



## **Finance Committee Agenda**

***6 October 2016***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

**CITY OF BUSSELTON**


**MEETING NOTICE AND AGENDA – 6 OCTOBER 2016**

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**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Finance Committee will be held in the Meeting Room One, Community Resource Centre, 21 Cammilleri Street, Busselton on Thursday, 6 October 2016, commencing at 9.30am.

The attendance of Committee Members is respectfully requested.



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**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

30 September 2016

**CITY OF BUSSELTON**

**AGENDA FOR THE FINANCE COMMITTEE MEETING TO BE HELD ON 6 OCTOBER 2016**

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

2. **ATTENDANCE**

**Apologies**

Cr John McCallum

**Approved Leave of Absence**

Nil

3. **PUBLIC QUESTION TIME**

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION OF MINUTES**

5.1 **Minutes of the Finance Committee Meeting held 8 September 2016**

**RECOMMENDATION**

That the Minutes of the Finance Committee Meeting held 8 September 2016 be confirmed as a true and correct record.



## **6. REPORTS**

### **6.1 FINANCE COMMITTEE INFORMATION BULLETIN - AUGUST 2016**

<b>SUBJECT INDEX:</b>	Councillors' Information
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Engineering and Facilities Services
<b>ACTIVITY UNIT:</b>	Executive Services
<b>REPORTING OFFICER:</b>	Asset Coordinator - Daniel Hall Financial Compliance Officer - Jeffrey Corker Governance Support Officer - Lisa Haste
<b>AUTHORISING OFFICER:</b>	Chief Executive Officer - Mike Archer
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Investment Performance Report for Period Ending 31 August 2016

#### **PRÉCIS**

This report provides an overview of information that is considered of relevance to members of the Finance Committee, and also the Council.

#### **INFORMATION BULLETIN**

##### **1. Investment Performance Report**

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

As at 31 August 2016, the value of the City's invested funds totalled \$118.9M, up from \$109.1M as at 1 August.

During the month of August \$18.0M in term deposit funds matured. \$16.0M in deposits were renegotiated, for an average of 188 days at an average rate of 2.70% (down from 2.78% during July). A \$2.0M deposit was closed on 26 August due to uncompetitive low renewal rates being offered upon maturity. These funds were reinvested at a higher rate in early September.

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 \$14.5M as rates income was received mainly late in the month. These funds were invested in term deposits in early September.

Official Rates remained steady during August. However the market is factoring in possible future cuts in the coming year and this continues to weigh down rates on offer.

##### **2. Chief Executive Officer – Corporate Credit Card**

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

Date	Amount	Payee	Description
29-Jul-16	\$287.74	Jack In The Box	Electronic Delivery Bay To Bay
04-Aug-16	\$113.00	Firestation Wine Bar	Meeting Rio Tinto Staff X 2, Mayor & CEO
05-Aug-16	\$89.70	Mana Kai Café	Morning Tea With Ranger Services Team
05-Aug-16	\$511.56	Mt Bay Water Apartments	Accommodation LG Week (Cr Bennett)
05-Aug-16	\$527.80	Mt Bay Water Apartments	Accommodation LG Week (Cr Bleechmore)
15-Aug-16	\$1,177.40	International Cities Towns	Conference Registration (Cr Best)
17-Aug-16	\$154.00	Parks & Leisure Australia	Rego: How Much Risk Is Ok In Play? (Cr Paine)
18-Aug-16	\$88.00	Equinox Café	Food & Drinks DFES Commissioner, Mayor & CEO
22-Aug-16	\$1,468.86	Webjet	Ø Flights ICTC Conference (Cr Best & Wendy)

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

*◆ Allocated against CEO Hospitality Expenses Allowance*

*Ø Councillor partner expenses to be reimbursed*

### **3. Voluntary Contributions/Donations (Income)**

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

No voluntary contributions have been approved this financial year to date during this period although it is anticipated that a sculpture from Rio will be forthcoming in the next few periods.

### **4. Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds)**

Council resolved in April 2010 (C1004/132) a move towards a tiered system of funding and following the 6 October 2011 Finance Committee meeting, it was recommended to Council that the delegation to determine the allocations of sponsorship and donations from the sponsorship fund be revoked and be returned to the Chief Executive Officer to enable a more timely turnaround of sponsorship applications.

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

- 29 applications for sponsorship have been received during this financial year.
- The average donation approved for the financial year is \$268.96
- There were 29 applications for sponsorship received or assessed during August 2016.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$7,800.
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$37,450.

App. No.	Recipient	Purpose	Amount
01/1617	WA Rover Owners Car Club Inc	National Rally of Rover owners held in Busselton over 4 days. Funds to assist with catering and gifts for interstate and NZ visitors	\$1,000.00
02/1617	Geographe Bay Table Tennis Club	South West Open Championships - Funding to assist with purchasing trophies and running of the competition.	\$500
03/1617	Dunsborough CWA	Annual Christmas Luncheon - Funds requested to assist with catering costs involved.	\$800
04/1617	Melanie Kerr	Representing WA at School Sport Australia National Schools Swimming Championships - Darwin	\$200
05/1617	Maddison Johnston-Walker	Representing WA at School Sport Australia National Schools Swimming Championships - Darwin	\$200
06/1617	Ross Rann	Representing WA at School Sport Australia National Schools Swimming Championships - Darwin	\$200
07/1617	Busselton Camera Club	3 day photography event with a guest speaker being held in Busselton. Funds to assist with administrative costs in organising event.	\$300
08/1617	Josh Mitchell	Representing WA at the Australian Junior Squash Championships in Sydney in September	\$200
09/1617	Cornerstone Christian College - Busselton	End of year awards/graduation night (\$100 primary \$200 secondary)	\$300
10/1617	St Mary's Community Care - Cliff's Kitchen	Anti-poverty week luncheon. Funds to pay for the meat.	\$300
11/1617	Georgiana Molloy Anglican School	Representing WA at the National Science and Engineering Challenge being held in Hobart.	\$500
12/1617	Black2Basic Fitness	Requested funds to assist with hall hire for fundraiser for Relay for Life. Unsuccessful due to past considerations regarding raising for Charity.	\$0
13/1617	Geographe Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
14/1617	Dunsborough Bush Playgroup	Mud Morning - Funds to assist with costs associated with establishing the Mud Morning play. (Materials etc)	\$300
15/1617	Busselton Senior High School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$200
16/1617	Vasse Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100

App. No.	Recipient	Purpose	Amount
17/1617	Dunsborough Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
18/1617	Cape Naturaliste College (high)	End of year awards/graduation night (\$100 primary \$200 secondary)	\$200
19/1617	Busselton Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
20/1617	Georgiana Molloy Anglican School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$300
21/1617	Lee Scurlock	Representing Australia at the UCI Gran Fondo world championship cycling event in Perth. Funds to assist with kit and travel costs	\$100
22/1617	Phil Magee	Representing Australia at the UCI Gran Fondo world championship cycling event in Perth. Funds to assist with kit and travel costs	\$100
23/1617	Sarah McLachlan	Representing Australia at the UCI Gran Fondo world championship cycling event in Perth. Funds to assist with kit and travel costs	\$100
24/1617	Geographe Education Support	End of year awards/graduation night (\$100 primary \$200 secondary)	\$300
25/1617	Yallingup Steiner School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
26/1617	Probus Club Dunsborough Inc	Probus South West Get together. Funds requested to assist with the overall running of event, meals etc	\$200
27/1617	St Mary McKillop College	End of year awards/graduation night (\$100 primary \$200 secondary)	\$300
28/1617	Busselton Hospice Care Inc	Annual hospice golf day and dinner soiree - raising funds to assist with educating and training hospice volunteers.	\$500
29/1617	Indi Williams	Representing WA at the National School Sport Swimming Championships in Darwin	\$200
30/1617	Busselton Choral Society	Requested funding to purchase sheet music.	\$0
31/1617	Ella Butler	Representing WA at the National School Sport Swimming Championships in Darwin	\$200
32/1617	Maddison Fenwick	Representing WA at the Australian U/13's hockey championships	\$200
33/1617	South West Counselling Inc	Pain Management support Group – Seeking funds to purchase resources for this group and also print brochures making aboriginal community aware of the group. Unsuccessful due to it being an operational cost.	\$0

App. No.	Recipient	Purpose	Amount
34/1617	Jan Stewart - Travel Associates	Busselton Day Trip – A ticketed day out in Busselton for members of the community and SW. Unsuccessful as it is not an open event for all of the community, you have to pay for tickets.	\$0
35/1617	West Busselton Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
36/1617	Busselton RSL Branch	Funds for materials to make poppies for Remembrance Day	\$500
37/1617	Dunsborough Yallingup Chamber of Commerce	Hannay Lane Street Party – funds for liquor licence and traffic management. Not successful as funds have already been received for this event last financial year	\$0

## 5. Asset Management Report

The review of the Parks and Gardens Asset Management Plan is now well underway.

The initial plan which was adopted in 2013 had a focus on the financial requirements for Parks and Gardens and provided an overall 'gap analysis' of current versus required expenditure. This is typical of an initial core asset management plan, in that it mainly provides information at a more network level.

The review will provide updated gap analysis information as well as introducing discussion on levels of service and service standards, based on factors such as park location, importance, function, future use etc. This is referred to as advanced asset management and is the natural progression from initial core asset management planning.

The initial focus of the review has been on collecting more detailed asset information at an individual component and area level. This involves mapping areas of parks and gardens that the City is responsible to maintain and defining the type of areas within these i.e. identifying within a reserve (or lot) the total area/amount of gardens, turf areas, playgrounds, bins, furniture, BBQs etc.

The example below shows how the areas have been defined for Bayside Park, Guerin Street in Geographe. Each of these areas is recorded as a different asset, with each having different renewal and maintenance requirements. The yellow dots represent other items of infrastructure such as bins, furniture, play equipment and signage.

This information, once complete; will provide a quantifiable list of parks assets across the whole municipality (as well as at an individual reserve level). It will provide information such as total areas of gardens, bushlands and turf, size and location of playgrounds, number of bins, park furniture, BBQs etc; as well as replacement and fair value of these assets and forward replacement programs.



This will improve the current asset register for parks and gardens through the visual representation the mapping provides, as well as providing more detail on garden and turf areas. The detail on the garden and turf areas becomes important for maintenance planning and allocating of tasks for work teams. Although maintenance planning is not a direct function of the assets team, the information is being collected to provide assistance for those officers who are undertaking maintenance planning.

Initial collection of garden, turf, playground, bushlands and beach areas has been undertaken via a desktop analysis of aerial photography. This method is very effective and is significantly less time consuming than undertaking site visits to each and every location. This has been undertaken for all areas of the municipality.

The next phase will include site visits to map the location and update the condition information for assets which are not easily visible via the aerial photography. This includes items such as furniture, play equipment, BBQs etc. Maintenance supervisors will also undertake a review of the information and provide feedback on any areas that may have been overlooked.

As well as providing a linkage with maintenance planning, the project will also provide detail to assist with the further development of the Public Open Space Strategy. Information such as size and location of playgrounds, turf areas, playing fields as well as other amenities will complement the strategic approach of the strategy.

The strategy will define the whether the parks are of a local, neighborhood or district significance and the updated Parks and Gardens Asset Management Plan will provide the asset related detail within all of these areas.

#### **OFFICER RECOMMENDATION**

That the Finance Committee notes the Finance Committee Information Bulletin for the month of August 2016.





### CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT For the month of August 2016



#### 11am Bank Account As at 31 August 2016

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	1.45%	\$ 20,000,000

#### Term Deposits - Miscellaneous Funds As at 31 August 2016

INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
ANZ	AA	92	01-Sep-16	2.70%	\$ 3,000,000
ANZ	AA	92	09-Sep-16	2.70%	\$ 2,500,000
Bendigo	A	153	14-Sep-16	3.00%	\$ 1,000,000
ANZ	AA	122	16-Sep-16	2.75%	\$ 3,500,000
CBA	AA	93	05-Oct-16	2.72%	\$ 2,000,000
Rural Bank	A	90	12-Oct-16	2.85%	\$ 1,500,000
ANZ	AA	92	25-Oct-16	2.72%	\$ 3,000,000
Westpac	AA	214	30-Oct-16	3.25%	\$ 4,500,000
NAB	AA	180	01-Nov-16	3.02%	\$ 3,000,000
ANZ	AA	94	07-Nov-16	2.63%	\$ 4,500,000
Westpac	AA	184	15-Nov-16	2.85%	\$ 1,500,000
NAB	AA	182	21-Nov-16	2.96%	\$ 4,000,000
NAB	AA	182	28-Nov-16	2.98%	\$ 4,500,000
Bank of Queensland	BBB	183	09-Dec-16	2.95%	\$ 2,000,000
NAB	AA	150	15-Dec-16	2.92%	\$ 1,500,000
ANZ	AA	154	19-Dec-16	2.70%	\$ 2,000,000
Westpac	AA	212	21-Mar-17	2.67%	\$ 1,500,000
NAB	AA	270	05-May-17	2.78%	\$ 3,000,000
NAB	AA	270	19-May-17	2.63%	\$ 3,000,000

Total of Term Deposits \$ 51,500,000

#### Foreshore Development Funds As at 31 August 2016

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 1,507,381
Please note an additional \$2,698,728.55 is being held within the pool of term deposit funds		
		\$ 1,507,381

#### Airport Redevelopment Funds As at 31 August 2016

WA Treasury Corp. - Overnight Cash Deposit Facility	1.45%	\$ 1,732
WA Treasury Corp. - State Bonds 180 Days	2.35%	\$ 24,456,752
WA Treasury Corp. - State Bonds 92 Days	1.77%	\$ 12,240,658

Total of Airport Redevelopment Funds - WATC \$ 36,699,142

Westpac	AA	92	05-Nov-16	2.80%	\$ 4,000,000
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Total of Airport Redevelopment Funds - Bank Term Deposits \$ 4,000,000

ANZ Cash Account	AA	NA	NA	1.50%	\$ 5,219,944
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Total of Airport Redevelopment Funds - Other \$ 5,219,944

Total of Airport Redevelopment Funds \$ 45,919,086

Interest Received \$ 284,140

Interest Accrued but not yet Received \$ 233,836

Total Interest Airport Funds as at month's end \$ 517,975

(Note: Funds held with the WATC are in accordance with the Airport Redevelopment Funding 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 2016 As at 31 August 2016

11am Bank Account	\$ 4,000,000	\$ 10,500,000	\$ 20,000,000
Term Deposits - Misc. Funds	\$ 61,000,000	\$ 56,000,000	\$ 51,500,000
Foreshore Development Funds - WATC	\$ -	\$ 4,198,927	\$ 1,507,381
Airport Redevelopment - WATC Deposits	\$ 46,000,940	\$ 36,458,479	\$ 36,699,142
Airport Redevelopment - Bank Term Deposit	\$ -	\$ 4,000,000	\$ 4,000,000
Airport Redevelopment - Other Funds	\$ -	\$ 5,176,467	\$ 5,219,944
Total of all Investments Held	\$ 111,000,940	\$ 116,333,873	\$ 118,926,467

TOTAL INTEREST RECEIVED AND ACCRUED \$ 277,579 \$ 1,889,516 \$ 234,194

INTEREST BUDGET \$ 289,584 \$ 1,737,500 \$ 258,712

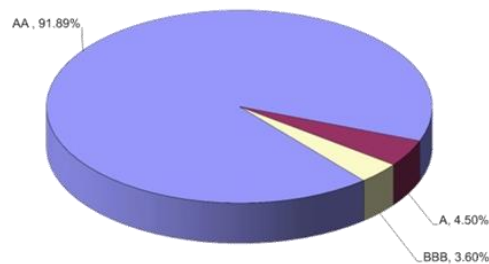
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

#### Statement of Compliance with Council's Investment Policy 218

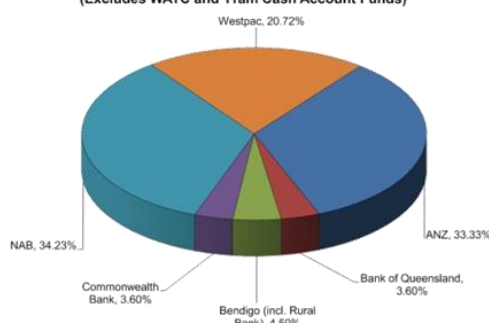
1. All funds are to be invested within legislative limits.	Fully Compliant
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	Fully Compliant
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the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

#### Investment Graphs

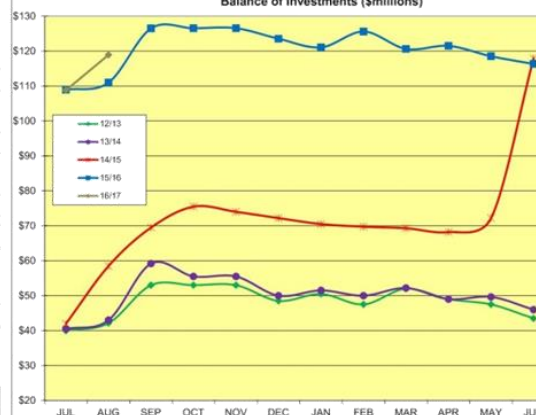
Summary of Term Deposits by S & P Rating (Excludes WATC and 11am Cash Account Funds)



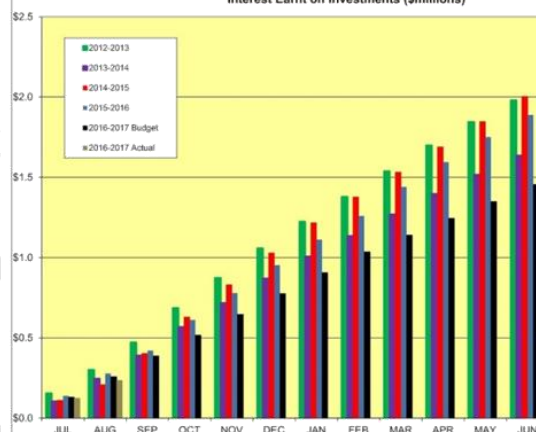
Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)



Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



## 6.2 LIST OF PAYMENTS MADE - AUGUST 2016

<b>SUBJECT INDEX:</b>	Financial Operations
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Financial Services
<b>ACTIVITY UNIT:</b>	Finance
<b>REPORTING OFFICER:</b>	Strategic Financial Plan Accountant - Stuart Wells
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Matthew Smith
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A List of Payments - August 2016

### **PRÉCIS**

This report provides details of payments made from the City's bank accounts for the month of August 2016, for noting by the Council and recording in the Council Minutes.

### **BACKGROUND**

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

### **STATUTORY ENVIRONMENT**

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

### **RELEVANT PLANS AND POLICIES**

NA.

### **FINANCIAL IMPLICATIONS**

NA.

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

NA.

### **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

### **RISK ASSESSMENT**

NA.

### **CONSULTATION**

NA.



**OFFICER COMMENT**

NA.

**CONCLUSION**

NA.

**OPTIONS**

NA.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

NA.

**OFFICER RECOMMENDATION**

That the Council notes payment of voucher numbers M113257 – M113404, EF047721 – EF048196, T007268 – T007281, and DD002833 – DD002859; together totaling \$7,106,965.24.



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF AUGUST 2016

## 6.2 Attachment A

## List of Payments - August 2016

MUNICIPAL ACCOUNT - AUGUST 2016			
Date Chq	Name	Description	Amount
4/08/2016 113257	CITY OF BUSSELTON	VARIOUS PAYROLL REIMBURSEMENTS	3,614.02
4/08/2016 113258	CALLOWES CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	268.00
5/08/2016 113259	DEPT OF LOCAL GOVERNMENT & COMMUNITIES	VACATION CARE ANNUAL FEE	683.10
5/08/2016 113260	TELSTRA CORPORATION	COMMUNICATION SERVICES	12,137.00
5/08/2016 113261	CITY OF BUNBURY	LOCAL GOV'T SERVICES	483.41
5/08/2016 113262	SHIRE OF BROOME	LOCAL GOV'T SERVICES	10,358.87
5/08/2016 113263-113264	SYNERGY	ELECTRICITY SUPPLIES	6,338.90
5/08/2016 113265	PAUL DE BRUIN	REFUND BUILDING PLAN SEARCH FEE	147.00
5/08/2016 113266	CANCELLED	PRINTING ERROR	0.00
5/08/2016 113267	CITY OF BUSSELTON	REPLACEMENT TILL FLOAT	40.00
5/08/2016 113268	DEPARTMENT OF TRANSPORT	SPECIAL SERIES NUMBER PLATES	327.00
5/08/2016 113269	THOMAS MAZEY	ART SALES	66.50
5/08/2016 113270	IAN WEBSTER	REFUND OF ANIMAL TRAP BOND	98.00
5/08/2016 113271	JOHN DODD	REFUND OF ANIMAL TRAP BOND	98.00
5/08/2016 113272	KATHY WILLERSDORF	REFUND OF ANIMAL TRAP BOND	100.00
5/08/2016 113273	CORE BUSINESS AUSTRALIA	REFUND OF HALL & KEY DEPOSITS	200.00
5/08/2016 113274	NYONGAR SPORTS ASSOCIATION	REFUND OF HALL & KEY DEPOSITS	185.00
5/08/2016 113275	BIG SPLASH EVENTS	REFUND OF HALL & KEY DEPOSITS	185.00
5/08/2016 113276	MERCY CARE	REFUND OF HALL & KEY DEPOSITS	200.00
5/08/2016 113277	DEPARTMENT OF FIRE & EMERGENCY SERVICES	REFUND OF HALL & KEY DEPOSITS	200.00
5/08/2016 113278	J & J LEACH	CROSSOVER SUBSIDY PAYMENT	267.80
5/08/2016 113279	AK HOMES CONSTRUCTION PTY LTD	REFUND OF DEVELOPMENT APPLICATION	1,186.33
5/08/2016 113280	ROBERT WILLIS	REFUND OF DEMOLITION BOND	345.00
5/08/2016 113281	MAXWELL HIGGINS	REFUND OF DEMOLITION BOND	360.00
5/08/2016 113282	FOREVER INVESTMENTS PTY LTD	REFUND OF DEMOLITION BOND	392.00
5/08/2016 113283	PRO LIVING PTY LTD	REFUND OF DEMOLITION BOND	375.00
5/08/2016 113284	BRUCE BLUNDELL BUILDER	REFUND OF DEMOLITION BOND	360.00
5/08/2016 113285	BAYSAN CONSTRUCTION	REFUND OF DEMOLITION BOND	360.00
5/08/2016 113286	CRANEFORD PLUMBING PTY LTD	REFUND OF DEMOLITION BOND	118.00
5/08/2016 113287	WA COUNTRY BUILDERS PTY LTD	REFUND OF DEMOLITION BOND	118.00
5/08/2016 113288	CITY OF BUSSELTON	SWIMMING POOL WATER SAMPLING - CORRECTION BPAY	428.00
5/08/2016 113289	JO MITCHELL	DONATION TO ASSIST WITH ATTENDANCE - JUNIOR SQUASH CHAMPIONSHIPS	200.00
5/08/2016 113290	CORNERSTONE CHRISTIAN COLLEGE	DONATION TO ASSIST WITH PRINCIPALS AWARD	300.00
5/08/2016 113291	ST MARYS COMMUNITY CARE	DONATION TO ASSIST WITH ANTI POVERTY WEEK FUNCTION	300.00
5/08/2016 113292	GEORGIANA MOLLOY ANGLICAN SCHOOL	DONATION TO ASSIST WITH ATTENDANCE - NATIONAL SCIENCE CHALLENGE	500.00
5/08/2016 113293	WA ROVER OWNERS CLUB INC	DONATION TO ASSIST WITH - NATIONAL RALLY OF ROVERS CLUB	1,000.00
5/08/2016 113294	GEOGRAPHE BAY TABLE TENNIS CLUB	DONATION TO ASSIST WITH - SW OPEN TABLE TENNIS CHAMPIONSHIPS	500.00
5/08/2016 113295	DUNSBOROUGH CWA	DONATION TO ASSIST WITH ANNUAL CHRISTMAS LUNCHEON	800.00
5/08/2016 113296	AMY KERR	DONATION TO ASSIST WITH ATTENDANCE - NATIONAL SWIMMING CHAMPIONSHIPS	200.00
5/08/2016 113297	BERNIE WALKER	DONATION TO ASSIST WITH ATTENDANCE - NATIONAL SWIMMING CHAMPIONSHIPS	200.00
5/08/2016 113298	KYLIE RANN	DONATION TO ASSIST WITH ATTENDANCE - NATIONAL SWIMMING CHAMPIONSHIPS	200.00
5/08/2016 113299	BUSSELTON CAMERA CLUB	DONATION TO ASSIST WITH GUEST SPEAKER EXPENSES	300.00
5/08/2016 113300	CITY OF BUSSELTON	INCREASE FLOAT CASH - BUSSELTON LIBRARY	15.00
8/08/2016 113301	SUSSEX TURF CONTROL	TURF SERVICES - WEED CONTROL VARIOUS OVALS	10,528.15
8/08/2016 113302	DEPARTMENT OF TRANSPORT	PLANT & VEHICLE REGISTRATION	742.70
9/08/2016 113303	EVAN LITIS, PENTEX HOLDINGS	BIO-DIVERSITY INCENTIVE REBATE	374.67
9/08/2016 113304	VALERIE HOPKINS	BIO-DIVERSITY INCENTIVE REBATE	250.00
9/08/2016 113305	CHRISTINE BYATT	BIO-DIVERSITY INCENTIVE REBATE	324.92
9/08/2016 113306	CANCELLED	PRINTING ERROR	0.00
9/08/2016 113307	WERNER MUELLER	BIO-DIVERSITY INCENTIVE REBATE	560.33
9/08/2016 113308	MARY CRAGIE	BIO-DIVERSITY INCENTIVE REBATE	539.27
9/08/2016 113309	MARY CRAGIE	BIO-DIVERSITY INCENTIVE REBATE	1,500.00
9/08/2016 113310	PAUL BUCKINGHAM	BIO-DIVERSITY INCENTIVE REBATE	760.33
10/08/2016 113311	CR. R BENNETT	COUNCILLOR PAYMENT	2,382.50
12/08/2016 113312	BUSSELTON WATER BOARD	WATER & GEOTHERMAL RECOUP	897.78
12/08/2016 113313	TELSTRA CORPORATION	TELEPHONE CHARGES	70.00
12/08/2016 113314	SYNERGY	ELECTRICITY SUPPLIES	83,217.65
12/08/2016 113315	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	MEMBERSHIP AND TRAINING SERVICES	2,735.00
12/08/2016 113316	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS - DUNSBOROUGH TIP	2,299.00
12/08/2016 113317	FAIRFAX MEDIA	ADVERTISING SERVICES	9,407.63
12/08/2016 113318	FUTURE SUPER	SUPERANNUATION	248.11
12/08/2016 113319	GEOGRAPHE PRIMARY SCHOOL	DONATION TO ASSIST WITH GRADUATION & AWARD EVENING PRIZES	100.00
12/08/2016 113320	DUNSBOROUGH BUSH PLAYGROUP	DONATION TO ASSIST WITH MUD MORNING	300.00
12/08/2016 113321	BUSSELTON SENIOR HIGH SCHOOL	DONATION TO ASSIST WITH GRADUATION & AWARD EVENING PRIZES	200.00
12/08/2016 113322	VASSE PRIMARY SCHOOL	DONATION TO ASSIST WITH PRESENTATION & AWARD NIGHT PRIZES	100.00
12/08/2016 113323	DUNSBOROUGH PRIMARY SCHOOL	DONATION TO ASSIST WITH PRESENTATION & AWARD EVENING PRIZES	100.00
12/08/2016 113324	CAPE NATURALISTE COLLEGE	DONATION TO ASSIST WITH PRESENTATION & AWARD NIGHT PRIZES	200.00
12/08/2016 113325	BUSSELTON PRIMARY SCHOOL	DONATION TO ASSIST WITH GRADUATION & AWARD EVENING PRIZES	100.00
12/08/2016 113326	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	86.65
12/08/2016 113327	DEPT CHILD PROTECTION & FAMILY SUPPORT	REFUND OF FACILITY HIRE BOND	195.00
12/08/2016 113328	INTEWORK INC	REFUND OF FACILITY HIRE BOND	200.00
12/08/2016 113329	DENTAL HEALTH SERVICES	REFUND OF FACILITY HIRE BOND	185.00
12/08/2016 113330	HELEN CROMIE	REFUND OF FACILITY HIRE BOND	69.30
15/08/2016 113331	CITY OF BUSSELTON	CORRECTION VARIOUS BPAY PAYMENTS	3,049.34
15/08/2016 113332	DEPARTMENT OF TRANSPORT	COMMUNITY JETTY LICENCE	39.10
15/08/2016 113333	DEPARTMENT OF PLANNING	REFUND DEVELOPMENT APPLICATION FEE	150.00
15/08/2016 113334	SUBWAY	REPLACEMENT LOST CHEQUE	314.00
15/08/2016 113335	GARY JEISMAN	REPLACEMENT LOST CHEQUE	98.00
15/08/2016 113336	WESTPAC BANKING CORPORATION	REPLACEMENT LOST CHEQUE	195.00
15/08/2016 113337	NR & PT BOURLET	REFUND OF RATE OVERPAYMENT	630.00
15/08/2016 113338	LAURA LEAVER	REPLACEMENT LOST CHEQUE	342.00
15/08/2016 113339	MANPOWER SERVICES (AUSTRALIA) PTY LTD	REPLACEMENT LOST CHEQUE	185.00
15/08/2016 113340	PETER JOHNSTON	REPLACEMENT LOST CHEQUE	32.00
15/08/2016 113341	BORAL CONTRACTING PTY LTD	REPLACEMENT LOST CHEQUE	1,000.00
15/08/2016 113342	FIONA CHAPMAN	REPLACEMENT LOST CHEQUE	117.00
18/08/2016 113343	CITY OF BUSSELTON	VARIOUS PAYROLL REIMBURSEMENTS	3,814.81

18/08/2016	113344	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	274.00
19/08/2016	113345	TELSTRA CORPORATION	MOBILE PHONE SERVICES	105.00
19/08/2016	113346	WATER CORPORATION	WATER SERVICES - SEWER VOLUME CHARGES	22,712.71
19/08/2016	113347	ALINTA	GAS SERVICES	503.75
19/08/2016	113348	SYNERGY	ELECTRICITY SUPPLIES	2,031.05
23/08/2016	113349	CITY OF BUSSELTON	STAFF AWARD GIFTS	2,500.00
24/08/2016	113350	DW & SK McDONALD	CONCRETING SERVICES - WINDERLUP	1,122.00
24/08/2016	113351	LIBRARY IDEAS	DOWNLOADABLE MUSIC RESOURCES - BUSSELTON LIBRARIES	5,220.00
24/08/2016	113352	SUSAN ARTHUR	GEOGRAPHE LEISURE CENTRE REFUND - PERSONAL TRAINING	238.00
24/08/2016	113353	BUSSELTON WATER BOARD	WATER SERVICES	12,779.69
24/08/2016	113354	TELSTRA CORPORATION	TELEPHONE & DATA CHARGES	10,140.83
24/08/2016	113355	WATER CORPORATION	WATER SERVICES	10,597.66
24/08/2016	113356	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	COMMUNICATION SERVICES - RADIO LICENSE RENEWAL	366.00
24/08/2016	113357	SYNERGY	ELECTRICITY SUPPLIES	4,471.15
11/08/2016	113358	JOSHUA STEPHENS	STERILISED DOG REFUND	150.00
29/07/2016	113359	PETA GREENING	STERILISED DOG REFUND	30.00
3/08/2016	113360	GIAN KURMANN	STERILISED DOG REFUND	150.00
25/08/2016	113361	GL JONES PLAYGROUNDS LTD	PLAYGROUND EQUIPMENT PARTS	168.60
25/08/2016	113362	CALLOWS CORNER NEWSAGENCY	NEWSPAPERS AND STATIONERY REQUIREMENTS	1,420.19
25/08/2016	113363	CITY OF BUSSELTON	CORRECTION BPAY PAYMENT	196.50
25/08/2016	113364	CITY OF BUSSELTON	HALL & KEY DEPOSITS REPLACEMENT LOST CHEQUE	185.00
26/08/2016	113365	SOUTH WEST CRANE SERVICES	CRANE HIRE SERVICES - BALLARAT ENGINE RELOCATION	3,575.00
29/08/2016	113366	GEORGIANA MOLLOY ANGLICAN SCHOOL	DONATION TO ASSIST WITH END OF YEAR GRADUATION & AWARD EVENING	300.00
29/08/2016	113367	LEE SCURLOCK	DONATION TO ASSIST WITH PARTICIPATION IN UCI GRAN FONDO CYCLING	100.00
	113368	CANCELLED	PRINTING ERROR	0.00
29/08/2016	113369	SARAH MCLACHLAN	DONATION TO ASSIST WITH PARTICIPATION IN UCI GRAN FONDO CYCLING	100.00
29/08/2016	113370	GEOGRAPHE EDUCATION SUPPORT CENTRE	DONATION TO ASSIST WITH END OF YEAR GRADUATION & AWARD EVENING	300.00
29/08/2016	113371	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	340.95
29/08/2016	113372	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	498.55
29/08/2016	113373	ARTGEO PETTY CASH	PETTY CASH REIMBURSEMENT	82.43
29/08/2016	113374	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	235.70
29/08/2016	113375	CITY OF BUSSELTON	CORRECTION VARIOUS BPAY PAYMENTS	3,987.76
29/08/2016	113376	CATHERINE SAAYMAN	REFUND OF ANIMAL TRAP BOND	100.00
29/08/2016	113377	VAUGHN SCHULTZ	REFUND OF ANIMAL TRAP BOND	100.00
29/08/2016	113378	DREAMFIT	REFUND OF HALL & KEY DEPOSITS	185.00
29/08/2016	113379	BUNBURY ORCHID SOCIETY INC.	REFUND OF HALL & KEY DEPOSITS	185.00
29/08/2016	113380	SAFE BUSSELTON	REFUND OF HALL & KEY DEPOSITS	195.00
29/08/2016	113381	CANCELLED	PRINTING ERROR	0.00
29/08/2016	113382	GN CONSTRUCTION (WA) PTY LTD	REFUND OF BUILDING FEE - POOL APPLICATION CANCELLED	92.00
30/08/2016	113383	STEVEN ANSTEE	REFUND DEMOLITION BOND	392.00
29/08/2016	113384	TAMARA BROWNLIE	REFUND OF PUBLIC OPEN SPACE BOND	69.30
29/08/2016	113385	ASHE BREWER	REFUND HEALTH REGISTRATION FEE - NOT REQUIRED	43.50
29/08/2016	113386	PHIL MAGEE	DONATION TO ASSIST WITH - UCI GRAN FONDO CYCLING	100.00
29/08/2016	113387	CITY OF BUSSELTON	VARIOUS PAYROLL REIMBURSEMENTS	3,757.79
29/08/2016	113388	CALLOWS CORNER NEWS	STAFF SOCIAL CLUB - LOTTO	280.00
29/08/2016	113389	DIANE WHEELER	REFUND OF RATE OVERPAYMENT	97.13
31/08/2016	113390	BOYANUP GRAZING CO. PTY LTD	REFUND OF RATE OVERPAYMENT	1,319.00
31/08/2016	113391	VENTURA HOME GROUP PTY LTD	REFUND OF RATE OVERPAYMENT	1,882.66
31/08/2016	113392	CITY OF BUSSELTON	REPLACEMENT OF TILL FLOAT - STOLEN FUNDS	200.00
31/08/2016	113393	RICHMOND WELLBEING	REFUND OF FACILITY HIRE BOND	200.00
31/08/2016	113394	I & O NUTTRIDGE	CROSSOVER CONTRIBUTION	167.90
31/08/2016	113395	N & D JONES	CROSSOVER CONTRIBUTION	167.90
31/08/2016	113396	C & J PLINT	CROSSOVER CONTRIBUTION	425.50
31/08/2016	113397	D & K HOWELLS	CROSSOVER CONTRIBUTION	273.70
31/08/2016	113398	A M ARMSTRONG	REFUND MOSQUITO CONTRIBUTION - OVERPAYMENT	38.03
31/08/2016	113399	PERRON DEVELOPMENTS PTY LTD	REFUND OF RATE OVERPAYMENT	1,319.00
31/08/2016	113400	YALLINGUP STEINER SCHOOL	DONATION TO ASSIST WITH GRADUATION & AWARD EVENING PRIZES	100.00
31/08/2016	113401	PROBUS CLUB OF DUNSBOROUGH INC.	DONATION TO ASSIST WITH SOUTH WEST GET TOGETHER	200.00
31/08/2016	113402	CANCELLED	PRINTING ERROR	0.00
31/08/2016	113403	ST MARY MACKILLIP COLLEGE	DONATION TO ASSIST WITH GRADUATION & AWARD EVENING PRIZES	300.00
31/08/2016	113404	MAREN KIEFER	REFUND HEALTH REGISTRATION FEE	104.00
				<u>270,372.10</u>

**ELECTRONIC TRANSFER PAYMENTS - AUGUST 2016**

Date	EFT	Name	Description	Amount
4/08/2016	EF047721	HIF	PAYROLL DEDUCTIONS	215.55
4/08/2016	EF047722	CRAIG & SHEREE WOOD	PAYROLL DEDUCTIONS	820.00
4/08/2016	EF047723	PAY-PLAN PTY LTD	PAYROLL DEDUCTIONS	14,591.78
4/08/2016	EF047724	HARCOURTS BUSSELTON	PAYROLL DEDUCTIONS	840.00
4/08/2016	EF047725	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	199,089.00
4/08/2016	EF047726	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	79.05
4/08/2016	EF047727	HBH HEALTH LIMITED	PAYROLL DEDUCTIONS	489.35
4/08/2016	EF047728	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	PAYROLL DEDUCTIONS	338.26
4/08/2016	EF047729	DEPUTY CHILD SUPPORT REGISTRAR	PAYROLL DEDUCTIONS	525.39
4/08/2016	EF047730	CITY OF BUSSELTON-SOCIAL CLUB	PAYROLL DEDUCTIONS	206.00
4/08/2016	EF047731	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,775.00
4/08/2016	EF047732	CLICKSUPER PTY LTD	SUPERANNUATION	148,131.55
5/08/2016	EF047733	DENNIS HADDON	ART SALES	182.00
5/08/2016	EF047734	GIRL GUIDES WA INC	KIDSPORT	750.00
5/08/2016	EF047735	MICHAEL CLARK	ART SALES	160.00
5/08/2016	EF047736	CR. J McCALLUM	COUNCILLOR PAYMENT	610.75
5/08/2016	EF047737	ROCHELLE FREDERICKS	STAFF REIMBURSEMENT - STUDY ASSISTANCE	2,000.00
5/08/2016	EF047738	ANDERS HAMMARSTROM	ART SALES	192.50
5/08/2016	EF047739	GEO METALS	REACTIVE MAINTENANCE WORKS - EQUINOX ABLUTIONS	583.00
5/08/2016	EF047740	KOOKA SERVICES PTY LTD	CARAVAN PARK MANAGEMENT CONTRACT	34,833.15
5/08/2016	EF047741	MARGARET PARKE	ART SALES	59.50
5/08/2016	EF047742	DANIEL CHENEY	ART SALES	31.50
5/08/2016	EF047743	ACT INDUSTRIAL PTY LTD	3 X 30M3 HOOKLIFT BINS	33,990.00

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## Attachment A

## List of Payments - August 2016

5/08/2016	EF047744	PANCAKE DESIGNS RESIN	ART SALES	92.05
5/08/2016	EF047745	CASTLEVIEW HOLDINGS PTY LTD	ART SALES	94.50
5/08/2016	EF047746	NALDA HOSKINS	ART SALES	36.00
5/08/2016	EF047747	JACQUELINE HAPP	STAFF REIMBURSEMENT - BOOKS BY THE BAY - AUTHORS GIFTS	233.00
5/08/2016	EF047748	SUSAN SHAND	STAFF REIMBURSEMENT - TRAINING MEALS	173.40
5/08/2016	EF047749	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	126.75
5/08/2016	EF047750	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS - PRO SHOP	716.35
5/08/2016	EF047751	BCP CONTRACTORS PTY LTD	EARTHWORKS - KOOKABURRA CARAVAN PARK	1,430.00
5/08/2016	EF047752	OCEAN AIR CARPET CARE	CLEANING SERVICES - VARIOUS FACILITIES	8,537.65
5/08/2016	EF047753	CANCELLED	PRINTING ERROR	0.00
5/08/2016	EF047754	AUSSIE MODULAR SOLUTIONS PTY LTD AMS	HOLIDAY CABIN FOR KOOKABURRA CARAVAN PARK	73,138.69
5/08/2016	EF047755	JESSICA WRAIGHT	BOND REFUND - FACILITY HIRE	180.00
5/08/2016	EF047756	LGISWA	INSURANCE PAYMENT	431,553.96
5/08/2016	EF047757	KARINA MCARTHUR	BOOKING FEE REFUND	77.00
5/08/2016	EF047758	SONJA POOLE	REFUND DOG STERILISATION	150.00
5/08/2016	EF047759	PAUL COSHOTT	FACILITY FEE BOND REFUND	185.00
5/08/2016	EF047760	CHRISTOPHER WILLIAMSON	ART SALES	349.80
5/08/2016	EF047761	LGIS	INSURANCE PAYMENT	126,593.95
5/08/2016	EF047762	NATURALISTE TRAVEL	AIRFARES J MAY AND N SEARLE	1,370.00
5/08/2016	EF047763	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE EXCESS PAYMENTS 2 X \$500	1,000.00
5/08/2016	EF047764	COLES	COUNCIL & STAFF REFRESHMENTS	167.25
5/08/2016	EF047765	JUNE ANDERSON	ART SALES	84.00
5/08/2016	EF047766	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION GYM	210.00
5/08/2016	EF047767	LYNNE BOLADERAS	ART SALES	384.00
5/08/2016	EF047768	OWEN G ISBEL	ART SALES	188.80
5/08/2016	EF047769	STRATEGEN ENVIRONMENTAL CONSULTANTS PTY LTD	CONSULTANCY SERVICES - AIRPORT EXPANSION	20,900.00
5/08/2016	EF047770	CELIA CLARE	ART SALES	156.00
12/08/2016	EF047771	SARAH PIERSON	STAFF REIMBURSEMENT - TRAINING EXPENSES	126.00
12/08/2016	EF047772	CR. G BLEECHMORE	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047773	CR. G HENLEY	COUNCILLOR PAYMENT	8,550.25
12/08/2016	EF047774	CR. T BEST	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047775	AUSTRALASIAN CEMETERIES AND CREMATORIA ASSOCIATION	CEMETERIES BOARD - CONFERENCE AND MEMBERSHIP FEES	4,255.00
12/08/2016	EF047776	BRIAN MCCARROLL	STAFF REIMBURSEMENT - TRAINING EXPENSES	157.20
12/08/2016	EF047777	CR. J McCALLUM	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047778	DEB HOLDEN	STAFF REIMBURSEMENT - SUGITO EXCHANGE STUDENTS	124.97
12/08/2016	EF047779	PAY-PLAN PTY LTD	SALARY PACKAGING	592.72
12/08/2016	EF047780	DANIEL FRITCHLEY	DRAFTING SERVICES - FORESHORE RELATED	3,315.00
12/08/2016	EF047781	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	3,663.00
12/08/2016	EF047782	COMMONWEALTH BANK	BANK FEES RELATED TO AMD AUDIT	60.00
12/08/2016	EF047783	KLEENIT PTY LTD	GRAFFITI REMOVAL - VARIOUS SITES	891.56
12/08/2016	EF047784	CR. R REEKIE	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047785	CR. P CARTER	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047786	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	130.41
12/08/2016	EF047787	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC	1,224.00
12/08/2016	EF047788	BIG BEN BUILDERS PTY LTD	DESIGN AND CONSTRUCTION SERVICES - RAILWAY HOUSE	206,419.85
12/08/2016	EF047789	AIREY TAYLOR CONSULTING	PRECAST CONCRETE ROOF WATERPROOFING - ADMIN CENTRE	529.37
12/08/2016	EF047790	MARTINE PERRET	ART SALES	27.30
12/08/2016	EF047791	EAGLE BAY VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	50.80
12/08/2016	EF047792	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	640.92
12/08/2016	EF047793	AUSTRALIA POST	POSTAL SERVICE	3,555.74
12/08/2016	EF047794	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	291.11
12/08/2016	EF047795	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC.	MEMBERSHIP	115.00
12/08/2016	EF047796	NATURALISTE TRAVEL	TRAVEL SERVICES - ACCOMMODATION - N SEARLE, J MAY AND M ARCHER	3,260.00
12/08/2016	EF047797	OCLC (UK) LTD	SOFTWARE SUBSCRIPTION SERVICES - AMLIB & SYNETICS	10,867.75
12/08/2016	EF047798	BUSSELTON STATE EMERGENCY SERVICE	PETTY CASH REIMBURSEMENT	173.93
12/08/2016	EF047799	COLES	COUNCIL & STAFF REFRESHMENTS	613.89
12/08/2016	EF047800	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	2,030.65
12/08/2016	EF047801	CR. R PAINE	COUNCILLOR PAYMENT	2,382.50
12/08/2016	EF047802	ALINTA ENERGY	ELECTRICITY	42,390.57
18/08/2016	EF047803	HIF	PAYROLL DEDUCTIONS	215.55
18/08/2016	EF047804	CRAIG & SHEREE WOOD	PAYROLL DEDUCTIONS	820.00
18/08/2016	EF047805	PAY-PLAN PTY LTD	PAYROLL DEDUCTIONS	14,625.24
18/08/2016	EF047806	HARCOURTS BUSSELTON	PAYROLL DEDUCTIONS	840.00
18/08/2016	EF047807	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	187,841.00
18/08/2016	EF047808	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	79.05
18/08/2016	EF047809	HBF HEALTH LIMITED	PAYROLL DEDUCTIONS	489.35
18/08/2016	EF047810	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	PAYROLL DEDUCTIONS	338.26
18/08/2016	EF047811	DEPUTY CHILD SUPPORT REGISTRAR	PAYROLL DEDUCTIONS	525.39
18/08/2016	EF047812	CITY OF BUSSELTON-SOCIAL CLUB	PAYROLL DEDUCTIONS	206.00
18/08/2016	EF047813	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,825.00
18/08/2016	EF047814	CLICKSUPER PTY LTD	SUPERANNUATION	147,128.62
19/08/2016	EF047815	MO PRODUCTIONS PTY LTD	ENTERTAINMENT SERVICES - LIBBY HAMMER (UNPAID FROM 2014)	4,950.00
19/08/2016	EF047816	TONIA KILIAN	STAFF REIMBURSEMENT - STUDENT EXCHANGE COORDINATOR GIFTS	223.08
19/08/2016	EF047817	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES - VARIOUS	5,039.90
19/08/2016	EF047818	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	1,870.00
19/08/2016	EF047819	ERNEST JOHNSON	STAFF REIMBURSEMENT - TRAINING	168.79
19/08/2016	EF047820	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	266.00
19/08/2016	EF047821	PETER KIELY	STAFF REIMBURSEMENT - REPLACEMENT CHEQUE	154.29
19/08/2016	EF047822	CR. R REEKIE	COUNCILLOR PAYMENT	10.99
19/08/2016	EF047823	MARTYN GLOVER	STAFF REIMBURSEMENT - RAILWAY HOUSE EXPENSES	466.93
19/08/2016	EF047824	BOB BRUCE DESIGN	ARCHITECTURAL DESIGN & DOCUMENTATION - MILNE STREET PAVILLION	19,498.08
19/08/2016	EF047825	BULLDOG MARINE PTY LTD	MECHANICAL SERVICE DESIGN - MILNE STREET PAVILLION	2,585.00
19/08/2016	EF047826	LODGE & CO BUILDERS	DEVELOPMENT APPLICATION FEE REFUND	148.00
19/08/2016	EF047827	CAROLYN MANTELL	SUGITO REFUND - REPLACE LOST CHEQUE	100.00
19/08/2016	EF047828	TANYA BOSVELD	DOG STERILISATION REFUND	51.67
19/08/2016	EF047829	J D'AGOSTINO & S LUFF ARCHITECTS	ARCHITECTURAL SERVICES - BUSSELTON YOUTH AND ACTIVITIES CENTRE	52,242.30
19/08/2016	EF047830	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	507.36
19/08/2016	EF047831	COLES	COUNCIL & STAFF REFRESHMENTS	620.03
19/08/2016	EF047832	ST JOHN AMBULANCE AUSTRALIA (WESTERN AUSTRALIA)	FIRST AID COURSE X 2	350.00

## 6.2 Attachment A

## List of Payments - August 2016

26/08/2016	EF047833	COLQUHOUN'S FREMANTLE BAG CO	SANDBAG SUPPLIER - HESSIAN BAGS	3,740.00
26/08/2016	EF047834	DATA 3	CLOUD SERVER PROTECTION STAND & CLOUD ENDPOINT PROTECTION 12 MONTHS	13,196.70
26/08/2016	EF047835	ELLIOTS IRRIGATION PTY LTD	IRRIGATION SERVICES - CEMETARY	315.70
26/08/2016	EF047836	WALGA	WALGA TRAINING SERVICES - 2016 CONVENTION	3,070.01
26/08/2016	EF047837	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	21,083.94
26/08/2016	EF047838	PRESIDIAN LEGAL PUBLICATIONS	LEGAL PUBLICATIONS - PLANNING AND DEVELOPMENT WA ANNUAL SUBSCRIPTION	3,071.20
26/08/2016	EF047839	MOTOR TRADERS ASSOCIATION WA (MTA)	ANNUAL MEMBERSHIP	724.00
26/08/2016	EF047840	DEPARTMENT OF PREMIER & CABINET STATE LAW PUBLISH	LEGAL PUBLICATIONS - CEMETERIES AMENDMENT LOCAL LAW	144.00
26/08/2016	EF047841	UNITING CHURCH PARISH OF BUSSELTON	WORKSHOP RAG SUPPLIER	225.00
26/08/2016	EF047842	JAMES SPATH	STAFF REIMBURSEMENT - INTERNET ACCESS	209.85
26/08/2016	EF047843	MARGARET RIVER STRUCTURAL ENGINEERING	STRUCTURAL CONSULTANT - MILNE STREET PAVILLION	9,020.00
26/08/2016	EF047844	ROAD SIGNS AUSTRALIA	SIGNAGE SUPPLIES	1,003.20
26/08/2016	EF047845	GOOD GUYS BUSSELTON	ELECTRICAL SUPPLIES	9.95
26/08/2016	EF047846	CINEFEST OZ INC	CONTRIBUTION - FILM FESTIVAL	104,912.50
26/08/2016	EF047847	ISUBSCRIBE PTY LTD	LIBRARY RESOURCES	2,779.73
26/08/2016	EF047848	POSITION PARTNERS	TOP GUN PIPE LAYING LASER CALIBRATION	422.40
26/08/2016	EF047849	TECHNIFIRE 2000	PARTS FOR BUSHFIRE VEHICLES	92.29
26/08/2016	EF047850	BOSS OFFICE CHOICE	STATIONERY SUPPLIER	115.64
26/08/2016	EF047851	INSIGHT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE SERVICES	4,021.17
26/08/2016	EF047852	MULTICLEAN WA PTY LTD	CLEANING SERVICES	75,694.92
26/08/2016	EF047853	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	1,029.81
26/08/2016	EF047854	DUNSBOROUGH FOOTBALL CLUB	KIDSPORT VOUCHERS	135.00
26/08/2016	EF047855	LEEUEWIN CIVIL PTY LTD	TRANSPORT AND HIRE CHARGES	8,800.00
26/08/2016	EF047856	ADELPHI TAILORING COMPANY	PROTECTIVE CLOTHING SUPPLIER	330.00
26/08/2016	EF047857	BATTERY ALL TYPES	BATTERY SUPPLIES	100.00
26/08/2016	EF047858	GASTECH AUSTRALIA PTY LTD	GAS DETECTOR CALIBRATION	192.50
26/08/2016	EF047859	BUSSELTON NETBALL ASSOCIATION	KIDSPORT VOUCHERS	147.00
26/08/2016	EF047860	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	95.00
26/08/2016	EF047861	BUNBURY TRUCKS	SERVICE/PARTS	3,000.14
26/08/2016	EF047862	STOCKER PRESTON	STRATA LEVY FEES & WATER CONSUMPTION	4,600.01
26/08/2016	EF047863	TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	1,015.96
26/08/2016	EF047864	C & S FERAL PEST SERVICES	PEST CONTROL SERVICES - CORELLA TRAPPING	640.00
26/08/2016	EF047865	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	180.40
26/08/2016	EF047866	ARBOR GUY	TREE MAINTENANCE SERVICES	6,754.00
26/08/2016	EF047867	TOLL IPEC PTY LTD	COURIER SERVICES	35.78
26/08/2016	EF047868	BUSSELTON CYCLES & REPAIRS	BICYCLES REPAIRS	39.95
26/08/2016	EF047869	BROWNES DAIRY	GLC KIOSK SUPPLIES	996.85
26/08/2016	EF047870	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES	1,122.00
26/08/2016	EF047871	VASSE JUNIOR SOCCER CLUB INC	KIDSPORT VOUCHERS	1,040.00
26/08/2016	EF047872	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	1,165.60
26/08/2016	EF047873	BIGMATE MONITORING SERVICES PTY LTD	GPS TRUCK MONITORING SERVICES	6,282.87
26/08/2016	EF047874	LANDSAVE ORGANICS	LANDSCAPING SERVICE - MULCH & COMPOST	5,945.50
26/08/2016	EF047875	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE AND AGGREGATE SUPPLY	5,231.66
26/08/2016	EF047876	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	672.00
26/08/2016	EF047877	BEACON EQUIPMENT	PLANT MAINTENANCE EQUIPMENT	139.50
26/08/2016	EF047878	BRIDGESTONE	VARIOUS TYRE PURCHASES	13,674.93
26/08/2016	EF047879	SEAMLESSCMS PTY LTD	SOFTWARE SERVICES	13,722.50
26/08/2016	EF047880	OPTEON WESTERN AUSTRALIA PTY LTD	VALUATION SERVICES	1,320.00
26/08/2016	EF047881	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	450.00
26/08/2016	EF047882	HEATLEY INDUSTRIAL & SAFETY	DEGREASER	118.27
26/08/2016	EF047883	IHR ASIA PTY LTD	TRAINING SERVICES - DEPOT (EEO)	13,574.04
26/08/2016	EF047884	WIZID PTY LTD	POOL ENTRY WRISTBANDS	150.70
26/08/2016	EF047885	BOWMAN & ASSOCIATES PTY LTD	WASTE CONSULTANCY - TRANSFER STATION	15,071.10
26/08/2016	EF047886	BUZZ MARKETING	EVENT SPONSORSHIP - MUDFEST	8,250.00
26/08/2016	EF047887	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	4,718.91
26/08/2016	EF047888	SETON AUSTRALIA	SECURITY BARRIERS	107.48
26/08/2016	EF047889	GEO METALS	SHEET METAL SERVICES - SKATE PARK	1,639.00
26/08/2016	EF047890	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	1,534.26
26/08/2016	EF047891	AUSQ TRAINING	TRAINING SERVICES - TRAFFIC MANAGEMENT	339.00
26/08/2016	EF047892	GEOGRAPHE FORD - BUSSELTON	SERVICES / PARTS	700.00
26/08/2016	EF047893	CAVALIERS HOCKEY CLUB INC	KIDSPORT VOUCHERS	260.00
26/08/2016	EF047894	VORGEE PTY LTD	GLC SUPPLIES - PRO SHOP	501.60
26/08/2016	EF047895	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	2,203.82
26/08/2016	EF047896	CDJ ENGINEERING & CONSULTANCY SERVICES	ENGINEERING SERVICES - GLC	2,997.50
26/08/2016	EF047897	COMPLETE PORTABLES	PORTABLE TOILET HIRE & SEWER SERVICING	3,183.65
26/08/2016	EF047898	SCOPE BUSINESS IMAGING	COPIER MAINTENANCE	125.95
26/08/2016	EF047899	COVS PARTS PTY LTD	AUTOMOTIVE PARTS	147.82
26/08/2016	EF047900	COUNTRYS JUNIOR FOOTBALL CLUB	KIDSPORT VOUCHERS	3,275.00
26/08/2016	EF047901	BIG SKY DESIGN SOLUTIONS	ELECTRICAL & LIGHTING CONSULTANCY	5,225.00
26/08/2016	EF047902	ECO HYDRAULIC SOLUTIONS WA	HYDRAULIC SERVICES	6,490.00
26/08/2016	EF047903	KOOMAL DREAMING	WELCOME TO COUNTRY PERFORMANCE	3,000.00
26/08/2016	EF047904	INJURY CONTROL COUNCIL	TRAINING	99.00
26/08/2016	EF047905	S&L ENGINEERING P/L	REPAIRS AND MAINTENANCE - COMPRESSORS	2,515.02
26/08/2016	EF047906	LUV A LOLLY	CONFECTIONERY - CAFÉ	342.50
26/08/2016	EF047907	BUKIDO TAIJUTSU	KIDSPORT VOUCHER	1,200.00
26/08/2016	EF047908	VASSE ROYALS FOOTBALL CLUB	KIDSPORT VOUCHERS	2,180.00
26/08/2016	EF047909	ALLSOUTH SECURITY	CCTV AND SECURITY SERVICES	255.00
26/08/2016	EF047910	SMALL TREE FARM	NURSERY SUPPLIES - POPLAR TREES	903.21
26/08/2016	EF047911	GROUP TRAINING SOUTH WEST	HIRE OF APPRENTICE MECHANIC	4,251.60
26/08/2016	EF047912	WA FIRE APPLIANCES	FIRE TRUCK REPAIRS	193.24
26/08/2016	EF047913	R2R SPORTS PTY LTD	GRANT - 2016 SPRING RUNNING FESTIVAL	7,000.00
26/08/2016	EF047914	SPHERE LEGAL PTY LTD	DEBT COLLECTION LEGAL SERVICES	11.00
26/08/2016	EF047915	JS ROADSIDE PRODUCTS	GUIDE POSTS	8,263.75
26/08/2016	EF047916	MARGARET RIVER FENCING	FENCING SERVICES - VARIOUS	28,083.00
26/08/2016	EF047917	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	RECORD STORAGE SERVICES	920.42
26/08/2016	EF047918	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT - VARIOUS VEHICLES	2,427.30
26/08/2016	EF047919	SOUTH WEST EMPLOYEE ASSISTANCE PROGRAM	TRAINING - RANGERS	990.00
26/08/2016	EF047920	ACT INDUSTRIAL PTY LTD	REPAIRS TO HOOKLIFT BINS	1,584.00
26/08/2016	EF047921	SUMMERS CONSULTING	MOSQUITO TRAP SERVICING	308.00

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26/08/2016	EF047922	RADIOWEST BROADCASTERS PTY LTD	ADVERTISING SERVICES	6,325.00
26/08/2016	EF047923	PACIFIC BRANDS WORKWEAR GROUP	CORPORATE UNIFORMS SUPPLIER	440.36
26/08/2016	EF047924	GEOGRAPHE INDUSTRIAL SUPPLIES	WELDING PRODUCTS	19.78
26/08/2016	EF047925	JOHN DONOGHUE	PAINTING SERVICES	748.00
26/08/2016	EF047926	SOUTH WEST WINDSCREEN & GLASS	PLANT WINDSCREEN REPAIRS	580.00
26/08/2016	EF047927	EAGLE BAY COMMUNITY HALL ASSOCIATION INC	VENUE HIRE	80.00
26/08/2016	EF047928	SEA CHANGE NEWS & GIFTS	LIBRARY RESOURCES - NEWSPAPERS	144.20
26/08/2016	EF047929	AUSTRALIAN INTERNATIONAL PEDAL PRIX INC	EVENT SPONSORSHIP	27,500.00
26/08/2016	EF047930	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	825.00
26/08/2016	EF047931	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE CONSUMABLES	207.23
26/08/2016	EF047932	BUSSELTON HYUNDAI	SERVICES / PARTS	944.95
26/08/2016	EF047933	EFAX AUSTRALIA	FAX SERVICE PROVIDER	222.78
26/08/2016	EF047934	OFFICEMAX AUSTRALIA LTD	STATIONERY SUPPLIES	2,402.25
26/08/2016	EF047935	BINSPA	RUBBISH BIN CLEANING	1,545.00
26/08/2016	EF047936	WARREN BLACKWOOD WASTE	BIN CLEANING AND BULK BIN SERVICES	3,297.80
26/08/2016	EF047937	STILTS ON BROADWATER BEACH BAR RESTAURANT	CATERING & FUNCTIONS	60.00
26/08/2016	EF047938	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	220.00
26/08/2016	EF047939	NAMES PLUS EMBROIDERY	EMBROIDERY SERVICES	8.00
26/08/2016	EF047940	CISCO SYSTEMS CAPITAL AUSTRALIA PTY LTD	COMPUTER SOFTWARE	4,457.46
26/08/2016	EF047941	QUALITY PRESS	PRINTING SERVICES	41.25
26/08/2016	EF047942	NEOPOST	STATIONERY SUPPLIER	176.00
26/08/2016	EF047943	QUICK CORPORATE AUSTRALIA	STATIONERY AND OFFICE SUPPLIES	52.86
26/08/2016	EF047944	OPUS INTERNATIONAL	CONSULTANCY SERVICES	1,540.00
26/08/2016	EF047945	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	28,220.50
26/08/2016	EF047946	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	626.20
26/08/2016	EF047947	FORTUS	EARTHMOVING PARTS	4,014.47
26/08/2016	EF047948	JIMS FIRST	HARDWARE SUPPLIES	60.00
26/08/2016	EF047949	RETRACTABLE TARPS PTY LTD	TARPAULINS	621.50
26/08/2016	EF047950	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES	1,089.00
26/08/2016	EF047951	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE - VARIOUS WORKS	16,443.65
26/08/2016	EF047952	BCP MATERIALS PTY LTD	SAND SUPPLIES	19,111.62
26/08/2016	EF047953	BCP LIQUID WASTE	LIQUID WASTE SERVICES	552.30
26/08/2016	EF047954	ERTECH PTY LTD	BUSSELTON TRANSFER STATION CONSTRUCTION	728,502.34
26/08/2016	EF047955	HAPPS PTY LTD	BOOKS BY THE BAY - GIFTS TO AUTHORS	67.30
26/08/2016	EF047956	SUEZ MEDICAL SOLUTIONS PTY LTD	CLINICAL WASTE COLLECTION BINS	84.57
26/08/2016	EF047957	KLEENHEAT NATURAL GAS	KOOKABURRA NATURAL GAS	565.45
26/08/2016	EF047958	TASSELL PARK WINES PTY LTD	STAFF AWARD GIFTS	385.00
26/08/2016	EF047959	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	153.05
26/08/2016	EF047960	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS - PROSHOP	400.67
26/08/2016	EF047961	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	VISITOR SERVICE FUNDING AGREEMENT	47,820.40
26/08/2016	EF047962	PRO TIMBER SOLUTIONS	TIMBER SUPPLIES	66.00
26/08/2016	EF047963	SECURITY ID	AVIATION SECURITY IDENTIFICATION CARD - DAVID RUSSELL	220.00
26/08/2016	EF047964	ARTEZEN CAFE	VOUCHERS - SOCCER, NETBALL	500.00
26/08/2016	EF047965	EVERETT'S HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES	1,147.50
26/08/2016	EF047966	MARKETFORCE PTY LTD	ADVERTISING SERVICES	11,071.68
26/08/2016	EF047967	CREATIVE EIGHT STUDIO	BMRAA - UPDATE MAP AND POSTERS	264.00
26/08/2016	EF047968	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	345.92
26/08/2016	EF047969	TROPHIES ON TIME	NAME BADGE SUPPLIER	10.00
26/08/2016	EF047970	MORE CAFE	CATERING	285.00
26/08/2016	EF047971	KLEENIT PTY LTD	GRAFFITI REMOVAL - SKATE PARK AND OTHER SITES	705.66
26/08/2016	EF047972	APP CORPORATION PTY LTD	PROJECT MANAGEMENT SERVICES - BMRAA	34,155.00
26/08/2016	EF047973	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	3,252.47
26/08/2016	EF047974	STIHL SHOP DUNSBOROUGH	PARTS	105.50
26/08/2016	EF047975	RIGHT FITNESS	FITNESS EQUIPMENT SERVICE	1,062.05
26/08/2016	EF047976	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	5,114.12
26/08/2016	EF047977	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	2,657.48
26/08/2016	EF047978	BUNBURY COFFEE MACHINES	COFFEE MACHINE SUPPLIES - GLC	252.00
26/08/2016	EF047979	BBS COLLECTIONS PTY LTD	DEBT COLLECTION SERVICES	110.00
26/08/2016	EF047980	CARTEC TRAINING SOLUTIONS	TRAINING SERVICES	4,070.00
26/08/2016	EF047981	SOUTH WEST CRANE SERVICES	CRANE HIRE SERVICES	3,795.00
26/08/2016	EF047982	VASSE WEED & PEST	PEST CONTROL SERVICES	96.05
26/08/2016	EF047983	ROSS MONTGOMERY	STAFF REIMBURSEMENT	1,475.25
26/08/2016	EF047984	PC MACHINERY	PLANT SERVICE/PARTS	440.89
26/08/2016	EF047985	MERCER CONSULTING (AUSTRALIA) PTY LTD	JOB EVALUATION	990.00
26/08/2016	EF047986	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES	3,884.01
26/08/2016	EF047987	SOLVER PAINTS	PAINTING SUPPLIES	287.10
26/08/2016	EF047988	RIDER LEVETT BUCKNALL WA PTY LTD	QUANTITY SURVEY SERVICES BMRA	2,970.00
26/08/2016	EF047989	THE STUDY PTY LTD	ENERGY EFFICIENCY CONSULTANT - MILNE STREET PAVILION	352.00
26/08/2016	EF047990	JACOBS GROUP (AUSTRALIA) PTY LTD	DESIGN SERVICES FOR YOUTH AND SURF CLUB	16,500.01
26/08/2016	EF047991	ABIGAIL COX	ENERGY AND NUTRITION PRODUCTS - GLC	96.00
26/08/2016	EF047992	SOUTH REGIONAL TAFE	EDUCATION & TRAINING	3,551.23
26/08/2016	EF047993	PAUL ANDREWS TRUST	GLC CAFE SUPPLIES	242.00
26/08/2016	EF047994	DENADA SURVEYS PTY LTD	SURVEYING SERVICES	275.00
26/08/2016	EF047995	PLAYSCAPE CREATIONS	PLAYGROUND DESIGN	4,950.00
26/08/2016	EF047996	AUSTRALIAN ARMY CADETS ASSOCIATION WA INC	KIDSPORT VOUCHERS	200.00
26/08/2016	EF047997	INTERNATIONAL ON THE WATER HOTEL	ACCOMMODATION	720.00
26/08/2016	EF047998	LEXUS OF PERTH	VEHICLE SUPPLY	76,330.12
26/08/2016	EF047999	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE - WINDERLUP	3,700.40
26/08/2016	EF048000	CIRTEX AUSTRALIA LTD	TREE ANCHORING SYSTEM - TREE RELOCATION	4,260.74
26/08/2016	EF048001	BUNBURY POWDERCOATERS	PLAYGROUND EQUIPMENT	2,648.00
26/08/2016	EF048002	ANDREW PLEDGER	FRIDGE DE GASSING	1,221.00
26/08/2016	EF048003	FIONA PALMER	BOOKS BY THE BAY	572.00
26/08/2016	EF048004	SOUTHERN LIGHT EVENTS	BOOKS BY THE BAY LIGHTING	220.00
26/08/2016	EF048005	GLORIA HILL	WELCOME TO COUNTRY - BOOKS BY THE BAY	300.00
26/08/2016	EF048006	STEPHEN DAISLEY	BOOKS BY THE BAY	572.00
26/08/2016	EF048007	STRATEGIC ENVIRONMENTAL ASSESSMENTS PTY LTD	WATER QUALITY ASSESSMENT - DUNSBOROUGH TIP	3,470.50
26/08/2016	EF048008	CAPE NATURALISTE P&C CAFE	CATERING	40.00
26/08/2016	EF048009	LEADERSHIP SUCCESS PTY LTD	SKILLS ASSESSMENT AND TRAINING	13,530.00
26/08/2016	EF048010	HS GARE	MODERATOR BOOKS BY THE BAY	1,500.00

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26/08/2016	EF048011	CENTRAL REGIONAL TAFE	TRAINING SERVICES	563.34
26/08/2016	EF048012	JOAN ELIZABETH LONDON	BOOKS BY THE BAY	1,120.00
26/08/2016	EF048013	COMMERCIAL AQUATICS AUSTRALIA	GLC MAINTENANCE SERVICES	2,151.60
26/08/2016	EF048014	SCREENWEAVERS MEDIA	VIDEO SUPPLY AND PRODUCTION SERVICES	1,386.22
26/08/2016	EF048015	BUSSELTON REMOVALS & STORAGE	TRANSPORTATION OF PIANO - ART GEO	385.00
26/08/2016	EF048016	AUSTRALIAN INSTITUTE OF MANAGEMENT	MEMBERSHIP	5,060.00
26/08/2016	EF048017	BUSSELTON TOWING SERVICE	TOWING SERVICES	143.00
26/08/2016	EF048018	ANDREW LILL	RATES REFUND	477.97
26/08/2016	EF048019	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	620.56
26/08/2016	EF048020	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	3,415.09
26/08/2016	EF048021	TAS'S BAKERY	CATERING	74.97
26/08/2016	EF048022	BUSSELTON RURAL SUPPLIES	RURAL SUPPLIES	237.50
26/08/2016	EF048023	PK COURIERS	COURIER SERVICES	596.20
26/08/2016	EF048024	BUSSELTON TOYOTA	SERVICES / PARTS	3,613.52
26/08/2016	EF048025	BELL FIRE EQUIPMENT CO	FIRE EQUIPMENT SUPPLIER	3,377.19
26/08/2016	EF048026	BOC GASES AUSTRALIA LTD	GAS SUPPLY	130.22
26/08/2016	EF048027	CJD EQUIPMENT PTY LTD	PARTS	269.50
26/08/2016	EF048028	FENNESSY'S	SERVICES / PARTS	1,990.81
26/08/2016	EF048029	FTE ENGINEERING	MAINTENANCE SERVICES	2,014.10
26/08/2016	EF048030	CHILDRENS BOOK COUNCIL OF AUSTRALIA	LIBRARY RESOURCES	356.50
26/08/2016	EF048031	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	2,286.78
26/08/2016	EF048032	SOUTHERN LOCK & SECURITY	LOCK BSN CEMETERY	420.50
26/08/2016	EF048033	BUSSELTON FAMILY CENTRE INC.	HIRE OF CENTRE	110.00
26/08/2016	EF048034	JASON SIGNMAKERS	SIGNAGE SERVICES	11,740.63
26/08/2016	EF048035	T J DEPIAZZI & SONS	GARDEN SUPPLIES	5,170.00
26/08/2016	EF048036	KD POWER & CO	WEIGHBRIDGE SERVICES	302.50
26/08/2016	EF048037	LOCAL HEALTH AUTHORITY ANALYTICAL COM	HEALTH SERVICES	8,937.38
26/08/2016	EF048038	B & J CATALANO PTY LTD	CRUSHED LIMESTONE	2,446.15
26/08/2016	EF048039	HOLCIM (AUSTRALIA) PTY LTD T/A HUMES	CONCRETE PIPES	14,083.52
26/08/2016	EF048040	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	13,216.00
26/08/2016	EF048041	BUCHER MUNICIPAL PTY LTD	WASTE FLEET SPARES	772.82
26/08/2016	EF048042	NICHOLLS MACHINERY	SERVICES / PARTS	1,660.43
26/08/2016	EF048043	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	LIFESAVING EQUIPMENT	1,000.00
26/08/2016	EF048044	BUSSELTON HOME TIMBER & HARDWARE	HARDWARE SUPPLIES	710.48
26/08/2016	EF048045	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	3,346.80
26/08/2016	EF048046	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES	686.09
26/08/2016	EF048047	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	751.99
26/08/2016	EF048048	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	5,717.14
26/08/2016	EF048049	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	423.50
26/08/2016	EF048050	GEOGRAPHE PETROLEUM	FUEL SERVICES	8,951.88
26/08/2016	EF048051	ERS AUSTRALIA PTY LTD	MAINTENANCE PART WASHER SERVICE	903.10
26/08/2016	EF048052	AMD CHARTERED ACCOUNTANTS	AUDIT SERVICES	484.00
26/08/2016	EF048053	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	4,169.00
26/08/2016	EF048054	STAPLES AUSTRALIA PTY LTD	STATIONARY SUPPLIER	1,786.34
26/08/2016	EF048055	GALVINS PLUMBING PLUS	PLUMBING SERVICES	187.00
26/08/2016	EF048056	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	2,047.36
26/08/2016	EF048057	COURIER AUSTRALIA	COURIER SERVICES	448.00
26/08/2016	EF048058	DUNSBOROUGH BOBCAT SERVICE	EARTHMOVING - BOBCAT HIRE	8,959.50
26/08/2016	EF048059	MERCURE HOTEL PERTH	ACCOMMODATION	1,848.50
26/08/2016	EF048060	JUMOR WASTE WATER	WASTE MANAGEMENT SERVICES	659.00
26/08/2016	EF048061	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	472.01
26/08/2016	EF048062	BUSSELTON TELEPHONES & TECHNOLOGY	COMMUNICATION SERVICES	145.00
26/08/2016	EF048063	SW PRECISION PRINT	PRINTING SERVICES	1,345.00
26/08/2016	EF048064	PRESTIGE PRODUCTS	CLEANING SUPPLIES	4,453.32
26/08/2016	EF048065	SOUTH WEST ISUZU	SERVICES / PARTS	2,619.17
26/08/2016	EF048066	BLACKWOODS	VARIOUS PARTS AND SUPPLIES	6,607.52
26/08/2016	EF048067	BAY SIGNS	SIGNAGE SERVICES	929.20
26/08/2016	EF048068	ACTIV FOUNDATION INC	MAINTENANCE & OTHER SERVICES	23,365.10
26/08/2016	EF048069	BUSSELTON PEST & WEED CONTROL	PEST & WEED CONTROL SERVICES	28,008.90
26/08/2016	EF048070	WEST OZ LINEMARKING	LINE MARKING SERVICES	11,176.00
26/08/2016	EF048071	ALL BUSSELTON GAS & PLUMBING SERVICE	PLUMBING SERVICES - WINDERLUP	240.60
26/08/2016	EF048072	MILDWATERS ELECTRICAL	ELECTRICAL SERVICES	10,637.09
26/08/2016	EF048073	BUSSELTON MULTI SERVICE	ENGRAVING SERVICES	79.20
26/08/2016	EF048074	LEISURE INSTITUTE OF WEST AUST (AQUATICS)	STATE CONFERENCE AND TRADE DISPLAY	630.00
26/08/2016	EF048075	CCH AUSTRALIA LIMITED	SUBSCRIPTION - FBT GUIDE	2,063.00
26/08/2016	EF048076	WESTRAC EQUIPMENT P/L	SERVICES / PARTS	1,728.86
26/08/2016	EF048077	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	566.51
26/08/2016	EF048078	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	4,894.43
26/08/2016	EF048079	BUSSELTON FLORIST	FLOWERS AND GIFTS - RSL SERVICE	75.00
26/08/2016	EF048080	B & B STREET SWEEPING	STREET SWEEPING SERVICE	69,203.75
26/08/2016	EF048081	UNIQCO INTERNATIONAL	UNIFLEET SERVICES	1,082.95
26/08/2016	EF048082	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	2,700.00
26/08/2016	EF048083	AMITY SIGNS	SIGNAGE SERVICES	132.00
26/08/2016	EF048084	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	4,923.76
26/08/2016	EF048085	BRAD SCOTT ELECTRICAL CONTRACTOR	ELECTRICAL SERVICES	4,642.70
26/08/2016	EF048086	KLEENHEAT GAS	GAS SERVICES	2,144.71
26/08/2016	EF048087	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,245.30
26/08/2016	EF048088	BUSSELTON SEA SCOUTS GROUP	KIDSPORT VOUCHERS	600.00
26/08/2016	EF048089	BUSSELTON AND SUGITO SISTER CITIES ASSOCIATION	SISTER CITY COMMITTEE	17,000.00
26/08/2016	EF048090	IPWEA (INSTITUTE OF PUBLIC WORKS ENGINEERING)	MEMBERSHIP	1,320.00
26/08/2016	EF048091	NATURALISTE TRAVEL	TRAVEL SERVICES - J MAY	756.00
26/08/2016	EF048092	PERTHWASTE PTY LTD	KERBSIDE RECYCLING SERVICES	79,430.37
26/08/2016	EF048093	BENARA NURSERY	NURSERY SUPPLIES	792.00
26/08/2016	EF048094	CAMPBELLS	GLC KIOSK PURCHASES	250.87
26/08/2016	EF048095	CRAVEN FOODS BUNBURY	GLC KIOSK PURCHASES	230.91
26/08/2016	EF048096	(NAS) NIGHT ALARM SECURITY	SECURITY SERVICES	124.20
26/08/2016	EF048097	CHEM CENTRE	LABORATORY SERVICES	1,237.50
26/08/2016	EF048098	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	14,636.93
26/08/2016	EF048099	COATES HIRE	HIRE EQUIPMENT SERVICES	6,468.00



## 6.2

## Attachment A

## List of Payments - August 2016

26/08/2016	EF048100	AUSTRALIAN ASPHALT PAVEMENT ASSOCIATION	TRAINING SERVICES	1,430.00
26/08/2016	EF048101	IPWEA-WA	TRAINING SERVICES	500.00
26/08/2016	EF048102	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	210.85
26/08/2016	EF048103	SIGMA COMPANIES GROUP PTY LTD	POOL CHEMICALS	184.80
26/08/2016	EF048104	MINTER ELLISON LAWYERS	LEGAL SERVICES	563.75
26/08/2016	EF048105	ACCUWEIGH PTY LTD	WASTE FACILITY WEIGHBRIDGE SERVICE	1,465.26
26/08/2016	EF048106	COLES	COUNCIL & STAFF REFRESHMENTS	214.10
26/08/2016	EF048107	BAREFOOT BOOKS	LIBRARY RESOURCES	1,378.29
26/08/2016	EF048108	METROCOUNT	BATTERY & USB COMS CABLE - GLC GYM EQUIPMENT	310.20
26/08/2016	EF048109	DUNSBOROUGH & DISTRICTS WATER CARTAGE	WATER CARTAGE SERVICES	5,406.50
26/08/2016	EF048110	SOILS AINT SOILS	NURSERY SERVICES	155.40
26/08/2016	EF048111	BUSSELTON SWIMMING CLUB	SWIMMING CLUB	200.00
26/08/2016	EF048112	BUSSELTON WELDING SERVICES	WELDING SERVICES	275.00
26/08/2016	EF048113	EARTH 2 OCEAN COMMUNICATIONS VICMAR	COMMUNICATION SERVICES - RADIO REPAIRS	1,743.35
26/08/2016	EF048114	APACE AID (INC)	NURSERY SERVICES	330.00
26/08/2016	EF048115	BUNBURY HIAB AND TILTRAY (HOTMAC GOLD PTY LTD T/A)	WASTE TRANSPORT SERVICES	968.00
26/08/2016	EF048116	AVIS SOUTHWEST RENTALS	VEHICLE RENTAL SERVICES - PANELBEATING REPLACEMENT	3,102.68
26/08/2016	EF048117	D W & S V ROBERTS	CONCRETE SERVICES	24,681.40
26/08/2016	EF048118	SPEEDO AUSTRALIA	PRO SHOP SUPPLIES	396.00
26/08/2016	EF048119	IRRIGATION ASSOCIATION OF AUSTRALIA	MEMBERSHIP & TRAINING	1,590.00
26/08/2016	EF048120	BAYVIEW GEOGRAPHE RESORT	CONFERENCE RANGERS DAY OUT	780.00
26/08/2016	EF048121	AUTO - ONE	SERVICES / PARTS	3,804.88
26/08/2016	EF048122	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	9,951.24
26/08/2016	EF048123	GHD PTY LTD	LANDFILL GAS ASSESSMENT - DUNSBOROUGH WASTE	3,443.00
26/08/2016	EF048124	NOVOTEL LANGLEY PERTH	ACCOMMODATION	1,851.20
26/08/2016	EF048125	BASE (PIGMEEZ)	EMBROIDERY SERVICES - FIRE BRIGADES	88.00
26/08/2016	EF048126	WREN OIL	WASTE OIL SERVICES	363.00
26/08/2016	EF048127	SUEZ ENVIRONMENTAL	WASTE MANAGEMENT SERVICES	258.53
26/08/2016	EF048128	CAPE CELLARS BUSSELTON	REFRESHMENTS	448.62
26/08/2016	EF048129	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER - GLC PROSHOP	880.00
26/08/2016	EF048130	VM VISIMAX	FIRE EQUIPMENT SUPPLIER	714.65
26/08/2016	EF048131	WA RANGERS ASSOCIATION	ADVERTISING SERVICES	250.00
26/08/2016	EF048132	SPORTS TURF ASSOCIATION (WA) INC	MEMBERSHIP	350.00
26/08/2016	EF048133	BURKE AIR	AIR CONDITIONING SERVICES	4,187.15
26/08/2016	EF048134	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	2,893.12
26/08/2016	EF048135	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES - CONCRETE PAD TIP COMPACTOR	1,754.50
26/08/2016	EF048136	LOCK AROUND THE CLOCK	SECURITY SERVICES	273.00
26/08/2016	EF048137	SURVCON PTY LTD	SURVEY SERVICES	2,436.50
26/08/2016	EF048138	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE - VACATION CARE	465.00
26/08/2016	EF048139	LMW HEGNEY	PROPERTY VALUATION SERVICES	1,100.00
26/08/2016	EF048140	LEEUEWIN TRANSPORT	COURIER SERVICES	1,245.75
26/08/2016	EF048141	GEOGRAPHE CAMPING AND OUTDOORS	OUTDOOR EQUIPMENT SUPPLIER	1,449.00
26/08/2016	EF048142	FOXTEL CABLE TELEVISION PTY LTD	CABLE TV SUBSCRIPTION	210.00
26/08/2016	EF048143	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIER	1,591.09
26/08/2016	EF048144	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,680.41
26/08/2016	EF048145	HERBERT SMITH FREEHILLS	LEGAL SERVICES - BMRA	1,041.93
26/08/2016	EF048146	GEOGRAPHE SAWS AND MOWERS	SERVICES / PARTS	339.60
26/08/2016	EF048147	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURRENCE	330.00
26/08/2016	EF048148	CITY AND REGIONAL FUELS	FUEL SERVICES	3,907.74
26/08/2016	EF048149	ARTSOURCE	EXHIBITION EXPENSES	907.50
26/08/2016	EF048150	AERODROME MANAGEMENT SERVICES PTY LTD	AIR SERVICES TRAINING	572.00
26/08/2016	EF048151	VINEPOWER MARGARET RIVER PTY LTD	LANDSCAPING SERVICES - EROSION CONTROL	16,096.30
26/08/2016	EF048152	PLAYRIGHT AUSTRALIA PTY LTD	PLAYGROUND EQUIPMENT	66.00
26/08/2016	EF048153	DIRECT DEMOLITION	DEMOLITION SERVICES - REMOVE ASBESTOS	275.00
26/08/2016	EF048154	REFACE INDUSTRIES PTY LTD	LIBRARY RESOURCES	297.35
26/08/2016	EF048155	BDA TREE LOPPING	TREE LOPPING SERVICES	13,684.00
26/08/2016	EF048156	BAY CABINETS	FURNITURE PRODUCT SUPPLIER	77.00
26/08/2016	EF048157	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	3,877.01
26/08/2016	EF048158	DOOR HARDWARE SOLUTIONS	HARDWARE SERVICES	148.94
26/08/2016	EF048159	DEPARTMENT OF PARKS AND WILDLIFE	SUBSCRIPTION	1,232.00
26/08/2016	EF048160	AMBERGATE PLUMBING	PLUMBING SERVICES	9,443.98
26/08/2016	EF048161	LGMA (WA) DIVISION	TRAINING AND MEMBERSHIP SERVICES	2,782.00
26/08/2016	EF048162	JUICE PRINT	PRINTING SERVICES	272.24
26/08/2016	EF048163	THE ARTIST'S CHRONICLE	ADVERTISING SERVICES	690.00
26/08/2016	EF048164	FENCING SOLUTIONS	FENCING REPAIRS AT TIP SITES	940.00
26/08/2016	EF048165	BROADWATER BRICK PAVING	PAVING SERVICES	3,800.00
26/08/2016	EF048166	PHONOGRAPHIC PERFORMANCE CO. OF AUST. LTD.	LICENCE RENEWALS	2,029.75
26/08/2016	EF048167	MJB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES	1,647.80
26/08/2016	EF048168	DELL AUSTRALIA PTY LTD	NETWORK CARD	240.90
26/08/2016	EF048169	BRIAN FISHER FABRICATIONS	BRIDGE MAINTENANCE	729.30
26/08/2016	EF048170	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	102.40
26/08/2016	EF048171	HIP POCKET WORK WEAR AND SAFETY	UNIFORM & PROTECTIVE CLOTHING SUPPLIER	4,929.70
26/08/2016	EF048172	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	167.60
26/08/2016	EF048173	PDF FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	2,122.20
26/08/2016	EF048174	LOCAL GOVERNMENT MANAGERS AUSTRALIA (WA DIVISION)	MEMBERSHIP	691.00
26/08/2016	EF048175	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	260.00
26/08/2016	EF048176	OLIVER DARBY	STAFF REIMBURSEMENT	49.95
26/08/2016	EF048177	BRIAN MCCARROLL	STAFF REIMBURSEMENT	104.25
26/08/2016	EF048178	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL & CONTRACT ADMIN SERVICES	43,129.68
26/08/2016	EF048179	DANIEL FRITCHLEY	DRAFTING SERVICES	3,510.00
26/08/2016	EF048180	TANIA OLIVER	STAFF REIMBURSEMENT	124.25
26/08/2016	EF048181	BIG BEN BUILDERS PTY LTD	DESIGN AND CONSTRUCTION SERVICES - RAILWAY HOUSE	267,709.91
26/08/2016	EF048182	DAN HALL	STAFF REIMBURSEMENT - TEXTBOOK	55.00
26/08/2016	EF048183	BSO DEVELOPMENT CONSULTANTS	CONSULTANCY SERVICES - LAND SURVEY	4,785.00
26/08/2016	EF048184	SHARON WILLIAMS	STAFF REIMBURSEMENT - PARKING FEES	52.30
31/08/2016	EF048185	HIF	PAYROLL DEDUCTIONS	215.55
31/08/2016	EF048186	CRAIG & SHEREE WOOD	PAYROLL DEDUCTIONS	820.00
31/08/2016	EF048187	PAY-PLAN PTY LTD	PAYROLL DEDUCTIONS	14,744.96
31/08/2016	EF048188	HARCOURTS BUSSELTON	PAYROLL DEDUCTIONS	840.00

31/08/2016	EF048189	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	191,629.00
31/08/2016	EF048190	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	79.05
31/08/2016	EF048191	HBH HEALTH LIMITED	PAYROLL DEDUCTIONS	489.35
31/08/2016	EF048192	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	PAYROLL DEDUCTIONS	317.76
31/08/2016	EF048193	DEPUTY CHILD SUPPORT REGISTRAR	PAYROLL DEDUCTIONS	896.77
31/08/2016	EF048194	CITY OF BUSSELTON-SOCIAL CLUB	PAYROLL DEDUCTIONS	206.00
31/08/2016	EF048195	STAFF CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,775.00
31/08/2016	EF048196	CLICKSUPER PTY LTD	SUPERANNUATION	149,306.87
				<hr/>
				4,726,433.92

<u>TRUST ACCOUNT - AUGUST 2016</u>			
<u>Date</u>	<u>TRUST CHQ</u>	<u>Name</u>	<u>Description</u>
			<u>Amount</u>
5/08/2016	007268	DEPARTMENT OF COMMERCE, BUILDING COMMISSION	REGISTRATIONS / LEVY PAYMENTS
5/08/2016	007269	CONSTRUCTION TRAINING FUND	BCITF LEVY
5/08/2016	007270	CITY OF BUSSELTON	BCITF & BRB COMMISSION
8/08/2016	007271	ZENTIME PTY LTD	BCITF & BRB LEVY REFUNDS
8/08/2016	007272	RICHARD MILES	BCITF & BRB LEVY REFUNDS
8/08/2016	007273	ZORZI SOUTH WST BUILDERS	BCITF & BRB LEVY REFUNDS
8/08/2016	007274	BUCOLO HOLDINGS	BCITF & BRB LEVY REFUNDS
8/08/2016	007275	SHEDS DOWN SOUTH	BCITF & BRB LEVY REFUNDS
8/08/2016	007276	BLACKWOOD TANK SERVICES	BCITF & BRB LEVY REFUNDS
15/08/2016	007277	GEORGE PARENZEE	BCITF & BRB LEVY REFUNDS
16/08/2016	007278	CANCELLED	PRINTING ERROR
16/08/2016	007279	RYAN HAIGH	REPLACING LOST CHEQUE
29/08/2016	007280	GN CONSTRUCTIONS WA	BCITF & BRB LEVY REFUNDS
30/08/2016	007281	SW HORSBURGH	BCITF & BRB LEVY REFUNDS

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39,407.41

<u>INTERNAL PAYMENT VOUCHERS - AUGUST 2016</u>			
<u>Date</u>	<u>IP VOUCHER</u>	<u>Name</u>	<u>Description</u>
31/07/2016	DD002833	CALTEX AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES
3/08/2016	DD002834	NJ & JD SUITOR	BPAY REVERSAL
3/08/2016	DD002835	PA & RP WRIGHT	BPAY REVERSAL
3/08/2016	DD002836	PAY 3	FORTNIGHTLY PAY
3/08/2016	DD002837	AE & PC ROWE	REFUND OF RATE OVERPAYMENT
3/08/2016	DD002838	LES MILLS ASIA PACIFIC	CONTRACT FEES
3/08/2016	DD002839	LES MILLS ASIA PACIFIC	CONTRACT FEES
3/08/2016	DD002840	COMMONWEALTH BANK	BANK FEES
3/08/2016	DD002841	ANZ BANK	BANK FEES
11/08/2016	DD002842	ANZ BANK	BANK FEES
9/08/2016	DD002843	FINES ENFORCEMENT REGISTRY	INFRINGEMENT NOTICES
27/07/2016	DD002844	ANZ BANK - VISA CARD	CREDIT CARD PAYMENT \$16,263.90
	DD002844	FRONTLINE SAFETY	RESTRICT ASBESTOS REMOVAL TRAINING
	DD002844	RENDEZVOUS GRAND	ACCOM: AIM COURSE HR FOUNDATIONS
	DD002844	RENDEZVOUS GRAND	ACCOM: AIM COURSE HR FOUNDATIONS
	DD002844	PAN PACIFIC PERTH	ACCOM: POSITIVE CULTURE DAY 12/07
	DD002844	LEGALWISE SEMINARS	PROCEDURES FOR INDUSTRIAL COURTS
	DD002844	LEGALWISE SEMINARS	GOVERNMENT LAW CONFERENCE
	DD002844	JOBS SOUTH WEST	CERTIFICATE IV BUSINESS
	DD002844	MERCURE HOTEL PERTH	12D MODEL TRAINING COURSE 6-8 JULY
	DD002844	SAI GLOBAL	AS 1742 TRAFFIC CONTROL DEVICES

DD002844	WILSON PARKING, PERTH	PARKING - EPA MEETING (AIRPORT)	37.00
DD002844	FACEBOOK	GLC PROMOTION	170.24
DD002844	AUSTRALIAN LIBRARY & DEAKIN	ASSOCIATE MEMBERSHIP 16/17	338.00
DD002844	RENDEZVOUS GRAND HOTEL	ACCOM: ROYAL LIFE SAVING TRAINING	449.65
DD002844	ASIC, SYDNEY	COMPANY INFO: JUSTGREAT PTY LTD	9.00
DD002844	LES MILLS	CX WORK TRAINING	628.29
DD002844	PAYPAL- DCURRENT	32G FLASH DRIVE	\$14.99
DD002844	PAYPAL - HIGH QUALITY MALL	20 X TELEPHONE HANDSET CABLES	23.10
DD002844	MAIL CHIMP	NEWSLETTER SYSTEM FOR EHQ	210.73
DD002844	APPLE ITUNES	ICLOUD STORAGE FOR MIKE ARCHER	\$4.49
DD002844	CABLES ONLINE	CABLES SHORETEL PHONE SYSTEM	\$63.82
DD002844	FIRESTATION WINE BAR	HOSPITALITY, BGC, MAYOR & EX MAYOR	233.00
DD002844	QANTAS	G/COAST-PERTH FARE AIRPORT STUDY	436.00
DD002844	ASCOT QUAYS	ACCOMM ON WAY TO LGCO CONF, DARWIN	207.37
DD002844	WA FARMERS FEDERATION	REGISTRATION DAIRY CONFERENCE	100.00
DD002844	FIDDLERS GREEN DARWIN	MEAL - CEO GROUP MEETING, DARWIN	98.50
DD002844	PULLMAN MELBOURNE	ACCOMM: MAKING CITIES LIVEABLE	604.94
DD002844	TRYBOOKING-ALLSORTS DOG BEHAVIOUR	DANGEROUS DOG WORKSHOP	1101.50
DD002844	CATALYST EVENT SOLUTIONS PTY LTD	NAT ENERGY EFFICIENCY CONF - SYDNEY	1094.50
DD002844	NATURALISTE TRAVEL	BRISB FARE: DIP. ACCESS CONSULTING	557.23
DD002844	TIMBER INSIGHT EATON	SEMINAR:TRANSITION TO FRAME	176.00
DD002844	AVENTEDGE	COURSE: DEVELOPING WA	2084.50
DD002844	ROSE & CROWN, GUILFORD	ACCOMM: MUNICIPAL LAW A TRAINING	690.20
DD002844	RENDEZVOUS GRAND	ACCOM: AIM COURSE HR FOUNDATIONS	-636.00
DD002844	BANK FEES	JULY 2016 VISA CARD	\$176.93
9/08/2016 DD002845	PAYROLL	SPECIAL PAY	885.92
9/08/2016 DD002846	PAYROLL	SPECIAL PAY	885.92
9/08/2016 DD002847	PAY 4	FORTNIGHTLY PAY	651,316.61
16/08/2016 DD002848	PA KENDALL	BPAY REVERSAL	1,336.00
3/08/2016 DD002849	ANZ BANK	BANK FEES	251.46
3/08/2016 DD002850	ANZ BANK	BANK FEES	91.03
15/08/2016 DD002851	COMMONWEALTH BANK	BANK FEES	59.48
12/08/2016 DD002852	FINES ENFORCEMENT REGISTRY	INFRINGEMENT NOTICES	580.00
19/08/2016 DD002853	SW & JI UPTON	BPOINT REVERSAL	147.00
19/08/2016 DD002854	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENTS	237.80
19/08/2016 DD002855	FLEXIRENT CAPITAL PTY LTD	LEASING PAYMENTS	220.02
19/08/2016 DD002856	DR AMER	REFUND OF RATE OVERPAYMENT	337.48
19/08/2016 DD002857	SM HOVELL	REFUND OF RATE OVERPAYMENT	5,000.23
31/08/2016 DD002858	PAY 5	FORTNIGHTLY PAY	658,835.58
31/08/2016 DD002859	ANZ BANK	BANK FEES	255.00
			<u>2,070,751.81</u>

### 6.3 FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 31 AUGUST 2016

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	An organisation that is managed effectively and achieves positive outcomes for the community.
<b>BUSINESS UNIT:</b>	Financial Services
<b>ACTIVITY UNIT:</b>	Financial Services
<b>REPORTING OFFICER:</b>	Strategic Financial Plan Accountant - Stuart Wells
<b>AUTHORISING OFFICER:</b>	Director, Finance and Corporate Services - Matthew Smith
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Financial Activity Statements - August 2016

#### **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 August 2016.

#### **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 21 July 2016, the Council adopted (C1607/160) the following material variance reporting threshold for the 2016/17 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 2016/17 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.*

#### **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****STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.3 - ‘An organisation that is managed effectively and achieves positive outcomes for the community’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

**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 hereto:

▪ Statement of Financial Activity

This report provides details of the City’s operating revenues and expenditures on a full year 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 AUGUST 2016

Historically, significant variances are evident in most revenue and expenditure categories during the early part of each financial year. With this in mind, this initial monthly report will not make any specific commentary on individual variances, which are predominantly due to timing differences. However, the report does list, for information purposes, those activities where the 10% reporting threshold has been exceeded (irrespective of timing matters).

### Operating Activity

- Operating Revenue

As at 31 August 2016, there is a variance of -0.66% (-\$345K) in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Other Revenue	+27%	+\$17
Interest Earnings	-18%	-\$119
Profit on Asset Disposals	100%	+12

- Operating Expenditure

As at 31 August 2016, there is a variance of +5% (+\$539K) in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	+41%	+\$946
Utilities	+21%	+\$84
Other Expenditure	+30%	+\$132
Allocations	-66%	-\$252

### Capital Activity

- Capital Revenue

As at 31 August 2016, there is a variance of -87% (-\$10,593K) in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Transfer from Reserves	-84%	-\$7,729
Transfer from Restricted Assets	-97%	-\$2,921
Proceeds from Sale of Assets	+100%	+\$57

- Capital Expenditure

As at 31 August 2016, there is a variance of 73% (+\$16,600K) in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	+47%	+\$2,159
Plant and Equipment	-83%	-\$54
Furniture and Equipment	+83%	+\$114
Infrastructure	+87%	+\$9,215
Transfers to Restricted Assets	-262%	-\$543
Transfers to Reserves	+79%	+\$5,709

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

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

## CONCLUSION

Significant variances are not unusual in the very early part of each financial year, with this primarily due to budget timing differences, coupled with an increased tendency for higher variances to occur based on 'lesser' year to date budget allocations. In reviewing the financial performance to the end of July, the major variances are all primarily attributable to timing differences.

## OPTIONS

The Council may determine not to receive the statutory financial activity statement reports.

## TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Reports are received as at the date of the relevant Council meeting

## OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 August 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.



City of BusseltonStatement of Financial ActivityFor The Period Ending 31 August 2016

	2016/2017 Actual	2015/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2016/17 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	41,457,822	41,472,827	41,472,827	41,899,310	41,899,310	-0.04%
Operating Grants, Subsidies and Contributions	771,518	831,074	831,074	4,861,121	4,861,121	-7.17%
Fees & Charges	7,711,181	7,816,051	7,816,051	15,598,955	15,598,955	-1.34%
Other Revenue	79,149	62,334	62,334	356,410	356,410	26.98%
Interest Earnings	530,950	650,512	650,512	2,542,850	2,542,850	-18.38%
	<u>50,550,620</u>	<u>50,832,798</u>	<u>50,832,798</u>	<u>65,258,646</u>	<u>65,258,646</u>	<u>-0.56%</u>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(5,357,288)	(5,180,596)	(5,180,596)	(27,838,725)	(27,838,725)	-3.41%
Materials & Contracts	(1,389,682)	(2,335,970)	(2,335,970)	(15,575,365)	(15,575,365)	40.51%
Utilities (Gas, Electricity, Water etc)	(310,471)	(394,042)	(394,042)	(2,358,980)	(2,358,980)	21.21%
Depreciation on non current assets	(2,811,017)	(2,641,864)	(2,641,864)	(15,715,050)	(15,715,050)	-6.40%
Insurance Expenses	(385,399)	(397,467)	(397,467)	(716,772)	(716,772)	3.04%
Other Expenditure	(312,362)	(444,848)	(444,848)	(3,095,864)	(3,095,864)	29.78%
Allocations	131,726	384,248	384,248	1,942,110	1,942,110	65.72%
	<u>(10,434,493)</u>	<u>(11,010,539)</u>	<u>(11,010,539)</u>	<u>(63,358,646)</u>	<u>(63,358,646)</u>	<u>5.23%</u>
<b>Borrowings Cost Expense</b>						
Interest Expenses	0	0	0	(1,318,330)	(1,318,330)	0.00%
	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,318,330)</u>	<u>(1,318,330)</u>	<u>0.00%</u>
Non-Operating Grants, Subsidies and Contributions	1,645,538	1,720,272	1,720,272	35,349,212	35,349,212	-4.34%
Profit on Asset Disposals	12,051	0	0	23,227	23,227	0.00%
Loss on Asset Disposals	(37,055)	0	0	(94,761)	(94,761)	0.00%
	<u>1,620,534</u>	<u>1,720,272</u>	<u>1,720,272</u>	<u>35,277,678</u>	<u>35,277,678</u>	<u>-5.80%</u>
<b>Net Result</b>	<u>41,736,661</u>	<u>41,542,531</u>	<u>41,542,531</u>	<u>35,859,348</u>	<u>35,859,348</u>	<u>0.47%</u>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	2,811,017	2,641,864	2,641,864	15,715,050	15,715,050	
Donated Assets	0	0	0	(13,800,000)	(13,800,000)	
(Profit)/Loss on Sale of Assets	25,004	0	0	71,534	71,534	
Allocations & Other Adjustments	(292)	0	0	0	0	
Deferred Pensioner Movements	(23,343)	0	0	0	0	
Recording of Employee Entitlements (Provisions)	0	0	0	(26,356)	(26,356)	
Deposit & Bonds Movements (cash backed)	(52,748)	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(2,396,407)	(4,554,918)	(4,554,918)	(24,081,120)	(24,081,120)	47.39%
Plant & Equipment	(120,009)	(65,484)	(65,484)	(2,783,200)	(2,783,200)	-83.27%
Furniture & Equipment	(22,620)	(136,984)	(136,984)	(1,910,597)	(1,910,597)	83.49%
Infrastructure	(1,388,787)	(10,603,511)	(10,603,511)	(66,504,042)	(66,504,042)	86.90%
Proceeds from Sale of Assets	57,091	0	0	609,000	609,000	0.00%
Proceeds from New Loans	0	0	0	3,650,000	3,650,000	0.00%
Self Supporting Loans - Repayment of Principal	0	0	0	91,040	91,040	0.00%
Total Loan Repayments - Principal	0	0	0	(2,089,302)	(2,089,302)	0.00%
Advances to Community Groups	0	0	0	(150,000)	(150,000)	0.00%
Transfer to Restricted Assets	(749,842)	(206,866)	(206,866)	(11,301,200)	(11,301,200)	-262.48%
Transfer from Restricted Assets	78,947	3,000,000	3,000,000	55,722,104	55,722,104	-97.37%
Transfer to Reserves	(1,541,429)	(7,250,844)	(7,250,844)	(25,302,389)	(25,302,389)	78.74%
Transfer from Reserves	1,500,000	9,229,356	9,229,356	35,052,041	35,052,041	-83.75%
Opening Funds Surplus/ (Deficit)	1,178,089	1,178,089	1,178,089	1,178,089	1,178,089	
<b>Net Current Position - Surplus / (Deficit)</b>	<u>41,091,332</u>	<u>34,773,233</u>	<u>34,773,233</u>	<u>0</u>	<u>0</u>	

**City of Busselton****Net Current Position****For The Period Ending 31 August 2016**

	2016/17 Actual	2016/17 Amended Budget	2016/17 Original Budget	2015/16 Actual
	\$	\$	\$	\$
<b><u>NET CURRENT ASSETS</u></b>				
<b><u>CURRENT ASSETS</u></b>				
Cash - Unrestricted	8,166,610	1,996,620	1,996,620	3,251,577
Cash - Restricted	113,266,955	58,428,023	58,428,023	112,598,579
Sundry Debtors	1,689,194	1,600,000	1,600,000	2,501,984
Rates Outstanding - General	34,849,078	1,550,000	1,550,000	787,186
Stock on Hand	16,542	20,000	20,000	20,420
	<u>157,988,379</u>	<u>63,594,643</u>	<u>63,594,643</u>	<u>119,159,746</u>
<b><u>LESS: CURRENT LIABILITIES</u></b>				
Bank Overdraft	0	0	0	0
Sundry Creditors	3,630,092	5,166,620	5,166,620	5,383,078
Performance Bonds	2,373,000	2,425,748	2,425,748	2,425,748
	<u>6,003,092</u>	<u>7,592,368</u>	<u>7,592,368</u>	<u>7,808,826</u>
Current Position (inclusive of Restricted Funds)	151,985,287	56,002,275	56,002,275	111,350,920
Add: Cash Backed Liabilities (Deposits & Bonds)	2,373,000	2,425,748	2,425,748	2,425,748
Less: Cash - Restricted Funds	(113,266,955 )	(58,428,023 )	(58,428,023 )	(112,598,579 )
<b><u>NET CURRENT ASSET POSITION</u></b>	<u>41,091,332</u>	<u>0</u>	<u>0</u>	<u>1,178,089</u>

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2016

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
<b>Land</b>						
10610 Property Services Administration	0	0	0	100,000	100,000	0.00%
11156 Airport Development	0	400,000	400,000	2,400,000	2,400,000	-100.00%
	0	400,000	400,000	2,500,000	2,500,000	-100.00%
<b>Buildings</b>						
<b>Major Projects</b>						
<b>Major Project - Busselton Foreshore</b>						
B9570 Foreshore East-Youth Precinct Community Youth Building/SLSC	63,291	466,666	466,666	2,800,000	2,800,000	-86.44%
B9583 Railway House	592,087	164,870	164,870	989,216	989,216	259.12%
B9593 Milne Street Pavilion	74,133	271,156	271,156	1,626,940	1,626,940	-72.66%
B9600 Old Busselton Lighthouse	0	0	0	80,000	80,000	0.00%
	729,512	902,692	902,692	5,496,156	5,496,156	-19.18%
<b>Major Project - Administration Building</b>						
B9010 Civic and Administration Centre Construction	1,505,617	2,999,998	2,999,998	14,498,715	14,498,715	-49.81%
	1,505,617	2,999,998	2,999,998	14,498,715	14,498,715	-49.81%
<b>Buildings (Other)</b>						
B9104 Wilyabrup Brigade Shed	33,000	33,000	33,000	33,000	33,000	0.00%
B9111 Yallingup Rural Bush Fire Brigade	0	0	0	30,520	30,520	0.00%
B9112 Ambergate Bushfire Brigade Shed	0	0	0	123,307	123,307	0.00%
B9300 Aged Housing Capital Improvements - Winderup	581	0	0	30,000	30,000	0.00%
B9301 Aged Housing Capital Improvements - Harris Road	0	0	0	20,000	20,000	0.00%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	0	0	40,000	40,000	0.00%
B9406 Busselton Cemetery - Chapel	0	5,000	5,000	30,000	30,000	-100.00%
B9531 GLC - Sports Hall	0	15,834	15,834	95,000	95,000	-100.00%
B9539 GLC - Roof Repairs	0	7,116	7,116	42,700	42,700	-100.00%
B9556 NCC Internal Refurbishment	0	6,166	6,166	37,000	37,000	-100.00%
B9566 GLC Pool Hall	0	6,566	6,566	39,400	39,400	-100.00%
B9591 Performing Arts Convention Centre	0	0	0	100,000	100,000	0.00%
B9594 Vasse Community Recreation Precinct - Changerooms & Toilet	0	69,182	69,182	415,100	415,100	-100.00%
B9596 GLC Building Improvements	675	6,666	6,666	40,000	40,000	-89.87%
B9598 Dunsborough Library	0	4,034	4,034	24,200	24,200	-100.00%
B9599 Portable Toilets	0	0	0	20,000	20,000	0.00%
B9601 Meelup Shed	0	0	0	10,000	10,000	0.00%
B9715 Airport Terminal Stage 1B	52,500	10,000	10,000	60,000	60,000	425.00%
B9802 Kook Caravan Park Ablutions Refurbishment	0	16,666	16,666	100,000	100,000	-100.00%
B9804 Kook Park Home	74,522	51,166	51,166	171,022	171,022	45.65%
B9805 Kook Park Kitchen	0	5,832	5,832	35,000	35,000	-100.00%
B9806 Kook Park Electrical Upgrade	0	15,000	15,000	90,000	90,000	-100.00%
	161,278	252,228	252,228	1,586,249	1,586,249	-36.06%
<b>Total Buildings</b>	<b>2,396,407</b>	<b>4,154,918</b>	<b>4,154,918</b>	<b>21,581,120</b>	<b>21,581,120</b>	<b>-42.32%</b>

**City of Busselton****Capital Acquisition Report****Property, Plant & Equipment, Infrastructure****For the Period Ended 31 August 2016**

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
<b>Plant &amp; Equipment</b>						
10001 Office of the CEO	69,323	0	0	90,000	90,000	0.00%
10115 Major Projects Administration	36,687	0	0	40,000	40,000	0.00%
10251 Business Systems	0	0	0	35,000	35,000	0.00%
10591 Geopraphe Leisure Centre	1,500	26,484	26,484	158,900	158,900	-94.34%
10600 Kookaburra Caravan Park	0	0	0	28,000	28,000	0.00%
10805 Planning Administration	0	0	0	40,000	40,000	0.00%
10910 Building Services	0	0	0	35,000	35,000	0.00%
10920 Environmental Health Services Administration	0	0	0	2,000	2,000	0.00%
10922 Preventative Services - Mosquitoes	0	0	0	3,300	3,300	0.00%
10950 Animal Control	0	0	0	50,000	50,000	0.00%
10980 Other Law, Order & Public Safety	0	0	0	50,000	50,000	0.00%
11101 Engineering Services Administration	0	0	0	40,000	40,000	0.00%
11107 Engineering Services Design	0	0	0	39,000	39,000	0.00%
11150 Asset Management Administration	0	0	0	35,000	35,000	0.00%
11151 Airport Operations	0	0	0	3,000	3,000	0.00%
11401 Transport - Workshop	0	0	0	5,000	5,000	0.00%
11402 Plant Purchases (P10)	0	39,000	39,000	434,000	434,000	-100.00%
11403 Plant Purchases (P11)	0	0	0	571,000	571,000	0.00%
11404 Plant Purchases (P12)	0	0	0	1,089,000	1,089,000	0.00%
11500 Operations Services Administration	0	0	0	35,000	35,000	0.00%
B1026 Yallingup Rural Bushfire Brigade	12,500	0	0	0	0	0.00%
	120,009	65,484	65,484	2,783,200	2,783,200	83.27%
<b>Furniture &amp; Office Equipment</b>						
10115 Major Projects Administration	0	13,334	13,334	80,000	80,000	-100.00%
10251 Business Systems	22,620	63,166	63,166	379,000	379,000	-64.19%
10380 Busselton Library	0	0	0	11,670	11,670	0.00%
10381 Dunsborough Library	0	1,600	1,600	16,200	16,200	-100.00%
10590 Naturaliste Community Centre	0	13,000	13,000	15,487	15,487	-100.00%
10591 Geopraphe Leisure Centre	0	4,384	4,384	68,840	68,840	-100.00%
10616 Winderup Villas Aged Housing	0	0	0	6,000	6,000	0.00%
10617 Harris Road Aged Housing	0	0	0	3,500	3,500	0.00%
10625 Art Geo Administration	0	334	334	12,000	12,000	-100.00%
10900 Cultural Planning	0	24,500	24,500	116,500	116,500	-100.00%
10920 Environmental Health Services Administration	0	0	0	1,400	1,400	0.00%
B1000 Administration Building- 2-16 Southern Drive	0	0	0	1,100,000	1,100,000	0.00%
B1357 Railway House	0	16,666	16,666	100,000	100,000	-100.00%
	22,620	136,984	136,984	1,910,597	1,910,597	-83.49%
<b>Sub-Total Property, Plant &amp; Equipment</b>	<b>2,539,036</b>	<b>4,757,386</b>	<b>4,757,386</b>	<b>28,774,917</b>	<b>28,774,917</b>	<b>-46.63%</b>
<b>&gt;&gt; Infrastructure</b>						
<b>Major Project - Busselton Foreshore</b>						
C0045 Busselton Foreshore Stage 3: Goose Car Park	2,310	33,334	33,334	200,000	200,000	-93.07%
C0046 Busselton Foreshore Stage 3: Central Car Park	0	25,000	25,000	150,000	150,000	-100.00%
C3064 Foreshore Central - Coastal Defences (Jetty to Geo. Bay Rd)	0	333,334	333,334	2,000,000	2,000,000	-100.00%
C3107 Foreshore Central-Foreshore Promenade (Jetty to Geo Bay Rd)	130	183,334	183,334	1,100,000	1,100,000	-99.93%
C3133 Busselton Foreshore Contingency	0	15,116	15,116	90,700	90,700	-100.00%
C3140 Foreshore Water Supply and Services (Utilities)	0	200,000	200,000	898,927	898,927	-100.00%
C3148 Busselton Foreshore Stage 3: Foreshore Landscaping	0	66,666	66,666	400,000	400,000	-100.00%
C3149 Busselton Foreshore Stage 3: Remedial Works	0	8,334	8,334	50,000	50,000	-100.00%
C3150 Busselton Foreshore Stage 3: Toddler's Playground	4,500	28,834	28,834	173,000	173,000	-84.39%
C3151 Busselton Foreshore Stage 3: Jetty Way Pedestrian	6,275	92,504	92,504	555,030	555,030	-93.22%
C3152 Busselton Foreshore Stage 3: Queen Street Abutment	0	83,334	83,334	500,000	500,000	-100.00%
C3153 Busselton Foreshore Stage 3: Possum Park	6,959	33,334	33,334	200,000	200,000	-79.12%
W0196 Busselton Foreshore Stage 3: Foreshore Parade West	0	116,666	116,666	700,000	700,000	-100.00%
W0197 Busselton Foreshore Stage 3: Queen St Upgrade	975	108,334	108,334	650,000	650,000	-99.10%
	21,149	1,328,124	1,328,124	7,667,657	7,667,657	-98.41%
<b>Major Project - Administration Building</b>						
C0043 Administration Building Carpark	0	40,834	40,834	245,000	245,000	-100.00%
	0	40,834	40,834	245,000	245,000	-100.00%
<b>Busselton Jetty</b>						
C3500 Busselton Jetty Refurbishment	0	12,440	12,440	18,660	18,660	-100.00%
	0	12,440	12,440	18,660	18,660	-100.00%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2016

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
<b>Footpaths Construction</b>						
F0018 Marine Terrace Footpath	0	19,166	19,166	115,000	115,000	-100.00%
F0059 Brown Street Footpaths	0	9,798	9,798	58,788	58,788	-100.00%
F0061 Layman Road Footpath Renewal	3,039	0	0	0	0	0.00%
F0063 Yallingup Footpath	221	5,280	5,280	31,682	31,682	-95.81%
F0066 Bussell Highway Footpath Sections	0	33,666	33,666	202,000	202,000	-100.00%
F0068 Freycinet Drive Access	0	7,000	7,000	42,000	42,000	-100.00%
F0069 Luke Way Guerin Street to David Drive	0	3,666	3,666	22,000	22,000	-100.00%
F0070 Strelly Street Community Garden Access	0	3,334	3,334	20,000	20,000	-100.00%
F0071 Lou Weston Oval Shared Path	0	14,168	14,168	85,000	85,000	-100.00%
	3,260	96,078	96,078	576,470	576,470	-96.61%
<b>Drainage Construction - Street</b>						
D0009 Busselton LIA - Geocatch Drain Partnership	0	0	0	30,000	30,000	0.00%
D0010 Dunsborough / Busselton Drainage Upgrades	2,033	47,832	47,832	287,000	287,000	-95.75%
	2,033	47,832	47,832	317,000	317,000	-95.75%
<b>Car Parking Construction</b>						
C0035 Churchill Park Hardstand Area (Parking)	0	21,172	21,172	127,030	127,030	-100.00%
C0036 Lou Weston / King St Foreshore Car Parking	34,111	382	382	2,287	2,287	8829.48%
C0044 Meelup Coastal Nodes - Carpark upgrade	0	0	0	85,670	85,670	0.00%
C0047 Dunsborough Town Centre Carparking	0	0	0	1,350,000	1,350,000	0.00%
	34,111	21,554	21,554	1,564,987	1,564,987	58.26%
<b>Bridges Construction</b>						
A0006 Roy Road - Bridge Construction - Bridge 3373A	0	0	0	69,000	69,000	0.00%
A0008 Layman Road Bridge - 3438	0	100,000	100,000	600,000	600,000	-100.00%
A0010 Queen Street Bridge 0240A	0	48,000	48,000	288,000	288,000	-100.00%
A0015 Metricup Road Bridge - 3354	0	0	0	912,000	912,000	0.00%
A0020 Ludlow Hithergreen Road Bridge - 3464	0	26,500	26,500	159,000	159,000	-100.00%
	0	174,500	174,500	2,028,000	2,028,000	-100.00%
<b>Cycleways Construction</b>						
F1008 Busselton Bypass - Strelly Street to Clydebank Avenue	0	9,050	9,050	54,304	54,304	-100.00%
F1011 Navigation Way Armitage Drive to Lanyard Boulevard	0	19,166	19,166	115,000	115,000	-100.00%
F1014 Busselton Bypass - Fairway to Kangaroo Gully	2,982	21,434	21,434	128,600	128,600	-86.09%
F1017 Busselton Bypass Cycleway (Clydebank to Grace Court)	0	37,498	37,498	225,000	225,000	-100.00%
F1018 Dunsborough Cycleway CBD to Our Lady of the Cape School	0	0	0	30,000	30,000	0.00%
	2,982	87,148	87,148	552,904	552,904	-96.58%
<b>Townscape Construction</b>						
C1024 Dunsborough Road Access Improvements Stage 1	94,577	82,000	82,000	492,000	492,000	15.34%
	94,577	82,000	82,000	492,000	492,000	15.34%
<b>Boat Ramps Construction</b>						
C1513 Port Geographe Boat Trailer Parking Layout Redevelopment	0	0	0	229,000	229,000	0.00%
	0	0	0	229,000	229,000	0.00%
<b>Beach Restoration</b>						
C2504 Groyne Construction	0	0	0	45,000	45,000	0.00%
C2512 Sand Re-Nourishment	56,052	0	0	110,000	110,000	0.00%
C2520 Coastal Protection Works	0	4,166	4,166	25,000	25,000	-100.00%
C2522 King Street Seawall	0	0	0	305,000	305,000	0.00%
	56,052	4,166	4,166	485,000	485,000	1245.47%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2016

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
<b>Parks, Gardens &amp; Reserves</b>						
C3006 Playgrounds General - Replacement of playground equipment	0	5,834	5,834	35,000	35,000	-100.00%
C3014 Meelup Park - Fire Access Trail	0	0	0	20,000	20,000	0.00%
C3040 Churchill Park - Install Synthetic Wicket	0	3,000	3,000	18,000	18,000	-100.00%
C3046 Dunsborough - BMX / Skatebowl	235	4,400	4,400	26,396	26,396	-94.67%
C3110 Dunsborough Lions Park	15,960	0	0	0	0	0.00%
C3122 Rails to Trails	0	0	0	100,000	100,000	0.00%
C3123 Geographe Leisure Centre - Landscaping	0	0	0	32,000	32,000	0.00%
C3127 Whale Viewing Platform - Point Picquet	19,526	19,526	19,526	19,526	19,526	0.00%
C3130 Vasse Birchfields Bore	0	10,668	10,668	64,000	64,000	-100.00%
C3134 Vasse Community & Recreation Precinct - AFL Oval Stage 1	3,395	50,000	50,000	300,000	300,000	-93.21%
C3136 Newtown Oval - Minor Upgrade of Existing Oval	0	1,624	1,624	9,745	9,745	-100.00%
C3143 NCC Infrastructure	0	2,184	2,184	13,100	13,100	-100.00%
C3145 Churchill Park Redevelopment - Irrigation	164	50,834	50,834	305,000	305,000	-99.68%
C3146 Dunsborough Town Centre	0	8,334	8,334	50,000	50,000	-100.00%
C3147 Busselton Foreshore - Extension to Mainline	0	25,000	25,000	150,000	150,000	-100.00%
C3154 Administration Building Landscaping Works	0	75,000	75,000	450,000	450,000	-100.00%
C3156 Meelup Capital Works - Unallocated	5,682	0	0	40,000	40,000	0.00%
C3157 Port Geographe - Landscaping Layman Road	0	0	0	10,000	10,000	0.00%
C3158 Port Geographe - Casurina Replacements on Layman Road	0	2,500	2,500	15,000	15,000	-100.00%
	44,961	258,904	258,904	1,657,767	1,657,767	-82.63%
<b>Cemetery Capital Works</b>						
C1605 Busselton Cemetery Infrastructure Upgrades	0	5,000	5,000	30,000	30,000	-100.00%
	0	5,000	5,000	30,000	30,000	-100.00%
<b>Beach Front Infrastructure Works</b>						
C1753 Eagle Bay Viewing Platform	0	3,834	3,834	23,000	23,000	-100.00%
	0	3,834	3,834	23,000	23,000	-100.00%
<b>Aged Housing - Infrastructure Works</b>						
C3451 Aged Housing Infrastructure (Upgrade)	0	0	0	20,000	20,000	0.00%
	0	0	0	20,000	20,000	0.00%
<b>Sanitation Infrastructure</b>						
C3479 New Cell Development	27,833	145,000	145,000	870,000	870,000	-80.80%
C3481 Transfer Station Development	731,212	379,704	379,704	2,278,223	2,278,223	92.57%
C3485 Site Rehabilitation - Busselton	30,367	41,666	41,666	250,000	250,000	-27.12%
C3487 Site Rehabilitation - Dunsborough	3,130	25,000	25,000	150,000	150,000	-87.48%
C3488 Busselton Transfer Station Provision of Scheme Water	0	66,666	66,666	400,000	400,000	-100.00%
	792,542	658,036	658,036	3,948,223	3,948,223	20.44%
<b>Airport Development</b>						
C6090 Parks & Gardens Airport Stage 2	0	57,500	57,500	345,000	345,000	-100.00%
C6091 Airport Construction Stage 2, Noise Management Plan	0	165,668	165,668	994,000	994,000	-100.00%
C6092 Airport Construction Stage 2, Airfield	0	4,166,666	4,166,666	25,000,000	25,000,000	-100.00%
C6093 Airport Construction Stage 2, Car Park & Access Roads	0	950,000	950,000	5,700,000	5,700,000	-100.00%
C6094 Airport Construction Stage 2, Jet Fuel	0	70,000	70,000	420,000	420,000	-100.00%
C6095 Airport Construction Stage 2, External Services	0	766,668	766,668	4,600,000	4,600,000	-100.00%
C6097 Airport Construction Stage 1B, Jet Fuel	0	102,444	102,444	614,659	614,659	-100.00%
C6099 Airport Development - Project Expenses	203,476	253,175	253,175	1,469,107	1,469,107	-19.63%
	203,476	6,532,121	6,532,121	39,142,766	39,142,766	-96.88%

City of BusseltonCapital Acquisition ReportProperty, Plant & Equipment, InfrastructureFor the Period Ended 31 August 2016

Description	2016/17 Actual	2016/17 Amended Budget YTD	2016/17 Original Budget YTD	2016/17 Amended Budget	2016/17 Original Budget	2016/17 Budget YTD Variance
<b>Main Roads</b>						
S0035 Strelly Street	0	26,688	26,688	160,128	160,128	-100.00%
S0036 Tuart Drive	0	35,000	35,000	210,000	210,000	-100.00%
S0049 Layman Road	112	125,000	125,000	750,000	750,000	-99.91%
S0051 Causeway Road	0	25,000	25,000	150,000	150,000	-100.00%
S0064 Peel Terrace	0	72,286	72,286	433,719	433,719	-100.00%
S0065 Metricup Road	0	40,000	40,000	240,000	240,000	-100.00%
S0303 Earnshaw Road	0	2,666	2,666	16,000	16,000	-100.00%
S0304 Hale Street	0	12,166	12,166	73,000	73,000	-100.00%
S0305 Kempston Place	0	7,334	7,334	44,000	44,000	-100.00%
S0306 Moore Street	0	7,166	7,166	43,000	43,000	-100.00%
S0307 Redwood Close	0	2,666	2,666	16,000	16,000	-100.00%
S0308 Ringtail Retreat	0	6,000	6,000	36,000	36,000	-100.00%
S0309 Rivergum Place	0	4,334	4,334	26,000	26,000	-100.00%
S0310 Wallaby Gardens	0	5,000	5,000	30,000	30,000	-100.00%
S0311 Waratah Court	0	2,834	2,834	17,000	17,000	-100.00%
S0312 Whistler Cove	0	2,334	2,334	14,000	14,000	-100.00%
S0313 Cummins Court	0	2,538	2,538	15,223	15,223	-100.00%
	112	379,012	379,012	2,274,070	2,274,070	-99.97%
<b>Roads to Recovery</b>						
T0016 Puzey Road	10,766	218,588	218,588	1,311,526	1,311,526	-95.07%
T0063 Tom Cullity Drive	0	173,834	173,834	1,043,000	1,043,000	-100.00%
T0073 Hammond Road	0	19,500	19,500	117,000	117,000	-100.00%
T0074 Maxted Street	590	26,834	26,834	161,000	161,000	-97.80%
T0075 Pelican Place	0	7,166	7,166	43,000	43,000	-100.00%
T0076 Roberts Road	918	21,334	21,334	128,000	128,000	-95.70%
	12,274	467,256	467,256	2,803,526	2,803,526	-97.37%
<b>Council Roads Initiative</b>						
W0005 Kaloourup Road	0	28,000	28,000	168,000	168,000	-100.00%
W0019 Marine Terrace	0	17,168	17,168	103,000	103,000	-100.00%
W0028 Bus Bays & Shelters	10,345	620	620	3,720	3,720	1568.55%
W0032 Chamber Road	0	5,666	5,666	34,000	34,000	-100.00%
W0044 Brash Road Yallingup	0	7,832	7,832	47,000	47,000	-100.00%
W0046 Hurford Street	2,506	0	0	0	0	0.00%
W0080 Bussell Highway	76,257	4,488	4,488	26,933	26,933	1599.13%
W0100 Peel Terrace	0	4,334	4,334	26,000	26,000	-100.00%
W0128 Worgan Road	0	13,038	13,038	78,220	78,220	-100.00%
W0135 Bussell Highway - Norman Road Broadwater Intersection	25,946	5,560	5,560	33,359	33,359	366.66%
W0136 DAIP Issues District ACROD Bays, ramps, signs etc	5,862	7,500	7,500	45,000	45,000	-21.84%
W0150 Roe Terrace Busselton	0	6,668	6,668	40,000	40,000	-100.00%
W0159 David Drive Geographe	0	4,834	4,834	29,000	29,000	-100.00%
W0174 Owen Road	0	4,662	4,662	27,980	27,980	-100.00%
W0175 Scott Road	0	7,500	7,500	45,000	45,000	-100.00%
W0176 Signage (Alternate CBD Entry)	0	10,000	10,000	60,000	60,000	-100.00%
W0177 Strelly Street	0	10,000	10,000	60,000	60,000	-100.00%
W0178 Tompsett Road	209	9,466	9,466	56,800	56,800	-97.79%
W0179 Anthony Road	0	6,166	6,166	37,000	37,000	-100.00%
W0180 Beach Road	0	13,002	13,002	78,000	78,000	-100.00%
W0181 Blue Crescent	0	28,000	28,000	168,000	168,000	-100.00%
W0182 Capel-Tutunup	0	13,000	13,000	78,000	78,000	-100.00%
W0183 Carter Road	0	71,834	71,834	431,000	431,000	-100.00%
W0185 Elsgood Avenue	0	11,000	11,000	66,000	66,000	-100.00%
W0186 Grant Street	0	7,332	7,332	44,000	44,000	-100.00%
W0187 Luke Way	0	5,834	5,834	35,000	35,000	-100.00%
W0188 Macbeth Way	0	5,668	5,668	34,000	34,000	-100.00%
W0189 Melville Court	0	6,666	6,666	40,000	40,000	-100.00%
W0190 Miamup Road	0	36,666	36,666	220,000	220,000	-100.00%
W0191 Queen / Albert & West St / Bussell Left Turn Upgrades	0	12,500	12,500	75,000	75,000	-100.00%
W0192 Valley Road	0	8,332	8,332	50,000	50,000	-100.00%
W0193 Wardenup Crescent	0	7,502	7,502	45,000	45,000	-100.00%
W0194 William Place	131	6,000	6,000	36,000	36,000	-97.81%
W0195 Yallingup Beach Road	0	4,834	4,834	29,000	29,000	-100.00%
W0198 Senior Citizens Access Road (Peel Tce)	0	9,666	9,666	58,000	58,000	-100.00%
W0199 Roe Tce (Bunbury to Frederick) Unconstructed Road Reserve	0	3,334	3,334	20,000	20,000	-100.00%
	121,257	404,672	404,672	2,428,012	2,428,012	-70.04%
<b>Sub-Total Infrastructure</b>	<b>1,388,787</b>	<b>10,603,511</b>	<b>10,603,511</b>	<b>66,504,042</b>	<b>66,504,042</b>	<b>-86.90%</b>
<b>Grand Total - Capital Acquisitions</b>	<b>3,927,823</b>	<b>15,360,897</b>	<b>15,360,897</b>	<b>95,278,959</b>	<b>95,278,959</b>	



**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 August 2016**

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>100 Airport Infrastructure Renewal and Replacement Reserve</b>						
Accumulated Reserves at Start of Year	940,036.19	940,036.19	940,036.19	940,036.19	940,036.19	459,285.18
Interest transfer to Reserves	5,921.67	4,142.00	4,142.00	24,852.00	24,852.00	21,759.92
Transfer from Muni	71,336.00	71,336.00	71,336.00	428,012.00	428,012.00	501,621.21
Transfer to Muni	0.00	0.00	0.00	(42,630.00)	(42,630.00)	(42,630.12)
	<u>1,017,293.86</u>	<u>1,015,514.19</u>	<u>1,015,514.19</u>	<u>1,350,270.19</u>	<u>1,350,270.19</u>	<u>940,036.19</u>
<b>101 Asset Depreciation Reserve</b>						
Accumulated Reserves at Start of Year	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,573,603.88	2,546,023.36
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	72,401.89
Transfer to Muni	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(2,573,603.88)	(44,821.37)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,573,603.88</u>
<b>102 Beach Protection Reserve</b>						
Accumulated Reserves at Start of Year	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,768,390.03	1,494,337.28
Interest transfer to Reserves	9,759.39	8,204.00	8,204.00	49,224.00	49,224.00	51,149.12
Transfer from Muni	75,620.00	75,620.00	75,620.00	453,720.00	453,720.00	444,000.00
Transfer to Muni	0.00	0.00	0.00	(447,500.00)	(447,500.00)	(221,096.37)
	<u>1,853,769.42</u>	<u>1,852,214.03</u>	<u>1,852,214.03</u>	<u>1,823,834.03</u>	<u>1,823,834.03</u>	<u>1,768,390.03</u>
<b>106 Building Reserve</b>						
Accumulated Reserves at Start of Year	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,493,038.06	1,409,407.53
Interest transfer to Reserves	7,197.42	7,678.00	7,678.00	46,068.00	46,068.00	48,784.11
Transfer from Muni	0.00	0.00	0.00	119,667.77	119,667.77	500,000.00
Transfer to Muni	0.00	0.00	0.00	(408,022.00)	(408,022.00)	(465,153.58)
	<u>1,500,235.48</u>	<u>1,500,716.06</u>	<u>1,500,716.06</u>	<u>1,250,751.83</u>	<u>1,250,751.83</u>	<u>1,493,038.06</u>
<b>107 Corporate IT System Programme</b>						
Accumulated Reserves at Start of Year	132,062.14	132,062.14	132,062.14	132,062.14	132,062.14	128,259.45
Interest transfer to Reserves	782.25	652.00	652.00	3,912.00	3,912.00	3,802.69
	<u>132,844.39</u>	<u>132,714.14</u>	<u>132,714.14</u>	<u>135,974.14</u>	<u>135,974.14</u>	<u>132,062.14</u>
<b>110 Jetty Maintenance Reserve</b>						
Accumulated Reserves at Start of Year	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,306,653.49	2,094,712.96
Interest transfer to Reserves	11,427.29	9,714.00	9,714.00	58,284.00	58,284.00	76,168.46
Transfer from Muni	0.00	0.00	0.00	1,182,454.00	1,182,454.00	1,154,259.75
Transfer to Muni	0.00	0.00	0.00	(622,870.00)	(622,870.00)	(1,018,487.68)
	<u>2,318,080.78</u>	<u>2,316,367.49</u>	<u>2,316,367.49</u>	<u>2,924,521.49</u>	<u>2,924,521.49</u>	<u>2,306,653.49</u>
<b>111 Legal Expenses Reserve</b>						
Accumulated Reserves at Start of Year	530,592.71	530,592.71	530,592.71	530,592.71	530,592.71	309,205.83
Interest transfer to Reserves	3,146.87	2,612.00	2,612.00	15,672.00	15,672.00	10,742.38
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	210,644.50
	<u>533,739.58</u>	<u>533,204.71</u>	<u>533,204.71</u>	<u>546,264.71</u>	<u>546,264.71</u>	<u>530,592.71</u>
<b>112 Long Service Leave Reserve</b>						
Accumulated Reserves at Start of Year	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,604,471.00	2,204,037.00
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	67,424.94
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	596,880.21
Transfer to Muni	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(2,604,471.00)	(263,871.15)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,604,471.00</u>
<b>114 City Car Parking and Access Reserve</b>						
Accumulated Reserves at Start of Year	427,856.90	427,856.90	427,856.90	427,856.90	427,856.90	198,114.86
Interest transfer to Reserves	2,026.83	2,108.00	2,108.00	12,648.00	12,648.00	12,628.28
Transfer from Muni	68,004.00	68,004.00	68,004.00	408,020.00	408,020.00	379,363.00
Transfer to Muni	0.00	0.00	0.00	(804,170.00)	(804,170.00)	(162,249.24)
	<u>497,887.73</u>	<u>497,968.90</u>	<u>497,968.90</u>	<u>44,354.90</u>	<u>44,354.90</u>	<u>427,856.90</u>



**City of Busselton**

**Reserves Movement Report**

**For The Period Ending 31 August 2016**

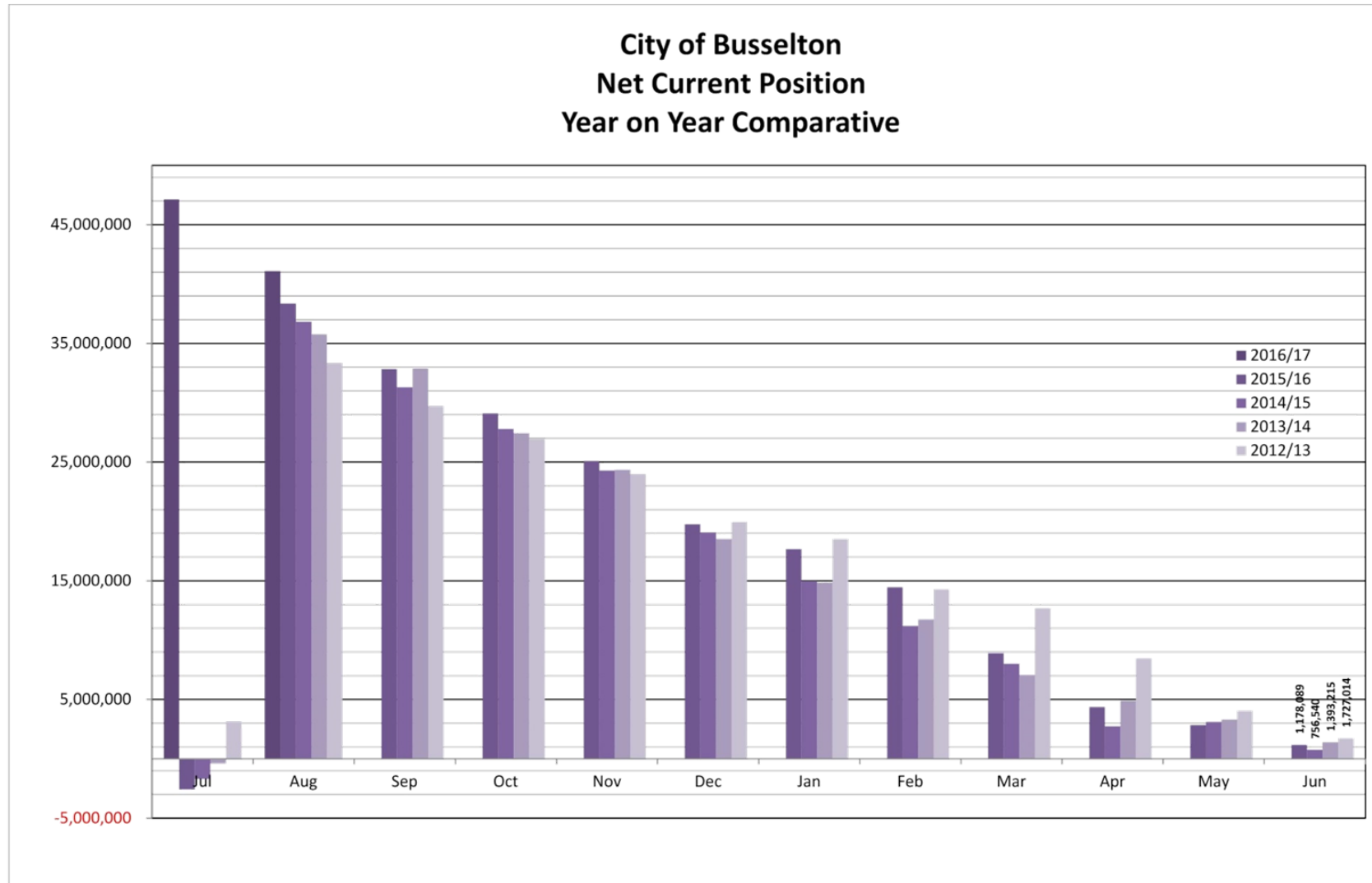
	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>115 Plant Replacement Reserve</b>						
Accumulated Reserves at Start of Year	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,810,578.75	2,425,054.89
Interest transfer to Reserves	16,299.45	13,794.00	13,794.00	82,764.00	82,764.00	81,917.52
Transfer from Muni	91,666.00	91,666.00	91,666.00	550,000.00	550,000.00	702,330.00
Transfer to Muni	0.00	0.00	0.00	(1,134,000.00)	(1,134,000.00)	(398,723.66)
	<u>2,918,544.20</u>	<u>2,916,038.75</u>	<u>2,916,038.75</u>	<u>2,309,342.75</u>	<u>2,309,342.75</u>	<u>2,810,578.75</u>
<b>116 Professional Development Reserve</b>						
Accumulated Reserves at Start of Year	77,905.02	77,905.02	77,905.02	77,905.02	77,905.02	74,239.77
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,017.55
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	60,000.00
Transfer to Muni	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(77,905.02)	(59,352.30)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,905.02</u>
<b>117 Road Asset Renewal Reserve</b>						
Accumulated Reserves at Start of Year	328,823.05	328,823.05	328,823.05	328,823.05	328,823.05	118,257.47
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	22,424.25
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,101,785.00
Transfer to Muni	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(328,823.05)	(913,643.67)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>328,823.05</u>
<b>119 Sick Pay Incentive Reserve</b>						
Accumulated Reserves at Start of Year	144,552.59	144,552.59	144,552.59	144,552.59	144,552.59	143,876.51
Interest transfer to Reserves	0.00	0.00	0.00	0.00	0.00	3,381.67
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	3,627.42
Transfer to Muni	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(144,552.59)	(6,333.01)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>144,552.59</u>
<b>120 Strategic Projects Reserve</b>						
Accumulated Reserves at Start of Year	216,612.01	216,612.01	216,612.01	216,612.01	216,612.01	185,993.80
Interest transfer to Reserves	1,291.20	1,068.00	1,068.00	6,408.00	6,408.00	5,618.21
Transfer from Muni	4,166.00	4,166.00	4,166.00	25,000.00	25,000.00	25,000.00
Transfer to Muni	0.00	0.00	0.00	(60,000.00)	(60,000.00)	0.00
	<u>222,069.21</u>	<u>221,846.01</u>	<u>221,846.01</u>	<u>188,020.01</u>	<u>188,020.01</u>	<u>216,612.01</u>
<b>121 Waste Management Facility and Plant Reserve</b>						
Accumulated Reserves at Start of Year	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	7,613,254.10	8,134,428.23
Interest transfer to Reserves	34,352.77	27,614.00	27,614.00	165,684.00	165,684.00	288,437.31
Transfer from Muni	509,970.00	509,970.00	509,970.00	3,059,810.00	3,059,810.00	2,626,835.44
Transfer to Muni	0.00	0.00	0.00	(4,439,723.00)	(4,439,723.00)	(3,436,446.88)
	<u>8,157,576.87</u>	<u>8,150,838.10</u>	<u>8,150,838.10</u>	<u>6,399,025.10</u>	<u>6,399,025.10</u>	<u>7,613,254.10</u>
<b>122 Port Geographe Development Reserve</b>						
Accumulated Reserves at Start of Year	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	1,654,121.43	569,370.66
Interest transfer to Reserves	9,795.06	8,126.00	8,126.00	48,756.00	48,756.00	24,679.87
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,066,000.00
Transfer to Muni	0.00	0.00	0.00	(245,510.00)	(245,510.00)	(5,929.10)
	<u>1,663,916.49</u>	<u>1,662,247.43</u>	<u>1,662,247.43</u>	<u>1,457,367.43</u>	<u>1,457,367.43</u>	<u>1,654,121.43</u>
<b>123 Port Geographe Waterways Management Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,454,443.12	3,265,183.14
Interest transfer to Reserves	20,520.11	17,040.00	17,040.00	102,240.00	102,240.00	98,070.29
Transfer from Muni	28,474.00	28,474.00	28,474.00	170,847.00	170,847.00	391,189.69
Transfer to Muni	0.00	0.00	0.00	(305,000.00)	(305,000.00)	(300,000.00)
	<u>3,503,437.23</u>	<u>3,499,957.12</u>	<u>3,499,957.12</u>	<u>3,422,530.12</u>	<u>3,422,530.12</u>	<u>3,454,443.12</u>

**City of Busselton****Reserves Movement Report****For The Period Ending 31 August 2016**

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>124 Workers Compensation Contingency Reserve</b>						
Accumulated Reserves at Start of Year	273,142.25	273,142.25	273,142.25	273,142.25	273,142.25	265,277.30
Interest transfer to Reserves	1,617.91	1,348.00	1,348.00	8,088.00	8,088.00	7,864.95
Transfer from Muni	6,800.00	6,800.00	6,800.00	40,800.00	40,800.00	0.00
Transfer to Muni	0.00	0.00	0.00	(20,000.00)	(20,000.00)	0.00
	<u>281,560.16</u>	<u>281,290.25</u>	<u>281,290.25</u>	<u>302,030.25</u>	<u>302,030.25</u>	<u>273,142.25</u>
<b>126 Provenge Landscape Maintenance Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	835,855.66	835,855.66	835,855.66	835,855.66	835,855.66	676,765.29
Interest transfer to Reserves	5,025.42	4,082.00	4,082.00	24,492.00	24,492.00	22,654.23
Transfer from Muni	24,198.00	24,198.00	24,198.00	145,190.00	145,190.00	136,436.14
Transfer to Muni	0.00	0.00	0.00	(117,120.00)	(117,120.00)	0.00
	<u>865,079.08</u>	<u>864,135.66</u>	<u>864,135.66</u>	<u>888,417.66</u>	<u>888,417.66</u>	<u>835,855.66</u>
<b>127 Infrastructure Development Reserve</b>						
Accumulated Reserves at Start of Year	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,007,644.66	2,311,812.74
Interest transfer to Reserves	8,352.21	12,306.00	12,306.00	73,836.00	73,836.00	74,547.89
Transfer from Muni	89,694.00	89,694.00	89,694.00	538,171.00	538,171.00	633,740.00
Transfer to Muni	0.00	0.00	0.00	(804,945.00)	(804,945.00)	(1,012,455.97)
	<u>2,105,690.87</u>	<u>2,109,644.66</u>	<u>2,109,644.66</u>	<u>1,814,706.66</u>	<u>1,814,706.66</u>	<u>2,007,644.66</u>
<b>128 Vasse Newtown Landscape Maintenance Reserve (SAR)</b>						
Accumulated Reserves at Start of Year	470,759.51	470,759.51	470,759.51	470,759.51	470,759.51	406,921.35
Interest transfer to Reserves	2,454.47	2,288.00	2,288.00	13,728.00	13,728.00	14,524.93
Transfer from Muni	26,748.00	26,748.00	26,748.00	160,489.00	160,489.00	152,009.48
Transfer to Muni	0.00	0.00	0.00	(273,785.00)	(273,785.00)	(102,696.25)
	<u>499,961.98</u>	<u>499,795.51</u>	<u>499,795.51</u>	<u>371,191.51</u>	<u>371,191.51</u>	<u>470,759.51</u>
<b>129 Untied Grants Reserve</b>						
Accumulated Reserves at Start of Year	0.00	0.00	0.00	0.00	0.00	1,109,692.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(1,109,692.00)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>130 Locke Estate Reserve</b>						
Accumulated Reserves at Start of Year	64,000.00	64,000.00	64,000.00	64,000.00	64,000.00	0.00
Interest transfer to Reserves	628.01	296.00	296.00	1,776.00	1,776.00	0.00
Transfer from Muni	0.00	0.00	0.00	60,000.00	60,000.00	64,000.00
	<u>64,628.01</u>	<u>64,296.00</u>	<u>64,296.00</u>	<u>125,776.00</u>	<u>125,776.00</u>	<u>64,000.00</u>
<b>131 Busselton Community Resource Centre</b>						
Accumulated Reserves at Start of Year	92,178.36	92,178.36	92,178.36	92,178.36	92,178.36	63,513.21
Interest transfer to Reserves	557.64	450.00	450.00	2,700.00	2,700.00	2,384.86
Transfer from Muni	4,504.00	4,504.00	4,504.00	27,020.00	27,020.00	26,280.29
	<u>97,240.00</u>	<u>97,132.36</u>	<u>97,132.36</u>	<u>121,898.36</u>	<u>121,898.36</u>	<u>92,178.36</u>
<b>132 CBD Enhancement Reserve</b>						
Accumulated Reserves at Start of Year	50,404.28	50,404.28	50,404.28	50,404.28	50,404.28	14,489.92
Interest transfer to Reserves	309.90	248.00	248.00	1,488.00	1,488.00	1,114.36
Transfer from Muni	5,800.00	5,800.00	5,800.00	34,800.00	34,800.00	34,800.00
	<u>56,514.18</u>	<u>56,452.28</u>	<u>56,452.28</u>	<u>86,692.28</u>	<u>86,692.28</u>	<u>50,404.28</u>
<b>133 Election, Valuation and Corporate Expenses Reserve</b>						
Accumulated Reserves at Start of Year	174,169.07	174,169.07	174,169.07	174,169.07	174,169.07	35,798.78
Interest transfer to Reserves	1,098.73	858.00	858.00	5,148.00	5,148.00	3,475.49
Transfer from Muni	29,070.00	29,070.00	29,070.00	174,420.00	174,420.00	206,000.00
Transfer to Muni	0.00	0.00	0.00	(72,000.00)	(72,000.00)	(71,105.20)
	<u>204,337.80</u>	<u>204,097.07</u>	<u>204,097.07</u>	<u>281,737.07</u>	<u>281,737.07</u>	<u>174,169.07</u>

**City of Busselton****Reserves Movement Report****For The Period Ending 31 August 2016**

	2016/2017 Actual	2016/2017 Amended Budget YTD	2016/2017 Original Budget YTD	2016/2017 Amended Budget	2016/2017 Original Budget	2015/2016 Actual
	\$	\$	\$	\$	\$	\$
<b>134 Civic and Administration Centre Construction Reserve</b>						
Accumulated Reserves at Start of Year	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	12,782,915.12	18,501,923.83
Interest transfer to Reserves	42,398.09	48,712.00	48,712.00	194,850.00	194,850.00	466,958.22
Transfer to Muni	(1,500,000.00)	(3,500,000.00)	(3,500,000.00)	(12,977,765.00)	(12,977,765.00)	(6,185,966.93)
	<u>11,325,313.21</u>	<u>9,331,627.12</u>	<u>9,331,627.12</u>	<u>0.12</u>	<u>0.12</u>	<u>12,782,915.12</u>
<b>136 Airport Marketing Reserve</b>						
Accumulated Reserves at Start of Year	196,000.00	196,000.00	196,000.00	196,000.00	196,000.00	0.00
Interest transfer to Reserves	1,923.25	746.00	746.00	4,476.00	4,476.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	196,000.00
	<u>197,923.25</u>	<u>196,746.00</u>	<u>196,746.00</u>	<u>200,476.00</u>	<u>200,476.00</u>	<u>196,000.00</u>
<b>Various Community Development Contribution Reserve</b>						
Transfer from Muni	0.00	0.00	0.00	7,964,543.94	7,964,543.94	0.00
Transfer to Muni	0.00	0.00	0.00	(2,053,075.00)	(2,053,075.00)	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,911,468.94</u>	<u>5,911,468.94</u>	<u>0.00</u>
<b>Various Busselton Area Drainage and Waterways Improvement Reserve</b>						
Transfer from Muni	0.00	0.00	0.00	383,803.62	383,803.62	0.00
Transfer to Muni	0.00	0.00	0.00	(85,000.00)	(85,000.00)	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>298,803.62</u>	<u>298,803.62</u>	<u>0.00</u>
<b>Various Employee Entitlement Reserve</b>						
Interest transfer to Reserves	17,943.94	10,990.00	10,990.00	65,940.00	65,940.00	0.00
Transfer from Muni	2,856,510.61	2,856,510.61	2,856,510.61	3,004,428.61	3,004,428.61	0.00
Transfer to Muni	0.00	0.00	0.00	(616,104.00)	(616,104.00)	0.00
	<u>2,874,454.55</u>	<u>2,867,500.61</u>	<u>2,867,500.61</u>	<u>2,454,264.61</u>	<u>2,454,264.61</u>	<u>0.00</u>
<b>Various Infrastructure Asset Renewal Reserve</b>						
Interest transfer to Reserves	13,822.97	13,636.00	13,636.00	81,816.00	81,816.00	0.00
Transfer from Muni	3,159,570.93	3,159,570.93	3,159,570.93	4,445,284.93	4,445,284.93	0.00
Transfer to Muni	0.00	0.00	0.00	(3,793,467.00)	(3,793,467.00)	0.00
	<u>3,173,393.90</u>	<u>3,173,206.93</u>	<u>3,173,206.93</u>	<u>733,633.93</u>	<u>733,633.93</u>	<u>0.00</u>
<b>Various Joint Venture Aged Housing Reserve</b>						
Transfer from Muni	0.00	0.00	0.00	831,057.38	831,057.38	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>831,057.38</u>	<u>831,057.38</u>	<u>0.00</u>
<b>Total Cash Back Reserves</b>	<b><u>46,065,492.23</u></b>	<b><u>44,045,551.38</u></b>	<b><u>44,045,551.38</u></b>	<b><u>36,274,411.09</u></b>	<b><u>36,274,411.09</u></b>	<b><u>46,024,063.38</u></b>
<b>Summary Reserves</b>						
Accumulated Reserves at Start of Year	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	46,024,063.38	49,145,982.34
Interest transfer to Reserves	218,652.85	198,712.00	198,712.00	1,094,850.00	1,094,850.00	1,485,933.39
Transfer from Muni	7,052,131.54	7,052,131.54	7,052,131.54	24,207,539.25	24,207,539.25	11,212,802.13
Transfer to Muni	(7,229,355.54)	(9,229,355.54)	(9,229,355.54)	(35,052,041.54)	(35,052,041.54)	(15,820,654.48)
<b>Closing Balance</b>	<b><u>46,065,492.23</u></b>	<b><u>44,045,551.38</u></b>	<b><u>44,045,551.38</u></b>	<b><u>36,274,411.09</u></b>	<b><u>36,274,411.09</u></b>	<b><u>46,024,063.38</u></b>



#### 6.4 BUDGET AMENDMENTS - ENGINEERING WORKS & SERVICES, VARIOUS

<b>SUBJECT INDEX:</b>	Budget Planning and Reporting
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Engineering and Works Services
<b>ACTIVITY UNIT:</b>	Engineering and Works Services
<b>REPORTING OFFICER:</b>	Engineering Management Accountant - Stephen Wesley
<b>AUTHORISING OFFICER:</b>	Manager, Engineering and Facilities Services - Daniell Abrahamse
<b>VOTING REQUIREMENT:</b>	Absolute Majority
<b>ATTACHMENTS:</b>	Attachment A Alpha Road Footpath Concept Attachment B South West Catchment Council Funding Agreement

#### **PRÉCIS**

This report seeks approval from Councils for the following budget amendments;

1. Bring to account extra funding received from Main Roads Western Australia for preliminary works on Causeway Road. This will also require a 1/3<sup>rd</sup> matching contribution from the City. **(adjustment 1)**
2. Transfer the left over budget on two existing projects to a new project to construct a footpath along Alpha Road to tie-in to the existing path network near the Busselton Hospital. **(adjustment 2)**
3. Bring to account a grant secured from the South West Catchment Council for various water quality improvement purposes. **(adjustment 3)**

#### **BACKGROUND**

##### **Adjustment 1 – Extra Main Roads Western Australia (MRWA) Grant Funding Received**

The City was recently notified by MRWA, under the Regional Road Group Funding program that an additional \$50,000 in road funding had become available. In accepting this grant the City would need to contribute \$25,000 of its own funding. It is proposed that the \$25,000 be drawn down from the City's Infrastructure Asset Renewal Reserve, being the balance specifically pertaining to the partitioned amount associated with Road Asset Renewal. Each year the City draws-down the majority of the extra 1% in rates collected for the purpose of addressing the funding gap as detailed in the Roads Asset Management Plan; however we are mindful to leave a small balance in the reserve for the purpose of accepting extra grant funding where a matching contribution is needed, if the opportunity arises.

This funding will be used to undertake detailed design and preliminary planning works associated with the project to expand Causeway Road to a dual carriage way as set-out in the Busselton Traffic Study. Due to a limited time-frame required to provide a response to MRWA, the funds were subsequently accepted on behalf of the Council. This report now seeks Councils approval to adjust the budget to bring this new capital project to account.

##### **Adjustment 2 – Left over Footpath and Cycle way funding to be used for a new path along Alpha Road, West Busselton**

Council's approval is sought to construct a footpath along Alpha Street, West Busselton. The path will provide a tie-in with the existing path network built as part of the new Busselton Hospital. **See**

**Attachment A.** To fund this project it is proposed the City use left-over funding from path projects primarily carried out in the previous financial year.

### **Part 1 – Brown Street Footpath**

Towards the end of the 2015/16 financial year a footpath was constructed along Brown Street, extending from Kent Street in the South through to Marine Terrace in the North. This project was conservatively estimated at \$153,000. The project subsequently cost \$94,212 thus representing an underspent to budget of \$58,788. The project was estimated conservatively at the time due to power transmission (poles and wires) and various trees positioned along the then proposed alignment. After detailed design it was found that the path could be constructed without moving power poles or removing a number of trees as was first envisaged. To this end, City Officers seek to use the unspent money to construct a new path along Alpha Street in West Busselton.

### **Part 2 – Busselton Bypass “Cycle Highway”**

Last financial year the City constructed three separate sections of the path comprising the Busselton Bypass “Cycle Highway”. Upon completion this cycle way will represent a continuous dedicated dual use path approximately 9 km long extending from Vasse in the West through to Strelly Street in the East. This path also doubles as a section of the Wadundi Rail Trail crossing the restored wooden rail bridge crossing Kangaroo Gully.

This path comprises 6 sections as shown below;

#### **Section 1:- Strelly Street to Clydebank Avenue crossing Cook Street (light industrial area)**

Section 2:- Clydebank Avenue to Grace Court

Section 3:- Grace Court to Fairway Drive

#### **Section 4:- Fairway Drive to Kangaroo Creek bridge**

Section 5:- Kangaroo Creek to Caprock Crescent Path Entrance

#### **Section 6:- Caprock Crescent Path End to Glenview Drive**

Sections 1, 4 & 6 were constructed last financial year and are the subject of this report. (RBN, City, Blackspot funded)

Section 2 will be built this financial year, 2016/17. (Regional Bicycle Network grant)

Section 3 was built in 2009 – City Funded

Section 5 was built in 2011-2012 by Estate Developers as a condition for the provision of community infrastructure.

Section 1 was constructed with 50% of grant funds received under the Regional Bicycle Network grant program (RBN) at an estimated cost of \$245,000. The works came in under budget and Engineering Works and Services Officers sought to apply the left over grant money against section 5 that was 100% City funded at a value of \$56,000. After much debate approval was subsequently granted and this allowed for the substitution of City funds with grant funds saving the City \$54,304.

### **Summary**

Adjustment 2 seeks approval by Council to use both the \$58,788 and \$54,304 savings to construct a pathway to the value of \$113,092 along Alpha Road, West Busselton. **See Attachment A**

**Adjustment 3 – South West Catchments Council grant for various water quality improvement purposes**

The City was recently notified of its success in securing \$44,000 from the South West Catchments Council towards various water quality improvement initiatives. Details on these initiatives are contained in the draft grant agreement, **see Attachment B**.

The two primary outcomes from this agreement are;

1. The purchase and installation of a gross pollutant trap (GPT) to be installed to treat storm water entering the RAMSAR listed Vasse Estuary. The GPT will remove gross pollutants (rubbish), sediments, oils and nutrients from the storm water. The grant money is to purchase the GPT while the City pays for the cost of installation.
2. The development of a technical manual on how to maintain the different types of water quality infrastructure located throughout the City. A suitably qualified consultant will be employed to help develop this manual.

Councils approval is sought to accept this funding and document it within the City's financial management system via a budget adjustment.

## **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**

### **Adjustment 1**

Roads Asset Management Plan, Busselton Traffic Study

### **Adjustment 2**

Bike Plan, Footpath Asset Management Plan

### **Adjustment 3**

City of Busselton Environment Strategy – Waterways management

## **FINANCIAL IMPLICATIONS**

This budget adjustment will have no financial implications on the City's overall financial net position, and have no impact on net municipal funds other than a reduction to the City's Infrastructure Asset Renewal Reserve by \$25,000.

## **STRATEGIC COMMUNITY OBJECTIVES**

### **Caring and Inclusive Community**

- 1.3 A community that supports healthy, active ageing and services to enhance quality of life as we age. (Footpaths)

### **Well Planned, Vibrant and Active Places**

- 2.3 Infrastructure assets that are well maintained and responsibly managed to provide for future generations. (New Roads)

### **Connected City**

- 4.3 A linked network of cycle ways and pedestrian paths providing alternative transport options. (Footpaths)

**Cared for and Enhanced Environment**

- 5.1 Our natural environment is cared for and enhanced for the enjoyment of the community and visitors. (Vasse Wetlands)

**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 taken place with Main Roads Western Australia with regards to amendment 1. Consultation has taken place with the South West Catchments Council with regards to amendment 3.

**OFFICER COMMENT**

Nil

**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, organized and completed by June 30 2017.

**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**

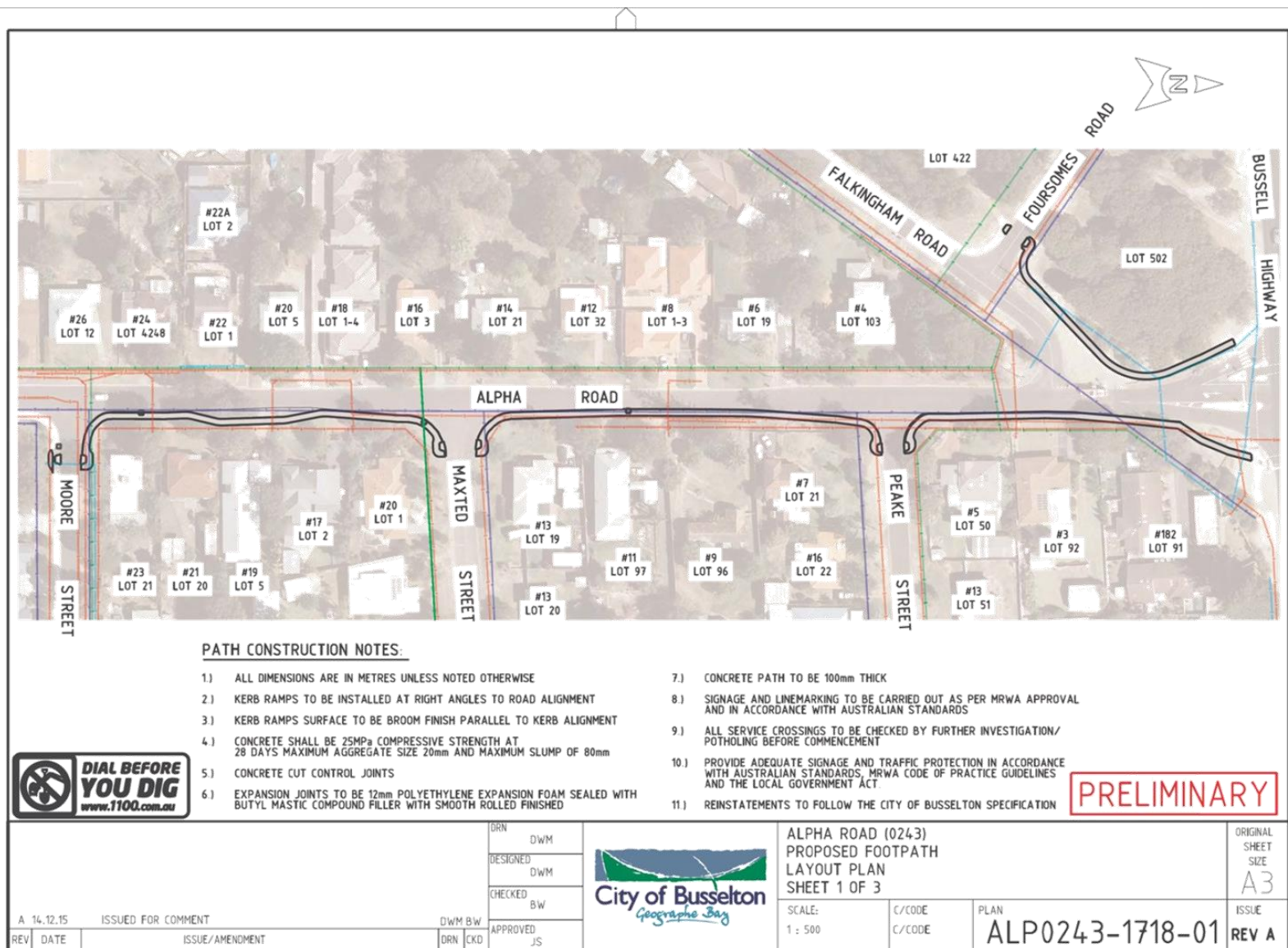
Should the Officer Recommendation be endorsed, the associated budget amendment will be processed within a month of being approved.

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

That Council endorses the following amendments to the 2016/17 budget:



Budget Account Number	Description 1	Description 2	2015/16 adopted budget	2015/16 proposed budget	Difference
<b><u>Adjustment 1 – Main Roads Western Australia</u></b>					
541.SNEW.1210.0000	Main Road Western Australia Grant	Causeway Road works	0	-50,000	-50,000
541.SNEW.3280.0000	Contractors	Project cost	0	\$75,000	\$75,000
RESERVE TRANSFER		City's financial contribution	\$733,634	-\$25,000	\$708,634
<b><u>Adjustment 2 – New footpath Alpha Road</u></b>					
541.F0059.3280.0000	Brown Street	Transfer left over funds	\$58,788	-\$58,788	0
541.F1008.3280.0000	Bypass Cycle way	Transfer left over funds	\$54,304	-\$54,304	0
541.FNEW.3280.0000	New project	Alpha Road	0	\$113,092	\$113,092
<b><u>Adjustment 3 – South West Catchments Council (SWCC) Grant</u></b>					
541.S0049.1215.0000	SWCC Grant	For GPT	0	-32,000	-32,000
521.10850.1239.0000	SWCC Grant	For WQ manual	29,862	-12,000	-41,862
541.S0049.7723.0000	Gross Pollutant Trap (GPT) est.cost	Purchase GPT	0	\$32,000	\$32,000
521.10850.3260.0000	Water Quality (WQ) report	Consultant	0	\$12,000	\$12,000



Agreement ref: WWQ2.225



## South West Catchments Council Grant Agreement

v4

This Agreement made on the ..... day of ..... 20. ....

### BETWEEN

The South West Catchments Council Inc (SWCC)

### AND

The City of Busselton..... ("the Grantee")

with regard to undertaking the following Activity:

Improving Water Quality infrastructure in the City of Busselton..... (Activity name and reference)

The attached Activity Description Schedule provides additional information.

### PREAMBLE

South West Catchments Council has secured funding from the Australian Government to achieve Natural Resource Management outcomes in the South West Natural Resource Management (NRM) region.

South West Catchments Council has identified the Grantee as an appropriate entity to manage the activity and address the priorities identified in the South West Catchments Council South West Regional NRM strategy and/or investment plans or other relevant projects. This Grant Agreement is initiated in the following context:

- (1) South West Catchments Council is responsible and empowered to administer the relevant funding;
- (2) The parties hereto ('the Parties') have agreed that the Grantee will deliver the agreed outcomes for the price and according to the conditions specified in this Agreement and the attached Schedule; and
- (3) The Grantee represents and warrants to South West Catchments Council that:
  - (a) it has all rights, title, licences, interests, property and regulatory approvals necessary to lawfully perform the activity (including, without limitation, the agreement or consent, where required by Law, of the relevant native title holder or claimants and the Traditional Owners recognised under land rights legislation);
  - (b) it has, or is able to obtain, the written consent of any organisation that it will partner with or represent on the activity, including Traditional Owners (if relevant);
  - (c) it has not received funding through other initiatives, programs or third parties for substantially the same activities to be undertaken for the activity;
  - (d) it has full power and authority to enter into, perform and observe its obligations under this Agreement;
  - (e) the execution, delivery and performance of this Agreement has been duly and validly authorised by the Grantee; and
  - (f) no litigation, arbitration, mediation, conciliation or administrative proceedings are taking place, pending, or to the knowledge of any of its officers after due inquiry, are threatened which, if adversely decided, could have an adverse effect on the Grantee's ability to perform its obligations under this Agreement.

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**OPERATIVE PART****1. Interpretation**

- (1) For the purpose of this Agreement the following definitions apply:

"ABN" has the meaning given to it in the *A New Tax System (Goods and Services Tax) Act 1999*.

"Aboriginal Tradition" has the same meaning as it has in section 3 of the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)*.

"Activity" means the undertaking by the Grantee in regard to achieving the negotiated Deliverable Outcomes and Milestones which are specified in this Agreement and associated Activity Description Schedule.

"Activity Material" means documents and any other material, in any form, created or a copy thereof or in any other way brought into existence as part of, or in the performance of, the activity, and includes: new, enhanced or derived data; documents; equipment; software; goods; information and publications produced as a result of the Activity and stored by any means.

"Agreement" means this Grant Agreement between the South West Catchments Council and the Grantee.

"Commonwealth" means the Australian Government [Commonwealth of Australia].

"Confidential Material" means material that is by its nature confidential; and

- (a) Is designated by a party as confidential
- (b) A party knows or ought to know is confidential; or
- (c) Is Secret and Sacred Material;

It does not include

- (d) Material which is or becomes public knowledge other than by breach of this Agreement or any other confidentiality obligation

"Deliverable Outcomes" means the outcomes for the Activity as specified in this Agreement or in the Activity Description Schedule associated with this Agreement.

"Department" means the Commonwealth Department or any other agency that administers the recipient funding to South West Catchments Council.

"Financial Year" means the financial year from 1 July to 30 June, inclusive.

"Funding" means Commonwealth funding provided by the South West Catchments Council to the Grantee to undertake the activity in accordance with this Agreement and its Schedule(s).

"Grantee" means the party so described in this Grant Agreement.

"GST" has the meaning given to it in the *A New Tax System (Goods and Services Tax) Act 1999*.

"GST Registered" means registered for the purposes of GST under the *A New Tax System (Goods and Services Tax) Act 1999*.

"Intellectual Property" includes all copyright, (including rights in relation to phonograms and broadcasts), all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields as well as traditional Indigenous knowledge but does not include moral rights.

"Independent Auditor" means a person who

- (a) Is a member of a recognised accounting body within Australia; and
- (b) Is not affiliated with the Grantee or the activity being undertaken for which funding, referred to in this agreement, has been provided

"Materials" refers to all inputs and outputs related to the execution of this Agreement, including any software, firmware, documented methodology or process, documentation or other material in whatever form, including without limitation any reports, specifications, business rules or requirements, user manuals, user guides, operations manuals, training materials and

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instructions, data, metadata, and the subject matter of any category of Intellectual Property Rights.

MERI" is Monitoring, Evaluation, Reporting and Improvement, as detailed in the *Australian Government Natural Resource Management Monitoring, Evaluation, Reporting and Improvement Framework*, currently available at [www.nrm.gov.au/my-project/monitoring-and-reporting-plan](http://www.nrm.gov.au/my-project/monitoring-and-reporting-plan).

"Milestones" means the milestones agreed between the South West Catchments Council and the Grantee, to monitor the progress of the activity as specified in this Agreement or the Activity Description Schedule associated with this Agreement.

"Ministers" means the Commonwealth Ministers for the Commonwealth Departments from which funding has been provided.

"NRM" means natural resource management.

"Parties" means the South West Catchments Council and the Grantee.

"SWCC" means the South West Catchments Council.

"Schedule" means the attached Activity Description Schedule to this Agreement that details the Activity which the Parties agree to be undertaken and for which Funding is paid. It includes the Deliverable Outcomes, Milestones, Deliverables and Payment Timeline, and Special Conditions (if any) relating to this Agreement.

"Secret and Sacred Material" means any information or knowledge of special religious, spiritual or customary significance considered to be secret, exclusive or restricted by an Aboriginal person or according to Aboriginal Tradition.

"Special Reports" to be submitted by the Grantee and the applicable date(s) for the submission of such are outlined in the Special Conditions in the Schedule attached to this Agreement.

"State" means the State of Western Australia [Government of Western Australia].

"Supply" has the meaning given to it in the *A New Tax System (Goods and Services Tax) Act 1999*.

"Tax Invoice" has the meaning given to it in the *A New Tax System (Goods and Services Tax) Act 1999*.

## 2. General Interpretation

In this Agreement, unless the contrary intention appears:

- (1) Words importing a gender include each gender;
- (2) Words in the singular number include the plural and words in the plural number include the singular;
- (3) Words importing persons include a partnership and a body whether corporate or otherwise;
- (4) Clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer; and
- (5) All references to clauses are clauses in this Agreement unless otherwise specified.

## 3. Commencement and Operation

- (1) This Agreement [including the Schedule] shall come into force when signed by both Parties and will expire on the date specified in the Schedule or on such other date as the Parties agree in writing, or as required due to clauses 7 and/or 8. It is recognised by the Parties that the completion of other arrangements under this Agreement, such as monitoring and evaluation and reporting, may continue beyond the agreed termination date.
- (2) Nothing in this Agreement affects any other existing agreements between the Grantee and SWCC.
- (3) This Agreement [including Schedule] may only be amended by further agreement in writing between the Parties.
- (4) Without limiting the previous clause, the Parties will notify and consult each other on matters that come to their attention that may improve or otherwise alter the operation of this Agreement.

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- (5) The Grantee agrees not to represent itself, and is to use its best endeavours to ensure that its officers, employees, agents and subcontractors do not represent themselves, as being an officer or employee, partner or agent of the Commonwealth, or as otherwise able to bind or represent the Commonwealth.

#### 4. Compliance

- (1) The laws applicable to this Agreement shall be those in force in the Commonwealth and where relevant the State of Western Australia. The Grantee must ensure that it and its agents comply with the laws of the Australian and Western Australian governments.
- (2) With respect to any activity funded through this Agreement, both Parties agree:
- (a) to be subject to the Commonwealth's right to disclose any matter with respect to the Funding within the Commonwealth sector and in Parliament;
  - (b) to be subject to the provisions of the Freedom of Information Act 1992; and
  - (c) to comply with the Information Privacy Principles set out in section 14 of the Commonwealth *Privacy Act 1988* and to comply in so far as is practicable with any policy guidelines laid down by the Commonwealth or issued by the Privacy Commissioner from time to time relating to the handling of personal information.
- (3) If the Grantee is a State statutory authority or agency, nothing in this Agreement prevents or inhibits SWCC or the Grantee from providing information to the Minister of the Crown of the State of Western Australia, having responsibility for the Grantee.
- (4) Where Funding is involved in any construction activity, the Grantee shall comply, in the performance of this Agreement, with the requirements of the National Code of Practice for the Construction Industry and the Industry guidelines for the industrial relations and occupational health and safety components of the National Code of Practice for the Construction Industry.
- (5) Breach of any of the terms and conditions may result in suspension or termination of the Agreement.
- (6) If funding has been spent in a way which is not authorised by this Agreement, SWCC may recover the Funding as a debt due to SWCC.

#### 5. No Assignment

The Grantee shall not assign or otherwise deal with its rights and obligations under this Agreement without the prior written consent of SWCC.

The Grantee is responsible for the performance of all the Grantees responsibilities under this agreement regardless of whether the Grantee has sub contracted any of its deliverables.

Where the Grantee engages another party to deliver or assist in the delivery of any components of the activity, any agreement with that party must be consistent with this agreement and provide for the delivery of all undertakings made in this agreement.

#### 6. Dispute Resolution

- (1) If the Parties disagree on any part of this Agreement or its operation, a senior representative of each of the Parties shall discuss the dispute as soon as practicable to try to resolve the dispute.
- (2) Should the matter remain unresolved, the dispute shall be referred to an independent person agreed by the Parties, as soon as practicable for arbitration. Should the Parties not be able to reach agreement on an independent arbitrator, a representative from the Institute of Arbitrators and Mediators Australia (or equivalent) will be requested to appoint an independent arbitrator.
- (3) This clause relates only to terms of or operation of this Agreement (and associated Schedule) it does not limit or amend the actions and responses required in the event of non-performance, suspension or termination of this Agreement (clause 7).

#### 7. Non-Performance, Suspension or Termination

- (1) SWCC, its officers, employees and agents may review an Activity in whole, or in part, according to the provisions of this clause where the Grantee:
- (a) is considered to have failed to comply with this Agreement;
  - (b) is considered to have failed to comply with a direction given by SWCC that is consistent with the purpose of the Funding and in accordance with this Agreement;

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- (c) is considered to have ceased providing the service or supply; or
- (d) is being wound up or dissolved, or proceedings are being taken against the Grantee to have it wound up or dissolved.
- (2) Where the performance of the Activity is considered to have not fulfilled, or is considered not capable of fulfilling the conditions of the Agreement, SWCC will provide written notice to the Grantee to suspend or cease work on the Activity, nominating an appropriate course of action to rectify the situation. This may include, but is not limited to, termination of this Agreement.
- (3) Upon receipt of such notice the Grantee must immediately implement the action(s) specified in the notice.
- (4) Prior to notice being given under clauses 7(2), if there is a dispute the Parties shall attempt to resolve that dispute in the manner provided for in clause 6.
- (5) Within 14 days of the Agreement being terminated, the Grantee must:
  - (a) return any unspent Funding to SWCC;
  - (b) reimburse SWCC for any Funding that was not used exclusively for the Activity; and
  - (c) pass the right, title and interest in Activity Material, Intellectual Property and assets acquired using Funding provided for the Activity to SWCC. For the purpose of this clause:
    - the Grantee must take steps to protect Activity Material (including Intellectual Property) and assets and minimise any loss resulting from the suspension or termination of the Activity;
    - the Grantee must provide SWCC and/or his agent with access to the Activity Material (including Intellectual Property); and
    - SWCC will determine the relocation or disposal of such Activity Material (including Intellectual Property).
- (6) If an Activity is terminated wholly or in part, SWCC will be liable only for:
  - a. payments under the payment provisions of this Agreement for work undertaken before the effective date of termination which has commercial value to SWCC; and
  - b. payments proportional to the extent of work undertaken and contractually committed to before the effective date of termination, where such work provides a commercially usable or valuable product for SWCC.

#### 8. Termination for Convenience

- (1) Should the Commonwealth terminate or reduce the scope of a recipient agreement with SWCC which directly or indirectly provides the funding referred in this agreement; SWCC may accordingly terminate or reduce this agreement with the Grantee. SWCC will notify the Grantee if the agreement is to be terminated or reduced
- (2) Upon receipt of this advice the Grantee must:
  - (a) cease carrying out the activity as specified in the notice;
  - (b) take all available steps to minimise any losses from this termination or reduction;
  - (c) advise SWCC immediately of any commitments that have been made and for which some penalty or cost is associated with termination of that commitment. This advice needs to provide the quantum of the penalty or cost.
- (3) SWCC will only be liable, in the event of termination, for costs which can be recovered from the Commonwealth, specifically:
  - (a) costs properly incurred in relation to the activity prior to the effective date of termination; and
  - (b) the reasonable costs incurred by the Grantee directly attributable to the termination.
- (4) The Grantee will not be eligible for any compensation for loss of earnings or prospective earning, arising from this termination.
- (5) The termination of the agreement does not discharge any liability that might have arisen from any prior breach of this agreement.



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**9. Notices**

A Party giving notice under this Agreement must do so in writing.

**PAYMENT TO THE GRANTEE****10. Pre-condition to Payment of Funding**

SWCC will not make any payments to the Grantee until provided with:

- (1) Evidence of the legal status of the Grantee;
- (2) Provision of the Grantee ABN;
- (3) Whether the Grantee is GST registered;
- (4) A signed Agreement [including Schedule] between the Parties identifying the Deliverable Outcomes, Milestones and payment timeline for the Activity;
- (5) A Tax Invoice (or ordinary invoice where GST does not apply) for the relevant amount identified in the Schedule; and
- (6) Other compliance requirements (eg Certificates of Currency for insurances).

**11. Payment of Subsequent Funding**

- (1) Funding will be paid in accordance with the timetable outlined in the Schedule to this Agreement subject to conditions triggering the payment being met and satisfactorily approved by South West Catchments Council.
- (2) Upon provision of the appropriate Tax Invoices.

**12. Use of Funding**

- (1) The Funding must only be used to undertake the Activity described in the Schedule to this Agreement.
- (2) Funds are not to be applied towards administrative and other general costs of the Grantee unless any such costs are approved in writing by the South West Catchments Council or expressly included in the Project Budget.
- (3) The Grantee must ensure that any activities funded through this Agreement do not knowingly cause any detrimental long term change to the environment or to natural resources.
- (4) Funds must not be used for the production or purchase of promotional clothing, equipment or items / merchandise (unless approved in writing by the Department).

**13. Taxes, Duties and Government Charges**

- (1) The amounts specified in or calculated under this Agreement, including without limitation the Funding, are exclusive of GST that is payable in relation to any service/supply made under this Agreement.
- (2) SWCC will pay the Grantee the amount of GST that the Grantee pays or is liable to pay in relation to the Funding at the same time and in the same manner as paying the Funding.
- (3) The Grantee (if registered for GST) must provide SWCC with a Tax Invoice in respect of each Supply made by the Grantee in relation to the Funding. The Tax Invoice must be provided prior to payment of the Funding and include any additional amount payable under this clause and the Grantee's ABN (if applicable).
- (4) Where the Grantee is not registered for GST payment will be made on provision of an invoice for the amount payable and quoting the ABN of the contractor/organisation.
- (5) Subject to this clause, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with this Agreement must be borne by the Grantee.

**14. Reporting Requirements**

- (1) Where it is an expressed term of the Agreement set out in the Schedule then the Grantee must provide the reports as required in the Schedule.



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- (2) The Grantee may be requested to submit Special Reports prepared in such a manner and containing such information as SWCC requests. SWCC will be reasonable in requesting such reports. SWCC will also specify a date on which the Special Report is to be submitted.
- (3) All reports are to be signed off by the Grantee's authorised representatives.
- (4) Reports which are of inadequate quality, or do not contain the required information, will not be accepted and payments dependent upon completion of the report will be withheld until the required information has been provided and approved.

#### 15. Inspections and Publicity

The Grantee shall meet all reasonable requests from SWCC and the Commonwealth, or their agents, for:

- (1) Access to the Activity and related Activity Material, financial and other records for any purpose including publicity, free information sharing, inspection of the performance of the Activity identification of how funds have been expended and evaluation(s) of the Activity.
- (2) The purpose of performing an administrative or statutory review, audit or investigation. Should this be required by the Commonwealth, the Grantee shall allow access to all premises, records, hardware and software pertaining to the activity. Reasonable notice will be given to the Grantee in the event that this clause needs to be invoked.
- (3) Should an inspection arising from 15 (1) or (2) identify a breach by the Grantee then the costs associated with the inspection may be recovered from the Grantee, in addition to repayment of any funds related to the breach.

#### 16. Acknowledgment of Funding

- (1) Appropriate acknowledgment of the respective Funding contribution of the Commonwealth and SWCC to the Activity must be recognised in the public presentation of activities funded under this Agreement.
- (2) Any communication activity, including publications, articles, newsletters promotional and advertising Materials, signs or plaques displayed at the location where the Project is undertaken, at any Project Event relating to the Activity must acknowledge that it has been produced with financial support received from the Commonwealth funding initiative in association with SWCC and must display the agreed generic logos or badging [Electronic logos are available from SWCC].
- (3) The role of the Commonwealth and SWCC must be acknowledged at relevant forums, conferences and project launches funded through this Agreement.
- (4) If requested by SWCC, the Grantee must provide a copy of any publication, promotional or advertising Material related to or developed as a result of the activity to SWCC, in the format and within the timeframe requested by SWCC.
- (5) If SWCC requires amendments to a proposed form of words of a publication, announcement or any Material, the Grantee must make the required amendment before allowing the words to be published or announced.
- (6) The Grantee acknowledges that as Funding is public monies then for accountability purposes details of the recipient, the purpose of the Funding and the amount of Funding are matters of public record.
- (7) The Grantee must ensure that any Material containing the required acknowledgement does not include any immoral, misleading, offensive, political or defamatory material.

#### 17. Activity Events

The Grantee must:

- (1) Advise SWCC of all activity events and issue invitations to representatives of SWCC or the Department to all activity events, as required; and
- (2) Ensure that the official proceedings in each activity event allows for a Department representative to speak should they be in attendance.

Once any arrangement has been confirmed the Grantee must, as soon as practicable, notify SWCC in writing of any change to the activity event.

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**18. Announcements**

- (1) The Grantee must notify SWCC, before making a public announcement in connection with this Agreement or any transaction contemplated by it except if the announcement is required by Law or a regulatory body, and provide a copy of the announcement to SWCC.
- (2) The Grantee must notify SWCC of any activity aimed at directing its grant allocation to small, on ground projects and related activities that are:
  - (a) delivered by; or
  - (b) directly engaged with, the local landcare community, as soon as practicable after the Grantee becomes aware of any such activity.
- (3) The Department or responsible Minister may make any announcement, or announce any activity, contemplated by clauses 18 (1) or 18 (2) (respectively).

**19. Intellectual Property Rights**

- (1) Ownership of Intellectual Property in relation to Materials created in connection with this Agreement will vest with and be administered by SWCC, on behalf of the Commonwealth, unless the parties, in consultation with the Commonwealth specifically agree otherwise.
- (2) Ownership of Intellectual Property in any pre-existing Material owned by the Commonwealth, the State, SWCC, the Grantee or a third party is unaffected by this clause, unless otherwise agreed.
- (3) Where the Grantee engages a third party for the purposes of undertaking any part of the Activity, the third party must be engaged on the express condition that SWCC will own the Intellectual Property relating to any Materials created as part of their engagement. Pre-existing Intellectual Property Materials owned by the Grantee or a third party engaged to provide any part of the Activity to which this Agreement refers must be granted to the Commonwealth, and SWCC for irrevocable, royalty-free, world-wide, non-exclusive licence (including the rights to sub-licence) to use, reproduce, adapt and exploit such Materials.
- (4) To the extent that Material or pre-existing Material comprises Secret and Sacred material which is culturally sensitive to indigenous groups or people the Parties agree that they will not disclose such Material to persons or bodies outside the Commonwealth, SWCC or the Grantee, without the agreement of the relevant custodian(s).
- (5) The Grantee must make, or must procure for the making of, all activity material (excluding Secret and Sacred material) available under a perpetual Creative Commons Attribution License (CC-BY 3.0) with the exception of activity material determined as Confidential Material. For the purpose of this Agreement, the Creative Commons Attribution License (CC-BY 3.0) is the form of license detailed at <http://creativecommons.org.au>.

**GRANTEE RESPONSIBILITIES****20. Expected Behaviour and Ethical Conduct**

As recipients and beneficiaries of public funding, the Grantee and its officers, members, employees and agents must:

- (1) Conduct themselves with integrity, probity and in an open and transparent manner;
- (2) Operate in accordance with the law;
- (3) Declare any private interest and pecuniary benefit they may gain, in addition to that arising from the Funding provided;
- (4) Provide advice and information to individuals involved or affected by any Activity funded through this Agreement so they can make informed decisions and take appropriate action;
- (5) The Grantee must consult with SWCC prior to sub-contracting any work under the Agreement and SWCC has the ability to refuse a sub-grantee if the company or person is unsuitable for any reason.

**21. Risk Management, Insurance and Indemnity**

- (1) The Grantee must ensure that appropriate risk management techniques are applied to ensure the Activity is delivered as agreed and in accordance with agreed timelines.

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- (2) The Grantee must maintain sufficient and all legally required insurances, including but not limited to workers' compensation insurance, personal accident insurance for volunteers and public liability insurance, to cover its potential liability in conducting activities funded in part or in full through this Agreement and its obligation to indemnify the Commonwealth, SWCC, their officers, employees and agents.
- (3) The Grantee shall provide, upon request by SWCC, proof of the existence and currency of all insurances required by this clause. Certificates of Currency will be required for all agreements over \$20,000.
- (4) The Grantee must at all times indemnify, hold harmless and defend the Commonwealth, SWCC, their officers, employees and agents from and against any loss including legal costs and expenses or liability reasonably incurred by the Commonwealth, SWCC, their officers, employees and agents arising from any claim, suit, demand, action or proceeding against the Commonwealth, SWCC, their officers, employees and agents where such loss or liability was caused by the negligent or unlawful act or omission of the Grantee arising out of or in connection with conducting Activities funded in part or in full through this Agreement. This obligation remains in force after SWCC has discharged its funding liability under this Agreement and after the Activity is completed.

## 22. Occupational Health and Safety

- (1) Compliance with laws and policies
  - (a) The Grantee must, in carrying out its obligations under this Agreement, comply, and use reasonable endeavours to ensure that it and its subcontractors comply, with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority including those arising under a Workplace Health and Safety (WHS) or Occupational Safety and Health (OSH) Law in respect of occupational health and safety;
  - (b) The Grantee must, in carrying out its obligations under this Agreement, comply, and use reasonable endeavours to ensure that it and its subcontractors comply, with any of SWCC's work, health and safety policies as notified, referred to, or made available, by the SWCC to the Grantee in writing or by reference to an online source.
- (2) Notifiable incidents and contraventions
  - (a) If the Grantee is required by a WHS or OSH Law to report to a Regulator an incident arising out of the Project,
    - (i) at the same time, or as soon as is possible in the circumstances, the Grantee must give notice of such incident, and a copy of any written notice provided to a Regulator, to SWCC; and
    - (ii) the Grantee must provide to SWCC, within 10 working days, a report detailing the circumstances of the incident, the results of investigations into its cause, and any recommendations or strategies for prevention in the future.
  - (b) The Grantee must inform SWCC of the full details of:
    - (i) any suspected contravention of a WHS or OSH Law relating to the Project, within 24 hours of becoming aware of any such suspected contravention;
    - (ii) any cessation or direction to cease work relating to the activity, due to unsafe work, immediately upon the Grantee being informed of any such cessation or direction;
    - (iii) any workplace entry by a WHS or OSH entry permit holder, or an inspector, to any place where the activity is being performed or undertaken, within 24 hours of becoming aware of any such workplace entry; and
    - (iv) any proceedings against the Grantee or its officers, or any decision or request by the Regulator given to the Grantee or its Personnel, under a WHS or OSH Law, within 24 hours of becoming aware of any such proceedings, decision or request.

## 23. Information and Records Management

The Grantee must maintain accurate records relating to payments made by SWCC under this Agreement and such records must be kept for at least seven (7) years.

## 24. Financial Management

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- (1) The Grantee must ensure that appropriate financial techniques are applied and that appropriate financial reports and statements are drawn up in accordance with generally accepted Australian Accounting Standards.
- (2) The Grantee must keep financial records to enable the preparation of financial statements which identify all the revenue and expenditure for the activity and which can be satisfactorily and effectively audited.

**25. Confidentiality**

The Grantee must ensure that all confidential material, including Intellectual Property, is managed confidentially.

**26. Human Resource Management**

The Grantee must comply with all legislation in relation to employment and human resource management.

**27. Appointment of Subcontractors**

- (1) Where the Grantee engages another party to deliver or assist in the delivery of any components of the Project, the Grantee must enter into a contract with that party and that contract must be consistent with the terms of this Agreement, including with regard to clause 22 (Occupational health and safety).
- (2) The Grantee is responsible for the performance of the Grantee's responsibilities under this Agreement regardless of whether the Grantee has subcontracted any of its obligations.
- (3) The Grantee must not enter into a subcontract under this Agreement with a subcontractor that is not compliant with the Workplace Gender Equality Act 2012 (Commonwealth).
- (4) If requested, the Grantee must promptly provide to SWCC a copy of any contract relating to the Project and/or any Material relating to the engagement of the subcontractor.

**28. Procurement of Goods and Services**

The Grantee must use its best endeavours when procuring goods and services to ensure the highest standards of integrity and ethics are applied and consistent with maintaining environmentally sustainable procurement practices.

**29. Acquittal Requirements**

These acquittal requirements apply;

- (1) For grants to \$20,000, the Chair of the Grantee organisation is required to sign an acquittal statement provided by SWCC.
- (2) For grants between \$20,000 and \$49,999, the Chair of the Grantee organisation is required to sign an acquittal statement (provided by SWCC) and provide copies of invoices and or evidence substantiating the expenditure.
- (3) For grants of \$50,000 and over, the Chair of the Grantee organisation and an independent Auditor are required to sign an acquittal statement provided by SWCC.

**30. Repayment of Funds**

On expiry of this agreement if any or all of the funds have not been

- (i) Spent or committed in accordance with this agreement; or
- (ii) Cannot by reconciliation between the accounts and records maintained by the Grantee and the activity budget, be shown, to the reasonable satisfaction of SWCC, to have been spent or committed in accordance with this Agreement; or
- (iii) SWCC forms the reasonable opinion that any Funds have been used, spent or committed by the Grantee other than in accordance with this agreement.

SWCC may by written notice to the Grantee:

- (iv) Require the Grantee to repay that part of the Funds, and the Grantee must repay to SWCC the amount set out in the notice, within 20 business days of receipt of the notice; or
- (v) Require the Grantee to use all or part those Funds as SWCC in its sole and unfettered discretion sees fit.

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**31. Special Conditions**

If any Special Conditions are inserted in the Schedule they will form part of this Agreement, and to the extent that they are consistent with any clause hereto contained, the Special Conditions will prevail.

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### Activity Description Schedule

(To be read in conjunction with the Agreement contained on the preceding pages)

**Item 1:**

South West Catchments Council Inc  
PO Box 5066  
Bunbury DC, WA 6230

SWCC Signatory: Damien Postma, Chief Executive Officer

SWCC contact with respect to this agreement: Pip Marshall

Phone: 9781 3105; 0448 939 312 ..... Address: PO Box 5066, Bunbury DC 6230 .....

Fax: ..... Email: [pip.marshall@swccnrm.org.au](mailto:pip.marshall@swccnrm.org.au) .....

**Item 2:**

Grantee: City of Busselton ..... Address: 38 Peel Terrace Busselton, WA 6280 .....

Grantee Signatory: XXXX .....

ABN: 87 285 608 991 ..... GST Registered: Yes .....

Grantee contact with respect to this agreement: ..... Will Oldfield .....

Phone: 9781 0464; 0409 885 441 ..... Address: Locked Bag 1, Busselton WA 6280 .....

Fax: (08) ..... Email: [Will.Oldfield@busselton.wa.gov.au](mailto:Will.Oldfield@busselton.wa.gov.au) .....

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### 3. Background:

Many local governments in the south west of Western Australia have embraced the use of Water Sensitive Urban Design (WSUD) to improve management of stormwater and water quality issue impacting local waterways. These systems help keep high value waterways, wetlands and estuaries healthy by improving the quality of stormwater that flows into them. When designed and maintained effectively, WSUD such as vegetated biofilters have also been proven to help create a sense of place by value adding to the landscape plan of the area, reconnecting people with water, reducing urban heat island effects, providing traffic calming streetscapes, and assisting with improve community health and wellbeing. An emerging issue for local governments is the need to better understand the operation and maintenance needs of these systems, integrate these needs with their existing assets management and the local government budgeting process. This project will address this issue and build capacity in the City of Busselton to ensure better management and resourcing for maintenance of WSUD.

The City of Busselton also falls within the water quality improvement plan area for Vasse Wonnerup Wetlands and Geographe Bay (<http://geocatch.asn.au/wp-content/uploads/2014/10/Vasse-Wonnerup-Wetlands-and-Geographe-Bay-WQIP.pdf>). The highly valued Ramsar listed Vasse Wonnerup Wetlands and are under threat from urban water quality issues and the City of Busselton manages several stormwater drainage areas within Busselton which discharge to these sensitive wetlands. In order to increase protection of these sensitive wetlands, this project includes the installation of a Gross Pollutant Trap (GPT) to provide an end of pipe solution to pollutants which had been observed by City of Busselton staff exiting the East Busselton stormwater network at Layman Road. The GPT will remove of gross pollutants, sediments, hydrocarbons and nutrients attached to soil particles from stormwater catchment before discharging into the Vasse Estuary, resulting in better protection of this water asset.

**Comment [PM1]:** Will to check on the rationale for the background to the selection of a GPT for the project as opposed to a Biofilter solution.

#### 3.1. Project details:

#### 3.2. Project Aim:

The aim of this project is to improve storm water quality in the City of Busselton (CoB) by:

- implementing Water Sensitive Urban Design (WSUD) to improve the quality of water entering the Vasse Estuary and;
- building capacity of the City of Busselton staff to better manage and maintain WSUD infrastructure.

#### 3.3. Objectives: WSUD Maintenance project

Table 1

	Objectives	Outcome	Outputs / Details
a.	Develop an inventory of existing stormwater infrastructure and ensure it is accessible through the City's mapping system (Category of infrastructure, ascon drawings and/or dimensions, materials specifications, source of materials where applicable, costs).	Know what stormwater infrastructure & WSUD exists in the CoB and its function	<b>Inventory of existing stormwater infrastructure</b> (including Type, dimensions and Technical specifications) which is accessible through the City's mapping system with links to as-con drawings and identifies opportunities for WQ improvement; (in an excel spreadsheet format or other suitable database format) including: <ul style="list-style-type: none"> <li>An asset reference number that can be used to locate all infrastructure assessed by the project on the City's intramaps system</li> <li>Category/types of infrastructure (to be developed by project)</li> <li>For all non-standard infrastructure - ascon drawings and/or dimensions.</li> </ul>

			Agreement ref: WWQ2 225
			performance criteria, materials specifications, source of materials, costs - where applicable <ul style="list-style-type: none"> <li>For all standard infrastructure – dimensions, performance criteria, model name and number</li> <li>Links to the City's intramaps system</li> <li>Condition assessment of the City's existing WQ storm water infrastructure</li> <li>For drainage catchments that dispose to sensitive waterways, a list of locations/infrastructure where there is potential for WQ upgrades to produce a significant WQ improvement. (List generated for future monitoring and investigation)</li> </ul>
b.	Engage consultant to develop a maintenance manual (the how to and the resources needed) and a program (the when) for managing WSUD assets	Know how to maintain the infrastructure and when?  Know how to prioritise infrastructure for maintenance?	<b>Maintenance Manual</b> – which should include: <ul style="list-style-type: none"> <li>A decision tool/process to assist prioritisation of works each year including a hierarchy for maintenance to achieve the best WQ outcomes</li> <li>The manual will include the construction drawings of all WQ systems in the CoB (available from CoB and/or Geocatch) [total of 12 systems eg each biogarden/ individual swale is a system], and classification of the different types of systems e.g. detention basin/biofiltration swale/rain garden /wetland (explaining what each type is designed to do).</li> <li>For each type of WSUD infrastructure, the manual will provide; <ul style="list-style-type: none"> <li>A maintenance schedule including parameters for assessment of condition and trigger values for maintenance; how to monitor effectively and frequency of monitoring for each system (some of this will be generic and some will be specific) including inlet and outlet structure checks, sedimentation and coarse rubbish removal, weeding, replanting, checking and repair of irrigation system etc.,</li> <li>What to monitor to determine how effectively WQ infrastructure is functioning. Includes notification of the above plus maybe visual overall assessment of plant growth and fauna usage, with a long term annual photo record.</li> <li>Inspection processes. (annual review for all sites done at same time as general maintenance)</li> <li>Cost estimates for each maintenance operation</li> <li>Contacts for materials and expertise that might be required for maintenance</li> </ul> </li> </ul>



			<p>Agreement ref: WWQ2 225 operations.</p> <ul style="list-style-type: none"> <li>• Attachments – <ul style="list-style-type: none"> <li>○ provide detailed construction, design, monitoring and maintenance documents as reference materials</li> <li>○ List of materials specifications eg. Bio-filter mix, stone mulches, plants etc.</li> <li>○ List of suppliers of materials and contractors who undertake maintenance on bio-filtration systems.</li> <li>○ Operational and material cost estimates for maintenance and/or replacement. Actual maintenance costs will vary according to the level of degradation of the assets in any given year. However, based on the maintenance requirements, allowances should be made for staff time and materials.</li> </ul> </li> <li>• A tick box summary sheet for each system that can be used on site to inspect/monitor and assess actions required, and record maintenance activities.</li> <li>• The document should also be set up so it can be revised and updated if required so that it is more efficient and effective for the maintenance crew. Also more sites can be added as funding becomes available.</li> </ul>
c.	Identify opportunities for water quality improvement and develop a maintenance program/schedule of works	Immediate and longer term works identified for maintenance and renewal of storm water infrastructure	<p><b>Maintenance Program and Schedule of works</b> will be developed for existing WSUD infrastructure that requires maintenance:</p> <ul style="list-style-type: none"> <li>○ immediately (to be implemented within the term of the funding contract),</li> <li>○ the medium term 2-5 years and;</li> <li>○ within the long term (i.e. Within the foreseeable future upto 10 years that should be included in the City of Busselton's 10-year financial plan)</li> </ul> <p>For drainage catchments that dispose to sensitive waterways, a list of locations/infrastructure where there is potential for WSUD upgrades to produce a significant water quality (WQ) improvement. (List generated for future monitoring and investigation).</p> <p>The <b>Maintenance Program</b> will be derived from the</p> <ul style="list-style-type: none"> <li>• Maintenance Manual, which contains information on the life cycles and monitoring requirements for each piece of infrastructure, and</li> <li>• Inventory, which provides an indication of the condition of each of the storm water</li> </ul>

			<p>Agreement ref: WWQ2 225 quality improvement assets.</p> <p>The <b>Maintenance Program</b> will;</p> <ul style="list-style-type: none"> <li>• be in a format that can be easily entered into the Asset Register</li> <li>• contain a decision tool/process to assist prioritisation for scheduling of works</li> </ul> <p>The <b>Schedule of Works</b> for existing WQ infrastructure will be derived from the Maintenance Program and include priorities for implementation in the immediate, medium and long term.</p> <p>The Schedule of Works will include the supply and installation of a Gross Pollutant Trap on the East Busselton Stormwater network (see 3.3 below).</p>
d.	Develop and run training for existing staff on the manual, monitoring inspections, what to look for, how to maintain.	City staff have the capacity to maintain WSUD infrastructure, train new staff, and schedule and budget for stormwater maintenance.	<ul style="list-style-type: none"> <li>• Deliver a <b>Training session</b> for relevant staff that have some involvement in the maintenance of WQ infrastructure such as maintenance crew, environmental and landscaping staff. <b>NOTE:</b> Training also to be promoted and open to other interested Local Gov't Councils and practitioners (develop poster/invite).</li> </ul> <p>At a minimum, the training session will include:</p> <ul style="list-style-type: none"> <li>○ Principles of stormwater quality infrastructure</li> <li>○ How to assess condition</li> <li>○ How to maintain the infrastructure</li> <li>○ Onsite look at different types and what to look for to keep them operating efficiently</li> <li>○ Introduction to the manual, checklists and how to access information using intramaps</li> </ul> <p>The training structure will include:</p> <ul style="list-style-type: none"> <li>○ ½ -1 hour Powerpoint or similar presentation. Would include overview on what WSUD is about, what is trying to be achieved by using WSUD (eg water quality, storm peak management and aesthetic improvement) and a rundown of the types of systems currently used within the City. This PP should be able to be used by Senior staff to run inductions for new staff/maintenance crew.</li> <li>○ Site visit/s to relevant WSUD training sites</li> <li>○ 4 hours practical on-ground training, split over 2 sites doing actual monitoring</li> </ul>

			<p>Agreement ref: WWQ2 225</p> <p>and assessment of function/efficiency of the systems, plant identification, weeding, sediment and rubbish removal, checking inlet and outlet structures working effectively and filling in the checklist page.</p> <ul style="list-style-type: none"> <li>Develop a <b>Training package</b> for use by senior staff for induction of new staff.</li> </ul>
e.	Include maintenance of stormwater infrastructure with the City's ongoing maintenance programs and ensure it is included on the asset register and asset maintenance and renewal system.	All stormwater infrastructure is included in the City's asset maintenance system to provide resources for maintenance and renewal	<p>Stormwater infrastructure, including WSUD structures, to be included in the City's <b>Asset Register</b> and Asset Maintenance and Renewal System.</p> <p>This is expected to result in the transfer of information from the project to the City's asset register and maintenance system. Key information for the register, such as, Asset number, period for review/replacement and operational and materials costs, will be pulled from the Inventory and the Maintenance Program to populate the register. From this point, infrastructure that is due for review, monitoring or replacement will be brought to the attention of managers and relevant staff for consideration in the schedule of works and annual budget on an annual basis.</p>
f.	Implement priority WSUD works identified for immediate maintenance	WSUD Infrastructure requiring immediate attention is identified and maintained	<p>Through the inventory process (as per point a. above), WSUD infrastructure identified for immediate <b>maintenance/retrofit</b> works will be undertaken within the term of the funding contract.</p> <p>As the details of this maintenance/retrofit works is not currently known, subsequent design and proposal for WSUD maintenance work will be submitted to SWCC prior to undertaking work.</p>
g.	Write a casestudy about the maintenance project	Share the process and learnings from the City of Busselton's WSUD Maintenance Project to other Local Governments and practitioners in the South West region	<p><b>Casestudy</b> to be submitted which includes:</p> <ul style="list-style-type: none"> <li>Project background and purpose</li> <li>Project aim</li> <li>Project process</li> <li>Project achievements and challenges</li> <li>Lessons learned and recommendations</li> <li>Photos and images</li> </ul>

#### 3.4. Objectives: Layman Road Gross Pollutant Trap (GPT)

Table 2

Agreement ref: WWQ2.225

	Objectives	Outcome	Outputs / Details
a.	Install a Gross Pollutant Trap (Humegard HG30 900mm) on the East Busselton Stormwater network.	Protect the Ramsar listed Vasse Estuary through water quality improvements	This drainage system, within which the GPT will be installed, disposes to the Ramsar listed Vasse Estuary. The <b>Gross Pollutant Trap</b> will remove of gross pollutants, sediments, oils and nutrients attached to soil particles from the water stream in the stormwater network.

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**3.5. Australian Government reportable outcomes:**

1x WSUD (ie: Layman Road GPT) installed

1x training event (including evaluation, photos and event summary in format specified by SWCC)

**3.6. SWCC reportable outcomes:**

1x Inventory of existing stormwater infrastructure

1x WSUD Maintenance Manual

1x Maintenance Program and Schedule of works

1x (minimum) WSUD retrofit/maintenance

**3.7. MERI (Monitoring, Evaluation, Reporting and Improvement):**

It is a requirement of this funding that Grantee undertake MERI. The minimum MERI requirements for this project are as follows:

**Layman Road GPT project:**

- Installing and recording photo-monitoring using the SWCC template (minimum 3) for the Layman Road GPT project
- Submitting photos for the GPT location before and after installation
- Submitting photos of the installation process
- **WQ Monitoring?**

**Training:**

- Submitting attendance sheets for the training event
- Submitting photos of the training session and field session
- Undertaking an evaluation of the event using an evaluation form developed in consultation with SWCC
- Completing and event summary (using SWCC template)

**Maintenance project:**

- Submit copies of the project's products in evidence to SWCC ie: the inventory of existing stormwater infrastructure, the Maintenance Manual, Maintenance Program/Schedule of Works, and evidence that the information has been included in the City's Asset Register
- For any maintenance/WSUD retrofit undertaken as part of the project, at a minimum, photo-monitoring before and after maintenance work should be submitted.

**3.8. Project Timeframe:**

Commencement Date: **Oct 1, 2016** .....

Scheduled Completion Date: **Dec 16, 2017** .....

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## 5. Activity Schedule and Budget:

Item	Total SWCC funds allocated (ex GST)	Total in-kind funds (ex GST)	Responsibility	Target Activity Completion Date
Project team/reference group formation and project management during the term of the project (3 days)		18 days in-kind	Environment Officer Design Team Coordinator Parks and Gardens Coordinator Works Crew Coordinator Assets Coordinator Works Manager (Project Team - 6)	March 2018
Development of project brief for consultancy for maintenance program, manual and training (1/2 day)		3 days in-kind	Project Team -6, SWCC, DoW	Nov 30, 2016
Consultancy start up (1/2day)		2 days in-kind	Consultant and project team	Dec 16, 2016
Generate base infrastructure spreadsheet (5 days)		10 days in-kind	Engineering and GIS staff - 2	Dec 16, 2016
Categorise infrastructure, collect missing information, identify opportunities for WQ upgrade <i>Prioritise scope according to amount available</i> (2 days)	\$2000	\$2000	Consultant	Feb 10, 2017
Develop maintenance manual, decision tool and schedule of works (5 days)	\$5000		Consultant	March 31, 2017
Supply and install Humegard HG30 900mm GPT – (\$64,000.00) on the East Busselton stormwater network	\$32,000	\$32,000	CoB Drainage construction crew	March 31, 2017
Progress Report 1			CoB Environment Officer	March 31, 2017
Review of manual and other materials developed by Consultant (1/2 day)		3 days in-kind	Project Team	April 30, 2017
Asset management plan updated to include WSUD infrastructure (2 days)		2 days in-kind	CoB Asset Manager with support from Project Team	June 30, 2017
Develop training package and deliver training Consultancy (2 days). <i>NOTE: Training also to be promoted and open to other interested Local Gov't Councils and practitioners (develop poster/invite).</i>	\$5000		CoB via Consultant Project Team and CoB relevant staff	June 30, 2017
Progress Report 2			CoB Environment Officer	June 30, 2017
<i>Implementation of maintenance program/schedule of works (proposed maintenance works to be submitted to SWCC prior)</i> (5 days)		15 days in-kind + \$7,500	CoB Relevant staff 3 x 5days	Dec 16, 2017
Adoption of asset management plan (2 day)		2 days in-kind	Asset Manager	Dec 16, 2017
Project Closure Report (Acquittal, final report) (2 day)		2 days in-kind	CoB Environment Officer	Dec 16, 2017
<b>TOTAL CASH (GST exc.)</b>	<b>\$44,000</b>	<b>\$41,500</b>		
<b>TOTAL in-kind (57 days @ \$40/hr)</b>		<b>\$18,240</b>		

Comment [PM2]: Will to review timeframes.

Comment [PM3]: ? what is this referring to?

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**6. Special Conditions:**

**6.1. Permit/Approvals**

The Grantee (CoB) is responsible for obtaining any relevant permits and/or approvals required for the Layman Road GPT or any other site works associated with the project.

**6.2. Variations:**

- Project activities are to be carried out in accordance with the detailed information outlined within this agreement.
- Any variations to deliverables, as per Item 5 and/or budget, should be mutually agreed to in writing with SWCC.
- If the variation is deemed minor by SWCC, agreement via email will suffice.
- If the variation is deemed significant i.e. it affects the deliverables and/or results in an 'overspend' or 'underspend', a formal co-signed contract variation may be required.

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SWCC Office use only:

**7. Deliverables and Payment Timeline:**

Payment Date	Deliverable Outcomes	Payment Amount (excl GST)
Upon signature of Grant Agreement	<b>Payment 1</b>	\$10,000
	Project proposal submitted to SWCC	
	2x signed copies of the Grant Agreement returned to SWCC	
March 31, 2017	<b>Payment 2</b>	\$27,000
	Consultant appointed and WSUD infrastructure inventory and <u>draft</u> maintenance manual complete	
	Layman Road GPT installed and associated MERI submitted	
	Progress Report 1	
June 30, 2017	<b>Payment 3</b>	\$5,000
	Training program delivered and associated MERI submitted <i>NOTE: Training also to be promoted and open to other interested Local Gov't Councils and practitioners (develop poster/invite developed 2 months prior to training).</i>	
	Final maintenance manual complete and submitted	
	Maintenance program and Schedule of works developed	
	Proposal/plan for priority maintenance/retrofit of WSUD (as identified in the Schedule of works) submitted	
	Asset management plan updated to include WSUD infrastructure	
Dec 16, 2017	<b>Payment 4</b>	\$2,000
	Maintenance/retrofit of WSUD undertaken and associated MERI submitted	
	Asset management plan including WSUD endorsed and adopted by the City if Busselton (and evidence of such submitted)	
	Casestudy about Maintenance project submitted.	
	Project Closure Report and Acquittal of Funds Statement submitted	
	<b>Total Payment Amount (excl GST)</b>	<b>\$44,000</b>



Agreement ref: WWQ2.225

**SIGNED AS AN AGREEMENT BY THE PARTIES on the date set out above.**

**Signed for and on behalf of the South West Catchments Council:**

Authorised Officer: Damien Postma (CEO)

Signature: .....

**In the presence of:**

Witness: ..... (print name)

Signature: .....

**Signed for and on behalf of the Grantee:**

Authorised Officer: ..... (print name)

Signature: .....

**In the presence of:**

Witness: ..... (print name)

Signature: .....

Agreement ref: WWQ2.225

**Attachment 2: Water management reportable outcomes details** (note will be included in Reporting)

Output Targets	Drop down options	Data Use	Type
Type of water body, waterway or wetland which is the subject of this management action -	Must be one of the following strings: 'Natural channel / waterway / floodway' 'Natural riparian waterbody / wetland - connected to channel' 'Natural riparian waterbody / wetland - disconnected from channel' 'Natural off-stream waterbody / wetland - connected to channel' 'Natural off-stream waterbody / wetland - disconnected from channel' 'Modified natural channel / waterway' 'Modified natural riparian waterbody / wetland - connected to channel' 'Modified natural riparian waterbody / wetland - disconnected from channel' 'Modified natural off-stream waterbody / wetland - connected to channel' 'Modified natural off-stream waterbody / wetland - disconnected from channel' 'Constructed channel / waterway' 'Constructed riparian waterbody / wetland - connected to channel' 'Constructed riparian waterbody / wetland - disconnected from channel' 'Constructed off-stream waterbody / wetland - connected to channel' 'Constructed off-stream waterbody / wetland - disconnected from channel' 'Groundwater'	Program KPI (M)	Free text
Hydrological regime changed from	Must be one of the following strings: 'Perennial uniform flow' 'Perennial mid-late spring peak' 'Perennial late spring-early summer peak' 'Perennial extreme early summer peak' 'Perennial moderate early summer peak' 'Perennial mid-summer peak' 'Perennial extreme late summer peak' 'Perennial moderate late summer peak' 'Perennial early autumn peak' 'Perennial mid-autumn peak' 'Perennial moderate autumn peak' 'Perennial moderate winter peak' 'Perennial extreme winter peak' 'Perennial early spring peak' 'Perennial moderate spring peak' 'Ephemeral mid-late spring peak' 'Ephemeral late spring-early summer peak' 'Ephemeral extreme early summer peak' 'Ephemeral moderate early summer peak' 'Ephemeral mid-summer peak' 'Ephemeral extreme late summer peak'	Valuable Background (NM)	Drop Down List

Agreement ref: WWQ2.225

Output Targets	Drop down options	Data Use	Type
	'Ephemeral moderate late summer peak' 'Ephemeral early autumn peak' 'Ephemeral mid-autumn peak' 'Ephemeral moderate autumn peak' 'Ephemeral moderate winter peak' 'Ephemeral extreme winter peak' 'Ephemeral early spring peak' 'Ephemeral moderate spring peak' 'Groundwater'		
Hydrological regime changed to	Must be one of the following strings: 'Perennial uniform flow' 'Perennial mid-late spring peak' 'Perennial late spring-early summer peak' 'Perennial extreme early summer peak' 'Perennial moderate early summer peak' 'Perennial mid-summer peak' 'Perennial extreme late summer peak' 'Perennial moderate late summer peak' 'Perennial early autumn peak' 'Perennial mid-autumn peak' 'Perennial moderate autumn peak' 'Perennial moderate winter peak' 'Perennial extreme winter peak' 'Perennial early spring peak' 'Perennial moderate spring peak' 'Ephemeral mid-late spring peak' 'Ephemeral late spring-early summer peak' 'Ephemeral extreme early summer peak' 'Ephemeral moderate early summer peak' 'Ephemeral mid-summer peak' 'Ephemeral extreme late summer peak' 'Ephemeral moderate late summer peak' 'Ephemeral early autumn peak' 'Ephemeral mid-autumn peak' 'Ephemeral moderate autumn peak' 'Ephemeral moderate winter peak' 'Ephemeral extreme winter peak' 'Ephemeral early spring peak' 'Ephemeral moderate spring peak' 'Groundwater'	Valuable Background (NM)	Drop Down List
What structures are in place to manage water at this site?	Must be one of the following strings: 'Barrage / Weir (with fish ladder)' 'Barrage / Weir (without fish ladder)' 'Channel –constructed' 'Channel - natural' 'Check valves' 'Dam' 'Desalination plant installation' 'Dike / Flood levee' 'Drip irrigation' 'Flow interception structures (eg. contour banks)' 'Flow splitters' 'Flume' 'Groundwater pump (wind, solar, other)'	Programm KPI (M)	Tick Box (select multiple)

Agreement ref: WWQ2.225

Output Targets	Drop down options	Data Use	Type
	'Head & cross regulators' 'Hinged flap gates' 'Pipes' 'Pollution trap' 'Pump'		
Current flow regime	Must be one of the following strings: 'Natural' 'Modified' 'Fully artificial' 'Retention ponds' 'Sluice gate' 'Stilling / Retarding structures' 'Tidal gate' 'Vanes' 'Water recycling facility installation' 'Water supply tank' 'Water treatment facility installation' 'Water treatment facility upgrade' 'Water-sensitive urban design installation' 'Other (specify in notes)'	Valuable Background (NM)	Drop down list
Number of new hydrology management structures	Provide #	Programm KPI (M)	Free text
Is the management action extracting water from/importing water to the site?	Must be one of the following strings: 'Extracted from' 'Imported to' 'Passing through (non-resident)' 'No transport occurring'	Valuable Background (NM)	Drop down list
Area of catchment in hectares being managed as a result of this management action	Provide #	Programm KPI (M)	Free text
How is extracted / imported water being transported?	Must be one of the following strings: 'Gravity drainage' 'Mole or similar subterranean drain' 'Open channel –lined' 'Open channel –unlined' 'Piped' 'Pumped' 'Other (specify in notes)'	Valuable Background (NM)	Drop down list
What is extracted/imported water being used for?	Must be one of the following strings: 'Environmental outcomes' 'Industrial' 'Irrigated cropping' 'Irrigated horticulture' 'Irrigated pasture' 'Stock & domestic' 'Urban potable water' 'Other (specify in notes)'	Programm KPI (M)	Free text
What environmental benefits are being expected to be gained by this water management action?	Must be one of the following strings: 'Ecosystem enhancement' 'Enhancing species resilience and breeding' 'Erosion management'	Valuable Background (NM)	Drop down list

Agreement ref: WWQ2.225

Output Targets	Drop down options	Data Use	Type
	'Flood mitigation - flow retention / buffering' 'Flood mitigation - enhanced drainage / increased flow rate' 'Salinity management' 'Waterlogging management' 'Other (specify in notes)'		
What structures are in place to manage water at this site?	Must be one of the following strings: 'Barrage / Weir (with fish ladder)' 'Barrage / Weir (without fish ladder)' 'Channel –constructed' 'Channel - natural' 'Check valves' 'Dam' 'Desalination plant installation' 'Dike / Flood levee' 'Drip irrigation' 'Flow interception structures (eg. Contour banks)' 'Flow splitters' 'Flume' 'Groundwater pump (wind, solar, other)' 'Head & cross regulators' 'Hinged flap gates' 'Pipes' 'Pollution trap' 'Pump' 'Retention ponds' 'Sluice gate' 'Stilling / Retarding structures' 'Tidal gate' 'Vanes' 'Water recycling facility installation' 'Water supply tank' 'Water treatment facility installation' 'Water treatment facility upgrade' 'Water-sensitive urban design installation' 'Other (specify in notes)'	Programme KPI (M)	Tick Box
Current flow regime	Must be one of the following strings: 'Natural' 'Modified' 'Fully artificial'	Valuable Background (NM)	Drop Down List
Number of new hydrology management structures		Programme KPI (M)	Number
Is the management action extracting water from/importing water to the site?	Must be one of the following strings: 'Extracted from' 'Imported to' 'Passing through (non-resident)' 'No transport occurring'	Valuable Background (NM)	Drop Down List
Area of catchment in hectares being managed as a result of this management action		Programme KPI (M)	Number

Agreement ref: WWQ2.225

Output Targets	Drop down options	Data Use	Type
How is extracted / imported water being transported?	Must be one of the following strings: 'Gravity drainage' 'Mole or similar subterranean drain' 'Open channel –lined' 'Open channel –unlined' 'Piped' 'Pumped' 'Other (specify in notes)'	Valuable Background (NM)	Drop Down List
What is extracted/imported water being used for?	Must be one of the following strings: 'Environmental outcomes' 'Industrial' 'Irrigated cropping' 'Irrigated horticulture' 'Irrigated pasture' 'Stock & domestic' 'Urban potable water' 'Other (specify in notes)'	Programme KPI (M)	Tick Box
What environmental benefits are being expected to be gained by this water management action?	Must be one of the following strings: 'Ecosystem enhancement' 'Enhancing species resilience and breeding' 'Erosion management' 'Flood mitigation - flow retention / buffering' 'Flood mitigation - enhanced drainage / increased flow rate' 'Salinity management' 'Waterlogging management' 'Other (specify in notes)'	Valuable Background (NM)	Tick Box
Comments		Valuable Background (NM)	Free Text



Attachment 2: Photo monitoring template

Agreement ref: WWQ2.225

**T2B: Project Photo-Monitoring Report Summary: (includes all photo monitoring points for a project)**

*Notes: This form is to be stored electronically as a project record for management and populated using information collected during site visits using the template T2A.  
Boxes in white to be used by project officers for recording data collected in the field.  
Photos are to be named / identified and stored according to SWCC's file management protocols (together with relevant shape files).  
Photos and other visual records can / should be attached at the bottom of this document, e.g. as thumbnails, and labelled according to the Photo ID given.*

<b>Project Name</b>				<b>Project code</b>				
<b>Site Name</b>				<b>Site Reference Number (SWCC only)</b>				
<b>Other identifying information</b>								
<b>Name of recorder</b>				<b>Organisation</b>				
<b>Name of Landholder &amp; contact details</b>								
<b>Projection and datum:</b>		Trimble: Projection GDA 94 and Datum MGA zone 50 <input type="checkbox"/> Garmin: Projection WGS84 with datum automatically set up <input type="checkbox"/>						
Date (dd / mm / yy)	Description of the Photos (time taken, date and purpose of the photo, which includes activity type & objective of that activity plus landmark description and any other information if useful/necessary)	Photo-point name	Photo name	Waypoint (map coordinates)		Direction the photo was taken (compass bearing)	Monitoring stake(s) (Yes / No; temporary or permanent)	Height that picture was taken (standard 1.5m )
				Easting (longitude)	Northing (latitude)			
Any observations taken from field notes that may be of value in later reporting and/or for other users of this project photo-monitoring report, e.g. seedling survival, lessons learned during field visit:								



**7. GENERAL DISCUSSION ITEMS**

**8. NEXT MEETING DATE**

Thursday, 3 November 2016

**9. CLOSURE**