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CITY OF BUSSELTON

MINUTES FOR THE COUNCIL MEETING HELD ON 26 JULY 2017

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MINUTES

MINUTES OF A MEETING OF THE A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 26 JULY 2017 AT 5.30PM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 5.31pm.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Coralie Tarbotton Deputy Mayor
Cr Ross Paine
Cr Terry Best
Cr John McCallum
Cr Rob Bennett
Cr Paul Carter
Cr Robert Reekie
Cr Gordon Bleechmore

Officers:

Mr Mike Archer, Chief Executive Officer
Mr Paul Needham, Director, Planning and Development Services
Mrs Naomi Searle, Director, Community and Commercial Services
Mr Cliff Frewing, Director, Finance and Corporate Services
Mr Daniell Abrahamse, Acting Director, Engineering and Works Services
Miss Kate Dudley, Administration Officer, Governance

Apologies

Nil

Approved Leave of Absence

Nil

Media:

"Busselton-Dunsborough Times"
"Busselton-Dunsborough Mail"

Public:

1

3. PRAYER

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

4. PUBLIC QUESTION TIME**Response to Previous Questions Taken on Notice**

Nil

Public Question Time

Nil

5. ANNOUNCEMENTS WITHOUT DISCUSSION**Announcements by the Presiding Member**

The Presiding Member shared condolences to the family and friends of the recently deceased City employee, Bob Gilmore and the Council held a moments silence.

The Presiding Member announced the LPS 21 Omnibus Amendment had now been signed off by Minister and a \$75,000 grant application for coastal adaptation was successful.

Announcements by other Members at the invitation of the Presiding Member

Nil

6. APPLICATION FOR LEAVE OF ABSENCE

Nil

7. PETITIONS AND PRESENTATIONS

Nil

8. DISCLOSURE OF INTERESTS

A declaration of Financial Interest has been received from:

- Cr Grant Henley:
14.2 BUDGET ADOPTION 2017/2018

A declaration of Impartiality Interest has been received from:

- Cr John McCallum:
14.2 BUDGET ADOPTION 2017/2018

The Mayor advised that in accordance with the Local Government (Rules of Conduct) Regulations 2007 this declaration would be read out immediately before Item 14.2 was discussed.

9. CONFIRMATION AND RECEIPT OF MINUTES

Previous Council Meetings

9.1 Minutes of the Council Meeting held 28 June 2017

COUNCIL DECISION

C1707/157

Moved Councillor J McCallum, seconded Councillor T Best

That the Minutes of the Council Meeting held 28 June 2017 be confirmed as a true and correct record.

CARRIED 9/0

10. REPORTS OF COMMITTEE

Nil

ITEMS BROUGHT FORWARD AND ADOPTION BY EXCEPTION RESOLUTION

At this juncture the Mayor advised the meeting that with the exception of the items identified to be withdrawn for discussion, that the remaining reports, including the Committee and Officer Recommendations, will be adopted en bloc.

En Bloc Motion**COUNCIL DECISION AND OFFICER RECOMMENDATION**

C1707/158 Moved Councillor G Bleechmore, seconded Councillor C Tarbotton

That the Officer Recommendations in relation to the following agenda items be carried en bloc:

- 11.1 AMENDMENT 11 TO LOCAL PLANNING SCHEME 21 AND DRAFT STRUCTURE PLAN - LOT 201 BALMORAL DRIVE, QUINDALUP - CONSIDERATION FOR FINAL APPROVAL
- 11.2 SCHEME AMENDMENT 26 TO LOCAL PLANNING SCHEME 21 - CONSIDERATION FOR FINAL APPROVAL
- 15.1 COUNCILLORS' INFORMATION BULLETIN

**EN BLOC
CARRIED 9/0**

11. PLANNING AND DEVELOPMENT SERVICES REPORT

11.1 AMENDMENT 11 TO LOCAL PLANNING SCHEME 21 AND DRAFT STRUCTURE PLAN - LOT 201 BALMORAL DRIVE, QUINDALUP - CONSIDERATION FOR FINAL APPROVAL

SUBJECT INDEX:	Town Planning Schemes and Amendments
STRATEGIC OBJECTIVE:	Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow.
BUSINESS UNIT:	Strategic Planning and Development Services
ACTIVITY UNIT:	Strategic Planning and Development Services
REPORTING OFFICER:	Principal Strategic Planner - Louise Korovesi
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Location Plan 
	Attachment B Aerial Photograph 
	Attachment C Existing and Proposed Zoning 
	Attachment D Endorsed McLachlan Ridge Structure Plan 
	Attachment E Enlarged Proposed Structure Plan 
	Attachment F Proposed Structure Plan 
	Attachment G Commonage Policy Area Consolidated Structure Plan 
	Attachment H Schedule of Submissions 
	Attachment I Schedule of Modifications 

PRÉCIS

The Council is requested to consider adopting for final approval Scheme Amendment 11 to Local Planning Scheme No. 21 (LPS21) which seeks to: rezone a portion of Lot 201 Balmoral Drive, Quindalup from 'Rural Residential' to 'Reserve for Public Purposes'; amend the boundary of Additional Use Area No. 37 and amend Schedule 2 'Additional Uses' in relation to the permissible uses listed under Additional Use Area No. 37. Modifications to the endorsed McLachlan Ridge Structure Plan are also proposed that reflect changes to land use sought through the amendment.

Newly created lots from the future subdivision of Lot 201 shall remain zoned 'Rural Residential' other than a portion of Lot 201 (identified as 'Lot 1B' on the structure plan) which shall be created as a Reserve for Public Purposes under LPS21. Proposed Lot 1B has been informally negotiated for purchase by the City for future use as a community hub, potentially including a firefighting service, with associated buildings and training area(s). At its meeting of 28 June 2017 the Council resolved, inter alia, to proceed formally with the strategic acquisition of proposed 'Lot 1B'.

Amendment 11 was adopted by the Council for public consultation on 10 February 2016. Subsequent public advertising closed on 7 September 2016 and three government agency and two public submissions were received. One public submission raised an objection, however the basis for objection is not actually related to consideration of the outcomes proposed by the draft Amendment and structure plan.

Officers are recommending that draft Amendment 11 and the modified McLachlan Ridge Structure Plan are adopted for final approval and referred to the Western Australian Planning Commission for final approval, together with a request that the Hon. Minister for Planning endorse the amendment for gazettal.

A separate proposal to amend the McLachlan Ridge Structure Plan to facilitate the subdivision of Lot 300 Hebrides Close and Lot 220 Balmoral Drive, Quindalup into 10 rural residential lots has recently been formally lodged with the City, with payment of the requisite application fees. At the time

writing this report, it is anticipated that advertising the proposal for public consultation may commence in August.

BACKGROUND

Proposal

The proposal comprises a scheme amendment and modifications to the McLachlan Ridge Structure Plan that relate to Lot 201 Balmoral Drive, Quindalup. The subject land is located approximately 4km south west of the Dunsborough Town Centre, within the Commonage rural residential area. Lot 201 is 13.7ha in area and has frontage to Biddle Road, Balmoral Drive and McLachlan Road. A Location Plan and Aerial Photograph are provided at Attachments A and B respectively.

The subject land is part of a 144ha site initially subdivided into 56 strata title lots varying in size from around 1,000m² to 1ha in area. The subdivision was known as 'Rosneath Farm' and was an attempt to develop a relatively self-contained community following 'permaculture' principles. The Rosneath Farm subdivision did not ultimately achieve all of its aims and consequently Amendment 149 to the City's previous District Town Planning Scheme No. 20 (Gazetted September 2010) and the current endorsed McLachlan Ridge Structure Plan facilitated the dissolution of the strata title subdivision, the re-subdivision of the land into 72 freehold title rural residential lots and the introduction of a range of additional uses on certain lots created via the structure plan.

Lot 201 retains elements of the original concept in the form of Additional Uses permitted pursuant to Schedule 2 of LPS21 including Guesthouse, Arts & Crafts Studio, Permaculture Education, Bakery, Gallery, Private Recreation and Chalet Development. Other than a bakery (Yallingup Woodfired Bread), associated outbuildings and a dam, Lot 201 is undeveloped and consists of cleared areas and remnant vegetation. The surrounding land has been subdivided and developed for rural residential purposes, with some low intensity tourist uses.

Each component of the proposal is outlined below under appropriate subheadings.

Scheme Amendment

The scheme amendment proposes to –

1. Rezone a portion of Lot 201 from 'Rural Residential' to 'Reserve for Public Purposes'.
2. Amend the boundary of Additional Use 37.
3. Amend Schedule 2 'Additional Uses' to include 'Restaurant' as a permitted land use for Additional Use No. 37.

Existing and proposed zoning maps are provided at Attachment C.

Proposed Modified McLachlan Ridge Structure Plan

The endorsed McLachlan Ridge Structure Plan designates the land for rural residential purposes. Lot 201 is located in the northwest corner of the structure plan area and is identified as Lot 1 (Attachment D).

The scheme amendment and structure plan proposal would change the planning framework for Lot 201 to facilitate further subdivision and development. For ease of interpretation of proposed changes to the structure plan in relation to Lot 201 an enlargement of the subject land is provided at Attachment E. The modified structure plan in its entirety is provided at Attachment F.

The proposal would allow for the creation of three rural residential lots and a public purposes reserve, described as follows:

- Proposed Lot 1A (7.2ha) includes a 1,000m² indicative building envelope and is subject to a Restrictive Covenant to protect 4.5ha of native vegetation. The building envelope is located outside of the covenant area. Lot 1A has legal road frontage to the section of McLachlan Road that remains a road reserve, but which is only constructed to Public/Emergency Accessway standard. Direct vehicle access (other than for emergency purposes) therefore is prevented by a Restrictive Covenant in favour of the City. Alternative access to Balmoral Drive is proposed via a right of carriageway easement. Officers have confirmed that this arrangement is acceptable to the Department of Planning/WA Planning Commission.
- Proposed Lot 1B (7,339m²) is designated as a 'Reserve for Public Purposes', and as potentially the most suitable location for the establishment of a community firefighting and training facility (as discussed under the section heading 'City Acquisition of proposed Lot 1B later in this report).
- Proposed Lot 1C (4.7ha) will retain the land use permissibilities established by Additional Use 37 and the Bakery. The lot also accommodates an NBN lease area and telecommunications tower.
- Proposed Lot 1D (9,562m²) – is a rural residential lot that incorporates a 20m landscape buffer and 50m development setback from Biddle Road.

A range of environmental and other matters (land capability for onsite effluent disposal, environmental opportunities and constraints, rare flora and fauna, local water management strategy and a Bushfire Management Plan adopted in 2009) were addressed as part of the assessment of Amendment 149 and the McLachlan Ridge Structure Plan (noting that the land was already zoned 'Rural Residential' and previously subdivided for that purpose). As a result, the McLachlan Ridge Structure Plan facilitated subdivision and development that has: protected areas of important remnant vegetation via building exclusion/covenant; revegetation and landscape buffer areas; established building setbacks and a landscape buffer to Biddle Road; and created pedestrian accessways/strategic fire breaks.

It is considered that the proposal does not raise any significant environmental issues beyond that contemplated within Amendment 149 and the preparation of the original McLachlan Ridge Structure Plan.

Fire Management Plan

A bushfire management plan (BMP) and a bushfire hazard assessment (BHA) have been prepared in accordance with the WA Planning Commission's *State Planning Policy 3.7 Planning in Bushfire Prone Areas/Guidelines for Planning in Bushfire Prone Areas 2015*. The BHA finds that proposed Lots 1A and 1D are suitable for rural residential subdivision and development.

For proposed Lot 1A, the BHA has determined an indicative bushfire attack level of BAL-29 based on an achievable 25m Asset Protection Zone (APZ). The 25m APZ can be implemented outside of the conservation covenant area.

For proposed Lot 1D, the BHA has determined a BAL-19 based on an achievable 25m APZ. The 25m APZ can be implemented outside of the 20m landscape buffer along Biddle Road.

The BMP provides further guidance in terms of vehicle access for all lots via Balmoral Drive. Proposed Lot A has legal road frontage to McLachlan Road, however given the existence of the Restrictive Covenant that prevents vehicle access other than for emergency situations, alternative access to

Balmoral Drive is proposed via a right of carriageway easement. This arrangement has been discussed with the Department of Planning/WA Planning Commission and found to be acceptable.

City Acquisition of Proposed Lot 1B

A 'Rural Service – Community Centre – Fire Station' was originally proposed, and is still presently depicted, in the Commonage Policy Area Consolidated Structure Plan (CPACSP) at the southern end of Lot 34 Sheoak Drive. Lot 34 is a 15 hectare 'Rural Residential' landholding with an historical 'Additional Use' right (AU#39) that permits land uses including: a child care centre, recreation facility, rural holiday resort, licensed restaurant, reception centre and shop (having a gross leasable area of 150m²). A large dam is also situated on the property, which could have provided a useful source of emergency water supply for any rural fire service facility built on the property.

For a number of reasons, however, the City now considers, and has determined, that a community and firefighting services facility would be better situated (as is now contemplated) on proposed Lot 1B, about 1 kilometre north of Lot 34 Sheoak Drive at the northern end of the McLachlan Ridge Estate.

These reasons include: better connections to the local integrated road network, better community 'visibility' and access from the main thoroughfare through The Commonage (Biddle Road), quicker fire emergency response times, and landowner willingness to subdivide and sell to the City a suitably-sized allotment.

The landowner of Lot 34 Sheoak Drive has acknowledged in meetings with City officers that the prospective site at proposed Lot 1B would be a preferable location on which to construct a 'Rural Service – Community Centre – Fire Station'.

At its meeting of 28 June 2017 the Council resolved to –

1. Acquire a proposed 7,339m² portion of Lot 201 Balmoral Drive, Quindalup (being proposed Lot 1B) for a total sum of \$170,000 (excluding GST);
2. Authorize the Chief Executive Officer to negotiate and enter into a Contract of Sale with the seller on the terms and conditions as outlined in this report; and
3. Source the funding of the purchase price and other costs incidental to the transaction from development contributions held for the 'Commonage Policy Area Community Facilities, South Biddle Road Precinct'.

At the time of writing this report, a Contract of Sale for the acquisition of proposed Lot 1B has been entered into with the seller and is anticipated to be executed by the time this Amendment and structure plan proposal is presented to the Council for consideration for final approval (so as to prevent a reserve being otherwise created in private ownership and potentially triggering claims for injurious affection).

Although proposed Lot 1B shall be zoned 'Reserve for Public Purposes' and designated as such on the structure plan, it will be purchased in freehold title by the City. Normally land that is reserved by a Scheme amendment is ceded free of cost to the Crown as a condition of subsequent subdivision approval. To ensure that this does not occur, a modification to the structure plan is being recommended to the WAPC in the form of a notation for proposed Lot 1B that states: *"Proposed Lot 1B is subject to an executed Contract of Sale and is to be acquired by the City of Busselton in freehold title at subdivision stage"*.

STATUTORY ENVIRONMENT

The key elements of the statutory environment with respect to this proposal are set out in the relevant objectives, policies and provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *City of Busselton Local Planning Scheme No. 21*. Each is discussed below under appropriate subheadings.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations came into operational effect on 19 October 2015 and introduced deemed provisions for the preparation, advertising and approval of structure plans. The 'status' of structure plans has also changed and local governments are to have 'due regard' to endorsed structure plans when making decisions relating to subdivision and development. An endorsed structure plan is to guide subdivision and development, and inconsistency with the Regulations would occur if a structure plan contained any provisions relating to it having the 'force and effect' of a local planning scheme i.e. zones within a Scheme.

Local Planning Scheme No. 21

The land the subject of Amendment 11 is zoned 'Rural Residential' and is located within the 'Landscape Value Area'. The 'Landscape Value Area' requires development to be compatible with the maintenance and enhancement of the existing rural and scenic character of the locality.

The Amendment proposal is considered to be consistent with the relevant provisions relating to the subject land in the Scheme.

RELEVANT PLANS AND POLICIES

The key policies relevant to the proposal are:

1. *State Planning Policy 6.1: Leeuwin-Naturaliste Ridge Policy.*
2. *State Planning Policy 3.7 Planning in Bushfire Prone Areas and Guidelines for Planning in Bushfire Prone Areas 2015.*
3. *City of Busselton Local Rural Planning Strategy.*
4. *Commonage Policy Area Consolidated Structure Plan.*
5. *McLachlan Ridge Structure Plan.*

Each is addressed below under appropriate subheadings.

State Planning Policy 6.1: Leeuwin-Naturaliste Ridge Policy

State Planning Policy 6.1: Leeuwin-Naturaliste Ridge Policy (LNRSP) depicts the area as 'Rural Residential' and it is referred to as the 'Commonage'. The document acknowledges that the area has environmental features worth preserving as well as acknowledging that the area is zoned and identified for Rural Residential development. Furthermore the LNRSP states that "*subdivision and development design that facilitates land already committed for Rural Residential development will be encouraged*".

The subject land is within an area identified as having 'Rural Landscape Significance'. Biddle Road is identified as a 'Travel Route Corridor within Rural Landscape Significance'.

Policy PS 3.6 of the LNRSP states that in areas of Rural Landscape Significance development or change of use should protect the rural character of the land. The proposal is considered to be generally consistent with the aims and requirements of the LNRSP.

State Planning Policy 3.7: Planning in Bushfire Prone Areas and Guidelines for Planning in Bushfire Prone Areas 2015

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as 'bushfire prone' by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. The accompanying *Guidelines for Planning in Bushfire Prone Areas* provide supporting information to assist in the interpretation of the objectives and policy measures outlined in SPP 3.7, providing advice on how bushfire risk is to be addressed when planning, designing or assessing a planning proposal within a designated bushfire prone area.

The key elements of the Guidelines relevant to the proposal are:

- Element 1: Location of Development; and
- Element 2: Siting of Development.

The intent of Element 1 is to ensure that the subdivision, development or land use is located in areas with the least possible risk from bushfire, to help minimise risk to people, property and infrastructure.

Element 2 intends to ensure that the siting of development minimises the level of bushfire impact. The fire management plan provided in support of the proposal suggests that bush fire risk to rural residential development can be managed to an acceptable level.

The BHA finds that proposed Lots 1A and 1D and their designated building envelopes are suitable for rural residential subdivision and development. For both lots, the Bushfire Hazard Assessment (BHA) has determined a BAL-29 (consistent with Element 1 – Performance Principle 1 and Acceptable Solution A1.1). Both BAL ratings are based on an achievable 25m Asset Protection Zone (APZ) that can be implemented outside of the conservation covenant area (for Lot 1A) and the Biddle Road landscape buffer (for Lot 1D), consistent with Element 2 Acceptable Solution A2.1.

Local Rural Planning Strategy

The subject land is located within Precinct 6 'Commonage' of the Local Rural Planning Strategy. The strategy describes the precinct as "*comprising the existing Commonage Rural Residential Policy Area south of Dunsborough and north of Wildwood Road*".

The vision of the precinct is to:

- "*consolidate rural residential land use and provide for diversification in small-scale and low-key tourist, rural and home based activities in a manner that sustains the existing natural environment, landscape values and residential amenity of the area with well-developed pedestrian and habitat/biodiversity links;*" and
- "*promote the retention of the rural amenity and appropriate scaled rural land uses where compatible with rural residential amenity*".

Specifically relating to subdivision, the strategy states that "*rural residential subdivision is limited to existing Rural Residential Zones and is in accordance with the adopted Structure and Development Guide Plans*". Subdivision is also to be in accordance with the LNRSP.

It is considered that the proposed structure plan complies with the vision for the Precinct and would provide a small scale subdivision that would not result in a detrimental impact on the natural environment nor the residential amenity of the area.

Commonage Policy Area Consolidated Structure Plan

The Commonage Policy Area Consolidated Structure Plan provides the basis for subdivision in the Commonage area and specifies the minimum and average lot sizes for each of the precincts of the structure plan area. Lot 201 is located within the 'Cluster Precinct'. The additional details on the structure plan reflect the intent of the land for 'permaculture' strata subdivision at that time. The structure plan also contains a number of notations particularly relevant to consideration of the current proposal – which may be summarised as follows –

1. 20m wide landscape buffer and 50m setback to Biddle Road; and
2. Average lot size of 3 hectares within the Cluster Precinct (which was consistent with the then current Rural Strategy). It also provides that the Council may consider an increase in density (to an average 2ha lot size) provided that the proposed plan of subdivision is consistent with the Statement of Intent, adopts principles of cluster design and development and the applicant can demonstrate a benefit to the community in departing from the provisions of the Rural Strategy.

Additionally there are planning policy statements (PPSs) particularly relevant to consideration of the proposal – which may be summarised as follows –

1. PPS2, which sets out that, inter alia; "...subdivision of land...shall include a broad range of lot sizes...and shall recognise areas of open landscape and remnant vegetation appropriately. Lots ranging upwards from 5,000m² may be considered in the 'Cluster Precinct' only in subdivision proposal that adopt a cluster approach to design.
2. PPS6, which sets out that, inter alia; "Except as otherwise provided for on an endorsed Development Guide Plan...a 50m minimum setback shall apply to Biddle Road...".

The proposal is considered to be generally consistent with the Commonage Policy Area Consolidated Structure Plan (Attachment G).

McLachlan Ridge Structure Plan

The McLachlan Ridge Structure Plan was endorsed by the WA Planning Commission on 9 April 2010 and has guided the re-subdivision and development of land for rural residential purposes. Lot 201 is shown as Lot 1 on the structure plan. Key elements of the structure plan that relate to Lot 201 may be summarised as follows –

- 50m building setback and 20m revegetation buffer to Biddle Road;
- Building/clearing exclusion area focused on remnant vegetation and subject to a Restrictive Covenant;
- Provision for the development of 6 chalets; and
- Additional low key land use permissibilities in accordance with the Scheme (Additional Use 37).

FINANCIAL IMPLICATIONS

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

Long-term Financial Plan Implications

Nil.

STRATEGIC COMMUNITY OBJECTIVES

The Officer Recommendation is consistent with community objective 2.2 of the City's *Strategic Community Plan 2017*, which is – 'Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow'.

RISK ASSESSMENT

An assessment of the potential implications of implementing the Officer Recommendation has been undertaken using the City's risk assessment framework. The assessment identified 'downside' risks only, rather than upside risks as well. The implementation of the Officer Recommendation will involve referring the proposal to the Western Australian Planning Commission/Minister for Planning for final approval. In this regard, there are no significant risks identified.

CONSULTATION

The Amendment was advertised for 42 days ending 7 September 2016. Three government agency and two public submissions were received. A Schedule of Submissions is provided at Attachment E.

An objection received from an adjoining landowner concerned the closure of the whole of McLachlan Road reserve so it becomes a nature trail/cycling path. Most of McLachlan Road is reserved and vested in the City as a pedestrian access way/emergency access way. The matter raised in the submission is therefore not actually related to the proposal.

Should Council resolve to adopt the Amendment and structure plan for final approval, formal documentation will be prepared and submitted to the Western Australian Planning Commission/Minister for Planning for final approval in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

OFFICER COMMENT

The proposed Scheme amendment and related changes to the McLachlan Ridge Structure Plan would facilitate the creation of a 'Public Purposes' reserve for the future development of a community and firefighting/training facility for the Commonage area on Lot 201 Balmoral Drive, Yallingup. The landowner has approached the City in this regard and an assessment of the current location, as identified on the Commonage Policy Area Consolidated Structure Plan, in comparison with Lot 201 Balmoral Drive found that the subject land is a better location for a number of important reasons. There are also no potentially suitable sites identified elsewhere on land already in public ownership, or any prospect of a more suitable site on land currently privately owned.

The proposal also offers the opportunity to rationalise the boundary of Additional Use 37 and consolidate permissible additional uses within a smaller lot that has low conservation values and already accommodates commercial activities (Bakery). The landowner is also seeking the inclusion of 'Restaurant' as a new permissible land use. Although 'Restaurant' is an 'A' use pursuant to LPS21 in the 'Rural Residential' zone, the use is not permitted unless a Development Application is advertised and planning consent granted. This would provide certainty for the landowner and allow a land use that would be complementary to the existing permissible uses and consistent with similar 'Additional Use' areas within the wider Commonage area.

Progression of the Amendment and structure plan proposal would also facilitate the acquisition of proposed Lot 1B by the City for the potential development of a community firefighting and training facility (and/or other community facilities), subject to the terms and conditions of the recently executed Contract of Sale between the City and the landowner.

Although proposed Lot 1B shall be zoned 'Reserve for Public Purposes' and designated as such on the structure plan, it will be purchased in freehold title by the City. Normally land that is reserved by a Scheme amendment is ceded free of cost to the Crown as a condition of subsequent subdivision approval. To ensure that this does not occur, a modification to the structure plan is being recommended to the WAPC in the form of a notation for proposed Lot 1B that states: *"Proposed Lot 1B is subject to an executed Contract of Sale and is to be acquired by the City of Busselton in freehold title at subdivision stage"*.

The Scheme amendment and structure plan proposal provides a strategic opportunity to create a reserve for public purposes (proposed Lot 1B) that potentially can deliver a community and bush fire safety benefit through the development of a community and firefighting/training facility at a more appropriate location within the Commonage area.

The current proposal also condenses the area to which 'Additional Use 37' will apply by logically excluding the conservation covenant area associated with the remnant bushland (and placing the bushland in a separate lot to commercial and community activities – proposed Lot 1A) and concentrating future commercial activities in the northwest portion of the subject land (proposed Lot 1C). Co-location with the existing bakery and other future commercial land uses facilitated by 'Additional Use 37' also provides an opportunity to create a local community 'hub' at this location.

Proposed Lot 1D is the most likely site for a dwelling, even if subdivision of Lot 201 were not to occur, as it is positioned at the highest elevation on the subject land and its surrounds.

The proposed Scheme amendment and draft McLachlan Ridge Structure Plan have been assessed against the prevailing planning framework and found to be generally consistent.

CONCLUSION

Officers are recommending that proposed Amendment No. 11 to Local Planning Scheme No. 21 and the associated draft structure plan are adopted for final approval and referred to the WAPC.

OPTIONS

Should the Council not support the Officer Recommendation, the Council could consider the following options –

1. To decline the final approval of the Amendment (and provide a reason for such a decision). It should be noted that under the relevant legislation there is no right of appeal against a Council decision to not approve an amendment.
2. To seek further information before making a decision.
3. To adopt the Amendment subject to further identified modification(s) as required.

There are no substantive issues or reasonable grounds that would support any of these options.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer Recommendation will involve the referral of Scheme Amendment 11 and the draft structure plan to the WAPC for final approval and this will occur within one month of the resolution.

COUNCIL DECISION AND OFFICER RECOMMENDATION

C1707/159 Moved Councillor R Bennett, seconded Councillor T Best






That the Council resolves to:

1. In pursuance of Part V of the *Planning and Development Act 2005*, adopt draft Amendment 11 to the City of Busselton Local Planning Scheme 21 for final approval for the purposes of:
 - a. Rezoning a portion of Lot 201 Balmoral Drive from 'Rural Residential' to 'Reserve for Public Purposes'.
 - b. Amending the boundary of Additional Use Area No. 37.
 - c. Amending Schedule 2 'Additional Uses' to include 'Restaurant' as a permissible land use for Additional Use Area No. 37.
 - d. Amending the Scheme Map accordingly.
2. Advise the Western Australian Planning Commission that the proposed Amendment is considered a 'standard' amendment pursuant to the *Planning and Development (Local Planning Scheme) Regulations 2015* for the following reasons;
 - i. The amendment would have minimal impact on land in the scheme area that is that is not the subject of the amendment.
 - ii. The amendment would not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
3. Pursuant to r.53 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, endorse the Schedule of Submissions at Attachment H prepared in response to the public consultation undertaken in relation to Amendment 11.
4. Upon preparation of the necessary documentation, refers the adopted Amendment 11 to the Western Australian Planning Commission for consideration according to the *Planning and Development Act 2005*.
5. Pursuant to r.56 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, should directions be given that modifications to draft Amendment No. 11 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by Officers likely to significantly affect the purpose and intent of the draft Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.
6. Adopt the draft McLachlan Ridge Development Structure Plan for final approval in accordance with the modification proposed by the Schedule of Modifications at Attachment I pursuant to the deemed provisions of Part 7 of the City of Busselton Local Planning Scheme No.21.

CARRIED 9/0

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11.2 SCHEME AMENDMENT 26 TO LOCAL PLANNING SCHEME 21 - CONSIDERATION FOR FINAL APPROVAL

SUBJECT INDEX:	Scheme Amendment
STRATEGIC OBJECTIVE:	Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.
BUSINESS UNIT:	Strategic Planning and Development Services
ACTIVITY UNIT:	Strategic Planning and Development
REPORTING OFFICER:	Manager, Strategic Planning and Development - Matthew Riordan
AUTHORISING OFFICER:	Director, Planning and Development Services - Paul Needham
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Former Lot 9058 Commonage Road - Current Cadastral Information 
	Attachment B Additional Land to be Incorporated into Dunsborough Lakes Estate DCP for 'Former Lot 9058' 
	Attachment C Scheme Amendment Proposal 
	Attachment D Dunsborough Lakes Estate Overall Staging Plan (January 2016) 
	Attachment E Schedule of Submissions 

Note: Since original reporting on this subject (refer Council Agendas for 10 August 2016 and 28 September 2016), the cadastre of subject Lot 9058 (previously Lot 9033) to which the Dunsborough Lakes Estate Developer Contributions Plan ('the DCP') solely applies has again been updated. This is due to 'balance of title' and other cadastral adjustments including the development and release of residential allotments in Stage 18 of the continuing 'roll out' of the Dunsborough Lakes Estate subdivision by Urban Quarter. The current cadastral situation (which shall, of course, be subject to continuing change as subdivision progresses) is shown at Attachment A.

Due to this lack of static cadastral identification and means of reference, the current cadastral situation is reflected throughout this Report as 'former Lot 9058', simply for constancy of reference purposes. Despite the cadastral fragmentation of former Lot 9058 since previous reporting to the Council, the main thing to remember is that the overall area of land subject to the DCP remains identical.

Amendment 26 seeks, in part, to facilitate a subsequent amendment to the DCP in ways that have been comprehensively described in previous reporting. Any amendment of the DCP can only be actioned, however, following gazettal of Amendment 26, at which time that DCP shall be returned to the Council for consideration for final approval.

Further to this, former Pt Lot 9057 St Michael's Parkway ('The Island') has also been re-registered in the interim period between Council reporting and is presently identified as Lot 9061 St Michael's Parkway. This identical area of land will also, of course, be subject to further cadastral modification before the amendment processes concerned have run their course and shall be referred to throughout this report, for the sake of constancy, as 'Lot 9061', or 'The Island'.

PRÉCIS

The Dunsborough Lakes Estate Developer Contributions Plan ('the DCP') was formally adopted by the City on 11 February 2015. This DCP relates entirely and solely to former Lot 9058 Commonage Road, which is in the representative ownership of land developer, Urban Quarter.

The DCP allocates all future monetary developer contributions from residential lot releases on former Lot 9058 towards 'local' community infrastructure; namely, the construction of a 'shared use' sporting oval, car parking area and associated infrastructure and facilities on land which is to be ceded to the City by Urban Quarter. This 'shared use' sporting oval precinct shall abut the southern boundary of the development site identified in structure planning for the future Dunsborough Lakes Primary School.

Council has now determined its intention to amend the DCP to incorporate four 'residual parcels' of land in various ownerships identified throughout the Dunsborough Lakes Estate as being the *only* remaining areas of residential-zoned land in the Municipal District that are not currently subject to formal developer contributions requirements under either a 'precinct plan' (e.g. Developer Contribution Area 1: Dunsborough and Quindalup ('DCA1')) or a 'development-specific plan' (e.g. developer contribution plans applying to urban growth areas such as Vasse, Port Geographe, Yalyalup etc.). The continuing exclusion of these 'residual parcels' from such a formal plan is not in keeping with the remainder of the City and represents a situation that, if left ongoing, would continue to be both anachronistic and anomalous.

A further anomaly was recognised in DCA1 as it relates to Lot 9061 St Michael's Parkway, a yet-to-be-subdivided/released residential development area in the Dunsborough Lakes Estate owned by Urban Quarter, with an estimated lot yield potential of 62 lots. Due to its shape and location between fairways on the Dunsborough Lakes Golf Course, Lot 9061 is commonly referred to as 'The Island'.

'The Island' was incorrectly included in DCA1 through Amendment 125 (gazetted August 2013) to previous District Planning Scheme 20. Its inclusion was contrary to the intentions and requirements of 'Special Provision Area 42' of the Scheme and Council has therefore resolved that this anomaly also be rationalised as part of the proposed DCP amendment.

The amended DCP area will therefore be expanded to include the four identified residual parcels of land, together with 'The Island'; although the total monetary contribution required to be paid by Urban Quarter under that amended DCP will remain *unchanged* through prior agreement with the City (and the subsequent endorsement of the Council). The parcels of land referred to for inclusion in the DCP area are shown at Attachment B.

The amended DCP will therefore serve to rationalise the overall Dunsborough Lakes Estate development area and bring it into alignment and conformity with the remainder of the City in terms of developer contribution requirements and responsibilities over ALL relevant, developable, residential-zoned land.

Before the DCP can be amended, however, Local Planning Scheme 21 ('LPS21') must itself be first amended through Amendment 26, which seeks to facilitate the removal of Lot 9061 St Michael's Parkway from DCA1 and thereby enable its subsequent inclusion in the amended DCP area. Please refer to the Amendment 26 rezoning proposal at Attachment C.

Amendment 26 is classified as a 'complex amendment' per r34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BACKGROUND

The matters outlined in the Précis are considerably expanded upon in the original reporting to the Council. Should Councillors wish to avail or remind themselves of the comprehensive background and context to this Amendment proposal, they are invited to refer to Item 11.2 (pp. 60-79) in the Minutes of the Council Meeting of 28 September 2016.

STATUTORY ENVIRONMENT

- Local Planning Scheme 21
- Dunsborough Lakes Structure Plan (latest endorsed iteration)
- Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regs 2015')

Additional information regarding statutory context and background may be found in the original report to the Council, of 28 September 2016, when Amendment 26 was adopted for public consultation purposes.

RELEVANT PLANS AND POLICIES

The key policy consideration in regard to the purpose and intention of Amendment 26, and the proposed amendments to the DCP, is 'State Planning Policy 3.6: Development Contribution Policy for Infrastructure' (SPP3.6).

SPP 3.6 sets out the principles and considerations that apply to developer contributions in providing community facilities and infrastructure in new and redeveloping urban areas; as well as the form, content and procedure for preparing a DCP (or amendment(s) thereto).

FINANCIAL IMPLICATIONS

Former Lot 9058 has an area of 32.9 hectares and a likely residential lot yield at completion of staged subdivision of about 255 allotments. The developer contributions in the subject DCP were originally assessed (and shall remain following the DCP amendment) at a cash equivalent of \$5,000 per lot. This assessment will be continually adjusted in accordance with the Local Government Cost Index for W.A. ('LGCI'), commencing 1 January 2015, and now stands at \$5,060 per lot. On this basis, and notwithstanding that some subdivision approvals and lot releases have already occurred on former Lot 9058, there will be a total monetary contribution anticipated to be paid by Urban Quarter, under the identical requirements of both the original and amended DCP, of an estimated minimum \$1.290 million.

Due to Lot 9061 being anomalously included in DCA1 through Scheme Amendment 125 to District Planning Scheme 20, any subdivision of that property would presently attract the required payment of a monetary contribution to the City of approximately \$3,082 for each newly created lot (a potential total impost to Urban Quarter of \$191,084 for 62 lots). 'The Island' remains as yet undeveloped, with subdivision scheduled for later (Stages 32 and 33 in the Urban Quarter overall staging plan shown at Attachment D).

As agreed between executive officers of the City and representatives of Urban Quarter, and subsequently formally endorsed by the Council, there shall not be any requirement for further monetary contributions being made in regard to those additional parcels (including Lot 9061) proposed to be incorporated into the amended DCP area.

The only newly created residential allotments covered by the amended DCP that shall be subject to required financial contributions will continue to be *solely* those released on former Lot 9058.

Long-term Financial Plan Implications

The officer recommendation is consistent with the Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

The Officer Recommendation is consistent with the community objective 2.2 of Key Goal Area 2 in the Strategic Community Plan 2017, viz:

‘Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities’.

RISK ASSESSMENT

The City has undertaken an assessment of any potential implications of implementing the Officer Recommendations using the City’s risk assessment framework. The assessment identified ‘downside’ risks only, rather than upside risks as well. The medium risks associated with DCPs, generally, concern shortfalls in funds or the disposal of land prior to subdivision or development. The DCP amendment has been drafted to mitigate those risks to an appropriate level.

Implementing the Officer Recommendation will involve finally adopting a Scheme Amendment proposed to rationalise an anachronistic and anomalous situation regarding the current Developer Contribution Plan for the Dunsborough Lakes Estate (and directly related matters). Once Amendment 26 has been endorsed by the Minister, and published in the Government Gazette, the subject DCP amendment shall be returned to the Council for final approval.

There are no significant risks identified.

CONSULTATION

The draft amendment to the Dunsborough Lakes Estate Developer Contributions Plan was advertised by the City for public consultation purposes between 3 May 2017 and 31 May 2017, a minimum 28-day advertising period required in accordance with provisions of LPS21.

No formal submissions were received.

The Scheme Amendment (Amendment 26) was advertised concurrently with the draft DCP amendment for public consultation purposes by the City between 3 May 2017 and 4 July 2017, a minimum 60-day advertising period being (at that stage) required under the Regs 2015 for a ‘complex amendment’.

Only one formal submission was received in respect to Amendment 26, although several telephone enquiries from landowners adjoining ‘The Island’ were received, requesting clarification of the matters and intentions involved.

A Schedule of Submissions’ prepared in relation to Amendment 26 is shown at Attachment E.

OFFICER COMMENT

Amendment 26 to LPS21 (classified as a ‘complex amendment’ in the Regs 2015) will facilitate timely and important rationalisations to both the Scheme and the DCP applying to former Lot 9058 Commonage Road, Dunsborough. These rationalisations essentially involve:

1. The removal of current Lot 9061 St Michael’s Parkway (known as ‘The Island’) from DCA 1 in the Scheme Maps, as its inclusion in that development contribution area is basically contradictory to the aims, objectives and other statutory requirements of the Scheme (viz, Special Provision Area 42).

2. The incorporation of current Lot 9061 St Michael's Parkway into the developer contribution plan area subject to the Dunsborough Lakes Estate DCP, which allocates monetary contribution requirements to the subdivision and development of former Lot 9058 Commonage Road *only*, despite its amendment (following gazettal of Amendment 26) to incorporate 'The Island' and those additional 'residual pockets' of land identified in Attachment B. To reiterate, there will be no monetary contribution required under the amended DCP beyond that already agreed and allocated under the original DCP.

It is recommended that the Council support the final adoption of Amendment 26, and further resolve to foreshadow the removal of obsolete references and requirements in regard to 'Special Provision Area 42' of the Scheme (in particular, 'Special Provision 16', and all other related and relevant redundancies) as part of proposed Omnibus Amendment 2 to LPS21, which proposed Amendment is currently in the preliminary stages of preparation ahead of eventual submission to the Council seeking initiation for the purposes of public advertising.

CONCLUSION

Officers recommend that Lot 9061 (being the as yet undeveloped residential-zoned area in the Dunsborough Lakes Estate commonly referred to as 'The Island') be removed from DCA1 on the Scheme Maps, as it is contrary to the purpose and intention of LPS 21 and is therefore anomalous. Once that has been achieved, through WAPC endorsement, Ministerial approval and gazettal, Lot 9061 is proposed to be incorporated instead into the amended DCP for former Lot 9058.

This incorporation process shall require the prerequisite gazettal of Amendment 26 before the DCP can then be modified to include Lot 9061 and the 4 other identified residual parcels of land previously described. The amended DCP shall then be presented back to the Council for consideration for final approval. To reiterate, no statutory obligation for payment of any monetary contributions, beyond those already assessed and allocated through the original DCP in respect to the subdivision of former Lot 9058 *only*, shall be required under the amended DCP.

Officers further recommend that obsolete references and requirements remaining in LPS21 under 'Special Provision Area 42' (and any other associated and related Scheme redundancies) should be removed from LPS21 as part of the proposed Omnibus Amendment 2 process, which is now in the preliminary stages of preparation ahead of future reporting to the Council.

OPTIONS

Should the Council not wish to support the Officer Recommendation, it might instead wish to consider the following Options:

- Option 1: Resolve not to (finally) support a 'complex' amendment to LPS 21 in respect to modifying DCA1 on the Scheme Maps to remove reference to subject Lot 9061 ('The Island'); and identifying the reasons for that determination and any subsequent actions that it believes are required;
- Option 2: Resolve to (finally) support the 'complex' amendment to LPS 21 but require the proposed and subsequent incorporation of Lot 9061 into the amended DCP being subject to certain modified requirements to that DCP, as would need to be identified.

There is considered to be no planning justification or other merit in supporting either of the above Options.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Implementation of Part 2 of the Officer Recommendation shall occur within 28 days of the resolution made by the Council. Implementation of Part 3 may only occur following gazettal of Scheme Amendment 26. Implementation of Part 4 will occur in conjunction with the preparation and submission to the Council of proposed Omnibus Amendment 2.

COUNCIL DECISION AND OFFICER RECOMMENDATION**C1707/160**

Moved Councillor R Bennett, seconded Councillor T Best





That the Council resolves to:

1. Pursuant to Part 5 Division 1 (r.34) of the Planning and Development (Local Planning Schemes) Regulations 2015, advise the WAPC that Amendment 26 is considered a 'complex amendment' for the reason that it is an amendment to '... amend a development contribution plan'.
2. Pursuant to Part 5, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015:
 - a) Support the final adoption of Amendment 26 to Local Planning Scheme 21, as advertised and without modification; and
 - b) Forward this resolution, together with the Amendment 26 documentation (in its advertised form) and the Schedule of Submissions shown at Attachment E, to the Western Australian Planning Commission with an accompanying request that Amendment 26 be endorsed by the Hon. Minister for Planning and published in the Government Gazette.
3. Pursuant to Part 5, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and Clause 7.7 of the City of Busselton Local Planning Scheme 21 - and subject to finalisation of the matters referred to in 2. (above) - require the proposed amendment to the Dunsborough Lakes Estate Developer Contributions Plan over former Lot 9058 to be returned to the Council for consideration and final determination.
4. Foreshadow the removal of obsolete references and requirements in regard to Special Provision Area 42 of the Scheme (in particular, Special Provision 16, and all other related and relevant redundancies) as part of proposed Omnibus Amendment 2 to LPS21, which proposed Amendment is currently in the preliminary stages of preparation ahead of eventual formal submission to the Council seeking initiation for the purposes of public advertising.

CARRIED 9/0**EN BLOC**

15. CHIEF EXECUTIVE OFFICER'S REPORT

15.1 COUNCILLORS' INFORMATION BULLETIN

SUBJECT INDEX:	Councillors' Information Bulletin
STRATEGIC OBJECTIVE:	Governance systems, process and practices are responsible, ethical and transparent.
BUSINESS UNIT:	Executive Services
ACTIVITY UNIT:	Governance Services
REPORTING OFFICER:	Reporting Officers - Various
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Planning Applications Received 1 June - 30 June 
	Attachment B Planning Applications Determined 1 June - 30 June 
	Attachment C Meelup Regional Park Management Committee 
	Attachment D WALGA June/July Summary 

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 Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 1 June, 2017 and 30 June, 2017. 93 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 1 June, 2017 and 30 June, 2017. A total of 103 applications (including subdivision referrals) were determined by the City during this period with 102 approved / supported and 1 refused / not supported.

15.1.2 Current Active Tender Updates

2017 TENDERS

RFT01/17 KERBSIDE RECYCLING SERVICES

The City invited tenders for the collection of material from yellow-top recycling bins and related services within the City of Busselton. The tender was advertised on 28 January 2017, with a closing date of 10 March 2017. A total of 3 tenders were received. The evaluation was completed and in accordance with the City's Evaluation Panel recommendation, Council resolved on 10 May 2017 to:

1. *Endorses the outcomes of the Evaluation Panel's assessment in relation to RFT01/17 for the provision of kerbside recycling services, which has resulted in Cleanaway being ranked as the best value for money tender.*
2. *Delegates authority to the CEO, following further negotiations, to award a contract for the kerbside recycling services.*

The contract with Cleanaway has now been finalised and awarded.

RFT04/17 DEVELOPMENT AND DETAILED DESIGN OF BUSSELTON FORESHORE JETTY PRECINCT PLAY SPACE

The City of Busselton invited tenders for the detailed design of the Busselton Foreshore Jetty Precinct Play Space. The tender was advertised on 8 April 2017, with a closing date of 5 May 2017. A total of 7 tenders were received. As part of the evaluation process, four preferred tenderers were identified to provide a presentation to Council. The evaluation was completed and the contract awarded by the CEO under delegated authority to Landspace Pty Ltd trading as Plan E.

RFT07/17 BUSSELTON JETTY PRECINCT PROMENADE

The City of Busselton invited tenders for the construction of a new footpath promenade located at the Busselton foreshore, known as the Jetty Precinct Promenade. The tender was advertised on 29 April 2017, with a closing date of 18 May 2017. A total of 3 tenders were received. The evaluation has been completed and the contract awarded by the CEO under delegated authority to Ertech Pty Ltd.

RFT08/17 BUSSELTON FORESHORE GOOSE CAR PARK

The City of Busselton invited tenders for the construction of a new car park located at the Busselton foreshore known as the Busselton Foreshore Goose Car Park. The tender was advertised on 13 May 2017, with a closing date of 30 May 2017. A total of 7 tenders were received. The evaluation has been completed and the contract awarded by the CEO under delegated authority to BCL Group Pty Ltd.

RFT09/17 UPGRADE OF QUEEN STREET (NORTH)

The City of Busselton invited tenders for the upgrade of the northern section of Queen Street, Busselton. The tender was advertised on 13 May 2017, with a closing date of 31 May 2017. A total of 5 tenders were received. The evaluation has been completed and Council resolved at its 14 June 2017 meeting to award the contract resulting from RFT09/17 to BCL Group Pty Ltd.

RFT10/17 GEOGRAPHE LEISURE CENTRE - POOL LINER REPLACEMENT CAMPAIGN/S

The City of Busselton invited tenders for the replacement of the pool liners of the swimming pools at the Geographe Leisure Centre. The tender was advertised on 3 June 2017, with a closing date of 22 June 2017. A total of 5 tenders were received. The total spend is expected to exceed the CEO's delegated authority. The evaluation has been completed and a recommendation report to Council for awarding the contract included under the agenda for this meeting.

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

The City of Busselton invited tenders for the design and construction of the landside civil and services infrastructure at the Busselton-Margaret River Airport. The tender was advertised on 10 June 2017, with a closing date of 29 June 2017, which was later extended to 6 July 2017. The value of the contract is expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to Council in August 2017.

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

The City of Busselton invited tenders for the design and construction of the Busselton Jetty precinct high amenity area. The tender was advertised on 1 July 2017, with a closing date of 27 July 2017. The value of the contract is expected to exceed the CEO's delegated authority. It is anticipated that the evaluation will be completed and a recommendation report presented to Council in August 2017.

PQS01/17 ELECTRICAL SERVICES PANEL OF PRE-QUALIFIED SUPPLIERS

The City of Busselton requested applications to join a panel of pre-qualified suppliers (PQS) for the provision of electrical services to the City. The request was advertised on 3 June 2017, with a closing date of 20 June 2017. A total of 12 applications were received. In accordance with delegation LG3M the CEO has authority to appoint applicants to be part of a panel of pre-qualified suppliers for provision of goods and services to the City. It is anticipated that the evaluation will be completed and a recommendation report made to the CEO in July 2017.

RFT13/17 DESIGN AND CONSTRUCTION OF LEACHATE MANAGEMENT CONTROL SYSTEM FOR LANDFILL CELL 1 AND 2, DUNSBOROUGH WASTE FACILITY

The City of Busselton invited tenders for the design and construction of a Leachate Management Control System for Cell 1 and 2 located at the Dunsborough Waste Facility. The tender was advertised on 17 June 2017, with a closing date of 31 July 2017. The value of the contract is not expected to exceed the CEO's delegated authority. It is anticipated the evaluation will be completed and a recommendation report presented to the CEO in August 2017.

RFT14/17 SUPPLY AND DELIVERY OF PRE-MIXED CONCRETE

The City of Busselton invited tenders for the supply and delivery of pre-mixed concrete. The tender was advertised on 1 July 2017, with a closing date of 18 July 2017. The value of the contract is expected to exceed the CEO's delegated authority. It is anticipated that the evaluation will be completed and a recommendation report presented Council in August 2017.

15.1.3 Meelup Regional Park Management Committee

Attachment C shows the Informal Minutes of the Meelup Regional Park Management Committee Meeting held on Monday 26 June 2017.

15.1.4 WALGA June/July Summary

Attachment D shows the WALGA State Council and Zone Agenda Summary and Recommendations.

COUNCIL DECISION AND OFFICER RECOMMENDATION

C1707/161 Moved Councillor R Bennett, seconded Councillor T Best

That the items from the Councillors' Information Bulletin be noted:

- 15.1.1 Planning Applications
- 15.1.2 Current Active Tender Updates
- 15.1.3 Meelup Regional Park Management Committee
- 15.1.4 WALGA June/July Summary

CARRIED 9/0

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12. ENGINEERING AND WORKS SERVICES REPORT

Nil

13. COMMUNITY AND COMMERCIAL SERVICES REPORT

Nil

14. FINANCE AND CORPORATE SERVICES REPORT**14.2 BUDGET ADOPTION 2017/18**

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	Assets are well maintained and responsibly managed.
BUSINESS UNIT:	Finance and Corporate Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Manager Financial Services - Kim Dolzadelli
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Nil

DISCLOSURE OF INTEREST	
Date	26 July 2017
Meeting	Council
Name/Position	Grant Henley, Mayor
Item No./Subject	14.2 – Budget Adoption 2017/18
Type of Interest	Financial Interest
Nature of Interest	Works on King Street carpark and seawall on reserve adjacent to my property at 8 Swan Street, West Busselton.

5.33 pm At this time Mayor G Henley left the meeting.

COUNCIL DECISION

C1707/162 Moved Councillor P Carter, seconded Councillor T Best

That the Council approves works on King Street car park and sea wall as detailed on page 190 of the 2017/18 annual budget as attached.

CARRIED 8/0

5:34 pm At this time Mayor G Henley returned to the meeting.

DISCLOSURE OF INTEREST	
Date	26 July 2017
Meeting	Council
Name/Position	John McCallum, Councillor
Item No./Subject	14.2 – Budget Adoption 2017/18
Type of Interest	Impartiality Interest
Nature of Interest	I am a member of Dunsborough and Districts Country Club and the Busselton Tennis Club.

PRÉCIS

To formally consider the attached budget papers presented for consideration by Elected Members in order to adopt the 2017/18 Municipal Budget.

The author also requests that staff and Councillors identify whether they may have any financial or proximity interests with respect to any of the proposed capital works projects being near to or adjacent to properties they might own.

BACKGROUND

Pursuant to Section 6.2 of the Local Government Act (the 'Act'), a local government is to prepare and adopt an annual budget on or before 31 August each year, or such extended time as the Minister allows.

Staff commenced the preparation of the Budget in December 2016 and have provided all Councillors, staff, residents and electors the opportunity to submit projects for consideration by Council.

The attached Budget documents have been prepared after extensive consultation with all relevant stakeholders and having regard to draft budget workshops convened with Elected Members during May and June 2017. This report now seeks the Council's formal adoption of its 2017/18 annual budget. The budget has also been prepared in light of the Long Term Financial Plan discussion in the earlier part of the year, aligning with a lower rate increase that originally envisaged.

The process outlined above was adopted to maximise the input into the Municipal Budget by Councillors, the community and staff to promote a greater understanding of the budget document itself and to ensure it accurately reflects the priorities of the Council.

STATUTORY ENVIRONMENT

As part of the annual budget development process, a local government must have regard for numerous requirements under the Act and associated Regulations. These include, but are not limited to, the following provisions:

- Adoption of Annual Budget

Section 6.2 of the Act and Part 3 of the Local Government (Financial Management) Regulations detail the form and manner in which an annual budget is to be presented to the Council for formal consideration.

- Reserve Accounts

Section 6.11 of the Act provides guidance in respect of reserve accounts and also outlines the processes required should a local government determine to amend the purpose of a reserve.

- Power to Borrow

Sections 6.20 and 6.21 of the Act refer to a local government's power to borrow and the administrative requirements associated therewith.

- Notice of Imposing Differential Rates

Section 6.36 of the Act details the requirement for a local government to give local public notice of its intention to impose differential rates in the dollar and associated minimum payments in any year. The local public notice is to provide details of each differential rate in the dollar and associated minimum payment and must also invite public submissions to the proposal, for a period of not less than 21 days.

- Adoption of Fees and Charges

Sections 6.16 – 6.19 of the Act refer to the imposition, setting the level of, and associated administrative matters pertaining to fees and charges. The requirement to review fees and charges on an annual basis is detailed within Regulation 5 of the Local Government (Financial Management) Regulations. The Fees and Chargers were adopted by Council in April 2017 and advertising to enable them to apply from 1 July 2017.

RELEVANT PLANS AND POLICIES

The 2017/18 budget has been guided by the Council's Strategic Community Plan 2017 and Corporate Business Plan, along with associated informing plans (Long Term Financial Plan, Workforce Plan and Asset Management Plans). This is in addition to the range of other plans and policies which underpin specific components of the overall annual budget.

FINANCIAL IMPLICATIONS

The budget adopted by the Council will determine the financial operations of the City of Busselton for the 2017/18 financial year.

Long-term Financial Plan Implications

The 2017/18 budget is in line with the LTFP as adopted by Council on 26 April 2017.

STRATEGIC COMMUNITY OBJECTIVES

The annual budget impacts across all of the Council's Strategic Community Objectives. However, the process of adopting the annual budget can be principally aligned with Key Goal Area 6 – 'Leadership' and more specifically Community Objectives:

- 6.1 Governance systems, process and practices are responsible, ethical and transparent.
- 6.2 Council engages broadly and proactively with the community.
- 6.3 Accountable leadership that is supported by a skilled and professional workforce.
- 6.4 Assets are well maintained and responsibly managed.

RISK ASSESSMENT

The 2017/18 budget has been informed by the Council's Strategic Community Plan 2017, and more particularly the underpinning Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plans. With risk assessments having been conducted on each of these plans, the risks associated with the adoption of the 2017/18 draft budget have largely been addressed, mainly that the City has the financial capacity to deliver the programs, projects and ongoing services as identified in the budget papers without the sustainability of the City causing any detrition in its financial base.

CONSULTATION

In its development, the 2017/18 budget has been the subject of specific workshops convened with Elected Members. Community groups and other not for profit organisations have also been invited to apply for funding allocations as part of the City's ongoing sponsorship related programs. Throughout the year, members of the public have also been invited to make submissions on a range of proposed projects and activities impacting on the draft budget.

Local public notice was undertaken on the 16th & 21st June 2017 with respect to the Notice of Intention to Levy Differential Rates for the 2017/2018 financial year and copies placed on City's website Facebook pages with a link back to the website's Public Notice. The proposed general rate increase advertised for 2017/2018 financial year was 3.90%.

Ratepayers and Electors were invited to make a submission to Council in relation to the proposal. Submissions closed 4:30pm Monday 10th July 2017. At the close date no submissions had been received.

OFFICER COMMENT

The 2017/18 budget as presented for consideration is reflective of the documents workshopped with Elected Members during May and June 2017, and incorporates amendments determined during that process. At this point there was a small contingency of \$56,565.

At the end of the workshops Council requested officers to endeavour to reduce the 2017/18 Rate increase to 3.99%; due to further savings being found City officers confirmed at the second Budget Workshop that the Rate Increase had been reduced to 3.90%.

The budget has continued to be amended subsequent to the workshops, to reflect matters that have arisen during the intervening period. Whilst these amendments could have been deferred from inclusion in the budget and raised for consideration as part of this report, it is felt that presenting the Council with a complete and balanced budget is a preferable option as has been the process in the past.

Notwithstanding this, it is important that the Council is provided with an overview of the subsequent amendments which are considered to be either material in value or of specific interest; these are as follows:

Reduction in Workforce Planning Funds	\$58,000
Increase in Subscriptions WA Regional Capitals Alliance	\$11,000
Inclusion of Georgiana Molloy Bus Bay Facilities due to MRD grant	\$200,000 (no net impact)
Inclusion of Vasse Bypass Road Footpath	\$65,000 (no net impact)
Inclusion Vasse Highway Drainage Works	\$22,523 (no net impact)
Inclusion of Busselton Highway Pavement Deformation	\$65,000 (no net impact)
Reduction in Workforce Plan Funds – Jetty Trainee	\$52,154
Reduction in Reimbursement - ESL Levy income	\$45,178
Reduction in Salaries and Wages – Transferred to LSL Reserve	\$143,940 (no net impact)
Increase in Tennis Club Capital Project – offset by borrowings	\$500,000 (no net impact)
Increase in Loan Repayment charges Tennis Club Loan	\$30,096
Increase in Financial Assistance Grants	\$62,155
Inclusion of Court Street Road Project (at request of Council)	\$22,500
Inclusion of Plover Court Road Project	\$32,500
Increase to Dunsborough Road Access Improvements	\$7,155
Reduction in Insurance expenses	\$54,138
Increase in Insurance Rebate	\$38,041
Inclusion of Cyber Liability Insurance	\$5,000
Inclusion of Relocation of the Provence Sales Office Project	\$25,000 (no net impact)
Reduction in Fleet Management – Licencing	\$30,000

The net impact of the above adjusts plus other minor adjustments have seen the Contingency Holding Account increase to the amount of \$217,648. Officers are of the opinion that this amount should be maintained in light of the impending State Governments Budget to be announced in September 2017. The late state budget adoption may impose addition costs onto the City or kept aside in the event that a programmed event or opportunity arises during the financial year that the City may decide to finance.

Carryover Items

The 2017/18 budget reflects carryover items totalling \$1,186,535 are primarily relate to capital works which have been commenced in the 2016/17 year and are carrying over to the 2017/18 financial year. These items form a substantial part of the 2016/17 financial year closing surplus of \$ 1,839,640, and as is always the case have been funded from those surplus monies as they directly contributed to that surplus result. The remaining balance of \$653,105 is to be transferred into the New Infrastructure Development Reserve as per Council Resolution.

Rates

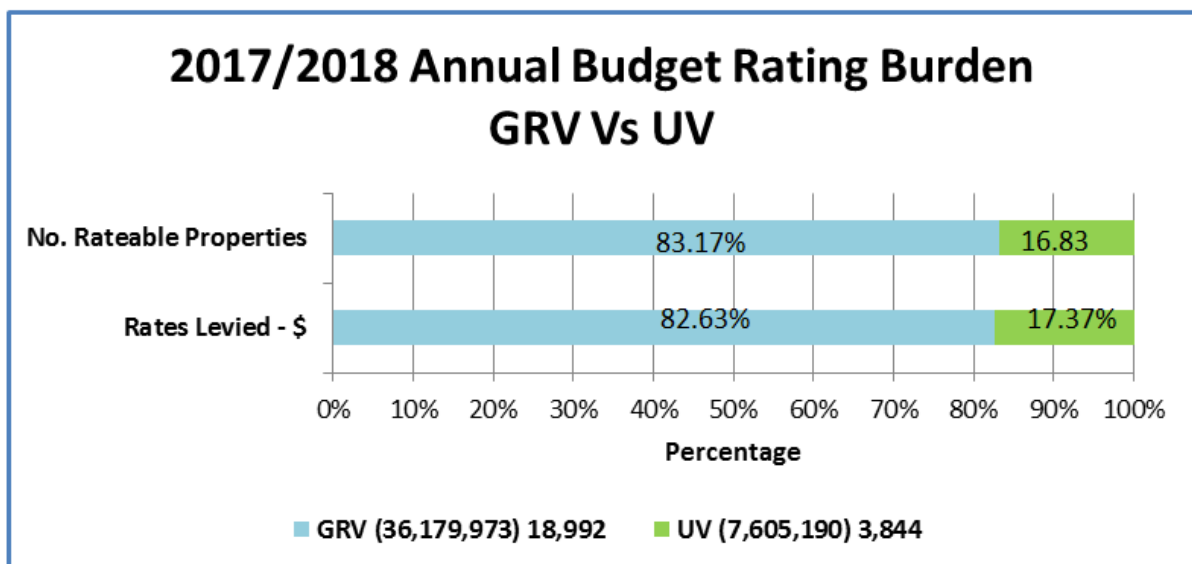
The draft budget presented initially to the workshops was based on a general rate increase of 4.75%. However, savings and other efficiencies were found during the workshop and subsequent to the workshops such that a balanced draft budget for the 2017/18 financial year could be prepared based on a general rate increase of 3.90% with no increase to waste charges for 2017/18 indeed these remain at 2015/2016 levels.

There has also been a reduction of the WARR Act charge from \$88 to \$66 with the amount of reduction in this charge now being raised via the differential Rate charge; this change has enabled the City to commence funding of the Busselton/Dunsborough Major Traffic study which will focus on progressive upgrade of the local road network to reduce congestion, increase traffic flow and ease of access. This was recently identified as one of the community’s main priority for Council to focus upon.

The average Residential Rates notice will increase on average by 3.0%, however some Ratepayers will have a below average and others above average increase in overall charges.

The draft budget has also maintained the prevailing methodology in respect of the equity in the rating burden between the gross rental value (GRV) and unimproved valuation (UV) rating categories.

The following graphical representation illustrates the comparative between the value of rates levied in each category (excluding specified area rates) and the number of rateable properties in each.



Proposed Borrowings

The 2017/18 draft annual budget includes \$11.11M in proposed new borrowings, for the following purposes:

- **Busselton Foreshore Jetty Precinct (\$3.5M)**
\$3.5M in additional loan funding to continue works in relation to the Busselton Foreshore.
- **Busselton Tennis Club – Infrastructure (\$2.75m)**
Relating to relocation and redevelopment of the Busselton Tennis Club \$2.75M. Initially in the LTFP it was proposed to borrow 2.25m (17/18) and 2.20m (18/19) however, in order to expediate the project and meet cash flow needs, additional Borrowing of \$500k has been factored in corresponding the 18/19 budget will reflect a reduction in Capital to \$1.7m.
- **Busselton/Dunsborough Traffic Implementation Works (\$2.5m)**
Relating to the strategic direction for the progressive upgrade of the local road network to reduce congestion, increase traffic flow and ease of access, pre-coitally targeted at facilitating the eastern link. Loan repayments are founded by the reduction in the WAR Levey which is held in reserve fund.
- **Dunsborough Lakes Oval (\$1.6m)**
Relating to land purchase from the Water Corporation for the provision of future recreation oval precinct amounting to \$1.6M.
- **Car Parking (\$500K)**
Relating to land purchase for the provision of future town site car parking amounting to \$1.35M, with the remainder being funded from the Car Parking Reserve.
- **Community Groups Self Supporting Loan (\$260K)**
A Self Supporting Loan to the Dunsborough and Districts Country Club has been included in the amount of \$110k and a provision of \$150k made for loan funding to other community groups, enabling them to borrow funds at lower interest rates through support of the City. Liability for the repayment of the loans remains with the community group.

New Reserves

Council is being asked to create the following new Reserves to accommodate the control of funds, to allow funds to be transferred from restricted accounts to allow further control and ensure Asset Renewal can be provided for. The creation of the new reserves is reflected in the 2017/18 annual budget and the purpose detailed attached Budget document:

- Busselton Traffic Study Implementation Reserve
- CPA Bushfire Facilities Reserve
- CPA Community Facilities Dunsborough Lakes South Reserve
- CPA Community Facilities South Biddle Precinct Reserve
- CPA Infrastructure Road Upgrades Reserve
- Railway House Asset Renewal Reserve
- Airport Noise Mitigation Reserve
- Airport and Future Development Reserve

Variance Reporting Threshold – 2017/18 Financial Year

Whilst not directly relevant to the budget adoption, Regulation 34(5) of the Local Government (Financial Management) Regulations requires that in each year, a local government adopts a percentage or value, calculated in accordance with Accounting Standard AASB1031 - Materiality, to be used for reporting material variances.

It is preferable that the Council determines this percentage or value as part of its annual budget adoption process, such that this reporting threshold is known prior to the compilation of the initial Statement of Financial Activity report each financial year.

Accounting Standard AASB1031 states that; *"general purpose financial reporting involves making decisions about the information to be included in general purpose financial reports and how it is presented. In making these judgements, considerations of materiality play an essential part. This is because the inclusion of information which is not material or the exclusion of information which is material may impair the usefulness of the information provided to users"*.

The Standard also suggests quantitative thresholds in the consideration of the materiality of variances, as follows:

- a) *An amount which is equal to or greater than ten percent (10%) of the appropriate base amount may be presumed to be material unless there is evidence or convincing argument to the contrary; and*
- b) *An amount which is equal to or less than five percent (5%) of the appropriate base amount may be presumed not to be material unless there is evidence or convincing argument to the contrary.*

The Council has historically adopted a [+/- 10%] variance reporting threshold, with reportable variances resulting from timing differences and/or seasonal adjustments to be reported on a quarterly basis. It is considered that reporting threshold is reasonable, and ensures that the Council remains fully informed of the City's financial performance on a month by month basis. Consequently, this report recommends that the currently adopted variance reporting threshold and methodology be readopted in respect of the 2017/18 financial year.

2017/18 Annual Budget – Highlights

The budget as presented for adoption reflects a balanced position as at 30 June 2018, and comprises all of the amendments and additions as detailed in this report. The following provides a synopsis of relevant budget highlights:

Total expenditure is in the order of \$154.3m including approximately \$81.3m in capital expenditure and includes the following capital expenditure items:

Airport Development	\$	40,616,890
Busselton Foreshore Jetty Precinct	\$	4,000,000
Busselton Foreshore - Stage 3	\$	3,440,383
Busselton Tennis Club - Infrastructure	\$	2,750,000
Waste Management Infrastructure	\$	2,056,500
Dunsborough Lakes Oval Land Purchase	\$	1,600,000
Foreshore East-Youth Precinct Community Youth Building/SLSC	\$	1,351,078
Dunsborough Town Centre Car Parking	\$	1,350,000
Parks & Gardens - Infrastructure Works	\$	1,261,000
GLC - Pool Relining	\$	570,000
Barnard Park Pavilion Completion	\$	350,969
Vasse Newtown - AFL Oval Stage 2	\$	332,275
Meelup Coastal Nodes - Carpark upgrade & Fire Access Trails	\$	257,764
Busselton Bypass - Country Road Footpath	\$	222,000

<u>Major Road Infrastructure Projects</u>	Total	\$	11,441,817
Busselton Dunsborough Traffic Implementation Works		\$	2,325,000
Yelverton Road		\$	1,670,000
Peel Terrace		\$	1,102,549
Capital Works - Footpath Construction		\$	778,215
Layman Road		\$	672,701
Layman Road - Reconstruction Between 3250 and 6190		\$	600,000
Capital Works - Bridges		\$	600,000
Dunsborough Road Access Improvements Stage 3		\$	591,155
Strelly Street		\$	549,859
Marine Terrace		\$	500,000
Coastal Infrastructure		\$	493,194
Capital Works - Drainage		\$	493,000
Patton Terrace - Asphalt Overlay		\$	269,000
Queen Street		\$	254,412
Koorabin Drive - Reseal		\$	250,000

As illustrated above, the 2017/18 draft budget includes a wide range of capital projects, which will benefit the City's ratepayers. This is in addition to recurrent operational funding allocations to support a wide range of community initiatives. It is therefore considered that the 2017/18 budget reflects excellent value for money, whilst also being attentive to the desires and aspirations of the community, as reflected in the Council's Strategic Community Plan 2017.

Fees and Charges

To enable the Council's Schedule of Fees and Charges to become effective from the commencement of the financial year, the Schedule is required to be adopted in advance of 30 June each year.

At its meeting of 26 April 2017, the Council adopted (C1704/090) its Schedule of Fees and Charges for the 2017/18 financial year.

Pursuant to Section 6.19 of the Act, local public notice was given in the week commencing 3 May 2017 and the Schedule of Fees and Charges came into effect from 1 July 2017.

Since this time several minor changes have been made to the Schedule of Fees and Charges, at the time of writing this report the author advises that these minor changes are yet to be finalised and as such are not detailed in this report. The changes will be notified to all Councillors and staff once completed.

CONCLUSION

It is considered that the Council's 2017/18 annual budget is financially prudent. As illustrated in this report, the budget includes a significant level of capital projects which will be of benefit to the City's ratepayers. Many of these projects are aligned with Council's Strategic Community Plan 2017 which was adopted in April 2017, and as such reflect the aspirations of the community. The draft budget also reflects the funding requirements as detailed in subsidiary resourcing plans such as the Workforce Plan and the Overall Asset Management Plan.

It is therefore recommended that the Council adopts its 2017/18 draft annual budget as presented.

OPTIONS

The Council may determine to amend the budget as presented for adoption.

The Council may also determine to amend the recommended variance reporting threshold in respect of the statutory Statement of Financial Activity Statement reporting.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The 2017/18 annual budget will become effective immediately consequent to adoption by the Council.

COUNCIL DECISION AND OFFICER RECOMMENDATION**C1707/163**

Moved Councillor P Carter, seconded Councillor C Tarbotton

ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council adopts its 2017/18 annual budget as attached other than the works on King Street car park and sea wall contained on page 190 of the 2017/18 Annual Budget, which incorporates the following:

1. That the following general rates, differential rates, specified area rates and minimum payments, along with other charges, impositions and concessions as specified in the Memorandum of Imposing Rates and Charges as is contained within the draft annual budget, and consequent to any alterations made during the course of this meeting, be adopted by the Council for imposition upon all applicable rateable properties within the district of the City of Busselton for the 2017/18 financial year, in accordance with the provisions of the Local Government Act and subject to all necessary pre-requisites and protocols there under

Description	Rate in the \$	Minimum Payment \$
<u>Zone Groups (GRV)</u>		
Residential	8.825c	\$1,227
Residential – Vacant Land	8.825c	\$1,227
Industrial	10.568c	\$1,227
Industrial – Vacant Land	11.6339c	\$1,227
Commercial	10.568c	\$1,227
Commercial – Vacant Land	11.6339c	\$1,227
<u>Land Use Groups (UV)</u>		
Primary Production	0.4047c	\$1,227
UV Rural	0.3701c	\$1,227
UV Commercial	0.7401c	\$1,227
<u>Specified Area Rates</u>		
Port Geographe	1.3871c	N/A
Provence GRV	1.2805c	N/A
Provence UV	0.0137c	N/A
Vasse GRV	1.6353c	N/A

2. A rate payment instalment fee of \$4.50 per instalment in accordance with section 6.45 (3) of the Local Government Act 1995.
3. An interest rate of 5.5% per annum on rates paid by instalments in accordance with section 6.45 (3) of the Local Government Act 1995.
4. An interest rate of 11% per annum on all outstanding rates in accordance with section 6.51 (1) of the Local Government Act 1995.

5. In accordance with regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following Instalment options:

Option 1 - Payment in full by a single instalment

1st 8 September 2017

Option 2 - Payment in full by four instalments

1st 8 September 2017

2nd 8 November 2017

3rd 8 January 2018

4th 8 March 2018

6. The following annual Refuse Collection and Recycling charges for the City of Busselton for the 2017/2018 financial year:

- | | |
|-------------------------------------------|-----------|
| a) Commercial Waste Charges | \$159, |
| b) Domestic Waste Charges | \$159, |
| c) Recycling Collection Charge - Domestic | \$75, and |
| d) Commercial Recycling Collection Charge | \$75. |

7. In accordance with (Section 66(1) Waste Avoidance and Resource Recovery Act 2007) and, in accordance section 66(3) of the WARR Act, apply the minimum payment provisions of section 6.35 of the Local Government Act 1995, imposes a Waste Infrastructure Rate as follows:

- GRV General Properties – Rate in the dollar: 0.01 Cents, minimum \$66
- UV General Properties – Rate in the dollar: 0.0005 Cents, minimum \$66

8. Pursuant to section 6.11 of the Local Government Act 1995, Council adopt the reserve fund budget contained at note 6 of the budget which incorporates the following new reserves:

- Busselton Traffic Study Implementation Reserve
- CPA Bushfire Facilities Reserve
- CPA Community Facilities Dunsborough Lakes South Reserve
- CPA Community Facilities South Biddle Precinct Reserve
- CPA Infrastructure Road Upgrades Reserve
- Railway House Asset Renewal Reserve
- Airport Noise Mitigation Reserve
- Airport Operations and Future Development Reserve

9. Councillors fees and allowances as follows;


- Councillor Annual Sitting Fees \$26,700
- Mayor's Allowance \$64,000
- Deputy Mayor's Allowance \$16,000

d) Telecommunications and Information Technology Allowance \$3,500.

10. Reaffirms the adoption of its Schedule of Fees and Charges for the 2017/18 financial year, as amended and comprised within the 2017/18 Draft Annual Budget document.
11. Notes that no submissions were received with respect the Notice of Intention to Levy Differential Rates for the 2017/2018 financial year.
12. 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 2017/18 financial year as follows:
 - 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; and
 - Reporting of variances only applies for amounts greater than \$25,000.

CARRIED 9/0

14.3 ADOPTION OF CORPORATE BUSINESS PLAN 2017/2018 TO 2020/2021

SUBJECT INDEX:	Corporate Planning
STRATEGIC OBJECTIVE:	Accountable leadership that is supported by a skilled and professional workforce.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	Organisational Development
REPORTING OFFICER:	Manager Corporate Services - Sarah Pierson
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Absolute Majority
ATTACHMENTS:	Attachment A Corporate Business Plan 2017/2018 - 2020/2021 

PRÉCIS

This report presents the attached (Attachment A) City of Busselton Corporate Business Plan 2017/2018 – 2020/2021 (Corporate Business Plan) and seeks Council’s approval and formal adoption of the plan.

BACKGROUND

The *Local Government Act 1995* sets out requirements for the Plan for the Future which requires all Local Government Authorities to have a strategic community plan spanning a minimum ten year period and a corporate business plan, spanning a four year period. Local governments are also required to develop a number of informing documents, namely asset management plans for key asset classes, a four (4) year workforce plan and a ten (10) year long term financial plan. This set of plans and their integration with each other is commonly referred to as the integrated planning and reporting framework.

After a program of community engagement, the City of Busselton reviewed its Strategic Community Plan 2013 (Review 2015) and adopted the Strategic Community Plan 2017 on 12 April 2017. This document sets the strategic direction for Council for the next 10 years.

The corporate business plan is reviewed annually with each annual review considering the ongoing relevance of services delivered, assessing the progress of priority actions and establishing the medium term (four year) direction of the organisation, cognisant of the overall strategic direction set by the Strategic Community Plan.

The City has also developed (and regularly reviews) key resourcing documents – Asset Management Plans, a Long Term Financial Plan and a Workforce Plan.

The Department of Local Government and Communities uses three standards for measuring a local government’s performance – level 1 – achieving standard, level 2 – intermediate standard and level 3 – advanced standard. The legislation requires that only level 1 standards are met, with intermediate and advanced standards demonstrating the higher levels of planning and integration practices local governments should aspire to as they mature.

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* (the Act) requires a local government to plan for the future of the district and to ensure that any such plans are in accordance with regulatory requirements.

Regulation 19(D)(A) of the *Local Government (Administration) Regulations 1996* (the Regulations) requires the development of a corporate business plan which relates to the whole of the district over a term of at least four financial years. The corporate business plan must:

- Set out the local government's priorities for dealing with the objectives and aspirations of the community as reflected in the strategic community plan;
- Govern the local government's internal business planning by ensuring that any priorities referred to in the corporate business plan are within the capacity of the local government's resources; and
- Develop and integrate matters relating to any asset management plans, workforce planning and the local government's long term financial plan.

Regulation 19(D)(A) also requires that the corporate business plan is adopted by an Absolute Majority decision of the Council and that the corporate business plan is reviewed each year.

RELEVANT PLANS AND POLICIES

The Integrated Planning and Reporting Advisory Standards published by the Department of Local Government and Communities sets out basic, intermediate and advanced standards for each of the components of the integrated planning process. All local governments are encouraged to continually improve their integrated planning and reporting processes as they mature.

FINANCIAL IMPLICATIONS

The review of the Corporate Business Plan was completed in-house by Officers and therefore did not have any financial implications per se.

Long-term Financial Plan Implications

The financial implications of the Corporate Business Plan are reflected in the first four (4) years of the adopted Long Term Financial Plan 2017/2018 - 2026/2027. Some of the more significant infrastructure projects identified in the Corporate Business Plan will be substantially delivered through borrowings while other projects and activities will rely at least in part on grant or other external funding sources. Where this is the case it has been indicated in the plan.

STRATEGIC COMMUNITY OBJECTIVES

The Corporate Business Plan is the City's response to the community objectives listed in the Strategic Community Plan 2017. Adoption of the Corporate Business Plan links to key goal area six (6) "Leadership" and specifically Community Objective 6.3 – "Accountable leadership that is supported by a skilled and professional workforce".

RISK ASSESSMENT

There is always the potential for non-delivery of services or actions referred to in the Corporate Business Plan. However, the risk is assessed as low, given that the plan reflects existing services and actions that are incorporated into the Long Term Financial Plan 2016/2017 – 2026/2027. Actions dependent on external funding are denoted as such in the Corporate Business Plan to ensure transparency and accountability.

CONSULTATION

The Corporate Business Plan strongly reflects and links to the aspirations of the community as expressed in the City of Busselton Strategic Community Plan 2017. The Corporate Business Plan directs the internal operations of the City and hence is not directly the subject of consultation. Having said that, community feedback gained through the strategic community plan engagement process provided valuable information and validated the relevance of the strategies and actions articulated in the Corporate Business Plan.

OFFICER COMMENT

It is important that the City's Corporate Business Plan upholds the direction of the Strategic Community Plan 2017, and integrates all relevant information contained in the City's long term financial plan, its workforce plan and asset management plans. Officers believe that the proposed Corporate Business Plan satisfies these requirements.

The proposed Corporate Business Plan outlines, by key goal area, all of the services that Council delivers to the community and identifies which community objectives they predominantly aid in achieving. It also lists the priority actions that the organisation intends to complete over the four (4) year life of the plan. A "best fit" approach to the linking of services and actions to the Strategic Community Plan key goal areas has been maintained, with actions also linked to one or more of the Council strategies listed in the Strategic Community Plan 2017.

The detail of the plan is laid out in sections or chapters headed by each key goal area. The changes made to the structure of the Strategic Community Plan 2017 have flowed through to the Corporate Business Plan, for instance key goal area 3 is now environment as opposed to economy (which is now key goal area 4), and key goal area 5 has changed from Connected City to Transport. Additionally actions in the Corporate Business Plan have been realigned to fit with the new and amended community objectives.

The Corporate Business Plan continues many of the initiatives listed in the current Corporate Business Plan 2016/2017 – 2019/2020. Reflected in the plan is the City's ongoing commitment to the progression of significant projects such as expansion of the Busselton Margaret River Airport, the redevelopment of the Busselton Foreshore, establishment of a Performing Arts Centre, implementation of traffic improvements in and around Busselton and Dunsborough town centres, the progression of plans for a regional waste facility, and the continuation of active open space planning, particularly in Dunsborough and Vasse.

As discussed in the Financial Implications section of this report, all of the services and actions referred to in the Corporate Business Plan are funded in the Long Term Financial Plan 2017/2018 – 2026/2027. Where actions rely on external funding it is indicated via a tick in the column headed "External Funding" within the Priority Corporate Actions table.

The section titled *Resourcing Strategy* provides an overview of the process for ensuring commitments within the plan are funded, a summary of the key assumptions which underpin the City's long term financial planning and a high level summary of the City's projected financial position for the period 2017/18 – 2020/2021.

Overall the Corporate Business Plan continues to progress the strategic direction established with the creation of the Strategic Community Plan in 2013 and reinforced and enhanced with the adoption of the Strategic Community Plan 2017. Hence the plan is fairly consistent with the current corporate business plan in terms of priorities.

As already noted, the review process, and in particular review of the Strategic Community Plan, has resulted in some actions being amended in terms of where they sit. Actions have also been updated to reflect the progression of time and progress made, for instance adjusted from 'plan for ...' to 'implement...'. New actions have been created and in some instances actions have been split to ensure they clearly represent the intended outcome, for instance the action "Progress plans for the construction of community sport and recreation facilities in Vasse" has been split into two actions "Construct a second oval at the Vasse Integrated Sport and Recreation Precinct" and "Seek funding for the establishment of a pavilion at the Vasse Integrated Sport and Recreation Precinct". Those actions which have been completed during 2016/2017 have been deleted. The table that follows illustrates the new and deleted actions.

Key Goal Area 1: Community: welcoming, friendly, healthy

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW CCTV Deployments Provide CCTV services in high profile areas.	ICT Services	Social Plan	Yes	X	X	X	X
NEW Youth and Community Activities Building Activation In partnership with user groups, develop and implement inclusive programs and activities that activate the youth precinct.	Community Development	Busselton Foreshore Master Plan		X	X	X	X
DELETED Boating Facilities Upgrade existing boating facilities as funding allows. <i>(Previously in KGA 2 - Action part of business as usual service delivery for the area)</i>	Engineering and Facilities Services						

Key Goal Area 2: Places and Spaces: vibrant, attractive, affordable

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW Town Planning Scheme Review the Town Planning Scheme to ensure it remains relevant and comprehensive.	Strategic Planning and Development	Local Planning Scheme 21		X	X	X	X
NEW Developer Contributions Review the City of Busselton Developer Contributions Plan 2008	Strategic Planning and Development				X	X	
NEW Public Open Space Strategy Finalise the development of a public open space strategy to guide future planning and decision making.	Strategic Planning and Development			X			
DELETED Railway House Complete the construction of Railway House including the new premises for Busselton Jetty Environment and Conservation Association and Margaret River-Busselton Tourism Association and an interpretive facility (museum) to house the Ballaraat engine. <i>(Action no longer relevant)</i>	Major Projects						

Key Goal Area 3: Environment: valued, conserved, enjoyed

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW Municipal Heritage Inventory Review Finalise the review of the Municipal Heritage Inventory and Heritage List.	Strategic Planning and Development		Yes	X	X		
NEW Western Ringtail Possum Protection Work with State agencies to progress the protection of the Western Ringtail Possum (WRP) and the recovery of WRP populations.	Environmental Management	Western Ringtail Possum Recovery Habitat Protection and Enhancement Strategy		X	X	X	X
NEW Vasse River Beautification Enhance existing native vegetation, improve visual amenity and enrich the community's enjoyment of the Lower Vasse River foreshore reserve between Peel Terrace and Strelly Street.	Parks and Gardens			X	X		
NEW Geographe Waterways Stormwater Upgrades Progress the development of the Lower Vasse River and Toby Inlet management objectives, lobby for continued funding of infill sewer projects, especially for the Busselton LIA, and support other Waterways initiatives as appropriate.	Environmental Management	Vasse Wonnerup Wetlands and Geographe Bay Water Quality Improvement Plan	Yes	X	X		
DELETED Environment Strategy Finalise the review the City's Environment Strategy to provide for the delivery of environmental initiatives strategic direction. <i>(Previously in KGA 5 - Action completed)</i>	Environmental Management						

Key Goal Area 4: Economy: diverse, resilient, prosperous

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW Regional Centres Development Plan Subject to funding and in partnership with the Department of Regional Development and the South West Development Commission, develop a plan to support economic growth in the District.	Economic and Business Development		Yes	X	X		
NEW Seasonal Business Development Encourage and facilitate the establishment of temporary commercial food vendors to enhance the tourism potential and recreational use of strategic locations throughout the City.	Economic and Business Development	Events Strategy / Economic Development Strategy		X	X	X	X
NEW Dedicated Sporting Venue Liaise with stakeholders with regard to identifying a site for a future international standard noisy sport and events venue.	Strategic Planning and Development						
DELETED Wadandi Track Seek endorsement of the master plan for the Wadandi Track and implement as funding allows. <i>(Previously in KGA 3 - Action no longer relevant)</i>	Development Control						

Key Goal Area 5: Transport: smart, connective, accessible

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW Links to Regional Centres Advocate for improved road infrastructure links to regional centres, including a four lane dual carriageway between Busselton and Capel, the Bunbury Outer ring road, and Vasse-Dunsborough Link.	Strategic Planning and Development	South West Regional Blueprint		X	X	X	X
NEW Cycle Safety Develop a community education program to encourage the safe use of cycle ways.	Design and Survey	Bike Plan		X	X	X	X
DELETED Busselton-Margaret River Regional Airport Expansion Stage 2a Continue to lobby the Federal and State governments in relation to expanding the airport to cater for international freight services. <i>(Previously in KGA 4 - Action has been overtaken now)</i>	Airport Services						

Key Goal Area 6: Leadership: visionary, collaborative, accountable

Action	Responsibility	Informing Document	External Funding	17/18	18/19	19/20	20/21
NEW Community Satisfaction Survey Conduct a regular survey to assess the level of community satisfaction with City services and facilities.	Public Relations				X		X
NEW Overall Asset Management Plan Review and update the overall Asset Management Plan.	Asset Management			X			
NEW Fleet Replace the City's fleet in accordance with the 10 year fleet management plan.	Fleet Services	Long Term Financial Plan		X	X	X	X
DELETED Sister City Relations Enhance understanding between the communities of Australia and Japan via the City's Sister City relationship with Sugito. <i>(Action part of business as usual service delivery for the area)</i>	Governance Services						
DELETED Local Law Review Continue the local law review program and develop new or amend existing local laws as required. <i>(Action part of business as usual service delivery for the area)</i>	Legal Services						
DELETED City of Busselton Civic and Administration Centre Redevelopment Complete the construction of the new City Civic and Administration Centre. <i>(Action completed)</i>	Major Projects						

The final section of the Corporate Business Plan relates to measuring our progress. To facilitate this, a set of 11 key performance indicators (KPIs) are listed at the end of the plan. These KPIs assist in measuring progress of the Corporate Business Plan actions and the progress and success of the organisation's ongoing service delivery. The KPIs, which have been reviewed and reduced since adoption of the current corporate business plan, are reported on six (6) monthly to Council with annual progress reported in the Council's annual report each year.

CONCLUSION

The City of Busselton Corporate Business Plan is a key component of the City's integrated planning framework as required by the Department of Local Government and Communities. It is believed the proposed plan meets all of the regulatory requirements and successfully integrates all relevant information from the City's current long term financial plan, the City's existing asset management plans and workforce plan. The plan continues to progress the strategic direction established initially with the creation of the Strategic Community Plan 2013, and reinforced through adoption of the Strategic Community Plan 2017. Importantly the plan provides a strong program to support delivery of the community aspirations and objectives.

OPTIONS

1. The Council may choose not to adopt the Corporate Business Plan. Officers do not recommend this as it is a requirement to adopt on an annual basis a Corporate Business Plan outlining services and priority actions for the ensuing four years.
2. The Council may choose to alter any of the components or wording of the proposed Corporate Business Plan as it sees fit.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Corporate Business Plan 2017/2018 – 2020/2021 will take effect immediately upon adoption with the services and actions contained within the Plan implemented over the four year life of the plan as identified. The plan will be professionally published within one month of its adoption.

COUNCIL DECISION AND OFFICER RECOMMENDATION

C1707/164

Moved Councillor J McCallum, seconded Councillor T Best


ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED

That the Council adopts the Corporate Business Plan 2017/2018 – 2020/2021 in the form attached to this report.

CARRIED 9/0

14.1 PROPOSAL TO VEST WILYABRUP HALL TO THE WILYABRUP PROGRESS ASSOCIATION

SUBJECT INDEX:

STRATEGIC OBJECTIVE:	Attractive parks and open spaces that create opportunities for people to come together, socialise and enjoy a range of activities.
BUSINESS UNIT:	Corporate Services
ACTIVITY UNIT:	
REPORTING OFFICER:	Property Management Coordinator - Sharon Woodford-Jones
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Plan showing Wilyabrup Hall and Surrounding Land the subject of the request for vesting 

PRÉCIS

Wilyabrup Hall is located on Reserve 51305 which is crown land vested with the City for community purposes. Following a district wide review of rural halls, Council resolved to relinquish management of the area on which the hall stands and, subject to approval by the Minister for Lands, seek to have it vested directly with the group managing the hall once that group had formed an incorporated body.

The group managing the hall have now confirmed they are an incorporated body. This report therefore seeks approval of the Council to proceed with the request to the Minister for Lands to have the hall and a small part of the surrounding reserve vested in the Wilyabrup Progress Association.

BACKGROUND

A report providing Councillors with the outcomes of a detailed review of the condition and use of eight rural halls in the district was considered at a meeting on 27th August 2014.

Five of the halls were found to be in either poor or very poor condition, requiring the City to spend substantial amounts of money on them to bring them to an acceptable condition. These halls were also found to have a much lower level of ongoing community use compared to other facilities. For these reasons it was recommended that the City no longer maintain the vesting of these halls and that alternative arrangements be made for the future management of the halls. These recommendations were adopted by Council. Wilyabrup Hall was one of the five halls that came into this category.

Council resolved in part (C1408/214) as follows:

In relation to Wilyabrup Hall:

- (a) Maintain the Management Order for the Hall while the community members currently managing bookings for the hall seek to form an incorporated association to take over management.*
- (b) Subject to the outcome of recommendation (a) being achieved, the Council seek to relinquish the Management Order of a portion of Reserve 51305 as shown in Attachment I, subject to the Minister for Lands agreeing to vest that portion of the Reserve directly with the incorporated body formed as a result of resolution (a).*

Following the passing of this resolution City staff assisted in the discovery of an existing constitution for the Wilyabrup Progress Association (the Association). To enable the Association to function effectively required reactivation in the form of an AGM and appointment of a new president. The key members of the community held the necessary meeting, appointed their new president and the Association is now fully functional and compliant. The Association have expressed a very keen interest in preserving the hall and are happy to take on the vesting of the same.

The plan attached to the council report of 27th August 2014 showed the outline of the hall building only as the portion of Reserve 51305 to be vested. The Association would however appreciate the inclusion of the land immediately surrounding the hall, which they are happy to maintain. The total land area will amount to just over 2400 square meters.

The Association are active and solvent and have a number of plans in place for fund raising in relation to the maintenance and preservation of the hall. They have enquired whether, if they are to take on responsibility for the hall, the City would be willing to make a nominal contribution towards the cost of maintaining the hall and carrying out some essential repairs in the sum of \$2000.

STATUTORY ENVIRONMENT

Wilyabrup Hall and the surrounding land is located on a portion of Reserve 51305, lot 501, Deposited Plan 56923, Volume LR3163, Folio 215 being crown land vested with the City for the purpose of Community Centre.

The care, control and management of reserves are bound by the requirements of section 46 of the Land Administration Act 1997 (LAA). The Minister may by order place with any one person or jointly with any two or more persons, the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 of the LAA and for purposes ancillary or beneficial to that purpose. The Minister may in that order subject that care, control and management to such conditions as the Minister specifies.

RELEVANT PLANS AND POLICIES

Nil

FINANCIAL IMPLICATIONS

Other than the cost of surveying the area and the Association's request for a contribution in the region of \$2000 towards the cost of improvements of the hall, adoption of the officer recommendation will not create any significant additional costs to the City. The City currently maintains the portion of Reserve that is proposed to be retained and adoption of the officer recommendation will reduce maintenance obligations on the City with the Association keen to take responsibility for a larger portion of land than originally considered.

The contribution of \$2000 would be paid on production of receipts relating to the improvements to the hall.

Long-term Financial Plan Implications

Adoption of the officer recommendation will have no significant impact on the City's Long Term Financial Plan.

STRATEGIC COMMUNITY OBJECTIVES

The recommendation in this report reflects Key Goal Areas 1 and 2 and specifically Community Objectives 1.3 and 2.1 of the City's Strategic Community Plan 2017 namely:

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

"Planning strategies that foster the development of healthy neighbourhoods that meet our needs as we grow"

RISK ASSESSMENT

There are no identified medium or high level risks associated with the Officer Recommendation.

CONSULTATION

The proposal in relation to the transfer of the vesting of the portion of land on which the hall stands and some of the immediately surrounding area has been discussed with the President of the Association who in turn has discussed it with the membership. The Association have confirmed their willingness to accept the vesting of a portion of the Reserve.

City officers have also been in contact with the Department of Lands concerning the proposal. The Department have indicated that they will treat this request in a similar manner to the recent vesting of other rural halls in the district; the main component of which being the support of Council to the vesting and the provision of some information from the Association concerning the future proposed use of the hall.

OFFICER COMMENT

The objects of the Association are to establish a community centre for the residents of the Wilyabrup district and to foster, promote and co-ordinate community events and activities in the area. The Association are continuing to develop their membership and are keen to obtain the direct vesting of the land on which the hall sits as well as part of the immediately surrounding land.

As has been mentioned already, the hall is in need of some maintenance and repair. The Association are aware of this and will do their best to raise funds in due course to assist with the cost of the upkeep of the hall. Some of the specific items the Association would like to address include painting, improvements to steps and entrances, lock replacement, door strengthening, roof repairs, replacement fascias, cleaning of the water tank and treatment of floor boards. In light of this, the Association have requested that the City make a contribution towards their future costs. The Association have been advised to seek community bids in the future for significant maintenance works but would appreciate a contribution from the City either in the form of a nominal cash injection of (say) \$2000 or an undertaking to carry out some minor maintenance works in the near future.

CONCLUSION

The Association have confirmed that they wish to see the hall preserved for the benefit of the local community. The rediscovery of their associated status was the impetus they needed to bring together in a more formal way the members of the community who share that view. The desire of the Association is to focus on greater community use of the hall and to ensure it is maintained to a standard that will allow its use to continue into the future.

OPTIONS

1. Council could resolve to retain the hall and not support the request to the Department of Lands for a transfer of the vesting of the hall and surrounding land.
2. Council could resolve not to include the surrounding land in the request for transfer of the vesting.
3. Council could resolve to transfer the hall and land to the Association but not support the contribution towards the cost of maintenance.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Following the resolution of Council, City officers will immediately inform the Department of Lands of the outcome. The next stage will be the commissioning of a survey of the land to be excised from the reserve which may take several months to process.

COUNCIL DECISION AND OFFICER RECOMMENDATION**C1707/165**

Moved Councillor J McCallum, seconded Councillor G Blechmore

That the Council amend the amount included at recommendation (ii) above from \$2,000 to \$5,000 so that it reads:

- (i) Seek to relinquish the Management Order of a portion of Reserve 51305 as shown outlined on the plan attached and request the Minister for Lands to vest management of this portion of land with the Wilyabrup Progress Association Inc; and
- (ii) Make available to the Wilyabrup Progress Association a one off payment of \$5000 as a contribution towards the cost of improving the hall as a result of its handover to the association.

CARRIED 9/0

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16. CONFIDENTIAL REPORTS

Nil

17. QUESTIONS FROM MEMBERS

Nil

18. PUBLIC QUESTION TIME

Nil

19. NEXT MEETING DATE

Wednesday, 9 August 2017

20. CLOSURE

The meeting closed at 5.41pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 52 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 9 AUGUST 2017.

DATE: _____

PRESIDING MEMBER: _____