

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE COUNCIL MEETING HELD ON 23 JUNE 2021

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MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 23 JUNE 2021 AT 5.30PM.

1. DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS

The Presiding Member opened the meeting at 5.39pm.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Kelly Hick Deputy Mayor
Cr Sue Riccelli
Cr Ross Paine
Cr Kate Cox
Cr Paul Carter
Cr Phill Cronin
Cr Jo Barrett-Lennard
Cr Lyndon Miles

Officers:

Mr Mike Archer, Chief Executive Officer
Mr Oliver Darby, Director, Engineering and Works Services
Mr Paul Needham, Director, Planning and Development Services
Mrs Naomi Searle, Director, Community and Commercial Services
Mr Tony Nottle, Director, Finance and Corporate Services
Mrs Emma Heys, Governance Coordinator
Ms Melissa Egan, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

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

Public:

46

3. PRAYER

The prayer was delivered by Pastor Nathan Seinemeier of the Cornerstone Church.

4. APPLICATION FOR LEAVE OF ABSENCE

COUNCIL DECISION

C2106/120 Moved Councillor J Barrett-Lennard, seconded L Miles

That Cr Kelly Hick be granted a Leave of Absence for the Ordinary Council Meeting to be held on 28 July 2021.

CARRIED 9/0

5. DISCLOSURE OF INTERESTS

The Mayor noted that declaration of impartiality interests had been received from:

- Cr Ross Paine in relation to Agenda Item N^o. 14.2 'RFT 06/21 Construction of the Busselton Performing Arts and Convention Centre (BPACC)'.
- Cr Sue Riccelli in relation to Agenda Item N^o. 16.2 'Application For Rate Exemption - Senses Australia'.
- Cr Grant Henley in relation to Agenda Item N^o. 16.2 'Application For Rate Exemption - Senses Australia'.

The Mayor advised that, in accordance with regulation 22(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021*, these declarations would be read out immediately before the items were discussed.

6. ANNOUNCEMENTS WITHOUT DISCUSSION

Announcements by the Presiding Member

Nil

7. QUESTION TIME FOR PUBLIC

Response to Previous Questions Taken on Notice

Nil

Question Time for Public

7.1 Mr Keith Sims

Question

Why did the officers come up with a new business case [for the Busselton Performing Arts and Conference Centre] in January 2021, which stated that if funding was not secured, an alternate motion would need to be selected, when they knew Councillors voted in June 2020 not to do that?

Response

(Mrs Naomi Searle, Director Community and Commercial Services)

As with any project, we take the opportunity to apply for funding and leverage City funding to obtain more funding. This business case was to try and leverage additional Federal Government funding, so narratives in the business case were amended to address the funding objectives through the Building Better Regions funding round.

Question

To remove \$13 million from the building to meet the \$28.5 million budget would leave a shell of a building and become the white elephant mentioned by councillors previously. Why are councillors considering this now, to reduce the scope of the building to meet a budget?

Response

(Mrs Searle)

As with any tender we receive, if they come in over budget, we look at ways we can value manage the design, to be able to bring the project costs down. Value management items can range from tile selection to reducing building size, to tap fittings etc. It is quite broad.

Question

The alternative recommendation by Cr Miles is to accept a \$38 million tender, which would increase borrowings from \$15 million to \$28 million. Why should the ratepayers be committed to such high borrowings when Council have not consulted with the ratepayers to understand if they are prepared to pay for it?

Response

(Cr Lyndon Miles)

Our role as councillors is to talk to members of the community and I do that on a regular basis. I felt, through my communication with ratepayers, that they would feel comfortable with this. I still hope that we can obtain funding from the State Government to help reduce the costs. There are other avenues through our Long Term Financial Plan to defer projects and to stop projects. There are many ways we can still look at this. We have a tender and there is a risk, if we change the scope, the tender will come in higher.

Question

On a business case of \$7 million borrowings, the rate increase was \$65 per year. With Cr Miles' alternative recommendation, at \$28 million borrowings, does that make the rate increase \$260 a year?

Response

(Mr Tony Nottle, Director Finance and Corporate Services)

I will take that on notice, because it is subject to a lot of other changes or things the Council may wish to do in the future to be able to afford that in the Long Term Financial Plan.

Question

If the City does go ahead with the community survey, will you advise [the community] of the questions prior to them being given to the survey company?

Response

(Mayor)

There is an alternative recommendation from Cr Riccelli that suggests that this be brought back to Council for formal resolution.

Question

If the decision is made to stop and give back the \$10.35 million to the Federal Government, why don't you ask for it to be repurposed for the Vasse River?

Response

(Mayor)

The responsibility for the Vasse River lies with the State Government, through the Department of Water. The Federal funding was for economic driver projects and it was only reallocated to Busselton due to the falling over of the project in Nannup. The only reason we were eligible for that reallocation was because we had submitted business cases and applications for funding for those projects. As there has not been any application and there would be some serious claims about the eligibility of the Lower Vasse River, it could not be considered by the Federal Government.

7.2

Mr Neville Wheatley**Question**

Would you consider another site for the Busselton Performing Arts and Convention Centre other than the Cultural Centre, and would you consider using the old Woolworths building?

Response

(Mayor)

There have been several sites suggested over the last 12-15 years for a performing arts centre. One of them was on the Foreshore and there was another suggestion to have it on Signal Park. Later iterations were to seek the land that the DBCA currently has their offices on and we were unsuccessful in that pursuit. We were able to obtain the old justice complex and our funding was issued subject to having the performing centre on that site.

7.3 Mrs Michelle Shackleton**Question**

In relation to Cr Miles' alternative recommendation, can you explain what you mean by "There are costs involved in redesigning a building and re-tendering, and these costs may bring us close to a value engineered budget using the current tender." Surely you cannot save \$10 million in tiles and taps?

Response

(Cr Miles)

It depends on what the redesign is. You cannot take out a level or reduce the scope without going back to an architect to have it fully redesigned. If you did a re-design, there is a great possibility, with prices still going up and shortage of materials, it could come in at the same cost as the tender we already have. Value engineering is, instead of spending \$1,000 per square metre for flooring, you could spend \$400 per square metre; you could change the tiles; you could look at the fit-out options of whether you put in top lighting. There are many options available to Council that could reduce the cost of the building.

7.4 Mr David Norman**Question**

How much has been spent on the Busselton Performing Arts and Convention Centre so far?

Response

(Mayor)

The architectural costs incurred so far are in the vicinity of \$1.8 million. It is not unusual for a project of this size to incur professional costs of about 10% of the total.

Question

What were the other tenders to the nearest million dollars?

Response

(Mr Mike Archer, Chief Executive Officer)

The tender from one company was very close to the first tender, which is about \$38 million. The other one was much further apart.

7.5 Mr Kevin Strapp**Question**

I refer to the last four annual reports and the auditor's comments which say "the annual report indicates significant adverse trends in the financial position of the City". What steps are being taken so that does not appear in the next annual report?

Response

(Mr Nottle)

To arrest any downward trends, we need to be looking at forward projections. That is what is focussed on in the Long Term Financial Plan. Any decision made by Council tonight on whether a tender is awarded or what that project may be would need to be factored into future Long Term Financial Plans, with the view of those parameters having an aim of improving that financial position. One of the key areas is the debt service coverage ratio, to ensure that any loans would be in the minimum standard of 2 and the upper standard of 5 or higher.

7.6 Mr Price Grey**Question**

Is the tender [for the Busselton Performing Arts and Convention Centre] cost capped by the City of Busselton?

Response

(Mr Archer)

It is a lump sum price contract, but it does allow for variations. If we decide to reduce something, we can reduce the cost.

Question

Has the City of Busselton had discussions regarding extra funding [for the Busselton Performing Arts and Convention Centre] with the State Government and, if so, with whom?

Response

(Mayor)

We have had a meeting with Mr Templeman, Minister for Tourism, Culture and the Arts. We have also written to Minister McTiernan with regard to the escalations we have had during the tender process and requested reconsideration of the State Government contribution.

7.7 Mr Len Boyling**Question**

On the last published annual report, Council is holding in excess of \$30 million worth of loans. Its interest and principal repayments are in excess of \$3 million. If Council were to borrow another \$13 million [for the Busselton Performing Arts and Convention Centre], that would amount to approximately \$1.3 million to \$1.5 million of repayments of interest and principal. That constitutes approximately 3% of the rates income of \$55 million a year. Is Council prepared to go back to the ratepayer and suggest their rates will increase by a further 3%, immediately when this project is complete, to fund the previous \$15 million plus the deficit of trading of \$1.5 million per year?

Response

(Mayor)

My understanding from the financial modelling is that, in the course of the Long Term Financial Plan, it can fit under a long-term rating cap with no rating increases of over 3% in the foreseeable future of 10 years.

Question

You are suggesting that a repayment of \$1.5 million, in the first full year of completion of the project, is achievable within the existing rates income base?

Response

(Mayor)

We can change the scale and scope of the project and have the ability to gain further funding. There are also loans that are falling off in the upcoming years, which will add to our capacity to borrow.

Question

In round figures, at this very point in time, it could be costing an additional \$1.5 million of interest and repayments?

Response

(Mayor)

I will have to take that question on notice.

8. CONFIRMATION AND RECEIPT OF MINUTES**Previous Council Meetings****8.1 Minutes of the Council Meeting held 9 June 2021****COUNCIL DECISION**

C2106/121 Moved Councillor P Carter , seconded Councillor K Hick

That the Minutes of the Council Meeting held 9 June 2021 be confirmed as a true and correct record.

CARRIED 9/0

Committee Meetings**8.2 Minutes of the Finance Committee Meeting held 9 June 2021****COUNCIL DECISION**

C2106/122 Moved Councillor P Cronin, seconded Councillor P Carter

That the Minutes of the Finance Committee Meeting held 9 June 2021 be noted.

CARRIED 9/0

9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**Petitions**

Nil

Presentations

Ms Anne Ryan presented as a party with an interest in Item N^o. 14.2 'RFT 06/21 Construction Of The Busselton Performing Arts and Convention Centre (BPACC)'. Ms Ryan was generally in favour of the officer recommendation and the alternative recommendations foreshadowed by Cr Henley and Cr Riccelli, and was against the alternative recommendation foreshadowed by Cr Miles.

Deputations

Nil

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

Nil

11. ITEMS BROUGHT FORWARD**ADOPTION BY EXCEPTION RESOLUTION**

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

COUNCIL DECISION**C2106/123**



Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

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

- 12.1 Finance Committee - 9/6/2021 - LIST OF PAYMENTS MADE - APRIL 2021**
- 12.2 Finance Committee - 9/6/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 30 APRIL 2021**
- 13.1 AMENDMENT NO. 48 TO LOCAL PLANNING SCHEME NO. 21 (PORTION OF LOT 1 NO. 99 CAUSEWAY ROAD, BUSSELTON) - CONSIDERATION FOR ADOPTION FOR FINAL APPROVAL**
- 14.1 PROPOSAL TO DEDICATE A PORTION OF PEDESTRIAN ACCESS WAY, LOT 55 ABBEYS FARM ROAD YALLINGUP, AS PUBLIC ROAD**
- 14.3 RFT 10/21 DESIGN, SUPPLY OF EQUIPMENT AND UPGRADE OF NINE PUBLIC OPEN SPACE AREAS: APPOINTMENT OF SUCCESSFUL TENDERER**
- 15.1 BUSSELTON FORESHORE - CAROUSEL GROUND LEASE**
- 17.1 COUNCILLORS' INFORMATION BULLETIN**

CARRIED 9/0

12.1 Finance Committee - 9/6/2021 - LIST OF PAYMENTS MADE - APRIL 2021

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A List of Payments - April 2021  

This item was considered by the Finance Committee at its meeting on 9/6/2021, the recommendations from which have been included in this report.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

C2106/124 Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council notes payment of voucher numbers M118738 – M118787, EF078630 – EF079165, T7551 – T7558, DD004447 – DD004474, as well as payroll payments, together totalling \$7,826,699.05.

CARRIED 9/0

EN BLOC

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of April 2021, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that, when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, a list of payments made is prepared each month for presentation to, and noting by, the Council.

OFFICER COMMENT

In accordance with regular custom, the list of payments made for the month of April 2021 is presented for information.

Statutory Environment

Section 6.10 of the *Local Government Act 1995* and more specifically Regulation 13 of the Regulations refer to the requirement for a listing of payments made each month to be presented to the Council.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

Not applicable.

CONCLUSION

The list of payments made for the month of April 2021 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.



LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF APRIL 2021

CHEQUE PAYMENTS	CHEQUE # 118738 - 118787	23,451.80
ELECTRONIC TRANSFER PAYMENTS	EF078630 - EF079165	6,021,844.90
TRUST ACCOUNT	TRUST ACCOUNT # 7551 - 7558	55,425.09
INTERNAL PAYMENT VOUCHERS	DD4447 - DD4474	147,778.12
PAYROLL PAYMENTS	01.04.2021 - 31.04.2021	1,578,199.14
		7,826,699.05

CHEQUE PAYMENTS APRIL 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
12/04/2021	118749	ANNA & NORMAN GAGE	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118760	ANNETTE WHEATLEY	REFUND OF RATE OVERPAYMENT	105.00
23/04/2021	118782	BARBARA TONKIN	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118741	BUSSELTON MEN'S DART ASSOCIATION INC	REFUND OF HALL & KEY DEPOSITS	500.00
16/04/2021	118769	CAMERON AND CLARE KISSELL	BIODIVERSITY RATE REBATE	250.00
16/04/2021	118765	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
16/04/2021	118766	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
16/04/2021	118774	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
16/04/2021	118768	CARL KAMINICKAS	BIODIVERSITY RATE REBATE	854.58
23/04/2021	118781	CHARLES COLE	REFUND OF RATE OVERPAYMENT	100.00
23/04/2021	118777	CHELSEA HOMER	REFUND OF ANIMAL TRAP BOND	100.00
23/04/2021	118779	COMMISSIONER OF STATE REVENUE	REFUND OF RATE OVERPAYMENT	25.32
12/04/2021	118759	CORRIB SILVERBAY DEVELOPMENTS PTY LTD	REFUND OF RATE OVERPAYMENT	1,243.52
12/04/2021	118755	DEBORAH KAEDING	REFUND OF RATE OVERPAYMENT	405.00
16/04/2021	118773	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	974.00
14/04/2021	118631	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION - CANCELLED CHEQUE	(327.00)
12/04/2021	118739	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
16/04/2021	118764	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	327.00
23/04/2021	118776	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	1,635.00
12/04/2021	118748	DOREEN BAILLIE	REFUND OF RATE OVERPAYMENT	375.00
19/04/2021	118730	DUNSBOROUGH POST OFFICE	POSTAL SERVICE - CANCELLED CHEQUE	(496.00)
19/04/2021	118775	DUNSBOROUGH POST OFFICE	POSTAL SERVICE	496.00
16/04/2021	118761	DUNSBOROUGH VOLUNTEER FIRE & RESCUE SERVICE	CONTRIBUTION FOR HAZARD REDUCTION BURN	450.00
23/04/2021	118787	EM NASH	REFUND OF RATE OVERPAYMENT	398.30
23/04/2021	118784	ESTATE OF BENITO BACCALA	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118756	GRAEME BARNARD	REFUND OF RATE OVERPAYMENT	750.00
23/04/2021	118786	HE & E JURGENSON	REFUND OF RATE OVERPAYMENT	792.00
12/04/2021	118751	IAN MCINTOSH WOOD	REFUND OF RATE OVERPAYMENT	792.00
16/04/2021	118770	JEFF AND JENNY DE CRUZ	BIODIVERSITY RATE REBATE	423.04
16/04/2021	118772	JOEL AND FIONA HODGKINSON	BIODIVERSITY RATE REBATE	250.00
16/04/2021	118771	KEITH & PAULA TAYLOR	BIODIVERSITY RATE REBATE	250.00
23/04/2021	118780	KEVIN LESLIE COOK	REFUND OF RATE OVERPAYMENT	90.96
12/04/2021	118738	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	178.20
12/04/2021	118750	LEITH JOHN & ROBERT REID	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118753	MARY HARBOUR	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118743	NATURE CONSERVATION MARGARET RIVER REGION	REFUND OF HALL & KEY DEPOSITS	200.00
12/04/2021	118754	NICHOLAS REYNOLDS	REFUND OF RATE OVERPAYMENT	100.00
12/04/2021	118752	PAMELA DONOVAN	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118758	PETER & KAYE BEACH	REFUND OF RATE OVERPAYMENT	750.00
23/04/2021	118783	PHILIP & JACQUELINE GIFFORD	REFUND OF RATE OVERPAYMENT	750.00
12/04/2021	118757	RICHARD ARCHIBALD RICHARDSON-BUNBURY	REFUND OF RATE OVERPAYMENT	750.00
23/04/2021	118778	ROBERT RAYNER	REFUND OF RATE OVERPAYMENT	750.00
21/04/2021	118714	ROBERT RAYNER & SAMANTHA FRANKE	REFUND OF RATE OVERPAYMENT - CANCELLED CHEQUE	(750.00)
16/04/2021	118767	SHANNON AND AMY MOLLOY	BIODIVERSITY RATE REBATE	477.00
16/04/2021	118762	SHIRE OF CAPEL	LONG SERVICE LEAVE CONTRIBUTION	2,587.59
12/04/2021	118740	SMITHS BEACH RESORT	REFUND OF ANIMAL TRAP BOND	100.00
12/04/2021	118746	SOUTH WEST CATCHMENTS COUNCIL	REFUND OF HALL & KEY DEPOSITS	200.00
23/04/2021	118785	TREVOR GRATTEN WHITE	REFUND OF RATE OVERPAYMENT	796.59
12/04/2021	118747	TREVOR JOHN BENDOTTI	REFUND OF RATE OVERPAYMENT	62.55
12/04/2021	118745	WA FOUNDATION FOR DEAF CHILDREN	REFUND OF HALL & KEY DEPOSITS	200.00
16/04/2021	118763	WATER CORPORATION	WATER SERVICES	309.15
12/04/2021	118742	WESTERN AUSTRALIAN ELECTORAL COMMISSION	REFUND OF HALL & KEY DEPOSITS	200.00
12/04/2021	118744	WESTERN AUSTRALIAN ELECTORAL COMMISSION	REFUND OF HALL & KEY DEPOSITS	200.00
				23,451.80

EFT PAYMENTS APRIL 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
30/04/2021	78969	12D SOLUTIONS PTY LTD	SURVEY SERVICES	4,647.50
30/04/2021	79075	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY	6,490.00

30/04/2021	79132	A D COOTE & CO	SHEET METAL WORK	3,909.40
16/04/2021	78721	A G & J M NOTTLE	STAFF REIMBURSEMENT	2,499.80
30/04/2021	78987	A M TAYLOR	ART SALES	4.20
30/04/2021	78968	A PLUS TRAINING SOLUTIONS	TRAINING SERVICES	2,670.00
21/04/2021	78894	AB & JA HARDING	BJTP REFUND	62.00
30/04/2021	78995	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	9,515.00
16/04/2021	78710	ACCENDO AUSTRALIA PTY LTD	ENVIRONMENTAL SERVICES	2,301.75
16/04/2021	78804	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	38,012.15
30/04/2021	79116	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	3,879.60
16/04/2021	78679	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,330.80
16/04/2021	78732	ADAM DAVEY	TURF CONSULTANT	376.42
30/04/2021	79025	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	389.31
16/04/2021	78720	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	816.75
30/04/2021	79006	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	11,007.15
30/04/2021	79015	AERODROME MANAGEMENT SERVICES	AIR SERVICES	3,520.00
16/04/2021	78747	AJ & B DOBBE	SURVEYING SERVICES	6,534.00
16/04/2021	78741	ALLEN HADLEY	WATER CARTAGE	3,126.83
16/04/2021	78848	ALLOY & STAINLESS PRODUCTS	PLANT PURCHASES / SERVICES / PARTS	1,703.74
16/04/2021	78760	ALLUVIUM CONSULTING PTY LTD	CONSULTING SERVICES	8,910.00
16/04/2021	78722	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	47.25
21/04/2021	78883	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	11,880.00
30/04/2021	79066	AMGROW AUSTRALIA PTY LTD	NURSERY SERVICES	616.00
30/04/2021	79122	AMITY SIGNS	SIGNAGE SERVICES	194.15
21/04/2021	78888	ANNALIESE HEARD	FACE PAINTING	410.00
30/04/2021	79031	AR DEVELOPMENTS	REFUND ROADWORKS BOND	49,206.04
16/04/2021	78673	ARBOR GUY	TREE MAINTENANCE SERVICES	6,503.11
30/04/2021	78941	ARBOR GUY	TREE MAINTENANCE SERVICES	19,557.15
30/04/2021	79086	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	212.58
16/04/2021	78680	ARTISAN GROUP	PAVING SERVICES	63,294.00
21/04/2021	78868	ARTISAN GROUP	PAVING SERVICES	21,387.47
16/04/2021	78857	ASCENT ENGINEERING PTY LTD	ENGINEERING SERVICES	17,910.75
16/04/2021	78756	ATLAS LINEN SERVICES	RENTAL LINEN	342.54
30/04/2021	79055	ATLAS LINEN SERVICES	RENTAL LINEN	183.37
8/04/2021	78634	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	222,398.00
22/04/2021	78920	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	226,966.00
21/04/2021	78870	AUSQ TRAINING	TRAINING SERVICES	3,000.00
16/04/2021	78808	AUSTRAL POOLS	POOL EQUIPMENT SERVICES	5,658.90
21/04/2021	78904	AUSTRALIA POST	POSTAL SERVICE	6,986.47
30/04/2021	79134	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHOR	COMMUNICATION SERVICES	45.00
16/04/2021	78746	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	4,857.07
16/04/2021	78780	AUSTRALIAN DESIGN CENTRE	TOURING EXHIBITION, CATALOGUES ART SALES	3,850.00
30/04/2021	79079	AUSTRALIAN DESIGN CENTRE	TOURING EXHIBITION, CATALOGUES ART SALES	24.00
8/04/2021	78635	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
22/04/2021	78921	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
30/04/2021	79139	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	369.32
30/04/2021	79049	AV TRUCK SERVICES PTY LTD	VEHICLE PARTS & MAINTENANCE	304.55
16/04/2021	78690	AZILITY	IT SOFTWARE	988.90
21/04/2021	78893	B & H LOWE	BJTP REFUND	170.00
30/04/2021	79095	B & J CATALANO PTY LTD	GRAVEL CRUSHING	7,342.73
16/04/2021	78813	B&B STREET SWEEPING	STREET SWEEPING SERVICE	346.80
30/04/2021	79119	B&B STREET SWEEPING	STREET SWEEPING SERVICE	4,362.29
30/04/2021	79068	BARBARA WEEKS	ART SALES	92.00
21/04/2021	78878	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	4,963.75
16/04/2021	78667	BATTERY ALL TYPES	BATTERY SUPPLIES	99.00
21/04/2021	78875	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	49,637.51
16/04/2021	78752	BE INGRAM	CARPENTRY SERVICES	1,125.00
21/04/2021	78884	BE INGRAM	CARPENTRY SERVICES	1,550.00
30/04/2021	79050	BE INGRAM	CARPENTRY SERVICES	375.00
30/04/2021	79060	BEACHBOROUGH PTY LTD	ROAD BUILDING AGGREGATE	861.71
30/04/2021	79159	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	300.00
16/04/2021	78761	BEN KING	SKATE PARK CONSULTATION	500.01
30/04/2021	78967	BENT LOGIC	MEMBERSHIP CARDS	2,337.50
9/04/2021	78646	BINDI NUTRITION PTY LTD	ENERGY AND NUTRITION PRODUCTS	367.40
16/04/2021	78701	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	1,814.53
30/04/2021	78981	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	1,386.44
30/04/2021	79027	BNBGUARD PTY LTD	SHORT-TERM HOLIDAY RENTAL MONITORING	3,410.00
30/04/2021	79130	BRAD GOODE & ASSOCIATES PTY LTD	CONSULTANCY SERVICES	8,402.67
16/04/2021	78763	BRETT TITTERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	412.50
30/04/2021	79065	BRETT TITTERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	778.25
16/04/2021	78677	BRIDGESTONE	TYRE SERVICES	24.75
30/04/2021	78948	BRIDGESTONE	TYRE SERVICES	27.50
30/04/2021	79153	BROADWATER BRICK PAVING	PAVING SERVICES	1,200.00
30/04/2021	79078	BS & R JOHNSTON	ART SALES	315.00
16/04/2021	78836	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	491.70
30/04/2021	79141	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	843.15
30/04/2021	79124	BSEWA	ELECTRICAL SERVICES	30,735.84
30/04/2021	79138	BUNBURY HIAB & TILTRAY	TILT TRAY SERVICES	863.50
16/04/2021	78816	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	222.08
30/04/2021	79126	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,753.05
21/04/2021	78879	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	5,213.97
30/04/2021	78986	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	404.75

16/04/2021	78770	BUSSELTON AV/IT PTY LTD	ELECTRICAL APPLIANCE SERVICES	79.00
30/04/2021	78944	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	2,326.50
16/04/2021	78800	BUSSELTON MOTORS	VEHICLE PURCHASES / SERVICES / PARTS	941.25
16/04/2021	78823	BUSSELTON PRINT IT	PRINTING SERVICES	151.00
30/04/2021	79128	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	1,430.00
30/04/2021	79103	BUSSELTON RETRAVISION - DORSETT RETAIL P	ELECTRICAL SERVICES	1,199.00
30/04/2021	79110	BUSSELTON SENIOR CITIZENS CENTRE	QUARTERLY DONATION PAYMENT	24,406.25
16/04/2021	78785	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	62.48
16/04/2021	78828	BUSSELTON VOLUNTEER FIRE & RESCUE SERVICE	FIRE HAZARD REDUCTION BURN	3,293.00
9/04/2021	78660	BUSSELTON WATER	WATER SERVICES	300.00
21/04/2021	78899	BUSSELTON WATER	WATER SERVICES	540.05
30/04/2021	79089	BUSSELTON WATER	WATER SERVICES	809.35
16/04/2021	78718	BUTETIMES PTY LTD	FOOD AND BEVERAGES	100.00
30/04/2021	79024	CAMPBELLS	GLC KIOSK PURCHASES	305.21
30/04/2021	79018	CANCELLED PAYMENT	SPORT EQUIPMENT SUPPLIER	0.00
30/04/2021	79039	CANCELLED PAYMENT	BJTP REFUND	0.00
30/04/2021	79048	CANCELLED PAYMENT	REFRESHMENTS	0.00
21/04/2021	78915	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	381.90
21/04/2021	78910	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES	30,130.21
16/04/2021	78772	CARIE ALTINTAS	BOND REFUND	100.00
30/04/2021	79061	CAROL MULHEARN	ART SALES	59.50
16/04/2021	78731	CASTLEDINE GREGORY	LEGAL SERVICES	3,194.40
30/04/2021	79044	CHLOE ABLA STUDIOS	ART SALES	165.60
30/04/2021	79090	CHRISTIAN & CO ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	178.75
30/04/2021	79064	CHRISTINE CRESSWELL	ART SALES	4.20
30/04/2021	78996	CHRISTINE SEATORY	ART SALES	109.20
16/04/2021	78821	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	495.00
21/04/2021	78908	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	18,537.93
30/04/2021	79145	CITY AND REGIONAL FUELS	FUEL SERVICES	3,150.30
8/04/2021	78637	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,254.49
22/04/2021	78923	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	5,631.68
8/04/2021	78632	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,157.18
22/04/2021	78918	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,299.18
8/04/2021	78633	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	248.00
22/04/2021	78919	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	236.00
8/04/2021	78639	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	226.00
22/04/2021	78925	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	225.40
30/04/2021	79059	CIVIQ PTY LTD	AQUIFIL FLEXISHOWER	7,980.50
16/04/2021	78787	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	138.10
21/04/2021	78896	CLARE TRIGWELL	BOND REFUND	200.00
16/04/2021	78829	CLEANAWAY	WASTE MANAGEMENT SERVICES	102,561.30
21/04/2021	78912	CLEANAWAY	WASTE MANAGEMENT SERVICES	97,755.66
16/04/2021	78797	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	807.71
16/04/2021	78711	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	13,802.11
16/04/2021	78666	CLEVERPATCH	VACATION CARE SUPPLIES	431.40
16/04/2021	78777	CMT EQUIPMENT	CONSTRUCTION MATERIALS TESTING EQUIPMENT	8,835.31
16/04/2021	78779	COASTLINE HIGH PRESSURE CLEANING AND SEA	HIGH PRESSURE CLEANING AND SEALING	2,472.80
16/04/2021	78837	COCA-COLA AMATIL	GLC KIOSK PURCHASES	1,288.32
9/04/2021	78645	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	117.40
16/04/2021	78696	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	555.05
30/04/2021	78976	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	423.39
16/04/2021	78664	COLIN CAMPBELL	ENGINEERING SERVICES	1,540.00
16/04/2021	78670	COMBINED TEAM SERVICES	TRAINING SERVICES	995.00
30/04/2021	78935	COMBINED TEAM SERVICES	TRAINING SERVICES	316.25
30/04/2021	79011	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	871.75
30/04/2021	79092	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	1,941.00
16/04/2021	78764	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	316.80
16/04/2021	78766	COUNTRYWIDE COMMERCIAL CEILINGS	CEILING SERVICES	1,969.00
9/04/2021	78656	CR. J BARRETT-LENNARD	COUNCILLOR PAYMENT	2,837.56
9/04/2021	78648	CR. P CARTER	COUNCILLOR PAYMENT	2,837.56
9/04/2021	78655	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	3,071.41
16/04/2021	78685	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	5,903.42
21/04/2021	78871	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	25,459.23
30/04/2021	78959	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	10,399.76
16/04/2021	78835	CROSS SECURITY SERVICES	SECURITY SERVICES	763.40
30/04/2021	79037	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	5,585.65
8/04/2021	78638	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	1,164.36
22/04/2021	78924	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	1,164.36
16/04/2021	78694	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	10,040.00
9/04/2021	78649	DAN HALL	STAFF REIMBURSEMENT	38.00
16/04/2021	78774	DANIEL FRITCHLEY	DRAFTING SERVICES	3,696.00
21/04/2021	78889	DANIEL FRITCHLEY	DRAFTING SERVICES	3,657.50
30/04/2021	79091	DAVID GRAY & CO	GARBAGE BINS & PARTS SUPPLIER	6,180.68
9/04/2021	78662	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	5,031.18
30/04/2021	79131	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	1,210.50
16/04/2021	78806	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	468.32
30/04/2021	79118	DAYMASTER PTY LTD	BUILDING PRODUCT SUPPLIER	639.85
30/04/2021	79070	DELMOSS NOMINEES PTY LTD	DRILLING OF A WATERWELL	21,647.52
16/04/2021	78839	DEPARTMENT OF PREMIER & CABINET	ADVERTISING SERVICES	689.70
30/04/2021	78942	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	1,378.80
16/04/2021	78759	DEVLYN CONSTRUCTIONS PTY LTD	CONSTRUCTION SERVICES	3,861.33

21/04/2021	78885	DEVLYN CONSTRUCTIONS PTY LTD	CONSTRUCTION SERVICES	52,772.50
29/04/2021	79161	DOG REGISTRATION REFUNDS	GEOFFREY Glyn JONES	150.00
29/04/2021	79162	DOG REGISTRATION REFUNDS	HOLLIE ROBERTS	100.00
30/04/2021	79084	DONAL CASEY	STAFF REIMBURSEMENT	264.00
16/04/2021	78776	DONALD WILLIAMSON	REFUND RIGHT OF BURIAL	680.00
16/04/2021	78773	DOOR HARDWARE SOLUTIONS	HARDWARE SUPPLIES	65.56
30/04/2021	79010	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	1,261.99
16/04/2021	78705	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	4,295.50
30/04/2021	78991	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	382.80
30/04/2021	79113	DOWN SOUTH TURF	TURF SERVICES	4,990.00
30/04/2021	78964	DOWN SOUTH WINDOW TINT	PLANT WINDSCREEN REPAIRS	765.00
30/04/2021	78949	DS SADDLETON	ART SALES	21.00
16/04/2021	78792	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	10,865.00
30/04/2021	78966	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	23.00
30/04/2021	78970	DYMOCKS BUSSELTON	LIBRARY RESOURCES	1,492.15
9/04/2021	78658	E & P CRONIN	COUNCILLOR PAYMENTS	2,837.56
16/04/2021	78791	EAGLE BAY BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	3,000.00
16/04/2021	78725	EAGLE VALLEY & CO PTY LTD	TYRE SALES AND SERVICE	39.00
30/04/2021	79013	EAGLE VALLEY & CO PTY LTD	TYRE SALES AND SERVICE	40.00
30/04/2021	79028	EARTH 2 OCEAN COMMUNICATIONS	COMMUNICATION SERVICES - RADIO REPAIRS	9,677.05
16/04/2021	78744	EARTH AND STONE WA	FOOTPATHS MAINTENANCE	23,562.32
16/04/2021	78786	ECOSYSTEMS SOLUTIONS	CONSULTANCY SERVICES	1,888.00
16/04/2021	78697	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	1,250.00
30/04/2021	78979	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	850.00
16/04/2021	78726	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	3,262.60
30/04/2021	79014	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	1,551.00
9/04/2021	78657	EJ & KM COX	COUNCILLOR PAYMENTS	2,837.56
30/04/2021	78999	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	59.15
21/04/2021	78902	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	2,640.00
30/04/2021	79102	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	1,320.00
21/04/2021	78911	ELITE POOL COVERS PTY LTD	POOL SERVICES	56,782.00
30/04/2021	79022	ELIZABETH BINT	ART SALES	56.00
30/04/2021	79127	ELLENBY TREE FARM PTY LTD	NURSERY SUPPLIES	10,956.00
30/04/2021	78927	ELLIOTTS IRRIGATION PTY LTD	IRRIGATION SERVICES	572.00
30/04/2021	79120	ELLIOTTS SMALL ENGINES	PLANT PURCHASES / SERVICES / PARTS	430.90
30/04/2021	79073	ELMARI STEYN	ART SALES	1,980.00
30/04/2021	79080	ELZA FOUCHE ARTIST	ART SALES	4.20
30/04/2021	78955	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	2,005.72
16/04/2021	78686	ERG ELECTRICS PTY LTD	ELECTRICAL COMMUNICATION SERVICES	3,418.10
16/04/2021	78762	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	158.99
30/04/2021	79021	FASSOM PTY LTD	STATIONERY AND OFFICE SUPPLIES	14.50
21/04/2021	78897	FIONA HORNE	PERFORMER	500.00
16/04/2021	78684	FIRE RESCUE SAFETY AUSTRALIA	FIRE SAFETY EQUIPMENT	1,683.01
30/04/2021	78971	FOUNDER ENTERPRISES PTY LTD T/AS FORTUS	EARTHMOVING PARTS	1,617.77
16/04/2021	78842	FREEHILLS EFT ACCOUNT	LEGAL SERVICES	4,920.30
16/04/2021	78767	FREO STONE	PAVING SUPPLIES	129,773.95
16/04/2021	78719	FRESH AS	REFRESHMENTS	315.20
30/04/2021	79005	FRESH AS	REFRESHMENTS	139.80
30/04/2021	79001	GABRIEL EVANS	ILLUSTRATOR AND AUTHOR WORKSHOP	475.00
30/04/2021	79082	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	425.00
16/04/2021	78856	GARY LEIGH	STAFF REIMBURSEMENT	55.80
21/04/2021	78869	GEO METALS	SHEET METAL SERVICES	495.00
16/04/2021	78750	GEO ORGANICS	FRUIT AND VEGETABLES	350.00
16/04/2021	78714	GEOBOX PTY LTD	VEHICLE CAMERAS	3,445.20
30/04/2021	79003	GEOBOX PTY LTD	VEHICLE CAMERAS	1,366.20
16/04/2021	78819	GEOFABRICS AUSTRALASIA PTY LTD	SAND BAG SUPPLIER	44,781.00
21/04/2021	78873	GEOGRAPHE INDUSTRIAL SUPPLIES	INDUSTRIAL SUPPLIES	103.40
16/04/2021	78843	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	323.00
30/04/2021	79144	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	76.00
30/04/2021	79093	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	23.65
16/04/2021	78706	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES	1,270.50
30/04/2021	78992	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES	34,175.35
16/04/2021	78751	GEOSPREAD	GREEN WASTE MULCHING	39,145.15
30/04/2021	78989	GLOBAL SYNTHETICS PTY LTD	GEOTEXTILES AND GABIONS	4,900.50
30/04/2021	78960	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY	STORAGE SERVICES	1,318.97
30/04/2021	79007	GRAND THEATRE COMPANY PTY LTD	CINEMA EXHIBITION	470.50
9/04/2021	78641	GRANT HENLEY	COUNCILLOR PAYMENT	10,651.86
21/04/2021	78864	GRANT HENLEY	COUNCILLOR PAYMENT	29.95
30/04/2021	78929	GRANT HENLEY	COUNCILLOR PAYMENT	129.90
16/04/2021	78841	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	3,900.00
30/04/2021	78952	GREY GOLD CONSTRUCTIONS	CONCRETE SERVICES	16,390.00
16/04/2021	78768	GRIFFITHS ARCHITECTS	INTERPRETATION PLAN & CONSULTANCY	21,285.00
30/04/2021	79076	GROWISE GP ENVIRONMENTAL T/A	SUSTAINABLE REVEGETATION PRODUCTS	4,837.80
30/04/2021	78993	GUARDIAN FIRST AID & FIRE	SAFETY SUPPLIES	192.50
16/04/2021	78846	GUMPTION PTY LTD	ADVERTISING SERVICES	3,185.00
16/04/2021	78794	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	268.62
21/04/2021	78901	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	21,033.38
30/04/2021	79099	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	245.30
9/04/2021	78653	HARVEY SCOTT GRAHAM	WATER CHARGES REIMBURSEMENT	515.70
30/04/2021	78973	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	790.00
30/04/2021	79035	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00

16/04/2021	78858	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	3,402.62
30/04/2021	79156	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	376.75
16/04/2021	78824	HITHERGREEN BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	800.00
16/04/2021	78795	HOLCIM	CONCRETE SERVICES	3,956.49
30/04/2021	79101	HOLCIM	CONCRETE SERVICES	1,305.48
16/04/2021	78771	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	313.50
21/04/2021	78887	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	4,389.00
16/04/2021	78757	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	220.00
30/04/2021	79057	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	2,788.50
30/04/2021	79017	IAN MUTCH	ART SALES	316.00
16/04/2021	78702	IMAGE ON LINE	MARKETING	261.25
30/04/2021	78984	IMPELPEC PTY LTD	QUEST SOFTWARE SERVICES	3,257.10
30/04/2021	79051	IN SIGHT PHOTOGRAPHY	PHOTOGRAPHY SERVICES	650.00
30/04/2021	79077	INFRARED SERVICES CONSULQUAL PTY LTD	THERMOGRAPHIC INSPECTION	1,528.78
30/04/2021	79056	INSTANT PRODUCTS HIRE	PUBLIC ABLUTIONS HIRE AND SALES	2,763.07
16/04/2021	78665	INSTANT RACKING	SHELVING & STORAGE SERVICES	580.00
16/04/2021	78723	INTERFIRE AGENCIES PTY LTD	FIRE, SAFETY, EMERGENCY EQUIPMENT	14,517.36
16/04/2021	78748	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	320.54
30/04/2021	79047	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	562.61
30/04/2021	79094	JASON SIGNMAKERS	SIGNAGE SUPPLIES	807.42
30/04/2021	78998	JENNIFER BROWN	ART SALES	65.20
16/04/2021	78669	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	451.00
30/04/2021	78934	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	693.00
16/04/2021	78693	JIMS FIRST	HARDWARE SUPPLIES	6.21
30/04/2021	78972	JIMS FIRST	HARDWARE SUPPLIES	48.00
30/04/2021	79063	JOEL SMOKER	ART SALES	1,115.98
30/04/2021	78958	JOHN STRICKLAND	LIGHTING AND SOUND SERVICES	1,430.00
30/04/2021	79045	JULIE GUTHRIDGE	ART SALES	98.70
21/04/2021	78892	K & D MCEWAN	BJTP REFUND	62.00
16/04/2021	78781	KAREN FRANKEL	ART SALES	396.00
16/04/2021	78758	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	719.40
30/04/2021	79058	KARL D CLIVELY	IRRIGATION AND PROJECT MANAGEMENT	3,326.40
9/04/2021	78651	KELLY LINDA HICK	COUNCILLOR PAYMENT	4,538.91
21/04/2021	78882	KELLY LINDA HICK	COUNCILLOR PAYMENT	259.87
30/04/2021	78939	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	64,425.90
16/04/2021	78716	KITCHEN TAKEOVERS	CATERING	630.00
21/04/2021	78881	KITCHEN TAKEOVERS	CATERING	1,137.00
30/04/2021	79004	KITCHEN TAKEOVERS	CATERING	195.50
30/04/2021	78975	KLEENHEAT NATURAL GAS	KOOKABURRA NATURAL GAS	357.69
16/04/2021	78728	KMART BUSSELTON	RETAIL HOME WARES	65.00
16/04/2021	78708	KRISTOPHER N DAVIS	STAFF REIMBURSEMENT	65.41
21/04/2021	78891	KURT NELLIGAN	BJTP REFUND	62.00
16/04/2021	78798	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	4,013.43
30/04/2021	79104	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	237.88
16/04/2021	78793	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	320.40
16/04/2021	78852	LANDMARK ENGINEERING	INFRASTRUCTURE SERVICES	3,776.30
30/04/2021	79150	LANDMARK ENGINEERING	INFRASTRUCTURE SERVICES	13,675.20
30/04/2021	78943	LANDSAVE ORGANICS	LANDSCAPING SERVICE	6,677.00
16/04/2021	78809	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	726.59
21/04/2021	78905	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	5,772.30
30/04/2021	79151	LE & OG ISBEL	ART SALES	16.00
21/04/2021	78865	LEEUEWIN CIVIL PTY LTD	CONSTRUCTION - GALE ROAD & VASSE OVAL CAR PARK	640,000.47
30/04/2021	78931	LEEUEWIN CIVIL PTY LTD	CONSTRUCTION - GALE ROAD	311,578.37
16/04/2021	78840	LEEUEWIN TRANSPORT	COURIER SERVICES	1,992.85
30/04/2021	79143	LEEUEWIN TRANSPORT	COURIER SERVICES	2,102.68
16/04/2021	78692	LG CONNECT PTY LTD	TECHNICAL CONSULTING	2,970.00
16/04/2021	78735	LIFE READY PHYSIO & PILATES BUSSELTON	MUSCULOSKELETAL FUNCTIONAL CAPACITY	163.35
30/04/2021	79137	LINCOLN HIGGINS	WELDING SERVICES	132.00
16/04/2021	78740	LIVING MADLY PTY LTD	BAKERY CATERING	105.00
30/04/2021	79036	LIVING MADLY PTY LTD	BAKERY CATERING	70.00
16/04/2021	78862	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	100.00
30/04/2021	79158	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES	5,950.00
30/04/2021	79053	LOCK AROUND THE CLOCK	SECURITY SERVICES	772.50
30/04/2021	78980	LOTX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	581.06
9/04/2021	78650	LYNDON MILES	COUNCILLOR PAYMENT	2,837.56
16/04/2021	78789	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	1,092.27
30/04/2021	79097	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	409.97
16/04/2021	78855	MAIA FINANCIAL	LEASING PAYMENTS (IT)	1,320.00
30/04/2021	79096	MALATESTA ROAD PAVING	ROAD SURFACING-YONGARILLUP/WONNERUP STH/YELVERTON	238,522.10
16/04/2021	78850	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	396.00
30/04/2021	79149	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	385.00
16/04/2021	78688	MARGARET RIVER FENCING	MAINTENANCE SERVICES	12,592.25
16/04/2021	78739	MARGARET RIVER RURAL CONTRACTORS PTY LTD	PLANT & EQUIPMENT HIRE	17,319.50
30/04/2021	79085	MARINA MURPHY	DIGITAL MENTOR	55.80
16/04/2021	78698	MARKETFORCE PTY LTD	ADVERTISING SERVICES	440.00
21/04/2021	78876	MARKETFORCE PTY LTD	ADVERTISING SERVICES	4,196.56
16/04/2021	78854	MAXINE PALMER	STAFF REIMBURSEMENT	615.92
16/04/2021	78853	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	43,908.01
16/04/2021	78682	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	2,201.72
30/04/2021	78953	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	5,524.88
30/04/2021	79087	ME RAINY T/AS PK COURIERS	COURIER SERVICES	508.20

30/04/2021	78932	MEDIOLOSS BRECKEN HEALTH CARE	MEDICAL SERVICES	171.60
16/04/2021	78788	METRICUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	525.00
30/04/2021	79133	MINTER ELLISON	LEGAL SERVICES	953.92
16/04/2021	78704	MOORE STEPHENS WA PTY LTD	RATE COMPARISON REPORT	2,332.00
30/04/2021	79083	MOSSONSON GALLERIES	ART SALES	370.00
9/04/2021	78659	MUIRS	VEHICLE MAINTENANCE	1,468.35
16/04/2021	78765	MULTISPARES LTD	VEHICLE PARTS	5,226.43
30/04/2021	78962	NALDA HOSKINS DESIGN	ART SALES	325.80
29/04/2021	79160	NATALIE CARTER	GLC CUSTOMER REFUND	150.00
30/04/2021	79054	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	85.05
30/04/2021	79019	NATURALISTE TURF	TURF MAINTENANCE SERVICES	3,800.04
30/04/2021	79041	NETSTAR AUSTRALIA PTY LTD	GPS TELEMATICS	349.58
16/04/2021	78860	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	222.25
16/04/2021	78734	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	132.00
30/04/2021	79029	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	15,972.00
16/04/2021	78775	NEWGROUND DESIGN SERVICES PTY LTD	DESIGN SERVICES	1,320.00
16/04/2021	78790	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	1,273.16
21/04/2021	78900	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	71.08
30/04/2021	79098	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	418.98
30/04/2021	79023	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	413.92
21/04/2021	78867	NL & KE SEARLE	STAFF REIMBURSEMENT	90.00
16/04/2021	78703	NORTH METROPOLITAN TAFE	TRAINING SERVICES	2,846.00
16/04/2021	78834	NVMS (NOISE & VIBRATION SYSTEMS) P/L	NOISE LEVEL ANALYSER SUPPLIER	271.70
16/04/2021	78700	OCEAN AIR CARPET CARE	CLEANING SERVICES	650.50
21/04/2021	78877	OCEAN AIR CARPET CARE	CLEANING SERVICES	286.00
30/04/2021	79008	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	247.74
30/04/2021	78978	OLDSWEEN FAMILY TRUST	CATERING	875.50
16/04/2021	78727	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	1,257.91
30/04/2021	79016	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DRY HIRE	5,715.36
9/04/2021	78644	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
21/04/2021	78874	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
30/04/2021	78946	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	855.00
16/04/2021	78801	OTIS ELEVATOR COMPANY PTY LTD	ELEVATOR SERVICES	6,000.69
30/04/2021	79072	PAINTING THE BAY	PAINTING AND DECORATING	7,480.00
16/04/2021	78799	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	1,567.95
30/04/2021	79106	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	891.00
9/04/2021	78642	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	42,502.64
30/04/2021	78930	PHIL HOLLETT PHOTOGRAPHY	ART SALES	39.90
30/04/2021	78940	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	1,133.00
16/04/2021	78859	PK TECHNOLOGY PTY LTD	MAINTENANCE SERVICES	1,722.00
30/04/2021	79147	PLANNING INSTITUTE OF AUSTRALIA INC	TRAINING SERVICES	700.00
30/04/2021	79030	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	159.50
30/04/2021	79020	PRACSYS	COMMERCIAL ASSESSMENT	16,909.20
16/04/2021	78802	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	354.86
30/04/2021	79112	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	6,762.42
16/04/2021	78675	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	302.50
30/04/2021	78945	PRIME INDUSTRIAL PRODUCTS PTY LTD	SAFETY EQUIPMENT	822.80
30/04/2021	78977	PRIME URBAN WA PTY LTD	LANDSCAPE IMPLEMENTATION BOND	20,474.63
30/04/2021	79108	PRO-LINE KERBING	KERBING SERVICES	2,773.10
16/04/2021	78755	QUANTIFIED TREE RISK ASSESSMENT LIMITED	TREE RISK ASSESSMENT TRAINING	181.50
29/04/2021	79163	RATE REFUND SUNDY EFT	CELESTE MCMAHON	483.00
29/04/2021	79164	RATE REFUND SUNDY EFT	M BROWN & E CHAMBERLAIN	1,711.18
21/04/2021	78890	REBECCA GEBBING	BTUP REFUND	187.00
16/04/2021	78782	RED CLOUD ART SPACE	PAYMENT CANCELLED	0.00
16/04/2021	78830	REECE PTY LIMITED	PLUMBING SERVICES	14.94
30/04/2021	79115	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	83.95
30/04/2021	78963	RETECH RUBBER	SOFTFALL SURFACES	1,485.00
16/04/2021	78832	RICOH BUSINESS CENTRE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	969.53
16/04/2021	78849	RMS (AUST)P/L	SOFTWARE SERVICES	150.26
30/04/2021	79109	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,308.43
21/04/2021	78872	ROMEX AUSTRALIA PTY LTD	AUTOMATED CAR PARK SYSTEM	880.00
9/04/2021	78647	ROSS PAINE	COUNCILLOR PAYMENT	2,837.56
16/04/2021	78818	RUBEK AUTOMATIC DOORS	AUTOMATIC DOOR SERVICES	6,915.70
30/04/2021	79067	S & S WALKER	ART SALES	9.60
16/04/2021	78769	SAGE CONSULTING ENGINEERS PTY LTD	ELECTRICAL CONSULTING ENGINEER	7,089.50
30/04/2021	79052	SAMUEL J ALLEN	ARTWORK CONSULTATION	12,595.00
16/04/2021	78844	SANPOINT PTY LTD	LANDSCAPING SERVICES	11,147.16
21/04/2021	78913	SANPOINT PTY LTD	LANDSCAPING SERVICES	1,398.54
30/04/2021	79026	SARA URBAN	FACE PAINTING	300.00
16/04/2021	78683	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	503.15
30/04/2021	78956	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	1,430.00
16/04/2021	78745	SCOTT JONES	COFFEE MACHINES SALES AND SERVICING	477.40
16/04/2021	78778	SCOTT PEARCE	SINGING PERFORMANCE	400.00
16/04/2021	78738	SCOTTISH PACIFIC BUSINESS FINANCE	TRAFFIC MANAGEMENT SERVICES	760.93
30/04/2021	79034	SCOTTISH PACIFIC BUSINESS FINANCE;;CB TR	TRAFFIC MANAGEMENT SERVICES	7,564.05
9/04/2021	78652	SHANE & ALEXIS JENNINGS	INSTALLATION OF SCHEME WATER	322.25
16/04/2021	78733	SHANE & ALEXIS JENNINGS	INSTALLATION OF SCHEME WATER	322.25
16/04/2021	78851	SHARON WILLIAMS	STAFF REIMBURSEMENT	22.00
16/04/2021	78783	SHAUN HESTER	SCHEME WATER REIMBURSEMENT	439.45
30/04/2021	79155	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	13,255.00
16/04/2021	78674	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE	5,331.48

21/04/2021	78866	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE	175,166.95
9/04/2021	78654	SIESTA TIME WA PTY LTD TRADING AS CAPE C	REFRESHMENTS	93.35
16/04/2021	78749	SIESTA TIME WA PTY LTD TRADING AS CAPE C	REFRESHMENTS	780.49
21/04/2021	78886	SIRSIDYNIX PTY LTD	SOFTWARE SUPPLY AND HOSTING	29,010.58
16/04/2021	78753	SKIDATA AUSTRALASIA PTY LTD	CARPARK EQUIPMENT	1,225.13
8/04/2021	78631	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,523.44
22/04/2021	78917	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,843.44
30/04/2021	79046	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	8,429.91
30/04/2021	78985	SOGGYBONES	EVENT COORDINATION	600.00
16/04/2021	78827	SOILS AINT SOILS	NURSERY SUPPLIES	299.00
30/04/2021	79136	SOILS AINT SOILS	NURSERY SUPPLIES	129.70
30/04/2021	78961	SONIC HEALTH PLUS PTY LTD	OCCUPATIONAL HEALTH SERVICES	148.50
16/04/2021	78817	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	2,043.16
30/04/2021	79062	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	1,780.90
30/04/2021	78990	SOUTH REGIONAL TAFE	EDUCATION & TRAINING	486.00
30/04/2021	79002	SOUTH WEST BOUNCY CASTLES	BOUNCY CASTLES	3,240.00
30/04/2021	79152	SOUTH WEST COUNSELLING	COUNSELLING SERVICES	2,015.00
16/04/2021	78796	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	19,582.20
16/04/2021	78737	SOUTH WEST OFFICE NATIONAL	STATIONERY	212.86
30/04/2021	79033	SOUTH WEST OFFICE NATIONAL	STATIONERY	1,075.35
30/04/2021	79100	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	2,001.45
30/04/2021	78997	SOUTHERN CROSS AUSTERO	ADVERTISING	2,079.00
16/04/2021	78730	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES	3,135.00
16/04/2021	78707	SOUTHERN LIGHT EVENTS	SOUND, LIGHTING AND STAGING	2,922.15
16/04/2021	78826	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	82.50
30/04/2021	78982	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	131.25
16/04/2021	78820	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	870.00
30/04/2021	79129	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	874.00
30/04/2021	79012	SPECTUR LTD	SOLAR SECURITY CAMERAS	1,382.55
16/04/2021	78729	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	270.00
16/04/2021	78833	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	181.50
30/04/2021	79140	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	465.30
16/04/2021	78784	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	12.60
30/04/2021	79088	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	157.50
30/04/2021	78974	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	10,971.19
16/04/2021	78676	ST JOHN AMBULANCE	TRAINING SERVICES	455.40
30/04/2021	78947	ST JOHN AMBULANCE	TRAINING SERVICES	369.00
30/04/2021	79105	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	3,786.49
21/04/2021	78895	STEVEN VIGORS	BOND REFUND	200.00
21/04/2021	78898	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	2,438.83
8/04/2021	78630	STOCKER PRESTON RESIDENTIAL	8256 - RENT - A NOTTLE	900.00
22/04/2021	78916	STOCKER PRESTON RESIDENTIAL	8256 - RENT - A NOTTLE	900.00
16/04/2021	78689	SUPATURF W.A.	TURF MARKING SERVICES	5,137.28
8/04/2021	78640	SUPERCHOICE	SUPERANNUATION	162,127.12
22/04/2021	78926	SUPERCHOICE	SUPERANNUATION	167,793.22
30/04/2021	79142	SURVCON P/L	SURVEY SERVICES	4,840.00
16/04/2021	78831	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	1,960.00
30/04/2021	79111	SW PRECISION PRINT	PRINTING SERVICES	784.00
16/04/2021	78742	SYNERGY	ELECTRICITY SUPPLIES	98,893.71
30/04/2021	79038	SYNERGY	ELECTRICITY SUPPLIES	13,012.00
16/04/2021	78681	TACTILE INDICATORS PTY LTD	TERRACOTTA PATHFINDERS	1,792.00
30/04/2021	79071	TANYA K PASSMORE	ART SALES	555.00
16/04/2021	78668	TARVIA PTY LTD	ENGINEERING SERVICES	5,420.80
30/04/2021	78933	TARVIA PTY LTD	ENGINEERING SERVICES	4,950.00
16/04/2021	78825	TECHNOLOGY ONE	SOFTWARE SERVICES	2,124.10
9/04/2021	78643	TELSTRA (NETWORK INTEGRITY)	MAJOR PROJECT WORKS	29,760.08
9/04/2021	78661	TELSTRA CORPORATION	COMMUNICATION SERVICES	8,718.95
21/04/2021	78903	TELSTRA CORPORATION	COMMUNICATION SERVICES	9,341.74
30/04/2021	79165	TELSTRA CORPORATION	ASSET RELOCATION CAUSEWAY ROAD TO STRELLY STREET	361,400.36
16/04/2021	78715	TENDERLINK.COM	TENDER ADVERTISING	330.00
30/04/2021	78936	THAT GUY'S RECYCLING PTY LTD T/A ;;TOTAL	RECYCLING E-WASTE SERVICES	1,678.03
16/04/2021	78717	THE AUSCAM FAMILY TRUST T/A SOUND PRO	EQUIPMENT HIRE	1,144.00
16/04/2021	78724	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	156.00
16/04/2021	78672	TINT A CAR BUSSELTON	MAINTENANCE SERVICES	590.00
30/04/2021	78938	TINT A CAR BUSSELTON	MAINTENANCE SERVICES	240.00
30/04/2021	79042	TOLL TRANSPORT PTY LTD	COURIER SERVICES	213.02
16/04/2021	78815	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	16,454.62
30/04/2021	79123	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	2,246.36
16/04/2021	78845	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	20,325.13
21/04/2021	78914	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	27,462.04
30/04/2021	79146	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	990.00
30/04/2021	79032	TOTAL TOOLS	TOOL PURCHASES	313.50
16/04/2021	78709	TOX FREE WASTE MANAGEMENT SOLUTIONS	CHEMICAL DISPOSAL SERVICES	3,421.48
16/04/2021	78861	T-QUIP	MOWER PARTS & SERVICE	448.35
30/04/2021	79157	T-QUIP	MOWER PARTS & SERVICE	1,104.00
16/04/2021	78671	TRACIE ANDERSON	ART SALES	60.00
30/04/2021	78937	TRACIE ANDERSON	ART SALES	4.05
16/04/2021	78847	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	2,478.20
30/04/2021	79148	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	6,970.40
30/04/2021	79154	TRIATHLON WESTERN AUSTRALIA INC	IRONMAN TRIATHLON	30,250.00
16/04/2021	78699	TROPHIES ON TIME	NAME BADGE SUPPLIER	242.50

16/04/2021	78713	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	470.54
30/04/2021	79000	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	6,869.82
16/04/2021	78754	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	27.08
30/04/2021	78994	UNDERGROUND POWER DEVELOPMENT PTY LTD	STREET LIGHTING AND POWER DESIGN	1,045.00
30/04/2021	78957	URSULA FAHRER	ART SALES	16.00
16/04/2021	78811	VASSE BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	4,120.00
30/04/2021	79074	VONNE MITCHELL	ART SALES	360.50
30/04/2021	78954	VORGE PTY LTD	GYM GOODS	1,316.70
16/04/2021	78807	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	95.48
30/04/2021	79081	WA ADVANCED TRAINING ACADEMY	TRAINING AND ASSESSMENT	2,550.00
30/04/2021	78950	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	242.00
16/04/2021	78687	WA NEWSPAPERS LIMITED	ADVERTISING SERVICES	2,300.04
8/04/2021	78636	WA SHIRE COUNCILS	UNION FEES	358.76
22/04/2021	78922	WA SHIRE COUNCILS	UNION FEES	358.76
21/04/2021	78907	WA TREASURY CORPORATION	LOAN REPAYMENTS	520,340.95
30/04/2021	78928	WALGA	WALGA TRAINING SERVICES	2,806.00
21/04/2021	78880	WALGA ATF LGISWA	WORKER COMPENSATION SERVICES	11,464.99
30/04/2021	79009	WASTECH ENGINEERING PTY LTD	WASTE COMPACTION SYSTEM	665.50
16/04/2021	78712	WELL DONE INTERNATIONAL PTY LTD	AFTERHOURS CALL CENTRE SERVICE	2,790.92
16/04/2021	78803	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	884.20
30/04/2021	79114	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	715.11
30/04/2021	79125	WESFARMERS KHG	GAS SERVICES	1,984.80
16/04/2021	78743	WESTBOOKS	LIBRARY RESOURCES	197.00
30/04/2021	79040	WESTBOOKS	LIBRARY RESOURCES	658.11
30/04/2021	78983	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	9,592.00
16/04/2021	78805	WESTRAC P/L	PLANT PURCHASES CATERPILLAR 924K	306,331.11
30/04/2021	79117	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	3,139.36
16/04/2021	78691	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	330.00
30/04/2021	78965	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	165.00
16/04/2021	78736	WILLYABRUP COMMUNITY ASSOCIATION	COMMUNITY HALL RENOVATION COSTS	1,523.44
30/04/2021	79107	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	1,019.18
30/04/2021	79043	WIZARD TRAINING SOLUTIONS	TRAINING SERVICES	4,730.00
16/04/2021	78678	WIZID PTY LTD	POOL ENTRY WRISTBANDS	113.30
16/04/2021	78838	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	1,441.00
30/04/2021	78951	WOODLANDS DISTRIBUTORS & AGENCIES PTY LT	STREETSCAPE FURNITURE	6,065.40
16/04/2021	78814	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	2,019.95
21/04/2021	78906	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	396.00
30/04/2021	79121	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	302.00
16/04/2021	78695	WORK METRICS	HEALTH AND SAFETY SOFTWARE	110.00
30/04/2021	79069	WORMALL CIVIL PTY LTD	RETAINING WALLS	14,388.00
9/04/2021	78663	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	51.44
16/04/2021	78822	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	1,363.43
21/04/2021	78909	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	684.90
30/04/2021	79135	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	246.03
30/04/2021	78988	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	790.00
16/04/2021	78810	YALLINGUP COASTAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	5,950.00
16/04/2021	78812	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	12,760.00
15/04/2021	78863	ZAPH PTY LTD	REFUND PERFORMANCE BOND	125,000.00
				6,021,844.90





TRUST PAYMENTS APRIL 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
9/04/2021	7551	STEPHEN ORR	REFUNDS	61.65
15/04/2021	7552	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
14/04/2021	7553	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	48,511.46
14/04/2021	7554	CITY OF BUSSELTON	VARIOUS REIMBURSEMENTS	1,210.26
14/04/2021	7555	CONSTRUCTION TRAINING FUND	BCITF LEVY	5,518.42
22/04/2021	7556	ANNETTE WHEATLEY	REFUNDS	61.65
22/04/2021	7557	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
22/04/2021	7558	SOUTH WEST AFFORDABLE PATIOS	REFUNDS	61.65
				55,425.09

DIRECT DEBIT PAYMENTS APRIL 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
20/04/2021	4466	AIRPORT PARKING CARD REFUNDS	AIRPORT PARKING CARD REFUND	20.00
29/04/2021	4468	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	69,315.83
1/04/2021	4451	ANZ BANK	BANK FEES	4,948.40
1/04/2021	4457	ANZ BANK	BANK FEES	15.25
7/04/2021	4458	ANZ BANK	BANK FEES	4,291.40
7/04/2021	4469	ANZ BANK	BANK FEES	303.27
7/04/2021	4470	ANZ BANK	BANK FEES	736.89
7/04/2021	4471	ANZ BANK	BANK FEES	274.60
29/04/2021	4473	ANZ BANK	BANK FEES	30.00
29/04/2021	4474	ANZ BANK - VISA	CREDIT CARD PURCHASES (AS BELOW)	20,269.70
30/04/2021		ANZ ADJUSTMENT - DELIVERED CHARGE	CREDIT FOR UNAUTHORISED DELIVEROO.COM CH	-46.20
30/04/2021		APPLE ICLOUD - OLIVER DARBY	E-STORAGE	4.49
30/04/2021		APPLE ICLOUD STORAGE - MIKE ARCHER	MIKE ARCHER ADDITIONAL STORAGE	4.49
30/04/2021		AUSSIE BROADBAND - MIKE ARCHER	MIKE ARCHER HOME BROADBAND	65.00
30/04/2021		AUST INST. OF HEALTH & SAFETY	REGISTRATION FEE FOR NATIONAL HEALTH & S	638.00
30/04/2021		AUST INSTITUTE OF COMPANY DIRECTORS	COMPANY DIRECTOR COURSE - 31 MAY 21 - NA	323.00
30/04/2021		AUST INSTITUTE OF COMPANY DIRECTORS	COMPANY DIRECTOR COURSE - 31 MAY 21 - NA	7,500.00

30/04/2021		AUST INSTITUTE OF MANAGEMENT	AIM WA PROFESSIONAL MEMBERSHIP - MAXINE P	49.00
30/04/2021		COLOR POWDER AUSTRALIA	PURCHASE OF COLOUR POWDER FOR SOUTH WEST	118.00
30/04/2021		COLOUR POWDER AUSTRALIA	PURCHASE OF COLOUR POWDER FOR SOUTH WEST	293.90
30/04/2021		COMFORT STYLE - CABIN FURNITURE	CABIN FURNITURE BUSSELTON JETTY TOURIST	927.00
30/04/2021		COWARAMUP BAKERY	CATERING -INCIDENT #51611	354.40
30/04/2021		DELIVEROO.COM - CHARGE TO BE REFUNDED	ERROR - TO BE REFUNDED	46.20
30/04/2021		DOMINOS PIZZA - YOUTH EVENT - 6 MAR 21	DOMINOS PIZZA FOR SATURDAY NIGHT YOUTH P	100.00
30/04/2021		DOMINOS PIZZA - YOUTH EVENT -13 MAR 21	DOMINOS PIZZA FOR SATURDAY NIGHT YOUTH P	100.00
30/04/2021		DOMINOS PIZZA - YOUTH EVENT -20 MAR 21	DOMINOS PIZZA FOR SATURDAY NIGHT YOUTH P	107.95
30/04/2021		DOMINOS PIZZA - YOUTH EVENT - 27 FEB 21	DOMINOS PIZZA FOR SATURDAY NIGHT YOUTH P	100.00
30/04/2021		DUCK DUCK BRUCE FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	96.50
30/04/2021		EBAY -REMOTE CONTROLS -	EPSON PROJECTORS	2.02
30/04/2021		EBAY -REMOTE CONTROLS - EPSON PROJECTORS	EPSON PROJECTORS	67.49
30/04/2021		ESPLANADE HOTEL FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	34.37
30/04/2021		EVENTBRITE - LIVING SMART SOUTH WEST	2 TICKETS FOR 2 GREEN TASK FORCE MEMBERS	117.68
30/04/2021		FACEBOOK - 17 MARCH 21	ADVERTISING AND MEDIA	0.99
30/04/2021		FACEBOOK - 17 MARCH 21	ADVERTISING AND MEDIA	33.00
30/04/2021		FACEBOOK - 18 MARCH 21	ADVERTISING AND MEDIA	0.99
30/04/2021		FACEBOOK - 18 MARCH 21	ADVERTISING AND MEDIA	33.00
30/04/2021		FACEBOOK - 23 MARCH 21	ADVERTISING AND MEDIA	1.32
30/04/2021		FACEBOOK - 23 MARCH 21	ADVERTISING AND MEDIA	44.00
30/04/2021		FACEBOOK - ARTGEO 1 MARCH 21	EVENT -STARS ALIGN	0.76
30/04/2021		FACEBOOK - ARTGEO 1 MARCH 21	EVENT -STARS ALIGN	25.47
30/04/2021		FACEBOOK- 20 MARCH 21	ADVERTISING AND MEDIA	0.99
30/04/2021		FACEBOOK- 20 MARCH 21	ADVERTISING AND MEDIA	33.00
30/04/2021		FUEL -TONY NOTTLE	TONY NOTTLE - DIRECTOR - FINANCIAL & CORPORATE SVS	73.29
30/04/2021		FUEL -TONY NOTTLE	TONY NOTTLE - DIRECTOR - F&C	93.94
30/04/2021		GINOS CAFE FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	9.00
30/04/2021		GINOS CAFE FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	25.80
30/04/2021		GINOS CAFE FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	44.40
30/04/2021		GINOS CAFE FREMANTLE	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	67.10
30/04/2021		HERTZ CAR HIRE BROOME	CAR HIRE 17 - 20 JUNE 21 FOR RCWA MEET	499.28
30/04/2021		LAW SOCIETY OF WA - RENEWAL EXEMPTION	NOTIFICATION OF EXEMPTION FEE -BEN WHITE	75.00
30/04/2021		MAILCHIMP - BUSSELTON LIBRARY	LIBRARY NEWSLETTER AND MARKETING	78.91
30/04/2021		MESSAGE MEDIA -GLC	GLC - CUSTOMER RETENTION AND CONTACT SYS	198.18
30/04/2021		MONTHLY MAILCHIMP	BAY TO BAY ELECTRONIC NEWSLETTER	269.76
30/04/2021		MRWA - SPECIAL PURPOSE VEHICLE PERMIT	SPECIAL PURPOSE VEHICLE STANDARD 2 AXLE	25.00
30/04/2021		ONE RUSTIC BLOOM - SYMPATHY FLOWERS	SYMPATHY BLOOM FOR CASSANDRA ARMSTRONG	100.00
30/04/2021		PIZZA BELLA ROMA	2 DAY IPWEA STATE CONFERENCE 11-12 MARCH	61.00
30/04/2021		QANTAS AIRFARES PERTH - CANBERRA	ATTENDANCE AT RCA BOARD MEETING AND DELE	963.56
30/04/2021		QANTAS AIRFARES PERTH - GERALDTON	ATTENDANCE AT TOURISM COUNCIL WA REGIONAL	414.44
30/04/2021		QUEST SCARBOROUGH - ACCOMMODATION	ACCOMMODATION - SWIM TEACHER TRAINING -	447.17
30/04/2021		QUEST SCARBOROUGH - FOOD	LUCY HILL -SWIM TEACHER TRAINING	17.50
30/04/2021		RIVERSANDS - 20LT DRUM - DEGREASER	TRIAL PRODUCT - CBD PAVING CLEANING	108.90
30/04/2021		SAFETY CULTURE -IAUDITOR	INSPECTION SOFTWARE AND MOBILE INSPECTION	12.91
30/04/2021		SENDGRID -	GLC - MONTHLY SUBSCRIPTION - CUSTOMER RE	20.21
30/04/2021		SHELTER BREWING CO - HOSPITALITY	SOD TURNING - HILTON HOTEL DEVELOPMENT	247.50
30/04/2021		SNAPFISH - 25 CUSTOM PHOTO BOOKS	150TH ANNIVERSARY OF MUNICIPALITY	1,208.99
30/04/2021		SNAPFISH - PHOTO BOOKS - CREDIT	ONLINE ORDER ERROR CREDIT	-1,188.99
30/04/2021		SNAPFISH - PHOTO BOOKS - SEE REFUND	ONLINE ORDER ERROR (CHARGE HAS BEEN CRED	1,188.99
30/04/2021		SOUTH WEST OFFICE NATIONAL - STATIONERY	DYMO LABELLING TAPE - HR	26.95
30/04/2021		SPOTIFY - YOUTH	MUSIC FOR YOUTH EVENTS	18.99
30/04/2021		THE ADNATE PERTH - ACCOMMODATION	2021 BUDGET WORKSHOP - CLAIRE TRIGG	192.38
30/04/2021		THE EDUCATION SHOP - LIBRARY PURCHASE	LIBRARY DVD PURCHASE	86.15
30/04/2021		THE ROYAL PALMS - ACCOMMODATION	ACCOMMODATION FOR THE STARS ALIGN PERFORMANCE	942.00
30/04/2021		THE SEBEL PERTH -TRAINING ACCOMMODATION	INDESIGN TRAINING - WENDY CLUTTERBUCK	325.48
30/04/2021		THE SEBEL PERTH -TRAINING ACCOMMODATION	INDESIGN TRAINING - MICHELLE REIGER	386.26
30/04/2021		THE SURGERY - PRE EMPLOYMENT MEDICAL	MITCHELL GREEN	172.40
30/04/2021		VIRGIN AIRFARE PERTH - BROOME	ATTENDANCE AT RCWA MEETING 19 JUNE 21 -	422.28
30/04/2021		VIRGIN FLIGHTS-- BROOME - PERTH	BME - PER -21 JUNE 2021 - MIKE ARCHER &	844.56
30/04/2021		YAHAVA KOFFEE	CATERING -INCIDENT #51611	33.70
30/04/2021		YAHAVA KOFFEE	CATERING -INCIDENT #51611	49.20
30/04/2021		ZONTA CLUB DUNSBOROUGH- TICKETS	ATTENDANCE AT INTERNATIONAL WOMEN'S DAY	55.00
30/04/2021		ZOOM VIDEO CONFERENCING	VIDEO CONFERENCING SERVICES	13.86
30/04/2021		ZOOM VIDEO CONFERENCING	VIDEO CONFERENCING SERVICES	461.84
15/04/2021	4455	COMMONWEALTH BANK	BANK FEES	362.80
6/04/2021	4459	COMMONWEALTH BANK	BANK FEES	3,260.58
29/04/2021	4467	D STAR	REFUND OF ANIMAL TRAP BOND	100.00
19/04/2021	4464	D WHITELAND	REFUND OF RATE OVERPAYMENT	493.70
29/04/2021	4465	EDITH COWAN UNIVERSITY	EDUCATION	3,966.95
20/04/2021	4461	GA & NF MACKIE / G BASSETT	REFUND OVERPAYMENTS	25,818.89
16/04/2021	4456	JE STICKLES	REFUND OF RATE OVERPAYMENT	609.00
21/04/2021	4463	KD & DJ BENTINK	REFUND CANCELLED BA FEE	61.65
1/04/2021	4449	LES MILLS ASIA PACIFIC	CONTRACT FEES	485.74
1/04/2021	4450	LES MILLS ASIA PACIFIC	CONTRACT FEES	582.89
13/04/2021	4448	M CHAPMAN	REFUND OF ANIMAL TRAP BOND	100.00
19/04/2021	4460	MR & GP SHARPE	REFUND FEES PAID TWICE IN ERROR	35.00
23/04/2021	4472	PJ & HF FRANCIS	REFUND OVERPAYMENTS	690.35
12/04/2021	4452	SUNDRY CREDITOR - MULTIPLE	REFUND OF RATE OVERPAYMENT	1,792.51
13/04/2021	4453	SUNDRY CREDITOR - MULTIPLE	REFUND OF RATE OVERPAYMENT	946.00
14/04/2021	4454	SUNDRY CREDITOR - MULTIPLE	REFUND OF RATE OVERPAYMENT	1,227.89

1/04/2021	4462	VE KINGSWOOD	REFUND CANCELLED BA FEE	61.65
9/04/2021	4447	WA COUNTRY BUILDERS	REFUND CONTRIBUTIONS PAID TWICE IN ERROR	6,977.18
				147,778.12
PAYROLL PAYMENTS APRIL 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
6/04/2021	PAY 6.4.21	PAYROLL 6/4/21	CITY OF BUSSELTON PAYROLL 6.4.21	781,923.50
20/04/2021	PAY 20.4.21	PAYROLL 20/4/21	CITY OF BUSSELTON PAYROLL 20.4.21	796,275.64
				1,578,199.14

12.2 Finance Committee - 9/6/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 30 APRIL 2021

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
SUBJECT INDEX	Financial Services
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Financial Activity Statement - April 2021   Attachment B Investment Report - April 2021  

This item was considered by the Finance Committee at its meeting on 9/6/2021, the recommendations from which have been included in this report.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

C2106/125 Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council receives the statutory financial activity statement reports for the period ending 30 April 2021, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations*.

CARRIED 9/0

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EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 April 2021.

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 on 27 July 2020, the Council adopted (C2007/071) the following material variance reporting threshold for the 2020/21 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 2020/21 financial year as follows:

- *Variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/Statement of Financial Activity report, however variances due to timing differences and/or seasonal adjustments are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and*
- *Reporting of variances only applies for amounts greater than \$25,000.*

OFFICER COMMENT

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

Statement of Financial Activity

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

Net Current Position

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

Capital Acquisition Report

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

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

Reserve Movements Report

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

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

Comments on Financial Activity to 30 April 2021

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$8.4M as opposed to the amended budget of **(\$5.1M)**. This represents a positive variance of \$13.5M YTD. This variance increased by \$1.5M from \$12M at the end of March.

The following table summarises the major YTD variances that appear on the face of the FAS, which, in accordance with Council's adopted material variance reporting threshold, collectively make up the above difference. Each numbered item in this lead table is explained further in the report.

Description	2020/21 Actual YTD \$	2020/21 Amended Budget YTD \$	2020/21 Amended Budget \$	2020/21 YTD Bud Variance %	2020/21 YTD Bud Variance \$	Change in Variance Current Month \$
Revenue from Ordinary Activities				3.66%	2,637,870	573,602
1. Operating Grants, Subsidies and Contributions	5,047,728	3,616,107	4,782,445	39.59%	1,431,621	295,366
2. Other Revenue	494,626	320,827	424,730	54.17%	173,799	65,073
1. Interest Earnings	820,068	932,220	1,046,684	(12.03%)	(112,152)	(34,391)
Expenses from Ordinary Activities				7.04%	4,632,341	485,930
4. Materials & Contracts	(11,349,062)	(14,653,919)	(18,067,582)	22.55%	3,304,856	232,393
5. Other Expenditure	(1,908,485)	(3,201,780)	(5,236,779)	40.39%	1,293,295	78,972
6. Non-Operating Grants, Subsidies and Contributions	5,320,021	11,931,958	34,437,199	(55.41%)	(6,611,937)	(2,211,102)
Capital Revenue & (Expenditure)				19.91%	8,488,409	2,542,385
7. Land & Buildings	(3,256,821)	(7,264,733)	(17,454,059)	55.17%	4,007,912	1,397,235
Plant & Equipment	(1,188,999)	(2,437,620)	(2,510,340)	51.22%	1,248,621	(274,252)
Furniture & Equipment	(266,819)	(451,088)	(461,088)	40.85%	184,269	(9,182)
Infrastructure	(15,162,224)	(28,497,110)	(40,057,700)	46.79%	13,334,886	754,980
8. Proceeds from Sale of Assets	339,756	581,500	581,500	(41.57%)	(241,744)	54,715
9. Proceeds from New Loans	0	7,700,000	7,700,000	(100.00%)	(7,700,000)	0
10. Repayment of Capital Lease	(459,640)	(521,901)	(521,900)	11.93%	62,261	130,513
11. Advances to Community Groups	0	(200,000)	(200,000)	100.00%	200,000	0
12. Transfer to Restricted Assets	(5,292,020)	(45,840)	(62,750)	(11444.55%)	(5,246,180)	(131,948)
13. Transfer from Restricted Assets	2,582,482	1,060,917	2,807,074	143.42%	1,521,565	(573,960)
14. Transfer from Reserves	6,780,943	5,748,307	34,821,501	17.96%	1,032,636	1,338,543

Community and Commercial Services		40,143	5,350	34,793	650.34%	(2,414)
10591	Geographe Leisure Centre – LSL Contributions from other LG's	18,132	-	18,132	100.00%	-
Long Service Leave entitlements accrued can be transferred between local governments. This receipt was budgeted for in June, however it was received earlier than expected.						
10625	Art Geo Administration – Sale of Artworks	7,327	-	7,327	100.00%	(2,018)
The distribution of the proceeds of artwork sales on behalf of the artists is done in the month following the sales after the monthly reconciliation process.						
10630	Economic and Business Development Administration – LSL Contributions from other LG's	9,738	-	9,738	100.00%	-
Long Service Leave entitlements accrued can be transferred between local governments. At the time of budgeting, it was not known that the City would be employing a person for whom a LSL entitlement would be transferred.						
Planning and Development Services		184,759	117,290	67,469	57.52%	(6,367)
10925	Preventative Services – CLAG – Sundry Income	77,336	3,400	73,936	2174.59%	(320)
Due to the much earlier and more significant onset of the Ross River Virus threat, extra chemical applications were required. Permission was received from the Department of Health to draw extra trust funds for these purposes.						
10970	Parking Control – Parking Fines & Costs	30,027	50,000	(19,973)	(39.95%)	(3,119)
Budgeting for this is always done on a simple historical trend basis, and is never a targeted revenue source. It is down on budget due to the enforcement team being temporarily understaffed.						
Engineering and Works Services		226,908	168,967	57,941	34.29%	61,873
11107	Engineering Services Design – LSL Contributions from other LG's	14,475	-	14,475	100.00%	-
Long Service Leave entitlements accrued can be transferred between local governments. At the time of budgeting, it was not known that the City would be employing a person for whom a LSL entitlement would be transferred.						
G0030	Busselton Transfer Station – Sale of Scrap Materials	123,884	87,590	36,294	41.44%	32,614
The process received for scrap metal has been significantly higher than originally forecast. As such, higher than predicted volumes have also been delivered to the recyclers to take advantage of this pricing.						

3. Interest Earnings

Interest earnings is \$112K, or 12%, behind budget YTD April due to the much lower than forecast interest rates.

The current low interest rate environment will reduce the City's income in both the current budget period and future years.

10980	Other Law, Order & Public Safety	-	149,792	149,792	100.0%	-
The payment to Surf Lifesaving WA has been delayed. The Deed of Service has been finalised and payment is expected in May.						
11151	Airport Operations	174,740	267,611	92,871	34.7%	(4,957)
The budget variance YTD includes the key allocations of: <ul style="list-style-type: none"> security screening of \$45K not spent car park design, signage, line marking, repairs and maintenance of approximately \$28K The remainder of the variance relates to commitments for: <ul style="list-style-type: none"> COVID screens \$6,500 apron lighting repairs of approximately \$3K general grounds maintenance and improvements of approximately \$4K technical inspections \$5,500 						
B1361	YCAB (Youth Precinct Foreshore)	33,101	47,390	14,289	30.2%	(3,948)
Operating grants forecast were not available as planned and therefore associated expenditure has not occurred. Alternative funding was sourced to run a program in Dunsborough which commenced in February and March. Full invoicing for these activities has not as yet been received, and is also not expected to come in as high as what was originally forecast based on the grant funding.						
Planning and Development Services		955,057	1,710,042	754,985	44.2%	(9,179)
10810	Statutory Planning	15,576	28,370	12,794	45.1%	2,730
Not possible to predict when consultancy services will be required in advance. In this case, funds have been committed (heritage and traffic advice) but invoices not received.						
10820	Strategic Planning	156,930	202,020	45,090	22.3%	16,920
Estimated revenues (re-zonings, structure plans) and anticipated consultant contracts (for specialised works seen as likely to be needed for scheduled City projects) are often quite difficult to predict as they are subject to third-party intentions and initiatives, or competing demands and task allocation/prioritisation at the City.						
10830	Environmental Management Administration	286,465	468,975	182,510	38.9%	(21,680)
Expenditure variance due to: <ul style="list-style-type: none"> Timing of Barnard Park East management plans contract, due April 2021, pending completion of upgrade works; Lower Vasse River sediment removal and groundwater investigations were delayed, now due May 2021; and Carbunup reserve contaminated site investigations due May 2021. 						
10920	Environmental Health Services Administration	1,098	36,883	35,785	97.0%	6,199
There is an error in the timing of the YTD budget. The full year for contractors is only \$5K, however YTD shows \$20K, as a budget credit of \$15K was processed in June. The YTD variance for this whole area is actually \$14,586. The reasons for this \$14K underspend include the contractor allocation of \$5K to implement audit outcomes being done in house, plus very minimal pre-summer assessments of sound level meters, revealing little to no faults requiring repair, due to 2020 COVID event cancellations.						
10922	Preventative Services – Mosquitoes	18,774	35,311	16,537	46.8%	221
Spring and Autumn burning mitigation programs now complete with all expenses currently being reconciled. Mechanical mitigation program of approximately \$80,000 commenced on Monday 3 May with invoicing for works completed expected to be received in the month of May. All funds expected to be spent by end of FY.						

<u>Engineering and Works Services</u>		137,436	186,801	49,365	26.4%	1,438
B1223	Micro Brewery - Public Ablution	60,000	120,000	60,000	50.0%	-
The City's fund contribution to the construction of these ablutions is due to be paid upon receipt of invoice from the company. Final inspection of the toilet facilities was expected late March, after which the invoice should be forthcoming.						
G0042	BTS External Restoration Works	52,753	41,670	(11,083)	(26.6%)	2,567
There was an unforeseen cost increase in groundwater monitoring due to a laboratory error by our third party contractor.						
The round of testing conducted in November included the sampling of over 50 groundwater bores, many of which reported "anomalous results". The contractor concluded that the lab had made errors in mis-labelling samples, which required re-sampling.						
Although the lab did not charge us for additional testing due to their error, the City incurred extra costs when it had to re-engage the contractor to re-test several dozen bores in January.						
The City's Legal department is investigating whether compensation from the contractor can be pursued.						

6. Non-Operating Grants, Subsidies & Contributions

The negative variance of \$4.4M is mainly due to the items in the table below. It should be noted that apart from the first two items in the table (the Locke Estate Contributions variance is due to COVID hardship deferral relief), any negative variance in this area will approximately correlate to an offsetting variance in a capital project tied to these funding sources. This can be seen in the section below that outlines the capital expenditure variances. The positive variances generally relate to budget timing, i.e. the funds are usually brought to account during the end of financial year reconciliation process, so hence are budgeted in June.

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<u>Finance and Corporate Services</u>		46,678	56,000	(9,322)	(16.6%)	-
R0288	Locke Estate – Leaseholder Contributions	46,678	56,000	(9,322)	(16.6%)	-
<u>Community and Commercial Services</u>		23,000	38,851	(15,851)	(40.8%)	23,000
10590	Naturaliste Community Centre – Developer Contributions Utilised	23,000	-	23,000	100.0%	23,000
C6025	Installation of Bird Netting – State Capital Grant	-	38,851	(38,851)	(100.0%)	-
<u>Planning and Development Services</u>		502,478	-	502,478	100.0%	-
10980	Other Law, Order & Public Safety – Donated Assets	8,231	-	8,231	100.0%	-
B1025	Yallingup Coastal Bushfire Brigade – Donated Assets	10,592	-	10,592	100.0%	-
C3223	Dunsborough Non-Potable Water Network – Federal Capital Grant	483,655	-	483,655	100.0%	-

<u>Engineering and Works Services</u>		4,747,864	11,837,107	(7,089,243)	(59.9%)	(2,234,102)
A0025	Tuart Drive Bridge 0238 – Federal Capital Grant	-	170,330	(170,330)	(100.0%)	-
B9407	Busselton Senior Citizens – Developer Cont. Utilised	595,306	162,479	432,827	266.4%	-
B9591	Performing Arts Convention Centre – Developer Cont. Utilised	-	5,175,000	(5,175,000)	(100.0%)	(2,175,000)
B9999	Donated Buildings (Micro-Brewery Public Toilets)	110,000	-	110,000	100.0%	-
C0059	Dunsborough Yacht Club Carpark – Developer Cont.	60,000	-	60,000	100.0%	-
C1026	Townscape Works Dunsborough – State Capital Grant	10,000	-	10,000	100.0%	-
C3116	Dawson Park (McIntyre St POS) – Developer Cont.	-	77,467	(77,467)	(100.0%)	-
F1002	Dual Use Path - Dunsborough to Busselton – State Capital Grant	64,000	-	64,000	100.0%	-
F1022	Buayanyup Drain Shared Path – State Capital Grant	-	266,670	(266,670)	(100.0%)	(26,667)
S0005	Ludlow Hithergreen Road - Second Coat Seal – Main Roads Capital Grant	360,000	375,000	(15,000)	(4.0%)	142,500
S0048	Bussell Highway – Developer Cont. Utilised	200,000	416,670	(216,670)	(52.0%)	(41,667)
S0070	Peel & Queen Street Roundabout Service Relocation – Developer Cont. Utilised	120,000	800,000	(680,000)	(85.0%)	-
S0073	Gale Road Rural Reconstruction – Federal Capital Grant	100,000	-	100,000	100.0%	100,000
S0074	Causeway Road Duplication – Developer Cont. Utilised	515,811	1,143,740	(627,929)	(54.9%)	(114,374)
S0075	Local Road and Community Infrastructure Program – Federal Capital Grant	800,000	300,000	500,000	166.7%	-
S0076	Kaloorup Road (Stage 1) – Main Roads Direct Grant	688,143	765,951	(77,808)	(10.2%)	-
T0020	Capel Tutunup Road – RTR Capital Grant	-	1,188,940	(1,188,940)	(100.0%)	(118,894)
W0067	Ford Road Reconstruct and Asphalt Overlay – Main Roads Direct Grant	10,875	-	10,875	100.0%	-
W0121	Geographe Bay Road Quindalup – Developer Cont. Utilised	12,000	-	12,000	100.0%	-

B9606	King Street Toilets	47,781	38,360	(9,421)	(24.6%)	3,836
Stage 1 works completed. Minor additional works undertaken in this period to improve accessibility to new viewing platform. The proportion of the project carried over from prior years is now completed and is overspent compared to the total budget by \$3,035, representing 6%.						
B9607	General Buildings Asset Renewal Allocation (Various Buildings)	112,058	125,000	12,942	10.4%	1,040
This budget was assigned for various Capital works as identified as per the City's Building Asset Management Plan. \$11.4K was outlaid in the month of April for painting of the High Street Hall. The categorisation of this expenditure likely represents a maintenance activity and thus should not be capitalised yet is contradictory to this it exceeds the City's \$5k capitalisation threshold. To this end, there is some confusion at present by some staff as to what constitutes Capital as opposed to Operations and Maintenance and this impacts upon budgeting. To this end, these cost may be moved back in against operations prior to 30 June. There is a further \$30K in committed costs representing either scheduled works to be completed, being completed or completed yet awaiting an invoices from the supplier.						
B9608	Demolition Allocation (Various Buildings)	2,011	12,500	10,489	83.9%	-
Funds have been allocated to partial demolition of the Weld Theatre by the end of the financial year, in preparation for its integration with the BPACC.						
B9610	Old Butter Factory	131,549	-	(131,549)	(100.0%)	-
Conservation and fire damage works now completed. Insurance claim has now been approved, with the final position estimated to be (\$30K), with savings being identified in other areas to account for this variance.						
B9612	Churchill Park Renew Sports Lights	181	140,000	139,819	99.9%	(100)
A review of consultants work to date has been undertaken and Council has endorsed a grant application to the state government for this site. If the application is accepted (response expected in June), budgeted expenditure will be carried forward into the 21/22 budget year. If not, much of this budget will be spent by the end of this this financial year.						
B9711	Busselton Airport – Building	-	15,000	15,000	100.0%	-
Small capital works projects to be completed either prior to Jetstar flights commencing or by the end of the financial year.						
B9717	Airport Construction - Existing Terminal Upgrade	-	35,670	35,670	100.0%	3,567
As per above.						
B9809	Busselton Jetty Tourist Park Compliance Works	3,600	40,000	36,400	91.0%	-
Compliance electrical works to be completed by the end of the financial year.						
Plant & Equipment		1,188,999	2,437,620	1,248,621	51.2%	(274,252)
10372	Dunsborough Cemetery	-	20,000	20,000	100.0%	-
The budget is for maintenance trailers for the cemetery, both for grave shoring equipment and watering equipment, as well as fencing and turf upgrades. The delay in procurement of these items is due to current workloads of relevant staff and other projects taking a higher priority to date. Suitable specifications have now been developed and quotes are being sought, however the new equipment is not expected to be delivered until August 2021. As such, these budgeted funds will remain in reserve and be relisted to be drawn in the 21/22 budget.						

Various	Drainage	30,223	82,294	52,071	63.3%	(15,278)
There are only three small drainage related projects on budget this financial year. Both the Glenmeer Ramble and Chugg Road Drainage Upgrade projects are scheduled to commence in the last quarter of the financial year.						
Various	Regional Airport & Industrial Park Infrastructure	221,605	758,380	536,775	70.8%	5,470
Bird netting has now been completed and invoices approved for payment and the car park works have been completed but not paid at the time of this report. The most significant part of the underspend relates to noise amelioration works which is funded from grant funds held in reserve. This will be partially invoiced by the end of the financial year, but depending on construction timelines, the rest will need to remain on the Airport development budget for future noise amelioration. Unspent funds will therefore remain in the reserve.						

8. Proceeds From Sale of Assets

YTD proceeds from sale of assets is \$242K behind budget due to delays in delivery of acquisitions, and the associated transfer to auction of the vehicles being replaced.

Also, aside from a significantly reduced capital replacement program in both light vehicles and heavy plant items, many existing items of plant that were due to be replaced have been retained in service to maintain operational requirements.

9. Proceeds From New Loans

\$7.5M of the budgeted proceeds of \$7.7M are related to the planned drawdown on the construction loan for the BPACC. This project has been deferred in consultation with the Federal Government. Construction is now planned to commence in July 2021. Grant funding will start to be acquitted in the second half of 2021, as will the drawdown on the borrowing facility.

The remaining \$200K of the variance is offset by advances to community groups which have not occurred at this point in time.

10. Repayment of Capital Lease

The budget was being finalised during the first COVID lockdown. As such, the timing was not set as accurately as it could have. The timing difference YTD will rectify by the end of June.

11. Advances to Community Groups

No applications have been approved to date. The \$200K positive variance is offset by the non-receipt of the associated loans funds that the City would receive for these on-lending purposes.

12. Transfer to Restricted Assets

There is a YTD variance in transfers to restricted assets of \$5.3M more than amended budget.

At the time of budgeting it is not possible to predict what grants will be received in what timeframe, nor when they will be spent and hence potentially transferred to restricted assets beforehand. The following grants, totalling \$2.4M, have been received and transferred to restricted assets for which there is no budgeted transfer and full acquittal completed:

1. Grant funding received from Federal Government for "Drought Communities Program" of \$500K (attributable to CC C3223 Dunsborough Non-Potable Water Network) was received in September and another \$200K received in March. Budget projected allocation was in June as was the anticipated expenditure, hence no necessity to budget for a transfer to restricted assets.
2. \$841K of the \$1.6M grant for the Dunsborough Lakes Sporting Fields Development was received in March.
3. \$855K 3rd instalment of the annual Roads to Recovery Grant allocation that has not been fully acquitted by YTD March.

Developer contributions, deposits and bonds are inherently hard to predict and budget for. An annual amount of \$63K spread evenly over 12 months was budgeted, however over \$2.9M has been received YTD, the bulk of which are for road works bonds (\$2.4M).

13. Transfer from Restricted Assets

YTD there has been \$2.3M transferred from restricted assets into the Municipal Account. This was mainly attributable to refunds of road work bonds of \$1.5M, refund of hall deposits of \$26K, Busselton Jetty Tourist Park deposit refunds of \$393K, \$484K spent from the first \$500K tranche of the Dunsborough Non-Potable Water Network grant, and other sundry refunds of \$46K.

The variance to YTD budget for these items is due to majority of the transfers being forecast to occur in June.

14. Transfer from Reserves

YTD there has been \$6.8M transferred from restricted assets into the Municipal Account, compared to a budget of \$5.7M. The discrepancy is caused by the earlier than expected completion of many reserve funded capital projects, most notably \$882K worth of road works.

Investment Report

As at 30 April 2021, the value of the City's invested funds totalled \$82.2M, being no change from \$82.29M as at 31 March 2021.

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) remained constant at \$7.0M.

During the month of April, six term deposits totalling the amount of \$19.0M matured. Existing deposits were renewed for a further 121 days at 0.30% on average.

The official cash rate remains steady for the month of April at 0.10%. This will have a strong impact on the City's interest earnings for the foreseeable future.

Chief Executive Officer – Corporate Credit Card

Details of transactions made on the Chief Executive Officer's corporate credit card during April 2021 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	\$ Amount
2/04/21	QANTAS AIRWAYS	2021 PERTH AIRPORT WA TOURISM CONFERENCE 3-5 MAY 2021 IN GERALDTON - CR K. COX	409.98
6/4/21	THE FLOWER PLACE BUSSELTON	SYMPATHY FLOWERS	80.00
12/04/21	SHELTER BREWING BUSSELTON	CARD USED IN ERROR – EXPENSE FULLY REFUNDED	58.00
22/04/21	ZEST FLOWERS DUNSBOROUGH	ANZAC DAY WREATH	100.00
		TOTAL	\$647.98

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

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

Stakeholder Consultation

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

Risk Assessment

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

Options

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

CONCLUSION

As at 30 April 2021, the City's net current position stands at \$8.4M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

City of Busselton

Statement of Financial Activity

Year to Date As At 30 April 2021

	2020/2021 Actual YTD	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2020/21 YTD Bud (A) Variance %
	\$	\$	\$	\$	\$	%
Revenue from Ordinary Activities						
Rates	52,617,068	52,644,380	52,644,380	52,759,360	52,759,360	-0.05%
Operating Grants, Subsidies and Contributions	5,047,728	3,616,107	3,232,938	4,782,445	4,454,801	39.59%
Fees & Charges	15,686,756	14,514,842	14,951,972	16,398,638	16,398,638	8.07%
Other Revenue	494,626	320,827	320,827	424,730	424,730	54.17%
Interest Earnings	820,068	932,220	932,220	1,046,684	1,046,684	-12.03%
	74,666,246	72,028,376	72,082,337	75,411,857	75,084,213	3.66%
Expenses from Ordinary Activities						
Employee Costs	(25,900,190)	(27,290,233)	(27,290,233)	(33,604,206)	(33,604,206)	5.09%
Materials & Contracts	(11,349,062)	(14,653,919)	(15,399,284)	(18,067,582)	(18,710,746)	22.55%
Utilities (Gas, Electricity, Water etc)	(2,100,648)	(2,310,760)	(2,310,760)	(2,770,956)	(2,770,956)	9.09%
Depreciation on non current assets	(20,629,301)	(19,623,790)	(19,623,790)	(24,050,074)	(24,050,074)	-5.12%
Insurance Expenses	(748,617)	(764,016)	(764,016)	(770,664)	(770,664)	2.02%
Other Expenditure	(1,908,485)	(3,201,780)	(4,087,923)	(5,236,779)	(5,236,779)	40.39%
Allocations	1,455,407	2,031,260	2,031,260	2,425,700	2,425,700	28.35%
	(61,180,896)	(65,813,238)	(67,444,746)	(82,074,561)	(82,717,725)	7.04%
Borrowings Cost Expense						
Interest Expenses	(964,659)	(1,030,865)	(1,030,865)	(1,301,926)	(1,301,926)	6.42%
	(964,659)	(1,030,865)	(1,030,865)	(1,301,926)	(1,301,926)	6.42%
Non-Operating Grants, Subsidies and Contributions	5,320,021	11,931,958	10,596,493	34,437,199	29,090,854	-55.41%
Profit on Asset Disposals	(13,636)	19,193	19,193	19,193	19,193	-171.04%
Loss on Asset Disposals	(3,346)	(90,673)	(90,673)	(90,673)	(90,673)	96.31%
	5,303,039	11,860,478	10,525,013	34,365,719	29,019,374	-55.29%
Net Result	17,823,730	17,044,752	14,131,739	26,401,089	20,083,936	4.57%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	20,629,301	19,623,790	19,623,790	24,050,074	24,050,074	
Donated Assets	(128,823)	0	0	(6,873,200)	(6,597,200)	
(Profit)/Loss on Sale of Assets	16,982	71,480	71,480	71,480	71,480	
Allocations & Other Adjustments	214,941	0	0	0	0	
Deferred Pensioner Movements (Non-current)	25,810	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	789,060	0	0	0	0	
Future Obligations Net Movements (NC)	2,689,106	354,350	554,350	(4,969,897)	(4,909,897)	
Capital Revenue & (Expenditure)						
Land & Buildings	(3,256,821)	(7,264,733)	(14,219,521)	(17,454,059)	(17,454,059)	55.17%
Plant & Equipment	(1,188,999)	(2,437,620)	(2,437,620)	(2,510,340)	(2,510,340)	51.22%
Furniture & Equipment	(266,819)	(451,088)	(385,758)	(461,088)	(461,088)	40.85%
Infrastructure	(15,162,224)	(28,497,110)	(26,070,617)	(40,057,700)	(33,943,507)	46.79%
Right of Use Assets						
Proceeds from Sale of Assets	339,756	581,500	581,500	581,500	581,500	-41.57%
Proceeds from New Loans	0	7,700,000	7,700,000	7,700,000	7,700,000	-100.00%
Self Supporting Loans - Repayment of Principal	60,250	52,717	52,717	76,082	76,082	14.29%
Total Loan Repayments - Principal	(2,536,318)	(2,605,537)	(2,605,537)	(3,202,662)	(3,202,662)	2.66%
Repayment Capital Lease	(459,640)	(521,901)	(521,901)	(521,900)	(521,900)	11.93%
Advances to Community Groups	0	(200,000)	(200,000)	(200,000)	(200,000)	100.00%
Transfer to Restricted Assets	(5,292,020)	(45,840)	(45,840)	(62,750)	(62,750)	-11444.55%
Transfer from Restricted Assets	2,582,482	1,060,917	860,917	2,807,074	2,747,074	143.42%
Transfer to Reserves	(15,754,006)	(15,761,437)	(15,761,437)	(20,025,834)	(20,025,834)	0.05%
Transfer from Reserves	6,780,943	5,748,307	5,176,807	34,821,501	34,105,297	17.96%
Opening Funds Surplus/ (Deficit)	473,794	473,793	473,793	473,794	473,794	
Net Current Position - Surplus / (Deficit)	8,380,486	(5,073,660)	(13,021,138)	643,164	0	

City of Busselton

Net Current Position

Year to Date As At 30 April 2021

	2020/21 Actual	2020/21 Amended Budget	2020/21 Original Budget	2019/20 Actual
	\$	\$	\$	\$
<u>NET CURRENT ASSETS</u>				
<u>CURRENT ASSETS</u>				
Cash - Unrestricted	5,167,648	1,121,325	1,121,325	1,595,119
Cash - Restricted	80,588,784	51,366,193	52,142,397	68,906,185
Sundry Debtors	1,672,447	2,000,001	2,000,000	2,122,414
Rates Outstanding - General	1,788,401	1,499,999	1,500,000	1,506,931
Stock on Hand	659,707	668,966	25,802	25,802
	<u>89,876,987</u>	<u>56,656,484</u>	<u>56,789,524</u>	<u>74,156,451</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	907,717	4,647,128	4,647,127	4,776,472
Performance Bonds	3,254,536	2,465,477	2,465,476	2,465,476
	<u>4,162,253</u>	<u>7,112,605</u>	<u>7,112,603</u>	<u>7,241,948</u>
Current Position (inclusive of Restricted Funds)	85,714,735	49,543,879	49,676,921	66,914,504
Add: Cash Backed Liabilities (Deposits & Bonds)	3,254,536	2,465,477	2,465,476	2,465,476
Less: Cash - Restricted Funds	(80,588,784)	(51,366,193)	(52,142,397)	(68,906,185)
NET CURRENT ASSET POSITION	<u><u>8,380,486</u></u>	<u><u>643,163</u></u>	<u><u>0</u></u>	<u><u>473,794</u></u>

City of Busseton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 30 April 2021

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
	\$	\$	\$	\$	\$	%
>> Property, Plant & Equipment						
Land						
10610 Property Services Administration	0	75,000	75,000	150,000	150,000	-100.00%
	0	75,000	75,000	150,000	150,000	-100.00%
Buildings						
Major Projects						
Major Project - Library Expansion						
B9516 Busseton Library Upgrade	591,443	603,000	603,000	608,000	608,000	-1.92%
	591,443	603,000	603,000	608,000	608,000	-1.92%
Major Project - Administration Building						
B9010 Civic and Administration Centre Minor Upgrades	6,355	6,040	6,040	7,248	7,248	5.22%
	6,355	6,040	6,040	7,248	7,248	5.22%
Buildings (Other)						
B9300 Aged Housing Capital Improvements - Winderlup	3,425	66,000	66,000	80,000	80,000	-94.81%
B9301 Aged Housing Capital Improvements - Harris Road	51,489	50,000	50,000	60,000	60,000	2.98%
B9302 Aged Housing Capital Improvements - Winderlup Court (City)	0	52,000	52,000	52,000	52,000	-100.00%
B9407 Busseton Senior Citizens	625,483	738,128	642,189	738,128	738,128	-15.26%
B9534 Community Resource Centre	5,750	0	0	50,000	50,000	0.00%
B9556 NCC Upgrade	187	0	0	130,000	130,000	0.00%
B9558 Churchill Park - Change Room Refurbishment	0	21,000	21,000	21,000	21,000	-100.00%
B9591 Performing Arts Convention Centre	1,438,979	4,819,325	11,870,052	14,246,200	14,246,200	-70.14%
B9596 GLC Building Improvements	213,831	409,710	409,710	491,657	491,657	-47.81%
B9605 Energy Efficiency Initiatives (Various Buildings)	3,348	0	0	103,000	103,000	0.00%
B9606 King Street Toilets	47,781	38,360	38,360	46,026	46,026	24.56%
B9607 General Buildings Asset Renewal Allocation (Various Building)	112,058	125,000	125,000	150,000	150,000	-10.35%
B9608 Demolition Allocation (Various Buildings)	2,011	12,500	12,500	25,000	25,000	-83.91%
B9610 Old Butter Factory	131,549	0	0	0	0	0.00%
B9611 Smiths Beach New Public Toilet	2,456	0	0	200,000	200,000	0.00%
B9612 Churchill Park Renew Sports Lights	181	140,000	140,000	140,000	140,000	-99.87%
B9613 GLC CCTV Installation	16,895	18,000	18,000	18,000	18,000	-6.14%
B9711 Busseton Airport - Building	0	15,000	15,000	15,000	15,000	-100.00%
B9717 Airport Construction, Existing Terminal Upgrade	0	35,670	35,670	42,800	42,800	-100.00%
B9809 Busseton Jetty Tourist Park Compliance Works	3,600	40,000	40,000	80,000	80,000	-91.00%
	2,659,022	6,580,693	13,535,481	16,688,811	16,688,811	-59.59%
Total Buildings	3,256,821	7,189,733	14,144,521	17,304,059	17,304,059	-54.70%
Plant & Equipment						
10100 Finance & Corporate Services Support	50,965	50,000	50,000	50,000	50,000	1.93%
10372 Dunsborough Cemetery	0	20,000	20,000	20,000	20,000	-100.00%
10810 Statutory Planning	33,390	35,000	35,000	35,000	35,000	-4.60%
10920 Environmental Health Services Administration	33,820	35,000	35,000	35,000	35,000	-3.37%
10950 Animal Control	52,228	50,000	50,000	50,000	50,000	4.46%
10980 Other Law, Order & Public Safety	52,228	50,000	50,000	50,000	50,000	4.46%
11106 Street Lighting Installations	17,300	0	0	0	0	0.00%
11151 Airport Operations	38,845	40,000	40,000	40,000	40,000	-2.89%
11156 Airport Development Operations	199,403	235,920	235,920	283,100	283,100	-15.48%
11160 Busseton Jetty	12,455	15,000	15,000	15,000	15,000	-16.97%
11162 Busseton Jetty - Underwater Observatory	17,523	0	0	0	0	0.00%
11401 Transport - Workshop	19,227	30,000	30,000	30,000	30,000	-35.91%
11402 Plant Purchases (P10)	596,461	1,420,000	1,420,000	1,420,000	1,420,000	-58.00%

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Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
	\$	\$	\$	\$	\$	%
11403 Plant Purchases (P11)	46,995	200,000	200,000	205,000	205,000	-76.50%
11404 Plant Purchases (P12)	0	114,000	114,000	114,000	114,000	-100.00%
11406 Plant Purchases (P14)	18,160	19,370	19,370	23,240	23,240	-6.25%
11407 P&E - P&G Smart Technologies	0	83,330	83,330	100,000	100,000	-100.00%
11500 Operations Services Administration	0	40,000	40,000	40,000	40,000	-100.00%
B1025 Yallingup Coastal Bushfire Brigade	0	0	0	0	0	0.00%
	1,188,999	2,437,620	2,437,620	2,510,340	2,510,340	-51.22%
Furniture & Office Equipment						
10250 Information & Communication Technology Services	214,921	407,088	341,758	407,088	407,088	-47.21%
10380 Bussetton Library	6,063	0	0	0	0	0.00%
10590 Naturaliste Community Centre	11,075	9,000	9,000	12,000	12,000	23.05%
10591 Geographe Leisure Centre	19,760	20,000	20,000	20,000	20,000	-1.20%
10625 Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900 Cultural Planning	5,000	5,000	5,000	12,000	12,000	0.00%
10980 Other Law, Order & Public Safety	0	0	0	0	0	0.00%
	266,819	451,088	385,758	461,088	461,088	-40.85%
Sub-Total Property, Plant & Equipment	4,712,639	10,153,441	17,042,899	20,425,487	20,425,487	-53.59%
>> Infrastructure						
Roads						
S0005 Ludlow Hithergreen Road - Second Coat Seal	561,305	562,510	562,510	675,000	675,000	-0.21%
S0030 Vasse Yallingup Siding Road	89	0	0	0	0	0.00%
S0048 Bussell Highway	93,964	624,980	624,980	750,000	750,000	-84.97%
S0070 Peel & Queen Street Roundabout Service Relocation	227,145	1,125,000	375,000	1,200,000	450,000	-79.81%
S0072 Kaloorup Road - Reconstruct and Seal Shoulders	184,989	341,670	341,670	410,000	410,000	-45.86%
S0073 Gale Road Rural Reconstruction	740,356	1,197,500	1,197,500	1,437,000	1,437,000	-38.17%
S0074 Causeway Road Duplication	2,482,147	2,202,670	2,202,670	2,286,000	2,286,000	12.69%
S0075 Local Road and Community Infrastructure Program	900,130	846,107	801,560	1,006,417	961,870	6.38%
S0076 Kaloorup Road (Stage 1)	33,260	400,500	0	400,500	0	-91.70%
S0321 Yoongarillup Road - Second Coat Seal	102,294	115,840	115,840	139,000	139,000	-11.69%
S0323 Piggot Road - Second Coat Seal	9,555	10,830	10,830	13,000	13,000	-11.78%
S0328 Wonerup South Road Second Coat Seal	89,127	60,000	60,000	72,000	72,000	48.54%
S0329 Georgette Street Reconstruction	109	116,690	116,690	140,000	140,000	-99.91%
S0330 Hakea Way Asphalt Overlay	26,963	70,750	70,750	85,000	85,000	-61.89%
T0019 Wonerup South Road - Reconstruct and Widening (narrow seal)	358,616	448,000	0	448,000	0	-19.95%
T0020 Capel Tutunup Road	378,561	1,262,510	1,262,510	1,515,000	1,515,000	-70.02%
T0021 Forrest Beach Road	857	0	0	0	0	0.00%
T0026 Kaloorup Road	838	0	0	0	0	0.00%
T0086 Yoongarillup Road - Reconstruct & Widen (Western Section)	349,161	354,920	354,920	425,917	425,917	-1.62%
V0002 Eastern Link - Bussetton Traffic Study	412,622	541,750	541,750	541,750	541,750	-23.84%
V0006 Eastern Link - Causeway Road Service Relocations	496,708	200,000	200,000	200,000	200,000	148.35%
W0015 Gale Road - Reconstruction (50% Council)	35,995	25,000	25,000	30,000	30,000	43.98%
W0032 Chamber Road	23,411	20,040	20,040	24,000	24,000	16.82%
W0044 Brash Road Yallingup	54,772	45,840	45,840	55,000	55,000	19.49%
W0067 Ford Road Reconstruct and Asphalt Overlay	355	75,600	75,600	75,600	75,600	-99.53%
W0108 Yelverton Road	92,122	96,710	96,710	116,000	116,000	-4.74%
W0114 Wonerup South Road - Reconstruct and Widening (narrow seal)	1,479	0	0	0	0	0.00%
W0121 Geographe Bay Road Quindalup	958,019	738,350	608,350	990,000	730,000	29.75%
W0176 Signage (Alternate CBD Entry)	18,883	16,000	16,000	16,000	16,000	18.02%
W0201 McDonald Rd Gravel Resheet Slk 1.40 - 2.49	55,350	48,340	48,340	58,000	58,000	14.50%
W0231 Carey Street - Asphalt Overlay & Kerb	187,164	157,650	157,650	189,179	189,179	18.72%
W0232 Stanley Street - Asphalt Overlay, Kerbing & Parking	7,639	122,550	122,550	147,000	147,000	-93.77%
W0240 Metricup Yelverton Road - Gravel Resheet	58,908	41,630	41,630	50,000	50,000	41.50%
W0243 Alfred Road - Gravel Resheet	49,617	41,630	41,630	50,000	50,000	19.19%
W0244 Koorabin Drive - Reconstruction & Intersection	2,660	120,000	120,000	144,000	144,000	-97.78%
W0246 Barnard Park East Foreshore Stage 2 Capital Works	0	203,000	203,000	203,000	203,000	-100.00%
W0247 Harvest Road Asphalt Overlay Kerb & Footpath	220,188	266,670	266,670	320,000	320,000	-17.43%
W0248 Boyle Street Asphalt Overlay	102,652	100,000	100,000	120,000	120,000	2.65%
W0249 Chloe Court Asphalt Overlay	100,700	100,000	100,000	120,000	120,000	0.70%
W0253 Egret Close Asphalt Overlay	46,855	54,170	54,170	65,000	65,000	-13.50%

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	\$	\$	\$	\$	\$	%
W0254 Bird Crescent Asphalt Overlay	276	11,660	11,660	14,000	14,000	-97.64%
W0255 Donnelly Court Reseal	13,493	24,970	24,970	30,000	30,000	-45.96%
W0258 Jingarie Place Reconstruction	692	58,330	58,330	70,000	70,000	-98.81%
W0259 Clinker Drive Roundabout Reconstruction	90	12,550	12,550	15,000	15,000	-99.28%
W0260 Sanson Road Resheet	10,736	10,040	10,040	12,000	12,000	6.93%
W0261 Treemartin Road Resheet	30,982	23,340	23,340	28,000	28,000	32.74%
W0262 Yallingup Siding Road Resheet	49,612	44,160	44,160	53,000	53,000	12.35%
W0263 Marybrook Road Resheet	17,798	20,040	20,040	24,000	24,000	-11.19%
W0264 Caves Road - Median Crossing	780	20,420	20,420	24,500	24,500	-96.18%
W0265 Seascope Rise - Road Safety Upgrade	7,163	195,830	195,830	235,000	235,000	-96.34%
W0266 Layman Road Pull Over Bay	522	25,000	25,000	30,000	30,000	-97.91%
W0267 Road Safety Signage Infrastructure	21,079	117,985	0	117,985	0	-82.13%
	9,618,788	13,319,732	11,428,700	15,170,848	13,149,816	-27.79%
Bridges						
A0014 Bussell Highway - 0241	0	620,000	620,000	744,000	744,000	-100.00%
A0022 Yallingup Beach Road Bridge - 3347	0	583,330	583,330	700,000	700,000	-100.00%
A0023 Kaloorup Road Bridge - 3381	0	0	115,000	936,000	138,000	0.00%
A0024 Boallia Road Bridge - 4854	0	0	115,000	1,009,000	138,000	0.00%
A0025 Tuart Drive Bridge 0238	0	1,003,663	189,000	3,010,989	567,000	-100.00%
	0	2,206,993	1,622,330	6,399,989	2,287,000	-100.00%
Car Parks						
C0043 Administration Building Carpark	0	75,000	75,000	100,000	100,000	-100.00%
C0044 Meelup Coastal Nodes - Carpark upgrade	21,648	17,160	17,160	20,595	20,595	26.15%
C0050 Forth Street Groyne Carpark - Formalise and Seal	4,160	45,500	45,500	54,600	54,600	-90.86%
C0051 Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	136,659	166,670	166,670	200,000	200,000	-18.01%
C0052 Vasse Kaloorup Oval Carpark Development	51,625	45,230	45,230	54,270	54,270	14.14%
C0053 Car Parking - Rear of Hotel Site 1	476,652	435,400	435,400	522,480	522,480	9.47%
C0054 Barnard East Car Parking	0	65,610	65,610	78,730	78,730	-100.00%
C0055 Barnard Park East Foreshore Car Parking	15,294	230,000	230,000	310,000	310,000	-93.35%
C0057 Baudin Memorial Carpark	45	70,030	70,030	84,000	84,000	-99.94%
C0058 Eagle Bay Carpark	118,583	70,030	70,030	84,000	84,000	69.33%
C0059 Dunsborough Yacht Club Carpark	98,718	160,000	160,000	160,000	160,000	-38.30%
C0060 King Street Carpark Reconstruction	192,686	186,860	140,000	186,860	140,000	3.12%
	1,116,071	1,567,490	1,520,630	1,855,535	1,808,675	-28.80%
Footpath and Cycleways						
F0002 Bussell Highway - Novacare link to Broadwater Shops	16,153	15,000	15,000	15,000	15,000	7.69%
F0066 Bussell Highway Footpath Sections	1,627	143,000	143,000	143,000	143,000	-98.86%
F0067 Beach Road Dunsborough Footpath	6,148	171,670	171,670	206,000	206,000	-96.42%
F0084 Thompson Way - New Path	1,079	6,540	6,540	7,848	7,848	-83.50%
F0089 Barnard East Footpaths	2,178	76,030	76,030	91,240	91,240	-97.14%
F0090 DAIP - Disability Access	2,270	20,550	20,550	24,657	24,657	-88.95%
F0092 Acorn Place	17,046	33,340	33,340	40,000	40,000	-48.87%
F0093 Webb Street	50,704	37,950	37,950	45,500	45,500	33.61%
F0094 Georgette Street	0	26,260	26,260	31,500	31,500	-100.00%
F0095 Fern Road	7,446	37,510	37,510	45,000	45,000	-80.15%
F0096 Stanley Place	218	8,340	8,340	10,000	10,000	-97.39%
F0098 Dunsborough Centennial Park Project	0	83,330	83,330	100,000	100,000	-100.00%
F0100 Micro Brewery - Footpath and Landscaping	129,140	0	0	170,000	170,000	0.00%
F0101 Yalyalup Pump Track & Temporary Toilet	0	0	0	150,000	150,000	0.00%
F1005 End of Trip Facilities for Cyclists	7,251	20,000	20,000	20,000	20,000	-63.75%
F1022 Buayanyup Drain Shared Path	10,348	533,330	533,330	640,000	640,000	-98.06%
	251,608	1,212,850	1,212,850	1,739,745	1,739,745	-79.25%
Parks, Gardens and Reserves						
C1012 Townscape Street Furniture Replacement - Busselton	6,138	8,330	8,330	10,000	10,000	-26.31%
C1026 Townscape Works Dunsborough	29,315	125,000	125,000	150,000	150,000	-76.55%
C1511 RBFS Various Grant Applications	26,270	37,500	37,500	50,000	50,000	-29.95%
C1604 Pioneer Cemetery Infrastructure Upgrades	0	41,125	41,125	41,125	41,125	-100.00%
C1605 Busselton Cemetery Infrastructure Upgrades	6,486	73,330	73,330	80,000	80,000	-91.15%
C1609 Pioneer Cemetery - Implement Conservation Plan	4,231	16,670	16,670	20,000	20,000	-74.62%
C1753 Eagle Bay Viewing Platform	0	27,500	27,500	95,458	95,458	-100.00%
C1760 King Street Reserve - Park Upgrade (Coastal Node)	53,980	39,650	39,650	47,582	47,582	36.14%
C2006 Depot Washdown Facility Upgrades	0	68,750	68,750	82,500	82,500	-100.00%

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		\$	\$	\$	\$	\$	%
C2504	Groyne Construction	44,270	42,920	42,920	51,500	51,500	3.14%
C2512	Sand Re-Nourishment	60,128	103,750	103,750	124,500	124,500	-42.05%
C2520	Coastal Protection Works	21,607	37,500	37,500	45,000	45,000	-42.38%
C2526	Baudin/ Wonnerup Groynes	28,558	0	0	25,000	25,000	0.00%
C2527	Storm Damage Renewal of Infrastructure	1,777	30,910	30,910	37,090	37,090	-94.25%
C2528	Craig Street Groyne and Sea Wall	79,155	660,000	660,000	660,000	660,000	-88.01%
C3006	Playgrounds General - Replacement of playground equipment	7,727	20,830	20,830	25,000	25,000	-62.90%
C3007	Park Furniture Replacement - Replace aged & unsafe Equip	0	20,840	20,840	25,000	25,000	-100.00%
C3048	BBQ Placement and Replacement	15,115	15,000	15,000	15,000	15,000	0.77%
C3055	Cape Rise Development	303	0	0	0	0	0.00%
C3094	Busselton Foreshore - Stage 3	2,681	54,530	54,530	55,436	55,436	-95.08%
C3103	Youth Skate Park	4,768	12,500	12,500	15,000	15,000	-61.85%
C3112	Busselton Foreshore - Exercise Equipment	217,650	217,650	217,650	217,650	217,650	0.00%
C3113	Busselton Tennis Club - Infrastructure	33,802	39,780	39,780	47,739	47,739	-15.03%
C3116	Dawson Park (Mcintyre St Pos)	1,918	187,467	110,000	187,467	110,000	-98.98%
C3122	Rails to Trails - Continuation of Implementation Plan	27,766	83,330	83,330	100,000	100,000	-66.68%
C3136	Vasse Oval Kaloorup - Grassing of Existing Oval	16,390	25,000	25,000	30,000	30,000	-34.44%
C3145	Churchill Park	113,285	183,330	183,330	220,000	220,000	-38.21%
C3166	Vasse River Foreshore - Bridge to Bridge	10,343	23,330	23,330	28,000	28,000	-55.67%
C3186	Lou Weston Oval - Courts	511,193	423,040	423,040	507,650	507,650	20.84%
C3187	Port Geographe Reticulation Upgrades	55	47,297	47,297	47,297	47,297	-99.88%
C3189	Possum Park Barnard East Upgrade	1,876	30,000	30,000	30,000	30,000	-93.75%
C3194	Meelup Regional Park - Capital Projects	47,125	71,260	71,260	85,509	85,509	-33.87%
C3198	Vasse SAR Area General Improvements to the Area	34,643	41,670	41,670	50,000	50,000	-16.86%
C3200	Provence SAR Area General Improvements to the Area	96,225	116,670	116,670	125,000	125,000	-17.52%
C3202	Port Geographe Street Light Replacement	14,016	69,170	69,170	82,994	82,994	-79.74%
C3203	Port Geographe General Improvements/ Foreshore	2,355	29,170	29,170	35,000	35,000	-91.93%
C3206	Landscaping - Old Busselton Tennis Club Site	373,447	307,930	307,930	369,520	369,520	21.28%
C3207	Barnard East Underground Power	6,996	137,750	137,750	165,297	165,297	-94.92%
C3208	Barnard East Landscaping	196,151	200,000	200,000	240,000	240,000	-1.92%
C3210	McBride Park - POS Upgrade	4,444	32,538	32,538	32,538	32,538	-86.34%
C3211	Tulloh St (Geographe Bay Road) - POS Upgrade	1,668	90,332	90,332	90,332	90,332	-98.15%
C3212	Siesta Park -Beach Access - POS Upgrade	1,239	13,379	13,379	13,379	13,379	-90.74%
C3213	Cabarita Road - POS Upgrade	72	28,141	100,000	28,141	100,000	-99.74%
C3214	Kingsford Road - POS Upgrade	1,967	154,375	154,375	154,375	154,375	-98.73%
C3215	Monash Way - POS Upgrade	1,838	167,174	167,174	167,174	167,174	-98.90%
C3216	Wagon Road - POS Upgrade	1,838	167,174	167,174	167,174	167,174	-98.90%
C3217	Limestone Quarry - POS Upgrade	1,838	167,174	167,174	167,174	167,174	-98.90%
C3218	Dolphin Road - POS Upgrade	1,899	91,000	91,000	91,000	91,000	-97.91%
C3219	Kingfish/ Costello - POS Upgrade	1,889	91,000	91,000	91,000	91,000	-97.92%
C3220	Quindalup Old Tennis Courts Site - POS Upgrade	1,791	53,283	53,283	53,283	53,283	-96.64%
C3222	King St Reserve Park - POS Upgrade	147,167	122,790	122,790	147,348	147,348	19.85%
C3223	Dunsborough Non-Potable Water Network	503,335	0	0	2,000,000	2,000,000	0.00%
C3224	Dunsborough Nature Based Playground	0	13,333	13,333	40,000	40,000	-100.00%
C3225	Dunsborough Lakes Sporting Precinct (Stage 1)	22,979	1,926,999	1,926,999	2,288,000	2,288,000	-98.81%
C3226	Mitchell Park Upgrade	69,721	630,000	630,000	872,704	820,000	-88.93%
C3227	Barnard Park East Foreshore Landscaping	138,917	280,000	280,000	280,000	280,000	-50.39%
C3228	General Works - Replacement of Capital Items	0	30,000	30,000	30,000	30,000	-100.00%
C3232	Irrigation Renewal	6,268	33,330	33,330	40,000	40,000	-81.20%
C3235	Eastern Link Landscaping	82,765	166,670	166,670	200,000	200,000	-50.34%
C3236	Dunsborough Foreshore Lighting	735	41,670	41,670	50,000	50,000	-98.24%
C3237	King Street Landscaping Stage 2	55,269	68,330	53,330	79,000	64,000	-19.11%
C3238	Vasse River - General Upgrade	0	100,000	100,000	100,000	100,000	-100.00%
C3451	Aged Housing Infrastructure (Upgrade)	3,773	10,200	10,200	12,250	12,250	-63.01%
C3479	Vidler Road Waste Site Capital Improvements	17,931	0	0	50,000	50,000	0.00%
C3481	Transfer Station Development	18,206	125,000	125,000	150,000	150,000	-85.44%
C3485	Site Rehabilitation - Busselton	193,821	833,330	833,330	1,000,000	1,000,000	-76.74%
C3489	Liquid Waste Pond Renewal Works	0	41,670	41,670	50,000	50,000	-100.00%
C3497	Busselton Jetty - Capital Expenditure	544,813	200,000	200,000	870,000	870,000	172.41%
		3,923,929	9,349,371	9,328,763	13,539,186	13,465,874	-58.03%
Drainage							
D0009	Busselton LIA - Geocatch Drain Partnership WSUD Improvements	324	25,000	25,000	30,000	30,000	-98.71%
D0020	Glenmeer Ramble Drainage Upgrade	29,899	42,250	42,250	50,700	50,700	-29.23%
D0021	Chugg Road Drainage Upgrade	0	15,044	15,044	15,044	15,044	-100.00%

City of Busseton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 30 April 2021

Description	2020/21 Actual YTD	2020/21 Amended Budget YTD	2020/21 Original Budget YTD	2020/21 Amended Budget	2020/21 Original Budget	2020/21 Budget YTD Variance
	\$	\$	\$	\$	\$	%
Airport Industrial Parks	30,223	82,294	82,294	95,744	95,744	-63.27%
C6025 Installation of Bird Netting	56,542	64,750	64,750	77,703	77,703	-12.68%
C6026 Airport Car Park Reseal	75,127	63,930	63,930	76,700	76,700	17.51%
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	11,382	83,330	83,330	100,000	100,000	-86.34%
C6091 Airport Construction Stage 2, Noise Management Plan	178	433,230	433,230	866,500	866,500	-99.96%
C6092 Airport Construction Stage 2, Airfield	19,422	16,600	16,600	19,900	19,900	17.00%
C6099 Airport Development - Project Expenses	58,954	96,540	213,210	115,850	255,850	-38.93%
	221,605	758,380	875,050	1,256,653	1,396,653	-70.78%
Sub-Total Infrastructure	15,162,224	28,497,110	26,070,617	40,057,700	33,943,507	-46.79%
Grand Total - Capital Acquisitions	19,874,863	38,650,551	43,113,516	60,483,187	54,368,994	
Infrastructure by class						
Infrastructure (WIP)	0	0	0	0	0	0.00%
Roads	9,618,788	13,319,732	11,428,700	18,170,848	16,149,816	-27.79%
Bridges	0	2,206,993	1,622,330	6,675,989	2,287,000	-100.00%
Car Parks	1,116,071	1,567,490	1,520,630	1,855,535	1,808,675	-28.80%
Footpaths & Cycleways	251,608	1,212,850	1,212,850	2,239,745	2,239,745	-79.25%
Parks, Gardens & Reserves	3,923,929	9,349,371	9,328,763	15,039,186	14,965,874	-58.03%
Drainage	30,223	82,294	82,294	1,595,745	1,595,745	-63.27%
Regional Airport & Industrial Park Infrastructure	221,605	758,380	875,050	1,256,653	1,396,653	-70.78%
Less : Donated Assets				0	0	0.00%
Total Infrastructure Actual by class	15,162,224	28,497,110	26,070,617	46,833,701	40,443,508	-46.79%

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual \$	2020/2021 Amended Budget \$	2020/2021 Original Budget \$	2020/2021 Amended \$	2020/2021 Original \$	2019/2020 Actual \$
100 Airport Infrastructure Renewal and Replacement Reserve						
Accumulated Reserves at Start of Year	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,712,272.40	1,821,552.89
Interest transfer to Reserves	9,478.58	15,550.00	15,550.00	18,660.00	18,660.00	28,582.65
Transfer from Muni	1,377.68	1,576.71	1,576.71	1,576.71	1,576.71	0.00
Transfer to Muni	0.00	(64,000.00)	(26,000.00)	(288,364.00)	(288,364.00)	(137,863.14)
	<u>1,723,128.66</u>	<u>1,665,399.11</u>	<u>1,703,399.11</u>	<u>1,444,145.11</u>	<u>1,444,145.11</u>	<u>1,712,272.40</u>
136 Airport Marketing and Incentive Reserve						
Accumulated Reserves at Start of Year	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	4,073,790.64	3,396,150.77
Interest transfer to Reserves	23,895.68	37,000.00	37,000.00	44,401.00	44,401.00	58,291.83
Transfer from Muni	173,730.00	173,730.00	173,730.00	328,471.00	328,471.00	619,348.04
Transfer to Muni	0.00	0.00	0.00	(1,180,572.00)	(1,180,572.00)	0.00
	<u>4,271,416.32</u>	<u>4,284,520.64</u>	<u>4,284,520.64</u>	<u>3,266,090.64</u>	<u>3,266,090.64</u>	<u>4,073,790.64</u>
143 Airport Noise Mitigation Reserve						
Accumulated Reserves at Start of Year	904,896.43	904,896.43	904,896.43	904,896.43	904,896.43	890,709.89
Interest transfer to Reserves	5,070.68	8,220.00	8,220.00	9,864.00	9,864.00	14,186.54
Transfer to Muni	0.00	0.00	0.00	(866,500.00)	(866,500.00)	0.00
	<u>909,967.11</u>	<u>913,116.43</u>	<u>913,116.43</u>	<u>48,260.43</u>	<u>48,260.43</u>	<u>904,896.43</u>
147 Airport Development Reserve						
Accumulated Reserves at Start of Year	1,576.71	1,576.71	1,576.71	1,576.71	1,576.71	0.00
Interest transfer to Reserves	(199.03)	0.00	0.00	0.00	0.00	1,576.63
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	165,882.00
Transfer to Muni	(1,377.68)	(1,576.71)	(1,576.71)	(1,576.71)	(1,576.71)	(165,881.92)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,576.71</u>
148 Airport Existing Terminal Building Reserve						
Accumulated Reserves at Start of Year	122,795.41	122,795.41	122,795.41	122,795.41	122,795.41	39,882.21
Interest transfer to Reserves	1,059.17	1,120.00	1,120.00	1,344.00	1,344.00	635.20
Transfer from Muni	68,570.00	68,570.00	68,570.00	82,278.00	82,278.00	82,278.00
	<u>192,424.58</u>	<u>192,485.41</u>	<u>192,485.41</u>	<u>206,417.41</u>	<u>206,417.41</u>	<u>122,795.41</u>
106 Building Asset Renewal Reserve - General Buildings						
Accumulated Reserves at Start of Year	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,483,242.45	1,725,055.66
Interest transfer to Reserves	8,608.77	13,470.00	13,470.00	16,164.00	16,164.00	32,703.18
Transfer from Muni	605,960.00	605,960.00	605,960.00	1,037,148.00	1,037,148.00	727,148.00
Transfer to Muni	(320,000.00)	0.00	0.00	(1,071,026.00)	(1,071,026.00)	(1,001,664.39)
	<u>1,777,811.22</u>	<u>2,102,672.45</u>	<u>2,102,672.45</u>	<u>1,465,528.45</u>	<u>1,465,528.45</u>	<u>1,483,242.45</u>
404 Barnard Park Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	41,352.43	41,352.43	41,352.43	41,352.43	41,352.43	10,666.20
Interest transfer to Reserves	331.33	380.00	380.00	456.00	456.00	460.23
Transfer from Muni	25,190.00	25,190.00	25,190.00	30,226.00	30,226.00	30,226.00
	<u>66,873.76</u>	<u>66,922.43</u>	<u>66,922.43</u>	<u>72,034.43</u>	<u>72,034.43</u>	<u>41,352.43</u>

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
405 Railway House Building Reserve						
Accumulated Reserves at Start of Year	36,854.54	36,854.54	36,854.54	36,854.54	36,854.54	16,761.18
Interest transfer to Reserves	271.21	330.00	330.00	396.00	396.00	458.36
Transfer from Muni	16,360.00	16,360.00	16,360.00	19,635.00	19,635.00	19,635.00
	<u>53,485.75</u>	<u>53,544.54</u>	<u>53,544.54</u>	<u>56,885.54</u>	<u>56,885.54</u>	<u>36,854.54</u>
406 Youth and Community Activities Building Reserve						
Accumulated Reserves at Start of Year	80,356.10	80,356.10	80,356.10	80,356.10	80,356.10	45,712.30
Interest transfer to Reserves	577.81	730.00	730.00	876.00	876.00	1,148.35
Transfer from Muni	35,700.00	35,700.00	35,700.00	42,840.00	42,840.00	42,840.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(9,344.55)
	<u>116,633.91</u>	<u>116,786.10</u>	<u>116,786.10</u>	<u>124,072.10</u>	<u>124,072.10</u>	<u>80,356.10</u>
407 Busselton Library Building Reserve						
Accumulated Reserves at Start of Year	111,021.85	111,021.85	111,021.85	111,021.85	111,021.85	85,071.29
Interest transfer to Reserves	312.66	1,010.00	1,010.00	1,212.00	1,212.00	1,716.82
Transfer from Muni	38,080.00	38,080.00	38,080.00	45,696.00	45,696.00	45,696.00
Transfer to Muni	(100,000.00)	(100,000.00)	(100,000.00)	(105,000.00)	(105,000.00)	(21,462.26)
	<u>49,414.51</u>	<u>50,111.85</u>	<u>50,111.85</u>	<u>52,929.85</u>	<u>52,929.85</u>	<u>111,021.85</u>
131 Busselton Community Resource Centre Reserve						
Accumulated Reserves at Start of Year	272,693.17	272,693.17	272,693.17	272,693.17	272,693.17	190,875.82
Interest transfer to Reserves	1,811.00	2,480.00	2,480.00	2,976.00	2,976.00	3,791.98
Transfer from Muni	72,000.00	72,000.00	72,000.00	86,394.00	86,394.00	81,752.64
Transfer to Muni	0.00	0.00	0.00	(50,000.00)	(50,000.00)	(3,727.27)
	<u>346,504.17</u>	<u>347,173.17</u>	<u>347,173.17</u>	<u>312,063.17</u>	<u>312,063.17</u>	<u>272,693.17</u>
408 Busselton Jetty Tourist Park Reserve						
Accumulated Reserves at Start of Year	222,752.80	222,752.80	222,752.80	222,752.80	222,752.80	159,725.80
Interest transfer to Reserves	1,567.50	2,020.00	2,020.00	2,424.00	2,424.00	4,342.04
Transfer from Muni	210,690.00	210,690.00	210,690.00	252,833.00	252,833.00	168,021.20
Transfer to Muni	(122,700.00)	(122,700.00)	(122,700.00)	(243,600.00)	(243,600.00)	(109,336.24)
	<u>312,310.30</u>	<u>312,762.80</u>	<u>312,762.80</u>	<u>234,409.80</u>	<u>234,409.80</u>	<u>222,752.80</u>
409 Geopraphe Leisure Centre Building (GLC) Reserve						
Accumulated Reserves at Start of Year	615,084.29	615,084.29	615,084.29	615,084.29	615,084.29	381,186.42
Interest transfer to Reserves	4,444.77	5,590.00	5,590.00	6,708.00	6,708.00	7,619.95
Transfer from Muni	217,100.00	217,100.00	217,100.00	260,521.00	260,521.00	570,521.00
Transfer to Muni	(200,000.00)	0.00	0.00	(819,657.00)	(819,657.00)	(344,243.08)
	<u>636,629.06</u>	<u>837,774.29</u>	<u>837,774.29</u>	<u>62,656.29</u>	<u>62,656.29</u>	<u>615,084.29</u>
331 Joint Venture Aged Housing Reserve (Harris/ Winderlup)						
Accumulated Reserves at Start of Year	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,237,306.78	1,085,870.41
Interest transfer to Reserves	7,431.97	11,240.00	11,240.00	13,488.00	13,488.00	17,937.89
Transfer from Muni	109,840.00	109,840.00	109,840.00	131,806.00	131,806.00	185,261.37
Transfer to Muni	(50,000.00)	0.00	0.00	(152,250.00)	(152,250.00)	(51,762.89)
	<u>1,304,578.75</u>	<u>1,358,386.78</u>	<u>1,358,386.78</u>	<u>1,230,350.78</u>	<u>1,230,350.78</u>	<u>1,237,306.78</u>
403 Winderlup Aged Housing Reserve (City Controlled)						
Accumulated Reserves at Start of Year	212,935.38	212,935.38	212,935.38	212,935.38	212,935.38	212,501.16
Interest transfer to Reserves	1,336.97	1,930.00	1,930.00	2,316.00	2,316.00	3,457.97
Transfer from Muni	40,460.00	40,460.00	40,460.00	48,550.00	48,550.00	2,046.25
Transfer to Muni	0.00	0.00	0.00	(52,000.00)	(52,000.00)	(5,070.00)
	<u>254,732.35</u>	<u>255,325.38</u>	<u>255,325.38</u>	<u>211,801.38</u>	<u>211,801.38</u>	<u>212,935.38</u>

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
410 Naturaliste Community Centre Building (NCC) Reserve						
Accumulated Reserves at Start of Year	125,076.60	125,076.60	125,076.60	125,076.60	125,076.60	63,745.73
Interest transfer to Reserves	897.62	1,140.00	1,140.00	1,368.00	1,368.00	1,622.87
Transfer from Muni	49,760.00	49,760.00	49,760.00	59,708.00	59,708.00	59,708.00
Transfer to Muni	0.00	0.00	0.00	(142,000.00)	(142,000.00)	0.00
	<u>175,734.22</u>	<u>175,976.60</u>	<u>175,976.60</u>	<u>44,152.60</u>	<u>44,152.60</u>	<u>125,076.60</u>
411 Civic and Administration Building Reserve						
Accumulated Reserves at Start of Year	429,689.17	429,689.17	429,689.17	429,689.17	429,689.17	187,928.40
Interest transfer to Reserves	3,325.47	3,900.00	3,900.00	4,680.00	4,680.00	5,512.65
Transfer from Muni	235,000.00	235,000.00	235,000.00	282,000.00	282,000.00	282,000.00
Transfer to Muni	0.00	0.00	0.00	(48,983.00)	(48,983.00)	(45,751.88)
	<u>668,014.64</u>	<u>668,589.17</u>	<u>668,589.17</u>	<u>667,386.17</u>	<u>667,386.17</u>	<u>429,689.17</u>
412 Vasse Sports Pavilion Building Reserve						
Accumulated Reserves at Start of Year	541.14	541.14	541.14	541.14	541.14	0.00
Interest transfer to Reserves	4.79	0.00	0.00	0.00	0.00	5.14
Transfer from Muni	450.00	450.00	450.00	536.00	536.00	536.00
	<u>995.93</u>	<u>991.14</u>	<u>991.14</u>	<u>1,077.14</u>	<u>1,077.14</u>	<u>541.14</u>
110 Jetty Maintenance Reserve						
Accumulated Reserves at Start of Year	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	5,239,342.58	4,806,278.94
Interest transfer to Reserves	31,703.34	47,590.00	47,590.00	57,108.00	57,108.00	82,679.79
Transfer from Muni	588,986.00	597,300.00	597,300.00	1,325,111.00	1,325,111.00	1,286,516.00
Transfer to Muni	0.00	(15,000.00)	(15,000.00)	(1,255,708.00)	(1,255,708.00)	(936,132.15)
	<u>5,860,031.92</u>	<u>5,869,232.58</u>	<u>5,869,232.58</u>	<u>5,365,853.58</u>	<u>5,365,853.58</u>	<u>5,239,342.58</u>
150 Jetty Self Insurance Reserve						
Accumulated Reserves at Start of Year	432,198.16	432,198.16	432,198.16	432,198.16	432,198.16	365,698.37
Interest transfer to Reserves	2,619.54	3,930.00	3,930.00	4,716.00	4,716.00	6,499.79
Transfer from Muni	50,000.00	50,000.00	50,000.00	60,000.00	60,000.00	60,000.00
	<u>484,817.70</u>	<u>486,128.16</u>	<u>486,128.16</u>	<u>496,914.16</u>	<u>496,914.16</u>	<u>432,198.16</u>
223 Road Asset Renewal Reserve						
Accumulated Reserves at Start of Year	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,597,128.65	1,119,116.75
Interest transfer to Reserves	12,591.75	14,510.00	14,510.00	17,412.00	17,412.00	39,808.24
Transfer from Muni	2,918,160.00	2,918,160.00	2,918,160.00	3,501,790.00	3,501,790.00	3,458,128.00
Transfer to Muni	(2,352,262.29)	(1,156,500.00)	(643,000.00)	(4,638,999.00)	(3,995,499.00)	(3,019,924.34)
	<u>2,175,618.11</u>	<u>3,373,298.65</u>	<u>3,886,798.65</u>	<u>477,331.65</u>	<u>1,120,831.65</u>	<u>1,597,128.65</u>
224 Footpath/ Cycle Ways Reserve						
Accumulated Reserves at Start of Year	408,437.28	408,437.28	408,437.28	408,437.28	408,437.28	3,670.90
Interest transfer to Reserves	5,598.14	3,710.00	3,710.00	4,452.00	4,452.00	8,786.80
Transfer from Muni	1,013,370.00	1,013,370.00	1,013,370.00	1,216,038.00	1,216,038.00	1,184,602.00
Transfer to Muni	0.00	0.00	0.00	(1,382,583.00)	(1,382,583.00)	(788,622.42)
	<u>1,427,405.42</u>	<u>1,425,517.28</u>	<u>1,425,517.28</u>	<u>246,344.28</u>	<u>246,344.28</u>	<u>408,437.28</u>

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
226 Other Infrastructure Reserve						
Accumulated Reserves at Start of Year	264,388.99	264,388.99	264,388.99	264,388.99	264,388.99	0.00
Interest transfer to Reserves	2,530.12	2,400.00	2,400.00	2,880.00	2,880.00	3,298.02
Transfer from Muni	297,500.00	297,500.00	297,500.00	357,000.00	357,000.00	347,000.00
Transfer to Muni	(18,883.31)	0.00	0.00	(297,041.00)	(297,041.00)	(85,909.03)
	<u>545,535.80</u>	<u>564,288.99</u>	<u>564,288.99</u>	<u>327,227.99</u>	<u>327,227.99</u>	<u>264,388.99</u>
225 Parks, Gardens and Reserves Reserve						
Accumulated Reserves at Start of Year	833,946.23	833,946.23	833,946.23	833,946.23	833,946.23	0.00
Interest transfer to Reserves	8,503.53	7,580.00	7,580.00	9,096.00	9,096.00	10,825.77
Transfer from Muni	1,070,970.00	1,070,970.00	1,070,970.00	1,285,166.00	1,285,166.00	1,214,001.00
Transfer to Muni	0.00	(190,000.00)	(190,000.00)	(2,036,349.46)	(1,983,645.00)	(390,880.54)
	<u>1,913,419.76</u>	<u>1,722,496.23</u>	<u>1,722,496.23</u>	<u>91,858.77</u>	<u>144,563.23</u>	<u>833,946.23</u>
151 Furniture and Equipment Reserve						
Accumulated Reserves at Start of Year	257,784.19	257,784.19	257,784.19	257,784.19	257,784.19	0.00
Interest transfer to Reserves	3,144.87	2,340.00	2,340.00	2,808.00	2,808.00	0.00
Transfer from Muni	361,670.00	361,670.00	361,670.00	434,000.00	434,000.00	364,900.00
Transfer to Muni	(160,000.00)	(30,000.00)	(30,000.00)	(434,000.00)	(434,000.00)	(107,115.81)
	<u>462,599.06</u>	<u>591,794.19</u>	<u>591,794.19</u>	<u>260,592.19</u>	<u>260,592.19</u>	<u>257,784.19</u>
115 Plant Replacement Reserve						
Accumulated Reserves at Start of Year	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,098,441.92	1,205,526.70
Interest transfer to Reserves	8,069.79	9,980.00	9,980.00	11,976.00	11,976.00	23,720.77
Transfer from Muni	843,315.44	883,390.00	883,390.00	1,027,662.00	1,027,662.00	900,737.00
Transfer to Muni	0.00	(419,000.00)	(419,000.00)	(492,240.00)	(492,240.00)	(1,031,542.55)
	<u>1,949,827.15</u>	<u>1,572,811.92</u>	<u>1,572,811.92</u>	<u>1,645,839.92</u>	<u>1,645,839.92</u>	<u>1,098,441.92</u>
137 Major Traffic Improvements Reserve						
Accumulated Reserves at Start of Year	638,845.53	638,845.53	638,845.53	638,845.53	638,845.53	1,495,577.97
Interest transfer to Reserves	968.72	5,800.00	5,800.00	6,960.00	6,960.00	25,423.53
Transfer from Muni	907,490.00	907,490.00	907,490.00	1,088,988.00	1,088,988.00	1,128,705.00
Transfer to Muni	(1,246,000.00)	(950,000.00)	(950,000.00)	(1,641,750.00)	(1,641,750.00)	(2,010,860.97)
	<u>301,304.25</u>	<u>602,135.53</u>	<u>602,135.53</u>	<u>93,043.53</u>	<u>93,043.53</u>	<u>638,845.53</u>
132 CBD Enhancement Reserve						
Accumulated Reserves at Start of Year	613,762.47	613,762.47	613,762.47	613,762.47	613,762.47	171,316.34
Interest transfer to Reserves	5,175.08	5,580.00	5,580.00	6,696.00	6,696.00	7,539.43
Transfer from Muni	450,340.00	450,340.00	450,340.00	540,415.00	540,415.00	524,713.00
Transfer to Muni	0.00	0.00	0.00	(590,000.00)	(590,000.00)	(89,806.30)
	<u>1,069,277.55</u>	<u>1,069,682.47</u>	<u>1,069,682.47</u>	<u>570,873.47</u>	<u>570,873.47</u>	<u>613,762.47</u>
127 New Infrastructure Development Reserve						
Accumulated Reserves at Start of Year	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,506,175.05	1,803,171.42
Interest transfer to Reserves	6,093.69	13,680.00	13,680.00	16,416.00	16,416.00	26,494.60
Transfer from Muni	161,587.80	155,190.00	155,190.00	186,231.00	186,231.00	201,157.40
Transfer to Muni	(223,000.00)	(70,000.00)	(50,000.00)	(1,420,645.00)	(1,400,645.00)	(524,648.37)
	<u>1,450,856.54</u>	<u>1,605,045.05</u>	<u>1,625,045.05</u>	<u>288,177.05</u>	<u>308,177.05</u>	<u>1,506,175.05</u>

City of Busselton
Reserves Movement Report
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	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
141 Commonage Precinct Infrastructure Road Reserve						
Accumulated Reserves at Start of Year	234,906.64	234,906.64	234,906.64	234,906.64	234,906.64	231,223.87
Interest transfer to Reserves	(340.58)	2,130.00	2,130.00	2,556.00	2,556.00	3,682.77
Transfer from Muni	1,656.91	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(235,000.00)	(235,000.00)	0.00
	<u>236,222.97</u>	<u>237,036.64</u>	<u>237,036.64</u>	<u>2,462.64</u>	<u>2,462.64</u>	<u>234,906.64</u>
114 City Car Parking and Access Reserve						
Accumulated Reserves at Start of Year	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,555,124.38	1,281,336.70
Interest transfer to Reserves	7,174.85	14,130.00	14,130.00	16,956.00	16,956.00	24,799.27
Transfer from Muni	10,380.00	10,380.00	10,380.00	52,465.00	52,465.00	505,188.00
Transfer to Muni	(485,000.00)	(80,000.00)	(80,000.00)	(1,375,579.00)	(1,375,579.00)	(256,199.59)
	<u>1,087,679.23</u>	<u>1,499,634.38</u>	<u>1,499,634.38</u>	<u>248,966.38</u>	<u>248,966.38</u>	<u>1,555,124.38</u>
154 Debt Default Reserve						
Interest transfer to Reserves	1,525.76	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	416,670.00	416,670.00	416,670.00	500,000.00	500,000.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
107 Corporate IT Systems Reserve						
Accumulated Reserves at Start of Year	226,750.02	226,750.02	226,750.02	226,750.02	226,750.02	80,398.99
Interest transfer to Reserves	1,787.35	2,060.00	2,060.00	2,472.00	2,472.00	1,280.52
Transfer from Muni	83,330.00	83,330.00	83,330.00	100,000.00	100,000.00	145,070.51
Transfer to Muni	0.00	0.00	0.00	(207,900.00)	(207,900.00)	0.00
	<u>311,867.37</u>	<u>312,140.02</u>	<u>312,140.02</u>	<u>121,322.02</u>	<u>121,322.02</u>	<u>226,750.02</u>
133 Election, Valuation and Other Corporate Expenses Reserve						
Accumulated Reserves at Start of Year	560,994.18	560,994.18	560,994.18	560,994.18	560,994.18	499,905.97
Interest transfer to Reserves	3,637.82	5,100.00	5,100.00	6,120.00	6,120.00	8,664.58
Transfer from Muni	125,000.00	125,000.00	125,000.00	150,000.00	150,000.00	150,000.00
Transfer to Muni	0.00	0.00	0.00	(140,900.00)	(140,900.00)	(97,576.37)
	<u>689,632.00</u>	<u>691,094.18</u>	<u>691,094.18</u>	<u>576,214.18</u>	<u>576,214.18</u>	<u>560,994.18</u>
111 Legal Expenses Reserve						
Accumulated Reserves at Start of Year	636,940.12	636,940.12	636,940.12	636,940.12	636,940.12	577,255.71
Interest transfer to Reserves	3,643.08	5,790.00	5,790.00	6,948.00	6,948.00	8,995.41
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	50,689.00
	<u>640,583.20</u>	<u>642,730.12</u>	<u>642,730.12</u>	<u>643,888.12</u>	<u>643,888.12</u>	<u>636,940.12</u>
152 Marketing & Area Promotion Reserve						
Accumulated Reserves at Start of Year	166,392.00	166,392.00	166,392.00	166,392.00	166,392.00	0.00
Interest transfer to Reserves	5,116.48	1,510.00	1,510.00	1,812.00	1,812.00	0.00
Transfer from Muni	1,076,360.00	1,076,360.00	1,076,360.00	1,291,627.00	1,291,627.00	166,392.00
Transfer to Muni	0.00	0.00	0.00	(1,347,817.00)	(1,347,817.00)	0.00
	<u>1,247,868.48</u>	<u>1,244,262.00</u>	<u>1,244,262.00</u>	<u>112,014.00</u>	<u>112,014.00</u>	<u>166,392.00</u>
135 Performing Arts and Convention Centre Reserve						
Accumulated Reserves at Start of Year	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	2,625,599.20	0.00
Interest transfer to Reserves	14,727.48	23,850.00	23,850.00	28,620.00	28,620.00	14,751.12
Transfer from Muni	0.00	0.00	0.00	50,000.00	50,000.00	2,610,848.08
Transfer to Muni	0.00	0.00	0.00	(1,446,200.00)	(1,446,200.00)	0.00
	<u>2,640,326.68</u>	<u>2,649,449.20</u>	<u>2,649,449.20</u>	<u>1,258,019.20</u>	<u>1,258,019.20</u>	<u>2,625,599.20</u>

City of Busselton
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	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
202 Long Service Leave Reserve						
Accumulated Reserves at Start of Year	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,482,110.00	3,096,583.00
Interest transfer to Reserves	20,300.27	31,630.00	31,630.00	37,956.00	37,956.00	50,518.40
Transfer from Muni	208,330.00	208,330.00	208,330.00	250,000.00	250,000.00	687,986.09
Transfer to Muni	(34,895.96)	(46,650.00)	(46,650.00)	(438,250.00)	(438,250.00)	(352,977.49)
	<u>3,675,844.31</u>	<u>3,675,420.00</u>	<u>3,675,420.00</u>	<u>3,331,816.00</u>	<u>3,331,816.00</u>	<u>3,482,110.00</u>
203 Professional Development Reserve						
Accumulated Reserves at Start of Year	145,028.93	145,028.93	145,028.93	145,028.93	145,028.93	122,771.88
Interest transfer to Reserves	970.16	1,320.00	1,320.00	1,584.00	1,584.00	2,418.13
Transfer from Muni	58,330.00	58,330.00	58,330.00	93,500.00	93,500.00	70,000.00
Transfer to Muni	0.00	0.00	0.00	(88,500.00)	(88,500.00)	(50,161.08)
	<u>204,329.09</u>	<u>204,678.93</u>	<u>204,678.93</u>	<u>151,612.93</u>	<u>151,612.93</u>	<u>145,028.93</u>
204 Sick Pay Incentive Reserve						
Accumulated Reserves at Start of Year	144,632.39	144,632.39	144,632.39	144,632.39	144,632.39	150,403.55
Interest transfer to Reserves	790.08	1,310.00	1,310.00	1,572.00	1,572.00	2,374.88
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	327.14
Transfer to Muni	0.00	0.00	0.00	(73,550.00)	(73,550.00)	(8,473.18)
	<u>145,422.47</u>	<u>145,942.39</u>	<u>145,942.39</u>	<u>72,654.39</u>	<u>72,654.39</u>	<u>144,632.39</u>
124 Workers Compensation, Extended SL & AL Contingency Reserve						
Accumulated Reserves at Start of Year	309,751.42	309,751.42	309,751.42	309,751.42	309,751.42	305,100.95
Interest transfer to Reserves	1,735.72	2,810.00	2,810.00	3,372.00	3,372.00	4,650.47
Transfer to Muni	0.00	0.00	0.00	(147,607.00)	(147,607.00)	0.00
	<u>311,487.14</u>	<u>312,561.42</u>	<u>312,561.42</u>	<u>165,516.42</u>	<u>165,516.42</u>	<u>309,751.42</u>
302 Community Facilities - City District						
Accumulated Reserves at Start of Year	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	1,120,869.85	2,552,707.62
Interest transfer to Reserves	(3,294.20)	10,180.00	10,180.00	12,216.00	12,216.00	39,319.39
Transfer from Muni	470,788.08	322,540.00	322,540.00	387,050.00	387,050.00	216,051.38
Transfer to Muni	0.00	0.00	0.00	(1,031,448.00)	(1,031,448.00)	(1,687,208.54)
	<u>1,588,363.73</u>	<u>1,453,589.85</u>	<u>1,453,589.85</u>	<u>488,687.85</u>	<u>488,687.85</u>	<u>1,120,869.85</u>
304 Community Facilities - Broadwater						
Accumulated Reserves at Start of Year	166,413.55	166,413.55	166,413.55	166,413.55	166,413.55	158,523.04
Interest transfer to Reserves	(240.76)	1,510.00	1,510.00	1,812.00	1,812.00	2,585.73
Transfer from Muni	18,775.24	8,330.00	8,330.00	10,000.00	10,000.00	5,304.78
	<u>184,948.03</u>	<u>176,253.55</u>	<u>176,253.55</u>	<u>178,225.55</u>	<u>178,225.55</u>	<u>166,413.55</u>
303 Community Facilities - Busselton						
Accumulated Reserves at Start of Year	9,177.47	9,177.47	9,177.47	9,177.47	9,177.47	44,011.77
Interest transfer to Reserves	(11.03)	80.00	80.00	96.00	96.00	526.95
Transfer from Muni	30,600.04	18,750.00	18,750.00	22,500.00	22,500.00	8,638.75
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(44,000.00)
	<u>39,766.48</u>	<u>28,007.47</u>	<u>28,007.47</u>	<u>31,773.47</u>	<u>31,773.47</u>	<u>9,177.47</u>
305 Community Facilities - Dunsborough						
Accumulated Reserves at Start of Year	255,152.46	255,152.46	255,152.46	255,152.46	255,152.46	188,062.67
Interest transfer to Reserves	(311.90)	2,320.00	2,320.00	2,784.00	2,784.00	3,283.35
Transfer from Muni	77,658.04	22,920.00	22,920.00	27,500.00	27,500.00	63,806.44
	<u>332,498.60</u>	<u>280,392.46</u>	<u>280,392.46</u>	<u>285,436.46</u>	<u>285,436.46</u>	<u>255,152.46</u>

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	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
311 Community Facilities - Dunsborough Lakes Estate						
Accumulated Reserves at Start of Year	937,470.05	937,470.05	937,470.05	937,470.05	937,470.05	922,772.84
Interest transfer to Reserves	(1,359.20)	8,520.00	8,520.00	10,224.00	10,224.00	14,697.21
Transfer from Muni	6,612.38	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(938,000.00)	(938,000.00)	0.00
	<u>942,723.23</u>	<u>945,990.05</u>	<u>945,990.05</u>	<u>9,694.05</u>	<u>9,694.05</u>	<u>937,470.05</u>
306 Community Facilities - Geographe						
Accumulated Reserves at Start of Year	101,978.74	101,978.74	101,978.74	101,978.74	101,978.74	99,175.93
Interest transfer to Reserves	(147.60)	930.00	930.00	1,116.00	1,116.00	1,594.87
Transfer from Muni	9,134.18	6,250.00	6,250.00	7,500.00	7,500.00	1,207.94
	<u>110,965.32</u>	<u>109,158.74</u>	<u>109,158.74</u>	<u>110,594.74</u>	<u>110,594.74</u>	<u>101,978.74</u>
310 Community Facilities - Port Geographe						
Accumulated Reserves at Start of Year	348,980.41	348,980.41	348,980.41	348,980.41	348,980.41	343,509.27
Interest transfer to Reserves	(505.97)	3,170.00	3,170.00	3,804.00	3,804.00	5,471.14
Transfer from Muni	2,461.51	0.00	0.00	0.00	0.00	0.00
	<u>350,935.95</u>	<u>352,150.41</u>	<u>352,150.41</u>	<u>352,784.41</u>	<u>352,784.41</u>	<u>348,980.41</u>
309 Community Facilities - Vasse						
Accumulated Reserves at Start of Year	489,904.76	489,904.76	489,904.76	489,904.76	489,904.76	615,585.54
Interest transfer to Reserves	(821.04)	4,450.00	4,450.00	5,340.00	5,340.00	9,471.24
Transfer from Muni	3,454.85	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(284,270.00)	(284,270.00)	(135,152.02)
	<u>492,538.57</u>	<u>494,354.76</u>	<u>494,354.76</u>	<u>210,974.76</u>	<u>210,974.76</u>	<u>489,904.76</u>
308 Community Facilities - Airport North						
Accumulated Reserves at Start of Year	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	3,017,487.28	2,970,179.38
Interest transfer to Reserves	(4,374.94)	27,410.00	27,410.00	32,892.00	32,892.00	47,307.90
Transfer from Muni	150,025.99	83,330.00	83,330.00	100,000.00	100,000.00	0.00
Transfer to Muni	0.00	0.00	0.00	(150,000.00)	(150,000.00)	0.00
	<u>3,163,138.33</u>	<u>3,128,227.28</u>	<u>3,128,227.28</u>	<u>3,000,379.28</u>	<u>3,000,379.28</u>	<u>3,017,487.28</u>
130 Locke Estate Reserve						
Accumulated Reserves at Start of Year	6,269.61	6,269.61	6,269.61	6,269.61	6,269.61	1,012.99
Interest transfer to Reserves	147.54	60.00	60.00	72.00	72.00	420.15
Transfer from Muni	50,000.00	50,000.00	50,000.00	60,000.00	60,000.00	60,000.00
Transfer to Muni	0.00	0.00	0.00	0.00	0.00	(55,163.53)
	<u>56,417.15</u>	<u>56,329.61</u>	<u>56,329.61</u>	<u>66,341.61</u>	<u>66,341.61</u>	<u>6,269.61</u>
122 Port Geographe Development Reserve (Council)						
Accumulated Reserves at Start of Year	224,952.38	224,952.38	224,952.38	224,952.38	224,952.38	682,470.41
Interest transfer to Reserves	1,205.36	2,040.00	2,040.00	2,448.00	2,448.00	8,839.73
Transfer from Muni	43,310.00	43,310.00	43,310.00	51,975.00	51,975.00	51,975.00
Transfer to Muni	0.00	0.00	0.00	(219,167.00)	(219,167.00)	(518,332.76)
	<u>269,467.74</u>	<u>270,302.38</u>	<u>270,302.38</u>	<u>60,208.38</u>	<u>60,208.38</u>	<u>224,952.38</u>

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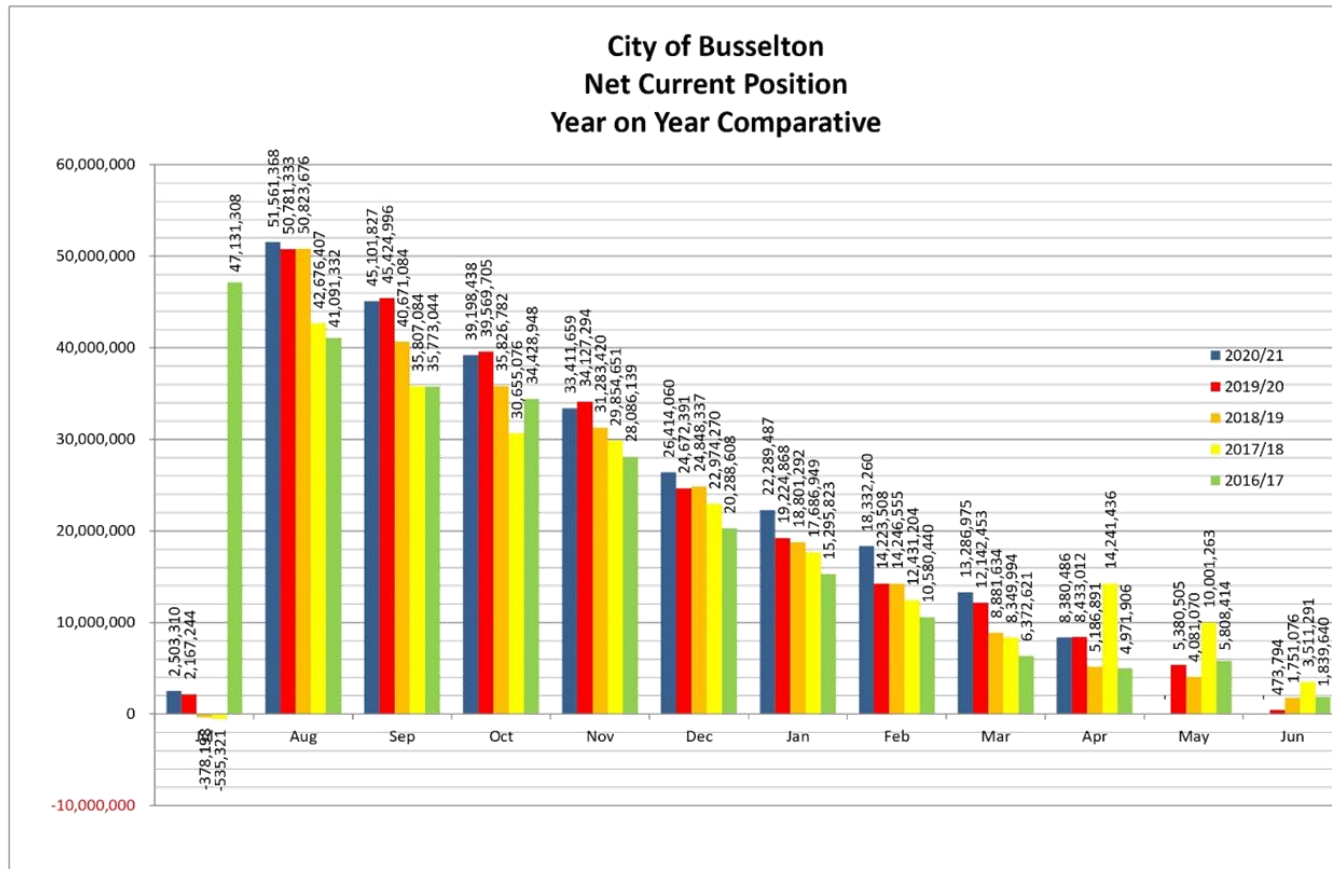
	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
123 Port Geographe Waterways Management (SAR) Reserve						
Accumulated Reserves at Start of Year	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,275,191.63	3,349,716.94
Interest transfer to Reserves	18,575.53	29,750.00	29,750.00	35,700.00	35,700.00	54,429.05
Transfer from Muni	183,510.00	183,510.00	183,510.00	220,210.00	220,210.00	218,328.64
Transfer to Muni	0.00	0.00	0.00	(375,000.00)	(375,000.00)	(347,283.00)
	<u>3,477,277.16</u>	<u>3,488,451.63</u>	<u>3,488,451.63</u>	<u>3,156,101.63</u>	<u>3,156,101.63</u>	<u>3,275,191.63</u>
126 Provence Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,308,476.49	1,194,759.54
Interest transfer to Reserves	7,902.36	11,890.00	11,890.00	14,268.00	14,268.00	20,031.01
Transfer from Muni	151,520.00	151,520.00	151,520.00	181,819.00	181,819.00	179,838.99
Transfer to Muni	0.00	0.00	0.00	(252,948.00)	(252,948.00)	(86,153.05)
	<u>1,467,898.85</u>	<u>1,471,886.49</u>	<u>1,471,886.49</u>	<u>1,251,615.49</u>	<u>1,251,615.49</u>	<u>1,308,476.49</u>
128 Vasse Newtown Landscape Maintenance (SAR) Reserve						
Accumulated Reserves at Start of Year	636,364.43	636,364.43	636,364.43	636,364.43	636,364.43	575,151.53
Interest transfer to Reserves	4,122.53	5,780.00	5,780.00	6,936.00	6,936.00	9,845.01
Transfer from Muni	151,320.00	151,320.00	151,320.00	181,583.00	181,583.00	181,289.97
Transfer to Muni	0.00	0.00	0.00	(190,539.00)	(190,539.00)	(129,922.08)
	<u>791,806.96</u>	<u>793,464.43</u>	<u>793,464.43</u>	<u>634,344.43</u>	<u>634,344.43</u>	<u>636,364.43</u>
138 Commonage Precinct Bushfire Facilities Reserve						
Accumulated Reserves at Start of Year	58,172.53	58,172.53	58,172.53	58,172.53	58,172.53	57,260.53
Interest transfer to Reserves	(84.34)	530.00	530.00	636.00	636.00	912.00
Transfer from Muni	410.32	0.00	0.00	0.00	0.00	0.00
	<u>58,498.51</u>	<u>58,702.53</u>	<u>58,702.53</u>	<u>58,808.53</u>	<u>58,808.53</u>	<u>58,172.53</u>
139 Commonage Community Facilities Dunsborough Lakes South Res						
Accumulated Reserves at Start of Year	73,779.08	73,779.08	73,779.08	73,779.08	73,779.08	72,622.42
Interest transfer to Reserves	(106.97)	670.00	670.00	804.00	804.00	1,156.66
Transfer from Muni	520.39	0.00	0.00	0.00	0.00	0.00
	<u>74,192.50</u>	<u>74,449.08</u>	<u>74,449.08</u>	<u>74,583.08</u>	<u>74,583.08</u>	<u>73,779.08</u>
140 Commonage Community Facilities South Biddle Precinct Reserve						
Accumulated Reserves at Start of Year	899,694.77	899,694.77	899,694.77	899,694.77	899,694.77	886,172.58
Interest transfer to Reserves	(1,304.43)	8,170.00	8,170.00	9,804.00	9,804.00	13,522.19
Transfer from Muni	6,345.96	0.00	0.00	0.00	0.00	0.00
	<u>904,736.30</u>	<u>907,864.77</u>	<u>907,864.77</u>	<u>909,498.77</u>	<u>909,498.77</u>	<u>899,694.77</u>
321 Busselton Area Drainage and Waterways Improvement Reserve						
Accumulated Reserves at Start of Year	475,582.52	475,582.52	475,582.52	475,582.52	475,582.52	546,471.37
Interest transfer to Reserves	(754.01)	4,320.00	4,320.00	5,184.00	5,184.00	8,450.99
Transfer from Muni	3,354.12	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(188,000.00)	(188,000.00)	(79,339.84)
	<u>478,182.63</u>	<u>479,902.52</u>	<u>479,902.52</u>	<u>292,766.52</u>	<u>292,766.52</u>	<u>475,582.52</u>
102 Coastal and Climate Adaptation Reserve						
Accumulated Reserves at Start of Year	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,157,591.81	2,845,578.60
Interest transfer to Reserves	12,667.04	19,600.00	19,600.00	23,520.00	23,520.00	46,381.06
Transfer from Muni	395,040.00	395,040.00	395,040.00	474,044.00	474,044.00	529,207.53
Transfer to Muni	0.00	0.00	0.00	(2,130,000.00)	(2,130,000.00)	(1,263,575.38)
	<u>2,565,298.85</u>	<u>2,572,231.81</u>	<u>2,572,231.81</u>	<u>525,155.81</u>	<u>525,155.81</u>	<u>2,157,591.81</u>

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
144 Emergency Disaster Recovery Reserve						
Accumulated Reserves at Start of Year	94,137.10	94,137.10	94,137.10	94,137.10	94,137.10	72,781.94
Interest transfer to Reserves	593.41	860.00	860.00	1,032.00	1,032.00	1,355.16
Transfer from Muni	16,670.00	16,670.00	16,670.00	20,000.00	20,000.00	20,000.00
	<u>111,400.51</u>	<u>111,667.10</u>	<u>111,667.10</u>	<u>115,169.10</u>	<u>115,169.10</u>	<u>94,137.10</u>
145 Energy Sustainability Reserve						
Accumulated Reserves at Start of Year	137,955.03	137,955.03	137,955.03	137,955.03	137,955.03	181,852.87
Interest transfer to Reserves	1,153.74	1,250.00	1,250.00	1,500.00	1,500.00	2,798.84
Transfer from Muni	85,630.00	85,630.00	85,630.00	102,750.00	102,750.00	130,000.00
Transfer to Muni	0.00	0.00	0.00	(103,000.00)	(103,000.00)	(176,696.68)
	<u>224,738.77</u>	<u>224,835.03</u>	<u>224,835.03</u>	<u>139,205.03</u>	<u>139,205.03</u>	<u>137,955.03</u>
146 Cemetery Reserve						
Accumulated Reserves at Start of Year	35,871.90	35,871.90	35,871.90	35,871.90	35,871.90	157,626.57
Interest transfer to Reserves	564.49	330.00	330.00	396.00	396.00	2,730.72
Transfer from Muni	121,640.00	121,640.00	121,640.00	145,950.00	145,950.00	104,314.16
Transfer to Muni	0.00	(60,000.00)	(60,000.00)	(120,000.00)	(120,000.00)	(228,799.55)
	<u>158,076.39</u>	<u>97,841.90</u>	<u>97,841.90</u>	<u>62,217.90</u>	<u>62,217.90</u>	<u>35,871.90</u>
341 Public Art Reserve						
Accumulated Reserves at Start of Year	87,051.39	87,051.39	87,051.39	87,051.39	87,051.39	86,198.07
Interest transfer to Reserves	(126.21)	790.00	790.00	948.00	948.00	853.32
Transfer from Muni	614.01	0.00	0.00	0.00	0.00	0.00
Transfer to Muni	0.00	0.00	0.00	(49,060.00)	(49,060.00)	0.00
	<u>87,539.19</u>	<u>87,841.39</u>	<u>87,841.39</u>	<u>38,939.39</u>	<u>38,939.39</u>	<u>87,051.39</u>
121 Waste Management Facility and Plant Reserve						
Accumulated Reserves at Start of Year	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,629,358.39	7,867,210.16
Interest transfer to Reserves	38,834.54	69,300.00	69,300.00	83,161.00	83,161.00	124,135.01
Transfer from Muni	850,940.00	885,940.00	885,940.00	1,056,131.00	1,056,131.00	881,561.42
Transfer to Muni	(191,946.14)	(1,208,000.00)	(1,208,000.00)	(2,540,500.00)	(2,540,500.00)	(1,243,548.20)
	<u>8,327,186.79</u>	<u>7,376,598.39</u>	<u>7,376,598.39</u>	<u>6,228,150.39</u>	<u>6,228,150.39</u>	<u>7,629,358.39</u>
120 Strategic Projects Reserve						
Accumulated Reserves at Start of Year	295,560.51	295,560.51	295,560.51	295,560.51	295,560.51	257,162.94
Interest transfer to Reserves	1,839.38	15,320.00	15,320.00	18,386.00	18,386.00	4,340.77
Transfer from Muni	44,750.00	44,750.00	44,750.00	53,700.00	53,700.00	47,852.48
Transfer to Muni	0.00	0.00	0.00	(96,000.00)	(96,000.00)	(13,795.68)
	<u>342,149.89</u>	<u>355,630.51</u>	<u>355,630.51</u>	<u>271,646.51</u>	<u>271,646.51</u>	<u>295,560.51</u>
129 Prepaid Grants and Deferred Works & Services Reserve						
Accumulated Reserves at Start of Year	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,391,422.00	1,232,906.00
Interest transfer to Reserves	935.09	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	0.00	0.00	0.00	0.00	0.00	1,391,422.00
Transfer to Muni	(1,234,878.00)	(1,234,878.00)	(1,234,878.00)	(1,391,422.00)	(1,391,422.00)	(1,232,906.00)
	<u>157,479.09</u>	<u>156,544.00</u>	<u>156,544.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,391,422.00</u>
153 Busselton Foreshore Reserve						
Accumulated Reserves at Start of Year	100.00	100.00	100.00	100.00	100.00	0.00
Interest transfer to Reserves	0.70	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	0.00	0.00	0.00	10.00	10.00	100.00
	<u>100.70</u>	<u>100.00</u>	<u>100.00</u>	<u>110.00</u>	<u>110.00</u>	<u>100.00</u>

City of Busselton
Reserves Movement Report
For The Period Ending 30 April 2021

	2020/2021 Actual	2020/2021 Amended Budget	2020/2021 Original Budget	2020/2021 Amended	2020/2021 Original	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
155 LED Street Light Replacement Program Reserve						
Interest transfer to Reserves	152.53	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	41,660.00	41,660.00	41,660.00	50,000.00	50,000.00	0.00
Transfer to Muni	(40,000.00)	0.00	0.00	(50,000.00)	(50,000.00)	0.00
	<u>1,812.53</u>	<u>41,660.00</u>	<u>41,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash Back Reserves	<u>68,870,945.95</u>	<u>69,911,016.76</u>	<u>70,482,516.76</u>	<u>45,102,217.30</u>	<u>45,818,421.76</u>	<u>59,897,884.76</u>
Summary Reserves						
Accumulated Reserves at Start of Year	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	59,897,884.76	55,590,217.66
Interest transfer to Reserves	293,545.63	544,080.00	544,080.00	652,900.00	652,900.00	965,722.02
Transfer from Muni	15,460,458.94	15,217,356.71	15,217,356.71	19,372,933.71	19,372,933.71	22,230,759.20
Transfer to Muni	(6,780,943.38)	(5,748,304.71)	(5,176,804.71)	(34,821,501.17)	(34,105,296.71)	(18,888,814.12)
Closing Balance	<u>68,870,945.95</u>	<u>69,911,016.76</u>	<u>70,482,516.76</u>	<u>45,102,217.30</u>	<u>45,818,421.76</u>	<u>59,897,884.76</u>





CITY OF BUSSETON - INVESTMENT PERFORMANCE REPORT For the month of April 2021



11am Bank Account			As at 30 April 2021	
INSTITUTION	RATE	AMOUNT		
ANZ 11am At Call Deposit	0.00%	\$ 7,000,000		

Term Deposits - Miscellaneous Funds						As at 30 April 2021	
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT		
NAB	AA	120	06-Aug-21	0.30%	\$ 4,000,000		
ANZ	AA	153	10-Sep-21	0.35%	\$ 2,000,000		
ANZ	AA	91	14-Jul-21	0.32%	\$ 3,500,000		
Westpac	AA	122	17-Aug-21	0.25%	\$ 1,500,000		
ANZ	AA	122	26-Aug-21	0.34%	\$ 4,000,000		
Westpac	AA	122	29-Aug-21	0.25%	\$ 4,000,000		
NAB	AA	181	06-May-21	0.45%	\$ 2,000,000		
NAB	AA	120	06-May-21	0.38%	\$ 2,000,000		
ANZ	AA	242	10-May-21	0.82%	\$ 3,000,000		
Westpac	AA	212	22-May-21	0.50%	\$ 1,500,000		
ANZ	AA	181	25-May-21	0.20%	\$ 2,000,000		
NAB	AA	120	08-Jun-21	0.34%	\$ 3,000,000		
ANZ	AA	273	10-Jun-21	0.82%	\$ 3,000,000		
Westpac	AA	151	12-Jun-21	0.32%	\$ 2,000,000		
ANZ	AA	150	10-Jul-21	0.32%	\$ 2,000,000		
NAB	AA	92	22-Jun-21	0.30%	\$ 4,000,000		
Westpac	AA	120	24-Jun-21	0.21%	\$ 3,000,000		
ANZ	AA	120	24-Jun-21	0.32%	\$ 3,000,000		
Westpac	AA	122	06-Jul-21	0.24%	\$ 5,000,000		
NAB	AA	120	07-Jul-21	0.30%	\$ 3,000,000		
Westpac	AA	122	24-Jul-21	0.23%	\$ 2,000,000		
NAB	AA	122	29-Jul-21	0.30%	\$ 4,000,000		
ANZ	AA	153	10-Aug-21	0.80%	\$ 2,000,000		
Westpac	AA	365	10-Sep-21	0.70%	\$ 4,000,000		
Bendigo	BBB	274	23-Sep-21	0.40%	\$ 3,000,000		

Total of Term Deposits \$ 72,500,000
Weighted Average Annual Rate of Return 0.39%

Airport Redevelopment Funds			As at 30 April 2021	
WA Treasury Corp. - Overnight Cash Deposit Facility	0.05%	\$ 1,638,775		
WA Treasury Corp. - State Bonds	02-Sep-19	Matured		

Total of Airport Redevelopment Funds - WATC \$ 1,638,775

Total of Airport Redevelopment Funds - Bank Term Deposits			Nil	
ANZ Cash Account	AA	NA	NA	0.00%
			\$ 1,158,221	
Total of Airport Redevelopment Funds - Other			\$ 1,158,221	
Total of Airport Redevelopment Funds			\$ 2,796,996	
Interest Received 2015/16			\$ 609,666	
Interest Received 2016/17			\$ 1,158,623	
Interest Received 2017/18			\$ 631,835	
Interest Received 2018/19			\$ 121,836	
Interest Received 2019/20			\$ 43,093	
Interest Received 2020/21			\$ 2,062	
Interest Accrued but not yet Received			\$ 67	
Total Interest Airport Funds (Non-Reserve) at month's end			\$ 2,567,182	
Interest Transferred out and held in City Reserve Account 136			\$ 1,457,250	
Interest Transferred out to Municipal Funds			\$ 24,235	
Interest Earned (incl. Accrued) on Funds Held in City Reserve A/c 136			\$ 78,133	

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

SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2020	As at 30 April 2021
11am Bank Account	\$ 12,500,000	\$ 13,500,000	\$ 7,000,000
Term Deposits - Misc. Funds	\$ 60,500,000	\$ 54,500,000	\$ 72,500,000
Foreshore Development Funds - WATC	\$ -	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ 1,963,252	\$ 1,637,382	\$ 1,638,844
Airport Redevelopment - Bank Term Deposit	\$ -	\$ -	\$ -
Airport Redevelopment - ANZ Cash A/c	\$ 3,027,785	\$ 1,158,221	\$ 1,158,221
Total of all Investments Held	\$ 84,478,527	\$ 70,795,602	\$ 82,297,065
TOTAL INTEREST RECEIVED AND ACCRUED	\$ 1,069,449	\$ 1,123,760	\$ 366,567
INTEREST BUDGET	\$ 1,326,350	\$ 1,480,000	\$ 545,820

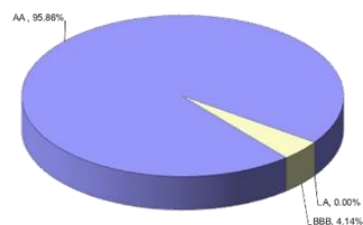
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

Statement of Compliance with Council's Investment Policy 218

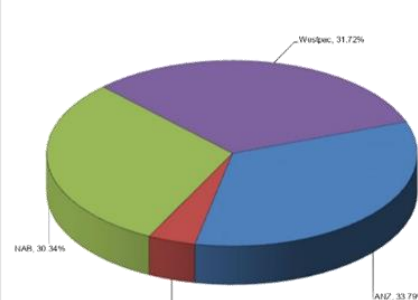
1. All funds are to be invested within legislative limits.	Fully Compliant
2. All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value.	Fully Compliant
3. The amount invested based upon the Fund's Rating is not to exceed the set percentages of the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

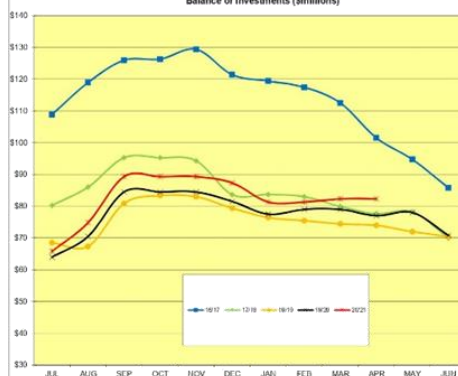
Summary of Term Deposits by S & P Rating (Excludes WATC and 11am Cash Account Funds)



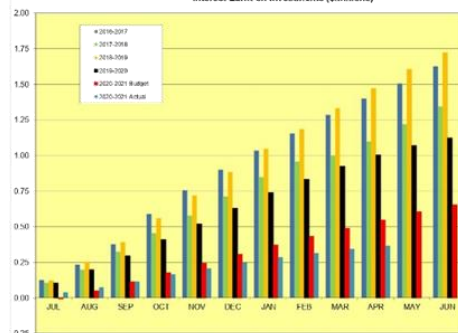
Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)



Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



13.1 AMENDMENT NO. 48 TO LOCAL PLANNING SCHEME NO. 21 (PORTION OF LOT 1 NO. 99 CAUSEWAY ROAD, BUSSELTON) - CONSIDERATION FOR ADOPTION FOR FINAL APPROVAL

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.2 Facilitate an innovative and diversified economy that supports local enterprise, business investment and employment growth.
SUBJECT INDEX	Local Planning Scheme 21 Amendments
BUSINESS UNIT	Strategic Planning
REPORTING OFFICER	Planning Officer - Joanna Wilkinson
AUTHORISING OFFICER	Director, Planning and Development Services - Paul Needham
NATURE OF DECISION	Legislative: adoption of “legislative documents” such as local laws, local planning schemes and local planning policies
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Location Plan   Attachment B Aerial Photograph   Attachment C Development Guide Plan (DGP 135)   Attachment D Development Approval (DA16/0400.01)   Attachment E Schedule of Submissions   Attachment F Schedule of Modifications  

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/126

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council:

1. In pursuance of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts Amendment 48 to Local Planning Scheme No. 21 for final approval, in accordance with the modification proposed in the Schedule of Modifications shown at Attachment F, for the purposes of:

- (a) Amending Schedule 5 “Special Uses” by amending “Special Use No. 17 – Special Uses” as follows:

No.	Description of Land	Special Use	Conditions
17.	As identified on the Scheme map	The following uses are “D” discretionary: a. Service Station b. Warehouse/Storage c. Shop d. Restaurant/Café e. Garden Centre f. Takeaway Food Outlet	1. The Shop land use is limited to a maximum gross floor area of 500m ² . 2. The Takeaway Food Outlet is limited to a maximum gross floor area of 100m ² . 3. The overall site is limited to a maximum gross floor area of 1,700m ² . 4. Notwithstanding clause 4.5.1, development which exceeds these areas is expressly prohibited.

			<p>5. Buildings shall not be located within 20m of the Causeway Road boundary.</p> <p>6. New development shall respond to the prominence of the site on Causeway Road, as an entry corridor to Busselton, by addressing the following matters:</p> <ul style="list-style-type: none">a. Buildings shall be articulated to break up perceived bulk and provide visual interest when viewed from Causeway Road and Bussell Highway;b. Building textures and elements shall maintain and enhance the scenic character of Causeway Road;c. Building materials shall include a mix of transparent glazing and opaque materials, with no blank facades visible from Causeway Road;d. Building services such as bin storage, utilities, storage tanks, firefighting equipment and the like shall be concealed so they are not visible from Causeway Road and Bussell Highway; ande. Landscape planting shall provide an attractive interface between buildings and car parking areas when viewed from Causeway Road, without impeding vehicle sight lines.
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- (b) Amending Schedule 3 "Special Provision Areas" by deleting "Special Provision No. 15" ("SP15").

2. Amending the Scheme Map accordingly.
3. Advise the Western Australian Planning Commission that Amendment 48 is considered a 'standard' amendment pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
 - (a) it is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve;
 - (b) it is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment;
 - (c) it is an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.
4. Pursuant to r. 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015* (as amended), advise the Western Australian Planning Commission that Amendment 48 affects the area to which a structure plan approved under Local Planning Scheme No. 21 relates, and when the Amendment 48 takes effect the approval of the structure plan is to be revoked.
5. Pursuant to r.53 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, endorses the Schedule of Submissions at Attachment E, which has been prepared in response to the public consultation process undertaken in relation to Amendment 48.
6. Upon preparation of the necessary documentation, refers the adopted Amendment 48 to the Western Australian Planning Commission for consideration and determination in accordance with the *Planning and Development Act 2005*.
7. Pursuant to r.56 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, should directions be given that modifications to Amendment 48 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers likely to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination.

CARRIED 9/0

EN BLOC

EXECUTIVE SUMMARY

Council is requested to consider adopting proposed Scheme Amendment 48 (the Amendment) to Local Planning Scheme No. 21 (the Scheme) for final approval. The Amendment would facilitate clarification of the land use controls relating to a portion of Lot 1 Causeway Road, by changing Schedule 5 'Special Uses' (SU17) of the Scheme through the introduction of several new 'Special Use' land uses. It is also proposed that Schedule 3 'Special Provisions' be altered by deleting SP15.

Advertising of the Amendment resulted in six external agency submissions and one public submission. The submissions included no objections, however comments and recommendations were provided in regard to widening of road reserves and public health requirements.

Officers are recommending that the Amendment be adopted by the Council for final approval, in accordance with the modification in the Schedule of Modifications provided at Attachment F (which has been proposed following gazettal of amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)), and forwarded to the Western Australian Planning Commission (WAPC) and Hon. Minister for Planning for final approval.

BACKGROUND

Lot 1 Causeway Road is located approximately 2km south of the Busselton City Centre, at the intersection of Causeway Road and Bussell Highway. Lot 1 has a total land area of 1.1433 hectares, and is severed by Koorden Place. The southern portion, which is the subject of this proposal (the subject land) is 9,420m² in area and zoned 'Special Use – Service Station/Plant Nursery'. The northern portion of Lot 1 is 2,013m² in area, zoned 'Rural', and is not subject to any part of this proposal. A location plan and aerial photograph are provided at Attachments A and B, respectively.

The subject land is located on a prominent entry route to the Busselton City Centre, and has a complex and somewhat difficult planning history. The original zoning under Town Planning Scheme No. 20 (TPS 20) was 'Agriculture'. The zoning was amended to 'Special Use – Service Station/Plant Nursery' through Amendment 15 to TPS 20 (gazettal date 29 April 2003). The site is also subject to SP15 which includes provisions relating to structure planning, access, landscaping, and building design. A Structure Plan (DGP 135) for the subject land was endorsed by the WAPC in 2003, and is provided at Attachment C. Amendment 99 (circa 2006) to TPS 20 attempted to change the zoning of the land to accommodate a motor vehicle sales and repairs land use, however that amendment was unsuccessful.

The current development approved for the site (DA16/0400), was determined by Council in 2016 (C1610/104) due to the level of community interest and nature of issues raised during advertising. In 2017, DA16/0400 was subject to a modification request to the approved plans (DA16/0400.01). This request was approved and the original decision notice and plans amended. A copy of the modified development approval is provided at Attachment D.

Lot 13 Koorden Place, adjacent to the subject land, is zoned Rural. At its meeting of 22 August 2018 (C1808/166), Council approved a development application (DA18/0145) for a 'Use Not Listed (4WD Test Track and Informal Parking Area) for the site.

The land use description approved for DA16/0400.01 is "Service Station (with ancillary wholesale fruit and vegetable, including small scale retail and drive-through coffee outlet)". In effect, this means that all development other than the 'Service Station' that is now located on the subject land must be ancillary or subsidiary to the 'Service Station' land use. Condition 6 and Advice Note 5 of DA16/0400.01 are relevant to this proposal:

Ongoing Conditions:

6. *The works undertaken to satisfy Conditions 3 and 4 shall be subsequently maintained for the life of the development and subject to the following conditions:*
 - 6.1 *Sale of goods and services to the general public shall only occur in association with the service station, drive-through coffee facility and in the portion of the 'FRUIT/VEGETABLE WHOLESALE' building marked 'INCIDENTAL RETAIL OUTLET' on the approved plan.*
 - 6.2 *Should, at any time, the service station cease to operate, then all of the other (ancillary) land-uses shall cease immediately, and none of the other land uses may commence operating until the service station has commenced operating.*
 - 6.3 *Should the wholesale operations of the 'FRUIT/VEGETABLE WHOLESALE' building cease, the retail operations must also cease immediately.*

Advice to Applicant:

5. *You are advised that, to clarify the land-use controls relating to the site and to allow the ancillary/subsidiary land-uses to operate independent of the predominant land-use in the future, the City envisages amending the town planning scheme in the future. Were that to occur, Conditions 5.1, 5.2 and/or 5.3 may be able to be removed subject to the receipt and assessment of an applicant [sic] to amend the planning approval. As part of the same or a different town planning scheme amendment, the City also envisages presenting for the Council's consideration proposals for the better management and control of non-agricultural land-uses on Agricultural zoned and other land adjoining the City's major road network, consistent with the adopted strategic planning direction which is generally opposed to unplanned commercialization of land-use along that major road network.*

Condition 6 mandates that all land uses on the site other than the 'Service Station' are dependent on the operation of the 'Service Station' land use. It restricts how the associated sale of goods and services, and the retail component of the fruit/vegetable wholesale operation, shall occur.

The first half of Advice Note 5 relates to Condition 6 and is relevant to this Amendment. The second half of the Advice Note does not relate to Condition 6 or the subject land, and will not be discussed any further in relation to this proposal (but as a matter it is now envisaged this will be addressed in the new town planning scheme, which is in development).

OFFICER COMMENT

The land subject of the Amendment has been developed in accordance with DA16/0400, the subsequent modification of that approval, and generally in accordance with DGP 135.

A significant purpose of the Amendment is to act upon Advice Note 5, which was included when development approval was issued in 2016. The Amendment will better define and clarify the land use controls that have been approved and are currently operational, by introducing the new land uses 'Warehouse/Storage', 'Shop', 'Restaurant/Café', and 'Takeaway Food Outlet'. These land uses are, in effect, already operating at the site. Changes to SU17 would also include conditions that strengthen and clarify the 'Shop' and 'Takeaway Food Outlet' land use areas, cap the overall maximum gross floor area, and carry over (from SU17 and DGP 135) design controls relating to the prominence of the site.

It is also proposed that SP15 would be deleted. SP15 includes a number of provisions relating to structure planning, access, landscaping, and building design. The original provisions of SP15 and DGP 135 were considered during the assessment of DA16/0400, and are now found to be somewhat redundant given that development of the subject land is completed. Notwithstanding, conditions relating to setbacks and building design have been included in the proposed change to SU17.

Having considered the submissions received, officers consider that the Amendment is an appropriate outcome consistent with the Regulations, key local and State strategic planning documents, and orderly and proper planning within the City of Busselton.

Statutory Environment

The key statutory documents relevant to this proposal include the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the relevant objectives and provisions of the *City of Busselton Local Planning Scheme No. 21*. Each is discussed below under appropriate subheadings.

Planning and Development Act 2005

The *Planning and Development Act 2005* outlines the relevant considerations when preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account in preparing and processing this Amendment.

Planning and Development (Local Planning Schemes) Regulations 2015

The Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), which came into operational effect on 19 October 2015, identify three different levels of amendments – basic, standard and complex. The resolution of the local government is to specify the level of the amendment and provide an explanation justifying this choice. This Amendment is considered to be a ‘standard’ amendment.

Local Planning Scheme No. 21

The subject land is zoned ‘Special Use – Service Station/Plant Nursery’, and is identified in Schedule 5 ‘Special Uses’ as ‘Service Station/Plant Nursery’ (No. 17). The objectives of the ‘Special Use’ zone are as follows:

The subject land is also subject to the ‘Special Provision’ Special Control Area (SP15). The following ‘Special Provisions’ apply:

- a. To facilitate special categories of land uses, which do not sit comfortably within any other zone.*
 - b. To enable the local government to impose specific conditions associated with the special use.*
- 1. Development of the land shall generally be in accordance with a Structure Plan adopted by the local government and endorsed by the Western Australian Planning Commission.*
- 2. Access along Causeway Road is restricted to “left out” only.*
- 3. Road widening of Causeway Road will be provided at the subdivision stage to the satisfaction of Main Roads WA.*
- 4. Proposed landscaping areas shown on the Structure Plan will be subject to detailed design and approval by Main Roads WA and the local government prior to implementation at the subdivision and development stage and shall address the following to the local government’s satisfaction –*
 - a) effective screening of buildings and fences;*
 - b) planting density and height;*
 - c) the function of Causeway Road as an entry corridor to Busselton; and*
 - d) sight distances.*
- 5. The architectural design and proposed colour schemes associated with any development on the land will be subject to approval by the local government and will need to address the following matters to the local government’s satisfaction –*
 - a) The function of Causeway Road as an entry corridor to Busselton;*
 - b) Landscape and streetscape impacts;*
 - c) Setbacks to road frontages; and*
 - d) Building height.*

Clause 5.14 Designated Bushfire Prone Areas is also relevant to this proposal as follows:

- 5.14.1 *A Designated Bushfire Prone Area is an area designated as Bush Fire Prone on the Bush Fire Hazard Assessment maps. Dwelling construction within an identified area will be subject to the relevant bushfire prone area building requirements pursuant to the Building Code of Australia, Australian Standard 3959 – 2009 and otherwise as set out pursuant to the Scheme.*

The proposal is considered to be consistent with the relevant objectives and provisions relating to the zoning of the subject land under the Scheme.

Relevant Plans and Policies

The key policy documents relevant to this proposal are *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and the *Local Commercial Planning Strategy*. Each is discussed below under appropriate subheadings.

State Planning Policy 3.7 (SPP 3.7)

The intent of SPP 3.7 is to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. SPP 3.7 directs how land use should address bushfire risk management, and applies to all land which has been designated as bushfire prone by the Office of Bushfire Risk Management.

The subject land has been designated as a Bushfire Prone Area since 2019; this designation was not applied at the time of development approval in 2016, nor at the time of physical development.

Planning Bulletin 111/2016 provides a basis for exemptions from the requirements of SPP 3.7 and the deemed provisions (of the Regulations), and states that the deemed provisions should be applied pragmatically by the decision maker.

Taking a pragmatic approach, therefore, a Level 3 bushfire consultant was commissioned by the proponent to assess the matter. The professional advice provided was that a retrospective bushfire risk assessment would not provide any increase in safety to employees or visitors and would not change the overall bushfire exposure risk compared to the 2016 status, when development approval was issued. In responding to an invitation to provide a submission on the matter, the Department of Fire and Emergency Services advised that the application of SPP 3.7 may not be required in this instance, however the application of the policy is ultimately a matter for the final decision-maker.

Local Commercial Planning Strategy (LCPS)

In order to prevent ad-hoc commercial ribbon development along major roads, the LCPS prevents further commercial development along Causeway Road, other than that accommodated by existing zonings or specifically supported by the Strategy. Recommendation 9 applies:

- 9) *Further service commercial development along major roads, including Busselton Bypass, Bussell Highway and Causeway Road, other than that accommodated by existing zonings and/or specifically supported by the Strategy is not supported.*

Financial Implications

There are no financial implications associated with the Officer Recommendation.

Stakeholder Consultation

The Amendment was advertised for a period of 42 days ending 7 May 2021. A total of seven submissions were received (six agency and one public submission). A Schedule of Submissions is provided at Attachment E. There were no objections received, however some agencies provided comments which are summarised as follows:

- a) Road reserve widening in accordance with DGP 135, and as recommended through advice provided for DA16/0400.
- b) Public health requirements.

With respect to the first matter, traffic impact and road reserve widening was considered by Council in 2016 when determining the development proposal for the site. In considering its decision, Council was advised that the Main Roads recommendation for road widening was to allow for B-Double trucks heading north to be able to turn right into Koorden Place. Council determined that it was an excessive requirement as that type of service delivery wasn't expected at the site.

With regard to this proposal, the amendment of Schedule 5 – "Special Uses" in the Scheme, Special Use No. 17 would potentially result in the relocation of an internal wall, within the Western Growers fresh produce outlet, to increase the retail component, and decrease the wholesale component. The amendment the Schedule 5 would also restrict the overall gross floor area on the site to 1,700m²; current GFA is 1,575m² (this would allow an additional 125m² on the site). This would be a minor change to the site as a whole that is unlikely to lead to altered service delivery or an increase in traffic demands on the Koorden Road intersection.

Main Roads recommended that an additional condition be included to SU17, requiring road reserve widening. This recommendation is not supported for reasons discussed above, and because it may result in an adverse visual impact on Causeway Road through removal of recent landscaping.

With respect to item b), the public health matters raised will be considered if and when there is any expansion to existing development at the site.

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could:

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

The assessment has not revealed any substantive issue or reasonable grounds that would support any of the above options.

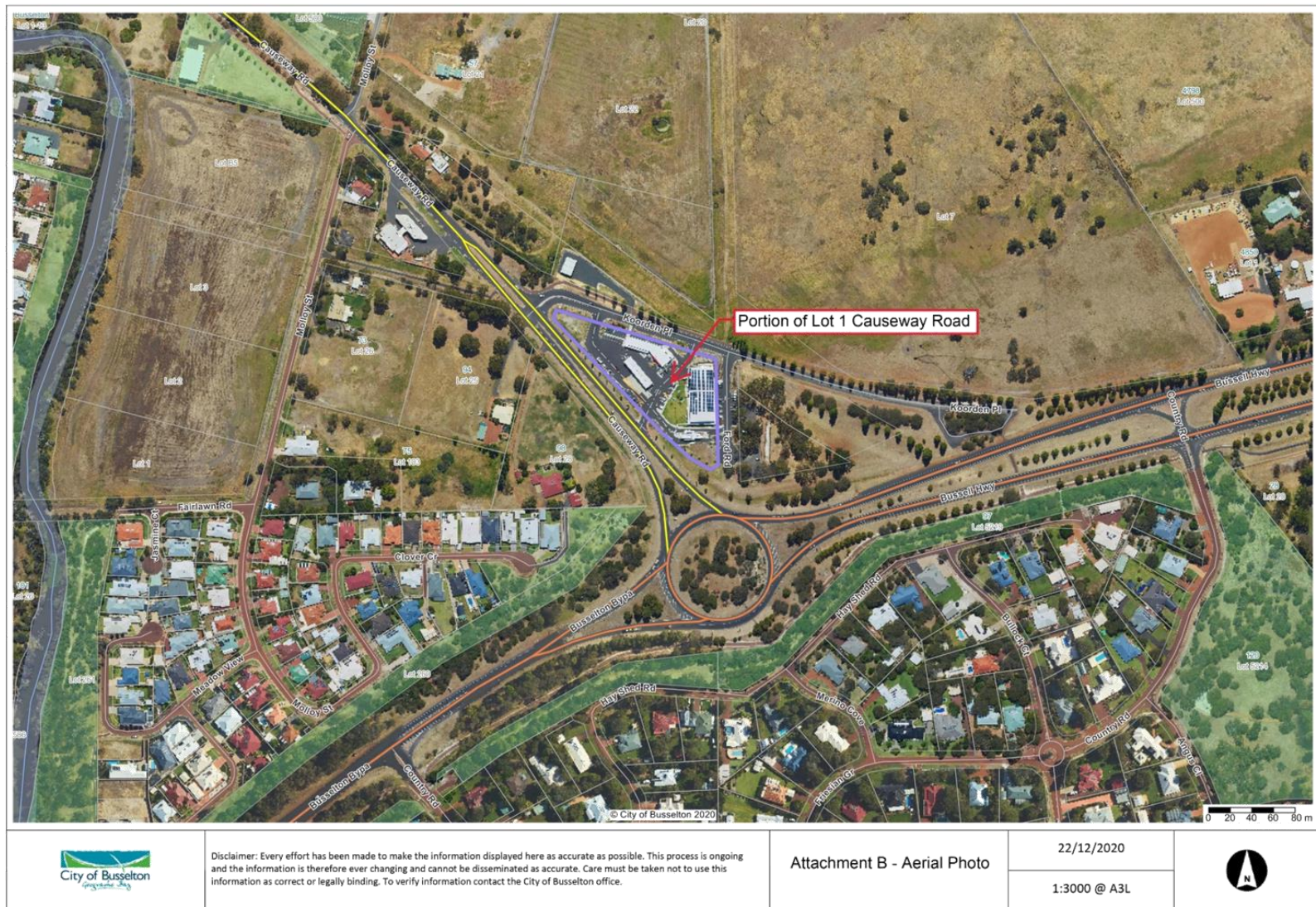
CONCLUSION

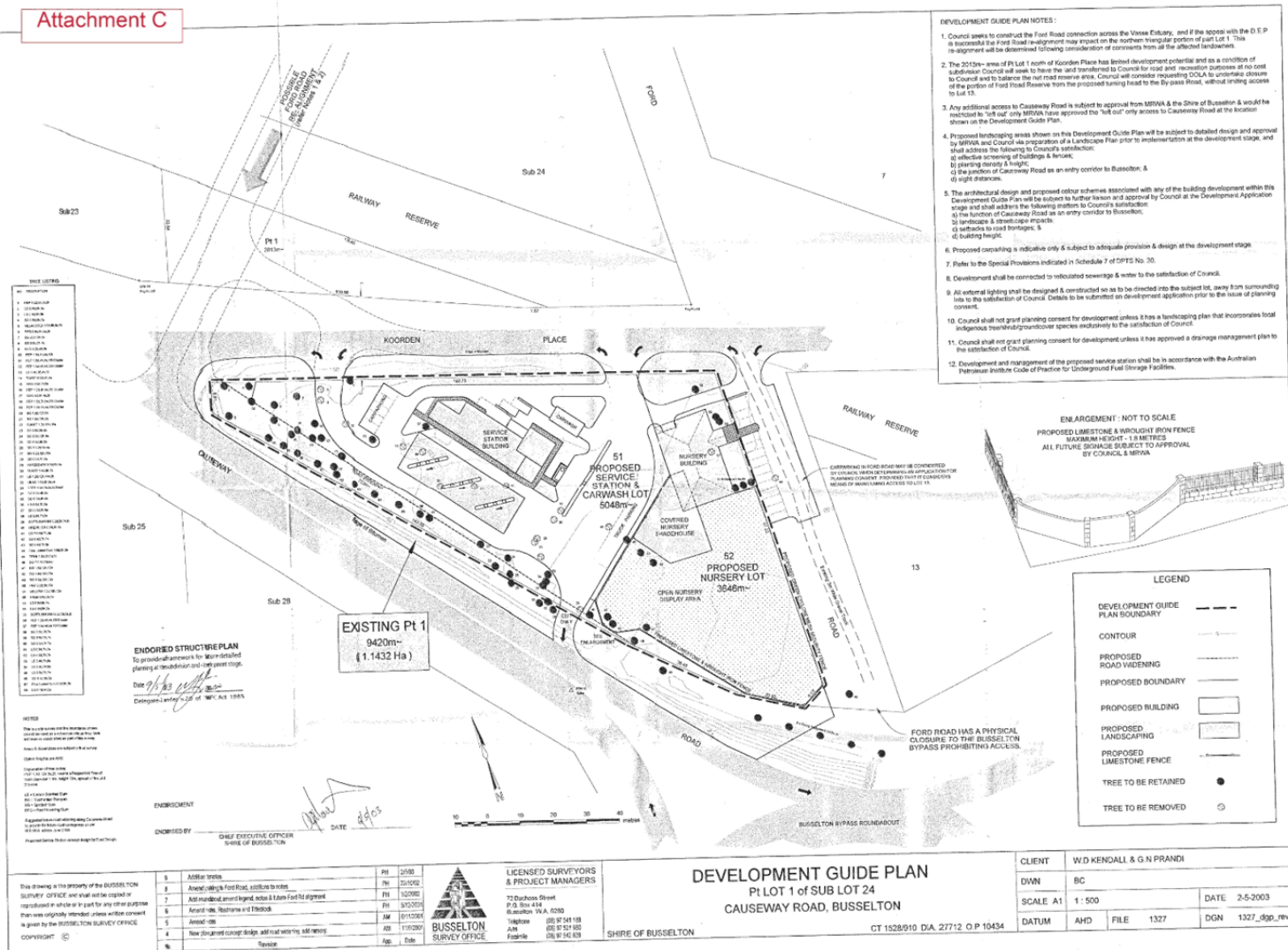
City officers recommend that the Council resolves to recommend to the Western Australian Planning Commission that Amendment 48 be finally approved, in accordance with the Schedule of Modifications (Attachment F).

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

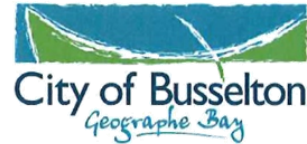
The implementation of the officer recommendation will involve the referral of Amendment 48 to the Western Australian Planning Commission for final approval and this will occur within one month of the resolution.







Attachment D



Our Ref: DA16/0400.01

Your Ref:

Enquiries: Joanna Wilson

14 July 2017

K A Perkins Builders
1 Hales Street
BUNBURY WA 6230

Dear Sir / Madam

PROPOSED MODIFICATION TO SERVICE STATION, INCREASE TO DRIVE-THRU COFFEE, CAR PARK ALIGNMENT – LOT 1 (HSE NO 99) CAUSEWAY ROAD BUSSELTON

I refer to your correspondence received 21 June 2017 requesting a modification to the approved plans of the Development Approval DA14/0400 issued 20 October 2016 for the abovementioned development.

The proposed modification is as follows:

- Drive-thru coffee 25m² increase in area and reversed;
- Changes to Service Station elevation, removal of overhang;
- Removal of canopy between the service station and Fuel Canopy;
- Addition of patio structure (protection of mechanical equipment);
- Slight carpark alignment changes.

Please be advised that the City is prepared to approve the modifications and has hereby amended the original decision notice dated 20 October 2016. Please note the change in numbering of the conditions, the deletion of Condition 3.3 which is now replaced with Condition 3 and an additional Condition 6.4.

Please note that the decision notice is a Development Approval only and is not a building permit or any other form of approval.

Should you have any queries please do not hesitate to contact Joanna Wilson on telephone 9781 0475

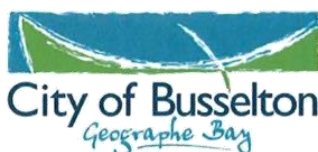
Yours faithfully

A handwritten signature in blue ink, appearing to read "Paul Needham".

Paul Needham
DIRECTOR PLANNING AND DEVELOPMENT SERVICES

Events Capital of Regional WA

All communications to: The Chief Executive Officer, Locked Bag 1 Busselton WA 6280
Tel: (08) 9781 0444 Fax: (08) 9752 4958 Email: city@busselton.wa.gov.au www.busselton.wa.gov.au



DECISION ON APPLICATION FOR DEVELOPMENT APPROVAL

CITY OF BUSSELTON
LOCAL PLANNING SCHEME No. 21

Application No: DA16/0400
Decision Date: 20 October 2016

The City having considered the application:

Dated:	27th May 2016
Submitted by:	T Koroveshi
On behalf of:	Mountney Family Nominees Pty Ltd
Legal Description:	Lot 1 DIAGRAM 27712
Property Details:	99 Causeway Road BUSSELTON WA 6280
Proposal:	Service Station (with ancillary wholesale fruit and vegetable, including small scale retail and drive-through coffee outlet)

hereby advise that it has decided to:

GRANT DEVELOPMENT APPROVAL

That application DA16/0400 submitted for development at 99 Causeway Road is considered by the Council to be consistent with Local Planning Scheme No. 21 and the objectives and policies of the zone within which it is located.

That Development Approval is issued for the proposal referred above subject to the following conditions:

GENERAL CONDITIONS:

1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice.
2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the City.
3. A revised landscaping plans to be submitted and approved by 14 October 2017. The Landscape Plan, shall include:

Drainage basins:

- All drainage basins and swales including batters are to be constructed in accordance with contemporary best practice Water Sensitive Urban Design requirements (Department of Water Guidelines 2011)
- Planting in the basins and on the associated batters is to be with rush species (ie. Ficinia and Juncus sp. in tubestock) at a rate of 6 plants/m². The basins and batters are to be irrigated by the developer until established with a uniform plant cover over two summers. Hydromulching with seed mix is not acceptable.
- Freshwater Paperbark (Melaleuca raphiophylla) in 45 litre pots at 5 metre spacings on the batters at the basin surrounds along Koorden Place.

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Verges, Garden Beds, and Picnic Area:

- All grass verges GARDEN BEDS, and PICNIC AREA to be irrigated by the developer until established with a uniform grass cover
- Peppermint Trees (*Agonis flexuosa*) with a minimum height 2m-2.5m when planted along Koorden Place and Ford Road and at the south corner of the lot.
- Lombardy Poplar trees (*Populus nigra 'Italica'*) with a minimum height of 5m-8m when planted, and planted at 10 metre spacings, along the Causeway Road verge.

Unless otherwise agreed in writing by the City

Prior to Commencement of Any Works Conditions:

4. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and have been approved in writing:
 - 4.1 Details of type and colour of all external materials to be used;
 - 4.2 Details of the finished treatment of all hard surfaced areas to be used or the construction of the parking and manoeuvring areas and pedestrian footpaths as shown on the Approved Development Plans;
 - 4.3 A Drainage Management Plan setting out details of stormwater and surface water drainage works. The Plan shall include but not be limited to the following:
 - a. Stormwater to be retained for use and/or infiltration within the lot at a rate of 1m³ per 40m² of impervious area;
 - b. Kerbing or grade changes for paved areas;
 - c. installing and maintaining stormwater collection systems, such as bio-retention gardens and soak wells to intercept roof and general runoff that would otherwise enter the forecourt;
 - d. establishing soaks that collect and permit infiltration of Stormwater.
 - 4.4 Preparation of an Emergency Chemical Spill Response Plan.
 - 4.5 Details for the connection to the comprehensive district drainage system;
 - 4.6 Details for the upgrading of the Causeway Road and Koorden Place intersection, including:
 - a. Splitter island within Koorden Place; and
 - b. Alterations to the southern radius of Koorden Place to accommodate articulated vehicles;
 - 4.7 Details for the upgrading of Koorden Place;
 - 4.8 Details for the left out access to Causeway Road to be designed and constructed;
 - 4.9 Details of signage, including but not limited to the design, location, materials and levels of illumination.
 - 4.10 Details of one pylon sign for all business that shall not exceed 6 metres in height.

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Prior to Occupation/Use of the Development Conditions:

5. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Condition 3 have been implemented; and, the following conditions have been complied with;
 - 5.1 Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the City. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, as assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.
 - 5.2 The parking area(s), driveway(s) and point(s) of ingress and egress [including crossover(s)] shall be designed, constructed, sealed, drained and marked.

On-going Conditions:

6. The works undertaken to satisfy Conditions 3 and 4 shall be subsequently maintained for the life of the development and subject to the following condition:
 - 6.1 Sale of goods and services to the general public shall only occur in association with the service station, drive-through coffee facility and in the portion of the 'FRUIT/VEGETABLE WHOLESALE' building marked 'INCIDENTAL RETAIL OUTLET' on the approved plan.
 - 6.2 Should, at any time, the service station cease to operate, then all of the other (ancillary) land-uses shall cease immediately, and none of the other land uses may commence operating until the service station has commenced operating.
 - 6.3 Should the wholesale operations of the 'FRUIT/VEGETABLE WHOLESALE' building cease, the retail operations must also cease immediately.
 - 6.4 Prior to the Occupation of the Wholesale Fruit/Vegetable building the use of the service station for Fruit and Vegetable retail sales shall cease.

ADVICE TO APPLICANT

1. If the applicant and/or owner are aggrieved by this decision, including any conditions of approval, there is a right to lodge a request for reconsideration. The application form and information on fees payable can be found on the City's website.
2. If the applicant and/or owner are aggrieved by this decision there may also be a right of review under the provisions of Part 14 of the *Planning and Development Act 2005*. A review must be lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision being made by the City of Busselton.
3. This Decision Notice grants Development Approval to the development the subject of this application (DA16/0400). It cannot be construed as granting Development Approval for any other structure shown on the approved plans which was not specifically included in this application.
4. Please note it is the responsibility of the applicant / owner to ensure that, in relation to Condition 1, this Development Approval remains current and does not lapse. The City of Busselton does not send reminder notices in this regard.
5. You are advised that, to clarify the land-use controls relating to the site and to allow the ancillary/subsidiary land-uses to operate independent of the predominant land-use in the future, the City envisages amending the town planning scheme in the future. Were that to occur, Conditions 6.1, 6.2 and/or 6.3 may be able to be removed subject to the receipt and assessment of an applicant to amend the planning approval. As part of the same or a different town planning scheme amendment, the City also envisages presenting for the Council's consideration proposals for the better management and control of non-agricultural land-uses on

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Agriculture zoned and other land adjoining the City's major road network, consistent with the adopted strategic planning direction which is generally opposed to unplanned commercialisation of land-use along that major road network.

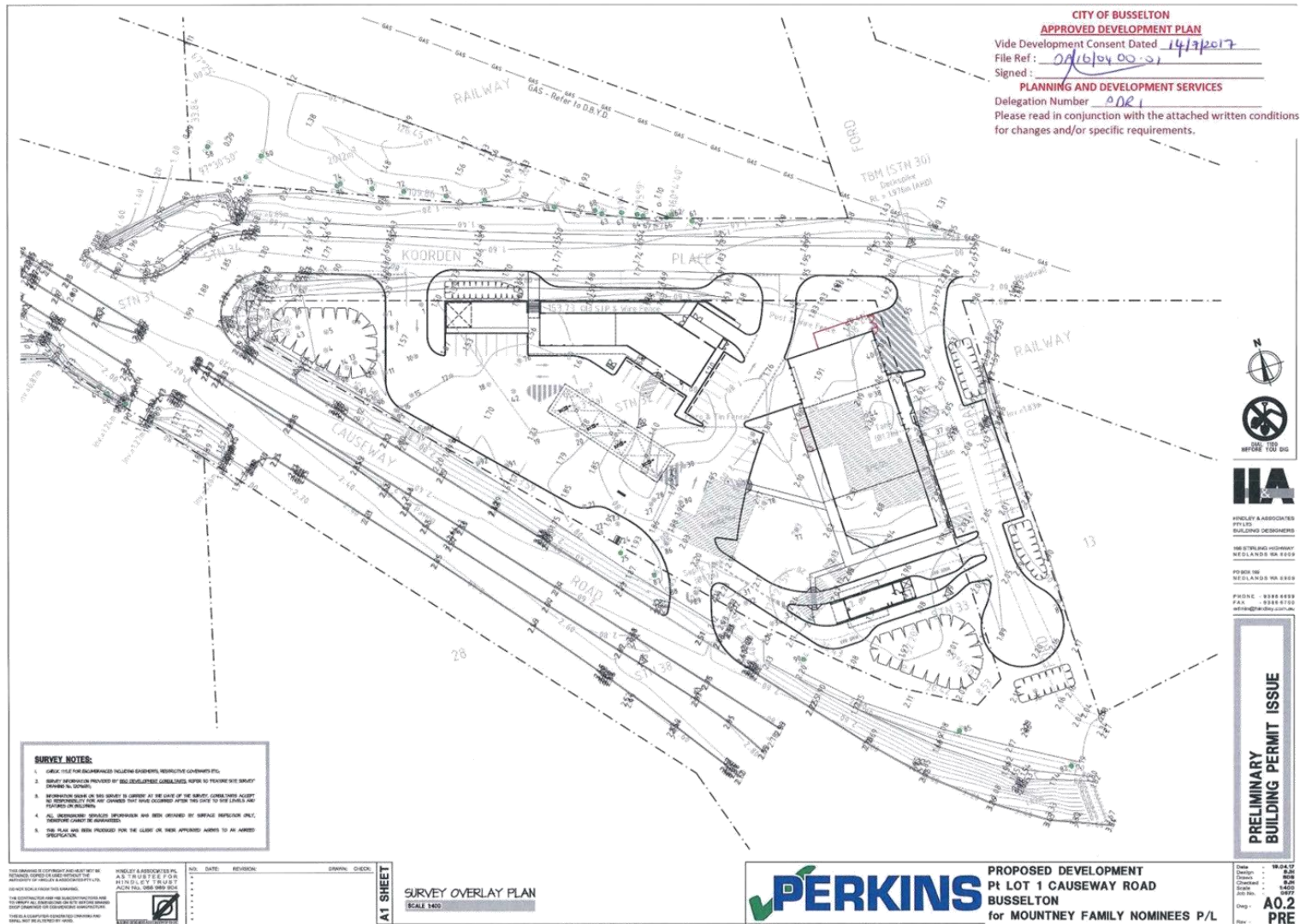
Paul Needham
DIRECTOR PLANNING AND DEVELOPMENT SERVICES

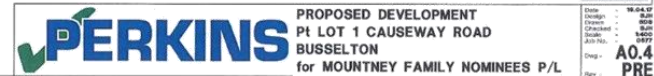
Date 20 October 2016

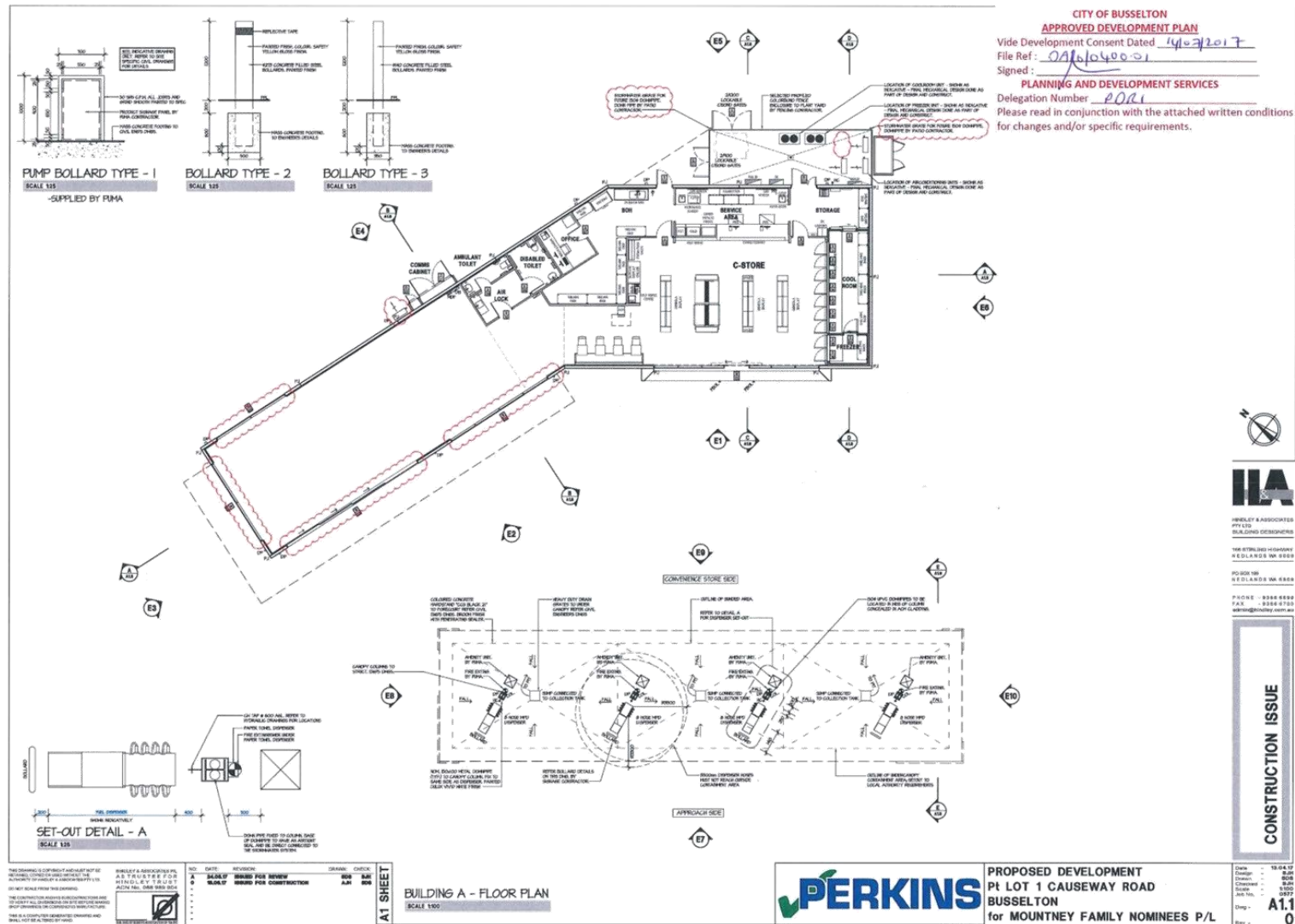
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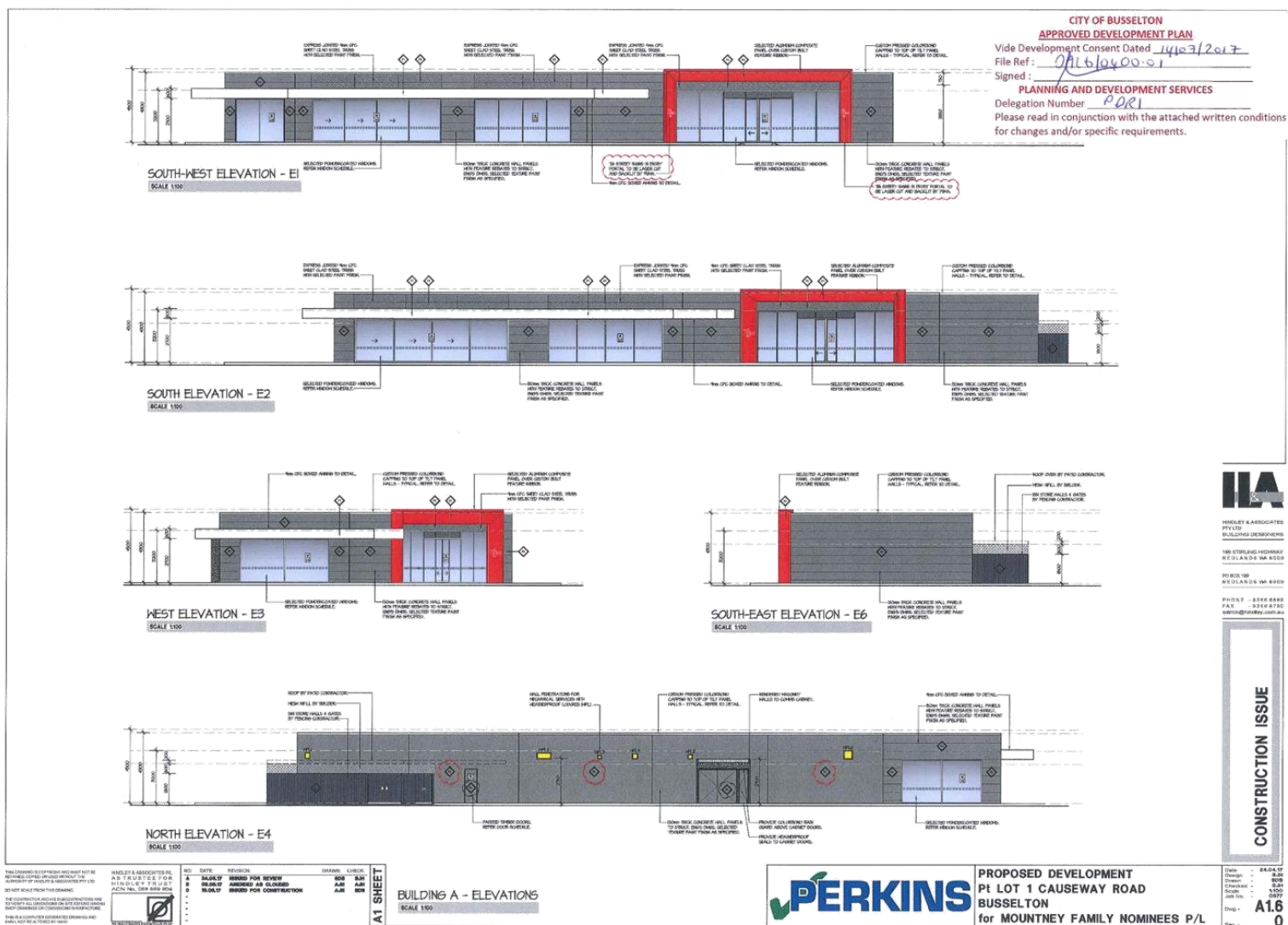
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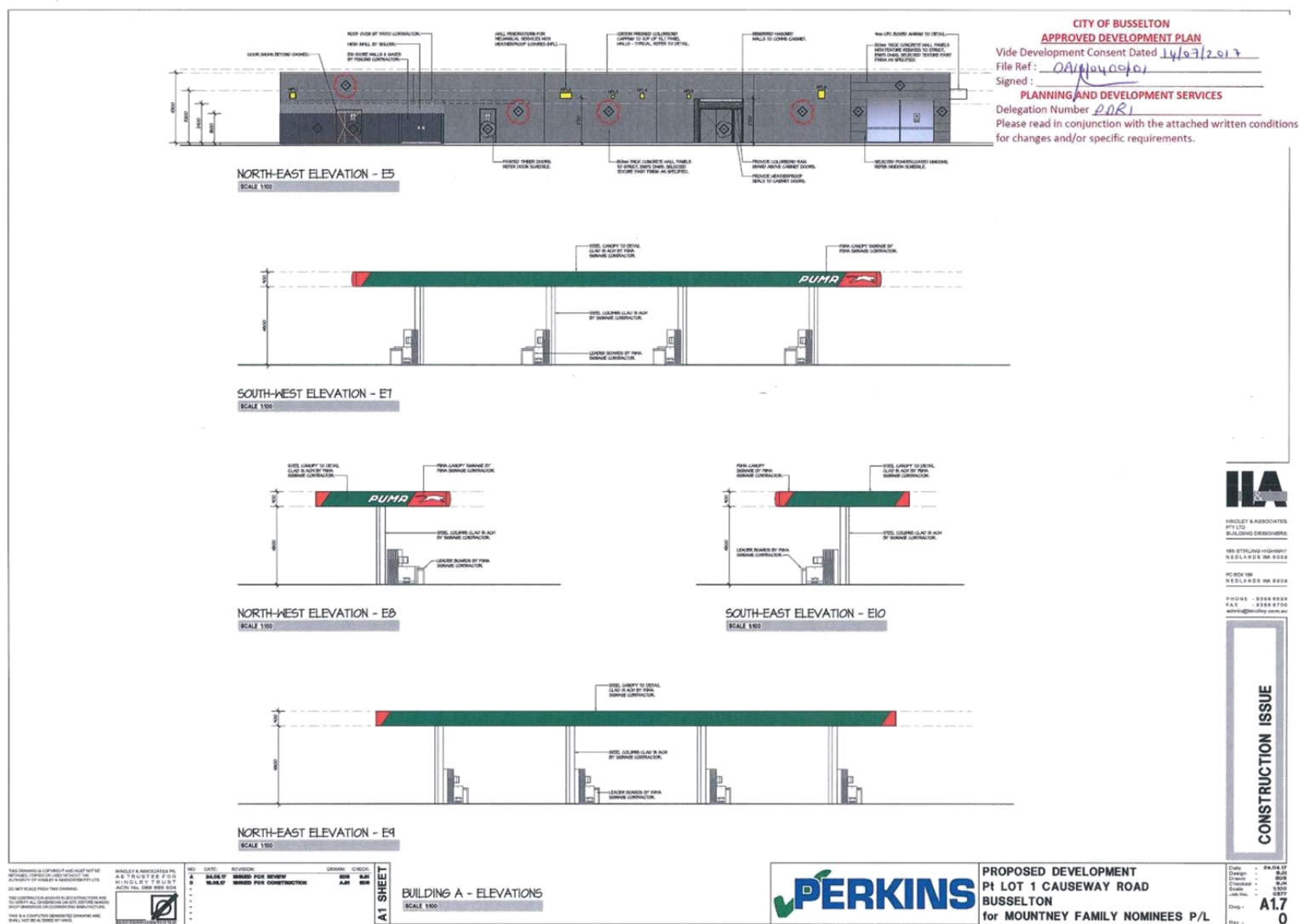


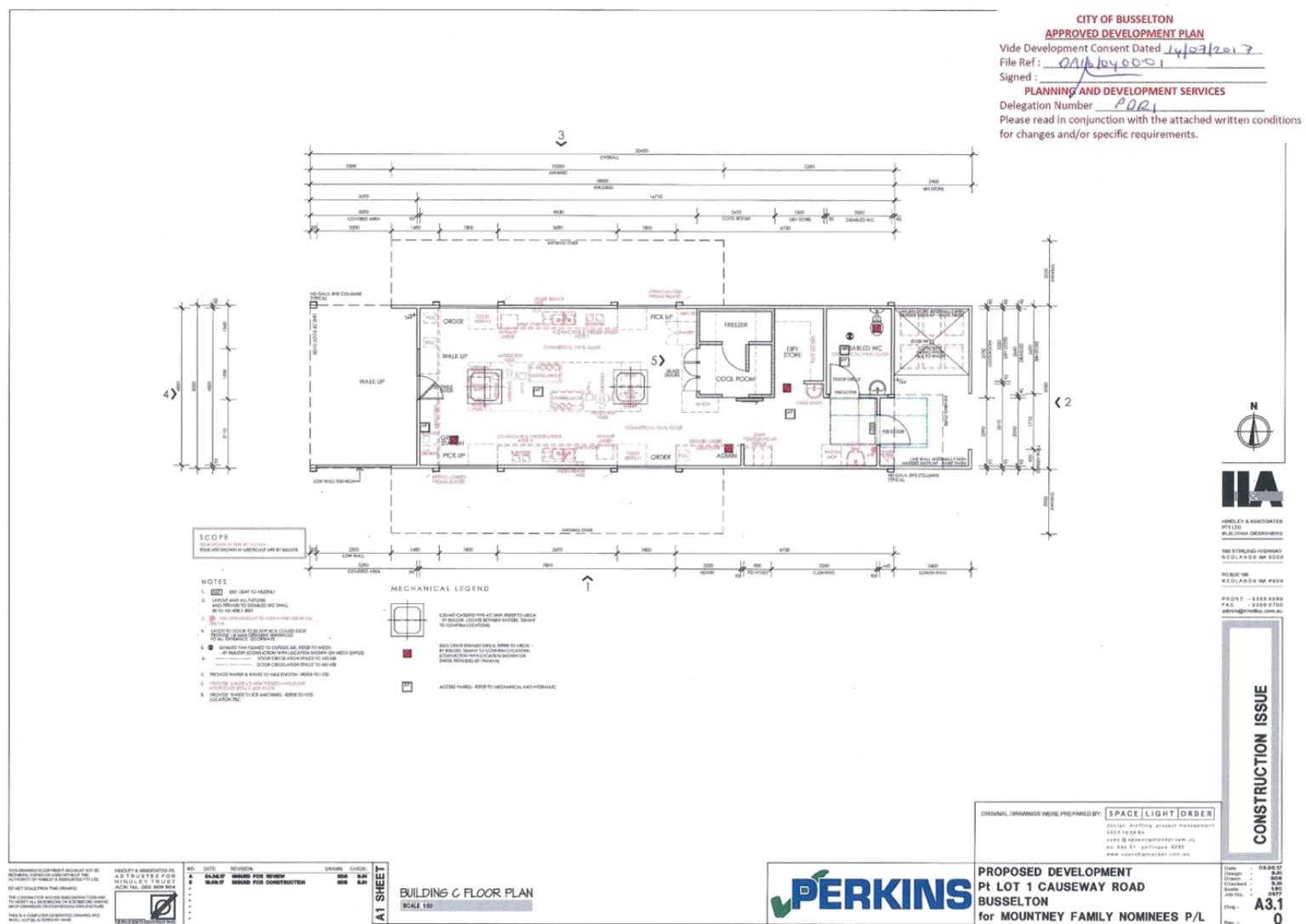




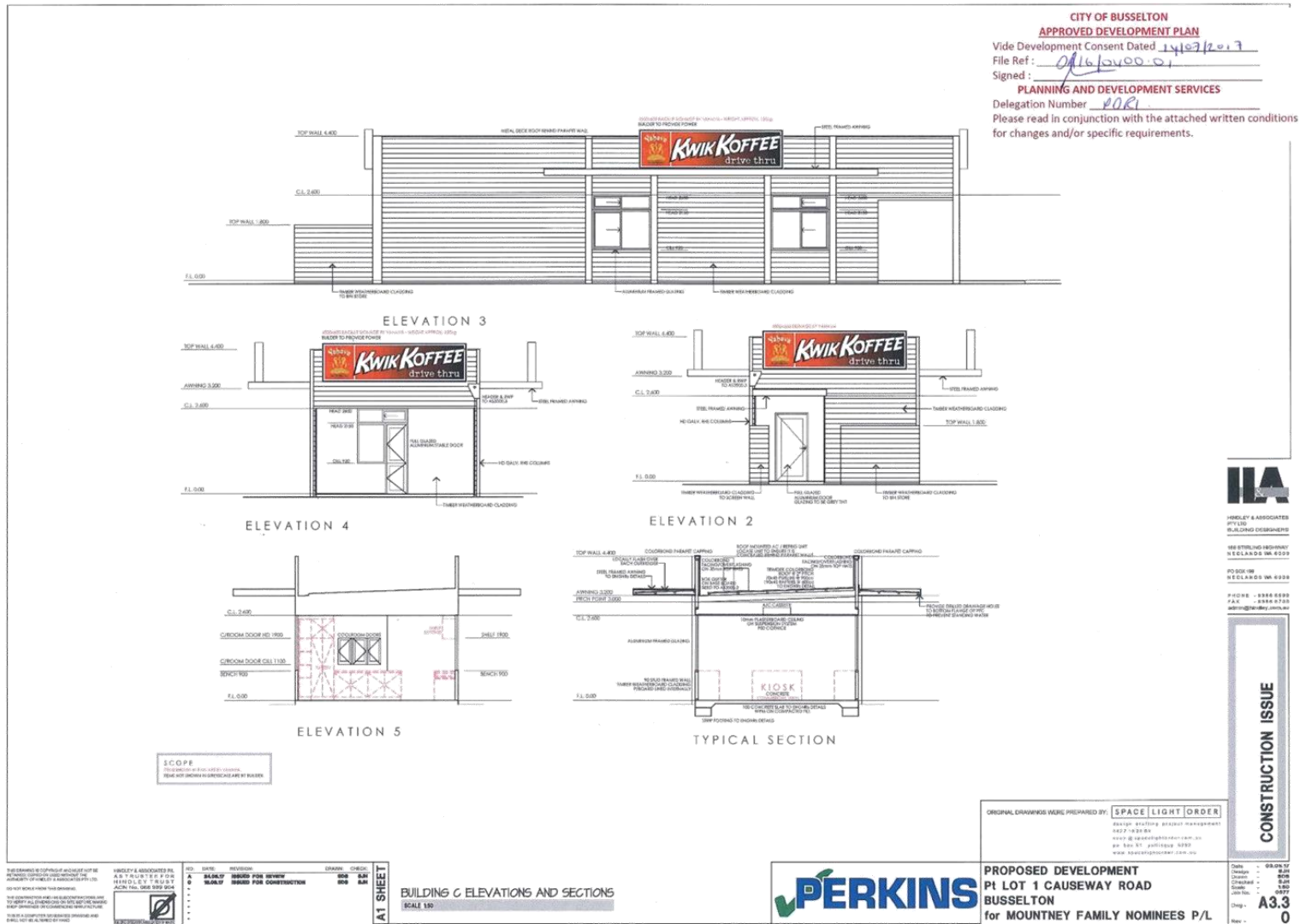












**ATTACHMENT E
AMENDMENT 48 TO LOCAL PLANNING SCHEME 21
SCHEDULE OF SUBMISSIONS**

No	NAME & ADDRESS	NATURE OF SUBMISSION	COMMENT	RECOMMENDATION
Agency Submissions				
1.	Department of Primary Industries and Regional Development 1 Verschuer Place Bunbury WA 6230	DPIRD notes that the Amendment will support the continued operation of a fresh fruit and vegetable retailer on the site.	Noted.	That the submission be noted.
2.	Department of Biodiversity, Conservation and Attractions PO Box 1693 Bunbury WA 6230	DBCA has no comment on the proposal.	Noted.	That the submission be noted.
3.	Main Roads WA PO Box 5010 Bunbury WA 6231	<p>1. It is noted that the current Development Guide Plan includes road reserve widening along the Causeway Road frontage of the subject land.</p> <p>The current special provisions outlined in the scheme require the road reserve widening for Causeway Road to be ceded free of cost when the land is subdivided. The land was not, however, subsequently subdivided in accordance with the Development Guide Plan, hence, the road reserve widening was not ceded.</p> <p>The City approved the current development on the site in 2016 without requiring the road reserve widening to be ceded.</p> <p>2. The proposed development will further increase traffic demands at the Koordon Road [sic] intersection which could increase</p>	<p>Traffic impact and road reserve widening was considered by Council in 2016 when determining the development proposal for the site (now completed and operational).</p> <p>At that time, as a result of concerns raised by Main Roads and the City's Engineering Department, the City sought independent traffic advice. The traffic assessment concluded that the proposal would significantly increase the potential for vehicle conflicts at the intersection of Koorden Place and Causeway Road. As a result, the intersection was upgraded with a splinter island within Koorden Place, and the southern intersection of Koorden Place was altered to accommodate articulated vehicles.</p> <p>With regard to the ceding of land, the traffic assessment concluded that there was no</p>	That the submission be noted, but not supported (for reasons provided), and that Main Roads be so advised.

		<p>the potential for vehicle conflicts and detract from the safety of the road. It is anticipated that widening of the central median may be warranted in the future to improve safety for right turn out from the intersection.</p> <p>3. It is anticipated that road reserve widening for Causeway Road will be required in the future to accommodate future traffic demands including road upgrading and improvements as well as service locations, drainage and amenities.</p> <p>It is recommended that the City ensure that adequate road reserve widening is provided from the subject property to accommodate future road requirements.</p> <p>The City could request that the road reserve widening shown on the current Development Guide Plan be retained and ceded prior to further intensification of the land use.</p> <p>The second plan [provided] indicates a suggested minimum reduced road reserve widening area which will minimise land impacts on the existing service station development access and car parking layout and drainage requirements.</p> <p>4. It is recommended that the City include an additional condition (Number 7) in the proposed amendment special provisions requiring road reserve widening for Causeway Road generally as indicated on the attached plan to be ceded free of cost to the Crown prior to commencement of the land use in accordance with the scheme amendment.</p>	<p>requirement for the ceding of any land as the widening of Causeway Road could be achieved within the existing road reserve.</p> <p>In considering its decision, Council was advised that the MRWA recommendation for road widening was to allow for B-Double trucks heading north to be able to turn right into Koorden Place. Council determined that it was an excessive requirement as that type of service delivery wasn't expected at the site.</p> <p>With regard to this proposal, the amendment of Schedule 5 – "Special Uses" in LPS 21, Special Use No. 17 would potentially result in the relocation of an internal wall, within the Western Growers fresh produce outlet, to increase the retail component, and decrease the wholesale component. The amendment to Schedule 5 would also restrict the overall gross floor area on the site to 1,700m²; current GFA is 1,575m² (this would allow an additional 125m² on the site).</p> <p>This would be of minor consequence to the site and is unlikely to result in altered service delivery or an increase in traffic demands on the Koorden Road intersection.</p> <p>The proposed condition (point 4) is not supported for reasons discussed above, and because it may result in an adverse visual impact on Causeway Road through removal of recent landscaping.</p>	
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		A plan showing the proposed development and the required road reserve widening may also be included on a Local Development/ Guide Plan requirement for the proposed amendment.		
4.	Department of Fire and Emergency Services DFES Land Use Planning 20 Stockton Bend Cockburn Central WA 6162	Given the proposal seeks to comply with a condition and advice note of planning approval, the application of SPP 3.7 may not be required, in this instance. The application of SPP 3.7 is ultimately at the discretion of the decision-maker.	The submission is noted and supported.	That the submission be noted.
5.	Department of Health PO Box 1872 Perth Business Centre WA 6849	<p>1. Water Supply and Wastewater Disposal Development is required to connect to scheme water and reticulated sewerage in accordance with the <i>Government Sewerage Policy 2019</i>.</p> <p>2. Food Act Requirements All food related areas to comply with the provisions of the <i>Food Act 2008</i>.</p> <p>3. Medical Entomology Re: Proximity to the Vasse-Wonnerup Wetlands, which are a known vector species breeding areas and subject to the City of Busselton Mosquito Management Plan (MMP). It is recommended that:</p> <ul style="list-style-type: none"> • CoB review the MMP with development conditions that minimise the potential for mosquito breeding. • Stormwater management infrastructure should be in accordance with the Department of Water's <i>Stormwater Management Manual for Western Australia</i>. • Provision of advice and seasonal warnings to protect residents, workers and businesses. 	<p>1. Existing development on the site is connected to scheme water and reticulated sewerage. Any expansion to existing development (in the limited capacity that would be for allowed under the Scheme Amendment) will require development approval, at which time these matters will be considered.</p> <p>2. Any expansion to existing development (in the limited capacity that would be allowed for under the Scheme Amendment) will require development approval, at which time these matters will be considered.</p> <p>3. A review of the MMP is considered to be beyond the scope of this application. Broad scale community education occurs on an ongoing basis, to provide advice and seasonal warnings in regard to mosquitos.</p> <p>In regard to stormwater infrastructure, any expansion to existing development (in the limited capacity that would be allowed under the Scheme Amendment) would require development approval, at which time these matters would be considered.</p>	That the submission be noted.

6.	Department of Water and Environmental Regulation 35-39 McCombe Road Bunbury WA 6231	Due to this proposal being related to existing infrastructure, which is fully serviced, the Department has no comments.	Noted.	That the submission be noted.
Public Submissions				
7.	Julie White 98 Causeway Road Busselton WA 6280	Curious to know what is being planned.	The submission expressed neither support nor objection to the proposal. A brief response was sent to the submitter outlining the details of the proposal. No further communication was received.	That the submission be noted.

**ATTACHMENT F
AMENDMENT 48 TO LOCAL PLANNING SCHEME 21
SCHEDULE OF MODIFICATIONS**

No.	Proposed Modification	Reason
1.	<p>That the Amendment document be modified such that the following statement is included under section 2.2 Scheme Provisions:</p> <p><i>"In accordance with Regulation 35A (a) of the amended <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the Regulations), when the amendment takes effect, the approval of the structure plan is to be revoked."</i></p>	<p>The proposed modification is in accordance with Regulation 35A (a) of the amended <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the Regulations).</p> <p>The Structure Plan (DGP 135) has been implemented and any provisions that are relevant to future development of the site have been proposed to be incorporated into Schedule 5 "Special Uses" (SU 17) of Local Planning Scheme No. 21. DGP 135 will therefore become, in effect, redundant once Amendment 48 is gazetted.</p> <p>This modification is proposed because the amended Regulations came into effect on 15 February 2021, after Amendment 48 was initiated by Council for public advertising.</p> <p>The revocation of DGP 135 will be carried out by the Commission, in accordance with Schedule 2, clause 29A of the amended Regulations, which provides:</p> <p><i>(1) The Commission must, as soon as is reasonably practicable, revoke the approval of a structure plan if –</i></p> <ul style="list-style-type: none"> <i>(a) an amendment to this Scheme that affects the area to which the structure plan relates takes effect; and</i> <i>(b) the amendment includes a statement in relation to the structure plan under [the Regulations] regulation 35A(a).</i>

14.1 PROPOSAL TO DEDICATE A PORTION OF PEDESTRIAN ACCESS WAY, LOT 55 ABBEYS FARM ROAD YALLINGUP, AS PUBLIC ROAD

STRATEGIC THEME	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.
STRATEGIC PRIORITY	2.10 Provide local road networks that allow for the safe movement of people through the District.
SUBJECT INDEX	Thoroughfares
BUSINESS UNIT	Engineering and Facilities Services
REPORTING OFFICER	Land and Infrastructure Officer - Andrew Scott
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Regulatory: To determine an application/matter that directly affects a person's right and interests e.g. development applications, applications for other permits/licences, and other decisions that may be reviewable by the State Administrative Tribunal
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Subdivision application plan   Attachment B Survey Diagram 97485  

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/127 Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That Council:

1. Pursuant to the *Land Administration Act 1997*, supports a proposal to dedicate as public road a portion of a pedestrian access way (PAW) on Lot 55 on Diagram 97485 Abbeyes Farm Road, Yallingup, where the PAW adjoins proposed Lots 2 and 3 of Western Australian Planning Commission (WAPC) subdivision application file reference 159651; subject to:
 - a) WAPC endorsement of a deposited plan for the subdivision application, and
 - b) the proponent (owners of Lots 40 and 41) providing the City with written acknowledgement that:
 - i) the proponent is liable for all costs associated with the dedication of the PAW as public road, and
 - ii) the Council's support for the proposal does not constitute approval by the City to construct a crossing (vehicle crossover) pursuant to *Local Government (Uniform Local Provisions) Regulations 1996*.

CARRIED 9/0

EN BLOC

EXECUTIVE SUMMARY

The owners of Lots 40 and 41 Brash Road, Yallingup, are progressing through the conditions of a subdivision application approved by the Western Australian Planning Commission (WAPC) to subdivide Lots 40 and 41 into three lots (WAPC reference 159651) (see Attachment A). While proposed Lot 1 would retain direct road frontage to Brash Road, proposed Lots 2 and 3 would be separated from Brash Road by proposed Lot 1, and WAPC policy requires that new lots are created with direct road frontage.

Abbeys Farm Road lies to the south of proposed Lots 2 and 3, but separating the proposed lots from that road is a 0.1m wide strip of land, pedestrian access way (PAW) Lot 55, which was created to prevent vehicle access from Lots 40 and 41 to Abbeyes Farm Road.

To facilitate the subdivision of Lots 40 and 41, the owners of Lots 40 and 41 (the proponent) propose that a portion of PAW Lot 55 is dedicated as public road (Abbeys Farm Road), where the PAW would adjoin proposed Lots 2 and 3. This would result in proposed Lots 2 and 3 having direct road frontage with Abbeys Farm Road and satisfying WAPC policy for creation of new lots.

Pursuant to the *Land Administration Act 1997* and subject to conditions, this report recommends the Council supports the proposal.

BACKGROUND

Lots 40, Lot 41 and PAW Lot 55 on Diagram 97485

Lots 40 and 41 on Diagram 97485 (Attachment B) are located at 30 and 32 Brash Road, Yallingup. Lots 40 and 41 consist of a viticultural operation, residences and a significant portion of bushland with conservation value. Abutting the southern boundary of Lots 40 and 41 is Lot 55, a 0.1m (100mm) wide strip of land that separates Lots 40 and 41 from Abbeys Farm Road.

Lot 55 on Diagram 97485 is designated as a PAW and was created as a condition of planning approval to prevent vehicle access from Lots 40 and 41 to Abbeys Farm Road (WAPC reference 103381, 1997).

Subdivision application to subdivide Lots 40 and 41

During 2020, the owners of Lots 40 and 41 applied to the WAPC (Western Australian Planning Commission) with a subdivision application (WAPC reference 159651) to create three lots from Lots 40 and 41 (see Attachment A). Specifically, the application was for the creation of two conservation lots and one agriculture lot, utilising provisions available under WAPC Development Control Policy 3.4, section 6.5 “Conservation of biodiversity and natural heritage”. WAPC approved the subdivision application subject to conditions.

Referring to the subdivision plan (see Attachment A) for the subdivision, proposed Lot 1 outlines an area that is the existing viticultural operation and includes an existing residence. Proposed Lot 1 has road frontage with Brash Road along the western boundary.

Proposed Lots 2 and 3 encompass the bushland. In addition to the bushland, Proposed Lot 2 has an existing residence and proposed Lot 3 has a building envelope for a future residence. It is a condition of subdivision application approval that a restrictive covenant is placed on the titles of proposed Lots 2 and 3 to restrict uses of the land and to protect the areas identified for conservation.

Road frontage and WAPC endorsement for deposited plan of the subdivision

The proposed Lots 2 and 3 would not have direct road frontage, as proposed Lot 1 separates Proposed Lots 2 and 3 from Brash Road, and PAW Lot 55 separates proposed Lots 2 and 3 from Abbeys Farm Road. As the developer progresses towards meeting the conditions of subdivision application approval, the WAPC has advised that they would not be willing to endorse a survey plan for the subdivision until the issue of road frontage is resolved.

This position of the WAPC is consistent with WAPC’s “Operation Policy 1.1: Subdivision of land – general principles” (February 2020). Paragraph 3.10.1 relates to vehicular access and it states:

New lots will be created only where each lot has, or can be, provided with direct frontage access to a constructed public road, which is connected to the road system of the locality... This is to ensure the provision of public utility and other services as well as to provide vehicular and pedestrian access to the lot. Subdivision and subsequent development should not compromise the safety and function of existing or proposed regional roads.

PAWs and their uses

PAWs may be created and vested in the Crown under section 152 of the *Planning and Development Act 2005*. Prior to the proclamation of that Act, PAWs were created under section 20A of the *Town Planning and Development Act 1928*.

Typically, PAWs form part of a pedestrian movement network throughout a neighbourhood and should be a minimum of 8 metres wide (WAPC “Liveable Neighbourhoods”, Draft 2015). However, narrow strips (typically 0.1m) of PAW have been used in the past to separate private property from a public road, thereby preventing vehicle access to that road. It was for this reason that PAW Lot 55 was created during 1999 as a condition of planning approval (WAPC reference 103381).

Rather than using 0.1m strips of PAW, other instruments are now used during the planning and development process to prevent vehicle access from new lots to a public road. This includes section 150 of the *Planning and Development Act 2005*, and use of development exclusion areas, vegetation buffers and noise bunds.

Controlling access to rural roads

Generally, controlling access to a road makes the traffic flow smoother and the road safer for the following reasons (WAPC Policy No. DC 5.1 Regional Roads – Vehicular Access, 1998):

Turning traffic (both leaving and entering the road) causes conflict and is thereby a contributory cause of accidents. Research shows that the majority of accidents happen adjacent to junctions and driveways where most turning movements occur. Accident rates are consistently higher on roads where access is permitted than on roads with full or partial access control. Furthermore, the accident rate increases as the number of access points along the road increases.

Junctions and driveways contribute to delays and congestion, as turning vehicles both slow and interrupt the free flow of traffic. Where commercial development abuts the road, these effects are greater because commercial development generates more turning traffic than residential developments.

Abbeys Farm Road and the road hierarchy

Abbeys Farm Road connects Caves Road with Wildwood Road. With reference to the Main Roads Western Australia document “Road Hierarchy for Western Australia – Road Types and Criteria”, Abbeys Farm Road is classed as a “local distributor”. According to the document, rural local distributor roads are designed for “efficient movement of people and goods” and frontage access from adjoining property should be “limited whenever possible”.

In contrast, Brash Road is classed as “access road”. These roads provide “access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function.”

The City’s traffic count information shows Abbeys Farm Road averages 433 vehicles per day, with a peak exceeding 800 vehicles per day. A significant portion of that traffic is likely to be tourism related given commercial tourism establishments are operating within the area.

The use of the 0.1m wide PAW along Abbeys Farm Road to prevent vehicle access from adjoining property is consistent with developments along other rural roads throughout the “Commonage Precinct”, including along Biddle Road, Commonage Road, Hayes Road, Marrinup Drive and Wildwood Road. These roads are also classed as “local distributors”. However, the lot sizes of the developments along those roads are considerably smaller than the areas of proposed Lots 2 and 3, at 19.7 hectares and 18.9 hectares respectively.

Vehicle crossovers

A vehicle crossover is the point where the driveway from a property crosses over the verge of a public road and connects with the constructed road. The construction of vehicle crossovers are subject to the *Local Government (Uniform Local Provisions) Regulations 1996*. Pursuant to those regulations, vehicle crossovers (or “crossings”, as referred to in the Regulations) may be constructed by property owners on approval of local government and to local government specification.

The conditions of approval for the subdivision of Lots 40 and 41 require that an access easement is created over an existing driveway on proposed Lot 1 to the benefit of proposed Lot 2. This would provide vehicle access from proposed Lot 2 to Brash Road. Given the access easement and given no driveway is currently proposed from proposed Lot 2 building envelope to Abbeys Farm Road, the owners may not require a vehicle crossover on Abbeys Farm Road. (According to WAPC policy, direct road frontage is required in addition to the access easement to Brash Road for provision of services such as power and telecommunications).

For proposed Lot 3, the bushfire management plan for the subdivision of Lots 40 and 41 proposes a private driveway is constructed (to bushfire management requirements) from the building envelope (on proposed Lot 3) to and over the existing firebreaks along the eastern lot boundary, and then over the firebreak parallel with the southern lot boundary. The private driveway would enter Abbeys Farm Road at a vehicle crossover located approximately 100m from the eastern boundary of proposed Lot 3.

Construction of a vehicle crossover on Abbeys Farm Road from proposed Lots 2 or 3 would be subject to:

- (a) approval by the City;
- (b) clearing of native vegetation regulations;
- (c) the City’s standards and specifications for vehicle crossovers; and
- (d) applicable Australian Standards and Main Roads WA guidelines.

Proposal to dedicate PAW Lot 55 as public road

To resolve the road frontage issue and to progress the subdivision of Lots 40 and 41 Brash Road, the owners of Lots 40 and 41 propose that a portion of PAW Lot 55 is dedicated as public road. With a portion of the PAW dedicated as public road, proposed Lots 2 and 3 would have direct frontage access to Abbeys Farm Road.

As PAW Lot 55 is Crown land, the land is subject to the *Land Administration Act 1997*. That Act has provisions for the dedication of land as public road.

This report seeks the Council’s support for the proposal to dedicate portion of PAW Lot 55 as public road, pursuant to the *Land Administration Act 1997*, allowing the subdivision of Lots 40 and 41 to proceed, subject to conditions.

OFFICER COMMENT

PAW Lot 55 was created during 1999, as a condition of subdivision application approval (WAPC reference 103381) to prevent vehicle access from adjoining Lots 40 and 41 to Abbeys Farm Road. The proposal from the owners of Lots 40 and 41 to dedicate portion of PAW Lot 55 as a public road essentially reverses that earlier condition of planning.

A review of the City's records relating to the 1999 subdivision of Sussex Location 919 into Lots 40 and 41 (File 1234SUB) did not reveal why planning conditions required vehicle access to Abbeys Farm Road should be prevented. At the time, planning and development officers may have considered the impacts of the more intensive nature of a viticultural industry on the land, and the potential for commercial and tourism development complementing that industry. Increased viticultural and commercial traffic turning from Abbeys Farm Road into both Lots 40 and 41 may have adversely impacted traffic flow and road safety along Abbeys Farm Road.

Other reasons planning and development officers may have considered a need to restrict vehicle access from Abbeys Farm Road to Lots 40 and 41 include the road geometry, drainage, projected growth of traffic volume and protection of roadside vegetation.

The current subdivision application to subdivide Lots 40 and 41 (WAPC reference 159651) proposes three new lots. Proposed Lot 1 encompasses the entire viticultural operation on the land and has road frontage access with Brash Road along the western boundary of the proposed lot. The proposal to remove portion of PAW Lot 55 (by dedicated as public road) does not include the portion of the PAW abutting proposed Lot 1, so traffic may continue to only enter and exit proposed Lot 1 from Brash Road.

Proposed Lots 2 and 3 encompass the bushland with a building envelope on each. As a condition of subdivision application approval, the bushland on proposed Lots 2 and 3 are required to be protected by a restrictive covenant. Apart from residential development on the proposed building envelopes of proposed Lots 2 and 3, any further development should be limited to what is permitted by the restrictive covenant and supported by a bushfire management plan.

Given the proposed Lots 2 and 3 would primarily be for residential and conservation uses, and given further development on those lots for additional purposes is unlikely, vehicle movements to and from those lots should result in minimal disruption to traffic flow along Abbeys Farm Road. On that basis, officers recommend that the Council supports the proposal to dedicate a portion of PAW Lot 55 Abbeys Farm Road where it adjoins proposed Lots 2 and 3. However, the Council's support for the proposal should be conditional.

Firstly, the PAW should not be removed (dedicated as public road) if the subdivision does not proceed. The Council's support for the proposal should be subject to the WAPC's endorsement of a deposited plan for the subdivision of Lots 40 and 41.

Secondly, the City should not be liable for any costs associated with the proposal. This includes surveys, legal costs, or any other costs that might otherwise be incurred by the City or the State of Western Australia. The Council's support for the proposal should be subject to costs being borne by the proponent (the owners of Lots 40 and 41).

Thirdly, the Council's support for the proposal should not imply that the City approves construction of a vehicle crossover on Abbeys Farm Road for proposed Lots 2 or 3. Construction of a vehicle crossover is subject to provisions of the *Local Government (Uniform Local Provisions) Regulations 1996*.

Should the Council support the proposal, the City may then prepare a package requesting dedication of portion of PAW Lot 55 as public road and forward that package to the DPLH (the Department of Planning, Lands and Heritage acting for the Minister for Lands). If DPLH approves the request from the City, DPLH may then arrange a survey plan and submit an order for the PAW Lot 55 to be dedicated as public road.

Statutory Environment

The *Land Administration Act 1997* applies to Crown land and has provisions to dedicate land as public road, with the subsidiary legislation *Land Administration Regulations 1998*.

The *Local Government (Uniform Local Provisions) Regulations 1996* applies to crossings (or vehicle crossovers) which are the extensions of a driveway from a private property over a road verge to the where the driveway meets the constructed public road.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation. Costs associated with the dedication of portion of PAW Lot 55 as public road should be borne by the proponent.

Stakeholder Consultation

The proposal to close portion of PAW Lot 55 and dedicate the land as public road was advertised in the 'City Connect' of the Busselton Dunsborough Times, 7 May 2021.

Written notices of the proposal were sent to owners and occupiers of nearby property and to public utilities with services within the area.

No objections have been received.

Risk Assessment

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

Options

As an alternative to the proposed recommendation, the Council could support a proposal to dedicate as public road a portion of PAW Lot 55 on Diagram 97485 Abbeys Farm Road, Yallingup, where the PAW adjoins proposed Lot 3 only. This option may result in the rejection of the subdivision application to subdivide Lots 40 and 41 into three lots as approved (with conditions) by the WAPC. This is due to WAPC policy which requires all new lots to have direct road frontage.

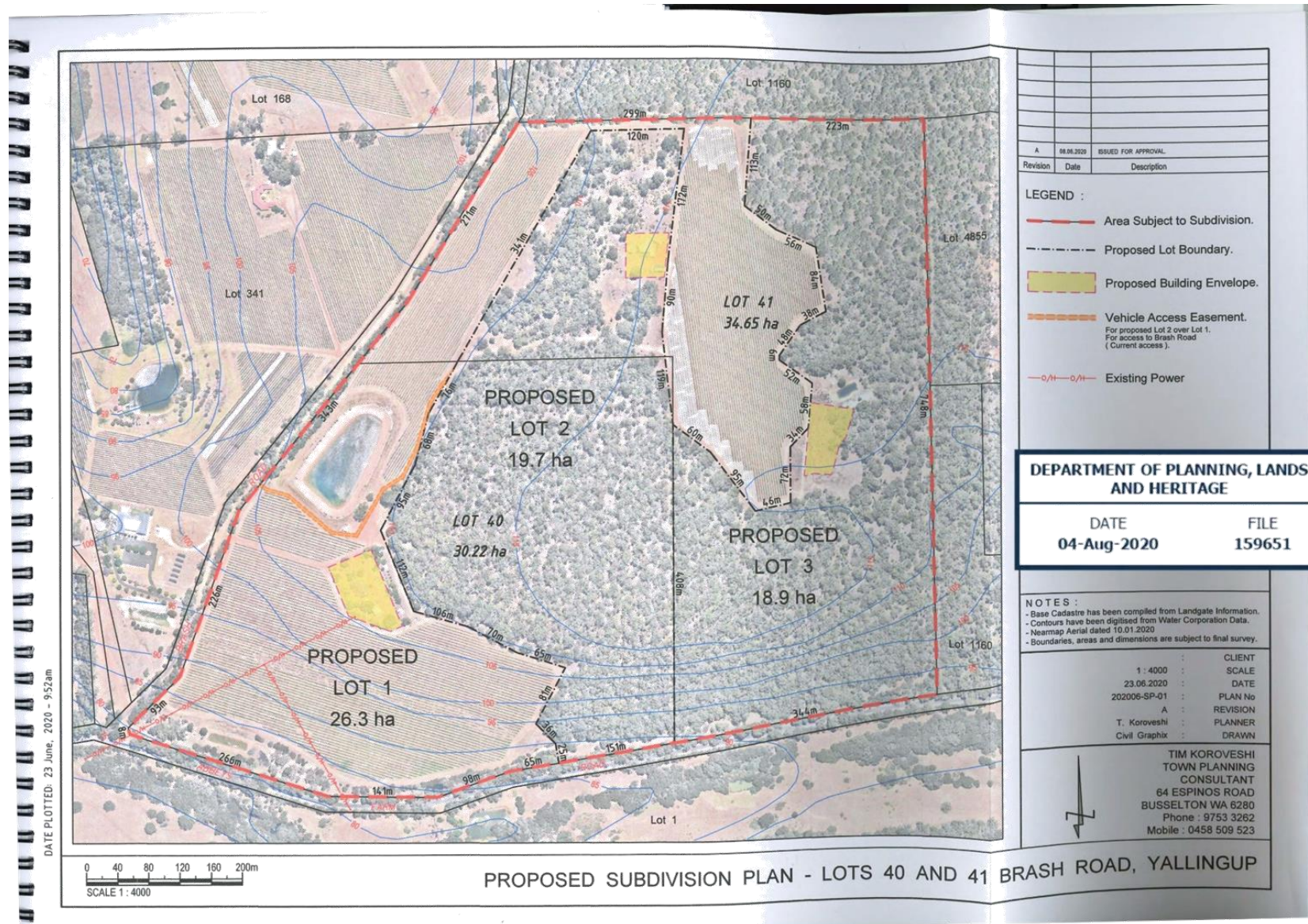
CONCLUSION

This report recommends the Council supports the proposal to close portion of PAW Lot 55 on Diagram 97485 Abbeys Farm Road, Yallingup. The proposal facilitates the subdivision of Lots 40 and 41 Brash Road, as approved (with conditions) by the Western Australian Planning Commission.

The planning restrictions to be placed on proposed Lots 2 and 3 should minimise the impacts on traffic flow along Abbeys Farm Road by traffic entering and exiting the proposed lots.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

A package requesting dedication of portion of PAW Lot 55 may be prepared and forwarded to the Department of Planning, Lands and Heritage (acting for the Minister for Lands) within one week of the Council meeting minutes being published.



LAND DESCRIPTION	ON	CERTIFICATE OF TITLE	FIELD BOOK	
SUSSEX LOCATION 919	PLAN DIAGRAM C.S. 36742 YALLINGUP SW & INDEX PT. CLAIRAULT SE (25)	VOLUME FOLIO 1318 954	78384	1234 sub B 126 30.6 11.3
	PUBLIC			TOTAL AREA 648864 Ha

LOCAL AUTHORITY: SHIRE OF BUSSETON

LOCALITY: YALLINGUP

11234 1094 02 11 30.5 0000 11234 106 30.7 0000

11234 1094 0

LIMITED IN DEPTH TO 60.96 METRES

4855
A35451

1160
A26065

1160
A26065

POSTED

1 AUG 1999

Initial *[Signature]*

PEDESTRIAN ACCESS WAY (PAW) TO VEST IN THE CROWN UNDER SECT 20A OF THE TP & D. ACT





BUSSETON SURVEY OFFICE
LIC. SURVEYORS & PROJECT MANAGERS
72 DUCHESS ST., BUSSETON
PH 08 9754 1188 FAX 08 9754 2828
DC 16-3-1999

0 100 200 300 400

8 JUN 1999

<p>SURVEYOR'S CERTIFICATE—Reg 54</p> <p><i>Maurice George Cockman</i> hereby certify that this plan is a correct representation of the survey and/or calculations from measurements recorded in the field book lodged for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.</p> <p><i>[Signature]</i> 15/2/99 LICENSED SURVEYOR DATE</p>	<p style="text-align: center;">APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION MINISTRY FOR PLANNING</p> <p style="text-align: center;">103381</p> <p style="text-align: center;">4 JUN 1999</p> <p style="text-align: center;">FOR CHAIRMAN FILE 103341</p>	<p>SCALE 1:6000</p> <p>ALL DISTANCES ARE IN METRES</p> <p>IN ORDER FOR DEALINGS</p> <p>SUBJECT TO</p> <p style="text-align: right;"> DOLA Department of LAND ADMINISTRATION</p>
<p>SURVEYOR'S CERTIFICATE—Compiled</p> <p>_____ hereby certify that this compiled plan—</p> <p>(a) is a correct and accurate representation of the survey(s) of the subject land; and</p> <p>(b) is in accordance with the relevant law in relation to which it is lodged</p> <p>_____ 15/2/99 LICENSED SURVEYOR DATE</p>	<p>EARLY ISSUE <input type="checkbox"/> LODGED</p> <p>DATE 24 5 99</p> <p>FEE PAID \$253</p> <p>ASSESS No 234825</p>	<p>TYPE OF VALIDATION</p> <p>FULL AUDIT</p> <p>LEGAL COMPONENT A K N G O</p> <p>DOCKET PLAN/DIAGRAM 97468</p> <p>CERTIFIED CORRECT <i>[Signature]</i> 01/06/99</p> <p>F S C</p>
		<p>FOR INSPECTOR OF PLANS & SURVEYS DATE</p> <p>APPROVED</p> <p>INSPECTOR OF PLANS & SURVEYS DATE</p> <p style="text-align: right; font-size: 1.5em; font-weight: bold;">97485</p>

14.3 RFT 10/21 DESIGN, SUPPLY OF EQUIPMENT AND UPGRADE OF NINE PUBLIC OPEN SPACE AREAS: APPOINTMENT OF SUCCESSFUL TENDERER

STRATEGIC THEME	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.
STRATEGIC PRIORITY	2.9 Provide accessible and connective pathways and cycleways.
SUBJECT INDEX	Tenders
BUSINESS UNIT	Operation and Works Services
REPORTING OFFICER	Parks and Gardens Coordinator - Bradley Reynolds
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Concept Designs   Attachment B Location Plan   Attachment C Confidential RFT10/21 Evaluation Report

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/128 Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council:

1. Pursuant to RFT 10/21 'Design, Supply of Equipment and Upgrade of Nine Public Open Space (POS) Areas', accept the tender from Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total for \$1,047,910.41 excluding GST as being the most advantageous tender (Successful Tenderer) subject to minor variations to be negotiated in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996 (FG Regs) and such variations and final terms not exceeding the overall project budget.
2. Delegate power and authority to the Chief Executive Officer to enter into a contract with the Successful Tenderer for the supply of the relevant goods and services.

CARRIED 9/0

EN BLOC

EXECUTIVE SUMMARY

The City of Busselton invited tenders under Request for Tender RFT 10/21 Design, Supply of Equipment and Upgrade of Nine Public Open Space Areas, Busselton (RFT 10/21). RFT 10/21 called for respondents to design, supply equipment and construct nine public open space areas within the City of Busselton. Nine detailed scale concept plans were included in RFT 10/21. These included:

- Monash Way POS
- Wagon Road POS
- Limestone Quarry POS
- Quindalup Old Tennis Court Site
- Tulloch Street/ Geographe Bay Rd
- Kingfish/Costello POS
- Dolphin Road POS
- Kingsford Rd POS
- Dawson Park POS

This report summarises the submission received, and recommends that Council:

- endorse the outcome of the evaluation panel's assessment;
- delegate power and authority to the CEO to negotiate and agree final terms and conditions with the Successful Tenderer Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total; and
- enter into a contract(s) for the design, supply of equipment and upgrade of nine public open space areas within the City of Busselton.

BACKGROUND

The *Planning and Development Act 2005* requires public open space contributions to be made to the City of Busselton when developing residential land. These contributions can be in the form of land, cash or a mix of both as determined by the City. These maintain or improve recreation opportunities close to where development occurs, so the modified neighbourhood does not deteriorate as a result. Cash in lieu of public open space contributions have been paid by successive developers and accrued by the City over time to maintain or improve recreation facilities where land contributions are not appropriate. The payment is a proportion of the developable land value at the time and is professionally valued.

Section 154 of the *Planning and Development Act 2005* (PD Act) sets out how this money is to be used:

- a) Land purchases for parks, recreation grounds or open spaces generally in the locality of where the funds originated;
- b) Repaying loans for the purchase of such land;
- c) Improvement or development of Public Open Spaces (POS);
- d) Reimbursing land owners who have had larger than required land parcels set aside by early owners.

The use of the funds must be approved by the Minister for Planning, a process managed by the Department of Planning, Lands and Heritage (DPLH). City officers have obtained Ministerial Approval to use approximately \$1,166,600 of funds held in trust to maintain or improve POS at these locations:

- Monash Way POS
- Wagon Road POS
- Limestone Quarry POS
- Quindalup Old Tennis Court Site
- Tulloh Street/Geographe Bay Rd
- Kingfish/Costello POS
- Dolphin Road POS
- Kingsford Rd POS
- Dawson Park POS

RFT 10-21 called for respondents to price the design, supply delivery and installation of nine POS area upgrades in accordance with the attached concept designs (see Attachment A).

A brief scope for each project is as follows:

- **Monash Way POS:** Playground renewal, shade sail installation, pump track installation.
- **Wagon Road POS:** Playground renewal, shade sail installation, pathways renewal.
- **Limestone Quarry POS:** Playground renewal, shade sail installation, pathways renewal.
- **Quindalup Old Tennis Court Site:** Playground upgrade and shade sail installation.
- **Tulloh Street/ Geographe Bay Rd:** Gym equipment installation, tree planting, bike racks, drink fountain and pathways.
- **Kingfish/Costello POS:** Playground upgrade, seating and landscape.
- **Dolphin Road POS:** Play space construction, seating, drainage swale, pathways and landscape.
- **Kingsford Rd POS:** Playground renewal, shade sails, limestone pathways, tree planting and upgrade of open space area.
- **Dawson Park POS:** Playground renewal, picnic settings, pathways and half-basketball court upgrade.

OFFICER COMMENT

The City received one compliant tender submissions from the following company:

- Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total.

Assessment Process:

In accordance with the City's procurement practices and procedures, an assessment was carried out by an evaluation panel comprising City officers with relevant skills and experience.

The assessment process included:

- (a) Assessing the submission received against relevant compliance criteria. The compliance criteria were not point scored. The submission was assessed on a Yes/No basis as to whether each criterion was satisfactorily met. The tender was deemed compliant; and
- (b) Assessing the submission received against the Qualitative Criteria and each Criteria was given a score in accordance with the rating scale detailed below.

Qualitative Criteria	Weighting
Tendered Price	40%
Relevant Experience, Key Personnel Skills and Experience	20%
Local Content	5%
Demonstrated Understanding	35%

The qualitative criteria were scored depending on the extent to which the tenderer was able to appropriately satisfy each criteria. The tendered price was then assessed together with the weighted qualitative criteria and scored to determine the an advantageous outcome to the City, based on principles of best value for money being that although price is a consideration, a tender containing the lowest price will not necessarily be accepted by the City and nor will the tender ranked the highest on the qualitative criteria.

Summary of Assessment Outcomes

The compliant submission received for RFT 10/21 from Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total provided a well-documented and detailed submission:

- The submission received was processed through to qualitative criteria assessment on the basis that all terms and conditions and mandatory requirements of RFT 10/21 had been met.
- The submission was scored according to the qualitative criterion outlined above.
- The net price was scored using the 'Average Based Scoring Method' recommended by WALGA in the 'Local Government Purchasing and Tender Guide'.
- The panel members individually assessed the qualitative criteria for each schedule, then met and applied an average to provide a final ranking. The scores were then added together to indicate the rankings.

Based on the combination of price and the qualitative criteria it is recommended that the tender from Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total be endorsed as the Successful Tenderer.

Statutory Environment

In accordance with section 3.57 of the *Local Government Act 1995* (the Act), a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the *Local Government (Functions and General) Regulations 1996*:

- requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000; and
- under Regulations 11, 14, 18, 20 and 21A, provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

With regard to RFT 10-21, City officers have complied with abovementioned legislative requirements. As the Contract value is greater than \$500,000, and in accordance with section 5.43(b) of the Act and Council delegation DA 1-07, Council endorsement of the Successful Tenderer is required.

The Head of Power to collect and spend money for Public Open Space is given by the *Planning and Development Act 2005*.

State Policy (DCP2.3) allows money to be spent on use or development of public open space purposes, for example: seating, earthworks, playgrounds, spectator cover, toilets, landscaping, etc.

Money can only be spent within recreation reserve boundaries, not roads or road reserves. The Minister for Planning must approve any spending proposal.

Relevant Plans and Policies

The City's purchasing policies, regional price preference, occupational health and safety, asset management, engineering technical standards and specifications were all relevant to RFT 10-21, and have been adhered to in the process of requesting and evaluating tenders.

Financial Implications

After the evaluation panel had satisfied itself that the Successful Tenderer was competent to complete the City's requirements, City Officers revised the scope of the design together with the Successful Tenderer with the aim of bringing the tendered price within the project budgets.

Officers have assessed the submission against the available capital budget and can deliver the projects to community expectations without removing POS inclusions as per the approved concept plans. (see concept plans included as Attachment A).

The Design, Supply of Equipment and Upgrade of Nine Public Open Space Areas, Busselton will be funded from its existing 2020/21 budget allocation of \$1,166,621.

Officers have completed an assessment of maintenance costs through the Donated and Built Assets budgeting process, which has identified a \$40,300 additional annual maintenance cost for these identified projects. This includes additional maintenance including; bi-annual shade sail removal/installation, comprehensive playground inspection, soft fall cleaning and general repairs. This has been requested as part of the 2021/22 draft budget.

The balance of the budget has been used on developing the preliminary designs and investigations of the various sites.

Stakeholder Consultation

The City conducted community consultation with a letter drop detailing the proposed inclusions of the POS Upgrade including a detailed Concept Plan. The letter was distributed to residents and ratepayers within 300m radius of the surrounding POS upgrades, with the option to provide feedback to Council by letter, email or the 'YourSay' portal. The City received no community feedback.

Risk Assessment

An assessment of the potential implications of implementing the officer's recommendation has been undertaken using the City's risk management framework, with the intention being to identify risks which, following implementation of controls, are identified as medium or greater. There are no such risks identified, with the Preferred Tenderer assessed as being capable of delivering the services to a suitable service level.

Options

As an alternative to the proposed recommendation, the Council could not award the tender. This would mean re-advertising the tender, resulting in significant delays to both the contract award and the development, construction, renewal and upgrade of the nine parks. For the reasons provided in this report, the abovementioned option is not recommended.

CONCLUSION

It is recommended that Council accept the Tender RFT 10-21 Design, Supply of Equipment and Upgrade of Nine Public Open Space Areas, Busselton from Sanpoint Pty Ltd as trustee for the Fiore Family Trust trading as LD Total as the most advantageous to the City, subject to minor variations to be negotiated by the CEO, not exceeding the overall project budget.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Officers anticipate to finalise contract documents and award the contract by 30 June 2021, with all nine sites anticipated to be completed by October 2021, noting at present that the construction of play equipment has a considerable lead time.



CITY OF BUSSELTON POS UPGRADES
MONASH WAY, ABBEY

DNW/ C08-08-06-001
REV C
DATE 08.05.2021
IN THIS DRAWING, ALL NOT BE PUBLISHED OR USED WITHOUT THE
APPROVAL OF THE COUNCIL AND THE COUNCIL'S
BUSINESS PLAN, POLICIES AND ANY OTHER RELEVANT DOCUMENTS.

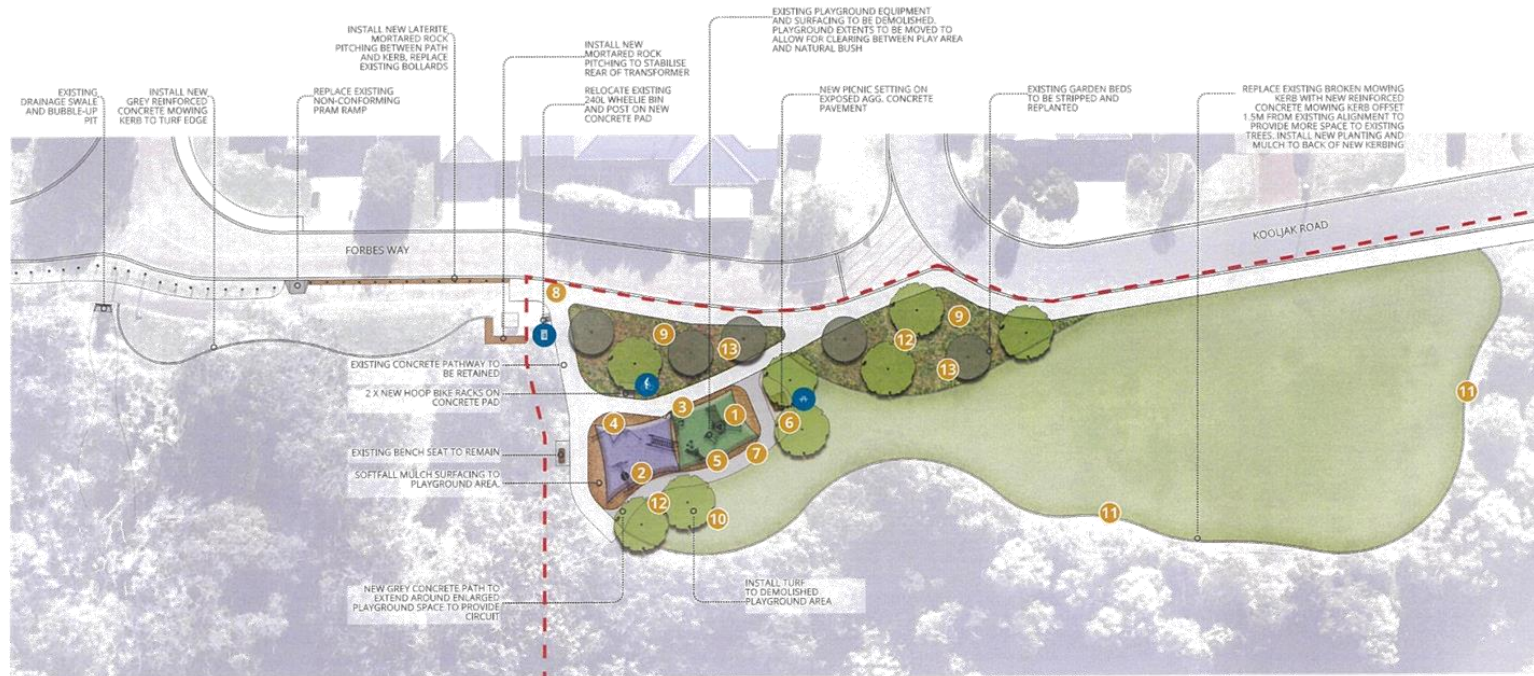




CITY OF BUSSELTON POS UPGRADES
WAGON PARK, ABBEY

DWG: C08-25-08-001
REV: 8
DATE: 04.05.2021
SCALE: 1:250 @ A1
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LEGEND	
— EXTENT OF RESERVE	9 EXISTING GARDEN BEDS TO BE STRIPPED. RE MULCHED AND PLANTED
1 LYPA - KOOWAH CLIMBER L006000	10 PROPOSED TURF TO DEMOLISHED PLAYGROUND AREA
2 LYPA - A FRAME BASKET SWING L006601	11 BROKEN CONCRETE MOWING KERB TO BE REPLACED WITH NEW 200MM WIDE REINFORCED MOWING KERB TO CITY OF BUSSELTON STANDARDS
3 LYPA - CLUSTER CLIMBER NATURAL L004001	12 PROPOSED TREES
4 LYPA - SPARROW TRAIL L021100	13 EXISTING TREES TO BE RETAINED
5 PROPOSED NATURE PLAY ITEMS - LOGS AND STEPPERS	★ PROPOSED PICNIC SETTING
6 PROPOSED EXPOSED AGGREGATE CONCRETE	Ⓜ PROPOSED BIKE HOOPS
7 PROPOSED PLAIN CONCRETE PATH	Ⓜ EXISTING BED TO BE INSTALLED ON NEW CONCRETE PAD WITH BIN SURROUND
8 EXISTING CONCRETE PATH TO BE RETAINED	



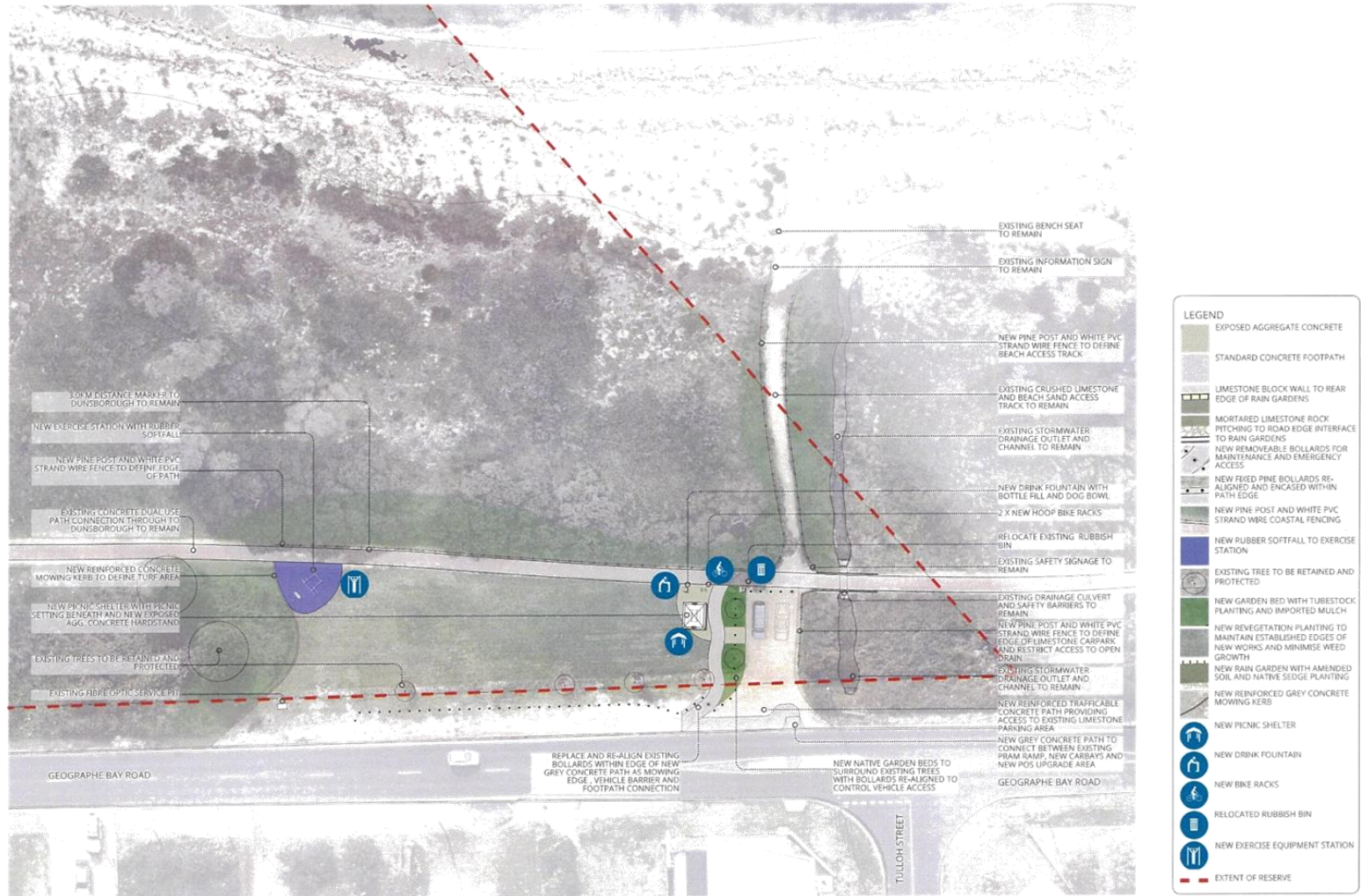
CITY OF BUSSELTON POS UPGRADES
LIMESTONE QUARRY, ABBEY



DWG: C08-08-05-001
REV: 8
DATE: 05.06.2021
SCALE: 1:250 @ A1
IF THE DESIGNER HAS NOT BEEN ADVISED OR NOTICED WITHOUT THE WRITTEN PERMISSION OF THE CLIENT AND ARCHITECT, AND IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF THE CLIENT AND ARCHITECT.









AVENUE OF TREES - ACACIA FLEXUOSA TO EITHER SIDE OF EXISTING PATH TO PROVIDE SHADE



EXISTING BASKETBALL COURT - BACKBOARD & HOOP TO BE REPLACED, OPTION OF APPLYING ACRYLIC PATTERN TO SURFACE



EXISTING GRASS AREA TO BE STRIPPED, LEVELLED OUT AND RESEDED - TO FORM KICK ABOUT AREA



OPTIONAL LIMESTONE PATHWAY TO MEANDER THROUGH EXISTING TREES AND GARDEN BEDS, TO FORM CIRCUIT & TO CONNECT THROUGH TO ACCESS OFF LANCASTER DRIVE/ RECREATION LANE



OPTIONAL LIMESTONE PATHWAY TO MEANDER THROUGH EXISTING TREES AND GARDEN BEDS, TO FORM CIRCUIT & TO CONNECT THROUGH TO ACCESS OFF LANCASTER DRIVE/ RECREATION LANE



2.5M LIMESTONE MAINTENANCE PATH BETWEEN RECREATION LANE & LANCASTER DRIVE

- LEGEND
- EXTENT OF WORKS
 - 1 LYPA - YIRRA TOWER
 - 2 LYPA - SEESAW LOG
 - 3 EXISTING SWING TO BE RETAINED
 - 4 BASKETBALL HOOP TO BE REPLACED
 - 5 OPTIONAL - ACRYLIC SURFACE TO ASPHALT COURT
 - 6 EXISTING PATH TO BE RETAINED
 - 7 GRASS AREA TO BE LEVELLED OUT - STRIPPED AND RESEDED
 - 8 PROPOSED TREES - AVENUE OF ACACIA FLEXUOSA
 - 9 EXISTING TREES TO BE RETAINED
 - 10 PROPOSED 2.5M WIDE LIMESTONE MAINTENANCE TRACK
 - 11 OPTIONAL - 1.8M WIDE LIMESTONE PATHWAY
 - 8 RELOCATED RUBBISH BIN ON CONCRETE PAD WITH SURROUND
 - 8 PROPOSED PICNIC SETTING - OPTIONAL
 - * PROPOSED NEW PARK SIGNAGE









CITY OF BUSSETON POS UPGRADES
DOLPHIN ROAD POS, WEST BUSSETON





LDWG CDB-08-03-002
REV 8
DATE 04.05.2021
SCALE 1:100 @ A1
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15.1 BUSSELTON FORESHORE - CAROUSEL GROUND LEASE

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.1 Provide opportunities for the community to engage with Council and contribute to decision making.
SUBJECT INDEX	Economic and Business Development
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Busselton Foreshore Reserve 38558 Carousel Location   Attachment B Carousel Lease Area Survey  

COUNCIL DECISION AND OFFICER RECOMMENDATION**C2106/129**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Council:

1. **Advertises the proposed disposition of property (by way of Lease) in accordance with Section 3.58 of the *Local Government Act 1995* for the term and conditions outlined in this report and if there are no adverse objections authorise the CEO to enter into a lease in accordance with recommendation 2.**
2. **Resolves to enter into a lease agreement, subject to the Minister for Lands approval, with Joyland Amusement Pty Ltd for an area of approximately 135 square metres, on a portion of Lot 565 on Reserve 38558, Busselton Foreshore, Busselton as shown on Attachment A, subject to the terms and conditions of the lease including the following:**
 - (a) **term of 5 years with an option for 5 years;**
 - (b) **Rent: Year 1 - \$2825 + GST**
Year 2 - \$4387.50 + GST
Year 3 - \$5850 + GST
Year 4 - \$5850 + CPI + GST
Year 5 - Previous years rent + CPI + GST
 - (c) **other terms and conditions appropriate to the Busselton Foreshore.**

CARRIED 9/0**EN BLOC****EXECUTIVE SUMMARY**

The purpose of this report is to seek formal Council approval to enter into the necessary lease agreements with Joyland Amusement Pty Ltd for the installation and ongoing operation of a traditional carousel to be located on Lot 565 of Reserve 38558 on Busselton Foreshore.

BACKGROUND

The Busselton foreshore is located along Geographe Bay and at the base of one of Western Australia's most visited tourism attractions, the Busselton Jetty and Underwater Observatory. Since 2009, Council has initiated public interest in and support for revitalising the Busselton foreshore and the existing Busselton Foreshore Master Plan (BFMP) was adopted by Council on 24 February 2016.

The BFMP covers an area of approximately 38 hectares and combines commercial, cultural and public open space on the Busselton foreshore, and aims at providing, among other things, a unique visitor and tourist experience.

Central to the Foreshore redevelopment is the “Jetty Precinct”, the tourism and activity hub of the Busselton Foreshore. This element of the Foreshore provides an all-important connection integrating the beachfront, Foreshore precincts, the Busselton Cultural Precinct and the Central Business District.

Key to activation and revitalisation of the Jetty Precinct are the food and beverage establishments and smaller enterprises such as seasonal kiosks and an amusement carousel, which aligns with the objectives of the Busselton Foreshore Masterplan.

In May 2017 an Expression of Interest (EOI) was advertised by the City of Busselton for the supply, installation and ongoing operation of a quality, traditional Carousel under a ground lease arrangement, to be located within the tourism and commercial activity hub of the Busselton Foreshore. This report presents the outcomes since the EOI process including negotiations that have continued on during this time.

OFFICER COMMENT

An EOI for the supply, installation and ongoing operation of a quality, traditional Carousel to be located on the Busselton Foreshore was advertised in May 2017 for a total of three weeks, both locally and state wide with one submission received from the proponent Joylands Amusements Pty Ltd. Joylands submission detailed their company profile, experience and that they were one of the largest suppliers of mobile amusement devices providing high quality family entertainment in Australia. Officers evaluated their submission and determined that the proponent met the qualifying criteria of the EOI and that the City should proceed with further discussions and negotiations for a ground lease.

Discussions with Joylands progressed in 2017 including lease terms and conditions however the proponent required a covering structure, such as a rotunda to be installed to protect the carousel from weather conditions and also allow for security fencing or shutters. The City investigated the installation of a rotunda however the costs of design and construction of a rotunda were not included in the budget at the time and the proponent was unable to contribute towards the total costs. As a result, a lease between the City and Joylands was not entered into however a commitment by the City was made to consider a future budget allocation through the long term financial plan and to maintain the proponents preferred status resulting from the EOI process.

The 2019/20 adopted budget included an allocation to design and construct a rotunda on the Busselton Foreshore and Officers contacted the proponent to establish if they were still interested in progressing negotiations with the City now that a protective structure was going to be constructed. The proponent confirmed their interest and discussions occurred with regards to the dimensions and style of the rotunda to allow the carousel to fit within the structure and a RFQ was issued by the City for the design and construction of the rotunda in 2020/21. The COVID pandemic in early 2020 halted negotiations on a ground lease due to regional and interstate border closures and uncertainty around the tourism industry. Negotiations were re-established in early January 2021 and the agreed lease terms included in this report were finalised. The proponent is now in a position to order a new carousel, which will be manufactured in Europe and hence Officers are seeking endorsement of the proposed lease conditions from Council.

The proponent has requested a term of five years plus an option for five years to reflect the value of the investment of the carousel which has been estimated in the region of \$200-\$250K including construction and delivery. Officers are also recommending that a tiered rental structure be considered with a 50% discount applied in year 1, a 25% discount in year 2 and the full rental amount charged in year 3.

The discounted rental structure has been negotiated to allow the proponent to market the carousel and take into the account the seasonal nature of Busselton and reduced trading through the winter months. A recent market valuation completed by the City's Land Asset Management Officer has valued the ground lease at \$42 per square metre on an unimproved basis, totalling a rental return of \$5,720 per annum plus GST.

Negotiations with the proponent have resulted in an agreed ground lease of \$43.33 per square metre resulting in a total rent return of \$5,850 per annum plus GST. Notwithstanding the proponent does not enter into a lease with the City, the rotunda will be utilised as a shade structure for the public with a place to meet and sit, providing shelter from the summer sun or rain in winter.

Statutory Environment

When disposing of property whether by sale, lease or other means, a local government is bound by the requirement of section 3.58 of the *Local Government Act 1995* which requires giving local public notice when disposing of property.

Local governments are compliant with the LGA if the procedure under section 3.58(3) is followed. This requires the publishing of prior notice to the local public of the proposed disposition which describes the property concerned, gives details of the proposal and invites submissions to be made before a specified date, not less than two weeks after the notice is first given. Any submissions received before the date specified in the notice must be considered.

Section 3.58(4) of the LGA requires that the disposition includes either a valuation not more than six months' old or a declaration by resolution that a valuation older than 6 months is considered a true indication of the value at the time of the disposition. A recent valuation of the lease area has been obtained for the purposes of this report.

The land on which the carousel lease area is located is within Reserve 38558, Lot 565, Deposited Plan 411206, on the Busselton Foreshore, being Crown Land for the designated purpose of 'Recreation and Community'.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plans:

Busselton Foreshore Statement of Intent

On 8 June 2011 (C1106/180), the former Busselton Shire Council adopted a 'Statement of Intent' for the development of the Busselton Foreshore, recognising a balanced approach is required to ensure sustainable outcomes from public and private investment.

The statement concluded:

"the foreshore will be developed in a manner that respects Busselton's identity and heritage whilst providing economic, social, environmental and cultural benefits to the Shire (sic) and the South West region".

This statement was updated and reaffirmed by Council on 25 February 2015 (C1502/037).

Busselton Foreshore Master Plan (BFMP)

The BFMP is a strategic document that provides detailed guidance for the planning and development of the Busselton Foreshore extending between King Street and Ford Road and was prepared in parallel with Amendment No.173 to the City's previous District Town Planning Scheme No. 20. The amendment rezoned the Site to 'Special Purposes (Busselton Foreshore)' to facilitate the redevelopment consistent with the Masterplan. The most recent amendment to the BFMP was adopted by Council (C1602/031) on 24 February 2016.

Financial Implications

The rental income from the carousel ground lease is valued at \$5850 plus GST per annum. A discounted rental structure for year 1 through to year 3 has been proposed to allow the carousel operator to market the attraction and allow for seasonal (winter) impacts. As such the rental income being recommended for the first five years is as follows:

- **Year 1 - \$2825 + GST**
- **Year 2 - \$4387.50 + GST**
- **Year 3 - \$5850 + GST**
- **Year 4 - \$5850 + CPI + GST**
- **Year 5 - Previous years rent + CPI + GST**

All rental income will be directed towards maintenance costs associated with the Busselton Jetty and, to the extent that the Minister for Lands agrees to it, towards foreshore maintenance, preservation and improvement.

Stakeholder Consultation

The City has worked with and had support from the Department Planning, Lands and Heritage for a ground lease to be entered into between the City and the proponent for a carousel on the Busselton Foreshore.

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could resolve not to enter into a lease with Joylands Amusements Pty Ltd.

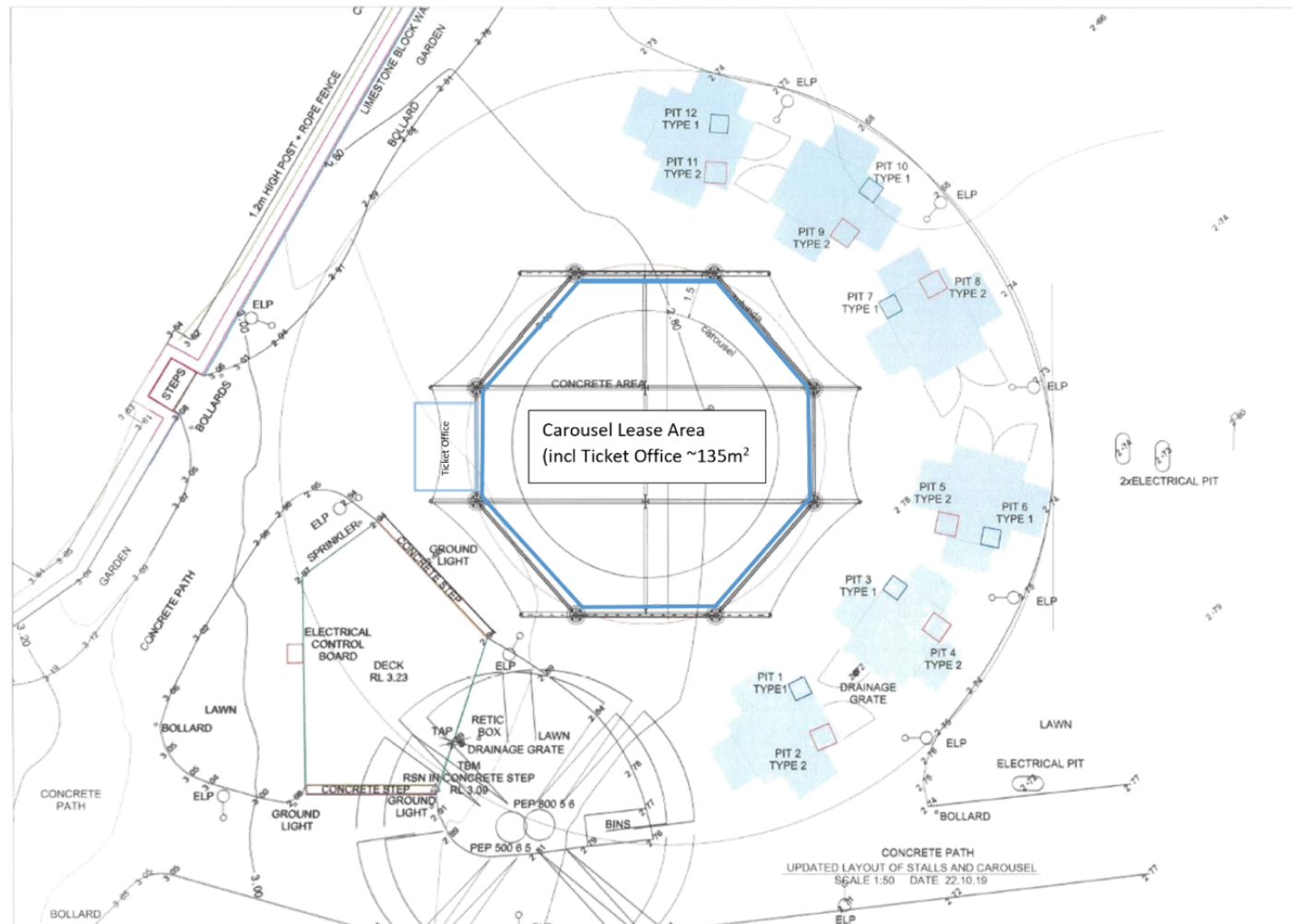
CONCLUSION

One of the key objectives of the Busselton Foreshore Master Plan is to provide a unique experience for both tourists and the community. The addition of a traditional carousel located centrally within the Jetty Foreshore precinct will add to the vibrancy and attractiveness of the Foreshore along with the food and beverage offerings, nautical themed playground and Jetty experiences on offer. The proponent, Joylands Amusements Pty Ltd are a reputable, experienced amusement operator with operations throughout Western Australia that see an opportunity to operate a carousel on the Busselton Foreshore. Officers are recommending that subject to final approval from the Department of Planning, Lands and Heritage, that a ground lease is entered into with Joylands Amusements Pty Ltd.





TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Subject to final approval being sought from the Department of Planning, Lands and Heritage and there being no submissions from the section 3.58 advertising, a lease would be entered into as soon as practicable with the expectation that the carousel could be in place for the tourism season in 2022.





17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC OBJECTIVE	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Councillors' Information Bulletin
BUSINESS UNIT	Executive Services
REPORTING OFFICER	Reporting Officers - Various
AUTHORISING OFFICER	Chief Executive Officer - Mike Archer
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A National Strategic Plan for Asbestos Awareness and Management 2019-2023   Attachment B Community Sporting and Recreation Facilities Fund and new Club Night Lights Funding Program  

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/130 Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

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

17.1.1 Current Active Tenders**17.1.2 Donations, Contributions and Subsidies Fund – May 2021****17.1.3 Correspondence from Department of Mines, Industry Regulations and Safety: National Strategic Plan for Asbestos Awareness and Management 2019-2023****17.1.4 Correspondence from Dr Tony Buti MLA, Minister for Sport and Recreation: Increase to the Community Sporting and Recreation Facilities Fund and the new Club Night Lights Funding Program****17.1.5 Correspondence from Department of Fire and Emergency Services District Manager Nathan Hall: Storm Event 9th & 10th June 2021**

CARRIED 9/0

EN BLOC

EXECUTIVE SUMMARY

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

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

INFORMATION BULLETIN**17.1.1 Current Active Tenders**

Note: Information in *italics* has previously been provided to Council, and is again provided for completeness.

RFT 04/21 ROAD NETWORK UPGRADE – PEEL TERRACE CAUSEWAY ROAD INTERSECTION UPGRADE – STAGE 1A

- It is intended that an invitation for tenders will be advertised in July/August 2021.

RFT 05/21 PROCESSING AND DISPOSAL GREEN WASTE

- *Requirement – processing and removal of green waste at the City's waste facilities.*
- *A request for tender was advertised on 6 March 2021 and closed on 8 April 2021.*
- *3 Tenders were received, which are under evaluation.*
- *The value of the contract is expected to exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).*
- A report to Council for a decision on the tender will be included in the 28 July Council meeting agenda.

RFT 06/21 CONSTRUCTION OF BUSSELTON PERFORMING ARTS AND CONVENTION CENTRE

- *Requirement – construction of the Busselton Performing Arts and Convention Centre.*
- *Pursuant to an Expression of Interest process the CEO, under delegation, shortlisted all seven respondents as acceptable tenderers.*
- *A request for tender was issued to all seven tenderers on 19 March 2021.*
- *The tender closed on 7 May 2021 and 3 submissions received.*
- *The value of the contract will exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).*
- The evaluation panel is reviewing the submissions received.

RFT 07/21 STREET AND DRAIN CLEANING SERVICES

- *Requirement – street and drain cleaning services across the City of Busselton.*
- *Invitation for tenders was advertised on 12 May 2021 and closed on 1 June 2021.*
- Two submissions were received.
- *The value of the contract is expected to exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).*
- The evaluation panel is reviewing the submissions received.
- It is intended that a report to Council for a decision on the tender will be presented to Council in July 2021.

RFT 08/21 DUNSBOROUGH LAKES SPORTS PRECINCT- SUPPLY AND PLANTING OF TURFGRASS

- *Requirement - supply and install of turf grass sod at Dunsborough Lakes Sports Precinct.*
- *A request for tender was advertised on 10 April 2021 and closed on 4 May 2021.*
- *One tender submission was received from LD Total with 6 different turf options (and a range of prices).*
- *The value of the contract may (or may not) exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).*
- If the value of the contract exceeds the CEO's delegated power, a report to Council for deciding which tender to accept will be included in the 28 July 2021 Council meeting agenda.

RFT 10/21 UPGRADE OF NINE PUBLIC OPEN SPACE AREAS

- Requirement – design, supply of equipment and upgrade of nine public open space areas in the City of Busselton.
- Invitation for tenders was advertised on 24 March 2021 and closed on 13 April 2021.
- One submission was received.
- The value of the contract exceeded the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- A report to Council for a decision on the tender is included in the 23 June 2021 Council meeting agenda.

RFT 11/21 DUNSBOROUGH NON-POTABLE WATER NETWORK

- *Requirement – installation of:*
 - *a pump station and associated electrical works at the Dunsborough 1 Sue Coal production bore located in the road reserve in Quindalup;*
 - *a pipeline from the bore to the irrigation storage tanks at the Diamante Blvd pump station.*
- *A request for tender was advertised on 5 May 2021 and closed on 1 June 2021.*
- Three submissions were received for the pipeline works and two submissions were received for the pump station.
- The value of the contract exceeds the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- It is intended that a report to Council for a decision on the tender will be presented to Council in July 2021.

RFT 12/21 BUSSELTON FORESHORE EAST CIVIL AND LANDSCAPING WORKS

- Requirement - a suitable contractor for civil and landscaping works as part of the redevelopment of the Busselton Foreshore East.
- A request for tender was advertised on 5 June 2021 and closes on 29 June 2021.
- The value of the contract is expected to exceed the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders).
- It is intended that a report to Council for a decision on the tender will be presented to Council in July 2021.

PQS 02/21 PARKS AND GARDENS SERVICES

- Requirement – a panel of suppliers to provide the City's parks and gardens services in the City of Busselton.
- A request for applicants was advertised on 22 May 2021 and closes on 11 June 2021.
- Applications will be evaluated and the panel of pre-qualified suppliers will be established by the CEO under delegation (DA1-10 Panels of Pre-Qualified Suppliers).

PQS 03/21 BULK RECYCLABLE WASTE COLLECTION AND PROCESSING

- Requirement – a panel of suppliers to provide bulk recyclable and non-recyclable waste collection and processing services in the City of Busselton.
- A request for applicants was advertised on 22 May 2021 and closes on 15 June 2021.
- Applications will be evaluated and the panel of pre-qualified suppliers will be established by the CEO under delegation (DA1-10 Panels of Pre-Qualified Suppliers).

17.1.2 Donations, Contributions and Subsidies Fund – May 2021

The Council allocates an annual budget allowance to the Donations, Contributions and Subsidies Fund. This is provided such that eligible groups and individuals can apply for and receive sponsorship to assist them in the pursuit of endeavors that bring direct benefit to the broader community.

Allocation of funds is delegated to the Chief Executive Officer, in accordance with the published guidelines and funding availability.

Two applications were approved in May 2021, totalling \$1,136.00, as outlined in the table below:

Recipient	Purpose	Amount
Busselton Jetty Inc.	Jetty entrance fees for Esther Foundation (Women's Refuge) 34 jetty walk participants 15/04/21. Funding request supported on compassionate grounds.	\$136.00
Busselton Horse and Pony Club	Contribution towards the cost of hire items i.e. ablutions, marquees required to host the Winter Show Jumping Festival being held over the June long weekend at the Busselton Horse and Pony Club. The event will bring around 300 competitors and spectators from outside of Busselton.	\$1,000.00
	Total	\$1,136.00

17.1.3 Correspondence from Department of Mines, Industry Regulations and Safety: National Strategic Plan for Asbestos Awareness and Management 2019-2023

A letter from the Director General of the Department of Mines, Industry Regulation and Safety containing important information in relation to the National Strategic Plan for Asbestos Awareness and Management 2019-2023 and the reporting requirements of local government agencies is provided at Attachment A.

17.1.4 Correspondence from Dr Tony Buti MLA, Minister for Sport and Recreation: Increase to the Community Sporting and Recreation Facilities Fund and the new Club Night Lights Funding Program

Correspondence from Dr Tony Buti MLA, Minister for Sport and Recreation, regarding the Community Sporting and Recreation Facilities Fund and the new Club Night Lights Funding Program is provided at Attachment B.

**17.1.5 Correspondence from Department of Fire and Emergency Services District Manager
Nathan Hall: Storm Event 9th & 10th June 2021**

"Good afternoon Oliver and Matthew

I would like to pass on my compliments to you and your teams at the City of Busselton in relation to your prevention and preparedness activities for the recent storm surge event.

Whilst there were no impacts of inundation from this event your timely works on dune reinforcement and the new sea wall west of the hospital are to be commended. We did have sea levels rise to .8m above HAT (Highest Astronomical Tide) just after the low tide at 10pm last night, to a height of 1.6m. Following this there was a constant residual sea level of .6m above HAT through to the high tide at 9am today, with the sea levels peaking at 1.9m.

Had the peak occurred during the high tide between 6am and 10am the result, without your works, would have seen some areas inundated by the storm surge.

I was also informed that you had work crews and equipment on standby overnight to assist and that they were out early this morning assessing for damage. It is really great to see your commitment to the community and the information provided back to me by Ian in my role as the DFES Regional Duty Coordinator was valuable."



Government of Western Australia
Department of Mines, Industry Regulation and Safety

Our ref A38052320

Enquiries nspaam@dmirs.wa.gov.au

28 May 2021

Chief Executive Officer

Dear colleague

**NATIONAL STRATEGIC PLAN FOR ASBESTOS AWARENESS AND MANAGEMENT
2019-2023 (NSP 2019-2023)**

Australia has one of the highest rates of asbestos-related diseases in the world, with approximately 4,000 deaths each year from past exposure to asbestos – more than double the number of annual Australian road deaths. Many public and commercial buildings, homes and infrastructure contain large amounts of ageing asbestos-containing materials (ACMs).

The National Strategic Plan is a long term framework aimed at ensuring a nationally consistent approach to asbestos awareness, management and removal. Coordinated by the Australian Government Asbestos Safety and Eradication Agency (ASEA), it outlines a phased approach to eliminating asbestos-related diseases in Australia.

In November 2019, ASEA released NSP 2019–2023 (Phase 2), which follows the progress of NSP 2014-2018 (Phase 1). The NSP 2019-2023 includes nine targets, which build on the previous plan's (NSP 2014-2018) progress in relation to asbestos policies and actions at all levels of government. NSP 2019-2023 can be downloaded from the ASEA website at the following link:

https://www.asbestossafety.gov.au/sites/default/files/documents/2019-11/ASEA_NSP2_ebrochure%28Nov19%29.pdf

On 9 November 2020, the Western Australian Government endorsed targets one to seven of the NSP 2019-2023 (targets eight and nine are the responsibility of the Federal government), to identify and safely remove asbestos from publicly-owned buildings, if required. The NSP 2019-2023 will ensure government departments, agencies, local government and government enterprises (government organisations) identify and assess the risks associated with asbestos containing materials within government-controlled buildings, land and infrastructure.

In endorsing the NSP 2019-2023 targets, the Western Australian Government has agreed that government organisations will:

- identify and assess the risk of ACM in all facilities they own or occupy;
- develop and maintain risk based management plans for management of asbestos which include the removal of the **asbestos where required or feasible opportunities exist**;
- provide six and 12 monthly progress reports to the Department of Mines, Industry Regulation and Safety (DMIRS), as lead agency, for submission to ASEA; and
- include information in its annual report on its progress in achieving the targets set out in their schedule.

With respect to target 3 — *Safe prioritised removal and effective waste management*, DMIRS will report to ASEA, as far as practicable, on the progress of the schedules on a six-monthly basis, noting that the management of low to medium risk ACMs in-situ is permitted and removal is not mandated. Where practicable, removal should be planned during opportunities for remedial works, such as refurbishment or upgrade works. Reporting to ASEA will therefore focus on the removal of high-risk asbestos, as identified by agencies from time to time.

ASEA has assured DMIRS that the NSP 2019-2023 does not impose strict deadlines for the removal of ACM by 2023. The year 2023 only indicates the end of the second stage of a phased approach to managing Australia's asbestos legacy.

DMIRS is the lead agency for the NSP 2019-2023 in Western Australia. All State and local government agencies and authorities are required to report on their progress against the targets to DMIRS. To assist local government agencies with their reporting requirements, DMIRS will collate their NSP 2019-2023 progress reports for submission to the national ASEA.

The first six and 12 monthly submissions should be sent to nspaam@dmirs.wa.gov.au before the following dates:

- **21 January 2022:** 6 month progress report for 1 July 2021 to 31 December 2021.
- **15 July 2022:** 12 month annual report for 1 July 2021 to 30 June 2022 (including the information from the 6 month progress report).

Prior to submission to DMIRS, you or a delegated authority within your organisation will be required to approve the content of your six monthly and yearly NSP 2019-2023 reporting templates.

To assist organisations with their reporting requirements, DMIRS has developed a webpage www.dmirs.wa.gov.au/nsp which contains:

- the NSP 2019-2023 reporting template;
- NSP 2019-2023 Frequently Asked Questions;
- Asbestos Safety and Eradication Agency (ASEA) NSP 2019-2023 information; and
- DMIRS and ASEA contacts.

Should you require further information or have any queries regarding this reporting requirement, please feel free to contact DMIRS via nspaam@dmirs.wa.gov.au.

Thank you for your support and commitment to this whole-of-government initiative.

Yours sincerely



David Smith
DIRECTOR GENERAL

Community Sporting and Recreation Facilities Fund and new
Club Night Lights Funding Program



Hon Dr Tony Buti MLA
Minister for Finance; Lands; Sport & Recreation;
Citizenship & Multicultural Interests

Our ref: 80-00628

Mr Mike Archer
Chief Executive Officer
City of Busselton
shire@busselton.wa.gov.au

Dear Mr Archer

**INCREASE TO THE COMMUNITY SPORTING AND RECREATION FACILITIES FUND AND
THE NEW CLUB NIGHT LIGHTS FUNDING PROGRAM**

The State Government, through the Department of Local Government, Sport and Cultural Industries (the department), administers the Community Sporting and Recreation Facilities Fund (CSRFF) program. The program provides financial assistance to community groups and local governments to develop basic, sustainable infrastructure for sport and recreation. It aims to increase physical activity, participation in sport and recreation and to ensure the rational development of good quality, well designed and well utilised facilities.

As the new Minister for Sport and Recreation, I am delighted to announce the 2022-23 CSRFF Annual and Forward Planning round will open on **1 June 2021** and close on **30 September 2021**, with successful projects likely to be announced in January 2022.

In addition to this, the July 2021 Small Grants round will open on **1 July 2021** and close on **31 August 2021**, with successful projects likely to be announced in November 2021.

From the 2022-23 round, the CSRFF budget has been increased to \$12.5 million per year. The additional \$500,000 allocated to the CSRFF program will support projects that improve the usability of facilities for female participants. Projects that address this including the provision of lockable individual showers and the installation of toilet cubicles in lieu of urinals, will be prioritised.

It is also my pleasure to announce the establishment of a new capital works fund. The Club Night Lights Program will provide \$10 million over four years to fund sports floodlighting at community sporting venues. The inaugural round will also open on **1 June 2021**, and close on **30 September 2021**, with successful projects likely to be announced in January 2022.

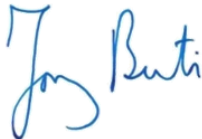
Copies of the 2022-23 CSRFF policy manual, guidelines for applicants and application forms for the upcoming rounds will be sent electronically to your organisation, as well as the Club Night Lights Program guidelines and application form.

In response to the adverse impact of COVID-19, capital investment by local governments was an important contributor to Western Australia's economic recovery.

I wish to reinforce the benefits of using local contractors to complete projects, including the use of Aboriginal business where possible. The department may request you report on job creation for projects over \$1 million in value should you be successful in receiving a grant. I also encourage the use of waste avoidance and resource recovery strategies in infrastructure development.

Thank you for your involvement in the CSRFF and Club Night Lights Program process and for your commitment to the provision of quality infrastructure for sport and recreation. I look forward to continuing the partnership between the State Government and City of Busselton in this endeavour.

Yours sincerely



Dr Tony Buti MLA
MINISTER FOR SPORT AND RECREATION

ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE)**12.3 Finance Committee - 9/6/2021 - BUDGET AMENDMENT REQUEST - ENGINEERING AND WORKS SERVICES**

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
SUBJECT INDEX	Budget Planning and Reporting
BUSINESS UNIT	Engineering Support
REPORTING OFFICER	Director, Engineering and Works Services - Oliver Darby
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Executive: substantial direction setting, including adopting strategies, plans and policies (excluding local planning policies), tenders, setting and amending budgets, funding, donations and sponsorships, reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Nil

This item was considered by the Finance Committee at its meeting on 9/6/2021, the recommendations from which have been included in this report.

COUNCIL DECISION AND COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION

C2106/131 Moved Councillor P Cronin, seconded Councillor J Barrett-Lennard

That the Council endorse the requested budget amendment outlined in this report, recognising the additional income received in grant funding, and the corresponding expenditure budget:

Reference	Description	Project Code	Additional External Revenue	Use of Revenue Received in Prior Years	Additional Expenditure / (Reduce Expenditure)	Transfer from Reserves	Reserve Impact	Impact on Budget
1	Townscape Works Dunsborough – RAC Grant Hannay Lane	C1026	\$50,000	-	\$50,000	-	-	-

The budget amendment is made in accordance with section 6.8(1) of the *Local Government Act 1995* and results in a \$0 net impact on the 2020/21 annual budget.

CARRIED 9/0

BY ABSOLUTE MAJORITY

EXECUTIVE SUMMARY

This report seeks Council approval of budget amendments as detailed in this report. Adoption of the officer recommendation will result in a zero (\$0) impact to the City's budgeted net current position.

BACKGROUND

In accordance with section 6.8(1) of the *Local Government Act 1995*, a local government is not to incur expenditure from its Municipal fund for an additional purpose except where the expenditure:

- is incurred in a financial year before the adoption of the annual budget by the local government;
- is authorised in advance by Council resolution - absolute majority required; or
- is authorised in advance by the Mayor in an emergency.

Approval is therefore sought for the budget adjustments for the reasons specified.

OFFICER COMMENT

Council adopted its 2020/2021 Municipal budget on Monday 27 July 2020 with a balanced budget position. Since then, officers have identified budgets that require adjustment. It is good management practice to revise the adopted budget when it is known that circumstances have changed.

Amendments to the budget are categorised into the three key types as listed below:

- i. Adjustments impacting the budget balance or net position of the City: relatively uncommon type.
- ii. Adjustments with no impact on the budget balance: most common amendment type.
- iii. Adjustments to transfer budget between capital and operating undertakings: relatively uncommon type.

Officers have reviewed the adopted budget for the month of May 2020 and subsequently recommend alterations to the budget as set out below.

i. Adjustments impacting the budget balance.

This section identifies items which either increase or decrease the 2020/2021 budgeted operating position. There are no budget adjustment items requiring Council's approval of this type.

ii. Adjustments with no impact on the budget balance.

There is one budget amendment items of this type detailed below. The net effect of this amendment on the net budget position is zero (\$0).

These adjustments are where new expenses are matched with new grants or contributions, or where reserve offsets are transferred between projects. In some instances, it is where requests are made to draw down additional budget from specific reserves for various reasons, or where expenses are reallocated within business units or between projects to meet revised needs.

1. Townscape Works Dunsborough – RAC Grant

Cost Code C1026

The City has secured an RAC grant totalling \$50,000 based on a 50/50 contribution towards the Hannay Lane Revitalisation project.

It is recommended that the grant be budgeted and applied against the existing Dunsborough Townscape Project Cost Code C1026. This will correspondingly increase the expenditure budget from \$150,000 to \$200,000. The City's co-contribution of \$50,000 has already been assigned.

Council's approval is sought to adjust the budget accordingly.

Net Budget Position

After making the above adjustments, the budget position remains unchanged from budget adoption and the Municipal cash budget position remains the same.

Statutory Environment

Section 6.8 of the *Local Government Act 1995* refers to expenditure from the Municipal fund that is not included in the annual budget. Any adjustments to a budget allocation must be made by an absolute majority decision of the Council. Additionally, 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

The proposed budget amendment is supported by the City's asset management plan, capital works program and long term financial plan.

Financial Implications

A summary of the financial implications of this recommendations is shown in the table below.

Reference	Description	Project Code	Additional External Revenue	Use of Revenue Received in Prior Years	Additional Expenditure / (Reduce Expenditure)	Transfer from Reserves	Reserve Impact	Impact on Budget
1	Townscape Works Dunsborough – RAC Grant Hannay Lane	C1026	\$50,000	-	\$50,000	-	-	-

Stakeholder Consultation

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

Risk Assessment

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

Options

The Council could decide not to endorse the proposed budget amendment requests.


CONCLUSION

Council's approval is sought to amend the budget as per the details contained in this report.

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.

15.2 DESIGNATED AREA MIGRATION AGREEMENT - SOUTH WEST REGION

STRATEGIC THEME	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy.
STRATEGIC PRIORITY	3.2 Facilitate an innovative and diversified economy that supports local enterprise, business investment and employment growth.
SUBJECT INDEX	Economic and Business Development
BUSINESS UNIT	Commercial Services
REPORTING OFFICER	Manager Economic and Business Development Services - Jennifer May
AUTHORISING OFFICER	Director, Community and Commercial Services - Naomi Searle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A South West Region DAMA Proposed Occupations ↓ 

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/132 Moved Deputy Mayor K Hick, seconded Councillor L Miles

That the Council:

1. **Support the establishment of a South West region Designated Area Migration Agreement;**
2. **Acknowledge the Shire of Dardanup as the Designated Area Representative for the South West region Designated Area Migration Agreement; and**
3. **Commit to a \$5,000 per annum contribution to the Shire of Dardanup for five years commencing 2021/22 to operate as the Designated Area Representative for the South West region Designated Area Migration Agreement.**

CARRIED 9/0

BY ABSOLUTE MAJORITY

EXECUTIVE SUMMARY

The onset of the COVID-19 pandemic in early 2020 has resulted in significant skilled and unskilled labour shortages across the South West region due to domestic and international border closures placing considerable pressures on our local businesses and economy. An initiative supported by Federal Member Hon. Nola Marino MP to investigate the establishment of a Designated Area Migration Agreement (DAMA) has now resulted in a business case and application to the Federal Government for a South West regional DAMA. The purpose of this report is to seek support for the South West region DAMA and a financial commitment from the Council of \$5,000 for five years commencing from 2021/22.

BACKGROUND

A Designated Area Migration Agreement (DAMA) is a formal agreement between the Australian Government and a regional, State or Territory authority. It provides access to more overseas workers than under the standard skilled migration program. A DAMA operates under an agreement-based framework that provides flexibility for regions to respond to the unique conditions of their economic and labour markets.

A DAMA is a two-tier framework covering a defined regional area. The first tier is an overarching five-year deed of agreement (head agreement) with the region's representative. The second tier comprises individual labour agreements with employers under the settings of the head agreement for that region.

DAMA labour agreements are between the Australian Government and endorsed employers operating within the relevant region. A DAMA:

- is generally in effect for five years; and
- uses the subclass 482 Temporary Skills Shortage (TSS), subclass 494 Skilled Employer Sponsored Regional (Provisional)*, and subclass 186 Employer Nominated Scheme (ENS) visa programs.

Employers must seek and gain endorsement from the Designated Area Representative (DAR) before lodging a labour agreement request.

Under the DAMA framework, employers in designated areas experiencing skills and labour shortages can sponsor skilled and semi-skilled overseas workers. Individuals cannot directly access a DAMA. Individuals need to be sponsored by an employer operating in a designated region for an occupation that is specified in the head agreement.

A DAMA ensures employers recruit Australian citizens and permanent residents as a first priority. Among other things, employers must demonstrate a genuine attempt to recruit Australians prior to getting access to a DAMA labour agreement.

Following the COVID-19 pandemic and subsequent domestic and international border closures and restrictions put in place, many businesses and employers throughout the South West have had significant difficulties in recruiting skilled and unskilled employees resulting in considerable labour shortages that have impacted their ability to run their businesses.

Responding to a labour shortage across the South West region, a number of business owners from the private sector, with the support of Federal Member Hon. Nola Marino MP, explored the opportunity of a South West region DAMA by funding a feasibility study by engaging consultants, Perdaman. Whilst the viability of this opportunity was clearly established, the investigation also determined that the private sector was unable to be the DAR as this role had to be undertaken by a regional, State or Territory authority. At this time, the Shire of Dardanup became significantly involved in the investigative process of establishing a South West region DAMA and commenced a process of seeking the support of the other 11 South West region local governments.

On 27 November 2020, at the meeting of the South West Country Zone of the Western Australian Local Government Association (SWALGA), a presentation from Perdaman addressed SWALGA representatives and the following motion was passed including the support of the City of Busselton:

"That the South West Country Zone of WALGA support the establishment of a DAMA across the South West region and requests individual local government to consider contributing towards a 5 year MOU to support the implementation of the DAMA through a Designated Area Representative body (DAR), which is still to be determined."

Following this meeting it was determined by consensus of the South West region CEO's that the Shire of Dardanup would be best placed to become the DAR for the DAMA given their already strong leadership and commitment to this opportunity. In accepting this role the Shire of Dardanup is now requesting a financial contribution from all South West region Local Governments to support the employment of an administration resource to manage the obligations of a DAR.

OFFICER COMMENT

A draft business case from Perdaman has now been completed. To establish a South West region DAMA, this business case needs to be lodged and approved by the Commonwealth Government. A major part of the role of Perdaman in producing the business case was to undertake a labour assessment of labour shortages and ensure there is no conflict with other existing agreements (such as in the case of agricultural workers).

If approved by the Commonwealth Government, any employer in the South West region may access the DAMA via the DAR after providing sufficient evidence (based on a set criteria) satisfying that they have been unable to attract appropriate Australian citizen and permanent resident candidates to an employment vacancy. The occupations identified most likely to be endorsed for the South West region DAMA can be viewed in Attachment A. Council should also be aware that once a DAMA is in place for the South West region, the listed labour shortage occupations can be amended with approval to capture additional areas of skilled and unskilled labour occupations as required.

Taking on the role of DAR is considerable and the Shire of Dardanup should be commended for this initiative. As the funding contribution can only be requested and not mandated from South West region Local Governments, the inherent financial risks associated of taking on the role of the DAR by the Shire of Dardanup are significant if consensus funding support is not achieved. Although it is already understood that several Local Governments have provided a five year funding commitment to the project, if one or more Local Government chooses not to make a funding contribution the DAMA will not exclude access to the program for their local businesses, however this action would place undue financial pressure on the Shire of Dardanup to operate as a DAR.

The request to the City of Busselton is \$5,000 and it is further understood that the request to other South West region local governments may be slightly greater for larger organisations and slightly less for smaller organisations to form an average of \$5,000 per Local Government and generate \$60,000 per annum for the Shire of Dardanup over a five year period.

Statutory Environment

The Commonwealth *Migration Act 1958* enables the establishment of a DAMA and the *Local Government Act 1995* establishes the mechanism for expenditure of public funds by local governments.

Relevant Plans and Policies

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

Financial Implications

The City of Busselton's financial contribution would be \$5,000 per annum over five years and is considered a strong economic investment in businesses in the City of Busselton district. It is already clear that there are a number of occupations identified in the South West region DAMA where local employers are unable to fill vacancies and providing alternate mechanisms to address labour shortages must be considered beneficial for the local economy. The \$5000 contribution would be funded from the Economic and Business Development budget.

Stakeholder Consultation

The City of Busselton has not specifically undertaken any external stakeholder consultation in relation to this matter however as part of the investigation carried out by Perdaman, consultation was performed with businesses throughout the South West region with a number of workshops and business surveys distributed.

Risk Assessment

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

Options

As an alternative to the proposed recommendation, the Council could:

1. Choose not to support the establishment of a South West region DAMA and not make a financial contribution;
2. Choose to support the establishment of a South West region DAMA however make a different financial contribution to requested amount of \$5,000.

CONCLUSION

It is clear that there are significant labour shortages across a number of occupations and businesses that are located within the South West region and in particular the City of Busselton. The establishment of a South West region DAMA will provide further opportunities to local businesses to meet current employment requirements and to expand businesses into the future. While the City of Busselton is not required to contribute towards the financial costs of the DAR and associated tasks with having a regional DAMA, it is expected that City of Busselton businesses will benefit and that the costs of the DAR should not be completely attributed to the Shire of Dardanup and hence Officers are requesting the Council to support a \$5,000 per annum contribution for the next five years.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION







The business case and application for the South West region DAMA has been submitted to the Federal Government and once approved, the Shire of Dardanup will progress with creating the associated DAR resources and services as soon as practical.

The following occupations have been identified as labour shortage occupations likely to be endorsed in the South West region:

Occupation	ANSCO Code	Skill Level	Assessing Authority
Hospitality, Accommodation, Tourism, and Retail Sector			
Accommodation and Hospitality Manager	141999	2	VETASSESS
Baker	351111	3	TRA
Bar Attendant (Supervisor)	070499#	4	VETASSESS
Café or Restaurant Manager	141111	2	VETASSESS
Cook	351411	3	TRA
Hospitality Workers	431999	5	N/A At least 2-3 years of experience required
Hospitality, Retail and Service Manager	149999	2	VETASSESS
Hotel or Motel Manager	141311	2	VETASSESS
Hotel Service Manager	431411	3	VETASSESS
Pastry Cook	351112	3	TRA
Retail Supervisor	621511	4	N/A At least 2-3 years of experience required
Waiter	431511	4	N/A At least 2-3 years of experience required
Waiter (Supervisor)	070499#	4	VETASSESS
Carers, Health and Welfare Workers			
Aged or Disabled Carer	423111	4	VETASSESS
Child Care Worker	421111	3	ACECQA
Community Worker	411711	2	ACWA
Disabilities Services Officer	411712	2	ACWA
Enrolled Nurse	411411	2	ANMAC
Family Support Worker	411713	2	ACWA
Nursing Support Worker	423312	4	VETASSESS
Residential Care Worker	411715	2	ACWA
Welfare Worker	272613	1	ACWA
Youth Worker	411716	2	ACWA
Plant Operators			
Backhoe Operator	721212	4	N/A At least 2-3 years of experience required
Earthmoving Plant Operator	721211	4	N/A At least 2-3 years of experience required
Excavator Operator	721214	4	N/A At least 2-3 years of experience required
Loader Operator	721216	4	N/A At least 2-3 years of experience required
Transport And Logistics			
Truck Driver (General)	733111	4	N/A At least 2-3 years of experience required
Timber Industry			

Logging Plant Operator	721112	4	N/A At least 2-3 years of experience required
Sawmill or Timber Yard Worker	839412	5	N/A At least 2-3 years of experience required
Technician and Other occupations			
Concreter	821211	5	N/A At least 2-3 years of experience required
Driller	712211	4	VETASSESS
Sand Blaster	711913	4	N/A At least 2-3 years of experience required
Steel Fixer	821713	4	N/A At least 2-3 years of experience required
Tyre Fitter	899415	4	N/A At least 2-3 years of experience required
Construction Industry and Engineers			
Construction Project Manager	133111	1	VETASSESS
Civil Engineer	233211	1	Engineers Australia
Mechanical Engineer	233512	1	Engineers Australia
Production or Plant Engineer	233513	1	Engineers Australia
Transport Engineer	233215	1	Engineers Australia
Dairy Industry			
Dairy Product Maker	831114	5	N/A At least 2-3 years of experience required
Medical			
Sonographer	251214	1	ASMIRT
General Practitioner	253111	1	MedBA
Technology			
ICT project Manager	135112	1	ACS

16.2 APPLICATION FOR RATE EXEMPTION - SENSES AUSTRALIA

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
SUBJECT INDEX	Exemptions & Appeals
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Rates Coordinator - David Nicholson
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Rate Exemption Application   Attachment B Rate Exemption Statutory Declaration   Attachment C Rate Exemption Supporting Letter  

DISCLOSURE OF INTEREST	
Date	23 June 2021
Meeting	Ordinary Council
Name/Position	Cr Sue Riccelli
Item No./Subject	Item No. 16.2 'Application For Rate Exemption – Senses Australia'.
Type of Interest	Impartiality Interest
Nature of Interest	I often liaise with Senses Australia as part of my role with Anglicare.

DISCLOSURE OF INTEREST	
Date	23 June 2021
Meeting	Ordinary Council
Name/Position	Cr Grant Henley, Mayor
Item No./Subject	Item No. 16.2 'Application For Rate Exemption – Senses Australia'.
Type of Interest	Impartiality Interest
Nature of Interest	My niece is an employee of Senses Australia.

COUNCIL DECISION AND OFFICER RECOMMENDATION

C2106/133 Moved Councillor P Cronin, seconded Councillor P Carter

That the Council:

1. Grant rate exemption to Senses Australia on 2A 9 Harris Road, Busselton, effective 1 February 2021, under section 6.26(2)(g) of the *Local Government Act 1995*; and
2. Agree that this rate exemption is to continue where Senses Australia confirm in writing by 30 April annually that they continue to lease and use the property for the purposes stated in the application.

CARRIED 9/0

BY ABSOLUTE MAJORITY

EXECUTIVE SUMMARY

An application has been received from Senses Australia (SA) for rate exemption on a leased property at 2A 9 Harris Road, Busselton. This property is used to provide high quality evidenced based therapy services for children and adults. The services provided are speech pathology, occupational therapy, psychology services and group therapy sessions, including the development of social skills. Additionally, the property is used as an office for staff to undertake administrative duties. On the basis of the application, it is recommended that the application for exemption be granted under section 6.26(2)(g) of the *Local Government Act 1995* effective from 1 February 2021 when SA occupied the property.

BACKGROUND

Senses Australia is a not-for-profit organisation. The services it provides is predominantly funded through the National Disability Insurance Scheme (NDIS). The NDIS provides reasonable and necessary support for eligible people under 65 years of age who have a permanent and significant disability. However, any person with a disability may pay for the services provided by SA. This may include people with compensation, those who cannot access funding, those who are on a waitlist for Government funded services, or those who wish to have more services than are funded by the Government. People in the latter category enter into a fee-for-service package. There are a small amount of clients on other Government funded programs. SA occasionally receive payments for services through these programs.

Engagement with Western Australian Local Government Association (WALGA)

Following a Council resolution made in May 2019, the Mayor raised this issue with the South West Zone of WALGA (SWZ) at its meeting in May 2019. The SWZ supported the City of Busselton's view unanimously and resolved as follows:

That the SWZ:

1. *Request that WALGA continue to lobby the State Government to consider the removal of rate exemptions for charitable organisations under the Local Government Act 1994 and that an alternative position may be implementing a rebate similar to the Pensioners and Seniors Rebate Scheme.*

In response to the SWZ's resolution, WALGA advised that the SWZ's position is consistent with the following long-held sector position that:

1. *There is a need to amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and*
2. *Either:*
 - a. *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*
 - b. *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*

WALGA also added to its submission to the State Government following the consultation on phase 2 of the review of the *Local Government Act*:

Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

WALGA are continuing to advocate for this position.

OFFICER COMMENT

Section 6.26 of the Act states that all land is rateable except in certain circumstances. Section 6.26(2)(g) states that “land used exclusively for charitable purposes” is not rateable.

It is considered that the speech pathology, occupational therapy, psychology services and group therapy session including the development of social skills specialised services provided by SA are charitable in nature and as such the property at 2A 9 Harris Road, Busselton would be eligible for rate exemption under section 6.26(2)(g) of the Act.

No physical inspection of the property has been carried out as the statutory declaration provided on the property’s use is considered sufficient.

WALGA’s advocacy position has not changed in relation to this issue and continues to push for meaningful legislative change in this area. Until then, however, the current approach to rate exemptions due to charitable purpose remains in place.

Statutory Environment

Section 6.26(2)(g) of the Act specifically states that land used exclusively for charitable purposes is not rateable.

Relevant Plans and Policies

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

Financial Implications

Granting rate exemption effective 1 February 2021 would see an estimated \$3,087 reduction to Councils 2020/21 rating income.

This rating income reduction would be approximately \$7,700 for future financial years where 2A 9 Harris Road, Busselton continues to be leased by SA and used for providing the free services as per their rate exemption application.

Stakeholder Consultation

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

Risk Assessment

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

Options

As an alternative to the proposed recommendation, the Council could decline the rate exemption application on the basis that it considers the property to be rateable under the Act. As stated above, this is not recommended based on the risks associated with declining the application.

CONCLUSION

It is considered that the property at 2A 9 Harris Road, Busselton, whilst leased by SA used to provide the services as per the application would be eligible for rate exemption under section 6.26(2)(g) of the Act.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If rate exemption is granted on 2A 9 Harris Road, Busselton then it would be applied effective from the 1 February 2021 when SA first occupied the property, and this will be implemented within 1 to 2 weeks of Council's decision.

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

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2 Southern Drive
Busselton WA 6280
Locked bag 1
Busselton WA 6280

ABN 87 285 608 991

Phone: (08) 9781 0444

Facsimile: (08) 9432 4634

Email: city@busselton.wa.gov.au

Web: www.busselton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach all additional documents requested, as failure to do so may result in the application being refused.

Please note that this exemption application will only be considered where the properties rating assessment is up to date. Any approved exemption will be on rates only with Emergency Services Levy and other service charges such as waste services remaining payable. Any overpayment as a result of rate exemption being approved will be refunded. Properties which are granted rate exemption are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY DETAILS

Street address	2A, 9 Harris Road	
Suburb	Busselton	
Post code	6280	
Date of occupancy	1 st February 2021	
Property reference number (if known)		

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide specific full details:

At Senses Australia our team works in partnership with our clients to provide high quality evidenced based therapy services for children and adults. Clients attend the property to receive therapy services including speech pathology, occupational therapy, psychology services and group therapy sessions including the development of social skills. The property is also used as a base for staff to undertake the administrative elements of their jobs including report writing, phone calls, emails and team meetings.

3. PROPERTY OWNER DETAILS

Organisation	Hue Pty Ltd ATF The Wallner Superannuation Fund
Property owner <i>(if different to above)</i>	Heather Klein
Postal address <i>(including post code)</i>	14 Prince Street, Busselton WA 6280
Telephone	C/o Trevor Frusher 08 9754 1522
Facsimile	N/A
Mobile	C/o Trevor Frusher 0417 177 211
E-mail	heather.klein@heatherklein.com.au

4. APPLICANT DETAILS

Contact Person	Bronte Pyett
Position Title	Manager Business Services for Senses Australia
Postal address <i>(including post code)</i>	PO Box 143, Burswood WA 6100
Telephone	08 9473 5400
Facsimile	08 9473 5459
Mobile	0427 698 101
E-mail	bronte.pyett@senses.org.au

5. ORGANISATION INFORMATION**Is/does the organisation:**

An incorporated body as per the Associations Incorporated Act 1987? ☐ Yes ☒ No
(If yes, provide a Certificate of Incorporation)

Considered "not for profit"? ☒ Yes ☐ No

Have a tax exemption from the Australian Tax Office (ATO)? ☒ Yes ☐ No
(If yes, provide a certificate of tax exemption from the ATO)

Leasing the property? ☒ Yes ☐ No
(If yes, provide a copy of the lease)

Responsible for payment of the property rates? ☒ Yes ☐ No

Have planning approval for the land use of the property? ☒ Yes ☐ No
(A site inspection may be required before the application is processed)


6. DOCUMENTATION REQUIREMENTS

Please provide the following documentation with this application:

- ☒ Formal request for rate exemption on the organisation's letter head that includes a written statement outlining the nature of the Organisation's operations, including the following details:
 - Use and occupancy of the property
 - Type of service provided (e.g. food, accommodation etc)
 - Frequency of service provision (e.g. full-time, daily, weekly etc)
 - Whether any payment is received for the services provided by the organisation;
- ☒ Copy of the organisation's constitution;
- ☒ Copy of the organisation's current certificate of incorporation;
- ☒ A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- ☐ A plan of the property, showing all buildings and outbuildings **OR**
- ☒ Floor plan of the leased property area if only part of the property is the subject of this application.
- ☒ A copy of the organisations current years audited financial statements and details of its financial and funding support;
- ☒ Copies of any other relevant documentation that the organisation considers will support this application;

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name	Lisa Brennan
Position Title	Chief Executive Officer
Organisation	Senses Australia
CEO/Trustee Signature	

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with the City's Town Planning Scheme? YES ☐ NO ☐

Has the property been inspected? YES ☐ NO ☐

Recommend for non-rateable status? YES ☐ NO ☐

Section 6.26 (2) of the Local Government Act 1995 classification	
Person/s or Classes of Persons Affected by this decision	

Reason for non-rateable status:

New Application ☐

Review of Exemption ☐

Amount of rates to be exempted and date to be commenced from (if applicable):

Amount: \$	Data (from): Click here to enter a date.
------------	--

Rubbish bin changes to be levied and dates to be applicable from:

Amount: \$	Data (from): Click here to enter a date.
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Note: The approval will be for a period of 3 years, unless circumstances change.

2. DECISION – DELEGATED AUTHORITY (3.40)

Approving officer sub-delegated by the CEO to approve the granting of rate exemption status in accordance with the Local Government Act 1995.

Name	
Position	
Signature	

Determination by delegated officer:

☐ DENIED for
non-rateable status

☐ APPROVED for partial
non-rateable status

☐ APPROVED for
non-rateable status

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.
STATEMENT OF PROPERTY USE**

(1) Christian name or names and surname of declarant in full (1) I LISA BRENNAN
(2) Address (2) SENSES AUSTRALIA
of 11 KITCHENER AVE, BURSWOOD
In the State of Western Australia
(3) Occupation (3) CHIEF EXECUTIVE OFFICER

Sincerely declare as follows:-

The property located at 2A, 9 Harris Road, Busselton WA 6280
is used by Senses Australia
for the purposes of Providing therapy services including speech pathology, physiotherapy, occupational therapy, psychology and group therapy sessions including the development of social skills for people with a disability. Employees will undertake administrative tasks to support the provision of these service in the property
for the period from 1 February 2021 To 30 June 2027

The applicant agrees to advise the City of Busselton immediately that there is **ANY** change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at 11 Kitchener Ave Burswood WA
this 28th day of April 2021
In the presence of Peter O'Sullivan
(Signature of authorised witness)
Peter O'Sullivan Accountant
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

Lisa Brennan

(4)

Lisa Brennan CEO.

***Important** This Declaration must be made before any of the following persons:-



Your partner
in disability services

T (08) 9473 5400
F (08) 9473 5499
E admin@group@senses.org.au

Head Office:
11 Kitchener Avenue
Burswood WA 6100

Postal Address:
PO Box 143
Burswood WA 6100

City of Busselton
2 Southern Drive, Busselton WA 6280
Locked Bag 1, Busselton WA 6280

Monday, May 3, 2021

To whom it may concern

Please accept this formal request for a rate exemption at the property located at 2A, 9 Harris Road Busselton WA 6280.

Senses Australia is a leading not for profit organisation, providing disability services to the Western Australian community for nearly 125 years. Every day, we help over 1200 children and adults with a wide range of disabilities reach their full potential.

We provide a comprehensive range of support services to help people achieve their goals in life, whether it's gaining greater independence, forming closer community connections, furthering their education, finding employment or improving their health and wellbeing.

To address the criteria required for this application please see below:

Use and occupancy of the property

The permitted use of the property is classified as "Offices and consulting rooms and other incidental uses associated with the Lessee's business". The therapy services and administrative tasks undertaken within the property fall under this classification.

Type of service provided (e.g. food, accommodation etc)

Therapy services including speech pathology, occupational therapy, psychology services and group therapy sessions including the development of social skills.

Frequency of service provision (e.g. full-time, daily, weekly etc)

The property will be occupied from Monday – Friday generally within the hours of 8.00am – 5.00pm. Therapy services will be offered at intervals throughout each weekday.

Whether any payment is received for the services provided by the organisation;

Senses Australia is a Not for Profit organisation. It is paid for its services predominantly through the National Disability Insurance Scheme (NDIS). The NDIS provides reasonable and necessary supports for eligible people under 65 years of age with a permanent and significant disability. However any person with a disability may wish to pay for their services. This may include those people with compensation, those who cannot access funding, those who are on a waitlist for government funded services or those who wish to have more service than that which is funded by government. People in this category enter into a Fee for Service package. There are a small amount of clients on other Government funded programs and we occasionally receive payments for services through these programs.



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Postal Address:
PO Box 143
Burswood WA 6100

To support this application please find enclosed the following documents:

- ☒ Copy of the organisation's constitution;
- ☒ Copy of the organisation's current certificate of incorporation;
- ☒ A statutory declaration from the organisation confirming the exact purpose for which the whole of the property is being used for;
- ☒ Floor plan of the leased property area if only part of the property is the subject of this application.
- ☒ A copy of the organisations current years audited financial statements and details of its financial and funding support;
- ☒ Copies of any other relevant documentation that the organisation considers will support this application;

Thank you and I look forward to a response when this application has been considered by Council.

Kind regards

A handwritten signature in dark ink, appearing to read 'Bronte Pyett'.

Bronte Pyett
Manager Business Services

ITEMS FOR DEBATE**14.2 RFT 06/21 CONSTRUCTION OF THE BUSSELTON PERFORMING ARTS AND CONVENTION CENTRE (BPACC)**

STRATEGIC THEME	LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing.
STRATEGIC PRIORITY	2.4 Establish a performing arts facility for the District.
SUBJECT INDEX	Tenders
BUSINESS UNIT	Major Projects and Facilities
REPORTING OFFICER	Manager Major Projects and Facilities - Eden Shepherd
AUTHORISING OFFICER	Director, Engineering and Works Services - Oliver Darby
NATURE OF DECISION	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Confidential Tender Evaluation Report

DISCLOSURE OF INTEREST	
Date	23 June 2021
Meeting	Ordinary Council
Name/Position	Cr Ross Paine / Councillor
Item No./Subject	Item No. 14.2 'RFT 06/21 Construction of the Busselton Performing Arts and Convention Centre'
Type of Interest	Impartiality Interest
Nature of Interest	I am a volunteer with Acting Up, which is an organisation that occasionally hires the Weld Theatre.

Cr Miles foreshadowed an alternative recommendation prior to the meeting. In accordance with the City's *Standing Orders 2018*, the alternative recommendation was moved before the officer recommendation, which was:

OFFICER RECOMMENDATION

That the Council:

1. Acknowledges receipt of the tender submissions for RFT 06-21 Construction of the Busselton Performing Arts and Convention Centre; and
2. Declines to accept any tender; and
3. Reviews design options and associated impacts and, subject to not receiving any further funding, undertakes a community survey to help inform decisions on the future of the project.

There was opposition and debate ensued.

COUNCIL DECISION AND ALTERNATIVE RECOMMENDATION

C2106/134

Moved Councillor L Miles, seconded Councillor J Barrett-Lennard

1. **Accepts the tender submission for RFT 06/21 Construction of the Busselton Performing Arts and Convention Centre (BPACC), from Broad Group Holdings Pty Ltd for \$37,988,816 excluding GST being the most advantageous tender (Successful Tenderer), subject to minor variations to be negotiated in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996 (FG Regs); and**
2. **Delegates power and authority to, subject to recommendation 3, enter into a contract with the Successful Tenderer for the supply of the relevant goods and services; and**
3. **Amends the Draft 2021/2022 Budget to provide for the cost of the BPACC construction as negotiated under recommendation 1 with the Successful Tenderer; and**
4. **Continues to seek additional external funding towards construction of the BPACC from the State Government, Federal Government and private investors.**

LOST 4/5

For the motion: Cr Miles, Cr Cronin, Cr Cox, Cr Barrett-Lennard
Against the motion: Cr Henley, Cr Paine, Cr Hick, Cr Riccelli, Cr Carter

At this time, Cr Riccelli moved an alternative motion, which was foreshadowed prior to the meeting. There was opposition and debate ensued.

COUNCIL DECISION AND ALTERNATIVE RECOMMENDATION

C2106/135

Moved Councillor S Riccelli, seconded Councillor J Barrett-Lennard

That the Council:

1. **Acknowledges receipt of the tender submissions for RFT 06-21 Construction of the Busselton Performing Arts and Convention Centre; and**
2. **Declines to accept any tender; and**
3. **Reviews design options and associated impacts and, subject to not receiving a minimum of a further \$10 million funding by 31 July 2021, undertakes a community consultation via a community survey to help inform decisions on the future of the project; and**
4. **The community survey to include an independent 'random' sample survey as well as an 'opt in' survey, whereby the design, scope and cost of the survey/s is determined via a formal resolution of Council.**

LOST 1/8

For the motion: Cr Riccelli
Against the motion: Cr Miles, Cr Cox, Cr Barrett-Lennard
Cr Cronin, Cr Henley, Cr Paine, Cr Hick, Cr Carter

At this time, Cr Henley moved an alternative motion, which was foreshadowed prior to the meeting. There was opposition and debate ensued.

COUNCIL DECISION AND ALTERNATIVE RECOMMENDATION

C2106/136

Moved Councillor G Henley, seconded Councillor J Barrett-Lennard

That the Council:

- 1. Acknowledges receipt of the tender submissions for RFT 06/21 Construction of the Busselton Performing Arts and Convention Centre; and**
- 2. Declines to accept any tender; and**
- 3. Continues to pursue additional funding from State and Federal Governments; and**
- 4. If a commitment for further funding is not obtained within one month that would maintain or not significantly increase the current financial contribution by the City, reviews design options and associated impacts and undertakes a community survey to help inform decisions on the future of the project.**

CARRIED 8/1

For the motion: Cr Miles, Cr Cox, Cr Barrett-Lennard

Cr Cronin, Cr Henley, Cr Paine, Cr Hick, Cr Carter

Against the motion: Cr Riccelli

Reasons: We need to continue to source reasonable contributions from all areas of government and, should we proceed with the project, seek community support for that course of action.

EXECUTIVE SUMMARY

The City of Busselton invited tenders under Request for Tender, RFT 06-21 Construction of the Busselton Performing Arts and Convention Centre (RFT 06-21), for a suitably qualified contractor to construct the Busselton Performing Arts and Convention Centre.

This report documents the results of the tender evaluation and makes a recommendation to Council to decline to accept any tender on the basis that the tenders received exceed the project budget. It also recommends the Council review design options and associated impacts and then undertake a community survey to help inform decisions about the future of the project.

BACKGROUND

The Busselton Performing Arts and Convention Centre (BPACC) is planned as a destination for performing arts, conferences, trade shows and conventions. It will provide the City of Busselton with an iconic venue of quality, contemporary design and latest technologies.

The need for the venue was initially identified in 2007 and since then feasibility reports, project planning and comprehensive stakeholder engagement has occurred to ensure the viability, support and long term sustainability of the centre. The development of the facility has been identified in cultural plans and through the City of Busselton's strategic community planning processes over consecutive years as a community priority to provide social and cultural benefits, in addition to being an economic driver.

The BPACC will reside between and integrate the ArtGeo Gallery and the Weld Theatre along Queen Street, with both buildings being of cultural significance. This has been a key consideration in the conceptual design of the building aesthetics along with operational integration between new and existing facilities.

The project is jointly funded by the City of Busselton and the Federal Government. The Federal Government funding has been extended through to 30 June 2023 for completion of the project. The City also continues to lobby and apply for grant / investment opportunities through both the Federal and State Government and private sector.

The project scope for RFT 06-21 incorporates but is not limited to the following:

- a traditional performing arts auditorium with a minimum of 600 seats;
- stage with capacity to accommodate a symphonic orchestra;
- adjoining studio/rehearsal/function and conference facilities with operational flexibility to hold small or large events;
- multipurpose foyer/function space capable of supporting larger events, conferences, trade shows;
- administration and technical support space;
- service kitchens;
- an A class gallery; and
- integration of existing Weld Theatre Building and ArtGeo Building with the new building.

At the Council meeting on 10 March 2021, Council resolved that (in part and in relation to BPACC):

“it will further consider and decide whether to proceed with the project on the receipt of construction tenders and in conjunction with considering those tenders.”

Construction tenders have been received and it is now appropriate for Council to consider those tenders and make further decisions about the BPACC project.

OFFICER COMMENT

RFT 06-21 was issued as a closed request for tenders on Friday 19 March 2021 and closed at 2:00pm on Friday 7 May 2021.

The City issued seven sets of tender documents to the registered builders who had pre-qualified via an Expression of Interest process (EOI02/20) for the project. Three tender submissions were received from the following companies:

- Broad Group Holdings Pty Ltd
- Perkins (WA) Pty Ltd
- Pindan Constructions Pty Ltd

In addition to their conforming tender, Perkins (WA) Pty Ltd submitted a non-conforming tender. The non-conforming tender proposed an alternative construction program, specific tender clarifications and proposed contract amendments at a reduced price. The reduced price significantly exceeded the project budget and the evaluation panel elected to reject the non-conforming tender pursuant to Regulation 18(2) of the *Local Government (Functions and General) Regulations 1996*.

On 18 May 2021, at a general meeting of Pindan Constructions Pty Ltd, it was resolved that the company be wound up and that liquidators be appointed. Consequently the tender received from Pindan Constructions Pty Ltd was also excluded from the tender evaluation process.

Assessment Process

In accordance with the City's procurement practices and procedures, tender assessments were carried out by a tender evaluation panel comprising City officers with relevant skills and experiences.

The tender assessment process included:

- Assessment against relevant compliance criteria. The compliance criteria were not point scored. Each submission was assessed on a *Yes/No* basis as to whether each criterion was satisfactorily met.
- The assessment of tenders against the following qualitative criteria; weighted according to the table below:

<u>Criteria</u>	<u>Weighting</u>
• Tendered price	50%
• Key Personnel Skills and Experience	5%
• Demonstrated Understanding	25%
• Value Management	20%

The net tendered price was scored using the 'average based scoring method' recommended by WALGA in the Local Government Purchasing and Tender Guide.

The qualitative criteria were scored depending on the extent to which each tenderer was able to appropriately satisfy each criteria. The tenders were then scored and ranked to determine the most advantageous outcome to the City, based on principles of representing best value for money.

Summary of Assessment Outcomes

The outcome of the evaluation panel's assessment was that Broad Group Holdings Pty Ltd was determined to be the highest ranked tenderer.

The confidential report attached (Attachment A) provides further detail in relation to the relative merits of each of the individual tenderers.

Price Considerations

The budget for the construction of the BPACC is \$24.5 million, with the overall project budget being \$28.5 million (excluding GST). All tenders exceeded the budget with the lowest priced tender exceeding the budget by approximately \$13 million, excluding consideration of any value management options. The elevated prices received are due largely to the prevailing construction market conditions where, due to high demand, prices for materials and trades have been significantly inflated. Steel, concrete, and timber prices have risen significantly, all of which are a major component of the design. This is a trend across the construction industry, with other local governments also finding themselves in similar positions for recently tendered works.

Value management, scope changes and the project budget

Despite the fact that all tenders exceeded the project budget, each tenderer provided detailed value management options that have the potential to generate significant savings. Value management options included substituting materials and proposing alternative methodologies. Unfortunately, savings from value management alone are not significant enough to bring the total cost to an acceptable level. To achieve this, officers consider that design changes would be necessary, in addition to value engineering options.

Officers believe there is value in exploring what changes can be made without significantly compromising on functionality and operational efficiency, noting that some compromises may need to be made. In speaking to those within the construction industry, material prices are not likely to return to previous levels due to increased quality standards, and current logistical and supply factors.

Evaluation Panel Recommendation

Based on the Evaluation Panel's assessment and consideration of the project budget, it is therefore recommended that Council decline to accept any tender. Alternatives are proposed in the Options section of this report.

Community consultation

As per its resolution of the 10 March 2021, Council determined the receipt of construction tenders as a 'hold point' at which it would, in conjunction with considering the tenders, consider whether to proceed with the BPACC.

While the tenders received have exceeded the project budget, there is, as noted above, opportunity to explore changes to the building design which may provide for a functional facility closer to the City's budget.

Given this, and noting the level of public interest in the project, it is recommended that Councillors review design options and associated impacts, and then further engage with the community around the continuing priority of a performing arts and convention facility, either in its current form or based on a revised concept informed by the Stakeholder Reference Group and the BPACC Councillor Working Group.

If Council did wish to further engage with the community, officers would recommend the appointment of an independent survey company to conduct a random sample survey. Survey results would be weighted to provide for a statistically valid and representative sample. An opt-in survey option can also be provided, with opt in data analysed and reported on alongside the random sample data. The independent survey company would work with the City on the survey design. Information sessions are also recommended to support the survey and provide for informed comment.

Statutory Environment

The contract value is greater than \$500,000.00, thus, in accordance with section 5.43(b) of the *Local Government Act 1995* (the Act), read with Delegation DA01-7, the tender is required to go before the Council.

In terms of section 3.57 of the Act, a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services. Part 4 of the *Local Government (Functions and General) Regulations 1996*:

- Requires that tenders be publicly invited for such contracts where the estimated cost of providing the required goods and/or service exceeds \$150,000; and
- under Regulations 11, 14, 18, 20 and 21A provides the statutory framework for inviting and assessing tenders and awarding contracts pursuant to this process.

With regard to the RFT, City officers have complied with abovementioned legislative requirements.

Relevant Plans and Policies

The City's purchasing policies, its occupational health and safety and asset management were all relevant to the RFT, and have been adhered to in the process of requesting and evaluating tenders.

The development of a performing arts facility for Busselton has been identified as a priority project in the City of Busselton Strategic Community Plan since 2010 (2013, reviewed 2015; 2017, reviewed 2019 and 2021).

Financial Implications

The project is jointly funded by the City of Busselton and the Commonwealth Government Department of Infrastructure, Transport, Cities and Regional Development. As stated earlier, the project budget is \$28.5 million (excluding GST).

The proposed community survey will cost between \$20,000 and \$25,000 and can be funded through a carry-over of funds from within the 2020/2021 Council and CEO operational budgets.

Stakeholder Consultation

Consultation with the relevant community and stakeholder groups have taken place to develop a functional detailed design of the venue. The community groups consulted have included:

- Acting Up
- Australia South West
- Aboriginal Advisory Group
- Business Events Perth
- Busselton Repertory Club
- Busselton Chamber of Commerce
- Margaret River Busselton Tourism Association
- Busselton Town Team
- High Schools
- Undalup Association
- Local choir and dance groups

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with the intention being to identify risks which, following implementation of controls, are identified as medium to greater. No risks of a medium or greater level have been identified with the officer recommendation.

Options

As an alternative to the proposed recommendation the Council could:

1. Accept the tender from Broad Group Holdings Pty Ltd. This would require the identification and / or sourcing of additional funding.
2. Decline to accept any tender and review design options and associated impacts before determining whether to undertake a community survey, noting that the detail of the survey will be dependent on the design review.
3. Decline to accept any tender, continue to seek funding, and reconsider the project at a later stage or on receipt of further funding.
4. Decline to accept any tender and not proceed with the project. This would require the return of \$10.35m in Federal Government funding.













CONCLUSION

It is recommended that Council not accept any tender because the tenders have all exceeded the project budget. It is further recommended that Council reviews design options and, subject to not receiving further funding, undertakes a community survey to help inform decisions on the future of the project.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation can be implemented immediately with a community survey taking place in mid-July 2021.

16.1 CITY OF BUSSELTON COMMUNITY ENGAGEMENT FRAMEWORK

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.3 Make decisions that respect our strategic vision for the District.
SUBJECT INDEX	Community Engagement
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Public Relations Coordinator - Meredith Dixon Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER	Director Finance and Corporate Services - Tony Nottle
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A Community Engagement Framework   Attachment B Stakeholder Identification Table   Attachment C Hard to Reach Stakeholders   Attachment D Engagement Tools   Attachment E Stakeholder Analysis Matrix   Attachment F Engagement Plan Template  

Officers foreshadowed an amended recommendation and this was moved before the officer recommendation, which was:

OFFICER RECOMMENDATION

That the Council:

1. Adopt the City of Busselton Community Engagement Framework as per Attachment A (the Framework) for the purposes of advertising for a period of 21 days, with a report outlining submissions and seeking final adoption of the Framework to be returned to Council;
2. Acknowledges that the community engagement toolkit (as per Attachment B to F) is operational in nature and will be reviewed and amended over time by the CEO.

COUNCIL DECISION AND AMENDED OFFICER RECOMMENDATION

C2106/137 Moved Councillor L Miles, seconded Councillor P Carter

That the Council:

1. **Endorse the City of Busselton Community Engagement Framework as per Attachment A (the Framework) for the purposes of advertising for a period of 21 days, with a report outlining submissions and seeking final adoption of the Framework to be returned to Council;**
2. **Acknowledges that the community engagement toolkit (as per Attachment B to F) is operational in nature and will be reviewed and amended over time by the CEO.**

CARRIED 9/0

Reasons: Officers consider that the wording “adopt” is more appropriate to use after the advertising and the final version of the Framework has been returned to Council for final adoption.

EXECUTIVE SUMMARY

As part of determining the CEO's Key Performance Indicators for the 2020/2021 period, the Council and CEO set Key Performance Indicator (KPI) N°4 – *'Develop a draft Stakeholder Engagement Framework to guide the City when assessing the level of planned and proactive engagement required to be undertaken on a matter beyond that set by legislation'*.

In response, the City of Busselton Community Engagement Framework (the Framework) (Attachment A) has been developed. The Framework provides high-level guidance to Councillors and Officers on the planning and implementation of engagement initiatives at the City of Busselton. This report presents a summary of the research and consultation undertaken in relation to the Framework's development and presents the Framework for Council consideration, with the view to it being adopted subject to a period of further public advertising.

BACKGROUND

The City of Busselton has significantly increased its engagement focus over the past five to seven years. The introduction of the Integrated Planning and Reporting Framework required Local Governments to increase their engagement efforts for the purposes of Strategic Community Planning. In addition sustained population growth and a decade of major community asset building has seen the volume and complexity of community engagement initiatives increase significantly.

During this time the City has implemented and successfully embedded new engagement strategies. These include the use of social media platforms to broaden the reach of our communication, the introduction of a digital engagement portal called 'Yoursay Busselton' which provides an online engagement hub and a variety of e-engagement tools, and a review of corporate websites to improve information quality and accessibility. The City has also made a concerted effort to take engagement into public places and spaces with pop-up initiatives, display installations and 'open-house' events, with these proving popular with the community.

While engagement activity has increased significantly and facilitated greater community and stakeholder participation in decision making, it has not been underpinned by a consistent organisational understanding about what engagement is, how it is undertaken and in what instances. At a public meeting convened by the Bay to Bay Action Group Inc. on 15 September 2020, a 'motion' was moved by the group to workshop the Community Engagement Policy in conjunction with community groups and interested individuals. In considering this 'motion' Council resolved in October 2020 (C2010/120) to request that the CEO commence the process of developing a Community Engagement Framework, with input from the community including community workshops and to be presented to Council for adoption by 30 June 2021.

This resolution was supported by the establishment of a CEO KPI to *'Develop a draft Stakeholder Engagement Framework to guide the City when assessing the level of planned and proactive engagement required to be undertaken on a matter beyond that set by legislation.'*

Public consultation has been undertaken in the form of three public workshops. The outcomes of the workshops along with previous consultation initiatives have informed the development of the Framework presented herewith.

OFFICER COMMENT

The Framework applies the principles of engagement and the Spectrum of Public Participation advocated by the International Association of Public Participation (IAP2). The spectrum provides five levels of engagement ranging from low to high level:

- Inform.
- Consult.
- Involve.
- Collaborate.
- Empower.

The Framework provides overarching guidance as to the level or levels of engagement that will be used, depending on the nature of the project or proposal, the impact on stakeholders and the extent to which stakeholders have opportunity to influence the final decision.

The IAP2 principles and spectrum of engagement is widely referenced across the Australian Local Government sector and is also referenced in the Integrated Planning and Reporting Framework and Guidelines produced by the Department of Local Government, Sport and Cultural Industries (DLGSC).

While the structure and content of the Framework is similar to that of other Western Australian / Australian Local Governments', it has been shaped by our community's views on quality engagement as heard through the workshops conducted (see Stakeholder Consultation section of this report) and as noted below:

- The principles outlined in the section entitled What Engagement Means Here at the City of Busselton and Why We Engage, reflect the community's views around meaningful engagement and quality engagement and align to the objectives of the City of Busselton Community Engagement Policy.
- The section of the Framework entitled Who We Engage With has been informed by community discussion around the diversity of groups and individuals interested in and/or impacted by Council decision making and the importance of hearing a diversity of voices.
- The section of the Framework entitled When we Engage reflects community acknowledgement that the decision to engage, and to what level, will be contextual and therefore undertaken on a case-by-case basis.
- The section entitled How We Engage, addresses community expectations for transparent engagement which is backed by thorough planning and delivered using appropriate methodology. This section also highlights the importance of providing feedback to engagement participants.

The Framework is underpinned by a community engagement toolkit which will be expanded and refined over time (refer Attachment B to F). A key component of the toolkit is the Stakeholder Engagement Plan. This template plan guides the engagement planning and implementation process. It will be used by officers at the City of Busselton, with leadership, advice and support from the Public Relations Team.

The template provides prompts which assist in the planning of engagement initiatives including:

- The purpose of the engagement initiative.
- Stakeholder identification and impact / influence assessment.
- Negotiable and non-negotiable aspects of the engagement initiative.
- Key messages.
- Tools and techniques.
- Timeframes.
- Activity planning.
- Engagement risks.
- Reviewing effectiveness.
- Reporting outcomes.

The Framework, along with the engagement toolkit, will need to be reviewed and adjusted over time as our level of organisational maturity in this space develops and community and stakeholder needs change over time. It is expected that the engagement toolkit will be reviewed and adjusted at an operational level by the CEO as required, with changes to the substantive Framework content brought back to Council.

Statutory Environment

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

Relevant Plans and Policies

The Framework assists Council to meet strategic priority 4.1 of the Strategic Community Plan 2021 – 2031 – ‘Provide opportunities for the community to engage with Council and contribute to decision making’.

The officer recommendation aligns to the City of Busselton Community Engagement Policy, providing guidance to Councillors and City Officers on how to meet the principles and objectives of the policy.

Financial Implications

There are no financial implications associated with the officer recommendation. It should be noted however, that for Council to continue to strengthen and develop engagement as a key organisational objective, the Framework and the resources that underpin its successful implementation and maturation will need to be reviewed and increased over time.

Stakeholder Consultation

In November 2019 the City surveyed the community on a range of communication and engagement issues. The survey was well supported with over 280 responses. Community feedback asked that the City:

- Listen more and consult earlier – especially on major projects.
- Explain (better) why decisions are made.
- Improve advertising of engagement opportunities.
- Facilitate more face-to-face contact.
- Undertake more surveys.

Some of the barriers to engagement highlighted through the survey included a lack of knowledge about engagement initiatives, a belief that feedback would not really be considered, time constraints due to family and work commitments and general indifference towards issues raised. Areas of particular stakeholder interest included:

- Long-term planning.
- Events.
- Major projects.
- Waste and recycling.
- Community facilities.
- Environment.

In June 2020, as part of review and development of the Strategic Community Plan 2021 - 2031 (SCP), the City undertook its biennial Community Satisfaction Survey. The survey looked, in part, at consultation and the relationship between community members and Council. Feedback obtained continued to highlight a community desire for leadership that is visionary, collaborative and accountable. Improvement opportunities relating to engagement highlighted in the survey are noted below:

- Provide better explanations around the reasons for decisions and how residents' views have been taken into account.
- Councillors need to develop a better understanding of community needs.
- Consult more with ratepayers about where money should be spent to ensure better value for rates.

Further, in May 2021 the City ran three community engagement workshops to inform the development of the Framework. These sessions were independently facilitated by Joel Levin from Aha Consulting. The session in Dunsborough attracted 41 participants, the two sessions in Busselton attracted 37 people collectively. At these sessions participants explored four key questions:

- What outcomes would make engagement meaningful for the City and the Community?
- What are the attributes of 'quality' engagement?
- What needs to be considered to assess the level of impact (a project / decision has) on the community?
- What needs to be considered to assess the level of influence the community has on a project / decision?

Key insights into participants' aspirations for quality engagement included:

- A desire for authentic and transparent engagement.
- An understanding that engagement is contextual and not a one-size-fits all model.
- Engagement be undertaken early in the project.
- A diversity of voices be encouraged.
- Builds mutual respect.
- Be based on plain speaking language.
- Be adequately resourced.
- Delivers achievable goals and a broad acceptance of the process followed.

For engagement to be meaningful workshop participants indicated that it should:

- Improve the City's relationship with the community.
- Lead to better decision making.
- Have a clearly defined purpose and be timely.
- Build a sense of place.

Insights from the May 2021 workshops, which supported earlier consultation themes, have informed the structure and content of the Framework, along with technical guidance from Joel Levin who peer reviewed the draft document.

Officers have also undertaken extensive research into the composition, presentation and content of other Local Government Community Engagement Frameworks with particular support and input from the City of Canning, the City of Adelaide and the City of Stirling.

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could:

1. Adopt the Framework without a period of public advertising;
2. Require further amendments to the Framework.

CONCLUSION

The City of Busselton Community Engagement Framework has been informed by feedback from the community, internal stakeholders (including Council) and sector-wide research. Its presentation to Council seeks to meet CEO Key Performance Indicator N°4 (2020/2021): *Develop a draft Stakeholder Engagement Framework to guide the City when assessing the level of planned and proactive engagement required to be undertaken on a matter, beyond that set by legislation.*

The Framework provides high-level guidance to Councillors and Officers on the planning and implementation of engagement initiatives at the City of Busselton. It is intended that the Framework be a public document outlining how the principles and objectives of the Community Engagement Policy will be implemented. The Framework will be reviewed over time to suit the needs of stakeholders and in recognition of organisational development in the fast-changing stakeholder engagement space.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The following timeline for implementation of the City of Busselton Community Engagement Framework, is recommended:

- 23 June 2021 - Council consideration of Draft Engagement Framework for public advertising.
- 28 June 2021 to 16 July 2021 - public submission period.
- 11 August 2021 - return to Council for final adoption.



2021

Community Engagement Framework

DRAFT June 2021



ACKNOWLEDGEMENT OF COUNTRY

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

Photo Credit: Kinfolk Photography

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Council's Commitment

We are passionate about the future of our City and meeting the needs of our growing and diverse population. This requires community and stakeholder input. It also requires a commitment from Council to actively seek, listen to and, where appropriate, act on that input.

Council has endorsed the City of Busselton Community Engagement Framework to facilitate a robust, transparent and strategic approach to engagement. The Framework is centred on the objectives and principles of the City of Busselton Community Engagement Policy.

The Community Engagement Framework is intended to be a living document. It will be reviewed and adjusted over time to suit the needs of our community and stakeholders and changes to the way we communicate and engage.

Council thanks community groups and individuals who helped develop the City's Community Engagement Framework. We hope that it helps people understand how Council engages with the community and other key stakeholders.



Introduction

Council's goal is to work in partnership with community members and other key stakeholders to jointly determine and direct the future of the City of Busselton.

The City of Busselton Community Engagement Framework (the Framework) acknowledges Council's desire to engage in a way which:

- Is transparent and based on a clear and logical process.
- Is undertaken on a case-by-case basis with reference to the contextual factors that may affect the project or decision.
- Meets community expectations for honest and respectful interaction.
- Informs the decision making process to achieve outcomes that are financially, socially and environmentally sound.
- Encourages a diversity of voices in order to gain a better understanding of different viewpoints.
- Establishes and maintains constructive working relationships with the community and all stakeholder groups.

Engagement Snapshot

This Framework provides high-level direction on meeting the objectives of the City of Busselton Community Engagement Policy.

These objectives are:

- Stakeholders are informed of matters that affect them.
- Stakeholders are provided with sufficient information to make informed comment on matters affecting them.
- Stakeholders can easily comment on and access information at project milestones.
- Comments received are given due consideration by decision makers.
- Stakeholders who provide comment are informed of the outcome.



A reference to stakeholders in this Framework encompasses:

- Community members, group of individuals that have an interest in the business of the City of Busselton; and / or
- Any individual, group of individuals, organisations, or political entities with a stake in the outcome of the decision.

The levels of engagement included in the Framework are based on established approaches outlined in the International Association of Public Participation (IAP²) and used broadly across the Australian Local Government Sector. Using these approaches the City is seeking to engage with stakeholders in a meaningful way, where stakeholders feel like their views have been heard and acknowledged, where all parties have a better understanding of each other's needs, and where decisions contribute to the building of a place where environment, lifestyle and opportunity thrive.

Informed by community feedback received during the development process, the City of Busselton Community Engagement Framework outlines:

- What engagement means at the City of Busselton
- Why the City engages.
- Who the City engages with.
- When the City engages.
- How the City engages.

Noting the importance for participants to understand how their input has been considered, the Framework also provides guidance on how the feedback loop will be closed.

This Framework applies to the City of Busselton Council, Officers and consultants engaged by the City. It should be read in conjunction with the City's Community Engagement Policy.

Framework Formulation

You Told Us

The Framework has been developed with input from the community. Most specifically:

- The results of consecutive biennial Community Satisfaction Surveys which look, in part, at engagement and the relationship between community members and the Council.
- The outcomes of a City of Busselton survey undertaken in 2019 seeking feedback on a range of communication and engagement issues.
- Three community engagement workshops held in May 2021.

These community engagement workshops provided valuable insights into the community's engagement aspirations.

For engagement to be considered 'meaningful' the community's expectations were that it should:

- Improve the City's relationship with the community and its understanding of the community.
- Improve understanding among the community and increase informed discussion.
- Lead to better decision making.
- Add to community acceptance / respect for decision making processes and decisions.
- Build a sense of place, connection and ownership.

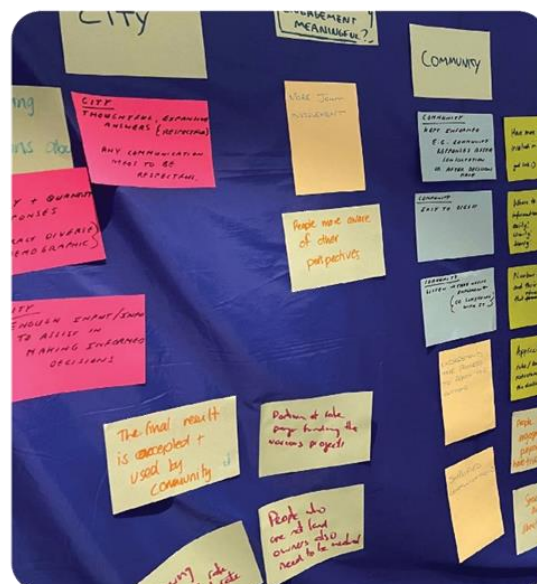
The community also told us that 'quality' engagement needs to:

- Be authentic, transparent and built on two-way respect.
- Not rely on a one-size-fits-all model but be responsive to context.
- Be undertaken early in the project life and during the life of the project – particularly if the project spans many months or years.
- Use a range of platforms to encourage diverse participation.
- Be underpinned by clearly defined processes.
- Use engagement methods that suit the issue and the stakeholders.
- Be based on plain speaking language.
- Be adequately resourced.
- Close the feedback loop.

To develop a greater understanding of engagement levels (as per the International Association of Public Participation (IAP²) and their most appropriate use, participants' workshoped a series of typical City of Busselton engagement projects. They discussed the various levels of impact on stakeholders and the extent to which stakeholders could or should influence the outcomes.

Key insights from this discussion were:

- Impact and influence will be assessed differently by different people based on their understandings, priorities and values.
- While stakeholder groups are not homogeneous, the number of people impacted and geographic location are two key factors affecting impact.
- Different stakeholders need to be involved at different levels and at different times. Those impacted more, need to have greater involvement but others should also be given opportunity to contribute.
- The level of engagement should be balanced with the overall cost of the total project i.e. don't spend more on engagement than the project costs.
- Early involvement will increase stakeholder buy-in.



How Your Feedback Has Shaped the Framework

Community feedback has shaped the content of the Framework in the following ways:

- The principles outlined in this Framework reflect the community's views around quality engagement and meaningful engagement. They also align with the objectives of the City of Busselton Community Engagement Policy.
- The section of the Framework entitled *Who We Engage With* has been informed by community discussion around the diversity of groups and individuals interested in and/or impacted by Council decision making and the importance of hearing a diversity of voices.
- The section of the Framework entitled *When we Engage* reflects community acknowledgement that the decision to engage and to what level, will be contextual and therefore undertaken on a case-by-case basis. It also reflects the understanding that in some instances engagement will be statutorily driven or not needed at all
- The section entitled *How We Engage*, addresses community expectations for transparent engagement which is backed by thorough planning and delivered using appropriate methodology. This section also highlights the importance of providing feedback to engagement participants and reviewing engagement initiatives to ensure continuous improvement.



What Engagement Means at the City of Busselton

Engagement at the City means connecting with community groups, organisations and individuals for the purpose of exchanging information, building shared understanding and making informed decisions.

Engagement is a process, not a result. Engagement is not about meeting community expectations all of the time, but about achieving broad stakeholder acceptance of the engagement process followed and the resulting outcome. To this end, engagement at the City of Busselton will endeavour to be underpinned by clear process, shaped by context, transparent, respectful, and timely.

Depending on the nature of the project or proposal, the impact on stakeholders and the extent to which stakeholders have opportunity to influence the final decision, engagement may be undertaken for the purpose(s) of:

- Informing stakeholders.
- Consulting with stakeholders.
- Involving stakeholders in decision making.
- Collaborating with stakeholders about a particular decision.
- Empowering stakeholders to make a final decision.

Why We Engage

The City undertakes engagement so our community and stakeholders are aware of and can participate in the development of policies, plans and services that shape or contribute to their lives, at an appropriate level.

Engagement also encourages greater stakeholder satisfaction with the City and helps to ensure Council's decision making and resource management is open and accountable.

The City acknowledges that listening to the views of stakeholders, and in particular residents and ratepayers, will assist Councillors and Officers to better understand local issues and needs and help Council to make sustainable decisions, aligned to community aspirations.

It should be noted that in fulfilling their responsibilities under the Local Government Act 1995, City of Busselton Councillors are not bound to act in accordance with the wishes of a particular group or groups. The role of the Councillor is to represent the best interests of all electors, ratepayers and residents. This requires Councillors to form their own views based on all the information and issues put to them including professional advice, undertaking independent research and being informed through Council debate.



Who We Engage With

Identifying the people who need to be involved in the engagement initiative is a critical step in the engagement planning process. It is important to include those people who are impacted by the proposal as well as those who are capable of influencing the outcomes of the proposal.

City of Busselton stakeholders can be categorised into broad groups as indicated below. The role each group has in the decision making process depends on their level of interest and / or influence in the engagement initiative and the extent to which they will be impacted by the outcomes.

- Residents, Ratepayers and Service Users (e.g. program users, renters of Council facilities, visitors)
- Hard to reach stakeholders
- Directly affected Stakeholders (e.g. commuters, private property / business owners, community groups)
- Decision Makers (e.g. Council / State or Federal Legislators)
- Project Partners (e.g. service providers, community groups like GeoCatch)
- State Government Agencies / Regulators (e.g. DFES, Heritage Council, Busselton Water)
- Businesses (e.g. local business operators, Chambers of Commerce)
- Land Developers
- Peak Body / Industry Groups / Local Government Associations and Networks (e.g. Regional Arts WA; WALGA)
- Traditional Owner Groups (e.g. Wadandi Bibulmum Elders, Undalup Association)
- Special Interest Groups (e.g. Residents' Groups like PGLA, FAWNA, Friends of Meelup)
- Key Influencers (e.g. parliamentarians, technical experts)
- Media (e.g. local press, social media, radio and online outlets)
- City of Busselton Employees

More information about stakeholder influence and impact is provided in the section entitled *Choosing the Most Appropriate Level of Engagement*.

A **Stakeholder Identification Table** supports this Framework and forms part of the Engagement Toolbox. The table helps identify each group's potential role in decision making as well as considerations for determining their level of influence on any given project. This is a useful reference tool when developing an engagement plan.





Hard to Reach Groups

To make sure engagement is inclusive, hard to reach groups must be specifically considered when identifying stakeholders. Hard to reach groups may not engage as much as others due to social and physical isolation, language barriers, low digital proficiency, lack of time, and physical or cognitive disability.

Hard to reach groups identified in the City of Busselton may include:

- Culturally and linguistically diverse communities
- Indigenous peoples
- People with a disability
- Youth
- Families with young children
- Absentee landlords

The engagement approach may need to be tailored to provide these groups with the best opportunity to participate.

Stakeholder groups considered hard to reach are identified in a ***Hard to Reach Stakeholder Identification Table*** which forms part of the Community Engagement Toolbox. The table provides information on why certain stakeholders are considered hard to reach as well as potential strategies when developing an engagement plan.

When We Engage?

The City of Busselton Community Engagement Policy documents the instances when the City will, as a general rule, engage with stakeholders.

Table 1A provides guidance on the type of instances when engagement should be undertaken.

Table 1B provides a sample list of some of the common engagement scenarios at the City of Busselton. This is not a conclusive list and serves as a guide only.

Table 1A – Instances for Engagement (A Guide)		
YES – If engagement is required under Local, State and Federal law.	Yes (as a General Rule) If the project relates to any of the stipulations for engagement in the City of Busselton Community Engagement Policy	Possibly NO noting that communication may be necessary.
<ul style="list-style-type: none"> Local Government Act (WA) 1995 Western Australian Legislation - Local Government Act 1995 Planning and Development Act 2005 Western Australian Legislation - Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Western Australian Legislation - Planning and Development (Local Planning Schemes) Regulations 2015 Land Administration Act Western Australian Legislation - Land Administration Act 1997 Native Title Act Native Title (www.wa.gov.au) Road Traffic Act 1974 Western Australian Legislation - Road Traffic Act 1974 Public Health Act 2016 Public Health Act 2016 00-k0-00 Xml (legislation.wa.gov.au) Privacy Act 1988 https://www.legislation.gov.au/Details/C2014C00076 WA Health Act 1911 and Associated Regulations https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a343.html Heritage of WA Act 1990 https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a348.html Occupational Health, Safety and Welfare Act 1984 and Associated Regulations https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a555.html Environmental Protection Act 1986 https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a252.html Bush Fires Act 1954 and Associated Regulations https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a95.html 	<ul style="list-style-type: none"> A decision is likely to have significant impact on a particular individual or group in the community. A decision is likely to have a significant impact on the broad economy, lifestyle or environment of the City and its residents. There is, or is likely to be, strong community concern or interest in the issue. The resolution of an issue or implementation of a proposal is likely to require a substantial redirection of ratepayer funds. The future use of a strategic area of land within the City is being decided. Information is needed to inform future strategic and community planning. Council otherwise deems it appropriate. 	<ul style="list-style-type: none"> A decision must be made quickly in the interests of the City. The City is bound by legal, commercial or legislative constraints. The City is unable to influence a decision being made by another agency or party. The decisions concern 'day to day' operational matters like, for example: temporary change to facility opening hours; internal restructures; system changes relating to such things as record keeping, financial management and information technology.
# This is not an exhaustive list. City Officers must undertake due diligence to ensure compliance with all relevant legislation and City policy.		

Table 1B – Sample List of Common Engagement Scenarios at the City of Busselton

Development Applications	Naming Places
Local Planning Scheme Amendments	Tenders / Expressions of Interest
Local Planning Policies	Removal of Trees / Vegetation
Structure Plan	Local Law Review
Town Planning Scheme Amendments	Items on Council Agenda
Precinct Structure Plans	Closure of Road / Public Places or Spaces
Strategic Planning Documents	Bushfire Notice
City of Busselton Planning Updates	Harvest / Vehicle Movement Bans
Allocation of Marketing and Events Funding	Participatory Budgeting
Reconciliation Action	International Relationships
Advisory Groups established to Assist Council	Working Groups established to project design
Changes in City of Busselton Facility Operating Hours	High Profile Capital Works Projects
Minor Capital Works (where there is scope for disruption)	Award and Recognition Opportunities
Upgrades to Public Open Spaces / Places	Community Satisfaction Survey
Allocation of funding through community bid process	Public Notices
New Events / Event Applications	Advice of Council Meetings
#This is not an exhaustive list.	



How We Engage

The City of Busselton Community Engagement Framework is based on the International Association for Public Participation (IAP²) participation spectrum.

Table 2 provides an overview of the five different levels of community and stakeholder engagement at the City of Busselton. It also provides:

- Indicative guidelines on the timing of implementing the different engagement types.
- Council's commitment relative to each engagement type.
- The role of the stakeholder relative to each engagement type.
- Application examples applicable to the City of Busselton.
- Examples of the various tools that may be suitable to each engagement type (City Officers can source more information on engagement tools in the Community Engagement Toolbox).



Table 2	Engagement Type	Inform	Consult	Involve	Collaborate	Empower
		One-way communication providing information that will assist stakeholders understand about something that is happening or has happened.	Two-way communications designed to get feedback on ideas and alternatives to inform Council's decision making.	A participatory process designed to identify issues and views before plans are developed or policies drafted. Stakeholders have input and opportunity to influence outcomes on multiple occasions throughout the process. Decision making remains with Council.	Joint decision making - working in partnership with Stakeholders to identify all issues, alternatives and preferred solutions. Similar to Involve but at the collaborative level stakeholders are directly engaged in making final recommendations for Council's consideration.	The final decision making is placed in the hands of stakeholders and duly endorsed by Council.
Implementation Guideline (Timing)		Before, during and after a decision has been enacted by the City.	After a draft proposal has been developed. Before Council decision making.	Before, during and after draft development. Before Council decision making.	Before, during and after draft development. Before Council decision making.	Before and during the development of a proposal. Before Council endorsement of a decision.
Council / City's Commitment		Share information about a decision or outcome with stakeholders.	Gain feedback to better understand stakeholder concerns and preferences AND to explore options.	Involve stakeholders in the process so their ideas, concerns, and aspirations are reflected in the options developed or final outcome.	Collaborate with Stakeholders so their advice and recommendations are included in the final decision AND the final decision will be one made together.	Council will implement what Stakeholders decide – subject to approvals, legislation and monetary limits.
Role of Stakeholder		Listen	Contribute	Participate	Partner	Decide
Application Examples		Peppermint Tree removal in response to safety concerns as outlined in an arborist's report.	Biennial Community Satisfaction Survey.	Strategic Community Planning process informs the development of Council's high-level strategic plans including	MERG (Marketing and Events Reference Group) makes decisions on funding for recommendation to Council.	Community groups decide how municipal funding for playground equipment in a particular park is spent.

Table 2	Inform	Consult	Involve	Collaborate	Empower
	Advice of normal street works. Advice of Council meetings.	Feedback on a series of plans for the proposed upgrade of Hannay Lane Dunsborough. Development Application e.g. mixed-use development in the town centre.	the City's Long-Term Financial Plan. Liaising with sporting groups to develop plans for the upgrade of sports facilities. Busselton Skate Park Working Group – initial involvement in design concepts. Dunsborough Precinct Structure Plan.	The Lower Vasse River Advisory Group established to help implement the objectives of the Lower Vasse River Waterway Management Plan. Development of City of Busselton Reconciliation Action Plan working closely with Indigenous People.	The community reviews public bids and decides how small sponsorship / grant funding is allocated.
Examples of Tools	Advertisements Media / Social Media Website Signs / Maps / Models Newsletters / Fact Sheets Public Displays / Exhibitions Emails / Mail out Walking Tours Presentations to existing groups	Submissions Telephone hotlines Your Say Busselton Online Polls / Surveys Presentations to existing groups Public Meetings / Forums / Seminars Community Access Sessions Council Meetings Open Days / Pop-up events Face-to-Face Council Sessions	Meeting with Key Stakeholders Your Say Busselton Stakeholder Reference Groups / Local Community Groups	Your Say Busselton Stakeholder reference / advisory groups / consultative and steering committees Public meetings / workshops Citizen Juries (representative sample of Citizens – consider options)	Elected Member representation Your Say Busselton Participatory Budgeting Citizen Juries Ballots Delegated Decisions Community Boards

Choosing the Most Appropriate Level of Engagement

Choosing the right level (or levels) of engagement for a particular project will vary depending on the nature and the complexity of the project or proposal, as well as the level of stakeholder impact and influence.

Table 3 summarises, in broad terms, when each engagement level may be most appropriate.

Table 3	
Engagement Level	Most Appropriate When
Inform	Stakeholders only need to receive information to better understand an issue or why a decision has been made.
Consult	Stakeholder input, views or feedback is sought to better inform the decision-making process.
Involve	Stakeholder input is required to identify the issues early and inform the engagement planning or decision-making process.
Collaborate	Council or City Officers mutually share the decision-making with various stakeholders and / or members of the public. Collaborate is usually used when issues and solutions are not clear and Council seeks to work in partnership with others to find solutions.
Empower	When stakeholders are provided with the skills, information, authority and resources to make the final decision
<i># Under the Local Government Act 1995, the only decision making power that rests entirely with the public is the election of Council Members during the Council Election process.</i>	

Table 3 serves as a guideline only. When considering the most appropriate level of engagement, consideration must be given to a range of factors including:

- The level of stakeholder interest and impact.
- The level of stakeholder influence on the outcomes of the decision.
- Political sensitivities surrounding the issue.
- Timing of required decision making and stakeholder availability.
- The level of social, economic or environmental impact as it relates to the goals and objectives outlined in the City's Strategic Community Plan under Environment, Lifestyle and Opportunity.
- Legislative requirements.
- Resourcing and budgetary limitations.
- The required scope of engagement (broad or targeted).



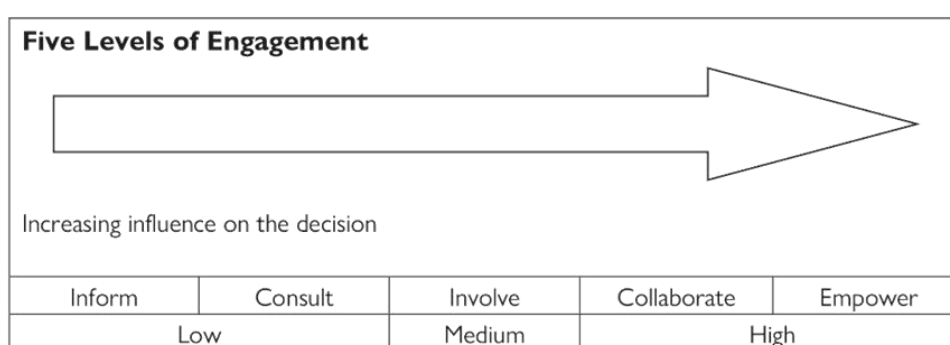
Assessing Stakeholder Impact and Influence

Once stakeholders have been identified, it is important to analyse their level of interest in the project, the extent to which they are impacted by the decision and their ability to inform or influence the outcome.

This analysis will guide selection of the appropriate level(s) of engagement, noting that the level of engagement can change depending on the stage of the project and the stakeholder /stakeholder group.

The five levels of engagement outlined in **Table 2** range from low to high level. This is indicated in **Figure 1** below.

Figure 1



As a general rule, the City will use the level (or levels) of engagement which correlates best with the level of influence a stakeholder or stakeholder group has on the outcome of a decision. The more a stakeholder group will be affected by the proposed project, the more important it is for them to be included and encouraged to participate in the engagement process.

Inform is the lowest level of engagement reflecting a one way communication flow. In this instance stakeholders do not generally have the ability to influence the decision and/or will not be significantly impacted by it.

Empower is the highest level of engagement whereby Council may, within the bounds of the Local Government Act 1995, determine to defer decision-making responsibility to stakeholders.

When analysing the level of impact on stakeholders, the following factors need to be considered:

- Cultural significance of the project or proposal.
- Proximity to the project or proposal.
- Change in service provision or access / use.
- Proposals that may significantly alter the form or functionality of land or buildings within town centres, foreshores and other areas of significant public interest (generally in the form of proposed changes to planning controls).
- Special interests (e.g. environmental groups).
- Financial implications (cost to stakeholders) of the project or proposal.
- Size of stakeholder group.
- Impact on lifestyle / amenity.
- Safety and wellbeing.

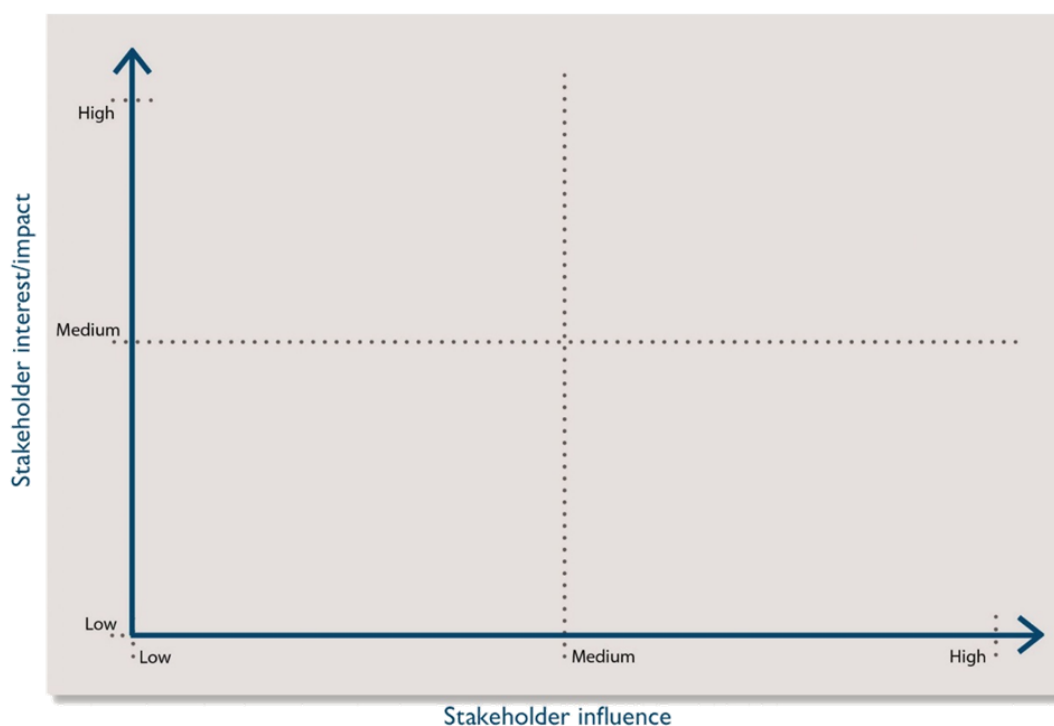


Assessing Stakeholder Impact and Influence (cont.)

When analysing the level of influence stakeholders may have on the outcomes of an engagement initiative, consider the following:

- Extent of impact.
- Size of stakeholder group.
- Expert knowledge (including cultural knowledge).
- Legal power or authority.
- Funding provider e.g. Lotterywest.
- Industry / peak body backing.
- Public profile / popularity.

Plotting stakeholder impact and influence on a simple Stakeholder Analysis Matrix is a useful way to determine the most appropriate engagement level for each stakeholder or stakeholder group. The ***Stakeholder Analysis Matrix*** forms part of the Community Engagement Toolbox.



Plan, Do, Report and Review – A Four Step Process

At the City of Busselton engagement is four step process:

1. Plan: Prepare a Stakeholder Engagement Plan.
2. Do: Prepare for engagement and engage.
3. Report: Close the feedback loop.
4. Review: Assess the effectiveness of the engagement initiative.

Planning to Engage

The **City of Busselton Stakeholder Engagement Plan** is a key operational document underpinning the Community Engagement Framework. It guides the engagement planning and implementation process.

The Plan will be used by Officers at the City of Busselton, with leadership, advice and support from the Public Relations Team. It provides a series of template prompts which assist in the planning of engagement initiatives. These include:

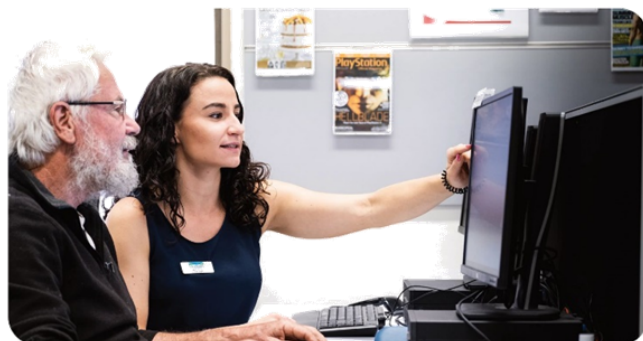
- The purpose of the engagement initiative.
- Stakeholder identification and impact / influence assessment.
- Negotiable and non-negotiable aspects of the engagement initiative.
- Key messages.
- Tools and techniques.
- Timeframes.
- Activity planning.
- Engagement risks.
- Reporting outcomes.
- Reviewing effectiveness.

In addition to planning for each individual engagement initiative, the City will incorporate engagement planning into its corporate and operational planning processes. This will enable early identification and broad planning and coordination of community engagement initiatives, noting that early engagement was identified by the community as a key outcome for quality engagement.

Undertaking Engagement

This step is the act of engagement with community and other stakeholders; it is the practical application of the principles and objectives outlined in the Community Engagement Policy. Regular check-ins are required during the engagement process to identify and address any issues. Key considerations are whether engagement is reaching the intended demographics and whether the data being produced is actionable.

How we do engagement is influenced by many considerations and not every technique will be suitable to every issue or every stakeholder. It is therefore advisable to use a combination of engagement tools to increase awareness and participation.



Engagement Reporting

Once the engagement initiative has been undertaken the feedback data needs to be analysed to identify themes and perspectives that will inform decision making.

Internal Reporting

Engagement activity will usually result in the production of a report and / or presentation to management and/or Council. This information may be shared with participants as part of the feedback process.

Key elements to include in an engagement report include:

- Identify stakeholder groups engaged.
- Outline the approach taken including information on the methodology employed and how participation was promoted (advertising).
- The number of responses.
- Weighting of responses (if applicable).
- Key issues raised.
- Recommendations for City action in relation to information received.
- Methods used to feedback to participants.
- Overall statement of evaluation on the effectiveness of the engagement initiative.
- Powerful statements (as a quote) that encapsulates the views of stakeholders and community members.



Report Back to Participants

Closing the feedback loop is a critical step in the engagement process as it maintains the trust between the City and community members. It also encourages future participation. The report back to the community is an opportunity to tell people what was heard, what is going to be done and why.

Feedback is generally provided at the end of the engagement initiative but in some instances it may be important to feedback at various stages of the program.

Feedback to participants should include:

- An acknowledgment of their participation.
- An update on the process.
- Information about how their views were considered (along with other input such as technical, financial and legislative requirements).
- A copy of the engagement outcomes report.
- Further consultation opportunities if applicable.

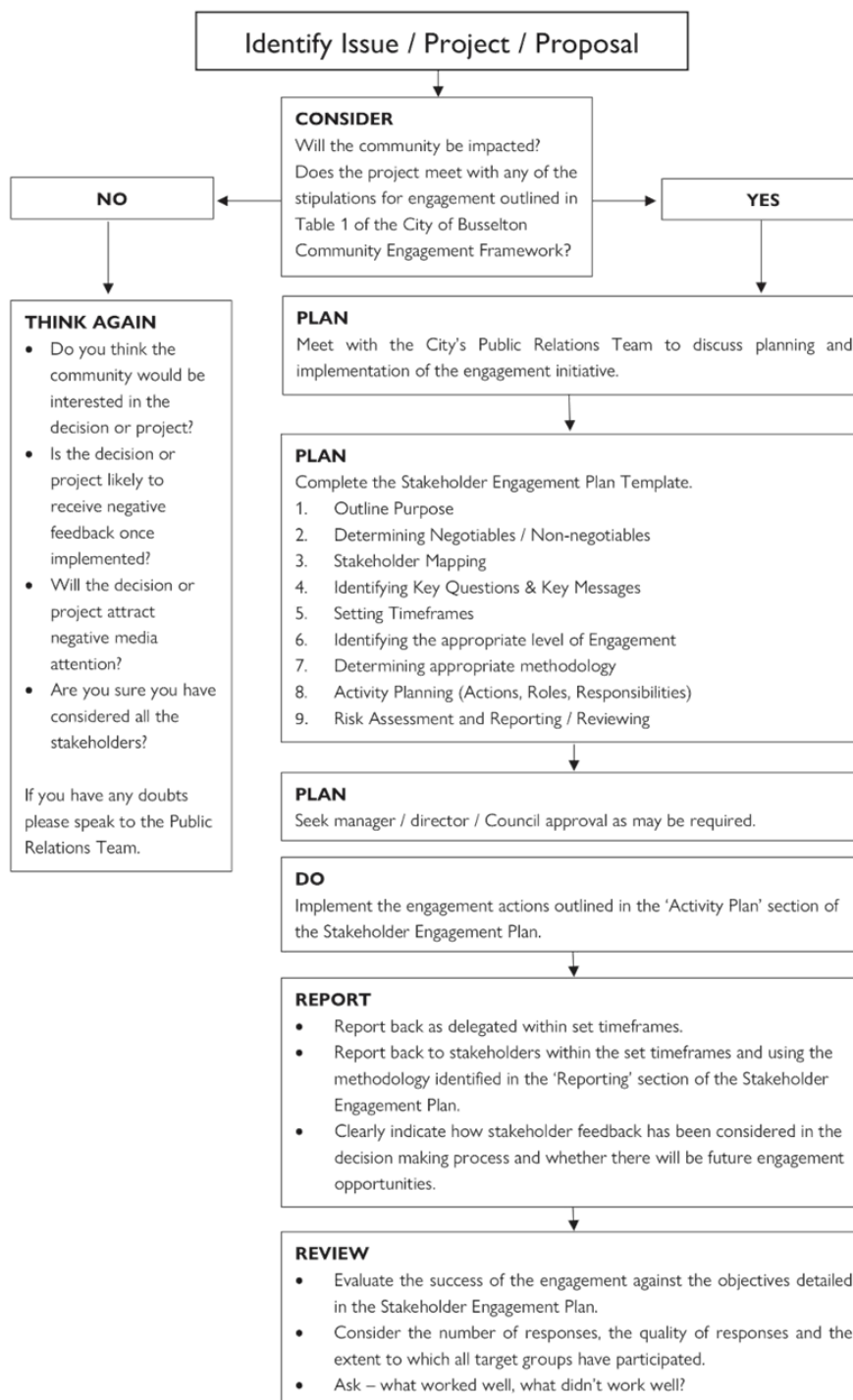
Review

Reviewing the effectiveness of each engagement activity undertaken will enable City Officers and Councillors to improve stakeholder and community engagement practice.

Elements of the process to consider when assessing the effectiveness of engagement activity include:

- | | |
|--|------------------------------------|
| • Timing. | • Response rates. |
| • Inclusiveness. | • Participant satisfaction. |
| • Facilitator's skills (if applicable). | • Adequacy of resource allocation. |
| • Clarity of the information provided. | • Lessons learnt. |
| • Effectiveness of promotional tools used. | |
| • Appropriateness of methodology. | |

The following Flowchart simplifies the City of Busselton Engagement process.



Conclusion

This Framework sets out the City's commitment to engage with stakeholders and community members on decisions which impact and/or interest them.

The Framework informs City Council, Officers and consultants engaged by the City on the processes involved in planning and implementing engagement initiatives. It underpins both the City's and the community's commitment to creating a harmonious environment through open, honest and respectful dialogue.

The structure and process outlined in the Framework and supporting appendices align with principles and objectives of the City of Busselton Community Engagement Policy and are based on the IAP² engagement model. The Framework reflects the community's values around quality engagement. It also reflects an understanding that context will determine when engagement is undertaken and at what level; how it will be undertaken and with whom.

The Framework will be administered by the City of Busselton Public Relations Team and regularly reviewed to meet the changing needs of stakeholders and developing engagement trends and technologies.

Acknowledgements

The City of Busselton extends its thanks to the many Local Governments across the Western Australian and Australian sector who provided advice on the development of the City's Community Engagement Framework.

Many Local Governments generously shared their time and their own engagement resources and this input provided invaluable guidance in shaping the City's Framework and operational Toolkit. In particular the City notes the assistance of the City of Adelaide, the City of Canning, the City of Stirling and City of Albany.

The City's Framework is based on the principles and objectives of the International Association for Public Participation (IAP²). The City extends its thanks to Joel Levin from Aha Consulting who facilitated three very useful public workshops which helped us, as a community establish our engagement values and aspirations.

Most importantly we acknowledge the support of community members who provided input into the development of the Framework and, in doing so, showed great optimism for the future of engagement in this City.

References

Stakeholder Identification Table

Hard to Reach Stakeholders

Engagement Tools at the City of Busselton

Stakeholder Analysis Matrix

City of Busselton Stakeholder Engagement Plan





Join Our Community



T (08) 9781 0444
E city@busselton.wa.gov.au

2 Southern Drive Busselton
Western Australia

Locked Bag 1 Busselton WA 6280
www.busselton.wa.gov.au

Stakeholder Identification Table

The following table categorises stakeholders into broad groups, identifies their potential role in decision-making and level of interest in and /or influence on the project outcomes. This is a useful reference sheet when developing an engagement plan.

Stakeholder Group	Role in decision-making	Interest/ Influence/ Impact	Examples of Key members
Residents/rate payers/service users including visitors	Influence project decision makers.	Interested in new projects or policies that they may perceive to impact them. Interested in services and programs delivered by the City of Busselton.	Rate payers; residents, service and program users; renters of Council facilities and buildings. Hard to reach stakeholders. Broader community including visitors.
Directly affected stakeholders	Share interests, concerns and preferred outcomes. These should be taken into account during planning, development and delivery.	Directly impacted by project (for example land acquired or abutting construction zone). Potential impacts on business operations. Potential impact on lifestyle amenity. Potential local community impacts (e.g. noise, road closures, parking, traffic). Potential impacts on transport network or accessibility.	Private property owners/local residents; Local businesses and traders; Major retailers and businesses; Property developers; Hospitals / Health research institutes; Universities / schools; Religious groups; Commuters (road, public transport, cyclists, pedestrians).

Decision makers	Create and implement legislative and regulatory processes relevant to the decision.	Their decisions, actions and feedback will significantly impact or influence project cost, design and delivery.	City of Busselton Councillors; CEO; relevant State and Federal Ministers; legislative decision-makers.
Project partners	Partner in the development and delivery of the project and have a significant role in approving project decisions.	Potential involvement and advice in development and delivery of the project.	Local Government; Relevant State and Federal Government; Government Agencies; Service providers; Community groups (e.g. Geocatch)
State Government Agencies / Regulators	These stakeholders will have significant influence over key project decisions. Some agencies will have a significant approving role in project decisions.	Aim to ensure statutory requirements are met. Their decisions, actions and feedback impact or influence project design and delivery. (In some cases, they are providers of grant funding for a specific outcome).	Busselton Water; Department of Biodiversity Conservation and Attractions; Department of Education, Environmental Protection Authority; Department of Fire and Emergency Services, Department of Health; Heritage Council of WA; Department of Jobs, Tourism, Science and Innovation; Landgate; Department of Sport and Cultural Industries; Lotterywest; Main Roads WA; Department of Mines, Industry Regulation and Safety; Department of Planning, Lands and Heritage; Department of the Premier and Cabinet; Department of Primary Industries and Regional Development; Department of Transport; State Emergency Management Committee; Water Corporation; WA Police Force; Western Power; Workcover.

Business customers	Ability to influence project decision makers.	Interested in new projects or policies that they may perceive to impact them.	Local businesses in the City of Busselton; local chambers of commerce, National and international business (e.g. Jetstar, Rio Tinto).
Land developers	Ability to influence project decision makers.	Projects or policies that may impact or support their development projects.	Large landowners who are developing land for commercial or residential uses.
Peak bodies, industry groups including Local Government Associations and Networks	Provide critical policy and delivery advice and play a central role to shaping broader perspectives.	Impacts on the stakeholders they represent.	Geographe Wine Association; Western Australian Farmers Federation; Regional Arts WA; Safework WA; CapeRoc, Regional Capitals Australia; Walga
Traditional owner groups	Input into implementation and design. Input cultural expertise.	Impact on cultural values and access to land.	Wadandi Bibulmun People Undalup Association South West Aboriginal Land And Sea Council
Special interest groups	Ability to influence project decision makers. Ability to enhance project outcomes.	Project impacts/benefits in relation to each group's specific interest areas. Potential involvement and advice in development and delivery of the project.	Environmental Groups e.g. FAWNA Residents Groups eg. Port Geographe Landowners association Action Groups e.g. Bay to Bay Action Group

Key Influencers	Ability influence project decision makers.	Interested in the impact on communities and / or portfolios they represent.	Relevant State and Federal Members or Parliament; public commentators / technical experts / universities.
Media	Ability to influence project decision-makers and readership.	Provide communication channels to reach other stakeholder/audience groups and can directly influence their perceptions, attitudes and behaviours.	National, metropolitan, regional and local print; television; radio and online media outlets (including social media and blogs).
City of Busselton Employees	Ability to influence broader perceptions of the project internally and externally. Provide additional information about related activities for consideration.	Interested in activities of the City of Busselton and how those activities / decisions impact on their work.	Service Delivery; Customer Relations, etc.

Hard to Reach Stakeholders – Who are they and how do we reach them?

Group	Why they are hard to reach	Engagement Strategies
Culturally diverse communities	<ul style="list-style-type: none"> • Language can be a barrier to participation. • They can be unfamiliar with the government and decision-making environment in Australia. • There may be complexity with cultural differences to consider, for example, certain cultural or ethnic groups may not mix or some people may not be comfortable in a mixed gender forum. 	<ul style="list-style-type: none"> • Use existing networks and groups to connect with culturally and linguistically diverse communities. • Communicate project/issues visually for example using story boards • Go to where they are for example, culturally diverse communities have high participation rates in sport. • Consider multilingual signage. • Interpreters may be necessary to ensure complex issues are fully understood and information may need to be distributed in key community languages. • Provide incentive payments or vouchers for people to attend engagement events as some people may find it difficult to cover the costs such as transport and childcare. • Involve experienced members from the relevant community in the facilitation of the engagement.
Aboriginal and Torres Strait Islanders	<ul style="list-style-type: none"> • They can have significant demands for their time and knowledge. • They may experience consultation fatigue. • They may have a history of engaging without feedback or results. • They may not feel comfortable speaking up in a mixed forum having experienced discrimination. 	<ul style="list-style-type: none"> • Liaise with someone who has existing connections with the community. • Be flexible in your approach as things may come up and affect your arrangement, or conversations may take longer. • Be prepared to make a space for discussions with just Aboriginal groups, without other communities' present. • Choose a comfortable and familiar setting for your engagement. • Understand and adhere to different cultural protocols, for example, introductory protocols and sharing of knowledge and culture protocols (how to introduce and acknowledge people remember not all Aboriginal people are considered "Elders" within their community).

Group	Why they are hard to reach	Engagement Strategies
		<ul style="list-style-type: none"> • Provide incentive payments or vouchers for people to attend engagement events as some people may find it difficult to cover the costs such as transport and childcare. • Involve experienced members from the relevant community in the facilitation of the engagement.
People with a disability	<ul style="list-style-type: none"> • People with disabilities can experience physical and/or intellectual barriers. • People with disabilities may need to be accompanied by a carer, which can be costly. • People with disabilities may be more time limited, for example can only do activities between 11am - 2pm. 	<ul style="list-style-type: none"> • Allow adequate time – some people with disabilities may need more time to voice their opinion, they may prefer to do so in written format or may need the discussion topic prior to the engagement activity to prepare their contribution. • Ensure the setup of your room allows easy access for example, have enough room between tables for a wheel chair and for people who have a sight impairment to move through • Provide incentives for carers as well as people with disabilities. In particular, transport can be expensive for people in wheelchairs, be prepared to cover maxi-taxi costs • Be mindful of catering provisions. • Auslan interpreters may be required for meetings if people with a hearing impairment are attending • Travel to your participants if possible. • Social media and online forums can help increase accessibility for people with a disability. Ensure online materials are accessible for tools such as screen readers.
Young people	<ul style="list-style-type: none"> • Most young people are not used to participating in a public forum, and may lack the confidence to do so or find the format not stimulating. 	<ul style="list-style-type: none"> • Design engagement formats that are youth friendly and stimulating • Spend time to build confidence - provide training, support and the opportunity

Group	Why they are hard to reach	Engagement Strategies
	<ul style="list-style-type: none"> Young people can find it difficult to make long term commitments. Young people are very busy with school, extracurricular activities and family commitments. Young people have less mobility and may rely on parents to transport them. Young people are saturated with information and activities to take part in - the culture for many is to 'sign up' to things they are interested in but not decide until the day if they are going. Young people are less likely to be paying for services or financially tied to property, therefore, they may not understand the projects relevance to them. 	<ul style="list-style-type: none"> Use multiple online platforms to promote for example Facebook, Snapchat and websites - make sure the promotional material is eye-catching and appealing to young people Use existing school networks and youth groups Commitment needs to be short-term and finite Recognise their contribution by providing incentives, such as vouchers and provide food. Be specific in communication about why your project is relevant to them and their future. Confirm with the young people 1-2 days before the event, to remind them about the engagement and why they should participate. Involve young people to design and lead the engagement activities.
Older community members	<ul style="list-style-type: none"> Older community members can feel that they are 'too old' to contribute and that their opinions are not relevant. Older community members can be busy. Older community members may not use social media or have access to the internet. Older community members may experience physical and/or intellectual barriers. Older community members may not feel safe going out at night. 	<ul style="list-style-type: none"> Use existing networks, groups and clubs to connect and engage older community members. Send letters of invitation – consider email and postal. Take the time to listen to their stories - one-on-one engagement may be the best way to make sure their stories are heard. Choose an easily accessible venue that is familiar and comfortable. Consider the time of day of your engagement activities - make sure it is appropriate for older community members. Provide information in hard copy formats. Engage over the phone where appropriate.

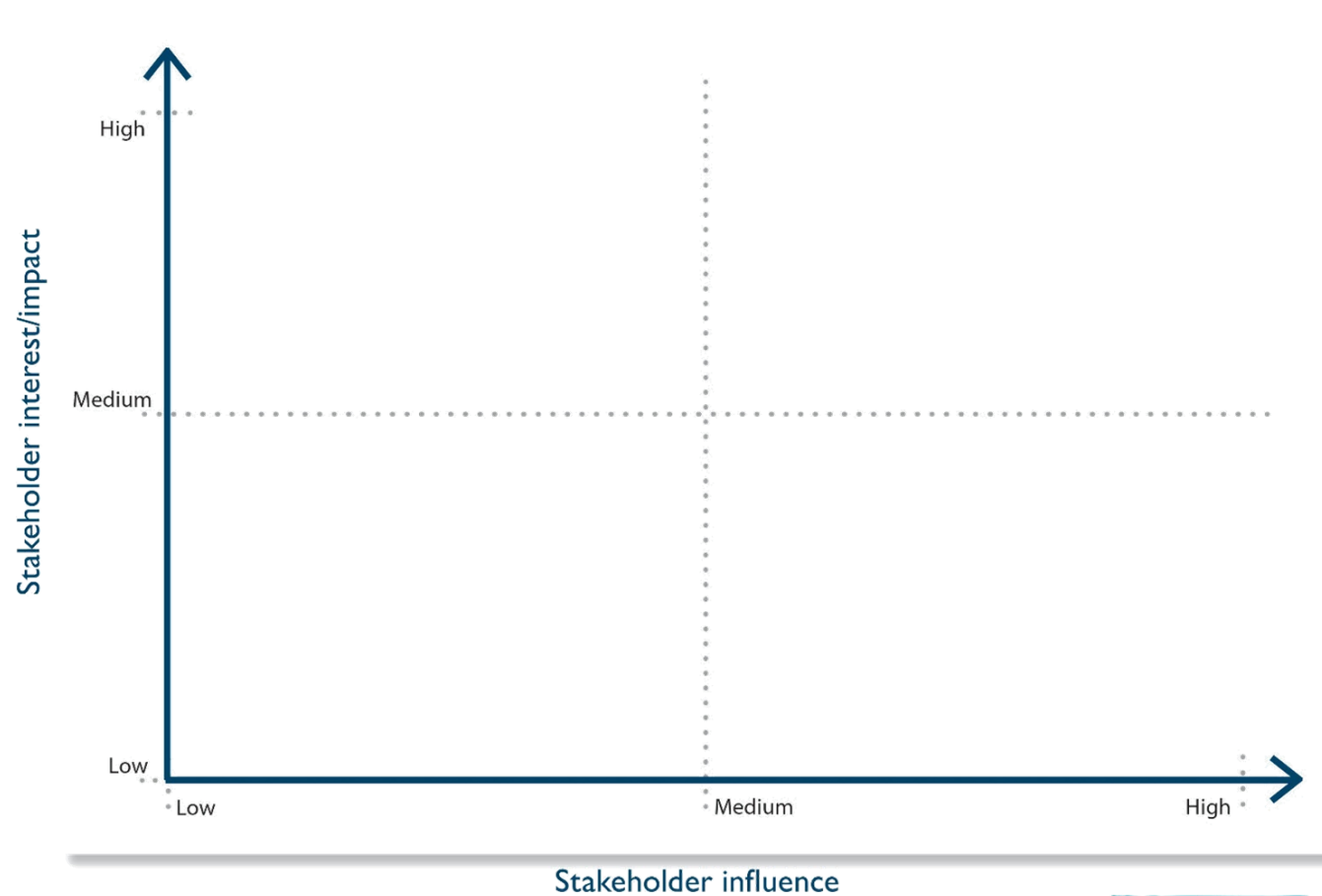
Group	Why they are hard to reach	Engagement Strategies
	<ul style="list-style-type: none"> Older community members may be less mobile, because they no longer drive. 	
Young families and primary carers	<ul style="list-style-type: none"> Young families and primary carers may not be able to leave their children or the person they are caring for home alone Young families are very time poor. 	<ul style="list-style-type: none"> Consider the best time of the day to hold engagement activities. Activities held during the day may be more appropriate for families and primary carers. Attend events, activities they are already going to e.g. immunisation sessions, park/fun days, school carnivals. Provide incentives as payment e.g. vouchers Make engagement activities family friendly, hold events that families and primary carers can bring their children and/or person they are caring for. Make sure your engagement space/venue is safe and contained. Keep engagement activities short and easy to do even when holding a child.

Engagement Tools at the City of Busselton

Technique / Tool	Low Level of Engagement		Medium Level of Engagement	High Level of Engagement	
	Inform	Consult	Involve	Collaborate	Empower
Advert / public notice	X	X			
Media Release	X				
Social Media	X	X	X		
Onsite Signage / Poster	X				
Public Display / information booth	X	X			
Stakeholder Letter/ Mail Out/ Letterbox Drop	X	X			
Reply Paid Post Cards	X	X			
Survey Online / Hard Copy (Your Say)	X	X			
Online Discussion Forum (Your Say)		X			
Formal Submission (Your Say)		X			
Quick Poll (online or Vox Pop)		X	X		
Phone Survey		X			
Direct Email (CoB / Mail Chimp)	X	X			
Electronic Newsletter (Bay to Bay / Interest Group Related)	X				
Website	X	X	X		
Interview / Face-to-Face / Door Knocking		X	X		
Open Day / Expo / Event / Field Trip	X	X	X		
Public Meeting / Town Hall Style Meeting	X	X			
Council Briefing Session	X	X			
Community Access Session	X	X			
Council Meeting / Electors Meeting	X	X			
Presentation to existing group	X	X			
Focus Groups / Brainstorming		X	X		
Design Charrette (short meeting where members share their work / sketchers / designs)			X		
Facilitated Workshops			X		
Drop in Sessions			X		

Technique / Tool	Low Level of Engagement		Medium Level of Engagement	High Level of Engagement	
	Inform	Consult	Involve	Collaborate	Empower
Convene Reference Group / Advisory Group		X	X	X	X
World / Conversation Café (participants explore topics in small groups in an informal setting)			X		
On site meetings	X	X	X		
Community Ballot (Electoral vote, referendum)					X
Citizen Jury (selected representative group makes recommendations to Council on complex issues after a period of investigation)					X
Participatory Budgeting (community members directly decide on how to spend part of a public budget)					X

Stakeholder Analysis Matrix



City of Busselton Stakeholder Engagement Plan

Project / Proposal Title:	
ECM Reference:	
Project Manager:	
Position Title:	
Phone:	
Public Relations Team member:	

Approval sign off

	Name	Signature	Date
Approver (Manager / Director)			.../.../20xx
Public Relations Team Member			.../.../20xx

Version: 1.0
Prepared by:
Date: dd/m/yyyy
Status: Draft / Final / Approved for implementation

How to use this template

Explanatory notes and examples are in blue. Please delete as you complete each section.

BACKGROUND INFORMATION

What is your project about?

Concisely describe the:

- decision to be made,
- problem to be solved, or
- opportunity to be explored

Include relevant information from past reports, engagements and research.

The Stakeholder Engagement Plan is an internal document, however, if you decide to copy this background information directly for use in your public documents (e.g. Your Say Busselton), make sure you're writing for the community... avoid jargon and technical language, keep it simple.

STRATEGIC KEY GOAL LINK

Which theme(s) and actions from Council's Strategic Community Plan 2021-2031 does your project align with?

LEGISLATIVE REQUIREMENTS

Do you have a legislated requirement to engage? If so, you may have specific obligations to fulfil as part of your engagement.

PURPOSE OF YOUR ENGAGEMENT

Write a clear statement about why you are engaging and the decision to be made or what you hope/need to find out. What do you want to achieve at the end of the process?

Perhaps you are.....

- providing an opportunity for people to inform and influence Council decision making?
- seeking local knowledge?
- building ownership and support within the community and with key stakeholders?
- informing the community of facts relating to your project and why it is being proposed?
- aiming to restore trust and build relationships with community?

What tangible products do you want to produce from the stakeholder engagement process? (e.g. research, a report, policy document).

Examples

We are engaging to:

- *inform good design that responds to the community's needs.*
- *gather ideas for innovation, future possibilities and partnerships.*
- *work with specialists and incorporate best practice.*
- *build ownership and support within the community.*
- *inform community of the process and decision making timeline for the project.*
- *ensure stakeholders receive no unpleasant surprises during transition to the new service.*

We are engaging with city residents, visitors and business users to gain an understanding of common uses and frustrations with regards to parking in the city. Stakeholder feedback will help to better design our parking system with the aim to making it easier and encourage more parking in the city. We are also engaging to co-design and test an app for Smart Parking in collaboration with a user group.

WHAT IS NEGOTIABLE AND NOT NEGOTIABLE?

NEGOTIABLE	NOT NEGOTIABLE
What aspects of the project are non-negotiable and what aspects can the community influence? This may include safety, technical or legislative requirements.	
<u>Examples...</u>	
<i>Length of laneway required for closure</i>	<i>Height of temporary fencing required (as per Australian Standards)</i>
<i>Alternate route can be negotiated</i>	<i>Timeframe lane closed for (as per event requirements)</i>
<i>How the budget is spent</i>	<i>Budget amount</i>

STAKEHOLDERS

<p>Identify stakeholders who may be interested in, impacted by, or may influence the decision to be made.</p> <p>Who is important to reach – how can we best reach them? Do you need to engage more innovatively or actively to reach some stakeholders?</p> <p>Refer Appendix 1 Stakeholder Identification Table and Appendix 2 Hard to Reach Stakeholders for helpful tips and suggestions before completing your stakeholder analysis here.</p>			
Stakeholders (Internal and External)	Interest, Impact and/or Influence (High/Med/Low)	Considerations (Their interests/concerns; impacts; risks; hard to reach, etc.)	Tools/Techniques
INTERNAL			
<i>e.g. Councillors</i>	<i>High level of interest and impact</i>	<i>Council will make a decision based on the Strategic Community Plan (2017) with consideration of engagement outcomes.</i>	<i>Report to Council Councillor Briefing</i>
EXTERNAL			
<i>E.g. Port Geographe Landowners Association</i>	<i>High interest and impact</i>	<i>High interest in the project; need to actively engage</i>	<i>Email, offer face to face, site visit-survey</i>
<i>Indigenous Community Members</i>	<i>High interest, impact</i>	<i>Hard to reach; need innovative techniques to engage</i>	<i>Face to Face meetings, individual phone calls, liaison through established Aboriginal Representative bodies.</i>
ADD ROWS AS NEEDED...			

QUESTIONS TO ASK

What do we want to know?

Based on your purpose for engagement and negotiable aspects, what are the questions you need answered? What information needs to be collected?

Make questions simple using language that is easy for people to understand. Avoid 'leading' questions.

Think about how different people will respond to your questions – and ensure those responses will be easy for you to analyse and report on!

KEY MESSAGES

Develop key messages - ensure consistent messages during the engagement process.

These key messages will form the basis of all communication materials and may need to be targeted to specific stakeholders.

Key messages could include:

- High level project overview
- Relevant background information
- Project timeframe
- Purpose of the engagement process
- Overview of the engagement process
- What the community can influence and how feedback will be used
- Outline what is negotiable and what is NOT negotiable. And reasons why.
- Status of funding – i.e. if your project is not currently funded, let the community know during the engagement process to manage expectations.

TIMEFRAMES

Outline how long your engagement initiative should be open for. And key milestone dates. Timeframes may be driven by legislation and / or Council directive.

Example Timeframes:

1-14 May 2020 Targeted engagement with impacted stakeholders (e.g. commercial traders)

17 May-6 June 2020 Broader community engagement
7-10 June 2020 Review feedback
September 2020 Policy and Strategy endorsed
October 2020 Close the loop on engagement process (inform stakeholders of outcomes)

LEVEL OF ENGAGEMENT

Circle or highlight the most appropriate level of engagement for your project. For complex projects you may have different levels for different stages as well as different levels for different stakeholders.

Level of Engagement	Inform	Consult	Involve	Collaborate	Empower
Goal	One-way communication Providing information that will assist stakeholders understand about something that is happening / has happened.	Two-way communications designed to get feedback on ideas and alternatives to inform Council's decision making.	A participatory process designed to identify issues and views before plans are developed or policies drafted. Stakeholders have input and opportunity to influence outcomes on multiple occasions throughout the process. Decision making remains with Council.	Working with Stakeholders to develop an understanding of all issues and interests. Working together to identify alternatives and preferred solutions for joint-decision making.	The final decision making is placed in the hands of stakeholders.
Implementation Guideline (Timing)	Before, during and after a decision has been enacted by the City.	After a draft proposal has been developed. Before Council decision making.	Before, during and after draft development. Before Council decision making.	Before, during and after draft development. Before Council decision making.	Before and during the development of a proposal. Before Council endorsement of a decision.

Council's Commitment	Share information about a decision or outcome with stakeholders.	Gain feedback to better understand stakeholder concerns and preferences AND explore options.	Involve stakeholders in the process so their ideas, concerns, and aspirations are reflected in the options developed or final outcome.	Collaborate with Stakeholders so their advice and recommendations are included in the final decision AND that the final decision will be one made together.	Council will implement what Stakeholders decide.
Role of Stakeholder/Community	Listen	Contribute	Participate	Partner	Decide

HOW

What's the best way to get the information you need?

You can use a range of traditional and/or innovative engagement tools and techniques. No single technique will suit every issue or every stakeholder.

Using more than one tool or technique is preferred and will provide the opportunity to reach beyond your usual stakeholders and increase representation and participation. Indicate tools to be used. The table below may assist. You can list your selected tools and techniques for engagement here and delete the below table or retain the table and simply delete rows suggesting tools that not appropriate to your engagement project.

Technique / Tool	Low Level of Engagement		Medium Level of Engagement	High Level of Engagement	
	Inform	Consult	Involve	Collaborate	Empower
Advert / public notice	X	X			
Media Release	X				
Social Media	X	X	X		
Onsite Signage / Poster	X				
Public Display / information booth	X	X			
Stakeholder Letter/ Mail Out/ Letterbox Drop	X	X			
Reply Paid Post Cards	X	X			
Survey Online / Hard Copy (Your Say)	X	X			
Online Discussion Forum (Your Say)		X			
Formal Submission (Your Say)		X			
Quick Poll (online or Vox Pop)		X	X		
Phone Survey		X			
Direct Email (CoB / Mail Chimp)	X	X			
Electronic Newsletter (Bay to Bay / Interest Group Related)	X				
Website	X	X	X		
Interview / Face-to-Face / Door Knocking		X	X		
Open Day / Expo / Event / Field Trip	X	X	X		
Public Meeting / Town Hall Style Meeting	X	X			
Council Briefing Session	X	X			
Community Access Session	X	X			
Council Meeting / Electors Meeting	X	X			
Presentation to existing group	X	X			
Focus Groups / Brainstorming		X	X		
Design Charrette (short meeting where members share their work / sketchers / designs)			X		
Facilitated Workshops			X		
Drop in Sessions			X		

Technique / Tool	Low Level of Engagement		Medium Level of Engagement	High Level of Engagement	
	Inform	Consult	Involve	Collaborate	Empower
Convene Reference Group / Advisory Group		X	X	X	X
World / Conversation Café (participants explore topics in small groups in an informal setting)			X		
On site meetings	X	X	X		
Community Ballot (Electoral vote, referendum)					X
Citizen Jury (selected representative group makes recommendations to Council on complex issues after a period of investigation)					X
Participatory Budgeting (community members directly decide on how to spend part of a public budget)					X

ACTIVITY PLAN

Modify or use this Activity Plan template as it suits your engagement project.

The example timeframes given below will help in allowing adequate time for successful engagement.

Refer to the flowchart in the City of Busselton Community Engagement Framework for an over view of the Community Engagement Process.

Stage	Timing	Activity	Target Audience	Budget
Planning	12 July 2021 (min. 4 weeks before launch)	Meet with Public Relations Team to discuss the project and set indicative timeframes.	Community Engagement Marketing/Communications	-
Planning	(min. 4 weeks before launch)	Prepare Engagement Plan for sign off		-
Planning	(min. 4 weeks before launch)	Arrange collateral with Public Relations Team Ensure you have budget and copy.	Marketing/Communications	\$

Planning	(min. 5 days before launch to allow time to build and)	Develop and approve Yoursay page and contents		-
Planning	(2 days before launch)	Approve Your Say webpage and contents		-
Planning	(launch day)	Circulate hardcopy Engagement Packs if necessary	Libraries, Community Centres, Customer Centre	-
Engaging	17 August 20xx 5-7pm	On-site workshop (Young Street)	Property Owners Business Owners Precinct Groups Residents	\$
Engaging	12 Aug – 9 Sep 20xx	Monitor and respond to discussion forum	Engagement Participants General Public	-
Engaging	20 Aug 20xx	Review responses received so far. If needed, engage more actively with underrepresented stakeholder groups and/ or additional promotion through social media and other communication mechanisms.		-
Reporting	10-13 September	Collate and analyse data		
Reporting	16 October 20xx	Finalise Council Report for sign off	Council	-
Reporting		Provide engagement summary information and data to the Public Relations Team to update the Your Say site with project outcomes/next steps to “close the loop”.	Participants, General public	-
Reporting		Send update to participants by email	All participants via Your Say and workshops	-
Evaluating		Evaluate engagement		

ENGAGEMENT RISKS

POTENTIAL ISSUE	RESPONSE
Identify risks and mitigation strategies for your project engagement.	
Examples... <i>IT systems such as online survey does not work properly</i>	<i>Prepare and provide hard copies as well.</i> <i>Speak with IT about options if this occurs</i>
<i>Stakeholders you want to engage with not participating</i>	<i>Ensure a variety of communication and engagement techniques.</i> <i>Door knock the businesses with a high level of impact.</i>
<i>Media interest focused on negative impacts of the project on traders</i>	<i>-Liaise thoroughly and transparently with traders.</i> <i>-Ensure stakeholders are well informed and engaged.</i> <i>-Invite traders to participate early in the process to determine how, when and how much they would like to be engaged through the project stages.</i> <i>-Prepare media release outlining project key messages and engagement process.</i> <i>-Positive advocates are utilised to balance views of naysayer influencers.</i>

REPORTING

Input how, when and to whom you will report the outcomes into your Activity Plan above. Consider how you will report back to the community and to the participants of your engagement, as well as to the decision makers.

Important Note: When engagement is required by legislation and a Submission Form has been used to gather feedback, these submissions must be provided to Council including the name and residential address of respondents. Ensure you do not include data about date of birth, gender or any personal information other than the name and address.

EVALUATION PLAN

How will you know your engagement has been successful?

Include the number of responses. Comment on the quality of responses and note the extent of responses from all target groups.

Questions to consider when evaluating your engagement:

- What worked well?
- What didn't work well?
- Did you achieve / meet your objectives?
- How successful were you in engaging relevant stakeholders? Why, why not?
- Were there any key issues raised that you did not identify, or 'came out of the blue'?
- Were there any issues in managing, collating and analysing the data? What were they?
- How quickly was information provided back to the community?
- What did the community think about the process?
- Was the information relevant and easy to understand?
- Was there enough time and options for the community to respond?
- What are your learnings from the experience?

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

Nil

20. CONFIDENTIAL REPORTS

Nil

21. CLOSURE

The Presiding Member closed the meeting at 7.14pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 219 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 28 JULY 2021.

DATE: 28/7/2021 PRESIDING MEMBER: 