



Council Agenda

9 October 2019

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

city@busselton.wa.gov.au

CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 9 OCTOBER 2019

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Council will be held in the the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 9 October 2019, commencing at 5.30pm.

Your attendance is respectfully requested.

DISCLAIMER

Statements or decisions made at Council meetings or briefings should not be relied on (or acted upon) by an applicant or any other person or entity until subsequent written notification has been given by or received from the City of Busselton. Without derogating from the generality of the above, approval of planning applications and building permits and acceptance of tenders and quotations will only become effective once written notice to that effect has been given to relevant parties. The City of Busselton expressly disclaims any liability for any loss arising from any person or body relying on any statement or decision made during a Council meeting or briefing.



MIKE ARCHER

CHIEF EXECUTIVE OFFICER

27 September 2019

CITY OF BUSSELTON

AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 9 OCTOBER 2019

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....	5
2.	ATTENDANCE	5
3.	PRAYER	5
4.	APPLICATION FOR LEAVE OF ABSENCE.....	5
5.	DISCLOSURE OF INTERESTS	5
6.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	5
7.	QUESTION TIME FOR PUBLIC.....	5
8.	CONFIRMATION AND RECEIPT OF MINUTES	5
	Previous Council Meetings	5
	8.1 Minutes of the Council Meeting held 25 September 2019	5
	Committee Meetings.....	5
	8.2 Minutes of the Finance Committee Meeting held 19 September 2019.....	5
9.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	6
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)	6
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	6
12.	REPORTS OF COMMITTEE	7
	12.1 Finance Committee - 19/09/2019 - SELF SUPPORTING LOAN BUSSELTON TENNIS CLUB.....	7
	12.2 Finance Committee - 19/09/2019 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 AUGUST 2019.....	12
	12.3 Finance Committee - 19/09/2019 - BUDGET AMENDMENT REQUEST / REVIEW	35
13.	PLANNING AND DEVELOPMENT SERVICES REPORT	42
14.	ENGINEERING AND WORK SERVICES REPORT	43
15.	COMMUNITY AND COMMERCIAL SERVICES REPORT	44
	15.1 ADOPTION OF RECONCILIATION ACTION PLAN 2019-2020	44
16.	FINANCE AND CORPORATE SERVICES REPORT	84
	16.1 PROPOSED COUNCIL MEETING DATES 2020	84
17.	CHIEF EXECUTIVE OFFICERS REPORT	93
	17.1 COUNCILLORS' INFORMATION BULLETIN	93

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 94

19. URGENT BUSINESS..... 94

20. CONFIDENTIAL MATTERS 94

21. CLOSURE 94

1. **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

2. **ATTENDANCE**

Apologies

Nil

Approved Leave of Absence

Nil

3. **PRAYER**

4. **APPLICATION FOR LEAVE OF ABSENCE**

5. **DISCLOSURE OF INTERESTS**

6. **ANNOUNCEMENTS WITHOUT DISCUSSION**

Announcements by the Presiding Member

7. **QUESTION TIME FOR PUBLIC**

Response to Previous Questions Taken on Notice

Public Question Time For Public

8. **CONFIRMATION AND RECEIPT OF MINUTES**

Previous Council Meetings

8.1 **Minutes of the Council Meeting held 25 September 2019**

RECOMMENDATION

That the Minutes of the Council Meeting held 25 September 2019 be confirmed as a true and correct record.

Committee Meetings

8.2 **Minutes of the Finance Committee Meeting held 19 September 2019**

RECOMMENDATION

That the Minutes of the Finance Committee Committee Meeting held 19 September 2019 be noted.

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

Petitions

Presentations

Deputations

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

11. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

12. REPORTS OF COMMITTEE

12.1 Finance Committee - 19/09/2019 - SELF SUPPORTING LOAN BUSSELTON TENNIS CLUB

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.3 A community with access to a range of cultural and art, social and recreational facilities and experiences.
SUBJECT INDEX	Self Supporting Loan
BUSINESS UNIT	Community Development
REPORTING OFFICER	Club Development Officer - Pam Glossop
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Letter from Club requesting Self Supporting Loan  

This item was considered by the Finance Committee at its meeting on 19 September 2019, the recommendations from which have been included in this report.

DISCLOSURE OF INTEREST	
Date	19 September 2019
Meeting	Finance Committee
Name/Position	John McCallum, Deputy Mayor
Item No./Subject	6.1
Type of Interest	Impartiality Interest
Nature of Interest	<p>I declare an Impartiality Interest in relation to Agenda Item 6.1, as I am a member of the Busselton Tennis Club.</p> <p>As a consequence there may be a perception that my impartiality on the matter may be affected. I declare that I will consider the item solely on its merits and vote or act accordingly.</p>

OFFICER RECOMMENDATION

That the Council:

1. Subject to the assessment of the Busselton Tennis Club's Financial Statements, approve for the purposes of completing the outfit at the Busselton Tennis Centre a self-supporting loan to the Club for the amount of \$50,000 for a term of up to 7 years.
2. Authorises the CEO to enter into a Loan Repayment Agreement with the Busselton Tennis Club Inc. where:
 - a) The Club acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan,
 - b) The Loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.
3. Authorises the CEO to enter into a Deed of Amendment providing that default in respect of the Loan Repayment Agreement could result in termination of the Lease.

COMMITTEE RECOMMENDATION

That the Council:

- 1. Subject to the assessment of the Busselton Tennis Club's Financial Statements, approve for the purposes of completing the fit out at the Busselton Tennis Centre a self-supporting loan to the Club for the amount of \$50,000 for a term of up to 7 years.**
- 2. Authorises the CEO to enter into a Loan Repayment Agreement with the Busselton Tennis Club Inc. where:**
 - a) The Club acknowledges it is responsible for reimbursement to the City of Busselton of full costs associated with the loan,**
 - b) The Loan repayment calculations are on the basis of the prevailing Western Australian Treasury Corporation lending rate including Government Guarantee Fee at the time of actual funding of the loan.**
- 3. Authorises the CEO to enter into a Deed of Amendment providing that default in respect of the Loan Repayment Agreement could result in termination of the Lease.**

Reason: Correction of the word 'outfit' to 'fit out' in the officer recommendation.

EXECUTIVE SUMMARY

The Busselton Tennis Club Inc. (the Club) has applied to the City of Busselton for a self-supporting loan for \$50,000 for a term of 7 years, as part of the Club's contribution toward the fit out of the new Busselton Tennis Centre (the Centre).

BACKGROUND

The Club is due to relocate to the Centre in October with early access being granted on 1 September 2019 to allow the Club to undertake works that the Club is responsible for and which are outside the City's scope of works. The Club has a current self-supporting loan for when the club rooms were built 22 years ago with the final payment due in December 2019.

The proposed new loan will be used to finish off the Centre by installing solar panels, a display cabinet, cupboards and shelving, furniture, a tipper trailer for the green waste from the courts and some other minor items. This will complement the facilities developed through the partnership between the City of Busselton and the Busselton Tennis Club to complete the new Centre for active occupation in the next few weeks.

The Club has undertaken to position itself as a first class facility through the preparation of a business plan, review of their governance structure, revamped membership and sponsorship packages, and the appointment of a professional coaching service and Centre Manager. Two Tennis West development officers servicing the whole South West Region will be based at the Centre and the Club will host the Australian Seniors Tennis Tournament in January 2020.

OFFICER COMMENT

City officers have been working closely with the Club over a long period of time to carefully plan for the future. The Club has a business plan which clearly articulates its strategies to grow the sport and this plan forms a part of the Club's board meetings as part of the governance review that has been undertaken.

The Club has been granted early access to the Centre to allow it to complete works not covered under the current scope and is contributing \$50,000 from its own funds to pay for IT services, electrics and cool room.

The Club has funds in reserves but considers it prudent to retain these as an emergency reserve.

Statutory Environment

The City's adopted 2019/20 budget has been compiled in accordance with Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*.

Relevant Plans and Policies

'Council Policy 048 – Loans' is applicable in offering the Club a self-supporting loan.

Financial Implications

The 2019/2020 adopted budget includes provision for funding of self-supporting loans to the community to a maximum of \$150,000. Accordingly, assuming this cap has not been met at the time the loan is to be drawn (if approved), then a budget amendment would not be required.

The loan would be granted on the basis of the prevailing Western Australian Treasury Corporation (WATC) lending rate including Government Guarantee Fee at the time of actual funding of the loan. The WATC have advised that the current borrowing rate for 5 years is 2.13% and 10 years is 2.40% (both inclusive of a 0.7% Government Guarantee Fee). This rate is subject to change up to and including the day the loan is drawn down.

All interest and principal repayments would be formally agreed to prior to release of any funding.

The Club has provided its financial statements for 2018/19 and up-to-date statements from 1 April 2019 to 19 August 2019. Whilst the cash contribution will leave little in their reserves, the Club is confident that it can meet its financial obligations. The Club has been paying off another self-supporting loan of \$930 per month which will be paid out in December 2019.

Stakeholder Consultation

The City officers have been consulting with the Club throughout this process.

Risk Assessment

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

Options

Council may decide to not approve the request from the Club, in which case the Club may:

1. Fund only what it can afford from its own reserves; or
2. Not proceed with the fit out.

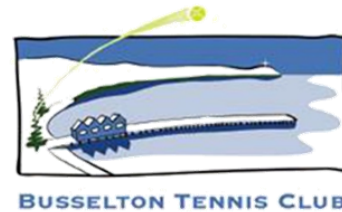
CONCLUSION

It is considered a reasonable request for the club to take out a self-supporting loan to complete the fit out of the Centre to ensure it is in a sound position to operate at capacity for the next few decades. The Club has demonstrated it has the capacity to cover the cost of the loan repayments as it has a history of paying down its loans.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the request be approved, action will be taken immediately to implement the recommendations of the Council.

PO Box 498
Busselton WA 6280
ABN 84 168 767 310



22nd, August, 2019.

Mike Archer
CEO
City of Busselton
Southern Drive
Busselton. WA 6280

Dear Mike,

APPLICATION FOR SELF-SUPPORTING LOAN

The Busselton Tennis Club would like to apply for a Self-supporting Loan in the amount of \$50,000 for a term of up to 7 years.

The Loan will be used to finish off the new Busselton Tennis Centre by installing solar panels, a display cabinet, cupboards & shelving for purpose in several rooms, furniture, a tipper trailer for the green waste from the courts and some other minor items. This will complement the outstanding facilities developed by the partnership between the City of Busselton and the Busselton Tennis Club to complete the new Centre for active occupation in the next few weeks.

We are looking forward to the relocation to the new Centre and have done a lot of preparation to develop a Business Plan, a comprehensive governance structure, revamped membership and sponsorship packages, appointment of a professional coaching service and Centre Manager. Two Tennis West development officers servicing the whole South West Region will be based at the new Centre and we will host the Australian Seniors Tennis Tournament in January, 2020. A full program of activities will occur throughout the summer and indeed the whole year from the new Centre indicating that the tennis world already view the facility as the focus for the sport in the South West.

We want our facilities to be completely ready for this activity.

I have attached Income / Expenditure Statements for the YTD to 31st December, 2018, as well as the previous two full years which demonstrate a tight control on expenses and a growing profit margin. The current self-supporting loan is due to expire in September, 2019 and the club has been accustomed to paying \$1,860 every 2 months for the past 20 years.

The Club has already committed \$50,000 from our own savings for IT services, electrics, coolroom, etc over and above that provided in the new clubhouse by the City of Busselton and, while we still have another \$53,000 in a term deposit, consider it prudent management to keep this as an emergency reserve. Thus we consider this request sensible financial management to finish the items necessary to set the club up in a good position for the next few decades.





The Busselton Tennis Club Inc acknowledges that they will be responsible for reimbursement to the City of Busselton for all costs associated with the loan and are happy to enter into a Loan Repayment Agreement with the City of Busselton once all conditions are satisfied.

Thank you for your consideration of this matter.

Kind Regards,

**Barry House
BTC President – on behalf of the BTC Management Committee**

12.2 Finance Committee - 19/09/2019 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 AUGUST 2019

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Budget Planning and Reporting
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Finance Coordinator - Jeffrey Corker
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Statement of Financial Activity - Period Ended 31 August 2019  
	Attachment B Investment Report - Period Ended 31 August 2019  

This item was considered by the Finance Committee at its meeting on 19 September 2019, the recommendations from which have been included in this report.

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 August 2019, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations*.

EXECUTIVE SUMMARY

Pursuant to Section 6.4 of the *Local Government Act 1995* (the Act) and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* (the Regulations), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted / amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 31 August 2019.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis; and are to include the following:

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

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 31 July 2019, the Council adopted (C1907/131) the following material variance reporting threshold for the 2019/20 financial year:

“That pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations*, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2019/20 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.”

OFFICER COMMENT

In order to fulfil statutory reporting requirements and to provide the Council with a synopsis of the City’s overall financial performance on a full year basis, the following financial reports are attached hereto:

Statement of Financial Activity

This report provides details of the City’s operating revenues and expenditures on a year to date basis, by nature and type (i.e. description). The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the City’s net current position; which reconciles with that reflected in the associated Net Current Position report.

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

Comments On Financial Activity To 31 August 2019

The Statement of Financial Activity for the period ending 31 August 2019 shows an overall Net Current Position of \$50.8M as opposed to a budget of \$44.0M. The following summarises the major variances in accordance with Council’s adopted material variance reporting threshold that collectively make up the above difference:

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Amended Budget	2019/20 YTD Bud Variance	2019/20 YTD Bud Variance
	\$	\$	\$	%	\$
Revenue from Ordinary Activities					
Operating Grants, Subsidies and Contributions	974,745	595,095	4,926,958	63.80%	379,650
Interest Earnings	286,217	194,635	1,955,000	47.05%	91,582
Expenses from Ordinary Activities					
Materials & Contracts	(1,791,287)	(2,803,898)	(18,226,504)	36.11%	1,012,611
Allocations	210,435	351,593	2,161,452	40.15%	(141,158)
Non-Operating Grants, Subsidies and Contributions	426,828	1,248,688	32,042,712	(65.82%)	(821,860)
Capital Revenue & (Expenditure)					
Land & Buildings	(189,306)	(2,695,869)	(18,097,358)	92.98%	2,506,563
Plant & Equipment	(0)	(455,166)	(4,493,000)	100.00%	455,166
Furniture & Equipment	(5,264)	(173,360)	(1,129,169)	96.96%	168,096
Infrastructure	(1,496,613)	(3,990,775)	(36,851,773)	62.50%	2,494,162
Proceeds from Sale of Assets	171,877	136,500	3,476,580	25.92%	35,377
Repayment Capital Leases	(185,869)	0	(759,300)	0	(185,869)
Transfer to Restricted Assets	(36,049)	(10,018)	(60,100)	(259.84%)	(26,031)

Revenue from Ordinary Activities

Year to date actual income from ordinary activities is \$603K more than expected when compared to year to date amended budget with the following items meeting the material variance reporting threshold being:

1. Operating Grants, Subsidies and Contributions are \$380K (net) better than amended budget. This variance is mainly due to the following:
 - a. Grants Commission (10152) – local roads grant -\$6.7K, special grants for bridges - \$46K. This variance relates to lower than anticipated grants funding from the grants commission;
 - b. Reimbursements (10200) – Insurance recoveries and contributions credit (1st instalment) \$41.7K;
 - c. Protective burning and firebreaks reserve (10931) \$165.7K. This variance relates to receiving 50% grant awarded to the City under the mitigation activity fund (emergency services levy) and will be subject to a Council report requesting that the 2019/20 budget be amended to reflect this additional income;
 - d. Bushfire risk management planning (10942) DFES \$144K. This variance relates to the payment of grant in full for the bushfire risk planning coordinator position within the City of Busselton. This represents a timing difference between budget allocations and actual funds received;
 - e. Reimbursement DFES (10940) - Prior Period Adjustments \$79.6K. This variance relates to first quarter operating grant that was received in advance in 2018/19. The grant was placed in a “revenue received in advance account” last financial year and was subsequently transferred to the 2019/20 income account to recognise the income in the correct period;

2. Interest earnings is \$92K better than amended budget. This variance is mainly due to the following:
- Late payment interest (NA1203) -\$15K;
 - Instalment plan interest (NA1204) \$49K;
 - Interest on municipal funds (NA1760) \$22K;
 - Interest on reserve funds (NA1761) \$18K;
 - Interest on restricted funds (NA1762) \$17K;

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$1.1M less than expected when compared to amended budget with the following items meeting the material variance reporting threshold:

1. Materials and Contracts

The main items affected are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD \$
<u>Finance and Corporate Services</u>		
10000	Members of Council	(35,663)
<u>Community and Commercial Services</u>		
10600	Busselton Jetty Tourist Park	87,951
11151	Airport Operations	28,271
<u>Planning and Development Services</u>		
10820	Strategic Planning	40,001
10830	Environmental Management Administration	27,179
10850	Implement Management Plans Other	32,246
<u>Engineering and Works Services</u>		
11106	Street Lighting Installations	(26,764)
Various	Busselton Jetty Maintenance	78,401
12620	Rural-Tree Pruning	26,684
Various	Building Maintenance	30,184
Various	Other Infrastructure Maintenance	42,079
Various	Waste services	163,673
Various	Reserve Maintenance	191,163

2. Allocations

In addition to administration based allocations which clear each month, this category also includes plant and overhead related allocations. Due to the nature of these line items, the activity reflects as a net offset against operating expenditure, in recognition of those expenses that are of a capital nature (and need to be recognised accordingly). It should be noted that performance in the category has no direct impact on the closing position.

Non-Operating Grants, Subsidies and Contributions

Non-Operating Grants, Subsidies and Contributions are less than budget by \$822K with the main items impacting on the above result being the timing of the receipt of funding which is also offset with less than anticipated capital expenditure at this time.

Cost Code	Cost Code Description	Variance YTD
<u>Finance and Corporate Services</u>		
10239	Contributions - Community Facilities	(139,017)
R0288	Contributions - Capital Activities	52,000
<u>Engineering and Works Services</u>		
T0086	Yoongarillup Road Capital Grants (Roads to Recovery)	(246,350)
S0051	Causeway Road/ Rosemary Drive Roundabout Capital Grant (Main Roads)	(133,334)
T0019	Wonnerup South Road Capital Grants (Roads to Recovery)	(104,090)
S0070	Peel & Queen Street Roundabout Service Relocation Capital Grant (Main Roads)	(83,334)
C3168	Busselton Foreshore Jetty Precinct Capital Grants - Other	(51,370)
T0085	Yoongarillup Road Capital Grants (Roads to Recovery)	(35,000)
S0064	Peel Terrace Capital Grant Department of Main Roads	(33,334)
C1512	Port Geographe Boat Ramp Renewal Works Capital Grants - Other (State)	(27,500)

Capital Expenditure

As at 31 August 2019, there is a variance of 56.08% or \$5.772M in total capital expenditure with YTD actual at \$4.5M against YTD budget of \$10.3M.

Buildings on the whole are \$2.5M below YTD budget with the main variance attributable to the Airport Terminal Stage 2 yet to commence as this is pending funding approvals. Plant and equipment is \$455K below budget, however at this early stage this is merely a budget timing difference. Busselton foreshore is \$237K below budget, townscape works \$112K, beach restoration works \$70K, parks and gardens works \$70K, sanitation infrastructure works \$543k, airport development works (excluding terminal identified above) \$305K, Main Roads road construction works \$366K, Roads to Recovery road works \$385k, black spot works \$65k, and Council road initiatives road works \$367K.

These items of under expenditure also assists in explaining the above current YTD shortfall in Non-Operating Grants.

The attachments to this report include detailed listings of all capital expenditure (project) items, to assist in reviewing specific variances.

Proceeds from Sale of Assets

There is a variance for the proceeds from sale of assets of \$35K. This is attributable to funds being received for plant sold that crossed financial years, hence a permanent timing difference. The funds received will be transferred to the plant reserve as per normal practice, hence will not have an effect on the City's net current position.

Repayment of Capital Leases

There is a variance for the repayments of capital leases as compared to year to date budget of - \$186k. This variance is a timing issue as this is the first year that the City has brought to account leases as a capital repayment in accordance with the requirements of AASB 16. Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees are now required to bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently did not previously impact the statement of financial position are now required to be capitalised on the statement of financial position.

Transfer to Restricted Assets

There is a variance for transfer to restricted assets of -\$26K more than amended budget. The reason for this is as follows:

- Transfer to deposits and bonds of -\$15K as opposed to a budget of \$0. These funds do not have a budget allocation as they are not able to be reliably measured;
- Transfer additional grant, works and other funds to restricted assets of -\$11K to be utilised in 2019/20 for the purpose it was received;

Investment Report

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

As at 31 August 2019 the value of the City's invested funds totalled \$70.47M, up from \$63.97M as at 31 July 2019. The increase is due to the deposit of funds in the 11am account as rates income flows in. During the month of July six term deposits held with four different institutions totalling \$17.5M matured. All were renewed for a further 176 days at 1.82% (on average).

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) increased by \$6.5M as funds flow in during the annual rating period. This will be converted to Term Deposits during September to increase investment return.

The balance of the Airport Development ANZ and WATC cash accounts remained steady. The Airport Development term deposit held at the WATC was rolled for a further 32 days at 1.05%.

The RBA left official rates steady during August after two recent 0.25% reductions. Rates being offered on term deposit renewals are now noticeably lower. Further official drops are possible in coming months.

Chief Executive Officer – Corporate Credit Card

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

Date	Amount	Payee	Description
07-Aug-19	\$185.00	Nesuto Mounts Bay Perth	Accommodation for WA LG Week 2019 AGM
07-Aug-19	\$185.00	Nesuto Mounts Bay Perth	Accommodation for WA LG Week 2019 AGM
07-Aug-19	\$20.00	Metro Bar Bistro Perth	WALGA AGM LG Week Lunch
12-Aug-19	\$20.07	Gull Settlers Roadhouse	WALGA AGM Fuel
13-Aug-19	\$6,839.63	PDQCOM Salt Lake City	PDQ Deploy Enterprise Licenses – City IT Software Licenses
16-Aug-19	\$227.50	The Firestation	Thank you Function BEACH Grant Application Staff Acknowledgement
22-Aug-19	\$124.23	Airport Security Parking	IPWEA Awards Airport Parking
22-Aug-19	\$1,027.00	Brolga Theatre	* Registration CEO Conference
24-Aug-19	\$2,391.38	Qantas	* Flights to LGCOG Conference
26-Aug-19	\$425.00	Macq 01 Hotel	* IPWEA Gala Awards Accommodation

**Funds debited against CEO Annual Professional Development Allowance as per employment Contract Agreement*

+ Allocated against CEO Hospitality Expenses Allowance

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place.

No risks of a medium or greater level have been identified.

Options

The Statements of Financial Activity are presented in accordance with Section 6.4 of the Act and Regulation 34 of the Regulations and are to be received. Council may wish to make additional resolutions as a result of having received these reports.

Officers can assist with the drafting of a suitable alternative motion if required.

CONCLUSION

As at 31 August 2019, the City's financial performance is considered satisfactory.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

Statement of Financial Activity - Period Ended 31 August 2019

City of BusseltonStatement of Financial ActivityFor The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2019/20 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	51,365,225	51,091,132	51,091,132	51,617,412	51,617,412	0.54%
Operating Grants, Subsidies and Contributions	974,745	595,095	595,095	4,926,958	4,926,958	63.80%
Fees & Charges	7,850,343	8,013,929	8,013,929	16,292,090	16,292,090	-2.04%
Other Revenue	94,202	72,990	72,990	551,510	551,510	29.06%
Interest Earnings	286,217	194,635	194,635	1,955,000	1,955,000	47.05%
	60,570,732	59,967,781	59,967,781	75,342,970	75,342,970	1.01%
Expenses from Ordinary Activities						
Employee Costs	(6,086,381)	(6,306,600)	(6,306,600)	(33,303,930)	(33,303,930)	3.49%
Materials & Contracts	(1,791,287)	(2,803,898)	(2,803,898)	(18,226,504)	(18,226,504)	36.11%
Utilities (Gas, Electricity, Water etc)	(375,346)	(407,299)	(407,299)	(2,774,257)	(2,774,257)	7.85%
Depreciation on non current assets	(3,873,897)	(3,902,310)	(3,902,310)	(22,870,222)	(22,870,222)	0.73%
Insurance Expenses	(436,365)	(404,483)	(404,483)	(733,960)	(733,960)	-7.88%
Other Expenditure	(461,617)	(465,224)	(465,224)	(4,920,811)	(4,920,811)	0.78%
Allocations	210,435	351,593	351,593	2,161,452	2,161,452	40.15%
	(12,814,458)	(13,938,221)	(13,938,221)	(80,668,232)	(80,668,232)	8.06%
Borrowings Cost Expense						
Interest Expenses	(13,561)	(13,561)	(13,561)	(1,273,688)	(1,273,688)	0.00%
	(13,561)	(13,561)	(13,561)	(1,273,688)	(1,273,688)	0.00%
Non-Operating Grants, Subsidies and Contributions	426,828	1,248,688	1,248,688	32,042,712	32,042,712	-65.82%
Profit on Asset Disposals	13,642	2,100	2,100	78,050	78,050	549.62%
Loss on Asset Disposals	(24,012)	(5,431)	(5,431)	(161,135)	(161,135)	-342.13%
	416,458	1,245,357	1,245,357	31,959,627	31,959,627	-66.56%
Net Result	48,159,171	47,261,356	47,261,356	25,360,677	25,360,677	1.90%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	3,873,897	3,902,310	3,902,310	22,870,222	22,870,222	
Donated Assets	0	0	0	(8,224,000)	(8,224,000)	
(Profit)/Loss on Sale of Assets	10,369	3,331	3,331	83,085	83,085	
Allocations & Other Adjustments	267,066	0	0	0	0	
Deferred Pensioner Movements (Non-current)	6,736	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	10,866	0	0	0	0	
Capital Revenue & (Expenditure)						
Land & Buildings	(189,306)	(2,695,869)	(2,695,869)	(18,097,358)	(18,097,358)	92.98%
Plant & Equipment	0	(455,166)	(455,166)	(4,493,000)	(4,493,000)	100.00%
Furniture & Equipment	(5,264)	(173,360)	(173,360)	(1,129,169)	(1,129,169)	96.96%
Infrastructure	(1,496,613)	(3,990,775)	(3,990,775)	(36,851,773)	(36,851,773)	62.50%
Proceeds from Sale of Assets	171,877	136,500	136,500	3,476,580	3,476,580	25.92%
Proceeds from New Loans	0	0	0	150,000	150,000	0.00%
Self Supporting Loans - Repayment of Principal	0	0	0	76,055	76,055	0.00%
Total Loan Repayments - Principal	(90,374)	(90,374)	(90,374)	(3,297,412)	(3,297,412)	0.00%
Repayment Capital Lease	(185,869)	0	0	(759,300)	(759,300)	
Advances to Community Groups	0	0	0	(150,000)	(150,000)	0.00%
Transfer to Restricted Assets	(36,049)	(10,018)	(10,018)	(60,100)	(60,100)	-259.84%
Transfer from Restricted Assets	4,485	0	0	6,315,599	6,315,599	0.00%
Transfer to Reserves	(2,703,641)	(2,877,595)	(2,877,595)	(21,878,042)	(21,878,042)	6.05%
Transfer from Reserves	1,232,906	1,232,906	1,232,906	34,856,860	34,856,860	0.00%
Opening Funds Surplus/ (Deficit)	1,751,076	1,751,076	1,751,076	1,751,076	1,751,076	
Net Current Position - Surplus / (Deficit)	50,781,334	43,994,322	43,994,322	0	0	

City of Busselton

Net Current Position

For The Period Ending 31 August 2019

	2019/20 Actual	2019/20 Amended Budget	2019/20 Original Budget	2018/19 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	1,144,255	646,604	646,604	3,204,485
Cash - Restricted	68,639,942	47,833,516	47,833,516	67,067,833
Sundry Debtors	1,344,654	1,800,000	1,800,000	1,809,547
Rates Outstanding - General	50,396,499	1,280,000	1,280,000	1,284,090
Stock on Hand	16,543	24,981	24,981	24,980
	<u>121,541,893</u>	<u>51,585,101</u>	<u>51,585,101</u>	<u>73,390,935</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	2,120,617	3,751,585	3,751,585	4,572,026
Performance Bonds	2,954,376	2,943,510	2,943,510	2,943,510
	<u>5,074,993</u>	<u>6,695,095</u>	<u>6,695,095</u>	<u>7,515,536</u>
Current Position (inclusive of Restricted Funds)	116,466,900	44,890,006	44,890,006	65,875,399
Add: Cash Backed Liabilities (Deposits & Bonds)	2,954,376	2,943,510	2,943,510	2,943,510
Less: Cash - Restricted Funds	(68,639,942)	(47,833,516)	(47,833,516)	(67,067,833)
<u>NET CURRENT ASSET POSITION</u>	<u>50,781,334</u>	<u>0</u>	<u>0</u>	<u>1,751,076</u>

City of Busseton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10370 Busseton Cemetery	0	0	0	100,000	100,000	0.00%
10610 Property Services Administration	0	0	0	100,000	100,000	0.00%
	0	0	0	200,000	200,000	0.00%
Buildings						
Major Projects						
Major Project - Busseton Foreshore						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	0	0	0	10,000	10,000	0.00%
B9584 Jetty Depot - Maintenance Compound	19,870	0	0	0	0	0.00%
B9600 Old Vasse Lighthouse	0	0	0	120,000	120,000	0.00%
	19,870	0	0	130,000	130,000	0.00%
Major Project - Library Expansion						
B9516 Busseton Library Upgrade	0	0	0	361,000	361,000	0.00%
	0	0	0	361,000	361,000	0.00%
Major Project - Administration Building						
B9010 Civic and Administration Centre Minor Upgrades	15,264	8,833	8,833	53,000	53,000	72.81%
	15,264	8,833	8,833	53,000	53,000	72.81%
Buildings (Other)						
B9109 Hithergreen Building Renovations	0	11,482	11,482	68,890	68,890	-100.00%
B9300 Aged Housing Capital Improvements - Winderlup	0	0	0	80,000	80,000	0.00%
B9301 Aged Housing Capital Improvements - Harris Road	0	20,000	20,000	60,000	60,000	-100.00%
B9302 Aged Housing Capital Improvements - Winderlup Court (City)	5,070	0	0	151,000	151,000	0.00%
B9407 Busseton Senior Citizens	450	193,908	193,908	1,163,450	1,163,450	-99.77%
B9511 ArtGeo Building	16,642	5,484	5,484	32,900	32,900	203.47%
B9517 GLC - Pool Relining	0	8,334	8,334	50,000	50,000	-100.00%
B9534 Community Resource Centre	0	0	0	5,160	5,160	0.00%
B9556 NCC Upgrade	64	0	0	50,000	50,000	0.00%
B9588 Old Court House Building Upgrade	36,245	12,500	12,500	75,000	75,000	189.96%
B9591 Performing Arts Convention Centre	3,125	0	0	500,000	500,000	0.00%
B9596 GLC Building Improvements	9,250	87,650	87,650	525,900	525,900	-89.45%
B9604 Womens Change Facility Bovell	68,629	13,948	13,948	83,685	83,685	392.03%
B9605 Energy Efficiency Initiatives (Various Buildings)	7,000	12,896	12,896	177,378	177,378	-45.72%
B9606 King Street Toilets	0	0	0	200,000	200,000	0.00%
B9607 General Buildings Asset Renewal Allocation (Various Building)	352	0	0	100,000	100,000	0.00%
B9608 Demolition Allocation (Various Buildings)	4,500	0	0	25,000	25,000	0.00%
B9609 GLC Stadium Expansion	0	0	0	30,000	30,000	0.00%
B9610 Old Butter Factory	210	108,398	108,398	650,385	650,385	-99.81%
B9716 Airport Terminal Stage 2	0	2,083,334	2,083,334	12,500,000	12,500,000	-100.00%
B9717 Airport Construction, Existing Terminal Upgrade	0	83,334	83,334	500,000	500,000	-100.00%
B9719 Busseton Works Depot - Toilets and Sewer	0	0	0	50,000	50,000	0.00%
B9808 Busseton Jetty Tourist Park Upgrade	2,635	45,768	45,768	274,610	274,610	-94.24%
	154,172	2,687,036	2,687,036	17,353,358	17,353,358	-94.26%
Total Buildings	189,306.19	2,695,869	2,695,869	17,897,358	17,897,358	-92.98%
Plant & Equipment						
10000 Members of Council	0	0	0	40,000	40,000	0.00%
10001 Office of the CEO	0	65,000	65,000	65,000	65,000	-100.00%
10115 Major Projects Administration	0	40,000	40,000	80,000	80,000	-100.00%
10200 Financial Services	0	40,000	40,000	40,000	40,000	-100.00%
10250 Information & Communication Technology Services	0	0	0	35,000	35,000	0.00%
10510 Governance Support Services	0	0	0	40,000	40,000	0.00%
10521 Human Resources & Payroll	0	0	0	35,000	35,000	0.00%
10591 Geographe Leisure Centre	0	0	0	35,000	35,000	0.00%
10600 Busseton Jetty Tourist Park	0	0	0	16,000	16,000	0.00%
10800 Planning Directorate Support	0	0	0	40,000	40,000	0.00%
10910 Building Services	0	35,000	35,000	70,000	70,000	-100.00%
10950 Animal Control	0	50,000	50,000	50,000	50,000	-100.00%
10980 Other Law, Order & Public Safety	0	55,000	55,000	55,000	55,000	-100.00%
11101 Engineering Services Administration	0	0	0	40,000	40,000	0.00%
11107 Engineering Services Design	0	0	0	9,000	9,000	0.00%

Statement of Financial Activity - Period Ended 31 August 2019

City of BussetonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
11150 Asset Management Administration	0	0	0	35,000	35,000	0.00%
11151 Airport Operations	0	30,000	30,000	30,000	30,000	-100.00%
11401 Transport - Workshop	0	5,166	5,166	31,000	31,000	-100.00%
11402 Plant Purchases (P10)	0	40,000	40,000	2,295,000	2,295,000	-100.00%
11403 Plant Purchases (P11)	0	0	0	632,000	632,000	0.00%
11404 Plant Purchases (P12)	0	95,000	95,000	595,000	595,000	-100.00%
11406 Plant Purchases (P14)	0	0	0	40,000	40,000	0.00%
11407 P&E - P&G Smart Technologies	0	0	0	150,000	150,000	0.00%
11500 Operations Services Administration	0	0	0	35,000	35,000	0.00%
	0	455,166	455,166	4,493,000	4,493,000	-100.00%
Furniture & Office Equipment						
10250 Information & Communication Technology Services	264	113,138	113,138	678,842	678,842	-99.77%
10530 Community Services Administration	0	0	0	12,000	12,000	0.00%
10590 Naturaliste Community Centre	0	1,204	1,204	19,227	19,227	-100.00%
10591 Geographie Leisure Centre	5,000	5,500	5,500	33,000	33,000	-9.09%
10616 Winderlup Villas Aged Housing	0	1,417	1,417	8,500	8,500	-100.00%
10617 Harris Road Aged Housing	0	1,267	1,267	7,600	7,600	-100.00%
10625 Art Geo Administration	0	0	0	10,000	10,000	0.00%
10900 Cultural Planning	0	0	0	55,000	55,000	0.00%
11156 Airport Development Operations	0	50,000	50,000	300,000	300,000	-100.00%
B1361 YCAB (Youth Precinct Foreshore)	0	834	834	5,000	5,000	-100.00%
	5,264	173,360	173,360	1,129,169	1,129,169	-96.96%
Sub-Total Property, Plant & Equipment	194,570	3,324,395	3,324,395	23,719,527	23,719,527	-94.15%
>> Infrastructure						
Major Project - Busseton Foreshore						
C0053 Car Parking - Rear of Hotel Site 1	926	0	0	500,000	500,000	0.00%
C0054 Barnard East Car Parking	0	0	0	79,180	79,180	0.00%
C3094 Busseton Foreshore - Stage 3	22,618	39,512	39,512	237,082	237,082	-42.76%
C3112 Busseton Foreshore - Exercise Equipment	0	20,566	20,566	123,400	123,400	-100.00%
C3113 Busseton Tennis Club - Infrastructure	123,725	325,727	325,727	868,604	868,604	-62.02%
C3168 Busseton Foreshore Jetty Precinct	46,672	30,296	30,296	181,774	181,774	54.05%
C3182 Relocation of Veteran Car Club	26,352	41,115	41,115	109,640	109,640	-35.91%
C3189 Fencing Possum Park Barnard East	0	0	0	30,000	30,000	0.00%
C3206 Landscaping - Old Busseton Tennis Club Site	0	0	0	500,000	500,000	0.00%
C3207 Barnard East Underground Power	0	0	0	166,250	166,250	0.00%
C3208 Barnard East Landscaping	0	0	0	240,000	240,000	0.00%
F0089 Barnard East Footpaths	0	0	0	91,240	91,240	0.00%
	220,293	457,216	457,216	3,127,170	3,127,170	-51.82%
Major Project - Administration Building						
C0043 Administration Building Carpark	0	0	0	100,000	100,000	0.00%
	0	0	0	100,000	100,000	0.00%
Major Project - Lou Weston Oval						
C3186 Lou Weston Oval - Courts	2,850	156,950	156,950	1,883,400	1,883,400	-98.18%
	2,850	156,950	156,950	1,883,400	1,883,400	-98.18%
Footpaths Construction						
F0019 College Avenue	66,390	60,000	60,000	360,000	360,000	10.65%
F0051 Chester Way Dunsborough - New Footpath	2,386	16,666	16,666	100,000	100,000	-85.68%
F0066 Bussell Highway Footpath Sections	120,353	58,840	58,840	353,047	353,047	104.54%
F0080 Margaret St DUP Renewal	0	13,334	13,334	80,000	80,000	-100.00%
F0081 Windlemere Drive Dunsborough - New Path	193	24,500	24,500	147,000	147,000	-99.21%
F0082 King Street - New Path	0	30,000	30,000	180,000	180,000	-100.00%
F0083 Bell Drive - New Path Completing Missing Sections	6,211	8,668	8,668	52,000	52,000	-28.34%
F0084 Thompson Way - New Path	193	6,168	6,168	37,000	37,000	-96.87%
F0085 Paterson Drive - New Footpath & Foot Bridge	193	12,786	12,786	76,720	76,720	-98.49%
F0086 Holgate Road Path - Renewal as per AMP	0	2,560	2,560	15,360	15,360	-100.00%
F0087 Sanctuary Grove Path - Renewal as per AMP	0	6,666	6,666	40,000	40,000	-100.00%
F0088 Ella Gladstone Drive Path - Renewal as per AMP	0	2,288	2,288	13,720	13,720	-100.00%
F0090 DAIP - Disability Access	3,467	8,334	8,334	50,000	50,000	-58.40%
F0091 Criterion Track Bovell Oval	17,768	2,962	2,962	17,768	17,768	499.88%
	217,155	253,772	253,772	1,522,615	1,522,615	-14.43%

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
Drainage Construction - Street						
D0009 Busselton LIA - Geocatch Drain Partnership WSUD Improvements	0	0	0	30,000	30,000	0.00%
D0017 Chain Avenue - Drainage Works	34,516	0	0	0	0	0.00%
D0020 Glenmeier Ramble Drainage Upgrade	0	8,450	8,450	50,700	50,700	-100.00%
D0021 Chugg Road Drainage Upgrade	0	16,668	16,668	100,000	100,000	-100.00%
D0022 West Street Drainage Improvements	5,947	2,092	2,092	12,551	12,551	184.27%
	40,463	27,210	27,210	193,251	193,251	48.71%
Car Parking Construction						
C0013 Yallingup Beach Car Park	73,590	11,078	11,078	66,472	66,472	564.29%
C0044 Meekup Coastal Nodes - Carpark upgrade	1,201	0	0	138,270	138,270	0.00%
C0050 Forth Street Groyne Carpark - Formalise and Seal	0	9,100	9,100	54,600	54,600	-100.00%
C0051 Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	0	33,334	33,334	200,000	200,000	-100.00%
C0052 Vasse Kaloorup Oval Carpark Development	0	43,334	43,334	260,000	260,000	-100.00%
	74,791	96,846	96,846	719,342	719,342	-22.77%
Bridges Construction						
A0014 Bussell Highway - 0241	0	0	0	744,000	744,000	0.00%
A0022 Yallingup Beach Road Bridge - 3347	0	0	0	700,000	700,000	0.00%
A0023 Kaloorup Road Bridge - 3381	0	0	0	138,000	138,000	0.00%
A0024 Boallia Road Bridge - 4854	0	0	0	138,000	138,000	0.00%
	0	0	0	1,720,000	1,720,000	0.00%
Cycleways Construction						
F1005 End of Trip Facilities for Cyclists	0	5,834	5,834	35,000	35,000	-100.00%
F1021 Wayfinding for Cyclists	0	2,500	2,500	15,000	15,000	-100.00%
	0	8,334	8,334	50,000	50,000	-100.00%
Townscape Construction						
C1001 Queen Street Upgrade - Duchess to Kent Street	0	0	0	120,000	120,000	0.00%
C1024 Dunsborough Road Access Improvements Stage 1	5,284	32,204	32,204	193,221	193,221	-83.59%
C1026 Townscape Works Dunsborough	2,421	87,168	87,168	523,000	523,000	-97.22%
	7,706	119,372	119,372	836,221	836,221	-93.54%
Boat Ramps Construction						
C1502 Old Dunsborough Boat Ramp Finger Jetty	1,800	0	0	10,000	10,000	0.00%
C1503 Quindalup Sea Rescue Boat Ramp	0	0	0	10,000	10,000	0.00%
C1504 Abbey Boat Ramp Upgrade	0	0	0	10,000	10,000	0.00%
C1512 Port Geographe Boat Ramp Renewal Works	83,959	78,468	78,468	470,810	470,810	7.00%
	85,759	78,468	78,468	500,810	500,810	9.29%
Depot Construction						
C2006 Depot Washdown Facility Upgrades	0	13,750	13,750	82,500	82,500	-100.00%
	0	13,750	13,750	82,500	82,500	-100.00%
Beach Restoration						
C2504 Groyne Construction	0	3,792	3,792	22,754	22,754	-100.00%
C2512 Sand Re-Nourishment	30,686	84,456	84,456	259,240	259,240	-63.67%
C2520 Coastal Protection Works	10,062	9,166	9,166	55,000	55,000	9.77%
C2523 Broadwater Beach Coastal Protection Stage 1 of 4	82,972	17,226	17,226	403,355	403,355	381.67%
C2525 Wonnerup Groynes 3, 5, & 6	0	22,666	22,666	136,000	136,000	-100.00%
C2526 Baudin/ Wonnerup Groynes	0	48,070	48,070	288,419	288,419	-100.00%
C2527 Storm Damage Renewal of Infrastructure	0	1,948	1,948	11,692	11,692	-100.00%
C2528 Craig Street Groyne and Sea Wall	8,212	14,034	14,034	84,209	84,209	-41.49%
	131,931	201,358	201,358	1,260,669	1,260,669	-34.48%
Parks, Gardens & Reserves						
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	128	5,000	5,000	30,000	30,000	-97.45%
C3017 Bovell Park - Upgrade Lighting	42,780	12,016	12,016	72,100	72,100	256.03%
C3024 Dunsborough Oval - Lighting Upgrade	0	9,166	9,166	55,000	55,000	-100.00%
C3046 Dunsborough - BMX / Skatebowl	0	0	0	5,000	5,000	0.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
C3048 BBQ Placement and Replacement	0	0	0	15,000	15,000	0.00%
C3066 West Swim Jetty	0	0	0	20,000	20,000	0.00%
C3096 Yallingup Park - Upgrades	0	0	0	14,000	14,000	0.00%
C3103 Youth Skate Park	0	0	0	15,000	15,000	0.00%
C3116 Dawson Park (McIntyre St Pos)	0	0	0	110,000	110,000	0.00%
C3122 Rails to Trails - Continuation of Implementation Plan	118,041	23,112	23,112	544,757	544,757	410.74%
C3136 Vasse Oval Kaloorup - Grassing of Existing Oval	0	0	0	120,000	120,000	0.00%
C3145 Churchill Park	10,102	13,906	13,906	533,439	533,439	-27.35%
C3146 Dunsborough Town Centre/ Foreshore	0	0	0	15,000	15,000	0.00%
C3158 Port Geographe - Casuarina Replacements on Layman Road	0	2,944	2,944	17,664	17,664	-100.00%
C3159 Port Geographe - Burges Cove (Western Side of Bridge)	1,072	6,914	6,914	24,000	24,000	-84.50%
C3160 Port Geographe - Reticulated POS at Layman Road	1,072	5,830	5,830	17,500	17,500	-81.61%
C3163 Port Geographe - Outstanding Minor Repairs	0	2,500	2,500	15,000	15,000	-100.00%
C3166 Vasse River Foreshore - Bridge to Bridge	8,545	18,234	18,234	109,399	109,399	-53.13%
C3176 Geographe Bay Road (Earnshaw) Coastal Fencing Renewal	0	0	0	10,000	10,000	0.00%
C3177 Shade Sail Program Dawson Park/ Cloisters	0	0	0	50,000	50,000	0.00%
C3187 Port Geographe Reticulation Upgrades	0	11,138	11,138	66,823	66,823	-100.00%
C3192 Foreshore Renewal HighStreet to CareyStreet	0	0	0	26,000	26,000	0.00%
C3193 Cricket Wicket Renewal	0	2,166	2,166	13,000	13,000	-100.00%
C3194 Meelup Regional Park - Capital Projects	0	0	0	163,000	163,000	0.00%
C3195 Centennial Park (West of Banks Ave) - Lighting Renewal	0	1,666	1,666	10,000	10,000	-100.00%
C3196 Centennial Park (West of Banks Ave) - Renewal of Beach Shower	0	1,666	1,666	10,000	10,000	-100.00%
C3197 Riverbank POS - Renewal of Riverbank Platform	0	0	0	10,000	10,000	0.00%
C3198 Vasse SAR Area General Improvements to the Area	675	0	0	25,000	25,000	0.00%
C3199 Vasse SAR Area Installation of Shade Sails	0	0	0	25,000	25,000	0.00%
C3200 Province SAR Area General Improvements to the Area	0	0	0	75,000	75,000	0.00%
C3201 Port Geographe - Stage 3 Reticulation Upgrade	21,412	25,000	25,000	150,000	150,000	-14.35%
C3202 Port Geographe Street Light Replacement	0	0	0	50,000	50,000	0.00%
C3203 Port Geographe General Improvements/ Foreshore	0	0	0	30,000	30,000	0.00%
C3204 Port Geographe Eastern Side of Footbridge Landscaping Upgrad	0	0	0	20,000	20,000	0.00%
C3205 Port Geographe Native Planting area in front Sensations cafe	0	0	0	15,000	15,000	0.00%
C3209 Busselton Town Centre CBD	0	0	0	15,000	15,000	0.00%
C3210 McBride Park - POS Upgrade	0	0	0	32,538	32,538	0.00%
C3211 Tullloh St (Geographe Bay Road) - POS Upgrade	0	0	0	90,332	90,332	0.00%
C3212 Siesta Park - Beach Access - POS Upgrade	0	0	0	13,056	13,056	0.00%
C3213 Cabanita Road - POS Upgrade	0	0	0	100,000	100,000	0.00%
C3214 Kingsford Road - POS Upgrade	0	0	0	150,653	150,653	0.00%
C3215 Monash Way - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3216 Wagon Road - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3217 Limestone Quarry - POS Upgrade	0	0	0	167,174	167,174	0.00%
C3218 Dolphin Road - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3219 Kingfishy/ Costello - POS Upgrade	0	0	0	91,000	91,000	0.00%
C3220 Quindalup Old Tennis Courts Site - POS Upgrade	0	0	0	149,587	149,587	0.00%
C3221 Cape Naturalise - POS Upgrade	0	0	0	167,392	167,392	0.00%
C3222 King St Reserve Park - POS Upgrade	0	0	0	147,348	147,348	0.00%
C3497 Busselton Jetty - Capital Expenditure	0	0	0	1,700,000	1,700,000	0.00%
	203,827	141,258	141,258	5,731,110	5,731,110	44.29%
Airport Construction						
C6025 Installation of Bird Netting	0	0	0	185,240	185,240	0.00%
	0	0	0	185,240	185,240	0.00%
Cemetery Capital Works						
C1604 Pioneer Cemetery Infrastructure Upgrades	0	8,404	8,404	50,425	50,425	-100.00%
C1605 Busselton Cemetery Infrastructure Upgrades	0	0	0	40,000	40,000	0.00%
C1608 Dunsborough Cemetery - Car Park & Internal Upgrades	0	0	0	74,000	74,000	0.00%
C1609 Pioneer Cemetery - Implement Conservation Plan	0	0	0	20,000	20,000	0.00%
C1610 Dunsborough Cemetery	0	0	0	20,000	20,000	0.00%
	0	8,404	8,404	204,425	204,425	-100.00%
Beach Front Infrastructure Works						
C1758 Beach Access Stairs - Bay View Crescent	0	3,318	3,318	19,910	19,910	-100.00%
C1760 King Street Reserve - Park Upgrade (Coastal Node)	0	11,916	11,916	71,499	71,499	-100.00%
C1761 Geographe Bay Road (Seagrott Road) Beach Access Renewal	0	0	0	25,000	25,000	0.00%
	0	15,234	15,234	116,409	116,409	-100.00%
Aged Housing - Infrastructure Works						
C3451 Aged Housing Infrastructure (Upgrade)	0	0	0	12,000	12,000	0.00%
	0	0	0	12,000	12,000	0.00%

Statement of Financial Activity - Period Ended 31 August 2019

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
Sanitation Infrastructure						
C3479 Vidler Road Waste Site Capital Improvements	7,725	64,746	64,746	388,480	388,480	-88.07%
C3481 Transfer Station Development	5,000	75,752	75,752	454,510	454,510	-93.40%
C3485 Site Rehabilitation - Busselton	1,417	166,668	166,668	1,000,000	1,000,000	-99.15%
C3487 Site Rehabilitation - Dunsborough	0	250,000	250,000	1,500,000	1,500,000	-100.00%
	14,142	557,166	557,166	3,342,990	3,342,990	-97.46%
Airport Development						
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	8,850	0	0	0	0	0.00%
C6091 Airport Construction Stage 2, Noise Management Plan	0	144,926	144,926	869,550	869,550	-100.00%
C6092 Airport Construction Stage 2, Airfield	6,300	0	0	0	0	0.00%
C6099 Airport Development - Project Expenses	25,249	200,411	200,411	1,187,110	1,187,110	-87.40%
	40,299	345,337	345,337	2,056,660	2,056,660	-88.33%
Main Roads						
S0035 Strelly Street / Barlee Street Roundabout	139,762	2,710	2,710	16,259	16,259	5057.25%
S0051 Causeway Road / Rosemary Drive Roundabout	850	234,446	234,446	1,406,680	1,406,680	-99.64%
S0064 Peel Terrace (Stanley Pl/Cammilleri St Intersection Upgrade)	0	70,986	70,986	425,912	425,912	-100.00%
S0068 Georgiana Molloy Bus Bay Facilities	10,848	0	0	0	0	0.00%
S0069 Peel Terrace (Brown Street Intersection Upgrades)	0	40,974	40,974	245,849	245,849	-100.00%
S0070 Peel & Queen Street Roundabout Service Relocation	0	125,000	125,000	750,000	750,000	-100.00%
S0071 Ludlow-Hithergreen Road Safety Improvements	676	0	0	576,500	576,500	0.00%
S0072 Kaloorup Road - Reconstruct and Seal Shoulders	0	0	0	420,000	420,000	0.00%
S0317 Naturaliste Terrace Asphalt Overlay	9,655	0	0	0	0	0.00%
S0321 Yoongarillup Road - Second Coat Seal	0	8,500	8,500	51,000	51,000	-100.00%
S0322 Wonnerup East Road - Prune re-Shoulder and Reseal	0	21,502	21,502	129,000	129,000	-100.00%
S0323 Piggot Road - Second Coat Seal	0	2,170	2,170	13,000	13,000	-100.00%
S0324 Georgette Street - Reconstruct & Kerbs	0	11,168	11,168	67,000	67,000	-100.00%
S0325 Hansen Road - Asphalt Overlay & Kerbing	346	11,004	11,004	66,000	66,000	-96.86%
S0326 Pries Road - Gravel Resheet	4,949	2,210	2,210	13,250	13,250	123.92%
S0327 Florence Road - Gravel Resheet	0	2,132	2,132	12,783	12,783	-100.00%
	167,085	532,802	532,802	4,193,233	4,193,233	-68.64%
Roads to Recovery						
T0019 Wonnerup South Road - Reconstruct and Widening (narrow seal)	0	104,090	104,090	624,535	624,535	-100.00%
T0085 Yoongarillup Road - Reconstruct Intersection at Vasse H/Way	0	35,000	35,000	210,000	210,000	-100.00%
T0086 Yoongarillup Road - Reconstruct & Widen (Western Section)	676	246,352	246,352	1,478,100	1,478,100	-99.73%
	676	385,442	385,442	2,312,635	2,312,635	-99.82%
Black Spot						
V0002 Eastern Link - Busselton Traffic Study	20,495	0	0	2,500,000	2,500,000	0.00%
V0003 Roundabout to Eastern Link Bridge	0	0	0	300,000	300,000	0.00%
V0004 Eastern Link Shared Path & Environmental Offsets	0	0	0	200,000	200,000	0.00%
V0005 Eastern Link Ford Road Environmental Approvals	44,738	0	0	150,000	150,000	0.00%
	65,233	0	0	3,150,000	3,150,000	0.00%
Council Roads Initiative						
W0003 Franklin Road - Gravel Resheet	0	5,834	5,834	35,000	35,000	-100.00%
W0015 Gale Road - Reconstruct (50% Council)	0	5,000	5,000	30,000	30,000	-100.00%
W0055 Lindberg Road	29,342	3,106	3,106	18,641	18,641	844.70%
W0067 Ford Road Reconstruct and Asphalt Overlay	0	48,334	48,334	290,000	290,000	-100.00%
W0084 Vasse Yallingup Siding Road	18,190	3,336	3,336	20,013	20,013	445.26%
W0091 Carbinup South Road - Gravel Resheet	0	3,134	3,134	18,800	18,800	-100.00%
W0094 Fairway Drive - Intersection Works	0	45,000	45,000	270,000	270,000	-100.00%
W0114 Wonnerup South Road - Reconstruct and Widening (narrow seal)	0	117,576	117,576	705,465	705,465	-100.00%
W0126 Gulberti Road - Gravel Resheet	0	10,000	10,000	60,000	60,000	-100.00%
W0176 Signage (Alternate CBD Entry)	0	2,666	2,666	16,000	16,000	-100.00%
W0195 Yallingup Beach Road	43,039	0	0	0	0	0.00%
W0216 Fredrick Street Partial Reconstruction	0	6,666	6,666	40,000	40,000	-100.00%
W0224 Jones Way Asphalt Overlay	91,161	12,364	12,364	74,182	74,182	637.31%
W0227 William Drive - Asphalt Overlay, Kerb & Drainage	30,603	28,664	28,664	171,992	171,992	6.76%
W0230 Short Street - Asphalt Overlay & Kerb	391	11,168	11,168	67,000	67,000	-96.50%
W0231 Carey Street - Asphalt Overlay & Kerb	0	29,168	29,168	175,000	175,000	-100.00%
W0232 Stanley Street - Asphalt Overlay, Kerbing & Parking	0	24,502	24,502	147,000	147,000	-100.00%
W0233 Centurion Way - Asphalt Overlay & Kerbing	0	21,668	21,668	130,000	130,000	-100.00%
W0234 King Street - Reconstruct, Drainage & Asphalt Overlay	0	86,334	86,334	518,000	518,000	-100.00%
W0235 Eagle Place - Asphalt Overlay & Kerbing	0	5,334	5,334	32,000	32,000	-100.00%

City of Busselton

Capital Acquisition Report

Property, Plant & Equipment, Infrastructure

For the Period Ended 31 August 2019

Description	2019/20 Actual	2019/20 Amended Budget YTD	2019/20 Original Budget YTD	2019/20 Amended Budget	2019/20 Original Budget	2019/20 Budget YTD Variance
W0236 Achurch Place - Asphalt Overlay & Kerbing	0	15,004	15,004	90,000	90,000	-100.00%
W0237 Hovea Crescent - Asphalt Overlay, Kerb & Intersection Works	11,677	36,000	36,000	216,000	216,000	-67.56%
W0238 Sutton Way - Asphalt Overlay & Kerb	0	11,832	11,832	71,000	71,000	-100.00%
W0239 Silverglen Avenue - Asphalt Overlay, Kerb & Drainage	0	6,664	6,664	40,000	40,000	-100.00%
W0240 Metricup Yelverton Road - Gravel Resheet	0	9,500	9,500	57,000	57,000	-100.00%
W0241 Hemsley Road - Gravel Resheet	0	7,002	7,002	42,000	42,000	-100.00%
W0242 Doyle Road - Gravel Resheet	0	3,666	3,666	22,000	22,000	-100.00%
W0243 Alfred Road - Gravel Resheet	0	8,334	8,334	50,000	50,000	-100.00%
W0244 Koorabin Drive - Reconstruction & Intersection	0	24,000	24,000	144,000	144,000	-100.00%
	224,404	591,856	591,856	3,551,093	3,551,093	-62.08%
Sub-Total Infrastructure	1,496,613	3,990,775	3,990,775	36,851,773	36,851,773	-62.50%
Grand Total - Capital Acquisitions	1,691,182	7,315,170	7,315,170	60,571,300	60,571,300	

City of BussetonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	1,821,552.89	1,821,552.89	1,821,552.89	1,821,552.89	1,821,552.89	1,325,501.46
Interest transfer to Reserves	6,825.10	6,758.00	6,758.00	40,548.00	40,548.00	41,231.55
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	536,450.00
Transfer to Muni	0.00	0.00	0.00	(156,250.00)	(156,250.00)	(81,630.12)
	1,828,377.99	1,828,310.89	1,828,310.89	1,705,850.89	1,705,850.89	1,821,552.89
136 Airport Marketing Reserve						
Accumulated Reserves at Start of Year	3,396,150.77	3,396,150.77	3,396,150.77	3,396,150.77	3,396,150.77	1,583,014.10
Interest transfer to Reserves	13,215.00	12,602.00	12,602.00	75,612.00	75,612.00	77,306.67
Transfer from Muni	64,700.00	64,700.00	64,700.00	526,416.00	526,416.00	1,735,830.00
Transfer to Muni	0.00	0.00	0.00	(1,360,230.00)	(1,360,230.00)	0.00
	3,474,065.77	3,473,452.77	3,473,452.77	2,637,948.77	2,637,948.77	3,396,150.77
143 Airport Noise Mitigation Reserve						
Accumulated Reserves at Start of Year	890,709.89	890,709.89	890,709.89	890,709.89	890,709.89	0.00
Interest transfer to Reserves	3,333.48	3,306.00	3,306.00	19,836.00	19,836.00	21,159.89
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	869,550.00
Transfer to Muni	0.00	0.00	0.00	(869,550.00)	(869,550.00)	0.00
	894,043.37	894,015.89	894,015.89	40,995.89	40,995.89	890,709.89
147 Airport Development Reserve						
Transfer from Muni	27,648.00	27,648.00	27,648.00	165,882.00	165,882.00	0.00
Transfer to Muni	0.00	0.00	0.00	(165,882.00)	(165,882.00)	0.00
	27,648.00	27,648.00	27,648.00	0.00	0.00	0.00
148 Airport Existing Terminal Building Reserve						
Accumulated Reserves at Start of Year	39,882.21	39,882.21	39,882.21	39,882.21	39,882.21	0.00
Interest transfer to Reserves	149.25	148.00	148.00	888.00	888.00	882.21
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	39,000.00
	40,031.46	40,030.21	40,030.21	40,770.21	40,770.21	39,882.21
106 Building Reserve						
Accumulated Reserves at Start of Year	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,725,055.66	1,193,933.21
Interest transfer to Reserves	6,109.60	6,400.00	6,400.00	38,400.00	38,400.00	29,072.58
Transfer from Muni	121,192.00	121,192.00	121,192.00	727,148.00	727,148.00	894,362.38
Transfer to Muni	0.00	0.00	0.00	(751,536.00)	(751,536.00)	(392,312.51)
	1,852,357.26	1,852,647.66	1,852,647.66	1,739,067.66	1,739,067.66	1,725,055.66
404 Barnard Park Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	10,666.20	10,666.20	10,666.20	10,666.20	10,666.20	0.00
Interest transfer to Reserves	42.94	40.00	40.00	240.00	240.00	166.20
Transfer from Muni	5,038.00	5,038.00	5,038.00	30,226.00	30,226.00	10,500.00
	15,747.14	15,744.20	15,744.20	41,132.20	41,132.20	10,666.20
405 Railway House Building Reserve						
Accumulated Reserves at Start of Year	16,761.18	16,761.18	16,761.18	16,761.18	16,761.18	0.00
Interest transfer to Reserves	67.49	62.00	62.00	372.00	372.00	261.18
Transfer from Muni	3,272.00	3,272.00	3,272.00	19,635.00	19,635.00	16,500.00
	20,100.67	20,095.18	20,095.18	36,768.18	36,768.18	16,761.18
406 Youth and Community Activities Building Reserve						
Accumulated Reserves at Start of Year	45,712.30	45,712.30	45,712.30	45,712.30	45,712.30	0.00
Interest transfer to Reserves	184.05	170.00	170.00	1,020.00	1,020.00	712.30
Transfer from Muni	7,140.00	7,140.00	7,140.00	42,840.00	42,840.00	45,000.00
Transfer to Muni	0.00	0.00	0.00	(10,000.00)	(10,000.00)	0.00
	53,036.35	53,022.30	53,022.30	79,572.30	79,572.30	45,712.30
407 Busseton Library Building Reserve						
Accumulated Reserves at Start of Year	85,071.29	85,071.29	85,071.29	85,071.29	85,071.29	0.00
Interest transfer to Reserves	358.46	316.00	316.00	1,896.00	1,896.00	1,440.29
Transfer from Muni	7,616.00	7,616.00	7,616.00	45,696.00	45,696.00	83,631.00
Transfer to Muni	0.00	0.00	0.00	(111,000.00)	(111,000.00)	0.00
	93,045.75	93,003.29	93,003.29	21,663.29	21,663.29	85,071.29

City of BussetonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
131 Busseton Community Resource Centre						
Accumulated Reserves at Start of Year	190,875.82	190,875.82	190,875.82	190,875.82	190,875.82	156,653.93
Interest transfer to Reserves	741.17	708.00	708.00	4,248.00	4,248.00	4,352.89
Transfer from Muni	0.00	0.00	0.00	86,394.00	86,394.00	29,869.00
Transfer to Muni	0.00	0.00	0.00	(5,160.00)	(5,160.00)	0.00
	191,616.99	191,583.82	191,583.82	276,357.82	276,357.82	190,875.82
408 Busseton Jetty Tourist Park Reserve						
Accumulated Reserves at Start of Year	159,725.80	159,725.80	159,725.80	159,725.80	159,725.80	0.00
Interest transfer to Reserves	447.33	592.00	592.00	3,552.00	3,552.00	3,454.93
Transfer from Muni	43,118.00	43,118.00	43,118.00	258,708.00	258,708.00	218,272.00
Transfer to Muni	0.00	0.00	0.00	(287,610.00)	(287,610.00)	(62,001.13)
	203,291.13	203,435.80	203,435.80	134,375.80	134,375.80	159,725.80
409 Geographe Leisure Centre Building Reserve						
Accumulated Reserves at Start of Year	381,186.42	381,186.42	381,186.42	381,186.42	381,186.42	0.00
Interest transfer to Reserves	1,555.79	1,414.00	1,414.00	8,484.00	8,484.00	7,716.49
Transfer from Muni	43,420.00	43,420.00	43,420.00	260,521.00	260,521.00	476,928.00
Transfer to Muni	0.00	0.00	0.00	(555,900.00)	(555,900.00)	(103,458.07)
	426,162.21	426,020.42	426,020.42	94,291.42	94,291.42	381,186.42
331 Joint Venture Aged Housing Reserve						
Accumulated Reserves at Start of Year	1,085,870.41	1,085,870.41	1,085,870.41	1,085,870.41	1,085,870.41	997,854.77
Interest transfer to Reserves	3,713.58	4,030.00	4,030.00	24,180.00	24,180.00	27,824.81
Transfer from Muni	21,456.00	21,456.00	21,456.00	128,741.00	128,741.00	182,877.12
Transfer to Muni	0.00	0.00	0.00	(152,000.00)	(152,000.00)	(122,686.29)
	1,111,039.99	1,111,356.41	1,111,356.41	1,086,791.41	1,086,791.41	1,085,870.41
403 Aged Housing Resident Funded (Council)						
Accumulated Reserves at Start of Year	212,501.16	212,501.16	212,501.16	212,501.16	212,501.16	186,717.69
Interest transfer to Reserves	867.82	788.00	788.00	4,728.00	4,728.00	4,702.72
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	63,103.70
Transfer to Muni	0.00	0.00	0.00	(126,000.00)	(126,000.00)	(42,022.95)
	213,368.98	213,289.16	213,289.16	91,229.16	91,229.16	212,501.16
410 Naturaliste Community Centre Building Reserve						
Accumulated Reserves at Start of Year	63,745.73	63,745.73	63,745.73	63,745.73	63,745.73	0.00
Interest transfer to Reserves	278.16	236.00	236.00	1,416.00	1,416.00	2,078.93
Transfer from Muni	9,952.00	9,952.00	9,952.00	59,708.00	59,708.00	159,147.00
Transfer to Muni	0.00	0.00	0.00	(12,000.00)	(12,000.00)	(97,480.20)
	73,975.89	73,933.73	73,933.73	112,869.73	112,869.73	63,745.73
411 Civic and Administration Building Reserve						
Accumulated Reserves at Start of Year	187,928.40	187,928.40	187,928.40	187,928.40	187,928.40	0.00
Interest transfer to Reserves	756.60	698.00	698.00	4,188.00	4,188.00	2,928.40
Transfer from Muni	47,000.00	47,000.00	47,000.00	282,000.00	282,000.00	185,000.00
Transfer to Muni	0.00	0.00	0.00	(105,920.00)	(105,920.00)	0.00
	235,685.00	235,626.40	235,626.40	368,196.40	368,196.40	187,928.40
412 Vasse Sports Pavilion Building Reserve						
Transfer from Muni	90.00	90.00	90.00	536.00	536.00	0.00
	90.00	90.00	90.00	536.00	536.00	0.00
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	4,806,278.94	4,806,278.94	4,806,278.94	4,806,278.94	4,806,278.94	4,193,450.51
Interest transfer to Reserves	19,307.50	17,834.00	17,834.00	107,004.00	107,004.00	108,240.24
Transfer from Muni	32,220.00	32,220.00	32,220.00	1,286,516.00	1,286,516.00	1,249,044.00
Transfer to Muni	0.00	0.00	0.00	(2,982,095.00)	(2,982,095.00)	(744,455.81)
	4,857,806.44	4,856,332.94	4,856,332.94	3,217,703.94	3,217,703.94	4,806,278.94
150 Jetty Self Insurance Reserve						
Accumulated Reserves at Start of Year	365,698.37	365,698.37	365,698.37	365,698.37	365,698.37	0.00
Interest transfer to Reserves	1,472.34	1,356.00	1,356.00	8,136.00	8,136.00	5,698.37
Transfer from Muni	10,000.00	10,000.00	10,000.00	60,000.00	60,000.00	360,000.00
	377,170.71	377,054.37	377,054.37	433,834.37	433,834.37	365,698.37

City of Busselton**Reserves Movement Report****For The Period Ending 31 August 2019**

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
222 Asset Depreciation Reserve						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	563,412.18
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	14,029.57
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(577,441.75)
	0.00	0.00	0.00	0.00	0.00	0.00
223 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,119,116.75	1,119,116.75	1,119,116.75	1,119,116.75	1,119,116.75	1,299,765.50
Interest transfer to Reserves	2,805.87	4,152.00	4,152.00	24,912.00	24,912.00	49,255.16
Transfer from Muni	576,354.00	576,354.00	576,354.00	3,458,128.00	3,458,128.00	2,550,956.00
Transfer to Muni	0.00	0.00	0.00	(4,161,474.00)	(4,161,474.00)	(2,780,859.91)
	1,698,276.62	1,699,622.75	1,699,622.75	440,682.75	440,682.75	1,119,116.75
224 Footpath/ Cycle Ways Reserve						
Accumulated Reserves at Start of Year	3,670.90	3,670.90	3,670.90	3,670.90	3,670.90	0.00
Interest transfer to Reserves	(717.45)	14.00	14.00	84.00	84.00	3,670.90
Transfer from Muni	197,434.00	197,434.00	197,434.00	1,184,602.00	1,184,602.00	231,906.00
Transfer to Muni	0.00	0.00	0.00	(1,147,590.00)	(1,147,590.00)	(231,906.00)
	200,387.45	201,118.90	201,118.90	40,766.90	40,766.90	3,670.90
226 Other Infrastructure (Drainage, Signage, Etc.) Reserve						
Transfer from Muni	57,834.00	57,834.00	57,834.00	347,000.00	347,000.00	0.00
Transfer to Muni	0.00	0.00	0.00	(316,950.00)	(316,950.00)	0.00
	57,834.00	57,834.00	57,834.00	30,050.00	30,050.00	0.00
225 Parks, Gardens and Reserves Reserve						
Transfer from Muni	202,334.00	202,334.00	202,334.00	1,214,001.00	1,214,001.00	0.00
Transfer to Muni	0.00	0.00	0.00	(1,134,000.00)	(1,134,000.00)	0.00
	202,334.00	202,334.00	202,334.00	80,001.00	80,001.00	0.00
151 Furniture and Equipment Reserve						
Transfer from Muni	0.00	0.00	0.00	364,900.00	364,900.00	0.00
Transfer to Muni	0.00	0.00	0.00	(364,900.00)	(364,900.00)	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	1,205,526.70	2,185,395.64
Interest transfer to Reserves	519.44	4,474.00	4,474.00	26,844.00	26,844.00	61,462.25
Transfer from Muni	150,122.00	150,122.00	150,122.00	900,737.00	900,737.00	1,115,712.71
Transfer to Muni	0.00	0.00	0.00	(1,418,950.00)	(1,418,950.00)	(2,157,043.90)
	1,356,168.14	1,360,122.70	1,360,122.70	714,157.70	714,157.70	1,205,526.70
137 Busselton Traffic Study Implementation Reserve						
Accumulated Reserves at Start of Year	1,495,577.97	1,495,577.97	1,495,577.97	1,495,577.97	1,495,577.97	432,138.26
Interest transfer to Reserves	5,276.22	5,550.00	5,550.00	33,300.00	33,300.00	30,752.10
Transfer from Muni	188,118.00	188,118.00	188,118.00	1,128,705.00	1,128,705.00	1,211,110.00
Transfer to Muni	0.00	0.00	0.00	(2,400,000.00)	(2,400,000.00)	(178,422.39)
	1,688,972.19	1,689,245.97	1,689,245.97	257,582.97	257,582.97	1,495,577.97
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	171,316.34	171,316.34	171,316.34	171,316.34	171,316.34	122,490.23
Interest transfer to Reserves	680.28	636.00	636.00	3,816.00	3,816.00	3,706.11
Transfer from Muni	84,198.00	84,198.00	84,198.00	560,188.00	560,188.00	45,120.00
Transfer to Muni	0.00	0.00	0.00	(643,000.00)	(643,000.00)	0.00
	256,194.62	256,150.34	256,150.34	92,320.34	92,320.34	171,316.34
127 New Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	1,803,171.42	1,803,171.42	1,803,171.42	1,803,171.42	1,803,171.42	1,834,714.76
Interest transfer to Reserves	5,408.12	6,690.00	6,690.00	40,140.00	40,140.00	51,101.03
Transfer from Muni	32,104.00	32,104.00	32,104.00	192,627.00	192,627.00	410,941.00
Transfer to Muni	0.00	0.00	0.00	(1,259,942.00)	(1,259,942.00)	(493,585.37)
	1,840,683.54	1,841,965.42	1,841,965.42	775,996.42	775,996.42	1,803,171.42

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
141 CPA Infrastructure Road Upgrades Reserve						
Accumulated Reserves at Start of Year	231,223.87	231,223.87	231,223.87	231,223.87	231,223.87	225,574.67
Interest transfer to Reserves	865.36	858.00	858.00	5,148.00	5,148.00	5,649.20
	<u>232,089.23</u>	<u>232,081.87</u>	<u>232,081.87</u>	<u>236,371.87</u>	<u>236,371.87</u>	<u>231,223.87</u>
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	1,281,336.70	875,925.14
Interest transfer to Reserves	4,389.98	4,754.00	4,754.00	28,524.00	28,524.00	30,250.23
Transfer from Muni	84,198.00	84,198.00	84,198.00	505,188.00	505,188.00	538,024.00
Transfer to Muni	0.00	0.00	0.00	(427,549.00)	(427,549.00)	(162,862.67)
	<u>1,369,924.68</u>	<u>1,370,288.70</u>	<u>1,370,288.70</u>	<u>1,387,499.70</u>	<u>1,387,499.70</u>	<u>1,281,336.70</u>
107 Corporate IT System Programme						
Accumulated Reserves at Start of Year	80,398.99	80,398.99	80,398.99	80,398.99	80,398.99	78,625.03
Interest transfer to Reserves	300.89	298.00	298.00	1,788.00	1,788.00	1,773.96
	<u>80,699.88</u>	<u>80,696.99</u>	<u>80,696.99</u>	<u>82,186.99</u>	<u>82,186.99</u>	<u>80,398.99</u>
133 Election, Valuation and Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	499,905.97	499,905.97	499,905.97	499,905.97	499,905.97	149,557.64
Interest transfer to Reserves	1,941.07	1,854.00	1,854.00	11,124.00	11,124.00	8,399.33
Transfer from Muni	25,000.00	25,000.00	25,000.00	150,000.00	150,000.00	350,949.00
Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	(9,000.00)
	<u>526,847.04</u>	<u>526,759.97</u>	<u>526,759.97</u>	<u>511,029.97</u>	<u>511,029.97</u>	<u>499,905.97</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	577,255.71	577,255.71	577,255.71	577,255.71	577,255.71	557,904.00
Interest transfer to Reserves	1,964.09	2,142.00	2,142.00	12,852.00	12,852.00	15,035.07
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	61,364.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(57,047.36)
	<u>579,219.80</u>	<u>579,397.71</u>	<u>579,397.71</u>	<u>590,107.71</u>	<u>590,107.71</u>	<u>577,255.71</u>
135 Performing Arts Centre Reserve						
Transfer from Muni	0.00	0.00	0.00	2,705,530.00	2,705,530.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,705,530.00</u>	<u>2,705,530.00</u>	<u>0.00</u>
202 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,096,583.00	3,111,698.09
Interest transfer to Reserves	10,425.51	11,490.00	11,490.00	68,940.00	68,940.00	93,949.05
Transfer from Muni	41,666.00	41,666.00	41,666.00	250,000.00	250,000.00	384,190.02
Transfer to Muni	0.00	0.00	0.00	(653,950.00)	(653,950.00)	(493,254.16)
	<u>3,148,674.51</u>	<u>3,149,739.00</u>	<u>3,149,739.00</u>	<u>2,761,573.00</u>	<u>2,761,573.00</u>	<u>3,096,583.00</u>
203 Professional Development Reserve						
Accumulated Reserves at Start of Year	122,771.88	122,771.88	122,771.88	122,771.88	122,771.88	113,024.66
Interest transfer to Reserves	259.33	456.00	456.00	2,736.00	2,736.00	3,777.31
Transfer from Muni	11,666.00	11,666.00	11,666.00	70,000.00	70,000.00	70,000.00
Transfer to Muni	0.00	0.00	0.00	(71,930.00)	(71,930.00)	(64,030.09)
	<u>134,697.21</u>	<u>134,893.88</u>	<u>134,893.88</u>	<u>123,577.88</u>	<u>123,577.88</u>	<u>122,771.88</u>
204 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	150,403.55	150,403.55	150,403.55	150,403.55	150,403.55	175,935.04
Interest transfer to Reserves	457.52	558.00	558.00	3,348.00	3,348.00	5,088.12
Transfer from Muni	5,833.00	5,833.00	5,833.00	70,000.00	70,000.00	0.00
Transfer to Muni	0.00	0.00	0.00	(71,930.00)	(71,930.00)	(30,619.61)
	<u>156,694.07</u>	<u>156,794.55</u>	<u>156,794.55</u>	<u>151,821.55</u>	<u>151,821.55</u>	<u>150,403.55</u>
124 Workers Compensation Contingency Reserve						
Accumulated Reserves at Start of Year	305,100.95	305,100.95	305,100.95	305,100.95	305,100.95	356,227.48
Interest transfer to Reserves	935.38	1,132.00	1,132.00	6,792.00	6,792.00	8,873.47
Transfer to Muni	0.00	0.00	0.00	(28,460.00)	(28,460.00)	(60,000.00)
	<u>306,036.33</u>	<u>306,232.95</u>	<u>306,232.95</u>	<u>283,432.95</u>	<u>283,432.95</u>	<u>305,100.95</u>

City of BussetonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
302 Community Facilities - City District						
Accumulated Reserves at Start of Year	2,552,707.62	2,552,707.62	2,552,707.62	2,552,707.62	2,552,707.62	2,303,095.83
Interest transfer to Reserves	9,549.65	9,472.00	9,472.00	56,832.00	56,832.00	60,897.30
Transfer from Muni	12,808.53	54,584.00	54,584.00	361,740.00	361,740.00	306,049.14
Transfer to Muni	0.00	0.00	0.00	(2,203,795.00)	(2,203,795.00)	(117,334.65)
	<u>2,575,065.80</u>	<u>2,616,763.62</u>	<u>2,616,763.62</u>	<u>767,484.62</u>	<u>767,484.62</u>	<u>2,552,707.62</u>
304 Community Facilities - Broadwater						
Accumulated Reserves at Start of Year	158,523.04	158,523.04	158,523.04	158,523.04	158,523.04	138,048.48
Interest transfer to Reserves	593.28	588.00	588.00	3,528.00	3,528.00	3,656.26
Transfer from Muni	1,053.54	2,084.00	2,084.00	12,500.00	12,500.00	16,818.30
	<u>160,169.86</u>	<u>161,195.04</u>	<u>161,195.04</u>	<u>174,551.04</u>	<u>174,551.04</u>	<u>158,523.04</u>
303 Community Facilities - Busseton						
Accumulated Reserves at Start of Year	44,011.77	44,011.77	44,011.77	44,011.77	44,011.77	34,546.40
Interest transfer to Reserves	167.71	164.00	164.00	984.00	984.00	971.37
Transfer from Muni	854.69	3,334.00	3,334.00	20,000.00	20,000.00	8,494.00
Transfer to Muni	0.00	0.00	0.00	(44,000.00)	(44,000.00)	0.00
	<u>45,034.17</u>	<u>47,509.77</u>	<u>47,509.77</u>	<u>20,995.77</u>	<u>20,995.77</u>	<u>44,011.77</u>
305 Community Facilities - Dunsborough						
Accumulated Reserves at Start of Year	188,062.67	188,062.67	188,062.67	188,062.67	188,062.67	166,327.12
Interest transfer to Reserves	703.83	698.00	698.00	4,188.00	4,188.00	4,549.89
Transfer from Muni	0.00	4,166.00	4,166.00	25,000.00	25,000.00	17,185.66
	<u>188,766.50</u>	<u>192,926.67</u>	<u>192,926.67</u>	<u>217,250.67</u>	<u>217,250.67</u>	<u>188,062.67</u>
311 Community Facilities - Dunsborough Lakes Estate						
Accumulated Reserves at Start of Year	922,772.84	922,772.84	922,772.84	922,772.84	922,772.84	525,105.39
Interest transfer to Reserves	3,453.48	3,424.00	3,424.00	20,544.00	20,544.00	19,631.45
Transfer from Muni	0.00	46,332.00	46,332.00	277,990.00	277,990.00	378,036.00
	<u>926,226.32</u>	<u>972,528.84</u>	<u>972,528.84</u>	<u>1,221,306.84</u>	<u>1,221,306.84</u>	<u>922,772.84</u>
306 Community Facilities - Geographe						
Accumulated Reserves at Start of Year	99,175.93	99,175.93	99,175.93	99,175.93	99,175.93	95,061.38
Interest transfer to Reserves	373.21	368.00	368.00	2,208.00	2,208.00	2,410.78
Transfer from Muni	516.24	1,250.00	1,250.00	7,500.00	7,500.00	1,703.77
	<u>100,065.38</u>	<u>100,793.93</u>	<u>100,793.93</u>	<u>108,883.93</u>	<u>108,883.93</u>	<u>99,175.93</u>
310 Community Facilities - Port Geographe						
Accumulated Reserves at Start of Year	343,509.27	343,509.27	343,509.27	343,509.27	343,509.27	335,116.76
Interest transfer to Reserves	1,285.59	1,274.00	1,274.00	7,644.00	7,644.00	8,392.51
	<u>344,794.86</u>	<u>344,783.27</u>	<u>344,783.27</u>	<u>351,153.27</u>	<u>351,153.27</u>	<u>343,509.27</u>
309 Community Facilities - Vasse						
Accumulated Reserves at Start of Year	615,585.54	615,585.54	615,585.54	615,585.54	615,585.54	589,760.45
Interest transfer to Reserves	2,303.82	2,284.00	2,284.00	13,704.00	13,704.00	14,848.67
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	10,976.42
Transfer to Muni	0.00	0.00	0.00	(450,000.00)	(450,000.00)	0.00
	<u>617,889.36</u>	<u>617,869.54</u>	<u>617,869.54</u>	<u>179,289.54</u>	<u>179,289.54</u>	<u>615,585.54</u>
308 Community Facilities - Airport North						
Accumulated Reserves at Start of Year	2,970,179.38	2,970,179.38	2,970,179.38	2,970,179.38	2,970,179.38	2,826,296.71
Interest transfer to Reserves	11,117.06	11,020.00	11,020.00	66,120.00	66,120.00	71,258.67
Transfer from Muni	0.00	42,500.00	42,500.00	255,000.00	255,000.00	72,624.00
	<u>2,981,296.44</u>	<u>3,023,699.38</u>	<u>3,023,699.38</u>	<u>3,291,299.38</u>	<u>3,291,299.38</u>	<u>2,970,179.38</u>
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	1,012.99	1,012.99	1,012.99	1,012.99	1,012.99	0.00
Interest transfer to Reserves	(197.98)	4.00	4.00	24.00	24.00	1,012.99
Transfer from Muni	10,666.00	10,666.00	10,666.00	64,000.00	64,000.00	64,000.00
Transfer to Muni	0.00	0.00	0.00	(64,000.00)	(64,000.00)	(64,000.00)
	<u>11,481.01</u>	<u>11,682.99</u>	<u>11,682.99</u>	<u>1,036.99</u>	<u>1,036.99</u>	<u>1,012.99</u>

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
122 Port Geographe Development Reserve						
Accumulated Reserves at Start of Year	682,470.41	682,470.41	682,470.41	682,470.41	682,470.41	1,455,440.82
Interest transfer to Reserves	2,095.06	2,532.00	2,532.00	15,192.00	15,192.00	30,840.83
Transfer from Muni	8,662.00	8,662.00	8,662.00	51,975.00	51,975.00	50,000.00
Transfer to Muni	0.00	0.00	0.00	(599,307.00)	(599,307.00)	(853,811.24)
	693,227.47	693,664.41	693,664.41	150,330.41	150,330.41	682,470.41
123 Port Geographe Waterways Managment Reserve (SAR)						
Accumulated Reserves at Start of Year	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,349,716.94	3,387,485.07
Interest transfer to Reserves	11,582.36	12,430.00	12,430.00	74,580.00	74,580.00	87,609.18
Transfer from Muni	35,824.00	35,824.00	35,824.00	214,942.00	214,942.00	193,747.69
Transfer to Muni	0.00	0.00	0.00	(346,800.00)	(346,800.00)	(319,125.00)
	3,397,123.30	3,397,970.94	3,397,970.94	3,292,438.94	3,292,438.94	3,349,716.94
126 Provenge Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	1,194,759.54	1,194,759.54	1,194,759.54	1,194,759.54	1,194,759.54	1,101,707.78
Interest transfer to Reserves	4,162.33	4,434.00	4,434.00	26,604.00	26,604.00	30,061.96
Transfer from Muni	29,394.00	29,394.00	29,394.00	176,363.00	176,363.00	168,461.65
Transfer to Muni	0.00	0.00	0.00	(203,380.00)	(203,380.00)	(105,471.85)
	1,228,315.87	1,228,587.54	1,228,587.54	1,194,346.54	1,194,346.54	1,194,759.54
128 Vasse Newtown Landscape Maintenance Reserve (SAR)						
Accumulated Reserves at Start of Year	575,151.53	575,151.53	575,151.53	575,151.53	575,151.53	535,722.24
Interest transfer to Reserves	1,696.72	2,134.00	2,134.00	12,804.00	12,804.00	15,770.06
Transfer from Muni	30,134.00	30,134.00	30,134.00	180,801.00	180,801.00	172,922.26
Transfer to Muni	0.00	0.00	0.00	(199,220.00)	(199,220.00)	(149,263.03)
	606,982.25	607,419.53	607,419.53	569,536.53	569,536.53	575,151.53
138 CPA Bushfire Facilities Reserve						
Accumulated Reserves at Start of Year	57,260.53	57,260.53	57,260.53	57,260.53	57,260.53	55,861.58
Interest transfer to Reserves	214.29	212.00	212.00	1,272.00	1,272.00	1,398.95
	57,474.82	57,472.53	57,472.53	58,532.53	58,532.53	57,260.53
139 CPA Community Facilities Dunsborough Lakes South Reserve						
Accumulated Reserves at Start of Year	72,622.42	72,622.42	72,622.42	72,622.42	72,622.42	70,848.15
Interest transfer to Reserves	271.79	270.00	270.00	1,620.00	1,620.00	1,774.27
	72,894.21	72,892.42	72,892.42	74,242.42	74,242.42	72,622.42
140 CPA Community Facilities South Biddle Precinct Reserve						
Accumulated Reserves at Start of Year	886,172.58	886,172.58	886,172.58	886,172.58	886,172.58	1,030,368.46
Interest transfer to Reserves	2,731.54	3,288.00	3,288.00	19,728.00	19,728.00	25,804.12
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(170,000.00)
	888,904.12	889,460.58	889,460.58	905,900.58	905,900.58	886,172.58
321 Busselton Area Drainage and Waterways Improvement Reserve						
Accumulated Reserves at Start of Year	546,471.37	546,471.37	546,471.37	546,471.37	546,471.37	548,820.67
Interest transfer to Reserves	1,990.79	2,028.00	2,028.00	12,168.00	12,168.00	13,451.35
Transfer to Muni	0.00	0.00	0.00	(184,399.00)	(184,399.00)	(15,800.65)
	548,462.16	548,499.37	548,499.37	374,240.37	374,240.37	546,471.37
102 Climate Adaptation Reserve						
Accumulated Reserves at Start of Year	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,845,578.60	2,472,424.34
Interest transfer to Reserves	10,230.79	10,558.00	10,558.00	63,348.00	63,348.00	69,960.53
Transfer from Muni	79,008.00	79,008.00	79,008.00	538,044.00	538,044.00	527,732.00
Transfer to Muni	0.00	0.00	0.00	(1,259,792.00)	(1,259,792.00)	(224,538.27)
	2,934,817.39	2,935,144.60	2,935,144.60	2,187,178.60	2,187,178.60	2,845,578.60
144 Emergency Disaster Recovery Reserve						
Accumulated Reserves at Start of Year	72,781.94	72,781.94	72,781.94	72,781.94	72,781.94	50,000.00
Interest transfer to Reserves	278.13	270.00	270.00	1,620.00	1,620.00	1,781.54
Transfer from Muni	3,334.00	3,334.00	3,334.00	20,000.00	20,000.00	21,000.40
	76,394.07	76,385.94	76,385.94	94,401.94	94,401.94	72,781.94

City of BusseltonReserves Movement Report

For The Period Ending 31 August 2019

	2019/2020 Actual	2019/2020 Amended Budget YTD	2019/2020 Original Budget YTD	2019/2020 Amended Budget	2019/2020 Original Budget	2018/2019 Actual
	\$	\$	\$	\$	\$	\$
145 Energy Sustainability Reserve						
Accumulated Reserves at Start of Year	181,852.87	181,852.87	181,852.87	181,852.87	181,852.87	100,000.00
Interest transfer to Reserves	631.56	674.00	674.00	4,044.00	4,044.00	4,474.87
Transfer from Muni	16,666.00	16,666.00	16,666.00	130,000.00	130,000.00	100,000.00
Transfer to Muni	0.00	0.00	0.00	(177,378.00)	(177,378.00)	(22,622.00)
	<u>199,150.43</u>	<u>199,192.87</u>	<u>199,192.87</u>	<u>138,518.87</u>	<u>138,518.87</u>	<u>181,852.87</u>
146 Cemetery Reserve						
Accumulated Reserves at Start of Year	157,626.57	157,626.57	157,626.57	157,626.57	157,626.57	100,000.00
Interest transfer to Reserves	533.85	584.00	584.00	3,504.00	3,504.00	4,098.21
Transfer from Muni	23,166.00	23,166.00	23,166.00	139,000.00	139,000.00	77,321.95
Transfer to Muni	0.00	0.00	0.00	(254,000.00)	(254,000.00)	(23,793.59)
	<u>181,326.42</u>	<u>181,376.57</u>	<u>181,376.57</u>	<u>46,130.57</u>	<u>46,130.57</u>	<u>157,626.57</u>
341 Public Art Reserve						
Accumulated Reserves at Start of Year	86,198.07	86,198.07	86,198.07	86,198.07	86,198.07	229,685.21
Interest transfer to Reserves	(190.73)	320.00	320.00	1,920.00	1,920.00	5,697.86
Transfer to Muni	0.00	0.00	0.00	(41,060.00)	(41,060.00)	(149,185.00)
	<u>86,007.34</u>	<u>86,518.07</u>	<u>86,518.07</u>	<u>47,058.07</u>	<u>47,058.07</u>	<u>86,198.07</u>
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	7,867,210.16	7,867,210.16	7,867,210.16	7,867,210.16	7,867,210.16	7,881,068.17
Interest transfer to Reserves	9,848.26	29,192.00	29,192.00	175,152.00	175,152.00	200,860.10
Transfer from Muni	175,332.00	175,332.00	175,332.00	1,051,994.00	1,051,994.00	1,312,610.77
Transfer to Muni	0.00	0.00	0.00	(5,616,140.00)	(5,616,140.00)	(1,527,328.88)
	<u>8,052,390.42</u>	<u>8,071,734.16</u>	<u>8,071,734.16</u>	<u>3,478,216.16</u>	<u>3,478,216.16</u>	<u>7,867,210.16</u>
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	257,162.94	257,162.94	257,162.94	257,162.94	257,162.94	226,213.20
Interest transfer to Reserves	969.64	5,532.00	5,532.00	33,192.00	33,192.00	5,949.74
Transfer from Muni	4,166.00	4,166.00	4,166.00	31,000.00	31,000.00	25,000.00
Transfer to Muni	0.00	0.00	0.00	(78,925.00)	(78,925.00)	0.00
	<u>262,298.58</u>	<u>266,860.94</u>	<u>266,860.94</u>	<u>242,429.94</u>	<u>242,429.94</u>	<u>257,162.94</u>
129 Untied Grants Reserve						
Accumulated Reserves at Start of Year	1,232,906.00	1,232,906.00	1,232,906.00	1,232,906.00	1,232,906.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,232,906.00
Transfer to Muni	(1,232,906.00)	(1,232,906.00)	(1,232,906.00)	(1,232,906.00)	(1,232,906.00)	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,232,906.00</u>
Total Cash Back Reserves	<u>57,060,952.96</u>	<u>57,234,906.66</u>	<u>57,234,906.66</u>	<u>42,611,399.66</u>	<u>42,611,399.66</u>	<u>55,590,217.66</u>
Summary Reserves						
Accumulated Reserves at Start of Year	55,590,217.66	55,590,217.66	55,590,217.66	55,590,217.66	55,590,217.66	47,978,518.20
Interest transfer to Reserves	171,333.30	206,270.00	206,270.00	1,237,620.00	1,237,620.00	1,413,166.97
Transfer from Muni	2,532,308.00	2,671,325.00	2,671,325.00	20,640,422.00	20,640,422.00	18,882,926.94
Transfer to Muni	(1,232,906.00)	(1,232,906.00)	(1,232,906.00)	(34,856,860.00)	(34,856,860.00)	(12,684,394.45)
Closing Balance	<u>57,060,952.96</u>	<u>57,234,906.66</u>	<u>57,234,906.66</u>	<u>42,611,399.66</u>	<u>42,611,399.66</u>	<u>55,590,217.66</u>



CITY OF BUSSETON - INVESTMENT PERFORMANCE REPORT For the month of August 2019



11am Bank Account As at 31 August 2019

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	0.95%	\$ 14,000,000

Term Deposits - Miscellaneous Funds As at 31 August 2019

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
Bankwest	AA	91	09-Sep-19	2.05%	\$ 4,000,000
NAB	AA	120	24-Sep-19	2.23%	\$ 2,000,000
Bankwest	AA	120	24-Sep-19	2.10%	\$ 4,000,000
NAB	AA	120	04-Oct-19	2.13%	\$ 4,000,000
NAB	AA	90	10-Oct-19	1.92%	\$ 3,000,000
ANZ	AA	92	15-Oct-19	1.83%	\$ 3,500,000
Bendigo	BBB	90	31-Oct-19	1.70%	\$ 3,000,000
NAB	AA	152	11-Nov-19	2.09%	\$ 2,000,000
Bendigo	BBB	180	09-Dec-19	2.10%	\$ 1,000,000
NAB	AA	182	09-Dec-19	2.10%	\$ 2,000,000
Westpac	AA	183	17-Dec-19	2.35%	\$ 1,500,000
NAB	AA	150	03-Jan-20	1.80%	\$ 2,000,000
Westpac	AA	184	12-Jan-20	2.20%	\$ 4,000,000
NAB	AA	184	24-Jan-20	1.90%	\$ 3,000,000
Westpac	AA	184	22-Feb-20	1.85%	\$ 1,500,000
Bankwest	AA	181	24-Feb-20	1.65%	\$ 4,000,000
Westpac	AA	274	06-May-20	2.10%	\$ 5,000,000
Westpac	AA	274	27-May-20	1.80%	\$ 2,000,000

Total of Term Deposits \$ 51,500,000

Airport Redevelopment Funds As at 31 August 2019

WA Treasury Corp. - Overnight Cash Deposit Facility	0.95%	\$ 647,207
WA Treasury Corp. - State Bonds	32 02-Sep-19 1.05%	\$ 4,320,266

Total of Airport Redevelopment Funds - WATC \$ 4,967,473

Total of Airport Redevelopment Funds - Bank Term Deposits \$ Nil

ANZ Cash Account	AA	NA	NA	1.00%	\$ 2,785
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Total of Airport Redevelopment Funds - Other \$ 2,785

Total of Airport Redevelopment Funds \$ 4,970,258

Interest Received 2015/16 \$ 609,666

Interest Received 2016/17 \$ 1,158,623

Interest Received 2017/18 \$ 631,835

Interest Received 2018/19 \$ 121,836

Interest Received 2019/20 \$ 17,141

Interest Accrued but not yet Received \$ 4,375

Total Interest Airport Funds (Non-Reserve) at month's end \$ 2,543,476

Interest Transferred out and held in City Reserve Account 136 \$ 1,085,630

Interest Transferred out to Municipal Funds \$ 19,812

Interest Earned (incl. Accrued) on Funds Held in City Reserve A/c 136 \$ 57,768

(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding Contract and the Foreshore Development Contract and are not held within the requirements of the City's Investment Policy 218)

SUMMARY OF ALL INVESTMENTS HELD

	As at 1 year ago	As at 30 June 2019	As at 31 August 2019
11am Bank Account	\$ 7,500,000	\$ 11,500,000	\$ 14,000,000
Term Deposits - Misc. Funds	\$ 53,500,000	\$ 54,000,000	\$ 51,500,000
Foreshore Development Funds - WATC	\$ 38,258	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ 4,849,131	\$ 4,950,336	\$ 4,967,473
Airport Redevelopment - Bank Term Deposit	\$ -	\$ -	\$ -
Airport Redevelopment - ANZ Cash A/c	\$ 1,460,004	\$ 2,785	\$ 2,785
Total of all Investments Held	\$ 69,932,038	\$ 70,453,122	\$ 70,470,258

TOTAL INTEREST RECEIVED AND ACCRUED \$ 252,484 \$ 1,724,414 \$ 104,784

INTEREST BUDGET \$ 197,294 \$ 1,182,760 \$ 157,135

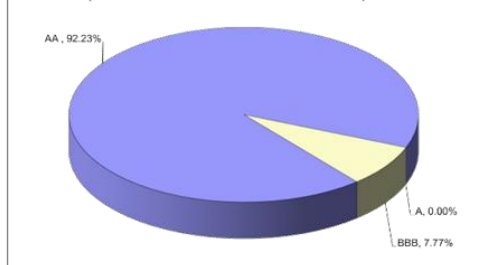
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

Statement of Compliance with Council's Investment Policy 218

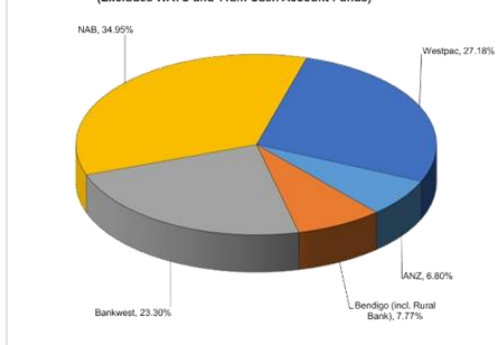
1. All funds are to be invested within legislative limits.	Fully Compliant
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	Fully Compliant
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the total portfolio.	Fully Compliant
4. The amount invested based upon the Investment Horizon is not to exceed the set percentages of the total portfolio.	Fully Compliant

Investment Graphs

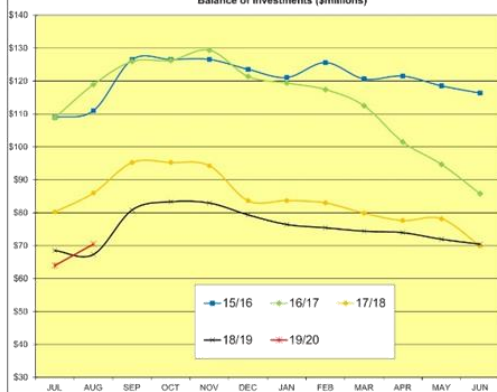
Summary of Term Deposits by S & P Rating
(Excludes WATC and 11am Cash Account Funds)



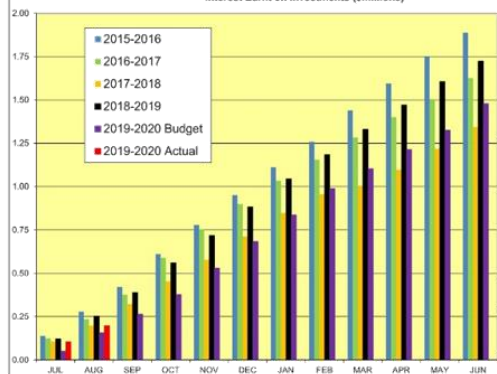
Summary of Term Deposits by Institution
(Excludes WATC and 11am Cash Account Funds)



Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



12.3 Finance Committee - 19/09/2019 - BUDGET AMENDMENT REQUEST / REVIEW

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Budget Planning and Reporting
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Finance Coordinator - Jeffrey Corker
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Nil

This item was considered by the Finance Committee at its meeting on 19 September 2019, the recommendations from which have been included in this report.

OFFICER RECOMMENDATION

That the Council endorse the requested budget amendment outlined in Tables 1 to 3 below resulting in no change to an amended budget surplus position of \$0:

Table 1:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
541.W0245.3280.0000	Wilson Ave Reseal – Contractors	\$0	Increase by \$68,522	-\$68,522
Income				
541.W0245.1215.0000	Wilson Ave Reseal – Reimbursement Other (Water Corporation)	\$0	Increase by \$8,000	+\$8,000
Road Asset Renewal Reserve (Reserve Number 223)	Reserve Draw Down	\$4,161,474	Increase by \$57,000	+\$4,218,474
Restricted assets (Wilson Ave)	Contribution to Works	\$0	Increase by \$3,522	+\$3,522
Net Total		\$4,161,474	\$0	\$4,161,474

Table 2:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
339-10616-7743-0000	Winderlup Villas - Capital Expenses	-\$8,500	Decrease by \$8,500	\$0
339-10616-3301-0000	Winderlup Villas - Non-Capital Expenses	\$0	Increase by \$8,500	-\$8,500
339-10617-7743-0000	Harris Road - Capital Expenses	-\$7,600	Decrease by \$7,600	\$0
339-10617-3301-0000	Harris Rd - Non-Capital Expenses	\$0	Increase by \$7,600	-\$7,600
Net Total		\$16,100		-\$16,100

Table 3:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
420-10820-3260-9650	Strategic Planning – Consultancy	-\$195,183	Increase by \$56,345	-\$251,528
Income				
Climate Reserve (Reserve Number 102)	Adaption Reserve Drawdown	+\$1,259,792	Increase by \$56,345	+\$1,316,137
Net Total		+\$1,064,609	\$0	+\$1,064,609

COMMITTEE RECOMMENDATION AND AMENDED OFFICER RECOMMENDATION

That the Council endorse the requested budget amendment outlined in Tables 1 to 3 below resulting in no change to an amended budget surplus position of \$0, inclusive of the amendments to Table 2, being the minus sign for the Net Total Figure:

Table 1:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
541.W0245.3280.0000	Wilson Ave Reseal – Contractors	\$0	Increase by \$68,522	-\$68,522
Income				
541.W0245.1215.0000	Wilson Ave Reseal – Reimbursement Other (Water Corporation)	\$0	Increase by \$8,000	+\$8,000
Road Asset Renewal Reserve (Reserve Number 223)	Reserve Draw Down	\$4,161,474	Increase by \$57,000	+\$4,218,474
Restricted assets (Wilson Ave)	Contribution to Works	\$0	Increase by \$3,522	+\$3,522
Net Total		\$4,161,474	\$0	\$4,161,474

Table 2:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
339-10616-7743-0000	Winderlup Villas - Capital Expenses	-\$8,500	Decrease by \$8,500	\$0
339-10616-3301-0000	Winderlup Villas - Non-Capital Expenses	\$0	Increase by \$8,500	-\$8,500
339-10617-7743-0000	Harris Road - Capital Expenses	-\$7,600	Decrease by \$7,600	\$0
339-10617-3301-0000	Harris Rd - Non-Capital Expenses	\$0	Increase by \$7,600	-\$7,600
Net Total		-\$16,100		-\$16,100

Table 3:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
420-10820-3260-9650	Strategic Planning – Consultancy	-\$195,183	Increase by \$56,345	-\$251,528
Income				
Climate Reserve (Reserve Number 102)	Reserve Drawdown	+\$1,259,792	Increase by \$56,345	+\$1,316,137
Net Total		+\$1,064,609	\$0	+\$1,064,609

Reason: The Net Total Figure in Table 2 of the officers recommendation was corrected to show a negative figure.

EXECUTIVE SUMMARY

This report seeks recommendation of the Finance Committee to Council for the approval of budget amendments as detailed in this report. Adoption of the Officers Recommendation will result in no change to the City's current amended budgeted surplus position of \$0.

BACKGROUND

Council adopted its 2019/2020 municipal budget on Wednesday 31 July 2019 with a balanced budget position.

Since this time Council has been advised of certain expense changes that have impacted the original budget and Council is now being asked to consider budget amendments for the following key areas/projects:

1. Wilson Avenue, Quindalup – Road Renewal
2. Aged Housing – Capital / Non-Capital Purchases
3. Coastal Adaptation Strategy – Finalisation Costs

OFFICER COMMENT

The officer recommends the following requested budget amendment to the Finance Committee for consideration and recommendation to Council.

Please note that within tables, expenses are denoted as –ve's and income as +ve's.

1. Wilson Avenue, Quindalup – Road Renewal

This budget amendment seeks to add a road renewal capital project totalling \$68,522 onto the 2019/2020 budget.

The Water Corporation has recently completed infill sewer works in the Quindalup area which has resulted in a requirement for reinstatement works to Wilson Avenue. These reinstatement works are to cost the Water Corporation an estimated \$8,000. The City's Road Asset officers have advised that this road has a current condition rating of 8; past the desirable intervention level.

To this end, the reinstatement via patching of only the small sections of this road impacted by the infill works makes little economic nor sound asset management sense; this road is already a high priority to be renewed. Based on this advice it is recommended that the full 55-metre length of the road be brought forward and renewed. The renewal will be completed in two stages. Stage one will entail the prima-sealing of the impacted sections followed by a spray seal to the full length once the weather warms up suitably for sealing.

The funding recommendation made is that:

- a) \$57,000 of the funding be drawn down from the Roads Asset Renewal Reserve (Reserve number 223) that has an existing budgeted closing balance of \$440,682 on 30 June 2020.
- b) \$8,000 will represent a negotiated contribution from the Water Corporation.
- c) \$3,522 will come from Contribution to Works for Wilson Avenue.

Planned Expenditure Item

Officers propose that the 2019/2020 adopted budget be amended to reflect the following funding changes, shown in Table 1.

Table 1:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
541.W0245.3280.0000	Wilson Ave Reseal – Contractors	\$0	Increase by \$68,522	-\$68,522
Income				
541.W0245.1215.0000	Wilson Ave Reseal – Reimbursement Other (Water Corporation)	\$0	Increase by \$8,000	+\$8,000
Road Asset Renewal Reserve (Reserve Number 223)	Reserve Draw Down	\$4,161,474	Increase by \$57,000	+\$4,218,474
Restricted assets (Wilson Ave)	Contribution to Works	\$0	Increase by \$3,522	+\$3,522
Net Total		\$4,161,474	\$0	\$4,161,474

2. Aged Housing – Capital / Non-Capital Purchases

This budget amendment seeks to alter/correct the accounting classification of asset purchases contained within the 2019/2020 budget with regard to Aged Housing at Winderlup Villas and the Harris Road units.

During 2018/19 changes to the Accounting Standards required an alteration to the capitalisation threshold to a \$5,000 limit. That is, assets purchased with a value of less than \$5,000 should no longer be treated as a capital item, but should instead be expensed. The 2019/20 adopted budget for asset purchases for the items for Winderlup Villas and Harris Road did not reflect this change.

As the treatment of expenses within the City's accounting system is linked to the account number utilised it is proposed to transfer the existing budget from the incorrect capital account (7743) to non-capital (3301). There is nil effect on the budget surplus, the change is solely for accounting purposes only.

The funding recommendation made is that;

- a) The \$8,500 budget in account 339-10616-7743-0000 be transferred to account 339-10616-3301-0000.
- b) The \$7,600 budget in account 339-10617-7743-0000 be transferred to account 339-10617-3301-0000.

Planned Expenditure Item

Officers propose that the 2019/2020 adopted budget be amended to reflect the following funding changes, shown in Table 2.

Table 2:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
339-10616-7743-0000	Winderlup Villas - Capital Expenses	-\$8,500	Decrease by \$8,500	\$0
339-10616-3301-0000	Winderlup Villas - Non-Capital Expenses	\$0	Increase by \$8,500	-\$8,500
339-10617-7743-0000	Harris Road - Capital Expenses	-\$7,600	Decrease by \$7,600	\$0
339-10617-3301-0000	Harris Rd - Non-Capital Expenses	\$0	Increase by \$7,600	-\$7,600
Net Total		-\$16,100	\$0	-\$16,100

3. Coastal Adaption Strategy – Finalisation Costs

The Coastal Adaptation Strategy has been underway since the 2017/18 FY. Delays with the project have resulted in the budgeted spend for earlier years not occurring. Subsequently budgeted grant income has not been received and transfers from reserves have not occurred to the same degree. The final expenditure figures for 2019/20 were not available at the time of the budget compilation so could not be incorporated into the adopted budget. As final expenditure figures are now identified, a budget amendment is requested so that the project can be completed within the 2019/20 financial year.

The funding recommendation made is that:

- a) \$56,345 of the funding be drawn down from the Climate Adaption Reserve (Reserve number 102) that has an existing budgeted closing balance of \$2,187,179 on 30 June 2020.
- b) \$56,345 be added to the Strategic Planning Consultancy Budget.

Planned Expenditure Item

Officers propose that the 2019/2020 adopted budget be amended to reflect the following funding changes, shown in Table 3.

Table 3:

<i>Cost Code</i>	<i>Description</i>	<i>Current Budget</i>	<i>Change</i>	<i>Resulting Proposed Amended Budget</i>
Expenditure				
420-10820-3260-9650	Strategic Planning – Consultancy	-\$195,183	Increase by \$56,345	-\$251,528
Income				
Climate Adaption Reserve (Reserve Number 102)	Reserve Drawdown	+\$1,259,792	Increase by \$56,345	+\$1,316,137
Net Total		+\$1,064,609	\$0	+\$1,064,609

Statutory Environment

Section 6.8 of the *Local Government Act 1995* refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

Relevant Plans and Policies

There are multiple plans and policies that support the proposed budget amendments.

Financial Implications

The Financial Implications of this recommendation are contained within the report.

Stakeholder Consultation

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

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place.

There is a risk to the City, as there is with all projects undertaken that the final cost could exceed budget. If this looks to be the case Council will be notified so a suitable offset / project scope back can be identified.

Options

The Council could decide not to go ahead with any or all of the proposed budget amendment requests.

CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report. Upon approval the proposed works will be planned, organised and completed.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

13. PLANNING AND DEVELOPMENT SERVICES REPORT







Nil

14. ENGINEERING AND WORK SERVICES REPORT

Nil

15. COMMUNITY AND COMMERCIAL SERVICES REPORT

15.1 ADOPTION OF RECONCILIATION ACTION PLAN 2019-2020

STRATEGIC GOAL	1. COMMUNITY: Welcoming, friendly, healthy
STRATEGIC OBJECTIVE	1.4 Community services and programs that support people of all ages and backgrounds.
SUBJECT INDEX	CMTY016: Community Programs
BUSINESS UNIT	Community Services
REPORTING OFFICER	Cultural Development Officer - Jacquie Happ
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Draft Reconciliation Action Plan 2019-2020   Attachment B Reconciliation Action Plan Draft Marked Up 2019   Attachment C RAP Feedback Table Sept 2019  

OFFICER RECOMMENDATION

That the Council:

- a) adopts the City of Busselton Reconciliation Action Plan 2019-2020; and
- b) requests the CEO to seek Reconciliation Australia's endorsement of the City's Reconciliation Action Plan 2019-2020

EXECUTIVE SUMMARY

Reconciliation Action Plans (RAP) provide a framework within which organisations can identify goals and actions to improve the way in which they will work together, and build relationships and respect with the Aboriginal community. Following targeted consultation, the City's draft RAP was released for broader community feedback in September 2019.

This report seeks Council adoption of the City of Busselton Reconciliation Action Plan 2019-2020 and requests the Chief Executive Officer to seek Reconciliation Australia's endorsement.

BACKGROUND

In November 2015 the City of Busselton Social Plan 2015-2025 was endorsed by Council (C1511/341), and included the development of a RAP as a high priority.

RAP's are commonly developed and used by organisations, including local governments, to assist in building their knowledge, relationships and respect for Aboriginal people and their culture as the traditional custodians of the land.

Over the past ten years, the City has liaised with the Aboriginal community in various ways with mixed success. Over time the development of the relationship has been approached cautiously, but with a willingness to continue to move forward. This has included a number of actions being implemented, including:

- Councillors, senior management and various staff participation in cultural awareness training;
- Stakeholder engagement with the Undalup Association and South West Boodjarah Working Party;
- Flying the Aboriginal flag daily at the City Administration building;
- Inclusion of Acknowledgement to Country as part of Standing Orders of Council Meetings;
- Welcome to Country or Acknowledgement of Country at all City events;
- Partnerships in projects with Aboriginal community members:
 - Merenj Boodja Bush Food Garden at ArtGeo Cultural Complex;
 - NAIDOC and Reconciliation Week activities with the Undalup Association in 2018;
 - Walgin Garden landscaping;
 - SPACE 3 with international artist Michelle Eistrupp; and
 - Settlement Art Project consultation for the Aboriginal sculpture.
- Installation of the Aboriginal sculpture as part of the Settlement Art Project;
- Aboriginal school based traineeships and sharing information about position vacancies at the City to Aboriginal people and organisations;
- Continuing Aboriginal heritage consultations with traditional custodians at sites of significance; and
- Support for the Undalup Association with a lease agreement at High Street Hall and regular meetings around various reserve and park projects.

As a key component of the City's draft RAP, in September 2018, a workshop was conducted with Councillors, City officers and Aboriginal community members to develop a RAP vision statement. The selected vision statement was *"The City of Busselton acknowledges the Traditional Custodians, recognises our past and seeks to trust and grow together."*

Throughout 2019, the draft RAP was developed, using this vision statement as a guide. Using the draft as a basis, during May 2019 to August 2019 the City sought feedback from the Aboriginal community following this it was distributed for public comment

The draft RAP is now presented to Council for adoption (see attachment A).

OFFICER COMMENT

A RAP is proposed by Reconciliation Australia as a useful framework by which governments, agencies, institutions and corporations, can implement goals and actions aimed at building relationships and respect for Aboriginal community, culture and history.

RAP's are progressed through four levels: Reflect, Innovate, Stretch and Elevate. Each level builds on previous actions and is achieved at the pace appropriate to the organisation. The City of Busselton RAP is at the Reflect entry level and identifies actions to be undertaken in 2019-2020. These have been identified through consultation with Aboriginal stakeholders and community members over a number of years. As many of the actions are already underway, the RAP will be reviewed at the end of 2020 with a view to updating or transitioning to the next level: Innovate.

Development of the City's RAP commenced in 2016 with input from the Aboriginal community on their ideas and aspirations and internal reflection and discussion on actions to be considered. In early 2019, the draft RAP was completed, and was informally presented to Council on 8 May 2019. Subsequent to this, extensive targeted consultation was undertaken, with feedback considered and the RAP updated where appropriate. Following this, the City sought broader public feedback. The consultation undertaken has resulted in broad, strong support for the draft RAP.

Statutory Environment

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

Relevant Plans and Policies

Strategic Community Plan Review 2019

Key Goal Area 1. Community, Welcoming, friendly, healthy

Objective 1.1 of the Strategic Community Plan 2017 (review 2019) is to develop “A friendly, safe and inclusive community with a strong community spirit”. Additionally the plan contains objectives around supporting the provision of a range of cultural experiences and services and programs that support people of all backgrounds. Accordingly the RAP will guide the City’s actions in building relationships and respect with the Aboriginal community and progressing opportunities.

Social Plan 2015-2025

Action: Engage with community to develop a Reconciliation Action Plan.

Priority: 1

Timeframe: Short

While there is no statutory obligation for a local government to send their RAP for endorsement to Reconciliation Australia, this process provides recognition of the document and accountability for reporting on its implementation as the City progresses through the four (4) levels of reconciliation action planning.

Financial Implications

Many of the actions in the City’s draft RAP will be funded from existing resources. External funding may be sought for projects identified in the implementation plan that are not resourced by the City.

Stakeholder Consultation

Consultation has included targeted consultation with the Busselton Aboriginal community and Aboriginal organisations, as well as the broader community through the City’s ‘Your Say’ platform. Table 1 below summarises the consultation:

Target Group	Method	Period	Comment
Aboriginal community	<ul style="list-style-type: none"> • Copies distributed (400) • Drop In Days (2 days held) (7) • Email Responses (5) • Face to face meetings (4) 	May to August 2019	36 responses from community involved. Strong support for RAP, no specific comments
Undalup Association	Mail out and a number of fact to face meetings	May to August 2019	Provided specific feedback which was considered and adjustment made where appropriate in the RAP
South West Boodjarah Working Party	Presentation	3 July 2019	General support
General community	Your Say (3) Direct email responses (8)	16 August – 13 th September	122 engagements, 32 downloaded the RAP; 3 made submissions.

The issues and recommendations raised by the Aboriginal community included:

- changes to the language used in the document that acknowledged Aboriginal views, history, culture and Lore (Aboriginal law);
- the order of the document and priorities of actions.

A marked up copy of these changes is provided at Attachment B - Reconciliation Action Plan Draft Marked Up 2019.

The responses from the community were positive and supportive of the process undertaken and while some suggestions were submitted, none were considered to change the intention of the document.

A copy of the survey responses is provided in Attachment C - RAP Feedback Table September 2019.

Risk Assessment

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

Options

As an alternative to the officer recommendation the Council could:

1. Choose not to adopt the RAP as a guide for future planning at this time.
2. Choose to undertake further consultation
3. Choose to not send the RAP to Reconciliation Australia.

CONCLUSION

Following four (4) months of consultation including targeted Aboriginal community consultation, Officers recommend Council approve the City of Busselton Reconciliation Action Plan 2019-2020. Officers also recommend that Council requests the CEO to seek Reconciliation Australia's endorsement of the City's RAP.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The City of Busselton Reconciliation Action Plan will be sent to Reconciliation Australia for endorsement within two weeks of being endorsed. Implementation of the plan will commence within two months of endorsement by Reconciliation Australia.



City of Busselton RECONCILIATION ACTION PLAN

Reflect
2019-2020

"We will acknowledge, reconcile and collaborate"

*Where
environment
lifestyle and
opportunity
meet!*



WADANDI ARTWORK

Sandra Hill Information about the artwork.

NOTE: Approved Aboriginal artworks and photos of local Aboriginal community members will be featured through the document.

KAYA ACKNOWLEDGEMENT OF COUNTRY

The City of Busselton acknowledges the Traditional Custodians, the Wadandi Bibulmun people, on whose land we are living, and pay our respects to Elders, past, present and emerging.

CITY OF BUSSELTON VISION STATEMENT

The City of Busselton acknowledges the Traditional Custodians, recognises our past and seeks to trust and grow together.

We will acknowledge, reconcile and collaborate

MAYOR'S MESSAGE

In late 2016, Council initiated the process of writing this Reconciliation Action Plan (RAP). Over the course of the last three years, City officers have been consulting with the local Wadandi Bibulmun people in a number of different ways. From individuals to larger groups, we have recorded the aspirations and opportunities of the traditional custodians of this country. The information collected has greatly assisted in drafting this plan and provides a guide to its implementation as part of the City's core business.

We recognise that the relationship with the Wadandi Bibulmun people needs to be nurtured and grown with acknowledgement and respect. Through conversations with City officers, I can assure the community that we are passionate about utilising the RAP as a resource to work with the traditional custodians to progress a wide range of cultural and environmental projects for the benefit of our future relationships and generations to come. In fact, many of the initial ideas have already begun.

RAP's are not the end of the conversation, they are the beginning

. Reconciliation is a journey which requires us to work together and to talk honestly and openly. I would like to thank the Wadandi Bibulmun people for their contribution to the process thus far which has been both insightful and practical. I sincerely hope this RAP is way we can learn about each other and move forward together.

RAP 2019



REFLECT RAP

The RAP process is a framework to support organisations in their achievement of their reconciliation aspirations and goals. There are four types of RAP: Reflect, Innovate, Stretch or Elevate. As outcomes are achieved, the organisation moves to the next level.

The City of Busselton is working towards a Reflect RAP. This means it is scoping and developing relationships with the Aboriginal community to determine the outcomes it hopes to achieve and focus on. These goals and outcomes have been informed by Aboriginal community feedback and mark the commencement of a formal journey of reconciliation.

This RAP will work to build relationships between the City and the Aboriginal community, and raise awareness of protocols about communicating with the Aboriginal community as contributors to the conversation. The City will work towards determining actions that will build on growing respect, encouraging positive relationships, and help educate the broader community through cultural interpretation lead by the Cultural Custodians.

‘Where environment, lifestyle and opportunity meet’

OUR BUSINESS

The City of Busselton is located within the South West corner of Western Australia and is part of Noongar country that is called the Wadandi Boodja. The Wadandi Bibulmun people have been living in this area for over 40,000 years. It was and continues to be a place of plenty. The City is bound by the Shires of Augusta-Margaret River, Capel, Donnybrook-Balingup and Nannup.

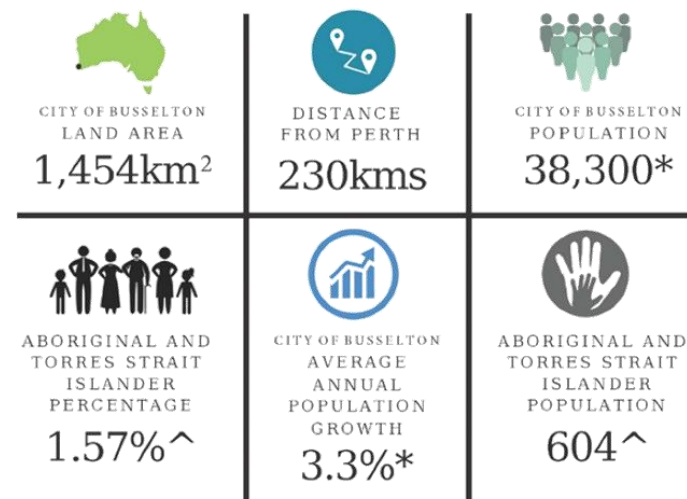
The population is approximately 38,300 of which 1.6% (604 people) are of Aboriginal descent. By 2023, the total population of the District is expected to grow to 55,000. The City of Busselton is one of the fast-growing local governments in WA, delivering a vast range of facilities and services for the community.

The City Councillors and officers are passionate about growing their relationships with local Aboriginal community members and groups. Through discussing the community's concerns about environmental observations and issues, officers are learning about opportunities for alternative treatment methods, and will investigate the viability of recommendations put forward by the Aboriginal community. These Actions will be integrated into the City's core business where possible.

With regards to practices where developments may impact sites of cultural significance or when possible artefacts are revealed, the City's objective is to always engage with representative Elders to assist in protecting their heritage alongside complying with legal requirements. When the City is intending to undertake works within a known heritage area or an area considered to have a high risk, this advice is provided to the relevant officers well in advance to allow for the proper planning and engagement of Elders to monitor at the location.

The City continues to support Aboriginal organisations through partnerships in managing parks like Merenj Boodja at the ArtGeo Cultural Complex and Walgin Gardens on the northwest side of Causeway Bridge, Busselton. The City has also leased the Undalup Association with a premises in which to hold their meetings and activities.

The Councillors and City officers will continue to work with the Aboriginal community, growing in respect for cultural knowledge and awareness of this special country.



* Source, Australian Bureau of Statistics Busselton (LGA) (51260) ABS Regional data 29/5/18

[^] Source, Australian Bureau of Statistics 2016 Census Data - Adding Postcodes 6280, 6281 and 6282

OUR JOURNEY

In November 2007, the then Shire of Busselton held a number of community meetings with Aboriginal community members, various agencies, State departments and the local Police, in writing a Local Aboriginal Justice Agreement (LAJA). The Busselton LAJA was endorsed by Council in May 2009 however due to changes in key stakeholders, it was not progressed.

Over the last ten years, the City has liaised with the Aboriginal community in various ways, and the relationship between the City and Aboriginal community has been cautious.

The many years that have passed constitutes a journey of hills and valleys; learning and more learning, all towards an appreciation and respect of Aboriginal culture and history.

2015 August – December	2016 January – August	2016 December	2017 March – July	2017 August – November
<ul style="list-style-type: none"> • In partnership with Rio Tinto and Cinefestoz, the 2015 Colours: Country to Coast was exhibited at ArtGeo Gallery. Local Elder women met with the Yinjaa Barni Art Centre artists for the exhibition and film festival. A number of local Aboriginal artists were invited to loan artworks from private collections. • At the December Council meeting, it was proposed to include an Acknowledgement of Country at the beginning of Council meetings and the motion was not supported. However informally Councillors expressed an interest in investigating a Reconciliation Action Plan in the coming year. 	<ul style="list-style-type: none"> • Findings from investigations were presented to Council in March 2016 and steps towards a RAP were proposed and agreed upon. • Councillors and City officers participated in Cultural Awareness Training facilitated by Dr Robert Isaacs AM OAM, an Elder with family links to Wadandi Boodja. The program discussed the history and impact of the Aborigines Act 1905 and Stolen Generations. The RAP framework was outlined. • Three community meetings were held in June through August and it was noted that as fewer Aboriginal community members were attending it was necessary to reconsider the approach. 	<ul style="list-style-type: none"> • The Deputy Mayor and two City officers met with the South West Boojarah Working Party in Busselton. • At this meeting, there was feedback received about the City's Funeral Practices. As a result, the process which had been in place since 2009, included further traditional funeral customs in consideration of Aboriginal families. • Planning began to develop a process for the City of Busselton RAP. • Aboriginal heritage consultations were undertaken in Busselton. These resulted in footpath realignments. The work was monitored in case any artefacts were unearthed. 	<ul style="list-style-type: none"> • The fifth Settlement Art Project sculpture of an Aboriginal person was agreed upon with Aboriginal Elders and community representatives. Gaywal was an Elder and leader at the time of European settlement in The Vasse. George Layman was speared by Gaywal in retaliation for breaking cultural Lore. • Artwork for Reconciliation Week and NAIDOC Week clothing was created by Busselton Senior High School and Busselton Primary School students and the City participated in the Undalup Association's NAIDOC Week Festival. • The Aboriginal flag was approved to fly permanently outside the new City Administration building. 	<ul style="list-style-type: none"> • Informal conversations with local Aboriginal community members began again in order to understand what was important to them to include in the RAP. • An Aboriginal Work Placement student commenced with the City of Busselton and helped create a NAIDOC Week project and Aboriginal Art Auction event. • Undalup Association coordinated their Kambarang Children's Week activities at ArtGeo Cultural Complex. • The City's Courthouse Interpretation Plan identified a garden in the ArtGeo Cultural Complex as a potential place for a native bush garden. Exploration of this idea commenced with the Aboriginal community.

2017 December	2018 February – March	2018 April	2018 July	2018 September – October	2018 November – December	2019 January – September
<ul style="list-style-type: none"> • Councillors were briefed on the progress in developing the RAP including feedback from Aboriginal community consultation. • Officers commenced working with the Undalup Association on concepts for an Aboriginal native bush garden at ArtGeo Cultural Complex. • Aboriginal heritage consultations undertaken on locations in Yallingup, Vasse, Cape Naturaliste, Dunsborough, and Busselton. These resulted in an increase in a buffer zone around a significant site, and changes to carparks, drains, footpaths, roads, and foreshores. 	<ul style="list-style-type: none"> • The Undalup Association signed a lease agreement with the City for rooms at the High Street Hall as a place for an office, to hold meetings and run activities • RAP consultation intensified with formal meetings and interviews with groups, individuals, families and organisations outlining the aspirations and ideas of the Aboriginal community. • Three local Aboriginal women participated in International Art Space (IAS) workshops and some Aboriginal community members had their interviews recorded by Danish IAS artist, Michelle Eistrup. 	<ul style="list-style-type: none"> • New Council Standing Orders were endorsed with an Acknowledgement of Country included at the opening of Council meetings. • The "Walking on Boodja" Project commenced. Local schools were invited to create feet in black, red or yellow felt and write messages that celebrated Aboriginal women which was in line with the NAIDOC Week theme, "Because of Her, We can." The feet were exhibited at the ArtGeo Cultural Complex during NAIDOC Week. • Aboriginal community members met to discuss the design of a statue at the Busselton Jetty as part of the Sculpture and Seascape Walk. • Local residents met with Aboriginal Cultural Custodians about developing a concept for artwork in Yallingup. 	<ul style="list-style-type: none"> • NAIDOC Week activities included the student led "Walking on Boodja" at ArtGeo Cultural Complex and "Boola Kala, Moodjdtch Exhibition" Aboriginal Art Exhibition in the Ballarat Room in Railway House. • The Undalup Association unveiled the name of the Merenj Boodja Native Bush Food Garden at the ArtGeo Cultural Complex. • The representative Aboriginal group for the sculpture of Greg James in Fremantle, to view the sculpture as part of the Settlement Art Project in its clay form. • RAP consultation continued. 	<ul style="list-style-type: none"> • A RAP Vision Statement Workshop was conducted with Councillors and City officers and Aboriginal community members. The workshop included videos of community members who shared their aspirations for the RAP. Three options for the Vision Statement were developed. • City officers met with Undalup Association representatives to discuss solutions for environmental issues and concerns through the Association's Ranger Program. • The interpretation for the sculpture of Gaywal was developed as part of the Settlement Art Project. 	<ul style="list-style-type: none"> • The Mayor and City officers attended a South West Boojarah Working Party meeting to present information about the draft RAP and the renaming of a foreshore park. • Consultation with Cultural Custodians for re-landscaping Walgin Garden was undertaken. 	<ul style="list-style-type: none"> • Aboriginal Sculpture of Gaywal was unveiled in the ArtGeo Cultural Precinct as part of the Settlement Art Project. • Aboriginal community consultation to rename a park on the Busselton Foreshore Precinct was undertaken. • Three Aboriginal school based work trainee placement students commenced with the City. • Draft RAP consultation with Aboriginal community members for 3 months. Final edit with the Undalup Association. • Broad community consultation. • <i>RAP progresses to the City of Busselton for endorsement.</i>

RESPECT

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
1.1 Demonstrate respect to Aboriginal people by developing cultural protocols	a. Develop protocols for Welcome to Country and Acknowledgement to Country to ensure Elders are invited to attend civic ceremonies or events where appropriate and ensure respectful treatment of Elders at such events.	Public Relations; Community Services; Human Resources	2020
	b. All Council and staff to be Welcomed on Country.	Human Resources	2020
1.2 Acknowledgement of Traditional Owners	a. Inclusion of Welcome to Country at City significant events: Heads of State or official openings of civic infrastructure.	Public Relations; Events	Immediate – Ongoing
	b. Promote inclusion of Welcome to Country or Acknowledgement of Country at Council meetings and civic events.	Governance Services; Public Relations; Events	Immediate – Ongoing
	c. Promote the inclusion of Welcome to Country or Acknowledgement of Country to organisations holding events in the City.	Events; Public Relations	2019
	d. Develop a register of Aboriginal community members who may do a Welcome to Country.	Community Services	2020
	e. Fly the Aboriginal Flag ensuring correct Flag raising etiquette.	Customer Services	Immediate – Ongoing
	f. Inclusion of Acknowledgement to Country in Council Strategic documents and electronic communications.	Governance Services	2019
1.3 Create a sense of Aboriginal place	a. Support the Aboriginal community in the development of artwork and/or interpretation in spaces and places within the City of Busselton that have a strong Aboriginal connection.	Public Relations; Community Services; Environmental Services; Engineering and Technical Services; Economic Development Services; Strategic Planning	2020
1.4 Encourage Cultural Custodians to share knowledge and stories of Aboriginal history and raise awareness of culture	a. Seek permission from Cultural Custodians to include cultural information as part of awareness raising activities, e.g. the inclusion of Noongar six seasons information in the City Events Calendar Planning. Work towards the use of Aboriginal language in signage, interpretation and other material where appropriate.	Public Relations; Events Team	2020
	b. Promote and identify opportunities for naming of Council owned assets in Aboriginal language.	Community Services; Engineering and Technical Services; Operational Services; Public Relations	Immediate – Ongoing

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
	c. Promote and identify opportunities for dual-naming. Develop small plaques of stories and names for plants and animals as a first step.	Community Services; Public Relations	Immediate – Ongoing
	d. Facilitate opportunities for oral histories to be recorded and freely accessible.	Community Services; Local History Librarian	2021
1.5 Respect Aboriginal cultures and histories by celebrating NAIDOC Week	a. Raise awareness and share information amongst Officers about the meaning of NAIDOC Week; and support NAIDOC Week events in the region.	Community Services; Customer Services	2020
1.6 We recognise the value of the culture, history, knowledge, Lore and rights to the Aboriginal people and work to increase our understanding of this.	Councillors: a. Develop Cultural Awareness information as part of the induction process for new Councillors. b. Provide updated information on the RAP.	Governance; Human Resources	Soon after Council Elections
	Staff: c. Inclusion of Cultural Awareness information as part of the induction d. Grow Cultural Awareness through information sessions and/or targeted training	Governance; Human Resources; Customer Services	As possible through staff event or function
	e. Encourage Officers in relevant areas to attend cultural awareness training as required.	Environmental Services; Community Services	2020
1.7 Develop cultural protocols and processes to acknowledge traditional customs and heritage.	a. Provide processes for funeral practices which acknowledges the traditional customs of the City's diverse cultures.	Customer Services	Immediate – Ongoing
	b. Undertake due diligence investigations and compliance with legislation for Aboriginal Heritage Act 1972. Provide support for sites that require works or protection	Engineering and Technical Services; Operational Services; Environmental Services	Ongoing

RELATIONSHIPS

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
2.1 Recognise Aboriginal history	a. Develop a project planning process to include Aboriginal consultation as an early step.	Finance Services; Planning; Engineering Works Services	2019
	b. Work with key stakeholders to continues to build a database of culturally significant sites as they are shared	Operational Services; Environmental Services	2020
	c. Work with Cultural Custodians to develop cultural interpretation and stories for sites as approved by the Aboriginal community.	Community Services; Environmental Services; Operational Services	2020-2021
2.2 Promote reconciliation through our sphere of influence	a. Communicate the City's commitment to reconciliation with City staff.	Community Services to all Directorates	Immediate - Ongoing
	b. Identify other like-minded organisations that the City could approach to collaborate with on the reconciliation journey.	Community Services	Immediate - Ongoing
2.3 Build relationships through celebrating National Reconciliation Week	a. Encourage participation in Reconciliation Week activities and events; work with schools and associations on Reconciliation Week events and activities.	Community Services	2020
2.4 Establish working relationships with Aboriginal key stakeholders and community members	a. Establish regular meetings with interested stakeholder groups. E.g. identifying environmental issues with the Undalup Association Ranger Program to work on projects that assist the City in the management and maintenance of drains, reserves.	Operational Services; Environmental Services; Community Services	Immediate - Ongoing
	b. Maintain database of key stakeholders or organisations with Aboriginal focus; provide information that can be distributed to their networks. E.g. schools, health service providers.	Community Services	Immediate - Ongoing
2.5 Develop a relationship with the South West Native Title Settlement Group – South West	a. The City to keep informed of the progress of the Native Title Settlement agreement.	Strategic Planning	Ongoing
	b. Liaise with the South West Boorah Working Party representatives and seek their involvement in the implementation of the RAP.	Community Services	2020-2021

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
2.6 Connect community with services	a. Support Aboriginal interagency collaboration to promote services and products to the local community.	Community Services	2020
	b. Promote early years and youth initiatives to the Aboriginal community.	Community Services	Immediate - Ongoing
2.7 Share and promote funding opportunities for Aboriginal groups	a. Share information about grant opportunities as they arise; promote grant writing workshops.	Community Services	Immediate – Ongoing
	b. Allocate resources for Aboriginal projects	All directorates	2019
2.8 Promote positive relations through anti- discrimination strategies	a. Research best practice and policies in areas of Aboriginal relations and anti-discrimination.	Human Resources Community Services	2021
	b. Conduct a review of the City's Human Resources policies and procedures to identify any anti-discrimination provisions, and future needs.	Human Resources	2021
2.9 Resources allocated for Aboriginal projects	a. Create a funding pool for Aboriginal projects	All directorates	2021

1 **OPPORTUNITIES**

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
3.1 Improve employment outcomes by increasing Aboriginal Employment at the City	a. Investigate opportunities for Aboriginal designated positions/traineeships. Explore and promote external funding partnership opportunities. Ensure employment opportunities are presented to Aboriginal people.	Human Resources; Community Services; Engineering and Technical Services; Operations Services	2020
	b. Support for designated Aboriginal work placements from school based traineeships.	Human Resources	Immediate – Ongoing
	c. Inform and encourage Aboriginal community about employment opportunities in Local Government through key stakeholders and key Aboriginal community contacts.	Community Services	Immediate – Ongoing
	d. List job opportunities on Jobs & Skills WA Aboriginal Services Jobs Board.	Human Resources	Immediate – Ongoing
	e. Seek to encourage Aboriginal school work experience students. Prioritise to ensure at least one every year.	Human Resources; Community Services	2019
3.2 Support the Aboriginal community with employment information	a. Run an annual workshop for Aboriginal people to increase understanding of how to apply for jobs within local government.	Human Resources	June annually from 2020
	b. Share information about the Public Sector Commission's school based Aboriginal Traineeships available in Federal and State Government.	Community Services	Immediate – Ongoing
3.3 Promote Aboriginal art in public spaces to show shared history	a. Commission or purchase Aboriginal art for exhibition and use in City publications, presentations and RAP promotion material.	Public Relations; Community Services	2020
	b. Develop an approach to incorporate artworks and interpretation in public spaces and places to reflect Aboriginal culture and history within the town centres.	Major Projects; Public Relations; Eng-Technical Services; Operational Services; Economic Development Services; Environmental Services; Community Services; Strategic Planning	2020

2

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
3.4 Aboriginal Engagement Plans	a. Increase awareness and consideration of aspirations of Aboriginal organisations that have relevance to the City of Busselton through their Aboriginal Engagement Plans.	Corporate Services; Community Services; Engineering and Technical Services; Operational Services; Environmental Services	2020
	a.		
3.5 Encourage Aboriginal Youth Leadership Skills	a. Inform Aboriginal youth about careers in local government; encourage attendance at and membership of SHIFT Youth Crew.	Community Services	Immediate – Ongoing
3.6 Support local Aboriginal suppliers to improve economic and social outcomes	a. Encourage Aboriginal owned businesses to join VendorPanel, Supply Nation and Aboriginal Business Directory WA.	Operational Services; Engineering and Technical Services; Economic Development Services; All Directorates	2019-2020
3.7 Develop Aboriginal Cultural Tourism	a. Work with Aboriginal tourism operators and businesses with other Local Governments, agencies and West Australian Indigenous Tourism Operators Council (WAITOC) to develop an Aboriginal Heritage Trail.	Economic Development Services; Community Services	2020

3

GOVERNANCE

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
4.1 Establish and maintain an effective RAP Aboriginal Reference Group to drive governance of the RAP.	a. Establish an Aboriginal Reference Group (ARG) with membership that reflects the Aboriginal community and broader Aboriginal Community stakeholders.	Community Services	2020
	b. Draft a Terms of Reference for the ARG.	Community Services; Governance Services	2019-2020
	c. Establish a program of regular ARG meetings.	Community Services	2019-2020
4.2 Provide appropriate support for effective implementation of RAP commitments	a. Identify resources needed for RAP implementation. E.g. <i>catering; workshops; promotions; printing; sitting fees (if required)</i>	All Directorates	2019-2020
	b. Engage City staff at all levels in the delivery of RAP commitments	Community Services; All Directorates	2020
	c. Form City of Busselton staff Working Group.	Community Services; All Directorates	2020
	d. Develop annual targets and strategies to define outcomes	Community Services; All Directorates	2020
	e. Working Party to define appropriate systems and capability to track, measure and report on RAP commitments.	Community Services; All Directorates	2020-2021
4.3 Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally	a. Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	Community Services	2021
4.4 Continue our reconciliation journey by developing our next RAP	a. Register via Reconciliation Australia's website to begin developing the next RAP 'Innovate.'	Community Services	2020

THANK YOU

Many people and groups have contributed to the development of the City of Busselton Reconciliation Action Plan over the last few years who are too numerous to mention. The City appreciates the generous contributions by many Aboriginal organisations and key Aboriginal people in the community who have given so freely of their time and their thoughts, contributions and feedback.

Contact details Include contact details for public enquiries about our RAP.

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City of Busselton
RECONCILIATION ACTION PLAN

Reflect
2019-2020

"We will acknowledge, reconcile and collaborate"

DRAFT

Where
environment
lifestyle and
opportunity
meet!

City of Busselton
Geographic Bay

WADANDI ARTWORK

Sandra Hill Information about the artwork

KAYA

ACKNOWLEDGEMENT OF COUNTRY

The City of Busselton acknowledges the Traditional Custodians, the Wadandi Bibulmun people, on whose land we are living, and pay our respects to Elders, past, present and emerging.

CITY OF BUSSELTON VISION STATEMENT

The City of Busselton acknowledges the Traditional Custodians, recognises our past and seeks to trust and grow together.

We will acknowledge, reconcile and collaborate

MAYOR'S MESSAGE

In late 2016, Council initiated the process of writing this Reconciliation Action Plan (RAP). Over the course of the last three years, City officers have been consulting with the local Wadandi Bibulmun people in a number of different ways. From individuals to larger groups, we have recorded the aspirations and opportunities of the traditional custodians of this country. The information collected has greatly assisted in drafting this plan and provides a guide to its implementation as part of the City's core business.

We recognise that the relationship with the Wadandi Bibulmun people needs to be nurtured and grown with acknowledgement and respect. Through conversations with City officers, I can assure the community that ~~they~~we are passionate about utilising the RAP as a resource to work with the traditional custodians to progress a wide range of cultural and environmental projects for the benefit of our future relationships and generations to come. In fact, many of the initial ideas have already begun.

RAP's are not the end of the conversation, they are the beginning

. Reconciliation is a journey which requires us to work together and to talk honestly and openly. I would like to thank the Wadandi Bibulmun people for their contribution to the process thus far which has been both insightful and practical. I sincerely hope this RAP is way we can learn about each other and move forward together.

~~,and as we progress our journey, we look forward to working together, creating a space where we can all stand and talk honestly and openly.~~

Draft RAP 2019



REFLECT RAP

The RAP process is a framework to support organisations in their achievement of their reconciliation aspirations and goals. There are four types of RAP: Reflect, Innovate, Stretch or Elevate. As outcomes are achieved, the organisation moves to the next level.

The City of Busselton is working towards a Reflect RAP. This means it is scoping and developing relationships with the Aboriginal community to determine the outcomes it hopes to achieve and focus on. These goals and outcomes have been informed by Aboriginal community feedback and mark the commencement of a formal journey of reconciliation.

This RAP will work to build relationships between the City and the Aboriginal community, and raise awareness of protocols about communicating with the Aboriginal community as contributors to the conversation. The City will work towards determining actions that will build on growing respect, encouraging positive relationships, and help educate the broader community through cultural interpretation lead by the Cultural Custodians.

‘Where environment, lifestyle and opportunity meet’

OUR BUSINESS

The City of Busselton is located within the South West corner of Western Australia and is part of Noongar country that is called the Wadandi Boodja. The Wadandi Bibulmun people have been living in this area for over 40,000 years. It was and continues to be a place of plenty. The City is bound by the Shires of Augusta-Margaret River, Capel, Donnybrook-Balingup and Nannup.

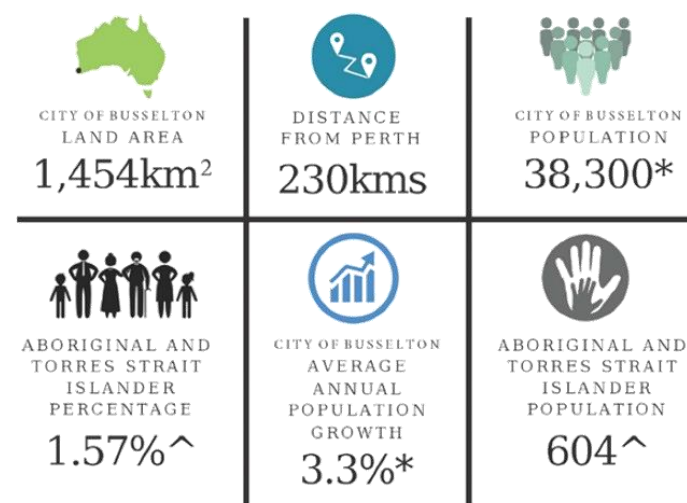
The population is approximately 38,300 of which 1.6% (604 people) are of Aboriginal descent. By 2023, the total population of the District is expected to grow to 55,000. The City of Busselton is one of the fast-growing local governments in WA, delivering a vast range of facilities and services for the community.

The City Councillors and officers are passionate about growing their relationships with local Aboriginal community members and groups. Through discussing the community's concerns about environmental observations and issues, officers are learning about opportunities for alternative treatment methods, and will investigate the viability of recommendations put forward by the Aboriginal community. These Actions will be integrated into the City's core business where possible.

With regards to practices where developments may impact sites of cultural significance or when possible artefacts are revealed, the City's objective is to always engage with representative Elders to assist in protecting their heritage alongside complying with legal requirements. When the City is intending to undertake works within a known heritage area or an area considered to have a high risk, this advice is provided to the relevant officers well in advance to allow for the proper planning and engagement of Elders to monitor at the location.

The City continues to support Aboriginal organisations through partnerships in managing parks like Merenj Boodja at the ArtGeo Cultural Complex and Walgin Gardens on the northwest side of Causeway Bridge, Busselton. The City has also leased the Undalup Association with a premises in which to hold their meetings and activities.

The Councillors and City officers will continue to work with the Aboriginal community, growing in respect for cultural knowledge and awareness of this special country.



* Source, Australian Bureau of Statistics Busselton (LGA) (51260) ABS Regional data 29/5/18

[^] Source, Australian Bureau of Statistics 2016 Census Data - Adding Postcodes 6280, 6281 and 6282

OUR JOURNEY

In November 2007, the then Shire of Busselton held a number of community meetings with Aboriginal community members, various agencies, State departments and the local Police, in writing a Local Aboriginal Justice Agreement (LAJA). The Busselton LAJA was endorsed by Council in May 2009 however due to changes in key stakeholders, it was not progressed.

Over the last ten years, the City has liaised with the Aboriginal community in various ways, and the relationship between the City and Aboriginal community has been cautious.

The many years that have passed constitutes a journey of hills and valleys; learning and more learning, all towards an appreciation and respect of Aboriginal culture and history.

2015 August – December	2016 January – August	2016 December	2017 March – July	2017 August – November
<ul style="list-style-type: none"> • In partnership with Rio Tinto and Cinefestoz, the 2015 Colours: Country to Coast was exhibited at ArtGeo Gallery. Local Elder women met with the Yinjaa Barni Art Centre artists for the exhibition and film festival. A number of local Aboriginal artists were invited to loan artworks from private collections. • At the December Council meeting, it was proposed to include an Acknowledgement of Country at the beginning of Council meetings and the motion was not supported. However informally Councillors expressed an interest in investigating a Reconciliation Action Plan in the coming year. <p><small><i>*Section 18 provides for consent from the Minister to modify land that may have cultural significance. (Aboriginal Heritage Act Part IV – Protection of Aboriginal sites.)</i></small></p>	<ul style="list-style-type: none"> • Findings from investigations were presented to Council in March 2016 and steps towards a RAP were proposed and agreed upon. • Councillors and City officers participated in Cultural Awareness Training facilitated by Dr Robert Isaacs AM OAM, an Elder with family links to Wadandi Boodja. The program discussed the history and impact of the Aborigines Act 1905 and Stolen Generations. The RAP framework was outlined. • Three community meetings were held in June through August and it was noted that as fewer Aboriginal community members were attending it was necessary to reconsider the approach. 	<ul style="list-style-type: none"> • The Deputy Mayor and two City officers met with the South West Boorah Working Party in Busselton. • At this meeting, there was feedback received about the City's Funeral Practices. As a result, the process which had been in place since 2009, included further traditional funeral customs in consideration of Aboriginal families. • Planning began to develop a process for the City of Busselton RAP. • <u>Aboriginal heritage consultations were Section 18* consultations</u> undertaken in Busselton. These resulted in footpath realignments. The work was monitored in case any artefacts were unearthed. 	<ul style="list-style-type: none"> • The fifth Settlement Art Project sculpture of an Aboriginal person was agreed upon with Aboriginal Elders and community representatives. Gaywal was an Elder and leader at the time of European settlement in The Vasse. <u>George Layman was speared by Gaywal in retaliation for breaking cultural Lore.</u> • <u>He was killed in retaliation to the spearing and death of George Layman.</u> • Artwork for Reconciliation Week and NAIDOC Week clothing was created by Busselton Senior High School and Busselton Primary School students and the City participated in the Undalup Association's NAIDOC Week Festival. • The Aboriginal flag was approved to fly permanently outside the new City Administration building. 	<ul style="list-style-type: none"> • Informal conversations with local Aboriginal community members began again in order to understand what was important to them to include in the RAP. • An Aboriginal Work Placement student commenced with the City of Busselton and helped create a NAIDOC Week project and Aboriginal Art Auction event. • Undalup Association coordinated their Kambarang Children's Week activities at ArtGeo Cultural Complex. • The City's Courthouse Interpretation Plan identified a garden in the ArtGeo Cultural Complex as a potential place for a native bush garden. Exploration of this idea commenced with the Aboriginal community.

2017 December	2018 February – March	2018 April	2018 July	2018 September – October	2018 November – December	2019 January – July
<ul style="list-style-type: none"> • Councillors were briefed on the progress in developing the RAP including feedback from Aboriginal community consultation. • Officers commenced working with the Undalup Association on concepts for an Aboriginal native bush garden at ArtGeo Cultural Complex. • Aboriginal heritage Section 18* consultations undertaken on locations in Yallingup, Vasse, Cape Naturaliste, Dunsborough, and Busselton. These resulted in an increase in a buffer zone around a significant site, and changes to carparks, drains, footpaths, roads, and foreshores. 	<ul style="list-style-type: none"> • The Undalup Association signed a lease agreement with the City for rooms at the High Street Hall as a place for an office, to hold meetings and run activities • RAP consultation intensified with formal meetings and interviews with groups, individuals, families and organisations outlining the aspirations and ideas of the Aboriginal community. • Three local Aboriginal women participated in International Art Space (IAS) workshops and some Aboriginal community members had their interviews recorded by Danish IAS artist, Michelle Eistrup. 	<ul style="list-style-type: none"> • New Council Standing Orders were endorsed with an Acknowledgement of Country included at the opening of Council meetings. • The "Walking on Boodja" Project commenced. Local schools were invited to create feet in black, red or yellow felt and write messages that celebrated Aboriginal women which was in line with the NAIDOC Week theme, "Because of Her, We can." The feet were exhibited at the ArtGeo Cultural Complex during NAIDOC Week. • Aboriginal community members met to discuss the design of a statue at the Busselton Jetty as part of the Sculpture and Seascape Walk. • Local residents met with Aboriginal Cultural Custodians about developing a concept for artwork in Yallingup. 	<ul style="list-style-type: none"> • NAIDOC Week activities included the student led "Walking on Boodja" at ArtGeo Cultural Complex and "Boola Kala, Moodjitch Exhibition" Aboriginal Art Exhibition in the Ballaarat Room in Railway House. • The Undalup Association unveiled the name of the Merenj Boodja Native Bush Food Garden at the ArtGeo Cultural Complex. • The representative Aboriginal group for the sculpture of Gaywal visited artist Greg James in Fremantle, to view the sculpture as part of the Settlement Art Project in its clay form. • RAP consultation continued. 	<ul style="list-style-type: none"> • A RAP Vision Statement Workshop was conducted with Councillors and City officers and Aboriginal community members. The workshop included videos of community members who shared their aspirations for the RAP. Three options for the Vision Statement were developed. • City officers met with Undalup Association representatives to discuss solutions for environmental issues and concerns through the Association's Ranger Program. • The interpretation for the sculpture of Gaywal was developed as part of the Settlement Art Project. 	<ul style="list-style-type: none"> • The Mayor and City officers attended a South West Boojarah Working Party meeting to present information about the draft RAP and the renaming of a foreshore park. • Consultation with Cultural Custodians for re-landscaping Walgin Garden was undertaken. 	<ul style="list-style-type: none"> • Aboriginal Sculpture of Gaywal was unveiled in the ArtGeo Cultural Precinct as part of the Settlement Art Project. • Aboriginal community consultation to rename a park on the Busselton Foreshore Precinct was undertaken. • Three Aboriginal school based work trainee placement students commenced with the City.

RESPECT

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
1.1 Demonstrate respect to Aboriginal people by developing cultural protocols	a. Develop protocols for Welcome to Country and Acknowledgement to Country to ensure Elders are invited to attend significant civic ceremonies or events where appropriate and ensure respectful treatment of Elders at such events.	Public Relations; Community Services; Human Resources	2020
	b. All Council and staff to be Welcomed on Country.	Human Resources	2020
1.2 Acknowledgement of Traditional Owners	a. Inclusion of Welcome to Country at City significant events: Heads of State or official openings of civic infrastructure.	Public Relations; Events	Immediate – Ongoing
	b. Promote inclusion of Welcome to Country or Acknowledgement of Country at Council meetings and civic events.	Governance Services; Public Relations; Events	Immediate – Ongoing
	c. Promote the inclusion of Welcome to Country or Acknowledgement of Country to organisations holding events in the City.	Events; Public Relations	2019
	d. Develop a register of Aboriginal community members who may do a Welcome to Country.	Community Services	2020
	e. Fly the Aboriginal Flag ensuring correct Flag raising etiquette.	Customer Services	Immediate – Ongoing
	f. Inclusion of Acknowledgement to Country in Council Strategic documents and electronic communications.	Governance Services	2019
1.3 Create a sense of Aboriginal place	a. Support the Aboriginal community in the development of artwork and/or interpretation in spaces and places within the City of Busselton that have a strong Aboriginal connection.	Public Relations; Community Services; Environmental Services; Engineering and Technical Services; Economic Development Services; Strategic Planning	2020
1.4 Encourage Cultural Custodians to share knowledge and stories of Aboriginal history and raise awareness of culture	a. Seek permission from Cultural Custodians to include cultural information as part of awareness raising activities, e.g. the inclusion of Noongar six seasons information in the City Events Calendar Planning. Work towards the use of Aboriginal language in signage, interpretation and other material where appropriate.	Public Relations; Events Team	2020
	b. Promote and identify opportunities for naming of Council owned assets in Aboriginal language.	Community Services; Engineering and Technical Services; Operational Services; Public Relations	Immediate – Ongoing

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
	c. Promote and identify opportunities for dual-naming. Develop small plaques of stories and names for plants and animals as a first step.	Community Services; Public Relations	Immediate – Ongoing
	d. Facilitate opportunities for oral histories to be recorded and freely accessible.	Community Services; Local History Librarian	2021
1.5 Respect Aboriginal cultures and histories by celebrating NAIDOC Week	a. Raise awareness and share information amongst Officers about the meaning of NAIDOC Week; and support NAIDOC Week events in the region.	Community Services; Customer Services	2020
1.6 <u>We recognise the value of the culture, history, knowledge, Lore and rights to the Aboriginal people and work to increase our understanding of this. Increase understanding, value and recognition of Aboriginal cultures, histories, knowledge and rights through cultural learning</u>	Councillors: a. Develop Cultural Awareness information as part of the induction process for new Councillors. b. Provide updated information on the RAP.	Governance; Human Resources	Soon after Council Elections
	Staff: c. Inclusion of Cultural Awareness information as part of the induction d. Grow Cultural Awareness through information sessions and/or targeted training	Governance; Human Resources; Customer Services	As possible through staff event or function
	e. Encourage Officers in relevant areas to attend cultural awareness training as required.	Environmental Services; Community Services	2020
1.7 Develop cultural protocols and processes to acknowledge traditional customs and heritage.	a. Provide processes for funeral practices which acknowledges the traditional customs of the City's diverse cultures.	Customer Services	Immediate – Ongoing
	b. Undertake due diligence investigations and compliance with legislation for Aboriginal Heritage Act 1972. Provide support for sites that require works or protection	Engineering and Technical Services; Operational Services; Environmental Services	Ongoing

RELATIONSHIPS

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
2.1 Recognise Aboriginal history	a. Develop a project planning process to include Aboriginal consultation as an early step.	Finance Services; Planning; Engineering Works Services	2019
	b. Work with key stakeholders to continues to build a database of culturally significant sites as they are shared	Operational Services; Environmental Services	2020
	c. Work with Cultural Custodians to develop cultural interpretation and stories for sites as approved by the Aboriginal community.	Community Services; Environmental Services; Operational Services	2020-2021
2.2 Promote reconciliation through our sphere of influence	a. Communicate the City's commitment to reconciliation with City staff.	Community Services to all Directorates	Immediate - Ongoing
	b. Identify other like-minded organisations that the City could approach to collaborate with on the reconciliation journey.	Community Services	Immediate - Ongoing
2.3 Build relationships through celebrating National Reconciliation Week	a. Encourage participation in Reconciliation Week activities and events; work with schools and associations on Reconciliation Week events and activities.	Community Services	2020
2.4 Establish working relationships with Aboriginal key stakeholders and community members	a. Establish regular meetings with interested stakeholder groups. E.g. identifying environmental issues with the Undalup Association Ranger Program to work on projects that assist the City in the management and maintenance of drains, reserves.	Operational Services; Environmental Services; Community Services	Immediate - Ongoing
	b. Maintain database of key stakeholders or organisations with Aboriginal focus; provide information that can be distributed to their networks. E.g. schools, health service providers.	Community Services	Immediate - Ongoing
2.5 Develop a relationship with the South West Native Title Settlement Group – South West	a. The City to keep informed of the progress of the Native Title Settlement agreement.	Strategic Planning	Ongoing
	b. Liaise with the South West Boojarah Working Party representatives and seek their involvement in the implementation of the RAP.	Community Services	2020-2021

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
2.6 Connect community with services	a. Support Aboriginal interagency collaboration to promote services and products to the local community.	Community Services	2020
	b. Promote early years and youth initiatives to the Aboriginal community.	Community Services	Immediate - Ongoing
2.7 Share and promote funding opportunities for Aboriginal groups	a. Share information about grant opportunities as they arise; promote grant writing workshops.	Community Services	Immediate – Ongoing
	b. Allocate resources for Aboriginal projects	All directorates	2019
2.8 Promote positive relations through anti- discrimination strategies	a. Research best practice and policies in areas of Aboriginal relations and anti-discrimination.	Human Resources Community Services	2021
	b. Conduct a review of the City's Human Resources policies and procedures to identify any anti-discrimination provisions, and future needs.	Human Resources	2021
2.9 Resources allocated for Aboriginal projects	a. Create a funding pool for Aboriginal projects	All directorates	2021

OPPORTUNITIES

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
3.1 Improve employment outcomes by increasing Aboriginal Employment at the City	a. Consider development of Investigate opportunities for -Aboriginal designated positions/traineeships. Explore <u>and promote</u> external funding partnership opportunities. Ensure employment opportunities are presented to Aboriginal people.	Human Resources; Community Services; Engineering and Technical Services; Operations Services	2020
	b. Seek Support for designated Aboriginal work placements from school based traineeships.	Human Resources	Immediate – Ongoing
	c. Inform and encourage Aboriginal community about employment opportunities in Local Government through key stakeholders and key Aboriginal community contacts.	Community Services	Immediate – Ongoing
	d. List job opportunities on Jobs & Skills WA Aboriginal Services Jobs Board.	Human Resources	Immediate – Ongoing
	e. Seek to encourage Aboriginal school work experience students. Prioritise to ensure at least one every year.	Human Resources; Community Services	2019
3.2 Support the Aboriginal community with employment information	a. Run an annual workshop for Aboriginal people to increase understanding of how to apply for jobs within local government.	Human Resources	June annually from 2020
	b. Share information about the Public Sector Commission's <u>school based</u> Aboriginal Traineeships available in Federal and State Government.	Community Services	Immediate – Ongoing
3.3 Promote Aboriginal art in public spaces to show shared history	a. Commission or purchase Aboriginal art for exhibition and use in City publications, presentations and RAP promotion material.	Public Relations; Community Services	2020
	b. Develop an approach to incorporate artworks and interpretation in public spaces and places to reflect Aboriginal culture and history within the town centres.	Major Projects; Public Relations; Eng-Technical Services; Operational Services; Economic Development Services; Environmental Services; Community Services; Strategic Planning	2020

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
3.4 Aboriginal Engagement Plans	a. Increase awareness and consideration of aspirations of Aboriginal organisations that have relevance to the City of Busselton through their Aboriginal Engagement Plans.	Corporate Services; Community Services; Engineering and Technical Services; Operational Services; Environmental Services	2020
3.5 Community-Driven projects that enhance Aboriginal culture and contribute to Reconciliation	a. Support the facilitation of NAIDOC Week Activities and other Aboriginal cultural projects as they arise.	Community Services; Public Relations; Event Services; Economic Development Services	Immediate – Ongoing
3.56 Encourage Aboriginal Youth Leadership Skills	a. <u>Engage-Inform</u> Aboriginal youth about careers in local government; encourage attendance at and membership of SHIFT Youth Crew.	Community Services	Immediate – Ongoing
3.67 Support local Aboriginal suppliers to improve economic and social outcomes	a. Encourage Aboriginal owned businesses to join VendorPanel, <u>Supply Nation and Aboriginal Business Directory WA.</u>	Operational Services; Engineering and Technical Services; Economic Development Services; All Directorates	2019-2020
3.78 Develop Aboriginal Cultural Tourism	a. Work with Aboriginal tourism operators and businesses with other Local Governments, agencies <u>and West Australian Indigenous Tourism Operators Council (WAITCO).</u> to develop an Aboriginal Heritage Trail.	Economic Development Services; Community Services	2020

GOVERNANCE

GOALS	ACTIONS	RESPONSIBILITY	TIMELINE
4.1 Establish and maintain an effective RAP Aboriginal Reference Group to drive governance of the RAP.	a. Establish an Aboriginal Reference Group (ARG) with membership that reflects the Aboriginal community and broader Aboriginal Community stakeholders.	Community Services	2020
	b. Draft a Terms of Reference for the ARG.	Community Services; Governance Services	2019-2020
	c. Establish a program of regular ARG meetings.	Community Services	2019-2020
4.2 Provide appropriate support for effective implementation of RAP commitments	a. Identify resources needed for RAP implementation. E.g. <i>catering; workshops; promotions; printing; sitting fees (if required)</i>	All Directorates	2019-2020
	b. Engage City staff at all levels in the delivery of RAP commitments	Community Services; All Directorates	2020
	c. Form City of Busselton staff Working Group.	Community Services; All Directorates	2020
	d. Develop annual targets and strategies to define outcomes	Community Services; All Directorates	2020
	e. Working Party to define appropriate systems and capability to track, measure and report on RAP commitments.	Community Services; All Directorates	2020-2021
4.3 Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally	a. Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	Community Services	2021
4.4 Continue our reconciliation journey by developing our next RAP	a. Register via Reconciliation Australia's website to begin developing the next RAP 'Innovate.'	Community Services	2020

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Contact details Include contact details for public enquiries about our RAP.

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Position: Manager Community Services
Phone: (08) 9781 0462
Email: city@busselton.wa.gov.au

Date		No.	Comments
22/05/19	Email Response	1	Looks good Jacquie and very achievable. Well done!
23/05/19	Email Response	1	to be reviewed still
10/06/19	Visit	1	Cover to be differentiated; timeline is confusing until discussed; move some of 1.6 around as it is important; infographic highlights small Aboriginal community, is it necessary?; move our business to behind the next section so its not up front as in page 3 (lower importance of); Aboriginal images
10/06/19	Visit	1	Timeline to be considered as a bit confusing - completed by date not starting date - be specific eg. Dec 2019; recommended Advisory Group - see File Note
14/06/19	Visit	1	Foster Mum of Aboriginal children; doesn't agree with handouts; doesn't agree with Aboriginal specific jobs; need more Aboriginal culture and language in education - mentioned that not the job of the City, and that the interpretation will help tell the stories
19/06/19	Drop In Day	2	Explain in Reflect section how the dates work; 3.3 don't need to put shared history as it diminishes Aboriginal art 3.3d could have shared history; suggest developing a process for commissioning artworks; b add Aboriginal to artworks and interpretation.
19/06/19	Drop In Day	2	Hadn't read it much at that point. Have more events during NAIDOC Week; kids making own damper; storytelling; dancing
19/06/19	Drop In Day	1	suggestions for NAIDOC Week; observations of 'things' happening; Indigenous Officer; volunteering work; include artwork in the document
20/06/19	Visit	1	RAP feedback hadn't been received though it was posted a while ago; be more specific about timelines; find employment mentors;
21/06/19	Visit	6	Robust conversation: recommendations re: Cultural awareness training; language; past history; and feedback on the writing of the goals and actions of the draft and miscellaneous recommendations
3/07/19	Visit	13	Short presentation; questions centred around employment, money/funding and Respect
10/07/19			Message left (2nd time). No response has been returned, but it looks like the phone is disconnected
10/07/19			Message left (2nd time). No response has been returned
16/07/19	Email Response	1	Email response: Lots of hard work, well done. Suggestion: employ Aboriginal staff and have a creative project for everyone to participate in; Senior Ranger has worked with Aboriginal people could be a great mentor.

17/07/19	Drop In Day	1	Drop in day: have art workshops in Busselton; there are a significant number of them in Bunbury. Grants are available. Have a welcome to Country that pops up on City computers when they open; Take advantage of installing artwork on the City's public buildings - it is disappointing that Aboriginal artwork is not included anywhere at this time. I do believe however, that the City is working towards these oversites and communicating with the Aboriginal community with discussion and consultation
17/07/19	Drop In Day	1	Drop in Day: have interpretation in artwork and stories, maybe historical films; Can the Aboriginal flag be flown at the Busselton Foreshore? They do it at the High schools and other public areas. Have the NAIDOC Week ball again; and a breakfast. More art workshops with Aboriginal artists.
17/07/19	Drop In Day	1	Drop in Day: Recommend researching Making Schools Country Program. It ran at some schools she worked at. It is about making Aboriginal people feel welcomed to a place (specifically for schools as it was a school program.) Everyone is accountable for the agreed actions: Flying the Aboriginal flag; having Aboriginal artwork around the buildings - by local Aboriginal artists; Workshops for Aboriginal parents outside school. Who is accountable? Principal; Aboriginal staff, students and families; and non-Aboriginal staff, students and families.
25/07/19	Email Response	1	I am sorry I have just been so busy I was impressed with the insight of the RAP at the SWB Woking Party Meeting
21/08/19	Email Response	1	how lovely to hear from you and apologies for taking so long to reply. Things have been super hectic and, in fact, I've still not had the opportunity to read the draft RAP in detail though I have had a quick skim. Depending on what feedback you get from the community consideration, please feel free to get back in touch if you'd like my views on how some of their requested changes could fit. I do hope everything else is also going well. Warmest wishes,
16 /08/19	Email to Art Database	1	Not officially a resident Jacquie but I can not support any reconciliation action enough in this country in my opinion. Bravo, looks like you are taking great steps down there. Every council should adopt an approach like this.



16/08/19	Email to Art Database	1	I thought I would drop you a line and give my personal feelings on the subject of "reconciliation", which I find a complete anathema. We are all Australians, we are all West Australians and we are all residents and/or ratepayers of the City of Busselton. The aspect that there is a need to reconcile with some section, some part, some group, is a slippery slope as I believe it will increase division and not heal. Where do you stop with this so called reconciliation, lets do it next with say Muslims, Catholics or say Chinese, Germans etc etc. You cant formally force anyone to reconcile with their neighbour, it is up to the individuals, you cant change history by indulging in "feel good" "politics". I treat all people equal, irrespective of race, height, weight etc, teach the kids in the schools that and the place will be fine. Just my feelings on the subject and as a ratepayer, I see this as a waste of money and time.
16/08/19	Email to Art Database	1	Thanks Jacqui for a copy of the document. Just one observation and comment in relation to all the specified actions within the plan. I would replace the word Aboriginal with Wadandi Bibbulmun when the action relates to heritage and culture.
16/08/19	Email to Art Database	1	Good to see progress. Thank you to all parties that have participated.
17/08/19	Email to Art Database	1	The Plan has high ideals. It is thoughtful and thorough. One of the critical elements in the Draft Plan is in 4.2 on page 12. If required/desired, I'd be happy to help the City's Working Party develop annual targets and measurable outcomes to ensure the plan is implemented. For the ideals espoused in the plan to be achieved, the 'so what' question needs answering!

17/08/19	Email to Art Database	1	<p>Thank you for this timely email regarding the COB's Draft RAP. Coincidentally, I am currently analysing this document and putting together a Reconciliation Proposal for my final Master's Unit - Indigenous Policy and Practice. I phoned yesterday as I'd love to chat about a few things! Particularly in relation to the proposed Gathering Place Djiljit Mia in Dunsborough. My feedback on the document is in two parts, Firstly, in my opinion, the only glaring anomaly is in Governance 4.1 (b) Where the Terms of reference for the proposed Aboriginal Reference Group are the responsibility of "Community Services" and "Governance Services" - I believe that this should be created collaboratively with a strong Aboriginal voice. The group needs to have ownership of the Terms and be involved in visioning, purpose statement and processes rather than have them imposed. It is imperative that this reference group has an authentic voice. I know it says develop a 'Draft' and that the 'Who' needs to be in Council but I think the "Draft a Terms of Reference for the ARG" needs to change to "Develop Terms of Reference WITH the ARG". Secondly, I am really pleased to see other Actions in the plan that support what I intend to propose. Particularly, 2.5 (b), 3.3 (b) and 3.5. I am wondering how the RAP will play out and whether the processes to work with the COB to achieve these actions have been developed?? If so, what are they and if not when/will they be developed. Community partnerships are key, and achieving the Actions in the plan in a timely manner, with ease and COB Support and funding would be great!! Thank you for the opportunity to give feedback.</p>
18/08/19	Email to Art Database	1	<p>In the first half instance I would like to sincerely thank you and all other participants in this very comprehensive draft of RAP. It is very obvious that reconciliation has in fact started with the drawing up of the document. At first read it feels very complex and overwhelming however on subsequent readings the line of thought becomes clear and concise. As a resident of this region I applaud the very obvious efforts that have gone into this document. I do not have any relevant input at this time having only just received it but I certainly wish us all a successful and timely outcome to better us all. As a member of a local association I would ask that maybe a short talk and overview to local associations may be useful further down this path including some positive actions that relevant association could take. In our instance (Busselton Historical Society) as we are planning to re interpret the Butter Factory and museum may be some input would assist us.</p>
21/08/19	Email to Art Database	1	<p>Wow Jacquie, how wonderful the City has put this plan together. I did read through it all while in Bali but haven't had time to re visit since arriving home yesterday. Have a 100 emails to get through today. However, there was one item I wasn't too keen on with the language being added to signage. This could cause major chaos with the different dialect of the first people.</p>
13/09/19	Your Say	78	<p>78 people went to the site; 3 made submissions; 32 downloaded the document;</p>

	Your Say		The RAP appears to be a well constructed document and it is a credit to those who have worked to put ti together. I would like to see some aboriginal explanations at most of our important tourist/site seeing spots. I am sure this is included already in the plan.
	Your Say		It is just great to have the City trying to build relationships with the Aboriginal community and it would be really great to have more artwork around that shows Aboriginal history. Can we have some names in the local Wadandi language?
	Your Say		The draft RAP is excellent. I particularly like the physical proposals for art and cultural to be installed and main-streamed. Dual naming for significant natural areas should be a feature, particularly if in time we can transition to the traditional name. Cultural awareness of existing traditional names needs to be better communicated and articulated (and embraced and celebrated). The City can incorporate through its parks and foreshore areas endemic plants and 'bush tucker'. This could be specifically named (via plaques) and could provide the opportunity for aboriginal tourism to provide cultural / bush tucker walks in key tourist destinations. The City should also pursue a south west indigenous cultural center, to form a focus to celebrate indigenous art, culture and history. There is nothing in Western Australia that is dedicated to this, and Busselton as a state focus for tourists should use this positional opportunity to work with the Land and Sea Council and advocate for a center to be based in the SW
Total		122	

16. FINANCE AND CORPORATE SERVICES REPORT

16.1 PROPOSED COUNCIL MEETING DATES 2020

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Council Meetings
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Governance Coordinator - Emma Heys
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Proposed Ordinary Council Meeting Schedule for the 2020 calendar year  

OFFICER RECOMMENDATION

That the Council adopts the Ordinary Council Meeting schedule for the 2020 calendar year as per Attachment A

EXECUTIVE SUMMARY

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 (the Regulations) at least once per year the local government is required to give local public notice of the dates on which and the time and place at which Ordinary Council Meetings (OCM's) are to be held for the following 12 months.

This report presents for adoption, the proposed Ordinary Council Meeting schedule for the 2020 calendar year (Attachment A).

BACKGROUND

OCM's are currently held on the second and fourth Wednesday of each month with Community Access Sessions being held on the first and third Wednesday of each month.

Agenda Briefing Sessions are held each Wednesday immediately preceding a Community Access Session or Ordinary Council Meeting.

OFFICER COMMENT

It is proposed that the OCM's be held on the second and fourth Wednesday of each month, with the exception of the OCM's to be held on the fifth Wednesday of January to align with the return of Council from end of year recess (2019/2020); and the fifth Wednesday in July to align with the proposed mid-year recess and Western Australian school holidays.

Both April and September also have fifth Wednesdays. It is proposed that neither an Ordinary Council Meeting nor Community Access Sessions are scheduled for these weeks.

Although final dates are still to be confirmed, it is proposed that the OCM in the fourth week of August 2020 be scheduled for Tuesday to allow the City to host the Cinefest Oz Festival, including the opening night which typically falls on a Wednesday.

For Council's information, the Western Australian school holidays have been scheduled for:

10 April 2020 – 27 April 2020

4 July 2020 – 19 July 2020

26 September 2020 – 11 October 2020

18 December 2020 – 31 January 2021

The Western Australian Public Holidays for 2020 are:

Wednesday, 1 January – New Year's Day

Monday, 27 January – Australia Day

Monday 2 March – Labour Day

Friday, 10 April – Good Friday

Monday, 13 April – Easter Monday

Monday, 27 April – Anzac Day

Monday, 1 June – WA Day

Monday, 28 September – Queen's Birthday

Friday, 25 December – Christmas Day

Monday, 28 December – Boxing Day

Although it does not directly affect the proposed schedule, for Council's information, Local Government Week is expected to occur the 5–8 August 2020.

Statutory Environment

Provided that the Council meets at least once every three months in accordance with Section 5.3 of the Local Government Act, each Council is able to set its own meeting cycle, dates, times and procedures.

Regulation 12 of the Regulations requires Council at least once per year to give local public notices of the dates on which and the time and place at which ordinary council meetings are to be held for the following 12 months.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could choose to amend the proposed OCM schedule for the 2020 calendar year.

CONCLUSION

It is considered appropriate to continue to hold OCM's on the second and fourth Wednesday of each month, with Community Access Sessions being held on the first and third Wednesday of each month. Agenda Briefing Sessions will continue to be held each Wednesday immediately before a Community Access Session or an OCM.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The Ordinary Council Meeting schedule for the 2020 calendar year will be publically advertised prior to the end of 2019.

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

DATE	MEETING	TIME	DRAFT REPORTS TO BE FINALISED BY 10AM ON:	AGENDA SETTLEMENT:	FINAL AGENDA BUILT BY 12PM ON:
End of Year Recess	12 December – 20 January				
Wednesday, 22 January Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 29 January (5 week)	Agenda Briefing	5.00pm	Friday, 10 January	Tuesday, 14 January	Friday, 17 January
	Council Meeting	5.30pm			
Wednesday, 5 February Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 12 February	Agenda Briefing	5.00pm	Friday, 24 January	Tuesday, 28 January	Friday, 31 January
	Council Meeting	5.30pm			
Wednesday, 19 February Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 26 February	Agenda Briefing	5.00pm	Friday, 7 February	Tuesday, 11 February	Friday, 14 February
	Council Meeting	5.30pm			
Wednesday, 4 March Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 11 March	Agenda Briefing	5.00pm	Friday, 21 February	Tuesday, 25 February	Friday, 28 February
	Council Meeting	5.30pm			
Wednesday, 18 March Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

DATE	MEETING	TIME	DRAFT REPORTS TO BE FINALISED BY 10AM ON:	AGENDA SETTLEMENT:	FINAL AGENDA BUILT BY 12PM ON:
Wednesday, 25 March	Agenda Briefing	5.00pm	Friday, 6 March	Tuesday, 10 March	Friday, 13 March
	Council Meeting	5.30pm			
Wednesday, 1 April Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 8 April	Agenda Briefing	5.00pm	Friday, 20 March	Tuesday, 24 March	Friday, 27 March
	Council Meeting	5.30pm			
Wednesday, 15 April Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 22 April	Agenda Briefing	5.00pm	Friday, 3 April	Tuesday, 7 April	Thursday, 9 April (Friday 10 April Good Friday Public Holiday)
	Council Meeting	5.30pm			
Wednesday, 29 April (5 th week) – (nothing scheduled)					
Wednesday, 6 May Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 13 May	Agenda Briefing	5.00pm	Friday, 24 April	Tuesday, 28 April	Friday, 1 May
	Council Meeting	5.30pm			
Wednesday, 20 May Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 27 May	Agenda Briefing	5.00pm	Friday, 8 May	Tuesday, 12 May	Friday, 15 May
	Council Meeting	5.30pm			

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

DATE	MEETING	TIME	DRAFT REPORTS TO BE FINALISED BY 10AM ON:	AGENDA SETTLEMENT:	FINAL AGENDA BUILT BY 12PM ON:
Wednesday, 3 June Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 10 June	Agenda Briefing	5.00pm	Friday, 22 May	Tuesday, 26 May	Friday, 29 May
	Council Meeting	5.30pm			
Wednesday, 17 June Guest Speaker	Agenda Briefing	5.00pm			
	Council Meeting	5.30pm			
Wednesday, 24 June	Agenda Briefing	5.00pm	Friday, 5 June	Tuesday, 9 June	Friday, 12 June
	Council Meeting	5.30pm			
Mid-Year Recess	25 June – 20 July (School holidays 4 July – 19 July)				
Wednesday, 22 July Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 29 July (5 week)	Agenda Briefing	5.00pm	Friday, 10 July	Tuesday, 14 July	Friday, 17 July
	Council Meeting	5.30pm			
Wednesday, 5 August Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 12 August	Agenda Briefing	5.00pm	Friday, 24 July	Tuesday, 28 July	Friday, 31 July
	Council Meeting	5.30pm			
Wednesday, 19 August Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

DATE	MEETING	TIME	DRAFT REPORTS TO BE FINALISED BY 10AM ON:	DRAFT AGENDA TO BE DISTRIBUTED ON:	FINAL AGENDA BUILT BY 12PM ON:
Tuesday, 25 August (Cinefest Oz)	Agenda Briefing	5.00pm	Friday, 7 August	Tuesday, 11 August	Friday, 14 August
	Council Meeting	5.30pm			
Wednesday, 2 September Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 9 September	Agenda Briefing	5.00pm	Friday, 28 August	Tuesday, 1 September	Friday, 4 September
	Council Meeting	5.30pm			
Wednesday, 16 September Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 23 September	Agenda Briefing	5.00pm	Friday, 11 September	Tuesday, 15 September	Friday, 18 September
	Council Meeting	5.30pm			
Wednesday, 30 September (5 th week) (nothing scheduled)					
Wednesday, 7 October Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 14 October	Agenda Briefing	5.00pm	Friday, 25 September	Tuesday, 29 September	Friday, 2 October
	Council Meeting	5.30pm			
Wednesday, 21 October Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 28 October	Agenda Briefing	5.00pm	Friday, 9 October	Tuesday, 13 October	Friday, 16 October
	Council Meeting	5.30pm			

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

DATE	MEETING	TIME	DRAFT REPORTS TO BE FINALISED BY 10AM ON:	DRAFT AGENDA TO BE DISTRIBUTED ON:	FINAL AGENDA BUILT BY 12PM ON:
Wednesday, 4 November Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 11 November	Agenda Briefing	5.00pm	Friday, 23 October	Tuesday, 27 October	Friday, 30 October
	Council Meeting	5.30pm			
Wednesday, 18 November Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 25 November	Agenda Briefing	5.00pm	Friday, 6 November	Tuesday, 10 November	Friday, 13 November
	Council Meeting	5.30pm			
Wednesday, 2 December Guest Speaker	Agenda Briefing	5.00pm			
	Community Access	5.30pm			
Wednesday, 9 December	Agenda Briefing	5.00pm	Friday, 20 November	Tuesday, 24 November	Friday, 27 November
	Council Meeting	5.30pm			
End of Year Recess	10 December – 18 January				

2020

DATES FOR ORDINARY COUNCIL MEETINGS AND COMMUNITY ACCESS SESSIONS

2020 School Holidays

10 April 2020 – 27 April 2020

4 July 2020 – 19 July 2020

26 September 2020 – 11 October 2020

18 December 2020 – 31 January 2021

2020 WA Public Holidays

1 January, Wednesday, New Year's Day

27 January, Monday, Australia Day

2 March, Monday, Labour Day

10 April, Friday, Good Friday

13 April, Monday, Easter Monday

27 April, Monday, Anzac Day

1 June, Monday, Western Australia Day

28 September, Monday, Queen's Birthday

25 December, Friday, Christmas Day

28 December, Monday, Boxing Day

2020 Council Commitments (unconfirmed dates)

Local Government Week – 5-8 August

Cinefest Oz – 26 – 30 August

17. CHIEF EXECUTIVE OFFICERS REPORT

17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC GOAL	6. LEADERSHIP Visionary, collaborative, accountable
STRATEGIC OBJECTIVE	6.1 Governance systems, process and practices are responsible, ethical and transparent.
SUBJECT INDEX	Governance Services
BUSINESS UNIT	Executive Services
REPORTING OFFICER	Reporting Officers - Various
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Noting: the item does not require a decision of Council and is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Nil

OFFICER RECOMMENDATION

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

- [17.1.1 State Administrative Tribunal Reviews](#)
- [17.1.2 Recent Correspondence](#)

EXECUTIVE SUMMARY

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

17.1.1 State Administrative Tribunal Reviews

Nil to report at time of agenda publication.

17.1.2 Recent Correspondence

19 September 2019 – Australian Citizenship Ceremonies Code

Hon David Coleman MP Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs has announced the publication of a new version of the *Australian Citizenship Ceremonies Code* which is now in effect. Key changes are outlined below:

- Local government councils must ensure ceremonies are conducted in accordance with the *Australian Citizenship Ceremonies Code*. This includes a requirement to hold a citizenship ceremony on Australia Day (January 26). Councils that conferred citizenship on less than 20 people in the previous year are exempt from this requirement.
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and
- Individual councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

20. CONFIDENTIAL MATTERS

Nil

21. CLOSURE