



## **Council Agenda**

***28 November 2018***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

[city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 28 NOVEMBER 2018**

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**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Council will be held in the Council Chambers, Administration Building, Southern Drive, Busselton on Wednesday, 28 November 2018, 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.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

16 November 2018

**CITY OF BUSSELTON**

**AGENDA FOR THE COUNCIL MEETING TO BE HELD ON 28 NOVEMBER 2018**

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

2. **ATTENDANCE**

**Apologies**

**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 14 November 2018**

**RECOMMENDATION**

That the Minutes of the Council Meeting held 14 November 2018 be confirmed as a true and correct record.

**Committee Meetings**

8.2 **Minutes of the Finance Committee meeting held on 15 November 2018**

**RECOMMENDATION**

That the Minutes of the Finance Committee Meeting held 15 November 2018 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 - 15/11/2018 - FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 OCTOBER 2018

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Financial Services
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli
<b>AUTHORISING OFFICER:</b>	Director Finance and Corporate Services - Tony Nottle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Statement of Financial Activity - Period Ending 31 October 2018 
	Attachment B Investment Report - Period Ending 31 October 2018 

**This item was considered by the Finance Committee at its meeting on 15 November 2018, the recommendations from which have been included in this report.**

#### PRÉCIS

Pursuant to Section 6.4 of the Local Government Act ('the Act') and Regulation 34(4) of the Local Government (Financial Management) Regulations ('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 October 2018.

#### 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 25 July 2018, the Council adopted (C1807/138) the following material variance reporting threshold for the 2018/19 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 2018/19 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.”*

## **STATUTORY ENVIRONMENT**

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

## **RELEVANT PLANS AND POLICIES**

Not applicable.

## **FINANCIAL IMPLICATIONS**

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

## **LONG-TERM FINANCIAL PLAN IMPLICATIONS**

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

## **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – ‘Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’.

## **RISK ASSESSMENT**

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a control that assists in addressing this risk.

## **CONSULTATION**

Not applicable

## **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 here to:

### ▪ 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 also 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 OCTOBER 2019

The Statement of Financial Activity for the period ending 31 October 2018 shows a better than expected Net Current Position "Surplus" of \$35.826M being \$9.387M higher than year to date budget (YTD budget) of \$25.951M.

The following summarises the major variances in accordance with *Council's adopted material variance reporting threshold* that collectively make up the above difference:

Description	2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Amended Budget	2018/19 YTD Bud Variance	2018/19 YTD Bud Variance
	\$	\$	\$	%	\$
<b>Revenue from Ordinary Activities</b>					
Operating Grants, Subsidies and Contributions	1,142,163	898,249	3,958,925	27.15%	243,914
Other Revenue	442,456	107,615	337,740	311.15%	334,841
Interest Earnings	863,837	683,424	2,283,760	26.40%	180,413
<b>Expenses from Ordinary Activities</b>					
Materials & Contracts	(4,430,590)	(6,178,445)	(18,833,959)	28.29%	1,747,855
Utilities (Gas, Electricity, Water etc)	(737,697)	(856,129)	(2,569,240)	13.83%	118,432
Depreciation on non current assets	(7,433,425)	(6,472,786)	(19,070,922)	-14.84%	(960,639)
Insurance Expenses	(712,563)	(576,357)	(698,808)	-23.63%	(136,206)
Other Expenditure	(828,122)	(1,513,508)	(4,819,009)	45.28%	685,386
Allocations	424,450	567,535	1,723,162	25.21%	(143,085)
<b>Borrowings Cost Expense</b>					
Interest Expenses	(361,589)	(401,291)	(1,374,387)	9.89%	39,702
<b>Non-Operating Grants, Subsidies and Contributions</b>					
	1,614,638	4,741,643	32,402,981	-65.95%	(3,127,005)

<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>					
Depreciation	7,433,425	6,472,786	19,070,922	14.8%	960,639
Donated Assets	(42,000)	(5,000)	(8,365,000)	740.0%	(37,000)
Description	2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Amended Budget	2018/19 YTD Bud Variance	2018/19 YTD Bud Variance
<b>Capital Revenue &amp; (Expenditure)</b>					
Land & Buildings	(343,558)	(5,216,982)	(17,902,816)	93.41%	4,873,424
Plant & Equipment	(947,492)	(1,953,000)	(6,880,100)	51.49%	1,005,508
Furniture & Equipment	(95,800)	(309,164)	(883,640)	69.01%	213,364
Infrastructure	(6,454,034)	(11,964,251)	(37,259,070)	46.06%	5,510,217
Proceeds from Sale of Assets	291,090	555,650	1,045,950	-47.61%	(264,560)
Transfer to Restricted Assets	(643,776)	(182,664)	(551,000)	-252.44%	(461,112)
Transfer from Restricted Assets	3,411,252	4,690,120	14,423,922	-27.27%	(1,278,868)

### Operating Income:

Year to date actual income from ordinary activities is \$984K more than expected when compared to YTD budget, with the following items meeting the material variance reporting threshold set by Council for the 2018/2019 Financial Year.

Description	2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Amended Budget	2018/19 YTD Bud Variance	2018/19 YTD Bud Variance
	\$	\$	\$	%	\$
<b>Revenue from Ordinary Activities</b>					
Operating Grants, Subsidies and Contributions	1,142,163	898,249	3,958,925	27.15%	243,914
Other Revenue	442,456	107,615	337,740	311.15%	334,841
Interest Earnings	863,837	683,424	2,283,760	26.40%	180,413

### **Operating Grants:**

The main items affected are listed below:

Cost Code	Cost Code Description	Variance YTD
<b>Planning and Development Services</b>		
10942	Bushfire Risk Management Planning - DFES	141,285
<b>Engineering and Works Services</b>		
M9970	Tree Removal and Clean up	127,893

**Other Revenue:**

The main items affected are listed below:

Cost Code	Cost Code Description	Variance YTD
<b><u>Finance and Corporate Services</u></b>		
10250	Information & Communication Technology Services - Sundry Income (GST) – <b>Note offset with Lease payments</b>	277,171
<b><u>Engineering and Works Services</u></b>		
G0030	Busselton Transfer Station - Sale of Scrap Materials	50,169
G0031	Dunsborough Waste Facility - Sale of Scrap Materials	21,860

**Interest Earnings:**

Interest earnings are better than YTD Budget by \$180K, this is better than expected interest errant on restricted assets YTD.

**Operating Expenditure:**

Expenditure from ordinary activities, excluding depreciation, is \$2.44M less than expected when compared to YTD budget, with the following items meeting the material variance reporting threshold set by Council for the 2018/2019 Financial Year.

**Materials and Contracts:**

The main items affected are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD
<b><u>Finance and Corporate Services</u></b>		
10250	Information & Communication Technology Services	(44,571)
10251	Business Systems	59,697
10500	Legal and Compliance Services	35,582
<b><u>Community and Commercial Services</u></b>		
10591	Geographe Leisure Centre	48,587
10600	Busselton Jetty Tourist Park	59,263
10900	Cultural Planning	33,478
10980	Other Law, Order & Public Safety	48,324
11151	Airport Operations	35,340
<b><u>Planning and Development Services</u></b>		
10830	Environmental Management Administration	29,712
11170	Meelup Regional Park	47,251
<b><u>Engineering and Works Services</u></b>		
11101	Engineering Services Administration	63,231
11160	Busselton Jetty	261,264

11300	Sanitation Waste Services Administration	44,461
11301	Regional Waste Management Administration	40,000
12620	Rural-Tree Pruning	(59,000)
A9999	Miscellaneous Bridge Maintenance	44,114
B1000	Administration Building- 2-16 Southern Drive	31,421
B1401	Old Butter Factory	(72,923)
B1514	Asbestos Removal & Replacement	29,995
G0031	Dunsborough Waste Facility	(32,662)
G0032	Rubbish Sites Development	33,332
G0034	External Waste Disposal	37,768
G0042	BTS External Restoration Works	(26,983)
R0004	Bsn Foreshore Precinct (not including Skate Park)	70,607
R0820	Almond Green Park (Provence)	24,783
5280	Transport - Fleet Management	136,373

**Utilities:**

There is an overall variance in utility charges of \$118K; this variance is spread over 364 individual line items with an average variance of only \$324 per item.

**Depreciation:**

There is an overall variance in depreciation of \$960K, it should be noted that this is a non-cash item and does not impact on the City's surplus position. The variance can be attributed to the fact that Fair Valuation of infrastructure assets was completed post budget adoption and the increase in valuation was unable to be included in the 2018/2018 budget.

**Insurance:**

There is an YTD variance in insurance costs of \$136K, this is of a timing issue only.

**Other Expenditure:**

There is an YTD variance in other costs of \$685K, this is considered a timing issue only, and the main items affected are listed below:

Cost Code	Cost Code Description / GL Activity	Variance YTD
<b><u>Executive Services</u></b>		
10001	Office of the CEO	25,947
<b><u>Finance and Corporate Services</u></b>		
10000	Members of Council	52,511
10151	Rates Administration	27,255
<b><u>Community and Commercial Services</u></b>		
10530	Community Services Administration	50,950
11156	Airport Development Operations	500,000
<b><u>Engineering and Works Services</u></b>		
B1223	Micro Brewery - Public Ablution	40,000

**Allocations:**

Allocations are running \$143K under YTD budget; these items are an internal allocation of administrative costs from the Finance and Corporate Services division.

**Borrowing Costs – Interest Expenses:**

Interest expenses are \$39k less than YTD budget, no new loans have been taken at this point in time.

**Non-Operating Grants, Subsidies and Contributions:**

Non-Operating Grants, Subsidies and Contributions are less than YTD budget by \$3.127M with the main items impacting on the above result being the timing of the receipt of “Airport Development - Project Grant” with a current negative result of \$2.73M and Contributions – Public Art \$371K less than YTD Budget.

**Capital Expenditure**

As at 31 October 2018, there is a variance of -59.67% or -\$11.66M in total capital expenditure with YTD actual at -\$7.84M against a YTD budget of -\$19.44M. The airport development makes up for \$4.91M, Busselton Tennis Club – Infrastructure \$1.24M, Plant and Equipment purchases \$1M, Council Roads Initiative projects \$933K, Eastern Link - Busselton Traffic Study \$900K, Main Roads projects \$716K, Sanitation Infrastructure \$640K, Parks Gardens and Reserves \$457K, Senior Citizens Building project, Beach Restoration \$250K, Furniture and Equipment \$213K, Dunsborough Cycleway \$213K and Busselton Jetty Precinct (769,723). 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 the following capital expenditure (project) items, to assist in reviewing specific variances.

**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<sup>st</sup> October 2018 the value of the City’s invested funds totalled \$83.3M, up from \$80.8M as at 30<sup>th</sup> September. The increase is due to the inflow of funding associated with the annual rate levies.

During the month of October two term deposits held with two different institutions totalling \$4.5M matured. All were renewed for a further 152 days at 2.67% (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 \$2.5M.

The balance of the Airport Development ANZ cash account remained steady this month.

The RBA left official rates on hold during October. Future movements remain uncertain at this point.

**Chief Executive Officer – Corporate Credit Card**

Details of monthly (September to October) 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
29-Sep-18	\$110.00	Riverview On Mount Street	Accommodation - Cr McCallum Attending Tennis Awards
26-Sep-18	\$158.00	Aloft Perth	Accommodation - Maxine Palmer Attending Tennis Awards
01-Oct-18	\$280.00	Tennis West Burswood	Tennis Industry Awards 2018 x 2 Registrations
08-Oct-18	\$185.00	Local Government Managers Assocn.	LG Professionals Membership T King
08-Oct-18	\$80.00	NPA WA West Perth	Attend Nationals WA Sundowner (Mayor)
08-Oct-18	\$59.99	Snapfish Australia	Departure Gift – Cliff Frewing Canvas Print
15-Oct-18	\$56.30	Tall Timbers Manjimup	Lunch Meeting with Minister (CEO/Mayor)
15-Oct-18	\$156.55	Kingsley Motel Manjimup	Accommodation For Mayor
16-Oct-18	\$95.10	The Good Egg	Lunch CEO, Mayor and City of Bunbury
25-Oct-18	\$486.00	Spice Odysee	Council Meeting Dinner
26-Oct-18	\$25.00	Local Government Managers Assocn.	Refunded next period

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

*+ Allocated against CEO Hospitality Expenses Allowance*

**CONCLUSION**

As at 31 October 2018, the City's financial performance is considered satisfactory.

**COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION**

That the Council receives the statutory financial activity statement reports for the period ending 31 October 2018, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

**City of Busselton****Statement of Financial Activity****For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget YTD	2018/2019 Original Budget YTD	2018/2019 Amended Budget	2018/2019 Original Budget	2018/19 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	48,180,287	48,135,957	48,135,957	48,575,646	48,575,646	0.09%
Operating Grants, Subsidies and Contributions	1,142,163	898,249	751,384	3,958,925	3,747,650	27.15%
Fees & Charges	9,367,095	9,186,253	9,186,253	15,828,160	15,828,160	1.97%
Other Revenue	442,456	107,615	107,615	337,740	337,740	311.15%
Interest Earnings	863,837	683,424	683,424	2,283,760	2,283,760	26.40%
	<b>59,995,838</b>	<b>59,011,498</b>	<b>58,864,633</b>	<b>70,984,231</b>	<b>70,772,956</b>	<b>1.67%</b>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(10,401,774)	(10,927,330)	(10,927,330)	(31,215,454)	(31,215,454)	4.81%
Materials & Contracts	(4,430,590)	(6,178,445)	(6,128,680)	(18,833,959)	(18,621,467)	28.29%
Utilities (Gas, Electricity, Water etc)	(737,697)	(856,129)	(856,129)	(2,569,240)	(2,569,240)	13.83%
Depreciation on non current assets	(7,433,425)	(6,472,786)	(6,472,786)	(19,070,922)	(19,070,922)	-14.84%
Insurance Expenses	(712,563)	(576,357)	(576,357)	(698,808)	(698,808)	-23.63%
Other Expenditure	(828,122)	(1,513,508)	(1,513,508)	(4,819,009)	(4,770,041)	45.28%
Allocations	424,450	567,535	567,535	1,723,162	1,723,162	25.21%
	<b>(24,119,721)</b>	<b>(25,957,020)</b>	<b>(25,907,255)</b>	<b>(75,484,230)</b>	<b>(75,222,770)</b>	<b>7.08%</b>
<b>Borrowings Cost Expense</b>						
Interest Expenses	(361,589)	(401,291)	(401,291)	(1,374,387)	(1,374,387)	9.89%
	<b>(361,589)</b>	<b>(401,291)</b>	<b>(401,291)</b>	<b>(1,374,387)</b>	<b>(1,374,387)</b>	<b>9.89%</b>
Non-Operating Grants, Subsidies and Contributions	1,614,638	4,741,643	4,741,643	32,402,981	30,347,185	-65.95%
Profit on Asset Disposals	50,321	38,276	38,276	82,137	82,137	31.47%
Loss on Asset Disposals	(12,573)	(14,862)	(14,862)	(34,577)	(34,577)	15.40%
	<b>1,652,386</b>	<b>4,765,057</b>	<b>4,765,057</b>	<b>32,450,541</b>	<b>30,394,745</b>	<b>-65.32%</b>
<b>Net Result</b>	<b>37,166,914</b>	<b>37,418,244</b>	<b>37,321,144</b>	<b>26,576,155</b>	<b>24,570,544</b>	<b>-0.67%</b>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	7,433,425	6,472,786	6,472,786	19,070,922	19,070,922	
Donated Assets	(42,000)	(5,000)	(5,000)	(8,365,000)	(8,365,000)	
(Profit)/Loss on Sale of Assets	(37,748)	(23,414)	(23,414)	(47,560)	(47,560)	
Allocations & Other Adjustments	73	0	0	0	0	
Deferred Pensioner Movements (Non-current)	12,120	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	297,182	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(343,558)	(5,216,982)	(5,216,982)	(17,902,816)	(17,618,620)	93.41%
Plant & Equipment	(947,492)	(1,953,000)	(1,953,000)	(6,880,100)	(5,363,500)	51.49%
Furniture & Equipment	(95,800)	(309,164)	(309,164)	(883,640)	(883,640)	69.01%
Infrastructure	(6,454,034)	(11,964,251)	(11,862,769)	(37,259,070)	(36,804,070)	46.06%
Proceeds from Sale of Assets	291,090	555,650	555,650	1,045,950	1,045,950	-47.61%
Proceeds from New Loans	0	0	0	3,150,000	3,150,000	0.00%
Self Supporting Loans - Repayment of Principal	25,125	25,126	25,126	79,253	79,253	0.00%
Total Loan Repayments - Principal	(995,135)	(906,468)	(906,468)	(3,155,395)	(3,155,395)	-9.78%
Advances to Community Groups	0	0	0	(150,000)	(150,000)	0.00%
Transfer to Restricted Assets	(643,776)	(182,664)	(182,664)	(551,000)	(551,000)	-252.44%
Transfer from Restricted Assets	3,411,252	4,690,120	4,690,120	14,423,922	14,423,922	-27.27%
Transfer to Reserves	(7,296,445)	(6,699,566)	(6,699,566)	(19,269,123)	(19,269,123)	-8.91%
Transfer from Reserves	534,298	534,298	534,298	26,606,211	26,356,026	0.00%
Opening Funds Surplus/ (Deficit)	3,511,291	3,511,291	3,511,291	3,511,291	3,511,291	
<b>Net Current Position - Surplus / (Deficit)</b>	<b>35,826,782</b>	<b>25,947,006</b>	<b>25,951,388</b>	<b>(0)</b>	<b>0</b>	

**City of Busselton**

**Net Current Position**

**For The Period Ending 31 October 2018**

	2018/19 Actual	2018/19 Amended Budget	2018/19 Original Budget	2017/18 Actual
	\$	\$	\$	\$
<b><u>NET CURRENT ASSETS</u></b>				
<b><u>CURRENT ASSETS</u></b>				
Cash - Unrestricted	12,071,193	1,577,000	1,577,000	4,885,287
Cash - Restricted	71,435,532	46,318,042	46,568,227	67,528,052
Sundry Debtors	3,118,653	2,800,000	2,800,000	3,078,872
Rates Outstanding - General	24,001,730	1,100,000	1,100,000	1,262,372
Stock on Hand	16,543	23,000	23,000	23,671
	<u>110,643,651</u>	<u>51,818,042</u>	<u>52,068,227</u>	<u>76,778,254</u>
<b><u>LESS: CURRENT LIABILITIES</u></b>				
Bank Overdraft	0	0	0	0
Sundry Creditors	3,381,337	5,500,000	5,500,000	5,738,911
Performance Bonds	4,115,744	3,818,562	3,818,562	3,818,562
	<u>7,497,081</u>	<u>9,318,562</u>	<u>9,318,562</u>	<u>9,557,473</u>
Current Position (inclusive of Restricted Funds)	103,146,570	42,499,480	42,749,665	67,220,781
Add: Cash Backed Liabilities (Deposits & Bonds)	4,115,744	3,818,562	3,818,562	3,818,562
Less: Cash - Restricted Funds	(71,435,532)	(46,318,042)	(46,568,227)	(67,528,052)
<b><u>NET CURRENT ASSET POSITION</u></b>	<u>35,826,782</u>	<u>0</u>	<u>0</u>	<u>3,511,291</u>

**City of Busselton**

**Capital Acquisition Report**

**Property, Plant & Equipment, Infrastructure**

**For the Period Ended 31 October 2018**

Description	2018/19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
	\$	\$	%
<b>&gt;&gt; Property, Plant &amp; Equipment</b>			
<b>Land</b>			
10610 Property Services Administration	0	100,000	0.00%
10930 Fire Prevention Council	0	200,000	0.00%
10970 Parking Control	0	1,300,000	0.00%
11300 Sanitation Waste Services Administration	5,000	50,000	0.00%
	5,000	1,650,000	0.00%
<b>Buildings</b>			
<b>Major Projects</b>			
<b>Major Project - Busselton Foreshore</b>			
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	9,190	12,710	116.95%
B9583 Railway House	11,536	18,360	88.50%
B9600 Old Vasse Lighthouse	2,600	220,000	0.00%
	23,326	251,070	125.24%
<b>Major Project - Administration Building</b>			
B9010 Civic and Administration Centre Construction	16,721	95,000	-47.19%
	16,721	95,000	-47.19%
<b>Buildings (Other)</b>			
B9109 Hithergreen Building Renovations	0	68,886	0.00%
B9112 Ambergate Bushfire Brigade Shed	184,438	362,055	237.28%
B9113 Vasse Bushfire Brigade Appliance Bay Facility	0	8,655	0.00%
B9114 Sussex BFB Concrete Apron	0	8,655	0.00%
B9300 Aged Housing Capital Improvements - Winderlup	19,554	60,000	-2.23%
B9301 Aged Housing Capital Improvements - Harris Road	45,254	48,200	181.78%
B9302 Aged Housing Capital Improvements - Winderlup Court (City)	12,266	51,000	-27.85%
B9407 Busselton Senior Citizens	0	750,000	-100.00%
B9511 ArtGeo Building	0	73,000	-100.00%
B9512 GLC Aerobic Additions / Sauna Room	0	30,000	0.00%
B9516 Busselton Library Upgrade	0	11,000	-100.00%
B9517 GLC - Pool Relining	0	50,000	-100.00%
B9528 GLC - Plant Room	0	57,819	-100.00%
B9538 Weld Theatre	278	15,000	0.00%
B9556 NCC Upgrade	15,929	107,818	-62.62%
B9588 Old Court House Building Upgrade	0	75,000	-100.00%
B9591 Performing Arts Convention Centre	5,850	50,000	-64.90%

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 October 2018**

Description	2018/ 19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
B9596 GLC Building Improvements	125	260,000	0.00%
B9604 Womens Change Facility Bovell	0	35,000	-100.00%
B9605 Energy Efficiency Initiatives (Various Buildings)	0	100,000	-100.00%
B9716 Airport Terminal Stage 2	(24,308)	12,915,000	-100.56%
B9717 Airport Construction, Existing Terminal Upgrade	0	500,000	-100.00%
B9804 Bsn Jetty Tourist Park Home	39,126	55,258	112.41%
B9808 Busselton Jetty Tourist Park Upgrade	0	214,400	-100.00%
	298,511	15,906,746	-94.23%
<b>Total Buildings</b>	<b>338,558</b>	<b>16,252,816</b>	<b>-93.51%</b>
<b><u>Plant &amp; Equipment</u></b>			
10250 Information & Communication Technology Services	0	15,000	0.00%
10251 Business Systems	0	40,000	0.00%
10360 Customer Services	0	40,000	-100.00%
10502 Community & Commercial Services Support	0	50,000	0.00%
10530 Community Services Administration	0	40,000	-100.00%
10630 Property and Business Development	31,292	35,000	-10.59%
10800 Planning Directorate Support	0	50,000	-100.00%
10808 Compliance Services	0	40,000	-100.00%
10820 Strategic Planning	37,605	40,000	-5.99%
10920 Environmental Health Services Administration	38,885	40,000	-2.79%
10940 Fire Prevention DFES	0	55,000	-100.00%
10980 Other Law, Order & Public Safety	31,877	35,000	-8.92%
11000 Engineering & Works Services Support	55,000	50,000	10.00%
11101 Engineering Services Administration	33,844	35,000	0.00%
11107 Engineering Services Design	0	35,000	-100.00%
11156 Airport Development Operations	0	150,000	-100.00%
11300 Sanitation Waste Services Administration	36,816	40,000	-7.96%
11401 Transport - Workshop	3,495	111,000	-92.23%
11402 Plant Purchases (P10)	413,108	1,927,000	-5.47%
11403 Plant Purchases (P11)	14,075	805,500	-94.64%
11404 Plant Purchases (P12)	211,720	1,470,000	-61.22%
11407 P&E - P&G Smart Technologies	0	150,000	-100.00%
11500 Operations Services Administration	38,503	110,000	-48.66%
B1013 Dunsborough Bushfire Brigade	0	178,300	0.00%
B1015 Hithergreen District Bushfire Brigade	0	465,200	0.00%
B1024 Wilyabrup Bushfire Brigade	0	178,300	0.00%
B1026 Yallingup Rural Bushfire Brigade	0	597,600	0.00%
B1029 Busselton Branch SES	1,272	97,200	0.00%
	947,492	6,880,100	-51.49%
<b><u>Furniture &amp; Office Equipment</u></b>			
10250 Information & Communication Technology Services	3,232	46,400	-79.10%
10251 Business Systems	82,568	258,500	-4.16%
10530 Community Services Administration	0	5,000	-100.00%

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 October 2018**

Description	2018/ 19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
10590 Naturaliste Community Centre	0	16,110	0.00%
10591 Geographe Leisure Centre	0	63,600	-100.00%
10625 Art Geo Administration	10,000	12,000	-16.67%
10900 Cultural Planning	0	152,030	-100.00%
11156 Airport Development Operations	0	300,000	-100.00%
11160 Busselton Jetty	0	5,000	-100.00%
B1361 YCAB (Youth Precinct Foreshore)	0	25,000	-100.00%
	95,800	883,640	-69.01%
<b>Sub-Total Property, Plant &amp; Equipment</b>	<b>1,386,850</b>	<b>25,666,556</b>	<b>-81.46%</b>

<b>&gt;&gt; Infrastructure</b>			
<b>Major Project - Busselton Foreshore</b>			
C0029 Queen West Foreshore Carpark	84,511	203,000	24.89%
C3065 Signal Park	29,120	72,000	21.33%
C3094 Busselton Foreshore - Stage 3	4,938	220,672	-82.92%
C3112 Busselton Foreshore - Exercise Equipment	0	225,000	0.00%
C3113 Busselton Tennis Club - Infrastructure	48,164	3,862,894	-96.26%
C3150 Busselton Foreshore Stage 3: Toddler's Playground	4,875	133,510	0.00%
C3168 Busselton Foreshore Jetty Precinct	1,362,872	1,645,509	129.77%
C3179 Jetty Precinct Bike Racks/Bin Enclosures	1,192	12,500	-71.37%
C3180 Marine Tce Sword Planting	32,480	90,000	8.27%
C3181 Minor Capital Improvements, Fencing, Seating, Lighting etc	0	20,500	-100.00%
C3182 Relocation of Veteran Car Club	2,600	250,000	0.00%
C3183 Queen Street Look Out Art Work	0	25,000	-100.00%
C3189 Fencing Possum Park Barnard East	0	30,000	-100.00%
	1,570,753	6,790,585	-24.30%
<b>Major Project - Administration Building</b>			
C0043 Administration Building Carpark	0	100,000	-100.00%
	0	100,000	-100.00%
<b>Footpaths Construction</b>			
F0035 Dunsborough Lakes Drive to N.C.C.	3,925	152,000	-92.25%
F0066 Bussell Highway Footpath Sections	389,881	589,820	98.30%
F0075 Armitage Drive Footpath - Navigation Way to Avocet Boulevard	0	44,608	-100.00%
F0077 Valley Road Footpath	2,638	62,000	-87.23%
F0078 Signal Park Bypass New Path	1,237	70,000	-94.70%
F0079 Bovell Street Footpath	27,400	60,000	37.00%
	425,081	978,428	30.33%

**City of Busselton**

**Capital Acquisition Report**

**Property, Plant & Equipment, Infrastructure**

**For the Period Ended 31 October 2018**

Description	2018/19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
<b><u>Drainage Construction - Street</u></b>			
D0009 Busselton LIA - Geocatch Drain Partnership	360	30,000	-96.40%
D0015 Valley Road Drainage Upgrade	12,647	230,000	-83.50%
D0017 Chain Avenue - Drainage Works	0	187,982	-100.00%
D0018 Centurion Way - Drainage Works	0	11,991	-100.00%
D0019 Johnston Avenue Drainage Upgrade - Stage 2	18,710	25,000	124.55%
D0020 Glenmeer Ramble Drainage	0	60,000	-100.00%
	31,716	544,973	-82.54%
<b><u>Car Parking Construction</u></b>			
C0013 Yallingup Beach Car Park	96	101,000	-99.71%
C0044 Meelup Coastal Nodes - Carpark upgrade	0	256,886	-100.00%
C0049 Port Geographe Marina Carparking	211	190,380	-99.67%
	307	548,266	-99.71%
<b><u>Bridges Construction</u></b>			
A0022 Yallingup Beach Road Bridge - 3347	0	222,000	0.00%
	0	222,000	0.00%
<b><u>Cycleways Construction</u></b>			
F1018 Dunsborough Cycleway CBD to Our Lady of the Cape School	13,627	681,000	-94.00%
	13,627	681,000	-94.00%
<b><u>Townscape Construction</u></b>			
C1001 Queen Street Upgrade - Duchess to Kent Street	0	122,450	-100.00%
C1024 Dunsborough Road Access Improvements Stage 1	432,649	1,296,501	0.11%
	432,649	1,418,951	-8.53%
<b><u>Boat Ramps Construction</u></b>			
C1502 Old Dunsborough Boat Ramp Finger Jetty	0	22,200	-100.00%
C1512 Port Geographe Boat Ramp Renewal Works	0	220,000	-100.00%
	0	242,200	-100.00%
<b><u>Depot Construction</u></b>			
C2006 Depot Washdown Facility Upgrades	0	110,000	-100.00%

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 October 2018**

Description	2018/19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
	0	110,000	-100.00%
<b><u>Beach Restoration</u></b>			
C2504 Groyne Construction	0	48,150	-100.00%
C2512 Sand Re-Nourishment	261	173,410	-99.34%
C2520 Coastal Protection Works	3,412	45,000	-77.25%
C2523 Broadwater Beach Coastal Protection Stage 1 of 4	0	150,000	0.00%
C2525 Wonnerup Groynes 3, 5, & 6	0	300,000	-100.00%
C2526 Baudin/ Wonnerup Groynes	0	300,000	-100.00%
C2527 Storm Damage Renewal of Infrastructure	366	95,000	-98.85%
C2528 Craig Street Groyne and Sea Wall	0	250,000	0.00%
	4,039	1,361,560	-98.66%
<b><u>Parks, Gardens &amp; Reserves</u></b>			
C3006 Playgrounds General - Replacement of playground equipment	0	15,000	0.00%
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	0	43,000	0.00%
C3024 Dunsborough Oval - Lighting Upgrade	0	55,000	-100.00%
C3048 BBQ Placement and Replacement	3,966	13,000	-8.45%
C3122 Rails to Trails	282	248,723	-99.66%
C3131 Elijah Circle POS	0	24,620	-100.00%
C3143 NCC Infrastructure	3,039	3,039	200.30%
C3145 Churchill Park	2,005	188,837	-96.82%
C3146 Dunsborough Town Centre	12,240	87,457	-58.01%
C3154 Administration Building Landscaping Works	7,294	20,000	9.38%
C3157 Port Geographe - Layman Road Native Tree Planting	11,288	33,158	2.14%
C3158 Port Geographe - Casurina Replacements on Layman Road	0	21,100	-100.00%
C3159 Port Geographe - Burgee Cove (Western Side of Bridge)	0	92,543	-100.00%
C3160 Port Geographe - Reticulated POS at Layman Rd R/About	127,968	286,513	33.99%
C3163 Port Geographe - Outstanding Minor Repairs	0	30,000	-100.00%
C3164 Port Geographe - Reticulation Upgrade Scheme to Bore Water	146,647	332,927	32.14%
C3166 Vasse River Foreshore - Bridge to Bridge	173	94,317	-99.22%
C3174 Old Broadwater Farm Drink Fountain	2,813	5,000	0.00%
C3175 Currawong Drive Drink Fountain	2,908	5,000	0.00%
C3176 Coastal Fencing	0	10,000	-100.00%
C3177 Shade Sail Program	0	100,000	-100.00%
C3178 Ping Pong Facility at Foreshore	748	10,000	0.00%
C3184 Rotary Park Entry Gateway Landscape Upgrade	0	13,500	0.00%
C3185 Foreshore Skate Park Seating	0	26,000	0.00%
C3186 Lou Weston Oval - Courts	16,600	700,000	-92.89%
C3187 Port Geographe Reticulation Upgrades	0	65,000	-100.00%
C3188 Port Geographe Capital Replacement and Tree Planting	15,917	25,000	91.03%
C3190 Mobile Grand Stands	0	30,000	-100.00%
	353,887	2,578,734	-56.37%
<b><u>Cemetery Capital Works</u></b>			

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 October 2018**

Description	2018/ 19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
C1604 Pioneer Cemetery Infrastructure Upgrades	0	52,000	-100.00%
C1605 Busselton Cemetery Infrastructure Upgrades	0	100,000	0.00%
C1609 Pioneer Cemetery - Implement Conservation Plan	2,040	20,000	-69.40%
	2,040	172,000	-91.50%
<b><u>Beach Front Infrastructure Works</u></b>			
C1755 Dunsborough Beach Enclosure Net Replacement	0	90,000	-100.00%
C1758 Beach Access Stairs - Bay View Crescent	0	21,000	0.00%
C1760 King Street Reserve - Park Upgrade (Coastal Node)	0	77,500	0.00%
	0	188,500	-100.00%
<b><u>Aged Housing - Infrastructure Works</u></b>			
C3451 Aged Housing Infrastructure (Upgrade)	0	13,300	-100.00%
	0	13,300	-100.00%
<b><u>Sanitation Infrastructure</u></b>			
C3479 Vidler Road Waste Site Capital Improvements	715	403,750	-99.47%
C3481 Transfer Station Development	173	442,340	-99.88%
C3485 Site Rehabilitation - Busselton	20,568	1,050,000	-94.12%
	21,456	1,896,090	-96.61%
<b><u>Airport Development</u></b>			
C6086 Airport Construction - Air Freight Hub Stage 1	0	3,000,000	-100.00%
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	993,078	691,170	331.05%
C6091 Airport Construction Stage 2, Noise Management Plan	0	869,550	-100.00%
C6092 Airport Construction Stage 2, Airfield	895,272	1,150,000	133.55%
C6095 Airport Construction Stage 2, External Services	631,315	2,300,000	-17.65%
C6099 Airport Development - Project Expenses	372,800	1,892,760	-41.98%
	2,892,464	9,903,480	-12.69%
<b><u>Main Roads</u></b>			
S0022 Floodgate Road	129	31,000	-98.75%
S0035 Strelly Street / Barlee Street Roundabout	1,194	450,000	-99.20%
S0051 Causeway Road / Rosemary Drive Roundabout	5,895	750,000	-97.64%
S0064 Peel Terrace (Stanley Pl/Cammilleri St Intersection Upgrade)	141,859	613,033	-30.58%
S0066 Queen Street	2,185	52,846	-87.60%
S0067 Layman Road - Reconstruction Between 3250 and 6190	20,970	152,487	-58.74%
S0068 Georgiana Molloy Bus Bay Facilities	20,405	197,286	-59.19%

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 October 2018**

Description	2018/ 19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
S0069 Peel Terrace (Brown Street Intersection Upgrades)	1,617	250,000	-98.06%
S0317 Naturaliste Terrace Asphalt Overlay	1,150	153,080	-97.75%
S0318 Bentley Road Reseal	129	27,000	-98.56%
S0319 Webster Road Reseal	172	31,000	-98.33%
S0320 Ballarat Road Reseal	129	75,000	-99.48%
	195,835	2,782,732	-78.52%
<b><u>Black Spot</u></b>			
V0002 Eastern Link - Busselton Traffic Study	66,528	2,900,000	-93.12%
	66,528	2,900,000	-93.12%
<b><u>Council Roads Initiative</u></b>			
W0005 Kaloorup Road	0	38,500	-100.00%
W0016 Hairpin Road	0	85,000	-100.00%
W0026 Yoongarillup Road	6,995	890,000	-97.64%
W0055 Lindberg Road	23,873	173,500	-58.72%
W0058 Quininup Road	29,692	79,000	12.74%
W0074 Chapman Hill Road	722	35,400	-93.88%
W0084 Vasse Yallingup Siding Road	0	20,200	-100.00%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	22,382	40,173	67.13%
W0176 Signage (Alternate CBD Entry)	0	19,796	-100.00%
W0183 Carter Road	756	26,000	-91.28%
W0190 Miamup Road	0	16,200	-100.00%
W0192 Valley Road	49	46,840	-99.69%
W0195 Yallingup Beach Road	0	20,000	-100.00%
W0204 Greenfield Road (Loop) - One way layout	0	54,720	-100.00%
W0209 Layman Road Re-Shouldering	25,919	50,000	55.50%
W0210 Lewis Road Gravel Resheet	27,920	36,000	132.66%
W0211 Koorabin Drive Stage 2	0	50,000	-100.00%
W0212 Hamilton Way Asphalt Overlay	15,450	281,000	-83.51%
W0213 Forsythe Place Asphalt Overlay	1,123	106,400	-96.83%
W0214 McGregor Place Asphalt Overlay	28,823	47,900	80.51%
W0215 Langridge Place Asphalt Overlay	42,883	78,200	64.50%
W0216 Fredrick Street Partial Reconstruction	0	40,000	-100.00%
W0217 Russell Street Asphalt Overlay & Footpath	62,016	79,000	135.52%
W0218 Herring Street Asphalt Overlay & Footpath	5,590	67,000	-74.97%
W0219 Wakeford Street Asphalt Overlay	10,325	66,700	-53.57%
W0220 Mann Street Asphalt Overlay	31,517	19,900	375.23%
W0221 Eagle Bay Meelup Road Reseal	0	15,000	-100.00%
W0222 Neville Hyder Drive & Vasse Hwy Intersection	107,297	287,000	-45.58%
W0223 Reading Street Reconstruction and Widen	317	185,000	-99.49%
W0224 Jones Way Asphalt Overlay	0	355,000	-100.00%
W0225 College Avenue Reconstruction	0	92,000	-100.00%
W0226 Vickery/O'Donnel Asphalt Overlay	0	52,132	-100.00%
W0227 William Drive Asphalt Overlay	0	228,310	-100.00%

**City of Busselton**

**Capital Acquisition Report**

**Property, Plant & Equipment, Infrastructure**

**For the Period Ended 31 October 2018**

Description	2018/19 Actual	2018/19 Amended Budget	2018/19 Budget YTD Variance
W0228 Gaia Close Asphalt Overlay	0	47,400	-100.00%
W0229 Tom Cullity Drive Second Coat Seal	0	97,000	-100.00%
	443,649	3,826,271	-67.78%
Sub-Total Infrastructure	6,454,034	37,259,070	-46.06%
Grand Total - Capital Acquisitions	7,840,884	62,925,626	

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>100 Airport Infrastructure Renewal and Replacement Reserve</b>		
Accumulated Reserves at Start of Year	1,325,501.46	1,325,501.46
Interest transfer to Reserves	11,427.88	24,864.00
Transfer from Muni	178,816.00	536,450.00
Transfer to Muni	(39,000.00)	(231,630.00)
	1,476,745.34	1,655,185.46
<b>136 Airport Marketing Reserve</b>		
Accumulated Reserves at Start of Year	1,583,014.10	1,583,014.10
Interest transfer to Reserves	23,101.03	29,700.00
Transfer from Muni	1,532,412.00	1,708,245.00
Transfer to Muni	0.00	(1,590,287.00)
	3,138,527.13	1,730,672.10
<b>143 Airport Noise Mitigation Reserve</b>		
Interest transfer to Reserves	6,271.27	0.00
Transfer from Muni	869,550.00	869,550.00
Transfer to Muni	0.00	(869,550.00)
	875,821.27	0.00
<b>148 Airport Existing Terminal Building Reserve</b>		
Interest transfer to Reserves	214.82	0.00
Transfer from Muni	39,000.00	39,000.00
	39,214.82	39,000.00
<b>106 Building Reserve</b>		
Accumulated Reserves at Start of Year	1,193,933.21	1,193,933.21
Interest transfer to Reserves	8,222.84	22,392.00
Transfer from Muni	120,488.00	868,472.18
Transfer to Muni	(293,918.00)	(661,918.00)
	1,028,726.05	1,422,879.39
<b>404 Barnard Park Sports Pavilion Building Reserve</b>		
Interest transfer to Reserves	14.47	0.00

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Transfer from Muni	3,500.00	10,500.00
	3,514.47	10,500.00
<b>405 Railway House Building Reserve</b>		
Interest transfer to Reserves	22.73	0.00
Transfer from Muni	5,500.00	16,500.00
	5,522.73	16,500.00
<b>406 Youth and Community Activities Building Reserve</b>		
Interest transfer to Reserves	61.97	0.00
Transfer from Muni	15,000.00	45,000.00
	15,061.97	45,000.00
<b>407 Busselton Library Building Reserve</b>		
Interest transfer to Reserves	255.58	0.00
Transfer from Muni	49,600.00	83,580.00
Transfer to Muni	0.00	(11,000.00)
	49,855.58	72,580.00
<b>131 Busselton Community Resource Centre</b>		
Accumulated Reserves at Start of Year	156,653.93	156,653.93
Interest transfer to Reserves	1,313.59	2,940.00
Transfer from Muni	7,358.00	29,433.00
	165,325.52	189,026.93
<b>408 Busselton Jetty Tourist Park Reserve</b>		
Interest transfer to Reserves	300.57	0.00
Transfer from Muni	72,756.00	218,272.00
Transfer to Muni	0.00	(214,400.00)
	73,056.57	3,872.00

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>409 Geographe Leisure Centre Building Reserve</b>		
Interest transfer to Reserves	1,454.20	0.00
Transfer from Muni	282,332.00	476,640.00
Transfer to Muni	0.00	(290,000.00)
	<hr/> 283,786.20	<hr/> 186,640.00
<b>331 Joint Venture Aged Housing Reserve</b>		
Accumulated Reserves at Start of Year	997,854.77	997,854.77
Interest transfer to Reserves	8,171.92	18,720.00
Transfer from Muni	58,932.00	176,800.00
Transfer to Muni	0.00	(121,500.00)
	<hr/> 1,064,958.69	<hr/> 1,071,874.77
<b>403 Aged Housing Resident Funded (Council)</b>		
Accumulated Reserves at Start of Year	186,717.69	186,717.69
Interest transfer to Reserves	1,503.06	3,504.00
Transfer from Muni	0.00	0.00
Transfer to Muni	0.00	(66,200.00)
	<hr/> 188,220.75	<hr/> 124,021.69
<b>410 Naturaliste Community Centre Building Reserve</b>		
Interest transfer to Reserves	402.76	0.00
Transfer from Muni	81,450.00	159,078.00
Transfer to Muni	0.00	(100,000.00)
	<hr/> 81,852.76	<hr/> 59,078.00
<b>411 Civic and Administration Building Reserve</b>		
Interest transfer to Reserves	254.76	0.00
Transfer from Muni	61,668.00	185,000.00
	<hr/> 61,922.76	<hr/> 185,000.00
<b>110 Jetty Maintenance Reserve</b>		
Accumulated Reserves at Start of Year	4,193,450.51	4,193,450.51
Interest transfer to Reserves	34,856.04	78,660.00
Transfer from Muni	0.00	1,249,044.00

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Transfer to Muni	(120,000.00)	(1,552,610.00)
	4,108,306.55	3,968,544.51
<b>150 Jetty Self Insurance Reserve</b>		
Interest transfer to Reserves	495.74	0.00
Transfer from Muni	120,000.00	360,000.00
	120,495.74	360,000.00
<b>222 Asset Depreciation Reserve</b>		
Accumulated Reserves at Start of Year	563,412.18	563,412.18
Interest transfer to Reserves	4,377.39	10,572.00
Transfer to Muni	0.00	(573,984.18)
	567,789.57	0.00
<b>223 Road Asset Renewal Reserve</b>		
Accumulated Reserves at Start of Year	1,299,765.50	1,299,765.50
Interest transfer to Reserves	12,443.99	24,384.00
Transfer from Muni	850,320.00	2,550,956.00
Transfer to Muni	(81,380.00)	(3,875,096.00)
	2,081,149.49	9.50
<b>224 Footpath/ Cycle Ways Reserve</b>		
Interest transfer to Reserves	319.37	0.00
Transfer from Muni	77,304.00	231,906.00
Transfer to Muni	0.00	(231,906.00)
	77,623.37	0.00

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>115 Plant Replacement Reserve</b>		
Accumulated Reserves at Start of Year	2,185,395.64	2,185,395.64
Interest transfer to Reserves	16,173.42	40,992.00
Transfer from Muni	281,864.00	845,588.00
Transfer to Muni	0.00	(2,179,650.00)
	<hr/> 2,483,433.06	<hr/> 892,325.64
<b>137 Busselton Traffic Study Implementation Reserve</b>		
Accumulated Reserves at Start of Year	432,138.26	432,138.26
Interest transfer to Reserves	5,339.61	8,112.00
Transfer from Muni	420,356.00	1,211,110.00
Transfer to Muni	0.00	(1,650,000.00)
	<hr/> 857,833.87	<hr/> 1,360.26
<b>132 CBD Enhancement Reserve</b>		
Accumulated Reserves at Start of Year	122,490.23	122,490.23
Interest transfer to Reserves	1,064.64	2,292.00
Transfer from Muni	11,250.00	45,000.00
Transfer to Muni	0.00	(120,000.00)
	<hr/> 134,804.87	<hr/> 49,782.23
<b>127 New Infrastructure Development Reserve</b>		
Accumulated Reserves at Start of Year	1,834,714.76	1,834,714.76
Interest transfer to Reserves	14,201.84	34,416.00
Transfer from Muni	136,980.00	410,941.00
Transfer to Muni	0.00	(1,470,740.00)
	<hr/> 1,985,896.60	<hr/> 809,331.76
<b>141 CPA Infrastructure Road Upgrades Reserve</b>		
Accumulated Reserves at Start of Year	225,574.67	225,574.67
Interest transfer to Reserves	1,784.20	4,236.00
Transfer from Muni	0.00	0.00
	<hr/> 227,358.87	<hr/> 229,810.67
<b>114 City Car Parking and Access Reserve</b>		

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Accumulated Reserves at Start of Year	875,925.14	875,925.14
Interest transfer to Reserves	7,469.99	16,428.00
Transfer from Muni	179,344.00	538,024.00
Transfer to Muni	0.00	(1,312,249.00)
	1,062,739.13	118,128.14
<b>107 Corporate IT System Programme</b>		
Accumulated Reserves at Start of Year	78,625.03	78,625.03
Interest transfer to Reserves	430.06	1,476.00
Transfer to Muni	0.00	0.00
	79,055.09	80,101.03
<b>133 Election, Valuation and Corporate Expenses Reserve</b>		
Accumulated Reserves at Start of Year	149,557.64	149,557.64
Interest transfer to Reserves	780.16	2,808.00
Transfer from Muni	116,980.00	350,949.00
Transfer to Muni	0.00	(10,300.00)
	267,317.80	493,014.64
<b>111 Legal Expenses Reserve</b>		
Accumulated Reserves at Start of Year	557,904.00	557,904.00
Interest transfer to Reserves	4,412.77	10,464.00
Transfer to Muni	0.00	(30,000.00)
	562,316.77	538,368.00
<b>202 Long Service Leave Reserve</b>		
Accumulated Reserves at Start of Year	3,111,698.09	3,111,698.09
Interest transfer to Reserves	36,818.60	58,368.00
Transfer from Muni	83,332.00	250,000.00
Transfer to Muni	0.00	(606,308.00)
	3,231,848.69	2,813,758.09

**City of Busselton****Reserves Movement Report****For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>203 Professional Development Reserve</b>		
Accumulated Reserves at Start of Year	113,024.66	113,024.66
Interest transfer to Reserves	831.88	2,124.00
Transfer from Muni	23,332.00	70,000.00
Transfer to Muni	0.00	(70,000.00)
	<hr/> 137,188.54	<hr/> 115,148.66
<b>204 Sick Pay Incentive Reserve</b>		
Accumulated Reserves at Start of Year	175,935.04	175,935.04
Interest transfer to Reserves	2,062.26	3,300.00
Transfer from Muni	0.00	0.00
Transfer to Muni	0.00	(70,000.00)
	<hr/> 177,997.30	<hr/> 109,235.04
<b>124 Workers Compensation Contingency Reserve</b>		
Accumulated Reserves at Start of Year	356,227.48	356,227.48
Interest transfer to Reserves	2,770.67	6,684.00
Transfer from Muni	0.00	0.00
Transfer to Muni	0.00	(60,000.00)
	<hr/> 358,998.15	<hr/> 302,911.48
<b>302 Community Facilities - City District</b>		
Accumulated Reserves at Start of Year	2,303,095.83	2,303,095.83
Interest transfer to Reserves	18,766.60	43,200.00
Transfer from Muni	78,399.32	593,880.00
Transfer to Muni	0.00	(643,415.00)
	<hr/> 2,400,261.75	<hr/> 2,296,760.83
<b>304 Community Facilities - Broadwater</b>		
Accumulated Reserves at Start of Year	138,048.48	138,048.48
Interest transfer to Reserves	1,109.12	2,592.00
Transfer from Muni	3,123.36	29,020.00
	<hr/> 142,280.96	<hr/> 169,660.48
<b>303 Community Facilities - Busselton</b>		

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Accumulated Reserves at Start of Year	34,546.40	34,546.40
Interest transfer to Reserves	287.20	648.00
Transfer from Muni	3,376.99	50,560.00
Transfer to Muni	0.00	(20,000.00)
	<hr/>	<hr/>
	38,210.59	65,754.40
<b>305 Community Facilities - Dunsborough</b>		
Accumulated Reserves at Start of Year	166,327.12	166,327.12
Interest transfer to Reserves	1,404.16	3,120.00
Transfer from Muni	10,536.28	78,600.00
	<hr/>	<hr/>
	178,267.56	248,047.12
<b>311 Community Facilities - Dunsborough Lakes Estate</b>		
Accumulated Reserves at Start of Year	525,105.39	525,105.39
Interest transfer to Reserves	4,153.35	9,852.00
Transfer from Muni	190,476.00	487,780.00
	<hr/>	<hr/>
	719,734.74	1,022,737.39
<b>306 Community Facilities - Geographe</b>		
Accumulated Reserves at Start of Year	95,061.38	95,061.38
Interest transfer to Reserves	755.68	1,788.00
Transfer from Muni	1,189.00	6,170.00
	<hr/>	<hr/>
	97,006.06	103,019.38
<b>310 Community Facilities - Port Geographe</b>		
Accumulated Reserves at Start of Year	335,116.76	335,116.76
Interest transfer to Reserves	2,650.62	6,288.00
	<hr/>	<hr/>
	337,767.38	341,404.76

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>309 Community Facilities - Vasse</b>		
Accumulated Reserves at Start of Year	589,760.45	589,760.45
Interest transfer to Reserves	4,533.30	11,064.00
Transfer from Muni	0.00	455,460.00
Transfer to Muni	0.00	0.00
	<hr/> 594,293.75	<hr/> 1,056,284.45
<b>308 Community Facilities - Airport North</b>		
Accumulated Reserves at Start of Year	2,826,296.71	2,826,296.71
Interest transfer to Reserves	22,354.79	53,016.00
Transfer from Muni	0.00	212,080.00
	<hr/> 2,848,651.50	<hr/> 3,091,392.71
<b>130 Locke Estate Reserve</b>		
Accumulated Reserves at Start of Year	0.00	0.00
Interest transfer to Reserves	88.13	0.00
Transfer from Muni	21,332.00	64,000.00
Transfer to Muni	0.00	(64,000.00)
	<hr/> 21,420.13	<hr/> 0.00
<b>122 Port Geographe Development Reserve</b>		
Accumulated Reserves at Start of Year	1,455,440.82	1,455,440.82
Interest transfer to Reserves	11,142.02	27,300.00
Transfer from Muni	16,668.00	50,000.00
Transfer to Muni	0.00	(999,781.00)
	<hr/> 1,483,250.84	<hr/> 532,959.82
<b>123 Port Geographe Waterways Managment Reserve (SAR)</b>		
Accumulated Reserves at Start of Year	3,387,485.07	3,387,485.07
Interest transfer to Reserves	27,231.52	63,540.00
Transfer from Muni	62,524.00	187,573.00
Transfer to Muni	0.00	(337,800.00)
	<hr/> 3,477,240.59	<hr/> 3,300,798.07
<b>126 Provence Landscape Maintenance Reserve (SAR)</b>		

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Accumulated Reserves at Start of Year	1,101,707.78	1,101,707.78
Interest transfer to Reserves	8,777.88	20,664.00
Transfer from Muni	55,592.00	166,778.00
Transfer to Muni	0.00	(162,645.00)
	1,166,077.66	1,126,504.78
<b>128 Vasse Newtown Landscape Maintenance Reserve (SAR)</b>		
Accumulated Reserves at Start of Year	535,722.24	535,722.24
Interest transfer to Reserves	4,134.32	10,044.00
Transfer from Muni	56,796.00	170,390.00
Transfer to Muni	0.00	(174,860.00)
	596,652.56	541,296.24
<b>138 CPA Bushfire Facilities Reserve</b>		
Accumulated Reserves at Start of Year	55,861.58	55,861.58
Interest transfer to Reserves	441.83	1,044.00
Transfer from Muni	0.00	0.00
	56,303.41	56,905.58
<b>139 CPA Community Facilities Dunsborough Lakes South Reserve</b>		
Accumulated Reserves at Start of Year	70,848.15	70,848.15
Interest transfer to Reserves	560.36	1,332.00
Transfer from Muni	0.00	0.00
	71,408.51	72,180.15
<b>140 CPA Community Facilities South Biddle Precinct Reserve</b>		
Accumulated Reserves at Start of Year	1,030,368.46	1,030,368.46
Interest transfer to Reserves	8,149.78	19,332.00
Transfer from Muni	0.00	0.00
Transfer to Muni	0.00	(200,000.00)
	1,038,518.24	849,700.46

**City of Busselton****Reserves Movement Report****For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>321 Busselton Area Drainage and Waterways Improvement Reserve</b>		
Accumulated Reserves at Start of Year	548,820.67	548,820.67
Interest transfer to Reserves	4,052.74	10,296.00
Transfer to Muni	0.00	(169,317.00)
	552,873.41	389,799.67
<b>102 Climate Adaptation Reserve</b>		
Accumulated Reserves at Start of Year	2,472,424.34	2,472,424.34
Interest transfer to Reserves	20,884.54	46,380.00
Transfer from Muni	154,576.00	527,732.00
Transfer to Muni	0.00	(1,317,290.00)
	2,647,884.88	1,729,246.34
<b>144 Emergency Disaster Recovery Reserve</b>		
Accumulated Reserves at Start of Year	50,000.00	50,000.00
Interest transfer to Reserves	613.63	936.00
Transfer from Muni	6,668.00	20,000.00
	57,281.63	70,936.00
<b>145 Energy Sustainability Reserve</b>		
Accumulated Reserves at Start of Year	100,000.00	100,000.00
Interest transfer to Reserves	1,309.87	1,872.00
Transfer from Muni	33,332.00	100,000.00
Transfer to Muni	0.00	(120,000.00)
	134,641.87	81,872.00
<b>146 Cemetery Reserve</b>		
Accumulated Reserves at Start of Year	100,000.00	100,000.00
Interest transfer to Reserves	1,277.11	1,872.00
Transfer from Muni	25,400.00	76,200.00
Transfer to Muni	0.00	(120,000.00)
	126,677.11	58,072.00
<b>341 Public Art Reserve</b>		
Accumulated Reserves at Start of Year	229,685.21	229,685.21

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

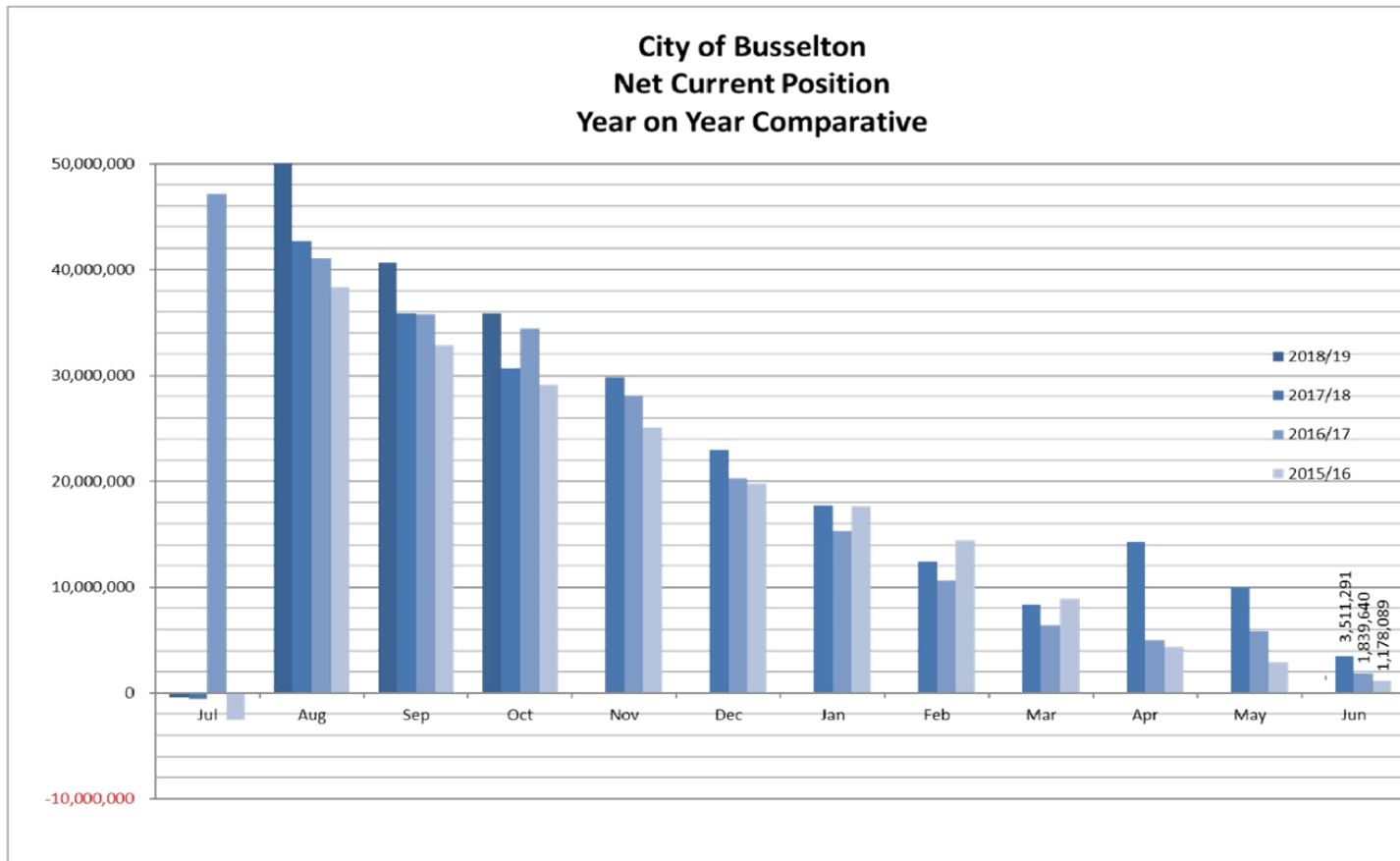
	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
Interest transfer to Reserves	1,763.34	4,308.00
Transfer from Muni	0.00	100,000.00
Transfer to Muni	0.00	(167,185.00)
	231,448.55	166,808.21
<b>121 Waste Management Facility and Plant Reserve</b>		
Accumulated Reserves at Start of Year	7,881,068.17	7,881,068.17
Interest transfer to Reserves	53,629.98	147,840.00
Transfer from Muni	477,288.00	1,431,862.00
Transfer to Muni	0.00	(4,140,590.00)
	8,411,986.15	5,320,180.17
<b>120 Strategic Projects Reserve</b>		
Accumulated Reserves at Start of Year	226,213.20	226,213.20
Interest transfer to Reserves	1,714.42	4,236.00
Transfer from Muni	8,332.00	25,000.00
Transfer to Muni	0.00	0.00
	236,259.62	255,449.20
<b>129 Untied Grants Reserve</b>		
Accumulated Reserves at Start of Year	0.00	0.00
Transfer to Muni	0.00	0.00
	0.00	0.00
<b>134 Civic and Administration Centre Construction Reserve</b>		
Accumulated Reserves at Start of Year	0.00	0.00
Transfer to Muni	0.00	0.00
	0.00	0.00
<b>Total Cash Back Reserves</b>	<b>54,740,665.52</b>	<b>40,641,430.20</b>

**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 October 2018**

	2018/2019 Actual	2018/2019 Amended Budget
	\$	\$
<b>Summary Reserves</b>		
Accumulated Reserves at Start of Year	47,978,518.20	47,978,518.20
Interest transfer to Reserves	411,412.37	900,000.00
Transfer from Muni	6,885,032.95	18,369,123.18
Transfer to Muni	(534,298.00)	(26,606,211.18)
<b>Closing Balance</b>	<b>54,740,665.52</b>	<b>40,641,430.20</b>





### CITY OF BUSSETON - INVESTMENT PERFORMANCE REPORT For the month of October 2018



#### 11am Bank Account As at 31 October 2018

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.45%	\$ 7,500,000

#### Term Deposits - Miscellaneous Funds As at 31 October 2018

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
Westpac	AA	123	06-Nov-18	2.80%	\$ 5,000,000
ANZ	AA	123	15-Nov-18	2.65%	\$ 3,500,000
NAB	AA	120	20-Nov-18	2.66%	\$ 2,500,000
Bendigo	BBB	181	03-Dec-18	2.60%	\$ 3,000,000
Bendigo	BBB	183	12-Dec-18	2.75%	\$ 1,000,000
Westpac	AA	153	12-Dec-18	2.76%	\$ 4,000,000
Westpac	AA	183	22-Dec-18	2.80%	\$ 1,500,000
ANZ	AA	153	03-Jan-19	2.66%	\$ 3,000,000
NAB	AA	150	11-Jan-19	2.64%	\$ 2,000,000
NAB	AA	120	25-Jan-19	2.66%	\$ 3,000,000
Westpac	AA	123	05-Feb-19	2.67%	\$ 2,500,000
Westpac	AA	184	06-Feb-19	2.74%	\$ 3,000,000
NAB	AA	180	06-Feb-19	2.66%	\$ 4,000,000
Westpac	AA	184	17-Feb-19	2.72%	\$ 1,500,000
ANZ	AA	184	25-Feb-19	2.64%	\$ 3,000,000
Bankwest	AA	181	11-Mar-19	2.70%	\$ 4,000,000
NAB	AA	181	14-Mar-19	2.66%	\$ 3,000,000
NAB	AA	181	14-Mar-19	2.66%	\$ 2,000,000
NAB	AA	182	08-Apr-19	2.68%	\$ 2,000,000
Bankwest	AA	211	26-Apr-19	2.72%	\$ 4,000,000
Westpac	AA	212	27-Apr-19	2.70%	\$ 2,000,000
NAB	AA	242	27-May-19	2.71%	\$ 2,000,000
Bankwest	AA	242	27-May-19	2.72%	\$ 4,000,000
Bankwest	AA	270	24-Jun-19	2.76%	\$ 4,000,000

Total of Term Deposits \$ 69,500,000

#### Foreshore Development Funds As at 31 October 2018

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 38,350
		<b>\$ 38,350</b>

#### Airport Redevelopment Funds As at 31 October 2018

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 639,819
WA Treasury Corp. - State Bonds 306 Days	2.07%	\$ 2,410,861

Total of Airport Redevelopment Funds - WATC \$ 4,850,679

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

ANZ Cash Account	AA	NA	NA	1.50%	\$ 1,460,004
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Total of Airport Redevelopment Funds - Other \$ 1,460,004

Total of Airport Redevelopment Funds \$ 6,310,683

Interest Received 2015/16 \$ 609,666

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

Interest Received 2017/18 \$ 631,835

Interest Received 2018/19 \$ 1,662

Interest Accrued but not yet Received \$ 52,609

Total Interest Airport Funds (Non-Reserve) at month's end \$ 2,454,396

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

Interest Transferred out to Municipal Funds \$ 13,571

Interest Earn (incl. Accrued) on Funds Held in City Reserve A/c 136 \$ 34,464

(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 2018	As at 31 October 2018
11am Bank Account	\$ 5,000,000	\$ 7,000,000	\$ 7,500,000
Term Deposits - Misc. Funds	\$ 61,000,000	\$ 53,500,000	\$ 69,500,000
Foreshore Development Funds - WATC	\$ 1,534,349	\$ 38,165	\$ 38,350
Airport Redevelopment - WATC Deposits	\$ 6,171,720	\$ 4,847,588	\$ 4,850,679
Airport Redevelopment - Bank Term Deposit	\$ 17,000,000	\$ -	\$ -
Airport Redevelopment - ANZ Cash A/c	\$ 4,539,991	\$ 4,546,285	\$ 1,460,004
Total of all Investments Held	\$ 95,246,060	\$ 69,932,038	\$ 83,349,033

TOTAL INTEREST RECEIVED AND ACCRUED \$ 453,030 \$ 1,344,027 \$ 559,386

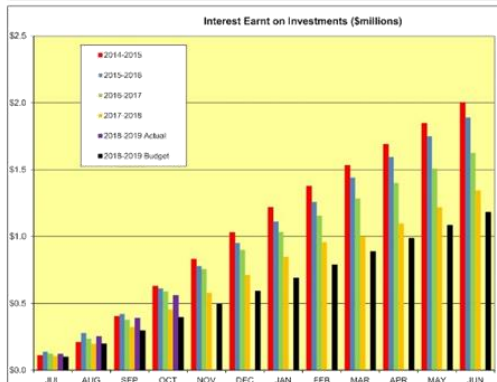
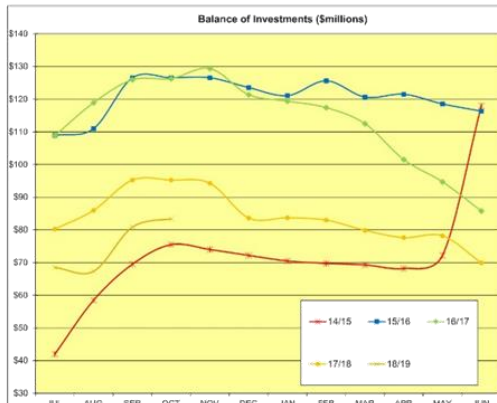
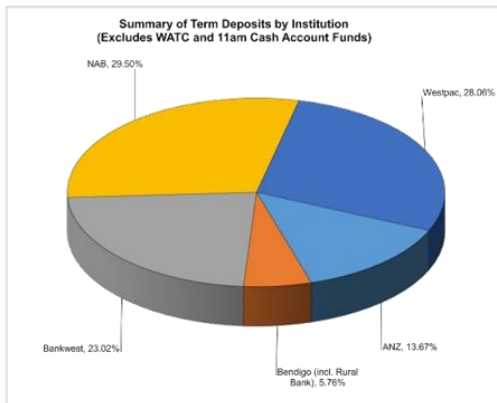
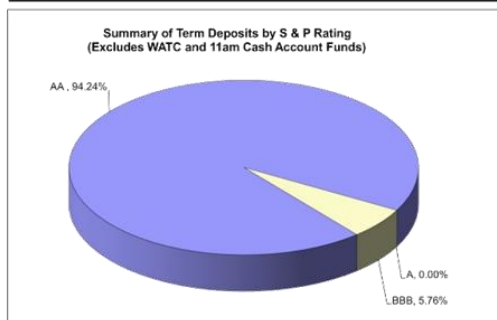
INTEREST BUDGET \$ 456,332 \$ 1,369,000 \$ 394,588

(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



## 12.2 Finance Committee - 15/11/2018 - BUDGET AMENDMENT REQUEST / REVIEW

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Finance and Corporate Services
<b>ACTIVITY UNIT:</b>	Finance and Corporate Services
<b>REPORTING OFFICER:</b>	Manager Financial Services - Kim Dolzadelli
<b>AUTHORISING OFFICER:</b>	Director Finance and Corporate Services - Tony Nottle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Nil

**This item was considered by the Finance Committee at its meeting on 15 November 2018, the recommendations from which have been included in this report.**

### **PRÉCIS**

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 2018/2019 municipal budget on Wednesday, 25 July 2018 with a balanced budget position.

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

1. Funds Held in Trust
2. Recognition of income for shared Library Consortia resource
3. Recognition of Income - Regional Every Club Funding Program
4. Recognition of Income – Community Child Care Fund Sustainability Support
5. Busselton Lion Club – Youth Activities

### **STATUTORY ENVIRONMENT**

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

### **RELEVANT PLANS AND POLICIES**

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

### **FINANCIAL IMPLICATIONS**

Budget amendments being sought will result in no change to Council's budget surplus position of \$0.

### **LONG TERM FINANCIAL PLAN IMPLICATIONS**

There are no Long Term Financial Plan implications in relation to this item.

## **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – ‘Leadership’ and more specifically Community Objective 6.1 - ‘Governance systems, process and practices are responsible, ethical and transparent’.

## **RISK ASSESSMENT**

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.

## **CONSULTATION**

Consultation has occurred with the appropriate Council officers.

## **OFFICER COMMENT**

The Officer recommends the following requested budget amendments to the Finance Committee for consideration and recommendation to Council.

### **1. “Funds Held in Trust”**

#### **Community Appeals Trust:**

The City currently holds \$1,000.40 in the Community Appeals Trust which dates back to 2002, this amount represents the balance of Council Funds placed into trust to be used to support victims of the Bali bombings, the last payment from this fund was made in October 2005.

Officers recommend that the amount of \$1,000.40 be transferred from the Community Appeals Trust fund to Council Reserve Fund “Emergency Disaster Recovery Reserve”.

#### **Sundry Other Trusts:**

The City currently holds \$24,240.63 in the Sundry Other Trusts which is made up of \$1400 – BSN BMX Club (2006) and \$22,840.63 is from the Yallingup Hall Committee (2015).

It is understood that the BMX Club have not been in operation since 2006, former members of the club committee have been contacted by City officers and it is recommended that these funds be transferred to the Municipal fund and utilised on rails for trails expenditure.

Further to the above the Yallingup Hall Committee handed back the hall to Council and disbanded in 2015 and the City of Busselton since then has been fully responsible for the hall. This being the case it is recommended that the \$22,840.63 be transferred from trust into the City’s “Building Asset Renewal Fund” for use on the hall when required.

#### **Planned Expenditure Items**

Officers propose that the 2018/2019 adopted budget be amended to reflect the following funding changes, shown in Table 1.

**Table 1:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Transfers from Trust</b>				
Trust Transfer	Community Appeals Trust	0	(1,000.40)	(1,000.40)
Trust Transfer	Sundry Other Trusts	0	(24,240.63)	(24,240.63)
<b>Expenditure</b>				
<b>C3122</b>	Rails to Trails	248,723	1,400	250,123
<b>Transfers to Reserve</b>				
Building Asset Renewal Fund	Transfer to	890,864	22,840.63	913,704.63
Emergency Disaster Recovery Reserve	Transfer to	20,936	1,000.40	21,936.40
	<b>Net Total</b>	1,160,523.00	0	1,160,523.00

**Proposed Outcome**

Transfer of defunct Trust funds held.

**2. "Recognition of income for shared Library Consortia resource"**

The City is a member of the SW Library Consortia (SWLC), consisting of 12 members. In 2017, the SWLC successfully procured and went on to implement across 22 libraries a shared library management system and associated operating procedures. This achieved significant savings for members who were able to divest of outdated and unsupported library software and moved to the latest in cloud-based technology.

The new system has also reduced IT support requirements for individual libraries but resourcing of day to day issues, (usually user error), training and deployment of new functionality and system upgrades is still required. It is inefficient and a duplication of overheads for each member library to individually resource this core function and therefore the Consortia approached all participating members with a proposal for a dedicated consortia resource to manage these issues and deploy new features. The Consortia requested a contribution from each member based population.

The City has allocated \$14,800 in the 2018/19 budget for its share of the resource; as this resource is to be hosted by the City of Busselton a budget amendment to recognise the other Consortia member contributions to the resource and associated expense is required.

**Planned Expenditure Items**

The amendments shown below in Table 2 will reflect the other Consortia member contributions and associated offset expenditure.

**Table 2:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
233-10380-xxxx	Contributions – other Consortia Members	0	(39,000)	(39,000)
233- 10380-3295	Library Services - Other Computing Costs	14,800	39,000	53,800
	<b>Net Total</b>	14,800	0	14,800

### Proposed Outcome

Provide financial support to the Library Consortia which in turn will enhance patrons experience, address duplication across the 12 member Local Governments and provide dedicated support to member Local Governments. There will be no impact on the adopted budget.

### 3. "Recognition of Income - Regional Every Club Funding Program"

The City has been successful in securing a grant for \$40,000 over 2 years from the Department of Local Government, Sport and Cultural Industries to deliver a range of strategic planning workshops and community workshops for sports in the region.

This project has been developed in partnership with the surrounding City of Busselton Local Government Authorities (Shires of Capel and Augusta Margaret River), with the key outcome being to educate the club volunteers and to have sustainable associations and clubs by conducting strategic planning workshops. The project is also designed to assist targeted sporting associations and clubs to plan their resources and growth and will also support the development of the City of Busselton's Recreation Facilities Strategy.

### Planned Expenditure Items

Year 1 funding agreement is from 1 September 2018 to 31 August 2019. (\$20,000)

Year 2 funding agreement is from 1 September 2019 to 31 August 2019. (\$20,000)

Expenditure will be used for contractor and staff time, meeting and workshop facilitation.

The amendments shown in Table 3 are sought for approval.

**Table 3:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
332-10540-1239-9353	Operating Grants & Subsidies-other	0	(20,000)	(20,000)
<b>Expenditure</b>				
332-10540-3260-9353	Consultancy	20,000	20,000	40,000
<b>Net Total</b>		20,000	0	20,000

### Proposed Outcome

Recognition of Grant Funding and programme activities.

### 4. "Recognition of Income – Community Child Care Fund Sustainability Support"

The City has been successful in securing a grant for \$64,000 over 2 years from the Commonwealth Department of Education and Training to deliver a range of strategies aimed at assisting the sustainability of the outside school hours care vacation care program at Naturaliste Community Centre.

This projects' key outcomes are to formulate and implement a number of business, programming, marketing, training and staffing strategies with the aim to increase utilisation and improve service sustainability. Part of the process will be to engage a consultant to review the service and make recommendations regarding policy and procedure, target marketing, compliance and training.

#### Planned Expenditure Items

Year 1 funding agreement is from 1 July 2018 to 30th June 2019. (\$41,000)

Year 2 funding agreement is from 1 July 2019 to 30 June 2020. (\$23,000)

Expenditure will be used for the following over the 2 years in accordance with the grant agreement

1. Consultants /professional fees (\$15,000)
2. Transport costs (\$5,000)
3. Changes to business practices (\$4,000)
4. Additional operating costs (\$2,000)
5. Additional target marketing ( \$10,000)
6. Educational resources and materials (\$23,000)
7. Wages and training (\$5,000)

The amendments shown in Table 4 are sought for approval.

**Table 4:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
336- 10590- 1239 -7007	Operating Grants & Subsidies-other	0	(41,000)	(41,000)
<b>Expenditure</b>				
336-10590-3038-7007	Wages	157,950	3,000	160,950
336-10590-3376-7007	Holiday Program activities	6,000	17,000	23,000
336-10590-3623-7007	Marketing and promotions	3,000	6,000	9,000
336-10590-3301-7007	Furniture and off equip purchases	1,500	15,000	16,500
<b>Net Total</b>		168,450	0	168,450

#### Proposed Outcome

Recognition of Grant Funding and programme activities.

#### 5. "Busselton Lion Club – Youth Activities"

The City of Busselton was presented with a cheque for \$3,000 by the Busselton Lions Club at the Youth Centre on Friday 2nd November 2018. The Lions Club are keen to support youth initiatives.

#### Planned Expenditure Items

The funding is to be used to support the youth cooking program at the Youth Centre and will include the purchase of cooking equipment and a lockable storage cupboard. The purpose of this proposed budget amendment is to include this funding as revenue and corresponding expenditure in Council's 2018/19 Budget.

The amendments shown in Table 4 are sought for approval.

**Table 5:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
330 B1361 1239 000	Operating Grants & subsidies - other	(29,000)	(3,000)	(32,000)
<b>Expenditure</b>				
330 B1361 3413 000	Youth Services Programs and Activities	37,460	3,000	40,460
<b>Net Total</b>		8460	0	8,460

**Proposed Outcome**

Recognition of Grant Funding and programme activities.

**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.

**OPTIONS**

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

**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.

**COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION****ABSOLUTE MAJORITY DECISION OF COUNCIL REQUIRED**

That Council endorse the requested budget amendments outlined in tables 1 to 5 below, resulting in no change to an amended budgeted surplus position of \$0.

**Table 1:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Transfers from Trust</b>				
Trust Transfer	Community Appeals Trust	0	(1,000.40)	(1,000.40)
Trust Transfer	Sundry Other Trusts	0	(24,240.63)	(24,240.63)
<b>Expenditure</b>				
<b>C3122</b>	Rails to Trails	248,723	1,400	250,123
<b>Transfers to Reserve</b>				
Building Asset Renewal Fund	Transfer to	890,864	22,840.63	913,704.63
Emergency Disaster Recovery Reserve	Transfer to	20,936	1,000.40	21,936.40
<b>Net Total</b>		1,160,523.00	0	1,160,523.00

**Table 2:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
233-10380-xxxx	Contributions – other Consortia Members	0	(39,000)	(39,000)
233- 10380-3295	Library Services - Other Computing Costs	14,800	39,000	53,800
<b>Net Total</b>		14,800	0	14,800

**Table 3:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
332-10540-1239-9353	Operating Grants & Subsidies-other	0	(20,000)	(20,000)
<b>Expenditure</b>				
332-10540-3260-9353	Consultancy	20,000	20,000	40,000
<b>Net Total</b>		20,000	0	20,000

**Table 4:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
336- 10590- 1239 -7007	Operating Grants & Subsidies-other	0	(41,000)	(41,000)
<b>Expenditure</b>				
336-10590-3038-7007	Wages	157,950	3,000	160,950
336-10590-3376-7007	Holiday Program activities	6,000	17,000	23,000
336-10590-3623-7007	Marketing and promotions	3,000	6,000	9,000
336-10590-3301-7007	Furniture and off equip purchases	1,500	15,000	16,500
<b>Net Total</b>		168,450	0	168,450

**Table 5:**

<i>Cost Code</i>	<i>Description</i>	<b>Current Budget</b>	<b>Change</b>	<b>Proposed Amended Budget</b>
<b>Revenue</b>				
330 B1361 1239 000	Operating Grants & subsidies - other	(29,000)	(3,000)	(32,000)
<b>Expenditure</b>				
330 B1361 3413 000	Youth Services Programs and Activities	37,460	3,000	40,460
<b>Net Total</b>		8460	0	8,460

**13. PLANNING AND DEVELOPMENT SERVICES REPORT**

Nil

**14. ENGINEERING AND WORK SERVICES REPORT**

Nil

## **15. COMMUNITY AND COMMERCIAL SERVICES REPORT**

### **15.1 SETTLEMENT ART PROJECT UPDATE**

<b>SUBJECT INDEX:</b>	Arts and Culture
<b>STRATEGIC OBJECTIVE:</b>	A community with access to a range of cultural and art, social and recreational facilities and experiences.
<b>BUSINESS UNIT:</b>	Community Services
<b>ACTIVITY UNIT:</b>	Community Services
<b>REPORTING OFFICER:</b>	Cultural Development Officer - Jacquie Happ
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

#### **PRÉCIS**

The Settlement Art Project (SAP) is a public art initiative commemorating the successful establishment of Busselton as one of the first settlements outside Perth. The project involves the commissioning of six life-sized bronze sculptures (one per year) at a total cost of approximately \$770,000 (inc GST) with fundraising by a community fundraising group.

The Settlement Art Project Steering Committee (SAPSC) manages the project on behalf of the Council to commission and raise funds for the sculptures.

The purpose of this report is to provide Council with an update on the project as per requirements of Terms of Reference of the SAPSC.

#### **BACKGROUND**

In November 2011 Council awarded Tender 1/11 to Greg James (C1111/342) for the commissioning of SAP sculptures. In June 2013, the SAPSC was established (C1306/139) to provide a vehicle by which the commissioning of the sculptures could be overseen; and to initiate and coordinate fundraising activities.

At a formal meeting of the SAPSC on 9 January 2014 (BSA1401/010) the Committee recommended that the order of commissioning for the first three sculptures be changed to:

1. Whaler's Wife installed on 14 March 2014
2. Timber Worker installed on 5 September 2015.
3. John Garrett (JG) Bussell installed on 3 September 2016.

The fourth sculpture, the Spanish Settler, was recommended to be commissioned by the SAPSC on 8 September 2016 (SAP1609/022) and was installed on 14 October 2017.

The fifth sculpture, Gaywal, the Aboriginal sculpture, was recommended to be commissioned by the SAPSC on 2 February 2017 (SAP1702/024). The sculpture was commissioned in January 2018 and is currently completed to clay form with unveiling planned for 12<sup>th</sup> January 2019. It will be installed on the corner of Adelaide Street and Queen Street (on the pathway adjacent to the Department of Biodiversity, Conservation and Attractions).

The sixth and final sculpture, the Pioneer Woman, following Council approval, is anticipated to be commissioned in February 2019 with installation in November 2019. The sculpture will feature a woman holding onto her hat with a basket of produce on her arm. The proposed location is on the corner of Adelaide and Queen Streets, outside the Weld Theatre.

## **STATUTORY ENVIRONMENT**

Under Section 5.8 of the *Local Government Act 1995* (the Act), a local government, by absolute majority, may establish committees of three or more persons to assist the Council, and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Authority can be delegated to formally constituted Committees of Council in accordance with Sections 5.16 and 5.17 of the Act.

## **RELEVANT PLANS AND POLICIES**

It is the goal of the City's Social Plan (2015-2025) that our culture is celebrated, valued and retained. The SAP is in line with this goal.

## **FINANCIAL IMPLICATIONS**

The Committee have raised \$3,126.90 in the 2018/19 financial year of which \$476.90 was deposited to the National Trust Appeal Account and \$2,650 allocated to the City's Public Art Reserve. Further fundraising is planned. Funding for completion of the Aboriginal man and commissioning of the Pioneer Woman has been allocated in the 2018/19FY budget.

## **LONG-TERM FINANCIAL PLAN IMPLICATIONS**

There is a budget provision of \$20,000 in the 2019/20 LTFP for completion of the Pioneer Woman statue. There are no long term financial plan implications associated with the officer recommendation.

## **STRATEGIC COMMUNITY OBJECTIVES**

This project aligns with Key Goal Area 1 – Community of the City of Busselton Strategic Community Plan 2017 and specifically Community Objective 1.3: A community with access to a range of cultural and art, social and recreational facilities and experience.

## **RISK ASSESSMENT**

An assessment of the potential implications of implementing the officer recommendation have been undertaken using the City's risk assessment framework, and no risks were identified where the residual risk, once controls are considered, is medium or greater.

## **CONSULTATION**

Aboriginal Community Representatives have been consulted with regards to the sculpture and have written the interpretation text for the plaque, to be provided in English and Aboriginal language. Cultural custodians have been contacted to provide cultural information for the sculpture.

The South West Aboriginal Land and Sea Council have been updated on the project and have provided guidance on the unveiling ceremony along with cultural protocols to be observed. They have also referred Council to the Noongar Language Centre for correct spelling of Aboriginal language for the interpretive plaque.

**OFFICER COMMENT**

The SAPSC have commissioned the Aboriginal sculpture of Gaywal, according to the outcomes of the consultation with Aboriginal community members undertaken in early 2017. The sculpture is expected to be completed for installation on the corner of Adelaide Street and Queen Street, Busselton with the unveiling ceremony on 12 January 2019.

There have been delays in completing the sculpture due to illness and confirmation of the cultural information that was required for elements of the sculpture, however these have now been resolved and the sculpture is on track for completion in January 2019. The Aboriginal Representative Group have viewed and approved the clay frame.

The SAPSC have continued their fundraising efforts with further activities planned.

**CONCLUSION**

This report provides an update on the Settlement Art Project.

**OPTIONS**

N/A

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**





N/A

**OFFICER RECOMMENDATION**

That the Council receives the project update report.

## 16. FINANCE AND CORPORATE SERVICES REPORT

### 16.1 STANDING ORDERS AMENDMENT LOCAL LAW

<b>SUBJECT INDEX:</b>	Local Laws
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Corporate Services
<b>ACTIVITY UNIT:</b>	Legal Services
<b>REPORTING OFFICER:</b>	Legal Officer - Briony McGinty
<b>AUTHORISING OFFICER:</b>	Director Finance and Corporate Services - Tony Nottle
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Amendment Local Law   Attachment B First Report  

### PRÉCIS

Council previously resolved to authorise the preparation and advertising of the proposed *City of Busselton Standing Orders Amendment Local Law 2018 (Proposed Local Law)*. The purpose of this report is for Council to consider submissions received in relation to the Proposed Local Law and to consider whether to make the Proposed Local Law pursuant to Section 3.12 of the *Local Government Act 1995 (the Act)*.

It is recommended that Council resolve to make the Proposed Local Law.

### BACKGROUND

The *City of Busselton Standing Orders Local Law 2018* was published in the government gazette on 4 April 2018. Following gazettal, the Standing Orders were sent to the Joint Standing Committee on Delegated Legislation (JSC). On 25 July 2018 the Council resolved to provide the following undertakings to the JSC:

*“That the Council undertakes to the Joint Standing Committee on Delegated Legislation that:*

1. *within six months, the City will make the following amendments to the City of Busselton Standing Orders Local Law 2018:*

- (a) *Amend clause 6.7(6)(c) to read as follows:*

*the member of the public asks a question that is offensive or defamatory in nature or is one which, if asked by a member, would be in breach of these standing orders or any other law, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory, or does not breach these Standing Orders or any other law.*

- (a) *Amend clause 5.10(6) by deleting the words ‘Local Government’.*
- (b) *Amend clause 8.16(1) by deleting the figure ‘16’ and inserting ‘15’ in its place.*
- (c) *Amend clause 10.18(2) by deleting the phrase ‘, the member’.*
- (d) *Amend clause 11.6(2) by deleting the figure ‘5.6’ and inserting ‘5.10’ in its place.*

2. *until the Local Law is amended in accordance with undertaking 1, the City will:*
- (a) not enforce the Local Law in a manner contrary to undertaking 1.*
  - (b) where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City's website), ensure that it is accompanied by a copy of these undertakings.*

In order to effect this undertaking, a draft local law incorporating the requirements of the JSC was presented to Council. As the draft was being prepared it was also considered an opportunity to amend two other matters that had been identified by the City with regard to the Standing Orders. The two issues were the Order of Business and the timing of Notices of Motion. These two issues were discussed in the report which was presented to the Council at its meeting on 12 September 2018. See Attachment B.

Council resolved on 12 September 2018:

*That the Council:*

- (1) That the Council commences the law-making process, for the City of Busselton Standing Orders Amendment Local Law 2018, the purpose and effect of the local law being as follows:*
  - Purpose: To clarify requirements in relation to public question time and to make minor drafting and operational amendments.*
  - Effect: To ensure public question time is effective and to improve the operation of the Standing Orders.*
- (2) That the Council authorises the CEO to carry out the law-making procedure under section 3.12(3) of the Local Government Act, by –*
  - (i) giving Statewide public notice and local public notice of the Amendment Local Law; and*
  - (ii) giving a copy of the Amendment Local Law and public notice to the Minister for Local Government.*
- (3) That the CEO, after the close of the public consultation period, submits a report to the Council on any submissions received on the Amendment Local Law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Act.*

Pursuant to abovementioned Council Resolution the Proposed Local Law was published for public comment and a copy given to the Minister for Local Government. No public submissions have been received. The response from the Department of Local Government, Sport and Cultural Industries (**DLGSC**) is discussed under the Officer Comment section of this report.

The advice and comments received from DLGSC did not result in any changes being made to the original version of the local law which was presented to Council at its 12 September 2018 meeting. The Proposed Local Law is now referred back to Council to consider whether or not to make the Proposed Local Law.

## **STATUTORY ENVIRONMENT**

Section 3.5 of the Act provides Council with the head of power for making a standing orders local law.

The procedure for making local laws is set out in section 3.12 of the Act and Regulation 3 of the *Local Government (Functions and General) Regulations 1996*. Under section 3.12(4) of the Act, Council is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was originally proposed. A decision to make a local law has to be supported by an absolute majority of Council.

If Council resolves to make the Proposed Local Law then the process required under section 3.12(5) and (6) of the Act needs to be carried out. Section 3.12(5) requires that the local law be published in the *Government Gazette* and a copy be provided to the Minister for Local Government. Section 3.12(6) requires that after the local law has been published in the *Government Gazette*, the City must give local public notice stating the title of the local law, summarising the purpose and effect of the local law and advising that copies of the local law may be inspected or obtained from the City offices.

In accordance with section 3.14 of the Act the local law will come into operation 14 days after publication in the *Government Gazette*.

## **RELEVANT PLANS AND POLICIES**

The City has adopted a Code of Conduct to be observed by Council members in accordance with Section 5.103(1) of the Act.

The Council policy 'Meetings, Information Sessions and Decision-making Processes' sets out the guidelines for provision of information to Councillors and the Council and other matters relating to the various forums utilised.

## **FINANCIAL IMPLICATIONS**

Costs associated with the advertising and gazettal of the Proposed Local Law will come from the Legal budget. These costs are unlikely to exceed \$2,000 and there are sufficient funds in the legal budget for this purpose. Making and implementing the Proposed Local Law should not have any other financial implications for the City.

## **LONG-TERM FINANCIAL PLAN IMPLICATIONS**

There are no long term financial plan implications associated with the Officer recommendation.

## **STRATEGIC COMMUNITY OBJECTIVES**

The proposal aligns with Key Goal Area 6 – Leadership of the City of Busselton Strategic Community Plan 2017 and specifically community objective 6.1: Governance systems, processes and practices are responsible, ethical and transparent.

## **RISK ASSESSMENT**

The Proposed Local Law does not involve major departures from current practices and is therefore considered low risk.

## CONSULTATION

The Proposed Local Law was advertised publicly in both local and state-wide newspapers from Wednesday 26 September 2018 for a minimum of 6 weeks in accordance with the requirements under section 3.12(3)(a) of the Act. No public submissions have been received.

In accordance with section 3.12(3)(b) of the Act a copy of the Proposed Local Law was forwarded for consideration and comment to the Minister for Local Government. The DLGSC responded on behalf of its Minister and suggested one minor changes to the Proposed Local Law, discussed under Officer Comment below.

## OFFICER COMMENT

The DLGSC suggested amending clause 3 (the “Principal Local Law” clause) by inserting “as published in the *Government Gazette* on 4 April 2018” after the citation title.

However, it is considered that this suggestion is unnecessary, and may lead to confusion if further amendments are made in the future. Accordingly, the Proposed Local Law remains as was originally presented to the Council.

## CONCLUSION

The City has previously undertaken to the JSC to amend the Standing Orders Local Law 2018. The Proposed Local Law has been prepared and advertised publicly in accordance with the Act. No significant changes have been recommended to the Proposed Local Law. It is recommended that Council resolve to make the Proposed Local Law.

## OPTIONS

As the City has previously provided an undertaking to the JSC in relation to this matter it is not recommended to pursue other options with regard to those matters contained in the undertaking.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Should Council resolve to make the Proposed Local Law it will need to be gazetted and will come into operation 14 days after publication. The timeframe for completion of the gazettal process is approximately thirty days from the date of the Council resolution.

## OFFICER RECOMMENDATION

That the Council:

1. Resolves to make the *City of Busselton Standing Orders Amendment Local Law 2018* in accordance with section 3.12(4) of the *Local Government Act 1995*.
2. Authorises the Chief Executive Officer to carry out the processes required to make the *City of Busselton Standing Orders Amendment Local Law 2018* in accordance with section 3.12(5) and section 3.12(6) of the *Local Government Act 1995*.

## LOCAL GOVERNMENT ACT 1995

### *City of Busselton*

#### Standing Orders Amendment Local Law 2018

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Busselton resolved on 28 November 2018 to make the following local law.

#### **1. Title**

This is the *City of Busselton Standing Orders Amendment Local Law 2018*.

#### **2. Commencement**

This local law comes into operation on the 14th day after the day on which it is published in the *Government Gazette*.

#### **3. Principal Local Law**

This local law amends the *City of Busselton Standing Orders Local Law 2018*.

#### **4. Clause 5.2(1) replaced**

Delete clause 5.2(1) and insert:

- (1) Unless otherwise decided by the presiding member or the Council, the order of business at any ordinary meeting of the Council is to be as follows—
  1. Declaration of opening/Acknowledgement of Country/Acknowledgement of visitors/Disclaimer
  2. Attendance
    - 2.1 Apologies
    - 2.2 Approved leave of absence
  3. Prayer
  4. Disclosure of interests
  5. Announcements by the presiding member (without discussion)
  6. Question time for public
    - 6.1 Response to previous questions taken on notice
    - 6.2 Question time for public
  7. Receiving of petitions, presentations and deputations
    - 7.1 Petitions
    - 7.2 Presentations
    - 7.3 Deputations
  8. Questions by members of which due notice has been given (without discussion)
  9. Confirmation of minutes
  10. Applications for leave of absence
  11. Items brought forward for the convenience of those in the public gallery
  12. Reports of committee meetings
  13. Reports
  14. Motions of which previous notice has been given
  15. Urgent business
  16. Confidential matters
  17. Closure

#### **5. Clause 5.8 amended**

In clause 5.8(2) delete “10” and insert:

**6. Clause 5.10 amended**

In clause 5.10(6) delete "Local Government".

**7. Clause 6.7 amended**

In clause 6.7(6)(c) after "law" insert:

, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory, or does not breach these standing orders or any other law

**8. Clause 8.16 amended**

In clause 8.16(1) delete "16" and insert:

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**9. Clause 10.18 amended**

In clause 10.18(2) delete " , the member".

**10. Clause 11.6 amended**

In clause 11.6(2) delete "5.6" and insert:

5.10

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Dated: 28 November 2018

The Common Seal of the City of Busselton was affixed by authority of a resolution of the Council in the presence of—

\_\_\_\_\_  
GRANT DOUGLAS HENLEY  
Mayor

\_\_\_\_\_  
MICHAEL STEPHEN LEE ARCHER  
Chief Executive Officer

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12.2 Policy and Legislation Committee - 28/08/2018 - STANDING ORDERS LOCAL LAW AMENDMENT

<b>SUBJECT INDEX:</b>	Local Laws
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Corporate Services
<b>ACTIVITY UNIT:</b>	Legal Services
<b>REPORTING OFFICER:</b>	Legal Officer - Briony McGinty
<b>AUTHORISING OFFICER:</b>	Director Finance and Corporate Services - Tony Nottle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Amendment Local Law Attachment B Current Standing Orders

This item was considered by the Policy and Legislation Committee at its meeting on 28 August 2018, the recommendations from which have been included in this report.

**PRÉCIS**

The City's Standing Orders Local Law 2018 (**Standing Orders**) was published in the government gazette on 4 April 2018 and came into effect shortly thereafter. An amendment to the Standing Orders Local Law has been prepared (**Amendment Local Law**) for consideration by the Council. It is recommended that the Council initiate the law-making process and authorise the CEO to commence advertising the Amendment Local Law.

**BACKGROUND**

Following gazettal of the Standing Orders, the Joint Standing Committee on Delegated Legislation (JSC) wrote to the City seeking an undertaking to amend certain provisions of the Standing Orders. On 25 July 2018 the Council resolved to provide the following undertaking to the JSC:

*"That the Council undertakes to the Joint Standing Committee on Delegated Legislation that:*

1. *within six months, the City will make the following amendments to the City of Busselton Standing Orders Local Law 2018:*

- (a) *Amend clause 6.7(6)(c) to read as follows:*

*the member of the public asks a question that is offensive or defamatory in nature or is one which, if asked by a member, would be in breach of these standing orders or any other law, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory, or does not breach these Standing Orders or any other law.*

- (a) *Amend clause 5.10(6) by deleting the words 'Local Government'.*
  - (b) *Amend clause 8.16(1) by deleting the figure '16' and inserting '15' in its place.*
  - (c) *Amend clause 10.18(2) by deleting the phrase 'the member'.*
  - (d) *Amend clause 11.6(2) by deleting the figure '5.6' and inserting '5.10' in its place.*

2. *until the Local Law is amended in accordance with undertaking 1, the City will:*

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- (a) *not enforce the Local Law in a manner contrary to undertaking 1.*
- (b) *where the Local Law is made publicly available, whether in hard copy or electronic form (including on the City's website), ensure that it is accompanied by a copy of these undertakings.*

As the City has undertaken to the JSC to amend the Standing Orders, it is also considered an opportunity to amend two other matters that have been identified by the City with regard to the Standing Orders. The two issues are the Order of Business and the timing of Notices of Motion. These issues are discussed further below under Officer Comment.

#### **STATUTORY ENVIRONMENT**

Section 3.5 of the Act provides Council with the head of power for making a standing orders local law.

Section 42 of the *Interpretation Act 1984* allows the WA State Parliament to disallow a local law, which is a mechanism to guard against the making of subsidiary legislation that is not authorised or contemplated by the empowering enactment, has an adverse effect on existing rights or ousts or modifies the rules of fairness. Parliament has appointed the JSC to undertake an advisory role on its behalf, which includes the power to scrutinise and recommend to the Parliament the disallowance of local laws to the Parliament.

Any correspondence received by the JSC is confidential and privileged. Disclosure of such information may be referred to the Legislative Council Procedure and Privileges Committee for investigation and possible penalty as contempt of Parliament.

#### **RELEVANT PLANS AND POLICIES**

There are no plans or other policies relevant to this matter.

#### **FINANCIAL IMPLICATIONS**

Costs associated with the advertising and gazettal of an amendment to the Standing Orders will come from the legal budget. These costs are unlikely to exceed \$2,000 and there are sufficient funds in the legal budget for this purpose.

#### **Long-term Financial Plan Implications**

The adoption of the Officer's recommendation has no long term financial plan implications.

#### **STRATEGIC COMMUNITY OBJECTIVES**

This proposal aligns with Key Goal Area 6 of the *City of Busselton Strategic Community Plan 2017* as follows:

*6.1 Governance systems, processes and practices are responsible, ethical and transparent.*

#### **RISK ASSESSMENT**

The Amendment Local Law will not involve a significant departure from current practices and is therefore considered low risk.

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## CONSULTATION

Should Council resolve to commence the process of amending the Standing Orders the City is required to undertake the notice requirements under Section 3.12(3) of the Act.

## OFFICER COMMENT

### Undertaking to JSC

Clause 6.7 of the Standing Orders deals with the procedures for public question time during meetings. Sub-clause (6)(c) provides that:

*The presiding member may decide that a question is not to be responded to where –*

*.....*

- (c) *the member of the public asks a question that is offensive or defamatory in nature or is one which, if asked by a member, would be in breach of these standing orders or any other law;*

The undertaking to the JSC requires that clause 6.7(6)(c) be amended so that the Presiding Member can only rule that the question will not be answered where she or he has first attempted to assist the member of the public to rephrase their question. The Presiding Member need only take “reasonable steps”. The purpose of this amendment is to ensure that members of the public have a genuine opportunity to participate in question time.

Minor drafting improvements (which were part of the undertaking to the JSC) have also been included in the Amendment Local Law.

### Order of Business

Improvements to the Order of Business under clause 5.2 have also been identified, for the purpose of grouping together ‘non-voting’ and ‘voting’ matters.

It would be more consistent for “Petitions, presentations and deputations” and “Questions by members of which due notice has been given (without discussion)” to immediately follow “public question time”, so that input from the public that does not require voting by Council is dealt with together. These three ‘non-voting’ items have now been grouped together.

Under regulation 7(2) of the *Local Government (Administration) Regulations 1996*, any matter that requires a decision of Council should be dealt with after “public question time”. The item “Applications for leave of absence” is a matter that must be voted on. Accordingly, the “Applications for leave of absence” item has been moved to after the “Confirmation of minutes” item, and these now form part of the voting matters that follow the non-voting matters.

### Notices of Motion

The Standing Orders currently provide that a member must provide a notice of motion at least 10 clear days before the meeting at which the motion is moved. It is generally expected and understood that this means a notice of motion should be provided, at a minimum, on the Friday before the Agenda Briefing Session in order for it to be included on the Council Agenda, which is also typically released on that Friday. However, it is open to interpretation that a notice of motion could arguably validly be provided (within the 10 days) on the Saturday. This would create both administrative and governance issues. If accepted, the notice of motion would need to be included on the Council Agenda as a “late item”. It could also not be included in the initial public advertising for the Council meeting due to publication deadlines. It could still be included as an additional item in the follow up

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public advertisement, however, this would only be on the day of the Council meeting. These all serve to potentially impact upon the transparency of, and the public participation in, the potential notice of motion.

It is recommended that clause 5.8 (2) is amended to 12 clear days, which would make clear that a notice of motion must be provided by the Thursday prior to the release of the Council agenda on the Friday and the Agenda Briefing Session (thus allowing it to be included in the original published agenda, and advertised publicly).

#### CONCLUSION

It is recommended that the Council initiate the law-making process and authorise the CEO to commence advertising the Amendment Local Law.

#### OPTIONS

As the City has previously provided an undertaking to the JSC in relation to this matter it is not recommended to pursue other options with regard to those matters contained in the undertaking.

However, in relation to the other matters, the Council could choose to vary the provisions of the Amendment Local Law in any number of ways. This is, however, the form of local law recommended at this stage for the reasons stated in the report. There will be further opportunity for making changes to the Amendment Local Law following advertising and consultation, provided the changes are not significantly different from what is currently proposed. If any changes are of a significant nature the Amendment Local Law would need to be re-advertised.

#### TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Within two weeks of the Council decision to commence the law-making process, the Amendment Local Law will be advertised for public comment. The statutory consultation period is a minimum of six weeks and following the close of the advertising period a report will be submitted to the Council for further consideration which, depending on the number and nature of submissions received, could be within three months.

#### COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

**PL1808/001** Moved Councillor K Hick, seconded Councillor G Henley

- (1) That the Council commences the law-making process, for the *City of Busselton Standing Orders Amendment Local Law 2018*, the purpose and effect of the local law being as follows:

Purpose: To clarify requirements in relation to public question time and to make minor drafting and operational amendments.

Effect: To ensure public question time is effective and to improve the operation of the Standing Orders.





- (2) That the Council authorises the CEO to carry out the law-making procedure under section 3.12(3) of the *Local Government Act*, by –

- (i) giving Statewide public notice and local public notice of the Amendment Local Law; and
- (ii) giving a copy of the Amendment Local Law and public notice to the Minister for Local Government.

- (3) That the CEO, after the close of the public consultation period, submits a report to the Council on any submissions received on the Amendment Local Law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4) of the Act.

## **17. CHIEF EXECUTIVE OFFICERS REPORT**

### **17.1 COUNCILLORS' INFORMATION BULLETIN**

<b>SUBJECT INDEX:</b>	Councillors' Information Bulletin
<b>STRATEGIC OBJECTIVE:</b>	Governance systems, process and practices are responsible, ethical and transparent.
<b>BUSINESS UNIT:</b>	Governance Services
<b>ACTIVITY UNIT:</b>	Governance Services
<b>REPORTING OFFICER:</b>	Administration Officer - Governance - Kate Dudley
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Planning Applications received by the City between 16 October, 2018 and 31 October, 2018   Attachment B Planning Applications determined by the City between 16 October, 2018 and 31 October, 2018  

### **PRÉCIS**

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

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

### **INFORMATION BULLETIN**

#### **17.1.1 Planning & Development Services Statistics**

##### Planning Applications

Attachment A is a report detailing all Planning Applications received by the City between 16 October, 2018 and 31 October, 2018. A total of 44 formal applications were received during this period.

Attachment B is a report detailing all Planning Applications determined by the City between 16 October, 2018 and 31 October, 2018. A total of 31 applications (including subdivision referrals) were determined by the City during this period with 30 approved / supported and 1 refused / not supported.

#### **17.1.2 Tender Updates**

### **RFT08/18 SUPPLY OF SOILS AND MULCH**

- The evaluation has been completed and a preferred tenderer has been recommended.
- A contract was awarded by the CEO in November 2018 to Landsave Organics Pty Ltd.

**RFT09/18 PROVENCE ESTATE LANDSCAPE MAINTENANCE**

- The evaluation has been completed and a preferred tenderer has been recommended.
- A contract was awarded by the CEO in October 2018 to Landscape and Maintenance Solutions Pty Ltd.

**RFT12/18 CONSTRUCTION OF BUSSELTON TENNIS CLUBHOUSE**

- Negotiations as to variations to the contract with I.C. Developments Pty Ltd T/A Innovest Construction (Innovest) have been finalised and the contract was awarded by the CEO in October 2018 to Innovest.

**RFT13/18 PROVISION OF GYM EQUIPMENT FOR GEOGRAPHE LEISURE CENTRE, BUSSELTON**

- The evaluation has been completed and a preferred tenderer has been recommended.
- It is anticipated that a contract will be awarded by the CEO in November 2018.

**RFT14/18 CONTAMINATED SITES INVESTIGATION WORKS**

- The evaluation has been completed and two preferred tenderers have been recommended.
- A contract for the first task in the project was awarded by the CEO in November 2018 to Welarm Pty Ltd and a contract for the second task was awarded by the CEO in November 2018 to Senversa Pty Ltd.

**RFT15/18 CONSTRUCTION OF FREIGHT HUB CIVIL AND SERVICES INFRASTRUCTURE**

- Requirement – the construction of the freight hub civil and services infrastructure at Busselton-Margaret River Airport.
- A Request for Tender was advertised on 10 October 2018 with a closing date of Tuesday 30 October 2018.
- A total of 3 tenders were received.
- The value of the contract is expected to exceed the CEO's delegated authority under Delegation LG3J.
- A report was presented to Council at the Council Meeting of 14 November 2018.
- Council endorsed the officer recommendation to delegate authority to the CEO to negotiate and agree final terms and conditions and to award a contract with Ertech Pty Ltd and that if, in the discretion of the CEO, agreement cannot be reached with Ertech Pty Ltd then the CEO may negotiate and agree final terms and conditions and enter into a contract with APH Contractors Pty Ltd.
- It is anticipated that a contract will be awarded in November 2018.

**RFT16/18 OLD BUTTER FACTORY REPAIR WORKS**

- Requirement – repair and rectification works to the Old Butter Factory following fire damage to the building.
- A Request for Tender was advertised on 20 October 2018 with a closing date of 9 November 2018.
- No submissions were received.
- The CEO will determine how best to proceed with procurement of these works.

**RFT17/18 PORT GEOGRAPHE FINGER JETTY REPLACEMENT**

- Requirement – the demolition of existing finger jetty or jetties (as determined by the City) located at the Port Geographe Marina boat launching facility in Busselton and the replacement of such jetty or jetties with floating pontoon style finger jetty or jetties.
- A Request for Tender was advertised on 3 November 2018 with a closing date of 20 November 2018.
- The value of the contract is not expected to exceed the CEO's delegated authority under Delegation LG3J.
- It is anticipated that a contract will be awarded in December 2018.

**17.1.3 Donations Contributions and Subsidies Fund – October 2018**

The Council allocates an annual budget allowance to the Donations, Contributions and Subsidies (Sponsorship Fund). This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavours that bring direct benefit to the broader community. Allocation of the funds is delegated to the Chief Executive Officer, in accordance with published guidelines and funding availability.

Nine applications were supported in October 2018, totalling \$2,950.00 as outlined in the table below:

App. No.	Recipient	Purpose	Amount
<b>October 2018</b>			
25/18-19	Dunsborough & Districts Progress Association	Funding to assist with costs for running the free community event 'Hannay Lane Street Party' to celebrate and support local business in Dunsborough.	\$1,000.00
26/18-19	Busselton RSL	Funding to cover the cost of purchasing materials for local groups and schools to make poppies for the Remembrance Day Service.	\$600.00
27/18-19	Busselton Primary School	Year 6 graduation assembly award. The City's sponsorship recognises student achievement.	\$100.00
28/18-19	Busselton Population Medical Research Institute	Funding to cover the cost of hiring the Ballarat room - venue for the Relaunch of the Baby Boomer Study held on 13 October 2018.	\$175.00
30/18-19	Yallingup Steiner School	Year 6 graduation assembly award. The City's sponsorship recognises student achievement.	\$100.00
31/18-19	Our Lady of the Cape Primary School	Year 6 graduation assembly award. The City's sponsorship recognises student achievement.	\$100.00
32/18-19	St Mary MacKillop College	Year 6 and Year 12 graduation assembly awards. \$100 for primary and \$200 for high school. The City's sponsorship recognises student achievement.	\$300.00
33/18-19	Geographe Education Support	Funds to cover hire fee of the Undalup Room - venue for end of year awards ceremony and celebration.	\$275.00

App. No.	Recipient	Purpose	Amount
34/18-19	Georgiana Molloy Anglican School	Year 6 and Year 12 graduation awards \$100 for primary and \$200 for high school. The City's sponsorship recognises student achievement.	\$300.00
		<b>October Total</b>	<b>\$2,950.00</b>

**OFFICER RECOMMENDATION**

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

- [17.1.1 Planning & Development Services Statistics](#)
- [17.1.2 Tender Updates](#)
- [17.1.3 Donations Contributions and Subsidies Fund – October 2018](#)

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA18/0721	2 x Chalet Development	Koorabin Drive~YALLINGUP WA 6282	Lot 2 STPLN 31185	16/10/2018	500000	Ashley Dean Jones & Nina Maree Jones	Green House Construction Pty Ltd	9
DA18/0723	Single House (Reduced Setback & Site Coverage Variation)	8 Latrobe Place~ABBEY WA 6280	Lot 194 PLAN 63873	16/10/2018	176800	Martyn Ian Burton & Carene Claudine Burton	WA Country Builders Pty Ltd - Busselton	0
DA18/0724	Outbuilding (Landscape Value Area)	51 Gunyulgup Valley Drive~YALLINGUP WA 6282	Lot 102 PLAN 20503	16/10/2018	5500	Superfine Investments Pty Ltd	Amy Harvey	21
DA18/0725	Outbuilding (Landscape Value Area)	28 Wylarah Way~QUINDALUP WA 6281	Lot 107 PLAN 22896	16/10/2018	20000	Alan James Good & Hazel Kathryn Margaret Good	Busselton Sheds Plus	20
DA18/0729	Deck (Special Character Area)	212 Geographe Bay Road~QUINDALUP WA 6281	Lot 2 DIAGRAM 36963	16/10/2018	8000	Anna Teresa Carger	Anna Teresa Carger	12
DA18/0716	Additional Oversized Outbuilding	777 Busselton Bypass~VASSE WA 6280	Lot 180 PLAN 4918	17/10/2018	18000	Damian Andrew Jenz	Damian Andrew Jenz	9
DA18/0726	Outbuilding with Reduced Setback (Building Envelope Modification)	81 Sloan Drive~DUNSBOROUGH WA 6281	Lot 402 PLAN 49084	17/10/2018	14000	Amanda Julie Arnfield & Darren Mark Arnfield	Darren Mark Arnfield	9
DA18/0731	Home Business (Home Day Spa/Clinic)	30 Provincia Parade~YALYALUP WA 6280	Lot 295 PLAN 58911	17/10/2018	0	Lisa McLaughlin & Simon John McLaughlin	Anne Michelle Ladhams	0
DA18/0732	Facade Refurbishment	237 Naturaliste Terrace~DUNSBOROUGH WA 6281	Lot 1 DIAGRAM 29927	17/10/2018	58000	Eloise Kathleen Jennings, Andrew John Hopkins, Jennings Hopkins Discretionary Trust	Jennings Hopkins Discretionary Trust	13
DA18/0733	Alterations/Additions (Grouped Dwelling)	8/864 Geographe Bay Road~WEST BUSSELTON WA 6280	Lot 8 STPLN 25772	17/10/2018	60000	Ellen Marie Stonehouse	BEN TARBOTTON BUILDING CO.	12
DA18/0734	Use Not Listed (Telecommunications Infrastructure - Mobile Phone Base Station)	51 Boallia Road~VASSE WA 6280	Lot 1403 PLAN 250105	17/10/2018	15000	Kersley Nominees Pty Ltd	Vision Stream Pty Ltd	16

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA18/0736	Marketplace	86 West Street~WEST BUSSELTON WA 6280	Lot 182 PLAN 408348	17/10/2018	5000000	Realview Holdings Pty Ltd & West St Nominees Pty Ltd ATF The West St Syndicate	Planning Solutions	9
DA18/0737	Tavern (Vasse Village)	Napoleon Promenade~VASSE WA 6280	Lot 9553 PLAN 413519	17/10/2018	1400000	Perron Developments Pty Ltd & Stawell Pty Ltd	Roberts Day Group - Town Planning and Design	0
DA18/0730	'Change of Use' to Holiday Home (Single House) 8 people	25A Turner Street~DUNSBOROUGH WA 6281	Lot 2 SSPLN 75037	18/10/2018	0	Peter Alan Wright & Rosa Pellegrina Wright	Peter Alan Wright, Rosa Pellegrina Wright	14
DA18/0738	Single House and Cottage Industry	203 Marrinup Drive~YALLINGUP WA 6282	Lot 125 PLAN 21287	18/10/2018	650000	David Ross Cooley	David Ross Cooley	14
DA18/0739	Industrial Unit (2 x Warehouses)	6 Congressional Drive~DUNSBOROUGH WA 6281	Lot 1157 PLAN 410828	18/10/2018	190000	Damian Vallance	Sheds Down South	14
DA18/0720	Signage (Lockup Coffee House)	4 Queen Street~BUSSELTON WA 6280	Lot 361 PLAN 182761	19/10/2018	1700	City of Busselton	Paul Benjamin Collett	14
DA18/0741	Additions to Single House (Landscape Value Area)	306 Cullen Road~WILYABRUP WA 6280	Lot 540 PLAN 123535	19/10/2018	250000	Digby John Edgar Cullen	Theo Mathews Architect	14
DA18/0742	'Change of Use' to Holiday Home (Grouped Dwelling) 6 people	28 Dorset Street~WEST BUSSELTON WA 6280	Lot 2 STPLN 47788	19/10/2018	0	Richard Melling & Lyndsey Melling	Richard Melling, Lyndsey Melling	14
DA18/0743	'Change of Use' to Holiday Home (Single House) 10 people	77 Johnson Road~WILYABRUP WA 6280	Lot 19 PLAN 14200	22/10/2018	0	John Andrew Hannaford & Emma Kate Hannaford	John Andrew Hannaford, Emma Kate Hannaford	13
DA18/0740	'Change of Use' to Holiday Home (Single House) 10 people	16B Gifford Road~DUNSBOROUGH WA 6281	Lot 2 SSPLN 53332	23/10/2018	0	John Andrew Dumbill & Amanda Louisa Kuba	John Andrew Dumbill, Amanda Louisa Kuba	12
DA18/0745	Seawall (Use not Listed)	408 Caves Road~SIESTA PARK WA 6280	Lot 7 PLAN 26508	23/10/2018	100000	Ross Francis Stanley	Ahola Planning	13
DA18/0746	Extractive Industry (Sand)	Boallia Road~VASSE WA 6280	Lot 2379 PLAN 203036	23/10/2018	0	Vernon Northcote Dawson	Peter Bruce Dawson	14

Planning Applications received by the City between 16 October, 2018 and 31 October, 2018

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA18/0744	Industrial Units (6 x Warehouses/Showrooms)	25 Burler Drive~VASSE WA 6280	Lot 36 PLAN 52479	24/10/2018	1200000	Huckster Pty Ltd	Oscon Aust Pty Ltd	0
DA18/0747	Envelope and Extension to Outbuilding (Landscape Value Area)	23 Mistover Place~YALLINGUP WA 6282	Lot 87 PLAN 37901	24/10/2018	9500	Lesley Mary Adams	Sheds Down South	12
DA18/0748	'Change of Use' to Holiday Home (Single House) - 4 people	46 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 71 PLAN 8951	24/10/2018	0	Snick Investments Pty Ltd	Brian Patrick Stinson	0
DA18/0750	Toilet/Shower Facility (Landscape Value Area)	201 Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 36 PLAN 41217	25/10/2018	3500	Michael Jeffrey Back & Tracy Leanne Back	Tracy Leanne Back	0
DA18/0752	'Change of Use' to Holiday Home (Single House) 8 people	7 Picquet Close~EAGLE BAY WA 6281	Lot 204 PLAN 28889	25/10/2018	0	Benjamin William Allerton & Cerys May Allerton	Cerys May Allerton, Benjamin William Allerton	9
DA18/0753	Garage (Landscape Value Area)	755 Caves Road~ANNIEBROOK WA 6280	Lot 22 DIAGRAM 19981	25/10/2018	16000	Nicholas Arthur Jones	Sheds Down South	0
DA18/0763	Patio & Limestone Wall (Nil Side Setback)	41 Marshall Street~QUINDALUP WA 6281	Lot 125 PLAN 18023	26/10/2018	15000	Steven Anton Botica	West Coast Designs Pty Ltd	6
DA18/0735	'Change of Use' to Bed & Breakfast (Single House) 2 people	2/48 Bay View Crescent~DUNSBOROUGH WA 6281	Lot 1 55PLN 38223	29/10/2018	0	Gary Neil Cox & Nadene Rae Weston-Cox	Gary Neil Cox	7
DA18/0749	Single House & Retaining Wall (Port Geographe Development Area)	9 Keel Retreat~GEOGRAPHE WA 6280	Lot 504 PLAN 22448	29/10/2018	388209	Michael Snowdon Conlon & Lynette Shirley Conlon	Tangent Nominees Pty Ltd	8
DA18/0757	Outbuilding (Landscape Value Area)	38 Jarrah Knoll Place~QUINDALUP WA 6281	Lot 16 PLAN 22675	29/10/2018	25000	Mark Barlow Turner & Joanne Donna Perry	Mark Barlow Turner, Joanne Donna Perry	5
DA18/0758	'Change of Use' to Holiday Home (Single House) - 7 people	67 Amberley Loop~DUNSBOROUGH WA 6281	Lot 52 PLAN 19243	29/10/2018	0	Antonio Samuel Fogliani & Jennifer Joy Fogliani	Antonio Samuel Fogliani	6

Applications Received Report								
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Application Received Date	Estimated Cost	Primary Property Owners	Applicant Name	Clock Days
Development Applications								
DA18/0759	Single House & Ancillary Accommodation (Landscape Value Area, Special Character Area)	7 Eagle Crescent~EAGLE BAY WA 6281	Lot 40 PLAN 12895	30/10/2018	1000000	Katrina Lee Burton & Rosie Isabella Burton	Rosie Isabella Burton	0
DA18/0760	Single House (Landscape Value Area, Special Character Area)	20 Caladenia Close~EAGLE BAY WA 6281	Lot 9 DIAGRAM 75653	30/10/2018	1600000	Munjo Corporation Pty Ltd	Fraser McAlpine Valmadre Homes	2
DA18/0761	'Change of Use' to Holiday Home (Single House) 12 people	345 Bussell Highway~BROADWATER WA 6280	Lot 2 DIAGRAM 28312	31/10/2018	0	Shannon Reitsema & Colleen Adriana Reitsema	Shannon Reitsema	2
DA18/0771	Retaining Wall (Port Geographe Development Area)	23 Headstay Cove~GEOGRAPHE WA 6280	Lot 29 PLAN 57392	31/10/2018	9000	Raymond Lawrence Clarke & Heather Rose Clarke	Raymond Lawrence Clarke, Heather Rose Clarke	6
DA18/0773	Outbuilding (Reduced Setback)	15 Carter Street~WEST BUSSELTON WA 6280	Lot 44 PLAN 7224	31/10/2018	13080	Robert Douglas Wright	Salaman Pty Ltd	2
DA18/0774	Outbuilding & Carport Addition (Reduced Setback)	12 Donald Way~GEOGRAPHE WA 6280	Lot 138 PLAN 14295	31/10/2018	30000	Christopher Stuart Hill & Suzanne Michelle Hill	Salaman Pty Ltd	2
WAPC18/0037	10 Lot Survey Strata (8 Lots + 2 Common Property)	47 Seymour Street~WEST BUSSELTON WA 6280	Lot 201 PLAN 73180	16/10/2018	0	Delstrat Pty Ltd	Carlton Surveys	23
WAPC18/0038	2 Lot Subdivision	31 Chieftain Crescent~DUNSBOROUGH WA 6281	Lot 95 PLAN 14244	16/10/2018	0	Gregory Scott Pires & Kylie Lynn Pires	BSO Development Consultants Pty Ltd	23
WAPC18/0039	2 Lot Survey Strata	121 Adelaide Street~BUSSELTON WA 6280	Lot 304 PLAN 222229	16/10/2018	0	Sharon Coralee Allen & Peter Ross Allen	BSO Development Consultants Pty Ltd	23
WAPC18/0040	7 Lot Subdivision (6 Lots + Common Property)	27 Fairbairn Road~BUSSELTON WA 6280	Lot 34 PLAN 1707	16/10/2018	0	Jason Alastair Walsh & Jason William Byas	Able Planning & Project Management	23

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
<b>Development Applications</b>									
DA18/0592	Steel Fabrication Workshop	8 Congressional Drive~DUNSBOROUGH WA 6281	Lot 1158 PLAN 410828	17/10/2018	Approved	61	650000	Crystal Fields Pty Ltd	JA Holst Pty Ltd
DA18/0575	'Change of Use' to Holiday Home (Grouped Dwelling) 6 People	8 Georgette Street~BUSSELTON WA 6280	Lot 2 STPLN 73728	17/10/2018	Approved	65	0	Carolyn Tracy Baker	Carolyn Tracy Baker
DA18/0658	Outbuilding (Reduced Setback)	343 Bussell Highway~BROADWATER WA 6280	Lot 3 DIAGRAM 28312	18/10/2018	Approved	31	26400	Robert Maxwell Hurren & Janice Douglas Hurren	Salaman Pty Ltd
DA18/0529	Modified Building Envelope	Caves Road~MARYBROOK WA 6280	Lot 63 PLAN 43694	18/10/2018	Approved	52	0	Gregory Michael Craig & Tracie Michelle Bishop	Gregory Michael Craig, Tracie Michelle Bishop
DA18/0635	Single House (Landscape Value Area)	3121 Caves Road~YALLINGUP WA 6282	Lot 2 PLAN 405011	18/10/2018	Approved	41	1000000	Harris Charles Greenberg & Mandy Margaret Varley	Adrian Zorzi Pty Ltd
DA18/0655	Forward Works for Residential Subdivision - Earthworks, Strip Topsoil and Fill	Higgins Drive~BROADWATER WA 6280	Lot 33 PLAN 413749	18/10/2018	Approved	13	145000	Corrib Silverbay Developments Pty Ltd	Corrib Silverbay Developments Pty Ltd
DA18/0589	Additional 3 Dwellings (to form 4 Grouped Dwellings)	72 Dorset Street~WEST BUSSELTON WA 6280	Lot 53 DIAGRAM 19413	18/10/2018	Approved	63	636363	Shayne Rohan Brown & Bobbie Terrace Brown	Tangent Nominees Pty Ltd
DA18/0603	Lean-to Addition to Existing Outbuilding (Oversized in Aggregate)	113 Estuary Waters Drive~REINSCOURT WA 6280	Lot 143 PLAN 22209	19/10/2018	Approved	55	9900	Maxwell John Wendelin & Susan Roberta Wendelin	Sheds Down South
DA18/0583	Advertising Signage (Stonebridge Estate)	Busseilton Bypass~VASSE WA 6280	Lot 2 DIAGRAM 25825	19/10/2018	Approved	63	4000	QUBE Property Group Pty Ltd	QUBE Property Group Pty Ltd
DA18/0713	Single House (Vehicle Access)	1 Bendjar Grove~VASSE WA 6280	Lot 52 PLAN 407511	22/10/2018	Approved	6	238962	Heron Lake Pty Ltd	Dale Alcock Homes South West Pty Ltd
DA18/0623	Home Business (Engraving)	15 Beaufort Crescent~WEST BUSSELTON WA 6280	Lot 134 PLAN 22223	22/10/2018	Approved	21	0	Eugene James Thomas & Lisa Michelle Thomas	Eugene James Thomas
DA18/0686	Signage (Geographe Saws and Mowers)	50 Barlee Street~BUSSELTON WA 6280	Lot 11 DIAGRAM 36022	22/10/2018	Approved	22	38181	Kingscove Nominees Pty Ltd	Digi Marketing Corporate
DA18/0399	Pylon Sign (Domino's Pizza)	3 Albert Street~BUSSELTON WA 6280	Lot 15 DIAGRAM 27782	22/10/2018	Approved	132	12000	Conray Michael Passaris	Trident Signs Pty Ltd

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
<b>Development Applications</b>									
DA18/0663	Over-sized Outbuilding (Aggregate) & Modified Building Envelope	120 Endicott Loop~DUNSBOROUGH WA 6281	Lot 30 PLAN 19482	23/10/2018	Approved	30	19975	Gary Penn Nominees Pty Ltd	CR Design Solutions
DA18/0412	'Change of Use' to Holiday Home (Single House) 10 People	9 Forrest Beach Road~WONNERUP WA 6280	Lot 10 PLAN 15642	23/10/2018	Approved	31	0	Mundarda Pty Ltd	Craig Atkinson
DA18/0613	Alterations to Single House (Reduced Rear Setback)	10 Forth Street~ABBEEY WA 6280	Lot 113 DIAGRAM 51559	24/10/2018	Approved	54	61425	Sylvia Ann Annear & William Robert Annear	Mark Webster Design
DA18/0671	Signage for 'Anytime Fitness'	1/7 Bussell Highway~WEST BUSSELTON WA 6280	Lot 1 STPLN 30748	24/10/2018	Approved	31	1500	Harstad Pty Ltd	Zac Martin
DA18/0666	Patio	1/16 Griffin Drive~DUNSBOROUGH WA 6281	Lot 1 STPLN 48498	24/10/2018	Approved	18	5000	Griffin Drive Property Pty Ltd	Naked Architecture
DA18/0662	Patio(s) (Reduced Setbacks)	248 Dunsborough Lakes Drive~DUNSBOROUGH WA 6281	Lot 1266 PLAN 406062	25/10/2018	Approved	33	5564	Mohanan Ambika Rejith Nair & Megha Nair	Shed Force
DA18/0675	Outbuilding (Landscape Value Area)	Woodbridge Vale~YALLINGUP SIDING WA 6282	Lot 14 PLAN 45178	26/10/2018	Approved	30	60000	William Carnegie Tindal & Karen Margrethe Tindal	Stephen Eric Wall
DA18/0451	Single House (Reduced Rear Setback)	2 Russell Street~GEOGRAPHE WA 6280	Lot 2 SSPLN 57522	26/10/2018	Approved	117	515272	Richard Mayer Doust & Marlee Agnes Doust	Plunkett Homes 1903 Pty Ltd
DA18/0580	Oversized Outbuilding (Landscape Value Area)	Moses Rock Road~WILYABRUP WA 6280	Lot 495 PLAN 117232	26/10/2018	Approved	77	58000	Moses Rock Ecology Pty Ltd	Moses Rock Ecology Pty Ltd
DA18/0547	'Change of Use' to Holiday Home (Single House) 12 People	119 Bussell Highway~WEST BUSSELTON WA 6280	Lot 62 DIAGRAM 20875	26/10/2018	Approved	87	0	Ramon Clive Shortland & Esther Kahurangi Shortland	Ramon Clive Shortland, Esther Kahurangi Shortland
DA18/0611	Single House (Special Control Area)	207 Geographe Bay Road~QUINDALUP WA 6281	Lot 101 PLAN 25148	26/10/2018	Approved	51	1150000	Audrey Inn Lim	Dane Design Australia
DA18/0479	Extractive Industry (Sand) Extension of Existing Approval	216 Jindong-Treton Road~KALLOORUP WA 6280	Lot 4201 PLAN 208196	26/10/2018	Approved	100	3500	Allan John Guthrie	Leeuwin Civil Pty Ltd
DA18/0628	Produce Sales - Chocolate Processing with Ancillary Restaurant and Retail	133 Puzey Road~YELVERTON WA 6280	Lot 26 PLAN 28890	29/10/2018	Approved	53	750000	Julimar Holdings Pty Ltd	Campion Design Group

Applications Determined Report									
Application Number	Description	Primary Property Address	Primary Property Legal Desc	Applic Determined Date	Application Determined Result	Clock Days	Estimated Cost	Primary Property Owners	Applicant Name
Development Applications									
DA18/0588	Single House (Port Geographe Development Area)	64 Spinnaker Boulevard~GEOGRAPHE WA 6280	Lot 705 PLAN 23692	29/10/2018	Approved	63	400000	Andrew Francis McDonna & Deborah Anne McDonna	Ustyle Homes
DA18/0433	Relocated Building Envelope; Dwelling (over-height); and 'Bed and Breakfast' Use	Shallows Loop~YALLINGUP WA 6282	Lot 28 PLAN 33482	29/10/2018	Approved	88	650000	Bevan Ross Griggs & Jo-Anne Patricia Griggs	Bevan Ross Griggs, Jo-Anne Patricia Griggs
DA18/0564	Oversized and Over-height Outbuilding (Reduced Setback)	30 Harwood Road~GEOGRAPHE WA 6280	Lot 271 PLAN 16991	30/10/2018	Approved	6	15000	Peter Robert Zimdahl & Helen Rachel Zimdahl	Peter Robert Zimdahl, Helen Rachel Zimdahl
WAPC18/0036	Form 24 - 2 Lot Built Strata	18 Commerce Road~VASSE WA 6280	Lot 9 PLAN 52479	16/10/2018		29	0	Adam Geoffrey Blight	BSO Development Consultants Pty Ltd
WAPC18/0032	3 x Lot Subdivision	45 Cable Sands Road~YALYALUP WA 6280	Lot 9032 PLAN 406716	18/10/2018	NotSupport	45	0	East Busselton Estate Pty Ltd	East Busselton Estate Pty Ltd, Western Australian Planning Commission (WAPC), RPS Australia East Pty Ltd

**18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**19. URGENT BUSINESS**

**20. CONFIDENTIAL MATTERS**

Nil

**21. CLOSURE**