



**Minutes**  
**MEETING HELD IN THE COMMITTEE ROOM**  
**CITY OF BUSSELTON ADMINISTRATION OFFICE**  
**Friday 24 October 2014, at 9.00am**  
**Busselton Jetty Reference Group**

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<b>Name</b>	<b>Title</b>
Cr Grant Henley	Deputy Mayor, City of Busselton
Cr Jenny Green	Councillor, City of Busselton
Cr Rob Bennett	Councillor, City of Busselton
Oliver Darby	Director, Engineering and Works Services, City of Busselton
Naomi Searle	Director, Community and Commercial Services, City of Busselton
Don Tomkinson	President, BJECA
John Anderson	Vice President, BJECA
Tanya Downie	Executive Support Officer, City of Busselton
Jon Berry	Economic and Business Development Coordinator, City of Busselton (left 10.25am)
Peter Hill	Economic Development Officer, City of Busselton (left 10.25am)
Peta Tuck	Events Officer, City of Busselton (arrived 10.21am – left 10.35am)

### **APOLOGIES**

Ian Clarke, Acting Chief Executive Officer, BJECA

### **1.0 Declaration of Opening**

Cr Grant Henley welcomed Don Tomkinson and John Anderson as new members of the Group representing BJECA and declared the meeting open at 9.07am

### **2.0 Attendance**

Attendance and apologies were noted.

### **3.0 Confirmation of Minutes**

Cr Jenny Green moved that the minutes of the Busselton Jetty Reference Group meeting held on 01 August 2014 be confirmed as a true and correct record. Seconded Cr Rob Bennett.

### **4.0 Business Arising From Previous Minutes**

#### **4.1 UWO Structural Assessment (Oliver Darby)**

An appointment has been made for a detailed structural assessment of the UWO to be carried out. This will determine the work required for a 5 year maintenance program, which will be awarded through a tender process.

#### **4.2 First Fish Cleaning Station (Oliver Darby)**

An individual risk assessment has not yet been completed. The Group agreed it is difficult to complete a risk assessment with limited facts. It was suggested and agreed that the risk is already

addressed as part of the Jetty shark management emergency procedures. It was noted that there are now transponders at the end of the Jetty which will notify if there is a tagged shark within the vicinity. The Group agreed to ensure this information is added to the Shark Management / Emergency Management procedures.

**Action: Details of transponders at the end of the Jetty to be included in the Shark Management / Emergency Management procedures.**

#### **4.3 Water Entry Recreation Area (Don Tomkinson)**

BJECA has appointed BG&E to prepare designs and costs for potential solutions to make this area safer for all users of the Jetty. During busy periods the interface between people using the entry area and the train has become unsafe, it was suggested that the area would benefit from being widened.

Don Tomkinson presented an internal memo which stated the 2014/15 BJECA budget allocated \$5,000 for engineering costs to assess a design and structural capability.

**Action: Don Tomkinson to forward the internal memo to Tanya Downie for distribution to all members of the Group.**

#### **4.4 Proposed Shelter at Interpretive Centre**

The proposal received from BJECA will be considered at the BJAC meeting at the conclusion of the meeting. A recommendation will be made to go to the next Council Meeting on 12 November 2014.

If approved by Council, further approval will be required from Department of Transport and the Heritage Council before construction can commence. It was suggested BJECA approach these departments for in-principal support prior to the next Council Meeting.

### **5.0 General Business**

#### **5.1 Proposal from Viewing Beautiful Australia (Peter Hill)**

The Economic Development Officer informed the Group of a proposal received from Viewing Beautiful Australia to put binoculars on the Jetty at Heritage Node 4. Viewing Beautiful Australia currently owns and operates the binoculars on the foreshore.

Viewing Beautiful Australia will be responsible for the supply, installation and maintenance of the equipment. Revenues generated would be directed towards the Jetty Maintenance Reserve.

The Group agreed to the proposal as per the proposal received, subject to obtaining relevant approvals, and standard terms and conditions.

**Action: Economic Development Officer to liaise with Viewing Beautiful Australia with regards to the potential installation of binoculars at Heritage Node 4. Relevant approvals to be obtained.**

#### **5.2 Blue Peter Café (Peter Hill)**

The Economic Development Officer provided an update on the operations of Blue Peter Café which has not been operational on the Jetty since 14 October 2014 due to a broken jockey wheel which snapped when manoeuvring the mobile café into place.

The current license agreement allows Blue Peter Café to operate between 7.00am and 10.00pm with the café being removed from the Jetty at the end of each day. The proponents have requested

a relaxation in their license agreement to allow them to leave the mobile vehicle on the Jetty overnight.

The Group discussed the proposal and potential risks to the Jetty and Café. The Group agreed to support the proponent on a trial basis, to be reviewed in March 2015. The proponent must also ensure the following conditions are met; public liability insurance is adequate for the added risk of leaving the café on the Jetty overnight, the vehicle is maintained to enable it to be removed from the Jetty should there be an emergency situation or as required by the City or BJECA.

**Action: Economic Development Officer to inform the proponents of the support of the trial to be reviewed in March 2015, and the conditions for leaving the café on the Jetty.**

### **5.3 Marine Berthing Study (Jon Berry)**

The Economic and Business Development Coordinator provided an overview of the Marine Berthing Facility Study carried out by MP Rogers and Associates. The study provides 10 permanent berthing options to be considered by Council. Individual options were presented to the Group via a powerpoint presentation.

At the Council Meeting held on 22 October 2014 the Marine Berthing Facility Study was endorsed. City staff will now seek capital grant funding from the Federal and State Governments for a new 10m lower landing platform with universal access to be located on the western side of the Jetty. This will include swing moorings for recreational vessels.

BJECA members asked if there would be a charge for operators landing on the Jetty when the new facility is constructed. The Group agreed discussions will take place regarding fees charged to commercial / recreational operators with BJECA.

### **5.4 Cruise Ship Visitation Program (Peter Hill)**

The Economic Development Officer provided an overview of the upcoming cruise ship visitation program. The first cruise ship is due to arrive in Busselton on Thursday 27 November 2014. The ship will arrive in the Bay at 9.00am with the first of the passengers disembarking at approximately 9.45am.

GBTA and BJECA have been approached to operate a stall on the foreshore with information for visitors. The Busselton Senior High School Band will be playing music to welcome the passengers to shore.

Jetty hosts and volunteers have been offered training by Tourism WA (TWA). There are currently 121 people registered to attend the training which will take place on 6-7 November.

Police have recommended the car park between the Equinox and Simmo's be closed to general traffic and only open to the coaches taking passengers on tours for the day.

The Cultural Precinct on Queen Street, between Marine Terrace and Adelaide Street will also be closed for the day. Markets will be held on the grassed section within the Cultural Precinct.

Other entertainment will include people dressed in period costume, entertainment on the foreshore and HOTfm broadcasting from outside the Equinox. Commercial Hire Site operators have been invited to operate on the foreshore.

An appreciation dinner and debrief will be held at the Equinox in the evening to thank the volunteers for their assistance during the day.

## **5.5 Black Tie Dinner on the Jetty Event (Peta Tuck)**

The Events Officer provided an overview of the Jetty Black Tie Dinner event to be held on Friday 23 January 2015. City staff have had preliminary discussions with the Busselton Chamber of Commerce (BCCI) and BJECA to ensure there is minimal disruption to Jetty services while setting up for the event to be held on Section 10. BCCI will prepare a bump-in and bump-out schedule for preparations to occur before and after the train service on each day starting on the Thursday prior to the event.

The train will be utilised to transport the marquee and other equipment before the first train service of the day. A timeline will be given to BJECA when the logistics have been finalised.

Tickets currently on sale for \$375 per person, 225 have been sold, maximum 400 tickets available. Patrons attending will be transported by boat from Port Geographe or Scout Road Jetty to the disabled fishing platform. Part proceeds raised from the event will be donated to Telethon.

**Action: Prior to the permit being issued, the conditions of the permit will be discussed with Ian Clarke.**

## **5.6 150<sup>th</sup> Jetty Celebrations (Cr. Grant Henley)**

Cr Henley thanked BJECA for their contribution of \$10,000 cash and \$5,000 in-kind support for the 150<sup>th</sup> Jetty Celebrations event.

The Busselton Jetty 150th working group is coordinating with the Busselton Jetty Swim committee to share costs of infrastructure. The Premier has indicated he will be attending both events including the start of the 20<sup>th</sup> anniversary of the Jetty Swim.

The event will consist of a community concert, fireworks, VIP Function at the Goose Café and the Premier unveiling a commemorative plaque for the Jetty. Formal invites for the VIP function will be sent out in November 2014.

## **5.7 Memorial Plaque Request – Edward Bruce Spiers**

The Group considered the application for a memorial plaque on the Busselton Jetty received from Cheryl Petrik for her father Edward Bruce Spiers.

It was agreed the application did not meet the criteria of the Jetty Memorial Plaque Policy.

**Action: Applicant to be informed in writing of the Policy criteria.**

## **5.8 Beach Enclosure at Busselton Beach and Foreshore (Oliver Darby)**

Director Engineering and Works Services informed the Group that the City has received funding for a beach enclosure at the Busselton beach and foreshore. City staff have had preliminary discussions with Council to determine the location and designs for the beach enclosure.

## **6.0 Next Meeting**

Meeting closed at: 10.54am

Next Meeting            Busselton Jetty Reference Group meeting  
Date:                      21 November 2014  
Venue:                     Committee Room, City of Busselton

Cr. Grant Henley  
DEPUTY MAYOR, CITY OF BUSSELTON