

Please note: 7 minutes  
 are yet to be confirmed as a  
 true record of proceedings



**CITY OF BUSSELTON**

**MINUTES OF THE COUNCIL MEETING HELD ON 15 FEBRUARY 2023**

**TABLE OF CONTENTS**

<b>ITEM NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
1.	<b>DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY / ACKNOWLEDGEMENT OF VISITORS / DISCLAIMER / NOTICE OF RECORDING OF PROCEEDINGS.....</b>	<b>3</b>
2.	<b>ATTENDANCE .....</b>	<b>3</b>
3.	<b>PRAYER .....</b>	<b>4</b>
4.	<b>APPLICATION FOR LEAVE OF ABSENCE.....</b>	<b>4</b>
5.	<b>DISCLOSURE OF INTERESTS .....</b>	<b>4</b>
6.	<b>ANNOUNCEMENTS WITHOUT DISCUSSION.....</b>	<b>4</b>
7.	<b>QUESTION TIME FOR PUBLIC.....</b>	<b>4</b>
8.	<b>CONFIRMATION AND RECEIPT OF MINUTES .....</b>	<b>7</b>
	Previous Council Meetings .....	7
	8.1 Minutes of the Council Meeting held 25 January 2023.....	7
	Committee Meetings.....	7
	8.2 Minutes of the Policy and Legislation Committee Meeting held 25 January 2023 .....	7
	8.3 Minutes of the Finance Committee Meeting held 1 February 2023 .....	7
9.	<b>RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....</b>	<b>8</b>
10.	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION) .....</b>	<b>8</b>
11.	<b>ITEMS BROUGHT FORWARD .....</b>	<b>9</b>
	<b>ADOPTION BY EXCEPTION RESOLUTION.....</b>	<b>9</b>
	12.2 Policy and Legislation Committee - 25/1/2023 - COUNCIL POLICY REVIEW: VARIOUS .....	10
	12.3 Finance Committee - 1/2/2023 - LIST OF PAYMENTS MADE - DECEMBER 2022 AND AUTHORITY FOR APPROVAL OF CEO EXPENSE REIMBURSEMENTS .....	38
	12.4 Finance Committee - 1/2/2023 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 DECEMBER 2022 .....	53
	15.1 RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING PREFERRED PROPONENT EXTENSION.....	91
	17.1 COUNCILLORS INFORMATION BULLETIN.....	95
	<b>ITEMS FOR DEBATE .....</b>	<b>101</b>
	12.1 Policy and Legislation Committee - 25/1/2023 - COUNCIL POLICY REVIEW: MEETINGS, INFORMATION SESSIONS AND DECISION MAKING PROCESSES .....	101

**18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ..... 118**  
**19 URGENT BUSINESS..... 118**  
**20. CONFIDENTIAL REPORTS..... 118**  
**21. CLOSURE ..... 119**

## MINUTES

MINUTES OF A MEETING OF THE BUSSELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 15 FEBRUARY 2023 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 5.32pm.

The Presiding Member acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to Elders past and present.

The Presiding Member advised the meeting was being recorded and live streamed.

2. **ATTENDANCE**

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Paul Carter Deputy Mayor

Cr Sue Riccelli

Cr Ross Paine

Cr Kate Cox

Cr Anne Ryan

Cr Phill Cronin

Cr Jodie Richards

Cr Mikayla Love

Officers:

Mr Tony Nottle, Chief Executive Officer

Mr Paul Needham, Director, Planning and Development Services

Mrs Jennifer May, Acting Director, Community and Commercial Services

Ms Sarah Pierson, Acting Director, Finance and Corporate Services

Mr Daniell Abrahamse, Acting Director, Engineering and Works Services

Mrs Emma Heys, Governance Coordinator

Ms Jo Barrett-Lennard, Governance Officer

Apologies:

Nil

Approved Leave of Absence:

Nil

Media:

Nil

Public:

7

**3. PRAYER**

The prayer was delivered by Pastor Tony Peak of the Abundant Life Centre, Busselton.

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**5. DISCLOSURE OF INTERESTS**

Nil

**6. ANNOUNCEMENTS WITHOUT DISCUSSION****Announcements by the Presiding Member**

Nil

**7. QUESTION TIME FOR PUBLIC**

In accordance with Regulation 11 of the *Local Government (Administration) Regulations 1996*, the below is a summary of the questions received and responses provided during Public Question Time.

**Response to Previous Questions Taken on Notice**

Nil

**Question Time for Public****7.1 Mr Rob Hingston****Question**

Regarding the Ford Road Tourist Development application, when is the traffic study and officers reports going to be available, and what is the timeline in doing so? Are you still tracking for the March Council meeting and could you also clarify if the traffic study will be made available for public viewing?

**Response****(Mr Paul Needham, Director Planning and Development Services)**

A report to Council is anticipated to be tabled at the April Ordinary Meeting of Council. When the City receives the traffic study, it will be made available on the City's YourSay page on the website.

7.2 Mrs Jill Walsh**Question**

On the 9<sup>th</sup> September 2021, the City called for a peer review of the Alluvium Living Streams design. How much did the peer review cost, and what were the results of that peer review? Is the review available to ratepayers?

**Response**

**(Mr Paul Needham, Director Planning and Development Services)**

We will take that question on notice.

**Question**

What is the status of the Alluvium [Living Streams] design, and does the Council intend to proceed with it in any form, and if not, does Council have a plan B?

**Response**

**(Mr Paul Needham, Director Planning and Development Services)**

City officers are working on a report to go to Council in the upcoming months, being a formal update on the work that has occurred over the last three years, including the Alluvium work and the peer review. The report will set out an officers recommendation for the next steps and will ask Council to consider this. There have been no decisions by Council to proceed with the concepts that were developed for the City by Alluvium.

7.3 Mr Keith Sims**Question**

Has Broad Construction asked for more money [for the construction of Saltwater Busselton] outside the tendered price?

**Response**

**(Mr Tony Nottle, Chief Executive Officer)**

We are building with a fixed price contract. We have received some budget variation requests and these are reviewed on an individual basis. At this stage those variation requests are within contract terms.

**Question**

Item 12.4, on page 75 of the current Council agenda, 'Legal and Property Management' expenditure is above year-to-date anticipated expenditure *"as a result of the City's involvement in legal matters involving external advisors. There is a reasonable possibility of the full year budget for legal consultancy expenses being exceeded by approximately \$100,000. A budget amendment is being looked at to address the funding shortfall"*. What legal advice has the money been spent on, and does that include Broad Construction?

**Response**

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

There were a number of misallocations that we have since corrected in that budget, and therefore the legal budget spend is not tracking as high as what was projected. We do seek advice on a range of legal matters, and that does include matters in relation to Broad Construction (Saltwater).

**Question**

There is a need for a 50m swimming pool for school children, swimming clubs and the general community. The City's Long Term Financial Plan includes a 50m pool. Where does the City propose to build it, and what steps are being taken to secure land for it?

**Response**

**(Mayor Grant Henley)**

We have no plans to develop another aquatic facility. In the first instance we would have to look to increasing the capacity of the current facility, because duplicating and running another facility of that kind would cost a significant amount of money. The City has not purchased any land to build another aquatic facility anywhere within the City of Busselton.

7.4

Dr Andrew Dickie

**Question**

The Alluvium Living Streams design for the Lower Vasse River was being peer reviewed by Griffiths University. The peer review document was to remain confidential until Alluvium finalised their response to the peer review. This response was finalised at the end of 2022, however the peer review still remains confidential. Is this due to concerns that the review by Griffith University had a number of criticisms about the design not doing what it was designed to do with respect to the cyanobacterial blooms?

**Response**

**(Cr Sue Riccelli)**

The reasons we did this peer review was so we had another expert opinion on the review that Alluvium undertook. There were certain aspects that were queried, which is to be expected.

**Response**

**(Mr Paul Needham, Director Planning and Development Services)**

The aim is to provide the reports from Alluvium and Griffith University with a set of recommendations as to what the City does with the information provided. We are considering appropriate means to make these reports available, including some context around them, ahead of the report to Council.

**Response**

**(Mr Tony Nottle, Chief Executive Officer)**

It would be inappropriate to present the reports to the community without the proper context, including any other relevant information.

7.5

Mr David Breen

**Question**

What is the time frame in which we can expect the Ford Road Development Application report to come to Council?

**Response**

**(Mayor Grant Henley)**

Due to officers waiting on information in order to write the report, it is unlikely to meet the timeframes for the March Council meeting. Unless there are unforeseen circumstances, the report will be presented at the Ordinary Council Meeting in April. Mr Needham is there a timeframe for a development application?

**Response****(Mr Paul Needham, Director Planning and Development Services)**

There is a 'deemed refusal' timeframe which has already passed. If the applicants were so minded, they could take the matter to the tribunal, however the applicants are happy to wait for Council determination.

Those who have made a submission to the City on the development application will receive an email advising them when the report is published on the Council Agenda.

**8. CONFIRMATION AND RECEIPT OF MINUTES****Previous Council Meetings****8.1 Minutes of the Council Meeting held 25 January 2023****COUNCIL DECISION**

**C2302/016** Moved Councillor J Richards, seconded Councillor A Ryan

**That the Minutes of the Council Meeting held 25 January 2023 be confirmed as a true and correct record, with amendments to Reasons for Council Decision at Item 12.2.**

**CARRIED 9/0**

**Committee Meetings****8.2 Minutes of the Policy and Legislation Committee Meeting held 25 January 2023****COUNCIL DECISION**

**C2302/017** Moved Councillor P Cronin, seconded Councillor J Richards

**That the Unconfirmed Minutes of the Policy and Legislation Committee Meeting held 25 January 2023 be noted as received.**

**CARRIED 9/0**

**8.3 Minutes of the Finance Committee Meeting held 1 February 2023****COUNCIL DECISION**

**C2302/018** Moved Councillor A Ryan, seconded Councillor P Carter

**That the Unconfirmed Minutes of the Finance Committee Meeting held 1 February 2023 be noted as received.**

**CARRIED 9/0**

**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)**



**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****C2302/019**

Moved Councillor P Carter, seconded Councillor K Cox









**That the Committee Recommendations for items 12.2, 12.3 and 12.4, and Officer Recommendations for items 15.1 and 17.1 be carried en bloc:**

- 12.2 Policy and Legislation Committee - 25/1/2023 - COUNCIL POLICY REVIEW: VARIOUS
- 12.3 Finance Committee - 1/2/2023 - LIST OF PAYMENTS MADE - DECEMBER 2022 AND AUTHORITY FOR APPROVAL OF CEO EXPENSE REIMBURSEMENTS
- 12.4 Finance Committee - 1/2/2023 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 DECEMBER 2022
- 15.1 RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING PREFERRED PROPONENT EXTENSION
- 17.1 COUNCILLORS INFORMATION BULLETIN

**CARRIED 9/0****EN BLOC**

## 12. REPORTS OF COMMITTEE

### 12.2 Policy and Legislation Committee - 25/1/2023 - COUNCIL POLICY REVIEW: VARIOUS

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Council Policy Review
<b>BUSINESS UNIT</b>	Governance Services
<b>REPORTING OFFICER</b>	Governance Coordinator - Emma Heys
<b>AUTHORISING OFFICER</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	<p>Attachment A Draft Council Policy: Rehoming of Impounded Dogs and Cats <a href="#">↓</a> </p> <p>Attachment B Draft Council Policy: Vandalism - Reward for Information Relating to the Damage of City Property <a href="#">↓</a> </p> <p>Attachment C Draft Council Policy: City Brands <a href="#">↓</a> </p> <p>Attachment D Draft Council Policy: Honorary Freeman of the City of Busselton <a href="#">↓</a> </p> <p>Attachment E Draft Council Policy: City Promotion - Government Partnerships <a href="#">↓</a> </p> <p>Attachment F Current Policies: Various <a href="#">↓</a> </p> <p>Attachment G Tracked Changes Council Policy: City Branding (for reference) <a href="#">↓</a> </p> <p>Attachment H Tracked Changes Council Policy: Honorary Freeman of the City of Busselton (for reference) <a href="#">↓</a> </p>

**This item was considered by the Policy and Legislation Committee at its meeting on 25/1/2023, the recommendations from which have been considered by Council.**

The committee recommendation was moved and carried.

#### COUNCIL DECISION

**C2302/020** Moved Councillor P Carter, seconded Councillor K Cox

**That the Council adopts the following policies:**

- **Council Policy: Rehoming of Impounded Dogs and Cats (Attachment A)**
- **Council Policy: Vandalism – Reward for Information Relating to the Damage of City Property (Attachment B)**
- **Council Policy: City Brands (Attachment C) with additional Committee amendments to points 5.2 and 5.3 to read as follows:**
  - 5.2 Use of the City’s Brands by persons or organisations external to the City must be approved by the City prior to use.**
  - 5.3 The City of Busselton logo is to be displayed at all City of Busselton operated facilities, in addition of other separately identifiable logos.**

- **Council Policy: Honorary Freeman of the City of Busselton (Attachment D)**
- **Council Policy: City Promotion - Government Partnerships (Attachment E)**

**to replace current Council policies contained in Attachment F, with the Policies having been reviewed as part of the City's ongoing policy review cycle.**

Reasons: The Committee proposed amendments to the City Brands Policy for readability and to retain the requirement for a City logo on all City operated facilities.

**CARRIED 9/0**

**EN BLOC**

### **OFFICER RECOMMENDATION**

That the Council adopts the following policies:

- Council Policy: Rehoming of Impounded Dogs and Cats (Attachment A)
- Council Policy: Vandalism – Reward for Information Relating to the Damage of City Property (Attachment B)
- Council Policy: City Brands (Attachment C)
- Council Policy: Honorary Freeman of the City of Busselton (Attachment D)
- Council Policy: City Promotion - Government Partnerships (Attachment E)

to replace current Council policies contained in Attachment F, with the Policies having been reviewed as part of the City's ongoing policy review cycle.

### **EXECUTIVE SUMMARY**

This report presents four amended Council Policies (the Policies) (Attachments A to D), each having been reviewed as part of the City's ongoing review of its Council policies. Officers recommend the Policies replace the current Council policies contained in Attachment E.

### **BACKGROUND**

It is the function of the Policy and Legislation Committee to consider new and review existing Council policies. The City's Policy Framework sets out an ongoing cycle of policy review, whereby all policies of the Council will be reviewed at least every 3 years, with the aim of determining the ongoing strategic importance and applicability of the policy.

### **OFFICER COMMENT**

The Policies have been reviewed and are considered of ongoing relevance and strategic importance.

Updates have been made to the Strategic Context of the Policies to reflect the changes made in the 2021-2031 Strategic Community Plan, and the Policies have been transferred into the most current Council policy template if required. Additionally the following minor changes have been made as listed in the below table:

<b>Policy</b>	<b>Previous Review/Adoption</b>	<b>Amendment</b>
Rehoming of Impounded Dogs and Cats	14 September 2017 C1709/211	Addition of City of Busselton Local Laws (Dogs; Keeping and Control of Cats) to Related Documentation/Legislation.
Vandalism – Reward for Information Relating to the Damage of City Property	10 October 2018 C1810/208	Amendment of word ‘He’ to ‘They’ in paragraph 5.5 in reference to the CEO. Removal of specifically listed sections of the Act from Related Documentation/Legislation.
City Branding – now City Brands	14 November 2018 C1811/221	Minor change to title to City Brands, recognising that City Branding is more than just the City’s logos and emblems.  Addition of reference to the City’s Style Guide as the reference document guiding the application and use of the City’s Brands.  Removal of generally understood terms from definitions.  A tracked changes version is attached for reference (Attachment G).
Honorary Freeman of the City of Busselton	12 June 2019 C1906/095	Addition of wording ‘the next practicable’ to paragraph 5.8(e).  Amended paragraph 5.8(d) to provide clearer guidance on the support of the nomination process by Elected Members.  A tracked changes version is attached for reference (Attachment H).
City Promotion – Government Partnerships	12 September 2018 C1809/183	Purpose has been reduced and reworded to provide a more succinct statement of the strategic purpose in forming partnerships with Federal and State government counterparts.

### **Statutory Environment**

In accordance with section 2.7(2(b) of the *Local Government Act 1995* (the Act), it is the role of the Council to determine the local government policies. The Council does this on recommendation of a Committee it has established in accordance with section 5.8 of the Act.

### **Relevant Plans and Policies**

The officer recommendation aligns to the City’s Policy Framework. The framework sets out the intent of Council policies, as opposed to operational documents such as operational practices and work procedures.

### **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 decide not to adopt the Policies or require further amendments to be made to the Policies.

**CONCLUSION**

Four Council Policies have been reviewed as part of the City's ongoing review of its Council policies. Officers recommend these policies replace the current policies of the same name.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policies will be effective immediately upon adoption by Council.



## Council Policy

**Council Policy Name:** Rehoming of Impounded Dogs and Cats  
**Responsible Directorate:** Planning and Development Services      **Version:** Draft

**1. PURPOSE**

- 1.1. The purpose of this Policy is to establish a framework for the rehoming of impounded dogs and cats in accordance with the relevant legislation and established Memorandums of Understandings.

**2. SCOPE**

- 2.1. This Policy is applicable to dogs or cats that have been impounded into the City's Animal Care Facility and who have not been claimed within the period prescribed by the applicable Act (*Dog Act 1976* or *Cat Act 2011*).

**3. DEFINITIONS**

Term	Meaning
Animal Care Facility	the facility located at 306 Queen Elizabeth Avenue, Vasse
Memorandums of Understanding	understandings entered into with approved animal rescue and welfare organisations
Policy	this City of Busselton Council policy titled "Rehoming of Impounded Dogs and Cats"

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to Key Theme 4: LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

**5. POLICY STATEMENT**

- 5.1. The City supports the rehoming of suitable impounded and unclaimed dogs and cats and will facilitate this through the establishment and use of Memorandums of Understanding.
- 5.2. Any Memorandum of Understanding entered into will contain obligations requiring the rescue and/or welfare organisation to ensure that dogs and cats are sterilised, microchipped and vaccinated prior to rehoming.
- 5.3. The Council acknowledges that organisations entering into Memorandums of Understanding are not-for-profit and volunteer based, and as such will consider waiving registration fees for a maximum of 12 months for dogs and cats under the immediate care of foster carers representing the organisation; conditional on the animal being both microchipped and sterilised.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Dog Act 1976*
- 6.2. *Cat Act 2011*
- 6.3. *City of Busselton Keeping and Control of Cats Local Law 2014*
- 6.4. *City of Busselton Dogs Local Law 2014*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	00
Previous Adoption	DATE	14 September 2017	Resolution #	C1709/211



**Council Policy**

**Council Policy Name:** Vandalism – Reward for Information Relating to the Damage of City Property

**Responsible Directorate:** Finance and Corporate Services      **Version:** Draft

**1. PURPOSE**

- 1.1. The purpose of this Policy is to set guidelines for the rewarding of a person who provides information as to the identity of an offender who has vandalised or damaged City property, where the information leads to a successful conviction of the offender or a successful outcome on the matter.

**2. SCOPE**

- 2.1. This Policy is applicable to vandalism resulting in damage to City property.

**3. DEFINITIONS**

Term	Meaning
Policy	this City of Busselton Council policy titled “Vandalism – Reward for Information Relating to the Damage of City Property”

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to the following themes and strategic priorities of the City’s Strategic Community Plan June 2021:

Key Theme 1 ENVIRONMENT	1.1 Ensure protection and enhancement of environmental values is a central consideration in land use planning
Key Theme 2 LIFESTYLE	2.2 Work with key partners to facilitate a safe, healthy and capable community

**5. POLICY STATEMENT**

- 5.1. The City of Busselton actively seeks to reduce and prevent vandalism in the community.
- 5.2. Identification and prosecution of offenders may reduce the likelihood of future occurrences. To this end the City may offer a reward to anyone who provides information leading to the conviction of a person for an act of vandalism or damage of City property.
- 5.3. When an act of vandalism of City property has occurred, the Chief Executive Officer is authorised to set an appropriate reward up to a value of \$1,000 for information leading to a successful conviction, or to pay a reward to a person who voluntarily provides information as to the identity of an offender which leads to a successful conviction.
- 5.4. The amount of the reward is to take into consideration the level of damage that has been caused to City property.



Draft Council Policy: Vandalism - Reward for Information  
Relating to the Damage of City Property

5.5. Where the CEO considers a reward of greater than \$1,000 to be appropriate, they will discuss and agree this with the Mayor.

5.6. Rewards will not be paid to City employees, Elected Members, or members of the WA Police Service.


**6. RELATED DOCUMENTATION / LEGISLATION**

6.1. *Local Government Act 1996*

6.2. *Graffiti Vandalism Act 2016*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	10 October 2018	Resolution #	C1810/208



## Council Policy

**Council Policy Name:** City Brands  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** Draft

### 1. PURPOSE

1.1. The purpose of this Policy is to guide the appropriate use of the City of Busselton’s Brands.

### 2. SCOPE

2.1. This Policy is applicable to the reproduction and application of the City’s Brands, including, but not limited to the Brands for:

- a. Geographe Leisure Centre;
- b. ArtGeo Cultural Complex;
- c. Saltwater Busselton;
- d. Naturaliste Community Centre;
- e. Busselton and Dunsborough Libraries;
- f. Busselton Jetty Tourist Park;
- g. Busselton Margaret River Airport; and
- h. Busselton Youth Services and SHIFT.

2.2. This Policy applies to the use of the official emblems of the City of Busselton:

- a. fauna – the Common (Western) Ringtail Possum  
*Pseudocheirus peregrinus occidentalis*
- b. flora – the One-Sided Bottle Brush  
*Calothamnus graniticus var graniticus*

### 3. DEFINITIONS

Term	Meaning
Brands	an identifying symbol, design or feature distinguishing the organisation from others
Policy	this City of Busselton Council policy titled “City Brands”

### 4. STRATEGIC CONTEXT

4.1. This Policy links to Key Theme 4. – LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically Strategic Priority 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

5.1. The City of Busselton Style Guide sets out the City’s Brands and their appropriate use, and must be adhered to in order to maintain professional and consistent branding for the City.


- 5.2. Permission for the use of the City's Brands, by any person or organisation external to the City is to be obtained from the City, prior to use.
- 5.3. The City of Busselton logo is to be displayed at all City of Busselton operated facilities, in addition to the display of other separately identifiable logos, excluding Saltwater Busselton.
- 5.4. Any changes to the City's Brands are subject to Council approval on recommendation by the Chief Executive Officer.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Trade Mark 1477428

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	14 November 2018	Resolution #	C1811/221



## Council Policy

**Council Policy Name:** Honorary Freeman of the City of Busselton  
**Responsible Directorate:** Finance and Corporate Services **Version:** Draft

### 1. PURPOSE

- 1.1. The purpose of this Policy is to set guidelines for the nomination, selection and awarding of the prestigious title of Honorary Freeman of the City of Busselton to an individual.

### 2. SCOPE

- 2.1. This Policy is applicable to all nominations, applications and awards of the title Honorary Freeman of the City of Busselton.

### 3. DEFINITIONS

Term	Meaning
Australian Honours System	a system of honours and awards in recognition of excellence, achievement or meritorious service and contribution to society, free of patronage or political influence
Policy	this City of Busselton Council policy titled "Honorary Freeman of the City of Busselton"

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Theme 2. LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority 2.1: Recognise, respect and support community diversity and cultural heritage.

### 5. POLICY STATEMENT

- 5.1. Council may bestow the title of Honorary Freeman of the City of Busselton upon an individual in recognition of outstanding and meritorious service to the City of Busselton.
- 5.2. The high honour associated with an Honorary Freeman is however reserved for the community's most significant contributors.

#### Eligibility Criteria

- 5.3. Nominees will ordinarily be a resident of the City of Busselton and have lived within the City for a significant number of years, usually 15 years or greater, although this may be reduced by the significance of service.
- 5.4. The nominee should have given extensive and distinguished service to the community in either a civic, professional, or voluntary capacity and have made a contribution that is considered extraordinary.
- 5.5. The nominee's endeavours will have demonstrable benefits to the community of the City of Busselton and possibly the wider region.

- 5.6. The nominee's specific achievement/s must be of a nature which would encourage the City of Busselton to nominate that person for an honour under the Australian Honours System.
- 5.7. A current Elected Member cannot be nominated for the award.

**Nomination Procedure**

- 5.8. The following nomination procedure is to be observed:
  - a. nominations must be made in the strictest confidence without the nominee's knowledge;
  - b. any resident or elector of the City of Busselton may make a nomination;
  - c. nominations must clearly outline in chronological order the history of service to the community of the person being nominated;
  - d. nominations must be made in writing to the Chief Executive Officer. The CEO must obtain support for the nomination, in writing by at least one third of the total number of Elected Members of Council; and;
  - e. on receiving a conforming nomination, the nomination is to be submitted as a confidential report for consideration at the next practicable Ordinary Meeting of Council.

**Awarding the Title**

- 5.9. An Honorary Freeman will be awarded on an individual basis and by absolute majority of Council.
- 5.10. Once Council has approved the award, the nominee will be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed and the matter will lapse.
- 5.11. On confirmation of the acceptance of the award, all Elected Members will be informed and a suitable media statement shall be prepared for release.

**Entitlements and Presentation**

- 5.12. Any individual awarded an Honorary Freeman of the City of Busselton may designate themselves 'Honorary Freeman of the City of Busselton'.
- 5.13. Conferral of the title is to be carried out at a formal function of Council.
- 5.14. The recipient shall be awarded a certificate to commemorate the receiving of the award.
- 5.15. Any Honorary Freeman of the City of Busselton is to be invited to all subsequent Civic events and functions.
- 5.16. The recipient's name shall be engraved/included on the City of Busselton Honour Roll Board.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Nil

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	12 June 2019	Resolution #	C1906/095



## Council Policy

**Council Policy Name:** City Promotion – Government Partnerships  
**Responsible Directorate:** Finance and Corporate Services **Version:** Draft

### 1. PURPOSE

- 1.1. The purpose of this Policy is to highlight and facilitate the strategic importance of the City establishing relationships with Federal and State Governments for the purposes of maximising funding opportunities and the promotion of the City of Busselton.

### 2. SCOPE

- 2.1. This Policy is applicable to activities undertaken for the purposes of establishing partnerships and relationships at State and Federal Government levels.

### 3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "City Promotion – Government Partnerships"

### 4. STRATEGIC CONTEXT

This Policy links to Key Theme 4: LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically Strategic Priority: 4.1 Provide opportunities for the community to engage with Council and contribute to decision making.

### 5. POLICY STATEMENT

- 5.1. The City of Busselton will utilise a range of mechanisms to promote projects and development opportunities in the City of Busselton for the purposes of potential government investment. This will include regular communication and the provision of information, as well as the facilitation of visits, to and from State and Federal Government Ministers, Members, Departments and key personnel.
- 5.2. The City of Busselton invests in joint lobbying through being members of industry and other relevant associations.
- 5.3. Federal Ministers, Members and Departments are generally not as readily accessible as State Government equivalents by reason of distance and broad areas of responsibility. This Policy specifically authorises visits to Canberra or other appropriate intra or interstate locations (annually or as the need arises) by a City of Busselton delegation for the purposes of relationship building and promotion of the City of Busselton to the Federal Government.
- 5.4. Delegations will, whenever possible, include the Mayor and Chief Executive Officer, and may include another Councillor and City officer as required.

- 5.5. In arranging a delegation the CEO should have due regard to the following matters:
- a. the promotional activities of other local governments occurring at the time, such that the City's message is not lost or diluted;
  - b. the opportunity to combine a delegation with other development or conference opportunities available at the time;
  - c. the potential for a delegation to be jointly conducted with neighbouring local government/s for projects and development opportunities of regional significance; and
  - d. the potential for visits to be coordinated in conjunction with and supported by the local Federal Member to assist with introductions and relevant contacts.
- 5.7 Delegations shall be conducted utilising funds established within the budget for formal civic and ceremonial purposes.

## 6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Nil

## 7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	12 September 2018	Resolution #	C1809/183



## Council Policy

**Council Policy Name:** Rehoming of Impounded Dogs and Cats  
**Responsible Directorate:** Planning and Development Services  
**Version:** Adopted

### 1. PURPOSE

- 1.1. The purpose of this Policy is to establish a framework for the rehoming of impounded dogs and cats in accordance with the relevant legislation and established Memorandums of Understandings.

### 2. SCOPE

- 2.1. This Policy is applicable to dogs or cats that have been impounded into the City's Animal Care Facility and who have not been claimed within the period prescribed by the applicable Act (Dog Act 1976 or Cat Act 2011).

### 3. DEFINITIONS

Term	Meaning
Animal Care Facility	the facility located at 306 Queen Elizabeth Avenue, Vasse
Memorandums of Understanding	understandings entered into with approved animal rescue and welfare organisations
Policy	this City of Busselton Council policy titled "Rehoming of Impounded Dogs and Cats"

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

### 5. POLICY STATEMENT

- 5.1. The City supports the rehoming of suitable impounded and unclaimed dogs and cats and will facilitate this through the establishment and use of Memorandums of Understanding.
- 5.2. Any Memorandum of Understanding entered into will contain obligations requiring the rescue and/or welfare organisation to ensure that dogs and cats are sterilised, microchipped and vaccinated prior to rehoming.
- 5.3. The Council acknowledges that organisations entering into Memorandums of Understanding are not-for-profit and volunteer based, and as such will consider waiving registration fees for a maximum of 12 months for dogs and cats under the immediate care of foster carers representing the organisation; conditional on the animal being both microchipped and sterilised.



**6. RELATED DOCUMENTATION / LEGISLATION**

6.1. *Dog Act 1976*

6.2. *Cat Act 2011*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	14 September 2017	Resolution #	C1709/211
Previous Adoption	DATE	8 December 2010	Resolution #	C1012/415



## Council Policy

**Council Policy Name:** Vandalism – Reward for Information Relating to the Damage of City Property

**Responsible Directorate:** Finance and Corporate Services      **Version:** Adopted

**1. PURPOSE**

- 1.1. The purpose of this Policy is to set guidelines for the rewarding of a person who provides information as to the identity of an offender who has vandalised or damaged City property, subject to that information leading to successful conviction of the offender or a successful outcome on the matter.

**2. SCOPE**

- 2.1. This Policy is applicable to vandalism resulting in damage to City property.

**3. DEFINITIONS**

Term	Meaning
Policy	this City of Busselton Council policy titled “Vandalism – Reward for Information Relating to the Damage of City Property”

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to Strategic Theme 1. ENVIRONMENT - An environment that is valued, conserved and able to be enjoyed by current and future generations, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning.
- 4.2. This Policy links to Strategic Theme 2. LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 2.2: Work with key partners to facilitate a safe, healthy and capable community.

**5. POLICY STATEMENT**

- 5.1. The City of Busselton actively seeks to reduce and prevent vandalism in its community.
- 5.2. Identification and prosecution of offenders may reduce the likelihood of future occurrences. To this end the City may offer a reward to anyone who provides information leading to the conviction of a person for an act of vandalism or damage of City property.
- 5.3. When an act of vandalism of City property has occurred, the Chief Executive Officer is authorised to set an appropriate reward up to a value of \$1,000 for information leading to a successful conviction, or to pay a reward to a person who voluntarily provides information as to the identity of an offender which leads to a successful conviction.

- 5.4. The amount of the reward is to take into consideration the level of damage that has been caused to City property.
- 5.5. Where the CEO considers a reward of greater than \$1,000 to be appropriate, he will discuss and agree this with the Mayor.
- 5.6. Rewards will not be paid to City employees, Elected Members, or members of the WA Police Service.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1996*, Section 2.7 and 5.42
- 6.2. *Graffiti Vandalism Act 2016*

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	10 October 2018	Resolution #	C1810/208
Previous Adoption	DATE	14 June 2017	Resolution #	C1706/131



**Council Policy**

**Council Policy Name:** City Branding

**Responsible Directorate:** Finance and Corporate Services      **Version:** Adopted

**1. PURPOSE**

- 1.1. The purpose of this Policy is to provide for the appropriate development and application of the City of Busselton’s Brand, associated Brands, Logos and Emblems, to ensure that a positive and consistent image of the City of Busselton is maintained.

**2. SCOPE**

- 2.1. This Policy is applicable to internal and external individuals or organisations in relation to the development, reproduction and application of the City’s Branding, including those no longer in use.
- 2.2. This Policy also applies to facilities, events or programs that may have separately identifiable Logos but still fall under the City of Busselton Brand. These include, but are not limited to:
  - a. Geographe Leisure Centre;
  - b. ArtGeo Cultural Complex;
  - c. Naturaliste Community Centre;
  - d. Busselton and Dunsborough Libraries;
  - e. Busselton Jetty Tourist Park;
  - f. Busselton Margaret River Airport; and
  - g. Busselton Youth Services and SHIFT.

**3. DEFINITIONS**

Term	Meaning
Branding	the City of Busselton’s Brand, associated Brands, Logos and Emblems
Brand	an identifying symbol, design or feature distinguishing the organisation from others
Emblem	a symbolic or distinctive badge of an organisation
Logo	a symbol or object adopted by an organisation to identify its products, services or uniform
Policy	this City of Busselton Council policy titled “City Branding”

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to Strategic Theme 4. – LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 4.1: Provide opportunities for the community to engage with Council and contribute to decision making.

**5. POLICY STATEMENT**


- 5.1. Any development and application of the City’s Branding must be in accordance with and reflect this Policy and any associated principles and guidelines of the City, ensuring the City is able to maintain and present a consistent professional image.
- 5.2. The City of Busselton Geographe Bay Brand is a registered trademark. Variations to this Brand require the approval of the Chief Executive Officer.
- 5.3. The official Emblems of the City of Busselton are:
  - a. Fauna – The Common (Western) Ringtail Possum  
*Pseudocheirus peregrinus occidentalis*
  - b. Flora – The One-Sided Bottle Brush  
*Calothamnus graniticus var graniticus*
- 5.4. Permission for the use of the City’s Branding, by any person or organisation external to the City is to be obtained from the City, prior to use.
- 5.5. The City of Busselton Logo is to be displayed at all City of Busselton operated facilities, in addition to the display of other separately identifiable Logos.
- 5.6. Any changes to the City’s Branding are subject to Council approval on recommendation by the Chief Executive Officer.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Trade Mark 1477428

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	14 November 2018	Resolution #	C1811/221
Previous Adoption	DATE	12 November 2014	Resolution #	C1411/284



**Council Policy**

**Council Policy Name:** Honorary Freeman of the City of Busselton  
**Responsible Directorate:** Finance and Corporate Services **Version:** Adopted

**1. PURPOSE**

- 1.1. The purpose of this Policy is to set guidelines for the nomination, selection and awarding of the prestigious title of Honorary Freeman of the City of Busselton to an individual.

**2. SCOPE**

- 2.1. This Policy is applicable to all nominations, applications and awards of the title Honorary Freeman of the City of Busselton.

**3. DEFINITIONS**

Term	Meaning
Australian Honours System	a system of honours and awards in recognition of excellence, achievement or meritorious service and contribution to society, free of patronage or political influence
Policy	this City of Busselton Council policy titled "Honorary Freeman of the City of Busselton"

**4. STRATEGIC CONTEXT**

- 4.1. This Policy links to Strategic Theme 2. LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:
  - a. 2.1: Recognise, respect and support community diversity and cultural heritage.

**5. POLICY STATEMENT**

- 5.1. Subject to the eligibility and selection criteria of this Policy, Council may bestow the title of Honorary Freeman of the City of Busselton upon an individual in recognition of outstanding and meritorious service to the City of Busselton.
- 5.2. Council recognises the contribution made by many members of the community through the awarding of the annual Australia Day WA Community Citizen of the Year Awards, and the Volunteer of the Year Awards. The high honour associated with an Honorary Freeman is however reserved for the community's most significant contributors.

**Eligibility Criteria**

- 5.3. Nominees will ordinarily be a resident of the City of Busselton and have lived within the City for a significant number of years, usually 15 years or greater, although this may be reduced by the significance of service.
- 5.4. The nominee should have given extensive and distinguished service to the community in either a civic, professional, or voluntary capacity and have made a contribution that is considered extraordinary.

- 5.5. The nominee’s endeavours will have demonstrable benefits to the community of the City of Busselton and possibly also the wider region.
- 5.6. The nominee’s specific achievement/s must be of a nature which would encourage the City of Busselton to nominate that person for an honour under the Australian Honours System.
- 5.7. A current Elected Member cannot be nominated for the award.

**Nomination Procedure**

- 5.8. In bestowing the title of Honorary Freeman of the City of Busselton, the following nomination procedure is to be observed:
  - a. nominations must be made in the strictest confidence without the nominees knowledge;
  - b. any resident or elector of the City of Busselton may make a nomination;
  - c. nominations must clearly outline in chronological order the history of service to the community of the person being nominated;
  - d. nominations must be made in writing to the Chief Executive Officer. A nomination must be supported in writing by at least one third of the total number of Elected Members of Council; and
  - e. on receiving a conforming nomination, the nomination is to be submitted as a confidential report for consideration at an Ordinary Meeting of Council.

**Awarding the Title**

- 5.9. An Honorary Freeman will be awarded on an individual basis and by absolute majority of Council.
- 5.10. Once Council has approved the award, the nominee will be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed and the matter will lapse.
- 5.11. On confirmation of the acceptance of the award, all Elected Members will be informed and a suitable media statement shall be prepared for release under the Mayor’s name.

**Entitlements and Presentation**

- 5.12. Any individual declared an Honorary Freeman of the City of Busselton may designate themselves ‘Honorary Freeman of the City of Busselton’.
- 5.13. Conferral of the title is to be carried out at a formal function of Council.
- 5.14. The recipient shall be awarded a certificate to commemorate the receiving of the award.
- 5.15. Any Honorary Freeman of the City of Busselton is to be invited to all subsequent Civic events and functions.
- 5.16. The recipient’s name shall be engraved/included on the City of Busselton Honour Roll Board.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. Nil

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	12 June 2019	Resolution #	C1906/095
Previous Adoption	DATE	N/A	Resolution #	N/A



## Council Policy

**Council Policy Name:** City Branding

**Responsible Directorate:** Finance and Corporate Services      **Version:** AdoptedDraft

### 1. PURPOSE

- ~~1.1. The purpose of this Policy is to guide the appropriate use of the City of Busselton’s Brands.~~
- ~~1.1. The purpose of this Policy is to provide for the appropriate development and application of the City of Busselton’s Brand, associated Brands, Logos and Emblems, to ensure that a positive and consistent image of the City of Busselton is maintained.~~

### 2. SCOPE

- ~~2.1. This Policy is applicable to the reproduction and application of the City’s Brands, including, but not limited to the Brands for:~~
- ~~2.1. This Policy is applicable to internal and external individuals or organisations in relation to the development, reproduction and application of the City’s Branding, including those no longer in use.~~

~~This Policy also applies to facilities, events or programs that may have separately identifiable Logos but still fall under the City of Busselton Brand. These include, but are not limited to:~~

- ~~a. Geographe Leisure Centre;~~
- ~~b. ArtGeo Cultural Complex;~~
- ~~b.c. Saltwater Busselton;~~
- ~~c.d. Naturaliste Community Centre;~~
- ~~d.e. Busselton and Dunsborough Libraries;~~
- ~~e.f. Busselton Jetty Tourist Park;~~
- ~~f.g. Busselton Margaret River Airport; and~~
- ~~h. Busselton Youth Services and SHIFT.~~

- ~~2.2. This Policy applies to the use of the official emblems of the City of Busselton:~~

- ~~a. fauna – the Common (Western) Ringtail Possum  
*Pseudocheirus peregrinus occidentalis*~~
- ~~b. flora – the One-Sided Bottle Brush  
*Calothamnus graniticus var graniticus*~~

### 3. DEFINITIONS

Term	Meaning
<del>Branding</del>	<del>the City of Busselton’s Brand, associated Brands, Logos and Emblems</del>
<del>Brands</del>	<del>an identifying symbol, design or feature distinguishing the organisation from others</del>
<del>Emblem</del>	<del>a symbolic or distinctive badge of an organisation</del>
<del>Logo</del>	<del>a symbol or object adopted by an organisation to identify its products, services or uniform</del>
Policy	this City of Busselton Council policy titled “City Branding”

### 4. STRATEGIC CONTEXT



- ~~4.1.~~—This Policy links to Strategic Key Theme 4.2 – LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically ~~the following~~-Strategic Priority 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making. ~~4.1: Provide opportunities for the community to engage with Council and contribute to decision making;~~
- ~~4.2.~~ ~~4.1: Provide opportunities for the community to engage with Council and contribute to decision making.~~

**5. POLICY STATEMENT**

~~5.1. The City of Busselton Style Guide sets out the City’s Brands and their appropriate use, and must be adhered to in order to maintain professional and consistent branding for the City.~~

~~5.1. Any development and application of the City’s Branding must be in accordance with and reflect this Policy and any associated principles and guidelines of the City, ensuring the City is able to maintain and present a consistent professional image.~~

~~5.2. The City of Busselton Geographe Bay Brand is a registered trademark. Variations to this Brand require the approval of the Chief Executive Officer.~~

~~5.3. The official Emblems of the City of Busselton are:~~  
~~a. Fauna – The Common (Western) Ringtail Possum~~  
~~*Pseudocheirus peregrinus occidentalis*~~  
~~b. Flora – The One-Sided Bottle Brush~~  
~~*Calothamnus graniticus var graniticus*~~

~~5.4.5.2. Permission for the use of the City’s Branding, by any person or organisation external to the City is to be obtained from the City, prior to use.~~

~~5.5.5.3. The City of Busselton Logo is to be displayed at all City of Busselton operated facilities, in addition to the display of other separately identifiable Logos, excluding Saltwater Busselton.~~


~~5.6.5.4. Any changes to the City’s Branding are subject to Council approval on recommendation by the Chief Executive Officer.~~

**6. RELATED DOCUMENTATION / LEGISLATION**

6.1. Trade Mark 1477428

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	<del>14 November 2018</del>	Resolution #	<del>C1811/221</del>
Previous Adoption	DATE	<del>14 November 2018</del> <del>12 November 2014</del>	Resolution #	<del>C1811/221</del> <del>C1411/284</del>



## Council Policy

**Council Policy Name:** Honorary Freeman of the City of Busselton  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** **AdoptedDraft**

### 1. PURPOSE

- 1.1. The purpose of this Policy is to set guidelines for the nomination, selection and awarding of the prestigious title of Honorary Freeman of the City of Busselton to an individual.

### 2. SCOPE

- 2.1. This Policy is applicable to all nominations, applications and awards of the title Honorary Freeman of the City of Busselton.

### 3. DEFINITIONS

Term	Meaning
Australian Honours System	a system of honours and awards in recognition of excellence, achievement or meritorious service and contribution to society, free of patronage or political influence
Policy	this City of Busselton Council policy titled "Honorary Freeman of the City of Busselton"

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Key Theme 2. LIFESTYLE - A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority 2.1: Recognise, respect and support community diversity and cultural heritage.
- ~~a. 2.1: Recognise, respect and support community diversity and cultural heritage.~~

### 5. POLICY STATEMENT

- 5.1. ~~Subject to the eligibility and selection criteria of this Policy,~~ Council may bestow the title of Honorary Freeman of the City of Busselton upon an individual in recognition of outstanding and meritorious service to the City of Busselton.
- 5.2. ~~Council recognises the contribution made by many members of the community through the awarding of the annual Australia Day WA Community Citizen of the Year Awards, and the Volunteer of the Year Awards.~~ The high honour associated with an Honorary Freeman is however reserved for the community's most significant contributors.

#### Eligibility Criteria

- 5.3. Nominees will ordinarily be a resident of the City of Busselton and have lived within the City for a significant number of years, usually 15 years or greater, although this may be reduced by the significance of service.
- 5.4. The nominee should have given extensive and distinguished service to the community in either a civic, professional, or voluntary capacity and have made a contribution that is considered extraordinary.

- 5.5. The nominee's endeavours will have demonstrable benefits to the community of the City of Busselton and possibly ~~also~~ the wider region.
- 5.6. The nominee's specific achievement/s must be of a nature which would encourage the City of Busselton to nominate that person for an honour under the Australian Honours System.
- 5.7. A current Elected Member cannot be nominated for the award.

**Nomination Procedure**

- 5.8. ~~In bestowing the title of Honorary Freeman of the City of Busselton,~~ the following nomination procedure is to be observed:
  - a. nominations must be made in the strictest confidence without the nominee's knowledge;
  - b. any resident or elector of the City of Busselton may make a nomination;
  - c. nominations must clearly outline in chronological order the history of service to the community of the person being nominated;
  - d. nominations must be made in writing to the Chief Executive Officer. ~~The CEO must obtain support for the nomination, in writing by at least one third of the total number of Elected Members of Council; and A nomination must be supported in writing by at least one third of the total number of Elected Members of Council; and~~
  - e. on receiving a conforming nomination, the nomination is to be submitted as a confidential report for consideration at ~~the next practicable an~~ Ordinary Meeting of Council.

**Awarding the Title**

- 5.9. An Honorary Freeman will be awarded on an individual basis and by absolute majority of Council.
- 5.10. Once Council has approved the award, the nominee will be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed and the matter will lapse.
- 5.11. On confirmation of the acceptance of the award, all Elected Members will be informed and a suitable media statement shall be prepared for release ~~under the Mayor's name.~~

**Entitlements and Presentation**

- 5.12. Any individual ~~declared awarded~~ an Honorary Freeman of the City of Busselton may designate themselves 'Honorary Freeman of the City of Busselton'.
- 5.13. Conferral of the title is to be carried out at a formal function of Council.
- 5.14. The recipient shall be awarded a certificate to commemorate the receiving of the award.
- 5.15. Any Honorary Freeman of the City of Busselton is to be invited to all subsequent Civic events and functions.
- 5.16. The recipient's name shall be engraved/included on the City of Busselton Honour Roll Board.

**6. RELATED DOCUMENTATION / LEGISLATION**



- 6.1. Nil

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	12 June 2019	Resolution #	C1906/095

<b>Previous Adoption</b>	<b>DATE</b>	<u>12 June 2019</u> <del>N/A</del>	<b>Resolution #</b>	<u>C1906/095</u> <del>N/A</del>
--------------------------	-------------	------------------------------------	---------------------	---------------------------------

12.3 Finance Committee - 1/2/2023 - LIST OF PAYMENTS MADE - DECEMBER 2022 AND AUTHORITY FOR APPROVAL OF CEO EXPENSE REIMBURSEMENTS

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Financial Operations
<b>BUSINESS UNIT</b>	Financial Services
<b>REPORTING OFFICER</b>	Manager Financial Services - Paul Sheridan
<b>AUTHORISING OFFICER</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A <a href="#">List of Payments - December 2022</a>  Attachment B <a href="#">CEO Expense Reimbursement Request for Payment</a> 

This item was considered by the Finance Committee at its meeting on 1/2/2023, the recommendations from which have been considered by Council.

The committee recommendation was moved and carried.

**COUNCIL DECISION**

**C2302/021** Moved Councillor P Carter, seconded Councillor K Cox

That the Council:

1. Notes payment of voucher numbers for the month of December 2022 as follows:

<b>CHEQUE PAYMENTS</b>	<b>119503 - 119547</b>	<b>125,316.77</b>
<b>ELECTRONIC FUNDS TRANSFER PAYMENTS</b>	<b>91849 - 92440</b>	<b>7,617,267.39</b>
<b>TRUST ACCOUNT PAYMENTS</b>		<b>-</b>
<b>PAYROLL PAYMENTS</b>	<b>01.12.2022 - 31.12.2022</b>	<b>1,726,750.53</b>
<b>INTERNAL PAYMENT VOUCHERS</b>	<b>DD 5109 - 5140</b>	<b>229,070.96</b>
<b>TOTAL PAYMENTS</b>		<b>9,698,405.65</b>

2. Authorises the reimbursement of expenses to the Chief Executive Officer (CEO) as per Attachment B; and
3. Authorises the Mayor and Deputy Mayor to consider all future requests for reimbursement of expenses incurred by the CEO during the performance of their duties in accordance with the CEO Employment Contract.

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council:

- Notes payment of voucher numbers for the month of December 2022 as follows:

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
TOTAL PAYMENTS		9,698,405.65

- Authorises the reimbursement of expenses to the Chief Executive Officer (CEO) as per Attachment B; and
- Authorises the Mayor and Deputy Mayor to consider all future requests for reimbursement of expenses incurred by the CEO during the performance of their duties in accordance with the CEO Employment Contract.

**EXECUTIVE SUMMARY**

This report provides details of payments made from the City's bank accounts for the month of December 2022 for noting by the Council and recording in the Council Minutes.

In addition, Council is also requested to approve the reimbursement of expenses incurred by the Chief Executive Officer (CEO) during the performance of their duties, and to authorise the Mayor and Deputy Mayor to consider any future reimbursements.

**BACKGROUND**

The *Local Government (Financial Management) Regulations 1996* (the Regulations) requires that, when the Council has delegated authority to the CEO 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 December 2022 is presented for information.

Additionally, Council is requested to consider the reimbursement of expenses incurred by the CEO during the performance of their duties. The CEO's Employment Contract clause 5.8 states:

*"The City will reimburse you for any expenses that you reasonably incur during the performance of your duties. Expense claims must be approved by Council, or where the Council resolves, the Mayor and the Deputy Mayor, and must be substantiated with a tax invoice or other evidence."*

The CEO incurred expenses as per the receipt and claim form at Attachment B due to payment being required on the 22 December 2002, rather than the pre-arranged invoice being sent to the City of Busselton.

It is proposed for efficiency, that the Council do authorise the Mayor and Deputy Mayor to consider any other expense claims by the CEO in accordance with clause 5.8 of the Employment Contract. As any reimbursements would constitute a payment, they would then be reported via the list of payments each month (provided the Mayor and Deputy Mayor have provided approval).

**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.

Clause 5.8 of the Contract outlines how reimbursement requests by the CEO are to be considered.

**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 December 2022 is presented for information. Council is also asked to consider reimbursement of CEO expenses incurred and streamlined approval processes for future reimbursements.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not applicable.





LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

CHEQUE PAYMENTS DECEMBER 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
9/12/2022	119523	ANTHONY JOHN GRAHAM FISHER	BIO-DIVERSITY RATE REBATE	1,028.16
6/12/2022	119503	ARTGEO PETTY CASH	ARTGEO PETTY CASH	100.00
30/12/2022	119543	ARTGEO PETTY CASH	ARTGEO PETTY CASH	32.05
12/12/2022	119506	BOND ADMINISTRATOR	BOND - SL BORINELLI	529.92
14/12/2022	119514	BUSSELTON PUBLIC LIBRARY - PETTY CASH	BUSSELTON PUBLIC LIBRARY - PETTY CASH	197.80
21/12/2022	119538	CALLOWS CORNER NEWS	STATIONERY	503.90
14/12/2022	119510	CALLOWS CORNER NEWSAGENCY	STATIONERY	45.00
9/12/2022	119529	CAMERON AND CLARE KISSELL	BIO-DIVERSITY RATE REBATE	250.00
9/12/2022	119517	CHRISTINE BYATT	BIO-DIVERSITY RATE REBATE	434.78
14/12/2022	119508	CITY OF BUSSELTON DEPOT - PETTY CASH	CITY OF BUSSELTON DEPOT - PETTY CASH	98.35
30/12/2022	119544	CITY OF BUSSELTON PETTY CASH	CITY OF BUSSELTON PETTY CASH	100.00
9/12/2022	119526	COLIN AND MARINA HOLDEN-TROITSKY	BIO-DIVERSITY RATE REBATE	333.23
30/12/2022	119545	COMMISSIONER OF STATE REVENUE	RATE REFUNDS	19.24
9/12/2022	119525	DAVID AND ELAINE GREENHILL	BIO-DIVERSITY RATE REBATE	810.74
14/12/2022	119512	DEPARTMENT OF TRANSPORT	DEPARTMENT OF TRANSPORT	327.00
30/12/2022	119542	DEPARTMENT OF TRANSPORT	FLEET SERVICES	327.00
14/12/2022	119513	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	142.25
9/12/2022	119530	EVAN LITIS	BIO-DIVERSITY RATE REBATE	817.34
30/12/2022	119546	FS WALLNER & HG KLEIN	RATE REFUNDS	6,436.25
14/12/2022	119509	GEOGRAPHE LEISURE CENTRE - PETTY CASH	GEOGRAPHE LEISURE CENTRE - PETTY CASH	269.85
9/12/2022	119531	GRAHAM MCKELLAR	BIO-DIVERSITY RATE REBATE	924.15
9/12/2022	119521	JEFFREY AND JENNIFER D'CRUZ	BIO-DIVERSITY RATE REBATE	1,082.58
12/12/2022	119534	JESSICA CULLEN	BIO-DIVERSITY RATE REBATE	1,387.95
23/12/2022	119540	JESSICA CULLEN	BIO-DIVERSITY RATE REBATE	1,301.90
9/12/2022	119524	JULIE AND DUNCAN GARDINER	BIO-DIVERSITY RATE REBATE	1,002.50
30/12/2022	119541	LANDGATE CUSTOMER ACCOUNT	LANDGATE FEE	6.30
9/12/2022	119519	MARY CRAIGIE	BIO-DIVERSITY RATE REBATE	728.33
9/12/2022	119520	MARY CRAIGIE	BIO-DIVERSITY RATE REBATE	1,500.00
9/12/2022	119516	PAUL BUCKINGHAM	BIO-DIVERSITY RATE REBATE	1,052.97
9/12/2022	119533	PETER AND JENNY STARK	BIO-DIVERSITY RATE REBATE	1,045.29
9/12/2022	119528	PETER JENNINGS	BIO-DIVERSITY RATE REBATE	1,500.00
23/12/2022	119539	PHILIP WORDS	DOG REGISTRATION REFUNDS	150.00
30/12/2022	119547	PREECE CONSTRUCTIONS	REFUND OF BUILDING FEES	130.00
12/12/2022	119535	QUENTIN & KATHLEEN BLUGH - O'SHEA	BIO-DIVERSITY RATE REBATE	650.80
14/12/2022	119515	RAY VILLAGE AGED SERVICES INC	RATE REFUNDS	52,869.80
9/12/2022	119532	SUE SEAMAN	BIO-DIVERSITY RATE REBATE	584.85
9/12/2022	119522	TRAVIS & JAIMIE DRYSDALE	BIO-DIVERSITY RATE REBATE	381.93
9/12/2022	119527	VALERIE HOPKINS	BIO-DIVERSITY RATE REBATE	250.00
12/12/2022	119504	VOIDED	VOIDED	-
12/12/2022	119505	VOIDED	VOIDED	-
9/12/2022	119518	VOIDED	VOIDED	-
21/12/2022	119537	VOIDED	VOIDED	-
14/12/2022	119511	WATER CORPORATION	WATER CORPORATION	1,320.11
21/12/2022	119536	WATER CORPORATION	WATER SERVICES	43,816.28
14/12/2022	119507	WEST AUSTRALIAN POLICE	RETURN OF GRANT FUNDS	828.17
				<b>125,316.77</b>

EFT PAYMENTS DECEMBER 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
14/12/2022	92055	360 ENVIRONMENTAL	ENVIRONMENTAL CONSULTANCY	3,520.00
14/12/2022	91951	ACTION KERBING	KERBING SERVICES	7,712.00
14/12/2022	92161	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	30,389.47
21/12/2022	92365	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	24,790.92
14/12/2022	91916	ACURIX NETWORKS	INTERNET WIFI ACCESS	3,996.65
21/12/2022	92305	AD & NM JONES	RATE REFUND	241.67
14/12/2022	92129	ADRIAN FISHER	STAFF REIMBURSEMENT	100.03
14/12/2022	91997	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	498.64
14/12/2022	91976	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	8,823.70
21/12/2022	92258	ADVANCED DRIVEWAY SEALING	MAINTENANCE SERVICES	374.00
14/12/2022	92018	ADVANCED HEARING WA PTY LTD	HEARING ASSESSMENT	105.00
21/12/2022	92287	ADVANCED HEARING WA PTY LTD	HEARING ASSESSMENT	105.00
14/12/2022	91991	AERODROME MANAGEMENT SERVICES	AIR SERVICES	10,865.26
21/12/2022	92269	AERODROME MANAGEMENT SERVICES	AIR SERVICES	30,956.64
14/12/2022	92015	AFGR1 EQUIPMENT	MACHINERY EQUIPMENT PARTS AND SERVICE	1,040.22
21/12/2022	92316	AIGLE ROYAL GROUP	DONATION - PORT GEO CHRISTMAS LIGHT CRUISE	1,000.00
14/12/2022	91926	ALICE ALDER	ART SALES & WORKSHOPS	744.00
7/12/2022	91857	ALINTA SALES PTY LTD	ELECTRICITY	82.50
14/12/2022	92033	ALISON BURTON	ART SALES	53.90
14/12/2022	91920	ALL WEST BUILDING APPROVALS PTY LTD	BUILDING APPLICATION ASSESSMENTS	385.00
14/12/2022	91983	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	597.82
21/12/2022	92263	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	30.92
21/12/2022	92292	ALTUS GROUP CONSULTING PTY LTD	COST MANAGEMENT SERVICES	3,778.50
14/12/2022	91996	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	1,595.00
14/12/2022	91941	AP & SL HINDS	SMALL PLANT HIRE	1,351.00
7/12/2022	91851	ARBOR GUY	TREE MAINTENANCE SERVICES - STORM DAMAGE	15,042.28
14/12/2022	91908	ARBOR GUY	TREE MAINTENANCE SERVICES - WILDWOOD AND JALBARRAGUP RD	77,101.89



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

21/12/2022	92225	ARBOR GUY	TREE MAINTENANCE SERVICES	485.27
23/12/2022	92395	ARBOR GUY	TREE MAINTENANCE SERVICES	5,317.49
14/12/2022	92130	ARROW BRONZE	MEMORIAL PLAQUES SUPPLIER	487.36
21/12/2022	92249	ASP BUNBURY	SECURITY SERVICES	440.00
15/12/2022	91888	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	251,911.00
29/12/2022	92427	ATO EFT DEPOSITS TRUST A/C	PAYG TAXATION	259,979.00
14/12/2022	92101	ATTEKUS	ONLINE BOOKING, EVENT SOFTWARE	6,256.25
14/12/2022	91987	ATTURRA BUSINESS APPLICATIONS	SOFTWARE CONSULTANCY	5,445.00
21/12/2022	92267	ATTURRA BUSINESS APPLICATIONS	SOFTWARE CONSULTANCY	874.79
14/12/2022	92153	AUSTRALIA POST	POSTAL SERVICE	1,740.82
21/12/2022	92221	AUSTRALIAN COASTAL COUNCILS ASSOCIATION	MEMBERSHIP	1,551.00
14/12/2022	92013	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	3,368.41
21/12/2022	92283	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	712.00
23/12/2022	92404	AUSTRALIAN COMMUNITY MEDIA	ADVERTISING SERVICES	454.50
14/12/2022	91898	AUSTRALIAN LIBRARY AND INFORMATION ASSOC	LIBRARY RESOURCES	1,245.00
14/12/2022	92078	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	1,530.82
21/12/2022	92321	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	1,981.29
14/12/2022	92021	AV TRUCK SERVICES PTY LTD	VEHICLE PARTS & MAINTENANCE	1,782.61
14/12/2022	91932	AZILITY	IT SOFTWARE	988.90
7/12/2022	91862	AZTEC PAINTING & DECORATING	PAINTING SERVICES	6,235.00
21/12/2022	92298	B & G HART	BITP REFUND	58.00
21/12/2022	92300	B & J HANOWSKI	BITP REFUND	612.00
14/12/2022	92164	B&B STREET SWEEPING	STREET SWEEPING SERVICE	43,149.64
21/12/2022	92369	B&B STREET SWEEPING	STREET SWEEPING SERVICE	11,516.57
14/12/2022	92046	BARBARA WEEKS	ART SALES	80.00
14/12/2022	91952	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	10,549.14
21/12/2022	92244	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	3,276.90
14/12/2022	92203	BAY CABINETS	FURNITURE PRODUCT SUPPLIER	8,052.00
21/12/2022	92387	BAY CABINETS	FURNITURE PRODUCT SUPPLIER	7,876.00
14/12/2022	92159	BAY SIGNS	SIGNAGE SERVICES	78.40
14/12/2022	91938	BCP CIVIL & PLANT	EXCAVATOR & PLANT HIRE	3,542.69
23/12/2022	92399	BCP LIQUID WASTE	LIQUID WASTE SERVICES	332.01
14/12/2022	92022	BE INGRAM	CARPENTRY SERVICES	1,200.00
14/12/2022	92174	BENARA NURSERIES	NURSERY SUPPLIES	1,229.14
14/12/2022	91915	BEST CONSULTANTS PTY LTD	ELECTRICAL CONSULTING SERVICES	5,060.00
14/12/2022	92195	BG&E PTY LTD	CONSULTANCY SERVICES - BUSSELTON JETTY	23,364.00
14/12/2022	92083	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	224.17
14/12/2022	92049	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	8,370.00
21/12/2022	92294	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	5,830.00
14/12/2022	91949	BLUESTEEL ENTERPRISES PTY LTD	EMERGENCY RESPONSE EQUIPMENT	473.77
14/12/2022	92136	BOC LIMITED	GAS SERVICES	1,528.19
21/12/2022	92349	BOC LIMITED	GAS SERVICES	99.39
14/12/2022	91914	BR & ND GLOVER	TILING SERVICES	3,421.00
21/12/2022	92259	BRAD BROOKSBY	TRAFFIC CONSULTING	3,437.50
14/12/2022	92041	BRETT TITTERTON ELECTRICAL AND AIR CONDI	ELECTRICAL SERVICES	2,502.00
14/12/2022	91913	BRIDGESTONE	TYRE SERVICES	46.20
23/12/2022	92408	BROAD CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES - SALTWATER	343,259.13
29/12/2022	92437	BROAD CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES - SALTWATER	384,275.97
21/12/2022	92380	BSA ADVANCED PROPERTY SOLUTIONS	AIR CONDITIONING SERVICES	231.00
14/12/2022	92082	BUILDING BUSSELTON TOWN TEAM INC	DONATION- MITCHELL PARK OPENING	3,500.00
21/12/2022	92319	BUILDING SUPPLIES AND HIRE	BUILDING SUPPLIES	101.49
21/12/2022	92361	BUNBURY PLASTICS	MAINTENANCE SERVICES	1,034.00
14/12/2022	92169	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	3,473.17
21/12/2022	92372	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,622.34
23/12/2022	92417	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	815.46
29/12/2022	92433	BUSSELTON ALLSPORTS INC T/A BUSSELTON JETTY	JETTY SWIM SPONSORSHIP	24,750.00
21/12/2022	92377	BUSSELTON ART SOCIETY	DONATION - ART IN THE PARK	500.00
14/12/2022	91918	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	5,500.55
21/12/2022	92373	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - DLSP	141,289.78
29/12/2022	92438	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES - BUAYANYUP SHARED PATH	13,059.43
14/12/2022	92077	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	2,752.68
21/12/2022	92320	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	382.31
14/12/2022	92069	BUSSELTON DUNSBOROUGH ENVIRONMENT CENTRE	DONATION - ART MEETS NATURE	500.00
14/12/2022	92111	BUSSELTON FLORIST	FLOWERS AND GIFTS	100.00
14/12/2022	91900	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	1,187.38
14/12/2022	92183	BUSSELTON JETTY INC.	CONSULTANCY SERVICES	27.00
14/12/2022	91910	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	346.50
14/12/2022	92107	BUSSELTON MULTI SERVICE	ENGRAVING SERVICES	192.50
14/12/2022	92108	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	3,421.00
14/12/2022	92175	BUSSELTON REFRIGERATION & AIRCON	REFRIGERATION/AIR CONDITIONING SERVICES	2,425.50
14/12/2022	91969	BUSSELTON REWINDS	PLANT PURCHASES/SERVICES / PARTS	892.89
14/12/2022	92125	BUSSELTON TAXIS	TRANSPORTATION SERVICE	530.00
14/12/2022	92134	BUSSELTON TOYOTA	RAV 4 - DEVELOPMENT OFFICER	39,819.65
21/12/2022	92347	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	520.55
14/12/2022	92135	BUSSELTON WATER	WATER SERVICES	781.92
21/12/2022	92348	BUSSELTON WATER	WATER SERVICES	96.00
14/12/2022	92121	CADDS PTY LTD	ENGINEERING AND DESIGN SERVICES	1,980.00
14/12/2022	92215	CAPE DRYCLEANERS	LINEN CLEANING SERVICES	100.10



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

14/12/2022	92184	CARBONE BROS PTY LTD	LIMESTONE SUPPLIES / CARTAGE SERVICES - AIRPORT EXPANSION	821,911.26
7/12/2022	91876	CARINA MCMILLEN	STAFF REIMBURSEMENT	53.20
14/12/2022	92036	CAROL MULHEARN	ART SALES	44.00
7/12/2022	91875	CATHERINE CLARKE	STAFF REIMBURSEMENT	109.80
14/12/2022	92005	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	36,728.48
21/12/2022	92276	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	5,398.53
21/12/2022	92340	CELVEK PTY LTD	WINDOW CLEANING	1,644.50
14/12/2022	92170	CEMETERIES & CREMATORIA ASSOCIATION OF W	MEMBERSHIP	125.00
21/12/2022	92350	CHADSON ENGINEERING	ENGINEERING SERVICES	226.60
14/12/2022	92010	CHRISEA DESIGNS	ART SALES	66.50
14/12/2022	92039	CHRISTINE CRESSWELL	ART SALES	49.00
14/12/2022	92178	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	12,760.56
21/12/2022	92374	CHUBB FIRE SAFETY	FIRE EQUIPMENT SERVICES	48.66
14/12/2022	92200	CITY AND REGIONAL FUELS	FUEL SERVICES	3,795.18
15/12/2022	91890	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	4,720.01
29/12/2022	92429	CITY OF BUSSELTON	PAYROLL DEDUCTIONS REALLOCATION	4,720.01
15/12/2022	91885	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,492.18
29/12/2022	92424	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	2,492.18
15/12/2022	91886	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
29/12/2022	92425	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
15/12/2022	91892	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	200.00
29/12/2022	92431	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	200.00
14/12/2022	92137	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	711.13
14/12/2022	92185	CLEANAWAY	WASTE MANAGEMENT SERVICES	147.76
21/12/2022	92378	CLEANAWAY	WASTE MANAGEMENT SERVICES	19,916.98
21/12/2022	92250	CLEANAWAY CO PTY LTD	CHEMICAL DISPOSAL SERVICES	920.54
14/12/2022	92148	CLEANAWAY OPERATIONS PTY LTD	MAINTENANCE PARTS WASHER	969.72
21/12/2022	92251	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	31,940.95
14/12/2022	91899	CLEVERPATCH	VACATION CARE SUPPLIES	640.76
14/12/2022	92193	COCA-COLA AMATIL	GLC KIOSK PURCHASES	607.27
21/12/2022	92381	COCA-COLA AMATIL	GLC KIOSK PURCHASES	514.56
7/12/2022	91854	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	787.50
14/12/2022	91940	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	522.70
21/12/2022	92240	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	598.80
29/12/2022	92435	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	236.05
14/12/2022	92068	COMBINED CHURCHES OF BUSSELTON	DONATION - CHRISTMAS APPEAL	500.00
14/12/2022	92051	COME GRAZE. SOUTHWEST	CATERING FOOD SERVICES	433.00
14/12/2022	91982	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	911.70
21/12/2022	92274	CONNECTIVA PTY LTD	INFORMATION TECHNOLOGY	948.75
14/12/2022	92042	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	1,924.12
14/12/2022	92124	COOK DIGGITY'S PTY LTD	CATERING SERVICES	360.00
14/12/2022	92123	CORE OF WELLBEING PTY LTD	EMPOWERING YOUTH WORKSHOPS	1,800.00
7/12/2022	91866	CR JODIE RICHARDS	COUNCILLOR PAYMENT	3,382.82
7/12/2022	91855	CR ROSS PAINE	COUNCILLOR PAYMENT	2,956.44
7/12/2022	91868	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	2,622.84
7/12/2022	91856	CR. P CARTER	COUNCILLOR PAYMENT	4,846.77
7/12/2022	91860	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	2,956.44
21/12/2022	92288	CR. SUSAN RICCELLI	COUNCILLOR PAYMENT	494.90
14/12/2022	91927	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES - WATER MAIN DUNSBOROUGH TOWNSCAPE	101,862.73
21/12/2022	92231	CRANFORD PLUMBING PTY LTD	PLUMBING SERVICES	16,633.97
14/12/2022	92050	CREATIVE HEART COUNSELLING	ARTIST WORKSHOP	2,400.00
14/12/2022	92192	CROSS SECURITY SERVICES	SECURITY SERVICES	1,400.08
21/12/2022	92379	CROSS SECURITY SERVICES	SECURITY SERVICES	737.44
15/12/2022	91891	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	822.90
29/12/2022	92430	CSA OFFICIAL RECEIPTS ACCOUNT	SALARY DEDUCTIONS	823.07
21/12/2022	92253	CTI SECURITY SYSTEMS PTY LTD	SECURITY SYSTEMS SUPPLY AND MONITORING	1,086.24
14/12/2022	92131	D AGOSTINO + LUFF PTY LTD	ARCHITECTURAL SERVICES	2,310.00
14/12/2022	91893	DATA 3 LIMITED	COMPUTER SOFTWARE SUPPLIER	407,102.87
21/12/2022	92297	DAVID & LINDA GOW	REFUND DOG REGISTRATION	150.00
14/12/2022	92058	DAVID BENNETT	REFUND DOG REGISTRATION	30.00
14/12/2022	92176	DAVID MILDWATERS ELECTRICAL	MAINTENANCE SERVICES	7,829.33
21/12/2022	92279	DAVID NICHOLSON	STAFF REIMBURSEMENT	74.85
14/12/2022	92086	DAVID SANDS	STAFF REIMBURSEMENT	1,268.57
21/12/2022	92306	DBAY ROAD PTY LTD	RATE REFUND	2,253.09
14/12/2022	92056	DEAN GITTS	GLC REFUNDS	867.80
14/12/2022	91956	DENADA SURVEYS PTY LTD	SURVEYING SERVICES	6,050.00
14/12/2022	92166	DEPARTMENT OF FIRE AND EMERGENCY SERVICE	RETURN OF MITIGATION WORKS	40,841.49
14/12/2022	91904	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DEVELOPMENT ASSESSMENT PANEL PAYMENT	11,630.00
21/12/2022	92223	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DEVELOPMENT ASSESSMENT PANEL PAYMENT	14,792.00
31/12/2022	92439	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	ENVIRONMENTAL SERVICES	1,738.00
21/12/2022	92296	DONALD CANT WATTS CORKE (WA) PTY LTD	CONSULTANCY SERVICES	13,607.00
14/12/2022	92091	DOROTHY ROBINSON	ART SALES	262.10
21/12/2022	92260	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	914.96
14/12/2022	91959	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	3,661.41
21/12/2022	92248	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	704.00
23/12/2022	92405	DOWN SOUTH SCAFFOLDING PTY LTD	SCAFFOLDING SUPPLY & INSTALLATION SERVICE	8,910.00
14/12/2022	92030	DOWN SOUTH WHOLESAL	CONSUMABLES FOR BITP	104.53
21/12/2022	92339	DOWNSOUTH DREAMCATCHERS PTY LTD	CLEANING SERVICES	247.50



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

14/12/2022	91986	DSI FENCING & GATES	FENCING SERVICES	1,250.00
21/12/2022	92353	DUCHESS MEDICAL PRACTICE	MEDICAL SERVICES	41.50
21/12/2022	92367	DUNSBOROUGH & DISTRICT COUNTRY CLUB	GRANT FUNDING - 1ST INSTALMENT	21,649.32
21/12/2022	92386	DUNSBOROUGH ART SOCIETY	DONATION - ANNUAL ART EXHIBITION	500.00
14/12/2022	91939	DUNSBOROUGH GREENFIELDS COMMUNITY GROUP	MEETING ROOM HIRE	240.00
14/12/2022	91933	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	118.20
14/12/2022	91961	DUTCH IMPORTS PTY LTD	CATERING	414.00
14/12/2022	92187	DUXTON HOTEL	ACCOMMODATION	234.00
23/12/2022	92398	DYMOCKS BUSSELTON	LIBRARY RESOURCES	1,799.20
29/12/2022	92434	DYMOCKS BUSSELTON	LIBRARY RESOURCES	696.29
7/12/2022	91863	E & P CRONIN	COUNCILLOR PAYMENT	2,956.44
14/12/2022	91988	EAGLE VALLEY & CO PTY LTD	TYRE SALES AND SERVICE	280.00
21/12/2022	92273	EARTH 2 OCEAN COMMUNICATIONS	COMMUNICATION SERVICES - RADIO REPAIRS	875.00
14/12/2022	92007	EARTH AND STONE WA	EARTHWORKS - RENDEZVOUS RD	39,068.70
21/12/2022	92281	EARTH AND STONE WA	EARTHWORKS - LOWER VASSE RIVER SEDIMENT & SHEEN RD	50,965.65
14/12/2022	91953	ECHO FIELD PTY LTD	BUSH FIRE INSPECTION WORKS/WEEED CONTROL	1,053.00
21/12/2022	92242	EF DAY & SN WILLIAMS	MAINTENANCE SERVICES	2,266.00
14/12/2022	91990	EIS CONTROL PTY/LTD	ELECTRICAL SERVICES	3,661.85
21/12/2022	92268	EIS CONTROL PTY/LTD	ELECTRICAL SERVICES	355.85
7/12/2022	91861	EJ & KM COX	COUNCILLOR PAYMENT	2,956.44
14/12/2022	91966	ELAMOORE NATURAL SOAPS & COSMETICS PTY L	ART SALES	27.30
14/12/2022	92147	ELECTRICITY NETWORKS CORPORATION	ELECTRICAL SERVICES	1,320.00
14/12/2022	91994	ELIZABETH BINT	ART SALES	62.30
14/12/2022	92172	ELLENBY TREE FARM PTY LTD	NURSERY SUPPLIES	9,296.65
14/12/2022	91894	ELLIOTTS FILTRATION	IRRIGATION & FILTRATION SERVICES	2,178.00
21/12/2022	92333	EMERSON RAINE	STRATA LEVY FEES & WATER CONSUMPTION	1,458.00
7/12/2022	91864	EMMA WARNER	GLC REFUNDS	359.16
14/12/2022	91922	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,985.94
14/12/2022	92186	EVERYDAY POTTED PLANTS	NURSERY SERVICES	559.68
14/12/2022	91979	EWS AUSTRALIA PTY LTD	WATER AND WEATHER MONITORING EQUIPMENT	4,950.00
23/12/2022	92411	EZRA J WILLIAMS	ROOFING , ROOF PLUMBING , MAINTENANCE	2,483.47
14/12/2022	92035	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	174.42
21/12/2022	92271	FASSOM PTY LTD	STATIONERY AND OFFICE SUPPLIES	200.59
21/12/2022	92230	FIRE RESCUE SAFETY AUSTRALIA	FIRE SAFETY EQUIPMENT	868.84
14/12/2022	92116	FORD AND DOONAN	WALL SPLIT SERVICE	140.00
14/12/2022	91935	FOUNDER ENTERPRISES PTY LTD T/AS FORTUS	EARTHMOVING PARTS	5,861.79
21/12/2022	92236	FOUNDER ENTERPRISES PTY LTD T/AS FORTUS	EARTHMOVING PARTS	4,998.78
14/12/2022	91975	FRESH AS	REFRESHMENTS	442.75
21/12/2022	92257	FRESH AS	REFRESHMENTS	117.95
14/12/2022	92071	GANNAWAYS CHARTER AND TOURS	BUS HIRE SERVICE	990.00
14/12/2022	92115	GARY LEE ELECTRICAL	ELECTRICAL SERVICES	3,507.24
21/12/2022	92336	GARY LEE ELECTRICAL	ELECTRICAL SERVICES	11,403.43
14/12/2022	92138	GEMI PTY LTD	MAINTENANCE SERVICES	286.00
14/12/2022	92053	GEMTEK GROUP PTY LTD	ELECTRICAL SERVICES	2,586.31
21/12/2022	92328	GENERATORS AUSTRALIA PTY LTD	HIRE AND SALES OF EQUIPMENT	2,333.56
21/12/2022	92342	GEO BAY DOG TRAINING	DOG AGILITY DISPLAY	195.00
14/12/2022	91970	GEOBOX PTY LTD	VEHICLE CAMERAS	1,828.20
14/12/2022	92113	GEOGRAPHE BAY REMOVALS & STORAGE	STORAGE SERVICES	173.00
14/12/2022	91964	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	1,828.75
14/12/2022	92211	GEOGRAPHE GALLERY & PICTURE FRAMERS	PICTURE FRAMING SERVICES	140.00
14/12/2022	92198	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	359.00
21/12/2022	92384	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	419.00
23/12/2022	92420	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	140.00
14/12/2022	92139	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	721.35
14/12/2022	91960	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES - DUNSBOROUGH TOWNSITE	26,290.00
14/12/2022	92182	GLOBE AUSTRALIA PTY LTD	PEST CONTROL SERVICES	26,868.60
21/12/2022	92343	GOVERNANCE INSTITUTE OF AUSTRALIA	TRAINING REGISTRATIONS	635.00
21/12/2022	92280	GP DOWN SOUTH LTD	DONATION	52.47
7/12/2022	91849	GRANT HENLEY	COUNCILLOR PAYMENT	11,852.14
14/12/2022	91955	GRILLAZ AUSTRALIA	CATERING	140.00
14/12/2022	92144	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	1,466.08
21/12/2022	92355	HANSON CONSTRUCTION MATERIALS PTY LTD	CONCRETE SERVICES	742.50
7/12/2022	91869	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	6,514.00
14/12/2022	92094	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	5,419.25
21/12/2022	92327	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	2,907.20
23/12/2022	92409	HARCHER PRESTIGE BUSSELTON	HOSPITALITY EQUIPMENT SUPPLIER	1,431.76
14/12/2022	91937	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	312.00
21/12/2022	92238	HEALTHSCOPE MEDICAL CENTRES	MEDICAL SERVICES	156.00
14/12/2022	91981	HELEN READING	ART SALES	8.40
14/12/2022	92126	HERRON TODD WHITE	PROPERTY VALUATIONS	2,960.00
14/12/2022	92075	HERSEY 'S SAFETY PTY LTD	TIMBER AND HARDWARE	4,620.00
21/12/2022	92277	HIFX LIMITED CLIENT SECURITY TRUST ACC	ELECTRONIC VISITOR MANAGEMENT SYSTEM	70.00
14/12/2022	92009	HILLZEEZ DOWN SOUTH SURF SHOP	GIFTS	300.00
14/12/2022	92216	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	1,867.31
21/12/2022	92391	HIP POCKET WORKWEAR	UNIFORMS & PROTECTIVE CLOTHING	763.45
14/12/2022	92114	HIRE A FENCE	TEMPORARY FENCING HIRE	1,980.00
14/12/2022	92146	HOLCIM	CONCRETE SERVICES	6,651.85
21/12/2022	92356	HOLCIM	CONCRETE SERVICES	3,961.87



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

14/12/2022	92122	HP INC	COMPUTER EQUIPMENT	270.35
23/12/2022	92407	IG MUIR-CULBURRA CLAY	SOIL FOR WICKET CONSTRUCTION	5,280.00
14/12/2022	92001	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	206.27
14/12/2022	92032	INSTANT PRODUCTS HIRE	PUBLIC ABULTIONS HIRE AND SALES	5,797.51
14/12/2022	92048	INSTANT TRANSPORTABLE OFFICES PTY LTD	TRANSPORTABLE ABLUTIONS - BOVELL PARK & DLSP	97,883.94
21/12/2022	92293	INSTANT TRANSPORTABLE OFFICES PTY LTD	TRANSPORTABLE ABLUTIONS - AIRPORT AND DLSP	69,103.14
14/12/2022	92080	INTELLITRAC	GPS TRACKING DEVICES	561.00
14/12/2022	91985	INTERFIRE AGENCIES PTY LTD	FIRE, SAFETY, EMERGENCY EQUIPMENT	6,600.00
7/12/2022	91871	INTERNATIONAL QUADRATICS PTY LTD	POOL FIXTURES AND FITTINGS	9,777.25
14/12/2022	92081	IPEC PTY LTD	COURIER SERVICES	596.45
21/12/2022	92324	IPEC PTY LTD	COURIER SERVICES	136.54
14/12/2022	92173	IPWEA	MEMBERSHIP	1,666.50
14/12/2022	92177	IPWEA-WA	TRAINING SERVICES	390.00
14/12/2022	91923	IRONMAN AUSTRALIA	EVENT SERVICES	44,000.00
21/12/2022	92284	IW PROJECTS PTY LTD	WASTE MANAGEMENT CONSULTANTS	10,134.30
21/12/2022	92301	J & C COETZEE	BJTP REFUND	58.00
21/12/2022	92309	J BACCHUS	DONATION - BUILD A MOUNTAIN BIKE TRAIL	1,000.00
14/12/2022	92152	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES	10.50
21/12/2022	92362	JACKSON'S DRAWING SUPPLIES	ART EQUIPMENT SUPPLIES	197.85
14/12/2022	92014	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	102.53
14/12/2022	92096	JAMES HADLEY	RURAL FENCING SERVICES - RENDEZVOUS RD	12,902.01
21/12/2022	92344	JAMES V JONES	STAFF REIMBURSEMENT	1,071.00
21/12/2022	92310	JAMIE LISTON	DONATION - U14 FOOTBALL	500.00
14/12/2022	91980	JAN ROBERTS	ART SALES	69.60
23/12/2022	92422	JD & JE CORKER	STAFF REIMBURSEMENT	510.00
21/12/2022	92262	JDM EARTHWORKS	EARTHWORKS - CELL 2 DUNSBOROUGH WASTE	23,333.75
7/12/2022	91881	JENNIFER ANNE MAY	STAFF REIMBURSEMENT	168.32
14/12/2022	91965	JENNIFER BROWN	ART SALES	163.60
14/12/2022	92012	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	1,144.00
14/12/2022	91936	JIMS FIRST	HARDWARE SUPPLIES	227.70
21/12/2022	92237	JIMS FIRST	HARDWARE SUPPLIES	37.80
15/12/2022	91887	JMW REAL ESTATE TRUST	T NOTTLE RENT	1,400.00
29/12/2022	92426	JMW REAL ESTATE TRUST	T NOTTLE RENT	1,400.00
21/12/2022	92303	JOAN STRAHAN	BJTP REFUND	339.50
14/12/2022	92063	JOANNE RICHARDSON	BJTP REFUND	100.00
14/12/2022	92038	JOEL SMOKER	ART SALES	17.47
14/12/2022	92099	JOHN LOHF	ART SALES	105.70
7/12/2022	91870	JOSEPH CASPERSZ-LONEY	STAFF REIMBURSEMENT	98.50
14/12/2022	92072	JOSH AND ANNA FOLEY	CARPENTRY AND BUILDING MAINTENANCE	4,654.68
14/12/2022	92209	JUICE PRINT	PRINTING SERVICES	1,634.47
14/12/2022	92008	JULIE GUTHRIDGE	ART SALES	60.55
7/12/2022	91880	JULIE RAWLINGS	STAFF REIMBURSEMENT	79.00
7/12/2022	91873	KATE JAMES	STAFF REIMBURSEMENT	252.00
14/12/2022	92045	KATHLEEN NEELING	ART SALES	21.00
14/12/2022	92043	KAY MANOLAS	ART SALES	524.00
21/12/2022	92352	KD POWER	MAINTENANCE SERVICES	4,207.50
21/12/2022	92224	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES - SALTWATER	63,793.51
14/12/2022	92059	KIM LOWE	REFUND DOG REGISTRATION	51.65
21/12/2022	92302	KIM STANES	BJTP REFUND	504.00
14/12/2022	91974	KITCHEN TAKEOVERS	CATERING	139.00
21/12/2022	92255	KITCHEN TAKEOVERS	CATERING	1,870.00
7/12/2022	91858	KMART BUSSELTON	RETAIL HOME WARES	295.25
14/12/2022	92109	LAND & WATER CONSULTING	AUDIT SERVICES	1,375.00
14/12/2022	91895	LANDGATE	CAVEAT FEE	28.20
21/12/2022	92359	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	42.15
14/12/2022	91909	LANDSAVE ORGANICS	LANDSCAPING SERVICE	10,610.00
21/12/2022	92227	LANDSAVE ORGANICS	LANDSCAPING SERVICE	5,280.00
14/12/2022	92076	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	2,182.99
14/12/2022	92208	LE & OG ISBEL	ART SALES	189.60
14/12/2022	91972	LEDA SECURITY PRODUCTS PTY LTD	SECURITY PRODUCTS	11,891.00
14/12/2022	91902	LEEUWIN CIVIL PTY LTD	HIRE EQUIPMENT SERVICES	7,480.00
14/12/2022	92197	LEEUWIN TRANSPORT	COURIER SERVICES	1,566.46
14/12/2022	92106	LIAM JACKSON	EQUIPMENT HIRE	3,509.00
14/12/2022	91911	LINDA KUSAL	STAFF REIMBURSEMENT	110.00
14/12/2022	92118	LN PRICE AND PARTNERS PTY LTD	TRANSPORT AND DRIVER TRAINING	33.42
21/12/2022	92394	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	TRAINING SERVICES - IN HOUSE MANAGEMENT PROGRAM	26,968.64
14/12/2022	92027	LOCK AROUND THE CLOCK	SECURITY SERVICES	453.50
14/12/2022	92040	LOT 1150 PTY LTD ATF LOT 1150 UNIT TRUST	BOND REFUND	13,951.00
14/12/2022	91946	LOTIX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	329.68
14/12/2022	92067	LUDLOW TJART FOREST RESTORATION GROUP	DONATION - SPRING IN THE FOREST	1,000.00
14/12/2022	92062	M HARVEY & E HUNT	BJTP REFUND	58.00
14/12/2022	92057	M&M PREBBLE	REFUND DOG REGISTRATION	30.00
21/12/2022	92334	MA LA DUMPLINGS MARGARET RIVER	FOOD TRUCK SERVICES	440.00
14/12/2022	92142	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	210.58
21/12/2022	92354	MACDONALD JOHNSTON PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	61.52
14/12/2022	92210	MAIA FINANCIAL	LEASING PAYMENTS	28,962.37
14/12/2022	92156	MAJOR MOTORS PTY LTD	PLANT PURCHASES / SERVICES / PARTS	482.90
14/12/2022	92100	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES - DUNSBOROUGH TOWNSITE	31,260.63



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

21/12/2022	92390	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES - WILDWOOD RD	189,684.00
23/12/2022	92410	MALATESTA ROAD PAVING	ROAD HOTMIX / PAVING SERVICES	3,040.00
14/12/2022	92206	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES - RURAL SLASHING	20,581.00
21/12/2022	92390	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	6,413.00
23/12/2022	92421	MARAGLAD HOLDINGS PTY LTD	FIRE CONTROL SERVICES	1,331.00
21/12/2022	92241	MARGARET RIVER BUSSELTON TOURISM ASSOCIA	CONTRIBUTION TOWARDS COSTS	490.00
14/12/2022	91942	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	FINANCIAL ASSISTANCE - VISITORS CENTRE, CLEANING CONTRIBUTION	41,897.61
21/12/2022	92232	MARGARET RIVER FENCING	FENCING SERVICES - BALUSTRADE DUNSBOROUGH TOWNSITE	17,160.00
23/12/2022	92396	MARGARET RIVER FENCING	FENCING SERVICES - DLSP	252,599.05
14/12/2022	91897	MARGARET RIVER STRUCTURAL ENGINEERING	ENGINEERING SERVICES	1,320.00
14/12/2022	92064	MARIA O'KEEFE	BJTP REFUND	58.00
14/12/2022	91945	MARKETFORCE PTY LTD	ADVERTISING SERVICES	1,154.28
14/12/2022	92104	MARSHA BRAWLS	ART SALES	6.30
14/12/2022	92052	MATT RILEY STUDIO	VIDEO EDITING AND CREATIONS	675.00
14/12/2022	92074	MAYDAY SERVICES	EQUIPMENT HIRE	1,743.50
21/12/2022	92318	MAYDAY SERVICES	EQUIPMENT HIRE	9,311.50
14/12/2022	92127	MCARTHUR MANAGEMENT SERVICES	RECRUITMENT & SELECTION ADVICE	7,260.00
21/12/2022	92341	MCARTHUR MANAGEMENT SERVICES	RECRUITMENT & SELECTION ADVICE	9,680.00
23/12/2022	92412	MCARTHUR MANAGEMENT SERVICES	RECRUITMENT & SELECTION ADVICE	7,260.00
14/12/2022	91921	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	8,125.00
14/12/2022	92017	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	128.92
21/12/2022	92286	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	39.69
21/12/2022	92346	ME RAINIEY T/AS PK COURIERS	COURIER SERVICES	488.40
14/12/2022	91995	MICHAEL SHERRY PAINTING AND DECORATING	PAINTING SERVICES	4,796.00
14/12/2022	92103	MICKAZ NOMINEES	BBQ CLEANING	9,829.38
14/12/2022	92060	MILES KENNEDY	REFUND DOG REGISTRATION	150.00
14/12/2022	92180	MINTER ELLISON	LEGAL SERVICES	1,627.67
14/12/2022	92212	MIJ INDUSTRIES	DRAINAGE SUPPLIES	832.03
21/12/2022	92315	MND ASSOC OF WA	DONATION - D TAYLOR	55.20
21/12/2022	92314	MND ASSOCIATION OF WA	DONATION - D TAYLOR	300.00
14/12/2022	92034	MUIRS	FORD RANGER	48,712.82
14/12/2022	92204	MUSEUM SHOPS ASSOCIATION OF AUSTRALIA	MEMBERSHIP	88.00
14/12/2022	92090	MWAVE ESEL PTY LTD T/A	IT HARDWARE	4,848.00
14/12/2022	91929	NALDA HOSKINS DESIGN	ART SALES	179.20
14/12/2022	92028	NATURAL EDGE FRAMING & PHOTOGRAPHY	ART SALES	71.40
21/12/2022	92239	NATURALISTE GLASS BUSINESS TRANS ACC	GLASS REPAIRS AND MANUFACTURE	150.00
14/12/2022	91948	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	863.50
14/12/2022	91993	NATURALISTE TURF	TURF MAINTENANCE SERVICES - DNS LAKES & VASSE OVAL	16,691.40
21/12/2022	92270	NATURALISTE TURF	TURF MAINTENANCE SERVICES	20,385.79
14/12/2022	92217	NEVERFAIL SPRINGWATER LTD	WATER REFILL SERVICE - DUNS WASTE FACILI	431.75
14/12/2022	92002	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	12,782.00
14/12/2022	92143	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	949.76
14/12/2022	92073	NINTEX PTY LTD	CLOUD SOFTWARE	21,698.60
14/12/2022	92023	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	2,652.60
21/12/2022	92290	OCR HOLDINGS PTY LTD	LIQUID WASTE REMOVAL	4,032.60
14/12/2022	91962	OFFICE OF THE NATIONAL RAIL SAFETY REGUL	ANNUAL FEES	165.00
14/12/2022	91977	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	212.30
14/12/2022	92087	ONE4BUILD	BUILDING SERVICES	5,216.86
14/12/2022	91978	OPRA AUSTRALIA PTY LTD	PSYCHOMETRIC ASSESSMENT SERVICES	726.00
7/12/2022	91853	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
21/12/2022	92233	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	567.20
14/12/2022	92097	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY	AFTER HOURS RECEPTION	1,333.75
14/12/2022	92092	ORANA CONCRETE PTY LTD	FOOTPATH - DUNSBOROUGH TOWNSITE	30,800.00
21/12/2022	92383	ORBIT HEALTH & FITNESS SOLUTIONS	GYM EQUIPMENT SUPPLIER	99.68
21/12/2022	92337	OTIUM PLANNING GROUP	MANAGEMENT CONSULTING SERVICES	13,810.50
14/12/2022	92031	PAC AUSTRALIA	PERFORMING ARTS EXCHANGE	940.00
21/12/2022	92295	PAINTING THE BAY	PAINTING - EXTERNAL WINDERLUP CRT	19,470.00
14/12/2022	91999	PAJIEZ ART & DESIGN	ART SALES	5.20
14/12/2022	92066	PAUL BEAUGLEHOLE	BJTP REFUND	439.50
29/12/2022	92436	PAUL SHERIDAN	STAFF REIMBURSEMENT	790.00
14/12/2022	92150	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	2,309.70
21/12/2022	92226	PENNY CROWLEY	STAFF REIMBURSEMENT	318.06
14/12/2022	91903	PEOPLESENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM	4,114.00
21/12/2022	92256	PERRON DEVELOPMENT P/L & STAWELL P/L	RATE REFUND	2,115.80
14/12/2022	92047	PETER EVANS	ART SALES	42.00
14/12/2022	92218	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	777.32
21/12/2022	92392	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	595.95
31/12/2022	92440	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	971.80
14/12/2022	91901	PHIL HOLLETT PHOTOGRAPHY	ART SALES	26.25
7/12/2022	91850	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	1,623.05
21/12/2022	92289	PITNEY BOWES AUSTRALIA PTY LTD	POSTAGE MACHINES LEASING AND SERVICES	646.10
21/12/2022	92388	PLANNING INSTITUTE OF AUSTRALIA INC	TRAINING SERVICES	360.00
14/12/2022	92085	PLAY CHECK	PLAYGROUND AUDITING SERVICES	9,240.00
14/12/2022	92020	POOL ROBOTIC PERTH	POOL CLEANER SALES AND REPAIR	24.90
14/12/2022	92003	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	1,007.50
21/12/2022	92275	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	739.00
14/12/2022	91943	PREFERRED TRAINING NETWORKS	PROFESSIONAL DEVELOPMENT TRAINING	510.40
14/12/2022	91998	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE	19,868.20



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

21/12/2022	92272	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE	3,597.00
23/12/2022	92402	PROJECT MILES TRUST	REPAIRS AND MAINTENANCE	308.00
21/12/2022	92332	PROJEX PARTNERS PTY LTD	CONSULTING SERVICES	2,667.50
14/12/2022	92093	PROLINE KERBING	KERBING SERVICES	3,955.60
14/12/2022	91907	PUBLIC LIBRARIES WESTERN AUSTRALIA	LIBRARY RESOURCES	300.00
21/12/2022	92247	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	9,309.08
14/12/2022	91934	QUALITYPRESS	PRINTING SERVICES	55.00
21/12/2022	92299	R MORLEY & D WOOD	BJTP REFUND	100.00
21/12/2022	92304	R ROMANO & A MCCLELLAND	BJTP REFUND	58.00
14/12/2022	92145	RAECO INTERNATIONAL PTY LTD	LIBRARY RESOURCES	379.83
14/12/2022	92213	RAPID ASCENT PTY LTD	BOND REFUND	5,225.00
14/12/2022	92026	RAPISCAN SYSTEMS PTY LTD	BAGGAGE HANDLING EQUIPMENT	10,175.00
14/12/2022	91968	RECOIL BEGUN PTY LTD	CATERING	100.00
14/12/2022	92105	REGIONAL PROJECTS WA PTY LTD	PROJECT MANAGEMENT & CONSTRUCTION SUPERV	11,847.00
14/12/2022	92158	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	1,927.25
21/12/2022	92364	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	1,178.18
14/12/2022	91958	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT	1,361.25
21/12/2022	92335	RODNEY WALTER AND DEBORAH WALTER	ILLUSTRATION AND DESIGN SERVICES	1,700.00
14/12/2022	92154	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,051.51
21/12/2022	92363	RODS AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,699.39
7/12/2022	91865	ROGER GARNSEY	REFUND DOG REGISTRATION	75.00
21/12/2022	92307	ROGER PAINE	BOND REFUND	100.00
14/12/2022	91973	ROPS ENGINEERING AUSTRALIA P/L	ROLLOVER PROTECTION	3,113.12
14/12/2022	92171	ROTARY CLUB OF BUSSELTON	SPONSORSHIP / ADVERTISING	7.00
14/12/2022	91931	RST WELDING & FABRICATIONS	TRAILER MANUFACTURE	11,080.00
21/12/2022	92312	RURAL CLINICAL SCHOOL WA - BUSSELTON	DONATION	200.00
14/12/2022	91963	RUTH BROOKS	ART SALES	65.60
23/12/2022	92406	S & S WALKER	ART SALES	12.80
21/12/2022	92308	S PES	DONATION - U16 SOFTBALL	500.00
14/12/2022	92199	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	1,144.00
14/12/2022	91919	SAFE FIRST TRAINING	STAFF TRAINING	158.00
14/12/2022	92029	SAI GLOBAL LTD	AUST STANDARDS PUBLICATIONS	90.78
21/12/2022	92322	SALENTO CATERING	CATERING SERVICES	1,688.50
14/12/2022	92119	SANPOINT PTY LTD	LANDSCAPING SERVICES	6,548.77
14/12/2022	92201	SANPOINT PTY LTD	LANDSCAPING SERVICES - VASSE/KEALY	24,205.50
21/12/2022	92385	SANPOINT PTY LTD	LANDSCAPING SERVICES	401.94
14/12/2022	92098	SAPIO PTY LTD	SECURITY INSTALLATIONS AMD MAINTENANCE	1,886.50
21/12/2022	92329	SAPIO PTY LTD	SECURITY INSTALLATIONS AMD MAINTENANCE	13,420.29
14/12/2022	91984	SARAH'S PLACE	HOMEWARE RETAILER	2,855.00
21/12/2022	92264	SARAH'S PLACE	HOMEWARE RETAILER	45.00
14/12/2022	91924	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	197.52
14/12/2022	92089	SEEK LIMITED	ADVERTISING SERVICES	1,287.00
21/12/2022	92326	SEEK LIMITED	ADVERTISING SERVICES	346.50
21/12/2022	92234	SERVICES AUSTRALIA OFFICIAL DEPARTMENT R	CHARGES FOR CENTREPAY FACILITY	137.61
14/12/2022	92095	SHARON HINCHLIFFE	ART SALES	94.50
14/12/2022	92207	SHARON WILLIAMS	ART SALES	196.60
14/12/2022	91896	SHARON WOODFORD-JONES	STAFF REIMBURSEMENT	284.48
14/12/2022	92214	SHORE COASTAL	COASTAL CONSULTANCY SERVICES	18,282.00
21/12/2022	92325	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANANCE	18,097.20
14/12/2022	92016	SIESTA TIME WA PTY LTD TRADING AS CAPE C	REFRESHMENTS	155.96
21/12/2022	92285	SIESTA TIME WA PTY LTD TRADING AS CAPE CELLARS	REFRESHMENTS	1,697.83
14/12/2022	92179	SIGMA CHEMICALS	CHEMICAL SUPPLIER	187.00
14/12/2022	92024	SKIDATA AUSTRALASIA PTY LTD	CARPARK EQUIPMENT	4,202.55
15/12/2022	91884	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	16,407.12
14/12/2022	92011	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	38.78
29/12/2022	92423	SMARTSALARY PTY LTD	SALARY PACKAGING SERVICE	16,818.30
14/12/2022	92025	SMITHS DETECTION (AUSTRALIA) PTY LTD	SCREENING EQUIPMENT SUPPLY & MAINTENANCE	10,626.00
14/12/2022	92128	SOILS AINT SOILS	NURSERY SUPPLIES	399.00
14/12/2022	91928	SONIC HEALTH PLUS PTY LTD	OCCUPATIONAL HEALTH SERVICES	154.00
14/12/2022	92037	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	2,274.40
21/12/2022	92357	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	10,252.00
14/12/2022	92004	SOUTH WEST OFFICE NATIONAL	STATIONERY	5,681.71
14/12/2022	91930	SOUTH WEST WINDSCREENS & TINT	WINDSCREENS & TINTING	870.00
23/12/2022	92397	SOUTH WEST WINDSCREENS & TINT	WINDSCREENS & TINTING	1,925.00
14/12/2022	91971	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	4,761.90
14/12/2022	92112	SOUTHERN CAPES MOTORCYCLE CLUB	GRANT FUNDING - JINDONG MX OPEN	9,670.00
14/12/2022	92140	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	3,030.95
21/12/2022	92351	SOUTHERN LOCK AND SECURITY	SECURITY SERVICES	137.50
14/12/2022	91950	SOUTHWEST OUTDOOR POWER	PLANT PURCHASES / SERVICES / PARTS	87.60
14/12/2022	92120	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	17,020.30
21/12/2022	92338	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	751.00
21/12/2022	92265	SPECTUR LTD	SOLAR SECURITY CAMERAS	888.80
14/12/2022	91947	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	1,903.17
14/12/2022	91992	SPORTSPOWER	SPORT EQUIPMENT SUPPLIER	500.00
14/12/2022	92190	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	1,986.60
14/12/2022	92133	SPOTLIGHT PTY LTD	VACATION CARE SUPPLIES	160.00
21/12/2022	92245	SPRAYMOW SERVICES	RE-TURF DUNSBOROUGH OVAL	43,151.05
14/12/2022	91912	ST JOHN AMBULANCE	TRAINING SERVICES	320.00



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

21/12/2022	92311	ST MARY'S ANGLICAN CHURCH	DONATION - CHRISTMAS DAY LUNCH	1,000.00
14/12/2022	92149	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	2,060.60
14/12/2022	92070	STEPHEN ERIC WALL	CROSSOVER CONTRIBUTION	298.60
14/12/2022	92132	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	1,667.91
21/12/2022	92345	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	1,190.50
23/12/2022	92414	STEWART & HEATON CLOTHING	PROTECTIVE CLOTHING SUPPLIER	377.52
14/12/2022	92054	STOCKBRANDS CO PTY LTD	CYCLE LANE DELIENATORS	3,947.99
7/12/2022	91867	STUART ST CLAIR & ANNE RYAN	COUNCILLOR PAYMENT	2,956.44
15/12/2022	92220	SUPERCHOICE	SUPERANNUATION	189,157.57
29/12/2022	92432	SUPERCHOICE	SUPERANNUATION	186,792.36
14/12/2022	91925	SURFING WESTERN AUSTRALIA	EVENT ORGANISATION	8,250.00
14/12/2022	92196	SURVCON P/L	SURVEY SERVICES	5,439.50
21/12/2022	92382	SURVCON P/L	SURVEY SERVICES	8,341.86
14/12/2022	92065	SW & DK HORNSEY	BJTP REFUND	58.00
21/12/2022	92252	SW ENVIRONMENTAL	ENVIRONMENTAL SERVICES	2,887.50
14/12/2022	92155	SW PRECISION PRINT	PRINTING SERVICES	11.00
14/12/2022	91989	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A L	CONFECTIONERY	215.88
7/12/2022	91859	SYNERGY	ELECTRICITY SUPPLIES	167,053.74
21/12/2022	92278	SYNERGY	ELECTRICITY SUPPLIES	5,077.40
14/12/2022	92205	TA & VM MAZEY	ART SALES	28.00
14/12/2022	91905	TARVIA PTY LTD	ENGINEERING SERVICES	2,057.00
21/12/2022	92376	TECHNOLOGY ONE	SOFTWARE SERVICES	3,234.00
7/12/2022	91877	TELSTRA CORPORATION	COMMUNICATION SERVICES	11,049.19
21/12/2022	92358	TELSTRA CORPORATION	COMMUNICATION SERVICES	6,065.27
14/12/2022	92110	TERRA FIRMA LABORATORIES	CONCRETE, SOIL AND GEOSYNTHETIC TESTING	6,527.40
14/12/2022	91906	THAT GUY'S RECYCLING PTY LTD T/A ;;TOTAL GREEN RECYCLING	RECYCLING E-WASTE SERVICES	4,716.86
21/12/2022	92266	THE GOOD EGG CAFE	VENUE HIRE AND CATERING	135.00
23/12/2022	92413	THE MOTOR NEURONE DISEASE ASSOCIATION OF	DONATION - DARRENS RIDE	300.00
14/12/2022	91944	THE URBAN COFFEE HOUSE	CATERING	3,283.50
14/12/2022	92019	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	3,275.17
14/12/2022	92079	TIM WILSON CARPENTRY	CARPENTRY SERVICES	449.00
21/12/2022	92323	TIM WILSON CARPENTRY	CARPENTRY SERVICES	1,500.00
14/12/2022	92141	TJ DEPIAZZI AND SONS	LAWN SUPPLIES	2,637.80
7/12/2022	91852	TONIA KILIAN	STAFF REIMBURSEMENT	196.17
7/12/2022	91883	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	1,400.08
14/12/2022	92167	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	2,327.71
21/12/2022	92371	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	3,757.91
23/12/2022	92416	TOTAL EDEN PTY LTD	RETICULATION SUPPLIES	4,611.18
14/12/2022	92202	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES	18,806.65
14/12/2022	92219	T-QUIP	MOWER PARTS & SERVICE	2,229.10
21/12/2022	92393	T-QUIP	MOWER PARTS & SERVICE	331.00
21/12/2022	92389	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	4,181.76
14/12/2022	91917	TRANEN PTY LTD	VEGETATION REPORT	9,601.52
21/12/2022	92228	TRANEN PTY LTD	VEGETATION MAINTENANCE	35,930.90
7/12/2022	91882	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	605.00
14/12/2022	91967	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	2,000.47
21/12/2022	92254	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	1,292.03
21/12/2022	92291	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	215.18
14/12/2022	91957	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	220.00
14/12/2022	92088	TUSNO PTY LTD	CIVIL & TRAFFIC ENGINEERING CONSULTANCY	2,420.00
14/12/2022	92084	TUTT BRYANT HIRE	WORKSHOP SUPPLIES	5,059.68
23/12/2022	92400	UNDERCOVERSW	LASER TAG	500.00
21/12/2022	92313	UNITED WAY WA INC	DONATION - PAINT THE CAPE READ	500.00
14/12/2022	92102	UNITING GLOBAL PTY LTD	CLEANING AND MAINTENANCE SERVICES	87,421.53
14/12/2022	92189	VEGLIA RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES	4,186.77
14/12/2022	92117	VIBE HOTEL SUBIACO DRADGIN PTE LTD	ACCOMMODATION	730.95
14/12/2022	92061	VOIDED	VOIDED	-
21/12/2022	92229	VORGE PTY LTD	GYM GOODS	1,709.40
14/12/2022	92162	W.A. BOILER SPARES AND SERVICE	PLANT PURCHASES / SERVICES / PARTS	1,221.00
14/12/2022	92191	WA RANGERS ASSOCIATION	MEMBERSHIP FEES	750.00
15/12/2022	91889	WA SHIRE COUNCILS	UNION FEES	218.50
29/12/2022	92428	WA SHIRE COUNCILS	UNION FEES	218.50
23/12/2022	92418	WA TREASURY CORPORATION	LOAN REPAYMENT	1,155,421.86
21/12/2022	92317	WANT SAFETY & INDUSTRIAL SUPPLIES	SAFETY EQUIPMENT	1,989.54
21/12/2022	92235	WAVES ENVIRONMENTAL PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	2,965.55
23/12/2022	92401	WAYNE THIEL	TRANSPORT SERVICES	920.00
14/12/2022	92000	WE ARE FEEL GOOD AUSTRALIA PTY LTD	SUNSCREEN	2,184.00
21/12/2022	92222	WEATHERSAFE WA	SHADE SAILS - CAPE RISE & SPINNAKER DR	24,453.00
14/12/2022	92157	WESFARMERS - BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	466.17
14/12/2022	92168	WESFARMERS KHG	GAS SERVICES	2,498.51
14/12/2022	92006	WESTBOOKS	LIBRARY RESOURCES	462.66
21/12/2022	92261	WESTERN AUSTRALIAN REGIONAL CAPITALS ALL	ANNUAL MEMBERSHIP	16,500.00
14/12/2022	92044	WESTERN GROWERS FRESH	CATERING	340.00
21/12/2022	92243	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	2,860.00
14/12/2022	92163	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	1,896.38
21/12/2022	92368	WESTRAC P/L	PLANT PURCHASES / SERVICES / PARTS	8,535.26
14/12/2022	92151	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	211.19
21/12/2022	92360	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	188.25





LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

14/12/2022	92194	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	2,068.00
7/12/2022	91872	WOOLWORTHS GROUP LIMITED	GROCERIES	181.10
21/12/2022	92331	WOOLWORTHS GROUP LIMITED	GROCERIES	23.20
7/12/2022	91878	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	1,098.00
14/12/2022	92165	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	2,201.50
21/12/2022	92370	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	564.00
21/12/2022	92366	WORKFORCE INTERNATIONAL GROUP PTY LTD	WORKFORCE SERVICES	3,200.43
7/12/2022	91874	WORKMATE TRAILERS	TRAILER MANUFACTURE	8,850.00
14/12/2022	92188	WREN OIL	WASTE OIL SERVICES	16.50
7/12/2022	91879	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	1,435.09
14/12/2022	92181	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	392.68
21/12/2022	92375	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	333.20
23/12/2022	92419	WRIGHT EXPRESS AUSTRALIA PTY LTD (COLES)	COUNCIL & STAFF REFRESHMENTS	379.50
14/12/2022	91954	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	630.95
21/12/2022	92246	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	395.60
21/12/2022	92282	YALLINGUP BOARDRIDERS INC	DONATION - NATIONAL FINAL ASSISTANCE	1,000.00
23/12/2022	92415	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	692.20
14/12/2022	92160	ZEMLA PTY LTD	ENGINEERING SERVICES	4,345.00
23/12/2022	92403	ZOHO CORPORATION PTY LTD	SOFTWARE LICENCES	5,318.50
				<b>7,617,267.39</b>

TRUST PAYMENTS DECEMBER 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
				-

INTERNAL PAYMENT VOUCHERS (DIRECT DEBITS) DECEMBER 2022				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
15/12/2022	5132	A LEWIS	REFUND OF ANIMAL TRAP BOND	100.00
15/12/2022	5119	A WHITEHOUSE	REFUND OF RATE OVERPAYMENT	226.38
12/12/2022	5115	ACTON BELLE PROPERTY	REFUND OF RATE OVERPAYMENT	1,335.98
30/11/2022	5112	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL SERVICES	134,378.44
15/12/2022	5124	ANSTEE EARTHMOVING	REFUND OF BOND	200.00
1/12/2022	5111	ANZ BANK	BANK FEES	15.00
1/12/2022	5118	ANZ BANK	BANK FEES	11615.93
7/12/2022	5127	ANZ BANK	BANK FEES	5243.67
7/12/2022	5128	ANZ BANK	BANK FEES	239.38
7/12/2022	5129	ANZ BANK	BANK FEES	898.92
7/12/2022	5130	ANZ BANK	BANK FEES	326.28
30/12/2022	5137	ANZ BANK	STOP CHEQUE FEE	15.00
7/12/2022	5140	ANZ BANK	ANZ VISA CARD	13156.63
		ECU - SHORT COURSE	HEALTH LAW & ETHICS. Cr PAINE	99.00
		DEPT OF LOCAL GOVERNMENT	HISTORIC INFORMATION FOR THE WARDANDI TRACK	251.70
		ARTEZEN CAFE	SITE MEETING -DUNSBOROUGH TOWNSCAPE UPGRADES	26.80
		MANTRA ON MURRAY	ACCOMMODATION FLEET MANAGEMNT WORKSHOP- L. KUSAL	192.09
		FEDEX EXPRESS	BOARDER FEES - OCEANOGRAPHIC DATA LOGGERS	2249.50
		DOMINOS	CATERING FOR DEPOT FUNCTION	106.50
		RAW HABITAT FLORIST	SYMPATHY FLOWERS	87.00
		Apple iCloud STORAGE	iCLOUD STORAGE -O.DARBY	4.49
		DEPT OF JUSTICE-ECOURTS	E COURTS PROSECUTION NOTICE	166.30
		THE GOOD EGG	COFFEE/ FOOD FOR MEETING	26.29
		THE VASSE TAVERN BUSSELTON	COUNCIL/SMG DINING EXPENSES	122.00
		THE VASSE TAVERN BUSSELTON	COUNCIL/SMG DINING EXPENSES	173.00
		CITY OF PERTH PARKING	PARKING-PIA AWARDS 5TH NOVEMBER	7.57
		AUSTRALIAN INSTITUTE OF BUILDING INSPECTORS	ONLINE TRAINING EVENT- R.GUZZOMI	140.00
		FIRE PROTECTION ASSOCIATION	BUSHFIRE ATTACK LEVEL SHORT COURSE- D.CASEY	3300.00
		DEPT. LANDS PLANNING & HERITAGE	FOI APPLICATION	30.00
		DOMINOS	CATERING- SATURDAY NIGHT PROGRAM	109.46
		DOMINOS	CATERING- SATURDAY NIGHT PROGRAM	101.95
		KMART	B/TP- CUTLERY	36.00
		CALLOWS OFFICE CHOICE	STAFF FAREWELL CARD- C. ARMSTRONG	7.50
		VIVA BOOKS	STAFF FAREWELL GIFT- C. ARMSTRONG	50.00
		MANO WRAPS	COUNCIL LUNCH 2/11/22	156.00
		SAFE FIRST	WHITE CARD TRAINING- YOUTH SERVICES	474.00
		SENDGRID	EMAIL PROGRAM FOR CUSTOMER RETENTION AND CONTACT-GLC	32.77
		DOMINOS	CATERING- SATURDAY NIGHT PROGRAM	100.91
		WESTERN GROWERS	CATERING FOR COUNCIL 9/11/22	212.00
		THAI LEMONGRASS BUSSELTON	COUNCIL DINNER 7/12/22	420.00
		CITY OF PERTH PARKING	PARKING FOR PLAWA CONFERENCE	9.09
		BCCI	NETWORKING LUNCH-C.MCMILLAN	40.12
		CALLOWS	STAFF LEAVING CARD- D. DOWLING	12.99
		DAN MURPHY'S	STAFF LEAVING GIFT- D. DOWLING	64.99
		MAILCHIMP	LIBRARY NEWSLETTER AND MARKETING	104.49
		DOMINOS	CATERING- SATURDAY NIGHT PROGRAM	101.91
		MESSAGEMEDIA	GLC - CUSTOMER RETENTION AND CONTACT SYSTEM	78.85
		COLES	STAFF FAREWELL MORNING TEA. D. DOWLING	48.03



LISTING OF PAYMENTS MADE  
UNDER DELEGATED AUTHORITY  
FOR THE MONTH OF DECEMBER 2022

CHEQUE PAYMENTS	119503 - 119547	125,316.77
ELECTRONIC FUNDS TRANSFER PAYMENTS	91849 - 92440	7,617,267.39
TRUST ACCOUNT PAYMENTS		-
PAYROLL PAYMENTS	01.12.2022 - 31.12.2022	1,726,750.53
INTERNAL PAYMENT VOUCHERS	DD 5109 - 5140	229,070.96
		<b>9,698,405.65</b>

		SPOTIFY	MUSIC FOR YOUTH SERVICES EVENTS	18.99
		COLLABORATIVE SUMMER LIBRARY PROGAM	CSLP MEMBERSHIP	92.78
		SUBWAY	YOUTH FORUM CATERING	460.00
		MAILCHIMP	ELECTRONIC MARKETING -ARTGED	91.63
		DOMINOS	CATERING- SATURDAY NIGHT PROGRAM	104.92
		WEST AUSTRALIAN	DIGITAL SUBSCRIPTION	28.00
		MAILCHIMP	ELECTRONIC NEWSLETTER PR	495.67
		MAILCHIMP	ELECTRONIC NEWSLETTER PR	14.87
		CROWN METROPOL PERTH	ACCOM, FOOD & PARKING-LPG ANNUAL STATE CONFERENCE- T. NOTTLE, T.ALLINGHAM & R.TROTT	955.55
		BODHI J WELLNESS SPA	STAFF FAREWELL- E. O'BRIEN	100.00
		CROWN PROMENADE	ACCOMMODATION-LG PRO STATE CONFERENCE R. TROTT	342.89
		CROWN PROMENADE	ACCOMMODATION-LG PRO STATE CONFERENCE T.ALLINGHAM	342.89
		DEPUTY	DEPUTY ROSTERING SYSTEM GLC	595.21
		MWAVE.COM	POWER CABLES	316.15
		ZOOM	MONTHLY SUBSCRIPTION	125.94
		ZOOM	MONTHLY SUBSCRIPTION	3.78
		ALI EXPRESS	10X RJ12 CABLES FOR TELEPHONES	19.06
		DEPARTMENT OF BIODIVERSITY	FAUNA LICENCE REFUND	-95.00
22/12/2022	5138	AWARE SUPER	CR LOVE SUPERANNUATION	333.60
12/12/2022	5115	BLAX BUILDINGS	REFUND OF PLANNING FEE	842.50
12/12/2022	5116	BUSSELTON JETTY INC	REFUND OF BOOKING FEE	72.00
14/12/2022	5114	C MACRI	REFUND OF PLANNING FEE	443.64
12/12/2022	5116	C RENSBURG	REFUND OF RATE OVERPAYMENT	2621.80
5/12/2022	5131	COMMONWEALTH BANK	BANK FEES	2021.43
15/12/2022	5136	COMMONWEALTH BANK	BANK FEES	91.19
20/12/2022	5133	D COSGROVE	REFUND OF ANIMAL TRAP BOND	100.00
8/12/2022	5110	D MCTAMINEY	REFUND OF ANIMAL TRAP BOND	100.00
23/12/2022	5134	D PAGANIN	REFUND OF HALL & KEY DEPOSITS	129.00
16/12/2022	5120	D WATKINS	REFUND OF ANIMAL TRAP BOND	100.00
12/12/2022	5115	G & J MCGRATH	REFUND OF BOND	54.00
2/12/2022	5109	J AYERS	REFUND OF RATE OVERPAYMENT	389.47
12/12/2022	5115	J YEATES	REFUND OF RATE OVERPAYMENT	2,716.32
12/12/2022	5115	JANAKA PTY LTD	REFUND OF RATE OVERPAYMENT	2,618.70
13/12/2022	5113	JENSEN NOMINEES	REFUND OF RATE OVERPAYMENT	3,420.15
12/12/2022	5116	K SHACKLETON	REFUND OF HALL & KEY DEPOSITS	200.00
12/12/2022	5116	K WATSON	REFUND OF RATE OVERPAYMENT	1896.36
1/12/2022	5125	LES MILLS ASIA PACIFIC	CONTRACT FEES	504.19
1/12/2022	5126	LES MILLS ASIA PACIFIC	CONTRACT FEES	605.03
23/12/2022	5134	LIVING CHURCH OF GOD	REFUND OF BOOKING FEE	936.00
23/12/2022	5134	LIVING CHURCH OF GOD	REFUND OF HALL & KEY DEPOSITS	200.00
23/12/2022	5134	M CRANE	REFUND OF BOND	500.00
23/12/2022	5139	PERTH INTERNATIONAL JAZZ FESTIVAL	REFUND OF BOND	100.00
14/12/2022	5114	QUBE PROPERTY GROUP	TOWN PLAN & ROAD BOND REFUND	30,183.91
24/11/2022	5122	R & L WHEELER	REFUND OF RATE OVERPAYMENT	656.00
19/12/2022	5123	R DRISCOLL	REFUND OF RATE OVERPAYMENT	392.06
7/12/2022	5117	S NULSEN	AIRPORT PARKING CARD REFUND	20.00
23/12/2022	5134	SELF MANAGED SOLUTIONS	REFUND OF BOND	500.00
16/12/2022	5121	SOUTH WEST REFUGE	REFUND OF BOOKING FEE	18.00
21/12/2022	5135	SOUTHWEST CORPORATE EVENTS	REFUND OF BOND	569.00
19/12/2022	5123	WORMALL CIVIL PTY LTD	TOWN PLAN & ROAD BOND REFUND	7985.00
				<b>229,070.96</b>



**REQUEST FOR PAYMENT**

**SUBSCRIPTIONS, TRAINING AND CONFERENCE  
REGISTRATION FEES, REFUNDS, DONATIONS**

Please email this form along with the Tax Invoice/Receipts to [accounts.payable@busselton.wa.gov.au](mailto:accounts.payable@busselton.wa.gov.au) to substantiate your claim. The physical receipts and forms are to be sent through to Records

**CREDITOR NO:** \_\_\_\_\_ **DATE:** 4 January 2023  
 (if known)  
**PAYEE'S NAME:** Tony Nottle  
**ABN NO:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**EFT PAYMENT:** NO  
 Banking details: BANK: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
 BSB: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_  
 ACCOUNT NAME: \_\_\_\_\_  
**Payee's Banking  
 Details confirmation  
 signature** \_\_\_\_\_

**PAYMENT DETAILS:** Councillors Christmas Party Taxi Fee 22 December 2022  
 \_\_\_\_\_  
 \_\_\_\_\_

Project	Cost Centre	Natural Account	Activity Code	Description	Amount	GST
10830	1028	3582	0000	Cabcharge	168.00	8.00
<b>PAYMENT TOTAL</b>					<u>\$ 168.00</u>	

**AUTHORITY FOR PAYMENT**

Is this payment in accordance with adopted budget? No

**REQUESTING OFFICER'S SIGNATURE:**  **AUTHORISING OFFICERS SIGNATURE:** \_\_\_\_\_  
**PLEASE PRINT NAME:** Tony Nottle **PLEASE PRINT NAME:** \_\_\_\_\_  
**DATE:** 4 January 2023 **DATE:** \_\_\_\_\_

**PLEASE TICK**  Post Cheque  EFT Payment  Attach correspondence then Post  
 Return Cheque to Officer  Other (specify)

CABCHARGE  
TAX INVOICE  
EFTPOS

BSN 97522730  
TAXI 1123 WA AU  
MERCHANT ID: 95589759  
TERMINAL ID: 967471  
CLIENT ID: 54216  
DRIVER ID: 121027  
DRIVER ABN: 91801605742

PICK UP: CITY  
DEST: WEST BUSSELTON  
#####0002 (C)  
DEBIT MASTERCARD CRD (C)  
AID 4000000041010  
AUTH ID: 151720

FARE \$160.00  
OTHER \$0.00  
EXTRAS \$1.00

TOTAL FARE \$160.00  
INC. GST  
SERVICE FEE \$8.00  
INC. GST







TOTAL ADD \$168.00

APPROVED 00  
AUTH NO 151720

ANZ 01394600CC36616  
VISA 2215 4710  
00000000 010002

\*\*\* CASHIER RECEIPT \*\*\*  
22/12/22 15:17 000990

12.4 Finance Committee - 1/2/2023 - FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE AS AT 31 DECEMBER 2022

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Financial Services
<b>BUSINESS UNIT</b>	Financial Services
<b>REPORTING OFFICER</b>	Manager Financial Services - Paul Sheridan
<b>AUTHORISING OFFICER</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Loan Schedule - December 2022   Attachment B Investment Report - December 2022   Attachment C Financial Activity Statement - December 2022  

**This item was considered by the Finance Committee at its meeting on 1/2/2023, the recommendations from which have been considered by Council.**

The committee recommendation was moved and carried.

**COUNCIL DECISION**

**C2302/022** Moved Councillor P Carter, seconded Councillor K Cox

**That the Council receives the statutory financial activity statement reports for the period ending 31 December 2022, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council receives the statutory financial activity statement reports for the period ending 31 December 2022, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

**EXECUTIVE SUMMARY**

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis, for the period ending 30 November 2022.

## 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 3<sup>rd</sup> August 2022, the Council adopted (C2208/198) the following material variance reporting threshold for the 2022/23 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 2022/23 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 \$50,000.*

## 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 December 2022

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$28.4M as opposed to the YTD budget of \$18.4M. This represents a positive variance of \$10M YTD.

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	2022/23 Actual YTD \$	2022/23 Amended Budget YTD \$	2022/23 Amended Budget \$	2022/23 YTD Bud Variance %	2022/23 YTD Bud Variance \$	Change in Variance Current Month \$
<b>Revenue from Ordinary Activities</b>				<b>6.76%</b>	<b>4,798,951</b>	<b>1,122,172</b>
1. Operating Grants, Subsidies and Contributions	1,819,596	1,161,896	3,432,638	56.61%	657,700	597,991
2. Fees & Charges	14,661,043	11,528,865	19,894,021	27.17%	3,132,179	557,519
3. Other Revenue	256,880	178,632	351,906	43.80%	78,248	(29,563)
4. Interest Earnings	1,850,449	1,085,732	2,019,250	70.43%	764,716	216,518
<b>Expenses from Ordinary Activities</b>				<b>(10.52%)</b>	<b>(4,034,216)</b>	<b>288,484</b>
5. Materials & Contracts	(8,915,349)	(5,962,236)	(22,222,577)	(49.53%)	(2,953,112)	(279,096)
6. Utilities (Gas, Electricity, Water etc)	(1,253,145)	(1,097,128)	(2,876,680)	(14.22%)	(156,017)	(47,405)
7. Insurance Expenses	(869,528)	(636,226)	(652,369)	(36.67%)	(233,302)	(1,082)
8. Non-Operating Grants, Subsidies and Contributions	3,931,966	594,396	31,932,301	561.51%	3,337,570	1,104,000
<b>Capital Revenue &amp; (Expenditure)</b>				<b>12.43%</b>	<b>3,515,164</b>	<b>4,907,266</b>
9. Land & Buildings	(7,559,393)	(8,413,190)	(40,350,690)	10.15%	853,796	931,095
Plant & Equipment	(776,859)	(17,273)	(3,711,873)	(4397.53%)	(759,586)	(78,218)
Infrastructure	(6,138,814)	(9,793,839)	(24,281,521)	37.32%	3,655,025	(1,180,774)
10. Proceeds from Sale of Assets	0	135,352	613,452	(100.00%)	(135,352)	(133,070)
11. Proceeds from New Loans	6,500,000	0	6,750,000	100.00%	6,500,000	6,500,000
12. Transfer to Restricted Assets	(16,208,317)	0	0	(100.00%)	(16,208,317)	(6,826,660)

Description	2022/23 Actual YTD \$	2022/23 Amended Budget YTD \$	2022/23 Amended Budget \$	2022/23 YTD Bud Variance %	2022/23 YTD Bud Variance \$	Change in Variance Current Month \$
13. Transfer from Restricted Assets	8,740,957	0	12,811,794	100.00%	8,740,957	5,290,521
14. Transfer from Reserves	3,190,034	2,125,441	38,235,518	50.09%	1,064,593	(7,850)

### Revenue from Ordinary Activities

In total, revenue from Ordinary Activities is 6.76% ahead YTD. There are however material variance items contained within this category, on the face of the FAS, that require comment.

#### 1. Operating Grants, Subsidies and Contributions

Ahead of YTD budget by \$658K, or 56.6%, mainly due to the items listed in the table below:

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Finance and Corporate Services</i></b>		<b>607,400</b>	<b>447,359</b>	<b>160,041</b>	<b>35.8%</b>	<b>12,962</b>
1028	Governance and Corporate Services	29,572	-	29,572	100.0%	5,525
Actuals relate to 2 x Parenting Leave Reimbursements which were not budgeted for. These are offset by the actual wages paid to the employee while on parental leave.						
1030	Human Resources	33,344	-	33,344	100.0%	264
The actuals relate primarily to Workcover wages reimbursement from LGIS. This is not something that can be reliably estimated, hence there is no budget figure for the year.						
1033	Financial Services	44,273	101,968	(57,695)	(56.6%)	(21,900)
The variance to budget relates to mainly Insurance Reimbursements. The total budget for the year is an estimate based on prior years, with monthly timing difficult to forecast accurately due to not knowing in advance when insurance claims will need to be made.						
1034	General Purpose Funding	373,328	277,076	96,252	34.7%	2,450
The annual Financial Assistance Grants from the state government are received each year in 4 instalments. At the time of setting the budget estimates were made based on prior years receipts, incremented by projected LGCI. Final FAGS distributions, finalised after the budget was set, were higher than initially forecast. As such there is higher than anticipated grant revenue in this area YTD, and this will continue through to the end of the financial year.						
1038	Customer Service	14,624	-	14,624	100.0%	4,712
Actuals relate to Parenting Leave Reimbursements which were not budgeted for. These are offset by the actual wages paid to the employee while on parental leave.						
1041	Land and Property Leasing	101,001	62,700	38,301	61.1%	20,022
\$24K of the variance relates to Insurance Recoveries, with the budget estimated based on prior years. Actuals YTD are \$53K, compared to a full year budget of \$56K. The remaining portion of the positive variance relates to reimbursements for utility costs from the various tenants of City properties. This is reflective of the higher actual utility costs.						



Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Community and Commercial Services</i></b>		<b>88,440</b>	<b>78,389</b>	<b>10,051</b>	<b>12.8%</b>	<b>(1,312)</b>
1005	Library Services	50,184	37,648	12,535	33.3%	6,618
<p>\$7K relates to unbudgeted Parenting Leave Reimbursements (offset in parental leave wages), and the remainder is a timing difference with all of the budgeted operating grants having been received ahead of budget.</p>						
1007	Airport Operations	1,077	38,713	(37,636)	(97.2%)	(12,500)
<p>This is a budget timing variance that relates mainly to the \$50K RADS grant that will be received towards the end of the financial year. The budget has been spread.</p>						
1009	Community and Recreation Management	19,242	-	19,242	100.0%	2,338
<p>The variance relates to timing with budget allocated to June.</p>						
1011	Leisure Centres	12,873	-	12,873	100.0%	(267)
<p>\$7K relates to unbudgeted Parenting Leave Reimbursements (offset in parental leave wages), and the remainder relates to a grant for a JobSkills Trainee that was not budgeted for (also offset by slightly higher wages).</p>						
<b><i>Planning and Development Services</i></b>		<b>363,140</b>	<b>302,821</b>	<b>60,319</b>	<b>19.9%</b>	<b>44,187</b>
1049	Strategic Planning Management	15,200	-	15,200	100.0%	-
<p>This is the final grant payment as part of the Coastal Adaptation Strategy. It was expected in the 21/22 year, and was therefore not budgeted for in this FY.</p>						
1051	Environmental Health Services	75,111	-	75,111	100.0%	39,305
<p>This is a timing variance with budgets allocated to June and actuals already received.</p>						
1054	Ranger and Emergency Management	266,221	302,821	(36,599)	(12.1%)	-
<p>The variance is a combination of the cancellation of grant funding for the previous 0.5FTE Bushfire Risk Management Officer role (a new 1.0 FTE role has been created, but funded from the Ranger budget for the 21/22 FY), budget timing for the recognition of the ESL levy reimbursements, reallocation of the budget for the ESL Commission administration, and a misallocation of the partial repayment of the 21/22 MAFS grant. Ignoring misallocations (which will be rectified in coming months) it is expected that we will be under budget by approximately \$80K.</p>						
<b><i>Engineering and Works Services</i></b>		<b>710,876</b>	<b>333,142</b>	<b>377,734</b>	<b>113.4%</b>	<b>226,162</b>
1014	Engineering and Works Directorate	413,271	279,516	133,755	47.9%	133,755
<p>This is a timing variance with the City receiving the first of two payment from Busselton Jetty Inc. in December while the budget has been assigned in both the December and January periods. This variance will disappear in the January reporting period.</p>						
1015	Operations and Works Management	92,324	26,982	65,342	242.2%	35,180
<p>Actuals and budget relate to Workers Compensation Insurance Reimbursements, which are difficult to predict with any degree of accuracy, and are usually based on historical trends.</p>						
1016	Construction and Maintenance	72,691	-	72,691	100.0%	-
<p>Actuals relate to unbudgeted insurance recoveries for Gale Road bridge repairs and maintenance, and reimbursements from RAC for the charging station costs in Busselton and Dunsborough.</p>						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1017	Parks & Gardens	89,201	16,929	72,272	426.9%	46,869
Positive variance to budget relates to a misallocation of the Community Emergency Service Management grant. Will be rectified in January.						
1019	Facilities Maintenance	16,140	-	16,140	100.0%	2,507
The positive variance is due to the allocation of utilities reimbursements from tenants, which were budgeted in a different area. A review of that budget indicates that we are expecting to recover more than expected by year end overall.						
1025	Fleet Management	20,449	-	20,449	100.0%	8,748
Actuals relate to Fuel Rebates received, with the full year budget of \$117K allocated to June. Due to the ATO cutting the excise rate, the fuel rebates will come in considerably less than budget by year end.						

## 2. Fees & Charges

Ahead of YTD budget by \$3.1M, or 27.2%, mainly due to the items listed in the table below:

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Finance and Corporate Services</i></b>		<b>627,200</b>	<b>510,504</b>	<b>116,696</b>	<b>22.9%</b>	<b>22,851</b>
1037	Customer Service	50,740	60,092	(9,352)	(15.6%)	(2,686)
This account relates to Cemetery Income; there has been less demand on this service year to date.						
1041	Land and Property Leasing	274,416	152,246	122,169	80.2%	20,408
<p>\$122K positive variance to YTD budget is mainly made up of:</p> <ul style="list-style-type: none"> <li>Equinox Café \$48K</li> <li>Goose Café \$8K</li> <li>Micro Brewery \$47K</li> <li>Locke Estate \$11K</li> <li>Peel Tce Building &amp; Surrounds (\$42K)</li> <li>Various other commercial lease payments \$50K</li> </ul> <p>Variances are partly timing related due to the spread of the budget. Additionally, in relation to the Goose Café, Council agreed 50% rent relief for period up to 30 Oct. Council also agreed 12 month rent free period from 1 Nov 22 so actuals will be \$43K behind budget by June. In relation to the CRC, lower estimates are likely based on previous void rent periods and no CPI rent reviews. The budget includes meeting room hire which fluctuates. Peel Terrace Building has been vacated by Central Queensland University with rent paid in advance pro rata refunded. Occupation by the new tenant has been delayed which will result in reduction in income.</p>						
1042	Aged and Community Housing	270,428	259,876	10,553	4.1%	2,829
Income fluctuates depending on financial status of tenants and is difficult to predict accurately.						
<b><i>Community and Commercial Services</i></b>		<b>4,365,820</b>	<b>1,852,229</b>	<b>2,513,591</b>	<b>135.7%</b>	<b>469,902</b>
1001	Community & Commercial Directorate Administration	809,474	590,418	219,056	37.1%	70,858
Significantly ahead of budget YTD due to much higher levels of caravan park visitations than originally forecast.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1003	Art Geo Complex	20,628	7,561	13,067	172.8%	2,432
Higher than forecast YTD retail and art sales have been achieved due to the successful Margaret River Open Studios event and commercial rent was also received earlier than forecast.						
1004	Events	17,240	-	17,240	100.0%	5,094
The variance relates to timing variances in terms of how the budget has been spread. We are on target to achieve full year budget.						
1007	Airport Operations	2,107,947	1,154,774	953,173	82.5%	240,475
Significantly ahead of budget YTD due to much higher levels of visitations than originally forecast, giving rise to increased passenger, landing and car parking fees at the airport.						
1009	Community and Recreation Management	69,553	-	69,553	100.0%	13,824
The variance relates to timing variances in terms of how the budget has been spread.						
1011	Leisure Centres	1,298,623	68,312	1,230,311	1801.0%	129,187
The YTD variance relates to timing issues in terms of how the budget has been spread. Based on YTD actuals when compared to the full year budget we are at approximately 51% for both GLC and NCC in Fees & Charges. Overall however we are expected to be under by approximately \$100K by the end of the financial year largely due to reduced vacation care, memberships, and swimming lesson revenue.						
<b><i>Planning and Development Services</i></b>		<b>1,379,579</b>	<b>1,253,576</b>	<b>126,003</b>	<b>10.1%</b>	<b>35,302</b>
1046	Building Services	347,576	337,480	10,096	3.0%	(13,612)
Fees income is determined by the volume and value of development activity. Fees income is budgeted on a best estimate basis based on a percent of construction value, but is inherently uncertain. Development activity has continued at elevated levels so far in 22/23.						
1048	Statutory Planning	485,241	379,436	105,804	27.9%	51,004
Fees income is determined by the volume and value of development activity. Fees income is budgeted on a best estimate basis, but is inherently uncertain. Development activity has continued at elevated levels so far in 22/23.						
1051	Environmental Health Services	314,005	296,447	17,559	5.9%	15,020
Fee income is determined by the volume of effluent applications and analytical services required, with higher sampling requested in summer months.						
1054	Ranger and Emergency Management	100,438	115,701	(15,263)	(13.2%)	(3,052)
Principally due to overdue animal registration fees.						
<b><i>Engineering and Works Services</i></b>		<b>8,292,255</b>	<b>7,912,556</b>	<b>379,698</b>	<b>4.8%</b>	<b>31,058</b>
1020	Engineering Technical Management	84,163	52,089	32,074	61.6%	22,196
The increase in revenue for the Engineering and Technical Management area can directly be attributed to the increase in development. This is specific to the increased number of Traffic Management Plans approved, as well as an increase in Sub-Division Supervision Fees.						
1024	Waste and Fleet Management	8,210,380	7,856,641	353,739	4.5%	10,090
Positive variance due to increased revenue from additional rateable properties coming online, as well as Waste Facilities receiving volumes above the forecasted amounts.						

### 3. Other Revenue

Ahead of YTD budget by \$78K, or 43.8%, mainly due to the items listed in the table below:

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><u>Finance &amp; Corporate Services</u></b>		<b>43,389</b>	<b>16,999</b>	<b>26,391</b>	<b>155.3%</b>	<b>2,013</b>
1034	General Purpose Funding	22,137	7,336	14,801	201.8%	-
Timing variance due to budget spread. The actual amount received is representative of prior year's ESL administration fees received.						
1037	Customer Service	20,464	9,055	11,409	126.0%	1,701
This account relates to Cemetery Income, where there has been higher demand on this service year to date, and the Sale of Number plates which has also had much higher demand than anticipated.						
<b><u>Community &amp; Commercial Services</u></b>		<b>46,099</b>	<b>1,312</b>	<b>44,787</b>	<b>3413.7%</b>	<b>501</b>
1007	Airport Operations	37,643	591	37,052	6264.6%	120
The City is the airfield representative for ABP and on occasion will process fuel sales on their behalf. The funds are then paid onto ABP. There has been higher activity levels in this area than initially anticipated.						
<b><u>Planning &amp; Development Services</u></b>		<b>30,912</b>	<b>64,223</b>	<b>(33,311)</b>	<b>(51.9%)</b>	<b>(21,770)</b>
1051	Environmental Health Services					
This is a coding error within the budget that will be corrected.						
1054	Ranger & Emergency Management	17,041	60,011	(42,970)	(71.6%)	(1,633)
Main variances include: <ul style="list-style-type: none"> <li>• Fire Prevention DFES – under \$18K: Change in allocation in budget – ESL commission is now allocated to Finance due to the administration of this funding sitting within the responsibilities of this business area.</li> <li>• Parking Control – \$14K under: income dependent on number of parking offences. There had been a decrease in scheduled patrols due to staff absences, also fewer patrols and infringements in Dunsborough due to road works resulting in temporary reduction in parking bays.</li> </ul>						
<b><u>Engineering &amp; Works Services</u></b>		<b>118,535</b>	<b>96,099</b>	<b>22,436</b>	<b>23.3%</b>	<b>(10,307)</b>
1024	Waste & Fleet Management	110,327	93,294	17,033	18.3%	(15,634)
Positive variance due to increased revenue from Waste Facilities receiving volumes above the forecasted amounts.						

### 4. Interest Earnings

\$765K better than YTD budget due to much higher than expected interest rates, plus a higher than forecast cash on hand position in comparison to previous years. This is due mainly to the earlier than forecast application and receipt of the budgeted Saltwater construction project loans (due to rising rates).

### Expenses from Ordinary Activities

Expenditure from ordinary activities is \$4M, or 10.5%, more than expected when compared to the budget YTD. The expense line items on the face of the financial statement that have a YTD variance that meet the material reporting threshold are outlined below.

#### 5. Materials & Contracts

\$3M, or 50%, over the budget YTD. The main contributing items are listed below:

Cost Centre Code	Cost centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><u>Finance and Corporate Services</u></b>		1,084,494	431,566	(652,928)	(151.3%)	(193,288)
1027	Finance & Corporate Services Directorate Administration	10,852	854	(9,999)	(1171.5%)	90
YTD budget figures are not reflective of actual spend, but it is expected that actuals for the year will come in under the full year budget (mainly linked to underspend in consultancy).						
1030	Human Resources	16,283	32,765	16,481	50.3%	(3,617)
The variance is timing related in terms of the spread of the consultancy budget, and the employee relations subscriptions which were budgeted to be paid in full by now, but are being spread over the full year.						
1034	General Purpose Funding	107,686	147,695	40,009	27.1%	7,442
This covers a variety of expenses in the Rates Administration area. Some costs are yet to be incurred and additionally budget timing does not match actual expenses in some cases (bank charges).						
1036	Information Technology	626,768	45,978	(580,790)	(1263.2%)	(153,039)
The variance size is timing related allocation due to the budget spread not matching actual expenditure. Actuals for the full year are however expected to come in approximately \$100K over budget due to higher than expected computer software licencing and consultancy costs.						
1039	Legal & Property Management	101,921	1,277	(100,645)	(7881.9%)	(10,244)
The size of the variance is timing related due to the budget allocation not matching actual expenditure timing. Year to date actual expenditure is above year to date anticipated expenditure however as a result of the City's involvement in legal matters requiring external advisors. There is a reasonable possibility of the full year budget for legal consultancy expenses being exceeded by approximately \$100K. A budget amendment is being looked at to address the funding shortfall.						
1042	Land & Property Leasing	13,531	25,066	11,534	46.0%	(2,096)
The inability to access contractors to complete the works has resulted in the program being behind schedule. However, works are still planned for this Financial year.						
<b><u>Community and Commercial Services</u></b>		1,078,677	496,601	(582,076)	(117.2%)	460
1002	Events and Cultural	18,958	40,383	21,425	53.1%	8,086
The majority of underspend is in the Cultural Planning contractors budget, which is for the outstanding Lotterywest funded interpretation work in the Ballarat Room. The works are capital in nature, so this operational variance against budget will be permanent as the spend will be assigned to the capital budget.						
1003	Art Geo Complex	7,798	25,815	18,017	69.8%	22,481
While underspent YTD, a cost overrun of approximately \$14K by year end is expected due contractor works. This will be offset by underspends in other areas of the Events & Cultural budget.						
1007	Airport Operations	465,821	77,357	(388,463)	(502.2%)	(66,388)
The size of the variance is YTD is in part related to timing variances with some budget line items total expenditure being projected for months 11 and 12. Full year costs are however expected to exceed budget due to the higher than expected throughput at the airport, which is offset by the significantly higher fees & charges received for services.						

Cost Centre Code	Cost centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1008	Economic and Business Development	31,514	2,827	(28,687)	(1014.8%)	(4,210)
The variance is mainly due to timing of expenses in the Consultancy allocation and actual expense in Computer Software licences & cloud services for the Spendmapp expenditure (was allocated to IT budget in 2020/21 and not budgeted for in EBD).						
1011	Leisure Centres	218,302	29,267	(189,034)	(645.9%)	(17,338)
The variance is timing related in terms of how the budget has been spread. Actual expenditure to date totalling \$218K when compared against the full year 22/23 budget of \$423K, represents 52% expended to date, and is reflective of being half way through the FY.						
<b><i>Planning and Development Services</i></b>		<b>452,427</b>	<b>277,257</b>	<b>(175,170)</b>	<b>(63.2%)</b>	<b>38,881</b>
1043	Planning and Development Directorate	61,579	23,555	(38,025)	(161.4%)	(24,597)
Actuals appear to be over budget YTD, however this is related to a timing variance, with full year actuals expected to come in on budget at approximately \$152K.						
1048	Statutory Planning	26,803	1,805	(24,998)	(1384.6%)	(113)
Timing variance related to the spread of the budget. Overall expenses are tracking to expend budget by approximately \$15K in consultancy.						
1049	Strategic Planning	37,131	338	(36,793)	(10876.1%)	(12,557)
Timing variance related to the spread of the budget. Expected to come in on budget by year end.						
1054	Emergency Management	206,547	129,923	(76,625)	(59.0%)	94,349
Timing variance related to the spread of the budget. When looking at the expenses versus the planned budget for the full year, budget is on track.						
<b><i>Engineering and Works Services</i></b>		<b>6,299,064</b>	<b>4,754,283</b>	<b>(1,544,781)</b>	<b>(32.5%)</b>	<b>(125,102)</b>
1015	Operations and Works Management	18,349	3,798	(14,551)	(383.2%)	(1,993)
This variance is due to both the spread of the budget across the year and posting allocation errors as staff adjust to the City's new Chart Of Accounts. A Journal will be processed in January to reassign sunscreen and other Employee Protection related costs from Material & Contractor costs thus reducing this unfavourable variance.						
1016	Construction and Maintenance	1,109,192	1,007,374	(101,818)	(10.1%)	(11,328)
Materials & Contract costs associated with Construction and Maintenance operations are reported at \$102k over budget year to date. The expenditure patterns in this area are impacted by seasonal influences with outlays historically over YTD budget in the first half of the financial year. The rate of operational expenditure historically decreases as the civil construction season begins. Adding to the complexity are unbudgeted outlays representing storm damage related contractor costs. A reimbursement claim totalling \$298k has been submitted in January via the Disaster Recovery program. The actual to budget position is also being offset by \$500k in additional road maintenance works budgeted specifically to be funded from the Road Asset Renewal Reserve. With Reserve funded works taken into consideration YTD expenditure is \$206k over budget when spread evenly.						
1017	Parks & Gardens	1,436,141	1,740,937	304,796	17.5%	(14,685)
Materials & Contract costs associated with Parks & Gardens Operations are reported at \$304k under budget year to date; however this is being impacted by the Vasse River Ongoing Restoration project that will be moved in the January period to a more appropriate Cost Centre and other minor Reserve funded projects that are included in the variance. With these item excluded, expenditure is tracking at \$16k over budget YTD. All the Parks & Gardens municipal budget will be fully utilised come June 30.						

Cost Centre Code	Cost centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1019	Facilities Maintenance	1,031,627	323,286	(708,341)	(219.1%)	(119,991)
Materials & Contract costs associated with Facilities Maintenance Operations are reported at \$708k over expended to budget YTD. However this materially impacted by both the budget spread and various Reserve funded major maintenance projects totalling \$273k, that are yet to record expenditure. With these items excluded and with the budget based on an even spread, expenditure is tracking in line to budget. With careful management it is anticipated that all of the Facility Services municipal budget will be fully utilised come June 30.						
1024	Waste Management	1,456,948	1,306,644	(150,304)	(11.5%)	32,497
With the budget spread evenly across the financial year the adjusted YTD variance for Waste Management drops to only \$41k over budget. The most significant YTD over-expenditure of \$63k relates to the external waste disposal at Dardanup while landfill cell 2 is being constructed, \$44k for the additional volumes of greenwaste processed and \$43K relates to the processing of 15,500m3 of construction and demolition waste, which only occurs once every few years during the winter months. From a consolidated perspective any over expended items will be managed and offset by under expended items, such as Busselton Transfer Station External restoration costs that are forecast to come in under the amount estimated.						
1025	Fleet Management	1,032,698	-	(1,032,698)	100.0%	(103,241)
The YTD budget figure is not correctly reflected in the accounts; that aside 50% of the annual budget equals \$1.082m and thus YTD costs are tracking \$50k under budget at \$1.032m. Fuel & Oil fleet costs have fluctuated throughout the year with an interim mid-year review indicating an estimated \$40-\$50k over budget position. Historically the amount of diesel used does increase in the second half of the year with the increase in civil construction activities so this variance may increase although the diesel costs seem to have moderated. Efforts are being made to plan and manage any over expenditure against other Fleet costs that could be deferred.						
1055	Rural Verge and Firebreak Maintenance	-	173,334	173,334	100.0%	28,889
\$463k has been budgeted for a phased approach to the creation of an in-house Tree Care team over two financial years. This being the first year, \$346k of the budget has been assigned to contractor based works until plant and equipment is procured. No costs have yet been incurred against the YTD budget of \$173k.						

## 6. Utilities (Gas, Electricity, Water etc)

In total, over budget by \$156K, broken down as follows:

Description	FY Budget Expense	YTD Budget Expenses	YTD Actual Expenses	YTD Variance
3500 - Electricity	1,814,016	700,343	912,751	(212,409)
3505 - Gas - Reticulated	4,971	1,905	1,169	736
3506 - Gas - LPG Bottled	16,041	0	10,919	(10,919)
3507 - Gas - Alinta Boiler Gas (BJTP)	5,843	1,644	1,660	(16)
3510 - Water Consumption	491,504	100,833	106,507	(5,675)
3511 - Water Meter Rental & Supply Charge	86,520	24,009	31,958	(7,950)
3513 - Sewerage Volume Charges	32,134	32,671	12,915	19,756
3514 - Sewerage Charge (Rates)	98,871	77,104	36,049	41,055
3520 - Office Telephones, Faxes & Internet	96,909	48,852	55,840	(6,987)

3521 - Public WIFI	40,693	21,446	21,520	(74)
3522 - Mobile Devices Costs	102,395	48,246	31,784	16,462
3524 - Other Telecommunication & Network Costs	86,783	40,075	32,290	7,785
	<b>2,876,680</b>	<b>1,097,128</b>	<b>1,255,364</b>	<b>(158,235)</b>

The electricity charges are significantly over budget YTD due to the entire year budgets for GLC and NCC being allocated to June (tracking well compared to full year budget of \$223K), as well as budget timing for Street Lighting.

Between Water Consumption & Water Rental & Supply charges, the YTD overspend to budget is also attributable to budget timing, with actual charges YTD on track to coming in under the full year budget by year end.

Sewerage charges and rates are significantly under budget YTD due to delays in allocating the annual notices, which have in fact been received and paid. This variance will rectify in the subsequent months.

## 7. Insurance Expenses

The full year budget for all insurance is \$1.32M, split \$652K in Insurance Expenses and \$672K in Employment Costs. All premium instalments have been paid for the year, with the totals coming in \$10K more than budgeted (less than 1% variance). YTD however, the allocation of the budgeted instalments was not quite aligned with how the actual payments panned out, so there appears to be a YTD overspend variance.

Due to the new budget system, the split between the various general insurances and the work cover insurance was not correctly uploaded, hence the apparent YTD negative variance to budget of \$233K in Insurance Expenses.

This is outlined in the table below:

Description	FY Budget Expense	YTD Budget Expenses	YTD Actual Expenses	Variance to FY Budget	Variance to YTD Budget
<b>Insurance Expenses</b>					
3565 - Art Works Insurance	1,969	1,801	8,547	(6,578)	(6,746)
3566 - Building Insurance	140,111	131,807	308,288	(168,177)	(176,481)
3568 - Electronic Equipment Insurance	1,298	1,298	4,036	(2,738)	(2,738)
3569 - Insurance Excess	0	0	1,000	(1,000)	(1,000)
3570 - Machinery Breakdown Insurance	796	796	22,139	(21,343)	(21,343)
3571 - Marine Crafts Insurance	251	0	1,654	(1,403)	(1,654)



Description	FY Budget Expense	YTD Budget Expenses	YTD Actual Expenses	Variance to FY Budget	Variance to YTD Budget
3572 - Motor Vehicle & Plant Insurance	40,127	38,996	102,598	(62,471)	(63,602)
3573 - Multi Risk Insurance	21,747	16,846	35,989	(14,242)	(19,143)
3575 - Public Liability Insurance	398,824	399,321	339,962	58,862	59,359
3576 - Other General Insurance Costs	45,948	44,063	29,547	16,401	14,516
3577 - Cyber Liability	1,298	1,298	15,769	(14,471)	(14,471)
	<b>652,369</b>	<b>636,226</b>	<b>869,528</b>	<b>(217,159)</b>	<b>(233,302)</b>
<b>Employee Costs</b>					
3076 - Workers Compensation	635,185	387,159	435,603	199,582	(48,443)
3078 - Journey/Practices & Officers Liability	36,951	35,250	28,998	7,954	6,252
	<b>672,136</b>	<b>422,409</b>	<b>464,600</b>	<b>207,536</b>	<b>(42,191)</b>
<b>Total Insurance Costs</b>	<b>1,324,505</b>	<b>1,058,635</b>	<b>1,334,129</b>	<b>(9,623)</b>	<b>(275,493)</b>
				<b>-0.73%</b>	<b>-26.02%</b>

## 8. Non-Operating Grants, Subsidies & Contributions

The positive variance of \$3.3M is mainly due to the items in the table below. It should be noted that any negative variance in this area will approximately correlate to an offsetting positive underspend variance in a capital project tied to these funding sources. This can be seen in the section below that outlines the capital expenditure variances. Where this is not the case, the reconciliation of the projects and the required funding to be recognised in revenue is not completed until closer to year end.

The overall positive variance however, due to certain projects in the table below, is due to a reimbursement of the municipal fund required for cashflow purposes a lot earlier than was initially budgeted.

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Finance and Corporate Services</i></b>		<b>72,801</b>	<b>-</b>	<b>72,801</b>	<b>100.0%</b>	<b>52,000</b>
1033	Financial Services	7,801	-	7,801	100.0%	-
1041	Land and Property Leasing	65,000	-	65,000	100.0%	52,000
<b><i>Community and Commercial Services</i></b>		<b>1,094,243</b>	<b>-</b>	<b>1,094,243</b>	<b>100.0%</b>	<b>1,052,000</b>
1007	Airport Operations	1,052,000	-	1,052,000	100.0%	1,052,000
1011	Leisure Centres	42,243	-	42,243	100.0%	-

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Planning and Development Services</i></b>		-	<b>45,392</b>	<b>(45,392)</b>	<b>(100.0%)</b>	-
1049	Strategic Planning Management	-	45,392	(45,392)	(100.0%)	-
<b><i>Engineering and Works Services</i></b>		<b>2,764,921</b>	<b>549,004</b>	<b>2,215,917</b>	<b>403.6%</b>	-
1016	Construction and Maintenance	583,300	549,004	34,296	6.2%	-
1018	Major Projects Management	2,170,185	-	2,170,185	100.0%	-

### 9. Capital Expenditure

YTD there is an underspend variance of 20%, or \$3.7M, in total capital expenditure, with YTD actual at \$14.9M against the YTD budget of \$18.7M. A large portion of this positive underspend variance is offset by the negative variances in Non-Operating Grants, Contributions & Subsidies outlined above, with the remainder offset by the negative variances in Transfers From Reserves and Restricted Assets related to funds held aside for these projects. The attachments to this report include detailed listings of all capital expenditure (project) items, however the main areas of YTD variance are summarised as follows:

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b><i>Buildings</i></b>		<b>7,559,393</b>	<b>8,413,190</b>	<b>853,796</b>	<b>10%</b>	<b>931,095</b>
10016	Civic and Administration Centre Minor Upgrades(C)	3,300	17,500	14,200	81%	2,917
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
10585	BMRA Hangars(C)	-	303,790	303,790	100%	303,790
This funding was originally to build three hangars however with price escalation, only 2 hangars are likely to be achieved. With current resourcing and lead times for construction the hangars will not be achieved in this financial year.						
10589	Airport Construction, Existing Terminal Upgrade(C)	260,199	-	(260,199)	(100%)	(51,411)
This includes the terminal departures lounge expansion and office / training room transportable projects. The total costs of these projects will be larger than budgeted and subject to a Budget Amendment report.						
10622	Bovell Construction of Change rooms(C)	49,451	72,394	22,943	32%	(21,460)
Project was completed in Dec. 2022. Currently awaiting final invoice. It is expected that project will go over by approximately \$15K.						
10642	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	11,652	1,284,775	1,273,123	99%	393,320
Variance attributable to the Pavilion being re-scoped and is currently on hold. A funding decision is due in Feb/Mar, at which time the position going forward will be better understood. It is unlikely however that this budget will be spent by the end of the financial year.						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
10688	Depot Washdown Facility Upgrades(C)	-	76,700	76,700	100%	-
The YTD variance related to infrastructure upgrades to the City's Barlee St. Depot vehicle and plant wash-down bay, whereby new equipment will be purchased to treat and improve post wash-down water quality. We will be going out to market next month with the aim of delivering this FY.						
10788	GLC Building Improvements(C)	51,679	306,619	254,940	83%	50,967
This is a timing issue – the funds will be fully expended by EOFY.						
10972	Churchill Park Renew Sports Lights(C)	215,392	188,252	(27,140)	(14%)	62,750
This project is now complete with a small budget overrun.						
12231 / 12233 / 12234	Aged Housing Capital Improvements	101,994	49,000	(52,994)	(108%)	(38,616)
The size of YTD overspend is due to timing of budget allocations, however the end of year budget will be over spent by approximately \$85K. This is due to more refurbishments required than budgeted for, with this difficult to predict given its reliance on vacancies, plus the increased cost of labour and materials.						
12440	Energy Efficiency Initiatives (Various Buildings) (C)	31,814	79,258	47,444	60%	8,996
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
12457	Busselton Jetty Tourist Park Upgrade (C)	-	45,686	45,686	100%	-
These are electrical compliance works that are in progress and works will continue on from February once the Park is not at 100% capacity.						
Various	Saltwater	6,774,852	5,776,302	(998,550)	(17%)	221,933
The variance in construction is a timing issue, with predicted cash flows being slightly misaligned. Professional fees are overspent YTD, again this can be viewed as a timing issue and it is anticipated that this will be on track by the end of the financial year. Budgets for large projects such as Saltwater a very hard to predict with accuracy. At this stage forecasts show that the project may have some cost overruns, but at this time it is difficult to quantify as strategies may be developed to mitigate this.						
The variance in construction is a timing issue, with predicted cash flows being slightly misaligned. Professional fees are overspent YTD, again this can be viewed as a timing issue and it is anticipated that this will be on track by the end of the financial year.						
12791	Naturaliste Community Centre Fire Indicator Panel Renewal(C)	4,965	15,000	10,035	67%	2,500
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
12795	Busselton Depot CCTV & Electronic Gate(C)	-	27,500	27,500	100%	4,583
Timing is variance related. The CCTV component of the total project budget (\$55K) is expected to be completed by the end of April, with \$30K committed. The remaining budget for the gate component is expected to be expended.						
12797	Dunsborough Hall Renewals(C)	68	13,373	13,305	99%	2,229
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
12800	Old Courthouse and Jail Cells (C)	-	30,500	30,500	100%	5,083
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
12801	Old Police Quarters - Roof Renewal(C)	-	30,000	30,000	100%	5,000
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
12804	Airport Terminal Building(C)	4,836	15,894	11,058	70%	(2,187)
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
12942	Asbestos Removal & Replacement(C)	-	16,500	16,500	100%	2,750
Variance is due to timing. The budget is expected to be expended by the end of the financial year.						
<b><u>Plant &amp; Equipment</u></b>		<b>776,859</b>	<b>17,273</b>	<b>(759,586)</b>	<b>(4398%)</b>	<b>(78,218)</b>
Plant and equipment items that may be purchased in the FY have generally occurred. Current variance is mostly associated to the plant items that that were purchased earlier in the FY, and whether equipment manufacturers were intending on opening up orders later in the FY. Some of these plant and equipment have been delivered, while others will occur towards the end of the year or even during 23/24 FY, depending on manufacturers production schedules. Items that can realistically only be purchased in 23/24 will be relisted.						
<b><u>Furniture &amp; Office Equipment</u></b>		<b>474,917</b>	<b>463,573</b>	<b>(11,344)</b>	<b>(2%)</b>	<b>251,017</b>
12876	ICT Services - Equipment & Software Purchases(C)	279,368	219,845	(59,523)	(27%)	36,640
YTD variance is attributable to \$110k for procurement of 50 laptops in 2021/22 financial year, that were only delivered in the 2022/23 financial year. By year end however, other planned spends will be deferred so that we meet budget.						
14729	Events Furniture & Equipment(C)	108,000	200,000	92,000	46%	200,000
Invoicing of this project is in line with agreed milestones, the remaining balance will be invoiced over Jan - Mar with the project to be completed by March 2023. This project is on budget.						
14730	Geographe Leisure Centre Fitness Equipment(C)	-	18,160	18,160	100%	18,160
Capital funds planned to be expended in April for the purchase and installation of shade structure in the outdoor pool area.						
14731	Cultural Planning Furniture & Equipment(C)	40,578	25,568	(15,010)	(59%)	-
The expenses relate to the Ballaarat Interpretation works, funded by a Lotterywest grant. The expenses were budgeted in contractors and require a budget amendment to move \$14,850 into the capital furniture and equipment budget.						
14764	Christmas Decorations (C)	39,870	-	(39,870)	0%	-
This new project represents an allocation from the Council's operational discretion budget, for a large statement Christmas tree. A budget amendment will be forthcoming to re-allocate a portion of that budget to this capital expenditure line.						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<b>Infrastructure</b>		<b>1,467,859</b>	<b>4,331,375</b>	<b>2,863,516</b>	<b>66%</b>	<b>72,545</b>
Various	Roads	1,467,859	4,331,375	2,863,516	66%	72,545
<p>There remain some budget timing variances within this item, with delivery behind schedule due to Dunsborough Townscape and Sugarloaf Road projects taking longer than planned. The \$2.8M YTD variance includes:</p> <ul style="list-style-type: none"> <li>• \$930k Bussell Highway (11199) – tender to be advertised February/ March</li> <li>• \$591k Acton Park Road (12824) – scheduled to commence in April</li> <li>• \$339k Queen Elizabeth Avenue (12838) – to be completed largely during the January and Easter school holidays</li> <li>• \$276k Payne Road (12005) - scheduled to commence in February</li> <li>• \$227k Chapman Hill Road (11989) – project complete</li> </ul>						
Various	Car Parks	135,259	183,373	48,114	26%	12,552
<p>Delivery of projects within this item are on track for completion this financial year. The tender for Carpark Hotel Site 2 is being advertised in January.</p>						
Various	Footpaths & Cycleways	18,899	751,217	732,318	97%	(54,036)
<p>There remain some budget timing variances within this item. With delivery on schedule the \$751k YTD variance includes:</p> <ul style="list-style-type: none"> <li>• \$193k Causeway Road Shared Path (11986) – tender awarded to contractor</li> <li>• \$127k Carey Street Footpath Construction (10742) – scheduled to commence in March</li> <li>• \$100k Busselton CBD Footpath Renewal (10741) – scheduled to commence in May</li> <li>• \$71k Arnup Drive Footpath Construction (10736) – completed in January</li> <li>• \$70k Prince Regent Drive (12817) - scheduled to commence in May</li> </ul>						
Parks, Gardens & Reserves		2,646,300	3,860,236	1,213,937	31%	(482,365)
<p>This category comprises 107 projects with a combined budgeted value totalling \$6.9m. There remain some budget timing variances within this item, with the \$1.2M YTD variance including:</p> <ul style="list-style-type: none"> <li>• \$583k Dunsborough Lakes Sporting Precinct (Stage 1)</li> <li>• \$322k Sport Oval Lighting - Vasse Ovals (12849)</li> <li>• \$100k Shade Sail Program (10967)</li> </ul>						
Various	Waste Services Capital Works	579,996	187,330	(392,666)	(210%)	(27,978)
<p>This variance is attributable to stage 2 of the lined landfill / cell development. The stage 2 budget totalling \$1.950m was loaded into the month of June 2023. Expenditure to the end of December totals \$557K. The budget timing will be adjusted on this project to align it to works, scheduled to be completed by the end of April 2023.</p>						
10818	Jetty Capital Works	193,577	140,316	(53,261)	(38%)	(5,954)
<p>This is a timing issue – a capital upgrade on two timber piles on the Jetty that was programmed for later in the year was brought forward due to earlier than expected approval from DPLH.</p>						
Various	Drainage	99,079	337,492	238,413	71%	49,802
<p>The City has four Drainage related capital projects planned for the year budgeted for \$705K in total. All projects are currently in the planning phase. The budget will be adjusted to align to the schedule of works.</p>						
Various	Regional Airport & Industrial Park Infrastructure	997,847	2,500	(995,347)	(39814%)	(745,340)
<p>The Airfield Stage 2 account includes the public car park expenditure (\$251K) and project expenses (\$750K) - both are a timing issue compared to YTD budget allocations. It is expected that total actual expenditure for the year will come in very close to the budgeted full year amount for this area of \$1.37M.</p>						

## 10. Transfer to Restricted Assets

There is an YTD variance in transfers to Restricted Assets of \$16.2M because there is no budget at all for this item. The transfers are not possible to predict, and are fully reconciled only at year end.

At the time of budgeting it is not possible to predict what grants, contributions or developer bonds will be received, and in what timeframe, nor when they will be spent and hence potentially transferred to Restricted Assets (or unspent portions thereof).

Transfers to restricted assets are offset by the incoming receipt, be it a grant, contribution, subsidy or even loan proceeds, so the net impact on the Net Current Position is always nil (once full reconciliation has occurred at year end).

YTD, loans of \$8.5M were restricted for BPACC (following receipt of grant funds and the final tranche of borrowing), until utilized, as well as \$5.9M in various government grants, plus \$1.2M in Roadwork Bonds, \$207K in BJTP deposits, and \$393K in various other developer contributions, deposits and bonds.

## 11. Transfer from Restricted Assets

YTD, there has been \$8.7M transferred from Restricted Assets into the Municipal Account. The transfers are usually not possible to predict, and are fully reconciled only at year end. This was attributable to \$4.1M of the BPACC loan funding utilised, \$3.9M of grant money for works completed and reconciled, \$687K of Roadwork Bonds, and \$13K of various other bonds and deposits returned or utilised.

## 12. Transfer from Reserves

YTD, there has been \$1.1M more transferred from reserves than budgeted YTD, due to reconciliation of completed reserve funded works occurring earlier than forecast (usually done at year end), for some particularly large projects.

### Investment Report

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

As at 31<sup>st</sup> December 2022 the value of the City's invested funds decreased from \$113.7M as at 30<sup>th</sup> November 2022 to \$112.9M.

As at 31<sup>st</sup> December 2022 the 11AM (an intermediary account which offers immediate access to the funds compared to the term deposits) account balance is \$7.0M, with no change from 30<sup>th</sup> November 2022.

As at 31<sup>st</sup> December 2022 the WATC (City Airport Redevelopment Account WA Treasury Commission) was reduced by \$1.05M with the funds being restricted in Government Grants Liability.

During the month of December three term deposits totalling the amount of \$9.0M matured. These were renewed for a further 121 days at 3.2% on average.

The official cash rate increased during the month of December by a further 0.25% from 2.85 % to 3.10%. Further increases are expected in the coming months further increasing the cash rate.

This will result in higher interest earnings for the City, although future borrowings will incur higher rates also.

### **Borrowings Update**

During the month the final tranche of the budgeted borrowings for the Saltwater construction project was drawn for \$6.5M, with \$805K paid off the principal and \$351K in interest on existing loans. The attached Loan Schedule outlines the status of all existing loans YTD.

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

Details of transactions made on the Chief Executive Officer’s corporate credit card during December 2022 are provided below to ensure there is appropriate oversight and awareness.

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>\$ Amount</b>
30/11/22	MAILCHIMP	ELECTRONIC NEWSLETTER	491.23
30/11/22	PEACE PIZZA	CATERING FOR LATE NIGHT WORK – DUNSBROUGH TOWNSCAPE UPGRADES	64.00
30/11/22	OCCYS DUNSBOROUGH	COUNCILLOR/SMG DISTRICT TOUR LUNCH	418.37
7/12/22	THE FIRE STATION BUSSELTON	COUNCIL DINNER	425.90
14/12/22	LA BOTANIC ALBANY	SYMPATHY FLOWERS	75.00
16/12/22	NICOLA'S RISTORANTE BUNBURY	SW CEO’S CHRISTMAS LUNCH	34.44
28/12/22	WEST AUSTRALIAN	DIGITAL SUBSCRIPTION	28.00
		<b>TOTAL</b>	<b>\$2,019.80</b>

### **Donations & Contributions Received**

During the month no non-infrastructure asset (bridges, roads, POS etc), donations or contributions were received.

### **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<sup>st</sup> December 2022, the City's net current position stands at \$28.4M. The City's financial performance is considered satisfactory, and cash reserves remain strong.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Not applicable.



City of Busseton  
Loan Schedule - as at 31 December 2022

Purpose	Loan Number	Institution	Budgeted	Term (Years)	Expiry	Actual	2022/23	2022/23 Actual	2022/23	2022/23 Actual	Budget	2022/23 Budget	2022/23 Budget	Budget	2022/23 Budget
			Interest Rate %			Interest Rate %	Actual New Loans \$	Principal Repayments \$	Balance of Principal Owing \$	Interest Repayments \$	Principal 1 July 2022 \$	New Loans Budget \$	Principal Repayments \$	Outstanding June 2023 \$	Interest Repayments \$
<b>Council Loans</b>															
<b>Administration</b>															
Civic and Administration Centre	207	WATC	4.51	20	Jun-34	4.51		400,660	12,194,383	281,772	12,595,043		810,406	11,784,637	554,459
<b>Other Property and Services</b>															
Lot 40 Vasse Highway	210	WATC	3.61	10	Dec-25	3.61			850,000	15,343	850,000		-	850,000	30,685
<b>Recreation and Culture</b>															
Geothermal Heating GLC	202	WATC	3.98	10	Jun-23	3.98		31,396	32,024	1,107	63,421		63,421	(0)	1,585
Busselton Foreshore	204	WATC	4.36	15	Jun-29	4.36		37,370	567,293	12,979	604,663		75,559	529,104	25,139
GLC Extensions	205	WATC	3.92	10	Jun-24	3.92		67,927	211,913	5,154	279,840		137,191	142,649	8,969
Busselton Foreshore	209	WATC	3.45	12	Jun-27	3.45		282,290	2,778,910	53,239	3,061,200		569,628	2,491,572	101,430
Busselton Foreshore	211	WATC	2.55	8	Oct-24	2.55		195,693	808,124	12,177	1,003,817		393,889	609,928	21,851
Busselton Foreshore Jetty Precinct	215	WATC	3.25	10	Apr-28	3.25		121,488	1,473,991	25,927	1,595,480		244,951	1,350,529	49,879
Tennis Club Facility	216	WATC	3.25	10	Apr-28	3.25		133,637	1,621,390	28,519	1,755,027		269,446	1,485,581	54,867
Lot 10 Commonage Road	217	WATC	3.25	10	Apr-28	3.25		77,753	943,354	16,593	1,021,107		156,769	864,338	31,923
Busselton Tennis Club	218	WATC	2.21	10	Jun-29	2.21		60,203	846,112	9,849	906,314		121,072	785,242	19,031
Performing Arts / Convention Centre	225	WATC	1.46	10	Dec-31	2.10		228,301	4,545,775	49,506	4,774,076		459,005	4,315,071	96,611
Performing Arts / Convention Centre	226	WATC	2.02	15	Dec-36	2.39		141,198	4,719,274	57,553	4,860,472		284,085	4,576,387	113,418
Performing Arts / Convention Centre	228	WATC	3.86	20	Jun-42	3.86		83,883	4,916,117	129,101	5,000,000		169,393	4,830,607	190,515
Performing Arts / Convention Centre	229	WATC	3.77	17	Jun-39	3.77		106,121	4,893,879	125,949	5,000,000		214,251	4,785,749	185,387
Performing Arts / Convention Centre	230	Unknown	3.25	20	Dec-42	4.42	6,500,000				-	6,500,000	175,426	6,324,574	157,020
<b>Transport</b>															
Airport Jet A1 Installation	206	WATC	3.92	10	Jun-24	3.92		19,812	61,808	1,503	81,620		40,014	41,606	2,616
Airport Freight Hub Stage 1	219	WATC	2.21	10	Jun-29	2.21		71,280	1,001,796	11,661	1,073,076		143,350	929,726	22,532
							6,500,000	2,059,012	42,466,143	837,932	44,525,155	6,500,000	4,327,853	46,697,301	1,667,916
<b>Self-Supporting Loans</b>															
<b>Recreation and Culture</b>															
Busselton Bowling Club	199	WATC	5.98		Dec-20	5.98		-	-	-	-		-	-	-
Busselton Football and Sportsman's Club	208	WATC	2.93	10.25	Apr-25	2.93		1,559	8,146	136	9,705		3,141	6,564	250
Dunsborough and Districts Country Club	212	WATC	3.04	10	May-27	3.04		5,721	55,570	932	61,291		11,530	49,761	1,776
Geopraphe Bay Yacht Club	213	WATC	3.04	10	May-27	3.04		5,019	48,745	817	53,764		10,114	43,650	1,558
Dunsborough and Districts Country Club	214	WATC	3.19	10	Sep-27	3.19		5,434	59,343	1,033	64,777		10,955	53,822	1,980
Busselton Tennis Club	220	WATC	1.37	7	Sep-26	1.37		3,542	27,348	206	30,889		7,107	23,782	387
Busselton Hockey Club Stadium	221	WATC	1.31	10	Jun-30	1.31		2,172	34,345	236	36,517		4,358	32,158	457
Busselton Golf Club	222	WATC	1.45	10	Jun-31	1.45		5,205	94,499	714	99,703		10,447	89,256	1,390
Dunsborough Bay Yacht Club	223	WATC	2.77	5	Dec-26	1.57		2,432	20,155	172	22,587		4,883	17,704	325
Geopraphe Bay Yacht Club	224	WATC	2.77	10	Dec-31	2.42		2,251	45,525	571	47,776		4,530	43,246	1,114
Community Groups 22/23 \$250K	New	Unknown	1.55	10	New			-	-	-	-	250,000	11,603	238,397	1,915
<b>Economic Services</b>															
MRBTA - Ancient Lands Discovery Park	227	WATC	2.77	10	Mar-32	2.77		55,021	1,167,752	16,753	1,222,773		110,808	1,111,965	32,742
								88,356	1,561,426	21,570	1,649,782	250,000	189,475	1,710,307	43,895
<b>Total - Council and Self-supporting Loans</b>							6,500,000	2,147,368	44,027,569	859,502	46,174,937	6,750,000	4,517,329	48,407,608	1,711,811

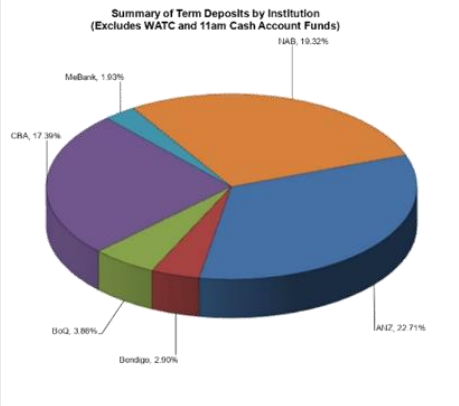
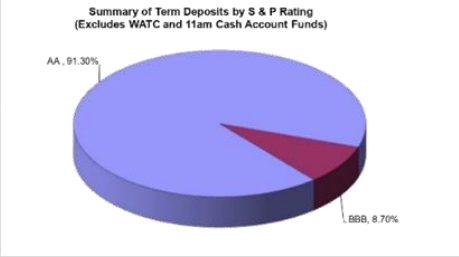


**CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT**  
For the month of December 2022

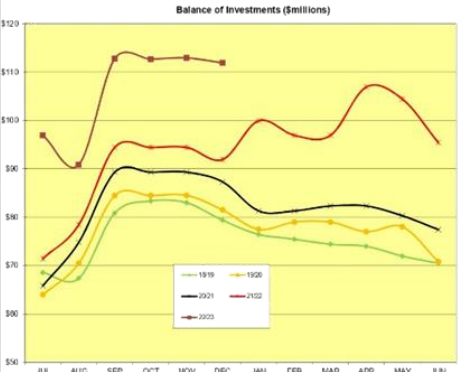


11am Bank Account						As at 31 December 2022	
INSTITUTION				RATE	AMOUNT		
ANZ 11am At Call Deposit				3.00%	\$	7,000,000	
Term Deposits - Miscellaneous Funds						As at 31 December 2022	
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT		
ANZ	AA	247	16-Jan-23	2.03%	\$	3,500,000	
WBC	AA	245	22-Feb-23	2.55%	\$	1,500,000	
WBC	AA	212	17-Jun-23	4.20%	\$	1,500,000	
Bendigo	BBB	180	22-Mar-23	3.80%	\$	3,000,000	
WBC	AA	212	06-Mar-23	3.46%	\$	5,000,000	
NAB	AA	180	19-Jun-23	4.25%	\$	4,000,000	
NAB	AA	211	27-Jan-23	3.10%	\$	2,000,000	
WBC	AA	243	24-Apr-23	3.74%	\$	3,000,000	
WBC	AA	215	24-Feb-23	3.47%	\$	2,000,000	
WBC	AA	212	29-Apr-23	4.33%	\$	4,000,000	
NAB	AA	180	15-Mar-23	3.80%	\$	4,000,000	
ANZ	AA	90	25-Mar-23	2.23%	\$	3,000,000	
ANZ	AA	212	25-May-23	3.59%	\$	2,000,000	
ANZ	AA	212	26-Mar-23	2.63%	\$	4,000,000	
WBC	AA	215	10-Feb-23	2.58%	\$	4,000,000	
NAB	AA	181	03-Apr-23	4.05%	\$	3,000,000	
NAB	AA	181	29-May-23	4.10%	\$	3,000,000	
NAB	AA	210	27-Feb-23	3.29%	\$	4,000,000	
ANZ	AA	90	10-Mar-23	3.13%	\$	2,000,000	
ANZ	AA	215	10-Feb-23	2.46%	\$	3,000,000	
CBA	AA	211	28-Apr-23	4.10%	\$	5,000,000	
MeBank	BBB	182	24-Apr-23	4.20%	\$	2,000,000	
BoQ	BBB	181	02-May-23	4.20%	\$	2,000,000	
BoQ	BBB	181	30-May-23	4.15%	\$	2,000,000	
ANZ	AA	214	29-Jan-23	2.44%	\$	4,000,000	
ANZ	AA	181	29-May-23	3.82%	\$	2,000,000	
CBA	AA	239	28-Jun-23	4.19%	\$	3,000,000	
WBC	AA	212	20-Apr-23	4.14%	\$	4,000,000	
WBC	AA	242	20-May-23	4.22%	\$	4,000,000	
WBC	AA	273	20-Jun-23	4.30%	\$	4,000,000	
CBA	AA	272	19-Jun-23	4.11%	\$	5,000,000	
CBA	AA	240	18-May-23	4.04%	\$	5,000,000	
<b>Total of Term Deposits</b>					<b>103,500,000.00</b>		
<b>Weighted Average Annual Rate of Return</b>					<b>3.60%</b>		

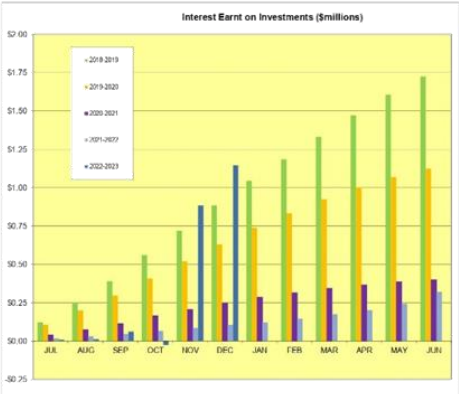
Investment Graphs



Airport Redevelopment Funds				As at 31 December 2022		
WA Treasury Corp. - Overnight Cash Deposit Facility				3.05%	\$	603,493
<b>Total of Airport Redevelopment Funds - WATC</b>					<b>\$</b>	<b>603,493</b>
<b>Total of Airport Redevelopment Funds - Bank Term Deposits</b>					<b>\$</b>	<b>0</b>
ANZ Cash Account	AA	NA	NA	3.00%	\$	784,422
<b>Total of Airport Redevelopment Funds - Other</b>					<b>\$</b>	<b>784,422</b>
<b>Total of Airport Redevelopment Funds</b>					<b>\$</b>	<b>1,387,915</b>
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					\$	2,267
Interest Received 2021/22					\$	1,626
Interest Received 2022/23					\$	24,001
Interest Accrued but not yet Received					\$	12,026
<b>Total Interest Airport Funds (Non-Reserve) at month's end</b>					<b>\$</b>	<b>2,604,973</b>
Interest Transferred out and held in City Reserve Account 136					\$	1,085,630
Interest Transferred out to Municipal Funds					\$	33,418
Interest Earnt (incl. Accrued) on Funds Held in City Reserve A/c					\$	95,000



SUMMARY OF ALL INVESTMENTS HELD	As at 1 year ago	As at 30 June 2022	As at 31 December 2022
11am Bank Account	\$ 4,000,000	\$ 11,500,000	\$ 7,000,000
11am Bank Account Interest - not yet fully processed	\$ 85,501,572	\$ -	\$ -
Term Deposits - Misc. Funds	\$ -	\$ 81,500,000	\$ 103,500,000
Term Deposit Interest - not yet fully processed	\$ 1,639,393	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ -	\$ 1,640,116	\$ 603,493
Airport Redevelopment - ANZ Cash A/c	\$ 784,422	\$ 784,422	\$ 784,422
<b>Total of all Investments Held</b>	<b>\$ 91,925,387</b>	<b>\$ 95,424,539</b>	<b>\$ 111,887,915</b>
<b>TOTAL INTEREST RECEIVED AND ACCRUED</b>	<b>\$ 104,941</b>	<b>\$ 319,405</b>	<b>\$ 1,144,932</b>
<b>INTEREST BUDGET</b>	<b>\$ 117,438</b>	<b>\$ 200,000</b>	<b>\$ 826,679</b>



- 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**

<b>City of Busselton</b>						
<b>Statement of Financial Activity</b>						
<b>Year to Date As At 31 December 2022</b>						
	2022/2023 Actual YTD	2022/2023 Amended Budget YTD	2022/2023 Original Budget YTD	2022/2023 Amended Budget	2022/2023 Original Budget	2022/23 YTD Bud (A) Variance
	\$	\$	\$	\$	\$	%
<b>Revenue from Ordinary Activities</b>						
Rates	57,167,409	57,001,301	57,001,301	57,741,408	57,741,408	0.29%
Operating Grants, Subsidies and Contributions	1,819,596	1,161,896	1,477,887	3,432,638	3,432,638	56.61%
Fees & Charges	14,661,043	11,528,865	11,528,865	19,894,021	19,894,021	27.17%
Other Revenue	256,880	178,632	178,632	351,906	351,906	43.80%
Interest Earnings	1,850,449	1,085,732	1,085,732	2,019,250	2,019,250	70.43%
Gain on Sale of Non-Current Asset	0	0	0	0	0	100.00%
Fair Value Adjustment to Assets	0	0	0	0	0	100.00%
	<b>75,755,376</b>	<b>70,956,425</b>	<b>71,272,417</b>	<b>83,439,223</b>	<b>83,439,223</b>	<b>6.76%</b>
<b>Expenses from Ordinary Activities</b>						
Employee Costs	(17,810,267)	(16,403,961)	(16,366,694)	(36,307,918)	(36,307,918)	-8.57%
Materials & Contracts	(8,915,349)	(5,962,236)	(5,662,373)	(22,222,577)	(22,164,077)	-49.53%
Utilities (Gas, Electricity, Water etc)	(1,253,145)	(1,097,128)	(1,097,128)	(2,876,680)	(2,876,680)	-14.22%
Depreciation on non current assets	(12,992,085)	(13,832,717)	(13,832,717)	(27,439,900)	(27,439,900)	6.08%
Insurance Expenses	(869,528)	(636,226)	(636,226)	(652,369)	(652,369)	-36.67%
Other Expenditure	(1,347,176)	(1,473,914)	(1,106,090)	(7,677,546)	(7,677,546)	8.60%
Allocations	800,114	1,052,963	1,052,963	2,132,924	2,132,924	24.01%
	<b>(42,387,436)</b>	<b>(38,353,219)</b>	<b>(37,648,265)</b>	<b>(95,044,066)</b>	<b>(94,985,566)</b>	<b>-10.52%</b>
<b>Borrowings Cost Expense</b>						
Interest Expenses	(769,109)	(848,319)	(848,319)	(1,722,673)	(1,722,673)	9.34%
	<b>(769,109)</b>	<b>(848,319)</b>	<b>(848,319)</b>	<b>(1,722,673)</b>	<b>(1,722,673)</b>	<b>9.34%</b>
Non-Operating Grants, Subsidies and Contributions	3,931,966	594,396	594,396	31,932,301	31,102,583	561.51%
Profit on Asset Disposals	0	1,251	1,251	23,632	23,632	-100.00%
Loss on Asset Disposals	0	(17,919)	(17,919)	(45,550)	(45,550)	100.00%
	<b>3,931,966</b>	<b>577,728</b>	<b>577,728</b>	<b>31,910,383</b>	<b>31,080,665</b>	<b>580.59%</b>
<b>Net Result</b>	<b>36,530,798</b>	<b>32,332,615</b>	<b>33,353,561</b>	<b>18,582,867</b>	<b>17,811,649</b>	<b>12.98%</b>
<b>Adjustments for Non-cash Revenue &amp; Expenditure</b>						
Depreciation	12,992,085	13,832,717	13,832,717	27,439,900	27,439,900	
Donated Assets	0	0	0	(5,740,000)	(5,740,000)	
(Profit)/Loss on Sale of Assets	0	16,667	16,667	21,918	21,918	
Allocations & Other Adjustments	(242,550)	0	0	0	0	
Deferred Pensioner Movements (Non-current)	(42,243)	0	0	0	0	
Recording of Employee Benefit and Other Provisions (NC)	0	0	0	0	0	
Deposit & Bonds Movements (cash backed NC)	684,717	0	0	0	0	
Future Obligations Net Movements (NC)	2,734,753	0	0	0	0	
Fair value and Gain on Sale Adjustment	0	0	0	0	0	
<b>Capital Revenue &amp; (Expenditure)</b>						
Land & Buildings	(7,559,393)	(8,413,190)	(8,442,802)	(40,350,690)	(40,359,914)	10.15%
Plant & Equipment	(776,859)	(17,273)	(17,273)	(3,711,873)	(2,451,873)	-4397.53%
Furniture & Equipment	(474,917)	(463,573)	(463,573)	(1,088,664)	(1,048,664)	-2.45%
Infrastructure	(6,138,814)	(9,793,839)	(10,460,296)	(24,281,521)	(22,600,157)	37.32%
Proceeds from Sale of Assets	0	135,352	135,352	613,452	613,452	-100.00%
Proceeds from New Loans	6,500,000	0	0	6,750,000	6,750,000	100.00%
Self Supporting Loans - Repayment of Principal	88,356	88,356	88,356	189,476	189,476	0.00%
Total Loan Repayments - Principal	(2,147,368)	(2,205,371)	(2,205,371)	(4,517,329)	(4,517,329)	2.63%
Repayment Capital Lease	(213,351)	(208,824)	(208,824)	(250,974)	(250,974)	-2.17%
Advances to Community Groups	0	0	0	(250,000)	(250,000)	0.00%
Transfer to Restricted Assets	(16,208,317)	0	0	0	0	-100.00%
Transfer from Restricted Assets	8,740,957	0	0	12,811,794	12,811,794	100.00%
Transfer to Reserves	(9,753,876)	(9,515,790)	(9,515,790)	(24,477,257)	(24,477,257)	-2.50%
Transfer from Reserves	3,190,034	2,125,441	2,125,441	38,235,518	35,886,464	50.09%
Opening Funds Surplus/ (Deficit)	507,353	507,353	507,353	507,353	507,353	
<b>Net Current Position - Surplus / (Deficit)</b>	<b>28,411,366</b>	<b>18,420,641</b>	<b>18,745,518</b>	<b>483,970</b>	<b>335,838</b>	

**City of Busselton**

**Net Current Position**

**Year to Date As At 31 December 2022**

	2022/23 Actual	2022/23 Amended Budget	2022/23 Original Budget	2021/22 Actual
	\$	\$	\$	\$
<b>NET CURRENT ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash - Unrestricted	11,952,599	207,657	59,525	0
Cash - Restricted	111,991,414	71,390,158	73,739,212	97,960,213
Sundry Debtors	1,726,801	2,779,261	2,779,261	4,245,922
Rates Outstanding - General	16,196,380	120,739	120,739	120,738
Stock on Hand	926,708	900,000	900,000	935,800
	<u>142,793,902</u>	<u>75,397,815</u>	<u>77,598,737</u>	<u>103,262,673</u>
<b>LESS: CURRENT LIABILITIES</b>				
Bank Overdraft	0	0	0	304,759
Sundry Creditors	2,391,123	3,523,687	3,523,687	4,490,348
Obligations Liability (C)	2,734,753	2,800,000	2,800,000	2,999,485
Performance Bonds	4,754,155	4,069,438	4,069,438	4,069,438
	<u>9,880,030</u>	<u>10,393,125</u>	<u>10,393,125</u>	<u>11,864,030</u>
Current Position (inclusive of Restricted Funds)	132,913,872	65,004,690	67,205,612	91,398,643
Add: Cash Backed Obligations Liability (C)	2,734,753	2,800,000	2,800,000	2,999,485
Add: Cash Backed Liabilities (Deposits & Bonds)	4,754,155	4,069,438	4,069,438	4,069,438
Less: Cash - Restricted Funds	(111,991,414)	(71,390,158)	(73,739,212)	(97,960,213)
<b>NET CURRENT ASSET POSITION</b>	<u><u>28,411,366</u></u>	<u><u>483,970</u></u>	<u><u>335,838</u></u>	<u><u>507,353</u></u>

City of Busselton  
Capital Acquisition & Construction Report  
For Period Ended 31 December 2022

Project Code	Project Description	Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	Budget Original
		\$	\$	\$	\$	\$
<b>Land</b>						
12847	Purchase Sues Road(C)	-	-	-	500,000	500,000
12936	Property Services Administration(C)	-	-	-	50,000	50,000
		-	-	-	550,000	550,000
<b>Buildings</b>						
<b>Aged Housing</b>						
12231	Aged Housing Capital Improvements - Harris Road(C)	7,089	-	-	12,608	12,608
12233	Aged Housing Capital Improvements - Winderlup(C)	70,485	-	-	25,215	25,215
12234	Aged Housing Capital Improvements - Winderlup Court (City)(C)	24,420	49,000	49,000	49,000	49,000
		101,994	49,000	49,000	86,823	86,823
<b>Saltwater</b>						
10024	Performing Arts Convention Centre(C)	1,316	-	-	-	-
12471	BPACC - Construction(C)	6,119,752	5,726,952	5,726,952	11,453,899	11,453,899
12652	BPACC - Design of Structure / Professional Fees(C)	303,315	49,350	49,350	98,700	98,700
12779	BPACC - Contingency (C)	291,252	-	-	-	-
12780	BPACC - Landscaping (C)	472	-	-	-	-
12782	BPACC - Utility Costs (C)	16,313	-	-	-	-
12783	BPACC - IT Hardware & Software (C)	42,766	-	-	-	-
12916	BPACC - Construction(C)	-	-	-	550,000	550,000
12917	BPACC - Loose Furniture & Fittings(C)	982	-	-	250,000	250,000
12918	BPACC - Construction(C)	-	-	-	1,642,703	1,642,703
12919	BPACC - Construction - Funded Federal Government Grant(C)	-	-	-	2,799,000	2,799,000
12920	BPACC - Construction - Funded Loan(C)	-	-	-	6,500,000	6,500,000
12921	BPACC - Construction - Funded RA Unspent Loans(C)	-	-	-	7,187,000	7,187,000
12922	BPACC - Contingency - Funded RA Unspent Loans(C)	-	-	-	2,000,000	2,000,000
12923	BPACC - Design of Structure / Professional Fees - Funded (C)	-	-	-	670,000	670,000
12924	BPACC - Utility Costs - Funded RA Unspent Loans(C)	-	-	-	143,000	143,000
12925	BPACC - Construction - Funded Grant Community Program Pha(C)	-	-	-	1,923,000	1,923,000
12926	BPACC - Construction - Funded RIO Sponsorship(C)	-	-	-	250,000	250,000
12927	BPACC - Construction - Funded Building Asset Renewal Rese(C)	-	-	-	130,000	130,000
12928	BPACC - IT Hardware & Software - Funded Corporate IT Syst(C)	-	-	-	75,000	75,000
12929	BPACC - Landscaping - Funded Parks, Gardens & Reserve Res(C)	-	-	-	500,000	500,000
		6,776,168	5,776,302	5,776,302	36,172,302	36,172,302
10016	Civic and Administration Centre Minor Upgrades(C)	3,300	17,500	17,500	35,000	35,000
10585	BMRA Hangars(C)	-	303,790	303,790	303,790	303,790
10589	Airport Construction, Existing Terminal Upgrade(C)	260,199	-	-	287,000	287,000
10622	Bovell Construction of Change rooms(C)	49,451	72,394	72,394	72,394	72,394
10642	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	11,652	1,284,775	1,284,775	1,284,775	1,284,775
10688	Depot Washdown Facility Upgrades(C)	-	76,700	76,700	76,700	76,700
10788	GLC Building Improvements(C)	51,679	306,619	306,619	423,934	423,934
10789	GLC CCTV Installation(C)	-	-	25,000	-	50,000
10972	Churchill Park Renew Sports Lights(C)	215,392	188,252	188,252	188,252	188,252
12331	Smiths Beach New Public Toilet(C)	318	-	-	-	-
12400	Art Geo(C)	211	-	-	-	-
12429	Busselton Waste Transfer Station - Buildings(C)	811	-	-	-	-
12435	Dunsborough Youth Centre Building Construction(C)	43,973	36,147	36,147	36,147	36,147
12440	Energy Efficiency Initiatives (Various Buildings) (C)	31,814	79,258	79,258	133,234	133,234
12456	Bsn Jetty Tourist Park Home(C)	473	-	-	-	-
12457	Busselton Jetty Tourist Park Upgrade(C)	-	45,686	45,686	45,686	45,686
12510	Foreshore East-Youth Precinct Community Youth Building/SL(C)	196	-	-	-	-
12789	Busselton Library -Lighting Improvements(C)	1,689	-	4,612	-	9,224
12791	Naturaliste Community Centre Fire Indicator Panel Renewal(C)	4,965	15,000	15,000	30,000	30,000
12792	Dunsborough Hall - Asbestos Management Allocation (C)	205	8,500	8,500	17,000	17,000
12793	Bunker Bay Ablution - Improvements(C)	-	8,500	8,500	17,000	17,000
12795	Busselton Depot CCTV & Electronic Gate(C)	-	27,500	27,500	105,000	55,000
12796	Depot Training Room - Roof Renewal(C)	-	5,300	5,300	10,600	10,600
12797	Dunsborough Hall Renewals(C)	68	13,373	13,373	26,746	26,746
12798	High Street Hall (C)	-	3,000	3,000	6,000	6,000
12800	Old Courthouse and Jail Cells (C)	-	30,500	30,500	61,000	61,000
12801	Old Police Quarters - Roof Renewal(C)	-	30,000	30,000	60,000	60,000
12803	Seymour Park Toilets(C)	-	2,700	2,700	5,400	5,400
12804	Airport Terminal Building(C)	4,836	15,894	15,894	31,787	31,787
12868	Busselton Jetty Tourist Park - Replace Cabin 2 (C)	-	-	-	205,000	205,000
12869	Busselton Jetty Tourist Park - Renewal Works Park 1 Ablut(C)	-	-	-	46,120	46,120
12942	Asbestos Removal & Replacement(C)	-	16,500	16,500	33,000	33,000
		7,559,393	8,413,190	8,442,802	39,800,690	39,809,914
<b>Plant and Equipment</b>						
10700	Dunsborough Cemetery(C)	10,073	17,273	17,273	17,273	17,273
12870	Busselton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	-	-	-	35,000	35,000
12871	Busselton Jetty Tourist Park - Replace Stihl FS110 Brushc(C)	-	-	-	1,000	1,000
12872	Busselton Jetty Tourist Park - Battery Powered Mule(C)	-	-	-	35,000	35,000
12879	Plant Purchases (P11) - Spilt water heavy duty high pressur(C)	-	-	-	14,000	14,000
12880	Plant Purchases (P11) - Water Tank 4,500 LT with Pump & (C)	-	-	-	15,000	15,000
12881	Plant Purchases (P11) - HINO FD1024 Beavertail Truck (tur(C)	-	-	-	110,000	110,000

City of Busselton  
Capital Acquisition & Construction Report  
For Period Ended 31 December 2022

Project Code	Project Description	Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	Budget Original
		\$	\$	\$	\$	\$
12882	Plant Purchases (P11) - Isuzu NPR65-190 Single Cab (Turf (C)	-	-	-	90,000	90,000
12883	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	-	-	-	33,000	33,000
12884	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	-	-	-	33,000	33,000
12885	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	-	-	-	33,000	33,000
12886	Plant Purchases (P11) - Brush / Tree Chipper(C)	-	-	-	100,000	100,000
12887	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	-	-	-	20,000	20,000
12888	Plant Purchases (P12) - HINO FS2848 Tipper Truck (Constr/(C)	-	-	-	230,000	230,000
12889	Plant Purchases (P12) - Speed Display/VMB single axle tra(C)	-	-	-	25,000	25,000
12890	Plant Purchases (P12) - Caterpillar CS56 Rollwe (Constru(C)	-	-	-	180,000	180,000
12891	Plant Purchases (P12) - Ditchwitch Cable Locator(C)	-	-	-	8,000	8,000
12892	Plant Purchases (P12) - ISUZU FVZ1400 Tipper Truck (Const(C)	-	-	-	230,000	230,000
12893	Planning and Development Services - Replacement Complianc(C)	43,000	-	-	41,000	41,000
12894	Plan and Dev - Replacement Comp - Nissan X-trail(C)	-	-	-	35,000	35,000
12895	Engineering and Works Services - Replacement Asset Manag(C)	-	-	-	35,000	35,000
12896	Engineering and Works Services - Replacement Building Fac(C)	-	-	-	42,000	42,000
12897	Engineering and Works Services - Replacement Isuzu D-Max (C)	-	-	-	42,000	42,000
12898	Engineering and Works Services - Replacement Mitsubishi G(C)	-	-	-	42,000	42,000
12899	Engineering and Works Services - Replacement Isuzu D-Max (C)	-	-	-	42,000	42,000
12900	Engineering and Works Services - Replacement Toyota Hilux(C)	-	-	-	42,000	42,000
12901	Engineering and Works Services - Replacement Toyota Hilux(C)	-	-	-	42,000	42,000
12902	Finance and Corporate Services - Replacement Manager Gove(C)	-	-	-	40,000	40,000
12903	Finance and Corporate Services - Replacement IT Coordinat(C)	-	-	-	35,000	35,000
12904	Plant Purchases (P11) - Minor Plant (Capital)(C)	-	-	-	20,000	20,000
12905	Plant Purchases (P11) - Minor Plant (Non-Capital)(C)	-	-	-	40,000	40,000
12906	Plant Purchases (P12) - Minor Plant (Capital)(C)	-	-	-	15,000	15,000
12907	Plant Purchases (P12) - Minor Plant (Non-Capital)(C)	-	-	-	15,000	15,000
12908	Transport - Workshop - Minor Plant(C)	-	-	-	10,000	10,000
12909	Busselton Jetty - Replacement Stihl MS381 Chainsaw(C)	-	-	-	2,000	2,000
12910	Busselton Jetty - Replacement Honda EU20 Generator (Jetty(C)	-	-	-	3,000	3,000
12911	Waste Management - Replacement of Volvo FE320 6x4 Dual Co(C)	-	-	-	440,000	440,000
12912	Waste Management - Plant Replacement Grab bucket and atta(C)	-	-	-	30,000	30,000
12913	Waste Management - Plant Replacement Trailer for bin clea(C)	8,045	-	-	20,000	20,000
12914	Waste Management - Plant Replacement Minor (Capital)(C)	-	-	-	10,000	10,000
12915	Waste Management - Plant Replacement Minor (Non Capital)(C)	-	-	-	10,000	10,000
12930	Airport Operations - Replacement Ute - Airport Operations(C)	-	-	-	35,000	35,000
12931	Airport Operations - Replacement Deutz/able 75KVA Generat(C)	-	-	-	25,000	25,000
12932	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	-	-	-	30,000	30,000
12933	Airport Operations - Replacement Stihl FS94R CE Brushcut(C)	-	-	-	700	700
12934	Airport Operations - Replacement Bar Pertol 3000PSI Press(C)	-	-	-	1,500	1,500
12935	Airport Operations - Replacement Blower(C)	-	-	-	400	400
12948	Environmental Health Serv Admin-Health Ute(C)	-	-	-	42,000	42,000
14727	Baggage handling system injector belt(C)	-	-	-	55,000	55,000
14753	FLOODRITE 10,000L WATER TANK (CONST) REPL.P198111(C)	40,270	-	-	-	-
14763	FORD ESCAPE ST LINE 2WD (FLEET COOR) Repl.P194126(C)	34,128	-	-	-	-
14765	MITSUBISHI PAJERO SPORT 4X4 SUV REP P196110(C)	39,931	-	-	-	-
14766	NISSAN X-TRAIL AWD (EVENTS COORD) REP P192024(C)	36,642	-	-	-	-
14767	TOYOTA HILUX 4WD DUAL CAB UTILITY (RANGER SER)RepP196102(C)	53,364	-	-	-	-
14768	TOYOTA HILUX SR 4X4 DUAL CAB U (G STEWART) REPL.P196098(C)	49,508	-	-	-	-
14770	VOLVO FE320 6X4 RUBBISH COMPA Repl. P166020(C)	426,679	-	-	-	-
14805	TOYOTA RAV4 HYBRID 4X2 SUV (REP P194120)(C)	35,217	-	-	-	-
14818	Wheeled 20t excavator Inc. Accessories (C)	-	-	-	485,000	-
14819	Positrak (Cat 299) with Accessories (C)	-	-	-	250,000	-
14820	Trailer for Towing Positrak & Traffic Lights(C)	-	-	-	40,000	-
14821	Trailer Traffic Lights x 2 (and Sign Cones)(C)	-	-	-	45,000	-
14823	Bin Truck Replacement (Side Arm)(C)	-	-	-	440,000	-
		776,859	17,273	17,273	3,711,873	2,451,873
<b>Furniture and Equipment</b>						
10965	P&E - P&G Smart Technologies(C)	507	-	-	100,000	100,000
12876	ICT Services - Equipment & Software Purchases(C)	279,368	219,845	219,845	594,845	594,845
12878	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	-	-	-	20,000	20,000
12937	Community Resource Centre(C)	3,993	-	-	20,000	20,000
12938	YCAB (Youth Precinct Foreshore)(C)	-	-	-	5,091	5,091
12939	Administration Building- 2-16 Southern Drive(C)	3,550	-	-	15,000	15,000
12940	Depot Building-Busselton((C)	-	-	-	50,000	50,000
14729	Events Furniture & Equipment(C)	108,000	200,000	200,000	200,000	200,000
14730	Geographe Leisure Centre Fitness Equipment(C)	-	18,160	18,160	18,160	18,160
14731	Cultural Planning Furniture & Equipment(C)	40,578	25,568	25,568	25,568	25,568
14764	Christmas Decorations (C)	39,870	-	-	-	-
14824	Barnard Park New Hot Water System(C)	-	-	-	40,000	-
	Variance between PJ & GL	-	950	-	-	-
		474,917	463,573	463,573	1,088,664	1,048,664
<b>Roads Infrastructure ***</b>						
10610	Forth Street Groyne Carpark - Formalise and Seal(C)	24,271	-	-	-	-
10673	Peel & Queen Street Roundabout Service Relocation(C)	543	19,941	19,941	19,941	19,941
10760	Barnard Park East Foreshore Stage 2 Capital Works(C)	-	-	-	-	-
11135	Carey Street - Asphalt Overlay & Kerb(C)	356	-	-	-	-

City of Busselton  
Capital Acquisition & Construction Report  
For Period Ended 31 December 2022

Project Code	Project Description	Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	Budget Original
		\$	\$	\$	\$	\$
11145	Sayers Street Asphalt Overlay(C)	-	-	-	-	-
11149	Barracks Drive Spray Seal(C)	-	-	-	-	-
11150	Causeway Road - Molloy Street Intersection(C)	-	-	-	-	-
11151	Chapman Crescent Spray Seal(C)	1,373	-	-	-	-
11152	Donnelly Court Reseal(C)	180	-	-	-	-
11186	Jacka Road Resheet(C)	-	-	-	-	-
11193	Wilyabrup Road Resheet(C)	42,869	65,000	65,000	130,000	130,000
11199	Bussell Highway(C)	24,793	955,145	955,145	1,330,145	1,330,145
11204	Eastern Link - Busselton Traffic Study(C)	1,200	-	-	-	-
11207	Georgette Street Reconstruction(C)	-	-	-	-	-
11210	Ludlow-Hithergreen Stage 2 Reconstruct & Widen(C)	-	-	-	-	-
11980	Boallia Road Reconstruct and Widen(C)	-	-	-	-	-
11982	Cape Naturaliste Road - School Warden Crossing Upgrade(C)	249	-	-	-	-
11985	Causeway Road Duplication(C)	415	-	-	-	-
11987	Caves Road - Median Crossing(C)	-	17,960	17,960	17,960	17,960
11989	Chapman Hill Road(C)	154,394	381,951	381,951	381,951	381,951
11991	Commonage & Hayes Road intersection Safety works(C)	-	38,951	38,951	38,951	38,951
11996	Geographe Bay Road Quindalup(C)	-	-	-	-	-
11997	Gifford Road Reconstruction(C)	28,845	111,053	111,053	111,053	111,053
11998	Kaloorup Road(C)	60,730	79,690	79,690	79,690	79,690
11999	Kaloorup Road - Reconstruct and Seal Shoulders(C)	-	25,472	25,472	25,472	25,472
12000	Kaloorup Road (Stage 1)(C)	1,322	69,412	69,412	69,412	69,412
12005	Payne Road(C)	8,772	285,000	285,000	570,000	570,000
12006	Piggot Road - Second Coat Seal(C)	-	-	-	-	-
12007	Rendezvous Road Spray Seals(C)	7,772	-	75,000	-	150,000
12008	Road Safety Signage Infrastructure(C)	15,231	-	-	-	-
12009	Seascape Rise - Road Safety Upgrade(C)	3,400	-	-	-	-
12010	Sugarloaf Road(C)	743,786	751,509	751,509	751,509	751,509
12012	Wildwood Road(C)	232,672	-	-	540,000	-
12013	Wonnerup South Road(C)	88	-	-	-	-
12018	Yoongarillup Road - Second Coat Seal(C)	-	-	-	-	-
12444	Queen Street Upgrade - Duchess to Kent Street(C)	-	-	-	-	-
12446	Dunsborough Road Access Improvements Stage 1(C)	1,575	-	-	-	-
12570	O'Byrne Road(C)	64	-	-	-	-
12574	Cape Naturaliste Road(C)	790	-	-	-	-
12575	Smiths Beach Rd asphalt overlay between slk 0.22-0.62(C)	-	-	-	-	-
12591	Yoongarillup Road - Reconstruct Intersection at Vasse H/W(C)	-	-	-	-	-
12592	Eastern Link Shared Path & Environmental Offsets(C)	282	-	-	-	-
12602	Gale Street(C)	647	-	-	-	-
12603	Harris Road(C)	1,033	-	-	-	-
12604	Lindberg Road(C)	-	-	-	-	-
12605	Queen Elizabeth Avenue(C)	-	-	-	-	-
12606	Quininup Road(C)	-	-	-	-	-
12607	Wilyabrup Road(C)	470	-	-	-	-
12609	Geographe Bay Road - Gifford Road to Elmore Road(C)	291	-	-	-	-
12611	North Jindong Road(C)	3,220	-	-	770,000	-
12617	Bussell Highway - Norman Road Broadwater Intersection(C)	41	-	-	-	-
12620	Jasper Road(C)	713	-	-	-	-
12643	Vasse Yallingup Siding Road(C)	62	-	-	-	-
12645	Marine Terrace(C)	7,408	-	-	-	-
12672	Chapman Hill Road(C)	-	-	-	-	-
12676	Barracks Drive Reseal and Reconstruction(C)	-	-	-	-	-
12677	Cook Street Reseal(C)	69	-	-	-	-
12695	Kent Street(C)	744	-	-	-	-
12739	Tuart Drive(C)	-	-	-	-	-
12823	Ludlow-Hithergreen Second Coat Seal (C)	-	15,000	15,000	30,000	30,000
12824	Acton Park Road(C)	389	591,500	591,500	1,183,000	1,183,000
12825	Farquar Road Resheet(C)	48,386	37,500	37,500	75,000	75,000
12826	Glendon Road Resheet(C)	20,306	14,673	14,673	29,347	29,347
12827	Commonage Road(C)	800	140,000	140,000	280,000	280,000
12835	Ludlow-Hithergreen Road(C)	-	165,000	165,000	330,000	330,000
12836	Metricup(C)	6,091	60,000	60,000	120,000	120,000
12837	Pre-emptive Design Works (C)	14,908	25,000	25,000	50,000	50,000
12838	Queen Elizabeth Avenue(C)	5,264	345,000	345,000	690,000	690,000
12839	Seista Park Road(C)	-	-	99,000	-	198,000
12840	Sheens Road Apron(C)	-	4,000	4,000	8,000	8,000
12841	Strelly Street (C)	-	30,000	30,000	60,000	60,000
12842	Nuttman Road (C)	-	27,617	27,617	55,235	55,235
12851	Bussell Highway(C)	1,045	75,000	75,000	150,000	150,000
14817	Road Access Seal - Busselton Animal care facility(C)	-	-	-	50,000	-
		1,467,859	4,331,375	4,505,375	7,946,666	6,934,666
<b>Bridges Infrastructure ***</b>						
12377	Gale Road Bridge 3408A(C)	-	-	-	90,000	90,000
12379	Roy Road - Bridge Construction - Bridge 3373A(C)	-	-	-	87,000	87,000
12545	Layman Road Bridge - 3438(C)	-	-	-	234,000	234,000
		-	-	-	411,000	411,000

City of Busselton  
Capital Acquisition & Construction Report  
For Period Ended 31 December 2022

Project Code	Project Description	Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	Budget Original
		\$	\$	\$	\$	\$
<b>Car Parks Infrastructure ***</b>						
10606	Dunsborough Lakes Sporting Precinct (Stage 1) - Carparkin(C)	122,135	183,373	183,373	183,373	183,373
10607	Dunsborough Town Centre Carparking(C)	295	-	-	-	-
10608	Dunsborough Yacht Club Carpark(C)	1,503	-	-	-	-
12537	Geographe Bay Road - Milne Street (Parking Upgrade)(C)	11,326	-	-	-	-
12806	Margaret Street Beach Carpark(C)	-	-	55,844	-	111,687
14813	Geo Bay Road Carpark (10 bays East SLK 0.3 - 0.38)(C)	-	-	-	70,000	-
14815	Carpark Hotel Site 2(C)	-	-	-	230,000	-
		135,259	183,373	239,217	483,373	295,060
<b>Footpaths &amp; Cycleways Infrastructure ***</b>						
10698	Buayanyup Drain Shared Path(C)	3,206	49,446	49,446	49,446	49,446
10736	Arnup Drive Footpath Construction(C)	439	72,172	72,172	74,672	74,672
10741	Busselton CBD Footpath Renewal(C)	-	100,000	100,000	100,000	100,000
10742	Carey Street Footpath Construction(C)	8,559	135,862	135,862	271,724	271,724
10744	End of Trip Footpath Construction(C)	-	5,000	5,000	10,000	10,000
10746	Micro Brewery - Footpath and Landscaping(C)	42	-	-	-	-
10903	DAIP - Disability Access(C)	-	-	-	30,000	-
10960	Dunsborough Centennial Park Project(C)	-	-	99,384	-	99,384
11148	Webb Street(C)	771	-	-	-	-
11986	Causeway Road Shared Path(C)	1,088	194,455	194,455	320,000	194,455
12552	College Avenue(C)	566	-	-	-	-
12665	Estuary Waters Drive(C)	88	-	-	-	-
12727	Valley Road Footpath(C)	436	-	-	-	-
12731	Busselton Bypass - Fairway to Kangaroo Gully(C)	454	-	-	-	-
12733	Busselton Bypass - Country Road Footpath(C)	851	-	-	-	-
12816	Coastal Principled Shares Path (C)	1,800	72,282	103,167	72,288	206,333
12817	Prince Regent Drive (C)	-	70,500	70,500	141,000	141,000
12818	Kaloorup Road (C)	600	39,000	39,000	78,000	78,000
12877	Principle Shared Path (PSP) Development Approvals (C)	-	12,500	12,500	25,000	25,000
14814	Townscape Works Busselton(C)	-	-	-	100,000	-
		18,899	751,217	881,485	1,272,130	1,250,014
<b>Parks, Gardens and Reserves ***</b>						
<u>Coastal &amp; Boating</u>						
10613	Meelup Coastal Parking & Landscaping(C)	818	89,119	89,119	178,238	178,238
10643	Coastal Adaptation: Forth St (Stage 1)(C)	76	-	-	-	-
10645	Coastal Adaptation: Mitigation of Coastal Flooding (Drain)(C)	42,744	-	-	-	-
10777	Coastal Structures (West Busselton Seawall - Stage 2)(C)	57,684	146,560	146,560	146,560	146,560
12812	Coastal Adaptation : Forth St (Stage 2)(C)	-	62,500	62,500	125,000	125,000
12813	Coastal Adaptation : Dunsborough Dunnbay Road to Highview(C)	-	-	-	964,798	964,798
14737	Coastal Flood Risk Mitigation(C)	-	-	-	-	-
14738	Wave and Tide Sensor Monitoring Buoys(C)	46,175	-	-	-	-
12476	Abbey Boat Ramp Upgrade(C)	111	-	-	-	-
		147,607	298,179	298,179	1,414,596	1,414,596
<u>Townscapes</u>						
12267	Townscape Street Furniture Replacement - Busselton(C)	-	-	-	-	-
12333	Townscape Works Dunsborough(C)	1,658,846	1,298,490	1,298,490	1,748,490	1,298,490
		1,658,846	1,298,490	1,298,490	1,748,490	1,298,490
<u>Other P&amp;G Infrastructure</u>						
10674	Dunsborough Lakes Sporting Precinct - Outdoor Courts(C)	451,302	531,497	531,497	531,497	531,497
10675	Lou Weston Oval - Courts(C)	194	-	-	-	-
10762	Busselton Foreshore - Exercise Equipment(C)	2,606	-	-	-	-
10764	Dunsborough Foreshore Lighting(C)	24	-	-	-	-
10765	Foreshore Busselton - High Street to Carey Street(C)	3,002	5,000	5,000	10,000	10,000
10767	Port Geographe General Improvements/ Foreshore(C)	22,962	56,339	56,339	82,285	82,285
10820	Barnard East Landscaping(C)	155	-	-	-	-
10821	Barnard Park East Foreshore Landscaping(C)	17,203	-	-	-	-
10831	Rotary Park / War Memorial Relocation(C)	-	-	-	525,000	525,000
10852	RBFS Various Grant Applications(C)	20,818	31,800	31,800	31,800	31,800
10950	King Street Reserve - Park Upgrade (Coastal Node)(C)	82	-	-	-	-
10951	Mitchell Park Upgrade(C)	-	37,491	37,491	37,491	37,491
10952	Possum Park Barnard East Upgrade(C)	563	-	-	30,000	-
10953	Youth Skate Park(C)	-	5,000	5,000	10,000	10,000
10966	Provence SAR Area General Improvements to the Area(C)	-	20,000	20,000	20,000	20,000
10967	Shade Sail Program(C)	46,268	146,414	146,414	196,414	196,414
10969	Vasse SAR Area General Improvements to the Area(C)	55,938	75,000	75,000	150,000	150,000
11033	Dunsborough Nature Based Playground(C)	259	-	-	-	-
11034	Dunsborough Non-Potable Water Network(C)	9,940	90,784	90,784	90,784	90,784
11035	Park Furniture Replacement - Replace aged & unsafe Equip(C)	-	15,000	15,000	30,000	30,000
11036	Playgrounds General - Replacement of playground equipment(C)	3,508	87,500	87,500	175,000	175,000
11109	BBQ Placement and Replacement(C)	-	7,500	7,500	15,000	15,000
11122	Tulloh St (Geographe Bay Road) - POS Upgrade(C)	238	-	-	-	-
12251	Cricket Wicket Renewal(C)	-	19,615	19,615	39,230	39,230
12382	Rails to Trails - Continuation of Implementation Plan(C)	2,560	88,243	88,243	88,243	88,243
12401	Barnard East Underground Power(C)	2,508	-	-	-	-



City of Busselton  
Capital Acquisition & Construction Report  
For Period Ended 31 December 2022

Project Code	Project Description	Actual YTD	Amended Budget YTD	Original Budget YTD	Amended Budget	Budget Original
		\$	\$	\$	\$	\$
12402	Bovell - Connection of Services(C)	87,702	90,902	90,902	90,902	90,902
12407	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	11,210	594,983	594,983	594,983	594,983
12523	Beach Access Improvements(C)	3,910	-	-	-	-
12526	Beach Access Improvements(C)	35,468	17,500	17,500	35,000	35,000
12530	Busselton Foreshore Jetty Precinct(C)	617	-	-	-	-
12697	Dunsborough Beach Enclosure Net Replacement(C)	195	-	-	-	-
12703	Elijah Circle POS(C)	614	-	-	-	-
12810	Churchill Park Main Oval redevelopment(C)	5,653	-	84,066	-	168,132
12819	Beach Enclosures(C)	4,023	-	-	100,491	100,491
12820	Bird Crescent Dunsborough POS- improvements(C)	-	5,500	5,500	11,000	11,000
12821	Churchill Park - Main Oval Renewal (C)	-	-	222,279	-	444,558
12846	Mitchell Park Landscape Upgrade Stage 2(C)	-	-	-	150,000	150,000
12849	Sport Oval Lighting - Vasse Ovals(C)	14,810	337,500	337,500	475,000	475,000
12850	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	-	-	-	105,165	105,165
14806	Asphalt Process Pad at BTS for Vasse River Acid S soils(C)	35,517	-	-	-	-
14816	Carpark Hotel Site 2 Land Scaping(C)	-	-	-	150,000	-
		2,646,300	3,860,236	4,166,581	6,938,371	6,921,061
<b>Waste Services</b>						
12420	Vidler Road Waste Site Capital Improvements(C)	0	28,955	28,955	28,955	28,955
12421	City Lined Landfill Stage 2 - Preliminary Works(C)	556,980	-	-	1,950,000	1,950,000
12425	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	10,568	-	-	2,000,000	2,000,000
12428	Re-use shop Busselton Transfer Station(C)	12,449	158,375	158,375	550,000	308,375
12844	Dunsborough Landfill - Washdown Bay(C)	-	-	-	150,000	150,000
		579,996	187,330	187,330	4,678,955	4,437,330
<b>Jetty Infrastructure ***</b>						
10818	Busselton Jetty - Capital Expenditure(C) Variance between PJ & GL	193,045 532	140,316	140,316	480,632	280,632
		193,577	140,316	140,316	480,632	280,632
<b>Drainage Infrastructure ***</b>						
10691	Busselton LIA - Geocatch Drain Partnership WSUD Improveme(C)	-	-	-	30,000	30,000
10692	Carey Street Drainage Upgrade(C)	1,241	110,185	110,185	220,369	220,369
12814	High View Road Drainage Works(C)	95,931	110,780	110,780	221,559	221,559
12815	North Street Drainage Works(C)	1,907	116,528	116,528	233,056	233,056
		99,079	337,492	337,492	704,984	704,984
<b>Regional Airport and Industrial Park ***</b>						
10583	Airport Construction Stage 2, Airfield(C)	995,802	-	-	1,350,000	1,350,000
10590	Airport Development - Project Expenses(C)	848	-	-	10,410	10,410
12941	Airport - Buildings(C)	1,197	2,500	2,500	5,000	5,000
		997,847	2,500	2,500	1,365,410	1,365,410
<b>Sub-Total Infrastructure ***</b>		<b>6,138,814</b>	<b>9,793,839</b>	<b>10,460,296</b>	<b>24,281,521</b>	<b>22,600,157</b>
<b>Grand Total</b>		<b>14,949,983</b>	<b>18,687,875</b>	<b>19,383,944</b>	<b>69,432,748</b>	<b>66,460,608</b>

**City of Bussetlon**  
**Reserve Movements**  
**For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1001 - Airport Existing Terminal Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(323,125)	(323,125)	(323,125)	(323,125)	(323,125)
10904	Interest Earned	Other General Purpose Funding(O)	(4,753)	(3,683)	(7,381)	(3,683)	(7,381)
10027	Transfer To Reserve	Asset Management Administration(O)	(66,810)	(66,810)	(133,619)	(66,810)	(133,619)
12804	Transfer From Reserve	Airport Terminal Building(C)	0	0	31,787	0	31,787
12941	Transfer From Reserve	Airport Operations - Buildings(C)	0	0	5,000	0	5,000
<i>Airport Existing Terminal Building Reserve Closing Balance</i>			<b>(394,688)</b>	<b>(393,617)</b>	<b>(427,338)</b>	<b>(393,617)</b>	<b>(427,338)</b>
<b>1003 - Airport Marketing &amp; Incentive Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(6,385,898)	(6,385,898)	(6,385,898)	(6,385,898)	(6,385,898)
10904	Interest Earned	Other General Purpose Funding(O)	(84,013)	(62,010)	(124,024)	(62,010)	(124,024)
10594	Transfer To Reserve	Airport Operations(O)	(153,846)	(153,846)	(307,694)	(153,846)	(307,694)
10594	Transfer From Reserve	Airport Operations(O)	0	0	3,349,358	0	3,349,358
<i>Airport Marketing &amp; Incentive Reserve Closing Balance</i>			<b>(6,623,757)</b>	<b>(6,601,755)</b>	<b>(3,468,258)</b>	<b>(6,601,755)</b>	<b>(3,468,258)</b>
<b>1005 - Barnard Park Sports Pavilion Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(105,990)	(105,990)	(105,990)	(105,990)	(105,990)
10904	Interest Earned	Other General Purpose Funding(O)	(1,530)	(1,084)	(2,181)	(1,084)	(2,181)
10027	Transfer To Reserve	Asset Management Administration(O)	(18,330)	(18,330)	(36,658)	(18,330)	(36,658)
14824	Transfer From Reserve	Barnard Park New Hot Water System(C)	0	0	0	0	40,000
<i>Barnard Park Sports Pavilion Building Reserve Closing Balance</i>			<b>(125,849)</b>	<b>(125,404)</b>	<b>(144,829)</b>	<b>(125,404)</b>	<b>(104,829)</b>
<b>1006 - Building Asset Renewal Reserve Fund - General Buildings</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(2,691,453)	(2,691,453)	(2,691,453)	(2,691,453)	(2,691,453)
10904	Interest Earned	Other General Purpose Funding(O)	(38,380)	(23,705)	(47,425)	(23,705)	(47,425)
10027	Transfer To Reserve	Asset Management Administration(O)	(433,212)	(433,212)	(866,428)	(433,212)	(866,428)
10175	Transfer From Reserve	Yallingup Hall(O)	0	0	0	0	10,000
11801	Transfer From Reserve	Old Butter Factory(O)	0	0	0	0	26,000
12792	Transfer From Reserve	Dunsborough Hall - Asbestos Management Allocation (C)	0	0	17,000	0	17,000
12793	Transfer From Reserve	Bunker Bay Ablution - Improvements(C)	0	0	17,000	0	17,000
12794	Transfer From Reserve	Bussetlon Depot: Workshop (O)	0	0	30,000	0	30,000
12795	Transfer From Reserve	Bussetlon Depot CCTV & Electronic Gate(C)	0	0	55,000	0	55,000
12796	Transfer From Reserve	Depot Training Room - Roof Renewal(C)	0	0	10,600	0	10,600
12797	Transfer From Reserve	Dunsborough Hall Renewals(C)	0	0	26,746	0	26,746
12798	Transfer From Reserve	High Street Hall (C)	0	0	6,000	0	6,000
12799	Transfer From Reserve	High Street Hall - Roof Repairs(O)	0	0	12,000	0	12,000
12800	Transfer From Reserve	Old Courthouse and Jail Cells (C)	0	0	61,000	0	61,000
12801	Transfer From Reserve	Old Police Quarters - Roof Renewal(C)	0	0	60,000	0	60,000
12802	Transfer From Reserve	Old Police Quarters - Re-putty windows and Paint(O)	0	0	5,000	0	5,000
12803	Transfer From Reserve	Seymour Park Toilets(C)	0	0	5,400	0	5,400
12927	Transfer From Reserve	BPACC - Construction - Funded Building Asset Renewal Rese(C)	0	0	130,000	0	130,000
12942	Transfer From Reserve	Asbestos Removal & Replacement(C)	0	0	33,000	0	33,000
12943	Transfer From Reserve	Bay View Cres-Toilets(O)	0	0	9,500	0	9,500
12944	Transfer From Reserve	Bowell-Toilets & Change Rooms(O)	0	0	25,000	0	25,000
12945	Transfer From Reserve	Bunker Bay - Toilet(O)	0	0	5,600	0	5,600
12946	Transfer From Reserve	Seymour Park Toilet(O)	0	0	15,000	0	15,000
12947	Transfer From Reserve	Old Court House(O)	0	0	15,000	0	15,000
<i>Building Asset Renewal Reserve Fund - General Buildings Closing Balance</i>			<b>(3,163,045)</b>	<b>(3,148,370)</b>	<b>(3,066,460)</b>	<b>(3,148,370)</b>	<b>(3,030,460)</b>
<b>1007 - Bussetlon Area Drainage and Waterways Improvement Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(130,608)	(130,608)	(130,608)	(130,608)	(130,608)
10904	Interest Earned	Other General Purpose Funding(O)	(1,281)	(673)	(1,362)	(673)	(1,362)
<i>Bussetlon Area Drainage and Waterways Improvement Reserve Closing Balance</i>			<b>(131,889)</b>	<b>(131,281)</b>	<b>(131,970)</b>	<b>(131,281)</b>	<b>(131,970)</b>
<b>1008 - Bussetlon Community Resource Centre Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(422,705)	(422,705)	(422,705)	(422,705)	(422,705)
10904	Interest Earned	Other General Purpose Funding(O)	(5,919)	(4,487)	(8,983)	(4,487)	(8,983)
10027	Transfer To Reserve	Asset Management Administration(O)	(52,392)	(52,392)	(104,779)	(52,392)	(104,779)
12937	Transfer From Reserve	Community Resource Centre(C)	0	0	20,000	0	20,000
<i>Bussetlon Community Resource Centre Reserve Closing Balance</i>			<b>(481,016)</b>	<b>(479,584)</b>	<b>(516,467)</b>	<b>(479,584)</b>	<b>(516,467)</b>
<b>1009 - Bussetlon Foreshore Maintenance Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(12,690)	(12,690)	(12,690)	(12,690)	(12,690)
10904	Interest Earned	Other General Purpose Funding(O)	(165)	(150)	(296)	(150)	(296)
<i>Bussetlon Foreshore Maintenance Reserve Closing Balance</i>			<b>(12,855)</b>	<b>(12,840)</b>	<b>(12,986)</b>	<b>(12,840)</b>	<b>(12,986)</b>
<b>1010 - Bussetlon Jetty Tourist Park Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,241,104)	(1,241,104)	(1,241,104)	(1,241,104)	(1,241,104)
10904	Interest Earned	Other General Purpose Funding(O)	(18,323)	(9,123)	(18,237)	(9,123)	(18,237)
10297	Transfer To Reserve	Bussetlon Jetty Tourist Park(O)	(202,394)	(202,394)	(404,788)	(202,394)	(404,788)
10297	Transfer From Reserve	Bussetlon Jetty Tourist Park(O)	0	0	170,367	0	170,367
12457	Transfer From Reserve	Bussetlon Jetty Tourist Park Upgrade(C)	0	0	45,686	0	45,686
12805	Transfer From Reserve	Bussetlon Jetty Tourist Park Upgrade(O)	0	0	25,000	0	25,000
12868	Transfer From Reserve	Bussetlon Jetty Tourist Park - Replace Cabin 2 (C)	0	0	205,000	0	205,000
12869	Transfer From Reserve	Bussetlon Jetty Tourist Park - Renewal Works Park 1 Ablut(C)	0	0	46,120	0	46,120
12870	Transfer From Reserve	Bussetlon Jetty Tourist Park - Replace Holden Colorado 4x4(C)	0	0	25,430	0	25,430
12871	Transfer From Reserve	Bussetlon Jetty Tourist Park - Replace Stihl FS110 Brushc(C)	0	0	1,000	0	1,000
12872	Transfer From Reserve	Bussetlon Jetty Tourist Park - Battery Powered Mule(C)	0	0	35,000	0	35,000
<i>Bussetlon Jetty Tourist Park Reserve Closing Balance</i>			<b>(1,461,821)</b>	<b>(1,452,621)</b>	<b>(1,110,526)</b>	<b>(1,452,621)</b>	<b>(1,110,526)</b>
<b>1011 - Bussetlon Library Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(88,925)	(88,925)	(88,925)	(88,925)	(88,925)
10904	Interest Earned	Other General Purpose Funding(O)	(1,422)	(935)	(1,879)	(935)	(1,879)
10027	Transfer To Reserve	Asset Management Administration(O)	(31,056)	(31,056)	(62,114)	(31,056)	(62,114)
12789	Transfer From Reserve	Bussetlon Library -Lighting Improvements(C)	0	0	9,224	0	9,224
<i>Bussetlon Library Building Reserve Closing Balance</i>			<b>(121,404)</b>	<b>(120,916)</b>	<b>(143,694)</b>	<b>(120,916)</b>	<b>(152,918)</b>
<b>1012 - CBD Enhancement Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,333,421)	(1,333,421)	(1,333,421)	(1,333,421)	(1,333,421)
10904	Interest Earned	Other General Purpose Funding(O)	(17,475)	(3,720)	(7,422)	(3,720)	(7,422)
10438	Transfer To Reserve	Fire Station Surrounds(O)	(28,242)	(28,242)	(56,478)	(28,242)	(56,478)
12333	Transfer From Reserve	Townscape Works Dunsborough(C)	0	0	1,298,490	0	1,297,321
<i>CBD Enhancement Reserve Closing Balance</i>			<b>(1,379,138)</b>	<b>(1,365,384)</b>	<b>(98,831)</b>	<b>(1,365,384)</b>	<b>(0)</b>

**City of Busseton  
Reserve Movements  
For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1013 - Cemetery Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(242,001)	(242,001)	(242,001)	(242,001)	(242,001)
10904	Interest Earned	Other General Purpose Funding(O)	(3,730)	(897)	(1,810)	(897)	(1,810)
10157	Transfer To Reserve	Busseton Cemetery(O)	(59,502)	(59,502)	(119,000)	(59,502)	(119,000)
10158	Transfer From Reserve	Dunsborough Cemetery(O)	0	0	17,273	0	17,273
12807	Transfer From Reserve	Pioneer Cemetery - Implement Conservation Plan (Reserve (O)	0	0	20,757	0	20,757
12808	Transfer From Reserve	Dunsborough Cemetery (Reserve Funded)(O)	0	0	20,757	0	20,757
12809	Transfer From Reserve	Memorial Relocation(O)	0	0	50,000	0	50,000
		<i>Cemetery Reserve Closing Balance</i>	<b>(305,233)</b>	<b>(302,401)</b>	<b>(254,024)</b>	<b>(302,401)</b>	<b>(254,024)</b>
<b>1014 - City Car Parking and Access Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,213,889)	(1,213,889)	(1,213,889)	(1,213,889)	(1,213,889)
10904	Interest Earned	Other General Purpose Funding(O)	(16,351)	(8,319)	(16,626)	(8,319)	(16,626)
10027	Transfer To Reserve	Asset Management Administration(O)	(82,566)	(82,566)	(165,137)	(82,566)	(165,137)
10904	Transfer To Reserve	Close Debt Reserve and Transfer Balance to City Car Parking Reserve (Council Meet	0	0	0	0	(104,773)
12806	Transfer From Reserve	Margaret Street Beach Carpark(C)	0	0	111,687	0	0
14815	Transfer From Reserve	Carpark Hotel Site 2(C )	0	0	0	0	230,000
		<i>City Car Parking and Access Reserve Closing Balance</i>	<b>(1,312,806)</b>	<b>(1,304,774)</b>	<b>(1,283,965)</b>	<b>(1,304,774)</b>	<b>(1,270,425)</b>
<b>1015 - Civic and Administration Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(497,009)	(497,009)	(497,009)	(497,009)	(497,009)
10904	Interest Earned	Other General Purpose Funding(O)	(8,215)	(4,636)	(9,279)	(4,636)	(9,279)
10027	Transfer To Reserve	Asset Management Administration(O)	(216,924)	(216,924)	(433,850)	(216,924)	(433,850)
10016	Transfer From Reserve	Civic and Administration Centre Minor Upgrades(C)	0	0	35,000	0	35,000
12790	Transfer From Reserve	Administration Building - 2-16 Southern Drive - Major Main(O)	0	0	65,000	0	65,000
		<i>Civic and Administration Building Reserve Closing Balance</i>	<b>(722,148)</b>	<b>(718,569)</b>	<b>(840,138)</b>	<b>(718,569)</b>	<b>(840,138)</b>
<b>1016 - Coastal and Climate Adaptation Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(566,908)	(566,908)	(566,908)	(566,908)	(566,908)
10904	Interest Earned	Other General Purpose Funding(O)	(11,397)	(1,440)	(2,882)	(1,440)	(2,882)
10027	Transfer To Reserve	Asset Management Administration(O)	(550,452)	(550,452)	(1,100,911)	(550,452)	(1,100,911)
10180	Transfer To Reserve	Locke Estate(O)	(31,998)	(31,998)	(64,000)	(31,998)	(64,000)
10705	Transfer From Reserve	Engineering Services Administration(O)	0	0	133,380	0	133,380
10777	Transfer From Reserve	Coastal Structures (West Busseton Seawall - Stage 2)(C)	0	0	146,560	0	146,560
11034	Transfer From Reserve	Dunsborough Non-Potable Water Network(C)	0	0	45,392	0	45,392
12811	Transfer From Reserve	Sand Re-Nourishment(O)	0	0	100,000	0	100,000
12812	Transfer From Reserve	Coastal Adaptation : Forth St (Stage 2)(C)	0	0	125,000	0	125,000
12813	Transfer From Reserve	Coastal Adaptation : Dunsborough Dunmabay Road to Highview(C)	0	0	783,750	0	783,750
12873	Transfer From Reserve	Coast Protection - Beach Monitoring Program(O)	0	0	51,250	0	51,250
12874	Transfer From Reserve	Coastal Protection - Busseton Jetty Wave Monitoring(O)	0	0	60,000	0	60,000
12875	Transfer From Reserve	Coastal Protection - Coastal Structures Inspections and R(O)	0	0	30,000	0	30,000
		<i>Coastal and Climate Adaptation Reserve Closing Balance</i>	<b>(1,160,756)</b>	<b>(1,150,798)</b>	<b>(259,370)</b>	<b>(1,150,798)</b>	<b>(259,370)</b>
<b>1017 - Commonage Community Facilities Dunsborough Lakes SR</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(74,507)	(74,507)	(74,507)	(74,507)	(74,507)
10904	Interest Earned	Other General Purpose Funding(O)	(962)	(879)	(1,739)	(879)	(1,739)
		<i>Commonage Community Facilities Dunsborough Lakes SR Closing Balance</i>	<b>(75,468)</b>	<b>(75,385)</b>	<b>(76,245)</b>	<b>(75,385)</b>	<b>(76,245)</b>
<b>1018 - Commonage Community Facilities South Biddle Precinct Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(908,566)	(908,566)	(908,566)	(908,566)	(908,566)
10904	Interest Earned	Other General Purpose Funding(O)	(11,729)	(10,600)	(21,197)	(10,600)	(21,197)
		<i>Commonage Community Facilities South Biddle Precinct Reserve Closing Balance</i>	<b>(920,295)</b>	<b>(919,166)</b>	<b>(929,763)</b>	<b>(919,166)</b>	<b>(929,763)</b>
<b>1019 - Commonage Precinct Bushfire Facilities Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(58,746)	(58,746)	(58,746)	(58,746)	(58,746)
10904	Interest Earned	Other General Purpose Funding(O)	(758)	(692)	(1,371)	(692)	(1,371)
		<i>Commonage Precinct Bushfire Facilities Reserve Closing Balance</i>	<b>(59,505)</b>	<b>(59,438)</b>	<b>(60,117)</b>	<b>(59,438)</b>	<b>(60,117)</b>
<b>1020 - Commonage Precinct Infrastructure Road Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(817)	(817)	(817)	(817)	(817)
10904	Interest Earned	Other General Purpose Funding(O)	(10)	(19)	(19)	(19)	(19)
		<i>Commonage Precinct Infrastructure Road Reserve Closing Balance</i>	<b>(827)</b>	<b>(836)</b>	<b>(836)</b>	<b>(836)</b>	<b>(836)</b>
<b>1021 - Community Facilities - Airport North</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(3,176,663)	(3,176,663)	(3,176,663)	(3,176,663)	(3,176,663)
10904	Interest Earned	Other General Purpose Funding(O)	(41,508)	(38,380)	(76,761)	(38,380)	(76,761)
11026	Transfer To Reserve	Planning Administration(O)	0	(57,906)	(115,809)	(57,906)	(115,809)
		<i>Community Facilities - Airport North Closing Balance</i>	<b>(3,218,171)</b>	<b>(3,272,949)</b>	<b>(3,369,232)</b>	<b>(3,272,949)</b>	<b>(3,369,232)</b>
<b>1022 - Community Facilities - Broadwater</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(197,732)	(197,732)	(197,732)	(197,732)	(197,732)
10904	Interest Earned	Other General Purpose Funding(O)	(38,684)	(2,356)	(4,696)	(2,356)	(4,696)
11026	Transfer To Reserve	Planning Administration(O)	0	(7,932)	(15,866)	(7,932)	(15,866)
		<i>Community Facilities - Broadwater Closing Balance</i>	<b>(236,416)</b>	<b>(208,019)</b>	<b>(218,293)</b>	<b>(208,019)</b>	<b>(218,293)</b>
<b>1023 - Community Facilities - Busseton</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(71,708)	(75,058)	(75,058)	(75,058)	(75,058)
10904	Interest Earned	Other General Purpose Funding(O)	(23,484)	(710)	(1,427)	(710)	(1,427)
11026	Transfer To Reserve	Planning Administration(O)	0	(10,782)	(21,558)	(10,782)	(21,558)
		<i>Community Facilities - Busseton Closing Balance</i>	<b>(95,192)</b>	<b>(86,551)</b>	<b>(98,043)</b>	<b>(86,551)</b>	<b>(98,043)</b>

**City of Busselton**  
**Reserve Movements**  
**For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1024 - Community Facilities - City District</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,083,901)	(1,116,044)	(1,116,044)	(1,116,044)	(1,116,044)
10904	Interest Earned	Other General Purpose Funding(O)	(17,692)	(7,927)	(15,862)	(7,927)	(15,862)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(132,448)	0	0	0	0
11026	Transfer To Reserve	Planning Administration(O)	0	(225,000)	(450,000)	(225,000)	(450,000)
10972	Transfer From Reserve	Churchill Park Renew Sports Lights(C)	0	0	11,831	0	11,831
12849	Transfer From Reserve	Sport Oval Lighting - Vasse Ovals(C)	0	0	100,000	0	100,000
12850	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	0	0	105,165	0	105,165
12916	Transfer From Reserve	BPACC - Construction(C)	0	0	550,000	0	550,000
<i>Community Facilities - City District Closing Balance</i>			<b>(1,234,040)</b>	<b>(1,348,970)</b>	<b>(814,910)</b>	<b>(1,348,970)</b>	<b>(814,910)</b>
<b>1025 - Community Facilities - Dunsborough</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(465,445)	(465,445)	(465,445)	(465,445)	(465,445)
10904	Interest Earned	Other General Purpose Funding(O)	(45,812)	(3,029)	(6,038)	(3,029)	(6,038)
11026	Transfer To Reserve	Planning Administration(O)	0	(17,076)	(34,155)	(17,076)	(34,155)
<i>Community Facilities - Dunsborough Closing Balance</i>			<b>(511,257)</b>	<b>(485,550)</b>	<b>(505,638)</b>	<b>(485,550)</b>	<b>(505,638)</b>
<b>1026 - Community Facilities - Dunsborough Lakes</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(712,436)	(712,436)	(712,436)	(712,436)	(712,436)
10904	Interest Earned	Other General Purpose Funding(O)	(8,901)	(75)	(165)	(75)	(165)
10606	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1) - Carparkin(C)	0	0	0	0	0
<i>Community Facilities - Dunsborough Lakes Closing Balance</i>			<b>(721,336)</b>	<b>(712,510)</b>	<b>(289,490)</b>	<b>(712,510)</b>	<b>(289,490)</b>
<b>1027 - Community Facilities - Geographe</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(137,435)	(139,274)	(139,274)	(139,274)	(139,274)
10904	Interest Earned	Other General Purpose Funding(O)	(1,882)	(1,458)	(2,913)	(1,458)	(2,913)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(1,458)	0	0	0	0
11026	Transfer To Reserve	Planning Administration(O)	0	(5,316)	(10,637)	(5,316)	(10,637)
<i>Community Facilities - Geographe Closing Balance</i>			<b>(140,775)</b>	<b>(146,048)</b>	<b>(152,824)</b>	<b>(146,048)</b>	<b>(152,824)</b>
<b>1028 - Community Facilities - Port Geographe</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(352,422)	(352,422)	(352,422)	(352,422)	(352,422)
10904	Interest Earned	Other General Purpose Funding(O)	(4,550)	(4,113)	(8,223)	(4,113)	(8,223)
<i>Community Facilities - Port Geographe Closing Balance</i>			<b>(356,971)</b>	<b>(356,534)</b>	<b>(360,644)</b>	<b>(356,534)</b>	<b>(360,644)</b>
<b>1029 - Community Facilities - Vasse</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(175,154)	(175,154)	(175,154)	(175,154)	(175,154)
10904	Interest Earned	Other General Purpose Funding(O)	(2,291)	(4,281)	(8,575)	(4,281)	(8,575)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(2,888)	0	0	0	0
12849	Transfer From Reserve	Sport Oval Lighting - Vasse Ovals(C)	0	0	275,000	0	275,000
<i>Community Facilities - Vasse Closing Balance</i>			<b>(180,333)</b>	<b>(179,435)</b>	<b>91,272</b>	<b>(179,435)</b>	<b>91,272</b>
<b>1030 - Corporate IT Systems Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(378,520)	(378,520)	(378,520)	(378,520)	(378,520)
10904	Interest Earned	Other General Purpose Funding(O)	(5,466)	(4,001)	(7,998)	(4,001)	(7,998)
10027	Transfer To Reserve	Asset Management Administration(O)	(68,808)	(68,808)	(137,614)	(68,808)	(137,614)
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	0	0	375,000	0	375,000
12928	Transfer From Reserve	BPACC - IT Hardware & Software - Funded Corporate IT Syst(C)	0	0	75,000	0	75,000
<i>Corporate IT Systems Reserve Closing Balance</i>			<b>(452,794)</b>	<b>(451,329)</b>	<b>(74,132)</b>	<b>(451,329)</b>	<b>(74,132)</b>
<b>1031 - Debt Default Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(102,371)	(102,371)	(102,371)	(102,371)	(102,371)
10904	Interest Earned	Other General Purpose Funding(O)	(1,322)	(1,196)	(2,402)	(1,196)	(2,402)
10904	Transfer From Reserve	Close Debt Reserve and Transfer Balance to City Car Parking Reserve (Council Meet	0	0	0	0	104,773
<i>Debt Default Reserve Closing Balance</i>			<b>(103,693)</b>	<b>(103,568)</b>	<b>(104,773)</b>	<b>(103,568)</b>	<b>0</b>
<b>1032 - Election, Value and Corporate Expense Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(254,330)	(254,330)	(254,330)	(254,330)	(254,330)
10904	Interest Earned	Other General Purpose Funding(O)	(3,311)	(2,561)	(5,104)	(2,561)	(5,104)
10830	Transfer To Reserve	Members of Council(O)	(71,820)	(71,820)	(143,640)	(71,820)	(143,640)
11126	Transfer From Reserve	Rates Administration(O)	0	0	80,000	0	80,000
<i>Election, Value and Corporate Expense Reserve Closing Balance</i>			<b>(329,461)</b>	<b>(328,711)</b>	<b>(323,074)</b>	<b>(328,711)</b>	<b>(323,074)</b>
<b>1033 - Emergency Disaster Recovery Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(74,954)	(74,954)	(74,954)	(74,954)	(74,954)
10904	Interest Earned	Other General Purpose Funding(O)	(979)	(1,589)	(3,163)	(1,589)	(3,163)
10007	Transfer To Reserve	Emergency Contingency Costs (Other)(O)	(10,002)	(10,002)	(20,000)	0	(20,000)
<i>Emergency Disaster Recovery Reserve Closing Balance</i>			<b>(85,936)</b>	<b>(86,546)</b>	<b>(98,117)</b>	<b>(86,546)</b>	<b>(98,117)</b>
<b>1034 - Energy Sustainability Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(168,407)	(168,407)	(168,407)	(168,407)	(168,407)
10904	Interest Earned	Other General Purpose Funding(O)	(2,571)	(1,664)	(3,334)	(1,664)	(3,334)
12440	Transfer To Reserve	Energy Efficiency Initiatives (Various Buildings) (C)	(53,898)	(53,898)	(107,793)	(53,898)	(107,793)
12440	Transfer From Reserve	Energy Efficiency Initiatives (Various Buildings) (C)	0	0	133,234	0	133,234
<i>Energy Sustainability Reserve Closing Balance</i>			<b>(224,876)</b>	<b>(223,968)</b>	<b>(146,299)</b>	<b>(223,968)</b>	<b>(146,299)</b>

**City of Bussetton  
Reserve Movements  
For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1035 - Footpath and Cycleways Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,246,636)	(1,246,636)	(1,246,636)	(1,246,636)	(1,246,636)
10904	Interest Earned	Other General Purpose Funding(O)	(21,413)	(2,711)	(5,421)	(2,711)	(5,421)
10027	Transfer To Reserve	Asset Management Administration(O)	(638,526)	(638,526)	(1,277,057)	(638,526)	(1,277,057)
10698	Transfer From Reserve	Buayanyup Drain Shared Path(C)	0	0	31,897	0	31,897
10736	Transfer From Reserve	Arnpup Drive Footpath Construction(C)	0	0	74,672	0	74,672
10741	Transfer From Reserve	Bussetton CBD Footpath Renewal(C)	0	0	100,000	0	100,000
10742	Transfer From Reserve	Carey Street Footpath Construction(C)	0	0	271,724	0	271,724
10744	Transfer From Reserve	End of Trip Footpath Construction(C)	0	0	10,000	0	10,000
10903	Transfer From Reserve	DAIP - Disability Access(C)	0	0	0	0	30,000
10960	Transfer From Reserve	Dunsborough Centennial Park Project(C)	0	0	99,384	(99,384)	0
11986	Transfer From Reserve	Causeway Road Shared Path(C)	0	0	95,955	0	160,000
12382	Transfer From Reserve	Rails to Trails - Continuation of Implementation Plan(C)	0	0	88,243	0	88,243
12816	Transfer From Reserve	Coastal Principled Shares Path (C)	0	0	206,333	0	72,288
12817	Transfer From Reserve	Prince Regent Drive (C)	0	0	141,000	0	141,000
12818	Transfer From Reserve	Kaloonup Road (C)	0	0	78,000	0	78,000
12877	Transfer From Reserve	Principle Shared Path (PSP) Development Approvals (C)	0	0	25,000	0	25,000
14813	Transfer From Reserve	Geo Bay Road Carpark (10 bays East SLK 0.3 - 0.38)(C)	0	0	0	0	70,000
14814	Transfer From Reserve	Townscape Works Bussetton(C)	0	0	0	0	100,000
<i>Footpath and Cycleways Reserve Closing Balance</i>			(1,906,575)	(1,887,873)	(1,306,906)	(1,987,257)	(1,276,290)
<b>1036 - Furniture and Equipment Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(516,181)	(516,181)	(516,181)	(516,181)	(516,181)
10904	Interest Earned	Other General Purpose Funding(O)	(7,054)	(3,384)	(6,752)	(3,384)	(6,752)
10027	Transfer To Reserve	Asset Management Administration(O)	(55,044)	(55,044)	(110,091)	(55,044)	(110,091)
10461	Transfer From Reserve	Geographe Leisure Centre(O)	0	0	0	0	0
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	0	0	219,845	0	219,845
12878	Transfer From Reserve	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	0	0	20,000	0	20,000
12917	Transfer From Reserve	BPACC - Loose Furniture & Fittings(C)	0	0	250,000	0	250,000
12938	Transfer From Reserve	YCAB (Youth Precinct Foreshore)(C)	0	0	5,091	0	5,091
12939	Transfer From Reserve	Administration Building- 2-16 Southern Drive(C)	0	0	15,000	0	15,000
12940	Transfer From Reserve	Depot Building-Bussetton(C)	0	0	50,000	0	50,000
14730	Transfer From Reserve	Geographe Leisure Centre Fitness Equipment(C)	0	0	18,160	0	18,160
<i>Furniture and Equipment Reserve Closing Balance</i>			(578,279)	(574,609)	(54,928)	(574,609)	(54,928)
<b>1037 - Geographe Leisure Centre Building (GLC) Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(314,128)	(314,128)	(314,128)	(314,128)	(314,128)
10904	Interest Earned	Other General Purpose Funding(O)	(5,434)	(1,458)	(2,910)	(1,458)	(2,910)
10027	Transfer To Reserve	Asset Management Administration(O)	(157,980)	(157,980)	(315,962)	(157,980)	(315,962)
10788	Transfer From Reserve	GLC Building Improvements(C)	0	0	423,934	0	423,934
<i>Geographe Leisure Centre Building (GLC) Reserve Closing Balance</i>			(477,543)	(473,566)	(209,066)	(473,566)	(209,066)
<b>1038 - Jetty Maintenance Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(6,320,301)	(6,320,301)	(6,320,301)	(6,320,301)	(6,320,301)
10904	Interest Earned	Other General Purpose Funding(O)	(84,429)	(68,011)	(136,007)	(68,011)	(136,007)
10027	Transfer To Reserve	Asset Management Administration(O)	(171,530)	(171,532)	(343,064)	(171,532)	(343,064)
10048	Transfer To Reserve	Bussetton Jetty(O)	0	0	(826,541)	0	(826,541)
10160	Transfer To Reserve	Equinox Cafe(O)	(46,164)	(46,164)	(92,327)	(46,164)	(92,327)
10161	Transfer To Reserve	Goose Cafe(O)	(25,590)	(25,589)	(51,178)	(25,589)	(51,178)
10162	Transfer To Reserve	Micro Brewery Building(O)	(46,542)	(46,542)	(93,085)	(46,542)	(93,085)
11704	Transfer To Reserve	Bussetton Tennis Club Building (Old)(O)	(12,498)	(12,500)	(25,000)	(12,500)	(25,000)
11798	Transfer To Reserve	Hotel Site 2(O)	(18,240)	(18,237)	(36,474)	(18,237)	(36,474)
10048	Transfer From Reserve	Bussetton Jetty(O)	0	39,149	509,398	39,149	509,398
10818	Transfer From Reserve	Bussetton Jetty - Capital Expenditure(C)	0	0	280,632	0	480,632
12909	Transfer From Reserve	Bussetton Jetty - Replacement Stihl MS381 Chainsaw(C)	0	0	1,891	0	1,891
12910	Transfer From Reserve	Bussetton Jetty - Replacement Honda EU20 Generator (Jetty)(C)	0	0	2,827	0	2,827
<i>Jetty Maintenance Reserve Closing Balance</i>			(6,725,294)	(6,669,728)	(7,129,229)	(6,669,728)	(6,929,229)
<b>1039 - Jetty Self Insurance Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(573,410)	(573,410)	(573,410)	(573,410)	(573,410)
10904	Interest Earned	Other General Purpose Funding(O)	(7,748)	(6,693)	(13,376)	(6,693)	(13,376)
10048	Transfer To Reserve	Bussetton Jetty(O)	(39,150)	(39,150)	(78,297)	(39,150)	(78,297)
<i>Jetty Self Insurance Reserve Closing Balance</i>			(620,309)	(619,253)	(665,084)	(619,253)	(665,084)
<b>1040 - Joint Venture Aged Housing Reserve (Harris/Winderup)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,491,225)	(1,491,225)	(1,491,225)	(1,491,225)	(1,491,225)
10904	Interest Earned	Other General Purpose Funding(O)	(20,109)	(15,386)	(30,784)	(15,386)	(30,784)
11684	Transfer To Reserve	Winderup Court Aged Housing(O)	(93,313)	(93,313)	(186,626)	(93,313)	(186,626)
12231	Transfer From Reserve	Aged Housing Capital Improvements - Harris Road(C)	0	0	12,608	0	12,608
12233	Transfer From Reserve	Aged Housing Capital Improvements - Winderup(C)	0	0	25,215	0	25,215
<i>Joint Venture Aged Housing Reserve (Harris/Winderup) Closing Balance</i>			(1,604,647)	(1,599,924)	(1,670,812)	(1,599,924)	(1,670,812)
<b>1041 - Legal Expenses Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(638,294)	(638,294)	(638,294)	(638,294)	(638,294)
10904	Interest Earned	Other General Purpose Funding(O)	(8,195)	(6,300)	(12,603)	(6,300)	(12,603)
<i>Legal Expenses Reserve Closing Balance</i>			(646,489)	(644,595)	(650,898)	(644,595)	(650,898)
<b>1042 - Locke Estate Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(6,589)	(6,589)	(6,589)	(6,589)	(6,589)
10904	Interest Earned	Other General Purpose Funding(O)	(10)	(75)	(153)	(75)	(153)
<i>Locke Estate Reserve Closing Balance</i>			(6,598)	(6,663)	(6,741)	(6,663)	(6,741)

**City of Bussetton  
Reserve Movements  
For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1043 - Long Service Leave Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(4,054,581)	(4,054,581)	(4,054,581)	(4,054,581)	(4,054,581)
10904	Interest Earned	Other General Purpose Funding(O)	(54,250)	(41,670)	(83,332)	(41,670)	(83,332)
10810	Transfer To Reserve	Human Resources & Payroll(O)	(225,000)	(225,000)	(450,000)	(225,000)	(450,000)
10041	Transfer From Reserve	Building Services(O)	0	0	19,332	0	19,332
10217	Transfer From Reserve	Bussetton Library(O)	0	0	12,935	0	12,935
10461	Transfer From Reserve	Geographe Leisure Centre(O)	0	0	54,830	0	54,830
10462	Transfer From Reserve	Naturaliste Community Centre(O)	0	0	14,256	0	14,256
10652	Transfer From Reserve	Community & Commercial Services Support(O)	0	0	43,908	0	43,908
10678	Transfer From Reserve	Customer Services(O)	0	0	8,409	0	8,409
10704	Transfer From Reserve	Engineering & Works Services Support(O)	0	0	18,295	0	18,295
10710	Transfer From Reserve	Environmental Health Services Administration(O)	0	0	14,393	0	14,393
10711	Transfer From Reserve	Environmental Management Administration(O)	0	0	14,421	0	14,421
10790	Transfer From Reserve	Governance Support Services(O)	0	0	10,657	0	10,657
10810	Transfer From Reserve	Human Resources & Payroll(O)	0	0	11,964	0	11,964
10824	Transfer From Reserve	Legal and Compliance Services(O)	0	0	32,581	0	32,581
10900	Transfer From Reserve	Office of the CEO(O)	0	0	120,000	0	120,000
10901	Transfer From Reserve	Operations Services Administration(O)	0	0	45,697	0	45,697
10902	Transfer From Reserve	Operations Services Works(O)	0	0	137,631	0	137,631
10905	Transfer From Reserve	Other Law, Order & Public Safety(O)	0	0	18,435	0	18,435
11041	Transfer From Reserve	Property Services Administration(O)	0	0	5,212	0	5,212
11124	Transfer From Reserve	Public Relations(O)	0	0	5,982	0	5,982
11126	Transfer From Reserve	Rates Administration(O)	0	0	11,212	0	11,212
11128	Transfer From Reserve	Recreation Administration(O)	0	0	16,788	0	16,788
12225	Transfer From Reserve	Sanitation Waste Services Administration(O)	0	0	34,681	0	34,681
12258	Transfer From Reserve	Statutory Planning(O)	0	0	16,685	0	16,685
		<i>Long Service Leave Reserve Closing Balance</i>	<b>(4,333,831)</b>	<b>(4,321,251)</b>	<b>(3,919,609)</b>	<b>(4,321,251)</b>	<b>(3,919,609)</b>
<b>1044 - Major Traffic Improvements Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,184,734)	(1,184,734)	(1,184,734)	(1,184,734)	(1,184,734)
10904	Interest Earned	Other General Purpose Funding(O)	(16,656)	(11,647)	(23,309)	(11,647)	(23,309)
10027	Transfer To Reserve	Asset Management Administration(O)	(172,020)	(172,020)	(344,035)	(172,020)	(344,035)
10673	Transfer From Reserve	Peel & Queen Street Roundabout Service Relocation(C)	0	0	19,941	0	19,941
10831	Transfer From Reserve	Rotary Park / War Memorial Relocation(C)	0	0	375,000	0	375,000
12845	Transfer From Reserve	General Design / Modelling Works (O)	0	0	300,000	0	300,000
		<i>Major Traffic Improvements Reserve Closing Balance</i>	<b>(1,373,410)</b>	<b>(1,368,401)</b>	<b>(857,137)</b>	<b>(1,368,401)</b>	<b>(857,137)</b>
<b>1045 - Marketing &amp; Area Promotion Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(655,702)	(655,702)	(655,702)	(655,702)	(655,702)
10904	Interest Earned	Other General Purpose Funding(O)	(13,516)	(2,561)	(5,138)	(2,561)	(5,138)
10188	Transfer To Reserve	Events(O)	(666,402)	(666,402)	(1,332,802)	(666,402)	(1,332,802)
10188	Transfer From Reserve	Events(O)	0	0	1,545,548	0	1,545,548
14729	Transfer From Reserve	Events Furniture & Equipment(C)	0	0	200,000	0	200,000
		<i>Marketing &amp; Area Promotion Reserve Closing Balance</i>	<b>(1,335,621)</b>	<b>(1,324,666)</b>	<b>(248,094)</b>	<b>(1,324,666)</b>	<b>(248,094)</b>
<b>1046 - Naturaliste Community Centre Building (NCC) Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(170,089)	(170,089)	(170,089)	(170,089)	(170,089)
10904	Interest Earned	Other General Purpose Funding(O)	(2,481)	(1,140)	(2,287)	(1,140)	(2,287)
10027	Transfer To Reserve	Asset Management Administration(O)	(36,210)	(36,210)	(72,415)	(36,210)	(72,415)
12791	Transfer From Reserve	Naturaliste Community Centre Fire Indicator Panel Renewal(C)	0	0	30,000	0	30,000
12867	Transfer From Reserve	Naturaliste Community Centre - Maintenance External Work(O)	0	0	91,000	0	91,000
		<i>Naturaliste Community Centre Building (NCC) Reserve Closing Balance</i>	<b>(208,780)</b>	<b>(207,439)</b>	<b>(123,791)</b>	<b>(207,439)</b>	<b>(123,791)</b>
<b>1047 - New Infrastructure Development Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(723,693)	(723,693)	(723,693)	(723,693)	(723,693)
10904	Interest Earned	Other General Purpose Funding(O)	(9,151)	(3,010)	(6,026)	(3,010)	(6,026)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(4,257)	0	0	0	0
12407	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	0	0	453,487	0	453,487
12936	Transfer From Reserve	Property Services Administration(C)	0	0	50,000	0	50,000
		<i>New Infrastructure Development Reserve Closing Balance</i>	<b>(737,100)</b>	<b>(726,703)</b>	<b>(226,232)</b>	<b>(726,703)</b>	<b>(226,232)</b>
<b>1048 - Other Infrastructure (Drainage, Signage Etc) Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(403,731)	(403,731)	(403,731)	(403,731)	(403,731)
10904	Interest Earned	Other General Purpose Funding(O)	(8,473)	(4,674)	(9,360)	(4,674)	(9,360)
10027	Transfer To Reserve	Asset Management Administration(O)	(378,438)	(378,438)	(756,876)	(378,438)	(756,876)
10691	Transfer From Reserve	Bussetton LIA - Geocatch Drain Partnership WSUD Improve(C)	0	0	30,000	0	30,000
10692	Transfer From Reserve	Carey Street Drainage Upgrade(C)	0	0	220,369	0	220,369
10852	Transfer From Reserve	RBFS Various Grant Applications(C)	0	0	15,900	0	15,900
12786	Transfer From Reserve	Newtown Beach Boat Ramp (O)	0	0	17,255	0	17,255
12787	Transfer From Reserve	Dunsborough Boat Ramp(O)	0	0	17,382	0	17,382
12788	Transfer From Reserve	Quindalup Boat Ramp (Sea Rescue)(O)	0	0	17,255	0	17,255
12814	Transfer From Reserve	High View Road Drainage Works(C)	0	0	221,559	0	221,559
12815	Transfer From Reserve	North Street Drainage Works(C)	0	0	233,056	0	233,056
		<i>Other Infrastructure (Drainage, Signage Etc) Reserve Closing Balance</i>	<b>(790,642)</b>	<b>(786,842)</b>	<b>(397,190)</b>	<b>(786,842)</b>	<b>(397,190)</b>
<b>1049 - Parks, Gardens and Reserves Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(633,227)	(633,227)	(633,227)	(633,227)	(633,227)
10904	Interest Earned	Other General Purpose Funding(O)	(13,592)	(3,122)	(6,241)	(3,122)	(6,241)
10027	Transfer To Reserve	Asset Management Administration(O)	(653,664)	(653,664)	(1,307,332)	(653,664)	(1,307,332)
10765	Transfer From Reserve	Foreshore Bussetton - High Street to Carey Street(C)	0	0	10,000	0	10,000
10951	Transfer From Reserve	Mitchell Park Upgrade(C)	0	0	37,491	0	37,491
10952	Transfer From Reserve	Possum Park Barnard East Upgrade(C)	0	0	0	0	30,000
10953	Transfer From Reserve	Youth Skate Park(C)	0	0	10,000	0	10,000
10965	Transfer From Reserve	P&E - P&G Smart Technologies(C)	0	0	100,000	0	100,000
10967	Transfer From Reserve	Shade Sail Program(C)	0	0	196,414	0	196,414
11035	Transfer From Reserve	Park Furniture Replacement - Replace aged & unsafe Equip(C)	0	0	30,000	0	30,000
11036	Transfer From Reserve	Playgrounds General - Replacement of playground equipment(C)	0	0	175,000	0	175,000
11109	Transfer From Reserve	BBQ Placement and Replacement(C)	0	0	15,000	0	15,000
12251	Transfer From Reserve	Cricket Wicket Renewal(C)	0	0	39,230	0	39,230
12526	Transfer From Reserve	Beach Access Improvements(C)	0	0	35,000	0	35,000
12819	Transfer From Reserve	Beach Enclosures(C)	0	0	100,491	0	100,491
12820	Transfer From Reserve	Bird Crescent Dunsborough POS- improvements(C)	0	0	11,000	0	11,000
12821	Transfer From Reserve	Churchill Park - Main Oval Renewal (C)	0	0	444,558	0	0
12929	Transfer From Reserve	BPAACC - Landscaping - Funded Parks, Gardens & Reserve Res(C)	0	0	500,000	0	500,000
14816	Transfer From Reserve	Carpark Hotel Site 2 Land Scaping(C)	0	0	0	0	150,000
		<i>Parks, Gardens and Reserves Reserve Closing Balance</i>	<b>(1,300,483)</b>	<b>(1,290,013)</b>	<b>(242,616)</b>	<b>(1,290,013)</b>	<b>(507,174)</b>

**City of Bussetton  
Reserve Movements  
For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1050 - Performing Arts and Convention Centre Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(2,386,293)	(2,386,293)	(2,386,293)	(2,386,293)	(2,386,293)
10904	Interest Earned	Other General Purpose Funding(O)	(32,078)	(20,265)	(40,539)	(20,265)	(40,539)
12918	Transfer To Reserve	BPACC - Construction(C)	0	0	(1,800,000)	0	(1,800,000)
10022	Transfer From Reserve	BPACC Operations(O)	0	0	46,433	0	46,433
12918	Transfer From Reserve	BPACC - Construction(C)	0	0	1,642,703	0	1,642,703
<i>Performing Arts and Convention Centre Reserve Closing Balance</i>			<b>(2,418,371)</b>	<b>(2,406,558)</b>	<b>(2,537,696)</b>	<b>(2,406,558)</b>	<b>(2,537,696)</b>
<b>1051 - Plant Replacement Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(2,698,073)	(2,698,073)	(2,698,073)	(2,698,073)	(2,698,073)
10904	Interest Earned	Other General Purpose Funding(O)	(39,123)	(22,284)	(44,562)	(22,284)	(44,562)
10027	Transfer To Reserve	Asset Management Administration(O)	(550,458)	(550,458)	(1,100,911)	(550,458)	(1,100,911)
12879	Transfer From Reserve	Plant Purchases (P11) - Spit water heavy duty high pressu(C)	0	0	13,500	0	13,500
12880	Transfer From Reserve	Plant Purchases (P11) - Water Tank 4,500 LT with Pump & (C)	0	0	14,200	0	14,200
12881	Transfer From Reserve	Plant Purchases (P11) - HINO FD1024 Beavertail Truck (Iurt(C)	0	0	61,500	0	61,500
12882	Transfer From Reserve	Plant Purchases (P11) - Isuzu NPR65-190 Single Cab (Turf(C)	0	0	65,000	0	65,000
12883	Transfer From Reserve	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	0	0	27,000	0	27,000
12884	Transfer From Reserve	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	0	0	27,000	0	27,000
12885	Transfer From Reserve	Plant Purchases (P11) - Kubota F3690 Outfront Mower (C)	0	0	27,000	0	27,000
12886	Transfer From Reserve	Plant Purchases (P11) - Brush / Tree Chipper(C)	0	0	100,000	0	100,000
12887	Transfer From Reserve	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	0	0	19,200	0	19,200
12888	Transfer From Reserve	Plant Purchases (P12) - HINO FS2848 Tipper Truck (Constr(C)	0	0	150,000	0	150,000
12889	Transfer From Reserve	Plant Purchases (P12) - Speed Display/VMB single axle tra(C)	0	0	22,500	0	22,500
12890	Transfer From Reserve	Plant Purchases (P12) - Caterpillar C556 Rollw (Constru(C)	0	0	114,000	0	114,000
12891	Transfer From Reserve	Plant Purchases (P12) - Ditchwitch Cable Locator(C)	0	0	7,500	0	7,500
12892	Transfer From Reserve	Plant Purchases (P12) - ISUZU FV21400 Tipper Truck (Const(C)	0	0	155,000	0	155,000
12893	Transfer From Reserve	Planning and Development Services - Replacement Complian(C)	0	0	23,000	0	23,000
12894	Transfer From Reserve	Plan and Dev - Replacement Comp - Nissan X-trail(C)	0	0	18,000	0	18,000
12895	Transfer From Reserve	Engineering and Works Services - Replacement Asset Manag(C)	0	0	18,500	0	18,500
12896	Transfer From Reserve	Engineering and Works Services - Replacement Building Fac(C)	0	0	23,000	0	23,000
12897	Transfer From Reserve	Engineering and Works Services - Replacement Isuzu D-Max (C)	0	0	27,500	0	27,500
12898	Transfer From Reserve	Engineering and Works Services - Replacement Mitsubishi G(C)	0	0	27,500	0	27,500
12899	Transfer From Reserve	Engineering and Works Services - Replacement Isuzu D-Max (C)	0	0	27,000	0	27,000
12900	Transfer From Reserve	Engineering and Works Services - Replacement Toyota Hilux(C)	0	0	22,000	0	22,000
12901	Transfer From Reserve	Engineering and Works Services - Replacement Toyota Hilux(C)	0	0	22,000	0	22,000
12902	Transfer From Reserve	Finance and Corporate Services - Replacement Manager Gove(C)	0	0	20,000	0	20,000
12903	Transfer From Reserve	Finance and Corporate Services - Replacement IT Coordinat(C)	0	0	18,000	0	18,000
12904	Transfer From Reserve	Plant Purchases (P11) - Minor Plant (Capital)(C)	0	0	18,000	0	18,000
12905	Transfer From Reserve	Plant Purchases (P11) - Minor Plant (Non-Capital)(C)	0	0	36,000	0	36,000
12906	Transfer From Reserve	Plant Purchases (P12) - Minor Plant (Capital)(C)	0	0	13,500	0	13,500
12907	Transfer From Reserve	Plant Purchases (P12) - Minor Plant (Non-Capital)(C)	0	0	13,500	0	13,500
12908	Transfer From Reserve	Transport - Workshop - Minor Plant(C)	0	0	9,000	0	9,000
12948	Transfer From Reserve	Environmental Health Serv Admin-Health Ute(C)	0	0	22,000	0	22,000
14818	Transfer From Reserve	Wheeled 20t excavator Inc. Accessories(C)	0	0	0	0	485,000
14819	Transfer From Reserve	Positrak (Cat 299) with Accessories (C)	0	0	0	0	250,000
14820	Transfer From Reserve	Trailer for Towing Positrak & Traffic Lights(C)	0	0	0	0	40,000
14821	Transfer From Reserve	Trailer Traffic Lights x 2 (and Sign Cones)(C)	0	0	0	0	45,000
14822	Transfer From Reserve	Chainsaw and Polesaw (O)	0	0	0	0	2,500
<i>Plant Replacement Reserve Closing Balance</i>			<b>(3,287,654)</b>	<b>(3,270,816)</b>	<b>(2,681,646)</b>	<b>(3,270,816)</b>	<b>(1,859,146)</b>
<b>1052 - Port Geographe Development Reserve (Council)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(126,996)	(126,996)	(126,996)	(126,996)	(126,996)
10904	Interest Earned	Other General Purpose Funding(O)	(1,866)	(318)	(620)	(318)	(620)
10325	Transfer To Reserve	Port Geographe(O)	(29,244)	(29,244)	(58,485)	(29,244)	(58,485)
10086	Transfer From Reserve	Pedestrian Bridge (Port Geographe)(O)	0	0	64,152	0	64,152
10767	Transfer From Reserve	Port Geographe General Improvements/ Foreshore(C)	0	0	82,285	0	82,285
<i>Port Geographe Development Reserve (Council) Closing Balance</i>			<b>(158,106)</b>	<b>(156,557)</b>	<b>(39,664)</b>	<b>(156,557)</b>	<b>(39,664)</b>
<b>1053 - Port Geographe Waterways Management Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(3,060,602)	(3,060,602)	(3,060,602)	(3,060,602)	(3,060,602)
10904	Interest Earned	Other General Purpose Funding(O)	(40,546)	(35,314)	(70,641)	(35,314)	(70,641)
10325	Transfer To Reserve	Port Geographe(O)	(117,372)	(117,372)	(234,744)	(117,372)	(234,744)
10325	Transfer From Reserve	Port Geographe(O)	0	0	390,547	0	390,547
<i>Port Geographe Waterways Management Reserve Closing Balance</i>			<b>(3,218,520)</b>	<b>(3,213,289)</b>	<b>(2,975,440)</b>	<b>(3,213,289)</b>	<b>(2,975,440)</b>
<b>1054 - Professional Development Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(156,214)	(156,214)	(156,214)	(156,214)	(156,214)
10904	Interest Earned	Other General Purpose Funding(O)	(1,978)	(1,589)	(3,184)	(1,589)	(3,184)
<i>Professional Development Reserve Closing Balance</i>			<b>(158,192)</b>	<b>(157,803)</b>	<b>(159,398)</b>	<b>(157,803)</b>	<b>(159,398)</b>
<b>1055 - Provenance Landscape Maintenance Reserve (SAR)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,323,559)	(1,323,559)	(1,323,559)	(1,323,559)	(1,323,559)
10904	Interest Earned	Other General Purpose Funding(O)	(17,924)	(14,451)	(28,911)	(14,451)	(28,911)
10966	Transfer To Reserve	Provenance SAR Area General Improvements to the Area(C)	(96,990)	(96,990)	(193,983)	(96,990)	(193,983)
10966	Transfer From Reserve	Provenance SAR Area General Improvements to the Area(C)	0	0	20,000	0	20,000
12999	Transfer From Reserve	Provenance SAR Reserve Funding(O)	0	0	132,251	0	132,251
<i>Provenance Landscape Maintenance Reserve (SAR) Closing Balance</i>			<b>(1,438,473)</b>	<b>(1,435,000)</b>	<b>(1,394,202)</b>	<b>(1,435,000)</b>	<b>(1,394,202)</b>
<b>1056 - Public Art Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(249,544)	(46,666)	(46,666)	(46,666)	(46,666)
10904	Interest Earned	Other General Purpose Funding(O)	(602)	(542)	(1,091)	(542)	(1,091)
<i>Public Art Reserve Closing Balance</i>			<b>(250,146)</b>	<b>(47,208)</b>	<b>(47,756)</b>	<b>(47,208)</b>	<b>(47,756)</b>
<b>1057 - Railway House Building Reserve (50%)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(63,088)	(63,088)	(63,088)	(63,088)	(63,088)
10904	Interest Earned	Other General Purpose Funding(O)	(919)	(710)	(1,405)	(710)	(1,405)
10027	Transfer To Reserve	Asset Management Administration(O)	(11,910)	(11,910)	(23,814)	(11,910)	(23,814)
10904	Transfer From Reserve	Other General Purpose Funding(O)	0	0	0	0	0
<i>Railway House Building Reserve (50%) Closing Balance</i>			<b>(75,918)</b>	<b>(75,709)</b>	<b>(88,307)</b>	<b>(75,709)</b>	<b>(88,307)</b>

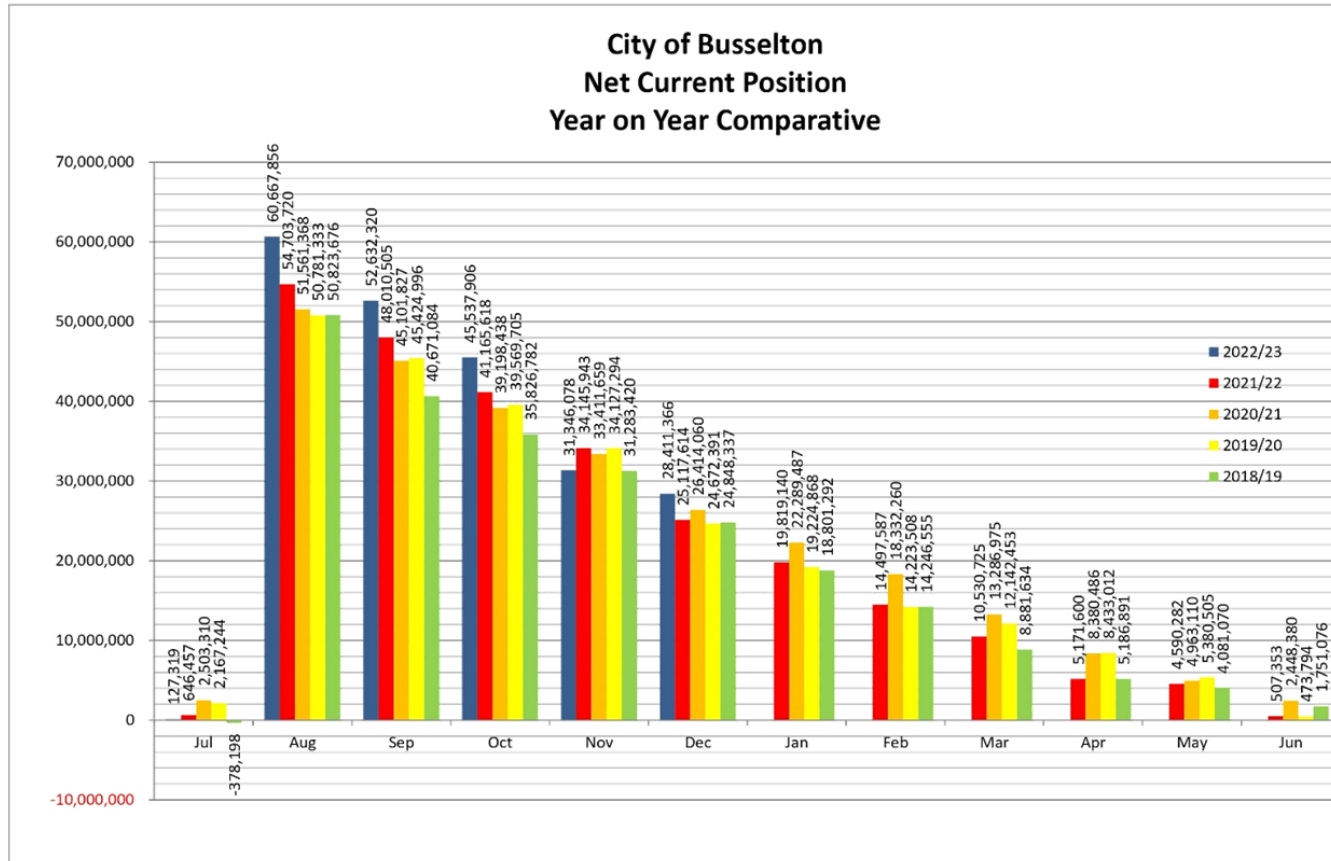
**City of Bussetton**  
**Reserve Movements**  
**For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1058 - Road Asset Renewal Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,920,213)	(1,920,213)	(1,920,213)	(1,920,213)	(1,920,213)
10904	Interest Earned	Other General Purpose Funding(O)	(22,933)	(4,898)	(9,796)	(4,898)	(9,796)
10027	Transfer To Reserve	Asset Management Administration(O)	(1,720,176)	(1,720,176)	(3,440,347)	(1,720,176)	(3,440,347)
10256	Transfer From Reserve	Road Maintenance General(O)	175,000	0	175,000	0	175,000
11193	Transfer From Reserve	Wilyabrup Road Resheet(C)	130,000	0	130,000	0	130,000
11199	Transfer From Reserve	Bussell Highway(C)	0	0	443,465	0	443,465
11987	Transfer From Reserve	Caves Road - Median Crossing(C)	0	0	17,960	0	17,960
11991	Transfer From Reserve	Commonage & Hayes Road intersection Safety works(C)	0	0	38,951	0	38,951
11997	Transfer From Reserve	Gifford Road Reconstruction(C)	0	0	111,053	0	111,053
11999	Transfer From Reserve	Kaloorup Road - Reconstruct and Seal Shoulders(C)	0	0	25,472	0	25,472
12000	Transfer From Reserve	Kaloorup Road (Stage 1)(C)	0	0	23,137	0	23,137
12005	Transfer From Reserve	Payne Road(C)	0	0	190,000	0	190,000
12007	Transfer From Reserve	Rendezvous Road Spray Seals(C)	0	0	58,218	0	0
12010	Transfer From Reserve	Sugarloaf Road(C)	0	0	250,502	0	250,502
12012	Transfer From Reserve	Wildwood Road(C)	0	0	0	0	180,000
12333	Transfer From Reserve	Townscape Works Dunsborough(C)	0	0	0	0	351,169
12611	Transfer From Reserve	North Jindong Road(C)	0	0	0	0	270,000
12824	Transfer From Reserve	Acton Park Road(C)	908,000	0	908,000	0	908,000
12825	Transfer From Reserve	Farquar Road Resheet(C)	0	0	75,000	0	75,000
12826	Transfer From Reserve	Glendon Road Resheet(C)	0	0	29,347	0	29,347
12828	Transfer From Reserve	Rural road open drain maintenance - Reserve Funded(O)	0	0	100,000	0	100,000
12829	Transfer From Reserve	Rural Verge Maintenance - Reserve Funded(O)	0	0	150,000	0	150,000
12830	Transfer From Reserve	Urban Tree Management - Reserve Funded(O)	0	0	70,000	0	70,000
12831	Transfer From Reserve	Princefield Road - Reserve Funded(O)	0	0	40,000	0	40,000
12832	Transfer From Reserve	Urban Drainage - Reserve Funded(O)	0	0	40,000	0	40,000
12833	Transfer From Reserve	Prewinter stormwater drainage maintenance - Reserve Funded(O)	0	0	70,000	0	70,000
12834	Transfer From Reserve	Urban Compensation Basin Maintenance - Reserve Funded(O)	0	0	30,000	0	30,000
12835	Transfer From Reserve	Ludlow Hithergreen Road(C)	0	0	110,000	0	110,000
12837	Transfer From Reserve	Pre-emptive Design Works (C)	0	0	50,000	0	50,000
12838	Transfer From Reserve	Queen Elizabeth Avenue(C)	0	0	230,000	0	230,000
12839	Transfer From Reserve	Seista Park Road(C)	0	0	198,000	0	0
12840	Transfer From Reserve	Sheens Road Apron(C)	0	0	8,000	0	8,000
12841	Transfer From Reserve	Strelly Street (C)	0	0	60,000	0	60,000
12842	Transfer From Reserve	Nuttman Road (C)	0	0	55,235	0	55,235
12851	Transfer From Reserve	Bussell Highway(C)	0	0	150,000	0	150,000
14817	Transfer From Reserve	Road Access Seal - Bussetton Animal care facility(C)	0	0	0	0	50,000
<i>Road Asset Renewal Reserve Closing Balance</i>			<b>(2,450,322)</b>	<b>(3,645,287)</b>	<b>(1,533,016)</b>	<b>(3,645,287)</b>	<b>(938,065)</b>
<b>1059 - Sick Pay Incentive Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(79,477)	(79,477)	(79,477)	(79,477)	(79,477)
10904	Interest Earned	Other General Purpose Funding(O)	(992)	(374)	(738)	(374)	(738)
10810	Transfer From Reserve	Human Resources & Payroll(O)	0	0	15,000	0	15,000
<i>Sick Pay Incentive Reserve Closing Balance</i>			<b>(80,468)</b>	<b>(79,850)</b>	<b>(65,215)</b>	<b>(79,850)</b>	<b>(65,215)</b>
<b>1060 - Strategic Projects Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(2,909,578)	(2,909,578)	(2,909,578)	(2,909,578)	(2,909,578)
10904	Interest Earned	Other General Purpose Funding(O)	(37,678)	(33,931)	(67,893)	(33,931)	(67,893)
10830	Transfer To Reserve	Members of Council(O)	(12,498)	(12,498)	(25,000)	(12,498)	(25,000)
12847	Transfer From Reserve	Purchase Sues Road(C)	0	0	500,000	0	500,000
<i>Strategic Projects Reserve Closing Balance</i>			<b>(2,959,754)</b>	<b>(2,956,007)</b>	<b>(2,502,471)</b>	<b>(2,956,007)</b>	<b>(2,502,471)</b>
<b>1061 - Vasse Newtown Landscape Maintenance Reserve (SAR)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(668,099)	(668,099)	(668,099)	(668,099)	(668,099)
10904	Interest Earned	Other General Purpose Funding(O)	(9,356)	(7,571)	(15,140)	(7,571)	(15,140)
10969	Transfer To Reserve	Vasse SAR Area General Improvements to the Area(C)	(95,388)	(95,388)	(190,775)	(95,388)	(190,775)
10969	Transfer From Reserve	Vasse SAR Area General Improvements to the Area(C)	0	0	150,000	0	150,000
12822	Transfer From Reserve	Vasse SAR Area General Improvements to the Area - Tree Re(O)	0	0	50,000	0	50,000
13000	Transfer From Reserve	Vasse SAR Reserve Funding(O)	0	0	140,536	0	140,536
<i>Vasse Newtown Landscape Maintenance Reserve (SAR) Closing Balance</i>			<b>(772,843)</b>	<b>(771,058)</b>	<b>(533,478)</b>	<b>(771,058)</b>	<b>(533,478)</b>
<b>1062 - Vasse Sports Pavilion Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,685)	(1,685)	(1,685)	(1,685)	(1,685)
10904	Interest Earned	Other General Purpose Funding(O)	(25)	(19)	(41)	(19)	(41)
10027	Transfer To Reserve	Asset Management Administration(O)	(324)	(324)	(649)	(324)	(649)
<i>Vasse Sports Pavilion Building Reserve Closing Balance</i>			<b>(2,034)</b>	<b>(2,028)</b>	<b>(2,375)</b>	<b>(2,028)</b>	<b>(2,375)</b>
<b>1063 - Waste Facilities and Plant Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(8,287,152)	(8,287,152)	(8,287,152)	(8,287,152)	(8,287,152)
10904	Interest Earned	Other General Purpose Funding(O)	(106,766)	(76,237)	(152,487)	(76,237)	(152,487)
12225	Transfer To Reserve	Sanitation Waste Services Administration(O)	0	0	0	0	0
12412	Transfer To Reserve	Domestic & Commercial Waste Collection(O)	0	0	(2,032,658)	0	(2,032,658)
10688	Transfer From Reserve	Depot Washdown Facility Upgrades(C)	0	0	76,700	0	76,700
11130	Transfer From Reserve	Regional Waste Management Administration(O)	0	0	106,780	0	106,780
12420	Transfer From Reserve	Vidler Road Waste Site Capital Improvements(C)	0	0	28,955	0	28,955
12421	Transfer From Reserve	City Lined Landfill Stage 2 - Preliminary Works(C)	0	0	1,950,000	0	1,950,000
12425	Transfer From Reserve	Bussetton Landfill Post-closure Capping, Rehab & Remediat(C)	0	0	2,000,000	0	2,000,000
12427	Transfer From Reserve	Dunsborough Waste Facility(O)	0	0	284,914	0	284,914
12428	Transfer From Reserve	Transfer Station Development(C)	0	0	158,375	0	400,000
12843	Transfer From Reserve	SW Regional Waste Group Funding - Regional Waste Hub Deve(O)	0	0	50,000	0	50,000
12844	Transfer From Reserve	Dunsborough Landfill - Washdown Bay(C)	0	0	150,000	0	150,000
12911	Transfer From Reserve	Waste Management - Replacement of Volvo FE320 6x4 Dual Co(C)	0	0	440,000	0	440,000
12912	Transfer From Reserve	Waste Management - Plant Replacement Grab bucket and atta(C)	0	0	30,000	0	30,000
12913	Transfer From Reserve	Waste Management - Plant Replacement Trailer for bin clea(C)	0	0	20,000	0	20,000
12914	Transfer From Reserve	Waste Management - Plant Replacement Minor (Capital)(C)	0	0	10,000	0	10,000
12915	Transfer From Reserve	Waste Management - Plant Replacement Minor (Non Capital)(C)	0	0	10,000	0	10,000
14823	Transfer From Reserve	Bin Truck Replacement (Side Arm)(C)	0	0	0	0	440,000
<i>Waste Facilities and Plant Reserve Closing Balance</i>			<b>(8,393,919)</b>	<b>(8,363,389)</b>	<b>(5,156,573)</b>	<b>(8,363,389)</b>	<b>(4,474,948)</b>
<b>1064 - Winderup Aged Housing Reserve (City Controlled)</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(356,904)	(356,904)	(356,904)	(356,904)	(356,904)
10904	Interest Earned	Other General Purpose Funding(O)	(4,898)	(3,085)	(6,154)	(3,085)	(6,154)
10027	Transfer To Reserve	Asset Management Administration(O)	(31,446)	(31,446)	(62,899)	(31,446)	(62,899)
12234	Transfer From Reserve	Aged Housing Capital Improvements - Winderup Court (City(C)	0	0	49,000	0	49,000
<i>Winderup Aged Housing Reserve (City Controlled) Closing Balance</i>			<b>(393,248)</b>	<b>(391,434)</b>	<b>(376,946)</b>	<b>(391,434)</b>	<b>(376,946)</b>



**City of Busseton**  
**Reserve Movements**  
**For Period Ended 31 December 2022**

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
<b>1065 - Workers Compensation and Extended Sick Leave</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(194,219)	(194,219)	(194,219)	(194,219)	(194,219)
10904	Interest Earned	Other General Purpose Funding(O)	(2,476)	(2,262)	(4,530)	(2,262)	(4,530)
			0	0	0	0	0
10810	Transfer From Reserve	Human Resources & Payroll(O)	0	0	193,000	0	193,000
		<i>Workers Compensation and Extended Sick Leave Closing Balance</i>	<b>(196,695)</b>	<b>(196,481)</b>	<b>(5,750)</b>	<b>(196,481)</b>	<b>(5,750)</b>
<b>1066 - Youth and Community Activities Building Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(158,158)	(158,158)	(158,158)	(158,158)	(158,158)
10904	Interest Earned	Other General Purpose Funding(O)	(2,269)	(1,664)	(3,315)	(1,664)	(3,315)
10027	Transfer To Reserve	Asset Management Administration(O)	(25,980)	(25,980)	(51,957)	(25,980)	(51,957)
			0	0	0	0	0
		<i>Youth and Community Activities Building Reserve Closing Balance</i>	<b>(186,407)</b>	<b>(185,802)</b>	<b>(213,430)</b>	<b>(185,802)</b>	<b>(213,430)</b>
<b>1067 - Prepaid Grants and Deferred Works &amp; Services Reserves</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,979,511)	(1,979,511)	(1,979,511)	(1,979,511)	(1,979,511)
10904	Interest Earned	Other General Purpose Funding(O)	1,698	0	0	0	0
			0	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	1,977,034	0	1,979,511	0	1,979,511
		<i>Prepaid Grants and Deferred Works &amp; Services Reserves Closing Balance</i>	<b>(779)</b>	<b>(1,979,511)</b>	<b>(0)</b>	<b>(1,979,511)</b>	<b>(0)</b>
<b>1069 - Airport Infrastructure Renewal and Replacement Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(1,259,815)	(1,259,815)	(1,259,815)	(1,259,815)	(1,259,815)
10904	Interest Earned	Other General Purpose Funding(O)	(15,989)	(12,152)	(24,294)	(12,152)	(24,294)
10594	Transfer To Reserve	Airport Operations(O)	0	0	(642,013)	0	(642,013)
10585	Transfer From Reserve	BMRA Hangars(C)	0	0	182,891	0	182,891
12930	Transfer From Reserve	Airport Operations - Replacement Ute - Airport Operations(C)	0	0	35,000	0	35,000
12931	Transfer From Reserve	Airport Operations - Replacement Deutz/able 75KVA Generat(C)	0	0	19,000	0	19,000
12932	Transfer From Reserve	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	0	0	22,000	0	22,000
12933	Transfer From Reserve	Airport Operations - Replacement Stihl FS94R CE Brushcut(C)	0	0	600	0	600
12934	Transfer From Reserve	Airport Operations - Replacement Bar Pental 3000PSI Press(C)	0	0	1,150	0	1,150
12935	Transfer From Reserve	Airport Operations - Replacement Blower(C)	0	0	350	0	350
		<i>Airport Infrastructure Renewal and Replacement Reserve Closing Balance</i>	<b>(1,275,803)</b>	<b>(1,271,966)</b>	<b>(1,665,130)</b>	<b>(1,271,966)</b>	<b>(1,665,130)</b>
<b>1070 - Airport Noise Mitigation Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(683,694)	(683,694)	(683,694)	(683,694)	(683,694)
10904	Interest Earned	Other General Purpose Funding(O)	(8,807)	(5,085)	(10,185)	(5,085)	(10,185)
			0	0	0	0	0
10586	Transfer From Reserve	Airport Development Operations(O)	0	0	98,238	0	98,238
		<i>Airport Noise Mitigation Reserve Closing Balance</i>	<b>(692,500)</b>	<b>(688,779)</b>	<b>(595,641)</b>	<b>(688,779)</b>	<b>(595,641)</b>
<b>1071 - LED Street Lighting Replacement Program Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(38,098)	(38,098)	(38,098)	(38,098)	(38,098)
10904	Interest Earned	Other General Purpose Funding(O)	(697)	0	(3)	0	(3)
10254	Transfer To Reserve	Street Lighting Installations(O)	(25,002)	(25,002)	(50,000)	(25,002)	(50,000)
10251	Transfer From Reserve	LED Street Light Replacement Program(O)	0	0	87,866	0	87,866
		<i>LED Street Lighting Replacement Program Reserve Closing Balance</i>	<b>(63,798)</b>	<b>(63,100)</b>	<b>(235)</b>	<b>(63,100)</b>	<b>(235)</b>
<b>1072 - Lou Weston Oval Pavilion Reserve</b>							
			0	0	0	0	0
10904	Interest Earned	Other General Purpose Funding(O)	(54)	0	0	0	0
10027	Transfer To Reserve	Asset Management Administration(O)	(6,216)	(6,216)	(12,431)	(6,216)	(12,431)
			0	0	0	0	0
		<i>Lou Weston Oval Pavilion Reserve Closing Balance</i>	<b>(6,270)</b>	<b>(6,216)</b>	<b>(12,431)</b>	<b>(6,216)</b>	<b>(12,431)</b>
<b>1073 - Waterways Restoration Reserve</b>							
10904	Opening Balance 1/7/2022	Other General Purpose Funding(O)	(10)	(10)	(10)	(10)	(10)
10904	Interest Earned	Other General Purpose Funding(O)	(2,373)	0	0	0	0
10711	Transfer To Reserve	Environmental Management Administration(O)	(275,228)	(275,228)	(550,455)	(275,228)	(550,455)
12848	Transfer From Reserve	Vasse River - Ongoing Restoration of River Habitat(O)	0	0	550,455	0	550,455
		<i>Waterways Restoration Reserve Closing Balance</i>	<b>(277,611)</b>	<b>(275,238)</b>	<b>(10)</b>	<b>(275,238)</b>	<b>(10)</b>
<b>1078 - Post Office Tea Rooms Reserve</b>							
			0	0	0	0	0
10020	Transfer To Reserve	Art Geo Administration(O)	0	0	0	0	0
10020	Transfer From Reserve	Art Geo Administration(O)	0	0	(121,028)	0	(121,028)
10033	Transfer From Reserve	Art Geo Building(O)	0	0	60,514	0	60,514
12472	Transfer From Reserve	ArtGeo Building(C)	0	0	0	0	0
		<i>Post Office Tea Rooms Reserve Closing Balance</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1079 - Peel Tce/Causeway Rd Building Reserve</b>							
			0	0	0	0	0
10441	Transfer To Reserve	Peel Tce Building & Surrounds(O)	0	0	(23,429)	0	(23,429)
			0	0	0	0	0
		<i>Peel Tce/Causeway Rd Building Reserve Closing Balance</i>	<b>0</b>	<b>0</b>	<b>(23,429)</b>	<b>0</b>	<b>(23,429)</b>
		<b>Grand Total</b>	<b>(77,747,183)</b>	<b>(80,494,437)</b>	<b>(59,608,590)</b>	<b>(80,593,821)</b>	<b>(57,259,536)</b>
		<b>Opening Balance 1/7/2022</b>	<b>(71,183,341)</b>	<b>(71,017,796)</b>	<b>(71,017,796)</b>	<b>(71,017,796)</b>	<b>(71,017,796)</b>
		<b>Interest Earned</b>	<b>(1,046,030)</b>	<b>(624,983)</b>	<b>(1,250,000)</b>	<b>(624,983)</b>	<b>(1,250,000)</b>
		<b>Transfer To Reserve</b>	<b>(8,707,846)</b>	<b>(8,890,806)</b>	<b>(23,227,258)</b>	<b>(8,890,806)</b>	<b>(23,227,258)</b>
		<b>Transfer From Reserve</b>	<b>3,190,034</b>	<b>39,149</b>	<b>35,886,464</b>	<b>(60,236)</b>	<b>38,235,518</b>
		<b>Grand Total</b>	<b>(77,747,183)</b>	<b>(80,494,437)</b>	<b>(59,608,590)</b>	<b>(80,593,821)</b>	<b>(57,259,536)</b>



15.1 RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING PREFERRED PROPONENT EXTENSION

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

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2302/023** Moved Councillor P Carter, seconded Councillor K Cox

**That the Council extends the ‘preferred proponent’ status for Geographe Bay Brewing Co. as potential lessee of Reserve 46187 – Lot 448 Marine Terrace, Busselton until 31 December 2023.**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

That the Council extends the ‘preferred proponent’ status for Geographe Bay Brewing Co. as potential lessee of Reserve 46187 – Lot 448 Marine Terrace, Busselton until 31 December 2023.

**EXECUTIVE SUMMARY**

In December 2021 Council endorsed Geographe Bay Brewing Co as the preferred proponent (Proponent) for the lease of Reserve 46187 – Lot 448 Marine Terrace Busselton. This report seeks Council endorsement to extend their ‘preferred proponent’ status for a further period to 31 December 2023, so that land matters and a head lease with Department of Planning, Lands and Heritage (DPLH) can be finalised, and then sublease arrangements made with Geographe Bay Brewing Co.

**BACKGROUND**

The former Busselton Tennis Club building was constructed in 1999 and remained as the Busselton Tennis Club clubrooms until 2019 when the Tennis Club relocated to its new premises at Barnard Park East.

The land on which the former Tennis Club building is located is Crown land Reserve 46187 - Lot 488 Marine Terrace (the Premises) and up until recently, the Reserve purpose was designated as “Tennis Club”. Following the vacation of the Tennis Club, the Premises were occupied by the Bunbury Regional College (BRC) for educational purposes under a short term licence. Their tenure expired on 31 December 2021.

Officers advertised an expression of interest (EOI) for business owners to establish and operate a commercial offering within the Premises in October 2021. The EOI called for proposals that would achieve the following City objectives:

- Provide a diverse, attractive range of community and commercial offerings for residents and tourists to the City of Busselton;
- Activate the Busselton Foreshore and CBD through a range of trading hours;
- Attract a suitably qualified tenant that could show previous relevant business experience;
- Achieve community valued outcomes for use of City of Busselton owned/managed assets; and
- Support local enterprise, business investment and employment growth.

Two EOI submissions were received by the closing date and Council, at its meeting on 8 December 2021 (C2112/119) endorsed Geographe Bay Brewing Co as the 'preferred proponent' for a six month period including:

- Authorising the CEO to continue negotiations with the Department of Planning, Lands and Heritage to change the purpose of Lot 448 on Reserve 46187 and agree the terms of a head lease with the State Government; and
- Subject to the outcome of recommendation above, authorising the CEO to enter into negotiations for the terms and conditions of a sublease with Geographe Bay Brewing Co, including ground rent, lease term, asset management, potential landscaping proposals and any legal considerations to operate a commercial venture and return to Council with recommendations in relation to the terms.

At the Council meeting of 8 June 2022, Council resolved to extend the preferred proponent status (C2206/117) for a further term of nine months allowing Officers to progress the head lease and sublease negotiations with DPLH and the Proponent.

#### **OFFICER COMMENT**

City officers have been in discussion with the DPLH since the departure of the Tennis Club from the Premises in 2019; and have been seeking a change to the Reserve purpose in order to facilitate its commercial development.

As a precursor to the Reserve purpose change DPLH directed the City to undertake a change to the Busselton Foreshore Structure Plan, to align the planning use with the proposed commercial activation. In 2020 the City undertook advertising and secured Council endorsement to change the Structure Plan. This resulted in the creation of a new "Tennis Club Precinct" which facilitates a number of potential commercial uses including restaurant/café premises.

In 2021 DPLH issued a new management order for the Reserve with the designated purpose of "Recreation and Community". This is an interim measure pending submission of a proposal to the Minister for Lands to allow commercial use.

The City has current lease arrangements for commercial facilities on the foreshore such as the Goose and Equinox, where a head lease has been entered into between the City and the State at a nominal rent and a sublease then entered into with the Proponent. Policy changes within the DPLH have seen a change of approach, requiring the head lease between the City and the State to be on a commercial rent footing.

City officers are however hopeful of negotiating a nominal or a reduced head lease rent with DPLH on the understanding that the income generated from the sublease be paid into the Busselton Jetty Maintenance Reserve, as is the case with the other commercial leases on Busselton Foreshore.

To support this, DPLH requested that the City prepare a business case to assist them with their submission to their Minister. This has been submitted. DPLH also require an up to date market rental valuation from the District Valuer which is expected to be complete in mid-February, after which the submission to Minister should be progressed.

Officers have progressed the development of the heads of terms between the City and the Proponent and have provided comment to DPLH on the format of the head lease proposed to be entered into by the City with the State.

The Proponent has also submitted a Development Application (DA) for their refurbishment works to the building, which has been signed by DPLH in their capacity as land owner, and has undertaken investigations into utility upgrades, including cost estimates to be considered as part of the negotiations. Outstanding actions remain in relation to confirmation of headworks for power upgrades and costs from Western Power, determining if a new waste water pump station is required and the appropriate location, and assessment of the DA.

Negotiations with the Department of Planning, Lands and Heritage (DPLH) and due diligence by the Proponent in relation to upgrades to services to the building have created unexpected delays. For this reasons, officers are requesting an extension of time for the preferred proponent status to the end of the calendar year to complete this process.

### **Statutory Environment**

#### ***Land Administration Act 1997 (LAA)***

The Premises are located on Class C Crown Reserve 46187 – Lot 488 Marine Terrace (Volume LR3111 Folio 999). The current Reserve purpose is “Recreation and Community”, prior to which it was “Tennis Club”. The City has management of the Reserve with power to lease for any period not exceeding 21 years and subject to the prior approval of the Minister for Lands.

#### ***Local Government Act 1995 (the Act)***

The grant of a sublease to a commercial operator constitutes a disposal requiring advertising in accordance with section 3.58 of the Act. Once the terms of the sublease have been negotiated, local public notice of the sublessee, consideration and lease term will be given inviting submissions to be made within a certain period. Council are required to consider any submissions received within that time frame.

### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plans:

- Busselton Foreshore Master Plan and Structure Plan
- City of Busselton Economic Development Strategy (2016-26)

### **Financial Implications**

There are no direct financial implications associated with the officer recommendation at this time. However, in the absence of support from the Minister for Lands for a nominal rent head lease the City will incur the liability of a commercial rent. Officers will in turn look to negotiate sublease conditions requiring the provision of bank guarantees or bonds at least commensurate with the head lease rent and head lease conditions that enable the City to seek rent relief in the event of the sublessee’s default.

**Stakeholder Consultation**

Consultation with DPLH in relation to the change of Reserve purpose to allow for commercial use and the grant of a head lease and sublease are ongoing as outlined in this report. No further stakeholder consultation other than with the Proponent was required or undertaken in relation to the officer recommendation.

**Risk Assessment**

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

**Options**

As an alternative to the proposed recommendation the Council could:

1. Choose an alternative time frame to extend the 'preferred proponent' status for Geographe Bay Brewing Co.
2. Choose not to endorse the officer recommendation and request officers to advertise for further expressions of interest.





**CONCLUSION**

Council has previously endorsed Geographe Bay Brewing Co be nominated as the 'preferred proponent' for a lease over the Old Tennis Club building. An extension of nine months was endorsed by Council which has now passed and negotiations are still ongoing with both the Proponent and DPLH. As such Officers are requesting that the 'preferred proponent' for Geographe Bay Brewing Co be extended until the end of the 2023 calendar year to allow negotiations to be finalised and a report presented to Council for final endorsement.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Proponent wishes to progress with the change of purpose of the building as soon as possible. Officers will continue to work with DPLH in relation to the head lease terms and with the Proponent to settle the format of the sublease in a timely manner.

17.1 COUNCILLORS INFORMATION BULLETIN

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Councillors Information Bulletin
<b>BUSINESS UNIT</b>	Executive Services
<b>REPORTING OFFICER</b>	Reporting Officers - Various
<b>AUTHORISING OFFICER</b>	Chief Executive Officer - Tony Nottle
<b>NATURE OF DECISION</b>	Noting: The item is simply for information purposes and noting
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A <a href="#">Current Active Tenders</a>   Attachment B <a href="#">State Administrative Tribunal Reviews</a>  

The officer recommendation was moved and carried.

**COUNCIL DECISION**

**C2302/024** Moved Councillor P Carter, seconded Councillor K Cox

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

**17.1.1 Current Active Tenders**

**17.1.2 State Administrative Tribunal Reviews**

**CARRIED 9/0**

**EN BLOC**

**OFFICER RECOMMENDATION**

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

17.1.1 Current Active Tenders

17.1.2 State Administrative Tribunal Reviews

**EXECUTIVE SUMMARY**

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

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

**INFORMATION BULLETIN**

**17.1.1 Current Active Tenders**

The Current Active Tenders is at Attachment A.

**17.1.2 State Administrative Tribunal Reviews**

The current State Administrative Tribunal Reviews is at Attachment B.

Current Active Tenders - as at 2 February 2023

TENDER	BACKGROUND	CURRENT STATUS
<b>PQS 06/22 SUPPLY DRAINAGE PRODUCTS</b>	<ul style="list-style-type: none"> <li>Requirements – a panel of pre-qualified suppliers to provide the City’s ongoing requirements for drainage products.</li> <li>A request for applications was advertised on 16 November 2022, closed on 15 December 2022.</li> </ul>	<ul style="list-style-type: none"> <li>The CEO holds delegated authority to appoint a panel of suppliers under resolution DA01-10.</li> <li>Four applications were received and are being assessed by the evaluation panel.</li> </ul>
<b>RFT 13/22 CLEANING SERVICES – CITY BUILDINGS</b>	<ul style="list-style-type: none"> <li>Requirements – a suitable contractor to provide regular cleaning services to City-owned buildings and external facades.</li> <li>A request for tender was advertised on 3 December 2022.</li> </ul>	<ul style="list-style-type: none"> <li>This tender closed on 12 January 2023, three submissions were received.</li> <li>It is anticipated that a report to Council for a decision on the tender will be presented at the March 2023 Council meeting.</li> </ul>
<b>RFT 14/22 REUSE SHOP</b>	<ul style="list-style-type: none"> <li>Requirements – a suitable contractor to design and install a reuse and recycling shed and amenities at Busselton Waste Transfer Station.</li> <li>A request for tender was advertised on 17 December 2022.</li> </ul>	<ul style="list-style-type: none"> <li>This tender closed on 24 January 2023, three submissions were received.</li> <li>This tender will fall within the CEO’s delegated authority to accept tenders.</li> </ul>
<b>RFT 01/23 COASTAL INUNDATION MODELLING</b>	<ul style="list-style-type: none"> <li>Requirements – a suitable consultant to conduct coastal inundation surveys of coastal areas from Dunsborough to Wonnerup.</li> <li>A request for tender is intended to be advertised early 2023.</li> </ul>	<ul style="list-style-type: none"> <li>It is expected that this tender will fall within the CEO’s delegated authority to accept tenders.</li> </ul>



Current Active Tenders - as at 2 February 2023

TENDER	BACKGROUND	CURRENT STATUS
<b>RFT 02/23 HILTON HOTEL CARPARK</b>	<ul style="list-style-type: none"> <li>Requirements – a suitable contractor to install a carpark at the Hilton Garden Hotel.</li> </ul>	<ul style="list-style-type: none"> <li>A request for tender was advertised on 14 January 2023, closing on 9 February 2023</li> <li>It is expected that this tender will fall within the CEO's delegated authority to accept tenders.</li> </ul>
<b>PQS 01/23 EXTRUDED KERBING</b>	<ul style="list-style-type: none"> <li>Requirements – a panel of pre-qualified suppliers to provide the City's ongoing requirements for extruded kerbing.</li> </ul>	<ul style="list-style-type: none"> <li>A request for applications was advertised on 14 January 2023, closing on 2 February 2023. Two applications were received.</li> <li>The CEO holds delegated authority to appoint a panel of suppliers under resolution DA01-10.</li> </ul>
<b>RFT03/23 ROAD SHOULDER WIDENING – JALBARRAGUP RD</b>	<ul style="list-style-type: none"> <li>Requirements – a suitable contractor to perform road shoulder widening and resealing works at SLK 0 to 10.67 Jalbarragup Road.</li> </ul>	<ul style="list-style-type: none"> <li>A request for tender was advertised on 18 January 2023, closing on 8 February 2023.</li> <li>It is expected that this tender will be presented to Council for its decision.</li> </ul>




**As at 8 December 2022**

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
<b>CITY OF BUSSELTON</b>							
Amber Cloud Pty Ltd v City of Busselton (DR 231/2021)	Lot 101 Wilyabrup Road, Wilyabrup	November 2021	Review of a decision to refuse or conditionally grant an application under a planning scheme  (Single House)	Briony McGinty/Joanna Wilson	<ul style="list-style-type: none"> <li>• Directions hearing on the 12 November 2021 against the decision of the City to refuse a development application. The matter is listed for Mediation on 7 February 2022.</li> <li>• Mediation on 7 February 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Additional information would be submitted to the City by 22 March;</li> <li>- Mediation listed for 5 April 2022.</li> </ul> </li> <li>• Mediation on 5 April 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Applicant to provide amended application on or before 8 July 2022;</li> <li>- Mediation scheduled 22 July 2022;</li> <li>- Respondent (the City) to reconsider on or before 18 November 2022;</li> <li>- Listed for directions hearing 25 November 2022.</li> </ul> </li> <li>• Mediation on 22 July 2022 where it was resolved that:               <ul style="list-style-type: none"> <li>- Applicant to provide an updated suite of documents on or before 12 August 2022;</li> <li>- By 16 September 2022 the respondent is to provide to the applicant respondent comments and any referral agency comments;</li> <li>- Mediation is adjourned to 20 September 2022;</li> <li>- Respondent to reconsider on or before 18 November 2022; and</li> <li>- Listed for directions hearing 25 November 2022.</li> </ul> </li> <li>• Mediation on 20 September 2022:               <ul style="list-style-type: none"> <li>• Applicant to provide an updated suite of documents on or before 4 October;</li> <li>• Mediation adjourned to 20 October 2022;</li> <li>• Respondent to reconsider on or before 18 November 2022;</li> </ul> </li> <li>• Mediation listed for 20 October 2022 is vacated and relisted for 4 November 2022. The time to comply with the orders above to submit updated information is extended to 18 October 2022.</li> <li>• Mediation listed for 4 November was vacated and the following orders affirmed:               <ul style="list-style-type: none"> <li>- Respondent (the City) to reconsider on or before 18 November 2022;</li> <li>- Listed for directions hearing 25 November 2022.</li> </ul> </li> <li>• Directions hearing on 25 November was vacated and the following orders affirmed:               <ul style="list-style-type: none"> <li>- Respondent (the City) to reconsider on or before 23 December 2022;</li> <li>- Listed for directions hearing on 9 December 2022.</li> </ul> </li> <li>• Directions hearing on 9 December vacated and the following</li> </ul>	Directions Hearing on 3 February 2023.	

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
					orders affirmed: - Respondent (the City) to reconsider on or before 23 December 2022; - Listed for directions hearing on 3 February 2023.		
Silverlodge Pty Ltd v City of Busselton (CC 1054/2022)	585 Caves Rd Marybrook	August 2022	Review of a decision under the Caravan Parks and Camping Grounds Act 1995.	Ben Whitehill/Dion Spurgeon	<ul style="list-style-type: none"> <li>Directions hearing listed for 23 September 2022 against the City reducing the number of licenced sites.</li> <li>Directions hearing on 23 September 2022 was vacated and listed for a mediation on 18 October 2022.</li> <li>Mediation on 18 October 2022: <ul style="list-style-type: none"> <li>Mediation adjourned to a further mediation on 17 November 2022.</li> </ul> </li> <li>Mediation on 17 November 2022 was vacated. Mediation listed for 22 December 2022.</li> <li>Mediation on 22 December 2022:</li> <li>Listed for a directions hearing on 31 January 2023.</li> <li>Directions hearing on 31 January 2023 was vacated. Directions hearing on 3 March 2023</li> </ul>	Directions Hearing on 3 March 2023	
Happ & Anor v City of Busselton (DR 159/2022)	575 Commonage Road Quindalup	September 2022	Review of a direction by the City to stop and not recommence a development and to restore land to its state prior to the development	Briony McGinty/Bob Wallin/Andrew Watts	<ul style="list-style-type: none"> <li>Directions hearing listed for 14 October 2022.</li> <li>Mediation listed for 1 November 2022 and further directions hearing on 4 November.</li> <li>Mediation on 1 November referred to further mediation on 13 December 2022. Directions Hearing listed for 4 November vacated.</li> <li>Direction hearing on 13 December 2022: <ul style="list-style-type: none"> <li>Orders that a further directions hearing take place on 20 January 2023.</li> </ul> </li> <li>Directions hearing on 20 January 2023 was vacated and re-listed for 3 March 2023.</li> </ul>	Directions Hearing on 3 March 2023	
Happ & Anor v City of Busselton (DR 197/2022)	575 Commonage Road Quindalup	November 2022	Review of direction 214(2) by the City	Briony McGinty/Bob Wallin/Andrew Watts	<ul style="list-style-type: none"> <li>Planning (General) Directions hearing listed for 25 November 2022.</li> <li>Directions hearing on 25 November 2022 was vacated and listed for mediation on 13 December 2022.</li> <li>Direction hearing on 13 December 2022: <ul style="list-style-type: none"> <li>Orders that a further directions hearing take place on 20 January 2023.</li> </ul> </li> <li>Directions hearing on 20 January 2023 was vacated and re-listed for 3 March 2023.</li> </ul>	Directions Hearing on 3 March 2023	
<b>REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL</b>							
NIL							

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							

**ITEMS FOR DEBATE****12.1 Policy and Legislation Committee - 25/1/2023 - COUNCIL POLICY REVIEW: MEETINGS, INFORMATION SESSIONS AND DECISION MAKING PROCESSES**

<b>STRATEGIC THEME</b>	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
<b>STRATEGIC PRIORITY</b>	4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
<b>SUBJECT INDEX</b>	Council Policy Review
<b>BUSINESS UNIT</b>	Governance Services
<b>REPORTING OFFICER</b>	Governance Officer - Jo Barrett-Lennard
<b>AUTHORISING OFFICER</b>	Acting Director, Finance and Corporate Services - Sarah Pierson
<b>NATURE OF DECISION</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
<b>VOTING REQUIREMENT</b>	Simple Majority
<b>ATTACHMENTS</b>	Attachment A Proposed Council policy: Meetings, Information Sessions and Decision Making Processes (Clean) <a href="#">↓</a>  Attachment B Current Council policy: Meetings, Information Sessions and Decision Making Processes <a href="#">↓</a>  Attachment C Proposed Council policy: Meetings, Information Sessions and Decision Making Processes (Tracked Changes) <a href="#">↓</a> 

**This item was considered by the Policy and Legislation Committee at its meeting on 25/1/2023, the recommendations from which have been considered by Council.**

Prior to the meeting, officers foreshadowed an amendment to the recommendation. In accordance with clause 10.18(7) of the City of Busselton *Standing Orders Local Law 2018*, the committee recommendation was put first.

**SUBSTANTIVE MOTION**

**That the Council adopts the amended Council policy: Meetings, Information Sessions and Decision Making Processes (the Policy) (Attachment A) to replace the current policy (Attachment B), with additional Committee amendments to points 5.11, 5.14, 5.15 and 5.22 to read as follows:**

- 5.11 Where a member of the public is not present to ask a submitted question it will be responded to administratively as general correspondence.**
- 5.14 Questions containing defamatory remarks of offensive language, or that question the competency or personal matters of Elected Members or employees may be ruled inappropriate by the Presiding Member subject to the Presiding Member taking reasonable steps to assist the member of the public to rephrase the question.**
- 5.15 There will be no debate or discussion on the response provided.**
- 5.22 Agenda briefing sessions provide Elected Members with the opportunity to ask questions of officers and other Elected Members on current Council agenda items.**

**LAPSED FOR WANT OF A MOVER**

The motion lapsed and the amended recommendation was moved and carried.

### **COUNCIL DECISION**

**C2302/025** Moved Councillor P Cronin, seconded Councillor S Riccelli

**That the Council adopts the amended Council policy: Meetings, Information Sessions and Decision Making Processes (the Policy) (Attachment A) to replace the current policy (Attachment B), with additional Committee amendments to points 5.11, 5.14, 5.15 and 5.22 to read as follows:**

- 5.11** Where a member of the public is not present to ask a submitted question it will be responded to administratively as general correspondence.
- 5.14** Questions containing defamatory remarks, offensive language, or that question the competency or personal matters of Elected Members or employees may be ruled inappropriate by the Presiding Member subject to the Presiding Member taking reasonable steps to assist the member of the public to rephrase the question.
- 5.15** There will be no debate or discussion on the response provided.
- 5.22** Agenda briefing sessions provide Elected Members with the opportunity to ask questions of officers and other Elected Members on current Council agenda items.

and additional officer amendments to create a new point 5.20 (with all subsequent points being renumbered):

- 5.20** The CEO will keep a record of presenters who attend PAP including the agenda item on which they present.

and amend point 5.11 and 5.29 (previously 5.28) to read as follows:

- 5.11** Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence. Councillors will be provided a copy of the response.
- 5.29** In addition to the protocols already outlined in this Policy, the following will apply to public attendance:
  - a.** public addresses will be limited to a period of 5 minutes unless an extension is granted by the Presiding Member;
  - b.** respect will be shown to Councillors, employees and other members of the public;
  - c.** a person will not create a disturbance, interrupt or interfere with the proceedings;
  - d.** participation is in good faith. The Presiding Member may decide that a question or address is not to be responded to where the same or similar question or matter was raised by the same individual or group at a previous CAS or PAP;
  - e.** no person will be permitted to use any electronic, visual or audio recording device or instrument to record the proceedings without the permission of the Presiding Member, unless it is at the discretion of the CEO for the purposes of recordkeeping.

**CARRIED 9/0**

Reasons: Amendments are proposed to point 5.11, 5.20 (new point) and 5.29 (previously 5.28), clarifying Public Question Time responses, record keeping processes for Public Agenda Presentations and providing clarity in relation to when a Presiding Member may decide that a question or address is not to be responded to.

## **OFFICER RECOMMENDATION**

That the Council adopts the amended Council policy: Meetings, Information Sessions and Decision Making Processes (the Policy) (Attachment A) to replace the current policy (Attachment B).

## **EXECUTIVE SUMMARY**

This report presents an amended Council policy: Meetings, Information Sessions and Decision Making Processes (the Policy) (Attachment A). The Policy has been amended to include new provisions for public question time (PQT) during Council and Committee meetings, and also includes new provisions for Public Agenda Presentations (PAP) - previously Public Presentation Sessions - and amended provisions for Community Access Sessions (CAS). Officers recommend it replace the current policy (Attachment B).

## **BACKGROUND**

A policy in relation to council meetings and decision making processes was first implemented in March 2011, as a consolidation of two policies: 005 - Electors and Special Electors' Meetings, and 246 – Governance Reform. Minor edits were made to the policy in March 2017, with a further review in March 2022, where amendments were made around the functioning of CAS (C2203/060).

At the Ordinary Meeting of Council on 27 April 2022, Council resolved to trial an alternative monthly meeting schedule, with CAS held once a month and a new public agenda presentation session introduced the week prior to the Council meeting. At the Ordinary Meeting of Council on 21 December 2022 Council resolved to continue with this meeting schedule (C2212/310).

Additionally, a review of PQT processes has been undertaken by officers, looking at practices of other local governments. Local Government Operational Guideline Number 3 – Managing Public Question Time (published by the Department of Local Government, Sport and Cultural Industries) was also reviewed.

Officers briefed Council in October 2022 and have now prepared the Policy, containing new PQT protocols, new guidelines for PAP and amended guidelines for CAS.

## **OFFICER COMMENT**

The Policy updates the guidelines for how the public is able to present to Council, both formally within a meeting and informally during CAS and PAP. This Policy is also applicable to all working groups involving Councillors.

### **Public Question Time**

The *Local Government Administration Regulations 1996* (the Regulations) requires that each member of the public who wishes to ask a question during PQT is given an equal and fair opportunity to ask the question and receive a response. The *City of Busselton Standing Orders Local Law 2018* (the Standing Orders) contains some provisions in relation to PQT, and with an increase in participation from members of the public at Council meetings, officers recommend provisions governing PQT are also added to the Policy to provide further guidance in relation to fairness and equity of PQT.

Regulation 6 of the Regulations sets the minimum time for PQT during Ordinary Meetings of Council as 15 minutes. The practices of other local governments also include a maximum time limit, in recognition that PQT is just one matter of business within a Council Meeting. The Policy proposes a maximum time of 30 minutes for PQT and a maximum of 3 questions per person per PQT. The Policy stipulates the order in which questions are to be heard, generally being the order of registration, with a new pre-registration process for questions also being proposed. The new pre-registration process aims to assist the Presiding Member with the allocation of time.

Additional questions may be permitted by the Presiding Member where time permits. While not mandatory, the pre-registration of questions will also assist in the provision of responses during PQT.

The Standing Orders sets out instances where the Presiding Member may decide that a question is not to be responded to, which includes where a question is offensive or defamatory or is one which, if asked by an Elected Member, would be in breach of the Standing Orders or any other law. The Policy seeks to support these provisions by clearly setting out that questions which question the competency or personal affairs of Elected Members or employees will not be considered; given that any such question asked by an Elected Member would be against the City's Code of Conduct provisions, provisions which stem from regulations.

### **Public Agenda Presentations**

The intent of PAP is to provide members of the public with an opportunity to present to Council on matters on the current Council Agenda – hence the title Public Agenda Presentations. The Policy provides guidance for the function of PAP.

### **Behaviour Protocols**

General Behaviour Protocols, which were included with reference to CAS as part of the review in March 2022, have been amended to be applicable to all Council meetings and forums, including working groups involving Councillors.

### **Statutory Environment**

In accordance with section 2.7(2)(b) of the *Local Government Act 1995* (the Act), it is the role of the Council to determine the local government policies.

Regulation 5 of the Regulations prescribe the meetings which require Public Question Time, with the minimum time for PQT for each of the prescribed meetings stated in Regulation 6. Clause 6.7 of the Standing Orders sets out other procedures for PQT.

### **Relevant Plans and Policies**

The following Departmental guidelines are relevant to the Policy:

- Department of Local Government and Communities – Local Government Operational Guideline No. 3 – Managing Public Question Time
- Department of Local Government and Communities – Local Government Operational Guideline No. 5 – Council Forums

### **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, however research of other local governments has been undertaken.

### **Risk Assessment**

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



**Options**

As an alternative to the proposed recommendation the Council could:

1. Choose not to adopt the amended Policy, or
2. Adopt the Policy with further amendments.

**CONCLUSION**

Officers are recommending the adoption of the amended Council policy: Meetings, Information Sessions and Decision making Processes, which reflect changes to Council's meeting structures and include provisions for the improved functioning of PQT in Council and Committee meetings.

**TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The Policy will be placed on the City's website within one week of Council adoption, with the Policy taking effect immediately.



## Council Policy

**Council Policy Name:** Meetings, Information Sessions and Decision Making Processes  
**Responsible Directorate:** Finance and Corporate Services **Version:** DRAFT

### 1. PURPOSE

- 1.1. A key role of a Councillor is to participate in the Local Government’s decision-making processes at Council and Committee meetings. A key function of the CEO is to ensure that advice and information is available to the Council so that informed decisions can be made.
- 1.2. The purpose of this Policy is to set out guidelines for the provision of information to Councillors at Council and Committee meetings and Information Sessions, as well as how Information Sessions will be managed.

### 2. SCOPE

- 2.1. This Policy is applicable to all Council and Committee meetings and Information Sessions.

### 3. DEFINITIONS

Term	Meaning
Information Session	Councillor workshops, agenda briefing sessions, briefing sessions, community access sessions and working groups involving Councillors
Policy	this City of Busselton Council policy titled “Meetings, Information Sessions and Decision Making Processes”

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Theme 4: LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priorities:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making; and
  - b. 4.4: Govern a professional organisation that is healthy, capable and engaged.

### 5. POLICY STATEMENT

- 5.1. The City utilises a range of mechanisms to ensure Councillors can make informed decisions, including workshops, briefing sessions, community access sessions and working groups.

#### Council and Committee Meetings

- 5.2. Council and Committee Meetings are conducted in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Administration) Regulations 1996* (the Regulations), *Local Government (Administration) Amendment Regulations 2022* and the *City of Busselton Standing Orders Local Law 2018* (the Standing Orders).
- 5.3. Formal decisions of the Council are made at Council and Committee meetings.

**Public Question Time**

- 5.4. Public question time allows members of the public to participate in local government by asking questions of the Council in relation to issues affecting the City. It also assists the City in identifying issues of importance to the community and assists the public to be better informed about how the City is governed.
- 5.5. The requirements for public question time are dealt with in the Act, the Regulations, the Standing Orders, and this Policy.
- 5.6. The City will allocate a minimum of 15 minutes and a maximum of 30 minutes per Council meeting for public question time.
- 5.7. Members of the public should register their intent to ask a question at a Council meeting by completing and submitting the Public Question Time form before 4pm the day prior to the relevant meeting.
- 5.8. Subject to paragraph 5.9, members of the public will be invited to ask their question in order of registration. Where time permits, members of the public who have not submitted a question will then be invited to ask a question.
- 5.9. The Presiding Member may group together questions that deal with a particular item.
- 5.10. Questions will be limited to three per person, to ensure that each person who is registered to ask a question has an opportunity to do so within the time allocated. Additional questions may be permitted by the Presiding Member where time permits.
- 5.11. Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence.
- 5.12. Questions may be taken on notice, to be responded to at a later time by the CEO in accordance with clause 6.7 of the Standing Orders.
- 5.13. Public question time is for the tabling of questions, not for members of the community to make statements. For context, the Presiding Member may allow a short preamble only.
- 5.14. Questions containing defamatory remarks or offensive language, or that question the competency or personal affairs of Elected Members or employees will be ruled inappropriate by the Presiding Member and will not be considered.
- 5.15. No debate or discussion will take place on any question or answer.

**Public Agenda Presentations**

- 5.16. Public Agenda Presentations (PAP) provide the opportunity for members of the community to give a presentations on items relating to the current Council agenda.
- 5.17. PAP will be run in the same order as the current Council agenda. Items may be brought forward at the discretion of the Presiding Member.
- 5.18. The Presiding Member will generally allow between 4 and 6 presenters on each item, with a maximum of 5 minutes per presentation.

5.19. Bookings are encouraged prior to commencement of the PAP.

#### Community Access Sessions

5.20. Community Access Sessions provide community members with the opportunity to ask questions of Councillors on any matters of local government business. While Community Access Sessions are not formal meetings of Council, it is important that they are conducted in a way that is consistent with the principles and objectives of the Act, the Regulations and the Standing Orders in relation to the conduct of business.

5.21. The CEO will keep a record of matters raised at Community Access Sessions, including who they were raised by.

#### Agenda Briefing Sessions

5.22. Agenda briefing sessions provide Elected Members with the opportunity to ask questions of officers and other Elected Members on items on the current Council agenda.

5.23. Agenda briefing sessions shall be conducted in an open, accountable manner, subject to confidentiality provisions.

#### Briefing Sessions and Workshops

5.24. Outside of agenda briefing sessions it is usual for workshops and briefing sessions on a range of matters to be convened by the CEO for the purpose of providing relevant information to Councillors.

5.25. Briefing sessions and workshops are convened to offer Councillors the opportunity to:

- a. explore options and discuss ideas;
- b. discuss future agenda items and strategic direction;
- c. to be briefed on key ongoing projects and have input prior to the allocation of resources in taking forward reports to the Council;
- d. provide feedback and input in relation to decisions being made, or which may be made, by officers (under delegation, authorisation or similar, or 'acting through');
- e. discuss and resolve where possible grievances and concerns.

5.26. Briefing sessions are relatively informal and are not open to the general public (unless invited) due to the preliminary and exploratory nature of the discussions.

5.27. Formal decisions of the Council are only made during a formal Council meeting and therefore collective or implied agreement on any issue during any briefing, information session or workshop cannot bind the Local Government.

#### Behaviour Protocols

5.28. In addition to the protocols already outlined in this Policy, the following will apply to all Council and Committee meetings or Information Sessions that are attended by members of the public:

- a. a public address will be limited to a period of 5 minutes unless the person is granted an extension by the presiding member;
- b. a person must show respect to Councillors and employees;
- c. a person must not create a disturbance by interrupting or interfering with the proceedings;
- d. the Presiding Member may decide that a question or address is not to be responded to:
  - i. where the same or similar question or matter was asked or dealt with at a previous CAS, PAP or Council meeting and a response provided; or
  - ii. where an address breaches paragraph 5.14 of this Policy;

e. no person is to use any electronic, visual or audio recording device or instrument to record the proceedings without the permission of the Presiding Member, unless it is at the discretion of the CEO for the purposes of recordkeeping.

5.29. If the Presiding Member considers a member of the public has engaged in conduct contrary to the requirements of 5.28, they may request the person to refrain from the inappropriate behaviour and / or to withdraw inappropriate comments.

5.30. Where a member of the public fails to comply with the Presiding Members request, the Presiding Member may immediately require the person to stop speaking and / or may require the person to leave the meeting or session.

**Information Provision**

5.31. Requests by Councillors’ for information should be directed to the CEO or relevant Director and circulated to all Councillors for information. The officer’s response should be circulated to all Councillors.

5.32. Councillors can ask for personal information of a private nature to be provided on a “Private and Confidential” basis. The CEO will consider the appropriateness of the request and determine whether such information is to be provided.

5.33. Where a question cannot be sufficiently answered at an Information Session or Council or Committee meeting, any further information is to be circulated to all Councillors.

5.34. In addition to disclosure requirements that apply at formal meetings, the Department of Local Government guidelines promote disclosure of interests at agenda forums, as participation without disclosing an interest is ethically unacceptable. Interests shall therefore be disclosed at Information Sessions.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. *Local Government (Administration) Amendment Regulations 2022*
- 6.4. *City of Busselton Standing Orders Local Law 2018*
- 6.5. Department of Local Government Operational Guideline No. 3 – Managing Public Question Time
- 6.6. Department of Local Government Operational Guideline No. 5 - Council Forums

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	23 March 2022	Resolution #	C2203/060



## Council Policy

**Council Policy Name:** Meetings, Information Sessions and Decision Making Processes  
**Responsible Directorate:** Finance and Corporate Services      **Version:** ADOPTED

### 1. PURPOSE

- 1.1. A key role of a Councillor is to participate in the Local Government’s decision-making processes at Council and Committee meetings. A key function of the CEO is to ensure that advice and information is available to the Council so that informed decisions can be made.
- 1.2. The purpose of this Policy is to set out guidelines for the provision of information to Councillors at Council and Committee meetings and Information Sessions, as well as how Information Sessions will be managed.

### 2. SCOPE

- 2.1. This Policy is applicable to all Information Sessions and formally-constituted meetings involving Councillors of the City of Busselton.

### 3. DEFINITIONS

Term	Meaning
Information Session	Councillor workshops, agenda briefing sessions, briefing sessions and community access sessions
Policy	this City of Busselton Council policy titled “Meetings, Information Sessions and Decision Making Processes”

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to Strategic Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priorities:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making; and
  - b. 4.4: Govern a professional organisation that is healthy, capable and engaged.

### 5. POLICY STATEMENT

- 5.1. The City utilises a range of mechanisms to ensure Councillors can make informed decisions, including workshops, briefing sessions, and community access sessions, in addition to its formal Council and Committee meetings.

#### Council and Committee Meetings

- 5.2. Council and Committee Meetings are conducted in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *City of Busselton Standing Orders Local Law 2018*.

5.3. Formal decisions of the Council are made at Council and Committee meetings.

#### Agenda Briefing Sessions

5.4. Agenda briefing sessions are utilised to discuss matters that appear on the current Council agenda

5.5. Agenda briefing sessions shall be conducted in an open, accountable manner, subject to confidentiality provisions.

#### Briefing Sessions and Workshops

5.6. Outside of agenda briefing sessions it is usual for workshops and briefing sessions on a range of matters to be convened by the CEO for the purpose of providing relevant information to Councillors.

5.7. Briefing sessions and workshops are convened to offer Councillors the opportunity to:

- a. explore options and discuss ideas;
- b. discuss future agenda items and strategic direction;
- c. to be briefed on key ongoing projects and have input prior to the allocation of resources in taking forward reports to the Council;
- d. provide feedback and input in relation to decisions being made, or which may be made, by officers (under delegation, authorisation or similar, or 'acting through');
- e. discuss and resolve where possible grievances and concerns.

5.8. Briefing sessions are relatively informal and are not open to the general public (unless invited) due to the preliminary and exploratory nature of the discussions.

5.9. Formal decisions of the Council are only made during a formal Council meeting and therefore collective or implied agreement on any issue during any briefing, information session or workshop cannot bind the Local Government.

#### Community Access Sessions

5.10. Community Access Sessions provide community members the opportunity to address Councillors on matters of local government business. Administrative matters may be responded to by the CEO or taken on notice.

5.11. Community Access Sessions may also be used to present on a matter currently before Council for a decision, either ahead of the Council meeting as a party with an interest (as per the City of Busselton's Standing Orders Local Law) or as an 'other' interested person.

5.12. At the discretion of the Presiding Member, community members wishing to present on a matter not on a current Council meeting agenda will be heard first, followed by those wishing to present on an item before Council.

5.13. While Community Access Sessions are not formal meetings of Council, it is important that they are conducted in a way that is consistent with the principles and objectives of the *Local Government Act 1995* in relation to the conduct of business. Accordingly the following will apply

- a. each member of the public will be given an equal and fair opportunity, to be determined by the presiding member, to address Councillors;
- b. an address will be limited to a period of 5 minutes unless the person is granted an extension by the presiding member;
- c. the presiding member may decide that a question or matter is not be responded to where the same or similar question or matter was:
  - i. asked or dealt with at a previous CAS or Council meeting and a response provided; or

- ii. where the question is offensive or defamatory in nature;
  - d. no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of CAS without the permission of the presiding member, unless it is at the discretion of the CEO for the purposes of recordkeeping;
  - e. a person must comply with the City's Behaviour Protocols at all times and must not create a disturbance by interrupting or interfering with the proceedings.
  - f. community members must show respect to Councillors and employees and must not publicly make adverse reflections on the character or conduct of a Councillor or employee.
- 5.14. If the presiding member considers a community member has engaged in conduct contrary to the requirements of 5.13, they may request the person to refrain from the inappropriate behaviour and / or to withdraw inappropriate comments.
- 5.15. Where a community member fails to comply with the Presiding Members request, the presiding member may immediately require the person to stop speaking and / or may require the person to leave the Community Access Session.
- 5.16. The CEO will keep a record of matters raised at Community Access Sessions, including who they were raised by.

**Information Provision**

- 5.17. Requests by Councillors' for information should be directed to the CEO or relevant Director and circulated to all Councillors for information. The officer's response should be circulated to all Councillors.
- 5.18. Councillors can ask for personal information of a private nature to be provided on a "Private and Confidential" basis. The CEO will consider the appropriateness of the request and determine whether such information is to be provided.
- 5.19. Where a question cannot be sufficiently answered at an Information Session or Council or Committee meeting, any further information is to be circulated to all Councillors.
- 5.20. In addition to disclosure requirements that apply at formal meetings, the Department of Local Government guidelines promote disclosure of interests at agenda forums, as participation without disclosing an interest is ethically unacceptable. Interests shall therefore be disclosed at Information Sessions.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. Department of Local Government Council Forums Guideline

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	23 March 2022	Resolution #	C2203/060
Previous Adoption	DATE	10 May 2017	Resolution #	C1705/101





## Council Policy

**Council Policy Name:** Meetings, Information Sessions and Decision Making Processes  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** ~~ADOPTED~~  
**DRAFT**

### 1. PURPOSE

- 1.1. A key role of a Councillor is to participate in the Local Government’s decision-making processes at Council and Committee meetings. A key function of the CEO is to ensure that advice and information is available to the Council so that informed decisions can be made.
- 1.2. The purpose of this Policy is to set out guidelines for the provision of information to Councillors at Council and Committee meetings and Information Sessions, as well as how Information Sessions will be managed.

### 2. SCOPE

- 2.1. This Policy is applicable to all **Council and Committee meetings and Information Sessions**

### 3. DEFINITIONS

Term	Meaning
Information Session	Councillor workshops, agenda briefing sessions, briefing sessions, <del>and</del> community access sessions <b>and working groups involving Councillors</b>
Policy	this City of Busselton Council policy titled “Meetings, Information Sessions and Decision Making Processes”

### 4. STRATEGIC CONTEXT

- 4.1. This Policy links to **Strategic Key** Theme 4. LEADERSHIP - A Council that connects with the community and is accountable in its decision making, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priorities:
  - a. 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making; and
  - b. 4.4: Govern a professional organisation that is healthy, capable and engaged.

### 5. POLICY STATEMENT

- ~~5.1.~~ The City utilises a range of mechanisms to ensure Councillors can make informed decisions, including workshops, briefing sessions, ~~and~~ community access sessions **and working groups.** ~~in addition to its formal Council and Committee meetings.~~

#### Council and Committee Meetings

- 5.2. Council and Committee Meetings are conducted in accordance with the *Local Government Act 1995 (the Act)*, the *Local Government (Administration) Regulations 1996 (the Regulations)*, *Local Government (Administration) Amendment Regulations 2022* and the *City of Busselton Standing Orders Local Law 2018 (the Standing Orders)*.

5.3. Formal decisions of the Council are made at Council and Committee meetings.

**Public Question Time**

5.4. Public Question Time allows members of the public to participate in local government by asking questions of the Council in relation to issues affecting the City. It also assists the City in identifying issues of importance to the community and assists the public to be better informed about how the City is governed.

5.5. The requirements for public question time are dealt with in the Act, the Regulations, the Standing Orders, and this Policy.

5.6. The City will allocate a minimum of 15 minutes and a maximum of 30 minutes per Council meeting for public question time.

5.7. Members of the public should register their intent to ask a question at a Council meeting by completing and submitting the Public Question Time form before 4pm the day prior to the relevant meeting.

5.8. Subject to paragraph 5.9, members of the public will be invited to ask their questions in order of registration. Where time permits, members of the public who have not submitted a question will then be invited to ask a question.

5.9. The Presiding Member may group together questions that deal with a particular item.

5.10. Questions will be limited to three per person, to ensure that each person who is registered to ask a question has an opportunity to do so within the time allocated. Additional questions may be permitted by the Presiding Member where time permits.

5.11. Where a person is not present to ask their submitted question it will be responded to administratively as general correspondence.

5.12. Questions may be taken on notice, to be responded to at a later time by the CEO in accordance with clause 6.7 of the Standing Orders.

5.13. Public Question Time is for the tabling of questions, not for members of the community to make statements. For context, the Presiding Member may allow a short preamble only.

5.14. Questions containing defamatory remarks or offensive language, or that question the competency or personal affairs of Elected Members or employees will be ruled inappropriate by the Presiding Member and will not be considered.

5.15. No debate or discussion will take place on any question or answer.

**Public Agenda Presentations**

5.16. Public Agenda Presentations (PAP) provide the opportunity for members of the community to give presentations on items relating to the current Council agenda.

5.17. PAP will be run in the same order as the current Council agenda. Items may be brought forward at the discretion of the Presiding Member.

5.18. The Presiding Member will generally allow between 4 and 6 presenters on each item, with a maximum of 5 minutes per presentation.

5.19. Bookings are encouraged prior to commencement of PAP.

#### Community Access Sessions

5.20. Community Access Sessions provide community members the opportunity to ask questions of Councillors on any matters of local government business. While Community Access Sessions are not formal meetings of Council, it is important that they are conducted in a way that is consistent with the principles and objectives of the Act, the Regulations and the Standing Orders in relation to the conduct of the business.

5.21. The CEO will keep a record of matters raised at Community Access Sessions, including who they were raised by.

#### Agenda Briefing Sessions

~~5.4.~~ 5.22. Agenda briefing sessions provide Elected Members with the opportunity to ask questions of officers and other Elected Members on items ~~are utilised to discuss matters that appear~~ on the current Council agenda

~~5.5.~~ 5.23. Agenda briefing sessions shall be conducted in an open, accountable manner, subject to confidentiality provisions.

#### Briefing Sessions and Workshops

~~5.6.~~ 5.24. Outside of agenda briefing sessions it is usual for workshops and briefing sessions on a range of matters to be convened by the CEO for the purpose of providing relevant information to Councillors.

~~5.7.~~ 5.25. Briefing sessions and workshops are convened to offer Councillors the opportunity to:

- a. explore options and discuss ideas;
- b. discuss future agenda items and strategic direction;
- c. to be briefed on key ongoing projects and have input prior to the allocation of resources in taking forward reports to the Council;
- d. provide feedback and input in relation to decisions being made, or which may be made, by officers (under delegation, authorisation or similar, or 'acting through');
- e. discuss and resolve where possible grievances and concerns.

~~5.8.~~ 5.26. Briefing sessions are relatively informal and are not open to the general public (unless invited) due to the preliminary and exploratory nature of the discussions.

~~5.9~~ 5.27. Formal decisions of the Council are only made during a formal Council meeting and therefore collective or implied agreement on any issue during any briefing, information session or workshop cannot bind the Local Government.

#### Behaviour Protocols

5.28. In addition to the protocols already outlined in this Policy, the following will apply to all Council and Committee meetings or Information Sessions that are attended by members of the public:

- a. a public address will be limited to a period of 5 minutes unless the person is granted an extension by the presiding member;
- b. a person must show respect to Councillors and employees;
- c. a person must not create a disturbance by interrupting or interfering with the proceedings;
- d. the Presiding Member may decide that a question or address is not to be responded to:
  - i. where the same or similar question or matter was asked or dealt with at a previous CAS, PAP or Council meeting and a response provided; or
  - ii. where an address breaches paragraph 5.14 of this Policy;
- e. no person is to use any electronic, visual or audio recording device or instrument to record the proceedings without the permission of the Presiding Member, unless it is at the discretion of the CEO for the purposes of recordkeeping.

- 5.29. If the Presiding Member considers a member of the public has engaged in conduct contrary to the requirements of 5.28, they may request the person to refrain from the inappropriate behaviour and / or to withdraw inappropriate comments.
- 5.30. Where a member of the public fails to comply with the Presiding Members request, the Presiding Member may immediately require the person to stop speaking and / or may require the person to leave the meeting or session.

#### Community Access Sessions

- ~~5.10. Community Access Sessions provide community members the opportunity to address Councillors on matters of local government business. Administrative matters may be responded to by the CEO or taken on notice.~~
- ~~5.11. Community Access Sessions may also be used to present on a matter currently before Council for a decision, either ahead of the Council meeting as a party with an interest (as per the City of Busselton's Standing Orders Local Law) or as an 'other' interested person.~~
- ~~5.12. At the discretion of the Presiding Member, community members wishing to present on a matter not on a current Council meeting agenda will be heard first, followed by those wishing to present on an item before Council.~~
- ~~5.13. While Community Access Sessions are not formal meetings of Council, it is important that they are conducted in a way that is consistent with the principles and objectives of the *Local Government Act 1995* in relation to the conduct of business. Accordingly the following will apply~~
- ~~a. each member of the public will be given an equal and fair opportunity, to be determined by the presiding member, to address Councillors;~~
  - ~~b. an address will be limited to a period of 5 minutes unless the person is granted an extension by the presiding member;~~
  - ~~c. the presiding member may decide that a question or matter is not be responded to where the same or similar question or matter was:
    - ~~i. asked or dealt with at a previous CAS or Council meeting and a response provided; or~~
    - ~~ii. where the question is offensive or defamatory in nature;~~~~
  - ~~d. no person is to use any electronic, visual or audio recording device or instrument to record the proceedings of CAS without the permission of the presiding member, unless it is at the discretion of the CEO for the purposes of recordkeeping;~~
  - ~~e. a person must comply with the City's Behaviour Protocols at all times and must not create a disturbance by interrupting or interfering with the proceedings.~~
  - ~~f. community members must show respect to Councillors and employees and must not publicly make adverse reflections on the character or conduct of a Councillor or employee.~~
- ~~5.14. If the presiding member considers a community member has engaged in conduct contrary to the requirements of 5.13, they may request the person to refrain from the inappropriate behaviour and / or to withdraw inappropriate comments.~~
- ~~5.15. Where a community member fails to comply with the Presiding Members request, the presiding member may immediately require the person to stop speaking and / or may require the person to leave the Community Access Session.~~
- ~~5.16. The CEO will keep a record of matters raised at Community Access Sessions, including who they were raised by.~~

**Information Provision**

~~5-17~~ 5.31. Requests by Councillors' for information should be directed to the CEO or relevant Director and circulated to all Councillors for information. The officer's response should be circulated to all Councillors.

~~5-18~~ 5.32. Councillors can ask for personal information of a private nature to be provided on a "Private and Confidential" basis. The CEO will consider the appropriateness of the request and determine whether such information is to be provided.

~~5-19~~ 5.33. Where a question cannot be sufficiently answered at an Information Session or Council or Committee meeting, any further information is to be circulated to all Councillors.

~~5-20~~ 5.34. In addition to disclosure requirements that apply at formal meetings, the Department of Local Government guidelines promote disclosure of interests at agenda forums, as participation without disclosing an interest is ethically unacceptable. Interests shall therefore be disclosed at Information Sessions.

**6. RELATED DOCUMENTATION / LEGISLATION**

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. *Local Government (Administration) Amendment Regulations 2022*
- ~~6.3~~ ~~Department of Local Government Council Forums Guideline~~
- 6.4. *City of Busselton Standing Orders Local Law 2018*
- 6.5. Department of Local Government Operational Guideline No. 3 – Managing Public Question Time
- 6.6. Department of Local Government Operational Guideline No. 5 – Council Forums

**7. REVIEW DETAILS**

Review Frequency		3 yearly		
Council Adoption	DATE	<del>23 March 2022</del>	Resolution #	<del>C2203/060</del>
Previous Adoption	DATE	23 March 2022 <del>10 May 2017</del>	Resolution #	C2203/060 <del>C1705/101</del>

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

Nil

**19. URGENT BUSINESS**

Nil

**20. CONFIDENTIAL REPORTS**

Nil

**21. CLOSURE**

The Presiding Member closed the meeting at 6.02pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 119 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON WEDNESDAY, 15 MARCH 2023.

DATE: 15.3.2023 PRESIDING MEMBER: 