.0 Committee Recommendations/Decisions

Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect. Decisions made under delegated authority shall not be binding on Council if such decisions are in conflict with the delegated powers.

History	
21 October, 2013	SC1310/186 Membership
9 October, 2013	C1310/267 Establishment
12 June, 2013	C1306/139

Meelup Regional Park Management Committee

Governance arrangements and terms of reference

Process associated with appointing community members to the Committee

The process associated with appointing community members to the Committee shall be generally as follows -

1. The Mayor, Presiding Member of the Committee and Chief Executive Officer or Chief Executive Officer's nominee shall meet to discuss and agree the aims/objectives in terms of the skills, background or interests, or mix of skills, background and interests, of the person(s) that it would be most appropriate and desirable to include on the Committee at that time, and the agreed direction in that regard shall be reflected in the process associated with the attraction and assessment of potential community members;
2. City officers shall arrange to publicly advertise community member vacancies, seeking expressions-of-interest from suitable members of the community;
3. Interested members of the community shall be required to submit an expression-of-interest (1-2 pages long only) setting out what value they believe they would bring to the Committee and why they are interested in becoming a member;
4. If the vacancy is not for a deputy community member, in addition to considering those persons that have submitted expressions-of-interest, shall identify whether any existing deputy community member is interested in becoming a community member, and shall generally give priority to filling a community member vacancy with an existing deputy community member.
5. The Mayor, the Presiding Member of the Committee and the Chief Executive Officer or Chief Executive Officer's nominee shall meet again to assess the expressions-of-interest that have been received, identify and agree the preferred candidates to fill one or more of the positions that are vacant at that time and are authorised to make the appointment to the Committee.
6. If there are still vacant positions following the completion of the process set out above, the Mayor, the Presiding Member of the Committee and the Chief Executive Officer or Chief Executive Officer's nominee are authorised to identify suitable members of the community with relevant qualifications and / or interest and invite them to submit an expression of interest and if acceptable, make the appointment to the Committee.

Revised Meelup Regional Park Management Committee
Governance Arrangements - Tracked Changes

Meelup Regional Park Management Committee

Governance arrangements and terms of reference

Process associated with appointing community members to the Committee

~~Following the re-formation of the Committee following the 2015 ordinary Council election, at which time it is expected that community members of the Committee immediately prior to that time with an interest in a continuing involvement will be reappointed by the Council. The process associated with appointing community members to the Committee shall be generally as follows -~~

1. The Mayor, Presiding Member of the Committee and Chief Executive Officer or Chief Executive Officer's nominee shall meet to discuss and agree the aims/objectives in terms of the skills, background or interests, or mix of skills, background and interests, of the person(s) that it would be most appropriate and desirable to include on the Committee at that time, and the agreed direction in that regard shall be reflected in the process associated with the attraction and assessment of potential community members;
2. City officers shall arrange to publicly advertise community member vacancies, seeking expressions-of-interest from suitable members of the community;
3. Interested members of the community shall be required to submit an expression-of-interest (1-2 pages long only) setting out what value they believe they would bring to the Committee and why they are interested in becoming a member;

~~The Mayor and the Presiding Member of the Committee shall meet again to assess the expressions-of-interest that have been received, identify and agree the preferred candidates to fill one or more of the positions that are vacant at that time~~

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~~4. If (and, if the vacancy is not for a deputy community member, in addition to considering those persons that have submitted expressions-of-interest, shall identify whether any existing deputy community member is interested in becoming a community member, and shall generally give priority to filling a community member vacancy with an existing deputy community member.~~

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~~5. The Mayor, the Presiding Member of the Committee and the Chief Executive Officer or Chief Executive Officer's nominee shall meet again to assess the expressions-of-interest that have been received, identify and agree the preferred candidates to fill one or more of the positions that are vacant at that time and are authorised to make the appointment to the Committee.~~

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~~4. following which City officers will present a report to the Council reflecting the assessment of the Mayor and Presiding Member;~~

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~~5.6 If there are still vacant positions following the completion of the process set out above, the Mayor, the Presiding Member of the Committee and the Chief Executive Officer or Chief Executive Officer's nominee are authorised to identify suitable members of the community with relevant qualifications and / or interest and invite~~

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them to submit an expression of interest and if acceptable, make the appointment to the Committee, the process will recommence.

~~Adopted by Council 14 October 2015~~

Meelup Regional Park Management Committee

Terms of Reference

1. Introduction

The Council of the City of Busselton has established the Meelup Regional Park Committee pursuant to sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995*.

2.1 Purpose

2.2 To assist the Council in managing and promoting Meelup Regional Park.

2.3 To ensure that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.

2.4 To build and maintain productive working relationships between the Council, City officers, volunteers and users of the Park, as well as other stakeholders.

3.1 Membership

3.2 Two elected members as appointed by the Council, as follows –

3.3 One deputy elected member as appointed by the Council, as follows –

3.4 Six community members as appointed by the Council, as follows –

3.5 Four deputy community members as appointed by the Council, who may be present at all Committee meetings, including when matters are being considered 'behind closed doors' (i.e.

Note: Once the 'Friends of Meelup Regional Park Incorporated' has been formed, the intention is that the Council will progressively move towards a model of three community members being representatives of that group, with the other three being independent members, potentially with retention of deputy members. That will, however, be a decision for the Council at the time, in consultation with stakeholders at that time.

3.6 Membership of the Committee shall, unless determined otherwise, be for a term of approximately two years, ceasing on the day of the next ordinary Council election.

3.7 If any member is absent from the Committee for three consecutive meetings without approved leave of absence from the Committee, the Chief Executive Officer shall present a report to the Council so that the Council may determine whether to continue that person's membership of the Committee.

4.0 Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to run its meetings. The Presiding Member shall ensure that business at formal meetings is conducted in accordance with the *City of Busselton Standing Orders Local Law*.

5.1 Formal Meetings

- 5.2 Formal meetings of the Committee shall be scheduled when the need for a meeting is identified by either the Presiding Member or Chief Executive Officer, and only when there is a need for a matter to be subject of a formal decision of the Committee and/or the Council, and in any case no less often than twice annually and no more frequently than once a month.

Note: Matters that would require a formal decision of the Committee are any matter that requires a formal resolution of the Council (such as any change to the membership or terms of reference of the Committee, any amendment to the budget, any matter that requires, from a legal/statutory perspective, a formal decision of the Council, any other matter that the Presiding Member of the Committee, having received and considered the advice of City officers, considers requires formal consideration by the Council, and/or matters that require a formal decision of the Council because consensus has not been achieved in an informal meeting, as set out in Part 7.0 of these Terms of Reference), as well as matters on which a decision is required and which are considered to be of high strategic importance and/or broad public interest (such as proposals for significant infrastructure or significant changes to the management of the park, but not usually individual works projects or events, or the noting of plans, studies or similar, which are primarily or wholly being presented to the Committee for information purposes).

- 5.3 Formal meeting agendas shall be distributed by the Chief Executive Officer to Committee members no less than seven days prior to the meeting.

- 5.4 Where a Committee member wishes the Committee to consider an alternative to the officer recommendation in relation to any particular item, they shall indicate in writing (preferably email) to the Chief Executive Officer or Chief Executive Officer's nominee and the Presiding Member their intention to do so, setting out their proposed alternative and the reasons for that alternative, no less than 24 hours prior to the scheduled commencement of the meeting. The Chief Executive Officer or Chief Executive Officer's nominee shall provide officer comment on the proposed alternative in writing to Committee members prior to the scheduled commencement of the meeting.

Note: In relation to alternative recommendations put forward by Committee members, City officers are able to assist in the drafting of alternative recommendations, but that should not be construed as indicating officer support for any alternative that may be proposed.

- 5.5 The Chief Executive Officer shall ensure that minutes of formal meetings are kept, presented for review and adoption at the subsequent formal meeting, and provided to the Council for information as part of the first practicable ordinary Council meeting agenda following the formal Committee meeting.

- 5.6 Where the Committee makes a decision in a formal meeting that involves the making of a recommendation for consideration by the Council, the Chief Executive officer shall ensure that the recommendation is presented to the Council as part of the first practicable ordinary Council meeting agenda following the formal Committee meeting. In cases where the

Committee recommendation is not consistent with the officer recommendation to the Committee, the Chief Executive officer shall present the Committee recommendation but may also present an alternative officer recommendation for consideration by the Council.

5.7 Quorum for a meeting shall be at least 50% of the members (i.e. four).

5.8 Meetings shall be open to the public, unless items are of a nature that can be considered confidentially pursuant to the *Local Government Act 1995*.

6.0 Delegated Powers

Pursuant to section 5.17 of the *Local Government Act 1995*, the Committee, when constituted for a formal meeting, 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, but may not make any decision that would require expenditure of funds contrary to the adopted budget and any decisions shall not be actioned until the Committee meeting minutes have been formally considered by the Council.

7.1 Informal Meetings

7.2 Informal meetings of Committee members and City officers involved in management of the Park shall be scheduled when the need for a meeting is identified by either the Presiding Member, the Chief Executive Officer or the Chief Executive Officer's nominee, and in any case no less often than every two months and no more frequently than once per month (notwithstanding that, the Committee members and City officers may agree to establish informal working groups or similar charged with addressing particular issues and which may meet as deemed appropriate), and when a formal meeting is also scheduled in the respective month, informal meetings shall take place immediately following the formal meeting.

7.3 The purpose of informal meetings of Committee members and City officers shall be to discuss matters relating to and affecting the management of the Park, and where necessary and possible, agree a consensus position on the approach to be taken with respect to those matters.

7.4 Where consensus on a particular matter is achieved at an informal meeting of Committee members and City officers, City officers where delegated, authorized or otherwise empowered to do so, shall take the necessary steps to ensure that the consensus position on a particular matter is implemented.

Note: 'Consensus' means 'general agreement', it is not necessarily achieved through a simple majority 'vote' and nor does it necessarily require unanimity. Judgement as to whether consensus has been achieved should not usually involve any kind of 'voting' procedure or similar. A judgement that consensus has been achieved on a particular matter pursuant to clause 7.3 above will require both the Presiding Member at the meeting and the Chief Executive Officer or the Chief Executive Officer's nominee to be of the view that there is general agreement. If that does not occur, consensus has not been achieved and the matter shall be addressed as per clause 7.4 below.

7.5 Where a consensus position on any particular matter cannot be achieved, the Chief Executive Officer shall ensure that a report is prepared to be presented to and considered by the

Committee in a formal meeting, following which the matter will be presented for formal consideration at an ordinary meeting of the council.

- 7.6 The Chief Executive Officer or the Chief Executive Officer's nominee shall ensure that notes of informal meetings are prepared and distributed to all Committee members and the City officers present at the meeting for their review within seven days of the meeting. If the Committee members or City officers present at any particular meeting have any concerns with the notes prepared, they should advise the Presiding Member and Chief Executive Officer or the Chief Executive Officer's nominee as soon as possible and in any case prior to the next informal meeting, and where that occurs the Presiding member shall ensure that the matter is resolved to the extent necessary and practicable at the next informal meeting, with the outcome to be reflected in the notes of that next informal meeting. Notes shall record the outcomes of discussions, but not the content of those discussions.
- 7.7 Informal meeting agendas shall be developed in consultation between the Presiding Member (or Deputy Presiding Member in the Presiding Members' absence) and Chief Executive Officer or the Chief Executive Officer's nominee, and shall be distributed to Committee members no less than three days prior to the meeting.
- 7.8 Informal meetings shall not generally be open to the public, although the Presiding Member may agree to invite members of the public to be present when particular matters of interest are being considered, following consultation with Chief Executive Officer or the Chief Executive Officer's nominee.

8.0 Termination of Committee

Termination of the Committee shall be:

- a) In accordance with the Local Government Act 1995; and
- b) At the direction of Council.

<u>History</u>	
Revised 14 September 2016	C1609/242
Revised 26 August 2015	C1508/248
Adopted 12 October, 2011	C1110/315

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 MANAGEMENT PLAN FOR PERON RESERVE, DUNSBOROUGH

SUBJECT INDEX:	Environment - Plans
STRATEGIC OBJECTIVE:	Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations.
BUSINESS UNIT:	Environmental Services
ACTIVITY UNIT:	Environmental Management
REPORTING OFFICER:	Senior Natural Resource Management / Environment Officer - Will Oldfield
AUTHORISING OFFICER:	Acting Director, Planning and Development Services - Tanya Gillett
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Management Plan for Peron Reserve ↓ Attachment B Peron Reserve Map ↓ Attachment C Management Plan for Peron Reserve 2000 ↓

PRÉCIS

The draft management plan for Peron Reserve, Dunsborough (the Draft Plan) included with this report as Attachment A, builds on a previously adopted plan for Peron Reserve Lot 377, and includes two additional adjacent reserves comprising Lot 500, a reserve for Recreation containing a dual use path and Lot 4576, a reserve for Recreation.

This report recommends that Council adopts the Draft Plan for the purpose of Community Consultation and that the Plan be advertised for a period of 28 days. It is further recommended that should no substantial changes result from the community consultation process, that Council authorises the Chief Executive Officer to implement the Plan following the public advertising period.

BACKGROUND

In 1997 a Friends of Peron Reserve group formed to help preserve and enhance Peron Reserve Lot 377, for the benefit of the community and to protect this wetland area as a wildlife refuge. A management plan was developed for Peron Reserve Lot 377, which included actions and activities to achieve the objectives of the Friends of Peron Reserve group and to provide a framework for the City's joint management of this reserve land with the community. The Management Plan for Peron Reserve Lot 377 was adopted by the Council in January 2000, a copy of which is included with this report as Attachment C.

Since adoption of the Management Plan for Peron Reserve Lot 377, the development of Marshall Street and Spindrift Cove area has led to the creation of two new reserves to the east of Lot 377, consisting of lots 500 and 4576. The extent of the Plan area and Lots 377, 500 and 4576 is identified on the Peron Reserve Map included with this report as Attachment B.

In 2014, Dunsborough Coast and Landcare Group (DCALC) expressed interest in Lot 500 and Lot 4576 to the east of Peron Reserve as these Lots did not have a plan of management, the natural attributes of the reserve were declining (perennial weed infestation) and there was potential to enhance the riparian zone by revegetation.

In August 2014, a DCALC Community Bid application was supported by the Council enabling a review of the previously adopted management arrangements for Peron Reserve Lot 377 and the inclusion of the Lots 500 and 4576 under a Peron Reserve Management Plan. DCALC engaged an environmental consultant to draft the Plan and during 2015/2016 City staff worked with DCALC to finalise the Plan.

DCALC currently have some funding to implement some revegetation on Peron Reserve in accordance with the Plan and these works are pending Council adoption of the Draft Plan.

The extent of the Plan area comprising Lots 377, 500 and 4576 and management areas is shown on the Peron Reserve Map included with this report as Attachment B.

The management areas are summarised as follows:

1. Wildlife Corridor – These areas are proposed for riparian vegetation enhancement. They are naturally low lying and inundated with water during winter. Revegetation will enlarge the seasonal wetland habitat area and provide a connection along the drainage corridor for fauna movement.
2. Wetland Revegetation – This area contains a small open water body that will benefit from revegetation with reeds and rushes.
3. Parkland Enhancement – This area is also seasonally inundated in areas. There is a raised section running along its northern extent that is the logical alignment for all weather pedestrian access, which may be upgraded to limestone path or sealed surface consistent with the other path on lot 500. This area will be enhanced with parkland tree planting and small islands of native vegetation.

STATUTORY ENVIRONMENT

The Reserve land identified in the Draft Plan is Crown land and is currently 'C-Class' reserve, managed by the City of Busselton as per Clause 3.54 of the Local Government Act 1995, which provides the City the head of power for the purpose of controlling and managing land in the District.

The **Aboriginal Heritage Act 1972** provides for the reporting and protection of Aboriginal heritage sites. There is one recorded heritage site across both reserves. The **Native Title Act 1993** requires native title claimants and representative bodies to be advised when a management plan is being prepared or major public works undertaken.

The **Land Administration Act 1997** (LAA) is Western Australia's legislation dealing with the disposition of State land, and is administered by the Department of Lands (DoL). Once created, a reserve is usually placed under the care, control and management of a State government department or local government by way of a management order. The management order places reserves under the control of the land manager, in this case, the City of Busselton. A change to the management order of a 'C-Class' reserve requires the approval of the Minister for Lands.

The **Wildlife Conservation Act 1950** provides for the conservation and protection of indigenous flora and fauna on all lands and waters within the State. DPaW is responsible for the administration of the Act. At least one flora and one fauna species in Peron Reserve are currently listed.

The **Bush Fires Act 1954**. This Draft Plan is required to conform to this Act and satisfy the Department of Fire and Emergency Services (DFES) that adequate fire protection will be provided.

RELEVANT PLANS AND POLICIES

Preparation of the Draft Plan for the subject Reserves is supported by:

The City of Busselton Environment Strategy (Nov 2016) - Action 1.1 "Continue to develop and review management plans for natural areas under the City's care, including application of fire management."

The City of Busselton Environmental Volunteer Management and Engagement Strategy (Feb 2017)

Underlying principles of Strategy include:

- *Community participation:* The City recognises that all people have a right to volunteer, and where mutually beneficial and appropriate, will provide opportunities for members of the community to participate as volunteers in a broad range of the City's environmental programmes and activities.
- *Active volunteer management:* Volunteers will be managed in a professional, consistent and organised manner, where volunteer involvement is planned and designed to contribute towards the City's vision for the benefit of the community.

FINANCIAL IMPLICATIONS

The financial implications associated with the implementation of the officer recommendation for Council endorsement of the Draft Plan relate to the recommended actions and works associated with the rehabilitation and protection of Lots 377, 500 and 4576.

Funding to implement the recommended actions identified in the Draft Plan will be sourced, in part, through natural resource management funding programmes. The implementation of the recommended actions in the Draft Plan will be incorporated into the City's budget preparation process and ten-year financial plan when required, and as appropriate.

Long-term Financial Plan Implications

As discussed in Financial Implications, this will be considered for inclusion as a project in the next review of the Long term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

Preparation of a Management Plan for Peron Reserve is supported by the Strategic Community Plan 2017 Key Goal Area 3, Environment, which includes;

- Community Objective 3.2 – "Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations", and
- Council Strategy A – "Ensure that environmental values are considered as part of land use planning and management."

RISK ASSESSMENT

An assessment of the potential implications of not 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 is medium or greater. There were no risks relating to the implementation of the proposed management plan for Peron Reserve considered to be 'Medium' or higher.

CONSULTATION

Direct consultation occurred during the development of the Draft Plan. Ideas and thoughts were sought from key stakeholders, including relevant community groups and neighbouring landholders at a meeting held on site in June 2015, to inform the development of the Draft Plan.

The intent of this report is to adopt the Draft Plan for community consultation so that it can be formally advertised to the community for a period of 28 days prior to finalisation and implementation.

OFFICER COMMENT

The Draft Plan is intended to guide the City's approach to the management of the following reserves.

Reserve #	Lot #	Area	Purpose	Proposed purpose
30148	377	2.4323ha	Landscape Protection and Drainage	Landscape Protection and Drainage
31645	4576	1.2875ha	Recreation	Landscape Protection and Drainage
51444	500	1100m ²	Recreation	Landscape Protection and Drainage

The extent of the Plan area (Attachment B) is crown land consisting of three 'C-Class' reserves over which the City has management orders. For Reserve 30148 (Lot 377) the management purpose is '*Landscape Protection and Drainage*', and for Reserve 51444 (Lot 500) and Reserve 31645 (Lot 4576) the management purpose is '*Recreation*'.

The Plan includes a recommendation under section 6 Land Tenure and Classification, to change the purpose of Reserve 31645 (Lot 4576) from '*Recreation*' to '*Landscape Protection and Drainage*' and this change has been recommended to more accurately reflect the current role and values of Reserve 31645 (Lot 4576). Should Council support the Draft Plan recommendation to change the purpose of Reserve 31645 (Lot 4576), it is proposed that the management purpose for Reserve 51444 (Lot 500) also be changed from '*Recreation*' to '*Landscape Protection and Drainage*', to align the management purpose of the three reserves.

'Landscape Protection' infers keeping the natural land form and function of the land and vegetation upon it. 'Drainage' infers that a key function of the land is to convey water. The water may be conveyed in a constructed drain or natural creek line, however, the drainage is necessary in order to prevent flooding of adjacent residential areas.

Councils endorsement of the officer recommendation will effectively result in the replacement of the original Management Plan for Peron Reserve Lot 377 adopted by the Council in January 2000, and authorise the Chief Executive Officer to implement the Draft Plan immediately following the community consultation period.

The implementation of the Draft Plan will also include writing to the Minister for Lands requesting that the management purpose for Reserve 51444 (Lot 500) and Reserve 31645 (Lot 4576) be changed from '*Recreation*' to '*Landscape Protection and Drainage*'.

CONCLUSION

The officer recommendation seeks Council adoption of the Draft Plan for community consultation purposes for a period of 28 days, during which time members of the public will be able to view the Draft Plan and submit their comments to the City. Following the community consultation period submissions will be reviewed and a further report presented to Council where substantial changes to the Draft Plan are required as a result of the public submissions received during the 28 day public advertising period.

Should no substantial objections or changes to the Draft Plan be required following the 28 day public advertising period the Council is requested to authorise the Chief Executive Officer to implement the Draft Plan.

Council's endorsement of the officer recommendation to authorising the Chief Executive Officer to implement the Draft Plan following the 28 day public advertising period will expedite the Draft Plan implementation process and facilitate implementation of the Dunsborough Coast and Landcare Group proposed revegetation work on lot 4576 during the 2017 winter season.

OPTIONS

Council may amend all or some of the recommendations in the Draft Plan (Attachment A) prior to advertising the Draft Plan for community comment or may determine not to endorse the advertising of the draft Plan in which case the Draft Plan will be reviewed and a further report presented to the Council.

Council may determine not to endorse the officer recommendation authorising the Chief Executive Officer to implement the Draft Plan following the 28 day public advertising period, in which case this matter will be the subject of a further report to the Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council support the officer recommendation, the Draft Plan will be advertised for public comment for a period of 28 days during July/August 2017. Implementation of the Draft Plan will be assessed at the conclusion of the advertising period and should no substantial changes to the Draft Plan be required following the 28 day public advertising period, the Chief Executive Officer will implement the Draft Plan immediately following the conclusion of the public advertising period.

OFFICER RECOMMENDATION

That the Council:

1. Adopt the draft Management Plan for Peron Reserve (Attachment A) for community consultation purposes and advertise the Plan for a period of 28 days.
2. Authorise the Chief Executive Officer to implement the draft Management Plan for Peron Reserve (Attachment A) should no substantial objections to the draft Management Plan for the Peron Reserves be received during the 28 day public advertising period.

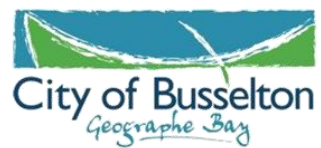
Management Plan

PERON RESERVE

Dunsborough



Draft for Community Consultation - July 2017



NOMENCLATURE

Inclusion of a name in this publication does not imply its approval by the relevant nomenclature authority.

The 'city' refers to the City of Busselton.

'D-CALC' refers to Dunsborough Coast and Landcare Incorporated.

The 'reserves' and 'Peron Reserves' refer to Peron and East Peron Reserves.

The 'plan' refers to this Management Plan.

The 'south-west' refers to the south-west corner of WA between Geraldton and Esperance.

ACKNOWLEDGEMENTS

This draft management plan was prepared by Mandy Edwards with input from D-CALC, Friends of Peron Reserve and the Toby Inlet Catchment Group. The plan borrows some content and formatting from the Leeuwin Naturaliste capes area parks and reserves management plan (Department of Parks and Wildlife 2015) and other City of Busselton reserve management plans.

Comments and advice during the preparation of this draft plan was provided by Mary Hughes, Ron Glencross, Richard Clark and Emily Hugues-dit-Ciles. Ron and Richard also provided the species list for this plan. The Toby Inlet Catchment Group (TIC) were instrumental in original efforts to rehabilitate East Peron Reserve, and in management of the Toby Inlet catchment, of which East Peron is naturally a part.

The contributions and aspirations of Nyungar people in caring for country are acknowledged. The term 'Nyungar' refers to Aboriginal people who live in the south-west corner of Western Australia, between Jurien Bay and Esperance. The word 'Nyungar' can be spelt in different ways, and spelling in this form should also be seen to encompass the Noongar, Nyoongar, Noongah and Nyungah spellings.

CONTENTS

NOMENCLATURE.....	1
ACKNOWLEDGEMENTS	2
PART A. INTRODUCTION	5
1. BRIEF OVERVIEW.....	5
1.1 Reserves description	5
2. REGIONAL CONTEXT.....	7
3. KEY VALUES	7
PART B. MANAGEMENT DIRECTIONS AND PURPOSE	8
4. PURPOSE, VISION AND SCOPE OF THE MANAGEMENT PLAN	8
5. LEGISLATIVE AND POLICY FRAMEWORK	8
5.1 State legislation.....	8
5.2 Commonwealth legislation	9
5.3 Local laws	10
5.4 Planning.....	10
6. LAND TENURE AND CLASSIFICATION	11
7. MANAGEMENT FRAMEWORK.....	11
7.1 Community groups.....	11
7.2 Resourcing.....	11
8. MANAGEMENT PLANNING PROCESS.....	12
9. TERM OF PLAN	12
PART C. MANAGING THE NATURAL ENVIRONMENT	13
10. CLIMATE	13
11. GEOLOGY, LANDFORM AND SOILS.....	14
11.1. Acid sulfate soils.....	14
12. WATER AND DRAINAGE	15
12.1 Peron Reserve	16
12.2 East Peron Reserve	17
13. NATIVE PLANTS AND VEGETATION COMMUNITIES.....	18
14. NATIVE ANIMALS	19
15. ENVIRONMENTAL WEEDS.....	20
15.1 Peron Reserve	22
15.2 East Peron Reserve	23

16. INTRODUCED, PROBLEM AND DOMESTIC ANIMALS	25
17. TREE DECLINE AND DISEASE	25
18. FIRE.....	26
19. REHABILITATION	27
PART D. MANAGING OUR CULTURAL HERITAGE	28
20. INDIGENOUS CULTURAL HERITAGE	28
21. NON-INDIGENOUS CULTURAL HERITAGE	29
PART E. MANAGING RECREATIONAL AND OTHER USES	30
22. RECREATION.....	30
22.1 Activities.....	30
22.2 Access.....	31
23. WASTE	32
24. EDUCATION, INTERPRETATION AND RESEARCH.....	32
REFERENCES	34
Appendix 1: Summary of management actions.....	36
Appendix 2: Reserves' flora species list.....	40
Appendix 3: Reserves' fauna species list.....	46
Appendix 4: East Peron Reserve concept plan.....	48
Appendix 5: Aboriginal heritage sites.....	49
Appendix 6: Summary of community consultation.....	53
Appendix 7: TEC report extracts.....	

PART A. INTRODUCTION

1. BRIEF OVERVIEW

The Peron Reserves, comprising Peron and East Peron Reserves, are a remnant wetland mosaic located in south-west Western Australia in urban Dunsborough, within the City of Busselton (Figures 1 and 2). The two reserves are located between Quindalup and the Dunsborough cbd, bound by Caves Road to the south and in close proximity (300-400 metres) to Geographe Bay (Table 1). The reserves are vested in the city, with active management also undertaken by volunteer community groups Friends of Peron Reserve and Dunsborough Coast and Landcare Incorporated (D-CALC).

The reserves include some of the last remaining wetlands in an area that has been cleared, filled and drained for road, residential, agricultural and golf course developments. In the past, Peron Reserve was used as a dumping area for rubbish, leaving it with a variety of weed species. A range of other disturbances have occurred as a result of surrounding urbanisation. The management of upstream drainage is inextricably linked to the effective management of the reserves, and ultimately Geographe Bay, into which this stormwater drains. The reserves have both Indigenous and non-Indigenous cultural heritage values, with a registered Aboriginal heritage site covering both reserves.

The primary aim of this management plan is to ensure that the natural values of the reserves are protected and enhanced. Key threats include weeds, stormwater drainage, rubbish, introduced and problem animals, wildfire, climate change and increasing urbanization.

Table 1: Reserve information

Name	Reserve #	Purpose	Lot number	Area (ha)
Peron Reserve	30148	Landscape protection and drainage	377	2.43
Unnamed (informally East Peron Reserve)	31645	Public recreation	4576	1.31

1.1 Reserves description

Peron Reserve is a small urban wetland reserve, which is wet in winter, dry in summer, and has good coverage of native vegetation that is habitat for a variety of fauna, including birds, frogs, reptiles and mammals (Figure 2). The reserve is bound by Peron Avenue and residential housing to the north and Caves Road to the south. It is fenced with several gates for access. A drainage inlet at the south west corner of the reserve collects stormwater from the drainage reserves to the west, with an outlet close to a timber viewing platform that drains into Geographe Bay at Grove Street.

Reserve 51444 is titled 'East Peron Reserve' for the purpose of this plan, and has been called such by the community for some years (Figure 2). The reserve is in a degraded condition, with significant weed infestation and limited native vegetation cover, much of which was planted by the Toby Inlet Catchment group. However, there are some native species of note (see section 13 *Native Plants and Vegetation Communities*) and the reserve has habitat values and potential for a wildlife corridor connection between Peron Reserve and Toby Inlet. The reserve is bounded by residences in Marshall Street to the north, Spindrift Cove to the east, Peron Reserve to the west and Caves Road to the south. An open drainage swale covered with kikuyu and other weeds extends along its northern edge, terminating at the eastern end of the reserve near a small stormwater basin. This water then drains into Toby Inlet and ultimately into Geographe Bay via the inlet.

2. REGIONAL CONTEXT

The Peron Reserves are located in the City of Busselton in the Western Australian Planning Commission's (WAPC) South West Region of WA, covering about 2.4 million hectares across 12 local government areas. The south-west is known for its natural assets such as national parks, forests and beaches; diversity of nature-based recreational activities; its agricultural and horticultural assets, particularly its wineries; and icon destinations such as Margaret River. These drawcards coupled with the south-west's mild climate attract about 1.55 million visitors each year making it the most popular tourist destination in the State outside of Perth (SWDC 2012).

Currently 163,000 people live in the south-west, with predictions this will increase to 230,000 by 2026 (SWDC n.d.). The City of Busselton has a population of 34,290, with a growth rate of 4.1% (SWDC n.d.). Most population growth and tourism is focused in coastal areas, with increased demand for residential housing and pressures on infrastructure, utilities, services and conservation estate. The population of Dunsborough was 4531 at the 2011 census (ABS 2011), with a growth rate of 3.6%

3. KEY VALUES

Natural

- An area that comprises one of 34 biodiversity hotspots in the world, and one of 15 national terrestrial biodiversity hotspots.
- A diverse flora for the reserves' relatively small size, with 116 native species recorded across both reserves.
- Comprises a remnant wetland mosaic, Peron Reserve, within an otherwise urbanized area.
- Provides a valuable and well vegetated wetland habitat for a range of fauna species.
- One suspected population of Declared Rare Flora and a State and Federally-listed TEC.

Cultural

- A registered Aboriginal heritage site and continuing Wadandi connection with the area.
- Non-Indigenous cultural heritage associated with local farming.
- Present-day community connections, particularly with community groups, residents and local schools.

Visual landscape

- A water body and bushland landscape within Peron Reserve in an otherwise urbanized area.

Recreation

- The reserves provide a location for passive recreation activities, such as walking, bird watching and a dual use path dissects East Peron reserve for pedestrians and cyclists.
- A viewing platform at Peron Reserve is designed for disabled access.

Community

- An important area for the local community, contributing to their enjoyment and appreciation of the natural environment.
- Opportunities for community involvement in activities and experiences involved with nature conservation.

Education and research

- Opportunities for interpretation of the reserves' values.
- Research already undertaken and accumulated knowledge of the reserve.

PART B. MANAGEMENT DIRECTIONS AND PURPOSE

4. PURPOSE, VISION AND SCOPE OF THE MANAGEMENT PLAN

The purpose of this management plan is to identify management recommendations to maintain and improve the key values of the reserves.

The overall vision is: To conserve, protect and enhance the ecological system of the Peron Reserves through the protection and management of areas of conservation value, scenic beauty and scientific interest, while maintaining drainage functions and passive recreational values.

This document covers the management of both Peron and East Peron Reserves; the amalgamation of management under one plan is practical due to the reserves' proximity, similarities and small size. Although not covered in detail in this management plan, there is some mention of the upstream drainage reserves and Caves Road reserve west of Peron Reserve, as the management of these have impacts on both Peron and East Peron reserves.

5. LEGISLATIVE AND POLICY FRAMEWORK

5.1 State legislation

The *Land Administration Act 1997* (LAA) is Western Australia's legislation dealing with the disposition of State land, and is administered by the Department of Lands (DoL). Once created, a reserve is usually placed under the care, control and management of a State government department, local government or incorporated community group by way of a management order. The management order for the reserves places them under the control of the City of Busselton. A management order under the LAA does not convey ownership of the land; only as much control as is essential for the land's management.

Under the LAA, a management body may submit to the Minister for his or her approval a plan for the development, management and use of the Crown land in its managed reserve for the purpose of that managed reserve. This management plan is designed to be a strategic document overarching subsidiary issue or site specific plans, action plans and work programs.

National parks are reserves vested in the WA Conservation Commission and are managed under the *Conservation and Land Management Act 1984* (CALM Act), and its associated regulations and policies. While not directly applicable to the management of reserves vested in local government, the CALM Act provides guidance on Western Australia's approach to governance of natural areas, and management of the often conflicting purposes of conservation and recreation.

The *Wildlife Conservation Act 1950* provides for the conservation and protection of indigenous flora and fauna on all lands and waters within the State. DPaW is responsible for the administration of the Act. The Act is supplemented periodically by Notices, which are lists of species subject to protection under the Act that are arranged in Schedules according to level of vulnerability. At least one species each of flora and fauna in Peron Reserve are currently listed.

The *Environmental Protection Act 1986* provides for the protection of the environment across the State. It is the key legislation for the prevention, control and abatement of pollution and

environmental harm; and for the conservation, preservation, protection, enhancement and management of the environment. It provides a process for assessment of the environmental impact of significant development proposals. Actions that have potential impacts are referred to the Environmental Protection Authority for assessment.

The *Aboriginal Heritage Act 1972* provides for the reporting and protection of Aboriginal heritage sites. There is one recorded heritage site across both reserves.

The *Native Title Act 1993* requires native title claimants and representative bodies to be advised when a management plan is being prepared or major public works undertaken.

The *Biosecurity and Agriculture Management Act 2007* amongst other things, prevents new animal and plant pests and diseases from entering Western Australia and manages the impact and spread of those pests already present in the State.

The *Bush Fires Act 1954*. This management plan is required to conform to this Act and satisfy the Department of Fire and Emergency Services (DFES) that adequate fire protection will be provided.

Prosecution can result from contravention of any of the above legislation.

5.2 Commonwealth legislation

The *Environmental Protection and Biodiversity Protection Act 1999* (EPBC Act) is a Commonwealth Act applicable to the Peron Reserves due to the presence of listed endangered and threatened species, which are a matter of national environmental significance (NES) protected under the EPBC Act. Actions that have, or are likely to have, a significant impact on matters of NES require approval from the Australian Government Minister for the Environment. The Minister will decide whether assessment and approval is required under the EPBC Act (DoE n.d.).

Thus any action which has the potential to impact on the endangered and threatened species present in the reserves is subject to referral under the EPBC Act. Referrals are generally submitted by proponents, however, any member of the public, or groups, can also submit a referral if there is a perceived potential impact.



A suspected population of DRF species Caladenia huegelii has previously been recorded in Peron Reserve. Photo: State NRM Office

5.3 Local laws

The *Local Government Act* and City of Busselton local laws provide applicable regulations for management of the reserves. These local laws provide powers to control matters such as activities, parking and signage within the reserves. Local laws can be updated if required through due process under the *Local Government Act*, in which the local law is ultimately submitted to the Governor for approval.

The City of Busselton local laws most relevant to management of the reserves are:

- Property Local Law, which provides for control of a wide range of activities on city land and within 200 metres of the high water mark.
- Parking Local Law, which provides for control of parking within the city.
- Signs Local law, which regulates advertising devices (signs).
- Dogs Local Law and Amendment, which, in conjunction with the Dog Act 1976, provide for control of dogs, designation of dog exercise areas and designation of prohibited areas.
- Cats Local Law 2001, which in conjunction with the Cat Act 2011, provides for registration and control of cats.
- Health Local Law, which provides powers in relation to a wide range of public health issues.

Actions contravening local laws are subject to fines and enforcement undertaken by city staff.

5.4 Planning

The Leeuwin-Naturaliste Ridge Statement of Planning Policy (LNRSP) was prepared in 1998 in response to rapid population growth and pressure for change in the Leeuwin-Naturaliste region, combined with competing land use demands. The LNRSP recognises the need to protect the unique ecological, social and landscape values and character of the policy area.

The policy clarifies the priority of conservation in decision making processes. The purpose of the policy is to provide the strategic planning framework for the policy area for 30 years by providing greater vision, guidance and certainty of land use. Both reserves are within the policy area and so are covered by this policy.

There are two key City of Busselton planning documents that are relevant for the management of the reserves – the Shire of Busselton Environment Strategy (currently under review) and Local Environmental Planning Strategy. The Environment Strategy provides a strategic framework for undertaking environmental activities across the city and does not include specific recommendations for management of the reserves. Instead, threats to natural values across the city are identified and broad management actions are provided to mitigate these. The implementation of this Peron Reserves Management Plan will help to fulfil the provisions of the Environment Strategy.

The Local Environmental Planning Strategy is part of the city's planning framework in regards to development, feeding into the Local Planning Strategy and the Local Planning Scheme. This document provides guidance to the city on key environmental matters pertaining to land use and development, which is relevant due to the urban location of the reserves.

Peron Reserve is registered under the DPaW Land for Wildlife scheme, after assessment over 1998-1999. An associated property assessment form provides basic documentation about the values and threats to the reserve (Appendix 7). This voluntary scheme and DPaW support has now ended; registrations, however, will remain in place.

6. LAND TENURE AND CLASSIFICATION

Reserve tenure is usually applied to land that, because of its intrinsic community value, should be preserved and maintained for the benefit of present and future generations. This is primarily because of its natural resources, its environmental, recreational, historical, social or cultural significance, or because it has special value for present or future generations (DoL 2013). The Peron Reserves are vested in the City of Busselton for the purposes of landscape protection and drainage (Peron Reserve) and public recreation (East Peron Reserve) (Table 1).

Land tenure and classification management actions

Objective: To ensure the tenure of the land reflects the use intended in this management plan.

1. Change the purpose of East Peron (reserve 31645) from public recreation" to landscape protection and drainage.

7. MANAGEMENT FRAMEWORK

7.1 Community groups

A friends group exists for Peron Reserve (Friends of Peron Reserve) with representation from local residents. The Friends group was formed at a public meeting of local residents in 1997, concerned with the reserve's degradation resulting from rubbish dumping, weed invasion and recreational activities such as horseriding and vehicle access. Currently the Friends group is relatively inactive; however, regular reserve inspections are undertaken by members and maintenance is coordinated with city officers as required. Re-engagement of local residents with the group should be explored.

D-CALC was formed in 1997 due to community concern with water management. The group now has broader objectives associated with environmental issues in the local area, and works with other community groups to achieve these objectives. There is a close working relationship between the two community groups and the city. Another Dunsborough-based community group, the Toby Inlet Catchment Group, has been a source of information and support, and coordinated early rehabilitation activities in East Peron Reserve, which is a part of the Toby Inlet catchment. Volunteers undertaking activities on the reserve are covered by the city's insurance policy.

7.2 Resourcing

The City of Busselton provides technical assistance and support when required and assists with annual operational activities as part of its parks and gardens works program, including drainage maintenance works and weed and fire control (slashing and spraying), and provide law enforcement on matters within ranger authority.

The Friends of Peron Reserve and D-CALC provide valuable volunteer resources for planning and implementation of rehabilitation works in the reserves. Both community groups have the capacity to access a range of external funding opportunities that are available to implement eligible components of this management plan.

Management framework management actions

Objective: To ensure the sustainability of ongoing management of the reserves and engage the local community.

1. Engage with local residents in proximity to the Peron Reserves to determine the feasibility of re-activating the Friends of Peron Reserve.
2. The City of Busselton to work with and support community groups to implement this management plan and specific project activities.

8. MANAGEMENT PLANNING PROCESS

The planning process for the development of the Peron Reserves Management Plan involves:

1. Preparation of draft plan by the consultant.
2. Draft plan reviewed by D-CALC and Friends of Peron Reserve.
3. Public consultation conducted to include neighbouring landholders' views.
4. Draft plan reviewed and approved by City of Busselton for public advertising.
5. Public advertising of the draft documents.
6. Final plan prepared after consideration of submissions received.
7. Management Plan adopted by Council and implemented by City of Busselton.

This Management Plan was prepared using funding granted to D-CALC by the City of Busselton.

9. COMMUNITY CONSULTATION

1. Direct consultation occurred during the development of the draft management plan. Ideas and thoughts were sought from key stakeholders, including relevant community groups and neighbouring landholders, with a 'walk and talk' held on site on 14th June 2015. (see Appendix 6)
2. The draft plan will be formally advertised and submissions sought for a period of 28 days prior to being considered for adoption by Council.

10. TERM OF PLAN

This management plan will guide management of the reserves until the time when Council adopts an updated plan.



The Friends of Peron Reserve preparing for rehabilitation works. Photo: Mary Hughes.

PART C. MANAGING THE NATURAL ENVIRONMENT

10. CLIMATE

The climate of the south-west is temperate with distinct wet and dry seasons. Most rainfall occurs between April and October and averaged 757 millimetres annually at Cape Naturaliste over 1981-2010. The annual mean temperatures for Cape Naturaliste range from a mean minimum of 10.3°C in winter and 26.7 in summer (BoM 2014).

The wind pattern is generally a morning easterly followed by an afternoon south to south-westerly in summer, with an increase in northerly winds during winter months.

In the south-west of WA, climate change has contributed to significant reductions in both rainfall and streamflow, and increased temperatures. Projections predict this trend to continue, as well as more frequent fire danger and increases in extreme storm and storm surge events.

The south-west of WA is considered to be at considerable risk of significant biodiversity loss as a result of climate change. Potential direct impacts on biodiversity include changes in animal and plant physiology, changes in life cycle timing, and changes in species distribution and abundance. Indirect impacts may arise from changes in species competition and predation, or through alteration to the nature and intensity of existing biodiversity pressures (e.g. disease, salinisation, density and distribution of weeds, erosion, habitat fragmentation and loss of wetlands) (DEC 2010). There are also potential impacts to the landscape, infrastructure and facilities from inundation, saltwater incursion and sea level rise.

The combination of direct and indirect impacts resulting from climate change could place considerable stress on ecological systems and result in:

- local species extinctions
- changes to ecosystem composition and processes
- changes in fire behaviour
- a contraction or fragmentation in the range of native species
- the dispersal or migration of species from their current locations to locations having more appropriate conditions.

In Peron Reserve the wetland could seasonally contract for a longer duration or dry out completely, reducing associated vegetation types and predisposing these areas to fire. This in turn may affect the structure of the wetland, as well as the terrestrial and aquatic ecology and fringing vegetation. Landscape fragmentation may make it difficult for some species to migrate, especially those with narrow temperature range tolerance or those at the upper limits of their range.

Coastal inundation caused by rising sea levels and increased frequency and intensity of storm surge events, is a possibility, which may impact wetland hydrology and ecology.

The issue of projecting and responding to climate change is complicated by significant knowledge deficits and uncertainty. Further regional scale monitoring and modelling would be necessary to help predict impacts, instigate planning measures and adjust management accordingly.

Climate management actions

Objective: To minimise the impacts of climate change on the reserves.

1. Working with other agencies and groups, on a landscape scale if necessary, undertake a survey on the reserves' biota and potential impacts of climate change to increase understanding of the values at stake, and determine actions to mitigate impacts.
2. Promote the resilience of the reserves' environment by limiting or reducing those pressures over which there is some management control.
3. Revegetate a wildlife corridor in East Peron Reserve to assist the migration of species between reserves.
4. Review and adapt management of the reserves in response to new knowledge and understanding of climate change and its impact on biodiversity.

11. GEOLOGY, LANDFORM AND SOILS

Soil landscape mapping is the subdivision of the landscape based on recurring patterns of topography, geology and soils with some reference to vegetation. The soil of the reserves is shallow duplex sand over clay flats, with clay exposed in some parts. It is the last of this soil type on the southern extremity of the Swan Coastal Plain landform. This soil type is prone to salinisation if drainage is impeded, as has occurred in East Peron Reserve. The subsoil has a high salt content and this is evidenced by many species in the reserve being salt tolerant, such as samphire. The presence of salt is less pronounced in the western end of the reserve. The reserves as a whole are at the boundary of the Quindalup calcareous sand dune system and the clay flats, often acidic, of the Vasse and Cokelup soil-landform systems (Ron Glencross pers comm. 6/5/15).

The soil landscape mapping and classification by Tille and Lantzke (1990) classify Peron Reserve as 'xx' (disturbed terrain) – areas where the natural land surface has been greatly altered i.e. areas of landfill, sand mining activity etc. A large portion of Peron Reserve was modified for a compensating basin collecting stormwater from the adjoining urban development and roads (Tille and Lantzke 1990).

East Peron Reserve is part of the Ludlow plain land system, with the land unit Ludlow wet clayey flats (Lwg) – poorly drained, low lying flats with heavy clayey (Cokelup) soils. Some areas are saline in summer (Tille and Lantzke 1990).

11.1. Acid sulphate soils

Acid sulphate soils are naturally occurring soil or sediment containing iron sulphides (most commonly pyrite) over extensive low lying areas under waterlogged or anaerobic conditions. These soils may be found close to the natural ground level but may also be found at depth in the soil profile. When these soils are exposed to air through disturbance, oxidation takes place and sulfuric acid, iron precipitates, and concentrations of dissolved heavy metals such as aluminium, iron, cadmium and arsenic are produced (DoE 2003, WAPC 2003). These highly acidic soil and water conditions can be toxic to many flora and fauna. Acid sulphate soils that have not been oxidised by exposure to air are known as potential acid sulphate soils. The types of works that may disturb acid sulphate soils typically involve large scale drainage and excavation works which expose these soils to air.

The impacts to soil, water, air and biota caused by acid sulfate soils can be difficult to reverse. In WA, these impacts may include:

- soil acidification
- wetland degradation
- localised reduction in habitat and biodiversity
- deterioration of surface and groundwater quality
- invasion by acid tolerant water plants and dominance of acid tolerant plankton species causing loss of biodiversity
- loss of visual amenity
- loss of groundwater for irrigation
- increased health risks associated with arsenic and heavy metal contamination in surface soil, water and acid dust
- long-term damage to infrastructure (WAPC 2008).

The need to address acid sulfate soils early in the planning process is also important in a legislative sense, because land affected by the adverse impacts arising from the disturbance of acid sulfate soils may fall within the definition of “contaminated land” as defined in section 4 of the *Contaminated Sites Act 2003*.

The Peron Reserves are classified at moderate to low risk of ASS and potential ASS occurring generally at depths of over three metres of the natural soil surface (WAPC n.d.). The best strategy for managing acid sulfate soils is to take a precautionary approach and avoid disturbing areas of soil at risk. Where a proposal in the reserves or surrounding catchment, including upstream drainage reserves, may have a significant impact on the environment through acid sulfate soils impacts, this should be referred to the Environmental Protection Authority (EPA) for assessment.

A new car park is proposed as part of a wider Dunsborough town centre concept plan, in reserve 29364, which is winter wet and drains into Peron Reserve via a number of drainage reserves alongside Caves Road. During the planning phase of this proposal it is important an ASS assessment is undertaken to mitigate any risks associated with disturbing of ASS, and the impacts this may have on the Peron Reserves and Toby Inlet downstream.

More guidance on the management of ASS is provided by the Department of Water’s (DoW) General Guidelines on Managing Acid Sulfate Soils (DoE 2003). The WAPC Acid Sulfate Soils Planning Guidelines (2008) outline a range of matters pertaining to acid sulfate soils that need to be addressed during the planning process.

Geology, landform and soils management actions
<p>Objective: To protect and conserve geological features, landforms and soils.</p> <p>1. Evaluate any proposals that have the potential to disturb acid sulfate soils and ensure mitigation measures are in place to prevent impacts to the reserves.</p>

12. WATER AND DRAINAGE

Many of the wetlands and waterways in the Geographe catchment have been degraded by clearing, drainage, pollution, stock intrusion and altered flow regimes. Therefore, those remnants that are remaining in relatively good condition, even if they have been modified, have conservation value.

Water is managed primarily for drainage purposes in the reserves. Because of the urban nature of the catchment, oil and other contaminants often flow into Peron Reserve and the drains and stormwater basin in East Peron reserve.

The Water Quality Improvement Plan was developed with the objective of protecting the Vasse-Wonnerup wetlands and Geographe Bay, through data collection, modelling and collation of best available science pertaining to water quality (DoW 2010). Both of the Peron reserves are included in the Toby Inlet reporting catchment in the plan; however, computer modelling was used to estimate water quality due to the lack of monitoring data. The model suggested that water quality in Toby Inlet was likely to meet acceptable concentration criteria for phosphorus, but nitrogen was likely to be elevated. Urban land uses were identified as contributing significantly to both nitrogen and phosphorus levels (DoW 2010).

Notwithstanding the difficulty in ascertaining the total contribution of both Peron and East Peron reserves' drainage to the water quality modelling results, some of the recommendations provided in the WQIP are of relevance and may contribute, in some small part, to reducing the nutrient load from this catchment, including:

- undertake water quality monitoring at site
- implementing targeted riparian practice management
- implement an urban fertiliser management program
- rehabilitation of open drainage systems or removing sections of subsurface pipe and replacing them with vegetated swales or 'living streams'.

12.1 Peron Reserve

The road and drainage reserves to the west of Peron Reserve and alongside the north of Caves Road comprise a number of separate reserves that serve as an open drain line for stormwater of the eastern CBD of Dunsborough and north eastern urban areas. Stormwater flows through the narrow and densely vegetated drainage reserves before entering Peron Reserve. In addition, in periods of heavy inundation where the existing drainage system has not coped with excessive volumes of rainfall, the community has reported that swales have been dug through the road reserve to drain water directly from Peron Avenue into the reserve.

Part of Peron Reserve has been made into a compensating basin that receives this stormwater prior to flowing into Geographe Bay via the Grove Street stormwater drain. The primary aim is to act as a biological filter, assisting with stripping contaminants from the stormwater before entering the bay. There are two inflow drains and one outflow drain in the reserve.

The primary treatment process is sedimentation, as particulates settle out of the water column under low flow conditions and accumulate in the basin of the wetland (Water & Rivers Commission, 1998). Nutrients are also taken up from the water column and from the sediments by emergent macrophytes (rushes and sedges) and other fringing vegetation. This vegetation also assists to filter out particles from the water. Hay bales have previously been used in Peron Reserve used to capture debris and filter high nutrient water from the first flush flow from the drainage system to reduce the impact of these contaminants on the environmental values of the wetland.

Where resources are available, water quality monitoring would provide useful feedback on the extent to which water quality is improved by flowing through Peron Reserve before entering Geographe Bay.



Peron Reserve at the end of summer (left) and the height of winter (July).

12.2 East Peron Reserve

Overflow water from Peron Reserve used to flow into East Peron Reserve, but with reduced rainfall (and therefore stormwater), and the construction of a dual use pathway at the western edge of East Peron Reserve that serves somewhat as a barrier, surface flow has mostly ceased.

A stormwater basin located at the eastern extent of East Peron Reserve captures stormwater from nearby streets, including Marshall Street and Spindrift Cove. An open swale drain collects water from Marshall Street through the reserve and into the basin, whereas the Spindrift Cove drain is underground and piped directly into the basin. On occasion the latter has been observed to not cope with large volumes of rainfall and has backflowed onto Spindrift Cove. Water is also being directly piped from private residences on Spindrift Cove into the reserve's drainage.

This water then flows through an open drain out of the reserve, through a densely vegetated drainage reserve to the east and ultimately into Toby Inlet and then Geographe Bay. There is evidence of salty conditions in East Peron Reserve due to the natural occurrence of samphire flats and thriving of planted salt-tolerant species.

Water and drainage management actions

Objectives: a) to maintain existing drainage functions whilst ensuring this does not adversely impact the reserves' natural values, b) to improve stormwater quality entering Geographe Bay.

1. Implement recommendations from the Water Quality Improvement Plan, including:
 - a) undertake incoming and outgoing surface water monitoring
 - b) undertake groundwater monitoring
 - c) implementing riparian best managements practices
 - d) include surrounding urban area in a wider urban fertiliser management program
 - e) rehabilitation of the grassed open swale in East Peron Reserve resulting in a vegetated swale or 'living stream'.
2. Evaluate proposals with potential to impact water quality or drainage regimes in reserves.
3. Investigate the retrofit of drains in neighbouring streets to improve water quality and educate residents in the management of stormwater.

13. NATIVE PLANTS AND VEGETATION COMMUNITIES

The south-west corner of WA is internationally recognised as one of the world's 34 biodiversity hotspots for its rich plant diversity and high endemism, and the threats to these values. The Busselton to Augusta area is listed as one of Australia's 15 national biodiversity hotspots. DPaW has a responsibility at a State level for flora conservation, and all native flora is protected under the Wildlife Conservation Act. Federally, the EPBC Act lists all nationally threatened flora species.

As both reserves were once part of a farm and have since been revegetated (and naturally regenerated), they can both be considered as disturbed sites. The remnant vegetation is typical of what may be regarded as a wetland community, comprising an overstorey of *Melaleuca* species and *Eucalyptus rudis*, with an understorey of shrubs, sedges and rushes. A total of 153 species of vascular plants have been recorded in both reserves (Appendix 2), with 37 non-native species, which are mainly environmental weeds. Peron Reserve recorded 116 native species and 37 weeds, and East Peron recorded 92 native species and 21 weeds.

13.1 Conservation significant flora and threatened ecological community

One suspected declared rare flora has previously been recorded in Peron Reserve, *Caladenia huegelii*. This orchid species occurs within a narrow coastal band from Perth to Yallingup, and grows in deep sandy soils in Jarrah/Banksia woodlands. It is listed in the EPBC Act as endangered. Other plants of interest found in the reserve are *Scaevola globulifera*, *Anigozanthus viridis*, *Verticordia densiflora*, *Hakea varia*, *Synaphea petiolaris* spp. *triloba* (Peron Reserve Management Plan 2000).

The State and Federal-listed threatened ecological community (TEC) 'dense shrublands on clay flats' exists within Peron Reserve, as surveyed in 2011 and 2012 (Appendix 8). The wetland vegetation is on heavy soils that are uncommon on the larger Abba Plain, and are unique in that they combine Quindalup dune coastal and Pinjarra Plain claypan flora. The quadrats installed for the survey can be used as baseline data in the assessment of vegetation change as a result of a changing climate (Webb *et al* 2013). The management of this TEC is guided by a State Interim Recovery Plan.

Native plants and vegetation communities management actions

Objective: To protect and conserve native plants and vegetation communities.

1. Manage the impact of threatening processes on native flora and vegetation.
2. Minimise clearing for any purpose and investigate alternatives or offsets.
3. Assess proposed operations and developments for the potential impacts on native species, DRF, TECs and significant habitats.
4. Consult DPaW on the management of matters for which they are responsible, including DRF and TECs, consistent with the State Interim Recovery Plan.
5. Manage fire according to the relevant section of this plan, giving special consideration to values that are dependent on specific fire regimes, such as TECs.
6. Undertake a flora survey targeting the presence of threatened and priority species and update and build on the reserves' native plant species list.

14. NATIVE ANIMALS

Peron Reserve is well vegetated and has a notable diversification of species for such a small area. Forty two bird species have been recorded in the reserve and surrounding area, a number of frog species and observations of a few mammals and reptiles. Despite its mostly parkland environment, a number of bird species and frogs have also been observed in East Peron Reserve, owing to areas of vegetation cover and the swale drain and stormwater basin as habitat and water source. Few formal records have been made and a fauna survey has not been undertaken; Appendix 3 includes species observed in and around the reserves by local residents and community group members.

Western ringtail possums (*Pseudocheirus occidentalis*) are present in Peron Reserve as is evident from scats and dreys. Ringtail populations are under significant pressure from a number of threats, including climate change, predation by foxes and cats, habitat loss, tree decline and inappropriate fire regimes. Urban reserves in Busselton-Dunsborough play a crucial role in the provision of habitat, so whilst Peron Reserve may not be considered primary habitat, evidence of their presence in the reserve is of importance. Ringtails are currently State-listed as critically endangered and Federally-listed as vulnerable. DPaW develops and implements recovery plans for threatened species, which outlines action that need to be taken to prevent these species from further decline and eventual extinction.



Possum drey found in Peron Reserve.

The limited fauna that has been recorded in Peron Reserve, or could be found at this site is likely to be a result of the limited area of habitat provided rather than the quality of habitat, in addition to the fact that a fauna survey has not been undertaken. It is possible that other listed species are present in the reserve.

Some methods of fauna surveying do not require a licence; a community-led fauna survey including call playback, spotlighting and installation of infrared cameras could be developed to help form a fuller picture of the fauna species in the reserve. The variety of birds and frogs that have been identified indicate that the habitat supports a diverse number of species for such a small area.

Aquatic macroinvertebrates are small animals that live all, or part, of their lives in the water. Some are sensitive to pollution and others are able to withstand polluted waters. Because of this variability in sensitivity to pollution, macroinvertebrates make good biological indicators. Sampling macroinvertebrate communities in a wetland is a relatively simple way of determining the health of the wetland (DoW n.d.).

Some macroinvertebrate sampling was undertaken some years previously in the Peron Reserve wetland by local schools and Ribbons of Blue. A current project could be developed as a community engagement and/or school education opportunity, as well as helping to add to the picture of the wetland's health.

Native animals management actions**Objective: To protect and conserve native fauna.**

1. Manage the impact of threatening processes to protect native fauna.
2. Actively engage on a local level with recovery plan implementation for western ringtail possums in Peron Reserve, as it relates to the wider area.
3. Develop a community-led fauna survey, which may include spotlighting and installation of cameras, to help build a fauna species list for the reserves.
4. Develop citizen science project to sample macroinvertebrates in conjunction with the local community, schools or community groups.
5. Carry out fauna survey targeting presence of threatened and priority species.



Purple swamphens are commonly found in East Peron Reserve.
Photo: aussiebirdlife.com.

15. ENVIRONMENTAL WEEDS

Environmental weeds are introduced plants that establish themselves in natural ecosystems and modify natural processes; often resulting in the decline of the communities they invade (CALM 1999). Weeds impact on ecosystems by competing with native plants for space, nutrients, water and light; pushing out native fauna that depend on native plants for food and shelter; and altering fire regimes. The reserves have a total of 37 known introduced species.

The Environmental Weed Strategy for Western Australia (1999) provides the direction and an approach to tackling the problem of environmental weeds. It includes a ranking of weeds in terms of their environmental impact on biodiversity, with a resultant list of 1350 weeds rated as high, moderate, mild or low. Some species listed in the strategy exist in the reserves (Table 2). To protect WA agriculture, the Department of Agriculture and Food regulates harmful plants under the *Biosecurity and Agriculture Management Act 2007*. Plants that are prevented entry into the State or have control or keeping requirements are known as declared pests. The Western Australian

Organism List (WAOL) contains information on the area(s) in which a plant is declared and the control and keeping categories to which it has been assigned in WA (DAFWA n.d.). Declared weeds in the reserve come under the C3 control category, which means they are established in Western Australia but it is feasible, or desirable, to manage them in order to limit their damage.

Bridal creeper is the only recorded weed species that is on the Weeds of National Significance (WONS) list. Table 2 lists weeds of significance in the Peron Reserves (those listed in the Environmental Weeds Strategy, WAOL, WONS and 'alert'/priority weeds).

Table 2: Weeds of significance in the Peron Reserves

Species	Environmental Weeds Strategy (high rating)	WAOL control category	WONS	Alert and priority
<i>Asparagus asparagoides</i> Bridal creeper	Yes	C3 Management	Yes	
<i>Bromus diandrus</i> Great Brome	Yes			
<i>Lagurus ovatus</i> Hare's tail grass	Yes			
<i>Perlargonium capitatum</i> Rose Pelargonium	Yes			
<i>Typha orientalis</i> Bullrush	Yes			
<i>Watsonia sp.</i>	Yes			
<i>Zantedeschia aethiopica</i> Arum lily	Yes	C3 Management		
<i>Acacia longifolia</i> Sydney golden wattle				Yes
<i>Dipogon lignosus</i> Dolichos pea				Yes
<i>Typha orientalis</i> Typha/bullrush				Yes
<i>Juncus acutus</i> Sharp rush				Yes

Weeds that are priority for control are:

- on the WAOL, WONS list, and as high priority on the Environmental Weeds Strategy list
- weeds that have the potential to impact on rare and threatened flora and fauna
- newly established or 'alert' weed species or populations
- weeds in rehabilitation areas.

Weed control in both reserves should be prioritised based on assessment of invasiveness, distribution and potential environmental impacts. The drainage reserves upstream of Peron Reserve provide a continual source of infestation of weeds, which requires ongoing monitoring. Any weed control undertaken in the reserves should be undertaken by experienced bushland weed control contractors using best management practices.

15.1 Peron Reserve

Non-native trees and shrubs have been planted for rehabilitation, aesthetic and/or shading purposes on the Peron Avenue road reserve adjacent to Peron Reserve. Some of these species, such as dolichos pea (*Dipogon lignosus*) and Sydney golden wattle (*Acacia longifolia*), have naturalized and are spreading into Peron Reserve. These are a priority for removal from both within and adjacent to the reserve. Bridal creeper leaf hopper was introduced into the reserve in 2000, and bridal creeper rust 2002 via a D-CALC initiative in a Cape Naturaliste wide project with CSIRO and the then Department of Agriculture. This biocontrol is self-perpetuating on an annual basis, however, requires careful monitoring to ensure this continues.

Where other weeds have spread into the reserve they should also be controlled, and those within the road reserve need to be regularly monitored, and:

- contained where they pose no threat of spreading or affecting adjacent conservation values
- incrementally removed and replaced if they are determined inappropriate, are impacting on natural regeneration or revegetation efforts; or have naturally senesced
- removed where they are spreading into Peron Reserve to prevent an ongoing seed/vegetative source for spread.

Perennial grasses, including couch and buffalo grass, in Peron Avenue road reserve is spreading into Peron Reserve and will provide a continual source of infestation without their ongoing monitoring and containment within the road reserve. Garden waste dumping poses a threat to Peron Reserve's natural values, with dumped material having the potential to spread vegetatively and by seed. Garden waste dumping has been observed within and adjacent to the reserve; this must be removed immediately and reported to the city, with notification letters sent to neighbouring landholders.

In the past there were infestations of bullrush (*Typha orientalis*) in the open water areas of the reserve. Due to considerable resources being allocated to the problem, this weed species has mostly been eradicated. However, as there are infestations of bulrush in upstream drainage reserves it is important that re-infestation is closely monitored and removed as soon as observed.

Another potential wetland weed species at risk of being found in Peron Reserve is sharp rush (*Juncus acutus*), an 'alert' weed that spreads quickly and efficiently in suitably wet habitat. Sharp rush is of particular concern and a high priority for immediate removal; due to its pungent leaves and its capacity to spread quickly it can leave large areas of land inaccessible and is very difficult to eradicate. Sharp rush has been found previously within and adjacent to drainage lines along Caves Road within Dunsborough Lakes and is therefore at risk of spreading into the Peron Reserves, as well as Toby Inlet. The presence of this weed in the reserves must be closely monitored and controlled as soon as it is observed.

Due to the mostly excellent quality of the vegetation in Peron Reserve and presence of a TEC, control of weeds is a high priority and selective weed control should be based on an assessment of:

- Invasiveness: how rapidly and aggressively the weed can spread.
- Distribution: where it is located and the population's extent. Control should be prioritized for newly established weed populations, areas of good quality bushland and rehabilitation areas.
- Potential to impact on the environment: taking into account the two considerations above and the weed's potential to alter the composition, especially the formation of monocultures, in the natural environment. In addition, weeds that have the potential to impact on rare and threatened flora and fauna need to be prioritized for control.
- Potential to impact on DRF or TEC: weed control activities must avoid impacts to these.

15.2 East Peron Reserve

A large proportion of East Peron Reserve is parkland cleared with an understorey of weeds that are slashed periodically by the City. The main weeds of concern in this reserve are perennial grasses such as kikuyu, with its control being the key to future revegetation success, and garden escapees, many resulting from garden waste dumping along the eastern boundary of the reserve.

As with Peron Reserve, garden waste dumping is of concern and mowed lawn clippings have been observed along the eastern boundary fenceline. Also along this fenceline, and in two small areas along Marshall Street, there are large mounds of thatched kikuyu, which are not mowed presumably due to inaccessibility. These mounds pose a potential fire hazard, are a visual eyesore and should be removed. *Typha orientalis* also exists in this reserve within the stormwater basin.

Weed control in East Peron Reserve should be prioritised towards:

- site preparation and ongoing maintenance of future areas of revegetation
- removal of garden escapees along the eastern boundary fenceline
- removal of kikuyu mounds along eastern boundary fenceline and Marshall Street
- removal of *Typha orientalis* from the stormwater basin and replace with native species

Environmental weeds management actions

Objective: To minimise the impact of environmental weeds on natural environment values.

1. Undertake annual spring weed inspection to determine weed control requirements.
2. Monitor potential infestation of weeds from upstream drainage reserves.
3. Eradicate priority woody weeds *Dipogon lignosus* and *Acacia longifolia* in Peron Reserve and within the adjacent road reserve on Peron Avenue.
4. Contain perennial grasses within Peron Avenue road reserve and conduct ongoing monitoring to prevent reinfestation into Peron Reserve. Consider the installation of weed barriers to prevent reinfestation.
5. Undertake annual monitoring of bridal creeper to ensure continued activity of rust, and re-introduce if necessary.
6. Ensure appropriate pre-revegetation and ongoing weed control is provided for future revegetation in East Peron Reserve.
7. Remove garden escapees along the eastern boundary fence line in East Peron Reserve.
8. Remove kikuyu mounds in East Peron Reserve and continue control to prevent re-thatching.
9. Remove *Typha* from the stormwater basin and replace with native species.
10. Monitor effectiveness of weed control and undertake follow up control as required.
11. Assess impacts of weed control on native flora and undertake remedial action if there are unacceptable impacts.
12. Monitor planted non-native species and either: a) retain where they pose no threat, b) incrementally replace aesthetic/shading trees with local native species, or c) remove species that are self-seeding and spreading.
13. Remove dumped garden waste as soon as it is observed, notify the city and educate neighbouring landholders.
14. Educate local residents about weeds and garden escapees.



Acacia longifolia is actively spreading in Peron Reserve.



Kikuyu is a priority for control in East Peron Reserve.



Garden succulents in Peron Reserve, likely a result of dumping.

16. INTRODUCED, PROBLEM AND DOMESTIC ANIMALS

Introduced animals are feral species that have become established as wild or naturalised populations. Problem animals are native species that have altered their natural distribution and population, often to the detriment of locally native species (DEC 2010). Domestic animals are pets owned by landholders that can also impact on the reserves' values. These animals can seriously impact on ecosystems through predation, habitat destruction, competition for food and habitat, introduction of disease, and by causing environmental degradation.

The Biosecurity and Agriculture Management Act provides for the control of new animal pests entering WA, and also for the management of the impact and spread of existing animal pests. The City of Busselton has a responsibility to control declared pests on land that it manages, as per the prescribed control measures.

Due to the location of the reserves in a residential area there is no feral animal control program currently being undertaken. Evidence of rabbits or foxes has not been observed on the reserve in recent times; however, foxes were once present prior to (and shortly after) the reserve being fenced. The presence of unrestricted domestic animals (cats and dogs) observed in the reserves is cause for concern due to their direct and indirect impacts on birds and other wildlife, although a low fence around Peron Reserve helps to restrict wandering dogs.

Mosquitoes may be a problem arising from these urban wetland reserves, with the potential to carry disease such as Ross River virus, and therefore pose a health risk to nearby residents. However, healthy and functioning wetlands can actually reduce the abundance of mosquitoes by providing habitat for predators and a vegetated buffer between water and residences. Mosquitoes are not currently known to be a problem in the surrounding area; however, this should be monitored. Macroinvertebrate sampling and monitoring can help detection of pest and problem species (see section 18 *Native Animals*). The feral fish species mosquitofish (*Gambusia holbrooki*) has also been observed in the stormwater basin in East Peron Reserve.

Introduced and other problem animals management actions

Objective: To minimise the impact of introduced and other problem animals on the reserves' biodiversity.

1. Monitor the reserves' for feral animals and implement management measures as feasible.
2. Through education and awareness-raising encourage neighbouring landholders to maintain control of their domestic animals.
3. Monitor the reserves and surrounding areas for indications of increased mosquito populations.
4. Survey for and remove mosquitofish (*Gambusia holbrooki*) from drainage systems.

17. TREE DECLINE AND DISEASE

Tree decline other than natural senescence has not been observed in the reserves, and diseases such as *Phytophthora* dieback have not previously been mapped. This is largely due to other management priorities and the fact that the existing vegetation community does not obviously present symptoms of the disease.

Tree decline and disease management actions

Objective: To monitor and manage tree decline and disease and their impacts on the reserves' environment.

1. Monitor the reserves' for symptoms of tree decline and disease and determine appropriate management measures if this is observed.

18. FIRE

Australian wildlife has adapted to the natural occurrence of fire and some species even require it for reproduction. However, fires which are either too hot or frequent may have severe adverse impacts on native flora and fauna. Uncontrolled fire in and around the reserves also poses a serious risk to life, property and infrastructure, particularly as these reserves are nestled within an urban area.

The city's bushfire mapping identifies both reserves as in an area 'urban not prone to bush fire.' There is no formal fire history recorded for the reserves, and no specific Fire Management Plan, however, wildfires have occurred in the past. These reserves pose a fire risk if not properly managed. Key threats include:

- the urban location of the reserves
- potential risk of accidental fire from, for example, littering of cigarette butts, garden waste burn off, lightning strike or pole fires
- arson risk from deliberately lit fires
- the presence, and proximity to residences, of fuel loads from annual grassy weeds and native bushland.

Access for fire management for Peron Reserve is available via Caves Road and Peron Avenue, and for East Peron Reserve via Caves Road or Marshall Street (the latter with the removal of bollards). Ongoing fire management includes slashing of long grass and removal of prunings and dead woody material from the reserves. The westernmost extent of Peron Reserve is also bound by a firebreak accessible through a farm gate. Mature trees and vegetation are immediately adjacent to private residences at the easternmost extent of Peron Reserve.

In East Peron Reserve there are mature trees in close proximity to the easternmost fenceline adjacent to private property, as well as some areas of significant weed infestation that may pose a fire risk. Non-native trees/shrubs have been planted along the northern fenceline, which could pose a future fire risk when mature. These sites should be appropriately maintained and inspected by the city for potential fire risk.

Fire management actions

Objective: To manage fire to protect natural values and provide for the protection of human life and community assets.

1. Assess private property boundaries of both reserves, particularly the eastern boundaries, to determine appropriate measures to reduce fire risk.
2. Continue annual fuel reduction by slashing of grassy weeds.

19. REHABILITATION

Historical land use, urban development, and recreational access are all factors that have contributed to the degradation of the reserves, resulting in the loss of native vegetation and introduction of weeds. Degradation impacts the natural environment and visual amenity of the reserves. Previous rehabilitation efforts in Peron Reserve have proved a great success, comprising ongoing weed control, revegetation of over 1000 plants and rubbish removal. Fencing the reserve from general public access has also allowed natural regeneration to occur such that active rehabilitation is no longer required, other than ongoing weed control.

Rehabilitation of areas of East Peron Reserve will enhance the environmental and visual landscape values of the reserve. This could include the creation of a wide (approximately 30 metres) vegetated corridor, connecting Peron Reserve and the drain to Toby Inlet, revegetation around the stormwater basin and creation of a living stream out of an existing kikuyu infested drainage swale (Appendix 4).

It is important that a detailed rehabilitation plan is developed for East Peron Reserve to ensure an appropriate allocation of resources and feasible timelines for implementation. Particular attention and resourcing must be paid to pre-revegetation and follow up weed control, due to the aggressive nature of kikuyu and difficulty of control. It is also important that an incremental removal and replacement approach is taken, as unmowed areas of kikuyu provide habitat for frogs.

There needs to be appropriate selection of species to ensure they are salt-tolerant where necessary; Appendix 2 provides a list of local nursery-available species. Large areas of grassy lawn around the vegetated corridor should be maintained/mowed for recreational and fire management purposes.

Rehabilitation management actions

Objective: To rehabilitate degraded areas of the reserves to enhance environmental values.

1. Develop a East Peron Reserve rehabilitation plan, specifying timelines, budgets and actions.
2. Rehabilitate East Peron Reserve, including creation of a vegetated corridor(s), revegetation around the stormwater basin and creation of a living stream in the drainage swale.
3. Maintain the rest of East Peron Reserve for recreational and fire management purposes, including mowing of grass.
4. Actively involve the community in rehabilitation works.
5. Use only local species of plants that occur in the reserves for rehabilitation.



The East Peron Reserve stormwater basin is in need of revegetation. The water quality too is questionable.

PART D. MANAGING OUR CULTURAL HERITAGE

20. INDIGENOUS CULTURAL HERITAGE

General information interpreted from the oral history of the Nyungar people indicate that rivers, estuaries and wetlands were very important to these communities, both in a spiritual and practical sense (O'Conner et al., 1995). The group of Nyungar people that occupied the coastal area of the Geopraphe catchment are the Wadandi 'saltwater people'.

The Aboriginal Heritage Act (AHA) was enacted to ensure that all Aboriginal cultural heritage within Western Australia could be properly protected and preserved. The AHA applies to various places and objects which are culturally, spiritually or ceremonially significant to Aboriginal people. A register of sites and objects is maintained under the Act, although the Act also protects sites that have not yet been entered on the register. Under the Act, it is an offence for anyone to alter in any way an Aboriginal site or object without the relevant Minister's permission.

The Aboriginal Heritage Due Diligence Guidelines (2013) were developed to assist land managers to be more aware of how their activities could adversely impact an Aboriginal heritage site. Compliance with the guidelines will not of itself guarantee compliance with the AHA. However, where the guidelines are followed, it is less likely that Aboriginal sites will be harmed.

Both reserves are within the Caves Road campsite registered heritage site (site type unlisted) and are in close proximity to the Two Trees heritage place, which is not a registered site and is located in Dunsborough Lakes (Appendix 5). Appropriate approvals under the AHA are required to proceed with any public works that may affect heritage values. Native title claimants and representative Aboriginal bodies should also be advised before undertaking public works on the reserves.

Despite the practical and spiritual importance of wetlands to the Wadandi people, the ongoing connection of the Wadandi to the area and the considerable interest in Aboriginal culture by tourists and the local community, there is a lack of interpretative signage or facilities exist within the Dunsborough township about the cultural importance of these wetlands. There is scope within the City of Busselton Social Plan & Ageing Plan 2012-2020 and Local Cultural Planning Strategy (2011) to develop interpretation around the themes of Aboriginal culture and wetlands; Peron Reserve should be included in any investigation of interpretation in this regard.

Indigenous cultural heritage management actions

Objective: To identify, protect and appropriately manage sites with Indigenous cultural heritage value within the reserves.

1. Refer to the Aboriginal Heritage Due Diligence Guidelines to assess whether planned activities may impact adversely on Aboriginal heritage
2. In consultation with the Wadandi community, incorporate information on their history and culture into any future interpretation.
3. Ensure Peron Reserve is included as a potential site in any investigation of Aboriginal culture-related interpretation for the area.
4. Consult with the Wadandi people and organisations on relevant activities/projects.
5. Report Aboriginal artefacts or other relevant findings to the Registrar of Aboriginal sites.

21. NON-INDIGENOUS CULTURAL HERITAGE

Cultural heritage places in Western Australia are recorded in many different heritage listings, some which provide statutory protection to heritage places, through requirements for heritage-related approvals or referrals. Other listings are unofficial or quasi-official designations, often arising from local, community-based or thematic surveys. There are no heritage places in the reserves that are listed on the State Heritage List, however, there is one near the boundary of Peron Reserve on Peron Avenue, a *Melaleuca rhaphiophylla* of four metres in diameter estimated to be 100 years old.

Peron Reserve and much of the surrounding land were originally part of Fred Seymour's farm and used for cattle at certain times of the year when it was not inundated with water. In 1930 the area was under water and much of the original bushland was intact as parts of the farm were never cultivated. When development occurred the area became a sumpland for drainage purposes (Friends of Peron Reserve newsletter 1999).

In 2001, to mark the 200th anniversary of the landing of the French expedition in Geographe Bay, the Friends of Peron Reserve erected a bas-relief monument of Francois Peron. The reserve's namesake was an anthropologist who was enlisted as a trainee zoologist on the Captain Nicolas Baudin expedition (Wikipedia 2015), although there is no other connection between Francois Peron and the reserve. A connection established in modern times instigated by the Dunsborough Progress Association, who wrote to the town of Cerruilly in central south France about the commemoration. This came back to the Friends of Peron Reserve in acknowledgement and a visit later from Jaques Peron and his wife, a direct relation of Francois Peron. Communication continues on a common interest of plants. Some group members have also visited the Peron family in France (Ron Glencross pers. Comm. 12/08/15).

Non-indigenous heritage management actions

Objective: To identify, protect and appropriately manage the park's non-Indigenous cultural heritage sites.

1. Consult with historical records and historians to develop and collate existing information on historic sites located in, and general history of, the reserves.
2. Collate and publish historical information and links.
3. Provide historical information on interpretative signage as appropriate.



The bas relief of Francois Peron, Peron Reserve's namesake.

PART E. MANAGING RECREATIONAL AND OTHER USES

22. RECREATION

22.1 Activities

Due to the location of the reserves in an urban area, residents and other visitors can enjoy passive recreational pursuits, including walking, wildflower spotting, bird watching and cycling. Bird watching is common at Peron Reserve owing to the diverse range of bird species present and presence of a viewing platform. In addition, there are occasional conservation activities such as seed collecting continuing to occur. Otherwise, recreational opportunities for the general public in Peron Reserve are limited due to the reserve being fenced.

Historically, active recreational pursuits did occur in Peron Reserve, particularly during the summer period when much of the wetland is dry. Erosion damage from uncontrolled access of bicycles, motorbikes and horses impeded the success of much-needed revegetation. These activities were impacting the conservation values of the reserve via soil exposure, weed invasion, trampling of regenerating vegetation, and disturbance to wildlife. Following fencing of the reserve, and over time and with vegetation regrowth, these activities have effectively halted.

East Peron Reserve is generally used for passive recreational activities, such as walking and bike riding (a dual use pathway is located at both the western and eastern ends, the latter of which is outside of the reserve's boundaries). There is evidence of small bike jumps being built and rudimentary play equipment is often littered on the eastern edge of the reserve, indicating it is used as a play area by local children. Due to the small size of the reserve, waterlogging over winter, and lack of facilities and infrastructure, recreational use is otherwise minimal.



Waterlogging of most of East Peron Reserve over winter makes recreation difficult. The 'bund' to the left provides a drier option for access across the reserve.

22.2 Access

Peron Reserve is fenced and provides minimal provision for access, with the exception of a timber viewing platform on its northern side. Four access gates are located around the reserve but are mostly well concealed by vegetation and unlikely to be regularly used by the public.

East Peron Reserve is relatively open in nature with mostly parkland style vegetation, and so can easily be traversed by walkers and bike riders. However, during winter much of the reserve is inundated; an old bund provides slightly higher and drier ground during this time and should be extended to connect to the dual use pathway that dissects the westernmost edge of East Peron Reserve and connects Marshall Street/Peron Avenue to Caves Road. Bollards have been installed along the reserve's boundary with Marshall Street to prevent vehicular access, however, access is possible from Caves Road and vehicle tracks were observed traversing the reserve during site visits.



Viewing platform in Peron Reserve, as taken from within the reserve.

Recreation management actions

Objective: To encourage compatible recreational opportunities in the reserves that do not impact conservation values.

1. Regularly inspect Peron Reserve's fencing and maintain as required.
2. Continue annual maintenance, including oiling, and any repairs to the Peron Reserve viewing platform to maintain its good and safe condition.
3. Install low pine bollards along the Caves Road boundary of East Peron Reserve to prevent unauthorised vehicle access, with a removable bollard or gate for management access.
4. Revegetate behind installed bollards using low growing species to improve amenity whilst maintaining access to existing power lines.
5. Extend the existing bund in East Peron Reserve to improve access during winter months, connecting the existing dual use pathways adjacent to either end of the reserve.

23. WASTE

Waste comprises litter, toilet waste, and dumping of garden and other rubbish, all of which are an ongoing concern for reserve management. Litter has a significant impact on visitor enjoyment of a natural area, and has implications for water quality, hygiene, safety, amenity and impacts to wildlife. Litter makes an area look dirty and unmanaged, and often attracts more litter. As such, waste management is a priority management issue to maintain enjoyment and respect for the reserves and conservation of the environment.

Litter can enter the reserve from several locations, including from the upstream drainage reserves, adjacent road reserves, and from people littering within the reserves. Much of the litter in East Peron reserve comprises building materials and general packaging. This is largely due to building activities nearby and the general increased accessibility of this reserve over Peron Reserve. Some waste was also observed in Peron Reserve, only accessible during the summer months, much of which appeared to be at least several years old. Most of the litter in the reserves will eventually flow into Geographe Bay.

It is difficult to manage litter in such urban reserves due to the the lack of public bins and unlikelihood of a ranger being in the vicinity to issue infringements. The most effective way to reduce litter in this instance is to enhance community pride and ownership of these reserves by engaging them in activities relating to reserve management. The city is responsible for undertaking cleanups when required and ensuring amenity is maintained to a high standard.



Litter in Peron Reserve (left) and building waste materials used for play in East Peron Reserve (right).

Waste management actions

Objective: To minimize the volume of waste present in the reserves'.

1. Immediately report to rangers the presence of building waste and/or garden refuse in the reserve.
2. Ensure regular reserves' maintenance, including litter removal, to maintain reserve amenity to a high standard.

24. EDUCATION, INTERPRETATION AND RESEARCH

Interpretation provides people with the opportunity to make a connection with a place, provides information about a natural area in a memorable way and enhances its value. Interpretation leads

people from understanding to appreciation and from appreciation to conservation (DEC 2010). Existing interpretation associated with Peron Reserve include a brochure, a bas-relief monument of Francois Peron on Peron Avenue, and a viewing platform including signage on bird species.



Interpretative signage at Peron Reserve.

Friends of Peron Reserve Chairperson Mary Hughes undertakes annual visits to the local primary school, engaging students with maintenance activities in the reserve. A D-CALC website currently in development will provide another medium for informing the community about the reserves.

Peron Reserve has potential for a limited range of educational uses owing to the relatively good condition of the vegetation communities, close proximity of the reserve to local schools, and its general accessibility to the wider Dunsborough community. Interpretation and research/monitoring opportunities exploring environmental and cultural values and threats include:

- Aboriginal values and past use of the Dunsborough wetland chain as a whole, with Peron Reserve a remaining mosaic
- fauna, including birds, frogs, mammals and aquatic macroinvertebrates
- flora
- wetland functions and ecology
- hydrology and water quality
- impacts on the reserve's environmental values.

There are educational opportunities associated with the rehabilitation of East Peron Reserve, particularly if the local community and school groups are encouraged to be involved.

Education, interpretation and research management actions

Objective: To increase the community's awareness, appreciation and understanding of the park's values, and encourage support for management activities.

1. Include information about the reserves and Friends of Peron Reserve on the D-CALC and City of Busselton' websites.
2. Continue engagement with local schools on Peron Reserve, its values and management.
3. Explore opportunities to utilise Peron Reserve as an educational and research asset, including a number of possible environmental and cultural themes.
4. Ensure activities are undertaken sensitively to ensure reserves' values are not impacted.
5. Identify potential interpretation project at Peron Reserve to highlight the Aboriginal values and past use of wetlands in the area.
6. Engage local residents with activities and projects in the reserve.

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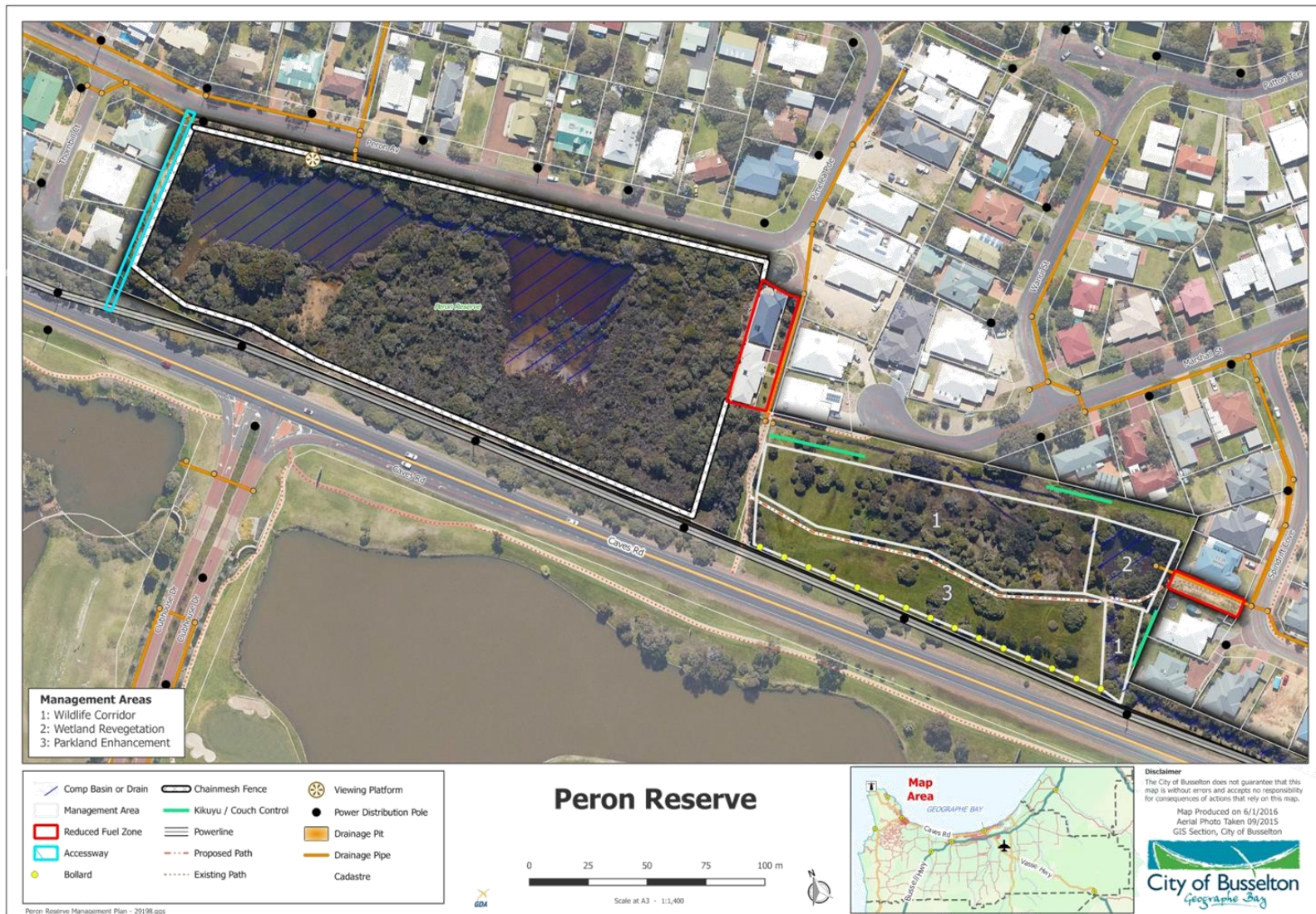
Appendix 1: Summary of management actions

Section	Management action	Priority
Land tenure and classification	Change the purpose of East Peron (reserve 31645) from public recreation" to landscape protection and drainage.	Medium
Management framework	Engage with local residents in proximity to the Peron Reserves to determine the feasibility of re-activating the Friends of Peron Reserve.	Medium
	The City of Busselton to work with and support community groups to implement this management plan and specific project activities.	High
Climate	Working with other agencies and groups, on a landscape scale if necessary, undertake a survey on the reserves' biota and potential impacts of climate change to increase understanding of the values at stake, and determine actions to mitigate impacts.	Medium
	Promote the resilience of the reserves' environment by limiting or reducing those pressures over which there is some management control.	Medium
	Revegetate a wildlife corridor in East Peron Reserve to assist the migration of species between reserves.	High
	Work with other agencies and groups, on a landscape scale if necessary, to determine actions to mitigate impacts.	Low
	Review and adapt management in response to new knowledge and understanding of climate change and its impact on biodiversity.	Medium
Geology, landform and soils	Evaluate any proposals that have the potential to disturb acid sulfate soils and ensure mitigation measures are in place to prevent impacts to the reserves.	High
Water and drainage	Implement recommendations from the Water Quality Improvement Plan, including: a) undertake incoming and outgoing surface water monitoring b) undertake groundwater monitoring c) implementing riparian best managements practices d) include surrounding urban area in a wider urban fertiliser management program e) rehabilitation of the grassed open swale in East Peron Reserve resulting in a vegetated swale or 'living stream'.	Medium
	Evaluate proposals with potential to impact water quality or drainage regimes in reserves.	High

	Investigate the retrofit of drains in neighbouring streets to improve water quality and educate residents in the management of stormwater.	Medium
Native plants and vegetation communities	Manage the impact of threatening processes on native flora and vegetation.	High
	Minimise clearing for any purpose and investigate alternatives or offsets.	High
	Assess proposed operations and developments for the potential impacts on native species, TECs and significant habitats.	High
	Manage fire according to the relevant section of this plan, giving special consideration to values that are dependent on specific fire regimes, such as TECs.	High
	Undertake a flora survey targeting the presence of threatened and priority species and update and build on the reserves' native plant species list	Medium
	Manage the impact of threatening processes to protect native fauna.	High
Native animals	Actively engage on a local level with recovery plan implementation for western ringtail possums in Peron Reserve, as it relates to the wider area.	Medium
	Develop a community-led fauna survey, which may include spotlighting and installation of cameras, to help build a fauna species list for the reserves.	Medium
	Develop citizen science project to sample macroinvertebrates in conjunction with the local community, schools or community groups.	Low
	Carry out fauna survey targeting presence of threatened and priority species.	Medium
	Undertake annual spring weed inspection to determine weed control requirements.	High
Environmental weeds	Monitor potential infestation of weeds from upstream drainage reserves.	High
	Eradicate priority woody weeds <i>Dipogon lignosus</i> and <i>Acacia longifolia</i> in Peron Reserve and within the adjacent road reserve on Peron Avenue.	High
	Contain perennial grasses within Peron Avenue road reserve and conduct ongoing monitoring to prevent reinfestation into Peron Reserve. Consider the installation of weed barriers to prevent reinfestation.	High
	Undertake annual monitoring of bridal creeper to ensure continued activity of rust, and re-introduce if necessary.	Medium
	Ensure appropriate pre-planting and ongoing weed control is provided for future revegetation in East Peron Reserve.	High
	Remove garden escapees along the eastern boundary fence line in East Peron Reserve.	Medium
	Remove kikuyu mounds in East Peron Reserve and maintain ongoing control to prevent re-thatching.	High
	Monitor effectiveness of weed control and undertake follow up control as required.	Medium
	Assess impacts of weed control on native flora and undertake remedial action if there are unacceptable impacts.	High
	Monitor planted non-native species and either: a) retain where they pose no threat, b) incrementally replace aesthetic/shading	Medium

	trees with local native species, or c) remove species that are self-seeding and spreading.	
	Remove dumped garden waste as soon as it is observed, notify the city and educate neighbouring landholders.	High
	Educate local residents about weeds and garden escapees.	High
	Monitor the reserves' for feral animals and implement management measures as feasible.	High
Introduced, problem and domestic	Through education and awareness-raising encourage neighbouring landholders to maintain control of their domestic animals.	Medium
	Monitor the reserves and surrounding areas for indications of increased mosquito populations	Low
	Survey for and remove mosquitofish (<i>Gambusia holbrooki</i>) from drainage systems.	Medium
	Monitor the reserves' for symptoms of tree decline and disease and determine appropriate management measures if this is observed.	Low
Tree decline and disease	Assess private property boundaries of both reserves, particularly the eastern boundaries, to determine appropriate measures to reduce fire risk.	High
Fire	Continue annual fuel reduction by slashing of grassy weeds.	High
	Develop a detailed rehabilitation plan for East Peron Reserve, specifying feasible timelines, budgets and actions.	Medium
Rehabilitation	Rehabilitate East Peron Reserve, comprising creation of a vegetated corridor(s), revegetation around the stormwater basin and creation of a living stream in the drainage swale.	Medium
	Maintain the rest of East Peron Reserve for recreational and fire management purposes, including mowing of grass.	Medium
	Actively involve the community in rehabilitation works.	Medium
	Use only local species of plants that occur in the reserves for rehabilitation.	High
	Consult the Aboriginal Heritage Due Diligence Guidelines to assess whether planned activities may impact adversely on Aboriginal heritage	High
Indigenous cultural heritage	In consultation with the Wadandi community, incorporate information on their history and culture into any future interpretation.	Low
	Ensure Peron Reserve is included as a potential site in any investigation of Aboriginal culture-related interpretation for the area.	Low
	Consult with the Wadandi people and organisations on relevant activities/projects.	High
	Report Aboriginal artefacts or other relevant findings to the Registrar of Aboriginal sites.	High
	Consult with historical records and historians to develop and collate existing information on historic sites located in, and general history of, the reserves	Low
No indigenous	Collate and publish historical information and links.	Low
	Provide historical information on interpretative signage as appropriate.	Low
	Regularly inspect Peron Reserve's fencing and maintain as required.	Medium

	Continue annual maintenance, including oiling, and any repairs to the Peron Reserve viewing platform to maintain its good and safe condition.	Medium
Recreation	Install low pine bollards along the Caves Road boundary of East Peron Reserve to prevent unauthorised vehicle access, with a removable bollard or gate for management access.	Medium
	Revegetate behind installed bollards using low growing species to improve amenity whilst maintaining access to existing power lines.	Medium
	Extend the existing bund in East Peron Reserve to improve access during winter months, connecting the existing dual use pathways adjacent to either end of the reserve.	Medium
	Immediately report to rangers the presence of building waste and/or garden refuse in the reserve.	High
	Ensure regular reserves' maintenance, including litter removal, to maintain reserve amenity to a high standard.	High
Wa ste	Include information about the reserves and Friends of Peron Reserve on the D-CALC and City of Busselton' websites.	Medium
	Continue engagement with local schools on Peron Reserve, its values and management.	Medium
Education, interpretatio n and research	Explore opportunities to utilise Peron Reserve as an educational and research asset, including a number of possible environmental and cultural themes.	Medium
	Ensure any activity is undertaken in a sensitive manner to ensure the reserves' values are not impacted.	High
	Identify potential interpretation project at Peron Reserve to highlight the Aboriginal values and past use of wetlands in the area.	Low
	Engage local residents with activities and projects in the reserve.	High





PERON RESERVE MANAGEMENT PLAN

Shire of Busselton
and
Friends of Peron Reserve

Adopted Jan 2000

TABLE OF CONTENTS

1	INTRODUCTION.....	3
1.1	BACKGROUND.....	3
1.2	MANAGEMENT PLAN MISSION STATEMENT	3
1.3	LOCATION.....	3
1.4	VESTING AND PURPOSE	3
1.5	CATCHMENT AND LAND USE CONSIDERATIONS	3
1.6	HISTORY	5
2	DESCRIPTION OF THE ENVIRONMENT.....	5
2.1	THE PHYSICAL AND NATURAL ENVIRONMENT	5
2.1.1	<i>Topography, Landform and Soils</i>	<i>5</i>
2.1.2	<i>Vegetation and Flora</i>	<i>5</i>
2.1.3	<i>Fauna</i>	<i>5</i>
2.1.4	<i>Fire History</i>	<i>6</i>
2.1.5	<i>Introduced and Feral Animals</i>	<i>6</i>
2.2	HUMAN USE ATTRIBUTES	6
2.2.1	<i>Recreation.....</i>	<i>6</i>
2.2.2	<i>Educational Uses</i>	<i>6</i>
2.2.3	<i>Significant Heritage Sites.....</i>	<i>6</i>
2.2.4	<i>Other Uses.....</i>	<i>7</i>
3	MANAGEMENT OBJECTIVES, ISSUES AND RECOMMENDATIONS.....	7
3.1	CONSERVATION.....	7
3.1.1	<i>Objective:</i>	<i>7</i>
3.1.2	<i>Dieback Disease</i>	<i>7</i>
3.1.3	<i>Native flora management.....</i>	<i>7</i>
3.1.4	<i>Weed Control.....</i>	<i>8</i>
3.1.5	<i>Feral and Domestic Animals.....</i>	<i>8</i>
3.1.6	<i>Fauna.....</i>	<i>8</i>
3.2	RECREATION.....	10
3.2.1	<i>Objective</i>	<i>10</i>
3.2.2	<i>Public Usage</i>	<i>10</i>
3.3	FIRE CONTROL	11
3.3.1	<i>Objective</i>	<i>11</i>
3.3.2	<i>Fire Risk and Management.....</i>	<i>11</i>
3.4	DRAINAGE AND WATER QUALITY MANAGEMENT	11

3.4.1	Objective	11
3.4.2	Erosion	11
3.4.3	Water quality.....	11
3.5	EDUCATION	12
3.5.1	Objective	12
3.5.2	Educational opportunities.....	12
3.5.3	Raising Awareness.....	12
4	MANAGEMENT FRAMEWORK FOR IMPLEMENTATION	13
4.1	COMMUNITY INVOLVEMENT	13
4.1.1	"Friends of Group".....	13
4.2	PROPOSED FUNDING / RESOURCE REQUIREMENTS	13
4.2.1	External Funding Opportunities.....	13
4.2.2	Shire Assistance	13
4.3	IMPLEMENTATION.....	13
4.3.1	Life of Plan.....	13
4.3.2	Reporting and Review	13
5	REFERENCES.....	13

1 Introduction

1.1 Background

Peron Reserve is a remnant wetland mosaic located in the urban area of Dunsborough. The Reserve is one of the last remaining wetlands in an area that is now heavily filled and encroached upon by road, residential and golf course developments. In the past the Reserve was used as a dumping area for rubbish, leaving it with a variety of weed species. A range of other disturbances have also occurred as a result of the surrounding urbanisation.

The Friends of Peron Reserve formed in September 1997 to help preserve and enhance the Reserve in its natural state for the benefit of the local community and as a wildlife refuge. The group has successfully planted and maintained approximately 750 plants, removed rubbish, undertaken flora surveys and weed control, and proactively informed other neighbouring residents. The Shire of Busselton has developed a partnership approach to management with the Friends of Peron Reserve. To date Council has supplied tools, equipment and 650 seedlings, removed rubbish, undertaken weed control and provided technical advice to the group.

This management plan outlines recommendations to achieve the objectives of the Friends of Peron Reserves group and provides a framework for the joint management of the reserve between the Shire of Busselton and the community.

1.2 Management Plan Mission Statement

To conserve, protect and enhance the ecological system of Peron Reserve through the protection and management of areas of conservation value, scenic beauty and scientific interest, while maintaining drainage functions and passive recreational values.

1.3 Location

Peron Reserve is located within the urban area of Dunsborough in the Shire of Busselton, Western Australia (Figure 1). Peron Reserve is approximately 0.5 kilometres from the Dunsborough town site, and is bounded to the south by Caves Road, to the north by Peron Avenue, to the west by urban development and to the east by Reserve 31645. The total area of Peron Reserve is 2.43 hectares.

1.4 Vesting and Purpose

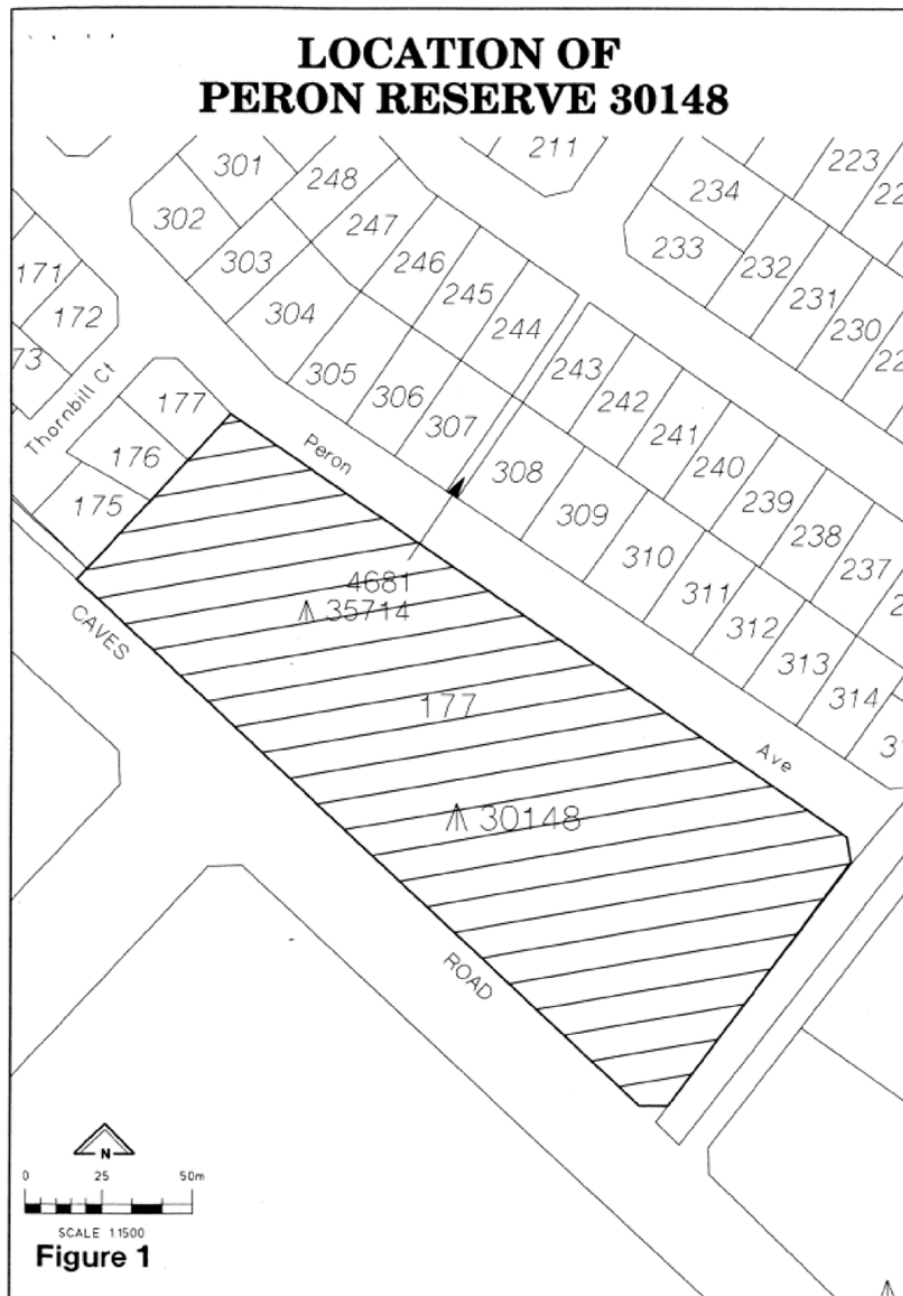
Reserve 30148 is vested with the Shire of Busselton as "C" Class Reserve for the purpose of public recreation. Due to its conservation, a change in vesting from "Public Recreation" to "Landscape Protection and Drainage" has been submitted to the Department of Land Administration.

1.5 Land Use Considerations

The wetland mosaic contained within the reserve receives water from part of the Dunsborough Town stormwater system prior to flowing into the coastal embayment of Geographe Bay. The wetland mosaic is believed to act as biological filters, assisting with stripping contaminants from the stormwater before entering Geographe Bay.

Recent monitoring has shown that the maintenance and enhancement of water quality is an important issue. Because of the urban nature of the catchment, oil and other contaminants often flow into the wetland. Currently hay is used to filter the first flush flow from the drainage system to reduce the impact of these contaminants on the environmental values of the wetland.

Flooding has regularly occurred in these areas, especially after the Cyclones of 1930 and 1937. It has been reported that Cyclone Alby (6th April 1978) impacted on the local vegetation.



1.6 History

Peron Reserve and much of the surrounding land was originally owned by Jack Seymour. Records show that this part of his farm was never cultivated and this can explain the good condition of the vegetation remaining on the Reserve.

2 Description of the Environment

2.1 The Physical and Natural Environment

2.1.1 Topography, Landform and Soils

Peron Reserve is a continuation of the wetland landform unit on the alluvial plain of Pleistocene origin situated on the southern side of Toby Inlet. This is a Pleistocene environmental geology unit, Sm2, and is described as a Guilford Formation (Qpa) wetland unit, brown to yellow-grey sand over clay with a high water table and prone to flooding.

A large portion of Peron Reserve has been modified as a compensating basin collecting storm-water from the adjoining urban development and roads.

2.1.2 Vegetation and Flora

The remnant vegetation of Peron Reserve is typical of what may be regarded as a wetland community with a forest community of some seven species of *Melaleuca*'s including *Melaleuca raphiophylla*, interspersed with *Agonis flexuosa* and *Eucalyptus rudis* all on higher ground. The understorey is made up of several *Acacia* spp., *Hibbertia* spp., *Daviesia decurrens* and *Jacksonia furcellata*. Dense sedgeland surrounding the wetland is comprised of sedges such as *Baumea vaginalis* and *Lepidosperma leptostachyum* and reeds such as *Juncus pallidus* interspersed within the sedge community.

A total of 93 species of vascular plants have been recorded (Appendix A), with 16 exotic species recorded and these are mainly environmental weeds. One suspected declared rare flora was recorded, this being *Caladenia heugelli*. This species of orchid occurs within a narrow coastal band from Perth to Yallingup, and grows in deep sandy soils in Jarrah/Banksia woodlands. Other plants of interest found in the reserve are *Scaevola globulifera*, *Anigozanthus viridis*, *Verticordia densiflora*, *Hakea varia*, *Synaphea petiolaris* spp. *triloba*.

Most of the weeds found in Peron Reserve are herbaceous annuals. There are several invasive species such as *Pennisetum clandestinum* (Kikuyu Grass), *Zantedeschia aethiopica* (Arum Lily), *Stenotaphrum secundatum* (Buffalo Grass) and *Watsonia* sp.

2.1.3 Fauna

Peron Reserve is well vegetated on higher ground, and has a notable diversification of species for such a small area. This reserve has already recorded a fair number of bird species, and the remnant vegetation tends to indicate that there could be a reasonable diversification of fauna species. Few formal records have been made, yet local residents have observed a range of fauna presents includes reptiles and small marsupials. Of particular note are the Dugite and Quenda (Southern Brown Bandicoot).

The limited fauna that has been recorded in this reserve, or could be found at this site is likely to be a result of the limited area of habitat provided rather than the quality of habitat. The variety of birds and frogs that have been identified indicate that the habitat supports a diverse number of species for such a small area.

Approximately forty species of birds have been recorded within Peron Reserve and adjacent area (Appendix B). Birds of significance that have been observed are the Yellow-billed Spoonbill (*Platalea flavipes*), Black-fronted Plover (*Charadrius melanops*), Eastern Reef Egret (*Egretta sacra*); Sacred Ibis (*Threskiornis aethiopica*) and Blackwinged Stilt (*Himantopus himantopus*).

Several frogs, all reasonably common, have been identified, such as the Slender tree frog (*Litoria adelaidensis*), Quacking frog (*Crinia georgiana*), Moaning frog (*Heleioporus inornatus*), and the Banjo frog (*Limnodynastes dorsalis*).

2.1.4 Fire History

Remnant vegetation on northern corner of the adjoining Reserve 31645 was burned in February 1997. It is thought that this fire was started by children or by a cigarette butt. The degraded nature of this site has meant that weed invasion is greater, thus providing a larger fuel load. This may increase the fire risk for Peron Reserve and consideration to control of weeds on this reserve to reduce the fuel load may be required. Access for fire management for both reserve sites is available via Caves Road and Peron Avenue.

2.1.5 Introduced and Feral Animals

Local residents have observed cats frequenting the reserve and at times have witnessed attacks on water birds. The frequent roaming of dogs within Peron Reserve has caused disturbance to waterbirds on the reserve and at times has resulted in attacks on wildlife. Evidence of rabbits or foxes has not been observed on the reserve in recent times.

2.2 **Human Use Attributes**

2.2.1 Recreation

Local residents and visitors to the reserve alike enjoy a variety of passive recreational pursuits. Bird watching is common owing to the diverse range of bird species present. Many people also enjoy bushwalking around the margins of the reserve. There is evidence of some disturbance from pedestrian access through the reserve. There are currently no facilities for disabled access to the reserve, though grant funds have recently been made available for this purpose.

In recent times some active recreational pursuits have also occurred, particularly during the summer period when much of the wetland mosaic is dry. Erosional damage from uncontrolled access of bicycles, motorbikes and horses has prevented much-needed revegetation taking place. These activities have potential to impact upon the conservation values of the reserve via soil exposure, increased weed invasion, trampling of regenerating vegetation, and disturbance to waterbirds.

2.2.2 Educational Uses

Peron Reserve has large potential for a range of educational uses owing to the relatively undisturbed state of the vegetation communities, the close proximity of the reserve to local schools, and its general accessibility to the wider Dunsborough community.

2.2.3 Significant Heritage Sites

Information has not yet been compiled on the European or Aboriginal heritage value of this reserve. General information interpreted from the oral history of southwest Aboriginal communities (collectively known as the Nyungar people) indicate that rivers, estuaries and wetlands were very important to these communities, both in a spiritual and practical sense (O'Conner *et al.*, 1995). The group of Nyungar people that occupied the coastal area of the

Geographe catchment were known as the Wardandi People 'the people that lived by the ocean and followed the forest paths (Wardan meaning ocean).

2.2.4 Other Uses

Part of Peron Reserve has been made into a compensating basin to deal with flood waters from the surrounding roads and urban development, hence the reserve also serves a drainage function. In addition to buffering water quantity from the drainage network, the wetland mosaic within Peron Reserve is also believed to assist with managing the quality of this stormwater prior to flowing into Geographe Bay.

The concept of treating stormwater quality by passing water through wetlands (constructed and modified) is not a new one. The primary treatment process is sedimentation as particulates settle out of the water column under low flow conditions and accumulate in the basin of the wetland (Water & Rivers Commission, 1998). Nutrients are also taken up from the water column and from the sediments by emergent macrophytes (rushes and sedges) and other fringing vegetation. This vegetation also assists to filter out particles from the water.

3 Management Objectives, Issues and Recommendations

3.1 Conservation

3.1.1 Objective:

Conserve, protect and enhance the flora, fauna habitat and landscape of the reserve for local flora and fauna and aesthetical values.

3.1.2 Dieback Disease

Dieback disease is not currently prevalent on the site. Owing to the relative absence of susceptible species and the nature of the vegetation associations, a dieback management program is not warranted in this case.

3.1.3 Native flora management

The current vegetation provides a number of aesthetical and environmental values. The status needs to be maintained, and ensure that there is no further destruction to the fringes. Physical disturbance to the reserve is a major impediment to the revegetation program currently being conducted. There is also a need to protect the genetic diversity of the plant species within the reserve. Specific areas to be revegetated are outlined the plan presented in Figure 2.

Recommendations

FPR: (Friends of Peron Reserve)

SB: (Shire of Bussetton)

Number	Recommendation	Contributing Authority or Group
3.1.3 (a)	Update Flora Surveys of Peron Reserve (PR2).	FPR
3.1.3 (b)	Revegetate degraded areas with local native species (PR2 ongoing).	FPR, SB
3.1.3 (c)	Where possible use seed sourced from within the reserve for rehabilitation (PR1 ongoing).	FPR
3.1.3 (d)	Protect declared rare flora (PR1 ongoing).	FPR, SB
3.1.3 (e)	Limit physical disturbance to the reserve by restricting	FPR, SB.

	access to vegetated areas (PR1)	
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3.1.4 Weed Control

Exotic weeds such as Arum lilies (*Zantedeschia aethiopica*) and Kikuyu Grass (*Pennisetum clandestinum*), have invaded fairly large areas. The presence of exotic species within the reserve increases the fuel load for fire. Weeds can also out-compete native plants, particularly in regenerating or disturbed areas. Removal of weeds from within the reserve reduces the potential for the spread of exotic species to land outside the reserve boundary via transport of seed by birds, water flow and the wind.

Recommendations

Number	Recommendation	Contributing Authority
3.1.4 (a)	Identify and remove all exotic species (PR1 ongoing).	FPR, SB
3.1.4 (b)	Place emphasis on the eradication and control of invasive weeds such as Arum Lily and Kikuyu Grass and minimise the proliferation of these and other exotic plants. (PR1 ongoing)	FPR
3.1.4 (c)	Work from the best (most undisturbed) area of bush outwards when undertaking weed control. (PR2 ongoing)	FPR, SB
3.1.4 (c)	Observe statutory requirements with regard to weed control (PR1 ongoing).	FPR, SB
3.1.4 (d)	Limit the avenues for introduction of weeds by minimising soils disturbance and discouraging the dumping of garden rubbish within the reserve. (PR2 ongoing)	FPR

3.1.5 Introduced Animals

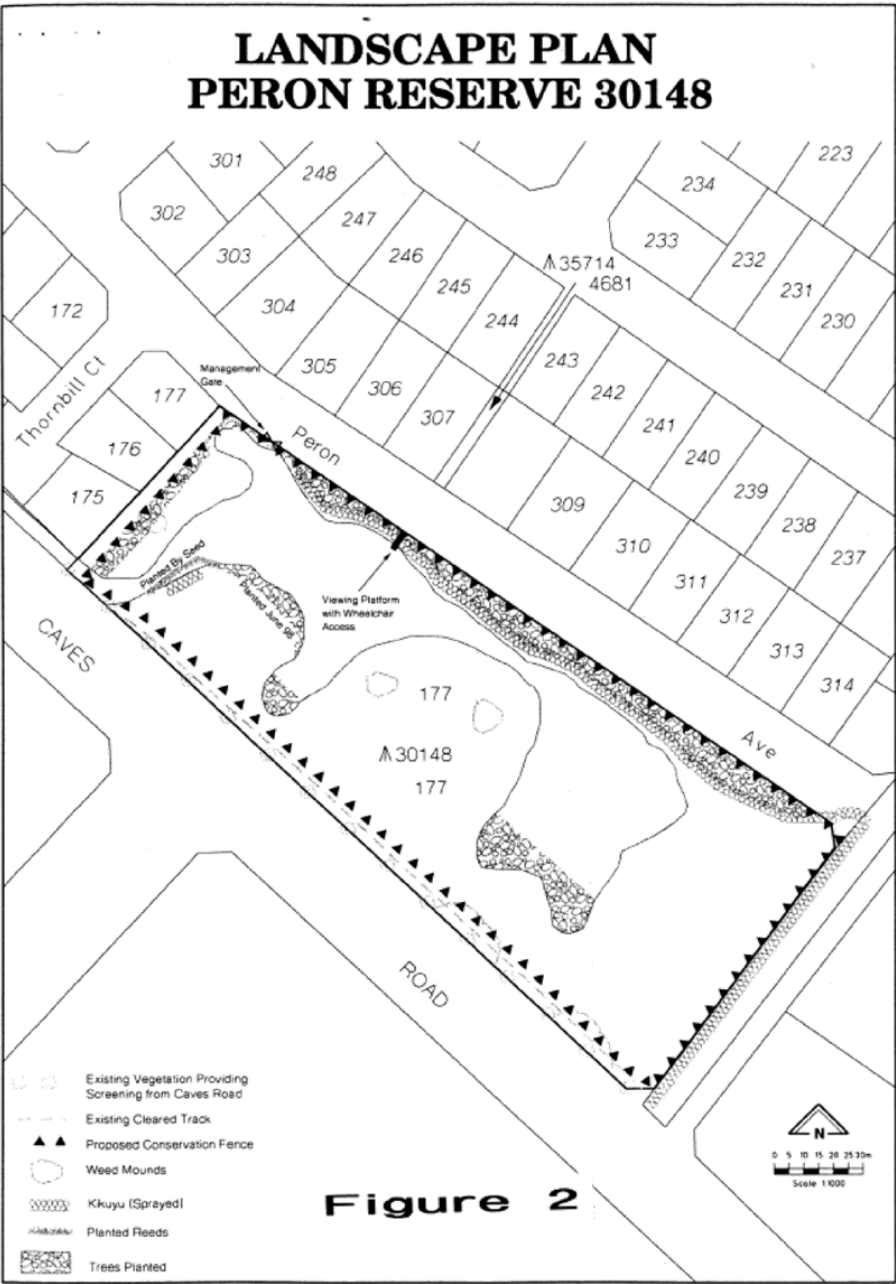
It is likely that domestic cats and dogs are having an impact on the native fauna of the reserve.

Recommendations

Number	Recommendation	Contributing Authority
3.1.5 (a)	Construct a conservation fence around the reserve to minimise the impact of domestic cats and dogs. (PR1)	SB, FPR

3.1.6 Fauna

Surveys of birds and frogs have been undertaken within the reserve and the occasional sightings of quendas (bandicoots) indicate that the reserve may also support small marsupials. A survey of the aquatic macroinvertebrate fauna has not as yet been undertaken. Such a survey would indicate the level of diversity present within the aquatic fauna.



Recommendations

Number	Recommendation	Contributing Authority
3.1.6 (b).	Protect animal habitats (PR1 ongoing)	FPR, SB.
3.1.6 (c).	Undertake a macro-invertebrate study (PR3)	FPR
3.1.6 (d)	Identify potential impacts to waterbirds and their habitat (PR1).	FPR, SB
3.1.6 (e)	Investigate and implement management measures to mitigate potential impacts to waterbirds and their habitat (PR2).	FPR, SB

3.2 Recreation**3.2.1 Objective**

Manage Peron Reserve for passive recreation activities while ensuring that these activities do not impact upon the conservation values of the reserve.

3.2.2 Public Usage

While current public use of the reserve includes a range of passive and active activities, some of the active recreation activities have a large potential to lead to the degradation of the reserve and frustrate rehabilitation efforts. It is possible to manage the reserve for both conservation and recreation values by encouraging only passive recreation around the reserve. Appropriate passive uses are likely to include bird watching and aesthetical enjoyment.

A conservation fence around the reserve has been suggested to control human use and domestic animal access into the reserve. In keeping with equal opportunity principles, it may also be appropriate that access for disabled persons is made available.

Recommendations

Number	Recommendation	Contributing Authority
3.2.2 (a)	Encourage only passive recreational use of the reserve. (PR1)	FPR
3.2.2 (b)	Control human and animal access to the Reserves via the erection of a suitable netting and plain wire (conservation) fence. Two kissing gates to be sited for management purposes, with one maintenance gate. (PR1).	SB, FPR
3.2.2 (c)	Manage the reserve to protect and enhance the aesthetical value of the wetland mosaic. (PR2 ongoing)	FRP
3.2.2 (d)	Provide wheel chair access to a viewing platform overlooking the wetland. (PR2)	SB, FPR.

3.3 Fire Control

3.3.1 Objective

Manage the reserve so as to minimise the risk of fire, while ensuring that fire management practices do not adversely and unnecessarily impact upon the genetic diversity of flora within the reserve.

3.3.2 Fire Risk and Management

Due to the build up of fuels in Peron Reserve a protection plan may be needed. Fire breaks for the entire reserve may be minimal as the area is bounded by Caves Road to the south and Peron Avenue to the north, and the total area at risk is minimal.

Recommendations

Number	Recommendation	Contributing Authority
3.3.2 (a)	Control Kikuyu grass (PR1).	FPR, SB
3.3.2 (b)	Reduce fuel loading in the reserve by eradicating weeds (PR2).	FPR, SB

3.4 Drainage and Water Quality Management

3.4.1 Objective

Manage Peron Reserve to maintain the existing drainage nutrient stripping functions while ensuring that these practices do not adversely effect the existing wetland values.

3.4.2 Erosion

As the primary function of Peron Reserve is a compensating basin, great care is needed to ensure that the banks of the existing drains and the basin do not become eroded.

Recommendations

Number	Recommendation	Contributing Authority
3.4.2 (a)	Plant the margins of the compensating basin with native sedges and other locally native riparian vegetation in order to stabilise the edges of the compensating basin (PR2 ongoing)	FPR
3.4.2 (b)	Maintain the size of the existing compensating basin area so as to retain existing vegetation.(PR2)	SB

3.4.3 Water quality

The wetland within Peron reserve plays a role in filtering contaminants from water prior to flow entering Geographe Bay. At times there has been a need to instigate additional water quality management measures to improve the quality of drainage water flowing into and through the wetland. Where resources are available, monitoring would provide useful feedback on the effectiveness of these measures and the extent to which water quality is improved by flowing through the wetland before entering Geographe Bay.

Recommendations

Number	Recommendation	Contributing Authority
3.4.3 (a)	Where resources are available, monitor the quality of water flowing into and out of the wetland system (PR3).	FPR
3.4.3 (b)	Undertake water quality controls such as hay filters during the first flush rainfall period (PR2 ongoing).	FPR
3.4.3 (d)	Minimise the use of herbicides in the vicinity of the wetland (PR2).	FPR

3.5 Education

3.5.1 Objective

Manage Peron Reserve so as to retain and enhance the educational value of the reserve while raising public awareness about the many values of Peron Reserve.

3.5.2 Educational opportunities

There is substantial potential for other environmental groups to benefit from the experiences of the Friends of Peron Reserve in the management and rehabilitation of this reserve.

The sensitive nature of the reserve means that large school group activities are not likely to be appropriate for the reserve. Secondary or tertiary student projects that are focussed on the reserve may assist the Friends of Reserve group with some of their management problems by helping to draw together useful information or gather data.

Recommendations

Number	Recommendation	Contributing Authority
3.5.2 (a)	Establish contact with other community environmental groups for mutual educational benefits. (PR3 ongoing)	FPR
3.5.2 (b)	Encourage secondary or tertiary educational institutions to supervise single student wetland rehabilitation projects, focusing on Peron Reserve. (PR3 ongoing).	FPR

3.5.3 Raising Awareness

Assisting local residents, visitors and the general public to develop an understanding about the ways in which their activities may impact upon the environmental values of the reserve

Recommendations

Number	Recommendation	Contributing Authority
3.5.3 (a)	Develop informative brochures or information sheets to raise awareness about the many values and threats to Peron Reserve. (PR3)	FPR

4 Management Framework for Implementation

4.1 Community Involvement

4.1.1 "Friends of Group"

A friends group for Peron Reserve (Friends of Peron Reserve) is already in operation with substantial representation from local residents. This friends group will help to guide the future and ongoing management of Peron Reserve with assistance from the Shire of Busselton where available. Friends of Peron Reserve volunteers undertaking activities on the reserve are covered by the Shire of Busselton insurance policy.

4.2 Proposed Funding / Resource Requirements

4.2.1 External Funding Opportunities

A range of external funding opportunities are available for volunteer community groups, particularly where a partnership exists with State or Local Government Agencies such as that afforded by the Friends of Reserve Strategy. The Friends of Peron Reserve have already been successful in attaining a GeoCatch Water Land and Life grant for the erection of a conservation fence and a Community Services Grant for the development a viewing platform with disabled access. It is expected that other funding bodies will be approached in the future for implementation of other aspects of the management plan.

4.2.2 Shire Assistance

The Shire of Busselton can provide technical assistance where it is needed, and assist with weed control, fencing and seedlings where funds are available. These aspects are reflected in the allocation of management responsibility for the recommendations outlined in this management plan.

4.3 Implementation

4.3.1 Life of Plan

It is envisaged that once adopted, this management plan will remain active until such time as Council adopts an updated version.

4.3.2 Reporting and Review

A review of this management plan should be undertaken five years after Council adoption. This review will enable the Shire of Busselton and the Friends of Peron Reserve to track progress against each management recommendation and determine the need to update the plan.

5 References

- O'Conner, R., Quartermaine, G & Yates, A. (1995). *An investigation into the Aboriginal Significance of Wetlands and Rivers in the Busselton-Walpole Region*. Water Authority, Perth, Western Australia.
- Water & Rivers Commission (1998) *A Manual for Managing Urban Stormwater Quality in Western Australia*. Water & Rivers Commission. Perth. Western Australia.

APPENDIX A

PERON RESERVE NATIVE PLANT LIST

Family / Species	Weed	Common Name
Family: Anthericaceae Caesia parviflora Chamaescilla corymbosa Thysanotus sparteus		Blue Squill a Fringe Lily
Family: Araceae Zantedeschia aethiopica	*	Arum Lily
Family: Asteraceae Cotula coronopifolia Hyalosperma simplex		Yellow button
Family: Chenopodiaceae Rhagodia baccata		Seaberry Saltbush
Family: Cyperaceae Baumea vaginalis Lepidosperma leptostachyum Schoenus sp.		Sheath Twig Rush
Family: Dilleniaceae Hibbertia cuneiformis Hibbertia cunninghamii Hibbertia lineata		Cut Leaf Hihbertia
Family: Droseraceae Drosera gigantea Drosera menziesii		a Sundew a Sundew
Family: Epacridaceae Leucopogon parviflorus		
Family: Fumariaceae Fumaria capreolata	*	White-flowered Fumitory
Family: Geraniaceae Pelargonium capitatum	*	Rose Pelargonium
Family: Goodeniaceae Dampiera linearis Scaevola ? globulifera		
Family: Haemodoraceae Anigozanthus viridis		Green Kangaroo Paw
Family: Iridaceae Patersonia juncea Patersonia occidentalis Watsonia sp.	*	Blue Flag

Family: Junaceae		2
Juncus ? pallidus		Pale Rush
Family: Lauraceae		
Cassytha ? glabella		a Dodder-laurel
Family: Malvaceae		
Lavatera cretica	*	Cretan Mallow
Family: Mimosaceae		
Acacia littorea		
Acacia pulchella		Prickly Moses
Acacia rostellifera		
Acacia saligna		Golden Wreath Wattle
Family: Myrtaceae		
Agonis flexuosa		Peppermint
Eucalyptus rudis		Flooded Gum
Kunzia recurva		Spearwood
Melaleuca ? acerosa		
Melaleuca cuticularis		Salt Paperbark
Melaleuca incana		
Melaleuca lateritia		
Melaleuca raphiophylla		Swamp Paperbark
Melaleuca uncinata		Broom bush
Melaleuca viminea		Shrub Paperbark
Verticordia densiflora		Pink Flower
Family: Orchidaceae		
Caladenia ? heugelli		King Spider Orchid
Elythranthera emarginata		Pink Enamel
Thelymitra sp.		a Sun Orchid
Family: Papilionaceae		
Callistachys lanceolata		Native Willow
Daviesia decurrens		
Dillwynia sp.		
Dipogon lignosus	*	Dolichos Pea
Eutaxia virgata		
Trifolium angustifolium	*	Narrow Leaf Clover
Jacksonia furcellata		
Lupinus sp.	*	
Vicia benghalensis	*	Purple Vetch
Viminaria juncea		Swish Bush
Family: Phormiaceae		
Dianella divericata		
Dianella revolta		Flax Lily
Family: Plantaginaceae		
Plantago ? lanceolata	*	Ribwort Plantain
Family: Poaceae		
Aira caryophyllea	*	
Avena barbata	*	Bearded Oat
Briza maxima		Blowfly Grass

2

Briza minor		Shivery Grass
Bromus diandrus	*	Great Brome
Bromus sp.		
Lagurus ovatus	*	Hare's Tail Grass
Neurachne alopecuroides		Foxtail Mulga Grass
Pennisetum clandestinum	*	Kikuyu Grass
? Piptatherum miliaceum	*	Rice Millet
Polypogon ? monspeliensis	*	Annual Berad Grass
Stenotaphrum secundatum	*	Buffalo Grass
Family: Polygalaceae		
Comesperma ciliatum		
Family: Polygonaceae		
Rumex acetosella	*	Sorrel
Family: Proteaceae		
Banksia littoralis		Swamp Banksia
Hakea ? varia		Variable Leaf Hakea
Synaphea petiolaris ssp. triloba		
Family: Restionaceae		
Loxocarya flexuosa		
Hypoleana exsulca		
Lyginia barbata		
Loxocarya sp.		
Family: Rhamnaceae		
Spyridium globulosum		
Family: Rutaceae		
Eriostemon spicatus		Pepper and Salt
Family: Santalaceae		
Leptomeria pauciflora		
Family: Scrophulariaceae		
Parentucellia viscosa	*	Sticky Bartsia
Family: Stylidiaceae		
Stylidium brunonianum		Pink Fountain Triggerplant
Stylidium crassifolium		a Triggerplant
Family: Thymelaeaceae		
Pimelea rosea		
Family: Xanthorrhoeaceae		
Xanthorrhoea preissii		

APPENDIX B

PERON RESERVE BIRD LIST

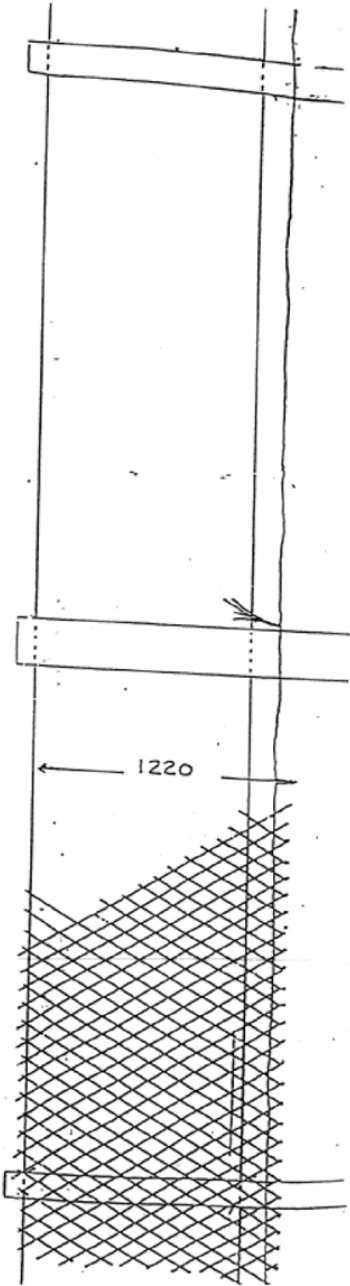
Yellow-billed Spoonbill	Blackfronted Plovers
Sacred Ibis	White Faced Heron
Pacific Black Duck	Grey Teal
Australasian Grebe	Great Egret
Eastern Reef Egret	Australian Pelican
Darter	Small Hawk
Boobook Owl	Pied Stilts
Common Sandpiper	Rainbow Bee-eater
Silver Gull	Doves
Pigeons	Pink and Grey Galahs
Port Lincoln – 28's	Western Rosella
White Tailed Black Cockatoos	Kookaburra's
Swallows	Willy Wagtails
Rufous Whistler	Grey Fantail
Splendid Fairy Wren	Red Wattle Bird
Little Wattle Bird	Honey Eater – Newholland
Singing Honey Eater	White Checked Honey Eater
Silver Eye	Magpie
Butcher Bird	Australian Raven
Western Spinebill	Red Capped Parrot
Black Swan	Rufous Night Heron

APPENDIX C

PERON RESERVE CONSERVATION FENCE

Nature Reserve Protection Fence

- Fence Material: Posts, Strainer, Treated Pine Rounds (Koppers)
- Posts: 1.8 metre X 125mm – 150mm (Koppers Rustic Design)
- Wire: 1.2 metre Galvanised Chain Mesh
Standard Tie Wire for Fixing



Chain Mesh to be Buried 100 mm Deep to Prevent
Animal from entering under the fence.

F:\Planning & Development\Peron Reserve\Peron Ave Mgt Plan adopted 2000.doc

11.2 APPLICATION FOR DEVELOPMENT APPROVAL FOR AN EXTRACTIVE INDUSTRY (LIMESTONE)
AND CRUSHING FACILITY AT LOT 3 (130) & LOT 237 LUDLOW PARK ROAD WONNERUP

SUBJECT INDEX:	Development/Planning Applications
STRATEGIC OBJECTIVE:	Development is managed sustainably and our environment valued.
BUSINESS UNIT:	Development Services and Policy
ACTIVITY UNIT:	Statutory Planning
REPORTING OFFICER:	Planning Officer - Stephanie Navarro
AUTHORISING OFFICER:	Acting Director, Planning and Development Services - Tanya Gillett
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan ↓
	Attachment B Original Development Plans and Dust Management Plan ↓
	Attachment C Amended Development Plan ↓
	Attachment D Summary of Submissions ↓
	Attachment E Agency Submissions ↓
	Attachment F Figure 6 - Land Systems and Soil Types from Busselton Wetlands Conservation Strategy ↓
	Attachment G Hydrogeological Assessment Report ↓

PRÉCIS

The Council is asked to consider a development (planning) application seeking approval for an Extractive Industry (Limestone) and Crushing Facility at Lot 3 (130) and Lot 237 (130) Ludlow Park Road Wonnerup (the site).

The proposal has been placed before the Council due to a number of issues raised during consultation and the level of community interest.

It is considered that the proposed development is consistent with the relevant planning framework and it is recommended for approval subject to conditions.

BACKGROUND

The City has received a development application seeking approval for an Extractive Industry (Limestone) and Crushing Facility at the site. A location plan is provided at Attachment A.

The site is bound by state forest to the south-east and the Vasse-Wonnerup System Ramsar wetland to the north-west. The Vasse-Wonnerup System Ramsar wetland is subject to the Ramsar Convention which is an international treaty on the conservation of important wetlands. Australia is a signatory of the Ramsar Convention and as such Australia has an undertaking to ensure our internationally important wetlands are conserved.

There is an existing sand extraction operating on the site that was approved by the City under Delegated Authority on 29 October 2014. This application was approved for 50,000m³ with a maximum 10,000m³ per annum of sand to be extracted. The proposed limestone extraction subject to this application will include the same area that was approved as part of this earlier extraction. The extraction of the sand will cease to allow for the extraction on the limestone and therefore the two approvals will not be able to operate co-currently.

The current application was advertised for public comment and was also referred to relevant agencies. Both public and agency referral submissions raised various issues and concerns with the proposal and these concerns were subsequently presented to the applicant for consideration and response prior to the City determining the application.

The area to be extracted mostly contains two existing pivot irrigation systems. The initial application was for a total of 500,000m³ of limestone to be removed from 63 hectares over 5 years. The applicant originally proposed extractive activities with a minimum separation distance of 150 metres to the north-western lot boundary. The original development application submission, including plans, are provided at Attachment B. Following comments from DPAW regarding concerns of the proposed extractive activities on the wetlands, including the Black Swan Breeding grounds within the wetlands, the applicant amended the proposal to increase the setback to this lot boundary to 300m.

The amount of material to be extracted is likely to be less than that proposed by the applicant to ensure that a minimum separation to the water table is maintained. The exact volume of material to be removed will depend on maintaining the separation to the water table and therefore is not possible to be quantified at this time. Revised development application plans are provided at Attachment C. Further discussions regarding this are within the Officer Comment section of this report.

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 site is zoned "Agriculture" under the Scheme and within this zone "Extractive Industry" is an "A" land use and therefore the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving public notice in accordance with clause 10.4 (clause 64 of Part 8 of the regulations).

RELEVANT PLANS AND POLICIES

The assessment of the proposed extractive industry is guided by a number of policies which relate to the zoning and proposed use of the land. The key policy implications are outlined below.

Local Rural Planning Strategy

Under the Local Rural Planning Strategy the site is located within the 'primary rural' precinct. Within this precinct basic raw material and mineral sand mining is a conditional land use. It is an economic objective of the precinct to retain the majority of area, especially low lying areas, for dairy/grazing. It is noted that the site is currently used for dairy cattle, and it is proposed that the site be returned to pasture upon the completion of the extractive activities.

Agricultural Zone - Objectives and Policies

The objectives and policies of the Agriculture zone relevant to this application are provided below:

Objectives

- (a) To conserve the productive potential of rural land.
- (b) To provide for new forms of agricultural development (including agro-forestry), and changing patterns of existing agricultural development.
- (d) To enable the development of land for other purposes where it can be demonstrated by the applicant that suitable land or buildings for the proposed purposes are not available elsewhere and that such purposes will not detrimentally affect the amenity of any existing or proposed nearby development.
- (i) To encourage the development of cluster or communal farming.

- (j) To encourage sustainable farming practices.
- (k) To control the clearing of trees and encourage generally the retention of vegetation and vegetation corridors concomitant with the agricultural use of the land.

Policies

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

Within the Agriculture zone “Extractive Industry” is a discretionary land use which requires advertising (“A”). The City is unable to control the location of the resource however it is considered that due to the temporary nature of sand extraction and the fact that the land is to be returned to pasture that the proposal is consistent with the policy and objectives of the zone.

Local Planning Policy 5A: Extractive Industries (LPP5A)

LPP 5A recognises that extractive industries have the potential for incompatibility with other land uses. Under this Policy the sites are located within Policy Area 3. In relation to this area the Policy states:

“Extractive industry proposals will need to comply with the same criteria, requirements and conditions as Policy Area 2. However, as Policy Area 3 is recognised as primarily an agricultural area, it is important to ensure the long-term protection of prime agricultural land. Extractive industry will be expected to be approved within Policy Area 3, where such operations can meet the requirements of these provisions and the Scheme.”

LPP 5A requires the advertising of all extractive industry proposals to involve advising to all landowners within a 1 km of the site. Further assessment against the requirements of this Policy are provided within the Officer Comment section of this report.

FINANCIAL IMPLICATIONS

There are no significant financial implications to the City arising from the staff recommendation in this report.

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 protected 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 where the individual risk, once controls are identified, is medium or greater. No such risks have been identified.

CONSULTATION

Under Clause 10.4 of the Scheme (Clause 64 of Part 8 of the regulations) the local government is not to grant approval for an “A” land use unless notice is given in accordance with clause 10.4.3. In accordance with clause 10.4.3, as well as the requirements of Local Planning Policy 5A, the application was advertised to all surrounding landowners within a 1km radius of the sites. In addition a notice was placed in the local newspaper on 19 October 2016 as well as a notice being placed on the City’s website. The closing date for submissions was 21 days after the notice was printed in the local newspaper with referral sent to surrounding landowners a week prior to the notice being published.

Seven submissions from neighbouring or nearby residents were received on the proposal. A summary of the concerns raised in these submissions is provided below:

- Concerns regarding proximity and impact of extractive activities to the Vasse-Wonnerup Ramsar Wetland system, including nesting water birds;
- Concerns regarding proximity to water table both during extraction and final levels after extraction;
- Concerns regarding noise and dust;
- Concerns regarding vehicle movements along Ludlow Park Road;

A schedule of submissions is provided at Attachment D.

Agency comment

Submissions were received from five referral agencies. A summary of these submissions is provided within Attachment D. Key issues were identified by Department of Water and Department of Parks and Wildlife (DPAW) and includes:

- Proximity of the extractive activities to the water table;
- Proximity to the Vasse-Wonnerup Ramsar Wetland System and potential impact of the activities on nesting water birds.

A complete copy of these agencies submissions is provided at Attachment E and further discussion regarding these matters are within the officer comment section of this report.

OFFICER COMMENT

The City has assessed the application having regard to the objectives and policies of the “Agriculture” Zone, Local Planning Policy 5A - Extractive Industry and Clause 11.2 - Matters to be Considered of the Scheme (clause 67 of Part 8 of the regulations).

Proximity to Vasse-Wonnerup Ramsar Wetland System

DPAW have advised that a 300m buffer from the proposed extractive area to the water bird nesting sites is to be provided to ensure that the extractive activities do not disturb their breeding activities. It is noted that this portion of the wetland provides a significant breeding ground for *Cygnus atratus* (Black Swan). DPAW have advised that the 300m buffer should be measured from the high water level and not the edge of the water body that forms the estuary. They have advised that the most appropriate way of measuring the high water level mark is to use the change in soil type as identified in the mapping from the Department of Agriculture, Western Australia’s Land Resources Series, report No 5 titled “Busselton, Margaret River, Augusta Land Capability Study.” This soil mapping is reflected in Figure 6 – Land Systems and Soil types of the Busselton Wetland Conservation Strategy. DPAW have therefore advised that the buffer should be taken from the Quindalup Coast land system soils as depicted on this mapping as these soils types correspond closely to the mapped wetland areas. A copy of this mapping is provided at Attachment F.

Following comments from DPAW, the applicant subsequently amended the proposed extractive area to achieve a 300m buffer to the north-western lot boundary and advised that the extractive area will need to follow the edge of the existing pivot irrigation systems to allow for these systems to be operational at the end of the extractive industry. Only extracting from half of the pivot area will result in a level difference between the mined and not mined area and therefore the pivots will not be able to function.

The main concern with the proximity to the wetland is the impact on nesting water birds, including Black Swans. The applicant has agreed that any extractive activities within 300m of the wetland boundaries, as defined by the Quindalup Coast land system soils, are to occur outside the breeding times of the water birds. The resource will then be stockpiled elsewhere on site to be crushed and transported as required. DPAW has advised that the breeding times for black swans within the area are the winter and spring months. Therefore it is recommended that a condition be placed on the approval limiting extractive activities within 300m of the Quindalup Coast land system soils as depicted in the mapping from the Department of Agriculture, Western Australia's Land Resources Series, report No 5 titled "Busselton, Margaret River, Augusta Land Capability Study" and Figure 6 - Land Systems and Soil Types from Busselton Wetlands are to occur only during summer and autumn (1 December through until 31 May).

Ground Water

The applicant has submitted a Hydrogeological Assessment, provided at Attachment G, which has been reviewed by the Department of Water. The Department of Water is satisfied that the proposed extractive could be undertaken without intercepting the ground water table however it is recommended that as per a condition of approval if the ground water table it intercepted that the City of Busselton and Department of Water be contacted within 48 hours. A copy of the Department of Water's submission is provided at Attachment E.

The Department of Water has also advised that the finished ground level post the extractive activities will be required to be a minimum of 1 metre above the maximum seasonal groundwater. This is in accordance with Department of Water's South West Region Guideline: 'Water resource considerations for extractive industries, June 2014' which recommends (for horticulture) that pits are backfilled with clean free draining material to a minimum of 1.0m above the maximum seasonal groundwater level. To ensure the development complies with this requirement it has been recommended as a condition of approval.

Haulage Route

The extractive is proposed to enter and exit the site using Ludlow Park Road. As part of the applicant for the existing extractive on site the applicant advised that there would be 10 truck movements per day. It is noted that since this approval, in 2016, a high rope adventure course was issued a lease with DPAW to operate in the state forest in close proximity to Ludlow Park Road. The nature of the operations means that the car parking area for the business is located on the north of Ludlow Park Road and patrons are required to cross the road to the high rope course. As this was considered to be "public works by a public authority" by DPAW the City did not issue an approval for this business.

The operator of this high rope business has expressed concerns regarding the volume of trucks that will be utilising Ludlow Park Road. Signage has already been installed along Ludlow Park Road in close proximity to the high ropes course to warn trucks of pedestrians crossing ahead.

The applicant has advised as part of the original development application that it is anticipated that there will be nine truck movements per day. This is similar to what is already approved on the site and therefore will not have a significant impact in terms of additional vehicle movements along Ludlow Park Road than what is already permitted.

It is noted that the current operations have experienced periods of peak demand which has result in additional vehicle movements above those that were advised as part of the application. The applicant has indicated that this may also be the case for this proposal and there may be times when a large volume of the material is required to be extracted in a short period of time. It is recommended that during the times of higher than normal vehicle movements (i.e. more than 10 vehicle movements per day) that additional traffic management measures be undertaken by the applicant and that a traffic management plan be submitted to the City for these period.

Dust and Noise Management

The applicant submitted a Dust Management Plan with the development application. The Dust Management Plan details measures proposed to prevent dust impact on adjoining properties and includes, but is not limited to the following:

- Use of water carts, sprinkler systems on stockpiles;
- All trucks will be tarped (covered) when leaving the site laden; and
- Use of hydro seeding to stabilize areas that would otherwise be left bare for extended periods of time and pose a dust hazard.

The proposed provisions for the suppression of dust are in keeping with practices undertaken at other sand extraction sites and it is considered that these are adequate to minimise the impact of dust from the extractive activities on nearby residences. Further to this, under LPP5A, and imposed by a condition of approval, a maximum of 2 ha is permitted to be open at any one time with rehabilitation to restore the sites back to pasture to be completed as new areas are extracted. The purpose of this requirement is to ensure that timely rehabilitation is completed which minimises the amount of area exposed and therefore reduces the risk of dust affecting nearby residences. An annual report is required to be submitted by way of condition to ensure that the applicant complies with this requirement.

A noise management plan has not been submitted as part of the development. It is recommend that a noise management plan be submitted to the City prior to the commencement of crushing on site to demonstrate that the proposal can comply with the *Environmental Protection (Noise) Regulations 1997* and demonstrate the noise mitigation measures in place.

Referral to Federal Department

Due to the proximity of the extractive activities to a Ramsar wetland the City and the Department of Parks and Wildlife have advised the applicant that the application should be referred to the Department of Environment and Energy under the *Environment Protection and Biodiversity Conservation Act 1999*. Under the EPBC Act 1999 "A person proposing to take an action must refer a proposed action if it has, will have, or is likely to have a significant impact on the world heritage values of a declared World Heritage property." A significant impact includes matters of national environmental significance protected under national environment law including Ramsar wetlands of international importance. The responsibility for referring an action lies with the person proposing to take the action. Therefore, a local government is responsible for referring actions that the local government proposes to take itself. It is not responsible for referring the actions of other developers.

The City has advised the applicant that the City is of the opinion that the application should be referred to the Department of Environment and Energy. The applicant has advised that their client (the owner) does not intend to refer the application under the EPBC Act 1999. No further justification from the application in support of their decision as to why referral was not required was provided.

CONCLUSION

The proposed development is considered to be consistent with the Policy and Objectives of the “Agriculture” zone, as well as the requirements of Local Planning Policy 5A - Extractive Industries, and therefore it is recommended that the application be approved.

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

General Conditions

1. The development hereby approved is permitted to operate for five years from the date of this Decision Notice or until 500,000 cubic metres volume of material or in accordance with condition 5.8, whichever is the lesser. The site shall be rehabilitated in accordance with an approved Rehabilitation Plan by the expiry date of this development approval.
2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plans and Approved Management Plans and except as may be modified by the following conditions.

Prior to Commencement of Any Works Conditions:

3. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and have been approved in writing:
 - 3.1 The northern fork of Ludlow Park Road, indicated in red on the approval plans, to be upgraded for 27 metres as measured from its intersection with Ludlow Road North;
 - 3.2 Staging plan dividing the approved extractive area into 2 hectare cells and indicating the timeframe each individual cell is to be extracted and rehabilitated;
 - 3.3 A Noise Management Plan submitted to the City.
4. The development hereby approved, or any works required to implement the development, are subject to the following bonds (accompanied by an executed legal agreement with the City at the full cost of the owner) which shall be paid to the City within 2 months of the date of this development approval:
 - 4.1 A dust bond to the value of \$5,000, which shall be held against satisfactory compliance with Condition 5.11 of this approval.
 - 4.2 A rehabilitation bond to the value of \$20,000, which shall be held against satisfactory compliance with Condition 5.9 of this approval.
 - 4.3 A road maintenance bond of \$10,000.00 in the form of an unconditional bank

guarantee to ensure that the surrounding road network is maintained to the satisfaction of the City for the term of the extractive industry. Those portions of public roads affected by the activities related to the approval shall be maintained to a standard acceptable to the City at cost to the applicant; such bond may be utilised for road maintenance purposes where necessary as a result of the operation. The bond shall be accompanied by an executed legal agreement with the City at the full cost of the owner.

- 4.4 Further to conditions 4.1 - 4.3, the bonds are to be accompanied by an executed legal agreement with the City at the full cost of the owner. The legal agreement shall include:
- (i) The ability for the City to be able to use the bond, or part of the bond as appropriate, and any costs to the City including administrative costs of completing or rectifying any outstanding works on site in accordance with the conditions of this development approval and any further costs.
 - (ii) Written authorisation from the owner of the land that the City may enter the site at any time and permit the City to complete or rectify any outstanding work to the satisfaction of the City.

On-Going Conditions:

5. The works undertaken to satisfy Conditions 1 - 4 (inclusive) shall be subsequently maintained for the life of the development including, and in addition to, the following conditions:
- 5.1 The development hereby approved shall be limited to: the extraction of limestone from the site; screening of material; crushing; associated drainage works; and rehabilitation works.
 - 5.2 Notwithstanding Condition 5.1 above, working hours within the pit area, including crushing and transportation of materials shall be restricted to the hours between: 7.00am and 5.00pm Mondays to Fridays; 7.00am and 1.00pm Saturdays for rehabilitation works only; and at no time on Sundays or public holidays.
 - 5.3 The designated haulage route is to be along the northern fork of Ludlow Park Road turning only south along Ludlow Road North and then in either a westerly or easterly direction along Tuart Drive.
 - 5.4 Trucks are not to operate on Monday to Friday between the hours of 7.30am and 9.00am and between 3.00pm and 4.30pm on any given school day on a school bus route (Ludlow Road North and Tuart Drive), or between other times as agreed in writing between the applicant and the local government.
 - 5.5 A maximum number of 10 truck movements (i.e. 10 trucks entering and 10 trucks exiting the site) shall be permitted on the operating days and times as permitted per Condition 5.2 and 5.4 above.
 - 5.6 Further to condition 5.5 above, should more than 10 truck movements per day be proposed in any 24 hour period a Traffic Management Plan is to be submitted to, and approved by the City, at least 7 working days prior.
 - 5.7 No more than 2 hectares shall be worked at any one time; this area shall then be rehabilitated in accordance with the approved details pursuant to Condition 3.2 concurrently with the extraction of the following 2 hectare area.

- 5.8 The lowest level of excavation shall always be a minimum of at least 300mm above the maximum water table level and no dewatering works are to be undertaken. The City is to be notified within 24 hours if the water table is intercepted.
- 5.9 Further to condition 5.8, the final land surface (after rehabilitation for horticulture) shall be 1 metre above the maximum seasonal groundwater level. The pit is to be rehabilitated with clean free draining fill overlain by topsoil.
- 5.10 The following minimum setback from extractive activities shall be achieved at all times:
> 20 metres to the south-eastern and south-western lot boundaries;
- 5.11 The approved Dust Management Plan shall be implemented and carried out in accordance with the approval details.
- 5.12 The Noise Management Plan required to satisfy condition 3.3 above shall be implemented and carried out in accordance with the approval details.
- 5.13 Extractive within 300m of Quindalup Coast land system soils as depicted in the mapping from the Department of Agriculture, Western Australia's Land Resources Series, report No 5 titled "Busselton, Margaret River, Augusta Land Capability Study" and Figure 6 - Land Systems and Soil Types from Busselton Wetlands shall not occur during Black Swan nesting peak times and shall only occur during Summer and Autumn (1 December through until 31 May).
- 5.14 No hydrocarbons (fuels, oils, lubricants etc) shall be stored within the pit area. All refuelling and maintenance must be carried outside of the pit area in bunded areas.
- 5.15 No vegetation is to be removed as part of the extractive activities hereby approved without first obtaining approval from the City.
- 5.16 No dewatering of the extraction area shall be permitted without prior approval from the City and Department of Water.
- 5.17 The applicant must submit to the City, annually and within 3 (three) months of the anniversary of this approval a report detailing the following:
- a) Survey conducted by a licensed surveyor certifying;
 - The extent/size and location of the area which has been extracted;
 - The extent/size and location of the areas which has been rehabilitated;
 - The extent/size and location of the area which is currently under operation;
 - b) Details as to which conditions of this development approval have been complied with and how this has been achieved; and
 - c) Details as to which conditions of this development approval have not been complied with and the reasons for such non-compliance ("Compliance Report").
- 5.18 In addition to the above, prior to the applicant commencing construction on a new cell a report is to be submitted to the City detailing the following:
- a) Finished ground level in AHD of the cell post extractive activities (Refer to condition 5.8);
 - b) Finished ground level in AHD of the cell post rehabilitation (Refer to condition 5.9).





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



Dear Sir or Madam,

RE: APPLICATION FOR EXTRACTIVE INDUSTRIES AND CRUSHING LICENCE ON LOTS 3 AND 237 (No. 130) LUDLOW PARK ROAD, WONNERUP.

We act for John Forrest, the owner of Lots 3 and 237, which gain access from Ludlow Park Road in Wonnerup. Lot 3 contains an area of 217.15 hectares, while Lot 237 contain an area of 11.837 hectares which has been mostly cleared for many years for grazing and pastoral uses. The subject land is located behind the old Ludlow townsite and gains its access through to Tuart Drive via Ludlow Park Road. This roadway only serves properties owned by our client.

The BCP Group have been removing some sand from a smaller pit located in the southwestern corner of this application area however, this application is for limestone removal and crushing and should be treated as a separate process altogether. Likewise, it is lodged as a separate application to the sand extraction currently before the City (Reference DA16/0590).

In accordance with the adopted Extractive Industry Policy, the following information is enclosed:

- i) **Development Application Form;**
- ii) **Credit Card Authority Form (application and advertising fee);**
- iii) **Social Impact Statement;**
- iv) **Four Copies of Site Plan; and**
- v) **Draft Dust Management Plan.**

We will now address each of the details outlined within the Policy on Pages 27 and 28.

1.0 **LOCATION AND SITE DETAILS**

1.1 **Property Details and Location on Property**

The enclosed location plan and site plan identifies the proposed extraction area quite clearly. The subject land is located within *Extractive Industry Policy Area No. 3 – Extractive Industry Less Constrained*.

Extractive Industry will be expected to be approved within Policy Area 3, where such operations can meet the requirements of this Policy and the Scheme.

1.2 **Contoured Topography of Site and Surrounds**

The site plan incorporates Landgate 2016 digital aerial photography, together with 0.25 metre contours from a detailed site survey carried out by BSO Development Consultants in August 2016.

Drainage patterns within this locality and the property are well defined. A number of drains (both natural and constructed) are maintained within and adjacent to the property to accommodate seasonal overland water flows.

The majority of this 63 hectare area from which limestone will be removed is dominated by two large horticultural irrigation pivots. Consequently, the area is very flat.





1.3 Existing and Surrounding Landuses including Extractive Industry.

Land use abutting and within the property is all grazing, pastoral and horticultural land use. BCP Group operate a sand extraction from the southernmost corner of this property, supplying brickies sand locally. State Forest exists to the south, managed by the Department of Parks and Wildlife, while there are extensive wetlands to the west.

1.4 Property Access

Access to the proposed extraction will be via Ludlow Park Road, the same access currently being utilized by the BCP Group. Ludlow Park Road is virtually a private access – only our client uses it for access. To this end, upgrading of the roadway is considered unnecessary rather, its upkeep and maintenance during extraction could be the responsibility of the landowner, given he is the sole user of this roadway.

1.5 Existing Vegetation

The proposed extraction area is mostly cleared horticulture and pastureland, and it will be returned to pasture following sand extraction. Some of the individual paddock trees may be removed to access the limestone however, many will be retained where this is practical.

A clearing permit is not considered necessary from the Department of Environment Regulation.

1.6 Existing and Surrounding Watercourses, Dams and Wetlands – Drainage Management.

Extraction of limestone for crushing will be carried out to maintain the natural drainage direction to the north and west. No drainage structures are expected to be required for this proposal.

Our clients are committed to closely monitoring drainage/run-off within the excavation areas and will address any problems which may arise.

2.0 SCALE AND NATURE OF OPERATON

2.1 Size and Depth of Pits

It can be seen from the site plan that limestone extraction is proposed up to a total area of approximately 63 hectares, mostly occupied by two large pivot irrigation sytems. The limestone is located at a depth of 0.75 – 1.2 metres, and is generally 2 – 3 metres thick. The proposal is to remove 1 metre of this limestone before replacing the sand and topsoil and reactivating the horticultural irrigation pivots.

Our client does not expect to encounter ground water at that depth.

The overburden topsoil is to be stripped over a maximum area of approximately 5000m² at any one time to a depth of 100-150mm, taking the seed and humus matter which is to be stockpiled. Please refer to the cross section details on the site plan, which indicate the proposed excavation floors and it will be noted that the extraction area will be set back at least 20 metres from the property boundaries.

The limestone will be stockpiled and crushed in batches, with the crusher most likely to be located in the northern sector of the application area as indicated on the plan.





2.2 Onsite Maintenance of Vehicles

Vehicles shall not be serviced on site, except in the case of a breakdown. This would more likely take place back at the existing machinery sheds.

2.3 Estimated Amount of Resource for Extraction.

It is estimated that the total maximum volume of limestone to be removed from this property will be approximately 500,000 banked cubic metres. The crushing process will require licensing through the Department of Environment Regulation.

2.4 Period Over Which Operation Will Occur

The landowner requests that the permit be given the longest lifespan allowable (5 years).

2.5 Proposed Operating Times

Operation of the pit will be constrained between the hours of 7am and 6pm Monday to Friday, and it is not proposed to include public holidays. Should individual contracts require operation outside these times, our clients are committed to notifying Council accordingly, outlining the specific details of the contract.

It should also be noted that trucks may not operate on designated school bus routes between 7.30 – 8.40am and 3.20 – 4.20pm, Monday to Friday, during school periods.

2.7 Types of Equipment to be Used

As the proposal is for the extraction of lateritic limestone, it is anticipated that equipment will be limited to trucks (rigid body and trailer or semi-trailer), excavators fitted with rockbreakers and front end loaders.

The type of crusher to be utilized is unknown at this time however, its location is remote and it will not cause a nuisance to any adjoining landowners, either from dust or noise.

2.8 Staging of Operation

The site plan shows clearly the proposed area of excavation. Our clients are committed to rehabilitating the pastured areas upon completion of the extraction and this rehabilitation will be commissioned at an appropriate time of the season when the respread topsoil will germinate and stabilise quickly ie. during the months of late May to September.

The majority of the area is dominated by the two large horticulture areas which are irrigated by pivots. Our client will be keen to get these areas back into production as quickly as possible, so it is expected that each of these areas will be extracted separately in a relatively short period of time. The limestone will be stockpiled for crushing and this will occur over a period of time, determined by the requirements of specific contracts.





3.0 RESOURCE HAULAGE – TRAFFIC IMPACT ASSESSMENT

3.1 Number of Truck Movements Per Day/Week

Assessment of the estimated banked volume of 500,000 cubic metres against the truck movement calculations contained within the Policy, leads to an average removal volume of 164 truck cubic metres per day (five days per week over five years).

Based on the 19 cubic metre capacity of a semi-trailer, this equates to just nine truck movements per day.

Obviously, this is likely to fluctuate however, at this stage, average truck movements are all that can be estimated. Our client is committed to notifying the City of any larger contracts which may be secured, if an approval is issued.

3.2 Size of Trucks

The size of trucks will be limited by the designations specific to heavy haulage routes within this locality. It is anticipated that haulage will be limited to the use of semi-trailers and rigid truck/trailer combinations whose combined mass and overall length will not exceed 42.5 tonnes and 19 metres respectively.

3.3 Access to Operation Site

Access to the proposed extraction will be via Ludlow Park Road out on to Tuart Drive, the same access currently being utilized by the BCP Group. Ludlow Park Road is virtually a private access – only our client uses it for access. To this end, upgrading of the roadway is considered unnecessary rather, its upkeep and maintenance during extraction could be the responsibility of the landowner, given he is the sole user of this roadway.

3.4 Haulage Routes and Destinations

The haulage routes and destinations will be subject to specific contracts. Obviously, trucks will have to utilise the identified heavy haulage routes which may be accessed directly from Tuart Drive.

Our clients are committed to advising Council of specifics as contracts are prepared.

3.5 Location of Road Signage

Our clients are committed to maintaining the existing road signage as required by Council which is specific to their proposal.

3.6 Road Maintenance and/or Upgrading

As Ludlow Park Road is used exclusively by our client, it is considered appropriate that he be responsible for its maintenance for the course of the extraction. No upgrades are considered necessary.

4.0 ENVIRONMENTAL CONSIDERATIONS

4.1 Noise, Dust, Vibrations

The extraction site is a significant distance from adjoining residences and noise from the operation will only occur during normal, daylight operating hours. The excavation and





processing of limestone will be staged (ie. Extraction, pre-crushing movement/stock pile, crushing then removal from stockpile off site). Due to the various steps involved with intermittent stockpiling, none of the noise will be continuous ie. There could be a few days of excavation followed by one day of crushing.

A draft Dust Management Plan is supplied, the landowners acknowledge that if water carts or spraying is required during crushing, then a Licence for this use will need to be secured from the Department of Water.

4.2 Dieback Status

The subject land is dieback indeterminate to the best of our clients' knowledge and it is not expected that dieback will be introduced by haulage vehicles because the crushed limestone will generally be used in newer subdivisions and the trucks will be travelling primarily on bitumen roads.

4.3 Visual Impact Management

The excavation areas will not be visible from existing roads or adjoining properties.

4.4 Drainage Implications

The extraction of limestone as proposed is not expected to exacerbate drainage problems or interfere with natural drainage patterns. Our clients are committed to closely monitoring drainage/run-off within the excavation areas and will address any problems which may arise.

4.5 Proposed End Use of Site / Rehabilitation

As previously discussed, our clients are proposing to reinstate the topsoil following extraction of the limestone deposits and return the area to either pastured paddock or irrigated, horticultural areas as quickly as possible.

We trust that sufficient information has been supplied for your assessment of our Clients' proposal for the extraction of sand, and if any further information is required, please do not hesitate to contact the undersigned.

Yours faithfully

PETER HARDING
MANAGING DIRECTOR
BSO DEVELOPMENT CONSULTANTS
12th September 2016

Encl: As listed



Draft Dust Management Plan
Lot 3 and 237 on P 3280,
130 Ludlow Park Road WONNERUP

OVERVIEW

The following management plan for dust and air pollution has been prepared in respect to limestone extraction and crushing works at Lot 3 (No. 130) Ludlow Park Road, Wonnerup. The work site conditions are such that the wind conditions may subject adjacent reserves and residences to nuisance from dust and wind borne material from the pit site during the course of the extraction.

DUST CONTROL - RESPONSIBILITY

The landowner is responsible for controlling and minimizing the generation of dust on the work site. They will comply with the provisions included in "*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*", published by the Department of Environment and Conservation in March 2011.

A site classification in accordance with the guidelines is attached to the end of this document.

The objective is to put in place measures to control and limit dust and air pollution generated from site works carried out by abstraction works from the commencement date to completion.

PREVENTATIVE MEASURES

The landowner will apply working methods to minimize dust and air pollution generation and will monitor weather forecasts for wind velocity and direction and personnel will be placed on standby to undertake dust suppressions measures as required. Timing of construction to coincide with favourable weather conditions, i.e. at times of low winds.

A water cart and other methods of dust and air pollution control will be provided as required in compliance with the guidelines.

PUBLIC NOTIFICATION

If required, residents will be advised by letter drop or information board on site to advise the adoption of adequate measures to prevent the generation of unacceptable levels of dust. Notification will include contact details of stakeholders in the event of a complaint.

DUST NUISANCE – COURSE OF ACTION

Acceptable dust level at the work site will be estimated by visible dust crossing the site boundary and by comment from affected residents, indicating the potential for adverse dust impacts and the control measures to be implemented.

A register will be maintained to record dust related complaints from members of the public, issues arising and actions taken.

ENVIRONMENTAL PROCEDURE

AIR QUALITY (DUST CONTROL AND PLANT EMISSIONS)

Risk Detail

The potential for wind blown dust to be generated on a construction site is high. The amount of dust generated depends on planning, weather, activities, materials being worked, controls in place etc.

The other form of air pollution potentially generated on a construction site is from plant emissions. Such emissions are usually as a result of poorly maintained or old equipment being used.

Preventative Measures

The following preventative measures can be used to limit the amount of dust generated on site:

- (a) Programming work so that large sections of bare areas are not exposed at any one time, less than 2 Hectares to be open / un-rehabilitated.
- (b) use of water carts, sprinkler systems on stockpiles
- (c) limiting traffic to haul roads/definition of trafficable areas
- (d) All trucks will be tarped (covered) when leaving the site laden
- (e) use of dust screens (shade cloth or similar on boundary fences)
- (f) use of hydro seeding to stabilize areas that would otherwise be left bare for extended periods of time and pose a dust hazard
- (g) maintaining machinery in accordance with manufacturers specifications so that emissions would comply with the State Environment Protection Policy (The Air Environment)
- (h) replacing old machinery when no longer operating efficiently
- (i) keeping dust suppression equipment on line for when it is needed
- (j) assessing whether dust-generating activities should be stopped in circumstances where preventative measures are not controlling the problem i.e. during periods of high wind speeds
- (k) vegetation should be mulched where possible, not burned on site
- (l) no fires permitted on site unless necessary approval has been obtained
- (m) ensure smooth surface areas are ripped or left rough to lower wind velocity at soil surface

Objective

Dust generation to be minimized and controlled at all sites. Plant to be kept in good working order.

Target

Minimal dust moving off site and minimum dust on site. Zero complaints from residents, public, client, EPA or council. Plant to be operated according to manufacturer's specifications.

Maintenance

Dust control measures are to be maintained and soil will not be allowed to accumulate behind dust screens or other controls. Plant to be regularly serviced.

Measurement

Dust Measurement is to be by observation of the site manager and by comment from affected residents. Review of enquiry/complaint register to assess whether target has been met.

If machinery is emitting smoke continuously for longer than 10 seconds, during normal operation, then that piece of machinery will be serviced or replaced.

DUST AND AIR POLLUTION

Pollution relating to Dust and Airborne Pollution is caused by but not limited to;

Dust	Plant and Equipment Movements and Wind erosion
Airborne Pollution	Vehicle Exhaust, Burning off and Fires, Odors or Toxic Gas

The Landowner and Operators are aware of what caused the pollution, and how it can be minimized on the extraction site.

Control measures that The Landowner can use include;

Dust	Use Water Cart or other means to keep tracks and work areas free of dust. Contain Plant movements to a minimum and do not destroy any more vegetation than is required.
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Ceasing operation during particularly windy periods.

Air Pollution Maintain exhaust and engine systems to reduce exhaust emission.

Supervisors and key staff including operators shall assess the risks associated with the pollution hazard, and take the necessary action from control measures above. Where a different type of pollution occurs, the Construction Manager shall be notified and new control measures developed, and passed onto the employees by Environmental Instructions through the toolbox meetings.

All employees are encouraged to notify supervisors of incidents, or practices that cause pollution of any kind, to allow them to be adequately controlled.

Site Classification.**Sheet 1: Site classification assessment chart****Part A. Nature of site**

Item	Score options				Allocated score
1. Nuisance potential of soil, when disturbed	Very low.....1	Low.....2	Medium.....4	High.....6	2
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening...6	Little screening.....12	Exposed and wind prone.....18	1
3. Area of site disturbed by the works	Less than 1ha.....1	Between 1 and 5ha...3	Between 5 and 10ha.....6	More than 10ha.....9	1
4. Type of work being done	roads or shallow trenches.....1	roads, drains and medium depth sewers.....3	Roads, drains, sewers and partial earthworks.....6	Bulk earthworks and deep trenches.....9	9
TOTAL score for Part A					13

Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km.....1	Between 1km and 500m.....6	Between 100m and 500m.....12	Less than 100m.....18	6
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected.....1	Isolated land uses affected by one wind direction.....6	Dense land uses affected by one wind direction.....9	Dense/sensitive land uses highly affected by prevailing winds.....12	6
TOTAL score for Part B					12

SITE CLASSIFICATION SCORE (A X B) = 156

☐ **Classification 1 (score under 199, considered negligible risk)**

Provisions:

- None required.

Contingency arrangements:

- None required.

NOTE: between the 1st October and 31st March all classification increase by 1 ie. Classification 2. The following therefore applies:-

☐ **Classification 2 (score between 200 and 399, considered low risk)**

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

Notice to residents

Land development is being carried out in your area by:

_____ (Name of developer)

The development commencement date is: _____

Completion date is expected to be: _____

A site risk assessment has been conducted in consultation with the City of Busselton.

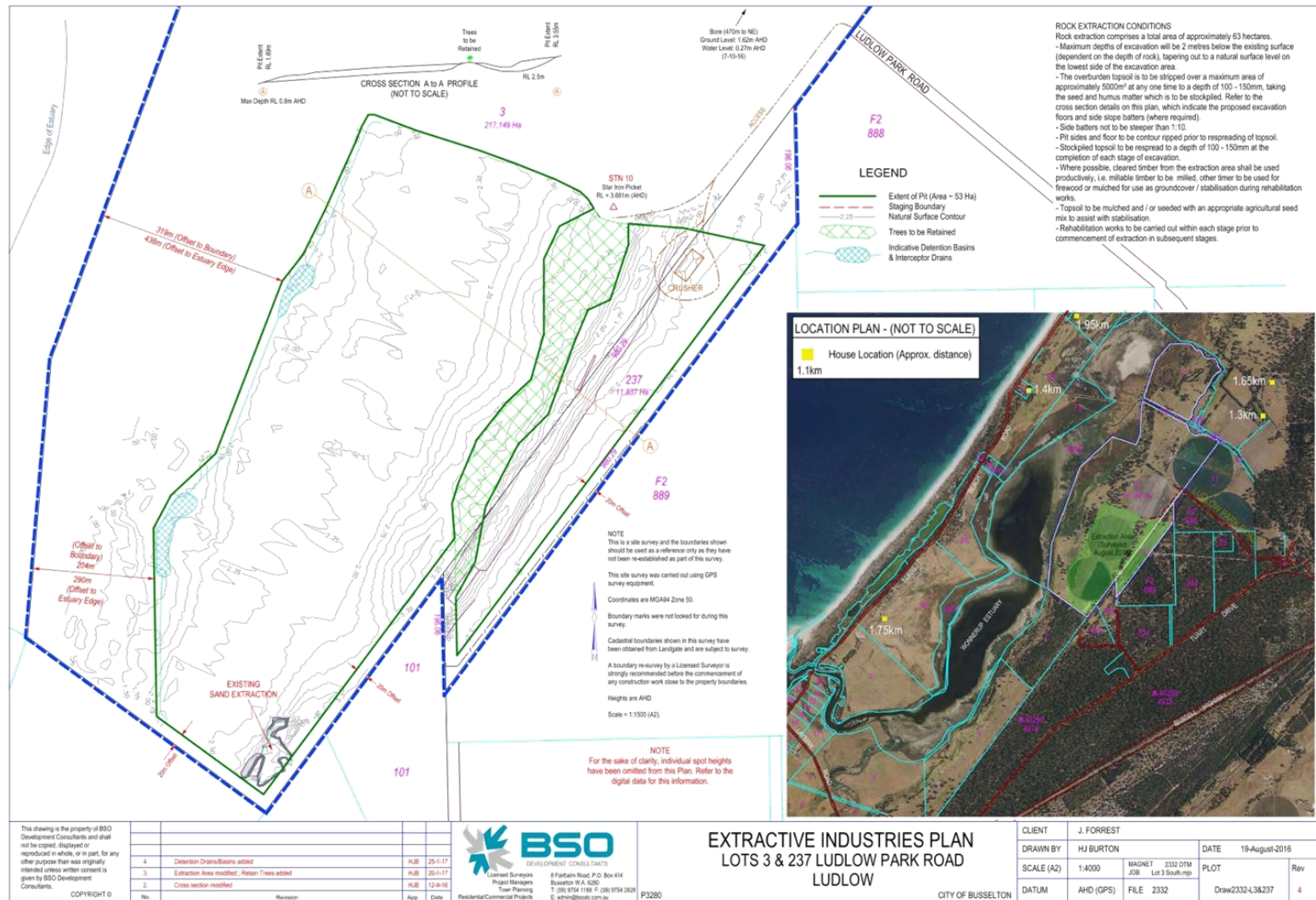
It has been agreed by all parties concerned that the:

Cell G sand extraction under City Reference _____ must adopt adequate measures to prevent the generation of unacceptable

levels of dust. You are advised that the developer of the site has agreed to implement the provisions as outlined in the Department of Environment and Conservation's '*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*' (A copy of this guideline may be obtained from your local government). Should you feel that excessive dust or other air pollutants are being generated due to the site works, you are advised to contact the site engineer for the developer:

_____ (Name of engineer) by
telephoning _____ to discuss the issue.

The Environmental Health Officer at the City of Busselton may be contacted on 9781 0463.



No.	NAME & ADDRESS	NATURE OF SUBMISSION	OFFICER COMMENT
Agency Submissions			
1.	Water Corporation	No objection	Noted.
2.	Main Roads	No objection	Noted.
3.	Department of Water	<p>Following a review of the Hydrological Assessment provided by the applicant on 31 May 2017 the following conditions are recommended:</p> <ul style="list-style-type: none"> a. Groundwater levels and quality are to be monitored monthly, and reported to the City of Busselton at the end of each winter, in accordance with Section 6.1 of the Hydrogeological Assessment (Water Direct Pty Ltd, 2017). b. Extractive activities should not occur below beyond 300 mm of the maximum seasonal groundwater level, estimated to be 0.1m to 0.3m AHD from the western to the eastern side of the site. c. If any interception of groundwater occurs at any time during the extractive industry operation, work shall cease immediately and an advice notice provided to the City of Busselton within 48 hours, followed by agreed remedial action and if necessary, a review of operational integrity. d. No hydrocarbons (fuels, oils, lubricants etc) shall be stored within the pit area. All refuelling and maintenance must be carried outside of the pit area in bunded areas. e. The pit to be rehabilitated with clean free draining fill overlain by topsoil to create a minimum separation to the MSGL (as proven by on-site monitoring during the operation of the pit) of 1.0m. 	<p>The City has recommended a condition that prior to the commencement of extractive activities from a new cell the applicant shall be required to provide details of the finished ground level in AHD of the cell post extractive activities and post rehabilitation.</p> <p>This has been placed as a condition of approval.</p> <p>This has been placed as a condition of approval.</p> <p>This has been placed as a condition of approval.</p> <p>This has been placed as a condition of approval.</p>

		<p>DoW strongly supports the CoB's intent to condition any licence approval upon the provision of a 'Staging Plan' for the EI, whereby no more than 2 hectares is actively quarried at any one time.</p> <p>This proposal by virtue of its proximity to a RAMSAR wetland (Vasse Wonnerup) and the Tuart Forest National Park, carries risks that need to be cautiously addressed.</p>	<p>This has been placed as a condition of approval.</p> <p>The applicant has been advised referral to Department of the Environment and Energy under the Environmental Protection and Biodiversity Conservation Act 1999 is recommended due to the proximity of the extractive activities to the RAMSAR wetlands.</p>
4.	Department of Parks and Wildlife	<p>Any development should aim to avoid impacts to the Ramsar Wetland, Threatened Ecological Community (TEC), poorly reserved native vegetation, potential threatened flora, the proposed Nature Reserve and National Park, minimise disturbance to Black Swan nesting sites and retain Western Ringtail Possum, black cockatoo and waterbird habitat trees.</p> <p>The proponent has advised that extractive to take place up to 1m in depth. This is likely to result in a depth of -0.25 to 0.5 AHD. These depths would likely be below average maximum ground water levels and therefore would be unacceptable. Detailed hydrological investigations to demonstrate that the proposal will not impact groundwater or the adjacent Ramsar wetland and TEC are to be provided.</p> <p>Sand berms can be important for hydrology and water quality of wetlands as even shallow lenses of sand provide a freshwater capture and seepage function which supports the wetland's ecosystem. Proponent to ensure no extractive occurs below 0.5m above the average maximum ground water level and the applicant to provide details of post extraction rehabilitation to ensure no long-term impact on wetland system.</p> <p>DPAW recommends this proposal is referred to Department</p>	<p>Impact on nesting water birds, including Black Swan, have been addressed in the report and conditions of approval.</p> <p>Further detailed hydrological assessment has been provided by the applicant and assessed by Water Corporation. Extractive depths have been conditioned to ensure that water table is not breached and if so the applicant is to notify the City.</p> <p>Department of Water have advised that extractive activities are not to come within 0.3m of the maximum ground water level and not the average ground water level. This has been reinforced via a condition of approval.</p> <p>Applicant has been advised that DPAW recommends referral to</p>

		<p>of the Environment and Energy under the Environmental Protection and Biodiversity Conservation Act 1999. It is the responsibility of the proponent to refer the application.</p> <p>Bamford 1995 found that adjacent activities can disturb inactive (ie nesting) Black Swan at a distance of approximately 200m. To minimise potential disturbance to nesting Black Swan sites a minimum buffer of 300m between the proposed disturbance area of water bird nest sites is suggested.</p> <p>Vegetation on site to be retained on sites as it contacts potential WRP, black cockatoo and waterbird habitat.</p> <p>Proposed limestone crusher to be relocated to avoid disturbance to threatened fauna and waterbirds, the compaction of tree roots and lime dust coverage to foliage.</p>	<p>Department of the Environment and Energy under the Environmental Protection and Biodiversity Conservation Act 1999.</p> <p>Applicant has advised that no clearing is to take place.</p> <p>Crusher has been located furthest from surrounding residents to minimise visual and audible impacts on surrounding neighbours properties.</p>
5.	Department of Aboriginal Affairs	No known Aboriginal Heritage sites within Lot 237.	
Community Submissions			
1.	Alasdair and Rhonda Jackson Lot 345 Forrest Beach Rd	<p>Objection</p> <ul style="list-style-type: none"> Concerns regarding spill over of contaminated water into wetlands. Potential acid sulphate soils Proximity to swan breeding ground Concerns regarding noise impact on local residential across the lake. 	<p>Refer to Officer comment section of report for further discussion on impact on wetlands and swan breeding ground.</p> <p>Noise Management Plan has been conditioned on the approval.</p>
2.	Roy And Suellen Payne 426 Forrest Beach Road Wonnerup	<p>Objection</p> <ul style="list-style-type: none"> Concerns regarding noise Can hear current operations on site from their property across the wetlands Concerns regarding water taken and proximity of water table to the surface. 	<p>Noise Management Plan has been conditioned on the approval.</p> <p>Refer to Officer comment section of report for further discussion on proximity to ground water.</p>
3.	Jamie Sullivan 434 Forrest Beach Road	<p>Objection</p> <ul style="list-style-type: none"> Concerns regarding proximity to Wonnerup Conservation 	Refer to Officer comment section of report for further

	Wonnerup	<p>Area and Estuary wetlands. Full environmental assessment should be undertaken due to proximity to environmentally sensitive areas.</p> <ul style="list-style-type: none"> • Considered to be significant impact people who living within the area, wider community as well as on birds and wild life. • Concerns regarding timeframe and potential of extension after 5 years. • Concerns regarding dust, noise and visual impact. There are minimal trees to hide provide visual screening on the proposed area. • No details on cultural or heritage impact surveys have been completed. • Concerns regarding noise and vibrations. 	<p>discussion on impact on wetlands and swan breeding ground.</p> <p>Dust management plan provided by applicant which includes measures for mitigating dust and considered sufficient.</p> <p>Any further extensions of time will be required to go through the same consultation process and any issues can be addressed at this time.</p> <p>Noise Management Plan has been conditioned on the approval.</p>
4.	Guy Kerrell-Vaughan	<p>Objection</p> <ul style="list-style-type: none"> • Concerns regarding potential impact on the Ramsar wetlands • Concerns regarding ground water being intercepted • Removing the material to lower than the current natural surface will, in this area particularly, lead to greater waterlogging, insect breeding & hydrological dysfunction. • Concerns regarding acid sulphate soils • Concerns regarding further removal of vegetation and impact on hydrological function of the wetlands • Concerns regarding noise and environmental degradation 	<p>Refer to Officer comment section of report for further discussion on impact on wetlands and ground water.</p> <p>Noise Management Plan has been conditioned on the approval.</p>
5.	Michael Brown Operator of Forest Adventures South West Pty Ltd	<p>Objection</p> <ul style="list-style-type: none"> • Forest Adventures South West Pty Ltd has secured a 21-year lease with the Department of Parks and Wildlife for approximately 9 Ha of land. Ludlow park road which the proponent indicates is essentially a private road bisects our leased area, with activities on one side and car and bus parking on the other. • Concerns regarding potential contamination of wetlands • Concerns regarding impact of development on amenity of 	<p>Refer to Officer comment section of report for further discussion on impact on wetlands.</p>

		<p>surrounding properties and tourism activities.</p> <ul style="list-style-type: none"> Concerns regarding trucks resulting in dust along Ludlow Park Road and impact upon their business Concerns regarding truck movements and pedestrian and vehicle safety. Patrons of the business will be required to cross the road from the car park to the high-rope activities. No details on water or pollution management has been provided. Concerns regarding vehicle movement figures provided in application being inaccurate. Concerns regarding state of existing road. 	<p>Refer to Officer comment section of report for further discussion on haulage route.</p> <p>Following the initial referral of the application the applicant provided further hydrological details that have been submitted to, and reviewed by, the Department of Water. A copy of this hydrological report is provided at Attachment G.</p>
6.	Eden Gardiner Address not provided	<p>Objection</p> <ul style="list-style-type: none"> Concerns regarding impacts on wetlands, RASMAR, Tuart Nation park. Concerns regarding haulage route and impact on other users of the roads within the area. Concerns regarding impact on nearby residential properties, including heritage properties, short stay accommodation premises and other tourist activities within the area. Concerns regarding compliance with parameters indicated within proposal. Concerns regarding traffic and figures provided being incorrect. 	<p>The applicant has been advised referral to Department of the Environment and Energy under the Environmental Protection and Biodiversity Conservation Act 1999 is recommended due to the proximity of the extractive activities to the RAMSAR wetlands.</p> <p>Refer to Officer comment section of report for further discussion on haulage route.</p> <p>Refer to Officer comment section of report for further discussion on dust and noise management.</p> <p>The applicant will be required to comply with their proposal and the conditions of approval. Should the applicant fail to comply with these parameters the City may take compliance action.</p> <p>Refer to Officer comment section of report for further discussion on haulage route.</p>
7.	Albert Tassone	Objection	

	512 Forrest Beach Rd Wonnerup 6271	<ul style="list-style-type: none">• Concerns regarding impacts on surrounding properties in terms of noise, dust and visual amenity.• Concerns regarding impacts on nearby tourist attractions.• Not consistent with City of Busselton Wetlands Conservation Strategy & Local Planning Policy.• Significant environmental considerations due to the RAMSAR Wonnerup Estuary.• Currently experience dust from the current operations on the site.• Concerns regarding impact on swan breeding areas.	<p>Refer to Officer comment section of report for further discussion on dust and noise management.</p> <p>The applicant has been assessed against, and deemed to meet, the requirements of the City's Local Planning Policy 5A - Extractive Industries.</p> <p>The Hydrological Assessment provided by the applicant has been reviewed by the Department of Water and it is considered that the proposal will not have a detrimental impact on the neighbour RASMAR wetlands.</p> <p>No dust complaints have been received by the City.</p> <p>Refer to Officer comment section of report for further discussion on the proximity to Vasse-Wonnerup Ramsar Wetland System</p>
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Department of Parks and Wildlife
Referral Comments



Government of Western Australia
Department of Environment Regulation

Your ref: DA16/0699
Our ref: CEO3966/16
Enquiries: Adam Harbeck
Phone: 6467 5383
Email: advice.coordinator@der.wa.gov.au

Mr Mike Archer
Chief Executive Officer
City of Busselton
Via email: city@busselton.wa.gov.au

Attention: Ms Stephanie Izzard

Dear Mr Archer

EXTRACTIVE INDUSTRY AND CRUSHING FACILITY (LIMESTONE) – LOT 3 (HOUSE No 130) AND LOT 237 ON PLAN 250375 LUDLOW PARK ROAD, LUDLOW

I refer to the letter dated 7 October 2016 from Ms Stephanie Izzard, Planning Officer – Statutory Planning, requesting comment from the Department of Environment Regulation (DER) in relation to the above Application before Council.

A review of the application package has been undertaken and advice in regard to DER's regulatory responsibilities in relation to the *Environmental Protection Act 1986* (EP Act) and the *Contaminated Sites Act 2003* (CS Act) is attached.

Should you wish to discuss any aspects of this correspondence please contact DER's Planning and Advice Coordinator, Mr Adam Harbeck, on 6467 5383.

Yours sincerely



Jason Banks
DIRECTOR GENERAL

2 November 2016

Att – Advice Sheet

Advice requested by	Description	DER Reference number
City of Busselton	EXTRACTIVE INDUSTRY AND CRUSHING FACILITY (LIMESTONE) – LOT 3 (HOUSE No 130) AND LOT 237 ON PLAN 250375 LUDLOW PARK ROAD, LUDLOW	GEO3966/16

Advice under Part V of the *Environmental Protection Act 1986*

A review of DER records indicates that there is no current licence or registration on file for Lot 3 and 237 Ludlow Park Road, and no application for approval has been received by DER at the time of this correspondence.

The proponent has identified that it will need DER licensing in section 2.3 of its application to the City of Busselton.

The proposal involves the extraction of approximately 500,000 cubic metres of lateritic limestone over five years, and the crushing of an unspecified amount of this total using an as yet unspecified crushing plant. It is likely that the production or design capacity of the crushing plant will exceed the 50,000 tonnes per year licensing threshold for a Category 12 (*Premises on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated*) prescribed premises as defined under Schedule 1 of the *Environmental Protection Regulations 1987* (EP Regulations).

As such, the EP Act requires a works approval to be obtained before constructing a prescribed premises and make it an offence to cause an emission or discharge, unless a licence or registration (for operation) is held for the premises.

The purpose of a works approval is to allow DER to assess the environmental acceptability of potential emissions and discharges of a proposal against standards and policies. Works approvals also contain conditions to ensure the premises can operate in an environmentally acceptable manner and that the works themselves do not cause unacceptable

Emissions typically associated with Category 12 prescribed premises typically include dust, noise and contaminated stormwater.

Any works approval or licence issued for a Category 12 activity will only regulate emissions associated with the crushing of limestone and related stockpiling operations. Bringing mobile crushing plant on to the site will cause the premises to become a prescribed premises Category 12 under the EP Regulations.

As a general guideline, DER considers that a minimum separation distance of 1,000m is appropriate between sensitive land uses and Category 12 prescribed premises, with a higher risk of impacts to public health and amenity where this separation is not met. The application identifies that the closest receptor is approximately 1.3 km away, and that there are no residences within 1,000 m of the proposed crushing operations.

It is recommended that the proponent submit an application form to DER for the project. Application forms can be found on DER's website at <http://www.der.wa.gov.au>.

DER will undertake parallel processing of applications, however works approvals may not be granted until such time as planning approval is in place. DER's process allows for the provision of a draft decision to the proponent. The proponent may consequently provide this draft decision in support of their planning assessment.

Advice in relation to the clearing of native vegetation

DER has not received a clearing permit application to clear native vegetation on Lot 3 or Lot 237 for the purpose of developing an extractive industry and limestone crushing, and no clearing permits have been granted previously on these properties. It is noted that the boundary of the proposed extraction area on the enclosed location plan appears to extend into the adjacent Lot 889 on Plan 231033, Ludlow.

Section 1.5, 'Existing Vegetation' states that some individual paddock trees will be removed to access the limestone and that a clearing permit is not considered necessary from DER. From a review of aerial imagery and the information provided it appears that native vegetation will be required to be cleared.

The clearing of native vegetation in Western Australia is prohibited, unless the clearing is authorised by a clearing permit obtained in accordance with the *Environmental Protection Act 1986* (EP Act) or is of an exempt kind.

If clearing of native vegetation is required, the proposed clearing may be exempt under Regulation 5, Item 1 or Item 19 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. These provide an exemption for clearing to construct a building or structure and clearing of isolated paddock trees, respectively. These exemptions do not apply within environmentally sensitive areas (ESAs) declared under Section 51B of the EP Act.

The entire proposed extraction area is mapped as an ESA, therefore these exemptions are not applicable and a clearing permit may be required to clear native vegetation for these purposes.

Further information regarding the conditions of this exemption can be found in DER's guide to exemptions available on DER's website at <https://www.der.wa.gov.au/our-work/clearing-permits> along with a range of other fact sheets and guides on the clearing of native vegetation. Further information on the clearing permit process can be obtained by email: NVP@der.wa.gov.au or by telephone 9333 7469.

Advice under the Contaminated Sites Act 2003

Lot 3 Ludlow Park Road and Lot 237 on plan 250375 Wonnerup have not been reported or classified under the CS Act. The application indicates that the subject land has been used for grazing and pastoral land uses. The area for which the target limestone resource will be removed is dominated by two large horticultural irrigation pivots.

At the time of writing, DER does not hold any information regarding known or suspected contamination of this land.

Lots 3 and 237 are located within and adjacent to an area mapped as representing a moderate to high risk of encountering acid sulfate soils within 3 metres of the natural ground surface.

The application indicates that the target limestone resource is generally 2-3 metres thick and located at depths of 0.75 - 1.2 metres below the ground surface. The application proposes the removal of 1 metre of the limestone resource followed by replacement of the sand and topsoil before reactivating the horticultural irrigation pivots.

Based on the available information, a contamination or acid sulfate soil condition is not considered necessary in this instance. Should the nature of the proposal change to include deeper soil disturbance or dewatering, DER would welcome the opportunity to provide further comment.

It is noted that the removal of 1 metre of material from this location prior to a return to horticultural activities may result in an increased likelihood of nutrients associated with horticultural land uses leaching to the underlying groundwater and migrating to the adjacent Wonnerup Estuary.

Department of Environment Regulations
Referral Comments



Government of Western Australia
Department of Parks and Wildlife
Regional Services Division

Your ref: DA16/0699
Our ref: PRS 40154 2013/000578
Enquiries: Peter Hanly
Phone: 08 9725 4300
Fax: 08 9725 4351
Email: swlanduseplanning@dpaw.wa.gov.au

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

ATTENTION: Stephanie Izzard

**EXTRACTIVE INDUSTRY & CRUSHING FACILITY (LIMESTONE) (MODIFIED) –
LOTS 3 & 237 LUDLOW PARK ROAD WONNERUP**

I refer to your email dated 2 February forwarding a modified extractive industry application for the above property for the Department of Parks and Wildlife's (Parks and Wildlife) comment.

Parks and Wildlife provided comments dated 13 June 2014 (PW14) and 3 November 2016 (PW16) on previous Lot 3 extraction industry applications. PW16 referred to a proposal depicted on the BSO Extractive Industries Plan dated 19 August 2016 Rev 2.

The modified BSO Extractive Industries Plan dated 19 August 2016 Rev 4 (BSO4) for the current proposal, indicates that the extent of the proposed pit has been reduced by 10 hectares and there is an area proposed for tree retention.

The following additional comments, to be read in conjunction with PW16, are provided on the modified BSO4.

Biodiversity values

PW16 advised that the proposal has the potential to impact the Ramsar Vasse-Wonnerup System, an *Environment Protection and Biodiversity Conservation Act 1999's (EPBC Act)* Threatened Ecological Community (TEC), poorly reserved regional ecological linkage remnant vegetation, Priority flora, threatened fauna and waterbird habitat.

WRP and black cockatoos are listed as threatened species under the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)* and Western Australia's *Wildlife Conservation Act 1950*.

PW16 also advised that Lot 3 contains Conservation Category wetlands (CCW) and Multiple Use estuary-peripheral wetlands (MU) which are hydrologically linked to the adjacent Ramsar wetlands and TEC and an area gazetted as an Environmentally Sensitive Area (ESA).

In addition PW16 advised the proposal area is adjacent to the Ludlow State forest and that some areas within the State forest were proposed as future Nature Reserve and National Park.

Comments

Any development should aim to avoid impacts to Ramsar wetlands, TEC's, poorly reserved native vegetation, potential threatened flora, the proposed Nature Reserve and National Park, minimise disturbance to Black Swan nesting sites and retain WRP, black cockatoo and waterbird habitat trees where possible.

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The application states that buffers to wetland areas have been increased and refers to Black Swan nesting sites. It appears that buffer areas have been measured from the lot boundaries, which are more distant from the proposal area than the wetland boundary.

Parks and Wildlife advises that the Black Swan nesting sites are not restricted to the north of the Ludlow river diversion channel that dissects Lot 3. Nesting also occurs in wetlands to the west of the proposal.

Parks and Wildlife advises that wetland buffers should be measured from the estuary based on high water levels, and not average surface water levels. Water bird activities are associated with high and low surface water levels.

Parks and Wildlife recommends buffer areas are measured from the Quindalup Coast land system soils, depicted in the soil derived mapping from the Department of Agriculture, Western Australia's Land Resources Series, report No 5 titled "*Busseton, Margaret River, Augusta Land Capability Study*" as these soil types correspond closely to the mapped wetland areas.

The Quindalup Wet Flats and Quindalup Very Wet Saline Flats soil types provide a better interpretation of the wetland system area and waterbird habitat.

The Busselton Wetlands Conservation Strategy includes a copy of the Quindalup Coast land system soils mapping at Figure 6, and uses these soil types to define the core wetland area.

Based on advice from the "*Water and Rivers Commission Position Statement: Wetlands*" the minimum buffer should be 200 metres. As mentioned in PW16, the buffer for inactive water birds, eg nesting swans, should be 300m.

The application states that no clearing of native vegetation will be required. Parks and Wildlife acknowledges this as an important improvement from the previous application, and will help retain significant biodiversity values.

The proponent states that groundwater (GW) measurements have been taken in the Ludlow Drain and drainage sumps immediately north of the site, from a single bore within the proposal area and includes anecdotal GW information.

The GW level information provided is insufficient to determine actual maximum GW levels across the whole proposed extraction area. A GW contour map should be provided.

Parks and Wildlife's concerns include the risk of excavation intercepting the maximum GW level and potential impacts to GW level quality and local flow patterns both now and in the long term. The proponent should consult with the Department of Water to determine the requirements for adequate detailed GW level information that can be used to guide the maximum excavation depth if at all feasible, and rehabilitation requirements.

BSO4 depicts a proposed crusher site within the eastern portion of the proposed pit area, east of the retained belt of Tuart trees. Parks and Wildlife considers the proposed crusher location to be the most suitable in relation to minimizing potential impacts to water birds.

BSO4 depicts a proposed access road from Ludlow Park Road to the western and eastern proposed extraction areas.

BSO4 indicates that the proposed access way from Ludlow Park Road to the western pit area may pass through the proposed tree retention area. Parks and Wildlife recommends that access to the proposed western extraction area should not pass through the strip of retained native vegetation.

In addition, it is unclear what route is proposed to transport the extracted material from the western pit area to the proposed crusher site. Orthophotos indicate a small track within the strip of proposed retained native vegetation, but this track is unlikely to be suitable for haulage purposes and track widening is likely to result in clearing of native vegetation.

Parks and Wildlife recommends that no vehicles travel within the proposed strip of retained native vegetation between the proposed western extraction area and the proposed crusher site.

Parks and Wildlife recommends that if the proposal is approved, a buffer from the proposed extraction and stockpile areas be provided to protect adjacent retained trees from potential impacts associated with the proposed extraction activities.

Potential impacts include reduced tree root zone moisture levels due to hydrological alterations resulting from the proposed extraction activities. The trees are also at risk from accidental machinery damage and increased risk of being blown over.

Parks and Wildlife recommends that if the proposal is approved, no extraction activities should occur within 10m of any native tree crown drip zones.

Parks and Wildlife recommends that a suitable temporary demarcation barrier be erected 10m from the crown drip zone of trees along the proposed extraction areas to protect the trees and root systems from accidental machinery damage.

The application states that horticulture and pasture production will continue after the limestone is extracted. Parks and Wildlife is concerned about the possibility of future horticulture and pasture production practices creating increased nutrient loads to wetland areas, given there will be reduced soil depth to GW levels, and hence less nutrient buffering capacity.

The application shows two indicative detention basins and interceptor drains. It is expected that these would need to be moved eastwards and the position would be determined using the extra maximum GW level contour data that is sought for evaluating this proposal.

Given the proximity to the Ramsar wetland system, TEC, CCW and other biodiversity values, the potential risk of impacts needs to be minimized. The applicant should seek advice from the Department of the Environment and Energy under the EPBC Act to determine if there is a requirement for the action to be referred for assessment given the risk of potential impacts to significant biodiversity values.

The application advises that the current landowner has not encountered any Acid Sulfate Soils (ASS). The application area is within an area mapped as having moderate to high ASS and therefore the ASS risk needs to be adequately evaluated. Parks and Wildlife recommends that the applicant seeks advice from the Department of Environment Regulation regarding ASS.

PW16 advised that the proposal area is within a gazetted Environmentally Sensitive Area (ESA). The entire proposal area is within the ESA which relates to potential impacts to wetland areas. Parks and Wildlife recommends the proposal should be referred to the Environmental Protection Authority for assessment given the extent of the ESA and potential impacts to the site's significant biodiversity values.

Parks and Wildlife notes there is an Aboriginal burial site registered within Lot 3 and suggests the proponent seek advice from the Department of Aboriginal Affairs.

The application states that there is a possibility that overall timeframes for extraction could be shortened however there is no certainty regarding limestone extraction time frames.

PW16 referred to rehabilitation, dieback management and water monitoring. These comments remain applicable to the current modified application.

Thank you for the opportunity to comment on this application. Please contact Peter Hanly at the Parks and Wildlife's South West Region office if you have any queries regarding this advice.



For Regional Manager

2 March 2017

Att.

cc: Parks and Wildlife Wetlands Branch
Parks and Wildlife Blackwood district
Department of Water

References

Molloy, S., Wood, J., Hall, S., Walldrodt, S and Whisson, G. (2009). *South West Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation.

Shedley E and Williams K (2014) An assessment of habitat for western ringtail possum (*Pseudocheirus occidentalis*) on the southern Swan Coastal Plain. Unpublished report for the Department of Parks and Wildlife, Bunbury, Western Australia



Government of Western Australia
Department of Parks and Wildlife
Regional Services Division

PN16

Your ref: DA16/0699
Our ref: PRS 40154 2013/000578
Enquiries: Peter Hanly
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COPY

ATTENTION: Stephanie Izzard

**EXTRACTIVE INDUSTRY & CRUSHING FACILITY (LIMESTONE) –
LOTS 3 & 237 LUDLOW PARK ROAD WONNERUP**

I refer to your letter dated 7 October 2016 forwarding an extractive industry application for the above property for the Department of Parks and Wildlife's (Parks and Wildlife) comment.

The following comments are provided on the proposal.

Biodiversity values

Lot 3 is adjacent to a Ramsar Convention on Wetlands of International Importance (Ramsar) wetland (Vasse-Wonnerup System). These wetlands would be vulnerable to changes in water quality and quantity, sedimentation, erosion and land degradation.

The Lot 3 wetlands also support an area of an *Environment Protection and Biodiversity Conservation Act 1999's (EPBC Act)* Threatened Ecological Community (TEC), "*Subtropical and Temperate Coastal Saltmarsh*".

Lots 3 and 237 contain areas of remnant vegetation and mature paddock trees identified in *Molloy et al, 2009*, as being part of and contributing to a core regional ecological linkage. Any development should aim to minimise the impacts and fragmentation of the vegetation within the property and to adjoining vegetated areas.

The Priority flora *Verticordia attenuata* and *Lasiopetalum membranaceum* are known to occur within 2km of the area.

The subject site contains areas of the poorly reserved remnant Ludlow (Lw) vegetation complex which has less than 30% of the pre-European extent remaining.

Parks and Wildlife has recently undertaken an extensive western ringtail possum (WRP) habitat study within the South West Region (*Shedley et al, 2014*). Parks and Wildlife's goal is to retain the mapped WRP Habitat Quality vegetation, identified within the *Shedley et al, 2014* study where possible.

The subject site contains high habitat quality vegetation, identified in *Shedley et al, 2014* as being important in maintaining the integrity of WRP habitat and also contains potential habitat for black cockatoos and brush-tailed phascogales.

WRP and black cockatoos are listed as threatened species under the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and Western Australia's *Wildlife Conservation Act 1950*. Major threats to WRP and black cockatoos include habitat loss and fragmentation.

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The trees on Lot 3 contribute to waterbird habitat values including nesting sites for ducks.

Lot 3 contains Conservation Category wetlands (CCW) and both Lots 3 and 237 contain Multiple Use estuary-peripheral wetlands (MU) mapped on the Department's Geomorphic Wetlands Swan Coastal Plain dataset. The CCW and MU wetlands are hydrologically linked to the adjacent Ramsar wetlands and TEC.

The proposal area is contained within a gazetted Environmentally Sensitive Area (ESA). A map showing the boundary of the Ramsar and MU wetlands, TEC and ESA, which covers the whole area, is shown on the attached map.

Resident and migratory waterbirds using the wetlands would also be impacted by vibration, noise and increased heavy vehicle traffic. This will be critical during nesting times of resident waterbirds. The attached map depicts small circular Black Swan nesting sites located immediately to the west of the northern portion of Lot 3 and the nesting sites extend southwards, along the wetland to the west to the proposed extraction area. This nesting site is considered to be one of the highest concentrations of swan nesting sites within Western Australia.

Lot 3 is adjacent to unallocated crown land (Lot 5595). The Parks and Wildlife's Forest Management Plan 2014-2023 lists the Lot 5595 UCL as a proposed future Nature Reserve and it is part of the Ramsar wetland area.

Lots 3 and 237 are adjacent to the Ludlow State forest on Lots 888 and 889. The Parks and Wildlife's Forest Management Plan 2014-2023 lists the Lots 888 and 889 State forest, and surrounding Lots 2, 100 and 101 as a proposed National Park.

Approval of the development should not result in impositions being placed upon the values and management of the adjoining Parks and Wildlife managed land.

Comments

Any development should aim to avoid impacts to Ramsar wetlands, TEC, poorly reserved native vegetation, potential threatened flora, the proposed Nature Reserve and National Park, minimise disturbance to Black Swan nesting sites and retain WRIP, black cockatoo and waterbird habitat trees where possible.

The proposed extraction area appears to be approximately 80m from the Ramsar wetland boundary. The proponent has advised that excavation is proposed to be one metre below the natural land surface and that groundwater is not expected to be exposed.

The proposed excavation depth as explained in the application is ambiguous. It could be interpreted that removal of one meter of the 3m thick limestone would result in a depth of - 0.25m to + 0.5m AHD. These depths are expected to be below average maximum groundwater levels and would be considered unacceptable.

The application needs to, but does include, a report of detailed hydrological investigations to demonstrate that the proposal will not impact groundwater or the adjacent Ramsar wetland and TEC site.

It is considered that the superficial groundwater level is highly likely to be within one metre of the surface. Sand berms can be important for the hydrology and water quality of wetlands as even the shallow lenses of sand provide a freshwater capture and seepage function which supports the wetland's ecosystem.

As a minimum the proponent would need to ensure that no extraction occurs below 0.5m above the average maximum groundwater level and the proponents should explain how post extraction rehabilitation will ensure no long-term negative impacts to the wetlands system.

The Lot 3 wetlands are currently listed as MU. Aerial imagery indicates that there are some densely vegetated areas within the TEC buffer boundary which may contain good condition or better vegetation, and may meet the criteria for Conservation Category wetlands (CCW). These vegetated areas are located adjacent to the proposed extraction area.

The Department of Water (DoW) is the lead agency in relation to assessing and providing comments on land use planning proposals that relate to estuary-peripheral wetlands. Parks and Wildlife understands that DoW has previously provided comments to the City of Busselton (City) on a nearby Lot 3 proposed extractive industry application, recommending that site specific hydrogeological investigations be undertaken prior to the application being considered by the City.

Given the proposal is likely to result in hydrological impacts that may affect the adjacent Ramsar wetlands and TEC and possibly the proposed Tuart National Park, it is requested that a copy of hydrological information for this proposal area is also provided to Parks and Wildlife to assist in the assessment of this application.

Parks and Wildlife notes the proposed development area is within close proximity to the Lot 3 Ramsar wetland and TEC areas. Matters that might have a significant impact on the ecological character of a Ramsar Wetland and EPBC Act TEC, should be referred to the Department of the Environment and Energy (DoEE) under the EPBC Act and it is the responsibility of the proponent to refer it.

Parks and Wildlife recommends this proposal is referred to the DoEE for assessment as it is likely to impact upon wetland hydrology.

Barnford 1995 found that roosting and inactive water birds were more sensitive to disturbance than active birds. Nesting water birds are considered to be inactive. *Barnford 1995* found that adjacent activities can disturb inactive Black Swans at a distance of approximately 200m.

To minimize potential disturbance to nesting Black Swan sites, a minimum buffer of 300m between proposed disturbance areas and water bird nesting sites is suggested.

Parks and Wildlife advises that the vegetation within the proposal area should be retained as it contains potential WRP, black cockatoo and waterbird habitat. Trees have an important wetland ecology value including essential nesting sites for chicks. Hydrological changes to the proposal area could detrimentally affect the survival of these fauna habitat tree species.

Clearing of native vegetation is prohibited, unless the clearing is authorised by a clearing permit obtained from the Department of Environment Regulation (DER), or is a kind that is exempt in accordance with Schedule 6 or Regulation 5 (Clearing of Native Vegetation Regulations) under the *Environmental Protection Act 1986*.

Exemptions under Regulation 5 do not apply in Environmentally Sensitive Areas (ESA). Given Lots 3 and 237 are completely encompassed in an ESA, the proposal should be referred to DER regarding clearing permit requirements.

The proposed limestone crusher site also needs to be relocated to avoid risks including disturbance to threatened fauna and waterbirds, the compaction of tree roots and lime dust coverage to foliage.

Previous comments

Parks and Wildlife provided comments dated 13 June 2014 (PW14) and 30 September 2016 (PW16) on previous Lot 3 extraction industry applications. A copy of PW14 and PW16 are attached for your information.

It is recommended that the current proposal is also assessed considering cumulative impacts from altered land uses, including existing nearby sand extraction, irrigated pasture production, likely loss of wetland habitat, introduced weed species burden and the potential for cumulative impacts to the hydrological regime of the Ramsar listed Vasse-Wonnerup system and the nationally listed TEC.

If no further hydrological information is provided, Parks and Wildlife considers sand extraction should be excluded from any Lot 3 wetlands, including MU wetlands, in order to reduce the risk of any altered hydrological regime of the Ramsar wetlands and TEC.

Summary

Parks and Wildlife advises that this proposal has the potential to impact upon significant biodiversity values including Ramsar wetlands, TEC, proposed Nature Reserve and National Park, poorly reserved native vegetation and fauna habitat (including important Black Swan nesting sites) and detailed hydrological information is required to assist in the assessment of this proposal.

Given the lack of detailed hydrological information, and potential impacts to the area's significant environmental values, Parks and Wildlife does not support the proposal as it is currently presented.

However, Parks and Wildlife would be happy to provide additional comments when detailed hydrological information is available, including the consideration of whether some extraction may be possible at this site.

Thank you for the opportunity to comment on this application. Please contact Peter Hanly at the Parks and Wildlife's South West Region office if you have any queries regarding this advice.



For Regional Manager

3 November 2016

Att.

cc: Parks and Wildlife Wetlands Branch
Parks and Wildlife Blackwood district
Department of Water

References

Molloy, S., Wood, J., Hall, S., Walldrodt, S and Whisson, G. (2009). *South West Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation.

Shedley E and Williams K (2014) An assessment of habitat for western ringtail possum (*Pseudocheirus occidentalis*) on the southern Swan Coastal Plain. Unpublished report for the Department of Parks and Wildlife, Bunbury, Western Australia









Government of Western Australia
Department of Parks and Wildlife
Regional Services Division

Your ref: DA16/0590
Our ref: PRS 39945 2013/000578
Enquiries: Peter Hanly
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Chief Executive Officer
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ATTENTION: Stephanie Izzard

EXTRACTIVE INDUSTRY (GRAVEL) – LOT 3 LUDLOW PARK ROAD WONNERUP

I refer to your letter dated 24 August 2016 forwarding an extractive industry application for the above property for the Department of Parks and Wildlife's (Parks and Wildlife) comment.

The following comments are provided on the proposal.

Biodiversity values

Lot 3 is adjacent to a Ramsar Convention on Wetlands of International Importance (Ramsar) wetland (Vasse-Wonnerup System). These wetlands would be vulnerable to changes in water quality and quantity, sedimentation, erosion and land degradation.

The Lot 3 wetlands also support an area of an *Environment Protection and Biodiversity Conservation Act 1999's (EPBC Act)* Threatened Ecological Community (TEC), "*Subtropical and Temperate Coastal Saltmarsh*".

Lot 3 contains areas of remnant vegetation and mature paddock trees identified in *Molloy et al, 2009*, as being part of and contributing to a core regional ecological linkage. Any development should aim to minimise the impacts and fragmentation of the vegetation within the property and to adjoining vegetated areas.

The Priority flora *Verticordia attenuata* and *Lasiopetalum membranaceum* are known to occur within 2km of the area.

Lot 3 contains areas of the poorly reserved remnant Ludlow (Lw) vegetation complex which has less than 30% of the pre-European extent remaining.

Parks and Wildlife has recently undertaken an extensive western ringtail possum (WRP) habitat study within the South West Region (*Shedley et al, 2014*). Parks and Wildlife's goal is to retain the mapped WRP Habitat Quality vegetation, identified within the *Shedley et al, 2014* study where possible.

The subject site contains high habitat quality vegetation, identified in *Shedley et al, 2014* as being important in maintaining the integrity of WRP habitat.

Lot 3 also contains potential habitat for black cockatoos and brush-tailed phascogales.

WRP and black cockatoos are listed as threatened species under the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)* and Western Australia's *Wildlife Conservation Act 1950*. Major threats to WRP and black cockatoos include habitat loss and fragmentation.

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Lot 3 contains Multiple Use category estuary-peripheral wetlands (MU) mapped on the Department's Geomorphic Wetlands Swan Coastal Plain dataset. The MU wetlands are hydrologically linked to the adjacent Ramsar wetlands and TEC.

The proposal area is contained within a gazetted Environmentally Sensitive Area (ESA). A map showing the boundary of the Ramsar and MU wetlands, TEC and ESA, which covers the whole area, is shown on the attached map.

Resident and migratory waterbirds using the wetlands would also be impacted by vibration, noise and increased heavy vehicle traffic. This will be critical during nesting times of resident waterbirds. The attached map depicts small circular Black Swan nesting sites located immediately to the west of Lot 3. This nesting site is considered to be one of the highest concentrations of swan nesting sites within Western Australia.

Lot 3 is adjacent to unallocated crown land (Lot 5595). The Parks and Wildlife's Forest Management Plan 2014-2023 lists the Lot 5595 UCL as a proposed future Nature Reserve. Approval of the development should not result in impositions being placed upon the values and management of the adjoining UCL.

The UCL adjoining the east of Lot 3 contains the old Ludlow River bed which feeds into the northern end of the Wonnerup Estuary.

Comments

Any development should aim to avoid impacts to Ramsar wetlands, TEC, poorly reserved native vegetation, potential threatened flora, the proposed Nature Reserve, minimise disturbance to Black Swan nesting sites and retain WRP, black cockatoo and waterbird habitat trees where possible.

The proposed extraction area appears to be approximately 70m from the Ramsar wetland boundary. The proponent has advised that excavation is proposed to be up to two metres below the natural land surface and that groundwater is not expected to be exposed.

The application needs to, but does include, a report of detailed hydrological investigations to demonstrate that the proposal will not impact groundwater or the adjacent Ramsar wetland and TEC site.

It is considered that the superficial groundwater level is highly likely to be within one metre of the surface. Sand berms can be important for the hydrology and water quality of wetlands as even the shallow lenses of sand provide a freshwater capture and seepage function which supports the wetland's ecosystem.

The Lot 3 sand berm, proposed to be excavated, is up to 2.75m AHD and may be providing some water storage function for the Ramsar wetlands site, and the nearby old Ludlow River bed. The Department of Water (DoW) may be able to provide technical advice on the potential for water storage and the depth of groundwater.

As a minimum the proponent would need to ensure that no extraction occurs below 0.5m above the average maximum groundwater level and the proponents should explain how post extraction rehabilitation will ensure no long-term negative impacts to the wetlands system.

While the Lot 3 wetlands are currently listed as MU, aerial imagery indicates that some areas of dense vegetation within the TEC boundary are located adjacent to the proposed extraction area. Areas within the TEC that retain good condition or better vegetation may be considered to meet the criteria for Conservation Category wetlands (CCW).

DoW is the lead agency in relation to assessing and providing comments on land use planning proposals that relate to estuary-peripheral wetlands. Parks and Wildlife understands that DoW provided comments dated 19 September 2016 on the Lot 3 proposed development recommending that site specific hydrogeological investigations be undertaken prior to the application being considered by the City of Busselton.

Given the proposal is likely to result in hydrological impacts that may affect the adjacent Ramsar wetlands and TEC, it is requested that a copy of detailed hydrological information is also provided to Parks and Wildlife to assist in the assessment of this application.

Parks and Wildlife notes the proposed development area is within close proximity to the Lot 3 Ramsar wetland and TEC areas. Matters that might have a significant impact on the ecological character of a Ramsar Wetland and EPBC Act TEC, should be referred to the Department of the Environment (DoE) under the EPBC Act and it is the responsibility of the proponent to refer it.

Parks and Wildlife recommends this proposal is referred to the DoE for assessment.

Bamford 1995 found that roosting and inactive waterbirds were more sensitive to disturbance than active birds. Nesting waterbirds are considered to be inactive. *Bamford 1995* found that adjacent activities can disturb inactive Black Swans at a distance of approximately 200m. The proposed extraction site is less than 100m to the adjacent Black Swan nesting site.

To minimize potential disturbance to nesting Black Swan sites, a minimum buffer of 300m between proposed disturbance areas and waterbird nesting sites is suggested.

Parks and Wildlife advises that the vegetation within the proposal area should be retained as it contains potential WRP, black cockatoo and waterbird habitat. Trees have an important wetland ecology value including essential nesting sites for chicks. Hydrological changes to the proposal area could detrimentally affect the survival of these fauna habitat tree species.

Clearing of native vegetation is prohibited, unless the clearing is authorised by a clearing permit obtained from the Department of Environment Regulation (DER), or is a kind that is exempt in accordance with Schedule 6 or Regulation 5 (Clearing of Native Vegetation Regulations) under the *Environmental Protection Act 1986*.

Exemptions under Regulation 5 do not apply in Environmentally Sensitive Areas (ESA). Given Lot 3 is completely encompassed in an ESA, the proposal should be referred to DER regarding clearing permit requirements.

Previous comments

Parks and Wildlife provided comments dated 13 June 2014 (PW14) on a previous Lot 3 extraction industry application. A copy of PW14 is attached for your information. In that instance the extraction site was more elevated and more than 700m from the Ramsar wetland site.

It is recommended that the current proposal is assessed considering cumulative impacts from altered land uses, including existing nearby sand extraction, irrigated pasture production, likely loss of wetland habitat, introduced weed species burden and the potential for cumulative impacts to the hydrological regime of the Ramsar listed Vasse-Wonnerup system and the nationally listed TEC.

If no further hydrological information is provided, Parks and Wildlife considers sand extraction should be excluded from any Lot 3 wetlands, including MU wetlands, in order to manage the risk of any altered hydrological regime of the Ramsar wetlands and TEC.

Summary

Parks and Wildlife advises that this proposal has the potential to impact upon significant biodiversity values including Ramsar wetlands, TEC, poorly reserved native vegetation and fauna habitat (including important Black Swan nesting sites) and detailed hydrological information is required to assist in the assessment of this proposal.

Given the lack of detailed hydrological information, and potential impacts to the area's significant environmental values, Parks and Wildlife does not support the proposal as it is currently presented.

However, Parks and Wildlife would be happy to provide additional comments when detailed hydrological information is available, including the consideration of whether some extraction may be possible at this site.

Thank you for the opportunity to comment on this application. Please contact Peter Hanly at the Parks and Wildlife's South West Region office if you have any queries regarding this advice.


For Regional Manager

30 September 2016

Att.

cc: Parks and Wildlife Wetlands Branch
Parks and Wildlife Blackwood district
Department of Water

References

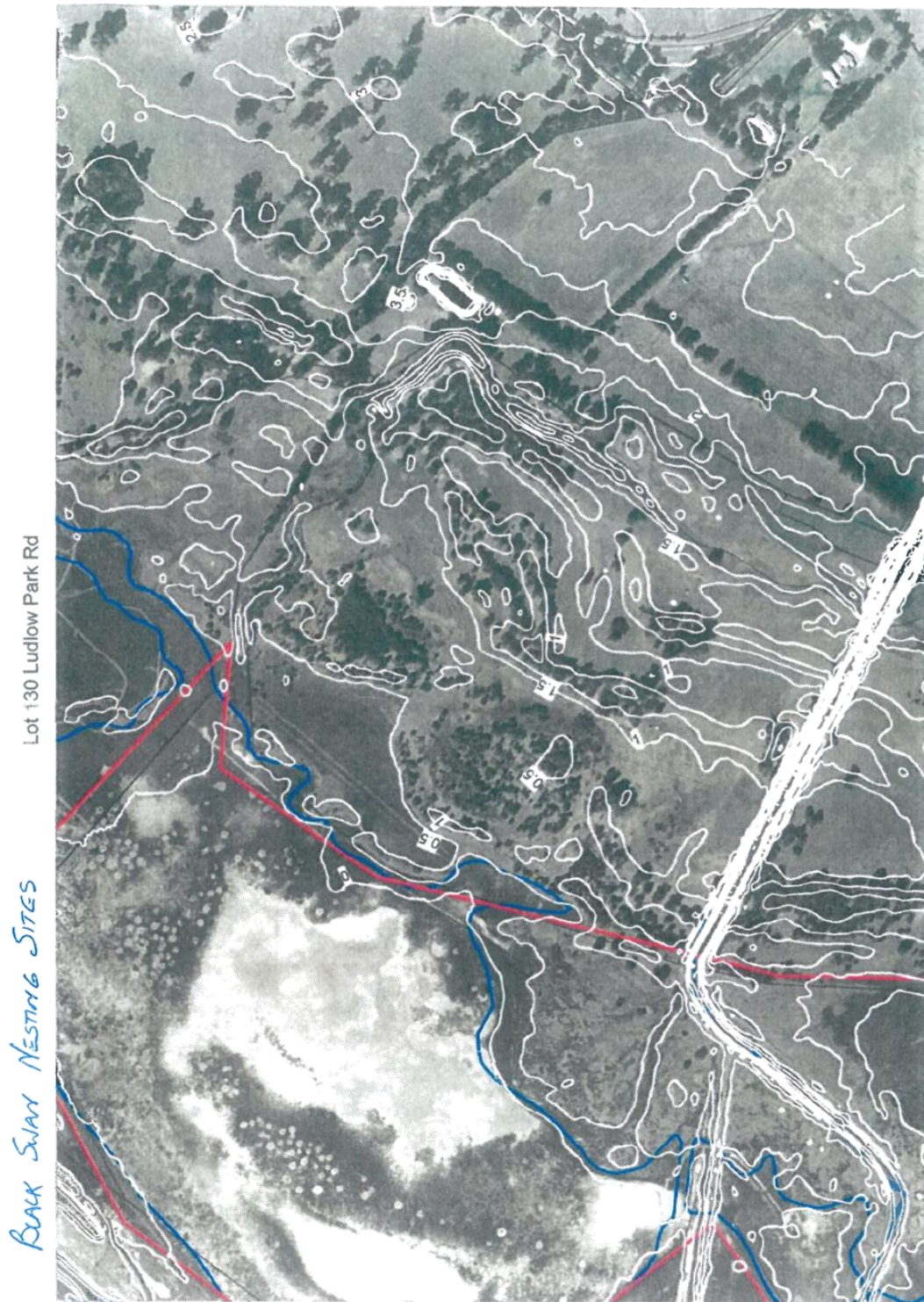
Molloy, S., Wood, J., Hall, S., Walldrodt, S and Whisson, G. (2009). *South West Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation.

Shedley E and Williams K (2014) An assessment of habitat for western ringtail possum (*Pseudochirus occidentalis*) on the southern Swan Coastal Plain. Unpublished report for the Department of Parks and Wildlife, Bunbury, Western Australia

Barnford, MJ&AR (1995) Waterbirds on the Floodplains of the Vasse and Wonnerup Estuaries :Patterns of Usage and the Effect of Disturbance. Final report to the Western Australian Department of Conservation and Land Management.









Government of Western Australia
Department of Parks and Wildlife
Regional Services Division

COPY

PH14

Your ref: DA14/0153
Cernat: PRS 36377 2013000578
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Chief Executive Officer
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ATTENTION: Andrew Wallis

**PROPOSED EXTRACTIVE INDUSTRY (SAND) –
LOT 3 LUDLOW PARK ROAD WONNERUP**

I refer to your letter of 7 May 2014 forwarding an extractive industry application for the above property for the Department of Parks and Wildlife's (Parks and Wildlife) consideration and comment.

Parks and Wildlife offers the following comments on the proposal.

Lot 3 contains remnant vegetation. The properties surrounding Lot 3 also contain remnant vegetation. The remnant vegetation on the property is identified in *Molloy et al, 2009*, as being part of and contributing to a core regional ecological linkage. Any development should aim to minimise the impacts and fragmentation of the vegetation within the property and to adjoining vegetated areas.

The *Draft Tuart Conservation and Management Strategy* (Govt of WA 2004) recommends the conservation and management of remnant tuart trees and woodlands due to the decline in tuart trees and communities on the Swan Coastal Plain.

The Parks and Wildlife datasets indicate that the Lot 3 vegetation corridor contains native vegetation which is potential habitat for Western Ringtail Possums (WRP) and Black Cockatoos. WRP and Black Cockatoos are listed as threatened species under the Commonwealth of Australia's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and Western Australia's *Wildlife Conservation Act 1950*. Major threats to WRP and Black Cockatoos include habitat loss.

Lot 3 contains wetlands registered under the *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992* (Wetlands EPP) and Conservation Category Wetlands (CCW) mapped on the Department's Geomorphic Wetlands Swan Coastal Plain dataset and is adjacent to a Ramsar Convention on Wetlands of International Importance (Ramsar) wetland. These wetlands would be vulnerable to changes in water quality and quantity, erosion and land degradation. Resident and migratory waterbirds using the wetlands would also be impacted by vibration, noise and increased heavy vehicle traffic. This will be critical during nesting times of resident waterbirds.

Wetlands identified under the EPP are protected from land uses that will impact on their environmental values. The Wetlands EPP prohibits the filling, excavation and mining; discharging or disposal of effluent; alterations to water levels or drainage of additional water into or out of these lakes.

South West Region
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The Vasse-Wonnerup Wetlands System has considerable social and ecological importance. It is listed under the Ramsar Convention as a wetland of international importance due to its significance as habitat for over twenty thousand water birds comprised of over 80 species including significant populations of rare and other migratory species subject to international treaties for their protection.

Parks and Wildlife notes the proposed development area varies from approximately 300 to 700m east of the Lot 3 CCW, EPP and Ramsar wetland areas. Matters that might have a significant impact on the ecological character of a Ramsar Wetland have to be referred to the Department of the Environment under the EPBC Act and it is the responsibility of the proponent to refer it.

The application states that no clearing of native vegetation will be required. Clearing of native vegetation is prohibited, unless the clearing is authorised by a clearing permit obtained from the Department of Environment Regulation, or is a kind that is exempt in accordance with Schedule 6 or Regulation 5 (Clearing of Native Vegetation Regulations) under the *Environmental Protection Act 1986*. Exemptions under Regulation 5 do not apply in Environmentally Sensitive Areas (ESA).

The Parks and Wildlife's datasets indicate that Lot 3 is gazetted as an ESA (see attached).

The proponent's *"Development Operations and Rehabilitation Plan – Lot 3 Tuart Road Ludlow"*; Greg Harewood, July 2013 (DORP) indicates on Figure 5 that the proposed extraction area is within close proximity to the Lot 3 regional ecological linkage remnant vegetation, tuart trees and potential threatened fauna habitat trees along the eastern boundary.

Parks and Wildlife advises that a buffer from the proposed development area should be provided to protect the regional ecological linkage, tuart trees and potential threatened fauna habitat trees from potential impacts associated with the proposed extraction activities.

Potential impacts include reduced tree root zone moisture levels due to hydrological alterations resulting from the proposed excavation activities. The trees and the tree root zones are also at risk from accidental machinery damage.

The buffer to the regional ecological linkage, tuart trees and potential threatened fauna habitat trees, from the proposed development area is recommended to be at least a distance equal to the height of the trees, measured from the tree crown outer drip line. Vehicle transport should be excluded from the tree root zones as well.

Permanent markers to define the extent of the pit works and ensure no machinery encroaches beyond that boundary would be a highly advisable operational requirement.

The DORP Appendix F Rehabilitation Management Plan states on Page 2 that fertilizers will be applied at a rate of 240 kg/ha.

As Lot 3 contains areas of EPP and CCW and is adjacent to Ramsar wetlands, the proponent should advise of measures to be undertaken to ensure any proposed fertilizer use does not result in nutrient runoff to these wetland areas. It is recommended that a setback from areas where fertilizers are applied is maintained of 200 m on transmissive soils, 100 m on non-transmissive soils. It is recommended that only slow-release fertilizers are used to minimize the risk of nutrient contamination of the groundwater and adjacent wetlands.

Where remnant native vegetation is cleared, it is advised that native species from the surrounding Tuart forest vegetation community should be replaced in the rehabilitation, rather than agricultural pasture species as proposed in the rehabilitation plan. Further advice on wetland buffer requirements can be gained from the Department of Parks and Wildlife website at <http://www.dec.wa.gov.au/management-and-protection/wetlands/wetland-management-in-wa.html>

Lot 3 is adjacent to the Ludlow State forest managed by Parks and Wildlife. The Ludlow State forest is proposed as a future addition to the Tuart Forest National Park. Approval of the proposal should not result in impositions being placed upon the management of the adjoining Parks and Wildlife-managed land.

Phytophthora cinnamomi Dieback – Parks and Wildlife recommends the proponent develop a site specific hygiene management plan for biosecurity, road upgrades and dust suppression activities.

The DORP states on Page 4 that the “area consists of a superficial aquifer containing unconfined groundwater at a depth of between 2 and 4m below the ground surface” and that the superficial water table oscillates approximately 1 m during the year.

The DORP states on Page 5 that the superficial water table for the proposed extraction area is approximately 4 to 8m.

Particularly because of the significance of the wetlands, it is important that actual groundwater levels are recorded at least monthly and the average maximum ground water level should be interpreted from these measurements and other information from the Department of Water. Water quality parameters should also be measured, prior to mining operation to establish a monitoring baseline, and then ongoing monitoring of both water levels and water quality should be undertaken during pit operation and for 3-5 years post pit rehabilitation.

The Department advises that the Lot 3 groundwater is likely to be shallow and has the potential for perched aquifers. The proposed extraction should be maintained a minimum 0.5m (preferably 1m) above the average maximum groundwater level. Transect cross sections starting from the wetlands and across the proposed excavation site to the eastern property boundary spaced 100m apart to provide topographic profiles should be provided for evaluation of the proposal and separate proposed finished rehabilitated cross sections across these transects should be provided. The maximum groundwater level can also be depicted on these cross sections. Pre and post contour mapping at 25cm elevation intervals should also be provided. A contingency plan should be included in the proposal that covers the action that will be taken should the parameters of a vertical buffer to groundwater be breached during mining operations.

The Department of Water (DoW) is the lead agency in relation to assessing and providing comments on land use planning proposals that relate to surface water and groundwater. The Department recommends this application be referred to DoW for advice in regard to potential impacts on surface water and groundwater, monitoring and management requirements to avoid possible impacts upon the wetlands.

Lot 3 is within close proximity to areas mapped as having a high to moderate risk of Acid Sulfate Soil (ASS) (see attached). The Department of Environment Regulation (DER) is the lead agency in regard to potential impacts from ASS. The Department recommends this application be referred to DER in regard to potential ASS impacts as activation of ASS could have a significant impact upon the health of the wetlands.

The proponents state that dust management for the pit operation and road haulage route will be undertaken. This is endorsed by Parks and Wildlife.

Disturbance to the soil and the change in land use may result in an increase in weeds within the proposal area, and although the top soil mounds will be between an estimated 75m and 250m from the national park, it is possible that weeds establishing on these banks will be able to throw seed further. It is recommended that any declared weeds (eg. cotton bush) that germinate within the proposal area be controlled prior to seed set.

Aboriginal Heritage: There are a number of aboriginal burial sites nearby. As a first step Parks and Wildlife suggests the proponent should seek advice from the Department of Aboriginal Affairs.

Please contact Tracy Teede at the Parks and Wildlife South West Region office if you have any queries in regard to this advice.



For Regional Manager

13 June 2014

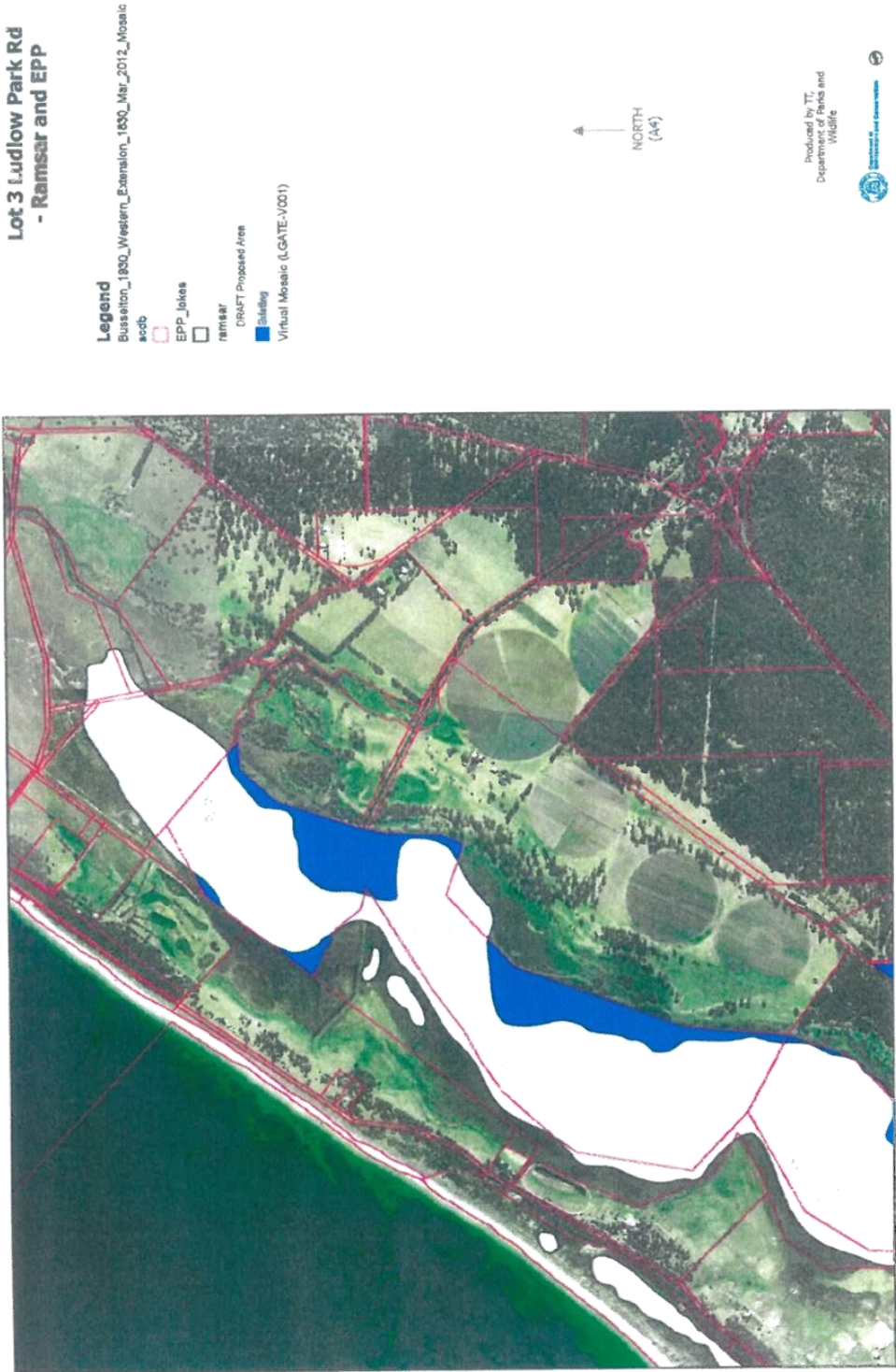
Att.

cc: Department of Water
Department of Parks and Wildlife Blackwood District

References

Molloy, S., Wood, J., Hall, S., Waldrodt, S and Whisson, G. (2009). *South West Ecological Linkages Technical Report*, Western Australian Local Government Association and Department of Environment and Conservation.





Department of Water
Referral Comments

From: KELLY Brendan
To: [Stephanie Navarro](#)
Cc: [BENNETT Owen](#)
Subject: Lot 3 and Lot 237 Ludlow Park Road, Wonnerup
Date: Thursday, 8 June 2017 11:30:22 AM

Date: 8th June 2017

Our Reference: PA12451 (RF14817)

To: Stephanie Izzard, City of Busselton

From: Brendan Kelly, Department of Water

cc: Owen Bennett, Department of Water

RE: Extractive Industry Application (Limestone) - Lot 3 and Lot 237 Ludlow Park Road, Wonnerup.

Dear Stephanie,

Thank you for the telephone conversation this morning, related to the above Extractive Industry (EI) proposal.

Previously, the Department of Water (DoW) requested additional hydrogeological information be provided by the EI proponent, in order to make a better informed recommendation on this proposal.

Subsequently a draft report was prepared: *'Hydrogeological Assessment Extractive Industries Approval for John Forrest - Lot 3 and Lot 237 Ludlow Park Road, Ludlow - Water Direct Pty Ltd, May 2017'* (the WD Report) and forwarded to DoW on 10th May 2017.

I was on long service leave at the time the WD Report was reviewed by DoW and a response was sent to Water Direct Pty Ltd (Mr Rian Moore), copied to you at the City of Busselton (CoB) on 31st May 2017.

I understand that the DoW response is being used as a referral document, as CoB staff prepare their recommendation on the EI proposal, towards a resolution by Council.

It is not known if the proponent has modified their proposal/application as a result of the WD Report and/or the DoW response, however I now wish to provide this supplementary advice.

Firstly, in DoW's response of 31st May, the WD Report was accepted on the basis that the following conditions were placed by the CoB on any EI licence:

- a. **Groundwater levels and quality are to be monitored monthly, and reported to the City of Busselton at the end of each winter, in accordance with Section 6.1 of the Hydrogeological Assessment**

(Water Direct Pty Ltd, 2017).

- b. **Extractive activities should not occur below beyond 300 mm of the maximum seasonal groundwater level, estimated to be 0.1m to 0.3m AHD from the western to the eastern side of the site.**
- c. **The operations must not expose groundwater at any time.**
- d. **No hydrocarbons (fuels, oils, lubricants etc) shall be stored within the pit area. All refuelling and maintenance must be carried outside of the pit area in bunded areas.**
- e. **The pit to be rehabilitated with clean free draining fill overlain by topsoil to create a minimum separation to the MSGL (as proven by on-site monitoring during the operation of the pit) of 0.5m.**

Further to my examination of these conditions, the following amendments are recommended.

Condition (c)

With respect to condition (c), establishing the definitive maximum seasonal groundwater level (MSGSL) across the proposed EI area was left to be proven by on-site monitoring (refer to condition (a)) during the operation of the pit.

Given the implied uncertainty of the MSGSL, it is recommended that condition (c), should read:

- **“If any interception of groundwater occurs at any time during the extractive industry operation, work shall cease immediately and an advice notice provided to the City of Busselton within 48 hours, followed by agreed remedial action and if necessary, a review of operational integrity”.**

Condition (e)

With respect to condition (e), it is important to note that this condition was recommended on the misunderstanding that the EI area was to be rehabilitated to pasture.

Following our discussion today and my understanding of the proposal, the intent of the proponent is to rehabilitate the EI area to horticulture, supported by centre-pivot irrigation.

If so, DoW's South West Region Guideline: *'Water resource considerations for extractive industries, June 2014'* recommends (for horticulture) that pits are backfilled with clean free draining material to a minimum of 1.0m above the maximum seasonal groundwater level.

As such, it is recommended that condition (e) should now read:

- **The pit to be rehabilitated with clean free draining fill overlain by topsoil to create a minimum separation to the MSGL (as proven by on-site monitoring during the operation of the pit) of 1.0m.**

In addition to the above, DoW strongly supports the CoB's intent to condition any licence approval upon the provision of a 'Staging Plan' for the EI, whereby no more than 2 hectares is actively quarried at any one time.

DoW also supports the inclusion of a condition that requires substantial rehabilitation works to have commenced on any one stage, prior to the commencement of a subsequent stage.

As previously discussed, this proposal by virtue of its proximity to a RAMSAR wetland (Vasse Wonnerup) and the Tuart Forest National Park, carries risks that need to be cautiously addressed.

If the proposal is to be approved, it would be wholly appropriate for reporting and regulatory conditions to be carefully supervised.

Please contact this office for discussion as required.

Brendan Kelly
Senior Natural Resource Management Officer
Department of Water, South West Region

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Government of **Western Australia**
Department of **Water**

From: WONG Daniel
To: rianmoore@wdl.com.au
Cc: BENNETT Owen; SEEWRAJ Krish; DERRINGTON Cathie; Stephanie Navarro; Peter Harding (peter@bsodc.com.au); KELLY Brendan
Subject: Hydrogeological Assessment Extractive Industries Approval For John Forrest – Lots 3 and 237 Ludlow Park Road, Ludlow – Extractive Industry Application (Limestone)
Date: Wednesday, 31 May 2017 11:55:31 AM
Attachments: [Screenshot_Figure 3 - Hydrogeological assessment of report by Water Direc.....png](#)
[WRD248457 Water resource considerations for extractive industries - June.....pdf](#)

31st May 2017

Our Reference: PA 014130, WRD357549

Your Reference: Job No. JSF/PEI/312 (May 2017)

To: Rian Moore, Water Direct Pty Ltd

CC: Stephanie Izzard, City of Busselton & Peter Harding, BSO

From: Department of Water

RE: Hydrogeological Assessment Extractive Industries Approval For John Forrest – Lots 3 and 237 Ludlow Park Road, Ludlow – Extractive Industry Application (Limestone)

Dear Rian,

Thank you for sending us the above hydrogeological assessment (the report) to the Department of Water (DoW) for our comments, which are provided below under each heading:-

Extraction depth

It is indicated that extraction activities will occur right up to the water table, as noted in Section 5.0 of the report that states the following:-

"The proposed extractive industry activity will involve the lowering of the ground surface level during extraction of the limestone to the water table (+0.1m AHD)"

"The extraction being mainly above water table will result in no change to the quantity of water flowing through to the wetlands during the extraction phase."

In accordance with DoW's South West Region Guideline 'Water resource considerations for extractive industries' (June 2014), the minimum acceptable separation depth between the base of a proposed excavation and the maximum seasonal groundwater level (MSGL) is 300 mm.

Therefore, the DoW recommends that extractive activities should not occur below 300 mm of the estimated MSGL and that a condition(s) be applied by the City of Busselton on the extractive industry licence that the operations must not expose

groundwater.

Maximum seasonal groundwater level

The MSGL has not yet been determined, however noting in Section 7 of the report that states the MSGL is estimated to be approximately 0.1m AHD on the western side of the site and approximately 0.3m AHD on the eastern side of the site; and a small annual water level variation is estimated to be about 0.1m due to the highly transmissive nature of the soils.

Measurements of a shallow private bore PB3 (the report notes a depth of approximately 5 metres and located about 800 metres north east of the proposed extraction site) in October 2016 and February 2017 both show a level of 0.27m AHD, indicating a low annual variation in groundwater levels.

In light of the above information, the above recommendation that extractive activities should not occur below 300 mm of the estimated MSGL, and the establishment of 5 shallow monitoring bores (MB1 to MB5) that will be monitored monthly for groundwater levels DoW is satisfied with the level of detail provided for the MSGL estimation. However, DoW recommends that monitoring results are reported to the City of Busselton at the end of each winter to allow a review of the observed maximum annual seasonal groundwater levels and permitted pit floor levels.

Final rehabilitated surface level

Section 5 states the excavated area is intended to be backfilled, noting that the lower diagram in Figure 3 (see attachment) shows the backfill extent to being below the watertable:-

"Following extraction of the limestone the floor will be raised at least 0.5m back to (+0.6m AHD) using sands and then about 100mm of topsoil will be reinstated."

This is different to the statement in Section 7 that states:-

"The pit floor (0.1m AHD) will then be backfilled using sands during rehabilitation back to a level of approximately 0.8m AHD."

In accordance with DoW's South West Region Guideline 'Water resource considerations for extractive industries' (June 2014), the pit is recommended to be backfilled with clean free draining material to a minimum of 0.5m above the MSGL for the proposed future land uses of pasture. Therefore, on the basis that the operations will be conditioned not to expose groundwater the DoW recommends that a condition be applied by the City of Busselton to the extractive industry licence that requires the pit to be rehabilitated with clean free draining fill overlain by topsoil to create a minimum separation to the MSGL (as proven by on-site monitoring during the operation of the pit) of 0.5m.

Acid sulphate soils (ASS)

Due to the high total alkalinity and negligible total acidity of the superficial water (as measured in Warners Dam, Table 3 of the report), underlying limestone soils, and requirement not to expose and hence alter the water table DoW deems the risk of ASS to be low.

However, the DoW supports the proposed monitoring regime as provided in Section 6.1 which includes the pH and total acidity of the groundwater.

-

Risk assessment

The DoW does not support the statement made in Section 5 that:

“Any lost lubricants or fuels would be diluted significantly before reaching the wetlands”

While this risk will be mitigated to a degree by requiring earthmoving equipment to have spill kits, the DoW recommends that a condition(s) be applied by the City of Busselton on the extractive industry licence that all refuelling and maintenance must be carried outside of the pit in bunded areas where the depth to groundwater is increased to minimise the risk to the groundwater and wetlands.

In summary

The report is accepted on the basis that:

1. The pit floor levels are:
 - a. Restricted to 300mm above the estimated MSGL, i.e. 0.4m to 0.6m AHD from the western to the eastern side of the site.
 - b. Reviewed annually based on the groundwater levels that are to be monitoring and reported to the City of Busselton annually.
2. The following conditions are placed by the City of Busselton on the extractive industry licence:
 - a. Groundwater levels and quality are to be monitored monthly, and reported to the City of Busselton at the end of each winter, in accordance with Section 6.1 of the Hydrogeological Assessment (Water Direct Pty Ltd, 2017).
 - b. Extractive activities should not occur below beyond 300 mm of the maximum seasonal groundwater level, estimated to be 0.1m to 0.3m AHD from the western to the eastern side of the site.
 - c. The operations must not expose groundwater at any time.
 - d. No hydrocarbons (fuels, oils, lubricants etc) shall be stored within the pit area. All refuelling and maintenance must be carried outside of the pit area in bunded areas.
 - e. The pit to be rehabilitated with clean free draining fill overlain by topsoil to create a minimum separation to the MSGL (as proven by on-site monitoring during the operation of the pit) of 0.5m.

Should you have any further inquiries, please do not hesitate to contact this office at the number below.

Thank you.

Yours faithfully,

Daniel Wong

Environmental Officer
Department of Water
South West Region

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Postal: PO Box 261, Bunbury, WA 6231
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Figure 6 - Land Systems and Soil Types from Busselton Wetlands Conservation Strategy

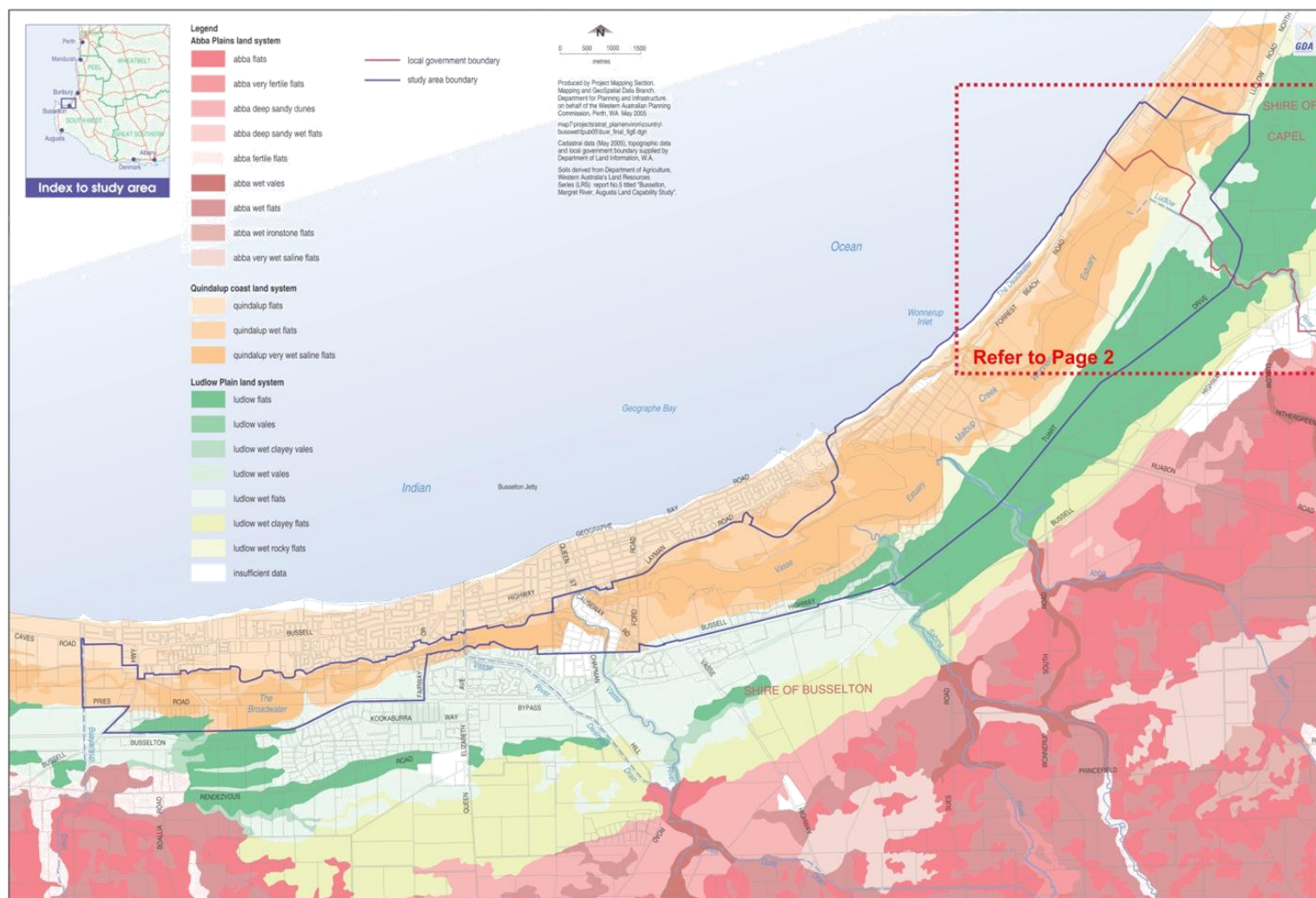
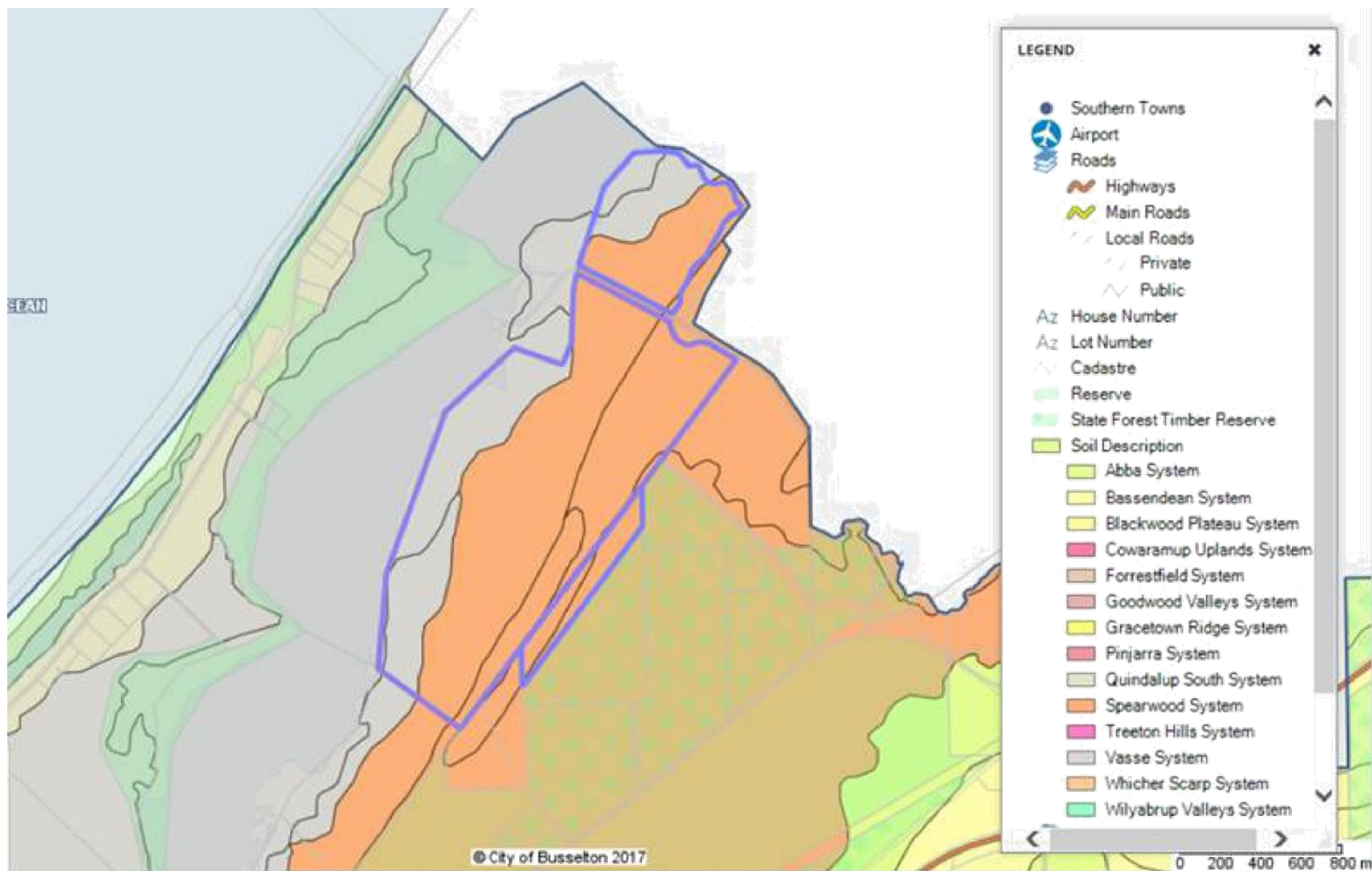


Figure 6 - Land Systems and Soil Types from Busselton Wetlands Conservation Strategy



**HYDROGEOLOGICAL ASSESSMENT
EXTRACTIVE INDUSTRIES APPROVAL**

For

JOHN FORREST

Lots 3 and 237 Ludlow Park Road, Ludlow

Water Direct Pty Ltd

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**Job No. JSF/PEI/312
May 2017**

Lots 3 & 237 Ludlow Park Road
Hydrogeological Assessment

TABLE OF CONTENTS

1. INTRODUCTION.....	1
1.1 Location.....	1
1.2 Proposed Development & Project Particulars	1
2. LOCALITY DESCRIPTION.....	2
2.1 Topography	2
2.2 Drainage.....	2
2.3 Vegetation	3
2.4 Climate/Rainfall	3
3. HYDROGEOLOGY	4
3.1 Local Geology	4
3.2 Groundwater Investigations.....	5
3.3 Depth – Maximum Seasonal Groundwater Level	6
3.4 Flow Direction.....	7
3.5 Groundwater Chemistry	7
4. EXISTING GROUNDWATER USE	9
4.1 Groundwater Dependent Ecosystems.....	9
5. RISK ASSESSMENT	10
6. MANAGEMENT APPROACH.....	12
6.1 Water Management Plan.....	12
7. CONCLUSIONS.....	14
8. REFERENCES.....	15
9. LIMITATIONS OF REPORT.....	16

Lots 3 & 237 Ludlow Park Road
Hydrogeological Assessment

LIST OF TABLES

Table 1	Rainfall for Busselton Shire (9515)
Table 2	Site Water Level Measurements
Table 3	Groundwater Chemistry
Table 4	Proposed Monitoring Bores
Table 5	Proposed Monitoring Program

LIST OF FIGURES

Figure 1	Locality Plan
Figure 2	Site Plan
Figure 3	Hydrogeological Cross-section
Figure 4	BN5S and BN9S Monitoring Data

1. INTRODUCTION

1.1 Location

The proposed extractive industry is on Lots 3 and 237 Ludlow Park Road, Ludlow located approximately 11 kilometres west southwest of Busselton, Western Australia (Figure 1). The site also forms the south-eastern edge of the Wonnerup Estuary and associated Ramsar wetlands and forms the north-western boundary of the Tuart Forest National Park.

1.2 Proposed Development & Project Particulars

The proposed extractive industry, crushed limestone for road building, will be located on 63 hectares of existing pastoral and horticultural land consisting of Lots 3 and 237 Ludlow Road, Ludlow (Figure 2).

The development plan is to initially remove and stockpile between 100mm and 150mm of topsoil on up to individual 5,000 m² areas. Any sand will then be removed and stockpiled. The underlying limestone will be extracted to a maximum depth of 2m below natural land surface.

The sands will then be replaced on the pit floor to raise the surface to a relative level of 0.8m AHD. Up to 150mm of topsoil will be reinstated on top of the sands and then sown with grasses for pasture.

A cross-section of the proposed extractive industry is shown on Figure 3. The height at the lowest point on the western side at the end of the project will be 0.8m AHD.

2. LOCALITY DESCRIPTION

2.1 Topography

The proposed extractive industry site is located on the Swan Coastal Plain which is bounded to the north-west by the Geographe Bay and to the south-east by the Whicher Scarp. The Swan Coastal Plain is generally flat and in the vicinity of the proposed extractive industry site has an elevation varying from 0 (Wonnerup Estuary) to approximately 5m AHD (Tuart Forest National Park).

The proposed extractive industry site slopes very gradually to the west north-west into the Wonnerup Estuary and the surface elevation varies from 1.9m AHD on the north-western side to just over 3.5m AHD on the south-eastern side.

2.2 Drainage

The proposed extractive industry site is to the south-eastern side of the Wonnerup Estuary. The Ludlow River catchment, located to the north and east, discharges into the Wonnerup Estuary prior to the estuary water entering the Geographe Bay. Floodgates installed in the early 1900's to stop saline water from Geographe Bay entering the estuary during high tides and assist in maintaining a steady water level unaffected by tidal influences in the associated wetlands. The floodgates work by allowing fresh water to flow out of the Wonnerup Estuary when the estuary water level is higher than the Geographe Bay level and shut stopping saline inflow when the tide raises the Geographe Bay level above the estuary water level. The Wonnerup Estuary water level can therefore be below 0m AHD during the summer and autumn months when the Ludlow River is not flowing.

The proposed extractive industry site has no natural drainage on it although the Ludlow River channel passes to the immediate north of Lot 3 prior to entering the estuary. The high porosity of the surface lithologies of the proposed extractive industry site (limestone and sand) and a thin sandy soil profile, results in non-existent surface runoff during normal rainfall events. Rainfall (or excess irrigation) drains directly through the surficial sediments to the water table.

2.3 Vegetation

The vegetation of the Swan Coastal plain varies considerably over its length. In the Ludlow area the proposed extractive industry site sits between two iconic vegetation types. The Wonnerup Estuary consists of the estuary and the associated wetlands which are Ramsar listed. On the south-eastern side of the site is the Tuart Forest National Park.

The proposed extractive industry site has been cleared for several decades and used for farming, mainly horticulture and grazing. A thin strip of trees is to be retained on the eastern edge of the extractive industry.

2.4 Climate/Rainfall

The Ludlow area experiences a typically Mediterranean climate, characterised by cool, wet winters and warm, dry summers. The nearest long term meteorological station is at Busselton Shire (009515), located 11km to the west southwest of Lot 3, for which a reliable rainfall recording commenced in 1877.

The average annual rainfall at Busselton Shire is approximately 811 mm with most rainfall being recorded during the months of May through to September. Rainfall exceeds potential evaporation only during May to August. The monthly rainfall averages and the monthly rainfall for 2016 for Busselton Shire are presented in Table 1.

Table 1
Rainfall Data – Busselton Shire (9515)

Month	Average (mm)	2016
January	10.1	72.5
February	10.2	11.0
March	20.7	52.3
April	41.4	50.1
May	115.6	104.7
June	167.1	92.7
July	163.0	149.6
August	115.4	137.8
September	74.9	62.8
October	49.4	47.7
November	24.6	4.9
December	12.7	7.5
Total	811.4	793.6

Busselton Shire (9515) rainfall figures, as supplied by the Bureau of Meteorology, for 2016 indicate that it was a nearly average year with a total of 793.6mm of rainfall.

3. HYDROGEOLOGY

3.1 Local Geology

The proposed extractive industry site and the surrounding area is part of the southern Perth Basin. Structurally the site is in the Bunbury Trough to the west of the Dardanup Scarp.

The proposed extractive industry site is underlain by three significant aquifer systems. These are from the surface the Superficial Formations aquifer, the Leederville Formation aquifer and the Yarragadee Formation aquifer. The Leederville Formation aquifer extends to a depth in excess of 150m below ground level in the Bunbury Trough and the Yarragadee Formation exists at greater depths.

The base of the Superficial Formations aquifer at the proposed extractive industry site varies from about 3m below ground level on the north-western side to about 5m below ground level on the south-eastern side (Figure 3). Immediately below the Superficial Formations aquifer is the Leederville Formation aquifer.

In the Busselton area the Superficial Formations aquifer consists of mainly the Tamala Limestone. At the proposed extractive industry site the Tamala Limestone is overlain by weathered Tamala Limestone sands and underlain at a shallow depth by the Leederville Formation. Associated with the limestone are some discontinuous thin layers and bands of sands and minor clays.

Lithological logs from water bores around the general area and test pits on the site indicate that the geology immediately below the ground surface consists of a thin veneer of top-soil sands between 0.25 and 0.6m in thickness underlain by up to 0.8m of limestone. Immediately below may be up to 1m of yellow sand then up to 2.8m of limestone all of which is underlain by orange to orange-brown clays. The clays at the site are understood to be the top of the Leederville Formation. Figure 3 shows a hydrogeological cross-section through the site with the lithologies encountered at four excavation sites.

In the immediate vicinity of the proposed extractive industry site the Leederville Formation consists of sandy clays which act as an aquitard. The very transmissive limestones and sands of the Superficial Formations aquifer would result in most

groundwater flowing horizontally westwards the Wonnerup Estuary and a very flat groundwater level gradient (Figure 2). The limestones and sands of the Tamala Limestone form a very transmissive lithology with hydraulic conductivities estimated to between 0.5 and 5m per day (Hirschberg, 1989).

Hirschberg indicates that the Leederville Formation discharges into the Superficial Formations aquifer in this area.

3.2 Groundwater Investigations

Twelve test pits have been excavated on site to determine the suitability of the limestone for extractive purposes, to identify lithologies and to determine standing water levels. The locations and water levels, including contours, are shown on Figure 2. Some of the test pits have been surveyed for location and ground surface. Where possible the standing water level has been surveyed using differential GPS. Most of the water level data was surveyed in February, March and April of 2017. These are considered to be the lowest standing water levels (minimum seasonal groundwater level). A cross-section showing the lithologies the ground surface and recorded water levels is shown in Figure 3.

The groundwater level has been measured in production bore PB3, to the north of the extractive industry site, on 7 October 2016 and 7 February 2017. On both occasions the water level was measured at 0.27m AHD.

The water levels measured at the site and their locations are shown in Table 2 and on Figure 2.

Table 2
Site Water Level Measurements

Site ID	Easting	Northing	Water Level	Date Measured	Type
	m	m	m AHD		
1	357120	6280952	-0.041	27-Apr-17	Sample pit
2	357015	6281010	-0.046	27-Apr-17	Sample pit
3	356958	6280711	-0.085	27-Apr-17	Sample pit
4	356798	6280732	-0.088	27-Apr-17	Sample pit
5	356671	6280510	-0.118	27-Apr-17	Sample pit
Warners Dam	357090	6280530	0.152	07-Feb-17	Excavation 2
	357298	6280884	0.236	07-Feb-17	Trench
	357408	6281103	0.248	07-Feb-17	Trench
PB3	357771	6281872	0.27	7-Oct-16 & 7-Feb-17	Production bore
Sand Pit	356727	6280184	0.032	07-Feb-17	Sand pit

3.3 Depth – Maximum Seasonal Groundwater Level

The Maximum Seasonal Groundwater Level is the highest normal water level in an annual cycle period. In the Busselton region this is generally experienced in the Superficial Formations between September and November and is the result of rainfall recharge raising the water level in the shallow aquifer. In the Superficial Formations aquifer near the Whicher Scarp, clayey lithologies with a low hydraulic conductivity, where the groundwater cannot be easily transmitted away, have annual variations in the order of 2 to 5m (Hirschberg 1989) with the highest water level being caused by rainfall recharge. Close to the coast of Geographe Bay the higher hydraulic conductivity sandy and limestone lithologies have smaller recorded annual variations in the order of 0.5 to 1m.

At this site all water levels except one have been measured February and April 2017 when the water levels would be at their lowest. One exception is the water levels measured in October 2016 and February 2017 at production bore PB3. The water level on both occasions was 0.27m AHD. This shows that the annual variation in this location may be significantly lower than 0.7m such as BN5S and probably in the order of less than 0.4m, similar to BN9S. The long term water levels of these two bores are shown in Figure 4. In the late 1990's the annual variation in BN9S was close to 0.1m.

Therefore the limited water table variation at the proposed extractive industry site is controlled by the high hydraulic conductivity of the sands and the limestone and the flood-gate system at the exit of the Wonnerup Estuary regulating the water level. After the winter/spring inflows from the Ludlow River into the Wonnerup Estuary the water level continues to decline as the flood waters flow into Geographe Bay. The water levels recorded in the western parts of the site in April 2017 are below average sea level (-0.041 to -0.118m AHD).

The Maximum Seasonal Groundwater Level is therefore likely to be in the order of 0 to 0.1m AHD on the western parts of the site near the Wonnerup wetlands and in the order 0.2 to 0.3m AHD in the eastern parts of the site near the Tuart Forest National Park.

3.4 Flow Direction

The Superficial Formations aquifer groundwater flow direction in the proposed extractive industry site is from the east (Tuart Forest National Park) to the west towards the Wonnerup Estuary Ramsar listed wetlands (Figure 2). Under normal conditions the groundwater would end its journey in Wonnerup Estuary however in periods of a high water inflow from the Ludlow River some of the groundwater may continue west and north-west into Geographe Bay.

Figure 2 shows contours constructed from water levels measured within the property in February and April 2017. The low gradients (<0.0005) indicate a high transmissivity of the underlying Tamala Limestone. The flood gate controlled water level in the Wonnerup Estuary is likely to be very similar to the groundwater level across the proposed extractive industry site.

3.5 Groundwater Chemistry

The groundwater in at the site has also been sampled since 2014, for regulatory reasons, and analysed for groundwater chemistry which is shown below in Table 3. This site is on the upstream side of the property and reflects the chemistry of the groundwater entering the site from the Tuart Forest National Park. The analytical data shows that the groundwater is slightly alkaline (7 - 8) with a brackish quality that is generally between 1,000 and 2,000mg/L.

Table 3
Superficial Groundwater Chemistry

Analyte/ID	Historical Range (pre Jan-14)	Excavation 2 (Warners Dam)						Department of Water Triggers
Date		30-Oct-14	30-Apr-15	28-Oct-15	6-Jan-16	26-Apr-16	8-Mar-17	
pH	7.4 – 7.6	7.7	7.4	7.0	7.6	7.5	8.0	<4
Electrical Conductivity ($\mu\text{S}/\text{cm}$)	2,200 – 2,800	2,950	2,750	2,210	3,770	3,540	2,000	
Total Dissolved Salts	1,300 – 1,500	1,600	1,500	1,200	2,400	1,950	1,000	1000
Total Nitrogen	-	23.6	14.8		33	44.4	21	>5
Nitrate/Nitrite as N	-	20	14		33	44	19	
Ammonia as N	-	4.1	1.5		0.6	<0.1	<0.005	
Total Phosphorus	-	<0.01	0.11		0.02	0.06	<0.05	>0.1
Phosphate as P	-	<0.01	0.03		<0.01	0.06	<0.005	
Sulphate	-	190	160		190	210	96	
Chloride	-	690	670		860	790	390	
Total Acidity	-	<5	5		5	2	<5	<2

**Lots 3 & 237 Ludlow Park Road
Hydrogeological Assessment**

Total Alkalinity	-	205	115		250	230	210	>100
Iron	<0.10 – 0.35	0.011	0.0062		0.072	0.13	0.03	<30
Aluminium		0.075	0.0073		0.012	0.081	<0.01	<4

All results in mg/L unless otherwise stated. Figures in bold are analyses exceeding the Department of Water guidelines.

The groundwater analyses show that the groundwater also contains significant nitrogen levels mainly in the form of nitrate, due to horticultural practices, but low to negligible phosphorus. The sulphate and chloride levels are similar to those analysed in BN4S in 1984 and therefore considered normal. The low iron and low aluminium levels are typical of this area.

4. EXISTING GROUNDWATER USE

The existing Superficial Formations Licence to Take Water (GWL62779(6)) for these properties has been most recently been used for the growing of market garden vegetables. This was done on a third party basis with an Approval of Agreement to Take Water (AGR178162(1)) that has now ceased. The GWL allows for the abstraction of up to 240,000kL per annum. The water was abstracted from three excavations and trenches into the very transmissive limestone underlying the property and from two shallow (5m) deep bores (PB2 and PB3) that are located about 800m to the northeast of the extractive industry site.

A small amount of water from irrigation would normally return back to the aquifer beneath irrigated areas. A similar sized Yarragadee aquifer Licence to Take Water exists on the property and this would also add to the irrigation recycling. The Yarragadee bore has not been used for over twelve months.

4.1 Groundwater Dependent Ecosystems

Environmentally there are two groundwater users in the area. To the southeast is and bordering the property is the Tuart Forest National Park (Figure 1). The Tuart trees and associated flora of this forest derive a small amount of water from groundwater. The bulk of the area to the immediate southeast is mapped as Zone 5 – Mature tall tuart woodland with a smaller area to the south being mapped as Zone 1 – Vasse-Wonnerup riparian woodland. The tuart woodlands require well drained soils and therefore are not a groundwater dependent ecosystem.

The major groundwater dependent ecosystem is the Ramsar listed Vasse-Wonnerup wetlands. These are the western and north-west boundaries of the extractive industry properties. The wetlands are very dependent on the groundwater from the Tamala Limestone maintaining the brackish water supply especially in the summer/autumn months when a lack of flow from the Ludlow River and high evaporation would increase salinity levels in the estuary. Brackish groundwater flowing westwards would reduce the salinity on the fringes maintaining plant growth.

5. RISK ASSESSMENT

As mentioned previously the proposed extractive industry site is located between the Ramsar listed Vasse-Wonnerup wetlands and the Tuart Forest National Park and groundwater flows westwards from the forest to the wetlands. Therefore any activity that affects the water table, the water quantity or the water quality could have potential effects on these ecosystems. This section discusses the potential risks of the activity.

The proposed extractive industry activity will involve the lowering of the ground surface level during extraction of the limestone to the water table (+0.1m AHD). Following extraction of the limestone the floor will be raised at least 0.5m back to (+0.6m AHD) using sands and then the about 100mm of topsoil will be reinstated. During the extraction and after the rehabilitation there is potential to cause groundwater related impacts on the two important ecosystems in the vicinity.

The Tuart Forest National Park is located up-gradient of the proposed extractive industry site and therefore least likely to be affected by any activities at the proposed extractive industry site. During the extraction phase the water level will not be lowered or altered and groundwater dependent ecosystems within the forest reliant on the water level and /or water quantity would be unaffected. The groundwater flow is to the west any changes in the water quality will be moving away from the forest.

The Ramsar listed Vasse-Wonnerup wetlands are located in the northwest to west of the activity site and the following points are related to the extraction and rehabilitation.

1. During the extraction phase the water level will not be lowered or altered and groundwater dependent ecosystems within the wetlands reliant on the water level would be unaffected.
2. The extraction being mainly above water table will result in no change to the quantity of water flowing through to the wetlands during the extraction phase.
3. During the extraction phase there is potential to have some ponding of groundwater/rain water. Evaporation of the ponded water may increase the salinity of the water although the amount would be minimal. The extraction will

- take place over small areas (0.5ha) and therefore the potential increase in salinity would be minimal.
4. The other source of water quality problems would be failure of earthmoving equipment which could be the cause of pollution due to equipment lubricants and fuels. This is possible and earthmoving contractors are required to carry spill kits etc. to contain and recover any spilled lubricants or fuels. Any lost lubricants or fuels would be diluted significantly before reaching the wetlands.
 5. As part of the rehabilitation of each small extractive area the floor of the area would be deep ripped to break up any compaction caused by the earthmoving equipment. This will assist in maintaining rainfall recharge into the aquifer and therefore water quantity and quality following rehabilitation.
 6. Following rehabilitation there is potential for some ponding of water following significant rainfall events. There is no evidence of ponding currently and as the existing topsoil will be reinstated on sands the potential for ponding is limited. The site will have a slight southeast to northwest slope to it with a capture area along the north-western edge of the rehabilitated capture area.

The above information demonstrates that the potential risk of impact on the groundwater dependent ecosystems of the proposed extractive industry is acceptable and manageable with a suitable water management plan.

6. MANAGEMENT APPROACH

The previous sections have shown that the proposed extractive industry at Lot 3 and 237 Ludlow Road are likely to have minimal no negligible impacts on the groundwater system and that the potential risk of impact on the groundwater dependent ecosystems of the Tuart Forest National Park and the Ramsar listed Vasse-Wonnerup wetlands will be low.

6.1 Water Management Plan

The following plan is proposed to monitor the groundwater quality and levels at the proposed extractive industry site.

A borefield of five shallow monitoring bores will be excavated and constructed using 50 mm PVC casing slotted for the final metre. There will be three bores located on the western boundary (down gradient), one near each corner and one in the centre. The other two bores will be located on the eastern boundary (up gradient) will be located at each corner. All five monitoring bore locations and a relative level at the top of the PVC casing are to be surveyed. The following table indicates suggested locations and preferred total depths and slotted casing depths.

Table 4
Proposed Monitoring Bores

Site ID	Easting	Northing	Total Depth	Slotted Depth
	m	m	m BGL*	m BGL*
MB1	356,900	6,281,300	3	2 - 3
MB2	356,700	6,280,820	3	2 - 3
MB3	356,530	6,280,500	3	2 - 3
MB4	357,070	6,280,390	4.5	3.5 - 4.5
MB5	357,580	6,281,050	4.25	3.25 - 4.25

* m BGL = metres below ground level

Using the proposed monitoring bores a water level and quality monitoring program is proposed to determine the Maximum Seasonal Groundwater Level for the site and to identify the up gradient and the down gradient salinity and down gradient water chemistry. This program will be commenced immediately that the proposed extractive industry is approved.

Table 5

Lots 3 & 237 Ludlow Park Road
Hydrogeological Assessment

Proposed Monitoring Program

Bores to be monitored	Parameters being monitored	Monitoring Frequency
MB1 – MB5	Water Level below top of casing	Monthly on the last working day of the month
MB1 – MB5	Electrical conductivity, pH	Monthly bailed sample on the last working day of each month
MB2	Chemical analysis including: pH, Electrical conductivity, total dissolved salts, total nitrogen, nitrate/nitrite as N, ammonia as N, total phosphorus, phosphate as P, sulphate, chloride, total acidity, total alkalinity, Iron and aluminium.	September/October and March/April each year to be submitted to a laboratory using NATA certified methods

The data is to be submitted on a quarterly basis to the Department of Water.

7. CONCLUSIONS

- An extractive industry site is being proposed for Lots 3 and 237 Ludlow Road, Ludlow where it is proposed to excavate limestone for road building purposes.
- The limestone is shallow and will be extracted from above the water table (0.1m AHD). The pit floor (0.1m AHD) will then be backfilled using sands during rehabilitation back to a level of approximately 0.8m AHD.
- The Superficial Formations aquifer consisting mainly of the Tamala Limestone extends from the surface to about -1m AHD.
- The Maximum Seasonal Groundwater Level has not been measured at the site but is estimated to be approximately 0.1m AHD on the western side of the site and approximately 0.3m AHD on the eastern side of the site. The annual water level variation is estimated to be about 0.1m.
- The potential impacts of the proposed extractive industry on the Tuart Forest National Park groundwater dependent ecosystems are considered to be low and therefore acceptable.
- The potential impacts of the proposed extractive industry on the Vasse-Wonnerup wetlands and the associated groundwater dependent ecosystems are also considered to be low but because of the high environmental value of the wetlands the impact is considered manageable.
- A water management plan has been proposed to enable monitoring of the groundwater table and quality before, during and after the extractive industry is in operation to assist in the management.

Lots 3 & 237 Ludlow Park Road
Hydrogeological Assessment

8. REFERENCES

Hirschberg, K-J.B., 1989. *Busselton shallow-drilling groundwater investigation, Perth Basin*, Geological Survey of Western Australia. Professional Papers, Report 25, pp17 – 37.

9. LIMITATIONS OF REPORT

LIMITATIONS ON INTERPRETATION, USE AND LIABILITY OF THIS REPORT

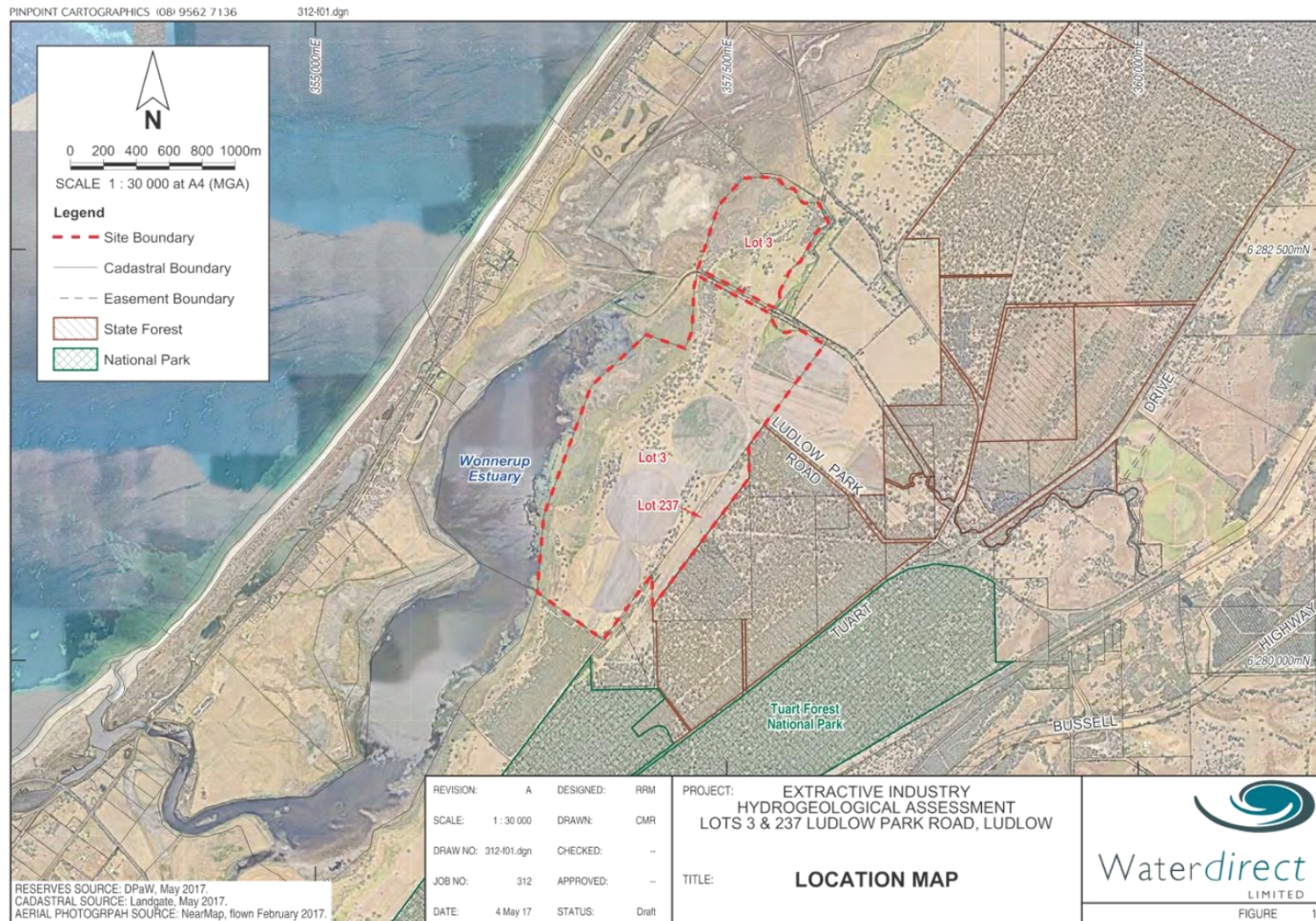
Water Direct Pty Ltd has prepared this report exclusively for John Forrest, in accordance with generally accepted consulting practice. The work has been undertaken for the client and for review by regulatory agencies.

Aquifer materials and groundwater flow systems are a product of continuing natural and manmade processes and thus exhibit a variety of characteristics and properties that vary from place to place and can change with time. Geology/hydrogeology involves gathering and assimilating limited facts about these characteristics and properties in order to understand and predict the behaviour of the ground on a particular site under certain conditions. This report may contain such facts obtained by inspection, drilling, excavation, probing, sampling, testing or other means of investigation, particularly pumping and drawdown data. If so, they are directly relevant only to the groundwater system at the place where, and the time when the investigation was carried out. Any groundwater modelling predictions presented should not be regarded as matters of fact.

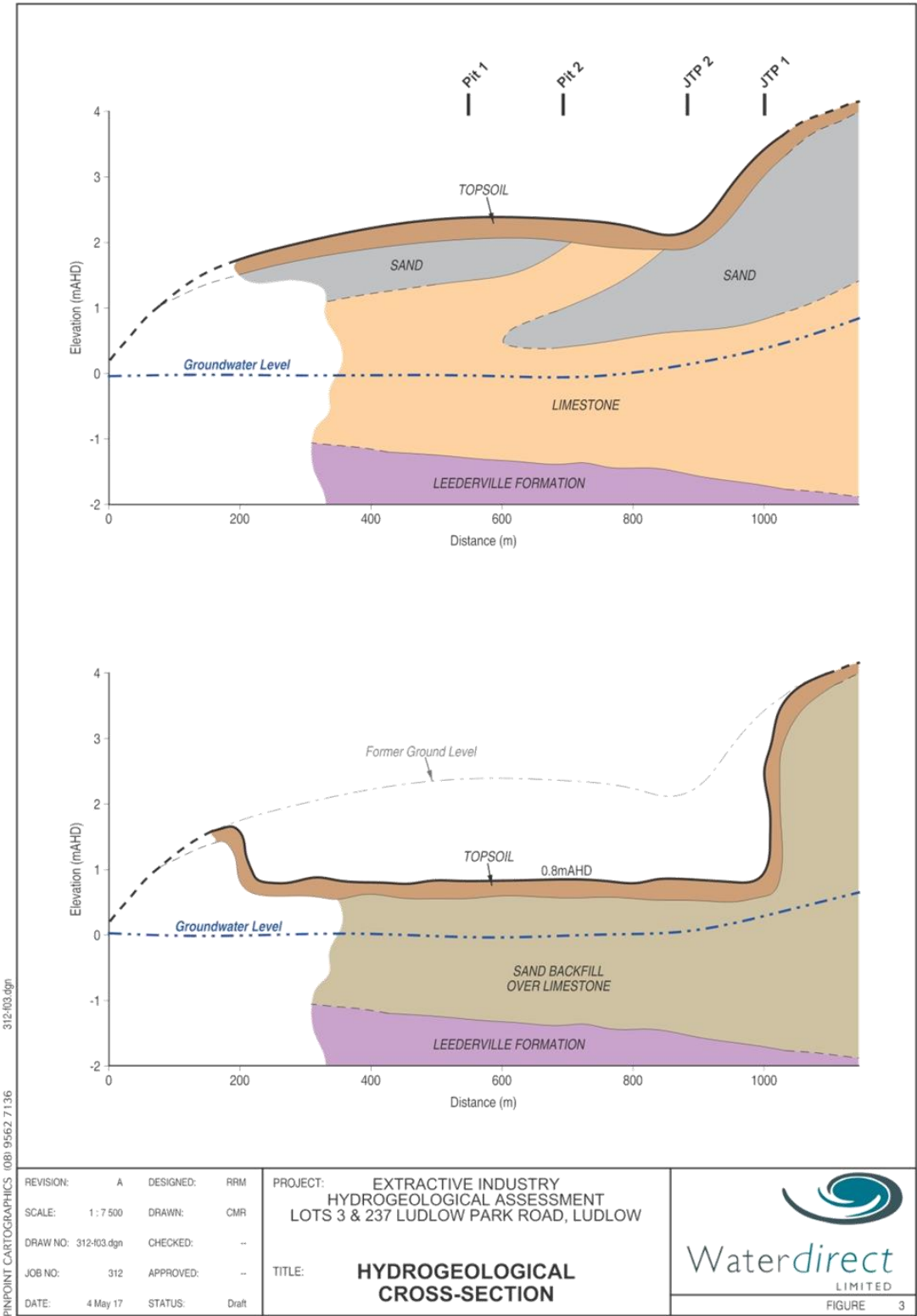
This report and other reports referred to may contain comments on works being carried out by others. The Company cannot and will not take responsibility for works carried out by others on site to date. We do not guarantee the performance of the project in any respect, only that our work and judgement meet the standard of care of our profession at this time.

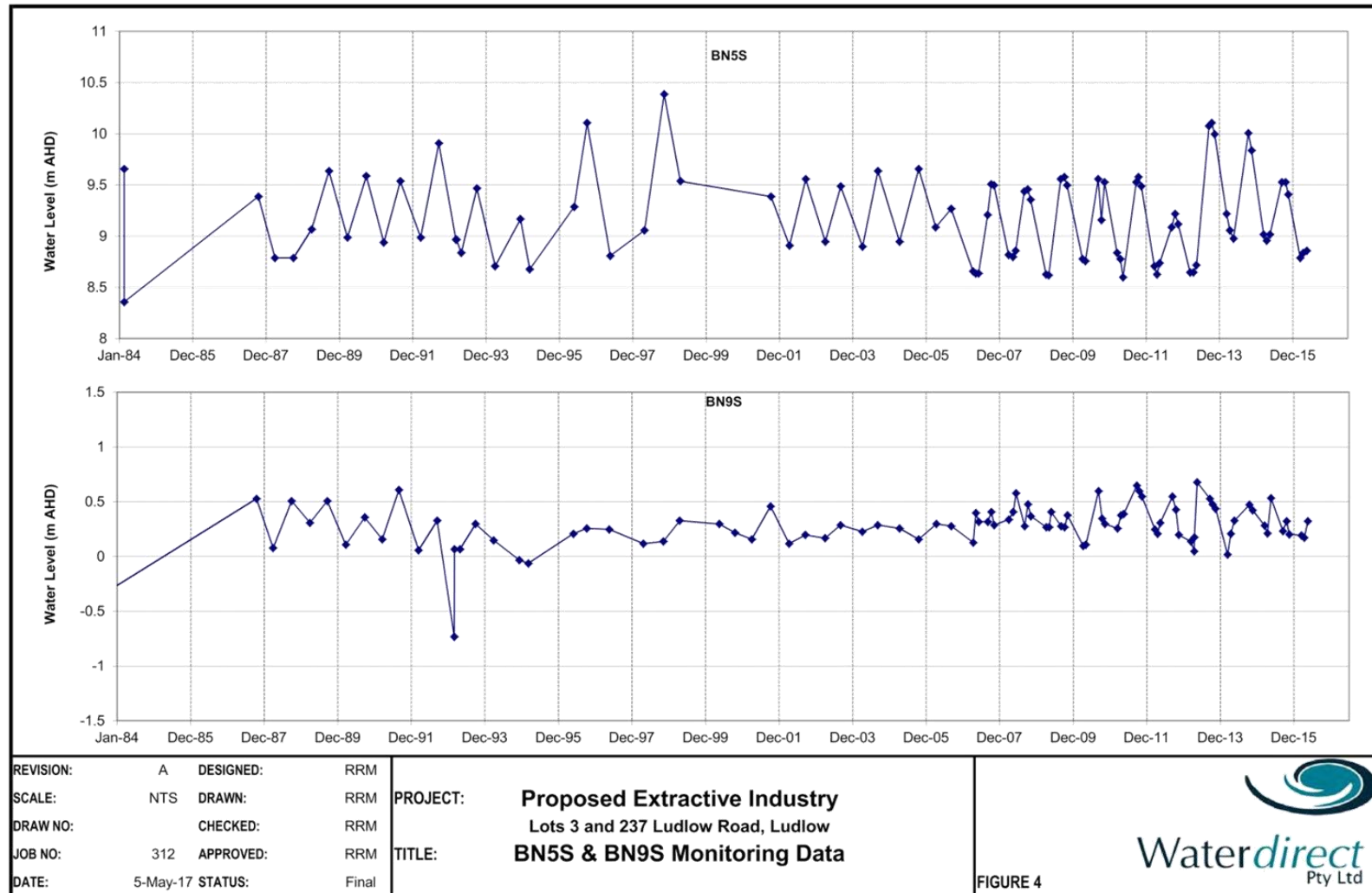
Any interpretation or recommendation given in this report shall be understood to be based on judgement and experience, not on greater knowledge of facts other than those reported.

FIGURES









11.3 PROSPECTIVE PURCHASE BY CITY OF PT LOT 201 BALMORAL DRIVE, QUINDALUP

SUBJECT INDEX:	Strategic Land Acquisition/Disposal
STRATEGIC OBJECTIVE:	Community services and programs that support people of all ages and backgrounds.
BUSINESS UNIT:	Strategic Planning and Development Services
ACTIVITY UNIT:	Strategic Planning / Legal Services
REPORTING OFFICER:	Manager, Strategic Planning and Development - Matthew Riordan
AUTHORISING OFFICER:	Acting Director, Planning and Development Services - Tanya Gillett
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan - Lot 201 Biddle Road, Quindalup ↓ Attachment B Subject Pt Lot 201 (extract from Structure Plan) ↓ Attachment C CPACSP - former and proposed community sites ↓

PRÉCIS

A timely strategic opportunity has arisen for the City to acquire a suitably zoned allotment in the McLachlan Ridge Estate which is proposed to be utilised in the future for constructing a community hub which may include a firefighting service and training area.

The subject allotment shall be part of a 4-lot subdivision and rezoning amendment proposed over the 13.72 hectare parcel of land at Lot 201 Balmoral Drive, Quindalup (Attachment A).

Lot 201 is currently zoned 'Rural Residential' and its prospective rezoning and subdivision is currently being considered by the Council through Amendment 11 (and associated Structure Plan) to Local Planning Scheme 21 (LPS21).

Newly created lots from the future subdivision of Lot 201 shall remain zoned 'Rural Residential' (together with some adjustment to an existing Additional Use boundary that does not directly concern matters discussed here), other than subject Pt Lot 201 (also referred to as 'Lot 1B' on the structure plan) which shall be created as a reserve under LPS21, viz a 'Reserve for Public Purposes'. Pt Lot 201/Lot1B has a proposed area of 7,339m² (Attachment B).

Amendment 11 was adopted by the Council for public consultation on 10 February 2016. Subsequent public advertising closed on 7 September 2016 and, since then, the WAPC has been requested (on two separate occasions) to extend the statutory amendment consideration period pursuant to r.50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. These extensions were needed as a result of ongoing and informal negotiations between the City and the landowner concerning the prospective cost of acquisition for Pt Lot 201.

Negotiations have now been settled and informally agreed between the parties involved, with a purchase price of \$170,000 excluding GST, for both the subject land and those subsequent costs necessary to cover settlement and transactional fees, fencing and other standard conditions of subdivision (such as provision to the site boundary of a power source, etc.)

The purpose of this report to the Council is to seek a resolution endorsing the proposed acquisition of Pt Lot 201 Balmoral Drive, Quindalup being formally transacted.

Following this, a draft Contract of Sale will be finalised and required to be executed ahead of Amendment 11 being reported back to the Council for consideration for final adoption. This chronology is necessary to prevent a reserve being otherwise created in private ownership.

BACKGROUND

A 'Rural Service – Community Centre – Fire Station' was originally proposed, and is still presently depicted, in the Commonage Policy Area Consolidated Structure Plan (CPACSP) at the southern end of Lot 34 Sheoak Drive. Lot 34 is a 15 hectare 'Rural Residential' landholding with an historical 'Additional Use' right (AU#39) that permits land uses including: a child care centre, recreation facility, rural holiday resort, licensed restaurant, reception centre and shop (having a gross leasable area of 150m²). A large dam is also situated on the property, which could have provided a useful source of emergency water supply for any rural fire service facility built on the property.

For a number of reasons, however, the City now considers, and has determined, that a firefighting services facility would be better situated (as is now proposed) on future Pt Lot 201 Balmoral Drive, about 1 kilometre north of Lot 34 Sheoak Drive at the northern end of the McLachlan Ridge Estate.

These reasons include: better connections to the local integrated road network, better community 'visibility' and access from the main thoroughfare through The Commonage (Biddle Road), quicker fire emergency response times, and landowner willingness to subdivide and sell to the City a suitably-sized allotment (Attachment C).

The landowner of Lot 34 Sheoak Drive has acknowledged in meetings with City officers that the prospective site at Pt Lot 201 Balmoral Drive would be a preferable location on which to construct a 'Rural Service – Community Centre – Fire Station'.

STATUTORY ENVIRONMENT

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Planning and Development Act 2005*
- *Local Government Act 1995*

RELEVANT PLANS AND POLICIES

Commonage Policy Area Consolidated Structure Plan (CPACSP)

FINANCIAL IMPLICATIONS

The acquisition of Pt Lot 201 is recommended to be wholly funded through development contributions held at The Commonage estate rural residential subdivision for 'Commonage Policy Area Community Facilities, South Biddle Road Precinct'.

The amount of financial contributions currently available under this fund (as at May 2017) is \$1,001,190.

A sum of \$175,000 has been included in the draft 2017/2018 Budget for the purpose of this strategic land acquisition.

Long-term Financial Plan Implications

There are no anticipated financial implications in respect to the LTFP.

STRATEGIC COMMUNITY OBJECTIVES

As described in the 'Strategic Community Plan 2017', the following objectives are considered to be most relevant:

- Community services and programs that support people of all ages and backgrounds.
- Natural areas and habitats are cared for and enhanced for the enjoyment of current and future generations

RISK ASSESSMENT

There are no risks that have been recognised by the City in regard to this prospective acquisition of proposed Pt Lot 201. The City shall acquire a well-situated, reasonably priced strategic land asset suitable for future development in the best interests of serving the local community.

CONSULTATION

There is no formal public consultation requirement (under the *Local Government Act 1995*, etc.) in relation to the prospective acquisition of Pt Lot 201 (see Statutory Environment).

However, informal consultation has been conducted by the City with the 'Yallingup Rural Volunteer Bushfire Brigade' (YRVBB) about the prospect of basing its operations at the firefighting facility proposed to be constructed on future Pt Lot 201 (the brigade currently operates out of two separate fire sheds on Caves and Thornton Roads, to the south of The Commonage estate). These discussions will be progressed once the legal process of acquiring Pt Lot 201 has been formally endorsed by the Council.

City officers have met with the landowners of Lot 201 Balmoral Drive on several occasions over the past twelve months. Besides negotiations focussing on the acquisition of proposed Pt Lot 201, officers have also been in liaison with the WAPC in regard to necessary extensions of time related to the formal consideration of Amd 11 stipulated by the *Planning and Development (Local Government Schemes) Regulations 2015*.

Discussions with the same landowners regarding separate and unrelated planning matters concerning a requested structure plan modification over land situated further south within the McLachlan Ridge Estate (being Lot 300 Hebrides Close and Lot 220 Balmoral Drive) do not influence or concern the issue being determined here. This structure plan amendment will be reported to the Council in due course, possibly at the Ordinary Meeting of 9 August 2017.

OFFICER COMMENT

A proposed 7,339m² allotment (Pt Lot 201 Balmoral Drive, Quindalup) has been recognised in The Commonage estate as being particularly well-located for the siting of infrastructure and facilities for a future community hub incorporating a rural firefighting and training service.

A site previously earmarked for this purpose in the CPACSP (on Lot 34 Sheoak Drive) has been discussed with the owner of that property, who has acknowledged that the uses associated with that site would be beneficial to, and in the best interests of, the local community if relocated to proposed Pt Lot 201 Balmoral Drive.

Officer-level consultation with the same landowner (and his planning consultant) regarding the future rezoning, subdivision, land use and development of the rural residential property at Lot 34 Sheoak Drive has identified two potential proposals that have, as at the time of this writing, yet to be

finally determined or acted upon by that party. Both proposals provide for the 'removal' of the rural service/community centre/fire station shown on that property in the CPACSP and would be supported by City officers. This separate matter will no doubt be reported on to the Council at an appropriate juncture, should the landowner of Lot 34 seek approval to initiate a Scheme amendment etc.

The subject property at proposed Pt Lot 201 Balmoral Drive has no obvious evidence of site contamination (desktop survey and City officer site inspection) and is covered by predominantly non-indigenous vegetation for which clearing and environmental approvals and controls would not normally be expected or required.

The transaction will be formalised by way of a Contract of Sale between the City and the seller. The Contract of Sale will, in addition to normal contract provisions, like payment of GST, confidentiality and application of the 'Joint Form of General Conditions for the Sale of Land', provide for:

- The transaction being subject to the subdivision of Lot 201 Balmoral Drive (to create a new title for the portion of land to be acquired by the City), following rezoning of the land from 'Rural Residential' to 'Reserve for Public Purposes' (or other similar zoning agreed by the parties);
- The seller will be responsible for all costs associated with the rezoning and subdivision and of the land;
- Payment of the purchase price (\$170,000 exclusive of GST) by the City on the settlement date, with settlement to occur 20 business days after the above-mentioned conditions have been satisfied;
- If the final area of the portion of land acquired by the City is 10% more or less than the indicative area of 7,339m², the purchase price will be adjusted, depending on the circumstances, up or down by an amount equal to \$23.16 per square metre (exclusive of GST) for each square metre; and
- The seller indemnifying the City against any contamination found on the land.

Following execution of the Contract of Sale, it is expected that discussions between City representatives and representatives from the YRVBB shall continue apace about plans to construct a community firefighting facility on Pt Lot 201 once it has been transferred into the City's ownership.

The proposed site layout, building design, timing of construction and funding of costs for this important community facility shall be examined and resolved during the period when the associated Scheme amendment (Amd 11), structure plan and subsequent subdivision and creation of Title for the subject portion of land are going through the relevant statutory processes (expected to take anywhere from 12 – 18 months from final adoption by the Council of Amd 11 to finalise).

Amd 11 is scheduled to be reported to the Ordinary Meeting of the Council of 26 July 2017, unless the Contract of Sale has not been executed by that stage, in which case reporting would be necessarily deferred to a later Meeting (as elsewhere explained).

CONCLUSION

Scheme Amd 11 (and associated structure plan) relates to the rezoning of Lot 201 Balmoral Drive, Quindalup (with the subsequent subdivision of that property into 4 lots); including the rezoning of subject Pt Lot 201 from 'Rural Residential' to 'Reserve for Public Purposes'. This Reserve, currently shown as 'Lot 1B' on the structure plan and referred to throughout this report as 'Pt Lot 201', has a proposed area of 7,339m² and has been informally negotiated for purchase by the City for future use as a community hub including a firefighting service, with associated buildings and training area(s).

A Contract of Sale (CoS) for the acquisition of the subject land is required to be prepared and executed by the parties *prior* to any final determination by the Council in respect to Amd 11 (so as to prevent a reserve being otherwise created in private ownership).

The proposed acquisition of proposed Pt Lot 201 is to be funded from developer contributions held at Commonage for 'CPA Community Facilities, South Biddle Road Precinct' which, as at May 2017, totalled \$1,001,190.

The City has been negotiating with the landowners to purchase the subject land for almost 12 months and, after commissioning two different valuation scenarios, has informally agreed a price of purchase of \$170,000 ex GST. This total sum includes \$150,000 for the component land value, together with an agreed amount of \$20,000 for costs estimated for servicing, settlement, and the provision of all site requirements through the future subdivision of the land.

A sum of \$175,000 has been included in the draft 2017/2018 Budget for the purpose of this strategic land acquisition.

OPTIONS

Should the Council NOT resolve to support the prospective purchase of Pt Lot 201 Balmoral Drive, Quindalup for the total sum of \$170,000 (exclusive of GST), it could either:

- A) Support a lesser amount being offered by the City for the purchase of the subject property; or
- B) Reject the strategic acquisition; or
- C) Defer it until a pre-determined point in time.

Upon examination of these options, there would appear to be no justification or merit in either Option being actioned. The landowners originally sought \$240,000 for the property and are highly unlikely to accept any total sum lower than \$170,000 (which is considered by the City to be a reasonable price for such an asset in such a location).

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

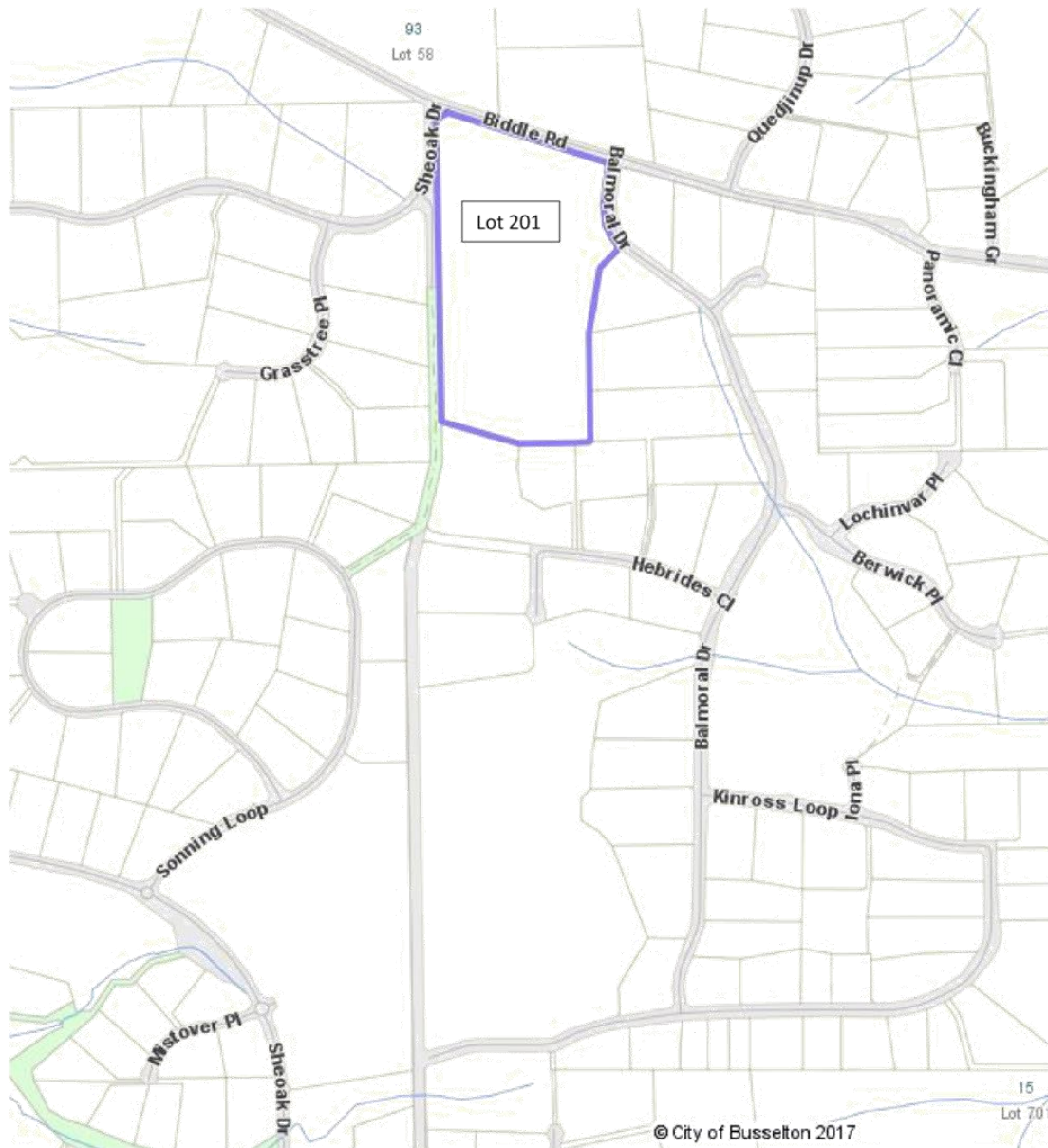
Should the Council support the Officer's Recommendation, the City's Legal Services Coordinator shall finalise the draft Contract of Sale and coordinate the execution of that document by the City and by the landowners (seller) at the earliest possible opportunity.

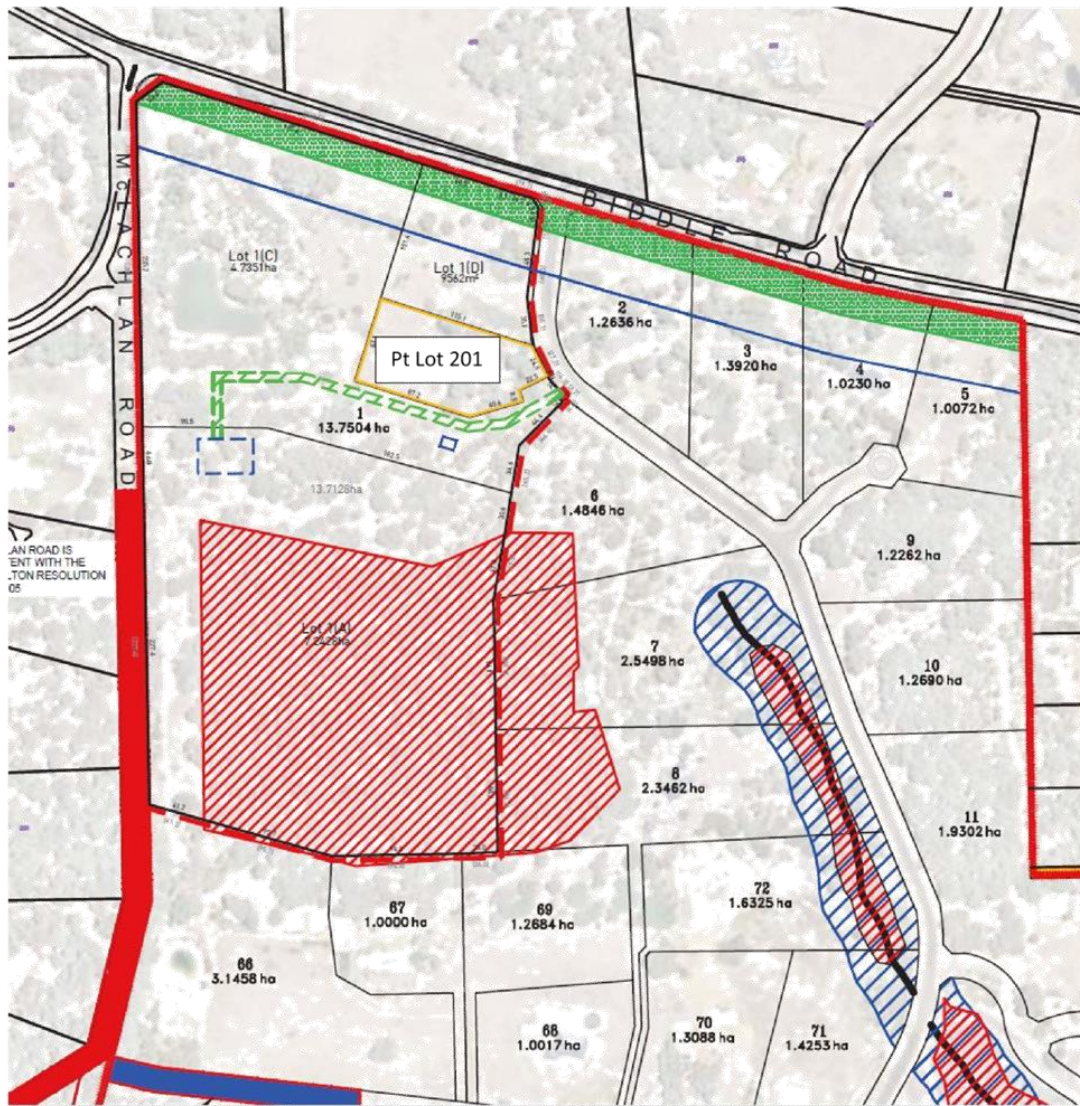
This Contract of Sale execution is required and expected to be conducted before the matter of Amendment 11 is reported back to the Council at its Ordinary Meeting of 26 July 2017 for formal determination.

OFFICER RECOMMENDATION

That the Council resolves to:

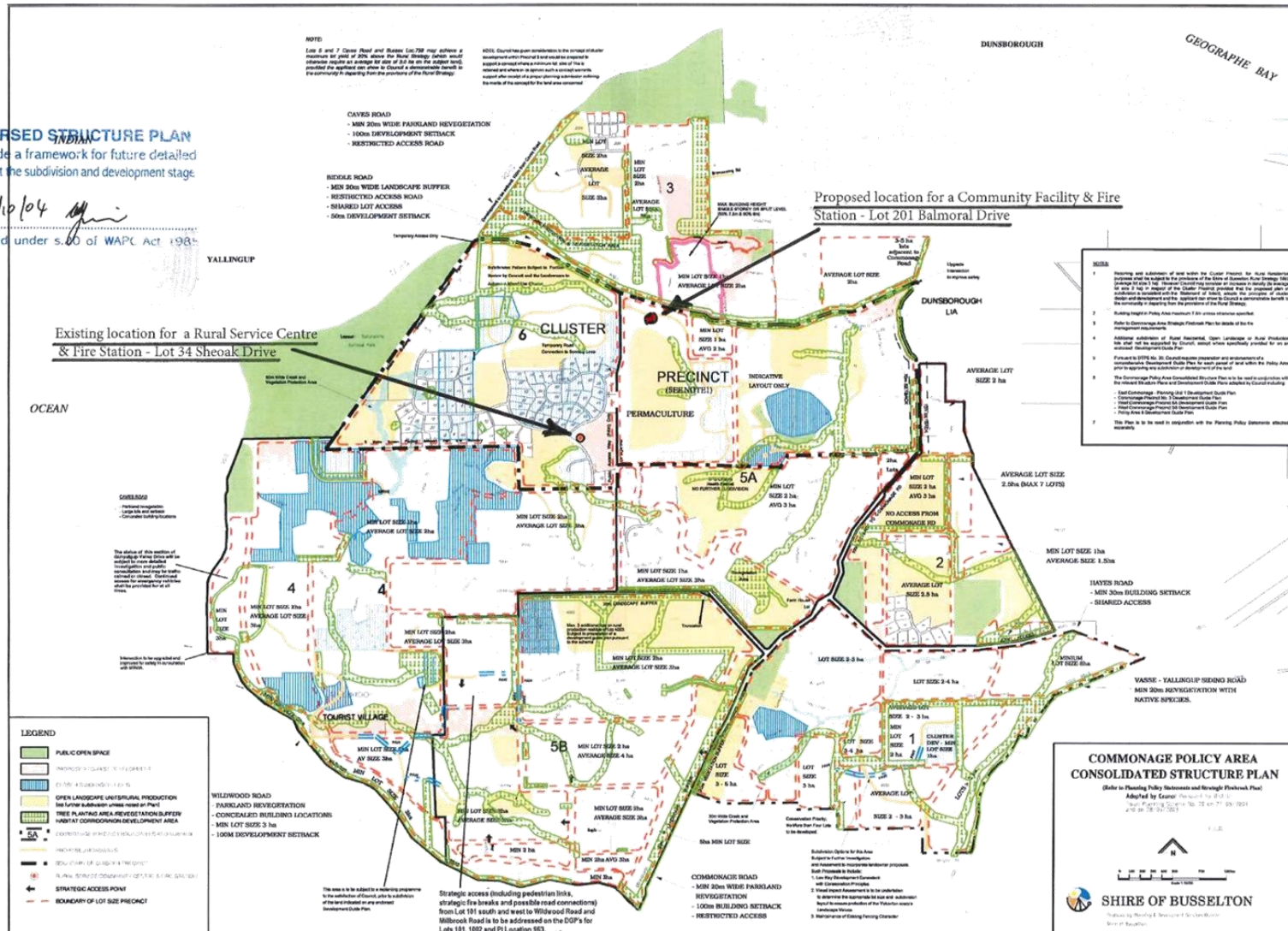
1. Acquire a proposed 7,339m² portion of Lot 201 Balmoral Drive, Quindalup for a total sum of \$170,000 (excluding GST);
2. Authorize the Chief Executive Officer to negotiate and enter into a Contract of Sale with the seller on the terms and conditions as outlined in this report; and
3. Source the funding of the purchase price and other costs incidental to the transaction from development contributions held for the 'Commonage Policy Area Community Facilities, South Biddle Road Precinct'.





ENDORSED STRUCTURE PLAN To provide a framework for future detailed planning at the subdivision and development stage

Date 18/10/14
Delegated under s.60 of WAPC Act 1987



11.4 AMENDMENT NO.20 TO LOCAL PLANNING SCHEME NO.21, TO - 1, REZONE LOT 500 AND 502 BUSSELL HWY, BROADWATER FROM 'TOURIST' TO 'RESIDENTIAL (R40)' AND 'RESERVE FOR RECREATION (HIGHWAY BUFFER RESERVE)' AND ASSOCIATED SITE-SPECIFIC AMENDMENT TO LOCAL TOURISM PLANNING STRATEGY - CONSIDERATION FOR FINAL ADOPTION

SUBJECT INDEX:	Local Planning Scheme
STRATEGIC OBJECTIVE:	Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.
BUSINESS UNIT:	Strategic Planning and Development Services
ACTIVITY UNIT:	Strategic Planning and Development
REPORTING OFFICER:	Strategic Planner - Nick Edwards
AUTHORISING OFFICER:	Acting Director, Planning and Development Services - Tanya Gillett
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Proposed Amendment to Scheme Map ↓ Attachment B Subject Land Aerial Photo ↓ Attachment C Proposed Special Provision 62 to LPS21 ↓ Attachment D Broadwater Structure Plan (Precinct No. 1) 2005 ↓ Attachment E Schedule of Submissions ↓

PRÉCIS

The Council is requested to consider Final Adoption of Amendment 20 to the Local Planning Scheme 21 (LPS21) which proposes rezoning;

- Lot 500 Bussell Highway, Broadwater from 'Tourist' zone to 'Residential (R40)' zone and 'Reserve for Recreation' (Highway Buffer); and,
- Lot 502 Bussell Highway, Broadwater from 'Tourist' Zone and 'Reserve for Recreation' to 'Residential (R40)' Zone, 'Reserve for Recreation (Highway Buffer Reserve)' and 'Unzoned Land (Road Reserve)' (Attachment A).

It is also proposed that these lots (Attachment B) are to be subject to a new Special Provision Area (62) to be added to Schedule 3 of the Local Planning Scheme 21 (LPS21). The new Special Provision will require a Structure Plan to be prepared and approved pursuant to the Scheme prior to any future subdivision (Attachment C). Following discussion with the Department of Planning (DOP) it was agreed that the Special Provision, as proposed, would remove any prior requirement for the overall 'Broadwater Structure Plan – Precinct 1' (BSP) (Attachment D) being amended.

Lots 500 and 502 Bussell Highway, Broadwater (subject land) are identified as a non-strategic site in the City of Busselton 'Local Tourism Planning Strategy 2011' (LTPS). A site-specific amendment for the subject land within the LTPS is required in order to provide a rational planning basis for, and justification of, the Scheme amendment proposal. This site-specific amendment does not extend to any policy or site beyond the subject land within the LTPS and was prepared and coordinated by the City to be advertised concurrently with Amendment 20.

Following initiation of this Amendment by Council on 22 February 2017, the Amendment and LTPS were advertised between 19 April and 31 May 2017. Over the advertising period, three submissions were received, consisting of two objections from nearby residents and a submission from the Department of Fire and Emergency Services (see Schedule of Submissions, Attachment E). There are no changes recommended by Officers to the advertised Amendment 20 or LTPS amendment arising from these submissions.

Officers recommend that Council Finally Adopts Amendment 20 (which will include reference to the site-specific amendment of the LTPS). Amendment 20 is a 'standard' amendment, consistent with Part 5 of the *'Planning and Development (Local Planning Schemes) Regulations 2015'* (The Regulations).

BACKGROUND

The subject land is approximately 2.18ha in total area consisting of two Lots. Lot 500 is 0.20ha and located in the north east corner of the site and the remaining land is Lot 502, which is 1.98ha. The subject land is located 5km west of the Busselton CBD and shares a boundary with Bussell Highway to the north, developed residential (R30 and R20) land to the west, 'nature' public open space (POS) to the south and developed residential (R20) land to the east.

The subject land was rezoned in 1986 from 'General Farming' to 'Short Stay Residential and Recreation' zone following a request from the (still current) landowner who intended to develop short stay cottages. Council supported this rezoning request partly to encourage development in the predominantly farming area of Broadwater.

Since the zone changed to 'Short Stay Residential and Recreation', several tourism initiatives have been proposed by the landowner, some of which were explored in depth by the City and included:

- The provision of 12 Bavarian-styled cottages in 1986;
- A caravan park in 2001;
- A 'Park Home Village' in 2005; and
- A caravan park in 2005.

When the LTPS was being drafted ahead of Council adoption in 2011, the subject land was considered suitable for inclusion because of its 'Tourist' zoning and was identified as "*Non-strategic Tourism Site 42 - Lot 502 (394-398), Bussell Highway, Broadwater*".

It should be noted that the LTPS does not specifically mention Lot 500 but does reference its corresponding street number of '398'. As lots 500 and 502 form a regularly shaped land parcel when considered together, for the purposes of the site-specific LTPS amendment it is assumed that Lot 500 was overlooked in the original table entry and the 'Site 42' designation within the LTPS includes both Lot 500 and 502 Bussell Hwy, Broadwater.

The public open space identified as 'Reserve for Recreation' at the southern end of Lot 502 is depicted differently in the BSP and Local Planning Scheme 21 (LPS21). This is a mapping anomaly that has been incorrectly maintained on Planning Scheme Maps. The current Amendment proposal would rectify this situation and adjust the boundaries in LPS21 to match those of the BSP.

STATUTORY ENVIRONMENT

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015

RELEVANT PLANS AND POLICIES

The detailed explanations of the effects of these policies have been addressed in the Council Report for Initiation, supported by Council on 22 February. Only additional information is addressed below. The relevant plans and policies that directly affect the proposed Amendment are:

- Local Tourism Planning Strategy 2011
- Draft Local Planning Strategy 2016
- Broadwater Structure Plan 2005

Detailed background reference to these plans, policies and strategies was provided to the Council previously (in the original Report dated 22 February 2017).

FINANCIAL IMPLICATIONS

There are no significant financial implications arising from the recommendations of this Report.

Long-term Financial Plan Implications

There are no recognised Long-term Financial Plan implications.

STRATEGIC COMMUNITY OBJECTIVES

The recommendations in this report are consistent with the *Strategic Community Plan 2017*, Community Goals and Objectives 2.1; *“Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.”*

RISK ASSESSMENT

A risk assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City’s risk assessment framework. The implementation of the Officer Recommendation will not allow immediate development of the site and will instead require a Structure Plan being approved prior to subdivision. Similarly, the changes to the LTPS are site specific and do not affect any other property or provision. Considering these points, there were no significant risks identified.

CONSULTATION

Discussions with the DOP confirmed that Amendment 20 and the site-specific amendment of the LTPS (to provide planning justification and context to the Scheme amendment) would not require any prior modification to the BSP.

Following referral to the Environmental Protection Authority (EPA), Amendment 20 and the site-specific amendment to the LTPS were advertised for 42 days in accordance with the Regulations and included referrals being sent to relevant State government agencies. Two submissions were received in respect to the proposal that raised concerns about road use, subdivision design and potential impact of any final development proposal on their properties. The submissions, however, did not raise any substantive planning rationale or reasons to modify the Scheme amendment from its advertised form.

OFFICER COMMENT

As expounded in the original Report to the Council of 22 February 2017, the following matters are noted:

- Attempts to foster a viable commercial tourism enterprise have been unsuccessful, attributable to unfavourable location, lack of nearby supporting tourism opportunities and nearby neighbouring residential development. There is sufficient cause to consider alternate land uses allowing alternative development opportunities on the subject land.
- Residential development in this area has been successful, suggesting related development is an appropriate land use alternative to tourism.
- The subject land is not in close or direct proximity to features and attractions normally sought by tourists. Its suburban location is out of context for holiday-makers.
- The proposed ‘Residential (R40)’ zone would help meet the City’s objectives in providing infill development close to the City centre as recommended in the draft Local Planning Strategy.

CONCLUSION

The Amendment replaces the 'Tourist' zone with a 'Residential (R40)' zone on the subject land to facilitate a more appropriate use of the site. Following several attempts to develop the subject land for tourism it is now clear that the location, surrounding urban development patterns and limited size of the subject land significantly reduced any tourism development potential. Residential land use and related development would be a far more effective and practical outcome in the area, this close to the City centre.

To support Amendment 20, a site-specific review of the LTPS will remove the subject land from the list of 'non-strategic sites' (number 42) to allow formal consideration of residential uses. The site-specific change to the LTPS has been advertised concurrently with Amendment 20.

Amendment 20 rationalises current zoning and promotes the orderly growth and planning of the City of Busselton within the Broadwater area.

OPTIONS

Should the Council not support the Officer Recommendation, it could instead resolve –

1. To recommend refusal of Amendment 20 to the WAPC and provide a reason for such a decision.
2. To seek further information before making a final decision.

Having initiated the Amendment 20 proposal (and site-specific amendment of the LTPS) and there being no recommended basis on which to change this decision through matters arising from the public consultation period, neither option would appear to have merit or value for the Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementing the Officer Recommendation will require the Amendment 20 documentation to be referred to the Western Australian Planning Commission with a request for Final Approval by the Minister. This will occur within one month of the Council resolution.

Notice shall also be provided to the WAPC of the proposed amendment to the LTPS.

City officers will then amend the content of the LTPS, as described herein.

OFFICER RECOMMENDATION

That the Council:

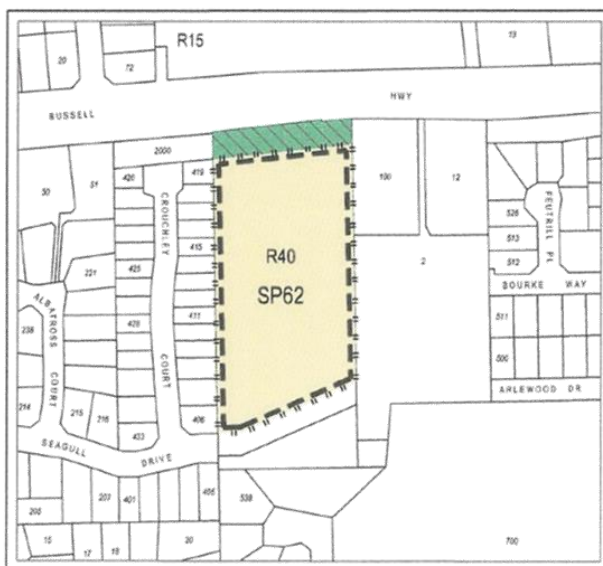
1. Pursuant to Part 5 of the *Planning and Development Act 2005*, Finally Adopts Amendment 20 to the City of Busselton Local Planning Scheme No. 21 for the purpose of:
 - i. Rezoning Lot 500 Bussell Highway, Broadwater from 'Tourist' zone to 'Residential (R40)' zone and 'Reserve for Recreation (Highway Buffer)';
 - ii. Rezoning Lot 502 Bussell Highway, Broadwater from 'Tourist' Zone and 'Reserve for Recreation' to 'Residential (R40)' Zone, 'Reserve for Recreation (Highway Buffer Reserve)' and 'Unzoned Land (Road Reserve)';
 - iii. Introducing Special Provision Area # 62 to Schedule 3 of Local Planning Scheme 21, to state:
"Prior to subdivision, a structure plan shall be approved pursuant to the Scheme"; and,
 - iv. Amending the Scheme Maps accordingly.
2. In accordance with the interests of orderly and proper planning, instruct the City to:
 - i. Amend the Local Tourism Planning Strategy 2011 by removing Lots 500 and 502 Bussell Highway, Broadwater (being 'non-strategic tourism site 42') from Chapter 6 '*Non-Strategic Tourism Sites*' and placing them in Chapter 7 '*Tourist Zoned Land Where Alternative Zonings May Be Considered*' within that strategy document;
 - ii. Amend text and mapping within the strategy document as required;
 - iii. Forward notification of this site-specific amendment to the Local Tourism Planning Strategy 2011 to the Western Australian Planning Commission for its information and advice.
3. Pursuant to r.50(3), r.53 and r.55 of the *Planning and Development (Local Planning Schemes) Regulations 2015* resolves to forward Amendment 20 to the Western Australian Planning Commission, together with a copy of this Resolution and the Schedule of Submissions for this Amendment, with a request for Final Approval from the Hon. Minister for Planning.
4. Pursuant to r.56 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, should directions be given that modifications to Amendment 20 are required, those modifications being undertaken accordingly on behalf of the Council unless they are considered by Officers likely to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.

ATTACHMENT A: AMD21/0020 — AMENDMENT TO PLANNING SCHEME MAP

**CITY OF BUSSELTON
LOCAL PLANNING SCHEME No. 21
AMENDMENT No. 20**



EXISTING ZONING



PROPOSED ZONING



Legend :

RESERVES



Recreation



Public Purpose

W

Denotes : Water

SS

Denotes : School Site

ZONES



Residential



Tourist

OTHER



Special Provision



R Codes

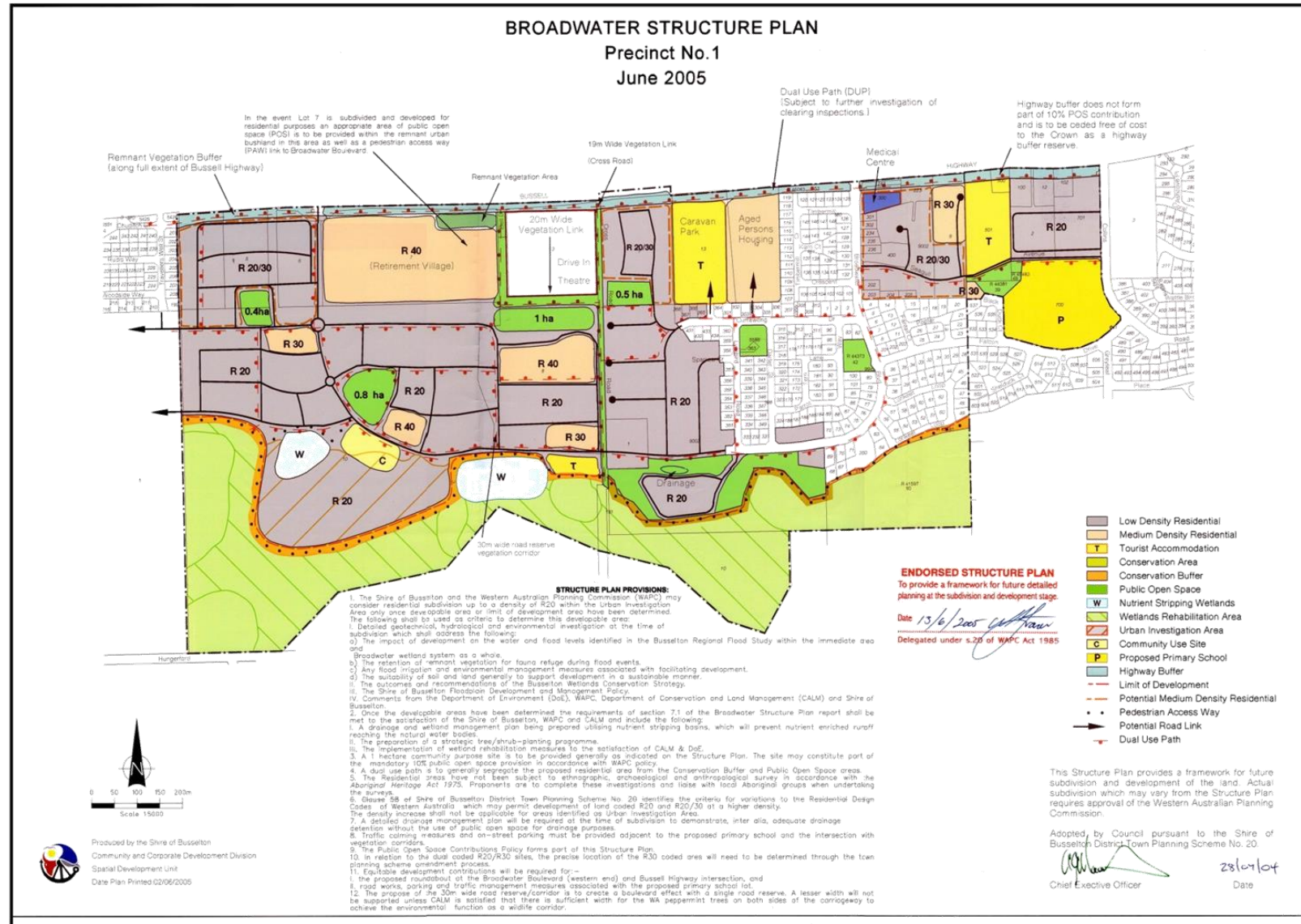
SCALE 1 : 4000 @ A4

ATTACHMENT B: LOTS 500 & 502 BUSSELL HIGHWAY, BROADWATER (SUBJECT LAND)



ATTACHMENT C: PROPOSED SPECIAL PROVISION 62 TO LPS21

No.	PARTICULARS OF LAND	ZONE	SPECIAL PROVISIONS
62	Lots 500 and 502 Bussell Highway	Residential R40	Prior to subdivision, a structure plan shall be approved pursuant to the Scheme

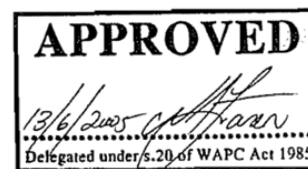
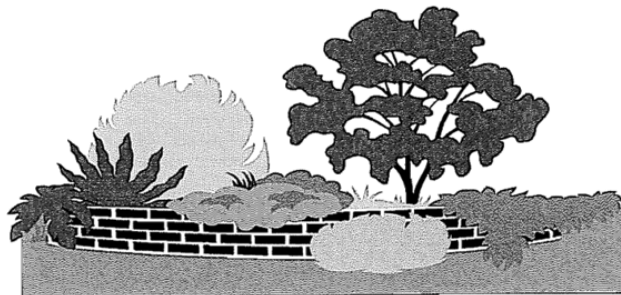




SHIRE OF BUSSELTON

DISTRICT TOWN PLANNING
SCHEME No. 20

BROADWATER STRUCTURE PLAN — PRECINCT No. 1
PUBLIC OPEN SPACE CONTRIBUTIONS POLICY



BROADWATER STRUCTURE PLAN — PRECINCT No. 1 PUBLIC OPEN SPACE CONTRIBUTIONS POLICY

1.0 INTRODUCTION

This Public Open Space Contributions Policy sets out the mechanism for addressing the co-ordination of public open space (POS) in the Broadwater Structure Plan – Precinct 1 ("the Structure Plan") area where the orderly planning and design provided for in the Structure Plan results in individual landowners either under-providing or over-providing POS. The under-provision of POS within a subdivision area will require the payment of cash-in-lieu to the Shire in accordance with section 20C of the *Town Planning and Development Act 1928* ("the Act"). These funds will be used to compensate the developers of subdivision areas which over-provide POS.

2.0 STRUCTURE PLANNING

2.1 The Shire of Busselton has prepared and adopted the Structure Plan in accordance with the provisions of clause 25 of the Shire of Busselton District Town Planning Scheme No. 20 ("the Scheme") for the purpose of facilitating subdivision and development of the land comprised in the precinct in an orderly manner. Notwithstanding the provisions of clause 25, after the Structure Plan has been adopted by the Shire and endorsed by the Western Australian Planning Commission (WAPC), it must not be modified without the approval of the Shire and WAPC.

2.2 A Development Schedule (refer to Appendix 1) shall be prepared for the Structure Plan area to be read in conjunction with the Structure Plan. The Development Schedule shall identify, among other things, the relevant landowners in the precinct along with the area of each lot, the gross subdivisible area of each lot, the amounts of POS required and proposed to be provided, and the under-provision or over-provision of POS accordingly. The total POS surplus/deficit shall as near as possible equate to zero.

3.0 FINANCIAL RECORDS

3.1 The Shire shall for the purpose of properly managing the implementation of the Structure Plan for the area, establish accounts for the area into which contributions from developers of land will be credited in relation to the under-provision of POS, and from which payments in relation to the over-provision of POS, and any land acquisition or works carried out by the Shire in relation to POS, will be paid.

- 3.2 The accounts shall be maintained in accordance with the provisions of the *Local Government (Financial Management) Regulations 1996* and shall be audited on an annual basis.

4.0 STRUCTURE PLAN AREA

The gross subdivisible area of the Structure Plan area is calculated by deducting the total area of all land within the precinct with the total of the land areas in the precinct required for local or regional public purposes as shown on the Structure Plan including—

- schools;
- major regional roads;
- public utility sites; and
- municipal use sites.

5.0 PUBLIC OPEN SPACE AND COMPENSATION

- 5.1 All owners of land in the precinct are required to contribute towards the provision of a minimum 10 per cent of the gross subdivisible area of the precinct for POS. This is consistent with adopted WAPC *Policy No. DC 2.3 — Public Open Space in Residential Areas* and the powers under section 20A of the Act to require such land to be ceded in the Crown.
- 5.2 Tourist accommodation sites, primary school sites, medical centre sites, public utility sites (i.e. including land required for drainage and associated infrastructure) and highway buffers will be deducted from the calculation of the gross subdivisible area of the precinct. Under no circumstance will any highway/road buffer, primary school site, public utility site or any other land that is required to be deducted from the gross subdivisible area be credited toward the overall required POS contribution.
- 5.3 Until appropriately zoned, local/neighbourhood shopping centre sites will be included in the calculation of the gross subdivisible area of the precinct.
- 5.4. The calculation of the overall POS contribution will include reserves previously ceded in the Crown as POS under section 20A of the Act as part of earlier completed subdivisions.
- 5.5 In subdivision areas where the owner has provided in excess of 10 per cent POS requirement, the owner has the choice of setting aside that surplus POS land as a separate lot for the Shire to purchase when cash-in-lieu funds are available, as obtained from subdivision areas within the precinct only.

- 5.6 Owners who provide in excess of the 10 per cent of the gross subdivisible area as POS (i.e. ceded to the Crown free of cost at the time of subdivision) cannot be retrospectively compensated using POS cash-in-lieu funds unless an enabling provision is introduced into the Scheme.
- 5.7 Where required by the provisions of the Structure Plan, the landowner shall, pursuant to section 20C of the Act, in lieu of POS, pay a sum that represents the value of the portion of the land to be set aside for POS.
- 5.8 All money received pursuant to these Arrangements shall be expended in accordance with the Act—
- for the compensation of other landowners who have over-provided POS or for the purchase of land for parks and POS within the precinct; or
 - with the approval of the Minister for Planning and Infrastructure, for the improvement or development of other POS in the precinct or its immediate locality.
- 5.9 The value of the portion shall be such percentage of the market value of the land of which the portion forms part, as the area of the portion bears to the area of that land on the date of the subdivision.
- 5.10 The market value of the land—
- is the capital sum which an unencumbered estate in fee simple in the land might reasonably be expected to realize;
 - shall be determined, at the cost of the landowner, by a licensed valuer agreed upon by the parties or, failing agreement, appointed by Council; and
 - shall be determined—
 - o as at the date of the subdivision;
 - o on the basis that there are no buildings or other improvements on the land; and
 - o on the basis that any rezoning necessary for the purpose of the subdivision has come into force.

- 5.11 In the event of a dispute between the parties in relation to the valuation, the valuation may be varied by agreement of the parties. If after 28 days of receiving the valuation a dispute has not been resolved, either party may refer the dispute for determination by an arbitrator under the *Commercial Arbitration Act 1985*.

APPENDIX 1

DEVELOPMENT SCHEDULE (COMBINED AREA)

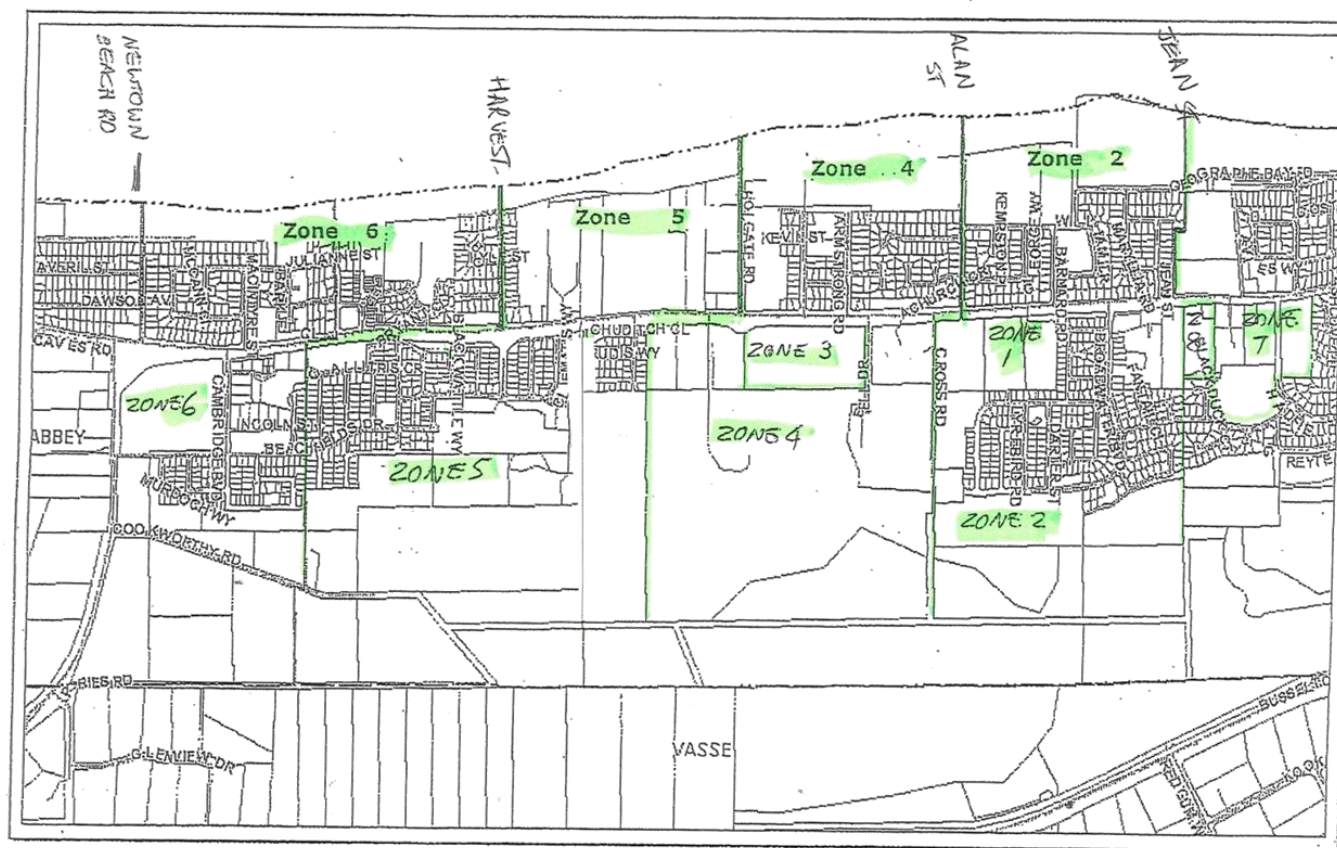
DEVELOPMENT SCHEDULE — JUNE 2005
BROADWATER STRUCTURE PLAN – PRECINCT 1 (COMBINED AREA) FILE: PSC27/1

PROPERTY DETAILS			DEDUCTIONS					PUBLIC OPEN SPACE						NET SUBDIVISION AREA		POTENTIAL DWELLING UNITS	
Owner	Lot No.	Area (ha)	Conservation Area/Existing Reserves (ha)	Drainage/Wetland/Primary School/Medical Centre/ Other (ha)	Highway Buffer (ha)	Total Deductions (ha)	Gross Subdivision Area (ha)	Conservation Buffer (ha)	Local POS (ha)	Community Site (ha)	Total (ha)	10% POS Required (ha)	Surplus/Deficit (ha)	R20 (ha)	R30/R40 (ha)	R20 12/ha approx.	R30/R40 18/ha approx.
PC Harrison	4	2.07	-	-	0.15	0.15	1.92	-	-	-	-	0.192	-0.192	1.92	-	23	-
PC Harrison	5	2.1069	-	-	0.15	0.15	1.9569	-	0.2	-	0.2	0.19569	+0.00431	1.7569	-	21	-
JW Bell	6	2.1448	-	-	0.15	0.15	1.9948	-	-	-	-	0.19948	-0.19948	1.9948	-	24	-
JW Bell	10	53.736	12.6	2.75	-	15.35	38.386	2.0	1.0	1.0	4.0	3.8386	+0.1614	32.786	1.0/0.6	393	29
Novacare Busselton Village Pty Ltd	7	8.5490	-	-	0.55	0.55	7.999	-	0.4	-	0.4	0.7999	-0.3999	-	-7.59	-	137
Ironbridge Holdings Pty Ltd	8	8.8	-	-	-	-	8.8	-	1.0	-	1.0	0.88	+0.12	4.8	1.0/2.0	58	54
Jones Cine-west Drive-ins	3	4.0469	-	4.0469	-	4.0469	0 (Not Zoned Residential)	-	-	-	-	-	-	-	-	-	-
WE Kay	1	0.9970	-	-	-	-	0.9970	-	-	-	-	0.09970	-0.09970	0.9970	-	12	-
DG Weir	1	4.0317	-	-	0.28	0.28	3.7517	-	0.5	-	0.5	0.37517	+0.12483	3.2517	-	39	-
Lowe Pty Ltd	Pt 131	23.9777	3.5076	-	-	3.5076	20.4701	-	2.6575	-	2.6575	2.04701	+0.61049	17.8126	-	214	-
Mallond Pty Ltd	13	3.1028	-	3.1028	-	3.1028	0 (Not Zoned Residential)	-	-	-	-	-	-	-	-	-	-
VA Baptist Hospitals and Homes Trust	12	2.6833	-	2.6833	-	2.6833	0 (Not Zoned Residential)	-	-	-	-	-	-	-	-	-	-
Frundsberg Pty Ltd	10	2.39	-	0.4375	0.0904	0.5279	1.8621	-	-	-	-	0.18621	-0.18621	1.8261	-	22	-
Frundsberg Pty Ltd	8	1.88	-	-	0.14	0.14	1.74	-	-	-	-	0.174	-0.174	1.74	-	21	-
Chrisian Holdings Pty Ltd	9	1.9172	-	-	0.14	0.14	1.7772	-	-	-	-	0.17772	-0.17772	1.7772	-	21	-
Lowe Pty Ltd (Already Subdivided)	11	4.05	-	-	0.24	0.24	3.81	-	-	-	-	0.381	-0.381	3.81	-	46	-
Already Subdivided	Pt 72	16.19	5.3	-	-	5.3	10.89	0.35	0.4	-	0.75	1.089	-0.339	10.14	-	122	-
Ironbridge Holdings Pty Ltd	701 & 102	1.7861 & 0.2634	-	-	0.1644	0.1644	1.8851	-	-	-	-	0.18851	-0.18851	1.8851	-	23	-
KJ Lewis	2	1.2564	-	-	0.01	0.01	1.2464	-	0.053	-	0.053	0.12464	-0.07164	1.1934	-	14	-
SJ Brown	12	0.3637	-	-	0.08884	0.08884	0.27486	-	-	-	-	0.027486	-0.027486	0.27486	-	3	-
LF Gardiner	100	0.3929	-	-	0.09496	0.09496	0.29794	-	-	-	-	0.029794	-0.029794	0.29794	-	3	-
HR Geldermann	501 & 500	2.2167 & 0.2	-	-	0.198	0.198	2.2187 (Not Zoned Residential)	-	0.2412ha	-	0.2412ha	0.22187	+0.01933	-	-	-	-
Department of Education and Training	700	3.5407	-	3.5407	-	3.5407	0 (Not Zoned Residential)	-	-	-	-	-	-	-	-	-	-
Shire of Busselton	39 & 49 (Reserves 44381 & 45483)	0.2230 & 0.0403	0.2633	-	-	0.2633	0 (Not Zoned Residential)	-	-	-	-	-	-	-	-	-	-
TOTAL		152.9565	21.6709	16.5612	2.4466	40.6787	112.2778	2.35	6.4517	1.0	9.8017	11.22778	-1.42608	88.2636	2.0/10.19	1059	220

NOTES:

- Where landowners provide in excess of 10 per cent of the gross subdivisible land as public open space (POS), the Shire will reimburse the owners from POS trust fund monies.
- Lots 501 and 500 are zoned 'Tourist' and identified on the Structure Plan the same. 10% POS for this combined land area is to be provided under a legal agreement which was entered into between the landowner and the Shire of Busselton when the land was rezoned for tourist purposes. For the purposes of this Development Schedule it is included in the gross subdivisible area and POS calculations.
- This Development Schedule is to be updated every 18 months to 2 years.





<p>Russell & Debra Chesson</p> <p>Seagull Drive Broadwater WA 6280</p>	<p>Objection</p> <p>a) Bought four years ago and would not have done so if applications for rezoning on this land could be proposed at any stage.</p> <p>b) Traffic using Seagull Ave would increase significantly and will back up when accessing Broadwater Boulevard. There exists a problem on these roads with people driving dangerously.</p> <p>c) There is the potential for too many rental properties being established in the area that will affect the amenity of the neighbourhood.</p> <p>d) Construction traffic will have a negative effect on the amenity of the neighbourhood</p> <p>e) Lack of green spaces to service the local housing</p> <p>f) Retirement homes would be preferable as it is a better mix of residents for the area</p> <p>g) This has been tourism land for 20 years and we don't want the owner to develop, he should sell instead</p> <p>h) Zoning levels are too high for this area as the next door space is Residential R20 which is not the same</p> <p>i) There is potential to attract 'Low Socia' tenants</p> <p>j) No buffer between the existing houses and the proposed site</p>	<p>a) The City will consider bona fide proposals from landowners regarding development that can contribute to desirable City growth and development. This Amendment can facilitate infill development at a density that could provide appropriate land use within the City centre within a successful residential precinct.</p> <p>b) The Seagull Ave connection is identified in the Broadwater Structure Plan 2005. The proposed road connection allows the road capacity to grow with the development of the residential area. The final design and appearance of the road has not yet been determined but will be a suitable design for proper neighbourhood integration.</p> <p>c) This is a matter for the owners to determine how best to use their land (with the requirement to have all necessary approvals).</p> <p>d) Development in the area will be designed to minimise negative impacts on existing residents.</p> <p>e) The lawful amount of public open space (POS) at the southern end of the site has already been ceded to the Crown. There are no justifiable circumstances that warrant further POS being required.</p> <p>f) This is a matter for the owners to determine how to best use their land in accordance with Scheme requirements and all necessary approvals.</p> <p>g) This is a matter for the owners to determine.</p> <p>h) A higher development density in a residential area close to the City centre is an appropriate response to desirable urban growth and expansion.</p> <p>i) This is not a valid planning concern.</p> <p>j) Site development, layout and design will need to conform to State Planning Scheme and the Residential Design Codes (R-codes) and be approved by the City.</p>
<p>Rowena Booth</p> <p>Crouchley Court Broadwater WA 6280</p>	<p>Objection</p> <p>a) Would like to see the proposed development with larger blocks so I don't have patio to patios with little outdoor privacy.</p> <p>b) Road access is to be via Arlewood Drive only</p>	<p>a) Site development, layout and design will need to conform to State Planning Scheme and the Residential Design Codes (R-codes) and be approved by the City.</p> <p>b) An integrated public road system shall provide access to the development. There is no planning or engineering rationale to justify the restriction of access to Arlewood Road only.</p>
<p>DEFS</p>	<p>Noted</p> <p>a) Property is not within a Bushfire Prone Area and therefore is not a concern to DFES.</p>	<p>a) Noted</p>

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 GLC ALLIED HEALTH PROFESSIONAL SUITES

SUBJECT INDEX:	GLC Allied Health Professional Suites
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Geographe Leisure Centre
REPORTING OFFICER:	Recreation Facilities Coordinator - Dave Goodwin
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Market Valuation - GLC Health Suites - 13 January 2016 ↓ Attachment B GLC Health Suite - Leased Area Map - Suite 2 ↓

PRÉCIS

The four health suites known as health suite one (1), health suite two (2), health suite three (3) and health suite four (4) located at the front of Geographe Leisure Centre have been used as offices and allied health practice rooms and leased on a six monthly and annual basis. The latest lease agreements for suite two (2), suite three (3) and suite four (4) have expired and the tenants have vacated. Expressions of Interest (EOIs) have been sought in relation to the vacant suites.

This report outlines the outcomes of the EOI process and makes recommendations to Council to advertise its intention to enter into a lease under section 3.58 of the Local Government Act 1995 (LGA)

Officers also recommend that there is a sufficient basis for using an existing market valuation that is more than 6 months old for the purpose of carrying out the statutory process under section 3.58 of the LGA for the reasons outlined in this report.

BACKGROUND

During 2014, the GLC underwent a significant expansion and upgrade program, incorporating a new gymnasium, crèche, pool deck showers and change cubicles, universal access facilities, customer service area, offices, meeting room, cycle room, and four (4) health/ professional suites.

The health suites were added to attract health practitioners to provide mental and physical health services that complement existing services offered at the GLC. Each suite is fully independent and purpose built for health service businesses with exposure to GLC member traffic. Each suite has a hand basin, telephone and data point, air-conditioning, windows providing natural light and external door access allowing them to function separately from the GLC's operations. Suites vary in configuration and size ranging from 16 m² to 25 m². In addition to providing support services for GLC customers, the suites provide an additional revenue source that will assist in reducing the GLC's net operating deficit.

The current rents for all 4 suites were determined by a market valuation (attachment A), dated 13 January 2016.

The last Council resolution to use the market valuation was on 27 July 2016. Council considered the market valuation for a proposal to lease Suite one (1) and resolved (C1607/176):

That the Council:

1. Enter into a lease, subject to the Minister for Lands approval, with Just Great Pty Ltd as Trustee for the Wilson Family Trust for the occupation of Health Suite One (1) of a portion of Reserve 29933, being Lot 300, Deposited Plan 50595, Volume LR3137 Folio 982, 1 Recreation Lane, West Busselton as shown hatched on Attachment A. The terms and conditions of the lease to include the following:

- a. an initial leasehold term of 12 months; with an option for a further three (3) years and then a further two (2) three (3) year options.
- b. rent to commence at \$17,160 in the first year then indexed by CPI annually, all amounts inclusive of GST and outgoings;
- c. the tenant to be responsible for telephone and, internet connections and charges applied to the leased premises; and
- d. other terms and conditions consistent with the City's existing allied health suite leases.

Feedback from the exiting Lessees has revealed some suitability constraints with the health suites. Noise transfer from the adjacent group fitness and cycle rooms has been reduced significantly with sound proofing, however not to the satisfaction of the suite four (4) Lessee. Suite two (2) and three (3) Lessees have also both now vacated at the end of their lease terms. Having to utilise the poolside and stadium ablutions and noise from outdoor foot traffic especially during the busy after school and in term school swim times were also issues raised by all Lessees.

However, the GLC continues to receive interest in the suites, for casual hire and lease arrangements, especially from businesses looking to test the market and start up in the Busselton area. One recent EOI came from Star Injury Management Services who wish to lease suite two (2), for a weekly rental of \$300 per week inclusive of GST and outgoings.

STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 (LGA) relates to the disposal of property by a local government, and requires the publishing of prior notice to the local public of the proposed disposition which describes the property concerned, provides details of the proposal and invites submissions to be made before a specified date, not less than two weeks after the notice is first given. Any submissions received before the date specified in the notice must be considered.

Section 3.58(4) of the LGA requires that the disposition includes either a valuation not more than six months old or a declaration by resolution that a valuation older than 6 months is considered a true indication of the value at the time of the disposition.

A formal valuation of all Suites was obtained on the 13 January 2016 (see attachment A). For the reasons outlined in this report a declaration that the valuation can be considered a true indication of the value of Suites 2, 3 and 4 at this time is sought.

RELEVANT PLANS AND POLICIES

The leasing of the allied health suites is in line with the GLC Business Plan 2017/18-2020/21.

FINANCIAL IMPLICATIONS

Star Injury Management Services have proposed a rental amount of \$300 per week inclusive of GST and outgoings for suite two (2). A market rental value of between \$235 and \$260 per week (exclusive of GST and outgoings) was provided by an independent valuer on the 13 January 2016. Outgoings are estimated to be approximately \$30 per week per suite and therefore the inclusive rent proposed

by Star Injury Management Services is in line with the 2016 valuation and the current rent paid by the Lessee of Suite 1.

Long-term Financial Plan Implications

The recommended rental income supports the achievement of revenues forecast in the Long Term Financial Plan and 2017/18 budget.

STRATEGIC COMMUNITY OBJECTIVES

The leasing of the GLC health suites is consistent with the following City of Busselton Strategic Priorities:

- 2.1 A City where the community has access to quality cultural, recreation, and leisure facilities and services.
- 2.2 A City of shared, vibrant and well planned places that provide for diverse activity and strengthen our social connections.
- 2.3 Infrastructure assets that are well maintained and responsibly managed to provide for future generations.

RISK ASSESSMENT

The cost of a market valuation is around \$1,300. In the time it will take to obtain a current market valuation rental yield will be lost and the ability to seek a resolution to enter into a lease further delayed. Additionally, the opportunity to take advantage of an offer to lease suite two (2) may be lost.

CONSULTATION

Not applicable.

OFFICER COMMENT

The market valuation obtained on 13 January 2016, provided a market rental value for suites 2, 3 and 4 of between \$235 to \$260 per week (exclusive of GST and outgoings). An offer of within 10% of the assessed rental range would be considered fair and reasonable. Outgoings are estimated to be approximately \$30 per week per suite. Therefore the proposed rental offered by Star Injury Management Services is in line with the 2016 valuation and the current rental amounts paid by the Lessee of Suite 1.

The stagnation of the commercial rental market coupled with the location of the Suites and the use to which they can be put, places some limitations on the type of tenant that could be attracted and the level of rent they might generate.

Additionally the proponent, Star Injury Management, is willing to pay the current market value and lease suite two (2). A valuation at this time could possibly risk the ability to secure the tenant due to the timeframes involved. The proponents wish to move into the suite as soon as possible. Any delay could result in them finding alternative premises.

Attachment B identifies the lease area. The proposed terms and conditions of the lease to include the following:

- a. An initial leasehold term of 6 months; with an option for a further three (3) years and then a further two (2) three (3) year options.
- b. Rent to commence at \$15,600 in the first year then indexed by CPI annually, all amounts inclusive of GST and outgoings;

- c. The tenant to be responsible for telephone and, internet connections and charges applied to the leased premises; and
- d. Other terms and conditions consistent with the City's existing allied health suite leases.

CONCLUSION

As the only current submission under the EOI process and taking into account factors such as the limitations of the suites and the general conditions of the market it is considered that the offer from Star Injury Management should be accepted and statutory advertising undertaken without the requirement for an up to date valuation.

OPTIONS

Council could come to the view that the valuation dated 13 January 2016 does not provide a true indication of the current market valuation and seek an up to date valuation. This will cost approximately \$1,300 inclusive of GST and will take approximately one month to receive.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Advertising of the proposed disposition will take place as soon as possible for a 14 day period. A further report will be presented to Council detailing any submissions that are received and any subsequent changes to the proposed lease arrangements detailed in this report.

OFFICER RECOMMENDATION

That the Council:

1. In accordance with Section 3.58(4) (c) (ii) of the Local Government Act 1995, declare that the valuation carried out by Landgate Property and Valuation Services Country South West indicating the market rent for the Health suites 2, 3, and 4 Geographe Leisure Centre, 1 Recreation Lane, West Busselton of between \$235 to \$260 per week (exclusive of GST and outgoings), to be a true value of the current market rental value of the health suites.
2. Advertises the proposed disposition of land to Star Injury Management Services Ltd in accordance with Section 3.58 of the Local Government Act 1995 for the term and conditions outlined in this report and if there are no adverse objections authorise the CEO to enter into a lease agreement with Star Injury Management Services Ltd.



19th February 2016

Emma O'Brien
Administration Officer
City of Busselton
Locked Bag 1,
Busselton, WA, 6280

Dear Emma,

Application No		Receipt No	
CIO ID			
26 FEB 2016			
Property ID		Doc ID	
Retention			

Our Ref: 183793 / 00143-2016
Enquiries: Niall McMahon Ph: 9721 0807
Email: Niall.McMahon@landgate.wa.gov.au

MARKET RENTAL VALUATION - GEOGRAPHE LEISURE CENTRE - HEALTH SUITE OFFICES 1- 4 AND CAFÉ - 1 RECREATION LANE, WEST BUSSELTON

In response to your instructions dated 24th December 2015, requesting a market rental valuation for the above property, you are advised as follows;

- LEGAL DESCRIPTION: Part of Lot 300, on Deposited Plan 50595; being the whole of land in Certificate of Crown Title Volume LR3137, Folio 982.
- LEASE AREA:
 - Health suite 1: 16m² approximately
 - Health suite 2: 17m² approximately
 - Health suite 3: 25m² approximately
 - Health suite 4: 23m² approximately
 - Café shop: 24m² approximately
- LESSEES:
 - Health suite 1: Julie Ferry "Health Smart Nutrition"
 - Health suite 2: Vacant
 - Health suite 3: Emma Blackwell "People 1st Programme"
 - Health suite 4: Vacant
 - Café shop: Vacant

Property & Valuation Services - Country South West
9th Floor, 61 Victoria Street, Bunbury, Western Australia 6230
Postal Address: PO Box 177 Bunbury WA 6231
Telephone (08) 9721 0800 Facsimile: (08) 9721 4465
Email: bunburyvs@landgate.wa.gov.au Web: www.landgate.wa.gov.au
Western Australian Land Information Authority ABN 86 574 793 858



- **LEASE TERMS:**

Health suite 1: The lease is for a period of six (6) months commencing on 2nd November 2015 and with two (2) further options of six (6) months and one (1) year respectively after the expiry date on 1st May 2016. CPI increases on each anniversary of the commencement of the lease. Current rental: \$13,442 (including GST).

Health suite 2: Vacant

Health suite 3: The lease is for a period of two (2) years commencing on 31st of August 2015 and with no further options, expiring on 30 August 2017. CPI increases on each anniversary of the commencement of the lease. Current rental: \$15,600 (including GST).

Health suite 4: Vacant

Café shop: Recently vacated, however at the time of vacating in January 2016 the rental as per lease was \$34,891.92 per annum (including GST).

- **ZONING:**

Under the City of Busselton Local Planning Scheme No. 21 the land is zoned 'Recreation'.

- **DESCRIPTION OF PREMISES:**

The subject building comprises brick and rendered brick / iron roof construction, built in circa 2000. The café is located internally behind the entrance reception area and presents to a modern standard of finish comprising; vinyl floor coverings and a stainless steel kitchenette which includes a two bowl sink. The café is air-conditioned and the leisure centre is alarmed. The café is available to be operated during the leisure centre normal operating hours. There is a meals area of approximately 48m² associated with the café shop and a storage area of approximately 10m², however these areas do not seem to be included in the recently vacated lease details.

The health suites vary in size and each suite comprises a hand basin, carpet flooring, telephone point, power and data points, air-conditioning, window and external access, allowing each suite to function separately from Geographe Leisure Centre operations. Health suite 4 includes a small waiting area / passage.

- **DATE OF VALUATION:**

13th January 2016, being the date of inspection.

- **BASIS OF VALUATION:**

The valuation assessment is based on comparable rental evidence as analysed to a per week basis.



- **EVIDENCE COMMENTS:** Comparable rental evidence held on file for the health office suites has been drawn from smaller office space rentals within the Busselton location. Generally, rental rates vary from \$160 per week to \$320 per week net per annum (p.a.) ex-GST, depending on the quality of the premises, street exposure and location within Busselton.

Having considered the subject health office suites and available rental evidence within Busselton, a range of \$235 per week to \$270 per week plus GST and outgoing is considered a realistic rental range in the current market. An offer of within 10% of the assessed \$235 to \$270 per week rental range to lease the vacant health office suites would be considered fair and reasonable.

There is limited rental evidence of cafés situated within leisure centres in the south-west region of WA and therefore we have considered rental evidence of cafes, kiosks and kitchens leased within Busselton and the surrounding locations of Dunsborough and Bunbury. In completing investigations into cafés which are currently operated within leisure centres throughout the south-west of WA, it has become evident that the majority of cafés in the region are internally run by the respective shire where the leisure centre is situated. Should the café remain vacant for a period of time that extends beyond management's expectations, running the café internally may be an option to consider.

Having considered the subject café and available rental evidence held on file, a rental range of \$280 per week to \$320 per week net p.a. plus GST and outgoing for the café shop within the Geographe Leisure Centre is considered appropriate. An offer of within 10% of the assessed \$280 to \$320 per week rental range to lease the vacant café shop would be considered fair and reasonable.



• MARKET RENT:

Having regard to the above factors, the market rental for the subject premises is as follows:

- Health suite 1:
\$235 per week net p.a., (disclosing \$12,200p.a.),
excluding GST and outgoings
- Health suite 2:
\$235 per week net p.a., (disclosing \$12,200p.a.),
excluding GST and outgoings
- Health suite 3:
\$270 per week net p.a., (disclosing \$14,040p.a.),
excluding GST and outgoings
- Health suite 4:
\$260 per week net p.a., (disclosing \$13,520p.a.),
excluding GST and outgoings
- Café shop:
\$300 per week net p.a., (disclosing \$15,600p.a.),
excluding GST and outgoings

This valuation has been prepared by Niall McMahon under delegation of the Valuer-General as defined in Part II of the *Valuation of Land Act 1978*.



Assumptions, Conditions and Recommendations

- This assessment has been based on the information provided from you via email, our office records and other advice from Real Estate Agents active in the Busselton area.
- It is unknown whether a prospective tenant will have exclusive access to the waiting / passage area for health suite 4 as the passage provides internal access to an existing fitness room within the Geographe Leisure Centre. This has been reflected in the assessment of the market rental for health suite 4.

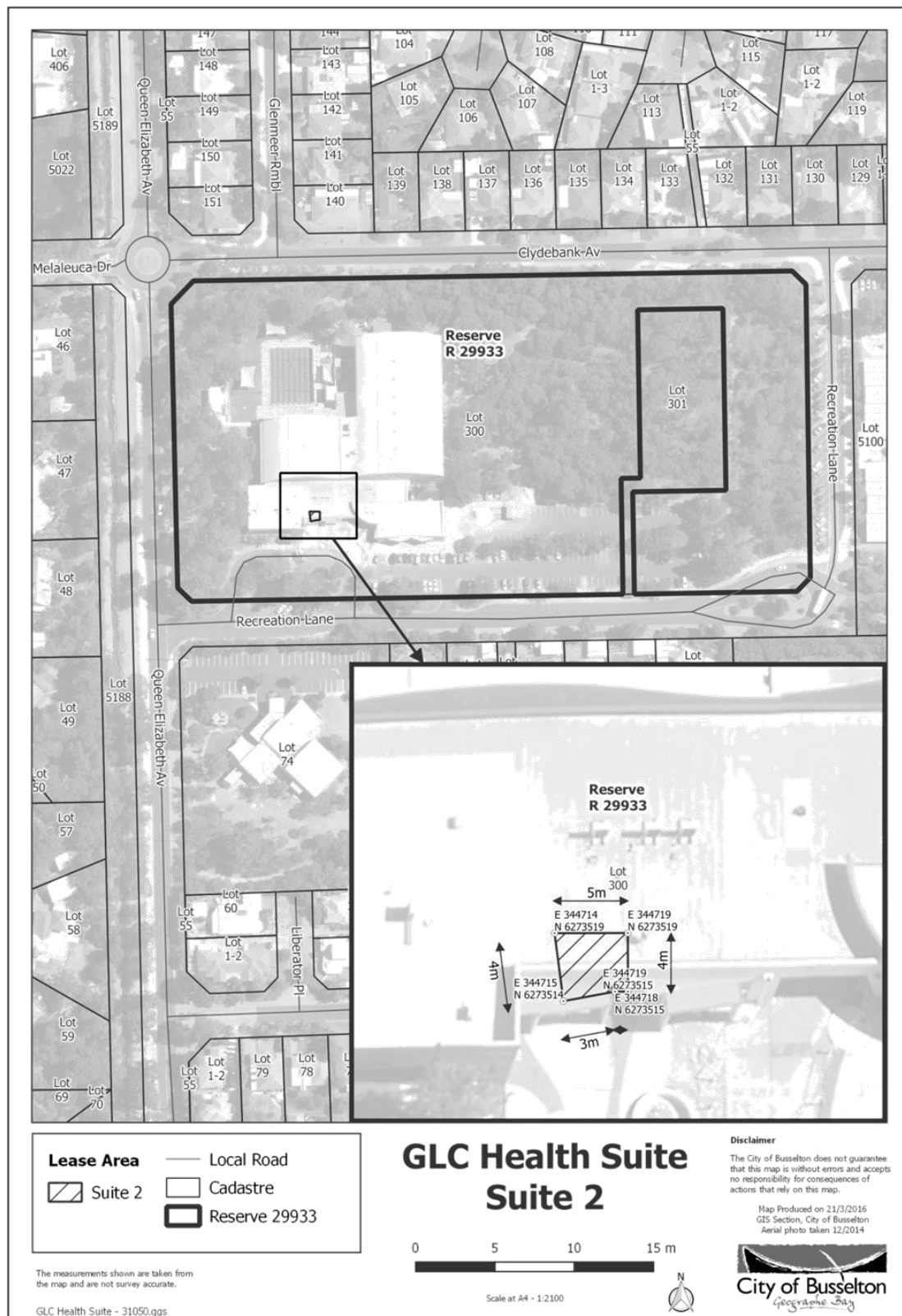
This report has been prepared for the private and confidential use of the client to whom it is addressed and should not be reproduced, either wholly or in part, or relied upon by third parties for any use, without the express authority of the Valuer-General.

Should you have any further queries, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Niall McMahon', written over a horizontal line.

NIALL McMAHON, AAPI
LICENSED VALUER NO. 44723,
PROPERTY & VALUATION SERVICES,
COUNTRY SOUTH WEST



13.2 NAMING OF PAVILION AT BARNARD PARK

SUBJECT INDEX:	Leisure Services
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Community Services
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Manager, Community Services - Maxine Palmer
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Letter : Barnard Park Sports Association - Naming of Pavilion↓

PRÉCIS

With the development of community assets such as parks, gardens, reserves, memorials, sports grounds and buildings, or any other significant infrastructure assets, it is often the desire of Council or sectors of the community to recognise the achievements and/or past community efforts of certain community pioneers, and or long term residents, or other events of historical, environmental or cultural significance, or a collective community action. The City of Busselton has a specific policy, Policy 237 – Naming of parks, gardens, reserves, memorials, sports grounds and buildings, and associated procedure to assist Council to appropriately deal with and assess any future proposal to name a City Asset.

The purpose of this report is to seek final Council endorsement to name the Pavilion at Barnard Park in line with Policy 237.

BACKGROUND

The new pavilion in Milne Street is nearing completion. City Officers requested the Association who will be managing the facility on behalf of the clubs and users of the sporting complex and the City to consider a suitable name for the building.

At their May meeting the Barnard Park Sports Association voted to request the Council consider the new pavilion be named the “Barnard Park Pavilion.” On 1 June 2017, a letter confirming the Association’s decision was received by the City (see attachment A).

STATUTORY ENVIRONMENT

N/A

RELEVANT PLANS AND POLICIES

Council Policy 237: Naming of Parks, Gardens, Reserves, Memorials, Sports Grounds and Buildings applies outlines the process and criteria for the naming of sports buildings such as the pavilion in Milne Street.

FINANCIAL IMPLICATIONS

None

STRATEGIC COMMUNITY OBJECTIVES

This matter aligns with the Community Strategic Plan, and principally with the following Strategic Priority;

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

RISK ASSESSMENT

Officers could not identify any risk of a medium or higher rating associated with the Council adopting the Barnard Park Sports Association's recommendation.

CONSULTATION

The Barnard Park Sports Association were asked to identify a suitable name for the new pavilion in Milne Street and it is understood they consulted with their individual clubs to determine the recommendation.

OFFICER COMMENT

Policy 237 – Naming of parks, gardens, reserves, memorials, sports grounds and buildings outlines that when developing and naming a community facility, it is usual for a name that demonstrates both the geographical location and the purpose of the facility to be considered. It is considered that the name Barnard Park Pavilion aptly describes the location of the new pavilion in Milne Street, and its function to service the sporting ovals around it.

CONCLUSION

The name Barnard Park Pavilion is in keeping with the criteria outlined in Policy 237 – Naming of parks, gardens, reserves, memorials, sports grounds and buildings. Officers recommend Council support the request of the Barnard Park Sports Association and endorses the naming of the pavilion at Milne Street to be "Barnard Park Pavilion".

OPTIONS

The Council could consider that broader consultation is needed or propose an alternative name for adoption.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If the Council adopts the officer recommendation below, the design and erection of appropriate signage for the building will be developed accordingly.

OFFICER RECOMMENDATION

That the Council:

1. Endorses the naming of the pavilion at Milne Street to be "Barnard Park Pavilion".

Barnard Park Sports Association

(Established 2017)

PO Box 974, Busselton WA 6280

Chairman: Wayne Thackrah 0409 292 864

Email: thackrahmob1@bigpond.com

Director of Administration: Allan Miller 9781 0359 (W)

Email: bmrsecretary@hotmail.com

Director of Finance: Alex Eades 9752 3344 (W)

Email: alex@geofingroup.com

.....
City of Busselton

Attention: Vicki James

Community Development Coordinator

Locked Bag 1

Busselton WA 6280

June 1, 2017

Dear Vicki,

Re: Name of Pavilion at Barnard Park

We wish to advise the City of Busselton that the Barnard Park Sports Association has voted to request that the Milne Street Pavilion, which is nearing completion, be officially named the "Barnard Park Pavilion".

The committee of the BPSA understands that the decision to name the pavilion requires the unanimous support of the committee. In this light it was felt inappropriate to name the pavilion in honour of an individual, as the joint inaugural members of the BPSA (rugby and cricket) would be unable to agree on the choice of person being honoured.

Also, the name "Barnard Park Pavilion" was felt by the committee to give the building the best chance of being promoted for functions and hiring out to other organisations. The location of the building, as part of the name, is an intrinsic part of this idea.

The BPSA requests that the City formally consider this proposal and advise whether it meets with City approval.

Yours sincerely,

Allan Miller

(Director of Administration)

13.3 FINANCIAL ASSISTANCE TO THE MARGARET RIVER BUSSELTON TOURISM ASSOCIATION INC TO SUPPORT BUSSELTON AND DUNSBOROUGH VISITOR CENTRES.

SUBJECT INDEX:	Tourism Development
STRATEGIC OBJECTIVE:	A community where local business is supported and in turn drives our economy
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:	Attachment A Margaret River Busselton Tourism Association Inc Financial Report for the period ended 30 June 2016 ↓ Attachment B Visitor Servicing Update: Busselton and Dunsborough Visitor centres ↓

PRÉCIS

A three year funding agreement between the City of Busselton and the Margaret River Busselton Tourism Association Inc (MRBTA) expires on 30 June 2017. Council has previously resolved (C1405/141) to grant \$150,000 (ex gst) per annum in 2014/15, (indexed annually in 2015/16 and 2016/17) to support visitor servicing activities. The funds are granted to the Local Tourism Organisation, formerly the Geographe Bay Tourism Association Inc (GBTA), now operating as the Margaret River Busselton Tourism Association Inc (MRBTA) and are used to support the costs of operating two accredited visitor information centres at Busselton and Dunsborough.

The MRBTA has submitted a request for continued recurrent funding (indexed to CPI) for a further three-year period (2017/18, 2018/19 and 2019/20). This report recommends Council authorises the CEO to enter into a new three year funding agreement with the MRBTA.

BACKGROUND

The Margaret River Busselton Tourism Association (MRBTA) currently operates two accredited visitor centres in the City of Busselton district, at Railway House on the Busselton Foreshore and at Dunn Bay Road in Dunsborough. The visitor centres are open every day of the year except for Christmas Day, providing a free information service to visitors, accommodation and tour bookings, merchandising and WIFI access.

In 2016, the Busselton and Dunsborough visitors centres saw more than 270,000 visitors through their doors. Dunsborough's door numbers have remained steady for the last three years. Busselton experienced a decline in visitation in 2016, in part due to the move from the former Nautical Lady tower into a temporary building on the Foreshore. MRBTA anticipates visitation to grow steadily past 2015 levels in the new Railway House location and once the foreshore works have been completed. Combined, the two centres directly facilitated accommodation bookings for 3,147 bed nights at a value of \$560,315, and 1,148 tours at a value of \$243,840.

On 28 May 2014, Council resolved (C1405/141) to enter into a new three year funding agreement with the former Geographe Bay Tourism Association Inc (GBTA) for of an amount of \$150,000 (ex gst) for 2014/15 and indexed to the Perth Consumer Price Index (CPI) for the years 2015/16 and 2016/17. The approved purpose of the grant was to support the operation of the visitor centres at Dunsborough and Busselton, which run with an annual operating deficit. In providing the funds, the City requires the MRBTA to provide an evaluation report including:

- Visitor door counts for Busselton and Dunsborough Visitor Centres (annual);
- Staff numbers (FTE) of each visitor centre and as a proportion of operating costs (annual);
- Conversion rates of visitors to the centres to sales (annual);
- Gross turnover by product type for both visitor centres (i.e. accommodation sales, tours, retail) (annual);
- Membership numbers and break down by industry sectors (annual);
- Website and telephone statistics and comparison of sales to walk-in traffic (annual); and
- Measurements of influence the visitor centres are having on visitor spend

Council financial support to the MRBTA is directed to supporting 'visitor servicing' activities at the two centres. Visitor servicing is defined as the provision of information on:

- attractions, events, retail and local services;
- accommodation and tours including a booking service;
- directions, including free maps;
- road conditions and transport options; and,
- general advice to meet visitor needs.

The City of Busselton receives complimentary membership to the MRBTA as a component of the agreement.

STATUTORY ENVIRONMENT

Nil.

RELEVANT PLANS AND POLICIES

The Council adopted an Economic Development Strategy (2016-2026) on 9 November 2016. The Strategy recognises the role of the City of Busselton in local economic development, including facilitating business growth by supporting tourism development. The Strategy cites a number of ways the City currently supports the tourism sector, including financial support to visitor centres, tourist directional signage, a regional events program (also supported by Council through funding from a differential rate); development of a cruise ship visitation program and the provision of infrastructure that improves visitor amenity.

FINANCIAL IMPLICATIONS

The grant paid to the MRBTA in 2016/17 was \$152,559, disbursed in four payments. The draft 2017/18 budget includes provision for this expenditure (indexed to CPI) (Property and Business Development: Donations, Contributions & Subsidies)

Long-term Financial Plan Implications

The Long Term Financial Plan includes provision of the proposed grant funds to support visitor servicing over the ten year period.

STRATEGIC COMMUNITY OBJECTIVES

The 2017 Strategic Community Plan identifies Key Goal Area 4: Economy – Diverse, resilient, prosperous. It states our community objectives as:

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

RISK ASSESSMENT

The recommendations contained within this report are considered low risk and as such a formal risk assessment is not provided.

CONSULTATION

Consultation has been undertaken with the MRBTA which has provided the following reports included as Attachments to this report:

- Attachment A: Financial Report for the Period Ending 30 June 2016
- Attachment B: Visitor Servicing Update: Provides a review of visitor servicing information for the years ending Dec 2014, Dec 2015 and Dec 2016 for Dunsborough and Busselton.

Several reports from external organisations have also been consulted in the preparation of this report and include:

- Australian Regional Tourism Network: *Local Government Spend on Tourism (The Contribution of Local Government to the Australian Tourism Industry)* (2017)
- WA Local Government Association: *Local Government and Tourism Discussion Paper* (2015)
- Tourism Council of WA: *City of Busselton Tourism Work Profile* (2016)

OFFICER COMMENT

Tourism is an important economic contributor to the City of Busselton with visitor expenditure providing jobs across many industries. The sector directly employs around 1,310 people who reside in the district. The indirect flow-on effect of tourism expenditure also creates additional employment. This indirect employment is difficult to estimate at the local government level, however, at the state level, for every 10 direct tourism jobs there are additional 5.1 indirect tourism jobs. The City of Busselton has around 540 businesses in tourism related industries (14.9% of all businesses in the City). A tourism business is an enterprise which is reliant on tourism patronage or where a significant proportion of their products are consumed by visitors. Retail traders, cafes & restaurants and accommodation providers make up the majority of tourism businesses in the City of Busselton. (2016 WA Tourism Work Profile: Tourism Council of WA).

It is well documented that provision of good visitor servicing means that visitors are more likely to stay longer, undertake more activities and spend more money during their visit, which has an economic flow on to the broader community. They are also likely to revisit and recommend the destination to their friends and family.

The MRBTA is one of Western Australia's most successful Local Tourism Organisations which has a strong membership base and a good working relationships with the City of Busselton, the Regional Tourism Organisation (Australia's South West) and the State Tourism body (Tourism Western Australia), which creates synergy with regard to marketing the Region.

The MRBTA won Gold medals at the 2016 WA Tourism Awards for 'Visitor Information Services' and 'Destination Marketing', and a Silver medal at the 2016 Australian Tourism Awards for 'Visitor Information Services'.

The MRBTA produces a range of travel publications including 200,000 regional maps, 18,000 Busselton cruise maps, and 100,000 magazines which are distributed through the visitor centres. In addition to its physical sites, the MRBTA also manages the regional tourism website, which is an important source of information for visitors to the Region. There were 1,251,873 sessions at the website in 2016, up 20% from 1,043,141 in 2015. A regional software app also provides mobile information to visitors in the region, and includes an audio tour of the Busselton Jetty. To keep pace with the way visitors plan and book their holidays, interactive touchscreens have been installed in

Busselton and will be delivered in Dunsborough in late 2017, to provide an integrated visitor experience.

A strong tourism association leading integrated tourism services is a desirable outcome and is encouraged by Tourism Western Australia, however public funding is required in most communities to support the provision of 'free' visitor information, particularly to support the operations of physical visitor centres (nearly half of which are run by Councils themselves in other parts of WA). The ongoing support of the centres is especially important with the increased visitation expected from new air services from the Busselton-Margaret River Airport.

In 2016/17, MRBTA's Busselton and Dunsborough visitor servicing expenses will total more than \$835,882, excluding finance and administration costs associated with commercial operations. The largest expense is salaries and wages for eight full-time equivalent staff to operate the centres year round. This is offset by revenue from booking commissions, retail sales and membership, but will still result in an estimated operating deficit of approximately \$313,514. This is resourced from funding the City of Busselton provides, with the balance sourced from operating surpluses of its commercial operations (caves, lighthouses and airport ground handling).

CONCLUSION

The provision of "free" information is expensive and generally not provided by the commercial market (i.e. it requires some form of government assistance to maintain a professional service in contemporary premises). The MRBTA's operating deficits for its two visitor centres in the City of Busselton in 2016/17 was \$314,000 per annum, with Busselton operating at a loss of \$240k and Dunsborough at a loss of \$74k. This is reflective of the operating costs of both centres should the City be required to operate them in the future.

The growth of online travel agents (providing booking services for accommodation and tours) are resulting in diminishing revenue streams for physical visitor centres, however visitors still expect local information services to be available when they arrive at a destination. Businesses also expect their product to be promoted locally at the destination, but do not have the capacity to fully fund visitor centre operations.

The broader community receives a direct benefit from the visitor centres through product distribution and the provision of the free information service and booking facilities the centres provide and it is recognised that without Council support these centres would either close or reduce their hours and service levels dramatically which would impact negatively on the visitor experience to the region.

Accordingly, it is recommended that Council authorises the CEO to enter into a new funding agreement with the MRBTA, which represents approximately 50% of the operating deficit of the two visitor centres within the City of Busselton. Officers recommend an amount of \$156,000 (ex GST) be supported in the 2017/18 budget plus an amount indexed to the annual Perth Consumer Price Index for the years 2018/19 and 2019/20.

OPTIONS

Council may elect to either:

- Discontinue grant funds to the MRBTA to support the visitor centres at Busselton and Dunsborough; or
- Increase the amount of funding to the MRBTA for visitor servicing activities; or,
- Decrease the amount of funding to the MRBTA for visitor servicing activities

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council agree to the Officer recommendation, City officers will prepare a new grant agreement with the MRBTA in early July 2017. The grant agreement will include a review of performance measurements for annual reporting.

Payments to the MRBTA will be made in financial years 2017/18; 2018/19 and 2019/20 and performance against the grant agreement will be measured on an annual basis.

OFFICER RECOMMENDATION

That the Council:

- 1) Authorises the CEO to enter into a new funding agreement with the Margaret River Busselton Tourism Association Inc (MRBTA) as follows:
 - a) Approved Purpose: to support the MRBTA to operate visitor centres at Dunsborough and Busselton;
 - b) Amount: \$156,000 (ex gst) in 2017/18, plus an amount indexed to the annual Perth Consumer Price Index for the years 2018/19 and 2019/20.



MARGARET RIVER BUSSELTON TOURISM
ASSOCIATION Inc.

FINANCIAL REPORT
For The Period Ended 30th June 2016

Contents

MRBTA STATEMENT OF FINANCIAL POSITION	4
MRBTA STATEMENT OF FINANCIAL PERFORMANCE	5
MRBTA STATEMENT OF CASH FLOW	6
MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS	7
NOTE 1 – STATEMENT OF SIGNIFICANT EVENTS.....	7
NOTE 1 – STATEMENT OF SIGNIFICANT EVENTS (continued).....	8
NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES	8
NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued).....	9
NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued).....	10
NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued).....	11
NOTE 3 - SURPLUS FROM ORDINARY ACTIVITIES	12
NOTE 4 - GRANT INCOME.....	12
NOTE 5 – CASH FLOW	12
NOTE 6 – FIXED ASSETS.....	13
NOTE 7 – INTANGIBLE ASSETS.....	13
NOTE 8 – LEASED ASSETS.....	14
NOTE 9- LEASE FINANCE COMMITMENTS.....	14
NOTE 10 - PROVISIONS	15
NOTE 11 - LOANS.....	15
NOTE 12 - OTHER LIABILITIES	15
NOTE 13 - OTHER ASSETS.....	16
NOTE 14 – SEGMENT INFORMATION.....	16
NOTE 15 – RELATED PARTY DISCLOSURES	16
NOTE 16 – LAND AND BUILDINGS.....	16
NOTE 17 – LEASE AND LICENCE AGREEMENTS.....	16
NOTE 18 - CAPITAL COMMITMENTS.....	17
NOTE 19 - SUBSEQUENT EVENTS.....	17
NOTE 20 - ECONOMIC DEPENDENCY	17
MRBTA STATEMENT BY THE MEMBERS OF THE BOARD	18
INDEPENDENT AUDITOR'S REPORT TO THE MARGARET RIVER BUSSELTON TOURISM ASSOCIATION INC.....	19
SUPPLEMENTARY INFORMATION (UNAUDITED).....	21
MRBTA STATEMENT OF FINANCIAL PERFORMANCE VISITOR CENTRES	21
MRBTA STATEMENT OF FINANCIAL PERFORMANCE ATTRACTIONS.....	22
MRBTA STATEMENT OF FINANCIAL PERFORMANCE MARKETING	23

MRBTA STATEMENT OF FINANCIAL PERFORMANCE ADMINISTRATION24

MRBTA STATEMENT OF FINANCIAL PERFORMANCE AIRPORT25

MRBTA STATEMENT OF FINANCIAL POSITION

FOR THE PERIOD ENDED 30TH June 2016

	NOTE	2016 \$
CURRENT ASSETS		
Cash Assets	5	2,452,591
Receivables		151,624
Inventories		283,032
Other		257,683
TOTAL CURRENT ASSETS		3,144,932
NON-CURRENT ASSETS		
Property, Plant and Equipment	6	438,950
Intangible Assets	7	204,182
Leased Assets	8	310,734
TOTAL NON-CURRENT ASSETS		953,866
TOTAL ASSETS		4,098,798
CURRENT LIABILITIES		
Payables		496,964
Current Tax Liabilities		238,407
Lease Liabilities	9	59,938
Provisions	10	352,462
Other	12	1,630,788
TOTAL CURRENT LIABILITIES		2,778,562
NON-CURRENT LIABILITIES		
Lease Liabilities	9	274,139
Provisions	10	32,858
Related Party Loans	11	864,746
TOTAL NON-CURRENT LIABILITIES		1,171,744
TOTAL LIABILITIES		3,950,306
NET ASSETS		148,492
ACCUMULATED FUNDS		
Surplus for Year		148,492
EQUITY		148,492

The accompanying notes form part of this financial report.

MRBTA STATEMENT OF FINANCIAL PERFORMANCE

FOR THE PERIOD ENDED 30TH June 2016

	NOTE	2016 \$
INCOME		
Management Fee		5,626,512
Booking Commissions & Recovery		478,897
Retail Sales		1,336,112
Membership Subscriptions		263,626
Display and Digital Income		58,029
Other Operating Income		303,524
		8,066,701
OPERATING EXPENSES		
Cost of Retail Sales		(662,244)
Interest Expense on Lease		(19,296)
Administration Expenses		(6,473,407)
Marketing Expenses		(413,130)
Occupancy Expenses		(324,039)
		(7,892,116)
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION		174,585
Net Interest Earned / Paid		9,954
Depreciation		(187,847)
Grant Income	4	151,800
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	3	148,492

The accompanying notes form part of this financial report.

MRBTA STATEMENT OF CASH FLOW

FOR THE PERIOD ENDED 30TH June 2016

	2016 Inflows/ (Outflows) \$
CASHFLOWS FROM OPERATING ACTIVITIES	
Receipts from Customers	8,056,922
Payments to Suppliers	(7,393,243)
Grants Received	151,800
Interest Received/Paid	9,954
Other Sundry Receipts	(805)
Net Cash Flow from Operating Activity (Note 5b)	<u>824,629</u>
CASHFLOW FROM INVESTING ACTIVITIES	
Proceeds from sale of Plant & Equipment	-
Payments for plant and equipment	(1,141,712)
Net Cash Flow used in Investing Activities	<u>(1,141,712)</u>
CASHFLOWS FROM FINANCING ACTIVITIES	
Related Party Loans	864,746
Other (Grant Funds)	1,630,789
Lease borrowings	239,436
Lease borrowing repayment	(19,296)
Net Cash Flow provided by Financing Activities	<u>2,769,675</u>
NET INCREASE IN CASH HELD	<u>2,452,591</u>
Add Opening Cash Brought Forward	-
Closing Cash Carried Forward (Note 5a)	<u>2,452,591</u>

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE PERIOD ENDED 30TH June 2016

This financial report relates to the Margaret River Busselton Tourism Association Inc. ("MRBTA") which was incorporated on the 13TH February 2015, registered office 100 Bussell Highway, Margaret River for the period ended 30 June 2016 to meet the requirements of its constitution and the Western Australian Incorporations Act.

NOTE 1 – STATEMENT OF SIGNIFICANT EVENTS

MRBTA commenced operations on the 1st of July 2015 to manage the daily operations of GBTA and AMRTA in accordance with the "objectives" as stated in the constitutions of GBTA and AMRTA.

A Management Agreement exists between the MRBTA, GBTA and AMRTA outlining the basis of management services provided by MRBTA. A cross guarantee also exists between MRBTA, GBTA and AMRTA entered into on the 26 February 2015.

In accordance with the management agreement the following changes have taken effect as at 1st July 2015:

- a) Retail Stock valued at \$109,716 was purchased from AMRTA by MRBTA at cost.
- b) Retail Stock valued at \$75,952 was purchased from GBTA by MRBTA at cost.
- c) MRBTA became the single employer of both associations, as a result all AMRTA and GBTA employees ceased employment as at 1st July 2015 and commenced employment with MRBTA on the 1st July 2015 with all entitlements and provisions as at 1 July 2015 transferred to MRBTA.
- d) MRBTA invoice revenue on behalf of AMRTA and GBTA in respect of AMRTA and GBTA vested assets. MRBTA subsequently charge a management fee based on 97% of all service income rendered on AMRTA and GBTA's behalf effective 1 July 2015.
- e) All other income which includes Accommodation & Tour Commission Income, Retail Sales, Membership Subscriptions and Display Income is now recognized in the financial records of MRBTA effective 1 July 2015.
- f) Expenditure including employee costs, cost of retail sales, marketing expenses, occupancy costs, branding and administration costs is now recognized in the financial records of MRBTA effective 1 July 2015.
- g) All capital contributions are recorded in MRBTA financial records. The expenditure for AMRTA and GBTA assets is recorded as expenditure in MRBTA and the capital increase in value is recorded as income in AMRTA and GBTA as a non-cash contribution.
- h) The loan between AMRTA and MRBTA is supported by the deed of cross guarantee between AMRTA, GBTA and MRBTA dated 26th February 2015. Per the deed no interest is payable on the loan and no fixed repayment schedule is in place. Therefore, the loan is classified as a non-current liability on the statement of financial position.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 1 – STATEMENT OF SIGNIFICANT EVENTS (continued)

- i) The loan between GBTA and MRBTA is supported by the deed of cross guarantee between AMRTA, GBTA and MRBTA dated 26th February 2015. Per the deed no interest is payable on the loan and no fixed repayment schedule is in place. Therefore, the loan is classified as a non-current liability on the statement of financial position.
- j) Effective 1 July 2015 membership subscriptions previously issued by AMRTA and GBTA are now issued by MRBTA.
- k) From 1st July 2015 the only members of AMRTA are the 9 directors previously appointed at the October 2014 AMRTA AGM.

NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Rules of Association and the Associations Incorporation Act Western Australia 1987. The Board has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Constitution and the Associations Incorporations Act of Western Australia 1987.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following specific accounting policies have been adopted in the preparation of this financial report.

a) Non - Current Assets

Property, Plant and Equipment

Each class of property, plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment losses.

Depreciation

The depreciable amount of property, plant and equipment are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold buildings and improvements are amortized over the shorter of either the unexpired period of the lease or estimated useful lives of the improvements.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The depreciation rates used for each class of depreciable assets are:

Land	Not depreciated
Freehold buildings	5%
Leasehold buildings	4%
Plant & Equipment	10%
Professional Library	10%
Signage & Sculptures	20%
Retail Fittings	20%
Computer Hardware & Software	25%
Motor Vehicles	20%
Intangibles	33%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the profit and loss statement.

b) Income Tax

The Association considers it is exempt from income tax under section 50-40 of the Income Tax Assessment Act 1997.

c) Inventories

Inventories are valued at the lower of cost or net realizable value. Cost is determined on the first-in first-out basis.

d) Employee Entitlements

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee benefits arising from wages and salaries and annual leave have been measured at their nominal amount plus on-costs. Long Service Leave is brought to account as a liability in the Statement of Financial Position after an employee has completed five years of continuous employment at nominal amounts, and include an allowance for on costs. Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred.

e) Trade Creditors

Liabilities are recognized for amounts to be paid in the future for goods or services, whether or not invoices have been received. Trade account payables are normally settled within 30 days.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

f) Leases

Lease payments under operating leases where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

Where a non-current asset is acquired by means of a finance lease, chattel mortgage or loan, the asset is capitalized at the purchase cost at the inception of the financial commitment and a liability recognized for the total lease payments at the inception of the lease. These assets are amortized over the period of the lease, chattel mortgage or loan. The payments are allocated between the principal component and the interest expense.

g) Trade Debtors

Trade debtors, which generally have 14 day terms, are recognized and carried at original invoice less an allowance for any uncollectable amounts.

An allowance for doubtful debts is made when there is objective evidence that the organization will not be able to collect the debts. Bad debts are written off when identified.

h) Impairment of Assets

At each reporting date, the Association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets' fair value less costs to sell and value-in use, is compared to the assets carrying value.

Being a not-for-profit entity, the recoverable amount of an asset is the depreciated replacement cost of the asset when the asset's future economic benefits do not primarily depend on the assets ability to generate net cash inflows and where the Association would, if deprived of the asset, replace its remaining future economic benefits.

Where it is not possible to estimate the recoverable amount of an individual asset, the Association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

i) Cash and cash Equivalents

Cash and cash equivalents include cash on hand any deposits held at - call with banks.

j) Goods & Services Tax (GST)

Revenues, expenses and assets are recognized net of the amount of goods and services tax (GST). Receivables and payables are stated with the amount of GST included.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 2 – STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

k) Revenue and Other Income

Grant revenue is recognized in the year received, or when funds have been committed by the funding provider, where it becomes certain. Interest revenue is recognized using the effective interest rate method. Revenue is measured at the fair value of the consideration received. All revenue is stated net of the amount of goods and services tax (GST). Revenue from the sale of goods is recognized at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods. Membership income is recognized during the period to which the memberships relate. Membership invoices raised during the year are invoiced at a pro-rata rate for that financial year. Management fees are charged in respect to GBTA and AMRTA vested assets at 97% of income generated from the operation of those vested assets in accordance with a Management Agreement.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 3 - SURPLUS FROM ORDINARY ACTIVITIES

	2016
	\$
Surplus from Ordinary Activities	
includes as Expenses:	
Depreciation and Amortisation expense	187,847
Audit Fees	26,116
includes as Income:	
Accommodation and Travel Commissions	478,897

NOTE 4 - GRANT INCOME

Operating Grant Funds	151,800
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NOTE 5 – CASH FLOW

(a) Reconciliation of Cash

Cash on hand	15,250
Cash at bank	2,437,341
	<u>2,452,591</u>

MRBTA has a NAB credit card facility limit of \$81,000 of which \$33,307.37 of this facility was used at 30 June 2016.

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus

Operating Surplus from ordinary	148,492
Net (Profit)/Loss on sale of assets	-
Depreciation and amortisation	187,847
Changes in Assets and Liabilities	
(Increase)/Decrease in Debtors	(151,625)
(Increase)/Decrease in stock	(283,032)
(Increase)/Decrease in creditors	496,964
(Increase)/Decrease in Lease Liabilities	59,939
(Increase)/Decrease in provision for annual leave	234,995
(Increase)/Decrease in provision for long service leave	50,326
(Increase)/Decrease in other current assets	(257,684)
(Increase)/Decrease in Current Tax Liabilities	238,408
Net Cash Flow From Operating Activities	<u>824,629</u>

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 6 – FIXED ASSETS

	2016
	\$
Busselton Visitor Centre - at cost	118,108
Less Accumulated depreciation	4,339
	<u>113,769</u>
Computer Hardware and Software - at cost	228,987
Less Accumulated depreciation	35,638
	<u>193,349</u>
Plant and Equipment - at cost	100,079
Less Accumulated depreciation	5,534
	<u>94,545</u>
Signage - at cost	24,327
Less Accumulated depreciation	3,635
	<u>20,692</u>
Sculptures - at cost	20,610
Less Accumulated depreciation	4,015
	<u>16,595</u>
	<u>438,950</u>

NOTE 7 – INTANGIBLE ASSETS

MRBTA Branding	115,967
Less Accumulated depreciation	31,934
	<u>84,033</u>
Website and App	170,817
Less Accumulated depreciation	50,668
	<u>120,149</u>
	<u>204,182</u>

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 8 – LEASED ASSETS

	2016
	\$
Leased Motor Vehicles	361,726
Less Accumulated depreciation	50,992
	<u>310,734</u>

NOTE 9- LEASE FINANCE COMMITMENTS

Future minimum lease payments payable at 30th June 2017	
Not later than 1 year	78,452
Less unexpired interest charges	<u>(18,514)</u>
	<u>59,938</u>
Greater than 1 year but not greater than 5 years	304,100
Less unexpired interest charges	<u>(29,961)</u>
	<u>274,139</u>

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016

NOTE 10 - PROVISIONS

	2016
	\$
Current:	
Provisions for Annual Leave	234,994
Provision for Long Service Leave	117,468
	<u>352,462</u>
Non-Current:	
Provision for Long Service Leave	<u>32,858</u>

NOTE 11 - LOANS

Related Party Loans	
AMRTA	821,993
GBTA	42,753
	<u>864,746</u>

The loans with related parties are supported by the deed of cross guarantee between AMRTA, GBTA and MRBTA dated 26 February 2015. Per the deed, no interest is payable on the loans and no fixed repayment schedule is in place. As a result, the loans are classified as a non-current liability.

NOTE 12 - OTHER LIABILITIES

	2016
	\$
Current:	
Royalties for Regions Lighthouse Grant	1,332,000
WA Tourism Visitor Centre Grant	120,500
Accrued Expenses	178,288
	<u>1,630,788</u>

Grant revenue received recognised as liabilities within the statement of financial position occurs when conditions are attached to the grant which have not been satisfied at balance date. As a result, the association is not eligible to receive the funds and the recognition of the grant income is deferred until those conditions are satisfied.

MRBTA NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE PERIOD ENDED 30TH June 2016NOTE 13 - OTHER ASSETS

	2016
	\$
Current:	
Prepayments	18,124
Accrued Revenue - Insurance Recovery Jewel Fire	239,559
	<u>257,683</u>

NOTE 14 – SEGMENT INFORMATION

The Association operates predominantly in one industry – tourism, and in one geographical area – Western Australia.

NOTE 15 – RELATED PARTY DISCLOSURES

Certain members of the committee of management, or their related entities, entered into transactions with the Association under normal commercial terms and conditions.

NOTE 16 – LAND AND BUILDINGS

Land and buildings include the temporary building which houses the Busselton Visitors Centre at the Busselton Foreshore as of 6 July 2015. When the Railway House complex at the Busselton Foreshore is complete – currently scheduled for 2017, the Busselton Visitors Centre will relocate there.

NOTE 17 – LEASE AND LICENCE AGREEMENTS

- a. Property Lease – Busselton Foreshore
On the 23rd July 2015 MRBTA entered into a Lease Agreement to occupy Reserve 38558, Lot 431 Queen Street, Busselton with an expiry date of 60 days after the Practical Completion Date (refer to Railway House Lease). The rental obligation in respect to this lease is \$200 per annum excluding GST.
- b. Property Lease – Part of Railway House
On the 23rd July 2015 MRBTA entered into a Lease Agreement to occupy Reserve 38558, Lot 424 Queen Street, Busselton for a term of 21 years commencing on the Practical Completion Date. The rental obligation in respect to this lease is \$200 per annum excluding GST.
- c. Equipment Lease – BookEasy Licence Agreement
MRBTA entered into an operating lease for BookEasy Software for a 48 month term, on the 1st July 2015. Rental payments are dependent upon total bookings processed.
- d. Motor Vehicle Lease – Toyota Finance
MRBTA entered into an operating lease for Motor Vehicles as per table below. Rental payments are dependent upon usage.

e.

Motor Vehicle	Lease Terms (months)	Commencement Date
2015 Prado	48	1 July 2015
2015 FJ Cruiser	48	1 July 2015
2015 RAV4	48	1 July 2015
2015 RAV4	48	1 July 2015
2015 Hiace Commuter Bus	48	1 July 2015
2015 Hilux Ute	48	1 July 2015
2015 Hilux Ute	48	1 July 2015
204 Camry Hybrid	24	1 July 2015
2015 Hilux Ute	36	17 May 2016

- f. MRBTA entered into an agreement with Busselton Toyota on the 21 July 2015 agreeing to purchase all motor vehicles from Busselton Toyota and offer certain marketing opportunities by way of the MRBTA website and promotion of the relationship between MRBTA and Busselton Toyota as their exclusive motor vehicle supplier. This agreement expires on the 1 July 2019.

NOTE 18 - CAPITAL COMMITMENTS

As at 30th June 2016 the Association had no outstanding capital commitments.

NOTE 19 - SUBSEQUENT EVENTS

There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Board, to affect significantly the operations of the Association, the results of those operations, or the state of affairs of the Association in future financial years.

NOTE 20 - ECONOMIC DEPENDENCY

The ongoing operation of MRBTA is dependent upon the continued financial support between GBTA, AMRTA and MRBTA, as documented within the Deed of Cross Guarantee dated 26 February 2015, and ongoing support from members of MRBTA by way of annual membership fees. Future operations of MRBTA and MRBTA's ability to continue as a going concern, are dependent upon the outcomes of the above.

MRBTA STATEMENT BY THE MEMBERS OF THE BOARD

The Board have determined that the association is not a reporting entity.

The Board have determined that this special purpose financial report should be prepared in accordance with the accruals basis of accounting, outlined in Note 1 to the financial report.

In the opinion of the Board the attached financial statement:

1. Presents fairly the financial position of the MRBTA as at 30 June 2016 and its performance for the period ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that MRBTA will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board and is signed on behalf of the Board by:



Trent Bartlett
Chairman

Board Member

Dated this 1st day of August 2016



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**INDEPENDENT AUDITOR'S REPORT
TO THE MARGARET RIVER BUSSELTON TOURISM ASSOCIATION INC.**

We have audited the accompanying financial report, being a special purpose financial report, of Margaret River Busselton Tourism Association Inc. (the association), which comprises the statement of financial position as at 30 June 2016, the statement of financial performance for the period then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the Board on the financial statements giving a true and fair view of the financial position and performance of the association.

Board's Responsibility for the Financial Report

The Board of Margaret River Busselton Tourism Association Inc. is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation described in Note 2 is appropriate to meet the requirements of the Associations Incorporation Act (Western Australia) 1987 and is appropriate to meet the needs of the members. The Board's responsibilities also includes such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Margaret River Busselton Tourism Association Inc Financial
Report for the period ended 30 June 2016

Opinion

In our opinion, the financial report presents fairly, in all material respects the financial position of Margaret River Busselton Tourism Association Inc. as of 30 June 2016 and of its financial performance for the period then ended in accordance with the accounting policies described in Note 2 to the financial statements, and the requirements of the Associations Incorporation Act (Western Australia) 1987.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Margaret River Busselton Tourism Association Inc. to meet the requirements of the Associations Incorporation Act (Western Australia) 1987. As a result the financial report may not be suitable for another purpose.

AMD Chartered Accountants



TIM PARTRIDGE
Director

Bunbury, Western Australia

Dated this 1st day of August 2016

SUPPLEMENTARY INFORMATION (UNAUDITED)

MRBTA STATEMENT OF FINANCIAL PERFORMANCE VISITOR CENTRES

FOR THE PERIOD ENDED 30TH June 2016

	2016
	\$
INCOME	
Booking Commissions & Recovery	478,168
Retail Sales	491,097
Display and Digital Income	49,968
Rental Income	30,250
Other Operating Income	22,315
TOTAL INCOME	1,071,800
OPERATING EXPENSES	
Cost of Retail Sales	(270,205)
Interest Expense on Lease	(4,870)
Administration Expenses	(1,578,603)
Marketing Expenses	(14,957)
Occupancy Expenses	(140,877)
TOTAL OPERATING EXPENSES	(2,009,513)
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION	(937,713)
Net Interest Earned / Paid	1,779
Depreciation	(30,732)
Gain/Loss on Sale of Asset	(1,024)
Grant Income	151,800
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	(815,890)

The accompanying notes are based on management accounts and do not form part of the audited report.

Accommodation and Tour Bookings taken on behalf of operators on which the association earned commission	2016	2016
	#	\$
Accommodation	8616	3,198,604
Tours	6090	1,175,163
	Visitation	Operating
	Numbers	Loss
Busselton Visitor Centre	193,066	(239,111)
Dunsborough Visitor Centre	86,139	(92,393)
Augusta Visitor Centre	36,986	(103,376)
Margaret River Visitor Centre	225,487	(381,011)
	541,678	(815,890)

MRBTA STATEMENT OF FINANCIAL PERFORMANCE ATTRACTIONS

FOR THE PERIOD ENDED 30TH June 2016

	2016
	\$
INCOME	
Admission Income	5,268,666
Retail Sales	843,496
Rental Income	55,581
Other Operating Income	273,065
TOTAL INCOME	6,440,807
OPERATING EXPENSES	
Cost of Retail Sales	(386,957)
Interest Expense on Lease	(9,345)
Administration Expenses	(2,895,530)
Marketing Expenses	(6,020)
Occupancy Expenses	(178,420)
TOTAL OPERATING EXPENSES	(3,476,273)
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION	2,964,533
Depreciation	(29,928)
Gain/Loss on Sale of Asset	(886)
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	2,933,720

The accompanying notes are based on management accounts and do not form part of the audited report.

	2016	2016
	#	\$
	Visitation	Operating
	Numbers	Surplus
Lake Cave	56,590	412,021
Jewel Cave	56,784	596,577
Ngilgi Cave	65,665	683,347
Mammoth Cave	62,049	696,729
Cape Leeuwin Lighthouse	101,786	432,896
Cape Naturaliste Lighthouse	43,123	(4,184)
Attraction Administration		116,333
	385,997	2,933,720

MRBTA STATEMENT OF FINANCIAL PERFORMANCE MARKETING

FOR THE PERIOD ENDED 30TH June 2016

	2016
	\$
INCOME	
Membership Subscriptions	263,651
Display and Digital Income	7,953
Other Operating Income	1,913
TOTAL INCOME	<u>273,517</u>
OPERATING EXPENSES	
Interest Expense on Lease	(1,848)
Administration Expenses	(726,450)
Marketing Expenses	(378,964)
Occupancy Expenses	(1,279)
TOTAL OPERATING EXPENSES	<u>(1,108,541)</u>
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION	(835,024)
Depreciation	(91,993)
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	<u>(927,017)</u>

The accompanying notes are based on management accounts and do not form part of the audited report.

MRBTA STATEMENT OF FINANCIAL PERFORMANCE ADMINISTRATION

FOR THE PERIOD ENDED 30TH June 2016

	2016
	\$
INCOME	
Other Operating Income	5,656
TOTAL INCOME	<u>5,656</u>
OPERATING EXPENSES	
Cost of Retail Sales	(5,055)
Interest Expense on Lease	(3,232)
Administration Expenses	(976,588)
Marketing Expenses	(13,188)
Occupancy Expenses	(319)
Management Fee	(174,560)
TOTAL OPERATING EXPENSES	<u>(1,172,942)</u>
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION	(1,167,286)
Net Interest Earned / Paid	8,175
Depreciation	(34,829)
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	<u>(1,193,940)</u>

The accompanying notes are based on management accounts and do not form part of the audited report.

MRBTA STATEMENT OF FINANCIAL PERFORMANCE AIRPORT

FOR THE PERIOD ENDED 30TH June 2016

	2016
	\$
INCOME	
Ground Handling Income	447,058
Other Operating Income	2,440
TOTAL INCOME	<u>449,498</u>
OPERATING EXPENSES	
Administration Expenses	(294,370)
Occupancy Expenses	(3,144)
TOTAL OPERATING EXPENSES	<u>(297,514)</u>
OPERATING SURPLUS BEFORE INTEREST AND DEPRECIATION	151,984
Depreciation	(365)
OPERATING SURPLUS FROM ORDINARY ACTIVITIES	<u>151,619</u>

The accompanying notes are based on management accounts and do not form part of the audited report.



March 2017

Visitor Servicing Update: Busselton and Dunsborough Visitor Centres

The Margaret River Busselton Tourism Association (MRBTA) operates two accredited visitor centres in the City of Busselton – in Railway House on the Busselton Foreshore and at Dunn Bay Road in Dunsborough. The visitor centres are open every day of the year except for Christmas Day, providing a free information service to visitors, accommodation and tour bookings, merchandising and WIFI access.

In 2016, the Busselton and Dunsborough visitors centres welcomed more than 270,000 visitors through their doors. Dunsborough's door numbers have remained steady for the last three years. Busselton saw a decline in visitation in 2016 due to the move from the tower into the temporary building on the Foreshore. MRBTA anticipates visitation to grow steadily past 2015 levels in our new location once the foreshore works have been completed. Combined, the centres directly facilitated bookings for 3,147 bed nights at a value of \$560,315, and 1,148 tours at a value of \$243,840.

	Year Ending Dec 2016	Year Ending Dec 2015	Year Ending Dec 2014
Busselton Visitor Centre			
Visitors	184,734	200,309	198,819
Bed nights (number)	2,221	2,218	2,652
Bed nights (value)	\$364,504	\$352,219	\$429,373
Tours (number)	739	798	936
Tours (value)	\$159,905	\$164,396	\$162,612
Dunsborough Visitor Centre			
Visitors	85,440	85,713	86,882
Bed nights (number)	926	970	994
Bed nights (value)	\$195,811	\$175,544	\$175,167
Tours (number)	409	439	430
Tours (value)	\$83,935	\$88,131	\$81,994

The Association produces a range of travel publications including 200,000 regional maps, 18,000 Busselton cruise maps, and 100,000 magazines which are distributed through the visitor centres.



In addition to its physical sites, the Association manages the destination website, which is an important source of information for visitors to the region. There were 1,251,873 sessions at the website in 2016, up 20% from 1,043,141 in 2015. A region app provides information to visitors on-the-go, including an audio tour of the Busselton Jetty. To keep pace with the way visitors plan and book their holidays, interactive touchscreens have been installed in Busselton and will be rolled out in Dunsborough in the coming year, to provide an integrated visitor experience.

The MRBTA represents and provides product distribution, booking and sales for 746 member businesses, 336 (45%) of which are in the City of Busselton.

Accommodation	82	Wineries & Breweries	48
Tours & Transport	38	Attractions	26
Dining & Restaurants	31	Artisans & Galleries	17
Brewery & Distillery	5	Retail & Boutique	16
Gourmet Produce	20	Other Services	53

The Association's policy is to promote its members, however, may other businesses operating the City boundaries also receive benefits from the MRBTA's information services.

Tourism Research Australia's report 'The Influence of Western Australian Visitor Centres on Tourist Behaviour' (September 2015) clearly demonstrates that visitor centres increase yield from visitors. Specifically:

- 13% of those who used a visitor centre extended their stay in a location as a result. The average increase in length of stay was two nights.
- The amount of expenditure that survey respondents directly attributed to their visitor centre stop in the south west was \$18.10, or 15% of their total spend.

Testament to the quality of MRBTA's visitor servicing and marketing the organisation won gold at the 2016 WA Tourism Awards for 'Visitor Information Services' and 'Destination Marketing', and silver at the 2016 Australian Tourism Awards for 'Visitor Information Services'. The Tourism Services Manager is the Chair of the Visitor Centre Association of Western Australia (VCAWA), and a board member of the Tourism Council of Western Australia (TCWA), ensuring the region is at the forefront of visitor servicing.

The MRBTA provides valuable support to the City through its involvement in attracting and coordinating cruise ship arrivals. The MRBTA attended the Cruise Down Under Conference, has hosted a number of famils of cruise company executives and coordinated more than 70 volunteers for 18 cruise ship arrivals with 26,852 passengers disembarking.



The MRBTA also supports the City's events program through securing 200 room nights for Ironman and assisting to coordinate Leavers accommodation and celebrations each year.

The primary cost to the MRBTA in the provision of visitor servicing is the free information provided from the physical visitor centres on behalf of all businesses across the City of Busselton. In 2016/17, MRBTA Busselton and Dunsborough Visitor Servicing expenses will total more than \$835,882, excluding finance and administration costs associated with commercial operations. The largest expense is salaries and wages for 8 full-time equivalent staff to operate the centres year round. This is offset by revenue from booking commissions, retail sales and membership, but will still result in an estimated operating deficit of approximately \$313,514. This is balanced from the operating surpluses of its commercial operations (caves, lighthouses and airport ground handling).

MRBTA 2015/16	BVC	DVC	Total
Booking Commissions	57,925	25,841	83,766
Other	16,917	(881)	16,036
Rental/Lease Income	30,250		30,250
City of Busselton Funding	75,900	75,900	151,800
Retail Sales	88,337	30,691	119,027
Membership	118,632		118,632
GROSS PROFIT	387,960	131,551	519,511
Overheads	70,840	24,615	95,455
Marketing Expenses	4,643	407	5,050
Wage Expenses	409,253	172,196	581,449
Membership Expenses	161,652		161,652
Occupancy Expenses	12,251	25,875	38,126
Total Expenses	758,639	223,092	981,732
PROFIT/LOSS	(270,679)	(91,542)	(362,221)



MRBTA 2016/17 Estimated	BVC	DVC	Total
Booking Commissions	57,534	21,022	78,555
Other	14,485	1,642	16,127
Rental/Lease Income	20,417		20,417
City of Busselton Funding	75,960	75,960	151,919
Retail Sales	98,746	35,900	134,645
Membership	120,704		120,704
GROSS PROFIT	387,845	134,523	522,368
Overheads	65,686	29,257	94,943
Marketing Expenses	1,244	360	1,603
Wage Expenses	414,256	156,234	570,489
Membership Expenses	139,902		139,902
Occupancy Expenses	5,783	23,161	28,945
Total Expenses	626,871	209,011	835,882
PROFIT/LOSS	(239,026)	(74,488)	(313,514)

The proliferation of Online Travel Agents (OTA's such as wotif, booking.com, Expedia) are diminishing revenue streams for visitor centres. Despite this, visitors expect the same service to be available to them at the location. Businesses also expect their product to be promoted locally at the destination, but do not have the capacity to fully fund visitor centre operations.

A copy of the MRBTA Audited Financials for 2015/2016 are attached.

Regards

Matt Norton
Tourism Services Manager

13.4 CHAMBERS OF COMMERCE FUNDING PROPOSAL

SUBJECT INDEX:	Business Development
STRATEGIC OBJECTIVE:	A community where local business is supported and in turn drives our economy
BUSINESS UNIT:	Community and Commercial Services
ACTIVITY UNIT:	Economic Development
REPORTING OFFICER:	Director, Community and Commercial Services - Naomi Searle
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Nil

PRÉCIS

The Busselton and Dunsborough Yallingup Chambers of Commerce presented a proposal for seed funding to jointly employ a Chief Executive Officer to service both organisations. This report outlines the proposal and recommends funding be allocated from the 2016/17 'Budget Surplus Contingency Holding Account' to support the achievement of set Key Performance Indicators.

BACKGROUND

Over recent times the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry (Chambers) have been exploring ways in which both organisations can collaborate to more efficiently deliver services to their respective members and more generally, to the District's business community. The Chambers identified the best way in which to achieve this is to jointly employ a Chief Executive Officer (CEO) to service both organisations. Whilst both Chambers currently rely on sponsorship and membership to fund their activities, the ability to stretch these funds to employ a CEO is limited. The Busselton Chamber has also indicated that should funding not be secured that the organisation may fold. As such, the Chambers presented Council a funding proposal of \$50k to fund the CEO's position, in addition to subsequent annual ongoing funding of 15% of the Industrial and Commercial Differential Rate, equating to approximately \$100k per year.

As part of the proposal the Chambers put forward the following key performance indicators (KPIs);

- Commitment to host 4 combined networking events per year
- Commitment to host monthly workshops specific to business and industry, including capacity building
- CBD business engagement and revitalisation
- Engagement with Margaret River Busselton Tourism Association and Margaret River Wine Association to create business building strategies
- A business plan and strategic plan
- CEO to advocate for all members of both Chambers and be available to drive projects on behalf of both Chambers
- Business expo – 2018 highlighting opportunities to business by airport
- Collaboration between all Chambers in the Capes Region to facilitate cluster development, projects and events
- Cluster development in catchment area of City of Busselton – encouraging connectivity and synergies B2B to enhance growth, innovation and opportunity
- Collaboration with Central Queensland University to develop business and industry and attraction of international students and academics
- Strategic development with Regional Chambers of Commerce and Industry WA and Chambers of Commerce and Industry WA to explore avenues for growth and funding
- Innovation in networking opportunities to best reach a wide range of various businesses and intellectual resources – members and non-members

- Specific focus on export market to ensure businesses and entrepreneurs have information and pathways to encourage export growth
- Smart Cities projects suitable to be implemented in this region and funding sourced
- Direct engagement with businesses to determine state of their industry, barriers to business, economic impact of regular events, crime and anti-social behaviour.

STATUTORY ENVIRONMENT

Nil.

RELEVANT PLANS AND POLICIES

A collaborative partnership between the two Chambers of Commerce and the achievement of Key Performance Indicators as outlined in the OFFICER COMMENT section of this report is consistent with the City of Busselton's Economic Development Strategy and Social Plan.

FINANCIAL IMPLICATIONS

There is an allocation in the 2016/17 budget 'Budget Surplus Contingency Holding Account' for unexpected projects that may arise during the year that were not necessarily foreseen during the budget process. This account is held in the CEO's budget, of which \$37,047 remains unspent which could be allocated towards the Chambers' funding proposal.

The Industrial and Commercial Differential Rate currently generates \$647,400, which is distributed towards events and marketing. In the draft 2017/18 budget, \$347,400 has been allocated towards events and \$300k towards marketing, specifically to fund the airline marketing program as part of the City's required contribution towards the Busselton-Margaret River Airport Development Project. Funding towards this program will need to be allocated over the next three years, reducing the overall available funds for events and marketing. Differential Rate funds are allocated on an application basis, with recommendations made to the Council by the Marketing and Events Reference Group. Generally funds for staff costs are not recommended, however any Differential Rate funds allocated to the Chambers, whether it be related to staffing costs or specific event/business workshops, would need to be undertaken through this process to ensure consistency.

Long-term Financial Plan Implications

Ongoing financial support for the Chambers has not been allocated within the City's Long-term Financial Plan. Any future funding allocations would need to be considered through the annual budget process. Whilst the Industrial and Commercial Differential Rate contributes approximately \$650k towards events and marketing activities, the allocation of funding through this budget would need to be assessed on an individual basis against other funding proposals/applications.

STRATEGIC COMMUNITY OBJECTIVES

Key Goal Area 4: Economy: Diverse, robust, prosperous:

- Objective 4.1 - *'An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.'*
- Objective 4.2 - *'A community where local business is supported and in turn drives our economy.'*

RISK ASSESSMENT

The recommendations contained within this report are considered low risk and as such a formal risk assessment is not provided.

CONSULTATION

Consultation has been undertaken with the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry.

OFFICER COMMENT

On 14 June 2016 the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry jointly presented a proposal to Council seeking \$50k in seed funding for the position of CEO to service both Chambers. The objective of the proposal is to 'drive innovation, project implementation and economic growth'. The request included funding to be individually allocated to each Chamber. Whilst the Chambers have made it clear that it is not their intention to seek ongoing funding from City to fund the employment of the CEO, their proposal included subsequent ongoing funding of 15% of the Industrial and Commercial Differential Rate per annum for the continuation of 'programmes of development that ensure growth of a sustainable economy.' This equates to approximately \$100k per year from a budget of approximately \$650k. However, the allocation of funding through the Differential Rate is already stretched with the City allocating \$300k each year over the next three years towards airline marketing as part of the City's required contribution towards the Airport Development Project, in addition to multi-year agreements entered into for specific events. Any funding allocation from this budget will need to be assessed on a competitive basis against other applications.

Given the importance of local Chambers of Commerce to the regional economy, and that the City's two Chambers are collaborating, it is recommended that seed funding be provided as a stop gap measure to ensure both Chambers can efficiently function over the next 12 months. It is also recommended that clear and measurable KPIs are set to ensure any funding provided has a positive impact on local business and achieves real, measurable outcomes. On this basis the following KPIs are recommended:

1. Prepare a written Business plan to evidence how the Busselton and Dunsborough CCIs will become sustainable, including;
 - a. Resources and staffing
 - b. Income
 - c. Expenditure
 - d. Membership numbers (base-Busselton & Dunsborough, Vasse and LIAs)
 - e. Sponsorship
 - f. Potential grants and external funding
 - g. Other commercial activities / opportunities for the Chambers

The business plan should be delivered within 3 months and extend for three financial years.

2. Networking
 - a. Four combined Chamber networking functions per year
3. Capacity Building to include five business workshops per year including;
 - a. Two tourism related workshops in conjunction with MRBTA
 - b. How to win Local and State government contracts
 - c. How to successfully grow your business to meet future Busselton Margaret River Airport passenger expectations and demand
 - d. How to identify supply chains to grow your business (industry clusters)

4. CBD Revitalisation – Engagement with Busselton and Dunsborough CBD businesses with the following outcomes;
 - a. Combined or separate Workshop(s)
 - b. Action and implementation plan
 - c. CBD event for Busselton and Dunsborough
5. Advocacy – Identify issues and topics on behalf of City of Busselton business and industry and prepare submission/paper including;
 - a. Topic research and written submission/paper
 - b. Presentation to Council (prior to submission)
 - c. Follow-up report on feedback/response received.

In order to achieve these KPIs, an MOU between the two organisations will be required, ensuring City funds are spent on the intended purpose.

Generally local governments do not fund Chambers of Commerce for staff related costs, however it is evident through the financial situations presented that seed funding is required to ensure both organisations remain active through the employment of a dedicated CEO. On this basis staff have developed KPI 1 to enable the Chambers to identify ways in which to become sustainable, thus removing the need to rely on ongoing City funds. As such, it is recommended that funding only be provided for one year. This will enable Council to review the situation towards the end of the 2017/18 financial year, and also enable the Chambers to develop ways in which to become sustainable without the reliance on City funding.

Whilst the Chambers requested \$50k they also indicated that they would be willing to work within any level of funding provided. Given that both organisations already have revenue streams, it is suggested that a partnership approach be taken and as such it is recommended that \$38k be allocated, \$25k towards the Busselton Chamber and \$13k towards the Dunsborough Yallingup Chamber. With approximately 3,400 business operating in the District, 65% located in Busselton and 35% in Dunsborough-Yallingup, this funding distribution is reflective of the number of businesses each organisation represents.

CONCLUSION

The Busselton and Dunsborough Chambers of Commerce have been operating for a number of years as key representative bodies for the District's businesses. Ongoing representation of the Chambers as advocates for local businesses is seen as a key economic development activity. The KPIs recommended by staff assists in achieving key outcomes of the City's Economic Development Strategy and Social Plan, whilst enabling the Chambers to assess ways in which they can be sustainable into the future.

Should Council support the allocation of funding to the Chambers of Commerce, the execution of a funding agreement with the City will be required. This will outline set KPIs and require the Chambers to jointly present progress reports to Council in December 2017 and June 2018.

OPTIONS

Council may choose not to support the Chambers of Commerce proposal, alternatively Council may choose to support the proposal for an alternate amount.

Council may also choose to fund the Chambers of Commerce through the 2017/18 budget, however this will require an amendment to the draft 2017/18 budget which will impact the delivery of other services or planned projects.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council choose to allocate funds to the Chambers of Commerce, a funding agreement will be executed between the two organisations within one month.

OFFICER RECOMMENDATION

That the Council:

1. Allocates \$38k from the 2016/17 'Budget Surplus Contingency Holding Account' (100.10001.3680) to the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry and that the Chief Executive Officer enters into a funding agreement with the organisations on the following basis:
 - a) a Memorandum of Understanding is executed between the two organisations within one month
 - b) achievement of Key Performance Indicators (KPIs) as outlined in this report
 - c) that progress reports be presented to the Council in December 2017 and June 2018 outlining the achievement of KPIs
 - d) \$25k be allocated to the Busselton Chamber of Commerce and Industry, and \$13k allocated to the Dunsborough Yallingup Chamber of Commerce and Industry

14. FINANCE AND CORPORATE SERVICES REPORT

Nil

15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	Accountable leadership that is supported by a skilled and professional workforce.
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 ↓ Attachment B Planning Applications determined ↓ Attachment C State Administrative Tribunal Appeals ↓ Attachment D Meelup Regional Management Committee Minutes ↓

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 May, 2017 and 31 May, 2017. 55 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 May, 2017 and 31 May, 2017. A total of 50 applications (including subdivision referrals) were determined by the City during this period with 49 approved /supported and 1 refused / not supported.15.1

15.1.2 State Administrative Tribunal Appeals

Attachment C is a list showing the current status of State Administrative Tribunal Appeals involving the City of Busselton as at 8 June, 2017.

15.1.3 Informal Meelup Regional Management Committee Minutes

Attachment D shows the minutes of the informal Meelup Regional Management Committee Meeting held on Monday 29 May 2017.

OFFICER RECOMMENDATION

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

- 15.1.1 Planning and Development Statistics
- 15.1.2 State Administrative Tribunal Appeals
- 15.1.3 Informal Meelup Regional Management Committee Minutes

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Application Deemed	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
DA17/0348	Use Not Listed (Telecommunications Facility)	1273 Wildwood Road~YALLINGUP WA 6282	Lot 6 DIAGRAM 90281	17/05/2017	17/05/2017	130000	Christine Judith Byatt	Deighton Pty Ltd	15
DA17/0351	Short Stay Tourist Unit	2/26 Yallingup Beach Road~YALLINGUP WA 6282	Lot 2 SSPLN 44466	16/05/2017	25/05/2017	750000	Benjamin Ryan Rattigan	Dane Design Australia Pty Ltd	2
DA17/0353	Grouped Dwelling (Balcony Addition in Special Character Area)	8A Gibney Street~DUNSBOROUGH WA 6281	Lot 1 STPLN 18112	22/05/2017		40000	Stephen Keith Twartz	Byrneside Building Pty Ltd	18
DA17/0354	Rural Workers Dwelling	199 Gale Road~METRICUP WA 6280	Lot 132 PLAN 32067	17/05/2017		70000	Peter Clarence Horne & Joan Margaret Horne	Damon Horne	2
DA17/0355	Single House (Reduced Primary Street Setback)	9 Moorhen Street~BROADWATER WA 6280	Lot 611 PLAN 59384	22/05/2017	22/05/2017	200000	Aimee Louise Burrows	Aimee Louise Burrows	15
DA17/0356	Single House (Carport Addition with Reduced Setback)	17 Derek Street~WEST BUSSELTON WA 6280	Lot 71 PLAN 8534	22/05/2017	22/05/2017	3200	Sylvia Evelyn Dawson & Emmerich John Puff	Cape Shades	15
DA17/0357	Caravan Park and Camping Grounds (RetrospectiveTransportable Cabin)	228 Caves Road~SIESTA PARK WA 6280	Lot 5303 PLAN 220583	25/05/2017		25000	Seventh Day Adventist Church Ltd	Seventh Day Adventist Church Ltd	15
DA17/0358	Additional Dwelling to Form 2 Grouped Dwellings	88 Reynolds Street~WEST BUSSELTON WA 6280	Lot 70 DIAGRAM 24037	17/05/2017	24/05/2017	242103	Denny Schmidt	Tangent Nominees Pty Ltd	21
DA17/0359	Aged Persons Home (Patio Addition)	20 Ray Avenue~BROADWATER WA 6280	Lot 3 DIAGRAM 15468	18/05/2017	23/05/2017	6730	Ray Village Aged Services Inc	CPR Outdoor Centre	20
DA17/0360	Restaurant (Ancillary to Existing Brewery)	2/40 Hemsley Road~NATURALISTE WA 6281	Lot 2 STPLN 32549	17/05/2017		1	Jenny Joan Wood	Bush Shack Brewery	6
DA17/0361	Single House (Alterations and Additions with Reduced Rear Setback)	10 Forth Street~ABBEY WA 6280	Lot 113 DIAGRAM 51559	18/05/2017	23/05/2017	95000	Sylvia Ann Annear & William Robert Annear	Mark Webster Design	12

DA17/0362	Signage (New Land Estate Signage)	Busselton Bypass~VASSE WA 6280	Lot 2 DIAGRAM 25825	18/05/2017	23/05/2017	4000	QUBE Property Group Pty Ltd	QUBE Property Group Pty Ltd	18
DA17/0363	Outbuilding (Reduced Setbacks)	11 Boiler Terrace~WEST BUSSELTON WA 6280	Lot 735 PLAN 402346	17/05/2017		500	Dale Kendall Bolst & Sharon Kate Bolst	Dale Kendall Bolst, Sharon Kate Bolst	23
DA17/0364	Outbuilding (Carport with Reduced Setbacks)	22 Hudson Place~WEST BUSSELTON WA 6280	Lot 9 PLAN 40674	19/05/2017	23/05/2017	5000	Alan John Neville & Colleen Joy Neville	Alan John Neville, Colleen Joy Neville	9
DA17/0365	Relocated Building Envelope (Unauthorised Studio and Pergola and Proposed Outbuildings and Swimming Pool)	42 Blue Orchid Court~YALLINGUP WA 6282	Lot 9 PLAN 24327	19/05/2017		50000	David Mark Ian Scott	Duet Design	13
DA17/0366	Patio (reduced front and side setbacks)	1 Kite Court~GEOGRAPHE WA 6280	Lot 2 SSPLN 39941	17/05/2017	29/05/2017	7500	Neil Thomas Honey & Janet Patricia Honey	Cape Shades	6
DA17/0367	Outbuilding with Reduced Side Setback (Coastal Management & Landscape Value Area)	618 Caves Road~MARYBROOK WA 6280	Lot 20 DIAGRAM 20736	17/05/2017	25/05/2017	47000	Ivan Humich	Qest Holdings Pty Ltd	6
DA17/0368	Single House (Port Geographe Development Area)	10 Mainsail Street~GEOGRAPHE WA 6280	Lot 18 PLAN 50929	22/05/2017	24/05/2017	285000	Sylvia Mary Ann Baker & Martin Kenneth Baker	Next Practice	15
DA17/0369	Restaurant (Alterations and Additions)	252 Eagle Bay Road~NATURALISTE WA 6281	Lot 143 PLAN 24553	22/05/2017	25/05/2017	100000	John Stuart D'Espeissis	PGPM Pty Ltd	16
DA17/0370	Building Envelope Modification and Outbuilding (Landscape Value Area)	37 Grasstree Place~YALLINGUP WA 6282	Lot 107 PLAN 39416	25/05/2017	25/05/2017	25000	Peter Stopford Owen Hughes	Busselton Sheds Plus	0
DA17/0371	Holiday Home (Grouped Dwelling) 4 People	9/3 Spindrift Cove~QUINDALUP WA 6281	Lot 9 SSPLN 57301	22/05/2017	25/05/2017	0	Denis Everard Hermon & Wendy Margaret Hermon	Denis Everard Hermon, Wendy Margaret Hermon	3
DA17/0372	Floating Jetty (Port Geographe Development Area)	5/24 Freycinet Drive~GEOGRAPHE WA 6280	Lot 5 SSPLN 37407	26/05/2017	2/06/2017	22506	Alexius Eugene Maria Kok & Mandy Kok	Universal Marina Systems	7
DA17/0373	Holiday Home (Single Dwelling) 10 persons	254 Geographe Bay Road~QUINDALUP WA 6281	Lot 38 DIAGRAM 21090	29/05/2017	6/06/2017	0	Paul Geoffrey Overall & Gwendolynn Shireen Gill	Private Properties	9

DA17/0374	Grouped Dwelling (Unauthorised Patio Addition)	2/25 Black Swan Drive~WEST BUSSELTON WA 6280	Lot 2 STPLN 27161	26/05/2017	29/05/2017	1	Estate Of Graham Ernest Chamberlain	Phillip James Chamberlain	8
DA17/0375	Single House (Reduced Rear Setback)	3 Averil Street~ABBEY WA 6280	Lot 2 SSPLN 57316	24/05/2017	29/05/2017	258890	Betty Jennifer Cugley	Dale Alcock Homes South West Pty Ltd	5
DA17/0376	Outbuilding (Reduced Setbacks)	22 Penguin Way~VASSE WA 6280	Lot 31 PLAN 76953	25/05/2017	30/05/2017	19000	David Edwin Charles McClymont & Robyn Joyce McClymont	Busseton Sheds Plus	13
DA17/0377	Relocated Building Envelope (To Accommodate a Single House)	10 Diedre Street~ABBEY WA 6280	Lot 20 PLAN 75655	25/05/2017	30/05/2017	300000	Gregory William Overton & Sandra Joanne Wedge	WA Country Builders Pty Ltd - Busseton	5
DA17/0378	Single House (Balcony Additions in a Special Character Area)	118 Turner Street~DUNSBOROUGH WA 6281	Lot 2 SSPLN 52036	30/05/2017	2/06/2017	30000	Susan Pamela Margaret Pethick & Benjamin Geoffrey Pethick	Susan Pamela Margaret Pethick, Benjamin Geoffrey Pethick	10
DA17/0379	Single House (reduced setbacks)	9 MacIntyre Street~ABBEY WA 6280	Lot 35 PLAN 9684	25/05/2017	2/06/2017	395000	Stephen John Burles	Ustyle Homes	13
DA17/0380	Outbuilding (Reduced Rear Setback)	8 Fernbrook Way~WEST BUSSELTON WA 6280	Lot 360 PLAN 402935	25/05/2017	30/05/2017	7500	Ross David Ligtermoet & Erin Julia Ligtermoet	Ross David Ligtermoet, Erin Julia Ligtermoet	12
DA17/0381	Single House Additions (Special Control Areas)	31 Dawson Drive~YALLINGUP WA 6282	Lot 73 PLAN 8037	25/05/2017		288000	Robert Wesley Schlipper	West Coast Designs Pty Ltd	11
DA17/0382	Single House Additions and Alterations (Special Character Area)	49 Gifford Road~DUNSBOROUGH WA 6281	Lot 16 PLAN 9656	26/05/2017	30/05/2017	80000	Carol Joanne Marchesi & Valma Rose Della Vedova	Valma Rose Della Vedova	12
DA17/0383	Holiday Home (Single House) 10 People	56 Spindrift Cove~QUINDALUP WA 6281	Lot 28 PLAN 23252	26/05/2017	30/05/2017	0	Amanda Kate Montagu Walker, Mark Raymond Walker, Kathryn Peta Montagu, John Damian Montagu	Amanda Kate Montagu Walker	12
DA17/0384	Building Envelope Modification	60 Lagoon Drive~YALLINGUP WA 6282	Lot 25 PLAN 21893	30/05/2017		1	Andrew Ian Heaton	Andrew Ian Heaton	10
DA17/0385	Holiday Home (Single House) 10 People	7 Kempston Place~BROADWATER WA 6280	Lot 136 PLAN 12770	25/05/2017	30/05/2017	1	Aidan Bradley Fraser	Aidan Bradley Fraser	5
DA17/0386	Holiday Home (Grouped Dwelling) 6 People	5/8 Nicholas Court~DUNSBOROUGH WA 6281	Lot 5 SSPLN 52039	29/05/2017	30/05/2017	0	George Campbell Lumsden & Adrienne Duncan Anderson Lumsden	George Campbell Lumsden, Adrienne Duncan Anderson Lumsden	9

DA17/0387	Single House (Parapet Wall)	16 Armstrong Place~DUNSBOROUGH WA 6281	Lot 70 DIAGRAM 69969	29/05/2017		240000	Nathan Troy Lickfold, Melisa Marie Lickfold, Stacey Lee Lickfold, Samuel Robert Verdon Amphlett	Nathan Troy Lickfold	1
DA17/0388	Aged Care (Windbreak Structure)	55 Bell Drive~BROADWATER WA 6280	Lot 201 PLAN 404861	29/05/2017	1/06/2017	16000	Aegis Aged Care Group Pty LtdAtf NHM Unit Trust	LB Planning	1
DA17/0389	Holiday Home (Single House) - 8 People	30 Beach Road~DUNSBOROUGH WA 6281	Lot 1 SSPLN 70775	29/05/2017		1	Mark Francis Collins, Victoria Albertina Collins, Bianca Maree Florenca	Mark Francis Collins, Victoria Albertina Collins, Bianca Maree Florenca	3
DA17/0391	Garage Addition (boundary wall within front setback area)	19 Powell Court~WEST BUSSELTON WA 6280	Lot 35 PLAN 10434	29/05/2017	2/06/2017	40000	Gary William Purvis & Maxine Purvis	Gary William Purvis, Maxine Purvis	6
DA17/0393	Single House	62 Gurnard Loop~KEALY WA 6280	Lot 1486 PLAN 409125	31/05/2017		195291	Mark Andrew Barham & Elaine McLaughlin	Dale Alcock Homes South West Pty Ltd	6
DA17/0394	Outbuilding (Oversized Addition to Existing Outbuilding)	374 Rendezvous Road~VASSE WA 6280	Lot 203 PLAN 50934	29/05/2017	1/06/2017	17000	Gail Patricia George	Gail Patricia George	3
DA17/0396	Holiday Home (Single House) - 8 People	3 Silver Gull Court~GEOGRAPHE WA 6280	Lot 219 PLAN 17628	29/05/2017		1	Kay Maree Giles	Douglas Parker	3
DA17/0397	Holiday Home (Grouped Dwelling) 6 people	186 Duke Street~BUSSELTON WA 6280	Lot 3 SSPLN 57483	30/05/2017	2/06/2017	0	Michael Charles Galati & Jennifer Angela Galati	Michael Charles Galati, Jennifer Angela Galati	3
DA17/0398	Single House Additions and Alterations (Landscape Value Area)	35 Shearers Close~QUEDJINUP WA 6281	Lot 219 PLAN 24496	30/05/2017	2/06/2017	102871	Justine Ward & Steven Wayne Dale	Tangent Nominees Pty Ltd	5
DA17/0399	Single House with Bed & Breakfast (Special Control Areas)	60 Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 331 PLAN 55023	30/05/2017		581854	M & O Devlin Pty Ltd	WA Country Builders Pty Ltd - Busselton	4
DA17/0402	Single House & Outbuilding (Landscape Value Area)	Gunyulgup Valley Drive~YALLINGUP WA 6282	Lot 103 PLAN 20503	31/05/2017	6/06/2017	500000	Glen Bainbridge-Fuller	Glen Bainbridge-Fuller	3
DA17/0403	Recreation Facility (Gymnastics)	16 Burler Drive~VASSE WA 6280	Lot 22 PLAN 52479	31/05/2017		1	Seariver Holdings Pty Ltd	Joanne Mary Hill	3

DA17/0404	Single House - Relocated Building Envelope (Landscape Value Area)	2 Atherden Court~QUEDJINUP WA 6281	Lot 751 PLAN 402177	30/05/2017		200000	Timothy Donald Rechichi & Rebecca Caroline Rechichi	Timothy Donald Rechichi, Rebecca Caroline Rechichi	3
DA17/0405	Single House & Outbuilding (Relocated Building Envelope)	Forrest Beach Road~WONNERUP WA 6280	Lot 35 PLAN 401181	31/05/2017	2/06/2017	1	Fiona Jane Kerrell-Vaughan & Guy William Kerrell-Vaughan	Guy William Kerrell-Vaughan, Fiona Jane Kerrell-Vaughan	3
DA17/0408	Holiday Home (Single House) 8 People	17 Dress Circle~YALLINGUP WA 6282	Lot 27 PLAN 41565	27/05/2017	7/06/2017	0	David Charles Palmer	David Charles Palmer	11
DACP17/0026	Unauthorised Development (Caravan Park and Camping Ground - Glamping Tent and Ablutions)	1/40 Hemsley Road~NATURALISTE WA 6281	Lot 1 STPLN 32549	23/05/2017		0	Michael Bingham Moore & Sherie Deanne Moore		12
WAPC17/0014	18 Survey Strata Lots (+ 1 Common Property)	95 Peel Terrace~BUSSELTON WA 6280	Lot 9000 PLAN 49093	16/05/2017	16/05/2017	0	Peel Terrace Pty Ltd	Able Planning & Project Management	24
WAPC17/0015	Form 24 (Strata Plan 76685) 9 Lots	1701 Wildwood Road~YALLINGUP WA 6282	Lot 41 PLAN 44272	30/05/2017		0	AGL Property Investments Pty Ltd	Thompson Surveying Consultants	10

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimat ed Cost	Primary Property Owners	Applicant Name
Development Applications										
DA16/0898	Gully Wall Dam	Harmans Mill Road~WILYABRUP WA 6280	Lot 110 PLAN 72100	29/05/2017	Approved	Approved	24	75000	Indian Ocean Wine Co Pty Ltd	Slade Ag Tech (W and J Slade)
DA16/0927	Modified Building Envelope (over-height and oversized outbuilding)	52 Drovers Road~BOVELL WA 6280	Lot 507 PLAN 402928	29/05/2017	Refused	Refused	65	40000	Wesley Tomas Zerna-Baker & Maureen Elizabeth Baker	Sheds Down South
DA17/0007	Outbuilding (Relocation of an Existing Shed with Reduced Setbacks)	47 Thomas Street~WEST BUSSELTON WA 6280	Lot 14 DIAGRAM 17475	25/05/2017	Approved	Approved	123	5000	James David Graham & Linda Marie Graham	James David Graham, Linda Marie Graham
DA17/0042	Use Not Listed (Small Bar) and Signage	10 Marine Terrace~BUSSELTON WA 6280	Lot 1 DIAGRAM 14773	18/05/2017	Approved	Approved	99	35000	Aramea Pty Ltd	Hamish Coates
DA17/0057	Relocated Building Envelope (Outbuilding)	Chapman Hill Road~CHAPMAN HILL WA 6280	Lot 74 PLAN 401187	29/05/2017	Approved	Approved	49	18000	Grant Andrew Hudson & Dale Marion Hudson	Grant Andrew Hudson, Dale Marion Hudson
DA17/0146	Modified Building Envelope to Accommodate Outbuilding in Landscape Value Area	54 June Place~YALLINGUP SIDING WA 6282	Lot 53 PLAN 20532	19/05/2017	Approved	Approved	1	10000	Glenn Anthony Harbison & Jacqueline Harbison	Glenn Anthony Harbison, Jacqueline Harbison
DA17/0196	Relocated Building Envelope to Accommodate a Single House, Outbuilding and Water Tanks (Landscape Value Area)	60 Tall Tree Crescent~REINSCOURT WA 6280	Lot 122 DIAGRAM 98514	29/05/2017	Approved	Approved	70	364000	Daniel Ross Armer	Daniel Ross Armer

DA17/0199	Use Not Listed (Telecommunication Facility)	10 Bunbury Street~BUSSELTON WA 6280	Lot 68 PLAN 222224	22/05/2017	Approved	Approved	56	130000	Geographe Timber and Hardware Supplies	Prime Planning
DA17/0204	Single House (Reduced Front and Side Setbacks)	37 Reynolds Street~WEST BUSSELTON WA 6280	Lot 10 DIAGRAM 36745	19/05/2017	Approved	Approved	33	262000	Phillip Warrick Lyon & Tracy Anne Passfield	Merge Building Design
DA17/0208	Single House (Reduced Rear Setback)	3 Harnett Street~BROADWATE R WA 6280	Lot 72 DIAGRAM 29769	18/05/2017	Approved	Approved	48	670000	Allan John Kelly	Anton Smith Blue Water Building Co (SW) Pty Ltd
DA17/0212	Outbuilding (over-height with reduced setbacks)	8 Crosby Close~DUNSBOROUGH H WA 6281	Lot 31 PLAN 12952	18/05/2017	Approved	Approved	53	20000	Lofts Investments Pty Ltd	Busselton Sheds Plus
DA17/0213	R-Codes (Outbuilding Addition within Primary Street Setback Area)	4 Rye Court~BOVELL WA 6280	Lot 147 PLAN 24575	16/05/2017	Approved	Approved	12	7000	Darren Wayne Ganzer & Jodie Lee Ganzer	Stephen Glenn Potter
DA17/0215	Grouped Dwelling and Outbuilding	7/13 King Street~WEST BUSSELTON WA 6280	Lot 7 SSPLN 68630	24/05/2017	Approved	Approved	48	653000	Maureen Jean Jackson	Anton Smith Blue Water Building Co (SW) Pty Ltd
DA17/0221	Modified Building Envelope - Single House and Outbuilding (Landscape Value Area)	78 Okapa Rise~DUNSBOROUGH WA 6281	Lot 418 PLAN 49084	18/05/2017	Approved	Approved	20	420000	Wayne Michael Edwards & Marylee Katherine Edwards	Wayne Michael Edwards, Marylee Katherine Edwards
DA17/0223	Retrospective Pool Deck (1.2m High)	23 Gibson Drive~DUNSBOROUGH H WA 6281	Lot 39 PLAN 49455	24/05/2017	Approved	Approved	43	1500	Andrew Patrick Campbell & Nichola Jorene Campbell	Andrew Patrick Campbell, Nichola Jorene Campbell
DA17/0228	Grouped Dwelling	1/13 King Street~WEST BUSSELTON WA 6280	Lot 1 SSPLN 68630	22/05/2017	Approved	Approved	49	200000	Robyn Margaret Piggott	Dale Alcock Homes South West Pty Ltd
DA17/0238	Holiday Home (Grouped Dwelling) 6 people	123 Adelaide Street~BUSSELTON WA 6280	Lot 1 STPLN 73728	25/05/2017	Approved	Approved	49	1	Carolyn Tracy Baker	Carolyn Tracy Baker
DA17/0241	Storage Dam	43 Butterly Road~YALLINGUP WA 6282	Lot 2656 PLAN 153480	19/05/2017	Approved	Approved	44	85000	Kerygma Pty Ltd	Slade Ag Tech (W and J Slade)

DA17/0243	Group Dwelling - Single Residence	2/81 Fairbairn Road~BUSSELTON WA 6280	Lot 2 SSPLN 71415	16/05/2017	Approved	Approved	0	194908	Natalie Faye Gordon	Home Group WA South West Pty Ltd
DA17/0246	Single House (Reduced Setback)	926A Geographe Bay Road~GEOGRAPHE WA 6280	Lot 1 SSPLN 69874	29/05/2017	Approved	Approved	8	530456	Justin Paul Cook	M and MJ Constructions Pty Ltd
DA17/0248	Single House (Minor projection more than 1m into street setback, boundary wall within front setback area and vehicular access from the primary street)	12 Camargo Loop~DUNSBOROUGH WA 6281	Lot 216 PLAN 407786	17/05/2017	Approved	Approved	35	227090	Sarah Susan McLachlan	Plunkett Homes (1903) Pty Ltd
DA17/0259	Modified Building Envelope (Outbuilding)	37 Drovers Road~BOVELL WA 6280	Lot 502 PLAN 402928	19/05/2017	Approved	Approved	33	11000	Nathan John Thomas & Eliza Rachael Thomas	Busseton Sheds Plus
DA17/0260	Patio & Carport with Reduced Setbacks	5 Salamanda Drive~GEOGRAPHE WA 6280	Lot 275 PLAN 21652	24/05/2017	Approved	Approved	42	15070	Alistair Mullen & Carole Lindsay Mullen	CPR Outdoor Centre
DA17/0267	Extension to Existing Outbuilding (Reduced Setback)	83 Reynolds Street~WEST BUSSELTON WA 6280	Lot 42 DIAGRAM 19745	18/05/2017	Approved	Approved	22	6000	Joel Peter Hodgkinson & Fiona Estelle Hodgkinson	Bunbury Sheds and Patios
DA17/0268	Holiday Home (Grouped Dwelling) 6 people	1/35 Turner Street~DUNSBOROUGH WA 6281	Lot 1 STPLN 22058	16/05/2017	Approved	Approved	23	0	Gerard Anthony Miller	Gerard Anthony Miller, Rebecca Anne Miller
DA17/0269	Medical Centre (Medical Consulting Specialist Tenancy 09-C)	80 West Street~WEST BUSSELTON WA 6280	Lot 17 PLAN 1717	23/05/2017	Approved	Approved	40	60000	Realview Holdings Pty Ltd	Leandro Ygonia J. Prestipino Building Designs Pty Ltd.
DA17/0271	Floating Jetty (Port Geographe Development Area)	29 Windward Green~GEOGRAPHE WA 6280	Lot 103 PLAN 59251	19/05/2017	Approved	Approved	25	38000	Leachelle Catherine Archibald	West Coast Jetties
DA17/0276	Single House	47 Thomas Street~WEST BUSSELTON WA 6280	Lot 14 DIAGRAM 17475	18/05/2017	Approved	Approved	70	300000	James David Graham & Linda Marie Graham	Ustyle Homes

DA17/0278	Extension to Existing Dwelling (Carport with reduced setbacks and Balcony with over-looking)	22 Armstrong Place~DUNSBOROUGH WA 6281	Lot 53 PLAN 14973	19/05/2017	Approved	Approved	24	70000	Stewart Thomas Young Long & Allison Marie Long	Stewart Thomas Young Long, Allison Marie Long
DA17/0284	Restaurant and Take Away Food Outlets (Tenancy 10-B)	80 West Street~WEST BUSSELTON WA 6280	Lot 17 PLAN 1717	26/05/2017	Approved	Approved	24	110000	Realview Holdings Pty Ltd	Realview Holdings Pty Ltd
DA17/0287	Single House (Patio Addition with Reduced Setback)	20 Salamanda Drive~GEOGRAPHE WA 6280	Lot 349 PLAN 21653	17/05/2017	Approved	Approved	0	5700	Craig Charles Critch & Cherylee Critch	Cape Shades
DA17/0289	Holiday Home (Single House) 12 People	282 Sheoak Drive~YALLINGUP WA 6282	Lot 108 PLAN 39416	25/05/2017	Approved	Approved	52	0	Gavin Len Hartley & Beverley Mary Hartley	Beverley Mary Hartley, Gavin Len Hartley
DA17/0290	Holiday Home (Single House) 8 People	2 Phillip Place~ABBEY WA 6280	Lot 11 DIAGRAM 37897	18/05/2017	Approved	Approved	56	0	Christopher Brett Gerreyn	Christopher Brett Gerreyn
DA17/0295	Single House (Reduced Setback)	2 Walpole Loop~YALYALUP WA 6280	Lot 181 PLAN 69925	25/05/2017	Approved	Approved	27	272724	Raymond Arthur Costello & Cherie Louise Costello	Plunkett Homes
DA17/0297	Carport (Reduced Side Setback)	11 Burt Street~BROADWATER WA 6280	Lot 27 DIAGRAM 65801	30/05/2017	Approved	Approved	29	9540	Margaret Patricia Hollands	CPR Outdoor Centre
DA17/0299	Rural Enterprise (Pergola Addition to Existing Cellar Door)	3503 Caves Road~WILYABRUP WA 6280	Lot 23 PLAN 14200	16/05/2017	Approved	Approved	5	10000	Hippocampus Holdings Pty Ltd	Sunflower Vineyard Pty Ltd
DA17/0304	R-Codes Variation (Vehicle Access)	19 Diamante Boulevard~DUNSBOROUGH WA 6281	Lot 230 PLAN 407786	17/05/2017	Approved	Approved	4	219081	Nathan John Wells & Susan Dianne Buzan	Dale Alcock Homes South West Pty Ltd
DA17/0307	Holiday Home (Single House) 8 People	164 Marine Terrace~GEOGRAPHE WA 6280	Lot 45 DIAGRAM 21313	29/05/2017	Approved	Approved	7	1	Amy Lucille Stanley & Rodney Bruce Stanley	Amy Lucille Stanley, Rodney Bruce Stanley
DA17/0313	R-Codes Variation (Patio with Reduced Setbacks)	6 Turbie Road~YALYALUP WA 6280	Lot 689 PLAN 400970	17/05/2017	Approved	Approved	14	3500	Robert William Howard & Sylvia Howard	Cape Shades

DA17/0315	Oversized Outbuilding (Extension to Existing Outbuilding in Special Control Areas)	28 Ballarat Road~WONNERUP WA 6280	Lot 32 PLAN 223219	30/05/2017	Approved	Approved	23	12000	Phillip Dean Moore & Beverley June Sykes	Phillip Dean Moore, Beverley June Sykes
DA17/0316	Single House (With Associated Outbuildings in Landscape Value Area)	Hazelbrook Rise~YALLINGUP WA 6282	Lot 203 PLAN 409262	18/05/2017	Approved	Approved	10	400000	Dick Visser	Space Light Order
DA17/0320	Holiday Home (Grouped Dwelling) 5 People	88 Dorset Street~WEST BUSSELTON WA 6280	Lot 44 DIAGRAM 19286	25/05/2017	Approved	Approved	8	0	Allan William Casey & Cindy Joy Casey	Allan William Casey, Cindy Joy Casey
DA17/0324	Relocated Building Envelope to Accommodate Outbuilding (Landscape Value Area)	86 Shallows Loop~YALLINGUP WA 6282	Lot 116 PLAN 20175	18/05/2017	Approved	Approved	6	30000	John Alexander Young & Cheryl Kaye Young	Busselton Sheds Plus
DA17/0326	Grouped Dwelling (Garage Addition on Boundary)	2/18 Prowse Way~DUNSBOROUGH WA 6281	Lot 2 STPLN 26382	24/05/2017	Approved	Approved	12	18000	Norman Damopoulos & Faye Damopoulos	Norman Damopoulos, Faye Damopoulos
DA17/0341	Single House (Extension in Special Character Area)	10 Elsegood Avenue~YALLINGUP WA 6282	Lot 10 PLAN 8037	29/05/2017	Approved	Approved	13	85000	Lynne Therese Hewitt	Clark Coastal Build
DA17/0349	Outbuilding (Outbuilding in Landscape Value Area)	109 Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 3 PLAN 38741	24/05/2017	Approved	Approved	8	16000	Benjamin William Donald Smith & Nadia Sharee Power	Sheds Down South
DA17/0364	Outbuilding (Carport with Reduced Setbacks)	22 Hudson Place~WEST BUSSELTON WA 6280	Lot 9 PLAN 40674	30/05/2017	Approved	Approved	9	5000	Alan John Neville & Colleen Joy Neville	Alan John Neville, Colleen Joy Neville
DA17/0370	Building Envelope Modification and Outbuilding (Landscape Value Area)	37 Grasstree Place~YALLINGUP WA 6282	Lot 107 PLAN 39416	29/05/2017	Approved	Approved	0	25000	Peter Stopford Owen Hughes	Busselton Sheds Plus

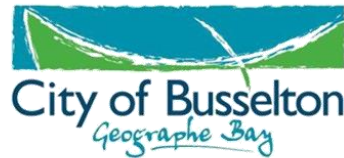
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(Note: All applications (excluding WAPC matters) are managed by the legal services section of Finance and Corporate Services in conjunction with the responsible officer below.)

As at 8 June 2017

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON APPEALS							
Caves Caravan Park vs City of Busselton	Lot 5037 No 23 Yallingup Beach Road, Yallingup	March 2016	Appeal against Section 34(4) of the Caravan Parks and Camping Grounds Act 1995 and Section 214(2) notice for illegal structures and camping	Moshe Philips / Tanya Gillett / Paul Needham	<ul style="list-style-type: none"> • Directions hearing to commence proceedings and discuss way forward. • Mediation hearing on 29 April 2016. The City prepared a report to Council in line with the Orders from SAT for the reconsideration of S.34 of the Caravan and Camping Grounds Act 1995. • Directions hearing 10 August 2016 where the applicant under Section 34(4) was withdrawn; • 7 September the City filed a Statement of Issues, Facts and Contentions and Section 24 Bundle and on 3 October the City filed a response to the Issues, Facts and Contentions as submitted by the applicant; • Mediation took place on 2 November 2016, where the appeal was stayed in order to give the applicant time to progress with a development application • Development application lodged 6 February 2017; • Directions Hearing on 17 February 2017 was vacated in order for the City to determine the development application; • Directions Hearing on 31 March 2017 was vacated until 12 May 2017. • Notice of Directions hearing to be held 14 July, 2017. 	<ul style="list-style-type: none"> • Directions hearing on 14 July, 2017. 	
24DB Pty Ltd v City of Busselton	24 Dunn Bay Road, Dunsborough	March, 2017	Market	Paul Needham	<ul style="list-style-type: none"> • Notice of Directions Hearing on 17 March, 2017 against City of Busselton decision to refuse application. • Mediation on 22 March 2017 where it was resolved that by 28 April 2017 the applicant must provide additional and amended information. The City is invited to reconsider its decision at its meeting on 14 June 2017; • Adjourned to directions hearing on 23 June 2017. 	Directions hearing 23 June, 2017 pending reconsideration.	

APPEAL (Name, No. and Shire File Reference)	PROPERTY	DATE COMMENCED	DECISION APPEAL IS AGAINST	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
Lissa Wypynaszko & Andrew Blee vs City of Busselton	Lot 2653 No 995 Gale Road, Kaloorup	April, 2017	Review of a decision to give a direction under s214		<ul style="list-style-type: none"> Directions hearing listed at 2pm on 28 April, 2017 was vacated. Further directions hearing scheduled to be held on the 21 July, 2017. 	Directions hearing on 21 July, 2017.	
JOINT DEVELOPMENT ASSESSMENT PANEL APPEALS							
DCSC vs Southern JDAP	Lot 108 No 57 Dunn Bay Road, Dunsborough	January 2016	Appeal against refusal of Development application for Service Station	State Solicitors Office / Anthony Rowe / Paul Needham	<ul style="list-style-type: none"> Parties circulated documents categorising the land use within 14 days. Land use has been determined by SAT to be a convenience store; Mediation took place on 5 October 2016, where JDAP requested amended plans to be submitted for a revised elevation to Dunn Bay Road and a revised traffic assessment. Decision reconsidered by JDAP on 14 November 2016, where the application was refused. Final hearings held on 1 and 2 February, 2017. 	• Awaiting SAT decision.	
WESTERN AUSTRALIAN PLANNING COMMISSION APPEALS							
Rapsey v Western Australian Planning Commission	Lot 7 Caves Road, Quedjinup		Appeal against conditions of subdivision	State Solicitors Office / Justin Biggar	<ul style="list-style-type: none"> Notice of Directions Hearing on 31 March, 2017 against conditions of a subdivision. Mediation hearing 20 April 2017. Directions hearing on 2 June 2017 where it was decided to vacate the appeal for 6 months to provide both parties time to carry out investigations. 	Direction hearing to be set.	



Meelup Regional Park Management Committee

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Web: www.meeluppark.com

Informal Meeting- Notes

DATE: Monday 29 May 2017, 10am
VENUE: Dunsborough District Country Club

1. ATTENDANCE AND APOLOGIES

Attendance:

Members: Dr Bob Jarvis (Presiding Member), Mr Peter Randerson (Deputy Presiding Member), Councilor Terry Best, Councilor John McCallum, Mr Tony Smurthwaite, Mr Bob Ginbey, Mrs Shirley Fisher and Mr Albert Haak.

Officers: Mr Greg Simpson (Environmental Services Coordinator) and Ms Kay Lehman (Meelup Environment Officer- EO).

Apologies: Mr Damien Jones and Ms Arlene Maidment

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. That the Committee notes the May 2017 Financial Summary (**Attachment A**).

3. MEELUP VOLUNTEER UPDATE

The Acting Volunteer Coordinator, Mr Peter Randerson presented a summary of volunteer activities over the period 28th March to 23rd May as there was no Management Committee meeting held in the month of April. During this period no volunteer activities were undertaken on the 18th and 25th April due to school holidays and ANZAC day.

For the period there were a total of 53 man-hours of volunteer involvement with an average number of 8.25 volunteers per day. Achievements for the period included:

- Clearing of stink weed around the plantings in the wildlife corridor.

- Removal of tree guards and stakes from established plants in the wildlife corridor and along the coastal trail between Meelup Beach and Castle Rock.
- Painting of bench seating and railing, and oiling of decking on the Meelup Brook trail platforms.
- Removal of tree guards and stakes from established plants in Zone 6.

Volunteers will be actively involved over the next month or so in the annual planting program.

Proposed Direction:

1. Information for the Committee to note.

4. ACTION SUMMARY PROGRESS UPDATE

The Action Summary table was discussed. The action summary is appended as **Attachment B**.

5. REPORTS

5.1 Weed Control Report

The weed control report (Attachment C) provides a summary of weed control undertaken during Spring 2016 and Summer 2016/17. The Environmental Weed control point data outlines the weed species, growing stage, density and control method including chemical treatments. Mapping has been produced showing the locations of the weed points and treatment areas. This information will be retained on the City's GIS system to assist future weed control programs.

Major weed species in the Park include: Arum Lily, Dolichos Pea, Bridal Creeper, *Asparagus declinatus*, Sweet Pittosporum, Sydney Golden wattle and Flinders Ranges Wattle.

Refer to **Attachment C** – Weed Control Report-Spring 2016, Summer 2016/17.

Proposed Direction:

1. Information for the Committee to note.
2. Inform both the Weed contractor and the Dieback contractor of the City's Panel Tender process.

5.2 Meelup Beach Tree Condition Report

The condition of the trees surrounding the Meelup Beach carpark area was assessed using the following criteria:

- A visual assessment of the trees current health, surroundings and soil profile. The site was visited 3 times over 4 months to assess the seasonal change and the effect of the growth, vigour and health of the trees.
- Soil samples were taken at various locations within the sites.
- Leaf tissue samples were taken from selected Marri and Peppermint trees.

The report outlines general findings and includes recommendations to assist maintaining and improving tree condition in the vicinity of Meelup beach.

Dead or dangerous trees are to be removed from public access areas and nutrient/fertiliser and mulch applied as recommended in the report. The application of mulch will occur as part of the Meelup beach revegetation works to be undertaken this winter.

Refer to **Attachment D** – Meelup Beach Tree Condition Report

Proposed Direction:

1. EO to arrange mulching and public/vehicle access control for those areas that require rehabilitation.
2. City horticulture staff to be informed of the report recommendations and action.
3. Information for the Committee to note.

5.3 Litter Collection contractor

The litter contract position has now been operating for over 6 months. The contract commenced in December 2016 and is due for completion at the end of June 2017. The contractor works for 8 hours per week covering the coastal carpark and beach areas.

A summary from a 26 week period has recorded the collection of 185 large bags of rubbish. The contractor has been reporting to the City each fortnight including details on the types of rubbish and other observations including campers and camp fires. The contractor has provided the City with another 'set of eyes on the ground' and has received good feedback from the community when out in the Park. The regular collection of this large amount of litter means the Park remains in a pristine condition for local and visitors.

Refer to **Attachment E**– Summary of Litter Collection Contractors Work

Proposed Direction:

1. To continue the Litter collection contract role during 2017/18.
2. Information for the Committee to note.

5.4 Summary of Works in the Park 2017

The following are underway in the Park:

Trail work and dieback management

- All limestone sheeting has been completed.
- The 7 dieback hygiene stations, signage and markers have been installed. Article in the Times newspaper and the City Facebook site.

Revegetation works

- Meelup Beach- weed control, 1,020 seedlings, fertilizer, mulching, tree guards. In addition, 25 mature Peppermint trees to be planted.
- Car Rally gravel pit- 440 seedlings, fertilizer, tree guards and installation of 6 coir logs for erosion control.
- Zone 6- weed control, 880 seedlings, fertilizer, tree guards.

Meelup volunteers and the Busselton Senior High School will be undertaking the following revegetation works:

- 800 seedlings at coastal nodes areas including Hurford Street, Eagle Bay coastal trail and Bunker Bay.

School Group Beach Cleanup

The Presiding Member Bob Jarvis and the EO spoke to a group of fifty five students from the Busselton Senior High School on 11 May 2017 about the Parks history, conservation values, threats, management and the impact of litter. The students conducted a beach cleanup and categorised the litter items to be included in the Tangaroa Blue Beach Debris database Initiative. These activities form part of the schools Geography curriculum and students are required to complete a detailed assignment on Meelup Regional Park and litter issues.

Proposed Direction:

1. To arrange for the best school assignment from the Busselton Senior High School to be placed on the Meelup website.
2. Information for the Committee to note.

5.5 Funding from Water Corporation for Limestone Trail Work

An onsite meeting was held on 6 April with Water Corporation staff, the EO, the Presiding and Deputy Presiding members of the Meelup Regional Park Management committee to discuss access to Water Corporation's (WC) infrastructure to improve dieback management. Following this meeting, the WC offered to fund 1.1 kilometres of limestone sheeting through the wildlife corridor and along the western boundary of the Park to the tank site. In addition, WC will be replacing the old gate at the Sheen Road entrance. Picton Civil have been awarded the work which is scheduled in the next few weeks and will be completed by the end of June.

Proposed Direction:

1. The Presiding Member to write a thankyou letter to the Water Corporation for the funding of the limestone trail and attend a media photo opportunity.
2. Information for the Committee to note.

5.6 Equipment Storage Shed

A review of possible locations for the shed within the Dunsborough area identified Lot 3003 Dunsborough Lakes Drive as a suitable location. This location is being established as a hub for community use and includes the community garden site, Men's Shed and Lions Club of Dunsborough

shed. Arrangements have been made with the Dunsborough Greenfields Community Group Incorporated current lessee of the site, and a suitable area selected for construction of the environmental volunteer equipment storage shed.

Proposed Direction:

1. Include photo of the new shed for promotion at the July Meelup Friends group meeting.
2. Information for the Committee to note.

5.7 Sign Audit

The sign audit to identify the types and location of signage throughout the Park has commenced and is expected to be completed by the end of June 2017. The audit involves the use of a Trimble data collection unit to link sign information and GPS location details for current and future management purposes.

Proposed Direction:

1. Information for the Committee to note.

5.8 Zone 6 Remediation Works

The Detailed Site Investigation report, Sampling Analysis Quality Plan, Asbestos Management Plan and site specific Safety and Health plan for the remediation of zone 6 have been forwarded to the Department of Environmental Regulation (DER) as part of the contaminated site management process. The Asbestos Management Plan recommends a barrier to the human receptor pathway be installed involving the installation of a soil/mulch capping over sections of the former waste disposal areas within zone 6. Initial discussions with DER indicate the installation of a soil/mulch capping is appropriate and acceptable. Following installation of the soil/mulch barrier the affected area will be progressively re-vegetated in a manner to accommodate the mountain bike trails that have been identified for this section of zone 6

A survey and civil design for modification of site access to zone 6 have been completed and quotations from suitable soil supply and earthmoving companies are currently being sought with works expected to commence in July 2017.

Proposed Direction:

1. Information for the Committee to note.

5.9 Mountain Bike Trail Development Zone 6 – Update

In December 2016, the City Council made a determination to establish a mountain bike zone for the development of a mountain bike trail network within Meelup Regional Park. It is proposed that the mountain bike trails in Zone 6 will be constructed in stages and as funds become available for the trail construction works. Stage 1 of mountain bike trails development will involve upgrade and enhancement of the existing trails in the western sector of zone 6, referred to as Brown Street.

Cape Mountain Bikers Inc. has been granted a license to commence the development of the mountain bike trail network in zone 6. A Request for Quotation from 5 known mountain bike trail builders to undertake the trail building works has resulted in the appointment of a trail builder.

A meeting of the Mountain Bike Trail Working Group will be held on 24 May 2017, to discuss the trail construction program, site remediation and revegetation. The outcomes from the Working Group meeting will be presented to the Committee.

Proposed Direction:

1. Committee members to meet at 12.30pm on 13 June 2017 at the Endicoot Loop entrance to the Park to inspect the mountain bike trail construction works.
2. Information for the Committee to note.

5.10 X Adventure Event

The X Adventure Race was held on Saturday and Sunday, March 25th and 26th, 2017. The weekend involved four separate races, including kids races. The designated trails to be used in Meelup Regional Park were assessed and approved prior to the event and included onsite inspections of trails with the event organiser. This year the running section of the race included the Car Rally trail which had been sheeted with limestone prior to the event to prevent the spread of dieback. This eliminated the need for a foot bath station which had proved ineffective with past events.

The use of the Car Rally trail for the running sections meant that the Lookout Loop Trail, previously used for this event, could be excluded from the event circuit. The Lookout Loop trail was recently assessed by a Dieback consultant for the presence of Phytophthora dieback and was found to be uninfested. It was not considered suitable for use for events with large numbers of walkers/runners under all weather conditions due to the risk of disease introduction (even with foot baths). It was estimated that approximately 30 hectares of susceptible coastal heath vegetation would be lost if Phytophthora is introduced onto this trail.

A Final Event Report has been received from Rapid Ascent. The report summarises the attendance numbers, marketing, media impact, community support, signage, event budget and evaluation. The event was attended by 1,556 competitors and 4,071 spectators. The organisers arranged a post event cleanup of the area and no issues from the event were noted.

Proposed Direction:

1. Information for the Committee to note.

5.11 SWCC Wildlife Corridor Project

The City has secured grant funding for \$8,458 from the South West Catchments Council (SWCC) to fund a revegetation project in the Wildlife corridor.

The project will revegetate a total of 0.13 hectares across four areas to restore a vegetation corridor linkage. Works include:

- Weed control
- Installation of mulch
- Planting of 1,000 seedlings with tree guards
- Direct seeding and fencing to be undertaken by the Meelup volunteers
- Post planting weed control
- Photo-point monitoring and reporting to SWCC.

Proposed Direction:

1. Information for the Committee to note.

5.12 Other Items

Re- appointment of Committee members

With the Council elections coming up, current Meelup Regional Park Management Committee members will be required to nominate for re-appointment. The City will be advertising for new members as required.

Proposed Direction:

1. Letters will be sent to Committee members to nominate for re-appointment.

6.0 Meeting Closure

The meeting was closed at 12:15pm.

7.0 NEXT MEETING- 26 June 2017 at 10am – The next meeting will be held in the new City Administration Building.

ATTACHMENT B - ACTION TABLE (Post 29 May, 2017 Meeting)

Subject	Action	Date of Committee Decision	Progress	Completed
Mountain Bike Trail Development Zone 6 – Update	Committee members to meet at 11.30pm on 13 June 2017 at the Endicoot Loop entrance to the Park to inspect the mountain bike trail construction works.	29/05/2017	Invitation sent to Committee members for onsite meeting.	
Equipment Storage Shed	Include photo of the new shed for promotion at the July Meelup Friends group meeting.	29/05/2017		
Funding from Water Corporation for Limestone Trail Work	The Presiding Member to write a thankyou letter to the Water Corporation for the funding of the limestone trail and attend a media photo opportunity.	29/05/2017		
Summary of Works in the Park 2017- School Group Beach Cleanup	To arrange for the best school assignment from the Busselton Senior High School to be placed on the Meelup website.	29/05/2017		
Weed Control Report	Inform both the Weed contractor and the Dieback contractor of the City's Panel Tender process.	29/05/2017		
Litter Collection contractor	To continue the Litter collection contract role during 2017/18.	29/05/2017		
Meelup Beach Tree Condition Report	1. EO to arrange mulching and public/vehicle access control for those areas that require rehabilitation. 2. City horticulture staff to be informed of the report recommendations and action.	29/05/2017		
Point Piquet Whale Platform Signage	EO to finalise the draft signage and present to the Committee.	27/03/2017	Finalising of the sign to be undertaken by a contractor.	
Meelup Regional Park Website	1. EO to email suggested changes to the content of the website to the Committee. 2. An update of the website review will be on the May 2017 Agenda for discussion.	27/03/2017, 29/05/17	The contents of the website are currently being written and new maps are being developed with City GIS staff including walk and bike trails maps. A web designer will be updating the content management system set up, designing a new look for the website and uploading new content and redesign. 29/05/17- A meeting is scheduled for 15 June 2017 at Bob Jarvis's residence with Committee members to discuss the Meelup website. Invitation sent to Committee members to attend.	
Friends of Meelup Regional Park	1.The City to advertise the formation of a Friends of Meelup Regional Park (Incorporated) and seek expressions of interest from the existing Meelup Regional Park volunteer contacts, the Residents of Eagle Bay Association, Dunsborough Progress Association and the wider community. 2. The City to arrange an information evening on the formation of a Friends of Meelup Regional Park Inc. at the Dunsborough Hall. 3. A proposed date for the information evening will be sent out to the Meelup Regional Park Management Committee members.	27/03/2017	Proposed date for 27 July 2017 for an information evening on the formation of a Friends of Meelup Regional Park.	
Dieback Interpretation Report	1. EO to investigate installing the dieback mapping on the City IntraMap system. 2. EO to check with the Dieback consultant regarding the blazing of trees along the dieback boundary. 3. Replace the flagging tape along the dieback boundary with some permanent marker tags.	27/03/2017	Mapping received from the contractor. Advise is being sought from the contractor regarding possible alternatives to the boundary flagging. 29/5/17- Aluminium tags or cow tags would be preferable to the flagging tape to mark the dieback boundary on trees. The Meelup volunteers can undertake the tagging of required trees during Spring Summer 2017.	

ATTACHMENT B - ACTION TABLE (Post 29 May, 2017 Meeting)

Subject	Action	Date of Committee Decision	Progress	Completed
Point Piquet carpark upgrade	<ol style="list-style-type: none"> 1. Meelup Regional Park Management Committee members to meet Engineering staff onsite when the site design has been pegged. 2. The City to install pedestrian crossing signage along Meelup Eagle Bay Road. 3. Meelup volunteers will salvage recently planted seedlings and tree guards in any areas proposed to be cleared for the realignment of the carpark. 4. EO to arrange standard trailer markers through the completed carpark with direction and distance information for walkers. 5. EO to notify FAWNA regarding the proposed minor vegetation clearing and arrange a fauna spotter to be onsite during clearing operations. 	27/03/2017	Waiting on engineering staff and work (pegging) to start.	
Point Piquet Toilet Facility	<ol style="list-style-type: none"> 1. The Building Facilities Coordinator will investigate the suggested design modifications from the Committee including lowering the building 200-300mm (if possible with the soil /rock conditions) to reduce visibility, vertical installation of colorbond wall cladding sheets on the inside walls to reduce cleaning and include install steel mesh under the polycarbonate roof sheet for safety. 2. There was in-principle agreement on the design presented with the dark grey (Jasper) colour palette preferred. 	27/03/2017	The construction of the toilet facility at Point Piquet is well underway and is scheduled to be completed by the end of May 2017.	DONE
Future Research Project Meeting	<ol style="list-style-type: none"> 1. Committee members, Mr Tony Smurthwaite and Mr Albert Haak to meet and discuss the practical application of the soil erosion project including recording trail maintenance and dieback management. 2. Assess the Car Rally trail to identify drainage management works to contain the spread of dieback. 3. EO to send Photo Môn tool information to the committee to use as a monitoring tool. 	27/03/2017	The EO met with Mr. Tony Smurthwaite from the future research subcommittee on 10 May 2017 to arrange a map of contours, trails and drainage infrastructure to be used to investigate soil erosion issues and drainage in the Park. There was also an onsite meeting on 17 May at the Car Rally gravel pit to identify drainage management works to contain the spread of dieback.	DONE
Boxing Day Report Gannet Rock toilet	Investigate the instalment of temporary toilets at the Gannet Rock carpark.	30/01/2017, 23/03/17	Information from City staff indicate that a temporary toilet would cost in the range of \$6-\$7,000 per year to hire including maintainance and cleaning. Needs further discussion with Committee members and City. 23/3/17- The Committee want to go ahead with installing a temporary toilet at Gannet Rock. Discussing with engineering staff for next financial years budget.	
Proposed Projects- Castle Rock Improvements	28/11/16- EO to progress this project with the Manager, Environmental Services to scope the project and arrange a contractor to undertake the work. Works to include piping gas under the road, fill in the drain and installation of table setting.	27/09/2016, 29/05/17	Drain upgrade and the picnic table settings have been installed. 29/05/17- Piping of gas is still being investigated. Bollards	
Sign audit	That a sign audit be undertaken to identify the types and location of signage throughout the Park.	19/01/2016	On the May 2017 agenda	

ATTACHMENT B - ACTION TABLE (Post 29 May, 2017 Meeting)

Subject	Action	Date of Committee Decision	Progress	Completed
Training and Events				
Training Needs for the Meelup Regional Park Committee members	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics e.g. experts from DPaW.	22/12/2015	Training/ Community Engagement opportunities: The following events may be of interest: Dieback Information Group Conference, Perth- 29 September, WA Threatened Species Form-7-8 September. State NRM and Coastal conference Perth 28-31 August. Feral Animal Management Forum, Perth 1 June.	Ongoing training as available
Long-term projects				
Eagle Bay-Rocky Point Trail Upgrade	EO to investigate Eagle Bay to Rocky Point trail and Meelup Regional Park boundary alignments to identify the section of trail that is currently traversing through private property.	27/09/2016	Have received GIS mapping details of areas of private land to start to progress this project. 28/11/16- Two trail signs are required along this section as well as limestone sheeting of an approximate 30 metre section of trail which is eroding. Trail signs installed with help from Green Army. There are a few more signs to be installed. Limestone sheeting will be included in the scope of works for trail maintenance. Require feedback from the Committee on the priority of this project to re-align the trails within the Park. 30/1/17- EO to investigate old reports.	

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

Nil

18. QUESTIONS FROM MEMBERS

19. PUBLIC QUESTION TIME

20. NEXT MEETING DATE

Wednesday, 26 July 2017

21. CLOSURE