Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES OF THE POLICY AND LEGISLATION COMMITTEE MEETING HELD ON 9 NOVEMBER 2022

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MINUTES

MINUTES OF THE POLICY AND LEGISLATION COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 9 NOVEMBER 2022 AT 9:15AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9:19am.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

9:20am: At this time, Councillor Cox entered the meeting.

2. ATTENDANCE

<u>Presiding Member:</u> <u>Members:</u>

Cr Ross Paine Cr Anne Ryan

Cr Kate Cox (from 9:20am)

Cr Phill Cronin
Cr Jodie Richards

Officers:

Mr Paul Needham, Acting Chief Executive Officer

Mr Tony Nottle, Director, Finance and Corporate Services

Mrs Rachel Runco, Acting Director, Planning and Development Services

Mr Paul Sheridan, Manager Financial Services

Ms Joanna Wilson, Manager Development Services

Ms Jennifer May, Manager Economic and Business Development Services

Ms Maxine Palmer, Manager Events and Cultural Services

Mr Ian McDowell, Ranger and Emergency Services Coordinator

Mrs Emma Heys, Governance Coordinator

Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. <u>CONFIRMATION AND RECEIPT OF MINUTES</u>

5.1 <u>Minutes of the Policy and Legislation Committee Meeting held 7 September 2022</u>

COMMITTEE DECISION

PL2211/472 Moved Councillor J Richards, seconded Councillor A Ryan

That the Minutes of the Policy and Legislation Committee Meeting held 7 September 2022 be confirmed as a true and correct record.

CARRIED 5/0

6. REPORTS

6.1 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

STRATEGIC THEME LIFESTYLE - A place that is relaxed, safe and friendly with services

and facilities that support healthy lifestyles and wellbeing

STRATEGIC PRIORITY 2.2 Work with key partners to facilitate a safe, healthy and capable

community.

SUBJECT INDEX Emergency Management
BUSINESS UNIT Environmental Services

REPORTING OFFICER

AUTHORISING OFFICER

NATURE OF DECISION

Ranger & Emergency Services Coordinator - Ian McDowell

Director, Planning and Development Services - Paul Needham

Executive: Substantial direction setting, including adopting by

Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee

recommendations

VOTING REQUIREMENT Simple Majority **ATTACHMENTS** Attachment A

Attachment A Local Emergency Management Arrangements

(LEMA) (November 2022) 🗓 🛣

Attachment B LEMA Appendix 4 Emergency Contacts Directory

(September 2022) (Redacted) U

Attachment C LEMA Appendix 6 Local Evacuation Plan (November

2022) 🗓 🕍

Attachment D LEMA Appendix 7 Local Recovery Plan (November

2022)

Attachment E LEMA Appendix 8 Animal Welfare Plan (November

2022) 🗓 🕍

COMMITTEE RECOMMENDATION

PL2211/473 Moved Councillor P Cronin, seconded Councillor A Ryan

That the Council endorses the following emergency management documents:

- 1. Local Emergency Management Arrangements (LEMA) (November 2022), Attachment A of this report;
- 2. LEMA Appendix 4 Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (September 2022) (redacted copy), Attachment B of this report;
- 3. LEMA Appendix 6 Local Evacuation Plan (November 2022), Attachment C of this report;
- 4. LEMA Appendix 7 Local Recovery Plan (November 2022), Attachment D of this report; and
- 5. LEMA Appendix 8 Animal Welfare Plan (November 2022), Attachment E of this report.

CARRIED 5/0

OFFICER RECOMMENDATION

That the Council endorses the following emergency management documents:

- 1. Local Emergency Management Arrangements (LEMA) (November 2022), Attachment A of this report;
- 2. LEMA Appendix 4 Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (September 2022) (redacted copy), Attachment B of this report;
- 3. LEMA Appendix 6 Local Evacuation Plan (November 2022), Attachment C of this report;

- 4. LEMA Appendix 7 Local Recovery Plan (November 2022), Attachment D of this report; and
- 5. LEMA Appendix 8 Animal Welfare Plan (November 2022), Attachment E of this report.

EXECUTIVE SUMMARY

It is a requirement of the *Emergency Management Act 2005* (the Act) for a local government to ensure that effective Local Emergency Management Arrangements (LEMA) are maintained for its district.

The City has completed a full review of its LEMA in accordance with the timeframes contained within State Emergency Management Preparedness Procedure 3.8. This report seeks Council endorsement of Attachments A, B, C, D and E to this report.

BACKGROUND

The term Local Emergency Management Arrangements (LEMA) refer to the collection of all of the emergency management documentation, systems, processes, agreements and memorandums of understanding that affect the local government district. The LEMA are the overarching document and associated sub-plans that the local government is responsible for developing, maintaining and testing.

The City's existing LEMA, including the Special Needs Groups, Events and Critical Infrastructure Lists (Appendix 3); the Emergency Contacts and Resources Directory (Appendix 4); and Local Evacuation Plan (Appendix 6) were endorsed by the Council on 11 October 2017 (C1710/245 refers).

The City's existing Local Recovery Plan, Appendix 7 (December 2018) of the LEMA (October 2017) was endorsed by the Local Emergency Management Committee (LEMC) on 4 December 2018.

The City's existing Animal Welfare Plan, Appendix 8 (March 2019) of the LEMA (October 2017) was endorsed by the LEMC on 5 March 2019.

OFFICER COMMENT

The State Emergency Management Committee (SEMC) Business Unit have developed a number of policies, procedures and guidelines to guide local government in the development of their LEMA. The format of the City's LEMA is based on the Local Emergency Management Arrangements Guideline and Model developed in December 2020.

Under the provision of State Emergency Management Preparedness Procedure 3.8, a full review of the LEMA is to be conducted every five years.

The City has completed a full review of its LEMA which comprises the following documents:

- 1. Local Emergency Management Arrangements: (LEMA) (November 2022) (Attachment A) including the following Appendices contained within the main document:
 - a. Appendix 1: City of Busselton Localities Map
 - b. Appendix 2: Local Emergency Management Structure
 - c. Appendix 3: List of Significant Public Events;
- 2. LEMA Appendix 4: Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (September 2022) (redacted copy) (Attachment B);
- 3. LEMA Appendix 6: Local Evacuation Plan (November 2022) (Attachment C);
- 4. LEMA Appendix 7: Local Recovery Plan (November 2022) (Attachment D); and
- 5. LEMA Appendix 8: Animal Welfare Plan (November 2022) (Attachment E).

When reviewing the LEMA on this occasion, the City chose to amalgamate those Appendices from the previous version that contained confidential contact information into a single confidential document, the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (Appendix 4). This will allow the remaining documents to be published on the City's website without compromising the confidentiality of the information contained in Appendix 4.

To ensure the contact information contained in Appendix 4 remains relatively current, it is reviewed by LEMC members and updated on a quarterly basis. That is why the revision date of Appendix 4 is September 2022 (the date of its most recent review) whilst all other documents are dated November 2022.

Appendix 5 of the LEMA, which is not being presented to the Council for their endorsement, is the Local Emergency Welfare Plan (2022) Busselton Region covering the City of Busselton, the Shire of Augusta Margaret River, and the Shire of Nannup. It was developed and is owned by the State Government's Department of Communities (DoC). DoC last reviewed and updated the Welfare Plan in early 2022, and it was subsequently endorsed by the LEMC on 24 May 2022.

Although the Local Recovery Plan (Appendix 7), and Animal Welfare Plan (Appendix 8) were not due for the five year review, they were reviewed and updated along with the other documents to align future review dates with the main LEMA and other associated appendices.

Statutory Environment

Pursuant to section 36(a) of the *Emergency Management Act 2005* (the Act), it is a function of a local government, subject to the Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district.

Pursuant to section 38(1) of the Act, a local government is to establish one or more local emergency management committees for the local government's district.

Pursuant to section 39 of the Act, the functions of a local emergency management committee are, in relation to its district:

- a. to advise and assist the local government in ensuring local emergency management arrangements are established for its district; and
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.

The officer recommendation supports the general function of a local government under the *Local Government Act 1995* to provide for the good government of persons in its district.

Relevant Plans and Policies

There are no relevant City plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

The LEMA has been developed by the City in consultation with the Local Emergency Management Committee (LEMC) which comprises the following membership:

- Two elected members of the Council being the Mayor and Deputy Mayor
- WAPOL (Local Emergency Coordinators)
 - OIC Busselton Station
 - OIC Dunsborough Station

- City of Busselton Staff
 - Manager Community and Recreation Services (Local Recovery Coordinator(LRC))
 - Recreation and Community Development Coordinator (Deputy LRC)
 - Manager Regulatory Services
 - Environmental Health Coordinator
 - Airport Operations Coordinator
 - Community Emergency Services Manager (CESM)
- Representatives from the following emergency management agencies, welfare support agencies, and non-government organisations
 - Department of Fire and Emergency Services (DFES) Fire and Rescue Services
 - DFES State Emergency Service (SES)
 - DFES Volunteer Marine Rescue
 - Department of Biodiversity, Conservation and Attractions (DBCA)
 - Department of Communities (DoC)
 - Department of Primary Industries and Regional Development (DPIRD)
 - Department of Transport (DoT)
 - ATC Gas
 - Busselton Jetty Incorporated
 - o Busselton Water
 - o NBN Co
 - St John Ambulance
 - o Surf Life Saving Western Australia (SLSWA)
 - o Telstra
 - WA Country Health Services
 - Water Corporation
 - o Western Power

All of the agencies listed above were provided draft copies of the LEMA, and were asked to provide feedback.

The LEMA, Attachments A to E of this report, were endorsed by the LEMC at its meeting on 25 October 2022. If endorsed by the Council, the LEMA will then be presented to the District Emergency Management Committee for noting at their next meeting on 21 March 2023.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the Officer Recommendation, the Council may choose not to endorse the LEMA in part, or in its entirety. The implications of this are that the City may then be in breach of its statutory obligations as detailed in the Statutory Environment section of this report.

CONCLUSION

It is a statutory requirement for a local government to ensure effective Local Emergency Management Arrangements (LEMA) are prepared and maintained for its district.

In accordance with Emergency Management Preparedness Procedure 3.8, a full review of the LEMA is to be conducted every five years. In consultation with its Local Emergency Management Committee (LEMC), the City has completed a full review of its LEMA. This report seeks Council endorsement of the following:

- 1. Local Emergency Management Arrangements: (LEMA) (November 2022) (Attachment A) including the following Appendices contained within the main document:
 - a. Appendix 1: City of Busselton Localities Map
 - b. Appendix 2: Local Emergency Management Structure
 - c. Appendix 3: List of Significant Public Events;
- 2. LEMA Appendix 4: Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (September 2022) (redacted copy) (Attachment B);
- 3. LEMA Appendix 6: Local Evacuation Plan (November 2022) (Attachment C);
- 4. LEMA Appendix 7: Local Recovery Plan (November 2022) (Attachment D); and
- 5. LEMA Appendix 8: Animal Welfare Plan (November 2022) (Attachment E).

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Once endorsed by the Council, the LEMA will take immediate effect.

Local Emergency Management Arrangements (LEMA) (November 2022)



Local Emergency Management Arrangements (LEMA)



Local Emergency Management Arrangements (LEMA) (November 2022)

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Date: dd/mm/yyyy

Local Emergency Management Arrangements (LEMA) (November 2022)

Local Emergency Management Arrangements (LEMA)

These Local Emergency Management Arrangements (LEMA) have been produced and issued under the provisions of s.41(1) of the *Emergency Management Act 2005*, endorsed by the City of Busselton Local Emergency Management Committee (LEMC) and the Council of the City of Busselton. The LEMA have been tabled for noting with the South West District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

Date: dd/mm/yyyy
Mayor Grant Henley
Chair
City of Busselton
Local Emergency Management Committee

Endorsed by:
Local Emergency Management Committee

Endorsed by:
Council

Resolution: Xnnnn/nnn

Date: dd/mm/yyyy

Local Emergency Management Arrangements (LEMA) (November 2022)

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6.1 Attachment A

Local Emergency Management Arrangements (LEMA) (November 2022)

1.0 Distribution List

This is a list of controlled versions of the LEMA, all other copies are considered uncontrolled. Before using any other copy verify it is the current copy by comparing it to the copy published on the City's website at www.busselton.wa.gov.au.

Distribution	Electronic (E) or Hardcopy (H)	Number of Copies
City of Busselton		
City of Busselton Website	E	1
City of Busselton Administration Office (2 Southern Drive)	Н	1
Busselton Public Library	Н	1
Dunsborough Public Library	Н	1
Manager Regulatory Services	E	1
Community Emergency Services Manager	Е	1
Local Emergency Management Committee (LEMC)		
Presiding Member	E	1
Executive Officer (Ranger & Emergency Services Coordinator)	E	1
District Emergency Services Officer South West (Department of Communities)	E	1
Other		
WAPOL Web EOC (through Busselton Police)	E	1
South West District Emergency Management Committee (Department of Fire & Emergency Services – District Emergency Management Advisor)	E	1

An electronic copy (updated on a quarterly basis) of the Confidential Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory, Appendix 4 of the LEMA, shall be provided to all members (as per group email list) of the City of Busselton Local Emergency Management Committee (LEMC).

Local Emergency Management Arrangements (LEMA) (November 2022)

2.0 Amendment Record

Number	Date	Details of Amendment	Author
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of the LEMA. Feedback and suggestions should be forwarded to:

Ranger & Emergency Services Coordinator City of Busselton Locked Bag 1 BUSSELTON WA 6280

Or via email to: city@busselton.wa.gov.au

To access electronic copies of the following State Emergency Management documents please go to the SEMC website www.semc.wa.gov.au or select the following links:

- State EM Policy
- State EM Plans
- State EM Procedures
- State EM Guidelines
- State EM Risk and Treatment Tools
- WA Community Evacuation in Emergencies Guideline (as endorsed by the SEMC).

Local Emergency Management Arrangements (LEMA) (November 2022)

3.0 Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either s.3 of the *Emergency Management Act 2005* or as defined in the <u>State Emergency Management Glossary</u> or the WA Emergency Risk Management Procedure.

Community Emergency Risk Management: see risk management in the State Emergency Management Glossary.

District: means an area of the State that is declared to be a district under s.21 of the *Local Government* Act 1995.

Evacuation: the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Local Emergency Coordinator (LEC): the person appointed by the State Emergency Coordinator (the Commissioner of Police) to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator. The LECs for the City of Busselton are the Officers In Charge (OIC) of Busselton and Dunsborough Police Stations.

Local Emergency Management Committee (LEMC): a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

Municipality: means the district of the local government and may be referred to in the LEMA and its Appendices as 'the City of Busselton' or "the City".

Preparedness: preparations for response to an emergency. Arrangements to ensure, should an emergency occur, all resources and services needed to cope with the effects can be efficiently mobilised and deployed; and measures to ensure resources and services are capable of coping with the effects. See also **comprehensive approach** in the **State Emergency Management Glossary.**

Risk Register: a register of the risks within the local government identified through the Community Emergency Risk Management process.

Safer Place: a nearby location where members of the community can relocate or evacuate to quickly that is safer than the location being threatened by the hazard.

Self Evacuation: the voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place; either a place established for the hazard or a place of their choosing.

Temporary Accommodation: accommodation provided over an extended period of days, weeks or even months, for individuals or families affected by an emergency. It is different from an emergency shelter.

Treatment Options: a range of options identified through the emergency risk management process, to select appropriate strategies that minimise the potential harm to the community.

Vulnerability: the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Local Emergency Management Arrangements (LEMA) (November 2022)

4.0 Acronyms and Abbreviations

Acronym / Abbreviation	Meaning
BFS	Bush Fire Service
CEO	Chief Executive Officer of the City of Busselton
CESM	Community Emergency Services Manager
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation & Attractions (Parks & Wildlife Services)
DFES	Department of Fire & Emergency Services
ECC	Emergency Coordination Centre
ECM doc set ID	The City's electronic document management system reference
EM	Emergency Management
ERM	Emergency Risk Management
EW	Emergency Warning
нма	Hazard Management Agency
ISG	Incident Support Group
IMT	Incident Management Team
LEC Local Emergency Coordinator	
LEMA Local Emergency Management Arrangements	
LEMC Local Emergency Management Committee	
LG	Local Government
LGLO	Local Government Liaison Officer
LGWO	Local Government Welfare Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
OASG	Operational Area Support Group
OIC	Officer in Charge
SEC	State Emergency Coordinator
SEMC State Emergency Management Committee	
SES	State Emergency Services
SEWS	Standard Emergency Warning System
SOP	Standard Operating Procedure
SW DEMC	South West District Emergency Management Committee
WAPOL	Western Australian Police

Local Emergency Management Arrangements (LEMA) (November 2022)

5.0 Introduction

5.1 Community Consultation

These LEMA have been developed by the City of Busselton in consultation with Local Emergency Management Committee members.

5.2 Document Availability

Copies of these arrangements shall be distributed as per the <u>Distribution List</u>. Public Copies are available free of charge and may be requested via:

- Email to <u>city@busselton.wa.gov.au</u> marked for the attention of Ranger & Emergency Services
- Phone by calling 9781 0444 and asking for the Ranger & Emergency Services Coordinator

5.3 Area Covered

Located 230 kilometres south of Perth, the City is part of the South West region of Western Australia. It is bounded by the Shire of Capel to the north east, Donnybrook Balingup to the east, Augusta Margaret River to the South, and Nannup to the south east. A localities map of the City is at $\underbrace{\text{Appendix 1}}_{}$.

Encompassing a total area of 1,455km, the City is home to 43 suburbs and five town centres:

- Busselton is the districts largest town centre and offers an array or regional and community
 facilities. Busselton's historical Cultural Precinct connects the popular foreshore and iconic
 Busselton Jetty with the town centre
- Dunsborough is neatly positioned on Geographe Bay. The beach is a few minutes' walk from the leafy green town centre
- Eagle Bay is a small coastal town and a seven minute drive from Dunsborough. It sits on the tip of Cape Naturaliste and is a growing holiday hotspot
- Vasse located close to Busselton and Dunsborough is a growing town centre and a family favourite. It offers friendly neighbourhoods, access to schools and a growing number of facilities
- Yallingup is a small coastal town surrounded by the Leeuwin-Naturaliste National Park and
 has a strong and active community base. It has some of the best ocean views and is a popular
 getaway for tourists.

The main industries are tourism and retail; agriculture, forestry and fishing; viticulture; and construction and mining.

5.4 Access

The major access road to the City from Perth is the Bussell Highway via the City of Bunbury. Bussell Highway continues south to the township of Margaret River and terminates in the township of Augusta. The most direct road linking Busselton to the towns of Dunsborough and Yallingup is Caves Road. Caves Road continues south to Margaret River and Augusta and provides a popular scenic route for tourists.

Local Emergency Management Arrangements (LEMA) (November 2022)

5.5 Topography

The landscape of the City consists of low lying coastal plain, the Swan Coastal Plain, which runs parallel to the coast line of Geographe Bay to Dunsborough in the west where it meets the Margaret River Plateau. At the extreme west of the City, situated between the Margaret River Plateau and the western coastline of the Indian Ocean is the Leeuwin-Naturaliste Ridge, a narrow limestone formation that runs parallel with the coast and extends from Cape Naturaliste to the South. It is on this ridge that the township of Yallingup is located.

The combined appeal of the City's attractive rural environment, proximity to the coast and a mild climate has brought an increase in demand for country lifestyle housing and tourist accommodation.

5.6 Demographics

In 2021 the City's population was 40,640 made up of 19,752 males, and 20,894 females. The median age was 43 broken down as follows:

- People aged 0 14 years: 18.8%
- People aged 15 64 years: 57.7%
- People aged 65 years and older: 23.5%.

The City's population increases significantly during peak holiday periods with the Busselton Jetty alone attracting over 460,000 visitors each year.

5.7 Aim

The aim of the LEMA is to:

- Ensure there is a written understanding between agencies involved in emergency management across the district
- Document the management of identified risks within the district including details of prevention, preparedness, response and recovery (PPRR) activities.

5.8 Purpose

Pursuant to s.42(2) of the $\it Emergency Management Act 2005$, the purpose of the LEMA are to set out:

- The City's policies for emergency management
- The roles and responsibilities of public authorities and other persons involved in emergency management in the City
- Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in the dot-point above
- A description about emergencies (hazards) that are most likely to occur in the City
- Strategies and priorities for emergency management within the City
- Relevant matters about emergency management in the City as prescribed by *Emergency Management Regulations* 2006
- Other matters about emergency management in the district that the City deems appropriate.

Local Emergency Management Arrangements (LEMA) (November 2022)

5.9 Scope

These LEMA are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs or Combat Agencies when dealing with an emergency. These are detailed in the HMAs and Combat Agencies individual plans.

Furthermore the LEMA:

- apply to the local government district of the City of Busselton
- covers areas where the City of Busselton provides supports to HMAs and Combat Agencies in the event of an emergency
- detail the City's capacity to provide resources in support of an emergency, while still
 maintaining business continuity, and meeting its statutory responsibilities in relation to
 recovery management
- are to serve as a guideline to be used at the local level noting that incidents may arise that require assistance from district, state or federal level.

5.10 Local Emergency Management Structure

A quick guide to the Local Emergency Management Structure for the LEMA is at Appendix 2. A more detailed listing of the structure contained within the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory, Appendix 4 of the LEMA (this is a confidential document and is not available publically).

5.11 Critical Infrastructure

A list of critical infrastructure is also contained within the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory, <u>Appendix 4</u> of the LEMA. The critical infrastructure list has been incorporated into this document so as to maintain some level of confidentiality.

Local Emergency Management Arrangements (LEMA) (November 2022)

6.0 Related Documents and Arrangements

6.1 Existing Plans and Arrangements

Document	Owner	Location	Review
Bush Fire Response Plan	City of Busselton	ECM doc set id 2970794	Annual review
Bushfire Risk Management Plan 2019-2024	City of Busselton	ECM doc set id 4249337	Annual review
Business Continuity Plan	City of Busselton	ECM doc set id 4030731	Not stated
Busselton Jetty Railway Security, Fire, Safety and Emergency Plan	City of Busselton	ECM doc set id 1538134	Biennial review
Busselton-Margaret River Airport Aerodrome Emergency Plan	City of Busselton	ECM doc set id 4851549	Annual Review
Emergency Management Recovery Plan (December 2018)	City of Busselton	ECM doc set id 4900315 (Appendix 7)	A full review every 5 years
Local Emergency Welfare Plan Busselton Region (May 2022)	Department of Communities	ECM doc set id 4882249 (Appendix 5)	Biennial review
MOU for the Provision of Mutual Aid During Emergencies and Post Incident Recovery	Member Councils of the South West Zone Western Australian Local Government Association	ECM doc set id 4851151	Remains in force for an unstipulated period

Local Emergency Management Arrangements (LEMA) (November 2022)

7.0 Local Agreements, Understandings and Considerations

7.1 Provision of Mutual Aid During Emergencies and Post Incident Recovery

In 2018 the City of Busselton along with 11 other south west regional local governments signed a memorandum of understanding (MOU) for the provision of mutual aid during emergencies, and post incident recovery (ECM doc set id 4851151).

The purpose of the MOU is to:

- facilitate the provision of mutual aid between members councils of the South West Zone of the Western Australian Local Government Association (WALGA) during emergencies, and post incident recovery
- · enhance the capacity of our communities to cope in times of difficulty
- demonstrate the capacity and willingness of participating councils to work cooperatively and share resources within the region.

Signatories to the MOU are:

•	Shire of Augusta Margaret River	•	Shire of Collie
•	Shire of Boyup Brook	•	Shire of Dardanup
•	Shire of Bridegtown Greenbushes	•	Shire of Donnybrook Balingup
•	City of Bunbury	•	Shire of Harvey
•	City of Busselton	•	Shire of Manjimup
•	Shire of Capel	•	Shire of Nannup

7.2 Special Considerations

The City of Busselton has a number of considerations that may impact the implementation of the LEMA and other related plans during an emergency incident.

Description	Time of Year	Impact/Number of People
Covid-19	At all times throughout the year	Travel restrictions or a reluctance to travel interstate or internationally, may result in an increased number of tourists/visitors to the district In addition, an outbreak of Covid-19 may impact the availability of emergency services personnel or City staff
Severe storms and flooding	May to September	The size of the emergency may impact on the availability of emergency services personnel (including volunteers), and city staff

Local Emergency Management Arrangements (LEMA) (November 2022)

Description	Time of Year	Impact/Number of People
Bushfire	November to May	As above
Major road transport accidents	Anytime	An incident of this type may restrict access to an incident, and may impede evacuations
Influx of tourists (intrastate, interstate and international)	Summer and school holiday periods, and key public holidays including Australia Day and Easter	During peak holiday periods the City's transient population increases significantly and may result in an additional number of people being at risk during an emergency incident
The City is the 'Events Capital' of WA	Throughout the year	An influx of visitors to the City during public events may result in a concentrated number of people at risk during an emergency incident

7.3 Significant Public Events

The City of Busselton is widely known as the 'Events Capital' of WA. The more significant events, attract an influx of visitors to the City and may result in a concentrated number of people at risk during an emergency incident.

A significant event is one with the number of people attending from 2,000 to 10,000 plus although for some of those events (e.g. Margaret River Open Studios, and CinefestOZ) not all of those attending are necessarily gathered in one place at one time.

A list of known significant events held in the City is at Appendix 3.

Local Emergency Management Arrangements (LEMA) (November 2022)

8.0 Roles and Responsibilities

8.1 Local Roles and Responsibilities

8.1.1 Local Government

Under s.36 of the Emergency Management Act 2005 the functions of the local government are to:

- (a) ensure that effective LEMA are prepared and maintained for the district;
- (b) manage recovery following an emergency affecting the community in its district; and
- (c) perform other functions given to the local government under the Act.

8.1.2 Local Emergency Coordinator (LEC)

The LEC is appointed for a local government district by the State Emergency Coordinator (WA Police Commissioner) under s.37 of the *Emergency Management Act 2005*.

At a local level the LEC is responsible for providing advice and support to the LEMC in the development and maintenance of LEMA, and assisting HMAs in the provision of a coordinated multi-agency response during an emergency in the district.

8.1.3 Local Recovery Coordinator (LRC)

The LRC is an officer appointed by the local government to undertake the following roles and responsibilities:

- (a) to ensure the development and maintenance of effective recovery management arrangements for the local government; and
- (b) in conjunction with the local recovery coordination group, implement a post-incident recovery action plan and manage the recovery phase of an incident.

8.1.4 Local Government Welfare Officer (LGWO)

During an evacuation where a local government facility is utilised as a welfare centre by DC a Local Government Welfare Officer may be appointed by the local government to:

- (a) open and establish a welfare centre at the nominated facility until the arrival of emergency management staff from the Department of Communities;
- (b) establish the registration process of evacuees until the arrival of DC;
- (c) provide advice, information and resources in support of the facility; and
- (d) assist with maintenance requirements for the facility.

8.1.5 Local Government Liaison Officer (LGLO)

During a major emergency the Local Government Liaison Officer (or CESM) provides a vital link between the Incident Management team (IMT) and Incident Support Group (ISG) by:

- (a) attending ISG meetings as a representative of the City;
- (b) providing local knowledge and input for the IMT; and
- (c) providing details of the LEMA.

Local Emergency Management Arrangements (LEMA) (November 2022)

8.1.6 Local Welfare Liaison Officer (LWLO)

The LWLO is nominated by the City to coordinate welfare response during emergencies and liaise with the Department of Communities Local Welfare Coordinator. This role provides assistance to the LWC, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Welfare contact details are located in the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory (Appendix 4).

8.1.7 Community Emergency Services Manager (CESM)

Prior to and during emergencies the roles and responsibilities of the CESM may include the following:

- (a) to ensure planning and preparation for emergencies is undertaken;
- (b) to implement procedures that assist the community and emergency services deal with incidents;
- to keep appropriate records of incidents that have occurred to ensure continual improvement of the local government's emergency response capability;
- (d) to liaise with the incident controller; and
- (e) to participate in the ISG and provide local support.

In circumstances where the CESM has been seconded to a role within the IMT during an emergency, the local government may appoint a senior local government officer to fulfil these duties.

8.2 LEMC Roles and Responsibilities

The City has established a Local Emergency Management Committee (LEMC) under s.38(1) of the *Emergency Management Act 2005* to oversee, plan and test the LEMA. The LEMC has representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the committee established by the local government to assist in the development of LEMA for the district. The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic, and geographical issues;
- (b) providing advice to HMAs to develop localised hazard management plans;
- (c) providing a multi-agency forum to identify, analyse and treat local risk; and
- (d) providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the LEC. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisations of the members.

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8.2.1 LEMC Chair

The Mayor of the City of Busselton is the appointed LEMC Chair under the provisions of the LEMC Terms of Reference. The LEMC Chair provides leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness is undertaken for the district.

8.2.2 LEMC Executive Officer

The LEMC Executive Officer provides executive support to the LEMC by:

- (a) providing secretariat support to the LEMC by:
 - i. the preparation of the meeting agenda;
 - ii. the preparation of meeting minutes and action lists;
 - iii. the preparation and distribution of correspondence; and
 - iv. the establishment and maintenance of the LEMC contact register;
- (b) coordinating the development and submission of LEMC documents in accordance with legislative and policy requirements including:
 - i. the preparation and submission of the Annual and Preparedness Report;
 - ii. the preparation of the annual business plan; and
 - iii. the preparation and maintenance of the LEMA;
- facilitates the provision of relevant emergency management advice to the Chair and LEMC as required; and
- (d) participating as a member of sub-committees and groups as required.

8.3 Agency Roles and Responsibilities

In the event of an emergency, the City will need to liaise with a range of state agencies that are involved in the operational (response) aspects of the emergency.

8.3.1 Controlling Agency

The Controlling Agency is the agency nominated to control the response activities to a specified type of emergency. Their function is to:

- (a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness; and
- (b) control all aspects of the response to an incident.

During Response the Controlling Agency will facilitate an effective transition to Recovery

8.3.2 Hazard Management Agency

A public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.

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HMAs are prescribed in the *Emergency Management Regulations 2006*, their function is to:

- (a) undertake functions where prescribed for these aspects;
- (b) appoint Hazard Management Officers (s.55 of the Emergency Management Act 2005);
- (c) declare/revoke emergency situations (s.50 & 53 of the Emergency Management Act 2005);
- (d) coordinate development of the State Hazard Plan for that hazard (s.1.5 of the State EM Policy); and
- (e) ensure effective transition to Recovery by local government.

8.3.3 Combat Agency

As prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed in the *Emergency Management Regulations 2006* in relation to that agency.

8.3.4 Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency (State EM Glossary).

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9.0 Managing Risk

9.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate local government to undertake risk management is detailed in **State EM Policy** section 3.2.

The State Emergency Management Committee (SEMC) has developed a number of $\underbrace{\text{Risk and Treatment tools}}_{\text{tools}}$ to assist local government undertake the risk assessment process. The tools are available on the SEMC website at $\underbrace{\text{www.semc.wa.gov.au}}_{\text{tools}}$.

9.2 Description of Emergencies Likely to Occur

Western Australia is exposed to a range of potential hazards of which <u>27 hazards</u> have been prescribed in legislation. The City of Busselton has identified its top six hazards as:



Five of the identified hazards (storm, fire, animal and plant biosecurity, flood and electricity supply disruption are aligned with the top five hazards of the <u>South West DEMC</u>. These are detailed further in the table below and based on the premise that the Controlling Agency is responsible for the hazards, and will develop, test and review appropriate emergency management plans for their hazard.

Hazard	Controlling Agency	нма	Combat Agencies	Support Agencies	State Hazard Plan
Storm	DFES	DFES	SES	Western Power WAPOL MRWA City of Busselton	<u>Severe</u> <u>Weather</u>
Fire	DFES	DFES	DFES DBCA City of Busselton	WAPOL MRWA Utility Service Providers	<u>Fire</u>
Air Crash	WAPOL	Commissioner of Police	DFES Australian Transport Safety Bureau	CASA DMIR DoT DWER St John Ambulance Utility Service Providers	<u>Crash</u> <u>Emergency</u>

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Hazard	Controlling Agency	нма	Combat Agencies	Support Agencies	State Hazard Plan
Animal, Plant & Human Biosecurity	DPIRD	Agriculture & Food	Agriculture & Food	DoH Busselton Health Campus City of Busselton	Animal & Plant Biosecurity Human Biosecurity
Flood	DFES	DFES	SES	Western Power Water Corporation Busselton Water WAPOL MRWA City of Busselton	<u>Severe</u> <u>Weather</u>
Electricity Supply Disruption	Western Power	Coordinator of Energy	Western Power	Synergy	Energy Supply Disruption

9.3 Coordination of Emergency Operations

HMAs and Combat Agencies may require local government resources and assistance with emergency management. The City is committed to providing assistance and support when resources are available and where the City is able to maintain satisfactory levels of business continuity.

HMAs and Combat Agencies requiring assistance from the City should in the first instance contact the City's CESM or the Local Government Liaison Officer at the ISG when and if formed.

9.4 Incident Management Systems

Incident management systems provide a common operating framework. This allows for a structured and coordinated response within which agencies can work together affectively to manage an incident. In WA, two incident management systems are predominantly used: the Australasian Inter-Service Incident Management System (AIIMS), and Incident Command and Control System (ICCS) Plus.

9.5 Incident Levels

In accordance with incident management principles, incidents are broadly classified into three levels: Levels 1, 2, and 3. This ensures all agencies involved have a common understanding of the potential and/or actual severity of the incident and ensures the provision of effective assistance to the controlling agency. Typical conditions for Level 1, 2 and 3 incidents are shown in the table below.

Level 1	Level 2	Level 3
no significant issuessingle or limited multiagency response	multi-agency supportcoordination of multi- agency resources	 requires significant coordination of multi- agency response
 incident area is limited (i.e. one jurisdiction or district) 	response duration over multiple shifts	 protracted response duration
response duration in a single shift	resources sourced from district or State level	resources sourced from State, National or international level
resources sourced in one local government district	medium levels of complexity	high levels of complexity

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Level 1	Level 2	Level 3
minimal critical infrastructure impact minimal impact on the community (social, built, economic and natural) managed by a Controlling Agency IMT only low levels of complexity potential for low incident escalation	multiple incident areas medium actual or imminent impact on critical infrastructure medium impact on the community (social, built, economic and natural) may require delegation of a number of IMT functions involves multiple hazards potential or requirement for the incident to be declared an 'emergency situation'	significant actual or imminent impact on critical infrastructure significant impact on the community (social, built, economic and natural) may require delegation of IMT functions evacuation and/or relocation of community is required actual or potential loss of life or multiple serious injuries a declaration of 'emergency situation' or 'state of emergency' is likely

9.6 Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the Incident Management Team. The ISG is a group of people representing different agencies that have involvement in the incident.

9.6.1 Triggers for Activating the ISG

The triggers for activating the ISG are defined in **State EM Policy** Statement 5.2.2 and **State EM Plan** section 5.1 and are:

- (a) where an incident is designated Level 2 or higher; and
- (b) where multiple agencies need to be coordinated.

9.6.2 Membership of the ISG

The ISG is made up of representatives of agencies that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the ISG. Agencies providing staff for the ISG must ensure their representatives have the necessary authority to commit resources and/or direct tasks. Representation on the ISG may change regularly depending on the nature of the incident, agencies involved and the consequences caused by the emergency.

To ensure consistency of information flow, situational awareness and handover to Recovery, the City's Local Recovery Coordinator will be a member of the ISG from the onset for incidents within our district.

9.6.3 Frequency of Meetings

The frequency of the meetings will be determined by the IC and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident.

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Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

9.6.4 Location of ISG Meetings

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the district.

Busselton Civic and Administration Centre		Busselton Community Resource Centre	
Disaster Recovery Room (Kaloorup Room)		Meeting Rooms	
2 Southern Drive, Busselton		21 Cammilleri Street, Busselton	
1 st Contact	Community Emergency Services Manager		
2 nd Contact	Ranger and Emergency Services Coordinator		
3 rd Contact	Manager Regulatory Services		

It should be noted that in after-hours or fast paced emergencies that the IC may choose to hold ISG meetings onsite at the incident, at another facility not listed, or via MS Teams as an alternative to the two identified locations.

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10.0 Media Management and Public Relations

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take the appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Emergency Public Information is information provided to the community during emergencies with instructions on how to get assistance to protect personal health and safety, and property. Information can be provided through the media and a range of other tools to reach intended stakeholders. The emergency public information is a Response and Recovery activity whereby information relating to a specific emergency, including actions that need to be taken by the public as a whole, is disseminated to the community. It is also a Preparedness activity, as it establishes protocols and procedures prior to an emergency.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the City's Public Relations Coordinator in collaboration with the Mayor and Chief Executive Officer of the City, and the IC. Both internal and external communication will be directed by the strategy, which will ensure the communication is in alignment with advice from the HMA or Controlling Agency.

The State Emergency Public Information Plan details the arrangements and responsibilities for the emergency public information function relating to emergencies in Western Australia.

10.1 City Media Process in Emergencies

The City has a documented process for dealing with the media which extends to emergency situations. These guidelines are implemented in order to avoid miscommunication and confusion regarding roles and responsibilities which is particularly important in an emergency.

The City of Busselton Media Guidelines lists those officers with authorisation to deal directly with the media; the processes for approving and relaying information to the community via the media; and the management of media enquiries including official media releases.

With regard to the management of media enquiries, all requests for interviews, background information, official statements and photo shoots must, in the first instance, be directed to the Public Relations team. The Public Relations Coordinator has responsibility for responding to the query with input from the relevant officer(s) where necessary. Comments are generally attributed to the Mayor, CEO or relevant Director unless specifically delegated to a relevant officer on approval of the Mayor, CEO or relevant Director.

With regard to authorisation to speak to the media and provide media comment, the Mayor is the official public spokesperson for the City of Busselton on all matters of policy and external relations (as per Section 2.8 of the Local Government Act). The Mayor may refer media enquiries to the CEO generally relating to operational issues or the relevant Director. On approval of the Mayor, the CEO and / or their relevant Director, a small number of City Officers who have a particularly high community profile, are authorised to speak to the media, or be directly quoted in the media on issues relating to their specific area of expertise. In Emergency Response situations this extends to the Community Emergency Services Manager.

With regard to the process for issuing media releases and corporate statements, these are compiled by the Public Relations Team and distributed to media outlets on approval of the CEO and Mayor and with the authorisation of any other individual directly quoted in the release. Where appropriate, information is also relayed on City of Busselton social media platforms and the City's website.

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However, it should be noted that in most emergency situations the City is not the lead organisation (except for fire in some circumstances). To ensure consistent and accurate information is relayed, the City will direct members of the public to the appropriate emergency response website and media will be directed to the media arm of the relevant emergency response agency.

10.2 General Enquiries to the City during an Emergency

During an emergency, frontline staff of the City should be prepared to receive enquiries from a range of stakeholders in relation to the emergency. Frontline staff will be provided with scripts based on the key messages, and will be briefed on the City's media process and protocols. Other than approved spokespersons, no other staff are authorised to make comment to any stakeholder beyond the scope of these scripts.

10.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Information is available from one or more of the following:

Source	Link / Number	Details
ABC Emergency	www.abc.net.au/news/emergency/state/wa	Current alerts, warnings and information updates
ABC Radio	Local frequency ABC South West 684	Current alerts, warnings and information updates
Bureau of Meteorology	www.bom.gov.au/wa	Weather forecasts and warnings
Department of Fire and Emergency Services	www.dfes.wa.gov.au 133 337 (public information line)	Current warnings and incidents Preparing for emergencies (bush fire, storm, flood, and cyclones)
Emergency Alert	www.emergencyalert.gov.au	The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies
Emergency WA	www.emergency.wa.gov.au	Current warnings and incidents How to prepare your property for bush fire How to recover from an emergency
Standard Emergency Warning Signal (SEWS)	A distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message or warning relating to an emergency It is used as an alert system on public media such as radio, television, or public address systems to draw the listener's attention to the warning message	

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11.0 Finance Arrangements

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10, and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents, visitors and staff. The CEO will be approached immediately an emergency event requiring resourcing by the City occurs to ensure the desired level of support is achieved.

Information regarding the management of public fundraising and donations, volunteering and emergency management funding (<u>DRFA-WA</u>) is at Part Five of the State EM Recovery Procedures.

11.1 Management of Donated Goods

Public generosity and care during and following an emergency plays a significant role in individual and community recovery. It reflects broader community sentiment and helps those affected to feel supported and more positive about the rebuilding task ahead.

The City encourages the donation of money to approved fundraising agencies because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community stimulating faster recovery for the local economy.

During an emergency incident, the City will promote the management of donated goods through GIVIT. GIVIT provide a free emergency recovery service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occur during and post emergency incidents. GIVIT facilitate the allocation of quality goods and services to meet the specific needs of people affected by local emergencies.

NOTE: GIVIT does not manage spontaneous donations during an emergency, they are an online service only and do not accept physical donations. A function of the Local Recovery Coordination Group, when activated, is the management of offers of assistance including volunteers, material aid (goods) and donated money.

11.2 City Finance Processes

Under section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by the Mayor or President in an emergency. Following the decision to incur expenditure for an emergency the City's Manager Finance, or Financial Accountant should be contacted to obtain an emergency cost string that will be used to capture all costs associated with the emergency including:

- (a) the cost of materials;
- (b) the cost of any goods and/or services;
- (c) labour costs via internal timesheets; and
- (d) any other costs that would not normally have been incurred outside of the emergency.

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12.0 Evacuation and Welfare

12.1 Evacuation

The evacuation of people and/or animals from an area affected by an emergency is one of the strategies for protective action that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life. This is consistent with the State's core objective to "protect the lives and wellbeing of persons".

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The overall responsibility for a community evacuation rests with the Controlling Agency. This encompasses the risk assessment and decision making that evacuating a community represents the best option available for community safety and ensuring that appropriate action is taken across all phases to meet the evacuees' needs.

The City has six welfare centres as identified at Appendix 5A of the Department of Communities Local Emergency Welfare Plan (Appendix 5). Where these facilities are unavailable or unsuitable due to the risks associated with the emergency, the Controlling Agency in conjunction with the City and Department of Communities will identify alternate facilities.

12.2 Evacuation Routes and Maps

The City can provide detailed maps of the City's road networks, which in conjunction with emergency services and the Police, can be used to plan evacuation routes for communities impacted by the emergency event.

Online GIS mapping showing public utility assets (e.g. mobile phone base stations, Busselton Water and Water Corporation networks etc.), and City infrastructure (e.g. drainage networks, bridges etc.) is also available through the City and utility service providers. Further information about evacuation can be found on the City's Local Evacuation Plan (Appendix 6).

12.3 Special Needs Groups

Please refer to Appendix 4 for a full list of identified special needs groups including address and contact details, the number of people who may be in the facility during an emergency, and details of their emergency plans.

12.4 Welfare

The Department of Communities (DC) has the role of coordinating welfare. Welfare can be described as "the provision of both the physical and psychological needs of a community affected by an emergency". This includes the DC functional areas of personal services, accommodation, financial assistance, registration and enquiry services, personal requisites and emergency catering. Welfare activities are the responsibility of DC who will coordinate resources and undertake functions together with partnering agencies as found in the following plans:

- (a) the State Emergency Welfare Plan; and
- (b) Department of Communities Local Emergency Welfare Plan (Appendix 5).

It should be noted that in the first stages of an emergency DC may take time to establish and conduct welfare activities within the City due to multiple incidents within the state, restricted access to the designated welfare centre or time required for the deployment of appropriate team members. As such, the City in consultation with DC may undertake the management of welfare activities until such time as DC is ready to assume control.

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13.0 Recovery

Recovery is about enabling and supporting community sustainability during and after a disaster. The recovery process must begin during the response phase in order to both identify community needs as affected by the disaster or response activities and to begin planning for the transition from response to recovery. Recovery can also provide opportunity to improve community resilience to disaster by enhancing social infrastructure, natural and built environments, and economies.

Effective and lasting recovery occurs when a community works together and recognises the personal, social, financial health, industry and economic factors that need to be considered and planned for. Comprehensive recovery requires private, health, infrastructure, lifeline services, and government and non-government sectors to work together, as a community is affected and supported at different levels by each of those sectors.

Successful recovery:

- (a) is based on an understanding of the community context;
- (b) acknowledges the complex and dynamic nature of emergencies and communities;
- (c) is responsive and flexible, engaging communities and empowering them to move forward;
- requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs;
- (e) is built on effective communications with affected communities and other stakeholders; and
- (f) recognises, supports and builds upon community, individual and organisational capacity.

The City's Local Recovery Plan is located at Appendix 7.

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14.0 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the City acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The City has developed an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency. A copy of the City's Animal Welfare Plan is at Appendix 8.

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6.1 Attachment A

Local Emergency Management Arrangements (LEMA) (November 2022)

15.0 Exercising, Reviewing and Reporting

15.1 The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMAs or Combat Agency's response to an incident is their responsibility however, it may be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- (a) test the effectiveness of the local arrangements;
- (b) bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- (c) help educate the community about local arrangements and programs;
- (d) allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and

test the ability of separate agencies to work together on common tasks, and to assess the effectiveness of coordination between them.

15.2 Frequency of Exercises

Under State arrangements for emergency management it is a requirement for these arrangements to be exercised on at least an annual basis.

15.3 Exercise Types

Examples of exercise types include desktop or discussion, opening and closing of evacuation and/or welfare centres, and practical exercises. Desktop exercises will be conducted by the LEMC at each of their two scheduled meetings each year.

15.4 Reporting of Exercises

Annual exercises are reported through the Minutes of the LEMC meetings, and as part of the City's response to the SEMC's Annual and Preparedness Report Capability Survey.

15.5 Review of the LEMA

The LEMA and associated Appendices shall be reviewed and amended as follows:

- (a) after an event or incident requiring activation of an ISG or after every incident requiring significant recovery coordination;
- (b) an entire review every five years; and
- (c) whenever the local government considers it necessary (eg. after training that exercises the Arrangements).

Appendix 4 of the LEMA, the Contacts, Special Needs Groups, Resources and Critical Infrastructure Directory shall be reviewed and distributed to LEMC members on a quarterly basis (in March, June, September and December each year).

6.1 Attachment A Local Emergency Management Arrangements (LEMA) (November 2022)

Where a major or entire review takes place, a full approvals process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of the LEMC, the DEMC and the SEMC.

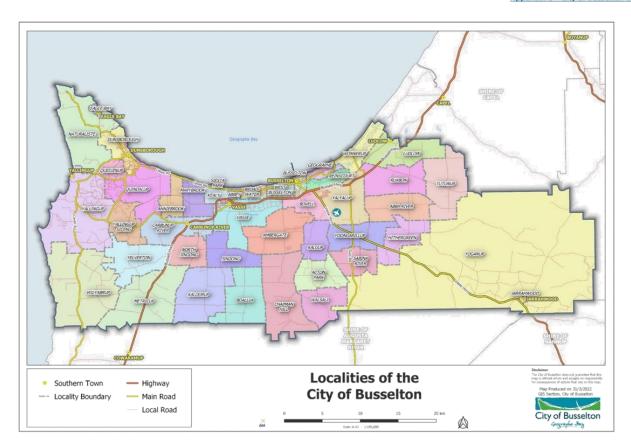
Local Emergency Management Arrangements (LEMA) (November 2022)

16.0 Preparedness and Annual Reporting

The LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the year. To minimise multiple reporting requirements, SEMC has combined preparedness and annual reporting questions into a single online survey, the Annual and Preparedness Report Capability Survey.

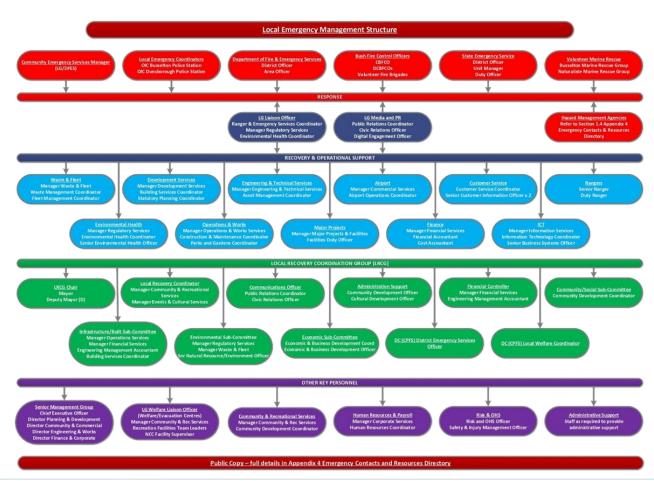
This fulfils the legislative requirements of LEMCs and HMAs as detailed in s.33 and s.40(1) of the $\it Emergency Management Act 2005$.

Appendix 1 – City of Busselton Localities Map



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Appendix 3 – List of Significant Public Events

The following is a list of known public events held within the City of Busselton throughout the year. The listed dates and locations are indicative only and may change; and there could also be other ad-hoc events that occur which are not listed. Up to date information on events being held at the time of an emergency incident is available from the City.

Event	Time of Year	Location	Number of Attendees
Festival of Busselton (overall event)	January	Various venue/events across the City	5,000+ people – not usually at one time or location
Festival of Busselton – Petticoat Lane	January	Queen Street	3,000+ people
Festival of Busselton – Concert & Fireworks	January	Busselton Amphitheatre and Stage	3,000+ people
Busselton Half Marathon & Fun Run	February	Busselton Foreshore	2,000+ people
Busselton Jetty Swim	February	Busselton Foreshore & Jetty	10,000+ people
Dunsborough Arts Festival	March	Dunsborough Foreshore	2,000+ people
South West Craft Beer Festival	March	Signal Park	5,000+ people (2 x sessions, 2,500 people per session)
X-Adventure Dunsborough	March	Old Dunsborough / Meelup Regional Park	2,000+ people
Concert (Private Promoter)	April (dates vary each year)	Barnard Park West	10,000+ people
Busselton Festival of Triathlon including Busselton 100	May	Busselton Foreshore / public roads east of Busselton	10,000+ people / extensive road closures
Cabin Fever Festival	July	Various venues across the City of Busselton & Shire of Augusta Margaret River	2,500+ people

Event	Time of Year	Location	Number of Attendees
CinefestOZ	August	Various venues across the City of Busselton, Shire of Augusta Margaret River, & City of Busselton	5,000+ people
Margaret River Region Open Studios	September	Various venues across the City of Busselton & Shire of Augusta Margaret River	5,000+ people
Concert (Private Promoter)	September (dates vary each year)	Barnard Park West	10,000 people
Fine Vines Festival	October	Various venues across the City of Busselton & Shire of Augusta Margaret River	3,000 people
Raising the Vibe – Blue Tree Project Concert	October	Busselton Amphitheatre and Stage	2,000 people
Cape to Cape MTB	October	Mountain Bike Trails Augusta to Dunsborough	5,000+ people
Busselton Show	October	Churchill Park	3,000+ people
Eagle Bay Epic Adventure Race	November	Dunsborough, Meelup Regional Park & Eagle Bay	2,000 people
Leavers	November	Busselton, Dunsborough & surrounds	10,000+ people
Ironman WA & Ironman 70.3 WA	December	Busselton Foreshore / public roads Busselton to Capel	10,000+ people / extensive road closures
Carols by the Jetty	December	Busselton Amphitheatre and Stage	2,000 people

Local Emergency Management Arrangements (LEMA) (November 2022)

Appendix 4 – Contacts, Special Needs Groups, Resources & Critical Infrastructure

APPENDIX 4 – CONTACTS, SPECIAL NEEDS GROUPS, RESOURCES & CRITICAL INFRASTRUCTURE DIRECTORY (SEPTEMBER 2022) IS NOT PUBLICALLY AVAILABLE

SOME INFORMATION CONTAINED IN THE DIRECTORY IS CONFIDENTIAL

(DOC SET ID 488808)

Local Emergency Management Arrangements (LEMA) (November 2022)

Appendix 5 – Local Emergency Welfare Plan

THE DEPARTMENT OF COMMUNITIES ARE THE OWNERS OF THE

LOCAL EMERGENCY WELFARE PLAN (2022) BUSSELTON REGION

(CITY OF BUSSELTON / SHIRE OF AUGUSTA MARGARET RIVER / SHIRE OF NANNUP)

(DOC SET ID 4891466)

Local Emergency Management Arrangements (LEMA) (November 2022)

Appendix 6 - Local Evacuation Plan

APPENDIX 7 - LOCAL EVACUATION PLAN (November 2022)

IS AVAILABLE AS A SEPARATE DOCUMENT

(DOC SET ID 4912950)

6.1

Attachment A Local Emergency Management Arrangements (LEMA) (November 2022)

Appendix 7 – Local Recovery Plan

APPENDIX 7 - LOCAL RECOVERY PLAN (November 2022)

IS AVAILABLE AS A SEPARATE DOCUMENT

(DOC SET ID 4900315)

Local Emergency Management Arrangements (LEMA) (November 2022)

Appendix 8 – Animal Welfare Plan

APPENDIX 8 – ANIMAL WELFARE PLAN (November 2022)

IS AVAILABLE AS A SEPARATE DOCUMENT

(DOC SET ID 4891262)

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)



LEMA Appendix 4

Contacts, Special Needs Groups, Resources & Critical Infrastructure Directory

REDACTED COPY

City of Busselton

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

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LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

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This document contains confidential contact information and is should not be published or shared without the written approval from the City of Busselton

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

1.0 Emergency Contacts

1.1 City of Busselton Officers

Position	Name	Telephone
Community Emergency Services Manager (CESM)	Matt du Plessis	9781 0444
Chief Executive Officer	Vacant - TBA	9781 0444 04
Director Community and Commercial Services	Naomi Searle	9781 0444
Director Engineering and Works Services	Oliver Darby	9781 0444
Director Finance and Corporate Services	Tony Nottle	9781 0444
Director Planning and Development Services	Paul Needham	9781 0444
Manager Economic and Business Development	Jennifer May	9781 0444
Manager Community & Recreation Services (Local Recovery Coordinator)	Dave Goodwin	9781 0444
Manager Corporate Services	Sarah Pierson	9781 0444
Manager Development Services	Jo Wilson	9781 0444
Manager Engineering and Technical Services	Daniel Abrahamse	9781 0444
Manager Events & Cultural Services	Maxine Palmer	9781 0444
Manager Information Services	Tim Allingham	9781 0444
Manager Financial Services	Paul Sheridan	9781 0444
Manager Operations and Works Services	Matthew Twyman	9781 0444
Manager Regulatory Services	Rachel Runco	9781 0444
Manager Waste and Fleet Services	Mark Wong	9781 0444
Airport Operations Coordinator	Nicholas Cooper	9781 0444

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Position	Name	Telephone
Asset Manager Coordinator	Vacant - TBA	9781 0444 04
Building Services Coordinator	Rocco Guzzomi	9781 0444
Construction and Maintenance Coordinator	Kevin Bowser	9781 0444
Customer Services Coordinator	Vacant - TBA	9781 0444 04
Environmental Health Coordinator	Dion Spurgeon	9781 0444
Senior Environmental Officer	Kim Nolan	9781 0444
Fleet Management Coordinator	Linda Kusal	9781 0444
Human Resources Coordinator	Karen Box	9781 0444
Information Technology Coordinator	Rowena Trott	9781 0444
Leisure Centres Coordinator	Mary Everuss	9781 0444
Parks and Gardens Coordinator	Bradley Reynolds	9781 0444
Public Relations Coordinator	Drew Mazalevskis	9781 0444
Ranger and Emergency Services Coordinator	Ian McDowell	9781 0444
Senior Projects Manager	Eden Sheperd	9781 0444
Statutory Planning Coordinator	Vacant - TBA	9781 0444 04
Waste Management Coordinator	Ricky Russell	9781 0444
Recreation & Community Development Coordinator	Adrian Fisher	9781 0444
Recreation Facilities Supervisor NCC	Peter Kiely	9755
GLC Duty manager	Various	9754
Risk and Occupational Health and Safety Officer	Vacant - TBA	9781 0444
Depot Maintenance (after-hours)	Various	
Duty Ranger (after-hours)	Various	
Facilities Duty Officer	Rotating Roster	9781 0444

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

1.2 Elected Members

Name	Mobile Phone
Councillor Grant Henley (Mayor)	0450 281 200
Councillor Paul Carter (Deputy Mayor)	0418 951 584
Councillor Kate Cox	0458 903 310
Councillor Phil Cronin	0406 486 575
Cr Mikayla Love	0431 721 665
Councillor Ross Paine	0405 340 343
Councillor Sue Riccelli	0408 927 555
Councillor Jodie Richards	0450 131 994
Councillor Anne Ryan	0407 524 926

1.3 Local Emergency Coordinators

Name	Telephone	
OIC Busselton Police Station	9754 9555 (0800 to 1545 hours, Mon to Fri) (OIC)	
OIC Dunsborough Police Station	9781 3030 (OIC)	

1.4 Emergency Incident Contacts

Hazard	Hazard Management Agency	Telephone
		000
Air Transport Incident	WAPOL	Busselton Police 9754 9555
		Dunsborough Police 9781 3030
Cliff Collapse	DFES – SES	000
Cyclone	DFES – SES	000
Earthquake	DFES – SES	000
Exotic Plant Pest Hotline		1800 084 881
Emergency Animal Diseases	Department of Primary Industries and Regional Development	1800 675 888
	DFES	
Fire – Rural Land	City of Busselton Volunteer Bush Fire Brigades	000
Fire – Urban	DFES – Fire and Rescue	000
Flood	DFES – SES	132 500 (non-life threatening) 000 (emergency)

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Hazard	Hazard Management Agency	Telephone
Hazardous Materials (HAZMAT) Incident	DFES – Fire and Rescue	000
Human Epidemic/Pandemic	Department of Health	9222 4222
таптаптарта		1800 022 222 (24 hrs)
Land and Sea Search and		000
Rescue	WAPOL	Busselton Police 9754 9555
Rescue		Dunsborough Police 9781 3030
Landslide	DFES – SES	000
	Department of Transport	
Marine (Oil) Pollution	(Maritime Environmental	9480 9924 (24 hrs)
	Emergency Response)	
		000
Road Transport Incident	WAPOL	Busselton Police 9754 9555
		Dunsborough Police 9781 3030
	WAPOL (Water Police)	
Shark Sighting/Attack	Department of Primary	9442 8600
Shark Signting/Actack	Industries & Regional	1300 374 731
	Development	
Storm / Tsunami	DFES – SES	000 (emergency)
Storing Isunanii	DFL3 - 3E3	132 500 (non-life threatening)

1.5 Emergency Services Contacts

Agency	Telephone	Local	Address
Ambulance St John – Busselton	000	9752 3866	56 Molloy Street, Busselton
Ambulance St John – Dunsborough	000	9759 1499	1 Marri Drive, Dunsborough
Community Emergency Services Manager (CESM)		9781 0444	2 Southern Drive, Busselton
DFES: Regional Duty Coordinator	1800 512 111 (24/7 – 1st contact for mobilisation of DFES staff)		
DFES: District Officer		1900 E12 111 (PDC)	58-60 Giblett Street,
DFES: Area Officer		1800 512 111 (RDC)	Manjimup
DFES: Rescue Helicopter Base	9796 2101		71 Hawker Drive, Bunbury
DFES: State Emergency Service Unit Busselton	132 500	9753 7300	Lot 5515 Queen Elizabeth Avenue, Vasse

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6.1 Attachment B

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Agency	Telephone	Local	Address
DFES: SES District Officer			
DFES: SES Local Manager			
DFES: SES Duty Officer			
Fire (bush) City of Busselton	000	9781 0444	2 Southern Drive, Busselton
Fire (bush) DPaW	000	9752 5555	14 Queen Street, Busselton
Fire (urban) Fire & Rescue – Busselton	000		25 Cammilleri Street, Busselton
Fire (urban) Fire & Rescue – Dunsborough	000		Marri Drive, Dunsborough
Volunteer Marine Rescue – Busselton		9754 7777	Geographe Bay Road, Busselton
Volunteer Marine Rescue – Naturaliste		9756 8262	Lot 4820 Geographe Bay Road, Quindalup
WAPOL – Busselton	000 or 131 444	9754 9555	12-20 Stanley Street, Busselton
WAPOL – Dunsborough	000 or 131 444	9781 3030	1 Leslie Pearce Court, Dunsborough

1.6 Neighbouring Local Government Contacts

Local Government	Address	Telephone
Shire of Augusta Margaret River	41 Walcliffe Road, Margaret River	9780 5255
Shire of Boyup Brook	55 Abel Street, Boyup Brook	9765 1200
Shire of Bridgetown Greenbushes	1 Steere Street, Bridgetown	9761 1555
City of Bunbury	4 Stephen Street, Bunbury	9792 7000
City of Busselton	2 Southern Drive, Busselton	9781 0444
Shire of Capel	31 Forrest Road, Capel	9727 0222
Shire of Collie	87 Throssell Street, Collie	9734 9000
Shire of Dardanup	1 Council Drive, Eaton	9724 0000
Shire of Donnybrook-Balingup	Corner Collins and Bentley Streets, Donnybrook	9780 4200
Shire of Harvey	102 Uduc Road, Harvey	9729 0300
Shire of Manjimup	37-39 Rose Street, Manjimup	9771 7777
Shire of Murray	1915 Pinjarra Road, Pinjarra	9531 7777
Shire of Nannup	15 Adam Street, Nannup	9756 1018

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

1.7 Fire Brigades and Fire Control Officers

Brigade/Title	Name	Telephone
Chief Bush Fire Control Officer	Allan Guthrie	0417 176 656
Deputy Chief Bush Fire Control Officer	Oscar Negus	0409 109 009
Deputy Chief Bush Fire Control Officer	Todd Johnson	0418 929 801
Zone 1 – Cape		
Dunsborough Lot 172 Marri Drive, Dunsborough	Andrew Hunt	0427 479 856
Eagle Bay 32 Fern Road, Eagle Bay	Colin Sanderson	0417 921 426
Yallingup Coastal Lot 4720 Valley Road, Yallingup	Paul Blight	0427 522 233
Zone 2 – West		
Dunsborough Lot 172 Marri Drive, Dunsborough	Andrew Hunt	0427 479 856
Eagle Bay 32 Fern Road, Eagle Bay	Colin Sanderson	0417 921 426
Yallingup Coastal Lot 4720 Valley Road, Yallingup	Paul Blight	0427 522 233
Zone 3 – Central		
Ambergate 556 Queen Elizabeth Avenue, Ambergate	Ken Sue	0417 986 467
Carbanup	Wally Lewis	9755 1155
Sussex 75 Tall Tree Crescent, Reinscourt	Mark Smith	0439 989 203
Vasse 25 Pries Avenue, Abbey	Peter Dawson	0407 524 724
Zone 4 – East		
Hithergreen District	Oscar Negus	0409 109 009
Tutunup	Oscar Negus	0409 109 009
Ruabon 910 Ludlow Hithergreen Road, Abba River	Todd Johnson	0418 929 801
Yalyalup	Tim O'Neill	0437 533 217
Jarrahwood Lot 2 Old Vasse Highway, Jarrahwood	Mark Cannon	9756 2031 / 9756 2065
Voongarillun	Neville Haddon	0427 082 996
Yoongarillup	Annette Bately	0477 273 609

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Brigade/Title	Name	Telephone
Zone 5 – South		
North Acton Park 23 Walsall Road, Walsall	Douglas Walters	0400 931 155
South Acton Park	lan McGregor	0429 825 082
Kaloorup District 335 Payne Road, Jindong	Chris Payne	0427 554 523

1.8 State Government and Other Agencies

Agency	Name	Title	Telephone
Australian Red Cross	Ani Lewis / Narelle Holben		9225 8888
Baptistcare, William Carey Court	Dom Trombetta	Manager	1300 660 640 (24/7)
BESS – Busselton Community Home Care	Busselton Office	Administration	9754 4716
Busselton Jetty	Lisa Shreeve	Chief Executive Officer	9754 0900
Busselton Water	Keith Mungham	Technical Officer – Asset and Risk Management	9781 0518 9781 0500
	Renee Flaxman	District Emergency Services Officer – SW	6414 1762
Department of Communities (DoC)	Michele Duxbury (proxy)	District Emergency Services Officer – Great Southern	
	Leonie Lynch Romina Lee Phoebe Matthews	Local Welfare Coordinator	6277 3666 1800 199 008
Department of Fire and Emergency Services (DFES)	Vikram Cheema	District Emergency Management Advisor – South West	9780 1976
Department of Primary Industries and Regional Development (DPIRD)	Emily Lewis	Project Manager	9781 6130
Department of Water & Environmental Regulation (DWER)		Pollution Watch Hotline (24 hours)	1300 784 782 (press 2)
Department of Transport (DoT)	Peter Westgate	Operations Manager	9216 8211
GIVIT – Emergency Recovery Service	Sarah Tennant	National Stakeholder Manager	

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Agency	Name	Title	Telephone
Main Roads Western Australia	Alan Roberts	Customer Service Manager	9724 5626
NBN Co	Naomi Evans	Head of Regional Community Affairs	
NBN CO	Peta Greening	Community Engagement Manager	
Public Transport Authority	Duty Officer	24 H Emergency	9220 9999
Services Australia – Centrelink Busselton	Alison Stone	Manager, Busselton	132 468
Surf Life Saving WA	Nick Pavy	Lifesaving Coordinator	13SURF (24hr)
Telstra	Aron Wheatcroft	Team Manager Field Service Delivery SW	
WA Country Health Services	Jodie Omodei	Operations Manager – Coastal	9753 6371
WA Country Health Services	Dan Anderson	Coordinator of Nursing and Midwifery	9753 6372
Water Corporation	Josh Jackson	Operations Manager - Leeuwin	9781 1515
	Scott Parkes	Field Services Coordinator	
Western Power	David McMillan	Team Leader Capes	

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1.9 Local Recovery Coordination Group (LCRG)

Position and Name	Contact Details
Chair LRCG – Councillor Grant Henley	0450 281 200
Mayor	grant.henley@busselton.wa.gov.au
Deputy Chair LRCG – Councillor Paul Carter	0418 951 584
Deputy Mayor	paul.carter@busselton.wa.gov.au
Local Recovery Coordinator – David Goodwin	9781 0444 /
Manger Community & Recreation Services	city@busselton.wa.gov.au
Deputy Local Recovery Coordinator – Adrian Fisher	9781 0444 /
Recreation & Community Development Coordinator	city@busselton.wa.gov.au
Communications Officer – Drew Mazalevskis	9781 0444 /
Public Relations & Community Engagement Coord	city@busselton.wa.gov.au
Deputy Communications Officer – Deborah Holden	9781 0444
Public Relations Officer	city@busselton.wa.gov.au
Administration Support – TBA	9781 0444
Community Development	

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Position and Name	Contact Details
Deputy Administration Support – Jacquie Happ	9781 0344
Community Development	city@busselton.wa.gov.au
Community/Social Sub-Committee Chair – TBA	9781 0444
Community Development	
Financial Controller – Paul Sheridan	9781 0444 /
Manager Financial Services	city@busselton.wa.gov.au
Infrastructure/Built Sub-Committee Chair – Matt	9781 0444 /
Twyman	city@busselton.wa.gov.au
Economic Sub-Committee Member as required	
Manager Operations Services	
Infrastructure/Built Sub-Committee – Mark Wong	9781 0444 /
Economic Sub-Committee Member as required	city@busselton.wa.gov.au
Manager Waste and Fleet	
Infrastructure/Built Sub-Committee – Deb Taylor	9781 0444
Financial Services (Insurance Claims)	city@busselton.wa.gov.au
Infrastructure/Built Sub-Committee – Rocco Guzzomi	9781 0444 /
Building Services	city@busselton.wa.gov.au
Environmental Sub-Committee Chair – Vacant	9781 0444 / 04
Environmental Services	
Environmental Sub-Committee – Will Oldfield	9781 0444 /
Environmental Services	city@busselton.wa.gov.au
Economic Sub-Committee Chair – Jennifer May	9781 0444
Economic & Business Development	city@busselton.wa.gov.au
Economic Sub-Committee – TBA	9781 0444
Economic & Business Development	04

1.10 Local Recovery Contacts – External Organisations

Service	Name	Contact Details
Busselton Chamber of Commerce	Michael Brown	3/21 Cammilleri St, Busselton 9754 2694
Dunsborough Yallingup Chamber of Commerce & Industry	Dominique Montelone	
Eagle Bay Community Hall (Residents of Eagle Bay Assn)	Peter Van Rossum Carmel Sanderson Kristine Inkster	
Margaret River Busselton Tourism Association	Matt Norton	100 Bussell Hwy, Margaret River 9780 5924

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Service	Name	Contact Details
Busselton Chamber of Commerce	Michael Brown	3/21 Cammilleri St, Busselton 9754 2694
Busselton Dunsborough Volunteer Centre	Carl Holroyd	5G/21 Cammilleri St, Busselton 9754 2047
	Abundant Life Centre	147 Kent Street, Busselton 9752 3903
	Bantry Chapel	105 Bussell Hwy, West Busselton 9752 1484
	Bayview Baptist Church	19-21 Kent Street, Busselton People Place 0421 728 961
	Busselton Baptist Church	2 Recreation Lane, Busselton 9754 8001
	Busselton Seventh Day Adventist Church	6 Pettit Cres, West Busselton 9754 3484
	Church of Jesus Christ of Latter-day Saints	69 Kent Street, Busselton 0432 391 087
	Cornerstone Church	1 Grace Street, West Busselton 9754 1420
	Cornerstone Church Vasse	8 Kaloorup Road, Vasse 0459 119 997
Churches	Kingdom Hall of Jehovah's Witnesses	38-40 South St, West Busselton 0493 032 465
	Our Lady of the Bay Church	Kelly Drive, West Busselton 9752 1687
	Our Lady of the Southern Cross Church	Naturaliste Tce, Dunsborough 9755 3944
	Salvation Army Church	94 Kent Street, Busselton 9754 2733
	St Georges Anglican Church and Op Shop	48 Gibney Street, Dunsborough 9756 8105
	St Joseph's Church	64 Kent Street, Busselton 9752 1687
	St Mary's Anglican Church	43 Peel Terrace, Busselton 9754 3775
	Potters House Gospel Church	26 Molloy Street, Busselton 0428 523 037
	Uniting Church	47 Kent Street, Busselton 9752 3304

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Service	Name	Contact Details
	ADRA	61 Duchess Street, Busselton 9754 8975
	Australian Red Cross	41 Queen Street, Busselton 9752 4650
	The Match Factory	41 Kent Street, Busselton 9754 7233
Charity Shops	The Salvation Army	88 Cammilleri St, Busselton 9754 1520
	St. Mary's Op Shop	47 Peel Terrace, Busselton 9751 5255
	St. Vincent de Paul Society	20 Peel Terrace, Busselton 9752 4325
	St. Vincent de Paul Society	Unit 4/10 Clarke St, Dunsborough 9756 7558
Apex Club	President or Secretary	0439 389 120
Lions Club – Busselton	Busselton President, Beth Caunt Secretary, Philip Caunt	306 Queen Elizabeth Avenue, Bovell 0458 895 345
Lions Club - Dunsborough	President, Malcolm Van- Rensburg	35 Dunsborough Lakes Drive, Dunsborough
Rural Aid Ltd	South West Counsellor Rodger Hitchcock	Rodger.hitchcock@ruralaid.org.au www.ruralaid.org.au
Undalup Association	Iszaac Webb, Chair	High Street Hall 47 Bussell Highway, Busselton 0437 782 840

1.11 Possible Local Recovery Information Centres

Centre Name	Contact Details	Capacity & Available Resources
Geographe Leisure Centre	9754 3600	500 people sleeping maximum
1 Recreation Lane	Dave Goodwin	1000 standing maximum
West Busselton	Mary Everuss	3 Courts,
		Crèche,
		First aid room
		Kiosk and staff tearoom
Naturaliste Community Centre	9755 3966	700 people maximum for entire
21 Dunsborough Lakes Drive	Dave Goodwin	centre
Dunsborough	Peter Kieley	Courts,
		Crèche

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Centre Name	Contact Details	Capacity & Available Resources
Georgiana Molloy Anglican School	9752 5252	1600 people
2 Hawker Approach		2 large halls
Yalyalup		14 hectare site for tents
		Full commercial canteen and home
		economic facilities
Baptist Community Centre	9754 8001	Auditorium and foyer
2 Recreation Lane		2 classroom sized rooms (fits 50
West Busselton		people each)
		Commercial kitchen with servery
Cornerstone Church	9745 1420	254 people seated approximately
1 Grace Court		Bombshell proof auditorium with
West Busselton		crèche
		Kitchen facilities with serving hatch
		to hall and café area
The People Place	9752 3550	4 various size rooms
19-21 Kent Street		1 Kitchen
Busselton		
Old Dunsborough Hall	Jacquie Happ	200 People seated
44 Gifford Road		1 Kitchen
Dunsborough		6 pop up tents
Dunsborough and District Country Club	9755 3250	381 people total capacity
40 Gifford Road		Kitchen
Dunsborough		
Yallingup Hall	9781 0444	80 people seated or 130 people
2305 Caves Road	City of Busselton	standing
Yallingup	Facilities	1 Kitchen
Busselton Community Resource Centre	9781 0444	Meeting Room 1 – 100 people
19 Cammilleri Street	City of Busselton	standing
Busselton	Facilities	Meeting Room 2 – 50 people
		standing
		Meeting Room 3 – 50 people
		standing
		2 Kitchens

Note: Accommodation numbers are based on legislation that looks at the required space for each person for particular uses. In an emergency situation increased numbers can be approved in conjunction with increased numbers of temporary ablutions and other requirements while having regard for emergency exit requirements, catering requirements, etc.

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

2.0 Other Key Contacts

2.1 Local Media

Media	Name	Telephone
Radio	ABC – Regional	9792 2711
	Radio West	9791 2359 (hotline)
	Triple M (SCA)	9726 5588 (hotline)
ABC Radio SW	Meghan Wood – Chief of Staff	0407 271 100
Television	GWN	9792 2857 (producer)
	WIN / Channel 10 (Perth based)	9380 1025 (newsroom)
Print	Busselton Dunsborough Mail	9754 3330

2.2 Public Hospitals

Hospital	Address	Telephone	Beds
Boyup Brook Soldiers Memorial Hospital	Hospital Road, Boyup Brook	9765 0222	<50
Bridgetown Hospital	16-18 Peninsula Road, Bridgetown	9782 1222	<50
Busselton Health Campus	Mill Road, Busselton	9753 6000	50-99
Collie Hospital	Corner Steere & Deakin Streets, Collie	9735 1333	<50
Donnybrook Hospital	Bentley Street, Donnybrook	9780 4333	<50
Harvey Hospital	42 Hayward Street, Harvey	9782 2222	<50
Margaret River Hospital	Farrelly Street, Margaret River	9757 0400	<50
Nannup Hospital	Carey Street, Nannup	9756 3800	<50
Peel Health Campus	110 Lakes Road, Mandurah	9531 8000	100-199
South West Health Campus	Corner Robertson Drive & Bussell Hwy, Bunbury	9722 1000	100-199

2.3 Surf Life Saving WA

Details	Name	Telephone	
Surf Life Saving WA	Cam Robbins – Lifesaving Department Manager	9207 6666	
	crobbins@slswa.com.au		

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

3.0 Animal Welfare Contacts

Service	Name	Contact Details	
Animal Disease (HMA)	Department of Primary Industry and	1800 675 888	
,	Regional Development (DPIRD)	1300 374 731	
Animal Impound	City of Busselton Rangers	9781 0444	
Animal Rescue	SAFE Busselton	0488 371 391	
	busselton@safe.asn.au Royal Society for the Prevention of		
	Cruelty to Animals (RSPCA)	1300 278 589	
Animal Welfare Agency	rspca@rspcawa.asn.au		
	RSPCA General Inspector South West (Genna Haines)		
	Busselton Horse and Pony Club	310 Queen Elizabeth Ave 0431 993 914	
	Capel Horse and Pony Club	Lot 5602 Capel Tutunup Rd	
Horses	crep6271@gmail.com	0707.0054	
		9727 2251	
	Margaret River Horse & Pony Club	98 Roxburgh Rd,	
	president.mrhpc@gmail.com	Margaret River	
	secretary.mrhpc@gmail.com		
	Ambergate Cat Hostel	370 Edwards Rd, Ambergate 0447 882 138	
	Marlee Country Kennels	4814 Jalbarragup Rd, Kalgup 9753 1351	
Kennels and Catteries	Silvertree Cat Boarding	137 Tutunup Rd, Ruabon 0474 310 000	
	Southern Meadows Boarding Kennels	357 Glendon Rd, Ludlow 9753 2163	
	Ticketyboo Boarding Kennels	32 Goulden Rd, Acton Park 0488 307 044	
	Rainbow Bay Pet Cremations	Carbanup 0427 315 372	
Det Granati G	Lawnswood Pet Cremations & Cemetery	Perth Based 9248 6464	
Pet Cremation Services	Passing Paws Pet Cremations	Perth Based 9306 2736	
	South West Pet Cremations	Davenport 0412 383 086	
Reptile Rescue & Care	Cape to Cape Reptile Rescue	0407 550 673	
prine nessue & oute	Caring for Reptiles South West	0437 910 054	

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Service	Name	Contact Details
	Busselton Stockfeeds & Pet Supplies	92 Strelly St, Busselton 9754 2434
Pet Food & Equipment Supplies	City Farmers	115 Strelly St, Busselton 6430 5428
	South West Pets	1 Strelly St, Busselton 9751 5700
	Busselton Vet Hospital	60 Bussell Hwy, Busselton
	bsnvet@bsnvet.net.au	9752 1433
	Cattle Veterinary Services cvs@cattlevets.com.au	12 Bradman St, Busselton 9751 2311
	Dunsborough Veterinary Hospital admin@dunsboroughvets.com.au	5 Clark St, Dunsborough 9755 3931
	Geo Vet vets@geovet.com.au	89 Bussell Hwy, Busselton 9754 4422
Veterinary Practices	Heritage Vet vetnurse@heritagevethospital.com.au	41 Bussell Hwy, Busselton 9751 3800
	Lifestyle Mobile Veterinary Service andrew@lifestylevets.com.au	0478 213 313
	Naturaliste Veterinary Services (specialising in equine and livestock) vet@naturalistevet.com.au	Mobile Service 0417 769 665
	Vasse Vets admin@vassevets.com.au	3/22 Burler Drive, Vasse 9755 4455
	Department of Biodiversity, Conservation and Attractions (DBCA) (Parks and Wildlife Services) blackwood@dbca.wa.gov.au	12/14 Queen St, Busselton 9752 5555
Wildlife Rescue & Care	Fostering and Assistance for Wildlife Needing Aid (FAWNA) Fawna.inc@gmail.com	0438 526 660 (Busselton and SW) 0404 235 437 (Dunsborough, Vasse and
	Wildcare Helpline (DBCA)	Yallingup) 9474 9055

4.0 Special Needs Groups

4.1 Aged Care and Lifestyle Villages

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Activ Group Homes	25 Harris Road, Busselton	9752 4702	(SW Manager) Darren.McNab@active.asn.au	4 full time occupants (all mobile) 1 overnight support worker
	1 Milward Street, Busselton	9752 2247		2 full time occupants (all mobile) 1 overnight support worker
	2/27 South Street, Busselton	9751 5312		3 full time occupants (3 x not- mobile) 1 overnight support worker
	86 College Avenue, Busselton	9717 6511		3 full time occupants (all mobile) 1 overnight support worker
Baptistcare – William Carey Court Aged Care Facility	450 Bussell Highway, Busselton	9752 8300	9752 8300 (Dom Trobetta)	99 clients (some special needs) 120 staff (on roster)
Cape Care Ray Village Residential Aged Care	20 Ray Avenue, Broadwater	9750 2000	(Joanne Penman, CEO) (Hazel Gordon, Facility Manager)	118 Residential Care Beds (low to high care) Has MOUs with other Aged Care Facilities

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
National Lifestyle Village	2-16 Leeuwin Boulevard, Busselton	1300 306 256	1300 306 256	Details not provided
Novacare Lifestyle Village	502/546 Bussell Highway, Busselton	9752 6200	(Rachael Crosby – Manager)	178 independent living units with 269 residents No onsite after-hours support staff

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4.2 Caravan Parks & Campsites

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Anglican Campsite	212 Caves Road, Siesta Park	9755 4588	(Eric and Samantha van der Wacht)	156 guests maximum Current evacuation plan
Big 4 Breeze Holiday Park	10 Earnshaw Road, West Busselton	9752 2107	(Courtney Mcswain)	350 guests maximum 4 staff maximum Emergency plan, all units have an evacuation procedure
Busselton Baptist Camping Centre	206 Caves Road, Siesta Park	9755 4151	(Tim Foster)	251 guests maximum Emergency plan in place
Busselton Holiday Village	118 Peel Terrace, Busselton	9752 4499	(Robert Johnston – Owner)	160 guests maximum 2-3 staff members onsite Evacuation policy issued to guests

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Busselton Jetty Tourist Park	Marine Terrace, Busselton	9752 1516	(Wayne & Joanne McGregor – onsite managers)	132 short term sites 3 permanent sites 26 semi-permanent sites 10 cabins 7 staff maximum CoB Emergency Preparedness and Response Plan
Busselton Villas & Glamping Village	163 Bussell Highway, Busselton	9752 1175	(Derrick Simpson)	131 persons on-site (maximum)
Camp Grace	220 Caves Road, Siesta Park	9755 4014	(Jurrien Swarts – Owner) (Colin Stillman – Lessee Representative) (Hugo de Ridder – Lessee Representative)	135 guests maximum 2 staff members onsite Emergency plans in place
Discovery Park Busselton	583-585 Bussell Highway, Broadwater	9755 4079	(onsite manager)	Up to 700 guests plus staff onsite during peak holiday season Current evacuation plan
Lazy Days Holiday Park	452 Bussell Highway, Broadwater	9752 1780	(Dave Unstead – Manager) Wendy Unstead – Manager) 9752 1780	103 sites including cabins and onsite vans Emergency Plan Provided (doc set id 4908770)

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
RAC Busselton Holiday Park	97 Caves Road, Abbey	9755 4241 1800 871 570	(Duty Manager) (Stephen Moll – Park Manager)	156 guests maximum 2 onsite support staff (24 hours) Have an emergency plan
Sandy Bay Holiday Park	2 Norman Road, Broadwater	9752 2003	(Brett & Phoebe Collins – A/H & weekend managers)	249 guests maximum 9 staff Emergency evacuation plan
Seventh Day Adventist Church Camp	228 Caves Road, Siesta Park	9755 4399	9755 4399 (Kerry & Kevin Driscoll)	204 guests maximum 2 managers and 1 volunteer
Tasman Holiday Parks Yallingup Beach	1 Valley Road, Yallingup	9755 2164	(Park Manager) 9755 2196 (after-hours)	500 guests maximum at peak (22 cabins, 64 caravan sites, 7 camping sites) 7 staff maximum at peak Bushfire management plan
Tasman Holiday Parks Yallingup Caves	23 Yallingup beach Road, Yallingup	9755 2196	(Park Manager) 9755 2164 (after-hours)	Peak season 250 – 320 guests (10 chalets, 36 caravan sites, 50 camping sites) 1 permanent manager, 4 casual staff Approved emergency evacuation plan

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4.3 Child Care and Early Learning Facilities

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Bluebird Childcare Centre	5 Edwards Street, Busselton	9751 2129		52 children per day (maximum) 20 staff Current emergency plan
Bluebird Childcare Busselton	15 Albert Street, Busselton	9752 2483	(Jane Chambers – Owner) office@bludebirdchildcare.com.au	84 children per day (maximum) 30 staff Current emergency plan
Bluebird Childcare Clydebank	36 Clydebank Ave, West Busselton	9752 4705		70 children per day (maximum) 35 staff Current emergency plan
Beehive on Hadfield Childcare	47-49 Hadfield Avenue, Busselton	9752 2924	(Ant Bradbury – Owner) (Deb Bradbury – Owner)	38 children maximum (6 months old to 12 years old) 6 contact, 2 non-contact staff maximum Emergency plans for a range of scenarios including evacuation
Busselton Early Education Bee	39 Carey Street, Busselton	9752 1337	hello@beehiveonhadfield.com.au bee.carey@beecentre.com.au	43 children maximum (6 months old to 12 years old) 8 contact, 3 non-contact staff maximum Emergency plans for a range of scenarios including evacuation

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Gems Prep Care	30 Gifford Road, Dunsborough	9755 3899	(Jackie Turner – Centre Director) office@gemsprepschool.com.au	Details not provided Up to 48 children plus staff daily
Gems Preparatory School	106 Geographe Bay Road, Dunsborough	9755 3899	office@gemsprepschool.com.au	Details not provided
Goodstart Childcare Centre	1-7 Bovell Street, Busselton	9754 6733	(Shannon Burns – Centre Director) bus@goodstart.org.au	6:30am to 6:00pm weekdays Maximum 85 children and 16 staff (average 50 children, 12 staff) Thorough and well-practiced evacuation plans; plans for flood, fire, storm, bomb threat and dangerous persons
Goodstart Early Learning Centre	2 Inverness Avenue, Dunsborough	9756 7533	(Bev Cork – Centre Director) dns@goodstart.org.au	Maximum 90 children 18 educators (support staff) They have an emergency plan
Geographe Leisure Centre Vacation Care Program (operates school holidays only)	1 Recreation Lane, Busselton	9781 1797	(Mary Everuss – Leisure Centres Coordinator)	Licenced for 65 children 5 staff Evacuation Plan in place and tested 4 times per year
Naturaliste Community Centre Vacation Care Program (operates school holidays only)	Dunsborough Lakes Drive, Dunsborough	9755 3966 Pete Kiely	(Mary Everuss – Leisure Centres Coordinator)	Licenced for 39 children 3 staff Evacuation Plan in place and tested 4 times per year

4.4 Hospital

Facility Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Busselton Health Campus	Mill Road, Busselton	9753 6000	9753 6555 (Director of Nursing & Midwifery)	Depending on a number of variables, at times over 100 people on site Comprehensive EM Plans in place

4.5 Places of Worship and Churches

Facility Name	Address	Contact – Business Hours	Contact - Emergency
Abundant Life Centre Busselton	147 Kent Street, Busselton	9752 3903	– Pastor Tony Peak <u>alcbsn2@bigpond.com</u>
Busselton Baptist Community Church	2 Recreation Lane, West Busselton	9754 8001	– Pastor Paul Colyer <u>admin@busseltonbaptist.org.au</u>
Busselton Seventh Day Adventist Church	6 Pettit Crescent, Busselton	9754 3484	– Pastor Derek Gavin McCutcheon
Cornerstone Church of Christ	1 Grace Court, Busselton	9754 1420	Senior Pastor Lee Sykes <u>admin@cornerstonechurch.asn.au</u>
Salvation Army Busselton	94 Kent Street, Busselton	9754 2733	Captains Mark & Zoey Schatz
St George's Church Anglican Parish	48 Gibney Street, Dunsborough	9756 8105	Reverend Dr Lucy Morris (Priest in Charge) Prue Monotti Administrative Coordinator anglicandunsborough@westnet.com.au

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Facility Name	Address	Contact – Business Hours	Contact - Emergency
St Joseph's Church	64-74 Kent Street, Busselton	9752 1687	– Reverend Barry Cruikshank siparish@westnet.com.au
St Mary's Anglican Church	43 Peel Terrace, Busselton	9754 3375 9752 1101	Reverend Wayne Warfield wwarfield@stmarysbusselton.com.au Anne Evans-Pascoe – Parish Office office@stmarysbusselton.com.au
Uniting Church Busselton (Bay Life)	47 Kent Street, Busselton	9752 3304	bsnuca@westnet.com.au

4.6 Schools

School Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Busselton Primary School	Avocet Boulevard, Busselton	97516 6400	(Jeremy Shepherd – Principal) busselton.ps@education.wa.edu.au	Years K-6 292 students 1 principal, 2 deputy principals, 16 teachers 16 support staff Emergency evacuation plan
Busselton Senior High School	136-156 Bussell Hwy, Busselton	9754 9333	(John Watters – Principal) (Cassandra Dyson – Manager Corporate Services) <u>busselton.shs@education.wa.edu.au</u>	Year 7-12 680 students 70 teaching staff 30-40 support staff

School Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Cape Naturaliste College	30 Yebble Drive, Vasse	9746 3500	(Mark Gillett – Principal) (Maryanne Thumwood – Manager Corporate Services) (Rob Nail – Associate Principal) (Melanie Ryan – Assoc. Principal) (Jacqueline Bovell – Associate Principal) admin@cnc.wa.edu.au	Years 7-12 1007 students 114 part and full time staff Emergency Evacuation Plan (doc set id 4924308)
Cornerstone Christian College	2 Grace Court, West Busselton	9754 1144	(Garry Maynard - Principal) (Matt Meyernink – Head of Primary) admin@cornerstone.wa.edu.au	Years Pre-Kindy to Y12 45 part-time and full-time staff 317 students Emergency evacuation plan Years Pre-Kindy to Y6 14 part-time and full-time
Cornerstone Christian College	99 Cornerstone Way, Dunsborough	9742 1133	(Judy Nolan – Head of Primary) admin.dunsborough@cornerstone.wa.edu.au	staff 36 students Emergency evacuation plan

School Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
Dunsborough Primary School	40 Turner Street, Dunsborough	9755 3128	(Simon Bott – Principal) (Richard Lowe – Associate Principal) dunsborough.ps@education.wa.edu.au	Year K-6 805 students 75 staff total (55-65 at any one time) Bushfire Plan (doc set id 3060658)
Geographe Primary School	Lot 153 Clydebank Avenue, West Busselton	9751 7800	(Gregory Clarke – Principal) (Verna Brooks – Manager Corporate Services) geographe.ps@education.wa.edu.au	Year K-6 405 students 70 staff The school has Bushfire and Evacuation plans (doc set id 4170713)
Georgiana Molloy Anglican School	2 Hawker Approach, Yalyalup	9752 5252	(Pablo Sandor – Business Manager) (Ted Kosicki – Principal) (Meg Watson – Deputy Principal) enquiries@gmas.wa.edu.au	Year Pre-Kindy to Y12 1260 – 1450 students 120 staff 20 volunteers (music tutors, parents) There is an emergency evacuation plan (footy oval is the assembly point)
Our Lady of the Cape Primary School	245 Cape Naturaliste Road, Dunsborough	9781 3200	(Eugene Lee – Principal A/L T3 & 4 2022) (Carmel Costin terms 3 & 4 2022) (Adrian Torrese – Assistant Principal) admin@ladyofcape.wa.edu.au	Year K-6 400 students 50 staff Emergency and evac plan

School Name	Address	Contact – Business Hours	Contact – Emergency	Maximum No of People
St Mary MacKillop College	College Avenue, West Busselton	9752 7400	04 (Frank Norton – Principal) 04 (Rachel de Mamiel – Business Manager) <u>admin@mackillop.wa.edu.au</u>	Details not provided Years K-12 Approximately 1200 students plus staff
Vasse Primary School	17 Kaloorup Road, Vasse	9755 4122	(Simon Mansfield – Principal) (Robert Reynolds – Deputy Principal) vasse.ps@education.wa.edu.au	Year K-6 790 students 110 teachers and support staff There is an evacuation plan for the facility
West Busselton Primary School	11-17 Bower Road, Busselton	9751 8400	(James Adair – Principal) westbusselton.ps@education.wa.edu.au	Year K-6 370 students / 60 staff Emergency and evac plan
Yallingup Steiner School	1721 Wildwood Road, Yalingup	9755 2230	(Jacqui Morris – Education Facilitator) jacqui.morris@yss.wa.edu.au (Jane Huxley – Business Manager) admin@yss.wa.edu.au	Year K4-6 (plus playgroups on Fridays) 129 students 26 staff Emergency and evac plan

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LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

5.0 Plant & Equipment

5.1 Plant and Equipment City of Busselton

Item	Description	Quantity
1	Minor plant and equipment (eg. chainsaws, blowers, generators, welders etc.)	Various
2	Front End Loader	5
3	Loader / Backhoe	2
4	Road Grader	4
5	Road Broom/Sweeper	3
6	Road Roller	1
7	2 Axle Rigid Truck	19
8	3 Axle Prime Mover	1
9	3 Axle Rigid Truck	4
10	4 Axle Prime Mover	1
11	4 Axle Rigid Truck	1
12	Rubbish Compactor truck	5
13	4x4 Mule	1
14	Single Axle / Tandem Axle Trailers	Various
15	Quintrex Aluminium Boat & Motor	1
16	Allycraft Boat	1
17	Fibreglass Water Cartage Tank 11,800 Litre	2
18	Variable Message Sign Trailer	2

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5.2 Plant & Equipment Hire

Name	Equipment	Contact Details
Axis Hire	Earthmoving plant, heavy trucks (inc. water trucks), light trucks, buses	10 Mummery Cr, Bunbury 9791 8300
Brooks Hire	Earthmoving equipment, lighting towers, air compressors, generators, EWPs,small buses	3 Richter Rd, Davenport 1300 276 657EWP
Busselton Equipment Hire	Earthmoving plant, trailers, generators, pumps, compressors, trucks	9 Fairlawn Rd, Busselton 9752 4600 bsnequiphire@gmail.com
Busselton Trade Hire	Earthmoving plant, trailers, generators, hoists, lighting, water pumps, portable toilets/showers	122 Strelly Street, Busselton 9752 8844

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Name	Equipment	Contact Details
Coates Hire	Earthmoving plant, trailers, generators, hoists, lighting, water pumps, portable toilets/showers	13 Hales St, Bunbury 9722 8000 bunbury@coateshire.com.au
Onsite Rental Group	EWPs, toilets, lighting, earthmoving plant	1 Richter Rd, Bunbury 9722 8300
Tutt Bryant	EWPs, air compressors, earthmoving plant, lighting and power, pumps	6 Hawking St, Bunbury 9796 8704 equipment@tuttbryant.com.au
Westside Earthmoving & Civil	Earthmoving equipment, water carts	14 McCombe Rd, Bunbury 9726 0388 stephen@westsideequipment.com.au

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

6.0 Contractor Listings

6.1 Asbestos Removal Contractors

Name	Address	Telephone
Busselton Civil and Plant (BCP) Class B Removal Licence	19 Cable Sands Road, Busselton	9752 1000
Leeuwin Civil Class B Removal Licence	995 Gale Road, Kaloorup	9754 7944
Picton Civil Class B Removal Licence	11 Yookson Road, Picton	9725 4390

6.2 Traffic Management Contractors

Company Name	Contact	Telephone
CB Traffic Solutions Pty	Matt Byrne	9726 0882
CB Traine Solutions Fty	Manager – Traffic and Planning	
S.I. Troffic Management	Kyle Jackson	9731 5299
SJ Traffic Management	Kyle Jackson	
Traffic Force	luo Wolch	9725 6000
Traffic Force	Jye Walsh	

6.3 Transport

Name	Address	Telephone
Bay Bus Charters	Busselton	0413 966 252
Busselton Taxis	Busselton	131 008
Cape to Cape Wine Tours & Charters	36 Beaufort Crescent, Busselton	0427 294 212
Dunsborough Taxis, Buses & Charters	Dunsborough	9756 8688 0438 168 688
Gannaways School and Bus Charters	38 Cook Street, Busselton	9752 3036
South West Coach Lines	39 Albert Street, Busselton	9753 7700
Swan Transit Group	62 Roe Terrace, Busselton	9753 7500

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

6.4 Power Outage Contractors

Contractor	Contact	Resources
Better Choice Fuels Bussell Highway, Karridale	0414 975 150 (24 hour)	Back-up generators to fuel bowsers
City and Regional Fuels 24 Albert St, Busselton	0402 916 606 (24 hour)	Bulk fuel tanker Refuelling storage containers
Cowara Contracting Cowaramup	0418 931 892 (24 hour)	Onsite fuel with back-up generators 1 x 3,500 litre fuel pod on service truck
Geographe Petroleum Strelly St, Busselton	0448 334 988 (24 hour)	Back-up generators to fuel bowsers Bulk fuel tanker Refuelling storage containers

6.5 Water Cartage Contractors

Company Name	Contact	Telephone
Down South Water Cartage (Potable)	rossmay@bigpond.com	0407 471 992
Dunsborough & Districts Water Cartage (Potable)	water@dunsboroughwater.com.au	0418 933 914
Margaret River Domestic Water Carting (Potable)	watertruck2006@gmail.com	0407 991 965
South West Drinking Water (Potable)		9791 4344

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

7.0 Accommodation, Restaurants & Takeaway Food

7.1 Accommodation

Abbey Beach Resort	Amalfi Resort
Hotel and apartment accommodation	Self-contained apartments (1, 2 & 3 bedroom)
Address: 595 Bussell Highway, Busselton	Address: 15 Earnshaw Road, West Busselton
Telephone: 9755 4600	Telephone: 9754 3311
Web: www.abbeybeach.com.au	Web: www.amalfiresort.com.au
Email: info@abbeybeach.com.au	Email: stay@amalfiresort.com.au
Aqua Resort	Bayview Geographe Resort
Self-contained apartments	Motel rooms
Address: 603-605 Bussell Highway, Broadwater	Address: 555 Bussell Highway, Broadwater
Telephone: 9750 4200	Telephone: 9755 4166
Web: www.theaquaresort.com.au	Web: www.bayviewhotels.com/geographe
Email: info@theaquaresort.com.au	Email: reservations.bgr@bayviewhotels.com
Broadwater Beach Resort	Busselton Beach Resort
Self-contained apartments	Self-contained villas
Address: 11 Holgate Road, Busselton	Address: Corner Guerin St & Marine Tce, Busselton
Telephone: 9754 1633	Telephone: 9752 3444
Web: www.broadwaters.com.au	Web: www.busseltonbeach.com.au
Email: reservations.beach@broadwaters.com.au	Email: <u>bsnbeach@compwest.net.au</u>
Busselton Ithaca Motel	Busselton Motel
Motel rooms	Motel rooms
Address: 110 Adelaide Street, Busselton	Address: 25-31 Bussell Highway, West Bussleton
Telephone: 9758 4858	Telephone: 9752 1544
Web: www.busseltonithacamotel.com.au	Web: www.thebusseltonmotel.com.au
Email: <u>busseltonithacamotel@gmail.com</u>	
Cape View Beach Resort	Comfort Inn Busselton River Resort
Self-contained apartments	Hotel and motel accommodation
Address: 12 Little Colin Street, Broadwater	Address: 70 Causeway Road, Busselton
Telephone: 9755 4388	Telephone: 9752 3000
Web: www.capeviewbeachresort.com.au	Web: Comfort Inn Busselton
Email: bookings fortec@thefreeloader.com.au	
The Esplanade Hotel	Gale Street Motel and Villas
Hotel rooms, motel units, and family apartments	Motel and villa accommodation
Address: 30-38 Marine Terrace, Busselton	Address: 40 Gale Street, Busselton
Telephone: 9752 1078	Telephone: 9754 1200
Web: www.esplanadehotelbusselton.com.au	Web: www.galestvillas.com.au
Email: enquiries@thenard.com	Email: galest@cmmails.com
Mandalay Holiday Resort	Ramada Resort, Dunsborough
	Studio and self-contained apartments
Self-contained apartments	Studio and sen-contained apartments
Self-contained apartments Address: 652 Geographe Bay Road, Busselton	Address: 700 Caves Road, Dunsborough
•	The state of the s
Address: 652 Geographe Bay Road, Busselton	Address: 700 Caves Road, Dunsborough

LEMA APPENDIX 4 – Accommodation, Restaurants & Takeaway Food (4888088)

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LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Restawile Motel	Ringtail Motel
Motel accommodation	Motel accommodation
Address: 340 Bussell Highway, Broadwater	Address: 6 Pries Avenue, Busselton
Telephone: 9754 7600	Telephone: 9752 1200
Web: www.restawilemotel.com	Web: www.ringtailsmotel.com.au
Email: restawilemotel@bigpond.com	Email: admin@ringtailsmotel.com.au
The Sebel Busselton	Siesta Park Holiday Resort
The Sebel Busselton Studio and self-contained apartments	Siesta Park Holiday Resort Self-contained units
	The state of the s
Studio and self-contained apartments	Self-contained units
Studio and self-contained apartments Address: 553 Bussell Highway, Busselton	Self-contained units Address: 368 Caves Road, Siesta Park

The Ship Inn and Royal Palms Resort

Self-contained suites

Address: 8 Albert Street, Busselton

Telephone: 9752 3611

Web: www.shipinnbusselton.com.au

7.2 Restaurants & Takeaway Food

Name	Address	Telephone
Albies Bar and Bistro	117 Queen Street, Busselton	9752 1166
Al Forno Italian	19 Bussell Hwy, West Busselton	9751 3775
Baked Bakery	91 Queen Street, Busselton	9754 6789
Barlee Food Spot	29 Barlee Street, Busselton	9752 3151
Busselton Fish'n'Chips	9 Albert Street, Busselton	0474 940 567
Coco's Thai Restaurant	55 Queen Street, Busselton	9754 7222
Cod Rocks Fish and Chips	27 Queen Street, Busselton	9754 1881
Domino's Pizza, Busselton	1 Albert Street, Busselton	9752 9220
Domino's Pizza Dunsborough	6/26-34 Dunn Bay Road	9750 7120
Dunsborough Bakery	243 Naturaliste Terrace	9755 3137
Dynasty Chinese Restaurant	20 Queen Street, Busselton	9752 2668
Emerald Chinese Restaurant	23 Queen Street, Bussleton	9754 6668
Equinox Restaurant and Bar	1 Foreshore Parade, Busselton	9752 4641
The Esplanade Hotel	Marine Terrace, Busselton	9752 1078
The Fire Station	68 Queen Street, Busselton	9752 3113
The Good Egg	38/44 Albert Street, Busselton	9788 6057
The Goose	Geographe Bay Road, Busselton	9754 7700
The Great Wall Chinese	53 Queen St, Busselton	9754 7239

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

Name	Address	Telephone
Gropers Fish and Chips	5/539 Bussell Hwy, Broadwater	9752 4241
Hummingbird	60-66 Queen Street, Busselton	9751 2399
Hungry Jack's	16 Albert Street, Busselton	9752 3882
Jade Café	9 Albert Street, Busselton	9751 3388
Mr Kebab	65 Queen Street, Busselton	9754 6666
Kent Street Bakery	5/60 Kent Street, Busselton	9754 2978
Kitchen Takeovers	2 Southern Drive, Busselton	0427 744 117
KFC Busselton	2 Bussell Highway, West Busselton	9754 2811
Mana Wyana	61 Queen Street, Busselton	manowraps.square.site
Mano Wraps	The Shed Markets, 4 Skiff Way	0416 030 864 (The Shed)
McDonald's Busselton	18 Albert Street, Busselton	9754 4100
McDonald's Dunsborough	6008 Bussell Highway, Vasse	9755 0410
Navratna Indian Restaurant	174 Bussell Hwy, Busselton	9752 3466
Pan and Grill	50 Queen Street, Busselton	9702 3577
Red Rooster	Gale Street, Busselton	9752 3407
The Ship Inn	8 Albert Street, Busselton	9752 3611
Spice Odysee Mobile Indian	5/17 Bussell Hwy, West Busselton	9702 3411
Squid Lips Fish and Chips	27a/55 Dunn Bay Road	9759 1799
Subway Busselton	5/17 Bussell Highway, Busselton	9754 1222
Subway Dunsborough	19/55 Dunn Bay Road	9759 1995
Tas's Bakery	18/34 Dunn Bay Road	9756 7122
West End Fish and Chips	235 Bussell Highway, Busselton	9752 2202
Vasse Tavern	44 Queen Street, Busselton	9788 6314

8.0 Critical Infrastructure and City of Busselton Assets

8.1 Airport

Description	Address	Contact	Community Impact
Busselton Margaret River Regional Airport	86 Neville Hyder Drive Yalyalup	9781 0444 / (Airport Manager) (Airport Operations Coordinator)	Reduced access for emergency air support including: Royal Flying Doctor Service (RFDS) Air Search and Rescue Bushfire Air Suppression

8.2 Boat Ramps and Jetties

Description	Location	Owner
Abbey Boat Ramp East	Abbey	City of Busselton
Abbey Boat Ramp West	Abbey	City of Busselton
Abbey Boat Ramp Finger Jetty	Abbey	City of Busselton
Busselton Jetty	Busselton Foreshore	City of Busselton
Bayview Crescent Boat Ram Finger Jetty	Old Dunsborough	City of Busselton
Canal Rocks Boat Ramp	Yallingup	Parks and Wildlife (DBCA)
Port Geographe Boat Ramp	Geographe	City of Busselton
Port Geographe Boat Ramp Central	Geographe	City of Busselton
Port Geographe Boat Ramp East	Geographe	City of Busselton
Port Geographe Boat Ramp West	Geographe	City of Busselton

Description	Location	Owner
Port Geographe Finger Jetties (x3)	Geographe	City of Busselton
Quindalup Professional Fishers Boat Ramp	Quindalup	City of Busselton
Quindalup Sea Rescue Boat Ramp East	Quindalup	City of Busselton
Quindalup Sea Rescue Boat Ramp West	Quindalup	City of Busselton
Quindalup Sea Rescue Boat Ramp Finger Jetty	Quindalup	City of Busselton
Scout Road Jetty	Busselton Foreshore (100 metres east of the main Busselton Jetty	City of Busselton

8.3 Bridges

This is a guide only; full details of these bridges are available on the City's Geographic Information System (GIS) – Intramaps (engineering overlay). All bridges are owned by the City of Busselton. The community impact is loss of community and possibly emergency services access and egress.

Asset No	Description / Location	Bridge Type	Spanning
1007988	0529A Northerly Street (Old Bussell Hwy) 0.610 km from Busselton Bypass Vasse Rotary	Timber road bridge	Water
1007989	3227 Miamup Road 1.37 km from Tom Cullity Drive	Timber road bridge	Water
1007990	5220 Links Court 0.01 km from Queen Elizabeth Avenue	Reinforced concrete road bridge	Water
1002236	0238 Tuart Drive 3.15 km from Bussell Highway	Timber road bridge	Water
1002226	0239A Tuart Drive 0.64 km from Bussell Highway	Timber road bridge	Water
1001039	0240A Causeway Road 1.58 km from Bussell Highway/Queen Street	Timber road/pedestrian bridge	Water
1001045	0241 Bussell Highway	Timber road/pedestrian bridge	Water
1002829	3343A Wildwood Road 16.6 km from Bussell Highway	Reinforced concrete road bridge/box culvert	Water
1002819	3345 Wildwood Road 7.64 km from Bussell Highway	Reinforced concrete road bridge/box culvert	Water
1002807	3346 Wildwood Road 2.0 km from Bussell Highway	Timber road bridge	Water

Asset No	Description / Location	Bridge Type	Spanning
1002824	3347 Yallingup Beach Road 1.65 km from Caves Road	Timber road/pedestrian bridge	Water
1003139	3354 Metricup Road 8.4 km from Bussell Highway	3354 Metricup Road 8.4 km from Bussell Highway Road bridge	
1000903	3368A Vasse Yallingup Siding Road 4.3 km from Bussell Highway	Timber hybrid road bridge	Water
1003326	3372A Chambers Road 5.27 km from Wildwood Road	Reinforced concrete road bridge	Water
1003346	3373A Roy Road 0.16 km from North Jindong Road	Timber road bridge	Water
1003352	3375 Jindong-Treeton Road 5.2 km from Augusta Margaret River border	Pre-cast/stressed concrete road bridge/box culvert	Water
1002581	3380 Kaloorup Road 4.7 km from Bussell Highway	Timber road bridge	Water
1007514	3382 'Dawson Gully PWD' Kaloorup Road	Reinforced concrete road bridge	Water
1002589	3381 'Dawson Gully' Kaloorup Road	Timber road bridge	Water
1002588	3387A Payne Road 3.77 km from North Jindong Road	Timber road bridge	Water
1003274	3393 Ambergate Road 5.55 km from Chapman Hill Road	Timber road bridge	Water
1003268	3395A Don Road 1.13 km from Queen Elizabeth Avenue	Reinforced concrete road bridge/box culvert	Water
1001576	3398A Evans Road 2.78 km from Chapman Hill Road	Reinforced concrete road bridge	Water
1002497	3404A Adams Road 3.8 km from Jindong-Treeton Road	Timber road bridge	Water
1002513	34.5A Adams Road 2.65 km from Jindong-Treeton Road	Timber road bridge	Water
1002580	3408A Gale Road 9.8 km from Bussell Highway	Reinforced concrete road bridge/box culvert	Water
1001820	3410B Gale Road 3.84 km from Gale Road	Reinforced concrete road bridge/box culvert	Water
1002201	3423A Acton Park Road 7.94 km from Vasse Highway	Reinforced concrete road bridge/box culvert	Water
1002927	3428A Chapman Road 7.2 km from Busselton Bypass	Timber road bridge	Water
1003440	3438 Wonnerup Estuary 3.97 km from Bussell Highway	Timber road/pedestrian bridge	Water
1002393	3440 Wonnerup South Road 0.96 km from Bussell Highway	Timber road bridge	Water
1002413	3441B Wonnerup South Road 3.22 km from Bussell Highway	Reinforced concrete road bridge/box culvert	Water

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Asset No	Description / Location	Bridge Type	Spanning
1002419	.9 3447A Forrest Beach Road 0.64 km from Layman Road Timber road bridge		Water
1002242	242 3464 Ludlow Hithergreen Road 12.03 from Tuart Drive Timber road bridge		Water
1002534	3480A Williamson Road 1.05 km from Ludlow Hithergreen Road	Timber road bridge	Water
1002526	3487 Strelly Street 0.18 km from Bussell Highway	Timber road/pedestrian bridge	Water
1002781	4823 Quindalup South Road 0.79 km from Wildwood Road	Timber road bridge	Water
1003293	4854 Boalia Road 6.96 km from Adams Road	Timber road bridge	Water
1003224	5070 Holland Road 0.03 km from Jalbarragup Road	Reinforced concrete road bridge	Water

8.4 City of Busselton Buildings and Community Halls

Description	Address	Contact	Community Impact
Administration Office and Civic Centre	and Civic Centre 2 Southern Drive, Busselton 9781 0444		Main Administration Facility Loss of business continuity and service delivery to the community Loss of community facility (Undalup Room)
ArtGeo Cultural Complex	4-7 Queen Street, Busselton	9751 4651 artgeo@artgeo.com.au	Loss of business continuity (internal and external) and reduced service delivery to regional visitors and the community Disruption to local events, groups and cultural precinct tenants
Busselton Youth and Community Centre	Corner High Street / Bussell Highway, Busselton	9781 0383	Disruption to local events and groups
Busselton Library	Stanley Street, Busselton	9781 1777	Loss of business continuity and reduced service delivery to the community

Description	Address	Contact	Community Impact
Busselton Performing Arts and Convention Centre (BPACC) (under construction)	9-11 Queen Street, Busselton	9781 0462 9781 0369	Disruption to local events and groups
Busselton Senior Citizens Centre	22 Peel Terrace, Busselton	9752 2232	Disruption to local events and groups
Busselton Works Deport	32 Barlee Street, Busselton	9781 0444	Loss of business continuity and reduced service delivery to the community
Churchill Park Hall (Sporting Complex)	Adelaide Street, Busselton	9781 0383	Disruption to local events and groups
Community Resource Centre	21 Cammilleri Street, Busselton	9781 0383	Loss of business continuity (internal and external) and reduced service delivery to the community
Dunsborough Hall	44 Gifford Road, Dunsborough	0412 221 117	Disruption to local events and groups
Dunsborough Library (within Naturaliste Community Centre)	Dunsborough Lakes Drive, Dunsborough	9756 7111	Loss of business continuity and reduced service delivery to the community
Dunsborough Works Depot	48 Western Cape Drive, Naturaliste	9781 0444	Loss of business continuity and reduced service delivery to the community
Eagle Bay Hall	32 Fern Road, Eagle Bay	colsan@westnet.com.au	Disruption to local events and groups
Geographe Leisure Centre	Recreation Lane, West Busselton	9754 3600	Loss of identified evacuation/welfare centre Disruption to local events and groups
Kaloorup Hall	335 Payne Road, Jindong	9755 4623	Disruption to local events and groups
Naturaliste Community Centre	Dunsborough Lakes Drive, Dunsborough	9755 3966	Loss of identified evacuation/welfare centre Disruption to local events and groups
Scout Hall	1 Scout Road, Busselton	0432 988 271	Disruption to local events and groups

Description	Address	Contact	Community Impact
St Georges Anglican Church Hall	Naturalist Terrace, Dunsborough	9756 8105	Disruption to local events and groups
Vasse Hall	8 Kaloorup Road, Vasse	9755 4528	Disruption to local events and groups
Yallingup Hall	2305 Caves Road, Yallingup	9781 0383	Disruption to local events and groups
Yoongarillup Hall	3 Yoongarillup Road, Yoongarillup	9781 0383	Disruption to local events and groups

8.5 Fuel Stations

Description	Address	Contact	Community Impact
7-eleven	81-93 West Street, Busselton	0484 322 274	
Ampol Busselton Depot	84 Strelly Street, Busselton	9752 2068	
Ampol Foodary	115 Strelly Street, Busselton	9752 3563	
BP Fuel Station, Busselton	24 Albert Street, Busselton	9752 1509	
BP Fuel Station, Dunsborough	50 Naturaliste Terrace, Dunsborough	9755 3161	
Caltex Woolworths Fuel Station, Busselton	36 Duchess Street, Busselton	9746 0951	Environmental and hazardous and/or flammable materials, possible large scale
Carbanup River General Store	6672 Bussell Highway, Vasse	9755 1120	explosion
Coles Express, Busselton	88 Causeway Road, Busselton	6247 4308	Reduced fuel supply within the district
Coles Express, Vasse	2/106 Napoleon Promenade, Vasse	6247 4306	(potentially none during widespread power outage)
Gull Vasse General Store	28 Northerly Street, Vasse	9755 4004	
Puma Busselton	Lot 1 Causeway Road, Busselton	0456 542 651	
Phoenix Petroleum	31 Barlee Street, Busselton	9275 6475	
Shell Fuel Station, Dunsborough	1/64 Dunn Bay Rd, Dunsborough	6247 4302	
Vibe Fuel Station, Siesta Park	364 Caves Road, Siesta Park	9755 4003	

8.6 Public Utilities & Telecommunications

Description	Address	Contact	Community Impact	
Busselton Water (critical infrastructure also listed on WAPOL CI register)	Plant 1 – Lot 11 Kent Street, Busselton Water treatment plant holds chlorine gas bottles, storage tank and pump station Plant 2 – Lot 4 Queen Elizabeth Avenue, Busselton Water treatment plant holds chlorine gas drums, two storage tanks, a bore, pump station and backup 700 kva generator Plant 3 – Lot 16 Hobson Street, Geographe Water treatment plant holds chlorine gas bottles, storage tank, pump station and backup 500kva generator Plant 4 – Lot 31 Bussell Highway, West Busselton Water tank and pump station. Plant 5 – Lot 9 Queen Elizabeth Avenue, Busselton Site contains two aquifer bores only	9781 (Keith Mungham – Asset and Risk Management)	(Chris Elliot – CEO) 9781 (TBA – Gen Mgr Ops) 9781 (Diane Depiazz – A/Gen Mgr Business Services) 9781 (Keith Mungham – Asset and Risk Management) • Impact water high demand (during peak how the pe	Impact water supply in periods of high demand (hot summer day during peak holiday season) At other times, the other plants would compensate for the loss of this asset
	Plant 9 – Lot 1 Queen Elizabeth Avenue, Ambergate Small pumping station			Required to boost water pressure in Ambergate Heights
	Administration building – 1 Fairbairn Road, Busselton		Required for the administration of the business Main incident response site	

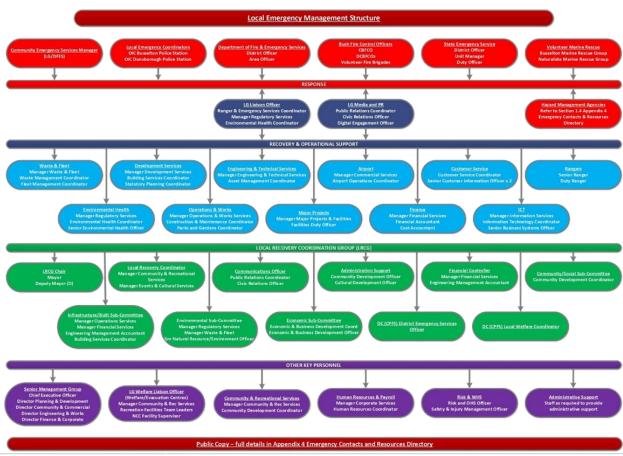
Description	Address	Contact	Community Impact
NBN Co	Various sites (information available from emergency contact in the event of an emergency)	(Rachael McIntyre – Senior Manager Community Affairs)	 Reduced capacity for communications between emergency services and other response agencies Reduce/loss of communications for the community and those impacted by the emergency
Telstra	Various sites (information available from emergency contact in the event of an emergency)	(Aron Wheatcroft – Team Manager Field Service)	 Reduced capacity for communications between emergency services and other response agencies Reduce/loss of communications for the community and those impacted by the emergency

6.1 Attachment B LEMA Appendix 4 E

LEMA Appendix 4 Emergency Contacts Directory (September 2022) (Redacted)

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9.0 Local Emergency Management Structure



LEMA Appendix 6 Local Evacuation Plan (November 2022)



LEMA Appendix 6 Local Evacuation Plan



LEMA Appendix 6 Local Evacuation Plan (November 2022)

Local Evacuation Plan

The decision to evacuate is the first of the five stages of the evacuation process. Many complex issues need to be considered in making this decision and often with only limited information available. The decision to evacuate or not is an important stage to take into account during the planning process. When an emergency occurs and the time to comes to make the decision, the people and the agencies involved are in a better position to make informed decisions because they have planned.

(Evacuation Planning Handbook 4)

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1.0 Amendment Record

Number	Date	Details of Amendment	Author
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of the Local Evacuation Plan. Feedback and suggestions should be forwarded to:

Coordinator Ranger and Emergency Services City of Busselton Locked Bag 1 BUSSELTON WA 6280

Or via email to: city@busselton.wa.gov.au

To access electronic copies of the following State Emergency Management or other reference documents please go to the SEMC website www.semc.wa.gov.au or select the following links:

- State Emergency Management Plan
- State Emergency Public Information Plan
- State Emergency Management Policy
- Traffic Management During Emergencies Guideline

LEMA Appendix 6 Local Evacuation Plan (November 2022)

1.0 Introduction

2.1 Area Covered

The City is located in the south west corner of Western Australia, 232 kilometres south of Perth. It covers an area of 1454 km² and is bounded by the Shires of Capel to the north-east, Donnybrook-Balingup to the east, Augusta-Margaret River to the south, and Nannup to the south-east. It has a population of 36,686 (2016) however, numbers significantly increase during the various peak tourism periods).

The City consists of two main town sites, Busselton and Dunsborough, and a surrounding blend of rural residential, rural and agricultural land, national park and coastal areas. A localities map of the City is at Appendix 1 of the LEMA.

2.2 Topography

The landscape of the City consists of low lying coastal plain, the Swan Coastal Plain, which runs parallel to the coast line of Geographe Bay to Dunsborough in the west where it meets the Margaret River Plateau. At the extreme west of the City, situated between the Margaret River Plateau and the western coastline of the Indian Ocean is the Leeuwin-Naturaliste Ridge, a narrow limestone formation that runs parallel with the coast and extends from Cape Naturaliste to the South. It is on this ridge that the township of Yallingup is located.

The combined appeal of the City's attractive rural environment, proximity to the coast and a mild climate has brought an increase in demand for country lifestyle housing and tourist accommodation.

2.3 Aim

The aim of the Evacuation Plan is to assist emergency management agencies within the City of Busselton with the planning for and conduct of community evacuations for all hazards. It includes guidance across the five stages of evacuation and is therefore, applicable to all emergency management agencies involved in community protection where evacuation is a consideration and may be implemented.

2.4 Purpose

The purpose of this document is not to develop plans for every evacuation scenario, but to provide assistance to HMAs, Controlling Agencies or Authorised Officers (as stipulated by the *Emergency Management Act 2005*) to rapidly develop an evacuation plan to cover an approaching threat.

2.5 Checklists

The checklists provided as Annexes to this Evacuation Plan are suggested considerations only and by no means are they intended to be all-encompassing. They may be expanded or amended depending on the hazard and type of evacuation.

2.6 Scope

The Evacuation Plan has been developed to provide HMAs, Controlling Agencies, or Authorised Officers who may have to implement an evacuation due to an incident that may have severe consequences on the local community. It is not the intent of this plan to detail the procedures for HMAs or Combat Agencies on how to deal with an emergency. That level of detail will be provided in the HMAs and Combat Agencies individual plans.

LEMA Appendix 6 Local Evacuation Plan (November 2022)

Furthermore, this document:

- (a) applies only to the City's Local Emergency Management Committee (LEMC) district;
- (b) covers areas where the City provides support to HMAs and Combat Agencies in the event of an incident;
- (c) details the City's capacity to provide resources in support of an emergency with consideration given to the need to maintain business continuity; and
- (d) details the City's responsibilities in relation to evacuations.

The Evacuation Plan will serve as a guideline to be used at a local level. It should be recognised that the impact of the hazard or emergency may cross local government boundaries, and that neighbouring local government evacuation plans may be more suitable with incidents possibly requiring action and/or assistance from District, State, or Federal level.

2.7 Interface with other Plans

This Local Evacuation Plan is a sub-plan (Appendix 9) of the City's Local Emergency Management Arrangements (LEMA) and as such should not be read in isolation to the LEMA. They are part of the City's Emergency Risk Management process and interface with other emergency management and recovery plans at District and State level.

Consideration should also be given to the **Traffic Management During Emergencies Guidelines** with regard to the management and closure of roads during an emergency and/or evacuation.

2.8 What is Evacuation

Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return (when it is safe to do so). For an evacuation to be effective it must be appropriately planned and implemented.

2.9 Types of Evacuation

For planning purposes, any evacuation can be categorised as one of the following types:

Immediate evacuation: this results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time. Hazmat emergencies, air crash, bushfire or earthquakes are examples that may require immediate action.

Pre-warned evacuation: this follows the receipt of sufficient and reliable information that prompts a decision to evacuate ahead of a hazard impact. Examples include cyclone and storm surges.

Self-evacuation: this is a spontaneous type of evacuation involving the self-initiated movement of people such as individuals, family or community groups.

2.10 Alternative to Evacuation

On some occasions it may be determined that people would be safer to stay and shelter in place rather than evacuate. Shelter in place should be considered as an alternative where the risk associated with evacuation is seen as greater than that of sheltering in place. For example: cyclones or hazardous materials plumes, or where time does not permit for a safe evacuation.

2.11 Risk Assessment

Evacuation planning is an integral part of emergency planning and an evacuation plan should supplement and complement the main emergency management plan. The starting point for developing an evacuation plan is where the risk assessment identifies evacuation as an appropriate risk management strategy.

LEMA Appendix 6 Local Evacuation Plan (November 2022)

3.0 The Five Stages of Evacuation

A key consideration in evacuation planning is the five stage evacuation process:



3.1 Stage 1 - Decision

Evacuation of a community, large or small, is a complex task normally undertaken in highly stressful circumstances with little time to develop arrangements to achieve the process in a timely and efficient manner that allows for a safe and coordinated approach to keeping the community safe.

For these reasons the decision making process needs to be as simplified as possible to allow the Incident Controller of the Controlling Agency or HMA to make a clear and informed decision as to the need and management of an evacuation.

3.1.1 Emergency Situation or State Emergency Declaration

Prior to the Incident Controller undertaking an evacuation an Emergency Situation or State of Emergency Declaration needs to be approved pursuant to Section 50 of the *Emergency Management Act 2005* which states:

- The State Emergency Coordinator may, in writing, declare that an emergency situation exists in an area of the State is respect of any hazard
- A hazard management agency may, in writing, declare that an emergency situation exists in an area of the State in respect of a hazard of which it is the HMA for emergency management.

3.1.2 Legislative Powers

There are several acts of State Government legislation that allow the Incident Controller or HMA to implement an evacuation plan during an Emergency Situation of State of Emergency Declaration including:

- (a) section 14B(2)(b) of the Bush Fires Act 1954 powers of authorised persons and police officers during authorised periods; and
- (b) sections 61 and 71 of the Emergency Management Act 2005 powers concerning movement and evacuation.

Under **State Emergency Policy Section 5.7** and **State Emergency Management Plan Section 5.3.2**, each emergency management agency is required to be familiar with the evacuation powers that are available to them for the hazards they are responsible for.

3.1.3 Risk Management

The Incident Controller's decision to recommend or direct an evacuation will reflect a consideration of the relative risk associated with the decision. In making the decision whether or not to evacuate the Incident Controller should consider the safety of the affected community, emergency responders and representatives of support agencies.

The following risk management factors may influence that decision:

(a) the nature and probability of the threat presented by the hazard;

LEMA Appendix 6 Local Evacuation Plan (November 2022)

- (b) any risk management strategies that may be in place (e.g. community and/or asset preparedness);
- (c) the potential consequences of an evacuation when compared with taking shelter in place (e.g. building characteristics, community and individual vulnerability);
- engagement with other relevant key stakeholders including those who may be required to
 assist with the evacuation, or who may have responsibility for groups within the community
 (e.g. aged care facilities, schools, hospitals);
- the wellbeing and safety of vulnerable individuals or groups within the community that may require special consideration (e.g. unaccompanied children, schools, aged care facilities, hospitals, and tourists or visitors to the district);
- (f) the potential consequences of making a decision to evacuate too early or too late;
- (g) determination of appropriate trigger points for action, including time constraints;
- the direct and indirect risk to evacuees, and emergency service and support agency staff in undertaking the evacuation;
- the potential or likely loss of infrastructure that may affect the communities capacity to remain in place (e.g. essential services, roads and bridges);
- (j) whether a full or partial evacuation is required, and whether it should be phased or prioritised; and
- (k) any other relevant information such as weather conditions/forecast and historical data.

The Incident Controller should ensure that all factors influencing the decision whether to evacuate or not should be recorded in the event the information is required for the Post Incident or Inquiry.

3.1.4 Resource Availability

The availability and capacity of resources will influence the Incident Controller's decision whether or not to evacuate. These may include:

- (a) personnel and equipment requirements;
- (b) traffic management plans including safest routes to get evacuees out, and emergency services and support agencies in and out;
- (c) transport options with and external to the community;
- (d) suitable welfare and accommodation options; and
- (e) communication channels for public information and within and across participating agencies.

There may also be external factors influencing the Incident Controller's decision such as competing priorities/tasks, external pressures, and the availability or access to adequate knowledge and experience. The HMA or relevant advisory group may provide hazard specific guidance to assist the Incident Controller make the decision. This may be documented in the relevant **State Hazard Plan** or internal agency procedures or guidelines.

A list of resources that may be utilised during an evacuation are listed in the Emergency Contacts, Resources and Critical Infrastructure Directory (Appendix 4 of the LEMA).

3.1.5 Operational Evacuation Plan

An Operational Evacuation Plan is included at <u>Annex A</u> and may assist with determining the type of evacuation that is best suited to the circumstances, and the relationship between this and subsequent stages of the evacuation process.

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Once the decision to evacuate has been made, the details of the Operational Evacuation Plan should be communicated to all agencies involved with coordination of the evacuation.

3.1.6 Evacuation Sub-committee

To facilitate a timely and efficient evacuation it is recommended that some or all of the following agencies/officers, as appropriate, be approached (possibly from within the Incident Support Group) to form an Evacuation Sub-committee:

- Incident Controller or Deputy Incident Controller
- Officer in Charge of the Busselton or Dunsborough Police Station (or their representative)
- The City's Mayor and/or Chief Executive Officer
- The City's Director Community and Commercial Services and/or Manager Community and Recreation Services
- Local Welfare Coordinator (Department of Communities)
- Department of Fire and Emergency Service
- Department of Transport
- WA Country Health Services
- St John Ambulance
- Main Roads WA

Contact details are listed in the Emergency Contacts, Resources and Critical Infrastructure Directory (Appendix 4 of the LEMA).

3.1.7 Evacuation/Welfare Centres

The City's local welfare centres are listed below. More detail is available in the Department of Communities Local Welfare Plan (Appendix 5 of the LEMA).

Primary Welfare Centre	Address	
Geographe Leisure Centre	1 Recreation Lane, West Busselton	
Georgiana Molloy Anglican School	2 Hawker Approach, Yalyalup	
Baptist Community Centre	2 Recreation Lane, West Busselton	
Cornerstone Church	1 Grace Court, West Busselton	
Secondary Welfare Centre	Address	
Naturaliste Community Centre	21 Dunsborough Lakes Drive, Dunsborough	
Naturaliste Sports Club Pavilion	Dunsborough Lakes	

Contact details are listed in the Emergency Contacts, Resources and Critical Infrastructure Directory (Appendix 4 of the LEMA).

3.2 Stage 2 – Warning

Warning is the second of the five stages of the evacuation process. The purpose of a warning is to provide public information in the form of advice or recommendations from the responsible agency. Warnings are intended to achieve two primary outcomes:

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Warning is the second of the five stages of the evacuation process. The purpose of a warning is to provide public information in the form of advice or recommendations from the responsible agency. Warnings are intended to achieve two primary outcomes:

- (a) to inform the community of an impending or current threat; and
- (b) to promote appropriate protective actions of which evacuation could be an outcome.

A warning must be structured to provide timely and accurate information: the effectiveness of the evacuation will depend largely on the quality of the warning.

It is the responsibility of the Controlling Agency or HMA to provide community warnings and timely advice on the likely threat of an emergency and any recommended or required actions that the community should take. This should be taken in accordance with the **State Emergency Public Information Plan**.

3.2.1 Public Information Strategy

The establishment of the public information strategy for a specific emergency, including determination of the most appropriate methods, is the responsibility of the Controlling Agency. This may be included in the Operational Evacuation Plan (Annex A) or separately documented where this has been delegated to the Public Information Function of the Incident Management Team (IMT). The Controlling Agency may consider the following message content when an evacuation is recommended or directed:

- (a) what is known/not known about the incident;
- (b) information about the action being taken to combat the hazard;
- (c) what the community is being asked to do;
- (d) any recommendation or direction to evacuate;
- (e) the expected duration of the evacuation as far as can be predicted;
- (f) what evacuees should take with them (e.g. important documents, identification, medication);
- (g) what they should not bring (e.g. pets or livestock to mainstream evacuation centres);
- (h) advice on how to secure premises and personal effects as they leave (ideally leaving gates to
 properties unlocked to allow access for emergency services if needed);
- (i) advice to restrict the use of phones to emergencies only so as to avoid system overload;
- (j) the recommended evacuation route(s);
- (k) advice on how to obtain updates (e.g. <u>www.emergency.wa.gov.au</u>, or local frequency 684 ABC radio);
- details of the nominated evacuation centres including details of whether the centre can accommodate pets);
- (m) available assistance to transport and health services;
- (n) information about any registration systems that have been activated such as the Red Cross "Register.Find.Reunite";
- (o) information on any systems for flagging evacuated properties; and
- (p) a reminder that those that choose to remain behind cannot be expected to be rescued if the situation worsens, or be provided with assistance to protect property and livestock.

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3.2.2 Community Warning Levels

Community warnings (i.e. messages in suitable formats to communicate an imminent hazard and information about protective action) will normally have three levels as well as "All Clear" when the threat has passed. These are:

- ADVICE: an incident has started there is no immediate danger, stay up to date in case the situation changes
- WATCH AND ACT: there is a heightened level of threat conditions are changing and you need to take action now to protect you and your family
- EMERGENCY WARNING: the highest level of warning you may be in danger and need to take action immediately, any delay puts your life at risk

This terminology is derived from bushfire warnings and may be extended to other hazards. Other terminology that may be used in Western Australia includes: blue, yellow and red alert for cyclone; and get ready, prepare now and take action for flood. Although different words may be used, there is commonality in the use of the three escalating levels.

3.2.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Information is available from one or more of the following:

Source	Link / Number	Details
ABC Emergency	www.abc.net.au/news/emergency/state/wa	Current alerts, warnings and information updates
ABC Radio	Local frequency ABC South West 684	Current alerts, warnings and information updates
Bureau of Meteorology	www.bom.gov.au/wa	Weather forecasts and warnings
DFES	www.dfes.wa.go.au 133 337 (public information line)	Current warnings and incidents Preparing for emergencies (bush fire, storm, flood, and cyclones)
Emergency Alert	www.emergencyalert.gov.au	The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies
Emergency WA	www.emergency.wa.gov.au	Current warnings and incidents How to prepare your property for bush fire How to recover from an emergency
Standard Emergency Warning Signal (SEWS)	A distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message or warning relating to an emergency It is used as an alert system on public media such as radio, television, or public address systems to draw the listener's attention to the warning message	

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Contact details for local media outlets are listed in the Emergency Contacts, Resources and Critical Infrastructure Directory (Appendix 4 of the LEMA). Details of special needs groups in the district are available in Appendix 6 of the LEMA.

3.2.4 Shelter in Place Warnings

If shelter in place is recommended or directed, the Controlling Agency may consider additional message content that could include:

- (a) advice to maximise personal safety;
- guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated with some level of confidence;
- any specific protective actions in relation to the hazard (e.g. close windows, isolate airconditioning systems);
- (d) information regarding supply/re-supply of food, water, power or other essential services;
- (e) how to assess the suitability of shelter based on location or type, which can be a building or open space; and
- (f) consideration of mental (psychological) and physical fitness to remain (relevant to recommended rather than directed evacuations).

3.3 Stage 3 – Withdrawal

Withdrawal is the third of the five stages of the evacuation process and involves the orderly movement of people from a dangerous or potentially dangerous area to one that is safer.

3.3.1 Self-Evacuation

Self-evacuation may occur in response to general awareness of, or information about an emergency either prior to, or in the absence of a recommendation or direction to leave. It may occur as the result of an 'advice' or other first level of community warning, or in response to a perceived risk through personal observation or other source of information.

A Controlling Agency may receive requests to assist those who choose to self-evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it should be supported when it occurs. It tends to be orderly, reasonable from the evacuees' perspective and generally effective in removing people from danger. Self-evacuees do not usually panic or behave in a chaotic or disorderly manner.

The key to maximising self-evacuation is ensuring affected community members have sufficient timely and relevant information to assist them recognise the threat so they feel able to make an informed decision as to whether to evacuate.

3.3.2 Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be phased, normally prioritising those most at risk. A controlled evacuation may involve either a recommendation or direction to leave and may target all or part of a community.

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3.3.3 Recommended Evacuation

A decision to recommend the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when there is a possible threat to life or property, and where the threat is not believed to be imminent or significant and it is believe that community members have the capacity and capability to make an informed decision.

A recommended evacuation is most likely to be incorporated into a 'watch and act' or other second level of community warning where advising the community to leave for a safer place is seen as the most appropriate action in the circumstances. A recommended evacuation is associated with the use of words such as "you should" in the message content.

3.3.4 Directions to Evacuate

Should a situation worsen, the issuing of a recommendation to evacuate does not preclude a later direction to evacuate (a compulsory evacuation). The decision to direct the evacuation of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to human life.

The Controlling Agency will, as far as is practicable, take steps to:

- (a) notify community members of the most suitable location to evacuate to, based on the prevailing situation (e.g. safer place, evacuation centre, refuge site);
- (b) establish a traffic management system making reference to Traffic Management During Emergencies Guidelines;
- assist with the egress and prevent unauthorised persons from entering the evacuated area;
- (d) facilitate transportation of evacuees, including evacuation by water and accessing suitable vehicles, with consideration to people with special needs.

A directed evacuation may be incorporated into either a 'watch and act' or 'emergency warning' level of community warning where evacuation is seen as the most appropriate action in the circumstances. A directed evacuation is associated with words such as "you must" in the message content. It is important to note that sometimes when an 'emergency warning' level of community warning is issued it may be too late to evacuate safely and that other urgent action may be required.

3.3.5 Access to an Evacuated Area

Access to an evacuated area is not likely to be authorised by the Incident Controller for anyone other than emergency services, and even then subject to an appropriate and documented risk assessment.

3.3.6 Refusal to Evacuate

Although it is an offence for people to refuse a direction to evacuate, there is discretion for the person issuing the direction to remove a person refusing to leave or to take punitive action for failure to comply with the direction. Factors that may be taken into account when dealing whether to forcibly remove a person failing to comply with a direction to evacuate include:

- the resources that may need to be diverted from responding to the emergency in order to force the evacuation; and
- (b) the safety of personnel.

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3.3.7 Bushfire Message Template

An example of a bushfire message template and handout that may be used by personnel delivering a door to door message in a controlled evacuation is at Annex B. This was developed by the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Services) in consultation with DFES and WAPOL for use in a bushfire and to enhance and/or reinforce the level of information that may be provided verbally to residents. This template can be easily adapted to suit emergencies other than bushfire.

3.3.8 Relationship between the Types of Evacuation

The following table summarised the relationship between the types of evacuation and the expectation of compliance, associated warning and public access likely to be permitted for each type.

Туре	Compliance	Emergency Warning Level	Public Access
Self-evacuation	Voluntary	Advice	Unrestricted or limited access
Recommended evacuation	Voluntary	Watch and Act or Emergency Warning	Restricted – Incident Controller authorisation required
Directed evacuation	Compulsory	Watch and Act or Emergency Warning	Denied

3.3.9 Securing the Evacuated Area

The Controlling Agency should ensure, as far as is practicable, the security of the evacuated area and the protection of remaining people and property. This may be undertaken by regular patrols of the affected areas when it is safe and practicable to do so, and through the continuation of controlled access to the affected areas until evacuees are able to safely return. The controlling agency may seek assistance with this function from the Police, local government, and security or contracted traffic management staff.

3.4 Stage 4 - Shelter

Shelter is the fourth of the five stages of evacuation process and involves provision of basic needs for affected people away from the immediate or potential effects of the hazard. Shelter provides for the temporary respite of evacuees and is regarded as a dynamic social process. The needs of individuals may vary over time and the different phases of sheltering may not necessarily be sequential.

Phases of sheltering may include immediate sheltering where there is limited time to take protective action, temporary sheltering (e.g. evacuation centres), and temporary housing for longer term evacuations. Not all phases are applicable to all emergencies.

3.4.1 Responsibility for Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centre, they must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or the local government.

Child Protection and Family Support (Department of Communities) will coordinate the provision of welfare support for evacuated persons attending evacuation/welfare centres based in any of the approved centres set out in the LEMA, in accordance with the **State Emergency Welfare Plan**. This will include specific arrangements for unaccompanied children, nursing mothers, and other at risk persons as far as practicable and as required.

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3.4.2 Responsibility for Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centre, they must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or the local government.

Department of Communities will coordinate the provision of welfare support for evacuated persons attending evacuation/welfare centres based in any of the approved centres set out in the LEMA, in accordance with the **State Emergency Welfare Plan**. This will include specific arrangements for unaccompanied children, nursing mothers, and other at risk persons as far as practicable and as required.

It is important to consult with Communities and local government as soon as practicable when considering the most appropriate centre or centres to activate to ensure the most suitable of facilities is selected, and that welfare support can be provided expediently, effectively, and efficiently. The management of other facilities such as agricultural grounds or other facilities where people with animals may evacuate to, will need to be determined independently. In most cases this will be supported by local government or facility staff.

An Animal Welfare Plan for the management of domestic animals and livestock in emergencies is yet to be developed for the City however, when it is developed it will be at Appendix 8 of the LEMA.

3.5 Stage 5 – Return

Return is the fifth and final stage of the evacuation process. The decision to allow evacuees to return to the evacuated area will depend on a number of factors. In particular it will be necessary to:

- (a) assess the evacuated area to determine if it is possible and safe to return; and
- (b) identify any special conditions that may need to be imposed on return.

In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency that determined the need to evacuate in the first place. However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to the Local Recovery Coordinator and/or Local Recovery Coordination Group (LRCG) at either the State or Local level.

The responsible agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the <u>Operational Evacuation Plan (Annex A)</u> or other documented process.

3.5.1 Safety Assessment

The relevant person from the Controlling Agency or LRCG will need to ensure an appropriate assessment has been carried out to confirm the area is safe and it is possible to return, and to identify any special conditions that may need to be applied. Factors to consider include:

- (a) the hazard itself (or any consequential hazards);
- (b) the conditions to which evacuees would be returning such as access to food, water, sanitation and health care;
- (c) a consideration of the physical and emotional wellbeing of evacuees;
- (d) economic factors relating to short and long term viability of the of the evacuated area;
- (e) support services for those returning;
- (f) the continuing need for public information, particularly with regard to essential services; and

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(g) whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an 'all clear' for the emergency warning is issued.

3.5.2 Staged Return

The return phase of evacuation should be thoroughly discussed with the Evacuation Sub-committee (if formed) and/or the LRCG and may be executed in stages. The <u>Operational Evacuation Plan (Annex A)</u> for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services.

3.5.3 Conflict

Conflict may arise where evacuees and people outside the evacuated area at the time of the evacuation are prevented from entering or re-entering before the area has been formally re-opened but other residents have remained against either a recommendation or direction to leave. This will need to be carefully managed and may extend to the provision of escorts, by agreement, for returning evacuees.

The Controlling Agency or LRCG may seek assistance from the Police or local government with the orderly return of evacuees to the evacuated area.

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4.0 Evacuation Roles and Responsibilities

The following details agency roles and responsibilities in the evacuation process. This list is by no means exhaustive with other agencies and organisations providing assistance as and when required.

4.1 Controlling Agency

The overall responsibility for any evacuation rests with the Controlling Agency. This encompasses the risk assessment that gives rise to the decision to evacuate a community, and ensuring appropriate measures are put in place across all phases of the evacuation to ensure the safety and wellbeing of evacuees.

4.2 Hazard Management Agency

Where an evacuation is being undertaken for a hazard which is prescribed under the *Emergency Management Regulations 2006*, the Regulations also prescribe an agency or individual has the HMA for that hazard. In these circumstances the HMA can access powers to direct the movement of people and animals under the provisions of section 67 of the *Emergency Management Act 2005* following the declaration of an emergency. An emergency can also be declared for any hazard by the State Emergency Controller (SEC). In most circumstances the HMA will also be the Controlling Agency for an emergency arising from that hazard.

4.3 State Emergency Coordinator

Should the Minister declare a state of emergency those persons appointed as Authorised Persons by the Commissioner of Police, in his/her capacity as the SEC, may access part 6 powers under the *Emergency Management Act 2005*.

4.4 Police

WA Police are often requested to assist the Controlling Agency and/or HMA with an evacuation. With roles ranging from undertaking specific activities during the withdrawal phase of an evacuation, to undertaking the full operational evacuation planning process on behalf of the Controlling Agency. It is important to note that WA Police may not always be in a position to assist. In remote regions SES or other DFES volunteers or other groups may be better placed to assist.

4.5 Department of Communities

Department of Communities is a crucial partner in the shelter phase of an evacuation as they will coordinate welfare and other support for evacuees at agreed evacuation centres. The operational details that relate to the welfare function are available in the Department of Communities Local Welfare Plan (Appendix 5 of the LEMA).

Australian Red Cross has a key role with regard to the provision of a registration and reunification service when requested by Department of Communities. This may include the use of the "Register.Find.Reunite" system.

4.6 Local Government (the City of Busselton)

In consultation with the Controlling Agency, the City makes available suitable buildings (and where required staff) to establish as evacuation centres by CPFS to coordinate welfare support during the emergency, and where necessary establishing additional facilities where those with animals may evacuate to.

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The City will also provide relevant local information/knowledge with regard to the community, infrastructure and the environment. The City will keep informed during the response phase of the emergency so as to achieve a smooth transition to recovery.

4.7 Main Roads WA

Main Roads WA has an integral role to play regarding any traffic management plans for the withdrawal phase, and as a source of information relating to road network and infrastructure capabilities. In some circumstances they may also provide staff and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for major emergencies.

4.8 WA Country Health Services

In accordance with section 5.6 of the **State Emergency Management Plan**, WA Country Health will coordinate medical support, including the services of St John Ambulance or Royal Flying Doctor Services, for evacuees requiring medical care.

4.9 Department of Defence

In certain circumstances (e.g. where the capabilities of agencies are insufficient or unavailable) the Department of Defence may provide assistance in accordance with section 5.10 of the **State EM Policy** and section 5.6 of the **State Emergency Management Plan**.

410 Department of Education

The Department of Education will liaise with the HMA or Controlling Agency to provide current information about schools in the affected area, including appropriate contact information and ensuring evacuations plans are in place for each school. Contact details for schools in our district are also included in the Special Needs Groups list (Appendix 6 of the LEMA).

4.11 Organisations Responsible for At Risk/Special Needs Groups

These various organisations provide current information about their location and contact information to the City and ensure evacuation plans are in place. Information regarding these groups is also available in the Special Needs Groups list (Appendix 6 of the LEMA).

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8.0 Exercising and Reviewing the Local Evacuation Plan

Testing, exercising and reviewing the City's Local Evacuation Plan will be conducted in accordance with the exercising and reviewing arrangements detailed in section 16.0 of the Local Emergency Management Arrangements.

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<u>Annex A – Operational Evacuation Plan</u>

Operational Evacuation Plan			
All aspects of the evacuation are the responsibility of the Controlling Agency Incident Controller (another agency/person may assist if required). This may include developing an evacuation plan and/or undertaking activities in support of the plan. This template may be used to develop a plan or documenting decisions and strategies from another agency where time permits (or as an aide-memoire when urgent action is required).			
This plan compiled by:	This plan compiled by: Name: Position:		
Time:			
Are details of the evacuat	ion entered onto a crisis infor	mation management sy	stem: Yes / No
Incident Name / Reference	e:		
	Situa	tion	
A brief description of the situation or emergency which has, or may cause a recommendation to evacuate the affected community:			
	Summary o	f Key Risks	
Issue(s)	Likelihood	Consequences	Mitigation Strategy
	Low / Medium / High	Low / Medium / High	
	Miss	ion	
A brief description of the Mission of the evacuation or potential evacuation:			
Specified objectives:			

Exec	ution
KEY ROLES	
HMA / Controlling Agency and Incident Controller:	
Agency:	Incident Controller:
Contact Number(s):	Email:
Operational Area Manager (If appointed):	
Agency:	Operational Area Manager:
Contact Number(s):	Email:
Police Commander:	
Agency: WA Police	Name:
Contact Number(s):	Email:
Emergency Coordinator(s): (local officer-in-charge and/or district superintendent local and/or district levels)	perform whole of government coordination function at
Agency: WA Police	Name:
Contact Number(s):	Email:
Agency: WA Police	Name:
Contact Number(s):	Email:
Evacuation Manager: (where appointed, this position will usually sit under AIIMS)	Operations in the incident management system (e.g.
Agency:	Name:
Contact Number(s):	Email:
Other:	
MAJOR FACILITIES	
Location of the Incident Control Centre:	
Name of the ICC:	Location:
Contact Number(s):	Email:
Location of the Incident Control Point / Forward Cont	trol Centre (<i>if applicable</i>):
Name of the ICP:	Location:
Contact Number(s):	Email:
Location of the Incident Support Groups:	
Name of the ISG site:	Location:
Contact Number(s):	Email:
Location of the Operational Area Support Group (if a	ctivated):
Name of the OASG site:	Location:
	Email:

	entre (if activated):
Name of the Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Location of the Secondary Evacuation	Centre (if activated):
Name of the Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Other:	
Stage 1 -	- Decision (to evacuate is the best option)
The decision to recommend the evac Incident Controller. The decision may b	uation of a community is the responsibility of the Controlling Agen be made in consultation with:
Controlling Agency	WA Police
Name(s):	Name(s):
Other Experts:	
Name / Agency:	
Name / Agency:	
Does the person making the decision t	to evacuate have the legislated authority Yes / No / Unknown
If yes, give details:	If no/unknown, why:
Relevant Issues (affecting the decision	to the evacuate / potentially evacuate)
Time pressures	Yes / No
Information source / validity	Yes / No
Competing tasks	Yes / No
Ability / risk to evacuate	Yes / No
Safety of the community	Yes / No
Safety of vulnerable and/or other at-ri	sk individuals or groups Yes / No
	Yes / No
Staff resources	
Staff resources Community preparedness	Yes / No
Community preparedness	Yes / No Yes / No
	· · · · · · · · · · · · · · · · · · ·
Community preparedness Communications processes	Yes / No

Trigger Points (are there identified trigger points for the evacuation to be recommended or commenced? please specify below):	Yes / No	
Trigger Point: Activity:		
Alternatives (by necessity, are there any alternatives to an evacuation)		
Shelter in place	Yes / No	
Identified community refuge	Yes / No	
Private shelter	Yes / No	
Other (please specify)		
Other (please specify)		
Other (please specify)		
Stage 2 — Warning (communicating the need to leave)	
The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation (e.g. door knocks), they are to advise who is required to facilitate provision of the required information.		
Actual messaging to contain the following information:		
Identification of the HMA / Controlling Agency	Yes / No	
Location of area affected by the emergency	Yes / No	
Predicted impact time Yes		
Predicted severity Yes / No		
How people should respond (recommended or directed action)	Yes / No	
Where to get further information Yes / No		
If the answer to any of the above is no , enter reasons:		
Other information to include (if appropriate):		
Instructions for vulnerable or other at-risk groups or people	Yes / No	
Ancillary issues such as pets, medications, or identification	Yes / No	
Limitations (e.g. oversize items, livestock)	Yes / No	
Recommended personal items (e.g. toiletries, clothing, baby needs)	Yes / No	
Recommended transport routes / transport options	Yes / No	
Security of evacuated areas (assurance patrols or similar – if safe to do so)	Yes / No	
Advice on utilities and airconditioning (e.g. turn off gas, electricity, aircon)	Yes / No	
Advice to inform relatives or friends of evacuee intentions / destinations	Yes / No	
Information about "Register.Find.Reunite"	Yes / No	

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Other (please specify)	
Other (please specify)	
Other (please specify)	
Methods available to facilitate public information / warning (consider resolution resolution):	urces, specialist support and
Media (television)	Yes / No
Media (radio)	Yes / No
Telephone contact	Yes / No
Short Message Service (SMS)	Yes / No
Emergency Alert	Yes / No
Standard Emergency Warning Signal (SEWS)	Yes / No
Door knocks	Yes / No
Verbal messages	Yes / No
Community meetings	Yes / No
Public address systems	Yes / No
Agency websites	Yes / No
Email	Yes / No
Social network sites (e.g. Facebook, Twitter)	Yes / No
Print material/media	Yes / No
Other (please specify)	

Stage 3 - Withdrawal (getting people out)

The responsibility for evacuating a community remains with the Controlling Agency Incident Controller. The Incident Controller may request assistance with specific parts activities as part of their documented evacuation strategy or the development/execution of an evacuation may be delegated by agreement. Where the plan is completed by another agency, the appointment of an 'Evacuation Manager' is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, available resources, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.

Key elements of an evacuation strategy to consider:

Does a plan already exist for all or part of the affected area	Yes / No
Sectoring of the affected area and phased evacuation activity	Yes / No
Vulnerable and/or other at-risk individuals or groups	Yes / No
Consideration of assembly areas if required	Yes / No
Evacuation Centres identified (in conjunction with CPFS)	Yes / No
Forecast need for registration and reunification	Yes / No
Identify transport options	Yes / No
Develop traffic management plans	Yes / No
Multi-agency communication arrangements / plan	Yes / No
Flagging of evacuated properties (if used)	Yes / No

Security of evacuated area	Yes / No
Actions on people declining to evacuate Yes / N	
Other considerations not identified above	Yes / No
Outline of the evacuation strategy:	
Does a plan already exist:	
Sectorise / Phase the affected area if appropriate:	
Vulnerable and other at-risk groups or individuals (e.g. CALD, children, walki disabilities, aged care facilities):	ng wounded, people with
Consider assembly areas if required:	
Evacuation centres identified (in conjunction / consultation with CPFS):	
Forecast need for registration and reunification (Register.Find.Reunite):	
Identify transport options (including by land, sea or air if applicable/required):	
Develop traffic management plan(s) (consider ingress and egress routes, sole use of route for evacuees and/or emergency services):	
Identify multi-agency communication arrangements/plans:	

Flagging of evacuated properties (any strategies in place for flagging by residents or responders):		
Security of evacuated area:		
Actions on people declining to evacuate (e.g. register/list of properties):		
Note: unaccompanied children to be evacuated to CPFS centre.		
Other considerations:		
Stage 4 – Shelter (where people can go/provision of welfare and o	ther support)	
The Controlling Agency Incident Controller is responsible for ensuring evacuees Identification of a suitable evacuation centre and coordination of community welfs. CPFS on request. Where this plan has been delegated, confirm whether CPFS Controlling Agency or if this is a task requested as part of the delegation of the plan are required that accept animals, the City should be able to give advice.	are services is supported by has been activated by the	
Considerations of evacuation centres:		
Safe location	Yes / No	
Effective shelter from elements	Yes / No	
Toilets/showers	Yes / No	
Provision for people with disabilities (access, eating, toileting, transportation, bathing and dressing)	Yes / No	
Heating/cooling	Yes / No	
Private areas/space	Yes / No	
Kitchen facilities (food, water and dining)	Yes / No	
Sleeping areas	Yes / No	
Car parking	Yes / No	
Registration facilities	Yes / No	
Reunion location	Yes / No	
General information and updates	Yes / No	
Financial assistance	Yes / No	
Insurance enquiries	Yes / No	
Counselling	Yes / No	

Legal services	Yes / No
Child minding/ personal support	Yes / No
Interpreters	Yes / No
Entertainment	Yes / No
Cleaning/rubbish removal	Yes / No
General security	Yes / No
Traffic management plan	Yes / No
Have the following actions been taken:	
Registration and reunification process (Register.Find.Reunite)	Yes / No
Welfare response requested (through CPFS)	Yes / No
Other resources are in place to commence registration of evacuees (pre Red Cross attendance)	Yes / No
Recommended appendices:	
Incident Management Team (IMT) contact list	Yes / No
Residents contact list	Yes / No
Record of warning messaging (date, time and method)	Yes / No
Risk assessment matrix	Yes / No
Traffic management plans	Yes / No
Maps	Yes / No
Record of advice provided to affected areas and/or people	Yes / No
List of vulnerable and other at-risk groups or individuals	Yes / No
Stage 5 – Return (where people can go/provision of welfare and of	ther support)
The decision and planning to allow a community or individuals to return to the responsibility of the Controlling Agency Incident Controller as is providing accurate the displaced community. Where other agencies are assisting it is important that the decisions are quickly disseminated to relevant personnel and the community.	and timely information to
Considerations of evacuation centres:	
The affected area is declared safe	Yes / No
Preservation of forensic evidence (crime scene):	Yes / No
Availability of health and welfare services, and support mechanisms	Yes / No
Availability of key services and utilities (gas, electricity, water, roads)	Yes / No
Evacuees' psychological and physical health and wellbeing	Yes / No
Transport for people with disabilities or other special needs	Yes / No
Economic factors involved in the return of evacuees	Yes / No
Possible need for a phased return (traffic management / VCPs / permit system)	Yes / No
Local Recovery Coordinator / Local Recovery Coordination Group included in planning	Yes / No
Other (please specify)	Yes / No

Informing other stakeholders	of the decision to return:		
Community representatives			Yes / No
Child Protection and Family Support (Department of Communities)			Yes / No
Agriculture and Food (Department of Primary Industries and Regional Development)		Yes / No	
Department of Fire and Emer	gency Services		Yes / No
Parks and Wildlife Services (Department of Biodiversity, Conservation and Attractions)		Yes / No	
WA Country Health Services			Yes / No
Department of Water and Env	vironmental Regulation		Yes / No
Department of Mines, Industr	ry Regulation and Safety		Yes / No
Department of Transport			Yes / No
Other Local Government Auth	norities		Yes / No
WALGA			Yes / No
Main Roads WA			Yes / No
Utility Service Providers			Yes / No
Water Authorities			Yes / No
WA Police			Yes / No
Other (please specify)		Yes / No	
Other (please specify)		Yes / No	
Other (please specify)		Yes / No	
Other (please specify)		Yes / No	
Verification of Return Proces	s (the decision to return is	authorised by):	
Name/Position:		Time:	Date:
Organisation:			
	Administration a	and Logistics	
Communications			
Safety			
Records Management			

Transport	
Equipment	
Medical	
Meals	
ivieais	
Other (please specify)	
Other (please specify)	
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Other (please specify)	
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Other (please specify)	
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LEMA Appendix 6 Local Evacuation Plan (November 2022)

Annex B - Bushfire Evacuation Message Template

Bushfire Evacuation Message

- A bushfire [EMERGENCY WARNING/ WATCH AND ACT] has been issued for people in [AREA]
- The bushfire is burning in [NAME/AREA] between [ROAD/LANDMARK] and [ROAD/LANDMARK] and is burning towards [LANDMARK] (refer to map if available)
- [The Department of Fire and Emergency Services / Parks and Wildlife Services] recommend you and your family leave immediately OR direct you and your family to leave immediately under the [BUSHFIRES ACT 1954/EMERGENCY MANAGEMENT ACT 2005]. Directed evacuation is compulsory for your safety despite your level of bushfire preparedness.
- Today's Fire Danger Rating is [HIGH/EXTREME/CATASTROPHIC] which means it may not be possibly to actively defend your home.
- This will be the only door knock warning. There is a threat to lives and homes. You need to
 act immediately. Your best chance of survival is to leave now.
- You should leave via [DIRECTIONS].

In ald and Combinellan

- Department of Communities has established an evacuation centre at [PLACE].
- If you have small animals, the City of Busselton has arranged that you can go to [PLACE].
- If you have family or friends away from the area, you may prefer to go there OR you should
 go to family and friends who live away from the area (i.e. no evacuation centre has been
 established).

Note: unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of the Department of Communities at the evacuation centre.

- If you need to leave, contact someone who can help you now. If you can't get hold of them
 or they can't help you immediately, tell us.
- If you care for anyone in the evacuation area, are you able to collect them safely on the way out? If not, tell us.

14/A D-11--

incident Controller	WA Police
Signed	Signed
Date	Date
Time	Time

Bushfire Evacuation Message

If you leave your home for a safer place:

- It is important that you take everything you need when you leave such as your bushfire survival kit
 containing important papers, medications and personal supplies
- Road blocks and other controls are in place and once you leave it is unlikely you will be allowed to return home under any circumstances (until at least the 'all clear' is given)

In the case of a recommended evacuation, if you disregard this recommendation to evacuate and stay in place:

- · You need to get ready to actively shelter in your home and actively defend it
- Your home needs to be prepared to the highest level and constructed to bushfire protection levels
 (i.e. enclosed eaves, covers over external air conditioners, metal flyscreens). It is too late to do that
 now
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on firefighters to protect you and your property
- You need to be prepared emotionally, mentally and physically to actively defend your property and consider your family members
- You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots. The majority of people who die in bushfires from the radiant heat
- You may need to defend your house from spot fires and embers for several hours and may not be able to keep up to date with a changing situation
- You need to have adequate supplies of necessary items such as food, drinking water and petrol. If
 you leave your property during the fire to restock, it is unlikely you will be allowed to return home
- You are likely to lose power, water, gas, and phone services. It may be days or even weeks before
 these services are restored
- You will need to have an independent water supply. This should be a concrete or steel tank with a 20,000 litre capacity to ensure adequate defence of your home
- You will need a generator with more than 1.5kVA capacity to drive a home pressure pump or petrol
 or diesel firefighting pump in order to have water supply for actively defending your home
- You must stay in the house when the fire front is passing. This usually takes 5-15 minutes. You
 need to actively defend while sheltering
- You need to take shelter inside. Go to a room that is furthest from the fire front. Make sure you
 can easily escape from the building, preferably in a room with two exits and a water supply (e.g. a
 laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door
 going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out
 and go to an area that has already been burned. Close all internal doors and leave through the
 door furthest from the approaching fire. Many people have dies from toxic smoke and fumes when
 their house has caught fire.

In the event of a directed evacuation, if you disregard the direction and say, you will be committing an offence.

If you require more information you can call 1300 657 209, log onto the Emergency WA website www.emergency.wa.gov.au and listen to local ABC radio on frequency 684.

LEMA Appendix 7 Local Recovery Plan (November 2022)



LEMA Appendix 7 Local Recovery Plan



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LEMA Appendix 7 Local Recovery Plan (November 2022)

Overview

National Principles for Disaster Recovery

The Local Recovery Plan addresses the restoration of emotional, social, economic and physical wellbeing of a community; and the reconstructions of infrastructure and the provision of support services during an emergency.

Functions of Local Government

Pursuant to section 36(b) of the *Emergency Management Act 2005*, it is a function of a local government to manage recovery following an emergency affecting the community in its district.

Recovery will often commence during the response phase of an emergency. Depending on the size and impact of an emergency, recovery can take a matter of days, weeks, months or even years. The local government may need to consider the need for additional financial and human resources during extended periods of recovery.

LEMA Appendix 7 Local Recovery Plan (November 2022)

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LEMA Appendix 7 Local Recovery Plan (November 2022)

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1.0 Amendment Record

Number	Date	Details of Amendment	Author
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of the Local Recovery Plan. Feedback and suggestions should be forwarded to:

Manager Community & Recreation Services City of Busselton Locked Bag 1 BUSSELTON WA 6280

Or via email to: city@busselton.wa.gov.au

To access electronic copies of the following State Emergency Management or other reference documents please go to the SEMC website www.semc.wa.gov.au or select the following links

- Community in Recovery Guidelines
- National Principles for Disaster Recovery

LEMA Appendix 7 Local Recovery Plan (November 2022)

2.0 Introduction

2.1 Authority

This Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* and forms part of the Local Emergency Management Arrangements (LEMA) for the City of Busselton.

This plan has been endorsed by the City of Busselton Local Emergency Management Committee (LEMC), has been tabled for information with the South West District Emergency Management Committee (DEMC), and has been approved by the Council of the City of Busselton.

2.2 Purpose

The purpose of this Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

2.3 Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Busselton
- Establish a basis for the coordination of recovery activities at the local level
- Promote effective liaison between all Hazard Management Agencies (HMAs), emergency services and supporting agencies that may be involved in recovery
- Provide a framework for recovery operations.

2.4 Scope

The scope of this plan is limited to the boundaries of the City of Busselton, and details the local recovery arrangements for the community.

3.0 Related Documents and Arrangements

3.1 Related Documents and Arrangements

Document	Owner	Location	Review
Animal Welfare Plan	City of Busselton	ECM doc set id 4891262	Full review every 5 years
Business Continuity Plan	City of Busselton	ECM doc set id 4030731	Not stated
Covid-19 Financial Hardship	City of Busselton	ECM doc set id 4323211	Not stated
Local Emergency Management Arrangements	City of Busselton	ECM doc set id 4914000	Full review every 5 years
Local Emergency Welfare Plan Busselton Region (May 2022)	Department of Communities	ECM doc set id 4882249	Biennial review
MOU for the Provision of Mutual Aid During Emergencies and Post Incident Recovery	Member Councils of the South West Zone Western Australian Local Government Association	ECM doc set id 4851151	Remains in force for an unstipulated period
Capecare Offsite Evacuation Plan	Capecare	ECM doc set id 3225301	Tested and reviewed annually

3.2 Memorandums of Understanding

3.2.1 Provision of Mutual Aid During Emergencies and Post Incident Recovery

The City of Busselton along with 11 other south west local government authorities are signatories to a Memorandum of Understanding (MOU) for the 'Provision of Mutual Aid During Emergencies and Post Incident Recovery'.

The purpose of the MOU is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association (WALGA) during emergencies, and post incident recovery
- Enhance the capacity of our communities to cope in times of difficulty
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

Parties to the MOU are:

- Shire of Augusta Margaret River
- Shire of Boyup Brook
- Shire of Bridgetown-Greenbushes
- · City of Bunbury

• City of Busselton

• Shire of Capel

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- Shire of Collie
- Shire of Donnybrook-Balingup
- Shire of Manjimup

- Shire of Dardanup
- Shire of Harvey
- Shire of Nannup

3.2.2 Capecare Offsite Evacuation Plan

The Capecare Offsite Evacuation Plan is supported by MOUs between Capecare and the following Aged Care service providers:

- Ellenvale Aegis, Busselton
- Mirrambeena Baptist Care, Margaret River
- William Carey Court Baptist Care, Busselton

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4.0 Resources

4.1 Recovery Coordination Centre

The primary Local Recovery Coordination Centre is located in the City's Disaster Recovery Room (Kaloorup Room), 2 Southern Drive, Busselton. If this location is unavailable or deemed unsuitable the Local Recovery Coordination Group (LRCG) will designate an alternative location.

4.2 Information Centre / One Stop Shop

An Information Centre / One Stop Shop will be established when required by the LRCG. Its purpose is to provide the affected community with access to recovery services, information and assistance. Possible locations include:

Name	Location
City of Busselton Administration Office	2 Southern Drive, Busselton
Community Resource Centre (CRC)	22 Cammilleri Street, Busselton
Geographe Leisure Centre (GLC)	Queen Elizabeth Ave & Recreation Lane, West Busselton
Naturaliste Community Centre (NCC)	21 Dunsborough Lakes Drive, Dunsborough

Other possible Information Centres are listed in Appendix 4 to the LEMA – Emergency Contacts and Resource Directory (doc set id 4888088). Appendix 4 contains confidential contact information and as such, is not available publically.

4.3 Financial Arrangements

The City of Busselton has arrangements in place to insure its assets under the Local Government Insurance Scheme (LGIS). Details of this cover and the management of claims is available through the City's Financial Services Service Unit.

Under section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by the Mayor or President in an emergency. Following the decision to incur expenditure for an emergency the City's Manager Finance, or Financial Accountant should be contacted to obtain an emergency cost string that will be used to capture all costs associated with the emergency.

The City has a number of identified cash backed reserves, which, dependent on the location and nature of the emergency may be used to support recovery. The City may also access borrowing arrangements under the provisions of s.6.8(1)(b) and (c), s.6.1(2) and s.6.20(2) of the *Local Government Act 1995*.

The **State EM Policy** Section 6, and **State EM Plan** Section 6 outlines the State recovery funding arrangements. Relief programs include:

- <u>Disaster Recovery Funding Arrangements (DRFA-WA)</u> (this program is managed by the City's Engineering Management Accountant within the Engineering and Work Services directorate)
- Centrelink Services Australia
- Lord Mayor's Distress Relief Fund (LMDRF)

4.4 Rural Aid Australia

<u>Rural Aid</u> provide farmers and communities with critical support before, during and after local emergencies.

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Relief programs include:

- Farm Army Volunteers assisting farmers in times of hardship
- Rural Aid Counselling face to face and phone counselling to farmers and their families
- Stronger Futures access to mental wellbeing services, supporting the implementation of sustainability initiatives, and facilitation of knowledge creation, innovation and sharing.

5.0 Roles and Responsibilities

5.1 Local Recovery Coordinator (LRC)

The City's Manager Community and Recreation Services has been appointed Local Recovery Coordinator (LRC). The Coordinator Recreation and Community Development is the appointed Deputy LRC. Roles and responsibilities of the LRC include:

- (a) to ensure the development and maintenance of effective recovery management arrangements for the local government; and
- (b) in conjunction with the local recovery coordination group, implement a post-incident recovery action plan and manage the recovery phase of an incident.

The LRC Action Checklist at Attachment 1 is provided as guidance for the LRC, and lists possible actions to be taken by the LRC within 48 hours, one week, and 12 months.

5.2 Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group (LRCG) coordinates and supports local management of the recovery processes with reference to the impact statement of the event (as provided by the Controlling Agency) and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

The LRCG comprises a core membership of recovery personnel and agencies that would be required to sit on the LRCG in most cases where the LRCG has been activated. Depending on the nature and size of the emergency incident, other personnel and agencies may be invited to sit on the LRCG. An LRCG organisational chart is at Attachment 2.

The LRCG Action Checklist at Attachment 3 is provided for the guidance of the LRCG, and lists possible actions to be taken by the LRC within one week, one month, and 12 months.

5.3 LRCG Chair and Spokesperson

The City's Mayor is the LRCG Chair and Spokesperson for the City in all recovery related matters. The Deputy Mayor is Deputy LRCG Chair and Spokesperson.

5.4 LCRG Duty Cards

Duty cards list the roles and responsibilities for individual LRCG members pre-recovery, when on alert or stand-by, following activation of the Recovery Plan, and during and following recovery operations.

Duty cards for each of the following LRCG roles are at Attachment 4:

- <u>Duty Card 1</u> Chair / Spokesperson (Mayor)
- Duty Card 2 Deputy Chair / Spokesperson (Deputy Mayor)
- <u>Duty Card 3</u> Local Recovery Coordinator (Manager Community and Recreation Services)
- <u>Duty Card 4</u> Communications Officer (Public Relations and Community Engagement Coord)
- Duty Card 5 Recovery Coordination Centre Administrator (City staff as required)
- <u>Duty Card 6</u> Admin Support (City staff as required multiple positions)
- Duty Card 7 Financial Coordinator (Manager Financial Services)
- <u>Duty Card 8</u> Economic Coordinator (Manager Economic and Business Development)

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- <u>Duty Card 9</u> Environmental Health Coordinator
- Duty Card 10 Infrastructure / Built Coordinator (Manager Operations and Works Services).

5.5 Sub-Committee Role Statements

Role statements for the following LRCG sub-committees are at Attachment 5:

- Community / Social sub-committee
- Environmental Health sub-committee
- Economic sub-committee
- Infrastructure / Built sub-committee (including the environment).

The LRCG comprises a core membership (green), and a number of sub-committees (blue) that are activated as a group or individually as required.

5.6 Local Recovery Contact Details

Contact details for LRCG members; and State Government and other external agencies are available in Appendix 4 to the LEMA – Emergency Contacts and Resource Directory (doc set id 4888088). Appendix 4 contains confidential contact information and as such, is not available publically.

5.7 Recovery Initiation

The Chair of the LCRG and the LRC will be briefed by the Incident Controller and will attend initial Incident Management Team meetings to determine the extent and impact of the emergency incident. The Controlling Agency will provide an incident impact statement form after which the LRC will convene a meeting with core members of the LCRG.

5.8 Stakeholder Communication Plan

The aim of the Stakeholder Communications Plan at Attachment 6 is to:

- Provide timely and accurate information to disaster affected community members and the wider community
- Acknowledge the psychological challenges and complexities through communication with affected community members
- Encourage and promote two-way communication to facilitate a better understanding of the community's needs and concerns
- Empower and support the community to feel an active partner in the recovery process.

The LCRG Communications Officer will coordinate and disseminate information on recovery management and issues, and will coordinate all aspects of media management. The Chair (Mayor) and Deputy Chair (Deputy Mayor) are the only authorised spokespersons for the City (unless delegated further by the City's CEO). They will approve all communications materials to the media prior to release.

5.9 Operational Recovery Plan

The Operational Recovery Plan at Attachment 7 must be completed by the LRC, in consultation with LCRG members, and is informed by a community impact statement. Methods for obtaining community feedback and establishing priority needs are considered in the Stakeholder Communication Plan.

Committee

6.1 Attachment D LEMA Appendix 7 Local Recovery Plan (November 2022)

5.10 Agency Checklist

An Agency Checklist is at <u>Attachment 8</u> and lists agencies that may be able to provide support and/or resources to aid recovery.

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6.0 Recovery Closeout (Withdrawal)

6.1 Withdrawal of Services

A critical aspect of the recovery management process is the withdrawal of external services. If not managed successfully, the positive effects of recovery to date may be undone. Planned and timely withdrawal will include community involvement and reduce the likelihood of a void being left post-recovery. The Chair of the LRCG, in consultation with the LRC, will stand down the LRCG when it is no longer required.

Withdrawal should also take into account the handover of responsibilities from the LRCG:

- to community groups where appropriate
- when the community can support itself
- to the City and other agencies to assume delivery of normal services.

Also, a coordinated approach to withdrawal should be planned and carried out. This may include actions such as:

- communication back to the community of positive outcomes and achievements
- media releases or conferences
- public events (meetings, community days / fairs) to recognise the community's return to normal.

6.2 Lessons Learnt

Recovery team member debriefing sessions are a key tool in assessing the effectiveness of the response and the performance of team members in their various functions. These sessions allow team members to discuss issues they encountered during recovery, and how the management of stress during a difficult time. The LRC will arrange to debrief all staff and organisations after each is stood down.

The LRC will prepare and table a report for the LRCG. The report will include lessons learnt and will initiate a post-incident review and update of the Local Recovery Plan. A copy of the report will be forwarded to the Local Emergency Management Committee (LEMC), the District Emergency Management Committee (DEMC), the Chair of the State Emergency Management Committee (SEMC) Recovery Services Sub-Committee and the Hazard Management Agency.

LEMA Appendix 7 Local Recovery Plan (November 2022)

Attachment 1 - LRC Action Checklist

Please note this listing is a guide only and is not exhaustive (timeframes are approximate only).

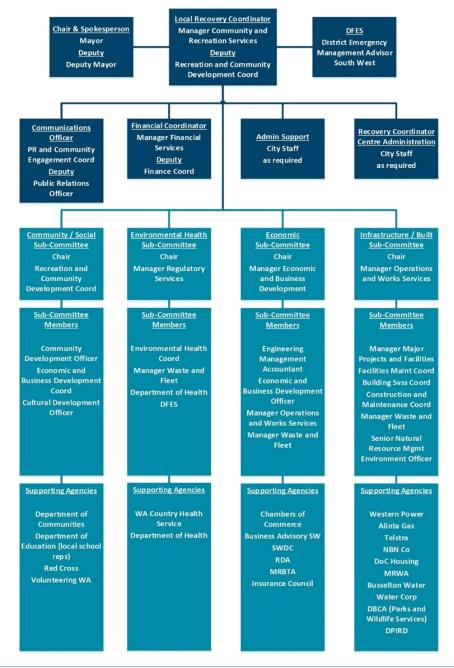
Task Description	Complete
Within 48 Hours	
Contact and alert key local contacts	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of livestock	
Consult the DBCA Parks and Wildlife Services on special arrangements to manage the welfare of wildlife	
Ensure Controlling Agency starts recovery activities during the response phase of the emergency	
Provide advice to the Mayor and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support)	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery)	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes	

Within 1 Week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support)	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate	
Contact the <u>Disaster Recovery Funding Arrangements (DRFA-WA)</u> Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance	
Understand eligible criteria and payment procedures of the <u>Lord Mayor's Distress</u> Relief Fund (<u>LMDRF</u>) if activated. Payments are coordinated through the local government to affected individuals	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Determine the acquisition and appropriate use of resources necessary for effective recovery	
Consider establishing a call centre with prepared responses for frequently asked questions	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally	
Ensure recovery activities are consistent with the <u>National Principles for Disaster</u> <u>Recovery</u>	
Within 1 to 12 Months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended	

Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for	

Attachment 2 - LRCG Organisational Chart

The following is an indicative LCRG organisational chart with core members in navy, and support members who would sit on the LRCG when required, in blue.



Attachment 3 - LRCG Action Checklist

Please note this listing is a guide only and is not exhaustive (timeframes are approximate only).

Task Description	Complete
Within 1 Week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Determine the acquisition and appropriate use of resources necessary for effective recovery	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery)	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes	
Ensure recovery activities are consistent with the <u>National Principles for Disaster</u> <u>Recovery</u>	
Within 1 Month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support)	
Confirm if the event has been proclaimed an eligible natural disaster event under the <u>Disaster Recovery Funding Arrangements (DRFA-WA)</u> and if so ensure an understanding of what assistance measures are available and the process requirements for assistance	
Consider establishing a call centre with prepared responses for FAQs	

Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort	
Understand eligible criteria and payment procedures of the <u>Lord Mayor's Distress</u> Relief Fund (LMDRF), if activated. Payments are coordinated through the local government to affected individuals	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities)	
Manage restoration of critical infrastructure	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally	
Monitor the progress of recovery and receive periodic reports from recovery agencies	
Within 1 to 12 Months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities	
Implement transitioning to mainstream services	

Attachment 4 - LRCG Duty Cards

DUTY CARD 1 - LRCG CHAIR (MAYOR)

The Chair leads the LRCG and is the primary spokesperson for the group

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- · Maintain regular contact with agencies involved in recovery planning and response

RECOVERY ALERT/STAND-BY PHASE

- · Attend a brief from the LRC on details of the emergency and recovery priorities
- · Identify LRCG membership dependent on the type and impact of the emergency
- Place LRCG members on stand-by for possible activation of the LRCG (provide details of the emergency and recovery priorities)

RECOVERY ACTIVATION

- · Chair the initial meeting of the LRCG, allocate and prioritise LRCG activities
- Ensure the LRCG is aware of the HMAs arrangements and other government agencies support plans that may be activated during recovery

RECOVERY

- Oversee the development and implementation of the <u>Operational Recovery Plan</u> for the <u>short to</u> <u>medium term</u> (covering the social, environmental, economic and infrastructure impacts of the emergency)
- Ensure the Operational Recovery Plan identifies and meets the needs of the community, and minimises the impact of the emergency on the City of Busselton
- With the guidance of the LRC and Communications Officer, develop the <u>Stakeholder Communications Plan</u> to facilitate effective communication with all relevant stakeholders (i.e. community members, local business, the media, other State and Local Government Agencies/Authorities, and the Council)
- Oversee the provision of regular recovery situation reports (SITREPs) to the HMA and other agencies
- Oversee regular SITREPS to the LRCG, include feedback on the implementation of the Operational Recovery Plan
- If one is required, oversee the development and implementation of the <u>Operational Recovery Plan</u> for the <u>medium to long term</u> (covering the social, environmental, economic and infrastructure impacts of the emergency)
- Oversee the decision making processes of the LRCG and if necessary, make the final decision

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- Stand-down the LRCG (this may be a staged process with some roles/stakeholder being stood down before others)
- In conjunction with the LRC, carry out a Post Incident Analysis (PIA) to identify and prioritise
 follow-up actions, and setting deadlines for completion (provide copies of the PIA to other
 stakeholders as required)
- Attend the HMA PIA with the LRC and if necessary, brief LRCG members

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DUTY CARD 2 – LRCG DEPUTY CHAIR (DEPUTY MAYOR)

The Deputy Chair deputises for and supports the Chair LRCG throughout the recovery process

RESPONSIBILITIES

PRE-RECOVERY

- Attend all training activities organised for the LRCG
- Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery

RECOVERY ALERT/STAND-BY PHASE

• Attend a brief from the LRC on details of the emergency and recovery priorities

RECOVERY ACTIVATION

· Attend the initial meeting of the LRCG

RECOVERY

- Assist with the development and implementation of the Operational Recovery Plan for the <u>short</u> to <u>medium term</u> (covering the social, environmental, economic and infrastructure impacts of the emergency)
- If one is required, assist with the development and implementation of the Operational Recovery
 Plan for the <u>medium to long term</u> (covering the social, environmental, economic and
 infrastructure impacts of the emergency)

POST-RECOVERY

Participate with the development of a Post Incident Analysis (PIA) to identify and prioritise
follow-up actions, and setting deadlines for completion (provide copies of the PIA to other
stakeholders as required)

DUTY CARD 3 — LOCAL RECOVERY COORDINATOR (MANAGER COMMUNITY & RECREATION SERVICES

The LRC manages the LRCG and oversees the recovery process with regard to the social, environmental, economic and infrastructure impacts of the emergency. The LRC has overall responsibility to coordinate recovery under guidance from the HMA and Chair

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- · Maintain regular contact with agencies involved in recovery planning and response
- Develop, implement and review the Local Recovery Plan ensuring it is tested in line with other Local Emergency Management Arrangement exercises

RECOVERY ALERT/STAND-BY PHASE

- · Attend the HMA brief on the emergency, its impact and response objectives
- In conjunction with the Chair, identify LRCG membership dependent on the type and impact of the emergency
- Place LRCG members on stand-by for possible activation of the LRCG (provide details of the emergency and recovery priorities)
- Mobilise additional resources (e.g. ICT support, admin support, meeting rooms)
- · Coordinate an assessment of community recover requirements
- Provide advice to the Chair on when to activate the LCRG

RECOVERY ACTIVATION

- Convene the first meeting of the LRCG ensuring admin support is available to draft the Agenda
 and take Minutes meetings (include options for members to attend remotely via MS teams)
- Allocate recovery responsibilities ensuring LRCG members understand individual and team priorities
- Monitor performance of the LRCG to ensure priorities are being addressed/met

RECOVERY

- Develop and implement the Operational Recovery Plan for the <u>short-medium term</u> (covering social, environmental, economic and infrastructure impacts of the emergency)
- Ensure the Operational Recovery Plan identifies and meets the needs of the community and minimises the impact of the emergency on the City of Busselton
- In conjunction with the Communications Officer, oversee the implementation of the <u>Stakeholder Communications Plan</u> (i.e. community members, local business, the media, other State and Local Government Agencies/Authorities, and the Council)
- Ensure the provision of regular recovery situation reports (SITREPs) to the HMA and other agencies
- In consultation with the Chair schedule meetings of the LRCG ensuring admin support is available
 to draft the Agenda and take Minutes meetings (include options for members to attend remotely
 via MS teams)

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- Provide regular SITREPS to the LRCG, include feedback on the implementation of the Operational Recovery Plan
- Oversee the management of volunteers
- Coordinate the management of donated goods (encourage: cash donations through the <u>Lord Mayor's Distress Relief Fund</u>, donated goods through <u>Givit</u>)
- · Document own actions and decisions on a personal log sheet
- Monitor fatigue management within the LRCG membership with a focus on City of Busselton employees
- If one is required, oversee the development and implementation of the <u>Operational Recovery Plan</u> for the <u>medium to long term</u> (covering the social, environmental, economic and infrastructure impacts of the emergency)

- In consultation with the LRCG Chair, stand-down the LRCG (this may be a staged process with some roles/stakeholders being stood down before others)
- Carry out a Post Incident Analysis (PIA) to identify and prioritise follow-up actions, and setting deadlines for completion (provide copies of the PIA to other stakeholders as required)
- Attend the HMA PIA with the Chair and if necessary, brief other LRCG members

DUTY CARD 4 – COMMUNICATIONS OFFICER (PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT COORDINATOR

The Communications Officer coordinates and disseminates information on recovery management and issues, and will coordinate all aspects of media management

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery

RECOVERY ALERT/STAND-BY PHASE

- · Attend all LRCG briefing sessions
- · Advise the LCRG Chair and LRC on potential community and media requirements
- · Ensure resources are available to manage media enquiries
- Establish links with external stakeholder communications representatives (e.g. DFES Media, WAPOL Media Unit, IMT Public Information Officer (through the ISG))

RECOVERY ACTIVATION

- · Attend the first meeting of the LCRG
- · Commence the implementation of identified communications actions
- · Provide ongoing advice to the LCRG in relation to media communications
- Liaise with other stakeholders to ensure a coordinated and consistent response to media enquiries
- Draft media release and materials on behalf of the LRCG Chair

RECOVERY

- Attend LRCG and HMA meetings
- · Act as the principal advisor to the LRCG Chair regarding media and other enquiries
- · Advise the Chair and LRC of any pressing media issues, concerns, or problems
- In conjunction with the Chair and LRC, develop and implement the <u>Stakeholder Communication</u> <u>Plan</u> that covers response and recovery activities
- Prepare external communications (e.g. media releases, media fact sheets) for approval by the Chair
- Continue to liaise with other stakeholders to ensure a coordinated and consistent response to media enquiries
- Monitor media reports about emergency response and recovery activities (brief the LRCG)
- · Document own actions and decisions on a personal log sheet
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering social, environmental, economic and infrastructure impacts of the emergency)

- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

DUTY CARD 5 - RECOVERY COORDINATION CENTRE ADMINISTRATOR (CITY STAFF AS REQUIRED)

The Recovery Coordination Centre Administrator is responsible for the establishment, management and resourcing of the Recovery Coordination Centre (RCC).

RESPONSIBILITIES

PRE-RECOVERY

- Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- · Establish, manage and resource the RCC throughout the recovery phase

RECOVERY ALERT/STAND-BY PHASE

- · Attend all LRCG briefing sessions
- Plan for the activation of the LCRG and the establishment of the RCC (identify the resources that
 are required for the efficient operation of the RCC (e.g. whiteboards, projectors, internet and
 network access, catering)

RECOVERY ACTIVATION

- Establish the RCC (including attendance of LRCG members via MS Teams)
- Oversee the preparation of meeting Agendas and Minutes
- Attend the first meeting of the LRCG (note LRCG actions and priorities)

RECOVERY

- Oversee the preparation of meeting Agendas and Minutes
- · Attend LRCG meetings, coordinate activities with LRCG members
- · Oversee provision of Admin Support, IT equipment and catering for LRCG
- Oversee Admin Support team ensuring a chronological log of significant events and decisions is maintained (record identified issues, actions and deadlines)
- Document own actions and decisions on a personal log sheet
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering social, environmental, economic and infrastructure impacts of the emergency)

- Collect recovery documentation from all teams within LRCG (ensure documents are saved in the City's Records Keeping System)
- Evaluate the effectiveness of the RCC, identify and record opportunities for process improvement
- Return the RCC to its pre-incident 'ready state'
- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

DUTY CARD 6 - ADMIN SUPPORT (CITY STAFF AS REQUIRED - multiple positions)

Admin Support provide administrative support to all LRCG positions including scribing for key LRCG roles (Chair, Deputy Chair and Local Recovery Coordinator)

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- Assist the RCC Administrator to establish, manage and resource the RCC throughout the recovery
 phase

RECOVERY ALERT/STAND-BY PHASE

· Assist with the planning phase to establish the RCC

RECOVERY ACTIVATION

- · Assist with the establishment of the RCC
- Attend the first LRCG meeting (prepare meeting Agenda and Minutes including the recording of significant LRCG actions, deadlines and decisions)
- Establish and maintain the LRCG Activity Log Sheet

RECOVERY

- Scribe for key LRCG members (Chair, Deputy Chair and LRC), document actions and decisions
- Attend meetings of LRCG (prepare meeting Agenda and Minutes including the recording of significant LRCG actions, deadlines and decisions)
- · Manage the flow of hard copy information and updates
- Provide administrative support to LRCG including assisting with the preparation of Situational Reports (SITREPS)
- Provide administrative support for sub-committee meetings (including Agendas and Minutes including the recording of significant LRCG actions, deadlines and decisions)

- Assist with the collection of recovery documentation from all teams within LRCG (ensure documents are saved in the City's Records Keeping System)
- Assist with the evaluation of the effectiveness of the RCC, identify and record opportunities for
 process improvement
- Assist with returning the RCC to its pre-incident 'ready state'
- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

DUTY CARD 7 - FINANCIAL COORDINATOR (MANAGER FINANCIAL SERVICES)

The Financial Coordinator is responsible for the financial recovery of the City including the provision of information on financial assistance and planning

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- Maintain regular contact with agencies involved in recovery planning and response

RECOVERY ALERT/STAND-BY PHASE

- Prepare for the first meeting of the LRCG by gathering information on the financial impacts, or likely impacts of the emergency on the City
- Prepare advice on the availability of financial support to ratepayers suffering financial hardship as a result of the emergency (e.g. deferment of rates and service charges)

RECOVERY ACTIVATION

- Attend the first meeting of the LRCG
- · Brief the LRCG on the:
 - o financial impacts, or likely impacts of the emergency on the City
 - o financial support available to ratepayers as a result of the emergency
- · Provide advice and guidance on recovery priorities from a financial perspective

RECOVERY

- Attend LRCG meetings as required
- Continuously monitor the financial impacts of the emergency on the City (provide regular updates to the LRCG)
- Assist with the development of strategies aimed at minimising the financial impact of the emergency on individuals and businesses
- When required, provide financial data to the City's Engineering Management Accountant in support of <u>Disaster Recovery Funding Arrangements (DRFA-WA)</u> claims
- Manage the distribution of <u>Lord Mayor's Distress Relief Fund</u> funding
- Contribute to the development of the <u>Stakeholder Communication Plan</u> by providing links and/or information relating to financial recovery resources
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering economic and infrastructure impacts of the emergency)

- Provide financial reports and information related to the recovery phase of the emergency
- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- · Complete follow-up actions as required

DUTY CARD 8 - ECONOMIC COORDINATOR (MANAGER ECONOMIC AND BUSINESS DEVELOPMENT)

The Economic Coordinator is responsible for leading the economic recovery of the City and local business

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- Maintain regular contact with agencies involved in recovery planning and response

RECOVERY ALERT/STAND-BY PHASE

- Prepare for the first meeting of the LRCG by gathering information on the economic impacts, or likely impacts of the emergency on the City and local business
- In consultation with the Local Recovery Coordinator (LRC) identify likely members of the Economic Sub-Committee

RECOVERY ACTIVATION

- Attend the first meeting of the LRCG
- · Brief the LRCG on the:
 - o economic impacts, or likely impacts of the emergency on the City and local business
 - o financial support available to local business as a result of the emergency
- · Provide advice and guidance on recovery priorities from an economic perspective

RECOVERY

- Attend LRCG meetings as required (provide regular updates on the economic impact of the emergency)
- Assist with the development of strategies aimed at minimising the economic and financial impact
 of the emergency on individuals and businesses
- Identify potential sources of financial assistance for individuals and businesses impacted by the emergency (government grants, appeal distribution (e.g. <u>Lord Mayor's Distress Relief Fund</u>, other charitable payments)
- Establish a reference groups that is representative of local business and industry groups, including the Chambers of Commerce, impacted by the emergency
- Contribute to the development of the <u>Stakeholder Communication Plan</u> by providing links and/or information relating to economic recovery resources
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering economic impacts of the emergency)
- If it is required, activate the Economic Sub-Committee (reporting back through the LRCG)

- Provide economic reports and information related to the recovery phase of the emergency
- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

DUTY CARD 9 - ENVIRONMENTAL HEALTH COORDINATOR

The Environmental Health Coordinator is responsible for overseeing environmental health recovery activities for the City and our community including local business

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- Maintain regular contact with agencies involved in recovery planning and response

RECOVERY ALERT/STAND-BY PHASE

- Prepare for the first meeting of the LRCG by gathering information on the environmental health impacts, or likely impacts of the emergency on the City and local business
- In consultation with the Local Recovery Coordinator (LRC) identify likely members of the Environmental Health Sub-Committee

RECOVERY ACTIVATION

- Attend first meeting of the LRCG
- Brief the LRCG on the environmental impacts, or likely impacts of the emergency on the City, local business and residents
- Provide advice and guidance on recovery priorities from an environmental health perspective

RECOVERY

- Attend LRCG meetings as required (provide regular updates on the environmental impact of the emergency)
- Develop and implement environmental health recovery strategies and inspection programs to facilitate a return to pre-emergency business/living for the City, local business and residents
- Where required, provide public health guidance and support to external agencies (e.g. WACHS, DoH)
- Contribute to the development of the <u>Stakeholder Communication Plan</u> by providing links and/or information relating to the recovery from the environmental health impacts of the emergency
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering environmental health impacts of the emergency)
- If it is required, activate the Environmental Health Sub-Committee (reporting back through the LRCG)

- Provide environmental health reports and information related to the recovery phase of the emergency
- · Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

DUTY CARD 10 – INFRASTRUCTURE / BUILT COORDINATOR (MANAGER OPERATIONS AND WORKS SERVICES)

The Infrastructure / Built Coordinator is responsible for the restoration of public infrastructure and built assets, and for the rehabilitation of the natural environment impacted by the emergency

RESPONSIBILITIES

PRE-RECOVERY

- · Attend all training activities organised for the LRCG
- · Be familiar with roles and responsibilities of the LRCG
- Understand each agency's role in relation to recovery to ensure a coordinated approach to recovery
- Maintain regular contact with agencies involved in recovery planning and response

RECOVERY ALERT/STAND-BY PHASE

- Prepare for the first meeting of the LRCG by gathering information on damaged public infrastructure and buildings as a result of the emergency including the impact, if any, on the natural environment
- In consultation with the Local Recovery Coordinator (LRC) identify likely members of the Infrastructure/Built Sub-Committee (including where necessary environmental management stakeholders such as Parks and Wildlife, Friends of Groups etc.)

RECOVERY ACTIVATION

- Attend first meeting of the LRCG
- Brief the LRCG on the impacts, or likely impacts of the emergency public infrastructure and public buildings, as well as the natural environment
- Provide advice and guidance on restoration and rehabilitation recovery priorities

RECOVERY

- Attend LRCG meetings as required (provide regular updates on damage to, and restoration of public infrastructure and built assets; and damage to, and rehabilitation of the natural environment)
- Develop, implement and maintain restoration and rehabilitation plans (communicating those plans through as part of the <u>Stakeholder Communication Plan</u>)
- Assist with the development and implementation of <u>Operational Recovery Plan</u> as required (covering environmental and infrastructure impacts of the emergency)
- Liaise with external service providers (e.g. Busselton Water, Western Power, Telstra, NBN Co etc.) to determine their recovery strategies and priorities
- If it is required, activate the Infrastructure / Built and Natural Environment Sub-Committee (reporting back through the LRCG)

- Provide environmental and infrastructure reports and information related to the recovery phase
 of the emergency
- Participate in, and contribute to the LRCG Post Incident Analysis (PIA)
- Complete follow-up actions as required

Attachment 5 - LRCG Sub-Committee Role Statements

Recovery Sub-Committee Role Statements

Community/Social Sub-Committee

- To provide advice and guidance to assist in the post-emergency restoration and strengthening
 of the social fabric and wellbeing of the community
- To facilitate an understanding of the needs of the impacted community in relation to their wellbeing
- To assess and recommend priority areas, projects and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long-term priority areas through the LRCG for consideration to assist with the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so that recovery actions and programs meet their needs

Environmental Health Sub-Committee

- To provide advice and guidance to assist in the post-emergency restoration and strengthening
 of the community's public and environmental health
- To facilitate an understanding of the needs of the impacted community in relation to public and environmental health
- To assess and recommend priority areas, projects and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of public and environmental health
- To assess and recommend medium and long-term priority areas through the LRCG for consideration to assist with the restoration and strengthening of public and environmental health
- To ensure the affected community and businesses are informed and involved in the recovery processes so that recovery actions and programs meet their needs

Infrastructure/Built and Environment Sub-Committee

- To provide advice and guidance to assist in the post-emergency restoration of infrastructure and built assets, and public utility services; and the rehabilitation and protection of the natural environment
- To facilitate an understanding of the needs of the impacted community
- To assess and recommend, through the LRCG, priority infrastructure and natural environment projects to assist with the recovery, restoration, and rehabilitation

Economic Sub-Committee

- To provide advice and guidance to assist in the post-emergency restoration and strengthening
 of the economy of the City, local business and the community
- To facilitate an understanding of the economic needs of the impacted community
- To assess and recommend, through the LRCG, priority projects to assist with the economic recovery of the City, local business and individual members of the community
- To make recommendations to the administrators of the <u>Lord Mayor's Distress Relief Fund</u> about the orderly and equitable disbursement of offers of assistance to individuals having suffered personal loss and hardship

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Attachment 6 – Stakeholder Communication Plan



COMMUNICATION GOALS

To encourage timely and accurate information to emergency affected community members and the wider community

To acknowledge the psychological challenges and complexities associated with communicating with a community affected by and emergency

To encourage and promote two-way communication to better understand the community's needs, priorities and concerns

To empower and support the community to feel an active partner in the recovery process

COMMUNICATION OBJECTIVES

The objectives of this plan are to:

- 1. Provide direction for communication activities
- 2. Ensure communications are appropriate for the audience
- 3. Be flexible to incorporate changes as the situation develops
- 4. Ensure feedback to City stakeholders and the community is comprehensive, meaningful and timely
- Ensure a single source of information with regard to emergency response activities (e.g. Emergency WA, Incident Management Team Public Information Officer

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KEY TARGET AUDIENCE

The following have been identified as the possible primary target audience for communications – their involvement, interest and method of communication is based on the criteria below. To be regularly reviewed and adjusted in response to the situation as it evolves.

Level of Involvement: decision maker, influencer, affected, perceived stake
Engagement Purpose: inform, consult, involve, collaborate, empower
Level of Interest: primary (direct), secondary (general), tertiary (other/peripheral)

Primary Target Audience	Description	Actions (when/where)	Involvement	Engagement Purpose
Affected community members	Reach those who have been directly affected and may require assistance	e-Newsletter, social media, or hard copy post to displaced persons out of the area. Weekly at first, then as required	Affected	Inform, consult, involve, and empower
Displaced persons	Use a variety of broader SW and State wide medium so people not remaining in Busselton remain part of the communication strategy	Establish how and who can develop and maintain a database that identifies displaced persons and their contact details	Affected	Inform
Community	Reach those who like to be kept up to date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided	Newsletter, traditional media and social media interviews, community events	Affected	Inform, consult, involve, and empower
Rural community	Reach the rural community that may not have visited recovery centres or attended community meetings and may not know help is available	Outreach conducted at intervals. Immediately after impact with 6 monthly follow-up, and then 12 monthly follow-up. Ensure special issue of Recovery News is attached to Rates Notices	Affected	Inform, consult, involve, and empower
Identified vulnerable community members (families, children and youth, socially isolated, elderly, bereaved)	Communicate with a range of other vulnerable community members (e.g. Community Resource Centre and schools)	Coordination and support of key stakeholder agencies involved in supporting the wellbeing of vulnerable community members	Affected	Inform, consult, and involve

Tourists	Communicate through MRBTA and accommodation providers	Liaise with MRBTA and Business Sector on most appropriate format and frequencies	Affected	Inform, consult, and involve
Non-resident community	Reach out through Broader media channels including social media	Immediately after impact with regular information. Reducing frequency to weekly, fortnightly, monthly, 6 monthly and 12 monthly	Affected	Inform
Non-English speaking	Identify messages required in alternative languages	Establish how and who can develop and maintain a database that identifies non-English speaking persons and their specific needs	Affected	Inform, consult, and involve
Recovery agency partners	Ensure a coordinated effort and that all messages provided to the community are consistent (one source of information)	All messages coordinated through LRCG Chair	Influence, decision maker	Collaborate
Affected businesses and their employees	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff	Liaise with affected business. Engage key support agencies (e.g. Chambers of Commerce) that provide assistance to the business community and ensure communication is encouraged	Affected	Inform, consult, involve, and empower
Greater Southwest Community	Reach those who like to be kept up to date on local news and happenings. Reach those who may want to donate cash, supplies, materials or labour	Media release through print media. Engage radio and TV to keep the recovery of the community positive and transparent	Perceived stake	Inform
State and Federal Government	Keep governments informed of challenges to enlist appropriate assistance	Ensure key strategies and actions undertaken are communicated to State and Federal agencies to ensure common objectives and goals are met and a united front to recovery	Decision maker	Collaborate, and inform
City staff and elected members	Provide information about the challenges in order to enlist solutions, inform decision making and guide appropriate action	Staff newsletter available monthly on what's happening on recovery. Intranet and all-staff brief. Customer service information sheets for incoming enquiries.	Decision maker	Collaborate, and inform

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Secondary Target Audience	Description	Actions (when/where)	Involvement	Engagement Purpose
Media commentators	Provide information to State and Regional newspapers, radio and television	Weekly newspaper updates. Monthly radio interviews/updates. Promote good news recovery stories for TV and radio	Affected	Inform
Business Community	Keep the business community informed	Form working groups of affected businesses, invite Chambers of Commerce. A hub for dissemination of information	Affected	Inform, consult, involve, and empower
WA community	Keep the wider WA community informed	Encourage wider syndication of good news stories and media releases	Perceived stake	Inform

KEY MESSAGES

Messages must be consistent with the overall purpose of the communication and meet the requirements of the City, our community and other stakeholders.

Key messages to be delivered to both primary and secondary target audiences are:

Message: what do you want your audience to think, feel or do?	Purpose: how does this message meet your communication objective
All concerns and issues are being addressed	Objective 4, 3
Current situations and information received will be acted on	Objective 2, 4, 5
The whole community is being informed and kept up to date	Objective 4, 5
The community is an active partner in the recovery and is consulted on decisions and activities that are organised	Objective 1, 3
The community is empowered by the information received and is encouraged to be self-sufficient to build capacity	Objective 1

ACTIONS			
Key Stakeholders	Proposed Consultation/Communication	Communication Channels & Frequency	Responsible Person
Community	Community consultation via a range of mediums to reach appropriate members	Develop a database for displaced and special needs contact details	
	Use existing community networks and information conduits to engage and inform	Via Community Development Team	
	Recovery Community Meetings and Community Meetings	As needs basis	
	Recovery Newsletter	Weekly at first, reducing to fortnightly then monthly	
Councillors	Implementation updates via Council meetings, briefing sessions, and newsletters	Monthly meetings, briefing sessions and newsletter as required	
Staff: internal and operational	Updates regarding actions and ongoing issues	Messages disseminated through senior staff via weekly meetings. Agency updates via CEO	
Media	Council segment updates in local papers. Regular interviews with local TV and radio stations	Media releases	

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RISK ASSI	ESSMENT MATRIX						
			Consequence				
		Catastrophic Major Moderate Minor Negligible					
	Almost Certain	Extreme	Extreme	Extreme	High	Medium	
В	Likely	Extreme	Extreme	High	Medium	Low	
Likelihood	Possible	Extreme	High	Medium	Medium	Low	
Š	Unlikely	High	Medium	Medium	Low	Low	
	Rare	Medium	Low	Low	Low	Low	

A risk matrix is used during risk assessment to define the level of risk by measuring the likelihood (of the risk occurring) consequence (of the risk occurring). This is a simple mechanism to increase visibility of risks and assist decision making. Some potential risks have been identified for consideration and rating with others appropriate to the situation.

Potential Issue	Likelihood	Consequence	Level of Risk	Mitigation Strategy
Information overload				Ensure information is fresh, different and interesting (e.g. consider news items found about other affected communities and their recovery).
				Ensure all information presented addresses a community need, thus minimising superfluous information
Material poorly designed and ineffective in communicating key messages				Design material so it is clear, easy to use and written in appropriate language for the chosen audience
Material and information too late or too infrequent				Have weekly or fortnightly deadlines
Other agencies send mixed messages				Make sure all agencies are aligned and messages are consistent

COMMUNICATIONS PLAN REVIEW

COMMUNICATIONS BUDGET

To be determined when actions have been confirmed

FURTHER INFORMATION

Review Frequency		Every 6-8 weeks (NB: pre and post emergency. Check to see messaging is on-target pre-events and incorporate any feedback post-events)		
Council Briefing required Y/N?	DATE			
First review	DATE			

LEMA Appendix 7 Local Recovery Plan (November 2022)

Attachment 7 - LRCG Operational Recovery Plan

SECTION 1

INTRODUCTION

Background

An emergency was declared for the City of Busselton on <<date>> after <<incident>>

The cause was <<details>>

Details of damage are <<details>>

Aim of the Plan

Providing a strategy for expedient and effective recovery for affected and general community

Authority

The City of Busselton Local Recovery Coordination Group is the authority for this plan Pursuant to s.36(b) and (c) of the *Emergency Management Act 2005* (Act), functions of a local government include:

- b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act

SECTION 2

ASESSMENT OF RECOVER	RY REQUIREMENTS
Impacts	
Impacts	Details
Death / Injury	< <insert number="">> of deaths <<insert number="">> of injuries</insert></insert>
Displaced Persons	< <insert number="">> of displaced persons</insert>
Residential Impacts	< <insert number="">> of damaged homes <<insert number="">> of destroyed homes <<insert number="">> of destroyed buildings/structures other than homes <<insert number="">> of damaged buildings/structures other than homes</insert></insert></insert></insert>
Industrial /Business	< directly impacted by / damaged / destroyed
Primary Industry	< details>> of length of boundary fences, number of head of livestock, beehives, wineries, plantations directly impacted / damaged / destroyed

LEMA Appendix 7 Local Recovery Plan (November 2022)

Impacts	Details
Community Assets	< details>> of community assets (e.g. community halls etc.) directly impacted / damaged / destroyed
Transport	< transport routes>> directly impacted / damaged / destroyed
Essential Services	< <detail essential="" impact="" services="" to="">> i.e. number of properties without power / water supply etc.</detail>
Environment	< <detail environmental="" impacts="">></detail>
Damage Cost Estimates	< <detail cost="" damage="" estimates="">> broken down by category</detail>

Accommodation Evacuation Centre

Evacuation Centres were established at:

<<Facility Name 1>>

Department of Communities record <<insert number>> of registrations and <<insert number>> of displaced persons at this facility

<<Facility Name 2>>

Department of Communities record <<insert number>> of registrations and <<insert number>> of displaced persons at this facility

Additional Personnel Requirements

<<insert the number and details>> of additional personnel brought in to assist with recovery

Health Considerations

<<insert details of health considerations>> i.e. asbestos sites, contamination of water etc.

LEMA Appendix 7 Local Recovery Plan (November 2022)

SECTION 3

ORGANISATIONAL ASPECTS

Local Recovery Coordination Group (LRCG)

- The City of Busselton Local Recovery Coordination Group (LRCG) comprises a core membership, as well as a number of support personnel or agencies who would sit on the LRCG as required. The LRCG organisational chart is shown at <u>Attachment 2</u>
- Attachment 4 provides a series of Duty Cards for core members of the LRCG (these are intended only as a guide, duties may vary depending on the nature of the emergency)
- Attachment 5 provides role statements for each of the LRCG Sub-Committees (Community/Social, Environmental Health, Economic, and Infrastructure Built and Natural Environment)
- Attachment 8 is an LRCG agency checklist (these will vary depending on the nature of the emergency)
- From time to time there may be a need to invite specialist advice to the LCRG. This will be determined if and when the needs arise
- The LRCG Chair is responsible for endorsing the LRCG Operational Recovery Plan. Once endorsed by the Chari, the Plan will be forwarded to the State Recovery Coordinator
- A <u>Stakeholder Communication Plan</u> has been developed and implemented as a means of
 effectively sharing the latest information with impacted community members, and
 businesses. The Plan will give direction for present and future communications strategies
 ensuring that effective listening is also established.

SECTION 4

OPERATIONAL ASPECTS

Resources

- An Emergency Contacts and Resources Directory (internal and external) is at Appendix 4 (doc set id 4888088) to the City of Busselton Local Emergency Management Arrangements (LEMA)
- Additional resources may also be available under the Memorandum of Understanding (MOU), between the 12 member Councils of the South West Zone of the Western Australian Local Government Association, for the Provision of Mutual Aid During Emergencies and Post Incident Recovery (doc set id 4851151)
- Additional Resources required: <st additional resources required to assist with recovery>>

0

Redevelopment Planning

- Planning Considerations: <st planning considerations for recovery>>
 - C
 - 0

LEMA Appendix 7 Local Recovery Plan (November 2022)

Reconstruction and Restoration Priorities					
Details	Estimated Timeframe				
< reconstruction and restoration priorities>>					
Community Service Priorities					
Details	Estimated Timeframe				
< community service priorities>>					

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SECTION 5

FINANCI	AL AR	RANGE	MENTS

Disaster Recovery Funding Arrangements

<<detail disaster recovery funding arrangements>>

Response and Recovery Cost Tracking

<<detail how the City will track costs>>

Insurance City Assets

<<details contact required with LGIS regarding damaged/destroyed City assets>>

Financial Assistance to Affected Individuals

<<detail availability of, and access to grant funding for affected individuals>>

Public Monetary Appeals

<<detail availability of, and access to public monetary appeals>>

Donation of Physical Goods

The City encourages the donation of money to approved fundraising agencies and/or the donation of physical goods through $\underline{www.Givit.org.au}$

LEMA Appendix 7 Local Recovery Plan (November 2022)

SECTION 6

ADMINISTRATIVE ARRANGEMENTS

- All documents relevant to the emergency, including hand written notes and activity logs, shall be allocated a project file and stored in the City's Record Keeping System
- All recovery meetings shall be recorded through Agendas and Minutes
- A Recovery Issues and Actions spreadsheet (Supporting Tool 1) will be established to track
 agency strategies, actions and outcomes. This will remain a live document and should be
 reviewed and updated regularly and listed for discussion at LRCG meetings
- All outreach contacts shall be recorded on the Contacts Record Form (Supporting Tool 2)
- All information, including financial data, will be recorded using the same City of Busselton record keeping format that is available for auditing, ease of tracking and retrieval
- All communications including newspaper updates, community flyers, fact sheets, website
 information, and any other community engagement materials shall be branded using the City
 of Busselton Style Guide

SECTION 7

LONG TERM RECOVERY STRATEGIES AND ARRANGEMENTS

- <<detail long term plans for recovery>>
- •

SECTION 8

CONCLUSION

Goals

An inclusive, supported and coordinated recovery that will, where possible, restore the community to its pre-emergency state while encouraging increased resilience to future events

Priorities

The priorities of the City of Busselton Operational Recovery Plan are <<add to or delete to meet the requirements of the specific emergency and the affected community>>:

- Provide timely advice and support to the affected community
- Support, prioritise and advocate of behalf of the community for what is needed
- Expedient reinstatement of essential services and infrastructure
- Advocate for strong camaraderie through community programs and activities
- · Support local community groups involved in recovery
- Provide efficient and effective structures and management to enable a sound recovery process in the short, medium and long-term

Signed by	
Signature (LRCG Chair):	
Name:	
Date:	

SUPPORTIN	SUPPORTING TOOL 1 – LRCG ACTION LOG SHEET						
Date	Time	Name / Agency	Contact	Issue	Action Required	Action Completed	Follow Up Actions
/ /							

Date	Time	Name / Agency	Contact	Issue	Action Required	Action Completed	Follow Up Actions
/ /							

SUPPORTING TOOL 2 – OUTREACH CONTACT RECORD FORM					
Contact Details					
NAME:	DATE:	TIME:			
HOME PHONE:	MOBILE PHONE:	EMAIL:			
HOME ADDRESS:					
Notes on Circumstances					
Required Actions					
Language / Special Needs					
Follow Up Required					
Completed by					
NAME:	AGENCY:	MOBILE NUMBER:			

LEMA Appendix 7 Local Recovery Plan (November 2022)

Attachment 8 – LRCG Agency Checklist

Agency, Title or Position	Yes	No
A previous Local Recovery Coordinator		
Alinta Gas and/or other gas suppliers		
Australian Defence Force Representative		
Australian Red Cross		
Business Representatives		
Busselton Chamber of Commerce		
Busselton Water		
City of Busselton other Elected Members		
City of Busselton *Chief Executive Officer		
City of Busselton *Director Community and Commercial Services		
City of Busselton *Director Engineering and Works Services		
City of Busselton *Director Finance and Corporate Services		
City of Busselton *Director Planning and Development Services		
City of Busselton *Manager Economic and Business Development		
City of Busselton *Manager Development Services		
City of Busselton *Manager Engineering and Technical Services		
City of Busselton *Manager Information Services		
City of Busselton *Manager Financial Services		
City of Busselton *Manager Major Projects and Facilities		
City of Busselton *Manager Operations and Works Services		
City of Busselton *Manager Regulatory Services		
City of Busselton *Manager Waste and Fleet Services		
City of Busselton *Environmental Health Coordinator		
City of Busselton EM/Ranger Representative (Ranger Services Coordinator)		
City of Busselton Community Emergency Services Manager (CESM)		
Department of Communities		
Department of Biodiversity, Conservation & Attractions (Parks and Wildlife Services)		
Department for Planning and Infrastructure		
Department of Primary Industries and Regional Development		
Department of Education		
Department of Fire & Emergency Services District Emergency Management Advisor		

^{*}or delegated representative

Agency, Title or Position	Yes	No
Department of Fire & Emergency Services State Emergency Services		
Department of Fire & Emergency Services Volunteer Marine Rescue		
Department of Fire & Emergency Services other representative(s)		
Department of Health		
Heritage Council of Western Australia		
Key Community Industry Representative(s)		
Local Bushfire Brigade Representative(s)		
Local Business Representative(s)		
Local Communications Representative(s)		
Local Community Interest Group Representative(s)		
Local Community Resident/Ratepayer Group Representative(s)		
Local Government Insurance Services (LGIS)		
Local Media Representative(s)		
Local School Representative(s)		
Neighbouring Local Government Representative(s)		
Public Transport Authority		
St John Ambulance		
WA Country Health Services		
WAPOL Local Emergency Coordinator Busselton		
WAPOL Local Emergency Coordinator Dunsborough		
Water Corporation		
Western Power and/or other electricity suppliers		

LEMA Appendix 8 Animal Welfare Plan (November 2022)



LEMA Appendix 8 Animal Welfare Plan



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LEMA Appendix 8 Animal Welfare Plan (November 2022)

Overview

National Planning Principles for Animals in Disasters

The community has an expectation that emergency plans will allow for a coordinated approach to the management of animal welfare impacts to companion animals, livestock and wildlife. The failure to integrate animals into this planning may result in unacceptable economic and social costs, including loss of human life.

Animals have intrinsic value

As sentient beings, animals suffer in disasters from injury, pain, hunger, thirst, fear and distress. On the basis of animal welfare principles alone, efforts should be made to protect animals from disasters

Animals contribute to human health and wellbeing

The link between human wellbeing and interaction with animals is well documented. A survey of New Zealand residents found that almost two-thirds believe their relationship with their pet is vital to their psychosocial wellbeing

Following Cyclone Tracey, animals were flown out of Darwin while the infrastructure was repaired. Residents reported that the return of their animals was critical to their recovery following the disaster.

Animals have economic value

Whilst there is no comprehensive database of the livestock losses incurred in disasters, available data suggests that the direct costs of livestock losses are considerable. For example, the 1983 Ash Wednesday fires resulted in an estimated total gross output loss of more than \$65 million. A decrease in production in the agriculture sector also results in downstream production losses for agriculture-dependent industries. These downstream impacts have been estimated to result in a total economic loss some 2.4 times greater than that experienced by the agricultural industry alone

• Failure to account for animals puts human life at risk

The Royal Commission into the Black Saturday fires found that individuals perished as a result of failing to evacuate with their animals and prematurely returning to the fire ground in order to save their animals.

Guiding Principles

The development and implementation of this plan are underpinned by the following guiding principles:

- At all times the responsibility for the welfare of an animal remains with the owner or person in charge of the animal.
- The protection and preservation of human life will always take priority over the welfare and/or safety of an animal.
- The connection people have with their animals may affect their decision making and behaviour in an emergency.
- 4. Integrating the consideration of animals and their welfare into emergency planning will improve animal welfare outcomes during and following an emergency, and will have a positive impact on human safety and resilience.

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1.0 Amendment Record

Number	Date	Details of Amendment	Author
1	26/10/2022	Clause 4.4.1 amended to better reflect DPIRD's role in emergency management	Emily Lewis - DPIRD
2			
3			
4			
5			
6			
7			
8			
9			
10			

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of the Animal Welfare Plan. Feedback and suggestions should be forwarded to:

Ranger & Emergency Services Coordinator City of Busselton Locked Bag 1 BUSSELTON WA 6280

Or via email to: city@busselton.wa.gov.au

To access electronic copies of the following State Emergency Management or other reference documents please go to the SEMC website www.semc.wa.gov.au or select the following links

- State Support Plans Animal Welfare in Emergencies
- National Planning Principles for Animals in Disasters

LEMA Appendix 8 Animal Welfare Plan (November 2022)

2.0 Glossary of Terms

Animal Care Facility (ACF): the City's nominated Dog and Cat Management Facility (Pound), located at 306 Queen Elizabeth Avenue, Vasse.

Animal Welfare: the World Organisation for Animal Health defines animal welfare as how an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well-nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear and distress.

Assistance Animal: section 9 of the Commonwealth *Disability Discrimination Act 1992* sets out the legal definition of an <u>assistance animal</u> as a dog or other animal that:

- is accredited under a State or Territory law to assist a person with a disability to alleviate the
 effects of disability; or
- (b) is accredited by an animal training organisation prescribed in the regulations; or
- (c) is trained to assist a person with a disability to alleviate the effects of the disability and meets standards of hygiene and behaviour that are appropriate for an animal in a public place.

Companion Animal (pets): a domesticated or domestic-bred animal, usually a dog or a cat, whose physical, emotional, behavioural and social needs can be readily met as a companion in the home, or in close daily relationship with humans.

Livestock: any animal kept for the purposes of primary production including cattle (cows), sheep, goats, pigs, and horses, including where used for recreation.

Unowned Animal: an animal will be deemed to be unowned if its owner cannot be readily identified (via animal registration, microchipping or identity/name tag), or if its owner is identified they are not able to be contacted. These animals will usually be impounded to the ACF if found wandering unless they are injured.

Wildlife: all native and introduced animals that live without regular human intervention or support (this does not include stray domestic animals).

LEMA Appendix 8 Animal Welfare Plan (November 2022)

3.0 Introduction

3.1 Purpose

The purpose of this plan is to provide guidance to the City, emergency services, and emergency management agencies about the care and management of domestic and native animals during an emergency incident within the City of Busselton.

Arrangements or resources outlined in this plan may also be used to support neighbouring local government authorities during emergencies in their district, or emergencies that cross boundaries between one or more local governments that abut the City of Busselton.

3.2 Objectives

The objectives of the plan are to:

- increase community resilience and preparedness by encouraging owners to include animals in their emergency management plans and planning;
- (b) provide a framework and resources that consider the management and welfare of animals during and immediately following an emergency;
- identify facilities where animals may be temporarily housed during and immediately following an emergency; and
- (d) provide a process that facilitates reuniting animals with their owners during and immediately following an emergency.

3.3 Scope

This plan will consider the welfare and management of companion animals (pets), livestock and wildlife. It recognises that whilst the ultimate responsibility for the welfare of pets and livestock rests with the owner, and the welfare of wildlife (native animals) rests with the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Services), the City has a role to play in supporting the community and Parks and Wildlife Services where it can.

Nothing in this plan is intended to override the guiding principle that the protection and preservation of human life will always take priority over the welfare and/or safety of an animal.

3.4 Activation of the Plan

The City's Ranger Services Coordinator or Local Recovery Coordinator will activate the plan in consultation with the Hazard Management Agency, Local Emergency Coordinator, or Incident Controller.

Major emergencies such as fire, flood, storm or animal disease may be triggers for activating all or part of the plan. Where there is a need to open a welfare/recovery centre it is likely arrangements will need to be made to temporarily house evacuees' pets.

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4.0 Roles and Responsibilities

4.1 Animal Welfare Contacts List

The Animal Welfare Contacts List provides contact details for various government, non-government and volunteer organisation that may be involved in the management, care or welfare of animals during an emergency. The contacts list forms part of the Emergency Contacts, Resource and Critical Infrastructure Directory, Appendix 4 of the City's LEMA.

4.2 City of Busselton

4.2.1 Ranger Services Coordinator

The Ranger Services Coordinator is responsible for the implementation and management of this plan.

4.2.2 Rangers

As well as carrying out their normal duties, Rangers may provide support to government and nongovernment animal welfare agencies; and would assist with the reunification of companion animals with their owners.

During an emergency incident Rangers may also be used to provide logistical support to Emergency Services and as such, their services as availability could be limited. Non-urgent/routine requests for Ranger Services may not be attended for the duration of the incident.

4.2.3 Ranger Services Administration

The City's Ranger Services Administration Team provide specialist support and advice to Ranger Operational Team Members, and the community. During an emergency, the focus of this team would be the immediate response to customer enquiries regarding animal welfare matters. Following the emergency, the R&ES Admin Team would assist with community recovery efforts including the resolution of enquiries relating to lost and found animals.

4.3 Animal Owners

Owners of animals, including livestock and companion animals, have overall responsibility for the welfare, management and control of their animals at all times including during emergency events.

4.4 State Government Agencies

The following State Government Agencies have animal welfare responsibilities and may provide support to the community and the City during and following an incident.

4.4.1 Department of Primary Industries and Regional Development (DPIRD)

Under State Emergency Management Arrangements, <u>DPIRD (Agriculture and Food)</u> is the Hazard Management Agency Animal amd Plant Biosecurity and plays a role in coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods.

4.4.2 Department of Biodiversity, Conservation and Attractions (DBCA)

<u>DBCA (Parks and Wildlife Service)</u> has a key role in protecting our <u>native animals</u> and does so through the management of lands and waters reserved under the *Conservation and Land Management Act* 1984.

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The <u>Wildcare Helpline</u> (9754 9055) is a telephone referral service operated by volunteers on behalf of Parks and Wildlife Services. The helpline provides a service to the public who find sick or injured native wildlife and are seeking advice on where to find care for the animal.

4.5 Non-Government Agencies Businesses and Community Groups

The following non-government agencies, businesses and community groups provide a mix of animal welfare, rescue, and other services. Whilst some of these groups are run by volunteers and provide their services free of charge, others operate as a business and as such, charge a fee for their services. It is the responsibility of the animal owner to be aware of and to pay for these services.

4.5.1 Royal Society for the Prevention of Cruelty to Animals (RSPCA)

The RSPCA is an independent, non-government community based charity providing animal care and protection services. Their mission is to prevent cruelty to animals by actively promoting their care and protection. The RSPCA Cruelty Hotline (1300 278 589) is a telephone referral service for all matters relating to animal welfare.

4.5.2 Veterinary Practices and Hospitals

The following veterinary practices serve the City of Busselton and may be able to provide a level of support to the City and the community during and following an emergency:

- Busselton Vet Hospital
- Cattle Veterinary Services
- Dunsborough Veterinary Hospital
- Geo Vet
- Heritage Vets Veterinary Hospital
- Lifestyle Vets
- Naturaliste Veterinary Services
- Vasse Vets

The cost to treat injured animals is the sole responsibility of the owner of the animal. All efforts will be made by the veterinary practice to identify the owner to discuss treatment and costs prior to carrying out that treatment. The City will assist, where it can, to identify and contact animal owners on behalf of veterinary practices.

The decision on whether or not to treat injured animals where the owner is not able to be identified or cannot be contacted will rest with the treating veterinary practice. The City will record the details of these animals in its **Found Animals Register** so that if an owner comes forward, they can be notified (even if the animal is deceased).

4.5.3 Kennels and Catteries

The following is a list of licenced kennels and catteries operating within the City of Busselton that may be able to provide temporary housing for dogs and cats:

- Ambergate Cat Hostel
- Marlee Country Kennels
- Silver Tree Cat Boarding
- Southern Meadows Boarding Kennels

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<u>Ticketyboo Dog Boarding Kennels</u>

The housing of animals at any of these facilities is a commercial arrangement between the animal owner and the business (animal owners may be required to provide proof of vaccination for their pet).

4.5.4 Pet Cremation Services

The loss of family pets during a significant emergency is inevitable. The City will dispose of animal remains with dignity at one of its waste facilities where ownership of the animal has not been determined (through registration, microchipping or name tags).

Where the owner of a pet has been identified, and the City has collected the remains, the owner may choose to have their animal privately cremated through a pet crematorium. The cost of the cremation is a commercial arrangement between the pet owner and the crematorium.

The following pet crematoriums provide services within the City of Busselton:

- Rainbow Bay Pet Cremation Services
- Lawnswood Pet Cremation
- Passing Paws Pet Cremation
- South West Pet Cremations

4.5.5 Public Equestrian Facilities (Horses)

The following is a list of equestrian facilities that may be able to provide assistance/temporary agistment for horses during an emergency incident:

- Busselton Horse and Pony Club
- Capel Horse and Pony Club
- Margaret River Horse & Pony Club

LEMA Appendix 8 Animal Welfare Plan (November 2022)

5.0 Facilities and Resources

5.1 Animal Welfare Coordination Centre

The functions of the Animal Welfare Coordination Centre (AWCC) are to:

- provide public information, through the City's Media and Public Relations section, regarding animal welfare matters;
- (b) record, register and prioritise all requests for assistance;
- (c) record and register all reports of lost, found, rescued and impounded animals;
- (d) assist with the logistics of caring for all impounded animals; and
- (e) maintain financial and administrative records.

Depending on the size of the incident, the AWCC will either be administered through the City's Ranger Services Administration Team, or be a function of the Disaster Recovery Room located in the Kaloorup Meeting Room at 2 Southern Drive, Busselton.

5.2 Animal Sheltering Facilities

Animal sheltering facilities are intended to provide short-term, temporary housing for rescued and impounded animals. **Animals will not be permitted inside an evacuation/welfare centre unless it is an assistance dog** as prescribed in section 8 of the **Dog Act 1976**, or any other assistance animal that meets the <u>legal definition</u> shown in the glossary of terms for this plan.

5.3 Animal Care Facility (Pound)

The City's Animal Care Facility (ACF) is the primary animal sheltering facility for dogs and cats found wandering in an area impacted by the emergency incident. Animals can be dropped off at the ACF by appointment, or alternatively Rangers may collect the animals if they adequately contained (cats need to be confined in an appropriate carrier or box before collection).

The City may also agree to temporarily house dogs and cats whose owners have been displaced. The ACF can temporarily house up to 25 dogs, and 16 cats although there may be scope to increase the number of dogs temporarily housed where two dogs from the same household are able to share a single enclosure.

The City's ability to provide temporary housing will be dependent on available space (priority will be given to impounded cats and dogs). The maximum period an animal can be voluntarily housed at the ACF is 48 hours however, the City may extend this period on compassionate grounds.

At the discretion of the City, other companion animals (pets) that are suitably contained in an enclosure or tank may also be temporarily housed at the ACF. The owner of these animals will be required to provide food and instructions for the care of animals, other than cats and dogs, housed at the ACF.

Owners who request accommodation for their animal at the ACF will be required to complete the 'Animal Care Facility Temporary Housing & Release Form at Attachment 1.

There are no provisions for the keeping of horses, livestock or other farm animals at the ACF.

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5.4 Injured Companion Animals

Injured companion animals are to be taken to a <u>licenced veterinary practice</u> for treatment. Where the veterinary practice is unable to identify the owner of the animal through either a microchip, registration or name tag the veterinary practice will contact the City with the details of the animal for inclusion in the Found Animal Register. The cost of treatment for injured animals will be the responsibility of the animal owner once they have been identified and contacted.

5.5 Livestock

Livestock found wandering are to be securely contained within the closest safe paddock where ideally, they will have access to feed and water and have room to exercise. When resources become available, all attempts should be made to identify and contact the owner through the National Livestock Identification System or the stock list managed by Ranger Services.

Where livestock are not claimed, arrangements may have to be made to relocate the animals to a more permanent holding facility. The Ranger Services Coordinator and/or Senior Ranger will assist by approaching land holders of suitable nearby properties and arranging the appropriate management of these animals for a longer period.

5.6 Temporary Housing of Livestock

The City has limited capacity for the temporary, short-term housing of livestock and horses at its Showgrounds, Churchill Park in Adelaide Street. There are approximately 50 livestock and small animal pens located in the Northeast corner of Churchill Park suitable for this purpose.

Owners temporarily housing their livestock at this facility will be responsible for the provision of feed and water, and for cleaning out the pens during and following their use. Pre-existing event bookings, such as the annual show or equestrian events, may impact the availability of the Showgrounds.

5.7 Horses

Although there are no formal arrangements in place, the City will liaise with <u>public equestrian facilities</u> if there is a need to seek temporary housing of horses during and emergency incident. The temporary housing of horses at these facilities will be a private arrangement between the horse owner and the equestrian facility.

5.8 Lost and Found Animal Registers

The City will maintains lost and found animal registers. These are managed by the Ranger Services Admin Team, and are located on the City's internal 'X' drive in the folder 'Ranger and Emergency Services/Lost Animals Register'.

Lost Animal Register

The Lost Animal Register is used to record the details of animals (dogs, cats and other) reported as lost. Prior to the details being added to the register as lost, the Found Animal Register is to be checked to determine if the animal has been found.

Found Animal Register

The Found Animal Register is used to record the details of animals (dogs, cats and other) that have been found and the owner has either not been identified, or has been identified but has not been located.

Found animals may include:

LEMA Appendix 8 Animal Welfare Plan (November 2022)

- (a) animals that have been injured and are at a local veterinary practice receiving treatment;
- (b) animals that have been found by a member of the public who has agreed to temporarily care for the animal;
- (c) animals that have been taken to the City's ACF; or
- (d) animals that have been found but are deceased.

Details of found animals (as classified at (a), (b) and (c) above) will be published on the City's website and social media so the animal and its owner may be reunited. Although the details of deceased animal will not be published on compassionate grounds, every effort will be made to identify and contact the owner of a deceased animal.

5.9 Impounded Cats and Dogs

Lost dogs and cats, where owner details have not been determined, will be deemed to have been impounded in accordance with the *Cat Act 2011* or *Dog Act 1976*. Animals impounded to the ACF will be managed as per the City's normal business practices with details being published on the City's website.

5.10 Temporary Foster Care

Where all other avenues of providing temporary housing for displaced animals (both companion and larger animals) are exhausted, the City may seek volunteers to provide temporary foster care during and immediately following an emergency. This will include a formal approach to Saving Animals from Euthanasia (SAFE) Busselton to determine if their pool of foster carers is available to assist.

Any costs associated with the provision of temporary foster care will be by agreement between the animal owner and the person providing the foster care.

5.11 Animal Handling and Welfare Equipment

The City's Ranger Service has a limited supply of animal handling and welfare equipment including animal cages, leashes and water/food bowls and as such, animal owners will be encouraged to supply their own equipment. The purchase of additional equipment or food supplied shall be made using a dedicated emergency cost string/account number and recorded appropriately for incident reporting purposes.

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6.0 Administration

6.1 Exotic Animal Diseases and Biosecurity

The City has an extensive agricultural industry within its district and any significant outbreak of disease (or mass animal fatalities) is likely to have a significant impact on the community.

The Department of Primary Industries and Regional Development (DPIRD) – Agriculture and Food Services is the HMA for Animal and Plant Diseases. The City may be requested to provide community level resources and assistance to comply with HMAs incident management, and is responsible for recovery efforts.

Where there are a large number of livestock injured or deceased as a result of the emergency, the City will liaise with DPIRD in the management of treatment/euthanasia, or subsequent disposal of livestock carcasses

Refer to State Hazard Plan - Animal and Plant Biosecurity for further information.

6.2 Fees and Charges

The City is entitled to charge impound and/or sustenance fees for animals that are temporarily housed at any of the City's facilities (e.g. the ACF, or Churchill Park). Depending on the size and nature of the incident, and the individual circumstances that resulted in the animal being impounded/temporarily housed, the City may at its own discretion waive any or all fees associated with the impounding or temporary housing of the animal.

During an emergency, the City may also consider waiving of fees for:

- The disposal of deceased companion animals at its waste facilities
- The surrender of an animal where the circumstances of the surrender are deemed, by the Ranger Services Coordinator or a Senior Ranger, to be associated with the emergency.

6.3 Requests for Assistance

All incoming requests for assistance from the public with regard to animal welfare (i.e. rescues, roaming, lost and found) shall be recorded and processed using the City's established Ranger CRM system.

Where the AWCC is activated as part of the larger Disaster Recovery Room, members of the Ranger Services Admin Team will be rostered to administer this process as part of the Recovery Team.

LEMA Appendix 8 Animal Welfare Plan (November 2022)



Attachment 1 – ACF Temporary Housing & Release Form

Animal Care Facility Temporary Housing Form

	Owner / Agent Contact De	tails (person leavi	ng animal)
Owner/Agent Name:			
Address:			
-			Owner □ Agent □
Mobile Phone:		Email Address:	
Secondary Contact:		Mobile Phone:	
Animal Details	Animal Number 1		Animal Number 2
Name:			
Breed:			
Colour:			
Registration No:			
Equipment:	Collar ☐ Rego Tags ☐	Leash 🗆	Collar Rego Tags Leash
<u>Comments</u> :			
(comments should include any additional equipment left with the animal, any special dietary or medical needs, and any behavioural issues in relation to the safe keeping of the animal and staff)			
<u>Conditions</u> :	2. Owners will have limited,	or no access to the animal may be vol	is done at the owner's risk. ir animals during their stay. untarily housed at the ACF is 48 hours ionate grounds).
I acknowledge I have r at the City of Busselton		ns under which my	animal(s) may be temporarily housed
ut the City of Busselton	r Ammur cure Fucincy.		
Name of owner or own	ner's agent S	gnature	
OFFICE USE ONLY Comments at time of a	admission (including any health i		
Name of officer admits	ting animal C	gnature	
ivanie or officer admitt	ung amilidi 3	gnature	
Admission date/time:		: AM / PM	

LEMA Appendix 8 Animal Welfare Plan (November 2022)

Animal Care Facility Release Form

	Owner / Agent Contac	t Details (person collectin	g animal)	
Owner/Agent Name:				
Mobile Phone:		Email Address:	Owner Agent	_
Name of owner or ow	ner's agent	Signature		
OFFICE USE ONLY				
All equipment, food a	nd medication as listed at	the time of admission has I	peen returned: Yes 🗆 No	
	Address: Owner Agent			
Name of officer releas	ing animal	Signature		
Paleace date/time	/ /	· ANA / DNA		

6.2 REVIEW OF THE CONSOLIDATED PARKING SCHEME (CPS)

STRATEGIC THEME LIFESTYLE - A place that is relaxed, safe and friendly with services

and facilities that support healthy lifestyles and wellbeing

STRATEGIC PRIORITY 2.10 Provide local road networks that allow for the safe movement

of people through the District.

SUBJECT INDEX Consolidated Parking Scheme

BUSINESS UNIT Environmental Services

REPORTING OFFICER

AUTHORISING OFFICER

NATURE OF DECISION

Ranger & Emergency Services Coordinator - Ian McDowell

Director, Planning and Development Services - Paul Needham

Executive: Substantial direction setting, including adopting bud

Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee

recommendations

VOTING REQUIREMENT ATTACHMENTS

Simple Majority

Attachment A Consolidated Parking Scheme (CPS) (November

2022) 🗓 🛗

Attachment B Consolidated Parking Scheme (CPS) (2018) 1

COMMITTEE RECOMMENDATION

PL2211/474 Moved Councillor P Cronin, seconded Councillor J Richards

That the Council:

- 1. Endorse the City of Busselton Consolidated Parking Scheme (CPS) dated November 2022 as attached (Attachment A) to this report; and
- 2. Notes changes to existing, or the introduction of new:
 - a. parking restrictions require a resolution of the Council before the CPS can be amended to reflect those changes or additions; and
 - b. private parking agreements do not require a resolution of the Council, and should this occur the City will amend the CPS to reflect those changes or additions.

CARRIED 5/0

OFFICER RECOMMENDATION

That the Council:

- 1. Endorse the City of Busselton Consolidated Parking Scheme (CPS) dated November 2022 as attached (Attachment A) to this report; and
- 2. Notes changes to existing, or the introduction of new:
 - a. parking restrictions require a resolution of the Council before the CPS can be amended to reflect those changes or additions; and
 - b. private parking agreements do not require a resolution of the Council, and should this occur the City will amend the CPS to reflect those changes or additions.

EXECUTIVE SUMMARY

The City has carried out a full review of the Consolidated Parking Scheme (CPS). The revised CPS (November 2022) at Attachment A is presented to the Council under cover of this report for their consideration. Changes to the previous CPS include:

- a. improved formatting for ease of use;
- b. combining the previous text document and separate suite of maps into a single document; and
- c. incorporating the details of private parking agreements entered into between the City and the owners or occupiers of private parking facilities or stations into the CPS.

BACKGROUND

The CPS is an administrative document including a series of maps that details vehicle parking restrictions across the local government district. Restrictions include timed parking zones, no parking/no stopping zones, and special purpose parking zones including disabled parking bays, loading zones, taxi zones, and bus zones. They also indicate where there is all day parking available in the Busselton Central Business District, and Dunsborough Town Centre.

The current version of the CPS was endorsed by the Council in February 2018 (CC1802/21 refers). Since then there have been minor amendments to the CPS approved by the CEO under delegation, and the Council when, following a full review of the Parking Local Law in 2020, the authority to delegate those powers to the CEO was removed under the direction of the Joint Standing Committee on Delegated Legislation.

OFFICER COMMENT

The City has completed a full review of the CPS to ensure the actual on-ground restrictions match those contained in the CPS. The revised copy of the CPS (November 2022) is at Attachment A and if endorsed by the Council will replace the current CPS (2018) at Attachment B.

Whereas the CPS (2018) comprised the main document and a separate series of maps, the CPS (November 2022) is a single document combining a word description of the parking restrictions in place and the associated maps that illustrate those restrictions. The revised CPS also includes improved formatting for ease of use, and although this document may be printed in hard-copy, it is primarily intended to be used as an electronic or soft copy.

Under the provisions of the *Parking Local Law 2020*, the City is able to enter into written agreement with the owners or occupiers of private car parking facilities or stations within the district, to apply the provisions of the local law to those facilities or stations.

Private parking agreements are only put in place for car parks in the Busselton City Centre or Dunsborough Town Centre where there is an element of public parking available, for example shopping centre car parks. There are provisions under some of these agreements for tenants and their staff to be issued with permits allowing them to park for longer that the posted limit however, the permits do not provide an entitlement to reserved parking for permit holders.

Some of these private parking agreements were put in place almost 20 years ago and have not been reviewed since. A review of the private parking agreements was undertaken as part of the overall review of the CPS, and details of the agreements have now been incorporated into the CPS as a means of better tracking them in the future to ensure they remain both relevant and current.

Although changes to existing, or the introduction of new parking restrictions require a resolution of the Council; entering into new, or changes to existing private parking agreements are managed at Officer level. Where this occurs, the CPS will be amended by the City to reflect the new or amended agreement.

Statutory Environment

City of Busselton Parking Local Law 2020

Pursuant to clause 1.10 Powers of the Council: the Council may, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

Pursuant to clause 1.6(2) Application: this local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could endorse with changes all or some of the Consolidated Parking Scheme (CPS) (November 2022).

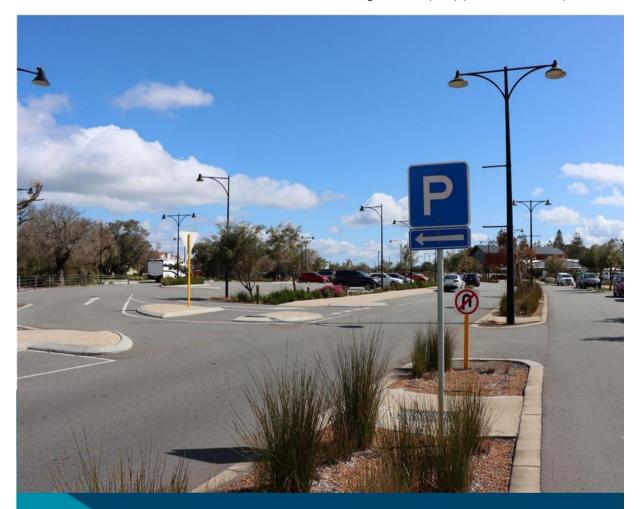
CONCLUSION

The City has carried out a full review of the Consolidated Parking Scheme (CPS). The revised CPS (November 2022) at Attachment A is presented to the Council under cover of this report for their consideration.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If approved by the Council, the Consolidated Parking Scheme (CPS) (November 2022) would come into immediate effect.

Consolidated Parking Scheme (CPS) (November 2022)



November 2022

Consolidated Parking Scheme



Consolidated Parking Scheme (CPS) (November 2022)

Overview

Consolidated Parking Scheme

The Consolidated Parking Scheme (CPS) comprises a document and series of maps detailing various parking restrictions that are in place across the City of Busselton (the City). Restrictions include timed and special purpose parking; and no parking/stopping zones. Car parks include City owned on-street and off-street parking; and privately owned car parks where there is a signed agreement between the City and owner/strata manager of the private car park.

Timed Parking

The Council has avoided implementing paid parking, but instead has differing time restrictions radiating out from areas of high demand to ensure parking availability for the various user groups both in the Busselton Central Business District, and Dunsborough Town Centre. There are several different times zones developed to provide the best mix of turnover, convenience and availability. These include 1 hour or less along the main streets, and 2 to 3 hours in shopping centres and side streets. All day parking is also available in peripheral streets and car parks.

Special Purpose Parking

Special purpose parking are parking bays or sections of car parks that are set aside for a specific purpose. These include:

- Authorised vehicles only (including City owned vehicles, hearses, and SLSC vehicles)
- Bus bays and taxi zones
- Boat and trailer parking
- Electric vehicle recharging bays
- Loading zones
- Motorcycle bays
- Parking bays for people with disabilities

Relevant State and Local Government Legislation

- Local Government (Parking for People with Disabilities) Regulations 2014
- City of Busselton Parking Local Law 2020

Consolidated Parking Scheme (CPS) (November 2022)

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1.0 Amendment Record

Number	Date	Details of Amendment	Author
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2.0 Review History

Prior to the review of this version of the CPS, it was last reviewed and endorsed by the Council on 14 February 2018 (C1802/021 refers).

3.0 Private Parking Agreements

Under the provisions of clause 1.6 of the City's *Parking Local Law 2020*, the City may enter into a written agreement with the owner/occupier of a private car parking facility so that the Local Law has effect within that facility. The following is a list of private parking agreements currently in effect:

Location	Property Manager	Expiry Date	Doc Set Id
30/35-39 Kent Street (Busselton Central)	Savills Australia	27/07/2025	4917334
38-44 Albert Street	Acton/Belle Properties	Open Ended	4945728
34 Dunn Bay Road (Duns Park SC)	Emerson Raine	Open Ended	TBD
38 Duchess Street (Old Woolworths)	Lease Equity	25/07/2025	4915085
42 Dunn Bay Rd (Naturaliste Forum SC)	Professionals South West	Open Ended	4982562
54 Dunn Bay Road (Seymour House)	Emerson Raine	Open Ended	TBD
65 Kent Street (Woolworths)	Knight Frank Pty Ltd	Open Ended	4968588

4.0 Parking for People with Disabilities

Disability Parking – Port Geographe and Geographe						
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution	
	North	Busselton Sea Rescue Car Park (Reserve 49652)	1			
Coorranha Bay Bood	North	Opposite Barnard Park (Reserve 49652)	1	1 <u>D</u>	C1802/021	
Geographe Bay Road	North	Opposite Barnard Park (Reserve 49652)	1			
	North	Barnard Park West Western Car Park (Reserve 8485)	1			
Freycinet Drive	Southeast	Freycinet Drive Car Park (Lot 624)	2			
Spinnaker Boulevard	Northwest	Spinnaker Boulevard Car Park 4 (Lot 617)	1			

Disability Parking – Busselton Foreshore Areas (Busselton / West Busselton)						
Nearest Street Reference	Nearest Street Reference Position Description					
	North	Foreshore Parade Northern Car Park (Reserve 38558)	2			
oreshore Parade	Northeast	Foreshore Parade Southern Car Park (Reserve 38558)	2		C1802/021	
	Northwest	Old Tennis Club Car Park (Reserve 38558)	1			
Foreshore Parade/Queen Street		Old Tennis Club Car Park (Reserve 38558)	5	<u>1A</u>	CC2207/180	
Foreshore Parade		Foreshore Car Park East (Reserve 38558)	2			
Geographe Bay Road	North	Opposite Gale Street (Reserve 37207)	3		C1802/021	
King Street	Northeast	King Street Reserve and Car Park (Reserve 37207)	2	22	1	

Disability Parking – Busselton CBD (bounded by Marine Terrace, Southern Drive, West Street and Cammilleri Street)						
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution	
Marine Terrace	Northeast	Court House Museum Car Park (Reserve 35361)	1	<u>1A</u>		
Adelaide Street	North	Between Queen & Stanley Streets (13 Queen St)	1			
Duchess Street	South	38 Duchess Street (Old Woolworths)	4	10		
Queen Street	West	Between Adelaide & Duchess Streets (34 Queen St)	1	<u>1B</u>		
Stanley Street	East	Between Adelaide & Duchess Streets (Court House & Police Stn)	2		64.002/024	
Kent Street		Nannup Car Park (Reserve 41445)	6	<u>1B / 1C</u>	C1802/021	
	Southeast	Busselton Boulevard Library Car Park (Reserve 41445)	2			
Cammilleri Street		Busselton Boulevard Car Park (Reserve 41445)	6			
	Northeast	Busselton Boulevard Car Park (disabled bus bay)	1			
Kent Street	North	Between Queen & Cammilleri Streets (65 Kent St)	2			
Kent Street		Busselton Central Shopping Centre South	1	<u>1C</u>	PP 4917334	
Pries Avenue	Northeast	Between Peel Tce & Bussell Hwy (adjacent to Victoria Square)	2			
Prince Street	North	Between Queen St & Stanley PI (outside Busselton Boulevard)	2			
Prince Street	South	Between Queen & West Streets (outside 82-86 Queen St)	1			
Stanley Place	East	Between Prince & Albert Streets (outside Busselton Library)	1		C1802/021	
Queen Street	East	Between Kent & Prince Streets (outside 79 Queen St)	1	<u>1D</u>	C1802/021	
Peel Terrace		38 Peel Terrace Car Park	2			
Southern Drive	West	2 Southern Drive (outside City of Busselton Office)	1	<u>2A</u>		
Southern Drive	Northwest	2 Southern Drive (City of Busselton staff car park)	1			

Disability Parking – West Busselton, Broadwater and Quindalup							
Nearest Street Reference	Nearest Street Reference Position Description						
Recreation Lane	Northeast	Opposite Geographe Primary School	1	<u>9</u>	C1902/021		
Recreation Lane	North	Geographe Leisure Centre Car Park	4				
Holgate Road	Northwest	Broadwater Beach Resort	2	<u>10</u>	C1802/021		
Geographe Bay Road	North	Naturaliste Volunteer Rescue (Reserve 46)	2	<u>13</u>			

Disability Parking – Dunsborough Town Centre and Foreshore								
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
Chieftain Crescent	North	Chieftain Cres Car Park	1					
	North	35 Dunn Bay Road (on-street)	1					
Dunn Bay Road	North	42 Dunn Bay Road (Naturaliste Forum Shopping Centre)	2		C1802/021			
	West	54 Dunn Bay Road Car Park (Seymour House)	1					
Leslie Pearce Crescent	North	Dunsborough Police Station	1	<u>14A</u>				
	East	235 Naturaliste Terrace (on-street)	1					
Naturaliste Terrace	West	236 Naturaliste Terrace (on-street)	1	1				
Seymour Boulevard		34 Dunn Bay Road (Dunsborough Park Shopping Centre)	3					
Geographe Bay Road	North	Opposite 20 Geographe Bay Road	1	14B	1			

Disability Parking – Naturaliste Community Centre & Dunsborough Playing Fields								
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
	West	Dunsborough Playing Fields (Reserve 43008)	1		C1802/021			
Dunsborough Lakes Drive	South	John Edwards Pavilion Car Park (Reserve 43008)	1	<u>14C</u>				
	North	Naturaliste Community Centre Car Park (Reserve 43008)	2					

Disability Parking – Old Dunsborough, Meelup, Bunker Bay, Yallingup and Smiths Beach								
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution			
Finlayson Street	East	Blackhurst Park Car Park (Reserve 29627)	1	<u>15</u>	C1802/021			
Yallingup Beach Road	North	Yallingup Beach Car Park (Reserve 31917)	1	<u>17</u>	C1802/021			
Farm Break Lane	West	Bunker Bay Beach Car Park	2	<u>18</u>	C1802/021			
Smiths Beach Road	West	Opposite Smiths Beach Resort	2	10				
Smiths Beach Road	North	Smiths Beach Car Park	1	<u>19</u>	C1802/021			
Meelup Beach Road	West	Meelup Beach Car Park (Reserve 21629)	1	24	C1802/021			
Eagle Bay – Meelup Road	North	Point Piquet Car Park (Reserve 21629)	1	<u>25</u>				

5.0 Taxi Ranks

Taxi Ranks								
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution			
Marine Terrace	South	Between Queen & Stanley Streets	2	<u>1B</u>	C1802/021			
Cammilleri Street	West	Busselton Boulevard Car Park (Reserve 41445)	2					
Kent Street		Busselton Central Southern Car Park	1	<u>1C</u>	C1802/021			
Queen Street	West	Between Kent & Prince Streets	3					
Dunn Bay Road	North	Between Cape Naturaliste Road & Naturaliste Terrace	1	<u>14A</u>	C1802/021			

6.0 Bus Zones

Bus Zones									
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution				
Albant Chroat	North	Datuman Owner & Standard Standard	3	10	61902/021				
Albert Street	South	Between Queen & Stanley Streets	3	<u>1C</u>	C1802/021				
Foreshore Parade	North	Between Queen Street & Jetty Way (Reserve 38558)	1	<u>2A</u>	C2207/180				
	North	Between West & Queen Streets 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1						
Kent Street	South		1	10					
Kent Street	North		10						
	South	Between Queen & Cammilleri Streets	1		61002/024				
Armitage Drive	West	Outside Busselton Primary School	Zone	4	C1802/021				
Recreation Lane	East	Between Clydebank & Recreation Lane	Zone	<u>9</u>					
Coumour Poulouard	East	Between Dum Boy Boad & Chieftein Cressent	1	144					
Seymour Boulevard	West	Between Dunn Bay Road & Chieftain Crescent	1	<u>14A</u>					

7.0 Loading Zones

Loading Zones								
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution			
Queen Street	East	Between Duchess & Kent Streets (43-47 Queen Street)	1	<u>1B</u>				
Cammilleri Street	West	Busselton Boulevard Car Park (Reserve 41445)	1		C1802/021			
Kent Street	South	Between Queen & Cammilleri Streets (Fig Tree Lane)	1	10				
Kent Street		Busselton Central Shopping Centre South	2	<u>1C</u>	PP 4917334			
Prince Street	South	Between Queen Street & Stanley Place (70 Prince Street)	1		C1802/021			
Foreshore Parade	North	Between Queen Street & Jetty Way (Reserve 38558)	2	<u>2A</u>	C2207/180			
Geographe Bay Road	North	Quindalup Sea Rescue Boat Ramp (Reserve 46)	2	<u>13</u>				
Dunn Bay Road	North	Between Cyrillean Way & Naturaliste Terrace (55 Dunn Bay Rd)	1		C1802/021			
	West	34 Dunn Bay Road (on-street)	1	<u>14A</u>	C1802/021			
Seymour Boulevard	West	34 Dunn Bay Road (Dunsborough Park Shopping Centre)	1					

8.0 Boat and Trailer Parking

Boat and Trailer Parking								
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution			
Geographe Bay Road	North	Naturaliste Volunteer Rescue (Reserve 46)		<u>13</u>	C1002/021			
	North	Opposite Naturaliste Volunteer Rescue (Reserve 46)			C1802/021			

9.0 Electric Vehicle Recharging Stations

Electric Vehicle Recharging Stations (EVRS)									
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution				
Foreshore Parade	South	Busselton Foreshore Car Park (Reserve 38558) (opposite Signal Park public toilet)	1	<u>1A</u>	C1802/021				
Dunn Bay Road	South	Between Seymour Blvd & Naturaliste Tce (adjacent to Lions Park)	2	<u>14A</u>					

10.0 Motorcycle Parking

	Motorcycle Parking Bays (motorcycle parking is also permitted in car bays)							
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
Outcom Street	East	Between Duchess & Kent Streets (43-47 Queen Street)	2	10				
Queen Street	West	Between Duchess & Kent Streets (50-54 Queen Street)	2	<u>1B</u>				
Cammilleri Street	West	Busselton Boulevard Car Park (Reserve 41445)	1					
Kent Street	South	Between West & Queen Streets (60-66 Queen Street)	1		C1802/021			
D Charact	South	Between West & Queen Streets (4-18 Prince Street)	7					
Prince Street	South	Between Queen Street & Stanley Place (70 Prince Street)	1					
	West	Between Kent & Prince Streets (60-66 Queen Street)	1	<u>1C</u>				
Queen Street	East	Between Prince & Alberts Streets (82-86 Queen Street)	1					
	West	Between Prince & Alberts Streets (91-93 Queen Street)	1					
Stanley Place	West	Between Prince & Alberts Streets (48 Stanley Place)	1					
Chieftain Crescent	North	Chieftain Cres Car Park	2					
Dunn Bay Road	South	Between Cape Naturaliste Rd & Dunsborough Pl (58 Dunn Bay)	1	<u>14A</u>				
Seymour Boulevard		34 Dunn Bay Road (Dunsborough Park Shopping Centre)	4					

11.0 School Parking Zones and Restrictions

		School Parking Zones and Restrictions			
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution
		Between Marine Terrace & Avocet Boulevard			
	West	1 Hour Limit	7		
Armitage Drive, Geographe		7:30am to 4:00pm School Days			
Busselton Primary School		Between MacBeth Way & Jabiru Place]	
	East	No Stopping Road or Verge	Zone		
		7:30am to 4:00pm School Days			
		Between Triller Close & Armitage Drive]	
	South	No Stopping Road or Verge	Zone		C1802/021
		7:30am to 4:00pm School Days			
		Between Stilt Court & Triller Place		4	
	North	No Stopping Road or Verge	Zone		
A Bardanand Caramaha		7:30am to 4:00pm School Days			
Avocet Boulevard, Geographe Busselton Primary School		Opposite 14 to 20 Avocet Boulevard		1	
busselton Filliary School	North	1 Hour Limit	30		
		7:30am to 4:00pm School Days			
		Opposite 4 to 12 Avocet Boulevard		1	
	Nonth	5 Minute Limit	36		
	North	8:00am to 9:30am School Days	26		
		2:45pm to 3:30pm School Days			

		School Parking Zones and Restrictions			
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution
College Avenue St Mary McKillop College	Both Sides of the Road	25m West of Kelly Drive to 20m west of 54 College Avenue No Stopping Road or Verge	Zone	7	
Kelly Drive	Both Sides of the Road	Between the Roundabout and College Avenue No Stopping Road or Verge	Zone	7	
	East	Between Dumbarton Way Jensen Way No Stopping Road or Verge	Zone		
B	East	Drop-off / Pick-up 5 Minute Limit	Zone		
Bower Road West Busselton Primary School	East	Bus Bay (opposite Dumbarton Road) 8:00am to 9:00am School Days	Zone	<u>8A</u>	C1802/021
	West	Between Dumbarton & Glenleigh Roads No Stopping Road or Verge	Zone		
Clydebank Avenue	North	Between 24 Clydebank Avenue & Glenmeer Ramble 8:45am to 9:15am School Days 3:00pm to 3:30pm School Days	Zone		
Geographe Primary School	South	Between 18 Clydebank Avenue & Recreation Drive 8:45am to 9:15am School Days 3:00pm to 3:30pm School Days	Zone	<u>9</u>	
Recreation Lane Geographe Primary School	North	Retween 20 Hudson Place & Recreation Lane (east) No Parking 7:30am to 9:00am School Days 2:30pm to 4:00pm School Days	Zone		

	School Parking Zones and Restrictions							
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
Grace Court Cornerstone Christian College	East	Between Queen Elizabeth Avenue & Busselton Bypass 10 Minute Limit 8:45am to 9:15am School Days 3:00pm to 3:30pm School Days	Zone	<u>9A</u>				
	West	Between Queen Elizabeth Avenue & Busselton Bypass Bus Zone – No Stopping	Zone					
Kaloorup Road Vasse Primary School	East	Between Northerly Street & Heritage Drive Drop-off / Pick-up 5 Minute Limit	Zone	11				
Heritage Drive Vasse Primary School	North	Between Kaloorup Road & Arnup Drive No Stopping Road or Verge	Zone	11				
Turner Street Dunsborough Primary School	West	Opposite 33 to 35 Turner Street Bus Zone 7:30am to 9:00am Monday to Friday 2:45pm to 3:30pm Monday to Friday 2 Hour Limit 9:00am to 2:45pm Monday to Friday	Zone		C1802/021			
	West	Bird Crescent to Harris Street No Stopping Road or Verge	Zone	<u>15</u>				
	South	25m West of Turner Street No Stopping Road or Verge	Zone					
Bird Crescent Dunsborough Primary School	South	No Parking 7:30am to 9:00am School Days (Kiss and Drop Zone) 2:45pm to 3:30pm School Days (Kiss and Drop Zone)	Zone					

12.0 Authorised Parking (by exception)

Authorised Parking (by exception)							
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
Queen Street	East	Outside St Mary's Church No Parking – Hearses Excepted 9am to 5pm Monday to Friday	2	<u>1C/2A</u>	CC2207/180		
Geographe Bay Road	East	Barnard Park West Car Park No Parking – Authorised (City) Vehicles Excepted 6am to 6pm Monday to Friday	1	<u>1D</u>			
Smiths Beach Road	North	Adjacent to the Beach Entry Gate No Parking — SLSC Vehicles Excepted 7am to 12pm Sundays October to April	Zone	<u>9</u>			
Geographe Bay Road	North	Quindalup Sea Rescue Boat Ramp (Reserve 46) Boat Launching Ramp No Stopping – Emergency Vehicles Excepted	Zone	<u>13</u>	C1802/021		
Spinnaker Boulevard	South	Port Geographe Marina Car Park No Stopping – Emergency Vehicles Excepted	2	21			

13.0 General Parking and Parking Restrictions

General Parking & Parking Restrictions								
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution			
Foreshore Parade Busselton	North	Between Jetty Way & Geographe Bay Road (Reserve 38558) All Day Parking	Zone	- <u>1A</u>				
Geographe Bay Road Busselton	North	Between Gale & West Streets (Reserve 37207) All Day Parking	Zone					
Marine Terrace Busselton	North	Between Queen St & Jetty Way Old Tennis Club Car Park (Reserve 38558) All Day Parking	Zone	1A / 1B				
Marine Terrace Busselton	North	Between Jetty Way & Geographe Bay Road (Reserve 38558) All Day Parking	Zone					
West Street Busselton	East	North, South & East of Signal Park (Reserve 38872) All Day Parking	Zone					
Adelaide Street Busselton	North	Between West Street & Queen Street No Stopping	Zone	<u>1B</u>	C1802/021			
	North	Between Queen Street & Stanley Street 1 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	7					
	South		5					
	South	Between Stanley & Cammilleri Streets All Day Parking	6					

General Parking & Parking Restrictions							
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
Duchess Street Busselton	North	Between West Street & Queen Streets 1 Hour Limit	19				
	South	9am to 5pm Monday to Friday 9am to 12pm Saturday	24				
	North	Between Queen & Stanley Streets	22				
	South	1 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	23				
	North	Between Stanley & Cammilleri Streets All Day Parking	5				
		Between Duchess & Kent Streets (Old Woolworths) 2 Hour Limit – Tenant Permit Parking 9am to 5pm Monday to Friday 9am to 12pm Saturday	130		PP 4915085		
Duchess Street Busselton		Nannup Overflow Car Park (Reserve 41445) Between Duchess & Kent Streets All Day Parking	225		C1802/021		
Kent Street Busselton		Busselton Central Northern Car Park 3 Hour Limit – Tenant Permit Parking (Northern Car Park Only) 9:00am to 5:00pm Monday to Sunday	103		PP 4917334		

General Parking & Parking Restrictions							
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
Kent Street Busselton		Behind 50-58 Queen Street (Old Woolworths) 2 Hour Limit – Tenant Permit Parking 9am to 5pm Monday to Friday 9am to 12pm Saturday	32		PP 4915085		
		Between Duchess & Kent Streets (new Woolworths) 2 Hour Limit 9am to 5pm At All Times	149		PP 4968588		
Opal Lane Busselton	Both Sides of the Road	Between Adelaide & Duchess Streets No Stopping – Yellow Lines	Zone				
Queen Street	East	Between Marine Terrace & Adelaide Streets 1 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	6	<u>1B</u>			
Busselton	East	Between Adelaide & Duchess Streets 1 Hour Limit	9		C1802/021		
	West	9am to 5pm Monday to Friday 9am to 12pm Saturday	9				
Queen Street Busselton	East	Between Duchess & Kent Streets 30 Minute Limit	9				
	West	9am to 5pm Monday to Friday 9am to 12pm Saturday	8				

	General Parking & Parking Restrictions							
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
Ruby Lane Busselton	Both Sides of the Road	Between Adelaide & Duchess Streets No Stopping – Yellow Lines	Zone		C1802/021			
	East	Between Adelaide & Duchess Streets All Day Parking	26	<u>1B</u>	Delegation 3369302 2 August 2018			
Stanley Street Busselton	East	Between Adelaide & Duchess Streets 1 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	3					
	West	Between Adelaide & Duchess Streets All Day Parking	11					
Cammilleri Street Busselton	West	Between Adelaide Street & Peel Terrace No Stopping	Zone	<u>1B/1C</u>				
	North	Between Queen & Stanley Streets	6		C1802/021			
Albert Street	South	All Day Parking	5		C1802/021			
Busselton		Corner Albert Street & Stanley Place All Day Parking	34	<u>1C</u>				
Cammilleri Street Busselton		Busselton Boulevard Car Park (Reserve 41445) All Day Parking	115					

		General Parking & Parking Restrictions			
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution
		Busselton Boulevard Car Park (Reserve 41445) 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	148		
Cammilleri Street Busselton		Busselton Library Car Park (Reserve 41445) 2 Hour Limit (plus 2 x staff parking) 9am to 5pm Monday to Friday 9am to 12pm Saturday	13		
	East	Between Kent Street & Fairbairn Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	5	1 <u>C</u>	C1802/021
Fairbairn Road Busselton	South	Between Cammilleri & Brown Streets No Stopping	Zone		
Kent Street	North	Between West and Queen Streets 1 Hour Limit	11		
	South	9am to 5pm Monday to Friday 9am to 12pm Saturday	8		
Busselton	North	Between Queen and Cammilleri Streets	17		
	South	1 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	11		

	General Parking & Parking Restrictions							
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution			
Kent Street Busselton		Busselton Central Southern Car Park 3 Hour Limit 9:00am to 5:00pm Monday to Sunday	164		PP 4917334			
	North	Between West and Queen Streets 1 Hour Limit	34					
Prince Street	South	9am to 5pm Monday to Friday 9am to 12pm Saturday	44					
Busselton	North	Between Queen Street & Stanley Place 1 Hour Limit	38					
	South	9am to 5pm Monday to Friday 9am to 12pm Saturday	12					
	East	Between Prince & Albert Streets 1 Hour Limit	4	7	C1802/021			
Queen Street	West	9am to 5pm Monday to Friday 9am to 12pm Saturday	7					
Busselton	East	Between Prince & Kent Streets 30 Minute Limit	10					
	West	9am to 5pm Monday to Friday 9am to 12pm Saturday	8					
Stanley Place Busselton	East	Between Prince & Albert Streets 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	6					

	General Parking & Parking Restrictions						
Nearest Street Reference	Position	Description	Bays	Map	CPS Resolution		
Stanley Place Busselton	West	Between Prince & Albert Streets 15 Minute Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	10	<u>1C</u>			
Southern Drive	North	Between Causeway Road & Gwendolyn Street	19				
Busselton	South	All Day Parking	6				
West Street	East	Between Albert Street & Peel Terrace No Stopping Road or Verge	Zone	<u>2A</u>			
Busselton	West	Eastern Boundary of 2 Bussell Highway No Stopping Road or Verge					
Vasse Highway Bovell	West	Between Bussell Highway & Blum Boulevard No Stopping Road or Verge		<u>2B</u>	C1802/021		
Strelly Street Busselton	East West	Between Barlee Street & Fairlawn Road No Stopping Road or Verge	Zone	<u>3</u>			
Geographe Bay Road West Busselton	North	Between Earnshaw Road & Craig Street No Stopping – Yellow Lines	Zone	<u>8A</u>			
Clydebank Avenue West Busselton	South	Opposite 41 Clydebank Avenue (Water Corp Pumping Station) No Stopping Road or Verge	Zone	0			
Queen Elizabeth Avenue West Busselton	Both Sides of the Road	Between Clydebank Avenue & Recreation Lane No Stopping Road or Verge	Zone	<u>9</u>			
Waratah Court West Busselton	North	Length of Waratah Court including head of Cul-de-sac No Stopping Road or Verge	Zone	<u>9A</u>			

	General Parking & Parking Restrictions						
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
Holgate Road West Busselton	Both Sides of the Road	Length of Holgate Road No Stopping Road or Verge	Zone	<u>10</u>			
Caves Road Quindalup	Both Sides of the Road	120m East & 170m west of Quindalup Siding Road No Stopping Road or Verge	Zone				
Quindalup Siding Road Quindalup	East	150m South of Caves Road No Stopping Road or Verge 50m South of Caves Road	Zone	<u>12</u>			
Quindulup	West	No Stopping Road or Verge					
Geographe Bay Road Quindalup	Both Sides of the Road	Between Robbies Close & Campion Way No Stopping Road or Verge	Zone	<u>13</u>			
Cape Naturaliste Road Dunsborough	Both Sides of the Road	Between Martingale Drive & Leslie Pearce Court No Stopping	Zone		C1802/021		
Chieftain Crescent Dunsborough		Chieftain Crescent Car Park All Day Parking	51				
	North	Between Dunn Bay Road & Naturaliste Terrace All Day Parking	9	14A			
Cyrillean Way Dunsborough	South	Between Dunn Bay Road & Naturaliste Terrace All Day Parking	12	144			
	East	Between Dunn Bay Road & Naturaliste Terrace All Day Parking	6				
Dunn Bay Road Dunsborough	North	Between Seymour Boulevard & Geographe Bay Road All Day Parking	7				

	General Parking & Parking Restrictions						
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
	North	Between Seymour Boulevard & Geographe Bay Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	9				
	South	Between Seymour Boulevard & Geographe Bay Road All Day Parking	7		C1802/021		
Dunn Bay Road Dunsborough	South	Between Seymour Boulevard & Geographe Bay Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	20				
	North	Between Naturaliste Terrace & Seymour Boulevard 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	10	<u>14A</u>			
	Centre Median	Between Naturaliste Terrace & Seymour Boulevard 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	21	-			
	South	Between Naturaliste Terrace & Seymour Boulevard 15 Minute Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	2				

		General Parking & Parking Restrictions			
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution
	South	Between Naturaliste Terrace & Seymour Boulevard 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	4		C1802/021
	North	Between Cape Naturaliste Road & Naturaliste Terrace 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	24		
Dunn Bay Road Dunsborough	South	Between Cape Naturaliste Road & Dunsborough Place 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	15	444	
		42 Dunn Bay Road (Naturaliste Forum Shopping Centre) 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	118	<u>14A</u>	PP 4982562
		54 Dunn Bay Road (Seymour House) 2 Hour Limit 7am to 6:30pm Monday to Friday 7am to 12pm Saturday	34		PP TBD
Dunsborough Place Dunsborough	Northeast	Adjacent to Lions Park (Reserve 38693) 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	15		C1802/021

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		General Parking & Parking Restrictions	y		
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution
Hannay Lane	Northwest	Between Naturaliste Terrace & Dunn Bay Road 2 Hour Limit	3		
Dunsborough	Both Sides of the Road	Between Naturaliste Terrace & Dunn Bay Road No Stopping	Zone		
	Northeast	Between Greenacre Road & Dugulup Brook Bridge No Stopping	Zone		
	Southwest	Adjacent to Lot 4 – 232 Naturaliste Terrace No Stopping Road or Verge	Zone	e	
Naturaliste Terrace Dunsborough	East	Between Cyrillean Way and Dunn Bay Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	17	<u>14A</u>	C1802/021
	Centre Median	Between Cyrillean Way and Dunn Bay Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	24		
Naturaliste Terrace Dunsborough	West	Between Cyrillean Way and Dunn Bay Road 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	13		

		General Parking & Parking Restrictions			
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution
Naturaliste Terrace Dunsborough		Corner Dunn Bay Road & Naturaliste Tce (BP Service Station) 2 Hour Limit 9am to 5pm Monday to Friday 9am to 12pm Saturday	12		01000 (004
Prowse Way Dunsborough		Between Naturaliste Tce & Prowse Way (Prowse Way Car Park) All Day Parking	17		C1802/021
Seymour Boulevard		Dunsborough Park Shopping Centre (34 Dunn Bay Road) 2 Hour Limit	47		
Dunsborough		9am to 5pm Monday to Friday 9am to 12pm Saturday	12		PP TBD
	West	Outside 2 Geographe Bay Road (cul-de-sac) No Stopping Road or Verge	Zone		
Geographe Bay Road Dunsborough	North	Between Gifford & Dunn Bay Roads All Day Parking	5	<u>14B</u>	C1802/021
	North	Between Dunn Bay Road & Chester Way All Day Parking	24		C1802/021
Bay View Crescent Old Dunsborough	Both Sides of the Road	Between Finlayson Street & 20 Bay View Crescent No Stopping Yellow Line	Zone	<u>15</u>	

	General Parking & Parking Restrictions						
Nearest Street Reference	Position	Description	Bays	Мар	CPS Resolution		
Hammond Road Yallingup	West	Between Dawson Drive & 34 Hammond Road No Stopping Yellow Line	Zone				
Rabbit Hill Car Park Access Road	Both Sides	Between Wardanup Drive & Rabbits Cap Park No Stopping	Zone	17			
Valley Road Yallingup	Both Sides of the Road	Between Dawson Drive & Hammond Road No Stopping Road or Verge	Zone	<u>17</u>	C1802/021		
Wardanup Crescent Yallingup	West	Between Dawson Drive & 38 Wardanup Crescent No Stopping Yellow Line	Zone				
Farm Break Lane Bunker Bay	Both Sides of the Road	50m West of Bunker Bay Road No Stopping	Zone	<u>18</u>			
Smiths Beach Road Smiths Beach	West	Between Canal Rocks Road to the Corner of Beach Car Park No Stopping Road or Verge	Zone	<u>19</u>	C2207/180		
Commonage Road Quindalup	Both Sides of the Road	350m South of Caves Road No Stopping	Zone	<u>20</u>			
Margaret Street West Busselton		Western (cul-de-sac) End of Margaret Street No Stopping Road or Verge	Zone	22	C1802/021		
Geographe Bay Road Quindalup		Eastern (cul-de-sac) End of Geographe Bay Road (Toby Inlet) No Stopping Road or Verge	Zone	23			

Map 1A - Busselton Foreshore



Map 1B - Busselton CBD North



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Map 1C - Busselton CBD South



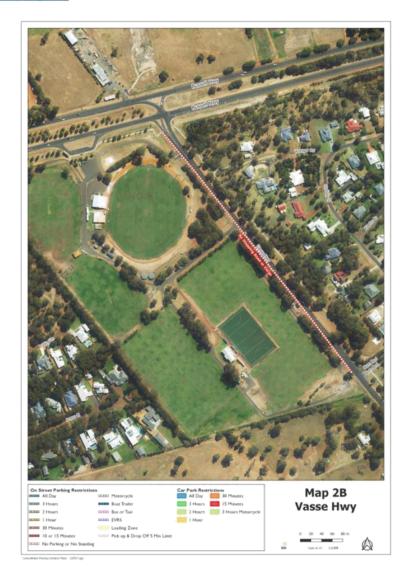
Map 1D – Barnard Park



Map 2A - Peel Terrace



Map 2B - Vasse Highway



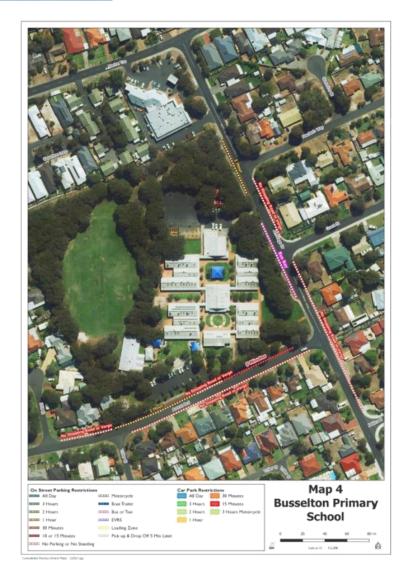
6.2

Attachment A Consolidated Parking Scheme (CPS) (November 2022)

Map 3 - Strelly Street



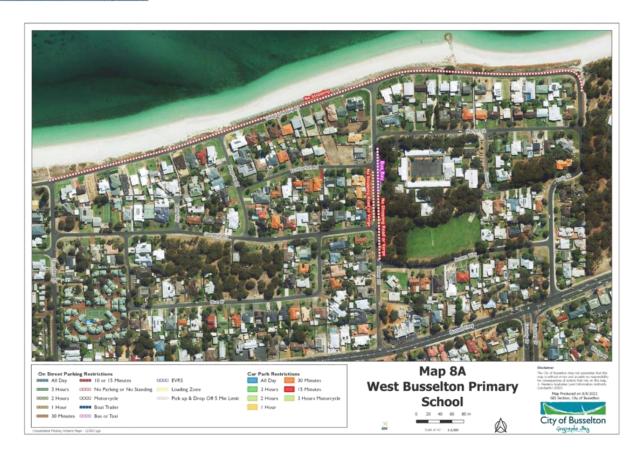
Map 4 - Busselton Primary School



Map 7 – College Avenue



Map 8A - West Busselton Primary School



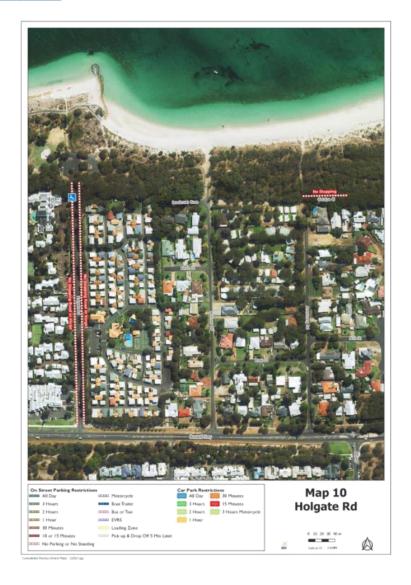
Map 9 - Clydebank Avenue



Map 9A – Cornerstone College

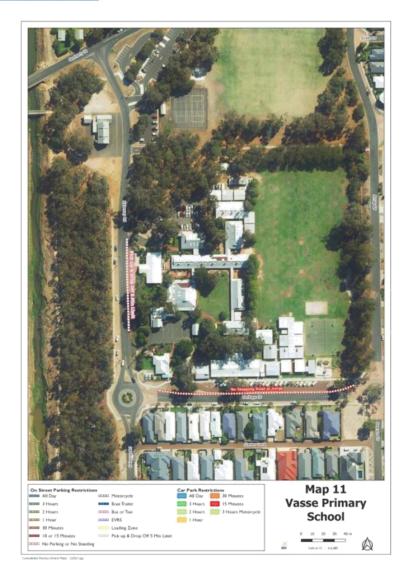


Map 10 - Holgate Road



6.2 Attachment A Consolidated Parking Scheme (CPS) (November 2022)

Map 11 - Vasse Primary School



Map 12 - Quindalup Siding Road



Map 13 – Quindalup



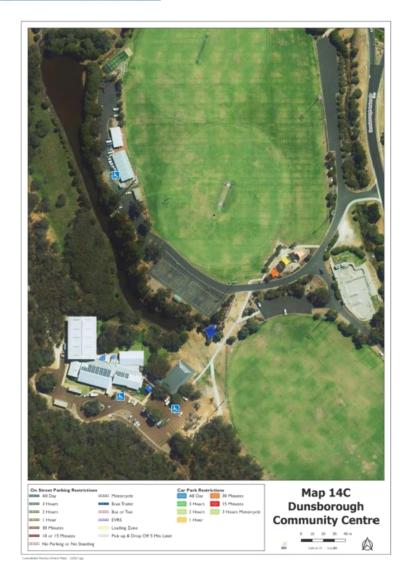
Map 14A - Dunsborough CBD



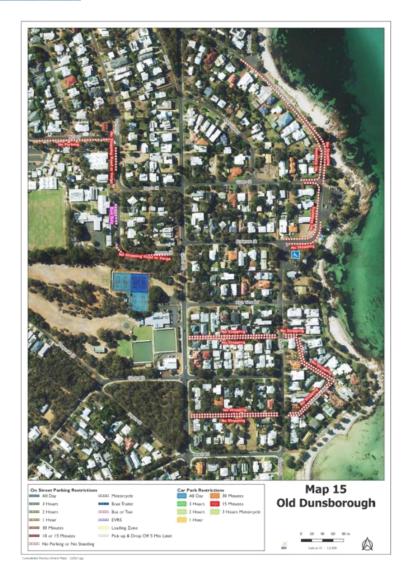
Map 14B - Dunsborough Foreshore



Map 14C - Dunsborough Community Centre



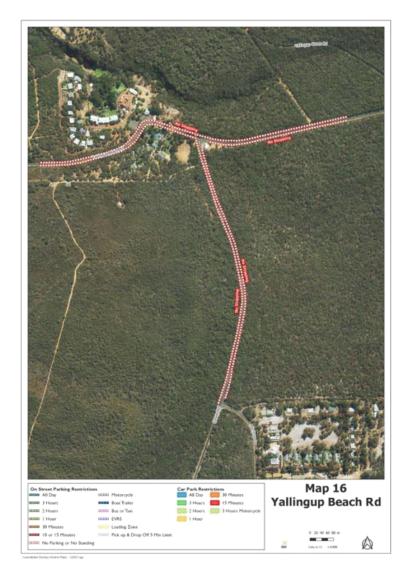
Map 15 - Old Dunsborough



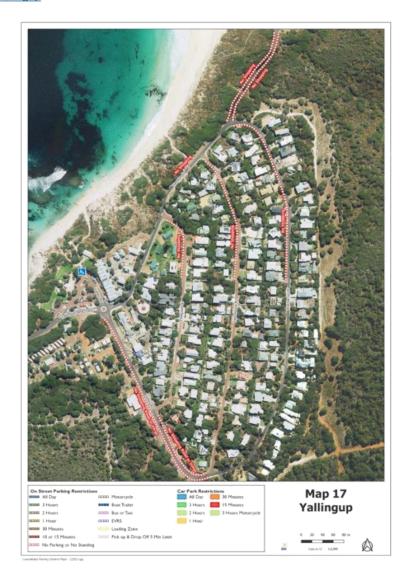
Map 15A - Castle Rock Road



Map 16 - Yallingup Beach Road



Map 17 - Yallingup

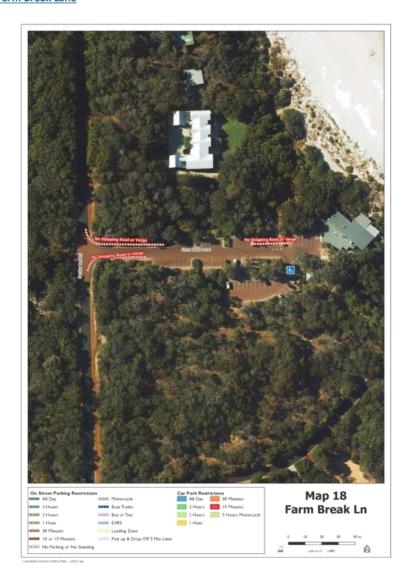


6.2

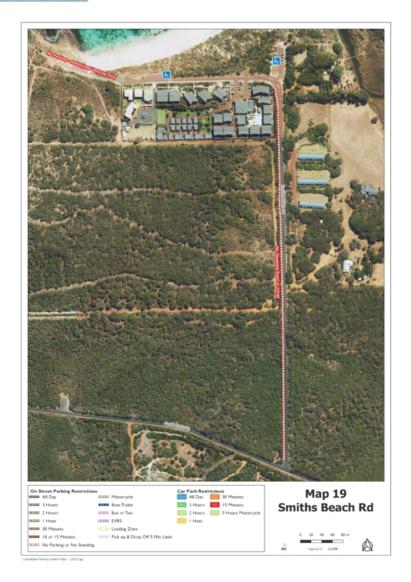
Consolidated Parking Scheme (CPS) (November 2022)

Map 18 – Farm Break Lane

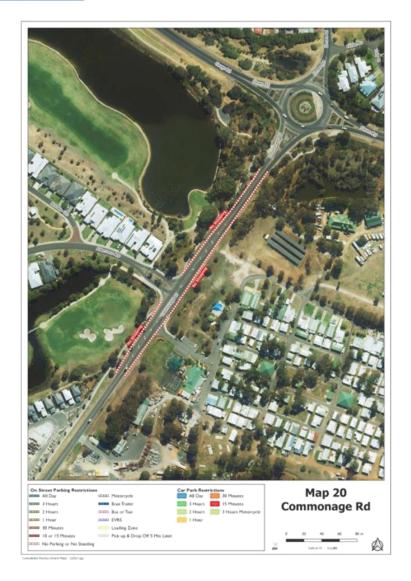
Attachment A



Map 19 - Smiths Beach Road



Map 20 - Commonage Road



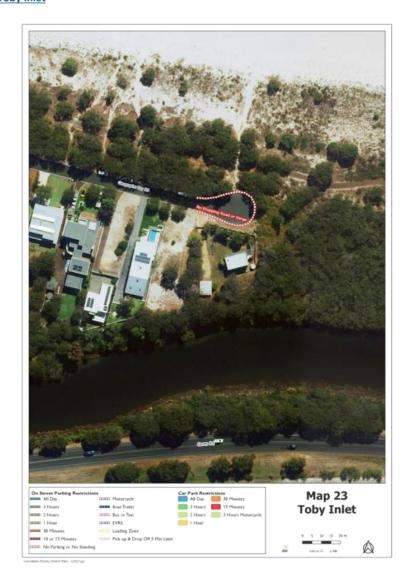


Map 22 - Margaret Street & King Street



Map 23 - Toby Inlet

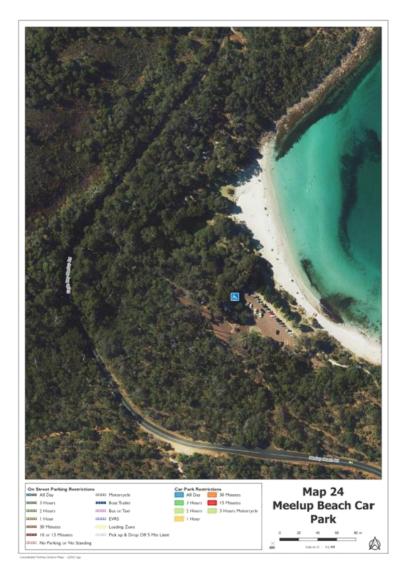
Attachment A



6.2 Attachment A

Consolidated Parking Scheme (CPS) (November 2022)

Map 24 - Meelup Beach Road



6.2 Attachment A

Consolidated Parking Scheme (CPS) (November 2022)

Map 25 – Point Picquet Car Park



6.2 Attachment B

Consolidated Parking Scheme (CPS) (2018)



Consolidated Parking Scheme 2018

6.2 Attachment B

Consolidated Parking Scheme (CPS) (2018)

CONSOLIDATED PARKING SCHEME

2018

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DISABLED PARKING INVENTORY

GEOGRAPHE - PORT GEOGRAPHE - WONNERUP

STREET	SIDE	BETWEEN	BAYS	Map #	CPS Amendment
Freycinet Drive	East	Freycinet Drive Carpark	2	21	CPS 2012
Spinnaker Boulevard	North	Spinnaker Boulevard Carpark	1	21	CPS 2012
Geographe Bay Road	North	Busselton Sea Rescue Carpark	1	1D	
Geographe Bay Road	North	Opposite Milne Street	1	1D	
Geographe Bay Road	North	Barnard park Carpark (Reserve 8485)	1	1D	
Foreshore Parade	South	Busselton Tennis Club Carpark (Reserve 385558)	2	1A	
Marine Terrace	North	Busselton Tennis Club Carpark (Reserve 385558)	1	1A	

BUSSELTON CBD - FORESHORE

STREET	SIDE	BETWEEN	BAYS	Map#	CPS Amendment
Queen Street	East	Prince Street/Kent Street (outside No. 49)	1	1D	CPS 2012
Queen Street	West	Duchess Street/Adelaide Street (outside No. 34)	1	1B	CPS 2012
Prince Street	North	Queen Street/Stanley Place (outside No. 69)	2	1C	CPS 2012
Prince Street	South	Queen Street/West Street (outside No. 82-86 Queen St)	1	1C	CPS 2012
Kent Street	North	Queen Street/Cammilleri Street	2	1C	CPS 2012
Duchess Street	South	Queen Street/West Street (outside No. 38)	4	1B	CPS 2012
Stanley Place	East	Prince Street/Harris Road (outside No. 19 Cammilleri St)	1	1C	C1410/246 - 8/10/2014
Stanley Street	East	Duchess Street/Adelaide Street (outside No. 12)	2	1B	CPS 2012
Adelaide Street	North	Queen Street/Stanley Street (outside No. 13 Queen St)	1	1B	C1607/175 - 27/07/2016
Pries Avenue	East	Outside Victoria Square	2	1C	CPS 2012
Peel Terrace		38 Peel Terrace Carpark	2	2A	
Boulevard Carpark			6	1C	C1410/246 - 8/10/2014
		Disabled Bus Bay	1	1C	C1410/246 - 8/10/2014
Library (Boulevard Carpark)			2	1C	C1410/246 - 8/10/2014
Overflow Carpark		Between Duchess and Kent Street (near Kent Street Entry/Exit)	2	1C	CPS 2012
		Between Duchess and Kent Street (East side, Duchess Street End)	1	1B	CPS 2012
		Between Duchess and Kent Street (North side, central row)	1	1C	CPS 2012
		Between Duchess and Kent Street near Duchess St Entry/Exit)	2	1B	CPS 2012
Busselton Jetty		West of the Equinox	2	1A	CPS 2012
		Outside Signal Park Public Toilet	1	1A	CPS 2012
		East of Busselton Visitor Centre	1	1A	
		West of YCAB	1	1A	
Marine Terrace		Court House Museum Carpark	1	1A	
Geographe Bay Road	North	Foreshore Carpark (Opposite Gale Street)	3	1A	
Southern Drive	North	Outside City Office	1	2A	CPS 2012
City of Busselton	North	Staff Carpark	1	2A	

WEST BUSSELTON - BROADWATER - VASSE - QUINDALUP

STREET	SIDE	BETWEEN	BAYS	Map #	CPS Amendment	
West Busselton		King Street Beach Carpark	1	22	CPS 2012	
West Busselton	West	Recreation Lane	1	9		
West Busselton		GLC Carpark	4	9		
Broadwater		Holgate Road Carpark	2	10	CPS 2012	
Quindalup		Quindalup Sea Rescue Boat Ramp	2	13	CPS 2012	

DUNSBOROUGH

STREET	SIDE	BETWEEN	BAYS	Map #	CPS Amendment
Dunn Bay Road		Outside Cape Drycleaners and Laundrette	1	14A	CPS 2012
Dunn Bay Road		Outside One Palm	1	14A	CPS 2012
Dunn Bay Road		Outside 52 Dunn Bay Road	1	14A	
Dunsborough Park Shopping Centre		Near Outdoor Sports, Peace Pizza, Pedros Mexican	3	14A	C1401/007 - 29/01/2014
Naturaliste Terrace		Outside Evolution Surf	1	14A	CPS 2012
Naturaliste Terrace		Outside Bathing Beauty	1	14A	CPS 2012
Prowse Way Carpark		Carpark	1	14A	
Geographe Bay Road		Centennial Park Carpark (Outside public toilet block)	1	14B	
Geographe Bay Road		Left of Dunn Bay Roundabout	1	14B	
Dunsborough Police Station		Carpark	1	14A	CPS 2012
Chieftain Crescent	North	Outside Seymour Park	1	14B	
Chieftain Crescent Carpark			1	14A	C1401/007 - 29/01/2014
Naturaliste Forum		Outside JHY Real Estate	2	14A	CPS 2012
Seymour House		Dunn Bay Road	1	14A	
Naturaliste Community Centre		Carpark outside NCC	2	14C	
John Edward Pavilion		Carpark outside DPF Pavilion	1	14C	
Dunsborough Playing Fields		Carpark outside DPF Pavilion	1	14C	

OLD DUNSBOROUGH - MEELUP - YALLINGUP - SMITHS BEACH - BUNKER BAY

STREET	SIDE	BETWEEN	BAYS	Map #	CPS Amendment
Finlayson Street		Blackhurst Park Carpark	1	15	
Meelup Beach Carpark		Carpark	1	24	CPS 2012
Yallingup Carpark		Carpark	2	17	CPS 2012
Smiths Beach Carpark	West	North of Canal Rocks Road	2	19	
Smiths Beach Road	North	West of Smiths Beach Carpark	1	19	
Farm Break Carpark		Carpark	2	18	

PARKING RESTRICTED AREAS

GEOGRAPHE - PORT GEOGRAPHE - WONNERUP

ON STREET PARKING

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Port Geographe Marina					
C/P		Spinnaker Boulevard/ Starboard Road	2 x No Stopping -	21	C1607/175 - 27/07/201
			Emergency		
			Vehicles Only		
Armitage Drive	West	Outside Busselton Primary School	7 x 1 hour	4	CPS 2012
		Layman Road/Marine Terrace	7.30-4.00pm		
			SCHOOL DAYS		
Armitage Drive	East	Jabiru Place/Grant Street adj Busselton Primary School	No Stopping	4	CPS 2012
			Road or Verge		
			7.30-4.00pm		
			SCHOOL DAYS		
Armitage Drive	East	Grant Street/Macbeth Way adj Busselton Primary School	No Stopping	4	CPS 2012
			Road or Verge		
			7.30-4.00pm		
			SCHOOL DAYS		
Armitage Drive	West	Outside Busselton Primary School	Bus Bay	4	CPS 2012
Avocet Boulevard	South	Outside Busselton Primary School	No Stopping	4	CPS 2012
			Road or Verge		
		Armitage Drive/Triller Close	7.30-4.00pm		
			SCHOOL DAYS		

268 Consolidated Parking Scheme (CPS) (2018)

STREET	SIDE	BETWEEN	RESTRICTIONS	Map#	CPS Amendment
Avocet Boulevard	North	Stilt Court/Armitage Drive	No Stopping	4	CPS 2012
			Road or Verge		
			7.30-4.00pm		
			SCHOOL DAYS		
Avocet Boulevard	North	Adj Busselton Primary School	30 x 1 hour	4	CPS 2012
			7.30-4.00pm		
			SCHOOL DAYS		
Avocet Boulevard	North	Adj Busselton Primary School	26 x 5 minute	4	CPS 2012
			8.00am-		
			9.30am		
			2.45pm-		
			3.30pm		
			SCHOOL DAYS		
Vasse Highway	West	Bussell Hwy/Blum Boulevard	No Stopping	2A	
			Road or Verge		

BUSSELTON CBD - FORESHORE

ON STREET PARKING

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Queen Street	East	Albert Street/Prince Street	4 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x MC		
			9am - 5pm Mon-Fri		
			9am – 12pm Sat		
Queen Street	West	Albert Street/Prince Street	7 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x MC		
Queen Street	East	Prince Street/Kent Street	10 x 1/2 Hour	1C	C1410/246 - 8/10/2014
Queen Street	West	Prince Street/Kent Street	8 x 1/2 Hour	1C	C1410/246 - 8/10/2014
			1 x MC		C1410/246 - 8/10/2014
			3 x Taxi		C1410/246 - 8/10/2014
Queen Street	West	Kent Street/Duchess Street	8 x 1/2 Hour	1B	C1410/246 - 8/10/2014
			2 x MC		C1410/246 - 8/10/2014
Queen Street	East	Kent Street/Duchess Street	9 x 1/2 Hour	1B	C1410/246 - 8/10/2014
			2 x MC		C1410/246 - 8/10/2014
			1 x Loading		C1410/246 - 8/10/2014
Queen Street	East	Duchess Street/Adelaide Street	9 x 1 Hour	1B	C1410/246 - 8/10/2014
Queen Street	West	Duchess Street/Adelaide Street	9 x 1 Hour	1B	C1410/246 - 8/10/2014
Queen Street	East	Adelaide Street /Marine Terrace	6 x 1 Hour	1B	C1410/246 - 8/10/2014
Albert Street	South	Queen Street/Stanley Street	5 x All Day	1C	C1410/246 - 8/10/2014
			3 x Bus		C1708/097 - 10/05/2017
Albert Street	North	Queen Street /Stanley Street	6 x All Day	1C	C1410/246 - 8/10/2014
			3 x Bus		C1410/246 - 8/10/2014
Prince Street	North	Queen Street/West Street	34 x 1 Hour	1C	C1410/246 - 8/10/2014

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Prince Street	South	Queen Street/West Street	44 x 1 Hour	1C	C1410/246 - 8/10/2014
			7 x MC		C1410/246 - 8/10/2014
Prince Street	North	Queen Street/Stanley Place	38 x 1 Hour	1C	C1410/246 - 8/10/2014
Prince Street	South	Queen Street/Stanley Place	12 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x Loading		C1410/246 - 8/10/2014
			1 x MC		C1410/246 - 8/10/2014
Kent Street	North	Queen Street/West Street	11 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x Bus		C1410/246 - 8/10/2014
Kent Street	South	Queen Street/West Street	8 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x MC		C1410/246 - 8/10/2014
			1 x Bus		C1410/246 - 8/10/2014
Kent Street	South	Queen Street/Cammilleri Street	11 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x Bus		C1410/246 - 8/10/2014
			1 x Loading		C1410/246 - 8/10/2014
Kent Street	North	Queen Street/Cammilleri Street	17 x 1 Hour	1C	C1410/246 - 8/10/2014
			1 x Bus		C1410/246 - 8/10/2014
Duchess Street	South	Queen Street/West Street	24 x 1 Hour	1B	C1410/246 - 8/10/2014
Duchess Street	North	Queen Street/West Street	19 x 1 Hour	1B	C1410/246 - 8/10/2014
Duchess Street	North	Queen Street/Stanley Street	22 x 1 Hour	1B	C1410/246 - 8/10/2014
Duchess Street	North	Stanley Street/Cammilleri Street	5 x All Day	1B	C1410/246 - 8/10/2014
Duchess Street	South	Queen Street/Stanley Street	23 x 1 Hour	1B	C1410/246 - 8/10/2014
Stanley Street	West	Duchess Street/Adelaide Street	11 x All Day	1B	C1410/246 - 8/10/2014

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STREET	SIDE	BETWEEN	RESTRICTIONS	Map#	CPS Amendment
Stanley Place	West	Albert Street/Prince Street	10 x 15 Minute	1C	C1410/246 - 8/10/2014
			1 x MC		C1410/246 - 8/10/2014
Stanley Place	East	Prince Street/Albert Street	6 x 2 Hour	1C	C1410/246 - 8/10/2014
Stanley Street	East	Duchess Street/Adelaide Street	29 x All Day	1B	C1410/246 - 8/10/2014
Adelaide Street	South	Stanley Street/Cammilleri Street	6 x All Day	1B	C1410/246 - 8/10/2014
Cammilleri Street	West	Adelaide Street/Peel Terrace	No Stopping	1C	C1410/246 - 8/10/2014
Cammilleri Street	East	Kent Street/Fairbairn Road	5 x 2 Hour	1C	C1607/175 - 27/07/2016
Fairbairn Road	South	Cammilleri Street/Brown Street	No Stopping	1C	C1607/175 - 27/07/2016
Marine Terrace	South	Queen Street/Stanley Street	2 x Taxi	1B	C1410/246 - 8/10/2014
Adelaide Street	North	Stanley Street/Queen Street	7 x 1 Hr	1B	C1410/246 - 8/10/2014
Adelaide Street	South	Stanley Street/Queen Street	5 x 1Hr	1B	C1410/246 - 8/10/2014
Adelaide Street	North	West Street/Queen Street	No Stopping	1B	CPS 2012
West Street	West	Outside KFC	No stopping road or verge	2A	CPS 2012 -
West Street	East	Albert Street/Peel Terrace	No stopping road or verge	2A	CPS 2012
Ruby Lane	Both	Adelaide /Duchess	No Stopping - Yellow Lines	1B	
Opal Lane	Both	Adelaide /Duchess	No Stopping - Yellow Lines	1B	

CITY OF BUSSELTON CARPARK

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Boulevard Carpark			115 x All day	1C	C1410/246 - 8/10/2014
			148 x 2 Hour		C1410/246 - 8/10/2014
			1 x MC		C1410/246 - 8/10/2014
			1 x Loading		C1410/246 - 8/10/2014
			2 x Taxi		C1410/246 - 8/10/2014
			2 x DoT		C1410/246 - 8/10/2014
			2 x DoT MC		C1410/246 - 8/10/2014
Library (Boulevard Carpark)			13 x 2 Hour		C1410/246 - 8/10/2014
			2 x Library Staff Parking		C1410/246 - 8/10/2014
Overflow Carpark		Kent and Duchess Street	225 Bays	1B	C1410/246 - 8/10/2014
			6 x Disabled		C1410/246 - 8/10/2014
Mitchell Park Carpark			49 x 2 Hour	1C	C1410/246 - 8/10/2014
			1 x Disabled		C1410/246 - 8/10/2014
Albert Street Carpark			34 x All Day	2A	C1410/246 - 8/10/2014
Busselton Foreshore Carpark		Near Signal Park Public Toilet	1 x EVRS	2A	C1612/149 - 14/12/2016

PRIVATE CARPARK OPEN TO PUBLIC

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Woolworths - New		Kent Street/Duchess Street	2 x Staff Parking	1B	
			4 x Disabled		
			139 x 2 Hour		
			8 x Vehicles with Prams		
Woolworths - Old A		Kent Street/Duchess Street	130 x 2 Hour	1B	C1410/246 - 8/10/2014
Woolworths - Old B		Kent Street	32 x 2 Hour	1B	C1410/246 - 8/10/2014
Busselton Central		Prince Street/Kent Street	156 x 2 Hour	1C	C1410/246 - 8/10/2014
			2 x Loading Bays		
			4 x Vehicles with Prams		
			4 x Seniors		
			4 x Disabled		
			1 x Taxi		
Busselton Central Overflow		West Street/Kent Street	66 Staff with Permits	1B	C1410/246 - 8/10/2014
Carpark			103 x 2 Hour		

BUSSELTON LIGHT INDUSTRIAL AREA

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
			No Stopping Road or		
Strelly Street	South	BGs Veggies/Names Plus Embroidery	Verge	3	CPS 2012
		Fairlawn Road/Barlee Street O/S Geographe	No Stopping Road or		
Strelly Street	South	Petroleum	Verge	3	CPS 2012
Southern Drive	North	Causeway Road/Gwendolen Street	19 All day	2A	
Southern Drive	South	Causeway Road/Gwendolen Street	6 All day	2A	

WEST BUSSELTON - BROADWATER - VASSE & SURROUNDING AREAS

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Margaret Street	West	Queen Elizabeth Drain/Wattle Street	No Stopping	22	
Geographe Bay Road	North	Craig Street/Earnshaw Road	No Stopping Line	A8	
Bower Road	East	Jenson Way/Manson Street, O/S West Busselton Primary School	No Stopping Road or Verge	8A	CPS 2012
			Pick up & Drop Off 5 min		
			Limit		CPS 2012
			Bus Bay		CPS 2012
			8.00am-9.00am		
			2.00pm-4.00pm		
			School Days		
Bower Road	West	Glenleigh Road/Dumbarton Road	No Stopping Road or Verge	A8	
College Avenue	Both	25m West of Kelly Drive & 20m west of 54 College Avenue	No Stopping Road or Verge	7	CPS 2012
Kelly Drive	Both	College Avenue & Round-About	No Stopping Road or Verge	7	CPS 2012
Clydebank Avenue	North	24 Clydebank Ave/Glenmeer Ramble	No Stopping Road or Verge	9	
			8.45am-9.15am		
			3.00pm-3.30pm		
			School Days		
Clydebank Avenue	North	Opp. 41 Clydebank Ave (Water Corp. Pump Station)	No Stopping Road or Verge	9	
Clydebank Avenue	South	Recreation Lane/Opp. 18 Clydebank Ave	No Stopping Road or Verge	9	
			8.45am-9.15am		
			3.00pm-3.30pm		
			School Days		
Recreation Lane	East	Clydebank Ave/Recreation Lane	Bus Bay	9	
Recreation Lane	West	Clydebank Ave/Recreation Lane	No Parking	9	
			8.45am-9.15am		
			3.00pm-3.30pm		

STREET	SIDE	BETWEEN	RESTRICTIONS	Map#	CPS Amendment
Recreation Lane	North	Outside GLC Carpark/Recreation Lane	No Parking	9	
			7.30am-9.00am		
			2.30pm-4.00pm		
			School Days		
Queen Elizabeth					
Avenue	Both	Clydebank Ave/Recreation Lane	No Stopping Road or Verge	9	
Grace Court	East	Queen Elizabeth Avenue/Busselton Bypass	P 10 Minutes	9A	
			8.45am-9.15am		
			3.00pm-3.30pm		
			School days		
	West	Busselton Bypass/Queen Elizabeth Avenue	No Stopping / Bus Zone	9A	
Waratah Court	North	Kalgaritch Avenue/Cul-de-sac	No Stopping Road or Verge	9A	
	South	Cul-de-sac only	No Stopping Road or Verge	9A	
Catalpa Close	North	Beach Reserve	No Stopping	10	
Holgate Road	Both	Bussell Highway / Stilts Restaurant	No Stopping Road & Verge	10	CPS 2012
Kaloorup Road	East	O/S Vasse Primary School	Pick up & Drop Off 5 min Limit	11	CPS 2012
Heritage Drive	North	Kaloorup Road/Arnup Dve	No Stopping Road & Verge	11	
Quindalup Siding Road	East	Caves Road/150 meters south	No Stopping Road or Verge	12	C1302/039 - 27/02/2013
Quindalup Siding					
Road	West	Caves Road / 50 meters South	No stopping road or Verge	12	
Caves Road	Both	Quindalup Siding Road east 120m	No Stopping Road or Verge	12	C1302/039 - 27/02/2013
Caves Road	Both	Quindalup Siding Road west 170m	No Stopping Road or Verge	12	C1302/039 - 27/02/2013
Geographe Bay Road	Both	Outside 484 Geographe Bay Road Quindalup - Cul de Sac	No Stopping Road or Verge	23	
Geographe Bay Road	Both	Robbies Close/Campion Way	No Stopping Road or Verge	13	CPS 2012
Geographe Bay Road	Both	240 Geographe Bay Road/Geographe Close	No Stopping Road or Verge	13	CPS 2012

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STREET	SIDE	BETWEEN	RESTRICTIONS	Map#	CPS Amendment
Quindalup Sea					
Rescue	West	Carpark entry	Loading Zone 10 minute max	13	
Boat Ramp	East	Boat launching area	No Stopping	13	
			Emergency Vehicles Excepted		
	Centre	Boat launching area	Loading Zone 10 minute max		
			Boat Trailer Parking Only		
	South	Carpark	Single Vehicle Parking Only		C0512/388 - 19/12/2005
			No Parking Vehicles With		
			Trailers		
Opp Boat Ramp	South	Carpark	Boat Trailer Parking Only	13	C0512/388 - 19/12/2005
Commonage Road	Both	Caves Road/350 meters south	No Stopping	20	CPS 2012

DUNSBOROUGH BUSINESS DISTRICT

ON STREET PARKING

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Geographe Bay Road	North	Dunn Bay Road/Gifford Road	5 x All Day	14B	
Geographe Bay Road	West	Outside 2 Geographe Bay Rd in Cul-de-sac	No stopping	14B	
			Road or Verge		
Geographe Bay Road	North	Dunn Bay Road/Chester Way	24 x All Day	14B	
Dunn Bay Road	North	Seymour Boulevard/Geographe Bay Road	7 x All Day	14A	
Dunn Bay Road	North	Seymour Boulevard/Geographe Bay Road	9 x 2 Hour	14A	
Dunn Bay Road	East	Geographe Bay Road/Seymour Boulevard	7 x All Day	14A	
Dunn Bay Road	East	Geographe Bay Road/Seymour Boulevard	20 x 2 Hour	14A	
Seymour Boulevard	East	Dunn Bay Road/Chieftain Crescent	1 x Bus	14A	C1401/007 - 29/01/2014
Seymour Boulevard	West	Chieftain Crescent/Dunn Bay Road	1 x Bus	14A	
			1 x Loading		
Dunn Bay Road	East	Seymour Boulevard/Naturaliste Terrace	4 x 2 Hour	14A	CPS 2012
			2 x 15 Minute		CPS 2012
			1 x EVRS		C1612/149 - 14/12/2016
Dunn Bay Road	Centre	Naturaliste Terrace/Seymour Boulevard	21 x 2 Hour	14A	CPS 2012
Dunsborough Place	N/E	Dunn Bay Road/Seymour Boulevard	15 x 2 Hour	14A	C1401/007 - 29/01/2014
Dunn Bay Road	South	Dunsborough Place/Cape Naturaliste Road	15 x 2 Hour	14A	CPS 2012
			1 x MC		CPS 2012
Dunn Bay Road	North	Cape Naturaliste Road/Cyrillean Way	5 x 2 Hour	14A	CPS 2012
Dunn Bay Road	North	Cyrillean Way/Naturaliste Terrace	19 x 2 Hour	14A	CPS 2012
Dunn Bay Road	North		1 x Loading	14A	
			1 x Taxi		
Naturaliste Terrace	West	Dunn Bay Road/Cyrillean Way	13 x 2 Hour	14A	CPS 2012

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STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Naturaliste Terrace	Centre	Dunn Bay Road/Cyrillean Way	24 x 2 Hour	14A	CPS 2012
Naturaliste Terrace	East	Cyrillean Way/Dunn Bay Road	17 x 2 Hour	14A	CPS 2012
Cyrillean Way	South	Naturaliste Terrace/Dunn Bay Road	12 x All Day	14A	C1401/007 - 29/01/2014
Cyrillean Way	East	Naturaliste Terrace/Dunn Bay Road	6 x All Day	14A	C1401/007 - 29/01/2014
Cyrillean Way	North	Dunn Bay Road/Naturaliste Terrace	9 x All Day	14A	C1401/007 - 29/01/2014
Hannay Lane	East	Naturaliste Terrace/Dunn Bay Road	3 x 2 Hour	14A	CPS 2012
	Both	Naturaliste Terrace/Dunn Bay Road	No stopping	14A	CPS 2012
Cape Naturaliste Road	West	Leslie Pearce Court/Martingale Drive	No stopping	14A	
Cape Naturaliste Road	East	Martingale Drive/ Leslie Pearce Court	No stopping	14A	
Naturaliste Terrace	East	Greenacre Road/Dugulup Brook Bridge	No stopping	14A	
Naturaliste Terrace	West	Boundary of Lot 4/232 Naturaliste Terrace	Road or Verge	14A	

CITY OF BUSSELTON CARPARK

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Dunsborough Park Shopping					
Centre		Seymour Boulevard	59 x 2 Hour	14A	C1401/007 - 29/01/2014
			1 x Loading		
			4 x MC		C1401/007 - 29/01/2014
Chieftain Crescent Car Park		Seymour Boulevard/Chieftain Crescent	51 x All Day	14A	C1401/007 - 29/01/2014
			2 x MC		
BP Service Station		Dunn Bay Road/Naturaliste Terrace	12 x 2 Hour	14A	CPS 2012
Dunsborough Village		Dunn Bay Road	16 x 2 Hour	14A	CPS 2012
Prowse Way Car Park		Naturaliste Terrace/Prowse Way	17 x 2 Hour	14A	C1401/007 - 29/01/2014

PRIVATE CARPARK OPEN TO PUBLIC

STREET	SIDE	BETWEEN	RESTRICTIONS	Map#	CPS Amendment
Naturaliste Forum		Dunsborough Place/Dunn Bay Road	118 x 2 Hour	14A	CPS 2012
Seymour House		Dunn Bay Road	34 Bays	14A	
Old Dunsborough Shopping Centre		Hannay Lane	25 x 2 Hour	14A	CPS 2012

OLD DUNSBOROUGH

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Thurston Lane	Both	Outside 25 North Street	No Stopping	15	CPS 2012
Thurston Lane	Both	Outside 68 Bay View Crescent	No Stopping	15	CPS 2012
Thurston Lane	Both	Outside 15 North Street	No Stopping	15	CPS 2012
Thurston Lane North	Both	Gifford Rd / North St	No Stopping Line	15	CPS 2012
That ston Lane North	Both	Smort nay north st	No Stopping	13	C1 3 2012
Thurston Lane South	Both	Gifford Rd / North St	Line	15	CPS 2012
			No Stopping		
Finlayson Street	Both	North Street/20 Bay View Crescent	Line	15	4493399 Nov 2020
Keenan Street	South	Turner Street/ Gifford Road	No Stopping	15	
			Road or Verge		
Turner Street	West	Keenan Street/ Harris Street	Bus Zone	15	
			7.30am-9.00am		
			2.45pm-3.30pm		
			Mon-Fri		
			2P		
			9.00am-2.45pm		
			Mon-Fri		
Turner Street	West	Harris Street/ Bird Crescent	No Stopping	15	
			Road or Verge		
Bird Crescent	South	Turner Street> 25m	No Stopping	15	
			Road or Verge		

STREET	SIDE	BETWEEN	RESTRICTIONS	Мар#	CPS Amendment
Bird Crescent	South	Turner Street 25m <>85m	No Parking	15	
			7.30am-9.00am		
			2.45pm-3.30pm		
			School Days		
			KISS AND		
			DROP ZONE		

BUNKER BAY - YALLINGUP - SMITHS BEACH

STREET	SIDE	BETWEEN	RESTRICTIONS	Map #	CPS Amendment
Farm Break Lane	North	Bunker Bay Road/Carpark > 50m	No Stopping	18	C0512/355 - 19/12/2005
Farm Break Lane	South	Bunker Bay Road/Carpark > 40m	No Stopping		
Caves Road	Both	Yallingup Beach Road/500m east	No Stopping	16	CPS 2012
Yallingup Beach Road	Both	Caves Road/600m south	No Stopping Lines	16	CPS 2012
Caves Road	Both	Yallingup Beach Road/1km west	No Stopping	16	CPS 2012
Valley Road	South	Dawson Drive (Yallingup Beach Road)	No Stopping Road or Verge	17	CPS 2012
	(West)		b/t 5.00pm & 9.00am		
Valley Road	West	Outside Fire Station	No Stopping Road or Verge	17	
Valley Road	Both	Elsegood Avenue/Hammond Road	No Stopping Road or Verge	17	CPS 2012
Dawson Drive	West	Carpark Opposite 23 Dawson Drive	No Stopping Area	17	
Elsegood Avenue	West	Dawson Drive/24 Elsegood Avenue	No Stopping	17	C1705/099 - 10/05/2017
Hammond Road	West	Dawson Drive/34 Hammond Road	No Stopping	17	C1705/099 - 10/05/2017
Wardanup Crescent	West	Dawson Drive/38 Wardanup Crescent	No Stopping	17	C1705/099 - 10/05/2017
		Dawson Drive / Wardanup Crescent to			
Rabbit Hill Car Park	Both	Carpark	No Stopping	17	CPS 2012
Access Road					
Smiths Beach Road	Both	Canal Rocks Road/Corner Beach Carpark	No Stopping	19	CPS 2012

9:49am: At this time, Mrs Runco and Mr McDowell left the meeting. Ms Wilson entered the

meeting.

6.3 <u>LOCAL PLANNING POLICY REVIEW: ADOPTION FOLLOWING CONSULTATION - LPP 1.5</u> COASTAL SETBACKS

STRATEGIC THEME OPPORTUNITY - A vibrant City with diverse opportunities and a

prosperous economy

STRATEGIC PRIORITY 3.1 Work with key partners to facilitate the activation of our town

centres, creating vibrant destinations and consumer choice.

SUBJECT INDEX Development Control Policy
BUSINESS UNIT Development Services

REPORTING OFFICER Manager Development Services - Joanna Wilson **AUTHORISING OFFICER** Acting Chief Executive Officer - Paul Needham

NATURE OF DECISION Legislative: adoption of "legislative documents" such as local laws,

local planning schemes and local planning policies

VOTING REQUIREMENT ATTACHMENTS

Simple Majority

Attachment A Amendment LPP 1.5 - Coastal Setbacks - West

Busselton U

Attachment B Current LPP1.5 - Coastal Setbacks Attachment C Map of lots currently subject to LPP1.5.

Attachment D Schedule of Submissions J

COMMITTEE RECOMMENDATION

PL2211/475 Moved Councillor R Paine, seconded Councillor P Cronin

That the Council:

- 1. Pursuant to Clause 4, Part 2 of Schedule 2 Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015* adopt as final LPP 1.5 Coastal Setbacks, as set out at Attachment A; and
- 2. Publish a notice of adoption in a newspaper circulating within the Scheme area in accordance with Clause 4, Part 2 of Schedule 2 Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 of the Policy set out in 1 above.

CARRIED 5/0

OFFICER RECOMMENDATION

That the Council:

- Pursuant to Clause 4, Part 2 of Schedule 2 Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 adopt as final LPP 1.5 Coastal Setbacks, as set out at Attachment A; and
- 2. Publish a notice of adoption in a newspaper circulating within the Scheme area in accordance with Clause 4, Part 2 of Schedule 2 Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015* of the Policy set out in 1 above.

EXECUTIVE SUMMARY

Council is asked to consider final adoption of the amended *LPP 1.5 Coastal Setbacks* – West Busselton ('LPP1.5'), as set out in Attachment A, following public consultation in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* ('Regulations').

BACKGROUND

The Planning and Development (Local Planning Schemes) Regulations 2015 ('Regulations') provide that Local Planning Policies ('LPPs') may be prepared by a local government in respect of any matter relating to planning and development within the City of Busselton Local Planning Scheme No. 21 ('Scheme') area.

The intention of an LPP is to provide guidance to applicants/developers and the community in regard to the decision-making process, as well as to the local government when exercising discretion under the Scheme. An LPP must be consistent with the intent of the relevant Scheme provisions, including *State Planning Policy 7.3 – Residential Design Codes* ('R-Codes'), and cannot vary development standards or requirements set out in a Scheme or impose other mandatory requirements upon development.

LPPs are given due regard in the assessment of development applications and are listed as a "Consideration of application by local government" when making determination of a development application under Schedule 2, clause 67 of the Regulations.

In March 2019 the City commenced the first stage of the LPP review. This stage was policy neutral and did not alter the intent or provisions within the LPPs. The LPPs were re-formatted into an easier-to-read template, taking the policies from a single manual structure and separating them into individual policies. These changes were adopted by Council at its meeting on 27 March 2019 (C1903/053).

The City commenced the second stage of the review process which included the content and relevance of all LPPs, but as a result of competing workload priorities, the review was postponed in order to prioritise the assessment of development applications.

At its meeting held on 11 November 2020 (C2011/130 refers) the Council resolved to initiate, for the purposes of public consultation, amendments to LPP1.5. It is proposed as part of this report that the amended LPP 1.5 be adopted as final following this public consultation. A detailed discussion regarding the submissions that were received during consultation of the proposed amended LPP 1.5 is set out in the officer comment section of this report.

OFFICER COMMENT

LPP 1.5 originally formed part of the broader *Residential Design Guidelines Policy* which was adopted by Council on 17 October 2007 (C0710/236). The policy applied to low density coastal nodes (coded R25 or less) that abut coastal foreshore reserves fronting Geographe Bay Road, or which directly abut Geographe Bay Road, but excludes Special Character Areas (e.g. Quindalup). Broadly the policy provisions can be split into two main parts including primary street setbacks and rear setbacks. A copy of the current LPP 1.5 is provided at Attachment B. A map indicating the lots which are currently subject to LPP1.5 is provided at Attachment C.

At its meeting held on 11 November 2020 (C2011/130 refers) the Council resolved to initiate, for the purposes of public consultation, amendments to LPP1.5. As part of the amendments to the Policy that were advertised the scope of the policy was reduced to cover only the section of West Busselton between Craig Street and Earnshaw Road.

In addition, the following modifications to the policy were advertised:

- The objectives (purpose) were refined so that they are relevant and appropriate;
- Introduction of interpretations for clarification;
- All rear setback provisions removed;
- Clarification that the policy applies to all sites adjoining Geographe Bay Road, where previously corner lots where Geographe Bay Road was the secondary street were excluded;
- Introduction of a provision that allows for privacy screening;
- Introduction of diagrams to clarify setback provisions; and
- A change to the title, to reflect the much narrower scope proposed.

During the public consultation period, 12 submissions from 11 parties were received in relation to the proposed changes to LPP1.5. Of the 11 submissions:

- One submission was indifferent to the propose changes;
- Two submissions were in support of the proposed changes;
- Two submission misinterpret the proposed changes to the LPP and assumed that the proposed changes were introducing additional setbacks to properties along Geographe Bay Road; and
- Six submissions were opposed to the proposed changes.

A summary of all submissions received is provided at Attachment D.

In relation to the six submissions that were received which were opposed to the proposed changes, the key concern raised was regarding the loss of views as a result of proposed changes to front setback requirements. There is no specific protection or legal right to a view within the planning framework and loss of view is not a valid planning consideration when making a planning decision. Furthermore, it is noted that the original purposes of LPP1.5 was not for the protection of views. It was to maintain a certain residential character and reduce the dominance of built form in the coastal setting.

The area that is proposed to be retained within the Policy Area was selected due to the generally narrow coastal and road reserves and the proximity of the dual path to the lot boundaries. In other coastal areas, however, relatively wide verges and/or foreshore reserves significantly reduce the potential for residential buildings, which would generally be no higher than two storeys, and where discretion would be required for buildings greater than three storeys, to be visually dominant. As such, the existing controls which impinge on landowners' capacity to develop their properties, are not considered to have a clear planning basis.

No changes are proposed to the version of the Policy proposed for adoption from what was initiated by Council and advertised.

It is, therefore, recommended that the Policy as set out in Attachment A be adopted as final.

Statutory Environment

The key statutory environment is set out in the *Planning and Development Act 2005* and related subsidiary legislation, including the City of Busselton Local Planning Scheme No. 21 (the Scheme) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), especially Schedule 2 (Deemed Provisions) of the Regulations, which form part of the Scheme.

Division 2 — Local planning policies

3. Local planning policies

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- (2) A local planning policy
 - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
 - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

4. Procedure for making local planning policy

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
 - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of
 - (i) the subject and nature of the proposed policy; and
 - (ii) the objectives of the proposed policy; and
 - (iii) how the proposed policy is made available to the public in accordance with clause 87; and
 - (iv) the manner and form in which submissions may be made; and
 - (v) the period for making submissions and the last day of that period;
 - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
 - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must
 - (a) review the proposed policy in the light of any submissions made; and

- (b) resolve to
 - (i) proceed with the policy without modification; or
 - (ii) proceed with the policy with modification; or
 - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if
 - (a) the proposed policy amends or replaces a deemed-to-comply provision of the R-Codes; and
 - (b) under the R-Codes, the Commission's approval is required for the policy; and
 - (c) the Commission has not approved the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government must ensure that an up-to-date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.
- (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).
- 5. Procedure for amending local planning policy
- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

Relevant Plans and Policies

State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes)

The purpose of the R-Codes is to provide a comprehensive basis for the control of residential development throughout Western Australia.

The R-Codes provide for residential development of an appropriate design for the intended residential purpose, density, context of place and Scheme objectives.

Local Planning Scheme No. 21 (the Scheme)

Relevantly, the purposes of the Scheme are to control and guide land use and development; and to set out procedures for the assessment and determination of applications for development approval.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

In accordance with the Regulations, it is proposed that a notice be placed in the local newspaper advising that LPP 1.5 Coastal Setbacks has been adopted as final.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework. No risks of medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

- Retain the existing policy;
- 2. Modify the policy recommended to be adopted and for these changes to be re-advertised; or
- 3. Revoke the policy in its entirety.

CONCLUSION

It is recommended that Council consider the discussion set out in this report and resolve to adopt the amended LPP 1.5.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementation of the Officer Recommendation would involve notification of the amended policy as outlined in the consultation section of this report. It is expected that this will commence within one month of the Council decision.

6.3 Attachment A

Amendment LPP 1.5 - Coastal Setbacks - West Busselton



Local Planning Policy No. 1.5 Coastal Setbacks – West Busselton

Version: Draft

1. Head of Power and Scope

This Policy has been adopted pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 ('Deemed Provisions') Part 2, Clause 4 and R-Codes Volume 1 clause 7.3 Scope of Local Planning Policies, Local Development Plans and Activity Centre Plans.

This Policy replaces the deemed-to-comply requirements of clause 5.1.2 (i – iv) Street Setbacks and clause 5.2.1 Setback of Garages and Carports for lots within the Policy Area and as such, in accordance with Clause 61(c) of the 'Deemed Provisions' where a development does not comply with this Policy, it is subject to development approval.

2. Purpose

The purpose of this Policy is to require additional setbacks for Residential Development within the Policy Area and adjacent to Geographe Bay Road to:

- 2.1. Reduce the impact of built form when viewed from Geographe Bay Road and the adjoining coastal reserve; and
- Provide for development that contributes to, and is consistent with, the established streetscape.

3. Interpretation

Terms should be interpreted in the same way as they would be interpreted if they were contained or within the Scheme, other than those terms defined below:

"Balcony" as defined by the R-Codes and provided below:

"A balustraded platform on the outside of a dwelling with access from an upper internal room."

"External Face" means the same as a "Wall" as defined by the R-Codes and provided below:

"The vertical external face of a constructed building comprising solid building material and including enclosures to verandahs and balconies."

"Policy Area" means the area that the Policy applies to, which is all lots zoned Residential that adjoin Geographe Bay Road and are located between the intersections of Earnshaw Road and Craig Street, as identified in Appendix 1.

"R-Codes" means State Planning Policy 7.3 Residential Design Codes Volume 1 (as amended).

"Residential Development" means Single House, Ancillary Dwelling, Grouped Dwelling and/or Multiple Dwelling.

4. Policy Statement

6.3 Attachment A

Amendment LPP 1.5 - Coastal Setbacks - West Busselton



- 4.1. For the purpose of assessing clause 5.1.2 'Street Setbacks' and clause 5.2.1 'Setback of Garages and Carports' of the R-Codes, for all Residential Development subject to this Policy the External Face:
 - up to five (5) metres in height, should be set back from the Geographe Bay Road lot boundary in accordance with the primary street setbacks specified in Table 1 of the R-Codes; and
 - five (5) metres or greater in height, should be set back from the Geographe Bay (b) Road lot boundary in accordance with the primary street setbacks specified in Table 1 of the R-Codes, plus an additional three (3) metres.

Note 1: Parts 4.1 (a) and (b) are applicable irrespective of whether Geographe Bay Road is to be treated as the primary or secondary street (where applicable).

4.2. Notwithstanding provision 4.1 above, where a Balcony is covered by an impermeable roof and any part of that roof is five (5) metres or greater in height, the Balcony may be set back in accordance with Table 1 of the R-Codes provided the Balcony is unenclosed by a solid wall on at least three sides.

If a privacy screen is proposed in order to comply with clause 5.4.1 Visual Privacy of the R-Codes, the screening should comply with the following -

- i) a maximum height of 1.6m; and
- no greater than 75 per cent obscure; and ii)
- be restricted in size and design to only the extent that is necessary to restrict view in the direction of overlooking into any adjoining property.

Note 2: See explanatory diagrams at Appendix 2.

4.3. Where a provision of this Policy is inconsistent with the City of Busselton Local Planning Scheme No. 21 ('Scheme'), the provisions of the Scheme prevail.

5. **Review Details**

Review Frequency		2 yearly		
Council Adoption	DATE		Resolution #	6
Previous Adoption	DATE		Resolution #	

292

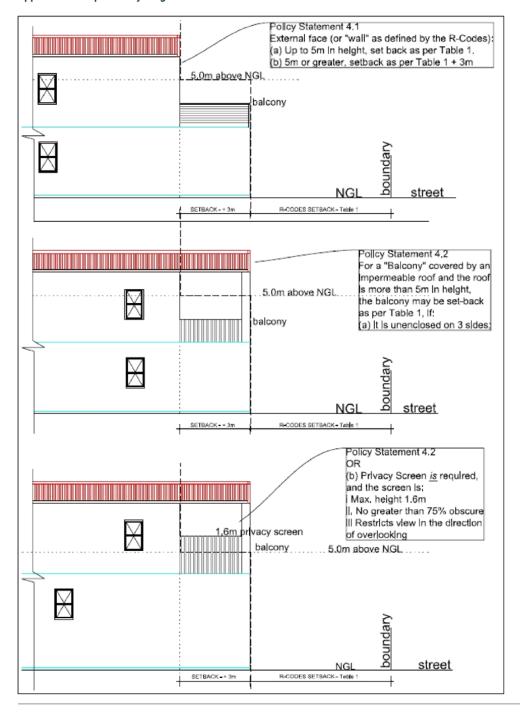


Appendix 1 - Policy Area





Appendix 2 - Explanatory Diagrams



6.3 Attachment B

Current LPP1.5 - Coastal Setbacks



Local Planning Policy No. 1.5 COASTAL SETBACKS



1. HEAD OF POWER

This Policy has been adopted pursuant to *Planning and Development (Local Planning Schemes) Regulations* 2015, Schedule 2 (Deemed Provisions), Clause 4 and applies to development across the whole of the City.

2. PURPOSE

- 2.1 To provide for development projects of a low rise residential character and reduce the dominance of the built form in the coastal setting outside key nodes which the Scheme zones or identifies land for more intensive residential development.
- 2.2 To ensure coastal processes are not adversely affected by the modification of ground levels for building purposes in the coastal management area.
- 2.3 This Policy recognises that:
 - a) Setbacks for development from coastal reserves are important to protect the intended use for which the adjoining land has been reserved and to recognise ongoing coastal processes within coastal residential areas.
 - Setbacks for development should assist in ameliorating the impacts of building bulk when viewed from the coastal reserve and primary street.
 - c) The taller and longer a wall is, the further it should be setback from the coastal reserve or primary street.
 - d) The localities along Geographe Bay Road and associated foreshore areas, comprise predominantly single storey detached single dwellings on large lots with generous front and rear setbacks. These developments are low rise, contribute to the open landscape character along the beachfront locality and generally reflect a Western Australian seaside architectural vernacular.

3. INTERPRETATION

- 3.1 This policy provision applies to all low density (R 25 and below) residential lots that abut a coastal foreshore reserve fronting Geographe Bay; or which front a street that adjoins a coastal foreshore reserve immediately opposite the lot, and are outside any higher density coastal nodes which may be identified for specific design control through a development guide plan.
- 3.2 This policy provision does not apply to lots with canal frontage.
- 3.3 For the purposes of this Policy, a coastal foreshore reserve is defined as any Reserve for Recreation abutting the oceanfront of Geographe Bay, as depicted on the Scheme Map.

4. POLICY STATEMENT

The following provisions apply:

4.1 Streetscape and Primary Street Setbacks

4.1.1 For all residential development up to five (5) metres in height, including the exterior face of any roofed, unroofed or partially roofed verandas, decks and balconies, carports and

6.3 Attachment B

Current LPP1.5 - Coastal Setbacks



Local Planning Policy No. 1.5 COASTAL SETBACKS



garages, the minimum setback from the primary street shall be in accordance with the setbacks specified in Table 1 of the R Codes.

- 4.1.2 For the purpose of assessing applications against this policy, the Acceptable Development provisions of the R Codes at 6.2.1 (setbacks of buildings generally) and 6.2.3 (setbacks of garages and and carports from the primary street) are superseded by this policy and do not apply.
- 4.1.3 For all residential development above five (5) metres in height, including the exterior face of any roofed, or partially roofed verandas, decks and balconies the minimum setback from the primary street shall be calculated to be a value of the setback distance specified in Table 1 of the R Codes plus an additional three (3) metres. Notwithstanding the aforementioned provision, the exterior face of any roofed verandas, decks and balconies above five metres in height may be setback from the primary street in accordance with Table 1 of the R Codes provided the outdoor area is "open" (non-enclosed) on at least three sides.
- 4.1.4 The City may accept minor projections, and projecting sections of wall and roofs, such as gable ridges which do not meet the height and setback distances required in the preceding provisions provided any minor projection does not increase the building bulk or visual impact of the wall when viewed from the street.
- 4.1.5 In applying the foregoing provisions the City will consider the setback of adjoining buildings and the relationship of the proposal to the existing streetscape in the vicinity of the proposal.

4.2 Lots abutting a Coastal Reserve - Rear Setbacks

- 4.2.1 For all residential development up to five (5) metres in height, including the exterior face of any roofed, unroofed or partially roofed verandas, decks and balconies, carports and garages, the minimum setback from the rear boundary shall be in accordance with the R Codes having regard for setbacks prevailing in the locality and any requirement pursuant to the coastal management area of the Scheme.
- 4.2.2 For all residential development above five (5) metres in height, excluding the exterior face of any roofed, or partially roofed verandas, decks and balconies the minimum setback from the rear boundary shall be calculated to be a value of the setback distance specified in Table 1 of the R Codes plus an additional three (3) metres.
- 4.2.3 The exterior face of any unroofed or partially roofed verandas, decks and balconies above five metres in height may be setback from the rear boundary in accordance with Table 1 of the R Codes, provided the structure is open (non-enclosed) on at least three sides.
- 4.2.4 The City may accept minor projections, and projecting sections of wall and roofs, such as gable ridges which do not meet the height and setback distances required in the preceding provisions provided these do not increase the building bulk that is the purpose of these controls or basic impact of the wall when viewed from the coastal reserve.

Current LPP1.5 - Coastal Setbacks



Local Planning Policy No. 1.5 COASTAL SETBACKS



- 4.2.5 Where a lot has one or more than one boundary abutting a foreshore or public open space reserve the setback to be applied to development from that reserve boundary shall be determined by the City following onsite inspection. In determining the required setback the City shall have regard to the existing development line, retaining the natural amenity of the Reserve and avoiding the encroachment of development on the amenity of the reserve area.
- 4.2.6 While private access from an adjoining property into a reserve is generally not supported, any intended access point from a lot onto a reserve is to be indicated on the submitted plans and will be considered in the context of the suitability of the access location, impact on the reserve and current management orders for the reserve. (note: breaches of management orders or indiscriminate access to reserves may be pursued by the City through its use of reserves regulatory system).
- 4.2.7 For lots which abut a coastal foreshore reserve, filling and retaining of the private land at the reserve boundary shall be limited to a maximum of 450mm above natural ground level, irrespective of the minimum finished floor level applicable to the dwelling.
- 4.2.8 Fencing of the reserve boundary will require approval and will be limited to open steel grill construction fencing with or without masonry piers, visually permeable and no higher than 1.5 m above natural ground level.
- 4.2.9 Fill should be minimised through pole or pier construction or alternative building or footing design to avoid vegetation loss and to ensure minimal disturbance to coastal areas.
- 4.2.10 Ancillary developments such as swimming pools (unless constructed at or below ground level), sun rooms, gazebos, tennis courts, prepared surfaces and outdoor decks shall be setback from the rear boundary in accordance with Table I of the R Codes.

4.3 PERFORMANCE CRITERIA

The provisions of this Policy may be varied where at least one of the following applies:

- 4.3.1 The physical dimension of the lot, that is its depth or width, prevents reasonable compliance with this policy in respect of rear setbacks.
- 4.3.2 The topography of the land or of the surrounding land does not make the required provisions practicable.

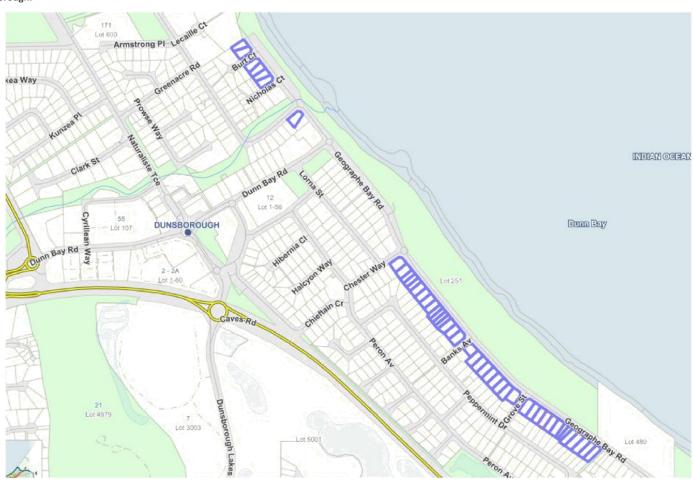
5. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	10/3/2010		C1003/069	
Previous	DATE		Resolution #	
Adoption				

^{*} Policy number changed from LPP 1B to LPP 1.5 on the 11th May 2020. The change is administrative only, no resolution by Council required.

LPP 1.05 Coastal Setbacks – Current applicable lots

Dunsborough:



LPP 1.05 Coastal Setbacks - Current applicable lots

Quindalup:



LPP 1.05 Coastal Setbacks – Current applicable lots



LPP 1.05 Coastal Setbacks – Current applicable lots

Siesta Park:



LPP 1.05 Coastal Setbacks – Current applicable lots

Abbey



Map of lots currently subject to LPP1.5

LPP 1.05 Coastal Setbacks – Current applicable lots

Broadwater



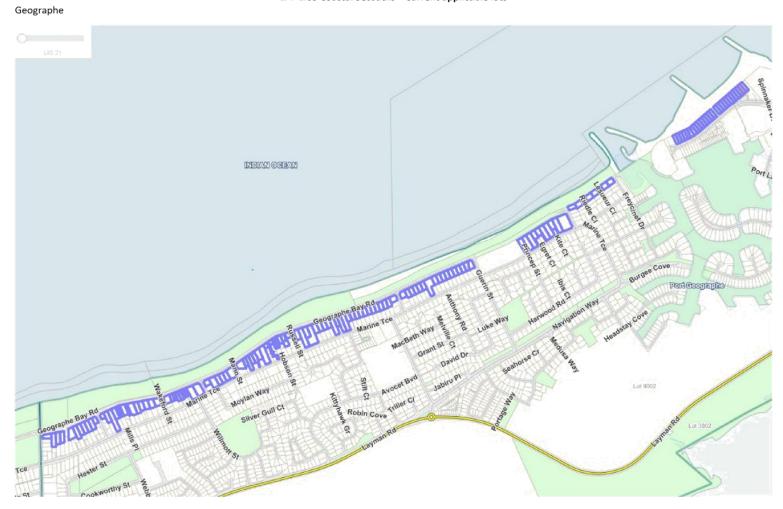
LPP 1.05 Coastal Setbacks – Current applicable lots

West Busselton



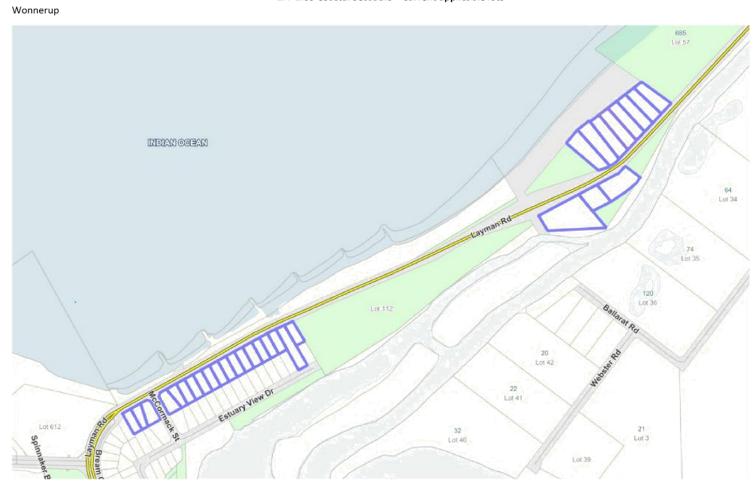
Attachment C

LPP 1.05 Coastal Setbacks – Current applicable lots



6.3

LPP 1.05 Coastal Setbacks – Current applicable lots



	First Name	Surname	Town	Do you support the proposed amended LPP?	Why do you support this proposal? /Why don't you support this proposal?	Response
1	N.	Pratt	Dunsborough	No	This is an inconsistent policy. It should also apply to many other City controlled sectors of the Foreshore. Geographe Bay Road actually is also in Dunsborough; and the section Dunn Bay Road to Chester Rd consists of Foreshore also intended for public use. Therefore, the same ruling should apply to this section of Dunsborough as is being considered for Craig St to Earnshaw Rd. That is: 2.1 Reduce the impact of built form when viewed from Geographe Bay Road AND THE ADJOINING COASTAL RESERVE 2.2 Provide for development that contributes AND IS CONSISTENT with, the established streetscape.	Refer to Council report on 11 November 2020 (C2011/130 refers) for justification regarding the proposed changes to LPP1.5.
2	M.	Miocevich	QUINDALUP	No	I am continually gobsmacked by an agenda run by a minority of fanatics and ferals that are hell bent on changing the amenity of the Dunsborough foreshore and surrounding streets. These people do not live there, but insisting on imposing their weird ideology on others. Sadly the council aids and abets these nutters, perhaps just to keep them out of their hair. Go away and mow some lawns, repair some footpaths, take away the rubbish and leave us all alone to enjoy our properties that we paid millions for. I will include that the	Not valid planning considerations applicable to this policy review.
					impact on me will be a further reduction in the value of my property, the same as when the nutters planted my view out (by the way I don't own the view, but gee I paid for it).	
3	K.	de Morton	BUSSELTON	No	There is no need for additional setbacks from the front (Geographe Bay Rd) boundary. There are currently plenty of houses (some built recently) that have been built without the additional setbacks. To modify these setback requirements would penalise (block out their view) people who are yet to build / renovate.	Prior to consultation, P&L amended the proposed changes to LPP1.5 to exclude Geographe from the Policy Area. It is proposed that the Policy will now only apply to the section of Geographe Bay Road between the intersections of Earnshaw Road and Craig Street, West Busselton.

4.	C & M	Johnson	Broadwater	Yes	We agree with the recommendations to change the setbacks along Geographe Bay Rd Broadwater. It will help make the Coastal Setbacks Policy more uniform.	Noted.
5	М	Ravlich	Marybrook	No	I have a vacant block to the north of my property a reduced setback would have a significant impact on my view and the overall vista. There are towering mature gum trees that would be lost if the setbacks were reduced.	Refer to Council report regarding discuss on views.
6	K.	Grist	Dunsborough	No	When land-owners purchase property they believe they pay for the full allocated portion of land on their title. By seeking to restrict future building or use of land, after the time of purchase, the value of their property is being eroded by such a planning policy. Should the city/state then reimburse the land-owner the proportional land value being taken/restricted? Is it fair for these policies to be retrospective on a land-owner's property? Maybe the City could investigate and instigate a policy that let's the land-owner decide if they wish to take the risk of building close to noticeable erosion sites with the City being relieved of any responsibilities(owners can not sue) should the erosion affect the property. [A friend bought a beach front property for a very cheap price after it become flooded when cyclone Alby visited our shores in March 1978. They bought this property over 40 years ago, after seeing the house with its ground floor covered in water, and have since raised their family and are now ready to retire. They have lived a lifetime on this property without a reoccurrence of flooding.] Is the erosion pattern likely to change over the generations? We and neighbours' have noticed where we live near the Marybrook cut/drain, over the past 20years there is more beach/sand in front of these properties not less.	Not valid planning considerations applicable to this policy review.

					What happens if the landscape never changes and people's properties have been basically resumed just in case? Is this government intrusion? Should the City be able to change people's titles without the land-owners permission or compensation? Should property owners be able to decide if they wish to take on the personal and financial costs of any risks associated with the land?	
7	B & J	Mills	West Busselton	No	The proposed policy will negatively impact three corner lots. All other corner lots in the proposed area, between Craig St and Earnshaw Rd, have already recently been redeveloped. We recommend that the proposed Policy is revoked in its entirety by Council in favour of the deemed-to-comply requirements of the R-Codes on the following basis: 1) The proposed Policy does not address the defined Purpose of "reducing visual impact of built form", rather encourages a single "flat" external face at the minimum setback – further brought about by reducing useable land area thereby increasing building mass. 2) Furthermore, the proposed amendments do not provide any meaningful recommendations to reduce visual impact or appearance of bulk such as encouraging the articulation of building facades and use of materials sympathetic to the local context. 3) Contradictory to the Purpose, the draft Policy discourages the application of "averaging" as per the R-Codes which is shown to encourage the articulation of built form to reduce appearance of bulk. 4) The draft Policy does nothing to promote development which "contributes to the established streetscape" for example by requiring retention of existing (or provision of new) mature vegetation e.g., Peppermint Trees as	Refer to Council report on 11 November 2020 (C2011/130 refers) for justification regarding the proposed changes to LPP1.5.

					suggested in the Officer's notes to Council as key to softening the impact of the built environment and	
					maintaining a sense of place.	
					While the Purpose of the proposed Policy is sound and	
					clearly stated, adoption of the proposed draft will not	
					achieve the Purpose. The proposed Policy will only serve to	
					further increase the need for discretion, and increase the	
					burden on resources to administer Development	
					Applications.	
8	D	Smith	Jindong	Neutral	We would say that the comment suggesting that the area	Noted.
					is predominately a single story dwelling area is somewhat	
					untrue as there are now several 2 level homes in the area	
					and multiple properties in development stage currently.	
					We would also suggest that the removal from the current	
					policy of point 4.1.5, which takes into consideration the	
					adjacent properties development when considering new	
					proposals, may not be fair. The reason we say this is an adjacent property to us we objected to the setback that	
					was proposed.	
					The City overuled our objection. If we now submitted a	
					plan with similar setbacks and were refused because the	
					City could not compromise it would seem we were being	
					denied natural justice	
9	R	Bromell	Geographe	Yes	I agree with the proposal to reduce the applicable area of	Noted.
					LPP1.05 to only include the section of Geographe Bay Road	
					in West Busselton between Craig Street and Earnshaw	
					Road	
10	Double up of subm	ission No. 7				
11	G	Hope		No	If implemented the proposed modification of the LPP will	Prior to consultation, P&L amended the
					in our view further reduce the amenity of selected	proposed changes to LPP1.5 to exclude Geographe from the Policy Area. It is
					ratepayers as well as indirectly redistribute or at least further diminish the wealth and rental earning potential of	proposed that the Policy will now only apply
					these same ratepayers. This outcome will effectively be	to the section of Geographe Bay Road
1		1	I .	I	these same ratepayers. This outcome will effectively be	
					achieved by 'modifications' that unreasonably and further	between the intersections of Earnshaw Road and Craig Street, West Busselton.

payer properties. It also appears there is little if any justification for the inclusion of Geographe (between Guerin Street and Ford Road) in the proposed LPP 1.5 'modifications'. In this regard, it is surprising an increase in coastal setbacks associated with properties between Guerin St and Ford Rd has been included at all in the intended LPP 1.5 'modification'. This inclusion appears to be in conflict with advice recently provided to the City of Busselton by planning staff as recorded in the City's minutes dated 11th November 2020

'Geographe (between Guerin Street and Ford Road)

In Geographe, while there is very little vegetation, the width of road reserve/verge depth varies and is generally wider than in West Busselton, in places substantially so with properties near to Ford Road having front verges of up to 37m. While the dual use path along this section of coast is generally located close to the road reserve, it is not located on the back of back of kerb (minimum setback of approximately 5m). Further, the dune system in Geographe is substantial in comparison to the section of West Busselton discussed above, with setbacks of approximately 80m - 150m between front property boundaries and the beach.

Given the wider road verges, the siting of the dual use path off the back of kerb and the significant distance provided between the front of the lots and the beach, the impact on the public realm posed by new residential development in this area is not considered significant enough to justify the imposition of additional setback requirements.

Further, it would be difficult to argue that there is a consistent character along this section of coast that is worth protecting through policy given the age, height, bulk, architectural style and setbacks of dwellings vary significantly.

Schedule of Submissions

	SCHEDULE OF SUBMISSIONS
B1.3 (b) Setbacks from development should assist in ameliorating the impacts of building bulk when viewed from the coastal reserve and primary street.	
B1.3 (c) The taller and longer a wall is, the further it should be setback from the coastal reserve or primary street.	
Apart from the various factors noted above, the impact of building bulk is also influenced by building design and the use of materials. Rather than bulky, buildings can be perceived as visually interesting through adopting a combination of articulation, horizontal and vertical elements, and use of different materials, openings, and other elements.	
The setback provisions within the LPP may assist in ameliorating the impact of building bulk, but they may also contribute to poor design outcomes, for example when 'visually interesting' upper floors are setback behind ground floor garages which tend to provide little visual interest.	
The policy requirement for an increased upper floor setback also conflicts with visual privacy requirements within the R-Codes, where an unenclosed balcony must be set back 7.5 metres from the side lot boundary. Use of good design elements can serve to both satisfy visual privacy requirements and provide a visually interesting building.'	
Given the above, please consider this submission as a formal request for Geographe (between Guerin Street and Ford Road) to be excluded from the proposed 'modifications' to LPP 1.5 – Coastal Setbacks.	
I also request written answers from the City of Busselton to the following questions:	
Why, in light of the extract from Council's minutes above, has Geographe (between Guerin Street and	

Schedule of Submissions

12	F	Gaschk	YALLINGUP	No	Ford Road) been included in the proposed 'modifications' to LPP 1.5 as communicated in the City's correspondence of 4th February 2021? 2. Where is the evidence that inclusion of Geographe (between Guerin Street and Ford Road) in the proposed 'modifications' to LPP 1.5 will result in such a considerable impact on the public realm to justify its approval? 3. Will Geographe (between Guerin Street and Ford Road) be excluded from the proposed 'modifications' to LPP 1.5? 4. Should Geographe (between Guerin Street and Ford Road) not be excluded from the proposed 'modifications' to LPP 1.5, will provision be made in the LPP 1.5 'modifications' to allow individual properties to be excluded from its impact, subject to appropriate application to the City of Busselton, and if not why not? 5. What further plans does the City of Busselton have that may adversely impact the amenity, wealth and rental earning potential of rate payers who own property in Geographe (between Guerin Street and Ford Road) in the future? The current larger setbacks make more sense in view of	The Policy does not impose additional
12	r	Gasciik	TALLINGOP	NO	Climate Change and future coastal impacts	setbacks for the purposes of coastal erosion or inundation as these are dealt with in the planning framework by other means.

10:04am: At this time, Mr Needham and Ms Wilson left the meeting. Ms Palmer entered the

meeting.

6.4 COUNCIL POLICY PROPOSAL: ART COLLECTION

STRATEGIC THEME LIFESTYLE - A place that is relaxed, safe and friendly with services

and facilities that support healthy lifestyles and wellbeing

STRATEGIC PRIORITY 2.1 Recognise, respect and support community diversity and cultural

heritage.

SUBJECT INDEX Art Gallery Operations
BUSINESS UNIT Cultural Precinct

REPORTING OFFICER Venue Manager - Cultural Precinct - Sharon Custers

AUTHORISING OFFICER Director Community and Commercial Services - Naomi Searle

NATURE OF DECISION Executive: Substantial direction setting, including adopting budgets,

strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee

recommendations

VOTING REQUIREMENT ATTACHMENTS

Simple Majority

Attachment A Council Policy: Art Collection - City of Busselton Art

Gallery !!

Attachment B Council Policy: Art Collection - City of Busselton Art

Gallery (inclusive of Committee Amendments) 4

COMMITTEE RECOMMENDATION

PL2211/476 Moved Councillor P Cronin, seconded Councillor K Cox

That the Council adopt the proposed Council Policy 'Art Collection – City of Busselton Art Gallery', inclusive of the proposed Committee Amendments, as per Attachment B.

CARRIED 5/0

Reasons: The Committee proposed amendments to the Policy to provide clarity to the

principle collection criteria and the decision making process in relation to the

purchasing of Art.

OFFICER RECOMMENDATION

That the Council adopt the proposed Council Policy 'Art Collection – City of Busselton Art Gallery' as per Attachment A.

EXECUTIVE SUMMARY

This report proposes the adoption by Council of a policy titled 'Art Collection – City of Busselton Art Gallery' (the Policy) to provide strategic guidance for the ongoing development of the City's art collection at the City of Busselton Art Gallery. The Policy will guide officers as to the acquisition, display, and deaccession of artwork.

BACKGROUND

The City currently has an adopted Public Artwork Policy, the purpose of which is to recognise and articulate the significant role Public Artwork has in the cultural, economic, social and artistic vitality of the City. The definition of a Public Artwork is: a permanent, temporary or ephemeral work of art located in an exterior environment created by an Artist or developed under the guidance of an Artist. The Public Artwork Policy does not apply to the City's collection of artworks within the art gallery / storage.

The City does have an extensive art collection. In the past, the primary way in which artworks have been acquired into the City's art collection has been through either the City of Busselton Art Prize, where artists submit their work and the winning artwork is acquired by the City for a \$10,000 prize, or through the donation of artworks to the City by members of the public.

OFFICER COMMENT

The City's art collection is growing each year and was last valued in 2018 at \$307,910. The new art gallery, currently under construction, will provide for improved storage of the City's artwork in climate controlled conditions; historically art work has not been stored in conditions appropriate for long term storage. Storage space is however limited and it is expected that there will be additional opportunities to acquire artworks into the collection. Therefore a policy providing more strategic guidance around the acquisition and deaccession (or disposal) of art works to and from the collection is considered an important step to ensure the collection remains a valuable asset for the community. The Policy will provide staff with strategic guidance when making decisions related to the art collection.

Statutory Environment

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

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

- Asset Management Policy
- Public Artwork Policy

Financial Implications

There are no financial implications associated with the officer recommendation. All costs remain within the City's endorsed operating budget for the Cultural Precinct.

Stakeholder Consultation

City Officers have consulted with arts industry professionals in the development of the Policy through the City's Art Gallery Reference Group, formed in 2020. The City's Curator has engaged with staff at other regional galleries to ensure the Policy aligns with best practice in the management of government owned art collections.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

- 1. Request further review and / or amendments to the Policy.
- 2. Resolve not to endorse an Art Collection Policy. This would limit the strategic guidance in managing the art collection.

CONCLUSION

The development of an Art Collection Policy has been several years in the making, and it is timely to formalise this policy with the imminent completion of the new Saltwater Art Gallery and climate controlled storage for the art collection. Storage is limited and this means a policy needs to be in place to restrict artworks being added to the collection in an ad-hoc manner. Officers require clear guidelines to ensure the collection grows in value and continues to be an asset to the City of Busselton community.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Subject to Council's approval, the Policy will be published on the City's website and implemented within two weeks.

6.4 Attachment A

Council Policy: Art Collection - City of Busselton Art Gallery



1. PURPOSE

1.1. The purpose of this Policy is to provide strategic guidance for the development of the City's art collection at the City of Busselton Art Gallery, with a focus on enhancing the educational and cultural experience of community and visitors to the City of Busselton.

2. SCOPE

2.1. This Policy applies to all movable Artworks accessioned into the City of Busselton Art Gallery. It does not apply to objects listed in the Register of Public Art Works.

3. DEFINITIONS

Term	Meaning			
Artwork	Defined as an object (painting, sculpture, photograph, etc) that is created for			
	aesthetics or to express an important idea or feeling.			
Acquisition	Refers to the act of acquiring an item/Artwork for an art collection.			
Deaccession	Refers to the official removal of an item/Artwork from the collection.			
Media	Refers to the type of Artwork or the way it is made – for example, painting, sculpture,			
	video art, photography			
Policy	this City of Busselton Council policy titled "Art Collection – City of Busselton Art			
	Gallery"			

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Theme 2 – Lifestyle of the City's Strategic Community Plan June 2021 and specifically Strategic Priority 2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City's art collection at the City of Busselton Art Gallery serves as a significant social and cultural resource, demonstrating historical and contemporary Australian Art, able to be promoted internationally, nationally and regionally.
- 5.2. The City aims to build a collection of works which
 - a. has a focus on original South West and West Australian Artworks;
 - b. represents notable examples of the region's fine art crafts;
 - c. springs from the creative response to the South West environment, as well as works that refer to and interpret issues on the environment in society; and
 - d. supports the City of Busselton's journey of reconciliation by increasing works by Aboriginal and Torres Strait Islander artists, including works by Wadandi Noongar artists from the South West.

6.4 Attachment A

Council Policy: Art Collection - City of Busselton Art Gallery

- 5.3. Acquisitions of Artwork will be made subject to the City approved budget and capacity to exhibit and store the Artwork appropriately.
- 5.4. An annual acquisitive prize, judged by an appointed panel will be open to Western Australian artists and will form the main basis of growing the collection. All Media are eligible for consideration in this area.
- 5.5. In order to be accepted as part of the City's art collection, donations, gifts and bequests must meet the principle collection criteria of this Policy, as assessed by the curator/collection manager. The condition and value of the work will also be considered and Artworks in poor condition may not be accepted.
- 5.6. A deed of gift or formal acknowledgement of donation must provide proof of ownership to the City of Busselton.
- 5.7. The commissioning of Artwork by the City of Busselton is at the discretion of the Chief Executive Officer following advice from the Cultural Precinct Manager, Collection Curator and/or Cultural Planning Officer.
- 5.8. The Deaccession of Artworks from the collection is at the discretion of the Chief Executive Officer following recommendation from the Cultural Precinct Manager or Collection Curator.
- $5.9. \quad \text{Deaccessioning is not normally recommended but may occur in the following instances:} \\$
 - a. damage or serious deterioration in condition;
 - b. lack of relevance to the collection;
 - c. no evidence of clear legal title;
 - d. theft or loss;
 - e. inferior workmanship.
- 5.10. Only those works acquired by purchase would normally be considered appropriate for Deaccession by sale.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Copyright Act (Commonwealth) 1968

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council	DATE		Resolution #	
Adoption				

6.4 Attachment B

Council Policy: Art Collection - City of Busselton Art Gallery (inclusive of Committee Amendments)



Council Policy

Council Policy Name: Art Collection - City of Busselton Art Gallery

Responsible Directorate: Community and Commercial Services Version: DRAFT

1. PURPOSE

1.1. The purpose of this Policy is to provide strategic guidance for the development of the City's art collection at the City of Busselton Art Gallery, with a focus on enhancing the educational and cultural experience of community and visitors to the City of Busselton.

2. SCOPE

2.1. This Policy applies to all movable Artworks accessioned into the City of Busselton Art Gallery. It does not apply to objects listed in the Register of Public Art Works.

3. **DEFINITIONS**

Term	Meaning				
Artwork	Defined as an object (painting, sculpture, photograph, etc) that is created for				
	aesthetics or to express an important idea or feeling.				
Acquisition	Refers to the act of acquiring an item/Artwork for an art collection.				
Deaccession	Refers to the official removal of an item/Artwork from the collection.				
Media	Refers to the type of Artwork or the way it is made – for example, painting, sculpture,				
	video art, photography				
Policy	this City of Busselton Council policy titled "Art Collection – City of Busselton Art				
	Gallery"				

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Theme 2 – Lifestyle of the City's Strategic Community Plan June 2021 and specifically Strategic Priority 2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City's art collection at the City of Busselton Art Gallery serves as a significant social and cultural resource, demonstrating historical and contemporary Australian Art, able to be promoted internationally, nationally and regionally.
- 5.2. The City aims to build a collection of works, using the following principle collection criteria, which
 - a. has a focus on original South West and West Australian Artworks;
 - b. represents notable examples of the region's fine art crafts;
 - c. springs from the creative response to the South West environment, as well as works that refer to and interpret issues on the environment in society; and
 - d. supports the City of Busselton's journey of reconciliation by increasing works by Aboriginal and Torres Strait Islander artists, including works by Wadandi Noongar artists from the South West.

6.4 Attachment B

Council Policy: Art Collection - City of Busselton Art Gallery (inclusive of Committee Amendments)

- 5.3. Acquisitions of Artwork will be made subject to the City approved budget and capacity to exhibit and store the Artwork appropriately.
- 5.4. An annual acquisitive prize, judged by an appointed panel will be open to Western Australian artists and will form the main basis of growing the collection. All Media are eligible for consideration in this area.
- 5.5. In order to be accepted as part of the City's art collection, donations, gifts and bequests must meet the principle collection criteria of this Policy, as assessed by the curator/collection manager. The condition and value of the work will also be considered and Artworks in poor condition may not be accepted.
- 5.6. A deed of gift or formal acknowledgement of donation must provide proof of ownership to the City of Busselton.
- 5.7. The commissioning of Artwork by the City of Busselton is at the discretion of the Chief Executive Officera decision of Council following advice from the Cultural Precinct Manager, Collection Curator and/or Cultural Planning Officer.
- 5.8. The Deaccession of Artworks from the collection is at the discretion of the Chief Executive Officer following recommendation from the Cultural Precinct Manager or Collection Curator.
- 5.9. Deaccessioning is not normally recommended but may occur in the following instances:
 - a. damage or serious deterioration in condition;
 - b. lack of relevance to the collection;
 - c. no evidence of clear legal title;
 - d. theft or loss;
 - e. inferior workmanship.
- 5.10. Only those works acquired by purchase would normally be considered appropriate for Deaccession by sale.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Copyright Act (Commonwealth) 1968

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	

10:16am: At this time, Mr Nottle entered the meeting

10:19am: At this time, Ms Palmer left the meeting. Mrs Heys and Mr Sheridan entered the

meeting.

6.5 COUNCIL POLICY PROPOSAL: FINANCIAL HARDSHIP

STRATEGIC THEME LEADERSHIP - A Council that connects with the community and is

accountable in its decision making.

STRATEGIC PRIORITY 4.2 Deliver governance systems that facilitate open, ethical and

transparent decision making.

SUBJECT INDEX Council Policies
BUSINESS UNIT Governance

REPORTING OFFICER Manager Financial Services - Paul Sheridan

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Executive: Substantial direction setting, including adopting budgets,

strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee

recommendations

VOTING REQUIREMENT Simple Majority

ATTACHMENTS Attachment A Council Policy: COVID-19 Financial Hardship.

Attachment B Draft Council Policy: Financial Hardship 1

COMMITTEE RECOMMENDATION

PL2211/477 Moved Councillor K Cox, seconded Councillor J Richards

That the Council rescind Council Policy: COVID-19 Financial Hardship (Attachment A) and adopt Council Policy: Financial Hardship as provided in Attachment B.

CARRIED 5/0

OFFICER RECOMMENDATION

That the Council rescind Council Policy: COVID-19 Financial Hardship (Attachment A) and adopt Council Policy: Financial Hardship as provided in Attachment B.

EXECUTIVE SUMMARY

This report presents a new Council policy: Financial Hardship (the Policy) (Attachment B) for Council consideration, to replace the COVID-19 Financial Hardship (Attachment A).

BACKGROUND

On 1 April 2020, Council acted swiftly to endorse a support package to help combat the impacts of COVID-19 within the City of Busselton. Council endorsed principles for the development of the 2020-21 Annual Budget, identified areas for assistance and established a COVID-19 Financial Hardship Policy and an associated delegation to the CEO to enable the implementation of assistance. The Council's resolution stated:

That the Council agree to:

- 1. Endorse the Economic and Community Response Measures in the following areas as outlined in this report for the intervening period until there is a reduction of the effects of the COVID-19 Crisis:
 - (a) Rates and rating initiatives;
 - (b) Commercial leases;
 - (c) Community leases;
 - (d) Community Self-supporting loans
 - (e) Procurement;
 - (f) Priority payments;
 - (g) Building Applications;
 - (h) Planning Applications;
 - (i) Library initiatives;
 - (j) Community initiatives;
 - (k) Geographe Leisure and Naturaliste Community Centres initiatives; and
 - (I) Economic development initiatives.
- 2. Endorse the following principles to guide the Chief Executive Officer when preparing the 2020/21 Annual Budget:
 - (a) Not increasing rates for the 2020/21 financial year;
 - (b) Introduction of weekly, fortnightly and monthly payment options for rates payments;
 - (c) Reviewing salaries and wages growth;
 - (d) Reviewing of capital works program of non-essential priority works;
 - (e) Reducing interest and payment charges to rates billing and collection;
 - (f) Relaxing terms and conditions on payment arrangements on a case by case basis;
 - (g) Assuming a significant reduction in revenue from fees and charges;
 - (h) Assuming an increase in the non-payment of rates;
 - (i) Consideration of service level requirements and its impact on operational expenditure;
 - (j) Consideration of new borrowings to assist with capital works and liquidity;
 - (k) Consideration of revised 20/21 Community Bids funding package;
 - (I) Consideration of a revised 2020/21 marketing and events sponsorship package
 - (m) Consideration of the repurposing of the unallocated and unspent funds from the 2019/20 marketing and events budgets generated through the Industrial and Commercial Differential Rate;
 - (n) Consideration of the utilisation of the City's existing cash reserves for business continuity; and
 - (o) Seeking to apply for Federal and State Government grants that may provide opportunities for employment creation and capital/operating works funding.

- Endorse the Western Australian Local Government Association Draft COVID-19 Financial Hardship Policy as attached as a guide for its decisions in response to the COVID-19 Crisis and authorize the CEO to develop and put in place a City of Busselton COVID-19 Financial Hardship Policy;
- Delegate authority to the Chief Executive Officer to apply, manage, enact and use their discretion in accordance with the City of Busselton COVID-19 Financial Hardship Policy; and
- 5. Amend Delegation DA1-14 "Power to Defer, Grant Discounts, Waive or Write-off Debts" (as per Attachment D) tracked version, for the remainder of the 2019/2020 financial year.

Council's resolution indicated endorsed the amendment of delegation DA1-14 Power to Defer, Grant Discounts, Waive or Write Off Debts (DA1-14) in relation to COVID-19 financial hardship up until the end of the 19/20 financial year; it was clear however that these measures needed to continue into the 2020/21 financial year.

For this reason, the CEO amended the Policy to include references to legislation and Ministerial Orders (Local Government (Covid-19 Response) Order 2020 (Gazetted 8 May 2020) and WA Code of Conduct - Schedule 1 Code of Conduct of the Commercial Tenancies (COVID-19 Response) Regulations 2020) and adjusted delegation DA1-14 to provide for a write off amount of \$50,000 for COVID-19 related financial hardship applications; while retaining the write off amount of \$2,000 for all other applications of waiver or write-offs.

Over 100 applications were received under the current COVID-19 Financial Hardship Policy.

OFFICER COMMENT

Following the peak of the COVID-19 pandemic, it is more broadly recognised that residents and ratepayers may experience financial hardship for a variety of reasons, resulting in difficulty meeting their obligations to pay rates and/or other fees & service charges.

The City has a community and moral obligation to assist vulnerable people and has previously offered measures to assist ratepayers and community members during times of hardship. The Policy provides some formality and guidance around how this assistance can be provided.

Given the intention of the Policy is to support the community more generally in dealing with financial hardship and other challenges, specific reference to the COVID-19 pandemic is not required.

Changes to delegation DA1-14 are also proposed as part of the annual statutory review of delegations, presented as a separate item on this agenda. It is proposed that a delegation to the CEO be maintained in relation to financial hardship, but that the condition be reduced from \$50,000 to \$10,000.

Statutory Environment

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

Relevant Plans and Policies

The Policy aligns to the City's Policy Framework.

Financial Implications

The cost to date under the COVID-19 Financial Hardship Policy in approved financial hardship claims for rates is \$4,316.21 of interest reversals, plus approximately \$50,000 in additional rent waivers applied to a range of businesses who lease property/buildings from the City.

The proposed changes to the Policy will facilitate an ongoing general financial hardship claim process for any party with a debt owing to the City and will need to be considered in budgets moving forward.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the officer recommendation the Council could determine not to rescind the COVID-19 Financial Hardship Policy and / or not to adopt the Policy. It could also choose to make amendments to the Policy.

CONCLUSION

This report proposes rescinding the City's COVID-19 Financial Hardship Policy and adopting a more general Financial Hardship Policy.

The City processed 100 hardship claims under the current policy, and through this experience has identified that financial hardship is something that is ongoing for reasons above and beyond the COVID-19 pandemic. The Policy is aimed at ensuring the City fairly considers all hardship claims on their merits.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented immediately upon Council's endorsement.

6.5 Attachment A Council Policy: COVID-19 Financial Hardship



1. PURPOSE

- 1.1. The City of Busselton recognises the likelihood that COVID-19 will increase the occurrence of Financial Hardship and vulnerability in our community.
- 1.2. The purpose of this Policy is to ensure that the City of Busselton provides fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at what is a difficult time.

2. SCOPE

- 2.1. This Policy is intended to apply to all ratepayers experiencing Financial Hardship regardless of their status, be they a property owner, tenant, business owner, etc., and is applicable to:
 - a. outstanding rates and service charges as at the date of adoption of this Policy;
 - b. rates and service charges levied for the 2020/21 financial year; and
 - c. lease and or rental charges owed to the City of Busselton from commercial or residential tenancy arrangements.

3. DEFINITIONS

Term	Meaning
Act	Local Government Act 1995
WA Code of Conduct	Schedule 1 Code of Conduct of the Commercial Tenancies (COVID-19 Response)
	Regulations 2020
Financial Hardship	where a change in a person's circumstances results in them being unable to pay rates
	and service charges without affecting their ability to meet their basic living needs, or
	the basic living needs of their dependants
Policy	this City of Busselton Council policy titled "COVID-19 Financial Hardship"
Ministerial Order	the Local Government (COVID-19) Ministerial Order 2020 (SL 2020/67 – Gazetted 8
	May 2020)
Ratepayer	a person or entity that is responsible for the payment of rates to the City of Busselton

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
 - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

- 5.1. The City recognises that many ratepayers will and / or are already experiencing Financial Hardship due to the COVID-19 pandemic. The City respects and anticipates the probability that additional financial difficulties will arise when rates and service charges are received by the community.
- 5.2. The City will seek to support Ratepayers and the community more generally in dealing with Financial Hardship and other challenges arising from the COVID-19 pandemic.
- 5.3. The City will write to Ratepayers at the time their account falls in arrears, to advise them of the terms of this Policy and encourage eligible Ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

- 5.4. While evidence of hardship will be required, the City recognises that not all circumstance are alike. The City will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:
 - a. recent unemployment or under-employment;
 - b. sickness or recovery from sickness:
 - c. low income or loss of income;
 - d. unanticipated circumstances such as caring for and supporting extended family.
- 5.5. Ratepayers will be encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment/s and where possible, entering into a payment proposal. The City will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying with statutory responsibilities.
- 5.6. The City will apply where appropriate, the WA Code of Conduct in relation to lease and rental agreements with the City.

Payment Arrangements

- 5.7. Payment arrangements facilitated in accordance with Section 6.49 of the Act will be of an agreed frequency and amount. These arrangements will consider the following:
 - a. whether a Ratepayer has made genuine effort to meet rate and service charge obligations in the past;
 - b. whether the payment arrangement will establish a known end date that is realistic and achievable;
- 5.8. The Ratepayer will be responsible for informing the City of any change in circumstances that may jeopardise the agreed payment schedule.
- 5.9. In the case of severe Financial Hardship, the City may consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

5.10. A Ratepayer that meets the Financial Hardship criteria will not attract interest or penalty charges on rates/service charge debt in 2020/21, for the period of time that the Ministerial Order remains effective. 6.5 Attachment A Council Policy: COVID-19 Financial Hardship

Debt Recovery

- 5.11. The City will suspend its debt recovery processes while negotiating a suitable payment arrangement with a Ratepayer. Where a Ratepayer is unable to make payments in accordance with the agreed payment arrangement and the Ratepayer makes an alternative payment arrangement with the City before defaulting on the third due payment, the City will continue to suspend all debt recovery processes.
- 5.12. Where a Ratepayer has not reasonably adhered to the agreed payment plan, the City will, for any rates and service charge debt that remains outstanding on 1 July 2021, offer the Ratepayer one further opportunity to adhere to a payment arrangement that will clear the total debt by the end of the 2021/22 financial year.
- 5.13. Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will be subject to the rates debt recovery procedures prescribed in the Act.

Review

5.14. The City will establish a mechanism for review of decisions made under this Policy, and advise Ratepayers of their right to seek review and the procedure to be followed.

Communication and Confidentiality

- 5.15. The City will maintain confidential communications at all times and undertake to communication with a nominated support person or other third party at the Ratepayers request.
- 5.16. The City will advise Ratepayers of this Policy and its application, when communicating in any format (i.e., verbal or written) with a Ratepayer with an outstanding rate or service charge debt.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Local Government (Financial Management) Regulations 1996
- 6.3. City of Busselton COVID-19 Financial Hardship Brochure and FAQ's
- 6.4. City of Busselton COVID-19 Financial Hardship Application Form
- 6.5. WALGA Template COVID-19 Financial Hardship Policy
- 6.6. Ombudsman Western Australia publication: 'Local Government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance'
- 6.7. Local Government (COVID-19) Ministerial Order 2020 (SL 2020/67 Gazetted 8 May 2020)
- 6.8. Commercial Tenancies (COVID-19 Response) Regulations 2020

7. REVIEW DETAILS

Review Frequency		Within 6 months o	f adoption	
Council Adoption	DATE	29 July 2020	Resolution #	C2007/075
Previous Adoption under Delegated Authority	DATE	7 April 2020	Resolution #	

6.5 Attachment B Draft Council Policy: Financial Hardship



1. PURPOSE

1.1. The purpose of this Policy is to ensure that the City provides consistent and dignified support to Ratepayers or Debtors suffering hardship.

2. SCOPE

- 2.1. This Policy is intended to apply to all Ratepayers or Debtors experiencing Financial Hardship and is applicable to:
 - a. outstanding rates and service charges as at the date of adoption of this Policy;
 - b. lease and or rental charges owed to the City from commercial or residential tenancy arrangements;
 - c. any other debt arising from a fee, interest or charge levied by the City

3. **DEFINITIONS**

Term	Meaning
Act	Local Government Act 1995
Financial Hardship	where a change in a person's circumstances results in them being unable to pay City
	rates, service and/or lease/rental charges without affecting their ability to meet their
	basic living needs, or the basic living needs of their dependants
Policy	this City of Busselton Council policy titled "Financial Hardship"
Ratepayer	a person or entity that is responsible for the payment of rates to the City of Busselton
Debtors	a person or entity that owes money or has a financial obligation to the City of
	Busselton.

4. STRATEGIC CONTEXT

4.1. This Policy links to Strategic Theme 4: LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

- 5.1. The City recognises that Ratepayers and Debtors may experience Financial Hardship due to a range of factors.
- 5.2. The City will seek to support Ratepayers and Debtors experiencing Financial Hardship, by providing financial support in the form of the following:
 - a. temporarily accept reduced payments under an alternative payment arrangement in payment of rates, service and/or lease/rental charges;

6.5 Attachment B Draft Council Policy: Financial Hardship

- b. temporarily pause payment of rates, service and/or lease/rental charges for a set period of time;
- c. waive interest and/or fee accrual/s for a set period of time; and/or
- d. suspend any debt recovery action subject to adherence with an agreed payment arrangement plan.
- 5.3. The City will advise Ratepayers or Debtors of this Policy and its application, when communicating with a Ratepayer or Debtor that has an outstanding rates, service and/or lease/rental charge.
- 5.4. Where possible and appropriate, the City will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

- 5.5. While evidence of hardship will be required when applying for Financial Hardship support, the City recognises that not all circumstances are alike. The City will take a flexible approach to assessing applications and consider a range of circumstances including, but not limited to:
 - a. recent unemployment or under-employment;
 - b. sudden bereavement in the family;
 - sickness or recovery from sickness;
 - d. low income or loss of income;
 - e. domestic or family violence.
- 5.6. Individuals seeking financial support will be encouraged to provide any information about their individual circumstances that may be relevant for assessment. Documentation for assessment may include:
 - a. a letter from a recognised Financial Counsellors' Association of WA (FCAWA) financial counsellor or financial planner confirming financial hardship;
 - b. a Statutory Declaration from a Ratepayer or Debtor outlining reasons for applying for hardship;
 - c. a copy of recent bank statements of all bank accounts;
 - d. any related Centrelink documentation (if applicable);
 - e. a repayment proposal;
 - f. evidence that the Ratepayer or Debtor is not bankrupt or subject to a bankruptcy petition.

Payment Arrangements

- 5.7. Payment arrangements facilitated in accordance with Section 6.49 of the Local Government Act 1995 will be of an agreed frequency, amount and period of time. These arrangements will consider the following:
 - a. whether an applicant has made genuine effort to meet debt obligations in the past;
 - b. whether the payment arrangement will establish a known end date that is realistic and achievable.
- 5.8. In the case of severe Financial Hardship, the City will consider waiving overdue interest and/or fees.

Interest Charges

5.9. Interest, fees or penalty charges on existing rates, service and/or lease/rental charges may not be levied for the period of a payment arrangement that has been approved by the City.

Debt Recovery

- 5.10. The City will suspend debt recovery procedures while negotiating a suitable payment arrangement.
- 5.11. Debt recovery procedures will remain suspended while payments are being met by the due date of an approved payment arrangement.
- 5.12. If a Hardship Applicant is unable to make payments in accordance with the agreed payment arrangement and that Applicant makes an alternative payment arrangement with the City before defaulting on the second due payment then the City will continue to suspend all debt recovery procedures.

6.5 Attachment B

- Draft Council Policy: Financial Hardship
- 5.13. Where payment arrangements are not adhered to, or an alternative arrangement is not made before the second payment default then the City will offer one further opportunity to adhere to a new payment arrangement that will clear all rates, service and/or lease/rental charges within an acceptable period of time.
- 5.14. New debts that remain outstanding at the end of the current financial year will be subject to the City's usual debt recovery procedures.

Review

- 5.15. Financial Hardship assessments and any associated payment arrangements will be reviewed by the City within a set period of time.
- 5.16. The City will advise Financial Hardship Applicants of the outcome of the review, and advise them of their right to seek further review and procedural adjustment.

Communication and Confidentiality

5.17. The City will maintain confidentiality in relation to Financial Hardship support.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995
- 6.2. Local Government (Financial Management) Regulations 1996
- 6.3. Ombudsman Western Australia publication: 'Local Government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance'

7. REVIEW DETAILS

Review Frequency		Within 6 months of	adoption	
Council Adoption	DATE		Resolution #	

10:23am: At this time, Mr Nottle and Mr Sheridan left the meeting.

10:23am: At this time, Mr Nottle returned to the meeting.

10:24am: At this time, Ms May entered the meeting.

10:24am: At this time, Ms May left the meeting.

6.6 ANNUAL STATUTORY REVIEW OF DELEGATIONS OF AUTHORITY

STRATEGIC THEME LEADERSHIP - A Council that connects with the community and is

accountable in its decision making.

STRATEGIC PRIORITY 4.2 Deliver governance systems that facilitate open, ethical and

transparent decision making.

SUBJECT INDEX BUSINESS UNITDelegations of Authority
Governance Services

REPORTING OFFICER Governance Coordinator - Emma Heys

AUTHORISING OFFICER Director Finance and Corporate Services - Tony Nottle

NATURE OF DECISION Executive: Substantial direction setting, including adopting budgets,

strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee

recommendations

VOTING REQUIREMENT Absolute Majority

ATTACHMENTS Attachment A Delegations of Authority.

COMMITTEE RECOMMENDATION

PL2211/478 Moved Councillor A Ryan, seconded Councillor P Cronin

That the Council adopts the City of Busselton Delegations of Authority as per Attachment A and as outlined in the table below:

DELECATION	CHANCEC
DELEGATION	CHANGES
DA1 -	1 No Change
Issuing Notices	
DA1 -	No Change
Entry in an Emergency	
DA1 -	No Change
Abandoned vehicle wre	k
DA1 -	4 No Change
Confiscated	r
Uncollected Goods	
DA1 -	No Change
Closure of Thoroughfare	S
DA1 -	7 No Change
Inviting, Rejecting a	d
Accepting Tenders	

DA1 – 08 Expression of Interest for Goods and Services	No Change
DA1 – 10 Panels of Pre-Qualified Suppliers	No Change
DA1 - 11 Amendments to the Consolidated Parking Scheme	No Change
DA1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	Amend Condition (3): the 'term of lease (including options) being up to a maximum of 20 years' to 'term of lease (including options) being for 21 years plus a further option for 21 years, (a maximum of 42 years)'.
	This is to align with the City's recent approval from the West Australian Planning Commission (WAPC) to enter into lease arrangements for up to 42 years for the General Aviation Precinct.
DA1 – 13 Dispose of sick or injured animals	No Change
DA1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	Condition (1): Increase waive amount from \$2000 to \$5000 to support increases in total annual rate charges and to improve operational efficiencies.
	Condition (2): Reduced wavier amount from \$50,000 to \$10,000 as COVID-19 Financial Hardship as is no longer applicable and to align with industry standard. Removed reference to COVID-19 as is no longer applicable.
	Condition (3): removed condition as it relates to the Western Australian State of Emergency Declaration which is no longer in effect.
	Addition of new Condition (3) in reference to the amended Council Policy: Community Hire of City Property and the waiver of hire fees for Saltwater Busselton.
DA1 – 15 Rates and Service Charges	No Change
DA1 - 16 Investment of Surplus Funds	No Change
DA1 - 19 Urgent Legal Representation	Minor typographical edit.
DA1 – 20 Administer Local Laws	Moved wording from Condition to Function to reflect powers/duties being delegated.

DA1 – 21	No Change
Acquisition of Property	
DA1 – 22A	No Change
Disposition of Property:	
Other than by Lease	
DA1 – 22B	No Change
Disposition of Property:	
Leasing and Licensing of	
Land and Buildings	
DA1 – 23	No Change
Payments from Municipal	
Fund or Trust Fund	
DA1 – 24	No Changes
Affixing of the Common	
Seal	
DA1 – 25	No Changes
Complaints Officer -	
Code of Conduct	
DA2 - 01	Remove and replace with new delegations DA 2 - 01 through to
The Powers and Duties of	DA 02 – 09 (outlined below) to specify specific powers and duties
the Local Government	that can be conferred.
pursuant to the Building	
Act 2001	
DA3 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Bush	
Fires Act 1954	
DA3 – 02	No Changes
Appointment of Bush Fire	
Control Officers	N. Cl
DA3 – 03	No Changes
To Institute a	
Prosecution, or to Issue	
an Infringement	
DA3 - 04	No Changes
Variation of Prohibited	
and Restricted Burning	
Times	
DA4 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Cat Act	
2011	
DA5 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Dog Act	
1976	

DA6 - 01	No Changes
The Powers and Duties of	
a Local Government	
pursuant to the Graffiti	
Vandalism Act 2016	
DA7 – 01	No Changes
Development Control	
DA7 - 02	No Changes
Unauthorised	
Development	
DA8 - 01	No Changes
Certificate of Approval	
pursuant to the Strata	
Titles Act 1985	
DA8 - 01	No Changes
Certificate of Approval	
pursuant to the Strata	
Titles Act 1985	
DA 10 - 01	
Designated Authorised	
Officers	
DA 10 – 02	No Changes
Appoint Authorised	
Officer or Approved	
Officer (Asbestos	
Regulations)	
DA 12 – 01	No Changes
Prohibition Orders	
2442 22	
DA 12 – 02	No Changes
Food Business	
Registration	
DA 12 – 03	No Changes
Appoint Authorised	
Officers and Designated	
Officers	Al Character
DA 11 – 01	No Changes
Meelup Regional Park	
Management Committee	No Changes
DA 11 – 02	No Changes
Audit and Risk	
Committee	No Changes
DA 11 – 03	No Changes
Behaviour Complaints	
Committee	
NEW DELEGATIONS	
DA 1 - 26	Criteria for rate exemptions are clear within the Act and therefore
Rate Exemptions	officers believe this is a function can be readily determined by the
	CEO, thereby improving efficiencies.

DA 2 – 01 Grant a Building Permit	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 02 Demolition Permits	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 03 Occupancy Permits and Building Approval Certificates	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 04 Designate Employees as Authorised Persons	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 05 Building Orders	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 06 Inspection and Copies of Building Records	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 07 Referrals and Issuing Certificates	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 08 Private Pool Barrier – Alternative and Performance Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 09 Smoke Alarms – Alternative Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.

CARRIED 5/0

OFFICER RECOMMENDATION

That the Council adopts the City of Busselton Delegations of Authority as per Attachment A and as outlined in the table below:

DELEGATION	CHANGES
DA1 – 01 Issuing Notices	No Change
DA1 – 02 Entry in an Emergency	No Change
DA1 – 03 Abandoned vehicle wreck	No Change
DA1 – 04 Confiscated or Uncollected Goods	No Change
DA1 – 05 Closure of Thoroughfares	No Change
DA1 – 07 Inviting, Rejecting and Accepting Tenders	No Change
DA1 – 08 Expression of Interest for Goods and Services	No Change
DA1 – 10 Panels of Pre-Qualified Suppliers	No Change
DA1 – 11 Amendments to the Consolidated Parking Scheme	No Change
DA1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	Amend Condition (3): the 'term of lease (including options) being up to a maximum of 20 years' to 'term of lease (including options) being for 21 years plus a further option for 21 years, (a maximum of 42 years)'. This is to align with the City's recent approval from the West Australian Planning Commission (WAPC) to enter into lease
	arrangements for up to 42 years for the General Aviation Precinct.
DA1 – 13 Dispose of sick or injured animals	No Change

DA1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	Condition (1): Increase waive amount from \$2000 to \$5000 to support increases in total annual rate charges and to improve operational efficiencies.
WHILE OH DEDIS	Condition (2): Reduced wavier amount from \$50,000 to \$10,000 as COVID-19 Financial Hardship as is no longer applicable and to align with industry standard. Removed reference to COVID-19 as is no longer applicable.
	Condition (3): removed condition as it relates to the Western Australian State of Emergency Declaration which is no longer in effect.
	Addition of new Condition (3) in reference to the amended Council Policy: Community Hire of City Property and the waiver of hire fees for Saltwater Busselton.
DA1 – 15	No Change
Rates and Service Charges DA1 – 16 Investment of Surplus Funds	No Change
DA1 – 19 Urgent Legal Representation	Minor typographical edit.
DA1 – 20 Administer Local Laws	Moved wording from Condition to Function to reflect powers/duties being delegated.
DA1 – 21 Acquisition of Property	No Change
DA1 – 22A Disposition of Property: Other than by Lease	No Change
DA1 – 22B Disposition of Property: Leasing and Licensing of Land and Buildings	No Change
DA1 – 23 Payments from Municipal Fund or Trust Fund	No Change
DA1 – 24 Affixing of the Common Seal	No Changes
DA1 – 25 Complaints Officer – Code of Conduct	No Changes
DA2 – 01 The Powers and Duties of the Local Government pursuant to the Building Act 2001	Remove and replace with new delegations DA $2-01$ through to DA $02-09$ (outlined below) to specify specific powers and duties that can be conferred.

D12 04	N. O.
DA3 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Bush	
Fires Act 1954	
DA3 - 02	No Changes
Appointment of Bush Fire	
Control Officers	
DA3 - 03	No Changes
To Institute a	
Prosecution, or to Issue	
an Infringement	
DA3 - 04	No Changes
Variation of Prohibited	- No Ghanges
and Restricted Burning	
Times	
THICS	
DA4 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Cat Act	
2011	
DA5 - 01	No Changes
The Powers and Duties of	
the Local Government	
pursuant to the Dog Act	
1976	
DA6 - 01	No Changes
The Powers and Duties of	- No Ghanges
a Local Government	
pursuant to the Graffiti	
Vandalism Act 2016	
DA7 - 01	No Changes
Development Control	ino Changes
•	
DA7 – 02	No Changes
Unauthorised	
Development	
DA8 - 01	No Changes
Certificate of Approval	
pursuant to the Strata	
Titles Act 1985	
DA8 - 01	No Changes
Certificate of Approval	
pursuant to the Strata	
Titles Act 1985	
DA 10 - 01	
Designated Authorised	
Officers	
	ı

DA 10 – 02	No Changes
Appoint Authorised	
Officer or Approved	
Officer (Asbestos	
Regulations)	
DA 12 – 01	No Changes
Prohibition Orders	NO Changes
Prohibition Orders	
	the state of the s
DA 12 – 02	No Changes
Food Business	
Registration	
DA 12 – 03	No Changes
Appoint Authorised	
Officers and Designated	
Officers	
DA 11 - 01	No Changes
Meelup Regional Park	J
Management Committee	
DA 11 – 02	No Changes
	INO CHARRES
Audit and Risk Committee	
DA 11 – 03	No Changes
Behaviour Complaints	
Committee	
NEW DELEGATIONS	
DA 1 – 26	Criteria for rate exemptions are clear within the Act and therefore
	officers believe this is a function can be readily determined by the
Rate Exemptions	I officers believe this is a function can be readily determined by the
•	
·	CEO, thereby improving efficiencies.
·	CEO, thereby improving efficiencies.
DA 2 – 01	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that
·	CEO, thereby improving efficiencies.
DA 2 – 01	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that
DA 2 – 01	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
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DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons DA 2 – 05	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
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DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons DA 2 – 05 Building Orders	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons DA 2 – 05 Building Orders DA 2 – 06 Inspection and Copies of	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 01 Grant a Building Permit DA 2 – 02 Demolition Permits DA 2 – 03 Occupancy Permits and Building Approval Certificates DA 2 – 04 Designate Employees as Authorised Persons DA 2 – 05 Building Orders	CEO, thereby improving efficiencies. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act. New delegation to align with the specific powers and duties that can be conferred through the Act.

DA 2 – 07 Referrals and Issuing Certificates	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 08 Private Pool Barrier – Alternative and Performance Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 09 Smoke Alarms – Alternative Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.

EXECUTIVE SUMMARY

The Local Government Act 1995 (the Act) requires all delegations of authority to the CEO under the Act to be reviewed by the delegator at least once every financial year. Additionally, delegations made under the Cat Act 2011 and the Dog Act 1976 are required to be reviewed once every financial year. This review is to fulfil those requirements.

Delegations made under the *Building Act 2011* and the *Bushfire Act 1954* do not require an annual review, however officers have included these delegations in this year's review. Delegations made under the Planning and Development Act also do not require an annual review, however were reviewed in 2020.

BACKGROUND

Delegations of authority are an integral part of the City's governance functions. Delegations of authority are an effective and efficient means of carrying out the functions or discharging the duties of the local government, by allowing decisions of Council to be made (with or without conditions) by the Chief Executive Officer, who in turn can delegate to other staff where appropriate.

Section 5.46(2) of the Act requires all delegations by Council to the CEO to be reviewed at least once each financial year. The last review was undertaken and adopted by Council in October 2021 (C2110/057). A review for the 2022/2023 financial year has been completed and this report details the outcomes of that review, and seeks Council's endorsement of the continuing, new and amended delegations of authority.

OFFICER COMMENT

The 2019 annual statutory review of delegated authorities included significant changes to the format of the delegations and register, including numbering. As a result of the review in 2020, the City amended its delegations under the Act to clearly identify the powers and duties that are being delegated, by reference to both relevant sections and subsections.

This format provides transparency with respect to the powers that are being delegated within a section and aligns with advice from WALGA that each provision that can be delegated should be delegated separately, to ensure clarity in Council's decision-making process.

In line with this approach, officers are recommending a number of amendments to the delegations under the Building Act 2011 and Building Regulations 2012; with similar amendments, if supported, to be made to future reviews of the *Dog Act 1976*, *Cat Act 2011* and *Bushfire Act 1954*. Officers note that legislation changes to the *Bushfires Act 1954* are currently in train.

Building Act 2011 and Building Regulations 2012

Officers are recommending 'DA 2-01 The Powers and Duties of the Local Government pursuant to the *Building Act 2011*' be replaced with nine separate delegations relating to specific functions of the *Building Act 2011* and *Building Regulations 2012*.

Dog Act 1976 and Cat Act 2011

No changes are proposed to these two delegations at this time. As noted above, these delegations will be amended as part next annual statutory review of delegations to align with the new delegations under the *Building Act 2011* and *Building Regulations 2012* (if supported by Council).

Local Government Act 1995

In respect to the delegations under the *Local Government Act 1995*, the following amendments are proposed:

- Amend DA1 12 Disposing of Property (Leases at the Busselton Margaret River Airport) term of lease length to 42 years (Conditions (3)), to align with the WAPC approval for lease arrangements for the General Aviation Precinct. It also reflects the level of investment likely to be required by the lessee and ensures officers can be responsive in exercising the disposals.
- Amendments to the Conditions of DA 1 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts to reflect changes to the Covid-19 Hardship Council Policy, the Community Hire of City Property Council Policy, and an increase of monetary amounts to align with the increase in average rating amounts.
- A minor typographical correction to DA 1 19 Urgent Legal Representation.
- Move function description from condition to 'Function' in DA 1 20 Administer Local Laws.
- New delegation DA 1 26 Rate Exemptions for the issuing of rate exemptions under s.6.26(2) of the Act. To ensure visibility remains, officers could include in the CIB an information report in the same fashion as the minor donations and tender updates.

The table below summarises the review.

DELEGATION	CHANGES
DA1 – 01 Issuing Notices	No Change
DA1 – 02 Entry in an Emergency	No Change
DA1 – 03 Abandoned vehicle wreck	No Change
DA1 – 04 Confiscated or Uncollected Goods	No Change
DA1 – 05 Closure of Thoroughfares	No Change
DA1 – 07 Inviting, Rejecting and Accepting Tenders	No Change

DA1 – 08 Expression of Interest for Goods and Services	No Change	
DA1 – 10 Panels of Pre-Qualified Suppliers	No Change	
DA1 – 11 Amendments to the Consolidated Parking Scheme	No Change	
DA1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)	Amend Condition (3): the 'term of lease (including options) being up to a maximum of 20 years' to 'term of lease (including options) being for 21 years plus a further option for 21 years, (a maximum of 42 years)'.	
	This is to align with the City's recent approval from the West Australian Planning Commission (WAPC) to enter into lease arrangements for up to 42 years for the General Aviation Precinct.	
DA1 – 13 Dispose of sick or injured animals	No Change	
DA1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts	Condition (1): Increase waive amount from \$2000 to \$5000 to support increases in total annual rate charges and to improve operational efficiencies.	
	Condition (2): Reduced wavier amount from \$50,000 to \$10,000 as COVID-19 Financial Hardship as is no longer applicable and to align with industry standard. Removed reference to COVID-19 as is no longer applicable.	
	Condition (3): removed condition as it relates to the Western Australian State of Emergency Declaration which is no longer in effect.	
	Addition of new Condition (3) in reference to the amended Council Policy: Community Hire of City Property and the waiver of hire fees for Saltwater Busselton.	
DA1 – 15 Rates and Service Charges	No Change	
DA1 – 16 Investment of Surplus Funds	No Change	
DA1 – 19 Urgent Legal Representation	Minor typographical edit.	
DA1 – 20 Administer Local Laws	Moved wording from Condition to Function to reflect powers/duties being delegated.	

DA1 – 21	No Change
Acquisition of Property	
DA1 – 22A Disposition of Property: Other than by Lease	No Change
DA1 – 22B Disposition of Property: Leasing and Licensing of Land and Buildings	No Change
DA1 – 23 Payments from Municipal Fund or Trust Fund	No Change
DA1 – 24 Affixing of the Common Seal	No Changes
DA1 – 25 Complaints Officer – Code of Conduct	No Changes
DA2 – 01 The Powers and Duties of the Local Government pursuant to the Building Act 2001	Remove and replace with new delegations DA $2-01$ through to DA $02-09$ (outlined below) to specify specific powers and duties that can be conferred.
DA3 – 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954	No Changes
DA3 – 02 Appointment of Bush Fire Control Officers	No Changes
DA3 – 03 To Institute a Prosecution, or to Issue an Infringement	No Changes
DA3 – 04 Variation of Prohibited and Restricted Burning Times	No Changes
DA4 – 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011	No Changes
DA5 – 01 The Powers and Duties of the Local Government pursuant to the Dog Act 1976	No Changes

DAG 04	N. 0
DA6 – 01	No Changes
The Powers and Duties of	
a Local Government	
pursuant to the Graffiti	
Vandalism Act 2016	
DA7 - 01	No Changes
Development Control	
DA7 – 02	No Changes
Unauthorised	
Development	
DA8 - 01	No Changes
Certificate of Approval	The Ghanges
pursuant to the Strata	
Titles Act 1985	
DA8 - 01	No Changes
Certificate of Approval	
pursuant to the Strata	
Titles Act 1985	
DA 10 – 01	
Designated Authorised	
Officers	
DA 10 – 02	No Changes
Appoint Authorised	
Officer or Approved	
Officer (Asbestos	
Regulations)	
DA 12 – 01	No Changes
Prohibition Orders	- The Grissinger
DA 12 – 02	No Changes
Food Business	
Registration	
DA 12 – 03	No Changes
Appoint Authorised	-
Officers and Designated	
Officers	
DA 11 – 01	No Changes
Meelup Regional Park	
Management Committee	
DA 11 – 02	No Changes
Audit and Risk Committee	
DA 11 – 03	No Changes
Behaviour Complaints	
Committee	
NEW DELEGATIONS	
DA1 – 26	Criteria for rate exemptions are clear within the Act and therefore
Rate Exemptions	officer believe this is a function can be readily determined by the
	CEO, thereby improving efficiencies.

DA 2 – 01 Grant a Building Permit	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 02 Demolition Permits	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 03 Occupancy Permits and Building Approval Certificates	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 04 Designate Employees as Authorised Persons	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 05 Building Orders	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 06 Inspection and Copies of Building Records	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 07 Referrals and Issuing Certificates	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 08 Private Pool Barrier – Alternative and Performance Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.
DA 2 – 09 Smoke Alarms – Alternative Solutions	New delegation to align with the specific powers and duties that can be conferred through the Act.

Statutory Environment

Section 5.42 of the Act provides the Council with the ability to delegate powers and duties to its CEO. Some powers and duties cannot be delegated in accordance with Section 5.43 of the Act, such as matters that require an Absolute Majority decision of Council. Council has the right to impose conditions on any delegation it grants.

Section 5.16 of the Act provides the ability for powers and duties to be delegated to Committees.

Section 44 of the *Cat Act 2011* provides the power for the CEO to delegate the exercise of its functions and discharge of its duties to the CEO.

Section 10AA of the *Dog Act 1976* provides Council with the ability to delegate powers and duties to the CEO.

The *Local Government Act 1995*, the *Cat Act 2011* and the *Dog Act 1976* require the review of delegations at least once every financial year.

The *Building Act 2011*, the *Bushfires Act 1954* and the *Food Act 2008* do not prescribe a review period for powers or duties delegated under the legislation, however officers have reviewed the relevant delegations as part of this annual review.

Section 5.46 of the *Local Government Act 1995* requires that all delegations are contained within a Register. The *Local Government (Administration) Regulations 1996* require that where a decision has been made under delegated authority, records of that decision must be kept in accordance with the Regulations.

Relevant Plans and Policies

There are no relevant plans or policies to consider in relation to this matter.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

No external stakeholder consultation was required or undertaken in relation to this matter.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation, the Council may choose:

- 1. Not to accept any amendments to the delegations; or
- 2. To request further amendments are made to the delegations.

CONCLUSION

The statutory review of delegations has been completed and it is recommended that Council adopt the proposed, continuing and amended delegations as per the Recommendation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Delegation of Authority Register will be amended immediately following adoption by Council.

Delegations of Authority

DA 1 – 01 Issuing Notices

	-1		
POWER / DUTY ASSIGNED TO	Local Governmen	Local Government	
POWER TO DELEGATE	s.5.42 De	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive O	Chief Executive Officer	
POWER / DUTY DELEGATED		Local Government Act 1995 s.3.25, s.3.26	
FUNCTION	<u>s.3.25(1)</u> <u>s.3.26(2)</u> <u>s.3.26(3)</u>	The power to give notices requiring certain things to be done by owner or occupier of land The power to do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given The power to recover the cost of anything from an action under subsection (2)	
CONDITIONS	Nil		
POLICY	Nil		
REFERENCE DOCUMENTS	Nil		

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3D - Notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given	

DA 1 – 02 Entry in an Emergency

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.34	
FUNCTION	s.3.34(1) The power to lawfully enter s.3.34(3) The power to use reasonable force s.3.34(4) To exercise the power of entry	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3E – General procedure for entering property	

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Delegations of Authority

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DA 1 – 03 Abandoned vehicle wreck

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.40A
FUNCTION	s.3.40A(4) The power to declare that the vehicle is an abandoned vehicle wreck
CONDITIONS	Disposal of a declared abandoned vehicle wreck is to be undertaken in accordance with Delegation DA1 – 04 Confiscated or Uncollected Goods
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3F – Power to Remove and Impound; Abandoned Vehicle Wrecks may be taken	

DA 1 – 04 Confiscated or Uncollected Goods

	1		
POWER / DUTY ASSIGNED TO	Local Government	t	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO		
DELEGATED TO	Chief Executive Of	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.46, s.3.47, s.3.48,		
FUNCTION	s.3.46(1) s.3.46(2) s.3.47(1) s.3.47(2) s.3.47(2a) s.3.48	The power to refuse to allow impounded goods to be collect until costs are paid The power to refuse to allow removed goods to be collect until costs are paid The power to sell or otherwise dispose of goods under s.3.43 The power to sell or otherwise dispose of any vehicle The power to sell or otherwise dispose of impounded goods The power to recover impounding expenses	
CONDITIONS	Nil		
POLICY	Nil		
REFERENCE DOCUMENTS	Nil		

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3G – Disposing of Uncollected Goods	

DA 1 – 05 Closure of Thoroughfares

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.50, s.3.50A	
FUNCTION	s.3.50(1) The power to close any thoroughfare, for a period not exceeding 4 weeks s.3.50(1a) The power to close any thoroughfare for a period exceeding 4 weeks s.3.50(6) The power to revoke an order s.3.50A The power to partially close a thoroughfare for repairs or maintenance	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3H – Closing of Certain Thoroughfares to Vehicles and Partial Closure of Thoroughfare for Repairs or Maintenance	

Delegations of Authority

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DA 1 – 07 Inviting, Rejecting and Accepting Tenders

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	*
POWER / DUTY DELEGATED		1995 nctions and General) Regulations 1996 1 , 13, 14, 18, 20, 21A
FUNCTION	Regulation 11(1) Regulation 11(2) Regulation 13 Requinivity Regulation 14(2a) Regulation 14(4)(a) Regulation 14(5) Regulation 18(4) Regulation 18(4) Regulation 18(6) Regulation 18(6), (7) Regulation 20 The into reserve see the into or see	Ires for providing goods or services The power to determine when tenders have to be publicly invited The power to determine that a relevant exemption applies Irements when local government es tenders when not required to do so The power to determine in writing, before tenders are called, the criteria for acceptance of tenders The power to determine the information that is to be disclosed The power to vary tender information after public notice and provide notice of variation to information The power to evaluate tenders, by written evaluation, and decide which is the most advantageous The power to seek clarification from tenderers in relation to information contained in their tender submission The power to decline any tender The power to accept another tender where within 6 months of either accepting a tender, a contract has not been entered into or the successful tenderer agrees to terminate the contract. Dower to vary a contract for the supply of goods ervices
CONDITIONS	purchase of goods and This delegation is subje (a) Complying with	NAVA 0.000.00

Delegations of Authority

	(b) Following any applicable staff management practices and operational procedures; and (c) Not accepting any tender or entering into any contract having a value exceeding \$500,000
POLICY	Council Policy: <u>Purchasing</u>
REFERENCE DOCUMENTS	Tender Register

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1103/179	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3J – Inviting Tenders and Rejecting and Accepting Tenders	

DA 1 – 08 Expression of Interest for Goods and Services

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.57 Local Government (Functions and General) Regulations 1996 Regulations 21, 23	
FUNCTION	s.3.57 The power to call tenders for providing goods or services Regulation 21 The power to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services. Regulation 23(2) The power to determine when an Expression of Interest may be rejected Regulation 23(3) The power to consider an expression of interest that has not rejected	
CONDITIONS	Expressions of interest for goods and services may only be called where there is an adopted budget for the proposed goods or services.	
POLICY	Council Policy: <u>Purchasing</u>	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Auth	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1606/139		
RECENT ALTERATIONS	January 2021		
PREVIOUS DELEGATION REFERENCE	LG3K – Preliminary Selection of Tenderers		

Delegations of Authority

DA 1 – 10 Panels of Pre-Qualified Suppliers

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government (Functions and General) Regulations 1996 Part 4, Division 3	
FUNCTION	Regulation 24AB The power to establish panels of pre-qualified suppliers Regulation 24AC The power to set the requirements before establishing panels of pre-qualified suppliers Regulation 24AD The power to set the requirements when inviting persons to apply to join panel of pre-qualified suppliers Regulation 24AH The power to reject and accept applications to join panel of pre-qualified suppliers Regulation 24AJ The power to enter into contracts with pre-qualified suppliers	
CONDITIONS	This delegation is subject to: (a) Compliance with the requirements of the City of Busselton's Purchasing Policy as it relates to panels of pre-qualified suppliers; and (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed \$500,000.	
POLICY	Council Policy: Purchasing	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1508/219
RECENT ALTERATIONS	October 2021 – Minor corrections in condition
PREVIOUS DELEGATION REFERENCE	LG3M – Establishment of Panels of Pre-Qualified Suppliers

DA 1 – 11 Amendments to the Consolidated Parking Scheme

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	City of Busselton Parking Local Law 2020 Section 1.10
FUNCTION	s.1.10 Powers of Council
CONDITIONS	The Chief Executive Officer shall ensure Councillors are provided with details of all proposed amendments to the Scheme, and given a period of not less than 14 days to submit a written request to the CEO for the matter to be presented to Council before a delegation is exercised. Any two or more Councillors may consider a proposed amendment to the Consolidated Parking Scheme to be of strategic significance and/or high community interest and request the CEO in writing, to present the proposal to Council for consideration. If the request is supported, the proposed amendment shall be present to the first practicable Council meeting for consideration. Note: any Councillor may also submit a notice-of-motion in relation to the withdrawal of delegation in relation to a particular proposal, but it would generally be expected that they would first seek to exercise the call-in provision as outlined above.
POLICY	Council Policy: Ranger and Emergency Services Approach to Regulator Functions
REFERENCE DOCUMENTS	City of Busselton Parking Local Law 2020

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1802/021
RECENT ALTERATIONS	January 2020
PREVIOUS DELEGATION REFERENCE	LG3N – Amendments to the Consolidated Parking Scheme

Delegations of Authority

DA 1 – 12 Disposing of Property (Leases at the Busselton Margaret River Airport)

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18, s.3.58
FUNCTION	s.3.18 The power to perform executive functions The power to dispose of property
CONDITIONS	This delegation is subject to: 1. The property being located at the Busselton Margaret River Airport; 2. The means of disposal being a lease; 3. The term of the lease (including options) being up to a maximum of 42 years (21 years plus an option for a further 21 years) in accordance with the Western Australian Planning Commission approval for leasing arrangements at the General Aviation Precinct; 4. The initial annual market rental value of the lease being less than: a. \$10,000.00 per annum for a ground lease; and b. \$50,000.00 per annum for any other lease; 5. The disposition not being of a significant commercial and strategic nature; and 6. At least every six months City officers must provide Councillors a summary and update of leases entered into under this delegation.
POLICY	Council Policy: Purchasing
REFERENCE DOCUMENTS	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1811/244
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG3O – Disposing of Property (Leases at Busselton Margaret River Airport)

DA 1 – 13 Dispose of sick or injured animals

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.47A
FUNCTION	s.3.47A The power to humanely destroy an animal and dispose of the carcass
CONDITIONS	This delegation is only to be used where the all reasonable efforts to identify and contact an owner have been exhausted
POLICY	Council Policy: Ranger and Emergency Services Approach to Regulatory Functions Council Policy: Rehoming of Impounded Dogs and Cats
REFERENCE DOCUMENTS	Cat Act 2011 Keeping and Control of Cats Local Law 2014 Dog Act 1976 Dogs Local Law 2014

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1812/264	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3Q – Authority to destroy an impounded sick or injured anim	nal

DA 1 – 14 Power to Defer, Grant Discounts, Waive or Write-Off Debts

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.6.12
FUNCTION	s.6.12(1)(b) The power to waive or grant concessions in relation to any amount of money s.6.12(1)(c) The power to write off any amount of money s.6.12(3) The power to determine conditions imposed on the granting of a concession
CONDITIONS	1. Any waiver or granting of concession shall only be up to \$5,000 and considered solely on its merits; and any debt write-off approved shall be less than \$5,000 2. Any waiver or granting of concession as it applies to any Financial Hardship application, shall only be up to \$10,000 and considered solely on its merits; and any Financial Hardship application approved for debt write-off shall be less than \$10,000 and will take into account the Financial Hardship Policy. 3. Additional subsidies and waiver of hire fees under Council Policy: Community Hire of City Property are limited to \$10,000 per application in accordance with the endorsed City of Busselton Annual Budget and Fees and Charges
POLICY	Council Policy: Financial Hardship
REFERENCE DOCUMENTS	City of Busselton Financial Hardship Brochure and FAQ's City of Busselton Financial Hardship Application Form

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C0806/188
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG6B – Power to Defer, Grant Discounts, Waive or Write-off Debts

Delegations of Authority

DA 1 – 15 Rates and Service Charges

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.6.45, s.6.49, s.6.50, s.6.56, s.6.60, s.6.64, s.6.71, s.6.74, s.6.76
	s.6.45(3) The power to impose an additional charge for instalments
	s.6.49 The power to enter into an agreement for the payment of rates and service charges
	s.6.50 The power to set rates or service charges due and payable
	s.6.56 The power to recover, in court, rates or service charges due
	s.6.60(4) The power to recover the amount of the rate
	or service charge as a debt from the lessee if the rent is not paid in accordance with a notice
	s.6.64(1) The power to take possession of land and hold land against a person having an estate
FUNCTION	or interest in the land where rates or service charges have remained unpaid for at least three years
	s.6.69(2) The power to agree to the terms and conditions between parties and accept payment of the outstanding rates or service
	<u>charges</u> <u>s.6.71</u> <u>The power to transfer land to Crown or local</u>
	s.6.74 The power to have land vested in Crown if rate in arrears 3 years
	s.6.76(4) The power to extend the time for a person to make an objection to a rate records
	s.6.76(5) The power to consider any objection and disallow or allow it, wholly or in part
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

Delegations of Authority

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C0806/188
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG6C – Rates and Service Charges

DA 1 – 16 Investment of Surplus Funds

POWER / DUTY ASSIGNED TO	Local Government		
POWER TO DELEGATE	s.5.42 De	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Of	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.6.14		
FUNCTION	<u>s.6.14(1)</u>	The power to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose	
CONDITIONS	Council approval is required for any investment in Managed Investments		
POLICY	Council Policy: Investment		
REFERENCE DOCUMENTS	Nil		

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG6D – Investment of Surplus Funds	

Delegations of Authority

DA 1 – 19 Urgent Legal Representation

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Council Policy: Legal Representation for Council Members and Employees	
FUNCTION		
CONDITIONS	 The authority to approve applications for urgent legal representation for Council members and employees is limited to a maximum of \$10,000; An application approved by the CEO is to be submitted at the next ordinary meeting of Council; The determination must be made pursuant to Council Policy 'Legal Representation for Council Members and Employees'. 	
POLICY	Council Policy: Legal Representation for Council Members and Employees	
REFERENCE DOCUMENTS	Local Government Operational Guideline Number 14 April, 2016	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG5A – Provision of Urgent Legal Services	

DA 1 – 20 Administer Local Laws

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18	
FUNCTION	s.3.18 The power to perform executive functions To perform the duties of the Council/Local Government pursuant to the powers of the City of Busselton Local Laws.	
CONDITIONS		
POLICY	Nil	
REFERENCE DOCUMENTS	City of Busselton Local Laws: Activities in Thoroughfares and Public Places and Trading Local Law 2015 Busselton Regional Airport Local Law 2012 Keeping and Control of Cats Local Law 2014 Cemeteries Local Law 2015 Waste Local Law 2016 Dogs Local Law 2014 Dust and Building Waste Control Local Law 2010 Health Local Law 1997 Holiday Homes Local Law 2012 Jetties Local Government Property Local Law 2010 Parking Local Law 2020 Standing Orders Local Law 2018	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	October 2021 – Addition of condition to provide clarity in the function of each local law	
PREVIOUS DELEGATION REFERENCE	LG3A – Executive Function – Determining Applications Under Local Laws and Enforcement of Local Law Provisions	

Delegations of Authority

DA 1 – 21A Acquisition of Property

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18	
FUNCTION	s.3.18 The power to perform executive functions	
CONDITIONS	In accordance with s.5.43(d) of the Local Government Act 1995, the value of the property to be acquired shall not exceed \$100,000	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised D	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1706/151	Recent Council Resolution C2110/057	
RECENT ALTERATIONS	January 2021		
PREVIOUS DELEGATION REFERENCE	LG3B – Acquisition of Property		

Delegations of Authority

DA 1 – 22A Disposition of Property: Other than by Lease

N .		
POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18, s.3.58 Local Government (Functions and General) Regulations 1996 Regulations 30	
FUNCTION	s.3.18 The pov	wer to perform executive functions
FUNCTION	s.3.58(2)	The power to dispose of property at a public auction or by public tender
	<u>s.3.58(3)</u>	The power to dispose of property by private treaty
	Regulation 30 (2)(a)(ii)	The power to determine an insignificant benefit
CONDITIONS	other than if paragra Where the property been put to public a land may be dispose the Local Governme and The value of propert exceed \$100,000; ar Where the value of \$20,000 the propert	is land valued at less than \$100,000 and has uction or put out to tender and not sold, the ed of in accordance with Regulation 30 (2)(a) of int (Functions and General) Regulations 1996; by other than land to be disposed of shall not end property other than land does not exceed by may be disposed of in accordance with of the Local Government (Functions and
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C2006/050	
RECENT ALTERATIONS	June 2020 Rescission of DA 1 – 22: Adoption of DA 1 – 22A and DA 1 – 22B	
PREVIOUS DELEGATION REFERENCES	DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	

DA 1 – 22B Disposition of Property: Leasing and Licensing of Land and Buildings

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18, s.3.58	
FUNCTION	s.3.18 The power to perform executive functions s3.58(2) The power to dispose of property at a public auction or by public tender s.3.58(3) The power to dispose of property by private treaty	
CONDITIONS	 Leasing and licensing of land and buildings, including assignments of existing leases and licences and the renewal of a lease by a lessee, where — (a) The land and/or buildings are established sporting or community facilities (including on managed reserve land) and where any part of the land or building has been leased or licensed before by the City: or (b) The land and/or buildings are for the purpose of storage only and are of an area of not more than 100 square metres. The permitted use of the land or buildings must be consistent with: (a) The designated purpose of the property; or (b) The general or ancillary use of the land or buildings immediately prior to the entering into of a lease; or (c) If the land or building has recently been acquired or a new or amended management order has been made in respect of a managed reserve, the purpose for which the property has been acquired or is to be managed. The value of the lease or licence (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis) must not exceed \$25,000). The maximum term of the lease or licence, including any right by a lessee to assign the lease or licence or to sublease or sublicense the land and/or buildings shall not exceed 10 years (inclusive of all options or rights to renew or extend, but not including any provisions for holding over on a month by month basis). At least every six months City officers shall provide Councillors a summary and update of leases or licences entered into under this delegation. 	
POLICY	delegation.	

Delegations of Authority

REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C2006/050	
RECENT ALTERATIONS	June 2020 Rescission of DA 1 – 22: Adoption of DA 1 – 22A and DA 1 – 22B	
PREVIOUS DELEGATION REFERENCES	DA 1 – 22 – Disposing of Property LG3C – Disposing of Property	

Delegations of Authority

DA 1 – 23 Payments from Municipal Fund or Trust Fund

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.6.10 Local Government (Financial Management) Regulations 1996 Regulation 12
FUNCTION	s.6.10 Financial management regulations Regulation 12(1) The power to make payments from municipal fund or trust fund
CONDITIONS	With respect to allocation of donations and sponsorship from the fund established for this purpose in accordance with the Council's tiered funding scheme, individual payments from this fund are not to exceed \$1,000 unless prior consultation with the Finance Committee has occurred.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C0806/188
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG6A – Payments from the Municipal Fund or Trust Fund

Delegations of Authority

DA 1 – 24 Affixing of the Common Seal

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995 s.9.49A
FUNCTION	s.9.49A(2) The power to affix the common seal
CONDITIONS	The CEO is authorised to affix the Common Seal to all documents that require it to be legally effective and to carry out the functions of a CEO.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1005/169
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG9B – Authorising the Affixing of the Common Seal to Documents

DA 1 – 25 Complaints Officer – Code of Conduct

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Council Resolution C2102/032: "2. Delegate to the Chief Executive Officer the power to appoint one or more persons to receive complaints and withdrawals of complaints in accordance with Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021."
FUNCTION	cl.11(3) Receive complaints and withdrawals of complaints
CONDITIONS	Nil
POLICY	Council Policy: Investigation of Complaints of Alleged Breaches of Behaviour
REFERENCE DOCUMENTS	City of Busselton Code of Conduct for Council Members, Committee Members and Candidates

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C2102/032
RECENT ALTERATIONS	February 2021 - Implementation
PREVIOUS DELEGATION REFERENCE	Nil

Delegations of Authority

AC	1 – 26	Rate Exemptions

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Local Government Act 1995s.6.26
FUNCTION	s.6.26(2) Non rateable land
CONDITIONS	Note: Officers will provide a listing of rate exemptions approved on a quarterly basis to Council in the Councillor Information Bulletin
POLICY	Nil
REFERENCE DOCUMENTS	Application for Rates Exemption Form

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	
RECENT ALTERATIONS	
PREVIOUS DELEGATION REFERENCE	

Delegations of Authority

BUILDING ACT 2011 DA 2 – 01 Grant a Building Permit

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)
POWER TO DELEGATE	Building Act 2011 Section 127
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Building Act 2011 s.18, s.20, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26
FUNCTION	s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1), (3) Impose Conditions on Permit r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Building Services (Registration Act) 2011 Home Building Contracts Act 1991 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C1110/334
RECENT ALTERATIONS	
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011

DA 2 – 02 Demolition Permits

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)	
POWER TO DELEGATE	Building Act 2011 Section 127	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Building Act 2011 s.18, s.21, s.22, s.27 Building Regulations 2012 r.23, r.24, r.26	
FUNCTION	s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1), (3) Impose Conditions on Permit r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Building Services (Complaint Resolution and Administration) Act 2011 — Building and Construction Industry Training Levy Act 1990 Heritage Act 2018	

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation	on to CEO'
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS		
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to 2011	to the Building Act

DA 2 – 03 Occupancy Permits and Building Approval Certificates

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)	
POWER TO DELEGATE	Building Act 2011 Section 127	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Building Act 2011 s.55, s.58, s.62, s.65 Building Regulations 2012 r.40	
FUNCTION	s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1), (3) Conditions imposed by permit authority s.65(4) Extension of period of duration r.40 Extension of period of duration of time limited occupancy permit or building approval certification (s.65).	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Building Services (Complaint Resolution and Administration) Act 2011 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018	

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'	
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS	*	
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011	

DA 2 – 04 Designate Employees as Authorised Persons

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)	
POWER TO DELEGATE	Building Act 2011 Section 127	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Building Act 2011 s.96, s.99	
FUNCTION	s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person	
CONDITIONS	 An authorised person for the purposes of section 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Regulation 70. Decisions under this delegated authority should be in accordance with Regulation 5 of the Building Regulations 2012. 	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'	
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS		
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011	

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DA 2 – 05 Building Orders

POWER / DUTY ASSIGNED TO	Local Governm	nent (Permit Authority)	
POWER TO DELEGATE		Building Act 2011 Section 127	
DELEGATED TO	Chief Executive	Chief Executive Officer	
POWER / DUTY DELEGATED		Building Act 2011 s.110, s.111, s.117, s.118, s.133	
FUNCTION	s.110(1) s.111(1) s.117(1), (2) s.118(2), (3) s.133(1)	A permit authority may make a building order Notice of proposed building order other than building order (emergency) A permit authority may revoke a building order or notify that it remains in effect Permit authority may give effect to building order if non-compliance A permit authority may commence a prosecution for an offence against this Act	
CONDITIONS	Nil		
POLICY	Nil		
REFERENCE DOCUMENTS	Nil		

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'	
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS		
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pu	rsuant to the Building Act

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DA 2 – 06 Inspection and Copies of Building Records

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)	
POWER TO DELEGATE	Building Act 2011 Section 127	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Building Act 2011 s.131	
FUNCTION	s.131(2) Inspection, copies of building records	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'	
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS		
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Governmen 2011	nt pursuant to the Building Act

DA 2 – 07 Referrals and Issuing Certificates

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)	
POWER TO DELEGATE	Building Act 2011 Section 127	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	Building Act 2011 s.145A	
FUNCTION	s.145A(1), (2) Local Government Functions	
CONDITIONS	Nil	
POLICY	Nil	
REFERENCE DOCUMENTS	Nil	

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'	
VERIFICATION	Initial Council Resolution C1110/334	
RECENT ALTERATIONS		
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011	

DA 2 – 08 Private Pool Barrier – Alternative and Performance Solutions

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)
POWER TO DELEGATE	Building Act 2011 Section 127
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Building Regulations 2012 r.51
FUNCTION	r.51(2), (3), (5) Private Pool Barrier – Alternative and Performance Solutions
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C1110/334
RECENT ALTERATIONS	
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011

DA 2 – 09 Smoke Alarms – Alternative Solutions

POWER / DUTY ASSIGNED TO	Local Government (Permit Authority)
POWER TO DELEGATE	Building Act 2011 Section 127
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Building Regulations 2012 r.61
FUNCTION	r.61(1), (2) Local Government approval of battery powered smoke alarms
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C1110/334
RECENT ALTERATIONS	
PREVIOUS DELEGATION REFERENCE	BA1 – Powers of the Local Government pursuant to the Building Act 2011

DA 3 – 01 The Powers and Duties of the Local Government pursuant to the Bush Fires Act 1954

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Bush Fires Act 1954 Part V, Section 48
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Bush Fires Act 1954
FUNCTION	All powers of the local government pursuant to the Bush Fires Act 1954
CONDITIONS	1. Excludes the powers and duties that are subject to separate delegated authority within this Register as set out below: (a) DA 3 – 02 Appointment of Bush Fire Control Officers; (b) DA 3 – 03 Prosecutions and Infringements; (c) DA 3 – 04 Variation of Prohibited and Restricted Burning Times 2. A delegation as per s.48 does not include the power to subdelegate
POLICY	Council Policy: Bush Fire Brigade Accounting Council Policy: Bush Fire Brigade Grievance Process Disciplinary Action Council Policy: Meetings of Bush Fire Brigades Council Policy: Membership of Bush Fire Brigades Council Policy: Qualifications of Bush Fire Brigades Officers Council Policy: Roles of Bush Fire Brigade Officers Council Policy: Code of Conduct, Bush Fire Brigade Objectives and Values
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C969/0425
RECENT ALTERATIONS	August 2019
PREVIOUS DELEGATION REFERENCE	BF1 – The performance of any of the functions of the local government under the Act

DA 3 – 02 Appointment of Bush Fire Control Officers

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Bush Fires Act 1954 Part V, Section 48 Delegation by Local Governments
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Bush Fires Act 1954 Part IV, Section 38
FUNCTION	s.38 Local government may appoint bush fire control officer
CONDITIONS	 This delegation is limited to the appointment of members of volunteer bush fire brigades and the City Ranger and Emergency Services Staff; In the case of appointment of members of volunteer bush fire brigades, the delegation shall only be exercised where there is a recommendation to appoint from the Bush Fire Advisory Committee; and This delegation does not extend to the appointment of Chief or Deputy Bush Fire Control Officers.
POLICY	Council Policy: Membership of Bush Fire Brigades Council Policy: Qualifications of Bush Fire Brigades Officers Council Policy: Roles of Bush Fire Brigade Officers Council Policy: Code of Conduct, Bush Fire Brigade Objectives and Values
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C969/0425
RECENT ALTERATIONS	August 2019
PREVIOUS DELEGATION REFERENCE	BF2 – Appointment of Bush Fire Control Officers

DA 3 – 03 To Institute a Prosecution, or to Issue an Infringement

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Bush Fires Act 1954 Section 59(3) Prosecution of Offences
DELEGATED TO	Chief Executive Officer Bush Fire Control Officer/s Director Planning and Development Manager Environmental Services Ranger and Emergency Services Coordinator Senior Ranger/s Ranger/s
POWER / DUTY DELEGATED	The Bush Fires Act 1954
FUNCTION	s.59 Prosecution of offences s.59A Alternative procedure – infringement notices
CONDITIONS	 Rangers and Senior Rangers are prohibited from commencing a prosecution for an offence against the Bush Fire Act 1954; Rangers and Senior Rangers are prohibited from instituting legal proceedings pursuant to s.59A(3) of the Bush Fire Act 1954; and A delegation as per s.48 of the Bush Fire Act 1954 does not include the power to sub-delegate
POLICY	Council Policy: Ranger and Emergency Services Approach to Regulatory Functions
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1812/264
RECENT ALTERATIONS	October 2021 – Correction of express power to delegate
PREVIOUS DELEGATION REFERENCE	BF3 – To Institute a Prosecution, or to Issue an Infringement

DA 3 – 04 Variation of Prohibited and Restricted Burning Times

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Bush Fires Act 1954 Section 17(10)
DELEGATED TO	Mayor Chief Bush Fire Control Officer
POWER / DUTY DELEGATED	The Bush Fires Act 1954
FUNCTION	s.17 Prohibited burning times may be declared by Minister s.18 Restricted burning times may be declared by FES Commissioner
CONDITIONS	 The powers and duties pursuant to sections 17 and 18 of the Bush Fires Act 1954 are jointly delegated to the Mayor and Chief Bush Fire Control Officer; and Decisions under s.17 (7) must comply with the requirements of s.17(7B) and s.17(8).
POLICY	Nil
REFERENCE DOCUMENTS	Annual Firebreak and Fuel Hazard Reduction Notice

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1812/264
RECENT ALTERATIONS	October 2021 – Correction of express power to delegate
PREVIOUS DELEGATION REFERENCE	BF4 – Variation of Prohibited and Restricted Burning Times

DA 4 – 01 The Powers and Duties of the Local Government pursuant to the Cat Act 2011

POWER / DUTY ASSIGNED TO	Local Government	
POWER TO DELEGATE	Cat Act 2011 Part 4, Division 2, Section 44	
DELEGATED TO	Chief Executive Officer	
POWER / DUTY DELEGATED	The Cat Act 2011	
FUNCTION	All powers and duties of a local government pursuant to the Cat Act 2011	
CONDITIONS	Nil	
POLICY	Council Policy: Rehoming of Impounded Dogs and Cats Council Policy: Ranger and Emergency Services Approach to Regulatory Functions	
REFERENCE DOCUMENTS	Keeping and Control of Cats Local Law 2014	

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1310/285
RECENT ALTERATIONS	August 2019
PREVIOUS DELEGATION REFERENCE	CA1 – The Powers and Duties of the Cat Act 2011

DA 5 – 01 The Powers and Duties of the Local Government pursuant to Dog Act 1976

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Dog Act 1976 Section 10AA
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Dog Act 1976
FUNCTION	All the powers and duties of the local government pursuant to the <i>Dog Act 1976</i>
CONDITIONS	Nil
POLICY	Council Policy: Rehoming of Impounded Dogs and Cats Council Policy: Ranger and Emergency Services Approach to Regulatory Functions
REFERENCE DOCUMENTS	Dogs Local Law 2014

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1310/285	
RECENT ALTERATIONS	August 2019	
PREVIOUS DELEGATION REFERENCE	DA1 – The powers and duties of the Dog Act 1976 including the authority to further delegate)

Delegations of Authority

DA 6 – 01 The Powers and Duties of a Local Government pursuant to the Graffiti Vandalism Act 2016

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Graffiti Vandalism Act 2016 Section 16
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Graffiti Vandalism Act 2016
FUNCTION	All the powers and duties of a local government pursuant to the Graffiti Vandalism Act 2016
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1706/131
RECENT ALTERATIONS	August 2019
PREVIOUS DELEGATION REFERENCE	GV1 – Exercise of any of the local governments powers or the discharge of any of its duties under Part 3 of the <i>Graffiti Vandalism Act 2016</i>

Delegations of Authority

DA 7 – 01 Development Control

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Planning and Development Act 2005 s.162 Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Planning and Development (Local Planning Schemes) Regulations 2015
FUNCTION	The powers and duties of the local government able to be delegated under clause 82, Schedule 2 – Deemed Provisions for local planning schemes.
CONDITIONS	 Call-in' provisions Any two or more Councillors may consider an application or proposal to be of strategic significance and/or high community interest and request the CEO in writing, to present the application or proposal to the Council for consideration. If the request is supported, the application shall be presented to the first practicable Council meeting for consideration. Note: Any Councillor may also submit a notice of motion in relation to the withdrawal of delegation in relation to a particular application, but it would generally be expected that they would first seek to exercise the call-in provision outlined above. Reconsideration of applications for development approval Prior to the determination of an application for reconsideration of an application for development approval (other than where a reconsideration is occurring pursuant to section 31 of the State Administrative Tribunal Act 2004 – see below), the CEO shall ensure that a copy of the reconsideration request, together with a report assessing the application, is circulated to all Councillors, giving a period of not less than 14 days before a delegated decision is made. "Reconsideration" is a not a defined term in the City of Busselton Local Planning Scheme No. 21 or the Planning and Development (Local Planning Scheme) Regulations 2015, however for the purposes of this delegation, the term relates to applications to: a) amend or delete conditions of a development approval, where City officers are not supportive of that request and informal discussion with the applicant has not resolved the issue; and b) new development applications which are substantially the same as an earlier application refused under delegation. 3. Standard Structure Plans, and Precinct Structure Plans

Delegations of Authority

Prior to making a recommendation to the Western Australian Planning Commission regarding adoption or amendment of a Structure Plan or Precinct Structure Plan, the CEO shall ensure that a copy of the respective plan, together with a report, setting out and explaining the recommendation proposed to be made under delegation, is circulated to all Councillors, giving a period of not less than 14 days before a recommendation is forwarded to the Commission.

4. Local Planning Policies, Local Heritage List, Heritage Precincts Decisions relating to adoption, revocation or amendment of local Planning Policies, the Local Heritage List and/or Heritage Precincts are not delegated.

Applications for review by the State Administrative Tribunal (SAT)

Where the original decision was made under delegation, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 may also be made under delegation.

Where the original decision was made by the Council, a reconsideration decision pursuant to section 31 of the State Administrative Tribunal Act 2004 shall be presented to the Council for consideration, unless officers have first briefed Councillors and Councillors have indicated a general willingness to allow the decision to be made under delegation, in which case a decision may be made under delegation, provided that the 'call-in' provisions set out at Condition 1 above have not been exercised before the decision is made.

Note that where the original decision was made by a Development Assessment Panel, the Panel is the respondent in relation to any application for review.

6. Briefing and Reporting

Generally on a monthly basis (as agreed/determined by the Mayor and CEO), officers shall provide Councillors with an informal briefing on planning matters of strategic significant and/or high community interest, and on issues raised by Councillors. Each Friday, or in the case of Fridays which are public holidays, the next working day, a summary of applications received and determined in the preceding period (usually the preceding Friday to Thursday) shall be published on the City's website.

Generally on a monthly basis, and generally as part of the agenda for every second ordinary Council meeting in any given month, a summary and update of planning and development-related State Administrative Tribunal matters involving the City shall be presented to Councillors as part of the 'Councillors Information Bulletin'.

POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C1703/042
RECENT ALTERATIONS	October 2021 – Minor wording amendments and delete reference to Local Development Plans
PREVIOUS DELEGATION REFERENCE	PDR1 – Development Control

DA 7 – 02 Unauthorised Development

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Planning and Development Act 2005 Local Government Act 1995 s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	The Planning and Development Act 2005 s.214
FUNCTION	s.214(2) The power to give written direction to stop or not recommence s.2.14(3) The power to give written direction to remove or restore s.2.14(5) The power to given written direction to execute the work
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1106/199
RECENT ALTERATIONS	January 2021
PREVIOUS DELEGATION REFERENCE	LG5B – Directions regarding unauthorised development

DA 8 – 01 Certificate of Approval pursuant to the Strata Titles Act 1985

POWER / DUTY ASSIGNED TO	Local Government
POWER / DOTT ASSIGNED TO	Local Government
POWER TO DELEGATE	Strata Titles Act 1985 s.25 Local Government Act 1995
	s.5.42 Delegation of some powers or duties to CEO
	s.5.43 Limitations on delegations to CEO
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Strata Titles Act 1985
FUNCTION	s.25 Certificate of Commission
CONDITIONS	Nil
POLICY	Nil
REFERENCE DOCUMENTS	Planning Bulletin 52/2009

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1409/235
RECENT ALTERATIONS	August 2019
PREVIOUS DELEGATION REFERENCE	STA1 – Certificate of Approval

6.6 Attachment A Deleg

Delegations of Authority

DA 10 – 01 Designated Authorised Officers

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Public Health Act 2016 Section 21
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Public Health Act 2016 Section 24
FUNCTION	s.24 Designation of authorised officers
CONDITIONS	A. Subject to each person so appointed being: 1. Appropriately qualified and experienced: 2. Issued with a certificate, badge or identity card identifying the authorised officer. B. A register of authorised officers is to be maintained in accordance with s.27
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'
VERIFICATION	Initial Council Resolution C1706/061
RECENT ALTERATIONS	October 2021 – Change to title; outline requirements relating to authorised officers
PREVIOUS DELEGATION REFERENCE	PHA1 – Section 21 under the Public Health Act 2016, Authorised Persons of the Public Health Act 2016

Delegations of Authority

DA 10 – 02 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Health (Asbestos) Regulations 1992 r.15D(7)
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Health (Asbestos) Regulations 1992 r.15D
FUNCTION	r.15D(5) Authority to appoint a person or classes of person as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2
CONDITIONS	Subject to each person so appointed being issues with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN015 'Instrument of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C1703/061
RECENT ALTERATIONS	October 2021 – Correction to head of power.
PREVIOUS DELEGATION REFERENCE	DA 9 – 01 Criminal Procedure Act 2004 – Authorised and Approved Persons

DA 12 – 01 Prohibition Orders

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Food Act 2008 s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Food Act 2008 s.65, s.66, s.67
FUNCTION	s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
CONDITIONS	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
POLICY	Nil
REFERENCE DOCUMENTS	Nil

RECORD KEEPING	ECM – GOVN015 'Instruments of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C2110/057
RECENT ALTERATIONS	October 2021 - Implemented
PREVIOUS DELEGATION REFERENCE	Nit

DA 12 – 02 Food Business Registration

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Food Act 2008 s.110, s.112
FUNCTION	s.110(1) and (5) Registration of a food business S.112 Variation of conditions or cancellation of registration of food businesses
CONDITIONS	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
POLICY	Nil
REFERENCE DOCUMENTS	 Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 WA Priority Classification System Verification of Food Safety Program Guideline

RECORD KEEPING	ECM – GOVN015 'Instruments of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C2110/057
RECENT ALTERATIONS	October 2021 - Implementation
PREVIOUS DELEGATION REFERENCE	Nil

DA 12 – 03 Appoint Authorised Officers and Designated Officers

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
DELEGATED TO	Chief Executive Officer
POWER / DUTY DELEGATED	Food Act 2008 s.122, s.126
FUNCTION	s.122(1) Appointment of authorised officers s.126(6), (7), (13) Infringement Officers
CONDITIONS	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
POLICY	Nil
REFERENCE DOCUMENTS	 Appointment of Authorised Officers as Meat Inspectors Appointment of Authorised Officers Appointment of Authorised Officers – Designated Officers Only Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties as an Authorised Officer

RECORD KEEPING	ECM – GOVN015 'Instruments of Council Delegation to CEO'
VERIFICATION	Initial Council Resolution C2110/057
RECENT ALTERATIONS	October 2021 - Implementation
PREVIOUS DELEGATION REFERENCE	Nil

6.6 Attachment A Delegations

Delegations of Authority

DA 11 – 01 Meelup Regional Park Management Committee

POWER / DUTY ASSIGNED TO	Local Government
POWER TO DELEGATE	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegation of powers and duties to certain committees
DELEGATED TO	Meelup Regional Park Management Committee
POWER / DUTY DELEGATED	Local Government Act 1995 s.3.18
FUNCTION	s.3.18 Performing executive functions
CONDITIONS	The above power or duty is to adopt plans, policies or documents that relate to the management of the park other than where those plans, policies or documents require adoption pursuant to a particular statutory power. The Committee may not make any decision that would require expenditure of funds contrary to the adopted budget and any decisions shall not be actioned until the Committee meeting minutes have been
POLICY	formally received and noted by the Council. Council Policy: Governance of Meelup Regional Park
REFERENCE DOCUMENTS	Meelup Regional Park Management Committee's Terms of Reference Working Group Terms of Reference

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C0806/188	
RECENT ALTERATIONS	January 2021	
PREVIOUS DELEGATION REFERENCE	LG3I – Reserve Under the Control of the Local Government	

Delegations of Authority

DA 11 – 02 Audit and Risk Committee

POWER / DUTY ASSIGNED TO	Local Governmen	t
POWER TO DELEGATE	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegations of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees	
DELEGATED TO	Audit and Risk Committee	
POWER / DUTY DELEGATED	Local Government Act 1995 s.7.12A	
FUNCTION	s.7.12A(2) s.7.12A(3) s.7.12A(4)	Authority to meet with the City's Auditor at least once every year on behalf of the Council Authority to: a. Examine the report of the Auditor and determine matters that require action to be taken by the City; and b. Ensure that appropriate action is taken in respect of those matters. Authority to review and endorse the City's report on any actions taken in response to the Auditor's report, prior to it being forwarded to the Minister.
CONDITIONS	Delegation of s.7.12A(3) and s.7.12A(4) is not to be used where a Management Letter or Audit Report raises significant issues and the local governments meeting with the Auditor must be directed to the Council.	
POLICY	Nil	
REFERENCE DOCUMENTS	Terms of Reference	ce: Audit and Risk Committee

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C1001/015	
RECENT ALTERATIONS	October 2021 – Updates to reflect new title of Committee (C2109/201)	
PREVIOUS DELEGATION REFERENCE	LG7A – Meeting with the Auditor	

Delegations of Authority

DA 11 - 03 Behaviour Complaints Committee

POWER / DUTY ASSIGNED TO	Local Government		
POWER TO DELEGATE	Local Government Act 1995 s.5.16 Delegation of some powers and duties to certain committees s.5.17 Limits on delegations of some powers and duties to certain committees		
DELEGATED TO	Behaviour Complaints Committee		
POWER / DUTY DELEGATED	Local Government (Model Code of Conduct) Regulations 2021 Clause 12 Clause 13		
FUNCTION	Clause 12(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred. Clause 12(4) If the local government makes a finding that the alleged breach has occurred, the local government may — (a) Take no further action; or (b) Prepare and implement a plan to address the behaviour of the person to whom the complaint relates Clause 12(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of — (a) Its findings and the reasons for its findings; and (b) If its finding is that the alleged breach has occurred — its decision under subclause (4) Clause 13 Dismissal of complaint		
	 The Committee will make decisions in accordance with Council Policy: Management of Complaints of Alleged Breaches of Behaviour and these Terms of Reference. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with 		
CONDITIONS	s.5.23(2)(b) of the Act. 3. The Committee is prohibited from exercising its delegated power where a Committee Member in attendance at a Committee meeting is either the complainant or respondent to the Complaint under consideration by the		

Delegations of Authority

	Committee.
POLICY	Council policy: Management of Complaints of Alleged Breaches of Behaviour
REFERENCE DOCUMENTS	City of Busselton Code of Conduct for Council Members, Committee Members and Candidates
SUB DELEGATION	Nil

RECORD KEEPING	ECM – GOVN001 'Authorised Delegation of Power/Authority'	
VERIFICATION	Initial Council Resolution C2111/087	
RECENT ALTERATIONS	Implementation November 2021	
PREVIOUS DELEGATION REFERENCE	NA	

7. NEXT MEETING DATE

To be confirmed.

8. CLOSURE

The meeting closed at 10:26am.

THESE MINUTES CONSISTING OF PAGES 1 TO 402 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON

DATE: 25/01/208

PRESIDING MEMBER: