

CITY OF BUSSELTON

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL
HELD ON 27 FEBRUARY 2013

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CITY OF BUSSELTON

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON WEDNESDAY, 27 FEBRUARY 2013 AT 5:30 PM

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 5.30p.m.

2. ATTENDANCE

Presiding Member: Cr Ian Stubbs Mayor

Members: Cr Tom Tuffin
 Cr John McCallum
 Cr David Reid
 Cr Jenny Green
 Cr Gordon Bleechmore
 Cr Terry Best
 Cr Coralie Tarbotton
 Cr Grant Henley

Officers: Mr Mike Archer Chief Executive Officer
 Mr Matthew Smith Director, Finance & Corporate Services
 Mr Paul Needham Director, Planning & Development Services
 Mr Oliver Darby Director, Engineering & Works Services
 Mrs Naomi Searle Director, Community & Commercial Services
 Miss Lynley Rich Manager, Governance Services
 Mrs Lisa Haste Executive Assistant

Apologies: Nil

Leave of Absence: Nil

Media: "Busselton-Dunsborough Times"
 "Busselton-Dunsborough Mail"

Public: 8

3. PRAYER

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

4. PUBLIC QUESTION TIME

4.1 Response to Previous Questions Taken on Notice

Nil

4.2 Public Question Time

Nil

5. ANNOUNCEMENTS WITHOUT DISCUSSION

5.1 Announcements by the Presiding Member

Nil

5.2 Announcements by other Members at the Invitation of the Presiding Member

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

C1302/028 Moved Councillor Best, seconded Councillor McCallum:

That leave of absence be granted to Councillor Reid for the 10 April 2013 and 24 April 2013 Council meetings.

CARRIED 9/0

7. PRESENTATIONS

7.1 Petitions

Nil

7.2 Presentations by Parties with an Interest

Mr Jim Todd addressed Council in accordance with Section 6.1 of the Standing orders as a party with an interest in Item 11.3 – Revised Municipal Heritage Inventory and Adoption of the Heritage List – Consideration for Adoption for Community Consultation. Mr Todd, the owner of a property on the list, was not in support of the Officer Recommendation.

8. DISCLOSURE OF INTERESTS

Nil

9. CONFIRMATION AND RECEIPT OF MINUTES

ORDINARY MEETING OF COUNCIL

9.1 Minutes of an Ordinary Meeting of Council held on 13 February 2013.

C1302/029 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the minutes of an Ordinary Meeting of Council held on 13 February 2013 be confirmed as a true and correct record.

CARRIED 9/0

COMMITTEE MEETINGS

Finance Committee

9.2 Minutes of the Finance Committee held on 7 February 2013.

C1302/030 Moved Councillor Tarbotton, seconded Councillor Bleechmore:

1) That the minutes of the Finance Committee meeting held on 7 February 2013 be received.

That the Council notes the outcomes of the Finance Committee meeting held on 7 February 2013 being:

- a) The Committee noted the Finance Committee Information Bulletin – November 2012.
- b) The Committee noted the Finance Committee Information Bulletin – December 2012.
- c) The Financial Activity Statements – Period Ending 31 December 2012 Item is presented for Council consideration at Item 10.1 of this agenda.
- d) The List of Payments Made – November 2012 Item is presented for Council consideration at Item 10.2 of this agenda.
- e) The List of Payments Made – December 2012 Item is presented for Council consideration at Item 10.3 of this agenda.
- f) The Committee considered each of the City's Reserve Funds and indicated strategies for staff to consider in preparation of a draft policy to be referred to a future Finance Committee Meeting.
- g) The Amendment to Purpose of Salaries and Wages Contingency Reserve – To Provide Funding for Sick Leave Relief Cover Item is presented for Council consideration at Item 10.4 of this agenda.
- h) The Committee requested that the Civic and Administration Centre Building loan funding models 1c and 2a be recast to reflect the deletion of the projected revenue associated with the "rental of available office space". Subsequent to this, the Committee requested that further models be prepared in respect of models 1c and 2a, based on several alternative borrowing scenarios, with these to be represented to the Finance Committee at a future date.
- i) The 2012/13 Budget Amendment – WA Police CCTV Grant Item is presented for Council Consideration at Item 10.5 of this agenda.
- j) The 2013/13 Budget Amendment – Capital Furniture and Equipment Item is presented for Council Consideration at Item 10.6 of this agenda.
- k) The 2013/13 Budget Amendment – Engineering and General Capital Works Item is presented for Council Consideration at Item 10.7 of this agenda.
- l) The Proposed Budget Amendment – Busselton Regional Airport Item is presented for Council Consideration at Item 10.8 of this Agenda.

Busselton Jetty Advisory Committee

9.3 Minutes of the Busselton Jetty Advisory Committee held on 1 February 2013.

C13028/031 Moved Councillor Reid, seconded Councillor Green:

- 1) That the minutes of the Busselton Jetty Advisory Committee meeting held on 1 February 2013 be received.
- 2) That the Council notes the outcomes of the Busselton Jetty Advisory Committee meeting held on 1 February 2013 being:

- a) The Busselton Jetty Section 9 Security and Privacy Screen Item is presented for Council consideration at Item 10.9 of this agenda.

CARRIED 9/0

Note: Councillors indicated their approval to accept a late item of urgent business being Item 10.10 – Finance Committee Recommendation – Financial Activity Statements – Period Ending 31 December 2013. The Presiding Member therefore allowed consideration of the late item.

ACCEPTANCE OF LATE ITEM AND ADOPTION BY EXCEPTION RESOLUTION

At this juncture the Committee Recommendations for Items 10.1, 10.2, 10.3, 10.4, 10.9 and 10.10 and the Officer Recommendations for Items 11.2, 13.1 and 15.1 were considered in accordance with Clause 5.6 (2) of the Standing Orders via an Adoption by Exception resolution of Council.

C1302/021 Moved Councillor Bleechmore, seconded Councillor Tuffin:

That the Committee Recommendations for Items 10.1, 10.2, 10.3, 10.4, 10.9 and 10.10 and the Officer Recommendations for Items 11.2, 13.1 and 15.1 be adopted.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Finance
SERVICE:	Financial management and control
REPORTING OFFICER:	Manager, Finance & Information Technology – Darren Whitby
AUTHORISING OFFICER:	Director, Finance and Corporate Services– Matthew Smith
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	Investment Performance Report – Period ending 31 December 2012 City of Busselton Financial Ratios Analysis as at 31 December 2012

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

This report provides an overview of information that is considered of relevance to members of the Finance Committee. The report incorporates the Investment Performance Report, a listing of transactions on the Chief Executive Officer's corporate credit card, details of any voluntary contributions/ donations received and also payments made under the Donations/ Contributions and Subsidies Fund. Any other relevant matters of interest will also be included as and when they arise.

Investment Performance Report – Period Ending 31 December 2012

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

The balance of the City's invested funds (including the 11am account) fell by \$4.5M during December, to fund operational cash-flow requirements. During the month, three term deposits were renegotiated for further terms, with an average rate of 4.6% being secured. This is well above the official cash rate of 3% (effective December 2012).

As at 31 December 2012, interest earnings on municipal and reserve funds are collectively some \$123K below year to date budget estimates, as compared to a favourable variance of approximately \$215K at the same time last year. Whilst primarily due to the reduced interest rates currently on offer, performance on a year to date basis exceeds earlier expectations, due to favourable rates that continue to be offered by several financial institutions. Staff will continue to be active in ensuring the City secures the best available rates at which time deposits mature.

Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
28/11/2012	\$2,021.25	Freo Machinery	Transport of light poles from Perth to Busselton(Busselton Foreshore)
29/11/2012	\$761.40	Broadwater Beach Bar	City Management team appreciation function
03/12/2012	\$342.00	Bootleg Brewery	Meals for Councillor district tour (03 Dec 2012)
14/12/2012	\$3,871.00	Rivendell Winery Restaurant	Councillors Christmas Function
18/12/2012	\$466.00	The Deck Marina – Port Geographe	Executive Services Directorate appreciation luncheon

Voluntary Contributions/ Donations (Income)

At its meeting of 22 September 2010, the Council adopted (C1009/329) its Voluntary Contributions/ Donations Policy. This Policy requires that the Finance Committee be informed (via an information only bulletin) of any instances whereby voluntary contributions/ donations are approved by the Chief Executive Officer or jointly by the Shire President and Chief Executive Officer.

No voluntary contributions/ donations have been received this financial year to date.

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

Council resolved in April 2010 (C1004/132), as part of a move towards a tiered system of funding:

That the existing Small Local Project Funding by Councillors be discontinued and that a separate Sponsorship and Donations Fund limited to \$25,000 be established. Individual payments from this fund are not to exceed \$500. The Finance Committee will be delegated authority by the Council to determine the allocations of sponsorship and donations from the Fund. The Fund will be administered by staff who will make a recommendation to the Finance Committee on a monthly basis.

The tiered funding system was finalised by Council at its meeting on 23 March 2011 and the Finance Committee was provided with the delegated authority to administer the small allocations on 22 June, 2011.

Following the 6 October 2011 Finance Committee meeting, it was recommended to Council that this delegation be revoked and be returned to the CEO to enable a more timely turnaround of sponsorship applications.

On 26 October 2011, Council resolved (C1110/333), inter alia:

That the Council:

- 1. Revokes the delegation to the Finance Committee to determine the allocation of donations and sponsorships from the fund established for this purpose in accordance with the Council's tiered funding scheme.*
- 2. Delegates authority to the Chief Executive Officer to determine the allocation of donations and sponsorships from the fund established for this purpose in accordance with the Council's tiered funding scheme, subject to individual payments from the fund not exceeding \$500.*
- 3. Notes that a report on applications considered and determined by the CEO will be provided to the Finance Committee via its information bulletin.*

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

- 39 applications for sponsorship have been received during the financial year.
- 34 payments have been made during the financial year.
- The average donation approved for the financial year is \$277.20.
- There was 1 application for sponsorship received or assessed during December 2012, with that 1 application meeting the criteria and payment subsequently made.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$10,811.00.
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$25,000.00.

Application No.	Recipient	Purpose	Amount
39/1213	Runaway Bus Committee Inc.	Runaway bus transport service to popular beaches within the City of Busselton at an affordable rate.	\$500.00

Council may wish to note that:

1. Saint Mary's Church and Family Centre's inaugural St Mary's Christmas Day luncheon sponsored by the City was very successful, with over 150 people attending and a further 100 take away meals provided. The Church received great support from the community throughout.
2. The Runaway Bus Service will operate from 31 December 2012 to 2 February 2013.

Financial Ratio Performance

The Senior Management Group recently met to discuss the City's financial ratio performance, mindful of the strong focus required in this area as part of the 2013/14 budget development and associated Long Term Financial Planning/ Integrated Planning Framework processes. It is believed that the information presented at that meeting may be of interest to Finance Committee members pending future deliberations.

To assist in informing the Senior Management Group meeting, financial ratios were provided for the following periods:

- Current financial year to date (actual)
- 2012/13 adopted budget
- Previous 3 financial years (actual)

As part of last year's Local Government (Financial Management) Amendment Regulations, the statutory financial ratios required to be included in future annual financial reports were amended, with the new ratios more closely aligning with the Integrated Planning Framework (IPR) requirements. In addition to the current financial year's performance, the 2 preceding financial year's performance is also required to be reported. The new ratios are:

- Current Ratio
- Asset Consumption Ratio
- Asset Renewal Funding Ratio
- Asset Sustainability Ratio
- Debt Service Cover Ratio
- Operating Surplus Ratio
- Own Source Revenue Coverage Ratio

It is worthy of noting that the IPR requires the City to report on all of the above ratios as part of the Long Term Financial Plan (LTFP) component, with the exception of the Own Source Revenue Coverage Ratio. However, the IPR includes an additional financial ratio (Rates Coverage Ratio), which essentially measures rates revenue against total operating expenses (with a target ratio of 40%).

Whilst data is available to enable 4 of the 7 financial ratios to be accurately calculated (both historical and current year to date), staff are not presently positioned to calculate the asset management related ratios for a number of reasons; including the following:

Asset Consumption Ratio

This ratio requires the current replacement cost of depreciable assets for each reporting period, which is not presently available (and will be onerous to determine for previous years without a number of assumptions).

Asset Renewal Funding Ratio

This ratio can only be determined with any accuracy consequent to the finalisation of the draft LTFP.

Asset Sustainability Ratio

This ratio requires the identification of current and historical capital (renewal) expenditure. Whilst the Asset Management team have provided preliminary figures, more work needs to be done by a number of areas in this regard.

Staff are aware of the need to have the aforementioned data (in an auditable format) available as soon as possible, and will continue to work in the compilation of this information.

Notwithstanding the above, and with regards to the calculable financial ratios, the current and historical performance for each is provided in the attachment hereto, including the ratios relative to the currently adopted budget (albeit these are not reportable in the annual financial report). It must also be noted that the current year to date performance in each ratio is highly skewed (principally due to the City's revenue and expenditure cycles) and should not be relied on to predict annual performance.

Whilst ratio performance will be required to be fully discussed/ workshopped with the Elected Member Group as part of the overall Integrated Planning Framework (as the City's projected ratio performance will be measured in terms of financial sustainability), it is hoped that this preliminary information is of some value to Committee Members in advance of those future discussions.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

C1302/033 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the Information Bulletin Report for the period ending 31 December 2012 be noted by the Finance Committee.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Finance
SERVICE:	Financial management and control
REPORTING OFFICER:	Manager, Finance & Information Technology – Darren Whitby
AUTHORISING OFFICER:	Director, Finance & Corporate Services - Matthew Smith
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	List of Payments Made – November 2012

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of November 2012, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The Local Government (Financial Management) Regulations, and more specifically Regulation 13, requires that when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, that a list of payments made is prepared each month for presentation to, and noting by, the Council.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Where applicable, payments are made in accordance with relevant Council policies.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

OFFICER COMMENT

Not applicable.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

C1302/034 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That voucher numbers M104890 – M105115, EF0244347 – EF024937, T006768 – T006772 and DD001834 – DD001851, together totalling \$5,663,297.89 be noted.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Finance
SERVICE:	Financial management and control
REPORTING OFFICER:	Manager, Finance & Information Technology – Darren Whitby
AUTHORISING OFFICER:	Director, Finance & Corporate Services - Matthew Smith
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	List of Payments Made – December 2012

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

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CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Where applicable, payments are made in accordance with relevant Council policies.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

OFFICER COMMENT

Not applicable.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

C1302/035 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That voucher numbers M105116 – M105322, EF024938 – EF025375, T006773 – T006775 and DD001852 – DD001871, together totalling \$7,149,946.35 be noted.

CARRIED 9/0
EN BLOC

FINANCE COMMITTEE RECOMMENDATION - AMENDMENT TO PURPOSE OF SALARIES AND WAGES CONTINGENCY RESERVE – TO PROVIDE FUNDING FOR SICK LEAVE RELIEF COVER

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Finance
SERVICE:	Financial management and control
REPORTING OFFICER:	Manager, Finance & Information Technology - Darren Whitby
AUTHORISING OFFICER:	Chief Executive Officer – Mike Archer
DATE OF COMPLETION:	31 July 2013
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	Nil

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

A number of recent instances have occurred whereby staff have been required to take extended sick leave. Whilst individual sick leave entitlements provide continuance of salary for the impacted staff member, there is presently no contingency to fund relief cover for the subject position during these periods of extended sick leave.

This report recommends that as part of its 2013/14 budget development, the Council considers amending the purpose of the Salaries and Wages Contingency Reserve to provide such a funding mechanism, in instances where several specific criteria are met.

BACKGROUND

As part of the Council's 2012/13 adopted budget, the (full financial year) value of the salaries component was reduced by 4%, equating to approximately \$510K. This decision was made on the basis of historical underspends in this area, coupled with prevailing labour market conditions. It was believed that budgeting for a full staff complement for the full financial year was not necessary, with the organisation able to absorb the resultant salaries budget reduction.

Whilst the rationale for this decision is acknowledged, it leaves limited organisational capacity to provide funding for relief cover, particularly in respect of unforeseen sick leave. This situation has arisen over recent months, resulting in a number of adverse operational impacts, including customer service delivery. Consequently, it is proposed to establish a mechanism to provide funding for sick leave relief cover, subject to satisfaction of the following criteria:

1. The period of sick leave is, or is reasonably expected to be, four weeks or greater.
2. There is a clearly justifiable workflow impact in not having the subject position filled during the period of absence.
3. Absences resulting from workers compensation claims are excluded.

In clarification of point 3. above, the City is reimbursed associated salaries costs, and as such there would be no requirement to draw on reserve funds should sick leave relief cover be required.

Prior to the 2010/11 financial year, the Council maintained a reserve fund to cover a broad range of salaries and wages contingencies, including unbudgeted leave. However, as part of its 24 February 2010 meeting, the Council resolved (C1002/048), inter alia:

That as part of the 2010/11 budget development:

4. *The purpose of the Salaries and Wages Contingency reserve be amended such that the purpose of the reserve reflects redundancy and restructure costs only.*

It is believed that as a result of the organisational restructure undertaken by the incumbent Chief Executive Officer, the current purpose of the Salaries and Wages Contingency Reserve is no longer appropriate. Consequently, this report recommends an amendment to the purpose of the reserve, so as to provide funding for periods of sick leave which meet the aforementioned criteria.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Section 6.11 of the Local Government Act refers to the establishment and administration of reserve funds. Where, after adoption of its annual budget, a local government determines to change the purpose of a reserve, one month's local public notice must be given. A change in purpose is also to be disclosed in the annual financial report.

Where a new reserve is established, or where a change in the purpose of a reserve is amended as part of the Council's budget adoption, there are no public notice or other disclosure requirements.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

It is proposed that a balance of approximately \$100K be maintained in the Salaries and Wages Contingency Reserve. The 2012/13 adopted budget reflects a closing balance in the reserve of approximately \$59K. Therefore, it is recommended that an allocation of approximately \$41K be included in the 2013/14 draft budget for transfer to the reserve.

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020 and principally the following Strategic Priorities:

- *Organisational Well Being*
 - * Manage the City's resources to provide optimum benefit to the community.

- * Management of the organisation to achieve high levels of motivation and effectiveness.

OFFICER COMMENT

The Council's basis for reducing the salaries budget is acknowledged. However, in efforts to comply with the overall organisational salaries budget, especially during periods of high/ full establishment, there is limited capacity to provide funding for relief cover during unforeseen sick leave absences. For instance, over the past 12 months there have been six instances whereby staff have been required to take more than 4 weeks unforeseen sick leave, with no contingency funding available to backfill the impacted positions. The proposed amendment to the purpose of the Salaries and Wages Contingency Reserve, coupled with the sought transfer of funds to the reserve, will assist in providing a contingency (on an ongoing basis) should the need arise to provide relief cover in instances where the criteria are met.

It should be noted that any application for sick leave relief cover will be subject to critical assessment, and only supported in instances where the workload impacts are clearly justifiable; and particularly where customer service standards may otherwise be compromised.

CONCLUSION

The utilisation of a reserve fund, which includes the ability to fund unforeseen sick leave, has previously been instituted by the Council. Whilst not utilised extensively in the past, this contingency provided some level of comfort that, if required, funds were available to ensure business continuity from a staffing perspective. Consequently, it is recommended that the Council favourably considers this matter as part of its 2013/14 draft budget deliberations.

Option

Whilst this report only seeks the Council's preliminary consideration in respect of the change in purpose of the existing Salaries and Wages Contingency Reserve, a number of options are available, including:

- The establishment of a new Reserve fund, specifically for the purpose of providing funding for sick leave relief cover.
- A decrease in any future salaries budget percentage reductions, thereby 'notionally' providing additional funds for purposes such as sick leave relief cover, should this need arise.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Council favourably consider the Officer Recommendation; the 2013/14 draft budget will reflect the associated financial transactions.

OFFICER RECOMMENDATION

That the Council indicates its preliminary support for an amendment to the purpose of the Salaries and Wages Contingency Reserve as part of the 2013/14 budget development process, on the following basis:

- a) The purpose of the Reserve is to be amended to; "To provide funding for sick leave relief cover where the term of sick leave is or is reasonably expected to be four weeks of greater, where clearly justifiable workflow impacts are identified, and the absence is not subject to a workers compensation claim".

- b) That a draft budget allocation of \$41,000 be earmarked for transfer to the Salaries and Wages Contingency Reserve in 2013/14

Committee Discussion:

The Committee did not support the Officer Recommendation as it felt it was unnecessary to establish a specific reserve fund for this purpose and if funding was required to cover unbudgeted sick leave then Council could, at the time, consider a budget adjustment.

COUNCIL DECISION / COMMITTEE RECOMMENDATION

C1302/036 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

1. That the Council decline to accept the Officer Recommendation.
2. That the costs associated with any requirement to temporarily backfill vacancies due to unforeseen sick leave continue to be funded as part of normal operating expenditure.
3. That the Council determines that, as part of the 2013/14 budget development, the purpose of the Salaries and Wages Contingency Reserve be amended so as to enable the Reserve fund to be closed, with the residual balance to be transferred to the Infrastructure Development Reserve.

CARRIED 9/0
EN BLOC

BUSSELTON JETTY ADVISORY COMMITTEE RECOMMENDATION - BUSSELTON JETTY SECTION 9 SECURITY AND PRIVACY SCREEN

SUBJECT INDEX:	Busselton Jetty
STRATEGIC INITIATIVE:	1.1 Provide a range of quality leisure, cultural, recreation and sporting facilities and services
BUSINESS UNIT:	Engineering and Facility Services
SERVICE:	Facilities Management (including Jetty)
REPORTING OFFICER:	Oliver Darby – Director Engineering and Works Services
AUTHORISING OFFICER:	Oliver Darby – Director Engineering and Works Services
DATE OF COMPLETION:	30 June 2014
VOTING REQUIREMENT:	Simple
ATTACHMENT(S):	A – Security fencing design layout and plan

This item was considered at the Busselton Jetty Advisory Committee meeting held on 1 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

The Council is requested to consider a proposal submitted by the Busselton Jetty Environment and Conservation Association (BJECA) for the construction of a security and privacy screen to be located at the rear of the Under Water Observatory on Section 9.

The report recommends that the installation proceed on the basis that the structure will have no detrimental effect on the structure of the Busselton Jetty and that capital works and the ongoing maintenance of the security and privacy screen will be at no cost to the City of Busselton.

BACKGROUND

Practical completion of the recent \$27.6M major refurbishment of Busselton Jetty was achieved by Sydney Marina Contracting (SMC) under contract RFT08/11 on 18 June 2012. Jetty section 10 was reopened to the public soon after on 20 June 2012.

The opening of section 10 to the public in combination with the UWO and Jetty train operation has resulted in some operational issues for BJECA and their staff mainly due to the lack of privacy and lack of secure space for storage and maintenance of equipment. Taking into consideration the concerns for their officers privacy and security, BJECA has written to the City of Busselton to seek approval to construct a privacy screen on section 9 behind the UWO, creating a private and secure area. The screened area will provide a location where BJECA staff can take their allocated rest breaks and a secure area for storage and maintenance of equipment during working hours.

BJECA are the managers and operators of the Busselton Jetty Train, Underwater Observatory and Interpretive Centre and do so under license with the City of Busselton. The City of Busselton is ultimately responsible for the jetty infrastructure and its potential uses. As the security screens have a direct impact on the potential useable area of the Jetty and have the potential to restrict other uses on that portion of the Jetty, it was considered appropriate to raise the issue to the Council for their consideration.

CONSULTATION

This report and the Officer Recommendation are subject to consideration by the Busselton Jetty Advisory Committee prior to its referral to the Busselton City Council.

At its meeting of 7th December 2012, the Busselton Jetty reference group gave its informal support to the installation of the security screen.

STATUTORY ENVIRONMENT

The project is to be managed and funded by BJECA. Any statutory approvals required from the Department of Transport (DoT) and Heritage Council of WA (HCWA) that may be required for these works will be the responsibility of BJECA to obtain. Prior to any works commencing BJECA will be required to confirm that approval has been received or approval is not required.

Section 7 of the Jetties Act 1926 authorises the Minister for Transport to “grant a licence to any person for the erection or construction of a Jetty or for the maintenance and use of any Jetty...”

The Busselton Jetty is subject to a license agreement dated October 2009 that amongst other things requires that the City of Busselton:

“... must not, and must not permit, any structural additions, or alterations to, on or that relies on a connection to the Busselton Jetty without the prior approval of the Licensor (the CEO of the Department of Transport) ...”.

Heritage of Western Australia Act 1990:

The Busselton Jetty was entered on the State Register of Heritage Places on 30 June 2009 (Interim Entry). The progression from interim to permanent registration has been delayed for a number of years to allow for the completion of the recent 2009-12 refurbishment works. Following the practical completion of that work on 18 June 2012, the HCWA on 31 August 2012 resolved that Busselton Jetty should be progressed to permanent registration. On 26 September 2012 the State Heritage Office on behalf of HCWA wrote to the City of Busselton seeking further written comments on the proposed permanent entry. The matter as yet is still to be finalized.

HCWA’s approval may be required for the proposed security screen because it involves ‘structural alteration’ regardless of the current registration status.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The supply and installation of the security screen will be managed and funded by BJECA. City officers will only be required to supervise the works from time to time to ensure that the works are being completed to a satisfactory standard with no detrimental effect. This supervision can be accommodated within the existing jetty budget.

STRATEGIC IMPLICATIONS

This proposal is considered relevant to the City’s Strategic Plan 2010-2020:

1. Key Result Area: Community and Social Wellbeing:
Strategic Priority: Provide a range of quality leisure, cultural, recreation and sporting facilities and services.
2. Key Result Area: Natural and Built Environment Well Being:
Strategic Priority: Manage and enhance our heritage and natural environment.

OFFICER COMMENT

The City has been approached by BJECA seeking approval to install a security and privacy screen around part of section 9 at the rear of the Under Water Observatory. The purpose of the screen is to provide a secure area for BJECA staff and for the storage and maintenance of equipment during working hours.

The construction of the screen will provide the following benefits to the overall BJECA operation:

1. BJECA staff will no longer need to sit in the electrical cupboard during their allocated rest period to receive a break from the constant communication with the public.
2. Dive equipment used for maintenance of the UWO will be able to be left on Section 9 for drying. This area will also provide a secure area for storing other equipment during operating hours.
3. City staff are also aware of a plan to erect a building in this area to accommodate a staff toilet, additional storage area and a kitchen/lunch room for staff. The screen will provide adequate security for these facilities. It must be noted that the City has not been officially approached for the installation of this facility and this would be subject to a further report for the Councils consideration.

BJECA have employed D'Agostino and Luff Architects to develop a design for the screens whilst BG&E Pty Limited have been employed (by BJECA) to carry out all necessary structural designs and compliance, to ensure the screens will have no detrimental effect on the structural integrity of the Jetty.

As requested by BJECA in the scope of works to the Architects and structural engineers, the screen was to be designed using the highest quality material for durability and functionality whilst ensuring an aesthetically pleasing finish that is in keeping with the high standard of design of the Under Water Observatory. Attachment A, is a copy of the design which has been submitted for approval.

There are a number of items to be taken into consideration with this request, these are as follows:

Department of Transport approvals (DoT). Strictly speaking as the screens will be a structural addition, DoT approval will be required. This is not seen as an onerous task and will ultimately be the responsibility of BJECA to complete, with the City's assistance. Works will not be allowed to proceed until confirmation of the approval is received.

Heritage Council of Western Australia (HCWA). In a similar manner to the above DoT approvals, BJECA will be required to seek approval from HCWA prior to any works proceeding.

Note that should neither approval be required BJECA will be required to provide this confirmation in writing.

Jetty area to be closed to public and other users. If the jetty were to be considered as valuable real-estate for a number of commercial uses, it could be considered that the area of land to be taken up by the security screen, can no longer be used by any party other than BJECA and therefore the City has lost the commercial value/potential of the land, whilst increasing BJECA's commercial footprint. Taking this into consideration the area of land to be taken up is less than 80m² in comparison to a total of 1,200m² available when combining section 9 and 10. The area suggested to be enclosed would be in general impractical for other uses as there are a number of large electrical transformers and a number of plant room and access doors into the UWO which would not be an appropriate location for other facilities.

Structural Design. The detailed structural design calculations will need to be provided by BG&E (via BJECA), confirming that the installation of the security screen will not have any detrimental effect to the overall structural integrity of the jetty structure.

BJECA Logo. It is noted that on the design details (Attachment A) provided that the BJECA logo has been incorporated as part of the design. As the Busselton Jetty is a City facility managed by BJECA, it may be appropriate to have both BJECA and the City's logo included in the design.

Maintenance of the Security screen. As the addition of the screen will be a structural component of the jetty, theoretically the maintenance of the screen should be the responsibility of the City, in accordance with the existing licence agreement. It will however be recommended that the maintenance of this screen be the responsibility of BJECA.

Taking the above matters into consideration in particular the fact that the area of jetty floor space to be used is minimal; officers believe that the request to install a security screen is appropriate and should be approved. This will be of particular benefit to improve the working conditions and security for BJECA staff and in turn should make the Busselton jetty experience all the more enjoyable for visitors and locals alike.

City officers will be able to liaise directly with BJECA staff during the construction period to ensure all appropriate approvals, design requirements and construction standards have been met, noting that these works will not be able to take place until the recently approved jetty section 9 works have been completed.

CONCLUSION

Further to a request received from BJECA to install a security screen to the rear of the UWO on section 9 (to improve security and working conditions for BJECA staff), it was considered appropriate to raise this matter to the Council for consideration, as the City is responsible for maintenance and structural integrity of the Jetty structure. On the basis that BJECA will be responsible for the appropriate approvals, design, construction and ongoing maintenance of the screen, City officers believe that the impact will be minimal and will recommend that the Council approve the construction of the screen based on a number of conditions being met.

Option

The Council may choose not to accept the officers recommendation to approve the installation of a security screen; however this is could be considered as detrimental to the ongoing operation of the UWO.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Approval for BJECA to proceed can be given immediately once the Council has resolved on the recommendation. This is on the basis that the specified conditions are met, noting that works cannot commence on the screen until the section 9 upgrade has been completed. Therefore it is not expected that these works will be completed until the end of 2013/14 financial year.

OFFICER RECOMMENDATION

That the Council approves the request from Busselton Jetty Environment and Conservation Association (BJECA) to install a security and privacy screen on section nine (9) of the Busselton Jetty, to the rear of the Under Water Observatory, subject to the following conditions:

1. BJECA are to obtain the approval of the Department of Transport prior to the commencement of any work and must comply with the requirements of any such approval.
2. BJECA are to obtain the approval of the Heritage Council of Western Australia prior to the commencement of any work and must comply with the requirements of any such approval.
3. BJECA to provide detailed structural designs and any other necessary documentation to the satisfaction of the CEO and as part of this process BJECA must confirm that the proposed security screen will have no detrimental effect on the overall structural integrity of the jetty.
4. Ongoing maintenance of the security screen is the responsibility of BJECA and that the license agreement between BJECA and the City be amended to reflect this.
5. City of Busselton logo is included in the screen design.

Committee Discussion:

The Committee removed the request for the City of Busselton logo to be included in the screen design.

COUNCIL DECISION / COMMITTEE RECOMMENDATION

C1302/037

Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the Council approves the request from Busselton Jetty Environment and Conservation Association (BJECA) to install a security and privacy screen on section nine (9) of the Busselton Jetty, to the rear of the Under Water Observatory, subject to the following conditions:

1. BJECA are to obtain the approval of the Department of Transport prior to the commencement of any work and must comply with the requirements of any such approval.
2. BJECA are to obtain the approval of the Heritage Council of Western Australia prior to the commencement of any work and must comply with the requirements of any such approval.

3. BJECA to provide detailed structural designs and any other necessary documentation to the satisfaction of the CEO and as part of this process BJECA must confirm that the proposed security screen will have no detrimental effect on the overall structural integrity of the jetty.
4. Ongoing maintenance of the security screen is the responsibility of BJECA and that the license agreement between BJECA and the City be amended to reflect this.

CARRIED 9/0
EN BLOC

Note: This Item was accepted by the Presiding Member as an Item of urgent business with the agreement of all Councillors. It was then considered as part of the En Bloc resolution.

10.10 LATE ITEM OF URGENT BUSINESS – FINANCE COMMITTEE RECOMMENDATION - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 DECEMBER 2012

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Finance
SERVICE:	Financial management and control
REPORTING OFFICER:	Manager, Finance & Information Technology - Darren Whitby
AUTHORISING OFFICER:	Director, Finance & Corporate Services – Matthew Smith
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	Financial Activity Statements for period ending 31 December 2012

This Item was considered by the Finance Committee at its meeting held on 7 February 2013, the outcomes from which require Council consideration. The Committee recommendation has been included in this report.

PRÉCIS

A local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted/ amended budget. The report is to include details of budget estimates and financial performance against those estimates to the end of the month to which the statement relates, is to disclose any material variances identified as a result of the above, and is also required to detail the net current asset position for the reporting period.

This report has been compiled to fulfil the statutory reporting requirements of the Local Government Act and associated Regulations and also to provide the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 December 2012.

BACKGROUND

The Local Government (Financial Management) Regulations detail the form and manner in which financial activity statements are to be presented to the Council. Financial activity statements are to be presented on a monthly basis and are to include the following:

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

Additionally, and pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 23 July 2012, the Council adopted (C1207/187) the following material variance reporting threshold for the 2012/13 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2012/13 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020 and principally the following Strategic Priority:

- *Organisational Well Being*
Manage the City's resources to provide optimum benefit to the community.

OFFICER COMMENT

In order to fulfil statutory reporting requirements, the following reports are attached:

▶ Statement of Financial Activity

This report provides details of the City's operating revenues and expenditures on a year to date basis, by nature and type (i.e. description). This report is further extrapolated to include details of non-cash adjustments and capital revenues and expenditures. The resultant net current position as detailed in this report reconciles with that reflected in the Net Current Position report.

▶ Net Current Position

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

▶ Capital Acquisition Report

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

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

▶ Reserve Movements Report

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

▶ Reserve Transfers to Municipal Fund

This report provides specific detail in respect of expenditures being funded from reserves.

A number of supplementary financial management reports/ charts are also provided as appropriate, to further assist the Council in reviewing the City's overall financial performance.

COMMENTS ON FINANCIAL ACTIVITY TO 31 DECEMBER 2012

Pursuant to Council Resolution C1207/187, variances equal to or greater than 10% of the year to date budget amount as detailed in the Statement of Financial Activity, due to timing differences and/or seasonal adjustments; are only to be reported on a quarterly basis. Consequently, this report (for the quarter ending 31 December 2012) provides details of all variances, equal to or above the reporting threshold, including those primarily attributable to timing differences.

Operating Activity

As at 31 December 2012:

- There is a variance of approximately -5.6% in operating revenue
- There is a variance of approximately -6.8% in operating expenditure

A summary of material variances within the operating revenue and expenditure activities (on a year to date basis) is provided within the body of this report.

Capital Activity

As at 31 December 2012:

- There is a variance of approximately +0.4% in capital revenue
- There is a variance of approximately -28.1% in capital expenditure

Capital Revenue

As detailed above, as at 31 December 2012, there is a variance in capital revenue in the order of +0.4%. The below table details the City's capital revenue budget and actual revenue on a year to date basis.

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Proceeds from Sale of Assets	163,812	432,000	561,000	-268,188	-62.8%
Proceeds from New Loans	0	0	5,105,706	0	0%
Self-Supporting Loans -Principal Repayments	88,889	83,235	156,817	5,654	6.8%
Transfers from Restricted Assets	3,345,647	3,053,634	6,107,268	292,013	9.6%
Transfers from Reserves	3,298,547	3,298,547	11,012,415	0	0%
TOTAL	6,896,895	6,867,416	22,943,206	29,479	+0.4%

The current reportable variances in relation to capital revenue activities is summarised as follows:

- *Proceeds from Sale of Assets*

This variance is primarily attributable to timing differences associated with the Plant and Equipment capital expenditure budget.

Capital Expenditure

As at 31 December 2012, there is a variance in capital expenditure in the order of -28.1%. The below table details the City's capital expenditure budget and actual expenditure on a year to date basis.

Description	Actual YTD \$	Amended Budget YTD \$	Amended Budget \$	Variance YTD \$	Variance YTD %
Land & Buildings	3,337,787	3,329,560	6,488,068	8,227	0.3%
Plant & Equipment	794,986	2,139,513	2,940,469	-1,344,527	-62.8%
Furniture & Equipment	223,800	541,182	939,961	-317,382	-58.7%
Infrastructure	9,089,223	14,379,055	31,029,666	-5,289,832	-36.8%
Loan Repayments – Principal	396,589	390,934	815,406	5,655	1.5%
Transfers to Restricted Assets	428,914	124,841	249,681	304,073	243.6%
Transfers to Reserves	2,897,921	2,981,262	7,426,472	-83,341	-2.8%
TOTAL	17,169,220	23,886,347	49,889,723	-6,717,127	-28.1%

The attached Capital Acquisitions Report includes details, by individual line item, of the following capital expenditure activities:

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

Cognisant of the Council's resolution in respect of variance reporting for 2012/13, the following provides a summary of financial performance, on a year to date basis, for each of the above expenditure classifications, including specific comment on the Major Projects components as applicable:

Land and Buildings

The Engineering and Works Services Directorate reports that the delivery of capital building projects is tracking well. Of the 23 Engineering and Works Services projects on budget, 11 have been completed, with the remainder scheduled to be completed by the end of the financial year.

In addition to the above commentary, which principally relates to projects under the control of the Engineering and Works Services Directorate, the following is also worthy of note:

- Approximately \$84K in unbudgeted expenditure has been incurred for volunteer bush fire brigade building improvements, albeit these works are fully grant funded. A report has been prepared for presentation to the Council in respect of this matter, whereby budget amendments are proposed to formalise the associated financial transactions.
- The Geographe Leisure Centre Gymnasium expansion project (\$572K) is presently on hold, pending further investigations in relation to an alternative floor plan. It should be noted however that the current budget allocation is fully loan funded.
- The Kookaburra Manager's residence is on track, with expected completion prior to 30 June 2013.

Buildings – Major Projects

The Major Projects team reports that both the Busselton Library extension and the Busselton Community Resource Centre buildings have been completed, with practical completion achieved in December 2012. Final construction expenses are to be determined on completion of the surrounding landscaping, Japanese Garden and Green Wall. The construction of both facilities was completed within associated budget allocations.

Plant and Equipment

The Engineering and Works Services Directorate reports that expenditure is presently \$0.9M below year to date budget estimates (excluding the Geographe Leisure Centre allocation). This can be primarily attributed to timing of the purchase of plant. A large proportion of the Fleet Plant and Equipment budget has been allocated for expenditure in the first quarter. The large items of Plant and Equipment will not be purchased until later in the financial year after quotations and tenders have been finalised. The major items include a Waste compactor valued at \$400K and a Caterpillar Grader budgeted to cost \$350K, noting that these items have now been purchased but not delivered or invoiced.

With respect to the Geographe Leisure Centre allocation, and more specifically the Geothermal Project (budget of \$1.07M), it is estimated that approximately \$0.9M will be expended by 30 June 2013.

Furniture and Office Equipment

The current variance in the collective Furniture and Office Equipment budget is primarily due to timing variances at this juncture. Whilst the largest variance (in dollar terms) lies with the Information Technology area, this budget includes numerous projects that have dependent upon the completion of others (e.g. CRC Server Room fit-out). Similarly, the Engineering Services Design variance of \$60K (survey equipment) has been delayed, with the expenditure now estimated to be incurred by the end of February. At this stage, it is expected that the Furniture and Office Equipment budget will be fully expended by 30 June 2013.

Infrastructure – Engineering Works and Services

The Engineering Works and Services Directorate reports that Infrastructure projects are collectively under budget by \$4.1M on a year to date basis. The following major items are contributing to the variance;

- \$700,000 under-budget on boat ramp works that are now nearing completion. This variance will clear in the third quarter as works are completed and suppliers are paid.
- \$768,000 under-budget variance associated with the \$1.536M Locke Estate coastal protection works. This project will not go ahead as grant funding was not secured. Funding associated with this project will be removed from the budget via a future Council report.
- \$750,000 under-budget variance associated with the \$1.5M waste cell development/construction that will not be outlaid this financial year. The DEC has approved increased airspace capacity at the existing waste cell thus extending its useful life. Therefore the planned cell expansion will be delayed and funds returned to the waste reserve.
- In addition there is \$1.6M of committed costs (orders) raised against E&WS infrastructure projects. These commitments are not shown in the report and add to the variance.

With respect to the Airport Construction (Infrastructure), the Community and Commercial Services Directorate reports that drainage works, budgeted for \$100K (50% grant funded) were completed at the end of the 2011/12 financial year, with this matter being the subject of an imminent report to the Finance Committee.

With regards to the jet fuel installation and new apron (budgets of \$700K and \$590K respectively), the adopted budget reflects these projects being fully funded (50% grant funding and 50% other external funding). At this juncture, the City has been unable to secure the 'other external funding' components, meaning that the projects are unable to progress at this time. Likewise, the Jet Fuel Associated Infrastructure, budgeted for \$115K (currently budgeted to be fully externally funded), is entirely dependent on the progression of the Jet Fuel installation project.

Infrastructure – Major Projects

The Major Projects Team reports that the Dunsborough Foreshore project is all but complete with two final items awaiting delivery (playground equipment and shade shelter structure). These items should be installed by the opening date of 12th February 2013. This project has come in on budget, and the Major Projects Team are currently progressing the final acquittal. The Busselton Foreshore project is nearing practical completion. Once finalised, the Major Project Team will commence processing the final acquittal. At this point in time, the final construction expenditure is projected to be below budget.

The current reportable variances in relation to other capital expenditure activities is summarised as follows:

- *Transfers to Restricted Assets*

The current variance is primarily due to the receipt of additional community facilities funds (approximately \$120K), bonds and deposits paid (approximately \$153K), and interest earnings on the balance of the restricted Busselton and Dunsborough Foreshore grant funds (\$31K). It must be noted that variances in this line item do not directly impact on the City's net current position.

Operating Activities – Variance Reporting

Pursuant to the Council's adopted variance reporting threshold for 2012/13, the following table identifies and briefly comments on variances that exceed the +/- 10% reporting threshold, including those due to timing differences and/ or seasonal adjustments:

<u>OPERATING REVENUE</u> BY NATURE & TYPE					
Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
Other Revenue	468,157	612,248	-144,091	-23.5%	<p>The current variance is primarily attributable to the following:</p> <ul style="list-style-type: none"> ▪ Fines and penalties revenue exceeds YTD budget estimates by approximately \$30K, particularly in respect of bush fire, parking and Dog Act infringements. ▪ Scrap metal sales revenue is presently some \$67K below YTD budget estimates. The City's Waste Management Officer has advised that the current price per tonne is significantly less than that on offer during 2011/12. As such, sales are being deferred pending an upturn in demand. ▪ Claims associated with the 2011 & 2012 storm events (based on expenditure incurred in the 2011/12 financial year) were earmarked to assist in funding the Geographe Bay Road, Dunsborough works. Whilst \$149K has so far been claimed, the residual \$141K is yet to be brought to account.
Non-Operating Grants, Subsidies and Contributions	4,832,954	7,629,081	-2,796,127	-36.7%	<p>The current variance is impacted by numerous timing differences, both favourable and adverse. For example, whilst the Busselton CRC grant reflects a</p>

OPERATING REVENUE
BY NATURE & TYPE

Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
					favourable YTD variance of \$0.95M, the GLC Geothermal project reflects an adverse YTD variance of some \$0.48M. Furthermore, numerous boat ramp grants will not be able to be claimed until such time as the associated works are completed. Notwithstanding the above timing differences however, grant applications for the Locke Estate Coastal Works (\$1.54M), the Scout Road Groyne (\$02.M), and also several minor boat ramp grant applications, were not successful this year. A report seeking budget amendments in respect of these items will be presented via the Finance Committee in the near future.

OPERATING EXPENDITURE
BY NATURE & TYPE

Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
Materials & Contracts	6,054,085	6,699,943	-645,858	-9.6%	<p>Whilst the current variance falls below the 10% reporting threshold, it is relevant to note that the YTD actual includes approximately \$1.5M in unbudgeted contractor and plant hire costs directly associated with the June 2012 storms. Whilst the majority of these funds are claimable through the Department of Fire and Emergency Services WANDRRA Relief Fund (as the event was classified as a natural disaster) the additional expenditure does overstate the overall performance in this expenditure type.</p> <p>Areas in which current variances (masked by the above) are currently evident include:</p> <ul style="list-style-type: none"> ▪ Operational consultancies

OPERATING EXPENDITURE
BY NATURE & TYPE

Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
					<p>expenditure is presently some \$626K below YTD budget estimates.</p> <ul style="list-style-type: none"> ▪ Computer software licencing expenditure is presently \$276K below YTD budget estimates. ▪ General contractor costs (e.g. kerb side recycling, tip sites etc.) are presently \$250K below YTD budget estimates. ▪ Contract cleaning costs are presently \$124K below YTD budget estimates. ▪ Material purchases (including road maintenance) are presently \$116K below YTD budget estimates. ▪ Legal fees are presently \$78K below YTD budget estimates. <p>Due to the nature of this expenditure type, which includes a raft of various activities, the above items are representative of the major variances on a YTD basis.</p>
Utilities (gas, electricity, water etc.)	909,913	1,020,186	-110,273	-10.8%	The current variance is primarily due to timing differences relating to the payment of electricity bills (\$60K) and water bills (\$42K).
Other Expenditure	967,688	1,447,386	-479,698	-33.1%	<p>The current variance is primarily due to timing differences associated with marketing and promotions, donations and sponsorships, and also regional development strategy activities. The Community and Commercial Services Directorate has provided the following commentary in relation to major variances on a year to date basis:</p> <ul style="list-style-type: none"> ▪ Community Bids funding is funded through two annual funding rounds. Funds are therefore expended as individual organisations acquit funds throughout the year, causing a variance in the YTD budget. Funds will be expended by 30 June 2013.

OPERATING EXPENDITURE
BY NATURE & TYPE

Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
					<p>Community Bids expenditure is presently \$125K below YTD budget estimates.</p> <ul style="list-style-type: none"> ▪ Regional Development Strategies expenditure is currently \$48K below YTD budget estimates. This is due to the timing of the events Sponsorship Programme, where funds are allocated twice yearly. Marketing and Promotions funded through the Differential Rate is \$45K below YTD budget estimates due to pending outcomes of marketing programs currently being undertaken by GBTA. Funds will be expended by 30 June 2013. ▪ Events funded on a multi-year agreement basis are funded as events are held and funds have been acquitted. This is currently \$15K below YTD budget estimates due to the timing of invoicing. Funds will be expended by 30 June 2013. ▪ Progress payments of funds to organisations funded under a multi-year agreement basis (Senior Citizens, Southern Rip & School Chaplaincy Program) are paid on presentation of invoices, some of which were not received as at 31 December. This area is currently \$69K below YTD budget estimates. Funds will be expended 30 June 2013.
Allocations Transferred to Capital	-980,416	-875,513	104,903	12.0%	The current variance is primarily attributable to timing matters associated with plant allocation charges, and the current over recovery of the same. It is expected that this variance will normalise during January.
Loss on Asset Disposals	25,666	161,017	-135,351	-84.1%	This (non-cash) variance is primarily attributable to timing differences as reflected by the current variance

<u>OPERATING EXPENDITURE</u> BY NATURE & TYPE					
Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Comments
					(underspend) in the Plant and Equipment capital expenditure budget, with the budget allocation principally pertaining to waste compactor and grader replacements.

CONCLUSION

As at 31 December 2012, the City's financial performance is considered satisfactory. From an operating perspective, both revenue and expenditure activities are tracking within 7% of year to date budget estimates; albeit including several irregularities as highlighted in the above commentary (e.g. non-operating grants and materials and contracts anomalies).

Whilst capital revenue is presently reflecting a nominal favourable variance, this result is due to offsetting variances in several items, which will not directly impact on the overall (net) financial performance as at 30 June 2013. Furthermore, pursuant to the commentary provided in relation to capital expenditure, notwithstanding projects that will not proceed as due to the outcomes of grant funding applications, the current variance is primarily due to timing issues.

As in previous years, an annual budget review is to be undertaken based on the City's financial performance to the end of February 2013. As part of the associated agenda report, an estimation of the City's end of financial year performance will be provided.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

C1302/038

Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the statutory financial reports for the period ending 31 December 2012 be received by the Council pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Local Laws
STRATEGIC INITIATIVE:	Strategic Priority 1.1.3 Provide for a healthy community
BUSINESS UNIT:	Environmental Services
SERVICE:	Ranger and Emergency Services
REPORTING OFFICER:	Ranger – Deborah Ambrose
AUTHORISING OFFICER:	Director Planning and Development Services – Paul Needham
DATE OF COMPLETION:	27/2/13
VOTING REQUIREMENT:	Simple majority
ATTACHMENT(S):	Attach A: Map Attach B: Photographs of location

PRÉCIS

The purpose of this report is to seek Council's approval to designate the eastern side of Quindalup Siding Road in the vicinity of the Xscape Adventure Park site as a 'No Parking' area as a result of parking issues identified recently associated with that business. The recommendations of this report are complemented by requests made to Main Roads WA to allow the City to manage parking on Caves Road in the vicinity of the site. The business owners are supportive of these steps and have voluntarily put in place their own management measures. In addition the City and the owners are working together to identify potential overflow parking locations.

BACKGROUND

The Xscape Adventure Park situated at the corner of Quindalup Siding Road and Caves Road Dunsborough is a new attraction that opened in November 2012. The attraction has been very popular over the busy summer period and as a result many patrons to the site have been parking along the verges of Caves Road and Quindalup Siding Road. The parking of vehicles in these areas is currently not regulated and has been identified as a significant safety issue.

The issues of safety that have been identified are:

- Pedestrians alighting from vehicles along a major thoroughfare,
- Decreased driver vision,
- Decreased road width as a consequence of vehicles parking on both the east and west sides of Quindalup Siding Road.

Caves Road is used by significant numbers of vehicles typically travelling around 90kmh and Quindalup Siding Road is also an important route for commercial and heavy rural vehicles.

Caves Road is under the control Main Roads WA. Main Roads can, however, delegate parking management to local government.

In response to this matter, Main Roads has agreed to install "No Stopping Anytime" regulatory control signage on Caves Road adjacent to the Xscape Adventure Park boundary along both the north and south sides of Caves Road, and Main Roads has delegated authority to the City the enforcing of parking controls adjacent to Xscape Adventure Park along Caves Road.

The Officer Recommendation proposes that Council incorporate that delegation into the City's Consolidated Parking Scheme.

The Quindalup Siding roadside parking management issue can be addressed by the City itself through the City of Busselton Parking Local Law 2011. It has been identified by City staff that restricting parking along the eastern side of the road adjacent to the Xscape Adventure Park would:

- * Reduce the potential for accidents caused by people parking on the verges and being impacted on by vehicles using the road;
- * Reduce the risk of vehicles impacting on pedestrians crossing the road; and
- * Increase the road width for vehicles using the road.

Given the nature and use of the roads it is recommended that parking be restricted by the erection of signage that informs motorists that there is to be no stopping on road or verge along the eastern side of Quindalup Siding Road in the vicinity of the Xscape Adventure Park.

CONSULTATION

In preparing this report City staff have consulted with the owner of X-scape Adventure Park, the Dunsborough Police and Main Roads WA.

STATUTORY ENVIRONMENT

Under the City of Busselton Parking Local Law 2011, Council may determine or vary “No Stopping areas”. Council may determine that a “No Stopping area” be specified and may erect signs to give effect to the determination.

Subsection 16(2) of the *Main Roads Act 1930* refers:

“the powers of any local government over any highway or main road shall not be deemed to be taken away by this Act, but the exercise of such powers shall be subject to the control and direction of the Commissioner”

Commissioner of Main Roads WA has recently given delegation to the City under section 16(2) of the *Main Roads Act 1930* as follows –

- a) Council may control parking on the verges of any Main Roads and Highways in your district (where these verges form part of the Main Road or Highway) other than those mentioned in paragraph “b” below but only for the purposes of:
 - i) prohibiting parking on those verges including any parked vehicles offered for sale on those verges; and
 - ii) enforcing any such prohibition.
- b) Council may not control parking on any part of any freeways in your district.

This delegation is not intended to affect any existing arrangements Council has for the regulation of parking on the carriageway of any Main Roads or Highways in the City.

POLICY IMPLICATIONS

In 2004, Council endorsed a Consolidated Parking Scheme which details parking facilities and no stopping areas for the City of Busselton district.

FINANCIAL IMPLICATIONS

The cost of implementing amendments to parking restrictions in public places is funded from Parking Facilities Maintenance within Council's 2012 - 13 budget.

STRATEGIC IMPLICATIONS

The control of parking within the vicinity of the Xscape Adventure Park will reduce the potential of road accident risk to patrons and the community.

This proposal is considered relevant to the City's Strategic Plan 2012 -2020: Key Result Area: Community and Social Wellbeing Strategic Priority 3: Provide for Healthy Communities.

OFFICER COMMENT

The management of traffic and associated parking in the vicinity of the Xscape Adventure Park will be enhanced by regulating parking in the affected area and will allow the Rangers to monitor the area and issue infringements to offending vehicles. This will result in hazard minimisation and reduction of associated risk.

City staff identified that a potential risk was occurring at the site and in addition received a number of reports of safety concerns from members of the public, the owners of the site and Dunsborough Police. It should be noted that it is considered preferable these concerns are addressed by the owner cooperatively with their customers in the first instance, but clear parking controls can re-enforce that approach.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Subsequent to the endorsement by the Council, recommendations contained within this report will be actioned within one month.

Options

Option 1

Council may resolve not to support the Officer recommendation to establish a No Stopping area along the eastern boundary of Quindalup Siding Road in the vicinity of Xscape Adventure Park.

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/039

Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the Council pursuant to the City of Busselton Parking Local Law 2011, amend the City of Busselton Consolidated Parking Scheme and establish a no stopping area along the eastern side of Quindalup Siding Road from the intersection of Caves Road for a distance of 150 metres, and incorporate into the City's Consolidated Parking Scheme the Commissioner of Main Roads' direction for enforcement of a no stopping anytime control along Caves Road adjacent to the property boundary of Xscape Adventure Park.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Naturaliste Community Centre
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Community Services
SERVICE:	Naturaliste Community Centre
REPORTING OFFICER:	Manager Community Services – Maxine Palmer
AUTHORISING OFFICER:	Director Community & Commercial Services -Naomi Searle
DATE OF COMPLETION:	
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	Attachment A – Preliminary cost estimate Attachment B – Draft concept plan Attachment C - Average Room Usage Rates

PRÉCIS

At the Ordinary meeting of Council on July 25 2012, Council resolved (C1207/204), "In response to the petition received pertaining to the NCC, the CEO prepare a report for Council regarding the options, costings and likely revenues for the provision of additional multi-purpose space at the NCC for budgetary consideration in the 2013/14 Financial Year, taking into account the potential development of other community facilities in Dunsborough."

At this meeting Council also resolved to "establish a Community Reference Group during 2012 consisting of eight Community Members representing: commercial room hirers, community based hirers, centre users, youth, arts and culture, Dunsborough and Districts Progress Association, Dunsborough Chamber of Commerce and the Naturaliste Sportsman's Club, to meet as required and assist to support improvements to the operations of the NCC and planning for future infrastructure requirements."

The Reference Group have met four (4) times and have assisted Officers to quantify the usage, options and likely revenues presented in this report. This report recommends that additional space for music rehearsals is not required to be provided at the NCC, however, additional space for fitness and dance would be advantageous for Council to consider in its future planning in order to provide additional income streams to reduce the net operating cost of the Centre and provide extra space for the growing Dunsborough community.

This report seeks Council's approval for Officers, in conjunction with the Reference Group, to undertake further research into the costs and benefits of constructing future additional space for fitness and dance at the NCC, and that this be reported back to Council.

BACKGROUND

During 2010 and 2011, to support the Council's strategy to "strive to keep future rate increases at or below CPI", Officers commenced a service review at the NCC to establish initiatives that could be implemented to increase revenue and reduce the net operating cost of the Naturaliste Community Centre (NCC). Patrons were asked for input via the annual customer survey and through meetings held with the NCC administration and fitness staff. A Business Plan for the NCC was developed by Officers to give greater emphasis to fitness which was identified as the only significant option to improve the operating position of the Centre. The service review found:

- Some of the NCC's fitness programs were reaching capacity, whilst some were experiencing a decline
- The family activity room (crèche) could not be used one morning a week to service patrons attending group fitness due to a regular booking by a community play group
- Generally there was an increasing and often competing demand for space at the NCC during peak times in the multi purpose rooms.

Successful fitness programs are usually run from dedicated fitness rooms and are complimented by other fitness services and facilities such as gymnasiums where a crèche and personal training programs can also be offered, and at larger facilities, (where the catchment areas can support it) aquatic facilities. This is proven at the Geographe Leisure Centre (GLC); when fitness classes were held in the sports hall attendance was low, making some programs unsustainable and customer complaints about heat and the general suitability of the environment were constantly experienced. However since building the Group Fitness room at GLC, group fitness participation has increased by over 60%.

The NCC fitness programs, delivered by staff employed by the City, were mainly established at a time when there were no other local suppliers of group fitness in the Dunsborough area. At the time they were slotted around existing bookings, such as Yoga and Pilates delivered by private room hirers, at times and in rooms that were available. Customer feedback found some of these times and rooms were unsuitable for some of the fitness classes. Customer survey feedback had also identified that a gymnasium would be a valuable addition at the NCC. The original concept plans for the NCC proposed that a future gymnasium could be built at some time in the future. A gym at the NCC would improve the attractiveness of NCC memberships and provide another income stream to the Centre.

In 2011 when the GLC was replacing its old gym equipment, an opportunity arose to transfer the old equipment, which was still functional, and use it as a test case for a gym to be established at the NCC. This was to be at a negligible cost to the City, affording the City an opportunity to test the Dunsborough market and accommodate some community demands for this service, and personal training services, at the NCC. A gym was seen to significantly increase the NCC's revenue stream.

Any expansion of the NCC rooms had not been identified as a community priority in the City's strategic planning. Therefore Officers attempted to see how a trial gym could be accommodated in its existing format, and how the environment and subsequent attendance of the City's fitness programs could be improved by exploring how bookings could be moved to maximise space and further optimise usage of the existing rooms.

A portion of the multi-purpose room was identified as a possible trial site for the gym and this idea was presented to the Councils' Finance Committee and subsequent Council meeting on 23 November 2011. However, Council subsequently resolved (C1111/377) not to pursue the gym trial at the NCC and the old equipment was sold. Instead Council resolved for staff to provide a report on the feasibility and desirability of establishing gymnasium facilities at the NCC. This was to include consultation with local fitness suppliers in Dunsborough as there was a concern that a gym at the NCC could adversely affect their business operations.

Six (6) months of extensive community consultation was undertaken by Officers which included meetings, focus group sessions and a community survey.

On 27 June 2012, Council received a petition of 904 signatures relating to the provision of two (2) additional multi-purpose rooms at the NCC. The petition stated two (2) aims:

1. *“Cancellation of the City of Busselton’s plans for changing the use of the NCC until additional facilities outlined in point 2 are provided.*
2. *Obtain additional dedicated space at the NCC, by converting the grassed area adjacent to the main corridor that is currently under sail, into two separate spaces. These spaces would provide –*
 - *A dedicated dance studio with sprung floor, mirrors and barre and;*
 - *A sound proofed music rehearsal room for choral and music ensemble practice.*

The advantage is that both rooms would also be multipurpose and available for other community groups that may require a peaceful space for their activities.”

In a report to the Council meeting on 25 July 2012, Officer’s reported the results of the community consultation conducted and recommendations in response to the Council resolution to provide a report on the feasibility and desirability of establishing gymnasium facilities at the NCC. It was resolved that a gymnasium at the NCC should not be pursued at this point in time. The annual Fees and Charges of the NCC had also been included by Officer’s in the community consultation process and larger than CPI increases for Commercial hirers of the Multi-Purpose Rooms were recommended in the report. These were discussed with Commercial Hirers represented at the community focus group meetings who agreed that these increases were reasonable and manageable.

Further to this, the Council resolved that (C1207/204):

1. *The fees and charges as detailed in the “Draft Fee 2012/13 (ex GST)” column of the schedule of Fees and Charges be adopted, effective from 13 August 2012.*
2. *Group fitness classes continue to run from the current venues, poorly attended programs are ceased and memberships are introduced and encouraged.*
3. *A Marketing Plan is developed and implemented during 2012, incorporating any endorsed outcomes from the Capes Regional Arts and Cultural Needs Assessment.*
4. *Commercial lease arrangements are actively pursued for areas that are under utilised.*
5. *A booking policy is developed for the Naturaliste Community Centre which considers selection criteria, authority levels, dispute resolution processes the provision of authorisation for the CEO to negotiate ‘packaged rates’ for multiple room hire for regular users and other promotional rates to the Naturaliste Community Centre Fees and Charges Schedule.*
6. *A Community Reference Group is established during 2012 consisting of eight Community Members representing:*
 - *commercial room hirers*
 - *community based hirers*
 - *centre users*
 - *youth*
 - *arts and culture*
 - *Dunsborough and Districts Progress Association*
 - *Dunsborough Chamber of Commerce*
 - *Naturaliste Sportsman’s Club,*

to meet as required and assist to support improvements to the operating of the Naturaliste Community Centre and planning for future infrastructure requirements.

7. In response to the petition received pertaining to the Naturaliste Community Centre, the CEO prepare a report for Council, no later than the end of February 2013, regarding the options, costing's and likely revenues for the provision of additional multi purpose space at the Naturaliste Community Centre for budgetary consideration in the 2013/14 Financial Year, taking into account the potential development of other community facilities in Dunsborough.

As a result of this Council resolution a Reference Group was formed through an Expression of Interest process conducted during August and September 2012. The Reference Group have met four (4) times and have assisted Officers to quantify the usage, options and likely revenues presented this report for the consideration of additional multi-purpose space at the NCC.

CONSULTATION

The community petition requesting that Council consider constructing two (2) additional multi-purpose rooms at the NCC contained 904 signatures. As per Council resolution C1207/204, a Community Reference Group was established through an Expression of Interest process, consisting of members representing the Dunsborough community, to provide recommendations to Council on the way in which the Centre should operate in the future, and to make recommendation on the feasibility and desire of the Dunsborough community to expand the NCC. The Group has met four (4) times to date.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Attachment A contains a preliminary cost estimate to construct a dance and music rehearsal room which can also be used for other purposes. The pricing is based on Rawlinson's Australian Construction Handbook Edition 29 2011, with allowance for regional pricing and local discrepancies. Not allowed for in this cost are any consultants' fees for acoustic and engineering services, architectural costs or project administration.

The sketched plan (Attachment B) shows a suitable location for the additional rooms that has been proposed by the Engineer. This location will provide two (2) spaces, better acoustic separation, retention of light and passive heating/cooling in the existing building, and the retention of the existing foyer overflow and display areas. The proposed new space would be built to provide maximum acoustic separation between the existing Sport Hall, new Music Room and new Dance Studio, with the ability for other user groups to be able to use the facility without adverse conditions affecting any other group.

The areas proposed for each activity are:

Music 14M x 6m = 84m²
Dance 14M x 10M = 140m²
Total 224m²

The cost is estimated at \$662,000.00. Costs are higher than a standard structure due to the sound proofing requirements as specified in the petition.

Annual operating and maintenance costs including a building preservation reserve are generally estimated at 1.6% of the construction costs for this type of building. This would be an estimated annual cost of \$10,592 and excludes cleaning costs.

The current commercial half room hire rate for the MPR is \$29 an hour.
The current community half room hire rate for the MPR is \$18 an hour.

On the assumption, based on the consultation undertaken by the Reference Group, that the majority of users of the two (2) new rooms would be commercial, both rooms would need to be hired out for 365 hours a year, or 7.3 hours every week, (based on 50 weeks of operations) to cover the annual maintenance costs alone. Whilst this may be achievable, the payback period on the \$662,000 capital investment would take in excess of eleven years, on the basis that the rooms were hired eight (8) hours a day, five (5) days a week solely to commercial hirers. (40 hours a week x \$29 an hour = \$1,160 a week x 50 weeks = \$58,000 a year). It should be noted that as at 12 February 2012, there was approximately \$55,000 held as Community Facilities Contributions for Dunsborough that could be utilised to facilitate an upgrade of the NCC should Council determine to progress the matter in the future.

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020, and principally with the Strategic Priority to:

- Be a responsible, accountable local government and
- To manage the Shire's resources to provide optimum benefit to the community

OFFICER COMMENT

At a meeting on the 8 January 2013, the NCC Reference Group shared and discussed their findings for the potential users of two (2) additional music and dance multi-purpose rooms proposed in the petition presented to Council.

Music groups had been contacted and group members had not found any potential hirers. It was found that the movement of instruments would be difficult; sheds and other private properties are currently being used at no charge to rehearse in and choir members are satisfied utilising the Uniting Church where there is adequate space, good acoustics, and existing arrangements are in place for community groups to utilise the facility, .

Although it was agreed by the Reference Group that dance is very popular, it was felt that parents and children serious about dance would travel to professional dance studios available in Busselton. The existing (commercial) dance hirer at the NCC was the only provider found that would be interested in more dance space at the NCC although it was felt that the City should not build facilities for commercial dance instruction alone. However it was viewed that a facility for dance could provide a grass roots local venue which would encourage the growth of dance in the area.

Although no-one had spoken with the Dunsborough Primary School, it was felt by Reference Group members that the school could utilise additional rooms at the NCC as they have no hall and could potentially use it for assemblies and school productions.

However, other group members raised the problems schools have taking groups of students offsite, that the current needs of the school seem to be met by the Old Dunsborough Hall, and that school facilities are an issue for the Department of Education, not the Local Government.

The majority of members had found providers of yoga, pilates and martial arts groups who needed more space. However, none of these users would be prepared to pay more for extra rooms and in fact had said that if fees were increased at the NCC they would stop using the facility.

The current average weekly usage spreadsheet (Attachment C) was referred to and timeslots were identified which the school, dance hirers and other users could use the existing Multi-Purpose Rooms (MPR) at the NCC. These times are:

Monday 3.00 – 5.00pm
Wednesday 3.00 – 6.00pm
Thursday 3.00 – 6.00pm
Friday from 3.00pm onwards
All day Saturday and Sunday

Although one (1) group member strongly disagreed, the Reference Group did not support the need for the additional rooms at this point in time.

Concerns about the extent of commercial use of the NCC has been voiced repeatedly at the Reference Group meetings. The Group concluded that there appears to be greater benefits to the community in terms of reduced cost of service and income returned to the centre by the NCC running fitness programs compared to private operators hiring rooms on the existing room hire arrangements. Therefore there was support given for an alternative option being presented to the Council; to provide additional space for NCC run fitness programs as has occurred at the GLC. This space could also still be hired out, at other times, to others including dance groups. The Group agreed this option had a number of benefits:

- It would pay for itself, as demonstrated at the GLC
- Not impact hire rates
- Create space in existing rooms for increased community hire
- Provide a greater income stream to reinvest into the NCC to maintain it and expand it further in the future as the community grows.
- Reduce the net operating cost of the NCC to help minimise future fees and charges increases.

CONCLUSION

The costs associated with constructing the two (2) additional multi-purpose rooms proposed in the petition are estimated to be \$662,000. The NCC Reference Group concluded that there was insufficient demand to construct a music rehearsal room at the NCC. Further, the Group concluded that additional dance space/multi-purpose room would be used, albeit mainly by commercial hirers who would not be willing pay more to recoup the capital investment of \$662,000 and/or additional annual operating costs of approximately \$10,592 per annum.

Overall it was the consensus of the Reference Group that if additional space is to be provided it should not be for commercial hirers and should be advantageous to the

community in terms of relieving existing space, reducing the overall net operating costs of the NCC, and not result in increased fees and charges to users.

Officers therefore believe there is merit in further assessing the feasibility, cost, payback period, financial return and other benefits of constructing an additional fitness room at the NCC, which can also be used for other purposes. This can be explored over the next 12 months, should be done in consultation with the NCC Reference Group, and consideration should be given to the best location for such a room to reduce sound proofing requirements. The results of this investigation would be reported back to Council for consideration.

Options

Council could consider:

Option 1:

Not to pursue any plans to expand the NCC at this time.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers to provide a report back to Council by May 2014.

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/040

Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That the Council request the CEO prepare a report for Council regarding the feasibility and other benefits of constructing an additional fitness room at the Naturalise Community Centre and the results of this investigation be reported back to Council for consideration.

CARRIED 9/0
EN BLOC

SUBJECT INDEX:	Councillors' Information
STRATEGIC INITIATIVE:	Provide Effective Communication
BUSINESS UNIT:	CEO's Office
SERVICE:	Council and Councillor Services
REPORTING OFFICER:	Various
AUTHORISING OFFICER:	Chief Executive Officer – Mike Archer
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Simple Majority
ATTACHMENT(S):	1 - Circular No 1 – 2013 Forthcoming Gazettal of Stage 3 – Local Government Amendment Act 2012 and Local Government (Audit) Amendment Regulations 1996 2 - Info page – Classification Framework for Public Open Space 3 – Administration Building Working Group Meeting Minutes 12/12/2012 4 – Clarification of DFES following changes to the Building Act PDS1 - Report detailing planning applications received PDS2 - Report detailing planning applications determined PDS3 - Report Detailing Current Status of State Administrative Tribunal Appeals With the City

PRÉCIS

This report provides an overview of a range of information that is considered appropriate to be formally presented to the Council for its receipt and noting. The information is provided in order to ensure that each Councillor, and the Council, is being kept fully informed, while also acknowledging that these are matters that will also be of interest to the community.

Any matter that is raised in this report as a result of incoming correspondence is to be dealt with as normal business correspondence, but is presented in this bulletin for the information of the Council and the community.

INFORMATION BULLETIN**15.1.1** Circular No 1 – 2013 Forthcoming Gazettal of Stage 3 – Local Government Amendment Act 2012 and Local Government (Audit) Amendment Regulations 1996

Circular No 1 – 2013 Forthcoming Gazettal of Stage 3 – Local Government Amendment Act 2012 and Local Government (Audit) Amendment Regulations 1996, from the Minister for Local Government, John Castrilli MLA is provided at attachment 1.

15.1.2 49th Festival of Busselton – Thankyou Letter

Correspondence has been received from Cathy Oldman, Festival of Busselton Secretary:

“Dear Cr Stubbs,

On behalf of all Festival of Busselton committee members, we would like to sincerely thank the City Council Members, the City staff and you, for all the support and sponsorship we received for the Festival of Busselton 2013.

A special mention should be made of Shane Walsh with thanks for the huge amount of coordination he performed between the City and our festival.

Everyone who attended had a great time and it is only with support like yours that the festival can be held. This year was a highly successful Festival with great attendance at all events with record numbers at some.

Once again thank you and we hope you will continue your support and help us celebrate our 50th anniversary at the 2014 Festival of Busselton.”

15.1.3 Info page – Classification Framework for Public Open Space

An Infopage relating to Classification Framework for Public Open Space is provided at attachment 2.

15.1.4 Administration Building Working Group Meeting Minutes 12 December 2012

A meeting of the Administration Building working Group was held on 12 December 2012. The meeting minutes are provided at attachment 3.

15.1.5 Clarification of DFES following changes to the Building Act

WALGA recently received correspondence from the Department of Fire and Emergency Services on DFES requirements following changes to the building act. A copy of the correspondence is provided at attachment 4.

15.1.6 State Strategy to Improve Community Safety

A State strategy identifying opportunities for greater coordination and effective use of closed circuit television assets will enhance the role of CCTV as a crime prevention and prosecution tool.

WA Local Government Association President Mayor Troy Pickard welcomed an announcement by the WA Liberal Party committing to a State CCTV Strategic Plan, which follows discussions with the Police Minister regarding Local Government CCTV assets and their input into WA Police activity.

“CCTV contributes to many Local Government community safety and crime prevention strategies, together with initiatives such as environmental design and community awareness programs,” Mayor Pickard said.

“There is an increase in the uptake of CCTV, with the sector investing an estimated \$6 million in CCTV assets and around \$4m each year in their maintenance and monitoring.

“As usage has increased, our members have identified a need for greater consistency in the purchase, implementation and management of CCTV assets and for coordination of processes in using these assets to assist WA Police in prosecutions.”

Mayor Pickard said WALGA was gathering information from members on current CCTV activity by Local Governments to identify the gaps and opportunities in current processes and investment across the sector which would inform the proposed strategic plan.

“The proposed plan will provide an important mechanism to clearly define CCTV assets held across all agencies and establish investment and ongoing maintenance needs, both new and across the existing network,” Mayor Pickard said.

“A coordinated approach will highlight areas of best practice and priority need and assist in the nature and direction of future funding in this area - an approach which also holds true for crime prevention strategies across the board.”

Mayor Pickard said WALGA would be holding a Local Government Community Safety Forum in May, assisted by grant funding from the WA Police, with presentations during the conference focusing on the cost of crime to Local Governments, crime prevention through environmental design and CCTV.

“Local Governments, relevant State Government agencies and stakeholders will be discussing the ways in which Councils and their communities can contribute to increased community safety and reduce the incidence of crime and its effects; and I am certain that coordination will emerge as a key theme in this forum also.”

Mayor Pickard said in the lead up to the State Election, Local Government was also seeking commitment on two key crime prevention related initiatives: funding for WA Police to expand the Crime Prevention Diversity Officers Program in appropriate Perth metropolitan high schools and the expansion of community policing initiatives by WA Police in rural WA. Major political party responses to these questions and others can be found at whatsinitforyou.asn.au

15.1.7 Planning & Development Services Statistics

Planning Applications

Attachment PDS1 is a report detailing all Planning Applications received by the City between 16 and 31 January, 2013. Twenty five formal applications were received during this period.

Attachment PDS2 is a report detailing all Planning Applications determined by the City between 16 and 31 January, 2013. A total of twenty applications (including subdivision referrals) were determined by the City during this period with all approved / supported.

15.1.8 Gazettal of Scheme Amendments

Amendment 165 to District Town Planning Scheme No. 20 was gazetted on 18 January, 2013. The purpose of the amendment is:

1. Rezone Lot 27 Rendezvous Road and lot 9506 Heritage Drive, Vasse from ‘Agriculture’ and ‘Vasse Development’ zone to ‘Special Purpose – Heron Lake Development Area’;
2. Exclude the land from the area affected by ‘Environmental Condition 1’ and the ‘Wetland’ area designations; and
3. Incorporate the subject land within ‘Special Provisions Area (55)’

15.1.9 State Administrative Tribunal (SAT) Appeals

Attachment PDS3 is a list showing the current status of State Administrative Tribunal Appeals involving the City of Busselton as at 31 January, 2013.

15.1.10 Scheme Amendment Refused

Amendment 174 to District Town Planning Scheme No. 20:

The Minister for Planning and Infrastructure refused to grant final approval to Scheme Amendment 174 which proposed to rezone Lot 402 Caves Road, Abbey from 'Agriculture' to 'Special Purpose – Microbrewery and Associated Facilities', in accordance with the City of Busselton's request and consistent with the advice of Main Roads.

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/041 Moved Councillor Bleechmore, seconded Councillor Tarbotton:

That items 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.1.5, 15.1.6, 15.1.7, 15.1.8, 15.1.9 and 15.1.10 of the Councillors' Information Bulletin are noted.

CARRIED 9/0
EN BLOC

ITEMS CONSIDERED BY SEPARATE RESOLUTION

At this juncture, in accordance with Clause 5.6 (3)(a) & (b) of the Standing Orders, those items requiring an Absolute Majority or in which Councillors had declared Financial, Proximity or Impartiality Interests were considered.

10.5 **FINANCE COMMITTEE RECOMMENDATION - 2012/13 BUDGET AMENDMENT – WA POLICE CCTV GRANT**

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Community Services
SERVICE:	Community Development
REPORTING OFFICER:	Manager, Community Services – Maxine Palmer
AUTHORISING OFFICER:	Director, Community & Commercial Services – Naomi Searle
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENT(S):	Attachment A – Copy of approval from WA Police to reallocate funding

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

The Council's 2012/13 adopted budget includes an allocation of \$23,460 to install CCTV at the Geographe Leisure Centre (GLC) and an equity transfer of \$12,260, associated with a grant received last financial year from the WA Police Community Safety Fund to assist with this installation. However, consequent to the adoption of the 2012/13 budget, the GLC gym expansion plans have changed, which may result in significant alterations to the building structure that will not occur this financial year. Additionally, the Council has recently resolved to remove the existing CCTV system and cameras from Mitchell Park, to be reutilised in more suitable locations.

This report recommends that the Council's 2012/13 adopted budget be amended to reallocate the budget to install CCTV at the GLC to enable the CCTV system and cameras at Mitchell Park to be removed and reused at the Naturaliste Community Centre (NCC).

BACKGROUND

The need for a CCTV system at the GLC was identified last year after two significant break ins to the indoor pool area, and an increasing number of outdoor pool vandalism and trespassing issues were experienced. Council approved \$23,460 to be allocated to the GLC for the installation of CCTV to support crime prevention at the Centre, subject to receipt of 50% grant funding being obtained to assist with the installation. Officers successfully obtained a grant of \$12,260 from the WA Police, which was received during the 2011/12 financial year.

As part of the 2012/13 budget process, Council allocated funds to expand the GLC gymnasium, however since this time, a change in management of the GLC and NCC has occurred. The new Centre Coordinator has reviewed existing plans for the Centres and on 12 December 2012

presented an alternative proposal for the GLC gym expansion, which is currently being refined for Council's further consideration. The new expansion plans will significantly alter the entry and frontage of the building, one of the areas where CCTV cameras would be placed. Construction is now unlikely to occur this financial year and therefore the camera locations cannot be determined at this stage. It would also be more practical and cost effective to install any conduit or cabling for the CCTV during the other construction works.

Further to this, Council, at its meeting on 12 December 2012, reviewed the CCTV trial operating at Mitchell Park, Busselton and as a result, the Council resolved (C1212/359):

That the Council:

1. *continues to progress a CCTV strategy for Mitchell Park and other parts of the City by considering the implementation of actions suggested by Mr Chris Cubbage (specialist in security and risk management) of Amlec House during the development of the 2013/14 draft budget;*
2. *endorses the following actions to be undertaken relating to CCTV in Mitchell Park:*
 - a. removal of the existing CCTV system and cameras from Mitchell Park, to be reutilised in more suitable locations throughout the City;*
 - b. the allocation of \$2,000 in the draft 2013/14 financial year budget for an initial assessment to be conducted by a qualified consultant to develop a CCTV strategy for Mitchell Park, with a specific implementation plan;*
 - c. the allocation of \$30,000 in the draft 2013/14 financial year budget for capital investment to develop a new and improved CCTV system in Mitchell Park;*
 - d. the allocation of \$5,000 in the draft 2013/14 financial year budget for training of City personnel and the Busselton Police to operate the system and be informed of specific access registers, codes of conduct and other documentation that requires development prior to the system going live;*
 - e. the allocation of \$500 towards an 'Uninterrupted Power Supply' (UPS) system to be installed at the Busselton Police station to prevent power outages which interrupted the use of the system during the trial.*
 - f. recommend that the City's Marketing and Events Reference Group increase event promotion and marketing of Mitchell Park to encourage activity and active surveillance within the area, including but not limited to youth events and urban art projects.*
 - g. Request that the CEO convene a working group to consider the outcomes of the CPTED and Lighting Audit and CCTV Review prepared by Amlec House.*
 - h. That staff present a report to Council on Mitchell Park in 12 months time outlining:*
 - The number of anti-social behaviour occurrences during the year;*
 - The number of graffiti incidents, including clean up costs for the same period;*
 - Together with a comparison of the 2 preceding years.*
3. *That appropriate funds be provided in the 2013/14 draft budget to prepare a Safety and Security Strategy for the whole of the Busselton and Dunsborough CBD's and that the strategy be prepared and considered prior to any works that require a 2013/14 budget allocation described in Recommendations 1 and 2 being carried out.*

The NCC is considered to be a more suitable location for the Mitchell Park CCTV system for a number of reasons. The NCC is currently manned by a permanent staff member Monday to Friday 8.00am to 4.30pm. This arrangement has been in place since the Centre opened. Programs and room hire are available from 6.00am into the evening seven (7) days per week. The busiest usage periods are Saturday mornings and from 8.00am to 11.00am Monday to Friday and from 3.30pm to 7.00pm Monday to Thursday. The Centre relies on room hirers and casual staff to open the Centre in the morning and secure it at night. This has led to on several occasions the Centre not being secured properly. To date criminal activity in Dunsborough has not been experienced to the extent that it is in Busselton; however the community is growing and changing. Recent anti-social activity includes a bench stolen from the rear of the building and a small theft of money from petty cash and the till. Resourcing requirements of the Centre are currently under review to see how better coverage can be achieved within the existing budget; however the relocation of the cameras and system at Mitchell Park, availability of existing grant funding, and the current inability of the GLC to progress the CCTV program affords the NCC with an opportunity to increase its security at no additional cost to the Council.

CONSULTATION

The WA Police, Strategic Crime Prevention Division were also consulted and have given their approval (Attachment A) to reallocate the grant funding to the NCC.

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act refers to the requirement for a local government to prepare an annual budget.

Section 6.4 of the Local Government Act, and Part 4 of the Local Government (Financial Management) Regulations, refers to the requirement for a local government to report on its financial activities.

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund not included in the annual budget.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Reallocation of the CCTV budget from the GLC to the NCC has a nil effect on the Council's 2012/13 budget, as demonstrated in the following table:

Description	Account String	2012/13 Adopted Budget \$	2012/13 Amended Budget (PROPOSED) \$	Variance \$
Equity Transfer (GLC CCTV)	Not applicable	12,260	-12,260	-12,260
Equity Transfer (NCC C CTV)	Not applicable	12,260	12,260	12,260
Furniture and Equipment (GLC)	336-10591-7743-0000	23,460	-23,460	-23,460
Furniture and Equipment (NCC)	336-10590-7743-0000	23,460	23,460	23,460
NET VARIANCE				0

In addition, this funding provides a budget to remove the CCTV system and cameras from Mitchell Park; which would otherwise be unplanned work for City resources this financial year. It also provides the budget required to cable and install the CCTV system at the NCC.

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020 and principally the following Strategic Priority:

- *Organisational Well Being*

Manage the City's resources to provide optimum benefit to the community.

OFFICER COMMENT

This proposal has been supported by WA Police and does not affect the 2012/13 budget.

Council is aware of the limitations of the current CCTV system in Mitchell Park and its effectiveness and efficiency to be used long term as an outdoor public surveillance system. The key constraints are the camera mounting requirements on poles and the fixed nature of the cameras to adequately cover the size of an outdoor area in Mitchell Park.

Fixed cameras at the three entry doors at the NCC, placed internal and externally, and one monitoring the customer service desk is ideal for fixed cameras with a small area of coverage. Cabling will be required and modifications or replacement of the mounting brackets to wall mount them is also required. The GLC CCTV budget is sufficient to cover the costs associated for this, in addition to the removal of the cameras from Mitchell Park as quickly as possible.

There is no maintenance budget to maintain or to remove the cameras in Mitchell Park, and as the cameras are not in operation, they should be removed as City Officers continue to receive requests for footage.

CONCLUSION

Cognisant of the above, it is recommended that the Council's budget be amended to reallocate the GLC CCTV budget (and associated equity transfer) to the removal of the Mitchell Park CCTV and reinstall the cameras and system at the NCC.

Option

The Council may choose to use the GLC budget to remove the CCTV system and cameras from Mitchell Park, hold the system and cameras in storage, re-list the budget for 2013/14 and request the CEO obtain approval from the WA Police to delay acquittal of the grant received until June 2014.

This would present a problem in that the City would find it difficult to find a location to store the system and cameras. The Council and community would also not receive any benefit from these assets whilst they were in storage and it is likely that the Council will have to consider some investment in improved surveillance at the NCC at some point in the future. If this option was pursued, then an alternate budget amendment would be required from the GLC capital budget to the operating budget of the area responsible for removing the cameras.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, an amendment to the 2012/13 budget will be processed by 31 March 2013.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

ABSOLUTE MAJORITY REQUIRED

C1302/043

Moved Councillor McCallum, seconded Councillor Reid:

That the Council endorses:

1. an amendment to the 2012/13 adopted budget for the purposes of removing the CCTV system from Mitchell Park, Busselton, and reinstalling the system at the Naturaliste Community Centre,
2. the following budget amendment:

Description	Account String	2012/13 Adopted Budget \$	2012/13 Amended Budget (PROPOSED) \$	Variance \$
Equity Transfer (GLC CCTV)	Not applicable	12,260	-12,260	-12,260
Equity Transfer (NCC C CTV)	Not applicable	12,260	12,260	12,260
Furniture and Equipment (GLC)	336-10591-7743-.0000	23,460	-23,460	-23,460
Furniture and Equipment (NCC)	336-10590-7743-.0000	23,460	23,460	23,460
NET VARIANCE				0

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

FINANCE COMMITTEE RECOMMENDATION - 2012/13 BUDGET AMENDMENT – CAPITAL FURNITURE AND EQUIPMENT

SUBJECT INDEX:	Financial Operations
STRATEGIC PRIORITY:	Manage the City’s resources to provide optimum benefit to the community
BUSINESS UNIT:	Community Services
SERVICE:	Community Development
REPORTING OFFICER:	Director, Community & Commercial Services – Naomi Searle
AUTHORISING OFFICER:	Director, Community & Commercial Services – Naomi Searle
DATE OF COMPLETION:	Not Applicable
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENT(S):	Nil

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

The Council’s 2012/13 adopted budget includes an allocation of \$15,000 for the purpose of purchasing office furniture and equipment for the Community and Commercial Services Directorate to cater for increasing staffing requirements. These funds were budgeted as a capital item, however as the individual furniture items are classified as non-capital items under the City’s capital threshold definition, a budget amendment is required to transfer the funds to the operational budget.

This report seeks Council’s approval to amend the 2012/13 budget through the transfer of capital funds to the operational budget to allow for the purchase of furniture and equipment.

BACKGROUND

As the City continues to experience significant growth, so too do the operations and functions of City staff. The Community and Commercial Services Directorate located within the City Administration Offices has currently outgrown its allocated work area and as such requires furniture and equipment that will allow staff to undertake work in an appropriate and comfortable office environment.

As part of the 2012/13 budget, an allocation of \$15,000 was allocated to account 7743 (Exp Offset Acc – Furn & Equip) to allow for the purchase of furniture and equipment. Quotations have been sought and as individual items required are not classified capital items under the City’s capital item threshold of \$1,000, funds are required to be transferred to operational budget account 301.10502.3301.000 (Furn & Off Equip Purchase – Non Capital Assets) to allow for the purchase to occur.

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Section 6.2 of the Local Government Act refers to the requirement for a local government to prepare an annual budget.

Section 6.4 of the Local Government Act, and Part 4 of the Local Government (Financial Management) Regulations, refers to the requirement for a local government to report on its financial activities.

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund not included in the annual budget.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Reallocation of the Capital Furniture and Equipment budget to the Operational Furniture and Equipment budget has a nil effect on the 2012/13 endorsed budget, as demonstrated in the following table:

Description	Account String	2012/13 Adopted Budget \$	2012/13 Amended Budget (PROPOSED) \$	Variance \$
Exp Offset Acc – Furn & Equip	7743	15,000	-15,000	-15,000
Furn & Off Equip Purchase – Non Cap Assets	301.10502.3301.0000	1,700	15,000	16,700
NET VARIANCE				0

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020 and principally the following Strategic Priority:

- *Organisational Well Being*

Manage the City's resources to provide optimum benefit to the community.

OFFICER COMMENT

The purchase of furniture and equipment for the Community and Commercial Services Directorate was approved by Council as part of the 2012/13 budget. This was through a budget allocation of \$15,000 to a capital budget line item, and as individual furniture and equipment items do not exceed the City's capital threshold definition of \$1,000, a budget amendment is required to transfer the funds to the operational budget. The transfer of funds has a nil effect on the 2012/13 budget.

CONCLUSION

The transfer of funds from the furniture and equipment capital budget to the furniture and equipment operational budget will allow Officers to purchase required items while meeting the City's definition of operational and capital items. The transfer of funds has a nil effect on the 2012/13 budget.

OPTIONS

The Council may choose to not transfer the funds, which would not allow for the purchase of furniture and equipment required for the Community and Commercial Services Directorate to operate more effectively and comfortably.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, an amendment to the 2012/13 budget will be processed by 31 March 2013.

Note: It was identified at the Finance Committee meeting that the entire account number (Exp Offset Acc – Furn & Equip) was not included in the Officer Recommendation. The full account number has been incorporated into the Committee Recommendation.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

ABSOLUTE MAJORITY REQUIRED

C1302/044 Moved Councillor McCallum, seconded Councillor Reid:

That the Council endorses the transfer of \$15,000 from account number 301.10502.7743.0000 (Exp Offset Acc – Furn & Equip) to account number 301.10502.3301.000 (Furn & Off Equip Purchase – Non Cap Assets) to allow for the purchasing of required office furniture and equipment as non-capital assets.

CARRIED 9/0
BY ABSOLUTE MAJORITY

FINANCE COMMITTEE RECOMMENDATION - PROPOSED BUDGET AMENDMENT –
ENGINEERING CAPITAL WORKS

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	<i>Engineering Works and Services</i>
SERVICE:	<i>Engineering Support</i>
REPORTING OFFICER:	Engineering Management Accountant - Stephen Wesley
AUTHORISING OFFICER:	Director Engineering & Works Services - Oliver Darby
DATE OF COMPLETION:	30 June 2012
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENT(S):	A – Budget Adjustment tables

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

The purpose of this report is to seek approval for amendments to the 2012/13 budget associated with Engineering and Works Services Capital projects.

The budget adjustments will fall under the following categories;

1. Project over expenditure offsets, including those related to prior year budget carry overs.
2. Additional grant revenues received. This includes extra funding for existing projects and funding for new projects.
3. Amendments to remove projects where grant submissions have been unsuccessful.
4. An amendment for the inclusion of a Council resolution previously omitted.

BACKGROUND

The annual budget, referred to as the original budget for the purpose of this report, is set, based on available information prior to the start of any given financial year.

Over time, unforeseeable events occur and new information becomes available. To record these changing circumstances budget amendments are recommended in order to track and manage the City's net financial position.

CONSULTATION

Not applicable

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Attachment A – Budget Adjustment tables 1, 2 and 3

The budget adjustments proposed are included in the tables attached.

- Table one (1) indicates projects which have been over expended and offset approvals are sought, ie moving available budget from one project to another.
- Table two (2) represents adjustments where
 - a) additional grant revenues have been received and/or
 - b) grant submissions have been unsuccessful.

Therefore recommendations are made to add, adjust or remove projects from the City's original budget.

- Table three (3) seeks to include additional projects onto the budget further to grant funds received from the South West Development Commission.

Additional information on each of the adjustments is provided below corresponding to the budget adjustment reference number in each of the tables.

Adjustment 1 – Carry Over offset, Gibney Street Footpath (F0027)

The 2011/12 Budget for this project was set at \$44,000.

At 30 June 2012 \$23,129 had been expended while the project was on-going. Due to an oversight this project was not included on the carry over request list and as such the remaining budget of \$20,871 was forfeited. Subsequently a further \$8,866 has been spent against this project to bring it to completion in the current financial year.

It is proposed that surplus budget recorded against the Gibney Street Road project (W0051) be adjusted against the footpath project to offset the expenditure for this year.

The Gibney street road project was budgeted at \$96,750 in 2011/12. At 30 June 2012 \$56,653 had been spent on the job. The remaining contractor budget totalling \$13,560 was subsequently carried forward. To complete the project a further \$2,036 has been spent this year leaving surplus budget of \$11,524. It is proposed that \$8,866 of the remaining road budget be used to offset the footpath expenditure.

Adjustment 2 - Over expenditure offset, Busselton Cemetery Upgrade Works (C1605)

The 2011/12 Budget for this project was set at \$40,150.

At 30 June 2012 \$30,539 had been outlaid while an open order remained for the purchase of bench seating to be placed at the children's cemetery.

Unfortunately the remaining budget was not able to be carried forward as the contractor budget had been fully expended with only staff labour budget remaining.

Subsequently the bench seat purchase was finalised this financial year. This created the existing issue where expenditure of \$4,850 now exists against a zero budget.

It is proposed that \$4,850 be adjusted from this year's Busselton Cemetery, Refurbish Niche Walls (C1607) budget. This will reduce the 2012/13 budget allocation to \$22,746. A review of this project has identified some savings by reducing the scope associated with fencing.

Adjustment 3 – Carry over offset, Court Street Road Works (W0066)

The 2011/12 Budget for this project was set at \$39,400.

At 30 June 2012, \$34,870 had been expended. Due to an oversight this project was not included on the carry over request list and as such the remaining budget of \$4,530 was forfeited.

Subsequently a further \$5,547 has been spent against this project to bring it to completion in the current financial year.

It is proposed that budget savings from the Scout Road Footpath realignment project (F1012) be adjusted against this project to offset the expenditure. The Scout Road project is now complete.

Adjustment 4 – Carry over offset, Cape Naturaliste Townscape Project (C1017)

The 2011/12 Budget for this project was set at \$28,213.

At 30 June 2012, \$11,980 had been expended. Due to an oversight this project was not included on the carry over request list and as such the remaining budget of \$16,233 was forfeited.

Subsequently a further \$10,759 has been spent against this project to bring it to completion this financial year.

It is proposed that budget savings from the Scout Road Footpath realignment (F1012) also be adjusted against this project to offset the expenditure. The Scout Road project is now complete.

Adjustment 5 – Over expenditure offset, Albert Street (S0047)

The 2011/12 Budget for this project was set at \$180,000 with \$120,000 funded on a 2/3rd basis under the Regional Road Group program.

At 30 June 2012 \$181,529 had been expended against the project leaving no carry forward budget.

Subsequently a further \$29,913 has been allocated against this project in the current financial year. The reason for this additional expenditure included approximately 100m² of additional brick paving than was included in the design, IT conduit was installed outside the original project scope as was an additional 30m of concrete footpath and kerbing adjacent to the church. These changes in project scope caused the existing project overrun.

To offset this, it is proposed that this year's Ford Road project (W0067) be postponed.

The Ford Road project has budget funding of \$99,912 (including \$6,744 in contributions). It involves reconstructing an 80 metre section of the road. It is felt that this project is lower in priority than others on the budget and can be delayed until the 2013/14 financial year. This decision is also influenced by the capacity of the City's Construction & Maintenance workforce. They have been assigned additional grant funded works in the year which has caused a reshuffle in the scheduling.

Adjustment 6 – Over expenditure Offset, Geographe Bay Road (Dunsborough Foreshore Development)

The Geographe Bay Road project is now complete. The \$1.880m project came in over budget by \$186,081.

Additional expenditure was incurred on the project due to the discovery of indigenous bones. This created some delays and additional costs in mobilising and demobilising the work crews and their heavy equipment, while the matter was investigated. This delay pushed the project back into a period of bad weather where works were again suspended due to rain. Road construction including asphaltting should be carried out in dry conditions otherwise the quality of the road construction is affected.

During this period the road crews were also mobilised and demobilised to undertake emergency works to assist in the clean-up after the storms that hit the City between Sunday 8^h and Tuesday 10th June.

Additional and significant traffic management costs were also encountered with the \$126k outlaid exceeding the original estimated cost.

It is proposed that the remaining \$63,255 from the recommended postponement of the Ford Road project, detailed in adjustment 5 above, be adjusted against the Geographe Bay Road project to offset a portion of this overrun.

It is further proposed that the Car Park project (C0022) to construct additional formalised parallel parking bays proposed for a section of Vincent Street, adjacent to Bay View Crescent be postponed. That this budget of \$39,856 be reassigned against Geographe Bay Road.

A third offset is proposed using excess surplus funds claimed from the June 2012 major storm event. The City was recently notified that it can now claim any City Labour used in normal working hours assigned to the clean-up of road verges. Subsequently a reimbursement claim of \$224,000 has been calculated which exceeds the \$141,366 initial estimate, an increase of \$82,634. It is recommended that this surplus reimbursement also be used to offset the Geographe Bay Road project overrun.

If approved the three budget-offset amounts totalling \$185,745 will be applied against the Geographe Bay Road project leaving the project overspend by \$333.

Adjustment 7 – Externally funded apprenticeship & traineeship positions.

The current budget 2012/13 made provision for three new training positions with two funded by an external party while the third is to be funded by the City.

At the time of budget adoption the externally funded positions were to be;

1. Apprentice Mechanic
2. Apprentice Carpenter

The third position to be funded by the City was for a Trainee Asset Management employee.

3. Recently the external party requested that they would prefer to fund the Trainee Asset Management position instead of the Apprentice Carpenter position.

This budget amendment request seeks to swap the revenue budget for these two positions between the relevant cost centres.

Adjustment 8 – Remove from Budget, Locke Estate Coastal Works (C2513), Quindalup Timber Groynes (C2514), Abbey West Timber Groyne (2511), Scout Road Groynes & Coastal Rehabilitation (C2515)

The City was notified on the 4th September 2012 that it had not been successful in securing State Government grant funding for the projects listed above. A second submission will be made in the next round of the Coastal Protection Grant program. These works will not commence in the 2012/13 year. To this end it is recommended that they be removed from the budget. This amendment will reduce the City's grant revenue by \$1,966,000. Corresponding to this the expenditure budget will reduce by the same amount. Subsequently \$230k in City funds will be retained in the Beach Protection Reserve from this amendment.

Adjustment 9 – Remove from Budget, Disabled Swing Dunsborough (C3085)

A budget for \$43,000 with a corresponding \$43,000 grant contribution was included on the 2012/13 budget for the provision of a disabled swing to be located in Dunsborough. The grant funding has subsequently not been secured. To this end, it is proposed that the budget be removed. All access play equipment will still be provided in Dunsborough within the scope of the Dunsborough Foreshore Development.

Adjustment 10 – Add project to budget, Harvest Road Groynes (new code required)

The City was notified on the 4th September 2012 that it had been successful in securing State Government grant funding to upgrade the coastal groynes located at the end of Harvest Road.

The total cost of the project is \$60k representing \$30k in grant funding and a matching Council contribution of \$30k, to be drawn from the Beach Protection Reserve.

\$30k had been budgeted to be drawn from the Beach Protection Reserve for Quindalup and Abbey West, however as mentioned in adjustment eight above the grant submission was unsuccessful.

The draw-down budgeted from the Beach Protection Reserve for both the Quindalup & Abbey West Timber Groynes that will not proceed was \$30k (as per adjustment eight above), the same amount needed for the Harvest Road project.

Adjustment 11 – Add project to budget, Freycinet Drive (Port Geo) ablation demolition (B1212)

This adjustment seeks to add budget totalling \$5,000 for the demolition of the City owned toilet block located at Freycinet Drive Port Geographe. The cost of the demolition is an estimate only. A corresponding reimbursement budget is to be included for the same amount. The Department of Transport has agreed to pay for the cost of the demolition however the City will be responsible for carrying out the works.

Adjustment 12: Additional Blackspot Road Program Grant Funds secured for Abbeys Farm Road Reconstruction.

Under the State Government's Blackspot Roads Program, funding has been provided for widening and reconstruction works along Abbeys Farm Road. The total cost of the works was originally estimated at \$419,530 with 1/3 of this to be funded by Council (\$139,843, including \$4,042 in contributions).

In the detailed planning phase of the project additional costs were encountered as a result of realigning the proposed upgrade to avoid land resumption. These additional costs have been estimated at \$60,471 of which \$40,314 (2/3rds) represents additional Main Roads contribution while the remaining \$20,157 represents additional City contribution.

To this end City officers have sought and obtained the required additional funding from Main Roads.

Of the amount being contributed by Main Roads \$8,949 has already been received and is held by the City in its Restricted Assets Account. Part of this budget amendment seeks to have these funds reassigned against the Abbeys Farm Road project. The alternative to this is to pay Main Roads back the unspent funds.

It is recommended that the additional City contribution totalling \$20,157 be drawn down from the Roads Initiative Reserve.

Adjustment 13 – Dual Use Path, bring State Government Grant Funding onto 2012/13 budget

The Council Agenda presented at the 10th October 2012 Council meeting included item 12.1 titled "Busselton to Dunsborough Shared Path – Remaining Section". This report informed Council that the City was successful in securing \$750,000 in grant funding towards the project with \$450,000 to be received this financial year.

Council endorsed C1210/284 the transfer of an amount totalling \$215,710 from the Infrastructure Development Reserve. However there was no resolution passed to bring onto budget the \$450,000 in State Government Funding, nor the associated additional expenditure. This adjustment seeks to remedy this omission.

Adjustment 14: Increased grant funding received for roadway and parking between Recreation Lane and Clydebank Avenue including the construction of a pedestrian bridge as part of the greater School Precinct upgrade.

Main Roads is providing \$770,000 for significant pedestrian and road access improvements within the Clydebank / College Avenue / Recreation Lane school precinct upgrade. At the time of budget adoption this figure was reported as \$630,000 which is \$140,000 less than the amount the City will now be allocated.

This adjustment seeks to increase the grant revenue to the full amount being received.

It is proposed that \$119,000 be assigned against the Pedestrian Bridge to cross Glenmeer Ramble and College Avenue (A0011), increasing this budget to \$360,000, with the remaining \$21,000 to be assigned against the Recreation Lane budget increasing it to \$280,000 (S0058).

Adjustment 15 –South West Development Commission (SWDC) Grant to fund ten important community projects.

The South West Development Commission notified the City in late November that it had been successful in securing \$1.395m in grant funding to undertake ten strategically important projects across the City.

These projects are listed as follows;

1. Vasse footpath network upgrade and bridge: Budget \$821,000

This project will see the connection of the Vasse, Abbey and Broadwater communities with a safe footpath network. A focus has been placed on the effective connection of the Schools in the area, providing safe and effective routes for children from all areas to commute to school. This will encourage walking and riding to school, the beach and other areas. This promotes a healthier proactive lifestyle, connects communities and reduces traffic and parking issues at key times during school term.

2. Bussell Highway footpath Gale Street to West Street with disability access: Budget \$60,000

Renew infrastructure to achieve compliance with disability access requirements identified through the City's Access & Inclusion Committee.

3. Queen Elizabeth Avenue footpath Grace Court to Recreation Lane: Budget \$90,000

Construct new infrastructure to enhance safety between the Cornerstone Christian College and the Geographe Leisure Centre. Need identified by City Staff and the School.

4. Bussell Highway footpath Broadwater Boulevard to Hadfield Avenue: Budget \$90,000

Construct new infrastructure to provide enhanced conductivity for pedestrians adjacent to the Bussell Highway including safer access to medical facilities in the area.

5. Bussell Highway footpath McIntyre Street to Little Colin Street: Budget \$75,000

Construct new infrastructure to provide enhanced conductivity for pedestrians adjacent to Bussell Highway including access to shopping facilities.

6. Bussell Highway footpath Breeden Street to Earnshaw Road: Budget \$115,000

Construct new infrastructure to provide enhanced conductivity for pedestrians adjacent to Bussell Highway.

7. Peel Terrace Crossing Point (W0100): Budget \$31,570

A pedestrian crossing island will be constructed adjacent to Carey Street to provide a safe crossing point.

8. Peel Terrace Bus Embayment contribution: Budget \$9,000.

Construct a bus bay opposite Brown Street and adjacent to the Busselton Museum (Old Butter Factory) to provide adequate bus parking for tourist visiting this location. **NOTE:** A \$9,000 grant contribution is already included on the City's budget. Thus no adjustment is required in relation to this item.

9. Fairway Drive and Pedestrian Crossing (W0094): Budget \$55,865

A pedestrian crossing and lighting (Adjacent to Melaleuca Drive) will be installed to provide a safe crossing point for residents from the Broadwater Farm estate. It will provide for a safer route to schools and the leisure centre particularly for younger members of the community.

10. Ray Village pedestrian crossing (W0102): Budget \$49,841

This project will deliver a (new) safe crossing point over the Bussell Hwy adjacent to the Ray Village aged care facility. This will allow for safer access for pedestrians from the Broadwater Estate to the beach side of the Highway and town bound bus stop.

The last four projects in the listing were already included in the City's 2012/13 budget. It is proposed that they now be funded using the SWDC grant funds and the subsequent budget balance be allocated to the Community and Commercial Services Directorate to be used to fund other community needs.

STRATEGIC IMPLICATIONS

This matter aligns with the Council's Strategic Plan 2010-2020, including;

Strategic Priority 2 – 'Provide for the youth, the aged and the disadvantaged.'

Strategic Priority 5 – 'Provide for a high standard transport system to and within the district incorporating land, sea and air.'

Strategic Priority 10 - 'Manage the City's resources to provide optimum benefit to the community'.

OFFICER COMMENT

The budget adjustments proposed will not affect the City's net financial position.

CONCLUSION

Option

The Council may determine not to support the proposed budget amendments or alternatively amend the Officer Recommendation as applicable.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendments will be processed by 31 June 2013.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

ABSOLUTE MAJORITY REQUIRED

C1302/045 Moved Councillor McCallum, seconded Councillor Reid:

That the Council endorse the following amendments to the 2012/13 budget:

1. Allocate \$8,866 from Gibney Street Road Project (541.W0051.3280) to Gibney Street Footpath (541.F0027.3280).
2. Allocate \$4,850 from Busselton Cemetery - Refurbish Niche Walls (545.C1607.3280) to Busselton Cemetery - Infrastructure Upgrade (545.C1605.3280).
3. Allocate \$5,547 from Scout Road Footpath realignment (541.F1012.3498) to Court Street Road Works (541.W0066.3498)
4. Allocate \$10,759 from Scout Road Footpath realignment (541.F1012.3498) to Cape Naturaliste Townscape Project (541.C1017.3280).
5. Allocate \$29,913 from Ford Road - 80 metre reconstruction (541.W0067.3280) to Albert Street (541.S0047.3280).
6. Allocate \$63,255 from the Ford Road - 80 metre reconstruction (541.W0067.3280) and allocate \$39,856 from the Bayview Crescent Car Park project (541.C0022.3280), and allocate \$82,634 in surplus funds to be received from the Storm Damage Claim pursuant to the period ending 30 June 2012 (121.W0070.3280) to the Geographe Bay Road Project (121.W0070.3280). Also recognise the corresponding revenue from the Storm Claim in the budget for \$82,634 (121.W0070.1750). In addition adjust the remaining Ford Road expenditure budget of \$6,744 (541.W0067.3280) and the corresponding contribution for the same amount.
7. Swap externally funded apprenticeship & traineeship position revenue. Remove 522.11160.1239.0000 \$28,452. Add same amount to Asset Management account 520.11150.1239.0000 \$28,452.
8. Remove existing projects from the budget.
 - Locke Estate Coastal Works, \$1,536,000 (510.C2513.1220) & (510.C2513.3280)
 - Quindalup Timber Groynes, \$15,000 revenue (510.C2514.1220) and expenditure \$30,000 budget (510.C2514.3280)
 - Abbey West Timber Groyne, \$15,000 revenue (510.C2511.1220) and expenditure \$30,000 budget (510.C2511.3280)
 - Scout Road Groynes & Coastal Rehabilitation, \$200,000 revenue (510.C2515.1220) & \$400,000 expenditure (510.C2515.3280)

Adjust the Beach Protection Reserve balance up by \$230,000 as the transfer to the Scout Road Groynes and the Quindalup and Abbey timber groynes is not required.

9. Remove the project Disabled Swing Dunsborough \$43,000, Revenue (545.C3085.1215) and expenditure (545.C3085.3280).
10. Add new project Harvest Road Groyne, Revenue \$30,000 (510.NEW CODE.1220) and expenditure \$60,000 (510.NEW CODE.3280) with \$30,000 to be funded from the Beach Protection Reserve.
11. Add new project, Freycinet Drive (Port Geo) ablation demolition (B1212). Revenue \$5,000 (522.B1212.1520.0000) Expenditure \$5,000 (522.B1212.3280.0000)
12. On the Abbey Farm Road Blackspot project add \$60,471 in expenditure account string (541.S0053.3280.0000) corresponding to the additional revenue as follows;
 - Add \$31,365 in grant funding revenue (541.S0053.1210.0000)
 - Allocate \$8,949 from the City's restricted assets account.
 - Draw down \$20,157 from the City's Road Initiative Reserve.
 - In addition reduce expenditure on the Commonage Road project by \$8949 to compensate for the reallocation of restricted funds.
13. Add \$450,000 in State Government Grant funds to the Dual Use path Project. Revenue \$450,000 (541.F1002.1215) and expenditure \$450,000 (541.F1002.3280)
14. Add \$140,000 in State Government Grant funds to the greater School Precinct Upgrade as follows.
 - Revenue \$119,000 Pedestrian Bridge - Glenmeer Ramble to College Ave (541.A0011.1215) and expenditure \$119,000 (541.A0011.3280)
 - Revenue \$21,000 Recreation Lane (541.0058.1215) and expenditure \$21,000 (541.S0058.3280)
15. Fund the following projects using the South West Development Commission grant:
 - Vasse footpath network upgrade and bridge \$821,000. Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Bussell Highway footpath Gale St to West St Disability access requirement \$60,000 Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Queen Elizabeth Ave footpath Grace Court to Recreation Lane \$90,000 Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Bussell Highway footpath Broadwater Boulevard to Hadfield Avenue \$90,000 Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Bussell Highway footpath McIntyre St to Little Colin St \$75,000 Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Bussell Highway footpath Breeden St to Earnshaw Rd \$115,000 Revenue (541.NEW CODE.1215) Expenditure (541.NEW CODE.3280).
 - Peel Terrace Crossing Point, Grant Revenue \$31,570 (541.W0100.1215)

- Fairway Drive and Pedestrian Crossing, Grant Revenue \$55,865 (541.W0094.1215)
- Ray Village pedestrian crossing, Grant Revenue \$47,565 (541.W0102.1215)

Based on the SWDC providing funding for the Peel Terrace, Fairway Drive and Ray Village projects (as listed above), \$135,000 in municipal funds will become available to fund other community projects. Pursuant to this approval is sought from Council to endorse the following amendments to the budget;

- a. \$60,000 to the Community & Commercial Services Directorate account for donations, contributions and subsidies to be used for important community needs (account 330.10530.3640.0000) and;
- b. Ambergate Public Open Space \$25,000. Expenditure Account (545.NEW.3280)
- c. All access playground equipment for a location to be determined in Busselton. \$50,000 Expenditure account (545.NEW.3280)

That Council write back to the Restricted Asset Account the contributions which exist on the Peel Terrace (\$1,115) and Fairway Drive (\$52,795) projects.

CARRIED 9/0
BY ABSOLUTE MAJORITY

FINANCE COMMITTEE RECOMMENDATION - PROPOSED BUDGET AMENDMENT – BUSSELTON REGIONAL AIRPORT

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC PRIORITY:	Manage the City's resources to provide optimum benefit to the community
BUSINESS UNIT:	Commercial Services
SERVICE:	Busselton Regional Airport
REPORTING OFFICER:	<i>Jenny May Manager Commercial Services</i>
AUTHORISING OFFICER:	<i>Naomi Searle Director Community & Commercial Services</i>
DATE OF COMPLETION:	<i>Complete as per two weeks following Council resolution.</i>
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENT(S):	Nil

This item was considered at the Finance Committee meeting held on 7 February, 2013, the outcomes from which require Council Consideration. The Committee Recommendation is included in this report.

PRÉCIS

This report seeks endorsement for amendments to be made to the 2012/13 Budget for the Busselton Regional Airport (BRA) for the receipt of three (3) Department of Transport (RADS) funding grants.

BACKGROUND

In 2011/12, the City commenced phase 1 of the Busselton Regional Airport (BRA) building upgrade for the 'Temporary Extension to Passenger Terminal Project' to the total value of \$467,860 (excluding GST). As part of this project the City was successful in securing a Department of Transport (RADS) grant for the amount of \$233,930 with the City's matching contribution being \$233,930 (\$160,000 from the Airport Reserve and \$73,930 from Municipal Funds). The project was completed under budget for a claimable total of \$295,381 (excluding GST).

Due to the timing of the project the City did not receive the RADS grant in 2011/12 and as a consequence the City requested a rollover of funds into the 2012/13 Budget. To this end the 2012/13 budget allocation for BRA Building shows net revenue of \$67,643 (expenses of \$166,287 and income of \$233,930).

This report recommends amendments be made to account B9707 to reflect the actual income received and expenditure for the project in the 2012/13 financial year. Hence, the income account B9707-1215 to be amended from \$233,930 to \$147,691 and the expenditure account B9707-3280 is reduced from \$166,287 by \$158,133 to a total of \$8,154 which represents the expenditure incurred during this financial year.

These amendments however do result in surplus of \$71,894 and this amount was included in a report to the Airport Advisory Committee (AAC) on 22 November 2012 to be used for the purposes of a car parking upgrade project. The Airport Advisory Committee supported the Officer's recommendation to progress with the Car Parking project (AIR1211/033) and the report will be presented to the Council in due course.

Additionally, on 4 July 2012, the City wrote to the Department of Transport requesting a variation to the unspent RADS grant for the Temporary Terminal Project remaining at \$86,239.50 to be allocated to the following projects;

- Business Case and Operational Management Plan

The City is working with the South West Development Commission to prepare a Business Case to present to the State Government to fund the Airport Development Project.

As part of this business case, the ongoing financial planning for operations must be accounted for, in addition to future capital investment costs, hence there is a need to prepare an Operational Management Plan to supplement the business case analysis.

This report will detail the annual operational costs for each stage of the upgrade and also consider revenue streams for cost recovery through landing fees and airport related charges. The total estimated cost of this report is expected to be \$40,000.

- Noise Modelling Report & Land Use Planning

The BRA Master Plan considered future aircraft types that would operate from the BRA for interstate and/or international flights for each identified stage.

As detailed in the Master Plan, the City is required under its Environmental Ministerial conditions to ensure that noise impacts from the Airport over the planned 20 year horizon can be effectively assessed. As a result, the City will need to complete additional noise modelling using the predicted aircraft types, frequencies and flight paths in conjunction with runway and terminal infrastructure upgrades for each stage of upgrade.

The resulting noise modelling report and generated noise contours will then be used to inform changes to the City's Land Use Planning Scheme to provide suitable land use controls around the airport. The noise modelling and updating of the Land Use Planning Scheme is also a key requirement detailed in the BRA Noise Management Plan (NMP) recently approved by the Minister for the Environment and must be completed to ensure compliance with the Environmental Protection Authority Ministerial Statement 901.

The estimated cost of preparing the integrated noise models, generating the noise modelling scenarios and planning proposal, final approval and gazettal of a scheme amendment is expected to be \$80,000.

- Noise monitoring Equipment

The NMP requires the City to complete noise monitoring at regular intervals or on request from potentially impacted residents in the surrounds of the Airport. To be able to achieve this without incurring significant ongoing costs the City will need to purchase noise monitoring equipment. The cost of meeting this compliance requirement is expected to be \$25,000.

On 5 September 2012, the City was advised that it had been successful in the allocation of RADS funding for Out of Session 2012/13 funds to the value of \$72,500 (excluding GST) which equates to 50% of the total funds for the above projects.

CONSULTATION

Consultation with the Department of Transport has occurred on the acceptance of these RADS funding allocations.

Consultation with the City Environmental Health and Planning directorates has occurred on the noise monitoring equipment and integration of noise models into the land use planning scheme.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

This proposal will not result in any net loss financial implications in respect of the Council's adopted budget, due to the identified expenditure offset as detailed within this report.

The Temporary Extension to Passenger Terminal project is contained within the 2012/13 Budget capital account B9707- Busselton Airport Building – Phase 1 Upgrade, and has an income allocation of \$233,930 which represents the 50% RADS contribution of the original project costs (\$467,860). The Terminal project has now been completed and acquitted and the City has received the RADS contribution of \$147,691. The City rolled over \$166,287 from the 2011/12 financial year for B9707 which represents the balance remaining from the budgeted total cost of the project (\$467,860) and the actual total cost of the project (\$301,573). The actual cost of the project was greater than the amount acquitted through the RADS grant (a total of \$295,382), due to the terms and conditions of the RADS grants not allowing internal overhead charges to be included in the acquittal amount. Officers recommend that the capital grants income line item of \$233,903 is amended to the grant acquittal amount of \$147,691 and the expenditure amount reduced by \$158,133 to \$8,154. This would allow this account to be finalised with no further transaction processing.

Additionally the Council has made the following allocations in the 2012/13 Budget;

- The City's matching contribution of \$20,000 towards the Business Case and Operational Management Plan in the Airport Operations Consultancy Budget (341-11151-3260-9650);
- The City's matching contribution of \$40,000 towards the Noise Modelling and Land Use Planning scheme amendment in the Airport Operations Consultancy Budget (341-11151-3260-9650).
- There are sufficient funds in the Airport Operations Consultancy (341-11151-3280-0000) account to cover the City's contribution towards the Noise Monitoring equipment. Officers recommend that the \$12,500 be transferred from the Airport Operations consultancy account to a new capital account ~~to~~ (341-11151-7743-0000).

The City will expect to receive a total of \$72, 500 for the above listed projects. It is recommended that the RADS contributions are credited to the following Operational budgets;

- Business Case and Operational Management Plan - \$20,000, Airport Operations Budget (341-11151-1215-0000);
- Noise Modelling & Land Use Planning scheme amendment - \$40,000, Airport Operations Budget (341-11151-1215-0000);
- Noise Monitoring Equipment – a new income account for the purchase of the equipment (341-11151-1215-0000).

STRATEGIC IMPLICATIONS

This matter aligns with the Council’s Strategic Plan 2010-2020, including Strategic Priority 10 - *‘Manage the City’s resources to provide optimum benefit to the community’*.

OFFICER COMMENT

The City has been successful in securing RADS funding for 2011/12 for the Temporary Extension to Passenger Terminal project. The project was completed significantly under budget and a variation approved by the Department of Transport has enabled the City to rollover RADS funding to the value of \$86,239.50.

The City has also been successful in securing Out of Session RADS funding for a number of smaller projects in the 2012/13 financial year. The City has allocated \$72,500 in the relevant Operational budgets and the Department of Transport (RADS) has approved the matching contribution of \$72,500.

CONCLUSION

Notification from the Department of Transport (RADS) of funding for three (3) projects planned this year require respective budget amendments for the funds to be receipted by the City. There are no financial implications of the funding grants as the City had budgeted 50% of the total project contribution for these projects in the respective operational budgets.

Option

The Finance Committee may choose not to support the proposed budget amendments, or alternatively amend the Officer Recommendation as applicable.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, an amendment to the 2012/13 budget will be processed within 2 weeks after Council Resolution date.

COUNCIL DECISION / COMMITTEE RECOMMENDATION / OFFICER RECOMMENDATION

ABSOLUTE MAJORITY REQUIRED

C1302/046

Moved Councillor McCallum, seconded Councillor Reid:

That the Council endorses the following amendments to the 2012/13 adopted budget via:

1. Account *B9707 – Busselton Airport Building – Phase 1 Upgrade* to reflect the acquitted project funds:
 - a. Reduce the revenue from \$233,930 to \$147,691 (account number 314-11151-1215)

- b. Reduce the expenditure from \$166,287 to \$8,154 (account number 314-11151-1215)
2. The Airport Operations Budget – Capital Grants (account number 314-11151-1215) to increase the revenue to \$60,000 for the purposes of undertaking a business case and purchasing noise modelling.
3. The creation of a new capital account to the value of \$25,000 (exclusive GST) for the purchase of noise monitoring equipment via;
 - The creation of a revenue account to the value of \$12,500 (exclusive GST) for the receipt of the RADS funding (341-11151-1215-0000);
 - The transfer of \$12,500 (exclusive GST) from the Airport Operations Consultancy budget (341-11151-3280-0000) to a new capital expenditure account (341-11151-7743-0000) as the City's matching contribution.

CARRIED 9/0
BY ABSOLUTE MAJORITY

SUBJECT INDEX:	Strategic Community Plan
STRATEGIC INITIATIVE:	<ul style="list-style-type: none"> • be a responsible, accountable local government • manage the Shire's resources to provide optimum benefit to the community
BUSINESS UNIT:	Corporate Services
SERVICE:	Organisational Development
REPORTING OFFICER:	Manager Corporate Services – Sarah Pierson
AUTHORISING OFFICER:	Director Finance and Corporate Services – Matthew Smith
DATE OF COMPLETION:	31 st March 2013
VOTING REQUIREMENT:	Absolute
ATTACHMENT(S):	Strategic Community Plan 2013

PRÉCIS

This report presents the attached City of Busselton Strategic Community Plan 2013 (Attachment A) and seeks Council approval and formal adoption of the plan.

BACKGROUND

On 26 August 2012 the Minister for Local Government introduced regulations which established new requirements for the Plan for the Future under the Local Government Act 1995. Under these regulations, all local governments in Western Australia are required to develop and adopt (by absolute majority) two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan, supported and informed by key resourcing and delivery plans, namely Asset Management Plans, a Long Term Financial Plan and a Workforce Plan. Falling out of such planning each year will be each local government's annual budget. This framework is commonly referred to as integrated planning.

The Department of Local Government has developed three standards for measuring a local government's performance – basic, standard and advanced. The legislation requires that only basic standards are met, with intermediate and advanced standards demonstrating the higher levels to which local governments should aspire as they mature and improve their planning practices.

The Strategic Community Plan is required to be for a minimum 10 year timeframe with its purpose being to state the community vision, aspirations and objectives. The plan must be developed through consultation with the community, requiring engagement with a minimum of 500 people through two documented mechanisms in order to meet the basic standard.

Notwithstanding the above legislative requirements, Council also felt it appropriate and timely that a review of the current 2010 – 2020 Strategic Plan be undertaken, given the plan is two years old and in light of population projections for the City estimating the population could reach up to 55,000 by the year 2026. Council were keen to hear from the community as to their vision and aspirations for the City given such growth predictions and how, as a community, we might plan for such growth.

A community engagement strategy was developed to encourage broad community participation and involvement in identifying the vision for the City of Busselton and the community's objectives. Between 18th April and 13th July 2012 the community was invited to provide input through a series of interactive workshops, a dedicated interactive website and

the completion of surveys and questionnaires.

Five workshops (including a youth workshop) were held, attracting 120 participants to a 2.5 hour workshop format. All workshops were conducted by an independent facilitator. Participants at the first three workshops were part of a group of 1500 people randomly selected from the State electoral roll and invited to attend via a personalised letter. The fourth was an open workshop, with participants drawn through advertisement and promotion and the fifth youth forum workshop was advertised through social media. Each workshop asked questions such as “What words, images or phrases would you associate with Busselton in 2022 (10 years time)?” and invited aspirations focused on four themes —Community, Economy, Environment and Civic Leadership

The yoursaybusselton.com.au website provided the community with a number of ways to submit their views. A questionnaire, two surveys and a chat forum on the site invited comment about the City’s future under the same four themes discussed in the workshops. Hard copy questionnaires and survey forms were available at City facilities, some local businesses, three high schools, and in the local print media.

In total the number of submissions received was 667. Additionally feedback from the 2011 Community Satisfaction Survey and other recent consultation was also reviewed.

The outcomes from the consultation process were presented to Council at a workshop on the 25th July and, based on the key themes identified, a draft Strategic Community Plan was developed and further work shopped with Council at a briefing session on the 15th August. A draft Strategic Community Plan was presented to Council at their meeting of 12th September with the Council resolving (C1209/258) -

“Approve the updated draft City of Busselton Strategic Community Plan 2013 to be advertised for public community comment for a period of 21 days.”

CONSULTATION

The plan was advertised in accordance with the above resolution between 18 September and 9 October 2012. Six submissions were received covering the following range of issues:

- consideration for a broader reference to health services
- inclusion of community developed management plans
- opposition to plans for the Busselton Regional Airport
- further recognising the role of agriculture within the district
- ensuring the link between the consultation outcomes and the goals and objectives is clear
- empowering the community to meet key actions
- ensure wording reflects Council’s role and limitations
- further extend the action of partnering with the community to care not only for waterways but for reserves, wildlife and beaches
- consider water resources – efficient use, water sensitive urban design and reuse of recycled wastewater
- further consider the role of Geographe Bay in the community
- consider an assessment of community participation levels
- consider the following as a part of further planning
- park infrastructure and playground amenity
- adult learning and casual study classes
- Council for Community page review

All of the submissions helped to further refine the plan and in some cases resulted in direct changes being made to the plan. For instance the word empowered was added into community objective 1.1 to reflect the importance of an empowered community; a reference to the importance of Geographe Bay has been made in describing “Who We Are’ in the plan; the overall consultation outcomes have been highlighted as the link between the consultation process and the resulting key goals and objectives; and wording of some actions have been amended to better reflect Council’s role, for example Council will ‘monitor planning and development controls to **encourage** a balanced economy as opposed to **ensure** a balanced economy.

In some cases Officers felt that the plan already provided coverage of the issue raised, noting that the plan is designed to be a high level document, or that the issue could be covered as part of more medium term corporate planning. For instance health services are referred to in Key Goal Area 1 with an action being to ‘work with key partners and the community to lobby for effective health and medical services for the district’; and agriculture as an important industry is referred to in the “Who We Are” section of the plan as well as being represented through community objective 3.1 as one component in having a strong and diversified economy. Specific ideas such as adult learning classes are more appropriately dealt with at corporate and operational planning levels.

In addition to reviewing the public submissions Officers, including the CEO, further reviewed the plan and a number of additions were made to key Council actions, ensuring that all key infrastructure priorities are highlighted. As noted in the “Where does the plan sit” section of the plan the Strategic Community Plan inputs into State Government and Regional strategic planning and prioritisation of expenditure, and hence it is important that our plan reflects key priorities for the City’s future growth.

Finally, feedback was sought from the Department of Local Government on the City’s draft plan. The Department assessed the plan as meeting all basic requirements however they recommended the inclusion of further information as to the City’s current and future capacity to deliver the plan’s objectives, more specific key strategic performance indicators or measures, and a timetable for review.

In response the plan was further edited to provide for the following:

- An expanded resourcing strategy and financial capability statement outlining the strategies Council may employ in order to resource the plan’s objectives. This high level statement can then be further refined within the Corporate Business Plan with reference its more specific actions and projects, and as it links to the long term financial plan, asset management plans, and workforce plans.
- A number of specific measures have been included within each Key Goal Area designed to measure whether the community’s objectives are being achieved. The measures are purposely broad in nature so that all relevant and available data at the time of measurement can be considered. This may include obtaining data internally, through publicly available data or through other agencies, or by surveying the community.
- On page 26 a timetable for review has been added.

STATUTORY ENVIRONMENT

Section 5.56 of the Local Government Act 1995 requires local governments to Plan for the Future, ensuring that plans made are in accordance with any regulations made about planning for the future of the district. Regulation 19C of the Local Government Administration Regulations 1996 requires the creation of a Strategic Community Plan in accordance with the following:

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
4. A local government is to review the current strategic community plan for its district at least once every 4 years.
5. In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Regulation 19DA requires that a corporate plan is made for the district covering at least 4 years and setting out, consistent with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district.

POLICY IMPLICATIONS

In order for the Strategic Community Plan to meet the basic standard, a community engagement policy or strategy must be in place. This requirement is met through the City's Community Engagement and Consultation Policy.

FINANCIAL IMPLICATIONS

Aside from consultation costs, the majority of which were expended in the 2011/2012 budget year, and costs associated with publishing and advertising the final document, for which \$7000 and \$500 respectively has been budgeted, the development of the Strategic Plan itself has no immediate financial implications.

There will however be financial implications over the life of the plan in delivering the services, actions and projects to meet or contribute to achievement of the community objectives. As per pages 24 and 25 of the plan a high level resourcing strategy and financial capability statement outlines the various resourcing strategies Council can employ to resource these costs. The City has good rates coverage and the ability to raise rates, has ample capacity to enter into loan borrowings arrangements, and has established reserve funds including an Infrastructure Development Reserve and an Asset Depreciation Reserve. The City also maintains a strong focus on the application for grant funding to support capital undertakings.

The development of the linked Corporate Business Plan will further detail the actions and expected financial implications which will be costed and considered as part of the City's long term financial planning. Work on the Long Term Financial Plan and the Corporate Plan is currently being undertaken and further information with respect to the proposed corporate plan actions and financial implications will be presented and worked through over the coming months, in time to ensure the adoption of all necessary plans by 30 June 2013.

STRATEGIC IMPLICATIONS

The Strategic Community Plan provides the overall strategic direction for the community, for Council and for others who deliver services and play a part in the City's growth and development (key partners in the plan). As such the plan is of significant Strategic importance.

In terms of current Strategic Plan linkages the development of the plan aligns with the Council's strategic Key Result Area of Organisational Wellbeing and its priorities: 'be a responsible, accountable local government', and 'manage the Shire's resources to provide optimum benefit to the community'.

OFFICER COMMENT

The totality of the consultation submissions provide a clear guide as to what the community desires in the next 10 plus years. Overall the following key themes or aspirations were consistently identified throughout the consultation:

- Caring & Inclusive Community – a desire for a welcoming, inclusive, healthy and capable community that provides access to services for all residents;
- Vibrant & Active Places – a desire for a city offering great places and facilities (recreational & cultural) promoting lifestyle, happiness and wellbeing;
- Liveable & Well Planned Built Environment – a desire for an attractive city that maintains and enhances our sense of identity as a family friendly seaside town;
- Robust Local Economy – the need for a strong local economy that sustains existing business and attracts new business, industry and employment opportunities;
- Connected City – a desire for a well connected City that provides for safe, accessible and efficient transport systems to and within the district;

- A Cared For & Enhanced Environment – that our Natural Environment is cared for and enhanced as our key asset; and
- Open & Collaborative Leadership – for Council to engage with its community and make responsible decisions that respect community needs and aspirations.

There were many valuable ideas recorded by the community through the consultation and within that there were a number of clear priorities identified. These included (but are not limited to):

- airport expansion;
- improved facilities and services for youth and the aged;
- foreshore development and the development of shared open spaces enabling a range of activities and social interaction;
- improvements to public transport both within and to the district;
- higher education provision;
- a strong diverse economy that supports local business; and
- a performing arts centre for the district.

The Strategic Community Plan 2013 captures these key themes and priorities into overall community aspirations and objectives as well as ensuring organisational priorities and needs are catered for. It is set out into six (6) Key Goal Areas with eighteen (18) Community Objectives, three under each area. The goal areas are -

1. Caring & Inclusive Community
2. Well Planned, Vibrant & Active Places
3. Robust Local Economy
4. Connected City
5. A Cared For & Enhanced Environment
6. Open & Collaborative Leadership

The plan further identifies key Council strategies which aim to support delivery of the community objectives; the Council services and facilities that link to the objectives, key partners who will assist or be wholly responsible for delivering on the objectives, and measures by which we will measure our success. Related Council plans are also referenced.

This further detail is not designed to be exhaustive in nature but instead demonstrates to the community, to key partners and to other agencies the key focus areas for the Council and the role Council and others play in progressing the plan's goals and objectives. In this way the plan is able to be used as a guiding document, not only with respect to the City of Busselton's responsibilities, but with respect to the broader community's responsibilities; and those of other agencies, private investors, residents and so on.

As discussed in the consultation section of this report, a number of specific measures have been included within each Key Goal Area so that progressive achievement of the plan's objectives can be tracked. The measures are designed to be broad in nature so that all relevant and available data at the time of measurement can be considered. This may include obtaining data internally, through publicly available data or through other agencies, or by surveying the community. As discussed in Councillor workshops, resource limitations have been a necessary consideration in developing the measures given that the plan's objectives are broad ranging

and achievement is not often the sole responsibility of Council. Over time it is anticipated that relevant measures will be further refined along with baseline statistics.

The ideas presented in the plan will be further considered and detailed in the development of the Corporate Plan, with this being the more medium term (4 year) delivery document setting out how the City of Busselton as an organisation, will work towards achievement of the Community's objectives.

CONCLUSION

The City of Busselton has developed its Strategic Community Plan, in accordance with legislative requirements, and in effect has undertaken a review of its current Strategic Plan 2010 – 2020. The Strategic Community Plan 2013 is presented to Council for adoption in accordance with section 5.56 of the Local Government Act 1995.

Option

1. Council may decide not to adopt the Strategic Community Plan 2013. It should be noted that Council must adopt a Strategic Community Plan by 30 June 2013 and a corresponding Corporate Plan. Delays in the adoption of a Strategic Community Plan will impact on and may delay the finalisation of the Corporate Plan.
2. Council may decide to adopt the Strategic Community Plan 2013 with amendments.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Upon adoption the Strategic Community Plan will be published for distribution in both hard copy format and as an E-book on the City's website.

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/047

Moved Councillor McCallum, seconded Councillor Reid:

That the Council:-

Adopt the City of Busselton Strategic Community Plan 2013 in the form attached to this report as its Plan for the Future as required by Section 5.56 of the Local Government Act 1995.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

10. REPORTS OF COMMITTEES

10.1 FINANCE COMMITTEE RECOMMENDATION – FINANCE COMMITTEE INFORMATION BULLETIN – DECEMBER 2012

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. ([C1302/033, page 10](#))

10.2 FINANCE COMMITTEE RECOMMENDATION - LIST OF PAYMENTS MADE – NOVEMBER 2012

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. ([C1302/034, page 12](#))

10.3 FINANCE COMMITTEE RECOMMENDATION - LIST OF PAYMENTS MADE – DECEMBER 2012

This Item was considered earlier in the meeting as part of the En Bloc resolution of Council. ([C1302/035, page 14](#))

10.4 FINANCE COMMITTEE RECOMMENDATION - AMENDMENT TO PURPOSE OF SALARIES AND WAGES CONTINGENCY RESERVE – TO PROVIDE FUNDING FOR SICK LEAVE RELIEF COVER

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. ([C1302/036, page 18](#))

10.5 FINANCE COMMITTEE RECOMMENDATION – 2012/13 BUDGET AMENDMENT – WA POLICE CCTV GRANT

This Item was considered earlier in the meeting as part of the Items Considered by Separate resolution of Council. ([C1302/043, page 54](#))

10.6 FINANCE COMMITTEE RECOMMENDATION – 202/13 BUDGET AMENDMENT – CAPITAL FURNITURE AND EQUIPMENT

This Item was considered earlier in the meeting as part of the Items Considered by Separate resolution of Council. ([C1302/044, page 57](#))

10.7 FINANCE COMMITTEE RECOMMENDATION – PROPOSED BUDGET AMENDMENT – ENGINEERING CAPITAL WORKS

This Item was considered earlier in the meeting as part of the Items Considered by Separate resolution of Council. ([C1302/045, page 66](#))

10.8 FINANCE COMMITTEE RECOMMENDATION – PROPOSED BUDGET AMENDMENT – BUSSELTON REGIONAL AIRPORT

This Item was considered earlier in the meeting as part of the Items Considered by Separate resolution of Council. ([C1302/046, page 72](#))

10.9 BUSSELTON JETTY ADVISORY COMMITTEE RECOMMENDATION - BUSSELTON JETTY SECTION 9 SECURITY AND PRIVACY SCREEN

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. ([C1302/037, page 23](#))

10.10 FINANCE COMMITTEE RECOMMENDATION – FINANCIAL ACTIVITY STATEMENTS – PERIOD ENDING 31 DECEMBER 2012

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. [\(C1302/038, page 35\)](#)

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 RECONSIDERATION OF PLANNING CONSENT – GROUPED DWELLING - LOT 10 (HSE NO.10/3) SPINDRIFT COVE, QUINDALUP

SUBJECT INDEX:	Development/Planning Applications
APPLICATION NUMBER:	DA12/0393
STRATEGIC INITIATIVE:	8:Provide appropriate planning and regulatory measures to ensure orderly and acceptable development of the district
BUSINESS UNIT:	Development Services
SERVICE:	Statutory Planning
REPORTING OFFICER:	Planning Officer – Alex Bott
AUTHORISING OFFICER:	Director Planning and Development Services - Paul Needham
DATE OF COMPLETION:	6 January 2013
VOTING REQUIREMENT:	Simple Majority
PROPOSAL:	Grouped Dwelling – Lot 10 (HSE No.10/3) Spindrift Cove, Quindalup
LOT SIZE:	347sqm
ZONE:	Residential
POLICIES:	<i>Local Planning Policy 6D: Community Facilities Contribution Provisions</i>
ATTACHMENT(S):	A – Location Plan B – Aerial Photograph C – Request for reconsideration D – Memo to Councillors

PRÉCIS

On 20 December 2012, planning consent was issued by the City for the development of a grouped dwelling on Lot 10 (Hse No.10/3) Spindrift Cove, Quindalup.

A request has now been received for a reconsideration of conditions of planning consent (Conditions 5.1, 5.2 and 5.3). The conditions in question require, in accordance with a Council-adopted local planning policy and in common with other similar developments, contributions towards development of the road network, dual-use path network and community facilities to cope with the increased demand that will be generated by this kind of development.

It is recommended that the request for reconsideration not be supported.

PROPOSAL / BACKGROUND

Applications for reconsideration can be determined under delegated authority, but only following prior referral to Councillors for seven days as set out in Delegation TPD1 as follows -

“Prior to the determination of any application for reconsideration, the CEO shall ensure that a copy of the draft letter of determination has been provided to all Councillors and the applicant, and for Councillors to be given a period of not less than 7 days to request the CEO to refer the matter to Council for determination”

Within the seven day referral period, a request was received from Cr McCallum to have the matter determined by Council. The CEO has acceded to that request.

Following the granting of planning consent by the City for a 12 lot grouped dwelling development, on 19 April 2007, the Western Australian Planning Commission "WAPC" approved a 12 lot survey strata development which is commonly known as the 'Spindrift Cove' development. The property subject of this request (strata lot 10) was purchased by the current owner on 9/02/2012. On 20 December 2012 the City gave consent (DA12/0393) for a grouped dwelling on the property.

On 8 January 2013, the owner of the property submitted a request for reconsideration of three conditions of approval, namely Conditions 5.1, 5.2 and 5.3. Further clarifications on the details of the request for reconsideration were received from the owners' planning advocate, RPS, on 22 January 2013.

Prior to receiving the request for reconsideration, it was found that the issues that Conditions 5.2 and 5.3 sought to address (i.e. contributions to improve road and dual-use/footpath infrastructure to cope with the increased demands of a growing population) had previously been addressed at the subdivision stage, with funds being identified and secured through the Western Australian Planning Commission approval process. Therefore, the removal of conditions 5.2 and 5.3 is not disputed, as those requirements were satisfied. Advice of that has already been provided to the applicant.

The Western Australian Planning Commission had not, however, required contributions towards development of community facilities at subdivision stage. The issue of the contribution required by Condition 5.1 however remains outstanding.

Condition 5.1 reads as follows -

5.1. A contribution of \$2,926 towards community facilities in the Dunsborough precinct.

It is important to note that as part of the process of purchasing the property, the settlement agent obtained a 'Property Information Certificate' from the City (what is sometimes referred to as 'orders and requisitions'). The 'Property Information Certificate' issued by the City advised that developer contributions may be required as conditions of approval of development. It is also important to note that the original planning consent for development of the original land parcel also required contributions towards development of community facilities, and that contributions have been secured in association with all of the housing already developed on several of the other 11 lots within the survey strata subdivision of which this site forms a part.

Several similar requests for the reconsideration of community facilities contributions have been received by the City in recent years. In all instances, a contribution has still been required. Specific details have varied on a case by case basis, however, a large proportion of reconsiderations were made on the basis that no notification of the potential requirement for contributions was given by the City on the property information certificate issued during the property purchase process. The property information certificates have now been amended to advise of the potential for contributions. The property in question was purchased with this information included in the property information certificate.

STATEMENT OF IMPACT

The development will contribute to an increase in resident population and demand for community facilities.

If this condition is removed and consequently contributions are not secured in the future, the financial impost on the City's ratepayers as a whole would be greater, or fewer facilities would be delivered.

CONSULTATION

The application was processed as an 'AA' use as per the City of Busselton District Town Planning Scheme No.20, this level of permissibility does not require neighbour referral or advertising. Notwithstanding the permissibility, an aspect of the design of the dwelling required a minor variation to *State Planning Policy 3.1 Residential Design Codes*. The variation requires adjoining landowners to be consulted with. No comments were received during the referral process.

STATUTORY ENVIRONMENT

The *Planning and Development Act 2005* establishes an ability, to require through an approval, a financial contribution for the purpose of reducing the costs to the broader community that would otherwise be contributed or caused by a development then under consideration.

POLICY IMPLICATIONS

The City's community facilities contributions requirements are set out in *Local Planning Policy 6D: Community Facilities Contribution Provisions*. The policy has been endorsed by the City of Busselton. The development of the policy was driven by a comprehensive community facilitation needs assessment and rigorous demographic assessment.

FINANCIAL IMPLICATIONS

Should the Council agree to the deletion of the condition, as requested for reconsideration, it would be difficult to fairly apply the *Development Contributions Policy (6D Community Facilities Contribution)* to future developments.

Should the City not agree to the deletion the condition then the proponent may lodge an application for review in the State Administrative Tribunal (SAT).

The City currently holds approximately \$3.7M in contributions towards development of community facilities. Those funds, and other funds expected to be contributed in future, will play a significant and growing role in ensuring that the City is able to develop community facilities to meet the demands of our rapidly growing population. Approximately \$230,000 of developer contributions funds, for instance, have been applied towards the Busselton-Dunsborough dual-use path project. Developer contributions are and will remain, however, only a relatively small part of the overall level of funding required to upgrade community facilities. Most of that funding does and will continue to come from rates and State and/or Commonwealth Government grants.

STRATEGIC IMPLICATIONS

The recommendations of this report are consistent with Strategic Priority 8 of the City's 2010-2020 Strategic Plan, which is to 'Provide appropriate planning and regulatory measures to ensure orderly and acceptable development of the district'.

OFFICER COMMENT

Officers agree with the request to remove Conditions 5.2 and 5.3, and their deletion is supported. Whilst the request for reconsideration of Condition 5.1 is also understandable to some degree, Council needs to assess the request in the context of the relevant policy framework and in a manner consistent with application of that framework in other cases. Before looking at the specific justifications for the request provided by the applicant, it is worth providing a little more broad context. In particular, in relation to the approach of the Western Australian Planning Commission.

The Commission's approach towards the securing of developer contributions at time of subdivision has varied somewhat over the last few years, and it has been somewhat difficult for the City to stay on top of changes in policy and practice. That has particularly been the case in relation to contributions towards community facilities. The City has, however, consistently required (in the case of planning consent) or requested (in the case of subdivision) contributions towards development of community facilities in accordance with policies adopted by the Council.

Furthermore, because of the rigour applied by the City in developing its policies in this area, notwithstanding that the Commission has used its reasonable discretion to not apply such conditions in some instances, when applied by the City such conditions remain valid in that they meet the three critical tests for valid planning conditions, i.e. there is a demonstrated **need** for the upgrading of community facilities to cope with a growing population, there is a clear **nexus** or connection between that need and the creation of new lots and/or new housing, and the conditions are being applied in a way that demonstrates **proportionality**.

Because of the Commission's approach, it is proportionality that it is most difficult to clearly demonstrate. The fact remains, though, that the great majority of new housing being developed in the City is making contributions towards development of community facilities. That is because it is either being developed in new estates, such as Provence or Vasse, where the Commission has applied community facilities contributions at time of subdivision, or it is grouped dwelling development in existing urban areas (as is the case with the development subject of this report) and the City has an opportunity to secure contributions at development stage. In most of the cases where new housing is being developed and contributions are not secured it is because the lots were initially created some years ago before contributions were required.

Whilst the above provides some broad context and implicitly responds to the specific justifications provided by the applicant, it is seen as appropriate that those justifications are also explicitly addressed. The justifications provided are, in brief, as follows -

1. There is no planning basis for applying the condition;
2. The application of the contribution is inequitable;
3. The land is already subdivided and contributions should not be required for a single dwelling and should only apply to developers;
4. As the WAPC did not apply the contribution condition, therefore the condition is an inappropriate imposition

In relation to point 1, the policy has been developed within the planning framework as established by the *Planning and Development Act 2005*. Furthermore, the policy reflects underlying planning principles has followed the requirements of policy development by establishing a need, nexus, and proportionality. Lastly, there is a clear and consistent method in which the contributions have been calculated. These are a result of the following studies-

- Busselton Community Facilities Contribution Study (2008);
- Shire of Busselton Leisure Services Plan (2005); and
- Shire of Busselton Cultural Plan (2005).

Regarding point 2, given that the overwhelming majority of new housing is making community facilities contributions, it is not considered reasonable to assert that application of the contribution requirement is inequitable. It is understandable to some degree, though, that the applicant has developed a different impression.

In response to point 3, there is some legitimacy to this assertion, and it is an issue that arises principally because of the approach of the Western Australian Planning Commission. The City is, however, also taking steps to resolve that issue. Given the large number of small-scale subdivisions within the City, though, there would be a significant impact on the delivery of facilities if these contributions were not made at development stage until such time as there is a solution to this issue so that contributions are always made at the earlier subdivision stage.

In relation to point 4, the fact that the Commission uses its reasonable discretion to not require a particular contribution does not mean that the City cannot use its discretion to require that contribution. It has been and remains the view of the City that the condition is appropriate notwithstanding the Commission's position.

CONCLUSION

Deletion of Conditions 5.2 and 5.3 as requested is supported.

Should the Council agree to the request for reconsideration of Condition 5.1 as well, there would be significant issues in terms of the appropriateness of securing contributions in the future, equity in relation to situations where contributions have been secured in the past, and the City's ability to develop community facilities to meet the demands generated by a rapidly growing population.

The application of Condition 5.1 is consistent with Local Planning Policy 6D: *Community Facilities Contribution Provisions*) and the requirements of the Scheme and directly relevant to the development permitted.

The policy has been appropriately established and consistently applied, including all other developed sites within this development.

There are no distinguishing facts to this matter which would warrant a departure from the usual practice, or suggest the application of Condition 5.1 is unfair in this instance.

It is therefore recommended the request for reconsideration of Condition 5.1 not be supported.

Option

The Council could also agree to deletion of Condition 5.1 for the reasons set out above, however, that is not recommended.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

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

OFFICER RECOMMENDATION

That the Council resolve that the request for reconsideration is supported in part and the planning approval DA12/0393 by the City on 20 December 2012 be modified to delete Conditions 5.2 and 5.3, but retain Condition 5.1.

Note: Councillor McCallum gave notice of his intention to move an alternative recommendation which would see the community contribution in Condition 5.1 reduced to \$1,200.

COUNCIL DECISION

C1302/048 Moved Councillor McCallum, seconded Councillor Best:

That the Council resolve that the request for reconsideration is supported in part and the planning approval DA12/0393 by the City on 20 December 2012 be modified to delete Conditions 5.2 and 5.3, but retain Condition 5.1 however with an amended Community Contribution of \$1,200.

CARRIED 5/4

FOR	AGAINST
Cr McCallum	Cr Henley
Cr Best	Cr Stubbs
Cr Green	Cr Bleechmore
Cr Tarbotton	Cr Tuffin
Cr Reid	

11.2 AMENDMENT TO CONSOLIDATED PARKING SCHEME – QUINDALUP SIDING ROAD, QUINDALUP

This Item was considered earlier in the meeting as part of the Adoption by Exception Resolution of Council. ([C1302/039, page38](#))

REVISED MUNICIPAL HERITAGE INVENTORY AND ADOPTION OF THE HERITAGE LIST –
CONSIDERATION FOR ADOPTION FOR COMMUNITY CONSULTATION

SUBJECT INDEX:	Heritage
STRATEGIC INITIATIVE:	6: Manage and enhance our heritage and natural environment.
BUSINESS UNIT:	Development Services
SERVICE:	Strategic Planning
REPORTING OFFICER:	Strategic Land Use Planner – Dane Gaunt
AUTHORISING OFFICER:	Director, Planning and Development Services – Paul Needham
DATE OF COMPLETION:	27 March 2013
VOTING REQUIREMENT:	Simple Majority
PROPOSAL:	To consider the adoption of the draft revised MHI and Heritage List for community consultation
POLICIES:	<i>1. Environment and Heritage Conservation Policy</i>
ATTACHMENT(S):	A – Schedule of Preliminary Submissions B – Schedule of Other Changes C – Proposed MHI Place Records for New or Modified Places

PRÉCIS

The Council is requested to adopt a draft revised Municipal Heritage Inventory (MHI) and Heritage List for the purposes of community consultation. This request follows a preliminary consultation and research process that commenced in 2011.

The intent of the proposal is to provide appropriate protection for new and existing heritage places and maintain an archival record of locally significant heritage places. The key issues relevant to this proposal are considered to be the interpretation and application of the management categories outlined in the MHI and the implications of the recommendations in regard to development potential.

It is recommended that the proposal be supported, and that the draft revised MHI and Heritage List be adopted for the purposes of advertising. Box 1 below sets out the key reasons why we need to do this project.

Box 1: Why Review the Heritage Inventory?

- **Record Heritage**
To ensure that an accurate record of Busselton’s heritage is kept and maintained for future generations.
- **Protect Heritage**
To ensure that places of local heritage significance are appropriately protected into the future.
- **Provide Incentives**
To provide an opportunity for owners of heritage places to access incentives to aid in the conservation of heritage places.
- **Remove Anomalies**
To identify inconsistencies and errors within the MHI and correct the listings accordingly.

- **State Legislation**

To ensure that places of heritage significant are protected in accordance with the requirements set out in State legislation.

- **Prove Clarity/Certainty**

To provide certainty and clarity for owners of heritage places and the wider public in regards to the protection, conservation and development of heritage places.

- **Community Values**

It is clear that the community as a whole does care about places of heritage significance and their ongoing recognition, protection and management.

The review of the MHI and the creation of the Heritage List is a significant project and there is potential for as a high level of public and landowner interest.

PROPOSAL / BACKGROUND

The Council is being asked to consider the adoption of proposed changes and additions to the *Municipal Heritage Inventory* ('the MHI') and the adoption of a Heritage List pursuant to our town planning scheme for the purposes of community consultation.

MHI and the Heritage List

There is a key point of difference between the operation of the MHI and the Heritage List.

The MHI comprises the inventory of places which in the opinion of Council are, or may become, of cultural heritage significance as required under section 45 of the *Heritage of Western Australia Act 1990*. The City of Busselton's MHI is a database that holds heritage assessment information which defines the heritage values, provides the statement of significance and the management category that establishes the extent of conservation required to retain these values for each identified place. As such the inclusion of a property on the MHI in and of itself has no bearing whatsoever on development potential or regulation in any way.

The Heritage List comprises a statutory list of places established under our town planning scheme which are of cultural heritage significance and worthy of conservation under provisions of the scheme as adopted by Council. The list does not include any other data about the listed places. Whilst there is a level of protection provided under the Scheme, the inclusion of a place on the Heritage List does not prohibit development and even demolition. It does ensure, though, that the heritage values of a place are considered before development and especially demolition are approved. The inclusion of a place on the Heritage List also ensures that if demolition is approved, appropriate historic records can be provided. Additionally and importantly, inclusion on the Heritage List also provides an opportunity for development incentives in terms of varying development standards (e.g. reduced car parking, greater density/height for new development).

Currently the Scheme stipulates that, until a formal Heritage List is adopted, the MHI *is* the Heritage List, an issue that this proposal aims to rectify.

MHI Management Categories

The following Management Categories are proposed to be inserted into the MHI to ensure it is consistent with Local Planning Policy 9A and best practice.

Management Categories 1, 2 and 3 (and Heritage List).

It is proposed that places in MHI Management Categories 1, 2 and 3 are included on the Heritage List. That would result in the places being subject of additional, heritage related, development regulation, although to varying degrees.

Category 1 - These places are the most important places in the City with the highest cultural heritage values, and generally have built features that are part of their significance. Most of these places have been assessed by the Heritage Council of WA and have been included in the State Register. Those places are afforded statutory protection under the *Heritage of Western Australia Act 1990*. Other places in Category 1 should also be assessed by the Heritage Council for possible inclusion in the State Register.

Category 2 - These places are also important places in the City, and generally have built features as part of their significance. These places should be retained on the list and conservation strongly encouraged.

Category 3 - These places are of interest with built features, but their conservation is not considered to be essential. While retention and conservation is encouraged, significant change and even demolition is an acceptable outcome, though some recording prior to these actions is recommended.

Development proposals for heritage places included in the MHI but not the State Register are not required to be referred to the Heritage Council for comment or direction. Similar to places listed on the State Heritage Register, the primary consideration in determining a development application for a property listed under management categories 1, 2 or 3 is based on an assessment of the impact of proposed development on the cultural significance of a place.

Development proposals for places listed under these categories are referred to the Regional Heritage Advisor for comment and recommendations. Furthermore, in some instances a heritage assessment and conservation plan may also be required and subsequently referred to the Regional Heritage Advisor to determine its appropriateness.

Management Categories 4 and 5

It is proposed that places in MHI Management Categories 4 and 5 are *not* included on the Heritage List. That would mean these places are not subject of any additional, heritage-related development regulation.

Category 4 - These places are owned/managed by the City or State Government and should be conserved, but special action is not required because the sites are often of historic and social value without built features and in any case development would generally be exempt from planning approval requirements. Some of the sites in this category are largely natural features and simply need to be managed in the ordinary sense of maintenance. Conservation actions may be limited to interpretation and/or site signage.

Category 5 - These places are of historic or social value, with few or no built features, and in private ownership. Actions required are few and may, according to circumstances, be limited to recognition by way of interpretation or signage.

The primary function of listing places under management categories 4 and 5 is to ensure the recognition of places which are no longer intact or are part of the natural environment and to maintain a historic record of these places for information purposes.

MHI Review

Broadly, the review of the MHI sets out to identify and assess changes in local heritage; and to ensure that minimum standards are met for the document itself. The proposed changes and additions to the MHI consist of: the listing of a number of new places; the modification of the current management category for some existing places; the consideration of removal of existing places, and the updating of the management category descriptions as discussed above. The review is being done in parallel with creation of a Heritage List under our town planning scheme with proposed inclusion of all places under MHI categories 1, 2 and 3 in the Heritage List.

Assessment of places was done using criteria for local heritage places recommended by the State Heritage Office of Western Australia and outlined below.

- Aesthetic Value: The place is significant in exhibiting particular aesthetic characteristics. A place included under this criterion will have characteristics of scale, composition, materials, texture and colour that are considered to have value for the local district.
- Historic Value: The place is significant in the evolution or pattern of the history of the local district. A place included under this criterion should: be closely associated with events, development or cultural phases that have played an important part in the locality's history; have a special association with a person, group of people or organisation important in shaping the locality (either as the product or workplace of a person or group, or the site of a particular event connected with them); and/or be an example of technical or creative achievement from a particular period.
- Research Value: The place has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district OR the place is significant in demonstrating a high degree of technical innovation or achievement.
- Social Value: The place is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons. Generally such places are those which the community, or a significant part of the community, has held in high regard for an extended period.
- Rarity: The place demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district. A place included under this criterion should either be rare from the time of construction or subsequently become rare due to the loss of similar places or areas.
- Representativeness: The place is significant in demonstrating the characteristics of a class of cultural places or environments in the local district. A place included under this criterion should be a good example of its type and may be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style.

This assessment was undertaken by the Regional Heritage Advisor in consultation with officers and the City's Heritage Advisory Committee.

Attachments A, B, and C are respectively the Schedule of Preliminary Submissions (see 'Consultation'), the Schedule of Other Changes, and the Proposed MHI Place Records for New or Modified Places.

STATEMENT OF IMPACT

The recommendations of this report shall enable the appropriate and ongoing protection of heritage places and provide accurate archival information relevant to each heritage place. Whilst the recommendation of this report only stipulates the advertising of this proposal, the proposal itself, if adopted for final approval, has two key implications. The first is that the proposal may in some cases limit the development potential for land owners who own a current or proposed heritage place. The second implication is that the ongoing protection and record of heritage places shall provide broad social and cultural benefits to the wider community. It is also important to note that no right of appeal exists for a land owner whose property has been listed on the MHI, but a right of appeal does exist in relation to the inclusion of a place on the Heritage List.

CONSULTATION

The community consultation that has been undertaken to date included a call for nominations of heritage places from the public. This request involved the City writing to all owners of places on the MHI as well as the Busselton Historical Society, Busselton Oral History Group and other community groups seeking comment. The preliminary consultation period ran from 14 February to 13 April 2011. During this preliminary consultation period 42 submissions were received. These submissions requested the addition, update, modification or removal of places from the MHI.

Should the Council resolve to adopt the officer recommendation, further community consultation shall be required in accordance with our town planning scheme. In accordance with the Scheme, the owners of properties proposed to be included in the Heritage List must be notified in writing and provided with a copy of the description of the heritage place and the justification for its inclusion. Furthermore, consultation shall include a minimum 21 day submission period in which owners of current or proposed heritage places and the wider public may comment on the proposal (a longer period of approximately 42 days will, however, be allowed).

There are no specific requirements for consultation in association with an MHI review, the Heritage Act merely requires 'proper public consultation'.

The formal consultation will include newspaper advertising, letters sent out to owners of heritage places, an information session and one-on-one meetings as required. Given the high profile nature of the project it is anticipated there will be a high level of public interest which will result in a high number of submissions raising various issues.

STATUTORY ENVIRONMENT

Heritage of Western Australia Act 1990

The *Heritage of Western Australia Act 1990* ('the Act') outlines the requirement for local governments to compile and review municipal heritage inventories. In accordance with section 45 of the Act each local government is required to review its inventory of heritage places every four years. The current MHI was adopted on 13 September 2006 and therefore a further review of the document has commenced.

District Town Planning Scheme No. 20

The Scheme outlines the relevant considerations when preparing and amending the heritage list. Currently the MHI is the Heritage List in accordance with the Scheme and therefore all properties included in the MHI are subject to protection under the Scheme. However, this is proposed to be changed so that only places listed under management categories 1, 2 and 3 are included in the Heritage List and afforded Scheme protection. The relevant provisions of the Scheme have been taken into account in preparing the proposed Heritage List.

POLICY IMPLICATIONS

The key policy implications for the consideration of the proposal are set out in *Local Planning Policy 9A - Heritage Conservation (LPP 9A)*. The purpose of LPP 9A is to outline the planning framework in regards to heritage places in the City of Busselton and to outline the relevant planning considerations for planning applications pertaining to heritage places.

Each heritage place listed on the MHI is subject to categorisation based on its level of significance. These management categories essentially split all of the heritage places in the City of Busselton into groups which have different levels of importance and as a result of LPP 9A, are subject to different planning controls when it comes to development. An outline of the management categories is provided in the 'Background' section of this report.

The review of the MHI and proposed Heritage List are consistent with the policy provisions set out in LPP 9A.

FINANCIAL IMPLICATIONS

There are no direct financial implications of the recommendations of this report.

STRATEGIC IMPLICATIONS

The officer recommendation is consistent with Strategic Priority 6 of the City's 2010-20 Strategic Plan, which is to - *'manage and enhance our heritage and natural environment'*

OFFICER COMMENT

Proposed Heritage List

The following properties are proposed to be included in the Heritage List. These properties shall be afforded protection under the Scheme and also eligible for the incentives provided under the Scheme. The following list includes all properties which are proposed to be included under Management Categories 1, 2 and 3 in the MHI. As stated earlier in the 'Background' section of the report the inclusion of a place on the Heritage List does not prohibit development and even demolition.

PLACE NAME	LOCATION
Beachgrove Dwelling	49 Ford Road GEOGRAPHE
Bovell's Cottage	11 Adelaide Street BUSSELTON
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON
Customs Officers House And Police Station - 'the Gulch'	22 Kent Street WEST BUSSELTON

Esplanade Hotel	30-38 Marine Terrace BUSSELTON
Kent St Dwelling (Yoonderup)	71 Kent Street BUSSELTON
Lady Campion Hostel	27 Adelaide Street BUSSELTON
Phoebe Abbey's Farmhouse	42 Seymour Street WEST BUSSELTON
Prospect Villa Dwelling	4 Pries Avenue BUSSELTON
Sandilands Dwelling	59 Ford Road GEOGRAPHE
Ship Hotel Site	8 Albert Street BUSSELTON
Ship Hotel Stable	8 Albert Street BUSSELTON
St. Davitt's House/Early Cammilleri Residence	27 Georgette Street BUSSELTON
St. Joseph's Church	70 Kent Street BUSSELTON
St Joseph's Church (Former Site)	69 Prince Street BUSSELTON
St. Mary's Church And Graveyard	39 Peel Terrace BUSSELTON
St. Mary's Church Rectory	43 Peel Terrace BUSSELTON
Sussex Masonic Lodge	60 West Street WEST BUSSELTON
Villa Carlotta Dwelling	110 Adelaide Street BUSSELTON
Abbey Farm	57 Abbeys Farm Road YALLINGUP WA
Cattle Chosen Farmhouse Site	12 Drovers Road BOVELL
Caves House	1/18 Yallingup Beach Road YALLINGUP
Chapman's Mill (Inlet Park Farm)	71 Tall Tree Crescent REINSCOURT
Little Holland House	Lot 42 Farm House Court BOVELL
Lockeville Farmhouse & St Mary's Church Hall	770 Layman Road WONNERUP
Millbrook Farm	70 Millbrook Road YALLINGUP
Millbrook Water Mill	70 Millbrook Road YALLINGUP
Newtown House	5850 Bussell Highway ABBEY
Westbrook Homestead	Lots 40 and 84 Westbrook Glen VASSE
Wonnerup House & Grounds	935 Layman Road WONNERUP
Wonnerup School & Teachers House	936 Layman Road WONNERUP
Busselton Early Childcare (Dr Yates' House)	15 Albert Street BUSSELTON
Slab Cottage, Harwood's Café & Quindalup Post	1087 Caves Road QUINDALUP
Armstrong Cottage	2 Adelaide Street BUSSELTON
Commercial Hotel	107-117 Queen Street BUSSELTON
Paisley Cottage	37 Bussell Highway WEST BUSSELTON
Silver Chain Administration	58 West Street WEST BUSSELTON
Sussex House Commercial	89 Queen Street BUSSELTON
The Retreat / Doctors'	23 Albert Street BUSSELTON
Fairlawn Farmhouse And Outbuildings	39 Chapman Hill Road BOVELL
Marybrook Farmhouse And Grave Site - Bunbury Family	Lot 60 Marybrook Road MARYBROOK
Parkfield House	378 Mewett Road QUINDALUP
Pidgeon Grove Homestead	26 Barracks Drive REINSCOURT
St. John the Baptist Anglican Church	3 Metricup Road METRICUP
The Clamps House	9A Ollis Street QUINDALUP
The Island Farmhouse	174 Forrest Beach Road WONNERUP
Wildcroft Cottage	1972 Caves Road NATURALISTE

Yallingup Precinct Area; Caves, Caves House, Store, Hall, Power House and Farm	18 Yallingup Beach Road YALLINGUP, 23 Yallingup Beach Road YALLINGUP , 2259 Caves Road YALLINGUP , 2305 Caves Road YALLINGUP
A. R. Bovell & Son	42 Queen Street BUSSELTON
West Street House	28 West Street WEST BUSSELTON
No. 7 Albert Street	7 Albert Street BUSSELTON
Commercial Premises, Albert St. Grocer & Baker	17 Albert Street BUSSELTON
Kent Street House. No 95	95 Kent Street BUSSELTON
Duchess Street Duplex	33 Duchess Street BUSSELTON and 35 Duchess Street BUSSELTON
Duchess Street House. No.37	31 Duchess Street BUSSELTON
Drive-In Cinema	500 Bussell Highway BROADWATER
Doll's House	39 Albert Street BUSSELTON
Adelaide St Duplex. No. 6 &8	6 Adelaide Street BUSSELTON , 8 Adelaide Street BUSSELTON
Beachborough Homestead	434 Forrest Beach Road WONNERUP
Membenup Homestead	50 Membenup Road WONNERUP
Busseton Vet Clinic	41 Bussell Highway WEST BUSSELTON
Kershaw's House	16 Prince Street BUSSELTON
Vasse Hotel	38 Duchess Street BUSSELTON
Carbunup Shop	6672 Bussell Highway CARBUNUP RIVER
St. George's Anglican Church	50 Gibney Street DUNSBOROUGH
Hutchings Museum formerly Blythe's	8 Newberry Road DUNSBOROUGH
Sienna Restaurant	2 Canal Rocks Road YALLINGUP and 8 Canal Rocks Road YALLINGUP
Kent Street House. No. 39	39 Kent Street BUSSELTON
Duchess Street House. No.43	43 Duchess Street BUSSELTON
Bryant Memorial Hall	47 Kent Street BUSSELTON
Glew Homestead	51 Strelly Street BUSSELTON
Paterson's House	15 Adelaide Street BUSSELTON
Rushleigh Homestead	46 Rushleigh Road REINSCOURT
Old Railway Goods Shed	308 Payne Road KALOORUP
Fernbrook	663 Rendezvous Road VASSE
Former Mill and associated cottages	15 Lyddy Road YALYALUP

Recommended Changes to MHI

As a result of the nominations, assessment by the Regional Heritage Advisor and consultation with the Heritage Advisory Committee, a number of changes to the MHI are recommended. These changes include additions, modifications and removal from the MHI. The heritage architect assessment of the places subject of nomination was undertaken in accordance with the State Heritage Office *Criteria for the Assessment of Local Heritage Places and Areas*.

New Additions

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
New Places		
Fernbrook	663 Rendezvous Road VASSE	Category 1

Former Mill and associated cottages	15 Lyddy Road YALYALUP	Category 2
Old Dunsborough Hall	44 Gifford Road DUNSBOROUGH	Category 4
Nautical Lady Tower	3L Queen Street BUSSELTON	Category 4
Old Beach Shop	2 Queen Street BUSSELTON	Category 4
The Old Quindalup Jetty	Lot 500 Geographe Bay Road QUINDALUP	Category 4
Aerated Water Factory (Site)	29 Kent Street WEST BUSSELTON	Category 5
Busselton Show Grounds (Site)	Land bounded by Peel Terrace, Harris Road, Brown Street and Carey Street, BUSSELTON	Category 5
Site of the Old Police Station and Court House	9-11 Queen Street BUSSELTON	Category 4

Modification of MHI Management Category

The following list includes places nominated for modification by members of the public as well as a number of modifications proposed by officers to ensure that places are listed in accordance with the proposed description of each Management Category. Primarily, changes proposed by officers relate to places which are publicly owned. Places which are publicly owned should be listed under Category 4 in accordance with the Management Category descriptions as outlined in the 'Background' section of this report. There are currently a number of places which are publicly owned but are listed under other Management Categories.

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Modifications		
Mulgarnup Aboriginal Mission	Lot 8 Wonnerup South Road, Yalyalup	Move from Category 5 to Category 2
Duchess Street House	43 Duchess Street, BUSSELTON	Move from Category 3 to Category 2
Paterson's House	15 Adelaide Street, BUSSELTON	Move from Category 3 to Category 2
Glew Homestead	51 Strelly Street, BUSSELTON	Move from Category 3 to Category 2
Drive – In Cinema	500 Bussell Highway, BROADWATER	Move from Category 2 to Category 3
Meleri Winery	796 Commonage Road, QUINDALUP	Move from Category 3 to Category 5
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON	Move from Category 1 to Category 2
ABC Radio Tower	275 Caves Road KEALY	Move from Category 3 to Category 4
Yallingup Hall	2305 Caves Road YALLINGUP	Move from Category 2 to Category 4
Waljin Aboriginal	16 Peel Terrace	Move from Category 2 to

Garden	BUSSELTON	Category 4
Busselton High School	2-12 South Street WEST BUSSELTON	Move from Category 2 to Category 4
Busselton Jetty	Lot 350 Queen Street BUSSELTON	Move from Category 1 to Category 4
Busselton Post Office	70 Prince Street BUSSELTON	Move from Category 3 to Category 4
Busselton District Community Youth Centre	47 Bussell Highway WEST BUSSELTON	Move from Category 2 to Category 4
Site of the Fairlawn Lane Crossing (Fmr. Estuary Crossing)	Crossing Vasse River via Fairlawn Road BUSSELTON	Move from Category 5 to Category 4
Old Busselton Cemetery	Lot 413 Marine Terrace BUSSELTON	Move from Category 1 to Category 4
Old Butter Factory/Museum	76 Peel Terrace BUSSELTON WA	Move from Category 1 to Category 4
Fire Station No. 2 (Fmr.)	68 Queen Street BUSSELTON	Move from Category 2 to Category 4
Weld Hall Theatre	13 Queen Street BUSSELTON	Move from Category 1 to Category 4
Acton Park Hall and First Settlers Memorial	Lot 1075 Acton Park Road ACTON PARK	Move from Category 2 to Category 4
Ambergate Hall	573 Queen Elizabeth Avenue AMBERGATE	Move from Category 3 to Category 4
Cape Naturaliste Lighthouse and Quarters	267 Cape Naturaliste Road NATURALISTE	Move from Category 1 to Category 4
Carbunup Hall	3 Wildwood Road CARBUNUP RIVER	Move from Category 2 to Category 4
Site of house buried under sand dunes	Leeuwin-Naturaliste National Park Caves Road QUINNINUP	Move from Category 5 to Category 4
Site of disappearance of the Geographe longboat	Wonnerup Inlet	Move from Category 5 to Category 4
Site of Jalbarragup School	Lot 3685 Walsall Road WALSALL	Move from Category 5 to Category 4
Jarrahwood Town site and Mill	115, 123, 125,127 and 129 Old Vasse Highway JARRAHWOOD ; Lots 2, 27, and 1179 Old Vasse Highway JARRAHWOOD ; 7, 12, 13 and 19 Old School Road JARRAHWOOD ; 6 and 18 Jarrahwood Mill Road JARRAHWOOD; 15, 16 and 23 Middle Road JARRAHWOOD	Move from Category 1 to Category 4
Jindong Hall (Fmr. Jindong School and Group 52 Lennox Memorial)	335 Payne Road JINDONG	Move from Category 2 to Category 4
Site of Lucy Isaacs	Lot 5502 Blythe Road	Move from Category 5 to

Graveyard	YALLINGUP SIDING	Category 4
Site of Mt Seaview Firetower (Happy Valley)	STATE FOREST 33 Vasse Highway YOGANUP	Move from Category 5 to Category 4
Site of Naturaliste 'A' Hill	Lot 500 Cape Naturaliste Road NATURALISTE	Move from Category 5 to Category 4
Newtown Hall	8 Kaloorup Road VASSE	Move from Category 2 to Category 4
Site of No.1 Government Road (Strelley St to Chapman Hill Road) and Heritage Trail	Various	Move from Category 5 to Category 4
Steiner School	1721 Wildwood Road YALLINGUP	Move from Category 2 to Category 4
Sugar Loaf Rock	Lot 4581 Sugarloaf Road NATURALISTE	Move from Category 5 to Category 4
Site of The Deadwater Shipwreck	Wonnerup Inlet	Move from Category 5 to Category 4
Site of the Trap Bridge	Lot 4795 Caves Road MARYBROOK	Move from Category 5 to Category 4
Old Vasse School	17 Kaloorup Road VASSE	Move from Category 1 to Category 4
Vasse River and Estuary	Various	Move from Category 5 to Category 4
Wilyabrup Hall	697 Puzey Road WILYABRUP	Move from Category 3 to Category 4
Site of Yelverton Mill Tramway Route	Various	Move from Category 5 to Category 4
Youth Hostel – 3rd Quindalup School House	Lots 41, 42 and 43 Geographe Bay Road QUINDALUP	Move from Category 3 to Category 4
Busselton War Memorial	Lot 229 Peel Terrace BUSSELTON	Move from Category 1 to Category 4
Canal Rocks and Footbridge	Lot 302 Injidup Spring Road YALLINGUP	Move from Category 2 to Category 4
Lennox River Channel Weir	Lot 4794 Caves Road MARYBROOK	Move from Category 2 to Category 4
Locke Swamp Flood Gates	Lots 1580 and 1581 Caves Road KEALY	Move from Category 2 to Category 4
Old Court House and Police Precinct	4-6 Queen Street BUSSELTON and 4 Queen Street BUSSELTON	Move from Category 1 to Category 4

Removals

The following list includes the places recommended for removal from the MHI and Heritage List.

The listing for the Site of Jim Richardson's Cottage includes Lot 95 Lanyard Boulevard, Geographe which forms part of the Port Geographe development area. The inclusion of this lot under the subject listing is incorrect. The listing of the place states that the owner is the State of WA and that the location was Part Lot 500 Layman Road, Geographe. Therefore the

inclusion of Lot 95 Lanyard Boulevard under the MHI listing is an error and is recommended to be removed from the listing.

The Ballaarat Engine listing refers to a moveable object rather than a geographical location. Such objects are not suitable for listing under the MHI or the Heritage List as their location is not fixed and their heritage value does not relate to a specific geographical location. Therefore it is recommended to remove the Ballaarat Engine listing.

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Removals		
Site of Jim Richardson's Cottage	Lot 92 Lanyard Blvd, GEOGRAPHE	Category 5
Ballaarat Engine	Not Applicable	Category 1

Nominated Changes Not Recommended

These nominations included changes requested for a number of places that were assessed by the Regional Heritage Advisor in consultation with the Heritage Advisory Committee and found to be inappropriate and are therefore not recommended. A summary of the submissions is included as Attachment A.

In particular, the three places listed below were nominated by their owners for removal and have subsequently been subject to assessment by the Regional Heritage Advisor and found to be at a higher level of significance than the current listing under the MHI. These properties are therefore being recommended for higher management categories than their current listing. Additionally, these places are proposed to be included on the Heritage List.

- Duchess Street House, 43 Duchess Street Busselton – Removal from MHI requested
- Paterson's House 15 Adelaide Street Busselton – Removal from MHI requested
- Glew Homestead, 51 Strelly Street Busselton – Removal from MHI requested

The nominations relating to the above places cited constraints on development potential and lack of heritage significance as the key justification for removal from the MHI. However, as discussed earlier in the 'Background', the listing of a property on the MHI or inclusion on the Heritage List does not prohibit development or even demolition in some cases. Furthermore, the inclusion of a property on the Heritage List may actually increase the development potential of a property. In terms of heritage significance, the Regional Heritage Advisor who undertook the assessment of these places has indicated that they are of high cultural and heritage significance. The statement of significance for each of the above properties is included in the place record forms at Attachment C.

The remaining nominated changes that are not recommended include:

- The Clamps House, 9 Ollis Street, Quindalup (Category 2) (Removal from MHI was requested)
- House 31 Duchess Street, Busselton (Category 2) (Move to Category 3 was Requested)
- St Joseph's Precinct (Part), 69 and 70 Kent Street, Busselton (Category 1 and 5) (Removal from MHI was requested)
- Route of Busselton to Augusta Rail Line (Part), 210 & 198 Metricup Yelverton Road, Yelverton (Category 5) (Removal from MHI was requested)

- Route of the Ballarat Rail Line (Part), 26 Ballarat Road, Wonnerup (Category 5) (Removal from MHI was requested)
- Site of Seymour's Cottages (Part), 23/95 Gifford Road, Dunsborough (Category 5) (Removal from MHI was requested)
- Site of Seymour's Cottages (Part), 7/20 Geographe Bay Road, Dunsborough (Category 5) (Removal from MHI was requested)

Apart from The Clamps House and House 31 Duchess Street, all of the nominated changes that are not recommended pertain to places currently listed under management category 5. As discussed earlier in the 'Background', places under category 5 are primarily included for recognition and archival purposes rather than for protection under the Scheme. Whilst limited interpretation works may be desirable in some instances, development potential will not be impacted as a result of listing under Category 5.

Heritage Precincts

The current MHI contains a number of 'Heritage Precincts' which are defined in the MHI as being those areas where it is desirable to conserve the general environment and setting of heritage places. However, there is no statutory basis for Heritage Precincts and there are no provisions under the Scheme to provide a head of power for conserving the general environment or setting of an area identified as a Heritage Precinct under the MHI. Furthermore, the Heritage Precincts listed under the MHI are generally listed under Management Category 4 or 5, with only select exceptions such as the Old Police and Courthouse Precinct. It is considered that there is no clear basis for the Heritage Precincts included under Category 4 or 5 in the MHI. Therefore, it is recommended that these precincts also be removed from the MHI in accordance with the following table:

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Mitchell Park Precinct	72-74 Queen Street BUSSELTON ; 68 Queen Street BUSSELTON ; and 23 and 25 Prince Street BUSSELTON	Category 4
Meelup Reserve Precinct	8 Public Owned Lots	Category 4
Old WA Government Railway Precinct	16 Public and Privately Owned Lots	Category 4-5
Cape Naturalist Area	75 Public and Privately Owned Lots	Category 4-5
St Joseph's Precinct	69 Prince Street BUSSELTON ; 70 Kent Street BUSSELTON ; 71 Kent Street BUSSELTON ; 69 Kent Street BUSSELTON ;	Category 5
Old Quindalup Townsite Precinct	28 Privately Owned Lots	Category 5
Wilyabrup Valley Viticultural Precinct	87 Privately Owned Lots	Category 5
Wonnerup Townsite Precinct	74 Privately Owned Lots	Category 5
Vasse River (and	Various (approx. 1114Ha	Category 5

Estuary)	in area)	
Broadwater Wetlands (Part)	4 Publicly Owned Lots	Category 4
Thurston Lane	Public Road Reserve	Category 4
Nature Reserve C28683	29-31 Marri Drive DUNSBOROUGH	Category 4
Nature Reserve 28665 and Big Rock Nature Reserve	3 Publicly Owned Lots	Category 4
Meelup Reserve Precinct	12 Publicly Owned Lots	Category 4
Bunker Bay Reserve	Lot 1241 Bunker Bay Road NATURALISTE	Category 4

In addition to the above listed 'Heritage Precinct's proposed for removal, there are also a number of other similar precincts and places that cover a large geographical area, including some which are identified under Management Categories 1, 2, or 3, that may also be considered for removal. However, these listings have a reasonable likelihood of containing places worthy of individual listing but which are not currently individually listed. For example, the Yallingup Precinct Area includes a number of buildings that may be considered to be of individual or collective value. As such, officers considered that a further review of the remaining precincts and places covering large areas which are not listed for removal above should occur before those places are removed from the MHI. The 'Officer Recommendation' provides for this action to occur in the future.

CONCLUSION

The review of the MHI has been undertaken in accordance with the relevant planning and heritage frameworks. The recommendations provided by the Regional Heritage Advisor in consultation with the Heritage Advisory Committee shall enable the appropriate protection of the subject heritage places under our town planning scheme. The recommendation shall also provide an archival record of the subject heritage places for historical reference.

It is recommended that the recommendations of this report be adopted for community consultation.

Option

Should the Council not support the officer recommendation, the Council could consider the following alternative options.

Option 1

Resolve to decline the request to adopt the recommendations, maintaining the status quo.

Option 2

Resolve to adopt the recommendations subject to further modification(s) as required.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the officer recommendation involves the formal advertising of the recommendations and this shall occur within one month of the resolution.

OFFICER RECOMMENDATION

That the Council:

1. In pursuance of Section 45 of the *Heritage Act 1990* adopt the proposed changes to the City of Busseton Municipal Heritage Inventory for community consultation as follows:

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
New Places		
Fernbrook	663 Rendezvous Road VASSE	Category 1
Former Mill and associated cottages	15 Lyddy Road YALYALUP	Category 2
Old Dunsborough Hall	44 Gifford Road DUNSBOROUGH	Category 4
Nautical Lady Tower	3L Queen Street BUSSELTON	Category 4
The Old Quindalup Jetty	Lot 500 Geographe Bay Road QUINDALUP	Category 4
Aerated Water Factory (Site)	29 Kent Street WEST BUSSELTON	Category 5
Busseton Show Grounds (Site)	Land bounded by Peel Terrace, Harris Road, Brown Street and Carey Street, BUSSELTON	Category 5
Old Beach Shop	2 Queen Street BUSSELTON	Category 4
Site of the Old Police Station and Court House	9-11 Queen Street BUSSELTON	Category 4
Modifications		
PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Mulgarnup Aboriginal Mission	Lot 8 Wonnerup South Road, Yalyalup	Move from Category 5 to Category 2
Duchess Street House	43 Duchess Street, BUSSELTON	Move from Category 3 to Category 2
Paterson's House	15 Adelaide Street, BUSSELTON	Move from Category 3 to Category 2
Glew Homestead	51 Strelly Street, BUSSELTON	Move from Category 3 to Category 2
Drive – In Cinema	500 Bussell Highway, BROADWATER	Move from Category 2 to Category 3
Meleri Winery	796 Commonage Road, QUINDALUP	Move from Category 3 to Category 5
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON	Move from Category 1 to Category 2
ABC Radio Tower	275 Caves Road KEALY	Move from Category 3 to Category 4
Yallingup Hall	2305 Caves Road	Move from Category 2 to

	YALLINGUP	Category 4
Waljin Aboriginal Garden	16 Peel Terrace BUSSELTON	Move from Category 2 to Category 4
Busselton High School	2-12 South Street WEST BUSSELTON	Move from Category 2 to Category 4
Busselton Jetty	Lot 350 Queen Street BUSSELTON	Move from Category 1 to Category 4
Busselton Post Office	70 Prince Street BUSSELTON	Move from Category 3 to Category 4
Busselton District Community Youth Centre	47 Bussell Highway WEST BUSSELTON	Move from Category 2 to Category 4
Site of the Fairlawn Lane Crossing (Fmr. Estuary Crossing)	Crossing Vasse River via Fairlawn Road BUSSELTON	Move from Category 5 to Category 4
Old Busselton Cemetery	Lot 413 Marine Terrace BUSSELTON	Move from Category 1 to Category 4
Old Butter Factory/Museum	76 Peel Terrace BUSSELTON WA	Move from Category 1 to Category 4
Fire Station No. 2 (Fmr.)	68 Queen Street BUSSELTON	Move from Category 2 to Category 4
Weld Hall Theatre	13 Queen Street BUSSELTON	Move from Category 1 to Category 4
Acton Park Hall and First Settlers Memorial	Lot 1075 Acton Park Road ACTON PARK	Move from Category 2 to Category 4
Ambergate Hall	573 Queen Elizabeth Avenue AMBERGATE	Move from Category 3 to Category 4
Cape Naturaliste Lighthouse and Quarters	267 Cape Naturaliste Road NATURALISTE	Move from Category 1 to Category 4
Carbunup Hall	3 Wildwood Road CARBUNUP RIVER	Move from Category 2 to Category 4
Site of house buried under sand dunes	Leeuwin-Naturaliste National Park Caves Road QUINNINUP	Move from Category 5 to Category 4
Site of disappearance of the Geographe longboat	Wonnerup Inlet	Move from Category 5 to Category 4
Site of Jalbarragup School	Lot 3685 Walsall Road WALSALL	Move from Category 5 to Category 4
Jarrahwood Town site and Mill	115, 123, 125,127 and 129 Old Vasse Highway JARRAHWOOD ; Lots 2, 27, and 1179 Old Vasse Highway JARRAHWOOD ; 7, 12, 13 and 19 Old School Road JARRAHWOOD ; 6 and 18 Jarrahwood Mill Road JARRAHWOOD; 15, 16 and 23 Middle Road JARRAHWOOD	Move from Category 1 to Category 4
Jindong Hall (Fmr. Jindong School and Group 52 Lennox	335 Payne Road JINDONG	Move from Category 2 to Category 4

Memorial)		
Site of Lucy Isaacs Graveyard	Lot 5502 Blythe Road YALLINGUP SIDING	Move from Category 5 to Category 4
Site of Mt Seaview Firetower (Happy Valley)	STATE FOREST 33 Vasse Highway YOGANUP	Move from Category 5 to Category 4
Site of Naturaliste 'A' Hill	Lot 500 Cape Naturaliste Road NATURALISTE	Move from Category 5 to Category 4
Newtown Hall	8 Kaloorup Road VASSE	Move from Category 2 to Category 4
Site of No.1 Government Road (Strelley St to Chapman Hill Road) and Heritage Trail	Various	Move from Category 5 to Category 4
Steiner School	1721 Wildwood Road YALLINGUP	Move from Category 2 to Category 4
Sugar Loaf Rock	Lot 4581 Sugarloaf Road NATURALISTE	Move from Category 5 to Category 4
Site of The Deadwater Shipwreck	Wonnerup Inlet	Move from Category 5 to Category 4
Site of the Trap Bridge	Lot 4795 Caves Road MARYBROOK	Move from Category 5 to Category 4
Old Vasse School	17 Kaloorup Road VASSE	Move from Category 1 to Category 4
Vasse River and Estuary	Various	Move from Category 5 to Category 4
Wilyabrup Hall	697 Puzey Road WILYABRUP	Move from Category 3 to Category 4
Site of Yelverton Mill Tramway Route	Various	Move from Category 5 to Category 4
Youth Hostel – 3rd Quindalup School House	Lots 41, 42 and 43 Geographe Bay Road QUINDALUP	Move from Category 3 to Category 4
Busselton War Memorial	Lot 229 Peel Terrace BUSSELTON	Move from Category 1 to Category 4
Canal Rocks and Footbridge	Lot 302 Injidup Spring Road YALLINGUP	Move from Category 2 to Category 4
Lennox River Channel Weir	Lot 4794 Caves Road MARYBROOK	Move from Category 2 to Category 4
Locke Swamp Flood Gates	Lots 1580 and 1581 Caves Road KEALY	Move from Category 2 to Category 4
Old Court House and Police Precinct	4-6 Queen Street BUSSELTON and 4 Queen Street BUSSELTON	Move from Category 1 to Category 4
Removals		
PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Mitchell Park Precinct	72-74 Queen Street BUSSELTON ; 68 Queen Street BUSSELTON ; and 23 and 25 Prince Street BUSSELTON	Category 4

Meelup Reserve Precinct	8 Public Owned Lots	Category 4
Old WA Government Railway Precinct	16 Public and Privately Owned Lots	Category 4-5
Cape Naturalist Area	75 Public and Privately Owned Lots	Category 4-5
St Joseph's Precinct	69 Prince Street BUSSELTON ; 70 Kent Street BUSSELTON ; 71 Kent Street BUSSELTON ; 69 Kent Street BUSSELTON ;	Category 5
Old Quindalup Townsite Precinct	28 Privately Owned Lots	Category 5
Wilyabrup Valley Viticultural Precinct	87 Privately Owned Lots	Category 5
Wonnerup Townsite Precinct	74 Privately Owned Lots	Category 5
Site of Jim Richardson's Cottage	Lot 92 Lanyard Blvd, GEOGRAPHE	Category 5
Ballaarat Engine	Not Applicable	Category 1
Vasse River (and Estuary)	Various (approx. 1114Ha in area)	Category 5
Broadwater Wetlands (Part)	4 Publicly Owned Lots	Category 4
Thurston Lane	Public Road Reserve	Category 4
Nature Reserve C28683	29-31 Marri Drive DUNSBOROUGH	Category 4
Nature Reserve 28665 and Big Rock Nature Reserve	3 Publicly Owned Lots	Category 4
Meelup Reserve Precinct	12 Publicly Owned Lots	Category 4
Bunker Bay Reserve	Lot 1241 Bunker Bay Road NATURALISTE	Category 4

2. In pursuance of Clause 36 of the *City of Busseton District Town Planning Scheme No. 20* adopt the draft Heritage List for community consultation as follows:

PLACE NAME	LOCATION
Beachgrove Dwelling	49 Ford Road GEOGRAPHE
Bovell's Cottage	11 Adelaide Street BUSSELTON
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON
Customs Officers House And Police Station -'the Gulch'	22 Kent Street WEST BUSSELTON
Esplanade Hotel	30-38 Marine Terrace BUSSELTON
Kent St Dwelling (Yoonderup)	71 Kent Street BUSSELTON
Lady Champion Hostel	27 Adelaide Street BUSSELTON
Phoebe Abbey's Farmhouse	42 Seymour Street WEST BUSSELTON
Prospect Villa Dwelling	4 Pries Avenue BUSSELTON

Sandilands Dwelling	59 Ford Road GEOGRAPHE
Ship Hotel Site	8 Albert Street BUSSELTON
Ship Hotel Stable	8 Albert Street BUSSELTON
St. Davitt's House/Early Cammilleri Residence	27 Georgette Street BUSSELTON
St. Joseph's Church	70 Kent Street BUSSELTON
St Joseph's Church (Former Site)	69 Prince Street BUSSELTON
St. Mary's Church And Graveyard	39 Peel Terrace BUSSELTON
St. Mary's Church Rectory	43 Peel Terrace BUSSELTON
Sussex Masonic Lodge	60 West Street WEST BUSSELTON
Villa Carlotta Dwelling	110 Adelaide Street BUSSELTON
Abbey Farm	57 Abbeys Farm Road YALLINGUP WA
Cattle Chosen Farmhouse Site	12 Drovers Road BOVELL
Caves House	1/18 Yallingup Beach Road YALLINGUP
Chapman's Mill (Inlet Park Farm)	71 Tall Tree Crescent REINSCOURT
Little Holland House	Lot 42 Farm House Court BOVELL
Lockeville Farmhouse & St Mary's Church Hall	770 Layman Road WONNERUP
Millbrook Farm	70 Millbrook Road YALLINGUP
Millbrook Water Mill	70 Millbrook Road YALLINGUP
Newtown House	5850 Bussell Highway ABBEY
Westbrook Homestead	Lots 40 and 84 Westbrook Glen VASSE
Wonnerup House & Grounds	935 Layman Road WONNERUP
Wonnerup School & Teachers House	936 Layman Road WONNERUP
Busselton Early Childcare (Dr Yates' House)	15 Albert Street BUSSELTON
Slab Cottage, Harwood's Café & Quindalup Post	1087 Caves Road QUINDALUP
Armstrong Cottage	2 Adelaide Street BUSSELTON
Commercial Hotel	107-117 Queen Street BUSSELTON
Paisley Cottage	37 Bussell Highway WEST BUSSELTON
Silver Chain Administration	58 West Street WEST BUSSELTON
Sussex House Commercial	89 Queen Street BUSSELTON
The Retreat / Doctors'	23 Albert Street BUSSELTON
Fairlawn Farmhouse And Outbuildings	39 Chapman Hill Road BOVELL
Marybrook Farmhouse And Grave Site - Bunbury Family	Lot 60 Marybrook Road MARYBROOK
Parkfield House	378 Mewett Road QUINDALUP
Pidgeon Grove Homestead	26 Barracks Drive REINSCOURT
St. John the Baptist Anglican Church	3 Metricup Road METRICUP
The Clamps House	9A Ollis Street QUINDALUP
The Island Farmhouse	174 Forrest Beach Road WONNERUP
Wildcroft Cottage	1972 Caves Road NATURALISTE
Yallingup Precinct Area; Caves, Caves House, Store, Hall, Power House and Farm	18 Yallingup Beach Road YALLINGUP, 23 Yallingup Beach Road YALLINGUP , 2259 Caves Road YALLINGUP , 2305 Caves Road YALLINGUP
A. R. Bovell & Son	42 Queen Street BUSSELTON
West Street House	28 West Street WEST BUSSELTON
No. 7 Albert Street	7 Albert Street BUSSELTON

Commercial Premises, Albert St. Grocer & Baker	17 Albert Street BUSSELTON
Kent Street House. No 95	95 Kent Street BUSSELTON
Duchess Street Duplex	33 Duchess Street BUSSELTON and 35 Duchess Street BUSSELTON
Duchess Street House. No.37	31 Duchess Street BUSSELTON
Drive-In Cinema	500 Bussell Highway BROADWATER
Doll's House	39 Albert Street BUSSELTON
Adelaide St Duplex. No. 6 &8	6 Adelaide Street BUSSELTON , 8 Adelaide Street BUSSELTON
Beachborough Homestead	434 Forrest Beach Road WONNERUP
Membenup Homestead	50 Membenup Road WONNERUP
Busselton Vet Clinic	41 Bussell Highway WEST BUSSELTON
Kershaw's House	16 Prince Street BUSSELTON
Vasse Hotel	38 Duchess Street BUSSELTON
Carbunup Shop	6672 Bussell Highway CARBUNUP RIVER
St. George's Anglican Church	50 Gibney Street DUNSBOROUGH
Hutchings Museum formerly Blythe's	8 Newberry Road DUNSBOROUGH
Sienna Restaurant	2 Canal Rocks Road YALLINGUP and 8 Canal Rocks Road YALLINGUP
Kent Street House. No. 39	39 Kent Street BUSSELTON
Duchess Street House. No.43	43 Duchess Street BUSSELTON
Bryant Memorial Hall	47 Kent Street BUSSELTON
Glew Homestead	51 Strelly Street BUSSELTON
Paterson's House	15 Adelaide Street BUSSELTON
Rushleigh Homestead	46 Rushleigh Road REINSCOURT
Old Railway Goods Shed	308 Payne Road KALOORUP
Fernbrook	663 Rendezvous Road VASSE
Former Mill and associated cottages	15 Lyddy Road YALYALUP

3. Note the Schedule of Preliminary Submissions (Attachment A) and the Schedule of Other Changes (Attachment B).
4. Prepare a consolidated draft Municipal Heritage Inventory including the proposed changes and inserting the description of the Municipal Heritage Inventory Management Category descriptions consistent with Local Planning Policy 9.
5. Advertise the proposed changes to the Municipal Heritage Inventory and the draft Heritage List in parallel consistent with the statutory requirements for a minimum of 42 days.
6. Consider all submissions received following receipt of advice from the Heritage Advisory Committee prior to adopting a final Municipal Heritage Inventory and Heritage List.
7. Once the above has occurred, undertake assessment of Heritage Precincts and other listings that cover large geographical areas identified under Management Categories 1, 2, and 3 for their appropriateness and whether particular buildings or places within these precincts should be individually listed.

Note: Councillor Green gave notice of her intention to move an alternative motion seeking the exclusion of Clamps House from the City of Busselton Municipal Heritage Inventory and Heritage List.

MOTION

Moved Councillor Green, seconded Councillor McCallum:

That the Council:

1. Adopts officer recommendation 1., subject to the inclusion of The Clamps House, 9A Ollis Street Quindalup, category 2 in the section for removals from the City of Busselton Municipal Heritage Inventory.
2. Adopts officer recommendation 2., subject to the removal of The Clamps House, 9A Ollis Street Quindalup, from the draft Heritage List.
3. Note the Schedule of Preliminary Submissions (Attachment A) and the Schedule of Other Changes (Attachment B).
4. Prepare a consolidated draft Municipal Heritage Inventory including the proposed changes and inserting the description of the Municipal Heritage Inventory Management Category descriptions consistent with Local Planning Policy 9.
5. Advertise the proposed changes to the Municipal Heritage Inventory and the draft Heritage List in parallel consistent with the statutory requirements for a minimum of 42 days.
6. Consider all submissions received following receipt of advice from the Heritage Advisory Committee prior to adopting a final Municipal Heritage Inventory and Heritage List.
7. Once the above has occurred, undertake assessment of Heritage Precincts and other listings that cover large geographical areas identified under Management Categories 1, 2, and 3 for their appropriateness and whether particular buildings or places within these precincts should be individually listed.

AMENDMENT

Moved Councillor Reid, seconded Councillor Tuffin:

That recommendation 2 be amended to read:

2. Adopts officer recommendation 2, subject to a reassessment by the City and the Regional Heritage Advisor of Clamps House, 9A Ollis Street Quindalup.

CARRIED 7/2	
FOR	AGAINST
Cr Bleechmore	Cr Henley
Cr Tarbotton	Cr Stubbs
Cr Best	
Cr Tuffin	
Cr McCallum	
Cr Reid	
Cr Green	

SUBSTANTIVE MOTION

Moved Councillor Green, seconded Councillor McCallum:

That the Council:

1. Adopts officer recommendation 1., subject to the inclusion of The Clamps House, 9A Ollis Street Quindalup, category 2 in the section for removals from the City of Busselton Municipal Heritage Inventory.
2. Adopts officer recommendation 2, subject to a reassessment by the City and the Regional Heritage Advisor of Clamps House, 9A Ollis Street Quindalup.
3. Note the Schedule of Preliminary Submissions (Attachment A) and the Schedule of Other Changes (Attachment B).
4. Prepare a consolidated draft Municipal Heritage Inventory including the proposed changes and inserting the description of the Municipal Heritage Inventory Management Category descriptions consistent with Local Planning Policy 9.
5. Advertise the proposed changes to the Municipal Heritage Inventory and the draft Heritage List in parallel consistent with the statutory requirements for a minimum of 42 days.
6. Consider all submissions received following receipt of advice from the Heritage Advisory Committee prior to adopting a final Municipal Heritage Inventory and Heritage List.
7. Once the above has occurred, undertake assessment of Heritage Precincts and other listings that cover large geographical areas identified under Management Categories 1, 2, and 3 for their appropriateness and whether particular buildings or places within these precincts should be individually listed.

LOST 5/4	
FOR	AGAINST
Cr Green	Cr Henley
Cr McCallum	Cr Stubbs
Cr Tuffin	Cr Bleechmore
Cr Best	Cr Reid
	Cr Tarbotton

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/049

Moved Councillor Bleechmore, seconded Councillor Henley:

That the Council:

1. In pursuance of Section 45 of the *Heritage Act 1990* adopt the proposed changes to the City of Busselton Municipal Heritage Inventory for community consultation as follows:

PLACE NAME	LOCATION	MANAGEMENT CATEGORY
New Places		
Fernbrook	663 Rendezvous Road	Category 1

	VASSE	
Former Mill and associated cottages	15 Lyddy Road YALYALUP	Category 2
Old Dunsborough Hall	44 Gifford Road DUNSBOROUGH	Category 4
Nautical Lady Tower	3L Queen Street BUSSELTON	Category 4
The Old Quindalup Jetty	Lot 500 Geographe Bay Road QUINDALUP	Category 4
Aerated Water Factory (Site)	29 Kent Street WEST BUSSELTON	Category 5
Busselton Show Grounds (Site)	Land bounded by Peel Terrace, Harris Road, Brown Street and Carey Street, BUSSELTON	Category 5
Old Beach Shop	2 Queen Street BUSSELTON	Category 4
Site of the Old Police Station and Court House	9-11 Queen Street BUSSELTON	Category 4
Modifications		
PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Mulgarnup Aboriginal Mission	Lot 8 Wonnerup South Road, Yalyalup	Move from Category 5 to Category 2
Duchess Street House	43 Duchess Street, BUSSELTON	Move from Category 3 to Category 2
Paterson's House	15 Adelaide Street, BUSSELTON	Move from Category 3 to Category 2
Glew Homestead	51 Strelly Street, BUSSELTON	Move from Category 3 to Category 2
Drive – In Cinema	500 Bussell Highway, BROADWATER	Move from Category 2 to Category 3
Meleri Winery	796 Commonage Road, QUINDALUP	Move from Category 3 to Category 5
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON	Move from Category 1 to Category 2
ABC Radio Tower	275 Caves Road KEALY	Move from Category 3 to Category 4
Yallingup Hall	2305 Caves Road YALLINGUP	Move from Category 2 to Category 4
Waljin Aboriginal Garden	16 Peel Terrace BUSSELTON	Move from Category 2 to Category 4
Busselton High School	2-12 South Street WEST BUSSELTON	Move from Category 2 to Category 4
Busselton Jetty	Lot 350 Queen Street BUSSELTON	Move from Category 1 to Category 4
Busselton Post Office	70 Prince Street BUSSELTON	Move from Category 3 to Category 4
Busselton District Community Youth Centre	47 Bussell Highway WEST BUSSELTON	Move from Category 2 to Category 4

Site of the Fairlawn Lane Crossing (Fmr. Estuary Crossing)	Crossing Vasse River via Fairlawn Road BUSSELTON	Move from Category 5 to Category 4
Old Busselton Cemetery	Lot 413 Marine Terrace BUSSELTON	Move from Category 1 to Category 4
Old Butter Factory/Museum	76 Peel Terrace BUSSELTON WA	Move from Category 1 to Category 4
Fire Station No. 2 (Fmr.)	68 Queen Street BUSSELTON	Move from Category 2 to Category 4
Weld Hall Theatre	13 Queen Street BUSSELTON	Move from Category 1 to Category 4
Acton Park Hall and First Settlers Memorial	Lot 1075 Acton Park Road ACTON PARK	Move from Category 2 to Category 4
Ambergate Hall	573 Queen Elizabeth Avenue AMBERGATE	Move from Category 3 to Category 4
Cape Naturaliste Lighthouse and Quarters	267 Cape Naturaliste Road NATURALISTE	Move from Category 1 to Category 4
Carbunup Hall	3 Wildwood Road CARBUNUP RIVER	Move from Category 2 to Category 4
Site of house buried under sand dunes	Leeuwin-Naturaliste National Park Caves Road QUINNINUP	Move from Category 5 to Category 4
Site of disappearance of the Geographe longboat	Wonnerup Inlet	Move from Category 5 to Category 4
Site of Jalbarragup School	Lot 3685 Walsall Road WALSALL	Move from Category 5 to Category 4
Jarraewood Town site and Mill	115, 123, 125,127 and 129 Old Vasse Highway JARRAHWOOD ; Lots 2, 27, and 1179 Old Vasse Highway JARRAHWOOD ; 7, 12, 13 and 19 Old School Road JARRAHWOOD ; 6 and 18 Jarraewood Mill Road JARRAHWOOD; 15, 16 and 23 Middle Road JARRAHWOOD	Move from Category 1 to Category 4
Jindong Hall (Fmr. Jindong School and Group 52 Lennox Memorial)	335 Payne Road JINDONG	Move from Category 2 to Category 4
Site of Lucy Isaacs Graveyard	Lot 5502 Blythe Road YALLINGUP SIDING	Move from Category 5 to Category 4
Site of Mt Seaview Firetower (Happy Valley)	STATE FOREST 33 Vasse Highway YOGANUP	Move from Category 5 to Category 4
Site of Naturaliste 'A' Hill	Lot 500 Cape Naturaliste Road NATURALISTE	Move from Category 5 to Category 4
Newtown Hall	8 Kaloorup Road VASSE	Move from Category 2 to Category 4
Site of No.1 Government Road	Various	Move from Category 5 to Category 4

(Strelley St to Chapman Hill Road) and Heritage Trail		
Steiner School	1721 Wildwood Road YALLINGUP	Move from Category 2 to Category 4
Sugar Loaf Rock	Lot 4581 Sugarloaf Road NATURALISTE	Move from Category 5 to Category 4
Site of The Deadwater Shipwreck	Wonnerup Inlet	Move from Category 5 to Category 4
Site of the Trap Bridge	Lot 4795 Caves Road MARYBROOK	Move from Category 5 to Category 4
Old Vasse School	17 Kaloorup Road VASSE	Move from Category 1 to Category 4
Vasse River and Estuary	Various	Move from Category 5 to Category 4
Wilyabrup Hall	697 Puzey Road WILYABRUP	Move from Category 3 to Category 4
Site of Yelverton Mill Tramway Route	Various	Move from Category 5 to Category 4
Youth Hostel – 3rd Quindalup School House	Lots 41, 42 and 43 Geographe Bay Road QUINDALUP	Move from Category 3 to Category 4
Busselton War Memorial	Lot 229 Peel Terrace BUSSELTON	Move from Category 1 to Category 4
Canal Rocks and Footbridge	Lot 302 Injidup Spring Road YALLINGUP	Move from Category 2 to Category 4
Lennox River Channel Weir	Lot 4794 Caves Road MARYBROOK	Move from Category 2 to Category 4
Locke Swamp Flood Gates	Lots 1580 and 1581 Caves Road KEALY	Move from Category 2 to Category 4
Old Court House and Police Precinct	4-6 Queen Street BUSSELTON and 4 Queen Street BUSSELTON	Move from Category 1 to Category 4
Removals		
PLACE NAME	LOCATION	MANAGEMENT CATEGORY
Mitchell Park Precinct	72-74 Queen Street BUSSELTON ; 68 Queen Street BUSSELTON ; and 23 and 25 Prince Street BUSSELTON	Category 4
Meelup Reserve Precinct	8 Public Owned Lots	Category 4
Old WA Government Railway Precinct	16 Public and Privately Owned Lots	Category 4-5
Cape Naturalist Area	75 Public and Privately Owned Lots	Category 4-5
St Joseph's Precinct	69 Prince Street BUSSELTON ; 70 Kent Street BUSSELTON ; 71 Kent Street BUSSELTON ; 69 Kent Street BUSSELTON ;	Category 5

Old Quindalup Townsite Precinct	28 Privately Owned Lots	Category 5
Wilyabrup Valley Viticultural Precinct	87 Privately Owned Lots	Category 5
Wonnerup Townsite Precinct	74 Privately Owned Lots	Category 5
Site of Jim Richardson's Cottage	Lot 92 Lanyard Blvd, GEOGRAPHE	Category 5
Ballaarat Engine	Not Applicable	Category 1
Vasse River (and Estuary)	Various (approx. 1114Ha in area)	Category 5
Broadwater Wetlands (Part)	4 Publicly Owned Lots	Category 4
Thurston Lane	Public Road Reserve	Category 4
Nature Reserve C28683	29-31 Marri Drive DUNSBOROUGH	Category 4
Nature Reserve 28665 and Big Rock Nature Reserve	3 Publicly Owned Lots	Category 4
Meelup Reserve Precinct	12 Publicly Owned Lots	Category 4
Bunker Bay Reserve	Lot 1241 Bunker Bay Road NATURALISTE	Category 4

2. In pursuance of Clause 36 of the *City of Busselton District Town Planning Scheme No. 20* adopt the draft Heritage List for community consultation as follows:

PLACE NAME	LOCATION
Beachgrove Dwelling	49 Ford Road GEOGRAPHE
Bovell's Cottage	11 Adelaide Street BUSSELTON
Old Broadwater Farm Homestead	56 New River Ramble WEST BUSSELTON
Customs Officers House And Police Station - 'the Gulch'	22 Kent Street WEST BUSSELTON
Esplanade Hotel	30-38 Marine Terrace BUSSELTON
Kent St Dwelling (Yoonderup)	71 Kent Street BUSSELTON
Lady Campion Hostel	27 Adelaide Street BUSSELTON
Phoebe Abbey's Farmhouse	42 Seymour Street WEST BUSSELTON
Prospect Villa Dwelling	4 Pries Avenue BUSSELTON
Sandilands Dwelling	59 Ford Road GEOGRAPHE
Ship Hotel Site	8 Albert Street BUSSELTON
Ship Hotel Stable	8 Albert Street BUSSELTON
St. Davitt's House/Early Cammilleri Residence	27 Georgette Street BUSSELTON
St. Joseph's Church	70 Kent Street BUSSELTON
St Joseph's Church (Former Site)	69 Prince Street BUSSELTON
St. Mary's Church And Graveyard	39 Peel Terrace BUSSELTON
St. Mary's Church Rectory	43 Peel Terrace BUSSELTON
Sussex Masonic Lodge	60 West Street WEST BUSSELTON

Villa Carlotta Dwelling	110 Adelaide Street BUSSELTON
Abbey Farm	57 Abbeys Farm Road YALLINGUP WA
Cattle Chosen Farmhouse Site	12 Drovers Road BOVELL
Caves House	1/18 Yallingup Beach Road YALLINGUP
Chapman's Mill (Inlet Park Farm)	71 Tall Tree Crescent REINSCOURT
Little Holland House	Lot 42 Farm House Court BOVELL
Lockeville Farmhouse & St Mary's Church Hall	770 Layman Road WONNERUP
Millbrook Farm	70 Millbrook Road YALLINGUP
Millbrook Water Mill	70 Millbrook Road YALLINGUP
Newtown House	5850 Bussell Highway ABBEY
Westbrook Homestead	Lots 40 and 84 Westbrook Glen VASSE
Wonnerup House & Grounds	935 Layman Road WONNERUP
Wonnerup School & Teachers House	936 Layman Road WONNERUP
Busselton Early Childcare (Dr Yates' House)	15 Albert Street BUSSELTON
Slab Cottage, Harwood's Café & Quindalup Post	1087 Caves Road QUINDALUP
Armstrong Cottage	2 Adelaide Street BUSSELTON
Commercial Hotel	107-117 Queen Street BUSSELTON
Paisley Cottage	37 Bussell Highway WEST BUSSELTON
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Sussex House Commercial	89 Queen Street BUSSELTON
The Retreat / Doctors'	23 Albert Street BUSSELTON
Fairlawn Farmhouse And Outbuildings	39 Chapman Hill Road BOVELL
Marybrook Farmhouse And Grave Site - Bunbury Family	Lot 60 Marybrook Road MARYBROOK
Parkfield House	378 Mewett Road QUINDALUP
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The Island Farmhouse	174 Forrest Beach Road WONNERUP
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A. R. Bovell & Son	42 Queen Street BUSSELTON
West Street House	28 West Street WEST BUSSELTON
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Kent Street House. No 95	95 Kent Street BUSSELTON
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Duchess Street House. No.37	31 Duchess Street BUSSELTON
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Adelaide St Duplex. No. 6 &8	6 Adelaide Street BUSSELTON , 8 Adelaide Street BUSSELTON
Beachborough Homestead	434 Forrest Beach Road WONNERUP
Membenup Homestead	50 Membenup Road WONNERUP

Busselton Vet Clinic	41 Bussell Highway WEST BUSSELTON
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Vasse Hotel	38 Duchess Street BUSSELTON
Carbunup Shop	6672 Bussell Highway CARBUNUP RIVER
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Old Railway Goods Shed	308 Payne Road KALLOORUP
Fernbrook	663 Rendezvous Road VASSE
Former Mill and associated cottages	15 Lyddy Road YALYALUP

3. Note the Schedule of Preliminary Submissions (Attachment A) and the Schedule of Other Changes (Attachment B).
4. Prepare a consolidated draft Municipal Heritage Inventory including the proposed changes and inserting the description of the Municipal Heritage Inventory Management Category descriptions consistent with Local Planning Policy 9.
5. Advertise the proposed changes to the Municipal Heritage Inventory and the draft Heritage List in parallel consistent with the statutory requirements for a minimum of 42 days.
6. Consider all submissions received following receipt of advice from the Heritage Advisory Committee prior to adopting a final Municipal Heritage Inventory and Heritage List.
7. Once the above has occurred, undertake assessment of Heritage Precincts and other listings that cover large geographical areas identified under Management Categories 1, 2, and 3 for their appropriateness and whether particular buildings or places within these precincts should be individually listed.

CARRIED 8/1	
FOR	AGAINST
Cr Green	Cr McCallum
Cr Henley	
Cr Stubbs	
Cr Bleachmore	
Cr Reid	
Cr Tarbotton	
Cr Tuffin	
Cr Best	

12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

13.1 NATURALISTE COMMUNITY CENTRE PETITION FOR TWO ADDITIONAL MULTI PURPOSE ROOMS

This Item was considered as part of the Adoption by Exception resolution of Council. [\(C1302/040, page 45\)](#)

14. FINANCE AND CORPORATE SERVICES REPORT

14.1 STRATEGIC COMMUNITY PLAN 2013

This Item was considered earlier in the meeting as part of the Items Considered by Separate resolution of Council. [\(C1302/047, page 80\)](#)

15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

This Item was considered earlier in the meeting as part of the Adoption by Exception resolution of Council. [\(C1302/041, page 49\)](#)

16. **MOTIONS** of which previous notice has been given

17. **CONFIDENTIAL REPORTS**

17.1 **UNAUTHORISED DEVELOPMENT (SEAWALL) - RESERVE 24847 CAVES ROAD, SIESTA PARK**

SUBJECT INDEX:	Development/Planning Compliance
APPLICATION NUMBER:	DACP12/0047
STRATEGIC INITIATIVE:	8:Provide appropriate planning and regulatory measures to ensure orderly and acceptable development of the district
BUSINESS UNIT:	Development Services
SERVICE:	Statutory Planning
REPORTING OFFICER:	Manager Development Services, Anthony Rowe
AUTHORISING OFFICER:	Director Planning and Development Services - Paul Needham
DATE OF COMPLETION:	31 January 2013
VOTING REQUIREMENT:	Simple Majority
PROPOSAL:	Unauthorised Development (Seawall) – Reserve 24847
LOT SIZE:	N/A
ZONE:	Reserve for Recreation
POLICIES:	Prosecutions Policy
ATTACHMENT(S):	A – Location Plan B – Aerial Photograph C –Memo C Botha to P Needham 8/10/12

This item is confidential in accordance with Section 5.23 (2) (f) (i) of the Local Government Act 1995, being an item that, if disclosed, could impair the effectiveness of a lawful method or procedure for preventing, detecting, investigating or dealing with a contravention or possible contravention of the law.

COUNCIL DECISION / OFFICER RECOMMENDATION

C1302/050 Moved Councillor Tuffin, seconded Councillor Henley:

That the Council resolve to authorise the CEO to commence prosecution of the responsible person/s or entity/ies for the unauthorised development of a seawall on Reserve 24847.

CARRIED 9/0

18. **QUESTIONS FROM MEMBERS**

19. **PUBLIC QUESTION TIME**

20. **NEXT MEETING**

13 March 2013

21. **CLOSURE**

THESE MINUTES CONSISTING OF PAGES 1 TO 121 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON

DATE: _____

PRESIDING MEMBER: _____