

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

CITY OF BUSSELTON

MINUTES OF THE COUNCIL MEETING HELD ON 28 JULY 2021

TABLE OF CONTENTS

ITEM NO.	SUBJECT	PAGE NO.
1.	DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS.....	3
2.	ATTENDANCE	3
3.	PRAYER	4
4.	APPLICATION FOR LEAVE OF ABSENCE.....	4
5.	DISCLOSURE OF INTERESTS	4
6.	ANNOUNCEMENTS WITHOUT DISCUSSION.....	4
7.	QUESTION TIME FOR PUBLIC.....	5
8.	CONFIRMATION AND RECEIPT OF MINUTES	11
	Previous Council Meetings	11
8.1	Minutes of the Council Meeting held 23 June 2021.....	11
	Committee Meetings.....	11
8.2	Minutes of the Finance Committee Meeting held 21 July 2021	11
9.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	11
10.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)	11
11.	ITEMS BROUGHT FORWARD	12
	ADOPTION BY EXCEPTION RESOLUTION.....	12
12.1	Finance Committee - 21/7/2021 - LIST OF PAYMENTS MADE - MAY 2021	13
12.2	Finance Committee - 21/7/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 MAY 2021	23
13.1	APPLICATION FOR DEVELOPMENT APPROVAL DA20/1056 - SERVICE STATION - LOT 9052 (No. 210) NORTHERLY STREET, VASSE.....	66
14.1	RFT 05/21 GREEN WASTE PROCESSING TENDER 2021-26	223
14.2	RFT 11/21: PIPELINE AND PUMP STATION - DUNSBOROUGH NON-POTABLE WATER NETWORK, MEWETT ROAD, QUINDALUP.....	228
17.1	COUNCILLORS' INFORMATION BULLETIN	234
17.2	CURRENT ACTIVE TENDERS.....	258
	ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE).....	261
12.3	Finance Committee - 21/7/2021 - APPLICATION FOR RATE EXEMPTION - GROUP TRAINING SOUTH WEST INC.	261
16.1	COUNCILLOR KELLY HICK - REMOTE ATTENDANCE	305

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 309

19. URGENT BUSINESS..... 309

20. CONFIDENTIAL REPORTS..... 310

 20.1 Finance Committee - 21/7/2021 - RATING DEBT RECOVERY 310

21. CLOSURE 312

MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 28 JULY 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 5.30pm.

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 Sue Riccelli
Cr Ross Paine
Cr Kate Cox
Cr Paul Carter
Cr Phill Cronin
Cr Jo Barrett-Lennard

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:

Cr Lyndon Miles (up to 5.34pm and including Item 3).

Approved Leave of Absence:

Cr Kelly Hick is an approved Leave of Absence as approved by Council on 23 June 2021 (C2106/120).

Cr Lyndon Miles (from 5.34pm and Item 4).

Media:

0

Public:

6

3. PRAYER

The prayer was delivered by Pastor Matt Stenhouse of Horizon Church.

4. APPLICATION FOR LEAVE OF ABSENCE**COUNCIL DECISION****C2107/141**

Moved Councillor P Cronin, seconded Councillor P Carter

That Cr Lyndon Miles be granted a leave of absence for the remainder of this Ordinary Council Meeting 28 July 2021 and for the Ordinary Council Meeting to be held on 11 August 2021.

CARRIED 7/0**COUNCIL DECISION****C2107/142**

Moved Councillor K Cox, seconded Councillor J Barrett-Lennard

That Cr Sue Riccelli be granted a leave of absence for the Ordinary Council Meeting to be held on 8 September 2021.

CARRIED 7/0**5. DISCLOSURE OF INTERESTS**

Nil

6. ANNOUNCEMENTS WITHOUT DISCUSSION

Announcements by the Presiding Member

Nil

7. QUESTION TIME FOR PUBLIC

Response to Previous Questions Taken on Notice

The following questions were taken on notice at the 23 June 2021 Ordinary Council meeting:

7.1 Mr Keith Sims

Question

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

Response

(provided by Ms Sarah Pierson, Acting Director Finance and Corporate Services)

The rate increase required to fund the cost of constructing the performing arts and convention centre as per the tendered design and price would be dependent on how Council funded the project, how much it chooses to borrow, and what other changes to the Long Term Financial Plan the Council may choose to make. It is not possible to give an exact answer until a funding strategy has been determined. It is also relevant to note that Cr Miles did not specify that the Council would borrow \$28m.

7.2 Mr Len Boyling

Question

In round figures, at this very point in time, is the Busselton Performing Arts and Convention Centre costing an additional \$1.5 million of interest and repayments?

Response

(provided by Ms Sarah Pierson, Acting Director Finance and Corporate Services)

Within the current Long Term Financial Plan the City has included a project budget of \$28.5M for the Busselton Performing Arts and Convention Centre. This includes loan borrowings of \$15 million. The current projected rate increases over the life of the LTFP provide for this funding, and are projected at between 2.5% and 2.95%; and specifically 2.5% for 2021/2022. Any additional funding required to progress the project would come from a combination of sources and the quantum of any additional rating would be dependent on further funding decisions. It is therefore not possible to assume or state any specific level of additional loan borrowing or rating, over and above current rate projections.

Question Time for Public

7.3 Mr Keith Sims

Question

The rate increases in the Busselton Performing Arts and Convention Centre (BPACC) document are calculated on principal of loan borrowings and at \$37 and \$18 respectively. They do not include interest or the running costs of \$1.2 million. The costs which include interest and the \$1.2 million operating loss equates to an increase of rates for option A [of the survey options] to \$98 and option B to \$88. Will the City be transparent and change the survey document information?

Response

(Mayor)

The information that was in the survey document is the additional cost over and above that which was modelled on the \$28.5 million [for the project].

Question

(Mr Nottle, Director Finance and Corporate Services)

The figures of \$98 and \$88 for the two options are based on the entire borrowings. The survey focuses on the extra costs, over and above what was already budgeted for in the City's Long Term Financial Plan. The survey explains that the \$37 and \$18 are over and above what the BPACC was going to cost originally.

Question

So you are not going to change your survey document?

Response

(Mayor)

The survey document has already been distributed. It does state quite clearly that the additional costs to facilitate a loan for option A or option B are \$37 and \$18 respectively.

Question

The \$33 million option B [of the survey] is the City's assumption and not a quote. The City has acknowledged that material costs are going to continue to rise. If tenders come in over \$33 million, what is the Council going to do?

Response

(Mr Mike Archer, Chief Executive Officer)

We have received pricing on option B. We have also asked our quantity surveyors to re-price based on the prices received from the tenders. When the two were done independently, they were very close.

Response

(Mayor)

The outcomes of the survey are anticipated to be considered by Council in September. That will inform Council's decision on the way forward.

Question

If option B [of the survey] is chosen, and comes in over \$33 million, what do you do?

Response

(Mayor)

The Council decision will be informed by the outcomes of the community survey. I cannot pre-suppose a decision of Council on consideration of facts we do not know yet.

Question

What percentage of responses [to the BPACC survey] do you require to claim a mandate to go ahead with the building?

Response

(Mayor)

The outcomes of the survey and the feedback through the survey results will inform the decision of Council.

7.4 Mrs Michelle Shackleton

Question

How much input did Catalyse have into the [BPACC] survey questions? Or did the City provide Catalyse with its own questions?

Response

(Mayor)

The City informed Catalyse about what we were seeking and they helped to formulate the questions and the preamble as well.

Question

Can you confirmed how the list of the targeted 4,000 respondents [to the survey] were selected and by whom?

Response

(Mr Nottle)

The City provided a number of databases to Catalyse. They used those databases to make a list, which they randomized and worked their processes from there.

Response

(Mr Archer)

In regards to your question about independence, I can assure you that the City does not know who Catalyse has sampled as part of the random sample. We do not know who those 4,000 people are.

Question

Will children be able to make decisions on behalf of ratepayers, which may occur if you are sending the survey to email addresses?

Response

(Mr Nottle)

The survey has demographic information at the back end of the survey, including who you have in your household. There is a data cleansing process that Catalyse will go through to ensure we have not duplicated email addresses and those sorts of things, to ensure it fits within the categories that they are after.

Question

Will Catalyse's report be available in full for ratepayers to read?

Response

(Mayor)

It will be annexed to the Council report.

Question

A company called Stalite Service was paid \$3,480 in May for services relating to the BPACC. Can you please explain what those services were?

Response

(Mayor)

We will have to take that question on notice.

Question

What is the usage rate of the Undalup Room per annum since it has been completed?

Response

We will take that question on notice and provide that information.

7.5

Ms Anne Ryan**Question**

(read out letter on behalf of Ms Christina Newton regarding spill lighting from the tower lights and permits for sports training sessions at Barnard Park and Churchill Park)

Is anyone going to respond to this lady?

Response

(Mrs Naomi Searle, Director Community and Commercial Services)

We have been speaking with that permit holder and some controls have been implemented so the lights do not go on as regularly and whistles are not being blown etc. That has been communicated to the person who is complaining and that person had a discussion with our Venues team.

Question

Your website states that the annual costs to operate the BPACC is around \$1.2 million. Why has this figure been revised down from \$1.5 million when all other costs are going up exponentially?

Response

(Mr Archer)

It is because we duplicated the asset management renewal costs and picked it up afterwards. So, we were actually double paying for things, so we have adjusted it.

Question

In relation to jobs [for the BPACC project], the August 2020 business case said it is expected to provide 39 direct and 6.3 indirect jobs on an ongoing basis through staffing, operations and tourism expenditure. The January 2021 business case states the project will deliver 45.3 jobs on an ongoing basis through staff, operations and tourism expenditure. It then states it is also expected to provide 17.5 direct jobs and 26.8 indirect jobs through staffing, operations and tourism expenditure, which will have a considerable impact on the local community. Why such a huge turnaround in the figures of direct and indirect staff?

Response

(Mrs Searle)

As part of the business case that we developed, we incorporated a creative industries hub and then also prepared a business case that excluded it. On both business cases, we commissioned a cost benefit analysis that looked at an economic impact assessment. You can find that on the YourSay website and those figures are taken directly from there.

Question

Based on the fact Margaret River HEART cannot open on weekends due to staff penalty rates, what will be the cost of staffing on an annual basis, including superannuation, for the 43.5 jobs?

Response

(Mrs Searle)

Salaries and wages in year two, being the first full year of operations, will be \$1.1 million. Other employee related costs are at \$20,000 and there is an estimate for penalties of just under \$14,000.

Question

How many public facilities have been built in the past and used as a lure, at significant expense to ratepayers, for the likes of a multi-billion dollar hotel group?

Response

(Mayor)

We are not building a performing arts centre to lure anyone. Any commercial venture would look at what businesses are around them. For example, the Shelter brewery on the Foreshore was built in that location because of the successful redevelopment of the Jetty and the Foreshore. There are a lot of businesses that operate in and around infrastructure that was built by the State or Local Government.

Question

Why doesn't the City decline to accept the grant funding for the performing arts project and request it is to be used for a project to fix the Vasse River?

Response

(Mayor)

The funding obtained through the Building Better Regions is not about cleaning up an environmental area that belongs to the State Government. It is about creating opportunities in communities that would deliver jobs in regional economies.

Question

Why wouldn't you lobby the Federal Government for funding for the Vasse River if you go with option C [of the BPACC survey] and hand back \$10.35 million.

Response

(Considered as a statement and no response required to be given)

7.6

Mr Keith Sims

Question

In the document for the BPACC survey, it says the estimated additional rates per annum are above the 2.5%. So the 2.5% rate increase is nothing to do with the building, it is a normal rate increase?

Response

(Mr Archer)

The 2.5% accommodates building costs of about \$18 million and about \$10 million worth of borrowings.

Response

(Mayor)

The preamble [in the survey] mentions that it is factored in to the Long Term Financial Plan with rate rises predicted of between 2.5% to 2.95% over the next 10 years.

Question

That does not tell a ratepayer that you are getting a 2.5% rate increase this year and on top of it you will be paying an additional \$36 for option A [of the survey].

Response

(Mayor)

We are saying that the extra cost would be the \$37. If it is the \$18, which is 1% of rates to the average ratepayer, it would be in addition to those rises. It would also depend on other funding options that are undertaken by Council. There could also be other programs or additional savings, or additional funding that is able to be obtained. These are best estimates that are put out with the survey to try and educate the community as part of the decision-making process.

8. CONFIRMATION AND RECEIPT OF MINUTES**Previous Council Meetings****8.1 Minutes of the Council Meeting held 23 June 2021****COUNCIL DECISION****C2107/143**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Minutes of the Council Meeting held 23 June 2021 be confirmed as a true and correct record.**CARRIED 7/0****Committee Meetings****8.2 Minutes of the Finance Committee Meeting held 21 July 2021****COUNCIL DECISION****C2107/144**

Moved Councillor P Carter, seconded Councillor J Barrett-Lennard

That the Minutes of the Finance Committee Meeting held 21 July 2021 be noted.**CARRIED 7/0****9. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS****Petitions**

Nil

Presentations

Nil

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

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

12.1 Finance Committee - 21/7/2021 - LIST OF PAYMENTS MADE - MAY 2021

12.2 Finance Committee - 21/7/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 MAY 2021

13.1 APPLICATION FOR DEVELOPMENT APPROVAL DA20/1056 - SERVICE STATION - LOT 9052 (No. 210) NORTHERLY STREET, VASSE

14.1 RFT 05/21 GREEN WASTE PROCESSING TENDER 2021-26


14.2 RFT 11/21: PIPELINE AND PUMP STATION - DUNSBOROUGH NON-POTABLE WATER NETWORK, MEWETT ROAD, QUINDALUP

17.1 COUNCILLORS' INFORMATION BULLETIN

17.2 CURRENT ACTIVE TENDERS

CARRIED 7/0

12.1 Finance Committee - 21/7/2021 - LIST OF PAYMENTS MADE - MAY 2021

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Financial Operations
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Noting: The item is simply for information purposes and noting
VOTING REQUIREMENT	Simple Majority
ATTACHMENTS	Attachment A List of Payments May 2021 ↓ 

This item was considered by the Finance Committee at its meeting on 21/7/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION**C2107/145**

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Council notes payment of voucher numbers M118788 – M118825, EF079166 – EF079828, T7559 – T7562, DD004475 – DD004508, as well as payroll payments, together totalling \$6,935,157.99.

CARRIED 7/0**EN BLOC****OFFICER RECOMMENDATION**

That the Council notes payment of voucher numbers M118788 – M118825, EF079166 – EF079828, T7559 – T7562, DD004475 – DD004508, as well as payroll payments, together totalling \$6,935,157.99.

EXECUTIVE SUMMARY

This report provides details of payments made from the City's bank accounts for the month of May 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 May 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 May 2021 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.



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

CHEQUE PAYMENTS	CHEQUE # 118788 - 118825	82,682.78
ELECTRONIC TRANSFER PAYMENTS	EFT79166 - EFT79828	5,132,543.39
TRUST ACCOUNT	TRUST ACCOUNT # 7559 - 7562	43,935.09
INTERNAL PAYMENT VOUCHERS	DD004475 - DD004508	91,547.31
PAYROLL PAYMENTS	01.05.2021 - 31.05.2021	1,584,449.42
		6,935,157.99

CHEQUE PAYMENTS MAY 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
26/05/2021	118806	AIRON & TAYLA DYSON	CROSSOVER SUBSIDY PAYMENT	303.50
26/05/2021	118813	ANDREW & MELANIE MOORE	CROSSOVER SUBSIDY PAYMENT	344.10
14/05/2021	118792	BUSSELTON PUBLIC LIBRARY - PETTY CASH	BUSSELTON PUBLIC LIBRARY - PETTY CASH BUSSELTON	164.90
27/05/2021	118824	CALLOWS CORNER NEWS	NEWSAGENCY / STATIONERY SUPPLIES	184.25
27/05/2021	118819	CALLOWS CORNER NEWSAGENCY	STAFF SOCIAL CLUB - LOTTO	500.70
14/05/2021	118798	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
14/05/2021	118799	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
27/05/2021	118822	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
26/05/2021	118807	CHARIS & WILFREDO AVERGONZADO	CROSSOVER SUBSIDY PAYMENT	201.80
26/05/2021	118801	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	614.90
14/05/2021	118788	CITY OF BUSSELTON DEPOT - PETTY CASH	CITY OF BUSSELTON DEPOT - PETTY CASH BUSSELTON	93.40
14/05/2021	118795	COLLEEN TUKE	RATE REFUNDS	729.50
26/05/2021	118804	CONNOR OLIVER & RACHEL HUTCHINS	CROSSOVER SUBSIDY PAYMENT	201.80
14/05/2021	118790	DEPARTMENT OF TRANSPORT	DEPARTMENT OF TRANSPORT PERTH	327.00
27/05/2021	118823	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	32.00
14/05/2021	118791	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH BUSSELTON	97.10
27/05/2021	118825	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	23,595.00
14/05/2021	118796	GEOFFREY & ANNETTE BENNETT	RATE REFUNDS	750.00
26/05/2021	118814	GEOFFREY EDNIE	CROSSOVER SUBSIDY PAYMENT	344.10
14/05/2021	118789	GEOGRAPHE LEISURE CENTRE - PETTY CASH	GEOGRAPHE LEISURE CENTRE - PETTY CASH BUSSELTON	268.75
26/05/2021	118812	JEFFERY & MARGARET PREEDY	CROSSOVER SUBSIDY PAYMENT	368.50
26/05/2021	118811	JOHN & TERRY FRANCIS	CROSSOVER SUBSIDY PAYMENT	205.10
26/05/2021	118815	JOHN ROLSTON & JACI HARPER	CROSSOVER SUBSIDY PAYMENT	303.50
26/05/2021	118802	KEVIN & CHRISTINA FALL	CROSSOVER SUBSIDY PAYMENT	154.10
27/05/2021	118820	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	356.40
14/05/2021	118797	MANCUSA PTY LTD	RATE REFUNDS	5,427.39
26/05/2021	118805	PETER & KAREN ELDRIDGE	CROSSOVER SUBSIDY PAYMENT	231.50
14/05/2021	118793	PETER GEOFFREY RIDGWELL	RATE REFUNDS	750.00
14/05/2021	118794	RACHEL REES	RATE REFUNDS	322.60
26/05/2021	118778	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	-750.00
26/05/2021	118816	RATE REFUNDS	REFUND OF RATE OVERPAYMENT	464.27
26/05/2021	118808	RAYMOND & ROSEMARY LOVELL	CROSSOVER SUBSIDY PAYMENT	303.50
14/05/2021	118800	REFUND PAYMENTS - SUNDRY	REFUND PAYMENTS - SUNDRY	230.00
26/05/2021	118810	RHYS FOWLER & ZOE SINGLETON	CROSSOVER SUBSIDY PAYMENT	235.70
26/05/2021	118809	SALLY FLEMING	CROSSOVER SUBSIDY PAYMENT	303.50
26/05/2021	118803	STE PHEN & DIANNE COCKMAN	CROSSOVER SUBSIDY PAYMENT	167.90
27/05/2021	118817	TERRY WHITE CHEMIST	FIRST AID SUPPLIES	262.00
27/05/2021	118818	WA STRATA MANAGEMENT	STRATA LEVY FEES & WATER CONSUMPTION	772.00
27/05/2021	118821	WATER CORPORATION	WATER SERVICES	43,822.02
				82,682.78

EFT PAYMENTS MAY 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
6/05/2021	79082	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	425.00
28/05/2021	79615	A1 BORCATS BUSSELTON	EARTHWORK SERVICES	13,535.50
20/05/2021	79536	AARON SMITH	STAFF REIMBURSEMENT	62.50
28/05/2021	79792	ABBEY PAINTING CONTRACTORS	MAINTENANCE SERVICES	4,070.00
6/05/2021	79186	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	16,126.00
14/05/2021	79408	AC FORSTER & SON	PLUMBING SERVICES	1,766.00
28/05/2021	79742	AC FORSTER & SON	PLUMBING SERVICES	1,926.50
14/05/2021	79433	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	23,879.90
28/05/2021	79768	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	15,524.80
14/05/2021	79357	ACTIVTEC SOLUTIONS	SERVICES & REPAIRS TO MEDICAL EQUIPMENT	258.00
28/05/2021	79579	ACTION SOUTH WEST	RATE REFUND	25,516.00
14/05/2021	79241	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,330.80
20/05/2021	79514	ADAM DAVEY CONSULTING	TURF CONSULTANT	858.55
21/05/2021	79538	ADAM DAVEY CONSULTING	TURF CONSULTANT	1,023.55
14/05/2021	79331	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	369.42
6/05/2021	79190	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	1,885.50
14/05/2021	79309	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	567.88
28/05/2021	79635	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	1,697.85
14/05/2021	79324	AERODROME MANAGEMENT SERVICES PTY LTD	AIR SERVICES	4,811.47
14/05/2021	79400	AGGE INVESTMENTS PTY LTD	REFUND PERFORMANCE BOND	5,000.00
28/05/2021	79649	AHA CONSULTING PTY LTD	COMMUNITY ENGAGEMENT TRAINING	6,904.89
28/05/2021	79646	AHRI AUSTRALIAN HR INSTITUTE	TRAINING SERVICES	396.00
6/05/2021	79185	AL FORNO	CATERING	1,438.00
28/05/2021	79574	ALICE ALDER	ART SALES & WORKSHOPS	312.00
6/05/2021	79183	ALINTA ENERGY	POWER SUPPLY	206.70
14/05/2021	79288	ALINTA ENERGY	POWER SUPPLY	1,377.45
14/05/2021	79386	ALISON BANNISTER CAREER COACHING	CAREER WORKSHOPS	187.90
28/05/2021	79577	ALL 4X4 SERVICES	VEHICLE MAINTENANCE SERVICES	492.70
14/05/2021	79244	ALL WEST BUILDING APPROVALS PTY LTD	BUILDING APPLICATION ASSESSMENTS	495.00
14/05/2021	79305	ALLFLOW INDUSTRIAL	MAINTENANCE SERVICES	802.95
14/05/2021	79475	ALLOY & STAINLESS PRODUCTS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	465.80
14/05/2021	79259	ALPHA PEST ANIMAL SOLUTIONS	FOX BAITING	12,328.80
14/05/2021	79318	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	914.58
28/05/2021	79644	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	153.40
14/05/2021	79360	ALTUS GROUP CONSULTING PTY LTD	COST MANAGEMENT SERVICES	27,532.45
14/05/2021	79372	AMGROW AUSTRALIA PTY LTD	NURSERY SERVICES	5,977.57
28/05/2021	79567	ANDERS HAMMARSTROM	ART SALES	14.00
20/05/2021	79526	ANDREA SMITH	STAFF REIMBURSEMENT	408.70
14/05/2021	79395	ANGELA BANCILHON	COACHING SERVICES	2,100.00
14/05/2021	79246	ANNA FOLEY	WELLNESS SERVICES	1,160.00
28/05/2021	79618	ANTENNA TECH	ANTENNA REPAIRER	200.00
14/05/2021	79321	AQUATIC SERVICES WA PTY LTD	POOL SERVICE AND MAINTENANCE	7,590.00

14/05/2021	79233	ARBOR GUY	TREE MAINTENANCE SERVICES	17,358.62
28/05/2021	79552	ARBOR GUY	TREE MAINTENANCE SERVICES	9,843.91
28/05/2021	79736	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	968.72
28/05/2021	79568	ARTISAN PAVING	CBD PAVING UPGRADE PROJECT	69,586.00
6/05/2021	79221	ASCENT ENGINEERING PTY LTD	ENGINEERING SERVICES	13,406.25
14/05/2021	79483	ASCENT ENGINEERING PTY LTD	ENGINEERING SERVICES	18,911.75
6/05/2021	79198	AUSSIE BROADBAND PTY LTD	NBN BROADBAND	2,345.30
28/05/2021	79673	AUSSIE BROADBAND PTY LTD	NBN BROADBAND	2,345.30
28/05/2021	79772	AUSTRAL POOLS	POOL EQUIPMENT SERVICES	288.20
14/05/2021	79425	AUSTRALIA POST	POSTAL SERVICE	3,045.20
28/05/2021	79730	AUSTRALIAN DESIGN CENTRE	TOURING EXHIBITION, CATALOGUES ART SALES	12.00
28/05/2021	79704	AUSTRALIAN FACILITATION COMPANY	LEADERSHIP COACHING AND DEVELOPMENT	330.00
14/05/2021	79450	AUSTRALIAN FLEXIBLE PAVEMENT ASSOCIATION	TRAINING SERVICES	4,356.00
28/05/2021	79543	AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION	LIBRARY RESOURCES	890.00
6/05/2021	79171	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
20/05/2021	79496	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
3/06/2021	79823	AUSTRALIAN SERVICES UNION	UNION FEES	25.90
6/05/2021	79170	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	231,770.00
20/05/2021	79495	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	222,992.00
3/06/2021	79822	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	222,848.00
14/05/2021	79462	AUTO ONE	PLANT PURCHASES / SERVICES / PARTS	2,057.71
14/05/2021	79349	AV TRUCK SERVICES PTY LTD	VEHICLE PARTS & MAINTENANCE	2,092.91
6/05/2021	79217	AVIS SOUTHWEST RENTALS	VEHICLE RENTAL SERVICES	1,998.07
28/05/2021	79669	AXIIS CONTRACTING PTY LTD	CONCRETE FOOTPATH AND ASSOCIATED WORKS - BEACH ROAD DUNSBOROUGH	76,180.78
14/05/2021	79255	AZILITY	IT SOFTWARE	988.90
6/05/2021	79214	B & B STREET SWEEPING	STREET SWEEPING SERVICE	54,810.11
14/05/2021	79439	B & B STREET SWEEPING	STREET SWEEPING SERVICE	14,983.24
20/05/2021	79532	B & B STREET SWEEPING	STREET SWEEPING SERVICE	65,329.72
28/05/2021	79774	B & B STREET SWEEPING	STREET SWEEPING SERVICE	5,381.91
28/05/2021	79698	BARBARA WEEKS	ART SALES	20.00
14/05/2021	79285	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	1,116.05
28/05/2021	79611	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	10,142.55
14/05/2021	79432	BAY SIGNS	SIGNAGE SERVICES	3,801.60
28/05/2021	79767	BAY SIGNS	SIGNAGE SERVICES	5,069.50
14/05/2021	79263	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	8,562.40
28/05/2021	79599	BCP CONTRACTORS PTY LTD	RECONSTRUCTION AND WIDENING OF KALOORUP ROAD	97,544.95
28/05/2021	79594	BCP LIQUID WASTE	LIQUID WASTE SERVICES	254.00
14/05/2021	79490	BEACHLANDS LAWNMOWING SERVICE	LAWN MOWING SERVICE	300.00
14/05/2021	79317	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	28,947.77
28/05/2021	79639	BELLROCK CLEANING SERVICES PTY LTD	CLEANING SERVICES	192.50
14/05/2021	79367	BEN KING	SKATE PARK CONSULTATION	5,750.00
28/05/2021	79692	BEN KING	SKATE PARK CONSULTATION	750.00
28/05/2021	79779	BENARA NURSERY	NURSERY SUPPLIES	6,732.22
6/05/2021	79202	BETA SOUVENIRS	SOUVENIR WHOLESALE	215.60
14/05/2021	79236	BIGMATE MONITORING SERVICES PTY LTD	MONITORING SERVICES	336.60
28/05/2021	79631	BIKE SHED DUNSBOROUGH	REPAIRS TO RPM BIKE	100.00
14/05/2021	79376	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	1,595.00
28/05/2021	79699	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	7,480.00
28/05/2021	79688	BISTRO BRETON	COFFEE WORKSHOPS AND CATERING	480.00
14/05/2021	79430	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	1,361.98
28/05/2021	79765	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	690.17
28/05/2021	79733	BLUE ARMADILLO (ODILE BELL)	ART SALES	143.50
14/05/2021	79406	BOC GASES AUSTRALIA LTD	GAS SERVICES	323.80
28/05/2021	79740	BOC GASES AUSTRALIA LTD	GAS SERVICES	709.25
14/05/2021	79356	BOND ELECTRICS	BAGGAGE HANDLING EQUIPMENT	29,191.80
14/05/2021	79392	BOND REFUNDS SUNDRY EFT	BOND REFUND	100.00
28/05/2021	79549	BOYANUP BOTANICAL	NURSERY SERVICES	2,579.32
14/05/2021	79319	BP AUSTRALIA PTY LTD	CONSTRUCTION OF JET FUEL FACILITY	342.89
14/05/2021	79369	BRETT TITTERTON ELECTRICAL AND AIR CONDITIONING	ELECTRICAL SERVICES	788.73
28/05/2021	79693	BRETT TITTERTON ELECTRICAL AND AIR CONDITIONING	ELECTRICAL SERVICES	261.36
6/05/2021	79201	BRIAN EDWARD INGRAM	CARPENTRY SERVICES	2,250.00
14/05/2021	79351	BRIAN EDWARD INGRAM	CARPENTRY SERVICES	254.00
28/05/2021	79679	BRIAN EDWARD INGRAM	CARPENTRY SERVICES	485.00
14/05/2021	79240	BRIDGESTONE	TYRE SERVICES	777.48
28/05/2021	79563	BRIDGESTONE	TYRE SERVICES	1,501.06
14/05/2021	79262	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES	237.50
28/05/2021	79593	BROADWATER MEDICAL CENTRE	MEDICAL SERVICES	159.50
14/05/2021	79466	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	14,070.65
28/05/2021	79797	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	5,512.87
14/05/2021	79443	BSEWA	ELECTRICAL SERVICES	2,805.73
14/05/2021	79412	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	1,091.59
28/05/2021	79748	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	863.72
28/05/2021	79716	BUDDHIST SOCIETY OF WA	BOND REFUND	200.00
14/05/2021	79267	BUILDING SUPPLIES SOUTH WEST	BUILDING PRODUCT SUPPLIER	230.00
14/05/2021	79330	BULL MOTOR BOOBS PTY LTD	LIGHT VEHICLE ACCESSORIES	226.60
14/05/2021	79446	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,813.22
28/05/2021	79778	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,795.49
14/05/2021	79294	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	RURAL SUPPLIES	230.00
28/05/2021	79619	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	RURAL SUPPLIES	62.50
14/05/2021	79286	BUSSELTON AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	385.59
14/05/2021	79243	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	1,491.86
28/05/2021	79566	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	852.49
14/05/2021	79436	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	3,616.11
28/05/2021	79771	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	355.96
28/05/2021	79547	BUSSELTON CONTRACTING	FIRE CONTROL SERVICES	715.00
14/05/2021	79345	BUSSELTON DUNSBOROUGH MAIL	ADVERTISING SERVICES	126.01
28/05/2021	79782	BUSSELTON HORSE & PONY CLUB	DONATION	1,000.00
14/05/2021	79225	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	207.72
28/05/2021	79544	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	519.92
14/05/2021	79387	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	132.00
14/05/2021	79388	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	146.00
14/05/2021	79389	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	208.00
14/05/2021	79390	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	104.00
14/05/2021	79391	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	216.00
28/05/2021	79713	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	162.00
28/05/2021	79714	BUSSELTON JETTY TOURIST PARK SUNDRY EFT	BITP REFUND	104.00
28/05/2021	79560	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	137.50
14/05/2021	79422	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	700.00
28/05/2021	79761	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	42,459.66
6/05/2021	79212	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	608.02
14/05/2021	79434	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	1,403.87
28/05/2021	79769	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	7,298.50
14/05/2021	79229	BUSSELTON REPERTORY CLUB INC	FRINGE FESTIVAL HIRE	1,061.50
14/05/2021	79403	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	814.67
14/05/2021	79404	BUSSELTON WATER	WATER SERVICES	111.30
28/05/2021	79739	BUSSELTON WATER	WATER SERVICES	179,905.43
14/05/2021	79458	BUSSELTON WELDING SERVICES	WELDING SERVICES	599.50
20/05/2021	79513	CAMPBELLS	GLC KIOSK PURCHASES	249.21
19/05/2021	79291	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00

19/05/2021	79297	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
19/05/2021	79327	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
19/05/2021	79364	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
19/05/2021	79438	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79569	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79582	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79624	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79633	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79776	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
31/05/2021	79799	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
6/05/2021	79200	CAPE CELLARS BUSSELTON	REFRESHMENTS	2,005.74
28/05/2021	79813	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	38.50
14/05/2021	79477	CAPE RURAL CONTRACTING	FIRE CONTROL SERVICES	2,255.00
28/05/2021	79806	CAPE RURAL CONTRACTING	FIRE CONTROL SERVICES	1,980.00
28/05/2021	79622	CAPE SHADES	SHADE SAILS	210.00
14/05/2021	79454	CARDNO (WA) PTY LTD	CONSULTANCY SERVICES	2,310.00
14/05/2021	79260	CATALYTIC IT	IT EQUIPMENT AND SERVICES	1,278.75
6/05/2021	79195	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	68,190.29
14/05/2021	79337	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	35,549.05
20/05/2021	79516	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	8,509.88
28/05/2021	79664	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	1,208.63
14/05/2021	79335	CHOICECHEM	BITUMEN REMOVER	675.68
28/05/2021	79674	CHRISEA DESIGNS	ART SALES	199.50
14/05/2021	79452	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	5,522.88
14/05/2021	79470	CITY AND REGIONAL FUELS	FUEL SERVICES	3,185.19
6/05/2021	79168	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,299.18
20/05/2021	79493	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,199.18
3/06/2021	79820	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	3,174.18
6/05/2021	79173	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS REALLOCATION	5,343.88
20/05/2021	79498	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS REALLOCATION	5,400.52
3/06/2021	79825	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS REALLOCATION	5,266.92
6/05/2021	79169	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	230.00
20/05/2021	79494	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	230.00
3/06/2021	79821	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	224.00
6/05/2021	79175	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	232.00
20/05/2021	79500	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	232.00
3/06/2021	79827	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	238.00
14/05/2021	79407	CID EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	906.16
28/05/2021	79741	CID EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	888.09
28/05/2021	79734	CLAIRE KASTELAN	ART SALES	66.15
14/05/2021	79250	CLANCY'S FISH PUB DUNSBOURGH	GRANT AGREEMENT	631.00
14/05/2021	79459	CLEANAWAY	WASTE MANAGEMENT SERVICES	18,751.15
28/05/2021	79791	CLEANAWAY	WASTE MANAGEMENT SERVICES	4,746.13
28/05/2021	79621	CLEANAWAY CO PTY LTD	CHEMICAL DISPOSAL SERVICES	2,670.85
28/05/2021	79757	CLEANAWAY EQUIPMENT SERVICES	MAINTENANCE PARTS WASHER	807.71
14/05/2021	79296	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	51.05
14/05/2021	79268	CLOUTZ EVENT HIRE	ENTERTAINMENT	499.99
14/05/2021	79398	CMM TECHNOLOGY	WORKPLACE DRUG & ALCOHOL TESTING	1,303.50
28/05/2021	79712	CMT EQUIPMENT	CONSTRUCTION MATERIALS TESTING EQUIPMENT	322.30
6/05/2021	79215	COLES	COUNCIL & STAFF REFRESHMENTS	321.52
14/05/2021	79453	COLES	COUNCIL & STAFF REFRESHMENTS	573.22
20/05/2021	79534	COLES	COUNCIL & STAFF REFRESHMENTS	332.82
28/05/2021	79787	COLES	COUNCIL & STAFF REFRESHMENTS	1,404.24
14/05/2021	79270	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	854.04
20/05/2021	79507	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	416.04
28/05/2021	79598	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	350.59
28/05/2021	79597	COLIN WOODFORD CARPENTRY & FINE FURNITURE	CARPENTRY SERVICES	5,775.00
14/05/2021	79231	COMBINED TEAM SERVICES	TRAINING SERVICES	995.00
14/05/2021	79377	COME. GRAZE. SOUTHWEST	CATERING FOOD SERVICES	1,272.00
28/05/2021	79701	COME. GRAZE. SOUTHWEST	CATERING FOOD SERVICES	1,250.00
28/05/2021	79600	COMMERCIAL TURF SERVICES	LAWN MOWER MECHANICAL SERVICES	1,738.00
14/05/2021	79370	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	508.20
14/05/2021	79295	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	190.30
28/05/2021	79623	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	4,786.10
14/05/2021	79371	CORY CROMBIE	MOTIVATIONAL AND DISABILITY SPEAKER	1,000.00
14/05/2021	79226	CR. G HENLEY	COUNCILLOR PAYMENT	10,308.25
20/05/2021	79303	CR. G HENLEY	COUNCILLOR PAYMENT	194.93
14/05/2021	79350	CR. J BARRETT-LENNARD	COUNCILLOR PAYMENT	2,746.03
14/05/2021	79315	CR. K HICK	COUNCILLOR PAYMENT	4,632.31
14/05/2021	79352	CR. KATHERINE COX	COUNCILLOR PAYMENTS	2,746.03
20/05/2021	79520	CR. KATHERINE COX	COUNCILLOR PAYMENTS	716.55
14/05/2021	79314	CR. L MILES	COUNCILLOR PAYMENT	2,746.03
14/05/2021	79283	CR. P CARTER	COUNCILLOR PAYMENT	2,746.03
14/05/2021	79355	CR. P CRONIN	COUNCILLOR PAYMENTS	2,746.03
20/05/2021	79521	CR. P CRONIN	COUNCILLOR PAYMENTS	1,400.62
14/05/2021	79282	CR. R PAINE	COUNCILLOR PAYMENT	2,746.03
14/05/2021	79348	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,746.03
14/05/2021	79248	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	14,089.71
28/05/2021	79576	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	10,552.26
14/05/2021	79465	CROSS SECURITY SERVICES	SECURITY SERVICES	3,812.82
28/05/2021	79796	CROSS SECURITY SERVICES	SECURITY SERVICES	1,410.64
14/05/2021	79339	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	2,635.60
14/05/2021	79264	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	924.00
28/05/2021	79595	D MCKENZIE T/A LITORIA ECOSERVICES	CONSULTANCY SERVICES	2,640.00
14/05/2021	79380	DANIEL FRITCHLEY	DRAFTING SERVICES	4,928.00
20/05/2021	79525	DANIEL FRITCHLEY	DRAFTING SERVICES	3,696.00
20/05/2021	79511	DATACOM SYSTEMS (AU) PTY LTD	COMPUTER EQUIPMENT AND SERVICES	9,023.60
14/05/2021	79451	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	40,104.90
28/05/2021	79783	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	2,172.50
14/05/2021	79484	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT SUPPLIER	41,923.64
28/05/2021	79811	DELL AUSTRALIA PTY LTD	COMPUTER EQUIPMENT SUPPLIER	81.70
14/05/2021	79344	DELNORTH PTY LTD	STEEL GUIDE POST SUPPLIER	2,192.92
14/05/2021	79289	DENADA SURVEYS PTY LTD	SURVEYING SERVICES	24,728.00
28/05/2021	79542	DENNIS HADDON	ART SALES	99.50
14/05/2021	79257	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	156.42
28/05/2021	79591	DEPARTMENT OF HUMAN SERVICES	CHARGES FOR CENTREPAY FACILITY	128.70
28/05/2021	79558	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	85.00
6/05/2021	79174	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	736.09
20/05/2021	79499	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	736.09
3/06/2021	79826	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	736.09
28/05/2021	79729	DIABETES WA	SUNDRY PAYMENTS	104.00
14/05/2021	79343	DIVERSECO PTY LTD	EQUIPMENT SUPPLY AND MAINTENANCE	3,371.50
14/05/2021	79383	DONALD CANT WATTS CORKE (WA) PTY LTD	CONSULTANCY SERVICES	14,190.00
28/05/2021	79711	DONALD CANT WATTS CORKE (WA) PTY LTD	CONSULTANCY SERVICES	1,650.00
14/05/2021	79316	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	708.22
28/05/2021	79638	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	355.74
14/05/2021	79292	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	4,616.15
28/05/2021	79617	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	822.80
14/05/2021	79480	DUNSBOURGH BAY YACHT CLUB	DONATION	150.00

28/05/2021	79642	DUNSBOROUGH CONCRETE	CONCRETE SUPPLIES	4,895.00
14/05/2021	79256	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	40.45
21/05/2021	79537	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	132.40
28/05/2021	79790	DUNSBOROUGH RURAL SUPPLIES	RURAL SUPPLIES	293.25
28/05/2021	79592	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	1,514.72
20/05/2021	79519	EARTH AND STONE WA	FOOTPATHS MAINTENANCE	34,370.38
28/05/2021	79668	EARTH AND STONE WA	FOOTPATHS MAINTENANCE	7,195.00
14/05/2021	79374	EARTHSIDE ECO BUMS	CLOTH NAPPIES	99.00
20/05/2021	79523	EARTHSIDE ECO BUMS	CLOTH NAPPIES	2,839.54
14/05/2021	79323	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	550.00
28/05/2021	79655	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	463.65
28/05/2021	79626	ELAMOORE NATURAL SOAPS & COSMETICS PTY LTD	ART SALES	36.40
28/05/2021	79557	ELIZABETH ROYCE	ART SALES	17.50
14/05/2021	79222	ELLIOTTS IRRIGATION PTY LTD	IRRIGATION SERVICES	858.00
14/05/2021	79440	ELLIOTTS SMALL ENGINES	PLANT PURCHASES / SERVICES / PARTS	522.95
28/05/2021	79732	ELZA FOUCHE	ART SALES	42.00
28/05/2021	79554	EMERGE ASSOCIATES	LANDSCAPE ARCHITECTURAL SERVICES	25,195.50
28/05/2021	79581	ENGIE	AIR CONDITIONING SERVICES	1,570.25
14/05/2021	79245	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,453.76
28/05/2021	79571	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,531.50
28/05/2021	79620	ENVIRONMENTAL AND AGRICULTURAL TESTING	WATER SAMPLING AND TESTING	825.00
14/05/2021	79249	ERG ELECTRICS PTY LTD	ELECTRICAL COMMUNICATION SERVICES	3,418.10
28/05/2021	79671	ESPRESSO MEDIC	COFFEE MACHINE SALES AND SERVICING	132.00
14/05/2021	79275	EVERETTS HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES	2,800.00
28/05/2021	79601	EVERETTS HOME AND YARD MAINTENANCE	MAINTENANCE SERVICES	5,328.00
6/05/2021	79220	EXTERIA	INFRASTRUCTURE SERVICES	9,574.40
14/05/2021	79368	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	159.10
28/05/2021	79685	FAT RED BIRD DESIGNS	GRAPHIC DESIGN	550.00
20/05/2021	79527	FELICITY SMART INFRASTRUCTURE PTY LTD	LED STREET LIGHTS	7,230.30
14/05/2021	79235	FIRST CLASS TRAINING	TRAINING SERVICES	1,580.00
28/05/2021	79556	FIRST CLASS TRAINING	TRAINING SERVICES	395.00
28/05/2021	79614	FLOOREX PRODUCTS	CONSTRUCTION EQUIPMENT	9,815.73
14/05/2021	79359	FOODLOSOPHY	CATERING AND COOKING CLASSES	887.00
28/05/2021	79687	FOODLOSOPHY	CATERING AND COOKING CLASSES	718.00
28/05/2021	79643	FOULER SURVEYS	WELVERTON ROAD SURVEY	5,148.00
28/05/2021	79650	FRASER SUITES PERTH	ACCOMMODATION	1,774.00
28/05/2021	79697	FREO STONE	PAVING SUPPLIES	21,849.69
14/05/2021	79308	FRESH AS	REFRESHMENTS	69.90
28/05/2021	79634	FRESH AS	REFRESHMENTS	192.55
20/05/2021	79515	FRIDA ROBERTSON	WATER CHARGES REIMBURSEMENT	126.50
14/05/2021	79281	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	1,540.00
28/05/2021	79609	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	1,195.34
14/05/2021	79301	FYFE PTY LTD	CONTAMINATED LAND AUDITOR SERVICES	5,368.00
14/05/2021	79421	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	430.10
20/05/2021	79530	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	777.30
28/05/2021	79760	GALVINS PLUMBING PLUS	PLUMBING SUPPLIES	7,682.40
14/05/2021	79397	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	1,855.00
14/05/2021	79302	GEOBOX PTY LTD	VEHICLE CAMERAS	179.88
28/05/2021	79629	GEOBOX PTY LTD	VEHICLE CAMERAS	308.00
14/05/2021	79468	GEOFF LEESONS RADIATOR CENTRE	PLANT PURCHASES / SERVICES / PARTS	792.00
6/05/2021	79209	GEOGRAPHE PETROLEUM	FUEL SERVICES	22,373.71
28/05/2021	79755	GEOGRAPHE PETROLEUM	FUEL SERVICES	20,885.25
6/05/2021	79218	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	3,150.75
14/05/2021	79469	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	937.50
28/05/2021	79801	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	509.00
14/05/2021	79409	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	553.67
28/05/2021	79744	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	2,643.47
14/05/2021	79405	GILS MOWING	MAINTENANCE SERVICES	3,320.00
14/05/2021	79254	GRACE RECORDS MANAGEMENT (AUSTRALIA) PTY LTD	STORAGE SERVICES	196.12
28/05/2021	79743	GROCOCK GLASS	GLASS WORK SERVICES	389.80
14/05/2021	79478	GUARDIAN TACTILE SYSTEMS	TACTILE SYSTEM SUPPLIER	180.14
14/05/2021	79474	GUMPTION PTY LTD	ADVERTISING SERVICES	3,610.00
14/05/2021	79234	HALIFAX CRANE HIRE PTY LTD	CRANE HIRE	3,498.00
14/05/2021	79414	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES	1,383.69
28/05/2021	79752	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES	375.98
6/05/2021	79194	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	47,654.55
14/05/2021	79332	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES	5,853.32
2/06/2021	79817	HARBECKS TRANSPORT	MAINLY BASE COURSE GRAVEL SUPPLY & DELIVER - CAPEL TUTUNUP ROAD	201,561.46
28/05/2021	79702	HARVEY NORMAN BUSSELTON	FURNITURE	1,498.00
14/05/2021	79401	HEAD OVER HEALS	JUGGLING AND ACROBATIC WORKSHOP	700.00
28/05/2021	79641	HELEN READING	ART SALES	2.80
28/05/2021	79640	HI LIGHTING (1984) PTY LTD	LIGHTING SERVICES	22,528.00
14/05/2021	79486	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	9,256.75
28/05/2021	79814	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	633.70
14/05/2021	79416	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	530.09
6/05/2021	79204	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	3,553.00
14/05/2021	79378	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	1,672.00
20/05/2021	79524	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	1,985.50
28/05/2021	79703	HOWSON MANAGEMENT	ENGINEERING PROJECT MANAGEMENT	1,567.50
14/05/2021	79362	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	5,577.00
28/05/2021	79689	HUMANE SOLUTIONS	MONITORING AND TRAPPING OF PEST SPECIES	2,788.50
14/05/2021	79379	IDESIGN CABINETS	CABINET MAKING	726.00
14/05/2021	79384	IG MUIR-CULBURRA CLAY	SOIL FOR WICKET CONSTRUCTION	13,640.00
28/05/2021	79660	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	139.40
28/05/2021	79681	IN SIGHT PHOTOGRAPHY	PHOTOGRAPHY SERVICES	350.00
14/05/2021	79385	INFRARED SERVICES CONSULTANT PTY LTD	THERMOGRAPHIC INSPECTION	654.28
14/05/2021	79361	INSTANT PRODUCTS HIRE	PUBLIC ABUTMENTS HIRE AND SALES	2,642.93
28/05/2021	79645	INTERFIRE AGENCIES PTY LTD	FIRE, SAFETY, EMERGENCY EQUIPMENT	261.80
14/05/2021	79447	IPWEA (INSTITUTE OF PUBLIC WORKS ENGINEERING)	MEMBERSHIP	1,237.50
28/05/2021	79784	IPWEA-WA	TRAINING SERVICES	4,790.00
14/05/2021	79460	IRRIGATION AUSTRALIA LIMITED	MEMBERSHIP	1,150.00
14/05/2021	79224	ISUBSCRIBE PTY LTD	LIBRARY RESOURCES	66.00
14/05/2021	79423	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES	81.15
20/05/2021	79505	JACQUELINE HAPP	STAFF REIMBURSEMENT	20.19
14/05/2021	79346	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	306.43
28/05/2021	79675	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	337.76
14/05/2021	79375	JAN FARRINGTON	CATERING	448.50
14/05/2021	79411	JASON SIGNSMAKERS	SIGNAGE SUPPLIES	278.12
28/05/2021	79745	JASON SIGNSMAKERS	SIGNAGE SUPPLIES	436.70
28/05/2021	79625	JENNIFER BROWN	ART SALES	25.20
14/05/2021	79230	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	1,718.00
28/05/2021	79548	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	331.00
14/05/2021	79261	JIMS FIRST	HARDWARE SUPPLIES	754.65
28/05/2021	79707	JOHN CRAMER	OUTDOOR RECREATIONAL FACILITIES CONSULT	2,203.10
14/05/2021	79280	JONES MARINE SERVICES SOUTHWEST	DIVING MAINTENANCE	825.00
20/05/2021	79509	JONES MARINE SERVICES SOUTHWEST	DIVING MAINTENANCE	1,485.00
6/05/2021	79197	JORDAN WATTS	DI SERVICES	150.00
28/05/2021	79725	JUDITH WESTON	BOND REFUND	100.00
28/05/2021	79670	JULIE GUTHRIE	ART SALES	17.50

28/05/2021	79551	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	8,202.70
6/05/2021	79188	KIM BUTTFIELD	SPORT AND RECREATION CONSULTANCY	3,773.00
14/05/2021	79304	KIM BUTTFIELD	SPORT AND RECREATION CONSULTANCY	2,739.00
28/05/2021	79719	KIRRALEE MOLONEY	BOND REFUND	200.00
14/05/2021	79307	KITCHEN TAKEOVERS	CATERING	421.00
28/05/2021	79632	KITCHEN TAKEOVERS	CATERING	1,903.00
14/05/2021	79445	KLEENHEAT GAS	GAS SERVICES	390.00
14/05/2021	79326	KMART BUSSELTON	RETAIL HOME WARES	312.00
20/05/2021	79512	KMART BUSSELTON	RETAIL HOME WARES	847.60
14/05/2021	79419	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	741.28
14/05/2021	79237	LANDSAVE ORGANICS	LANDSCAPING SERVICE	7,040.00
28/05/2021	79559	LANDSAVE ORGANICS	LANDSCAPING SERVICE	7,700.00
14/05/2021	79437	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	1,354.63
28/05/2021	79773	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	293.90
14/05/2021	79471	LD TOTAL	LANDSCAPING SERVICES	20,826.90
28/05/2021	79803	LD TOTAL	LANDSCAPING SERVICES	633.60
14/05/2021	79329	LED ECO LIGHTING	LIGHTING SUPPLIER	3,325.04
6/05/2021	79189	LEDA SECURITY PRODUCTS PTY LTD	SECURITY PRODUCTS	1,743.10
14/05/2021	79227	LEEUEWIN CIVIL PTY LTD	MAINLY GALE ROAD AND VASSE OVAL CARPARK CONSTRUCTION	204,000.88
28/05/2021	79546	LEEUEWIN CIVIL PTY LTD	MAINLY WEST BUSSELTON SEA WALL CONSTRUCTION	125,438.04
14/05/2021	79467	LEEUEWIN TRANSPORT	COURIER SERVICES	1,972.87
14/05/2021	79258	LG CONNECT PTY LTD	TECHNICAL CONSULTING	3,712.50
6/05/2021	79178	LGIS	INSURANCE PREMIUM	5,000.00
28/05/2021	79648	LIGHT APPLICATION PTY LTD	SERVICE WORK	34,848.00
14/05/2021	79489	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES	910.00
20/05/2021	79535	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES	700.00
28/05/2021	79816	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES	400.00
6/05/2021	79172	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	358.76
20/05/2021	79497	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	358.76
3/06/2021	79824	LOCAL GOV'T RACE COURSE & CEMETERY EMPLOYEES	UNION FEES	338.26
28/05/2021	79682	LOCK AROUND THE LOCK	SECURITY SERVICES	44.00
28/05/2021	79603	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	519.79
14/05/2021	79394	LOUISE REID	CONSULTANCY	6,721.00
28/05/2021	79718	LUGGER ENTERPRISES PTY LTD	BOND REFUND	4,500.00
28/05/2021	79807	LYNNE BOLDASHAS	ART SALES	148.00
28/05/2021	79616	MACHINERY WEST PTY LTD	MACHINERY SERVICE AND PARTS	231.34
28/05/2021	79809	MAIA FINANCIAL	LEASING PAYMENTS	953.33
6/05/2021	79208	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	140,867.94
20/05/2021	79528	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	3,531.00
21/05/2021	79539	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	24,607.04
28/05/2021	79747	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	4,373.60
28/05/2021	79575	MARGARET PARKIE	ART SALES	35.20
14/05/2021	79271	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	ADVERTISING	510.00
14/05/2021	79253	MARGARET RIVER FENCING	MAINTENANCE SERVICES	7,892.50
28/05/2021	79580	MARGARET RIVER FENCING	MAINTENANCE SERVICES	2,145.00
14/05/2021	79338	MARGARET RIVER RURAL CONTRACTORS PTY LTD	PLANT & EQUIPMENT HIRE	6,292.00
14/05/2021	79251	MARINDUST SALES	ALUMINIUM AFL GOALS AND FLAGPOLES	7,320.41
14/05/2021	79276	MARKETFORCE PTY LTD	ADVERTISING SERVICES	1,661.71
28/05/2021	79602	MARKETFORCE PTY LTD	ADVERTISING SERVICES	1,542.49
28/05/2021	79583	MATTHEW SHARP	ART SALES	87.50
14/05/2021	79382	MBS ENVIRONMENTAL	ENVIRONMENTAL CONSULTING	5,940.00
28/05/2021	79710	MBS ENVIRONMENTAL	ENVIRONMENTAL CONSULTING	6,158.63
28/05/2021	79570	MCG ARCHITECTS PTY LTD	ADMIN BUILDING - ARCHITECTURAL SERVICES	770.00
14/05/2021	79310	MCINTOSH & SON	PLANT PURCHASES/SERVICES/PARTS	1,619.55
6/05/2021	79179	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	806.87
28/05/2021	79677	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	526.76
6/05/2021	79187	MERCHANDISING LIBRARIES	LIBRARY RESOURCES	682.00
28/05/2021	79715	MESSY MAT PERTH	BOND REFUND	200.00
14/05/2021	79365	MICHAEL DUNN	3D SCANNING	770.00
14/05/2021	79347	MILLMAN TENNIS	TENNIS COACHING	120.00
28/05/2021	79786	MINTER ELLISON LAWYERS	LEGAL SERVICES	2,736.58
28/05/2021	79720	MITRO PTY LTD	BOND REFUND	1,090.00
14/05/2021	79481	MIB INDUSTRIES PTY LTD	DRAINAGE SUPPLIES	4,292.20
14/05/2021	79373	MTO HOSPITALITY CONSULTING	HOSPITALITY AND CATERING CONSULTING	11,275.00
28/05/2021	79721	MUFASSA MUSIC GROUP	BOND REFUND	500.00
14/05/2021	79366	MUIR FORD BUSSELTON	VEHICLE MAINTENANCE	220.80
28/05/2021	79691	MUIR FORD BUSSELTON	VEHICLE MAINTENANCE	214.20
28/05/2021	79586	NALDA HOSKINS	ART SALES	212.40
28/05/2021	79555	NAOMI SEARLE	STAFF REIMBURSEMENT	90.00
28/05/2021	79728	NATIONAL BUSHFIRE RECOVERY AGENCY	SUNDRY PAYMENTS	138.00
28/05/2021	79723	NATIONAL HEART FOUNDATION	BOND REFUND	500.00
28/05/2021	79683	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	131.25
14/05/2021	79266	NATURALISTE GLASS PTY LTD	GLASS REPAIRS AND MANUFACTURE	180.00
28/05/2021	79607	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	775.00
14/05/2021	79328	NATURALISTE TURF	TURF MAINTENANCE SERVICES	1,817.20
14/05/2021	79487	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILITY	312.25
14/05/2021	79333	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	572.00
28/05/2021	79661	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	132.00
14/05/2021	79413	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	322.15
28/05/2021	79749	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	492.78
6/05/2021	79193	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	206.96
28/05/2021	79659	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	413.92
28/05/2021	79705	NOVUS GLASS	GLASS REPAIRS	214.50
14/05/2021	79442	NUTRIEN WATER	MAINLY FORESHORE BARNARD EAST RETICULATION/IRRIGATION INSTALLATION	87,718.54
28/05/2021	79777	NUTRIEN WATER	RETIKULATION SUPPLIES	4,921.54
28/05/2021	79726	OBIE HERRING	SUNDRY PAYMENTS	300.00
6/05/2021	79182	OCEAN AIR CARPET CARE	CLEANING SERVICES	52,577.25
14/05/2021	79279	OCEAN AIR CARPET CARE	CLEANING SERVICES	3,344.00
20/05/2021	79508	OCEAN AIR CARPET CARE	CLEANING SERVICES	275.00
28/05/2021	79608	OCEAN AIR CARPET CARE	CLEANING SERVICES	33,621.50
28/05/2021	79637	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	373.04
28/05/2021	79672	OILVAC AUSTRALIA PTY LTD	OIL CHANGING EQUIPMENT	1,099.64
6/05/2021	79192	ONSITE RENTAL GROUP PTY LTD	DRY HIRE	14,418.11
14/05/2021	79325	ONSITE RENTAL GROUP PTY LTD	DRY HIRE	8,360.52
6/05/2021	79181	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
20/05/2021	79506	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
14/05/2021	79238	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	420.00
28/05/2021	79561	ORANA CINEMAS BUSSELTON	ADVERTISING SERVICES	4,000.00
28/05/2021	79808	OWEN G ISBEL	ART SALES	231.20
6/05/2021	79206	PAINTING THE BAY	PAINTING AND DECORATING	5,126.00
6/05/2021	79191	PAMELA BRITTAIN	ART TEACHING	300.00
28/05/2021	79584	PANCAKE DESIGNS RESIN	ART SALES	77.00
14/05/2021	79300	PASSMORE AUTOMOTIVE	VEHICLE MAINTENANCE SERVICES	460.55
28/05/2021	79686	PCI ELECTRICAL SERVICES PTY LTD	ELECTRICAL INSTALLATION AND MAINTENANCE	2,200.00
28/05/2021	79758	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	3,838.63
14/05/2021	79444	PENFOLDS TRANSPORT PTY LTD	CARTAGE SERVICES	3,995.75
6/05/2021	79177	PERTH ENERGY PTY LTD	ELECTRICITY SUPPLIER	43,666.11
14/05/2021	79242	PERTH MINT	CITIZENSHIP COINS	258.50
28/05/2021	79545	PHIL HOLLETT PHOTOGRAPHY	ART SALES	25.90

14/05/2021	79232	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	786.50
28/05/2021	79738	PK COURIERS	COURIER SERVICES	277.20
14/05/2021	79334	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	290.00
28/05/2021	79662	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	674.10
14/05/2021	79428	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	12,416.23
20/05/2021	79531	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	2,211.04
28/05/2021	79763	PRESTIGE PRODUCTS	HOSPITALITY EQUIPMENT SUPPLIER	338.51
14/05/2021	79272	PRIMARY LOGISTICS	PUBLIC ART & CONSULTING SERVICES	2,199.12
14/05/2021	79311	PRIME MEDIA GROUP LTD	ADVERTISING SERVICES	1,548.80
14/05/2021	79273	PRIME URBAN WA PTY LTD	RATE REFUND	827.09
6/05/2021	79211	PRO-LINE KERBING	KERBING SERVICES	3,853.63
14/05/2021	79424	PRO-LINE KERBING	KERBING SERVICES	10,182.26
28/05/2021	79613	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	676.50
28/05/2021	79694	QED ENVIRONMENTAL SERVICES	SURFACE TESTING	2,750.00
28/05/2021	79753	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES	115.48
14/05/2021	79247	RAIN BIRD AUSTRALIA	IRRIGATION SERVICES	5,610.00
14/05/2021	79396	RED CLOUD ART SPACE	ECONOMIC AND COMMUNITY SUPPORT GRANT	1,650.00
28/05/2021	79588	REINDEZVOUS HOTEL PERTH SCARBOROUGH	ACCOMMODATION	230.00
14/05/2021	79431	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	210.11
28/05/2021	79766	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	448.98
6/05/2021	79180	RESOURCE FURNITURE	LIBRARY RESOURCES	9,969.74
28/05/2021	79587	RETECH RUBBER	SOFTBALL SURFACES	23,287.00
14/05/2021	79312	RETHINK MARKETING	MARKETING	1,168.20
14/05/2021	79485	REWARD HOSPITALITY	RANGER EQUIPMENT	1,435.45
28/05/2021	79812	REWARD HOSPITALITY	RANGER EQUIPMENT	555.84
14/05/2021	79476	RMS (AUST) PTY LTD	SOFTWARE SERVICES	61.60
28/05/2021	79573	ROAD SPECIALISTS AUSTRALIA PTY LTD	ROAD PATCHING EQUIPMENT	3,191.76
14/05/2021	79426	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	874.78
6/05/2021	79203	ROWENA TROTT	STAFF REIMBURSEMENT	900.00
28/05/2021	79751	ROYAL LIFE SAVING SOCIETY - WESTERN AUSTRALIA	TRAINING SERVICES	308.00
28/05/2021	79802	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURRENCE	3,146.00
28/05/2021	79731	SAFETY WORLD PTY LTD	SAFETY PRODUCTS	1,727.83
28/05/2021	79696	SANDRA WALKER	ART SALES	12.00
28/05/2021	79657	SEA CHANGE NEWS	STATIONERY AND OFFICE SUPPLIES	191.99
28/05/2021	79653	SECUREPAY PTY LTD	PAYMENT GATEWAY	1,540.00
28/05/2021	79810	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES	2,596.00
28/05/2021	79553	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANCE	9,823.00
28/05/2021	79785	SIGMA COMPANIES GROUP PTY LTD	CHEMICAL SUPPLIER	437.25
14/05/2021	79455	SIGNSMITHS	SIGNAGE SERVICES	352.00
14/05/2021	79354	SKIDATA AUSTRALASIA	CARPARK EQUIPMENT	134.75
6/05/2021	79167	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	17,263.44
20/05/2021	79492	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	17,313.44
3/06/2021	79819	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	15,772.67
14/05/2021	79457	SOILS AINT SOILS	NURSERY SUPPLIES	90.00
28/05/2021	79789	SOILS AINT SOILS	NURSERY SUPPLIES	395.00
28/05/2021	79606	SOLOMONS FLOORING (BUSSELTON)	FLOOR COVERING SERVICE	1,900.00
28/05/2021	79585	SOUNDPACK SOLUTIONS	LIBRARY RESOURCES	184.54
28/05/2021	79700	SOUTH WEST CONCRETE CUTTING & DRILLING	CONCRETE CUTTING AND DRILLING SERVICES	330.00
14/05/2021	79479	SOUTH WEST COUNSELLING	COUNSELLING SERVICES	620.00
14/05/2021	79363	SOUTH WEST IRRIGATION MANAGEMENT SOLUTIONS	IRRIGATION AND PROJECT MANAGEMENT	8,180.32
14/05/2021	79429	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	2,854.62
28/05/2021	79764	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	736.45
14/05/2021	79418	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	3,795.77
14/05/2021	79336	SOUTH WEST OFFICE NATIONAL	STATIONERY	631.15
28/05/2021	79663	SOUTH WEST OFFICE NATIONAL	STATIONERY	1,033.69
14/05/2021	79252	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	5,071.56
28/05/2021	79578	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	720.00
14/05/2021	79415	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	27.83
14/05/2021	79303	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	919.00
28/05/2021	79658	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES	132.00
6/05/2021	79184	SOUTHERN LIGHT EVENTS	SOUND, LIGHTING AND STAGING	616.00
14/05/2021	79410	SOUTHERN LOCK & SECURITY	SECURITY SERVICES	870.66
14/05/2021	79456	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	55.00
28/05/2021	79788	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	110.80
28/05/2021	79750	SOUTHWEST CABINETS & FURNITURE	OFFICE EQUIPMENT SUPPLIER	500.00
6/05/2021	79205	SOUTHWEST CROP PROTECTION	AIRSIDE DRAIN BIRD NETTING - AIRPORT	29,553.99
28/05/2021	79610	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	36.00
14/05/2021	79449	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	5,432.00
28/05/2021	79781	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	8,506.20
28/05/2021	79708	SPACE ANGEL	COMPUTER CONSULTANCY	4,400.00
28/05/2021	79647	SPECTUR LTD	SOLAR SECURITY CAMERAS	1,584.00
28/05/2021	79604	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	849.92
28/05/2021	79656	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	546.00
14/05/2021	79464	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	501.60
28/05/2021	79795	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	132.00
14/05/2021	79287	SPRAYMOW SERVICES	BUSH FIRE INSPECTION WORKS/WEED CONTROL	1,144.00
14/05/2021	79265	SPYKER TECHNOLOGIES PTY LTD	CCTV PRODUCTS AND SERVICES	5,364.48
14/05/2021	79239	ST JOHN AMBULANCE	TRAINING SERVICES	269.10
28/05/2021	79562	ST JOHN AMBULANCE	TRAINING SERVICES	160.00
14/05/2021	79381	STAUTE SERVICES	BPACC CONSULTANCY	3,480.00
14/05/2021	79402	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	2,006.48
28/05/2021	79737	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	145.99
6/05/2021	79166	STOCKER PRESTON	RENT - A NOTTLE	900.00
20/05/2021	79491	STOCKER PRESTON	RENT - A NOTTLE	900.00
3/06/2021	79818	STOCKER PRESTON	RENT - A NOTTLE	900.00
28/05/2021	79794	SUEZ RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES	565.69
14/05/2021	79463	SUMMIT HOMES GROUP	AIRPORT NOISE AMELIORATION	24,918.00
28/05/2021	79793	SUMMIT HOMES GROUP	AIRPORT NOISE AMELIORATION	23,371.00
14/05/2021	79393	SUNDRY EFT PAYMENTS	SUNDRY PAYMENTS	500.00
4/05/2021	79176	SUPERCHOICE	SUPERANNUATION	163,189.51
20/05/2021	79501	SUPERCHOICE	SUPERANNUATION	166,583.65
3/06/2021	79828	SUPERCHOICE	SUPERANNUATION	169,319.81
6/05/2021	79216	SURF LIFE SAVING W.A.	BEACH LIFE GUARD SERVICES YALLINGUP AND SMITHS BEACH SUMMER 2020-2021	211,560.18
28/05/2021	79800	SURVCON PTY LTD	SURVEY SERVICES	8,535.46
14/05/2021	79298	SW ENVIRONMENTAL	ENVIRONMENTAL SERVICES	2,136.75
14/05/2021	79427	SW PRECISION PRINT	PRINTING SERVICES	1,001.00
28/05/2021	79762	SW PRECISION PRINT	PRINTING SERVICES	2,229.00
28/05/2021	79654	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A LOLLY	CONFECTIONERY	200.75
6/05/2021	79196	SYNERGY	ELECTRICITY SUPPLIES	5,263.10
14/05/2021	79340	SYNERGY	ELECTRICITY SUPPLIES	88,053.79
20/05/2021	79517	SYNERGY	ELECTRICITY SUPPLIES	9,218.37
28/05/2021	79746	T J DEPIAZZI & SONS	LAWN SUPPLIES	5,089.92
28/05/2021	79596	TALJI HOUSE	WELLNESS PROGRAM	150.00
14/05/2021	79228	TARVIA PTY LTD	ENGINEERING SERVICES	1,925.00
28/05/2021	79628	TAS'S BAKERY	CATERING	1,553.50
6/05/2021	79210	TELSTRA CORPORATION	COMMUNICATION SERVICES	8,867.40
20/05/2021	79529	TELSTRA CORPORATION	COMMUNICATION SERVICES	995.20
28/05/2021	79756	TELSTRA CORPORATION	COMMUNICATION SERVICES	23,428.33
14/05/2021	79306	TENDERLINK.COM	TENDER ADVERTISING	165.00





28/05/2021	79630	TENDERLINK.COM	TENDER ADVERTISING	165.00
28/05/2021	79690	THE FLOWER PLACE BUSSELTON	FLORAL ARRANGEMENTS	100.00
14/05/2021	79320	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	661.00
28/05/2021	79651	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	125.00
28/05/2021	79636	THE SEBEL BUSSELTON	ACCOMMODATION	203.30
14/05/2021	79274	THE URBAN COFFEE HOUSE	CATERING	369.20
28/05/2021	79706	THE WIZARDS	AUSTRALIA DAY BAND PERFORMANCE	500.00
28/05/2021	79678	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	163.84
28/05/2021	79676	THOMSON GEER LAWYERS	LEGAL SERVICES	2,820.00
28/05/2021	79580	THOMSON REUTERS (PROFESSIONAL) AUSTRALIA LTD	RECRUITMENT SERVICES	220.00
20/05/2021	79522	TIM ALLINGHAM	STAFF REIMBURSEMENT	120.80
20/05/2021	79518	TOLL TRANSPORT PTY LTD	COURIER SERVICES	330.90
14/05/2021	79472	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	13,285.25
28/05/2021	79804	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	7,072.80
14/05/2021	79473	TOTALLY SOUND	EQUIPMENT HIRE	3,604.70
14/05/2021	79488	T-QUIP	MOWER PARTS & SERVICE	2,342.35
28/05/2021	79815	T-QUIP	MOWER PARTS & SERVICE	187.30
28/05/2021	79550	TRACIE ANDERSON	ART SALES	4.05
6/05/2021	79219	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	313.90
28/05/2021	79805	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	3,485.82
14/05/2021	79223	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	424.42
28/05/2021	79541	TRAFFIC FORCE	TRAFFIC MANAGEMENT SERVICES	3,029.23
14/05/2021	79482	TRIATHLON WESTERN AUSTRALIA	IRONMAN TRIATHLON	24,200.00
14/05/2021	79277	TROPHIES ON TIME	NAME BADGE SUPPLIER	110.00
28/05/2021	79605	TROPHIES ON TIME	NAME BADGE SUPPLIER	220.00
14/05/2021	79299	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	384.43
28/05/2021	79627	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	124.58
14/05/2021	79358	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	273.88
28/05/2021	79684	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	486.29
14/05/2021	79290	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	180.00
14/05/2021	79278	TYRECYCLE PTY LTD	TYRE RECYCLING	804.27
14/05/2021	79461	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	45.00
14/05/2021	79322	TYRES & MORE DUNSBOROUGH	TYRE SALES AND SERVICE	40.00
28/05/2021	79652	TYRES & MORE DUNSBOROUGH	TYRE SALES AND SERVICE	40.00
28/05/2021	79372	URSULA FAHRER	ART SALES	9.60
14/05/2021	79342	VERAISON	LEADERSHIP COACHING	7,590.00
28/05/2021	79722	VICTORIA WINTON	BOND REFUND	200.00
28/05/2021	79709	VONNE MITCHELL	ART SALES	427.00
28/05/2021	79735	WA ADVANCED TRAINING ACADEMY	TRAINING AND ASSESSMENT	850.00
28/05/2021	79724	WA COUNCIL OF SOCIAL SERVICE	BOND REFUND	200.00
20/05/2021	79504	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	9,361.00
20/05/2021	79502	WALGA	WALGA TRAINING SERVICES	1,089.00
28/05/2021	79540	WALGA	WALGA TRAINING SERVICES	1,116.00
14/05/2021	79399	WANT SAFETY & INDUSTRIAL SUPPLIES	SAFETY EQUIPMENT	227.70
14/05/2021	79313	WASTECH ENGINEERING PTY LTD	WASTE COMPACTION SYSTEM	1,730.70
6/05/2021	79213	WEST OZ LINE MARKING	LINE MARKING SERVICES	7,075.75
14/05/2021	79341	WESTBOOKS	LIBRARY RESOURCES	817.67
28/05/2021	79666	WESTBOOKS	LIBRARY RESOURCES	477.19
28/05/2021	79717	WESTERN BEEF ASSOCIATION INC	BOND REFUND	500.00
28/05/2021	79695	WESTERN GROWERS FRESH	CATERING	425.00
14/05/2021	79284	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	1,485.00
14/05/2021	79417	WESTERN POWER CORPORATION	ELECTRICAL SERVICES	3,300.00
28/05/2021	79754	WESTERN POWER CORPORATION	ELECTRICAL SERVICES	4,842.00
6/05/2021	79207	WESTERNEX PTY LTD	SUPPLIES FOR SES	2,780.68
14/05/2021	79435	WESTRAC EQUIPMENT P/L	MAJOR WORK ON FM0009983 P#102003 CATERPILLAR 120M MOTOR GRADER (CONST.)	69,507.61
28/05/2021	79770	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	541.21
28/05/2021	79589	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	495.00
14/05/2021	79293	WHITCOMBE DRAFTING SERVICES	CIVIL DESIGN AND DRAFTING	3,539.25
20/05/2021	79510	WHITCOMBE DRAFTING SERVICES	CIVIL DESIGN AND DRAFTING	3,217.50
28/05/2021	79665	WHO'S ON LOCATION LIMITED	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
14/05/2021	79420	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	902.77
28/05/2021	79759	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	503.11
28/05/2021	79667	WIZARD TRAINING SOLUTIONS	TRAINING SERVICES	4,730.00
28/05/2021	79565	WIZID PTY LTD	POOL ENTRY WRISTBANDS	175.45
28/05/2021	79798	WNL CONSULTANTS PTY LTD	CONSULTANCY SERVICES	3,351.50
14/05/2021	79441	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	514.00
20/05/2021	79533	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	477.00
28/05/2021	79775	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	3,201.65
14/05/2021	79269	WORK METRICS	HEALTH AND SAFETY SOFTWARE	110.00
28/05/2021	79612	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	395.00
28/05/2021	79727	YALLINGUP BOARD RIDERS	SUNDY PAYMENTS	1,000.00
6/05/2021	79199	YALLINGUP BOARD RIDERS INC	BOARD RIDERS SURFING EVENTS	5,000.00
28/05/2021	79564	YALLINGUP COFFEE ROASTING COMPANY	CATERING SERVICES	90.00
14/05/2021	79353	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	2,714.80
28/05/2021	79680	YELVERTON LIQUID WASTE	LIQUID WASTE REMOVAL	8,173.00
14/05/2021	79448	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE SERVICES	500.00
28/05/2021	79780	ZURICH AUSTRALIAN INSURANCE LTD	INSURANCE SERVICES	1,000.00
				5,132,543.39

TRUST PAYMENTS MAY 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
13/05/2021	7559	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	39,425.64
13/05/2021	7560	CITY OF BUSSELTON	CTF & BSL COMMISSION PAYMENTS	719.25
13/05/2021	7561	CONSTRUCTION TRAINING FUND	BCITF LEVY	3,356.92
24/05/2021	7562	CTF & BSL LEVY REFUNDS	REFUNDS	433.28
				43,935.09

DIRECT DEBIT PAYMENTS MAY 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
3/05/2021	4494	ACCOUNT KEEPING FEE	BANK FEES	15.00
30/04/2021	4475	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	64,298.60
5/05/2021	4490	ANZ TRANSACTION FEES	BANK FEES	582.36
7/05/2021	4508	ANZ VISA MAY 21	CREDIT CARD PAYMENT AS BELOW	9,387.32
	4508	BP DONGARA - INCIDENT CATERING		21.50
	4508	THE CROOKED CARROT - INCIDENT CATERING		25.00
	4508	BUNBURY FARMERS MARKET-INCIDENT CATERING		29.47
	4508	MACDONALDS GERALDTON -INCIDENT CATERING		12.75
	4508	BP WONTHELLA - INCIDENT CATERING		26.00
	4508	MACDONALDS WEBBERTON -INCIDENT CATERING		10.40
	4508	HUNGRY JACKS GERALDTON-INCIDENT CATERING		18.65
	4508	MACDONALDS WEBBERTON -INCIDENT CATERING		18.60
	4508	COLES EXPRESS - FUEL		60.18
	4508	BP- MITIGATION FUEL FOR BURNING		35.56
	4508	IBIS HOTEL PERTH -ACCOMMODATION		116.10
	4508	HOTEL IBIS - BREAKFAST		20.00
	4508	SECURE PARKING FEES		9.23
	4508	CITY OF BUNBURY PARKING		10.24
	4508	WILSON PARKING		31.39

	4508	BUSSETON FLORIST- SYMPATHY FLOWERS		80.00
	4508	SAFETY CULTURE		1,504.80
	4508	ZEST FLOWERS - WREATH FOR ANZAC DAY		100.00
	4508	QANTAS AIRFARE - PERTH - GERALDTON		409.98
	4508	THE FLOWER PLACE- SYMPATHY FLOWERS		80.00
	4508	SHELTER BREWING BUSSETON		58.00
	4508	KMART BUSSETON		119.00
	4508	SPOTIFY- YOUTH EVENTS MUSIC		18.99
	4508	DOMINOS 27.03.21		102.95
	4508	DOMINOS 27.03.21		31.00
	4508	DOMINOS 12.04.21		110.90
	4508	DOMINOS 24.04.21		100.90
	4508	FACEBOOK GLC - 26.03.21		45.32
	4508	FACEBOOK 30.03.21 GLC		79.31
	4508	FACEBOOK GLC 14.04		113.30
	4508	FACEBOOK GLC 15.04.21		5.12
	4508	FACEBOOK ARTGEO 1.01.21		28.33
	4508	EVENTBRITE - SOUTH WEST ANGELS		20.00
	4508	THE SHIP INN		125.60
	4508	THE SHIP INN		302.00
	4508	MESSAGE MEDIA - GLC		85.45
	4508	MAILCHIMP - LIBRARY		79.74
	4508	HARVEY NORMAN		413.70
	4508	SENDGRID		20.27
	4508	FACEBOOK - YOUTH - 06.04.21		2.58
	4508	FACEBOOK - YOUTH - 7.04.21		2.58
	4508	FACEBOOK - YOUTH - 7.04.21		2.58
	4508	FACEBOOK - YOUTH - 7.04.11		2.58
	4508	FACEBOOK - YOUTH 8.04/21		4.12
	4508	FACEBOOK - YOUTH - 8.04.21		6.18
	4508	FACEBOOK - YOUTH - 10.04.21		9.27
	4508	AUSSIE BROADBAND		65.00
	4508	ZOOM - VIDEO CONFERENCING		475.70
	4508	APPLE I CLOUD - MONTHLY SUBSCRIPTION		4.49
	4508	AUSTRALIAN LAND & GROUNDWATER ASSOC		880.00
	4508	WESTERN POWER PERTH		497.92
	4508	KENT STREET BAKERY		40.00
	4508	WOOLWORTHS		11.00
	4508	MRWA - SPECIAL PURPOSE VEHICLE PERMITS		50.00
	4508	APPLE ICLOUD MONTHLY SUBSCRIPTION		4.49
	4508	AUSTRALIAN LAND & GROUNDWATER ASSOC		-110.00
	4508	EVENTBRITE - VOLUNTEER SOUTH WEST INC.		33.00
	4508	COLES GIFT CARD		100.00
	4508	MIND LIFE PROJECT		1,617.00
	4508	ST JOHN AMBULANCE		49.26
	4508	SAI GLOBAL		276.09
	4508	BP DUNSBOROUGH		97.02
	4508	MAGISTRATE COURT - PROCESSING FEE		24.90
	4508	MAGISTRATES COURT - TRANSCRIPT FEE		174.00
	4508	LAW SOCIETY WA - LAW MUTUAL		75.00
	4508	MONTHLY MAILCHIMP		273.68
	4508	COLES EXPRESS DUNS - FUEL		96.20
	4508	BP KALGOORLIE - FUEL		49.58
	4508	MERREDIN ROADHOUSE - FUEL		93.57
5/05/2021	4489	BPAY FILE FEE	BANK FEES	166.72
5/05/2021	4488	BPAY TRANSACTION FEE	BANK FEES	544.70
5/05/2021	4491	BPAY TRANSACTIONS FEES	BANK FEES	1,694.52
17/05/2021	4485	BPOINT TRANSACTION FEE	BANK FEES	117.01
5/05/2021	4476	BUSSETON CHARTERS	REFUND TRANSPORT OPERATORS PERMIT ISSUED PRE-COVID	205.00
13/05/2021	4483	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
19/05/2021	4496	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
3/05/2021	4501	CANCELLED PAYMENT	CANCELLED PAYMENT	0.00
3/05/2021	4503	CBA MERCHANT FEE	BANK FEES	897.07
19/05/2021	4499	D GILBRAITH	AIRPORT PARKING CARD REFUND	20.00
14/05/2021	4498	D RUMBLEY	REFUND OF ANIMAL TRAP BOND	100.00
31/05/2021	4506	H THOMPSON	REFUND OF RATE OVERPAYMENT	402.07
10/05/2021	4478	HARBECK/NORTHAM/JOYCE	REFUND OF RATE OVERPAYMENT	1,970.60
4/05/2021	4480	HORAN	REFUND OF RATE OVERPAYMENT	536.39
11/05/2021	4479	JOYCE	REFUND OF RATE OVERPAYMENT	324.53
3/05/2021	4487	LES MILLS GLC	CONTRACT FEES	408.00
3/05/2021	4486	LES MILLS NCC	CONTRACT FEES	485.74
3/05/2021	4500	MERCHANT FEES	BANK FEES	3,736.57
12/05/2021	4481	MORLEY	REFUND OF RATE OVERPAYMENT	18.00
6/05/2021	4477	NOVACARE	REFUND OF RATE OVERPAYMENT	305.31
13/05/2021	4482	PERRON DEVELOPMENTS/SHERIDAN	REFUND OF RATE OVERPAYMENT	1,715.45
19/05/2021	4495	R CARRIGG	REFUND OF ANIMAL TRAP BOND	100.00
21/05/2021	4502	R HIGGS	REFUND BA FEES	101.00
19/05/2021	4493	R SANDERS	REFUND OF RATE OVERPAYMENT	363.00
12/05/2021	4497	R SHAW	REFUND OF ANIMAL TRAP BOND	100.00
27/05/2021	4504	RYPPLE LTD/G CONWAY	REFUND OF RATE OVERPAYMENT	277.50
7/05/2021	4492	S BUTTERLY	REFUND OF BUILDING LEVIE	61.65
31/05/2021	4507	STOP CHEQUE FEE	BANK FEES	15.00
17/05/2021	4484	TORBS INLET	REFUND OF RATE OVERPAYMENT	2,198.00
26/05/2021	4505	W DODD/ S O'NEILL/BLAKE	REFUND OF ANIMAL TRAP BOND	400.00
				91,547.31
PAYROLL PAYMENTS MAY 2021				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
4/05/2021	PAY 4.5.21	PAYROLL 6/4/21	CITY OF BUSSETON PAYROLL 4.5.21	796,073.67
18/05/2021	PAY 18.5.21	PAYROLL 20/4/21	CITY OF BUSSETON PAYROLL 18.5.21	788,375.75
				1,584,449.42

12.2 Finance Committee - 21/7/2021 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 MAY 2021

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Financial Services
BUSINESS UNIT	Financial Services
REPORTING OFFICER	Manager Financial Services - Paul Sheridan
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
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 - May 2021   Attachment B Investment Report - May 2021  

This item was considered by the Finance Committee at its meeting on 21/7/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2107/146

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Council receives the statutory financial activity statement reports for the period ending 31 May 2021, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 7/0

EN BLOC

OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 May 2021, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

EXECUTIVE SUMMARY

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis, for the period ending 31 May 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 can be provided as required to further supplement the information comprised within the statutory financial reports.

Comments on Financial Activity to 31 May 2021

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$4.96M as opposed to the amended budget of **(\$12.1M)**. This represents a positive variance of \$17.1M YTD. This variance increased by \$3.7M from \$13.5M at the end of April.

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				3.96%	2,899,486	261,616
1. Operating Grants, Subsidies and Contributions	5,584,461	4,010,229	4,782,445	39.26%	1,574,232	142,611
2. Other Revenue	554,249	338,275	424,730	63.85%	215,974	42,175
3. Interest Earnings	839,459	994,802	1,046,684	(15.62%)	(155,343)	(43,192)
Expenses from Ordinary Activities						
4. Materials & Contracts	(12,630,973)	(16,140,363)	(18,147,582)	21.74%	3,509,390	204,534
5. Other Expenditure	(2,311,884)	(3,365,672)	(5,236,779)	31.31%	1,053,788	(239,507)
6. Non-Operating Grants, Subsidies and Contributions	5,589,060	14,220,060	34,437,199	(60.70%)	(8,631,000)	(2,019,063)
Capital Revenue & (Expenditure)				28.16%	13,824,293	5,335,883
7. Land & Buildings	(3,155,107)	(8,881,049)	(17,454,059)	64.47%	5,725,942	1,718,030
Plant & Equipment	(1,234,932)	(2,473,982)	(2,510,340)	50.08%	1,239,050	(9,570)
Infrastructure	(17,425,882)	(32,649,857)	(40,057,700)	46.63%	15,223,975	1,889,089
8. Proceeds from Sale of Assets	339,756	581,500	581,500	(41.57%)	(241,744)	0
9. Proceeds from New Loans	0	7,700,000	7,700,000	(100.00%)	(7,700,000)	0
10. Repayment of Capital Lease	(456,815)	(521,901)	(521,900)	12.47%	65,086	2,825
11. Advances to Community Groups	0	(200,000)	(200,000)	100.00%	200,000	0
12. Transfer to Restricted Assets	(5,453,037)	(50,424)	(62,750)	(10714.37%)	(5,402,613)	(156,433)

Ahead of YTD budget by \$216K, or 63.8%, mainly due to the items listed in the table below:

[illegible]

G0030	Busselton Transfer Station – Sale of Scrap Materials	143,138	88,099	55,039	62.47%	18,745
-------	--	---------	--------	--------	--------	--------

The pricing 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 \$155K, or 15.6%, behind budget YTD May due to the significantly lower than forecast interest rates, as a result of the COVID pandemic induced economic downturn. The current low interest rate environment will reduce the City's income in both the current budget period and future years.

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$4.5M, or 6.3%, less than expected when compared to the budget YTD as at May. The following individual expense line items on the face of the financial statement have YTD variances that meet the material reporting thresholds:

4. Materials and Contracts

Better than budget by \$3.5M, or 21.7%. The table below lists the main items contributing to this variance:

Cost Code	Cost Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<u>Finance and Corporate Services</u>		1,773,420	2,209,869	436,449	19.7%	184,328
10151	Rates Administration	204,617	283,787	79,170	27.9%	1,907
<p>The variance is predominantly due to the under spend in consultancy. This budget was for the Rating Review Project, funded by reserves. The project has been delayed due to resourcing issues in the Rates team, plus communications with the Minister regarding rates reviews that have changed the scope of the project. Unspent funds will remain carried forward in the reserve to fund the revised project.</p>						
10200	Financial Services	40,285	74,972	34,687	46.3%	5,498
<p>Due mainly to a reduction in bank fees that were budgeted at a higher amount, plus none of the consultancy budget has been used YTD. This will potentially be used later in the financial year in relation to adoption of new accounting standards, as well as in the Rates area to help fine tune some system functionality in the lead up to the annual rates run.</p>						
10250	Information & Communication Technology Services	1,051,695	1,239,487	187,792	15.2%	100,545

The variance is predominantly due to the under spend in consultancy. This budget was for the Rating Review Project, funded by reserves. The project has been delayed due to resourcing issues in the Rates team, plus communications with the Minister regarding rates reviews that have changed the scope of the project. Unspent funds will remain carried forward in the reserve to fund the revised project.

Due mainly to a reduction in bank fees that were budgeted at a higher amount, plus none of the consultancy budget has been used YTD. This will potentially be used later in the financial year in relation to adoption of new accounting standards, as well as in the Rates area to help fine tune some system functionality in the lead up to the annual rates run.

Outstanding invoices for commitments we have raised are responsible for the increase in variance, a description of the primary variances are below:

- **Software licenses** –The City’s licenses still are on track to go over budget this year with the addition of some unplanned software, we are waiting on invoices for the \$159,000 in commitments we have outstanding which will reduce the variance accordingly.
- **Photocopying** – As mentioned in Customer Service below, the printer costs are routing through this account hence the budget overspend.
- **GIS costs** – It was planned to use a new image provider at a reduced cost, unfortunately they could not provide what was agreed upon and the City continued to use Landgate at a higher cost.

5. Other Expenditure

\$1.05M, or 31.3%, under the budget YTD. The main contributing items are listed below:

Cost Code	Cost Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<u>Executive Services</u>		68,368	100,217	31,849	31.8%	4,374
10001	Office of the CEO	67,298	100,217	32,919	32.8%	4,631
The underspend relates to donations contributions and subsidies budget (\$10K), CapeROC budget (\$16K) and the CEO Discretionary Budget (\$7K).						
<u>Finance and Corporate Services</u>		745,670	886,981	141,311	15.9%	(44,074)
10000	Members of Council	433,702	499,478	65,776	13.2%	821
Timing variances exist in relation to the payment of elected member allowances and reimbursements. The main contributors being \$23K related to timing variances in payment of sitting fees, the elected members training budget underspent by \$16K, and no expenditure against the Council holding account with a YTD budget of \$11K. The timing variances for expense reimbursements are difficult to predict when budgeting.						
10151	Rates Administration	87,458	105,963	18,505	17.5%	(53,280)
Budget variances are due to interim valuation invoices still to be received.						
10700	Public Relations	77,412	117,972	40,560	34.4%	8,424
The underspend variance is related to a reduced payment to BASSCA this year given COVID-19 and no school exchanges, the cancelling of the Mayoral Breakfast and a reduced spend associated with functions such as the launch of Jetstar flights.						
<u>Community and Commercial Services</u>		1,021,633	2,028,854	1,007,221	49.6%	(19,806)
10530	Events & Cultural Services Administration (formerly Community Services Administration)	484,819	649,773	164,954	25.4%	(12,480)
Funds currently committed from the 2020/21 events budget through multi-year agreements and Rounds 1 and 2 of the Event Sponsorship Program totals \$380,562. In addition, \$200,000 is allocated towards the development of an electronic events billboard. This leaves a balance of \$205,852 in the 2020/21 events budget for any further event attraction or initiatives. This balance includes funds from cancelled events.						
Of the \$250,000 allocated to the 2020/21 marketing budget, \$120,000 has been allocated to the Airport Marketing Reserve, \$50,000 to the Busselton Performing Arts and Convention Centre (BPACC), up to \$12,000 had been allocated to update the City's Events Strategy and up to \$5,000 for the update of tourism signage, leaving a balance of \$63,000 for any further initiatives. It is recommended that the remaining balance after any further allocations be transferred to the Airport Marketing Reserve.						
Of the \$40,000 allocated to City run events, a total of \$11,684 was spent on seven Sun-Sets on the Bay events in Busselton and Dunsborough. This leaves a balance of \$28,316. Pending any further initiatives, the remaining balance at the end of financial year will remain in the Marketing and Area Promotion Reserve.						
10532	BPACC Operations	11,668	50,000	38,332	76.7%	5,000
Low cost marketing materials have been developed to date and until final decisions are made regarding the project tenders, no large investments in event attraction will be made.						

G0042	BTS External Restoration Works	237,879	45,837	(192,042)	(419.0%)	(180,960)
<p>There was an unforeseen cost increase in groundwater monitoring due to a laboratory error by our third party contractor.</p> <p>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.</p> <p>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.</p> <p>The City’s Legal department is investigating whether compensation from the contractor can be pursued. In May, a legal settlement payout that was made in November 2020 was re-allocated from capital per advice from the Office of Auditor General, as these costs are not capital in nature.</p>						

6. Non-Operating Grants, Subsidies & Contributions

The negative variance of \$8.6M 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	60,000	(13,322)	(22.2%)	(4,000)
R0288	Locke Estate – Leaseholder Contributions	46,678	60,000	(13,322)	(22.2%)	(4,000)
<u>Community and Commercial Services</u>		156,039	38,851	117,188	301.6%	133,039
10590	Naturaliste Community Centre – Developer Contributions Utilised	23,000	-	23,000	100.0%	-
10900	Cultural Planning – Donated Assets	51,000	-	51,000	100.0%	51,000
C6025	Installation of Bird Netting – State Capital Grant	82,039	38,851	43,188	111.2%	82,039
<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>		4,883,864	14,121,209	(9,237,345)	(65.4%)	(2,148,102)
A0023	Kaloorup Road Bridge – 3381 – Donated Asset	-	936,000	(936,000)	(100.0%)	(936,000)
A0024	Boallia Road Bridge – 4854 – Donated Asset	-	1,009,000	(1,009,000)	(100.0%)	(1,009,000)

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 – Federal Capital Grant	-	5,175,000	(5,175,000)	(100.0%)	-
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%)	-
F1022	Buayanyup Drain Shared Path – State Capital Grant	-	293,337	(293,337)	(100.0%)	(26,667)
S0005	Ludlow Hithergreen Road - Second Coat Seal – Main Roads Capital Grant	360,000	412,500	(52,500)	(12.7%)	(37,500)
S0048	Bussell Highway – Developer Cont. Utilised	200,000	458,337	(258,337)	(56.4%)	(41,667)
S0070	Peel & Queen Street Roundabout Service Relocation – Developer Cont. Utilised	320,000	800,000	(480,000)	(60.0%)	200,000
S0072	Kaloorup Road - Reconstruct and Seal Shoulders – Developer Cont. Utilised	100,000	-	100,000	100.0%	-
S0073	Gale Road Rural Reconstruction – Federal Capital Grant	515,811	1,258,114	(742,303)	(59.0%)	(114,374)
S0074	Causeway Road Duplication – Developer Cont. Utilised	800,000	300,000	500,000	166.7%	-
S0075	Local Road and Community Infrastructure Program – Federal Capital Grant	688,143	765,951	(77,808)	(10.2%)	-
S0076	Kaloorup Road (Stage 1) – Main Roads Direct Grant	106,800	-	106,800	100.0%	-
T0020	Capel Tutunup Road – RTR Capital Grant	-	1,307,834	(1,307,834)	(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%	-

Various	Parks, Gardens & Reserves	4,688,523	10,195,699	5,507,176	54.0%	81,733
<p>79% representing \$4.373M of the YTD variance in this category is attributable to only the four projects listed below:</p> <ol style="list-style-type: none"> 1. Dunsborough Lakes Sporting Precinct (Stage 1); Civil works to begin soon but the majority of the budget to be carried over and added to Stage 2. 2. Craig Street Groyne and Sea Wall; works progressing with progress claims anticipated in both May and June. 3. Site Rehabilitation – Busselton; works postponed in lieu of site settling, survey and levelling. 4. Mitchell Park Upgrade; works commenced but the contractor went into Administration with the majority of this Budget to be carried over into the 2022 Financial year. <p>Further to the above, in excess of \$1M of the YTD variance is attributable to the numerous Public Open Space upgrade projects using Cash in Lieu of Public Open Space contributions; these works will commence in the 2022 Financial Year.</p>						
Various	Drainage	33,552	89,019	55,467	62.3%	3,396
<p>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.</p>						
Various	Regional Airport & Industrial Park Infrastructure	269,234	790,895	521,661	66.0%	(15,115)
<p>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 remain on the Airport development budget for future noise amelioration. Unspent funds will therefore remain in the reserve.</p>						

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. The tender process has been completed and Council is now reviewing its options regarding this project. No drawdown is expected this financial year.

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 \$5.4M 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 \$2.5M, have been received and transferred to restricted assets for which there is no budgeted transfer and full acquittal completed:

- 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;
- \$841K of the \$1.6M grant for the Dunsborough Lakes Sporting Fields Development was received in March;
- \$855K 3rd instalment of the annual Roads to Recovery Grant allocation that has not been fully acquitted by YTD March;
- \$128K from the Department of Transport for the Buayanyup Drain Shared Path project.

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 \$2.6M 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 \$28K, Busselton Jetty Tourist Park deposit refunds of \$394K, \$507K spent from the Dunsborough Non-Potable Water Network grant, \$130K of town planning bonds, and other sundry refunds of \$53K.

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 \$9.7M transferred from reserves into the Municipal Account, compared to a budget of \$6.1M. The discrepancy is caused by the earlier than expected completion of many reserve funded capital projects, most notably \$2.8M of road works, with the transfers budgeted to occur in June.

Investment Report

As at 31 May 2021, the value of the City’s invested funds totalled \$80.3M, no change from \$82.2M as at 30 April 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 May five term deposits totalling the amount of \$10.5M matured. One deposit was closed totalling \$2.0M to provide funds for standard operations. Remaining deposits were renewed for a further 153 days at 0.32% on average.

The official cash rate remains steady for the month of May 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 May 2021 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	\$ Amount
5/05/21	OCEAN CENTRE HOTEL GERALDTON	ACCOMMODATION - TOURISM COUNCIL WA REGIONAL CONFERENCE - MAYOR G. HENLEY	\$340.00
5/05/21	OCEAN CENTRE HOTEL GERALDTON	ACCOMMODATION - TOURISM COUNCIL WA REGIONAL CONFERENCE- CR K. COX	\$376.50
6/05/21	THAI LEMONGRASS	COUNCILLOR DINNER 5.05.2021	\$400.00
14/05/21	ZONTA CLUB DUNSBOROUGH	PEARL ANNIVERSARY LUNCH 12.06.21	\$70.00
18/05/21	LG PROFESSIONALS WA	NETWORK FORUM 2021 REGISTRATION - STAFF	\$400.00
		TOTAL	\$1,586.50

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 31 May 2021, the City's net current position stands at \$4.96M. 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 31 May 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	52,616,494	52,701,872	52,701,872	52,759,360	52,759,360	-0.16%
Operating Grants, Subsidies and Contributions	5,584,461	4,010,229	3,659,496	4,782,445	4,454,801	39.26%
Fees & Charges	16,599,312	15,249,311	15,641,041	16,398,638	16,398,638	8.85%
Other Revenue	554,249	338,275	338,275	424,730	424,730	63.85%
Interest Earnings	839,459	994,802	994,802	1,046,684	1,046,684	-15.62%
	76,193,975	73,294,489	73,335,486	75,411,857	75,084,213	3.96%
Expenses from Ordinary Activities						
Employee Costs	(28,381,105)	(29,853,162)	(29,853,162)	(33,604,206)	(33,604,206)	4.93%
Materials & Contracts	(12,630,973)	(16,140,363)	(16,799,853)	(18,147,582)	(18,710,746)	21.74%
Utilities (Gas, Electricity, Water etc)	(2,339,531)	(2,540,741)	(2,540,741)	(2,770,956)	(2,770,956)	7.92%
Depreciation on non current assets	(22,690,525)	(21,598,309)	(21,598,309)	(24,050,074)	(24,050,074)	-5.06%
Insurance Expenses	(748,617)	(767,289)	(767,289)	(770,664)	(770,664)	2.43%
Other Expenditure	(2,311,884)	(3,365,672)	(4,268,749)	(5,236,779)	(5,236,779)	31.31%
Allocations	1,609,988	2,238,435	2,238,435	2,425,700	2,425,700	-28.08%
	(67,492,646)	(72,027,101)	(73,589,668)	(82,154,561)	(82,717,725)	6.30%
Borrowings Cost Expense						
Interest Expenses	(967,484)	(1,033,088)	(1,033,088)	(1,301,926)	(1,301,926)	6.35%
	(967,484)	(1,033,088)	(1,033,088)	(1,301,926)	(1,301,926)	6.35%
Non-Operating Grants, Subsidies and Contributions	5,589,060	14,220,060	10,996,854	34,437,199	29,090,854	-60.70%
Profit on Asset Disposals	52,364	19,193	19,193	19,193	19,193	172.83%
Loss on Asset Disposals	(69,346)	(90,673)	(90,673)	(90,673)	(90,673)	23.52%
	5,572,078	14,148,580	10,925,374	34,365,719	29,019,374	-60.62%
Net Result	13,305,923	14,382,880	9,638,104	26,321,089	20,083,936	-7.49%
Adjustments for Non-cash Revenue & Expenditure						
Depreciation	22,690,525	21,598,309	21,598,309	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	127,266	0	0	0	0	
Deferred Pensioner Movements (Non-current)	45,984	0	0	0	0	
Recording of Employee Benefit Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	807,804	0	0	0	0	
Future Obligations Net Movements (NC)	2,884,065	409,785	609,785	(4,969,897)	(4,909,897)	
Capital Revenue & (Expenditure)						
Land & Buildings	(3,155,107)	(8,881,049)	(15,526,811)	(17,454,059)	(17,454,059)	64.47%
Plant & Equipment	(1,234,932)	(2,473,982)	(2,473,982)	(2,510,340)	(2,510,340)	50.08%
Furniture & Equipment	(449,887)	(458,088)	(425,425)	(461,088)	(461,088)	1.79%
Infrastructure	(17,425,882)	(32,649,857)	(28,405,868)	(40,057,700)	(33,943,507)	46.63%
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	62,983	62,983	76,082	76,082	-4.34%
Total Loan Repayments - Principal	(2,536,318)	(2,615,803)	(2,615,803)	(3,202,662)	(3,202,662)	3.04%
Repayment Capital Lease	(456,815)	(521,901)	(521,901)	(521,900)	(521,900)	12.47%
Advances to Community Groups	0	(200,000)	(200,000)	(200,000)	(200,000)	100.00%
Transfer to Restricted Assets	(5,453,037)	(50,424)	(50,424)	(62,750)	(62,750)	-10714.37%
Transfer from Restricted Assets	2,596,074	1,556,917	1,356,917	2,807,074	2,747,074	66.74%
Transfer to Reserves	(17,251,083)	(17,274,753)	(17,274,753)	(20,025,834)	(20,025,834)	0.14%
Transfer from Reserves	9,706,572	6,139,756	5,423,256	34,901,501	34,105,297	58.09%
Opening Funds Surplus/ (Deficit)	473,794	473,793	473,793	473,794	473,794	
Net Current Position - Surplus / (Deficit)	4,963,110	(12,148,454)	(19,978,840)	643,164	0	

City of Busselton

Net Current Position

Year to Date As At 31 May 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	2,630,700	1,121,325	1,121,325	1,595,119
Cash - Restricted	79,307,659	51,418,897	52,142,397	68,906,185
Sundry Debtors	1,834,285	2,000,001	2,000,000	2,122,414
Rates Outstanding - General	1,164,018	1,499,999	1,500,000	1,506,931
Stock on Hand	659,707	668,966	25,802	25,802
	<u>85,596,368</u>	<u>56,709,188</u>	<u>56,789,524</u>	<u>74,156,451</u>
<u>LESS: CURRENT LIABILITIES</u>				
Bank Overdraft	0	0	0	0
Sundry Creditors	1,325,599	4,647,128	4,647,127	4,776,472
Performance Bonds	3,273,280	2,465,477	2,465,476	2,465,476
	<u>4,598,879</u>	<u>7,112,605</u>	<u>7,112,603</u>	<u>7,241,948</u>
Current Position (inclusive of Restricted Funds)	80,997,489	49,596,584	49,676,921	66,914,504
Add: Cash Backed Liabilities (Deposits & Bonds)	3,273,280	2,465,477	2,465,476	2,465,476
Less: Cash - Restricted Funds	(79,307,659)	(51,418,897)	(52,142,397)	(68,906,185)
<u>NET CURRENT ASSET POSITION</u>	<u>4,963,110</u>	<u>643,163</u>	<u>0</u>	<u>473,794</u>

City of Busseton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 31 May 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	950	75,000	75,000	150,000	150,000	-98.73%
	950	75,000	75,000	150,000	150,000	-98.73%
Buildings						
Major Projects						
Major Project - Library Expansion						
B9516 Busseton Library Upgrade	555,092	603,000	603,000	608,000	608,000	-7.94%
	555,092	603,000	603,000	608,000	608,000	-7.94%
Major Project - Administration Building						
B9010 Civic and Administration Centre Minor Upgrades	4,650	6,644	6,644	7,248	7,248	-30.01%
	4,650	6,644	6,644	7,248	7,248	-30.01%
Buildings (Other)						
B9300 Aged Housing Capital Improvements - Winderup	12,639	72,600	72,600	80,000	80,000	-82.59%
B9301 Aged Housing Capital Improvements - Harris Road	51,489	55,000	55,000	60,000	60,000	-6.38%
B9302 Aged Housing Capital Improvements - Winderup Court (City)	0	52,000	52,000	52,000	52,000	-100.00%
B9402 Busseton Waste Transfer Station - Buildings	18,206	0	0	0	0	0.00%
B9407 Busseton Senior Citizens	626,400	738,128	690,160	738,128	738,128	-15.14%
B9534 Community Resource Centre	5,750	0	0	50,000	50,000	0.00%
B9556 NCC Upgrade	1,312	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	1,344,449	6,362,563	13,056,293	14,246,200	14,246,200	-78.87%
B9596 GLC Building Improvements	62,543	450,681	450,681	491,657	491,657	-86.12%
B9605 Energy Efficiency Initiatives (Various Buildings)	6,943	0	0	103,000	103,000	0.00%
B9606 King Street Toilets	47,781	42,196	42,196	46,026	46,026	13.24%
B9607 General Buildings Asset Renewal Allocation (Various Building)	112,921	137,500	137,500	150,000	150,000	-17.88%
B9608 Demolition Allocation (Various Buildings)	0	12,500	12,500	25,000	25,000	-100.00%
B9610 Old Butter Factory	277,434	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	3,416	39,237	39,237	42,800	42,800	-91.29%
B9809 Busseton Jetty Tourist Park Compliance Works	3,600	40,000	40,000	80,000	80,000	-91.00%
	2,594,415	8,196,405	14,842,167	16,688,811	16,688,811	-68.35%
Total Buildings	3,154,157	8,806,049	15,451,811	17,304,059	17,304,059	-64.18%
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	259,512	259,512	283,100	283,100	-23.16%
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%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 31 May 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
	\$	\$	\$	\$	\$	%
11402 Plant Purchases (P10)	596,461	1,420,000	1,420,000	1,420,000	1,420,000	-58.00%
11403 Plant Purchases (P11)	46,995	202,500	202,500	205,000	205,000	-76.79%
11404 Plant Purchases (P12)	8,923	114,000	114,000	114,000	114,000	-92.17%
11406 Plant Purchases (P14)	18,160	21,307	21,307	23,240	23,240	-14.77%
11407 P&E - P&G Smart Technologies	0	91,663	91,663	100,000	100,000	-100.00%
11500 Operations Services Administration	37,009	40,000	40,000	40,000	40,000	-7.48%
B1025 Yallingup Coastal Bushfire Brigade	0	0	0	0	0	0.00%
	1,234,932	2,473,982	2,473,982	2,510,340	2,510,340	-50.08%
Furniture & Office Equipment						
10250 Information & Communication Technology Services	262,104	407,088	374,425	407,088	407,088	-35.61%
10380 Busselton Library	39,329	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	71,380	20,000	20,000	20,000	20,000	256.90%
10625 Art Geo Administration	10,000	10,000	10,000	10,000	10,000	0.00%
10900 Cultural Planning	56,000	12,000	12,000	12,000	12,000	366.67%
10980 Other Law, Order & Public Safety	0	0	0	0	0	0.00%
	449,887	458,088	425,425	461,088	461,088	-1.79%
Sub-Total Property, Plant & Equipment	4,839,926	11,813,119	18,426,218	20,425,487	20,425,487	-59.03%
>> Infrastructure						
Roads						
S0005 Ludlow Hithergreen Road - Stage 1 Recon & Widen	620,314	618,761	618,761	675,000	675,000	0.25%
S0039 Chapman Hill Road	335	0	0	0	0	0.00%
S0048 Bussell Highway	133,131	687,478	687,478	750,000	750,000	-80.63%
S0070 Peel & Queen Street Roundabout Service Relocation	391,401	1,162,500	412,500	1,200,000	450,000	-66.33%
S0072 Kaloop Road - Reconstruct and Seal Shoulders	279,369	375,837	375,837	410,000	410,000	-25.67%
S0073 Gale Road Rural Reconstruction	831,390	1,317,250	1,317,250	1,437,000	1,437,000	-36.88%
S0074 Causeway Road Duplication	2,499,539	2,244,337	2,244,337	2,286,000	2,286,000	11.37%
S0075 Local Road and Community Infrastructure Program	1,018,008	926,263	881,716	1,006,417	961,870	9.90%
S0076 Kaloop Road (Stage 1)	33,513	400,500	0	400,500	0	-91.63%
S0321 Yoongarillup Road - Second Coat Seal	126,950	127,424	127,424	139,000	139,000	-0.37%
S0323 Piggot Road - Second Coat Seal	9,894	11,913	11,913	13,000	13,000	-16.95%
S0328 Wonnerup South Road Second Coat Seal	90,138	66,000	66,000	72,000	72,000	36.57%
S0329 Georgette Street Reconstruction	13,939	128,359	128,359	140,000	140,000	-89.14%
S0330 Hakea Way Asphalt Overlay	30,616	77,825	77,825	85,000	85,000	-60.66%
T0019 Wonnerup South Road - Reconstruct and Widening (narrow seal)	413,270	448,000	0	448,000	0	-7.75%
T0020 Capel Tutunup Road	766,165	1,388,761	1,388,761	1,515,000	1,515,000	-44.83%
T0086 Yoongarillup Road - Reconstruct & Widen (Western Section)	386,211	390,412	390,412	425,917	425,917	-1.08%
V0002 Eastern Link - Busselton 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	27,500	27,500	30,000	30,000	30.89%
W0032 Chamber Road	23,411	22,044	22,044	24,000	24,000	6.20%
W0044 Brash Road Yallingup	54,772	50,424	50,424	55,000	55,000	8.62%
W0067 Ford Road Reconstruct and Asphalt Overlay	28,834	75,600	75,600	75,600	75,600	-61.86%
W0108 Yelverton Road	92,394	106,381	106,381	116,000	116,000	-13.15%
W0121 Geographe Bay Road Quindalup	1,019,553	864,185	669,185	990,000	730,000	17.98%
W0176 Signage (Alternate CBD Entry)	18,883	16,000	16,000	16,000	16,000	18.02%
W0201 McDonald Rd Gravel Resheet Sil 1.40 - 2.49	55,350	53,174	53,174	58,000	58,000	4.09%
W0231 Carey Street - Asphalt Overlay & Kerb	187,164	173,415	173,415	189,179	189,179	7.93%
W0232 Stanley Street - Asphalt Overlay, Kerbing & Parking	8,039	134,805	134,805	147,000	147,000	-94.04%
W0240 Metricup Yelverton Road - Gravel Resheet	58,908	45,793	45,793	50,000	50,000	28.64%
W0243 Alfred Road - Gravel Resheet	49,617	45,793	45,793	50,000	50,000	8.35%
W0244 Koorabin Drive - Reconstruction & Intersection	2,660	132,000	132,000	144,000	144,000	-97.98%
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	260,433	293,337	293,337	320,000	320,000	-11.22%
W0248 Boyle Street Asphalt Overlay	102,652	110,000	110,000	120,000	120,000	-6.68%
W0249 Chloe Court Asphalt Overlay	100,700	110,000	110,000	120,000	120,000	-8.45%
W0253 Egret Close Asphalt Overlay	47,093	59,587	59,587	65,000	65,000	-20.97%
W0254 Bird Crescent Asphalt Overlay	276	12,826	12,826	14,000	14,000	-97.85%
W0255 Donnelly Court Reseal	22,853	27,467	27,467	30,000	30,000	-16.80%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 31 May 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
	\$	\$	\$	\$	\$	%
W0258 Jingarie Place Reconstruction	5,124	64,163	64,163	70,000	70,000	-92.01%
W0259 Clinker Drive Roundabout Reconstruction	3,932	13,805	13,805	15,000	15,000	-71.52%
W0260 Sanson Road Resheet	10,736	11,044	11,044	12,000	12,000	-2.79%
W0261 Treemartin Road Resheet	30,982	25,674	25,674	28,000	28,000	20.67%
W0262 Yallingup Siding Road Resheet	51,721	48,576	48,576	53,000	53,000	6.47%
W0263 Marybrook Road Resheet	17,798	22,044	22,044	24,000	24,000	-19.26%
W0264 Caves Road - Median Crossing	780	22,462	22,462	24,500	24,500	-96.53%
W0265 Seascope Rise - Road Safety Upgrade	7,163	215,413	215,413	235,000	235,000	-96.67%
W0266 Layman Road Pull Over Bay	527	27,500	27,500	30,000	30,000	-98.08%
W0267 Road Safety Signage Infrastructure	24,716	117,985	0	117,985	0	-79.05%
	10,876,579	14,245,367	12,289,335	15,170,848	13,149,816	-23.65%
Bridges						
A0014 Bussell Highway - 0241	0	682,000	682,000	744,000	744,000	-100.00%
A0022 Yallingup Beach Road Bridge - 3347	0	641,663	641,663	700,000	700,000	-100.00%
A0023 Kaloorup Road Bridge - 3381	0	468,000	126,500	936,000	138,000	-100.00%
A0024 Boallia Road Bridge - 4854	0	504,500	126,500	1,009,000	138,000	-100.00%
A0025 Tuart Drive Bridge 0238	4,872	2,007,326	378,000	3,010,989	567,000	-99.76%
	4,872	4,303,489	1,954,663	6,399,989	2,287,000	-99.89%
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	18,876	18,876	20,595	20,595	14.68%
C0050 Forth Street Groyne Carpark - Formalise and Seal	4,348	50,050	50,050	54,600	54,600	-91.31%
C0051 Vasse Oval Gravel Car Parking - Dawson (Eastern Side)	218,876	183,337	183,337	200,000	200,000	19.38%
C0052 Vasse Kaloorup Oval Carpark Development	51,625	49,753	49,753	54,270	54,270	3.76%
C0053 Car Parking - Rear of Hotel Site 1	482,960	478,940	478,940	522,480	522,480	0.84%
C0054 Barnard East Car Parking	0	72,171	72,171	78,730	78,730	-100.00%
C0055 Barnard Park East Foreshore Car Parking	15,294	280,000	280,000	310,000	310,000	-94.54%
C0057 Baudin Memorial Carpark	45	77,033	77,033	84,000	84,000	-99.94%
C0058 Eagle Bay Carpark	119,220	77,033	77,033	84,000	84,000	54.76%
C0059 Dunsborough Yacht Club Carpark	111,961	160,000	160,000	160,000	160,000	-30.02%
C0060 King Street Carpark Reconstruction	192,686	186,860	140,000	186,860	140,000	3.12%
C0066 Busselton Library Carpark	4,216	0	0	0	0	0.00%
	1,222,880	1,709,053	1,662,193	1,855,535	1,808,675	-28.45%
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	2,302	143,000	143,000	143,000	143,000	-98.39%
F0067 Beach Road Dunsborough Footpath	83,478	188,837	188,837	206,000	206,000	-55.79%
F0084 Thompson Way - New Path	1,079	7,194	7,194	7,848	7,848	-85.00%
F0089 Barnard East Footpaths	2,178	83,633	83,633	91,240	91,240	-97.40%
F0090 DAIP - Disability Access	2,270	22,605	22,605	24,657	24,657	-89.96%
F0092 Acorn Place	17,046	36,674	36,674	40,000	40,000	-53.52%
F0093 Webb Street	50,704	41,745	41,745	45,500	45,500	21.46%
F0094 Georgetown Street	0	28,886	28,886	31,500	31,500	-100.00%
F0095 Fern Road	7,446	41,261	41,261	45,000	45,000	-81.95%
F0096 Stanley Place	846	9,174	9,174	10,000	10,000	-90.78%
F0098 Dunsborough Centennial Park Project	0	91,663	91,663	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 Buayanypup Drain Shared Path	10,348	586,663	586,663	640,000	640,000	-98.24%
	330,241	1,316,335	1,316,335	1,739,745	1,739,745	-74.91%
Parks, Gardens and Reserves						
C1012 Townscape Street Furniture Replacement - Busselton	6,138	9,163	9,163	10,000	10,000	-33.01%
C1026 Townscape Works Dunsborough	60,670	137,500	137,500	150,000	150,000	-55.88%
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	6,600	76,663	76,663	80,000	80,000	-91.39%
C1609 Pioneer Cemetery - Implement Conservation Plan	4,231	18,337	18,337	20,000	20,000	-76.92%
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	43,615	43,615	47,582	47,582	23.76%
C2006 Depot Washdown Facility Upgrades	0	75,625	75,625	82,500	82,500	-100.00%
C2504 Groyne Construction	44,270	47,212	47,212	51,500	51,500	-6.23%

City of Busselton
Capital Acquisition Report
Property, Plant & Equipment, Infrastructure
Year to Date As At 31 May 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
	\$	\$	\$	\$	\$	%
C2512 Sand Re-Nourishment	60,128	114,125	114,125	124,500	124,500	-47.31%
C2520 Coastal Protection Works	25,278	41,250	41,250	45,000	45,000	-38.72%
C2526 Baudin/ Wonerup Groynes	28,558	0	0	25,000	25,000	0.00%
C2527 Storm Damage Renewal of Infrastructure	1,777	34,001	34,001	37,090	37,090	-94.77%
C2528 Craig Street Groyne and Sea Wall	86,625	660,000	660,000	660,000	660,000	-86.87%
C2530 Coastal Structures (West Busselton Seawall - Stage 2)	513,136	0	0	0	0	0.00%
C3006 Playgrounds General - Replacement of playground equipment	25,123	22,913	22,913	25,000	25,000	9.65%
C3007 Park Furniture Replacement - Replace aged & unsafe Equip	8,359	22,924	22,924	25,000	25,000	-63.54%
C3048 BBQ Placement and Replacement	15,415	15,000	15,000	15,000	15,000	2.77%
C3053 Library Garden	856	0	0	0	0	0.00%
C3094 Busselton Foreshore - Stage 3	2,681	54,983	54,983	55,436	55,436	-95.12%
C3103 Youth Skate Park	0	13,750	13,750	15,000	15,000	-100.00%
C3112 Busselton Foreshore - Exercise Equipment	217,650	217,650	217,650	217,650	217,650	0.00%
C3113 Busselton Tennis Club - Infrastructure	33,993	43,758	43,758	47,739	47,739	-22.32%
C3116 Dawson Park (Mcintyre St Pos)	5,153	187,467	110,000	187,467	110,000	-97.25%
C3122 Rails to Trails - Continuation of Implementation Plan	27,766	91,663	91,663	100,000	100,000	-69.71%
C3136 Vasse Oval Kaloorup - Grassing of Existing Oval	21,560	27,500	27,500	30,000	30,000	-21.60%
C3145 Churchill Park	120,580	201,663	201,663	220,000	220,000	-40.21%
C3166 Vasse River Foreshore - Bridge to Bridge	10,343	25,663	25,663	28,000	28,000	-59.70%
C3186 Lou Weston Oval - Courts	514,566	465,344	465,344	507,650	507,650	10.58%
C3187 Port Geographe Reticulation Upgrades	45,510	47,297	47,297	47,297	47,297	-3.78%
C3189 Possum Park Barnard East Upgrade	1,936	30,000	30,000	30,000	30,000	-93.55%
C3194 Meelup Regional Park - Capital Projects	47,125	78,386	78,386	85,509	85,509	-39.88%
C3198 Vasse SAR Area General Improvements to the Area	36,611	45,837	45,837	50,000	50,000	-20.13%
C3200 Provence SAR Area General Improvements to the Area	103,516	120,837	120,837	125,000	125,000	-14.33%
C3202 Port Geographe Street Light Replacement	45,696	76,087	76,087	82,994	82,994	-39.94%
C3203 Port Geographe General Improvements/ Foreshore	2,355	32,087	32,087	35,000	35,000	-92.66%
C3206 Landscaping - Old Busselton Tennis Club Site	373,447	338,723	338,723	369,520	369,520	10.25%
C3207 Barnard East Underground Power	6,996	151,525	151,525	165,297	165,297	-95.38%
C3208 Barnard East Landscaping	197,639	220,000	220,000	240,000	240,000	-10.16%
C3210 McBride Park - POS Upgrade	12,579	32,538	32,538	32,538	32,538	-61.34%
C3211 Tullloh St (Geographe Bay Road) - POS Upgrade	1,995	90,332	90,332	90,332	90,332	-97.79%
C3212 Siesta Park -Beach Access - POS Upgrade	1,239	13,379	13,379	13,379	13,379	-90.74%
C3213 Cabarita Road - POS Upgrade	0	28,141	100,000	28,141	100,000	-100.00%
C3214 Kingsford Road - POS Upgrade	5,202	154,375	154,375	154,375	154,375	-96.63%
C3215 Monash Way - POS Upgrade	5,435	167,174	167,174	167,174	167,174	-96.75%
C3216 Wagon Road - POS Upgrade	5,435	167,174	167,174	167,174	167,174	-96.75%
C3217 Limestone Quarry - POS Upgrade	5,435	167,174	167,174	167,174	167,174	-96.75%
C3218 Dolphin Road - POS Upgrade	4,773	91,000	91,000	91,000	91,000	-94.75%
C3219 Kingfish/ Costello - POS Upgrade	4,583	91,000	91,000	91,000	91,000	-94.96%
C3220 Quindalup Old Tennis Courts Site - POS Upgrade	4,485	53,283	53,283	53,283	53,283	-91.58%
C3222 King St Reserve Park - POS Upgrade	147,167	135,069	135,069	147,348	147,348	8.96%
C3223 Dunsborough Non-Potable Water Network	513,117	0	0	2,000,000	2,000,000	0.00%
C3224 Dunsborough Nature Based Playground	0	26,667	26,667	40,000	40,000	-100.00%
C3225 Dunsborough Lakes Sporting Precinct (Stage 1)	35,379	2,288,000	2,288,000	2,288,000	2,288,000	-98.45%
C3226 Mitchell Park Upgrade	92,249	735,000	735,000	872,704	820,000	-87.45%
C3227 Barnard Park East Foreshore Landscaping	213,122	280,000	280,000	280,000	280,000	-23.89%
C3228 General Works - Replacement of Capital Items	372	30,000	30,000	30,000	30,000	-98.76%
C3232 Irrigation Renewal	6,708	36,663	36,663	40,000	40,000	-81.70%
C3235 Eastern Link Landscaping	83,191	183,337	183,337	200,000	200,000	-54.62%
C3236 Dunsborough Foreshore Lighting	10,226	45,837	45,837	50,000	50,000	-77.69%
C3237 King Street Landscaping Stage 2	55,269	73,663	58,663	79,000	64,000	-24.97%
C3238 Vasse River - General Upgrade	0	100,000	100,000	100,000	100,000	-100.00%
C3245 Geographe Leisure Centre Upgrade	103,925	0	0	0	0	0.00%
C3451 Aged Housing Infrastructure (Upgrade)	9,198	11,220	11,220	12,250	12,250	-18.03%
C3479 Vidler Road Waste Site Capital Improvements	18,968	0	0	50,000	50,000	0.00%
C3481 Transfer Station Development	0	137,500	137,500	150,000	150,000	-100.00%
C3485 Site Rehabilitation - Busselton	11,900	916,663	916,663	1,000,000	1,000,000	-98.70%
C3489 Liquid Waste Pond Renewal Works	0	45,837	45,837	50,000	50,000	-100.00%
C3497 Busselton Jetty - Capital Expenditure	554,038	200,000	200,000	870,000	870,000	177.02%
	4,688,523	10,195,699	10,175,091	13,539,186	13,465,874	-54.01%
Drainage						
D0009 Busselton LIA - Geocatch Drain Partnership WSUD Improvements	324	27,500	27,500	30,000	30,000	-98.82%
D0020 Glenmeier Rumble Drainage Upgrade	33,229	46,475	46,475	50,700	50,700	-28.50%
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 31 May 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
	\$	\$	\$	\$	\$	%
	33,552	89,019	89,019	95,744	95,744	-62.31%
<u>Airport Industrial Parks</u>						
C6025 Installation of Bird Netting	56,542	71,225	71,225	77,703	77,703	-20.62%
C6026 Airport Car Park Reseal	76,698	70,323	70,323	76,700	76,700	9.07%
C6087 Airport Construction Stage 2, Landside Civils & Services Inf	11,382	91,663	91,663	100,000	100,000	-87.58%
C6091 Airport Construction Stage 2, Noise Management Plan	46,343	433,230	433,230	866,500	866,500	-89.30%
C6092 Airport Construction Stage 2, Airfield	19,422	18,260	18,260	19,900	19,900	6.36%
C6099 Airport Development - Project Expenses	58,848	106,194	234,531	115,850	255,850	-44.58%
	269,234	790,895	919,232	1,256,653	1,396,653	-65.96%
Sub-Total Infrastructure	17,425,882	32,649,857	28,405,868	40,057,700	33,943,507	-46.63%
Grand Total - Capital Acquisitions	22,265,808	44,462,976	46,832,086	60,483,187	54,368,994	
Infrastructure by class						
Infrastructure (WIP)	0	0	0	0	0	0.00%
Roads	10,876,579	14,245,367	12,289,335	18,170,848	16,149,816	-23.65%
Bridges	4,872	4,303,489	1,954,663	6,675,989	2,287,000	-99.89%
Car Parks	1,222,880	1,709,053	1,662,193	1,855,535	1,808,675	-28.45%
Footpaths & Cycleways	330,241	1,316,335	1,316,335	2,239,745	2,239,745	-74.91%
Parks, Gardens & Reserves	4,688,523	10,195,699	10,175,091	15,039,186	14,965,874	-54.01%
Drainage	33,552	89,019	89,019	1,595,745	1,595,745	-62.31%
Regional Airport & Industrial Park Infrastructure	269,234	790,895	919,232	1,256,653	1,396,653	-65.96%
Less : Donated Assets				0	0	0.00%
Total Infrastructure Actual by class	17,425,882	32,649,857	28,405,868	46,833,701	40,443,508	-46.63%

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	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	9,943.46	17,105.00	17,105.00	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>1,723,593.54</u>	<u>1,666,954.11</u>	<u>1,704,954.11</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	25,066.19	40,700.00	40,700.00	44,401.00	44,401.00	58,291.83
Transfer from Muni	191,103.00	191,103.00	191,103.00	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>4,289,959.83</u>	<u>4,305,593.64</u>	<u>4,305,593.64</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	5,316.18	9,042.00	9,042.00	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>910,212.61</u>	<u>913,938.43</u>	<u>913,938.43</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	1,118.22	1,232.00	1,232.00	1,344.00	1,344.00	635.20
Transfer from Muni	75,427.00	75,427.00	75,427.00	82,278.00	82,278.00	82,278.00
	<u>199,340.63</u>	<u>199,454.41</u>	<u>199,454.41</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	9,089.16	14,817.00	14,817.00	16,164.00	16,164.00	32,703.18
Transfer from Muni	666,556.00	666,556.00	666,556.00	1,037,148.00	1,037,148.00	727,148.00
Transfer to Muni	(367,781.49)	0.00	0.00	(1,071,026.00)	(1,071,026.00)	(1,001,664.39)
	<u>1,791,106.12</u>	<u>2,164,615.45</u>	<u>2,164,615.45</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	351.99	418.00	418.00	456.00	456.00	460.23
Transfer from Muni	27,709.00	27,709.00	27,709.00	30,226.00	30,226.00	30,226.00
	<u>69,413.42</u>	<u>69,479.43</u>	<u>69,479.43</u>	<u>72,034.43</u>	<u>72,034.43</u>	<u>41,352.43</u>
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	287.34	363.00	363.00	396.00	396.00	458.36
Transfer from Muni	17,996.00	17,996.00	17,996.00	19,635.00	19,635.00	19,635.00
	<u>55,137.88</u>	<u>55,213.54</u>	<u>55,213.54</u>	<u>56,885.54</u>	<u>56,885.54</u>	<u>36,854.54</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	612.99	803.00	803.00	876.00	876.00	1,148.35
Transfer from Muni	39,270.00	39,270.00	39,270.00	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>120,239.09</u>	<u>120,429.10</u>	<u>120,429.10</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	329.96	1,111.00	1,111.00	1,212.00	1,212.00	1,716.82
Transfer from Muni	41,888.00	41,888.00	41,888.00	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>53,239.81</u>	<u>54,020.85</u>	<u>54,020.85</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	1,911.98	2,728.00	2,728.00	2,976.00	2,976.00	3,791.98
Transfer from Muni	79,200.00	79,200.00	79,200.00	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>353,805.15</u>	<u>354,621.17</u>	<u>354,621.17</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	1,631.20	2,222.00	2,222.00	2,424.00	2,424.00	4,342.04
Transfer from Muni	231,759.00	231,759.00	231,759.00	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>333,443.00</u>	<u>334,033.80</u>	<u>334,033.80</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	4,431.39	6,149.00	6,149.00	6,708.00	6,708.00	7,619.95
Transfer from Muni	238,810.00	238,810.00	238,810.00	260,521.00	260,521.00	570,521.00
Transfer to Muni	(216,894.79)	0.00	0.00	(819,657.00)	(819,657.00)	(344,243.08)
	<u>641,430.89</u>	<u>860,043.29</u>	<u>860,043.29</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	7,743.43	12,364.00	12,364.00	13,488.00	13,488.00	17,937.89
Transfer from Muni	120,824.00	120,824.00	120,824.00	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>1,315,874.21</u>	<u>1,370,494.78</u>	<u>1,370,494.78</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	1,409.91	2,123.00	2,123.00	2,316.00	2,316.00	3,457.97
Transfer from Muni	44,506.00	44,506.00	44,506.00	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>258,851.29</u>	<u>259,564.38</u>	<u>259,564.38</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 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	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	950.22	1,254.00	1,254.00	1,368.00	1,368.00	1,622.87
Transfer from Muni	54,736.00	54,736.00	54,736.00	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>180,762.82</u>	<u>181,066.60</u>	<u>181,066.60</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	3,530.15	4,290.00	4,290.00	4,680.00	4,680.00	5,512.65
Transfer from Muni	258,500.00	258,500.00	258,500.00	282,000.00	282,000.00	282,000.00
Transfer to Muni	0.00	(3,448.00)	(3,448.00)	(48,983.00)	(48,983.00)	(45,751.88)
	<u>691,719.32</u>	<u>689,031.17</u>	<u>689,031.17</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	5.10	0.00	0.00	0.00	0.00	5.14
Transfer from Muni	495.00	495.00	495.00	536.00	536.00	536.00
	<u>1,041.24</u>	<u>1,036.14</u>	<u>1,036.14</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	33,301.82	52,349.00	52,349.00	57,108.00	57,108.00	82,679.79
Transfer from Muni	605,746.00	614,060.00	614,060.00	1,325,111.00	1,325,111.00	1,286,516.00
Transfer to Muni	(500,000.00)	(15,000.00)	(15,000.00)	(1,255,708.00)	(1,255,708.00)	(936,132.15)
	<u>5,378,390.40</u>	<u>5,890,751.58</u>	<u>5,890,751.58</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	2,755.55	4,323.00	4,323.00	4,716.00	4,716.00	6,499.79
Transfer from Muni	55,000.00	55,000.00	55,000.00	60,000.00	60,000.00	60,000.00
	<u>489,953.71</u>	<u>491,521.16</u>	<u>491,521.16</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	12,565.99	15,961.00	15,961.00	17,412.00	17,412.00	39,808.24
Transfer from Muni	3,209,976.00	3,209,976.00	3,209,976.00	3,501,790.00	3,501,790.00	3,458,128.00
Transfer to Muni	(2,822,416.26)	(1,221,500.00)	(643,000.00)	(4,638,999.00)	(3,995,499.00)	(3,019,924.34)
	<u>1,997,254.38</u>	<u>3,601,565.65</u>	<u>4,180,065.65</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	6,088.71	4,081.00	4,081.00	4,452.00	4,452.00	8,786.80
Transfer from Muni	1,114,707.00	1,114,707.00	1,114,707.00	1,216,038.00	1,216,038.00	1,184,602.00
Transfer to Muni	(179,876.32)	(143,000.00)	(143,000.00)	(1,382,583.00)	(1,382,583.00)	(788,622.42)
	<u>1,349,356.67</u>	<u>1,384,225.28</u>	<u>1,384,225.28</u>	<u>246,344.28</u>	<u>246,344.28</u>	<u>408,437.28</u>
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	2,688.65	2,640.00	2,640.00	2,880.00	2,880.00	3,298.02
Transfer from Muni	327,250.00	327,250.00	327,250.00	357,000.00	357,000.00	347,000.00
Transfer to Muni	(45,153.04)	0.00	0.00	(297,041.00)	(297,041.00)	(85,909.03)
	<u>549,174.60</u>	<u>594,278.99</u>	<u>594,278.99</u>	<u>327,227.99</u>	<u>327,227.99</u>	<u>264,388.99</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	9,131.21	8,338.00	8,338.00	9,096.00	9,096.00	10,825.77
Transfer from Muni	1,178,067.00	1,178,067.00	1,178,067.00	1,285,166.00	1,285,166.00	1,214,001.00
Transfer to Muni	(822,158.60)	(190,000.00)	(190,000.00)	(2,036,349.46)	(1,983,645.00)	(390,880.54)
	<u>1,198,985.84</u>	<u>1,830,351.23</u>	<u>1,830,351.23</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	3,141.13	2,574.00	2,574.00	2,808.00	2,808.00	0.00
Transfer from Muni	397,837.00	397,837.00	397,837.00	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>498,762.32</u>	<u>628,195.19</u>	<u>628,195.19</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	8,670.92	10,978.00	10,978.00	11,976.00	11,976.00	23,720.77
Transfer from Muni	915,454.44	955,529.00	955,529.00	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>2,022,567.28</u>	<u>1,645,948.92</u>	<u>1,645,948.92</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	1,144.44	6,380.00	6,380.00	6,960.00	6,960.00	25,423.53
Transfer from Muni	998,239.00	998,239.00	998,239.00	1,088,988.00	1,088,988.00	1,128,705.00
Transfer to Muni	(1,350,000.00)	(950,000.00)	(950,000.00)	(1,641,750.00)	(1,641,750.00)	(2,010,860.97)
	<u>288,228.97</u>	<u>693,464.53</u>	<u>693,464.53</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	5,510.43	6,138.00	6,138.00	6,696.00	6,696.00	7,539.43
Transfer from Muni	495,374.00	495,374.00	495,374.00	540,415.00	540,415.00	524,713.00
Transfer to Muni	(25,000.00)	0.00	0.00	(590,000.00)	(590,000.00)	(89,806.30)
	<u>1,089,646.90</u>	<u>1,115,274.47</u>	<u>1,115,274.47</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	6,501.28	15,048.00	15,048.00	16,416.00	16,416.00	26,494.60
Transfer from Muni	179,239.40	170,709.00	170,709.00	186,231.00	186,231.00	201,157.40
Transfer to Muni	(423,000.00)	(70,000.00)	(50,000.00)	(1,420,645.00)	(1,400,645.00)	(524,648.37)
	<u>1,268,915.73</u>	<u>1,621,932.05</u>	<u>1,641,932.05</u>	<u>288,177.05</u>	<u>308,177.05</u>	<u>1,506,175.05</u>
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)	2,343.00	2,343.00	2,556.00	2,556.00	3,682.77
Transfer from Muni	1,720.64	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>236,286.70</u>	<u>237,249.64</u>	<u>237,249.64</u>	<u>2,462.64</u>	<u>2,462.64</u>	<u>234,906.64</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	7,339.55	15,543.00	15,543.00	16,956.00	16,956.00	24,799.27
Transfer from Muni	11,418.00	11,418.00	11,418.00	52,465.00	52,465.00	505,188.00
Transfer to Muni	(555,000.00)	(80,000.00)	(80,000.00)	(1,375,579.00)	(1,375,579.00)	(256,199.59)
	<u>1,018,881.93</u>	<u>1,502,085.38</u>	<u>1,502,085.38</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	1,681.94	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	458,337.00	458,337.00	458,337.00	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	1,880.16	2,266.00	2,266.00	2,472.00	2,472.00	1,280.52
Transfer from Muni	91,663.00	91,663.00	91,663.00	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>320,293.18</u>	<u>320,679.02</u>	<u>320,679.02</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	3,836.88	5,610.00	5,610.00	6,120.00	6,120.00	8,664.58
Transfer from Muni	137,500.00	137,500.00	137,500.00	150,000.00	150,000.00	150,000.00
Transfer to Muni	0.00	(100,000.00)	(100,000.00)	(140,900.00)	(140,900.00)	(97,576.37)
	<u>702,331.06</u>	<u>604,104.18</u>	<u>604,104.18</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	3,815.91	6,369.00	6,369.00	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
Transfer to Muni	0.00	(80,000.00)	0.00	(80,000.00)	0.00	0.00
	<u>640,756.03</u>	<u>563,309.12</u>	<u>643,309.12</u>	<u>563,888.12</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	5,565.16	1,661.00	1,661.00	1,812.00	1,812.00	0.00
Transfer from Muni	1,183,996.00	1,183,996.00	1,183,996.00	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>1,355,953.16</u>	<u>1,352,049.00</u>	<u>1,352,049.00</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	15,439.83	26,235.00	26,235.00	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>2,641,039.03</u>	<u>2,651,834.20</u>	<u>2,651,834.20</u>	<u>1,258,019.20</u>	<u>1,258,019.20</u>	<u>2,625,599.20</u>
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	21,313.70	34,793.00	34,793.00	37,956.00	37,956.00	50,518.40
Transfer from Muni	229,163.00	229,163.00	229,163.00	250,000.00	250,000.00	687,886.09
Transfer to Muni	(34,895.96)	(46,650.00)	(46,650.00)	(438,250.00)	(438,250.00)	(352,977.49)
	<u>3,697,690.74</u>	<u>3,699,416.00</u>	<u>3,699,416.00</u>	<u>3,331,816.00</u>	<u>3,331,816.00</u>	<u>3,482,110.00</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	1,031.36	1,452.00	1,452.00	1,584.00	1,584.00	2,418.13
Transfer from Muni	64,163.00	64,163.00	64,163.00	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>210,223.29</u>	<u>210,643.93</u>	<u>210,643.93</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	829.31	1,441.00	1,441.00	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>145,461.70</u>	<u>146,073.39</u>	<u>146,073.39</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	1,819.76	3,091.00	3,091.00	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>311,571.18</u>	<u>312,842.42</u>	<u>312,842.42</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)	11,198.00	11,198.00	12,216.00	12,216.00	39,319.39
Transfer from Muni	533,309.08	354,794.00	354,794.00	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>1,650,884.73</u>	<u>1,486,861.85</u>	<u>1,486,861.85</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)	1,661.00	1,661.00	1,812.00	1,812.00	2,585.73
Transfer from Muni	18,825.14	9,163.00	9,163.00	10,000.00	10,000.00	5,304.78
	<u>184,997.93</u>	<u>177,237.55</u>	<u>177,237.55</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)	88.00	88.00	96.00	96.00	526.95
Transfer from Muni	30,611.69	20,625.00	20,625.00	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>39,778.13</u>	<u>29,890.47</u>	<u>29,890.47</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)	2,552.00	2,552.00	2,784.00	2,784.00	3,283.35
Transfer from Muni	79,351.82	25,212.00	25,212.00	27,500.00	27,500.00	63,806.44
	<u>334,192.38</u>	<u>282,916.46</u>	<u>282,916.46</u>	<u>285,436.46</u>	<u>285,436.46</u>	<u>255,152.46</u>
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)	9,372.00	9,372.00	10,224.00	10,224.00	14,697.21
Transfer from Muni	6,866.73	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>942,977.58</u>	<u>946,842.05</u>	<u>946,842.05</u>	<u>9,694.05</u>	<u>9,694.05</u>	<u>937,470.05</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

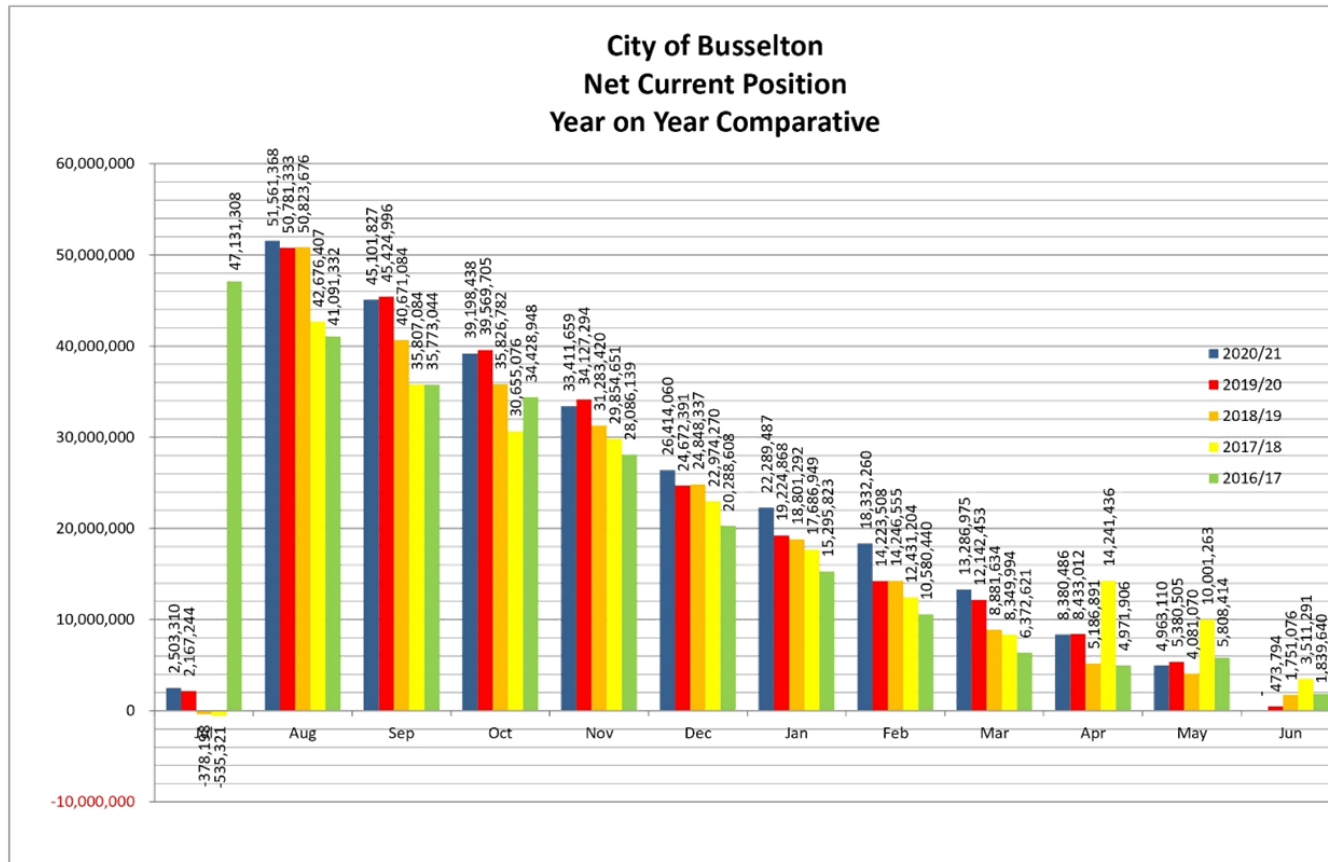
	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
306 Community Facilities - Geographe						
Accumulated Reserves at Start of Year	101,978.74	101,978.74	101,978.74	101,978.74	101,978.74	99,175.93
Interest transfer to Reserves	(147.60)	1,023.00	1,023.00	1,116.00	1,116.00	1,594.87
Transfer from Muni	9,169.76	6,875.00	6,875.00	7,500.00	7,500.00	1,207.94
	<u>111,000.90</u>	<u>109,876.74</u>	<u>109,876.74</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)	3,487.00	3,487.00	3,804.00	3,804.00	5,471.14
Transfer from Muni	2,556.19	0.00	0.00	0.00	0.00	0.00
	<u>351,030.63</u>	<u>352,467.41</u>	<u>352,467.41</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)	4,895.00	4,895.00	5,340.00	5,340.00	9,471.24
Transfer from Muni	3,587.74	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>492,671.46</u>	<u>494,799.76</u>	<u>494,799.76</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)	30,151.00	30,151.00	32,892.00	32,892.00	47,307.90
Transfer from Muni	151,013.13	91,663.00	91,663.00	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>3,164,125.47</u>	<u>3,139,301.28</u>	<u>3,139,301.28</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	167.96	66.00	66.00	72.00	72.00	420.15
Transfer from Muni	55,000.00	55,000.00	55,000.00	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>61,437.57</u>	<u>61,335.61</u>	<u>61,335.61</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	1,282.57	2,244.00	2,244.00	2,448.00	2,448.00	8,839.73
Transfer from Muni	47,641.00	47,641.00	47,641.00	51,975.00	51,975.00	51,975.00
Transfer to Muni	(18,834.92)	0.00	0.00	(219,167.00)	(219,167.00)	(518,332.76)
	<u>255,041.03</u>	<u>274,837.38</u>	<u>274,837.38</u>	<u>60,208.38</u>	<u>60,208.38</u>	<u>224,952.38</u>
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	19,532.79	32,725.00	32,725.00	35,700.00	35,700.00	54,429.05
Transfer from Muni	201,861.00	201,861.00	201,861.00	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>3,496,585.42</u>	<u>3,509,777.63</u>	<u>3,509,777.63</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	8,314.16	13,079.00	13,079.00	14,268.00	14,268.00	20,031.01
Transfer from Muni	166,672.00	166,672.00	166,672.00	181,819.00	181,819.00	179,838.99
Transfer to Muni	(95,000.00)	0.00	0.00	(252,948.00)	(252,948.00)	(86,153.05)
	<u>1,388,462.65</u>	<u>1,488,227.49</u>	<u>1,488,227.49</u>	<u>1,251,615.49</u>	<u>1,251,615.49</u>	<u>1,308,476.49</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	4,351.91	6,358.00	6,358.00	6,936.00	6,936.00	9,845.01
Transfer from Muni	166,452.00	166,452.00	166,452.00	181,583.00	181,583.00	181,289.97
Transfer to Muni	(36,611.25)	0.00	0.00	(190,539.00)	(190,539.00)	(129,922.08)
	<u>770,557.09</u>	<u>809,174.43</u>	<u>809,174.43</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)	583.00	583.00	636.00	636.00	912.00
Transfer from Muni	426.11	0.00	0.00	0.00	0.00	0.00
	<u>58,514.30</u>	<u>58,755.53</u>	<u>58,755.53</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)	737.00	737.00	804.00	804.00	1,156.66
Transfer from Muni	540.41	0.00	0.00	0.00	0.00	0.00
	<u>74,212.52</u>	<u>74,516.08</u>	<u>74,516.08</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)	8,987.00	8,987.00	9,804.00	9,804.00	13,522.19
Transfer from Muni	6,590.06	0.00	0.00	0.00	0.00	0.00
	<u>904,980.40</u>	<u>908,681.77</u>	<u>908,681.77</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)	4,752.00	4,752.00	5,184.00	5,184.00	8,450.99
Transfer from Muni	3,483.12	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>478,311.63</u>	<u>480,334.52</u>	<u>480,334.52</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	13,400.27	21,560.00	21,560.00	23,520.00	23,520.00	46,381.06
Transfer from Muni	434,544.00	434,544.00	434,544.00	474,044.00	474,044.00	529,207.53
Transfer to Muni	(222,827.27)	0.00	0.00	(2,130,000.00)	(2,130,000.00)	(1,263,575.38)
	<u>2,382,708.81</u>	<u>2,613,695.81</u>	<u>2,613,695.81</u>	<u>525,155.81</u>	<u>525,155.81</u>	<u>2,157,591.81</u>
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	625.20	946.00	946.00	1,032.00	1,032.00	1,355.16
Transfer from Muni	18,337.00	18,337.00	18,337.00	20,000.00	20,000.00	20,000.00
	<u>113,099.30</u>	<u>113,420.10</u>	<u>113,420.10</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	1,223.28	1,375.00	1,375.00	1,500.00	1,500.00	2,798.84
Transfer from Muni	94,193.00	94,193.00	94,193.00	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>233,371.31</u>	<u>233,523.03</u>	<u>233,523.03</u>	<u>139,205.03</u>	<u>139,205.03</u>	<u>137,955.03</u>

City of Busselton
Reserves Movement Report
For The Period Ending 31 May 2021

	2020/2021 Actual	2020/2021 Amended Budget YTD	2020/2021 Original Budget YTD	2020/2021 Amended Budget	2020/2021 Original Budget	2019/2020 Actual
	\$	\$	\$	\$	\$	\$
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	619.80	363.00	363.00	396.00	396.00	2,730.72
Transfer from Muni	133,804.00	133,804.00	133,804.00	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>170,295.70</u>	<u>110,038.90</u>	<u>110,038.90</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)	869.00	869.00	948.00	948.00	853.32
Transfer from Muni	637.63	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>87,562.81</u>	<u>87,920.39</u>	<u>87,920.39</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	41,169.40	76,230.00	76,230.00	83,161.00	83,161.00	124,135.01
Transfer from Muni	936,034.00	971,034.00	971,034.00	1,056,131.00	1,056,131.00	881,561.42
Transfer to Muni	(214,446.97)	(1,208,000.00)	(1,208,000.00)	(2,540,500.00)	(2,540,500.00)	(1,243,548.20)
	<u>8,392,114.82</u>	<u>7,468,622.39</u>	<u>7,468,622.39</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	1,936.35	16,852.00	16,852.00	18,386.00	18,386.00	4,340.77
Transfer from Muni	49,225.00	49,225.00	49,225.00	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>346,721.86</u>	<u>361,637.51</u>	<u>361,637.51</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	977.58	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	(1,302,598.09)	(1,234,878.00)	(1,234,878.00)	(1,391,422.00)	(1,391,422.00)	(1,232,906.00)
	<u>89,801.49</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	0.73	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>100.73</u>	<u>100.00</u>	<u>100.00</u>	<u>110.00</u>	<u>110.00</u>	<u>100.00</u>
155 LED Street Light Replacement Program Reserve						
Interest transfer to Reserves	115.81	0.00	0.00	0.00	0.00	0.00
Transfer from Muni	45,826.00	45,826.00	45,826.00	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>5,941.81</u>	<u>45,826.00</u>	<u>45,826.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash Back Reserves	<u>67,442,395.05</u>	<u>71,032,884.76</u>	<u>71,749,384.76</u>	<u>45,022,217.30</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	309,518.16	598,488.00	598,488.00	652,900.00	652,900.00	965,722.02
Transfer from Muni	16,941,564.77	16,676,264.71	16,676,264.71	19,372,933.71	19,372,933.71	22,230,759.20
Transfer to Muni	(9,706,572.64)	(6,139,752.71)	(5,423,252.71)	(34,901,501.17)	(34,105,296.71)	(18,888,814.12)
Closing Balance	<u>67,442,395.05</u>	<u>71,032,884.76</u>	<u>71,749,384.76</u>	<u>45,022,217.30</u>	<u>45,818,421.76</u>	<u>59,897,884.76</u>





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



11am Bank Account			As at 31 May 2021	
INSTITUTION	RATE	AMOUNT		
ANZ 11am At Call Deposit	0.00%	\$ 7,000,000		

Term Deposits - Miscellaneous Funds						As at 31 May 2021	
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT		
NAB	AA	123	06-Sep-21	0.30%	\$ 2,000,000		
ANZ	AA	153	10-Oct-21	0.35%	\$ 3,000,000		
Westpac	AA	153	22-Oct-21	0.25%	\$ 1,500,000		
ANZ	AA	184	25-Nov-21	0.36%	\$ 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		
ANZ	AA	91	14-Jul-21	0.32%	\$ 3,500,000		
Westpac	AA	122	24-Jul-21	0.23%	\$ 2,000,000		
NAB	AA	122	29-Jul-21	0.30%	\$ 4,000,000		
NAB	AA	120	06-Aug-21	0.30%	\$ 4,000,000		
ANZ	AA	153	10-Aug-21	0.80%	\$ 2,000,000		
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		
Westpac	AA	365	10-Sep-21	0.70%	\$ 4,000,000		
ANZ	AA	153	10-Sep-21	0.35%	\$ 2,000,000		
Bendigo	BBB	274	23-Sep-21	0.40%	\$ 3,000,000		

Total of Term Deposits \$ 70,500,000
Weighted Average Annual Rate of Return 0.36%

Airport Redevelopment Funds			As at 31 May 2021	
WA Treasury Corp. - Overnight Cash Deposit Facility	0.05%	\$ 1,638,912		
WA Treasury Corp. - State Bonds	02-Sep-19	Matured		

Total of Airport Redevelopment Funds - WATC \$ 1,638,912

Total of Airport Redevelopment Funds - Bank Term Deposits			Nil	
ANZ Cash Account	AA	NA	0.00%	\$ 1,158,221
Total of Airport Redevelopment Funds - Other			\$ 1,158,221	
Total of Airport Redevelopment Funds			\$ 2,797,132	
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			\$ 2,130	
Interest Accrued but not yet Received			\$ 70	
Total Interest Airport Funds (Non-Reserve) at month's end			\$ 2,567,252	
Interest Transferred out and held in City Reserve Account 136			\$ 1,085,630	
Interest Transferred out to Municipal Funds			\$ 24,235	
Interest Earned (incl. Accrued) on Funds Held in City Reserve A/c 136			\$ 78,447	

(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 31 May 2021
11am Bank Account	\$ 12,500,000	\$ 13,500,000	\$ 7,000,000
Term Deposits - Misc. Funds	\$ 60,500,000	\$ 54,500,000	\$ 70,500,000
Foreshore Development Funds - WATC	\$ -	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ 1,963,252	\$ 1,637,382	\$ 1,638,912
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	\$ 77,991,037	\$ 70,795,602	\$ 80,297,132
TOTAL INTEREST RECEIVED AND ACCRUED	\$ 1,069,449	\$ 1,123,760	\$ 384,720
INTEREST BUDGET	\$ 1,326,350	\$ 1,480,000	\$ 603,302

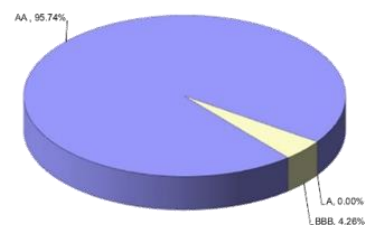
(Note: Interest figures relate to City general funds only and does not include interest allocated to specific areas such as the Airport Redevelopment)

Statement of Compliance with Council's Investment Policy 218

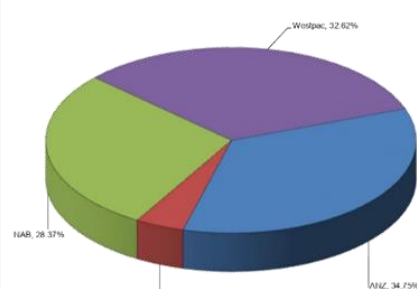
- All funds are to be invested within legislative limits. **Fully Compliant**
- All individual funds held within the portfolio are not to exceed a set percentage of the total portfolio value. **Fully Compliant**
- The amount invested based upon the Fund's Rating is not to exceed the set percentages of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



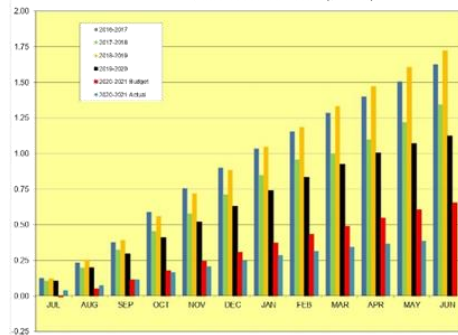
Summary of Term Deposits by Institution (Excludes WATC and 11am Cash Account Funds)















Balance of Investments (\$millions)



Interest Earned on Investments (\$millions)



13.1 APPLICATION FOR DEVELOPMENT APPROVAL DA20/1056 - SERVICE STATION - LOT 9052 (No. 210) NORTHERLY STREET, VASSE

STRATEGIC THEME	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
STRATEGIC PRIORITY	1.1 Ensure protection and enhancement of environmental values is a central consideration in land use planning.
SUBJECT INDEX	Development/Planning Application
BUSINESS UNIT	Statutory Planning
REPORTING OFFICER	Senior Development Planner – Policy - Stephanie Navarro
AUTHORISING OFFICER	Manager Environmental Services - Tanya Gillett
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 Development Plans   Attachment B Traffic Technical Advice   Attachment C Landscape Strategy Plans and Viewpoint Perspectives   Attachment D Bushfire Management Plan   Attachment E Schedule of Submissions   Attachment F Schedule of Agency Submissions  

The officer recommendation was moved and carried.

COUNCIL DECISION

C2107/147

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Council determines:

- A. That application DA20/1056 submitted for a 'Service Station' at Lot 9052 (No. 210) Northerly Street, Vasse, is considered by the Council to be generally consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located.**
- B. That Development Approval is issued for the proposal referred to above (A) subject to the following conditions:**

General conditions

- 1. The development hereby approved shall be substantially commenced within two years from the date of this decision letter.**
- 2. The development hereby approved shall be undertaken in accordance with the signed and stamped Approved Development Plans except as may be modified by the following conditions.**

Prior to commencement of any works conditions

- 3. 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 satisfaction of the City and have been approved in writing:**
 - 3.1 Stormwater and groundwater management plan for the entirety of Lot 9052 to the satisfaction of DWER and the City (Advice note 7).**

- 3.2** A Landscaping Plan which shall include details of a 30 metre landscaping buffer along the entire western lot boundary. Landscaping shall be of a sufficient height and density at maturity to screen the development from Bussell Highway to the satisfaction of the City.

The Landscaping Plan shall include a plant schedule nominating endemic species, planting distances, numbers, planting sizes, together with the anticipated height of each plant at maturity.

- 3.3** Further to Condition 3.2 above, arrangements shall be made for the 30 metre landscaping buffer to be developed by the landowner/applicant in accordance with an Approved Landscaping Plan and maintained for two summers (Advice note 8).

- 3.4** An exterior lighting plan which shall include the canopy, parking areas and entry/exit points (Advice note 9).

- 3.5** Details setting out a minimum number of 8 car parking bays to be provided on site (including 1 accessible bay). The parking areas, driveways and points of ingress and egress (including crossovers) shall be appropriately designed, constructed, drained and line marked.

- 3.6** Details setting out a minimum of one loading bay to be provided on site. The loading bay shall be appropriately designed, constructed, drained and line marked.

- 3.7** Details of the proposed bicycle parking facilities. The details shall include, as a minimum, the location, design and materials to be used in their construction.

- 3.8** Details of the proposed bin storage areas. The details shall include, as a minimum, the design and the materials to be used in their construction (Advice note 10).

- 3.9** Amended plans for the pylon signs with a maximum height of 6 metres.

- 3.10** Engineering drawings and specifications are to be submitted, and approved by the City and Main Roads WA, for an extension of the existing splitter island past the western driveway to prevent right turn movements into and out of this vehicle access point.

- 3.11** Notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended), is to be placed on the Certificates of Title of the lot advising the following:

This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is be subject to a Bushfire Management Plan. The approval of the Service Station is conditional upon the details contained within the Bushfire Management Plan (BMP) prepared by Bushfire Prone Planning dated 16 December 2020 and the accompanying Bushfire Risk Management Plan (BRMP).

A copy of the Certificate of Title with the section 70A notification registered against it, or Landgate lodgement receipt, is to be provided to the City.

Prior To Occupation/Use Of The Development Conditions

- 4. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Condition 2 and 3 have been implemented; and the following conditions have been complied with:**
- 4.1 Crossovers are located and constructed to the City's specifications.**
 - 4.2 The development being connected to reticulated sewerage.**
 - 4.3 The development being connected to reticulated water.**
 - 4.4 Landscaping shall be implemented in accordance with the approved Landscape Plan.**
 - 4.5 The proposed Landscaping Buffer shown on the approved Development Plans shall be vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without any payment of compensation by the Crown.**

Ongoing Conditions

- 5. The works undertaken to satisfy Conditions 3 and 4 shall be subsequently maintained for the life of the development; and, the following conditions shall be complied with:**
- 5.1 For the life of the development, any illuminated signs hereby approved shall:**
 - a) Not be of a light emission intensity to cause a traffic hazard or distraction to drivers on the adjacent public road or be confused with traffic signals; and**
 - b) Not flash, pulsate, chase, or otherwise cause a nuisance to occupiers of an adjoining site or the local area; and**
 - c) Not be animated; and**
 - d) Not be illuminated when the business is not operating.**
 - 5.2 The pylon signs shall be restricted to a maximum of 6 metres above natural ground level.**
 - 5.3 The approved Bushfire Management Plan shall be implemented and maintained in accordance with the approval details and any recommendations therein.**

Advice Notes

- 1. 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.**
- 2. This Decision Notice grants development approval to the development the subject of this application. It cannot be construed as granting development approval for any other structure shown on the Approved Development Plans, which was not specifically included in this application.**

3. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time. Please note it is the responsibility of the applicant / owner to ensure that this development approval remains current and does not lapse.
4. In accordance with the provisions of the Building Act 2011, and Building Regulations 2012, an application for a building permit must be submitted to, and approval granted by the City, prior to the commencement of the development hereby permitted.
5. The Applicant is advised that the food storage, retail and preparation areas are to be designed and constructed in accordance with Food Act 2008, Food Regulations 2009 and the Food Standards Code Requirements.
6. The Applicant is advised that the food business is required to be registered with the City of Busselton. A Food Business Notification / Registration Form is to be submitted for approval by an Environmental Health Officer (include a detailed sketch plan of fit out of premise) prior to operating the food business.
7. Further to Condition 3.1, the applicant is advised that the stormwater and groundwater management plan shall address the following:
 - a) Pre-development surface and groundwater regime for the small, minor, and major events; and
 - b) Post-development surface and groundwater management criteria to be applied at the sub-catchment and proposed lot scale for the small, minor, and major events; and
 - c) Measures to mitigate water quantity and quality risks to the Franklin Wetland and downstream receiving environment.
8. Further to Condition 3.3, the Applicant is advised that an executed Legal Agreement, prepared at the full cost of the applicant, with the City will be required to satisfy this condition.
9. Further to Condition 3.4, the Applicant is advised that lighting will be required to comply with any applicable Main Roads WA requirements and is not to cause a traffic hazard or distractions.
10. Further to Condition 3.8, the applicant is advised that a suitable rubbish enclosure adequate to service the development is constructed and provided in accordance with the City of Busselton Health Local Laws 1997.

CARRIED 7/0

EN BLOC

OFFICER RECOMMENDATION

That the Council determines:

- A. That application DA20/1056 submitted for a 'Service Station' at Lot 9052 (No. 210) Northerly Street, Vasse, is considered by the Council to be generally consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located.
- B. That Development Approval is issued for the proposal referred to above (A) subject to the following conditions:

General conditions

- 1. The development hereby approved shall be substantially commenced within two years from the date of this decision letter.
- 2. The development hereby approved shall be undertaken in accordance with the signed and stamped Approved Development Plans except as may be modified by the following conditions.

Prior to commencement of any works conditions

- 3. 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 satisfaction of the City and have been approved in writing:
 - 3.1 Stormwater and groundwater management plan for the entirety of Lot 9052 to the satisfaction of DWER and the City (Advice note 7).
 - 3.2 A Landscaping Plan which shall include details of a 30 metre landscaping buffer along the entire western lot boundary. Landscaping shall be of a sufficient height and density at maturity to screen the development from Bussell Highway to the satisfaction of the City.

The Landscaping Plan shall include a plant schedule nominating endemic species, planting distances, numbers, planting sizes, together with the anticipated height of each plant at maturity.
 - 3.3 Further to Condition 3.2 above, arrangements shall be made for the 30 metre landscaping buffer to be developed by the landowner/applicant in accordance with an Approved Landscaping Plan and maintained for two summers (Advice note 8).
 - 3.4 An exterior lighting plan which shall include the canopy, parking areas and entry/exit points (Advice note 9).
 - 3.5 Details setting out a minimum number of 8 car parking bays to be provided on site (including 1 accessible bay). The parking areas, driveways and points of ingress and egress (including crossovers) shall be appropriately designed, constructed, drained and line marked.
 - 3.6 Details setting out a minimum of one loading bay to be provided on site. The loading bay shall be appropriately designed, constructed, drained and line marked.

- 3.7 Details of the proposed bicycle parking facilities. The details shall include, as a minimum, the location, design and materials to be used in their construction.
- 3.8 Details of the proposed bin storage areas. The details shall include, as a minimum, the design and the materials to be used in their construction (Advice note 10).
- 3.9 Amended plans for the pylon signs with a maximum height of 6 metres.
- 3.10 Engineering drawings and specifications are to be submitted, and approved by the City and Main Roads WA, for an extension of the existing splitter island past the western driveway to prevent right turn movements into and out of this vehicle access point.
- 3.11 Notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended), is to be placed on the Certificates of Title of the lot advising the following:

This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and is be subject to a Bushfire Management Plan. The approval of the Service Station is conditional upon the details contained within the Bushfire Management Plan (BMP) prepared by Bushfire Prone Planning dated 16 December 2020 and the accompanying Bushfire Risk Management Plan (BRMP).

A copy of the Certificate of Title with the section 70A notification registered against it, or Landgate lodgement receipt, is to be provided to the City.

Prior To Occupation/Use Of The Development Conditions

- 4. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Condition 2 and 3 have been implemented; and the following conditions have been complied with:
 - 4.1 Crossovers are located and constructed to the City's specifications.
 - 4.2 The development being connected to reticulated sewerage.
 - 4.3 The development being connected to reticulated water.
 - 4.4 Landscaping shall be implemented in accordance with the approved Landscape Plan.
 - 4.5 The proposed Landscaping Buffer shown on the approved Development Plans shall be vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without any payment of compensation by the Crown.

Ongoing Conditions

- 5. The works undertaken to satisfy Conditions 3 and 4 shall be subsequently maintained for the life of the development; and, the following conditions shall be complied with:
 - 5.1 For the life of the development, any illuminated signs hereby approved shall:
 - a) Not be of a light emission intensity to cause a traffic hazard or distraction to drivers on the adjacent public road or be confused with traffic signals; and

- b) Not flash, pulsate, chase, or otherwise cause a nuisance to occupiers of an adjoining site or the local area; and
 - c) Not be animated; and
 - d) Not be illuminated when the business is not operating.
- 5.2 The pylon signs shall be restricted to a maximum of 6 metres above natural ground level.
- 5.3 The approved Bushfire Management Plan shall be implemented and maintained in accordance with the approval details and any recommendations therein.

Advice Notes

1. 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.
2. This Decision Notice grants development approval to the development the subject of this application. It cannot be construed as granting development approval for any other structure shown on the Approved Development Plans, which was not specifically included in this application.
3. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time. Please note it is the responsibility of the applicant / owner to ensure that this development approval remains current and does not lapse.
4. In accordance with the provisions of the *Building Act 2011*, and *Building Regulations 2012*, an application for a building permit must be submitted to, and approval granted by the City, prior to the commencement of the development hereby permitted.
5. The Applicant is advised that the food storage, retail and preparation areas are to be designed and constructed in accordance with *Food Act 2008*, *Food Regulations 2009* and the *Food Standards Code Requirements*.
6. The Applicant is advised that the food business is required to be registered with the City of Busselton. A Food Business Notification / Registration Form is to be submitted for approval by an Environmental Health Officer (include a detailed sketch plan of fit out of premise) prior to operating the food business.
7. Further to Condition 3.1, the applicant is advised that the stormwater and groundwater management plan shall address the following:
 - a) Pre-development surface and groundwater regime for the small, minor, and major events; and
 - b) Post-development surface and groundwater management criteria to be applied at the sub-catchment and proposed lot scale for the small, minor, and major events; and
 - c) Measures to mitigate water quantity and quality risks to the Franklin Wetland and downstream receiving environment.

8. **Further to Condition 3.3, the Applicant is advised that an executed Legal Agreement, prepared at the full cost of the applicant, with the City will be required to satisfy this condition.**
9. **Further to Condition 3.4, the Applicant is advised that lighting will be required to comply with any applicable Main Roads WA requirements and is not to cause a traffic hazard or distractions.**
10. **Further to Condition 3.8, the applicant is advised that a suitable rubbish enclosure adequate to service the development is constructed and provided in accordance with the City of Busselton Health Local Laws 1997.**

EXECUTIVE SUMMARY

The City has received an application for development approval for a proposed Service Station at Lot 9052 (No. 210) Northerly Street, Vasse. Due to the nature of the issues requiring consideration, the application is being presented to Council for determination, rather than being determined by City officers acting under delegated authority.

During the assessment of the application, the following issues that require consideration have been raised in relation to the application:

- Zoning and land use permissibility;
- Vehicle access and traffic;
- Visual impact from Bussell Highway;
- Height of pylon signs;
- Bushfire; and
- Environmental impacts.

Having considered the application, including submissions received, officers consider that the application is consistent with the City of Busselton *Local Planning Scheme No. 21* (the 'Scheme') and the broader, relevant planning framework.

It is recommended that the application be approved, subject to appropriate conditions.

BACKGROUND

The Council is asked to consider an application for development approval for a proposed Service Station at Lot 9052 (No. 210) Northerly Street, Vasse. A copy of the development plans that the Council are being asked to consider for approval are provided at Attachment A.

Key information regarding the application is set out below:

1. **Landowner:** Vasse Commercial Pty Ltd
2. **Applicant:** Able Planning and Project Management
3. **Site area:** 5.8130 Ha
4. **General description of the site:** Lot 9052 (No. 210) Northerly Street, Vasse (the Site) is located approximately two kilometres south-west from the Vasse neighbourhood centre. The Site is bound by Bussell Highway to the west and Northerly Street to the south with the surrounding land in these directions zoned Rural under the Scheme.

Directly to the north of the Site is a Reserve (Recreation) which contains the Franklin Wetland. To the north of this reserve is the Vasse Light Industrial Area (LIA) (zoned Light Industry under the Scheme). The remaining land to the north-east of the site is zoned Urban Development and is planned, under a Development Guide Plan applicable to the area, to be developed for residential lots in the future.

5. **Current development/use:** The Site is currently vacant however has formerly been used for grazing (Agriculture – Extensive) and associated residential development (Single House).
6. **Brief description of proposed development:** The applicant proposes a Service Station with three double sided refuelling bays for standard passenger vehicles and two double sided high-flow bays for larger diesel passenger vehicles and trucks, located under two separate canopies.

An ancillary retail building is also proposed that will be the point of sale for fuel purchases, sale of packaged petroleum, lubricant and motoring products, motor vehicle accessories and goods of an incidental or convenience nature, including basic food, snacks and non-alcoholic drinks.

The retail building will have a commercial kitchen, server, dry store, cool room and freezers, plus a dedicated staff toilet and office. A unisex ambulant toilet and universal access toilet are provided for customers.

Parking will be provided for eight standard vehicles, including one accessible bay. Trucks will be accommodated in three large bays in the western portion of the Site.

Two vehicle access points are proposed along Northerly Street. The eastern vehicle access point is proposed to allow access and egress in both an easterly direction towards the Vasse neighbourhood centre and Vasse (LIA) and a westerly direction towards Bussell Highway. The western vehicle access point is proposed to be left-in only and will only provide access into the Site for vehicles approaching from the west, turning off Bussell Highway.

The applicant also proposes two illuminated pylon signs which will display brand advertising signage and mandatory fuel pricing.

The proposal includes a 30 metre wide landscaping buffer along the entire length of the western lot boundary of the Site. This buffer will be located between the proposed development and Bussell Highway and, once suitably landscaped, will soften the visual impact of the development as viewed from Bussell Highway.

7. **Applicable Zoning and Special Control Area designations:** The Site is located within the Urban Development zone and located within a Special Provisions Special Control Area (SP68) and Environmental Conditions Special Control Area.

8. **Land-use permissibility:** Under the Scheme land use permissibility within the Urban Development zone is as per clause 3.4.3 of the Scheme which states as follows:

If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land –

- (a) a structure plan;*
- (b) an activity centre plan;*
- (c) a local development plan.*

The Site is subject to the Vasse Newtown Overall Structure Plan (Vasse Structure Plan) and the Vasse Light Industrial Estate Detailed Area Plan and is designated as a Reserve for Recreation under both. The applicable zoning under the Vasse Structure Plan, as well as the land use permissibility is discussed further in the officer comment section of this report below.

OFFICER COMMENT

During consultation on the application, a number of concerns were raised that are not considered to be relevant planning matters. The exercise of discretion when determining a development application should only take into account relevant considerations as identified within Clause 67 Consideration of application by local government, Schedule 2, Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). The decision-maker has an obligation to exercise their statutory responsibilities appropriately and a decision is required to be based upon sound planning principles.

The matters to be given consideration which are relevant to this development application are outlined in the Statutory Environment section of this report, below. If an item or issue is not listed it is not deemed to be a valid planning consideration and therefore is not to be given regard in the determination of a development application. For example, while the improvement of the region, including 'economic development' is one of the broader aims of the Scheme, economic considerations, including the economic competition as well as demand for a development, are not listed under Clause 67 of the Regulations. Therefore, economic considerations per se should only be considered when setting the planning framework and not when making a determination on an individual development application.

It is considered that the main planning issues relevant for detailed discussion in this report are as follows:

- Zoning and land use permissibility;
- Vehicle access and traffic;
- Visual impacts from Bussell Highway;
- Height of pylon signs;
- Bushfire; and
- Environmental impacts.

Zoning and Land Use Permissibility

In 2018 the City endorsed Amendment 28 ('Omnibus 3') to the Scheme. The intent of Omnibus 3 was to align the Scheme with the Regulations and consolidate the 'Development' and 'Deferred Development' areas. In relation to the Vasse Structure Plan area, Omnibus 3 re-zoned the developed portions of land in line with the applicable zoning under the structure plan and areas which had not yet been developed were re-zoned either Urban Development or Industrial Development in line with the Regulations. As part of Omnibus 3, which was subsequently gazetted on 16 February 2021, the Site was rezoned from 'Deferred Vasse Development' to 'Urban Development.'

Land use permissibility within the Urban Development zone is detailed within Clause 3.4.3 of the Scheme which states as follows:

If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land –

- (a) a structure plan;*
- (b) an activity centre plan;*
- (c) a local development plan.*

Currently, under both the Vasse Structure Plan and the Vasse Light Industrial Estate Detailed Area Plan, the Site is designated as 'Reserve for Recreation.'

In 2018, following the endorsement of Omnibus 3 by the City, the City progressed modifications to the Vasse Structure Plan. The purpose of these modifications was to align the structure plan with changes to the Scheme proposed as part of Omnibus 3. During consultation on these modifications, the City received a submission, on behalf of the owners of the Site, opposing to the identification of the Site as 'Reserve for Recreation.' As there was never any intent that the modifications to the Vasse Structure Plan would propose substantive changes to existing land use zones the Site remained 'Reserve for Recreation'.

Notwithstanding the above, it is acknowledged that the reservation of the Site on the Structure Plan is somewhat of an anomaly as the land is not required to satisfy the minimum 10% provision of public open space across the Vasse Structure Plan area and in any case is poorly sited for such a purpose. A public open space (POS) audit has been prepared by DPLH for the current Structure Plan area. The schedule identifies 8.81% POS provision within the proposed Structure Plan, representing a shortfall of 1.19% relative to the standard *Liveable Neighbourhoods* allocation of 10%. However, the shortfall is offset by the over-provision of public open space across the endorsed Structure Plan area of 13% of the developable area.

A number of alternative land uses for the Site have been discussed and considered previously by City officers, DPLH and the landowner/landowner's representative. Agricultural land uses were effectively ruled out, as were active recreation (sports ovals and the like) or conservation areas. The Site is not required for residential purposes (nor is the location of the Site ideal for this) as recent changes to the strategic planning framework for Vasse through the City's *Local Planning Strategy* and the *Leeuwin Naturaliste Sub-Regional Strategy* identifies two planning investigation areas to guide the future expansion of Vasse.

The land is now recognised as being a potential extension to the Vasse LIA or 'Business Park' north of the Franklin wetland and west of Lynwood Street. A conceptual Local Development Plan for the Site has been prepared by the landowner, which shows the land zoned as Industry – Light, and has been informally discussed with City and Department of Planning, Lands and Heritage (DPLH) officers. To date, however, it is yet to be lodged as a formal application.

In relation to the consideration of a structure plan when determining a development application, clause 27 of the Deemed Provisions states as follows:

A decision-maker for an application for development approval or subdivision approval in an area that is covered by a structure plan that has been approved by the Commission is to have due regard to, but is not bound by, the structure plan when deciding the application.

In line with the above, while the Council is required to have consideration of a structure plan it is not bound by it when making a determination. It is considered, based on the above justification that the Site is not in a suitable location for a Recreation Reserve, that the Site would form a logical expansion to the Vasse Light Industrial area and that the approval of a Service Station in this location would be in keeping with orderly and proper planning principles.

Vehicle Access and Traffic

During consultation comments were received from Main Roads WA raising concerns in relation to the proximity of the proposed western vehicle access point to a future planned roundabout at the intersection of Northerly Street and Bussell Highway. Of particular concern are vehicles turning left into the Site from Northerly Street, after exiting the roundabout, given limited opportunity to signal on approaching the access, as well as potential conflict with between vehicles turning right out of the Site (from the western vehicle access point) and vehicles approaching the roundabout.

Following comments from Main Roads WA, additional technical advice in the form of a Technical Note was obtained by the applicant. In addition, clarification was provided that only left-in movements were proposed for the western vehicle access point. Subsequently, Main Roads WA advised that provided the western vehicle access point was left-in only, the risk with respect to rear end crashes as a result of vehicles turning left into the driveway was “minor”.

Both the applicant and Main Roads WA indicated that other left-in only vehicle access points have been approved in similar proximity to roundabouts in other locations. While these examples did not meet the Main Roads WA desirable standards they were accepted on the basis that they satisfied the minimum sight distance applicable for intersections and that a median was provided on the through road to manage the right-out movements. Main Roads WA subsequently recommended that, in order to prevent right turn movements into the western vehicle access point, the existing splitter island should be extended past the driveway. Should approval be granted, it is recommended that this be imposed by way of condition.

In addition to the above, concerns were also raised during consultation regarding the impact of additional traffic along Northerly Street as a result of the development. A Traffic Impact Statement (TIS) prepared by a suitably qualified Traffic Engineer was submitted with the application. In relation to current and predicted traffic volumes along Northerly Street the TIS states as follows:

The latest traffic count data for Northerly Street indicates an average weekday traffic volume of 2,128 vehicles per day (vpd) in September 2016. According to WAPC Liveable Neighbourhoods, the indicative volume range for a Local Distributor Road is 3,000 to 5,000 vpd. The volume of traffic generated by the proposed fuel outlet has been estimated using standard vehicle trip generation rates from the Institute of Transportation Engineers (ITE) Trip Generation. The trip generation rate for standalone service stations are as follows:

- *Daily - 168.56 vehicle trips per fuel position.*
- *Morning Peak hour - 12.16 vehicle trips per fuel position.*
- *Afternoon Peak Hour - 13.87 vehicle trips per fuel position.*

Based on the 9 fuelling positions, the fuel outlet would generate approximately 1517 vehicle trips daily, 109 vehicle trips during the morning peak hour and 125 vehicle trips during the afternoon peak hour.

...

Standard traffic generation rates suggest that approximately 56% of service station (with convenience stores) vehicle trips are “pass-by” trips which are trips that are already on the road network that would divert to the site and then continue on. This proportion is likely to be higher considering the relatively remote location of the site.

The net increase in traffic on the adjacent road network resulting from the development is therefore approximately 667 vehicles per day, 48 vehicles during the morning peak hour and 55 vehicles during the afternoon peak hour.

This volume of traffic is considered to be low to moderate and can be accommodated within the existing capacity of the road network.

Based on the above, the additional traffic generated by the proposed development along Northerly Street will not adversely affect the function or capacity of the road as a Local Distributor and is therefore acceptable. A copy of the TIS and Technical Note are provided at Attachment B of this report.

Visual impacts from Bussell Highway

The potential visual impact of the development as viewed from Bussell Highway was raised as a concern by the City. Clause 4.42 of the Scheme states as follows:

Development which is likely to contribute to ribbon development, the spread of town centres, or otherwise detrimentally impact the efficiency of or the rural and natural ambience of main or arterial roads will not be supported by the local government.

Following discussions with the City, the development has been designed to incorporate a 30 metre wide landscaping buffer along the entire western boundary of the Site. It is proposed, should development approval be granted, that this buffer be landscaped prior to the commencement of any works and ceded prior to occupation/use.

Based on the distance of the development from Bussell Highway, the existing vegetation that will be retained in the reserve to the north (which provides a high quality screen when travelling south along Bussell Highway) and the requirement for additional landscaping to be installed, it is considered that the visual impacts of the development will be sufficiently ameliorated. This is demonstrated within the visual perspectives provided by the applicant at Attachment C.

Height of Pylon Signs

The development includes two proposed pylon signs being 12 metres in height. The proposed height of the pylon signs exceeds the maximum height requirements for ‘Pylon-Large’ signs permitted in any zone under *Local Planning Policy 4.12 – Advertisements and Advertising Signs* (LPP4.12). A review of recent pylon signs approved in association with various commercial development, including service stations, is summarised below:

- Lot 16 (100) West Street, West Busselton – Service station approved by the Regional Joint Development Assessment Panel in March 2021 with a condition for a maximum height of 6 metres.
- Lot 100 (No. 81 – 93) West Street – Service station approved by the Council in 2020 with a condition for a maximum height of 6 metres.
- Lot 1 (99) Causeway Road, Busselton – Service station approved in 2017 with a condition for a maximum height of 6 metres.

- Lot 11 (No. 88) Causeway Road, Busselton – Service station approved in 2015 with a pylon sign 5 metres in height.

In addition to the above, it is noted that within the Vasse Village Activity Centre Plan, the maximum height for pylon signage for the Service Commercial lots fronting on to Northerly Street is 6 metres. While the Vasse Village Activity Centre Plan is not applicable to this Site, the standards contained within are consistent with LPP4.12 and other approved Pylon Signs within the City.

Notwithstanding the justification submitted by the applicant, the 12m height of the proposed signs is not considered appropriate as it would contribute unnecessarily to visual clutter and pollution and would be contrary to the purpose set out within the LPP. It is further noted that a maximum height of 6m for these kinds of advertising signs is a long held policy position of the City with similar controls being defined in the City's Signage Local Law prior to the introduction of an LPP in 2020 addressing the issue. It is therefore recommended that, should development approval be granted, a condition be placed on the approval limiting the height of both signs to 6 metres which is consistent with both the LPP and other similar signage within the area.

Bushfire

A Service Station is considered a "High-risk" land use under *State Planning Policy 3.7 Planning In Bushfire Prone Areas (SPP3.7)* and the *Guidelines for Planning in Bushfire Prone Areas*. A Bushfire Management Plan (BMP), including a risk management plan, prepared by an accredited Level 3 Bushfire Planning Practitioner was provided with the application and was referred to DFES for comment in accordance with SPP 3.7.

The Site is well serviced being in close proximity to the Vasse neighbourhood centre and it is proposed that the development will be connected to reticulated water. The Site is easily accessible from Northerly Street which provides access and egress from the Site in either an easterly direction towards the Vasse neighbourhood centre or westerly direction towards Bussell Highway.

Part 6.6 of SPP3.7 applies to consideration of High Risk land uses:

6.6 Vulnerable or high-risk land uses

6.6.1 In areas where BAL-12.5 to BAL-29 applies Subdivision and development applications for vulnerable or high-risk land uses in areas between BAL-12.5 to BAL-29 will not be supported unless they are accompanied by a Bushfire Management Plan jointly endorsed by the relevant local government and the State authority for emergency services. Subdivision applications should make provision for emergency evacuation. Development applications should include an emergency evacuation plan for proposed occupants and/or a risk management plan for any flammable on-site hazards.

The BMP indicates that the development can achieve a Bushfire Attack Level (BAL) of BAL-29 and will be able to maintain this BAL rating even within the installation of landscaping within the buffer along the western lot boundary. In accordance with SPP3.7, the BMP was referred to Department of Fire and Emergency Services (DFES) for comment. The only concern raised by DFES was in relation to the Asset Protection Zone (APZ) required to achieve BAL-29 projecting outside the future lot boundary to the north. From a statutory perspective, there is no ability to consider the subdivision of the parent lot as part of this development application. The applicant has agreed that, when the time comes for the structure planning of the Site, the lot boundaries will be designed to ensure the APZ is wholly within the Service Station lot. A new BMP will be required with the new Structure Plan which can address this issue.

A copy of the Bushfire Management Plan submitted as part of the development application is provided at Attachment D.

Environmental Impacts

A number of concerns were raised during consultation regarding the impact the Service Station may have on the natural environment, more specifically the ground water and the wetlands in this area. The application has been referred to, and a submission received from, the Department of Health, Department of Water Environment and Regulations (DWER) and Department of Mines, Industry Regulation and Safety (DMIRS).

DMIRS identified no issues with the development and confirmed that the site will require a Dangerous Goods Licence before it can operate. The site requirements will be fully assessed during the Dangerous Goods Licence application process where it will be assessed against the relevant Australian Standards for compliance. The issuing of the Dangerous Good Licence will ensure that there will be no adverse effect of storing fuel on site such as fumes (vapour) or ground contamination.

The City is satisfied that this type of industry is regulated through DMIRS and that, subject to a suitable stormwater and groundwater management plan being prepared and implemented, the development will not have an adverse impact on the ground water and/or surrounding wetlands.

Statutory Environment

The key statutory environment is set out in the City of Busselton *Local Planning Scheme 21* (Scheme), the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), Schedule 2 of which is the 'deemed provisions', which also functionally form part of the Scheme. The key aspects of the Scheme and Regulations relevant to consideration of the application are set out below.

Zoning

The site is zoned 'Urban Development' under the Scheme. The objectives of the Urban Development Zone area as follows:

Objectives

- (a) *To designate land for future urban development and provide a basis for more detailed structure planning in accordance with this Scheme.*
- (b) *To provide for a range of residential densities to encourage a diversity of residential housing opportunities.*
- (c) *To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development.*
- (d) *To proactively plan for vibrant and attractive activity centres in urban areas developed along 'main-street' lines with activated public streets, high levels of pedestrian and civic amenity and a mix of public spaces including retail, commercial, café, restaurant, bar, entertainment, tourism and community uses.*
- (e) *To provide for a range of recreational, community, cultural and social facilities to meet the needs of a growing and diverse population.*
- (f) *To provide for the protection of natural areas and habitats within urban areas.*

Land-use and permissibility

The proposed land use is defined as follows:

“Service Station” means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for:

- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or*
- (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.*

Land use permissibility within the Urban Development zone is detailed within Clause 3.4.3 of the Scheme which states as follows:

If the zoning table does not identify any permissible uses for land in a zone the local government may, in considering an application for development approval for land within the zone, have due regard to any of the following plans that apply to the land –

- (a) a structure plan;*
- (b) an activity centre plan;*
- (c) a local development plan.*

This matter is discussed further in the officer comment section of this report above.

Special Provision Area

The Site is subject to Special Provision Area Special Control Area (SP68) as outlined below:

5.3 SPECIAL PROVISION AREA

5.3.1. Notwithstanding any other provisions of the Scheme, use and development of land identified on the Scheme map within a Special Provision area and specified in Schedule 3, shall be subject

SP68	Lot 9558 Napoleon Promenade, Lots 4000 and 9000 Yebble Drive, Lot 9521 Bussell Highway, Lots 9052 and 221 Northerly Street, Lot 461 Florence Road and Lot 250 Kaloorup Road, Vasse (Amendment No. 28 – GG 16 February 2021)	Urban Development Industrial Development	<ol style="list-style-type: none"> 1. Notwithstanding the requirement for a structure plan for land in a Development Zone a single integrated Structure Plan shall be required for the whole of Special Provision Area 68. 2. Lot 221 Northerly Street, Vasse contains important environmental values including, but not limited to, poorly represented vegetation and habitat for Western Ringtail Possum (<i>Pseudocheirus occidentalis</i>) and Black Cockatoo species (<i>Calyptohynchus latirostis</i>, <i>Calyptohynchus baudinii</i> and <i>Calyptohynchus bandsi naso</i>). Future structure planning should require these environmental values to be retained, managed and protected for conservation purposes. 3. For residential areas of SP68 a minimum front setback of 4 metres applies to dwellings and structures (excluding driveways) to facilitate provision of drainage.
------	---	---	---

In relation to point 1 above, see discussions regarding the requirement for an integrated Structure Plan in the officer comment section of this report above.

In relation to point 2, it is considered that the proposed development will not have a significant impact upon vegetation and habitat for Western Ringtail Possum (*Pseudocheirus occidentalis*) and Black Cockatoo species (*Calyptohynchus latirostis*, *Calyptohynchus baudinii* and *Calyptohynchus bandsi naso*). It is considered that the proposed landscaping within the vegetation buffer will provide opportunity to enhance supporting habitat for the species.

Point 3 is not applicable to this site.

Environmental Conditions

The Site is subject to Environmental Conditions Special Control Area (EC1) as outlined below:

No.	PARTICULARS OF LAND	GAZETAL DATE	ENVIRONMENTAL CONDITIONS
EC1	Portions of Sussex Locations 221, 241, 248 and Part 657 and Lots 1, 2, Part 3 and 173 Bussell Highway, Lot 175 Rendezvous Road, Lots 3, 37 and 174 Kaloorup Road, Part Lot 159, portion of Lot 160 and portion of Sussex Location 4324 Yallingup Siding Road and Part Sussex Location 5, portion of Sussex Location 5252 and Lot 20 Dowell Road, Vasse	October 15, 2004	<p>1 Contamination</p> <p>1-1 Areas of soil and groundwater contamination resulting from previous activities in the District Town Planning Scheme No. 20 Amendment No. 1 shall be identified and remediated to a standard suitable for the intended land uses.</p> <p>1-2 Any subdivision or application for development approval for land in the District Town Planning Scheme No. 20 Amendment No. 1 that has been utilised for farming practices creating the potential for contamination shall be accompanied by a report of an investigation of the area to determine the nature and extent of any soil and groundwater contamination, to the requirements of the Department of Environment Regulation.</p> <p>The site is determined to be contaminated if substances occur in the soil or groundwater at concentrations above background levels and where assessment indicates it poses, or has the potential to pose, an unacceptable risk to human health or the environment.</p> <p>1-3 If unacceptable soil or groundwater contamination is identified by the investigation referred to in condition 1-2, a remediation program shall be prepared and implemented and if necessary, a management plan shall be prepared, to the requirements of the Office of the Environmental Protection Authority, prior to subdivision.</p> <p>1-4 The management plan referred to in condition 1-3 shall be implemented.</p> <p>2 Wetland Management Plan</p> <p>2-1 Prior to ground disturbing activities the developer shall prepare a Wetland Management Plan for the wetlands and buffers to meet the following objectives; "to maintain and, where possible enhance the integrity, functions and environmental values of the wetland".</p>

No.	PARTICULARS OF LAND	GAZETAL DATE	ENVIRONMENTAL CONDITIONS
			<p>The Wetland Management Plans shall be prepared to the requirements of the responsible authority in consultation with the Office of the Environmental Protection Authority and on advice of the Department of Parks and Wildlife and the Department of Water.</p> <p>Each plan shall include -</p> <ul style="list-style-type: none"> (i) A description of the wetland including its ecosystem, attributes and values; (ii) Management objectives, including the protection of the water regime that supports the wetland; (iii) Management actions to ensure that the management objectives are achieved including control of access through fencing and paths. (iv) Measures to ensure that where there are impacts to a wetland or its buffer caused by development then there will be a net gain in environmental value for the remaining wetland to offset these impacts; (v) A monitoring programme, including definition of performance criteria and analysis procedures, to demonstrate whether the management objectives are being met; (vi) Contingency plans to be implemented in the event that performance criteria are not met; and (vii) Identification of responsibilities for implementation of the plan. <p>3 Drainage and Nutrient Management</p> <p>3-1 Prior to ground disturbing activities, a Drainage and Nutrient Management Plan over the whole of the subject land to ensure that the rate, quantity and quality of water leaving the subject land will not adversely impact on Geographe Bay or wetlands on or in the vicinity of the subject land to the requirements of the local government with the concurrence of the Department of Water on advice from the Office of the Environmental Protection Authority.</p> <p>This plan shall incorporate -</p> <ul style="list-style-type: none"> (i) Water Sensitive Urban Design best management practices to achieve the best removal of pollutants and nutrients from surface water and groundwater discharges from the subject land;

No.	PARTICULARS OF LAND	GAZETTAL DATE	ENVIRONMENTAL CONDITIONS
			<ul style="list-style-type: none"> (ii) Water Sensitive Urban Design best management practices to maximise stormwater detention on site; (iii) Mechanisms to minimise erosion during and after the development phase; (iv) Mechanisms to protect the water regimes of the lakes protected under the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992 situated on and nearby the subject land, including water quality and water level; and to ensure that there shall be no direct drainage to the "Franklin" wetland from the proposed adjacent industrial area. (v) A monitoring and reporting programme for nutrient concentration in surface water and groundwater discharges from the subject land; (vi) Contingency measures to be implemented in the event that pollution and nutrient removal and stormwater detention are not achieving Water Sensitive Urban Design best practice; and (vii) Identification of responsibilities for implementation of the Drainage and Nutrient Management Plan.

In relation to point 1, a contamination report is generally conducted when there are known prior contaminating land uses, or the site is identified on DWER's contaminated sites database (this Site is not). Given the Site was previously used for grazing, with no evidence of intensive agriculture or other potentially contaminating land uses, a contamination report is not deemed necessary. In addition, as no sensitive land uses (e.g: dwellings) are proposed the risk to future users of the site, should contamination be present, is very low.

In relation to points 2 and 3, the requirement for a Wetland Management Plan and a Drainage Nutrient & Pollutant Management Plan pre-date the current requirements under the *Better Urban Water Management Manual and Guidelines*. Following discussions with DWER, it is considered that the issues raised under points 2 and 3 can be adequately addressed through the provisions of a suitable stormwater and groundwater management plan that addresses the entirety of Lot 9052. Water management across the whole of Lot 9052, rather than just the area to be developed for the Service Station, is required to be addressed as the development application is being considered forward of subdivision or structure planning, which is when the broad impacts of water management would ordinarily be considered.

The stormwater and groundwater management plan shall be required to address the following:

- a) Pre-development surface and groundwater regime for the small, minor, and major events; and
- b) Post-development surface and groundwater management criteria to be applied at the sub-catchment and proposed lot scale for the small, minor, and major events; and
- c) Measures to mitigate water quantity and quality risks to the Franklin Wetland and downstream receiving environment.

Clause 67 Consideration of application by local government

Clause 67 of the deemed provisions within the Regulations sets out matters to be given consideration by a local government in considering an application for development approval. The following matters are considered to be relevant to consideration of this application:

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (c) any approved State planning policy;*
- (d) Any environmental protection policy approved under the Environmental Protections Act 1986 Section 31 (d);*
- (e) any policy of the commission;*
- (f) any policy of the State;*
- (g) any local planning policy for the Scheme area;...*
- (h) any structure plan or local development plan that relates to the development;*
- (m) the compatibility of the development with its setting including –*
 - (i) compatibility of the development with the desired future character of its setting; and*
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following –*
 - (i) environmental impacts of the development*
 - (ii) the character of the locality;*
 - (iii) social impacts of the development;*
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;*
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) the adequacy of –*
 - (i) the proposed means of access to and egress from the site; and*
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*

- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following —*
 - (i) *public transport services;*
 - (ii) *public utility services;*
 - (iii) *storage, management and collection of waste;*
 - (iv) *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - (v) *access by older people and people with disability;*
- (w) *the history of the site where the development is to be located;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;...*
- (zb) *any other planning consideration the local government considers appropriate.*

The proposal generally complies with the relevant provisions noted above.

Relevant Plans and Policies

A matters to be given consideration when determining a development application includes any applicable LPP, which in this instance include the following LPPs:

- LPP 2.1 – Car Parking; and
- LPP 4.12 – Advertisements and Advertising Signs; and
- LPP 6.1 – Stormwater.

LPPs are prepared by a local government to provide additional information about the position that local government will take on certain planning matters. LPPs are not part of a local planning scheme and as such cannot impose any mandatory requirement upon development, however, they may provide guidance on the way in which proposals will be assessed and determined by that local government. LPPs must be consistent with the intent of the relevant local planning scheme provisions and must also be consistent with any relevant SPP.

Local Planning Policy 2.1 – Car Parking

Under LPP 2.1 there is no car parking standard for a Service Station. For similar applications the car parking standard for a Shop under LPP 2.1 is applied to the net lettable area (NLA) of the store associated with the development.

NLA is defined under the Regulations as follows:

net lettable area or NLA means the area of all floors within the internal finished surfaces of permanent walls but does not include the following areas —

- (a) *stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;*
- (b) *lobbies between lifts facing other lifts serving the same floor;*
- (c) *areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building;*

- (d) *areas set aside for the provision of facilities or services to the floor or building where those facilities are not for the exclusive use of occupiers of the floor or building;*

In this instance, the NLA for the tenancy is 154m² which equates to 5.13 (6) car parking bays. The development proposes 8 car bays and therefore it is considered that there is sufficient car parking for the development provided on the Site.

Local Planning Policy 4.12 – Advertisements and Advertising Signs

Based on the nature of the development it is considered appropriate that the advertisement requirements applicable to the Light Industry zone be given due regard in the assessment of the development. It is noted that both ‘Pylon – Large’ and Wall advertising signs are proposed as part of the development application.

The requirements applicable to these types of signs in the Light Industry zone under the LPP are as follows:

- Wall signage : Maximum 25% of the façade or 10m² per tenancy, whichever is lesser.
- Pylon – Large :
 - One per Lot – multitenancy sites should combine into one sign.
 - Maximum Height : 6m or the height of the associated building whichever is lesser.
 - Maximum Area : 10m²
 - Shall be located so as to not impede sightlines.

Further discussion regarding the Pylon – Large sign is provided within the officer comment section of this report above.

Local Planning Policy 6.1 – Stormwater

It is recommended that a condition for a Local Water Management Plan be prepared and submitted should development approval be granted.

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

Public Consultation

Consultation on the proposed development was undertaken in the following manner:

- Letters sent directly to surrounding landowners and the Vasse Joint Venture; and
- Two signs erected on the lot; and
- Notification placed in the local paper on 15, 22 and 29 January 2021; and
- Development plans and information provided by the applicant were made available for public viewing on the City’s website via ‘Your Say’.

Consultation on the proposal concluded on 5 February 2021 with 14 public submissions received, including one on behalf of the Vasse Joint Venture, all of which raised concerns with the development.

The key concerns raised in the submissions are provided below:

- Economic impact on existing service stations with the locality; and
- Lack of need/demand for an additional service station in the locality; and
- Proximity to, and environmental impact on, the Franklin Wetlands to the north of the Site; and
- Concerns regarding traffic volumes.

These issues are addressed in the officer comment section of this report above. A complete schedule of all submissions is provided at Attachment E.

Agency Submissions

The proposed development was referred to the following agencies:

- DMIRS;
- DWER;
- DPLH;
- Department of Health;
- Main Roads WA;
- DFES; and
- DBCA.

Submissions were received from all agencies with the key concerns raised by Main Roads WA in relation to potential conflict of the proposed western vehicle access point with a future proposed roundabout at the intersection of Bussell Highway and Northerly Street. A schedule of Agency submissions is provided at Attachment F and further discussions regarding the comments from Main Roads WA and DFES is provided within the officer comment section of this report above.

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:

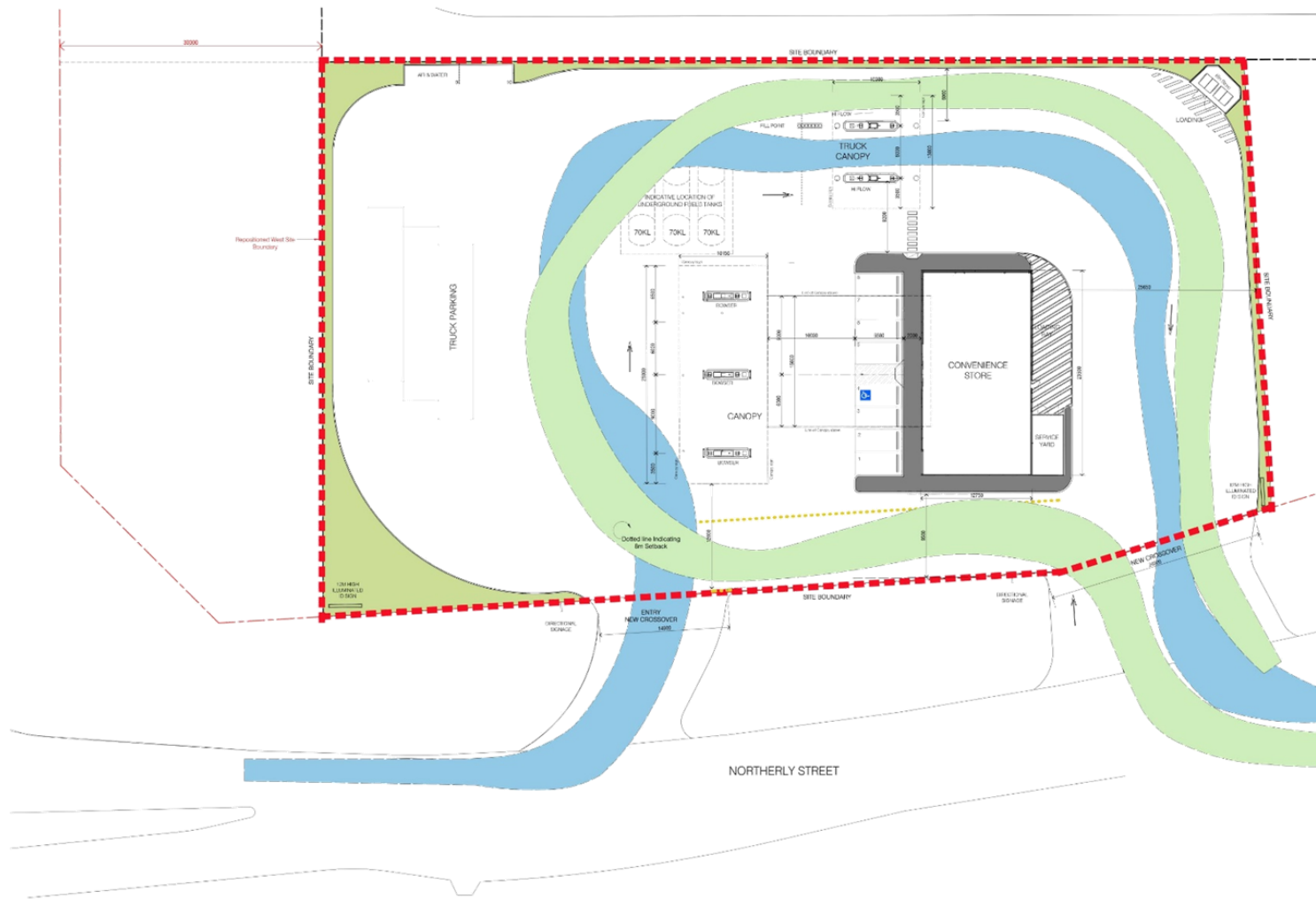
1. Refuse the proposal, setting out reasons for doing so; or
2. Apply additional or different conditions.

CONCLUSION

Subject to the inclusion of relevant conditions, the proposal is considered appropriate to support and it is accordingly recommended for approval.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The applicant and those who made a submission will be advised of the Council decision within two weeks of the Council meeting.



1	01/10/20	01/10/20	01/10/20	01/10/20
2	01/10/20	01/10/20	01/10/20	01/10/20
3	01/10/20	01/10/20	01/10/20	01/10/20
4	01/10/20	01/10/20	01/10/20	01/10/20
5	01/10/20	01/10/20	01/10/20	01/10/20
6	01/10/20	01/10/20	01/10/20	01/10/20
7	01/10/20	01/10/20	01/10/20	01/10/20
8	01/10/20	01/10/20	01/10/20	01/10/20
9	01/10/20	01/10/20	01/10/20	01/10/20
10	01/10/20	01/10/20	01/10/20	01/10/20



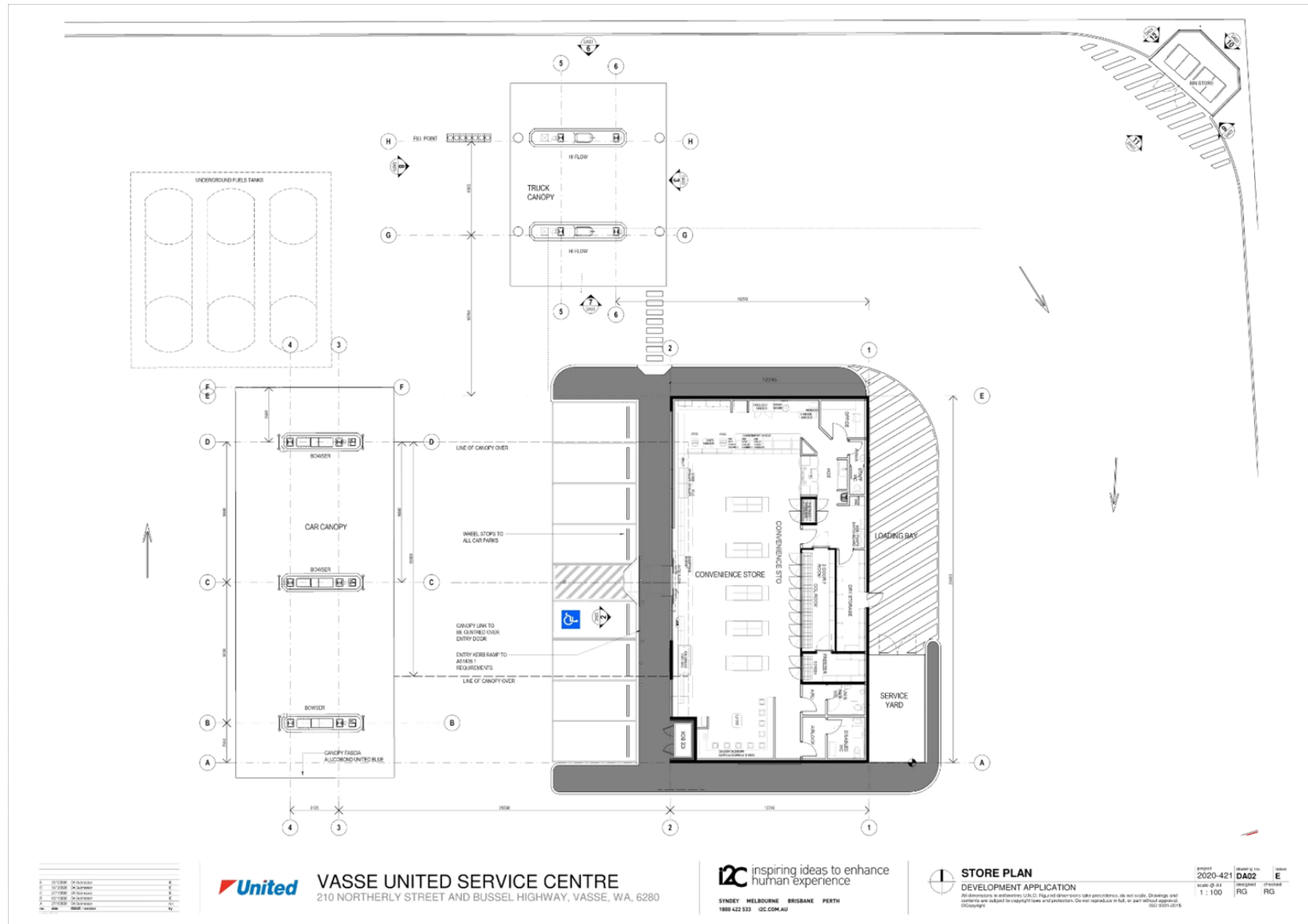
VASSE UNITED SERVICE CENTRE
210 NORTHERLY STREET AND BUSSEL HIGHWAY, VASSE, WA, 6280

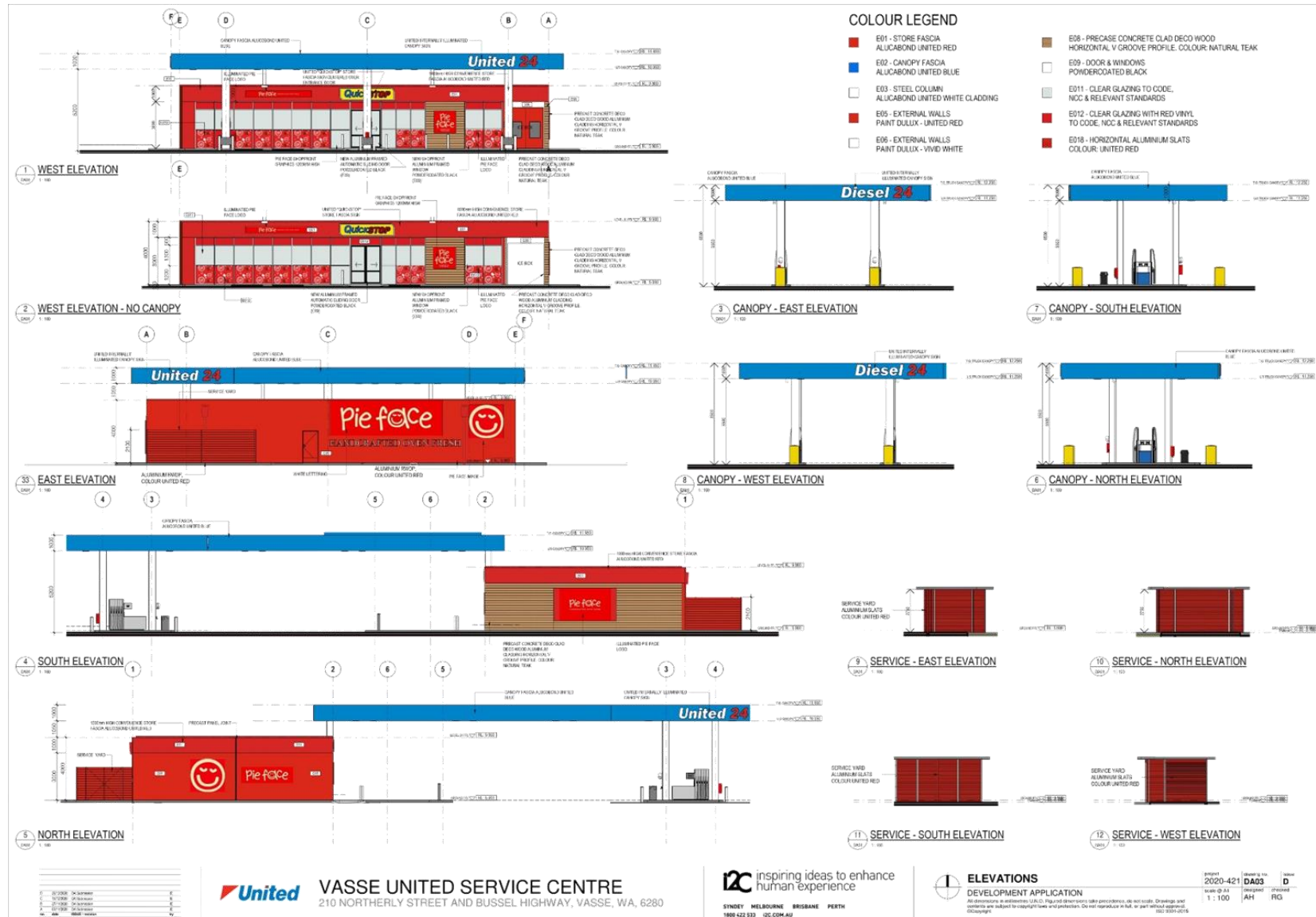
inspiring ideas to enhance human experience
SYDNEY MELBOURNE BRISBANE PERTH
1800 422 533 | www.igc.com.au

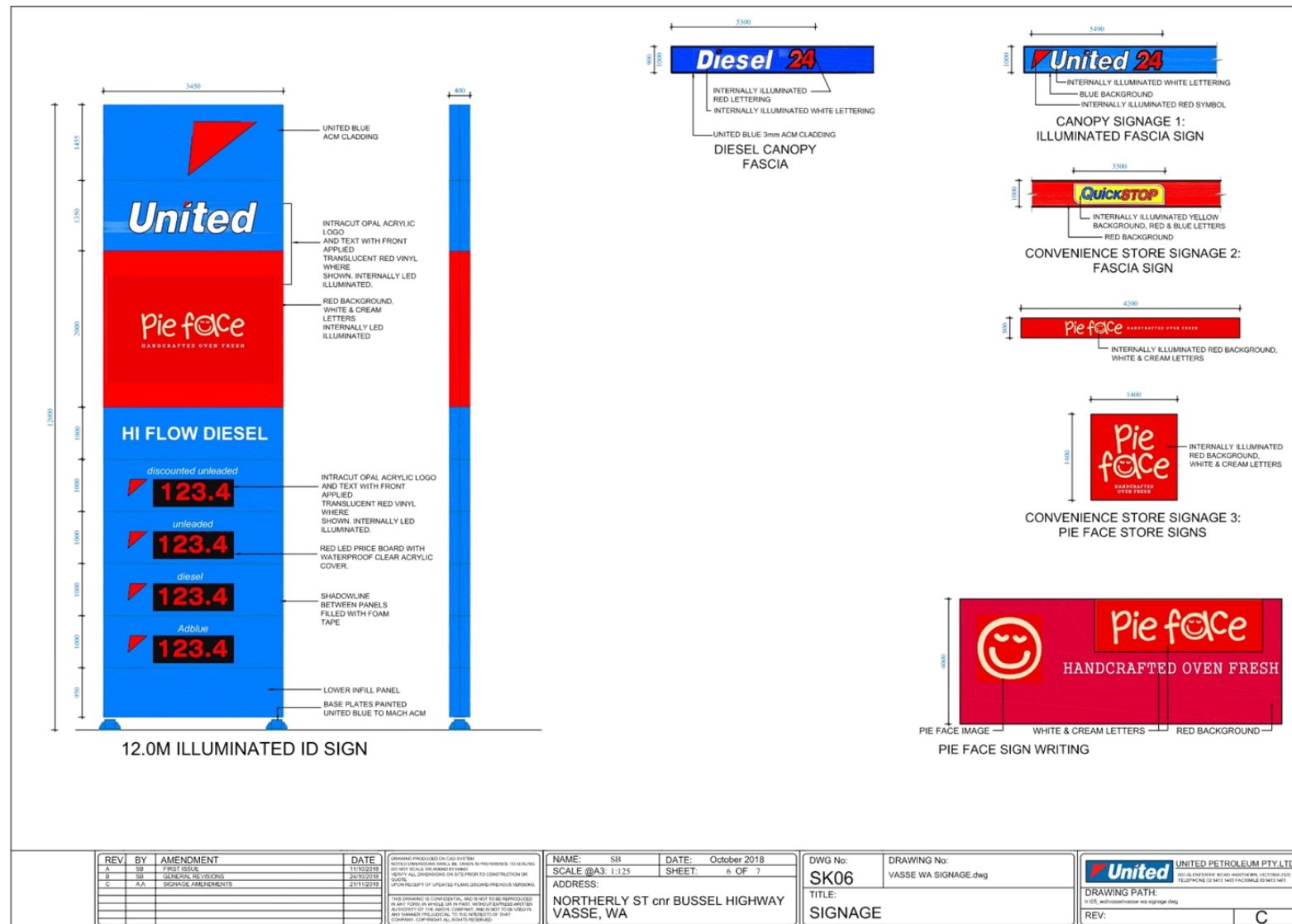


SITE PLAN
DEVELOPMENT APPLICATION
All dimensions in millimetres (Mm). Figures shown are approximate and not to scale. Drawings and contents are subject to copyright laws and protection. Do not reproduce in full or part without approval.
© Copyright 2020 IGCC

Project No.	2020-421	Design No.	DA01	Sheet No.	5
Scale	1:200	Design	PG	Printed	PG



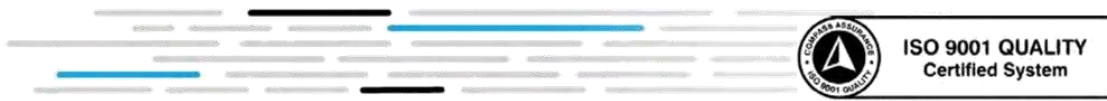






Project:	Proposed Service Station 210 Northerly Street, Vasse
Client:	Saracen Properties c/o Able Planning and Project Management
Author:	Anthony Anastas
Date:	2 nd December 2020
Shawmac Document #:	2011009-TIS-001

CONSULTING CIVIL AND TRAFFIC ENGINEERS
1 ST. FLOOR, 908 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101.
PHONE|+61 8 9355 1300
EMAIL| admin@shawmac.com.au





Document Status: Document Status

Version	Prepared By	Reviewed By	Approved By	Date
A	Anthony Anastas	Paul Nguyen	Paul Nguyen	02/12/2020

Disclaimer

Although all care has been taken in the preparation of this document, Shawmac Pty Ltd and all parties associated with the preparation of this document disclaim any responsibility for any errors or omissions. Shawmac Pty Ltd reserves the right to amend or change this document at any time. This document does not constitute an invitation, agreement or contract (or any part thereof) of any kind whatsoever. Liability is expressly disclaimed by Shawmac Pty Ltd for any loss or damage which may be sustained by any person acting on this document
© Shawmac Pty. Ltd. 2020 ABN 51 828 614 001

File Reference: Y:\Jobs Active 2020\T&T - Traffic & Parking\Able Planning_210 Northerly Street, Vasse_TIS_2011009\3. Documents\3.2 Reports\Able Planning_210 Northerly Street, Vasse_TIS_A.docx



Contents

1.	Introduction	1
1.1.	Proponent	1
1.2.	Site Location	1
2.	Proposed Development.....	3
2.1.	Land Use.....	3
3.	Traffic Management on Frontage Streets.....	4
3.1.	Road Network	4
3.1.1.	Existing Road Layout and Hierarchy	4
3.1.2.	Carriageway Width and Cross Section.....	4
3.2.	Traffic Volumes	5
4.	Vehicle Access and Parking.....	6
4.1.	Access	6
4.1.1.	Access Layout.....	6
4.1.2.	Access Sight Distance.....	6
4.2.	Parking.....	8
4.3.	Provision for Service Vehicles.....	8
5.	Daily Traffic Volumes	9
6.	Pedestrian and Cyclist Access	10
7.	Public Transport Access	11
8.	Site Specific Issues and Safety Issues.....	12
8.1.	Crash History	12
9.	Conclusion	13
	Appendix A – Development Plans.....	14



Figures

Figure 1: Site Location..... 2

Figure 2: Aerial View (March 2020) 2

Figure 3: Extract of Site Plan..... 3

Figure 4: Existing Road Network Hierarchy..... 4

Figure 5: Sight Distance Requirements..... 7

Figure 6: Sight Distance Check 8

Figure 7: Crash History January 2015 to December 2019 12

Tables

Table 1: Road Configuration..... 4



1. Introduction

1.1. Proponent

Shawmac Pty Ltd has been commissioned by Able Planning and Project Management on behalf of Saracen Properties to prepare a Transport Impact Statement (TIS) for the proposed service station to be located on Lot 9052, No. 210 Northerly Street, Vasse. The local authority is the City of Busselton.

This TIS has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines Volume 4 – Individual Developments*. The assessment considers the following key matters:

- The site and surrounding road network.
- Traffic generation characteristics.
- Traffic distribution and network assignment.
- Parking assessment and management.
- Vehicle access and circulation.
- Road safety assessment.
- Pedestrian and cyclist accessibility.
- Public transport accessibility.

1.2. Site Location

The site location shown in **Figure 1**. An aerial photo of the existing site is shown in **Figure 2**.

The site is zoned as "Vasse Development Zone".



Figure 1: Site Location



Figure 2: Aerial View (March 2020)



2. Proposed Development

2.1. Land Use

The proposed development is a United fuel outlet with 9 fuelling points (6 for cars and 3 for trucks). The site will operate 24 hours a day, 7 days a week.

The proposed site plan is shown in **Figure 3** and the development plans are attached as **Appendix A**.

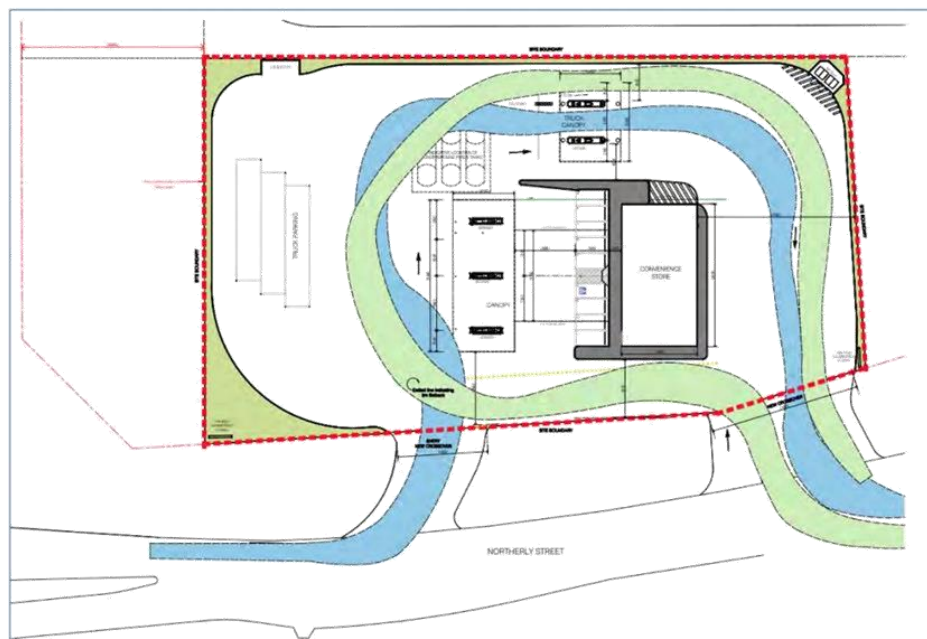


Figure 3: Extract of Site Plan



3. Traffic Management on Frontage Streets

3.1. Road Network

3.1.1. Existing Road Layout and Hierarchy

The layout and hierarchy of the existing local road network according to the Main Roads WA *Road Information Mapping System* is shown in **Figure 3**.



Figure 4: Existing Road Network Hierarchy

3.1.2. Carriageway Width and Cross Section

The configuration of the relevant existing roads is summarised in **Table 1**.

Table 1: Road Configuration

Road and Location	Road Type	Cross Section	Speed Limit (km/h)
Northerly Street	Local Distributor	2-lane single carriageway	70km/h
Bussell Highway / Vasse Bypass	Primary Distributor	2-lane single carriageway	90km/h

Bussell Highway / Vasse Bypass is under the control of Main Roads WA.



3.2. Traffic Volumes

The latest traffic count data for Northerly Street indicates an average weekday traffic volume of 2,128 vehicles per day (vpd) in September 2016. According to WAPC *Liveable Neighbourhoods*, the indicative volume range for a Local Distributor Road is 3,000 to 5,000 vpd.

The latest traffic count data for Bussell Highway indicates an average weekday traffic volume of 6,609 vehicles per day (vpd) in 2019/20. Bussell Highway is not currently constructed to a typical Primary Distributor standard with four lanes and is better described as a District Distributor / Integrator B Road. According to WAPC *Liveable Neighbourhoods*, the indicative volume range for an Integrator B Road is 15,000 to 20,000 vpd.



4. Vehicle Access and Parking

4.1. Access

4.1.1. Access Layout

Vehicle access to site will be via two proposed crossovers on Northerly Street. The western crossover will be a left in only, with the eastern crossover allowing full movements.

A potential alternative access arrangement could be to make the western access entry only and the eastern access exit only. The benefits of this arrangement are:

- The eastern crossover could be made much narrower;
- There would be fewer conflicting movements at the eastern crossover.
- The internal circulation would be simpler.

The western crossover is located approximately 100m east of Bussell Highway and so it is unlikely that any queueing at the intersection would block right turns into the site.

Although right turns into the western entry crossover would need to give-way to eastbound traffic along Northerly Street, traffic volumes along Northerly Street are relatively low. Further, the proximity to the Bussell Highway intersection would create gaps in the eastbound traffic that would allow vehicles to turn into the site. On this basis, the queuing of vehicles waiting to turn right into the site would be minimal and unlikely to impact westbound traffic significantly.

4.1.2. Access Sight Distance

The sight distance requirements from exit crossovers for commercial vehicles according to Australian Standard AS2890.2 are shown in **Figure 5**.

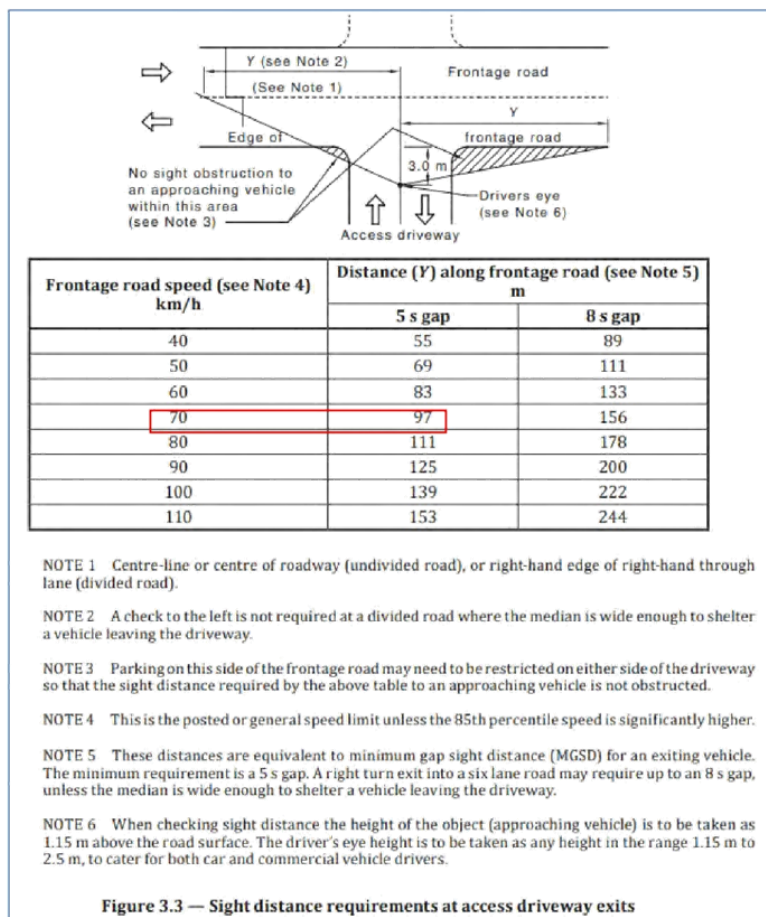


Figure 5: Sight Distance Requirements

Based on the 70km/h speed limit along Northerly Street, the minimum required sight distance is 97m.

As shown in **Figure 6**, the minimum sight distance is achieved at the proposed exit crossover.

Vertically, the geometry of Northerly Street is relatively flat with no major crests that would impede sight distance.



Figure 6: Sight Distance Check

4.2. Parking

The City's Local Planning Policy No. 2.1 requires 2 spaces per working bay and 1 for each employee for service stations. As no working bays are proposed, the only parking requirement is for employees. The proposed development provides 10 car parking bays and 3 truck parking bays which would be more than adequate for 1 or 2 employees and for customers.

4.3. Provision for Service Vehicles

A bin store is proposed in the north-east corner of the site. There is adequate room for waste collection vehicles to access the site and the bin store.



5. Daily Traffic Volumes

The volume of traffic generated by the proposed fuel outlet has been estimated using standard vehicle trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation*. The trip generation rate for standalone service stations are as follows:

- Daily - 168.56 vehicle trips per fuel position.
- Morning Peak hour - 12.16 vehicle trips per fuel position.
- Afternoon Peak Hour - 13.87 vehicle trips per fuel position.

Based on the 9 fuelling positions, the fuel outlet would generate approximately 1517 vehicle trips daily, 109 vehicle trips during the morning peak hour and 125 vehicle trips during the afternoon peak hour.

Standard traffic generation rates suggest that approximately 56% of service station (with convenience stores) vehicle trips are "pass-by" trips which are trips that are already on the road network that would divert to the site and then continue on. This proportion is likely to be higher considering the relatively remote location of the site.

The net increase in traffic on the adjacent road network resulting from the development is therefore approximately 667 vehicles per day, 48 vehicles during the morning peak hour and 55 vehicles during the afternoon peak hour.

This volume of traffic is considered to be low to moderate and can be accommodated within the existing capacity of the road network.



6. Pedestrian and Cyclist Access

There is no existing pedestrian/cyclist infrastructure along Northerly Street. There are wide sealed shoulders along both sides of Bussell Highway that could accommodate cyclists. Based on the proposed use and location, customers are unlikely to walk or cycle to the site and so the provision of additional infrastructure is not considered necessary.



7. Public Transport Access

There are no public transport services in the vicinity of the site, with the closest public transport service is 4km away from the site.

The proposed development is unlikely to generate any demand for public transport use.



8. Site Specific Issues and Safety Issues

8.1. Crash History

The crash history of the adjacent road network was obtained from the MRWA Reporting Centre, with the summary of the recorded incidents over the five-year period ending December 2019 is shown in **Figure 7**.

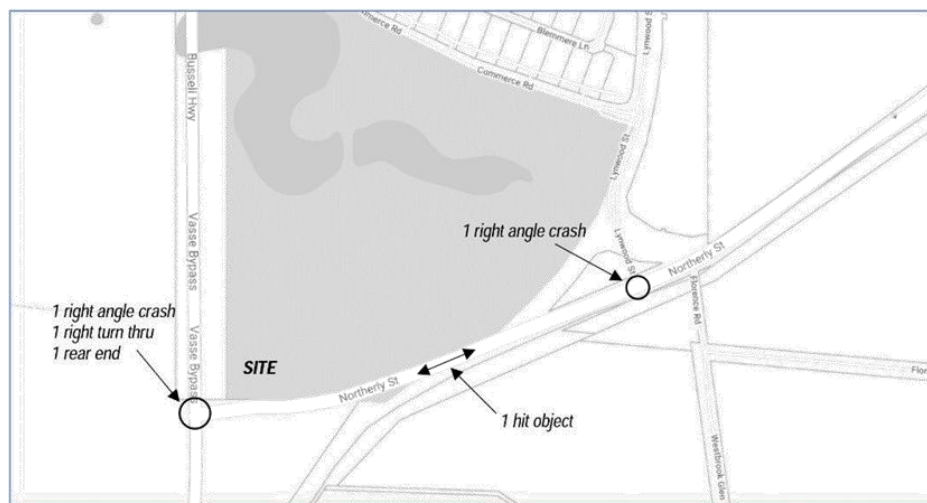


Figure 7: Crash History January 2015 to December 2019

The crash history does not indicate any safety issues on the adjacent road network. There is no indication that the traffic generated by the proposed development would increase the risk of crashes to unacceptable levels.



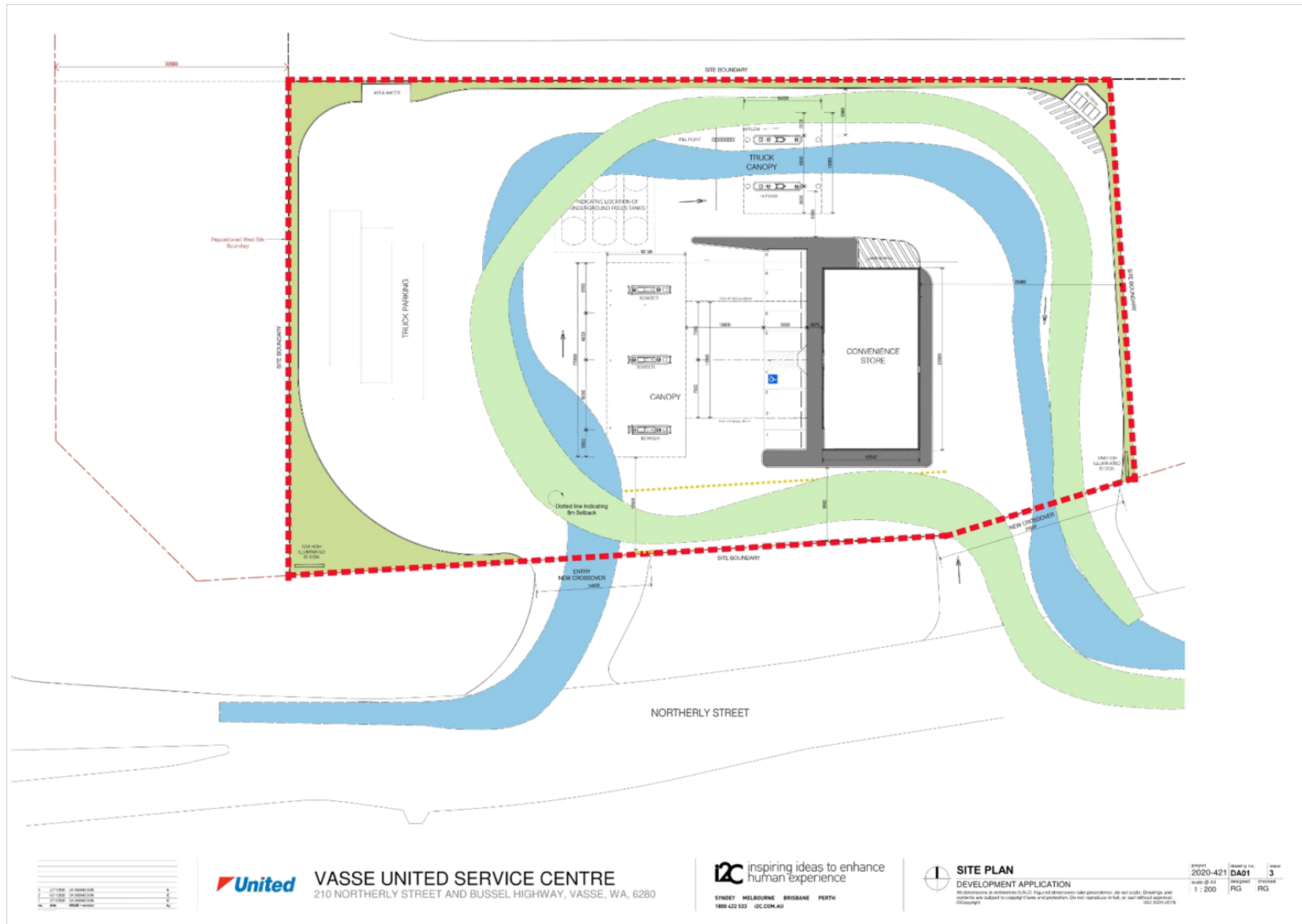
9. Conclusion

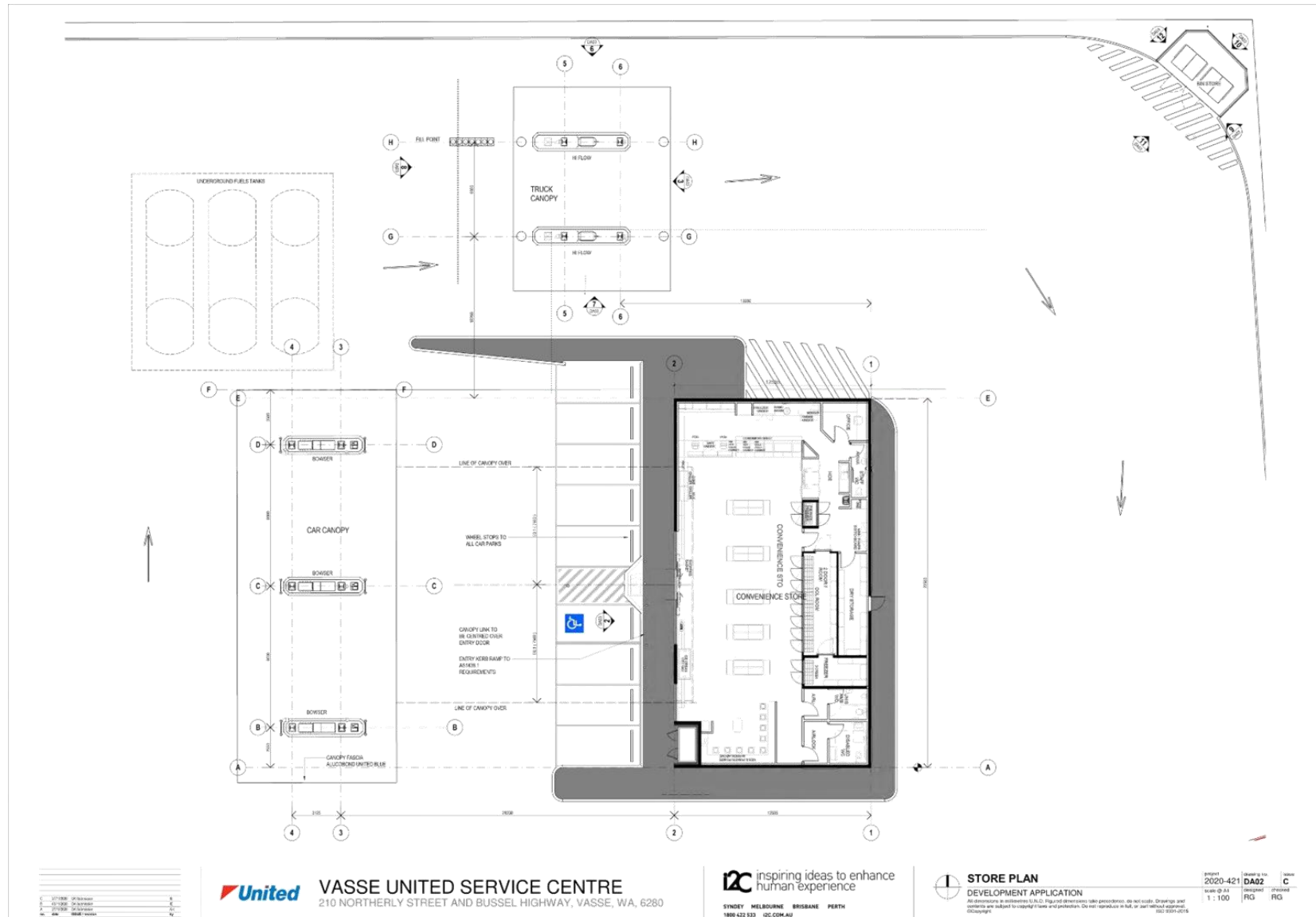
A Transport Impact Statement for the proposed service station concluded the following:

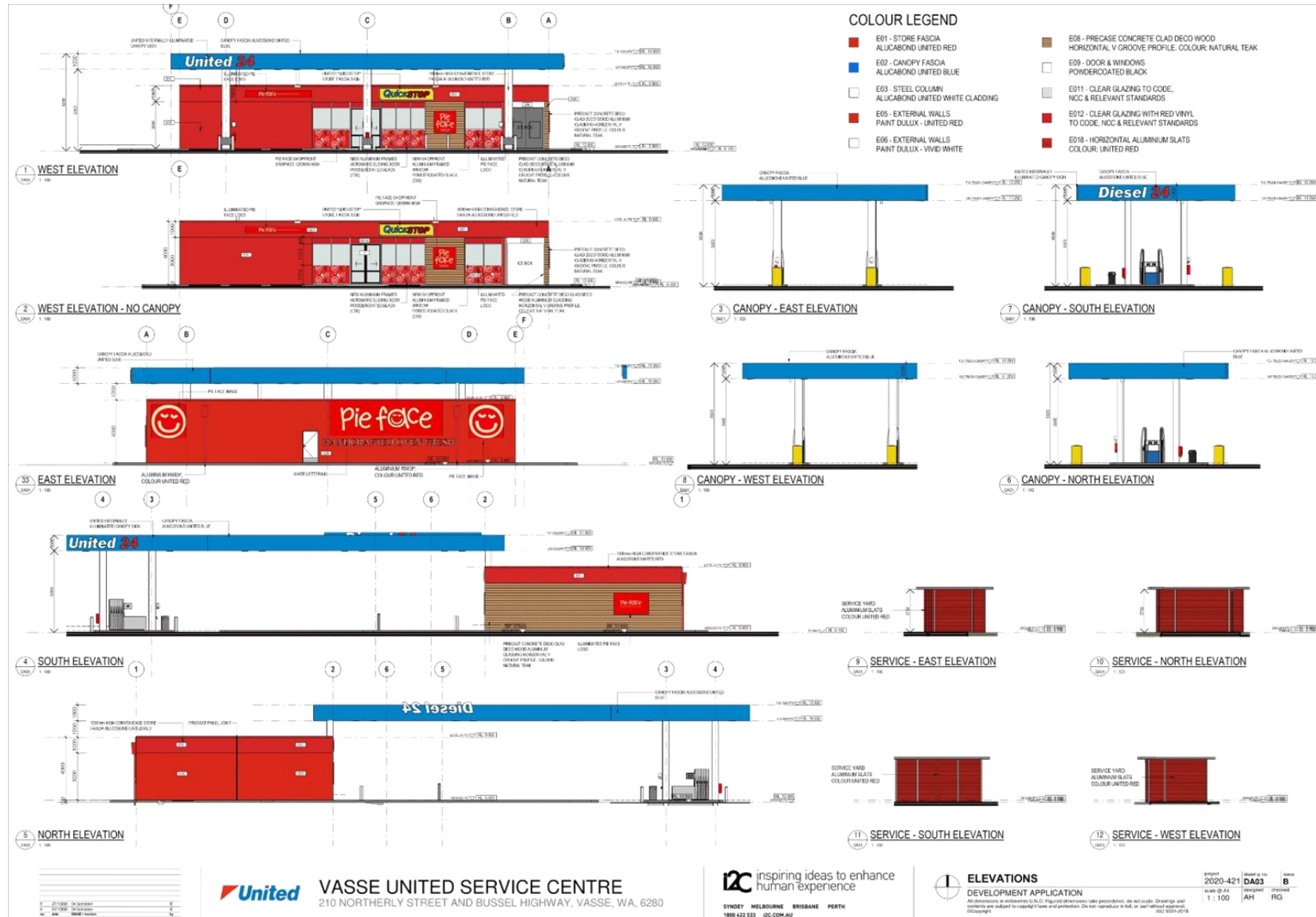
- The existing road network will have sufficient capacity to accommodate the traffic generated by the development and no modifications are required.
- The proposed parking provision meets the planning policy requirements and would be adequate to meet the likely parking demand.
- Site exit via the eastern crossover allows for adequate sight distance.
- A potential alternative access arrangement could be to make the western access entry only and the eastern access exit only. The alternative arrangement would provide some operational and safety benefits and it is unlikely that the queuing at the nearby intersection would unacceptably impact the ability for vehicles to turn right into the western crossover.
- The crash history does not indicate any issues with the road network that will be significantly changed by the introduction of additional traffic.
- The demand for walking, cycling and public transport is likely to be minimal and so the provision of paths, cycle lanes or additional public transport services is not required.



Appendix A – Development Plans









Subject:	Proposed Service Station at 210 Northerly Street, Vasse Response to Main Roads WA Comments		
Date:	4 th June 2021		
Author:	Paul Nguyen	Reviewer:	Ryan Needham / Richard Jois
Client:	Saracen Properties c/o Able Planning		

1. Introduction

Saracen Properties are proposing a service station to be located at 210 Northerly Street in Vasse. Vehicle access is proposed via two new crossovers on Northerly Street as shown in **Figure 1**.

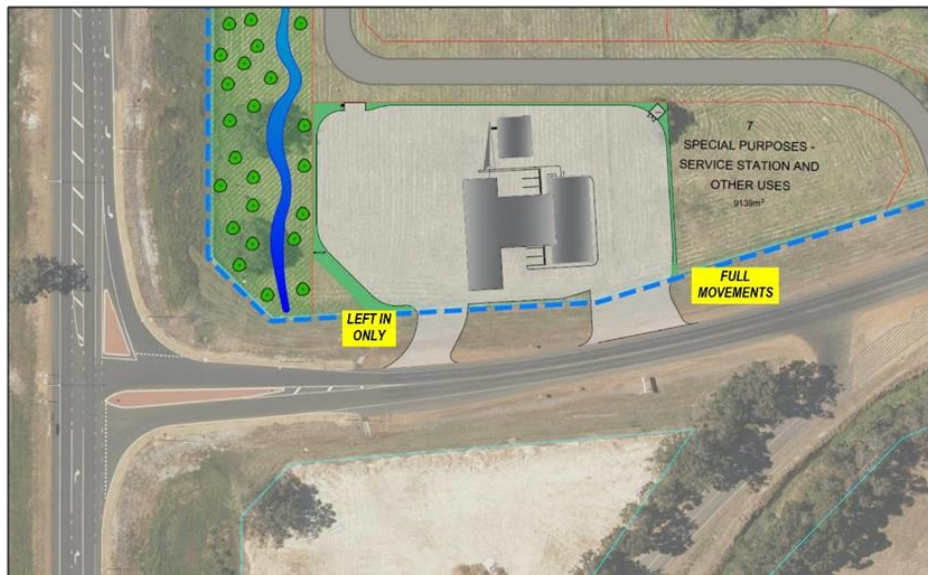


Figure 1: Site Layout and Access Arrangement

Received 4/6/21



Consulting Civil and Traffic Engineers

Main Roads has provided the following comments regarding the proposed access arrangement:

"It is understood that the DPLH is currently investigating potential for future urban expansion/development to the south of Northerly Street.

Main Roads is currently investigating provision of a roundabout at the intersection of Northerly Street and Bussell Highway in conjunction with the future Busselton Outer Bypass Road.

In the future Bussell Highway will be upgraded to a dual carriageway and with possible future development south of Northerly Street there may also be warrant for upgrading of Northerly Street.

The proposed service station access is close to the highway intersection and will conflict with the future roundabout land and access requirements.

It is critical that access is coordinated along Northerly and moved as far east away from the existing intersection (and proposed roundabout) as possible.

Existing development plus the (major) PIA to the south may result in Northerly/Bussell being a busy intersection in the future.

The service station access and the proposed local road access to Northerly Street are also located close to an existing local road access on the south side of Northerly Street.

It is recommended that the proposed service station access be relocated as far as possible from existing Bussell Highway intersection to avoid conflict with the future roundabout and access requirements."

Received 4/6/21



Consulting Civil and Traffic Engineers

Figure 2 is concept plan of the potential future roundabout as provided by Main Roads WA. The proposed service station and future industrial area are also shown.

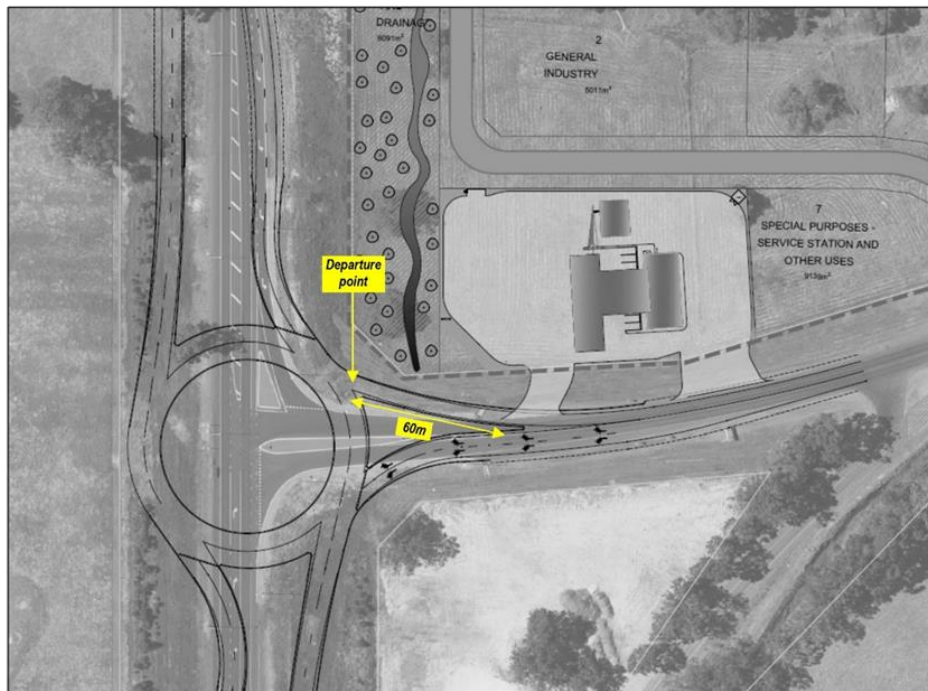


Figure 2: Future Roundabout

The above plan shows that there is approximately 60m separation from the likely departure point of the roundabout and the proposed left-in access.

The proposed left-in access is a free flowing access point and so the likelihood of any queueing back onto Northerly Street or the future roundabout is minimal.

In the event that Northerly Street is widened to a dual carriageway, it is unlikely that the resulting upgrade would shorten the distance between the roundabout and the access.

It is also noted that almost all existing service stations have at least two crossovers to minimise on-site circulation. Many of these are along distributor roads with access close to major intersections. The restriction of access to a single crossover would result in unnecessary circulation and potential blockage due to the turning movement of trucks which could lead to traffic backing up onto Northerly Street.



Received 4/6/21



Consulting Civil and Traffic Engineers

2. Design Criteria

Main Roads WA guidance on driveways notes that if there is a reasonable likelihood that traffic signals or a roundabout will be required at an intersection that is not signalised or planned to be signalised within 10 years of the development of the site, then driveways shall not be permitted within the functional areas of the future intersection.

The functional area of an intersection is defined in Austroads *Guide to Road Design Part 4: Intersections and Crossings – General* (AGRD04).

According to AGRD04:

- The upstream functional area is that length over which vehicles on the through road are manoeuvring to execute a right or left-turn at the intersecting road. This length is the greater of the distance required for the right or left turn, including storage or the queue length.
- The downstream distance is that required for a driver to avoid a collision with a vehicle entering the road from an access connection.
- Stopping distance is a method of assessing the required downstream distance. This allows a driver to pass through the intersection before having to decide that it is necessary to stop because of a conflict at a downstream access connection.
- If this overlaps with the upstream functional area of the next intersection, then there is no access window. In urban areas, it may not be possible to prevent any accesses in this situation and conditions will have to be applied to any approvals to grant an access in this zone.

Based on the above, the separation distance between the roundabout and the proposed left-in should satisfy the required stopping distance.

Received 4/6/21



Consulting Civil and Traffic Engineers

3. Stopping Distance

The stopping distance has been calculated using on the Stopping Sight Distance equation of Austroads *Guide to Road Design Part 3: Geometric Design* (AGRD03) which is shown in **Figure 3**.

$$SSD = \frac{R_T V}{3.6} + \frac{V^2}{25.4(d + 0.01a)}$$

where

R_T	=	reaction time (sec)
V	=	operating speed (km/h)
d	=	coefficient of deceleration (longitudinal friction factor)
a	=	longitudinal grade (%; + for upgrades and – for downgrades)

Figure 3: Austroads Stopping Sight Distance Equation

3.1. Roundabout Scenario

The fastest approaching vehicle is likely to be a vehicle turning right from the south along Bussell Highway. The likely travel speed of vehicles turning right from the roundabout has been obtained from Table 4.1a of Main Roads WA supplement to Austroads *Guide to Road Design Part 4B: Roundabouts* (AGRD04B) as shown in **Figure 4**.

Table 4.1a: Recommended Friction Factors for Predicting Speed and Vehicle Transit Path Radii for a Roundabout

Side Friction Factor	Speed (KPH)	Vehicle Transit Path Radii	
		Entry and Exit Curve (m) Based on 3% Superelevation	Circulation (m) Based on -2% Superelevation
0.3	15	5	6
0.3	20	10	11
0.3	25	15	18
0.3	30	21	25
0.3	35	29	34
0.3	40	38	45
0.3	45	48	57
0.3	50	60	70
0.3	55	72	85
0.3	60	86	101

Figure 4: Roundabout Speeds

Received 4/6/21



Consulting Civil and Traffic Engineers

Based on the concept design provided by Main Roads WA, the circulating radius is 33m which corresponds to a travel speed of approximately 35km/h (assuming a -2% superelevation).

The required Stopping Sight Distance based on a 35km/h travel speed is calculated to be approximately 33m.

Main Roads practice is to use a design speed that is 10km/h above the operating speed. The required Stopping Sight Distance based on a 45km/h design speed is calculated to be approximately 47m.

For comparison, the available separation distance of 60m corresponds to a departure speed of about 53km/h.

The proposed left-in access is therefore located beyond of the downstream functional area of the proposed future roundabout and compliant with Main Roads WA guidelines regarding driveway location relative to future roundabouts.

3.2. Interim Scenario

The timing of implementing the roundabout is not known and so the interim scenario has also been checked. Under the current intersection layout, the fastest approaching vehicle is likely to be a vehicle turning left from the north along Bussell Highway. The radius of the left turn is approximately 30m which corresponds a travel speed of approximately 35km/h and a Stopping Sight Distance of 33m (or 47m based on a design speed of 45km/h).

As shown in **Figure 5**, the separation distance between the departure point of the existing intersection and the proposed left-in access is approximately 65m which exceeds the Stopping Sight Distance requirement and is therefore compliant with Main Roads WA guidelines regarding driveway location.

For comparison, the available separation distance of 65m corresponds to a departure speed of about 56km/h.

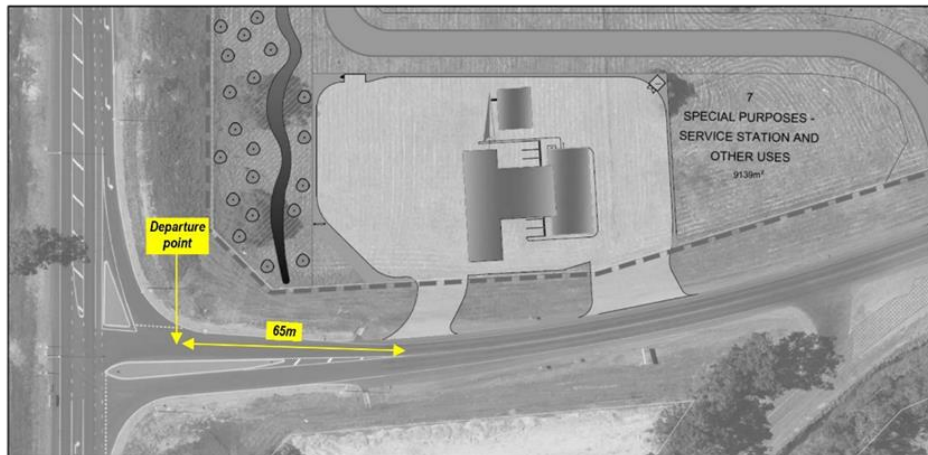


Figure 5: Separation Distance from Current Intersection



Received 4/6/21



Consulting Civil and Traffic Engineers

3.3. Roundabout

The Main Roads WA concept design for the future roundabout includes a central island diameter of 30m which is the design standard for a Triple Road Train according to Main Roads WA Drawing Number 200331-119-4. According to the Heavy Vehicle Services Network Map, the largest permitted vehicles along the subject section Bussell Highway and Northerly Street is a RAV 2-4 vehicle (e.g. 27.5m B Double). On this basis, the central island could potentially be reduced to 24m which is the desirable central island radius for a two-lane roundabout based on a 90km/h speed according to Austroads *Guide to Road Design Part 4B: Roundabouts*.

As shown in **Figure 6**, a 24m central radius could potentially increase the separation distance from the roundabout to approximately 75m.

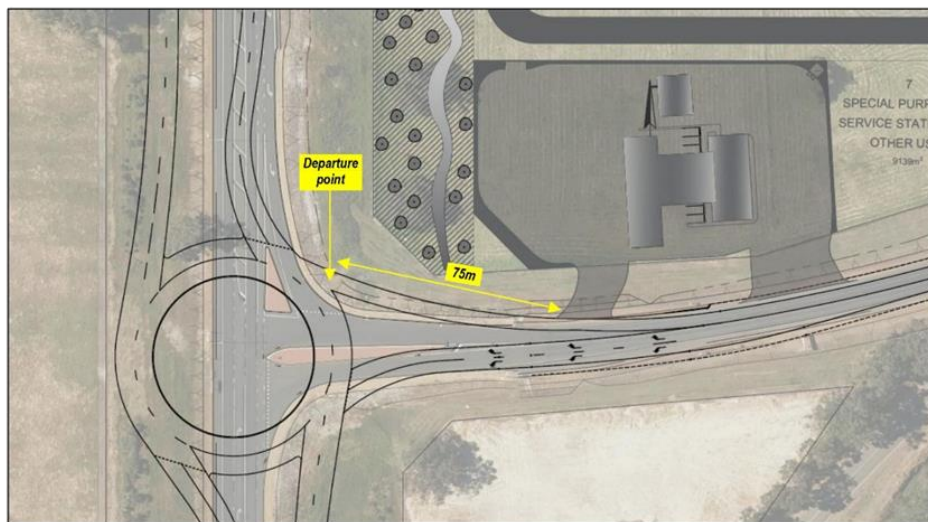


Figure 6: Reduced Roundabout Size

Received 4/6/21



Consulting Civil and Traffic Engineers

4. Capacity Analysis

A high level SIDRA capacity analysis of the proposed entry point was undertaken based on the peak traffic generation of 125 vehicles and conservatively assuming that all movements entered via the left-in entry point. The results indicated no queuing even with the through traffic volumes scaled up 4 to 5 times the current peak hour volumes along Northerly Street. The results are shown in **Figure 7**.

MOVEMENT SUMMARY

▼ Site: 1 [Northerly Street Entry (Site Folder: General)]

Site Category: -
Give-Way (Two-Way)

Vehicle Movement Performance														
Mov ID	Turn	INPUT VOLUMES		DEMAND FLOWS		Deg. Satn	Aver. Delay	Level of Service	95% BACK OF QUEUE		Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed
		[Total veh/h	HV] %	[Total veh/h	HV] %	v/c	sec		[Veh. veh	Dist] m				km/h
East: Northerly Street														
5	T1	1000	10.0	1053	10.0	0.569	0.3	LOS A	0.0	0.0	0.00	0.00	0.00	59.4
Approach		1000	10.0	1053	10.0	0.569	0.3	NA	0.0	0.0	0.00	0.00	0.00	59.4
West: Northerly Street														
10	L2	125	10.0	132	10.0	0.644	6.0	LOS A	0.0	0.0	0.00	0.07	0.00	56.7
11	T1	1000	10.0	1053	10.0	0.644	0.4	LOS A	0.0	0.0	0.00	0.07	0.00	58.7
Approach		1125	10.0	1184	10.0	0.644	1.0	NA	0.0	0.0	0.00	0.07	0.00	58.4
All Vehicles		2125	10.0	2237	10.0	0.644	0.7	NA	0.0	0.0	0.00	0.03	0.00	58.9

Figure 7: High Level SIDRA Analysis



Received 4/6/21



Consulting Civil and Traffic Engineers

5. Similar Example

The client has advised that a similar application was recently accepted by Main Roads in Anketell. A proposed neighbourhood centre in Anketell South included a vehicle access located close to a major roundabout intersection.

The layout of the neighbourhood centre and separation from the roundabout is shown in **Figure 8**.

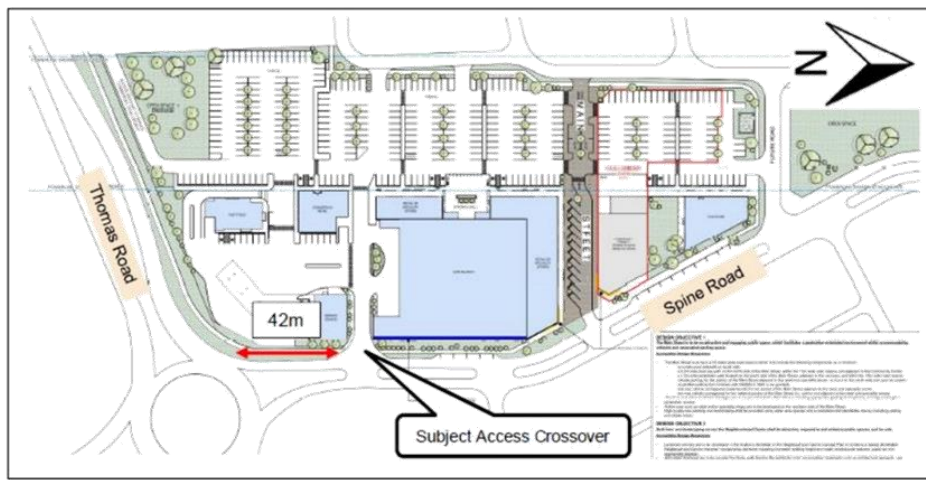


Figure 8: Approved Access from Neighbourhood Centre in Anketell South

As shown, the crossover was approved with a 42m separation distance which is less 60m between the proposed service station and the future roundabout. It is also noted that the number of vehicles using the crossover at the approved development are higher than the expected volumes at the proposed service station entry.

By comparison, the proposed service station will have even less impact than the approved development but will achieve greater separation from the adjacent major roundabout.

Recieved 4/6/21

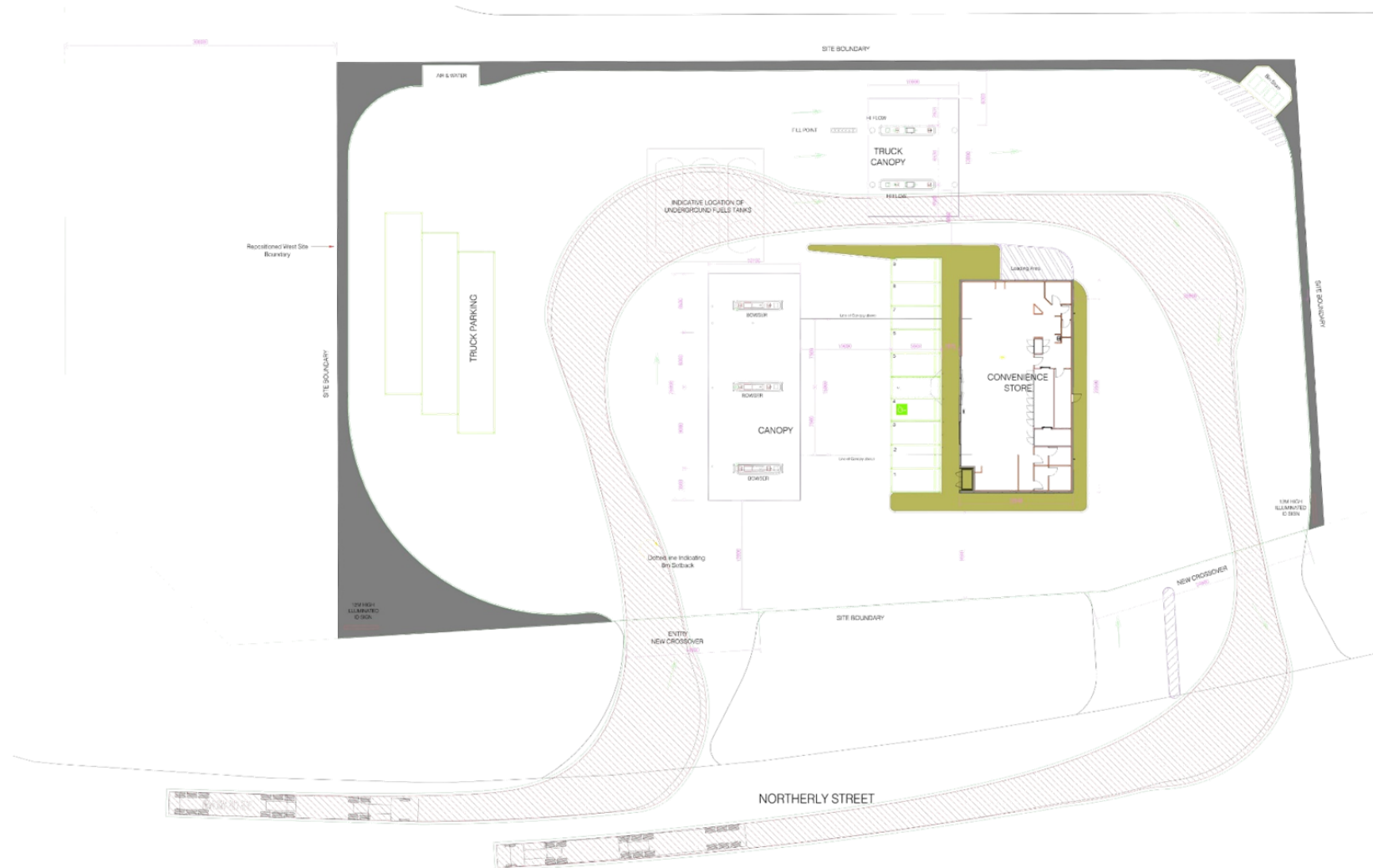


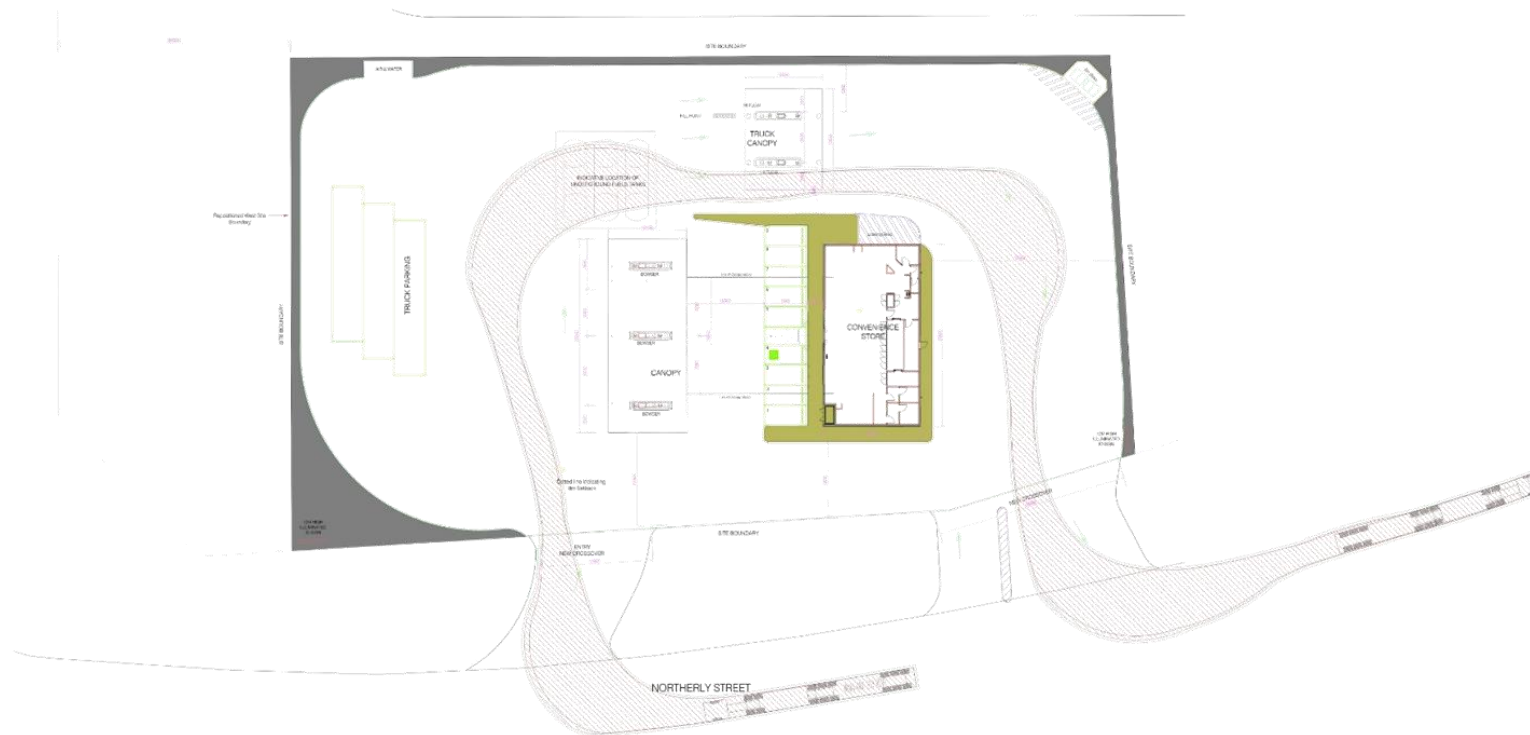
Consulting Civil and Traffic Engineers

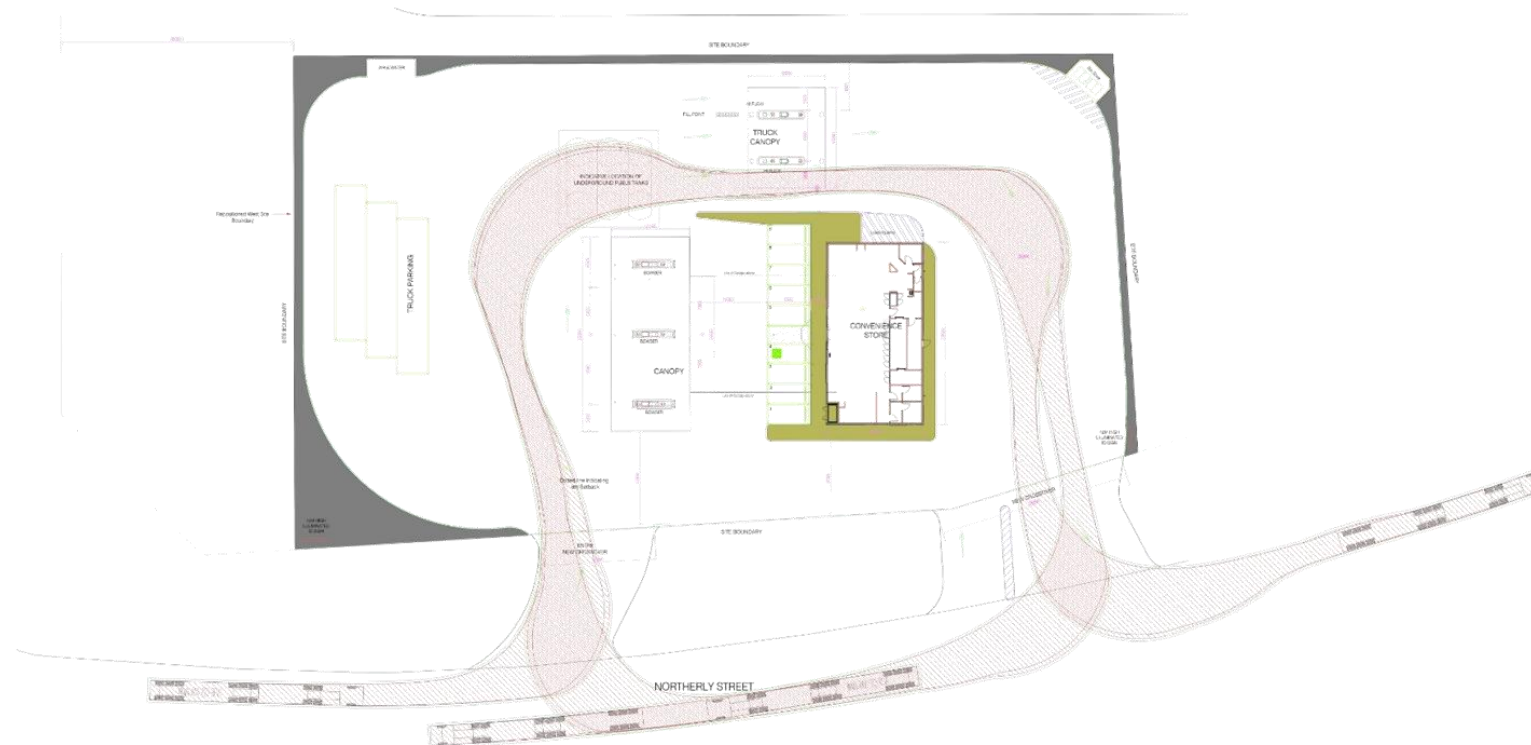
6. Conclusions

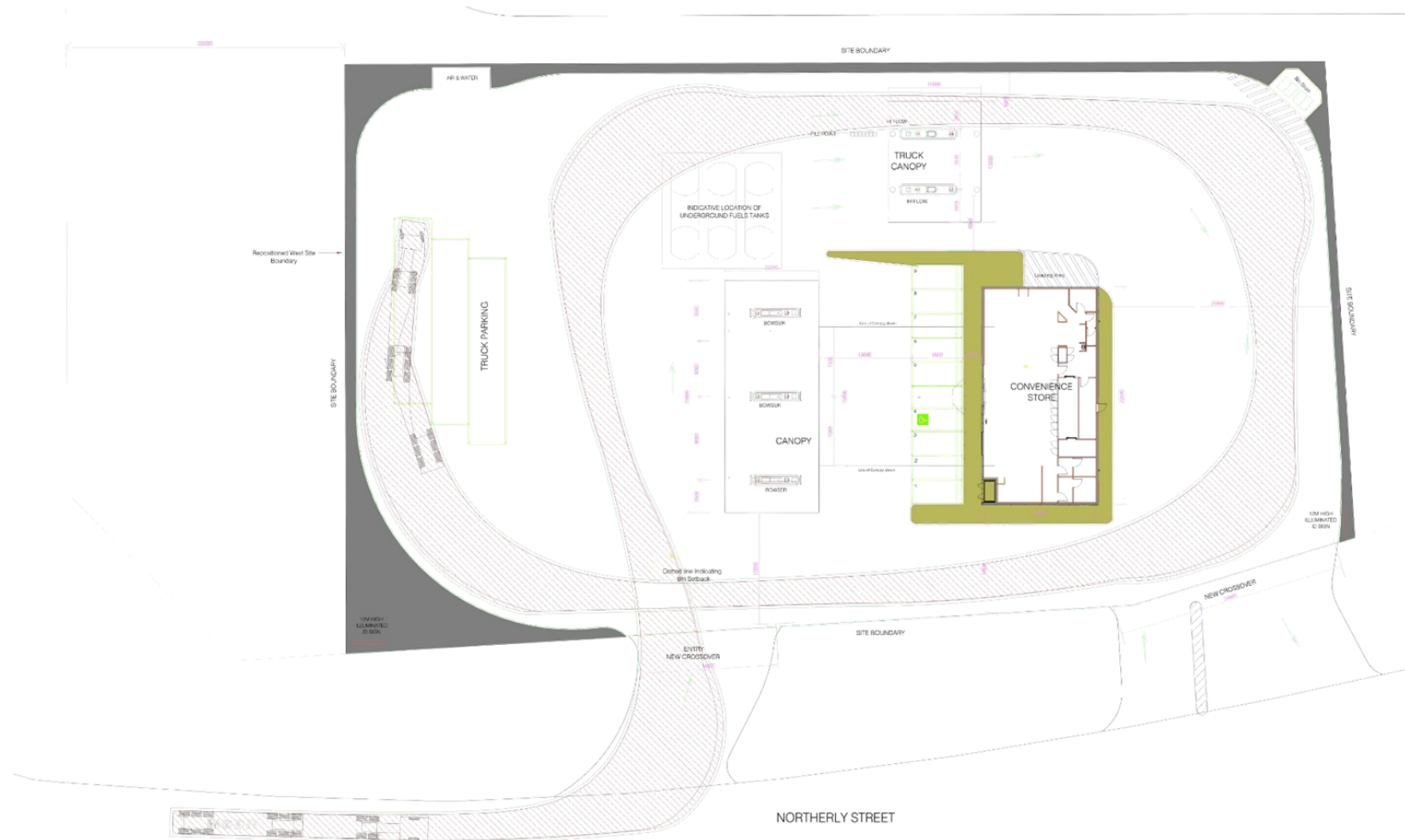
The proposed location of the left-in access to 210 Northerly Street in Vasse is considered to be adequate based on the following reasons:

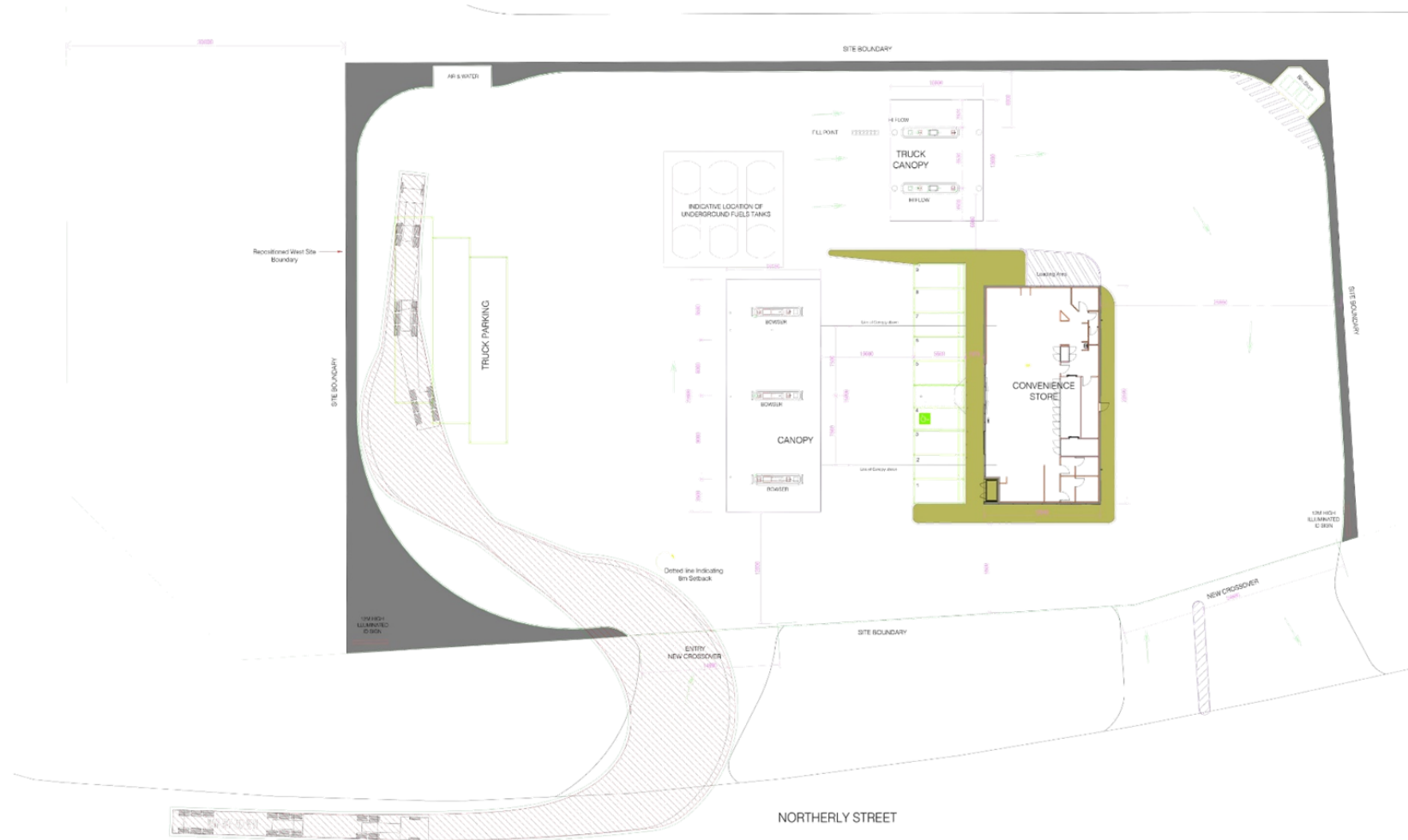
- There is adequate Stopping Sight Distance to the proposed left-in access and so the access is outside of the downstream functional area of the existing Bussell Highway / Northerly Street intersection and the future proposed roundabout intersection.
- The proposed access is a free flowing entry and there is more than adequate stacking capacity within the site. The likelihood of vehicles queuing back onto Northerly Street is considered to be negligible. A high level capacity analysis also confirms that queueing is unlikely to occur from the proposed left-in access.
- A similar access downstream from a proposed roundabout was recently approved by Main Roads WA.









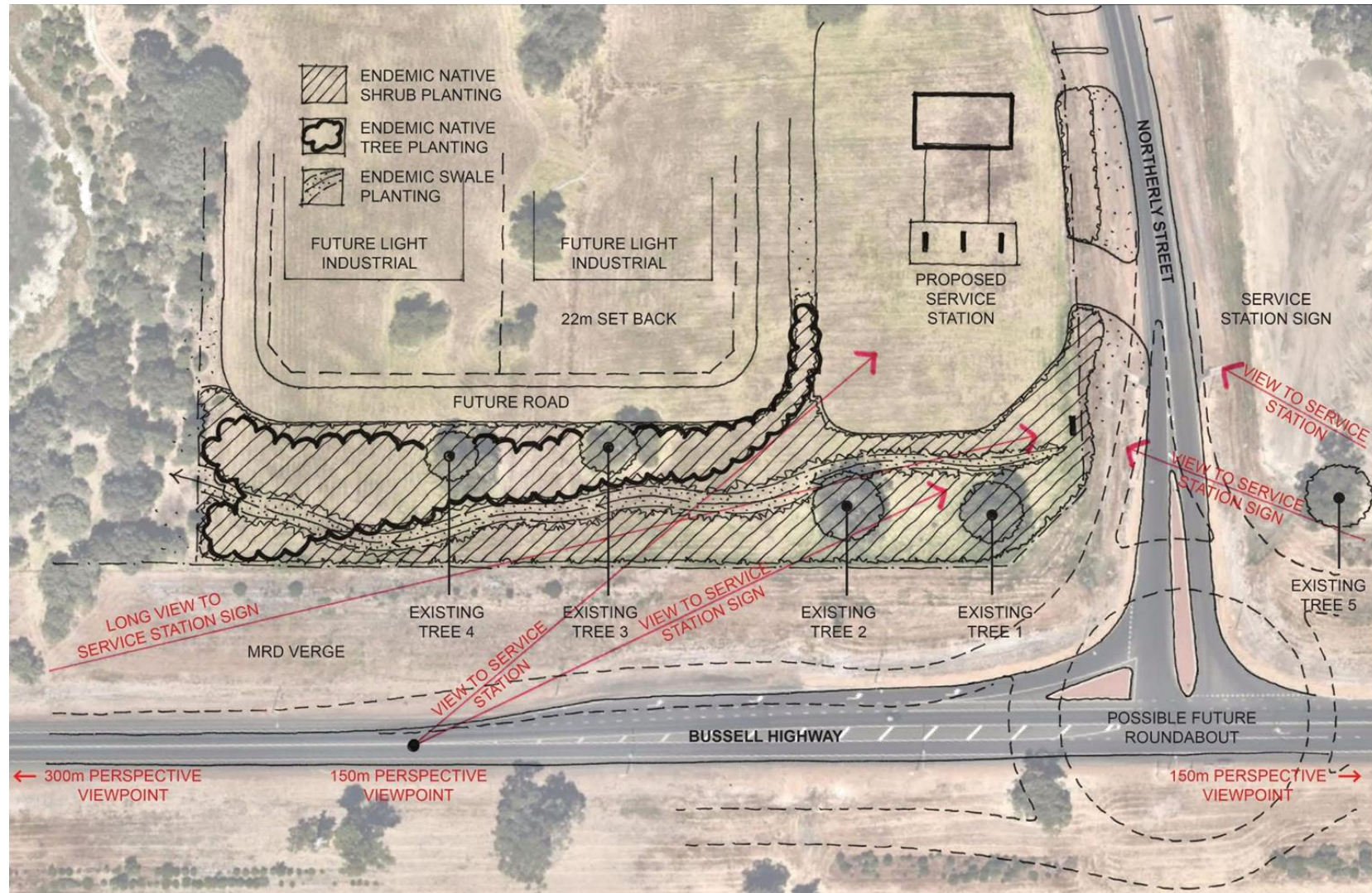




DWG: VSS-01-01
REV: A
DATE: 14-05-21

THIS DRAWING CAN NOT BE REPRODUCED OR DISSEMINATED WITHOUT THE
WRITTEN PERMISSIONS OF THE CLIENT AND/OR AUTHOR, AND IS ISSUED FOR
INFORMATION PURPOSES ONLY, AND MAY ALTER WITHOUT NOTICE.

© 2021 CIVIL ENGINEERING ASSOCIATION OF THE S.C. - www.civilengineers.org - PUBLISHED BY THE CIVIL ENGINEERING ASSOCIATION OF THE S.C.



VASSE SERVICE STATION VIEWPOINT PERSPECTIVE
LANDSCAPE PLAN



DATE 14-05-21
SCALE 1:250 @ A3





EXISTING VIEW 1A – FROM 300m NORTH OF INTERSECTION



PROPOSED VIEW 1B – FROM 300m NORTH OF INTERSECTION



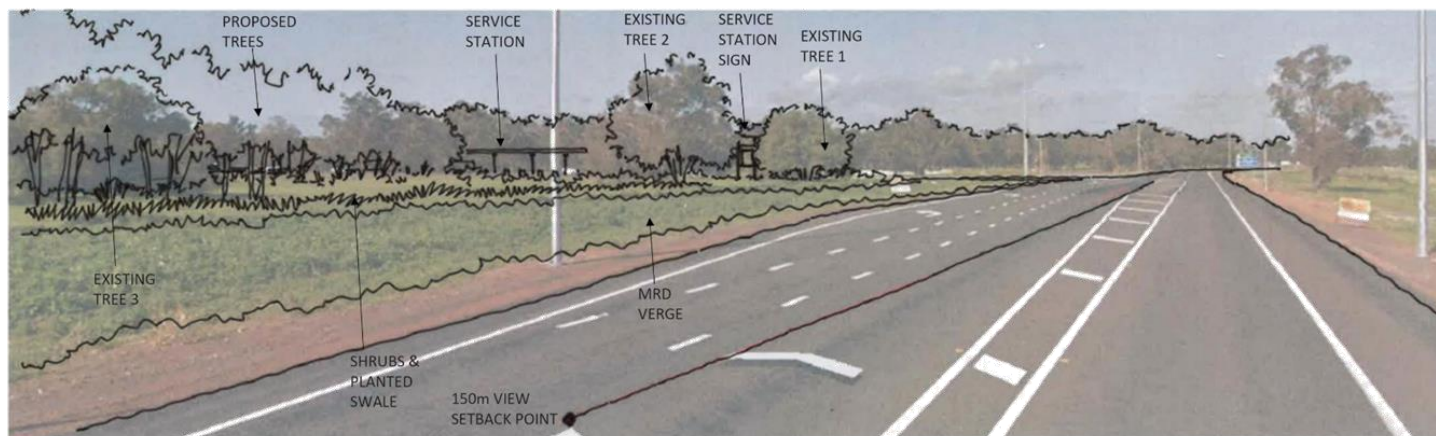
VASSE SERVICE STATION VIEWPOINT PERSPECTIVE
PERSPECTIVE 1

DWG: VSS-01-03
REV: A
DATE: 14-05-21
© This drawing is the property of the client and is not to be used for any other purpose without the written permission of the client. The client is responsible for ensuring that the information is accurate and up-to-date. The client is responsible for ensuring that the information is accurate and up-to-date.





EXISTING VIEW 2A – FROM 150m NORTH OF INTERSECTION



EXISTING VIEW 2B – FROM 150m NORTH OF INTERSECTION



VASSE SERVICE STATION VIEWPOINT PERSPECTIVE
PERSPECTIVE 2

DWG VSS-0104
REV A

DATE 14-05-21

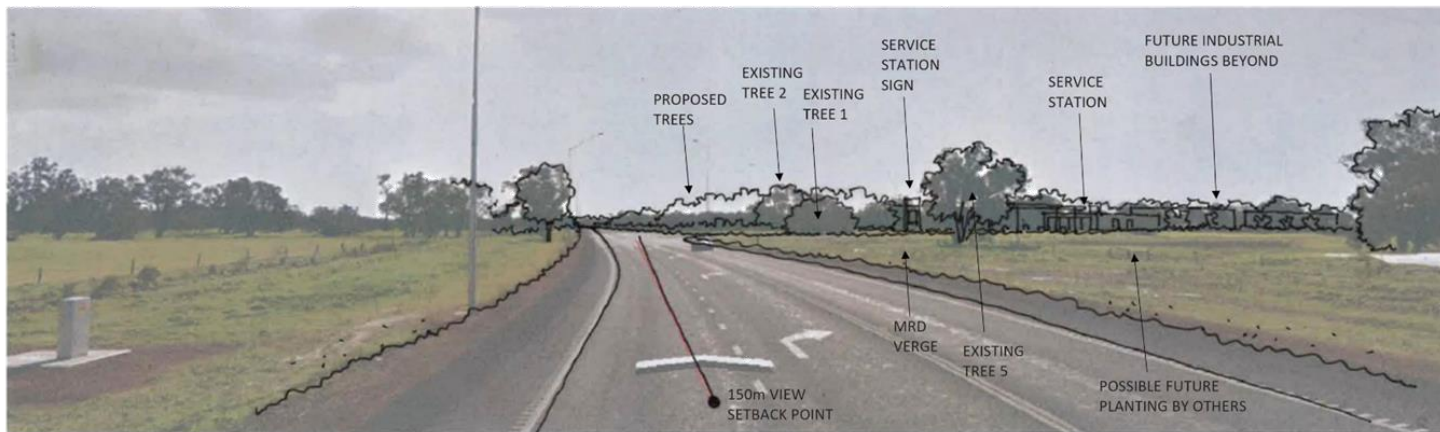
THIS DRAWING IS THE PROPERTY OF EMERGE ASSOCIATES. IT IS TO BE USED FOR THE PROJECT ONLY AND NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF EMERGE ASSOCIATES.

For further information, please contact the Project Manager or the Project Engineer.





EXISTING VIEW 3A - 150m SOUTH OF INTERSECTION



PROPOSED VIEW 3B - 150m SOUTH OF INTERSECTION



VASSE SERVICE STATION VIEWPOINT PERSPECTIVE
PERSPECTIVE 3

EWG VSS-01-05
REV A
DATE 14-05-21
THIS PERSPECTIVE WAS NOT BE PREPARED OR DISSEMINATED WITHOUT THE
APPROVAL OF THE CLIENT AND SHOULD NOT BE USED FOR ANY OTHER
PURPOSES OR IN ANY MANNER THAT MAY BE DEEMED TO BE A VIOLATION OF
THE CLIENT'S POLICY ON THE USE OF INFORMATION.
© 2021 Emergence Associates Pty Ltd. All rights reserved.



**Bushfire management plan/Statement addressing
the Bushfire Protection Criteria coversheet**

Site address:

Site visit: Yes ☒ No ☐

Date of site visit (if applicable): Day Month Year

Report author or reviewer:

WA BPAD accreditation level (please circle):

Not accredited ☐ Level 1 BAL assessor ☐ Level 2 practitioner ☐ Level 3 practitioner ☒

If accredited please provide the following:

BPAD accreditation number: Accreditation expiry: Month Year

Bushfire management plan version number:

Bushfire management plan date: Day Month Year

Client/business name:

	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the bushfire protection criteria elements)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is the proposal any of the following (see [SPP 3.7 for definitions](#))?


	Yes	No
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vulnerable land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>

None of the above ☐

Note: Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

Why has it been given one of the above listed classifications (E.g. Considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author or reviewer: 

Date:



Bushfire Management Plan

Vasse United Service Centre

Lot 9052 Northerly Street, Vasse

City of Busselton

Planning Stage:	Development Application (Standard BMP)
------------------------	--

Planning Development Type:	Construction of a Class 4 - 9 Building
-----------------------------------	--

Bushfire Policy – Specific Development or Use Type:	High Risk Land Use
--	--------------------

Job Number:	200636
--------------------	--------

Assessment Date:	15 September 2020
-------------------------	-------------------

Report Date:	16 December 2020
---------------------	------------------

BPP Group Pty Ltd t/a Bushfire Prone Planning
ACN: 39 166 551 784 | ABN: 39 166 551 784
Level 1, 159-161 James Street
Guildford WA 6055
PO Box 388
Guildford WA 6935
08 6477 1144 | admin@bushfireprone.com.au



DOCUMENT CONTROL

PREPARATION				
Author:	Mike Scott (BPAD Level 3 - No. 27795)			
Co-Author:	Neil Stoney			
Review/Authorise:	Greg Dunstan (BPAD Level 1 - No. 16382)			
VERSION HISTORY				
Version	Version Details	Date		
1.0	Original	16 December 2020		
-				
BMP (Standard DA-Non-Tourism) Template v8.5				
DISTRIBUTION				
Destination	Version	No. Copies	Hard Copy	Electronic Copy
Person/Business: Aaron Bell/Able Planning Email: aaron@ableplanning.com.au	1.0	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Person/Business: Email:			<input type="checkbox"/>	<input type="checkbox"/>
<p>Limitation of Liability: The measures contained in this Bushfire Management Plan, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p>Copyright ©2020 BPP Group Pty Ltd: All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>				



TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
1 PROPOSAL DETAILS	3
1.1 DESCRIPTION AND ASSOCIATED PLANS AND MAPS.....	3
1.2 THE SPECIFIC 'LAND USE' AND THE BUSHFIRE PLANNING REQUIREMENTS.....	6
1.3 EXISTING DOCUMENTATION RELEVANT TO THE CONSTRUCTION OF THIS PLAN	7
2 ENVIRONMENTAL CONSIDERATIONS	8
2.1 NATIVE VEGETATION – RESTRICTIONS TO MODIFICATION AND/OR CLEARING	8
2.2 RETAINED VEGETATION / RE-VEGETATION / LANDSCAPE PLANS (INCLUDING POS)	9
3 POTENTIAL BUSHFIRE IMPACT ASSESSMENT	10
3.1 ASSESSMENT INPUT	10
3.1.1 Fire Danger Index (FDI) Applied	10
3.1.2 Vegetation Classification and Effective Slope	10
3.1.3 Vegetation Separation Distance	15
3.2 ASSESSMENT OUTPUT	16
3.2.1 Bushfire Attack Level Results - BAL Contour Map Format	17
3.2.2 Bushfire Attack Level Results - Derived from The BAL Contour Map	20
4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES.....	21
5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA ESTABLISHED BY THE GUIDELINES	22
5.1 LOCAL GOVERNMENT VARIATIONS TO APPLY	22
5.2 SUMMARY OF ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA	23
5.3 ASSESSMENT DETAIL	24
Element 1: Location	24
Element 2: Siting and Design of Development.....	26
Element 3: Vehicular Access.....	28
Element 4: Water	29
5.4 ADDITIONAL BUSHFIRE PROTECTION MEASURES ESTABLISHED BY THE RISK MANAGEMENT PLAN ('HIGH RISK' LAND USE)	30
6 RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE PROTECTION MEASURES	31
6.1 LANDOWNER (DEVELOPER) - PRIOR TO OCCUPANCY	31
6.2 LANDOWNER/OCCUPIER - ONGOING	33
6.3 LOCAL GOVERNMENT - ONGOING	34
APPENDIX 1: TECHNICAL REQUIREMENTS FOR ONSITE VEGETATION MANAGEMENT.....	35
APPENDIX 2: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS	38
APPENDIX 3: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER	39
ADDENDUM NO.1: RISK ASSESSMENT AND TREATMENT PLAN	40

LIST OF FIGURES

Figure 1.1: Development application site plan.	4
Figure 1.2: Map of Bushfire Prone Areas (DFES)	5
Figure 3.1: Vegetation classification and topography map.....	14
Figure 3.2: BAL Contour Map.....	19



EXECUTIVE SUMMARY

This Bushfire Management Plan (the Plan) has been prepared to accompany the Development Application for Lot 9052 (future number 7) Northerly Street, Vasse in the City of Busselton. United Petroleum, through their proponents, propose the construction of a service station consisting of sealed driveways and parking bays covering the majority of the subject lot, refuelling stations, air pumps, ablutions and a convenience store building.

The total area of the subject lot is 6480 m². The entire subject lot is currently vegetated by grassland which will be cleared in the course of development and replaced with a sealed trafficable surface. Any undeveloped area will be maintained in a low threat state subject to Appendix 1 of this Plan and the City of Busselton Firebreak and Fuel Hazard Reduction Notice. A section of grassland following a watercourse adjoins the western boundary of the subject lot. This area is not intended for development and revegetation is expected. As a precautionary measure against future regeneration, this area has been classified as Class A Forest.

The site exists at the south-western corner of an undeveloped area which is zoned as residential for future development and occupancy. There are three areas of classified vegetation affecting the assessed BAL of the proposed development:

- Area 1 to adjoining the subject site to the west and across Northerly Street to the south has been assessed as Class A Forest. These are narrow (<80m) fragmented sections of vegetation which will not achieve full intensity in a bushfire event.
- Area 2 to the north of the subject site and within the undeveloped lots has been assessed as Class B Woodland. This vegetation will be removed/modified in the course of development on the adjacent lots but has been considered in its current state in this Plan.
- Area 3 has been assessed as Class G Grassland and covers the majority of the greater landscape.

The grassland vegetation on the adjoining lots presents the primary bushfire hazard. The subject site and the adjoining lots are under the control of the same landowner and vegetation maintenance outside of the lot boundary is possible. The grassland hazard at the northern boundary impacting on the proposed Hi Flow Truck Bowsers is located on the future route of a road. This vegetation will be maintained in a low threat state to the extent of the Asset Protection Zone outlined in section 5.3 of this Plan until the installation of the future road. With the APZs installed all structures within the proposed development will be subject to a radiant heat flux not exceeding 29 kW/m² (BAL-29).

A service station with flammable goods stored on site is considered a High Risk land use under State Planning Policy 3.7. The proposed service station will store diesel (Class 1 Combustible liquid) and petroleum (Class 1 Combustible liquid) on site. Diesel and petroleum are both considered dangerous goods under the Dangerous Goods Safety Act 2004 and their storage must comply with the standards described in AS 1940:2017 The storage and handling of flammable and combustible liquids.

Fuel will be stored in below ground flammable liquid tanks built in compliance with UL142 S601 with a maximum capacity of 70,000 litres. In the event of a fire incident the tank is designed to vent the flame away. As there is no solid material available, any flame will not generate embers to pose a threat to classified vegetation or the surrounding area.

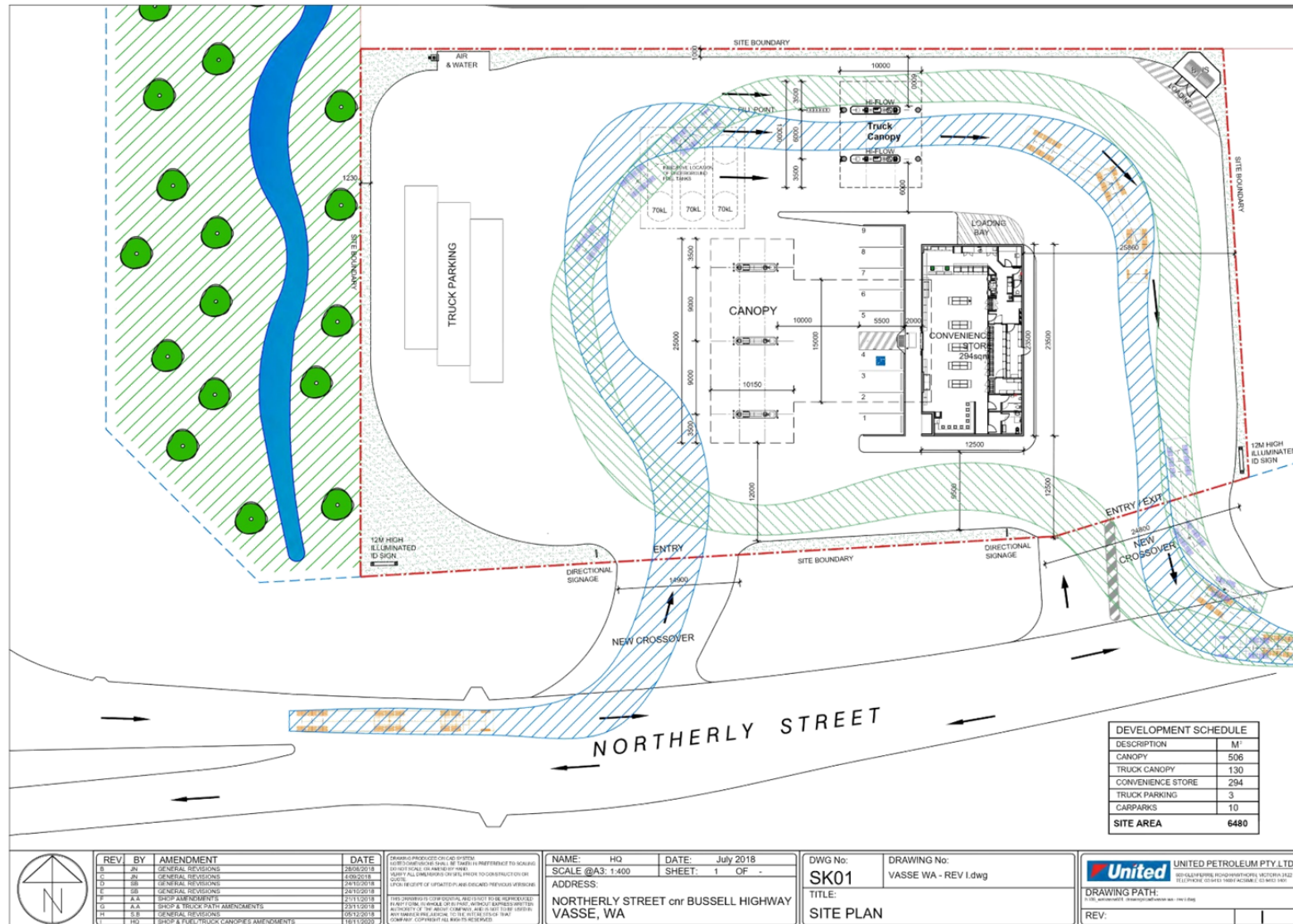
The requirements for location, siting and design, vehicular access and firefighting water supply will be met. The subject site is within a reticulated area and will require the installation of a firefighting water hydrant at a maximum of 200 metres from the lot boundary.

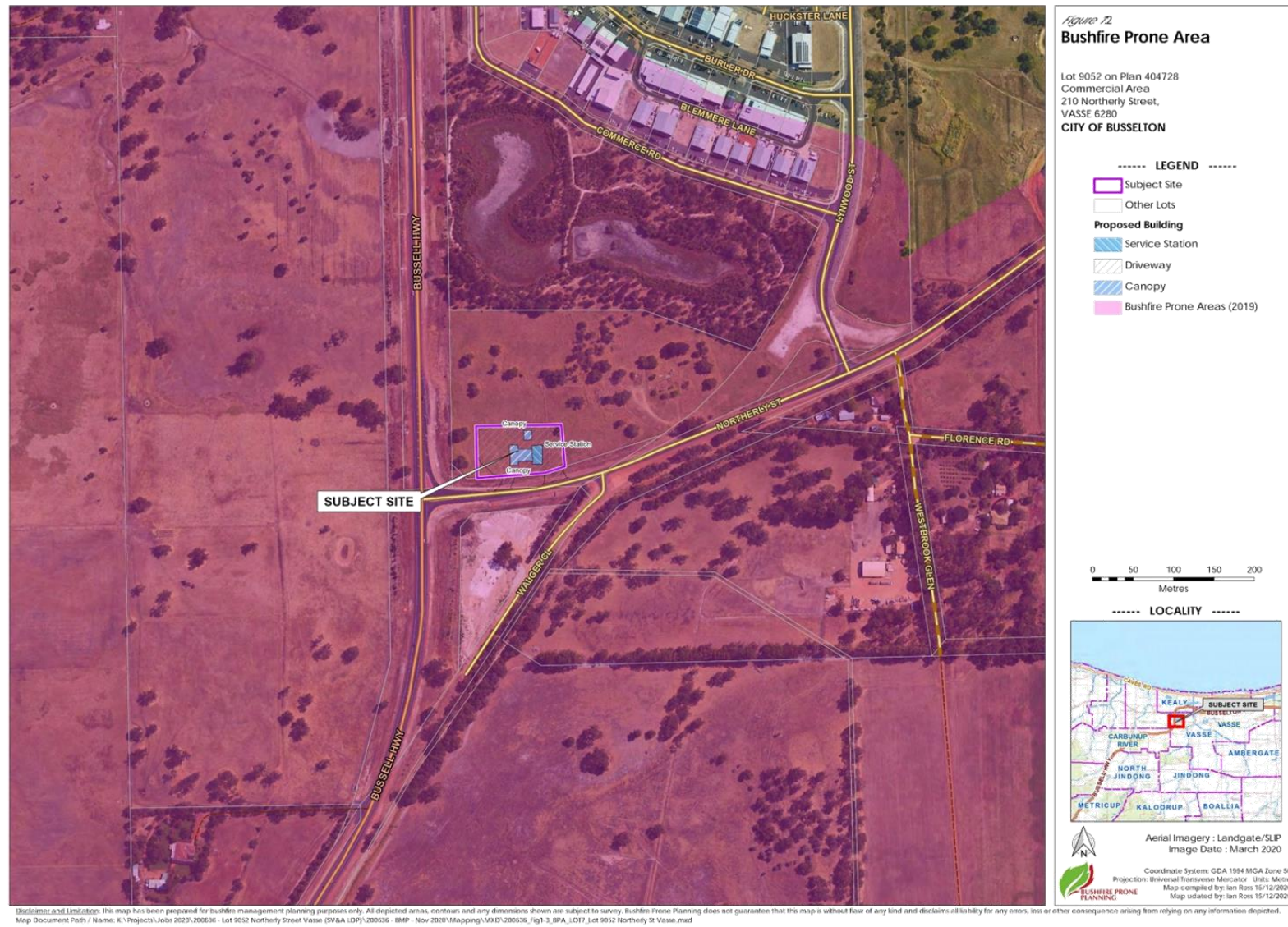


1 PROPOSAL DETAILS

1.1 Description and Associated Plans and Maps

Landowner / Proponent:	Aaron Bell
Bushfire Prone Planning Commissioned to Produce the Bushfire Management Plan (BMP) By:	Able Planning and Project Management
For Submission To:	City of Busselton
Purpose of the BMP:	To accompany a planning application
'Development' Site Total Area:	6480 square metres
No. of Existing/Proposed Lots:	N/A







1.2 The Specific 'Land Use' and the Bushfire Planning Requirements

SPP 3.7, the associated Guidelines and Position Statements, define certain land uses that require additional and/or alternative bushfire related assessment and additional information to be provided. This is necessary to facilitate planning application assessment and for subsequent operational use.

When such a proposal is unable to fully achieve the implementation of all required bushfire protection measures - as established by the 'acceptable solutions' contained in the Guidelines and Position Statements – further assessments and the development of additional protection measures are required.

The land use classification that applies to the proposal is identified in Table 1.2, along with the required additional assessments and information and the form and location in which this is provided.

Table 1.2: The determined land use and assessment/information requirements.

THE PROPOSED LAND USE CLASSIFICATION AND BUSHFIRE PLANNING REQUIREMENTS		
Assessment / Information / Documents Detail		
The proposed land use classification is determined to be:		High Risk
Category, type and/or operations of the land use that have determined the classification:		Combustible (flammable) materials (including hazardous materials) stored onsite
The Policies, Guidelines and Position Statements against which the proposed land use will be assessed, and which guide the information to be provided. ¹	SPP 3.7	<input checked="" type="checkbox"/>
	Guidelines including the BPC	<input checked="" type="checkbox"/>
	Guidelines excluding the BPC	
	Position Statement - BPC Element 1 and 2	<input type="checkbox"/>
	Position Statement - Tourism	n/a
The documents and the information developed and the format and location in which they are provided.	Bushfire Management Plan (BMP)	<input checked="" type="checkbox"/> Separate Document
	Risk Management Plan (RMP)	<input checked="" type="checkbox"/> Separate Document
	Risk Assessment and Treatment Plan	n/a
	Vulnerability Assessment - Short Stay Accommodation/Visitation	n/a
	Bushfire Emergency Plan (BEP)	<input checked="" type="checkbox"/> Content for operator's Emergency Plan
	BEP Supporting Information	n/a
	Additional bushfire protection measures	<input checked="" type="checkbox"/> In BMP s5.4
	Owner/operator additional responsibilities associated with the land use.	<input checked="" type="checkbox"/> In BMP s6
Note 1: State Planning Policy 3.7 Planning in Bushfire Prone Areas; Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3; Bushfire Protection Criteria (BPC) established in the Guidelines; Position Statement: Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2: Siting and design WAPC November 2019; Position Statement: Tourism land uses in bushfire prone areas WAPC October 2019.		



1.3 Existing Documentation Relevant to the Construction of this Plan

This section acknowledges any known reports or plans that have been prepared for previous planning stages, that refer to the subject area and that may or will impact upon the assessment of bushfire risk and/or the implementation of bushfire protection measures and will be referenced in this Bushfire Management Plan.

Table 2.1: Existing relevant documentation.

RELEVANT EXISTING DOCUMENTS		
Existing Document	Copy Provided by Client	Title
Structure Plan	Yes	Site Plan (Revision I)
Environmental Safety Plan	Yes	Environmental Safety Management Plan (United)
Environmental Report	-	
Landscaping (Revegetation) Plan	-	
Bushfire Risk Assessments	-	



2 ENVIRONMENTAL CONSIDERATIONS

2.1 Native Vegetation – Restrictions to Modification and/or Clearing

Many bushfire prone areas also have high biodiversity values. SPP 3.7 policy objective 5.4 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values (Guidelines s2.3).

There is a requirement to identify any need for onsite modification and/or clearing of native vegetation and whether this may trigger potential environmental impact/referral requirements under State and Federal environmental legislation. Confirmation that any proposed native vegetation modification and/or clearing is acceptable, should be received from the relevant agencies by the proponent and provided to the bushfire consultant for inclusion in the Bushfire Management Plan if it will influence the required bushfire planning assessments and outcomes. The following table details any potential environmental restrictions of which the author of this report is aware.

Table 2.2: Native vegetation and potential environmental considerations and restrictions.

NATIVE VEGETATION MODIFICATION / CLEARING - POTENTIAL ENVIRONMENTAL RESTRICTIONS IDENTIFIED				
Environmental Considerations / Features	Potential Mapping Data Source (SLIP / Local Planning)	Relevant to Proposed Development	Data Applied	Action Required
Onsite clearing of native vegetation is required.		No		
Environmental impact/referral requirements under State and Federal environmental legislation may be triggered.		No		
National Park / Nature Reserve	DBCA-011	No-Confirmed by Bushfire Consultant	Relevant Database Reviewed by Bushfire Consultant	None
Conservation Covenant	DPIRD-023	No-Confirmed by Bushfire Consultant	Relevant Database Reviewed by Bushfire Consultant	None
Bush Forever Site	DPLH-019	No-Confirmed by Bushfire Consultant	Relevant Database Reviewed by Bushfire Consultant	None
RAMSAR Wetland	DBCA-010	Not Known	Data Not Readily Available to Bushfire Consultant	Proponent to Seek Advice
Geomorphic and Other Wetland	DBCA-011-019, 040, 043, 044	Not Known	Data Not Readily Available to Bushfire Consultant	Proponent to Seek Advice
Threatened and Priority Ecological Communities (TECs or PECs)	DBCA-038	Unlikely	Data Not Readily Available to Bushfire Consultant	Proponent to Seek Advice
Threatened and Priority Flora including Declared Rare Flora (DRFs)	DBCA-036	Unlikely	Data Not Readily Available to Bushfire Consultant	Proponent to Seek Advice
Land Identified as significant through a Local Biodiversity Strategy	City of Busselton - Intramaps	No-Confirmed by Bushfire Consultant	Relevant Database Reviewed by Bushfire Consultant	None



Development Design Considerations

Establishing development in bushfire prone areas can adversely affect the retention of native vegetation through clearing associated with the creation of lots and/or asset protection zones. Where loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives, it will be necessary to consider available design options to minimise the removal of native vegetation.

Table 2.3: Development design.

MINIMISE THE REMOVAL OF NATIVE VEGETATION	
Design Option	Assessment / Action
Reduction of lot yield	N/A
Cluster development	N/A
Construct building to a standard corresponding to a higher BAL as per BCA (AS 3959:2018 and/or NASH Standard)	N/A
Modify the development location	Considered and development location has been modified. See comments below.
Native vegetation will not be removed as part of the proposed development. The proposed development structural design was modified to place all structures within BAL 29.	
IMPACT ON ADJOINING LAND	
Is this planning proposal able to implement the required bushfire protection measures within the boundaries of the land being developed so as not to impact on the bushfire and environmental management of neighbouring reserves, properties or conservation covenants?	Yes

2.2 Retained Vegetation / Re-vegetation / Landscape Plans (including POS)

Riparian zones, wetland/foreshore buffers, road verges and public open space may have plans to re-vegetate or retain vegetation as part of the proposed development. Vegetation corridors may be created between offsite and onsite vegetation and provide a route for fire to enter a development area.

All retained/planned vegetation and its management will be considered in the development of this Bushfire Management Plan.

Is re-vegetation of riparian zones and/or wetland or foreshore buffers and/or public open space a part of this Proposal?	No
Is the requirement for ongoing maintenance of existing vegetation in riparian zones and/or wetland or foreshore buffers and/or public open space a part of this Proposal?	No
Has a landscape plan been developed for the proposed development?	No



3 POTENTIAL BUSHFIRE IMPACT ASSESSMENT

3.1 Assessment Input

3.1.1 Fire Danger Index (FDI) Applied

AS 3959:2018 Table 2.1 specifies the fire danger index values to apply for different regions. The values used in the model calculations are for the Forest Fire Danger Index (FFDI) and for which equivalent representative values of the Grassland Fire Danger Index (GFDI) are applied as per Appendix B. The values can be modified if appropriately justified.

Table 3.1: Applied FDI Value

FDI VALUE			
Vegetation Areas	As per AS 3959:2018 Table 2.1	As per DFES for the Location	Value Applied
1-3	80	N/A	80

3.1.2 Vegetation Classification and Effective Slope

Classification: Bushfire prone vegetation identification and classification has been conducted in accordance with AS 3959:2018 s2.2.3 and the Visual Guide for Bushfire Risk Assessment in WA (DoP February 2016).

When more than one vegetation type is present, each type is identified separately, and the applied classification considers the potential bushfire intensity and behaviour from the vegetation types present and ensures the worst case scenario is accounted for – this may not be from the predominant vegetation type.

The vegetation structure has been assessed as it will be in its mature state (rather than what might be observed on the day). Areas of modified vegetation are assessed as they will be in their natural unmodified state (unless maintained in a permanently low threat, minimal fuel condition, satisfying AS 3959:2018 s2.2.3.2(f) and asset protection zone standards). Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its revegetated mature state.

Effective Slope: Refers to the ground slope under each area of classified vegetation and is described in the direction relative to the view from the building or proposed development site. Effective slope is not the same as 'average slope', rather it is the slope which most significantly influences fire behaviour. This slope has a direct and significant influence on a bushfire's rate of spread and intensity.

Where there is a significant change in effective slope under an area of classified vegetation, that will cause a change in fire behaviour, separate vegetation areas will be identified to enable the correct assessment.


When the effective slope, under a given area of bushfire prone vegetation, will be different relative to multiple proposed development sites, then the effective slopes corresponding to the different locations, are separately identified.




Table 3.2: Vegetation classification and effective slope.

ALL VEGETATION WITHIN 150 METRES OF THE PROPOSED DEVELOPMENT				
Vegetation Area	Identified Vegetation Types ¹ or Description if 'Excluded'	Applied Vegetation Classification ¹	Effective Slope (degrees) ² (AS 3959:2018 Method 1)	
			Assessed	Applied Range
1	Open forest A-03 , Tussock grassland G-22 , Woodland B-05	Class A Forest	0	upslope or flat
2	Woodland B-05	Class B Woodland	0	upslope or flat
3	Tussock grassland G-22	Class G Grassland	0	upslope or flat
-	Non vegetated areas, waterways, roads.	Excluded as per Section 2.2.3.2 (e) Non Vegetated Areas	N/A	N/A
Representative photos of each vegetation area, descriptions and classification justification, are presented on the following pages. The areas of classified vegetation are defined, and the photo locations identified on Figure 3.1, the vegetation and topography map.				
Note ¹ : Described and classified as per AS 3959:2018 Table 2.3 and Figures 2.3 and 2.4 (A)-(H)				
Note ² : Effective slope measured as per AS 3959:2018 Section 2.2.5 and Appendix B Part B4				

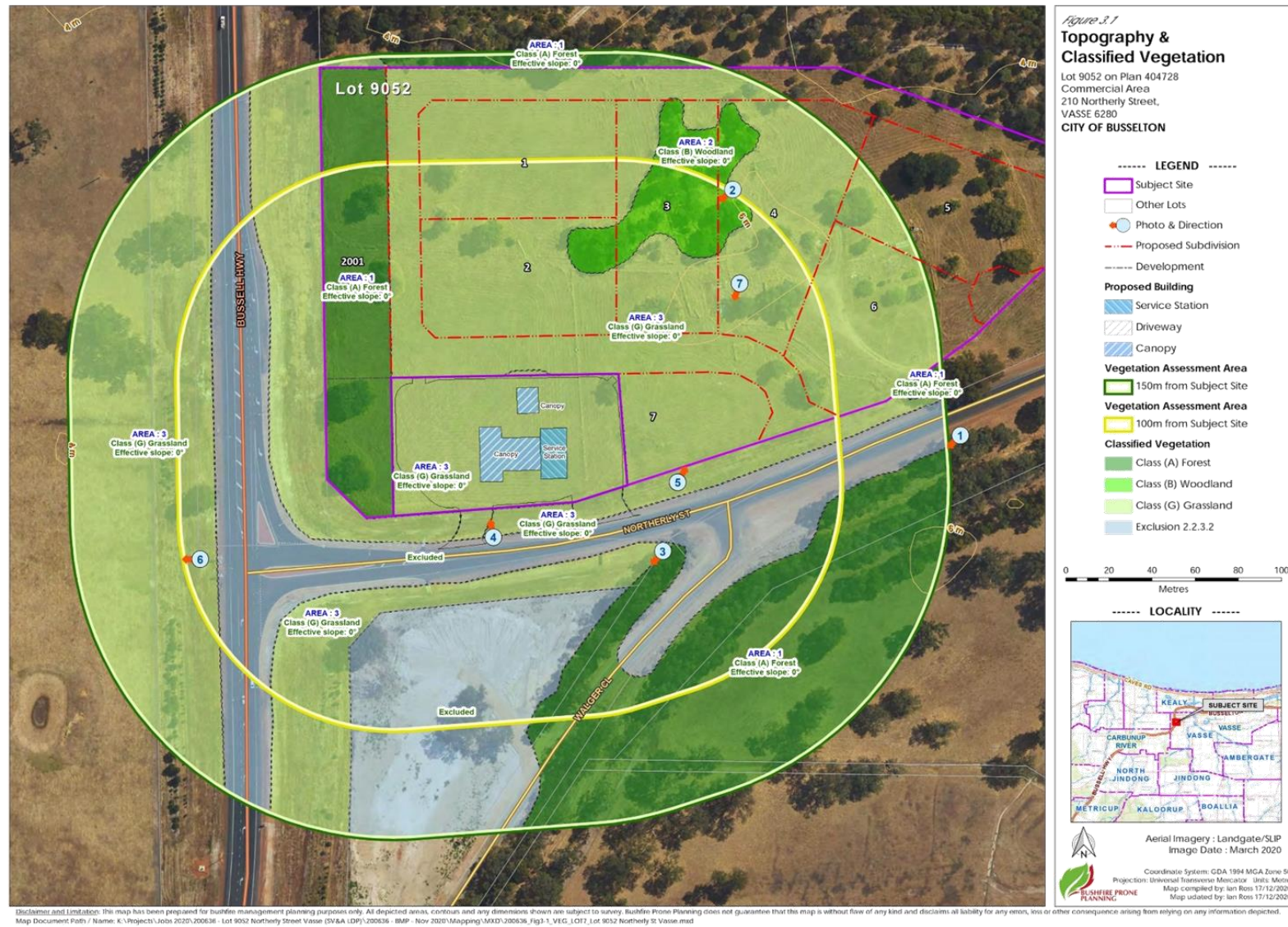


VEGETATION AREA 1	
AS 3959:2018 Vegetation Classification Applied:	Class A Forest
Vegetation Types Present:	Open forest A-03 Tussock grassland G-22
Description/Justification:	Paperbark and jarrah forest up to 15m high with 20-60% canopy cover and wattle and grass understory. Fractured sections of vegetation linked by grassland have been considered the same area.
	
Photo ID: 1	

VEGETATION AREA 2	
AS 3959:2018 Vegetation Classification Applied:	Class B Woodland
Vegetation Types Present:	Woodland B-05 Tussock grassland G-22
Description/Justification:	Swamp Paperbark up to 6m high with 30% canopy cover and grass understory.
Post Dev. Assumptions:	Vegetation will be cleared or modified in the course of development of vacant lots. It has been considered in its current state in this plan.
	
Photo ID: 2	



VEGETATION AREA 3	
AS 3959:2018 Vegetation Classification Applied:	Class G Grassland
Vegetation Types Present:	Sown pasture G-26 Tussock grassland G-22
Description/Justification:	Mixture of wild winter grass growth and irrigated/non-irrigated sown pasture throughout the greater landscape.
Post Dev. Assumptions:	Vegetation on site will be cleared in the course of development. Vegetation in the vacant lots will likely be cleared but has been considered in its current, mature state in this Plan.
<div> <div> DIRECTION 131 deg(T) 33.68462°S 115.23218°E ACCURACY 5 m DATUM WGS84  Northerly 11 2020-09-15 15:14:08+08:00 </div> <div> DIRECTION 169 deg(T) 33.68445°S 115.23138°E ACCURACY 10 m DATUM WGS84  Northerly 12 2020-09-15 15:16:00+08:00 </div> </div>	
<div>Photo ID: 3</div> <div>Photo ID: 4</div>	
<div> <div> DIRECTION 217 deg(T) 33.68445°S 115.23208°E ACCURACY 5 m DATUM WGS84  Northerly 13 2020-09-15 15:16:39+08:00 </div> <div> DIRECTION 238 deg(T) 33.68455°S 115.22989°E ACCURACY 5 m DATUM WGS84  Northerly 14 2020-09-15 15:17:50+08:00 </div> </div>	
<div>Photo ID: 5</div> <div>Photo ID: 6</div>	
<div> <div> DIRECTION 197 deg(T) 33.68345°S 115.23278°E ACCURACY 5 m DATUM WGS84  Northerly 2 2020-09-15 14:56:44+08:00 </div> </div>	
Photo ID: 7	





3.1.3 Vegetation Separation Distance

The vegetation separation distance is the horizontal distance measured from the relevant parts of an existing building or a future building's planned location (within a lot), to the determined edge of an area of classified vegetation.

This separation distance applied to determining a Bushfire Attack Level (BAL) can be either:

- The measured distance – for which the location of the building relative to the edge of classified vegetation must be known. This will result in single determined BAL that will apply to a building. (The measured distance is a required calculation input); or
- A calculated minimum and maximum distance (range) that will correspond to each individual BAL. The calculated distances provide an indicative (or achievable) BAL for which the determined BAL will be dependent on the known location of the building relative to the edge of classified vegetation.

The calculated range of distances corresponding to each BAL can be presented in different formats (tables or a BAL contour map), dependent on the form of information that is most appropriate for the proposed development/use. These distance ranges corresponding to BAL(s) will be presented in Section 3.2: 'Assessment Output'.

For the proposed development/use, the applicable vegetation separation distances will be presented within the Bushfire Management Plan in this location:

In Section 3.2 'Assessment Output' as a table containing the calculated ranges of distance corresponding to each BAL and illustrated as a BAL Contour Map.



3.2 Assessment Output

UNDERSTANDING THE RESULTS OF THE BUSHFIRE IMPACT ASSESSMENT

Bushfire Attack Levels (BALs) – Their Application in the Building Environment is Different to the Planning Environment

In the building environment, a **determined BAL** is required for the proposed construction at the building application stage. This is to inform approval considerations and establish the bushfire construction standards that are to apply. An indicative BAL is not acceptable for a building application.

In the planning environment, through the application of SPP 3.7 and associated Guidelines, the deemed to satisfy requirement for a proposed 'development site' or sites (defined by the LPS Amendment Regulations 2015 as "that part of a lot on which a building that is the subject of development stands or is to be constructed"), is that a BAL-29 or lower rating can be achieved once all works associated with the proposal are completed. For planning approval purposes, an **indicative BAL** can provide the required information.

Determined Bushfire Attack Level

A determined BAL is to apply to an existing building or the 'development site' on which the building is to be constructed and not to a lot or building envelope. Its purpose is to state the potential radiant heat flux to which the building will be exposed, thereby determining the construction standard to be applied.

A determined BAL cannot be given for a future building whose design and position on the lot are unknown or the vegetation separation distance has not been established. It is not until these variables have been fixed that a determined BAL can be stated, and a BAL Certificate can be issued.

The one exception is when a building **of any dimension** can be **positioned anywhere** on a proposed lot (within R-Code building setbacks) or within a defined building envelope, and always remain subject to the same BAL, regardless of the retention of any existing classified vegetation either onsite or offsite.

Indicative Bushfire Attack Level

If a BAL is not able to achieve 'determined' status it will be an indicative BAL. It indicates the BAL that can be achieved by the proposed development/use. However, it is conditional upon an assessment variable(s) being confirmed at a later stage (e.g. the building location is established/changed, or vegetation is modified/removed to establish the vegetation separation distance).

A BAL certificate cannot be issued for an indicative BAL – unless that BAL cannot vary (refer to 'Determined BAL' above).

In table form, a single or a range of indicative BAL(s) may be presented. If a single indicative BAL is stated for a defined area (i.e. the lot or building envelope), this will be the highest indicative BAL impacting the defined area.

In BAL contour map form (refer to Section 3.2.2), the illustrated BAL contours visually identify areas of land for which if any part of an existing or proposed building is located on that land and within the BAL contours, then the highest BAL affecting that building (or part of the land on which the building will be constructed), will be the indicative BAL that is to apply.

The BAL can only become a determined BAL once the actual location of that building on the land is known and/or the required minimum vegetation separation distance corresponding to the relevant BAL contour is established (refer to Table 3.x).



3.2.1 Bushfire Attack Level Results - BAL Contour Map Format

INTERPRETATION OF THE BUSHFIRE ATTACK LEVEL (BAL) CONTOUR MAP

The contour map will present different coloured contour intervals extending from the areas of classified bushfire prone vegetation. These represent the different bushfire attack levels that will exist at varying distances away from the classified vegetation in the event of a bushfire in that vegetation.

The areas of classified vegetation to be considered in developing the BAL contours, are those that will remain as the intended end state of the subject development once earthworks, clearing and/or landscaping and re-vegetation have been completed (or each stage completed).

Each bushfire attack level corresponds to a set range of radiant heat flux that is generated by a bushfire. That range is defined by the AS 3959:2018 BAL determination methodology.

The width of each shaded BAL contour is a diagrammatic representation of the separation distances from the classified vegetation that correspond to each BAL for each separately identified area of classified vegetation. They have been calculated by the application of the unique site variables including vegetation types and structure, ground slope and applied fire weather.

(Refer to Section 3.2 'Understanding the Results of the Bushfire Impact Assessment' for the explanation of how BAL(s) for buildings will be assessed from the BAL Contour Map).

Construction of the BAL Contours

VEGETATION AREAS APPLIED TO THE DEVELOPMENT OF THE BAL CONTOUR MAP

All identified areas of classified vegetation have been applied with the following exception: for Figure 3.2, all classified vegetation within the subject lot is excluded and the BAL contours are constructed into the lot from any classified vegetation outside the boundaries of the subject lot.

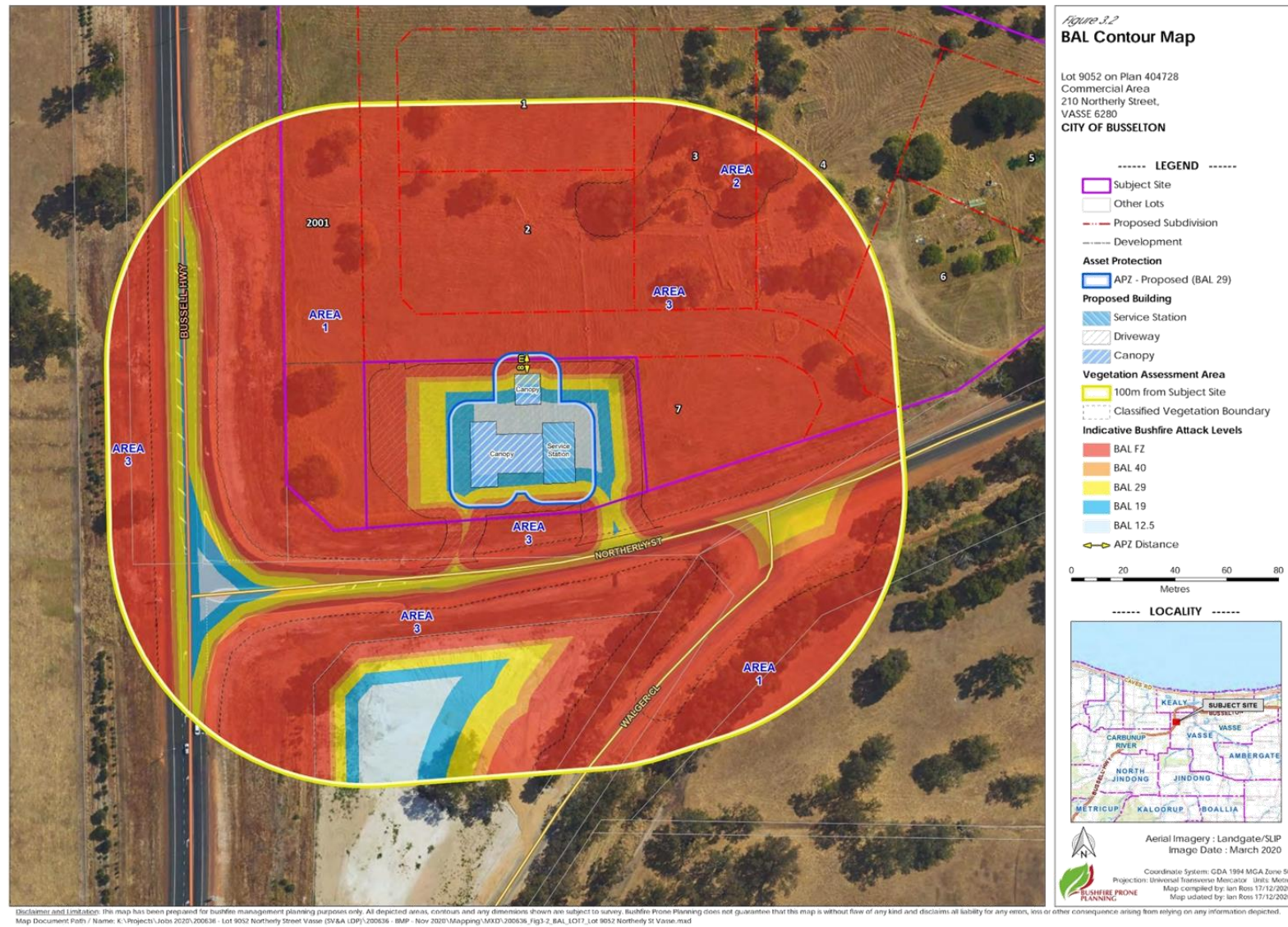
This approach is applied to indicate the achievable bushfire attack levels within the specified lot and the resultant area of developable land (i.e. subject to BAL-29 or less). Any classified vegetation within each lot can potentially be managed by the landowner to meet asset protection zone standards and dimensions corresponding to an indicated BAL.

**VEGETATION SEPARATION DISTANCES APPLIED**

The distances that have been applied to illustrating the width of each BAL contour shown in Figures 3.2 and 3.3 are stated in Table 3.1. These correspond to each Bushfire Attack Level and are specific to the proposed development site.

Table 3.1: Vegetation separation distances applied to construct the BAL contours.

BAL CONTOUR MAP – APPLIED VEGETATION SEPARATION DISTANCES								
Derived from the Application of Method 1 BAL Determination Methodology (AS 3959:2018 Section 2, Table 2.5) ¹								
Vegetation Area	Vegetation Classification	Effective Slope (degree range)	BAL and Corresponding Separation Distance (m)					
			BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW
1	Class A Forest	upslope or flat	<16	16-<21	21-<31	31-<42	42-<100	>100
2	Class B Woodland	upslope or flat	<10	10-<14	14-<20	20-<29	29-<100	>100
3	Class G Grassland	upslope or flat	<6	6-<8	8-<12	12-<17	17-<50	>50





3.2.2 Bushfire Attack Level Results - Derived from The BAL Contour Map

Table 3.2: Indicative and determined BAL(s) for existing and/or proposed building works.

BUSHFIRE ATTACK LEVEL FOR EXISTING/PLANNED BUILDINGS/STRUCTURE	
BAL Determination Methodology Applied ¹	Method 1 as per AS 3959:2018 s2.2.6 and Table 2.5.
Building/Structure Description (planned/existing)	Indicative BAL (refer to start of s3.2)
Proposed Convenience Store	BAL-29
Proposed Truck Bowsers	BAL-29
Proposed Standard Bowsers	BAL-29
Note ¹ Assessment inputs applied are presented in Section 3.1.	



4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

In response to the Bushfire Management Plan requirements established by Appendix 5 of the Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 v1.3), the following statements are made to assist in the understanding of whether the proposal is likely to be able to comply with the bushfire protection criteria now or in subsequent planning stages.

Spatial Context - Broader Landscape Considerations	
Wider road network and access constraints	The subject site is located at the intersection of Vasse Bypass and Northerly Street, which are major arterial roads with two directions of travel. The surrounding area has an extensive public road network as it is on the boundary of a residential built up area.
Proximity of settlements and emergency services	The subject site is located at the south-western corner of a residential zoning and development region. To the west is rural zoning. Vasse town centre is 2km (3 minutes) travel time. Emergency Services are located 10.2km (10 minutes) away in Vasse and Busselton town site (10 minutes).
Bushfire prone vegetation types and extent (including conserved vegetation)	The broader landscape hosts pasture grassland vegetation with heavily fragmented woodland and forest vegetation. To the north of the subject site is a section of native forest vegetation within a conservation wetland system. This forest vegetation is expected to expand along the watercourse to the west of the subject site, thus the combined area has been classified as forest. Sections of non-grassland vegetation to the south and within the greater landscape are mostly thin rows of trees acting as windbreaks.
Topography and fire behaviour interactions.	The topography is almost entirely flat within the greater landscape.
Potential for extreme fire behaviour and pyro convective events.	Extremely unlikely due to the fragmentation and limited scale of areas of bushfire prone vegetation due to cleared areas, pastured areas, moisture content, fuel load management by landowners (eaten out pasture & firebreak notice) and the availability of emergency services suppressing flank fire.
Environmental Considerations	
Constraints to implementing required and/or additional bushfire protection measures	The environment considerations have not identified any issues.
Provision of Access Within the Subject Site	
Potential constraints	No constraints to establishing the required access will exist.
Potential Bushfire Impacts	
Flame and radiant heat and ability to establish an APZ	The siting of the proposed development will allow a BAL-29 dimensioned APZ to be established. This will prevent flame contact from the classified vegetation. Application of the BAL-29 bushfire construction standard will mitigate the risks from radiant heat impact to what is considered an acceptable level. Future development of the adjoining lots and infrastructure will further reduce the potential for flame contact and radiant heat.
Embers/firebrands, smoke and fire-driven wind	Due to the primarily grassland vegetation types, fragmented forest vegetation and future development, smoke density is likely to be low. Ember attack from the forest vegetation to the north of the site is likely due to the coarse bark type of the swamp paperbark and the available understory. The appropriate protection measures of building construction and strict management of the APZ will mitigate the risk to what is considered an acceptable level.
Issues to be Considered at Subsequent Planning Stages (additional assessments/documents)	
Specific land uses to be addressed	N/A
Additional assessments	N/A
Additional documents	N/A



5 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA ESTABLISHED BY THE GUIDELINES

For a development application that is not a 'Tourism Land Use' to be considered compliant with SPP 3.7, it must satisfy (achieve) the intent of each of the four elements of the bushfire protection criteria. These criteria are established by the *Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3*. Compliance can be achieved by either:

- Meeting all applicable acceptable solutions corresponding to each element (i.e. the minimum bushfire protection measures that are deemed to satisfy planning requirements); or
- Where an acceptable solution cannot be met, by developing a performance solution that satisfies the established requirements.

5.1 Local Government Variations to Apply

Local governments may add to or modify the acceptable solutions of the Bushfire Protection Criteria (BPC) and/or apply technical requirements that vary from those specified in the *Guidelines for Planning in Bushfire Prone Areas (WAPC)*. In such instances, this Proposal will be assessed against these variations and/or any specific local government technical requirements for emergency access and water. Refer to Appendices 2 and 3 for relevant technical requirements.

Will local or regional variations (endorsed by WAPC / DFES) to the applicable acceptable solutions established by the *Guidelines* or the *Position Statement: Tourism land uses in bushfire prone areas WAPC October 2019*, apply to this Proposal?

No



5.2 Summary of Assessment Against the Bushfire Protection Criteria

SUMMARISED OUTCOME OF THE ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA					
Element of the Bushfire Protection Criteria	Basis for the Proposal Achieving Full Compliance with SPP 3.7			The Proposal Cannot Achieve Full Compliance with SPP 3.7	
	Acceptable Solutions Met		Achieves the Intent of the Element		
	All applicable solutions are fully met	All applicable solutions are not fully met. A merit based assessment and/or a bushfire performance comparison of the proposals residual risk with that of the residual risk of the acceptable solution is conducted (refer Note 4)	A performance principle-based solution is applied	Bushfire planning development type that may not require full compliance is applied	An improvement in bushfire performance compared to the existing development is detailed (refer Note 4)
1. Location	✓			N/A	
2. Siting and Design of Development	✓				
3. Vehicular Access	✓				
4. Water	✓				
Note: The development proposal has been assessed:					
1. Against the requirements established in Appendix 4 of the <i>Guidelines for Planning in Bushfire Prone Areas</i> , WAPC 2017 v1.3 (<i>Guidelines</i>). The Guidelines are found at https://www.planning.wa.gov.au/8194.aspx ; and					
2. Applying the interpretation guidance provided in <i>Position Statement: Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2: Siting and design</i> (WAPC Nov 2019).					
3. Applying any endorsed variations to the Guideline's acceptable solutions and associated technical requirements that have been established by the local government. If known and applicable these have been stated in Section 5.1 with the detail included as an appendix if required by the local government.					
4. When non-compliant with SPP 3.7 and when appropriate, by utilising additional compliance pathways that include the application of merit based assessment and comparative bushfire performance. The validity of this approach is derived from relevant decisions made by the responsible authorities (refer Appendix 2).					



5.3 Assessment Detail

Element 1: Location	
Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.	
Compliance: How the proposed development achieves the intent of Element 1:	By fully meeting all applicable acceptable solutions established by the bushfire protection criteria (Guidelines v1.3 WAPC 2017)
ASSESSMENT (COMPLIANCE) STATEMENTS For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the <i>Guidelines (WAPC 2017 v1.3)</i> and apply the interpretation guidance established by the <i>Position Statement: Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2: Siting and design (WAPC Nov 2019)</i> .	
Acceptable Solution: A1.1: Development Location	
ASSESSMENT AGAINST THE REQUIREMENTS ESTABLISHED BY THE GUIDELINES The subject lot can be considered suitable for development as BAL-40 or BAL-FZ construction standards will not be required to be applied. This meets the requirements established by Acceptable Solution A1.1 and its associated explanatory note.	
ASSESSMENT AGAINST THE REQUIREMENTS ESTABLISHED BY THE POSITION STATEMENT <div style="border: 1px solid black; padding: 10px;"> <p>The position statement establishes that:</p> <ul style="list-style-type: none"> The source of risk (the hazard) to be considered in Element 1 is the "level of bushfire exposure" from the type and extent of bushfire prone vegetation and the topography of the land on which it exists; and "Consideration should be given to the site context" which includes the land both "within and adjoining the subject site". The "hazards remaining within the site should not be considered in isolation of the hazards adjoining the site, as the potential impact of a bushfire will be dependent on the wider risk context." <p>The position statement also recognises:</p> <ul style="list-style-type: none"> That the proposed development site and its surrounding land may be part of an area "identified for development or intensification of land use prior to the release of SPP 3.7"; consequently Consideration by decision-makers "should also be given to improving bushfire management of the site and surrounding area, thereby reducing the vulnerability of people property and infrastructure to bushfire"; and The application of mitigation measures to lessen the risk to the broader area would include improvements to the local road network (including emergency access ways), improvements/additions to firefighting water supply and increasing separation distance from the hazard. </div>	
The Hazard Within the Subject Site A service station is considered a High Risk land use due to hazards on site, primarily storage of petroleum fuels. The Risk Assessment and Treatment Plan associated with this Bushfire Management Plan addresses the nature of the on-site hazards. The entirety of the subject lot is currently classified as Class G Grassland vegetation with a flat effective slope. Native bushfire prone vegetation is not present within the subject lot and the majority of the site will be cleared in the process of development and replaced with sealed hardstand or structures. Remaining undeveloped area around the perimeter of the site will be at a sufficient separation distance from structures to ensure a radiant heat flux not	



Element 1: Location

exceeding 29kW/m² (BAL-29). A portion of the APZ for the proposed truck bowzers will extend outside of the lot boundary. The management of the offsite APZ is possible as the adjoining lots are under the control of the same landowner. A future road is planned for construction in the location of the offsite portion of the APZ and maintenance will only be required until the road is installed.

Significantly intense bushfire behaviour is possible, particularly if vegetation within the lot is ignited by bushfire in the adjoining hazard and they are involved together.

However, the ability to establish a BAL-29 dimensioned APZs removes the threat of greater levels of radiant heat or flame contact upon future structures.

The primary bushfire threat from bushfire prone vegetation remaining within the subject lot will be embers. This threat will be mitigated by the application of appropriate building design, bushfire construction standards and the ongoing maintenance of the APZ to ensure the buildings will not be impacted by consequential fire within combustible materials used, stored or accumulated within the APZ.

The subject site will be managed to low threat.

The Hazard Adjoining the Subject Site

The landscape beyond the subject site almost entirely flat and topography is not considered to have a significant role in fire behaviour.

Bushfire prone vegetation within adjoining lots exists as primarily Class G Grassland. The area bounded by Vasse Bypass, Northerly Street and Lynwood Street (the former Lot 9052) is subdivided and intended for development, including the proposed service station supported by this Plan. This area contains Class G Grassland with a smaller area of Class B Woodland north of the development site. The classified vegetation on former lot 9052 is expected to be removed in the course of future development. Where the classified vegetation remains in its current state the impact on the proposed development will subject it to a radiant heat flux not exceeding 29kW/m² (BAL-29).

The landscape beyond the subject site hosts Class G Grassland vegetation as well as residential and commercial developments and infrastructure. Immediately south of the development site across Northerly Street is a narrow (<80m) and fragmented area of Class A Forest which poses a bushfire hazard, however would be unable to reach full intensity in a bushfire event.

To the north of the subject site is a wetland system which supports Class A Forest vegetation. This area is fragmented with the lakebed, road network and the Class G Grassland which dominates the landscape. The high moisture content associated with the wetland will suppress ignition and reduce the intensity of fire behaviour in this area. The coarse fuel and bark types in this area will pose an ember attack hazard.



Element 2: Siting and Design of Development

Intent: To ensure that the siting and design of development (note: not building/construction design) minimises the level of bushfire impact.

Compliance: How the proposed development achieves the intent of Element 2: By fully meeting all applicable acceptable solutions established by the bushfire protection criteria (Guidelines v1.3 WAPC 2017)

ASSESSMENT (COMPLIANCE) STATEMENTS

For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the *Guidelines (WAPC 2017 v1.3)* and apply the interpretation guidance established by the *Position Statement: Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2: Siting and design (WAPC Nov 2019)*.

Acceptable Solution: A2.1: Asset Protection Zone

THE APZ - DEVELOPMENT SITING AND DESIGN PLANNING REQUIREMENTS

The necessary outcome of bushfire planning for development siting and design, is to ensure that a building can be located within the developable portion of any lot (i.e. outside those parts of the lot that form the required R-Code building setbacks, or any other excluded area), and be subject to potential radiant heat from a bushfire not exceeding 29 kW/m² (i.e. a maximum BAL of BAL-29).

This will be achieved when the size of the "low fuel area immediately surrounding a building", the asset protection zone (APZ), is large enough. This requires a certain separation distance to exist between the building and areas of classified vegetation. These are the BAL-29 APZ dimensions and they will vary dependent on site specific parameters.

The APZ should be contained solely within the boundaries of each lot, except in instances where the neighbouring lot(s) or adjacent public land will be managed in a low-fuel state on an ongoing basis, in perpetuity.

Where possible, planning for siting and design should incorporate elements that include non-vegetated areas (e.g. roads/parking/drainage) and/or formally managed areas of vegetation (public open space/recreation areas/services installed in a common section of land), as either part of the required APZ dimensions or to additionally increase separation distances to provide greater protection. These elements create robust and easier managed asset protection zones.

THE ASSESSMENT

Proposed structures on the subject lot can be surrounded by an APZ that will ensure the potential radiant heat impact of a bushfire does not exceed 29 kW/m² (BAL-29). The required APZ specifications of width, location and management can be achieved

APZ Width: The required APZ dimensions to ensure buildings are subject to a maximum BAL of BAL-29 (measured from any external wall or supporting post or column to the edge of the classified vegetation), has been determined in Section 3.2 of this BMP and are:

BAL-29 APZ Dimensions		
Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres
	Structure to Vegetation Area 2	Minimum 14 metres
	Structure to Vegetation Area 3	Minimum 8 metres

APZ Location: Asset protection zones of the widths stated above will primarily be contained within the boundaries of the lot (refer to Figure 3.2). A portion of the APZ will extend into the adjacent area to the north which is the route of a future road. This is under the control of the same landowner and will be maintained in the same manner until the construction of the road. Onsite vegetation will be required to be modified/removed.

APZ Management: Vegetation that will require modification/removal and future management is both onsite and offsite, but under the control of the landowner.



Element 2: Siting and Design of Development

Retained vegetation will be managed in accordance with the technical requirements established by the Schedule 1: 'Standards for Asset Protection Zones (Guidelines)'. The APZ specifications are also detailed in Appendix 1.

THE APZ – REQUIRED DIMENSIONS TO SATISFY FUTURE BUILDING (AND ONGOING MANAGEMENT)

It is important for the landowner to be aware that the APZ dimensions that will be required to be physically established and maintained on each lot surrounding relevant future buildings, may be different to those stated above for the BAL-29 APZ - which is the minimum dimension a planning proposal needs to show can be established to comply with SPP 3.7.

The actual APZ dimensions to be physically established and maintained, will be based on which of the following establishes the larger APZ dimension:

- The dimensions corresponding to the determined BAL of a building (refer to Section 3.2 for explanation of the 'planning' versus 'building' requirements and 'indicative' versus 'determined' BAL); or
- The APZ dimensions established by the local government's Firebreak Notice.

If the dimensions of the APZ that are to be established are known at this time, they will be stated below.

The proposed service station is sited in an area which is expected to have ongoing development. There is no potential to reduce future construction BAL's for future buildings below BAL-29 unless there are significant changes made to offsite classified vegetation as the result of future management on those lands.

The Determined BAL using current conditions for the proposed structures has been calculated in Section 3.2 of this BMP and is show below:

The APZ Dimensions to be Established and Maintained Achievable BAL for the Proposed Development/Use is BAL-29		
Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres
	Structure to Vegetation Area 2	Minimum 14 metres
	Structure to Vegetation Area 3	Minimum 8 metres



Element 3: Vehicular Access	
Intent: To ensure that the vehicular access serving a subdivision/development is available and safe during a bushfire event.	
Compliance: How the proposed development achieves the intent of Element 3:	By fully meeting all applicable acceptable solutions established by the bushfire protection criteria (Guidelines v1.3 WAPC 2017)
ASSESSMENT (COMPLIANCE) STATEMENTS For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the <i>Guidelines</i> (WAPC 2017 v1.3).	
Acceptable Solution: A3.1: Two Access Routes	
The proposed service station has two points of access to Northerly Street. Both access routes can be reached by vehicle from any point on site.	
Acceptable Solution: A3.2: Public Road	
Northerly Street is a sealed public road and is available at all times and under all weather conditions.	
Acceptable Solution: A3.3: Cul-de-sacs (including a dead-end road)	
N/A	
Acceptable Solution: A3.4: Battle-axe	
N/A	
Acceptable Solution: A3.5: Private Driveways	
The construction technical requirements established by the Guidelines and/or the local government can and will be complied with. These requirements are set out in Appendix 2. The development will provide public road standards accessed by customers (through traffic).	
Acceptable Solution: A3.6: Emergency Access Way	
N/A	
Acceptable Solution: A3.7: Fire Service Access Routes	
N/A	
Acceptable Solution: A3.8: Firebreak Width	
The proposed development will comply with the requirements of the City of Busselton Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bush Fires Act 1954. Firebreaks to be installed prior to construction.	



Element 4: Water	
Intent: To ensure water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.	
Compliance: How the proposed development achieves the intent of Element 4:	By fully meeting all applicable acceptable solutions established by the bushfire protection criteria (Guidelines v1.3 WAPC 2017)
ASSESSMENT (COMPLIANCE) STATEMENTS For each applicable acceptable solution, the following statements present the results of the assessment of the proposed development/use against the requirements established by the <i>Guidelines</i> (WAPC 2017 v1.3).	
Acceptable Solution: A4.1: Reticulated Areas	
A reticulated water supply via an extension of Busselton Water's scheme in the Vasse light industrial park to the north is available to the subject site and hydrants will be located at the required 100 metre intervals for commercial zoning. The construction technical requirements established by the Guidelines and/or the local government can and will be complied with.	
Acceptable Solution: A4.2: Non-Reticulated Areas	
N/A	
Acceptable Solution: A4.3: Non-Reticulated Areas – Individual Lots	
N/A	



5.4 Additional Bushfire Protection Measures Established by the Risk Management Plan ('High Risk' Land Use)

The following bushfire protection measures are to be implemented and maintained. They are additional to those established by the relevant acceptable solutions applied to the proposed subdivision, development or use.

The relevant acceptable solutions are those against which this planning proposal has been assessed in Section 5.3 of this Bushfire Management Plan.

Risk Treatment – Identification and Evaluation of Options				
RISK NO.	BRIEF RISK DESCRIPTION	IDENTIFIED OPTION/S	MECHANISM OF PROPOSED RISK TREATMENT	EVALUATION OF TREATMENT (satisfies the objective-effective-practical-feasible-acceptable-affordable-sustainable-safe)
1	Stored Materials	1. Non-essential flammable items will not be stored on site 2. All flammable items required to be stored on site must be located at a distance greater than 6 metres from any structures. 3. No flammable items are to be stored between the convenience store and fuel dispensers	change likelihood of event impact	Guidance notes are to be included in the Environmental Safety Management Plan.
2	Operations as Ignition Source	Monitor and review existing controls (risk treatment measures). No additional treatments required.	N/A	
3	Offsite vegetation	Risk treatment to be included in the Facility Environmental Safety Management Plan. Risk Treatment: 1. Fuel vehicle to avoid the facility site until advised by the emergency services it is safe to drive to the facility and transfer fuel. 2. Fuel vehicle to remain as a minimum 1 kilometre distance from the bushfire event or as directed by the emergency services. 3. Public to remain away from the site until emergency service deem it safe to operate	change likelihood of event impact	Removing vehicles and fuel load from the threat of ignition satisfies the objective and is a practical and safe option.
4	Onsite vegetation	Monitor and review existing controls (risk treatment measures). No additional treatments required.	change likelihood of event impact	Maintain onsite vegetation
5	Emergency Management	Identify and include addition procedures or procedural flow charts	change potential consequences	Update the facilities Environmental Safety Management Plan.
6	Firefighter capacity	Identify and include addition procedures or procedural flow charts	change potential consequences	Update the facilities Environmental Safety Management Plan.



6 RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE PROTECTION MEASURES

Table 6.1: BMP Implementation responsibilities prior to occupancy or building.

Landowner (Developer) - Prior to Occupancy												
No.	Implementation Actions											
	<p>The local government may condition a development application approval with a requirement for the landowner/proponent to register a notification onto the certificate of title and deposited plan.</p> <p>This will be done pursuant to Section 70A <i>Transfer of Land Act 1893</i> as amended ('Factors affecting use and enjoyment of land, notification on title'). This is to give notice of the bushfire hazard and any restrictions and/or protective measures required to be maintained at the owner's cost.</p>											
1	<p>This condition ensures that:</p> <ol style="list-style-type: none">1. Landowners/proponents are aware their lot is in a designated bushfire prone area and of their obligations to apply the stated bushfire risk management measures; and2. Potential purchasers are alerted to the Bushfire Management Plan so that future landowners/proponents can continue to apply the bushfire risk management measures that have been established in the Plan.											
2	<p>Establish the Asset Protection Zone (APZ) surrounding the service station structures to the largest dimension as determined by either:</p> <ul style="list-style-type: none">• The dimensions corresponding to the determined BAL of a building (refer to Section 3.2 for explanation of the 'planning' versus 'building' requirements and 'indicative' versus 'determined' BAL); or• The dimensions corresponding to the local government's Firebreak Notice. <table border="1"><thead><tr><th colspan="3">BAL-29 APZ Dimensions</th></tr></thead><tbody><tr><td rowspan="3">Proposed Service Station</td><td>Structure to Vegetation Area 1</td><td>Minimum 21 metres</td></tr><tr><td>Structure to Vegetation Area 2</td><td>Minimum 14 metres</td></tr><tr><td>Structure to Vegetation Area 3</td><td>Minimum 8 metres</td></tr></tbody></table> <p>Establish the APZ to the above dimensions and to the standards established by the Guidelines (refer to Appendix 1) or as varied by the local government through their Firebreak Notice (refer to the following responsibility).</p> <p>This is the responsibility of the developer prior to occupancy.</p>		BAL-29 APZ Dimensions			Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres	Structure to Vegetation Area 2	Minimum 14 metres	Structure to Vegetation Area 3	Minimum 8 metres
BAL-29 APZ Dimensions												
Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres										
	Structure to Vegetation Area 2	Minimum 14 metres										
	Structure to Vegetation Area 3	Minimum 8 metres										
3	<p>Prior to sale of the construction, the subject lot is to be compliant with the City of Busselton Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bushfires Act 1954.</p> <p>This may include specifications for asset protection zones that differ from the Guideline's APZ Standards, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with. Refer to Appendix 1.</p>											
4	<p>There is an obligation, created by this Bushfire Management Plan, for a Risk Management Plan to be developed and approved for the 'high risk' land use (refer to Section 1.2).</p> <p>BMP Section 5.4, Additional Measures Established by the Risk Management Plan ('High Risk' Land Use) must be complied with prior and during occupancy.</p>											
5	<p>Prior to any building work, inform the builder of the existence of this Bushfire Management Plan and the responsibilities it contains, regarding the required construction standards. This will be:</p>											



	<ul style="list-style-type: none">• The standard corresponding to the determined BAL, as per the bushfire provisions of the Building Code of Australia (BCA); and/or• A higher standard because the BMP establishes that the construction standard is to correspond to a higher BAL as an additional bushfire protection measure.
--	--



Table 6.3: Ongoing management responsibilities for the Landowner/Occupier.

6.3 Landowner/Occupier - Ongoing

No.	Ongoing Management Actions										
1	<p>Maintain the Asset Protection Zone (APZ) surrounding service station to the largest dimension as determined by either:</p> <ul style="list-style-type: none">The dimensions corresponding to the determined BAL of a building (refer to Section 3.2 for explanation of the 'planning' versus 'building' requirements and 'indicative' versus 'determined' BAL); orThe dimensions corresponding to the local government's Firebreak Notice. <table><tr><th colspan="3">BAL-29 APZ Dimensions</th></tr><tr><td rowspan="3">Proposed Service Station</td><td>Structure to Vegetation Area 1</td><td>Minimum 21 metres</td></tr><tr><td>Structure to Vegetation Area 2</td><td>Minimum 14 metres</td></tr><tr><td>Structure to Vegetation Area 3</td><td>Minimum 8 metres</td></tr></table> <p>Maintain the APZ to the above dimensions and to the standards established by the Guidelines (refer to Appendix 1) or as varied by the local government through their Firebreak Notice (refer to the following responsibility).</p>	BAL-29 APZ Dimensions			Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres	Structure to Vegetation Area 2	Minimum 14 metres	Structure to Vegetation Area 3	Minimum 8 metres
BAL-29 APZ Dimensions											
Proposed Service Station	Structure to Vegetation Area 1	Minimum 21 metres									
	Structure to Vegetation Area 2	Minimum 14 metres									
	Structure to Vegetation Area 3	Minimum 8 metres									
2	<p>Comply with the City of Busselton Firebreak and Fuel Hazard Reduction Notice issued under s33 of the Bush Fires Act 1954.</p> <p>This may include specifications for asset protection zones that differ from the Guideline's APZ Standards, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with. Refer to Appendix 1.</p>										
3	<p>Maintain vehicular access routes within the lot to the required surface condition and clearances as stated in the BMP.</p>										
4	<p>Ensure that any builders (of future structures on the lot) are aware of the existence of this Bushfire Management Plan and the responsibilities it contains regarding the application of construction standards corresponding to a determined BAL.</p>										
5	<p>Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with:</p> <ol style="list-style-type: none">the requirements of the WA Building Act 2011 and the bushfire provisions of the Building Code of Australia (BCA); andwith any identified additional requirements established by this BMP or the local government.										
6	<p>To implement and maintain, the additional bushfire protection measures contained in Section 5.4 of this Bushfire Management Plan, in addition to the measures that are established by the acceptable solutions.</p>										
7	<p>The Risk Management Plan containing bushfire risk management measures for flammable onsite hazards and operations with the potential to ignite a bushfire, must be reviewed each year and relevant information updated. All required measures must continue to be complied with.</p>										



Table 6.4: Ongoing management responsibilities for the Local Government.

6.3 Local Government - Ongoing	
No.	Ongoing Management Actions
1	Monitor landowner compliance with the Bushfire Management Plan and the annual City of Busselton Firebreak and Fuel Hazard Reduction Notice.
2	Where control of an area of vegetated land is vested in the control of the local government and that area of land has influenced the assessed BAL(s) of the subject site(s) – and the BAL has been correctly assessed and considered all reasonable and likely future expectations for changes in vegetation classification - there is an obligation to consider the impact of any changes to future vegetation management and/or revegetation plans with respect to that area.



APPENDIX 1: TECHNICAL REQUIREMENTS FOR ONSITE VEGETATION MANAGEMENT

A1.1 Requirements Established by the Guidelines – Standards for Asset Protection Zones

(Source: *Guidelines for Planning in Bushfire Prone Areas - WAPC 2017 v1.3 Appendix 4, Element 2, Schedule 1 and Explanatory Note E2.1*)

DEFINING THE ASSET PROTECTION ZONE (APZ)

Description: An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level (by reducing fuel loads). The width of the required APZ varies with slope and vegetation and varies corresponding to the BAL rating determined for a building (lower BAL = greater dimensioned APZ).

For planning applications, the minimum sized acceptable APZ is that which is of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It will be site specific.

For subdivision planning, design elements and excluded/low threat vegetation adjacent to the lot(s) can be utilised to achieve the required vegetation separation distances and therefore reduce the required dimensions of the APZ within the lot(s).

Defendable Space: The APZ includes a defendable space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defendable space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defendable space is dependent on the space, which is available on the property, but as a minimum should be 3 metres.

Establishment: The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

[Note: Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation that can be involved in a bushfire, is unsafe.]

Schedule 1: Standards for APZ

Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.

Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.

Fine Fuel Load: combustible dead vegetation matter less than 6 mm in thickness reduced to and maintained at an average of two tonnes per hectare (example below).



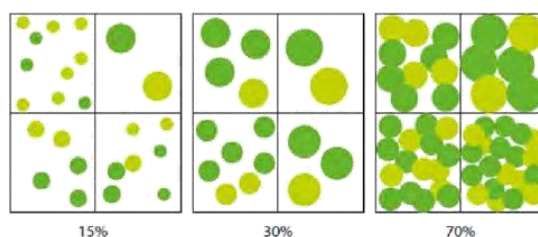
Example: Fine fuel load of 2 t/ha

(Image source: Shire of Augusta Margaret River's Firebreak and Fuel Reduction Hazard Notice)



Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy. Diagram below represents tree canopy cover at maturity.

Tree canopy cover – ranging from 15 to 70 per cent at maturity



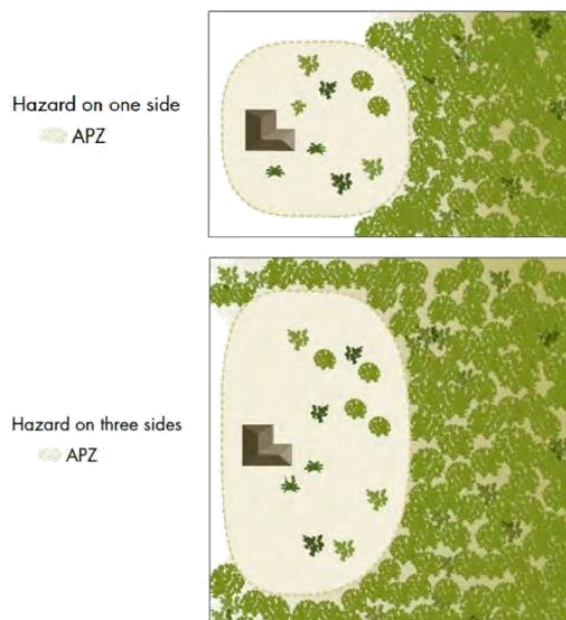
(Source: Guidelines for Planning in Bushfire Prone Areas 2017, Appendix 4)

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.

Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 mm in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: should be managed to maintain a height of 100 mm or less.

The following example diagrams illustrate how the required dimensions of the APZ will be determined by the type and location of the vegetation.





A1.2 Requirements Established by the Local Government – the Firebreak Notice

The local government's current Firebreak Notice is available on their website, at their offices and is distributed as ratepayer's information. It must be complied with.

These requirements are established by the local government's Firebreak Notice created under s33 of the Bushfires Act 1954 and issued annually (potentially with revisions). The Firebreak Notice may include additional components directed at managing fuel loads, accessibility and general property management with respect to limiting potential bushfire impact.

If Asset Protection Zone (APZ) specifications are defined in the Firebreak Notice, these may differ from the Standards established by the Guideline's, with the intent to better satisfy local conditions. When these are more stringent than those created by the Guidelines, or less stringent and endorsed by the WAPC and DFES, they must be complied with.

The APZ dimensions to be physically established and maintained, will be based on which of the following establishes the larger APZ dimension:

- The dimensions corresponding to the determined BAL of a building (refer to Section 3.2 explanation of the 'planning' versus 'building' requirements and 'indicative' versus 'determined' BAL(s)); or
- The APZ dimensions established by the local government's Firebreak Notice.

A1.3 Requirements Recommended by DFES – Property Protection Checklists

Further guidance regarding ongoing/lasting property protection (from potential bushfire impact) is presented in the publication 'DFES – Fire Chat – Your Bushfire Protection Toolkit'. It is available from the Department of Fire and Emergency Services (DFES) website.

A1.4 Requirements Established by AS 3959:2018 – 'Minimal Fuel Condition'

This information is provided for reference purposes. This knowledge will assist the landowner to comply with Management Requirement No. 3 set out in the Guidance Panel at the start of this Appendix. It identifies what is required for an area of land to be excluded from classification as a potential bushfire threat.

"Australian Standard - AS 3959:2018 Section 2.2.3.2: Exclusions - Low threat vegetation and non-vegetated areas:

The Bushfire Attack Level shall be classified BAL-LOW where the vegetation is one or a combination of the following:

- a) *Vegetation of any type that is more than 100m from the site.*
- b) *Single areas of vegetation less than 1ha in area and not within 100m of other areas of vegetation being classified vegetation.*
- c) *Multiple area of vegetation less than 0.25ha in area and not within 20m of the site or each other or other areas of vegetation being classified vegetation.*
- d) *Strips of vegetation less than 20m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20m of the site or each other, or other areas of vegetation being classified vegetation.*
- e) *Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.*
- f) *Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a **minimal fuel condition**, (means insufficient fuel available to significantly increase the severity of a bushfire attack – for example, recognisable as short cropped grass to a nominal height of 100mm), mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks (single row of trees)."*



APPENDIX 2: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

Each local government may have their own standard technical requirements for emergency vehicular access, and they may vary from those stated in the Guidelines.

When required, these are stated in Section 5.1 of this bushfire management plan.

Requirements Established by the Guidelines – The Acceptable Solutions

(Source: *Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3, Appendix 4*)

VEHICULAR ACCESS TECHNICAL REQUIREMENTS - PART 1					
Acceptable Solution 3.8: Firebreak Width Lots greater than 0.5 hectares must have an internal perimeter firebreak of a minimum width of three meters or to the level as prescribed in the local firebreak notice issued by the local government.					
VEHICULAR ACCESS TECHNICAL REQUIREMENTS - PART 2					
Technical Component	Vehicular Access Types				
	Public Roads	Cul-de-sacs	Private Driveways	Emergency Access Ways	Fire Service Access Routes
Minimum trafficable surface (m)	6*	6	4	6*	6*
Horizontal clearance (m)	6	6	6	6	6
Vertical clearance (m)	4.5	4.5	4.5	4.5	4.5
Maximum grade <50 metres	1 in 10	1 in 10	1 in 10	1 in 10	1 in 10
Minimum weight capacity (t)	15	15	15	15	15
Maximum cross-fall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum inner radius (m)	8.5	8.5	8.5	8.5	8.5
* A six metre trafficable surface does not necessarily mean paving width. It could, for example, include four metres of paving and one metre of constructed road shoulders. In special circumstances, where 8 lots or less are being serviced, a public road with a minimum trafficable surface of four metres for a maximum distance of ninety metres may be provided subject to the approval of both the local government and DFES.					



APPENDIX 3: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER

Reticulated Areas

[Source: Guidelines for Planning in Bushfire Prone Areas WAPC 2017 v1.3, Appendix 4, Element 4]

The Water Corporation's 'No 63 Water Reticulation Standard' is deemed to be the baseline criteria for developments and should be applied unless local water supply authority's conditions apply.

The requirement is to supply a reticulated water supply and fire hydrants, in accordance with the technical requirements of the relevant water supply authority and DFES.

Key specifications in the most recent version/revision of the design standard include:

- **Residential Standard** – hydrants are to be located so that the maximum distance between the hydrants shall be no more than 200 metres.
- **Commercial Standard** – hydrants are to be located with a maximum of 100 metre spacing in Industrial and Commercial areas.
- **Rural Residential Standard** – where minimum site areas per dwelling is 10,000 m² (1ha), hydrants are to be located with a maximum 400m spacing. If the area is further subdivided to land parcels less than 1ha, then the residential standard (200m) is to be applied.

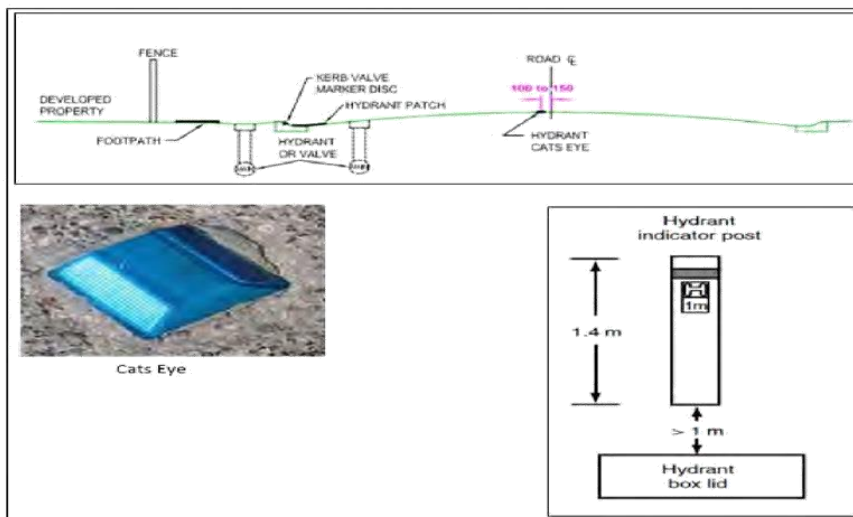


Figure A4.1: Hydrant Location and Identification Specifications



ADDENDUM NO.1: RISK ASSESSMENT AND TREATMENT PLAN



'High Risk' Land Use in a Bushfire Prone Area

Risk Management Plan

for

Flammable Onsite Hazards and Operations with
Potential to Ignite a Bushfire

United Petroleum PTY LTD

Lot 9052 Northerly Street, Vasse

City of Busselton

Job Reference No: 200636

Job Reference No: Associated Bushfire Management Plan (BMP): 200636 v1.0

Date: 17 December 2020

BPP Group Pty Ltd t/a Bushfire Prone Planning
ACN: 39 166 551 784 | ABN: 39 166 551 784
Level 1, 159-161 James Street
Guildford WA 6055
PO Box 388
Guildford WA 6935
08 6477 1144 | admin@bushfireprone.com.au



DOCUMENT CONTROL

PREPARATION				
Author:	Mike Scott (BPAD Level 3 - No. 27795)			
Review/Authorise:	Kathy Nastov (BPAD Level 3 - No. 27794)			
VERSION HISTORY				
Version	Version Details	Date		
1.0	Original	17 December 2020		
-				
High Risk Land Use - Risk Management Plan Template v2.6				
DISTRIBUTION				
Destination	Version	No. Copies	Hard Copy	Electronic Copy
Person/Business: Aaron Bell Email: aaron@ableplanning.com.au			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Person/Business: Email:			<input type="checkbox"/>	<input type="checkbox"/>
<p>Limitations: The measures contained in this Bushfire Risk Management Plan document, are considered to be minimum requirements and they do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures established by the associated Bushfire Management Plan (BMP) and the required risk treatment measures set out in this Risk Treatment Plan, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.</p> <p>Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p>Copyright ©2020 BPP Group Pty Ltd: All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>				



CONTENTS

1	THE PROPOSED DEVELOPMENT	3
1.1	INTRODUCTION	3
1.2	DESIGNATION AS A HIGH RISK LAND USE	3
2	ESTABLISHING THE RISK ASSESSMENT CONTEXT	4
2.1	OBJECTIVES	4
2.1.1	Emergency Management	4
2.1.2	Meet the Requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)	4
2.1.3	Develop a Site and Source of Risk Specific, Risk Management Plan	4
2.2	SCOPE OF THE RISK ASSESSMENT	5
2.2.1	Bushfire Specific	5
2.2.2	The Level at Which the Risk Assessment Process is to be Conducted	5
2.2.3	The Risk Assessment Process to be Applied	5
2.2.4	The Concept of Risk to be Applied	6
2.2.5	Sources of Risk (Hazard) to be Considered	7
2.2.6	The Emergency Events to be Considered	7
2.2.7	The Consequence Categories to be Considered	8
2.3	DETERMINATION OF THE RISK ASSESSMENT CRITERIA TO BE APPLIED	8
2.4	STAKEHOLDER ENGAGEMENT	8
3	RISK IDENTIFICATION FOR THE PROPOSED DEVELOPMENT/USE	9
3.1	THE RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION	10
3.2	THE RISK IDENTIFICATION REGISTER PART 2: EXISTING/PLANNED CONTROLS (RISK TREATMENTS)	15
4	RISK ANALYSIS FOR THE PROPOSED DEVELOPMENT/USE	17
4.1	EXISTING CONTROL LEVELS	18
4.2	CONSEQUENCE LEVELS AND ASSOCIATED RISK CRITERIA	19
4.3	LIKELIHOOD LEVELS AND ASSOCIATED RISK CRITERIA	22
4.4	RISK LEVELS AND ASSOCIATED RISK CRITERIA	23
4.5	RISK ANALYSIS REGISTER	23
5	RISK EVALUATION	25
5.1	RISK PRIORITY DETERMINATION (BROAD GUIDANCE FOR THE ORDER IN WHICH RISKS SHOULD BE ADDRESSED)	25
5.2	RISK CATEGORY DETERMINATION (GUIDANCE REGARDING THE NEED FOR FURTHER ACTION)	26
5.3	RISK RANK DETERMINATION (SPECIFIC GUIDANCE FOR THE ORDER IN WHICH RISKS SHOULD BE ADDRESSED)	26
5.4	RISK EVALUATION REGISTER	27
6	RISK TREATMENT	28
6.1	IDENTIFICATION AND EVALUATION OF OPTIONS	28
6.2	RISK TREATMENT PLAN	30
6.3	RESPONSIBILITY TO IMPLEMENT THE RISK TREATMENT PLAN	32
7	MONITOR AND REVIEW	33
8	RECORD AND REPORT	33



1 THE PROPOSED DEVELOPMENT

1.1 Introduction

The proposed fuel station will be located at the corner of Northerly Street and Bussell Highway, Vasse, WA within the City of Busselton. The site is neighboured by rural farm land (pasture) to the west, south and east and to the north is a POS wetland (forest). The area between the proposed service station and the wetland will be subdivided for industrial land use. Further to the north, approximately 350m is the Vasse industrial area.

The fuel station will be providing fuel from underground tanks with numerous fuel dispensers located on the forecourt for public dispensing of fuel. A convenience store forms part of the proposal.

1.2 Designation as a High Risk Land Use

State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) defines development, within designated bushfire prone areas, that is to be considered a high risk land use as:

A land use which may lead to the ignition, prolonged duration, and/or increased intensity of a bushfire. Such uses may also expose the community, fire fighters and the surrounding environment to dangerous and uncontrolled substances during a bushfire event.

The Guidelines for Planning in Bushfire Prone Areas (WAPC 2017 v1.3) provide examples of what constitutes a high risk land use, and these can be considered to have one or all of the attributes identified in the table below.

SUMMARY OF WHY THE PROPOSED DEVELOPMENT/USE CONSTITUTES IT BEING CONSIDERED A 'HIGH RISK' LAND USE (list of relevant items on the development site)		
Combustible (Hazardous) Materials (health effects and higher flashpoints)	Flammable/Dangerous Goods (physical/chemical effects and lower flash points)	Operations that are a Potential Source of Ignition to Bushfire Prone Vegetation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The site will store diesel fuels	The site will store petroleum	



2 ESTABLISHING THE RISK ASSESSMENT CONTEXT

2.1 Objectives

2.1.1 Emergency Management

The overarching objective of this Risk Management Plan (Plan) is to consider the risk exposure of the proposed facility/premises to an emergency event related to bushfire and specifically to those risks caused by the storage of flammable hazards or the potential for operations to generate a means of ignition of combustible materials both onsite and offsite (e.g. bushfire prone vegetation).

The Plan is concerned with the societal objectives of:

- Protecting life, property, economic activity, and the environment; and
- Ensuring the continued functioning of essential services and systems that support these.

2.1.2 Meet the Requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)

SPP 3.7 is framed with the intent of implementing effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The preservation of human life is considered paramount.

SPP 3.7 establishes the requirement for development within designated bushfire prone areas, that will be subject to a Bushfire Attack Level (BAL) rating above BAL-LOW, to comply with the relevant policy measures. The policy measures applicable to the proposed development are summarised below.

SPP 3.7 Policy Measure 6.5: Information to accompany development applications

SPP 3.7 Policy measure 6.5 establishes the requirement to develop a Bushfire Management Plan (BMP) that:

1. Determines the extent to which Bushfire Attack Levels (as defined by AS 3959:2018 BAL determination methodology) will impact the development site;
2. Identifies any bushfire hazard issues arising from the BAL assessment; and
3. Conducts an assessment against the bushfire protection criteria to determine compliance.

These assessments have been conducted and the BMP has been developed as a separate document to be submitted with the development application.

SPP 3.7 Policy Measure 6.6: Vulnerable or high-risk land uses

SPP 3.7 Policy measure 6.6 establishes the requirement for a proposed high risk land use to develop a risk management plan (to be submitted with the development application), that addresses bushfire risk management measures for the specific source of risk described as "any flammable onsite hazards".

This requirement will be met by the preparation of a site and use specific risk management plan that establishes the outcomes of conducting a risk assessment process and presents a risk treatment plan.

2.1.3 Develop a Site and Source of Risk Specific, Risk Management Plan

Bushfire Prone Planning (BPP) satisfies the requirement for a risk management plan (the Plan) by producing a document that satisfies the requirements established by the Guidelines and is focussed on identifying and addressing the site specific sources of risk applicable to the proposed 'high risk' development/use and associated with bushfire.

Subsequently, a risk treatment plan will be developed that applies selected treatments to improve any existing controls (risk treatment measures) and/or establish new controls in order to reduce identified potential risks.

Risk treatments that are selected to be applied, will be required to be incorporated into the planning and operations of the proposed land use by the following means:

- Be included in the landowner/operator responsibilities established in the associated Bushfire Management Plan; and
- Being required to be incorporated into an existing (if applicable) or a new Emergency Management Plan for the site and its operations.



2.2 Scope of the Risk Assessment

2.2.1 Bushfire Specific

The *Guidelines for Planning in Bushfire Prone Areas* (WAPC 2017 v1.3) (Guidelines), support the application of SPP 3.7. SPP 3.7 establishes the single source of risk to be considered (i.e. 'any flammable onsite hazards') while Section 5.6 of the Guidelines effectively expands on the sources of risk to be considered by establishing the consequences that are to be considered. The consequences established are:

- Ignition of a bushfire;
- Prolonging a bushfire's duration;
- Increasing the intensity of a bushfire; and
- Exposing persons and the environment to dangerous and uncontrolled substances during a bushfire event.

From this guidance, it is determined that the risk management plan required by SPP 3.7 for a high risk land use, is not required to consider sources of risk that are either not associated with bushfire or are planning assessments required to be dealt with by in the Bushfire Management Plan. Therefore, these are excluded from the scope of this risk management plan. This includes any risk management requirements for planning and operational purposes that are established by other legislation and/or regulations (e.g. Dangerous Goods Safety Act 2004).

Consequently, the sources of risk to be identified in conducting of this risk assessment process, are bushfire specific and limited to:

1. Identifying direct potential sources of risk that could ignite adjacent bushfire prone vegetation and/or increase the intensity or duration of a bushfire – and are associated with the proposed land use operations and/or storage of hazardous and/or flammable materials onsite; and
2. Identifying potential sources of risk that exist when combined with a bushfire event in adjacent bushfire prone vegetation. These are sources of risk that could ignite onsite stored hazardous and/or flammable materials and present consequential threats to persons, structures and the environment onsite and offsite.

2.2.2 The Level at Which the Risk Assessment Process is to be Conducted

Higher Level / Strategic potential broad mitigation measures	Operational Level ongoing specific mitigation measures	Project / Activity / Event Level shorter term specific mitigation measures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.2.3 The Risk Assessment Process to be Applied

Bushfire Prone Planning's approach is to ensure that the process to identify and analyse risks is conducted via a structured process that is compliant with an international risk management standard - ISO 31000.

The format and content of this risk management plan is structured as an adaptation of the emergency risk management process established by the *Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines* (NERAG) (AIDR 2020) and illustrated in Figure 1.

NERAG provides a method for undertaking emergency risk assessments and is structured to align broadly with relevant sections of *ISO 31000:2018 Risk management – Guidelines* (see Figure 1).

Additional guidance, where relevant, is taken from:

- National Land Use Planning Guidelines for Resilient Communities (Planning Institute Australia 2015).
- Land Use Planning for Disaster Resilient Communities (AIDR, 2020).
- *Guidelines for Preparing a Bushfire Risk Management Plan* (DFES 2015 – Office of Bushfire Risk Management) that have been developed to assist local governments fulfil their obligations under the State Emergency Management Plan for Fire (Westplan Fire).

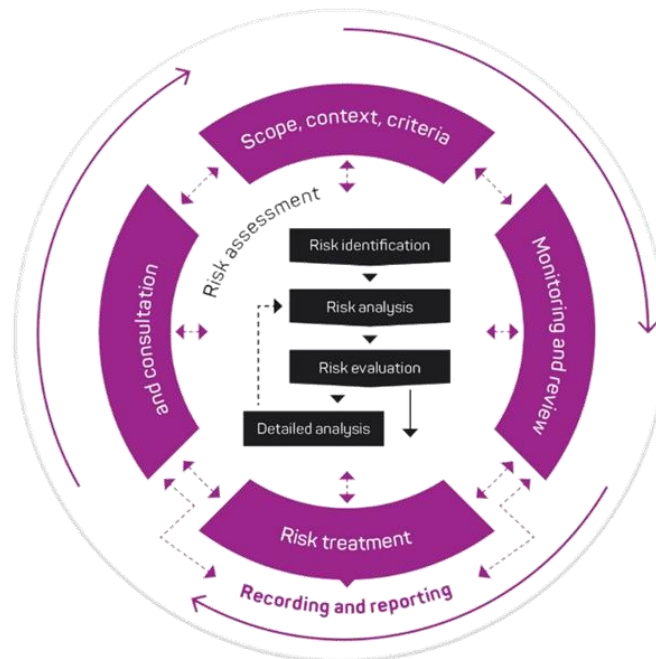


Figure 1: The iterative emergency risk management process (adapted from ISO 31000:2018) – NERAG 2020

2.2.4 The Concept of Risk to be Applied

Risk:

In this context, risk is being used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. The degree of risk presented by that interaction will depend on the likelihood and consequence of the hazard occurring (PIA 2015).

Residual Risk:

Is the risk remaining after any risk treatment (by elimination, avoidance, reduction/mitigation or transfer) has been applied to reduce its potential likelihood and/or its potential consequences. Residual risk can also be any risk that is chosen to be retained rather than treated (NERAG AIDR 2020; PIA 2015)

Universally Acknowledged Concept of Acceptable Risk:

Nothing can be absolutely free of risk, everything under some circumstance can cause harm. There are degrees of risk and consequently degrees of safety. In the real world, attaining zero risk is not possible. Nevertheless, after risk avoidance, elimination or control measures are taken, the residual risk should be acceptable, as judged by the decision makers. For some situations, the residual risk may be high and still be judged by the participants in an activity to be acceptable.

Definition of Acceptable Risk:

Developing a single, distinct and commonly accepted definition of an acceptable (or tolerable) risk level that is universally applicable is not possible. In general terms, all that can be said is that the residual risk, after determining the severity of outcome of an event and the event probability, and the taking of preventative action, must be acceptable in the particular setting being considered.

Applicable 'Acceptable Risk' Statements Include:

- Acceptable risk is the level of risk which is tolerated in a given context based on current values of society.



- Acceptable risk is considered as "that level of risk that is sufficiently low that society is comfortable with it. Society does not generally consider expenditure in further reducing such risks justifiable (Land Use Planning for Disaster Resilient Communities (AIDR, 2020)).
- A level that is sufficiently low to require no new treatments or actions to allow communities to live with the risk.

Relevant 'Risk Tolerance' Statements Include:

- Tolerable risk is risk that is accepted in a given context based on the current values of society.
- Risk tolerance is defined as the organisation's or stakeholder's readiness to bear the risk, after risk treatment, in order to achieve its objectives. Risk tolerance can be influenced by legal or regulatory requirements (ISO Guide 73:2009 Risk management vocabulary).
- Tolerating risk is the willingness to live with a risk, on the understanding that it is being properly controlled and managed. Tolerable does not mean that it is regarded as negligible, or something we may ignore, but rather as something that needs to be kept under review and reduced further, if deemed necessary.

What constitutes an acceptable or tolerable level of risk will vary among local government areas, community context and the considered activity context.

2.2.5 Sources of Risk (Hazard) to be Considered

The definition of sources of risk that will be applied is: **"An element which, alone or in combination, has the intrinsic potential to give rise to risk"** (source: ISO Guide 73:2009 Risk management – vocabulary).

Standalone Sources of Risk (Direct)					
Combustible (Flammable) Materials (Including Hazardous Materials) Stored Onsite		Business Operations that are a Potential Source of Ignition for Onsite or Offsite Flammable/Combustible Materials			
☒		☒		☐	
Sources of Risk that will Exist When Combined with a Fire Event (Indirect)					
Bushfire Prone Vegetation Within the Broader Landscape Adjacent to the Area Proposed for Development (i.e. Offsite).	Bushfire Prone Vegetation Within the Area Proposed for Development (i.e. Onsite)	The Availability Onsite of Relevant Emergency Management Information and Responsible Persons for Emergency Management	The Availability of Adequate Firefighting Water Supplies, Equipment and Emergency Services to Respond		
☒	☐	☒	☒	☐	☐

2.2.6 The Emergency Events to be Considered

The definition of emergency event that will be applied is: **"An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response"** (source: AIDR Glossary 2019).

Bushfire	Grassfire	Residential Structure Fire	Industrial Structure Fire	Stored Materials Fire
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



2.2.7 The Consequence Categories to be Considered

People health, safety, support required, death, injury	Economic Property/infrastructure damage, production loss, financial loss	Environmental loss of species, landscape, values	Social community and cultural/heritage impact	Public Administration impact on governing	Legal and Reputation regulatory and image impact
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The consequence categories to be considered will be limited to those selected above. This approach is based on aligning the of the risk assessment component of the risk management plan to the intent of *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)* which is to preserve life and reduce the impact of bushfire on property and infrastructure.

2.3 Determination of the Risk Assessment Criteria to be Applied

The qualitative and quantitative risk assessment criteria that have been applied, in conducting the risk analysis and evaluation, have been established as being applicable to the circumstances and scale of the development being assessed and in consultation with stakeholders as necessary. These are presented in Appendix 1.

2.4 Stakeholder Engagement

The following stakeholders have been consulted with and have contributed to establishing the context and scope of the risk assessment process.

Date	Name	Relevant Detail
	United Petroleum	



3 RISK IDENTIFICATION FOR THE PROPOSED DEVELOPMENT/USE

Intent: To consider risk in this context as being the potential negative effect of uncertainties on the objectives of the proposed development and its operations by consideration of the likelihood of harmful consequences.

To do this a key step is to identify a comprehensive list of risks based on the sources of risk, the emergency events and the consequence categories to be considered. These are established through the defining of the objectives, scope and risk assessment criteria for the proposed development/use and are set out in Section 2 'Establishing the Risk Assessment Context'.

Summary Process:

1. Identify all potential sources of risk (the hazards) and describe their characteristics, including the threats they present. Consideration is given to those risks that currently exist (for an existing development/use) and to those that that will exist post the implementation of the planned development/use;
2. Describe the potential consequences for each relevant category of consequence (established in s2.2.7). These are described as worst case and unmitigated consequences. Any causal link between risk source, event and consequence is noted along with stating if the emergency event and consequences are a current or future possibility; and
3. Describe any risk treatments (controls/risk management measures) that currently exist and/or form part of the proposed development/use, which reduce the severity or likelihood of the defined consequences.



3.1 The Risk Identification Register Part 1: Risk Description

RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION			
RISK DESCRIPTION (STATEMENT)			
Risk No.	Identified Source of Risk (the hazard - its threats and characteristics)	Consequence Category	Potential Consequences (worst case and unmitigated)
1	<p>STORED MATERIALS</p> <p>General Description: Combustible and flammable materials (including hazardous materials) stored onsite. These may have the potential to either ignite a bushfire or be a consequential source of risk if ignited by a bushfire.</p> <p>Potential consequential threats include exposing the site and its use to the threats of local fire, potentially prolonging the duration and/or intensity of a bushfire and exposing persons and the surrounding environment to dangerous and uncontrolled substances.</p> <p>Site Specific Description:</p> <p>Underground tanks containing diesel and petroleum, when venting or decanting may have the potential to either ignite a bushfire or be a consequential source of risk if ignited by a bushfire</p> <ul style="list-style-type: none"> Heat radiation, and/or Direct flame contact from a jet fire, pool fire or flash fire. 	People	<p>Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats.</p> <p>Exacerbation of existing medical conditions (e.g. asthma).</p> <p>Ongoing stress related illness attributed to the emergency event.</p> <p>Site Specific:</p> <p>Staff or public initial exposure to venting fuel (jet fire) or pool fire.</p>
		Economic	<p>Potential damage or loss of buildings, plant, equipment and operational infrastructure.</p> <p>Disruption of business with loss of income, employment and future operational capacity. Possible business failure.</p> <p>Local or regional economy may be impacted.</p> <p>Site Specific:</p> <p>Disruption to local business and possible loss of local employment</p>
2	<p>OPERATIONS AS AN IGNITION SOURCE</p> <p>General Description: Business operations and procedures that have the potential to ignite adjacent bushfire prone vegetation.</p> <p>Site Specific Description:</p> <ul style="list-style-type: none"> Decanting fuel by public (static ignition) Decanting fuel by fuel distributor. 	People	<p>Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats.</p> <p>Exacerbation of existing medical conditions (e.g. asthma).</p> <p>Ongoing stress related illness attributed to the emergency event.</p>



RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION			
RISK DESCRIPTION (STATEMENT)			
Risk No.	Identified Source of Risk (the hazard - its threats and characteristics)	Consequence Category	Potential Consequences (worst case and unmitigated)
	<ul style="list-style-type: none"> Unauthorised smoking. A vehicle may ignite if exposed to ember attack during transport or in the process of transferring fuel. 		Site Specific: Injury and death may occur.
		Economic	Potential damage or loss of buildings, plant, equipment and operational infrastructure. Disruption of business with loss of income, employment and future operational capacity. Possible business failure. Local or regional economy may be impacted. Site Specific: Potential loss of infrastructure and vehicle. Loss of local employment. Loss of business revenue.
3	OFFSITE VEGETATION General Description: Bushfire prone vegetation within the broader landscape adjacent to the area proposed for development. The potential threats from the burning of these fuels are flame contact, radiant heat, embers, smoke, and high winds impacting buildings and persons. The severity of these threats is determined by fire weather conditions, the type / structure / quantity / location and extent of the fuels and the topography of the land on which the fuels exist. Bushfire spreading upslope has increased intensity and rate of spread.	People	Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats. Exacerbation of existing medical conditions (e.g. asthma). Ongoing stress related illness attributed to the emergency event. Site Specific: Embers may cause a local fire resulting in death or injury. There may be accidents as a result of people trying to avoid the threat of local fire.



RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION			
RISK DESCRIPTION (STATEMENT)			
Risk No.	Identified Source of Risk (the hazard - its threats and characteristics)	Consequence Category	Potential Consequences (worst case and unmitigated)
	<p>Site Specific Description:</p> <p>The proposed Service Station exposure to the threat of bushfire, specifically ember attack from any direction. Pasture fire from the west, south and east will produce low level ember attack and very little to no residual heat after the fire front has passed. A forest fire from the north, although approximately 300m from the subject site, presents the greatest threat. The forest fuel will produce long distance and prolonged ember attack. The proposed service station.</p>	Economic	<p>Potential damage or loss of buildings, plant, equipment and operational infrastructure.</p> <p>Disruption of business with loss of income, employment and future operational capacity. Possible business failure.</p> <p>Local or regional economy may be impacted.</p> <p>Site Specific:</p> <p>Partial loss or damage of the building, structures and fuel dispensers.</p> <p>Disruption of business with loss of income, employment</p>
4	<p>ONSITE VEGETATION</p> <p>General Description: Bushfire prone vegetation within the area proposed for development.</p> <p>The potential threats from the burning of these fuels are flame contact, radiant heat, embers, smoke, and high winds impacting buildings and persons.</p> <p>The severity of these threats is determined by fire weather conditions, the type / structure / quantity / location and extent of the of fuels, landscaping, constructed or natural barriers and the topography of the land on which the fuels exist. Bushfire spreading upslope has increased intensity and rate of spread.</p> <p>Site Specific Description:</p> <p>All on site vegetation will be managed.</p>	<p>People</p> <p>Economic</p>	<p>Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats.</p> <p>Exacerbation of existing medical conditions (e.g. asthma).</p> <p>Ongoing stress related illness attributed to the emergency event.</p> <p>Site Specific:</p> <p>Any vegetation on site will be managed (will not support running fire), therefore there the onsite vegetation will not contribute to death or injury.</p> <p>Potential damage or loss of buildings, plant, equipment and operational infrastructure.</p> <p>Disruption of business with loss of income, employment and future operational capacity. Possible business failure.</p> <p>Local or regional economy may be impacted.</p> <p>Site Specific:</p> <p>Onsite vegetation will not contribute to economic loss.</p>



RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION			
RISK DESCRIPTION (STATEMENT)			
Risk No.	Identified Source of Risk (the hazard - its threats and characteristics)	Consequence Category	Potential Consequences (worst case and unmitigated)
5	<p>EMERGENCY MANAGEMENT</p> <p>General Description: The unavailability of persons onsite who have some understanding of bushfire behaviour and/or have been trained to manage a bushfire emergency through the application of a bushfire emergency plan developed for the use of a site.</p> <p>The unavailability of appropriate emergency management information that will assist persons to make an informed analysis regarding initiating and/or continuing the most appropriate emergency procedures for the site and its use.</p> <p>Persons without the necessary emergency management information, relevant experience, knowledge and training, may make poor decisions during an emergency event. There is likely no or limited capacity to appreciate the context of the site and its surrounds with respect to its influence on bushfire behaviour. This includes not being aware of any potentially significant limitations to the window of time available to conduct a planned evacuation procedure. These limitations are related to the potential bushfire behaviour of fire impacting the specific site and evacuation routes and the knowledge of what safer locations exist onsite.</p> <p>The risk is increased if specific on-site advice from attending emergency services personnel is unlikely to or cannot be provided.</p> <p>Site Specific Description:</p> <p>Site personnel require site specific safety management knowledge including bushfire awareness (Lack of environmental safety management knowledge).</p>	People	<p>Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats.</p> <p>Exacerbation of existing medical conditions (e.g. asthma).</p> <p>Ongoing stress related illness attributed to the emergency event.</p> <p>Site Specific:</p> <p>Death or injury and stress related illnesses from poor decision making due to lack of knowledge in managing emergencies including threat of bushfire</p>
		Economic	<p>Potential damage or loss of buildings, plant, equipment and operational infrastructure.</p> <p>Disruption of business with loss of income, employment and future operational capacity. Possible business failure.</p> <p>Local or regional economy may be impacted.</p> <p>Site Specific:</p> <p>Loss of infrastructure and illness related time away from work due to poor decision making during an emergency.</p>
6	<p>FIREFIGHTING CAPABILITY</p> <p>General Description: No or limited availability onsite of bushfire/structure firefighting equipment, water and/or persons with appropriate training and expertise.</p> <p>The potential for attendance of emergency services of emergency services is non-existent, impractical or unlikely. This will vary dependent on location (urban / rural / remote). Risks to persons can be considered as greater if assistance to manage a bushfire and protect persons and dwellings, is not available or will take considerable time to arrive and limited firefighting capability exists onsite.</p>	People	<p>Death or injury of persons from exposure to the potential threats of bushfire and/or accidents while making efforts to avoid these threats.</p> <p>Exacerbation of existing medical conditions (e.g. asthma).</p> <p>Ongoing stress related illness attributed to the emergency event.</p>



RISK IDENTIFICATION REGISTER PART 1: RISK DESCRIPTION			
RISK DESCRIPTION (STATEMENT)			
Risk No.	Identified Source of Risk (the hazard - its threats and characteristics)	Consequence Category	Potential Consequences (worst case and unmitigated)
	Site Specific Description: Ill informed personnel unable to provide emergency services critical information. Taking inappropriate action putting themselves and other at risk.		Site Specific: Death or injury to themselves and others
		Economic	Potential damage or loss of buildings, plant, equipment and operational infrastructure. Disruption of business with loss of income, employment and future operational capacity. Possible business failure. Local or regional economy may be impacted. Site Specific: Loss of infrastructure and employment.



3.2 The Risk Identification Register Part 2: Existing/Planned Controls (Risk Treatments)

RISK IDENTIFICATION REGISTER PART 2: EXISTING/PLANNED CONTROLS (that reduce the severity or likelihood of the potential consequences)			
IDENTIFIED SOURCE OF RISK		RELEVANT CONSEQUENCE CATEGORY	EXISTING/PLANNED PREVENTION AND PREPAREDNESS CONTROLS
No.	Title		
1a	Stored Materials	People	To reduce the potential for fire spread from consequential fires in the open air. Storage of flammable items in the open air may become consequential fires. To reduce the likelihood of onsite fires spreading to structures, the following applies: a. Non-essential flammable items are not be stored on site b. All flammable items required to be stored on site must be located at a distance greater than 6 metres from any structures. c. No flammable items are to be stored between the convenience store and the fuel dispensers.
		Economic	
2	Operations as Ignition Source	People	To reduce the exposure of fuel transport and transfer of fuel during a bushfire event. Vehicle, guidance for transport operators to be included in the Facility Emergency Plan.
		Economic	
3	Offsite Vegetation	People	To reduce the risk of the facility igniting offsite vegetation, risk management plans, operating procedures, and safety data information will be available and current. This includes: a. Environmental Safety Management Plan b. Evacuation Plan c. Risk and Hazard Management Procedure d. Storage of hazardous substances e. Bushfire Management Plan f. High Risk Land Use – Risk Assessment and Treatment Plan
		Economic	
4	Onsite Vegetation	People	All onsite vegetation will be managed prior bushfire season
		Economic	
5	Emergency Management	People	Staff will be trained, and Environmental Safety Management Plan will be provided
		Economic	
6	Firefighting Capability	People	Onsite staff will be trained in initial response. Fire extinguishers will be available on site. Emergency services are located in the town of Busselton (15 minutes response times).
		Economic	



RISK IDENTIFICATION REGISTER PART 2: EXISTING/PLANNED CONTROLS (that reduce the severity or likelihood of the potential consequences)			
IDENTIFIED SOURCE OF RISK		RELEVANT CONSEQUENCE CATEGORY	EXISTING/PLANNED RESPONSE AND RECOVERY CONTROLS
No.	Title		
1	Stored Materials	People	To ensure efficient response and recovery from injury and/or fatalities and damage to structures and disruption to business, the facility will be compliant with industry standards and will be implementing organisational risk management plans and procedures. The Facility emergency management arrangements includes onsite prevention, detection, control and emergency response instructions and training. The response plans provided will aid in the incident response and recovery.
		Economic	
2	Operations as Ignition Source	People	Guidance and training for transport operators will ensure the response to a bushfire emergency will be appropriate. Training is mandatory for fuel transport providers. The Facilities emergency procedures and Environmental Safety Management Plan, and staff training ensures appropriate emergency response and recovery.
		Economic	
3	Offsite Vegetation	People	Appropriate storage and reduction of onsite flammable items will reduce the likelihood of consequential fires and reduce fire suppression requirements, thus enhancing response and recovery.
		Economic	
4	Onsite Vegetation	People	
		Economic	
5	Emergency Management	People	Staff will be trained in basic emergency management procedures and response.
		Economic	
6	Firefighting Capability	People	Staff will be trained in initial response (if safe). Emergency services are located in Busseton town site, turnout time is approximately 15 minutes.
		Economic	



4 RISK ANALYSIS FOR THE PROPOSED DEVELOPMENT/USE

Intent:

To comprehend the nature of the risk and determine the level of the risk. Risk analysis provides the basis for the subsequent risk evaluation and subsequent decisions about risk treatment. Of particular importance in analysing risk, is the determination of appropriate risk criteria that establish the terms of reference against which the significance of a risk is evaluated.

Process:

Relevant to the scale and operation of the assessed facility:

- Establish the qualitative descriptors used to determine the control levels for any existing controls (risk treatments);
- Establish appropriate risk criteria that are to be applied to each consequence level and for each consequence category that is to be considered;
- Establish the event likelihood descriptors (qualitative and quantitative as applicable) that are to apply, based on the chance of the emergency event occurring and causing the described consequence;
- Establish the qualitative risk levels that are to apply by application of the consequence/likelihood matrix.

Analyse the identified risks, record the results in the risk analysis register and determine the risk level that is to apply to each identified risk (after the effect of any existing control level is considered).



4.1 Existing Control Levels

Existing Control Strength and Expediency (qualitative descriptors)				
LEVEL	CONTROL STRENGTH (effectiveness)	CONTROL EXPEDIENCY (ease of implementation – cost/practicality/regulations/acceptance)		
Very Low	Control has almost no effect in reducing the level of risk.	Application of the control is outside of the experience and planning of operators, with no effective procedures or plans for its operation. It has not been foreseen that the control will ever need to be used. The application of the control requires significant cost over and above existing resources, and the cost will most likely be objected to by a number of stakeholders.		
Low	Control has some effect in reducing the level of risk.	The control is applied rarely, and operators may not have experience using it. The use of the control may have been foreseen and plans for its application may have been considered, but it is not part of normal operational protocols and has not been tested. Extraordinary cost is required to apply the control, which may be difficult to obtain.		
Medium	Control is effective in reducing the level of risk.	The control is infrequently applied and is outside of the operators' everyday experience. The use of the control has been foreseen and plans for its application have been prepared and tested. Some extraordinary cost may be required to apply the control.		
High	Control is highly effective in reducing the level of risk.	The control is frequently applied. A procedure to apply the control is well understood and resourced. The cost of applying the control is within current resources and budgets.		
Existing Control Levels				
CONTROL STRENGTH	CONTROL EXPEDIENCY			
	Very Low	Low	Medium	High
Very Low	Very Low	Very Low	Low	Low
Low	Very Low	Low	Medium	Medium
Medium	Low	Medium	Medium	Medium
High	Low	Medium	Medium	High



4.2 Consequence Levels and Associated Risk Criteria

Consequence Levels – (of the emergency event originating from the identified hazard/source of risk)						
LEVEL	CONSEQUENCE CATEGORY AND APPLIED RISK CRITERIA					
	People health, safety, death, injury	Economic property damage, production loss, financial loss	Environmental loss of species, landscape, values	Social community and cultural/heritage impact	Public Administration impact on governing	Legal and Reputation regulatory and image impact
Insignificant	No injuries	No or slight damage to property (< \$2000). No or inconsequential financial loss.	Limited short term damage (< 1 yr). Minor impact, managed within operating budget.	None	None	Low-level legal issue. Breach of internal target or objective. No public concern.
Minor	Criteria Applied at the Operational Scale – Buildings, Land and Business Onsite					
	Minor injuries only requiring first aid.	Component level replacement / repair (\$2000 - \$10,000).	Localised medium term (1-5 yr) damage that can be recovered (up to \$20,000 to correct).	Inconsequential or no disruption to community.	N/A	Minor legal issues, breach of corporate standard or external guideline.
	Criteria Applied at the Broader Scale (when applicable) - Adjacent Locality, Region, Community (or government)					
	No persons are displaced. Little or no personal support (physical, mental, emotional) required.	Inconsequential damage to assets, with little or no specific recovery efforts required beyond the immediate clean-up. Government/business sector losses managed within standard financial provisions.	Limited medium term damage that can be recovered.	Inconsequential short-term failure of infrastructure or service delivery. Repairs occur within 1 week, service outages last less than 24 hours.	Inconsequential govt business disruptions.	N/A
Moderate	Criteria Applied at the Operational Scale – Buildings, Land and Business Onsite					
	Injuries require medical treatment.	Equipment level replacement or repair (\$10,000 - \$100,000).	Substantial medium term (1-5 yr) damage but recoverable (up to \$100,000 to correct).	N/A	N/A	Serious breach of legislation, regulation, or licenses.
	Criteria Applied at the Broader Scale (when applicable) - Adjacent Locality, Region, Community (or government)					
	Isolated cases of serious injuries, but no fatalities. Some hospitalisation required and managed within normal operating capacity of health services. Isolated cases of displaced persons who return within 24 hours. Personal support (physical, mental, emotional) satisfied through local arrangements.	Localised damage to assets that is rectified by routine arrangements. Local economy impacted with additional financial support required to recover. Disruptions to businesses lead to isolated cases of loss of employment or business failure. Government sector losses require activation of reserves to cover loss.	Isolated cases of damage to environmental assets, one-off recovery efforts required, but with no long term effects to asset values.	Community functioning as normal with some inconvenience. Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. Repairs occur within 1 week to 2 months, service outages last less than 1 week. Isolated cases of damage to cultural assets, one-off recovery efforts required, but with no long term effects to asset values.	N/A	N/A



Consequence Levels – (of the emergency event originating from the identified hazard/source of risk)						
LEVEL	CONSEQUENCE CATEGORY AND APPLIED RISK CRITERIA					
	People health, safety, death, injury	Economic property damage, production loss, financial loss	Environmental loss of species, landscape, values	Social community and cultural/heritage impact	Public Administration impact on governing	Legal and Reputation regulatory and image impact
Major	Criteria Applied at the Operational Scale – Buildings, Land and Business Onsite					
	Restricted work or lost time injury or illness. Single death or serious permanent disability.	Multiple equipment replacements (\$100,000 - \$1,000,000).	Serious medium term damage (1-5 yr) with costly remediation (up to \$1M).	N/A	N/A	Major breach of legislation, regulation, or licenses. Regulator enforcement action fines.
	Criteria Applied at the Broader Scale (when applicable) - Adjacent Locality, Region, Community (or government)					
	Isolated cases of fatalities. Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being stretched. Large number of persons displaced (more than 24 hours duration). Significant resources required for personal support (physical, mental, emotional).	Significant damage to assets, with ongoing recovery efforts and external resources required. Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment.	Localised extinction of native species. This may range from loss of a single population to loss of all species within the area being considered (and where the species occupies a greater range than just the considered area).	Community only partially functioning. Widespread inconvenience, with some services unavailable. Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. Repairs occur within 2 to 6 months, service outages last less than a month. Significant cases of damage to cultural assets, including long term effects to values.	N/A	N/A
Catastrophic	Criteria Applied at the Operational Scale – Buildings, Land and Business Onsite					
	Multiple fatalities.	Large scale damage (> \$1,000,000).	Widespread long-term damage (5yrs or longer). Not totally recoverable. > \$1M to correct or in penalties.	N/A	N/A	Major breach of legislation, regulation, or licenses. Regulatory intervention, fines, litigation, prosecution, jail terms.
	Criteria Applied at the Broader Scale (when applicable) - Adjacent Locality, Region, Community (or government)					
	Multiple cases of fatalities. Extensive number of severe injuries. Extended and large number requiring hospitalisation, leading to health services being unable to cope. Extensive displacement of persons for extended duration.	Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to	Permanent damage to environmental assets. Extinction of a native species in nature (i.e. wild specimens and does not include flora or fauna bred or kept in captivity). This category is most relevant to species that are restricted to the area being considered or also occur in adjoining areas and are	Community unable to function without significant support. Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. Repairs will take longer than 6 months, service outages last more than 1 month.	N/A	N/A



Consequence Levels – (of the emergency event originating from the identified hazard/source of risk)						
LEVEL	CONSEQUENCE CATEGORY AND APPLIED RISK CRITERIA					
	People health, safety, death, injury	Economic property damage, production loss, financial loss	Environmental loss of species, landscape, values	Social community and cultural/heritage impact	Public Administration impact on governing	Legal and Reputation regulatory and image impact
	Extensive resources required for personal support (physical, mental, emotional).	widespread business failures or loss of employment.	likely to be impacted upon by the same emergency event.	Permanent damage to cultural assets.		



4.3 Likelihood Levels and Associated Risk Criteria

Likelihood Levels (of the emergency event and estimated consequences, originating from the identified hazard/source of risk)	
LEVEL	LIKELIHOOD DESCRIPTORS – TO BE APPLIED AS RELEVANT
Rare	<p>Facility/Building/Business: The event is theoretically possible. Unheard of in a comparable facility.</p> <p>Bushfire: The occurrence of an event in the vicinity is not known, and fuels are not available to the extent that a bushfire can be expected to spread and impact the subject site (via embers from distance or flames and radiant heat from close proximity).</p> <p>Probability: Annual Exceedance Probability (the chance of event occurring once in a year) = 0.5%</p> <p>Indicative Frequency: One event in 200 years.</p>
Unlikely	<p>Facility/Building/Business: The event has not occurred in the life of the facility but has occurred in the industry.</p> <p>Bushfire: Fires do not occur frequently in the vicinity, and no fuels are available to enable a bushfire to spread and impact the subject site (via embers from distance or flames and radiant heat from close proximity).</p> <p>Probability: Annual Exceedance Probability (the chance of event occurring once in a year) = 2%</p> <p>Indicative Frequency: One event in 50 years</p>
Possible	<p>Facility/Building/Business: The event has occurred in the life of the facility. Exceptional conditions may allow this event to occur.</p> <p>Bushfire: Fires do occur frequently in the vicinity, but the availability of fuels to enable a bushfire to spread and impact the subject site (via embers from distance or flames and radiant heat from close proximity) is limited.</p> <p>Probability: Annual Exceedance Probability (the chance of event occurring once in a year) = 5%</p> <p>Indicative Frequency: One event in 20 years.</p>
Likely	<p>Facility/Building/Business: The event has occurred in the life of the facility and/or a number of near misses have occurred.</p> <p>Bushfire: Fires do not occur frequently in the vicinity, but fuels are available to the extent that a bushfire can be expected to spread and impact the subject site (via embers from distance or flames and radiant heat from close proximity).</p> <p>Probability: Annual Exceedance Probability (the chance of event occurring once in a year) = 20%</p> <p>Indicative Frequency: One event in 5 years.</p>
Almost Certain	<p>Facility/Building/Business: The event has occurred, and repeated events expected in the facility life.</p> <p>Bushfire: Fires do occur frequently in the vicinity, and fuels are available to the extent that a bushfire can be expected to spread and impact the subject site (via embers from distance or flames and radiant heat from close proximity).</p> <p>Probability: Annual Exceedance Probability (the chance of event occurring once in a year) = 63%</p> <p>Indicative Frequency: One or more per year.</p>



4.4 Risk Levels and Associated Risk Criteria

Risk Levels - of the emergency event originating from the identified hazard/source of risk					
LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Very Low	Very Low	Low	Medium	High
Unlikely	Very Low	Low	Medium	High	High
Possible	Low	Low	Medium	High	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Almost Certain	Medium	Medium	High	Extreme	Extreme

4.5 Risk Analysis Register

Risk Analysis Register							
RISK NO.	BRIEF RISK DESCRIPTION	EXISTING CONTROL LEVELS		CONSEQUENCE LEVEL	LIKELIHOOD LEVEL (after the effect of any existing control level is considered)	RISK LEVEL (consequence x likelihood)	CONFIDENCE IN ASSESSED RISK LEVEL (default = moderate)
		Prevention and Preparedness	Response and Recovery				
1	Stored Materials	High	High	Moderate	Possible	Medium	Moderate
2	Operations as Ignition Source	Medium	Low	Moderate	Possible	Medium	Moderate
3	Offsite vegetation	Low	Low	Moderate	Likely	High	Moderate
4	Onsite vegetation	High	High	Insignificant	Possible	Low	Moderate
5	Emergency Management	Medium	Low	Moderate	Possible	Medium	Moderate



Risk Analysis Register							
RISK NO.	BRIEF RISK DESCRIPTION	EXISTING CONTROL LEVELS		CONSEQUENCE LEVEL	LIKELIHOOD LEVEL (after the effect of any existing control level is considered)	RISK LEVEL (consequence x likelihood)	CONFIDENCE IN ASSESSED RISK LEVEL (default = moderate)
		Prevention and Preparedness	Response and Recovery				
6	Firefighting Capability	Low	Low	Major	Possible	High	Moderate



5 Risk Evaluation

Intent: To determine which identified risks require further assessment or treatment and prioritise the application risk management measures to reduce risk levels.

Process: This section completes the risk assessment process of identification, analysis, and evaluation. It determines (based on the parameters established in this section) the risk priority, the risk category, the risk rank, and any resultant requirement for additional risk treatments to be developed. The outcome is stated in the Risk Evaluation Register.

5.1 Risk Priority Determination (broad guidance for the order in which risks should be addressed)

Risk Priority Level - Descriptions					
PRIORITY LEVEL	GENERAL DESCRIPTORS OF ACTION PATHWAY				
1	Highest priority for treatment (and/or further investigation). Highest authority relevant to context of risk assessment must be formally informed of risks. Each risk must be examined, and any actions of further investigation and/ or risk treatment are to be documented, reported to, and approved by that highest authority.				
2	High priority for treatment (and/or further investigation). Highest authority relevant to context of risk assessment should be formally informed of risks. Further investigations and treatment plans should be developed.				
3	Medium priority for treatment (and/or further investigation). Actions regarding investigation and risk treatment should be delegated to appropriate level of organisation, and further investigations and treatment plans may be developed.				
4	Low priority for treatment (and/or further investigation). Actions regarding investigation and risk treatment should be delegated to appropriate level of organisation, and further investigations and treatment plans may be developed.				
5	Broadly acceptable risk. No action required beyond monitoring of risk level and priority during monitoring and review phase.				
Risk Priority Level - corresponding to stated risk levels at the moderate confidence level					
PRIORITY LEVEL (RISK LEVEL)	CONSEQUENCE				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	5 (very low)	5 (low)	4 (low)	3 (medium)	2 (high)
Unlikely	5 (very low)	4 (low)	3 (medium)	2 (high)	2 (high)
Possible	4 (low)	4 (low)	3 (medium)	2 (high)	1 (extreme)
Likely	4 (low)	3 (medium)	2 (high)	1 (extreme)	1 (extreme)
Almost Certain	3 (medium)	3 (medium)	2 (high)	1 (extreme)	1 (extreme)



5.2 Risk Category Determination (guidance regarding the need for further action)

Risk Category		
CATEGORY	DESCRIPTORS APPLIED	CONSIDERATIONS APPLIED TO DETERMINE/MODIFY THE CATEGORY
1 (Treat)	Require Treatment: Risks that have been identified during the risk assessment process to require treatment and for which there is confidence in being able to determine appropriate risk management objectives and subsequent treatments.	If the confidence level of the risk assessment were improved such that it would likely lead to a change in Priority Level and/or different decisions being made regarding the its treatment and management, then further analysis is warranted. Category 2 should apply.
2 (Analyse)	Require Further Analysis/Evaluation: Risks that have been identified during the risk assessment process that require further analysis and subsequent re-evaluation.	If the urgency of a needed risk treatment outweighs the determined requirement for further analysis and such treatment will not have adverse consequences outside of the target of the treatment, then a treatment plan is to be considered. Category 1 should apply.
3 (Monitor)	Require No Additional Treatment: Risks that have been identified during the risk assessment process to only require ongoing monitoring, maintenance, and review of existing controls, as part of the ongoing risk management process.	Otherwise, If the risk has a priority of 1-4 then a treatment plan should be considered (i.e. Category 1) while a priority of 5 does not require a treatment plan (i.e. Category 3).

5.3 Risk Rank Determination (specific guidance for the order in which risks should be addressed)

Risk Rank																											
RISK PRIORITY	1				2						3						4						5				
RISK CATEGORY	1 - Treat	1 - Treat	2 - Analyse	2 - Analyse	1 - Treat	1 - Treat	1 - Treat	2 - Analyse	2 - Analyse	2 - Analyse	1 - Treat	1 - Treat	1 - Treat	2 - Analyse	2 - Analyse	2 - Analyse	1 - Treat	1 - Treat	1 - Treat	1 - Treat	2 - Analyse	2 - Analyse	2 - Analyse	2 - Analyse	3 - Monitor	3 - Monitor	3 - Monitor
RISK LEVEL	Extreme	High	Extreme	High	Extreme	High	Medium	Extreme	High	Medium	High	Medium	Low	High	Medium	Low	High	Medium	Low	Very Low	High	Medium	Low	Very Low	Medium	Low	Very Low
RISK RANK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
ADJUST	For each risk rank, it may be necessary to rank one type of consequence over another (e.g. 5a, 5b, 5c). The priority will be Protect life ⇒ Protect property ⇒ Protect critical infrastructure ⇒ Protect the environment.																										



5.4 Risk Evaluation Register

Risk Evaluation Register							
RISK NO.	BRIEF RISK DESCRIPTION	FROM RISK ANALYSIS REGISTER		RISK PRIORITY	RISK CATEGORY	RISK RANK	PLANNED RISK TREATMENT
		EXISTING CONTROL LEVEL	RISK LEVEL				
1	Stored Materials	High	Medium	Priority 5	Category 3 - Monitor	25 out of 27	Monitor and review existing controls (risk treatment measures). No additional treatments required.
2	Operations as Ignition Source	Medium	Medium	Priority 5	Category 3 - Monitor	25 out of 27	Monitor and review existing controls (risk treatment measures). No additional treatments required.
3	Offsite vegetation	Low	High	Priority 3	Category 1 - Treat	13 out of 27	Identify additional risk treatments. Evaluate and apply.
4	Onsite vegetation	High	Low	Priority 5	Category 3 - Monitor	25 out of 27	Monitor and review existing controls (risk treatment measures). No additional treatments required.
5	Emergency Management	Medium	Medium	Priority 3	Category 1 - Treat	12 out of 27	Identify additional risk treatments. Evaluate and apply.
6	Firefighter capacity	Low	Medium	Priority 3	Category 1 - Treat	12 out of 27	Identify additional risk treatments. Evaluate and apply.



6 Risk Treatment

Intent: To identify and apply the most effective risk treatments (risk management measures/controls) to those identified sources of risk for which the risk assessment has determined that treatment (controls) or additional treatments to existing controls are required. **The objective is to reduce the existing level of risk to an acceptable level.** The Identified treatments will either (a) remove/avoid the source of the risk (b) change the likelihood of the emergency event or (c) change the consequence. Alternatively, the evaluation process may determine that the most appropriate solution is for the residual risk to be shared (e.g. insurance) or retained (no treatment applied).

Process: Identify treatment options, evaluate the options, and establish how they will be implemented and if the objective has been met.

6.1 Identification and Evaluation of Options

Risk Treatment – Identification and Evaluation of Options				
RISK NO.	BRIEF RISK DESCRIPTION	IDENTIFIED OPTION/S	MECHANISM OF PROPOSED RISK TREATMENT	EVALUATION OF TREATMENT (satisfies the objective-effective-practical-feasible-acceptable-affordable-sustainable-safe)
1	Stored Materials	1. Non-essential flammable items will not be stored on site 2. All flammable items required to be stored on site must be located at a distance greater than 6 metres from any structures. 3. No flammable items are to be stored between the convenience store and fuel dispensers	change likelihood of event impact	Guidance notes are to be included in the Environmental Safety Management Plan.
2	Operations as Ignition Source	Monitor and review existing controls (risk treatment measures). No additional treatments required.	N/A	
3	Offsite vegetation	Risk treatment to be included in the Facility Environmental Safety Management Plan. Risk Treatment: 1. Fuel vehicle to avoid the facility site until advised by the emergency services it is safe to drive to the facility and transfer fuel. 2. Fuel vehicle to remain as a minimum 1 kilometre distance from the bushfire event or as directed by the emergency services. 3. Public to remain away from the site until emergency service deem it safe to operate	change likelihood of event impact	Removing vehicles and fuel load from the threat of ignition satisfies the objective and is a practical and safe option.
4	Onsite vegetation	Monitor and review existing controls (risk treatment measures). No additional treatments required.	change likelihood of event impact	Maintain onsite vegetation



Risk Treatment – Identification and Evaluation of Options				
RISK NO.	BRIEF RISK DESCRIPTION	IDENTIFIED OPTION/S	MECHANISM OF PROPOSED RISK TREATMENT	EVALUATION OF TREATMENT (satisfies the objective-effective-practical-feasible-acceptable-affordable-sustainable-safe)
5	Emergency Management	Identify and include addition procedures or procedural flow charts	change potential consequences	Update the facilities Environmental Safety Management Plan.
6	Firefighter capacity	Identify and include addition procedures or procedural flow charts	change potential consequences	Update the facilities Environmental Safety Management Plan.



6.2 Risk Treatment Plan

Risk Treatment Plan			
RISK NO.	BRIEF RISK DESCRIPTION	THE RISK TREATMENT (RISK MANAGEMENT MEASURE) AND IMPLEMENTATION	THE RESIDUAL RISK IS AS LOW AS REASONABLY PRACTICAL (ALARP)
1	Stored Materials	Proposed Actions: 1. Non-essential items will not be stored on site. 2. All flammable items required to be stored on site must be located at a distance greater than 6 metres from any structures. 3. No flammable items are to be stored between the convenience store and the fuel dispensers. Resource Requirements: Responsibilities/Management: Timing and Schedule: Before and during occupation/operating	Yes - when applied with existing and/or proposed additional treatments
2	Operations as Ignition Source	Proposed Actions: Monitor and review existing controls (risk treatment measures). No additional treatments required. Resource Requirements: Responsibilities/Management: Timing and Schedule: Before and during occupation/operating	Yes - when applied with existing and/or proposed additional treatments
3	Offsite vegetation	Proposed Actions: Risk treatment to be included in the Facility Environmental Safety Management Plan. Risk Treatment: 1. During a bushfire event, Fuel vehicle to avoid the facility site until advised by the emergency services it is safe to drive to the facility and transfer fuel. 2. Fuel vehicle to remain as a minimum 1 kilometre distance from the bushfire event or as directed by the emergency services. 3. Public vehicles not to enter the site until the emergency services has deemed the site safe. Resource Requirements: Responsibilities/Management: Timing and Schedule: Before occupation/operating	Yes - when applied with existing and/or proposed additional treatments
4	Onsite vegetation	Proposed Actions: Maintain onsite vegetation to low threat (APZ requirements) Resource Requirements: Responsibilities/Management: Timing and Schedule: Before and during occupation/operating	Yes - when applied with existing and/or proposed additional treatments



Risk Treatment Plan			
RISK NO.	BRIEF RISK DESCRIPTION	THE RISK TREATMENT (RISK MANAGEMENT MEASURE) AND IMPLEMENTATION	THE RESIDUAL RISK IS AS LOW AS REASONABLY PRACTICAL (ALARP)
5	Emergency Management	Proposed Actions: Include procedures in the facilities Environmental Safety Management Plan Resource Requirements: Responsibilities/Management: Timing and Schedule: Before and during occupation/operating	Yes - when applied with existing and/or proposed additional treatments
6	Firefighter capacity	Proposed Actions: Include procedures in the facilities Environmental Safety Management Plan Resource Requirements: Responsibilities/Management: Timing and Schedule: Before and during occupation/operating	Yes - when applied with existing and/or proposed additional treatments



6.3 Responsibility to Implement the Risk Treatment Plan

The existence of the risk treatment plan and a responsibility for the implementation and maintenance of any identified treatments, will be created in the associated bushfire management plan.



7 Monitor and Review

As part of the proposed developments operation, a program should be established for monitoring and reviewing the outcomes of this documented risk management process.

The risk assessment needs to be updated regularly to ensure that it is current, and the recommended treatments and their priorities remain relevant. The monitoring and review process should include:

- Ensuring the identified controls are operating effectively and adequately and have not changed over time;
- Ensuring the best and most up to date available information is used as evidence for the likelihood, consequence, and confidence levels;
- Incorporating information from emergency events that may have occurred since the last risk assessment;
- Accounting for changes in the context of the risk assessment; and
- Identifying and accounting for emerging risks.

8 Record and Report

As part of the proposed developments operation and to complete the risk management process, the following actions should be undertaken:

- Document the outcomes of the monitoring and reviewing program; and
- Communicate the outcomes to the organisations management and other stakeholders defined in establishing the context for this document. The intent is to assist with supporting the improvement of risk management and decision making.

SCHEDULE OF SUBMISSIONS

YourSay Response						
	First Name	Surname	Town	Do you support the proposal?	Why do you support this proposal? /Why don't you support this proposal?	Response
1	K.	MacLeay	Vasse	No	<ul style="list-style-type: none"> • Already an existing 3 – 4 service stations in the area. • Concerns regarding impact of Busselton Outer Bypass, (BOB) and additional traffic as a result of BOB along Bussell Highway traveling towards Margaret River. • Concerns that traffic entering Bussell Highway from future BOB, traffic travelling between Dunsborough and Bussell and future Vasse Bypass will miss development. • Concerns regarding increase in use of electric vehicle and decrease demand for fossil fuel station. • Concerns regarding proposed height of sign. Height considered excessive and will stand out amongst vegetation. • Concerns regarding impact of future dual carriageway along Bussell Highway on the development and how vehicles will be able to access development. 	<ul style="list-style-type: none"> • Number of existing Service Stations within the locality as well as future demand for service stations is not a valid planning consideration. • Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> ○ Vehicle movements and traffic ○ Pylon Sign.
2	R.	Barden	Vasse	No	<ul style="list-style-type: none"> • Concerns regarding traffic volumes at intersection of Northerly Street and Bussell Highway. • Concerns regarding number of existing service stations within the area and impact on existing businesses within the area. 	<ul style="list-style-type: none"> • Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> ○ Traffic • Number of existing Service Stations within the locality is not a valid planning consideration.
3	C.	Hess	Vasse	No	<ul style="list-style-type: none"> • Concerns regarding truck movement along Northerly Street to the round-about at the intersection of Northerly Street and Bussell Highway north of the site (including noise and safety concerns). Development should be designed to stop trucks travelling north on Northerly street. • Northerly Street should be for local traffic movement only. 	<ul style="list-style-type: none"> • Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> ○ Vehicle movements and traffic

SCHEDULE OF SUBMISSIONS

					<ul style="list-style-type: none"> Concerns regarding additional truck movements and impact on school children crossing Northerly Street to get to Cape Naturaliste High School. 	
4	M.	McDermott	Vasse	No	<ul style="list-style-type: none"> Concerns regarding number of existing service stations within the area. Concerns regarding impact on existing local businesses within the area including Vasse General Store and Carbarup General Store. 	<ul style="list-style-type: none"> Economic impact upon existing Service Stations within the locality is not a valid planning consideration.
5	J.	Smith	Kealy	No	<ul style="list-style-type: none"> Environmental report submitted by the developers is poorly researched and relies on previous out of date reports. The report on the wetland references a report from 2006. This wetland has rebounded significantly in the 14 years since. Water levels have changed significantly in recent times due to the huge amount of development that has been undertaken in the area. Wetland has been rehabilitated and re-vegetation has taken place and made a huge difference to the quality of this wetland. It is no longer degraded and is now an important wetland for local birds and other indigenous species. Concerns regarding petrol spill or run-off from the hardstand would be catastrophic for this wetland and the animals that rely on it for their habitat. Better located south of Northerly Street where the land is dryer and there is a lower risk of contamination of an important local wetlands. 	<ul style="list-style-type: none"> Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> Environmental Impacts , including impacts upon Franklin Wetland.
6	Withheld	Withheld	Vasse	No	<ul style="list-style-type: none"> Concerns regarding number of service stations with convenience stores already located in the immediate area. Adverse effects on the Franklin Wetland Reserve immediately behind the proposed development. The Franklin Wetland Reserve was rehabilitated to be a self-sustaining state which provided for the reestablishment of over 70,000 native wetland plants and increased the native fauna and flora to the area. Consequently, this Reserve now serves as a dual purpose in catering for both commuters (walking or bike riding) and wetland visitors so people can appreciate the beauty and values of the wetlands 	<ul style="list-style-type: none"> Economic impact upon existing Service Stations within the locality is not a valid planning consideration. Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> Environmental Impacts , including impacts upon Franklin Wetland. Vehicle movements and traffic

SCHEDULE OF SUBMISSIONS

					<p>along with native flora and fauna. Concerns how chemicals and contaminants will be contained where there is potential harm associated with nutrients and other chemicals to maintain the ecological processes and functions within the sensitive wetland environment. Such contamination risks could occur through leakage of fuels from storage facilities such as underground tank systems and /or through petrol and oil separators spillage of engine coolant, fuel, hydraulic fluid, lubricants or solvents on the forecourt areas.</p> <ul style="list-style-type: none"> Increased traffic on Northerly Street and potential impact on nearby schools, including Vasse Primary School is situated on Kaloorup Road Vasse, Cape Naturaliste College is located on Yebble Drive Vasse. City of Busselton Local Planning Strategy 2019 supporting the Busselton Outer Bypass and Vasse-Dunsborough Link Road when these links are completed, there is likely to be a reduced amount of traffic entering and exiting at the western end of Northerly Street where this development is proposed therefore, the need for this proposed development in this location to meet the future needs of the area is not supported as existing services will adequately satisfy these requirements. The development noted above refers only to a Service Station and Advertisement sign. The addition of a Convenience Store is only seen in the drawings submitted and as such approval has not been requested, nor should be given for its inclusion with the above application. 	
7	K.	Kelly	Kealy	No	<ul style="list-style-type: none"> Concerns regarding impact on wetlands in the vicinity of the site, including fauna. 	<ul style="list-style-type: none"> Refer to officer comment section report for further discussions regarding: Environmental Impacts , including impacts upon Franklin Wetland.
8	J.	Palk	Kealy	No	<ul style="list-style-type: none"> Saturation of service stations within the area already Concerns regarding impact on surrounding small businesses. Concerns regarding traffic congestion 	<ul style="list-style-type: none"> Number of existing Services Stations within the locality as well as economic impact upon existing Service Stations within the locality is not a valid planning consideration.

SCHEDULE OF SUBMISSIONS

						<ul style="list-style-type: none"> Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> Vehicle movements and traffic
9	R.	Callegari	Kealy	No	<ul style="list-style-type: none"> Saturation of service stations within the area already Concerns regarding impact on surrounding small businesses. 	<ul style="list-style-type: none"> Number of existing Services Stations within the locality as well as economic impact upon existing Service Stations within the locality is not a valid planning consideration.
10	D.	Cant	Kealy	No	<ul style="list-style-type: none"> Saturation of service stations within the area already Concerns regarding impact on surrounding small businesses. 	<ul style="list-style-type: none"> Number of existing Services Stations within the locality as well as economic impact upon existing Service Stations within the locality is not a valid planning consideration.
11	M.	Sharp	Kealy	No	<ul style="list-style-type: none"> Saturation of service stations within the area already Concerns regarding scale of signage in rural setting. 	<ul style="list-style-type: none"> Number of existing Services Stations within the locality as well as economic impact upon existing Service Stations within the locality is not a valid planning consideration. Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> Pylon Sign.
12	G.	Macdonald	Vasse	No	<ul style="list-style-type: none"> Concerns regarding impact on surrounding businesses, including Vasse General Store Concerns regarding impact on intersection of Bussell Highway and Northerly Street. Concerns regarding additional truck movements along Northerly Street and potential impact upon students crossing Northerly Street to Cape Naturaliste High School. 	<ul style="list-style-type: none"> Economic impact upon existing Service Stations within the locality is not a valid planning consideration. Refer to officer comment section report for further discussions regarding: <ul style="list-style-type: none"> Vehicle movements and traffic
13	K.	Thomson	Vasse	No	<ul style="list-style-type: none"> Saturation of service stations within the area already Concerns regarding impact on surrounding small businesses. 	<ul style="list-style-type: none"> Number of existing Services Stations within the locality as well as economic impact upon existing Service Stations within the locality is not a valid planning consideration.

SCHEDULE OF SUBMISSIONS

14	Hatch Roberts Day on behalf of Perron Developments Pty Ltd and Stawell Pty Ltd (Vasse Joint Venture).			<ul style="list-style-type: none">• There is a legitimate question whether approval is consistent with orderly and property planning process. The Site is zoned Urban Development and development applications are required to be determined in accordance with the approved structure plan. The application is considered to be premature until such time that an amendment to the Vasse Structure Plan is completed.• Extent of landscaping is insufficient to manage the visual impact of the development as viewed from Bussell Bypass.• Height of the pylon sign is not consistent with other signage approved within the locality. Recommend it be reduced to at least 10m.	<ul style="list-style-type: none">• Refer to officer comment section report for further discussions regarding:<ul style="list-style-type: none">○ Land use permissibility○ Landscaping and visual amenity○ Pylon Sign.
----	---	--	--	---	--

SCHEDULE OF AGENCY SUBMISSIONS

	Agency	Comments	Response
1	Department of Mines, Industry Regulation and Safety	<p>The Department of Mines, industry Regulation and Safety (DMIRS) has determined this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.</p> <p>DMIRS lodges no objections to the above Development Application.</p>	Noted.
2	DWER	<p>1. Issue: Connect to reticulated sewerage</p> <p>Advice: The light industrial area to the north of Franklin Wetland is serviced by reticulated gravity sewerage, and it would be expected that Lot 9052 would be similarly serviced.</p> <p>2. Issue: Currently no urban water management or local water management strategy is in place to support proposed development</p> <p>Advice: A local water management strategy (LWMS) be developed for the entire site to support a local structure plan (or similar) for the undeveloped area, where an overarching urban water management plan (UWMP) has not already been developed and approved, within Special Provision Area 68.</p> <p>It is noted that Franklin Wetland is classified in the Geomorphic Wetland Dataset as a multiple use wetland. Regardless of the wetland classification it should be protected based on the zoning and with this in mind:</p> <ul style="list-style-type: none"> • The light industrial area to the north of Franklin Wetland is serviced by reticulated gravity sewerage, and it would be expected that Lot 9052 would be similarly serviced. • Stormwater management plan must include best practice design to improve the quality of water discharged to the wetland. • A water balance for Franklin Wetland should be undertaken considering all inflows, noting there is a discharge out of the wetland via a culvert under the bypass. <p>3. Issue: Water supply to service the petrol station – fit for purpose</p> <p>Advice: There is no detail in the proposal supporting where the site will source its water supply from.</p>	<p>1. Applicant has advised that the development is to be connected to deep sewerage.</p> <p>2. A local water management strategy to be conditioned should development approval be granted.</p> <p>3. Applicant has advised that the development is to be connect to mains water.</p> <p>4. This matter is to be addressed via an advice note should development approval be granted.</p>

SCHEDULE OF AGENCY SUBMISSIONS

		<p>4. Issue: Acid Sulfate soil risk - moderate to low</p> <p>Advice: Acid sulfate soils (ASS) risk mapping indicates that the site is located within an area identified as representing a moderate to low risk of ASS occurring within 3 metres of the natural soil surface. Please refer to Department of Water and Environmental Regulation's acid sulfate soil guidelines for information to assist with the management of ground and/or groundwater disturbing works:</p>	
3	Department of Planning, Lands and Heritage;	<p>Aboriginal Heritage Operations</p> <p>A review of the Register of Places and Objects as well as the DPLH Aboriginal Heritage Database and the information provided by the City of Busselton concludes that the proposed Service Station and signage does not intersect with a Registered Site or other Aboriginal heritage place to which the <i>Aboriginal Heritage Act 1972</i> (AHA) may apply. Therefore based on the information held by DPLH no approvals under the AHA are required. DPLH recommends that proponents refer to the State's Aboriginal Heritage Due Diligence Guidelines (Guidelines). The Guidelines can be found on the DPLH website at the following link: https://www.dplh.wa.gov.au/information-and-services/aboriginal-heritage/land-use-under-the-aha The Guidelines allow proponents to undertake their own risk assessment regarding any proposals potential to impact Aboriginal heritage.</p> <p>Land Use Planning</p> <p>Update requested from City in relation to Public Open Space audit currently being undertaking in relation to amendment to the Vasse Structure Plan:</p> <p><u>Initial response:</u></p> <p>An Amendment to the Vasse Structure Plan is currently under considered by the Western Australian Planning Commission.</p> <p>During the assessment process, the public open space (POS) assessment was found to have some inaccuracies and the applicant agreed to do a full POS audit to demonstrate the areas of POS already provided, and the future amount and locations of POS to be given up in future stages.</p> <p>The Structure Plan is currently on deferral pending the receipt of this POS Audit.</p>	<p>Aboriginal Heritage Operations</p> <p>Noted.</p>

SCHEDULE OF AGENCY SUBMISSIONS

		<p>The POS assessment submitted with the application foreshadowed Lot 9052 being surplus to requirements from a POS perspective, but this has not yet been confirmed.</p> <p><u>Follow up response went timeframe for audit requested:</u> I was in touch with the applicant Mid-April and he said that it should be provided to the Department in the next few weeks.</p> <p>I would expect it to be provided very soon.</p>	
4	Department of Health	<p>1. Water supply and waste water disposal Development to be connected to suitable water supply and waste water disposal.</p> <p>2. Public Health Impacts The proposal should comply with the EPA Environmental Assessment Guidelines GS3 'guidance for the Assessment of Environmental Factors No. 2 – Separation Distances between Industrial and Sensitive Land Uses'.</p> <p>For 24-hr service stations, this distance is at least 200m from boundary to boundary, between the development and the sensitive land- use.</p>	<p>1. Applicant has advised that the development is to be connected to deep sewerage and mains water.</p> <p>2. The development will comply with the setbacks under the</p>
5	Main Roads WA	<p>Response dated 25 February 2021 (Initial response 1 of 3).</p> <p>It is understood that the DPLH is currently investigating potential for future urban expansion/development to the south of Northerly Street.</p> <p>Main Roads is currently investigating provision of a roundabout at the intersection of Northerly Street and Bussell Highway in conjunction with the future Busselton Outer Bypass Road.</p> <p>In the future Bussell Highway will be upgraded to a dual carriageway and with possible future development south of Northerly Street there may also be warrant for upgrading of Northerly Street.</p> <p>The proposed service station access is close to the highway intersection and will conflict with the future roundabout land and access requirements.</p> <p>It is critical that access is coordinated along Northerly and moved as far east away from the existing intersection (and proposed roundabout) as possible.</p>	Refer to officer comment section of report.

SCHEDULE OF AGENCY SUBMISSIONS

	<p>Existing development plus the (major) PIA to the south may result in Northerly/Bussell being a busy intersection in the future.</p> <p>The service station access and the proposed local road access to Northerly Street are also located close to an existing local road access on the south side of Northerly Street.</p> <p>It is recommended that the proposed service station access be relocated as far as possible from existing Bussell Highway intersection to avoid conflict with the future roundabout and access requirements.</p> <p>Main Roads is currently preparing a concept design for the future roundabout which will be supplied ASAP. The plan below shows areas of concern.</p> <p>Response dated 21 April 2021 Please see the attached concept plan for the future roundabout at the intersection of Northerly Street and Bussell Highway overlayed on the proposed service station development and the preliminary subdivision concept plans.</p> <p>Main Roads concerns remain as outlined previously.</p> <p>It is generally considered that the first driveway access to the service station is located too close to the future roundabout and will create potential for vehicle conflicts with vehicle entering and leaving the site if the driveway allows these movements.</p> <p>In particular, vehicles turning left in from Northerly Street after the roundabout have limited opportunity to signal on approaching the driveway access and vehicles turning right out from the driveway access will conflict with vehicles approaching the roundabout.</p> <p>As advised previously, it is recommended that the driveway access be relocated further from the roundabout to avoid potential conflicts with the future roundabout.</p> <p>To relocate the service station access the preliminary subdivision concept access road and the existing local road to the south of Northerly Street will need to be addressed to avoid conflict with the service station access.</p>	
--	--	--

SCHEDULE OF AGENCY SUBMISSIONS

	<p>This may require the proposed subdivision concept access road intersection with Northerly street to be relocated or deleted.</p> <p>The service station access could also be relocated and access provided through to the future subdivision access road generally as indicated in Main Roads previous sketch plan of 6 April 2021 included below.</p> <p>Main Roads also has concerns in regard to the size of the proposed service station lot.</p> <p>It appears that the service station is primarily being set up to service the Bussell Highway and should therefore cater for all users of this road.</p> <p>The site being close to Bussell Highway would be suitable for a larger Service Centre to provide for all road users including larger vehicles such as cars with trailers or caravans and trucks.</p> <p>If the size of the site is increased then the access could be relocated further from the roundabout.</p> <p>Respond dated 13 May 2021</p> <p>The proponent has now confirmed that the access closest to Bussell Highway is a left-in only which is less problematic from a road safety perspective than a full movement access. The issue that we have highlighted, with drivers not having sufficient length to indicate that they are slowing to turn left into the driveway, is still a minor risk with respect to rear end crashes.</p> <p>The proposed left-in access is about the same distance from the proposed roundabout as the intersection proposed for the Anketell development that has been referenced. It should be noted that the intersection associated with the Anketell development did not meet Main Roads desirable standards, but was accepted on the basis that it satisfied the absolute minimum sight distance applicable for intersection sight distance and that a median would be provided on the through road to enable the right turn out to be a staged movement.</p> <p>It should be noted that it will be very difficult to control the right turn into the western driveway (left-in only) from Northerly Street, without the provision of a median island. Consideration should therefore be given to extending the existing splitter island past the driveway to prevent this movement.</p>	
--	---	--

SCHEDULE OF AGENCY SUBMISSIONS

		As outlined previously, Main Roads has concerns in regard to the size of the proposed service station. It appears that the service station is primarily being set up to service traffic on the Bussell Highway and should therefore be designed to cater for all users of this road, including parking for larger vehicles such as trucks and cars towing caravans and boats.	
6	Department of Fire and Emergency Services	<p>Figure 3.2 'BAL Contour Map' depicts the proposed APZ for the future development. However, the APZ extends outside the subject lot boundary into a neighbouring lot /future road reserve, as the area is 'under the control' of the landowner. The Guidelines require an APZ to be contained wholly within the subject lot proposed for development.</p> <p>Should an area of vegetation within an adjoining lot require modification and management in perpetuity, that lot should also form a part of the development application to ensure that a condition of approval requiring compliance with a BMP can be enforced. This should occur even though the same landowner owns both properties.</p> <p>The BMP should include vegetation management on the adjoining lot as an ongoing responsibility to achieve BAL- 29 or lower. If unsubstantiated, the vegetation classification should be revised to apply the worst-case scenario as per AS3959:2018.</p> <p>Recommendation – insufficient information Given that the proposed development application has the potential to increase the threat of bushfire to people, property and infrastructure, the decision maker should ensure that the bushfire risk and hazard reduction/bushfire protection measures are established and understood before making a determination.</p> <p>Consequently, the decision maker should require that the BMP addresses the policy requirements of SPP3.7 and the Guidelines to inform decision making.</p>	Refer to officer comment section of report.
7	Department of Biodiversity, Conservation and Attractions	Western ringtail possums (WRP) are listed as critically endangered under the <i>Biodiversity Conservation Act 2016</i> and the Commonwealth <i>Environment Protection and Biodiversity Conservation Act 1999</i> . WRP have been recorded within close proximity to Lot 9052. Western Australian (WA) Peppermint trees (<i>Agonis flexuosa</i>) are preferred habitat for the critically endangered WRP.	Noted and to be enforced via a condition of development approval should it be granted.

SCHEDULE OF AGENCY SUBMISSIONS

		<p>The plan (Able Planning, 19 July 2017) depicts a proposed reserve for recreation and drainage (Lot 7001) adjacent to the service station's western boundary.</p> <p>This reserve is to be planted with screening vegetation.</p> <p>The Landscape Plan's (Harley Dykstra, 5 December 2020) planting list includes vegetation which is not locally endemic to the Vasse area. DBCA recommends that the proposed Lot 7001 reserve is revegetated with locally endemic native vegetation, including WA Peppermint trees to provide habitat for WRP.</p>	
--	--	---	--

14.1 RFT 05/21 GREEN WASTE PROCESSING TENDER 2021-26

STRATEGIC THEME	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
STRATEGIC PRIORITY	1.5 Implement best practice waste management strategies with a focus on waste avoidance, reduction, reuse and recycling.
SUBJECT INDEX	Tenders
BUSINESS UNIT	Waste and Fleet Services
REPORTING OFFICER	Manager Waste and Fleet Services - Mark Wong
AUTHORISING OFFICER	Manager Major Projects and Facilities - Eden Shepherd
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 Published Under Separate Cover Confidential Tender Evaluation Report RFT 05/21 Processing & Disposal of Green Waste Attachment B Published Under Separate Cover Confidential Projected Cost of processing Green Waste for the next 12 months Based upon 2022/21 Volumes

The officer recommendation was moved and carried.

COUNCIL DECISION**C2107/148**

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Council:

1. Pursuant to RFT 05/21 – Processing and Disposal of Green Waste, accept the tender from T & D Boardman Group Pty Ltd, trading as Geospread, as the most advantageous tender (Successful Tenderer).
2. Delegates power and authority to the Chief Executive Officer to negotiate and agree with the Successful Tenderer minor variations in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996 (FG Regs).
3. Subject to resolutions 1 and 2, authorises the CEO to enter into a contract with the Successful Tenderer for the supply of the relevant goods and services.

CARRIED 7/0**EN BLOC****OFFICER RECOMMENDATION**

That the Council:

1. Pursuant to RFT 05/21 – Processing and Disposal of Green Waste, accept the tender from T & D Boardman Group Pty Ltd, trading as Geospread, as the most advantageous tender (Successful Tenderer).
2. Delegates power and authority to the Chief Executive Officer to negotiate and agree with the Successful Tenderer minor variations in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996 (FG Regs).
3. Subject to resolutions 1 and 2, authorises the CEO to enter into a contract with the Successful Tenderer for the supply of the relevant goods and services.

EXECUTIVE SUMMARY

The City of Busselton invited tenders under Request for Tender RFT 05/21 for Processing and Disposal of Green Waste (RFT 05/21). This report summarises the submissions 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 T & D Boardman Group Pty Ltd, t/a Geospread (Geospread); and
- enter into a contract for the Processing and Disposal of Green Waste.

BACKGROUND

Green waste is received at the City of Busselton waste facilities from residents, commercial businesses and from City operations, which includes green waste from reserve maintenance, construction sites and storm damage. The material is stockpiled until a sufficient quantity of material is received, before being processed (mulched) and transported off site to a suitable facility. High quality material is retained at the facilities for operations staff to use on the site or on the City's reserves and construction sites. Materials transported off site are disposed at suitable facilities where the material is processed into commercial mulches.

RFT 05/21 was issued to be a direct replacement for RFT 06/14 Provision of Green Waste Processing and Recycling Services, which is due to expire in August 2021 and has had all options for extension exhausted. The tender comprised two tasks:

1. Task 1 – Process Green Waste at the City's Waste Facilities; and/or
2. Task 2 – Remove from the Waste Facilities and Dispose of Processed Green Waste.

OFFICER COMMENT

RFT 05/21 was issued as a public tender on 6 March 2021 and closed at 2.00pm on 8 April 2021. The invitation to tender was advertised in 'The West Australian' newspaper and City of Busselton website.

The City received three compliant tender submissions from the following companies:

- T & D Boardman Group Pty Ltd, t/a Geospread (Geospread)
- Craneswest Pty Ltd t/a Western Tree Recyclers (Western Tree Recyclers)
- Leeuwin Civil Pty Ltd (Leeuwin Civil)

Geospread and Western Tree Recyclers provided a response for both tasks, whereas Leeuwin Civil responded only for Task 2, the transport component (disposal of green waste).

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 experience.

The tender assessment process included:

- Tenders received were assessed 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. All tenders were deemed compliant.
- The assessment of tenders against the following qualitative criteria; weighted according to the table below:

<u>Criteria</u>	<u>Weighting</u>
a) Price	50%
b) Relevant Experience	10%
c) Local Benefit	5%
d) Respondent's Resources	20%
e) Demonstrated Understanding	15%

The qualitative criteria were scored depending on the extent to which each tenderer was able to appropriately satisfy each criteria. Subsequently, the tendered prices were then accessed with the weighted qualitative criteria to determine the tender's score, and which tenderer provides the most advantageous outcome to the City; based on principles of representing best value for money. That means that although price is a consideration, the tender containing the lowest price and / or the highest rank on the qualitative criteria will not necessarily be accepted by the City.

Summary of Assessment Outcomes

The outcome of the evaluation panel's assessment was that Geospread was the highest ranked tenderer. Geospread tendered the cheapest price, displayed the most appropriate previous experience, and are supported by a fleet of machinery and vehicles that are deemed adequate for the contract. They also offer good support towards local community groups, with the supply of machinery and labour.

Although Western Tree Recyclers scored marginally higher than Geospread on qualitative aspects of the tender, this was not enough to outweigh the financial advantages of Geospread's submission (see further Financial Implications section of the report).

Geospread are the incumbent supplier and have performed to a high standard over the past seven years, with no concerns raised over performance or safety over that time.

Evaluation Panel Recommendation

Based on the Evaluation Panel's assessment and overall ranking of the tenders, it is recommended that Council accept the tender from T & D Boardman Group Pty Ltd, t/a Geospread, as the most advantageous to the City. Geospread, compared to the other tenderers, demonstrated they have:

- Strong relevant experience in mulching and transporting green waste.
- A comprehensive understanding of the operational requirements of the service.
- The lowest price tenderer.

Statutory Environment

This tender is a five-year contract with extensions and the contract value is greater than \$500,000. Therefore, in accordance with section 5.43(b) of the *Local Government Act 1995* (the Act), read with Delegation 3J, 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 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 \$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.

The officer's recommendation complies with the above-mentioned legislative requirements.

Relevant Plans and Policies

The City's Purchasing Policy, its Occupational Safety and Health Policy and any other relevant policy to the tender, have been adhered to during the process of requesting and evaluating tenders.

Financial Implications

This contract is funded by the City of Busselton's green waste processing budget. The 2021/22 draft budget contains an allocation of \$196,000. Each year's budget, for the remaining contract period, will be determined as part of the ordinary budget cycle, noting that the ongoing operational costs for this service have been included in the City's 10-year Long Term Financial Plan.

The contract includes provisions for annual CPI rate increases subject to the tenderer applying, in accordance with the special conditions of contract.

Financial comparisons between the tender submissions were made using the quantities of green waste processed during the 2020/21 financial year, along with estimated downsizing hours and mobilisation events. Using this analysis, Geospread were the cheapest at a value of \$173,851.50. Further detail is provided in the confidential attachment.

The tendered rate for mulching green waste represents a 7.5% increase on the current rate in accordance with RFT06/14. The rate increase from 2014 to the current tender is considered to be reasonable.

Unlike the other two responses from contractors who were able to perform all aspects of the service requirement, the evaluation team was only able to assess Leeuwin Civil's submission to Task 2. Under more detailed examination of the two (2) submissions for both Task 1 and 2, Geospread's tender was financially more advantageous to the City than that of Western Tree Recyclers, for both the processing and disposal of Green Waste.

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'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 Geospread assessed as being capable of delivering the services to a suitable service level.

Options

As an alternative to the proposed recommendation, the Council could award the tender to an alternative tenderer, in which case the City would pay substantially more for the services to be undertaken.

CONCLUSION

Geospread's submission offers significant financial advantages for the City over the alternative tenders. Additionally, they have been the City's contractor for the past seven years and have not presented any contractual defaults. For these reasons, Geospread are recommended to be awarded the tender as the Successful Tenderer.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The existing tender expires in August 2021. This replacement tender is designed to take over immediately from the existing tender, and will run for five years, with the option of two 1-year extensions at the City's sole discretion.

14.2 RFT 11/21: PIPELINE AND PUMP STATION - DUNSBOROUGH NON-POTABLE WATER NETWORK, MEWETT ROAD, QUINDALUP

STRATEGIC THEME	ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations.
STRATEGIC PRIORITY	1.4 Respond to the impacts of climate change on the City's coastlines through informed, long term planning and action.
SUBJECT INDEX	Tenders
BUSINESS UNIT	Operation and Works Services
REPORTING OFFICER	Parks and Gardens Coordinator - Bradley Reynolds
AUTHORISING OFFICER	Manager Major Projects and Facilities - Eden Shepherd
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 Published Under Separate Cover Confidential Tender Evaluation Report RFT 11/21

The officer recommendation was moved and carried.

COUNCIL DECISION

C2107/149

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Council:

1. Pursuant to RFT 11/21 Dunsborough Non-Potable Water Network (Stage 1), accept the tenders:
 - Total Eden Pty Ltd as being the most advantageous tender for the Pump Station and Tank Construction for the lump sum price of \$254,833.00 and;
 - Polyfuse Pty Ltd as being the most advantageous tender for the Pipeline Construction for the lump sum price of \$1,084,858.33.
2. Delegates power and authority to the Chief Executive Officer to negotiate and agree with the Total Eden and Polyfuse minor variations in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, subject to such variations and the final terms not exceeding the overall project budget.
3. Subject to resolutions 1 and 2, authorises the CEO to enter into a contract with Total Eden and Polyfuse for supply of the relevant goods and services.

CARRIED 7/0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. Pursuant to RFT 11/21 Dunsborough Non-Potable Water Network (Stage 1), accept the tenders:
 - Total Eden Pty Ltd as being the most advantageous tender for the Pump Station and Tank Construction for the lump sum price of \$254,833.00 and;
 - Polyfuse Pty Ltd as being the most advantageous tender for the Pipeline Construction for the lump sum price of \$1,084,858.33.

- 2. Delegates power and authority to the Chief Executive Officer to negotiate and agree with the Total Eden and Polyfuse minor variations in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, subject to such variations and the final terms not exceeding the overall project budget.**
- 3. Subject to resolutions 1 and 2, authorises the CEO to enter into a contract with Total Eden and Polyfuse for supply of the relevant goods and services.**

EXECUTIVE SUMMARY

The City of Busselton invited tenders under Request for Tender 11/21 Dunsborough Non-Potable Water Network (RFT 11/21). RFT 11/21 called for respondents to:

- (a) Construct a pump station at the Sue Coal Bore site, Mewett Road, Quindalup.
- (b) Construct an additional water storage tank at the Tank site, Diamante Boulevard, Dunsborough Lakes.
- (c) Install an approximately 3km Pipeline Network from the Mewett Road, Quindalup Bore Site to the Diamante Boulevard Tank Site in Dunsborough Lakes.

This report summarises the submissions 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 tenderers being Total Eden Pty Ltd and Polyfuse Pty Ltd; and
- Authorise the CEO to award the contract to Total Eden Pty Ltd to provide the requirements of the Pump Station and Tank construction component of the Tender.
- Authorise the CEO to award the contract to Polyfuse Pty Ltd to provide the requirements of the Pipeline Network component of the Tender.

BACKGROUND

Councillors will be aware of the 'South-West Non-Potable Water Study', led by the Department of Water and Environmental Regulation (DWER), which investigated and assessed non-potable water issues across the South West. In this study, titled '*Options to Supply Water to Meet Green Space Irrigation Needs in the South-West 2015-2060*' (still awaiting final publication), Dunsborough was identified as an area experiencing ongoing and significant challenges.

Dunsborough has access to only limited available allocations of groundwater and is currently experiencing a shortfall of some 25 megalitres per annum; a shortfall predicted to rise to 528 megalitres per annum by 2060. It is therefore critical to establish a viable and sustainable non-potable water supply to meet those longer-term needs.

The Water Corporation (WC), in partnership with DWER and the City of Busselton, identified and assessed a range of potential non-potable water options for Dunsborough, including surface water, groundwater, and the re-use of wastewater. The groundwater option, even if lower quality and only available from the deeper Sue Coal Measures aquifer (water licences for the superficial Leederville aquifer have already been fully allocated), was selected as the best option for accessing non-potable water suitable for the irrigation of parks, sporting ovals and other green spaces (including, in time, potentially contributing to water supply for the Dunsborough Lakes Golf Course).

In an earlier hydrogeological study commissioned by the City ('HydroConcept': January 2019) it was estimated that a total of 5-7 bores accessing the Sue Coal Measures may be required to address total anticipated irrigation water shortfalls in Dunsborough to 2060. These prospective well sites were identified within a bore field that was required to be situated east of the Dunsborough Fault, sufficiently inland from the coastline to mitigate potential problems associated with salinity, and far enough removed from existing Water Corporation bores already in operation in the Sue Coal Measures aquifer in Quindalup (so as to prevent draw down, or otherwise adversely influence or affect operational efficiencies).

Research undertaken during the development of the City's *'Sports & Recreation Facilities Strategy 2020-2030'* identified a need to build the ovals in the Dunsborough Lakes Sporting Precinct (Sporting Precinct) in the current 2020/2021 financial year in order to meet strong community and strategic planning demand. As such, a viable and sustainable provision of non-potable water is urgently required.

The bore drilling works associated with RFT 03/20 had the express aim of investigating the suitability and sustainability of an ongoing supply of non-potable water from the Sue Coal Measures aquifer to irrigate the proposed works for the Dunsborough Non-Potable Water Network Stage 1 ('Stage 1'). The works for this exploratory/test and production bore have been completed, which has produced adequate quality water and supply for irrigation purposes.

Stage 1 will deliver a cost-effective solution for the construction of oval planned for the new Sporting Precinct. Stage 1 will be designed to allow for future expansion to deliver a climate-resilient non-potable water supply for the irrigation of playing fields and other recreational and landscaped public open spaces for the long-term.

Additional bores will need to be constructed to service the planned growth of 'green infrastructure' and predicted irrigation shortfalls in Dunsborough. The quality and required quantity of non-potable water discovered through the new production bore will enable a cost-effective and reliable supply of water to the Sporting Precinct, when combined with the limited quantity of locally available groundwater that has already been secured.

OFFICER COMMENT

The City issued RFT 11/21 by upload to TenderLink and received a total of 5 submissions as follows:

Pump Station and Tank Construction:

1. Total Eden Pty Ltd
2. Polyfuse Pty Ltd

Pipeline Network Construction:

1. Polyfuse Pty Ltd
2. Geographe Excavation and Underground Power
3. RL Communications Pty Ltd

In accordance with the City's procurement practices and procedures, assessments were carried out by an evaluation panel comprising City officers and an external panel member with relevant skills and experience. The assessment process included:

- (a) Assessing submissions received 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. All tenders were deemed compliant; and
- (b) Assessing submissions received against the Qualitative Criteria and each Criteria was given a score in accordance with the rating scale detailed below.

Qualitative Criteria	Weighting
Relevant experience	10%
Local Benefit	5%
Demonstrated Understanding	20%
Tenderers Resources	10%

Summary of Assessment Outcomes

Of the two submissions received for RFT 11/21 (Pump Station and Tank Construction), Total Eden ranked first (1st) on the Qualitative Criteria and ranked first (1st) in the Weighted Cost Criteria, providing a well-documented and detailed submission.

Of the two compliant submissions received for RFT 11/21 (Pipeline Network Construction), Polyfuse ranked second (2nd) on the Qualitative Criteria, ranked first (1st) in the Weighted Cost Criteria and ranked (1st) overall, providing a well-documented and detailed submission.

This decision is based on the following:

- The four (4) compliant submissions received were processed through to qualitative criteria assessment on the basis that all terms and conditions and mandatory requirements of RFT 11/21 had been met.
- The submissions were 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.

Statutory Environment

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 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 \$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.

The officer's recommendation complies with the above-mentioned legislative requirements.

Relevant Plans and Policies

The City's Purchasing, Regional Price Preference, Occupational Safety and Health, and Asset Management policies, and the City's Engineering Technical Standards and Specifications were all relevant to RFT 11/21, and have been adhered to in the process of requesting and evaluating this tender.

Financial Implications

The construction of bores, which are a component of the 'Dunsborough Non-Potable Water Network Project', will be funded from a total project budget of \$2 million, listed as C3223 'Dunsborough Non-Potable Water Network' and endorsed in the 2020/21 and included in the draft 2021/22 Capital Works budget.

The project budget is a combination of \$1,000,000 secured from the Federal Government Grant 'Drought Communities Program' and \$1,000,000 from the City of Busselton's 'Coastal and Climate Adaptation Reserve'.

The City of Busselton's Federal Grant application provided an estimated project budget as detailed in the table below:

Eligible expenditure	Project cost
Other costs	\$22,000
Materials	\$1,600,000
Suppliers, consultants and contracted labour	\$878,000
Equipment	\$0
Total	\$2,500,000

Current and known future expenditure is summarised in the table below (C3223 Dunsborough Non-Potable Water Network Project):

Task	Cost
Production and Monitoring Bore	\$512,924.21
Pump Station and Tank Construction	\$258,333.00
Pipeline Construction	\$1,088,358.33
Western Power Quote (Design Only)*	\$3,000.00
Current and Future Known Expenditure	\$1,862,885.54
Remaining Budget	\$137,114.46

** The Council should note the City are awaiting final costings from Western Power to deliver three (3) phase power to the Mewett Rd Bore Site.*

Stakeholder Consultation

City officers undertook consultation with the property owners in Lot 91 Mewett Road, Quindalup, with regard to the works associated with the tender.

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(s) assessed as being capable of delivering the services to a suitable service level.

Options

As an alternative to the proposed recommendation the Council could determine not to accept the tender from Total Eden as being the most advantageous to the City for the construction of the Pump Station and Tank, and award the construction of the Pump Station, Tank and Pipeline to Polyfuse as a complete contract. This would incur an additional cost to the City and so is not recommended.

CONCLUSION






The submissions from Total Eden and Polyfuse are considered the most advantageous to the City. It is therefore recommended that:

- Total Eden be awarded the contract for the construction of the Pump Station and Tank resulting from RFT 11/21; and
- Polyfuse be awarded the contract for the construction of the Pipeline Network resulting from RFT 11/21.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

If endorsed by Council, it is expected the City will enter into contracts with Total Eden Pty Ltd and Polyfuse Pty Ltd on 2 August 2021. Both contracts are expected to be completed at the end of November 2021.

17.1 COUNCILLORS' INFORMATION BULLETIN

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	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	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 Current Statutory Administrative Tribunal Reviews  ↓
	Attachment B Minutes Meeting June 2021 WALGA South West Country Zone  ↓
	Attachment C Letter from Department of Water and Environmental Regulation Endorsing Waste Plan  ↓
	Attachment D Letter from Hon. Mark McGowan Response to Congratulations  ↓
	Attachment E Letter from WALGA - Appointment of Regional Road Safety Advisor  ↓

The officer recommendation was moved and carried.

COUNCIL DECISION**C2107/150**

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

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

- 17.1.1 State Administrative Tribunal Reviews**
- 17.1.2 Minutes WALGA South West Country Zone Meeting 25 June 2021**
- 17.1.3 Letter from Department of Water and Environmental Regulation**
- 17.1.4 Minutes of the WALGA State Council Meeting 7 July 2021**
- 17.1.5 Letter from Hon. Mark McGowan MLA**
- 17.1.6 Letter from WALGA – Appointment of Regional Road Safety Advisor**
- 17.1.7 Donations, Contributions and Subsidies Fund – June 2021**

CARRIED 7/0**EN BLOC****OFFICER RECOMMENDATION**

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

- 17.1.1 State Administrative Tribunal Reviews**
- 17.1.2 Minutes WALGA South West Country Zone Meeting 25 June 2021**
- 17.1.3 Letter from Department of Water and Environmental Regulation**
- 17.1.4 Minutes of the WALGA State Council Meeting 7 July 2021**

17.1.5 Letter from Hon. Mark McGowan MLA**17.1.6 Letter from WALGA - Appointment of Regional Road Safety Advisor****17.1.7 Donations, Contributions and Subsidies Fund – June 2021****EXECUTIVE SUMMARY**

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

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

INFORMATION BULLETIN**17.1.1 State Administrative Tribunal Reviews**

The current State Administrative Tribunal Reviews are at Attachment A.

17.1.2 Minutes WALGA South West Country Zone Meeting 25 June 2021

The Minutes of the South West Country Zone of WALGA meeting held on 25 June 2021 are at Attachment B.

17.1.3 Letter from Department of Water and Environmental Regulation

A letter from the Department of Water and Environmental Regulation, endorsing the City of Busselton Waste Plan, is at Attachment C.

17.1.4 Minutes of the WALGA State Council Meeting 7 July 2021

The Minutes of the Meeting of the WALGA State Council held on 7 July 2021 can be found at [State Council Full Minutes July 2021](#).

17.1.5 Letter from Hon. Mark McGowan MLA

A letter from the Premier, Hon. Mark McGowan MLA, in response to the City's congratulations on his re-election, is at Attachment D.

17.1.6 Letter from WALGA - Appointment of Regional Road Safety Advisor

A letter from WALGA advising of the appointment of the Regional Road Safety Advisor is at Attachment E.

17.1.7 Donations, Contributions and Subsidies Fund – June 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 endeavours that bring benefit to the broader community.

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

Six applications were received in June 2021, totalling \$3,559.09, as outlined in the table below:

Recipient	Purpose	Amount
Yallingup Boardriders Inc. (YBR)	YBR successfully sourced just over \$10,000 in funding for 5 defibrillator units to be placed on DBCA abluations at 5 popular surf breaks within the City. To meet the shortfall in funding for the units (\$249 per unit) YBR requested the City's support to enable the roll out of defibrillator units to proceed. The project has no direct benefit to the club itself but will provide a broad impact throughout the local and visiting surfing community.	\$1,245.00
Geographe Marine Research Ltd	Funds requested to cover the cost of their company launch event held at the Youth Community and Activities Building. The purpose of Geographe Marine Research Ltd is to conduct and promote more research into marine mammals that frequent the WA coast and to support and raise funds for more advanced research into hake migrations, particularly in Geographe Bay.	\$305.00
Busselton Naturalists Club	Funds requested to assist with covering the cost of organising a 7km walk along the railway line near Tutunup to Wonnerup to commemorate the 150 th anniversary of the Ballaraat steam engine. Funding provided to cover the cost of catering expenses as lunch will be provided for participants.	\$500.00
AFL Masters Southwest	Funds requested to cover the cost of additional abluations required at Sir Stuart Bovell Oval to accommodate 18 AFL Masters teams and spectators at the AFL Masters WA Carnival being held at Bovell Park during the June long weekend.	\$909.09
Busselton and Dunsborough Dungbeetles Rugby Club	Hosting the Rugby WA Country Carnival during the June long weekend. Funding requested to cover the cost of PA hire and DJ services required for the event. The event attracted 5 teams from outside of Busselton to the event.	\$350.00
Busselton Choral Society	Funds to assist with the cost of venue hire for the Choral Society's annual Mid-year concert.	\$250.00
June Total		\$3,559.09

As at 9 July 2021

[illegible]

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	RESPONSIBLE OFFICER	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
NIL							
WESTERN AUSTRALIAN PLANNING COMMISSION							
Newport Geographe v WAPC	Port Geographe	November 2020	Review of structure plan / subdivision conditions.	State Solicitors Office / Paul Needham	<ul style="list-style-type: none"> Mediation Scheduled for 10 December 2020. 10 December 2020 mediation hearing resulted in scheduling of further mediation hearing for 3 March 2021 (the City attended the 10 December and 3 March hearings). 3 March mediation hearing resulted in a s31 order for WAPC reconsideration by 18 May 2021, and a directions hearing scheduled for 28 May 2021. City of Busselton may also be asked to reconsider its recommendations to the WAPC on the proposals. If that occurs, formal Council consideration would be appropriate, rather than a delegated decision. City was not asked to reconsider its recommendations to the WAPC on the proposals, but WAPC did reconsider on 18 May 2021. WAPC has subsequently issued a revised decision notice on the structure plan on 25 May 2021. The WAPC decision resulted in the minimum finished floor level for habitable buildings within the development area being reduced from 3.4 AHD to 3.0 AHD. A directions hearing at the SAT was convened on 28 May, at which time the matter was adjourned until 23 July 2021. Aigle Royal intends seeking consideration at that hearing for 'dispensation in regard to minimum FFL requirements at the periphery of the structure plan area, where proposed development will abut existing development at lower levels'. Subject to the SAT orders, and subsequent approval by the WAPC of a structure plan modified in accordance with the replacement schedule of modifications (25 May 2021), a revised decision notice on the subdivision application can be expected. 	<ul style="list-style-type: none"> Directions Hearing 23 July 2021. 	



South West Country Zone Minutes

25 June 2021

**Shire of Capel
Council Chambers
31 Forrest Road
Capel**

Table of Contents

1. OPENING AND WELCOME	3
1.1 Acknowledgement of Country	3
2. ATTENDANCE AND APOLOGIES.....	3
3. DECLARATIONS OF INTEREST	4
4. ANNOUNCEMENTS	4
5. GUEST SPEAKERS / DEPUTATIONS.....	5
5.1 Presentation by Host Local Government – Shire of Capel	5
5.2 Australian Bureau of Statistics – Census	5
6. MINUTES	5
6.1 Confirmation of Minutes from the South West Country Zone meeting held Friday 23 April 2021 (Attachment 1)	5
7. ZONE BUSINESS	6
7.1 Housing Issues	6
7.2 Local Government Standardisation and Red Tape Reduction	7
8. WALGA BUSINESS	7
8.1 WALGA Status Report.....	7
8.2 Review of WALGA State Council Agenda.....	10
8.3 WALGA President's Report	13
9. AGENCY REPORTS / PRESENTATIONS	13
9.1 South West Development Commission.....	13
9.2 Regional Development Australia – South West.....	13
9.2 Department of Local Government, Sport and Cultural Industries	13
10. FINANCIAL REPORT	14
11. EMERGING ISSUES.....	14
11.1 Invitations to Future Meetings	14
11.2 Busselton Margaret River Airport Update.....	14
11.3 Southern Forests Irrigation Scheme Update	15
11.4 Designated Area Migration Agreement (DAMA) Update	15
11.5 Price Escalation in Building and Works.....	15
12. DATE, TIME AND PLACE OF NEXT MEETINGS	15
13. CLOSURE.....	15

South West Country Zone

Meeting held at

Shire of Capel, Council Chambers, 31 Forrest Road, Capel WA 6271

Commenced at 9.00am, Friday 25 June 2021

Minutes

1. OPENING AND WELCOME

The Chair, President Cr Tony Dean, opened the meeting at 9:08am.

1.1 Acknowledgement of Country

We, the South West Country Zone of WALGA acknowledge the Wardandi Nyoongar people, the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

2. ATTENDANCE AND APOLOGIES

Attendance

Shire of Augusta Margaret River	President Cr Ian Earl Ms Stephanie Addison-Brown, Chief Executive Officer non-voting delegate Mr James Shepherd Director Corporate and Community Services non-voting delegate
Shire of Boyup Brook	President Cr Richard Walker <i>from 9:20am</i> Mr Dale Putland, Chief Executive Officer non-voting delegate <i>from 9:20am</i>
Shire of Bridgetown-Greenbushes	President Cr John Nicholas JP Mr Tim Clynch, Chief Executive Officer non-voting delegate
City of Bunbury	Cr Tresslyn Smith Mr Mal Osborne, Chief Executive Officer non-voting delegate
City of Busselton	Mayor Grant Henley Mr Tony Nottle, Director Finance and Corporate Services non-voting delegate
Shire of Capel	Mr Rob Stewart, Acting Chief Executive Officer non-voting delegate
Shire of Collie	President Cr Sarah Stanley

Shire of Dardanup	President Cr Michael Bennett Mr Andre Schonfeldt, Chief Executive Officer non-voting delegate
Shire of Donnybrook-Balingup	Mr Ben Rose, Chief Executive Officer
Shire of Harvey	President Cr Paul Gillett Ms Annie Riordan, Chief Executive Officer non-voting delegate
Shire of Manjimup	Mr Andrew Campbell, Chief Executive Officer
Shire of Nannup	President Cr Tony Dean (SC) CHAIR Mr David Taylor, Chief Executive Officer non-voting delegate
WA Local Government Association Secretariat	Tim Lane, Manager, Strategy and Association Governance Kelly McManus, Principal Policy and Advocacy Jacqui Sharp, Regional Road Safety Advisor
South West Development Commission	Mellisa Teede, Chief Executive Officer Cate Brooks, Director Business and Industry
RDA South West	Charles Jenkinson, Director Regional Development

Apologies

Shire of Capel	President Cr Michael Southwell
Shire of Donnybrook-Balingup	President Cr Brian Piesse
Shire of Manjimup	President Cr Paul Omodei
Shire of Collie	Mr Stuart Devenish, Chief Executive Officer

Hon. James Hayward MLC, Shadow Member for South West Region
Ms Kristy Cochrane, Assistant Director, Australian Bureau of Statistics
Ms Chelsea Roberts, Census Engagement Manager, Australian Bureau of Statistics
Department of Local Government, Sport and Cultural Industries

3. DECLARATIONS OF INTEREST

Item 9.1 – Cr Tresslyn Smith and Cr Paul Gillett declared an impartiality interest in discussions relating to regional waste and the Bunbury Harvey Regional Council.

4. ANNOUNCEMENTS

4.1 Attachments

The following are provided as attachments to the agenda:

1. South West Country Zone Minutes 23 April 2021
2. Correspondence
3. Future Jobs and Skills Forum 2021 – Sponsorship Agreement
4. South West Local Government Housing Strategies Summary

5. WALGA President's Report
6. State Council Agenda – via link only: [State Council Agenda 7 July 2021](#)

5. GUEST SPEAKERS / DEPUTATIONS

5.1 Presentation by Host Local Government – Shire of Capel

Mr Rob Stewart provided an update to the Zone.

President Cr Richard Walker joined the meeting at 9:20am.

5.2 Australian Bureau of Statistics – Census

Kristy Cochrane, Assistant Director, Australian Bureau of Statistics, was unable to attend the meeting. Written material will be distributed with the Minutes.

6. MINUTES

6.1 Confirmation of Minutes from the South West Country Zone meeting held Friday 23 April 2021 (Attachment 1)

The Minutes of the South West Country Zone meeting held on Friday 23 April 2021 have previously been circulated to Member Councils and are provided as an attachment to this agenda.

RESOLUTION

Moved: Mayor Grant Henley
Seconded: President Cr Ian Earl

That the minutes of the South West Country Zone meeting held Friday 23 April 2021 are confirmed as a true and accurate record of the proceedings.

CARRIED

6.1.1 Business Arising

6.1.1.1 – Correspondence

Correspondence emanating from the April Zone meeting is attached:

1. Letter to Infrastructure WA
2. Letter to Minister for Energy – LED Lighting
3. Letter to Minister for Local Government – Transit Parks

Noted

6.1.1.2 – South West Future Jobs and Skills Forum 2021 Sponsorship Agreement

Sponsorship Agreement between the Bunbury Geopraphe Economic Alliance and the South West Country Zone of WALGA has been executed and is attached.

The Zone will have exhibition space at the Forum to be held on 12 August. The Executive Officer will liaise with Local Governments in the Zone about providing officers to attend the exhibition booth and marketing material.

Noted

7. ZONE BUSINESS

7.1 Housing Issues

The following update relates to housing issues in terms of:

1. Work being undertaken by WALGA on behalf of Local Government at a State Government level, and
2. Issues identified by the South West region, collated as an attachment.

WALGA Update

To provide an update on WALGA discussions in relation to housing, rental, worker and (Government Regional Officer Housing) GROH accommodation shortage.

Key issues relate to:

- Shortage of housing and rental accommodation
- Labour and materials shortage and delays
- Increased need for worker accommodation and GROH properties.

Background

WALGA has attended meetings with several government agencies to discuss the current rental and housing shortage. Conversations have been had around Local Government identifying owned properties that could be sold to accommodate workers and exploring opportunities to enter into joint ventures to develop land to provide worker accommodation, including GROH.

DPLH Land Management - identification of section 152 land held by Local Government under management order. Is the land able to be developed for social/community/GROH.

GROH – Department of Communities have established a Senior Officers Working Group (WALGA is seeking representation on this group). The working group will focus on developing a 4 year strategic plan to identify future needs for GROH accommodation and addressing the unmet housing demand.

Questions for Zone

- SHERP package – uptake of \$1.5m in grants for maintenance.
- Regional Development Assistance Program – funding for headworks
- Is there an opportunity to enter into a joint venture agreement to build worker accommodation with local businesses.
- Identify red tape and planning reforms to assist with development
- Properties available for spot purchase by the State government

Collation of South West Housing Issues

A collation of updates from Local Governments is **attached** for information. The document provides a status of existing housing strategies, provides observations on a range of issues, and identifies opportunities to guide advocacy in discussions with the State Government.

For instance, it is noted that many smaller Local Governments do not have the resources to prepare a housing strategy, and assistance from the State would enable Local Governments to undertake this planning task. Not only would such action help to mitigate housing shortages in the medium term, it would enable more coordinated local, regional and state level planning.

Noted

7.2 Local Government Standardisation and Red Tape Reduction

The Minister for Local Government, Hon John Carey MLA, has identified red tape reduction, and standardisation across the Local Government sector as a priority.

To that end, the Minister has established a Red Tape Reduction Reform Working Group. WALGA Chief Executive Officer, Nick Sloan is a member of the Working Group.

WALGA has identified a number of issues to be raised through this forum, based on existing advocacy positions.

In addition, it is acknowledged there will be opportunities at a regional and sub-regional level to standardise local laws and other processes. Tangible examples of standardisation of local laws and other processes are sought from the Local Government sector to assist in building an evidence base for advocacy.

Noted

8. WALGA BUSINESS**8.1 WALGA Status Report**

By Tim Lane, Zone Executive Officer

BACKGROUND

Status Report for June 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
2019 March 22 Zone Agenda Item 7.7 Funding Commitment Towards Strategic Transport Network Infrastructure In	1. That the South West Zone of WALGA adopts an advocacy position of seeking a commitment to funding from: a. Western Australian State Government; and/or b. Australian Federal Government; and/or	The Infrastructure Policy Team requested that the Association investigate the need for and feasibility of developing a road project advocacy tool to support Local Governments and Zones in their advocacy for specific road developments given the large number of potential projects across the State.	Ongoing	Ian Duncan Executive Manager Infrastructure jduncan@walga.asn.au 9213 2031

South West Western Australia	<p>c. Private industry to better manage the ever increasing numbers of heavy vehicle haulage and light vehicle users within the south-west (particularly including South Western Highway), including the possibility of re-instating and re-opening the disused South West Railway, as well as the future expansion and improvements of our road networks for the south-west region as part of the investment of our future infrastructure and road networks.</p> <p>2. That the South West Zone of WALGA requests the WALGA State Council to consider adopting the advocacy position outlined in Recommendation 1, above.</p>			
2021 19 February Zone Agenda Item 7.3 Asset Preservation Model	<p>That the South West Country Zone of WALGA:</p> <ol style="list-style-type: none"> 1. Supports option one of the options presented 2. Requests that discussion on this issue be referred to Regional Road Groups 3. Request Chris Berry, or an appropriate officer from the WA Local Government Grants Commission, to present to the Zone on the Asset Preservation Model methodology 	<p>At the May 2021 meeting WALGA State Council resolved to:</p> <ul style="list-style-type: none"> • Seek support from the WA Local Government Grants Commission to provide presentations on the inputs, operation of and outputs of the Road Asset Preservation Model at Zone or Regional Road Group meetings where requested; and • Advocate to the WA Local Government Grants Commission to improve the formatting and labelling of the model and make it available via the Commission's website. <p>A formal letter has been sent to the WA Local Government Grants Commission accordingly.</p>	June 2021	<p>Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031</p>
2021 23 April Zone Agenda Item 7.1 Weather Station Upgrade Request	<p>That the South West Country Zone of WALGA:</p> <ol style="list-style-type: none"> 1. Notes the concerns of the Shire of Augusta Margaret River's Bush Fire Advisory Committee in relation the need for accurate weather forecasting. 2. Requests that WALGA write to the Bureau of Meteorology requesting upgrades to the weather stations in the South West Corner to include a weather radar to improve weather forecasting in the Lower South West region. 	<p>WALGA wrote to BOM requesting upgrades to the weather stations in the South West Corner to include a weather radar to improve weather forecasting in the Lower South West region On 2 June 2021 (2/06/21)</p>	June 2021	<p>Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078</p>
2021 19 February Zone Agenda Item 7.1 Lobbying For State Government Policy Alignment With Respect to Development	<p>That WALGA writes to relevant Ministers and Directors General to request the current lack of policy alignment be addressed with respect to planning and development matters.</p>	<p>The State Government's <i>Action Plan for Planning Reform</i> has identified the need for a "new framework for the referral of planning applications to provide greater certainty regarding the timing, process and scope of referral agency input". This would include a conflict resolution arrangement where agencies hold differing views.</p> <p>This is referred to as action 'C5'. This reform was not included in the recently completed first tranche of reforms but is slated to be included in the upcoming planning reforms being developed by DPLH. WALGA has acted as a conduit between the Local Government sector and DPLH throughout these reforms and will continue to take this role as the reform agenda is rolled out by Government.</p> <p>WALGA will provide the SW Zone resolution to the DPLH's Reform Team as an example of the need for reform to the agency referral system. (23/03/2021)</p>	June 2021	<p>Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078</p>

		WALGA provided the SW Zone example to the DPLH Planning Reform Team (26/05/2021)		
		COMPLETE		
27 November 2020 Zone Agenda Item 7.4 Slip-on Eligibility for ESL Grant Support	That the South West Country Zone of WALGA supports the recommendation that slip-on fire units be reinstated onto the eligibility list for ESL grant funding.	<p>State Council resolution</p> <p>That WALGA:</p> <ol style="list-style-type: none"> 1. Supports the inclusion of capital costs of Trailer Fire Fighting Units and Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGs). 2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021). 3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGs. 4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process. <p>RESOLUTION 180.1/2021</p> <p>CARRIED</p> <p>WALGA's CEO wrote to the DFES Commissioner on 16 March 2021 advising him of the State Council Resolution. The LGGs Working Group met on 20 March 2021 but did not consider the eligibility of items at that meeting. WALGA will continue to liaise with DFES on the matter (2/06/21)</p> <p>COMPLETE</p>	June 2021	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078
2020 25 June Zone Agenda Item 7.1 Regulation of Park Homes / Manufactured Homes / Lifestyle Villages	That the South West Zone seek WALGA's support to request that the State Government urgently amend the Caravan Parks Legislation to allow the continued lawful placement of new manufactured homes on caravan park sites, until approximately 2030, providing regulatory certainty in the short term to the industry, its customers and local governments, and providing time in which more comprehensive regulatory reform can be undertaken.	<p>State Council Resolution at the September meeting.</p> <p>That WALGA urgently requests the State Government to undertake a full review of the Caravan Parks and Camping Grounds Act 1995 and associated legislation and regulations, to address manufactured homes on caravan park sites.</p> <p>RESOLUTION 116.4/2020</p> <p>Correspondence and the background information has been sent to the Minister for Local Government for consideration of an urgent review of the <i>Caravan Parks and Camping Grounds Act 1995</i>.</p> <p>A letter has been received from the Minister (as attached), stating that "Government is considering a broader review of the regulatory system regarding lifestyle villages; however, its legislative priority will not be considered until after the 2021 election."</p> <p>WALGA met with the Minister for Planning's office in April 2021 and raised this as an ongoing issue for the sector.</p> <p>WALGA has subsequently been informed that further amendments to the Camping and Caravan Act and Regulations to address the issue of manufactured park homes remains on the State Governments legislative agenda for this term. (26/05/2021)</p>	Ongoing	Narelle Cant Executive Manager, Strategy, Policy and Planning ncant@walga.asn.au 9213 2078
2020 April 24 Zone Agenda Item 7.1 Payments to Volunteers	That the South West Country Zone request WALGA to advocate for the State and Commonwealth Governments to introduce a payment system for emergency services	<p>On 29 December 2019, the Prime Minister announced a Commonwealth Volunteer Compensation Scheme.</p> <p>On 15 January 2020, the Minister for Emergency Services convened a Ministerial Volunteer Advisory Forum to consider feedback on the compensation proposal on behalf</p>	June 2021	Narelle Cant Executive Manager, Strategy,

Impacted by Emergency Events	volunteers to partially offset their income lost when volunteering in emergency events.	<p>of emergency services volunteers as well as explore any other concepts to support volunteers. Discussions took places around;</p> <ol style="list-style-type: none"> 1.feedback and suggestions about the challenges volunteers are experiencing at a local level; 2.volunteer recruitment and retention, training processes, resourcing requirements and the impact of a changing climate; and 3.the forum also provided volunteers with the opportunity to share local learnings in an open and safe environment. <p>The Minister for Emergency Services then wrote to Minister Littleproud to recognise and acknowledge the value of volunteers and to share the matters that volunteers raised on financial disincentives surrounding emergency services volunteering in Western Australia.</p> <p>DFES acknowledges the valuable contribution played by volunteers who support their local communities and has progressed a working group to review and advise on necessary changes to expenditure to ensure brigades are supported financially. DFES has embedded volunteer engagement in appliance design, testing and evaluation through Project Advisory Teams which will ensure that replacement appliances deliver improved operational and safety outcomes for volunteers. DFES has invested significantly in delivering the improved Volunteer Hub to make access to information easier and faster.</p> <p>COMPLETE</p>		<p>Policy and Planning ncant@walga.asn.au 9213 2078</p>
2019 June 28 Zone Agenda Item 7.2 Community Newspaper Awards	The Zone requests WALGA support a regional annual award program to recognize the significant contribution of community news publications.	Given the Local Government Minister has foreshadowed initiating an awards program for the sector, the Local Government Convention executive organizing committee has postponed consideration of any expansion of the WALGA honors and awards program until the Minister's awards have been defined.	September 2021	<p>Zac Donovan Executive Manager, Finance and Marketing zdonovan@walga.asn.au 9213 2038</p>

RESOLUTION

Moved: President Cr Michael Bennet
Seconded: President Cr Paul Gillett

That the South West Country Zone WALGA June 2021 Status Report be noted.

CARRIED

8.2 Review of WALGA State Council Agenda

BACKGROUND

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda 7 July 2021](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Reviews of the *Cat Act 2011* and *Dog Act 1976*

That WALGA seek a commitment from the State Government:

1. for the conduct of comprehensive reviews of the *Cat Act 2011* and *Dog Act 1976*; and
2. that the reviews incorporate Local Government-specific consultation processes, coordinated in discussion with WALGA and Local Government stakeholders.

5.2 Amendments to WALGA's Constitution

That the WALGA Constitution be amended as follows:

1. INSERT Definition – "Present" means attendance in person or by electronic means deemed suitable by the Chief Executive Officer.
2. Clause 5 (10) – DELETE "and Associate Members".
3. Clause 5 (11) – DELETE "Ordinary Member or", REPLACE "State Council" with "Chief Executive Officer" in the first sentence, INSERT "or its delegate" after State Council in the second sentence.
4. Clause 6 (3) – REPLACE "31 May" with "30 June".
5. Clause 7 (2) – REPLACE "30 June" with "31 July".
6. Clause 11 (1) – after Chief Executive Officer, INSERT "in accordance with the Corporate Governance Charter".
7. Clause 11 (2) – after Chief Executive Officer INSERT "by providing notice to State Councillors of the date, time, place and purpose of the meeting"
8. DELETE Clause 11 (3)
9. Clause 12 (1) – DELETE "as, being entitled to do so, vote in person"
10. DELETE Clause 12 (2)
11. Clause 12 (3) – DELETE "as, being entitled to do so, vote in person"
12. Clause 12 (4) – DELETE "as, being entitled to do so, vote in person"
13. Clause 16 (1) & (2) – After Any election INSERT "other than to elect the President or Deputy President", REPLACE "generally in accordance with the provisions of the Local Government Act 1995 as amended (2) For the purposes of the election referred to in sub-section (1)" with "as follows".
14. Clause 16 (2) (f) – REPLACE two instances of "2" with "1".
15. INSERT Clause 16A – Election Procedure – President and Deputy President
 - (1) An election to elect the President or Deputy President shall be conducted as follows:
 - (a) the Chief Executive Officer or his/her delegate shall act as returning officer;
 - (b) representatives are to vote on the matter by secret ballot;
 - (c) votes are to be counted on the basis of "first-past-the-post";
 - (d) the candidate who receives the greatest number of votes is elected;
 - (e) if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;
 - (f) any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;
 - (g) when the meeting resumes, an election will be held in accordance with sub-sections 1(a), 1(b), 1(c) and 1 (d);
 - (h) if two or more candidates receive the same number of votes so that sub-section 1(d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.
16. Clause 21 (4) – REPLACE "Chairman" with "Chair".
17. Clause 22 (1) – REPLACE "in August or September of" with "prior to 31 October".
18. Clause 22 (3) – DELETE "in person"
19. DELETE Clause 22 (4) (b).
20. Clause 23 (3) – DELETE "in person"
21. Clause 24 (2) – DELETE "and of which vote is to be exercised in person"
22. Clause 24 (4) – DELETE "as, being entitled to do so, vote in person"
23. Clause 28 (1) – DELETE "The common seal shall be held in the custody of the Chief Executive Officer at all times."

- 24. Clause 29 (1) – DELETE “as, being entitled to do so, vote in person”
- 25. Clause 29 (2) – DELETE “as, being entitled to do so, vote in person”
- 26. Clause 31 (4) (c) – DELETE “and Regional Development”.

Matters for Noting

- 6.1 Submission to Ministerial Expert Committee on Electoral Reform
- 6.2 Legal Response to the Coastal Hazard Planning Issues Paper
- 6.3 WALGA Submission: Child Safety Officer
- 6.4 State Planning Policy 3.1 Residential Design Codes Volume 1 – Medium Density Code
- 6.5 Report Municipal Waste Advisory Council (MWAC)
- 6.6 Local Government Performance Monitoring Project
- 6.7 Review of Fire Weather Districts
- 6.8 2021-22 State Budget Submission Approach
- 6.9 Managing Public Health Risks from Wastewater Conveyance, Treatment and Disposal in WA

Key Activity Reports

- 7.1.1 Report on Key Activities, Commercial and Communications Unit
- 7.1.2 Report on Key Activities, Governance and Organisational Services
- 7.1.3 Report on Key Activities, Infrastructure
- 7.1.4 Report on Key Activities, Strategy, Policy and Planning

RESOLUTIONS

Moved: Mr Andrew Campbell
Seconded: Mayor Grant Henley

That the South West Country Zone supports item 5.1.

CARRIED

Moved: President Cr Sarah Stanley
Seconded: President Cr Michael Bennett

That the South West Country Zone supports item 5.2.

CARRIED

Moved: President Cr Sarah Stanley
Seconded: President Cr Michael Bennett

That the South West Country Zone notes the matters for noting and key activity reports contained in the 7 July 2021 State Council Agenda.

CARRIED

8.3 WALGA President's Report

The WALGA President's Report is attached to the agenda.

NOTED

9. AGENCY REPORTS / PRESENTATIONS

9.1 South West Development Commission

Chief Executive Officer, Mellisa Teede, provided an update to the Zone.

NOTED

Cr Tresslyn Smith and Cr Paul Gillett declared an impartiality interest in discussions relating to regional waste and the Bunbury Harvey Regional Council.

RESOLUTION

Moved: Cr Tresslyn Smith
Seconded: President Cr Michael Bennett

That the South West Country Zone of WALGA write to SWDC seeking advocacy support for State Government funding for the Bunbury Harvey Regional Council regional waste solution, initially focusing on FOGO.

CARRIED

9.2 Regional Development Australia – South West

Director of Regional Development, Charles Jenkinson, presented to the Zone on the South West Regional Futures (SWRF) document.

NOTED

9.2 Department of Local Government, Sport and Cultural Industries

Department of Local Government, Sport and Cultural Industries representative were an apology to the meeting.

NOTED

10. FINANCIAL REPORT

The Zone's cash position is \$9,070.68 as per below:

Date	Description	Term Deposit	Current Account	Total Cash Held
12/04/2021	Opening balance	\$12,190.40	\$2,395.00	\$14,585.40
15/04/2021	Bank charges		-\$5.42	\$14,579.98
17/05/2021	Bank charges		-\$5.42	\$14,574.56
4/06/2021	Interest Received	\$1.54		\$14,576.10
4/06/2021	Transfer to current account	-\$12,191.94		\$14,576.10
4/06/2021	Transfer from term deposit		\$12,191.94	\$14,576.10
15/06/2021	Bank charges		-\$5.42	\$14,570.68
16/06/2021	Sponsorship of 2021 Future Jobs Expo		-\$5,500.00	\$9,070.68
		-	\$9,070.68	

Subscriptions for financial year 2021-22 are proposed at **\$600** per Local Government to a total of **\$7,200**.

RESOLUTION

Moved: President Cr Ian Earl
Seconded: President Cr Paul Gillett

That:

1. The Financial Report be noted, and
2. The Member Contribution of \$600 per Local Government for the 2021-22 financial year be endorsed.

CARRIED

11. EMERGING ISSUES

11.1 Invitations to Future Meetings

Member for Forrest, Ms Nola Marino MHR, and Member for O'Connor, Mr Rick Wilson MHR will be invited to the August Zone meeting.

Minister for Local Government, Hon John Carey MLA, will be invited to attend the August Zone meeting.

11.2 Busselton Margaret River Airport Update

Mayor Grant Henley provided an update to the Zone:

- Flights between Busselton Margaret River and Melbourne were due to resume on Saturday 26 June 2021, but were deferred due to COVID-19 restrictions.
- Flights between Busselton Margaret River and Melbourne are now due to commence on Saturday, 3 July 2021.
- Feedback from Jetstar suggests strong interest and bookings on the route
- Discussions with airlines in relation to route expansions are ongoing.

11.3 Southern Forests Irrigation Scheme Update

Modelling will be reviewed and updated to assess the continued viability of the scheme.

11.4 Designated Area Migration Agreement (DAMA) Update

DAMA application will be presented to the Minister in late June or early July 2021.

Recruitment will commence in the near future for an officer to administer and promote the agreement.

11.5 Price Escalation in Building and Works

The Zone noted that prices for building and infrastructure works are increasing, and there is potential for costs to continue to increase due to increased demand and supply constraints for materials and labour.

12. DATE, TIME AND PLACE OF NEXT MEETINGS

12.1 2021 Meeting Dates

MEETING DATE	HOST LOCAL GOVERNMENT
Friday 19 February 2021	Bunbury
Friday 23 April 2021	Augusta Margaret River
Friday 25 June 2021	Capel
Friday 20 August 2021	Collie
Friday 19 November 2021	Dardanup

12.2 Next Meeting

MEETING DATE	HOST LOCAL GOVERNMENT
Friday, 20 August 2021	Shire of Collie

13. CLOSURE

There being no further business the Chair declared the meeting closed at 11:45am.



Government of Western Australia
Department of Water and Environmental Regulation

Our ref: DWERDG633-21
Enquiries: Shirene Hickman, Ph: 6364 6433

Mr Mike Archer
Chief Executive Officer
City of Busselton

Email: mike.archer@busselton.wa.gov.au

Dear Mr Archer

ENDORSEMENT OF CITY OF BUSSELTON'S WASTE PLAN

Thank you for submitting the City of Busselton's waste plan prepared under section 40(2) of the *Waste Avoidance and Resource Recovery Act 2007* on 18 June 2021.

I commend the City of Busselton's commitment to reducing waste, increasing resource recovery, and protecting the environment. I consider that the City of Busselton is implementing initiatives that are consistent with, and contribute to, the delivery of the targets and objectives of the State's *Waste Avoidance and Resource Recovery Strategy 2030*, including:

- Investigating the viability of a third organics bin system across all households across the City receiving kerbside waste services;
- Identifying opportunities to reduce food waste at annual leavers event via the Leavers Event Waste Reduction & Recovery initiative;
- Developing an integrated regional waste management approach for the City;
- Investigating the viability of sending residual municipal solid waste to a waste to energy facility;
- Investigating the viability of an organic processing facility with capacity for expansion;
- Investigating offering the City's waste facilities as a container deposit scheme refund point;
- Determining the feasibility of establishing a reuse shop at the Busselton Transfer Station;
- Investigating the potential for establishing a sorting facility to decontaminate problematic waste streams;
- Reviewing contracts with external providers to provide for separation of waste streams;
- Reviewing procurement practices to encourage greater use of recycled products;
- Determining effective ways to reduce incidents of problematic litter and illegal dumping;
- Implementing community waste education initiatives and a school education program;

Prime House, 8 Davidson Terrace Joondalup Western Australia 6027
Locked Bag 10 Joondalup DC WA 6919
Telephone: 08 6364 7000 Facsimile: 08 6364 7001
www.dwer.wa.gov.au

- Collecting data on resident kerbside practices and contamination levels via a bin tagging program; and
- Identifying opportunities to avoid or use alternatives to single use plastic within the City.

As you may be aware, the Department of Water and Environmental Regulation is supporting the delivery of the Waste Strategy targets by:

- developing opportunities for food organics and garden organics (FOGO) processing and markets through the FOGO Reference Group;
- developing composting guidelines and better practice guidelines for solid waste treatment and storage facilities;
- incorporating FOGO-related inputs into strategic reviews of Western Australia's waste infrastructure;
- clarifying and improving the regulatory framework for waste to energy facilities; and
- continuing to develop the WasteSorted communications toolkit to help local governments communicate their waste and recycling services to residents and support consistent and effective communications across local governments.

I am pleased to endorse the City of Busselton's waste plan and wish you success with its implementation.

I look forward to receiving the City of Busselton's first annual report for 2021-22 on the implementation of its waste plan by 1 October 2022.

Yours sincerely



Michelle Andrews
DIRECTOR GENERAL

08 July 2021



Premier of Western Australia

Our Reference: 59-263664/MLU

Councillor Grant Henley
Mayor

Mr Mike Archer
Chief Executive Officer

City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Mayor and Mr Archer

Thank you for your recent letter of congratulations following State election.

I am proud to lead such a strong Labor team that is committed to delivering for Western Australia, including the South West. I am honoured to be re-elected and to continue to govern our wonderful State.

The State Government is committed to continuing to support your community, including through its investment in a pipeline of infrastructure work such as the \$85 million investment in the Bussell Highway duplication, \$9.5 million for the Australian Underwater Discovery Centre at Busselton Jetty, \$1.2 million for Busselton SHS and \$500,000 for Cape Naturalist College.

I look forward to continuing to work with the City in delivering for your community and I appreciate your invitation.

Like many West Australians, my family and I are regular visitors to Busselton as part of our holidays in the South West.

Yours sincerely

Mark McGowan MLA
PREMIER

- 9 JUN 2021

2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5000 Facsimile: +61 8 6552 5001 Email: WA-Government@dpc.wa.gov.au
www.premier.wa.gov.au

City of Busselton	Application No	Receipt No
	CIO ID	
	21 JUN 2021	
	Property ID	Doc ID
	Retention	
		City of Busselton



13 July 2021

Our Ref: 06-001-01-0026/NS:TAP

Via email: mike.archer@busselton.wa.gov.au

Mr Mike Archer
Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Mr Archer

REGIONAL ROAD SAFETY ADVISOR

I am pleased to advise that we have recently appointed Jacqui Sharp as the Regional Road Safety Advisor to service the 16 Local Government areas of the South West region.

Jacqui has commenced in the role and is hosted by the City of Bunbury. She will travel extensively throughout the region in order to provide road safety advice, support and assistance to the Local Governments and communities within the South West region.

Jacqui can be contacted by email at jsharp@walga.asn.au or by telephone 0438 982 563.

For more information please contact Terri-Anne Pettet, Manager Road Safety, tpettet@walga.asn.au or telephone (08) 9213 2011 or mobile 0417 982 046.

Yours sincerely

Tony Brown
Acting Chief Executive Officer

17.2 CURRENT ACTIVE TENDERS

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	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	Nil

The officer recommendation was moved and carried.

COUNCIL DECISION**C2107/151**

Moved Councillor J Barrett-Lennard, seconded Councillor P Cronin

That the Current Active Tenders Report be noted.**CARRIED 7/0****EN BLOC****OFFICER RECOMMENDATION****That the Current Active Tenders report be noted.****EXECUTIVE SUMMARY**

This report provides an overview of the City's current active tenders.

17.2.1 Current Active Tenders**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 is included in the 28 July Council meeting agenda.*

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).*
- *A report to Council for a decision on the tender is intended to be included in the 11 August Council meeting agenda.*

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).*
- *The value of the contract is within the CEO's delegated power for accepting tenders (DA 1 – 07 Inviting, Rejecting and Accepting Tenders), so a report to the CEO recommending which tender to accept will be presented shortly.*

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).*
- *A report to Council for a decision on the tender is included in the 28 July 2021 Council meeting agenda.*

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 closed on 29 June 2021.*
- *Five submissions were received.*
- *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 at its meeting on 11 August 2021.*

RFT 13/21 TURF MAINTENANCE SERVICES

- Requirements – a contractor to provide turf maintenance services for the City's broad acre sites such as playing fields and large public open spaces.
- A request for tender was advertised on 23 June and closed on 15 July 2021.
- Five submissions were received.
- 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 at its meeting on 24 August 2021.

RFT 14/21 ELECTRONIC EVENTS BILLBOARD

- Requirements - the design, fabrication and installation of an electronic events billboard on Bussell Hwy, Busselton.
- A request for tender was advertised on 19 June and closed on 14 July 2021.
- Three submissions were received.
- 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 at its meeting on 11 August 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 closed on 11 June 2021.*
- Eleven applications were received for the panel.
- The 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 closed on 15 June 2021.
- Two submissions were received.
- The 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).

ITEMS TO BE DEALT WITH BY SEPARATE RESOLUTION (WITHOUT DEBATE)**12.3 Finance Committee - 21/7/2021 - APPLICATION FOR RATE EXEMPTION - GROUP TRAINING SOUTH WEST INC.**

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Rates & Exemptions
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Rates Coordinator - David Nicholson
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
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 Property Use Statement  Attachment C Financial Statements 

This item was considered by the Finance Committee at its meeting on 21/7/2021, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION**C2107/152**

Moved Councillor P Cronin, seconded Councillor P Carter

That the Council:

1. Grant rate exemption to Group Training South West Inc. for 1/18 Trumper Drive Busselton, effective 16 December 2020, under section 6.26(2)(g) of the Local Government Act 1995; and
2. Agree that this rate exemption is to continue where Group Training South West Inc. confirm in writing by 30 April annually that they continue use the property for the purposes stated in the application.

CARRIED 7/0**BY ABSOLUTE MAJORITY****OFFICER RECOMMENDATION**

That the Council:

1. Grant rate exemption to Group Training South West Inc. for 1/18 Trumper Drive Busselton, effective 16 December 2020, under section 6.26(2)(g) of the Local Government Act 1995; and
2. Agree that this rate exemption is to continue where Group Training South West Inc. confirm in writing by 30 April annually that they continue use the property for the purposes stated in the application.

EXECUTIVE SUMMARY

An application seeking rate exemption on 1/18 Trumper Drive, Busselton (the Property) was received from Group Training South West Inc. (GTSW) on 16 December 2020 (Attachment A). The Property is owned by GTSW and is used predominately to deliver training and education for apprentices and students. In accordance with the GTSW "Property Use" statement (Attachment B), the Property is also used to provide other services. Based on GTSW's financial report, the majority of its income is from client receipts for the services it provides. As education is defined as a charitable purpose, this report recommends that rate exemption be granted under section 6.26(2)(g) of the *Local Government Act 1995* (the Act) effective from 16 December 2020, when the application was received.

BACKGROUND

On 16 December 2020, the City received an application from GTSW seeking rate exemption on 1/18 Trumper Drive, Busselton. Despite having owned the Property since June 2000, this is the first time GTSW has lodged a rate exemption application with the City.

GTSW is a "not-for-profit" organisation and has been deemed income tax exempt by the Australian Taxation Office.

The training, education and other services provided by GTSW are almost wholly funded from customer receipts, therefore careful consideration of GTSW's eligibility for rate exemption has been undertaken by City officers. Having completed this assessment, officers consider GTSW to be eligible for rate exemption.

Engagement with Western Australian Local Government Association (WALGA)

With respect more broadly to rate exemptions for charitable organisations, following a Council resolution in May 2019, the Mayor raised this issue with the South West Zone of WALGA (SWZ) at its meeting, also 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 1995 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 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's advocacy position has not changed in relation to this issue and it 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.

OFFICER COMMENT

In accordance with Section 6.26(2)(g) of the Act, land is not rateable if it is used exclusively for charitable purposes.

Rate exemption applications need only to be considered in two parts. The first part is to assess whether the use itself is "charitable" and the second part is to determine whether the property is being used "exclusively" for such a charitable use.

In considering the first part, that is, 'are the operations of GTSW considered to be a charitable use', legal opinions have been consistent in defining a charitable purpose as land used for:

1. The relief of poverty;
2. The advancement of education;
3. The advancement of religion; and
4. Other purposes beneficial to the community.

The Property has been owned by GTSW since at least June 2000 and is used to provide training, educational and apprenticeship services. These services are provided on a "fee for service" basis with only 11% of GTSW income in 2020 being derived from Government Grants. Despite the majority of income being derived from fees, the educational services provided by GTSW is considered to be charitable in nature, being the advancement of education.

In considering the second part, that is, 'is the property being exclusively used for a charitable purpose'; this criteria is being met by GTSW as they are the sole owner of the property and due to the services that they provide from the property.

It is noted that, in addition to owning the Property in Busselton, GTSW owns and/or occupies five other properties in the City of Bunbury and that the City of Bunbury have granted rate exemptions on each property.

No physical inspection of the Property has been carried out, as its rating classification and the statutory declaration of the Property's use (contained in the application at Attachment A) is considered to be sufficient.

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

If rate exemption is denied, then there may be costs incurred by the City if GTSW was to apply to the State Administrative Tribunal for a review of Council's decision.

If the rate exemption is granted from 16 December 2020, then Council's rating income would reduce by \$924 for the 2020/21 financial year and approximately \$1,993 plus any rate increases for each financial year thereafter.

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.

That being said, if Council chooses to not grant rate exemption, then staffing and/or legal costs may be incurred if the applicant refers the matter to the State Administrative Tribunal (SAT) for a review of the decision.

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. This is not recommended based on the definition of a charitable purpose and risks associated with declining the application as stated above.

CONCLUSION

It is considered that the services provided by GTSW would be defined as an advancement of education and therefore charitable in nature. In these circumstances, 1/18 Trumper Drive, Busselton, is 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 1/18 Trumper Drive, Busselton, then it would be applied effective from 16 December 2020, being the date the application was lodged, and implemented within 1 to 2 weeks of Council's decision.

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the City of Busselton for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the City of Busselton to reproduce any attachments provided with this form for internal purposes only.

City of Busselton
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 ADDRESS DETAILS

Street address	18 Trumper Drive
Suburb	Busselton
Post code	6280

Property Reference Number (if known)	
--------------------------------------	--

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

Employment of Apprentices, Trainees and Education.

3. PROPERTY OWNER DETAILS

Organisation	Group Training South West Inc.
Property owner <i>(if different to above)</i>	
Postal address <i>(including post code)</i>	26 Zoe Street, Bunbury
Telephone	089729 6666
Facsimile	
Mobile	
E-mail	george@gtsw.com.au

4. APPLICANT DETAILS

Contact Person	Stan Liaros
Position Title	Chief Executive Officer
Postal address <i>(including post code)</i>	26 Zoe Street, Bunbury
Telephone	089729 6666
Facsimile	
Mobile	0417940086
E-mail	george@gtsw.com.au

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

An incorporated body as per the Associations Incorporated Act 1987?

(If yes, provide a Certificate of Incorporation)☒ Yes ☐ No

Considered "not for profit"?

☒ Yes ☐ No

Have a tax exemption from the Australian Tax Office (ATO)?

(If yes, provide a certificate of tax exemption from the ATO)☒ Yes ☐ No

Leasing the property?

(If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates)☐ Yes ☒ No

Have planning approval for the land use of the property?

(A site inspection may be required before the application is processed)☒ Yes ☐ No


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	Stan Liaros
Position Title	Chief Executive Officer
Organisation	Group Training South West Inc.
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.
------------	--

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) Stan Liaros
I
(2) 26 Zoe Street, Bunbury
(2) Address of
In the State of Western Australia
(2) Chief Executive Officer
3) Occupation

Sincerely declare as follows:-

The property located at	18 Trumper Drive, Busselton
is used by	Group Training South West Inc.
for the purposes of	Employment of Apprentice & Trainees& Education
for the period from	12/6/2000 to Current

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 26 Zoe Street Bunbury A.

this 16 day of December 20 20

In the presence of

George Khoury CPA
Certified Practising Accountant
Member of CPA Australia
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration



(4)

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

FROM : GTSW BSN
10/02 00 110 11.00 PAA 00

08 97543164: 08 97543164
SSELTUN FIRST NATIONAL

Feb. 10 2000 01:09PM P2
0002

SHRINE OF BUGESELYON
APPROVED DEVELOPMENT PLAN

Wish Development Consent dated 27 Oct 96.

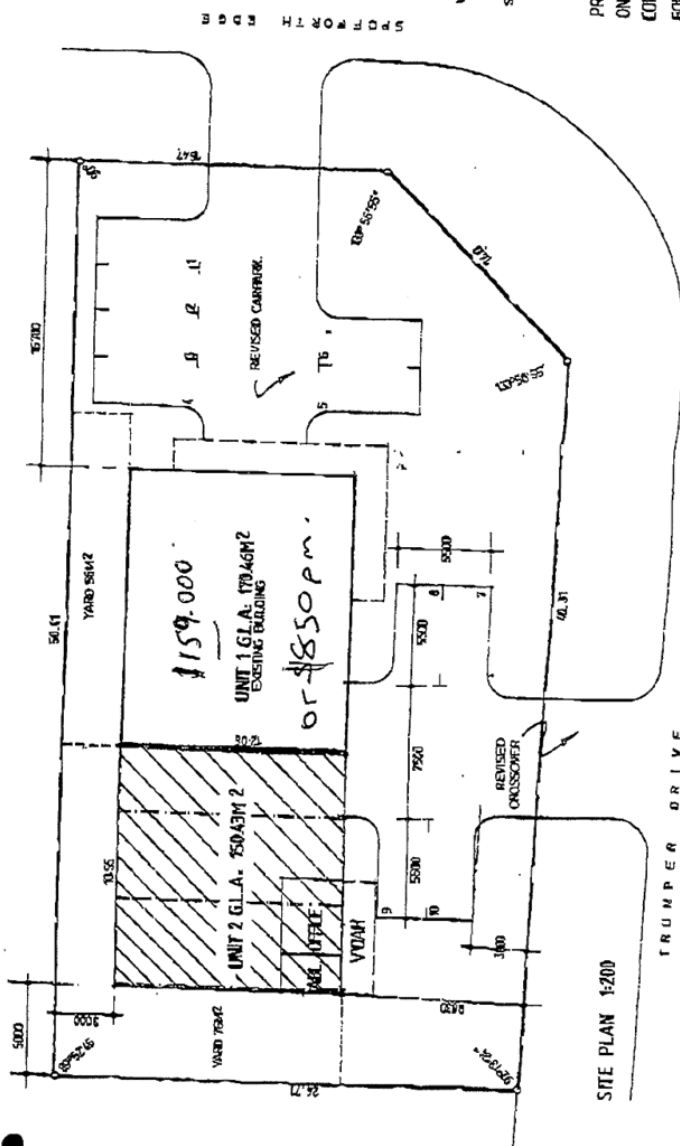
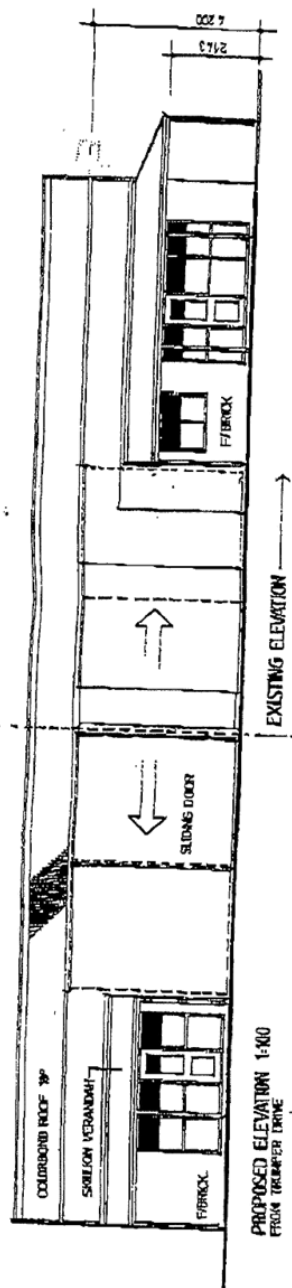
FOR MR. L. S. S. S.

Published by the
American Psychological Association
4000 Macmillan Building
Washington, DC 20002-4242
Telephone: 202/336-6000
Fax: 202/336-6008
E-mail: pubs@apa.org
Internet: <http://www.apa.org/pubs>

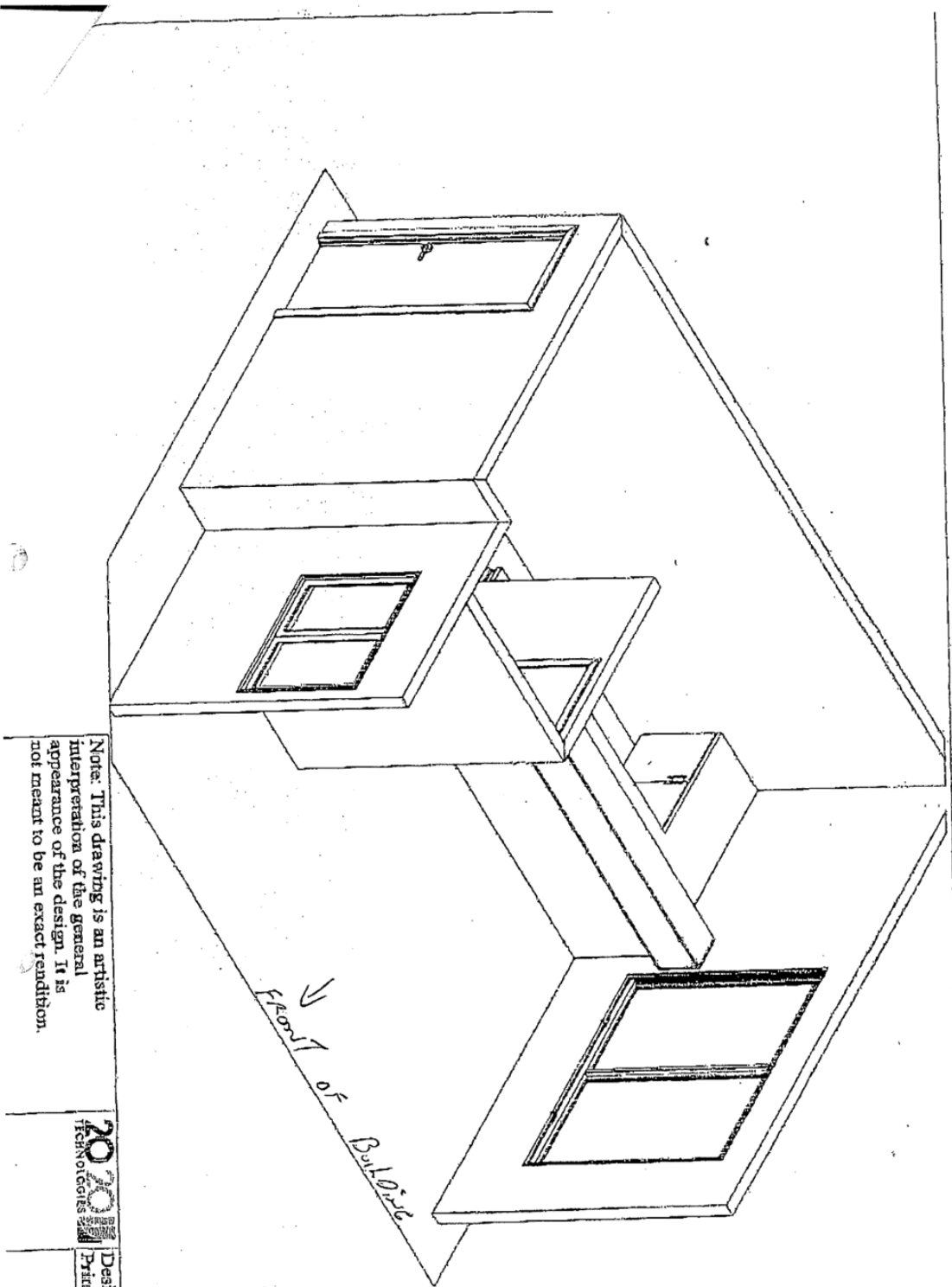
NGUYEN BANICROFT
Director, Planning & Development Services

PROPOSED STRATA UNIT,
ON LOT 139 TRUMPER DRIVE
COMMERCE PARK BUSSELTOWN,
FOR R. BRANSON.

DRWAY: K CHAMBER © DUJET DESIGN 5-8-98
PO BOX 325 BUSSETON 6780 PH0997 524 300



18 TRUMPER L1
B51



Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.

2020
TECHNOLOGIES

Designed: 10/29/2009
Printed: 10/29/2009

97543164

29/10/2009 08:19 97543164

PAGE 04/0



15th December 2020

REF: Nature of Group Training South West Inc. operations

Group Training South West Inc. Offices at 18 Trumper Drive in Busselton are used in line with its objects of the constitution to mainly deliver training and education for apprentices and students and also run the following activities:

- a) To operate such training facilities as are necessary to provide training for apprentices, trainees, youth at risk, disadvantaged and indigenous groups and industry and business
- b) To administer a group apprentice scheme in relation to apprentices, trainees, disadvantaged and indigenous groups, other employees and host employers and foster initiatives of local communities in preparing disadvantage jobseekers for employment
- c) To employ and indenture apprentices to itself and second such apprentices to various host employers for varying periods
- d) To employ trainees under appropriate Contract of Training and second such trainees to various host employers
- e) To employ any other classification of employees under the appropriate statutory regulations and second such employees to various host employers
- f) To encourage, promote and undertake the training of apprentices, trainees and disadvantaged and indigenous groups in the State of Western Australia
- g) To provide and improve training to assist indigenous groups, the unemployed including the long-term unemployed, those with disabilities and other disadvantaged groups including persons in necessitous circumstances who are suffering poverty, sickness and helplessness
- h) To enter into contracts with governments, industry and business to provide services and facilities to assist the community and to deliver public benefits in employment and training matters.

Yours sincerely,


George Khoury CFO
Group Training South West Inc.

HEAD OFFICE
26 Zoe Street
Bunbury WA 6230
Ph: 9729 6666
www.gtsw.com.au

HALIFAX SKILLS CENTRE
29 Halifax Drive
Bunbury WA 6230
Ph: 9796 6111
E: admin.atcbunbury@gtsw.com.au

CRAIGIE ST SKILLS CENTRE
9 Craigie Street
Bunbury WA 6230
Ph: 9725 7911
E: trgskls@gtsw.com.au

BUSSELTON OFFICE
18 Trumper Drive
Busselton WA 6280
Ph: 9754 3001
E: admin.busselton@gtsw.com.au

PERTH OFFICE
Suite 4 / 7 Hector Street West,
Osborne Park WA 6017
Ph: 9204 4566
E: admin.perth@gtsw.com.au



STATEMENT BY MEMBERS AND OFFICERS


The Board have determined that this special purpose financial report should be prepared in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and the accounting policies outlined in Note 1 to the financial statements.

- 1 In our opinion:
 - (a) The Statement Of Comprehensive Income is drawn up so as to give a true and fair view of the Surplus of Group Training South West Inc. for the year ended 30th June 2020
 - (b) The Statement Of Financial Position is drawn up so as to give a true and fair view of the state of affairs of Group Training South West Inc as at 30th June 2020
 - (c) At the date of this statement there are reasonable grounds to believe that Group Training South West Inc. will be able to pay its debts as and when they fall due.
- 2 The accounts have been made out in accordance with applicable Australian accounting standards as noted in Note 1 to the financial report.




Stany Liaros

Chief Executive Officer
Group Training South West Inc



George Khoury

Chief Financial Officer
Group Training South West Inc



Thomas Hall

Chairperson
Group Training South West Inc



Patricia Fitzhardinge

Chairperson Of Audit Committee
Group Training South West Inc

DATE: 24/09/2020



GROUP TRAINING SOUTH WEST (INC)
Summarised Of Statement Of Comprehensive Income
FOR THE YEAR ENDED 30 JUNE 2020

Summarised Statement Of Comprehensive Income	2020	2019	Variance
Administration - Comprehensive Income for the year	\$471,067	\$166,359	\$304,708
Apprentices & Trainees - Comprehensive profit/ (loss) for the year	\$15,631	(\$101,203)	\$116,834
ATC Employment Solutions -Statement of Comprehensive Income for the Year	\$557,228	\$863,126	(\$305,898)
Training - Comprehensive Income for the year	(\$373,905)	(\$414,522)	\$40,617
Total Comprehensive Income of the Year	\$670,021	\$513,760	\$156,261
Accumulated Surplus brought forward at beginning of year	\$15,898,228	\$15,384,468	\$513,760
ACCUMULATED SURPLUS AT END OF YEAR	\$16,568,249	\$15,898,228	\$670,021

The details of the above stated summarised statement of comprehensive income of each section of GTSW is showing in the attached statements of comprehensive income

The accompanying notes form part of these financial statements



GROUP TRAINING SOUTH WEST (INC)
The Statement Of Financial Position
AS AT 30TH JUNE 2020

	NOTE	2020	2019
CURRENT ASSETS-			
Cash and cash equivalents	1	\$9,290,470	\$6,991,915
Trade and other receivables	2	<u>\$2,080,999</u>	<u>\$3,825,712</u>
TOTAL CURRENT ASSETS-		\$11,371,469	\$10,817,627
NON CURRENT ASSETS-			
Property, plant and equipment	3	<u>\$9,271,979</u>	<u>\$9,379,061</u>
TOTAL NON CURRENT ASSETS-		<u>\$9,271,979</u>	<u>\$9,379,061</u>
TOTAL ASSETS-		\$20,643,448	\$20,196,688
CURRENT LIABILITIES-			
Trade and other payables	4	\$1,185,540	\$1,542,303
Provisions of employment entitlements	5	<u>\$1,008,598</u>	<u>\$871,855</u>
TOTAL CURRENT LIABILITIES-		\$2,194,138	\$2,414,158
NON CURRENT LIABILITIES-			
Provisions of employment entitlements	5	\$32,798	\$34,825
Other Payables	5	<u>\$4,318</u>	<u>\$5,532</u>
TOTAL NON CURRENT LIABILITIES-		<u>\$37,116</u>	<u>\$40,357</u>
TOTAL LIABILITIES-		<u>\$2,231,254</u>	<u>\$2,454,515</u>
NET ASSETS		<u>\$18,412,194</u>	<u>\$17,742,173</u>
ACCUMULATED SURPLUS			
Accumulated Surplus		\$16,568,249	\$15,898,228
Asset Revaluation Reserve	6	\$1,463,945	\$1,463,945
Workers Compensation Premium Reserve	6	<u>\$380,000</u>	<u>\$380,000</u>
TOTAL ACCUMULATED SURPLUS		\$18,412,194	\$17,742,173

The accompanying notes form part of these financial statements



GROUP TRAINING SOUTHWEST (INC)
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR TO 30TH JUNE 2020

Statement of Changes in Equity	Retained Earnings	Asset Revaluation Reserve	Workers compensation premium reserve	Total accumulated Funds
Balance at 30 June 2018	\$15,384,468	\$1,463,945	\$380,000	\$17,228,413
Comprehensive Income				
Surplus for the year attributable to the entity	\$513,760	\$0.00	\$0	\$513,760
Other Comprehensive income for the year	\$0	\$0	\$0	\$0
Total Comprehensive income for the year attributable to the entity	\$513,760	\$0.00	\$0	\$513,760
Asset revaluation Reserve for the reporting period	\$0	\$0	\$0	\$0
Workers compensation premium reserve for the reporting period	\$0	\$0	\$0	\$0
Balance at 30 June 2019	\$15,898,228	\$1,463,945	\$380,000	\$17,742,173
Comprehensive Income				
Surplus for the year attributable to the entity	\$670,021	\$0.00	\$0	\$670,021
Other Comprehensive income for the year	\$0	\$0	\$0	\$0
Total Comprehensive income for the year attributable to the entity	\$670,021	\$0.00	\$0	\$670,021
Asset revaluation Reserve for the reporting period	\$0	\$0	\$0	\$0
Workers compensation premium reserve for the reporting period	\$0	\$0	\$0	\$0
Balance at 30 June 2020	\$16,568,249	\$1,463,945	\$380,000	\$18,412,194



GROUP TRAINING SOUTHWEST (INC)
Statement of cash flows
FOR THE YEAR ENDED 30TH JUNE 2020

	Note	2020	2019
		INFLOWS (OUTFLOWS)	INFLOWS (OUTFLOWS)
CASH FLOWS FROM OPERATING ACTIVITIES			
Government Grants		\$3,536,672	\$1,618,011
Receipts From Clients		\$25,743,227	\$21,196,050
Interest Received		\$100,528	\$219,239
Rent Received		\$102,243	\$115,779
Other Receipts		\$773,403	\$380,137
Payments to Employees		(\$23,025,012)	(\$20,360,278)
Payments to Suppliers		(\$4,684,105)	(\$3,442,513)
Net Cash (used in) generated from operating activities	1.2	\$2,546,956	(\$273,575)
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash Proceeds from the sale of Plant & Equipment		\$443,654	\$513,215
Cash Paid for the acquisition of Property & Plant & Equipment		(\$692,055)	(\$697,826)
Net Cash Used in Investing Activities		(\$248,401)	(\$184,611)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds of Borrowings (Hire Purchase Agreements)		\$0	\$0
Repayment of Borrowings (Hire Purchase Agreements)		\$0	\$0
Net Cash Used in Hire Purchase agreements		\$0	\$0
Proceeds of Borrowings		\$0	\$0
Repayment of Borrowings		\$0	\$0
Net Cash Used		\$0	\$0
Net Cash Used in Financing Activities		\$0	\$0
NET INCREASE/ (DECREASE) IN CASH HELD		\$2,298,555	(\$458,186)
Cash at the beginning of the financial year		\$6,991,915	\$7,450,101
Cash at the end of the financial year	1.1	\$9,290,470	\$6,991,915

The accompanying notes form part of these financial statements

GROUP TRAINING SOUTH WEST (INC)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
(As per Statement of comprehensive income and financial position)
FOR THE YEAR ENDED 30TH JUNE 2020

1 - Notes to the Statement of Cash Flows

1.1 Reconciliation of Cash

For the purpose of the statements cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

	2020	2019
Cash at Bank	\$9,290,470	\$6,991,915

1.2 Reconciliation of Net Cash Provided By Operating Activities to Operating Profit

	2020	2019
Operating surplus/(deficit)	\$670,021	\$513,760
Depreciation	\$340,345	\$346,272
(Profit)/Loss on Asset Sale	\$15,139	\$13,221
<u>Changes in Assets and Liabilities</u>		
Decrease/ (Increase) in Debtors	\$1,744,713	(\$1,745,865)
Increase/(Decrease) in Employment Entitlement Provisions	\$150,881	\$68,071
Increase/(Decrease) in Creditors	(\$369,812)	\$546,776
Increase/(Decrease) in Grants Received in Advance	(\$4,331)	(\$15,810)
	<u>\$2,546,956</u>	<u>(\$273,575)</u>

1.3 Interest Rate %

% of Interest received on every balance as at 30th June 2020

Account Name	% Interest Rate
ADMINISTRATION CHEQUE ACCOUNT	0.01%
APPRENTICE CHEQUE	0.01%
APPRENTICE CMCA	0.01%
APPRENTICE TERM DEPOSIT NO:3	1.50%
APPRENTICE TERM DEPOSIT NO:8	1.70%
BCITF CMCA	0.01%
TRAINING CHEQUE ACCOUNT	0.01%
TRAINING CMCA ACCOUNT	0.01%

2. Contingent Liabilities - Autopay Facility

Nil

Autopay facility has never been used by Group Training SW Inc because of its strong cash holdings position during 2019/2020

3. Unused Limits/Facilities

CWB Overdraft facilities (650700906271) /reviewed annually \$100,000

Business card facility used by the CEO during 2019/2020

"@ the maximum limit of \$25,000 mainly for Business trip (Balance Cleared Monthly)

GROUP TRAINING SOUTHWEST (INC.)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

NOTE 1 A - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the constitution and the Australian Charities and Non-for profits Commissions Act 2012. The committee has determined that the association is not a reporting entity

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in preparation of this financial report.

a) Revenue

Revenue from the sale of services is recognised upon the delivery of Services to Clients and satisfaction of performance obligations.

Grant Income is matched against related expenditure and accordingly unused grant income is carried forward to future accounting periods.

Interest Revenue is recognised on a proportional basis taking into account the interest rate applicable to the financial assets

All revenue is stated net of the amount of goods and services tax (GST)

b) Property, Plant and Equipment -

Property, Plant and Equipment are carried at cost or at Independent valuation. Any surplus on revaluation is credited directly to the assets revaluation reserve and excluded from the profit and loss account.

However If an asset's carrying amount is decreased as a result of a revaluation, the decrease shall be recognised in profit or loss. The decrease shall be debited directly to asset revaluation reserve to the extent of any credit balance existing in the asset revaluation reserve in respect of that asset

Any gain or loss on the disposal of revalued assets is determined as the difference between the carrying amount of the asset at the time of the disposal and the proceeds of disposal and is included in the result of the company in the year of disposal.

Assets other than freehold land and motor vehicles are depreciated at rates based upon their expected useful economic lives and disposal values, using the diminishing value method. Costs of renewal and replacement of tools are charged directly against expense

GROUP TRAINING SOUTHWEST (INC.)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(Continued)

c) Income Tax

Group Training Schemes have been classified by the Australian Taxation Office as charitable institutions for the purposes of paragraph(50-5) of the Income Tax Assessment Act and, accordingly, are exempt from income tax . It is not necessary that the administrator of Group Training SW to furnish income tax returns.

d) Pay-roll Tax exemption

A review has been conducted by the Department of Treasury and Finance as per the Pay-roll tax assessment act 2002. Accordingly it was determined by the Commissioner of State Revenue that wages paid by Group Training South West Inc are declared to be exempt pay-roll tax for the purpose of section 40(2)(n) Of the same act with effect from 27 October 2006

e) Employee benefits

Provision is made for the association liability for employees benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured within one year at the amount expected to be paid when the liability is settled,plus related on cost. However Employee benefits payable later than one year have been measured at the present value of the estimated cash outflows to be made for those benefits

Provision is made for long service leave and annual leave, estimated to be payable to employees on the basis of statutory and contractual requirements. The amounts provided have been apportioned between current and non-current, the current provisions being the portion that is expected to be paid within the next twelve months.

f) Comparative Amounts

Where necessary the figures for the previous year have been reclassified to facilitate comparison.

g) Trade Debtors

Sales made on trade credit and due in 7 days are included in Trade Debtors for ATC or otherwise depends on the agreed contractual terms of payment arrangement between the Host employers and ATC

Sales made on trade credit and due in 60 days are included in Trade Debtors for ATC Employment Solutions .

The provisions of doubtful debts \$256,349 have been accepted by the audit committee as at 30/06/2020 which represents 0.81% of the projected 2020/2021 revenue of GTSW

The Board consider it prudent to review the allowance of Doubtfull account provisions on the basis of possible doubtful clients portfolio, the volume of debtors investment, the total yearly revenue and the overall market credit rating

h) Trade Creditors

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not invoices have been received. Trade accounts payable are normally settled within 30 days.

i) Commonwealth Incentives for Apprenticeship:

All collected commencement and progression incentives will be brought into revenue account on a straight line basis during the first 3 years of apprenticeship.The Completion Incentives will be recognised as revenue during the 3rd and 4th year using the 3 year or 4 year term of apprenticeship .Unrecognised or deferred income will be reversed and fully recognised as income upon termination or cancellation of the apprenticeship.

GROUP TRAINING SOUTHWEST (INC.)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

NOTE 1A - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(Continued)

- j) The Income Of Group Training South West Inc Operation during 2019/2020 is dependent on the continued receipt of Grants, subsidies and fees for services from the Commonwealth and State Government Which are recognised as earned income as follows:

Sources Of Funds	Recognised Grant /subsidies	Recognised Fee For Services	Recognised Total
Commonwealth Government	\$297,430	\$0	\$297,430
State Government	\$46,480	\$651,235	\$697,715
Construction Training Fund	\$611,617	\$0	\$611,617
ABBTF	\$2,596	\$0	\$2,596
ISMAA	\$3,113	\$0	\$3,113
Job Active	\$10,455	\$0	\$10,455
Step/IEP	\$7,182	\$0	\$7,182
AMP Subsidies	\$4,000	\$0	\$4,000
ATO Jobkeeper Payment	\$2,247,000	\$0	\$2,247,000
ATO JPYG cash boost	\$5,000	\$0	\$5,000
Total	\$3,234,873	\$651,235	\$3,886,108

- k) **Joint Group Training Program Policy Funding**

Income is recognised on the basis of registered commencement of apprentices and trainees employed by Group Training South West Inc. The registered commencement will be shown on the training record system (TRS), which is administered by the WA Department of Training. The registration of commencement will take effect after a successful completion of 6 month probationary period for apprentices and trainees. The Joint GTP funding is received on the basis of projected Number of commencements and will be acquitted by GTSW on the basis of the aforesaid criteria. GTSW will reimburse WA Department of Training for all unregistered commencements during the reporting period.

- l) **Impairment of Assets**

At each reporting date, the association reviews the carrying values of its tangible to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

- m) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

- n) **Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset (but not the legal ownership) are transferred to the entity, are classified as finance leases.

Finance leases are capitalised, recognising an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values.

Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the entity will obtain ownership of the asset. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as expenses on a straight-line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

GROUP TRAINING SOUTHWEST (INC.)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

NOTE 1A - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(Continued)

o) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is the date that the entity commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted). Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expensed to profit or loss immediately. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Trade receivables are initially measured at the transaction price if the trade receivables do not contain significant financing component or if the practical expedient was applied as specified in AASB 15: *Revenue from Contracts with Customers*.

Classification and subsequent measurement

Financial liabilities

Financial liabilities are subsequently measured at:

- amortised cost; or
- fair value through profit or loss.

A financial liability is measured at fair value through profit or loss if the financial liability is:

- a contingent consideration of an acquirer in a business combination to which AASB 3: *Business Combinations* applies;
- held for trading; or
- initially designated as at fair value through profit or loss.

All other financial liabilities are subsequently measured at amortised cost using the effective interest method.

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest expense over in profit or loss over the relevant period.

The effective interest rate is the internal rate of return of the financial asset or liability. That is, it is the rate that exactly discounts the estimated future cash flows through the expected life of the instrument to the net carrying amount at initial recognition.

A financial liability is held for trading if it is:

- incurred for the purpose of repurchasing or repaying in the near term;
- part of a portfolio where there is an actual pattern of short-term profit taking; or
- a derivative financial instrument (except for a derivative that is in a financial guarantee contract or a derivative that is in effective hedging relationships).

Any gains or losses arising on changes in fair value are recognised in profit or loss to the extent that they are not part of a designated hedging relationship.

The change in fair value of the financial liability attributable to changes in the issuer's credit risk is taken to other comprehensive income and is not subsequently reclassified to profit or loss. Instead, it is transferred to retained earnings upon derecognition of the financial liability.

If taking the change in credit risk in other comprehensive income enlarges or creates an accounting mismatch, then these gains or losses should be taken to profit or loss rather than other comprehensive income.

A financial liability cannot be reclassified.

Financial assets

- fair value through other comprehensive income; or
- fair value through profit or loss

Measurement is on the basis of two primary criteria:

- the contractual cash flow characteristics of the financial asset; and

- o) – NOTE 1A - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES
- A financial asset that meets the following conditions is subsequently measured at amortised cost:
- the financial asset is managed solely to collect contractual cash flows; and
 - the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates.
- A financial asset that meets the following conditions is subsequently measured at fair value through other comprehensive income:
- the contractual terms within the financial asset give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specified dates; and
 - the business model for managing the financial asset comprises both contractual cash flows collection and the selling of the financial asset.
- By default, all other financial assets that do not meet the measurement conditions of amortised cost and fair value through other comprehensive income are subsequently measured at fair value through profit or loss. The entity initially designates a financial instrument as measured at fair value through profit or loss if:
- it eliminates or significantly reduces a measurement or recognition inconsistency (often referred to as an “accounting mismatch”) that would otherwise arise from measuring assets or liabilities or recognising the gains and losses on them on different bases;
 - it is in accordance with the documented risk management or investment strategy and information about the groupings is documented appropriately, so the performance of the financial liability that is part of a group of financial liabilities or financial assets can be managed and evaluated consistently on a fair value basis; and
 - it is a hybrid contract that contains an embedded derivative that significantly modifies the cash flows otherwise required by the contract.
- The initial designation of financial instruments to measure at fair value through profit or loss is a one-time option on initial classification and is irrevocable until the financial asset is derecognised.
- Equity instruments**
- At initial recognition, as long as the equity instrument is not held for trading or not a contingent consideration recognised by an acquirer in a business combination to which AASB 3 applies, the entity made an irrevocable election to measure any subsequent changes in fair value of the equity instruments in other comprehensive income, while the dividend revenue received on underlying equity instruments investment will still be recognised in profit or loss.
- or a substantial modification to the terms of a financial liability, is treated as an extinguishment of the existing liability and recognition of a new financial liability.
- The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable, including any non-cash assets transferred or liabilities assumed, is recognised in profit or loss.
- Derecognition of financial assets**
- A financial asset is derecognised when the holder's contractual rights to its cash flows expires, or the asset is transferred in such a way that all the risks and rewards of ownership are substantially transferred.
- All the following criteria need to be satisfied for the derecognition of a financial asset:
- the right to receive cash flows from the asset has expired or been transferred;
 - all risk and rewards of ownership of the asset have been substantially transferred; and
 - the entity no longer controls the asset (ie has no practical ability to make unilateral decision to sell the asset to a third party).
- On derecognition of a financial asset measured at amortised cost, the difference between the asset's carrying amount and the sum of the consideration received and receivable is recognised in profit or loss.
- On derecognition of a debt instrument classified as fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investment revaluation reserve is reclassified to profit or loss.
- On derecognition of an investment in equity which the entity elected to classify under fair value through other comprehensive income, the cumulative gain or loss previously accumulated in the investments revaluation reserve is not reclassified to profit or loss, but is transferred to retained earnings.

NOTE 1A - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

o)

The entity recognises a loss allowance for expected credit losses on:

- financial assets that are measured at amortised cost or fair value through other comprehensive income;
- lease receivables;
- contract assets (eg amount due from customers under construction contracts);
- loan commitments that are not measured at fair value through profit or loss; and
- financial guarantee contracts that are not measured at fair value through profit or loss.

Loss allowance is not recognised for:

- financial assets measured at fair value through profit or loss; or
- equity instruments measured at fair value through other comprehensive income.

Expected credit losses are the probability-weighted estimate of credit

- if the credit risk of the financial instrument has increased significantly since initial recognition, the entity measures the loss allowance of the financial instruments at an amount equal to the lifetime expected credit losses; and
- if there is no significant increase in credit risk since initial recognition, the entity measures the loss allowance for that financial instrument at an amount equal to 12-month expected credit losses.

Simplified approach

The simplified approach does not require tracking of changes in credit risk at every reporting period, but instead requires the recognition of lifetime expected credit loss at all times.

This approach is applicable to:

- trade receivables; and
- lease receivables.

In measuring the expected credit loss, a provision matrix for trade receivables is used, taking into consideration various data to get to an expected credit loss (ie diversity of its customer base, appropriate groupings of its historical loss experience, etc).

Purchased or originated credit-impaired approach

For financial assets that are considered to be credit-impaired (not on acquisition or originations), the entity measures any change in its lifetime expected credit loss as the difference between the asset's gross carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. Any adjustment is recognised in profit or loss as an impairment gain or loss.

Evidence of credit impairment includes:

- significant financial difficulty of the issuer or borrower;
- a breach of contract (eg default or past due event);
- a lender has granted to the borrower a concession, due to the borrower's financial difficulty, that the lender would not otherwise consider;
- the likelihood that the borrower will enter bankruptcy or other financial reorganisation; and
- the disappearance of an active market for the financial asset because of financial difficulties.

Low credit risk operational simplification approach

If a financial asset is determined to have low credit risk at the initial reporting date, the entity assumes that the credit risk has not increased significantly since initial recognition and, accordingly, can continue to recognise a loss allowance of 12-month expected credit loss.

In order to make such a determination that the financial asset has low credit risk, the entity applies its internal credit risk ratings or other methodologies using a globally comparable definition of low credit risk.

A financial asset is considered to have low credit risk if:

- there is a low risk of default by the borrower;
- the borrower has a strong capacity to meet its contractual cash flow obligations in the near term; and
- adverse changes in economic and business conditions in the longer term, may, but not necessarily, reduce the ability of the borrower to fulfil its contractual cash flow obligations.

o)

A financial asset is not considered to carry low credit risk merely due to existence of collateral, or because a borrower has a lower risk of default than the risk inherent in the financial assets, or relative to the credit risk of the jurisdiction in which it operates.

Recognition of expected credit losses in financial statements

The carrying amount of financial assets measured at amortised cost includes the loss allowance relating to that asset.

Assets measured at fair value through other comprehensive income are recognised at fair value with changes in fair value recognised in other comprehensive income. The amount in relation to change in credit risk is transferred from other comprehensive income to profit or loss at every reporting period.

For financial assets that are unrecognised (eg loan commitments yet to be drawn, financial guarantees), a provision for loss allowance is created in the statement of financial position to recognise the loss allowance.



GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

	2020	2019
NOTE 2 -Trade and other receivables		
CURRENT		
Trade Debtors (App Hirers)	\$14,927	\$319,169
Provision for doubtful debts	(\$256,349)	(\$75,000)
Trade Debtors (Labour Hirers)	\$1,303,851	\$3,352,286
Debtors Students Control	\$59,515	\$42,374
ATO Jobkeeper payments in Arrears	\$795,000	\$0
Sundry Debtors	<u>\$151,571</u>	<u>\$153,710</u>
	\$2,068,515	\$3,792,539
Other debtors and prepayments	<u>\$12,484</u>	<u>\$33,173</u>
	\$2,080,999	\$3,825,712

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

Note 3

	2020	2019
NOTE 3 - PROPERTY, PLANT AND EQUIPMENT		
Land & Buildings - Craigie Street Bunbury WA		
Land - Building Craigie Street - At Independent valuation (June 2016)	\$0	\$0
Land -Building Craigie Street - At Cost	\$1,091,395	\$1,091,395
	\$1,091,395	\$1,091,395
Provision for depreciation	(\$42,933)	(\$32,588)
	\$1,048,462	\$1,058,807
Offices Skill Centre Expansion - At Independent valuation (June 2016)	\$612,465	\$612,465
Offices Skill Centre Expansion - At Cost	\$0	\$0
	\$612,465	\$612,465
Provision for Depreciation	(\$58,988)	(\$44,796)
	\$553,477	\$567,669
Busselton Office - At Independent Valuation (June 2016)	\$360,000	\$360,000
Busselton Office 18 Trumper Street-at cost	\$0	\$0
	\$360,000	\$360,000
Provision for Depreciation	(\$25,216)	(\$19,150)
	\$334,784	\$340,850
Mandurah Office - 3/19 Davey (New acquisition))-At Cost	\$319,178	\$319,178
Mandurah Office- 3/19 Davey -At Cost	\$0	\$0
	\$319,178	\$319,178
Provision for Depreciation	(\$23,100)	(\$17,688)
	\$296,078	\$301,490
51 Spencer St Building Bunbury WA - At Independent Valuation (June 2016)	\$1,226,450	\$1,226,450
51 Spencer St Building Bunbury WA - At Cost	\$0	\$0
	\$1,226,450	\$1,226,450
Provision for Depreciation	(\$52,153)	(\$39,606)
	\$1,174,297	\$1,186,844
Plant and Equipment - Craigie Street:		
At cost	\$349,743	\$349,743
At Independent Valuation (2000-2001)	\$161,992	\$122,788
	\$511,735	\$472,531
Provision for depreciation	(\$324,776)	(\$281,704)
	\$186,959	\$190,827
Unit 4, 7 Hector Street Osborne Park- At Independent Valuation (June 2016)	\$1,325,000	\$1,325,000
Provision for depreciation	(\$107,763)	(\$81,836)
	\$1,217,237	\$1,243,164
Unit 5, 7 Hector Street Osborne Park- At Independent Valuation (June 2016)	\$1,350,000	\$1,350,000
Provision for depreciation	(\$130,021)	(\$98,740)
	\$1,219,979	\$1,251,260
Plant and equipment - General:		
At cost	\$513,199	\$691,028
Provision for depreciation	(\$358,500)	(\$401,538)
	\$154,699	\$189,490
Plant and equipment - Motor Vehicles:		
At cost	\$556,491	\$494,192
Provision for depreciation	(\$65,992)	(\$46,100)
	\$490,499	\$448,092
Plant and equipment Training-At cost	\$94,089	\$87,929
Provision for depreciation	(\$83,936)	(\$82,161)
	\$10,153	\$5,768
26 Zoe Street Bunbury WA - At Independent Valuation (June 2016)	\$1,538,400	\$1,538,400
At cost	\$29,772	\$8,705
Provision for depreciation	(\$75,992)	(\$56,828)
	\$1,492,180	\$1,490,277
29 Halifax Drive Daven port		
At cost	\$775,942	\$775,942
Provision for depreciation	(\$37,239)	(\$23,206)
	\$738,703	\$752,736
31 Halifax Drive Daven port		
At cost	\$351,787	\$351,787
Provision for depreciation	\$2,704	\$0
	(\$19)	\$0
	\$354,472	\$351,787
TOTAL PROPERTY, PLANT AND EQUIPMENT	\$9,271,979	\$9,379,061

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR TO 30TH JUNE 2020

Note No 3 B)

Movement in carrying amounts															
	Land and building Equipment - Craigie St	Plant and Equipment - Craigie St	7/4Hector Street Perth Office	7/5Hector Office	Motor Vehicles	Office Equipment and furniture	Office Skil centre Expansion	Building 51 Spencer Street	Bussellton Office 18 Trumpier Drive	29 Halifax Drive	Medburn Office Dovey Street	Office Equipment Training	31 Halifax Drive	26 Zoe Street	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at the beginning of year 1 July 2018	\$ 1,089,417	\$ 226,299	\$ 1,269,755	\$ 1,283,344	\$ 429,285	\$ 215,092	\$ 582,224	\$ 1,199,713	\$ 347,073	\$ 764,825	\$ 307,041	\$ 7,446	\$ 352,367	\$ 1,500,061	\$ 9,553,943
Additions	-	\$ 13,087	-	-	\$ 641,491	\$ 32,823	-	-	-	-	-	-	-	\$ 8,705	\$ 697,826
Reversal of Depreciation Provisions / Written Off	-	-	-	-	\$ 110,916	\$ 42,096	-	-	-	\$ 2,239	-	-	-	\$ (579)	\$ 173,489
Net Revaluations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	\$ (22,529)	-	-	\$ (831,631)	\$ (45,785)	-	-	-	-	-	-	-	-	\$ (899,925)
Depreciation Expenses	\$ (10,610)	\$ (46,598)	\$ (26,591)	\$ (32,084)	\$ (101,869)	\$ (54,756)	\$ (14,556)	\$ (12,869)	\$ (6,222)	\$ (14,389)	\$ (5,551)	\$ (1,679)	-	\$ (18,489)	\$ (346,272)
Balance at the beginning of year 1 July 2019	\$ 1,058,807	\$ 190,826	\$ 1,243,164	\$ 1,251,260	\$ 448,092	\$ 183,489	\$ 567,659	\$ 1,186,844	\$ 340,850	\$ 752,735	\$ 301,490	\$ 5,767	\$ 351,788	\$ 1,490,278	\$ 9,379,061
Additions	-	\$ 39,204	-	-	\$ 604,818	\$ 18,103	-	-	-	-	-	\$ 6,160	\$ 2,704	\$ 21,066	\$ 692,066
Reversal of Depreciation Provisions / Written Off	-	-	-	-	\$ 80,758	\$ 89,900	-	-	-	-	-	-	-	-	\$ 179,658
Net Revaluations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	\$ (542,519)	\$ (95,931)	-	-	-	-	-	-	-	-	\$ (639,450)
Depreciation Expenses	\$ (10,345)	\$ (43,072)	\$ (25,926)	\$ (31,281)	\$ (109,651)	\$ (46,861)	\$ (14,192)	\$ (12,547)	\$ (6,067)	\$ (14,034)	\$ (5,412)	\$ (1,774)	\$ (19)	\$ (19,164)	\$ (340,345)
Carrying amount at the end of year 30 June 2020	\$ 1,048,462	\$ 186,959	\$ 1,217,237	\$ 1,219,979	\$ 480,498	\$ 154,659	\$ 553,477	\$ 1,174,297	\$ 334,784	\$ 738,702	\$ 296,078	\$ 10,153	\$ 354,473	\$ 1,482,180	\$ 9,271,979

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

NOTE 4- Trade and other payables

CURRENT	2020	2019
Sundry Creditors	\$711,154	\$788,094
Creditors control	\$7,527	\$16,795
Unearned Training Student Enrolment Fees	\$68,249	\$46,276
Vending machine Fund income in advance	\$1,255	\$528
Government Grants held and not used:		
CTF Special Funding	\$39,950	\$0
SAT COVID19	\$959	\$0
Rent Received In advance	\$0	\$4,726
CW (Craft) Incentives in Advance	\$147,309	\$161,023
Wages Subsidies In Advance	\$1,475	\$3,692
CTF Income In Advance	(\$22,670)	(\$26,407)
CTF Bonus New Start 1/7/2018	\$24,361	\$21,833
Jobskills Income in advance	\$11,220	\$0
Parental Leave Inc In advance	\$0	\$0
ISMAA Income received in advance	\$0	\$46,793
Training Fees Provisions (TAFE/RTO) **	\$137,051	\$146,098
Accrued Tax App	\$0	\$19,922
Accrued Tax Labour Hire	\$0	\$91,297
Accrued Tax - GST Clearing Account	<u>\$57,700</u>	<u>\$221,633</u>
	\$1,185,540	\$1,542,303

**** Training Fees Reimbursement Provisions (TAFE or RTO)**

Under the new Federal Industrial relations System all of Federal Modern Awards applicable to GTSW include the clause for the training fees reimbursement. Therefore apprentices attending technical colleges or schools must be reimbursed all fees paid by them in respect of their apprentice training if they present reports of satisfactory progress.

GTSW had absorbed the cost of the off the job training fees for all employed apprentices for the period from 1st January 2019 to 30 June 2020 and only Non Building training cost will be recovered from appropriate host employers effective from 1st January 2019 Up to a maximum of \$750.00 per year of placement

The training fees provisions have been calculated at an estimated \$1,250 per year including tuition fees and books. Factoring in the relevant concessional fees applied. The training fees provisions will be reviewed and acquitted on the basis of training fees claimed by apprentices and training fees at the end of December each year.

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

NOTE 5 - PROVISIONS OF EMPLOYMENT ENTITLEMENTS	2020	2019
CURRENT		
Employee entitlements - Annual Leave	\$734,332	\$575,457
Employee entitlements - Roster Day Accrual	\$65,307	\$73,357
Employee entitlements - Long Service Leave	\$190,941	\$194,817
Employee entitlements - Portable Long Service leave	\$18,018	\$28,224
	<u>\$1,008,598</u>	<u>\$871,855</u>
NON CURRENT		
Employee entitlements - Long Service Leave	\$32,798	\$34,825
Employee entitlements -Other Creditors	\$4,318	\$5,532
	<u>\$37,116</u>	<u>\$40,357</u>
Total Liabilities	\$2,231,254	\$2,454,515

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

	2020	2019
NOTE 6 (A) - ASSET REVALUATION RESERVE		
Opening Balance	\$1,463,945	\$1,463,945
Asset Revaluation Reserve during the reporting period		
Increase -(Decrease) Busselton Office 18 Trumper Drive	\$0	\$0
Increase -(Decrease) Mandurah Office Rafferty Road	\$0	\$0
Increase -(Decrease) Skill Centre 4 Craigie Street	\$0	\$0
Increase -(Decrease) 51 Spencer street Building	\$0	\$0
Increase -(Decrease) GF 7 Hector Street Osborne Park Perth	\$0	\$0
Increase -(Decrease) UF 7 Hector Street Osborne Park Perth	\$0	\$0
Increase -(Decrease) 26 Zoe Street Bunbury WA	\$0	\$0
Total increase in asset revaluation reserve during reporting period	\$0	\$0
Closing Balance	\$1,463,945	\$1,463,945

Group Training South West Inc had hired independent valuers in June 2016 to carry out a valuation of Group Training SW properties in all regional branches

Group Training South West Inc will review all its properties revaluation at the end of every three year to five Years using independent valuers or real estate agents.

	2020	2019
NOTE 6 (B) - WORKERS COMPENSATION PREMIUM RESERVE		
Opening Balance	\$380,000	\$380,000
Increase- Workers premium Reserve during the reporting period	\$0	\$0
Closing Balance	\$380,000	\$380,000

The Board consider it prudent to recognise the above workers compensation premium reserve, in the event or any occurrence of unforeseen claims in future years

Burning Cost Policy : Workers Compensation

Group Training South West Inc pays a deposit premium at the time of W/c Policy is written. The deposit premium is subsequently adjusted depending on GTSW claims experience. The premium adjustment will be reviewed every year and will not exceed the agreed maximum premium at any time.

An injury management consultancy is provided by CGU (Insurance underwriting CO) to support the burning cost policy

NOTE 7- SEGMENT REPORTING

Group Training South West (Inc.) operates in the employment industry in the South West of Western Australia, Peel Region and Perth.

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

NOTE 8- Leasing Commitments

8(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the financial statements

Payable - minimum lease payments

	2020	2019
not later than 12 months	\$0	\$0
between 12 months and 5 years	\$0	\$0
greater than 5 years	\$0	\$0

Note 9 - Events after the Balance Sheet Date

No Subsequent events after year end	\$0	\$0
-------------------------------------	-----	-----

There is no other matter or circumstance which has arisen since 30 June 2020 that has significantly affected, or may significantly affect:

- (a) The entity's operations in future financial years; or
- (b) The results of those operations in future financial years; or
- (c) The entity's state of affairs in future financial years.

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

Note 10

FINANCIAL RISK MANAGEMENT

a. Financial Risk Management Policies

The association's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable.

The association does not have any derivative instruments at 30 June 2019.

i. Treasury Risk Management

A finance committee consisting of senior committee members meet on a regular basis with CEO and CFO to analyse financial risk exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

The committee's overall risk management strategy seeks to assist the association in meeting its financial targets, whilst minimising potential adverse effects on financial performance.

The finance committee operates under policies approved by the Board members. Risk management policies are approved and reviewed when required by the Board on a regular basis. These include the use of credit risk policies and future cash flow requirements.

ii. Financial Risk Exposures and Management

Liquidity risk

The association is not exposed to fluctuations in foreign currencies.

The association manages liquidity risk by monitoring forecast cash flows and ensuring that adequate unutilised borrowing facilities are maintained.

Credit risk

Credit risk is managed and reviewed regularly by the finance committee. It arises from exposures to customers and deposits with financial institutions.

The finance committee monitors credit risk by actively assessing the rating quality and liquidity of counter parties:

- only banks and financial institutions with an 'AA' rating are utilised;
- all potential members are rated for credit worthiness taking into account their particular circumstance and financial standing; and
- Clients that do not meet the association's strict credit policies may only purchase in cash or using recognised credit cards or direct debit.

At this reporting period the association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the association.

Price risk

The association is not exposed to any material commodity price risk.

NOTE 11

ACCUMULATED FUNDS EQUITY MANAGEMENT

The finance committee members control the accumulated funds equity of the association in order to maintain a good debt-to-equity ratio and to ensure that the association can fund its operations and continue as a going concern.

The association's debt and capital includes financial liabilities, supported by financial assets.

GROUP TRAINING SOUTH WEST (INC)
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR TO 30TH JUNE 2020

(Continued)

Note 12

Other Contingencies

There are no other contingent liabilities or any other litigation currently in existence as far as Group Training SW's operation is concerned either as plaintiff or defendant.

Note 13

Capital Commitment

As at 30 June 2020 GTSW Inc had No Capital Commitment.

Note 14

COVID19 IMPACT

In March 2020, the World Health Organisation classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the organisation's financial condition, liquidity, and future results of operations. Management is actively monitoring the situation on its financial condition, liquidity, operations, industry, and workforce and has implemented a ATC Contingencies Plan for dealing with the outbreak and its effects on the organisation.

Group Training South West has received the following financial assistance amounts to 30 June 2020:

* Cashflow Boost	\$50,000
* JobKeeper Subsidy	\$2,247,000
* CTF Covid19 funding	\$203,300

The JobKeeper Subsidy is being passed on to host employers with charge out rates being discounted by 87.5% effective from 1st May 2020

The top up JobKeeper Subsidy is also being passed on to ATCES clients as a discounted charge out rates effective from 1st May 2020



GROUP TRAINING SOUTH WEST (INC)
ADMINISTRATION
Statement Of Profit or Loss and Other Comprehensive Income

	2020	2019
Revenue		
ATO COVID 19 PYG cashh Boost	\$50,000	\$0
ATO Job keeper payment	\$274,500	\$0
Cleaning & Electricity Recoupment	\$8,273	\$14,471
Interest	\$15	\$123
Motor Vehicle Recoupment	\$264,436	\$262,161
Profit on sale of Motor Vehicle	\$5,966	\$9,208
Postage Recoupment	\$5,004	\$4,530
Rent Recoupment	\$154,000	\$150,000
Rent revenue	\$102,243	\$115,334
Stationery Recoupment	\$1,184	\$1,379
Telephone Recoupment	\$69,814	\$62,306
Training Recoupment	\$15,887	\$10,798
Travel & Accommodation Recoupment	\$16,597	\$7,098
Wage Recoupment	\$2,986,706	\$2,983,287
PPL recoupment	\$13,331	\$19,120
ATC Awards Sponsorship	\$0	\$27,668
Admin Clearance and Refund	\$0	<u>\$752</u>
Total Revenue	\$3,967,956	\$3,668,235

GROUP TRAINING SOUTH WEST (INC)
ADMINISTRATION
Statement Of Profit or Loss and Other Comprehensive Income

Expenses	2019	2019
ATC Awards Ceremony	\$0	\$31,127
Bank Charges and Interest	\$3,747	\$3,657
Computer Support	\$0	\$3,748
Depreciation	\$228,920	\$242,624
Electricity	\$6,310	\$15,769
Fringe Benefit Tax	\$177,385	\$173,517
Insurance & Workers Compensation	\$92,649	\$150,965
Loss on Sale of Motor Vehicle	\$15,073	\$16,708
Loss on Sale of Plant And Equipment	\$6,032	\$5,721
Motor Vehicle Expenses	\$100,495	\$104,495
Motor Vehicle Depreciation	\$109,651	\$101,969
Postage & Deliveries	\$3,374	\$4,134
Staff Superannuation	\$238,865	\$257,018
Staff Wages	\$2,247,513	\$2,163,355
Staff Fringe Benefit and other residual benefits	\$155,991	\$146,562
Telephone	\$76,096	\$62,379
Staff-Training	\$15,886	\$10,684
Staff Uniforms	\$921	\$0
Travel & Accommodation	\$16,595	\$6,203
Stationery	\$1,386	\$238
Repairs and Maintenance	\$0	\$570
BAS Clearance	\$0	\$1
Entertainment -FBT	\$0	\$247
Entertainment Non FBT	\$0	\$185
TOTAL Expenses	\$3,496,889	\$3,501,876
Surplus for the Year	\$471,067	\$166,359
Total other Comprehensive of the year	\$0.00	\$0.00
Total comprehensive income for the year	\$471,067	\$166,359



GROUP TRAINING SOUTH WEST (INC)
APPRENTICES & TRAINEES
Statement Of Profit or Loss and Other Comprehensive Income

	2020	2019
Revenue		
Apprentice Charge Out	\$7,915,375	\$9,547,447
Trainee Charge Out	\$958,215	\$838,488
ATO Jobkeeper payment	\$1,810,500	\$0
Support Mid career Income	\$4,000	\$0
ISMAA	\$3,113	\$53,661
Jobactive Wages Subsidies	\$10,455	\$24,248
AMP Subsidy	\$0	\$7,606
CTF Reimbursement	\$308,317	\$354,883
CTF COVID19 Funding	\$203,300	\$0
Synnergy COVID 19	\$17,500	\$0
Craft & Trainee Incentives	\$202,463	\$332,599
Daws Incentives	\$2,265	\$0
Step / IEP For ASBT Income	\$7,182	\$21,545
ABBTf Income	\$2,596	\$3,108
Selection & aptitude Test Rec.	\$950	\$1,439
Interest	\$77,477	\$168,033
Joint Funding	\$46,480	\$48,560
Wages Subsidy Recoupment	\$64,967	\$58,035
Workers Compensation /income protection Recoupment	\$78,918	\$105,370
Apprentices other wages refund	\$0	\$0
Training Fees Prov Clearance	\$88,028	\$120,384
Clearance Prov of Doubtfull acc	\$23,515	\$0
Career Option For Women Fund	\$0	\$2,000
Total Revenue	\$11,825,616	\$11,687,406

GROUP TRAINING SOUTH WEST (INC)
APPRENTICES & TRAINEES
Statement Of Profit or Loss and Other Comprehensive Income

Expenses	2020	2019
Accounting & Auditing Fees	\$14,972	\$19,136
Advertising & Promotion/Sponsorship	\$145,814	\$128,668
Bad Debt Write-off	\$2,461	\$20,942
Interest And Bank Charges	(\$3,055)	(\$2,964)
Computer Support/maintenance	\$23,662	\$26,329
Debt Collection/Credit Checks	\$2,666	\$1,078
Electricity & Cleaning Reimbursement	\$17,039	\$19,961
Medical Examination	\$14,291	\$17,034
Insurance - w.comp.	\$236,356	\$313,524
Motor Vehicle Reimbursement & Expenses	\$234,280	\$191,302
Petty Cash	\$3,598	\$2,353
Housekeeping & Maintenance	\$30,204	\$36,590
Postage & Deliveries	\$5,968	\$6,109
Rent Reimbursement & rates&taxes	\$119,876	\$121,085
Security & Nightguard	\$6,016	\$6,305
Staff Training & Incidentals & Uniform	\$22,698	\$7,127
Safety & Protective Clothing	\$14,420	\$19,013
Selection & Recruitment	\$68	\$150
Stationery	\$10,836	\$18,542
Superannuation	\$627,193	\$627,983
Awards Training Fees Provisions	\$78,980	\$0
Training Claims Reimbursment	\$134,739	\$250,055
Telephone Reimbursement	\$48,461	\$46,543
Trade Association/Subscriptions	\$28,794	\$32,481
Travel & Accommodation	\$16,709	\$13,343
Apprentices Training/Library Resource	\$930	\$1,465
Apprentices/Trainees /Wages	\$8,126,962	\$7,900,537
Staff Wages Reimbursement	\$1,813,589	\$1,949,983
Deceased Estate Wages	\$0	\$3,173
ISMAA overheads	\$0	\$228
wwc screening application fees	\$0	\$255
Staff Uniform	\$1,936	\$3,307
Staff Incidentals	\$3,963	\$4,792
Non FBT Living away from	\$25,559	\$2,180
TOTAL Expenses	<u>\$11,809,985</u>	<u>\$11,788,609</u>
Surplus for the Year	\$15,631	(\$101,203)
Total other Comprehensive of the year	<u>\$0.00</u>	<u>\$0.00</u>
Total comprehensive Income for the year	\$15,631	(\$101,203)



GROUP TRAINING SOUTH WEST (INC)
ATC Employment Solutions
Statement Of Profit or Loss and Other Comprehensive Income

	2020	2019
Revenue		
Labour Hire Casual fees	\$15,197,739	\$12,489,228
ATO Jobkeeper Funding	\$162,000	\$0
ATO Jobkeeper Funding been passed on to Clients	(\$139,584)	\$0
Government Subsidy Received	\$9,773	\$13,409
Workers Compensation recoup	\$336,429	\$227,228
Total Revenue	\$15,566,357	\$12,729,865
Expenses		
Legal Fees	\$45,839	0
Advertising and Promotion	\$499	\$1,597
Computer Support	\$4,168	\$4,429
Provisions for Doubtfull account	\$204,864	\$0
Electricity	\$3,697	\$977
Subscriptions	\$15,547	\$12,840
Insurance-W-compensations	\$536,111	\$422,446
Motor Vehicle Reimbursement	\$11,371	\$18,037
Superannuation	\$878,757	\$665,220
Labour hire wages	\$12,801,420	\$10,364,457
Construction Portable LSL	\$88,194	\$67,915
Jobactive Subsidies	\$14,318	\$17,727
Stationery & Photocopying reimbursment	\$278	\$339
Telephone Reimbursement	\$4,611	\$3,679
Wages - Admin reimbursment	\$385,918	\$280,253
Staff Incidentals and Uniforms	\$727	\$0
Training Expenditure	\$3,178	\$0
Travel and accomodation	\$3,370	\$0
Drug /Alcohol testing	\$6,262	\$6,534
Safety and clothing	\$0	\$289
TOTAL Expenses	\$15,009,129	\$11,866,739
Surplus for the Year	\$557,228	\$863,126
Total other Comprehensive of the year	\$0.00	\$0.00
Total comprehensive Income for the year	\$557,228	\$863,126



GROUP TRAINING SOUTH WEST (INC)
TRAINING
Statement Of Profit or Loss and Other Comprehensive Income

	2020	2019
Revenue		
Interest	\$60	\$585
Room and SC Facilities Hire	\$225	\$445
Training Deliveries Trainees/Apprentices	\$517,270	\$540,624
Prevocational Training-Industry Specific	\$46,802	\$57,193
High Risk /EWP/Forklift	\$28,843	\$12,715
Priority Ind Training	\$43,725	\$61,282
Training Deliveries Trainees	\$6,609	\$3,789
Synergy Rebate	\$2,500	\$0
Training Material recovery	\$31,289	\$36,714
White Card	\$5,540	<u>\$1,850.00</u>
Total Revenue	\$682,863	\$715,197
Expenses		
External Audit Fees	\$4,308	\$924
Bank Fees	\$2,562	\$2,091
High Risk overheads	\$1,623	\$0
Contracted Training deliveries	\$19,165	\$64,628
Superannuation contracted lecturer	\$1,327	\$10,868
Conference and Seminars	\$0	\$0
Accreditation and Licence Fees	\$4,258	\$19,993
Depreciation	\$1,774	\$1,679
Electricity Reimbursement	\$11,474	\$17,605
Repairs & Maintenance	\$12,930	\$16,290
Household Expenditure	\$6,176	\$5,963
Motor Vehicle Reimbursement	\$18,785	\$52,822
Promotion and Advertising	\$952	\$1,325
Rent reimbursement To Adm /rates	\$110,081	\$103,733
Security & Nightguard	\$480	\$189
Skill Centre Training Expenses	\$22,989	\$34,436
Software/Computer Support	\$4,298	\$5,391
Stationery & Photocopying reimbursement	\$3,340	\$5,169
Telephone Reimbursement	\$17,342	\$12,684
Training Reference Materials	\$15,132	\$12,729
Travel & Accommodation	\$4,558	\$2,037
Staff Incidentals and Uniforms	\$4,758	\$4,539
Wages - Admin reimbursement	\$784,751	\$753,051
Working WCC Fees	\$1,950	\$0
Petty cash	\$1,755	\$1,573
TOTAL Expenses	<u>\$1,056,768</u>	<u>\$1,129,719</u>
Surplus for the Year	(\$373,905)	(\$414,522)
Total other Comprehensive of the year	<u>\$0.00</u>	<u>\$0.00</u>
Total comprehensive income for the year	(\$373,905)	(\$414,522)



**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF GROUP TRAINING SOUTH WEST INC.**

Opinion

We have audited the financial report of Group Training South West Inc. which comprises the statement of financial position as at 30 June 2020, the summarised statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report has been prepared in accordance with the *Associations Incorporation Act (WA) 2015* and Division 60 of the *Australian Charities and Not-for-profits Commissions Act 2012*, including:

- i) giving a true and fair view, in all material respects, of the financial position of Group Training South West as at 30 June 2020, and of its financial performance and its cash flows for the year then ended; and
- ii) complying with Australian Accounting Standards to the extent described in Note 1, the *Associations Incorporation Act (WA) 2015* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulations 2013*

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of Group Training South West Inc. in accordance with the ethical requirements of the *Associations Incorporation Act (WA) 2015*, *Australian Charities and Not-for-profits Commission Act 2012* and the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter- Basis of Accounting

We draw attention to Note 1A to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Group Training South West Inc. to meet the requirements of the *Associations Incorporation Act (WA) 2015* and *Australian Charities and Not-for-profits Commissions Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the *Associations Incorporation Act (WA) 2015*, the *Australian Charities and Not-for-profits Commissions Act 2012* and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management are responsible for assessing Group Training South West Inc's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intend to liquidate Group Training South West Inc. or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Group Training South West Inc's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made.
- Conclude on the appropriateness of the use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

AMD Chartered Accountants



TIM PARTRIDGE
Director

28-30 Wellington Street, Bunbury, Western Australia

Dated this 30th day of September 2020

**AUDITOR'S INDEPENDENCE DECLARATION
TO THE BOARD OF GROUP TRAINING SOUTH WEST INC.**

I declare that to the best of my knowledge and belief, during the year ended 30 June 2020, there have been no contraventions of:

- i) The auditor independence requirements as set out in Section 60.40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act (WA) 2015* in relation to the audit; and
- ii) Any applicable code of professional conduct in relation to the audit.

AMD Chartered Accountants



**TIM PARTRIDGE FCA
Director**

Bunbury, WA

Dated this 24th day of September 2020

16.1 COUNCILLOR KELLY HICK - REMOTE ATTENDANCE

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
SUBJECT INDEX	Council Meetings
BUSINESS UNIT	Governance Services
REPORTING OFFICER	Governance Officer - Melissa Egan
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
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	Nil

The officer recommendation was moved and carried.

COUNCIL DECISION**C2107/153**

Moved Councillor J Barrett-Lennard, seconded Councillor K Cox

That the Council:

- 1. Approves Councillor Kelly Hick to attend the Ordinary Council Meetings on 24 August 2021 and 22 September 2021 by telephone or other means of instantaneous communication pursuant to regulation 14A(1) of the Local Government (Administration) Regulations 1996.**
- 2. To facilitate recommendation 1, resolves that the property of Councillor Kelly Hick in West Leederville, Western Australia, is a suitable place in accordance with regulation 14A of the Local Government (Administration) Regulations 1996.**

CARRIED 7/0**BY ABSOLUTE MAJORITY****OFFICER RECOMMENDATION****That the Council:**

- 1. Approves Councillor Kelly Hick to attend the Ordinary Council Meetings on 24 August 2021 and 22 September 2021 by telephone or other means of instantaneous communication pursuant to regulation 14A(1) of the *Local Government (Administration) Regulations 1996*.**
- 2. To facilitate recommendation 1, resolves that the property of Councillor Kelly Hick in West Leederville, Western Australia, is a suitable place in accordance with regulation 14A of the *Local Government (Administration) Regulations 1996*.**

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval of an arrangement which enables Councillor Kelly Hick to attend the Ordinary Meetings of Council on 24 August 2021 and 22 September 2021 by telephone or other means of instantaneous means of communication in accordance with regulation 14A of the *Local Government (Administration) Regulations 1996* (the Regulations).

Council is also asked to consider Councillor Kelly Hick's property in West Leederville, Western Australia, as a suitable place as defined by 14A(4) of the Regulations.

BACKGROUND

Councillor Hick provided written notice on 16 June 2021 that she is required to attend training in relation to her employment over several dates which coincide with scheduled Ordinary Meetings of Council. The training is being held in Perth, which prevents Councillor Hick from physically attending the stated council meetings. Councillor Hick will, however, be able to return to her property in Perth in sufficient time to attend the meetings by electronic means.

OFFICER COMMENT

Councillor Hick is seeking approval to attend two Ordinary Meetings of Council on 24 August 2021 and 22 September 2021 via remote attendance. This is to enable Councillor Hick to attend an accreditation training upgrade course being held in Perth, which is a continuing requirement of engagement of her contract services and her ability to generate an income. Councillor Hick will have sufficient time, after the course, to return to her Perth property on the specified dates and attend the Ordinary Meetings of Council remotely.

In accordance with 14A(1) of the Regulations, a person who is not physically present at a meeting is to be taken to be present:

- (a) *if the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and*
- (b) *the person is in a suitable place; and*
- (c) *the council has approved of the arrangement - by absolute majority.*

A council cannot give its approval under 14A(1)(c) if to do so would mean that at more than half of the meetings of the council in that financial year, a person who was not physically present was taken to be present in accordance with this regulation. Councillor Hick has been physically present at all Council meetings (including Special and General Meetings of Electors) since 1 July 2020. With respect to the two meetings Councillor Hick is seeking approval to attend by electronic means, this will not constitute more than half of the meetings in the financial year ending 30 June 2022 (but would need to be taken into consideration should a similar arrangement be sought in the future).

Councillor Hick's remote attendance will be facilitated through an audio and visual instantaneous connection with the meeting. If at any time during the meeting, Councillor Hick ceases to have this instantaneous connection, as per regulation 14A(3) of the Regulations, she will be deemed to be no longer taken to be present. If this occurs, the minutes of the meeting will record that Councillor Hick has left the meeting until such time she regains connection. Having used this practice previously, officers are comfortable that it will provide Councillor Hick sufficient connection and the ability to fully participate in the meeting with little impediment.

Councillor Hick has advised that, during the time of the meeting, she will be situated at her property located in West Leederville, Western Australia, which is approximately 224km from the location of the meeting in Busselton. The definition of “townsite” is an area that constitutes land, districts and townsites as defined by order of the Minister. West Leederville is a locality within the Town of Cambridge in the Perth metropolitan area and would sufficiently meet the requirements of “townsite” as defined.

Councillor Hick has provided assurances that she will be the sole occupant of her West Leederville residence and will be wearing a headset with microphone, which will provide sufficient privacy and maintain the confidentiality of the meeting with little impact on the running of the meeting. It is therefore recommended by officers that Council approves Councillor Hick’s residence as a suitable place and approve her attendance by electronic means at the meetings on 24 August 2021 and 22 September 2021.

Statutory Environment

Regulation 14A of the *Local Government (Administration) Regulations 1996* provides that:

- (1) *Any person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if –*
 - (a) *The person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person at the meeting; and*
 - (b) *The person is in a suitable place; and*
 - (c) *The council has approved* of the arrangement.*
- (4) *Under this regulation –*
 - suitable place*** [other in relation to a person with a disability]
 - (d) *... means a place that the council has approved* as a suitable place for the purpose of this paragraph and that is located –*
 - (i) *In a townsite or other residential area; and*
 - (ii) *150km or further from the place at which the meeting is to be held ... measured along the shortest road route ordinarily used for travelling.*

townsite has the same meaning given to that term in the *Land Administration Act 1997* section 3(1).

* Absolute majority required.

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

As an alternative to the proposed recommendation, the Council could choose not to approve Councillor Hick's property as a suitable place and/or not approve her attendance by electronic means at both or one of the meetings sought for approval. If this option was elected by Council, Councillor Hick may instead choose to apply for a leave of absence for any or all of the respective meetings.

CONCLUSION

Councillor Kelly Hick has sought approval from Council, under 14A of the *Local Government (Administration) Regulations 1996*, to attend two Ordinary Meetings of Council via remote attendance. Officers are of the opinion that the application meets the requirements under the Regulations and recommend the approval in accordance with the officer recommendation.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented on the meeting dates specified.

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

19. URGENT BUSINESS

Nil

20. CONFIDENTIAL REPORTS**20.1 Finance Committee - 21/7/2021 - RATING DEBT RECOVERY**

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	Payment Arrangements & Debt Collection
BUSINESS UNIT	Finance and Corporate Services
REPORTING OFFICER	Rates Coordinator - David Nicholson
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
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 Published Under Separate Cover Confidential Legal Debt Recovery Proceedings History Report

This item is confidential in accordance with section 5.23(2) (b) of the Local Government Act 1995, as it contains information relating to the personal affairs of any person.

This item was considered by the Finance Committee at its meeting on 21/7/2021, the recommendations from which have been included in this report.

Prior to the meeting, officers foreshadowed an amendment to the officer recommendation. In accordance with clause 10.18(7) of the City's Standing Orders Local Law 2008, the committee recommendation was moved first and lapsed.

COMMITTEE RECOMMENDATION

That Council endorses the recommendations outlined within the report.

LAPSED

The Presiding Member called on a Councillor to move a motion to close the meeting to the public. The motion was moved and carried.

COUNCIL DECISION

C2107/154

Moved Councillor P Carter, seconded Councillor P Cronin

That the meeting be closed to members of the public to discuss this item which is confidential for the reasons as shown.

CARRIED 7/0

6.21pm: At this time, the meeting was closed to members of the public and the live streaming of the meeting ceased.

The amended officer recommendation was moved and carried.

COUNCIL DECISION**C2107/155**

Moved Councillor K Cox, seconded Councillor P Carter

That the Council provide approval to the Court Bailiff to seize and sell the property linked to Reference No. 1000056929 so as to clear the rating debts and charges totalling \$18,521.30 as at 7 July 2021.

CARRIED 7/0

Reasons: To provide clarity and a clear linkage to the relevant property while maintaining the confidentiality of the matter.

The Presiding Member called on a Councillor to move a motion to open the meeting to members of the public. The motion was moved and carried.

COUNCIL DECISION**C2107/156**

Moved Councillor P Carter, seconded Councillor P Cronin

That the meeting be re-opened to the members of the public.

CARRIED 7/0

6.24pm: At this time, the meeting was re-opened to members of the public and the live streaming of the meeting was resumed.

The Presiding Member advised the gallery that the Council had adopted the amended officer recommendation.

21. CLOSURE

The Presiding Member closed the meeting at 6.25pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 312 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 11 AUGUST 2021.

DATE: 11 August 2021 PRESIDING MEMBER: 