



Ordinary Council Meeting

Minutes

Wednesday 26 July 2023

MINUTES

Minutes of a meeting of the Busselton City Council held in the Council Chambers, Administration Building, Southern Drive, Busselton, on Wednesday 26 July 2023 at 5:30pm.

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1. OFFICIAL OPENING

The City of Busselton welcomed Councillors, staff, guests and members of the public to the Ordinary Council Meeting of 26 July 2023.

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

This meeting was audio recorded for minute taking purposes.

Pastor Shane Martin from Horizon Church Dunsborough read a prayer as part of the opening of this meeting.

2. ATTENDANCE

PRESIDING MEMBER		MEMBERS	
Cr Grant Henley	Mayor	Cr Paul Carter	Deputy Mayor
		Cr Jodie Richards	
		Cr Kate Cox	
		Cr Phill Cronin	
		Cr Ross Paine	

REMOTE ATTENDANCE
Cr Anne Ryan

OFFICERS	
Mr Tony Nottle	Chief Executive Officer
Mr Oliver Darby	Director, Engineering and Works Services
Mrs Rachel Runco	Acting Director, Planning and Development Services
Ms Maxine Palmer	Acting Director, Community and Commercial Services
Ms Sarah Pierson	Acting Director, Finance and Corporate Services
Ms Jo Barrett-Lennard	Governance Officer

APOLOGIES	
Nil	

LEAVE OF ABSENCE	
Cr Sue Riccelli	C2303/016
Cr Mikayla Love	C2305/077

APPLICATION FOR LEAVE OF ABSENCE
Nil

MEDIA
Busselton- Dunsborough Times

PUBLIC
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3. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

The Presiding Member congratulated Cr Mikayla Love and her partner Jack on the birth of their daughter, Makenzie, born Saturday 22 July 2023.

4. DISCLOSURES OF INTEREST

DISCLOSURES OF FINANCIAL INTEREST

Nil

DISCLOSURES OF IMPARTIALITY INTEREST

Nil

5. PUBLIC QUESTION TIME

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.

5.1. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5.2. QUESTION TIME FOR PUBLIC

5.2.1 Mr Keith Sims

Question

The City has chosen to conduct postal voting for the upcoming Local Government elections being held in October. The Electoral Commission quoted \$180,000 for six candidates. Will the costs increase by 50% given there are nine Councillor positions including the Mayor that are up for election?

Response

(Mayor Grant Henley)

There will be a popularly elected Mayor, meaning there will be two elections which is why the costs have increased from previous years. There will also be optional preferential voting which increases the complexity of the election.

There are five Councillor positions that are up for election, as well as the remainder of my term, being two years from the election. There are six offices up for election in total, five Councillors and one Mayor.

Question

I received a letter from the Office of the Minister for Local Government in relation to the upcoming elections. The letter states that *'all offices of the City Councillors will be vacated and elections to be held for those offices'*.

Will all the offices be made vacant for all nine positions?

Response

(Mr Tony Nottle, Chief Executive Officer)

No, that is not correct. We have also received a letter from the previous Minister for Local Government (Minister Carey) advising that there will be 4 Ordinary vacancies as well as a vacancy for the popularly elected Mayor position for the 2023 Ordinary Election. This was confirmed when published within the Government Gazette.

The Mayor has since announced his retirement and therefore this has now created an extraordinary 2 year term to be included in the 2023 Ordinary Election. It is concerning that you have received a letter stating otherwise. This will need to be confirmed with the Minister's Office as to why there is a discrepancy with the advice provided to the City compared with the information you have received.

Response

(Mayor Grant Henley)

We will take this question on notice and provide further information.

Question

At the Council meeting in June 2023, there was a confidential item that was considered as a matter of Urgent Business. The minutes of this meeting states that the matter was confidential item as it contains information in relation to a contract entered into. Does the subject of the contract relate to the Saltwater Performing Arts Centre?

Response

(Mr Tony Nottle, Chief Executive Officer)

Due to the confidential nature of the item, we cannot disclose the nature of the contract at this point in time.

Question

Does the contract relate to an increase in funds over the \$38 million fixed price contract?

Response

(Mr Tony Nottle)

We cannot disclose details of that item.

Question

If the City does decide to pay an increase in funds to Broad Construction relating to Saltwater construction, would the total figure be available in public financial statements?

Response

(Mr Tony Nottle)

Any expenditure the City spends in relation to that particular contract will be recorded in the City's financial statements on a month by month basis, and also at the end of the year when the City completes its annual financial statements. If it is contractually required to be paid, the payments will show up in the financial statements.

6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1. PETITIONS

6.1.1. Petition - HANNAY LANE

Strategic Theme:	Key Theme 4: Leadership 4.1 Provide opportunities for the community to engage with Council and contribute to decision making.
Directorate:	Finance and Corporate Services
Reporting Officer:	Governance Officer - Jo Barrett-Lennard
Authorised By:	Chief Executive Officer - Tony Nottle
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	1. Petition- Hannay Lane (Redacted) [6.1.1.1 - 22 pages]

COUNCIL DECISION

C2307/58 Moved Cr Phill Cronin, seconded Cr Paul Carter

That the Council receive the petition and refer it to the CEO to prepare a report to Council.

CARRIED 7 / 0

OFFICER RECOMMENDATION

That the Council receive the petition and refer it to the CEO to prepare a report to Council.

A Petition with 166 signatures (Attachment 1) was received from the Petitioners on 6 July 2023 requesting as follows:

We, the undersigned, do respectfully request that the Council:

As the 18 month trial period of the painted sewage pot plants on Hannay Lane comes to an end, we request that the sewage drain pot plants be removed as they cause significant traffic and road hazards and restrict access to local businesses. They create traffic build ups, which result in traffic flow disturbance and cause accidents when people are trying to manoeuvre past them. The removal of these will allow traffic to pass smoothly and create more parking for delivery trucks to unload without blocking the lane.

We therefore ask the City of Busselton to support the purpose of this petition, in the removal of the sewer drains pot plants on Hannay Lane.

The requirements for a petition to be heard by Council is set out by Standing Order 6.89 of the *City of Busselton Standing Orders Local Law 2018*. The Petition meets all of the requirements.

Pursuant to Standing Order 6.9(3), the Council has the following options:

- (a) receive the petition;
- (b) reject the petition;
- (c) receive the petition and refer it to the CEO to prepare a report to Council / Committee;
- (d) receive the petition and refer it to the CEO for action.

It is recommended that the Petition be received by the Council and referred to the CEO to prepare a report to Council.

6.2. PRESENTATIONS BY PARTIES WITH AN INTEREST

Nil

6.3. DEPUTATIONS

Nil

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

Nil

8. CONFIRMATION AND RECEIPT OF MINUTES

8.1. Council Meeting 21 June 2023

COUNCIL DECISION

C2307/59 Moved Cr Jodie Richards, seconded Cr Kate Cox

That the minutes of the Council Meeting held 21 June 2023 be confirmed as a true and correct record.

CARRIED 7 / 0

9. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

ADOPTION BY EXCEPTION RESOLUTION EN BLOC

COUNCIL DECISION

C2307/60 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Committee Recommendations for items 10.1, 10.2 10.3 and 10.4, and Officer Recommendations for items 11.1, 12.1, 14.1 and 15.1 be carried en bloc.

Item	Report
10.1	Airport Advisory Committee – 14/06/2023 – REVIEW OF THE AIRPORT ADVISORY COMMITTEE
10.2	Airport Advisory Committee – 14/06/2023 – BUSSELTON MARGARET RIVER AIRPORT – AIRPORT OPERATIONS UPDATE
10.3	Finance Committee – 19/07/2023 – LIST OF PAYMENTS MADE – MAY 2023
10.4	Finance Committee – 19/07/2023 – FINANCIAL ACTIVITY STATEMENTS – YEAR TO DATE AS AT 31 MAY 2023
11.1	AMENDMENT NO 59 TO LOCAL PLANNING SCHEME 21 LOT 200 (NO 1676) CAVES ROAD DUNSBOROUGH – CONSIDERATION FOR ADOPTION
12.1	RFT 09/23 PARKS AND RESERVES
14.1	COUNCIL RESOLUTION REPORTING
15.1	COUNCILLORS INFORMATION BULLETIN

**CARRIED 7 / 0
EN BLOC**

10. REPORTS OF COMMITTEE

10.1. Airport Advisory Committee - 14/06/2023 - REVIEW OF THE AIRPORT ADVISORY COMMITTEE

Strategic Theme:	LEADERSHIP – A Council that connects with the community and is accountable in it’s decision making.
Directorate:	Community and Commercial Services
Reporting Officer:	Acting Director, Finance and Corporate Services - Sarah Pierson
Authorised By:	Acting Director, Finance and Corporate Services - Sarah Pierson
Nature of Decision:	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
Voting Requirements:	Simple Majority
Disclosures of Interest:	Nil
Attachments:	1. Airport Advisory Terms of Reference (proposed) [10.1.1 - 2 pages] 2. Airport Advisory - Terms of Reference (Tracked Changes) [10.1.2 - 3 pages]

This item was considered by the Airport Advisory Committee at its meeting on 14 June 2023, the recommendations of which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2307/61 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council:

- 1. notes the outcome of the evaluation of the Airport Advisory Committee’s (the Committee) effectiveness, in accordance with clause 8 of the Committee’s Terms of Reference;**
- 2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;**
- 3. endorses the amendments proposed to the Committee’s Terms of Reference as per Attachment 1.**

CARRIED 7 / 0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. notes the outcome of the evaluation of the Airport Advisory Committee's (the Committee) effectiveness, in accordance with clause 8 of the Committee's Terms of Reference;
2. acknowledge that while the Committee is operating effectively, increased information and training for members and more strategic involvement in LTFP and budget preparation would further improve its effectiveness and requests the CEO to consider how these can be actioned;
3. endorses the amendments proposed to the Committee's Terms of Reference as per Attachment 1.

EXECUTIVE SUMMARY

Under its Terms of Reference, the Airport Advisory Committee (the Committee), at a meeting prior to the ordinary Local Government Elections, is to undertake a review to evaluate its effectiveness. Committee Members and City officers have reviewed the effectiveness of the Committee and this report presents the outcomes of that review for the Committee's consideration.

BACKGROUND

Following the 2021 Council elections, and in accordance with clause 2.2 of the City of Busselton Standing Orders Local Law 2018, Council resolved to (re-)establish the Committee and adopted its Terms of Reference (ToR), which states:

8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 8.1. *At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:*
 - a. *are the Committee's purpose and objectives being met?*
 - b. *should the purpose and objectives be amended?*
 - c. *is the Committee functioning effectively and as per the requirements of the Act?*
 - d. *are the Committee members regularly attending meetings?*
 - e. *review the Terms of Reference, including membership.*

With Council elections to be held in October this year, officers initiated the review process.

OFFICER COMMENT

In order to facilitate the review a survey link was opened to the Committee and Deputy Committee Members of the Committee from Friday 18th April until Monday 1st May 2023. Each Member was asked to respond to the following questions and provide comments where appropriate or required:

- a. Do you feel the Committee’s purpose and objectives are being met? – Yes / No / Partly.
- b. In your opinion, is the Committee functioning effectively? If no, how could this be improved?

In addition to the questions asked of Committee Members, City officers assessed the following questions through a review of attendance and minutes:

- a. Is the Committee functioning as per the functions of the Act?
- b. Are committee members’ regularly attending meetings?

The table below sets out the collated responses:

Question	Collated Response
Do you feel the Committee’s purpose and objectives are being met?	4 responses Yes
In your opinion, is the Committee functioning effectively?	4 responses Yes
If no, how could this be improved?	<p>More strategic considerations in LTFP and budget preparation discussions.</p> <p>The ToR be amended to insert the following <i>"Following Council elections, the CEO is to ensure those councillors elected to this Committee are provided with the current Terms of Reference, Local Government Act, Regulations, or Guidelines along with copies of any policy, local law, or document related to this Committee which will enable the member to fully understand the his/her role and function on this Committee"</i>.</p> <p>Any relevant documents added as a link at the bottom for easy reference.</p> <p>Meeting discussion could be streamlined to reduce repetition of what is in the agenda item</p>
Is the Committee functioning as per the functions of the Act?	Yes, the Committee has been established and functions in accordance with the Act
Are committee members’ regularly attending meetings?	Yes

Based on the responses provided, it is recommended that the Committee is operating effectively.

As per previous Committee reviews (Finance and Audit and Risk) the suggestion with respect to additional training is noted and able to be provided. Further we have now linked the Terms of Reference document for each Committee to the relevant agendas and minutes page for ease of reference (in addition to residing on the about Council and Committees page).

With respect to amending the ToR to require relevant reference documentation to be provided to Committee members, the reference documents noted are available on the hub for Councillors. Ensuring they are more readily available to Committee members through training and having them more directly linked to the Finance Committee folder is something that can be incorporated. It is not however recommended that a specific reference is added to the ToR as the ToR set out more the purpose and objectives along with the membership and meeting frequencies of the Committee.

With respect to the ToR the following amendments are proposed (Attachment A):

- Amendment to point 3.4 to provide for appointment of new members at either the next ordinary or a special council meeting post the election. With changes to the election process (preferential voting) flexibility is required;
- Removal of the delegation to schedule and endorse dates, times and locations of meetings held by the Committee. Officers do not believe this requires a delegation.
- Amendment of point 8 evaluation of the committee's effectiveness to provide for one single Committee review report to be presented to Council as opposed to each Committee evaluating their own effectiveness. For many years officers have undertaken a review of the committees and their terms of reference (ToR) (along with working groups) and provided a report to Council with Council then determining which Committees are to continue and any changes to ToR's. This has worked efficiently and has provided Council with the opportunity to review their Committee structure. It is therefore recommended that this process be used;
- Replacement of 'shall' with 'will'.

Statutory Environment

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

Relevant Plans and Policies

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

Financial Implications

There are no financial implications associated with the officer recommendation.

Stakeholder Consultation

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

Risk Assessment

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

Options

As an alternative to the proposed recommendation the Council could choose to evaluate the effectiveness of the Committee differently and / or make different of further amendments to the ToR.

CONCLUSION

An evaluation of the Committee's effectiveness is required under the Committee's ToR. This report presents an evaluation for the Committee's endorsement and recommendation to Council.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The recommendation will be implemented in time for the local government elections.

10.2. Airport Advisory Committee - 14/06/2023 - BUSSELTON MARGARET RIVER AIRPORT - AIRPORT OPERATIONS UPDATE

Strategic Theme:	OPPORTUNITY - A vibrant City with diverse opportunities and a prosperous economy
Directorate:	Community and Commercial Services
Reporting Officer:	Manager Economic and Business Development Services - Jennifer May
Authorised By:	Manager, Events and Cultural Services - Maxine Palmer
Nature of Decision:	Noting: The item is simply for information purposes and noting
Voting Requirements:	Simple Majority
Disclosures of Interest:	Nil
Attachments:	Nil

This item was considered by the Airport Advisory Committee at its meeting on 14 June 2023, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2307/62 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

CARRIED 7 / 0

EN BLOC

OFFICER RECOMMENDATION

That the Council receives and notes the Busselton Margaret River Airport Operations Report.

EXECUTIVE SUMMARY

This report provides an overview of the operations and activities of the Busselton Margaret River Airport (BMRA) for the reporting period 1 July 2022 through 31 May 2023. This includes an update on passenger numbers, regular public transport services (RPT), closed charter and general airport operations

BACKGROUND

The BMRA has seen continued growth in passenger numbers with Jetstar RPT services, additional closed charter flights operating during the reporting period.

Passenger Numbers

The estimated passenger numbers for the reporting period (1 July 2022 – 31 May 2023) were 125,226 compared to 58,657 for the same period in 2022, representing an increase of over 213%. The continued increase in passenger numbers can be attributed to the growth in FIFO passenger numbers across all closed charter airlines servicing Rio Tinto, BHP and FMG, and Jetstar RPT services.

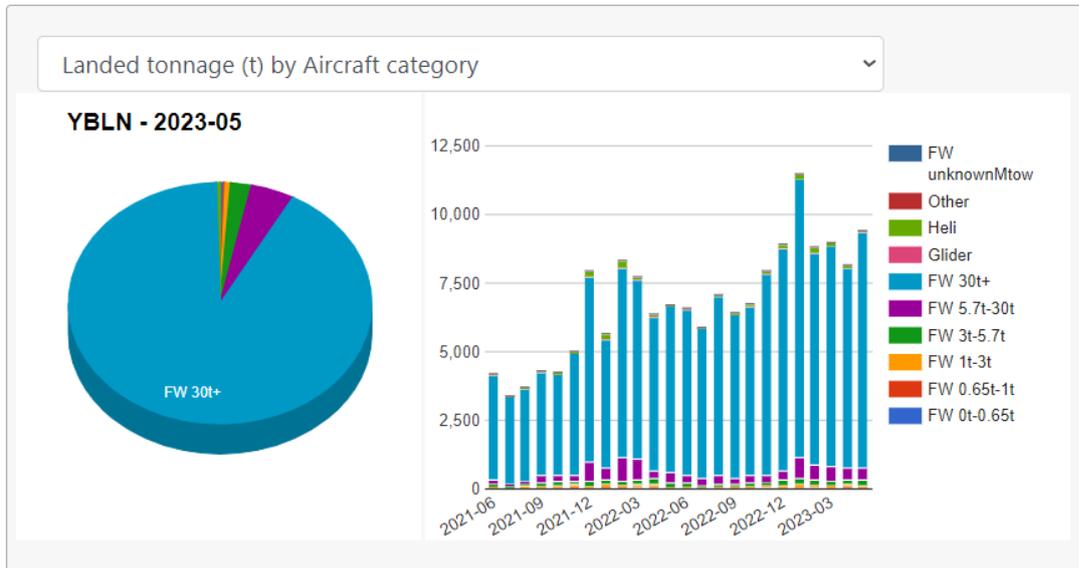
Aircraft Movements

The total number of scheduled services operating from the BMRA as of the end of the reporting period was 34 movements per week, with 31 Fly in Fly out (FIFO) closed charter and 3 RPT services. This increased from a total of 23 flights FIFO closed charter flights movements and 3 RPT from the same reporting period in 2022.

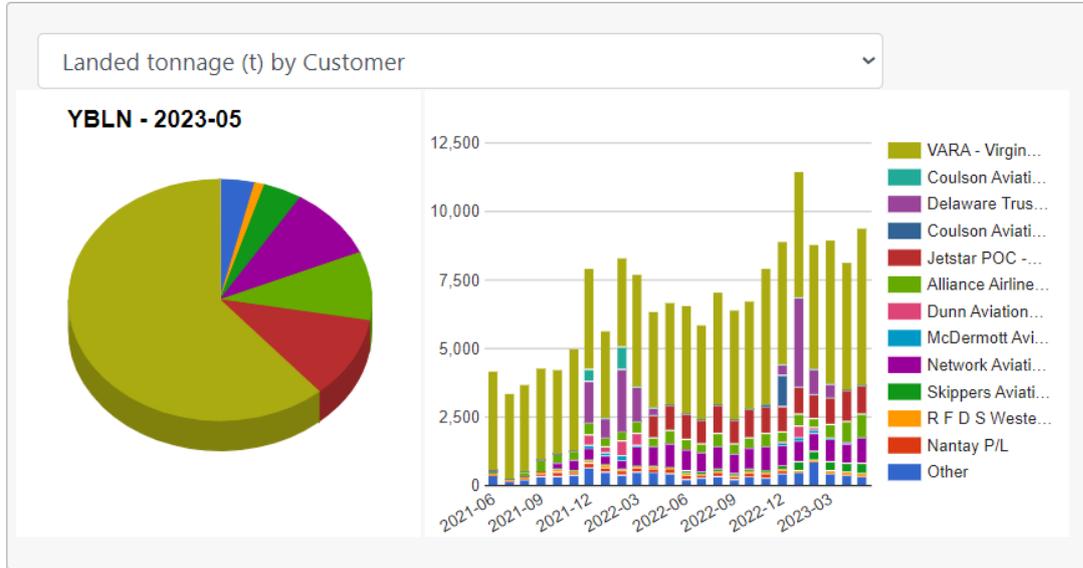
Five airlines are operating from the BMRA with RPT and closed charter services utilising aircraft types from Dash 8/300 to Airbus A320 and Boeing 737/700 aircraft servicing destinations such as Melbourne and multiple mining operations across Western Australia. Private jet/charter operations have also increased with 48 formal landing approvals granted for the reporting period utilising the Central and Southern Apron Bay 4.

The following graphs represent the breakdown of the total tonnage by category at BMRA by month trending over the period March 2021 to 31 May 2023, the highlighted section indicates the current reporting period.

Landed Tonnage by Aircraft category



Number of landings by Customer



In the 2021/22 FY the total number of landings was 5186, with 1585 aircraft above 5,700 MTOW and the 3601 below 5,699 MTOW. For the current reporting period, total landings have reached 4977 with 1,773 being aircraft above 5,700 MTOW and the remaining 3204 below 5,699 MTOW.

Operations Update

The focus for the reporting period has been on:

- The central apron edge extension is now complete. A 2m wide strip of compacted fill and asphalt has been added to the northern edge of the central apron adjacent to Bay 11. Line marking has also been completed and Bay 11 is now back in operation and being fully utilised.
- The Annual Technical Inspection (ATI) identified a number of issues within the runway strip, including the banks of the swale drains running parallel with the runway. The banks have been sprayed in preparation for re-grading.
- New concrete General Service Equipment (GSE) areas have been added to the western edges of the Central apron. These areas are now in use for storage of aircraft stairs and ground handling service equipment in closer proximity to operational bays 8-11.
- New passenger paths have been laid in front of the departures and arrivals terminals. These will facilitate adequate separation of simultaneously arriving and departing passengers and shorten the walking distances between the aircraft and terminals.
- The AVCRM paperless system is now being used for daily inspections and maintenance. A number of improvements have been identified which AVCRM are developing and expecting to be installed by the end of June.
- The Department of Fire and Emergency Services's large air tanker (LAT) bomber operations have finished for the 22/23 season. The LATs base has been demobilised and equipment removed or placed into storage on site for next season.

- The RFQ has been advertised for the installation of apron lighting to Bay 10.
- New screening lane furniture has been ordered for the passenger screening lane and expected to arrive onsite and be installed by the end of June. This will improve passenger screening experience and provide efficiencies.

Security Screening Activities

The below table gives a breakdown of the screening activities over the reporting period.

	Total hours screening point open	Number of people screened
July	37.5	2018
August	45.2	2239
September	39.5	2010
October	47	2010
November	38.7	2605
December	37.85	2222
January	37.5	2210
February	39.9	1914
March	40.8	2202
April	43	2574
Total	406.95	22,004

OFFICER COMMENT

BMRA has continuing to see growth compared to the same reporting period in 2022. Other activities that have occurred during the reporting period and continue to be the focus for the remainder of 2023 are;

- The City was notified in January that it had been successful in a Federal Government Regional Airport Program Round 3 grant application to apply a surface treatment and line marking to the General Aviation precinct aprons and taxiways to mitigate loose stones on the pavement surface. The total project cost is \$437,620 with the City contributing 50% of the total costs (\$218,810). The City has executed the grant agreement and the RFT will be issued in the new financial year.
- The City purchased an office/training transportable and facilities are currently working through the installation process. This will be a shared facility between City airport staff and the South West Aviation Services.
- Department of Transport's Financial and Asset Management Framework (SAAFMF) is progressing with the asset and financial data inputs now complete. The consultants engaged to complete the framework will visit the City on 13 June to finalise prior to scenario testing and engaging with the Department of Transport.

- The RFQ for the BMRA Noise Modelling has been awarded for the preparation of Australian Noise Exposure Forecast (ANEF) contours and Number above contours (N contours). The project started on the 10 April and a final report is to be completed to feed into the City's Town Planning Scheme Amendment being prepared later in 2023.
- Three Consulting have been engaged to prepare a new BMRA master plan and have met with a range of stakeholders in May. They are currently working on the demand forecasts and airline strategy that will feed into the master plan.
- Officers have commenced reviewing the new terminal designs prior to preparing a design brief for an RFQ to develop design documentation suitable for Federal and State government funding applications. Once the design documentation has been prepared, a detailed quantity surveyor (QS) cost estimate will be sought.
- Officers are working with the South West Development Commission (SWDC) to apply for state government funding to undertake a business case for the construction of the new terminal. To inform the business case the following works will need to be completed: airport master plan, terminal design review and QS cost estimates, passenger forecast and route development analysis, financial model, economic and social impact assessments and cost benefit analysis.

Statutory Environment

The BMRA operates in accordance with the following:

- *Aviation Transport Security Act 2004*
- *Aviation Transport Security Regulations 2005*
- CASA part 139 Manual of Standards (Aerodromes)
- City of Busselton Transport Security Plan
- Ministerial Statement 1088.

Relevant Plans and Policies

The officer recommendation aligns to the BMRA Master Plan (2016-2036) and the Busselton Margaret River Airport Noise Management Plan 2022.

Financial Implications

Revenue

The actual YTD revenue for the reporting period is \$3,991,505 compared to the projected YTD budget of \$2,363,906. Revenue areas that exceeded budget projections are as follows:

- Annual landing fees - \$1,301,997 actual compared to \$813,243 budgeted;
- Car parking income - \$1,006,358 compared to \$430,044 budgeted; and

- Head Taxes/Passenger Fees - \$1,121,424 compared to \$888,556 budgeted.

Expenditure

Actual expenditure for the reporting period is \$2,950,800 compared to the YTD budget of \$655,250. Higher than projected expenditure for the reporting period can mainly be attributed to the timing of expenditure for the airline attraction program, consultancy, contractors and purchase of materials compared to the projected budget timings. The net operating position for the reporting period is a surplus of \$1,040,706 compared to the YTD budget surplus of \$1,708,656.

Stakeholder Consultation

Consultation has been occurring on a regular basis with Department of Transport, South West Development Commission, Tourism WA, Australia Southwest, airport stakeholders, Department of Home Affairs - Aviation Marine Security (AMS), Civil Aviation Safety Authority (CASA), Air Services Australia, Virgin Australia Regional Airline, Qantas Group, Southwest Aviation Services, the Busselton Aero Club, Albany, Esperance, Geraldton Airports and Australian Airports Association, concerning many topics and issues relating to the Airport.

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 Airport Advisory Committee may choose not to receive and note the Busselton Margaret River Airport Operations Report.

CONCLUSION

Officers continue to strive to provide a high level of customer service at the BMRA, while ensuring the airport is compliant, safe and security is maintained throughout. The commencement of Jetstar RPT services has identified a number of operational actions and infrastructure investment requirements that are being progressed at the moment.

The Airport team continue to focus on the new BMRA Master Plan, achieving operational efficiencies and business and commercial development initiatives that have been deferred to date.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

10.3 Finance Committee – 19/07/2023 - LIST OF PAYMENTS MADE - MAY 2023

Strategic Theme:	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making. 4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
Directorate:	Finance and Corporate Services
Reporting Officer:	Manager Financial Services - Paul Sheridan
Authorised By:	Acting Director Finance and Corporate Services - Sarah Pierson
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	1. List of Payments made - May 2023 [6.1.1 - 12 pages]

This item was considered by the Finance Committee at its meeting on 19 July 2023, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2307/63 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council notes payment of voucher numbers for the month of May 2023 as follows:

CHEQUE PAYMENTS	119656 - 119692	120,535.34
ELECTRONIC FUNDS TRANSFER PAYMENTS	95087 - 95398 and 95401 - 95919	8,607,162.91
TRUST ACCOUNT PAYMENTS	EFT# 95399 - 95400	5,503.74
PAYROLL PAYMENTS	01.05.23 - 31.05.23	2,570,825.09
INTERNAL PAYMENT VOUCHERS	DD# 5281 - 5313	209,412.91
TOTAL PAYMENTS		11,513,439.99

CARRIED 7 / 0
EN BLOC

OFFICER RECOMMENDATION

That the Council notes payment of voucher numbers for the month of May 2023 as follows:

CHEQUE PAYMENTS	119656 - 119692	120,535.34
ELECTRONIC FUNDS TRANSFER PAYMENTS	95087 - 95398 and 95401 - 95919	8,607,162.91
TRUST ACCOUNT PAYMENTS	EFT# 95399 - 95400	5,503.74
PAYROLL PAYMENTS	01.05.23 - 31.05.23	2,570,825.09
INTERNAL PAYMENT VOUCHERS	DD# 5281 - 5313	209,412.91
TOTAL PAYMENTS		11,513,439.99

EXECUTIVE SUMMARY

This report provides details of payments made from the City’s bank accounts for the month of May 2023 for noting by the Council and recording in the Council Minutes.

STRATEGIC CONTEXT

Provision of the list of payments, while a statutory requirement, also supports open and accountable governance.

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 May 2023 is presented for information.

Statutory Environment

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

Relevant Plans and Policies

Not applicable.

Financial Implications

Not applicable.

External Stakeholder Consultation

Not applicable.

Risk Assessment

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

Options

Not applicable.

CONCLUSION

The list of payments made for the month of May 2023 is presented for information.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not applicable.

10.4 Finance Committee – 19/07/2023 FINANCIAL ACTIVITY STATEMENTS - YEAR TO DATE 31 MAY 2023

Strategic Theme:	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making. 4.5 Responsibly manage ratepayer funds to provide for community needs now and in the future.
Directorate:	Finance and Corporate Services
Reporting Officer:	Manager Financial Services - Paul Sheridan
Authorised By:	Acting Director Finance and Corporate Services - Sarah Pierson
Nature of Decision:	Legislative: adoption of “legislative documents” such as local laws, local planning schemes and local planning policies. Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Absolute Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	1. Loan Schedule - May 2023 [6.2.1 - 1 page] 2. Investment Report - May 2023 [6.2.2 - 1 page] 3. Financial Activity Statement - May 2023 [6.2.3 - 18 pages]

This item was considered by the Finance Committee at its meeting on 19 July 2023, the recommendations from which have been included in this report.

The committee recommendation was moved and carried.

COUNCIL DECISION

C2307/64 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council receives the statutory financial activity statement reports for the period ending 31 May 2023, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*.

CARRIED 7 / 0

EN BLOC

OFFICER RECOMMENDATION

That the Council receives the statutory financial activity statement reports for the period ending 31 May 2023, 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 31 May 2023.

STRATEGIC CONTEXT

Provision of the financial activity statements, while a statutory requirement, also supports open and accountable governance.

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 3rd 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 May 2023

The Statement of Financial Activity (FAS) for the year to date (YTD) shows an overall Net Current Position of \$5.7M as opposed to the YTD budget of **(\$23.3M)**. Although this represents a positive variance of \$29M YTD, it should be noted that due to system issues related to the implementation of the new system based budgeting tool, the budget timing of the transfers from reserves and restricted assets was misaligned (all in June), making it appear that we have budgeted for a deficit YTD. Historically at this time of the FY, the net current position becomes closer to breakeven, as is evident from the full year budgeted position of a surplus of \$432K.

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 \$
Revenue from Ordinary Activities				11.89%	9,180,054	1,742,539
1. Operating Grants, Subsidies and Contributions	3,451,815	2,291,858	3,432,638	50.61%	1,159,957	663,968
2. Fees & Charges	21,132,816	15,474,832	19,894,021	36.56%	5,657,984	627,803
3. Other Revenue	522,705	322,133	351,906	62.26%	200,572	86,487
4. Interest Earnings	3,843,256	1,738,478	2,019,250	121.07%	2,104,778	383,735
Expenses from Ordinary Activities				(16.27%)	(11,458,947)	(2,091,351)
5. Materials & Contracts	(18,840,143)	(11,947,629)	(23,421,561)	(57.69%)	(6,892,514)	(1,304,110)
6. Utilities (Gas, Electricity, Water etc)	(2,504,444)	(2,192,406)	(2,876,680)	(14.23%)	(312,037)	(93,394)
7. Insurance Expenses	(869,528)	(635,825)	(652,369)	(36.76%)	(233,703)	(82)
8. Other Expenditure	(4,435,682)	(2,385,846)	(7,627,766)	(85.92%)	(2,049,836)	(92,507)
9. Non-Operating Grants, Subsidies and Contributions	11,896,553	594,396	33,439,826	1901.45%	11,302,157	1,711,527
Capital Revenue & (Expenditure) Net				35.45%	19,273,406	13,876,404
10. Land & Buildings	(11,266,122)	(14,828,171)	(41,671,124)	24.02%	3,562,049	63,247
Plant & Equipment	(1,694,834)	(1,313,939)	(4,773,534)	(28.99%)	(380,895)	(610,795)
Furniture & Equipment	(781,848)	(632,865)	(1,152,956)	(23.54%)	(148,983)	(74,750)
Infrastructure	(13,561,637)	(17,377,055)	(24,396,525)	21.96%	3,815,417	272,629
11. Proceeds from New Loans	6,500,000	0	6,750,000	100.00%	6,500,000	0
12. Transfer to Restricted Assets	(28,603,922)	0	0	(100.00%)	(28,603,922)	(5,604,052)
13. Transfer from Restricted Assets	21,090,384	640,625	13,038,048	3192.16%	20,449,759	5,541,698
14. Transfer from Reserves	15,459,458	492,391	40,835,585	3039.67%	14,967,067	5,893,461

Revenue from Ordinary Activities

In total, revenue from Ordinary Activities is 11.9% or \$9.1M ahead of budget YTD. The material variance items contained within this category, on the face of the FAS, are explained below.

1. Operating Grants, Subsidies and Contributions

Ahead of YTD budget by \$1.2M, or 50.6%, 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 \$
<i>Finance and Corporate Services</i>		1,080,887	810,926	269,961	33.3%	71,029
1028	Governance and Corporate Services	29,572	-	29,572	100.0%	-
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	40,703	-	40,703	100.0%	1,654
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	62,492	152,555	(90,063)	(59.0%)	5,105
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	746,053	554,587	191,465	34.5%	43,970
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.						
1036	Information Technology	12,751	23	12,727	54297.8%	10,091
Trainee subsidies received that were not fully budgeted for as it was not known at the time of setting the budget the extent to which trainees would or could be available.						
1038	Records	14,624	-	14,624	100.0%	-
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	162,007	95,732	66,275	69.2%	8,797
When the budget was created there were no allocations for utility charge reimbursements for certain properties (i.e. the amounts the tenants of the Microbrewery, Interpretive Centre and UWO pay the City to reimburse the City for utility charges were budgeted as \$0). YTD the City has received revenue for reimbursements across those properties which explains most of the current exceedance and also why the budget will likely be exceeded at year end.						
<i>Community and Commercial Services</i>		260,860	166,324	94,535	56.8%	77,238
1005	Library Services	71,853	44,560	27,293	61.2%	2,977
\$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.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1007	Airport Operations	4,710	59,523	(54,813)	(92.1%)	2,257
The variance relates mainly to the \$50K RADS grant for the DOT Strategic Airport Asset and Financial management Framework. With delays in populating the Framework due to technical/functionality issues, the RADS grant will not be received in the 2022/23 FY.						
1009	Community and Recreation Management	153,825	60,000	93,825	156.4%	59,343
The positive variance is largely timing related, with the majority of the budget being allocated to June. There will however be a positive variance by year end due to receiving unbudgeted wage subsidies from the Department of Training for prior year trainees.						
1011	Leisure Centres	19,415	-	19,415	100.0%	6,668
\$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).						
<i>Planning and Development Services</i>		659,164	521,911	137,253	26.3%	45,064
1043	Planning and Development Directorate Admin	20,008	-	20,008	100.0%	-
This is a final recoup of the Healthy Estuaries grant that was not budgeted.						
1048	Statutory Planning	14,716	2,112	12,604	596.7%	(2,112)
The variance relates to unbudgeted Parenting Leave Reimbursements. These are offset by the actual wages paid to the employee while on parental leave.						
1049	Strategic Planning Management	15,200	-	15,200	100.0%	-
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.						
1051	Environmental Health Services	75,111	-	75,111	100.0%	-
This is a timing variance with budgets allocated to June and actual operating contributions already reconciled and recouped in relation to the CLAG mosquito program with neighbouring shires.						
<i>Engineering and Works Services</i>		1,450,904	792,512	658,392	83.1%	470,637
1014	Engineering and Works Directorate	822,725	681,283	141,443	20.8%	413,910
The variance relates to the timing of when we have budgeted to receive the license fee payable by Busselton Jetty INC, as opposed to when it actually has been and will be received. The total fee is payable in two parts during the financial year. The first payment has been made, the second payment has been invoiced and is due to be received by the end of May 2023. The total received is expected to be as per the full year budget.						
1015	Operations and Works Management	148,263	64,295	83,967	130.6%	11,098
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.						
1016	Construction and Maintenance	122,874	-	122,874	100.0%	-
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.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1017	Parks & Gardens	147,957	33,858	114,099	337.0%	(33,080)
Positive variance to budget relates mainly to the Southwest Catchments Council's grants in the Environmental Management area, of \$65K. The rest relates to unbudgeted insurance recoveries, plus an additional amount received from Main Roads for verge maintenance.						
1019	Facilities Maintenance	109,523	-	109,523	100.0%	63,017
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, due to higher actual utility costs.						
1025	Fleet Management	82,077	-	82,077	100.0%	11,810
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 \$5.7M, or 36.6%, 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 \$
<i>Finance and Corporate Services</i>		1,174,958	1,031,860	143,098	13.9%	19,728
1034	General Purpose Funding	60,343	73,159	(12,816)	(17.5%)	(1,170)
Lower than expected property information and settlement/search requests.						
1041	Land and Property Leasing	517,263	373,172	144,091	38.6%	23,283
The variance is primarily as a result of timing issues caused by how the budget has been spread (e.g. rental payments have been received ahead of where they were allocated in the budget). Lease revenue is forecasted to be significantly lower for the Goose Café (rent concession granted by Council during rebuild), Old Tennis Club Building (delays with entering into a lease with new tenant) and Peel Terrace Building (delays with entering into a lease with new tenant after CQU vacated).						
1042	Aged and Community Housing	492,615	475,125	17,490	3.7%	2,922
Income fluctuates depending on financial status of tenants and is difficult to predict accurately.						
<i>Community and Commercial Services</i>		8,589,253	3,734,259	4,854,994	130.0%	507,472
1001	Community & Commercial Directorate Administration	1,685,289	1,228,860	456,429	37.1%	44,967
Significantly ahead of budget YTD due to much higher levels of caravan park visitations than originally forecast.						
1003	Cultural Precinct	39,987	15,391	24,595	159.8%	2,183
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	36,521	-	36,521	100.0%	2,968
The variance relates to timing differences in terms of how the budget has been spread (all allocated to June). We are on target to slightly exceed the full year budget of \$35K.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1005	Library Services	37,664	17,117	20,547	120.0%	2,235
Much higher than expected printing and photocopying fees raised YTD, but are expected to come close to the full year budget.						
1007	Airport Operations	3,948,865	2,302,311	1,646,554	71.5%	227,678
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.						
1008	Economic and Business Development	56,334	29,673	26,662	89.9%	19,634
Hire fees are over YTD and overall in this category it is forecast to be over budget by year end.						
1009	Community and Recreation Management	136,952	-	136,952	100.0%	28,055
The YTD variance relates to timing, in terms of how the budget has been spread (all allocated to June). In relation to the full year budget, the following is forecast:						
<ul style="list-style-type: none"> • Hire fees – on track to 90% achievement of budget • Hire of Buildings – on track to achieve • Hire Sporting grounds – on track to achieve • Event application fee – Exceed budget 						
1011	Leisure Centres	2,648,252	138,157	2,510,095	1816.8%	179,752
The YTD variance relates to timing issues in terms of how the budget has been spread (majority allocated in June). Based on the trend of YTD actuals, when compared to the full year budget we are expecting to exceed this by approximately \$180K by the end of the financial year. This is largely due to a spike in stadium hire, kiosk income, and swimming pool revenue above what was expected.						
<i>Planning and Development Services</i>		2,333,104	2,216,313	116,791	5.3%	62,700
1046	Building Services	645,030	657,307	(12,278)	(1.9%)	10,415
Fees income is determined by the volume and construction costs of building activity. Fee income is budgeted on a best estimate basis, but is inherently uncertain. Building activity has continued at elevated levels, but reduced slightly over the last few months.						
1048	Statutory Planning	835,454	677,502	157,952	23.3%	29,870
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.						
1049	Strategic Planning Management	61,827	50,195	11,631	23.2%	8,238
The variance relates to an increase in fees from structure plans and rezoning proposals submitted.						
1051	Environmental Health Services	536,449	563,788	(27,338)	(4.8%)	16,455
Fee income varies over the months due to a combination of volume of services required, and bulk processing of some annual fees in May which will lead to increasing monthly fees in June towards the end of the financial year.						
1054	Ranger and Emergency Management	147,912	166,351	(18,439)	(11.1%)	(2,227)
Principally due to overdue animal registration fees.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<u>Engineering and Works Services</u>		9,038,594	8,492,400	546,194	6.4%	42,506
1020	Engineering Technical Management	149,031	89,745	59,286	66.1%	18,765
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	8,887,019	8,395,268	491,751	5.9%	21,828
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 \$201K, or 62.3%, 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 \$
<u>Finance & Corporate Services</u>		62,206	25,638	36,568	142.6%	961
1034	General Purpose Funding	22,137	7,336	14,801	201.8%	-
Timing variance due to budget spread of the ESL admin fees received, and where they were previously allocated. The actual amount received is representative of prior year's ESL administration fees received.						
1037	Customer Service	35,885	17,673	18,212	103.0%	1,323
This account relates to Cemetery memorials, where there has been higher demand year to date, and the Sale of Number plates which has also had much higher demand than anticipated.						
<u>Community & Commercial Services</u>		50,411	3,286	47,125	1434.2%	(5,156)
1007	Airport Operations	37,930	2,071	35,859	1731.1%	(1,365)
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.						
<u>Planning & Development Services</u>		80,303	105,788	(25,485)	(24.1%)	(1,978)
1053	Regulatory Compliance	28,617	-	28,617	100.0%	760
This unbudgeted income relates to a Long Service Leave entitlement paid to the City from another Local Government entity, for an employee that had accumulated that entitlement at that other entity, and has now taken the leave.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1054	Ranger & Emergency Management	36,925	98,020	(61,095)	(62.3%)	(2,374)
Main variances include:						
<ul style="list-style-type: none"> • 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. • Parking Control – \$25K 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. • Animal Control – \$15K under: income dependent on number of animal control offences. There has been more of a focus on education, rather than an immediate issuance of infringements. Anecdotally, this emphasis on education has also seen lower actual infringement. 						
Engineering & Works Services		329,784	187,421	142,363	76.0%	92,659
1024	Waste & Fleet Management	320,152	170,913	149,239	87.3%	91,235
Positive variance due to increased revenue from Waste Facilities receiving volumes above the forecasted amounts.						

4. Interest Earnings

\$2.1M 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 cash, and subsequent re-investment in term deposits (due to rising rates), until required for use in the project.

Expenses from Ordinary Activities

Expenditure from ordinary activities is \$11.5M, or 16.3%, 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

\$6.9M, or 57.7% 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 \$
Finance and Corporate Services		1,871,328	739,999	(1,131,329)	(152.9%)	(75,115)
1028	Governance and Corporate Services	199,388	143,903	(55,484)	(38.6%)	460
The variance is timing related in terms of the spread of Computer and Software Licences which are being spread over the full year. The budget is allocated entirely in June.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1033	Financial Services	87,291	70,259	(17,032)	(24.2%)	(2,033)
Apparent overspend relates to the budget allocation of Bank Charges, that does not align to where the actuals have been allocated. Over the whole organisation there is predicted overspend to budget on bank charges by approximately \$50K, largely due to an unrealistic budget being set.						
1034	General Purpose Funding	175,681	222,418	46,737	21.0%	(786)
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). It is expected that there will be an underspend to budget by year end, however much of this will have a nil impact on the Net Current Position as the activity with the majority of underspend (Consultancy for the Rates review project), is reserve funded.						
1036	Information Technology	1,066,263	61,243	(1,005,020)	(1641.0%)	(56,934)
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 computer software licencing and consultancy costs.						
1039	Legal & Property Management	146,336	83,413	(62,922)	(75.4%)	(7,939)
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 various legal matters requiring external advisors. There is a reasonable possibility of the full year budget being exceeded by between \$70K and \$100K. A budget amendment has been endorsed to pull funding from the reserve, set up for this purpose.						
1042	Aged and Community Housing	49,440	17,419	(32,020)	(183.8%)	(6,739)
The reason for the apparent overspend is due to how the budget has been spread. The year to date expenditure of \$49K is in fact an under spend compared to the estimated year to date expenditure of \$100K if the full year budget of \$109K was spread evenly. The "relative underspend" is partly timing related and partly due to less reactive maintenance undertaken year to date.						
Community and Commercial Services		2,360,377	871,627	(1,488,749)	(170.8%)	(155,214)
1001	Community & Commercial Directorate	514,551	457,060	(57,491)	(12.6%)	(49,971)
Expenditure in this area relates entirely to the Busselton Jetty Tourist Park contributions. Although there appears to be a overspend YTD, we are expecting to come in approximately \$10-\$20K under the full year budget of \$578K.						
1002	Events and Cultural	35,757	12,485	(23,272)	(186.4%)	460
\$13K of the over spend relates to a misallocation of costs for Art Geo Admin that should have been allocated against the Cultural Precinct, where the budget lies. The remaining \$10K relates to timing, with YTD budget figures not aligning to actual cost spends in BPACC Operations and Cultural Planning.						
1003	Cultural Precinct	37,459	57,360	19,900	34.7%	(19,225)
While underspent YTD, a cost overrun of approximately \$14K is expected by year end in relation to an externally funded children's arts program that was omitted from the budget. This will be offset by underspends in other areas of the Events & Cultural budget.						
1005	Library Services	103,394	82,560	(20,834)	(25.2%)	(4,058)
The negative variance is timing related, with the majority of the budget allocation falling in June. An underspend variance is expected by year end due mainly to Computer Software Licensing that has been over-budgeted, plus lower than expected spends in range of operational costs for the libraries.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1007	Airport Operations	856,183	141,642	(714,540)	(504.5%)	(33,702)
The size of the variance YTD is in part timing related, 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.						
1008	Economic and Business Development	42,829	3,749	(39,080)	(1042.4%)	(63)
The variance is due to underspend in consultancy in Economic Development and an allocation for Busselton Jetty Tourist park. The end of year position with accruals for the Airline Strategy consultancy and Spendmapp licence fees will be \$100k in expenses vs an annual budget of \$117k.						
1009	Community and Recreation Services Management	331,614	78,852	(252,762)	(320.6%)	(4,854)
YTD variance is largely timing related, with the 22/23 contracted Lifeguard Services paid to Surf Life Saving WA in March, but budgeted for in June.						
1011	Leisure Centres	436,700	37,919	(398,781)	(1051.7%)	(43,520)
The size of the variance is timing related in terms of how the budget has been spread. Actual expenditure is expected to exceed the full year 22/23 budget of \$423K by approximately \$50K by year end, however this is offset by an additional kiosk and pro-shop income.						
Planning and Development Services		1,268,084	1,237,996	(30,088)	(2.4%)	(185,730)
1043	Planning and Development Directorate	298,052	640,692	342,641	53.5%	(8,698)
Underspend is timing related, with consulting costs in the Sustainability area not spent as yet compared to a \$110K budget YTD, and contractor costs still to come for the on-going Vasse River Restoration project of \$230K.						
1048	Statutory Planning	40,632	2,599	(38,033)	(1463.3%)	(7,451)
Timing variance related to the spread of the budget. Overall expenses are tracking to over-expend budget by approximately \$15K in consultancy.						
1049	Strategic Planning	97,382	500	(96,882)	(19359.4%)	(2,262)
Timing variance related to the spread of the budget. Expected to come in on budget by year end.						
1051	Environmental Health Services	93,715	120,230	26,515	22.1%	2,618
Expenditure relates mainly to the mosquito treatment program. As there have been lower than usual number of illness carrying mosquitoes thus far this year, there have consequently been a lower number of treatments which has resulted in a lower than expected expenditure in material & contract costs.						
1053	Regulatory Compliance	14,881	710	(14,171)	(1994.5%)	(3,593)
The variance relates to the timing of the budgets in consultancy and postage, with budgets expected to be met by year end.						
1054	Ranger Services	52,277	62,381	10,103	16.2%	3,297
Under expenditure due to reduced number of referrals to Fines Enforcement, and less expenditure than forecast for replacement Ranger operational equipment/tools.						
1056	Emergency Management	664,517	406,660	(257,857)	(63.4%)	(170,306)
The over expenditure in materials and Contracts is balanced by an underspend in other areas of this business area. There was an under allocation within the original budget, with the Mitigation activity fund grant not fully recognised. Overall expenditure for this area is on target to remain within approved DFES funding allocations for the end of June.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
Engineering and Works Services		13,327,782	9,093,936	(4,233,845)	(46.6%)	(885,599)
1014	Engineering and Works Directorate	361,129	261,348	(99,781)	(38.2%)	(102,134)
Timing variance only – Funding towards DoT Port geo Coastal management.						
1015	Operations and Works Management	28,398	5,810	(22,588)	(388.8%)	(3,240)
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 to reassign costs against the correct natural accounts where the budget resides.						
1016	Construction and Maintenance	1,357,294	1,793,898	436,604	24.3%	81,847
Expenditure is tracking well to budget and with committed and planned works it is forecast that the total budget will be approximately 90% utilised by year end.						
1018	Major Projects Management	16,969	757	(16,212)	(2141.1%)	(7,068)
This is a timing variance only, with overall underspend expected against the full year budget of \$48K.						
1019	Facilities Maintenance	2,937,308	565,279	(2,372,029)	(419.6%)	(744,801)
Budget will be overspent by EOFY due to large amounts of unforeseen reactive maintenance.						
1020	Engineering Technical Management	612,311	1,097,315	485,004	44.2%	242,006
The underspend variance against budget mainly relates to the PACP Coastal Grant Project, which will need to be carried over and re-listed in the 23/24 budget						
1021	Asset Management	15,972	3,999	(11,973)	(299.4%)	(11,281)
The overspend is due to an invoice mis-allocation that belonged against a capital works project. This will be corrected in June.						
1024	Waste Management	2,619,226	2,235,656	(383,570)	(17.2%)	(65,127)
The most significant YTD over-expenditure to budget has been \$198K for the Domestic Collections, attributed to the timing of when contractor's invoices are received. There is also \$110K in costs that are over budget YTD relating to external waste disposal at Dardanup whilst the City's landfill (cell 2) is under construction. The remaining variance relates to the processing of higher than budgeted 15,500m ³ volume of construction and demolition waste, which only occurs once every few years during the winter months. From a consolidated perspective endeavours are being made that any over expended items will be managed and offset by under expended items.						
1025	Fleet Management	2,170,029	2,500	(2,167,529)	(86701.2%)	(246,600)
The YTD budget figure is not correctly reflected in the accounts; that aside, 11/12 th of the annual budget equals \$2.1M and thus YTD costs would be tracking at \$68 over budget YTD. Fuel & Oil fleet costs have fluctuated throughout the year with an interim mid-year review indicating an estimated \$40-\$50k over budget position at that time. Historically the amount of diesel used across the City increases in the second half of the year, in line with an increase in civil construction activities. Thus, this variance may increase although the price of diesel seems to have moderated recently with some small decreases in price. Efforts will be made to plan and manage any over expenditure against other Fleet related costs that can be deferred.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1055	Rural Verge and Firebreak Maintenance	386,374	317,775	(68,599)	(21.6%)	28,887
<p>\$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, \$347K of the budget has been assigned to contractor based works until plant and equipment is procured. Due to extended lead times for plant procurement, material & Contract expenditure this financial year will be managed to the full \$463K budget (\$116K over the operational materials & contracts budget).</p>						

6. Utilities (Gas, Electricity, Water etc)

In total, over budget by \$312K YTD, broken down as follows:

Description	FY Budget Expense	YTD Budget Expenses	YTD Actual Expenses	YTD Variance
3500 - Electricity	1,814,016	1,388,689	1,709,757	(321,068)
3505 - Gas - Reticulated	4,971	3,288	1,597	1,691
3506 - Gas - LPG Bottled	16,041	0	20,945	(20,945)
3507 - Gas - Alinta Boiler Gas (BJTP)	5,843	4,836	3,423	1,413
3510 - Water Consumption	491,504	336,561	371,652	(35,091)
3511 - Water Meter Rental & Supply Charge	86,520	49,412	65,335	(15,923)
3513 - Sewerage Volume Charges	32,134	31,468	12,915	18,553
3514 - Sewerage Charge (Rates)	98,871	95,135	60,357	34,778
3520 - Office Telephones, Faxes & Internet	96,909	90,471	91,110	(639)
3521 - Public WIFI	40,693	36,397	39,686	(3,289)
3522 - Mobile Devices Costs	102,395	85,468	60,653	24,815
3524 - Other Telecommunication & Network Costs	86,783	70,680	67,012	3,668
	2,876,680	2,192,406	2,504,444	(312,037)

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. It is however expected that overall electricity charges for the City will be over budget in the vicinity of approximately \$50K. A portion of this will be offset by on-charges of variable outgoings to the various tenants of the City's buildings.

Gas is over budget due to the budget timing allocated to the end of the year. Spend is on track to meet or be under budget by year end.

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.

Telecommunications, internet and network costs are under YTD due to billing lags in relation to the mobile account. It is expected to come in close to budget by year end.

7. Insurance Expenses

The full year budget for all insurance is \$1.32M, split \$652K in Insurance Expenses and \$672K in Employment Costs. Insurance costs that are categorised in the operational nature & type are \$234K over budget YTD due to the timing of the budget allocation and the fact that all premiums have been paid. This is however expected to be \$217K over by year end. Apart from rising insurance costs globally, the biggest cause for this over spend is the significantly higher than expected asset values, which are used by the insurers in setting premiums, that arose from the organisation wide independent asset revaluation conducted in early 2022.

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
3565 - Art Works Insurance	1,969	1,801	8,547	(6,578)	(6,746)
3566 - Building Insurance	140,111	131,816	308,288	(168,177)	(176,472)
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)
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	398,911	339,962	58,862	58,949
3576 - Other General Insurance Costs	45,948	44,063	29,547	16,401	14,516

Description	FY Budget Expense	YTD Budget Expenses	YTD Actual Expenses	Variance to FY Budget	Variance to YTD Budget
3577 - Cyber Liability	1,298	1,298	15,769	(14,471)	(14,471)
Total	652,369	635,825	869,528	(217,159)	(233,703)

8. Other Expenditure

\$2M, or 85.9%, 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 \$
<u>Executive Services</u>		50,792	29,881	(20,911)	(70.0%)	(1,070)
1000	Office of the CEO	50,792	29,881	(20,911)	(70.0%)	(1,070)
The overspend mainly relates to an unbudgeted amount of \$11.3K, which is the recognition of the contribution the City made to the COVID-19 clinic at the YCAB, by virtue of recognising the value of rent not charged. This is offset by the recognition of the revenue in Fees & Charges under YCAB, so has a nil cash impact. There is also a \$9.6K timing difference in the CEO discretionary line contributing to the YTD overspend.						
<u>Finance and Corporate Services</u>		805,935	881,480	75,545	8.6%	15,132
1028	Governance and Corporate Services	484,163	574,193	90,030	15.7%	6,371
The under spend relates to reduced civic events catering and YTD underspends across merchandising and public relation accounts. These will be used to fund a Regulation 17 Review – to be invoiced. The Members of Council budget is also underspent in catering (linked to the revised meeting schedule) and conferences and training.						
1030	Human Resources	34,518	8,712	(25,807)	(296.2%)	1,969
The over spend relates to Long Service Leave contributions paid to other LG's (which although are unable to be accurately budgeted, are fully funded from the LSL Reserve), and timing variances in the catering budget.						
1034	General Purpose Funding	96,908	107,736	10,828	10.1%	6,974
The YTD variance is timing related. With commitments of \$15K, it is expected that we will come in close to the full year budget of \$114K.						
<u>Community and Commercial Services</u>		3,376,770	1,299,874	(2,076,896)	(159.8%)	(119,729)
1002	Events & Cultural	68,426	152,621	84,195	55.2%	(2,363)
The underspend relates mainly to marketing and event attraction activities for BPACC (Saltwater), operations. Spending in these areas has been delayed until there is increased certainty with event organisers to take bookings and the software system to handle payments is implemented. We are also waiting on the outcome of a conference bid and a large funding application which require contribution payments.						
1004	Events	1,044,495	1,006,683	(37,812)	(3.8%)	(4,601)
Events overspend is timing related with invoicing of round 1 funding of events and marketing initiatives happening in the first half of the financial year, but the budget has been allocated mainly to the back end of the year. Based on events that have been approved for funding YTD, it is expected that total spend will come in approximately \$120K under budget by year end. Many of the reserve funded events that weren't able to proceed will be carried over and re-listed in the 23/24 budget.						
1007	Airport Operations	1,709,561	105,623	(1,603,938)	(1518.5%)	(53,958)
This is due to a timing variance with the Airline Attraction budget allocation being posted in month 12 and YTD actual expenses having being incurred to date. This will be significantly underspent by year end with projected contributions for the Airline Attraction program not being paid until 2023/24.						

Cost Centre Code	Cost Centre Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
1008	Economic & Business Development	165,391	16,654	(148,736)	(893.1%)	(40,187)
This category is overspent mainly due to 2 line items - MRBTA visitor servicing for which the budget expenditure is projected for month 12 and the first two quarters payments having been made, and consultancy for which the budget expenditure is projected for month 12 and some expenditure has occurred YTD.						
1009	Community & Recreation Management	327,840	1,000	(326,840)	(32684.0%)	(15,302)
The variance is timing related with the total budget for the year allocated to June 2023. CAP funding payments are expected to exceed budget by end of year by approximately \$50-80K, offset somewhat by the savings of approximately \$50K in the You Choose program in Governance that will not be spent.						
1011	Leisure Centres	37,669	3,283	(34,386)	(1047.3%)	(2,576)
The variance is timing related due to spread of the budget. Actual expenditure to date represents 67% of the budget and is actually underspent compared to 11/12 even spread of the full year budget of \$53K.						
<u>Planning and Development Services</u>		79,675	85,098	5,422	6.4%	(2,414)
1045	Planning Administration Support	-	30,780	30,780	100.0%	-
Funds are for the Busselton & Dunsborough Centres Refurbishment Subsidy Programme. The City has not undertaken an EOI programme this financial year, as a result, no applications for funding assistance have been received.						
1048	Statutory Planning	6,315	-	(6,315)	100.0%	-
The overspend relates to Long Service Leave contributions to other LG's for former employee's, which are unable to be accurately budgeted, but are fully funded from the LSL reserve.						
1054	Ranger & Emergency Services	22,400	4,682	(17,718)	(378.4%)	(2,198)
\$6K of the over spend relates to a contribution to another LG for LSL. The remainder relates to earlier than anticipated spending on supplies for the various brigades, compared to the months where the budget is allocated.						
<u>Engineering and Works Services</u>		122,293	89,512	(32,781)	(36.6%)	15,573
1019	Facilities Maintenance	38,870	18,212	(20,658)	(113.4%)	74
The variance is due to slightly higher ESL levies being paid than was originally budgeted for, as well as the contribution the City pays to MRBTA for our share of the cleaning costs at Railway House, which although was budgeted as net-off against income, is allowed for in the overall operational budget. An overall overspend is not anticipated.						
1024	Waste Management	58,015	47,433	(10,582)	(22.3%)	9,618
The over spend is due to water cost reimbursements paid to residents in relation to the Rendezvous issue. It is expected that these will be over budget by approximately \$15K by year end.						

9. Non-Operating Grants, Subsidies & Contributions

The positive variance of \$11.3M 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 the projects listed in the table below, is due to a reimbursement of the municipal fund required for cashflow purposes a lot earlier than was initially budgeted, and as these projects have been completed.

Revenue Code	Revenue Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
<i>Finance and Corporate Services</i>		76,801	-	76,801	100.0%	-
1033	Financial Services	7,801	-	7,801	100.0%	-
1041	Land and Property Leasing	69,000	-	69,000	100.0%	-
<i>Community and Commercial Services</i>		1,120,145	276,765	843,380	304.7%	(62,210)
1007	Airport Operations	1,052,000	276,765	775,235	280.1%	(88,100)
1009	Community and Recreation Services Management	25,890	-	25,890	100.0%	25,890
1011	Leisure Centres	42,243	-	42,243	100.0%	-
<i>Planning and Development Services</i>		159,501	45,392	114,109	251.4%	-
1049	Strategic Planning Management	-	45,392	(45,392)	(100.0%)	-
1054	Ranger & Emergency Services	159,501	-	159,501	100.0%	-
<i>Engineering and Works Services</i>		10,540,106	1,470,504	9,069,602	616.8%	1,375,475
1014	Engineering and Works Directorate	773,609	-	773,609	100.0%	-
1016	Construction and Maintenance	1,950,346	1,470,504	479,842	32.6%	1,289,047
1017	Parks & Gardens	5,132	-	5,132	100.0%	-
1018	Major Projects Management	7,512,190	-	7,512,190	100.0%	-
1019	Facilities Maintenance	282,929	-	282,929	100.0%	86,429
1020	Engineering Technical Management	15,900	-	15,900	100.0%	-

10. Capital Expenditure

YTD there is an underspend variance of 20%, or \$6.8M, in total capital expenditure, with YTD actual at \$27.3M against the YTD budget of \$34.1M. A 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 \$
Buildings		11,252,792	14,461,991	3,209,199	22%	76,577
Various	Aged Housing Capital Works	111,737	129,000	17,263	13%	-
The variance is due to the scale and number of refurbishments year to date being less than what has been allowed for in the budget. Refurbishments generally only occur if a tenant vacates. This means it is very difficult to accurately budget for the timing and quantum of this capital expenditure item.						
Various	BPACC (Saltwater)	9,823,257	10,589,884	766,627	7%	75,370
Budgets, and timing thereof, for large projects such as Saltwater are very hard to predict with accuracy. The variance of actuals to budget for the construction project is a timing issue, with predicted cash flows being slightly misaligned. The budget for the 23/24 year has been set with carried over elements from the 22/23 year in mind.						
10016	Civic and Administration Centre Minor Upgrades(C)	3,300	32,083	28,783	90%	2,917
Due to contractor availability these funds will not be fully expended by EOFY. Activities under this project will be included in the list of budget carry-over and re-lists for 23/24.						
10585	BMRA Hangars(C)	-	303,790	303,790	100%	-
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. This project will be carried-over & re-listed in next year's budget.						
10589	Airport Construction, Existing Terminal Upgrade(C)	387,097	400,588	13,491	3%	94,944
The terminal departures lounge expansion project has now been completed however the training/ office demountable project and ablution block projects that were projected to come out of this project code have not been completed and works are still to be done.						
10622	Bovell Construction of Change rooms(C)	84,663	72,394	(12,269)	(17%)	-
Project was completed in Dec. 2022, with an expected cost overrun of approximately \$15K.						
10642	Dunsborough Lakes Sporting Precinct- Pavilion/Changeroom F(C)	52,154	1,284,775	1,232,621	96%	(13,861)
The variance is attributable to the Pavilion being re-scoped with the project currently on hold. The City has recently been informed that it has not been successful in securing external State Government grant funding at this time. Existing funds will be carried over and included in 23/24 budget. LRCI phase 2 funding initially identified for this project has been reallocated toward the construction of the carpark and courts, a separate element of the overarching project. The reallocation was required due to the pavilion component being re-scoped and the grant life cycle expiring prior completion of a pavilion. The City has since been successful in securing further funding through the federal governments LRCI Program (phase 4) which has been identified for this project in the 2023/24 budget.						

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%	-
<p>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. RFQ documentation went out to market however no submissions were received. Although there are follow ups with suppliers underway, it is likely that this project will not be commenced by year end and will need to be carried over and re-listed in the 23/24 budget.</p>						
10788	GLC Building Improvements(C)	233,564	404,382	170,817	42%	(3,795)
<p>This is a timing issue only. The remaining budget is fully committed and is expected to be fully expended by EOFY.</p>						
10972	Churchill Park Renew Sports Lights(C)	215,392	188,252	(27,140)	(14%)	-
<p>This project is now complete with a \$27k budget overrun. City Officers will endeavour to offset this overspend against an equivalent underspend or net over and under spends between projects of a like type.</p>						
12428	Re-use shop Busselton Transfer Station(C)	16,899	400,000	383,101	96%	-
<p>The high, over-budget tendered price has resulted in the City declining all tender submissions. During a recent Briefing session when the councillors were informed of the Project status, the direction was to seek a variation from the funding body around a reduced scope of works, involving a smaller footprint and an alternative shop/related infrastructure design. Officers are currently seeking information to present to the funding body's request around a detailed plan, budget and timeline for the modifications. The intention is to still deliver an operational Reuse shop, however this may need to be carried over and re-listed in the 23/24 budget.</p>						
12440	Energy Efficiency Initiatives (Various Buildings) (C)	48,576	124,238	75,662	61%	8,996
<p>Although the budget is committed with plans to be expended by the end of the financial year, due to delays from Western Power this budget will need to be carried over to FY 23/24 along with associated funding.</p>						
12457	Busselton Jetty Tourist Park Upgrade (C)	13,031	45,686	32,655	71%	-
<p>The contractor is unlikely to complete/expend all allocated budget this FY, so a portion of the budget will need to be carried over to 23/24 and works will be planned for the low season.</p>						
12791	Naturaliste Community Centre Fire Indicator Panel Renewal(C)	15,174	27,500	12,326	45%	(7,709)
<p>Works are complete, with actual costs coming significantly less than anticipated. Unspent funds will remain in reserve.</p>						
12795	Busselton Depot CCTV & Electronic Gate(C)	29,636	100,417	70,781	70%	17,083
<p>Timing is variance related. The works are due to be completed prior to EOFY.</p>						
12796	Depot Training Room (C)	26,000	9,717	(16,283)	(168%)	(25,117)
<p>These works were completed, however due to a) additional works required that were not identified until the old roof sheets were removed, b) price escalation of materials and c) increased labour costs the budget was overspent.</p>						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
12797	Dunsborough Hall Renewals(C)	9,560	24,517	14,957	61%	(5,475)
No further expenditure is anticipated – the scope of works was reduced after further consultation with user groups. Unspent funds will remain in reserve.						
12800	Old Courthouse and Jail Cells (C)	17,860	55,917	38,057	68%	5,083
No further expenditure is anticipated – there was some overlap between this project and project 12801 (see below), which will have an over spend.						
12801	Old Police Quarters - Roof Renewal(C)	75,644	55,000	(20,644)	(38%)	(70,644)
Variance is due to timing. The budget is expected to be overspent by the end of the financial year due to the inclusion of certain elements that overlapped with project 12800 above.						
12804	Airport Terminal Building(C)	18,965	29,138	10,173	35%	(11,480)
Further works have been carried out and there are likely to be some additional spend before the end of the FY.						
12942	Asbestos Removal & Replacement(C)	2,960	30,250	27,290	90%	2,750
No further expenditure is expected, with any unspent funds remaining in reserve.						
Plant & Equipment		1,694,834	1,313,939	(380,895)	(29%)	(610,795)
There is a overspend compared to YTD budget, however there will be a significant underspend compared to the full year budget of \$4.8M due to delays in delivery of plant and equipment currently on order. Supply chains are still recovering from the turmoil of the past three years and will be slow to return to a new normal. There will be significant carryovers re-listed in the next budget.						
Furniture & Office Equipment		781,848	632,865	(148,983)	(24%)	(74,750)
10965	P&E - P&G Smart Technologies(C)	53,924	-	(53,924)	0%	(39,524)
This is a timing variance, with the full year budget of \$100K allotted to June. All remaining procurement is underway with remaining budget expenditure planned for this financial year. There is likely to be a minor saving of \$4K.						
12876	ICT Services - Equipment & Software Purchases(C)	329,200	219,845	(109,355)	(50%)	(41,852)
Although there appears to be an overspend YTD, by year end it is estimated that this budget will be underspent by approximately \$265K. About \$180K will need to be carried over and re-listed in the 23/24 budget to cover the IT Equipment lease buy-out and 60 new laptops that were planned as part of the 22/23 budget.						
12937	Community Resource Centre(C)	12,676	-	(12,676)	0%	-
Replacement of furniture at the CRC. Budget is allocated in June, hence the variance. The old equipment will be sent to auction.						
14729	Events Furniture & Equipment(C)	251,335	200,000	(51,335)	(26%)	-
The over spend relates to work invoice for the additional cost of \$50,000 to upgrade the power supply to the new electronic billboard. These extra works were approved by Council (C2208/210), to be funded from the Marketing & Area Promotions Reserve.						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
14730	Geographe Leisure Centre Fitness Equipment(C)	-	18,160	18,160	100%	-
Equipment procurement did not proceed this financial year. These funds will remain in reserve, and the project will be re-listed in next years budget.						
14731	Cultural Planning Furniture & Equipment(C)	55,970	78,185	22,215	28%	(5,392)
The underspend in Cultural Planning is due to a number of projects that are not yet fully expensed such as Sculpture by the Bay art prizes and the Ballarat Room digital interpretation. Unfinished elements of these projects will be carried over and re-listed in the 23/24 budget when they will be completed.						
14830	Airport Capital Furniture & Equipment(C)	-	36,805	36,805	100%	-
A PO has been raised for the furniture and equipment with a delivery/installation date of mid June.						
Infrastructure		13,561,637	17,377,055	3,815,417	22%	272,629
Various	Roads	5,061,524	8,193,606	3,132,082	38%	(735,271)
There remain some timing variances within this item. The \$3.1M YTD variance includes:						
<ul style="list-style-type: none"> • \$70K Wilyabrup Road Resheet (11193) – Balance of works to be carried over into next year. • \$1.23M Bussell Highway (11199) – Construction commenced 29MAY with forecast completion late July. • \$227K Chapman Hill Road (11989) – Project complete and under budget. Fully grant funded. • \$37K Commonage Road Intersection (11991) – Works scheduled for completion in June. • \$27K Gifford Rd – Works planned for completion in June. • \$80K Koorup Rd (11998/11999/12000) – Project complete and under budget. • \$323K Payne Road (12005) – Project postponed until next financial year due to traffic management conflicts with bridge works on Koorup Road and reconstruction of North Jindong Road. • (\$232K) Sugarloaf Road (12010) – Project complete. Actual YTD aligned with amended budget. • \$122K North Jindong Road (12611) – Practical completion achieved early June and budget will be expended. • \$469K Acton Park Road (12824) – Works complete and under budget. • \$220K Commonage Rd – Works complete and under budget. • \$81K Ludlow-Hithergreen Rd – Works complete and under budget. • \$258K Queen Elizabeth Avenue (12838) – Works complete and under budget. • \$50K Nuttman Rd (12842) – Project to be relisted next year due to contractor availability. • \$109K Bussell Hwy (12851) – Stage 1 works complete and under budget. • \$50K Road Access Seal – Animal Care Facility (14817) – To be relisted next financial year. 						
Various	Bridges	450,000	-	(450,000)	0%	(71,615)
Actuals represent invoiced values from MRWA for the various bridge repair projects on budget. Costs are aligned with amended full year budget, but the budget timing allocation isn't (all in June).						
Various	Car Parks	266,780	549,373	282,593	51%	60,721
Variance is mainly due to \$236K for Hotel Site 2, with the main carpark complete, but the crossover and final completion won't occur until July due to hotel construction site constraints.						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
Various	Footpaths & Cycleways	313,660	1,127,902	814,242	72%	4,542
<p>The \$814K YTD variance includes:</p> <ul style="list-style-type: none"> • \$45K Buayanup Drain Shared Path – Project complete and under budget. • \$30K Arnup Dr – Project complete and under budget. • \$100K Busselton CBD Footpath Renewal – RFQ being advertised. Carryover required. • \$93K Carey Street Footpath Construction (10742) – Works complete and under budget. • \$309K Causeway Road Shared Path (11986) – Construction commenced May and planned for completion in July • \$70K Coastal Principled Shared Path (12816) – Budget to offset Causeway Road Shared Path expenditure. • \$54k Prince Regent Drive (12817) – Works in progress and planned for completion in June. • \$64K Kaloorup Road (12818) – Works complete and under budget. 						
Various	Parks, Gardens & Reserves	4,202,181	5,208,846	1,006,666	19%	269,597
<p>This category comprises 60 projects with a combined budgeted value totalling \$6.36M. The \$1M YTD variance includes:</p> <ul style="list-style-type: none"> • \$489k Dunsborough Lakes Sporting Precinct (Stage 1). • \$162k Sport Oval Lighting - Vasse Ovals (12849) – works in progress, carryover required for Western Power scope. • \$159k Meelup Coastal Parking & Landscaping (10613) – will require relisting due to consultation delays. • \$127k Shade Sail Program (10967) – \$30k to be carried over to next financial year for Diljit Mia playground. • (\$135k) Townscape Works Dunsborough (12333) – Complete with budget timing variance. Budget amendment endorsed by council 20APR. 						
Various	Waste Services Capital Works	1,733,280	28,955	(1,704,325)	(5886%)	(97,093)
<p>This variance is attributable to stage 2 of the lined landfill / cell development. The stage 2 budget totalling \$1.95M was loaded into the month of June 2023 with expenditure on this project YTD totalling \$1.72M. With the Reuse shop, Officers are currently seeking a variation from the funding body around modified scope with the intention to still deliver an operational Reuse shop with the \$308,000 budget next year. Other capital works amounting to \$2M associated with the Rendezvous rd. groundwater contamination were unutilised, but will be ongoing over the next few years.</p>						
Various	Jetty Infrastructure (C)	-	457,246	457,246	100%	469,957
<p>Actual expenditure previously shown related entirely to non-capital works, and has been re-allocated against operational maintenance. Both capital and operations are funded via the Jetty Reserve. Future budgets will be aligned more appropriately according to the nature of the expenditure.</p>						
Various	Drainage	356,837	618,735	261,899	42%	15,813
<p>The \$262K YTD variance includes:</p> <ul style="list-style-type: none"> • \$55K High View – Works complete and under budget. • \$212K North Street – Project to be relisted into next financial year due to contractor availability and seasonal weather. 						

Project Code	Project Code Description	Actual YTD \$	Amended Budget YTD \$	Variance YTD \$	Variance YTD %	Change in Variance Current Month \$
Various	Regional Airport & Industrial Park Infrastructure	1,177,376	1,192,391	15,015	1%	343,804

The total variance is due to an overspend in the Airport Construction Stage 2 including the new carpark and airside operational improvements which are offset by budget allocations for Airport lighting and CCTV projects which have not been completed and will be carried over into the new FY.

11. Proceeds from New Loans

There is an YTD variance \$6.5M as the budgeted final draw down on the borrowing for the Saltwater project occurred earlier than forecast due to the increasing interest rates.

12. Transfer to Restricted Assets

There is an YTD variance in transfers to Restricted Assets of \$28.6M 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 \$9.7M were restricted for BPACC (following receipt of grant funds and the final tranche of borrowing), until utilized, as well as \$12.3M in various government grants, plus \$1.4M in Roadwork Bonds, \$541K in BJTP deposits, \$480K in developer contributions and \$4.2K in various other deposits and bonds.

13. Transfer from Restricted Assets

YTD, there has been \$21.1M transferred from Restricted Assets into the Municipal Account, compared to a YTD budget of \$640K. The transfers are usually not possible to predict, and are fully reconciled only at year end. The transfers YTD are attributable to \$4.1M of the BPACC loan funding utilised, \$10.8M of grant money for works completed and reconciled, \$1.3M of Roadwork Bonds returned, \$614K of BJTP deposits utilised or returned, and \$4.29M of various other bonds and deposits returned or utilised.

14. Transfer from Reserves

YTD, there has been \$15M 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, due to unrestricted cashflow requirements.

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 31st May 2023 the value of the City’s invested funds decreased to \$109M from \$113M as at 30th April 2023. The decrease is a result of the closure of one term deposit of \$2M and a reduction of \$2M in the 11am Account.

As at 31stMay 2023 the 11AM (an intermediary account which offers immediate access to the funds compared to the term deposits) account balance is \$12M, being a reduction of \$2M from 30th April 2023. The reduction of \$2M to the 11am account is due to funds being transferred to the cheque account to meet normal operating expenses.

During the month of May seven term deposits totalling the amount of \$18M matured. Of these, one was closed as funds were required to meet normal operating expenses. The remaining six were re-invested for a further 339 days at 4.78% on average.

The official cash rate increased by 0.25% during the month of May 2023 to 3.85%, with a further 0.25% in June. Further movement in the cash rate is anticipated. This will effect interest earnings for the City, and future borrowings also.

Borrowings Update

During the month no new loans were drawn, and no repayments 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 May 2023 are provided below to ensure there is appropriate oversight and awareness.

Date	Payee	Description	\$ Amount
4/05/2023	THE GOOD EGG	CEO/MAYOR BSN /CAPEL MEETING	91.05
5/05/2023	BAKED BUSSELTON	CEO LUNCH MEETING	19.60
8/05/2023	TICKETS-PULSE THE NEXT	TICKETS FOR PULSE NETWORKING DAY - MAYOR HENLEY & Cr RICHARDS	105.54
9/05/2023	AMPOL BUSSELTON	CEO FUEL	228.36
10/05/2023	BUDGET BREAKFAST	BCCI-BUDGET BREAKFAST - MAYOR HENLEY, Cr RICHARDS & S.PIERSON	99.24
11/05/2023	WEST AUSTRALIAN	DIGITAL SUBSCRIPTION -PR	28.00
16/05/2023	QANTAS	SEAT SELECTION RETURN FLIGHT FROM DARWIN -VISIT WITH ADV CAPE NATURALISTE- MAYOR HENLEY	15.00
16/05/2023	QANTAS	RETURN FLIGHT FROM DARWIN -VISIT WITH ADV CAPE NATURALISTE- MAYOR HENLEY	779.61
17/05/2023	MANTRA PANDANAS DARWIN	ACCOMMODATION - VISIT WITH ADV CAPE NATURALISTE-MAYOR HENLEY	333.63

Date	Payee	Description	\$ Amount
17/05/2023	VIRGIN AUSTRALIA	FLIGHT TO DARWIN -VISIT WITH ADV CAPE NATURALISTE- MAYOR HENLEY	708.81
31/05/2023	MAILCHIMP	ELECTRONIC NEWSLETTER PR	382.16
		TOTAL	2,791.00

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

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Annual Adopted Budget 2022-2023

[Strategic Community Plan 2021-2031](#)

[Corporate Business Plan 2022-2026](#)

[Long Term Financial Plan 2022/23 - 2031/32](#)

Policy:

There are no relevant policies for this report.

Financial Implications

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

External Stakeholder Consultation

Not applicable.

Risk Assessment

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

Options

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

CONCLUSION

As at 31 May 2023, the City's net current position stands at \$5.7M, and cash reserve balances remain sufficient for their purposes.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Not Applicable.

11. PLANNING AND DEVELOPMENT SERVICES REPORTS

11.1. AMENDMENT NO 59 TO LOCAL PLANNING SCHEME 21 LOT 200 (NO 1676) CAVES ROAD DUNSBOROUGH - CONSIDERATION FOR ADOPTION

Strategic Theme:	Key Theme 2: Lifestyle 2.8 Plan for and facilitate the development of neighbourhoods that are functional, green and provide for diverse and affordable housing choices.
Directorate:	Planning and Development Services
Reporting Officer:	Strategic Planning Officer - Justin Biggar
Authorised By:	Acting Director Planning and Development Services - Rachel Runco
Nature of Decision:	Legislative: adoption of "legislative documents" such as local laws, local planning schemes and local planning policies.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. Scheme Amendment Map [11.1.1 - 1 page] 2. Location Plan [11.1.2 - 2 pages] 3. JDAP Approved Plans November 2021 [11.1.3 - 17 pages] 4. Strata Plan 50936 [11.1.4 - 1 page] 5. Amendment 59 Schedule of Submissions [11.1.5 - 16 pages]

COUNCIL DECISION

C2307/65 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council:

1. In pursuance of the *Planning and Development Act (Local Planning Schemes) Regulations 2015* (the Regulations) adopts Amendment 59 to the City of Busselton Local Planning Scheme 21 (the Scheme) for final approval, for the purposes of:

- a) Inserting the following particulars in 'Schedule 3 - Special Provisions Areas' of the Scheme;

No.	Particulars of land	Zone	Special Provisions
SP77	Lot 200 (No 1676) Caves Road Dunsborough	Tourism	Notwithstanding any other provisions of the Scheme, unrestricted length of stay shall be permitted for a 'chalet' on strata lots 6-13 and 48-51 as shown on Strata Plan 50936.

2. Advises the Western Australian Planning Commission (WAPC) that Amendment 59 is considered a 'standard amendment' pursuant to the Regulations for the following reasons:

- a) An amendment that is consistent with the objectives of the 'Tourism' zone as set out within Local Planning Scheme 21.
- b) An amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.

3. Pursuant to r. 53 of the Regulations, endorses the Schedule of Submissions at Attachment 5, which has been prepared in response to the public consultation process.
4. Upon preparation of the necessary documentation, refers the adopted Amendment 59 to the WAPC for consideration and determination in accordance with the Planning and Development Act 2005.
5. Pursuant to r. 56 of the Regulations, should directions be given that modifications to Amendment 59 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination

CARRIED 7 / 0

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OFFICER RECOMMENDATION

That the Council:

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 - (a) Inserting the following particulars in 'Schedule 3 - Special Provisions Areas' of the Scheme;

No.	Particulars of land	Zone	Special Provisions
SP77	Lot 200 (No 1676) Caves Road Dunsborough	Tourism	Notwithstanding any other provisions of the Scheme, unrestricted length of stay shall be permitted for a 'chalet' on strata lots 6-13 and 48-51 as shown on Strata Plan 50936.
2. Advises the Western Australian Planning Commission (WAPC) that Amendment 59 is considered a 'standard amendment' pursuant to the Regulations for the following reasons:
 - (a) An amendment that is consistent with the objectives of the 'Tourism' zone as set out within Local Planning Scheme 21.
 - (b) An amendment that is consistent with a Local Planning Strategy for the Scheme that has been endorsed by the Commission.
3. Pursuant to r. 53 of the Regulations, endorses the Schedule of Submissions at Attachment 5, which has been prepared in response to the public consultation process.
4. Upon preparation of the necessary documentation, refers the adopted Amendment 59 to the WAPC for consideration and determination in accordance with the *Planning and Development Act 2005*.

5. Pursuant to r. 56 of the Regulations, should directions be given that modifications to Amendment 59 are required, direct these modifications to be undertaken accordingly, on behalf of the Council, unless they are considered by officers to significantly affect the purpose and intent of the Amendment, in which case the matter shall be formally referred back to the Council for assessment and determination

EXECUTIVE SUMMARY

The Council is requested to consider adopting for final approval draft Amendment 59 for Lot 200 (No 1676) Caves Road Dunsborough to permit unrestricted length of stay for 12 strata lots within the proposed 51-unit strata development. By land use definition, 'chalets' are ordinarily restricted to short term stays of no longer than 3 months within a 12-month period.

The proposed Amendment, as detailed on the amendment map provided at Attachment 1, is consistent with the objectives of the 'Tourism' zone and the Local Tourism Planning Strategy (LTPS) which provides for unrestricted length of stay to a maximum of 25% where appropriate on Non-Strategic Tourism sites. Accordingly, the Amendment is recommended to be adopted for final approval and forwarded to the Western Australian Planning Commission (WAPC).

STRATEGIC CONTEXT

Adoption of the proposed amendment aligns with Strategic Theme 2.8 and will assist in delivering additional long term housing stock appropriately located in proximity to the Dunsborough 'Centre.' As discussed in greater detail below, the amendment also balances the need to ensure delivery of tourism product and is considered consistent with the City's overall land use strategy detailed within the Local Planning Strategy (LPS) and the LTPS.

BACKGROUND

The site, shown on the location plan provided at Attachment 2, was subject of a Joint Development Assessment Panel (JDAP) approval issued 9 November 2021 for a 51 chalet 'tourist accommodation' development. This varied the original JDAP approval issued on 9 October 2020 for 57 chalets. Through the JDAP assessment process a range of relevant issues were considered by the JDAP, including fauna and flora protection, built form and bushfire safety. The current development approval plans are provided at Attachment 3.

Modified Strata Plan 50936 which informs the location of the unrestricted length of stay accommodation is provided at Attachment 4. The proposed amendment does not alter any aspects of the existing approval beyond permitting unrestricted length of stay for 12 of the lots.

The Amendment was advertised for 42 days, being 5 May to 16 June with 11 public submissions being received, one which did not support the proposal and the remaining being supportive. The matters raised are predominantly around the short fall/supply of accommodation within the City both for short term and long term. These matters are further discussed below.

OFFICER COMMENT

Lot 200 (No 1676) Caves Road is zoned 'Tourism' and is within a 'Landscape Value Area' under Local Planning Scheme 21 (Scheme). Located approximately 1km west of the Dunsborough 'Centre,' the lot is heavily vegetated with a steep incline running south to north. There is a single chalet and unsealed vehicle access tracks on site with a cleared area in the northwest corner that is currently being used for informal storage by the neighbouring property. Dugalup Brook, a seasonal creek, traverses the property west to east before discharging into a dam near the eastern boundary. The site is bound by Cape Villa tourist accommodation (Lot 30), Country Life Farm petting zoo (Lot 4) and Caves Road to the south. Both of the neighbouring lots are included in the 'Tourism' zone.

The two properties north of the site are zoned 'Rural' with Lot 9008 being vacant land used for agricultural purposes and Lot 10 containing a single house and ancillary structures. The land located to the south is zoned 'Rural Residential.' Detailed comments on the proposal and assessment against the relevant elements of the planning framework are provided below.

State Planning Framework

The state planning framework provides support for limited residential accommodation of tourism sites where appropriate, consistent with the approach adopted by the City's strategic documents. Clause 5.1 (General measures) of the Draft Position Statement: Planning for Tourism (2021) states:

"The inclusion of any land uses other than tourism land uses on tourism zoned land should be considered on a case-by-case basis. Consideration should include whether there is appropriate infrastructure and a planning framework that supports uses other than tourism on tourism zoned sites. The inclusion of permanent residential uses requires close consideration to ensure tourism remains the primary use of a site and a quality tourism outcome is achieved in conjunction with any residential component."

Being located a short distance from the urban area, the site has existing access to necessary infrastructure, including water, sewer and power with the local planning framework supporting a limited residential component on site as recommended by the position statement.

Local Planning Framework

As per the objectives at Part 3 of the Scheme, the 'Tourism' zone is intended to promote and provide for tourism opportunities while also allowing for 'limited residential opportunities where appropriate.' The combination of residential and tourism uses within a tourism development is supported by the objectives and strategies outlined in the LPS and the LTPS.

A strategy of Theme 2 (Activity centres and economy) within the LPS is *"(in order) to facilitate re-investment and the progressive updating of accommodation product, consider permitting unrestricted length of stay components for new development on Tourism zoned land within the Busselton-Vasse Urban Area and the Dunsborough Urban Area."*

While the site is located marginally outside (500m) the 'Dunsborough Urban Area,' as identified on the LPS mapping, the site is considered to meet the wider design and development principles identified in the LTPS for when it is appropriate to permit unrestricted length of stay within tourism sites.

The lot is identified as a 'non-strategic tourist site' in the LTPS which can be considered for unrestricted length of stay occupation to a maximum of 25% of the overall units, being what is proposed by the amendment. The building design and layout as approved presents as an integrated tourist development with the residential units being indistinct from the tourism component as recommended by the Tourism Strategy. The proposed unrestricted length of stay units are clustered in two groupings on the eastern and western wings of the site, effectively bookending the tourist development.

Delivery of Tourism Development

The amendment is not considered to prejudice the future delivery of tourism accommodation on the site and is consistent with the zoning objectives and Strategy elements.

In granting unrestricted length of stay prior to the full development of the site, there is a low risk of the identified strata lots being developed for permanent accommodation without the tourism portion of the project being delivered. Such an outcome would prejudice the objectives of the underlying 'Tourism' zoning.

However, due to the scale of works required, including Main Roads WA (MRWA) required access upgrades, extensive earthworks and services provision, the project would be economically unviable if reduced to the construction of the unrestricted length of stay units only.

Bushfire Risk

Bushfire considerations were assessed during the JDAP process with the Bushfire Management Plan (BMP) provided in support of the application being assessed and approved by the Department of Fire and Emergency Services (DFES) and the City. The proposal to permit unrestricted length of stay for 25% of the units does not alter the scope, findings or validity of the supporting BMP document.

During the amendment submission period, comments were received from the Department of Biodiversity, Conservation and Attractions (DBCA) recommending further comments be sought from DFES regarding potential bushfire implications, specifically whether further vegetation clearing would be required. Following review of the approved BMP and the requirements of State Planning Policy 3.7, further referral to DFES is not considered warranted.

The approved BMP has demonstrated the proposal satisfies the four elements of the bushfire protection criteria which apply regardless of whether short term or unrestricted length of stay is proposed. Further, no additional clearing is required beyond what is demonstrated on the current BMP.

Vegetation Protection

The clearing required to accommodate bushfire protection and the development footprint was approved through the previous JDAP approval process, following referral to relevant State and Federal agencies. As discussed above, the proposed amendment does not alter the design or layout of the chalet development or the extent of the approved vegetation removal.

Statutory Environment

The key statutory documents relevant to this proposal include the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the relevant objectives and provisions of the Scheme. Each is discussed below under the relevant subheadings:

Planning and Development Act 2005

The *Planning and Development Act 2005* establishes the process for preparing and amending local planning schemes. The relevant provisions of the Act have been taken into account and followed in processing this Amendment.

Planning and Development (Local Planning Schemes) Regulations 2015

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), which came into operational effect on 19 October 2015, identify three different levels of amendments – basic, standard and complex. Amendment 59 is considered to be a standard amendment for the reasons outlined in the recommended council resolution.

Local Planning Scheme No. 21

The proposal is consistent with the provisions of the ‘Tourism’ zone as defined by the Scheme, the objectives of which are to promote and provide for tourism opportunities while also allowing for ‘limited residential opportunities where appropriate.’

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

State Planning Policy 6.1 - Leeuwin Naturaliste Ridge

Draft Position Statement – Planning for Tourism

[City of Busselton Local Planning Strategy 2019](#)

[City of Busselton Local Tourism Planning Strategy 2011](#)

State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7) and Guidelines for Planning in Bushfire Prone Areas

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as ‘bushfire prone’ by the Fire and Emergency Services Commissioner as highlighted on the ‘Map of Bushfire Prone Areas.’ The accompanying Guidelines for Planning in Bushfire Prone Areas provide supporting information to assist in the interpretation of the objectives and policy measures outlined in SPP 3.7, providing advice on how bushfire risk is to be addressed when planning, designing or assessing a planning proposal within a designated bushfire prone area.

State Planning Policy 6.1 – Leeuwin-Naturaliste Ridge (SPP 6.1)

SPP 6.1 was formulated by the WAPC in collaboration with the City and the Shire of Augusta Margaret River to provide a regional strategic framework to better protect the unique ecological, social and landscape values of the policy area. The subject site is located on a Travel Route Corridor within Natural Landscape Significance (Caves Road) as per the policy.

The design of the development, particularly its consideration and protection of the visual integrity of the landscape has been assessed during the JDAP assessment phase. The approved design was supported by a Visual Analysis which demonstrated the proposal would not impact the travel route corridor through appropriate material selection, building placement and existing vegetation screening. It is noted the proposed amendment does not alter the approved design or layout.

Draft Position Statement: Planning for Tourism

The intent of the position statement is to provide a strategic approach to the sustainable development of tourism land uses to better protect amenity, environmental and landscape values and address potential land use conflict. As discussed above, the proposed amendment is considered consistent with the strategic outcomes outlined in the position statement, specifically clause 5.2 – General measures.

Local Planning Strategy (LPS)

The LPS sets the broad planning direction for the City of Busselton and provides the strategic rationale for decisions related to the progressive review and amendment of the Scheme. The LPS supports the type of development proposed in proximity to the Urban Area as per the strategies outlined in Theme 2: Activity centres and economy. The allowance of complementary residential uses on a non-strategic tourism site will ideally assist in facilitating investment in the tourism product.

Local Tourism Planning Strategy (LTPS)

The LTPS was prepared to provide the local government with a decision-making framework for tourism proposals and to inform the development of the broader Local Planning Strategy and the Local Planning Scheme.

The LTPS classifies tourism sites into the following three categories – strategic tourism sites, non-strategic tourism sites and tourist zoned land where alternative zonings may be considered. As discussed above, the subject site is a non-strategic site where an unrestricted length of stay component may be supported if appropriate.

Financial Implications

Not applicable.

External Stakeholder Consultation

The Amendment was advertised for 42 days, being 5 May to 16 June. Eleven (11) public submissions and four government agency submissions were received. The substantive matters raised have been addressed within the 'Officer Comment' section above with full details of the submissions received contained in the Schedule of Submissions provided at Attachment E.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place.

No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could:

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

CONCLUSION

As per the assessment detailed above, officers consider the proposal is consistent with the aims and objectives of the state and local planning framework. It is therefore recommended the Council provides a recommendation to the Western Australian Planning Commission to support the proposed Amendment.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The implementation of the Officer recommendation will require the referral of Amendment 59 to the WAPC for final approval with this to occur within one month of the resolution.

12. ENGINEERING AND WORKS SERVICES REPORTS

12.1. RFT 09/23 PARKS AND RESERVES

Strategic Theme:	Key Theme 1: Environment 1.2 Work with the community to manage and enhance natural areas and reserves and their biodiversity. Key Theme 2: Lifestyle 2.1 Recognise, respect and support community diversity and cultural heritage.
Directorate:	Engineering and Works Services
Reporting Officer:	Parks and Environment Technical Officer - Iain Ferry
Authorised By:	Director Engineering and Works - Oliver Darby
Nature of Decision:	Contractual: To enter into a contract e.g. a lease or the award of a tender etc.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. RFT 09 23 Request for tender [12.1.1 - 29 pages] 2. RFT 09 23 Attachment B part 3 specification [12.1.2 - 5 pages] 3. RFT 09 23 Attachment A Schedule of Prices [12.1.3 - 1 page] 4. CONFIDENTIAL REDACTED - RFT 09 23 Evaluation Report [12.1.4 - 14 pages]

COUNCIL DECISION

C2307/66 Moved Cr Paul Carter, seconded Cr Sue Riccelli

That the Council endorses the outcome of the evaluation panel's assessment of RFT 09/23 Garden Maintenance Services and accepts the tender from Activ Foundation Inc. as most advantageous.

CARRIED 7 / 0

EN BLOC

OFFICER RECOMMENDATION

That the Council endorses the outcome of the evaluation panel's assessment of RFT 09/23 Garden Maintenance Services and accepts the tender from Activ Foundation Inc. as most advantageous.

EXECUTIVE SUMMARY

The City issued RFT 09/23 Garden Maintenance Services as a private tender for the regular supply of garden maintenance services for ongoing operating works.

This report recommends that Council endorse the outcome of the evaluation panel's assessment.

STRATEGIC CONTEXT

The nature of the works supports the enhancement of our natural areas and reserves, in alignment with Key Theme 1 of the City's Strategic Community Plan – Environment. Importantly the engagement of Activ to deliver this work recognises and supports diversity within the community.

BACKGROUND

The City of Busselton's Operation Services operating budget includes the requirement for ongoing maintenance of the City's parks and reserves, including weed control, litter collection, garden maintenance, furniture cleaning and playground surrounds maintenance and inspections. Activ Foundation Inc. (Activ) is an Australian Disability Enterprise who has previously provided these services to the City pursuant to VP109809. A final contract extension expires on 1 August 2023.

The contract was aligned to City's Disability Access and Inclusion Plan (DAIP) 2018-22, to provide people with a disability with the same opportunities as other people to obtain and maintain work within the City of Busselton. The previous contract with Activ has provided meaningful paid employment to numerous people living with a disability in the City of Busselton. The updated DAIP 2023/2027 continues this as an action.

OFFICER COMMENT

A request for tender was invited privately via VendorPanel, as a tender exemption applies pursuant to regulation 11(2)(i) of the *Local Government (Functions and General) Regulations 1996* (WA) (Regulations) where goods or services are to be supplied by an Australian Disability Enterprise.

The City has been satisfied with the level of services provided by Activ to date. City officers recommend that the partnership continue.

Statutory Environment

The officer recommendation supports the general function of a local government under the Local Government Act 1995 to provide for the good government of persons in its district. Section 3.57 of the Local Government Act 1995 (the Act) requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and service. Part 4 of the Regulations:

- requires that tenders be publicly invited for contracts where the estimated cost of providing the required goods and/or service exceeds \$250,000;
- gives an exemption to the tender requirements where the goods or services are to be supplied by an Australian Disability Enterprise (under Regulation 11(2)(i)).

The officer recommendation complies with the above-mentioned legislative requirements. The estimated expenditure is in excess of \$500,000 which is above the Chief Executive Officer's delegated authority.

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:
Disability Access and Inclusion Plan

Policy:
[Purchasing](#)
[Regional Price Preference](#)
[Work Health & Safety](#)

Financial Implications

This contract is funded by the City of Busselton's Operation Services operating budgets 1017 Parks & Environment and 1024 Waste Services.

The estimated total value of the procurement at the time of going to market over the full contract term (3 years plus 2 x 12-month extensions) is \$2,400,000 excluding GST. This represents up to \$40,000 per month at the highest level of estimated expenditure.

External Stakeholder Consultation

Not applicable.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, 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. Decide not to engage Activ for provision of Parks and Maintenance Services, but to publicly invite tenders for the supply of these services. Officers do not consider that this will represent the most advantageous outcome for the City. It will also result in significant delays to the contract award and the provision of maintenance services to City owned parks and reserves.
2. Decide to engage suppliers from the City's panel of pre-qualified suppliers PQS02/21 for parks and garden services to fulfill the City's requirements for ongoing parks and reserve maintenance. Officers do not consider that this will represent the most advantageous outcome for the City.

CONCLUSION

The submission from Activ is considered most advantageous to the City. Officers recommend that the City award the contract for supply of garden maintenance services to Activ pursuant to RFT09/23.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Commence contract	31 August 2023

13. COMMUNITY AND COMMERCIAL SERVICES REPORTS

13.1. BUSINESS DEVELOPMENT, EVENTS AND MARKETING PROGRAM OUTCOMES - JUNE 2023

Strategic Theme:	Key Theme 2: Lifestyle 2.5 Facilitate events and cultural experiences that provide social connection. Key Theme 3: Opportunity 3.1 Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice. 3.2 Facilitate an innovative and diversified economy that supports local enterprise, business investment and employment growth. 3.3 Continue to promote the District as the destination of choice for events and unique tourism experiences.
Directorate:	Community and Commercial Services
Reporting Officer:	Events Coordinator - Peta Pulford
Authorised By:	Acting Director - Community and Commercial Services - Maxine Palmer
Nature of Decision:	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
Voting Requirements:	Absolute Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. Marketing and Economic Development Initiatives funding criteria [13.1.1 - 2 pages] 2. 2024-2026 IRONMAN WA City of Busselton [13.1.2 - 16 pages]

COUNCIL DECISION

C2307/67 Moved Cr Jodie Richards, seconded Cr Phill Cronin

That the Council:

- 1. Endorses the following multi year funding allocation, to be funded from the 2024/2025 - 2026/2027 Events Budgets:**

Event Name	Officer Recommendation (cash)	Officer Recommendation (in kind)
IRONMAN WA 2024 - 2026	2024/2025 \$200,000	2024/2025 \$20,000
	2025/2026 \$200,000	2025/2026 \$20,000
	2026/2027 \$200,000	2026/2027 \$20,000
TOTALS	2024/2025 \$200,000	2024/2025 \$20,000
	2025/2026 \$200,000	2025/2026 \$20,000
	2026/2027 \$200,000	2026/2027 \$20,000

- 2. Endorses the following single year funding allocation, to be funded from the 2023/2024 Events and Marketing & Economic Development Budgets:**

Event Name	Officer Recommendation (2023/2024 Events Budget)	Officer Recommendation (2023/2024 Marketing & Economic Development Budgets)
Busselton Chamber of Commerce & Industry – Business Excellence Awards 2023	\$6,250	\$6250
TOTALS	\$6,250	\$6,250

3. Endorses the allocation of grant funding from the Marketing and Economic Development Initiatives budget through two (2) funding streams:

a) Economic Development and Marketing Grants; and

b) Quick Response Grants

4. Delegates authority to the Chief Executive Officer to approve applications for the Economic Development and Marketing Grants and the Quick Response Grants funding streams.

CARRIED 7 / 0

BY ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

That the Council:

1. Endorses the following multi year funding allocation, to be funded from the 2024/2025 - 2026/2027 Events Budgets:

Event Name	Officer Recommendation (cash)	Officer Recommendation (in kind)
IRONMAN WA 2024 - 2026	2024/2025 \$200,000	2024/2025 \$20,000
	2025/2026 \$200,000	2025/2026 \$20,000
	2026/2027 \$200,000	2026/2027 \$20,000
TOTALS	2024/2025 \$200,000	2024/2025 \$20,000
	2025/2026 \$200,000	2025/2026 \$20,000
	2026/2027 \$200,000	2026/2027 \$20,000

2. Endorses the following single year funding allocation, to be funded from the 2023/2024 Events and Marketing & Economic Development Budgets:

Event Name	Officer Recommendation (2023/2024 Events Budget)	Officer Recommendation (2023/2024 Marketing & Economic Development Budgets)
Busselton Chamber of Commerce & Industry – Business Excellence Awards 2023	\$6,250	\$6250
TOTALS	\$6,250	\$6,250

3. Endorses the allocation of grant funding from the Marketing and Economic Development Initiatives budget through two (2) funding streams:
 - a. Economic Development and Marketing Grants; and
 - b. Quick Response Grants
4. Delegates authority to the Chief Executive Officer to approve applications for the Economic Development and Marketing Grants and the Quick Response Grants funding streams.

EXECUTIVE SUMMARY

A meeting of the Business Development, Events and Marketing Program (BDMP) was held on Wednesday 21 June 2023. This report presents the recommendations from this meeting.

STRATEGIC CONTEXT

Recommendations of this report furthers achievements of the City’s strategic community plan aspirations and priorities, through continuing to facilitate events and cultural experiences that provide social connection, and promoting the District as the destination of choice for events and unique tourism experiences.

BACKGROUND

At the Ordinary Meeting of Council held 13 April 2011, Council resolved (C1104/114) to endorse the implementation of a differential rating system whereby properties rated industrial and commercial across the City would directly contribute toward the City’s continued support of tourism, marketing and event activities. The City also established a key stakeholders reference group, now known as the ‘Business Development, Events and Marketing Program’ (BDMP) – formerly ‘Marketing and Events Reference Group’ (MERG), to make recommendations to Council with respect to the marketing and events budget allocations.

At its meeting of 22 June 2011, Council resolved (C1106/201) to introduce a 3% differential rate on industrial and commercial rated properties, which has increased over time to 10%. The proceeds from the differential rate are allocated towards funding events and marketing.

A BDEMP meeting was held on Wednesday 21 June 2023, with the following key matters presented;

- update on events held since the last meeting on 19 April 2023 and upcoming major events;
- consideration of funding for the 2023/24 – 2025/26 events and marketing budgets.
- assessment criteria and the administration of the Marketing and Economic Initiatives funding stream

OFFICER COMMENT

Supporting the development and attraction of new events throughout the year, the City's Events Sponsorship Program promotes the City of Busselton as an attractive event tourism destination. This report proposes that applications are separated into distinct funding streams for the purpose of evaluation:

Events

- Economic focused events – aim to attract visitation to the region, bring economic return in the form of visitor and event spend with local business, attract significant media exposure, attract funding from other sources
- Community focused events - Provide social benefit and promote community connection, promote cultural diversity and inclusion, provide place making adding vibrancy and activation

Marketing and Economic Development

- Economic development activities – focused on supporting industry sector growth and upskilling, town centre activation, place making, growth of the night time economy.
- Marketing initiatives – leverage to improve the visitor experience, strengthen the Busselton and Dunsborough brands and promote the City as a destination for visitation and investment

Funding Criteria for Events

All applications for Events funding are assessed against criteria derived from the identified Diversity, Localise, Hallmark and Venues strategies of the City of Busselton Events Strategy 2022, and funding recommendations are based on this.

Applicants that have held their event for two or more years and been funded by the City, have demonstrated that they meet requested KPI's, and have indicated that they intend to continue holding the event in future years, may request or be offered a multiyear agreement. This allows them to plan effectively for future events and reduces administration for both the event organiser and City staff. They will however still be required to meet KPI's and provide a post event report for each year of the event before any further funding is released in future years.

Applications for funding increases of more than 25% on previous funding levels will not be considered, unless it is demonstrated that the event will substantially diversify their event offerings to meet the City's strategic outcomes or dramatically increase their event attendance or economic outcomes as a result of increased funding.

Funding Criteria for Marketing and Economic Development Initiatives

Officers have identified the need for a new funding stream for Marketing and Economic Development initiatives and have developed criteria to assess applications from businesses and peak industry bodies to apply for funding for initiatives that support the implementation of the City's Economic Development Strategy 2022-27. It is proposed that funding is awarded through two sub-separate streams, a Quick Response Grant stream for amounts up to \$1k each, and an Economic Development and Marketing Grant stream for larger projects.

Both funding streams align with the Economic Development Strategy 2022-27 Priorities and will be assessed against the same criteria, however the Quick Response Grants are designed to provide a simpler application and acquittal process, with a fast turnaround time for the assessment and approval of applications. It is recommended that the Quick Response Grants are allocated a total annual pool of \$20k from the Marketing and Economic Development budget, to be split into four funding rounds per year, each with up to \$5k of allocations.

The balance of the budget will be available for applications through the Economic Development and Marketing Grants, with applications open quarterly each year.

It is proposed that applications will be assessed by City officers, and recommendations for funding presented to BDEMP, which meets on a two-monthly basis to review applications. It is also proposed that the Chief Executive Officer be delegated to approve funding allocations to enable faster turnaround times for business opportunities to be supported.

The two grant streams proposed are summarised as follows:

1. Economic Development and Marketing Grants

- Alignment with identified Economic Development Strategy 2022-27 priorities
- Points system – allocated according to priority areas from Economic Development Strategy Implementation Plan
- Grants of \$1,000 and above
- Funding requests of \$10,000 and above require 50% matched funding - this can be made up of cash and in-kind contributions

2. Quick Response Grants

- Less than \$1000. Total funding pool \$20K. Five x four rounds of grants p/a
- Easy apply, easy acquittal
- No need for matched funds
- Uses same matrix and guidelines for assessment. Assessment done by Economic Development Officers

Who is eligible?

Not for Profits, Incorporate Associations, Peak Bodies, Business and Industry Clusters. Funds can be auspiced by a host organisation.

Similar to the assessment process of the Events funding applications, applications will be given numerical score against a funding criteria. Point values between one and three will be assigned, according to whether the application meets prioritised strategies as identified by the Economic Development Strategy.

The points will be awarded as follows:

- 3 Points - key priority
- 2 Points – secondary priority
- 1 Point – lesser priority

Additional points will be awarded if the applicants have not received funding from the current BDEMP round or other current City Funding Streams (+1 point), and for applicants collaborating with other agencies to avoid program/project duplication (+1 point).

The funding criteria and scoring system is included in Attachment 1 of this report.

The following applications will be ineligible for funding:

- Applications that do not meet the identified grant program objectives, as outlined in the guidelines.
- Recurring or pre-existing programs and initiatives that don't demonstrate significant changes, new initiatives or additional demonstrated benefits
- Activities or programs occurring outside the City of Busselton area, unless a demonstrated marketing benefit for the City can be determined
- Applications that duplicate an existing service or program that operates in the City
- Large capital expenditure e.g. lease payments, repair or maintenance of buildings, or purchase of major equipment.
- Recurrent indirect costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts.
- Retrospective funding or reimbursement payments.
- Funding requests for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions.

- Applications for staff / committee attendance at conferences, expo or tradeshows for personal / business development. Attendance to present / conduct expos may be eligible.
- Funds for State or Federal Government departments, other councils.
- Singular Commercial organisation operating on an expected profit base. Joint business approaches that demonstrate multiple business cluster benefits will be considered.
- Activities that would involve the City in controversial issues or expose the City to adverse criticism.
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools).
- Political or lobby groups.
- The application disparages or excludes any groups in the community
- Funding for alcohol purchases

At the BDEMP meeting held 21 June 2023 BDEMP members supported the two funding streams of Economic Development Initiatives and Marketing Grants and Quick Response Grants and the associated assessment criteria.

Requests for Funding

At the BDEMP meeting held 21 June 2023 two requests for funding were considered as outlined below:

Economic Focused Events

The following request has been received for multi-year funding from the 2023/2024 - 2025/2026 Events Budgets:

IRONMAN WA 2024 – 2026

IRONMAN Western Australia has been held annually in Busselton since the inaugural event in 2004, except for the cancelled event in 2020 due to COVID-19.

The 2022 IRONMAN event was a sell out, with 2,715 athletes competing across 5 race categories and an estimated visitor number more than 7,000. Of these, 44% were intrastate visitors, 35% interstate and 17% international. Independent economic impact surveying by Metrix showed that visitation delivered \$9.14 million in regional economic impact, with a further \$455k spent on local suppliers and \$55k distributed to local community and sporting groups through the volunteer program.

The current 3-year (2021/22 – 2023/24) funding agreement of \$200k cash plus \$18.5k in kind each year expires after the 2023 event.

IRONMAN Oceania have presented the following funding proposal for 2024-2026 events:

EVENT YEAR	CASH REQUEST	IN KIND	TOTAL
2024	\$210,000	\$20,000	\$230,000
2025	\$220,000	\$20,000	\$240,000
2026	\$230,000	\$20,000	\$250,000
TOTALS	\$660,000	\$60,000	\$720,000

Although this event continues to be one of our highest yielding events in terms of economic output and national and international exposure, it does make considerable profits as demonstrated in the attached proposal. Continuing to raise the funding level will mean that we may be unable to support other events and may set a precedent that other events will expect considerable increases when not showing marked growth or diversification of event offerings.

For those reasons, the BDEMP recommendation is to keep the cash allocation at \$200k per year for IRONMAN WA (Western Australian), to be paid from the 2024/25 – 2026/27 Events Budget. It is recommended to increase the in-kind support to \$20k per year as requested.

Economic Development activities

The following request has been received for single year funding from the 2023/2024 Marketing and Economic Development Initiatives Budget:

BCCI (Busselton Chamber of Commerce and Industry) Business Excellence Awards 2023

The Busselton Chamber of Commerce and Industry (BCCI) is again holding the Business Excellence Awards in 2023. This awards program is to recognise, reward and assist City of Busselton businesses, through a process consisting of completion of application questions, interviews and judging process, culminating in a Gala Awards night on Friday 13 October at Black Brewing. Applications for the awards program are open from 22 May until 31 August.

Through the application and judging process, businesses can access the judges for advice, feedback, mentoring, and assistance post event ultimately to achieve business growth and success. Assisting businesses through this process also allows the BCCI to analyse and determine ‘pain points’ experienced by businesses to provide programs and initiatives to assist.

The BCCI are seeking funding of \$15k towards costs for the Gala Night, mainly for the promotion, production and AV costs. In previous years, the City have funded an amount of \$10k towards the Awards.

BDEMP recommendation is for an increase of 25% to an amount of \$12.5k. Furthermore, as this represents both an economic development initiative (the application and judging program) and event (gala night), it is recommended to split the allocation of funding, with \$6,250 to be funding from the 2023/2024 Events budget and \$6,250 to be funded from the 2023/2024 Marketing and Economic Development budget.

Statutory Environment

Not Applicable

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Economic Development Strategy 2022-27

Events Strategy 2022

Policy:

[Events](#)

[Sponsorship Arrangements](#)

The recommendations meet the principles of the Events Policy.

Financial Implications

The draft 2023/2024 budget for marketing and events totals \$1,256,582. The breakdown of this budget is as follows:

\$983,018 – Events

\$273,564 – Marketing and economic development initiatives.

This excludes budget allocations for Leavers Week, administration, and events staffing.

Funds currently committed from the 2023/2024 Events Budget through multiyear sponsorships totals \$895,710, leaving a balance of \$87,308 for any further event sponsorships or other initiatives. If all funding recommendations included in this report are accepted, a balance of \$81,058 will remain. There will be one funding round in this financial year, opening in September 2023 for events held from January to June 2024.

It is proposed to carryover the unspent funds of \$20,979 from the 2022/2023 Events Budget, which will leave a balance of \$102,037 after the recommendations of this report.

Funds currently committed from the 2023/2024 Marketing and Economic Development Initiatives Budget is \$120,000. If funding recommendations included in this report are accepted, a balance of \$145,314 will remain for any further initiatives to be proposed.

It is proposed to carry over the unspent funds of \$72,229 from the 2022/2023 Marketing and Economic Development Initiatives Budget, which will leave a balance of \$217,543 after the recommendations of this report.

External Stakeholder Consultation

Consultation has been undertaken with BDEMP members with representatives comprising the Busselton and Dunsborough Yallingup Chambers of Commerce and Industry, Margaret River Busselton Tourism Association and the City of Busselton.

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City’s risk management framework, taking into account any controls already in place.

No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could choose not to support the recommendations made by BDEMP and resolve not to endorse part or all of the recommendations.

CONCLUSION

The BDEMP has been established by Council to make recommendations on the way in which funds raised through the industrial and commercial differential rate for the purposes of events, economic development and marketing are allocated. This report contains the recommendations made at the 19 April 2023 BDEMP meeting, which if endorsed by Council, will result in activating industry-led economic development opportunities and the continuation of high-quality events being held within the region, supported by successful marketing promotions. All recommendations support Council’s vision of being recognised as the ‘Events Capital WA’ and delivering a place where ‘Environment, Lifestyle and Opportunity Meet.’

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Implementation of the two funding streams of Economic Development and Marketing Grants and Quick Response Grants.	September 2023
Fully executed grant funding agreements completed with recommended funding recipients	September 2023

14. FINANCE AND CORPORATE SERVICES REPORTS

14.1. COUNCIL RESOLUTION REPORTING

Strategic Theme:	Key Theme 4: Leadership 4.4 Govern a professional organisation that is healthy, capable and engaged.
Directorate:	Finance and Corporate Services
Reporting Officer:	Acting Director Finance and Corporate Services - Sarah Pierson
Authorised By:	Acting Director Finance and Corporate Services - Sarah Pierson
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none">1. Council Resolutions - 2021-2023 - CEO FINAL [14.1.1 - 1 page]2. Council Resolutions 2019 - 2021 CCS FINAL [14.1.2 - 13 pages]3. Council Resolutions - 2021-2023 - CCS FINAL [14.1.3 - 8 pages]4. Council Resolutions 2019 - 2021 EWS FINAL [14.1.4 - 19 pages]5. Council Resolutions - 2021-2023 - EWS FINAL [14.1.5 - 3 pages]6. Council Resolutions 2019 - 2021 FCS FINAL [14.1.6 - 23 pages]7. Council Resolutions - 2021-2023 - FCS FINAL [14.1.7 - 25 pages]8. Council Resolutions 2019 - 2021 PDS FINAL [14.1.8 - 26 pages]9. Council Resolutions - 2021-2023 - PDS FINAL [14.1.9 - 34 pages]

COUNCIL DECISION

C2307/68 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the Council:

1. Receive the attached Council resolution reports and acknowledge the status of each resolution:
 - a). Chief Executive Office (CEO) 2021 – 2023 (Attachment 1)
 - b). Community and Commercial Services (CCS) 2019 – 2021 (Attachment 2)
 - c). Community and Commercial Services (CCS) 2021 – 2023 (Attachment 3)
 - d). Engineering and Works Services (EWS) 2019 – 2021 (Attachment 4)
 - e). Engineering and Works Services (EWS) 2021 – 2023 (Attachment 5)
 - f). Finance and Corporate Services (FCS) 2019 – 2021 (Attachment 6)
 - g). Finance and Corporate Services (FCS) 2021 – 2023 (Attachment 7)
 - h). Planning and Development Services (PDS) 2019 – 2021 (Attachment 8)
 - i). Planning and Development Services (PDS) 2021 – 2023 (Attachment 9)
2. Acknowledge that any incomplete actions and new actions will be presented in a new monthly register via the Councillors Information Bulletin.
3. Subject to points 1 and 2, acknowledge the completion of the Council Resolution Reporting performance criteria.

CARRIED 7 / 0

EN BLOC

OFFICER RECOMMENDATION

That the Council:

1. Receive the attached Council resolution reports and acknowledge the status of each resolution:
 - a) Chief Executive Office (CEO) 2021 – 2023 (Attachment 1)
 - b) Community and Commercial Services (CCS) 2019 – 2021 (Attachment 2)
 - c) Community and Commercial Services (CCS) 2021 – 2023 (Attachment 3)
 - d) Engineering and Works Services (EWS) 2019 – 2021 (Attachment 4)
 - e) Engineering and Works Services (EWS) 2021 – 2023 (Attachment 5)
 - f) Finance and Corporate Services (FCS) 2019 – 2021 (Attachment 6)
 - g) Finance and Corporate Services (FCS) 2021 – 2023 (Attachment 7)
 - h) Planning and Development Services (PDS) 2019 – 2021 (Attachment 8)
 - i) Planning and Development Services (PDS) 2021 – 2023 (Attachment 9)
2. Acknowledge that any incomplete actions and new actions will be presented in a new monthly register via the Councillors Information Bulletin.
3. Subject to points 1 and 2, acknowledge the completion of the Council Resolution Reporting performance criteria.

EXECUTIVE SUMMARY

On 1 March 2023 the Council endorsed contractual and additional performance criteria to be met by the Chief Executive Officer (CEO). This report presents outcomes against one of the additional performance criteria – Council Resolution Reporting – and presents status reports of actionable resolutions of the Council between 21 October 2019 and 8 June 2023.

STRATEGIC CONTEXT

This setting of performance criteria for the CEO contributes towards ensuring the City of Busselton as an organisation is governed effectively, as does regular reporting to Council in relation to the actioning of Council resolutions.

BACKGROUND

On 1 March 2023 the Council endorsed performance criteria to be met by the CEO, as follows:

1. adoption of a set of contractual performance criteria contained within Schedule 2 of the CEO Employment contract; and
2. adoption of additional performance criteria to be reviewed annually as part of the CEO performance review process.

In relation to Council Resolution Reporting the following is required:

Performance Criteria	Outcome	Deliverable	Timeframe
Council Resolution Reporting	The CEO presents through the Councillors Information Bulletin a monthly status report on all actionable resolutions of the Council.	<p>Monthly report to contain the following information in relation to each and every Council Resolution:</p> <ul style="list-style-type: none"> a. Date of Meeting; b. Resolution Number; c. Resolution Heading; d. Brief Description of Council decision; e. Directorate responsible; f. Action taken (brief statement); g. Completion date and priority status; <p>All information to appear on the Website for the public to access; and all resolutions to remain on the Status Report for six months after the date of completion.</p> <p>Reporting to include all resolutions since the Council election in 2019.</p>	By 30 June 2023

OFFICER COMMENT

From October 2019 (the point from which reporting is requested) to date, the City has used the InfoCouncil agenda and minutes software to record and action council resolutions. While resolutions have been actioned in Infocouncil, reporting has been internally focused and primarily related to registering completion of the resolution. For this reason commentary in relation to action taken has been minimal, and the reporting format, which is word based, has not been developed beyond the basic functionality provided by the system.

Attached are a series of reports containing actionable resolutions from October 2019 to 8 June 2023. The reports are broken down by Directorate and by period – 1). 21 October 2019 to 30 June 2021, and 2). 1 July 2021 to 8 June 2023. There are nine reports in total.

Resolutions of Council which were to note items (e.g. list of payments), to receive reports (e.g. the monthly Financial Activity Statements) or to adopt a policy or other document where there was no other ongoing action required have largely been removed from the reports, as per informal discussions with Councillors.

It is recommended that Council endorse the attached action reports, noting that the majority of actions are complete, and have been complete for a period of more than six months; they can therefore be removed from any ongoing reporting register (as per the performance criteria).

As of 1 July 2023 the City has moved to a new agenda and minutes software (DocAssembler), and officers are developing a new action reporting register for actions not yet complete and new actions arising from the June 2023 Council meeting onwards. This will be published monthly as part of the Councillor Information Bulletin and in doing so be available on the City's website.

On endorsing the attached action reports and noting the publication of a new register in future Councillor Information Bulletins, Council is asked to acknowledge completion of the performance criteria.

Statutory Environment

Not Applicable

Relevant Plans and Policies

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Not Applicable.

Policy:

[Chief Executive Officer Performance Review](#)

The Chief Executive Officer Performance Review Policy outlines the process by which the CEO's performance review will be undertaken, which includes assessment of the CEO's achievements against the performance criteria.

Financial Implications

Not Applicable

External Stakeholder Consultation

Not Applicable

Risk Assessment

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with the residual risk reported. No risks of a medium or greater level have been identified.

Options

As an alternative to the proposed recommendation the Council could request additional or different reporting in relation to council resolutions.

CONCLUSION

This report presents outcomes against one of the additional CEO performance criteria set by the Council – Council Resolution Reporting – and presents status reports of actionable resolutions of the Council between 21 October 2019 and 8 June 2023.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

The officer recommendation will be implemented in full, or in stages as per the following table:

Milestone	Completion Date
Register of new and ongoing actions to be published in the Councillor Information Bulletin	16 August 2023

15. CHIEF EXECUTIVE OFFICERS REPORTS

15.1. COUNCILLORS INFORMATION BULLETIN

Strategic Theme:	Key Theme 4: Leadership 4.2 Deliver governance systems that facilitate open, ethical and transparent decision making.
Directorate:	Finance and Corporate Services
Reporting Officer:	Executive Assistant to Council - Katie Banks
Authorised By:	Chief Executive Officer - Tony Nottle
Nature of Decision:	Noting: The item is simply for information purposes and noting.
Voting Requirements:	Simple Majority
Disclosures of Interest:	No officers preparing this item have an interest to declare.
Attachments:	<ol style="list-style-type: none"> 1. Current Active Tenders: July 2023 [15.1.1 - 1 page] 2. Current Running SAT Reviews [15.1.2 - 4 pages] 3. 20230413 Ltr to Minister re Amendment 52 - Dunsborough [15.1.3 - 1 page] 4. 20230608 Ltr to Minister re Amendment 52 - Dunsborough [15.1.4 - 1 page] 5. 72-43414 Ministers Response - Dunsborough Precinct Structure Plan [15.1.5 - 1 page] 6. Letter re City of Busselton Notice of Gazettal [15.1.6 - 1 page]

COUNCIL DECISION

C2307/69 Moved Cr Paul Carter, seconded Cr Phill Cronin

That the items from the Councillors Information Bulletin be noted:

- **Minutes of Committee Meetings**
- **Minor Donations Program**
- **Current Active Tenders**
- **State Administrative Tribunal Reviews Update**

CARRIED 7 / 0
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OFFICER RECOMMENDATION

That the items from the Councillors Information Bulletin be noted:

- Minutes of Committee Meetings
- Minor Donations Program
- Current Active Tenders
- State Administrative Tribunal Reviews Update

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

Minutes of Committee Meetings

Unconfirmed Minutes of the following Committee Meetings listed in the table below are to be noted as received:

Committee	Meeting Date	Minutes
Airport Advisory Committee	14 June 2023	Unconfirmed Minutes

Minor Donations Program – June 2023

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

Three applications were approved throughout June 2023 totalling \$1,500.00 as outlined below:

Recipient	Purpose	Amount
Kai Gleeson	Selected to represent WA as part of the WA Boys AFL 12s State Team competing in Lavington NSW from 5 to 8 August 2023. This donation will assist with covering the costs associated with attending the competition.	\$500.00
Mia van Kleef	Selected to compete in the School Sport Australia National Football Championship Carnival being held in Ballarat, Victoria on 21 to 29 July 2023. This donation will assist with covering the costs associated with attending the competition.	\$500.00
Tyler Lindberg	Selected to represent WA in the AFL National Championships in Perth, Adelaide and Melbourne as part of the WA 18s team. This donation will assist with covering the costs associated with attending the competition.	\$500.00
TOTAL		\$1,500.00

Final total budget allocated in the 2022/2023 financial year - \$33,070.93.

Current Active Tenders

The Tender update as at 5 July 2023 is provided at Attachment 1.

State Administrative Tribunal Reviews Update

The Current State Administrative Tribunal Reviews is at Attachment 2.

Correspondence regarding State Planning - Amendment 52 - Dunsborough Precinct Structure Plan

Correspondence between Member for Vasse, Libby Mettam MLA and Minister for Transport regarding State Planning - Amendment 52 - Dunsborough Precinct Structure Plan is provided at Attachments 3, 4 and 5.

Correspondence regarding City of Busselton Councillor Numbers - Notice of Gazettal

Correspondence in relation to the 30 June 2023 publication in the Government Gazette, regarding the reduction in councillor numbers at the City of Busselton is provided at Attachment 6.

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

17. URGENT BUSINESS

18. CONFIDENTIAL MATTERS

Nil

19. CLOSURE

The meeting closed at 5:48pm.

The minutes for the Ordinary Council Meeting held 26 July 2023 were confirmed as a true and correct record on 16 August 2023.

Date: 16 August 2023

Presiding Member:

