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

CITY OF BUSSELTON

MINUTES FOR THE POLICY AND LEGISLATION COMMITTEE MEETING HELD ON 8 OCTOBER 2019

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MINUTES

MINUTES OF POLICY AND LEGISLATION COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 8 OCTOBER 2019 AT 2.00PM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 2.01pm.

2. ATTENDANCE

Presiding Member:		Members:
Cr Grant Henley	Mayor	Cr Ross Paine Cr Robert Reekie (Deputy) Cr Kelly Hick Cr Lyndon Miles

Officers:

Mr Oliver Darby, Director, Engineering and Works Services
Mrs Tanya Gillett, A/Director, Planning and Development Services
Ms Jennifer May, A/ Director, Community and Commercial Services
Ms Sarah Pierson, A/Director, Finance and Corporate Services
Mr Daniell Abrahamse, Manager Engineering and Technical Services
Mr Dave Goodwin, A/Manager Community Services
Ms Lee Reddell, Manager Development Services
Mr Mark Wong, Manager Waste and Fleet Services
Mrs Jacquie Happ, Cultural Development Officer
Mr Corey Smith, Planning Officer – Statutory Planning
Ms Melissa Egan, Governance Officer

Apologies:

Nil

3. PUBLIC QUESTION TIME

4. DISCLOSURE OF INTERESTS

5. CONFIRMATION AND RECEIPT OF MINUTES

5.1 Minutes of the Policy and Legislation Committee Meeting held 10 September 2019

COMMITTEE DECISION

PL1910/262 Moved Councillor R Reekie, seconded Councillor R Paine

That the Minutes of the Policy and Legislation Committee Meeting held 10 September 2019 be confirmed as true and correct.

CARRIED 5/0

6. REPORTS

6.1 LOCAL PLANNING POLICY REVIEW - REVOCATION OF LOCAL PLANNING POLICIES (LPP2C, LPP5C & LPP5D)

GOAL	2. PLACE AND SPACES Vibrant, attractive, affordable
OBJECTIVE	2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.
SUBJECT INDEX	Development Control Policy
BUSINESS UNIT	Statutory Planning
REPORTING OFFICER	Senior Development Planner – Policy - Stephanie Navarro
AUTHORISING OFFICER	Director, Planning and Development Services - Paul Needham
NATURE OF DECISION	Legislative: to adopt legislative documents e.g. local laws, local planning schemes, local planning policies
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A LPP 2C: Traffic Assessment Attachment B LPP 5C: Relative Ancillary Accommodation Attachment C LPP 5D: Food and Wine Sales

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

PL1910/263 Moved Councillor K Hick, seconded Councillor R Paine

That the Council:

1. **Revoke the following Local Planning Policies as set out below:**
   - **LLP 2C: Traffic Assessment;**
   - **LPP 5C: Relative Ancillary Accommodation; and**
   - **LPP 5D: Food and Wine Sales.**
2. **Advertise the notice of revocation in a newspaper circulating within the Scheme area in accordance with Clause 6 of Part 2 of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015.***

CARRIED 5/0

EXECUTIVE SUMMARY

In March 2019 the City commenced a review of its 38 local planning policies (LPPs). Stage 1 of this review was policy neutral and converted the LPPs into a new format, took them out of the existing manual structure and separated them into individual policies. The City has now commenced Stage 2 of this process which involves reviewing the content and relevance of all LPPs.

Due to the large number of LPPs, it is intended to break the review of the LPPs into smaller "rounds". As part of this initial round, three LPPs have been identified as being no longer necessary and are therefore proposed to be revoked. The three LPPs proposed to be revoked are the following –

- LPP 2C: Traffic Assessment;
- LPP 5C: Relative Ancillary Accommodation; and
- LLP 5D: Food and Wine Sales.

BACKGROUND

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) provide that LPPs may be prepared by a local government in respect of any matter related to the planning and development of the Scheme area.

The intention of an LPP is to provide guidance to applicants and developers in regards to the decision making process as well as to the local government when exercising discretion under the Scheme. LPPs must be consistent with the intent of the relevant Scheme provisions, including the R-codes, and cannot vary development standards or requirements set out in a Scheme or impose any mandatory requirements upon development.

LPPs are to be given due consideration in the assessment of development and are listed as a "matter to be considered" when making a determination of a development application under Clause 67 of Schedule 2 of the Regulations – 'Deemed Provisions for Local Planning Schemes' (Deemed Provisions).

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, however reformatted the LPPs into a new, easier to read template and took the LPPs out of a manual structure, separating them into individual policies.

These changes were adopted by the Council at its meeting held on 27 March 2019 (C1903/053).

The City has now commenced the second stage of this process and is reviewing the content and relevance of its LPPs. Due to the number of LPPs, and the complexity of issues which need to be addressed, this review is intended to be broken down into a number of "rounds". As part of this initial round, the City has identified a number of LPPs which are considered to be redundant for various reasons. It is proposed that another round of LPPs to be revoked will be presented to the Council later in 2019.

As part of this round, the following three LPPs have been identified as being redundant and are recommended to be revoked:

- LPP 2C: Traffic Assessment;
- LPP 5C: Relative Ancillary Accommodation; and
- LPP 5D: Food and Wine Sales.

A further, more comprehensive description of each of the above LPPs and the reasons why they are considered to be redundant is provided within the Officer Comment section of this report. The LPPs will be revoked following a Council resolution via a notice of revocation published in a local newspaper.

OFFICER COMMENT

Below is a description of each of the LPPs that City officers are recommending be revoked and the reasons why they are now considered redundant.

LPP 2C: Traffic Assessment

At its meeting held on 8 June 2011, the Council resolved to initiate LPP2C: Traffic Assessment (C1106/176).

The purpose of this LPP was to provide clearer direction to proponents on the level of information that the City required to assess traffic matters in its consideration of various planning applications. The decision to implement a new LPP was prompted from a decision of the Western Australian State Administrative Tribunal (WASAT) *Greenelm Pty Ltd and City Of Swan [2010] WASAT 142* in which it was determined a Road Safety Audit should normally be required prior to a Council's determination of an application.

At the time the Scheme did not outline the information required to be submitted with applications when dealing with traffic impacts. It was considered that not all proposals would have the same traffic impact and that higher impact proposals should address this issue in a more detailed and analytical way than smaller less impacting proposals.

The LPP was adopted by the Council at its meeting held on 28 September 2011 (C1109/290).

In 2016 the then Department of Planning (now Department of Planning, Lands and Heritage or 'DPLH') updated and endorsed a set of Traffic Impact Assessment (TIA) Guidelines. These guidelines specify the same thresholds as LPP2C for when a Transport Impact Statement (TIS) or TIA is required to be provided for a scheme amendment, structure plan, activity centre plan, subdivision or individual developments. They also provide technical guidance on what should be considered as part of a TIS or TIA. All applications for any of the above mentioned proposals must be prepared having regard to the current 2016 DPLH TIA guidelines.

It is therefore considered that this LPP is redundant and it is recommended that that it be revoked. Should the LPP be revoked, an Information Sheet will be prepared for the City's website referring applicants and developers to the DPLH Guidelines.

LPP 5C: Relative Ancillary Accommodation

Clause 84 (16) of Town Planning Scheme No. 20 (rescinded on 15 October 2014) included provisions regarding ancillary accommodation within the Rural Residential zone. At the time there were no provisions for ancillary accommodation within other zones, noting that requirements for 'Ancillary Dwellings' within the Residential zone are prescribed under the Residential Design Codes of WA (R-codes) and not within the Scheme or LPP of the City.

At its meeting held on 14 December 2005 the Council initiated for the purposes of public consultation a review of the City's existing Relative Accommodation Policy to introduce new provisions to allow relative accommodation within the Agricultural (now Rural), Viticulture and Tourism, Conservation, Rural Landscape and Bushland Protection zones (CO512/387).

The former Policy was renamed to its current title LPP5C: Relative Ancillary Accommodation (LPP5C). At its meeting held on 23 May 2007 a final version of the LPP5C was adopted by the Council (CO705/123).

Subsequent to this on 15 October 2014, Local Planning Scheme No. 21 was gazetted and introduced Clause 5.31 – Ancillary Accommodation in Rural Areas which stated as follows –

> *5.31 Ancillary Accommodation in Rural Areas*
> *Where ancillary accommodation is approved in a rural zone, it must—*
> *a) be integrated in terms of design, colours and materials;*
> *b) be physically linked by form of roof cover to the single house, with the maximum separation not exceeding 10m;*
> *c) contain not more than one bedroom;*
> *d) utilise shared laundry facilities;*
> *e) not exceed 80m2 of floor area; and*
> f) be for the exclusive use of family members.

As the clause stated that it applied to "a Rural zone" there was some ambiguity regarding which zones this clause applied to as there are several different zones that may be considered as being "rural" in nature. Therefore as part of Amendment 28 (Omnibus 4) of the Scheme this clause was amended, and renumbered, as follows -

> *4.32 Ancillary Accommodation in Rural Areas*
> *Where ancillary accommodation is approved in the Rural, Viticulture and Tourism, Rural Residential, Rural Landscape, Conservation or Bushland Protection zone, it must -*
> *a) be integrated in terms of design, colours and materials;*
> *b) be physically linked by form of roof cover to the single house, with the maximum separation not exceeding 10m;*
> *c) contain not more than one bedroom;*
> *d) utilise shared laundry facilities;*
> *e) not exceed 80m2 of floor area; and*
> *f) be for the exclusive use of family members.*

As a result of the insertion of these provisions into the Scheme it is considered that LPP5C is essentially a duplicate of Scheme provisions. The LPP is therefore considered redundant and it is recommended that it be revoked.

LPP 5D: Food and Wine Sales

When Town Planning Scheme No. 5 (TPS5) was rescinded and replaced with Town Planning Scheme No. 20 (TPS20) the 'Agriculture' (now 'Rural) and 'Viticulture and Tourism' zones were introduced. TPS20 introduced 'Restaurant' as a discretionary land use not required to be advertised ('AA') in the 'Viticulture and Tourism' Zone. 'Restaurant' however remained a 'Prohibited' ('X') land use in the 'Rural' zone.

In the following years, a need was identified amongst many local, rural based attractions, such as wineries and cellar door sales operations, not within the 'Viticulture and Tourism' zone, to permit the ancillary sale of food to accompany the principal land use of wine sales or rural produce sales (Rural Enterprises). However, as 'Restaurant' was a prohibited land use in the 'Rural' zone, the only way the City could permit such practices was through a Scheme amendment to introduce an Additional Use right to allow a Restaurant. This process is expensive and time consuming.

The Scheme did, and still does, include provisions for land uses to be permitted where they form an ancillary, incidental or subsidiary use to the principal land use. The extent of an activity to meet the requirements of the Scheme as an ancillary, subsidiary or incidental use is not defined in the Scheme. In response to this issue, Council resolved to prepare a new LPP which would define the level of operation and scale of food serving activities that could be considered as an acceptable ancillary use to an approved Winery, Rural Enterprise or Rural Industry within the Agriculture and Viticulture/Tourism zones given the benefits of the integration of these activities. The LPP included provisions regarding physical integration of the food sales with the principal business activity, maximum floor areas and capacity and sharing of services and facilities. The intent of this policy was to ensure that the ancillary use be limited in scale to avoid small facilities evolving into independently operated and functioning restaurants.

The LPP was endorsed by the Council at its meeting held on 10 March 2010 (C1003/069).

On the 20 August 2013 Omnibus 6 (Amendment 125) to TPS20 was gazetted and 'Restaurant' was changed to an "AA" (discretionary land use not required to be advertised) land use in the 'Rural' zone.

As a result of the change, allowing Restaurants to be considered in the Rural zone, the LPP became redundant. It is therefore recommended that the LPP be revoked.

Statutory Environment

The key statutory environment is set out in the *Planning and Development Act 2005* (Act) and related subsidiary legislation, including the *City of Busselton Local Planning Scheme No. 21* (Scheme) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), especially Schedule 2 (Deemed Provisions) of the Regulations, which form part of the Scheme.

The Deemed Provisions include procedures for the creation, amendment and revocation of an LPP. Clause 6(b) of Part 2 of Schedule 2 of the Deemed Provisions allows a local planning policy to be revoked by a notice of revocation prepared by the local government and published in a newspaper circulating in the Scheme area.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

Part 2, Division 2 of the Deemed Provisions requires that a local government undertake consultation before adopting or amending a local planning policy (although a minor amendment can be made without consultation). At least 21 days must be allowed for the making of submissions.

The Deemed Provisions do not require the same consultation when a LPP is to be revoked and an LPP can be revoked via a notice of revocation published in a newspaper circulating in the Scheme area.

Risk Assessment

An assessment of the risks associated with the implementation of the officer recommendations has been undertaken using the City's risk assessment framework. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could choose to not revoke one or more of the LPPs recommended to be revoked as part of this report.

CONCLUSION

It is recommended that the Council support the proposed policy changes and initiation as described in this report.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementation of the officer recommendation would involve advertising the policy proposals. It is expected that this will occur within one month of the Council decision.

Local Planning Policy No. 2C
TRAFFIC ASSESSMENTS

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

All development and subdivision proposals can generate additional traffic on the adjacent road network. This may directly lead to a need for improvements to that network.

Consideration of expected future traffic movements and their potential impact on the safety and functionality of the road network is an accepted and important part of planning assessments. The accepted method for assessing and predicting this is through the preparation of a Traffic Statement (*"TS"*) or Traffic Impact Assessment (*"TIA"*). The impact of additional traffic volumes on the functionality of the network is normally measured in the peak one hour period, as this is when the greatest demands are placed on existing infrastructure.

For all new developments that result in new or additional traffic movements within the thresholds outlined within these provisions (Table 1), the City requires a TS to be prepared and supplied. For more complex proposals that exceed the thresholds within these provisions (Table 2), or the other qualitative criteria outlined within this policy, a TIA will be required.

A TS and / or a TIA will inform the decision making process by highlighting whether sufficient capacity exists within existing traffic infrastructure, or whether there is a need to modify or upgrade existing traffic infrastructure in response to a proposal.

This Policy aims to:

a. Specify when a TS or a TIA will be required to assist the City to consider a planning or subdivision proposal.
b. Outline the information to be included and evaluated within a TS or TIA.
c. Ensure the provision of road infrastructure with adequate capacity to accommodate traffic demand.

These policy provisions are adopted as Part 2C of the *Traffic and Transport Policy* provisions pursuant to Part 2 of the *City of Busselton Local Planning Scheme No. 21* and apply to the whole of the City.

They should be read in conjunction with the car parking provisions adopted as Part 8A of the *General Development and Process Standards Policy*, as well as all other relevant aspects of the planning framework.

3. INTERPRETATION

N/A

4. POLICY STATEMENT

These policy provisions apply to all new development and subdivision proposals, except events such as concerts or the like that do not represent an overall change in the use of the land. Such events will be subject to specific and individual temporary traffic management plans and measures as appropriate.

Local Planning Policy No. 2C
TRAFFIC ASSESSMENTS

These provisions should also be used as a guide to the consideration of traffic impacts within the more complex Town Planning Scheme amendment, structure planning and development guide plan processes.

Where a land use cannot reasonably be determined as falling within the landuse descriptions in Table 1 or 2, then the trip generation applicable to the use will be determined by the City having regard to the character of the use and any applicable trip generation manuals or guides.

For the purposes of interpretation a 'trip' means a vehicle movement to the site or from the site and the development descriptions in Table 1 and Table 2 mean additional development precipitated by a proposal.

A submitted TS or TIA will be used in the consideration of the suitability of the proposal and in determination of required works to address identified impacts.

4.1 **Traffic Statements**

A TS is required to accompany all new planning and subdivision applications which trigger any of the trip or landuse thresholds outlined in Table 1 below and be generally in accordance with and cover the matters outlined in the WAPC Transport Assessment Guidelines.

Table 1: Traffic Statement Thresholds

LAND USE	**Scale or intensity of development** **10 - 100 vehicle trips in the peak hour**
Residential/Grouped Residential	10 -100 dwellings
Educational Establishment	10 - 100 students
Tourist Accommodation /Caravan Park	50 - 200 sites or units
Winery excluding restaurant	1000 -10000m2 gross floor area
Rural Industry	1000 -10000m2 gross floor area
Entertainment venues, places of public worship, restaurants, clubs etc.	100 - 1000 persons (seats) or 200 - 2000m2 gross floor area
Takeaway Food Outlet	50 - 500m2 gross floor area
Shopping Centre/Supermarket	100 - 2000m2 gross floor area
Shop	250 - 2500m2 gross floor area
Office	500 - 5000m2 gross floor area
Professional consulting room(s)	More than 5 consulting rooms or 500m2
Showroom	450 - 3500 m2 gross floor area
Industry (other than extractive industry) which will be assessed against Policy Provision 5A	1000 - 10000m2 gross floor area
Other Land Uses	Discuss with City

The TS should contain the following information:

a. A description of the proposed development and an explanation of the proposed traffic implications. For example, traffic movements will be unchanged or an explanation of how they will change as a consequence of the proposal;

b. Expectations for the traffic volumes associated with the proposal at full development on a daily basis (across a weekly period) and for peak weekend summer days if traffic demand is influenced by holiday and summer tourist periods.

Local Planning Policy No. 2C
TRAFFIC ASSESSMENTS

c. An assessment of the access needs of other modes to the site, including pedestrian, cyclist and public transport; the adequacy of current infrastructure to service these needs, and any necessary extensions to or upgrading of the existing networks arising from the proposal.
d. Expectations of the types of vehicles, their likely volumes and their patterns of movements to/from the site. This should include those of patrons (passenger vehicles, trailers, vehicles towing boats and caravans etc), and commercial vehicles associated with the use, e.g. are these a mix of light commercial, Restricted Access Vehicles, rigid axle or semi articulated vehicles.
e. Expectations of the influence of these traffic movements on traffic infrastructure in the vicinity of the proposal e.g. intersection delays, longer queuing times, delays for other road users.
f. An assessment of the onsite parking arrangements and how the obligations of Policy 8a (Car parking provisions) and 8b (Social impact statement provisions - if applicable) have also been addressed.
g. Discussion of access and egress, and internal design aspects;
h. A summary of conclusions and recommendations. In particular regard must be given to eliminating any potential adverse impacts upon traffic infrastructure, consistent with accepted standards of road and traffic design and infrastructure upgrades required to achieve this.

4.2 Traffic Impact Assessments

It is policy that a TIA be prepared and supplied with all new planning and subdivision applications which meet the thresholds outlined in Table 2 below or where the following criteria is met:
a. Where a TS identifies significant traffic infrastructure implications; or
b. In the opinion of the City, the individual circumstances warrant;

Table 2: Traffic Impact Assessment Thresholds

LAND USE	**Scale or intensity of development** **> 100 vehicle trips in the peak hour**
Residential/Grouped Residential	>100 dwellings
School	>100 students
Tourist Accommodation /Caravan Park	>200 sites or units
Winery	>10000 m^2 gross floor area
Rural Industry	>10000 m^2 gross floor area
Entertainment venues, places of public worship, restaurants, clubs etc.	>1000 persons (seats) or >2000 m2 gross floor area
Takeaway Food Outlet	>500 m2 gross floor area
Shopping centre/Supermarket	>2000 m2 gross floor area
Shop	>2500 m2 gross floor area
Office/Consulting room(s)	>5000 m2 gross floor area
Showroom	>3500 m2 gross floor area
Industry (other than extractive industry) which will be assessed against Policy Provision 5A	>10000 m2 gross floor area
Other Uses	Discuss with City

Local Planning Policy No. 2C
TRAFFIC ASSESSMENTS

When a TIA is required, it must be prepared by a suitably qualified and experienced Transport Engineer and be generally in accordance with and cover the matters outlined in the WAPC *Transport Assessment Guidelines*.

A TIA is expected to be a comprehensive document which contains all of the information necessary to enable a reasoned and informed decision, based on the traffic characteristics of the land use proposed. A TIA should clearly and concisely convey to the City (and general public where community consultation is required), the logic, methodology and assumptions on which the assessment has been based.

Before preparing a TIA, proponents are encouraged to meet with the City to agree on the:

- TIA content, including the extent of data to be considered and/or collected;
- The area of analysis; and
- Methods and assessment years to be used.

All TIAs should address the following matters in detail:

- The characteristics of the proposal, the subject land and its surrounds;
- The existing traffic infrastructure and road network conditions in the immediate and surrounding area. Identification of any future changes expected to the traffic conditions including annual growth and/or cumulative increases due to land use change / development proposed in the area;
- A detailed assessment which identifies satisfactory network operation at the 10 year planning horizon, in accordance with the provision of *"Guide to Traffic Engineering Practice"* series – Austroads and considers various development scenarios;
- Expectations of the types of vehicles, their likely volumes and their patterns of movements to/from the site. This should include those of patrons (passenger vehicles, trailers, vehicles towing boats and caravans etc), and commercial vehicles associated with the use, e.g. are these a mix of light commercial, Restricted Access Vehicles, rigid axle or semi articulated vehicles.
- Assignment of traffic to the network undertaken in accordance with the methodology outlined in *"Draft Transport Assessment Guidelines for Developments*" – WAPC (2006), or other substantiated methodology for assigning traffic for similar developments;
- Appropriate description and methodology applicable to the determination of the degree of saturation, delay and level of service of intersections, before and after the development should be outlined;
- An evaluation as to whether the traffic network is sensitive to increased traffic volumes at peak times and consideration of local road congestion characteristics due to tourist, sensitive land uses (schools), seasonal or regional traffic patterns e.g. public holiday and long weekend traffic;
- An explanation of the methodology used and the assumptions applied to trip generation, along with the implications for the network based upon different trip generation rates e.g. low, medium and high modelling scenarios.
- An assessment of the onsite parking arrangements and how the requirements of Policy 8a (Car parking provisions) have been addressed;
- An assessment of the access needs of other modes to the site, including pedestrian, cyclist and public transport; the adequacy of current infrastructure to service these needs, and any necessary extensions to or upgrading of the existing networks arising from the proposal.

Local Planning Policy No. 2C
TRAFFIC ASSESSMENTS

- Discussion of access and egress, and internal design aspects;
- Demonstration that the proposal will be acceptable in terms of safety, assignment of traffic and modes of transport to/from the site;
- Where upgrading of infrastructure is required, how and when this will be undertaken, including provision of preliminary and / or conceptual designs; and
- A summary of conclusions and recommendations, consistent with accepted standards of road and traffic design.

In some circumstances, and depending on the scale and complexity of a proposal, further investigations and details may be required including:

- A Road Safety Audit (Feasibility Stage audit may be required in instances where nearby intersections or roads have a traffic accident history); and
- Evidence that the modelling analysed has been independently validated.

Where a proposal is to be advertised for public comment and a Road Safety Audit and/or independent validation of modelling is required, these details should be submitted to the City prior to the commencement of the public advertising period. Where these details are required and public advertising of the proposal is not required, these details should be submitted prior to the City's determination of the proposal.

5. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**		**Resolution #**	

Local Planning Policy No. 5C
RELATIVE ANCILLARY ACCOMMODATION

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 Introduction

A genuine need for "relative (Ancillary) accommodation" has been demonstrated in the City, particularly to provide for the accommodation of aged or disabled relatives, unmarried children who do not seek or require totally independent housing or to allow an extended family to live in proximity to a family member but with autonomy.

Relative (Ancillary) accommodation constitutes essentially an independent living area, which is integral to an existing dwelling on the same lot as a single house and is occupied by a member(s) of the same family as the occupiers of the main dwelling. "Relative (Ancillary) accommodation" is permitted within the Residential zone (as ancillary accommodation) and those zones to which the R Codes generally apply, however, no such provisions currently apply to ancillary accommodation within the non urban areas of the Local Planning Scheme No. 21 (Scheme) outside the Rural Residential Zone.

2.2 Objectives

The principal objective of these provisions is to encourage a diversity of accommodation types which can meet a single family's needs and provide a means for extended families to live in close proximity to an existing family member but still retain a degree of autonomy. It is not the intention of these provisions to allow for the development of a separate independent dwelling unit on the same lot as the primary residence for paying guests or non relatives.

It is the intent of these provisions to introduce provisions which will allow the City to permit ancillary accommodation within those zones where the need for relative accommodation could reasonably be expected to arise and is not already covered by the R Codes.

3. INTERPRETATION

For the purposes of assessing a proposal under the Scheme, the use will be classified as ancillary accommodation which is a "use not listed" pursuant to the scheme and therefore requires the consent of the City. Ancillary accommodation constitutes a semi - independent living area, which is integral to an existing dwelling on the same lot as a single house and is occupied by a member(s) of the same family as the occupiers of the main dwelling. In assessing the application it will need to be demonstrated that as a minimum the development will not operate independently from an existing dwelling and will still rely upon shared facilities.

4. POLICY STATEMENT

These provisions apply within the following zones:

1. Agriculture
2. Viticulture and Tourism
3. Rural Residential

Local Planning Policy No. 5C
RELATIVE ANCILLARY ACCOMMODATION

4. Rural Landscape
5. Bush land Protection
6. Conservation.

As depicted on the Scheme Maps.

The City of Busselton will require an application for development to be made and assessed on the basis that the development will form a component of a dwelling house.

This type of development must comply with the following requirements:

4.1 Is physically connected to and integral to the main dwelling-house erected or proposed to be erected on the land; be constructed of materials and have an exterior finish which is consistent with and complementary to the main dwelling;

4.2 Has a net useable ground floor area (excluding a non enclosed verandah and/or carport) not exceeding 60 m2 and a total net useable floor area of 80m2. Within the Rural Residential zone the maximum net useable floor area is limited to 60m2 pursuant to the Town Planning Scheme;

4.3 Relies upon shared laundry facilities and is not used as a separate independent living unit;

4.4 Utilises shared amenities including a shared vehicular access way, shared services such as water and power (to be provided from the main meter) and shared postal services (separate letter boxes are not permitted);

4.5 Must not be used for any purpose other than the accommodation of a member or members of the family of the main dwelling (A legal Agreement binding the owner, heirs and successors in title may be required to secure the use of the buildings in accordance with these provisions); and

4.6 Is limited to a single bedroom unless otherwise determined based on family size or need. This type of development will require planning consent, and will also require a Building Licence.

Considerations:

a) In assessing the suitability of development proposals, the City will consider all those matters of relevance specified in the Scheme, these provisions and any other relevant Town Planning Scheme Policy(s) or provisions applicable to the development (e.g. Reflective Building Materials provisions).

b) In assessing the suitability of any proposal the City must be satisfied of the bona fides of the application, the legitimacy of the need arising for the proposal and be satisfied that the development if approved will be unlikely to be rented or let in the future to persons unintended by the provisions. A legal agreement and/or a Section 70A notification binding the owner, heirs and successor in title may be required to secure the use of the buildings, in accordance with these provisions.

c) Additionally the City must be satisfied that the development if approved will meet the development requirements of the Scheme in terms of setbacks, potential amenity impacts on adjoining lots, location within a building envelope if required, minimisation of vegetation clearing/removal, Landscape Value Area requirements, the Bushfire Act 1954 Regulations and the needs for a fuel reduction zone around the building, the Building Code of Australia and Health Act, including the provision of an adequate water supply.

Local Planning Policy No. 5C
RELATIVE ANCILLARY ACCOMMODATION

d) The requirement to physically connect the relative accommodation component of the dwelling to the main dwelling house may be varied at the discretion of the City in special circumstances. In the interests of retaining vegetation or where the requirement to "physically connect" would necessitate a significant loss of vegetation by comparison to an alternative separate building design, or is not facilitated by the existing building design, the City will consider a relaxation of this requirement. In exercising this discretion the City must be satisfied that all options to design the building as an attachment to the main dwelling have been considered and these options would necessitate a significant loss of vegetation by comparison to an alternative separate building design. The proposal must still satisfy the requirement to be integral to the main dwelling.

e) Strata Subdivision of "relative (ancillary) accommodation" will not be supported.

5. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**		**Resolution #**	

Local Planning Policy No. 5D
FOOD AND WINE SALES

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 Background

The City recognizes the experiential and tourism value of wineries and other rural enterprises in the rural areas of the City and seeks to support this activity.

The City is an important visitor and tourism destination and tourism spending contributes significantly to the economic prosperity of the region with the wine and food experience being an important component of this.

Many local attractions such as wineries, incorporate or propose the ancillary sale of food to accompany these attractions. It is recognized that these activities can provide a supplement to production and the sale of other kinds of rural produce and be enhanced through the ancillary serving of food.

A 'Restaurant' is a prohibited use in the Agriculture zone and a use that can only be carried out following the issue of discretionary approval in the Viticulture/Tourism and other zones. The practice of the City of Busselton to date has been to only allow restaurants in the Agriculture zone where the Scheme has been amended on a site by site basis. However this practice has discouraged the serving of light refreshment meals with wine tasting/sales due to the expensive and laborious process of amending the Scheme on a site by site basis. The Scheme however also provides for the carrying out of a use that is ordinarily ancillary, subsidiary or incidental to the primary purpose for which approval has been issued.

The extent of an activity to meet the requirements of the Scheme as an ancillary, subsidiary or incidental use is not defined in the Scheme. Guidance on this issue is provided by case law and this has been considered in the development of the policy provisions. Refer *West Coast Enterprises Pty Ltd and City of Exmouth (2007) WASAT 316*.

The purpose of these provisions is to acknowledge the way certain provisions in the Scheme can be interpreted (the scheme which deals with ancillary use approval), and define the level of operation and scale of food serving activities that could be considered as an acceptable ancillary use to an approved winery, rural enterprise or rural industry within the Agriculture and Viticulture/tourism zone given the benefits of the integration of these activities.

The provisions recognise that the 'ancillary use' component should be limited to avoid small facilities serving food in an ancillary fashion, evolving into actual restaurants, and to acknowledge the sensitivities of existing restaurants to the effects that any changes to current policy/practice may have. The provisions also recognise that the intent of the Scheme is to direct stand alone urban style restaurants to existing urban areas where they are permitted uses.

2.2 Objectives

a) To recognize that the serving of food in association with and as a small component only of a Winery, appropriate Rural Enterprise or Rural Industry is ancillary to the primary use and an

Local Planning Policy No. 5D
FOOD AND WINE SALES

important part of the tourism attraction of the Citys' rural areas.

b) For the purpose of the City's implementation of the Scheme, to define the character of and scale at which such activities can be undertaken and recognized as ancillary to a Rural Enterprise, Rural Industry or Winery.

c) To ensure that the Scheme objectives to conserve the productive potential of rural land, encourage low-key rural tourism, and exclude urban development from rural areas are achieved.

3. INTERPRETATION

N/A

4. POLICY STATEMENT

The provisions apply to the serving of food ancillary to the operation of an approved Winery or an appropriate Rural Enterprise or Rural Industry within the Agriculture, Viticulture/Tourism, Rural Landscape or Conservation zone, or from any property on which the Scheme has made provision for such use.

The City will require a planning consent to be obtained for land use permissible under these policy provisions, even where such use does not entail the physical development of the land i.e. a change of use, or validation of a non conforming or approval of an existing use.

Note: the preparation and sale of food from a development as an ancillary use will entail further consideration by the City's Health and Building sections.

Planning consent or non-conforming use rights for the use class of Winery, Rural Enterprise or Rural Industry, permits as an ordinarily ancillary component of the business the preparation, serving and sale of food for consumption on the premises provided this component of the use meets the following requirements at all times:

4.1. Is ancillary, subsidiary or incidental to the principal activity(s) for which the Rural Enterprise, Rural Industry or Winery has approval in terms of scale, intensity of activity and throughput, as demonstrated by:

- 4.1.1 Commercial value of turnover of the various components of the operation.
- 4.1.2 Is physically integrated with (under the same roofed area or forming part of an integrated structure) the principal business activity for which the Rural Enterprise or Winery has been approved and is not run as a separate facility.
- 4.1.3 Has a maximum net useable floor area (including any non-enclosed verandah dining area but excluding kitchen and food preparation areas) not exceeding 30 m2 devoted to food consumption or seating capacity for no more than 20 persons at any one time whichever is the lesser.
- 4.1.4. Relies upon shared services and facilities and is not operated as a separate independent activity with independent advertising.
- 4.1.5. Utilizes shared amenities including a common public vehicular entry and common servicing access.

4.2 In assessing development proposals for wineries, rural enterprises or rural industries which identify an area of the development for the serving of food the above criteria will be taken into account in determining the suitability and ancillary nature of the activity in addition to any other relevant Scheme provision. Food preparation areas should be appropriately sized to reflect the

Local Planning Policy No. 5D
FOOD AND WINE SALES

ancillary scale of the food service component. Applications for a change of use of existing floor space to provide food service (i.e. where no physical development is proposed) will still be assessed against these policy provisions and will need to demonstrate compliance.

4.3 In undertaking its compliance obligations pursuant to the Scheme the City will be guided by the above policy provisions.

5. REVIEW DETAILS

Review Frequency		2 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**		**Resolution #**	

6.2 CITY CENTRE FACADE REFURBISHMENT SUBSIDY PROGRAMME

STRATEGIC GOAL	2. PLACE AND SPACES Vibrant, attractive, affordable
STRATEGIC OBJECTIVE	2.3 Creative urban design that produces vibrant, mixed-use town centres and public spaces.
SUBJECT INDEX	City Centre Facade Refurbishment Subsidy Programme
BUSINESS UNIT	Statutory Planning
REPORTING OFFICER	Planning Officer - Corey Smith
AUTHORISING OFFICER	Director, Planning and Development Services - Paul Needham
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Busselton & Dunsborough Centres Facade Refurbishment Subsidy Programme Attachment B Application Location Plans Attachment C Occy's Brewery Proposed Works Attachment D Hobson's Proposed Works

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

PL1910/264 Moved Councillor K Hick, seconded Councillor L Miles

That the Council resolve:

1. **That the application to upgrade the facade at Lot 1 (No. 12/34) Dunn Bay Road, Dunsborough is consistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme and to contribute $9,375 towards the works;**
2. **That the application to upgrade the facade at Lot 163 (No. 67-77) Queen Street, Busselton is consistent with the objectives and assessment criteria of the Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme and to contribute $20,625 towards the works;**
3. **To enter into a legal agreement with the owners/tenants of the properties in resolution 1 and 2, to provide for the payment of funds once the works are completed to the City's satisfaction and final costs substantiated, such legal agreement to include the requirements for appropriate recognition of the City's contribution to the City's satisfaction.**

CARRIED 5/0

EXECUTIVE SUMMARY

The Council is asked to consider two applications received for the Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme in accordance with the programme guidelines adopted. Both applications have been assessed against the objectives and assessment criteria of the programme, and are recommended for approval.

BACKGROUND

Council resolved on 13 March 2013 to trial a programme for the 2013/14 and 2014/15 financial years, by allocating $20,000 in the 2013/14 financial year and $50,000 in the 2014/15 financial year towards a facade refurbishment subsidy programme.

On 29 January 2014 Council adopted the Busselton City Centre Facade Refurbishment Subsidy Programme and on 10 December 2014 resolved to add a portion of the Dunsborough Town Centre to the 'eligible area'.

Prior to the 2016/17 subsidy programme rounds, Council resolved to amend the criteria to add in 'design works' and alfresco associated works to the eligible criteria list. The amended programme, now called the Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme (the Programme), is provided as Attachment A.

The City recently invited expressions of interest in the 2019/2020 funding round of the Programme, which closed on 15 April 2019. It is noted that the budget allocation for the 2019/2020 financial year is only $30,000. Two completed applications have been received and are the subject of this report. The applications include one proposal located within the Dunsborough Town Centre and one within the Busselton Town Centre. Location plans of these applications are provided as Attachment B.
The applications to be considered are as follows:

1. Occy's Brewery – Lot 1 (No. 12/34) Dunn Bay Road, Dunsborough
The applicant proposes to renew the existing facade of the subject building facing Lions Park by replacing the existing retractable awning with a larger fixed awning. This includes fabrication of the awning structure, fixing the awning to the front elevation of the building with steel rod ties, installing electrical cable to allow for under awning lighting, and painting the underside cladding. The applicant has concurrently applied for planning approval. Attachment C details the proposed works.

2. Hobson's - Lot 163 (No. 67-77) Queen Street, Busselton
The applicant proposes to refurbish the existing facades of the four shopfronts facing Queen Street by replacing awning roof covers and ceiling linings with new zinc sheeting and colourbond lining, replacing existing spray on render and tiles with acrylic render, repairing inner ceiling linings, replacing pillars with newly cladded and painted columns, replacing/repairing fixings and turn buckles, and replacing a window/door frame with a new aluminium window/door frame. Attachment D details the proposed works.

OFFICER COMMENT

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

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

Occy's Brewery – Lot 1 (No. 12/34) Dunn Bay Road, Dunsborough

The applicant has applied for a subsidy contribution for the works associated with a new fixed awning as summarised below:

Works Proposed	**Quotation (ex GST)**	**Eligible or Ineligible Works**	**Amount (ex GST)**
Internal structural steel and external truss framing for awning – materials.	$7770	Eligible works	$7770
Internal Structural steel and external truss framing for awning – labour.	$9379	Eligible works	$9379
Cladding of awning – materials.	$1237	Eligible works	$1237
Cladding of awning – labour.	$1870	Eligible works	$1870
Electrical – materials.	$450	Eligible works	$450
Electrical – labour.	$1045	Eligible works	$1045
Painting – materials.	$514	Eligible works	$514
Painting – labour.	$1485	Eligible works	$1485
Total Expenditure (ex GST)			*$23,750*
Potential subsidy contribution (50% of total expenditure (ex GST) above (after) the first $5,000) *Calculations: $23,750 - $5,000/2 = $9,375*			*$9,375*

The eligible works meet the assessment criteria of the Programme as they will:

- Comply with the City of Busselton Local Planning Scheme No. 21;
- Visually improve the streetscape due to a refurbished façade; and
- Enhance the physical quality of the built environment through sensitive use of spaces (alfresco dining).

It is recommended that subsidy funding of up to $9,375 for eligible works be provided.

Hobson's - Lot 163 (No. 67-77) Queen Street, Busselton
The applicant has applied for a subsidy contribution for the works associated with a refurbished facade as summarised below:

Works Proposed	Quotation (ex GST)	Eligible or Ineligible Works	Amount (ex GST)
Replace awning roof cover and ceiling lining with new zinc sheeting and colourbond lining (all shops) – labour and materials.	$27250	Eligible works	$27250
Replace existing spray on render and tiles with acrylic render (Shops 2 and 4 only) – labour and materials.	$6500	Eligible works	$6500
Replace/repair inner ceiling lining to forecourt of shop entry (Shop 2 only) – labour and materials.	$3750	Eligible works	$3750
Replace coated pillars with newly cladded and painted columns (Shop 2 only) – labour and materials.	$2800	Eligible works	$2800
Replace/repair fixings and turn buckles of awning ties (all shops) – labour and materials.	$8500	Eligible works	$8500
Replace window/door frame and fit new aluminium window/door frame (Shop 4 only) – labour and materials.	$17000	Ineligible works (No detailed elevations of proposed works provided).	$17000
Total Expenditure (ex GST)			*$65,800*
Potential subsidy contribution (50% of total expenditure (ex GST) above (after) the first $5,000) *Calculations: $65,800 - $17,000 - $5000/2 = $21,900*			*$21,900*
Available funding for Financial Year ($30,000-$9,375)			*$20,625*

The eligible works meet the assessment criteria of the Programme as they will:

- Comply with the City of Busselton Local Planning Scheme No. 21; and
- Visually improve the streetscape due to a refurbished facade.

It is recommended that subsidy funding of up to $20,625 for eligible works be provided. This is capped due to the total funding available for this financial year ($30,000 - $9,375 = $20,625).

Statutory Environment

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

Relevant Plans and Policies

The Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme guides assessment of applications received for subsidy funding. It provides clarification and transparency to the public on what will be considered acceptable for an application.

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

In determining applications, the following assessment criteria are to be taken into consideration:

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

Financial Implications

A budget of $30,000 for the subsidy programme is provided for in the City budget for the 2019/2020 financial year.

Stakeholder Consultation

Expressions of interest were sought for the Programme from 18 March to 15 April 2019 via a letter sent to all relevant property owners, and advertising in the newspaper was conducted. City officers also conducted door knocking and consulted business owners throughout the eligible Busselton and Dunsborough localities.

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. Resolve to provide subsidy funding for the works associated with one application only.
2. Resolve to not provide subsidy funding for any proposed works.

CONCLUSION

It is considered by officers that elements of both proposals comply with criteria set out in the Busselton and Dunsborough Centres Facade Refurbishment Subsidy Programme. It is recommended that the subsidy funding of $9,375 for Occy's Brewery and $20,625 for Hobson's be supported.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation if supported will require the applicant to enter into a legal agreement with the City to complete the works and arrange for the subsidy funding to be paid prior to the end of the 2019/20 financial year.

2.28pm: At this time, Ms Lee Reddell, Manager Development Services, and Mr Corey Smith, Planning Officer, left the meeting.

BUSSELTON & DUNSBOROUGH CENTRES FAÇADE REFURBISHMENT SUBSIDY PROGRAMME

1.0 PROGRAM OBJECTIVES

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

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

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

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

2.0 ELIGIBLE BUILDINGS

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

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

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

3.0 HOW TO APPLY

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

- The completed application form;

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

4.0 APPLICATION PROCESS

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

4.1 Pre-Approval Process

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

4.2 Assessment Criteria

Applications will be prioritised based on the following criteria:

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

4.2.1 Eligible Works

Works eligible for grant funding are:

- Preliminary design work consistent with the Program Objectives;

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



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



4.2.2 Ineligible works

Works not eligible for grant funding include:

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

4.3 Implementation of successful grant applications

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

Preliminary Design

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

Works

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

6.0 GRANT FUNDING

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

Preliminary Design

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

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

Works

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

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

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

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

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

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

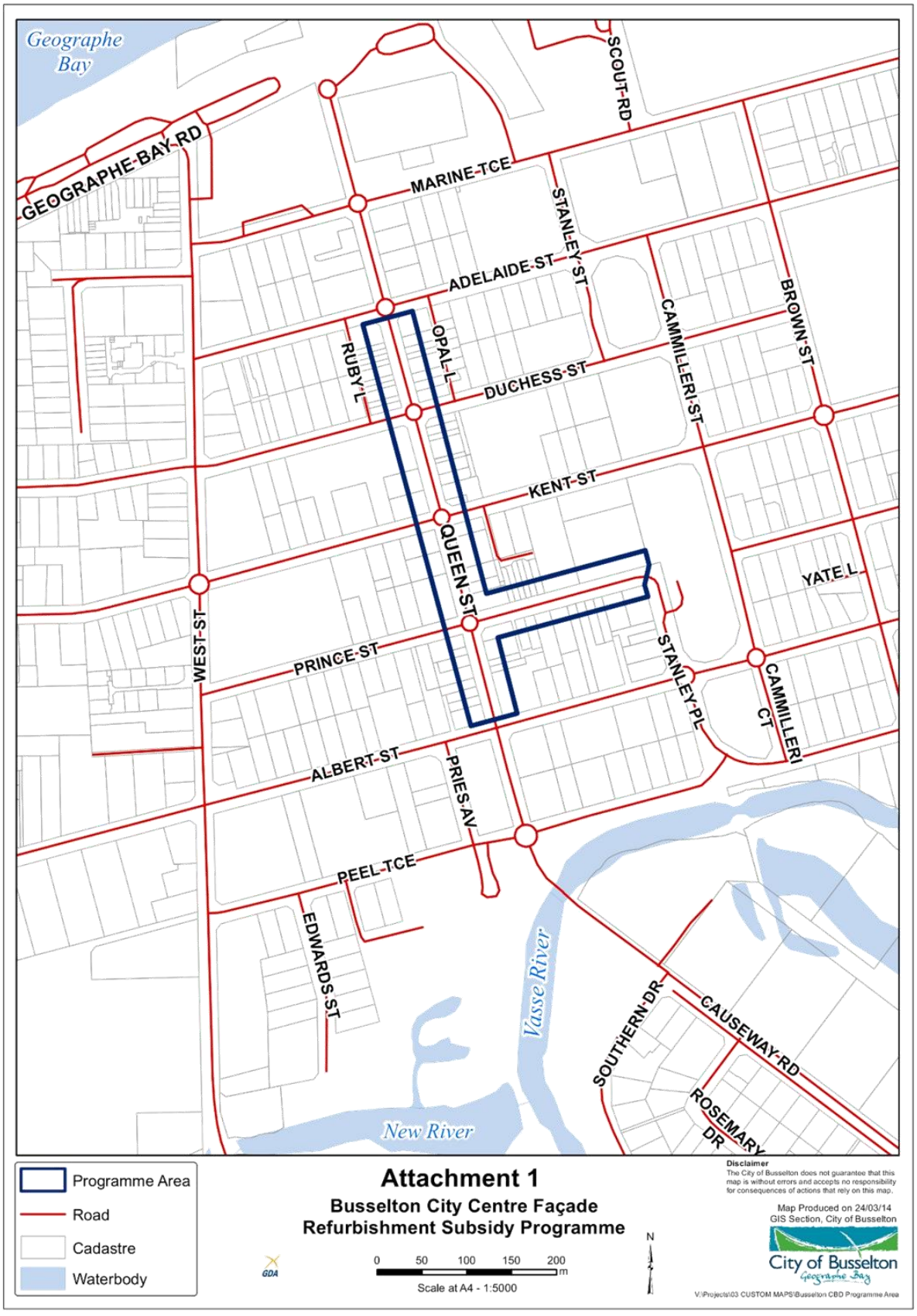
The number of applications that are successful will be dependent on the number and total cost of supported applications. The Programme has a maximum of $50,000.00 allocated for the first round, with a review of the Programme to occur annually. Funds will be allocated once a year, however should there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

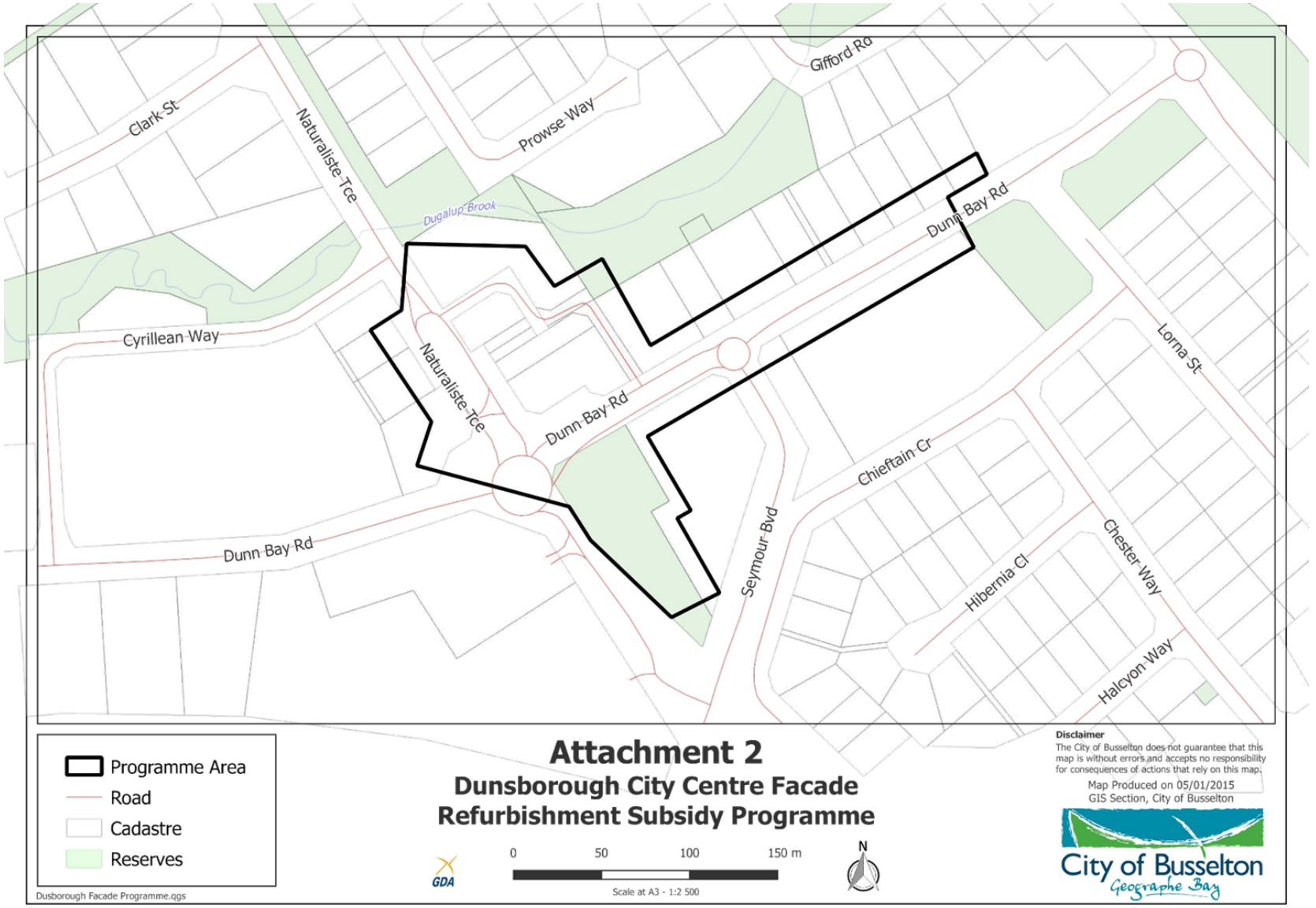
Unsuccessful applicants will be eligible to apply for a contribution towards design work required to prepare their application. Contributions will be available from a pool of $3,000.00 and will be allocated based on the number of unsuccessful applications received. Contributions for preliminary design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

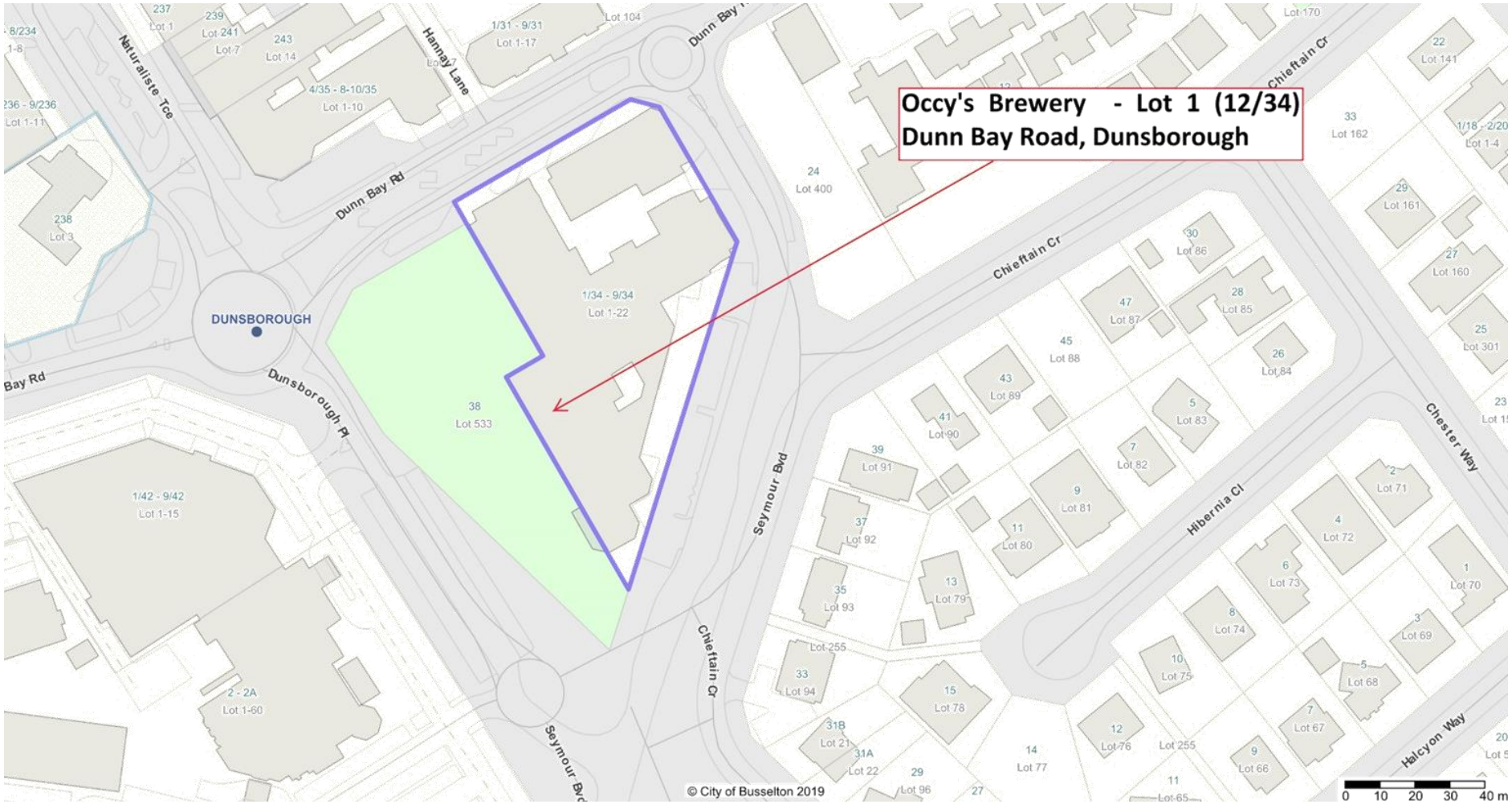
7.0 GENERAL CONDITIONS

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

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


Geographe Bay
GEOGRAPHE BAY RD
SCOUT RD
MARINE TCE
STANLEY ST
ADELAIDE ST
CAMMILLERI ST
BROWN ST
RUBY L
OPAL L
DUCHESS ST
KENT ST
QUEEN ST
YATE L
WEST ST
PRINCE ST
STANLEY PL
CAMMILLERI CT
ALBERT ST
PRIES AV
PEEL TCE
EDWARDS ST
Vasse River
SOUTHERN DR
CAUSEWAY RD
ROSEMARY DR
New River
Programme Area
Road
Cadastre
Waterbody
Attachment 1
Busselton City Centre Façade Refurbishment Subsidy Programme
0 50 100 150 200 m
Scale at A4 - 1:5000
N
Disclaimer
The City of Busselton does not guarantee that this map is without errors and accepts no responsibility for consequences of actions that rely on this map.
Map Produced on 24/03/14
GIS Section, City of Busselton
City of Busselton
Geographe Bay
V:\Projects\03 CUSTOM MAPS\Busselton CBD Programme Area

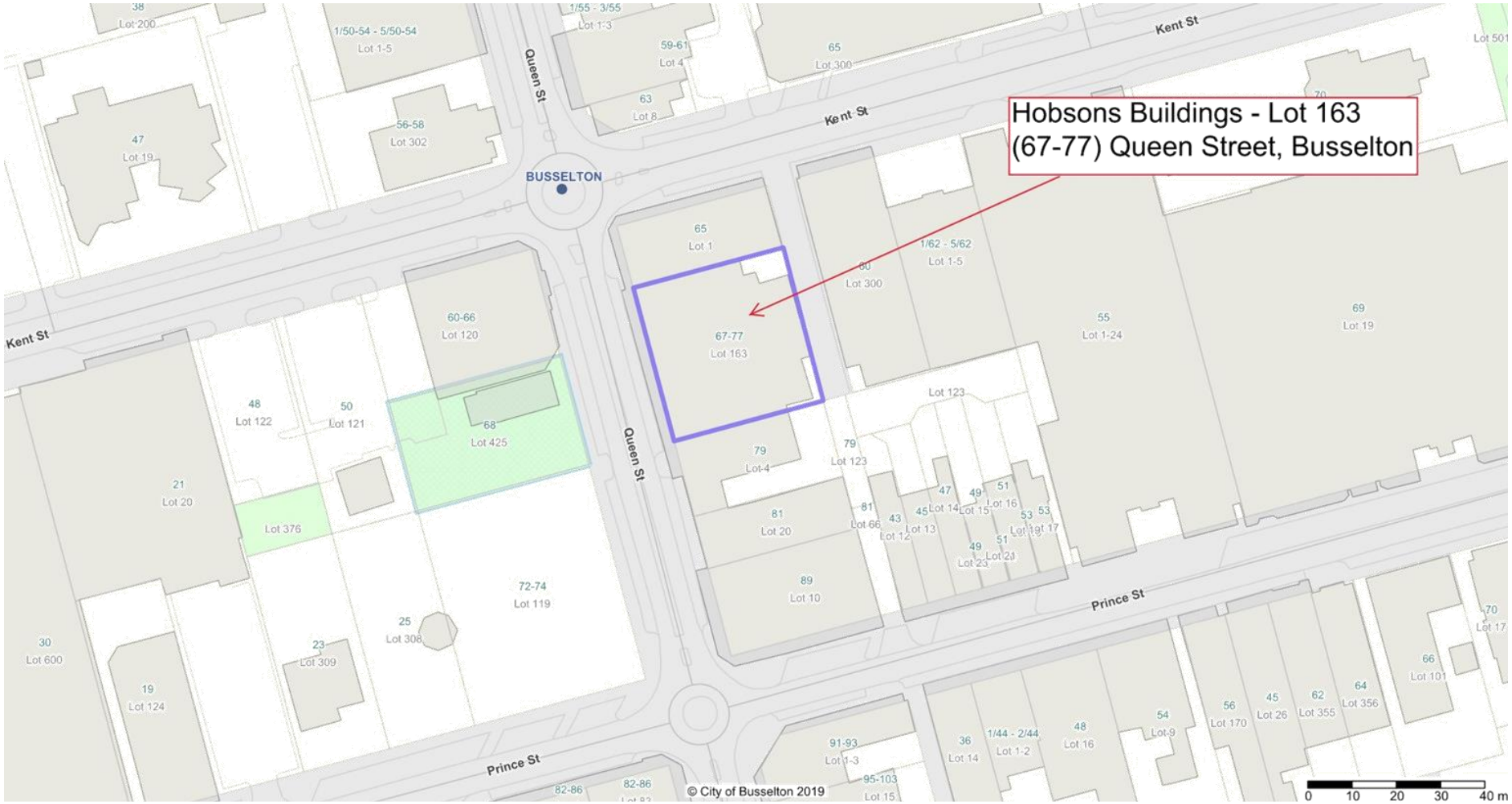

Clark St
Naturaliste Tce
Prowse Way
Gifford Rd
Dugalup Brook
Dunn Bay Rd
Cyrillean Way
Naturaliste Tce
Dunn Bay Rd
Lorna St
Chieftain Cr
Seymour Blvd
Dunn Bay Rd
Hibernia Cl
Chester Way
Halcyon Way
Programme Area
Road
Cadastre
Reserves
Dusborough Facade Programme.qgs
Attachment 2
Dunsborough City Centre Facade
Refurbishment Subsidy Programme
GDA
0 50 100 150 m
Scale at A3 - 1:2 500
N
Disclaimer
The City of Busselton does not guarantee that this map is without errors and accepts no responsibility for consequences of actions that rely on this map.
Map Produced on 05/01/2015
GIS Section, City of Busselton
City of Busselton
Geographe Bay


Occy's Brewery - Lot 1 (12/34)
Dunn Bay Road, Dunsborough
Dunn Bay Rd
Naturaliste Tce
Hannay Lane
Chieftain Cr
Seymour Bvd
Hibernia Cl
Chester Way
Halcyon Way
Dunsborough Pl
DUNSBOROUGH
1/34 - 9/34
Lot 1-22
38
Lot 533
1/42 - 9/42
Lot 1-15
2 - 2A
Lot 1-60
4/35 - 8-10/35
Lot 1-10
1/31 - 9/31
Lot 1-17
© City of Busselton 2019
0 10 20 30 40 m

Existing Development – Lot 1 (12/34) Dunn Bay Road, Dunsborough






Hobsons Buildings - Lot 163
(67-77) Queen Street, Busselton
Kent St
Queen St
Prince St
BUSSELTON
67-77
Lot 163
65
Lot 1
60-66
Lot 120
68
Lot 425
Lot 376
48
Lot 122
50
Lot 121
21
Lot 20
72-74
Lot 119
25
Lot 308
23
Lot 309
30
Lot 600
19
Lot 124
79
Lot 4
81
Lot 20
89
Lot 10
Lot 123
55
Lot 1-24
69
Lot 19
1/62 - 5/62
Lot 1-5
80
Lot 300
56-58
Lot 302
47
Lot 19
1/50-54 - 5/50-54
Lot 1-5
59-61
Lot 4
63
Lot 8
65
Lot 300
1/55 - 3/55
Lot 1-3
Lot 200
91-93
Lot 1-3
95-103
Lot 15
36
Lot 14
1/44 - 2/44
Lot 1-2
48
Lot 16
54
Lot 9
56
Lot 170
45
Lot 26
62
Lot 355
64
Lot 356
66
Lot 101
70
Lot 17
82-86
© City of Busselton 2019
0 10 20 30 40 m

Existing Development - Lot 163 (67-77) Queen Street, Busselton



Shop 1





Shop 2





Shop 3

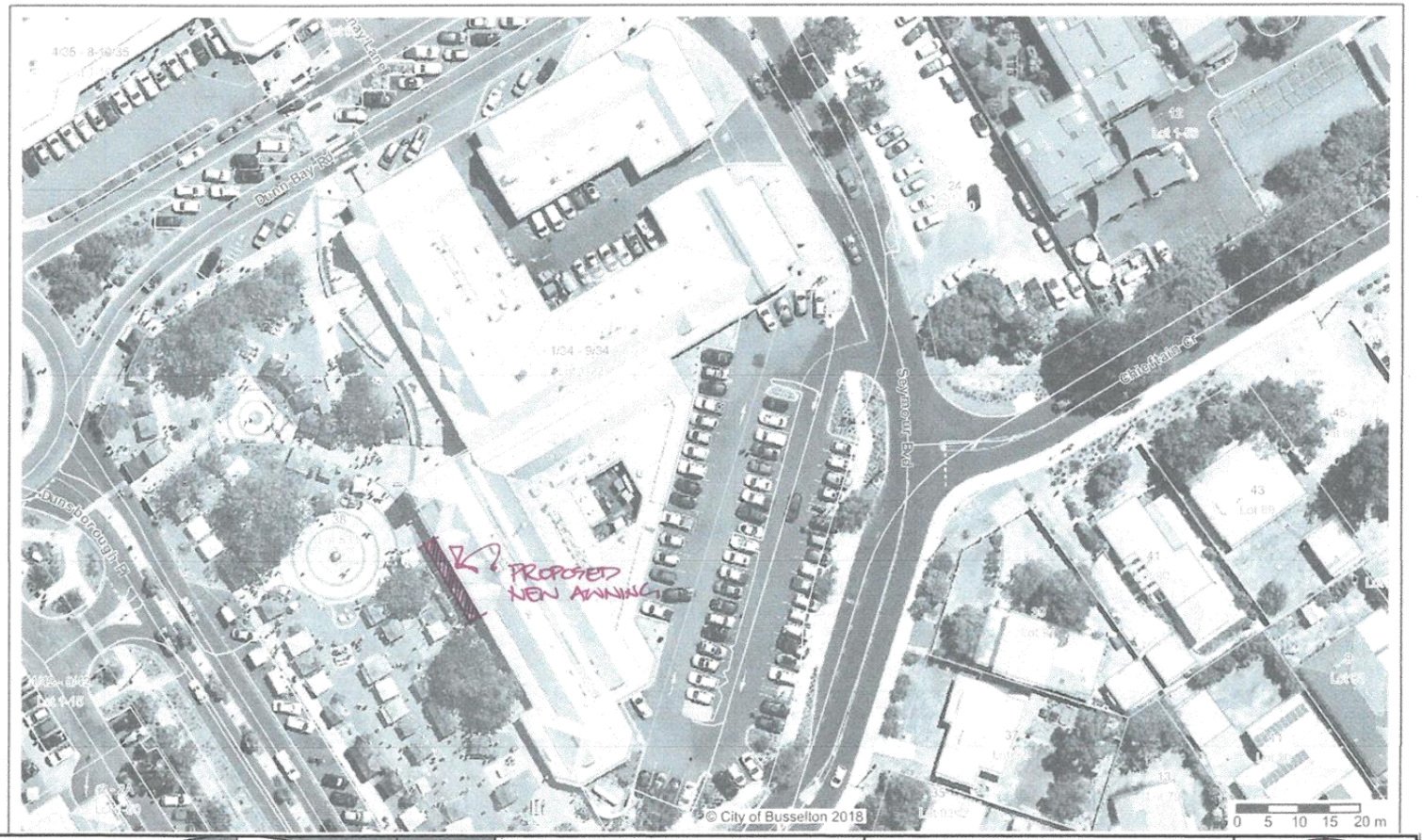

Hobsons style centre · furniture · homewares
24/09/2019 12:27


24/09/2019 12:32

Shop 4


wares
24/09/2019 12:28


FOR LEASE
BE SEEN - BE NOTICED- BE HERE
LEASING ENQUIRIES ARE BEING TAKEN FOR A MIX OF AREAS
GREAT DESIGN OPPORTUNITIES
24/09/2019 12:31



MARK WEBSTER DESIGN

Mark Webster
B. Architecture. UWA

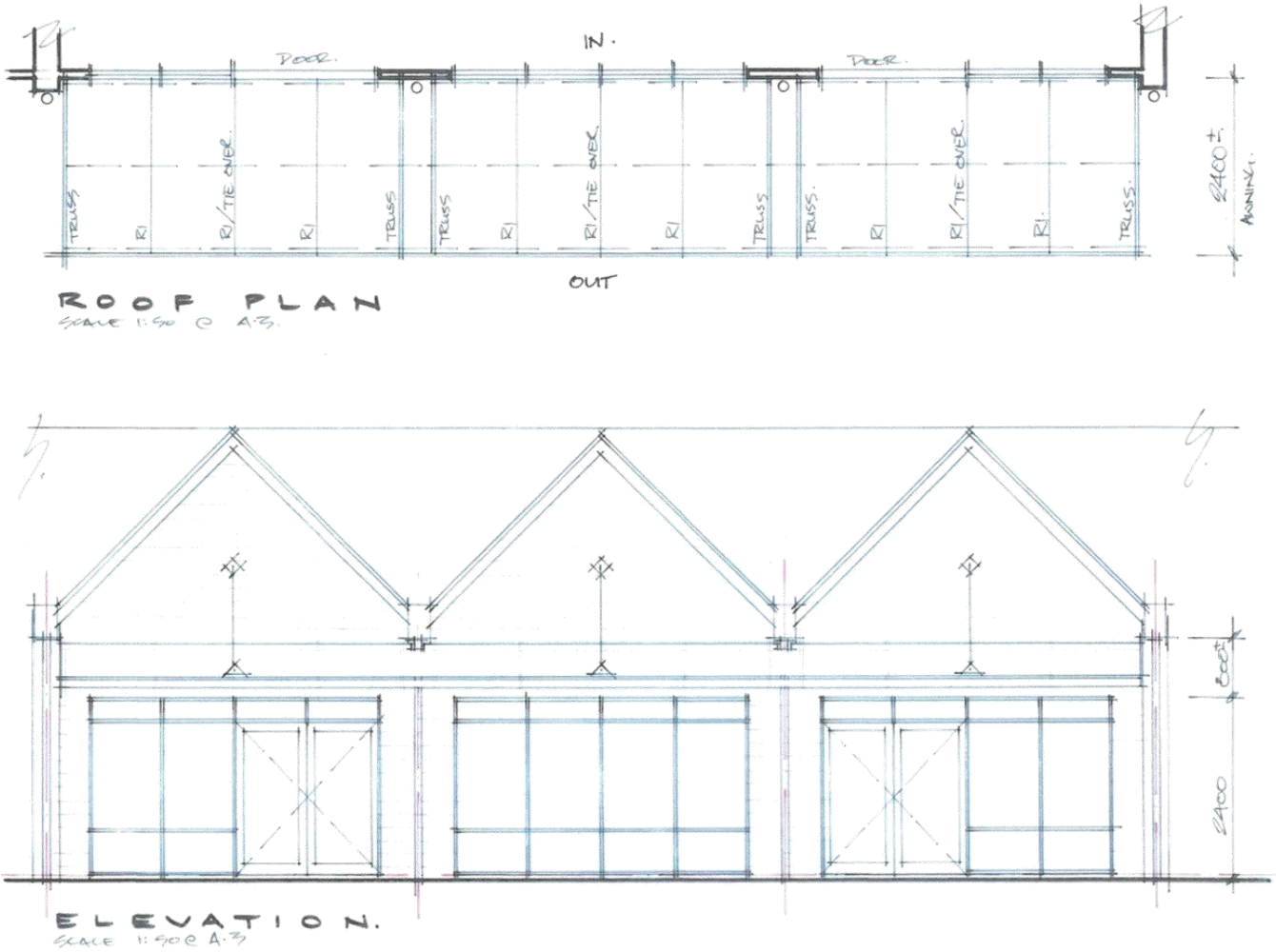
Unit 4 / 9 Acorn Place
Dunsborough, WA 6281
Ph/Fax: 97 567041
M: 0429 628 999
Email: markwebsterdesign@gmail.com

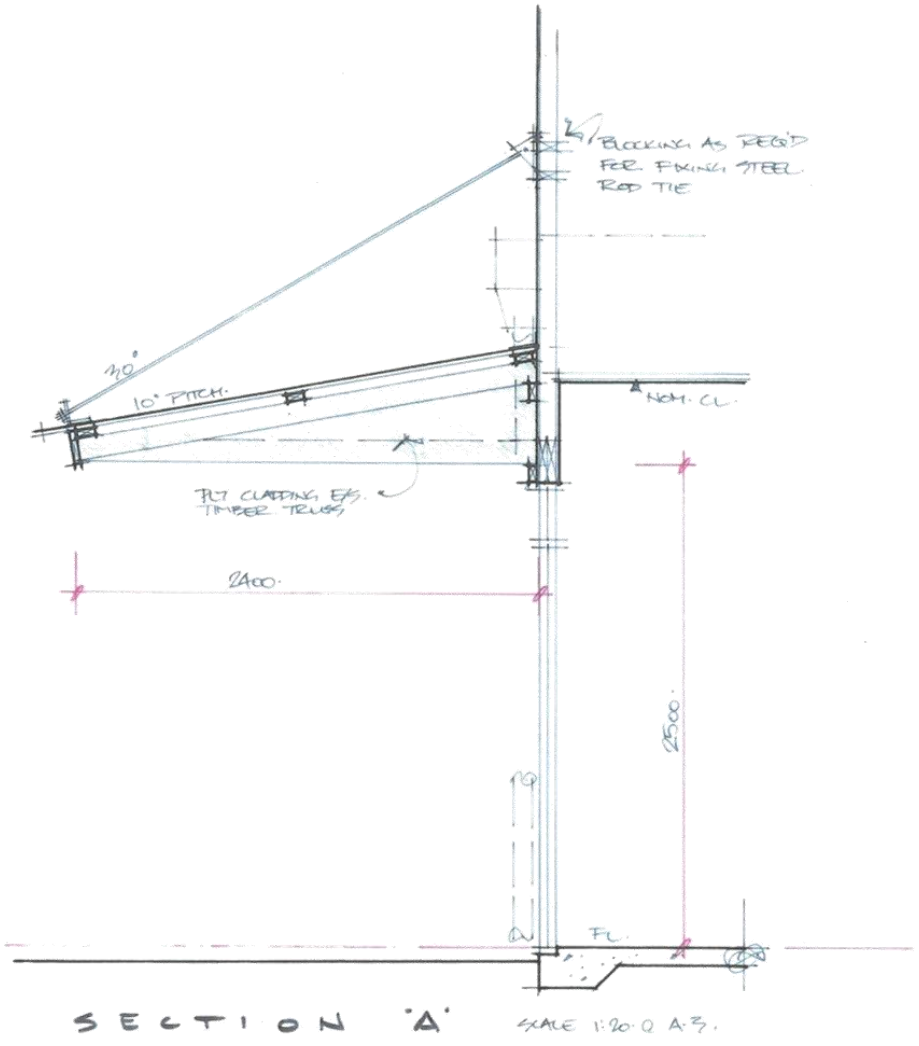
Proposed New Awning Structure
for Occy's Brewery
Lot 1/34 Dunn Bay Road,
Dunsborough

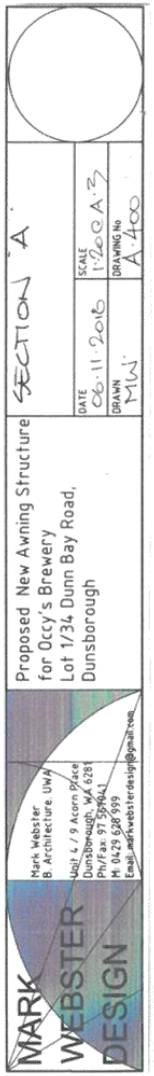
SITE PLAN

DATE	SCALE
06.11.2018	1:839 @ A4.
DRAWN	DRAWING No
MW	A.100

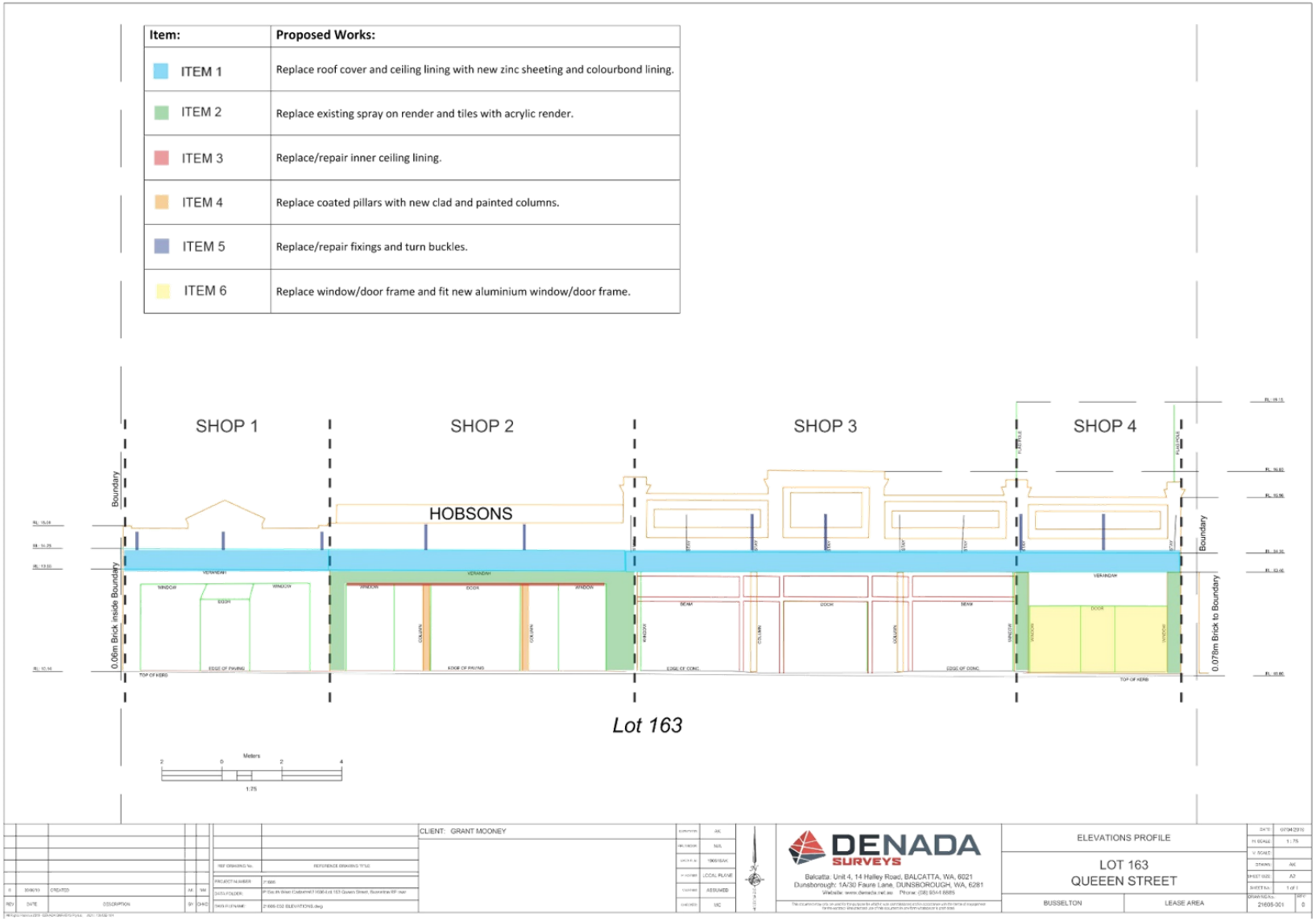
NORTH.


DOOR.
N.
DOOR.
TRUSS
RI
RI/TIE OVER.
RI
TRUSS
TRUSS
RI
RI/TIE OVER.
RI
TRUSS
TRUSS.
RI
RI/TIE OVER.
RI.
TRUSS.
2400±
AWNING.
OUT
ROOF PLAN
SCALE 1:50 @ A3.
2400
ELEVATION.
SCALE 1:50 @ A3
NORTH.
PLAN & ELEVATION
DATE 06.11.2018
SCALE 1:50 @ A3
DRAWN MW.
DRAWING No A1.000
Proposed New Awning Structure
for Occy's Brewery
Lot 1/34 Dunn Bay Road,
Dunsborough
Mark Webster
B. Architecture. UWA
Unit 4 / 9 Acorn Place
Dunsborough, WA 6281
Ph/Fax: 97 [illegible]
M. 0429 528 999
MARK WEBSTER DESIGN


BLOCKING AS REQ'D FOR FIXING STEEL ROD TIE
10°
10° PITCH.
NOM. CL.
POLY CLADDING ON TIMBER TRUSS
2400.
2500.
FL.
SECTION 'A' SCALE 1:20.0 A.3.


SECTION 'A'
SCALE 1:20.0 A.3
DRAWING No A.400
DATE 06.11.2018
DRAWN MW
Proposed New Awning Structure
for Occy's Brewery
Lot 1/34 Dunn Bay Road,
Dunsborough
Mark Webster
B. Architecture. UWA
Unit 1 / 9 Acorn Place
Dunsborough WA 6281
Ph/Fax 97 553941
M 0429 596 999
Email markwebsterdesign@gmail.com
MARK WEBSTER DESIGN

Item:	Proposed Works:
ITEM 1	Replace roof cover and ceiling lining with new zinc sheeting and colourbond lining.
ITEM 2	Replace existing spray on render and tiles with acrylic render.
ITEM 3	Replace/repair inner ceiling lining.
ITEM 4	Replace coated pillars with new clad and painted columns.
ITEM 5	Replace/repair fixings and turn buckles.
ITEM 6	Replace window/door frame and fit new aluminium window/door frame.



6.3 RESCISSION OF COUNCIL POLICY: 064 AND 064/1 REGARDING TOURISM DIRECTIONAL SIGNAGE AND ADOPTION OF NEW COUNCIL POLICY: TOURISM DIRECTIONAL INFORMATION SIGNAGE

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Council Policies
BUSINESS UNIT	Engineering and Facilities Services
REPORTING OFFICER	Manager, Engineering and Facilities Services - Daniell Abrahamse Manager, Commercial Services - Jennifer May
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Current Council Policy: Joint Policy for Tourism Directional Signs, Applied by the Busselton and Augusta-Margaret River Shire Councils Attachment B Current Council Policy: Integrated Directional Information System Attachment C Proposed Council Policy: Tourism Directional Information Signage

OFFICER RECOMMENDATION

That the Council:

1. **rescinds the Council Policies entitled 'Joint Policy for Tourism Directional Signs, Applied by the Busselton and Augusta Margaret River Shire Councils' (Attachment A) and 'Integrated Directional Information System – Concept Plan – Cape to Cape Region (Attachment B) effective immediately; and**
2. **adopts proposed Council Policy 'Tourism Directional Information Signage' as per Attachment C.**

COMMITTEE RECOMMENDATION AND AMENDED OFFICER RECOMMENDATION

PL1910/265 Moved Councillor K Hick, seconded Councillor L Miles

That the Council:

1. **rescinds the Council Policies entitled 'Joint Policy for Tourism Directional Signs, Applied by the Busselton and Augusta Margaret River Shire Councils' (Attachment A) and 'Integrated Directional Information System – Concept Plan – Cape to Cape Region (Attachment B) /effective immediately; and**
2. **adopts proposed Council Policy 'Tourism Directional Information Signage' as per Attachment C, inclusive of Committee requested amendments, as detailed within:**

COUNCIL POLICY

Council Policy Name:	Tourism Directional Information Signage	
Responsible Directorate:	Engineering and Works Services	Version: Proposed

1. PURPOSE

1.1. The purpose of this Policy is to outline the principles of tourism directional information signage within the City of Busselton.

2. SCOPE

2.1. This Policy applies to all tourism directional information signage on road and other reserves that are under the care, control and management of the City of Busselton.

2.2. This Policy does not apply to signs already covered by provisions in the:

a. City of Busselton Property Local Law 2010;
b. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015;
c. Council policy 'Portable Advertising Signs in Public Places'; and
d. City of Busselton Local Planning Scheme No. 21 ~~(or any subsequent Local Planning Schemes)~~.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled "Tourism Directional Information Signs"

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6.4: Assets are well maintained and responsibly managed.

5. POLICY STATEMENT

5.1. The City recognises that tourism is a major contributor to the regional economy and that the provision of clear, useful and consistent tourism directional information signage significantly adds value to the visitor experience.

5.2. Tourism directional information signage is not provided for the purposes of advertising.

5.3. All tourism directional information signs are to conform to the relevant legislation and standards.

~~5.4. Written agreement from the Western Australian Tourism Commission is required for all tourist signs relating to accommodation.~~

~~5.5.~~5.4. All signs are to be erected and maintained by the City at the expense of the applicant.

~~5.6.~~5.5. The City retains the control of all signs it installs on road and other reserves under the care, control or management of the City. As such the City reserves the right to remove, modify or relocate unapproved, damaged, badly maintained or dangerous signs without notice.

~~5.7.~~5.6. Applications for tourism directional information signage will be assessed for eligibility against the criteria set out in the City of Busselton Directional Information Signage Operational Practice.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Australia Standards AS1742 and AS1744
6.2. Main Roads W.A Guidelines
6.3. Tourism Signs – W.A Tourism Commission
6.4. City of Busselton Operational Practice: Tourism Directional Information Signage

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	**N/A**	**Resolution #**	**N/A**

CARRIED 5/0

Reasons: The Committee considered the wording in 2.2(d) "or any subsequent Local Planning Schemes" to be unnecessary. The Committee considered 5.4 to be an unnecessary limitation on the Policy.

In making its recommendation, the Committee also wanted to note that, despite its title, officers confirmed that a policy reflective of Policy 064 is not currently in place at the Shire of Augusta-Margaret River and therefore the Committee is not recommending that a joint policy in effect is rescinded.

EXECUTIVE SUMMARY

This report recommends the rescission of Council policies 064 'Joint Policy for Tourism Directional Signs, Applied by the Busselton and Augusta Margaret River Shire Councils' (Council Policy 064) (Attachment A) and 064/1 'Integrated Directional Information System – Concept Plan – Cape to Cape Region Council Policy' (Council Policy 064/1) (Attachment B), with the policies having been reviewed as part of the City's overall review of its Council policies.

Officers have in parallel developed a new Council policy, Tourism Directional Information Signage (Attachment C), which outlines the principles for quality tourism signage throughout the region.

Necessary operational elements of Council Policy 064 and Council Policy 064/1 are proposed to be moved to an Operational Practice document to ensure that the guidelines utilised by the organisation are not lost.

BACKGROUND

Council Policy 064/1, previously reviewed in July 2014, aims to provide an outline of the integrated directional information system for the Cape to Cape Region, with the system intended to provide safe and useful directional information to the travelling public, enabling road users to readily locate recognised tourist attractions and tourist facilities within the region.

Council Policy 064/1 also notes that the City of Busselton and the Shire of Augusta Margaret River (SAMR) are working towards implementing a joint signage policy for tourism directional signs, covering the Cape to Cape Region.

Council Policy 064/1, in its current form, predominately describes information relating to intersection and road signs as they are regulated by Australian Standards and Main Roads WA regulations and guidelines. The City has developed and implemented a Policy Framework, which sets out the intent of Council policies as opposed to operational practices and, upon reviewing Council Policy 064/1, it was felt that the policy did not convey the Council's strategic intent for tourism signage within the region and that the content replicated regulations and guidelines and/or was operational in nature.

Council Policy 064 similarly provides largely operational guidelines for the implementation and management of tourism directional signage between the City and SAMR. Officers from the SAMR and the City have recently managed the delivery of a CapeROC funded report – the Capes Region Tourist Directional Signage and Roadside Visitor Information: Supply of audit, condition and cost report – which includes a review and application of a condition rating for a range of identified tourism signs, along with recommendations for maintenance and renewal. This work will be ongoing through CapeROC however in the interim it is recommended that Council Policy 064 is rescinded as it is dated and no longer relevant.

OFFICER COMMENT

Council Policy 064 and 064/1 include information relating to different types of signs, location of signs and the installation of signs, noting that many of the tourism directional signs within the City fall under the jurisdiction of Main Roads WA and are the subject of Australian Standards and Main Roads WA regulations. While both policies contain significant operational guidelines for tourism signage, neither provides a statement of the Council's strategic intent for tourism signage. It is therefore proposed that they are rescinded and a new policy is implemented which does this.

The purpose of the proposed new policy is to outline the strategic intent for the provision of safe, useful and consistent tourism directional signage within the City of Busselton, with the new policy designed to complement existing regulations and legislation, without seeking to replicate or potentially dilute them.

Statutory Environment

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

Relevant Plans and Policies

In August 2017 the CEO commissioned a high level independent review of the City's governance systems – the Governance Systems Review (GSR). The GSR made a number of recommendations with respect to the City's policy and procedure framework. In response the City developed a policy framework which sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

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:

1. Decide to retain Council policy 064 and / or 064/1; or
2. Decide to make amendments to the proposed new policy.

CONCLUSION

In accordance with the City's Policy Framework, a review of Council Policy 064 and Council Policy 064/1 has identified that they contain predominately regulatory information and serve as operational guidelines; and lack a statement of Council's strategic intent for tourism signage. They are therefore recommended for rescission. The proposed new policy more clearly sets out the principles of quality tourism signage to be applied within the City of Busselton.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be implemented immediately on adoption.

2.42pm: At this time, Mr Daniell Abrahamse, Manager Engineering and Technical Services, left the meeting.

2.42pm: At this time, Mrs Jacquie Happ, Cultural Development Officer, and Mr Dave Goodwin, Acting Manager Community Services, entered the meeting.

064	Joint Policy for Tourism Directional Signs, Applied by the Busselton and Augusta-Margaret River Shire Councils	Current

The Councils' Joint Policy for Tourism Directional Signs within road reserves is to provide the travelling public (including visitors and tourists) with clear and uniform roadside information that gives directions to recognised tourist attractions and tourist service facilities, while minimising the number of signs and avoiding direct advertising.

Definitions:

- A **Tourism Directional Sign** directs road users to attractions and services of specific interest to tourists. Colour coding is a white legend on a brown background for tourist attractions (examples: art galleries, theme parks, potteries, wineries and breweries) or a white legend on a blue background for tourist services (examples: various types of accommodation and restaurants).

- A **Main Road** is a declared highway or main road under the control of the State Government through Main Roads WA (MRWA). (Main Roads within the two Shires are: Bussell Highway, Busselton Bypass, Vasse Highway, Caves Road, Brockman Highway and Sues Road).

Number of signs allowed:

LOCATION OF DESTINATION	SIGNAGE AT ENTRANCE	SIGNAGE IN CATEGORY 1 or 1A BAYS	ROUTE SIGNAGE
(a) Public road access to the attraction or facility is directly off a Main Road.	A sign at or opposite the public road access to the attraction or facility.	Signage in any Category 1 Information Bay and in any Category 1A Information Bay within the applicable sub-region	Signs at any two approaches of intersections with the Main Road, within 10 km in either direction from the attraction or facility along the Main Road.
(b) Public road access to the attraction or facility is off a road other than a Main Road, where there is a single route from the nearest Main Road.	A sign at or opposite the public road access to the attraction or facility.	Signage in any Category 1 Information Bay and in any Category 1A Information Bay within the applicable sub-region	A signposted route following the most direct path from the nearest Main Road; and Signs at any two approaches of intersections with the Main Road, within 10 km in either direction from the attraction or facility along the Main Road.
(c) Public road access to the	A sign at or opposite the	Signage in any Category 1	A signposted route following the most direct

LOCATION OF DESTINATION	SIGNAGE AT ENTRANCE	SIGNAGE IN CATEGORY 1 or 1A BAYS	ROUTE SIGNAGE
attraction or facility is off a road other than a Main Road, where there are two or more routes from a Main Road.	public road access to the attraction or facility.	Information Bay and in any Category 1A Information Bay within the applicable sub-region	path from the nearest Main Road; and either A signposted route following the most direct path from either the next nearest intersection off the same Main Road or the next nearest Main Road, whichever is the shortest; or A signposted route following the most direct path from any intersection of Council roads, provided that this path is not longer than the path described directly above.

Notes:

1. Directional signs along signposted routes are to be provided only where the road user is required to turn into another road to follow the route (no directional signs are to be provided where the signposted route continues along the same road through intersections).

2. Signposted routes are to follow sealed roads only, except where public road access to the attraction or facility is off an unsealed road.

3. Where directional signage is to be provided to a caravan park with public road access off a road other than a Main Road, the Chief Executive Officer is to be consulted as to the suitability of the signposted route for caravan traffic.

4. District promotional signs shall be incorporated into Category 1, 1A and 2 signs by a prominent display of the name of the nearest town and a less prominent sign displaying the regional brand "Margaret River Wine Region" for areas west of the Gladstone line. Areas east of the Gladstone line shall have the Margaret River Wine Region display replaced by "Welcome to Busselton - Gateway to the Margaret River Wine Region".

5. "Brand WA" logo signs shall be incorporated into the Category 1, 1A and 2 signs.

Guiding Principles:

The underlying philosophy of directional sign allocations is to guide the travelling tourists to their chosen destination, with any Category 1 or 1A Information Bay as the starting point. At a Category 1 or 1A Information Bay the tourists will

receive "strategic" information, pointing to the general area in which their destination is located. As the tourists arrive in this general area, they are guided by "tactical" information provided by signposted routes. The system does not intend to provide individual signage to direct/guide tourists from one Main Road to another Main Road.

Sign Locations:

Locations for tourism directional signs are determined by the total number of signs at particular intersections. Signs are to be grouped and placed in sign stacks (Category 3 intersections), mini bays or sign malls (Category 2 intersections) and information bays (Category 1 or 1A), as per the 'Cape to Cape Region – Integrated Directional Information System Concept Plan (Revised September 2001)'. The object is to minimise the number of signs at intersections in the interest of road safety, as well as to remove non-standard, damaged, unauthorised and non-aesthetic signs.

Defined Business Districts and (Light) Industrial Areas:

Attractions and facilities located within defined business districts and (light) industrial areas are not allowed directional signs due to multiple similar services, unless in an approved sign mall or information bay, including any Category 1 or 1A Information Bay.

Policy Administration:

Councils are to appoint a joint sign contractor ('the Sign Contractor') to administer the evaluation and processing of sign applications and to carry out the installation and maintenance of tourism directional signs within the two Shires. The appointment of the sign contractor is by a tendering process.

Unauthorised Signs:

Unauthorised signs are to be dealt with as per Council Policy 146/4.

Signs excluded from this Policy:

This Policy excludes:

- Commercial directional signs;
- Emergency services signs (e.g. hospitals, doctor's surgeries, dental and veterinary clinics);
- Community facilities signs (e.g. community halls, public conveniences, boat ramps, educational and religious institutions);
- Natural tourist attractions signs (e.g. national parks, beaches and caves) and signs for tourist attractions of historical and statewide importance and managed by non-profit organisations (e.g. Busselton jetty, lighthouses);
- Signs indicating localities and water catchments, fire control signs and other public advisory signs.

This Policy also excludes street seat advertisements and roadside pylon signs, which are subject to special Council approval; this Policy is not intended to apply to any signage legislation in regard to roadside advertising.

GUIDELINES FOR THE EVALUATION AND PROCESSING OF APPLICATIONS FOR TOURISM DIRECTIONAL SIGNS:

Approval Criteria:

1. To be eligible for approval of a tourism directional sign, the tourist attraction or tourist service facility must be:
   - Approved by the relevant Council for the use as indicated on the proposed sign; and
   - Of sufficient interest and importance to the travelling public, as determined by the WA Tourism Commission and Main Roads WA guidelines.

2. To be eligible for white on brown tourism directional signs, a written supporting recommendation from the Western Australian Tourism Commission is required. The criteria for the recognition of a tourist attraction are listed in the attachments.

3. Signs are to meet AS1742 Parts 5 & 6, AS1744 and Main Roads WA (MRWA) guidelines as to size, colour, lettering, national and international symbols, fixing and installation.

4. Signs are to clearly indicate the nature of the attraction or service facility by the use of international symbols as per Australian Standards (wherever practicable and acceptable) and/or appropriate words.

Application, Evaluation and Approval Process:

1. Applications for approval of signs and issue of a licence are to be lodged on forms available from the Sign Contractor. The applicant should indicate desired symbols, wording and sign location(s).

2. The Sign Contractor will assess the application against the Sign Policy. Signs and sign locations are to be approved by the Sign Contractor based on safety standards, visibility, legibility and aesthetics. The applicant will be advised of the outcome. If approved, the Sign Contractor will provide the applicant with a written quotation for the purchase and installation of the sign(s). The Sign Contractor may amend the application as necessary for compliance and advise the applicant accordingly.

3. Where a sign is to direct visitors to a caravan park via a road other than a Main Road, the application is to be referred to the relevant Council to ensure that the proposed route is suitable for caravan traffic.

4. All costs associated with the assessment of the application and the purchase, installation and maintenance of the sign(s) are to be at the applicant's expense, to be paid prior to the issue of the directional sign licence.
   The applicant shall pay to the sign contractor the costs of:
   - The application and any periodical licence fees as set by the Councils from time to time with respect to tourism directional signs;
   - The purchase and installation of the tourism directional sign(s), including costs of administration and comprehensive insurance (the latter applying to Category 1 and 1A signs only);
   - Any maintenance or other work which in the Sign Contractor's opinion is required to be carried out on the applicant's tourism directional sign(s) to maintain same in a satisfactory condition as an annual fee; and
   - The full cost of any total replacement of signs due to theft and/or vandalism (in the case of Categories 2 and 3 signs).

   All fees and charges are to be listed in the relevant Councils' 'Schedule of Fees and Charges'. A common anniversary date of the 1st January applies to all fees and charges. Pro rata fees and charges are applied to sign applications approved prior to the anniversary date.

5. Approved signs are to be registered in a 'Tourism Sign Register', maintained by the Sign Contractor and Councils' Technical Services Departments.

6. Disputes may be referred to the relevant Council for resolution by the relevant Director.

7. In the case of disputes involving signs along Main Roads, the relevant Council will forward a recommendation to MRWA for a decision.

Standard Conditions:

1. All unauthorised temporary and/or permanent signs within the road reserves and relating to the attraction or facility are to be removed at the applicant's expense prior to any new sign(s) being installed.

2. The sign(s) are to be supplied and installed by either Main Roads WA (MRWA) or a contractor appointed by MRWA and/or Councils.

3. Signs are to be maintained in very good order and condition to the satisfaction of MRWA and Councils, taking into account the prominent position that such signs occupy within the Shires.

4. Maintenance of signs is the applicant's responsibility, including replacement if the sign(s) is damaged beyond practical repair (by accident, vandalism or any other cause) or is stolen. All and any maintenance of signs and sign structures is strictly to be carried out only by either the Sign Contractor, MRWA, or Council(s).

5. MRWA, the relevant Council and the Sign Contractor have the authority to remove the sign(s) if the applicant does not maintain or cause to maintain the sign(s) to a satisfactory condition (through the payment of the annual maintenance fees), if the attraction or facility is closed down or if the nature of the attraction or facility changes.

6. Signs are not to be modified in any way without the prior written approval of MRWA and/or the Sign Contractor.

7. The Sign Contractor shall have full delegated Council authority to remove any unauthorised sign(s) or sign(s) not complying with this Policy.

064/1	Integrated Directional Information System - Concept Plan - Cape to Cape Region	Current

CAPE TO CAPE REGION INTEGRATED DIRECTIONAL INFORMATION SYSTEM

CONCEPT PLAN (revised September 2001)

The aim of this Concept Plan is to provide an outline of the integrated directional information system for the Cape to Cape Region, comprising the Shires of Busselton and Augusta-Margaret River.

The Councils involved are working towards implementing a joint sign policy for tourism directional signs, covering the entire Cape to Cape Region.

The purpose of the integrated directional information system is to provide safe and useful directional information to the travelling public, enabling road users to readily locate recognised tourist attractions and tourist facilities within the region.

The system is built up from separate components, each of which contributes to the effectiveness of the overall system.

These components are:
- Road maps and street directories;
- Brochures;
- Road name signs;
- Directional signs at intersections;
- Mini bays;
- Information bays;
- Entry statements;
- Zoning of the region;
- Advertising to increase awareness of the system;
- User-pays philosophy;
- Private Sign contractor.

The components are detailed as follows:

- **Road maps and street directories:**

  All road maps and street directories should be up-to-date and accurate.

  A 'standard map' with a 'standard grid reference' for the region has been produced. This 'standard grid reference' can be referred to on other maps at information bays, in brochures, etc.

  The two local tourism associations will coordinate the publication of a free map booklet of the region for distribution to visitors through tourist bureaus and participating tourism operators.

- **Brochures:**

  Tourism operators are encouraged to produce brochures that emphasise their location by road name and include an accurate map to indicate their location.

- **Road name signs:**

  The importance of road name signs is often overlooked. In combination with up-to-date and accurate road maps and street directories, road name signs provide an adequate system to locate destinations. Councils and MRWA are to ensure that all road name signs are maintained to a high standard.

  Where appropriate, road name signs are to be provided below advance intersection warning signs, to indicate the name(s) of the side roads one is approaching.

  Road name signs are to conform to the following minimum specification:

  - Road name signs at angles to roads with a speed limit of 70kph and higher:
    200mm depth blade – 120mm DN legend,

  - Road name signs where the speed limit is below 70kph:
    150mm depth blade – 100mm DN legend, and

  - To Australian Standards AS1742.

  Standard colours are black letters on a white background.

  Identifying Shire or locality logos are optional, as are other identifying badges or shields.

- **Directional signs at intersections:**

  It is Main Roads WA (MRWA) policy to allow up to a maximum of five (5) name-specific directional signs at intersections along Caves Road (a road under the control of MRWA). The maximum number of five (5) name-specific directional signs per intersecting road has been established in the interest of traffic safety.

  T-junction intersections and crossroads intersections are considered to have two intersecting roads. Five signs is to mean the total combined number of white on blue and white on brown directional signs per intersecting road. Thus a T-junction intersection or a crossroads intersection may have a total maximum of ten (10) directional signs.

  Not included in the count are road name signs, white on green guide signs and blue on white directional signs for community facilities.

Where the number of name-specific directional signs exceeds five (5) at intersections along Caves Road, all the name-specific directional signs are relocated to a Category 2 mini bay off the side road. MRWA will then provide generic symbolic signage at and in advance of the intersection.

It is expected that this MRWA policy will in time be extended to include other MRWA controlled roads within the Shires.

Signage at intersections of roads controlled by Councils is to be treated similarly, except that the relevant Director may allow more than five name-specific directional signs at intersections where it is deemed safe to do so based on lower vehicle speeds and traffic volumes.

Intersections are categorised by the number of directional signs:

- Category 3 Intersection:

  The number of tourism directional signs does not exceed five for any intersecting road. Individual tourism directional signs are allowed at the intersection. Where appropriate, advance intersection warning signs showing intersection configuration and road name(s) are installed.

- Category 2 Intersection: (mini bay)

  The number of tourism directional signs exceeds five for any intersecting road. A mini bay is constructed off the side road, including sign structure(s) to contain directional signs. Advance intersection warning signs showing intersection configuration, road name(s) and the proximity of the mini bay are installed. At the intersection, signs showing generic symbols representing the tourist attractions and facilities to be found along and by way of the side road(s) are installed.

- Category 1 or 1A Intersection: (information bay)

  Located at strategic points at or near major intersecting roads, where the number of directional signs is known or expected to be higher than can be accommodated in a mini bay. A large information bay is constructed. Advance signs to show intersection configuration, road name(s) and the proximity of the information bay.

Specifications for tourist directional signs at or opposite the entrance to the attraction or facility:

- one sign blade per tourist attraction or facility listed as a registered business;
- extruded aluminium sign blade;
- 1800mm length blade;
- 200mm depth blade;
- 120mm high CN legend;

- Δ maximum two applicable international symbols as per Australian Standards AS1742;
- Δ maximum 18 characters (including spaces) for the name of the tourist attraction or tourist service; abbreviations are to be used for longer names. Other details as described under 'Specifications for tourist directional signs at Category 2 and 3 intersections' below;
- Δ directional arrow;
- Δ colours as per joint sign policy.

Specifications for tourist directional signs at Category 2 and 3 intersections:

- Δ one sign blade per tourist attraction or facility listed as a registered business;
- Δ extruded aluminium sign blade;
- Δ 1800mm length blade;
- Δ 150mm depth blade;
- Δ 100mm high CN legend;
- Δ maximum two applicable international symbols as per Australian Standards AS1742

The following symbols are available:

SYMBOL	APPLICATION
'h' (white on brown)	Historic Sites
't' (white on brown)	Tourist Attraction, meeting WATC guidelines
Bunch of Grapes (white on brown)	Winery
Vase & Brush (white on brown)	Pottery, gallery, arts & crafts
'i'	Information Bay
Caravan	Caravan Park
Youth Hostel	Youth Hostel
Bed	Hotel, Motel, Guesthouse, Bed & Breakfast
Coffee Cup	Refreshments or Cafeteria
Fork & Spoon	Restaurant or Licensed Restaurant, seating 20 or more
Fuel Bowser	Fuel Bowser
Telephone	Public Telephone
Toilets	Public Toilets

- Δ maximum 18 characters (including spaces) for the name of the tourist attraction or tourist service; abbreviations are to be used for longer names.

The following standard abbreviations are to be used for town sites and locations within the two Shires:

- Busselton BSN
- Dunsborough D'BORO
- Eagle Bay EAG BY
- Yallingup YAL

- Margaret River M/R
- Augusta AUG
- Cowaramup COWMP
- Gracetown G'TWN
- Prevelly PREV
- Karridale K'DALE

It is the responsibility of the sign applicant to ensure that the proposed name is legally acceptable.
Only where a sign legend could otherwise be considered as being misleading or confusing, the relevant Director may allow up to 23 characters (including spaces).

Δ distance in whole kms; no distance provided if less than 1km;
Δ directional arrow;
Δ colours as per joint sign policy

Where signs are stacked one on top of the other, the following standard accepted hierarchy is to be applied (starting from the uppermost sign):

Δ Road name signs
Δ White on green guide signs
Δ White on blue directional signs
Δ White on brown directional signs

Directional signs of the same colour are ranked in alphabetical order.

White on green guide signs with distances to major destinations (eg Margaret River, Yallingup) and major roads (eg Caves Road, Bussell Highway) to be installed at major intersections to assist road users.

- **Mini bays** (located at Category 2 intersections):

  Where the number of directional signs per direction at an intersection exceeds five, a mini bay is to be constructed off the road. A mini bay consists of a basic small hard stand area (constructed by widening the gravel road shoulder) with directional sign structure(s). Motorists should be able to read the signs within sign structure(s) at mini bays without having to leave their vehicles.
  The sign structure(s) will contain the signs that would otherwise be located at the intersection. Signs are required at approaches to indicate the proximity of the mini bay.

- **Information Bays** (located at or near Category 1 intersections):

  A network of strategically located information bays is to be constructed, near intersections where a large quantity of directional signs is required. The information bays have larger hard stand areas than the mini bays and *may* contain additional facilities such as rest areas, seats, tables, solar powered lighting and the like. They are to be designed to allow longer vehicles (cars towing caravans, buses, etc.) to turn around safely.

The main sign structure at an information bay will contain directional signs stacked on both sides of a road map display. Road maps are to be printed and displayed behind vandal-proof plexiglass, rather than painted onto a display board; this will project a more professional image and allow easier updating.

Specifications for tourist directional signs at information bays are:

- Δ one sign blade per tourist attraction or facility listed as a registered business;
- Δ 300mm length blade;
- Δ 30mm depth blade;
- Δ 20mm high legend;
- Δ maximum 18 characters (including spaces) for the name of the tourist attraction or tourist service. Other details as described under 'Specifications for tourist directional signs at Category 2 and 3 intersections' above;
- Δ grid reference to road map display.

Where a Category 1 Information Bay is constructed at an intersection and has road access from both the major road and the side road, a Category 2 Information Bay will not be provided.

Ideally, mini bays and information bays will be located directly off major roads, but locations off side roads may be necessary.

No direct advertising will be allowed within the mini bays or information bays; however, business sponsorship of mini bays may be considered as an option.

The sign structures within the mini bays and information bays have a unique character to identify the Region, but are uniform in design, colour and material. Photographs of typical installations are attached.

- **Individual entry statements:**

At tourist attractions and facilities, owners are encouraged to use attractive entry statements (in designs and colours complementary to the environment) to identify the nature of the attraction or facility and the location of the main access.
When assessing new facilities, developers and Councils should carefully consider the location of main entrance points with a view to maximise visibility of entry statements.
If the entry statement is thoughtfully designed, the directional sign near the access may become superfluous.

Advance directional signs for individual tourist attractions or facilities are to be considered only if required for traffic safety on the basis of sight distances and, if approved, consist only of a generic symbolic sign with a distance marker (no name-specific signs).

- **Zoning of the region:**

  The Cape to Cape region is to be divided into four sub-regional map zones.

- **Advertising to increase awareness of the system:**

  Once a system of directional information has been put into place, it will be necessary to run an awareness campaign to educate users, i.e. tourism operators and tourists.

  The system is to be advertised through tourist bureaus, participating managers of tourist attractions, at information bays and on some roadside signs at entrances to the region.

- **User-pays philosophy (for signage):**

  The total expenditure involved in changing over to a new directional information system is expected to be substantial. MRWA will fund the construction of the Category 1 and 1A Information bays. Councils are responsible for the construction of the Category 2 Information bays along local roads, as funding allows.

  The sign structures and signs within the bays are to be paid for by the business operators/owners of the signs. An annual fee is to be paid for each sign, to cover the costs of administration, maintenance and enhancements of the system.

  Possibilities of funding from State and Federal Governments and opportunities for private sponsorship are to be explored.

- **Private sign contractor:**

  The task of implementing the system is be contracted out to private business.

  The first contract is to be for 2 (two) years (the estimated length of the initial phasing-in period), with reviews of fees and charges concurrent with Councils' annual reviews of Schedules of Fees and Charges.

  The selected contractor will be expected to:

  - Δ Apply Councils' Sign Policies to process applications for all tourism directional signs. Disputes to be referred to Councils and/or MRWA, depending on the jurisdiction over the road/s in question;
  - Δ Construct sign structures and install sign blades as per specification;
  - Δ Maintain the structures and signs;
  - Δ Maintain the roadsides free from non-compliant signs;
  - Δ Take responsibility for the updating and accuracy of maps at information bays;
  - Δ Maintain a 'Tourism Sign Register', with regular updates to be forwarded to MRWA and Councils' Technical Services Departments;

- Δ Provide assistance to tourism operators wishing to reproduce maps in their brochures and advertisements by providing accurate base map information. A charge may be applied for this service.

IMPLEMENTATION OF THE SYSTEM

Funding arrangements

Main Roads WA (MRWA) will provide the land, fencing, hard stand area, drainage and the signs required to indicate the existence of the mini bay or information bay, where the mini bay or information bay is constructed on or adjoining Caves Road.
Ongoing maintenance of the above items is to be provided by MRWA.

MRWA will also provide appropriate advance signage along Caves Road for all intersecting side roads. The minimum advance signage will consist of a black on yellow diamond shaped advance intersection warning sign (T-junction or crossroads) with a black on white road name sign underneath.

Where a mini bay or information bay has been constructed, the advance intersection warning sign and road name sign will be superimposed onto a larger sign with green background. It will contain generic symbols for the mini bay or information bay, plus international symbols for the attractions that can be found along and by way of the side road (eg 'bunch of grapes', 'bed', etc).

It is expected that MRWA will in the future provide similar support for mini bays and information bays (and associated advance signage) to be constructed off other Main Roads, namely Bussell Highway, Busselton Bypass, Brockman Highway, Sues Road and Vasse Highway, so as to cover the entire Cape to Cape Region.

Mini bays and information bays off roads other than Main Roads are to be constructed and maintained by the respective Councils.

The sign structures and other facilities should be provided for and maintained by a user-pays system, to which all owners of directional signs contribute. State and Federal grants are to be applied for to assist with the initial costs of setting up the bays and sign structures within bays.

Installation of new tourist directional signs

At Category 1 and 1A Information Bays, installation of the signs structures, maps and signblades is to commence as soon as practicable following the completion of the hard stand areas and road access. MRWA to install the signs required along the Main Roads to indicate the existence of the Information Bays.
At Categories 2 and 3 intersections, installation of the sign structures and signblades is to commence as soon as practicable following a three-months period after affected tourism operators have been invited by the Sign Contractor to apply for signage under the new system. MRWA to install the accompanying signage along the applicable Main Road(s).

Unsolicited sign applications (such as for newly established tourist attractions or facilities) will only be considered for inclusion under the new system; no interim signage will be approved. The new sign system will be in fully place by the 31st of December 2002, with all remnants of the old system removed by this date.

Removal of signs

The removal of non-compliant signs is to be carried out simultaneously with the installation of the new sign structures and sign blades. During the initial phase, all removals of roadside signs will be strictly under directions from MRWA or Council(s) authorised staff.

Currently authorised signs (including authorised woodrouted signs) will not be removed until the replacement new signage is installed at a treated intersection. Current sign structures and sign blades will not be replaced if damaged beyond practical usefulness by accident, age or vandalism and may then be removed.

Unauthorised signs may be removed at any time.

Grace period: The removal of non-compliant signs is to be carried out without a penalty or direct fee or charge to the sign owners for signs that were in place at the time of adoption of the Policy by both Councils.

Removal of unauthorised signs erected after the adoption of the Policy by both Councils will attract applicable penalties and charges. Removed signs are to be stored in the private sign contractor's depot for a limited time and may be collected by their owners upon signing a declaration not to re-erect the sign(s) where unauthorised and payment of penalties, fees and charges (if applicable).
Due to liability implications, the installation, removal, repairs and maintenance of signs and sign structures is strictly to be carried out only by either the Sign Contractor, MRWA, or Council(s).

Neither the Sign Contractor, MRWA, nor Councils accept any liability for damages or injuries incurred resulting from an unauthorised person or persons erecting, installing, adjusting, repairing, modifying, maintaining or removing a roadside sign or sign structure.

Re-use of old signs

Where practicable, existing signs may be re-used:

- Δ On private property, provided that the sign and proposed location meets applicable Sign Bylaws and Policies.
- Δ As a roadside sign at or opposite the public road access to the attraction or facility, provided that the sign meets specifications, including maximum size.
- Δ As part of a temporary sign structure installed as an interim measure prior to the installation of a new sign structure.

COUNCIL POLICY

City of Busselton
Geographe Bay

Council Policy Name:	Tourism Directional Information Signage	
Responsible Directorate:	Engineering and Works Services	Version: Proposed

1. PURPOSE

1.1. The purpose of this Policy is to outline the principles of tourism directional information signage within the City of Busselton.

2. SCOPE

2.1. This Policy applies to all tourism directional information signage on road and other reserves that are under the care, control and management of the City of Busselton.

2.2. This Policy does not apply to signs already covered by provisions in the:
a. City of Busselton Property Local Law 2010;
b. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015;
c. Council policy 'Portable Advertising Signs in Public Places'; and
d. City of Busselton Local Planning Scheme No. 21 (or any subsequent Local Planning Schemes).

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled "Tourism Directional Information Signs"

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 6 – Leadership of the City's Strategic Community Plan 2017 and specifically Community Objective 6.4: Assets are well maintained and responsibly managed.

5. POLICY STATEMENT

5.1. The City recognises that tourism is a major contributor to the regional economy and that the provision of clear, useful and consistent tourism directional information signage significantly adds value to the visitor experience.

5.2. Tourism directional information signage is not provided for the purposes of advertising.

5.3. All tourism directional information signs are to conform to the relevant legislation and standards.

5.4. Written agreement from the Western Australian Tourism Commission is required for all tourist signs relating to accommodation.

5.5. All signs are to be erected and maintained by the City at the expense of the applicant.

5.6. The City retains the control of all signs it installs on road and other reserves under the care, control or management of the City. As such the City reserves the right to remove, modify or relocate unapproved, damaged, badly maintained or dangerous signs without notice.

5.7. Applications for tourism directional information signage will be assessed for eligibility against the criteria set out in the City of Busselton Directional Information Signage Operational Practice.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Australia Standards AS1742 and AS1744
6.2. Main Roads W.A Guidelines
6.3. Tourism Signs – W.A Tourism Commission
6.4. City of Busselton Operational Practice: Tourism Directional Information Signage

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	**N/A**	**Resolution #**	**N/A**

6.4 REVIEW OF COUNCIL POLICIES: URBAN ART AND PUBLIC ARTWORK

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
SUBJECT INDEX	CMTY016: Community Programs
BUSINESS UNIT	Community Services
REPORTING OFFICER	Cultural Development Officer - Jacquie Happ
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Urban Art Policy 2019 Attachment B Public Artwork Policy 2019 Attachment C 017 Urban Art Policy Attachment D Public Artwork Policy

OFFICER RECOMMENDATION

That the Council adopts the:

1. **Urban Art Policy as per Attachment A, to replace the current policy (Attachment C); and**
2. **Defer Public Artwork Policy as per Attachment B, to replace the current policy (Attachment D).**

COMMITTEE RECOMMENDATION AND AMENDED OFFICER RECOMMENDATION

PL1910/266 Moved Councillor K Hick, seconded Councillor R Paine

That the Council adopts the:

1. **Urban Art Policy as per Attachment A, inclusive of Committee amendments as detailed below, to replace the current policy (Attachment C):**

COUNCIL POLICY

Council Policy Name: Urban Art

Responsible Directorate: Community and Commercial Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to engage, encourage and guide the community in the creation of Urban Art~~work~~ which reflects the cultures and lifestyles of the people who live within the City of Busselton.

2. SCOPE

2.1. This Policy applies to Urban Art~~work~~ on all City owned or managed buildings or infrastructure.

2.2. This Policy does not cover Urban Art~~work~~ on State or Federal Government buildings or privately owned property or infrastructure.

2.3. This Policy does not apply to artwork covered by the provisions of Council Policy 'Public Artwork'.

3. DEFINITIONS

Term	Meaning
Artist~~/s~~	Professional artists, experienced community artists, or arts groups eligible to carry out Urban Art projects. This may be in conjunction with community organisations.
Graffiti	Refers to illegal artwork on private and public property without consent from the property owner and is also termed graffiti vandalism. Graffiti vandalism can take the form of writing, drawing or scratching onto surfaces using different implements such as paint, chalk, markers and stickers. ~~Graffiti vandalism is illegal and is punishable by the Western Australian Criminal Code Sections 444, 445, 446, 557G and 557H.~~
Policy	This City of Busselton Council policy entitled "Urban Art~~work~~".
Urban Art~~work~~	Is paint or similar medium applied on walls and/or infrastructure that has a strong aesthetic dimension and in which artistic effort is the major consideration. Definitions of Urban Art that vary from this may be considered through the application process as detailed in the Guidelines

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 1 – Community, of the City's Strategic Community Plan 2017 and specifically the following Community Objective 1.3: A community with access to a range of cultural and art, social and recreational facilities and experiences.

5. POLICY STATEMENT

5.1. Council supports the development of Urban Art~~work~~ as a means of promoting tourism, the expression of creativity, and enhancing the vibrancy and character of the City of Busselton.

5.2. City approval is required for the placement of Urban Art~~work~~ by Artists on City owned and managed property or infrastructure.

5.3. As part of the City's approval process, Urban Art is to be developed in consultation with identified key stakeholders.

5.4. The maintenance of Urban Art~~work~~, including removal of any Graffiti, will be the subject of a maintenance agreement between the Artist and the City.

5.5. Urban Art~~work~~ that is not appropriately maintained will be removed by the City.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Urban Art Guidelines

6.2 Urban Art Application

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	13 December, 2017	**Resolution #**	C1712/321

and

2. Defer consideration of the revised Public Artwork Policy.

CARRIED 5/0

Reasons: All references to "Urban Artwork" were changed to "Urban Art" to reflect the correct terminology throughout the Policy.

The definition of "Graffiti" was amended to delete specific references to legislation, as the Committee considered it to be unnecessary.

EXECUTIVE SUMMARY

This report presents two Council policies for adoption: Urban Art and Public Artworks, having been reviewed as part of the City's overall review of its Council policies. Both policies have been transferred to the new Council policy template, and amended to remove operational content, repetition and generally streamline the policy content.

BACKGROUND

Council policy 017 'Urban Art' was adopted in June 2013 and further reviewed in December 2017. This policy deals with the creation of urban artwork within the City of Busselton.

In March 2018, Council policy 'Public Artwork' was adopted. This policy deals with artworks on City owned or managed spaces that are commissioned by the City or through Developer Contributions, received by donation or on loan.

The City has developed and implemented a Policy Framework, which sets out the intent of Council policies, as opposed to operational documents such as Operational Practices. The two policies have been transferred to the new Council policy template and reviewed by officers and, being considered of continuing importance, are presented for the Council's consideration.

OFFICER COMMENT

The purpose of both Council policies is to encourage and guide the community in relation to firstly, urban artwork projects and secondly public artworks, located on City owned or managed property and infrastructure.

Combining the policies was considered however through the review process it was noted that the provision of urban art and public artworks fulfil different objectives and that the process by which they are created is different. Public artworks are generally created by an artist away from the site and brought into place by the City. Urban art is created on site generally by application from an artist which the City approves. While there are synergies between the two policies, for this reason, officers are recommending they remain as separate policies.

Council policy Urban Art (Attachment A) has been substantially amended to remove the operational content and streamline the remaining strategic aspects.

Council policy Public Artwork (Attachment B) has been amended to remove repetition of clauses, operational aspects and simplify definitions, providing a clearer distinction between what constitutes Urban Art vs Public Art.

Statutory Environment

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

Relevant Plans and Policies

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the GSR. The framework sets out the intent of Council policies, as opposed to operational documents such as Operational Practices.

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

Council could require further amendments to the policies.

CONCLUSION

The report updates the current Council policy 'Urban Art' and Council policy 'Public Artwork'.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The policies will be effective immediately upon adoption.

3.05pm: At this time, Mrs Jacquie Happ, Cultural Development Officer, and Mr Dave Goodwin, Acting Manager Community Services, left the meeting.

3.05pm: At this time, Mr Mark Wong, Manager Waste and Fleet Services, entered the meeting.

COUNCIL POLICY

City of Busselton
Geographe Bay

Council Policy Name: Urban Art

Responsible Directorate: Community and Commercial Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to engage, encourage and guide the community in the creation of Urban Artwork which reflects the cultures and lifestyles of the people who live within the City of Busselton.

2. SCOPE

2.1. This Policy applies to Urban Artwork on all City owned or managed buildings or infrastructure.

2.2. This Policy does not cover Urban Artwork on State or Federal Government buildings or privately owned property or infrastructure.

2.3. This Policy does not apply to artwork already covered by the provisions of Council Policy Public Artwork.

3. DEFINITIONS

Term	Meaning
Artist/s	Professional artists, experienced community artists, or arts groups eligible to carry out Urban Art projects. This maybe in conjunction with community organisations.
Graffiti	Refers to illegal artwork on private and public property without consent from the property owner and is also termed graffiti vandalism. Graffiti vandalism can take the form of writing, drawing or scratching onto surfaces using different implements such as paint, chalk, markers and stickers. Graffiti vandalism is illegal and is punishable by the Western Australian Criminal Code Sections 444, 445, 446, 557G and 557H.
Policy	This City of Busselton Council policy entitled "Urban Artwork".
Urban Artwork	Is paint or similar medium applied on walls and/or infrastructure that has a strong aesthetic dimension and in which artistic effort is the major consideration. Definitions of Urban Art that vary from this may be considered through the application process as detailed in the Guidelines

4. STRATEGIC CONTEXT

4.1. This policy links to Key Goal Area 1 – Community, of the City's Strategic Community Plan 2017 and specifically the following Community Objective 1.3: A community with access to a range of cultural and art, social and recreational facilities and experiences.

5. POLICY STATEMENT

5.1. Council supports the development of Urban Artwork as a means of promoting tourism, the expression of creativity, and enhancing the vibrancy and character of the City of Busselton.

5.2. City approval is required for the placement of Urban Artwork by Artists on City owned and managed property or infrastructure.

5.3. As part of the City's approval process, Urban Art is to be developed in consultation with identified key stakeholders.

5.4. The maintenance of Urban Artwork, including removal of any Graffiti, will be the subject of a maintenance agreement between the Artist and the City.

5.5. Urban Artwork that is not appropriately maintained will be removed by the City.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Urban Art Guidelines

6.2 Urban Art Application

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**	13 December, 2017	**Resolution #**	C1712/321
Previous Adoption	**DATE**	26 June, 2013	**Resolution #**	C1306/161

COUNCIL POLICY

City of Busselton
Geographe Bay

Council Policy Name: Public Artwork Policy

Responsible Directorate: Community and Commercial Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to provide guidelines for the acquisition, installation, maintenance and deaccessioning of Public Artwork, which assists to promote civic, community and cultural identity within the City of Busselton.

2. SCOPE

2.1 This Policy is applicable to the acquisition, maintenance and Deaccessioning of Public Artwork within the City of Busselton.

2.2 This Policy does not apply to artwork already covered by the provisions of Council Policy 'Urban Art.

3. DEFINITIONS

Term	Meaning
Artist	Professional artists, experienced community artists, or arts groups eligible to carry out Public Artwork projects. This maybe in conjunction with community organisations.
Deaccessioning	Deaccessioning is the process of decommissioning a public artwork that is deemed to be a risk to public safety and is considered to be beyond repair within a reasonable and acceptable budget.
Policy	this City of Busselton Council policy entitled "Public Artwork"
Public Artworks	A permanent, temporary or ephemeral work of art created by an artist or developed under the guidance of a professional artist.

4. STRATEGIC CONTEXT

4.1. This policy links to Key Goal Area 1 – Community of the City's Strategic Community Plan and specifically Community Objective 1.3: A community with access to a range of cultural and art, social and recreational facilities and experiences.

5. POLICY STATEMENT

5.1. Public Artworks within the City of Busselton district are intended to reflect the cultures and lifestyles of the local community, to create vibrant spaces and invigorate places, and/or celebrate cultural or heritage aspects of the region.

5.2. The installation of Public Artwork can help to:
a. promote civic, community and cultural identity
b. encourage community reflection, inspiration, celebration and well-being;
c. improve visual amenity of places and spaces; and
d. support regional art production.

5.3. Public Artworks are acquired through commissions, developer contributions, donations, prizes and community art projects. Public Artwork may also be provided on loan to the City.

5.4. Prior to the commissioning, installation and/or Deaccessioning of Public Artworks, consultation with identified key stakeholders may be undertaken in accordance with the Public Artwork Guidelines. Public Artwork may however be Deaccessioned at the City's discretion.

5.5. Unless otherwise agreed, Public Artworks will be installed and maintained by the City.

5.6. Public Artworks acquired by the City are required to have an installation plan and maintenance plan as outlined in the Public Artwork Guidelines.

5.7. The City of Busselton has a Development Contributions Policy that includes percent for art provisions. Public Artworks commissioned under this policy are generally installed on private property however they may also be installed on City owned or managed land. In the case of Public Artwork located on public land, the developer will be responsible for the maintenance of the artwork under a maintenance agreement.

5.8. Community groups, private individuals or the corporate sector may gift Public Artwork to the City for display. Donated artworks are accepted through a Public Artwork donation agreement between the donor and the City of Busselton.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Public Artwork Guidelines
6.2. City of Busselton Development Contributions Policy (6B Percent for Art Provisions)
6.3. Percent for Art Step by Step Guidelines
6.4. Council Policy: Urban Art
6.5. Urban Art Guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	14 March 2018	**Resolution #**	C1803/039

017	Urban Art Policy	V2 Current

1.0 PURPOSE

The Urban Art Policy (UAP) is designed to engage and encourage the community in the creation of Urban Artwork projects reflecting the cultures and lifestyles of the people who live within the City of Busselton.

The purpose of the UAP is to assist in achieving the following objectives:

- To encourage community participation in the creation of Urban Art Projects within the City;
- To encourage responsible Urban Artwork and deter graffiti and vandalism of City property;
- To encourage a range of Urban Artwork styles which reflect the diversity of the community's aspirations and vision;
- To provide community access to high quality Urban Artwork projects for education and art appreciation purposes;
- To build on and promote the character and identity of the Busselton region;
- To provide spaces within the City for artists' creative ideas and expression;
- To develop potential designs for infrastructure, public facilities, bins and structures located near public facilities; and
- To encourage pride and ownership of infrastructure in our community.

2.0 SCOPE

The Policy will guide the City and the community who want to undertake an Urban Artwork. Council supports the development of public Urban Artwork to promote tourism, business, culture and lifestyle and add vibrancy to public spaces within the district and this policy outlines the circumstances and process required to approve an Urban Artwork.

2.1 The policy covers all Urban Artworks on

a. City owned or managed buildings; and
b. City owned or managed infrastructure

2.2 The policy does not cover Urban Artworks on

a. State or Federal Government buildings; and
b. Privately or commercially owned property or infrastructure.

3.0 DEFINITIONS

For the purpose of this policy the following definitions apply: -

Artist/s: are generally professional artists, experienced community artists, or arts groups will be eligible to carry out Urban Art Projects. Refer to Guidelines for further information.

Artwork Design Concepts: means design artwork proof or concepts submitted to the City at the Location for approval.

Graffiti: refers to illegal artwork on private and public property without consent from the property owner and is also termed graffiti vandalism. Graffiti vandalism can take the form of writing, drawing or scratching onto surfaces using different implements such as paint, chalk, markers and stickers. Graffiti vandalism is illegal and is punishable by the Western Australian Criminal Code Sections 444, 445, 446, 557G and 557H.

Location: is the site of the Urban Artwork on City owned and managed property, fences, playgrounds, skate parks, outdoor walls, traffic underpass, or other public infrastructure.

Organiser/s: means the person, Company or Organisation, including City of Busselton managed projects, which is responsible for organising and makes application to the City for to create an Urban Art Project.

Urban Artwork: is an artwork that has been approved by the City to be created on a City Location. It is a well organised, skilled activity which has a strong aesthetic dimension, and in which artistic effort is the major consideration. Locations can include buildings, fences, playgrounds, skate parks, outdoor walls, traffic underpass, bus stop or other public infrastructure. For the purpose of the policy, the definition may also include other forms of art works, temporary or fixed and is not confined to paint.

4.0 POLICY CONTENT

4.1 Approval

All Urban Artwork on Locations require approval from the City before they commence.

The Urban Artwork Design Concepts will be reviewed and assessed by the City and the Organiser will be informed of the approval in writing.

4.2 Locations

Locations where Urban Artworks may be sited include City owned or managed properties and infrastructure.

4.3 Consultation

The Organiser/s must ensure that relevant stakeholders are identified and consulted with throughout the project.

4.4 Maintenance and Removal

As a condition of the Urban Artwork being approved, the Organiser will, in principle, be responsible for the Artwork's maintenance and removal of graffiti at the Location. A maintenance plan is required as part of the procedures.

The maintenance period for acquired artworks will be five (5) years from the date of creation unless agreed otherwise. If the Urban Artwork Location is not maintained and graffiti removed in a timely manner, the City reserves the right to remove it by repainting the surface.

6.0 RESPONSIBILITIES

Community and Commercial Services Directorate
Approval, consultation, location, artist liaison

Engineering Works and Services Directorate
Location, maintenance, removal

Finance & Corporate Services Directorate
Asset Register, insurance

7.0 POLICY BACKGROUND & HISTORY

Policy Reference No: 017
Owner Unit: Community Services
Policy Adopted: 26 June 2013
Review Frequency: As Required

Council Resolution	Date	Information
C1712/321	December 2017	Reviewed
C1306/161	26 June 2013	Adopted and implemented

CITY OF BUSSELTON PUBLIC ARTWORK POLICY

1.0 POLICY STATEMENT

Public artworks within the City of Busselton district are intended to reflect the cultures and lifestyles of the local community, to create vibrant spaces and invigorate places, and/or celebrate cultural or heritage aspects of the region.

The principles of Public Artwork are to:

- promote civic, community and cultural identity by introducing public artwork which makes streets, open spaces and buildings more locally distinctive;
- enhance the sense of place by encouraging public art forms which reinforce and highlight early settlement and Aboriginal history, cultural heritage and contemporary life;
- encourage community reflection, inspiration, celebration and well-being;
- improve visual amenity and the appearance of places by using public art to screen unattractive views and add interest;
- support regional art production where possible by contracting locally-based artists to create artworks;
- encourage the use of a diverse range of traditional and contemporary media and technologies; and
- recognise the importance of the role of art in public places.

Public artworks are acquired in numerous ways including commissions, developer contributions, donations, prizes and community art projects. Under certain circumstances artwork may be on loan to the City as in an outdoor exhibition in a public space.

Generally the City of Busselton manages and controls public artworks which are located on City-owned or managed properties as public spaces.

2.0 SCOPE

The City of Busselton is presented with public artwork opportunities from time to time as community projects, donations from organisations or individuals, the City's own public artwork initiatives or artwork on loan.

This Policy proposes to address public artworks in terms of the City's responsibility in:

- Acquisition
- Consultation
- Maintenance
- Deaccessioning
- Responsibilities

3.0 DEFINITIONS

3.1 Artist

It is acknowledged that the term 'artist' is self-referencing. For the purposes of this Policy, artists are expected to be able to meet at least two of the following criteria:

- a person who evidences their experience in implementing successful public artwork projects;
- a person who has completed a university degree or a diploma in a relevant arts field (ie visual arts, multi-media, fine arts) as appropriate to the public artwork commission brief;
- a person who earns the majority of their income from arts-related activities, including: teaching, selling artwork or undertaking public art commissions;
- a person who exhibits their artwork through one or more reputable art galleries whose primary business is dealing in the works of professional artists; and
- a person who has had works of art acquired by major public or private collections; and
- emerging artists/s whose Artwork complies with Public Art Guidelines.

3.2 Public Artworks

A public artwork is a permanent, temporary or ephemeral work of art created by an artist or developed under the guidance of a professional artist; that has been commissioned, acquired, donated or on loan to suit a public space either outdoors or indoors, or facility that is accessible to the community.

Public artwork does not include:

- busking, art markets, pop-up galleries;
- playground equipment;
- commercial promotions in any form including business logos or brands;
- directional/way-finding elements such as super-graphics, signage or colour coding;
- objects that are mass-produced or reproduced;
- most art reproductions;
- services or utilities necessary to operate or maintain artworks; and
- commercially designed and manufactured street furniture.

4.0 ACQUISITIONS

Acquisitions are public artworks purchased, commissioned, donated or on loan to the City of Busselton. These artworks become part of the City's *Public Art Register* at the City's discretion. Public artwork acquisition processes for example include but are not limited to:

- *Sculpture by the Bay* annual acquisitive prize;
- the City's Development Contributions Policy;
- artworks commissioned by the City, such as the Settlement Art Project;
- exterior urban art or mural commissions;
- donations; and
- artwork on loan to the City for public exhibition (temporary acquisitions)

Public Artworks acquired by and more specifically, commissioned by the City, are required to have an Installation Plan and Maintenance Plan as outlined in the *Public Artwork Guidelines*. The City is responsible for the installation of artworks unless otherwise agreed by contract. Artworks will include signage that includes the name of the work, artist and year of completion or installation.

4.1 Prizes

The City may acquire public artworks through a competitive process with a monetary reward. The competition will outline its terms and conditions for the prize and include a copy of the *Public Artwork Guidelines*. The artworks acquired through a prize process may not be as robust as an artwork commissioned by a professional artist with a much higher budget. Artworks acquired through prizes might occasionally be expected to have a shorter life span of up to five (5) to ten (10) years.

4.2 Development Contributions Policy

The City of Busselton has a *Development Contributions Policy* that includes *6B Percent for Art Provisions*. In general these artworks are commissioned for private property however some artworks are installed on City owned or managed land. In the case of an artwork located on public property, the developer will be responsible for the maintenance of the artwork for the span of its life and this is managed by a Maintenance Agreement .

A cash in lieu payment will be spent in accordance with the Policy. The *Public Art Guidelines* should be read in conjunction with the *Percent for Art Step by Step Guidelines.*

4.3 Commissioned Public Artworks

Commissioned works may require involvement and consultation with the community. Depending on the subject or theme; the scale and size; and the location of the proposed artwork, a reference group or panel maybe formed to support the decision making process which would include key stakeholders. Public Artworks commissioned by the City will be guided by the *Public Artwork Guidelines.*

4.4 Public Urban Artworks

City commissioned or approved outdoor urban art or mural artworks are guided by the *Urban Art Policy* and *Urban Art Guidelines.*

4.5 Donations

Periodically community groups, private individuals and/or the corporate sector gift artwork for permanent display within the City. Donated artworks are accepted through a *Public Artwork Donation Agreement* between the donor and the City of Busselton.

4.6 Artwork on Loan (temporary acquisitions)

Periodically Artists, individuals or organisations will loan artworks to the City where the City curates, manages and controls an outdoor exhibition as part of a community celebration, festival or event. In this case, artwork on loan will be accepted through a *Public Artwork Loan Agreement* between the identity who is lending the artwork and the City of Busselton, unless already covered by a separate or existing loan agreement with the lender.

Artworks that are acquired by any means are entered to the Public Art Register.

5.0 CONSULTATION

Artworks commissioned and/or donated to the City of Busselton are site specific and will include consultation with key stakeholders. These stakeholders may include:

- residents or businesses located within viewing distance of the location;
- sponsors or donors;
- Councillors, project partners, community groups and organisers; and
- precinct stakeholders.

Consultation would consider the following selection criteria:

- themes of artwork that reflect the City's principles outlined in this policy;
- materials used and cost of maintenance plan;
- public safety;
- suitability in terms of
    - environment
    - culture
    - accessibility
    - point of interest and meeting place;
- location
    - integration with existing artworks that are nearby;
    - minimise impact on visual amenity of residential and business premises;
    - sculpture trails;
    - proximity to infrastructure such as pathways, parks and parking;
    - accessibility for maintenance works;
- passive surveillance.

Locations where public artworks may be sited include City-owned or managed properties in Busselton, Dunsborough, Yallingup, Vasse and other Locality precincts such as town centres and foreshores, in and adjacent to public buildings, parks, gardens and reserves, and Busselton Jetty.

6.0 MAINTENANCE

Unless an agreement exists between the City and an Artist, owner of an artwork, or a third party stipulates otherwise, any public artworks acquired by the City or located on City-controlled land will be the responsibility of the City. Accordingly, the City will informally inspect the condition of the artwork to carry out maintenance as required. A Maintenance Plan will be supplied by the Artist/s as part of the acquisition process and this will be submitted for inclusion as part of the City's Public Art Register.

The maintenance period for acquired artworks will be ten (10) years from the date of installation unless agreed otherwise. The maintenance plan will be implemented by the City's Engineering Works and Services Directorate.

A Condition Assessment and Valuation Report for insurance and maintenance purposes will be conducted by an Arts Valuation Consultant every three years to establish the historical, cultural and artistic significance of a public artwork. The Condition Assessment will recommend whether an artwork needs priority attention, conservation or remedial works or needs to be removed.

7.0 DEACCESSIONING

Deaccessioning is the process of decommissioning a public artwork that is deemed to be a risk to public safety and is considered to be beyond repair within a reasonable and acceptable budget.

Generally, an assessment of a public artwork on City owned/managed land will be undertaken through regular inspections and a valuation and condition assessment conducted every three (3) years, with recommendations informing the deaccessioning timeframe.

Regular informal inspections and recommendations occur by the City's Parks and Garden staff.

In the case of public artworks located on City-owned or managed property, the City may decide to remove an artwork at any time should it be deemed to be in an advanced state of disrepair or damage, the artwork is no longer considered suitable for the location, for relocation, or for other reasons such as safety.

In such cases, the City will consult with the Artist, where possible, prior to making a decision to remove and prepare a documented archival record of the artwork prior to its removal. The decommissioned artwork will be offered to the Artist for removal at their cost. In the case that an artist cannot be contacted, evidence of a reasonable attempt to find the artist will be recorded. The City will remove the public artwork at its cost if the Artist does not want it.

8.0 RESPONSIBILITIES

Community and Commercial Services Directorate
Acquisition, consultation, location, installation, valuation, condition assessments, artist liaison

Engineering Works and Services Directorate
Location, installation, maintenance

Finance & Corporate Services Directorate
Asset Register, insurance

Planning Directorate
Development Contribution Policy : *6B Percent for Art Provisions*

POLICY BACKGROUND

Policy Reference No:
Owner Unit: Community Services
Policy Adopted:
Review Frequency: As Required

HISTORY

Council Resolution	Date	Information
C1803/039	14/03/2018	

6.5 POLICY REVIEW - WASTE COLLECTION SERVICE

STRATEGIC GOAL	3. ENVIRONMENT Valued, conserved and enjoyed
STRATEGIC OBJECTIVE	3.1 Development is managed sustainably and our environment valued.
SUBJECT INDEX	Council Policies
BUSINESS UNIT	Waste and Fleet Services
REPORTING OFFICER	Manager Waste and Fleet Services - Mark Wong
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Proposed Policy - Waste Collection Service Attachment B Current Policy

OFFICER RECOMMENDATION

That the Council adopts the Council policy Waste Collection Service as per Attachment A, to replace the current policy (Attachment B).

COMMITTEE RECOMMENDATION AND AMENDED OFFICER RECOMMENDATION

PL1910/267 Moved Councillor R Paine, seconded Councillor K Hick

That the Council adopts the Council policy Waste Collection Service as per Attachment A, to replace the current policy (Attachment B) inclusive of Committee requested amendments as detailed within:

COUNCIL POLICY

Council Policy Name: Waste Collection Service

Responsible Directorate: Engineering and Works Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to outline the parameters within which the provision of kerbside waste and recycling collection services will operate, in order to ensure an effective, safe and consistent service is provided throughout the District.

2. SCOPE

2.1. This Policy is applicable to the provision of all kerbside Waste Receptacle collection services in the District, including recycling ~~waste~~ and organic waste collection, and to the provision of any agreed commercial waste collection services.

3. DEFINITIONS

Term	Meaning
Authorised Officer	Manager, Waste and Fleet Services or representative business unit Officer.
District	City of Busselton local government area.
General Waste MGB	An Australian Standards 4123 compliant, polyethylene, dark green or black coloured body, of a maximum ~~nominal~~240 litre capacity and capable of containing 70 to a maximum of 90 kilograms of ~~G~~general waste, fitted with wheels, a handle and a red or dark green lid.
MGB	Mobile Garbage Bin.
Organic Waste MGB	An Australian Standards 4123 compliant, polyethylene, dark green or black coloured body, of a maximum ~~nominal~~240 litre capacity and capable of containing 70 to a maximum of 90 kilograms of organic waste, fitted with wheels, a handle and a lime green lid.
Policy	~~this~~This City of Busselton Council policy entitled "Waste Collection Service".
Prescribed Area	Various areas within the district, that are listed in the local government's geographic information system as a layer, and amended accordingly from time to time.
Recycling Waste MGB	An Australian Standards 4123 compliant, polyethylene, nature green, dark green or black coloured body, of a maximum ~~nominal~~240 litre capacity and capable of containing 70 to a maximum of 90 kilograms of recycling waste, fitted with wheels, a handle and a yellow Lid.
Waste Receptacle~~s~~	A MGB or a container which has otherwise been approved by the City for the deposit and collection of collectable waste.

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 3 – Environment of the City's Strategic Community Plan 2017 and specifically Community Objective 3:1: Development is managed sustainably and our environment valued.

5. POLICY STATEMENT

5.1. All premises that are, or are capable of being, occupied or used for residential purposes within the Prescribed Area may be entitled to receive a kerbside general waste, a recycling waste, and an organic waste collection service.

5.2. The Authorised Officer determines which service or combination of services is capable of being offered, and may amend the Prescribed Area from time to time.

5.3. All premises that are, or are capable of being, occupied or used for residential purposes within the Prescribed Area must buy, and keep in good condition, a General Waste MGB for the use of the premises.

5.4. All residential premises within the Prescribed Area will be provided by the City with a Recycling Waste MGB which will remain the property of the City. Premises are required to pay for the use of additional Waste Receptacles supplied for kerbside recycling services.

5.5. Premises utilised for commercial purposes within the Prescribed Area may request to receive a kerbside, general waste, recycling waste, and an organic waste collection service by submitting a completed Commercial Waste Collection Application Form to the Authorised Officer. The premises are obliged to buy and maintain their own ~~dark green~~ Waste Receptacle.

5.6. The Authorised Officer determines if the commercial waste collection service is capable of being offered to the premises, the frequency of the collection and the method used. Upon approval, the premises will receive a sticker, to be placed on the front of the Waste Receptacle, indicating their collection day. Only Waste Receptacles' with a sticker will be emptied.

5.7. Collection Services may, at the Authorised Officer's discretion, be provided outside of the Prescribed Area~~, to all or part of an area~~.

5.8. The following criteria will be considered in determining whether it is viable to provide such a service

a. Suitability in terms of distances, roads, access and safety;
b. Demand for the service; and
~~a.~~c. Cost of providing the service.;
~~b.a. Demand for the service;~~
~~c.~~d. ~~Revenue potential; and~~
~~d.~~e. ~~Suitability in terms of distances, roads, access and safety~~.

5.9. Where a service is introduced into a new area or part of a new area, a service fee will apply to all premises within that area or part area. The service fee applies irrespective of whether or not the owner or occupier of the premise actually uses the service.

5.10. Unless clause 5.11 applies, waste collection services will generally only be carried out along the verges of public roads (whether in a Prescribed Area or non-Prescribed Area).

5.11. ~~Where the following can be demonstrated t~~The Authorised Officer may, at their discretion and taking into account the ~~being mindful of~~ associated service costs, provide waste collection services along private roads:
   a. where safety to all persons is not compromised;
   b. where there is minimal prospect of damage to vehicles and property;
   c. where there is no suitable space on the public verge to place the Waste Receptacles for collection; and

d. where it represents a major inconvenience for the owners or occupiers of a premise to wheel their Waste Receptacles to the public verge.

5.12. Where waste collection services are offered along private roads, an appropriate agreement must be entered into, between the City and the owners or occupiers of the premise prior to commencement.

5.13. The Authorised Officer reserves the~~ir~~ right to review the suitability of collection service(s) routes on public and private roads, along with the level of service to customers, and may amend them to suit current conditions following these reviews.

5.14. MGBs must be placed at least 0.5m apart, in a position which is clear of obstacles and enables safe collection.~~that enables the safe collection service for the truck, clear of obstacles, such as overhanging trees, buildings, vehicles or other objects that pose a risk of damage to the truck or other infrastructure~~.

5.15. In accordance with Clause 2.6 (1) and (2) of the *City of Busselton Waste Local Law 2016* the Authorised Officer may direct the owner or occupier of a premise, in writing, to place their Waste Receptacle for collection in a specific location.

5.16. ~~Subject to amendment in the future, t~~The City ~~local government~~ is ~~currently~~ unable to ~~provide~~ assist~~ance for~~ owners or occupiers of premises to wheel their Waste Receptacles to or from the place of collection.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. City of Busselton Waste Local Law 2016
6.2. Local Government Act 1995;
6.3. Waste Avoidance and Resource Recovery Act 2007

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	10/05/2017	**Resolution #**	C1705/102

CARRIED 5/0

Reasons: The Committee recommended the various amendments to the Policy for improved readability and to clarify the parameters of the waste collection service provided by the City of Busselton.

EXECUTIVE SUMMARY

This report presents a revised Waste Collection Service policy (Attachment A) (the Policy) for Council consideration, with the current policy being amended as part of the City's overall review of its Council policies. The Policy, which has been moved into the new policy format, is considered to be of continuing relevance and is therefore recommended for Council's approval.

BACKGROUND

The current policy was adopted in 2012 to replace a previous Refuse Collection Service Policy and was last reviewed in 2017, where it was updated to provide clarifications relating to waste collection on private property and to incorporate the use of up to date terminology.

The purpose of the policy has been to provide guidance on areas within the District where residential premises may be entitled to receive a kerbside general waste and recycling waste collection service (and now organic waste collection). It outlines factors to be considered, such as safety, heavy vehicle access, and serviceability, when determining which properties may be viable to receive a kerbside collection, together with issues (to overcome) and which may prevent or change the level of service provided. It also provides information on how certain commercial premises within the District may request to receive a kerbside waste collection service by submitting a completed, Commercial Waste Collection Application Form.

OFFICER COMMENT

Prompted by a requirement to periodically review policies and an initiative to ensure policy documents are consistent with the City's policy framework, the Policy has been moved into the current policy format and reviewed to remove operational level detail.

Specific details relating to the incorporation of services into waste runs, factors inhibiting services on private roads, the location of waste receptacles, and the waste collection service assessment criteria for non-Prescribed Area waste services, have been removed. The Policy continues to provide over-arching guidance and principles by which new waste collection services will be assessed.
The removal of operational content allows for adjustments to be made, and fit in with constant changing best practices, as needed.

Additionally, the current policy implies that commercial customers within the Prescribed Area may, at their discretion, receive a kerbside waste collection service. This does not align with the City's current practice, as the provision of commercial waste collection services are instead at the City's discretion. The Policy has been updated to reflect this.

Statutory Environment

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

The Policy further supports the obligations and requirements contained within the *Waste Avoidance and Resource Recovery Act 2007* and the City of Busselton *Waste Local Law 2016.*

Relevant Plans and Policies

The City has a policy framework which was developed and endorsed by Council in response to the recommendations of the Governance Services Review carried out in 2017. The framework sets out the intent of Council policies, as opposed to operational documents such as Staff Management Practices and operational procedures.

Financial Implications

Adoption of the Policy has no budget implications.

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

Council could decide to:

1. not adopt the Policy and instead rescind the Policy on the basis that the *Waste Local Law 2016* sufficiently outlines requirements in relation to waste collection services. The *Waste Local Law 2016* does not provide relevant information for residents in a user friendly manner however and so this is not recommended.

2. to require further amendments to the Policy.

CONCLUSION

The Policy updates the current Waste Collection Service policy and in doing so maintains parameters for the provision of kerbside general waste, recycling and organic waste collection services such that they operate in the most effective, safe, cost efficient and consistent manner for eligible residential and commercial premises within the District.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Policy will be placed on the City's website within one week of adoption.

3.34pm: At this time, Mr Mark Wong, Manager Waste and Fleet Services, and Mr Oliver Darby, Director Engineering and Works Services, left the meeting.

COUNCIL POLICY

City of Busselton
Geographe Bay

Council Policy Name: Waste Collection Service

Responsible Directorate: Engineering and Works Services Version: Draft

1. PURPOSE

1.1. The purpose of this Policy is to outline the parameters within which the provision of kerbside waste and recycling collection services will operate, in order to ensure an effective, safe and consistent service is provided throughout the District.

2. SCOPE

2.1. This Policy is applicable to the provision of all kerbside Waste Receptacle collection services in the District, including recycling waste, organic waste collection, and to the provision of any agreed commercial waste collection services.

3. DEFINITIONS

Term	Meaning
Authorised Officer	Manager, Waste and Fleet Services or representative business unit Officer.
District	City of Busselton local government area.
General Waste MGB	An Australian Standards 4123 compliant, polyethylene, Dark Green or Black coloured body, of a nominal 240 litre capacity and capable of containing 70 kilograms of General waste, fitted with Wheels, a Handle and a Red or Dark Green Lid.
MGB	Mobile Garbage Bin.
Organic Waste MGB	An Australian Standards 4123 compliant, polyethylene, Dark Green or Black coloured body, of a nominal 240 litre capacity and capable of containing 70 kilograms of organic waste, fitted with wheels, a handle and a lime green lid.
Policy	this City of Busselton Council policy entitled "Waste Collection Service".
Prescribed Area	Various areas within the district, that are listed in the local government's geographic information system as a layer, and amended accordingly from time to time.
Recycling Waste MGB	An Australian Standards 4123 compliant, polyethylene, Nature Green, Dark Green or Black coloured body, of a nominal 240 litre capacity and capable of containing 70 kilograms of recycling waste, fitted with Wheels, a Handle and a Yellow Lid.
Waste Receptacles	A MGB or a container which has otherwise been approved by the City for the deposit and collection of collectable waste.

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 3 – Environment of the City's Strategic Community Plan 2017 and specifically Community Objective 3:1: Development is managed sustainably and our environment valued.

5. POLICY STATEMENT

5.1. All premises that are, or are capable of being, occupied or used for residential purposes within the Prescribed Area may be entitled to receive a kerbside general waste, a recycling waste, and an organic waste collection service.

5.2. The Authorised Officer determines which service or combination of services is capable of being offered, and may amend the Prescribed Area from time to time.

5.3. All premises that are, or are capable of being, occupied or used for residential purposes within the Prescribed Area must buy, and keep in good condition, a General Waste MGB for the use of the premises.

5.4. All residential premises within the Prescribed Area will be provided by the City with a Recycling Waste MGB which will remain the property of the City. Premises are required to pay for the use of additional Waste Receptacles supplied for kerbside recycling services.

5.5. Premises utilised for commercial purposes within the Prescribed Area may request to receive a kerbside, general waste, recycling waste, and an organic waste collection service by submitting a completed Commercial Waste Collection Application Form to the Authorised Officer. The premises are obliged to buy and maintain their own dark-green Waste Receptacle.

5.6. The Authorised Officer determines if the commercial waste collection service is capable of being offered to the premises, the frequency of the collection and the method used. Upon approval, the premises will receive a sticker, to be placed on the front of the Waste Receptacle, indicating their collection day. Only Waste Receptacles' with a sticker will be emptied.

5.7. Collection Services may, at the Authorised Officer's discretion, be provided outside of the Prescribed Area, to all or part of an area.

5.8. The following criteria will be considered in determining whether it is viable to provide such a service
   a. Cost of providing the service;
   b. Demand for the service;
   c. Revenue potential; and
   d. Suitability in terms of distances, roads, access and safety.

5.9. Where a service is introduced into a new area or part of a new area, a service fee will apply to all premises within that area or part area. The service fee applies irrespective of whether or not the owner or occupier of the premise actually uses the service.

5.10. Unless clause 5.11 applies, waste collection services will generally only be carried out along the verges of public roads (whether in a Prescribed Area or non-Prescribed Area).

5.11. Where the following can be demonstrated the Authorised Officer may, at their discretion and being mindful of associated service costs, provide waste collection services along private roads:
   a. where safety to all persons is not compromised;
   b. where there is minimal prospect of damage to vehicles and property;
   c. where there is no suitable space on the public verge to place the Waste Receptacles for collection; and
   d. where it represents a major inconvenience for the owners or occupiers of a premise to wheel their Waste Receptacles to the public verge.

5.12. Where waste collection services are offered along private roads, an appropriate agreement must be entered into, between the City and the owners or occupiers of the premise prior to commencement.

5.13. The Authorised Officer reserves their right to review the suitability of collection service(s) routes on public and private roads, along with the level of service to customers, and may amend them to suit current conditions following these reviews.

5.14. MGBs must be placed at least 0.5m apart, in a position that enables the safe collection service for the truck, clear of obstacles, such as overhanging trees, buildings, vehicles or other objects that pose a risk of damage to the truck or other infrastructure.

5.15. In accordance with Clause 2.6 (1) and (2) of the *City of Busselton Waste Local Law 2016* the Authorised Officer may direct the owner or occupier of a premise, in writing, to place their Waste Receptacle for collection in a specific location.

5.16. Subject to amendment in the future, the local government is currently unable to provide assistance for owners or occupiers of premises to wheel their Waste Receptacles to or from the place of collection.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. City of Busselton Waste Local Law 2016
6.2. Local Government Act 1995;
6.3. Waste Avoidance and Resource Recovery Act 2007

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	**DATE**		**Resolution #**	
Previous Adoption	**DATE**	10/05/2017	**Resolution #**	C1705/102

Last updated 10 May 2017

211	Waste Collection Service	V3 Current

PURPOSE

This policy is designed to provide guidance and consistency on kerbside waste and recycling collection for domestic and commercial services via mobile garbage bins (MGBs) (or waste receptacles) and the inclusion of streets in the prescribed area for waste collection.

SCOPE

The prescribed area referred to in this policy is the area within which the City is required to provide or make provision for a waste collection service. This service includes both rubbish and recycling collection. The prescribed area is defined as that part of the district indicated on the domestic waste collection routes to which the source area maps refer.

POLICY CONTENT

PART A

Domestic, Commercial and Rural Customers

All premises that are, or are capable of being, occupied or used for residential purposes within the prescribed area are obliged to buy, and keep in good condition, a dark-green MGB as a receptacle for the collection and removal, from those premises, of general waste. Commercial customers within the prescribed area may also, at their discretion, have a kerbside waste collection service, for which they are obliged to buy their own dark- green MGB receptacle.

Premises within the prescribed area are also required to pay for the use of additional receptacles supplied for kerbside recycling services. The recycling receptacles themselves will be paid for, and remain the property of, the City.

The Council may amend the prescribed area from time to time.

All requests for the provision of a waste collection service to residences within the part of the district zoned "Residential" are to be incorporated, as far as practicable, into the current waste collection runs and the assessment criteria contained within part B of this policy shall not apply.

Requests for commercial services within the prescribed area are to be submitted by completing a Commercial Waste Collection Application Form. If approved, applicants will be supplied with a coloured sticker indicating the day of the week on which the waste receptacle will be emptied. Only commercial waste receptacles with an approved sticker will be emptied.

Upon request, commercial services within the prescribed area may also be supplied with, and pay for, additional receptacles for recycling services.

Wherever possible, collection of waste and recycling receptacles is to be carried out along the verge of public roads. Waste collection vehicles are strongly discouraged from travelling along private roads due to the following factors:

- Private roads are not specifically designed for large waste trucks, thereby resulting in a higher potential for damage to vehicles, roads or private property.
- Resorts, holiday villages and private estates may be regarded as unsuitable because of narrow internal roads, poor visibility, lack of turn around space and the large number of pedestrians, particularly children in the vicinity raising safety concerns.
- Safety of waste collection staff and the public may be compromised by travelling along private roads.

In circumstances where it can be demonstrated that safety to all persons is not compromised, where there is minimal prospect of damage to vehicles and property, where there is no suitable space on the public verge to place the waste and recycling receptacles for collection, and where it represents a major inconvenience for the owners or occupiers of a premise to wheel their waste receptacles to the public verge, consideration may be given – at the City's discretion – to travelling along private roads to collect those receptacles.

This will be determined on an individual basis and an appropriate agreement must be made with all serviced private properties in respect to a liability and insurance disclaimer, in order for the waste collection trucks to enter on to private property.

Costs associated with the service and the demand for the service will be considered in the City's decision.

The physical location of each waste and recycling receptacle collection point on public roads within the prescribed area will be determined by the following factors:

- Safe and adequate turnaround areas at the end of *cul de sacs* and no-through roads;
- Width of roads;
- General condition of roads;
- Intrusion of vegetation and other obstacles at the side of roads;
- Height of overhanging vegetation;
- Safe and adequate space to present waste receptacles for collection;
- Other safety factors.

The waste receptacles must be presented in an area clear of obstacles, ideally at least 0.5m away from other receptacles. Overhanging trees, buildings, vehicles, etc must not pose a danger of damage being caused to the truck or to existing infrastructure.

In accordance with Clause 2.6 (1) and (2) of the City of Busselton Waste Local Law (2016) the City may direct the owner or occupier of specified premises, in writing, to place their receptacle for collection in a specific location.

The City is not able to provide assistance for owners or occupiers of premises to wheel their waste receptacles to or from the place of collection.

The City will review the suitability of existing waste collection service routes on public and private roads from time to time. The level of service to customers may be amended to suit current conditions following these reviews. Customers may be required to change the location of their waste collection point at the request of the City on a temporary or permanent basis to facilitate these changes.

Last updated 10 May 2017

PART B

Rural Customers (outside the prescribed area)

Prior to the provision of a collection service to premises outside the prescribed area the following assessment criteria shall be considered.

1. **Waste Collection Service Assessment Criteria.**

The viability of providing a waste collection service to premises in areas outside the prescribed area is determined by the following criteria:

- Cost of providing the service.
- Income potential.
- Demand for the service.
- Time required to provide the service.
- Suitability and safety of roads.

1.1 Service Costs

Costs considered include the following:

- Plant costs
- Labour costs
- Disposal costs

1.2 Service Demand

The demand for the service is determined by:

- Number of potential services in the proposed area
- Commercial as well as domestic demand
- Accessibility to the proposed service location
- Survey – community consultation
- Existing service runs.

1.3 Time

Time required to provide the service is determined by:

- Travelling time, to and from service area
- Collection time, within the service area
- Estimated time for service area to reach potential income.

1.4 Roads

The suitability of roads is determined by:

- Safe and adequate turnaround areas in *cul de sacs* and no-through roads
- Width of roads
- General condition of roads
- Intrusion of vegetation and other obstacles at the side of roads
- Height of overhanging vegetation
- Safe and adequate space to present waste receptacles for collection
- Other safety factors.

The service of emptying a waste receptacle must be capable of being carried out in a safe road manner. Factors such as the area speed limit, the distance a truck is able to pull off the road in order to service the waste receptacle, the width and condition of the road shoulder, visibility of traffic in both directions, and steepness of terrain may all need to be considered.

The City will review the suitability of existing waste collection service routes in

rural areas from time to time. The level of service to customers may be amended to suit current conditions following these reviews. Changes may include the termination of the service or change in the location of their waste collection point at the request of the City.

2. Provision of a New Waste Collection Service

2.1 Domestic Collections

There is no obligation on the Council to extend the service area beyond the prescribed area, and all or part of an area may be serviced depending upon the above assessment criteria.

Where it can be demonstrated that potential income is equal to or exceeds the cost of providing the service, and where other factors in the Waste Service Assessment Criteria do not pose an obstacle, then the new service is incorporated into the waste collection run. Demand criteria are used to determine when the service is introduced.

Where a survey is undertaken to determine demand then a 75% approval of all domestic householders is required prior to the service being introduced. Surveys shall apply to all lots within the subdivision in which the survey is undertaken.

One-off collections are assessed on their merits and may be approved where they can be linked to an existing run.

Where a service is introduced into a new area or part of a new area, then the service fee applies to all premises within that area or part of an area. The service fee applies irrespective of whether or not the occupier of the premise actually uses the service or the extent of that use, that is, the frequency with which the general waste receptacles are placed for collection.

2.2 Commercial Collections

Commercial collections are not normally provided outside the prescribed area, unless they can be incorporated into an existing run. Commercial collections are provided by agreement between the client and the City and are subject to the assessment criteria as detailed above.

Policy Background

Policy Reference No. 211/2 Owner Unit - Waste Management
Originator - Manager Waste and Fleet Service
Policy approved by - Council 10 May 2017
Date Approved - For consideration Review Frequency - As required
Related Documents - Prescribed Area Maps Background/History -

History

Council Resolution	Date	Information
C1705/102	10 May 2017	
C1201/005	25 January 2012	Adopted to replace the existing 211/2 Refuse Collection - Service Policy.

7. GENERAL DISCUSSION ITEMS

The Presiding Member agreed the Committee would consider the following general discussion item requested by Cr Paine:

There is purportedly a petition with 63 signatures and an online petition seeking a declaration of a climate emergency and adoption of the WALGA climate change policy. Representatives of the petitioners have been advised that the petitions are not currently compliant with legislative requirements and that rather than starting again with a petition, they may be better off approaching a Councillor after the election to move a motion.

Cr Henley suggested it may be appropriate that, as part of any future considerations, Council move that this matter to go out for public consultation.

8. NEXT MEETING DATE

To be confirmed.

9. CLOSURE

The meeting closed at 3.49pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 96 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON _____.

DATE:_____ PRESIDING MEMBER:_____