



Council Agenda

27 September 2017

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 27 SEPTEMBER 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, 27 September 2017, commencing at 5.30pm.

Your attendance is respectfully requested.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

15 September 2017

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 27 SEPTEMBER 2017

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This report contains information of a confidential nature in accordance with Section 5.23(2(b) of the Local Government Act 1995, as it contains information relating to the personal affairs of any person

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

3. **PRAYER**

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 13 September 2017**

RECOMMENDATION

That the Minutes of the Council Meeting held 13 September 2017 be confirmed as a true and correct record.

Committee Meetings

9.2 **Minutes of the Finance Committee Meeting held on Thursday 7 September 2017**

RECOMMENDATION

That the Minutes of the Finance Committee Meeting held on Thursday 7 September 2017 be confirmed as a true and correct record.

10. REPORTS OF COMMITTEE

10.1 Finance Committee - 7/09/2017 - BUDGET AMENDMENT REQUEST

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:	Absolute Majority
ATTACHMENTS:	Nil

This item was considered by the Finance Committee at its meeting on 7 September 2017, the recommendations from which have been included in this report.

PRÉCIS

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers recommendation will result in no change to the City's current Amended Budgeted Surplus Position of \$0.

It will however result in a reduction to the City's "Budget Surplus Contingency Holding Account" from \$217,648 to \$93,980 (by \$123,768).

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

Since this time Council has been advised of certain funding changes that have impacted the original Budget and Council is now being asked to consider Budget Amendments for the following Key Areas/Projects:

1. "Main Roads WA (MRWA) Direct Grant Funding"

BACKGROUND

A decision to discontinue vehicle licence concessions for local government authorities from 1 July 2017 was made by the previous Liberal State Government.

On 27 June 2017, a motion to disallow the Road Traffic (Vehicles) Amendment Regulations (No, 2) 2017 which in effect cancelled the proposal to withdraw the concession was passed by the Legislative Council with the support of the now Opposition and other non-Government Members.

The McGowan Labor State Government has stated openly that it is committed to budget repair, with all sectors of the community contributing to that outcome, and therefore responded to neutralise this setback by making offsetting reductions in expenditure.

As such, and in order to compensate for the loss of the savings envisaged by the cancellation of the withdrawal of the motor vehicle licence concession, the Government has made the decision to reduce the Direct Grants pool of the State Road Funds to Local Government Program by \$10.3 million in 2017/18 and \$9.8 million in subsequent years.

The City of Busselton has received advice that their MRWA direct grants for 2017/2018 have been reduced from \$335,907 to \$193,452, a reduction of \$142,455 being a 42% decrease.

PLANNED EXPENDITURE ITEMS

Council's 2017/18 adopted budget includes an allocation of \$335,907 as follows in Table 1:

Table 1:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Government Grants and Subsidies	Municipal Funds	Description of Funding Source & Other Comments
S0314	Koorabin Drive - Reseal	250,000	250,000	0	Complete Re seal the whole length from Gunyulgup Valley Drive to Marrinup Drive approx. 1.1km to prevent reflective cracking
S0315	Guerin Street - Asphalt Overlay	85,907	85,907	0	Asphalt Overlay from SLK 35 to 474 (Marine Terrace to Harwood Rd. The road is in very poor condition 8 to 9.
Total		335,907	335,907	0	

As Council is aware the 2017/2018 Adopted Budget also contains a contingency amount of \$217,648, at the time of Budget Adoption Officers advised that they were of the opinion that this amount should be maintained in light of the impending State Governments Budget to be announced in September 2017. As such this has been proven to be a prudent decision in light of the above changes to MRWA Direct Grant funding.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 2, these changes will be funded by a reduction in the City's "Budget Surplus Contingency Holding Account" account string 100-10001-3680-0000 which will reduce from \$217,648 to \$75,193.

Table 2:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Government Grants and Subsidies	Municipal Funds	Description of Funding Source & Other Comments
S0314	Koorabin Drive - Reseal	250,000	143,977	106,023	Complete Re seal the whole length from Gunyulgup Valley Drive to Marrinup Drive approx. 1.1km to prevent reflective cracking
S0315	Guerin Street - Asphalt Overlay	85,907	49,475	36,432	Asphalt Overlay from SLK 35 to 474 (Marine Terrace to Harwood Rd. The road is in very poor condition 8 to 9.
Total		335,907	193,452	142,455	

PROPOSED OUTCOME

Continuation of proposed projects as shown in Table 2 above.

2. “Financial Assistance Grants and Rating Revenue”

BACKGROUND

Council adopted its 2017/2018 Municipal Budget on Wednesday, 26 July 2017 with a balanced Budget position.

Since this time advice has been received from the WA Local Government Grants Commission with respect to Final Financial Assistance Grant allocations for the 2017/2018 financial year; the advice received shows a shortfall in Budget funding of \$39,823. This is due to the total pool of funds being reduced to WA. The pool of funds is determined by population and as the population of WA has reduced, so has the pool of funds reduced to be distributed to Local Government. The reduction in funds allocated to the City is less than the average reduction because of the increase in the population of the City.

In addition, due to changes to valuations and subdivisions, the amount budgeted for Rates revenue grew by the amount of \$58,510.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following funding changes, shown in Table 3, with the net increase in revenue of \$18,687 being allocated to the City’s “Budget Surplus Contingency Holding Account” account string 100-10001-3680-0000.

Table 3:

<i>Natural Account</i>	Adopted Budget	Proposed Amended Budget	Variance
<u>Rate Amendments</u>			
1001 - Residential Rates	(24,286,897)	(24,358,255)	(71,358)
1007 - General Rates - Industrial	(1,971,191)	(1,970,457)	734
1013 - General Rates - Commercial	(7,084,024)	(7,085,398)	(1,374)
1019 - General Rates - Vacant Land Residential	(2,266,048)	(2,284,387)	(18,339)
1025 - General Rates - Vacant Land Industrial	(186,973)	(184,763)	2,210
1037 - General Rates - Primary Produce	(2,818,566)	(2,819,353)	(787)
1043 - General Rates - Rural	(4,010,265)	(3,975,983)	34,282
1049 - General Rates - Commercial	(776,359)	(780,237)	(3,878)
Total	(43,400,323)	(43,458,833)	(58,510)
<u>Financial Assistance Grants Amendments</u>			
1250 - Grants Commission - General Purpose Grant	(385,756)	(344,104)	41,652
1251 - Grants Commission - Local Roads Grant	(648,440)	(650,269)	(1,829)
Total	(1,034,196)	(994,373)	39,823
Transfer to Budget Surplus Contingency Holding Account		Net Variance	(18,687)

PROPOSED OUTCOME

Alignment of Budget to actual know amounts received or to be received.

3. "Busselton Foreshore Jetty Precinct"

BACKGROUND

The City of Busselton was honoured to host a visit by Prime Minister Malcolm Turnbull on 3rd August 2017. A tour of the Busselton foreshore rounded out the visit where Mr Turnbull unexpectedly announced the City had been successful in a grant funding bid of \$1.5 million toward completion of the foreshore project. The project, which has been a work in progress for 7 years, has seen \$42 million in state and local government funding deliver the precinct to the community, excluding Jetty restoration. This federal funding will ensure the project is completed to the vision established by the community developed masterplan.

PLANNED EXPENDITURE ITEMS

Council's 2017/18 adopted budget includes an allocation of \$4,000,000 as follows in Table 3:

Table 3:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Government Grants and Subsidies	Loan	Municipal Funds	Description of Funding Source & Other Comments
C3168	Busselton Foreshore Jetty Precinct	4,000,000	0	3,500,000	500,000	P&G general allocation reduction

Officers propose that the overall Budget for this item be increased by \$500,000 with a reduction in Loan borrowings from \$3,500,000 to \$2,500,000, account string 120-C3168-1759-0000 "Loan Proceeds". This also provides the Council with an opportunity to redirect borrowing of \$1,000,000 to another project if there is a need for capital works in another areas e.g. Airport Development.

The addition of \$500,000 to the Busselton Foreshore Project will provide funds for contingency and to ensure adequate funds to finalise the Jetty Precinct works, the basis for the initial request for Federal Government funding.

Grant funds being recognised in account string 120-C3168-1221-0000 Capital Grants-Other (Federal) \$1.5m.

Officers recommend that the proposed amended Budget shown below in Table 4 below be approved by Council.

Table 4:

<i>Cost Code</i>	<i>Description</i>	Amended 2017/18 Annual Budget \$	Government Grants and Subsidies	Loan	Municipal Funds	Description of Funding Source & Other Comments
C3168	Busselton Foreshore Jetty Precinct	4,500,000	1,500,000	2,500,000	500,000	P&G general allocation reduction

PROPOSED OUTCOME

Continuation of proposed project as shown in Table 4 above.

4. “Churchill Park”

BACKGROUND

Council adopted the Active Open Space recommendations pertaining to Churchill Park at its meeting on 10 April 2013.

The development of the Master Plan for Churchill Park recognises that continued use of the site for its current purposes and the residual value and replacement cost of the existing assets limits any dramatic or major changes to the site layout or infrastructure.

PLANNED EXPENDITURE ITEMS

Council’s 2017/18 adopted budget includes a total allocation of \$150,000 for Churchill Park as shown below in Table 5:

There is no net financial impact on the proposed structural changes requested to these Churchill Park Budget line items.

Table 5:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Municipal Funds	Description of Funding Source & Other Comments
<u>CAPITAL</u>				
W0205	Churchill Park New Entry Road to Croquet Club	74,000	74,000	New entry statement to Churchill park and the Croquet Club as part of the Churchill Park Master plan
W0206	Churchill Park Fire Hydrant Relocation	9,000	9,000	Relocation of Fire Hydrant for the entry to be completed
<u>Operating</u>				
541-B1506-3640-0000	Donations, Contributions	67,000	67,000	Busselton Croquet Club Building
Total		150,000		

Officers propose that the overall Budget of \$150,000 be transferred to one Capital account to ensure that the project can be managed to deliver the overall outcomes of the project. The allocation of \$67,000 as an operating line item in the current Budget was arguably determined on the basis that the City’s contribution to the Croquet Club building extension was a grant to the club and with CSRFF funding. However given the Club has secured a transportable building, the application for grant funding for 2017/2018 to CSRFF will not be proceeded with. Further expenditure at Churchill Park is likely to be of a Capital nature as per Council’s LTFP.

Table 6:

<i>Cost Code</i>	<i>Description</i>	Amended 2017/18 Annual Budget \$	Municipal Funds	Description of Funding Source & Other Comments
<u>CAPITAL</u>				
C3145	Churchill Park Redevelopment	150,000	150,000	Churchill park upgrades
Total		150,000		

PROPOSED OUTCOME

Continuation of proposed project as shown in Table 6 above.

5. "Airport Development"

BACKGROUND

The Busselton-Margaret River Airport Development Project landside budgets were developed on the basis of a number of infrastructure elements to be delivered primarily through construction only contracts. Through the design of the landside civil, services and landscaping work package the intended package changed from a construct only to a design and construct contract and as such a consolidation of budget line items, and creation of a new account, is required to better reflect the tender package that will be delivered in one contract.

PLANNED EXPENDITURE ITEMS

A Request for Tender for the design and construction of landside civil and services infrastructure was issued in June 2017 comprising the following: landscaping, carpark and access roads, and external services (water, power, sewer, drainage). Whilst the adopted 2017/18 budget has a budget line item specifically for external services, a component of this budget is for the construction of a water services corridor and associated infrastructure delivered to the Airport lot boundary, to be undertaken by Busselton Water. As such, a separate budget will still be required for this.

Council's 2017/18 adopted budget includes an allocation of \$11,200,000 as follows:

Table 7:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Government Grants and Subsidies	Description of Funding Source & Other Comments
C6090	Parks & Gardens Airport Stage 2	600,000	600,000	Department of Regional Development (Royalties for Regions)
C6093	Airport Construction Stage 2, Car Park & Access Roads	6,000,000	6,000,000	Department of Regional Development (Royalties for Regions)
C6095	Airport Construction Stage 2, External Services	4,600,000	4,600,000	Department of Regional Development (Royalties for Regions)
Total		11,200,000		

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following changes, to be fully funded by the State Government's Royalties for Regions funding for the Airport Development Project.

Table 8:

<i>Cost Code</i>	<i>Description</i>	Amended 2017/18 Annual Budget \$	Government Grants and Subsidies	Description of Funding Source & Other Comments
C6095	Airport Construction Stage 2, External Services	2,600,000	2,600,000	Department of Regional Development (Royalties for Regions)
New Account Number	Airport Construction Stage 2, Landside Civils and Services Infrastructure	8,600,000	8,600,000	Department of Regional Development (Royalties for Regions)
Total		11,200,000		

PROPOSED OUTCOME

The consolidation of budget line items and creation of a new account number to continue the projects outlined above as reflected by their procurement method.

6. “Revitalising Geographe Waterways program - Fish and Aquatic Invertebrate Survey”

BACKGROUND

The City was recently successful in securing \$18,627 from Coastwest to undertake a fish and aquatic invertebrate survey in Toby Inlet in order to inform the management plan that is currently being prepared as part of the Revitalising Geographe Waterways program.

PLANNED EXPENDITURE ITEMS

Faunal survey of the fish and aquatic invertebrates of Toby Inlet and community sampling day (November 2017), processing of samples collected during the faunal survey (February 2018) and project reporting and audit (March 2018).

Council’s 2017/18 adopted budget includes a net allocation of \$153,010 as follows:

Table 9:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Government Grants and Subsidies	Description of Funding Source & Other Comments
421-10830-3280-0000	Environmental Management Cont + C/Staff	193,010	40,000	Coastwest
421-10830-1239-0000	Environmental Management – Operating Grants	-40,000	-40,000	R4R Funding – Water management plans, Lower Vasse and Toby Inlet
Total		153,010		

The City was advised of the success of the Coastwest grant after the 2017/18 budget was adopted. Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following changes, with the additional \$18,627 funding for the Revitalising Geographe Waterways program.

Table 10:

<i>Cost Code</i>	<i>Description</i>	Amended 2017/18 Annual Budget \$	Government Grants and Subsidies	Description of Funding Source & Other Comments
421-10830-3280-0000	Environmental Management Cont + C/Staff	211,637	58,627	Water management plans, Lower Vasse and Toby Inlet
421-10830-1239-0000	Environmental Management – Operating Grants	-58,627	-58,627	R4R Funding \$40,000 and additional Grant of \$18,627 - Coastwest
Total		153,010		

PROPOSED OUTCOME

The results of the fish and aquatic invertebrates survey will inform the preparation of the water management plan, currently being prepared as part of the Revitalising Geographe Waterways program. The community sampling day will also assist with engaging with the local community with regards to managing Toby Inlet.

7. "Community Safety Education"

BACKGROUND

The City was recently successful in securing \$18,000 from the Road Safety Commission, to produce 3 short films that emphasise community safety education messages, specific to cycling/motorists, each of which have been identified by community consultation during the bike plan currently underway. In addition, the campaign addresses the City's transport sustainability message 'walk or cycle instead' message.

PLANNED EXPENDITURE ITEMS

Expenses include production of short films, and funds for screening of films at indoor and outdoor cinema. A banner with "walk or cycle instead" will be produced for the billboard at the entry to the City. The bike plan currently underway identifies community safety messages that should be addressed.

Council's 2017/18 adopted budget includes a net allocation of \$5,000 as follows:

Table 11:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Municipal Funds	Description of Funding Source & Other Comments
510- 11107- 3215-0000	Engineering Services, Design	5,000	5,000	
Total		5,000		

The City was advised of the success of the Road Safety Commission grant after the 2017/18 budget was adopted.

Officers propose that the 2017/2018 Adopted Budget be amended to reflect the following changes, with the additional \$18,000 funding for the Community Safety Education campaign.

Table 12:

<i>Cost Code</i>	<i>Description</i>	Amended 2017/18 Annual Budget \$	Government Grants and Subsidies	Municipal Funds	Description of Funding Source & Other Comments
510- 11107- 3215-0000	Engineering Services, Design	23,000	18,000	5,000	Funding of \$18,000 from Road Safety Commission
510- 11107- 1239-0000	Engineering Services, Design – Operating Grants	-18,000	-18,000		Road Safety Commission grant
Total		5,000			

PROPOSED OUTCOME

Projections indicate the safety education messages will reach 160,000 people, including visitors over the November/December 2017 January 2018 period.

8. "Aged Care Housing"

BACKGROUND

The City manages housing units at Harris Road under a Joint Venture arrangement with the Department of Housing. Under the joint venture the City is responsible for managing the tenure of units and for maintaining the units in good condition, fit for occupation. It is also the City's obligation to upgrade the units as and when required.

The City regularly reviews the condition of the units and carries out maintenance requirements as appropriate. In addition, the City reviews the condition of each unit upon it being vacated and, as required, refurbishes the unit prior to it being re-tenanted. While the City is not in a position to know exactly when each unit will be vacated, we budget on the assumption that two units per annum will require refurbishment, historically at an estimated average cost of \$10,000 per unit.

While only being August we have already had two units become vacant this financial year, both of which have been occupied by long term tenants. It has therefore been many years since any significant works have been undertaken on those units. We have recently refurbished another similar unit, the total cost of which was \$18,800 Inc. of GST.

Additional funds are therefore sought based on the increased costs of refurbishment and the expectation that we may have more than the two units vacate through the year.

PLANNED EXPENDITURE ITEMS

Council's 2017/18 adopted budget includes an allocation of \$22,000 as follows in table 12:

Table 12:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Municipal Funds	Description of Funding Source & Other Comments
B9301	Aged Housing Capital Improvements - Harris Road	22,000	22,000	Refurbishment of aged housing units upon vacation
Total		22,000		

Officers propose that the 2017/2018 adopted budget be amended to reflect the following funding changes, shown in Table 13. These changes will be funded from the Joint Venture Aged Housing Reserve which shows an expected balance as at 30/06/2018 of \$1,105,291; officers wish to draw \$25,000 from this reserve.

Table 13:

<i>Cost Code</i>	<i>Description</i>	2017/18 Annual Budget \$	Municipal Funds	Reserves	Description of Funding Source & Other Comments
B9301	Aged Housing Capital Improvements - Harris Road	47,000	22,000	25,000	Refurbishment of aged housing units upon vacation
Total		47,000			

PROPOSED OUTCOME

Aged Housing Units at Harris Road will be refurbished and maintained to an appropriate standard, ensuring we meet our obligations under the joint venture agreement.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

RELEVANT PLANS AND POLICIES

There are multiple Plans and Policies that support the proposed Budget Amendments.

FINANCIAL IMPLICATIONS

Budget amendments being sought will result in no change to Council's Budget Surplus position of \$0. The City's "Budget Surplus Contingency Holding Account" account string 100-10001-3680-0000 would reduce from \$217,648 to \$93,980 (by \$123,768).

Long-term Financial Plan Implications

N/A

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

There is a risk to the City, as there is with all projects undertaken, that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

CONSULTATION

Consultation has occurred with the appropriate City of Busselton officers.

OFFICER COMMENT

The Officer commends the requested Budget Amendment to the Finance Committee for consideration and recommendation to Council.

CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

OPTIONS

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

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

That the Finance Committee recommends to Council endorsement of the Requested Budget Amendments contained within this report, resulting in no change to an Amended Budgeted Surplus Position of \$0; noting that the City's "Budget Surplus Contingency Holding Account" would reduce from \$217,648 to \$93,980 (by \$123,768).

11. PLANNING AND DEVELOPMENT SERVICES REPORT

Nil

12. ENGINEERING AND WORKS SERVICES REPORT

12.1 PROPOSAL TO CLOSE PERMANENTLY A SECTION OF UNNAMED ROAD OFF BIDDLE ROAD, QUEDJINUP

SUBJECT INDEX:	Thoroughfares
STRATEGIC OBJECTIVE:	Development is managed sustainably and our environment valued.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Land matters
REPORTING OFFICER:	Land and Infrastructure Officer - Andrew Scott
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Map of proposed road closure ↓ Attachment B WAPC endorsed structure plan ↓ Attachment C WAPC approved subdivision application plan ↓

PRÉCIS

This report seeks the consent of the Council for the permanent closure of a section of unnamed road off Biddle Road, Quedjinup (Attachment A). The road land may then be amalgamated with adjoining property as per a Western Australian Planning Commission (WAPC) endorsed structure plan.

BACKGROUND

The developer of land at the corner of Biddle Road and Commonage Road, Quedjinup (Sussex Locations 1041 and 525), has requested the closure of an unnamed public road off Biddle Road (Attachment A). This is so the road land may be amalgamated with adjoining property in accordance with WAPC endorsed plans for the development of the surrounding land.

Under the guidance of the endorsed structure plan (Attachment B), the WAPC approved a subdivision application plan (Attachment C) to create 8 new lots. The subdivision application plan shows that the unnamed road should be amalgamated with new Lot 23. On WAPC final approval of a survey plan for the development, Lot 23 may then be created, allowing for the amalgamation of the road land.

Public roads may be closed pursuant to section 58 of the *Land Administration Act 1997*. The Act requires local government to resolve to make a request to the Minister for Lands for a proposed road closure. The Minister may then order the road to be closed.

This report seeks a Council decision supporting closure of the subject road for amalgamation with adjoining property.

STATUTORY ENVIRONMENT

- [Land Administration Act 1997](#), section 58, 'Closing roads'
- [Land Administration Regulations 1998](#), regulation 9, 'Local government request to close road permanently (Act s. 58(2)), requirements for'

RELEVANT PLANS AND POLICIES

- Endorsed structure plan – Sussex Locations 1041 and 525 Biddle Road and Commonage Road, Quedjinup, 21 August 2009 (Attachment B)
- Subdivision application plan over Lot 9000 on DP 74289 and Lot 525 on DP 254534, WAPC File 148329, 28 June 2013 (Attachment C)

FINANCIAL IMPLICATIONS

The developer has paid the schedule road closure fee to the City for the road closure request. This fee covers the City's advertising and administration costs for processing the request.

The developer (not the City of Busselton) should be responsible for all costs associated with the closure of the public road and the amalgamation of the land into adjoining property. Costs may include surveying, land acquisition (from the WA Government), statutory charges, legal fees and other costs. These costs should be charged by the WA Government direct to the developer so the City will have no involvement with the proposal following a road closure recommendation to the Minister for Lands.

The City has no road or drainage asset on the unnamed road. And being Crown land, the City has no interest in the land.

Proceeds from the sale of the road land will be to State Revenue.

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

Key goal area	Community objectives
3. Environment	3.1 Development is managed sustainably and our environment valued
5. Transport	5.2 Road networks that provide for a growing population and the safe movement of all users through the District.

RISK ASSESSMENT

The risks associated with the proposal are considered negligible given costs should be borne by the developer, and given the proposal has been endorsed by the WAPC.

CONSULTATION

A notice of the proposal to close the section of unnamed road off Biddle Road was advertised in the 'Council for the Community' section of the Busselton Dunsborough Mail, 26 July 2017. Also, a public notice was posted on City of Busselton notice boards and a written notice was posted to affected persons.

NOTE: Any need to relocate services should form part of the subdivision.

OFFICER COMMENT

The approximate 2260sqm section of unnamed public road off Biddle Road (near Commonage Road) presently provides legal access to one lot, Lot 525 (No. 397) Biddle Road, Quedjinup (refer to Attachment A).

Both the unnamed road and Lot 525 are the subject of a WAPC subdivision application plan (Attachment C) which shows the future amalgamation of the unnamed road into a proposed new lot (shown as Lot 23 on the plan).

This report has not found any reason to vary from the WAPC plans with respect to the closure of the road and the amalgamation of the land with adjoining property. As such, the report recommends the closure of the unnamed road.

To ensure that the City does not bear any costs associated with the proposed road closure, this report recommends that as a condition of the City's support for the proposal, the developer indemnifies the City against any costs.

Given the unnamed public road is Crown land, proceeds from the sale of the land will be directed to State Revenue (and not the City). In contrast, the WA Government has a policy that applies to land that is ceded to the Crown as a condition of subdivision (for recreation purpose as an example), where a portion from the sale of the land may be directed to local government and held in trust for use in a nearby area (for a similar purpose to the original purpose). Part of the rationale for this policy is that the owners and occupiers of land within the area may continue to benefit from use of public land.

This report suggests that the WA Government should hold a similar policy position for the sale of public road land. Part of the proceeds from the sale of public road land should be directed into local government and used for new or improved infrastructure within a nearby area.

CONCLUSION

The approximate 2260sqm section of unnamed public road off Biddle Road (near Commonage Road) should be closed permanently and amalgamated with adjoining property.

OPTIONS

This report does not recommend any options to the closure of the unnamed road. The closure of the road is required to facilitate the development of Sussex Locations 1041 and 525 in accordance with the Western Australian Planning Commission endorsed plans.

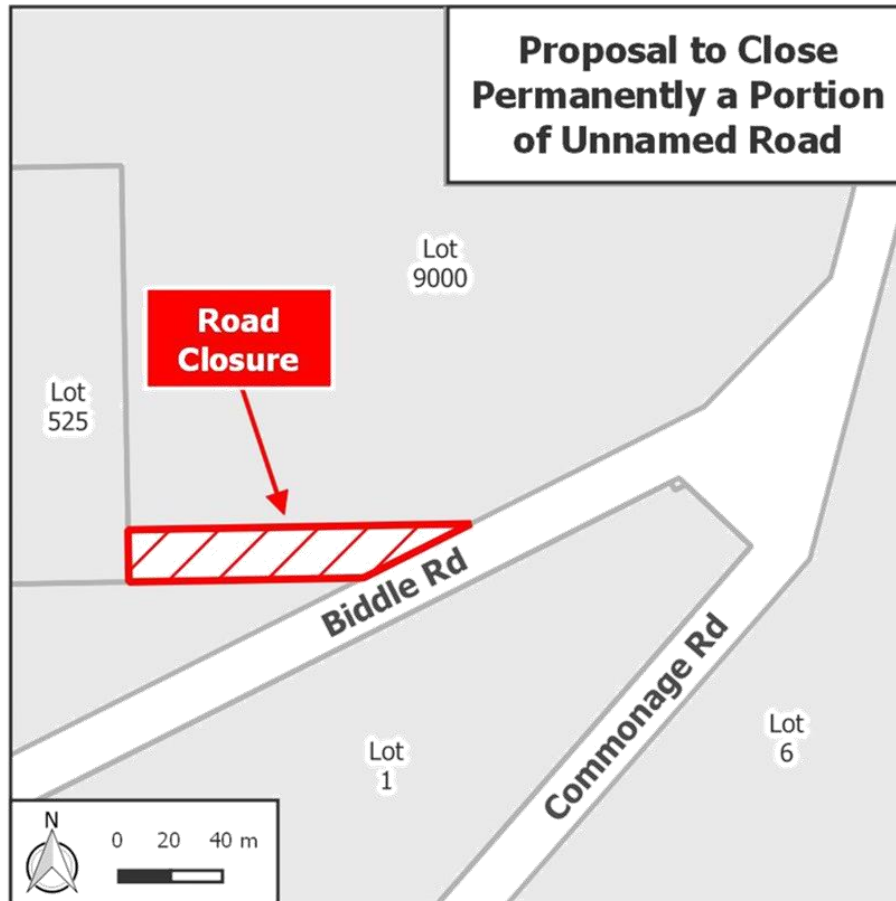
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

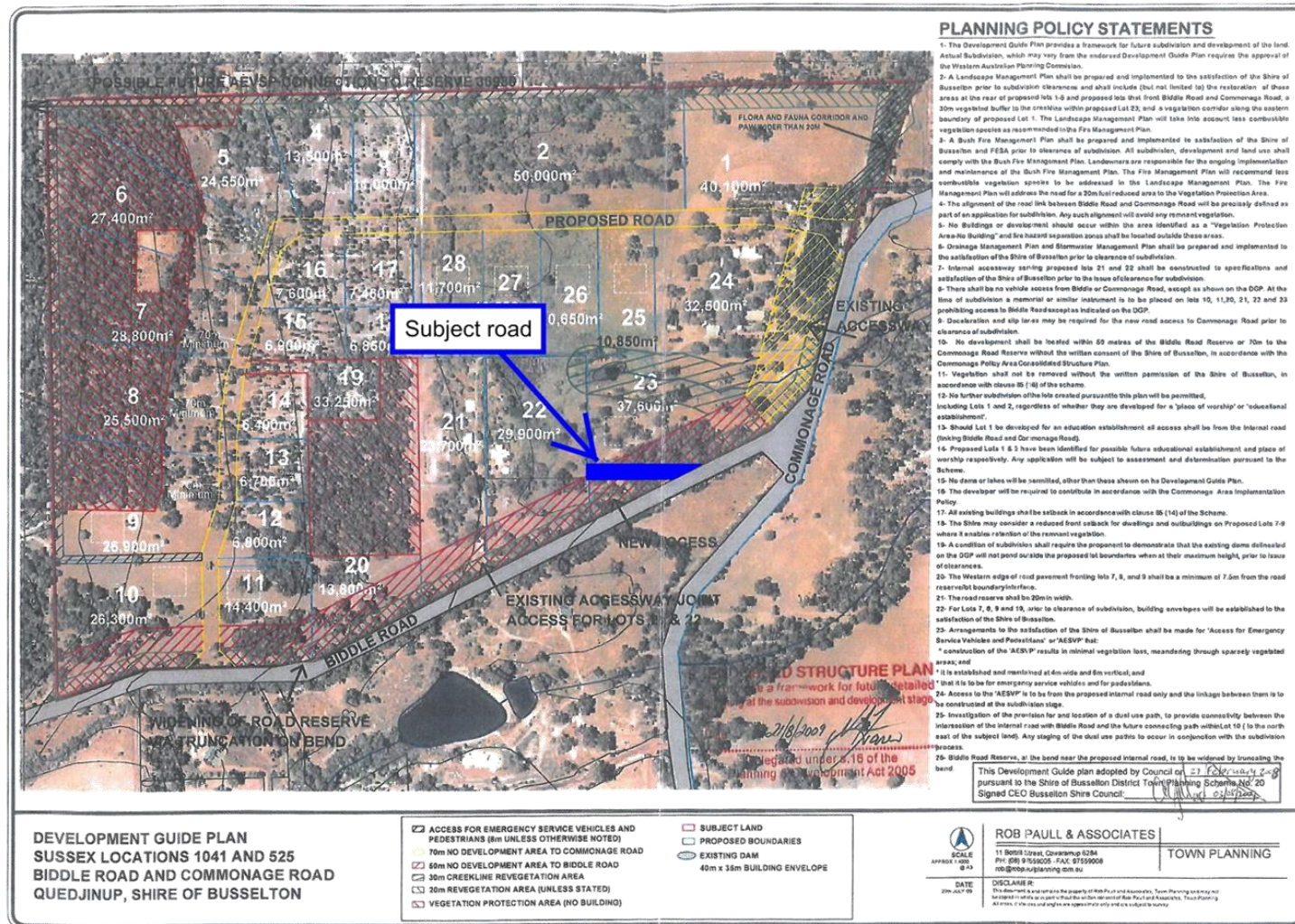
A request to close the subject road may be prepared and forwarded to the Minister for Lands within two weeks of the Council meeting minutes being published.

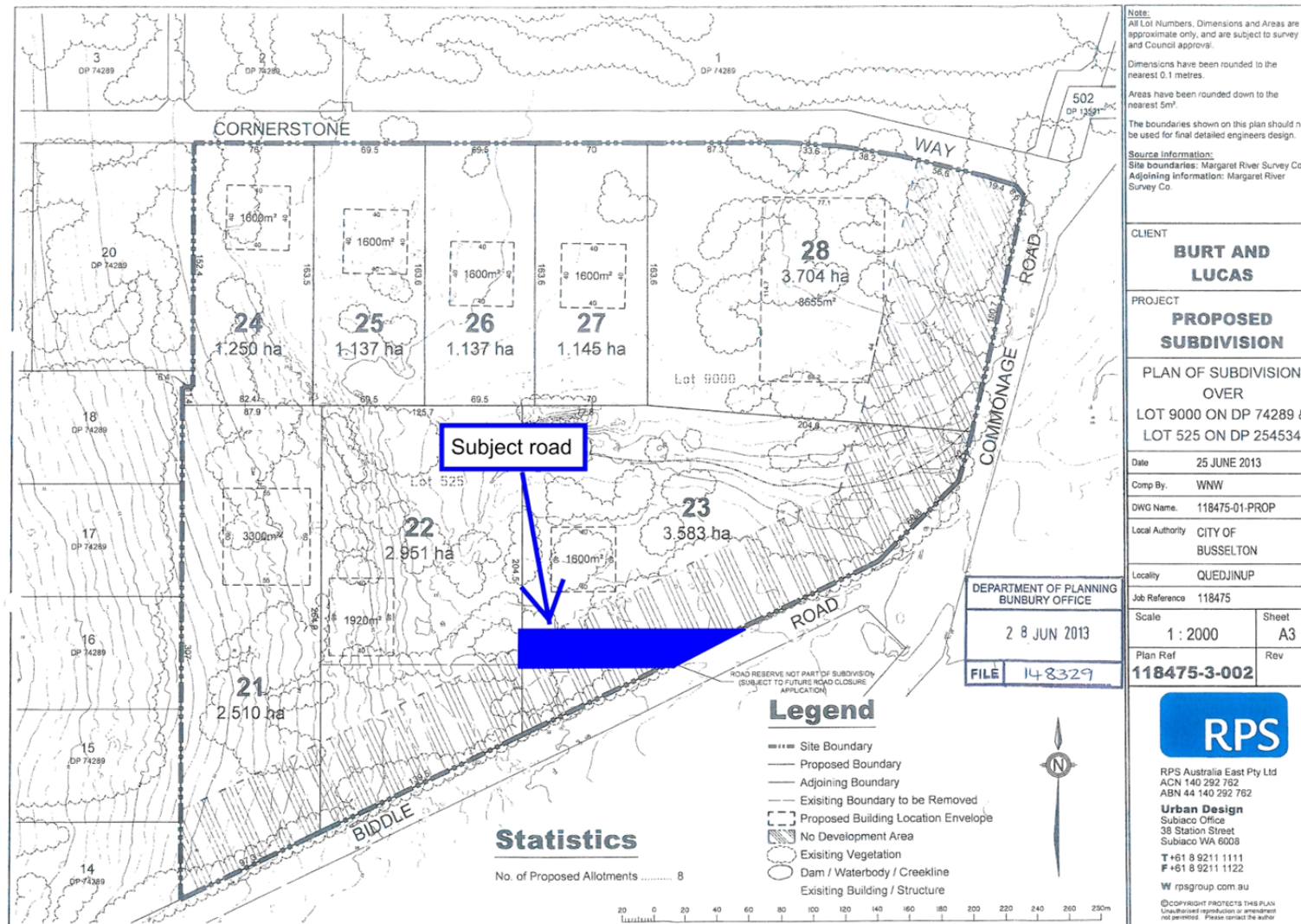
OFFICER RECOMMENDATION

That the Council supports:

1. the proposal to close permanently an approximate 2260sqm portion of unnamed road off Biddle Road, Quedjinup (as shown in Attachment A), so the road land may be amalgamated with adjoining property;
2. a request being made to the Minister for Lands to close permanently the portion of unnamed road, pursuant to the *Land Administration Act 1997*, subject to:
 - a. the proponent indemnifying the City of Busselton against any costs and claims that may be associated with the proposal;
3. a letter from the City being sent to the WA Government requesting that the WA Government review its policy position with respect to proceeds from the sale of public road land, where a portion of the proceeds is directed to local government for construction of public infrastructure (such as road or drainage).







12.2 PROPOSAL TO CLOSE PERMANENTLY A PORTION OF FORESHORE PARADE, BUSSELTON

SUBJECT INDEX:	Thoroughfares
STRATEGIC OBJECTIVE:	Road networks that provide for a growing population and the safe movement of all users through the District.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Land matters
REPORTING OFFICER:	Land and Infrastructure Officer - Andrew Scott
AUTHORISING OFFICER:	Director, Engineering and Works Services - Oliver Darby
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Map of proposed road closure ↓ Attachment B Busselton Foreshore Upgrade, Stage 3 Master Plan ↓ Attachment C Aerial of subject area ↓

PRÉCIS

This report seeks the consent of the Council for the permanent closure of a 260sqm portion of Foreshore Parade, Busselton. The road land may then be amalgamated with adjoining Crown Reserve 38558.

BACKGROUND

After the construction of Foreshore Parade, it is now apparent that a 260sqm portion of road land (refer to Attachment A) is not required for road purpose, and would be better utilised as part of adjoining Crown Reserve 38558. But before the road land may be amalgamated with the adjoining reserve, it must first be closed permanently as a public road.

Public roads may be closed permanently pursuant to section 58 of the *Land Administration Act 1997*. The Act requires local government to resolve to make a request to the Minister for Lands for a proposed road closure. The Minister may then order the road to be closed.

This report seeks a Council decision supporting closure of the subject road for amalgamation with adjoining reserve land.

STATUTORY ENVIRONMENT

- [Land Administration Act 1997](#), section 58, 'Closing roads'
- [Land Administration Regulations 1998](#), regulation 9, 'Local government request to close road permanently (Act s. 58(2)), requirements for'

RELEVANT PLANS AND POLICIES

- [Busselton Foreshore Upgrade, Stage 3 Masterplan](#), 23 November 2015 (Attachment B)

FINANCIAL IMPLICATIONS

To close the road and amalgamate with adjoining Crown Reserve, the City may incur costs for licenced surveying. These costs may be funded from 2017/18 budget.

Long-term Financial Plan Implications

Nil

STRATEGIC COMMUNITY OBJECTIVES

Key goal area	Community objectives
5. Transport	5.2 Road networks that provide for a growing population and the safe movement of all users through the District.

RISK ASSESSMENT

The risks associated with the proposal to close the road are considered negligible.

By not closing the road, there is a chance that public utilities may use the area of land for their services, which may then impose limitations on future plans of the land (other than for road purposes).

CONSULTATION

A notice of the proposal to close the portion of Foreshore Parade was advertised in the 'Council for the Community' section of the Busselton Dunsborough Mail, 31 May 2017. Nil submissions were received.

Public utility providers were also advised of the proposed road closure. ATCO Gas, Telstra and Western Power have assets within the vicinity and advised that they do not object to the proposal.

OFFICER COMMENT

The 260sqm of road land that is the subject of this report is superfluous to public road requirements. Given the 'premium' nature of land within the Busselton Jetty and Foreshore precinct, the land would be better utilised for recreation and community purposes as part of Lot 503 of Crown Reserve 38558. Crown Reserve 38558 is vested with the City of Busselton with power to lease.

CONCLUSION

This report recommends the closure of the road land for amalgamation with adjoining Lot 503 of Crown Reserve 38558.

OPTIONS

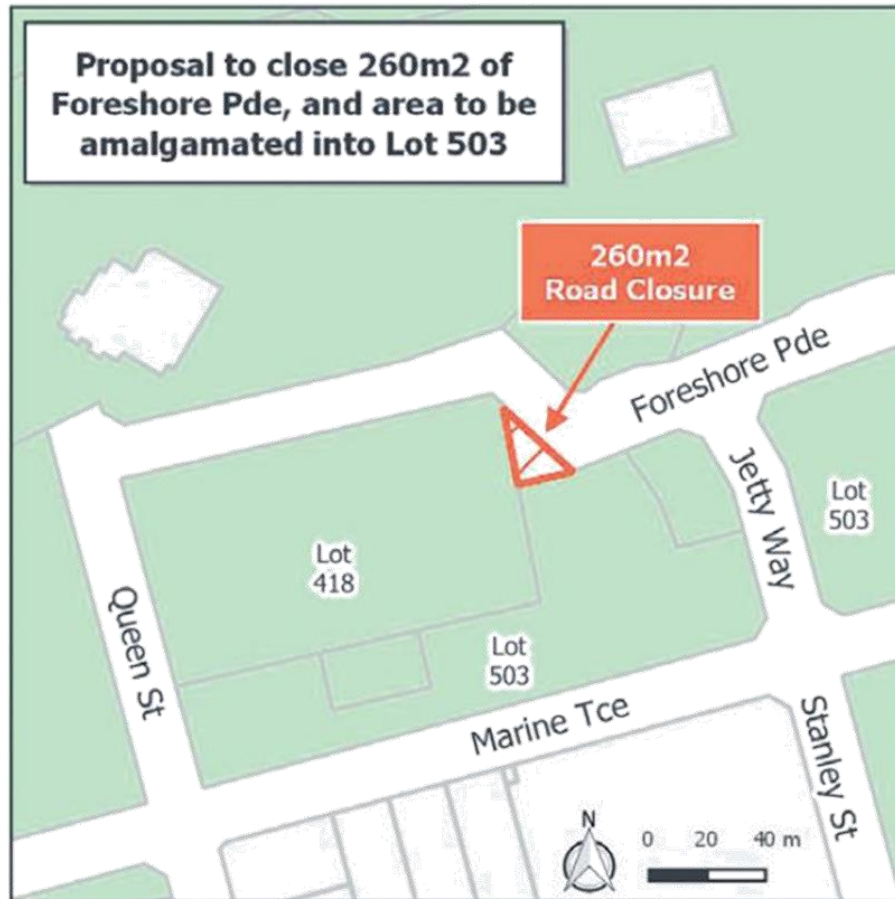
The Council may determine that the road land may be better utilised as public road. But should the public utilities place their services within the subject area of land, this may limit future plans for the road land and surrounding area.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

A request for the permanent closure of the public road may be forwarded to the Minister for Lands within one month of the publication of the Council meeting minutes.

OFFICER RECOMMENDATION

That, pursuant to the *Land Administration Act 1997*, the Council supports a request being made to the Minister for Lands to close permanently an approximate 260sqm portion of Foreshore Parade, Busselton (as shown in Attachment A), so the road land may be amalgamated with adjoining Lot 503 of Crown Reserve 38558.





DATE 23.11.2015
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BUSSELTON FORESHORE UPGRADE STAGE 3 MASTERPLAN





13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 PROPOSED HEADS OF AGREEMENT FOR POTENTIAL DEVELOPMENT OF AN ANIMATION/DIGITAL PRODUCTION STUDIO; PERFORMING ARTS CENTRE AND HOTEL/ACCOMMODATION COMPLEX (HARRIS ROAD: LOTS 110, 10, 4, 5; AND PEEL TERRACE: LOTS 6, 7 181, 182) BUSSELTON

SUBJECT INDEX:	Economic and Business Development
STRATEGIC OBJECTIVE:	An innovative and diversified economy that provides a variety of business and employment opportunities as well as consumer choice.
BUSINESS UNIT:	Commercial Services
ACTIVITY UNIT:	Property 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 City-owned lots at Peel Terrace and Harris Road ↓

PRÉCIS

This report provides an overview of a preliminary proposal for private sector development of an integrated animation/digital production studio, performing arts centre, hotel and residential complex and car-parking on City-owned land at Harris Road (Lots 110, 10, 4, 5) and Peel Terrace (Lots 6, 7 181, 182) Busselton.

The report recommends Council nominates a 'preferred proponent' (Vue Group) for a period of 18 months to negotiate terms and conditions for a potential future lease and/or sale of the land to progress the proposal. It recommends a draft Heads of Agreement be prepared for further consideration by Council, outlining commercial terms for potential future disposition of property in accordance with s3.58 of the Local Government Act 1995 and other financial and management considerations.

BACKGROUND

Vue Group is an international film production company based in Bunbury with additional production facilities in Melbourne. The company creates feature films, television and Internet drama, animation, documentary and large format themed 4D cinema. It has established strong strategic relationships with the film production industry in China and has developed joint ventures with private companies and government agencies. Their productions include animated movie joint ventures with Shanghai Hippo Animation Company (the biggest privately owned animation house in China) and co-production of several documentary and feature films.

Vue Group has developed significant creative, production and financing experience and is committed to development and growth of the film production industry in the South West of WA and was the recipient of Western Australia's Creative Industries Export Award in 2014. Since 2015, Vue Group has been seeking to develop an integrated complex including animation and training studios; digital production/postproduction offices; and, a hotel and residential mixed use development in Bunbury. However recently, they have expressed interest in Busselton as a potential location for the proposed integrated complex. City officers have held preliminary discussions with the company's Managing Director and have identified City-owned land at Harris Road (Lots 110, 10, 4, 5) and Peel Terrace (Lots 6, 7 181, 182) to potentially develop the facility through lease and/or sale of all, or a portion of these lots along with consideration of a public/private partnership arrangement for a Performing Arts and Convention Centre (PACC) as a potential component of the development.

STATUTORY ENVIRONMENT

Local Government Act 1995 ("LG Act")

The proposed integrated mixed use development would require the City to lease and/or sell its land holdings, which constitutes a 'disposal of property' under the LG Act.

Section 3.58 (2) states that a local government can dispose of property to the highest bidder at public auction, or to the person at public tender. Section 3.58 (3, 4) allows for the disposal of property other than by public auction or by tender. It requires Council to give local public notice of its intention to dispose of the property, and consider any submissions which are received within the specified period. Should Council resolve in the future to proceed with the proposal outlined in this report and reach mutually acceptable terms and conditions with Vue Group, Council will be required to undertake LG Act actions described above s3.58 (3, 4).

City of Busselton Town Planning Scheme (TPS No 21)

The land proposed for the mixed-use development outlined in this report is zoned 'business'. Development plans allowing for up to five storeys would be acceptable within the Central Business District (CBD), however consideration may be given for additional height should it be necessary.

RELEVANT PLANS AND POLICIES

City of Busselton Economic Development Strategy (2016-2026) ('ED Strategy')

Council adopted the ED Strategy in November 2016. Key focus areas include 'Investment Attraction and Marketing' and 'Industry Development'. The Strategy identifies the growth of the creative industries (including segments such as music and performing arts; film and TV production; advertising/marketing; software; web and multimedia development; writing/publishing; architecture; design and visual arts) as a key economic opportunity for the Busselton district based on lifestyle attributes and strategic infrastructure including establishment of the National Broadband Network.

South West Regional Investment Blueprint (SWDC 2015)

The State Government's South West Investment Blueprint specifically acknowledges the Busselton district as a major lifestyle city based on tourism, wine and food, creative and professional industries and events (South West Development Commission, 2015).

FINANCIAL IMPLICATIONS

There are no financial implications arising from the Officer recommendation. Should any external professional services be required to support the development of a Heads of Agreement, these will be funded from the 2017/18 budget adopted by Council.

Long-term Financial Plan Implications

There are no implications on the Long Term Financial Plan (LTFP) arising from the Officer recommendation.

The LTFP identifies borrowings of \$10 million to support development of a Performing Arts and Convention Centre (PACC): [2019/20 (\$3m); 2020/21 (\$3m); 2021/22 (\$4m)]. However, the City is not anticipating spending this amount of capital should a public/private partnership arrangement be negotiated and proceed to fruition. The LTFP also makes provision for an annual operating deficit of approximately \$600k pa (averaged over the first fifteen years of operating a PACC) commencing from the year 2022/23.

The proposed Heads of Agreement may take into consideration a potential contribution by the City to the operations and maintenance of a multi-functional performing arts and convention space in a public/private partnership arrangement.

Additionally, given the Lots proposed for the development were purchased using funds sourced from the City's Car-Parking Reserve, a proportion of any future proceeds from sale and/or lease of the Lots may be required to be directed to replenishing the Car-Parking Reserve. This will be subject to a further report to Council.

STRATEGIC COMMUNITY OBJECTIVES

This report aligns with the following City of Busselton Key Goal Areas identified in the City's 2017 Strategic Community Plan:

Key Goal Area 4: Economy

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

RISK ASSESSMENT

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

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Potential lost investment opportunities for a period of 18 months with a nominated preferred development proponent over the land	Undertake negotiations for a 'non-binding' heads of agreement s3.58 requires public notification of the proposed disposition, Council will consider submissions through this process prior to disposing of the land	Moderate	Unlikely	Medium

CONSULTATION

There has been no community or stakeholder consultation undertaken at this time. Should Council resolve to progress disposition of property in the future, public comments will be sought on the development concepts and potential terms and conditions for sale/lease of the property.

OFFICER COMMENT

The City of Busselton purchased the following land holdings in 2013 (Lots 110, 10, 4 and 5 Harris Road and Lots 6, 7 181 and 182 Peel Terrace Busselton) as a potential future site for car-parking within close proximity to the CBD and as such owns the land freehold. The land area owned by the City totals 9,161m².

The lots adjoining the City-owned land (Lots 1-2 Harris Road and Lots 2 and 9 Peel Terrace) are privately owned and (subject to interest in sale of the land by the respective owners) have potential to be amalgamated to create a larger land assembly to facilitate an integrated hotel and residential development. The land area privately owned and adjoining City land totals 3,083m².

A plan showing the City-owned lots and surrounding land ownership is in Attachment A.

The land is potentially suitable and zoned appropriately for a proposed mixed use commercial development integrating public car-parking and is considered suitable for a prospective private development proposal being an animation/digital production studio (potentially combining as a performing arts and convention centre) along with other short-stay/residential accommodation and hospitality uses. A performing arts and convention centre with capacity for exhibitions has been identified as a high priority in the City's Community Strategic Plan and has been the subject of preliminary concept planning in the cultural precinct in Queen Street Busselton, however has not been progressed due to funding constraints.

In November 2016 the Council adopted (C1611/132) the City of Busselton Economic Development Strategy as a guide for future planning. Key focus areas within the Strategy include 'Investment Attraction and Marketing' and 'Industry Development'. The Strategy identifies the growth of the creative industries (including segments such as music and performing arts; film and TV production; advertising/marketing; software; web and multimedia development; writing/publishing; architecture; design and visual arts) as a key economic opportunity for the Busselton district based on lifestyle attributes and strategic infrastructure including establishment of the National Broadband Network. Further the development of a multi-media studio and future hotel development will significantly contribute to the local economy through the creation of jobs and further investment in the region. International access to the region through the development of the Busselton Margaret River Airport will also significantly contribute to the success of the development and future marketing of the Busselton District as a base for the film industry.

Prior to committing resources to further investigate the proposed mixed use development and associated management, legal and financial arrangements, Officers recommend Council nominates Vue Group as 'preferred proponent' and authorises the CEO to commence negotiating a draft Heads of Agreement prior to further consideration by Council. A Heads of Agreement will further develop a design concept and state the proposed commercial, legal and other management arrangements associated with a potential future sub-lease and/or sale of the land, prior to progressing statutory disposition of property in accordance with s3.58 of the Local Government Act 1995.

For example, the hotel development (up to eight storeys) would likely be developed as a separate, standalone facility and the City may consider selling a portion of the City-owned lots to facilitate this component of a future development. Conversely, part of the land may be leased for the animation and digital production studio building which could also function as a performing arts and convention centre under a management arrangement with the City.

With respect to potential leasing arrangements and subject to further negotiations, Officers have discussed the following arrangements with the proponent which may form part of a future Heads of Agreement:

- Minimum Lease term of 65 years;
- Studio to be made available to the City of Busselton for an agreed number of days per year for the operation of the Performing Arts and Function/ Exhibition Centre;
- A percentage of total car parking bays be made available for public use;
- City contributions to be considered towards the operational costs of the building;
- Negotiated rent based on market value and percentage of City / public usage as Performing Arts and Function Centre; and
- Standard City development approvals and local government rates would apply.

CONCLUSION

Council is being requested to nominate Vue Group as a preferred proponent (for a period of 18 months) to develop an integrated animation/digital production studio, performing arts centre, hotel and residential complex and car-parking on City-owned land at Harris Road (Lots 110, 10, 4, 5) and Peel Terrace (Lots 6, 7 181, 182) Busselton. The preferred proponent status is non-binding however allows the two parties to negotiate potential future terms and conditions for potential disposition of property (by lease and/or sale) in good faith prior to progressing formal statutory requirements of the Local Government Act 1995, which will require Council consideration of public comments on the proposal.

Officers are also recommending Council authorise the CEO to commence negotiating a draft Heads of Agreement, which will outline terms and conditions for a potential lease and/or sale of the land and include other financial, legal and management considerations.

OPTIONS

Council may elect an alternative course of action including but not limited to:

- Seeking competitive expressions of interest from the private sector to lease or sell the Lots on Harris Road/Peel Terrace
- Taking no action at this time and reserving the land solely for a future car-park development as previously proposed.

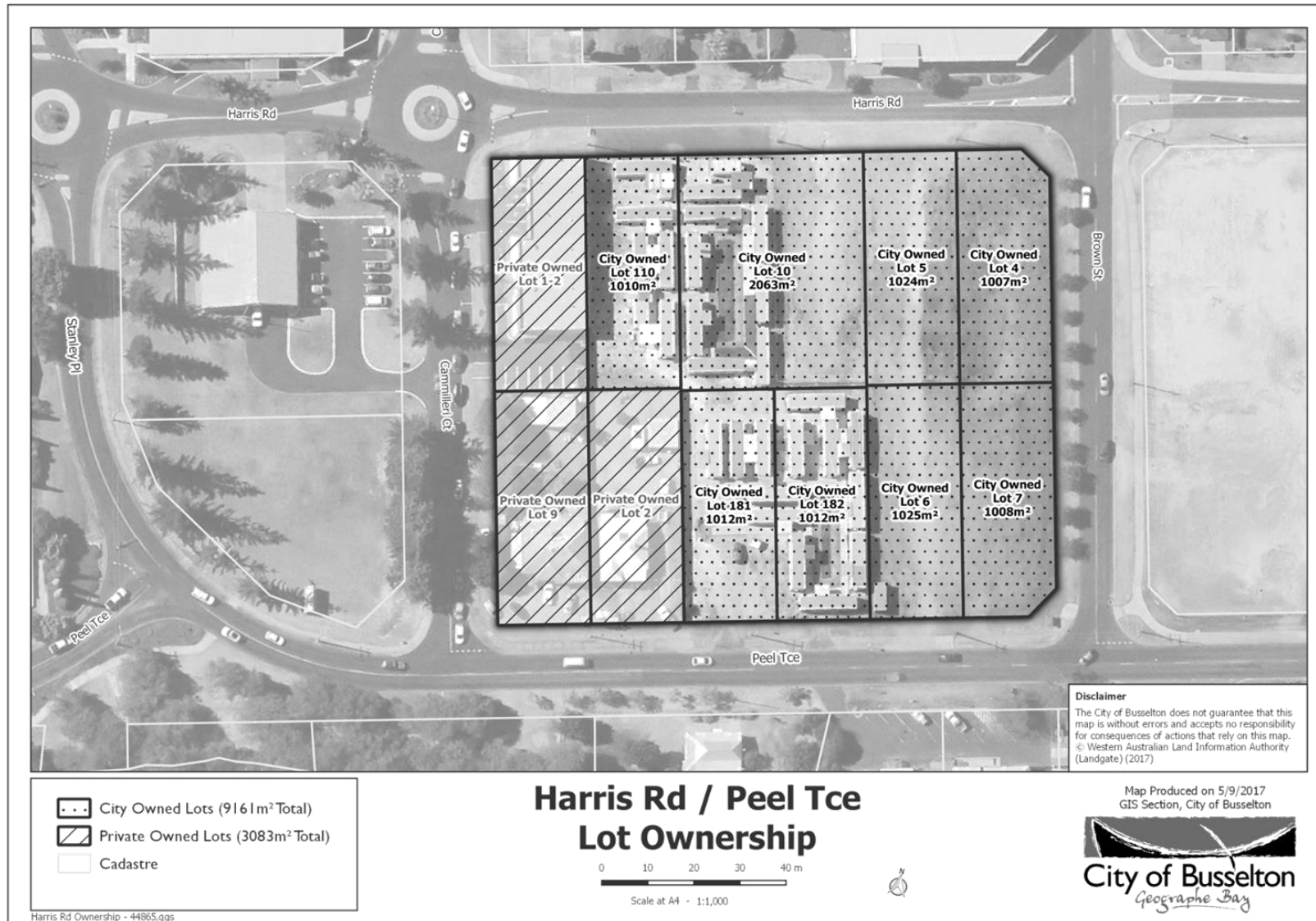
TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council support the Officer recommendation, Officers will commence formal negotiations with Vue Group, based on the concept and high level terms outlined in this report. Once a final draft concept and terms are negotiated, a further report will be prepared for Council consideration in mid-late 2018.

OFFICER RECOMMENDATION

That the Council:

1. Nominates Vue Group as 'preferred proponent' for a period of 18 months for development of an integrated animation/digital production studio, performing arts centre, hotel and residential complex with public car-parking on Lots 110, 10, 4 and 5 Harris Road and Lots 6, 7 181 and 182 Peel Terrace Busselton; and,
2. Authorises the CEO to commence negotiating a draft Heads of Agreement with Vue Group for potential future disposition (by sale and/or lease) of the above mentioned land.



13.2 CSRFF 2017 ANNUAL / FORWARD PLANNING GRANTS RATING

SUBJECT INDEX:	CSRFF 2017
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Community Development
ACTIVITY UNIT:	Community Services
REPORTING OFFICER:	Community Development Coordinator - Vicki James
AUTHORISING OFFICER:	Director, Community and Commercial Services - Naomi Searle
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A CSRFF Grant Application Form ↓ Attachment B Feasibility Study ↓

PRÉCIS

Each year Local Government Authorities are required to rate and prioritise the Annual and Forward Grant Community Sport and Recreation Facilities Fund (CSRFF) submissions received within their municipality.

The purpose of this report is to meet the CSRFF criteria by outlining the submissions received for projects within the City for this current funding round and request that Council rate each application prior to forwarding to the Department of Local Government, Sport and Cultural Industries (DLGSCI) by 30 September 2017 for final consideration.

BACKGROUND

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

In order to assist with the evaluation of submissions and to ensure projects are viable and appropriate, DLGSCI has developed “Key Principles of Facility Provision”. Accordingly, each submission is to be assessed against those criteria.

Under the provision, Local Government Authorities are required to rate and prioritise local submissions using the following guide;

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

Submissions for the current funding round closed on Thursday 31 August 2017. Following this date, each Local Government Authority is required to assess and prioritise applications before forwarding all documentation to the South West Office of DLGSCI no later than 29 September 2017.

Following receipt by DLGSCI, local applications along with others received throughout the State, will be evaluated and ranked by relevant State Sporting Associations and the CSRFF Assessment Panel, prior to the outcome being announced by the Minister for Seniors and Ageing; Volunteering; Sport and Recreation. Funds for successful applications will become available in February/March 2018.

There are two (2) grant categories that can be applied for in the current round of funding, as follows:

Forward Planning Grants

\$166,667 - \$2m will be allocated to the large scale projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years.

Annual Grants

\$66,667 - \$166,666 will be allocated to projects with a planning and construction process that will be complete within 12 months. The total project cost for annual grants is between \$200,001 – \$500,000. Grants given in this category must be claimed in the financial year following the date of approval.

One (1) application was received for the current Forward Planning Grant round as follows:

City of Busselton – Lou Weston Pavilion (Reserve 17319) (Attachment A).

No applications were received for the current Annual Grant round.

STATUTORY ENVIRONMENT

Nil.

RELEVANT PLANS AND POLICIES

Social Plan 2015-2025. A key goal of this plan is “Creating needed, quality, sustainable recreation and leisure facilities and services for our community.”

The development of a new pavilion at the Lou Weston Oval is in accordance with the Council endorsed Active Open Space Planning Recommendations.

FINANCIAL IMPLICATIONS

City of Busselton – Lou Weston Pavilion (Reserve 17319)

The application from the City of Busselton is for the development of the Lou Weston Pavilion, which has a total estimated project cost of \$1,500,000 (ex GST) with the City funding an estimated \$1,000,000 based on the State Government contributing up to a maximum of 1/3 (one third) to the total project cost through the CSRFF funding. This is highlighted below:

Table 1. Project Financials Lou Weston Pavilion

Item	Expenditure	Item	Revenue
Lou Weston Pavilion	1,497,000	2017/18 City of Busselton - Municipal funds	1,000,000
Project Signage (DLGSRCI requirement)	\$3,000		500,000
TOTAL	1,500,000	TOTAL	1,500,000

Long-term Financial Plan Implications

Total funding of \$1,500,000 is allocated in the LTFP for 2018/19 to construct the Lou Weston Pavilion as outlined in the table below. This figure included anticipated cash contributions of \$60,000 from the user groups, however, this is now being contributed on an in-kind basis. Therefore, should grant funding be secured, the City will be required to provide the \$60,000 in cash which will need to be allocated to the project from the Building Reserve Fund. There may be an opportunity however for the combined clubs to access Lottery West funding for the furniture and fit-out component of the project.

Table 2. Long Term Financial Plan (LTFP) – Lou Weston Oval 2018/19

Item	Note	Revenue
City of Busselton funding contribution		\$440,000
Community & Recreation Facilities – City District		\$500,000
Anticipated User contributions	No cash funds forthcoming therefore to be funded by the City through the City's contribution	\$60,000
Government Grants		\$500,000
TOTAL		\$1,500,000

STRATEGIC COMMUNITY OBJECTIVES

This matter aligns with the City of Busselton Strategic Community Plan 2017 and principally with the following strategic goal:

Community – Welcoming, friendly and healthy

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

RISK ASSESSMENT

An assessment of the potential 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 as medium or greater.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
Financial risk of the project not receiving external grant funding	The project will only proceed if funding is received or the project scope reduced if feasible to do so	Minor	Possible	Medium

CONSULTATION

Consultation has taken place between City Officers and staff from the South West Office of DLGSCI in regard to the City's application.

Consultation has taken place between City Officers and current Lou Weston Oval user groups of football, tee ball and netball as well as potential future users including Little Athletics and the Busselton Runners Club.

Consultation has also taken place with the Netball, Football (AFL), Tee Ball and Little Athletics State Sporting and Regional Sporting Associations.

OFFICER COMMENT

The funding application supports the achievement of the Council endorsed (C1304/088) City's Active Open Space Recommendations detailed in the extract below:

<u>Precinct</u>	<u>Facility</u>	<u>Active Open Space Planning and Needs Analysis Recommendations</u>
Busselton	Lou Weston Oval	That Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball and Softball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.
		That ageing infrastructure at Lou Weston Oval be replaced by considering shared club facilities and rationalisation of ablution facilities including; <ul style="list-style-type: none"> • Additional storage; • Installation of sports lighting at the Active playing Field; • Shelter / viewing area for spectators; • Rationalisation of club rooms, change rooms and public toilets at the reserve.
		That pedestrian and vehicular access and egress improvements be undertaken

Prior to Council endorsing (C1304/088) the City's Active Open Space Recommendations in 2013, a Needs Assessment was undertaken in 2012 and a follow up conducted in 2015 and 2017 with all of the key users of Lou Weston Oval. These assessments highlighted the unsuitability of the facilities at Lou Weston which were steadily creating pressure on the user groups. In particular, junior football and junior tee ball have no storage, kiosk/canteen facilities or spectator viewing (shelter) areas. This identified the need to rationalise change, club and ablution facilities and develop a co-shared sports pavilion, including elements such as storage, kiosk/kitchen, meeting/training, office, spectator viewing, contemporary change rooms, and ablution facilities. Future growth of these sports was also considered and how a shared management model of the Lou Weston Pavilion could be achieved.

The City has applied in two previous CSRFF funding rounds to address the facility development strategies outlined for Lou Weston Oval in the Active Open Space Planning Recommendations. In 2015/16 the City of Busselton applied to the CSRFF Summer Small Grants round for a Master Plan and in the 2017/18 forward planning round to construct the pavilion. The City was unsuccessful on both occasions with feedback that more planning was required.

The strategic and operational benefits of the Barnard Park Pavilion consultation and design process have been applied to the construction of a future pavilion at Lou Weston Oval (albeit a smaller localised facility). The learnings from the Barnard Park Pavilion, combined with Lou Weston Oval user group and Council input, have been incorporated into the Lou Weston Pavilion concept design which is attached (Attachment 1: Appendix 3).

The proposed rationalisation of existing facilities and improved parking and pedestrian access and egress to the venue has included consideration of Australian and Industry Standards as well as maximising community opportunities for physical activity. The proposed Lou Weston Pavilion also provides a local community space that can be used as a fundraising venue for clubs and groups which supports their future sustainability.

Under the guidelines for the CSRFF grant funding process, the City is required to rank, in order of priority, all applications received from within its boundaries.

It is recommended that this project be assessed as a 'high' priority and that it is a (A) Well planned and needed by the municipality and number one (1) priority of the only application received for consideration.

CONCLUSION

The City's application for the 2017/18 CSRFF Forward Planning funding round shows sound reasoning and justification, and as such it is recommended that Council adopts the Officers Recommendation to allow the project to proceed, should funding from DLGSCI be forthcoming.

OPTIONS

The Council could decide not to support the application.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

DLGSCI, South West Office staff will be advised in writing of the Council's decision by late September 2017 when the full contents of the application are forwarded to their regional office in Bunbury.

OFFICER RECOMMENDATION

That the Council submits the funding application (attachment A) for the construction of the Lou Weston Pavilion to the Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund and rates the application as a priority 'A' project, ranked number 1.

ATTACHMENT A

Government of Western Australia
Department of Sport and Recreation

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Grant Application Form

Year 2018/19 – 2020/21 Triennium

This application form can only be used for applications to be submitted in the 2017/18 funding round.
No other forms will be accepted.

You **MUST** discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.

DSR Contact: Department of Local Government,
Sport and Cultural Industries

Date: 12/9/17

Office: Bunbury

TYPE OF GRANT:

☐ **ANNUAL GRANT \$66,666–\$166,666 (Up to \$250,000 with development bonus)**
The total project cost (GST exclusive) is between \$200,001 and \$500,000.

☒ **FORWARD PLANNING GRANT \$166,667–\$2 million**
The total project cost (GST exclusive) exceeds \$500,000.
Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):

Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2018/19 if all planning is finalised and the project will be completed before 1 June 2019.

☒ 2018/19☐ 2019/20☐ 2020/21

Would the project proceed if funding was allocated in a later year? ☒ Yes ☐ No
If yes, how would the project be impacted (e.g. – delayed etc)?

How would the resulting cost escalation be funded? City of Busselton will fund any cost escalation out of Capital reserve budgets if necessary.

Applicant's Details:

Organisation Name:	City of Busselton				
Postal Address:	Locked Bag 1				
Suburb:	Busselton	State:	WA	Postcode:	6280
Street Address:	Southern Drive				
Suburb:	Busselton	State:	WA	Postcode:	6280

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Vicki James	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Community Development Coordinator		
Business Phone:	08 97810356	Facsimile:	
Mobile Phone:	0417 240 862	Email:	Vicki.james@busselton.wa.gov.au

Our whole
Community wins

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No	ABN: 87285608991	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No		
Is your organisation incorporated?	Yes <input type="checkbox"/> No	Incorporation #: *	
Bank details:	Bank: ANZ Busselton	BSB: 016580	A/c: 434305071

Local Government Authority Details:

LGA:	City of Busselton		
Contact:	Maxine Palmer	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Community Services		
Business Phone:	08 9781 0462	Facsimile:	
Mobile Phone:	0430 897 400	Email:	Maxine.palmer@busselton.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Lou Weston Pavilion
<p>Project Description:</p> <p><u>Background</u></p> <p>The proposed project, which is the subject of this application, is the development of a Pavilion for Lou Weston Oval in Busselton located on the corner of King Street and Dorsett Street, West Busselton. (<i>Lou Weston Site & Locality Maps Appendix 1.1 and 1.2</i>).</p> <p>Lou Weston Oval (Reserve 17319) is Crown Land vested with the City of Busselton for the purposes of "Recreation". It is utilised all year round by various sporting clubs including Netball, AFL Junior Football and Tee Ball. As a precinct it has been utilised as an active space since the 1960's, with the facility developed in an ad-hoc basis since that time. The development of the Active Open Space planning document provides guidance and recommendations for future active open space facilities within the district.</p> <p>In 2013 the City of Busselton Council adopted (C1304/088) Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.</p> <p>The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document. (<i>Active Open Space Planning Appendix 2</i>)</p> <p>It was endorsed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football. City staff has also identified Little Athletics as a potential user as well as the Busselton Runners Club.</p> <p>The key facility development strategies for Lou Weston Oval Included:</p> <ol style="list-style-type: none"> 1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including; <ul style="list-style-type: none"> • Rationalisation of club rooms, change rooms and public toilets at the reserve. • Additional storage;

**Our whole
Community wins**

- Shelter / viewing area for spectators
- Installation of sports lighting at the Active playing Field

2. That pedestrian and vehicular access and egress improvements be undertaken.

To ensure that these much needed facility upgrades occur at Lou Weston Oval it was imperative that the City undertake, in consultation with the user groups, a master planning process, which was completed using City of Busselton staff with experience in facility development and active open (sports) space planning.

Project Description

The development of a Pavilion at Lou Weston Oval ,will provide the following:

- An upgraded high quality local pavilion in West Busselton, capable of providing training and / or competition facilities for proposed regular users such as the Busselton Tee Ball Association, Countrys Junior Football Club, Wanderers Junior Football Club, Local Auskick Centre and the Busselton Netball Association. It will also provide a facility for the identified sport of Little Athletics.
- A pavilion that is designed as a multi-use pavilion suitable for athletes of both genders.
- A multi-use facility able to respond to population growth and changes in community demographics in the long term, and resulting in creating sport and recreation hubs to service local and regional communities.
- A facility that will be strategically placed as a "community hub" for community, recreation and sporting opportunities in Busselton. (See Lou Weston Floor Plan Appendix 3 and Lou Weston Elevations Appendix 4).

Project location:	Lou Weston Oval - Lot 4539 King Street, (Reserve 17319) Busselton, Western Australia		
Land ownership:	Who owns the land on which your facility will be located? State of Western Australia (Vested with the City of Busselton) Lease Expiry (if applicable): Currently, one tenant only at the Reserve – Busselton Netball Association (leased commenced 30 October 2013 with a 5 year option). The replacement of the existing netball pavilion with a pavilion designed for multi-use will require the City to enter into new arrangements and agreements with the current users of Lou Western Oval, including the Netball Association.		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
Department of Aboriginal Affairs? N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Department of Parks and Wildlife? (Environmental, Swan River) N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit? N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/>	___/___/___
What discussions have been held with adjoining local authorities? Nil. This facility will not impact on the Shire of Augusta Margaret River or the Shire of Capel Approximate distance from proposed project to nearest adjoining council boundary: 13.5 km			
Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If so, are you seeking funding from them? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Contact:			
How will your project increase physical activity? This project aligns with two of the key challenges identified in the SD6 (Strategic Directions for Western Australian Sport and Recreation Industry 2016-20) planning document. The first key challenge <u>Life Course and Life Stage Participation</u> ; challenge 9 relates to "the achievement of improved participation rates in sport and recreation, and more broadly active lifestyles." This project			

once completed will provide upgraded services and facilities for approximately 400 junior sporting participants that access the grassed sports spaces of Lou Weston Oval, as well as participants in the hard court sport of Netball.

The second key challenge Public Open Space and Urban Form: challenge 3 relates to "In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources, focus on function of sites, and provide equitable access to facilities." The construction of all elements of the Lou Weston Pavilion will address this challenge and increase in physical activity in the following ways:

- Improvement to current sporting facilities

A new high quality local active facility in Busselton will enable all of the proposed member clubs to expand and improve their program and service delivery to the entire region.

Existing Facilities:

Busselton Netball Association currently has a lease over an aged facility which is for their sole use. The facility has a kitchen, office, limited storage, 3 female toilets and no change rooms.

On the Lou Weston oval there are separate public toilets and change rooms located on opposite sides of the oval. (***Lou Weston Site Location Plan Appendix 1***). The existing facilities do not meet the demands of the users of Lou Weston oval user groups:

- No storage is provided for the AFL football clubs and Tee Ball;
- Inadequate parking and access and egress to the site for active users;
- Facilities for changing, meetings/training and refreshments either inadequate or non-existing;
- Facilities for on-site storage non-existent for active open space users such as junior AFL and Tee-Ball.
- Insufficient storage area for future Little Athletics equipment.

Proposed Improvements:

This project is proposed to replace the existing netball facility to a more centrally located pavilion that will service all ground users. (***Lou Weston Pavilion Design Appendix 2 and 3***)

This facility will provide the following improvements:

- Male and female public toilets with disabled access;
- Three (3) unisex change rooms with toilet and shower facilities that will cater for both males and females playing netball, AFL, Tee Ball and Little Athletics;
- Multi user storage space;
- Kitchen accessible to all user groups;
- Meeting rooms;
- Meeting/training room area that can be used for meetings, community hire and training for club volunteers;
- Increased viewing areas under wide verandahs.

This modern facility will enable to clubs to attract and grow membership and support development training for both players and officials and club volunteers.

The building of the new pavilion will allow the netball association to relocate into the new building and relinquish their lease and this land can be used potentially for car parking and additional courts.

A review of the existing change rooms will be undertaken to determine options to repurpose or decommission.

Statistics:

The City of Busselton is experiencing a sustained high rapid growth rate and sporting participation.

The City of Busselton had a preliminary estimated resident population of 36,686 in 2016 according to the Australian Bureau of Statistics, with the City's average annual growth rate over the past 20 years being one of the highest sustained growth rates for a regional area in Australia in excess of 4%. Approximately 67% of the total City population is located in the town of Busselton.

This population growth rate is being reflected in the rapid increase in participation that is being experienced by some of these sports at a junior level and high participation rated maintained at a senior

level in Busselton. These increases are as follows:

- Busselton Netball Association has grown at an average of 3.93% per annum over the last three years.
- Busselton and Districts Junior Football Association has grown at an average of 4% per annum over the last three years (of which Country's and Towns are members).

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: netball, tee ball, Junior AFL

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Busselton Tee Ball Association	11%	7.5hrs training 5hrs games
Countrys Junior Football Club	8%	6hrs training
Wanderers Junior Football Club	8%	6hrs training
Auskick	5%	2.5hrs training
Busselton Netball Association	55%	25hrs training 10hrs games
Busselton District Junior Football Association	13%	9 hrs games

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

Note: If membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

	2014/15	2015/16	2016/17
Busselton Tee Ball Association	84	64	50
Countrys Junior Football Club	118	127	130
Wanderers Junior Football Club	115	133	140
Auskick	0	62	80
Busselton Netball Association	720	725	815
Group Fitness	0	0	15

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

What is the name of the State Sporting Association for your activity/sport?

Western Australian Football Commission, Netball WA, Tee Ball WA

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Josh Bowler WAFC
Mark Watton: NetballWA
Dianne Mount-Bryson: Teeball WA
Vince Del Prete: Little Athletics WA

Date of contact: 20 July 2017; 1 August 2017

PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p>When did you complete your needs assessment? (This is a formal analysis required for projects over \$500,000).</p> <p>A formal needs assessment for Lou Weston Oval is included in this application with a desktop review undertaken in July 2017. (<i>Needs Assessment – Lou Weston Oval, Busselton, Appendix 5</i>).</p>
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	<p>How has the need for your project been identified and assessed?</p> <p>In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.</p> <p>The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document (Active Open Space Appendix 2).</p> <p>It was proposed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball and Softball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.</p> <p>Since the review the City staff have identified the oval could also be used for Little Athletics as there is no Little Athletics club based in Busselton. There is also an opportunity for the Busselton Runners Club to consider this ground as a base for the Club.</p> <p>The key facility development strategies for Lou Weston Oval Include:</p> <ol style="list-style-type: none"> 1. That ageing infrastructure at Lou Weston Oval be replaced by considering shared club facilities and rationalisation of ablution facilities including; <ul style="list-style-type: none"> • Rationalisation of club rooms, change rooms and public toilets at the reserve; • Additional storage; • Shelter / viewing area for spectators; • Installation of sports lighting at the Active playing Field. 2. That pedestrian and vehicular access and egress improvements be undertaken. <p>The City of Busselton applied as part of the 2015/16 CSRFF winter small grants round to undertake a Master Plan of the reserve and were unsuccessful. As a result an internal City officer working group was established to provide a master planning solution for the issues identified as part of the Active Open Space Recommendations.</p> <p>In addition the relevant Officers have met with each of the current users of Lou Weston Oval, to discuss the design and possible future implementation of the future recreational facilities identified in this application.</p>
	<p>Is the need or a part of the need that you have identified already being catered for?</p> <p>No, the needs for new storage (for all users), shelter, kiosk, meeting, change and public ablutions at this facility is real and cannot be catered for elsewhere or at another facility.</p>
2.	<p>Have you undertaken a feasibility study? (must be included with Forward Planning applications).</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Appendix 6: Feasibility Study: Sports Pavilion – Lou Weston Oval).</p>
	<p>If not, how have you assessed the feasibility of your project?</p> <p>N/A</p>

What alternatives were considered and why were they rejected?

In making the decision to choose to develop the Lou Weston Oval Pavilion, several options were considered by the City and the users including:

Transport to another District Facility in the region – The nearest facilities in the region is Churchill Park, Barnard Park and Sir Stewart Bovell Park; all of which are located in Busselton. These options were not considered feasible because:

- The City has designated Sir Stewart Bovell Park as the long term district headquarters for football (AFL), hockey, diamond sports and athletics. As a result of the existing sports identified, this venue does not have the capacity to accommodate the proposed users of the 'Lou Weston Pavilion' as anchor tenants at this venue.
- The City has designated Barnard Park as the long term district headquarters for cricket, rugby, soccer and tennis, active sporting events and the Busselton Fire and Rescue Service competition running division. As a result of the existing sports identified this venue does not have the capacity to accommodate the proposed users of the 'Lou Weston Pavilion' as anchor tenants at this venue.

Renovate/convert/ extend an existing facility – As per the above example, all other Active Open (Sports) spaces in Busselton are at capacity, servicing the population within their catchment areas. As such it is not feasible to renovate/convert or extend these facilities.

Create a new Sporting Complex – There is no readily available land in West Busselton to develop such a facility. As such, the development of new localised sports facilities is the most practicable, reasonable and feasible solution. As such, concept and design plans have been developed for the Lou Weston Pavilion and have gone through a process of rigorous community consultation and professional officer development and consideration.

Did you consider sharing with another group? (Please detail).

Yes, Lou Weston Oval currently includes the following groups sharing the publically accessible facilities:

- Countrys Junior Football Club
- Wanderers Junior Football Club
- Busselton Netball Association
- Busselton Tee Ball Association
- Busselton Runners Club (in consultation)
- Busselton Little Athletics Club (in consultation to be established)

4.	<p>How does your project fit into your:</p> <ul style="list-style-type: none"> • Club's strategic plan or development plan? N/A • State Sporting Association's strategic or development plan? Discussions with all State Sporting Associations have indicated that the development of a new pavilion fits with their current strategic direction. <p>Local authority's strategic or development plan? Yes, this links with the following plans, and or Council endorsed recreation planning recommendations:</p> <p><u>City of Busselton Strategic Community Plan 2017</u> This matter aligns with the City of Busselton Strategic Community Plan 2017 and principally with the following strategic key goal areas:</p> <p>Community</p> <p>1.1 A friendly safe and inclusive community with a strong community spirit</p> <p>1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences</p> <p>1.4 Community services and programs that support people of all ages and backgrounds</p> <p>Places and Spaces</p> <p>2.1 Planning strategies that foster the development of healthy neighborhoods that meet our needs as we grow.</p> <p>2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces</p> <p>Leadership</p> <p>6.1 Council engages broadly and proactively with the community</p> <p>6.4 Assets are well maintained and responsibility managed</p> <p><u>Active Open Space Planning Recommendations (2013)</u></p> <p>In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.</p> <p>The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document.</p> <p>It was endorsed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee Ball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.</p> <p>The key facility development strategies for Lou Weston Oval Included:</p> <ol style="list-style-type: none"> 1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including; <ul style="list-style-type: none"> • Additional storage; • Rationalisation of club rooms, change rooms and public toilets at the reserve. • Shelter / viewing area for spectators; • Installation of sports lighting at the Active playing Field; 2. That pedestrian and vehicular access and egress improvements be undertaken.
5.	<p>What impact is your project likely to have on other facilities and services in your local and regional area?</p> <p>Nil this facility compliments all other facilities within the City of Busselton and does not duplicate what is being offered at other venues.</p>

6.	<p>Is your facility multi-purpose (i.e. caters for a variety of activities at one time)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If so, does it service more than one LGA?</p> <p>The sports of Netball and junior AFL are played exclusively within the City of Busselton population boundaries. Busselton Tee Ball Association has teams from Nannup competing in its competition.</p>																
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable). (Lou Weston Site & Locality Maps Appendix 1.1 & 1.2)</p>																
7.	<p>Describe the consultation process undertaken for the project. For example, have you:</p> <table border="1"> <tr> <td>• Invited public submissions</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>• Conducted a survey</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Coordinated a public meeting</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> <tr> <td>• Held forums with key groups</td> <td>Yes <input checked="" type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>• Nominated a community representative to the project team;</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> </table> <p>Other, please detail</p>		• Invited public submissions	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	• Conducted a survey	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Coordinated a public meeting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	• Held forums with key groups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	• Nominated a community representative to the project team;	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• Invited public submissions	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>															
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• Coordinated a public meeting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>															
• Held forums with key groups	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>															
• Nominated a community representative to the project team;	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>															
<p>A range of resources regarding the development of sporting facilities are available on the website. DSR's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>																	

MANAGEMENT

8.	<p>Have you developed a management plan for your facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p> <p>A Draft Management Plan is included in this application (Management Plan – Lou Weston Pavilion Attachment 7).</p>
	<p>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs?</p> <p>An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p> <p>A Lifecycle Cost Analysis (Asset Management Plan) has been developed for the major renewable infrastructure for the Lou Western Pavilion. This Lifecycle Cost Analysis document considers the Asset Management principles of considering short (2 – 5 years), intermediate (5 – 10 years) and long term (10 years) maintenance and renewal periods. It also considers the need for minor and major renewals for all identified assets. (Asset Management Plan Appendix 8).</p>
9.	<p>How have you catered for management needs in your design (if required)? Consider access, usage and supervision.</p> <p>Management Needs – Lou Weston Pavilion Appendix 9).</p>
10.	<p>Was an experienced facility manager, builder or technical expert involved in planning the design of your project? Please outline their experience.</p> <p>A concept for the Lou Weston Pavilion with builder estimates was developed for the Lou Weston Pavilion by Consultant (Bob Bruce Design) to provide accurate information on the project cost estimates for the pavilion. Bob Bruce was the architect for the Barnard Park Pavilion which officially opens in October 2017. The Lou Weston design is modelled on the same style as the Barnard Park Pavilion.</p> <p>A comparator of costs was undertaken by the City of Busselton staff using the Rawlinsons Guide.</p> <p>The Council and user groups have all had input into the design of the pavilion.</p>

11.	If you propose to share a facility, have other groups been asked what features they need? List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed. (<i>Management Needs – Lou Weston Pavilion Appendix 9</i>)		
12.	Have you considered:		
	• child care facilities	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	• access for low income earners	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	• access for people with a disability	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	• access for seniors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	• access on a casual and short-term basis	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	(Management Needs – Lou Weston Pavilion Appendix 9)		

DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

13.	Have you written a design brief for your project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points: Describe the process used to obtain an estimate of construction cost. In engaging an Architect / Draftsperson for this project the process was as follows: <ol style="list-style-type: none"> 1. The City has continually consulted with the current users of Lou Weston Oval over the last four (4) years to finalise the needs and design parameters and functionality of the building. 2. Based on this feedback, the City developed a Request for Quotation (RFQ) 'Lou Weston Pavilion Preliminary design.' This RFQ was for the engagement of a qualified Consultant to develop a preliminary design for the Sports Pavilion. 3. The City of Busselton sent out the Request for Quotation (RFQ) 'Lou Weston Pavilion Preliminary design' to relevant preferred suppliers, with Bob Bruce designs awarded the consultancy based on his response and current experience with a similar Pavilion. 4. The selected consultant met with the City officers on several occasions to develop a preliminary design concept and cost estimates based on information provided in the RFQ document as well as information provided as part of the consultation process. An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application. Bob Bruce Design provided an indicative price estimate for the project (including provision for services and price escalation) as an accurate price estimate for construction of the Lou Weston Pavilion. (Consultant Price Estimate Appendix 10.1) The City of Busselton building department also provided an indicative cost estimate using the Rawlinsons Guide. (City of Busselton Estimate Appendix 10.2) The consultant's costs have been based on a lower level finish to comparable finishes in the Barnard Park model, which is considered appropriate for the Lou Weston Pavilion as a local level facility and has been used as the basis for budget estimates.
14.	What design features will allow your facility to meet changing needs over time? The proposed Lou Weston Pavilion will be brick and tile to increase the life of the asset. There is capacity within the proposed Pavilion to meet possible growth in summer sports, such as Little Athletics and the Runners Club should they decide to base their Clubs at Lou Weston Oval. There is capacity on the site for expansion to the north to meet future needs. Is your current proposal likely to limit any future development on your site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?

15.	<p>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</p> <p>The City is conscious to ensure we include elements in the detailed design and construction phase that adhere to the following Australian Standards to:</p> <p>Minimise energy use (Lighting, water heating)</p> <ul style="list-style-type: none"> • AS 1680 Interior lighting • AS 2047 Windows in buildings – selection and installation • AS 1852 Electrical installations of buildings • AS 1056 Storage water heaters • AS 1308 Electric water heaters • AS 2712 Solar water heaters • AS 1680 Interior lighting – safe movement <p>Minimise maintenance (quality of build)</p> <ul style="list-style-type: none"> • AS 3660 Protection of buildings from subterranean termites • AS 2688 Timber doors • AS 4085 Automatic sliding door assemblies • AS 4420 series Windows – methods of test • AS 1562 Series – Design and installation of sheet roof and wall claddings • AS 1768 Lightning protection • AS 1170 Minimum design loads on structures • AS 3826 Strengthening existing buildings for earthquakes • AS 2904 Damp proof courses and flashings • AS 4200 Pliable building membranes and underlays • AS 3600 Series Concrete structures • AS 1554 Series Structural Steel welding <p>Maximise quality of space environment efficiency (ventilation, temperature and air quality)</p> <ul style="list-style-type: none"> • AS 1668 Mechanical ventilation and air conditioning in buildings • AS 2785 Design and installation of suspended ceilings • AS 2946 Recessed luminaires and air diffusers
	<p>Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Please refer to DSR's Asset Management Guide on the website for a list of common standards and note that projects that do not meet Australian Design Standards are ineligible for funding.</p>

16.	<p>What energy and water efficient products or design considerations will be included in your facility or project? (e.g. solar hot water, natural light, geothermal, water recycling etc.).</p> <p><u>Water efficiency</u></p> <p><i>Bathrooms and Toilets</i></p> <ul style="list-style-type: none"> • Showerheads and taps should be rated at "AAA" or better. These are now widely available. • Ensure units being installed are low volume models. • Ensure water-heating units are as close as possible to outlets and check both cold and hot water relief valves for correct operation on a regular basis. • Use dual flush toilets in new installations • Consider installing on-demand tapware and flushing systems <p><i>Building Design and maintenance</i></p> <p>A facility designed with the:</p> <ul style="list-style-type: none"> • Ability to be able to shut off water supply to equipment and areas that are unused • Ability to be able to Discontinue water circulation pumping in areas not in use • Ability to be able to check correct operation of cooling system by-pass valves • Ability to be able to Measure cooling tower loss. Check blowdown rates where excessive to achieve recommended total dissolved solids (TDS). • Change window cleaning from "periodic" to "as-required" • Consider switching from "wet" carpet cleaning to "dry" cleaning <p><i>Outside</i></p> <ul style="list-style-type: none"> • Apply water, fertiliser and pesticides only when needed. • Water early in the morning or in the evening when wind and evaporation are usually at their lowest. • Install rain shut-off device to reticulation systems • Use low volume irrigation fittings where practicable • Adjust irrigation schedules for seasonal changes. • Use mulch around landscape plants to reduce evaporation and weed growth <p><u>Energy efficiency</u></p> <p>Energy efficiency can be improved in two main areas:</p> <ol style="list-style-type: none"> 1. Temperature control and air quality (including building design systems to reduce heat loss in winter and reduce rapid heating in summer and other Heating, Ventilation and Air Conditioning systems) 2. Energy used for activities (showers, cooking, refrigeration etc) <p>Design considerations to increase energy efficiency include:</p> <ul style="list-style-type: none"> • Shape and orientation of the building • Orientation and share of the glazing • Shading and wind protection • Good insulation of the 'building envelope including the floor, walls, roof, windows and doors.
17.	<p>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply? If so, is this allowed for in your application?</p> <p>n/a</p>

FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	Signage in accordance with the current CSRFF Signage Style Guide must be erected during construction periods for all projects that have a total project cost of over \$250,000 or those deemed necessary by DSR. Has this cost been incorporated into estimated project costs (\$3,000)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19.	Have you applied a Life Cycle Cost Analysis to your project? This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(Asset Management Plan Appendix 8)</i>
DSR's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.	
20.	Is your organisation able to meet the ongoing operating costs of your project? (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
For Annual Grant applications please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.	
Forward Planning applications are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors. <i>(Projected Operational Costs Appendix 11)</i> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</p>	
21.	Who will be responsible for any operational deficit and how will it be funded? <p>Lou Weston Oval will be managed and maintained by the City of Busselton, as per the City's annual 'seasonal ground hire' and facility management processes. Ground and facility maintenance will be factored into the City's annual Engineering, Works and Services budget and is based on industry standards and historical City financial information for recreational facilities of this type.</p> <p>The City currently employs a full time Bookings Officer to manage all active public open space bookings throughout the City. This includes a 'Seasonal Ground Hire' application process, which occurs twice yearly for summer and winter sporting seasons. The City also employs a full time Community Development Coordinator and part time Club Development Officer that manages club issues and opportunities, club development and future recreation facility planning.</p> <p>In terms of maintenance, the City has full time parks and gardens and facilities management teams that specifically focus on community facilities such as Lou Weston Oval. These officers are involved in everything from ground and facility maintenance to line marking (at the start of each season) and the maintenance and erection of goals.</p> <p>In terms of the building facility maintenance for the public ablutions component of the project the City has full time Officers to undertake scheduling and implementation of smaller maintenance projects. In terms of larger building maintenance and weekly cleaning schedules these Officers also project manage contractors to come in and undertake these services.</p> <p>In terms of the building facility maintenance for the remainder of the <i>(potentially future leased areas and the subject of this application)</i> the City of Busselton will form a working group with the user groups to ensure initial operations of the facility are conducted in a smooth transition. The City of Busselton will be a key and integral part of developing and assisting with these initial operational costs.</p>

22.	<p>Will an Asset Replacement Fund be created to ensure the ongoing maintenance of the facility</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If yes, how have you determined the required annual contributions? If no, why not?</p> <p>The City of Busselton sets aside funds for the renewal, refurbishment and eventual replacement of the assets; funding the whole of life costs for that asset.</p> <p>The City's Asset Management team has a Council endorsed commitment to an annual contribution for each of the City's assets (as a % of total asset value), which is channelled into an infrastructure reserve account. This is a sustainable process for managing and maintaining the City's Asset base going forward.</p> <p>In terms of the new Lou Weston Pavilion (potentially future leased areas) this approach has been factored into the Lifecycle Cost Analysis and annual renewal contributions will be factored into annual operational budgets for the facility.</p>
	<p>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</p> <p>N/A</p>

PROJECT DELIVERY

23.	<p>Please indicate key milestones of your project.</p> <p>The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
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Task	Date
Attainment of Council approvals	July 2018
Preparation of tender/quotes for the major works contract	September 2018
Issuing of tender for major works	October 2018
Signing of major works contract	November 2018
Site works commence	December 2018
Construction of project starts	January 2019
Project 50% complete	March 2019
Project Completed	May 2019
Project hand over and acquittal	June 2019

24.	<p>Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>No. This project will not impact on the ability of the Lou Weston Oval to be utilized by the user groups.</p>
-----	--

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE


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

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

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

APPLICANT'S CERTIFICATION

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

Name: Vicki James
Position Held: Community Development Coordinator
Signature: 
Date: 12/9/17.

LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

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

<input checked="" type="checkbox"/>	Application form (including any attachments).
<input type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes. Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DSR accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply
<input checked="" type="checkbox"/>	Formal Needs assessment*
<input checked="" type="checkbox"/>	Management plan*
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCad or similar format with an additional electronic version*
<input checked="" type="checkbox"/>	Feasibility study*
<input checked="" type="checkbox"/>	Concept design*
<input checked="" type="checkbox"/>	Life Cycle Cost Analysis*

***Only essential for requests where the total project cost exceeds \$500,000**

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2018/19 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

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

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

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

PROJECT BUDGET

ESTIMATED EXPENDITURE

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

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Construction of a 850 m2 pavilion at Lou Weston Oval			
Consultants Fees	69500	76450	Based on % of building construction
Construction internal	925250	1017775	Bob Bruce Design and City of Busselton staff using Rawlinsons Guide
Construction external	302940	333234	Bob Bruce Design and City of Busselton staff using Rawlinsons Guide
Solar PV System	15000	16500	Based on recent similar project (Barnard park Pavilion)
Landscaping	30000	33000	
Security	2500	2750	
Service Connections	115710	127281	Busselton Water and based on similar projects
Contingency	23820	26202	Any savings from the building and services will be redirected into the contingency fund
Art works	12280	13508	
Project Signage	3000	3300	Allow \$3,000 ex GST if your project exceeds \$250,000
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	1500000	1650000	
Cost escalation			Please explain amount used
a) Total project expenditure	1500000	1650000	

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

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc ST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	1,000,000	1,100,000	LGA cash and in-kind	Y	
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	500,000	550,000	up to 1/3 project cost	N	
Development Bonus			Up to ½ project cost	N	
b) Total project funding	1,500,000	1,650,000			

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If the funding approved is less than the funding applied for the City will look to fund the shortfall from City reserves.

GST

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

FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	\$1500000
b) Total project funding (ex GST)	\$500000

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PROJECT ASSESSMENT SHEET

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

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

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

Section A

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

All applications

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

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	High, Well developed by the Municipality
Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Development application will be submitted once funding is secured.

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

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

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LGA comments (Required):

In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document.

It was endorsed as part of these recommendations that Lou Weston Oval:

1. Be designated as a local level facility for active open space sports such as diamond sports (Tee ball and Softball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.
2. That ageing infrastructure at Lou Weston Oval be replaced by considering shared club facilities and rationalisation of ablution facilities including;
 - Additional storage;
 - Shelter / viewing area for spectators;
 - Rationalisation of club rooms, change rooms and public toilets at the reserve.
 - Installation of sports lighting at the Active playing Field;

City Officers assessed the City's application against the following DSR required criteria:

- Project justification;
- Planned Approach;
- Community Consultation;
- Management Planning;
- Design;
- Financial Viability;
- Coordination.

A formal Needs Assessment was conducted; including consultation using a variety of methods, with information obtained resulting in further planning of the proposed Lou Weston Pavilion. A formal Feasibility Study was conducted, providing a detailed economic and social background analysis, enabling the City of Busselton to make an informed decision regarding the extent and future growth of these sports. Management of the Lou Weston Pavilion has been considered and factored into future management plans of the City of Busselton. The design of the Lou Weston Oval sports facilities (and the potential future pavilion) has included consideration of Australian and industry standards as well as maximising community opportunities for physical activity.

The design of the facility highlights the inclusion of 3 change rooms (marked as unisex) to ensure that all participants (male and female) are well catered for given the trends in the increase of the number of girls playing football.

Under the guidelines for the CSRFF grant funding process, The City of Busselton is required to rank, in order of priority, all applications received from within its boundaries. The City of Busselton ranks this application as high, well planned and needed by the Municipality.

Signed



Position Manager Community
Services

Date 12
September 2017

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on 16 September 2017**. Late applications cannot be accepted in any circumstances.

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DSR OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
PO Box 329
Leederville WA 6903
Tel: (08) 9492 9700
Fax: (08) 9492 9711

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
Fax: (08) 9550 3199

PILBARA

Karratha Leisureplex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
Fax: (08) 9182 2199

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
Fax: (08) 9792 6999

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
Fax: (08) 9892 0199

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Fax: (08) 9941 0999

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
Fax: (08) 9022 5899

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Facsimile (08) 9166 4999
Mobile 0438 916 185

WHEATBELT - NORTHAM

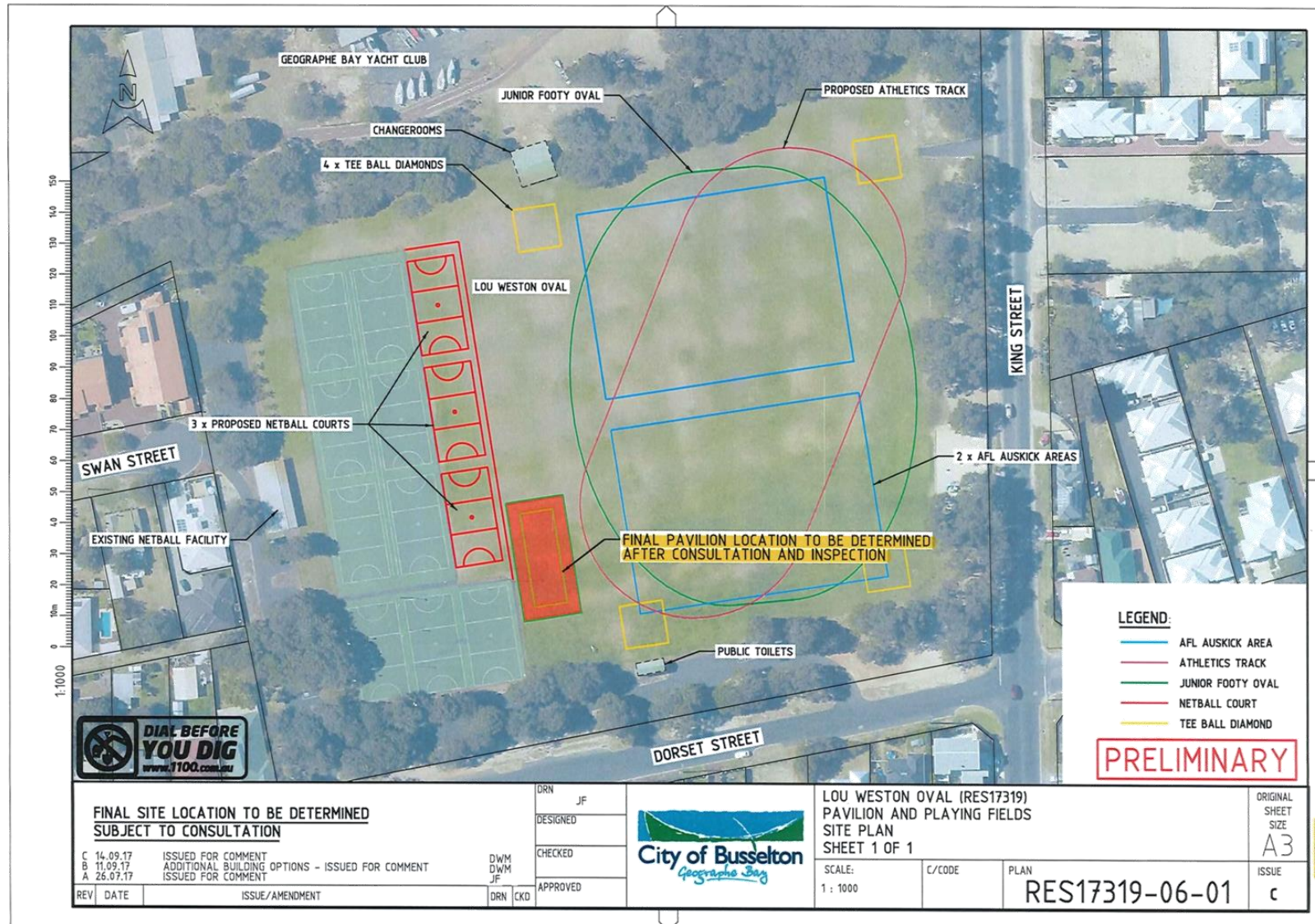
298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
Fax: (08) 9690 2499

WHEATBELT – NARROGIN

Government Offices
Level 2, 11-13 Park Street Narrogin
WA 6312
Telephone 0429 881 369
Facsimile (08) 9881 3363

MID-WEST

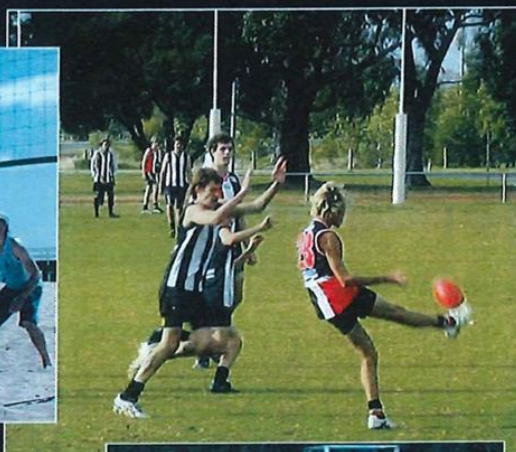
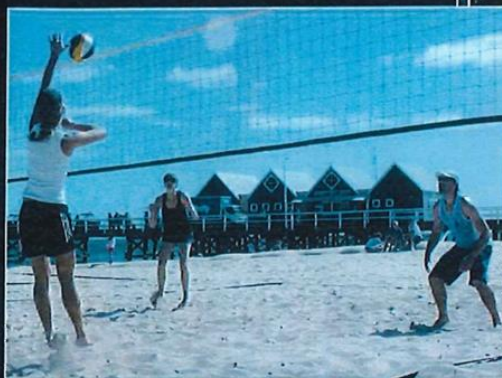
Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
Fax: (08) 9956 2199





APPENDIX 2

Active Open Space Planning 2013



In 2013 Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of this document.



October 2013





Categories of Active Open Space

Individual active open space facilities were assessed as either:

Local - One active public open playing space for up to 3,500 head of population. Generally characterised as being between 1 and 5 hectares in size and catering for one or a number of clubs within a sporting association.

District - One active public open playing space to cater for in excess of 20,000 head of population. Generally characterised as between 5 and 20 hectares and catering for one or a number of different sporting associations.

Regional - Generally larger than 20 hectares and catering for a broader catchment than the City's local government area.

Relevant Plans and Policies:

Community Facilities Contribution Policy

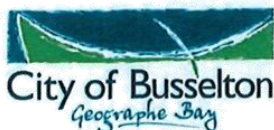
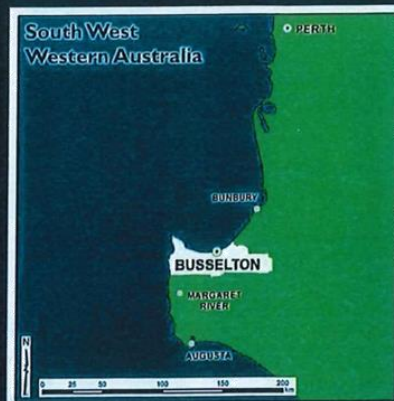
Liveable Neighbourhoods

Leisure Services Plan

Need more information?

Active Open Space Planning:
Community Development Co ordinator – 9781 0356

Sporting provider information:
Executive Support officer – 9781 0318

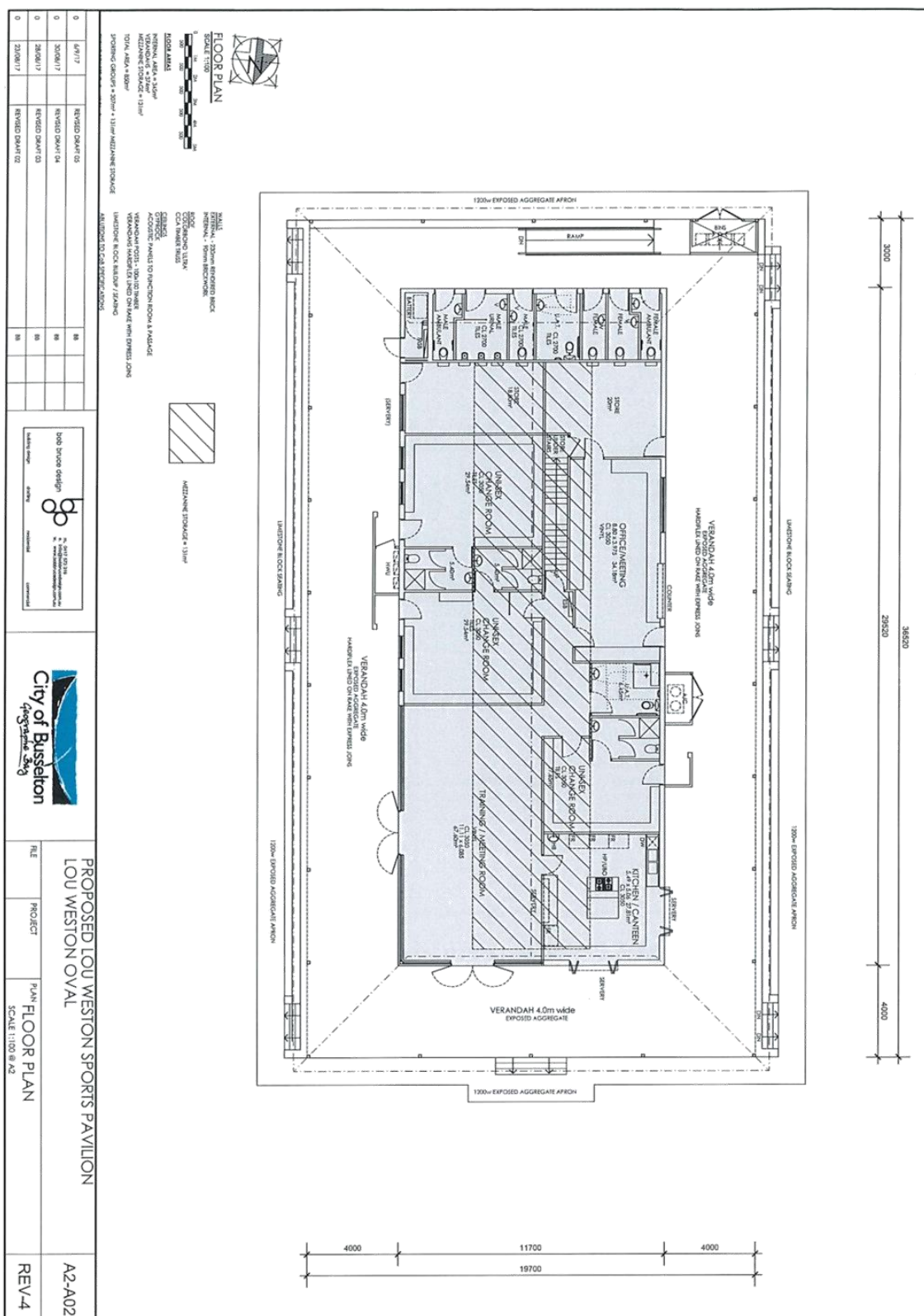


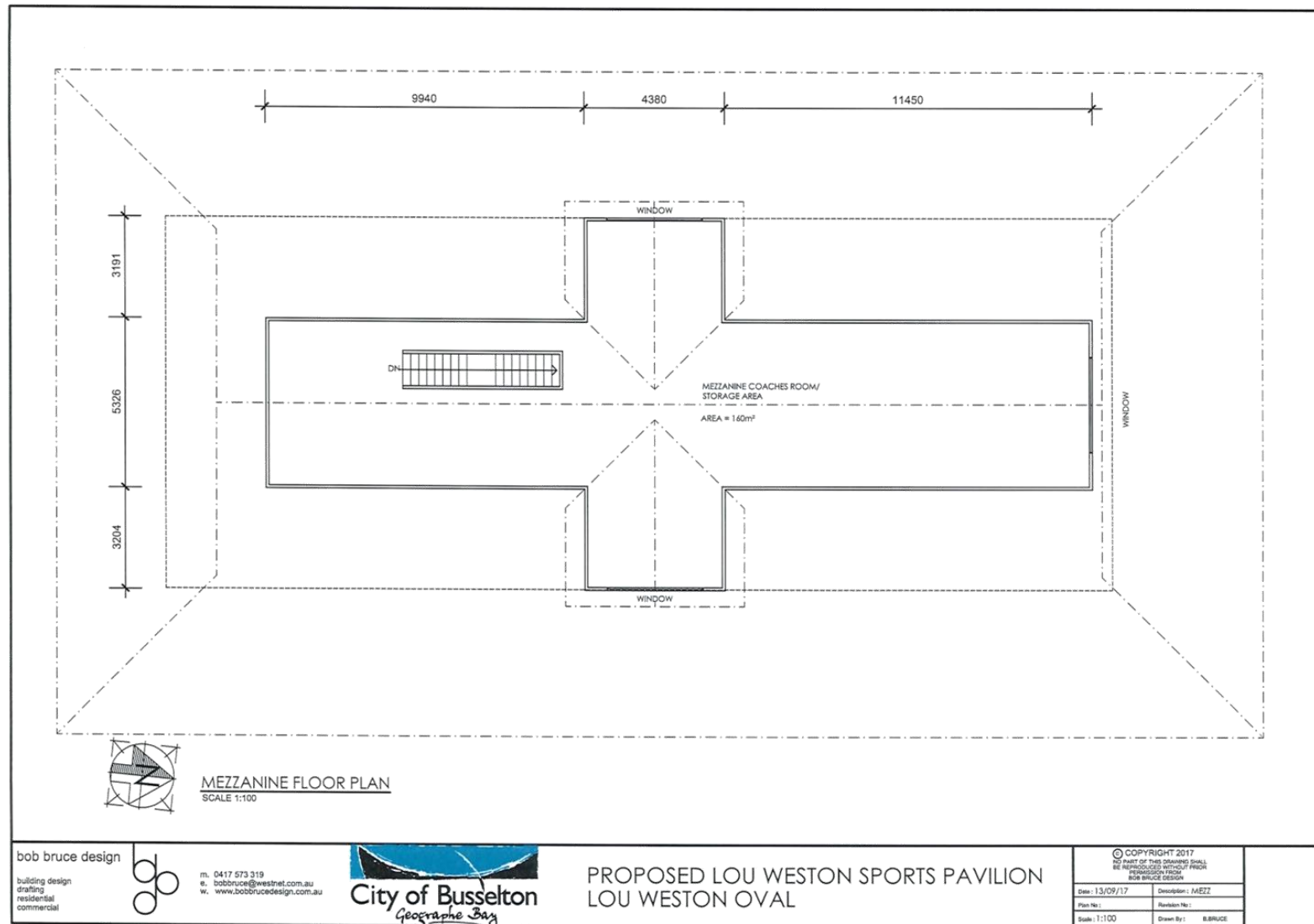
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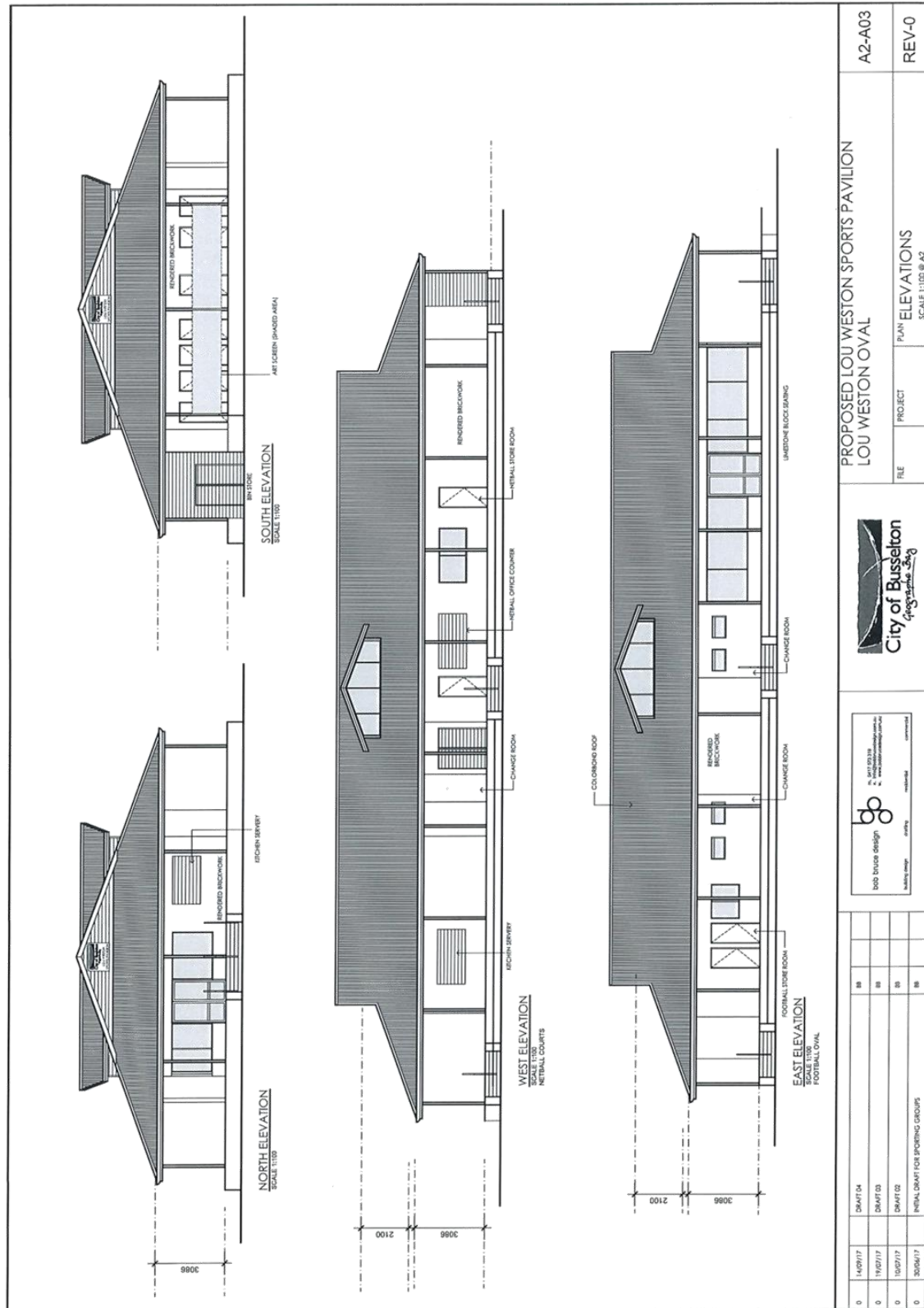
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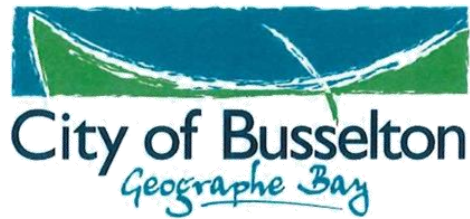




APPENDIX 3.2

APPENDIX 4





Appendix 5

Needs Assessment



Lou Weston Oval (LWO), Busselton
(2017 Review)

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1.0 Executive Summary

In October 2004 the City of Busselton appointed CCS Strategic Management to prepare a Leisure Services Plan for the City with a focus on the period 2005 to 2015. The plan was to provide Council with a sound basis upon which it can plan, coordinate and make future decisions as to the development of recreation services and the provision of facilities in accordance with the desires of the community.

In 2011 due to significant population growth (with a projected population of 40,000 by 2021) it was important to revisit the recommendations from this plan to ensure that they still met the needs and desires of the community.

The Needs Assessment provides recommendations to assist the City of Busselton to address key issues affecting the provision of sports services at Lou Weston Oval (LWO), including the Busselton Netball Association (juniors), the Busselton Tee Ball Association, Wanderers and Country's Football Clubs. It is envisaged that the outcome will be a series of evidence based decisions by the Council that will result in:

- A local level sporting facility able to respond to population growth and changes in community demographics in the long term
- A sustainable and inclusive community facility that contributes to the health and well being of Busselton residents

- Provision for the current growth in participation that has been experienced by many of these sports in Busselton, and directly related to sustained population growth in the City

The requirements for the establishment of needs assessment of LWO was established by the following studies:

1. Lou Weston Oval Needs Study (2012)

In March 2012 City officers commenced community consultation to begin the process to determine community needs at this facility. Initial face to face needs assessment meetings were conducted with individual user groups, with the findings compiled into a site specific needs analysis.

The scope of this study included the following:

- A review of the City of Busselton's existing Leisure Services Plan to provide background information concerning recreational issues, facilities, philosophies and perceived needs throughout the City;
- An identification of needed services and facilities that are not currently provided on site;
- An examination of current usage of existing facilities and grounds with recommended future planning options;
- An assessment of the quality and level of service provision at each facility in terms of the facility being "fit for purpose";
- An identification of the club's Strategic Plan, current membership and expected Growth rate.

2. Desktop review (2015)

In 2015, three years after the initial Needs study was conducted, it was important to revisit this study and touch base with the users again to ensure that the needs previously identified were still current. This review included the following:

- Reviewing any known changes in terms facility and user group developments in the last three years
- Updating this document (needs assessment) to reflect these changes
- Send out revised document to Lou Weston Oval user groups (and meet if required)
- Make relevant changes as necessary

2.0 Methodology

In 2012, for the development of future needs the study consisted of:

- A preliminary meeting with the facility users
- Development of a combined needs assessment report

- Review process of needs assessment report with all users of LWO

In 2015, the review of the Needs assessment for the Lou Weston oval precinct consisted of:

- Review of draft Needs Assessment document by all stakeholders of LWO (desktop review)
- Recommendations / changes as requested by user groups
- Meet on-site (if required) with committees to discuss the needs assessment in more detail to finalise changes to the document
- Finalisation of revised Needs Assessment to be included as part of future funding applications for Master planning and ultimately design and construction of new facilities.

3.0 Strategic and Facility Plans

City of Busselton Strategic Community Plan (2017)

The upgrade of facilities at Lou Weston Oval has been identified as a key element in the City of Busselton's Strategic Community Plan 2017, classified within Key Goal Area 1 Community, under the objective: A community with access to a range of cultural and art, social and recreational facilities and experiences.

- *Create sport and recreation hubs to service local and regional communities*

Leisure Services Plan (2007)

On February 14, 2007 the Council adopted certain recommendations as contained in Section 16 of the *Leisure Services Plan for the City of Busselton - Final Report* without amendment, to be used as a set of guiding principles for future facility and services planning within the City. Recommendations pertaining to Lou Weston sporting complex from this report included:

- 16.2.32 *Remove the cricket pitch from Lou Weston, or if cricket is required at Lou Weston relocate the pitch to the middle of the rectangular fields as shown on the concept plan*
- 16.2.33 *Plan for the resurfacing and lighting of the netball hard courts to encourage increased training and competition on outdoor courts*
- 16.2.34 *Plan for lighting of the oval for training purposes when demand dictates*

Updates on these recommendations are as follows:

- 16.2.32 *Cricket is not required to be played on Lou Weston Oval. The pitch has been grown over with coverage of turf and up until this point in time there has been no community need for removal of this pitch. If there is a significant need for removal of this pitch into the future it can be considered as a project in the City's 10 year long term financial plan.*

- 16.2.33 *Resurfacing of the netball hard courts was completed in 2010. Sports lighting is currently only on three (3) of the nine (9) courts and is not of a contemporary standard. As the netball club grows a lighting upgrade of the existing lights and an increase in the networks of these lights may be required to meet this growth. In addition an audit of the resurfacing works needs to be conducted to confirm long term strategy with these facilities. Unfortunately the re-surfacing has started to crack in areas on many of the courts. A meeting was held with representatives from the City and BNA on-site in 2014 to discuss the issue. The project was managed by the BNA and unfortunately they have not got a copy of the warranty or the contract of engagement. As the contract of engagement was between the BNA and the contractor, the City has no legal basis to get these courts attended to as part of the warranty process.*
- 16.2.34 *The need for lighting of the oval will be required in a medium to longer term time frame (5-10 years+). With the City's population increasing on average of 4% per annum the facility is starting to reach a straining point in the number of active playing spaces available for training and competition. Current strategies include the use of School (DET) facilities for training and the new developments (Vasse, Dunsborough, Provence and Ambergate North) when they finally "come on line." Sports Lighting is a required strategy at this venue moving forward to increase the usage of existing facilities.*

Active Open Space Planning Recommendations (2013)

In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document.

It was endorsed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.

The key facility development strategies for Lou Weston Oval Included:

1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including;
 - Additional storage;
 - Installation of sports lighting at the Active playing Field;
 - Shelter / viewing area for spectators;

- Rationalisation of club rooms, change rooms and public toilets at the reserve.

2. That pedestrian and vehicular access and egress improvements be undertaken.

Footnote: At the time of the initial Needs Analysis (2012) and Active Open Space Planning Recommendations (2013), Softball as a sport had moved to LWO from Sir Stewart Bovell Park (SSBP) with the plan that Tee-Ball and Softball to consolidate as an overall 'Diamond Sports' organisation. That failed to eventuate for a number of reasons and Softball are again hiring SSBP for their training and competition needs. City staff has also identified Little Athletics as a potential user of Lou Weston Oval. Little Athletics does not have a club in Busselton.

4.0 Program Needs

4.1 Busselton Netball Association

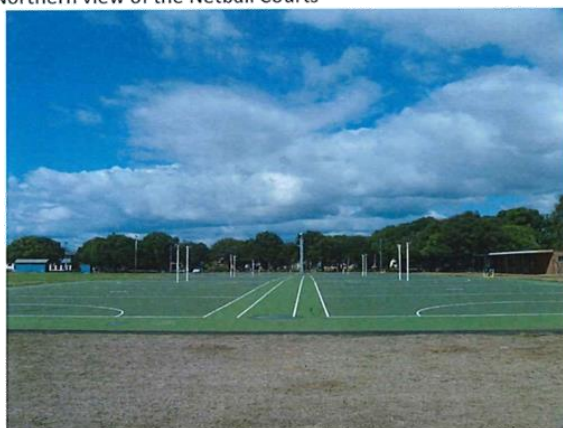
4.1.1 Netball Courts

The Busselton Netball Association (BNA) historically practised and competed at the outdoor Netball court facilities at Lou Weston Oval prior to the construction and opening of the Geographe Leisure Centre (GLC) in 1998.

The BNA have over sixty (69) teams from five (5) years of age (Funnet) to eighteen (18) years and under and two senior divisions. The juniors train and compete at the Netball facilities at Lou Weston Oval, whilst the seniors train and compete at the Geographe Leisure Centre (GLC).

In 2000 the BNA, including both junior and senior clubs, began winter competition on the three indoor hard courts at the GLC. In 2009, after nine years of competition at the GLC the BNA (junior competitions only) made a decision to return to competition at Lou Weston Oval.

Figure 1. Northern view of the Netball Courts



The reasons for this venue change included:

1. A stagnation of membership caused by long and hectic scheduling on the three available courts at the GLC. A return to Lou Weston Oval would allow for scheduling on nine courts;
2. Safety considerations from a periodic water condensation issue at the GLC. This condensation issue made the court surface slippery underfoot.

Late in 2009 the BNA (juniors) undertook a needs assessment process and identified the resurfacing of the nine outdoor Netball courts at Lou Weston Oval as their number one priority. The BNA (juniors) identified that an upgrade of this facility would address the stagnation in membership numbers and allow for the opportunity for BNA membership and participation growth into the future. The Netball court facility was also ageing, with water pooling and loose gravel appearing, which was a concern for users of this facility.

In 2010 the BNA received funding from both the City of Busselton and the Department of Sport and Recreation for the resurfacing of the netball courts. These courts were re-surfaced in 2011 and have now been played on for the last three seasons.

Unfortunately the new surface has started to crack in areas on many of the courts. A meeting was held with representatives from the City and BNA on-site in 2014 to discuss the issue. The project was managed by the BNA and unfortunately they have not got a copy of the warranty or the contract of engagement. As the contract of engagement was between the BNA and the contractor, the City has no legal ability to get these courts attended to as part of the warranty process. It is recommended that the BNA continue to approach the contractor to meet their obligations in terms of the warranty for work(s) undertaken.

4.1.2 Sports Lighting Netball Courts

Sports lighting is currently only on three (3) of the courts and is not of a contemporary standard. As the netball club grows a lighting upgrade of the existing lights and an increase in the networks of these lights will be required to meet this growth. It is proposed that this upgrade be developed as a staged approach, with an audit and upgrade to existing facilities is of the first priority of any lighting upgrade project.

4.1.3 Netball Club rooms

Figure 2. Netball Club rooms



The Busselton Netball Association constructed the Netball Club rooms adjacent to the netball courts in 1983. Up until 2013 there has never been a formal arrangement (lease or licence) between the City of Busselton and the Busselton Netball Association for this building footprint.

In 2013 as part of the negotiation on the lease, the BNA expressed their preference for a 21 year lease term; however a 5 year term with an option for a further 5 years was resolved by Council (C1309/232) and is consistent with the City's recent approach in similar circumstances. The City has in addition committed in their long term financial plan to the development of a concept design and the potential of facilities upgrade(s) for the Lou Weston Oval. This may well include the upgrade of facilities and buildings and require the City to enter into new arrangements and agreements with current users of Lou Weston Oval, including the BNA.

The City of Busselton applied as part of the 2015/16 CSRFF winter small grants round to undertake a Master Plan of the reserve and were unsuccessful. As a result an internal City officer working group has been established to provide a solution for the issues identified as part of the Active Open Space Recommendations.

In recent years there was an unwritten agreement between the BNA and the Busselton Tee Ball Association for the use of the club room facility for the summer seasonal hire period. In the 2015/16 season the BTA did not utilise Netball Club rooms, with monthly meetings held at the Esplanade Hotel in Busselton.

4.2 Busselton Tee-Ball Association

The Busselton Tee Ball Association (BTA) has played at Lou Weston Oval since circa. 1990. Tee Ball is played on Saturday mornings by children of ages of five (5) to twelve (12) from mid October to end of March. Currently the BTA have six (6) teams in two age divisions and membership has been in a slow decline over the last ten (10) years. The BTA train and compete on the reticulated active playing space at Lou Weston Oval and have five diamonds available for competition every Saturday.

In terms of facilities the BTA have access to two (2) small storage compounds at the City Change room facilities at the northern end of the reserve and access to the BNA's club facilities for match day operations and meetings. The following needs have been identified by the BTA for the facility going forward:

1. Signage – The Busselton Tee Ball Association have a long history of association with LWO. Although they do not have a lease over the facility they would like some signage at the park to recognise this long association with the reserve.
2. Additional storage – As per all the other summer and winter hirers of the venue there is inadequate storage at the facility for all training and competition equipment.
3. Shelter / viewing area for spectators
4. Meeting room facilities

4.3 Busselton and Districts Junior Football Association

The Busselton and Districts Junior Football Association (BADJFA) have two member clubs that train and compete on the reticulated active playing space at the venue; Wanderers and Countrys Football Clubs. In 2014 both teams had 6 teams each the grades were classed as year groups from year 3's through to 10's. An additional Auskick centre will commence at Lou Weston Oval in 2016. This will increase participation at the venue by an additional 60 participants. During the winter ground allocation season (April to September each year) they train up to three (3) nights per week and use the venue for competition on Saturdays.

Due to the physical distance from the BNA club facilities to the active playing surface the BADJFA participants and spectators do not use these facilities. Future facility requirements at the venue were very similar to the BTA's requirements as follows:

1. Additional storage - As per all the other summer and winter hirers of the venue there is inadequate storage at the facility for all training and competition equipment.
2. A Kiosk area
3. Sports Lighting - As identified in the LSP sports lighting at all highly used active playing reserves, such as LWO, will allow an increased scheduling for competition and training as the population increases.
4. Shelter / viewing area for spectators
5. Meeting room facilities

In 2014 a consortium of the BTA and the two 'home' BDJFA clubs (Countrys and Wanderers) approached the City of Busselton with a proposal for additional storage facilities. These facilities were proposed for the northern end of the reserve, adjacent to the northern change rooms. They also applied for funding through the South West Development Commissions 'Community Chest Fund' for these facilities, but were unsuccessful.

The City of Busselton applied for funding for the 2017/18 Forward Planning Grants to commence work on a new multi-purpose co-shared facility for the precinct. This was to include any additional storage facilities at the venue but the grant application was unsuccessful. The City is applying again in the 2018/19 round of funding.

5.0 Existing Change room / Ablution Facilities

5.1 Change rooms (north)

The reticulated active playing space is used all year round by all sporting codes other than netball, with use expanding each year. In response to this use the City facilities department undertook a

renovation of the change rooms at the northern end of Lou Weston Oval in 2011/12, as interim measure prior to any future master plan or major facilities upgrade. This included the removal of asbestos from the roof and renovation to the change and toilet / shower facilities.

Figure 3. Refurbished Change rooms

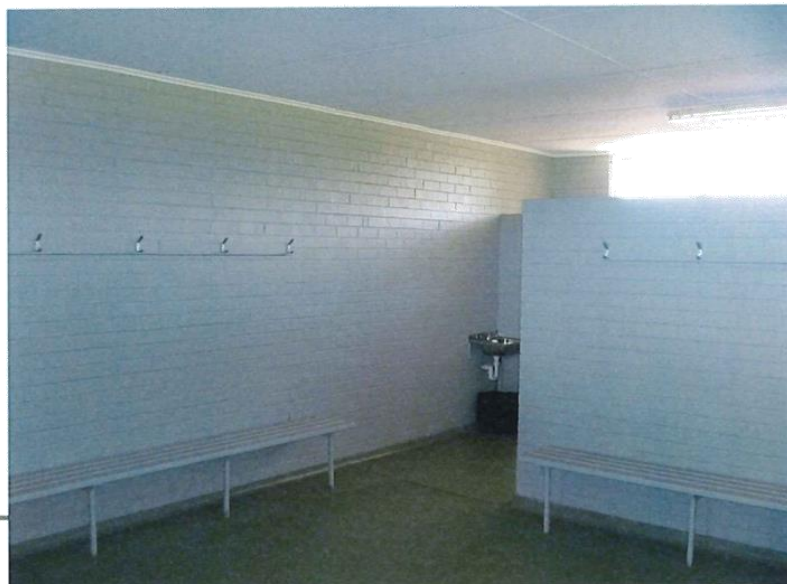




Figure 4. Geographical Location of Change rooms

The issue of use of this as the “match day” operations centre for all Lou Weston oval users is that



there is only one set of change rooms and limited storage on-site. Given their physical location, even if there were an upgrade in this area to include additional change room facilities, it would be unlikely that these would be used by the Netball users as the change rooms are not close enough in proximity to the netball courts.

There is also minimal car parking / access at the northern end of the reserve, which makes access and egress to these facilities difficult.

In addition there are currently real risks to pedestrians, oval users and cyclists in terms of access and egress from this portion of the site. Subsequently City Officers undertook a risk assessment of and results from this assessment concluded that with the foreshore shared path running east west through this location it could create a significant risk for cyclists and pedestrians.

Figure 5. Potential Northern access / egress location



5.2 Public Toilets (South)

There is significant parking available at the southern end of the reserve that is currently only serviced by a small public toilets facility.

Figure 6. Public Toilets (South)



5.3 Parking and Pedestrian safety

In response to the issues raised above, preliminary design work has been carried out by the City as a means to improve parking and pedestrian safety. Preliminary design is as follows:



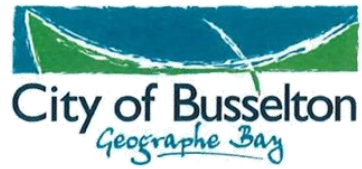
6.0 Conclusion

All studies were assessed with consideration for current and future population projections, as well as strategic and facility plans. All of the users of LWO were audited for facilities, programs and services and 'gaps' in their current provision levels. Consultation was conducted using a variety of approaches with the information provided utilised in the development of this Needs assessment.

The demand for improved and expanded facilities for users of LWO is real and required in the immediate term (3-5 years) particularly when viewed in the context of population growth.

Recommendations from the Needs assessment are as follows:

1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including;
 - Additional storage;
 - Shelter / viewing area for spectators;
 - Rationalisation of club rooms, change rooms and public toilets at the reserve;
 - Installation of sports lighting at the Active playing Field (longer term).
2. That pedestrian and vehicular access and egress improvements be undertaken.



Appendix 6

Feasibility Study

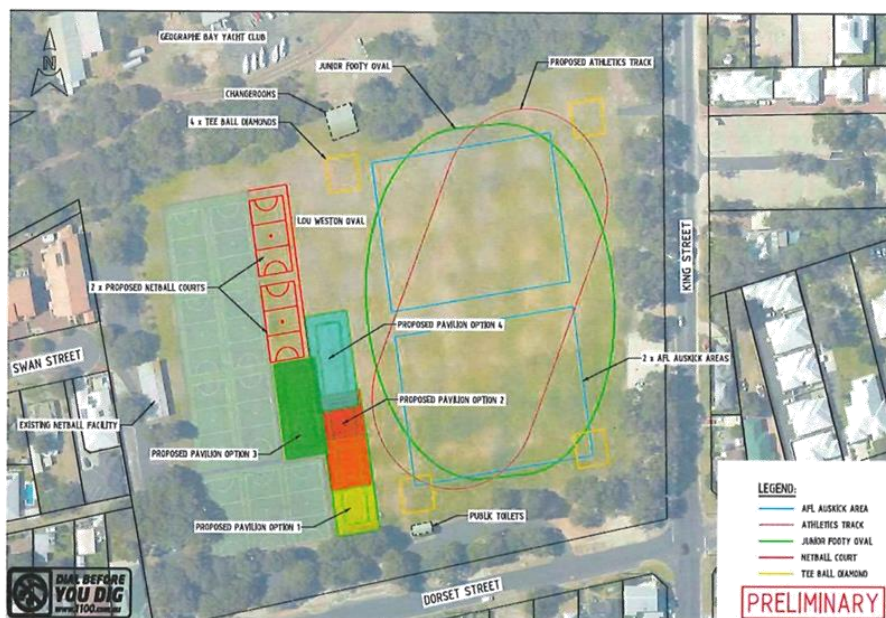
Sports Pavilion – Lou Weston Oval

REVISED JULY 2017



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1. Executive Summary

The City of Busselton is currently in an exciting new phase of planning and development; in particular the planning and development of the new Sports Pavilion at Lou Weston Oval.

Background

Community and sporting groups have utilised Lou Weston Oval, located at Lot 4539 King Street Busselton for many years. Lou Weston Oval is a three (3) hectare public reserve that is utilised for recreational purposes year round, featuring an active playing field, nine (9) netball courts with limited sports lighting, a club building, a small change room, and a public toilet facility.

In summer, the active playing fields are utilised by the sport of Tee-Ball, and in winter by Junior Australian Rules Football, Auskick and Netball. Little Athletics has been identified as a future user group in summer as there is no Little Athletics club in Busselton. In addition the Busselton Runners Club are interested in making this their base.

In 2013 the City of Busselton Council adopted the Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a

demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document.

It was endorsed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.

The key facility development strategies for Lou Weston Oval Included:

1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including;
 - Additional storage;
 - Rationalisation of club rooms, change rooms and public toilets at the reserve;
 - Shelter / viewing area for spectators;
 - Installation of sports lighting at the active playing fields and courts.
2. That pedestrian and vehicular access and egress improvements be undertaken.

A Needs Assessment has already been carried out for Lou Weston Oval with the preferred outcome being a new co shared sports pavilion to be located at the central southern edge of the reserve.

The assessment recommendations included:

Preparation of a feasibility study to create a planning, management and operational blue print for Lou Weston Oval

The development of concept designs and cost estimates for the 'Sports Pavilion –Lou Weston Oval

The City of Busselton will use these concept designs and cost estimates as the basis for funding submission(s) to relevant State and Federal Government agencies for the detailed design and construction of the Lou Weston Oval Pavilion. (Draft concepts completed)

The Feasibility Study will provide a detailed economic and social background that will enable the City of Busselton to make informed decisions regarding the extent and future growth of the sports of junior AFL, Tee Ball and Netball in Busselton, as well as the location, scope and timing of the redevelopment project. The document will also be used in support of funding applications that may be made and to support other planning processes in the next step in project development.

It will focus on seven (7) areas of investigation:

- Population Profile
- Participation trends
- Existing Facilities
- Community consultation
- Proposed development
- Management
- Financial projections

1.1 Expected Outcomes

The new Sports Pavilion at Lou Weston Oval is expected to provide the following social, community and environmental outcomes to the community of Busselton:

- An upgraded local active playing facility in West Busselton, capable of providing training and competition facilities for proposed regular users such as the Country's Junior Football Club (CJFC), Wanderers Junior Football Club (WJFC), Auskick Centre, Busselton Netball Association (BNA), and Busselton Tee Ball Association (BTA).
- A co shared sports facility able to respond to population growth and changes in community demographics in the long term, and resulting in a sustainable and inclusive community facility that contributes to the health and well-being of Busselton residents.
- A sports facility that will be strategically placed as a "community hub" in the West Busselton community.
- This project once completed will provide new services and facilities for approximately for approximately 400 junior sporting participants that access the grassed sports spaces of Lou Weston Oval, as well as participants in the hard court sport of Netball.

2. The City of Busselton – Background information

The adoption and development of Active Open Space Planning Recommendations, was the precursor to the construction of a new Pavilion at Lou Weston Oval. In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document. As a result, community consultation has been undertaken with prospective users of the new Active Precinct. The Needs Assessment for this precinct has been completed with the following included in the study scope:

- A review of the City of Busselton's existing Leisure Services Plan
- An identification of services and facilities that needed but not currently provided
- An identification of facilities and services in the Busselton township
- An examination of current usage of facilities and grounds together with recommended future planning options
- An assessment of the quality and level of service provision at each facility

The Needs Assessment found that the change, toilet, storage, kiosk and meeting facilities available to the junior AFL, Tee Ball and Netball were grossly inadequate or non-existent; leading to a consideration of options including the development of a new co-shared Sports Pavilion at Lou Weston Oval.

The key users of Lou Weston Oval conducted a review of management options and the feasibility of co-sharing with the proposed sporting partners. By co-sharing these groups together in one facility it has many operational and financial viability benefits including increasing the number of regular users to around 1100 people, which in turn would reduce the subsidy per member for operational expenses. It will be condition of the ground lease from the Council that as not for profit community group that any profits from model could go back into the maintenance of club facilities, equipment and an on-going asset replacement reserve.

2.1 Population Profile

The City of Busselton had an estimated resident population of 36,686 in 2016 according to the Australian Bureau of Statistics, with the City's average annual growth rate over the past 20 years being in excess of 4%, one of the highest sustained growth rates for a regional area in Australia. Approximately 67% of the total City population is located in the town of Busselton.

The estimated resident population of the City of Busselton at June 2015 was 36,335 persons, an increase of 998 persons, or 2.8% from the level recorded in 2014. The annual growth in population in the City of Busselton was higher than the averages for the South West region (1.7%) and Western Australia (1.3%).

Over the past five years, the City of Busselton has experienced an increase in population of 5,671 persons, representing average annual growth of 3.5%. This growth rate was again well above the averages for the Capes sub-region (3.3%), South West (2.4%) and Western Australia (2.5%) over the same period.

Over the period to 2026, the population of the City of Busselton is expected to increase by 7,615 persons – or an average annual rate of 1.7% – to a level of approximately 43,950 persons. The forecast annual growth in population for the City of Busselton is higher than the averages for the South West region (1.5%) and slightly lower than Western Australia (2.1%).

In 2015, the City of Busselton comprised 20.7% of the population of the South West region, an increase of 1.0 percentage point from the share of 19.6% in 2010. By 2026, the City of Busselton is forecast to comprise 21.3% of the total population of the South West region.

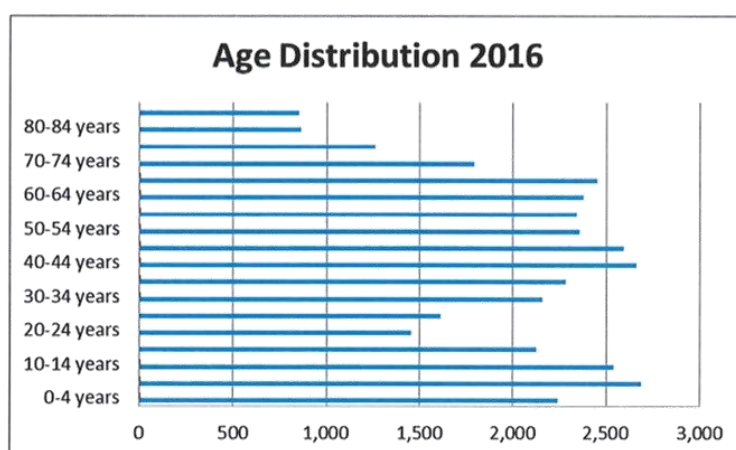
The City of Busselton Local Planning Strategy (2016) forecasts a resident population of 50,750 by 2026, which varies from the more conservative projections published by the Department of Planning in its publication 'WA Tomorrow 2015'.

The City's assessment is based on recent Australian Bureau of Statistics estimates of resident population exceeding past projections and future major projects that are likely to further propel economic and population growth.

Figure 1. City Estimated Permanent Resident Population Growth

The City of Busselton had a significant proportion of its population in 2016 that could utilise the new Sports Pavilion at Lou Weston Oval, according to the Australian Bureau of Statistics, with approximately 25% of the population 0- 19 years and approximately 48% of the population 20-54 years of age.

Figure 2. Age Profiles – City of Busselton



2.2 Participation Trends

In December 2014 Roy Morgan Research conducted a survey and developed a National Sports Participation Report. A summary of key findings included:

- The top ten organised physical activities for junior sports (6-13 years of age), in terms of total participation rate, were swimming, outdoor football (soccer), cycling, athletics, basketball, dancing, outdoor cricket, netball, tennis, and gymnastics.
- Of all organised activities Netball was the 8th overall for the most participated activity nationally with an estimated 503,000 participants
- Of all organised activities Australia Rules was the 11th overall for the most participated activity nationally with an estimated 438,000 participants

2.3 Existing Facilities

An analysis of the existing facilities, programs and services offered by the clubs identifies the following 'gaps'. Those that would be met by the development of new Sports Pavilion at Lou Weston Oval including:

- Poorly planned (not master planned) Active Public Open Space;
- No sports lighting for training purposes for the active open sports such as junior AFL and Tee-Ball and inadequate and insufficient lighting for Netball;
- Inadequate parking and access and egress to the site for active users;
- Facilities for first aid, changing, medical, meeting and refreshments either inadequate or non-existing;
- Facilities for on-site storage non-existent for active open space users such as junior AFL and Tee-Ball.

2.4 Community consultation

Community consultation carried out to determine the needs of junior AFL, Tee Ball and Netball in Busselton has identified Lou Weston Oval as a 'sporting hub' (as identified in 2.3) needs not currently available in this locality.

2.5 Proposed development

The proposed development has included the construction of a co-shared sports pavilion. City of Busselton technical staff has developed engineering designs and cost estimates for additional car parking, landscaping and other external infrastructure and Bob Bruce Design has been engaged to develop preliminary concept designs and cost estimates for the Sports Pavilion. Facilities are to include a sports pavilion to service Lou Weston Oval. This facility would provide essential storage, public ablutions, kitchen / servery, meeting and function, offices, covered spectator viewing and change rooms.

2.6 Management

The essential public toilets will be managed and maintained by the City of Busselton, as per the City's annual 'seasonal ground hire' and facility management processes. Ground and facility maintenance will be factored in to the City's annual Engineering, Works and Services budget. An asset management replacement reserve will be set up for the facility on construction, within the recommended guidelines for all City of Busselton facilities.

In terms of the other individual elements of the building, it is proposed that each tenant be offered a secure long-term lease by the City in a co-located arrangement.

2.7 Financial Development of the Project

The capital cost of construction of the Lou Weston Oval Sports Pavilion as defined in this document will be met by a variety of funding sources. This includes funds raised through funding applications

to the relevant State agencies, the clubs themselves (for the fit out) and a contribution from the City of Busselton.

City of Busselton technical staff has developed in-house engineering designs and cost estimates for the overall precinct including a landscaping plan and pathway access from the existing carpark on the southern side of the oval.

Detailed cost estimates have been provided by Bob Bruce Design. Bob Bruce Design was the architect for the Barnard Park Pavilion and the design concepts are based on this design.

These sources of information will provide the basis for funding submission(s) to relevant State and Federal Government agencies for the detailed design and construction of the Complex.

2.8 Operating Costs

Ground and facility maintenance will be factored in to the City's annual Engineering, Works and Services budget. An asset management replacement reserve will be set up for the facility on construction; within the recommended guidelines for all City of Busselton facilities.

The operational and maintenance costs for the Lou Weston Oval Sports Pavilion will be met by the lessees of the pavilion.

Income for the facility will rely on a combination of social activities, regional sporting and other community events and successful promotion and marketing of the club facility for hire.

The new facility will have a much wider reach in terms of physical activity opportunities for community groups and the general public. Community group hire could include indoor pursuits such as Yoga, Tai Chi, Pilates, Darts and other indoor user groups. In addition, Little Athletics and the Busselton Runners Club have been identified as future users of the facility.

3. Planning for the new Precinct

In developing this feasibility study, a range of national, state and local planning documents have been reviewed. This review provides the planning framework to enable analysis and the basis for future facility recommendations. The review included the following:

- SD6 (*Strategic Directions for Western Australian Sport and Recreation Industry 2016-20*) planning document
- Report to Sport (*Australian Sports Commission 2010*)
- City of Busselton Strategic Community Plan (2017)
- City of Busselton Leisure Services Plan (2005)
- City of Busselton Active Open Space Planning Recommendations (2013)
- Needs Assessment – Lou Weston Oval (2017)

3.1 Strategic Directions 2016–2020

Strategic Directions 2016–2020 (SD6) is a guiding framework for the next few years. The challenges and opportunities set out in the document reflect the comments and advice provided by a wide

range of industry stakeholders and build upon the previous Strategic Directions 5 (2011-15) documents. SD6 has been developed to:

- provide vision and direction for WA's sport and recreation industry
- increase stakeholder understanding of emerging issues
- guide strategic planning processes for organisations
- better inform the Government of stakeholder aspirations

The SD6 framework operates in addressing the following key challenges:

- governance
- integrity and values
- public open space and urban form
- adventure and outdoor recreation
- commercialisation
- diversity in leadership and management
- financial certainty
- leveraging facilities investment
- life course and life stage participation
- monitoring, evidence and research
- participation, culture and affordability
- technology
- vital volunteers

The development of this Complex responds to the following key challenges identified in SD6:

20) planning document.

The first key challenge Life Course and Life Stage Participation; challenge 9 relates to *"the achievement of improved participation rates in sport and recreation, and more broadly active lifestyles."* This project once completed will provide new services and facilities for approximately 520 junior sporting participants that will access the grassed sports spaces of Lou Weston Oval, as well as participants in the sports of Netball. The broad number of sports being offered at Lou Weston Oval provides a base for active lifestyles in the West Busselton community.

The second key challenge Public Open Space and Urban Form; challenge 3 relates to *"In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources, focus on function of sites, and provide equitable access to facilities."* The construction of all elements of the LWO Masterplan will address this challenge and increase in physical activity in the following ways:

The development of new sporting facilities

A new high quality local sports and recreation facility at Lou Weston Oval, Busselton will enable all of the proposed member clubs to expand and improve their program and service delivery to the West Busselton locality. Existing ancillary facilities for all clubs are either non-existent or of sub-standard quality. The development of a new Sports Pavilion would provide essential storage, kiosk, kitchen / servery, meeting and function, offices, spectator viewing and additional change rooms to all users of Lou Weston Oval.

3.2 Report to Sport (Australian Sports Commission 2010)

In 2009 the Federal Government appointed an independent expert panel to make recommendations on the specific structures, programs and reform required to ensure the continuing robustness of the Australian Sports System entitled 'The Future of Sport in Australia'.

In response to this report the Federal Government, through the Australian Sports Commission (ASC), released a blue print for structural reform, 'Report to Sport' championing the following key initiatives:

- better alignment of the high performance system
- building a more cohesive sports system
- increasing Australia's involvement in sport
- rebuilding the value proposition for sport

Examples of Federal Government involvement to increase Australia's involvement in community sport include programs such as the 'Active After-school Communities program', 'Sports Connect' and 'Sports Ability'.

3.3 City of Busselton Strategic Community Plan (2017)

The development of the Lou Weston Oval Sports Pavilion has been identified as a key element in the City of Busselton's Strategic Community Plan 2017, classified within Community Objective 1.3, under the key goal area for 'Community: Welcoming, friendly, healthy':

Community Objective: e. Create sport and recreation hubs to service local and regional communities

3.4 Leisure Services Plan

On February 14, 2007 the Council adopted certain recommendations as contained in Section 16 of the *Leisure Services Plan for the City of Busselton - Final Report* without amendment, to be used as a set of guiding principles for future facility and services planning within the City.

Recommendations pertaining to Lou Weston sporting complex from this report included:

16.2.32 *Remove the cricket pitch from Lou Weston, or if cricket is required at Lou Weston relocate the pitch to the middle of the rectangular fields as shown on the concept plan*

16.2.33 *Plan for the resurfacing and lighting of the netball hard courts to encourage increased training and competition on outdoor courts*

16.2.34 *Plan for lighting of the oval for training purposes when demand dictates*

Updates on these recommendations are as follows:

16.2.32 Cricket is not required to be played on Lou Weston Oval. The pitch has been grown over with coverage of turf and up until this point in time there has been no community need for removal of this pitch. If there is a significant need for removal of this pitch into the future it can be considered as a project in the City's 10 year long term financial plan.

16.2.33 Resurfacing of the netball hard courts was completed in 2010. Sports lighting is currently only on three (3) of the nine (9) courts and is not of a contemporary standard. As the netball club grows a lighting upgrade of the existing lights and an increase in the networks of these lights may be required to meet this growth. In addition an audit of the resurfacing works needs to be conducted to confirm long term strategy with these facilities. Unfortunately the re-surfacing has started to crack in areas on many of the courts. A meeting was held with representatives from the City and BNA on-site in 2014 to discuss the issue. The project was managed by the BNA and unfortunately they have not got a copy of the warranty or the contract of engagement. As the contract of engagement was between the BNA and the contractor, the City has no legal basis to get these courts attended to as part of the warranty process.

16.2.34 The need for lighting of the oval will be required in a medium to longer term time frame (5-10 years+). With the City's population increasing on average of 4% per annum the facility is starting to reach a straining point in the number of active playing spaces available for training and competition. Current strategies include the use of School (DET) facilities for training and the new developments (Vasse, Dunsborough, Provenance and Ambergate North) when they finally "come on line." Sports lighting is a required strategy at this venue moving forward to increase the usage of existing facilities.

3.5 Active Open Space Planning Recommendations (2013)

In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document.

It was endorsed as part of these recommendations that Lou Weston Oval be designated as a local level facility for active open space sports such as diamond sports (Tee ball) and the club based sport of Netball, and as a future facility for Baseball, and provision be made for local level facilities for junior Australian Rules Football.

The key facility development strategies for Lou Weston Oval Included:

1. That ageing infrastructure at Lou Weston Oval is replaced by considering shared club facilities and rationalisation of ablution facilities including;
 - Additional storage;

- Rationalisation of club rooms, change rooms and public toilets at the reserve;
- Installation of sports lighting at the Active playing Field;
- Shelter / viewing area for spectators.

2. That pedestrian and vehicular access and egress improvements be undertaken.

Footnote: At the time of the initial Needs Analysis (2012) and Active Open Space Planning Recommendations (2013), Softball as a sport had moved to LWO from Sir Stewart Bovell Park (SSBP) with the plan that Tee-Ball and Softball to consolidate as an overall 'Diamond Sports' organisation. That failed to eventuate for a number of reasons and Softball are again hiring SSBP for their training and competition needs.

3.6 Needs Assessment – Lou Weston Oval Sports Pavilion

The Needs Assessment provided the following recommendations:

- Preparation of a feasibility study to create a planning, management and operational blue print for the Lou Weston Oval Sports Pavilion
- The development of designs and cost estimates for the 'Lou Weston Oval Sports Pavilion'
- The City of Busselton will use these concept designs and cost estimates as the basis for funding submission(s) to relevant State and Federal Government agencies for the detailed design and construction of the Lou Weston Oval Sports Pavilion. (*Original draft concepts completed*)

4. Market Analysis

4.1 Current Population

The City of Busselton had an estimated resident population of 36,686 in 2016 according to the Australian Bureau of Statistics, with the City's average annual growth rate over the past 20 years being in excess of 4%, one of the highest sustained growth rates for a regional area in Australia. Approximately 67% of the total City population is located in the town of Busselton.

The City of Busselton had a significant proportion of its population in 2016 that could utilise the Lou Weston Oval Sports Pavilion, according to the Australian Bureau of Statistics, with approximately 25% of the population 0- 19 years and approximately 48% of the population 20-54 years of age.

4.2 Projected Population

Over the period to 2026, the population of the City of Busselton is expected to increase by 7,615 persons – or an average annual rate of 1.7% – to a level of approximately 43,950 persons. The forecast annual growth in population for the City of Busselton is higher than the averages for the South West region (1.5%) and slightly lower than Western Australia (2.1%).

Figure 4. Projected Population – City of Busselton



4.3 Summary

A population growth rate of approximately 4% annually in the City of Busselton is being reflected in the rapid increase in participation that is being experienced by the sports of Netball and junior AFL in Busselton. The Wanderers and Countrys Junior Football Clubs and Busselton Netball Association have experienced a significant growth rate in active participation over last 4 years, in line with the City's population growth.

5. The Case for the Lou Weston Oval Sports Pavilion

The adoption and development of Active Open Space Planning Recommendations, was the precursor to the development of the Lou Weston Oval Sports Pavilion. In 2013 the City of Busselton Council adopted Active Open Space Planning Recommendations to guide the future planning of active open space facilities within the district. This followed 18 months of consultation, needs assessments, a review of the City Leisure Services Plan and a demographic analysis of individual population precincts across the City.

The facilities were assessed as either Local, District or Regional and the recommendations and designations across the region are detailed on the inside pages of the Active Open Space Planning 2013 document. As a result, community consultation has been undertaken with prospective users of the new Active Precinct. The Needs Assessment for this precinct has been completed with the following included in the study scope:

- A review of the City of Busselton's existing Leisure Services Plan
- An identification of services and facilities that needed but not currently provided
- An identification of facilities and services in the Busselton township
- An examination of current usage of facilities and grounds together with recommended future planning options
- An assessment of the quality and level of service provision at each facility

5.1 Options for the Future of proposed users of the Lou Weston Oval Sports Pavilion

In making the decision to choose to develop the Lou Weston Oval Sports Pavilion, several options were considered by the City and the users including:

Transport to another District Facility in the region – The nearest facilities in the region is Churchill Park, Barnard Park and Sir Stewart Bovell Park; all of which are located in Busselton. These options were not considered feasible because:

- The City Council have designated Churchill Park as a future events venue (accommodating the Busselton Trotting Club and the Southern Districts Agricultural Society) and as such anchor tenant developments for the Lou Weston Oval Sports Pavilion must be considered for other current / future sporting facilities in the City.
- The City Council have designated Sir Stewart Bovell Park as the long term district headquarters for football (AFL), hockey, diamond sports and athletics. As a result of the existing sports identified this venue does not have the capacity to accommodate the proposed users of the 'Lou Weston Oval Sports Pavilion' as anchor tenants at this venue.
- The City Council have designated Barnard Park as the long term district headquarters for cricket, rugby, junior football (soccer), active sporting events and the Busselton Fire and Rescue Service competition running division. As a result of the existing sports identified this venue does not have the capacity to accommodate the proposed users of the 'Lou Weston Oval Sports Pavilion' as anchor tenants at this venue

Renovate/convert/ extend an existing facility – As per the above example, all other Active Open (Sports) spaces in Busselton are at capacity, servicing the population within their catchment areas. As such it is not feasible to renovate/convert or extend these facilities.

Create a new Sporting Complex – There is no readily available land in West Busselton to develop such a facility. As such, the development of new localised sports facilities is the most practicable, reasonable and feasible solution. As such, concept and design plans have been developed for the

Lou Weston Oval Sports Pavilion and have gone through a process of rigorous community consultation and professional officer development and consideration.

6. Draft Management Plan

The organisational profile of the proposed lessees of the pavilion will meet specific community, social and environmental objectives developed in consultation between the clubs and the City. In particular the proposed facility will provide a “community hub” for community, recreation and sporting opportunities within the proposed “Lou Weston Pavilion” as well as providing a co shared sports facility able to respond to population growth and changes in community demographics in the long term, and resulting in a sustainable and inclusive community facility that contributes to the health and well-being of West Busselton residents.

6.1 Management and Staffing –Sports Spaces, Public Toilets

In terms of the Sports Spaces and Public Toilets, these facilities will be managed and maintained by the City of Busselton, as per the City’s annual ‘seasonal ground hire’ and facility management processes. Ground and facility maintenance will be factored in to the City’s annual Engineering, Works and Services budget and is based on industry standards and historical City financial information for recreational facilities of this type.

The City currently employs a full time Bookings Officer to manage all active public open space bookings throughout the City. This includes a ‘Seasonal Ground Hire’ application process, which occurs twice yearly for summer and winter sporting seasons. The City also employs a full time Community Development Coordinator and part time Club Development Officer that manages club issues and opportunities, club development and future recreation facility planning.

From a maintenance perspective the City also has a full time parks and gardens and facilities management team that are specifically focused on community facilities such as the Lou Weston Oval. These officers are involved in everything from ground to facility maintenance, line marking (at the start of each season) and the maintenance and erection of goals.

In terms of the building facility maintenance for the Public Toilets, the City has full time Officers to undertake scheduling and implementation of smaller maintenance projects. In terms of larger building maintenance and weekly cleaning schedules these Officers also project manage contractors to come in and undertake these services.

6.2 Management

The intent for this project is for the current users (Busselton Netball Association, Countrys and Wanderers Junior Football and the Busselton Teeball Association) sign a lease with the City of Busselton.

As the Netball Association has a lease over their existing building, they are more than competent to manage the new pavilion and provide expert advice to the other clubs.

6.2 Programs and Services

The proposed regular member programs at the Lou Weston Oval Sports Pavilion will include:

- An AFL Auskick program for approximately 62 participants from 5 – 7 years of age;
- Junior AFL programs for approximately 260 participants from two (2) different clubs from 8 to 14 years of age;
- Netball programs for approximately 725 participants from 69 teams from 5 – 18 years of age;
- Tee-Ball programs for approximately 64 participants from 5 – 12 years of age;

With the potential for the following additional services and programs which are not currently being offered at Lou Weston Oval:

- A future Busselton Little Athletics Club
- A future home for the Busselton Runners Club

Additional Playing Spaces

Three (3) north-south oriented, Netball courts, line marked for senior play;

Sports lighting to all active playing spaces

The users of the grassed areas 'Lou Weston Oval Sports Pavilion' have no sports lighting at this facility. The users of the netball courts only have Sports lighting to three (3) of the courts and is not of a contemporary standard. As the netball club grows a lighting upgrade of the existing lights and an increase in the networks of these lights will be required to meet this growth. It is proposed that this upgrade be developed as a staged approach, with an audit and upgrade to existing facilities is of the first priority of any lighting upgrade project.

It is proposed that training / competition sports lighting to a luminance rating of 50 lux for luminance rating of 50 lux for sports such as junior AFL. This will provide for an increase in scope in terms of active playing capacity, due to an ability to increase scheduling beyond daylight hours into the future.

Community Amenities

The development of the Lou Weston Pavilion (subject of this application) would provide essential storage, kiosk, kitchen / servery, meeting and function, offices, spectator viewing and additional change rooms.

7. Concept Design

The development of a preliminary concept design and cost estimates for the District Active Playing Fields have been developed using the following methodology:

The City of Busselton utilized the following sources of information to be able obtain an accurate construction cost estimate for the Lou Weston Oval Sports Pavilion.

7.1 Building Design and Construction costs

Funds for design work for the Lou Weston Pavilion were based on the Busselton Foreshore redevelopment project to assist in developing a detailed building design and construction cost estimates.

The Barnard Sports Pavilion has just been completed and a similar 'scaled down version' of this design was utilized for the Lou Weston Pavilion.

In engaging an Architect / Draftsperson for this project the process was as follows:

1. The City had several meetings with the future users of Lou Weston Oval to discuss the possible design parameters for the building, and obtained sign off on what was required from a functionality perspective. This was also agreed to by City Senior Management and Council.
2. The City based on this feedback was able to develop a Request for Quotation (RFQ) 'Lou Weston Pavilion Concept and Detailed Design.' This RFQ was for the engagement of a qualified Consultant to develop a preliminary design and detailed design for the site the Sports Pavilion.
3. Bob Bruce Design was awarded the consultancy as per the City of Busselton 'Purchasing and Procurement policy'. This RFQ included the respondents to provide a price estimate and address certain qualitative criteria.
4. The selected consultant met with City staff on several occasions to develop a preliminary design concept and probable cost estimates based on information provided in the RFQ document as well as information provided as part of the consultation process.
5. A preliminary design concept and probable cost estimate was developed for the submission to relevant funding bodies.

8. Location Rationale

Community and sporting groups have utilised at Lou Weston Oval, located at Lot 4539 King Street Busselton for many years. Lou Weston Oval is a three (3) hectare public reserve that is utilised for recreational purposes year round, featuring an active playing field, nine (9) netball courts with limited sports lighting. The proposed location for the 'Sports Pavilion' was workshopped with all users of the precinct and it was agreed that this is the best location, both within West Busselton and on the actual site itself.

9. Design / Technical Evaluation

The design and technical evaluation of the Complex has been considered as part of the original design developed as part of the '*Lou Weston Oval Sports Pavilion Facilities Concept*.'

10. Capital Costs / Financials

10.1 Capital Costs

The quote from Bob Bruce design for the building in 2017 was based on:

Internal \$2450 M2

External \$810 M2

10.2 Capital Funding

The potential sources of funding for this project include:

- Local Government funds both through direct and grant contributions
- Individual club funding contributions (**Possible fit out**)
- Community Sport and Recreation Facilities Fund (Grant for the 2018/19 – 2020/21 Triennium)

10.3 Financials – Sports Spaces, Public Toilets

The new Active Playing Fields (and other non-leased facilities) will be managed and maintained by the City of Busselton, as per the City's annual 'seasonal ground hire' and facility management processes. Ground and facility maintenance will be factored in to the City's annual Engineering, Works and Services budget and is based on industry standards and historical City financial information for recreational facilities of this type. Indicative on-going operational costs for this facility include as follows:

Figure 6. On-going operational costs Active Playing Fields and Public Ablutions Lou Weston Oval Sports Pavilion

Projected Operational Expenses - Lou Weston Oval			
Revenue:	2016/17	2017/18	2018/19
City Ground Hire Booking Fees	3,650.00	3,796.00	3,947.84
Total Revenue:	3,650.00	3,796.00	3,947.84
Expenditure:			
Parks and Gardens			
Licence Fees (PPCA)	60.00	62.40	64.90
Wages	15,630.00	16,255.20	16,905.41
Purchase Materials	525.00	546.00	567.84
Electricity	4,148.00	4,313.92	4,486.48
Public Liability Insurance	1,652.00	1,718.08	1,786.80
Plant Charge	4,728.00	4,917.12	5,113.80
Plant Depreciation	3,874.00	4,028.96	4,190.12
Public Works overheads	17,003.00	17,683.12	18,390.44
Recreation Reserve Maintenance	4,649.00	4,834.96	5,028.36
Contract and Consultancy Staff expense	2,039.00	2,120.56	2,205.38
Water Consumption	150.00	156.00	162.24
Water Meter Rental	324.00	336.96	350.44
ESL Levy	58.00	60.32	62.73
Service Level Contingencies (20%)	10,846.00	11,279.84	11,731.03
Facilities			
Building Maintenance	1,955.00	2,033.20	2,114.53
Building Cleaning Materials	250.00	260.00	270.40
Contract Building Cleaning Costs	6,000.00	6,240.00	6,489.60
Contractors	1,600.00	1,664.00	1,730.56
Electricity	461.00	479.44	498.62
Water Consumption	7,807.00	8,119.28	8,444.05
Water Meter Rental and Supply	347.00	360.88	375.32
Building Insurance	1,807.00	1,879.28	1,954.45
Public Liability Insurance	309.00	321.36	334.21
Total Expenses:	86,222.00	89,670.88	93,257.72
Net Expenses:	-82,572.00	-85,874.88	-89,309.88

10.4 Financials –Community Club Facilities (Operational)

It is the intention of the City of Busselton, should the funding has been secured to enter into leases with the user groups. The City of Busselton will utilise resources from other community clubs of a

similar size, structure and intent to ensure the operational figures are accurate and based on a parity review.

11. Project Staging

It is predicted that construction will be staged as follows:

1. Stage 1 – Development of a Pavilion to service the users of Lou Weston Oval.
2. Stage 2 – Possible development of training / competition sports lighting to a luminance rating of 50 lux for the AFL and install and upgrade lighting at the Netball courts (*future*)
3. Stage 3 - Development of an additional 3 netball courts at the facility to increase the capacity of the Busselton Netball Association.

12. Sustainability

12.1 Economic

The 'Lou Weston Pavilion' will be a co-location of four existing clubs: Busselton Netball Association, Busselton Tee Ball Association, Wanderers Junior Football Club and Countrys Junior Football Club. There is a great opportunity to provide economic impact by providing a facility that is strategically placed as a "community hub" in the West Busselton locality.

In addition, Little Athletics and the Busselton Runners Club have been identified as future users.

There will be minimal economic impact to other facilities, clubs or businesses as a result of the development of the 'Lou Weston Pavilion', as the facilities proposed will enhance the King Street precinct and not be in direct competition with other land uses.

12.2 Environmental

The Complex will be designed and constructed with a view of the following environmental design considerations:

- Consideration in the design where possible to protect existing vegetation, with a plan for revegetation of any removed vegetation;
- The inclusion of a Solar PV system (15kw) to be included in construction.
- Consideration in the design where possible for the collection of rainwater to supplement the water needs of the active playing fields, overall environmental performance and response to climate change.

12.3 Social

The Lou Weston Pavilion will provide a new focal point in West Busselton as a new "Community Hub". It is projected that attendance figures will be in excess of 1000 people weekly. These

projections include the combined membership of proposed users, potential weekly facility hirers and event users of the facility.

13. Revisit Needs Assessment

The demand for improved and expanded facilities for all of the proposed users of the 'Lou Weston Oval Sports Pavilion' is real and pressing particularly when viewed in the context of:

- population growth,
- individual sport growth rates and
- The clubs involved have no dedicated amenities or club facilities.

It provides the impetus and the opportunity to allow increased capacity and future participation opportunities for all the clubs to be based at the 'Lou Weston Pavilion'. This pavilion, as outlined in this feasibility study, provides the best way forward to meet community needs over the long term.

14. Recommendations

1. That the City of Busselton acknowledges the need and feasibility of the Busselton 'Lou Weston Oval Sports Pavilion' project;
2. That the development of the Busselton 'Lou Weston Pavilion' be approved in principle and be considered in the City of Busselton 2017/18 to 2027/28 10 year financial plan;

Stage 1 – Development of a Pavilion to service Lou Weston Oval. As part of this project parking and pedestrian safety will also be addressed

Stage 2 – Development of training / competition sports lighting to a luminance rating of 50 lux for the AFL and install and upgrade lighting at the Netball courts (*future*)

Stage 3 - Development of an additional 3 netball courts at the facility to increase the capacity of the Busselton Netball Association.
3. That an application for Stage 1 be made for a Community Sporting and Recreation Facilities Fund Forward Planning Grant for the 2018/19– 2020/21 Triennium, with applications closing with the Department of Local Government, Sport and Cultural Industries 30 September 2017.

APPENDIX 7

Lou Weston Pavilion



Management Plan 2018-2023

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1.0 Executive Summary

The City of Busselton in consultation with key community stakeholders of Lou Weston Oval have developed a Five Year Draft Management Plan 2018-2023 to prepare the sports pavilion for facility handover and first five years of operations at Lou Weston Oval. Prior to the development of this facility, Busselton Netball Association have managed and operated their own facility under a lease to the City whilst the other clubs and association have no club facilities at all.

The Management Plan has been written to clearly defined objectives and desired outcomes to help the clubs' management focus on and achieve those outcomes.

2.0 The Plan

- Identifies the values the club intends to champion
- Describes the environment and parameters in which the club operates
- Defines objectives that reflect the values of the club
- Identifies areas the club needs to focus on in order to achieve those objectives
- Identifies the strategies to strengthen the areas identified

3.0 Vision

The vision for the Lou Weston Pavilion is that it will be a well-managed, all-inclusive premier sporting and community club in the West Busselton area fostering and developing the sports of Netball Junior AFL, Tee Ball and other active sports. Lou Weston Oval will be strategically placed as a "community hub" as headquarters for event administration for major annual sporting and cultural events.

4.0 Mission

To create, maintain and grown an organisation that encourages membership, participation, enjoyment and excellence in sport, events and participation in the Busselton Community.

5.0 Values

The users of Lou Weston Oval values:

- Participation
- Excellence
- Enjoyment
- Community
- Inclusiveness
- Communication

6.0 Management / Operations

Current recreation facility management trends seek to achieve a "Sustainable Management Model" which implements organisational structures, systems and processes that promote economic, social and environmental responsibility for the whole of a complex such as Lou Weston Oval.

Benefits of adopting a Sustainable Sport Management approach include:

- reducing capital costs by avoiding unnecessary materials and systems;

- reducing operating costs through energy and water consumption;
- recognising that the resident organisations at Lou Weston Oval have a need to
- achieve financial viability;
- increasing opportunities by attracting new users (e.g. additional residents) / members / customers;
- improving rates of user / member / customer retention;
- Boosting staff / volunteer satisfaction from working at a sport and recreation precinct that is
- progressive and values user ideas;
- Building a positive public reputation / image leading to publicity and sponsorship opportunities for both the facilities and resident organisations.

In essence the “triple bottom line” concept of sustainability requires a facility management approach that addresses economic, social and environmental issues in an integrated fashion.

6.1 Governance

Whilst the finer details of the Management Plan are still being thoroughly assessed and discussed with the user groups, it is the proposed strategy for a joint lease with the user groups as the best option.

The City of Busselton has a standard lease agreement. The user groups will be invited to make amendments to the lease that will assist them utilise the pavilion to the advantage of both themselves and the greater community.

It is proposed that the user groups have a management committee (as opposed to an overarching separate association) that will meet on a regular basis to discuss and make decision on the maintenance and usage of the facility.

The Management Committee will consist of representatives from each club and will have the power to co-opt expertise as deemed necessary.

As the Busselton Netball Association has experience in managing a facility, it is anticipated that this experience will assist the other clubs in this transition. The responsibilities of the management committee will include:

1. Setting annual budgets
2. Setting long term financial budgets
3. Implementing and reviewing policies relevant to the use of the building
4. Implementing and reviewing procedures relevant to the use of the building
5. Establish a reporting mechanism to key stakeholders

The City staff will also be available to assist.

The group will be strongly encouraged to use the City's fees and charges as a guide for external bookings to sporting groups and community groups.

6.2 Memberships

In this instance, the term membership applies for those clubs that have signed the lease and therefore affiliated.

Affiliated Club memberships

Benefits include:

- Regular use of the club rooms on training days.
- Opportunity to book the club and meeting rooms for club and sport purposes.
- Full access to club facilities (when open and available), meals and club special offers.

Community (Social) memberships

Benefits include:

- Full access to club facilities (when open and available), meals and club special offers.
- Opportunity to book the club and meeting rooms for social purposes at a discount social membership rate.

6.3 City Management Components

6.3.1 Leasing

It is proposed that the City would maintain and manage the public ablutions.

Rationale: As it is the City's role and responsibility to hire out the active open space adjacent to the club facilities it is proposed that it also manages the bookings, maintenance and cleaning of the change facilities.

The remainder of the building will be leased to the user groups who will form a management committee.

6.3.2 Active Open Space management

The City of Busselton is a leader in ground maintenance. There is considerable investment by the City in all active playing fields, which as with turf surfaces elsewhere can be easily and quickly damaged if not well managed. It is proposed that the City maintain this role at the Lou Weston Oval precinct of managing, maintaining and the booking of the active open space adjacent to the pavilion. It is proposed that this will also include the public ablution facilities.

An important component in this is ensuring that the 'Calendar of events' is drawn up early prior to the commencement of the financial year to ensure that the competition needs of the key tenant sports (junior AFL, Netball and Tee Ball) are balanced amongst the user groups and any potential community / district events at the venue.

6.3.3 Usage estimates Active Open Space

Three methods of monitoring and balancing the use and sustainability of sport field turf have been identified:

They are:

(a) Maximum Hours

As a rule of thumb local authorities attempt to restrict reserve use to 25 hours per week during summer and 22 hours per week in winter, irrespective of volume of use, footwear type or level of competition.

(b) The City of Cockburn "Sports Field Loading Indicator" which is specifically directed at winter sports.

The indicator formula is predicated on:

* 24 hours use per week.

* Number of users per hour per hectare based on 10 persons /hour/hectare.

* Use spread of 5 sessions Monday through Friday of maximum 4 hours duration a session.

* Alternatively 3 sessions of maximum 6 hours duration a session with a minimum of 48 hours between sessions.

Cockburn have found in practice that 200 person hours is the maximum user loading that can be sustained on turf playing fields.

6.3.4 Usage Estimates Club facilities

Whilst the majority of the time the pavilion will be used by the user groups, there is an opportunity for the clubs to derive income through the hiring of the pavilion to other community and special interest groups.

The meeting/training room will be an ideal space to hire out for small groups for training and seminars.

It would be anticipated that 80% of the time the venue will be used by the venues with 20% of the time available to the community.

6.4 Programs / Services

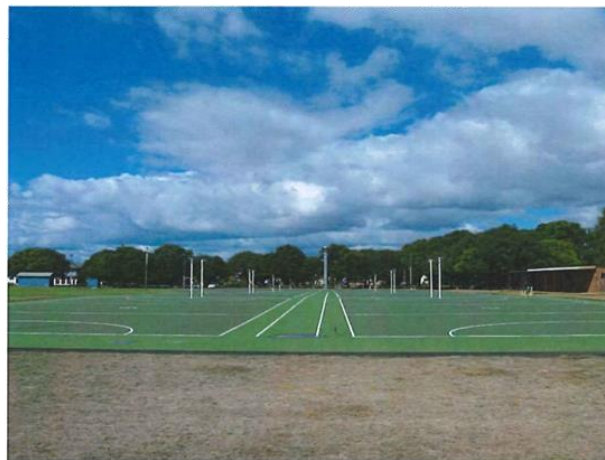
6.4.1 Busselton Netball Association

The Busselton Netball Association (BNA) historically practised and competed at the outdoor Netball court facilities at Lou Weston Oval prior to the construction and opening of the Geographe Leisure Centre (GLC) in 1998.

The BNA have over sixty (69) teams from five (5) years of age (Funnet) to eighteen (18) years and under and two senior divisions. The juniors train and compete at the Netball facilities at Lou Weston Oval, whilst the seniors train and compete at the Geographe Leisure Centre (GLC).

In 2000 the BNA, including both junior and senior clubs, began winter competition on the three indoor hard courts at the GLC. In 2009, after nine years of competition at the GLC the BNA (junior competitions only) made a decision to return to competition at Lou Weston Oval.

Figure 1. Northern view of the Netball Courts



The reasons for this venue change included:

1. A stagnation of membership caused by long and hectic scheduling on the three available courts at the GLC. A return to Lou Weston Oval would allow for scheduling on nine courts;
2. Safety considerations from a periodic water condensation issue at the GLC. This condensation issue made the court surface slippery underfoot.

Late in 2009 the BNA (juniors) undertook a needs assessment process and identified the resurfacing of the nine outdoor Netball courts at Lou Weston Oval as their number one priority. The BNA (juniors) identified that an upgrade of this facility would address the stagnation in membership numbers and allow for the opportunity for BNA membership and participation growth into the future. The Netball court facility was also ageing, with water pooling and loose gravel appearing, which was a concern for users of this facility.

In 2010 the BNA received funding from both the City of Busselton and the Department of Sport and Recreation for the resurfacing of the netball courts. These courts were re-surfaced in 2011 and have now been played on for the last three seasons.

Unfortunately the new surface has started to crack in areas on many of the courts. A meeting was held with representatives from the City and BNA on-site in 2014 to discuss the issue. The project was managed by the BNA and unfortunately they have not got a copy of the warranty or the contract of engagement. As the contract of engagement was between the BNA and the contractor, the City has no legal ability to get these courts attended to as part of the warranty process. It is recommended that the BNA continue to approach the contractor to meet their obligations in terms of the warranty for work(s) undertaken.

Sports lighting is currently only on three (3) of the courts and is not of a contemporary standard. As the netball club grows a lighting upgrade of the existing lights and an increase in the networks of these lights will be required to meet this growth. It is proposed that this upgrade be developed as a staged approach, with an audit and upgrade to existing facilities is of the first priority of any lighting upgrade project.

6.4.2 Busselton Tee-Ball Association

The Busselton Tee Ball Association (BTA) has played at Lou Weston Oval since circa. 1990. Tee Ball is played on Saturday mornings by children of ages of five (5) to twelve (12) from mid-October to end of March. Currently the BTA have six (6) teams in two age divisions and membership has been in a slow decline over the last ten (10) years. The BTA train and compete on the reticulated active playing space at Lou Weston Oval and have five diamonds available for competition every Saturday.

In terms of facilities the BTA have access to two (2) small storage compounds at the City Change room facilities at the northern end of the reserve and access to the BNA's club facilities for match day operations and meetings. The following needs have been identified by the BTA for the facility going forward:

1. Signage – The Busselton Tee Ball Association have a long history of association with LWO. Although they do not have a lease over the facility they would like some signage at the park to recognise this long association with the reserve.
2. Additional storage – As per all the other summer and winter hirers of the venue there is inadequate storage at the facility for all training and competition equipment.
3. Shelter / viewing area for spectators
4. Meeting room facilities

6.4.3 Busselton and Districts Junior Football Association

The Busselton and Districts Junior Football Association (BADJFA) have two member clubs that train and compete on the reticulated active playing space at the venue; Wanderers and Countrys Football Clubs. In 2016 both teams had 6 teams each the grades were classed as year groups from year 3's through to 10's. An additional Auskick centre commenced at Lou Weston Oval in 2016. This increased participation at the venue

by an additional 60 participants. During the winter ground allocation season (April to September each year) they train up to three (3) nights per week and use the venue for competition on Saturdays.

Due to the physical distance from the BNA club facilities to the active playing surface the BADJFA participants and spectators do not use these facilities. Future facility requirements at the venue were very similar to the BTA's requirements as follows:

1. Additional storage - As per all the other summer and winter hirers of the venue there is inadequate storage at the facility for all training and competition equipment.
2. A Kiosk area
3. Sports Lighting - As identified in the LSP sports lighting at all highly used active playing reserves, such as LWO, will allow an increased scheduling for competition and training as the population increases.
4. Shelter / viewing area for spectators
5. Meeting room facilities

In 2014 a consortium of the BTA and the two 'home' BDJFA clubs (Countrys and Wanderers) approached the City of Busselton with a proposal for additional storage facilities. These facilities were proposed for the northern end of the reserve, adjacent to the northern change rooms. They also applied for funding through the South West Development Commissions '*Community Chest Fund*' for these facilities, but were unsuccessful. As, the City of Busselton is looking to attract funding from the Department of Sport and Recreation (DSR) from the 2018/19 Forward Planning Grants Round to commence work on a new multi-purpose co-shared facility for the precinct, this is proposed to include any additional storage facilities at the venue.

Little Athletics

The City has been approached by members of the community wanting to set up a Little Athletics Club in Busselton. Currently the participants travel to either Bunbury or Margaret River to train and compete. The City has identified the Lou Weston Oval as the most appropriate site for the Little Athletics and as a potential user of the Lou Weston Pavilion.

Busselton Runners Club

The Busselton Runners Club have approached the City informally looking for a facility they can use as a meeting space for their members. The club meets at the King St carpark near the Geographe Bay Yacht Club every Wednesday at 5.45pm which is adjacent to the Lou Weston Oval.

6.5 Program / Services opportunities

Whilst no official request has been made to any groups or clubs at this point, an initial SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis has been undertaken, with the following opportunities in existence:

6.5.1 Functions

There is a real opportunity to have small 'marquee' events at the Lou Weston Pavilion. Examples include:

- Expos
- Conferences

- Corporate seminars / professional development days
- AFL Grand Final Day, Melbourne Cup Day.

In conclusion, the programs and services opportunities will be based on the availability of the club during off-peak times (Mon-Fri business hours), week nights and on the weekends.

APPENDIX 8



Lou Weston Pavilion Asset Management Plan Summary
Document

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1 Executive Summary

1.1 Table 1: Asset Planning Outcomes

Total 20yr average Renewal expenditure Asset Management Plan	\$20,560 p.a.
Total 20yr average Operating expenditure Asset Management Plan	\$30,000 p.a.

2 Background

The purpose of this Asset Management Summary Document is to provide an overview of the predicted twenty year expenditure requirements for the proposed new sports pavilion to be located at Lou Weston Oval. All Cost shown are 2017 dollars for ease of comparison between years.

It has been prepared in the context of predicting the construction, renewal and operational requirements for the proposed works. The associated twenty year costs are detailed within this report

3 Introduction

The report has been prepared using asset management principles which identify construction costs, useful lives, treatment intervals, treatment types and cost of treatment as a means of predicted all the associated renewal costs over a twenty year period.

Operating Costs have been derived through the analysis of historical costs incurred by the City of Busselton at similar facilities.

This document has been designed as a guide to providing a base for further investigation and refinement of final project costing.

4 Scope

The report applies to all the components as identified with the scoping documents and identifies the "one off" construction only costs as well as the components which once installed will require ongoing renewal and operational expenditure.

5 Assumptions

The various measures for the components such as the timing and type of treatments; whilst based on staff knowledge, research and considered to be reasonably accurate; still carry a certain level of assumption which needs to be taken into consideration when viewing these documents.

6 Important Terms and definitions

The objective of **Asset Management** is to meet the required level of service, in the most cost effective manner, through the management of assets for present and future customers. (International Infrastructure Management Manual – 2011)

Asset – an item that has potential value to an organisation (International Infrastructure Management Manual – 2011)

Renewal Work is defined as works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.

New works are assets acquired for a new (never before provided) service to the community

Upgrade works result in a higher (improved) level of service than previously offered. As distinct from new assets, the service currently exists.

Operational Works Cost involved with the process of utilizing the asset which will consume resources such as manpower, energy, chemicals and materials. (International Infrastructure Management Manual – 2011)

Asset Management Plan (AM Plan) Long-Term Plans (usually 10-20 years or more for infrastructure assets) that outline the asset activities and programmes for each service area and resources applied to provide a defined level of service in the most cost effective way (International Infrastructure Management Manual – 2011).

Whole of Life Costs – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, renewal and disposal costs.

7 Construction Cost

Construction costs have been determined via the Rawlinson's Australian Construction Handbook 2016. This handbook provides guidance to determine construction cost based on factors such as location, type of building being constructed and quality of finishes required.

The construction cost is based on a square metre rate and therefore is subject to further scrutiny as the project moves from feasibility towards design and construction.

Table 2, below provides a breakdown of the various component costs for the building.

7.1 Table 2: Building Construction Cost Breakdown

Component	Element	Sub-element	Component Cost
STRUCTURE			
	Substructure		63,138
	Columns		0
	Roof		114,438
		TrimDek	
		Gutters	0
		Down-pipes	0
	External Walls & V	Face Brick	196,321
	Windows	nil	0
	External Doors	nil	12,825
	Internal Walls	Tiles	44,394
	Internal Screens	tiles	2,960
	Internal Doors	door panel	19,731
		Hardware	0
		paint	0
FINISHES			0
	Wall	paint	30,583
	Floor	vinyl	59,192
	Ceiling	paint	51,300
FITTINGS			0
	Fitments		32,556
	Special		0
SERVICES			0
	Plumbing		75,963
			0
			0
			0
	Mechanical	nil	36,502
	Fire	nil	16,771
	Electrical	Lights	90,762
	SERVICES		2,960
	CONTINGENCY		24,663
	Preliminaries		111,479
		Total	986,538

Table 3 shows how these costs are determined via the use of the Rawlinson's Handbook.

7.2 Table 3: Building construction Component Breakdown

Item Number	11.2.2
	Clubhouse & Changerooms
Name	
Description	Single storey, standard construction & finishes, large bar & lounge, small kitchen, dining area, large basic finished changerooms and showers/toilets, no air-conditioning.
Low \$/m ² 2016	\$2,750/m ²
High \$/m ² 2016	\$2,967/m ²
Average \$/m ²	\$2,858/m ²
COST ESCALATION	0.02
PRELIMINARIES	0.105
SUBSTRUCTURE	0.064
SUPERSTRUCTURE	
Columns (& upper floor)	0.008
Roof	0.116
External Walls & Windows	0.199
External Doors	0.013
Internal Walls	0.045
Internal Screens	0.003
Internal Doors	0.020
FINISHES	
Wall	0.031
Floor	0.060
Ceiling	0.052
FITTINGS	
Fitments	0.033
Special	
SERVICES	
Plumbing	0.077
Mechanical	0.037
Fire	0.017
Electrical	0.092
EXTERNAL SERVICES	0.003
CONTINGENCY	0.025

8 Renewal Costs

Renewal Costs have been summarised as follows; these costs are further detailed in Attachment A.

8.1 Table 4: Ten Year Renewal Costs

	1	2	3	4	5	6	7	8	9	10	Total
Renewal Exp 2017\$	3,211	4,119	3,211	4,119	6,082	21,876	9,328	4,119	23,731	50,644	130,440

Table 4 provides a good guide for long term planning and annual renewal budget deliberations. All figures are shown in 2017\$ and therefore would still be subject to inflationary factors.

Predicted renewal expenditure has been based on a basic asset management assessment of the proposed building type and component breakdown. These figures do not allow for growth or any planned major upgrades in future years. It is simply renewing the asset on a like for like basis as outlined within this document.

The annual expenditure has also been measured against the replacement value of the asset to ensure that enough funds are being generated. Different types of assets require varying levels of annual renewal in order to maintain their condition. As an example, plant and equipment will have a higher annual percentage than a road or footpath as they are replaced more often and face more annual wear and tear.

The table below provides an overview of the percentages attributed to the proposed Lou Weston Oval Sports Pavilion.

8.2 Table 5: Annual Renewal Expenditure Measured Against Replacement Value

	Replacement Value 2017 \$	Annual ave exp 2017 \$	Annual % of value
20 Years	986,538	20,560	2.08%
10 Years	986,538	13,044	1.32%

As the table demonstrates, the annual average increases over time as the building degrades and larger components require renewal and replacement. This is typical a typical representation of the expected natural degradation of a building over time.

9 Operating Costs

Operating Costs as shown in the table below have been derived through research of City of Busselton average historical costs of managing similar types of facilities. This includes costs such as cleaning, insurance, utilities, reactive maintenance (resulting from vandalism, weather damage, blocked drains etc) and general inspections.

As Table 6, below outlines, the annual average for operational activities equates to 3.04% of the replacement value of the building.

9.1 Table 6: Operational Expenditure Measured Against Replacement Value

	Replacement Value 2017 \$	Annual ave exp 2017 \$	Annual % of value
20 Years	986,538	30,000	3.04%

10 Total Renewal and Operating Costs

10.1 Table 7: Total Renewal and Operating Costs

	1	2	3	4	5	6	7	8	9	10	Total
Renewal Expenditure Total \$130,440	3,211	4,119	3,211	4,119	6,082	21,876	9,328	4,119	23,731	50,644	130,440
Operating Expenditure Total \$300,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Total	33,211	34,119	33,211	34,119	36,082	51,876	39,328	34,119	53,731	80,644	430,440

The total renewal and operating costs over the first ten years of the plan equate to \$430,440. As shown in the Table 8 below, this equates to 4.36% of the overall replacement cost of \$986,538. As shown in Chart X, this increases to just over 5% over the full twenty years. This can be attributed to the increase in renewal works predicted between years ten and twenty.

10.2 Table 8: 10 Year Renewal and Operating Costs Measured Against Replacement Value

	Replacement Value 2017 \$	Annual ave exp 2017 \$	Annual % of value
10 Years	986,538	43,044	4.36%

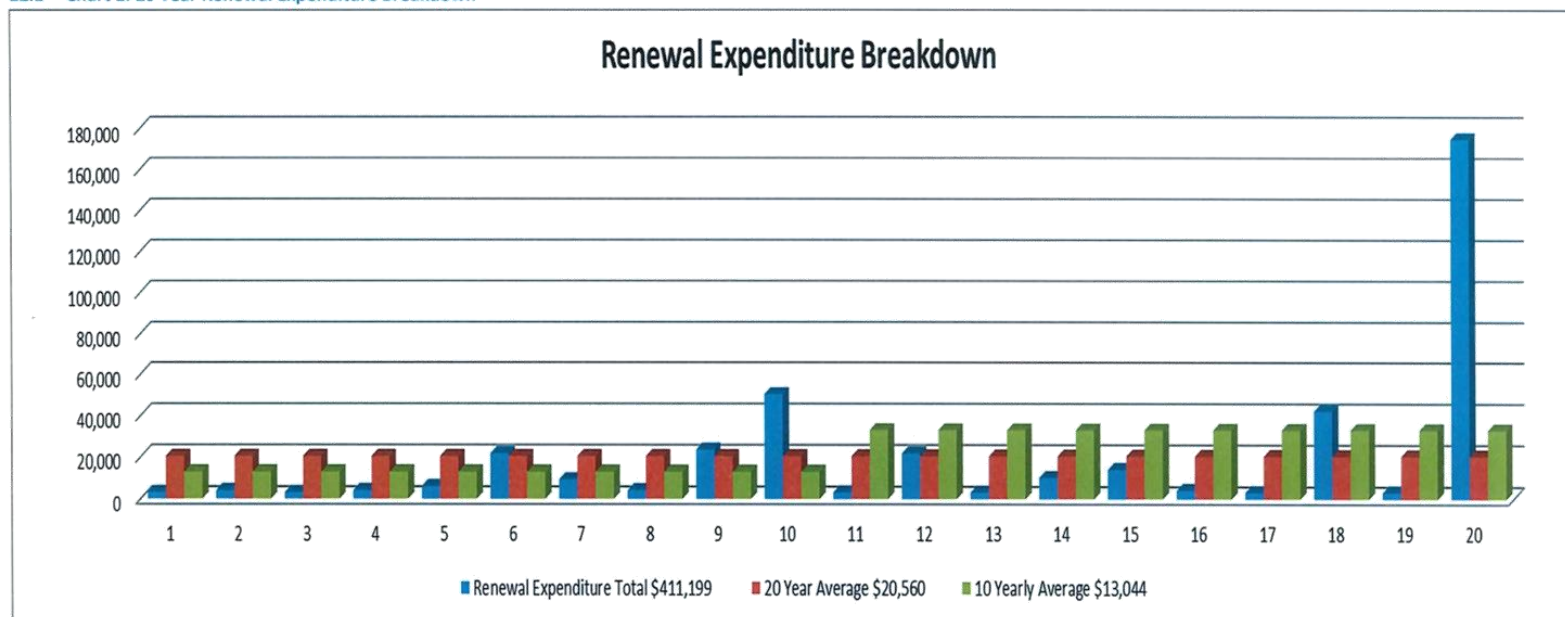
11 Conclusion

This life cycle costing analysis is a broad assessment of the predicted twenty year costs for the proposed works at Lou Weston Oval Busselton. It has been based on asset management principles and provides an overview of the cost implications over time in terms of renewal and operational expenditure;

It is recommended that these figures be reviewed and further refined before being adopted as final budget figures for the project.

12 Attachment A

12.1 Chart 1: 20 Year Renewal Expenditure Breakdown

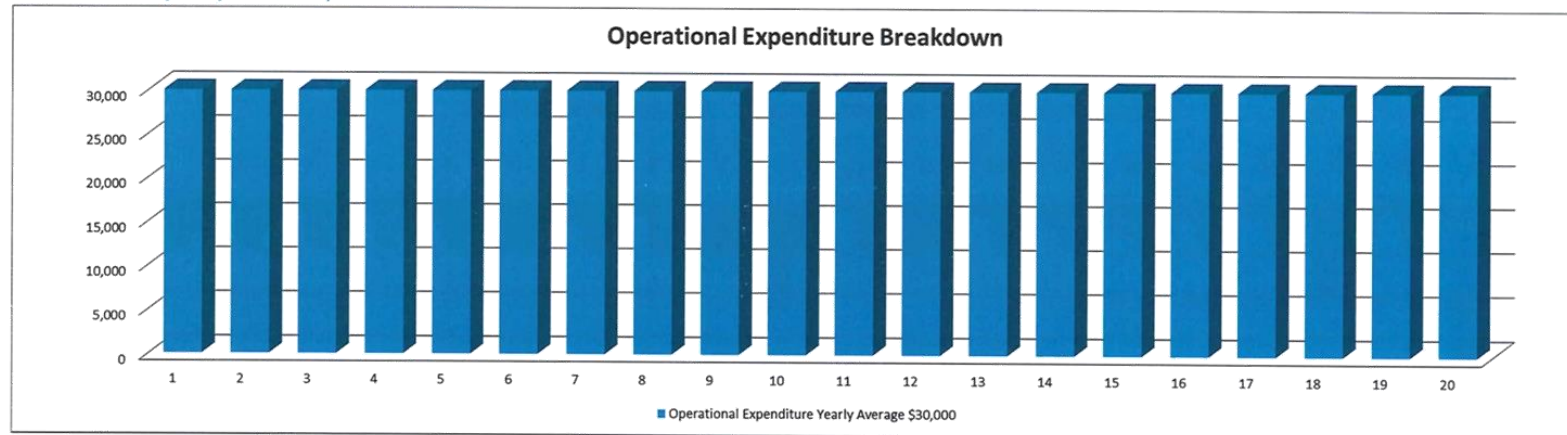


The Renewal Expenditure breakdown shows the expenditure as generated by the Asset Management Plan (blue Columns). The total expenditure generated over the twenty years is \$411,199. This equates to an average of \$20,560 p.a. over twenty years and an average of \$13,044 p.a. for the first ten years. The annual average increases over time as the building ages and larger components require renewal and replacement.

The main spikes in expenditure occur in years 10 and 20. Year 10 works include renewal of internal tiling, external walls and windows and gutters and down pipes. Year 20 predicts a repeat of the main year 10 works, plus renewal works to fitments and fittings.

13 Attachment B

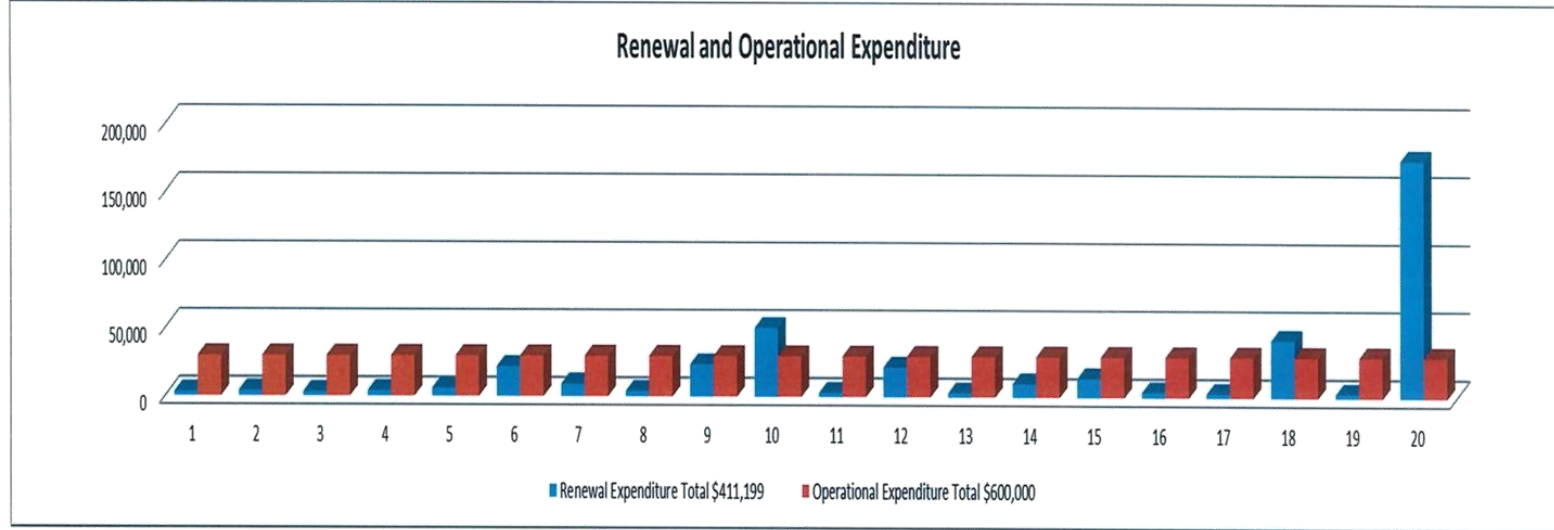
13.1 Chart 2: 20 year Operational Expenditure Breakdown



Operational costs have been predicted at \$30,000 per annum over the twenty years. The actual amount incurred may vary from this on an annual basis, however it is anticipated the over twenty years the average would be around \$30,000 p.a.

14 Attachment C

14.1 Chart 3: 20 Year Renewal and Operational Expenditure



14.2 Table 9: 20 Year Renewal and Operating Expenditure

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Renewal Expenditure Total \$411,199	3,211	4,119	3,211	4,119	6,082	21,876	9,328	4,119	23,731	50,644	3,211	21,876	3,211	10,235	14,093	4,119	3,211	42,396	3,211	175,194
Operational Expenditure Total \$600,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	33,211	34,119	33,211	34,119	36,082	51,876	39,328	34,119	53,731	80,644	33,211	51,876	33,211	40,235	44,093	34,119	33,211	72,396	33,211	205,194

The total twenty year renewal and operating expenditure equates to \$1,011,199. This is an annual average of around \$50,500 over the twenty years and equates to roughly 5% of the overall replacement cost per annum.

**Appendix 9 – Q 9 Management Needs
Q 11 Co-Shared Facilities
Q 12 Access for all**

Question (9):

Management Requirements:

The current design of the overall facility has been workshopped with the with key community stakeholders of Lou Weston Oval.

The proposed facilities will have adequate, and in some cases separate, amenities to meet the requirements of management of the Lou Weston Pavilion for all of the different usage patterns of the key stakeholders of the facility. The three main design considerations include:

Access

1. Key users pedestrian access and egress
2. Services (e.g. suppliers, utilities and maintenance crews) vehicular access and egress
3. Visitor and spectator access and egress, with spectator parking located both centrally and at the extremities of the playing fields
4. Disability access and egress to Lou Weston Oval. Universal access in accordance with the City's Access and Inclusion Plan. This can be found online at:
<https://www.busselton.wa.gov.au/Community-Services/Access-Inclusion/Disability-Access-amp-Inclusion-Plan>

The internal design will need to ensure that all areas are conveniently accessible to a large traffic flow, incorporate hand rails and other safety measures and comply fully with Australian Standard AS 1428, Design for access and mobility and Section 23 of the Disability Discrimination Act;

Usage

1. North – south orientation of playing spaces
2. Demarcated areas allowing for sports to be played on the reticulated grass to the north-east and for netball to the north-west to be played concurrently and independently
3. Spectator viewing areas

Supervision

1. Passive and active surveillance overlooking both active sporting fields to the north-east and for netball to the north-west and ; with a shared footpath surrounding the active playing fields and access roads to the south
2. Spectator viewing areas that provide line of sight to all playing areas to ensure adequate viewing of participants for health and safety purposes

Question (11):

Co-Shared facilities:

11.1 Needs Identified

The clubs identified as being key stakeholders in this project have been asked by City Officers as to what features they would need in a future co-shared facility by three separate processes:

1. Strategic Planning for Future Recreation Needs for All of the City's Clubs

Commencing in November 2010 this project included City Officers undertaking an audit of individual and collective Club requirements for each of the City's facilities, capturing both the immediate and longer term plans for each Club located within the City. This identified overlapping/shared, conflicting and new needs not captured within the City's Strategic Recreation Planning Document (2005 Leisure Services Plan), in addition to the future needs of each Club.

2. Lou Weston Oval Needs Study (2012)

In March 2012 City officers commenced community consultation to begin the process to determine community needs at this facility. Initial face to face needs assessment meetings were conducted with individual user groups, with the findings compiled into a site specific needs analysis.

The scope of this study included the following:

A review of the City of Busselton's existing Leisure Services Plan to provide background information concerning recreational issues, facilities, philosophies and perceived needs throughout the City;

An identification of needed services and facilities that are not currently provided on site;

An examination of current usage of existing facilities and grounds with recommended future planning options;

An assessment of the quality and level of service provision at each facility in terms of the facility being "fit for purpose";

An identification of the club's Strategic Plan, current membership and expected Growth rate.

2. Desktop review (2015 and 2017)

In 2015 and 2017, it was important to revisit the 2012 study and touch base with the users again to ensure that the needs previously identified were still current. This review included the following:

- Reviewing any known changes in terms facility and user group developments in the last three years
- Updating this document (needs assessment) to reflect these changes
- Send out revised document to Lou Weston Oval user groups (and meet if required)
- Make relevant changes as necessary

11.2 Needs Accommodated

It is proposed to meet the needs of the Lou Weston Oval stakeholders identified in section 11.1 above by staging construction at Lou Weston Oval as follows:

1. Stage 1 – Development of a Pavilion to service Lou Weston Oval

2. Stage 2 – Proposed development of training / competition sports lighting to a luminance rating of 50 lux for the AFL and install and upgrade lighting at the Netball courts (*future*)
3. Stage 3 – Proposed development of an additional 3 netball courts at the facility to increase the capacity of the Busselton Netball Association.

Question (12):

Child care facilities:

The Lou Weston Pavilion does not have specific facilities for Child care at this stage. There is however a “Greenfield” expansion envelope adjacent to the proposed sports pavilion, which allows for design and space considerations for future modular expansion of the club facilities to meet future community and club needs.

The City is also considering relocating the children’s playground from its current location on King Street to the south of the Pavilion.

Access for low income earners:

The individual club / association committees of the Busselton Tee Ball Association, Countrys Junior Football Club, Wanderers Junior Football Club, Local Auskick Centre and the Busselton Netball Association teams recognise the need to address low-income earners, students, young people (25 years and under), rural people in the community, visitors and casual participants, by providing appropriate membership initiatives. The junior clubs in particular, have set their membership fees at levels that try and prevent the cost of membership being prohibitive.

The City of Busselton is also currently registered to participate in the State Government’s (DSR) KidSport grant scheme, providing over \$75,000 towards membership subsidies. KidSport will make it possible for Western Australian children to participate in community sport and recreation, no matter their financial circumstances. KidSport will allow eligible youth aged 5-18 years to apply for financial assistance to contribute towards club fees. The fees will go directly to the registered KidSport clubs participating in the project through their participating local government.

Access for the disabled and seniors:

There are specific Australian design standards that have been included in the planning stage of this project to include access for the disabled and seniors, including the following:

Australian Standard AS 1428, Design for access and mobility

The design of the Lou Weston oval parking and pedestrian linkages and the Lou Weston pavilion will ensure that all areas are conveniently accessible to a large traffic flow, incorporate hand rails and other safety measures.

Disability (Access to Premises - buildings) Standards 2010

The internal design of the Lou Weston Pavilion and Lou Weston oval parking and pedestrian access in general will ensure dignified, equitable, cost-effective and reasonably achievable access to buildings, and facilities and services within buildings, is provided for people with disability.

Access for casual and Short-term basis:

The Lou Weston Oval is managed and maintained by the City of Busselton, as per the City's annual 'seasonal ground hire' and facility management processes.

In addition to the 'seasonal ground hire' process the City's Bookings Officer manages all other active public open space bookings throughout the City, including a casual, short term facility hire use. Essentially the Lou Weston Oval is available for public use outside of the use facility by the seasonal hirers of the venue.

Fee Structure - Ground Hire

CITY OF BUSSELTON
Schedule of fees and Charges
2017/18

DESCRIPTION	ADOPTED FEE 2016/17 (Exc GST)	ADOPTED FEE 2016/17 (Inc GST)	GST	ADOPTED FEE 2017/18 (Exc GST)	ADOPTED FEE 2017/18 (Inc GST)
GROUND HIRE LEVIES:					
SUMMER/ WINTER SPORTS					
(A) Association of Senior Players					
Charged per team per season plus power etc. where applicable.	\$ 233.64	\$ 257.00	\$ 24.04	\$ 240.41	\$ 264.50
A per week surcharge to apply where special ground preparation/maintenance is required, i.e. Cricket.	\$ 56.36	\$ 62.00	\$ 5.80	\$ 58.00	\$ 64.00
(B) Association of Junior Players					
50% of Senior rates plus full power costs where applicable.	\$ 116.82	\$ 128.50	\$ 12.02	\$ 120.21	\$ 132.00

Appendix 10.1: Consultant Price Estimate

ITEM	DESCRIPTION	AMOUNT		Comments / Assumptions
		(excl. GST)		
BOB BRUCE				
	Lou Weston Oval:			
1	Consultant Fees			
	Building Design & Documentation	\$	33,000.00	Based on % of building construction
	Contract Administration - Designer	\$	8,000.00	Based on % of building construction
	Structural Engineering	\$	9,000.00	Based on Quote
	Mech Engineering	\$	5,000.00	Based on Quote
	Hydraulic Engineering	\$	9,000.00	based on quote
	Other Consultants	\$	5,500.00	based on quotes
2	Other minor costs incl Project Signage	\$	3,000.00	
3	Construction			
	Building Construction	\$	845,250.00	Building 345 m2 @ \$2,450/m2
	Building Construction verandahs	\$	302,940.00	374m2 (incl 148m2 Exposed Aggregate at low level rate @ \$810/m2
	Mezzanine Floor	\$	80,000.00	130 m2 low spec finish
	Solar PV System (15kw)	\$	15,000.00	Based on recent similar project
	Minor landscaping around building	\$	30,000.00	Generous sum - pathway grass, retic
	Public Artwork 1%	\$	12,280.00	1% of Build cost
	Security Access	\$	2,500.00	Allowance based on Milne St
4	Services Connections (Lot bdy to building) Provisional costs items			
	Sewer Connection/Pump station	\$	40,000.00	Estimate based on Milne St
	Busselton Water Connections (fire & Water)	\$	16,000.00	Confirmed budget from Busselton water
	Busselton Water Headworks (fire & Water)	\$	21,210.00	Confirmed budget from Busselton water
	Electrical Power Connection	\$	5,000.00	Estimate only, a DQA will need to be submitted to Weteren Power to formalize a firm quote.
	Western Power Contribution	\$	30,000.00	As above
	Gas Connection	\$	1,000.00	Based on Milne St
	NBN Connection	\$	2,500.00	Estimate only
	Other			
5	Contingency		23,820	Note any savings from the building and services costs will be redirected into the contingency fund
6	Project Total (Excl. GST)	\$	1,500,000.00	

City of Busselton (Rawlinsons Guide Cost)		Appendix 10.2
DESCRIPTION	AMOUNT (excl. GST)	Comments / Assumptions
Lou Weston Oval:		
Consultant Fees		
Building Design & Documentation	\$33,000	Based on % of building construction
Contract Administration - Designer	\$8,000	Based on % of building construction
Structural Engineering	\$9,000	Based on Quote - Margaret River Structural Engineering
Mech Engineering	\$5,000	Based on Quote - Antip Engineering Solutions
Hydraulic Engineering	\$9,000	based on Quote - Hutchinson Associates
Electrical Schematic Design	\$4,750	based on Quote - Big Sky Design Solution
Assessment of Design	\$750	based on Quote - The Study Energy
Other minor costs incl Project Signage	\$3,000	
Construction		
Building Construction internal	\$1,015,447	345/m ²
Building Construction verandahs	\$253,422	374/m ²
Mezzanine Floor	\$84,803	131/m ²
TOTAL BUILD	\$1,353,672	
Solar PV System (15kw)	\$15,000	Based on recent similar project
Minor landscaping around building	\$30,000	Generous sum - pathway grass, retic
Security Access	\$2,500	Allowance based on similar project
Services Connections (Lot bdy to building)		
Provisional costs items		
Sewer Connection/Pump station	\$40,000	Estimate based on similar project
Busselton Water Connections (fire & Water)	\$16,000	Estimate from Busselton water
Busselton Water Headworks (fire & Water)	\$21,210	Estimate from Busselton water
Electrical Power Connection	\$5,000	Estimate only, a DQA will need to be submitted to Western Power to formalise a firm quote.
Western Power Contribution	\$30,000	Estimate only, a DQA will need to be submitted to Western Power to formalise a firm quote.
Gas Connection	\$1,000	Based on similar project
NBN Connection	\$2,500	Estimate only
Demolition of old public toilets	\$5,000	Estimate only
Art Work	\$14,396	1%
Contingency	\$24,000	1.5% Note: Any savings from the building & Services costs will be re-directed into the contingency fund
Project Total (Excl. GST)	\$1,632,778	

Appendix 11

Projected Operational Expenses - Lou Weston Oval				
Revenue:		2017/18	2018/19	2019/20
	City Ground Hire Booking Fees	\$ 3,796.00	\$ 3,947.84	\$ 4,105.75
	Total Revenue:	\$ 3,796.00	\$ 3,947.84	\$ 4,105.75
Expenditure:				
Parks and Gardens				
	Licence Fees (PPCA)	\$ 62.00	\$ 64.48	\$ 67.06
	Wages	\$ 16,255.00	\$ 16,905.20	\$ 17,581.41
	Purchase Materials	\$ 546.00	\$ 567.84	\$ 590.55
	Electricity	\$ 4,313.00	\$ 4,485.52	\$ 4,664.94
	Public Liability Insurance	\$ 1,718.00	\$ 1,786.72	\$ 1,858.19
	Plant Charge	\$ 4,917.00	\$ 5,113.68	\$ 5,318.23
	Plant Depreciation	\$ 4,029.00	\$ 4,190.16	\$ 4,357.77
	Public Works overheads	\$ 17,684.00	\$ 18,391.36	\$ 19,127.01
	Recreation Reserve Maintenance	\$ 4,835.00	\$ 5,028.40	\$ 5,229.54
	Contract and Consultancy Staff expense	\$ 2,121.00	\$ 2,205.84	\$ 2,294.07
	Water Consumption	\$ 156.00	\$ 162.24	\$ 168.73
	Water Meter Rental	\$ 337.00	\$ 350.48	\$ 364.50
	ESL Levy	\$ 60.00	\$ 62.40	\$ 64.90
	Service Level Contingencies (20%)	\$ 11,280.00	\$ 11,731.20	\$ 12,200.45
Facilities				
	Building Maintenance	\$ 2,033.00	\$ 2,114.32	\$ 2,198.89
	Building Cleaning Materials	\$ 260.00	\$ 270.40	\$ 281.22
	Contract Building Cleaning Costs	\$ 6,240.00	\$ 6,489.60	\$ 6,749.18
	Contractors	\$ 1,664.00	\$ 1,730.56	\$ 1,799.78
	Electricity	\$ 480.00	\$ 499.20	\$ 519.17
	Water Consumption	\$ 8,120.00	\$ 8,444.80	\$ 8,782.59
	Water Meter Rental and Supply	\$ 360.00	\$ 374.40	\$ 389.38
	Building Insurance	\$ 1,880.00	\$ 1,955.20	\$ 2,033.41
	Public Liability Insurance	\$ 321.00	\$ 333.84	\$ 347.19
	Total Expenses:	\$ 89,671.00	\$ 93,257.84	\$ 96,988.15
	Net Expenses:	-\$ 85,875.00	-\$ 89,310.00	-\$ 92,882.40

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 BUSSELTON TENNIS CLUB INC. LEASE

SUBJECT INDEX:	Leasing
STRATEGIC OBJECTIVE:	A community with access to a range of cultural and art, social and recreational facilities and experiences.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Property Management Services
REPORTING OFFICER:	Property Management Coordinator - Sharon Woodford-Jones Manager Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A MOU Attachment B Relocation Plan

PRÉCIS

The Busselton Tennis Club Inc. (the Tennis Club) and the City of Busselton entered into a Memorandum of Understanding on 6th June 2017 (MOU) in relation to the relocation of their club house, facilities and courts to allow for the progression of the Busselton Foreshore Redevelopment Project.

The purpose of this report is to seek endorsement of the fundamental terms of the proposed surrender of the Tennis Club's existing lease and grant of a new lease on an alternative site (New Lease) and the means by which the development of, and relocation to, the new site will be facilitated. The report also seeks to ratify the method by which funds will be allocated during the relocation project.

BACKGROUND

The Tennis Club currently occupy land within A and C Class reserves that has been identified in the Busselton Foreshore Masterplan for redevelopment. The lease over this land was granted to the Tennis Club in February 2004 for a term of 18 years and expires on 30 June 2021 (Existing Lease).

Under the Busselton Foreshore Masterplan the proposal in relation to the Tennis Club is to provide 'like for like' facilities within the Barnard Park Active Sporting Precinct.

Memorandum of Understanding

In order to progress with the relocation the City sought in principle agreement from the Tennis Club to surrender their Existing Lease and enter into the New Lease. On 6th June 2017 an MOU was entered into, a copy of which is provided as Attachment A. The MOU details the relocation project, its objectives and deliverables and includes the terms and conditions to be negotiated in respect of the proposed New Lease.

The entire project, from inception to completion of new club house facilities and useable courts, is anticipated to conclude in late 2019 and the parties will work towards an earlier timeframe if possible.

The MOU is predicated on the understanding that the Tennis Club will enter into appropriate legal agreements with the City in relation to the Surrender of their Existing Lease and the grant of the New Lease.

Land, construction, licence, lease term

The site proposed for construction of the new Tennis Club facilities is shown on the plan attached to the MOU. It comprises part Lot 507 and forms part of Reserve 8485. The City has a management order over this land with power to lease or licence for up to 21 years subject to obtaining the prior written approval of the Minister for Lands.

The concept plan attached to the MOU shows the approximate location of the new tennis courts, club house and ancillary facilities, such as the water tank and shed. The plan also includes future parking proposals. The intention is to provide parking facilities that both the Tennis Club and members of the public will use. This part of the land will therefore not be included within the leased area of the New Lease.

In order to facilitate the provision of essential infrastructure and services to the land it is proposed that the Tennis Club be granted a temporary licence over a portion of this land to enable them to have lawful access for the purpose of attending to the elements of construction they will have responsibility for.

STATUTORY ENVIRONMENT

When disposing of property whether by sale, lease or other means, a Local Government is bound by the requirements of section 3.58 of the Local Government Act requiring the giving of local public notice when disposing of property. Lease arrangements with Sports Clubs are exempt from this process under Regulation 30 (2) (b) (i) & (ii) of the Local Government (Functions & General) Regulations.

The Tennis Club currently lease land spread over 3 different lots and reserves. This includes the whole of Lot 418, Reserve 28535, being Class A crown land vested with the City with power to lease for any term not exceeding 21 years; the whole of Lot 448, Reserve 46187 being C Class crown land with power to lease for any term not exceeding 21 years and part Lot 503, Reserve 38558 being Class C crown land, also with power to lease.

The land on which the Tennis Club will relocate to is Lot 507, Part Reserve 8485. It is Class A crown land vested with the City with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister of Lands, for the designated purpose of 'Recreation'.

RELEVANT PLANS AND POLICIES

The recommendation to enter into a lease with the Tennis Club is generally consistent with the principles of the recently adopted policy 248, "Leases of City Land and Buildings". While this policy provides that the lease term for a not for profit, sporting and community organisation would generally be for a period of 5 years with an option for the lessee to extend the term by a further 5 years, it also contemplates circumstances, such as those of the Tennis Club, where it is appropriate to offer a longer lease term but not usually exceeding 21 years.

The Busselton Foreshore Management Plan (BFMP) is a strategic document that provides detailed guidance for the planning and development of the Busselton Foreshore. The original BFMP was adopted by Council on 28th March 2012 and further revisions were adopted on 9th December 2015 and 24th February 2016. The relocation of the Tennis Club in the manner described in this report is consistent with the BFMP.

FINANCIAL IMPLICATIONS

The total cost of the redevelopment project is estimated to be \$4,500,000. The City's intended monetary contribution is \$4,250,000, comprising loan funds repayable over a period of 10 years. It is proposed that \$2,750,000 will be drawn down from loan funds in the 2017/18 financial year and the remainder in the 2018/19 financial year.

In accordance with the MOU, the City has already funded the research and development component of the project to the sum of \$50,000. The City is also budgeting to receive a contribution from the Tennis Australia National Court Rebate Scheme of between \$180,000 and \$200,000. The MOU contemplates in-kind contributions from Tennis Club members or benefactors, the precise amount of which will be worked through by the Relocation Committee as the project progresses.

The project will involve works contracted and overseen by both the City and the Tennis Club. It is recommended that the allocation of funds be embodied in a Funding Agreement. This will enable funds to be drawn down by the Tennis Club as and when required but subject to controls and parameters outlined in that agreement.

A Funding Agreement has therefore been prepared which requires the Tennis Club to undertake and complete construction of the new tennis courts in accordance with a pre-approved project plan and budget, with payments by instalment based on achievement of milestones specified in the project plan. The Funding Agreement also requires a commitment from the Tennis Club to simultaneously execute the surrender of their Existing Lease and the New Lease, effective on a date linked to completion of the construction project.

The rent paid by the Tennis Club under their current lease is \$100.00 per annum with no rent review mechanism. The rent currently charged to community and sporting groups leasing City owned or managed land is currently \$210.00 per annum (inclusive of GST), reviewed annually by CPI. The standard community lease terms will include requirements for the Tennis Club to pay outgoings including services and insurance as well as meet the cost of all maintenance and repair of the buildings and courts.

The City will be responsible for costs in relation to registration of the Lease at Landgate and the preparation of a suitable plan.

Long-term Financial Plan Implications

The LTFP adopted by Council in April 2017 factors in the borrowings and allocations for the delivery of this project over the next two financial years. The availability of grant funds or benefactor contributions will have a positive impact on the allocated amounts, although the extent of the same is unknown at this stage.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation in this report reflects Key Goal Areas 1 and 2 of the City's Strategic Community Plan 2017 as follows:

Objective 1.3 "A community with access to a range of social and recreational facilities and experiences"; and

Objective 2.2 "Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activity"

RISK ASSESSMENT

There are no identified risks of a medium or greater level associated with the officer recommendation, with the recommendation serving to mitigate the risks associated with there not being a formal lease in place. The linking of the Funding Agreement, the surrender of the Existing Lease and the New Lease serves to mitigate any risk associated with their being multiple leases.

CONSULTATION

The relocation of the Tennis Club and the development of contemporary like for like replacement facilities has been factored in to strategies supporting the delivery of a new foreshore for a number of years. The Busselton Foreshore Masterplan has been the subject of extensive community consultation and widely advertised.

The MOU reflects the consultative and collaborative approach to the relocation project and contains the terms of reference of the Relocation Committee. The fundamental role of the Relocation Committee is to bring the project to fruition and facilitate ongoing consultation between the City and the Tennis Club.

City staff have been in contact with the Department of Planning, Lands and Heritage (the DPLH - formerly Department of Lands) concerning the ability to grant the Tennis Club a short term licence of the land over which their New Lease will be granted without impacting on the ability of the City to grant a full 21 year term in their New Lease. At officer level the DPLH has endorsed the proposal, citing consistency with the notion of like for like.

OFFICER COMMENT

The current clubhouse was constructed on Marine Terrace in 1999. The Tennis Club currently has 13 grass and 6 hard courts, with 6 of the courts under lights and the membership totals 220. The relocation and construction of new contemporary facilities funded by the City will enable the club to replace as well as future proof their amenity.

Lease Terms

The approximate extent of the area proposed to be leased is as shown on the Plan marked Attachment B. It will specifically exclude the parking area to be constructed on the land in the approximate location shown. The Tennis Club will have the right to use the car park along with the general public.

With the exception of the longer term proposed of 21 years, the main provisions of the lease will be based on the City's standard not for profit community group lease, namely:

Rent – this will start at a nominal \$210 per annum and is proposed to increase by CPI each year.

Maintenance, Outgoings and Insurance – The Tennis club will be responsible for the maintenance, insurance costs, and repair of the entire facility, namely courts and club house including all services and outgoings.

Funding Agreement

The Funding Agreement documents and commits the City and the Tennis Club to their respective obligations in relation to the construction of the new club house and the new tennis courts. It is based on certain pre-requisites such as execution by the Tennis Club of the surrender of the Existing Lease and execution of the New Lease prior to funds being released.

In outline, the agreement will provide that the City undertakes to construct the new club house and supporting infrastructure (i.e utilities, storage shed and fixtures and fittings). In addition, the City will provide the Tennis Club with funds (in the form of a grant) for the construction of the new tennis courts and their supporting infrastructure (i.e lighting, water supply and irrigation).

Surrender of Existing Lease

Both the MOU and the Funding Agreement require the Tennis Club to surrender their Existing Lease in consideration of the City funding and providing new like for like facilities.

The proposal is based on the Tennis Club entering into a Deed of Surrender in respect of the Tennis Club's Existing Lease. The Deed of Surrender would become effective on a date linked to completion of the construction project and will require the Tennis Club to leave the land and buildings in a condition consistent with the terms of their Existing Lease. The Deed of Surrender will also contain an undertaking on the part of the City not to use the existing facility for tennis or tennis events.

Periodic Licence

To enable the Tennis Club to commence works on the land they are relocating to, the City will grant a periodic licence. The management order of the land the Tennis Club are relocating to enables the City to do this with the consent of the Minister for Planning, Lands and Heritage.

Term of Lease

The Tennis Club would prefer their New Lease be granted for a longer term than the 21 years contemplated in the MOU and being recommended. The City are effectively constrained by the provisions of the management order which grants the City power to lease or licence for up to 21 years. This duration of the proposed New Lease is also compatible with the City's leasing policy recently adopted by Council.

CONCLUSION

With less than 4 years left on their Existing Lease, the grant of a New Lease to the Tennis Club for 21 years has been negotiated to provide the Tennis Club with security of tenure. The relocation and construction of new contemporary facilities funded by the City will enable the club to replace as well as future proof their amenity.

The relocation of the Tennis Club also secures the progression of the Busselton Foreshore Master Plan for the benefit of the wider community.

It is recommended that Council resolve to delegate authority to the CEO to enter into a surrender of the Existing Lease, grant of a New Lease, temporary licence and Funding Agreement with the Tennis Club, subject to the New Lease containing certain fundamental terms as identified in this report and the officer recommendation.

OPTIONS

1. Council could resolve to enter into a different term of lease with the Tennis Club, however the term offered could not exceed the duration of the City's power to lease under the Management Order of 21 years.
2. Council could resolve not to enter into a Funding Agreement and instead manage the entire construction project in house.
3. Council could resolve not to enter into a short term licence of the land over which the New Lease will be granted and instead resolve that the New Lease be entered into immediately (subject to approval by the Minister of Lands, Heritage and Planning) and that the surrender of the Existing Lease coincide with the grant of the New Lease. This would however in effect provide the Tennis Club with a shorter period of tenure of their completed facilities and would terminate their existing lease, requiring a new periodic lease to be entered into.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The proposed Funding Agreement, Deed of Surrender of the Existing Lease and grant of New Lease will be entered into immediately following the date of the resolution.

The effective date of surrender of the Existing Lease and grant of the New Lease will be linked to practical completion of the new facilities which is scheduled to take place in October/November 2019 or earlier if possible.

The proposed Licence over the land for construction purposes will be granted as soon as possible, the duration of which will be linked to the period of construction up to practical completion of the new club house.

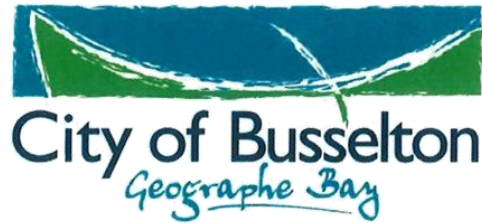
OFFICER RECOMMENDATION**ABSOLUTE MAJORITY OF COUNCIL REQUIRED**

That the Council:

1. Delegates to the CEO the power to negotiate and authorises the CEO to enter into a lease, subject to the Minister for Lands approval, with the Busselton Tennis Club Inc. for a portion of Lot 507 on Deposited Plan 402933, Reserve 8485, the approximate extent of which is shown on the plan at Attachment B (and which will be surveyed by a suitably qualified surveyor to delineate the final lease area) subject to the following:
 - a) The grant of this lease will be conditional upon the surrender by the Busselton Tennis Club Inc. of their lease of land comprising the whole of Reserve 28535; the whole of Lot 448 Reserve 46181 and a portion of Reserve 38558 dated 4th February 2004 between the Shire of Busselton and the Busselton Tennis Club and the Busselton Tennis Club Inc. entering into the Funding Agreement referred to in point 3 below.
 - b) The term of the lease to be 21 years commencing on the same date as surrender of the Busselton Tennis Club Inc.'s existing lease which will be a date linked to practical completion of the new facility.
 - c) The rent to commence at \$210 per annum and be increased by CPI each year

- d) Terms and conditions consistent with the City's standard community and sporting group lease including provisions in relation to the use of the new facility and obligations of the Lessee for maintenance, repair, insurance and water consumption.
 - e) Such other terms and conditions as may be required to be negotiated to suit the needs and intentions of the parties.
- 2. Delegates to the CEO the power to negotiate and authorises the CEO to enter into a short term licence with the Busselton Tennis Club Inc for a portion of Lot 507 on Deposited Plan 40293, Reserve 8485 for a period that ends when the lease referred to in Recommendation 1 above commences to allow the Busselton Tennis Club Inc to gain access during the construction phase of the Tennis Courts.
 - 3. Delegates to the CEO the power to enter into a Deed of Surrender of the Lease dated 4th February 2004 between the City of Busselton and the Busselton Tennis Club Inc. in respect of land comprising Lot 418 on Deposited Plan 189088, Reserve 28535; Lot 448 on Deposited Plan 193977, Reserve 46187 and part Lot 503 on Deposited Plan 402933, Reserve 38558, if necessary incorporating provisions enabling the Busselton Tennis Club to remain in occupation of their premises on a monthly periodical basis should the relocation project extend beyond the time frame proposed.
 - 4. Delegates to the CEO power to negotiate and authorises the CEO to enter into a Funding Agreement with the Busselton Tennis Club Inc. detailing the means by which funds can be drawn down by the Busselton Tennis Club Incorporated for the purpose of construction of the new tennis club courts and club house.

Execution version 20170805



MEMORANDUM OF UNDERSTANDING

CITY OF BUSSELTON

AND

BUSSELTON TENNIS CLUB INCORPORATED

NEW BUSSELTON TENNIS CLUB FACILITY

**LOT 507, PART RESERVE 8485 BUSSELTON (BARNARD
PARK)**

Execution version 20170805

THIS MEMORANDUM OF UNDERSTANDING IS DATED

6 June 2017

AND IS MADE BETWEEN:

The **CITY OF BUSSELTON**, a local government constituted pursuant to the provisions of the *Local Government Act 1995* and having its Municipal offices situated at 38 Peel Terrace, Busselton WA 6280 (**The City**);

On the one part and

The **BUSSELTON TENNIS CLUB INCORPORATED** a duly incorporated association whose address for correspondence is PO Box 498, Busselton WA 6280 (**BTC**)

A. BACKGROUND

1. Reserve 8485 is Crown land in the name of the State of Western Australia with management thereof vested in the City for purposes of recreation.
2. Pursuant to the Management order the City is authorised to grant, subject to Ministerial approval, BTC a lease of the Future Lease Area for the Permitted Use.
3. By the Existing Lease the City leases the Existing Lease Area to BTC for the Permitted Use.
4. The Existing Lease Area is required for redevelopment in accordance with the Busselton Foreshore Masterplan.
5. Both Parties have indicated in principle support for:
 - (a) Replacing to BTC's reasonable satisfaction the Existing Tennis Facility with the New Tennis Facility;
 - (b) Surrendering the Existing Lease; and
 - (c) Entering into the Future Lease.

(Relocation Project)

6. The City and BTC agreed to form a working group consisting of City officers and BTC members (**Relocation Committee**) to plan the Relocation Project and to advise the parties on the scope, strategy, costing and funding of the Relocation Project and the timeframe for implementation of the Relocation Project.

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7. This MOU outlines the parties' objectives with and roles and expectations in relation to planning and implementing the Relocation Project.

B. RELOCATION PROJECT

Relocation Project objectives

The parties acknowledge and agree that they have the following objectives with the Relocation Project:

1. Subject to the principles specified in this MOU, the City of Busselton to provide BTC at the City's expense with new tennis facilities (defined in this MOU as the New Tennis Facility) generally consistent with tennis BTC's existing facilities (defined in this MOU as the Existing Tennis Facility).
2. The City to grant BTC the Future Lease for purposes of securing BTC a tenancy for the New Tennis Facility.
3. The City and BTC to work collaboratively and use their best endeavours to establish the New Tennis Facility within the indicative project timeline.
4. The City to provide the Research and Development Funds and the City Relocation Contribution to achieve the project objectives.
5. BTC to surrender the Existing Lease to allow for redevelopment of the Existing Lease Area in accordance with the Busselton Foreshore Masterplan.

Relocation Project deliverables

The parties have identified the following deliverables for purposes of achieving abovementioned project objectives:

6. Development of the following aspects of the New Tennis Facility in accordance with the guidelines outlined in this MOU:
 - (a) Location and functional design of the New Tennis Club House;
 - (b) Layout and configuration of the new tennis courts;
 - (c) Layout and configuration of any future tennis court expansion;
 - (d) Ensuring the layout and configuration of the New Tennis Facility and Expansion Courts do not impact on existing protected vegetation and environmentally sensitive areas;
 - (e) Tennis court surfaces; and
 - (f) Fencing requirements.

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7. Identifying options and the parties' responsibilities/obligations in relation to:
 - (a) Design and construction of the New Tennis Facility, including delegating certain responsibilities/obligations to BTC (such as the final design and key project liaison for the New Tennis Club House, the development of the tennis courts and related infrastructure at the New Tennis Facility) ;
 - (b) Fit out of the New Tennis Club House to be fit for purpose and to a standard generally equivalent to the clubhouse at the Existing Tennis Facility;
 - (c) Establishing a sustainable water supply for purposes of irrigating the New Tennis Facility's grass courts;
 - (d) Provision of other utility services (including potable water, electricity, gas, effluent disposal and telecoms);
 - (e) Lease and/or use, maintenance and management of the new carpark;
 - (f) Recovery and/or demolition of the Existing Tennis Facilities;
 - (g) Rehabilitation of the Existing Lease Area; and
 - (h) Approvals required.
8. Costing all aspects of the Relocation Project.
9. Identify:
 - (a) The City's funding obligations and develop a funding model for the Relocation Project costs;
 - (b) Whether there is any scope for in kind contribution by BTC and/or its members or benefactors.
10. Prepare an indicative timeline for implementation of the Relocation Project.
11. Negotiating and agreeing on the terms and conditions of the Future Lease.
12. Prepare legal documentation for implementation of the Redevelopment Project:

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- (a) Development Deed (to provide for satisfaction of conditions precedent);
- (b) Future Lease;
- (c) Surrender of Existing Lease; and
- (d) Any/all ancillary documentation required to give effect to the Redevelopment project (e.g surveys, plans and Landgate forms).

13. Obtain formal approval from the City's Council and BTC's Board for the Relocation Project and to enter into legal agreements.

14. Satisfy conditions precedent including obtaining:

- (a) External funding requirements (if any);
- (b) External approvals required; and
- (c) Any consent required from the Minister for Lands.

15. Invite tenders and awarding contracts for undertaking and completing the works.

C. STRATEGY AND INDICATIVE TIMELINE FOR IMPLEMENTING THE RELOCATION PROJECT

1. Formation of a Relocation Committee

- (a) The parties agree to establish the Relocation Committee to research and investigate the Relocation Project and advise the parties on the matters specified in paragraph B.6 - 10.
- (b) Further detail about the composition and functions of the Relocation Committee is provided in paragraph D below.

2. City to fund Relocation Committee activities

The City will fund the Relocation Committee's activities in accordance with paragraph D.

3. City and BTC to determine scope of Relocation Project

Upon receipt of the Relocation Committee's report and recommendation the parties will work collaboratively and use their best endeavours to agree on the scope, funding and timeline for implementation of the Relocation Project.

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4. Implementation of Relocation Project

Once the parties have reached agreement on the scope, funding and timeline for implementation of the Relocation Project (as contemplated in paragraph C.3 above):

- (a) The City will prepare draft Legal Agreements for approval by both parties; and
- (b) The parties intend to present the Legal Agreements to their respective Council/Board for endorsement, enter into the same and proceed with implementation of the Relocation Project.

5. Parties' financial contribution towards Relocation Project

The parties' respective financial obligations in relation to the Relocation Project are set out in paragraph E.

6. Indicative Relocation Project timeline

The Parties will use their best endeavours to implement the Relocation Project as follows:

December 2016	Form Relocation Committee
December 2016	City to make Relocation Committee funding available
April 2017	Relocation Committee provide parties with final report/recommendation
June 2017	City's Council and BTC Board endorse Relocation Project and enter into Legal Agreements
August 2017	Procurement process commences (tenders/quotations invited for construction of New Tennis Facility, growing of grass and associated works)
October 2017 – September 2019	Award of construction and growing contracts Construction of New Tennis Facility. Subject to paragraph F.4(a) BTC allowed to

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	continue use of Existing Tennis Facility (or any part thereof) until New Tennis Facility is ready for use
October 2019	Subject to paragraph F.4(a) the latest date by which Existing Tennis Facility will be evacuated by BTC

D. CONSTITUTION AND TERMS OF REFERENCE OF RELOCATION COMMITTEE

1. The Relocation Committee will initially consist of representatives from the City and BTC as specified in Item 3 of the Schedule.
2. Both parties may from time to time by prior written notice to the other party remove or replace its representatives or appoint additional representatives, provided that at any time the maximum number of representatives per party may not exceed 5 (five) persons.
3. The Relocation Committee's mandate is to:
 - (a) Research and investigate the Relocation Project and advise the parties on the matters specified in paragraph B.6 - 10;
 - (b) Meet regularly and use its best endeavours to undertake and complete its mandate in a timely fashion;
 - (c) Provide the City and BTC on regular intervals with progress reports and by no later than 30 April 2017 with a final report on the matters specified in paragraph B.6 - 10; and
 - (d) Subject to the Relocation Committee being able to reach consensus, include in its final report a recommendation as to the scope, funding and timeline for implementation of the Relocation Project.
4. The Relocation Committee may from time to time:
 - (a) Elect a person to act as chairperson and remove or replace its chairperson;
 - (b) Determine its own procedures, order of business, meeting dates and venue for meetings; and

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- (c) Engage or co-opt other stakeholders, consultants or experts.

5. The Relocation Committee:

- (a) Is not a formal Council Committee as contemplated under Part 5 of the *Local Government Act 1995* (WA);
- (b) Shall act and function strictly in an advisory role;
- (c) Does not have the power or authority to bind or represent the City or BTC; and
- (d) Except as provided for in this MOU, does not have the power or authority to make any decisions binding on the City, BTC or the Relocation Committee.

6. The Relocation Committee may not incur any debts or expend any money (including expenditure from the Research and Development Funds) unless the City's authorisation has been obtained.

E. FUNDING OBLIGATIONS

1. City's contribution towards Relocation Committee activities

- (a) The City will make at date of execution of this MOU the Research and Development Funds available.
- (b) The Research and Development Funds will be used to fund the activities of the Relocation Committee and in particular to enable the Relocation Committee to comply with its mandate as set out in paragraph D.3.
- (c) Use of the Research and Development Funds is subject to paragraph D.6.

2. City's contribution towards Relocation Project costs

- (a) Subject to paragraph E.2(b) the City's intended monetary contribution towards implementation of the Relocation Project is:
 - (i) \$4,250,000 which the City intends to budget for partly in its budget for the 2017/18 financial year and for the balance thereof in its budget for the 2018/19

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financial year and which includes the Research and Development Funds; and

- (ii) any funds the City receives as part of Tennis Australia's National Court Rebate scheme which, at stage of entering into this MOU, is anticipated to be \$180,000.

(City Relocation Contribution)

- (b) The Research and Development Funds are available upon execution of this MOU. Availability of the balance of the City Relocation Contribution is subject to:
 - (i) The City's Council formally endorsing the Relocation Project and the City Relocation Contribution; and
 - (ii) The parties entering into the Legal Agreements.
- (c) The parties agree that the City Relocation Contribution shall provisionally be allocated as follows (that is subject to the Relocation Committees' advice and the parties final agreement on the scope, funding and timeline for implementation of the Relocation Project):
 - (i) Research and Development Funds;
 - (ii) Design and construction costs of the New Tennis Club House; and
 - (iii) The balance of the City Relocation Contribution towards design and construction of new tennis courts and associated infrastructure (as part of the New Tennis Facility).

3. BTC contribution towards Relocation Project costs

BTC may provide or arrange for in kind contribution towards the Relocation Project through its members or benefactors, which will be investigated by the Relocation Committee and, subject to formal endorsement by BTC's Board, agreed upon by the parties as part of determining the scope, funding and timeline for implementation of the Relocation Project.

F. FUTURE LEASE AND SURRENDER OF EXISTING LEASE

- 1. In order to provide BTC with security of tenure for the New Tennis Facility the City intends to grant and BTC intends to accept the Future

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Lease, which will provide BTC with a lease of the New Lease Area for a term 21 years at a nominal rent consistent with other community group leases.

2. The Future Lease will also formalise the parties' respective roles and obligations in relation to funding and construction of the New Tennis Facility.
3. In order to allow the City to proceed with redevelopment of the Existing Lease Area in accordance with the Busselton Foreshore Masterplan and in consideration for the City granting BTC the Future Lease and making the City Relocation Contribution, BTC agrees in principle to surrender, at date of entering into the Future Lease, the Existing Lease.
4. The surrender of the Existing Lease will also formalise the parties' roles and expectations in relation to evacuation and rehabilitation of the Existing Lease Area and shall provide, as a minimum, for
 - (a) BTC's continued use of the Existing Tennis Facility should completion of the New Tennis Facility be unreasonably delayed due the City failing to comply in a timely fashion with its obligations in respect to the Redevelopment Project;
 - (b) Subject to sub-paragraph (c) for BTC to peacefully surrender and return to the City the Existing Lease Area with the buildings on the Existing Lease Area in a condition consistent with the performance of BTC's obligations under the Existing Lease;
 - (c) BTC to remove from the Existing Lease Area prior to 31 October 2019 (**Final Evacuation Date**) all its property, fixtures, fittings, plant and equipment in a safe manner leaving the Existing Lease Area and the buildings thereon in a state which does not pose a risk to members of the public or to the City or the City's employees or contractors entering upon the Existing Lease Area;
 - (d) All items not removed by BTC from the Existing Lease Area prior to the Final Evacuation Date shall be deemed abandoned by BTC and shall become the property of the City which may remove, destroy or otherwise deal with the same in any manner the City thinks fit;
 - (e) The City not being liable for payment of any compensation in respect of the surrender of the Existing Lease or any improvements on the Existing Lease Area; and
 - (f) The City undertaking not to use the Existing Tennis Facility for purposes of playing tennis or hosting tennis events.

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5. Once the parties reach in principle agreement on the scope, funding and timeline for implementation of the Relocation Project (as contemplated under paragraph C.4) the City will prepare draft Legal Agreements (including the Future Lease and surrender of the Existing Lease) for consideration and approval by both parties.
6. The parties acknowledge and agree that:
 - (a) Granting of the Future Lease and surrender of the Existing Lease are subject to formal endorsement thereof by the City's Council and BTC's Board;
 - (b) This MOU does not:
 - (i) create or confer or grant to BTC a lease of or any tenancy, estate or interest in the Future Lease Area; and
 - (ii) constitute the surrender of the Existing Lease by BTC or a waiver of any of BTC's rights under the Existing Lease.

G COSTS

1. Each party shall be responsible for payment of its own legal costs in relation to negotiating, preparation, review and execution of this MOU and the Legal Agreements.
2. The City will be responsible for payment of the costs in relation to registration of the Future Lease with Landgate, which costs will include but not be limited to costs associated with preparation of a plan of the Future Lease Area by a licenced surveyor (if required).

H GENERAL

1. Nothing in this MOU restricts the exercise of any legislative or operational responsibilities of the Parties.
2. This MOU is an expression of the intention of the parties which is binding in honour only. It is not intended that this MOU give rise to any legal relationship, rights, duties or consequences or be the subject of litigation.
3. The parties agree that nothing in this MOU may be construed to make either of them a partner, agent, employee or joint venturer of the other.

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4. BTC acknowledges that this MOU does not constitute a fetter on the discretion of the City in the exercise by the City of any of its statutory powers, including its powers under laws relating to planning, building or health.
5. The parties agree to:
 - (a) Negotiate in good faith and use their best endeavours to achieve the expectations and intended outcomes under this MOU; and
 - (b) Execute and do all acts and things necessary or desirable to implement and give full effect to spirit and intent of this MOU.

I DEFINITIONS

In this MOU, unless otherwise required by the context or subject matter:

Busselton Foreshore Masterplan means the Busselton Foreshore Master Plan adopted by the Busselton City Council on 28 March 2012 (as amended from time to time) for purposes of guiding the detailed planning of the Busselton Foreshore into the future and outlining proposed land uses for conservation, sport and community facilities and economic development (including hotel/short stay accommodation, restaurants, cafés and seasonal uses).

City Relocation Contribution means the City's intended monetary contribution towards implementation of the Relocation Project as specified in paragraph E.2.

Existing Lease means the lease between the City and BTC dated 4 February 2004 in respect of the Existing Lease Area.

Existing Lease Area means the land the subject of the Existing Lease of which the approximate location and extent is shown outlined black on the plan attached as Annexure B.

Existing Tennis Facility means the existing tennis courts and club house located at the Existing Lease Area and used by BTC pursuant to the Existing Lease.

Expansion Courts means the areas adjacent to the New Tennis Facility (shown on the Relocation Plan as "Expansion Courts") earmarked for future construction of additional tennis courts.

Future Lease means a lease of the Future Lease Area of for the Permitted Use at a nominal rent and for a term of 21 years.

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Future Lease Area means the land specified in Item 1 of the Schedule.

Item means an item in the Schedule.

Legal Agreements means the Future Lease, a surrender of the Existing Lease and, if required, an agreement to lease to provide for satisfaction of a range of conditions precedent to be satisfied prior to entering into the Future Lease and surrender of the Existing Lease.

Management Order means Management Order 294601 issued to the City in respect of Reserve 8485 of 7 April 2016 or any subsequent or replacement order issued from time to time by the Minister for Lands.

MOU means this Memorandum of Understanding together with all schedules and attachments thereto.

New Tennis Club House means a new club house to be constructed at the Future Lease Area as part of the New Tennis Facility in accordance with the specification/dimensions specified in Item 2 of the Schedule.

New Tennis Facility means the facilities specified in Item 2 of the Schedule to be constructed at the Future Lease Area and includes the New Tennis Club House.

Permitted Use has the same meaning as in the Existing Lease, which is "uses consistent with a tennis club and tennis courts and uses incidental thereto."

Relocation Committee means the working group formed in accordance with paragraph C.1 of this MOU.

Relocation Plan means the plan attached as Annexure A to this MOU indicatively showing the layout of the New Tennis Facility Expansion Courts within the Future Lease Area.

Relocation Project means replacing to BTC's reasonable satisfaction the Existing Tennis Facility with the New Tennis Facility as contemplated under this MOU, including granting BTC the Future Lease, designing and constructing the New Tennis Facility, demolishing the Existing Tennis Facility, surrendering of the Existing Lease and obtaining sufficient funding to obtain all necessary approvals and undertake and complete all necessary works.

Research and Development Funds means the amount specified in Item 4 of the Schedule to be used for the purposes mentioned in paragraph E.1.

Reserve 8485 means Reserve 8485 located at the Busselton Foreshore as part of Lot 507 as shown on Deposited Plan 402933, Volume LR3166 Folio 955.

Schedule means the schedule to this MOU.

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SCHEDULE

Item 1 Portion of Reserve 8485 where the New Tennis Facility will be established, in the area located between Geographe Bay Road to the north, Georgette Street to the east, Marine Terrace to the south and Carey Street to the west, providing sufficient space for the Expansion Courts, the storage shed specified in Item 2(f) below and a water tank for irrigation purposes and, subject to final agreement between the parties, may or may not include the carpark and access ways associated with the New Tennis Facility.

Item 2 The following facilities to be constructed at the Premises:

- (a) 19 Tennis Courts (13 grass and 6 hard courts)
- (b) New Tennis Club House with:
 - (i) Floor space, veranda area and elevation – similar to the City's Milne Street pavilion; and
 - (ii) Fittings and fixtures fit for purpose and to a standard generally equivalent to the Existing Tennis Facility's clubrooms).
- (c) Lighting for the 6 hard courts referred to above
- (d) All utilities and services for the facilities that are currently located on the Existing Lease Area.
- (e) 1 x External Shelter
- (f) 10m x 15m storage shed
- (g) Irrigation equipment

The indicative location and layout of these facilities are shown on the Relocation Plan.

Item 3 Relocation Committee:

(a) City representatives:

Director Engineering and Works Services
Manager Major Projects
Community Development Coordinator

(b) BTC representatives:

President of BTC – ex officio
Alex Meares
Cliff Silke
Wendy Weir

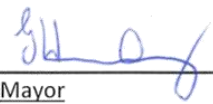
Item 4 Research and Development Funds

\$50,000 (fifty thousand dollars)

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EXECUTION PAGE


Signed for and on behalf of the
City of Busselton



Mayor

Grant Douglas Henley

Print name




Chief Executive Officer

MICHAEL STEPHEN LEE ARCHER

Print name

Signed for and on behalf of the
Busselton Tennis Club Incorporated
By virtue of a resolution of the Board of the Association dated

 29TH APRIL 2017

- 

President

BARRY HOUSE

Print name

M. Peet

Secretary

MERRYL PEET

Print name

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ANNEXURE A
RELOCATION PLAN

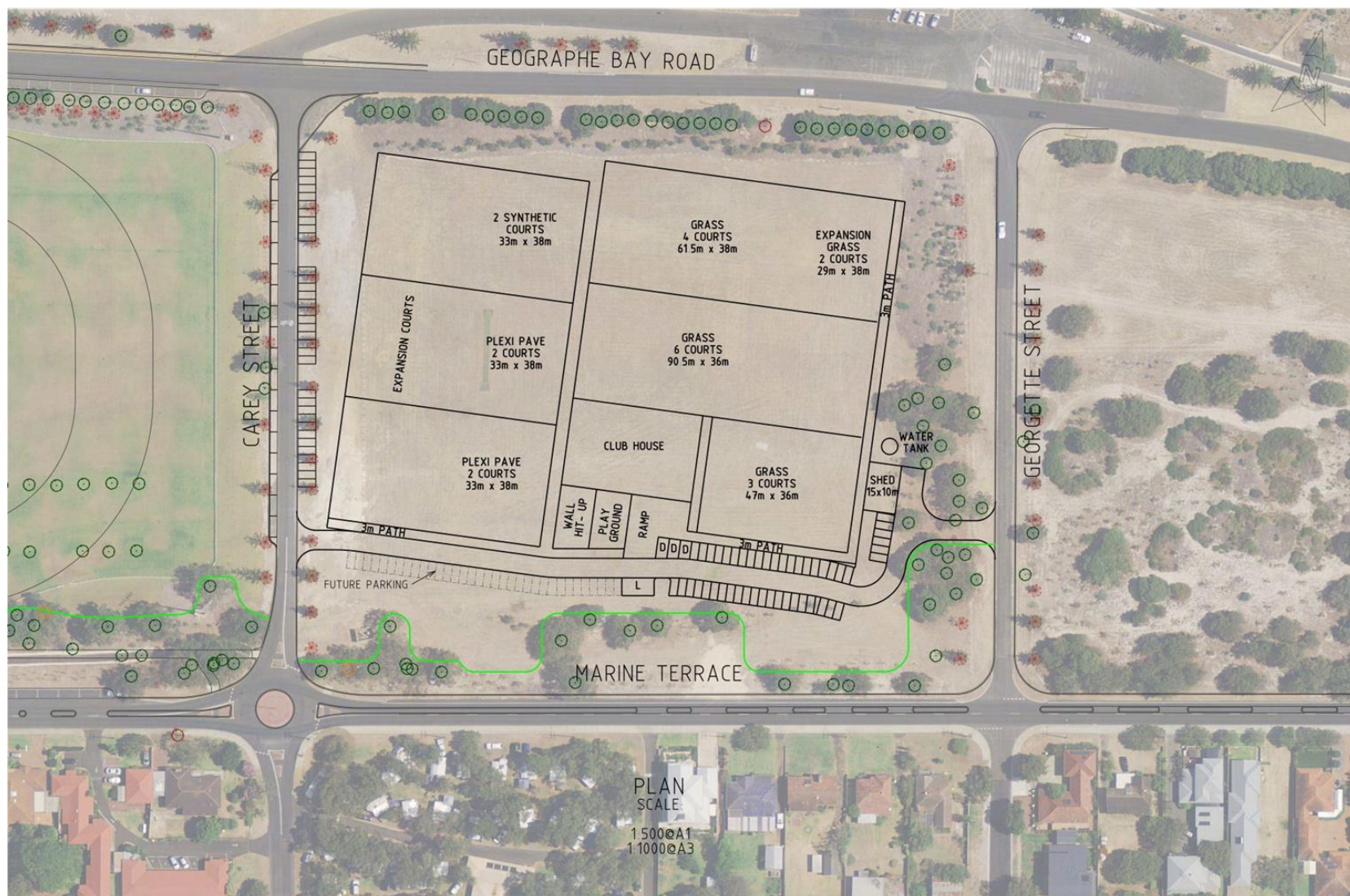


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ANNEXURE B

PLAN SHOWING APPROXIMATE LOCATION AND EXTENT OF EXISTING LEASE
AREA





14.2 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors Information
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Governance Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Administration Officer - Governance - Katie Dudley
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications received by the City between 15 August 2017 and 31 August 2017 ↓ Attachment B Planning Applications determined by the City between 15 August 2017 and 31 August 2017 ↓ Attachment C Meelup Regional Park 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

14.2.1 Planning and Development Statistics

Attachment A is a report detailing all Planning Applications received by the City between 15 August, 2017 and 31 August, 2017. 62 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 15 August, 2017 and 31 August, 2017. A total of 40 applications (including subdivision referrals) were determined by the City during this period with 40 approved / supported and 0 refused / not supported.

14.2.2 Current Active Tenders

RFT03/17 DETAILED DESIGN AND CONSTRUCTION OF TODDLER'S PLAYGROUND BUSSELTON FORESHORE

Under Delegation LG3J the CEO declined to accept any tender on the following grounds:

- one tender did not meet the tender specifications; and
- the other tender did not satisfy the City's value for money assessment.

The City will consider the best strategy for progressing this project subject to funding.

RFT11/17 DESIGN AND CONSTRUCTION OF LANDSIDE CIVIL AND SERVICES INFRASTRUCTURE – BUSSELTON-MARGARET RIVER REGIONAL AIRPORT

The City of Busselton invited tenders for the design and construction of the landside civil and services infrastructure at the Busselton-Margaret River Airport. The tender was advertised on 10 June 2017, with a closing date of 29 June 2017, which was later extended to 6 July 2017. The value of the contract is expected to exceed the CEO's delegated authority. The evaluation has been completed and at a special council meeting on 8 September 2017 and Council resolved to:

- Select ERTECH PTY LTD as the best value for money tender and the tender submitted by JAXON CIVIL PTY LTD as the second best value for money tender.
- Delegate to the CEO the authority to negotiate variations with the first preferred tenderer, ERTECH PTY LTD, in accordance with the relevant provisions under the *Local Government (Functions and General) Regulations 19* and to enter into a contract with the chosen tenderer, provided that the total cost does not exceed the budget.
 - 1.
- Delegate to the CEO the authority to negotiate and enter into a contract with the second preferred tenderer JAXON CIVIL PTY LTD on the same basis if negotiations with the first preferred tenderer are unsuccessful.

The City is currently finalising negotiations with Ertech Pty Ltd with a view to entering into the contract prior to the end of September 2017.

RFT12/17 DESIGN AND CONSTRUCTION OF BUSSELTON JETTY PRECINCT HIGH AMENITY AREA

The City of Busselton invited tenders for the design and construction of the Busselton Jetty precinct high amenity area. The tender was advertised on 1 July 2017, with a closing date of 27 July 2017. A total of 6 tenders were received. Council resolved on 22 August 2017 to:

1. Endorse Perkins Pty Ltd as the successful tenderer for the purpose of Regulation 20 of the
2. *Local Government (Functions and General) Regulations 1986*.
 2. Delegate to the CEO the authority:
 - (a) to propose variations to the required works and services which variations are considered
 3. minor by the CEO;
 - (b) to determine whether the variations are minor in accordance with Regulation 20;
 4. to agree to any other variations to be included in the contract as a result of the varied works and services and which are considered reasonable by the CEO; and
 - (c) to enter into a contract with the chosen tenderer to supply the varied works and services.

Following negotiations with the successful tenderer the CEO awarded the contract to Perkins Pty Ltd.

PQS01/17 ELECTRICAL SERVICES PANEL OF PRE-QUALIFIED SUPPLIERS

The City of Busselton requested applications to join a panel of pre-qualified suppliers (PQS) for the provision of electrical services to the City. The request was advertised on 3 June 2017, with a closing date of 20 June 2017. A total of 12 applications were received. In accordance with delegation LG3M the CEO has authority to appoint applicants to be part of a panel of pre-qualified suppliers for provision of goods and services to the City.

The evaluation has been completed. Applications from the following applicants have been accepted by the City to join the City's panel of pre-qualified suppliers:

1. JCW Electrical Group Pty Ltd;
2. Barry Allen Electrical Services Pty Ltd;
3. Scotsvale Pty Ltd T/A BSEWA;
4. Brett Titterton Electrical and Air Conditioning T/A The Titterton Family Trust;
5. David Mildwaters;
6. North South Operations Pty Ltd;
7. Ben Watty T/A Ben Watty Electrical; and
8. Lrmen Pty Ltd T/A Brunswick Electrical Services.

RFT13/17 DESIGN AND CONSTRUCTION OF LEACHATE MANAGEMENT CONTROL SYSTEM FOR LANDFILL CELL 1 AND 2, DUNSBOROUGH WASTE FACILITY

The City of Busselton invited tenders for the design and construction of a Leachate Management Control System for Cell 1 and 2 located at the Dunsborough Waste Facility. The tender was advertised on 17 June 2017, with a closing date of 31 July 2017. A total number of 41 prospective tenderers downloaded the tender document, but no conforming tender has been received. Upon enquiry some of the prospective tenderers indicated they may be prepared to reconsider their position and submit a bid. In accordance with section 11(2)(c) of the *Local Government (Functions and General) Regulations 1996* and the City of Busselton Purchasing Policy the City implemented a request for quotation process for procurement of the goods and services required for this project. The evaluation has been completed and the contract awarded by the CEO under delegated authority to Overflow Industrial Pty Ltd.

RFT14/17 SUPPLY AND DELIVERY OF PRE-MIXED CONCRETE

The City of Busselton invited tenders for the supply and delivery of pre-mixed concrete. The tender was advertised on 1 July 2017, with a closing date of 18 July 2017. A total of 2 tenders were received. The evaluation has been completed and Council resolved at its 22 August 2017 meeting to award the contract resulting from RFT14/17 to Hansen Construction Materials Pty Ltd.

RFT15/17 SUPPLY OF WASTE STATIONARY COMPACTION SYSTEM AND SEMI TRAILER

The City of Busselton invited tenders for the installation of a compaction system at the Busselton Waste Transfer and Recycling Station. The tender was advertised on 2 September 2017, with a closing date of 21 September 2017. The value of the contract is expected to exceed the CEO's delegated authority.

14.2.3 Meelup Regional Park Management Committee Minutes

Attachment C shows the informal Meelup Regional Park Management Committee Minutes held on Monday 28 August 2017.

OFFICER RECOMMENDATION

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

- [14.2.1 Planning and Development Statistics](#)
- [14.2.2 Current Active Tenders](#)
- [14.2.3 Meelup Regional Park Management Committee Minutes](#)

Applications Received (Deemed Complete) Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Date Application Deemed Complete	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications									
DA17/0616	Shed (Reduced Setback)	4 Lenamont Court~DUNSBOROUGH WA 6281	Lot 62 PLAN 19168	17/08/2017	18/08/2017	13000	Jeremy Peter Lambert & Pennie Michelle Lambert	Busselton Sheds Plus	21
DA17/0617	Market	6635 Bussell Highway~CARBUNUP RIVER WA 6280	Lot No:3 & 4 & 104 & 105	17/08/2017	21/08/2017	10000	Robert Charles Credaro & Phyllis Esther Credaro	Matthew Albert Credaro	0
DA17/0619	Grouped Dwelling (R-AC3 Area) Change of Use	6/25-27 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 7 STPLN 50630	17/08/2017		1	Bernadette Ursula Prentice	Bernadette Ursula Prentice	19
DA17/0620	Single House and Ancillary Dwelling (reduced setbacks)	19 Camargo Loop~DUNSBOROUGH WA 6281	Lot 226 PLAN 407786	16/08/2017	22/08/2017	273214	Shane Andrew Kikiros & Nathan Jon Kikiros	BGC Residential Pty Ltd	1
DA17/0622	Carport Addition to Existing Over-height Outbuilding	1068 Caves Road~QUINDALUP WA 6281	Lot 23 DIAGRAM 80141	22/08/2017		2500	Kerry Harry Alonzo Ahern & Christine Margaret Ahern	Christine Margaret Ahern	21
DA17/0623	Over-height Outbuilding (reduced setback)	9 Bendjar Grove~VASSE WA 6280	Lot 56 PLAN 407511	18/08/2017	21/08/2017	19250	Bradley John Baggetta	Sheds Down South	21
DA17/0624	Single House (Vehicular Access)	14 Fernbrook Way~WEST BUSSELTON WA 6280	Lot 357 PLAN 402935	18/08/2017	22/08/2017	239499	James Thomas Kiely & Emma Maryanne Kiely	Dale Alcock Homes South West Pty Ltd	3
DA17/0625	Holiday Home (Grouped Dwelling) 6 People	87 Fairbairn Road~BUSSELTON WA 6280	Lot 12 DIAGRAM 22477	18/08/2017	23/08/2017	1	Chad Neville Charles Condipodero & Sarah-Ann Louise Condipodero	Down South Getaways & Property Management	19
DA17/0626	Mezzanine Addition to an Existing Industrial Unit	4/1 Congressional Drive~DUNSBOROUGH WA 6281	Lot 4 STPLN 62314	18/08/2017		38181	Melissa Kylie Lamanna	Melissa Kylie Lamanna	0
DA17/0627	Building Envelope Modification & Additions to Existing Outbuilding (Landscape Value Area)	51 Miller Road~YALLINGUP WA 6282	Lot 55 DIAGRAM 91928	22/08/2017	23/08/2017	1500	John Michael Hughes & Mary Florence Hughes	John Michael Hughes, Mary Florence Hughes	7

DA17/0628	Extractive Industry (Sand) Extension of Existing Pit	Ludlow-Hithergreen Road~RUABON WA 6280	Lot 1986 PLAN 203009	18/08/2017	1/09/2017	1	Murray John Bell & Lesley Vida Bell	BSO Development Consultants Pty Ltd	13
DA17/0629	Oversized and Over-height Outbuilding	5 Otway Pass~WEST BUSSELTON WA 6280	Lot 356 PLAN 402935	22/08/2017	6/09/2017	13613	Benjamin Clive Henderson	Benjamin Clive Henderson	5
DA17/0630	Holiday Home (Single House) 7 People	30A Beach Road~DUNSBOROUGH WA 6281	Lot 2 SSPLN 70775	16/08/2017	21/08/2017	1	Sai Yan Fong	Sai Yan Fong	27
DA17/0631	Overheight Outbuilding (reduced setback)	8 Coates Street~BROADWATER WA 6280	Lot 59 DIAGRAM 37565	21/08/2017	22/08/2017	11500	Sarah Elizabeth Page & Stephen Page	Sheds Down South	11
DA17/0632	Grouped Dwelling Application and Additions to Existing Dwelling	8 Earnshaw Road~WEST BUSSELTON WA 6280	Lot 32 PLAN 7428	16/08/2017	21/08/2017	180000	Janina Lee Downes & Brian Stephen Massara	Able Planning & Project Management	24
DA17/0633	Single House & Building Envelope (Landscape Value Area)	109 Lagoon Drive~YALLINGUP WA 6282	Lot 19 PLAN 21893	18/08/2017	22/08/2017	350000	Robyn Barbara Oliver	Marcus Browne	22
DA17/0634	Holiday Home (Single House) 4 People	50 Hammond Road~YALLINGUP WA 6282	Lot 25 PLAN 8037	21/08/2017	22/08/2017	1	Kristian Neil Moore	Kristian Neil Moore	11
DA17/0635	Bed and Breakfast	816 Geographe Bay Road~WEST BUSSELTON WA 6280	Lot 16 PLAN 7574	22/08/2017	23/08/2017	1	Laslo Stojanovski & Peta Stojanovski	Laslo Stojanovski, Peta Stojanovski	19
DA17/0636	Holiday Home (Single House) 10 people	30 Chester Way~DUNSBOROUGH WA 6281	Lot 86 PLAN 14244	22/08/2017	23/08/2017	1	Donna McColl & Cameron Andrew McColl	Donna McColl, Cameron Andrew McColl	17
DA17/0637	Terrace Extension to Existing Tavern	422 Harmans Mill Road~WILYABRUP WA 6280	Lot 3923 PLAN 206457	22/08/2017		55000	Orange Shed Pty Ltd	Tectonics Building Design	13
DA17/0638	Additions to Existing Outbuilding (reduced setbacks)	25 Jones Way~ABBEE WA 6280	Lot 6 PLAN 9684	22/08/2017		18821	Gregory Alan Robinson & Marie Susan Robinson	CPR Outdoor Centre	14
DA17/0639	Sea Container (storage)	26 Barlee Street~BUSSELTON WA 6280	Lot 32 DIAGRAM 78070	22/08/2017	6/09/2017	5000	Murray John Rynvis & Philippa Anne Rynvis	Broadwater Fencing	10

DA17/0640	Use Not Listed (Telecommunications Facility)	7 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 3003 PLAN 19111	22/08/2017		250000	City of Busselton	Catalyst	21
DA17/0641	Holiday Home (Single House) 12 people	392 Geographe Bay Road~QUINDALUP WA 6281	Lot 15 PLAN 9047	24/08/2017	8/09/2017	1	Chivelle Investments Pty Ltd	Chivelle Investments Pty Ltd	17
DA17/0642	Single House (Carport Addition)	66 Clubhouse Drive~DUNSBOROUGH WA 6281	Lot 415 PLAN 39541	22/08/2017	24/08/2017	8980	Gail Frances Pamela Gibb & Kevin Peter Gibb	CPR Outdoor Centre	15
DA17/0643	Ancillary Dwelling (reduced setback)	31 Lancaster Drive~WEST BUSSELTON WA 6280	Lot 113 PLAN 22223	22/08/2017		110000	Gary William Guthridge & Helen Margaret Guthridge	Dale Alcock Homes South West Pty Ltd	3
DA17/0644	Over-height Outbuilding (reduced setbacks)	69 Hawker Approach~YALYALUP WA 6280	Lot 250 PLAN 57674	24/08/2017	24/08/2017	18200	Darren Ross Newbey & Tara Judith Newbey	Sheds Down South	17
DA17/0645	Holiday Home (Grouped Dwelling) 6 people	2/26 Bird Crescent~DUNSBOROUGH WA 6281	Lot 2 SSPLN 33488	24/08/2017		1	Louise Georgia Douglas, Robert Ian Murphy, Phillip Edward Edmiston, Karen Barbara Harrop	Louise Georgia Douglas, Robert Ian Murphy, Phillip Edward Edmiston, Karen Barbara Harrop	11
DA17/0646	Holiday Home (Single House) 10 people	55 Peppermint Drive~DUNSBOROUGH WA 6281	Lot 181 PLAN 8543	24/08/2017	6/09/2017	1	Gregory Edwin Harrison	Gregory Edwin Harrison	12
DA17/0647	Single House (Landscape Value Area)	302 Sheoak Drive~YALLINGUP WA 6282	Lot 110 PLAN 39416	24/08/2017	28/08/2017	205000	Braden Dean Fairhead & Tanya Louise Fairhead	Braden Dean Fairhead, Tanya Louise Fairhead	11
DA17/0648	Holiday Home (Single House) 6 people	29 Moylan Way~GEOGRAPHE WA 6280	Lot 66 PLAN 10080	23/08/2017	28/08/2017	1	Alan John Downie & Jennifer Louise Downie	Alan John Downie, Jennifer Louise Downie	13
DA17/0649	Holiday Home (Grouped Dwelling) 6 people	9/2 Lecaille Court~DUNSBOROUGH WA 6281	Lot 9 STPLN 30658	23/08/2017	25/08/2017	1	Estate Of Graham John Gilbert & Barbara Jane Gilbert	Barbara Jane Gilbert	15
DA17/0650	Holiday Home (Single House) 10 people	1 Manson Street~WEST BUSSELTON WA 6280	Lot 24 PLAN 7574	23/08/2017		1	Justin Ivan Jordanoff & Ivan Jordanoff	Justin Ivan Jordanoff, Ivan Jordanoff	11
DA17/0651	Reception Centre	70 Millbrook Road~YALLINGUP WA 6282	Lot 30 PLAN 41565	29/08/2017	29/08/2017	1	Kevin Dale Merifield	Able Planning & Project Management	0

DA17/0652	Reception Centre	70 Millbrook Road~YALLINGUP WA 6282	Lot 30 PLAN 41565	29/08/2017		1	Kevin Dale Merifield	Able Planning & Project Management	0
DA17/0653	Holiday Home (Grouped Dwelling) 6 People	1/70 Gale Street~WEST BUSSELTON WA 6280	Lot 1 STPLN 72800	24/08/2017	29/08/2017	1	Glenda Marlene Murat	Glenda Marlene Murat	15
DA17/0654	Holiday Home (Single House) 12 people	229 Yungarra Drive~QUEDJINUP WA 6281	Lot 14 PLAN 16138	29/08/2017		1	Peter Geoffrey Scott & Julie Anne Scott	Peter Geoffrey Scott, Julie Anne Scott	0
DA17/0655	'Restaurant' (Cafe) & 'Industry - Cottage' (Pottery)	363 Rendezvous Road~VASSE WA 6280	Lot 24 PLAN 223170	24/08/2017		30000	Andrew Richard Bishop	Joanne Tyrrell-Bishop	5
DA17/0656	Single House (Carport with reduced setback)	33 Amberley Loop~DUNSBOROUGH WA 6281	Lot 80 PLAN 19243	29/08/2017		3590	Neil Steven Cooke & Amanda Jane Sinclair	CPR Outdoor Centre	10
DA17/0657	Oversized Outbuilding (reduced setbacks)	95 Everwood Glade~AMBERGATE WA 6280	Lot 77 PLAN 52943	25/08/2017	6/09/2017	37000	James Robert Duff & Candice Louise Duff	Sheds Down South	14
DA17/0658	Shop (Post Office) Modification of Existing Building	214 Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 13 DIAGRAM 58634	30/08/2017		750000	Stoneway Enterprises Pty Ltd	Stoneway Enterprises Pty Ltd	0
DA17/0659	Grouped Dwelling	12/5 Curtis Street~DUNSBOROUGH WA 6281	Lot 12 SSPLN 39345	25/08/2017	5/09/2017	400000	Sefton Peter Ford	Gavin Nelmes	5
DA17/0661	Two (2) Grouped Dwellings	278A Geographe Bay Road~QUINDALUP WA 6281	Lot 1 SSPLN 64003	25/08/2017		700000	Terry Edwin Cornelius & Michele Mary Cornelius	Richard David Norrish	6
DA17/0662	Single House (Special Control Areas)	29 Ella Gladstone Drive~EAGLE BAY WA 6281	Lot 631 PLAN 58323	28/08/2017		600000	Nigel Warren Shaw & Carol Suzanne Shaw	Nigel Warren Shaw, Carol Suzanne Shaw	3
DA17/0663	Holiday Home (Single House) 8 People	8 Swallow Cove~DUNSBOROUGH WA 6281	Lot 154 PLAN 16745	28/08/2017	6/09/2017	1	Malcolm Henry George Shepherd & Jennifer Megan Songhurst Shepherd	Malcolm Henry George Shepherd, Jennifer Megan Songhurst Shepherd	13
DA17/0664	Single House (reduced setbacks & open space)	19 Matisse Way~YALYALUP WA 6280	Lot 531 PLAN 54275	28/08/2017		224087	Tanya Nazeni Puskul	BGC Residential Pty Ltd	9

DA17/0666	Holiday Home (Single House) 11 People	5 Grevillea Cove~DUNSBOROUGH WA 6281	Lot 167 DIAGRAM 85887	29/08/2017		1	Cullen John Long, Erin Jade Long, Judith Mary Whitehurst, Luke Andrew Whitehurst	Cullen John Long, Erin Jade Long, Judith Mary Whitehurst, Luke Andrew Whitehurst	9
DA17/0667	Extension to Existing Over-height & Oversized Outbuilding	5 Zamia Grove~YALLINGUP WA 6282	Lot 31 PLAN 21024	28/08/2017		19000	M&M Investments (WA) Pty Ltd	M&M Investments (WA) Pty Ltd	10
DA17/0668	Oversized Outbuilding & Additional Water Tank (Landscape Value)	120 Lagoon Drive~YALLINGUP WA 6282	Lot 20 PLAN 21893	30/08/2017		100000	Anne Robyn Gunnell	Busselton Sheds Plus	8
DA17/0669	Outbuilding (reduced setback)	133 Aurelian Avenue~YALYALUP WA 6280	Lot 167 PLAN 56909	30/08/2017	1/09/2017	9000	Ian Edward MacAuley & Gaye Lorraine MacAuley	Busselton Sheds Plus	8
DA17/0674	Patio Additions to Single House (Reduced Setbacks)	10 Roubion Gardens~YALYALUP WA 6280	Lot 680 PLAN 400970	31/08/2017	6/09/2017	9490	Yvonne Elizabeth Muir	CPR Outdoor Centre	9
DA17/0675	Single House (Landscape Value Area)	60 Tall Tree Crescent~REINSCOURT WA 6280	Lot 122 DIAGRAM 98514	31/08/2017	6/09/2017	299787	Daniel Ross Armer	Dale Alcock Homes South West Pty Ltd	9
DACP17/0053	Unauthorised Development - Holiday Home (Exceeding number of Occupants Approved) - Lot 42 (HSE792) Geographe Bay Road, West Busselton	792 Geographe Bay Road~WEST BUSSELTION WA 6280	Lot 42 PLAN 8541	28/08/2017		0	Graham Bosveld & Marion Abigail Bosveld		0
DACP17/0075	Unauthorised Development: Unauthorised Entry Statement on Road Reserve - Lot 772 (HSE3) Coley Road, Yallingup	3 Coley Road~YALLINGUP WA 6282	Lot 772 PLAN 38066	16/08/2017		0	Cape Naturaliste Wines Pty Ltd		17
DACP17/0076	Unauthorised Development - Dam causing Runoff into Neighbours property - Lot 50 (HSE645) Vasse Yallingup Siding Road Anniebrook	645 Vasse-Yallingup Siding Road~ANNIEBROOK WA 6280	Lot 50 PLAN 51557	16/08/2017		0	Todd Andrew Davidson & Natalie Lara Mccarthy		1

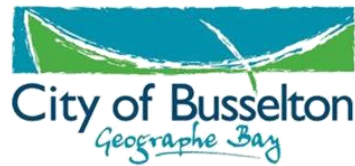
DACP17/0077	Unauthorised Development - Carpark within 20m Setback - Lot (HSE1701) Wildwood Road Yallingup	1701 Wildwood Road~YALLINGUP WA 6282	Lot 41 PLAN 44272	17/08/2017		0	AGL Property Investments Pty Ltd		16
DACP17/0078	Unauthorised Development - Unauthorised Development - Clearing - Lot 33 (HSE585) Caves Road Marybrook	585 Caves Road~MARYBROOK WA 6280	Lot 33 DIAGRAM 23462	24/08/2017		0	William David Kendall & Silverlodge Pty Ltd		1
DACP17/0079	Unauthorised Development - Unauthorised Development Home Business - Lot 764 (HSE24) Clematis Way Broadwater	24 Clematis Way~BROADWATER WA 6280	Lot 764 PLAN 44197	25/08/2017		0	Michelle Anne Loftus		10
DACP17/0080	Unauthorised Development - Unauthorised Development -long term residence in a Tourism Zone - Lot 1 (HSE 50) Dunn Bay Road, Dunsborough	1/50 Dunn Bay Road~DUNSBOROUGH WA 6281	Lot 1 STPLN 28358	28/08/2017		0	Dunsborough Holdings Pty Ltd		9
DACP17/0081	Unauthorised Development - Unauthorised Development - Clearing outside of boundary - Lot 4221 Smith Street Marybrook (Reserve 25150)	Smith Street~MARYBROOK WA 6280	Lot 4221 PLAN 169134	30/08/2017		0	State of WA		7
WAPC17/0030	Two (2) Lot Survey Strata	13 Freebridge Place~DUNSBOROUGH WA 6281	Lot 3 PLAN 22626	18/08/2017	18/08/2017	0	Michelle Lynn Green	Green Construct Pty Ltd	25
WAPC17/0031	2 Lot Subdivision (12.55ha & 7.56ha)	Commonage Road~DUNSBOROUGH WA 6281	Lot 10 DIAGRAM 67195	29/08/2017	29/08/2017	0	Water Corporation	Water Corporation, Calibre Professional Services Pty Ltd	14

Applications Determined Report										
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Decision	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications										
DA17/0186	Overheight Outbuilding (Reduced Setback)	85 Switchback Parade~WEST BUSSELTON WA 6280	Lot 900 PLAN 407130	18/08/2017	Approved	Approved	114	18000	Ashley Edward Morris	Busseton Sheds Plus
DA17/0225	Single House Alterations and Additions (Special Character Area)	7 Hurford Street~DUNSBOROUGH WA 6281	Lot 2 SSPLN 64012	29/08/2017	Approved	Approved	23	363636	Hindsight Pty Ltd	Ariane Prevost Architect
DA17/0242	Modified Building Envelope to Accommodate Outbuilding (Landscape Value Area)	Windmills Close~YALLINGUP WA 6282	Lot 127 PLAN 20174	17/08/2017	Approved	Approved	78	30000	Frank Gaschk	Busseton Sheds Plus
DA17/0377	Relocated Building Envelope (Single House)	10 Diedre Street~ABBEEY WA 6280	Lot 20 PLAN 75655	30/08/2017	Approved	Approved	34	300000	Gregory William Overton & Sandra Joanne Wedge	WA Country Builders Pty Ltd - Busseton
DA17/0400	Single House Additions and Alterations and Rainwater Tank (Landscape Value Area)	29 O'Byrne Road~QUINDALUP WA 6281	Lot 202 PLAN 406421	28/08/2017	Approved	Approved	64	205000	David John Patterson & Deborah Jane Patterson	David John Patterson, Deborah Jane Patterson
DA17/0401	Overheight Outbuilding (Reduced Setbacks)	25 Country Road~BOVELL WA 6280	Lot 164 PLAN 22717	22/08/2017	Approved	Approved	76	4650	Rosemary Claire Vlam & Tjipke Vlam	Rosemary Claire Vlam, Tjipke Vlam
DA17/0436	Masonry Wall (Landscape Value Area)	80 O'Byrne Road~QUINDALUP WA 6281	Lot 42 DIAGRAM 96571	21/08/2017	Approved	Approved	14	2500	Graeme John Davies & Margaret Anne Davies	Graeme John Davies
DA17/0462	Modified Building Envelope to Accommodate Cumulative Oversize Outbuilding (Landscape Value Area)	87 Vintners Drive~QUINDALUP WA 6281	Lot 104 PLAN 66320	22/08/2017	Approved	Approved	54	50000	Christopher Gerard Henderson & Evelyn Margaret Henderson	GN Construction (WA) Pty Ltd

DA17/0467	Single House (Garage Width)	16 Waterville Road~DUNSBOROUGH WA 6281	Lot 139 PLAN 405106	22/08/2017	Approved	Approved	20	300020	Jennifer Clare McNab & Scott Douglas McNab	Dale Alcock Homes South West Pty Ltd
DA17/0469	Advertising Signage (Coles)	18 Napoleon Promenade~VASSE WA 6280	Lot 122 PLAN 409834	29/08/2017	Approved	Approved	49	120000	Coles Group Property Developments Ltd	Insight Project Services
DA17/0478	Outbuilding (Landscape Value Area, Reduced Setback to Caves Road)	1972 Caves Road~NATURALISTE WA 6281	Lot 6 DIAGRAM 64637	17/08/2017	Approved	Approved	47	80000	Kelly Jane Paterson & Hayden Troy Lamp	Busselton Sheds Plus
DA17/0490	Single House (Additions and Alterations in a Special Control Area)	14 Gypsy Street~EAGLE BAY WA 6281	Lot 68 DIAGRAM 60374	28/08/2017	Approved	Approved	55	172700	Kevin Frederick Sleight & Helen Jean Sleight	Kevin Frederick Sleight, Helen Jean Sleight
DA17/0492	Holiday Home (Single House) 8 People	37 Marshall Street~QUINDALUP WA 6281	Lot 127 PLAN 14903	28/08/2017	Approved	Approved	41	0	Laila Elizabeth Kelly & Colin Arthur Kelly	Colin Arthur Kelly, Laila Elizabeth Kelly
DA17/0526	Ground Mounted Solar Panels	43 Butterly Road~YALLINGUP WA 6282	Lot 2656 PLAN 153480	25/08/2017	Approved	Approved	40	1000	Kerygma Pty Ltd	Kerygma Pty Ltd
DA17/0530	Outbuilding Extension (Special Control Areas)	1158 Caves Road~QUINDALUP WA 6281	Lot 9 DIAGRAM 41360	18/08/2017	Approved	Approved	33	18372	Benjamin Scott Sears & Bernadette Anne Sears	CPR Outdoor Centre
DA17/0531	Single House (Vehicular Access)	22 Gurnard Loop~KEALY WA 6280	Lot 1438 PLAN 409125	23/08/2017	Approved	Approved	36	190844	Perron Developments Pty Ltd & Stawell Pty Ltd	Ventura Home Group Pty Ltd
DA17/0532	Forestry (Blue Gums)	Jasper Road~SABINA RIVER WA 6280	Lot 11 DIAGRAM 86837	25/08/2017	Approved	Approved	34	30000	S & C & B Catalano Pty Ltd	S & C & B Catalano Pty Ltd
DA17/0536	Single House (Reduced Setback)	13 Newtown Beach Road~ABBEEY WA 6280	Lot 73 DIAGRAM 35653	25/08/2017	Approved	Approved	36	350091	Peter James Arnold & Tegan Jay Arnold	Plunkett Homes (1903) Pty Ltd
DA17/0538	Single House & Ancillary Dwelling Landscape Value Area	160 Yungarra Drive~QUEDJINUP WA 6281	Lot 5 PLAN 15570	16/08/2017	Approved	Approved	26	480000	John Augustine McManus	Mark Webster Design

DA17/0540	Rural Workers Dwelling	1215 Wildwood Road~YALLINGUP WA 6282	Lot 5 PLAN 21145 & Lot 31 PLAN 47316	24/08/2017	Approved	Approved	1	220000	Pentek Holdings Pty Ltd	BuildingLines Approvals Pty Ltd
DA17/0547	Two Sea Containers - Lot 23 (No. 10) Clark Street, Dunsborough	10 Clark Street~DUNSBOROU GH WA 6281	Lot 23 PLAN 13907	28/08/2017	Approved	Approved	35	1	Dennis Harry Fenn	LSGC Enterprises
DA17/0554	Single House & Jetty (Port Geographe Development Area)	34 Lanyard Boulevard~GEOGRAP HE WA 6280	Lot 76 PLAN 59251	24/08/2017	Approved	Approved	30	336940	Linton Jarman & Julie Marie Jarman	Linton Jarman
DA17/0562	Single House (reduced setbacks) Port Geographe Development Area	66 Spinnaker Boulevard~GEOGRAP HE WA 6280	Lot 704 PLAN 23692	28/08/2017	Approved	Approved	39	725000	Kylie Anne Willison-Milne & James Henry Milne	ProLiving Design & Construction
DA17/0565	Rural Workers Dwelling (Landscape Value Area)	2885 Caves Road~YALLINGUP WA 6282	Lot No:463 & 426 & 332 & 425 & 434 & 580	23/08/2017	Approved	Approved	9	150000	Ross Thomas George Scott	Darrell Ross Scott
DA17/0568	Relocated Building Envelope and Single House (Landscape Value Area)	Summerville Crescent~YALLINGUP SIDING WA 6282	Lot 19 PLAN 18682	28/08/2017	Approved	Approved	37	388696	Marcelle Illewellyn Holdings Pty Ltd	Ventura Home Group Pty Ltd
DA17/0574	Single House Additions (Landscape Value Area)	25 Balmoral Drive~QUINDALUP WA 6281	Lot 203 PLAN 68461	18/08/2017	Approved	Approved	14	200000	Benjamin Paul Overton	Benjamin Paul Overton
DA17/0576	Retaining Wall (Port Geographe Development Area)	62 Lanyard Boulevard~GEOGRAP HE WA 6280	Lot 90 PLAN 59251	18/08/2017	Approved	Approved	21	5000	Vincenzo Ronald Serafino & Brooke Ashlee Chatfield	Vincenzo Ronald Serafino, Brooke Ashlee Chatfield
DA17/0578	Holiday Home (Single House) 6 People	5 Grove Street~DUNSBOROU GH WA 6281	Lot 211 PLAN 8543	18/08/2017	Approved	Approved	8	1	High Pressure Holdings Pty Ltd	High Pressure Holdings Pty Ltd
DA17/0581	Over-height Single House (Special Character Area)	Carnarvon Castle Drive~EAGLE BAY WA 6281	Lot 321 PLAN 55023	25/08/2017	Approved	Approved	17	1000000	Frank Paul Eckler & Andrea-Ortrud Eckler	Dane Marshall Richardson

DA17/0582	Single House (Over Height Boundary Wall)	6 Monclair Circuit~DUNSBOROUGH WA 6281	Lot 708 PLAN 48310	18/08/2017	Approved	Approved	14	270000	Suzanne May Vidler	Mark Webster Design
DA17/0583	Modified Building Envelop, Outbuilding and Water Tank (Landscape Value Area)	Marrinup Drive~YALLINGUP WA 6282	Lot 21 PLAN 20018	30/08/2017	Approved	Approved	24	60000	Timothy James Venn Dixon, Kali Shannon Dixon, Susan Jean Dixon	Sheds Down South
DA17/0584	Over Sized Outbuilding (Landscape Value Area)	36 Howson Rise~YALLINGUP WA 6282	Lot 221 PLAN 33315	28/08/2017	Approved	Approved	27	40000	Robert Hugh Poynton	Busselton Sheds Plus
DA17/0586	Single House - carport and patio extension (reduced setback)	6 Provincia Parade~YALVALUP WA 6280	Lot 283 PLAN 57674	18/08/2017	Approved	Approved	15	4967	Frederick Owen Simmonds & Julia May Simmonds	Outdoor World Busselton
DA17/0605	Building Envelope Modification, Outbuilding & Water Tank (Landscape Value Area)	125 Quedjinup Drive~QUEDJINUP WA 6281	Lot 5 PLAN 21470	17/08/2017	Approved	Approved	1	40000	Michael Llewellyn Parry & Suzanne Margaret Millichamp	Busselton Sheds Plus
DA17/0624	Single House (Vehicular Access)	14 Fernbrook Way~WEST BUSSELTON WA 6280	Lot 357 PLAN 402935	25/08/2017	Approved	Approved	3	239499	James Thomas Kiely & Emma Maryanne Kiely	Dale Alcock Homes South West Pty Ltd
DA17/0627	Building Envelope Modification & Additions to Existing Outbuilding (Landscape Value Area)	51 Miller Road~YALLINGUP WA 6282	Lot 55 DIAGRAM 91928	28/08/2017	Approved	Approved	7	1500	John Michael Hughes & Mary Florence Hughes	John Michael Hughes, Mary Florence Hughes
WAPC17/0023	Built Strata Form 24 - 6 Lots	16 Mellidonis Crescent~KEALY WA 6280	Lot 1288 PLAN 408151	23/08/2017	Support	Endorsed	44	0	Sherington Investments Pty Ltd	Sherington Investments Pty Ltd
WAPC17/0025	54 Lot Subdivision (52 Residential + 2 Balance Lots)	578 Bussell Highway~BROADWATER WA 6280	Lot 1 DIAGRAM 15608	28/08/2017	Support	WaitWAPC	40	0	Eileen Joan Gregory & Mary Bridget Craigie	LB Planning



Meelup Regional Park Management Committee

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Informal Meeting- Notes

DATE: Monday 28 August 2017, 9.30am
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 and Mr Albert Haak.

Officers: Mr Greg Simpson (Environmental Planning Coordinator) and Ms Kay Lehman (Meelup Environment Officer- EO). Work experience student- Denya Moyes.

Apologies: Councilor John McCallum, Mr Tony Smurthwaite, Mr Bob Ginbey, Mrs Shirley Fisher, Mr Damien Jones and Ms Arlene Maidment.

2. FINANCIAL SUMMARY - Attachment A

Proposed Direction:

1. The Committee noted the June 2017 Financial Summary (**Attachment A**).
2. Capital Works proposed for 2017/18 include the terracing of the slope at the northern end of Meelup Beach, Gannet Rock carpark upgrade, Point Piquet overflow carpark upgrade and extension of the bitumen apron at the Meeka carpark.

3. MEELUP VOLUNTEER UPDATE

For the period 1st to 22nd August 2017, there were a total of 27 man-hours of volunteer involvement. Numbers were down due to the wet weather but we were fortunate enough to have clear breaks to allow activities to continue.

Achievements for the period included:

- Planting of seedlings and ground cover at Castle Bay beach carpark and BBQ area.
- Infill planting along Meelup Beach Road and Eagle Bay beach.
- Continued removal of NSW Wattle and woody weeds in Zone 6.

Proposed Direction:

1. Committee noted the update from Acting Volunteer Coordinator, Peter Randerson.
2. EO to supply tree tags to volunteers for dieback boundary delineation in strategic areas.

4. ACTION SUMMARY PROGRESS UPDATE

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

Proposed Direction:

1. The Committee noted the Action Summary- Attachment B.
2. That the following be included in the Action Summary:
 - a. EO to order two shelving units to fit into the back wall of the shed.
 - b. EO to arrange sealing of the ramp/carpark connection, level sand to the side of the volunteer shed and install storm water sumps.
 - c. The woodwork on the new Point Piquet public amenities to be painted grey to blend in with the environment.

5. REPORTS

5.1 Ngari Capes Marine Park Signs-Parks and Wildlife Services, Department of Biodiversity, Conservation and Attractions (DBCA)

The DBCA is currently producing a sign plan to educate visitors about the proposed zoning scheme for the Ngari Capes Marine Park. The signage plan includes areas within Meelup Regional Park (MRP) between Castle Rock beach and Eagle Bay. MRP is an important site for signage as the Eagle Bay Sanctuary Zone is located offshore from Meelup Regional Park. **Refer to Attachment C-G.**

Proposed Direction:

1. Information noted by the Committee.

5.2 New Mountain Bike Trails and Track Closures

Mountain bike trails 11 and 12 have been completed. While the trail building machinery was on-site, two trails that are not part of the mountain bike trail network and requiring closure were ripped and have been revegetated by the Meelup volunteers. The Handlebars trail within Zone 5 contains Threatened Flora and has been further protected with fencing. The Grass tree trail in Zone 6 was also ripped to protect this significant remnant vegetation area.

Proposed Direction:

1. Information noted by the Committee.

5.3 Project Planning- 2017/18

A summary of the proposed budget items for the 2017/18 Recreation Reserves Maintenance budget was presented to the Committee for discussion.

Proposed Direction:

1. Information noted by the Committee.
2. EO to meet with committee members, Albert Haak and Tony Smurthwaite onsite to discuss the Car Rally trail upgrade.
3. Weed control of *Fumaria* species is required along the Jingarmup Brook, early spring.
4. The feral animal control program to include the Calici virus for the control of rabbit within the Park.

6.0 NEXT MEETING- 30 October 2017, 10am, Dunsborough District Country Club.

Note: The Committee will be having a break in September. The scheduled September 25th meeting will not be held.

ATTACHMENT B - ACTION TABLE (Post 28 August, 2017 Meeting)

Subject	Action	Date of Committee	Progress	Completed
Project Planning	1. EO to meet with committee members, Albert Haak and Tony Smurthwaite onsite to discuss the Car Rally trail upgrade. 2. Weed control of Fumaria species is required along the Jingarmup Brook, early spring. 3. The feral animal control program to include the Calici virus for the control of rabbit within the Park.	8/08/2017	Weed and feral animal actions noted and will be included in scope of works.	
Meelup Volunteers	EO to supply tree tags to volunteers for dieback boundary delineation in strategic areas.	28/08/2017		
Financial Summary	Capital Works proposed for 2017/18 include the terracing of the slope at the northern end of Meelup Beach, Gannet Rock carpark upgrade, Point Piquet overflow carpark upgrade and extension of the bitumen apron at the Meeka carpark.	28/08/2017	Works scheduled for 2017/18	Done
Tangaroa Blue Foundation-Beach Cleanup	1. Committee noted and up-coming beach cleanup and will discuss further when registrations open. 2. EO to follow-up with the South West Catchments Council on the results of the micro-plastic program that the Meelup volunteers participated in.	31/07/2017	EO has registered the Meelup volunteers for the Beach clean-up to be based at Meelup Beach and cover between Castle Bay and Point Piquet. Email sent to SWCC re results of micro-plastic project. Beach cleanup scheduled for Saturday 14 October 10am-2pm- registration station will be set up at Meelup Beach with all material supplied.	
Wildflower Walks at Meelup	EO to discuss details with Committee members and arranged the walks.	31/07/2017	Wildflower walk scheduled for Sunday 8th October 2017. Walk leaders will be Shirley Fisher, Kay Lehman and Tony Smurthwaite (if available). Meet at 9.30am at Meelup beach carpark to walk the Loop trail. BYO BBQ lunch after the walk at Meelup beach.	Done
New Volunteer Shed	EO to arrange the necessary equipment and shelving for the shed.	31/07/2017	Shed is now secured. Locks and chain arranged for trailer.	Done
Friends of Meelup	A follow-up email with be sent to participates of the Friends of Meelup meeting held on 27th July inviting participation in the formation of a Friends of Meelup.	31/07/2017	Next meeting of Friends of Meelup scheduled for Thursday 7th September 2017.	Done
Whale Platform Sign-Point Piquet	That the draft Point Picquet whale platform sign design and layout is finalised and bought back to the Committee for a further review prior to implementation.	31/07/2017	Noted	
Commercial Hire – Paddleboard/Kayak	1. That the commercial activity paddleboard/kayak hire remain in its current designated location in the Meelup Beach car park as the requested carpark site location, at peak times is very busy and congested. 2. EO to discuss with the commercial operator possible improvements to the current designated commercial activity carpark site.	31/07/2017	Discussions held with City staff on this matter. EO to meet with the commercial operator onsite 6 September	
Proposed Commercial Operator- Picnic Style	That the commercial activity, 'styled picnics' be limited in terms of frequency and to one or two locations that exclude high public use locations such as Point Picquet and also peak times during the year to avoid conflict between the 'styled picnics' commercial activity and other public activities/uses within the Park.	31/07/2017	Event applicant to provide further information.	
Event- Meelup Hill Climb	That further information be obtained from the Applicant and a report prepared and presented to the Committee on the proposed Meelup Hill Climb Motor event together with the additional information on risk management planning and public safety for this event.	31/07/2017	Event applicant to provide further information.	
Trail Erosion Project	EO to investigate options for incorporating Environmental Geology and Geomorphology mapping of the Park locality, onto the City's GIS.	31/07/2017		

ATTACHMENT B - ACTION TABLE (Post 28 August, 2017 Meeting)

Subject	Action	Date of Committee	Progress	Completed
Point Piquet carpark upgrade	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, 28/8/17	EO has notified FAWNA staff of the proposed minor clearing at the site. Committee members are available to meet City Engineering staff at the Point Piquet carpark (from the second week of October 2017) to inspect site layout and the proposed vegetation clearing areas.	
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.	
Training and Events				
Training/Events	Environmental training opportunities, workshop, events. EO to arrange speakers on relevant topics.	22/12/2015	Training/ Community Engagement opportunities: The following events may be of interest: 14 September- Launch of the City's Environmental Volunteer Program, Weed Workshop- 21 September- City of Busselton. Sunday 8th October- Wildflower Walk on Loop trail- meet at Meelup Beach 9.30am followed by BYO BBQ lunch at Meelup beach, Tangoroo Blue Beach Cleanup- Saturday 14th October- Meelup Beach 10am- 2pm. Conferences- Dieback Information Group Conference, Perth- 29 September, WA Threatened Species Form-7-8 September, State NRM and Coastal conference Perth 28-31 August.	Ongoing training as available

15. CHIEF EXECUTIVE OFFICER'S REPORT

Nil

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. CONFIDENTIAL REPORTS

The reports listed below are of a confidential nature, in accordance with section 5.23(2) of the Local Government Act 1995. These reports have been provided to Councillors, the Chief Executive Officer and Directors only.

RECOMMENDATION

That the meeting is closed to members of the public to discuss the following items which are confidential for the reasons as shown.

17.1 CONFERRAL OF AWARDS

This report contains information of a confidential nature in accordance with Section 5.23(2)(b) of the Local Government Act 1995, as it contains information relating to the personal affairs of any person

18. QUESTIONS FROM MEMBERS**19. PUBLIC QUESTION TIME****20. NEXT MEETING DATE**

Wednesday, 11 October 2017

21. CLOSURE