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Regulation 17 Review

May 2023





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31 May 2023

Mr T Nottle
Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

Dear Tony

2023 REGULATION 17 REVIEW

We are pleased to present the findings and recommendations resulting from our 2023 City of Busselton Local Government (Audit) Regulations 1996, Regulation 17 Review.

This report relates only to procedures and items specified within the 2023 Regulation 17 Review Proposal and does not extend to any financial report of the City.

We would like to thank Sarah, Christine and the City of Busselton team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact me.

Yours sincerely
AMD Chartered Accountants

A handwritten signature in black ink, appearing to read 'Tim Partridge', with a long horizontal stroke extending to the left.

TIM PARTRIDGE FCA
Director



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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the City of Busselton management and personnel. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of the City of Busselton. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for City of Busselton's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of the City of Busselton Chief Executive Officer. Other than our responsibility to the Council and management of the City of Busselton, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party.



1. Executive Summary

1.1. Background and Objectives

To undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the City of Busselton ("the City") in accordance with the Local Government (Audit) Regulations 1996, Regulation 17 for the period ended 30 June 2023 ("Review").

Our findings included within this report are based on the site work completed by us during the week ending 12 May 2023, and subsequent communication via email and phone calls to 19 May 2023. Findings are based on information provided and available to us during and subsequent to this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 4, we are pleased to report that in context of the City's overall risk, internal control and legislative compliance environments, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

At the time of the onsite review in May 2023, we noted the City of Busselton is in the process of an organisation review. Many comments and recommendations raised within this report are based on observations and discussions held with senior management relating to the key review areas. We raise these comments and recommendations in accordance with best practice guidelines.

Furthermore, during our limited review of the City of Busselton IT environment which forms part of the risk management section of our review, we identified the Office of the Auditor General had completed an Information Systems Performance Audit with the final report dated 8 December 2022. Our review has indicated action taken to date with respect to the Information Systems Performance Audit findings is being regularly monitored and reported by the IT department. As a result, findings reported within the Information Systems Performance Audit report have not been reported within this report unless they specifically relate to an area we are required to report on within our risk management review scope. We recommend the City continue to progress with the actions required resulting from this Information Systems Performance Audit accordingly.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



The following tables provide a summary of the findings raised in this report:

	Extreme Risk	High Risk	Medium Risk	Low Risk
Number of new issues reported	0	1	7	4

For details on the review rating criteria, please refer to Section 5.

Ref	Issue	Risk Rating
Risk management		
	Risk Management Framework and Risk Reporting	
2.2.1	Further enhancements recommended with respect to risk management and reporting including management through a centralised online system managed by a dedicated team.	High
	Emergency Risks and Response Management	
2.2.2	Further enhancements recommended with respect to emergency risk documentation and management of brigades, emergency facilities and service level emergency equipment.	Medium
	Misconduct, Fraud and Corruption Policy	
2.2.3	Suggest a formal Fraud and Corruption Control Plan be developed and implemented throughout the City. Also recommend the development of a communications strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan.	Medium
	Contract Management	
2.2.4	The City does not have a Contractor Management Framework or dedicated contract manager to oversee contracts.	Medium
	Tender Management	
2.2.5	Various documents in respect to two tenders selected by us for testing were unavailable. Recommend Council consider developing a policy for post tender reviews.	Medium
	Risk Management Policies and Procedures	
2.2.6	A number of policies and procedures are outdated, requiring review and some City practices do not have documented policies and/or procedures.	Medium
	IT Strategic Plan and Business Continuity Plan Testing	
2.2.7	IT Strategic Plan in progress and not yet approved. Business Continuity Plan (Disaster Recovery Plan) not formally tested or reviewed since 2019.	Medium
	Lease Management	
2.2.8	Recommend ensuring the required insurance coverage is in place by the lessee and current.	Low
Internal controls		
	BAS Lodgement Relief	
3.2.1	Our inquiries indicated the Finance Coordinator is the only employee with access to the ATO portal to lodge BAS.	Low
Legislative compliance		
	Compliance Calendar	
4.2.1	The City does not have a centralised Compliance Calendar.	Medium
	Audit and Risk Committee	
4.2.2	Various enhancements and improvements suggested in relation to the operation of the City's Audit and Risk Committee.	Low
	Internal Audit	
4.2.3	There is currently no formal internal audit function in place.	Low



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Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework and Risk Reporting

Finding Rating: High

Our review of Council's Risk Management Framework ('Framework') and discussions with key City Executive identified the following:

- Risk reports are not presented to the Audit and Risk Committee;
- There is no online centralised system to monitor work, health and safety ("WHS") risks, rather these are manually monitored;
- Corporate risk is managed through a central online system however individual officers are responsible for updating their area risks as they become due; which may result in inconsistencies across departments;
- Previously the City employed a 0.5FTE who was focused on management of corporate risks, however due to recent changes to WHS risks, this position has changed whereby there is now 1FTE focusing on WHS risks only resulting in an identified gap with the management of corporate risks to the desired level; and
- Risk Management Committee Terms of Reference states an annual evaluation of the group's effectiveness is required to be undertaken however this has not occurred due to recent turnover within the team.

Implications / Risks

Without updated policies and procedures and a centralised system to monitor organisation risks, staff may be unaware of Council and management's expectations regarding how to manage City risks.

Recommendation

We recommend the Risk Management Framework:

- Be reviewed and updated on a periodic basis. A comprehensive risk identification process may be required to be completed across all departments;
- Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and Risk Committee on a quarterly basis to report emerging risks and ensure management / Council are notified of how risks are being managed;
- WHS risk management be matured through the implementation of an online centralised system;
- Corporate risk be managed by a dedicated risk officer; and
- The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.

Management Comment

The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 31 December 2023



2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework and Risk Reporting

Finding Rating: High

Our review of Council's Risk Management Framework ('Framework') and discussions with key City Executive identified the following:

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- The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.

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The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 31 December 2023



Responsible Officer: Rachel Runco, Manager Regulatory Services

Completion Date: 30 June 2024 – emergency services audit and risk register, and asset management planning.

30 June 2025 – review of Bushfire Risk Management Plan.

2.2.3. Misconduct, Fraud and Corruption Policy

Finding Rating: Medium

Our review of the current Misconduct, Fraud and Corruption Policy indicated the Policy is very limited in guidance and related processes.

Furthermore, our inquiries indicate that the Shire has not developed an ethics, fraud and corruption communications and training strategy nor are employees required to complete ethics and/or fraud and corruption awareness training.

Implications / Risks

- Risk governance and oversight responsibilities not being met.
- City employees may not understand their responsibilities with respect to misconduct, fraud and corruption.

Recommendation

We recommend that a formal Fraud and Corruption Control Plan be developed and implemented throughout the City.

The Fraud and Corruption Control Plan should incorporate:

- The City's approach to controlling fraud and corruption at a strategic, tactical and operational levels;
- The Shire's intended action in implementing and monitoring the City's fraud and corruption prevention, detection and response initiatives;
- Any existing policies dealing with fraud and corruption risk; and
- The roles and responsibilities, reporting lines of all personnel involved.

The Fraud and Corruption Control Plan should be reviewed every two years.

Furthermore, we recommend the development of a communications strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan. The strategy could include processes for:

- Ensuring all appropriate employees receive training on ethics related documents and other elements of the City's Integrity Framework at induction and throughout the period of their employment;
- Ensuring all employees receive regular fraud awareness training appropriate to their level of responsibility;
- Ensuring updates and changes to fraud-related policies, procedures, the ethical documents and other ethical pronouncements are effectively communicated to all employees; and
- Encouraging employees to report any suspected incidence of fraud or corruption.



Management Comment

Previous governance reviews have identified a similar finding in regards to having a formal Fraud and Corruption Control Plan, however work to develop this has been considered a lower or future priority noting Code of Conduct training is provided to all staff every 2 years and through new staff inductions. Having said that, we will progress work towards the development of a formal plan. The City's Induction program is currently under review and we will also look to increase fraud awareness and ethics training as part of that and as part of our next Code of Conduct training.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 30 June 2024

2.2.4. Contract Management

Finding Rating: Medium

We noted the following in respect to our review of contract management:

- The City does not have a contract management framework outlining the consistent approach to be undertaken for all City contracts;
- There is no dedicated contract manager to oversee contracts;
- There is no centralised register of City contracts, including variations maintained;
- Testing of 4 service contracts identified the following:
 - 2 instances where the OSH Obligations form had been signed by the contractor, however the City representative had not counter-signed the form;
 - An instance where the OSH Obligations form could not be provided;
 - 3 service contracts where there was no documentation maintained to evidence contractor induction;
 - An instance where a contract variation memo had not been signed by the CEO as approval;
 - 3 instances where current insurances could not be provided (i.e. insurances maintained on file were out of date);
 - The contract with the contractor providing access control system servicing and upgrading services expired in 2022; and
 - No evidence provided relating to contractor performance review.

Implications / Risks

- The City is potentially exposed to risks due to contractor non-compliance with contract terms and conditions.
- Risk contract risks are not identified, assessed and consistently managed throughout the contract.
- Risk that findings and results from a contract are not used to improve future contract processes conducted by the City.

Recommendation

We recommend Council consider:

- A contract management framework be developed incorporating policies and procedures relating to contract management;



- Consideration be given to a dedicated department which is designated responsibility to oversee contract management;
- A detailed and centralised contracts register be maintained and updated as required;
- OSH obligations forms are obtained for all contracts and signed by both the contractor and the City representative;
- Documentation to evidence contractor induction be retained;
- Contract variations be approved;
- Current insurances for City contractors be obtained and a system be implemented whereby a notification is issued when contractor insurances are due to expire;
- Contracts due to expire are re-negotiated / compliance with City procurement processes complied with; and
- A contractor performance review be designed and implemented.

Management Comment

We accept the recommendation to consider improved and more centralised management of contracts, noting the following:

- a contract management framework is likely to be required however there are concerns about how effective such a framework will be without centralised oversight or management of contracts;
- a dedicated department with responsibility for contract management is supported if achievable with existing resources (consider whether procurement and contract management functions could be centralised);
- a contracts register is a high priority with Local Government reform likely to require public registers of certain contracts in the short to medium term;
- contractor work health safety oversight and inductions as well as insurances are areas for improvement;
- an IT solution (TechnologyOne or otherwise) should be considered as a contract register and for managing contracts (manage contract expiry, insurances, required documentation call ups etc.); and
- the City has contractor performance review documentation which is available on the intranet procurement page. The use of the documentation is not mandated and it is acknowledged that it is not well utilised.

Further consideration and determination of these matters will be undertaken by the end of 2023.

Responsible Officer: Ben Whitehill, Manager Legal and Property Services

Completion Date: 31 December 2023

2.2.5. Tender Management

Finding Rating: Medium

We noted the following for the one of the two tenders selected for testing:

Tender 04/22

The following documents were not provided to us at the time or subsequent to our onsite review:

- Post tender review. Our inquiries indicated there is no policy in place which requires officers to undertake a post project / tender review process.



- Consideration be given to a dedicated department which is designated responsibility to oversee contract management;
- A detailed and centralised contracts register be maintained and updated as required;
- OSH obligations forms are obtained for all contracts and signed by both the contractor and the City representative;
- Documentation to evidence contractor induction be retained;
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- a dedicated department with responsibility for contract management is supported if achievable with existing resources (consider whether procurement and contract management functions could be centralised);
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- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

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Furthermore, during our limited review of the City of Busselton IT environment which forms part of the risk management section of our review, we identified the Office of the Auditor General had completed an Information Systems Performance Audit with the final report dated 8 December 2022. Our review has indicated action taken to date with respect to the Information Systems Performance Audit findings is being regularly monitored and reported by the IT department. As a result, findings reported within the Information Systems Performance Audit report have not been reported within this report unless they specifically relate to an area we are required to report on within our risk management review scope. We recommend the City continue to progress with the actions required resulting from this Information Systems Performance Audit accordingly.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework and Risk Reporting

Finding Rating: High

Our review of Council's Risk Management Framework ('Framework') and discussions with key City Executive identified the following:

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- Risk Management Committee Terms of Reference states an annual evaluation of the group's effectiveness is required to be undertaken however this has not occurred due to recent turnover within the team.

Implications / Risks

Without updated policies and procedures and a centralised system to monitor organisation risks, staff may be unaware of Council and management's expectations regarding how to manage City risks.

Recommendation

We recommend the Risk Management Framework:

- Be reviewed and updated on a periodic basis. A comprehensive risk identification process may be required to be completed across all departments;
- Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and Risk Committee on a quarterly basis to report emerging risks and ensure management / Council are notified of how risks are being managed;
- WHS risk management be matured through the implementation of an online centralised system;
- Corporate risk be managed by a dedicated risk officer; and
- The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.

Management Comment

The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 31 December 2023



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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the City of Busselton management and personnel. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of the City of Busselton. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for City of Busselton's information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review report has been prepared at the request of the City of Busselton Chief Executive Officer. Other than our responsibility to the Council and management of the City of Busselton, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party.



1. Executive Summary

1.1. Background and Objectives

To undertake a review of the appropriateness and effectiveness of risk management, internal controls and legislative compliance of the City of Busselton ("the City") in accordance with the Local Government (Audit) Regulations 1996, Regulation 17 for the period ended 30 June 2023 ("Review").

Our findings included within this report are based on the site work completed by us during the week ending 12 May 2023, and subsequent communication via email and phone calls to 19 May 2023. Findings are based on information provided and available to us during and subsequent to this site visit.

1.2. Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 2 – Risk management;
- Section 3 – Internal controls; and
- Section 4 – Legislative compliance.

Following the completion of our review and subject to the recommendations outlined within sections 2 to 4, we are pleased to report that in context of the City's overall risk, internal control and legislative compliance environments, policies, procedures and processes in place are appropriate, and have been operating effectively at the time of the review.

At the time of the onsite review in May 2023, we noted the City of Busselton is in the process of an organisation review. Many comments and recommendations raised within this report are based on observations and discussions held with senior management relating to the key review areas. We raise these comments and recommendations in accordance with best practice guidelines.

Furthermore, during our limited review of the City of Busselton IT environment which forms part of the risk management section of our review, we identified the Office of the Auditor General had completed an Information Systems Performance Audit with the final report dated 8 December 2022. Our review has indicated action taken to date with respect to the Information Systems Performance Audit findings is being regularly monitored and reported by the IT department. As a result, findings reported within the Information Systems Performance Audit report have not been reported within this report unless they specifically relate to an area we are required to report on within our risk management review scope. We recommend the City continue to progress with the actions required resulting from this Information Systems Performance Audit accordingly.

Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



3.2. Detailed findings and recommendations

3.2.1. Business Activity Statement (“BAS”) Lodgement Relief

Finding Rating: Low

Our inquiries indicated the Finance Coordinator is the only employee with access to the portal to lodge BAS.

Implications/Risks

Lack of backup and relief for a key legislative compliance function.

Recommendation

We recommend an additional delegated employee be provided access to the portal to lodge BAS in case the Finance Coordinator was not available.

Management Comment

We will provide additional employees with access to the portal as recommended.

Responsible Officer: Paul Sheridan, Manager Financial Services

Completion Date: 31 December 2023



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Findings reported by us are on an exceptions basis, and do not take into account the many focus areas tested during our review where policies, procedures and processes were deemed to be appropriate and in accordance with best practice.



2.2. Detailed findings and recommendations

2.2.1. Risk Management Framework and Risk Reporting

Finding Rating: High

Our review of Council's Risk Management Framework ('Framework') and discussions with key City Executive identified the following:

- Risk reports are not presented to the Audit and Risk Committee;
- There is no online centralised system to monitor work, health and safety ("WHS") risks, rather these are manually monitored;
- Corporate risk is managed through a central online system however individual officers are responsible for updating their area risks as they become due; which may result in inconsistencies across departments;
- Previously the City employed a 0.5FTE who was focused on management of corporate risks, however due to recent changes to WHS risks, this position has changed whereby there is now 1FTE focusing on WHS risks only resulting in an identified gap with the management of corporate risks to the desired level; and
- Risk Management Committee Terms of Reference states an annual evaluation of the group's effectiveness is required to be undertaken however this has not occurred due to recent turnover within the team.

Implications / Risks

Without updated policies and procedures and a centralised system to monitor organisation risks, staff may be unaware of Council and management's expectations regarding how to manage City risks.

Recommendation

We recommend the Risk Management Framework:

- Be reviewed and updated on a periodic basis. A comprehensive risk identification process may be required to be completed across all departments;
- Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and Risk Committee on a quarterly basis to report emerging risks and ensure management / Council are notified of how risks are being managed;
- WHS risk management be matured through the implementation of an online centralised system;
- Corporate risk be managed by a dedicated risk officer; and
- The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.

Management Comment

The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 31 December 2023



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The City accepts the findings and recommendations and also acknowledges that its risk management systems are at a basic level of maturity. Additional resourcing is required to increase this maturity level and implementation of all of the recommendations will be reliant on additional risk resourcing. Subject to that, the recommendations could be implemented by 31 December 2023.

Responsible Officer: Sarah Pierson, Manager Governance and Corporate Services

Completion Date: 31 December 2023



The following tables provide a summary of the findings raised in this report:

	Extreme Risk	High Risk	Medium Risk	Low Risk
Number of new issues reported	0	1	7	4

For details on the review rating criteria, please refer to Section 5.

Ref	Issue	Risk Rating
Risk management		
	Risk Management Framework and Risk Reporting	
2.2.1	Further enhancements recommended with respect to risk management and reporting including management through a centralised online system managed by a dedicated team.	High
	Emergency Risks and Response Management	
2.2.2	Further enhancements recommended with respect to emergency risk documentation and management of brigades, emergency facilities and service level emergency equipment.	Medium
	Misconduct, Fraud and Corruption Policy	
2.2.3	Suggest a formal Fraud and Corruption Control Plan be developed and implemented throughout the City. Also recommend the development of a communications strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan.	Medium
	Contract Management	
2.2.4	The City does not have a Contractor Management Framework or dedicated contract manager to oversee contracts.	Medium
	Tender Management	
2.2.5	Various documents in respect to two tenders selected by us for testing were unavailable. Recommend Council consider developing a policy for post tender reviews.	Medium
	Risk Management Policies and Procedures	
2.2.6	A number of policies and procedures are outdated, requiring review and some City practices do not have documented policies and/or procedures.	Medium
	IT Strategic Plan and Business Continuity Plan Testing	
2.2.7	IT Strategic Plan in progress and not yet approved. Business Continuity Plan (Disaster Recovery Plan) not formally tested or reviewed since 2019.	Medium
	Lease Management	
2.2.8	Recommend ensuring the required insurance coverage is in place by the lessee and current.	Low
Internal controls		
	BAS Lodgement Relief	
3.2.1	Our inquiries indicated the Finance Coordinator is the only employee with access to the ATO portal to lodge BAS.	Low
Legislative compliance		
	Compliance Calendar	
4.2.1	The City does not have a centralised Compliance Calendar.	Medium
	Audit and Risk Committee	
4.2.2	Various enhancements and improvements suggested in relation to the operation of the City's Audit and Risk Committee.	Low
	Internal Audit	
4.2.3	There is currently no formal internal audit function in place.	Low



Rating	Description	Frequency
Rare	May occur but only in exceptional circumstances	1 in 10,000 - 100,000 Less than once in fifteen years
Unlikely	Could occur at some time	1 in 1,000 to 10,000 At least once in fifteen years
Possible	Should occur at some time in the future	1 in 100 - 1,000 At least once in five years
Likely	Will probably occur in most circumstances	1 in 10 - 100 At least once a year
Almost Certain	Is expected to occur in most circumstances	> 1 in 10 More than once a year

**Above Extracted from the City's Risk Management Framework.*



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Almost Certain	Is expected to occur in most circumstances	> 1 in 10 More than once a year

**Above Extracted from the City's Risk Management Framework.*

Reference	Theme	Recommendation	Risk Rating	Status	Target Date	Status update - July 2024
RISK MANAGEMENT						
2.2.1	Risk Management Framework and Risk Reporting	We recommend the Risk Management Report: • Be reviewed and updated on a period basis. A comprehensive risk identification process may be required to be completed across all departments; • Clear reporting requirements be documented within the Risk Framework and these reporting requirements be complied with. Ideally this would involve risk reports being presented to the Audit and risk Committee on a quarterly basis to report emerging risks and ensure management/Council are notified of how risks are being managed; • WHS risk management be matured through the implementation of an online centralised system; • Corporate risk be managed by a dedicated risk officer; and • The re-established Risk Management Committee undertake the annual evaluation as required by the Terms of Reference.	High	In progress	31-Dec-24	In March 2024, the Council confirmed its support for a planned program to uplift the City's corporate risk management capability, which includes review of the risk management framework and implementation of regular risk reporting, as well as approval of a new risk resource. The commencement of this program is dependent on the City recruiting that new dedicated risk officer. Funding has been allocated in the 2024/25 budget, and recruitment for this position is underway. The City uses CI Anywhere Risk Management for corporate risk management. WHS risk assessments and hazard registers are currently managed in the City's centralised record keeping system, ECM. The City will be implementing Work Metrics Incident Reporting, Learning Management and Work Sign modules. This adds on to the existing online induction module. The WHS Advisor is undergoing system training before meeting with the software set-up team to develop a project plan to customise and roll out implementation across the City.
2.2.2	Emergency Risks and Response Management	We recommend: • Risk register be introduced for specific emergency services and brigades to identify, treat and monitor risks; • The bushfire management plan be updated as required by DFES with appropriate approval and communication of the revised plan; • A preventative maintenance and management plan be documented and implemented for brigade structures and emergency facilities including regular walkthrough of facilities; and • Service level emergency assets be recorded on a centralised register with an initial complete identification process undertaken as the initial step and development of a replacement program	Medium	In progress	30-Jun-25	Operational risks have been mapped through DFES systems and the City has identified, treated and monitored risks relating to facilities. The review of the bushfire management plan will occur toward the end of 2024. The City has completed an audit of all facilities and will now progress the development of a preventative maintenance and management plan. Service level emergency assets are now recorded on a centralised register.
2.2.3	Misconduct, Fraud and Corruption Policy	We recommend that a formal Fraud and corruption Control Plan be developed and implemented throughout the City. The Fraud and Corruption Control Plan should incorporate: • The City's approach to controlling fraud and corruption at a strategic, tactical and operational levels; • The intended action in implementing and monitoring the City's fraud and corruption prevention, detection and response initiatives; • Any existing policies dealing with fraud and corruption risk; and • The roles and responsibilities, reporting lines of all personnel involved. The Fraud and Corruption Control Plan should be reviewed every two years. Furthermore, we recommend the development of a communication strategy for ethics, fraud and corruption awareness and integrate this into the fraud and corruption control plan. The strategy could include processes for: • Ensuring all appropriate employees receive training on ethics related documents and other elements of the City's Integrity Framework at induction and throughout the period of their employment; • Ensuring all employees receive regular fraud awareness training appropriate to their level of responsibility; • Ensuring updates and changes to fraud-related policies, procedures, the ethical documents and other ethical pronouncements are effectively communicated to all employees; and • Encouraging employees to report any suspected incidence of fraud or corruption.	Medium	In progress	30-Jun-24 30-Jun-25	Priorities across the Corporate Strategy and Performance directorate has resulted in this action not being completed by 30 June 2024. This work is considered lower priority noting Code of Conduct training is provided to staff through new staff inductions and refresher training. Review of the City's Code of Conduct for employees is currently underway, with Equal Employment Opportunity and appropriate workplace behaviour training for employees (looking at the Code of Conduct) scheduled for September 2024.

2.2.4	Contract Management	We recommend Council consider: • A contract management framework be developed incorporating policies and procedures relating to contract management; • Consideration be given to a dedicated department which is designated responsibility to oversee contract management; • A detailed and centralised contracts register be maintained and updated as required; • OSH obligations forms are obtained for all contracts and signed by both the contractor and the City representative; • Documentation to evidence contractor induction be retained; • Contract variations be approved; • Current insurances for City contractors be obtained and a system be implemented whereby a notification is issued when contractor insurances are due to expire; • Contracts due to expire are re-negotiated/compliance with City procurement processes complied with; and • A contractor performance review be designed and implemented.	Medium	In progress	31-Dec-24	Further resourcing is required to fully implement this recommendation. Officers recognise the benefits of a centralised procurement and contract management function with an appropriate system to ensure that contracts are recorded, contractors inducted and to ensure that contracts are monitored for contract and insurance expiry. A contractor performance review has been designed and implemented.
2.2.5	Tender Management	We recommend: • All tender documentation be completed in full and retained; and • A formal post tender/project review process be developed for projects exceeding a predetermined dollar value or considered to be high risk.	Medium	Closed	Completed 31 December 2023	All tender documentation is retained. Formal post project review of contractor performance is provided for staff to complete and is recommended for projects over \$1,000,000. More detailed project reviews are being considered as part of the development of the City's project management framework. Officers consider that this recommendation has now been implemented.
2.2.6	Risk Management Policies and Procedures	We recommend the following: • Policies and procedures be developed and implemented for specimen signature for officers with delegated authority. • Potentially out of date policies and procedures identified be reviewed and updated accordingly:	Medium	In progress	30-Jun-24 31 Dec 24	The City's Employee Code of Conduct was reviewed and approved by the CEO on 16 May 2023. The Code of Conduct for Council Members, Committee Members and Candidates remains aligned to the Model Code, which was last updated in February 2021. All Council policies which were identified as requiring review have been reviewed and adopted, with the exception of the Council Policy: Asset Management which will be reviewed by the Policy and Legislation Committee on 31 July 2024. The recommendation to develop a new policy with respect to specimen signatures has been considered but is not currently an operational priority. Vacant positions in the Work Health and Safety (WHS) team were filled mid-March 2024 and work is progressing in relation to the review of various operational practices, and associated work processes and guiding documents. The team are currently consulting with City staff (as required under the consultation obligations of the WHS Act 2020) to gather information to review and update the Contractor OHS Management OP, OSH Objectives and Targets OP and Personal Protective Equipment OP. HR are currently reviewing the Drug and Alcohol OP which also requires consultation with City staff. Work processes and other guiding documents that sit with these OPs also require reviewing, updating and operationalising. The target date has been updated to end-December 2024 for review of the identified OPs, noting that review of contractor management WHS has a number of dependencies which may impact.
2.2.7	IT Strategic Plan and Business Continuity Plan Testing	We recommend: • The IT Strategic Plan be finalised and approved for implementation; and • The Business Continuity Plan be tested on pre-determined basis to ensure that in the event of a disaster, appropriate actions can be taken.	Medium	In progress	30-Jun-24 31 Dec 24	A business continuity testing exercise was completed in May 2024, and subsequent updates to the Business Continuity Plan are in progress. The ICT Strategy has yet to be presented to the Council, and is pending completion of the City's Council Plan to ensure no adjustments are required in response.
2.2.8	Lease Management	We recommend current insurances be obtained as required by City leases and a system be implemented whereby a notification is issued when lease insurances are due to expire.	Low	Closed	Completed 30 June 2023	Additional controls have been implemented. Completed.
INTERNAL CONTROLS						
3.2.1	Business Activity Statement ("BAS") Lodgement Relief	We recommend an additional delegated employee be provided access to the portal to lodge BAS in case the Finance Coordinator was not available.	Low	Closed	Completed March 2024	The Manager Financial Services has also been provided with access to the BAS lodgement portal, mitigating the low level key person risk identified.

LEGISLATIVE COMPLIANCE						
4.2.1	Compliance Calendar	We recommend the City develop a centralised Compliance Calendar to be accessed and utilised by individual City staff as required.	Medium	Closed	30-Jun-24	A centralised compliance calendar has been implemented in Attain, the City's cloud based compliance management system designed specifically for Western Australian local governments. The compliance calendar will continue to be refined and continuously improved, however this finding is considered addressed.
4.2.2	Audit and Risk Committee	We recommend: • Risk reports be presented at each Audit and Risk Committee meeting; • Audit and risk Committee meeting agendas include a standing item relating to updating on the status of actions previously tabled, and the discussion of risk; and • Audit and Risk Committee meeting agendas include a standing item relating to compliance and the effectiveness of compliance at the City.	Medium	Closed	30-Jun-24	This finding was considered when the Audit and Risk Committee terms of reference were updated in January 2024. The refreshed terms of reference better reflects the ARC's role in monitoring the strategic risk profile, and the status of recommendations and actions arising from internal and external audit activities. This item is considered closed, noting that risk reporting to the ARC will be addressed through finding 2.2.1 above.
4.2.3	Internal Audit	The Department of Local Government, Sport and Cultural Industries guidelines recommend an internal audit function be established incorporating an internal audit program which is re-assessed annually. We recommend the City consider an internal audit function overseen by the Audit and Risk	Low	In progress	30-Sep-24	An RFQ for an internal audit engagement has been completed. The outcomes are provided in item 6.1 of this Audit and Risk Committee agenda for consideration.

Proposed 2 Hour Parking



Proposed Amendment Area

 2 Hours

Busselton Foreshore

 Scale at A4 - 1:2,500

Map Produced on 12/6/2024
GIS Section, City of Busselton

City of Busselton
Geographical Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Cape Clairault

 Proposed Amendment Area



Scale at A4 - 1:1,658



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Injidup

 Proposed Amendment Area



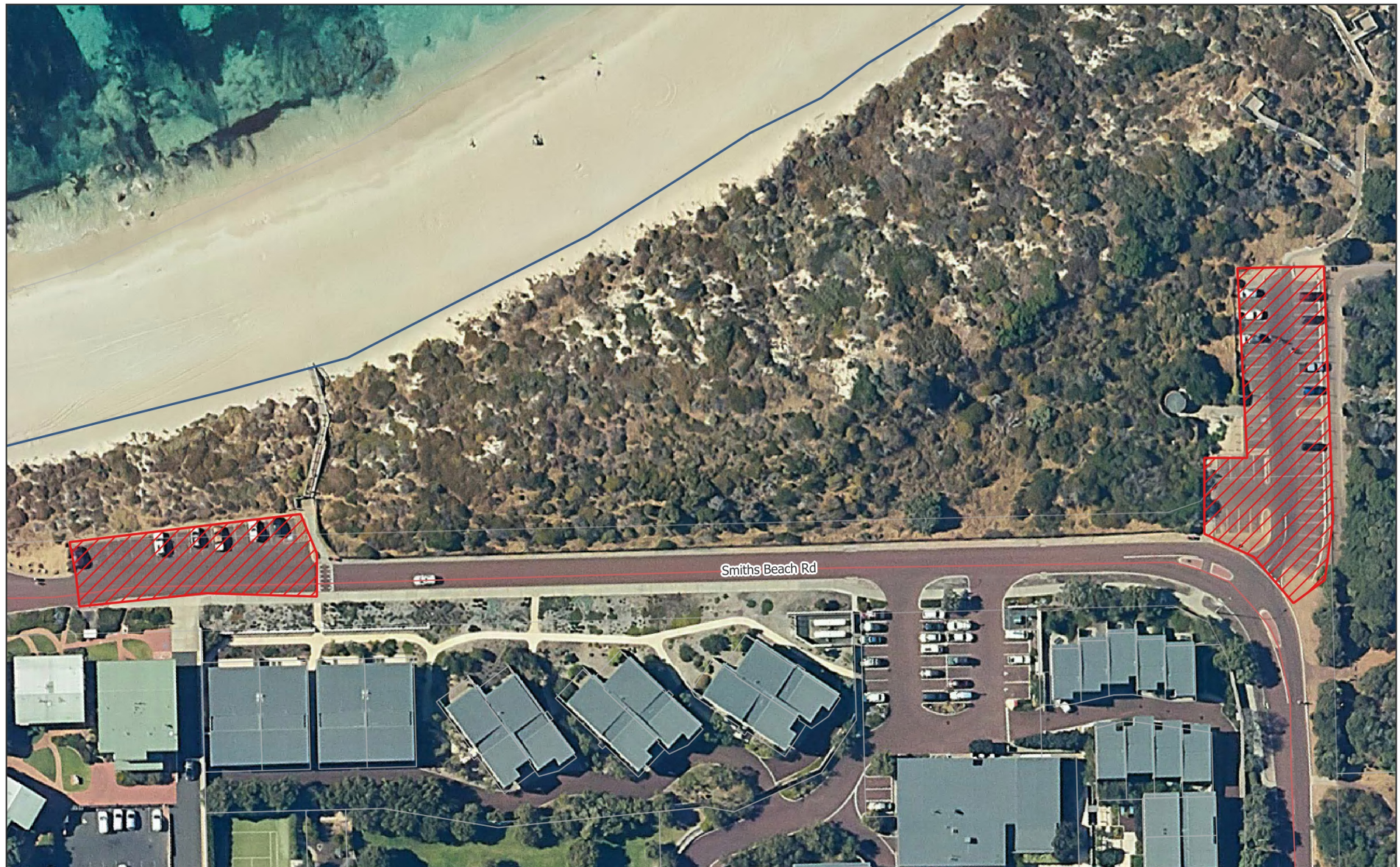
Scale at A4 - 1:1,460



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Smiths Beach

 Proposed Amendment Area



Scale at A4 - 1:1,073



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carpark – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Yallingup

 Proposed Amendment Area



Scale at A4 - 1:2,134



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Bunker Bay

 Proposed Amendment Area



Scale at A4 - 1:549



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Eagle Bay Hall

 Proposed Amendment Area



Scale at A4 - 1:359



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Eagle Bay

 Proposed Amendment Area



Scale at A4 - 1:3,776



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carpark – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Point Picquet

 Proposed Amendment Area



Scale at A4 - 1:671



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Meelup

 Proposed Amendment Area



Scale at A4 - 1:1,729



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Castle Rock

 Proposed Amendment Area



Scale at A4 - 1:465



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Dunsborrough Foreshore

 Proposed Amendment Area

 Scale at A4 - 1:1,511 

Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Dunsborrough Foreshore

 Proposed Amendment Area



Scale at A4 - 1:4,001



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Dunsborough Yacht Club

 Proposed Amendment Area



Scale at A4 - 1:496



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Quindalup Boat Ramp

 Proposed Amendment Area



Scale at A4 - 1:872



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographe Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Abbey Boat Ramp

 Proposed Amendment Area



Scale at A4 - 1:716



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Holgate Rd - Broadwater

 Proposed Amendment Area



Scale at A4 - 1:258



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Information Systems

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Geographe Bay Rd - Broadwater (opp Mandalay)

 Proposed Amendment Area



Scale at A4 - 1:216



Map Produced on 17/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Dolphin Boat Ramp

 Proposed Amendment Area



Scale at A4 - 1:301



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Information Systems

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



King St - West Busselton

 Proposed Amendment Area



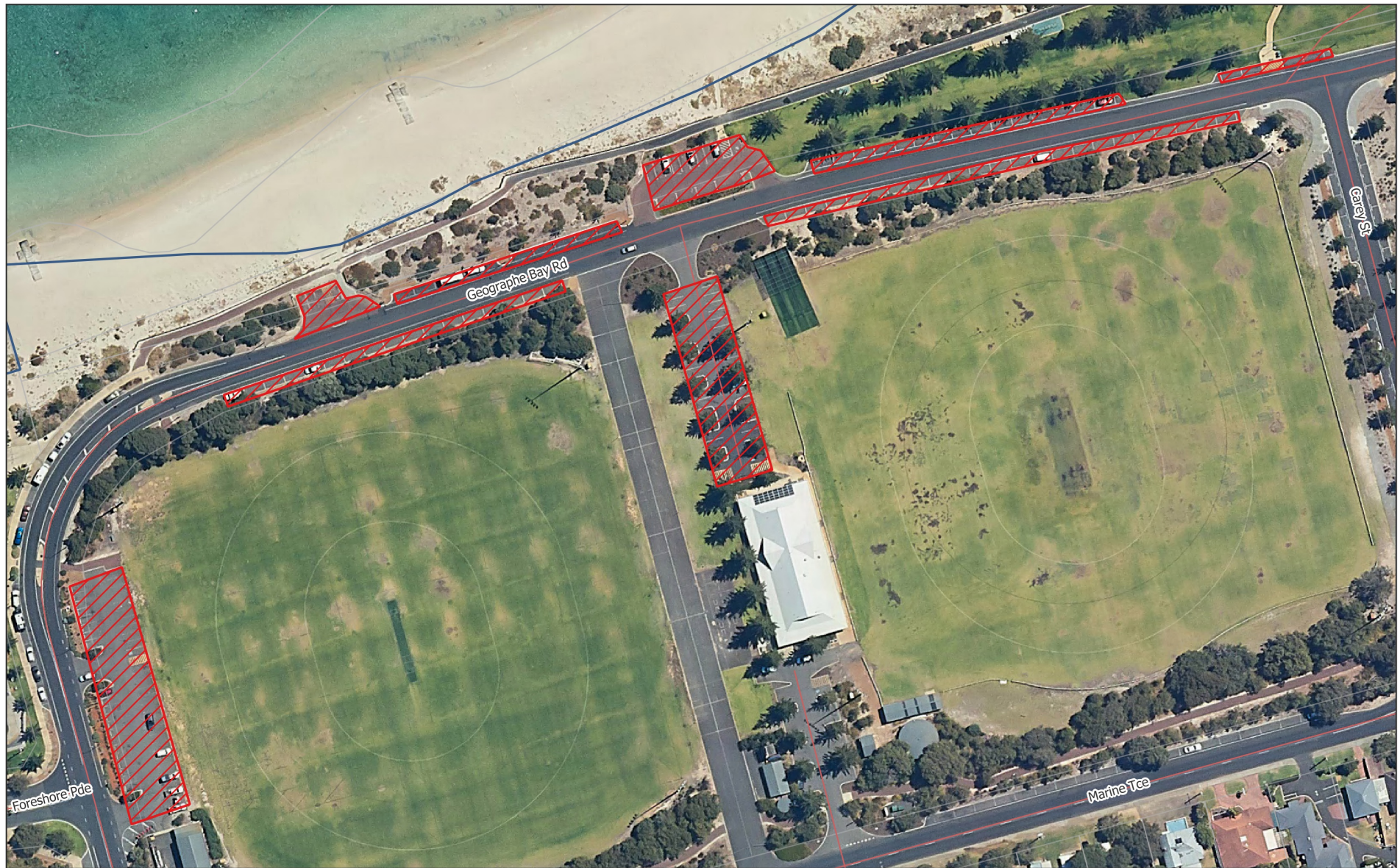
Scale at A4 - 1:284



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Geographe Bay Rd - Busselton

 Proposed Amendment Area



Scale at A4 - 1:1,549



Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographe Bay

Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Foreshore East - BSN Marine Rescue

 Proposed Amendment Area



Scale at A4 - 1:2,197



Map Produced on 18/6/2024
GIS Section, City of Busselton



Coastal Carparks – No Parking or Stopping between 12am – 4am (1 Dec to 1 Feb)



Layman Rd - Wonnerup

 Proposed Amendment Area



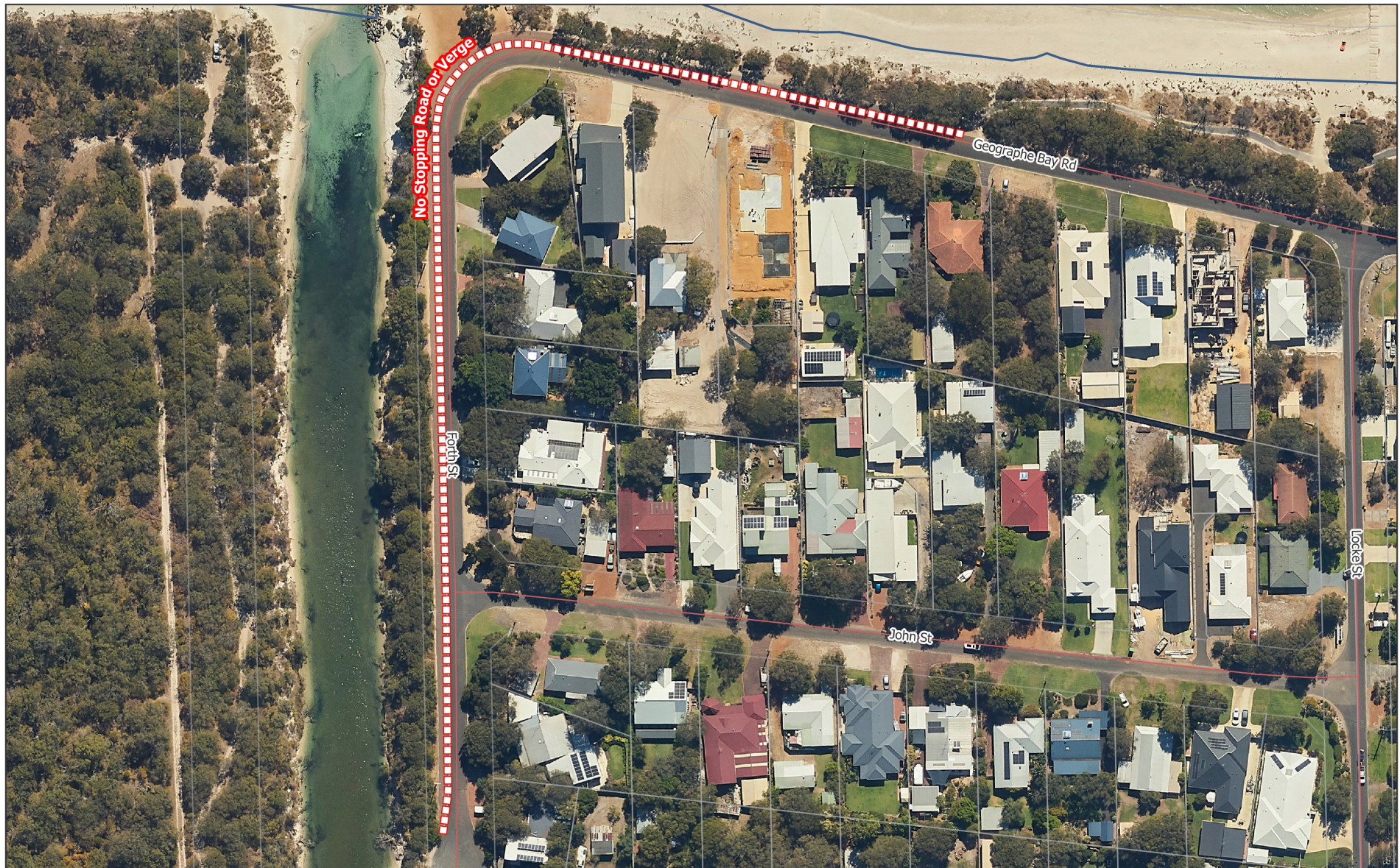
Scale at A4 - 1:3,365



Map Produced on 17/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping Road or Verge

Forth St and Geographe Bay Rd - Abbey



Scale at A4 - 1:1,502



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping Road or Verge

Geographe Bay Rd - Quindalup



Scale at A4 - 1:5,284



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping Road or Verge

Geographe Bay Rd - Quindalup



Scale at A4 - 1:9,642



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping Road or Verge

Smiths Beach - Yallingup



Scale at A4 - 1:4,581



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

2 Hours

Busselton Foreshore

Scale at A4 - 1:1,811

Map Produced on 12/6/2024
GIS Section, City of Busselton
City of Busselton
Geographical Bay

Proposed On Street Restrictions



Proposed Amendment

■ ■ ■ ■ 5 Minutes

Dunsborough Boat Ramp



Scale at A4 - 1:222



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping

Margaret St - West Busselton



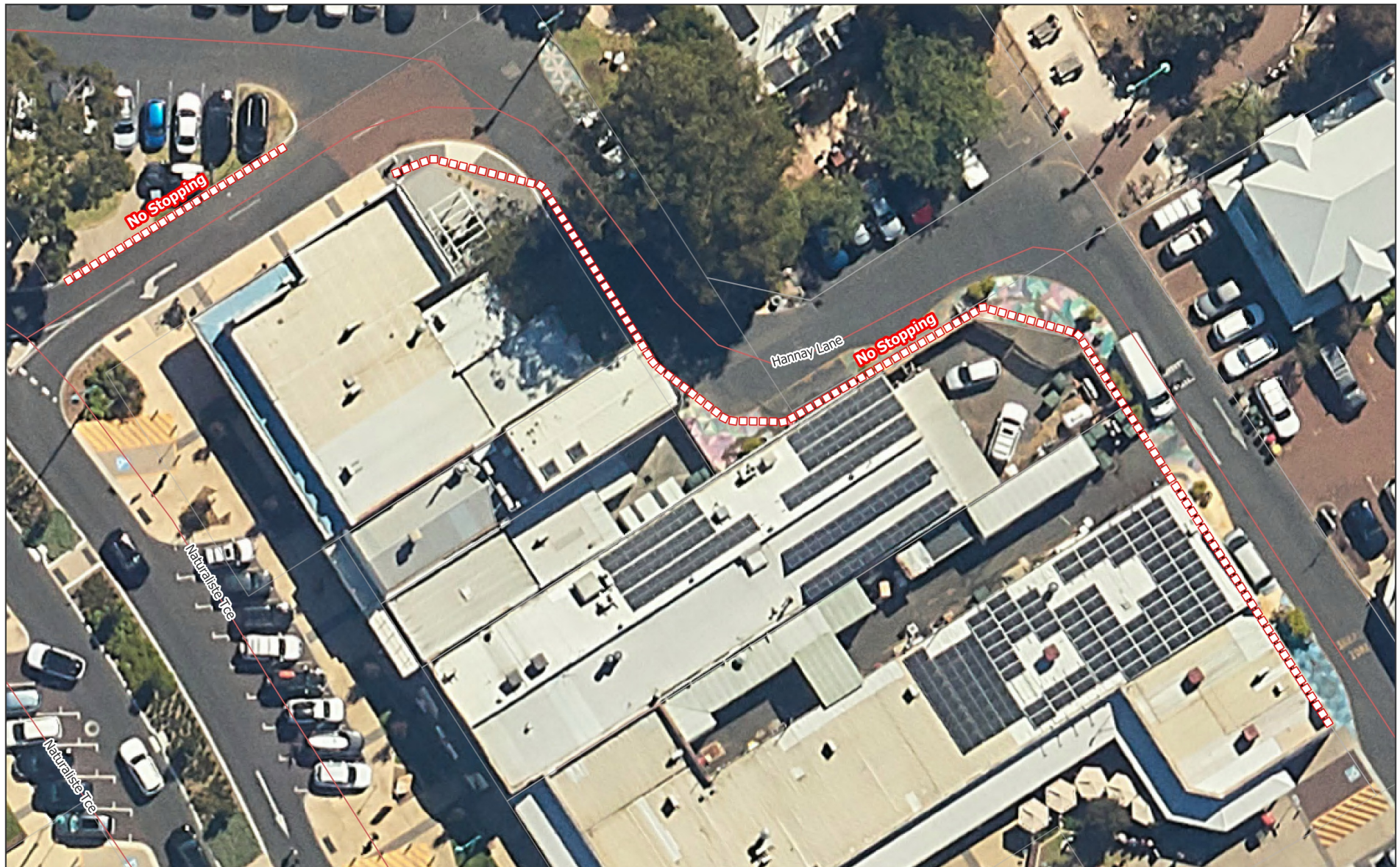
Scale at A4 - 1:993



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping

Hannay Ln - Dunsborough



Scale at A4 - 1:403



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

□□□□ No Stopping Road or Verge

Prowse Way - Dunsborough



Scale at A4 - 1:475



Map Produced on 12/6/2024
GIS Section, City of Busselton



Proposed On Street Restrictions



Proposed Amendment

1 Hour

Southern Dr - Busselton



Scale at A4 - 1:423



Map Produced on 12/6/2024
GIS Section, City of Busselton
City of Busselton
Geographic Edge

Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Eagle Bay Boat Ramp



Scale at A4 - 1:600



Map Produced on 17/6/2024
GIS Section, City of Busselton



Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Dunsborough Boat Ramp



Scale at A4 - 1:750



Map Produced on 17/6/2024
GIS Section, City of Busselton



Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Quindalup Boat Ramp

 Scale at A4 - 1:1,000 

Map Produced on 17/6/2024
GIS Section, City of Busselton

City of Busselton
Geographic Bay

Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Abbey Boat Ramp



Scale at A4 - 1:750



Map Produced on 17/6/2024
GIS Section, City of Busselton



Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Dolphin Rd Boat Ramp



Scale at A4 - 1:1,000



Map Produced on 17/6/2024
GIS Section, City of Busselton



Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Busselton Marine Rescue



Scale at A4 - 1:723



Map Produced on 17/6/2024
GIS Section, City of Busselton



Boat Trailer Parking only between 12am - 12pm (1 Dec - 1 May)



Proposed Amendment Area

 Boat Trailer Parking

Geographe Marina



Scale at A4 - 1:1,200



Map Produced on 17/6/2024
GIS Section, City of Busselton



Proposed 3 Hour Parking



Proposed Amendment Area

 3 Hours

Dunsborough



Scale at A4 - 1:2,500



Map Produced on 24/7/2024
GIS Section, City of Busselton





Council Policy

Council Policy Name: Busselton Jetty – Placement of Memorial Plaques
Responsible Directorate: Economic and Business Development **Version:** DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to set out the special circumstances by which a memorial plaque may be located on the Busselton Jetty.

2. SCOPE

- 2.1. This Policy is applicable to requests for the placement of new memorial plaques; and the maintenance and replacement of existing plaques on the Busselton Jetty.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled “Busselton Jetty – Placement of Memorial Plaques”

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 3 OPPORTUNITY	3.3: Continue to promote the District as the destination of choice for events and unique tourism experiences.

5. POLICY STATEMENT

Applications for placement of new memorial plaques

- 5.1. An application for placement of a new memorial plaque on the Busselton Jetty must be made in writing to the City and must include:
- a. Details of the person the plaque relates to;
 - b. Information as to how the proposal meets the assessment criteria outlined at 5.2 below; and
 - c. Details of proposed text for the plaque.
- 5.2. Applications will be assessed against the following criteria:
- a. That the person being honoured has been instrumental in the development of the Busselton Jetty or undertook activities that contributed in a significant way to the Busselton Jetty;
 - b. The level of demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
 - c. That the person was a resident of the City of Busselton for at least ten years; and
 - d. That the person made a significant contribution to the local community through their involvement with the Busselton Jetty. A significant contribution could include:
 - i. Ten or more years association with the Busselton Jetty; or

- ii. Actions by the individual to protect, restore, enhance, or maintain the Busselton Jetty that produced substantial long-term improvements for the community or area.
- 5.3. All applications for a memorial plaque will be referred by the City to the Busselton Jetty Reference Group.
- 5.4. An application for a memorial plaque must be supported by the Busselton Jetty Reference Group prior to the City's approval.
- 5.5. Busselton Jetty Inc. may suggest to the Busselton Jetty Reference Group that recognition of the person nominated may be in a different location or take the form of a digital plaque or some other form of appropriate recognition.
- 5.6. The Busselton Jetty Reference Group will determine the location, placement and type of memorial plaque.

Requirements for new memorial plaques

- 5.7. The applicant is responsible for the supply and delivery of the plaque to the City, which must be provided in a format approved by the City.
- 5.8. Plaques located on the Busselton Jetty structure will be affixed in consecutive order or in the order decided by the City.
- 5.9. All costs associated with the supply and fitting of the plaques will be borne by the applicant. Fees payable for the installation of plaques are set out in the City's annual schedule of fees and charges.

Maintenance and replacement of memorial plaques

- 5.10. The City will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its sole discretion, should they present poorly. In such cases, the applicant will be notified of the removal and may reapply for a new memorial plaque in accordance with this Policy.
- 5.11. The City reserves the right to remove unauthorised plaques.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	28 June 2017	Resolution #	C1706/001



Council Policy

Council Policy Name: Busselton Jetty – Placement of Memorial Plaques

Responsible Directorate: FinanceEconomic and Corporate ServicesBusiness Development

Version: AdoptedDRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to set out the special circumstances by which a memorial plaque ~~is to~~may be located on the Busselton Jetty ~~with the approval of the City of Busselton.~~

2. SCOPE

- 2.1. This Policy is applicable to requests for the placement of new memorial plaques; and the maintenance and replacement of existing plaques on the Busselton Jetty.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled “Busselton Jetty – Placement of Memorial Plaques”

4. STRATEGIC CONTEXT

- 4.1. ~~This Policy links to Strategic Theme 3. — OPPORTUNITY — A vibrant City with diverse opportunities and a prosperous economy, of the City’s Strategic Community Plan June 2021 and specifically the following Strategic Priority:~~

- ~~a. 3.3: Continue to promote the District as the destination of choice for events and unique tourism experiences.~~

Strategic Theme	Strategic Priority
<u>KEY THEME 3 OPPORTUNITY</u>	<u>3.3: Continue to promote the District as the destination of choice for events and unique tourism experiences.</u>

5. POLICY STATEMENT

- 5.1. ~~Approval to place memorial plaques on the Busselton Jetty is limited to special circumstances as described in this Policy.~~

- 5.2. ~~Approval to place memorial plaques will only be given if all of the requirements of the Policy are met. Any proposal which does not meet these requirements will not be considered.~~

- ~~5.3.5.1. The City reserves the right to remove unauthorised plaques.~~

Applications for placement of new memorial plaques

- 5.4.5.2. An application for placement of a new memorial plaque on the Busselton Jetty must be made in writing to the City and must include:

- a. ~~details~~Details of the person the plaque relates to;
- b. ~~justification for~~Information as to how the proposal ~~that~~ meets the assessment criteria (~~see outlined at 5.52 below~~); and
- c. ~~details~~Details of proposed text: for the plaque.

Criteria for assessment of new memorial plaques

~~5.5.5.3.~~ Proposals~~Applications~~ will be assessed against the following criteria:

- a. ~~Whether~~That the person being honoured has been instrumental in the development of the Busselton Jetty or undertook activities that contributed in a significant way to the Busselton Jetty;
- b. ~~There is~~The level of demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
- c. ~~The~~That the person was a resident ~~in of~~ the City of Busselton for at least ten ~~(10)~~ years; and
- d. ~~There was~~That the person made a significant contribution ~~made by the person~~ to the local community through their involvement with the Busselton Jetty. A significant contribution could include:
 - i. ~~Twenty (20)~~Ten or more years association with the Busselton Jetty; or
 - ii. Actions by the individual to protect, restore, enhance, or maintain the Busselton Jetty that produced substantial long-term improvements for the community or area; ~~or.~~
 - iii. ~~Evidence of works undertaken being of a unique and significant nature for the benefit of the community.~~

Busselton Jetty Reference Group

5.4. All applications for a memorial plaque ~~must be~~will be referred by the City to ~~and supported by~~ the Busselton Jetty Reference Group. ~~Applications not~~

5.5. An application for a memorial plaque must be supported by the Busselton Jetty Reference Group ~~will~~ prior to the City's approval.

5.6. Busselton Jetty Inc. may suggest to the Busselton Jetty Reference Group that recognition of the person nominated may be in a different location or take the form of a digital plaque or some other form of appropriate recognition.

~~5.6.5.7.~~ The rejectedBusselton Jetty Reference Group will determine the location, placement and type of memorial plaque.

Requirements for new memorial plaques

~~5.7.~~ The Applicant~~applicant~~ is responsible for the supply and delivery of the plaque to the City ~~of Busselton~~, which must be provided in ~~the following a~~ format:

- ~~a.~~ size: 200mm x 200mm;
- ~~b.~~ material: permabrass;

5.8. text: as approved by Council;the City.

- ~~a.~~ a hole in each corner.

All plaques will be placed at Section 3 of the

5.9. Plaques located on the Busselton Jetty ~~by City of Busselton staff (or its contractors) and~~structure will be affixed in consecutive order or ~~at in~~ the ~~discretion of~~order decided by the City.

5.10. All costs associated with the supply and fitting of the plaques will be borne by the ~~Applicant~~applicant. Fees payable for the installation of plaques are set out in the ~~City of Busselton's Annual Fees and Charges Schedule contained in the City budget and which is also available on the City's website~~annual schedule of fees and charges.

~~5.11. Approved plaques will be permitted for a maximum of a 20-year term. At the expiry of the maximum term, the applicant (or his/her agent) will be advised in writing (where records are held by the City) and may reapply for a further term of 20 years.~~

Maintenance and replacement of memorial plaques

~~5.12.5.11.~~ The ~~City of Busselton~~ will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its sole discretion, should they present poorly. In such cases, the applicant ~~(or his/her agent)~~ will be notified of the removal and may reapply for a new memorial plaque in accordance with this Policy.

~~5.13. The City of Busselton will undertake annual inspections to determine the condition of each plaque and will notify the owner (where records exist) or advertise locally to advise any plaques found in poor condition. These will be removed from the Jetty and stored by the City and will require the owner to reapply for placement.~~

Accountability

~~5.14. Minutes of the Meeting of the Busselton Jetty Reference Group are included in the Councillors' Information Bulletin which is included on the Council Agenda papers available for the examination.~~

~~5.15.5.12.~~ The City reserves the right to remove unauthorised plaques.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	28 June 2017	Resolution #	€1706/001
Previous Adoption	DATE	28 June 2017 N/A	Resolution #	C1706/001 N/A



Council Policy

Council Policy Name: Governance of Meelup Regional Park

Responsible Directorate: Infrastructure and Environment

Version: DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the governance arrangements for Meelup Regional Park, ensuring that the Park is managed in an effective and inclusive manner consistent with the Management Plan.

2. SCOPE

- 2.1. This Policy is applicable to Council, the Committee, Working Group, employees and the broader community with respect to the governance of Meelup Regional Park, that is, decisions related to the planning, management, development, use or promotion of the Park, but not including day-to-day decision-making or service delivery relating to the maintenance of infrastructure or landscaped areas, collection of waste, or similar.

3. DEFINITIONS

Term	Meaning
Committee	Meelup Regional Park Committee, as described in the Policy and generally as set out in the Committee Terms of Reference
Friends Group	Friends of Meelup Regional Park Incorporated.
Management Plan	the <i>Meelup Regional Park Management Plan July 2010</i> , or subsequent or amended plan.
Park	Meelup Regional Park ('A Class' Reserve 21629, managed by the City of Busselton for the purposes of 'Conservation and recreation', as well as road reserves that pass through Reserve 21629).
Policy	this City of Busselton Council policy titled "Governance of Meelup Regional Park"
Working Group	Meelup Regional Park Working Group, as described in the Policy and generally as set out in the Working Group Terms of Reference

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 1 ENVIRONMENT	1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning; 1.2: Work with the community to manage and enhance natural areas and reserves and their biodiversity; and 1.4: Respond to the impacts of climate change on the City's coastlines through informed, long-term planning and action.

5. POLICY STATEMENT

- 5.1. The Park is a strategic asset with significant ecological, cultural and recreational values to both the local community and the broader State of Western Australia. The City has a responsibility to provide appropriate stewardship to maintain those values into the future.

- 5.2. The objectives of this Policy are:
- a. to set out arrangements for the appropriate governance of the Park which will assist the Council in providing the stewardship to maintain the Park's significant ecological, cultural and recreational values into the future.
 - b. to facilitate considerations relevant to the governance of the Park, including environmental, amenity, recreational, cultural, community, social, economic and financial considerations; and
 - c. to further build and maintain productive working relationships between the Council, City officers, community, volunteers, users of the Park, and other stakeholders.
- 5.3. To achieve these objectives the Council will establish (subject to formal consideration by the Council, usually in the period immediately preceding each ordinary election):
- a. a committee pursuant to Sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995*, to be known as the Meelup Regional Park Committee;
 - b. a working group, to be known as the Meelup Regional Park Working Group; and
 - c. the members of the Committee shall generally be members of the Working Group and vice versa.
- 5.4. To achieve these objectives, the City will also:
- a. notify the Working Group before making any decisions relating to the governance of the Park within the scope of this Policy; and
 - b. consult with the Working Group and, in the circumstances set out in the Committee Terms of Reference, obtain a decision or recommendation of the Committee, in relation to matters considered strategically important to the governance of the Park.
 - c. seek to support the establishment of and maintain an ongoing partnership with the Friends Group;
- 5.5. The roles of the Committee and Working Group with respect to the governance of the Park shall be broadly as follows:
- a. the purpose of the Committee is to consider matters that require a formal decision of the Committee and/or the Council, as set out in the Committee Terms of Reference; and
 - b. the purpose of the Working Group is to discuss and resolve matters in an informal, open, creative and constructive manner, as set out in the Working Group Terms of Reference.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. [Meelup Regional Park Committee Terms of Reference](#)
- 6.2. [Meelup Regional Park Working Group Terms of Reference](#)
- 6.3. Meelup Regional Park Management Plan

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	27 August 2019	Resolution #	C1908/172



Council Policy

Council Policy Name: Governance of Meelup Regional Park

Responsible Directorate: ~~Planning~~~~Infrastructure and~~
~~Development Services~~Environment

Version: ~~Adopted~~DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the governance arrangements for Meelup Regional Park, ensuring that the Park is managed in an effective and inclusive manner consistent with the Management Plan.

2. SCOPE

- 2.1. This Policy is applicable to Council, the Committee, Working Group, employees and the broader community with respect to the governance of Meelup Regional Park, that is, decisions related to the planning, management, development, use or promotion of the Park, but not including day-to-day decision-making or service delivery relating to the maintenance of infrastructure or landscaped areas, collection of waste, or similar.

3. DEFINITIONS

Term	Meaning
Committee	Meelup Regional Park Committee, as described in the Policy Statement and generally as set out in the Committee Terms of Reference
Friends Group	Friends of Meelup Regional Park Incorporated.
Management Plan	the <i>Meelup Regional Park Management Plan July 2010</i> , or subsequent or amended plan as may be approved by the Minister for Lands pursuant to Section 49 of the Land Administration Act 1997.
Park	Meelup Regional Park ('A Class' Reserve 21629, managed by the City of Busselton for the purposes of 'Conservation and recreation', as well as road reserves that pass through Reserve 21629).
Policy	this City of Busselton Council policy titled "Governance of Meelup Regional Park"
Working Group	Meelup Regional Park Working Group, as described in the Policy Statement and generally as set out in the Working Group Terms of Reference

4. STRATEGIC CONTEXT

- ~~4.1. This Policy links to Strategic Theme 1. ENVIRONMENT – An environment that is valued, conserved and able to be enjoyed by current and future generations, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priorities:~~
- ~~a. 1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning;~~
 - ~~b. 1.2: Work with the community to manage and enhance natural areas and reserves and their biodiversity; and~~
 - ~~c. 1.4: Respond to the impacts of climate change on the City's coastlines through informed, long term planning and action.~~

Strategic Theme	Strategic Priority
KEY THEME 1 ENVIRONMENT	<u>1.1: Ensure protection and enhancement of environmental values is a central consideration in land use planning;</u> <u>1.2: Work with the community to manage and enhance natural areas and reserves and their biodiversity; and</u> <u>1.4: Respond to the impacts of climate change on the City's coastlines through informed, long-term planning and action.</u>

5. POLICY STATEMENT

5.1. The Park is a strategic asset with significant ecological, cultural and recreational values to both the local community and the broader State of Western Australia. The City has a responsibility to provide appropriate stewardship to maintain those values into the future.

~~5.2. Given the above, the City considers it important that appropriate governance arrangements are established and maintained for the Park, and this Policy sets out those arrangements.~~

~~5.3.5.2.~~ The objectives of this Policy are:

- a. to set out arrangements for the appropriate governance of the Park which will assist the Council in providing the stewardship to maintain the Park's significant ecological, cultural and recreational values into the future.
- b. to ~~ensure that the full range of~~facilitate considerations relevant to the governance of the Park ~~are considered~~, including environmental, amenity, recreational, cultural, community, social, economic and financial considerations; and
- c. to further build and maintain productive working relationships between the Council, City officers, community, volunteers, users of the Park, and other stakeholders.

~~5.4.5.3.~~ To achieve these objectives ~~the~~ Council will establish (subject to formal consideration by the Council, usually in the period immediately ~~following~~preceding each ordinary election):

- a. a committee pursuant to Sections 5.8 and 5.9(2)(d) of the *Local Government Act 1995*, to be known as the Meelup Regional Park Committee;
- b. a working group, to be known as the Meelup Regional Park Working Group; and
- c. the members of the Committee shall generally be members of the Working Group and vice versa.

~~5.5.5.4.~~ To achieve these objectives, the City will also:

- a. notify the Working Group before making any decisions relating to the governance of the Park within the scope of this Policy; and
- b. consult with the Working Group and, in the circumstances set out in the Committee Terms of Reference, obtain a decision or recommendation of the Committee, in relation to matters considered strategically important to the governance of the Park.
- c. seek to support the establishment of and maintain an ongoing partnership with the Friends Group;

~~5.6.5.5.~~ The roles of the Committee and Working Group with respect to the governance of the Park shall be broadly as follows:

- a. the purpose of the Committee is to consider matters that require a formal decision of the Committee and/or the Council, as set out in the Committee Terms of Reference; and
- b. the purpose of the Working Group is to discuss and resolve matters in an informal, open, creative and constructive manner, as set out in the Working Group Terms of Reference.

6. RELATED DOCUMENTATION / LEGISLATION

~~6.1. Meelup Regional Park Committee Terms of Reference~~

~~6.2. Meelup Regional Park Working Group Terms of Reference~~

6.1. Meelup Regional Park Committee Terms of Reference

6.2. Meelup Regional Park Working Group Terms of Reference

6.3. Meelup Regional Park Management Plan

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	27 August 2019	Resolution #	C1908/172
Previous Adoption	DATE	27 August 2019 N/A	Resolution #	C1908/172 N/A



Council Policy

Council Policy Name: Asset Management

Responsible Directorate: Infrastructure and Environment

Version: **DRAFT** officer recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles which guide the City of Busselton in the management of its infrastructure assets, with the objective being to ensure they are well maintained, and responsibly managed.

2. SCOPE

- 2.1. This Policy is applicable to the management of all infrastructure assets owned and / or directly managed by the City, whether constructed, purchased or donated. This includes roads, bridges, footpaths, cycle ways, stormwater drains, park and recreation space components, and buildings.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Asset Management"

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City recognises its responsibility to provide and maintain infrastructure assets that service the needs of the community in a manner that does not place undue economic, social, or environmental burden on future generations.
- 5.2. Asset management is the systematic and coordinated activities and practices of an organisation to deliver on the management of its assets optimally and sustainably through the cost-effective lifecycle management of its assets.
- 5.3. This Policy and the following principles will inform the City's strategic asset management planning:
- assets are to be acquired, maintained and renewed to adequately meet present-day community expectations and pass to future generations with minimal backlog of maintenance and renewal works;
 - asset management plans will be informed by service standards determined by the City for the construction, maintenance and operations of assets technical lifecycle requirements and statutory requirements for local government financial planning and reporting;
 - decisions to implement new assets, major upgrades or accept donated assets are to be informed by whole of life costs; and

d. the City will continuously develop its asset management capability through the implementation of resourcing, systems and practices enabling effective data collection, storage, sharing and evaluation of asset data, knowledge, and information.

- 5.4. Asset management strategy and plans will form part of an iterative Integrated Planning, Budgeting and Reporting framework with reviews generally undertaken on a three yearly cycle.
- 5.5. The Chief Executive Officer has overall responsibility for developing an asset management strategy and plans and advising Council of the status and effectiveness of asset management within the City.
- 5.6. Council will continue to provide stewardship for asset management by supporting allocation of resources and funding to achieve the principles of the Policy and long-term community needs.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995 (WA), Section 5.56(1) and (2)
- 6.2. WA Local Government (Administration) Regulations 1996
- 6.3. International Infrastructure Management Manual (IPWEA)
- 6.4. Australian Accounting Standards Board AASB13 Fair Value Measurement
- 6.5. Asset Management Strategy and Overall Asset Management Plan
- 6.6. Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-Term Financial Plan
- 6.7. Policy: Footpaths and Cycleways Funding

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	27 November 2019	Resolution #	C1911/235



Council Policy

Council Policy Name: Asset Management
Responsible Directorate: Engineering and Works Services
Infrastructure and Environment

Version: Adopted~~Draft~~

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles which guide the City of Busselton in the management of its infrastructure assets, with the objective being to ensure they are well maintained and responsibly and sustainably managed.

2. SCOPE

- 2.1. This Policy is applicable to the management of all infrastructure assets owned and /or directly managed by the City, whether constructed, purchased or donated. This includes roads, bridges, footpaths, cycle ways, stormwater drains, park &and recreation space components, buildings, and facilities.
- ~~2.2. Reserve (land) areas under management order with the City are not included in the scope of this policy, however, included is the physical infrastructure they contain such as footpaths, furniture, roads, seawalls, jetties, boat ramps, drains, and any facilities.~~

3. DEFINITIONS

Term	Meaning
Service Standards	defines standards for the construction, maintenance and operation of types of assets (i.e. roads, footpaths)
Asset Management Capability	the combined capacity and ability of a system to meet a specified objective in all its aspects. This includes all the assets and associated personnel, resources and services which are required to meet the objective (i.e. Service Standard)
Policy	this City of Busselton Council policy titled "Asset Management"

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
<u>KEY THEME 2 LIFESTYLE</u>	<u>2.12: Provide well maintained community assets through robust asset management practices.</u>

- ~~4.1. This Policy links to Strategic Theme 2. — LIFESTYLE — A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:~~
- ~~a. 2.12: Provide well maintained community assets through robust asset management practices.~~

5. POLICY STATEMENT

- 5.1. The City recognises its responsibility to provide and maintain infrastructure assets that service the needs of the community in a manner that does not place undue economic, social, or environmental burden on future generations.

~~5.2. In order to achieve this objective the City is committed to implementing a coordinated and integrated approach to asset management that aligns with and supports the City to achieve its Strategic Community Plan objectives.~~

~~5.2. Asset management is the systematic and coordinated activities and practices of an organisation to deliver on the management of its assets optimally and sustainably through the cost-effective lifecycle management of its assets.~~

~~5.3. This Policy is to be used as a guide for strategic asset management, with and the following principles will inform the City's strategic to guide the development of the City's asset management planning strategy:~~

- ~~a. assets are to be acquired, maintained and renewed to adequately meet present-day community expectations and pass to future generations with minimal backlog of maintenance and renewal works;~~
- ~~b. community expectations will be quantified informed through the implementation of Sservice Sstandards determined for the construction, maintenance and operations of assets' technical lifecycle requirements and statutory requirements for local government financial planning and reporting informed by asset lifecycle activities and incorporated into the asset management and long term financial plans;~~
- ~~c. decisions to on implementation of new assets, major upgrades or acceptance of donated assets are is to be informed by whole of life costslifecycle costing analysis to determine the true cost of operating and maintaining the asset;~~
- ~~d. the City will continuously develop its-it's Aasset mManagement Ccapability (to meet statutory obligations and reporting requirements) through the implementation of resourcing, systems and practices enabling effective data collection, storage, sharing and evaluation of asset data, knowledge and information.~~

~~5.4. This Policy and asset management strategy will be supported by Aasset management strategy and plans covering the City's infrastructure assets. These documents will form part of an iterative Integrated Planning Budgeting and Reporting framework with living process, subject to ongoing review and update. Rreviews generally will be undertaken on a three yearly cycle, unless otherwise stated for a particular item.~~

~~5.5. The Chief Executive Officer and Senior Management Group ha sve overall responsibility for developing an asset management strategy and, to be adopted by the Council plans and operational practices and for informing and advising the Council on the status and effectiveness of asset management within the City.~~

~~5.5.5.6. Council will continue to provide stewardship for asset management by supporting allocation of resources and funding to achieve the principles of this Policy and long term community needs.~~

~~5.6. Council will formalise the short, medium and long term strategic direction of asset management through adoption of its Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, annual budget, asset management strategy and asset management plans.~~

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. International Infrastructure Management Manual – 2015
- 6.2. Australian Accounting Standards Board AASB13 Fair Value Measurement
- 6.3. Asset Management Strategy and Overall Asset Management Plan
- 6.4. Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long Term Financial Plan
- 6.5. Policy: Footpaths and Cycleways Funding

7. REVIEW DETAILS

Review Frequency	3 yearly
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Council Adoption	DATE	27 November 2019	Resolution #	C1911/235
Previous Adoption	DATE	27 November 2019 14 September 2016	Resolution #	C1911/235 C1609/233



Council Policy

Council Policy Name: Asset Management

Responsible Directorate: Infrastructure and Environment

Version: **DRAFT**
committee
recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles which guide the City of Busselton in the management of its infrastructure assets, with the objective being to ensure they are well maintained, and responsibly and sustainably managed.

2. SCOPE

- 2.1. This Policy is applicable to the management of all infrastructure assets owned and / or directly managed by the City, whether constructed, purchased or donated. This includes roads, bridges, footpaths, cycle ways, stormwater drains, park and recreation space components, and buildings.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Asset Management"

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City recognises its responsibility to provide and maintain infrastructure assets that service the needs of the community in a manner that does not place undue economic, social, or environmental burden on future generations.
- 5.2. Asset management is the systematic and coordinated activities and practices of an organisation to deliver on the management of its assets optimally and sustainably through the cost-effective lifecycle management of its assets.
- 5.3. This Policy and the following principles will inform the City's strategic asset management planning:
 - a. assets are to be acquired, maintained and renewed to adequately meet present-day community expectations and pass to future generations with minimal backlog of maintenance and renewal works;
 - b. asset management plans will be informed by service standards determined by the City for the construction, maintenance and operations of assets technical lifecycle requirements and statutory requirements for local government financial planning and reporting;
 - c. decisions to implement new assets, major upgrades or accept donated assets are to be informed by whole of life costs; and

d. the City will continuously develop its asset management capability through the implementation of resourcing, systems and practices enabling effective data collection, storage, sharing and evaluation of asset data, knowledge, and information.

- 5.4. Asset management strategy and plans will form part of an iterative Integrated Planning, Budgeting and Reporting framework with reviews generally undertaken on a three yearly cycle.
- 5.5. The Chief Executive Officer has overall responsibility for developing an asset management strategy to be adopted by the Council and advising Council of the status and effectiveness of asset management within the City.
- 5.6. Council will continue to provide stewardship for asset management by supporting allocation of resources and funding to achieve the principles of the Policy and long-term community needs.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995 (WA), Section 5.56(1) and (2)
- 6.2. WA Local Government (Administration) Regulations 1996
- 6.3. International Infrastructure Management Manual (IPWEA)
- 6.4. Australian Accounting Standards Board AASB13 Fair Value Measurement
- 6.5. Asset Management Strategy and Overall Asset Management Plan
- 6.6. Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-Term Financial Plan
- 6.7. Policy: Footpaths and Cycleways Funding

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	27 November 2019	Resolution #	C1911/235



Council Policy

Council Policy Name: Complaint Management

Responsible Directorate: Corporate Strategy and Performance

Version: **DRAFT** officer recommendation

1. PURPOSE

1.1. The purpose of this Policy is to outline the City of Busselton's approach to Complaints management.

2. SCOPE

2.1. This Policy applies to Complaints received by the City of Busselton, as defined.

2.2. This Policy does not include Complaints dealt with under the *Local Government Act 1995* or associated regulations, specifically being:

- a. Part 4 - Division 9, Electoral Process
- b. Part 4 - Division 10, Validity of Elections
- c. Part 4 - Division 11, Electoral Offences
- d. Part 5 - Division 6, Disclosure of Financial Interests and Gifts, and
- e. Part 5 - Division 9, Conduct. Please refer to the Management of Complaints of Alleged Breaches of Behaviour Council Policy.

3. DEFINITIONS

Term	Meaning
Complaint	An expression of dissatisfaction made to the City of Busselton about its products, services, employees or the handling of a Complaint, where a response or resolution is explicitly or implicitly expected or legally required. A complaint is not: • a request for service; • a request for information; • the lodging of an appeal in accordance with a standard procedure or policy; • a freedom of information enquiry; • an allegation of a breach of the law by a third party; or • an expression of dissatisfaction with a decision.
Complainant	An individual who lodges a Complaint with City of Busselton.
Complaints Management Officer	Customer Service Coordinator or Manager Systems and Information
Policy	This policy titled 'Complaints Management'

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 4 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.
	4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The City of Busselton is committed to the provision of quality services and regards Complaints as an opportunity for continuous improvement.
- 5.2. Complaints will be managed in accordance with the following principles:
- Objective and Fair: the City will review all Complaints in a fair and unbiased manner, based on facts;
 - Respect and Privacy: the City will be respectful and ethical in the management of Complaints and will, as far practicable, protect information from unauthorised access, loss or misuse;
 - Accountability: the City will be accountable for its Complaints management processes and outcomes; and
 - Responsive: the City will respond to all Complainants in a timely fashion and will regularly communicate and inform parties involved.

Types of Complaints

- 5.3. Complaints received by officers in their day-to-day interactions and where an immediate resolution can be provided will not be recorded or have any formal complaint management approaches applied.
- 5.4. Complaints that cannot be resolved immediately, and where it is clear that the customer is seeking further resolution, will be recorded in the City's Customer Request Management (CRM) system and managed as in accordance with the approaches set out in this Policy.
- 5.5. Complaints will be recorded as either:

Complaints about service levels, or a lack of service	Complaints regarding the provision of a service or product.
Complaints about conduct of officers or contractors engaged by the City	Complaints regarding officer or contractor conduct.

Lodging of Complaints

- 5.6. A Complaint may be lodged through any of the following channels.
- Using the form on the 'Contact Us' page on the City of Busselton website: www.busselton.wa.gov.au/council/contact-us.aspx
 - In person during at the City of Busselton Administration Office at 2 Southern Drive, Busselton, WA between 08:30 and 16:30 on normal business days.
 - By telephone: 08 9781 0444 between 08:30 and 16:30 on normal business days.
 - By email to city@busselton.wa.gov.au.
 - By post to:

City of Busselton
2 Southern Drive
Busselton
WA 6280

- 5.7. Where a Complaint is made verbally, it will be recorded by the receiving officer and confirmed in writing with the Complainant.
- 5.8. At a minimum, the following information is to be supplied in order to effectively manage the Complaint
 - a. Complainant name and address (and organisation being represented, if relevant);
 - b. Complainant telephone number and / or email address;
 - c. Date and location of the situation causing the Complaint;
 - d. A description of the basis of the Complaint.
- 5.9. As part of the Complaint resolution process, the City may request additional information to substantiate a Complaint.
- 5.10. Complaints made to Elected Members will be provided to the CEO for processing in accordance with this Policy. They will not receive priority treatment over other Complaints.

Anonymous Complaints

- 5.11. The City accepts anonymous Complaints however the Complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation, and there is sufficient information to enable the City to conduct an investigation.
- 5.12. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

Complaints Management Approach

- 5.13. Complaints requiring further resolution (as per point 5.4) will be referred to the Complaints Management Officer for recording.
- 5.14. Complaints will be acknowledged within 5 business days of receipt by the Complaints Management Officer.
- 5.15. The Complaint will be directed to an appropriate Manager/s to resolve.
- 5.16. Investigations into Complaints will be conducted in accordance with natural justice principles, with due consideration given to the rights of all parties involved.
- 5.17. Complaints will be resolved, where possible, within 10 working days of receipt. Complainants will be advised if there will be a delay and provided updates on the progress of the investigation at least every 10 working days.
- 5.18. On completion, the Complainant will be advised of the outcome in writing (this may, where appropriate, follow a phone call or face-to-face meeting). Where possible, the City will ensure the customer is satisfied before closing the Complaint in the CRM system. If the Complaint is not upheld the Complainant will be advised why.

Complaint Outcomes

- 5.19. When a Complaint is upheld, the City will determine if a remedy is appropriate, which may include:
 - a. an explanation;
 - b. an apology;
 - c. mediation;
 - d. a change in decision;
 - e. a change to policy, procedure or practice;
 - f. a correction of records;
 - g. refund of a fee;
 - h. the remission of a penalty;

i. referral to an external agency for further investigation.

5.20. Where a Complainant is dissatisfied with the way in which a Complaint has been dealt with and/or the final resolution they may refer the Complaint to the CEO. The CEO will determine the appropriate resolution of the outstanding complaint and review the complaint handling process followed.

5.21. In circumstances where a Complaint cannot be resolved satisfactorily using internal pathways, the Complainant may choose to refer the Complaint to an appropriate external agency for review. The Ombudsman can investigate Complaints about most Western Australian public authorities, including local governments.

Expectations of Complainants

5.22. To help the City meet its customer service commitments, we ask customers to:

- a. Respect the rights of other customers;
- b. Provide accurate and complete information so responses are appropriate to the enquiry; and
- c. Cooperate with City officers to solve problems.

5.23. The City will not tolerate behaviours such as shouting, the use of abusive or obscene language, intimidation or acting in a threatening manner towards City officers.

Vexatious, Frivolous and Malicious Complaints

5.24. While Council endeavours to respond to all Complaints, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived concern.

5.25. The CEO may refuse to respond to or manage a Complaint if they consider:

- a. there is nothing further which can reasonably be done to assist or rectify a real or perceived problem, and the Complainant has been advised of this previously;
- b. The Complaint is trivial or frivolous;
- c. the Complaint is made for the purpose of hurting another person (their career, their reputation or their livelihood);
- d. resolution of the Complaint would place disproportionate and unreasonable demands on the City;
- e. the Complainant is behaving in an unreasonable or abusive manner;
- f. there is an unreasonable lack of cooperation from the Complainant, an unwillingness and/or inability to cooperate with the City, its employees (or agents);
- g. the Complainant consistently makes Complaints of a trivial and / or frivolous matters.

5.26. The City may restrict, withhold or withdraw the provision of services to unreasonable Complainants by:

- a. only taking calls at specific times on specific days;
- b. requiring the Complainant to make an appointment to meet with employees;
- c. limiting all future dealings to writing;
- d. only responding to future correspondence which provides significant new information about the Complaint or raises new issues which the City believes warrant fresh action; or
- e. directing all contact to be through a specific employee or area.

5.27. The rationale and decision are to be documented and the customer is to be advised in writing of the reasons for the decision, what restrictions apply and for what period. Customers with restricted provision are to be reviewed on an annual basis.

5.28. The City may, at its discretion, seek legal advice with respect to implications of the suspected malicious, frivolous or vexatious Complaint.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. City of Busselton Customer Experience Charter
- 6.2. Local Government Act 1995
- 6.3. [Ombudsman Western Australia Guidelines Complaints Management](#)

7. REVIEW DETAILS

Review Frequency		3-yearly		
Council Adoption			Resolution #	
Previous Adoption	12 August 2020		Resolution #	C2008/078



Council Policy

Council Policy Name: Complaints Management

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

- 1.1. Council recognises the importance of receiving, acknowledging and resolving Complaints from its community, to improve service provision.
- 1.2. The purpose of this Policy is to provide guidance and set out expectations in relation to the City's Complaints management approach.

2. SCOPE

- 2.1. This Policy is applicable to the receipt and management of all Complaints as defined.
- 2.2. This Policy does not include those complaints dealt with under the *Local Government Act*, specifically being Part 4 - Division 9 Electoral Process, Part 4 - Division 10 Validity of Elections, Part 4 - Division 11 Electoral Offences, Part 5 - Division 6 Disclosure of Financial Interests and Gifts, and Part 5 - Division 9 Conduct of Certain Officials.

3. DEFINITIONS

Term	Meaning
Complaint	an expression of dissatisfaction with a level of service, repeated lack of promised service or response, or the conduct of any person employed by the City of Busselton, which is not anonymous, made to the City of Busselton through its Councillors, the Chief Executive Officer or any of its employees in writing or verbally, where a response or resolution is explicitly or implicitly expected
Policy	this City of Busselton Council policy titled "Complaints Management"

4. STRATEGIC CONTEXT

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

5. POLICY STATEMENT

- 5.1. The City of Busselton regards the provision of timely, impartial and equitable complaint resolution as a core strategic responsibility, and crucial to ensuring the delivery of quality services.
- 5.2. The City's Code of Conduct and its Customer Service Charter details expectations in relation to employee behaviour and levels of service.
- 5.3. The City will support and promote a culture where complaints are seen as opportunities to learn and improve service delivery.
- 5.4. The City will manage all Complaints in a manner that is:
 - a. focused on the customer with visible and accessible contact points provided for Complaints;
 - b. responsive and empathetic to people who have cultural and language differences, disabilities, literacy issues and requirements relating to remote access;
 - c. objective, fair and neutral;
 - d. confidential wherever possible and respectful of a person's privacy;
 - e. accountable and transparent, with appropriate and efficient record-keeping and decision-making;
 - f. outcome focused and ensures the customer is involved in the entire process until resolution of the Complaint;
 - g. free of reprisals against any person involved in the Complaint management process; and
 - h. accessible and accountable for the continued improvement of the management of Complaints.
- 5.5. A Complaint is not:
 - a. a request for service;
 - b. a request for information;
 - c. the lodging of an appeal in accordance with a standard procedure or policy;
 - d. a freedom of information enquiry;
 - e. an allegation of a breach of the law by a third party; or
 - f. an expression of dissatisfaction with a decision.
- 5.6. The CEO will establish operational practices and mechanisms to facilitate the objectives of this Policy and ensure they are available to the community.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. City of Busselton Customer Service Charter
- 6.2. City of Busselton Code of Conduct
- 6.3. *State Records Act 2000 (WA)*
- 6.4. CUS 100 (OPP) Complaints Handling Practice and Procedure

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	12 August 2020	Resolution #	C2008/078
Previous Adoption	DATE	24 April 2012	Resolution #	C1204/104



Council Policy

Council Policy Name: Complaint Management

Responsible Directorate: Corporate Strategy and Performance

Version: **DRAFT**
committee recommendation

1. PURPOSE

1.1. The purpose of this Policy is to outline the City of Busselton's approach to Complaints management.

2. SCOPE

2.1. This Policy applies to Complaints received by the City of Busselton, as defined.

2.2. This Policy does not include Complaints dealt with under the *Local Government Act 1995* or associated regulations, specifically being:

- a. Part 4 - Division 9, Electoral Process
- b. Part 4 - Division 10, Validity of Elections
- c. Part 4 - Division 11, Electoral Offences
- d. Part 5 - Division 6, Disclosure of Financial Interests and Gifts, and
- e. Part 5 - Division 9, Conduct. Please refer to the Management of Complaints of Alleged Breaches of Behaviour Council Policy.

3. DEFINITIONS

Term	Meaning
Complaint	An expression of dissatisfaction made to the City of Busselton about its products, services, employees or the handling of a Complaint, where a response or resolution is explicitly or implicitly expected or legally required. A complaint is not: • a request for service; • a request for information; • the lodging of an appeal in accordance with a standard procedure or policy; • a freedom of information enquiry; • an allegation of a breach of the law by a third party; or • an expression of dissatisfaction with a decision.
Complainant	An individual who lodges a Complaint with City of Busselton.
Complaints Management Officer	Customer Service Coordinator or Manager Systems and Information
Policy	This policy titled 'Complaints Management'

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 4 LEADERSHIP	4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.
	4.4: Govern a professional organisation that is healthy, capable and engaged.

5. POLICY STATEMENT

- 5.1. The City of Busselton is committed to the provision of quality services and regards Complaints as an opportunity for continuous improvement.
- 5.2. Complaints will be managed in accordance with the following principles:
- Objective and Fair: the City will review all Complaints in a fair and unbiased manner, based on facts;
 - Respect and Privacy: the City will be respectful and ethical in the management of Complaints and will, as far practicable, protect information from unauthorised access, loss or misuse;
 - Accountability: the City will be accountable for its Complaints management processes and outcomes; and
 - Responsive: the City will respond to all Complainants in a timely fashion and will regularly communicate and inform parties involved.

Types of Complaints

- 5.3. Complaints received by officers in their day-to-day interactions and where an immediate resolution can be provided will not be recorded or have any formal complaint management approaches applied.
- 5.4. Complaints that cannot be resolved immediately, and where it is clear that the customer is seeking further resolution, will be recorded in the City's Customer Request Management (CRM) system and managed as in accordance with the approaches set out in this Policy.
- 5.5. Complaints will be recorded as either:

Complaints about service levels, or a lack of service	Complaints regarding the provision of a service or product.
Complaints about conduct of officers or contractors engaged by the City	Complaints regarding officer or contractor conduct.

Lodging of Complaints

- 5.6. A Complaint may be lodged through any of the following channels.
- Using the form on the 'Contact Us' page on the City of Busselton website: www.busselton.wa.gov.au/council/contact-us.aspx
 - In person during at the City of Busselton Administration Office at 2 Southern Drive, Busselton, WA between 08:30 and 16:30 on normal business days.
 - By telephone: 08 9781 0444 between 08:30 and 16:30 on normal business days.
 - By email to city@busselton.wa.gov.au.
 - By post to:
City of Busselton
2 Southern Drive
Busselton
WA 6280

- 5.7. Where a Complaint is made verbally, it will be recorded by the receiving officer and confirmed in writing with the Complainant.
- 5.8. At a minimum, the following information is to be supplied in order to effectively manage the Complaint
 - a. Complainant name and address (and organisation being represented, if relevant);
 - b. Complainant telephone number and / or email address;
 - c. Date and location of the situation causing the Complaint;
 - d. A description of the basis of the Complaint.
- 5.9. As part of the Complaint resolution process, the City may request additional information to substantiate a Complaint.
- 5.10. Complaints made to Elected Members will be provided to the CEO for processing in accordance with this Policy. They will not receive priority treatment over other Complaints.

Anonymous Complaints

- 5.11. The City accepts anonymous Complaints however the Complaint may not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation, and there is sufficient information to enable the City to conduct an investigation.
- 5.12. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

Complaints Management Approach

- 5.13. Complaints requiring further resolution (as per point 5.4) will be referred to the Complaints Management Officer for recording.
- 5.14. Complaints will be acknowledged no later than 5 business days of receipt by the Complaints Management Officer.
- 5.15. The Complaint will be directed to an appropriate Manager/s to resolve.
- 5.16. Investigations into Complaints will be conducted in accordance with natural justice principles, with due consideration given to the rights of all parties involved.
- 5.17. Complaints will be resolved, where possible, within 10 working days of receipt. Complainants will be advised if there will be a delay and provided updates on the progress of the investigation at least every 10 working days.
- 5.18. On completion, the Complainant will be advised of the outcome in writing (this may, where appropriate, follow a phone call or face-to-face meeting). Where possible, the City will ensure the customer is satisfied before closing the Complaint in the CRM system. If the Complaint is not upheld the Complainant will be advised why.

Complaint Outcomes

- 5.19. When a Complaint is upheld, the City will determine if a remedy is appropriate, which may include:
 - a. an explanation;
 - b. an apology;
 - c. mediation;
 - d. a change in decision;
 - e. a change to policy, procedure or practice;
 - f. a correction of records;
 - g. refund of a fee;

- h. the remission of a penalty;
- i. internal corrective action;
- j. referral to an external agency for further investigation.

- 5.20. Where a Complainant is dissatisfied with the way in which a Complaint has been dealt with and/or the final resolution they may refer the Complaint to the CEO. The CEO will determine the appropriate resolution of the outstanding complaint and review the complaint handling process followed.
- 5.21. In circumstances where a Complaint cannot be resolved satisfactorily using internal pathways, the Complainant may choose to refer the Complaint to the Ombudsman for review. The Ombudsman can investigate Complaints about most Western Australian public authorities, including local governments.

Expectations of Complainants

- 5.22. To help the City meet its customer service commitments, we ask customers to:
- a. Respect the rights of other customers;
 - b. Provide accurate and complete information so responses are appropriate to the enquiry; and
 - c. Cooperate with City officers to solve problems.
- 5.23. The City will not tolerate behaviours such as shouting, the use of abusive or obscene language, intimidation or acting in a threatening manner towards City officers.

Vexatious, Frivolous and Malicious Complaints

- 5.24. While Council endeavours to respond to all Complaints, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived concern.
- 5.25. The CEO may refuse to respond to or manage a Complaint if they consider:
- a. there is nothing further which can reasonably be done to assist or rectify a real or perceived problem, and the Complainant has been advised of this previously;
 - b. The Complaint is trivial or frivolous;
 - c. the Complaint is made for the purpose of hurting another person (their career, their reputation or their livelihood);
 - d. resolution of the Complaint would place disproportionate and unreasonable demands on the City;
 - e. the Complainant is behaving in an unreasonable or abusive manner;
 - f. there is an unreasonable lack of cooperation from the Complainant, an unwillingness and/or inability to cooperate with the City, its employees (or agents);
 - g. the Complainant consistently makes Complaints of a trivial and / or frivolous matters.
- 5.26. The City may restrict, withhold or withdraw the provision of services to unreasonable Complainants by:
- a. only taking calls at specific times on specific days;
 - b. requiring the Complainant to make an appointment to meet with employees;
 - c. limiting all future dealings to writing;
 - d. only responding to future correspondence which provides significant new information about the Complaint or raises new issues which the City believes warrant fresh action; or
 - e. directing all contact to be through a specific employee or area.
- 5.27. The rationale and decision are to be documented and the customer is to be advised in writing of the reasons for the decision, what restrictions apply and for what period. Customers with restricted provision are to be reviewed on an annual basis.
- 5.28. The City may, at its discretion, seek legal advice with respect to implications of the suspected malicious, frivolous or vexatious Complaint.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. City of Busselton Customer Experience Charter
- 6.2. Local Government Act 1995
- 6.3. [Ombudsman Western Australia Guidelines Complaints Management](#)

7. REVIEW DETAILS

Review Frequency		3-yearly		
Council Adoption			Resolution #	
Previous Adoption	12 August 2020		Resolution #	C2008/078



Council Policy

Council Policy Name: Community Hire of City Property
Responsible Directorate: Economic and Business Development
Version: **DRAFT** officer recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for hire.

2. SCOPE

- 2.1. This Policy applies to the hire of City Property for community purposes as well as some commercial use.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
Co-Presentation	when expenses and ticket income are shared between the venue and the hirer at an agreed % split
City Property	Community Facilities, Public Open Space, and Sporting Grounds
In-Kind Use	provision of the venue and/or staff resources without a fee to the user
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.3: Provide well planned sport and recreation facilities to support healthy and active lifestyles.
	2.5: Facilitate and plan for event and cultural experiences that provide social connection.

5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for hire, including one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
 - a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
 - b. ensure fair and equitable access and use of City Property to community groups and residents; and
 - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs. These include:
 - a. Barnard Park
 - b. Bovell Park
 - c. Churchill Park
 - d. Lou Weston
 - e. Sir Stewart Bovell Sporting Complex
 - f. Vasse Playing Fields
 - g. Dunsborough Playing Fields
 - h. Dunsborough Lakes Sporting Precinct

Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, including the following parks and beaches:
 - a. Parks
 - i. Rotary Park
 - ii. Signal Park
 - iii. Mitchell Park
 - iv. Centennial Park
 - v. Dunsborough Lions Park
 - b. Beaches
 - i. Bunker Bay Beach
 - ii. Busselton Beach and Foreshore
 - iii. Dunsborough Beach and Foreshore
 - iv. Eagle Bay Beach
 - v. Meelup Beach
 - vi. Castle Rock Beach
 - vii. Point Piquet
 - viii. Smiths Beach
 - ix. Yallingup Beach

Community Facilities

- 5.5 The City facilitates the one-off hire of Community Facilities for general community and some commercial use. These include:
- a. Undalup Room (City Civic and Administration Building)
 - b. Busselton Community Resource Centre
 - c. Youth & Community Activities Building (YCAB)
 - d. High Street Hall
 - e. Yallingup Hall
 - f. Churchill Park Hall
 - g. Geographe Leisure Centre
 - h. Naturaliste Community Centre
 - i. City of Busselton Libraries

Cultural Precinct

- 5.6 The City facilitates the hire of the Cultural Precinct facilities for community use. These include:
- a. Saltwater (performing arts and convention centre)
 - b. Old Courthouse
 - c. Stables Studios
 - d. Stables Courtyard

General Conditions of Hire

- 5.7 Applications for community hire of City Property will be assessed using criteria such as:
- a. capacity of the venue, facility or public open space;
 - b. compatibility/suitability of the facility or property for the intended usage;
 - c. compatibility of use with other users and the surrounding community;
 - d. demand for the facility or property and usage history;
 - e. alignment of use with objectives of the Council's Community Strategic Plan;
 - f. the principles outlined in this Policy.
- 5.8 Further, specifically with reference to the Cultural Precinct
- b. applications may be made for Co-Presentation of events, opportunities will be at the discretion of the City;
 - c. use of the small meeting room is included with the hire of the Saltwater auditorium for local not-for-profits, community groups and schools; and
 - d. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms.
- 5.9 The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.
- 5.10 The City may decline requests for bookings that it determines unsuitable.
- 5.11 The City may impose conditions and a bond payment on booking.

- 5.12 Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, reviewed annually. Applications may be made for In-Kind Use, support for this will be at the discretion of the City and dependent on demonstration of significant social benefit.
- 5.13 Venue management booking system, on-line contract of hire forms, facility profiles and terms of use will support the implementation and interpretation of this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
 6.2. *Liquor Licensing Act 1988*
 6.3. *Shire of Busselton Local Government Property Local Law 2010*
 6.4. Council Policy: Commercial Use of City Land and Facilities
 6.5. City of Busselton Contract of Hire Form
 6.6. Application to Sell and Consume Alcohol
 6.7. Rules and Regulations – City Venues and Public Open Spaces
 6.8. Function Facilities for Hire Guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	21 September 2022	Resolution #	C2209/235



Council Policy

Council Policy Name: Community Hire of City Property

Responsible Directorate: ~~Finance~~Economic and Corporate Services~~Business Development~~

Version: ~~ADOPTED~~Draft

1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for hire.

2. SCOPE

- 2.1. This Policy applies to the hire of City Property for community purposes: as well as some commercial use.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
Co-Presentation	when expenses and ticket income are shared between the venue and the hirer at an agreed % split
City Property	Community Facilities, Public Open Space, and Sporting Grounds
In-Kind Use	provision of the venue and/or staff resources without a fee to the user
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

4. STRATEGIC CONTEXT

- ~~4.1. This Policy links to Strategic Theme 2. — LIFESTYLE — A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan and specifically the following Strategic Priorities:~~
- ~~a. 2.1: Recognise, respect and support community diversity and cultural heritage; and~~
- ~~b. 2.5: Facilitate events and cultural experiences that provide social connection.~~

- ~~4.2. This Policy also links to Strategic Theme 3. — OPPORTUNITY — A vibrant City with diverse opportunities and a prosperous economy, of the City's Strategic Community Plan and specifically the following Strategic Priority:~~

~~3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.~~

Strategic Theme	Strategic Priority
<u>KEY THEME 2</u> <u>LIFESTYLE</u>	<u>2.3: Provide well planned sport and recreation facilities to support healthy and active lifestyles.</u>

	<u>2.5: Facilitate and plan for event and cultural experiences that provide social connection.</u>
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5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for hire, including one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
 - a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
 - b. ensure fair and equitable access and use of City Property to community groups and residents; and
 - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs, such as:
 - a. Barnard Park
 - b. Bovell Park
 - c. Churchill Park
 - d. Lou Weston
 - e. Sir Stewart Bovell Sporting Complex
 - f. Vasse Playing Fields
 - g. Dunsborough Playing Fields
 - h. Dunsborough Lakes Sporting Precinct

Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, such as the following parks and beaches:
 - a. Parks
 - i. Rotary Park
 - ii. Signal Park
 - iii. Mitchell Park
 - iv. Centennial Park
 - v. Dunsborough Lions Park
 - b. Beaches
 - i. Bunker Bay Beach
 - ii. Busselton Beach and Foreshore
 - iii. Dunsborough Beach and Foreshore
 - iv. Eagle Bay Beach
 - v. Meelup Beach
 - vi. Castle Rock Beach
 - vii. Point Piquet
 - viii. Smiths Beach

ix. Yallingup Beach

Community Facilities

- ~~5.5.~~ **5.5** The City facilitates the one-off hire of Community Facilities for general community and some commercial use, such as:
- a. Undalup Room (City Civic and Administration Building)
 - b. Busselton Community Resource Centre
 - c. Youth & Community Activities Building (YCAB)
 - d. High Street Hall
 - e. Yallingup Hall
 - f. Churchill Park Hall
 - g. Geographe Leisure Centre
 - h. Naturaliste Community Centre
 - i. City of Busselton Libraries

Cultural Precinct

- ~~5.6.~~ **5.6** The City facilitates the hire of the Cultural Precinct facilities for community use, such as:
- ~~a. Busselton Performing Arts and Convention Centre (BPACC, working title)~~
 - a. Saltwater (performing arts and convention centre)
 - b. Old Courthouse
 - c. Stables Studios
 - d. Stables Courtyard

General Conditions of Hire

- ~~5.7.~~ **5.7** Applications for community hire of City Property will be assessed using criteria such as:
- a. capacity of the venue, facility or public open space;
 - b. compatibility/suitability of the facility or property for the intended usage;
 - c. compatibility of use with other users and the surrounding community;
 - d. demand for the facility or property and usage history;
 - e. alignment of use with objectives of the Council's Community Strategic Plan;
 - f. the principles outlined in this Policy.
- ~~5.8.~~ **5.8** Further, specifically with reference to the Cultural Precinct
- a. applications may be made for In-Kind Use and Co-Presentation of events. The Venue Manager will determine the number of In-Kind Use and Co-Presentation, opportunities available annually will be at the discretion of the City;
 - a.b. use of the small meeting room is included with In-Kind Use supported where there is demonstration of significant positive social impact; the hire of the Saltwater auditorium for local not-for-profits, community groups and schools; and
 - b. fees for the use of meetings rooms within the BPACC will be waived for community hire pre, during and post an event being undertaken in the BPACC Auditorium;
 - c. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms; ~~and.~~

~~5.9.~~ 5.9 The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.

~~5.10.~~ 5.10 The City may decline requests for bookings that it determines unsuitable.

~~5.11.~~ 5.11 The City may impose conditions and a bond payment on ~~bookings~~booking.

~~5.12.~~ 5.12 Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, ~~reviewed annually~~ reviewed annually. Applications may be made for In-Kind Use, support for this will be at the discretion of the City and dependent on demonstration of significant social benefit.

~~5.13.~~ Application~~5.13~~ Venue management booking system, on-line contract of hire forms, ~~information sheets,~~ rules~~facility profiles~~ and ~~condition~~terms of use ~~and guidelines~~ will support the implementation and interpretation of this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	21 September 2022	Resolution #	C2209/235
Previous Adoption	DATE	21 September 2022 13 May 2020	Resolution #	C2209/235 C2005/128



Council Policy

Council Policy Name: Community Hire of City Property
Responsible Directorate: Economic and Business Development
Version: **DRAFT**
committee recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to provide a framework for equitable and consistent community access to City Property for hire.

2. SCOPE

- 2.1. This Policy applies to the hire of City Property for community purposes as well as some commercial use.
- 2.2. This Policy does not relate to events, approved outdoor eating areas, markets, buskers/street entertainers, leasehold use of land owned and managed by the City, or commercial use already covered by Council policy: Commercial use of City Land and Facilities.

3. DEFINITIONS

Term	Meaning
Community Facilities	halls, function venues and community centres owned and /or managed by the City
Co-Presentation	when expenses and ticket income are shared between the venue and the hirer at an agreed % split
City Property	Community Facilities, Public Open Space, and Sporting Grounds
In-Kind Use	provision of the venue and/or staff resources without a fee to the user
Policy	this City of Busselton Council policy titled "Community Hire of City Property"
Public Open Space	parks, beaches and reserves owned and/or managed by the City
Sporting Grounds	ovals, reserves and hard courts owned and/or managed by the City

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.3: Provide well planned sport and recreation facilities to support healthy and active lifestyles.
	2.5: Facilitate and plan for event and cultural experiences that provide social connection.

5. POLICY STATEMENT

- 5.1. To facilitate community access and usage, the City makes available a range of Community Facilities, Public Open Spaces and Sporting Grounds for hire, including one-off and seasonal hire.
- 5.2. The objectives of this Policy are:
 - a. provide a framework for the use of City Property which enables community programs, activities and services that provide social, recreational, health and wellbeing outcomes in line with the Council's Strategic Community Plan;
 - b. ensure fair and equitable access and use of City Property to community groups and residents; and
 - c. support priority use of City Property to locally based organisations, groups, and individuals for community purposes that deliver a direct benefit to the district.

Sporting Grounds

- 5.3. The City provides Sporting Grounds for seasonal hire in support of organised sport and recreational clubs, such as:
 - a. Barnard Park
 - b. Bovell Park
 - c. Churchill Park
 - d. Lou Weston
 - e. Sir Stewart Bovell Sporting Complex
 - f. Vasse Playing Fields
 - g. Dunsborough Playing Fields
 - h. Dunsborough Lakes Sporting Precinct

Public Open Spaces

- 5.4. The City facilitates the one-off hire of Public Open Spaces for general community use, such as the following parks and beaches:
 - a. Parks
 - i. Rotary Park
 - ii. Signal Park
 - iii. Mitchell Park
 - iv. Centennial Park
 - v. Dunsborough Lions Park
 - b. Beaches
 - i. Bunker Bay Beach
 - ii. Busselton Beach and Foreshore
 - iii. Dunsborough Beach and Foreshore
 - iv. Eagle Bay Beach
 - v. Meelup Beach
 - vi. Castle Rock Beach
 - vii. Point Piquet
 - viii. Smiths Beach
 - ix. Yallingup Beach

Community Facilities

- 5.5 The City facilitates the one-off hire of Community Facilities for general community and some commercial use, such as:
- a. Undalup Room (City Civic and Administration Building)
 - b. Busselton Community Resource Centre
 - c. Youth & Community Activities Building (YCAB)
 - d. High Street Hall
 - e. Yallingup Hall
 - f. Churchill Park Hall
 - g. Geographe Leisure Centre
 - h. Naturaliste Community Centre
 - i. City of Busselton Libraries

Cultural Precinct

- 5.6 The City facilitates the hire of the Cultural Precinct facilities for community use, such as:
- a. Saltwater (performing arts and convention centre)
 - b. Old Courthouse
 - c. Stables Studios
 - d. Stables Courtyard

General Conditions of Hire

- 5.7 Applications for community hire of City Property will be assessed using criteria such as:
- a. capacity of the venue, facility or public open space;
 - b. compatibility/suitability of the facility or property for the intended usage;
 - c. compatibility of use with other users and the surrounding community;
 - d. demand for the facility or property and usage history;
 - e. alignment of use with objectives of the Council's Community Strategic Plan;
 - f. the principles outlined in this Policy.
- 5.8 Further, specifically with reference to the Cultural Precinct
- a. applications may be made for Co-Presentation of events, opportunities will be at the discretion of the City;
 - b. use of the small meeting room is included with the hire of the Saltwater auditorium for local not-for-profits, community groups and schools; and
 - c. agreements may be negotiated with resident non-for-profit community groups including free use of rehearsal spaces, dressing rooms and green rooms.
- 5.9 The City may limit the use of City Property by groups and organisations to ensure fair and equitable access.
- 5.10 The City may decline requests for bookings that it determines unsuitable.
- 5.11 The City may impose conditions and a bond payment on booking.
- 5.12 Fees and charges for the community hire of City Property will be as per the City's Fees and Charges, reviewed annually. Applications may be made for In-Kind Use, support for this will be at the discretion of the City and dependent on demonstration of significant social benefit.
- 5.13 Venue management booking system, on-line contract of hire forms, facility profiles and terms of use will support the implementation and interpretation of this Policy.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Liquor Licensing Act 1988*
- 6.3. *Shire of Busselton Local Government Property Local Law 2010*
- 6.4. Council Policy: Commercial Use of City Land and Facilities
- 6.5. City of Busselton Contract of Hire Form
- 6.6. Application to Sell and Consume Alcohol
- 6.7. Rules and Regulations – City Venues and Public Open Spaces
- 6.8. Function Facilities for Hire Guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	21 September 2022	Resolution #	C2209/235



Council Policy

Council Policy Name: Leasing of City Premises

Responsible Directorate: Economic and Business Development

Version: DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to ensure City Premises are managed responsibly to provide a range of benefits to the community and/or a commercial return to the City.

2. SCOPE

- 2.1. This Policy is applicable to any grant of a right of exclusive use of City Premises within the City of Busselton. A Lease may include a Licence which is ancillary to the main purpose of the Lease.
- 2.2. Agreements for occasional, short-term hire or non-exclusive use of Council property are outside of the scope of this Policy.
- 2.3. Agreements relating to residential properties subject to Joint Venture agreements with the State of Western Australia are outside the scope of this Policy.

3. DEFINITIONS

Term	Meaning
City Premises	land and/or buildings owned or managed by the City
Lease	an agreement in which the Landlord (or Lessor) agrees to give the Tenant (or Lessee) the exclusive right to occupy land for a specific term
Licence	a contractual right to use land or buildings for a specified purpose without the right of exclusive possession
Policy	this City of Busselton Council policy titled "Leasing of City Premises"

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.5: Facilitate and plan for event and cultural experiences that provide social connection.
	2.12: Provide well maintained community assets through robust asset management practices.
KEY THEME 3 OPPORTUNITY	3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.

5. POLICY STATEMENT

- 5.1. A decision to lease City Premises should be based on the achievement or promotion of positive social, economic and environmental outcomes and the most advantageous use.
- 5.2. In considering whether to enter into a Lease for City Premises, the following factors will be considered where relevant:

- a. the ability of the prospective tenant to fund, resource and manage the Lease over the proposed term;
 - b. potential opportunities for future utilisation of the asset;
 - c. the extent and current use of the site and the impact on adjoining premises;
 - d. the need for wider stakeholder consultation;
 - e. impacts on social, economic, and environmental outcomes;
 - f. the potential impact of any related capital works program;
 - g. any statutory restrictions or obligations relating to heritage or conservation of the site.
- 5.3. Relevant additional factors when considering a Lease or Licence to a not for profit organisation or entity include:
- a. the benefit to the community;
 - b. the promotion of public health and wellbeing;
 - c. protection of public land values;
 - d. impacts on social, economic, and environmental outcomes;
 - e. the history, purposes and governance of the organisation.
- 5.4. Relevant additional factors when considering a Lease or Licence to a commercial entity include:
- a. the potential to attract investment and enhance amenities in the district;
 - b. the creation of employment;
 - c. the promotion of tourism;
 - d. economic return;
 - e. impacts on social, environmental, and economic outcomes.

Term

- 5.5. To achieve a balance between the need for security of tenure and utilisation of community resources in an appropriate and effective manner:
- a. the recommended term of a Lease or Licence to not for profit organisations is a period of 5 years with an option to extend the term by a further 5 years;
 - b. subject to meeting certain additional criteria, and where there are exceptional circumstances, Leases and Licences for a duration greater than 5 plus 5 years may be considered in conjunction with additional criteria or conditions such as a review of the leased area, rent or other terms;
 - c. where consistency with the City's business plan, future strategies or overall management requirements would be supported or enhanced, Leases or Licences of a shorter duration may be appropriate;
 - d. the term of commercial and residential Leases will be negotiated on a case by case basis.

Rent

- 5.6. Not for profit Lessees will generally be charged a nominal rent as a contribution towards the administration costs to the City of managing the Lease.
- 5.7. The City reserves the right to negotiate a higher rent where the permitted use of the City Premises enables the lessee to generate periodic or regular income from their activities or the City are responsible for maintenance of all or part of the Premises.
- 5.8. Rent and other payments associated with commercial and residential Leases will be negotiated on a case by case basis.

Form of Lease

- 5.9. The City's standard community group Lease will be used for all Leases to not for profit lessees unless circumstances require otherwise. The need for any specific terms and conditions relative to the unique nature or requirements of the City Premises will also be considered where appropriate.

State Government Agencies and Providers of Essential Services

- 5.10. Leases to State government agencies or organisations providing essential services will generally be granted a longer term reflective of the nature of the service or facility provided. The Lease in such circumstances will require the lessee to take full responsibility for construction and ongoing maintenance of the facility and associated outgoings.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Land Administration Act 1997*
- 6.3. *Residential Tenancies Act 1987*
- 6.4. *Commercial Tenancy (Retail Shops) Agreement Act 1985*
- 6.5. City Guidelines for Tenants (Community and Sporting Groups)
- 6.6. Council Policy 'Commercial Use of City Land and Facilities'
- 6.7. Council Policy 'Community Hire of City Premises'

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	13 May 2020	Resolution #	C2005/127



Council Policy

Council Policy Name: Leasing of City Premises

Responsible Directorate: ~~Finance~~Economic and Corporate Services~~Business Development~~

Version: ~~Adopted~~DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to ensure City Premises are ~~preserved and~~ managed responsibly ~~in a manner that provides to provide~~ a range of ~~quality services and~~ benefits to the community ~~and/or a commercial return to the City.~~

2. SCOPE

- 2.1. This Policy is applicable to any grant of a right of exclusive use of City Premises within the City of Busselton. A Lease may include a Licence which is ancillary to the main purpose of the Lease.

- 2.2. Agreements for occasional, short-term hire or non-exclusive use of Council property are outside of the scope of this Policy.

- 2.3. Agreements relating to residential properties subject to Joint Venture agreements with the State of Western Australia are outside the scope of this Policy.

3. DEFINITIONS

Term	Meaning
City Premises	land and/or buildings owned or managed by the City
Lease	an agreement in which the Landlord (or Lessor) agrees to give the Tenant (or Lessee) the exclusive right to occupy land for a specific term
Licence	a contractual right to use land or buildings for a specified purpose without the right of exclusive possession
Policy	this City of Busselton Council policy titled "Leasing of City Premises"

4. STRATEGIC CONTEXT

- ~~4.1. This Policy links to Strategic Theme 2. — LIFESTYLE — A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priorities:~~

- ~~a. 2.5: Facilitate events and cultural experiences that provide social connection; and
b. 2.12: Provide well maintained community assets through robust asset management practices.~~

Strategic Theme	Strategic Priority
<u>KEY THEME 2 LIFESTYLE</u>	<u>2.5: Facilitate and plan for event and cultural experiences that provide social connection.</u>
	<u>2.12: Provide well maintained community assets through robust asset management practices.</u>
<u>KEY THEME 3 OPPORTUNITY</u>	<u>3.1: Work with key partners to facilitate the activation of our town centres, creating vibrant destinations and consumer choice.</u>

5. POLICY STATEMENT

- 5.1. A decision to lease City Premises should be based on the achievement or promotion of positive social, economic and environmental outcomes and the most advantageous use.
- 5.2. In considering whether to enter into a Lease for City Premises, the following factors will be considered where relevant:
 - a. the ability of the prospective tenant to fund, resource and manage the Lease over the proposed term;
 - b. potential opportunities for future utilisation of the asset;
 - c. the extent and current use of the site and the impact on adjoining premises;
 - d. the need for wider stakeholder consultation;
 - e. impacts on social, economic, and environmental outcomes;
 - f. the potential impact of any related capital works program;
 - g. any statutory restrictions or obligations relating to heritage or conservation of the site.
- 5.3. Relevant additional factors when considering a Lease or Licence to a not for profit organisation or entity include:
 - a. the benefit to the community;
 - b. the promotion of public health and wellbeing;
 - c. protection of public land values;
 - d. impacts on social, economic, and environmental outcomes;
 - e. the history, purposes and governance of the organisation.
- 5.4. Relevant additional factors when considering a Lease or Licence to a commercial entity include:
 - a. the potential to attract investment and enhance amenities in the district;
 - b. the creation of employment;
 - c. the promotion of tourism;
 - d. economic return;
 - e. impacts on social, environmental, and economic outcomes.

Term

- 5.5. To achieve a balance between the need for security of tenure and utilisation of community resources in an appropriate and effective manner:
 - a. the recommended term of a Lease or Licence to not for profit organisations is a period of 5 years with an option to extend the term by a further 5 years~~;~~
 - b. subject to meeting certain additional criteria, and where there are exceptional circumstances, Leases and Licences for a duration greater than 5 plus 5 years may be considered in conjunction with additional criteria or conditions such as a review of the leased area, rent or other terms~~;~~
 - c. where consistency with the City's business plan, future strategies or overall management requirements would be supported or enhanced, Leases or Licences of a shorter duration may be appropriate~~;~~
 - d. the term of commercial and residential Leases will be negotiated on a case by case basis.

Rent

- 5.6. Not for profit Lessees will generally be charged a nominal rent as a contribution towards the administration costs to the City of managing the Lease.
- 5.7. The City reserves the right to negotiate a higher rent where the permitted use of the City Premises enables the lessee to generate periodic or regular income from their activities or the City are responsible for maintenance of all or part of the Premises.
- 5.8. Rent and other payments associated with commercial and residential Leases will be negotiated on a case by case basis.

Form of Lease

- 5.9. The City's standard community group Lease will be used for all Leases to not for profit lessees unless circumstances require otherwise. The need for any specific terms and conditions relative to the unique nature or requirements of the City Premises will also be considered where appropriate.

State Government Agencies and Providers of Essential Services

- 5.10. Leases to State government agencies or organisations providing essential services will generally be granted a longer term reflective of the nature of the service or facility provided. The Lease in such circumstances will require the lessee to take full responsibility for construction and ongoing maintenance of the facility and associated outgoings.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
 6.2. *Land Administration Act 1997*
~~6.3. *Leasing Residential Tenancies Act 1987*~~
~~6.4. *Commercial Tenancy (Retail Shops) Agreement Act 1985*~~
~~6.3-6.5. *City Guidelines for Tenants (Community and Sporting Groups)*~~
~~6.4. *Council Policy 'Commercial Use of City Premises Operational Practice Land and Facilities'*~~
~~6.6. *Council Policy 'Community Hire of City Premises'*~~

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	13 May 2020	Resolution #	C2005/127
Previous Adoption	DATE	13 May 2020 July 2016	Resolution #	C2005/127 C1607/167



Council Policy

Council Policy Name: Management of Complaints of Alleged Breaches of Behaviour
Responsible Directorate: Corporate Strategy and Performance **Version:** DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the City's approach to the management of complaints relating to alleged breaches of the behaviour requirements in Part 3 of the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (the Code).

2. SCOPE

- 2.1. This Policy is applicable to complaints about alleged breaches of the behaviour requirements in Part 3 of the Code, and should be read in conjunction with the Code.
- 2.2. A breach of Part 4 of the Code is a minor breach under section 5.105(1) of the Act, and is not the intended subject of this Policy. The following are inappropriate to be dealt with under this Policy:
- a. complaints made with the intent of addressing personal grievances or disagreements;
 - b. complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;
 - c. minor breaches under section 5.105(1) of the Act;
 - d. serious breaches under section 5.114 of the Act; and
 - e. allegations of corruption.

3. DEFINITIONS

Term	Meaning
Act	the <i>Local Government Act 1995</i>
Complaints Officer	a person authorised in writing by Council resolution or by the CEO exercising delegated authority under clause 12.3 of the Code to receive complaints and withdrawals of complaints and in accordance with this Policy.
Complainant	a person lodging a complaint
Assessor	an impartial third party, appointed by the CEO, with the skills, knowledge and experience to assess complaints in accordance with this Policy.
Policy	this City of Busselton Council policy titled "Management of Complaints of Alleged Breaches of Behaviour".
Respondent	the council or committee member to whom a complaint relates

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Theme 4 - Leadership of the City's Strategic Community Plan 2021-2031 and specifically the Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

- 5.1. The Code provides requirements for the behaviour of council members, committee members and candidates.
- 5.2. The Code sets out requirements for:
 - a. making a complaint;
 - b. dealing with a complaint;
 - c. dismissal of a complaint; and
 - d. withdrawal of a complaint.
- 5.3. This Policy further outlines how the City will deal with a complaint of alleged breaches of the behavioural requirements set out in the Code.

Complaint Submission and Response

- 5.4. A complaint must be submitted to the Complaints Officer and cannot be submitted anonymously.
- 5.5. The Complaints Officer, within 7 days of receiving a complaint:
 - a. will contact the Complainant acknowledging that the complaint has been received;
 - b. will outline the process that will be followed and the application of confidentiality;
 - c. will provide the Respondent with a copy of the complaint, including the name of the Complainant; and the City's response form.
- 5.6. The Respondent will complete and submit the response form to the Complaints Officer within 7 days of receiving notification from the Complaints Officer.
- 5.7. If more than one complaint is received that relates to the same alleged behaviour, the Complaints Officer may determine to progress those complaints concurrently.

Assessment of the Complaint

- 5.8. Within 7 days of receiving a response from the Respondent, the Complaints Officer will undertake a review of the complaint to determine:
 - a. whether it must be dismissed under Clause 14.1 of the Code; or
 - b. whether the complaint will be referred to an Assessor; or
 - c. whether the alleged behaviour breach has occurred.
- 5.9. Where a complaint is to be referred to an Assessor, the Complaints Officer must engage an Assessor within 14 days of receiving a response from the Respondent.
- 5.10. The Assessor must provide to the Complaints Officer a report containing a determination within 21 days of receiving a copy of the complaint and response.
- 5.11. In assessing the complaint, the Assessor may request the Complaints Officer to search for any relevant records in the City's record management system.

Council finding

- 5.12. Following the completion of the assessment, the Complaints Officer must present each complaint to the Council in a confidential report at the next practicable ordinary Council meeting. The report is to include:
 - a. a copy of the complaint and any supporting attachments;
 - b. a copy of the response and any supporting attachments;
 - c. the report of the Assessor where relevant;

- d. a recommendation from the Complaints Officer as to whether or not a breach of behaviour has occurred;
 - e. a recommendation from the Complaints Officer as to whether any further action is required.
- 5.13. Based on the Complaints Officer's report, and the evidence presented, the Council must either:
- a. dismiss the complaint in accordance with clause 14.1 of the Code;
 - b. find the alleged breach has occurred and decide no further action is required;
 - c. find the alleged breach has occurred, decide that further action is required and request that the Complaints Officer prepare an action plan; or
 - d. find that the alleged breach has not occurred.
- 5.14. In deciding whether to implement an action plan, the Council should consider:
- a. the nature and seriousness of the breach(es);
 - b. any submission made by the person to whom the complaint relates;
 - c. whether the person to whom the complaint relates breached the Code knowingly or carelessly;
 - d. whether the person to whom the complaint relates has breached the Code on previous occasions; and
 - e. any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

Confidentiality of complaints

- 5.15. The complaint, response and any deliberations and assessment by the Complaints Officer and / or Assessor are confidential as they relate to the affairs of a person.
- 5.16. The Council's findings and reasons will be published in the relevant Council meeting minutes.

Action plans

- 5.17. If the Council has made a finding in accordance with clause 5.16(c) of the Policy to prepare an action plan, the Complaints Officer will prepare an action plan in consultation with the person to whom the complaint relates or engage a suitably qualified third party to prepare an action plan.
- 5.18. An action plan should outline:
- a. the behaviour/s of concern;
 - b. the actions to be taken to address the behaviour/s;
 - c. who is responsible for the actions; and
 - d. an agreed timeframe for the actions to be completed.

Compliance with plan requirement

- 5.19. The Complaints Officer is to monitor the actions and timeframes set out in an action plan.
- 5.20. Failure to comply with a requirement included in an action plan is a minor breach under section 5.105(1) of the *Local Government Act 1995* and clause 24.1 of the Code.
- 5.21. The Complaints Officer must provide a report to the Council advising of any failure to comply with a requirement included in an action plan.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Model Code of Conduct) Regulations 2021*
- 6.3. [City of Busselton Code of Conduct for Council Members, Committee Members and Candidates](#)
- 6.4. Code of Conduct Alleged Breach Form

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE			
Previous Adoption	DATE	27 July 2022	Resolution #	C2207/189



Council Policy

Council Policy Name: Management of Complaints of Alleged Breaches of Behaviour
Responsible Directorate: ~~Finance and Corporate~~ Services Strategy and Performance **Version:** ~~Adopted~~ DRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the City's approach to the management of complaints relating to alleged breaches of the behaviour requirements in Part 3 of the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates (the Code).

2. SCOPE

- 2.1. This Policy is applicable to complaints about alleged breaches of the behaviour requirements in Part 3 of the Code, and should be read in conjunction with the Code.
- 2.2. A breach of Part 4 of the Code is a minor breach under section 5.105(1) of the Act, and is not the intended subject of this Policy. The following are inappropriate to be dealt with under this Policy:
- complaints made with the intent of addressing personal grievances or disagreements;
 - complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;
 - minor breaches under section 5.105(1) of the Act;
 - serious breaches under section 5.114 of the Act; and
 - allegations of corruption.

3. DEFINITIONS

Term	Meaning
Committee <u>Act</u>	the Behaviour Complaints Committee established under section 5.8 of the Local Government Act 1995 and delegated the power to make findings of complaints of alleged breaches of Part 3 of the Code
Complaints Officer	a person authorised in writing by Council resolution or by the CEO exercising delegated authority under clause 12.3 of the Code to receive complaints and withdrawals of complaints and in accordance with this Policy.
Complainant	a person lodging a complaint
Assessor	an impartial third party, appointed by the CEO, with the skills, knowledge and experience to assess complaints in accordance with this Policy.
Mediator	an impartial third party, appointed by the CEO, with the skills, knowledge and experience to facilitate mediation between the person to whom the complaint relates and the complainant in accordance with this Policy.
Policy	this City of Busselton Council policy titled "Management of Complaints of Alleged Breaches of Behaviour".
Respondent	the Council <u>council</u> or Committee <u>committee</u> member to whom a complaint relates

4. STRATEGIC CONTEXT

- 4.1. This Policy links to Key Theme 4 - Leadership of the City's Strategic Community Plan 2021-2031 and specifically the Strategic Priority 4.2: Deliver governance systems that facilitate open, ethical and transparent decision making.

5. POLICY STATEMENT

- 5.1. The Code provides ~~for~~ requirements ~~relating to~~for the behaviour of council members, committee members and candidates.
- 5.2. The Code sets out requirements for:
- a. making a complaint;
 - b. dealing with a complaint;
 - c. dismissal of a complaint; and
 - d. withdrawal of a complaint.
- 5.3. This Policy further outlines how the City will deal with a complaint of alleged breaches of the behavioural requirements set out in the Code.

Complaint Submission and Response

- 5.4. A complaint must be submitted to the Complaints Officer and cannot be submitted anonymously.
- 5.5. The Complaints Officer, within 7 days of receiving a complaint:
- a. will contact the Complainant acknowledging that the complaint has been received;
 - b. will outline the process that will be followed and the application of confidentiality;
 - c. will provide the Respondent with a copy of the complaint, including the name of the Complainant; and the City's response form.
- 5.6. The Respondent will complete and submit the response form to the Complaints Officer within 7 days of receiving notification from the Complaints Officer.
- 5.7. If more than one complaint is received that relates to the same alleged behaviour, the Complaints Officer may determine to progress those complaints concurrently.
- ~~5.8. If mediation is requested by both parties, the Complaints Officer will appoint a Mediator and the assessment timelines outlined in this Policy will be suspended until such time as the mediation is finalised in accordance with paragraph 5.9 or discontinued.~~
- ~~5.9. The Complainant must within 5 days of mediation lodge a withdrawal of complaint in accordance with the Code, or the assessment of the complaint will continue.~~

Assessment of the Complaint

- ~~5.10~~5.8. Within 7 days of receiving a response from the Respondent, the Complaints Officer will undertake a review of the complaint to determine:
- a. whether it ~~could~~must be dismissed under Clause 14.1 of the Code; or
 - b. whether ~~they will refer~~the complaint will be referred to an Assessor; or
 - c. ~~make an assessment themselves as to~~ whether the alleged behaviour breach has occurred.
- ~~5.11~~5.9. Where a complaint is to be referred to an Assessor, the Complaints Officer must engage an Assessor within 14 days of receiving a response from the Respondent.

~~5.12-5.10.~~ The Assessor must provide to the Complaints Officer a report containing a determination within 21 days of receiving a copy of the complaint and response.

~~5.13-5.11.~~ In assessing the complaint, the Assessor may request the Complaints Officer to search for any relevant records in the City's record management system.

A meeting of Council finding

~~5.14.~~ Following the Committee must be convened:

- ~~a. within 14 days after receipt completion of the Assessor's assessment; or~~
- ~~b. where recommended for dismissal or assessed by, the Complaints Officer, within 21 days of the Complaints Officer having received the response from the Respondent.~~

Committee finding

~~5.15-5.12.~~ The Complaints Officer must present each complaint to the Committee Council in a confidential report at the next practicable ordinary Council meeting. The report is to include:

- a. a copy of the complaint and any supporting attachments;
- b. a copy of the response and any supporting attachments;
- c. the report of the Assessor where relevant;
- d. a recommendation ~~on from~~ the question Complaints Officer as to whether or not a breach of behaviour has occurred;
- e. a recommendation from the Complaints Officer as to whether any further action is required.

~~5.16-5.13.~~ Based on the Complaints Officer's report, and the evidence presented, the Committee Council must do one of the following either:

- a. dismiss the complaint in accordance with clause 14.1 of the Code;
- b. find the alleged breach has occurred and decide no further action is required;
- c. find the alleged breach has occurred, decide that further action is required and request that the Complaints Officer prepare an action plan; or
- d. find that the alleged breach has not occurred.

~~5.17-5.14.~~ In deciding whether to implement an action plan, the Committee Council should consider:

- a. the nature and seriousness of the breach(es);
- b. any submission made by the person to whom the complaint relates;
- c. whether the person to whom the complaint relates breached the Code knowingly or carelessly;
- d. whether the person to whom the complaint relates has breached the Code on previous occasions; and
- e. any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

Confidentiality of complaints

~~5.15.~~ The complaint, response and any deliberations and assessment by the Complaints Officer and / or Assessor are confidential as they relate to the affairs of a person.

~~5.16.~~ The Council's findings and reasons will be published in the relevant Council meeting minutes.

Action plans

~~5.18-5.17.~~ If the Committee Council has made a finding in accordance with clause 5.16(c) of the Policy to prepare an action plan, the Complaints Officer will prepare an action plan in consultation with the person to whom the complaint relates or engage a suitably qualified third party to prepare an action plan.

~~5.19-5.18.~~ An action plan should outline:

- a. the behaviour/s of concern;

- b. the actions to be taken to address the behaviour/s;
- c. who is responsible for the actions; and
- d. an agreed timeframe for the actions to be completed.

Confidentiality of complaints

~~5.20. The complaint, response and any deliberations and assessment by the Complaints Officer/ Assessor are confidential as they relate to the affairs of a person.~~

~~5.21. The Committee's findings and reasons will be published in the Committee minutes.~~

Compliance with plan requirement

~~5.22-5.19.~~ The Complaints Officer is to monitor the actions and timeframes set out in an action plan.

~~5.23-5.20.~~ Failure to comply with a requirement included in an action plan is a minor breach under section 5.105(1) of the *Local Government Act 1995* and clause 24.1 of the Code.

~~5.24-5.21.~~ The Complaints Officer must provide a report to the Council advising of any failure to comply with a requirement included in an action plan.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Model Code of Conduct) Regulations 2021*
- ~~6.3. City of Busselton Code of Conduct for Council Members, Committee Members and Candidates~~
- ~~6.3. City of Busselton Code of Conduct for Council Members, Committee Members and Candidates~~
- 6.4. Code of Conduct Alleged Breach Form

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	27 July 2022	Resolution #	C2207/189
Previous Adoption	DATE	27 July 2022 10 November 2021	Resolution #	C2207/189 C2111/087



Council Policy

Council Policy Name: Tourism Directional Information Signage

Responsible Directorate: Infrastructure and Environment

Version: **DRAFT** officer recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles of tourism directional information signage within the City of Busselton.

2. SCOPE

- 2.1. This Policy is applicable to all tourism directional information signage on local government property.
- 2.2. This Policy does not apply to signs already covered by provisions in the:
 - a. Council policy 'Portable Advertising Signs in Public Places'; and
 - b. City of Busselton Local Planning Scheme No. 21.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Tourism Directional Information Signage"
Local government property	means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City recognises that tourism is a major contributor to the regional economy and that the provision of clear, useful and consistent tourism directional information signage significantly adds value to the visitor experience.
- 5.2. Tourism directional information signage is not provided for the purposes of advertising.
- 5.3. All tourism directional information signs are to conform to the relevant legislation and standards.
- 5.4. All signs are to be erected and maintained by the City at the expense of the applicant.
- 5.5. The City retains the control of all signs it installs on local government property. As such the City reserves the right to remove, modify or relocate signs on local government property without notice.

- 5.6. Applications for tourism directional information signage will be assessed for eligibility against the criteria set out in the City of Busselton operational practices as determined from time to time by the City of Busselton, based on relevant legislation, standards and guidelines.
- 5.7. The City of Busselton may impose conditions on application approval as it deems appropriate.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Road Traffic Code 2000
- 6.2. City of Busselton Property Local Law 2010
- 6.3. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015
- 6.4. Australia Standards AS1742 and AS1744
- 6.5. Main Roads Western Australia guidelines
- 6.6. Tourism WA Tourist signage guidelines
- 6.7. National Tourist Signing Reference Group guidelines

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	30 October 2019	Resolution #	C1910/210



Council Policy

Council Policy Name: Tourism Directional Information Signage
Responsible Directorate: Engineering Infrastructure and Works ServicesEnvironment **Version:** AdoptedDRAFT

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles of tourism directional information signage within the City of Busselton.

2. SCOPE

- 2.1. This Policy is applicable to all tourism directional information signage on ~~road and other reserves that are under the care, control and management of the City of Busselton~~ local government property, excluding Main Roads controlled roads.
- 2.2. This Policy does not apply to signs already covered by provisions in the:
- ~~a. City of Busselton Property Local Law 2010;~~
 - ~~b. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015;~~
 - ~~c.a.~~ Council policy 'Portable Advertising Signs in Public Places'; and
 - ~~d.b.~~ City of Busselton Local Planning Scheme No. 21.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Tourism Directional Information Signage"
<u>Local government property</u>	<u>means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government</u>

4. STRATEGIC CONTEXT

- 4.1. ~~This Policy links to Strategic Theme 2. — LIFESTYLE — A place that is relaxed, safe and friendly with services and facilities that support healthy lifestyles and wellbeing, of the City's Strategic Community Plan June 2021 and specifically the following Strategic Priority:~~
- ~~a. 2.12: Provide well maintained community assets through robust asset management practices.~~

Strategic Theme	Strategic Priority
<u>KEY THEME 2</u> <u>LIFESTYLE</u>	<u>2.12: Provide well maintained community assets through robust asset management practices.</u>

5. POLICY STATEMENT

- 5.1. The City recognises that tourism is a major contributor to the regional economy and that the provision of clear, useful and consistent tourism directional information signage significantly adds value to the visitor experience.

- 5.2. Tourism directional information signage is not provided for the purposes of advertising.
- 5.3. All tourism directional information signs are to conform to the relevant legislation and standards.
- 5.4. All signs are to be erected and maintained by the City at the expense of the applicant.
- 5.5. The City retains the control of all signs it installs on ~~road and other reserves under the care, control or management of the City~~ local government property. As such the City reserves the right to remove, modify or relocate ~~unapproved, damaged, badly maintained or dangerous signs~~ signs on local government property without notice.
- 5.6. Applications for tourism directional information signage will be assessed for eligibility against the criteria set out in the City of Busselton ~~Directional Information Signage Operational Practice~~ operational practices as determined from time to time by the City of Busselton, based on relevant legislation, standards and guidelines.
- 5.7. The City of Busselton may impose conditions on application approval as it deems appropriate.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Road Traffic Code 2000
- 6.2. City of Busselton Property Local Law 2010
- 6.3. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015
- 6.1.6.4. Australia Standards AS1742 and AS1744
- 6.2.6.5. Main Roads W.A Guidelines Western Australia guidelines
- 6.3.6.6. Tourism Signs – W.A Tourism Commission WA Tourist signage guidelines
- 6.4. City of Busselton Operational Practice: Tourism Directional Information Signage
- 6.5.6.7. National Tourist Signing Reference Group guidelines
- 6.6.6.8. Relevant Operational Procedures
- 6.9. Application form – Tourism Directional Signage (hyperlink to be confirmed)

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	30 October 2019	Resolution #	C1910/210
Previous Adoption	DATE	30 October 2019N/A	Resolution #	C1910/210N/A



Council Policy

Council Policy Name: Tourism Directional Information Signage

Responsible Directorate: Infrastructure and Environment

Version: **DRAFT**
committee
recommendation

1. PURPOSE

- 1.1. The purpose of this Policy is to outline the principles of tourism directional information signage within the City of Busselton.

2. SCOPE

- 2.1. This Policy is applicable to all tourism directional information signage on local government property, excluding Main Roads controlled roads.
- 2.2. This Policy does not apply to signs already covered by provisions in the:
- a. Council policy 'Portable Advertising Signs in Public Places'; and
 - b. City of Busselton Local Planning Scheme No. 21.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Tourism Directional Information Signage"
Local government property	means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

4. STRATEGIC CONTEXT

Strategic Theme	Strategic Priority
KEY THEME 2 LIFESTYLE	2.12: Provide well maintained community assets through robust asset management practices.

5. POLICY STATEMENT

- 5.1. The City recognises that tourism is a major contributor to the regional economy and that the provision of clear, useful and consistent tourism directional information signage significantly adds value to the visitor experience.
- 5.2. Tourism directional information signage is not provided for the purposes of advertising.
- 5.3. All tourism directional information signs are to conform to the relevant legislation and standards.
- 5.4. All signs are to be erected and maintained by the City at the expense of the applicant.

- 5.5. The City retains the control of all signs it installs on local government property. As such the City reserves the right to remove, modify or relocate signs on local government property without notice.
- 5.6. Applications for tourism directional information signage will be assessed for eligibility against the criteria set out in the City of Busselton operational practices as determined from time to time by the City of Busselton, based on relevant legislation, standards and guidelines.
- 5.7. The City of Busselton may impose conditions on application approval as it deems appropriate.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Road Traffic Code 2000
- 6.2. City of Busselton Property Local Law 2010
- 6.3. City of Busselton Activities in Thoroughfares and Public Places and Trading Local Law 2015
- 6.4. Australia Standards AS1742 and AS1744
- 6.5. Main Roads Western Australia guidelines
- 6.6. Tourism WA Tourist signage guidelines
- 6.7. National Tourist Signing Reference Group guidelines
- 6.8. Relevant City of Busselton Operational Practices
- 6.9. Application form – Tourism Directional Signage (*hyperlink to be confirmed*)

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE		Resolution #	
Previous Adoption	DATE	30 October 2019	Resolution #	C1910/210



LISTING OF PAYMENTS MADE
UNDER DELEGATED AUTHORITY
FOR THE MONTH OF JUNE 2024

CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

CHEQUE PAYMENTS JUNE 2024				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
26/06/2024	120023	AGENT SALES & SERVICE	WATERLINK SPIN TOUCH MOBILE PHOTOMETER	3,001.90
12/06/2024	120007	B GREEN	REFUND OF RATE OVERPAYMENT	799.00
12/06/2024	120001	BL HOLMAN	REFUND OF RATE OVERPAYMENT	403.89
26/06/2024	120026	BUSSELTON PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	216.05
6/06/2024	119994	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	586.95
26/06/2024	120021	CITY OF BUSSELTON - PETTY CASH	PETTY CASH REIMBURSEMENT	271.05
6/06/2024	119993	CITY OF BUSSELTON DEPOT - PETTY CASH	PETTY CASH REIMBURSEMENT	143.40
28/06/2024	120028	CITY OF BUSSELTON DEPOT - PETTY CASH	PETTY CASH REIMBURSEMENT	64.65
6/06/2024	119996	COMMISSIONER OF STATE REVENUE	RATES REFUND	44.65
19/06/2024	120017	COMMISSIONER OF STATE REVENUE	RATES REFUND	166.65
26/06/2024	120024	DEPARTMENT OF TRANSPORT	PLANT REGISTRATION	423.70
12/06/2024	119999	DJ & SE LEWIS	REFUND OF RATE OVERPAYMENT	1,434.44
12/06/2024	120003	DK LEAL	REFUND OF RATE OVERPAYMENT	126.66
26/06/2024	120025	DUNSBOROUGH PUBLIC LIBRARY - PETTY CASH	PETTY CASH REIMBURSEMENT	48.30
12/06/2024	120014	E J CONSTANTINE	REFUND OF RATE OVERPAYMENT	750.00
6/06/2024	119997	ENGINEERS AUSTRALIA	MEMBERSHIP	1,344.00
12/06/2024	120011	F L KERR	REFUND OF RATE OVERPAYMENT	750.00
12/06/2024	120012	G COLLINS	REFUND OF RATE OVERPAYMENT	806.49
12/06/2024	120013	G R EVANS	REFUND OF RATE OVERPAYMENT	750.00
12/06/2024	120006	G S WADDELL	REFUND OF RATE OVERPAYMENT	750.00
12/06/2024	119998	GEOGRAPHE LEISURE CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	297.40
12/06/2024	120004	J E R SHANLEY	REFUND OF RATE OVERPAYMENT	799.52
12/06/2024	120005	K T D'ARCY	REFUND OF RATE OVERPAYMENT	750.00
19/06/2024	120015	LANDGATE CUSTOMER ACCOUNT	LANDGATE LEASE REGISTRATION	203.00
21/06/2024	120018	M BROWN	REFUND OF RATE OVERPAYMENT	799.52
12/06/2024	120002	M E FRYER	REFUND OF RATE OVERPAYMENT	809.67
12/06/2024	120010	MJ BILSBY	REFUND OF RATE OVERPAYMENT	750.00
28/06/2024	120029	NATURALISTE COMMUNITY CENTRE - PETTY CASH	PETTY CASH REIMBURSEMENT	93.75
12/06/2024	120008	NT & KD DOBBYN	REFUND OF RATE OVERPAYMENT	808.40
26/06/2024	120019	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	157.35
28/06/2024	120027	OFFICE OF THE CEO - PETTY CASH	PETTY CASH REIMBURSEMENT	146.45
12/06/2024	120000	TA STASZEWSKI	REFUND OF RATE OVERPAYMENT	750.00
12/06/2024	120009	TF RUANE	REFUND OF RATE OVERPAYMENT	129.84
26/06/2024	120020	THE OWNERS OF DUNSBOROUGH PARK SHOPPING CENTRE	STRATA LEVIES	2,853.91
6/06/2024	119995	WATER CORPORATION	WATER SERVICES	45.83
19/06/2024	120016	WATER CORPORATION	WATER SERVICES	21,238.61
26/06/2024	120022	WATER CORPORATION	WATER SERVICES	10,825.57
				54,340.60

EFT PAYMENTS JUNE 2024				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
12/06/2024	103807	3E CONSULTING ENGINEERS PTY LTD	CONSULTANCY SERVICES	1,100.00
26/06/2024	104399	A & C MARTELLA	CROSSOVER CONTRIBUTION	363.50
26/06/2024	104453	A SINGLE LEAF SOUTH WEST	ECO EDUCATION SERVICES	2,295.00
28/06/2024	104591	A1 EARTHWORKS SOUTHWEST	EARTHWORK SERVICES	2,281.28
26/06/2024	104408	AAI LIMITED T/AS GIO	REFUND OF OVERPAYMENT	555.00
5/06/2024	103771	AARO GROUP PTY LTD	CIVIL WORKS- DRAINAGE	6,825.50
26/06/2024	104467	AARO GROUP PTY LTD	CIVIL WORKS- DRAINAGE	23,695.96
26/06/2024	104329	ABEC ENVIRONMENTAL CONSULTING PTY LTD	ENVIRONMENTAL CONSULTING	9,625.00
26/06/2024	104331	ACCENDO AUSTRALIA PTY LTD	ENVIRONMENTAL SERVICES	1,155.00
26/06/2024	104313	ACTION KERBING	KERBING SERVICES	13,367.00
12/06/2024	104039	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	53,917.74
26/06/2024	104525	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	23,330.45
28/06/2024	104668	ACTIV FOUNDATION INC	MAINTENANCE SERVICES	2,854.07
26/06/2024	104345	ACTIVE DISCOVERY	CUSTOM PLAYGROUND EQUIPMENT - LOU WESTON OVAL	26,303.20
26/06/2024	104381	ACTIVTEC SOLUTIONS	SERVICES & REPAIRS TO MEDICAL EQUIPMENT	39.74
12/06/2024	103816	ACURIX NETWORKS	INTERNET WIFI ACCESS	4,173.40
12/06/2024	103880	ADVAM PTY LTD	AIRPORT CARPARK CREDIT CARD TRANSACTIONS	871.67
12/06/2024	103896	ADVANCED HEARING WA PTY LTD	HEARING ASSESSMENT	330.00
26/06/2024	104378	ADVANCED HEARING WA PTY LTD	HEARING ASSESSMENT	440.00
12/06/2024	103867	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	726.00
26/06/2024	104342	ADVANCED SEALING TRUST	MAINTENANCE SERVICES	5,492.80
12/06/2024	103875	AERODROME MANAGEMENT SERVICES PTY LTD	AIR SERVICES	55,278.43
26/06/2024	104352	AERODROME MANAGEMENT SERVICES PTY LTD	AIR SERVICES	1,951.00
5/06/2024	103767	AHOY MANAGEMENT	CABIN FEVER FESTIVAL ACTIVITIES	11,000.00
5/06/2024	103757	ALINTA ENERGY	ELECTRICITY SUPPLIES	54.20
26/06/2024	104413	ALLAN GUTHRIE	BUSHFIRE OFFICER HONORARIUM	696.75
12/06/2024	103803	ALLMARK & ASSOCIATES PTY LTD	PARKING REQUIREMENTS	687.50
26/06/2024	104482	ALLWEST TRAINING	TRAINING AND ASSESSING	500.00
26/06/2024	104296	ALPHA PEST ANIMAL SOLUTIONS	FOX BAITING	24,202.20
28/06/2024	104586	ALPHA PEST ANIMAL SOLUTIONS	FOX BAITING	1,236.40
12/06/2024	103873	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	435.23
26/06/2024	104350	ALPINE LAUNDRY PTY LTD	COMMERCIAL LAUNDRY	338.91
12/06/2024	103879	AMD AUDIT & ASSURANCE PTY LTD	ACCOUNTANCY SERVICES	4,455.00
26/06/2024	104532	AMITY SIGNS	SIGNAGE SERVICES	129.25
12/06/2024	103997	ANDREW BROMLEY	GRANT FUNDING	1,000.00
26/06/2024	104522	ANIMAL PEST MANAGEMENT SERVICES	PEST CONTROL SERVICES	5,940.00
19/06/2024	104115	ANNIE PALMER	REFUND POLICE CLEARANCE	58.70
28/06/2024	104599	AQUATIC SERVICES WA PTY LTD	POOL SERVICE AND MAINTENANCE	1,274.48
12/06/2024	103805	ARBOR GUY	TREE MAINTENANCE SERVICES - LAYMAN ROAD	49,761.68
26/06/2024	104275	ARBOR GUY	TREE MAINTENANCE SERVICES	2,915.00
28/06/2024	104579	ARBOR GUY	TREE MAINTENANCE SERVICES	26,294.30
28/06/2024	104581	ARTISAN PAVING	PAVING SERVICES	1,440.00
26/06/2024	104346	ARTS MARGARET RIVER INC	GRANT FUNDING	6,875.00



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CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

26/06/2024	104498	ASSOCIATED INSTRUMENTATION	MAINTENANCE SERVICES	605.00
12/06/2024	103797	ATCO GAS AUSTRALIA	GAS SERVICES	1,488.96
12/06/2024	103952	ATTEKUS	ONLINE BOOKING, EVENT SOFTWARE	36,815.63
26/06/2024	104283	AUSQ TRAINING	TRAINING SERVICES	1,582.00
26/06/2024	104372	AUSTRAFFIC WA	TRAFFIC DATA COLLECTION SERVICES	12,236.40
12/06/2024	104032	AUSTRALIA POST	POSTAL SERVICE	2,426.01
12/06/2024	103963	AUSTRALIAN AGRIBUSINESS (HOLDINGS) PTY LTD	PESTICIDES	4,867.50
19/06/2024	104118	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	TRAINING SERVICES	1,720.00
26/06/2024	104562	AUSTRALIAN MUSEUMS AND GALLERIES ASSOCIATION INC	MEMBERSHIP AND ASSOCIATED SERVICES	261.00
26/06/2024	104487	AUSTRALIAN PHYSIOTHERAPY EQUIPMENT PTY LTD	MEDICAL SUPPLIES	604.98
13/06/2024	103789	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	284,070.00
27/06/2024	104127	AUSTRALIAN TAXATION OFFICE	PAYG TAXATION	269,903.00
12/06/2024	103930	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	222.45
26/06/2024	104416	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	278.95
28/06/2024	104623	AUTO ONE TRADING PTY LTD	AUTOMOTIVE	595.00
26/06/2024	104448	AVCRM PRODUCTS PTY LTD	IT SOFTWARE PROVIDER	1,474.00
5/06/2024	103766	AVIATION ID AUSTRALIA PTY LTD	SUPPLY AVIATION ASIC CARDS	280.00
26/06/2024	104384	AVIATION ID AUSTRALIA PTY LTD	SUPPLY AVIATION ASIC CARDS	1,232.00
12/06/2024	104057	AVIS SOUTHWEST RENTALS	VEHICLE RENTAL SERVICES	2,271.31
12/06/2024	103829	AZILITY	IT SOFTWARE	1,375.00
12/06/2024	104043	B & B STREET SWEEPING	STREET SWEEPING SERVICE	21,766.87
26/06/2024	104529	B & B STREET SWEEPING	STREET SWEEPING SERVICE	46,040.63
28/06/2024	104669	B & B STREET SWEEPING	STREET SWEEPING SERVICE	6,687.90
26/06/2024	104407	B WARNER & C FERGUSON	CROSSOVER CONTRIBUTION	228.90
26/06/2024	104364	BAKED BUSSELTON	BAKERY CATERING	130.00
12/06/2024	103913	BARBARA WEEKS	ART SALES	28.00
12/06/2024	103844	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	16,896.77
26/06/2024	104314	BARRY ALLEN ELECTRICAL SERVICES PTY LTD	ELECTRICAL SERVICES	7,174.43
12/06/2024	104038	BAY SIGNS	SIGNAGE SERVICES	2,948.08
26/06/2024	104524	BAY SIGNS	SIGNAGE SERVICES	322.05
28/06/2024	104667	BAY SIGNS	SIGNAGE SERVICES	995.50
12/06/2024	103865	BAYTHE LINEN AND LAUNDRY	SUPPLY OF CLEAN LINEN	1,295.58
26/06/2024	104340	BAYTHE LINEN AND LAUNDRY	SUPPLY OF CLEAN LINEN	262.46
12/06/2024	103837	BCP CONTRACTORS PTY LTD	PRINCE STREET DECKING	63,534.57
26/06/2024	104306	BCP CONTRACTORS PTY LTD	EARTHWORK SERVICES	4,742.53
26/06/2024	104427	BCS INFRASTRUCTURE SUPPORT PTY LTD	O & M MAINTENANCE	1,154.35
26/06/2024	104440	BEFORE YOU DIG AUSTRALIA LTD	PROVISION OF REFERRAL SERVICES	3,300.00
12/06/2024	104050	BENARA NURSERY	NURSERY SUPPLIES	27,319.06
26/06/2024	104535	BENARA NURSERY	NURSERY SUPPLIES	7,469.41
28/06/2024	104672	BENARA NURSERY	NURSERY SUPPLIES	5,082.00
28/06/2024	104654	BESAFE BUILDING INSPECTIONS	BUILDING CERTIFICATION	470.00
26/06/2024	104418	BIDFOOD AUSTRALIA LIMITED	GLC KIOSK PURCHASES	765.00
12/06/2024	103934	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	1,493.21
26/06/2024	104419	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	3,300.69
28/06/2024	104627	BING TECHNOLOGIES PTY LTD	MAILING SERVICES	2,781.17
12/06/2024	103914	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	18,260.00
26/06/2024	104390	BIO SOIL SOLUTIONS	LIQUID SOIL SOLUTIONS	8,140.00
26/06/2024	104383	BISTRO BRETON	COFFEE WORKSHOPS AND CATERING	1,320.00
12/06/2024	104036	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	490.34
19/06/2024	104111	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	4,713.71
26/06/2024	104521	BLACKWOODS	FLEET CONSUMABLES & MAINTENANCE PARTS	5,047.61
12/06/2024	104014	BOC GASES AUSTRALIA LTD	GAS SERVICES	3,418.28
26/06/2024	104501	BOC GASES AUSTRALIA LTD	GAS SERVICES	1,716.78
12/06/2024	103802	BOYANUP BOTANICAL	NURSERY SERVICES	4,296.65
26/06/2024	104272	BOYANUP BOTANICAL	NURSERY SERVICES	921.10
28/06/2024	104577	BOYANUP BOTANICAL	NURSERY SERVICES	2,302.75
12/06/2024	103907	BRETT TITTERTON ELECTRICAL	ELECTRICAL SERVICES	513.45
26/06/2024	104387	BRETT TITTERTON ELECTRICAL	ELECTRICAL SERVICES	5,476.20
12/06/2024	103814	BRIDGESTONE	TYRE SERVICES	40.70
21/06/2024	104120	BROAD CONSTRUCTION PTY LTD	CONSTRUCTION SERVICES	1,467,468.39
12/06/2024	104020	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	4,888.29
26/06/2024	104508	BUCHER MUNICIPAL PTY LTD	ENGINEERING - PLANT SPARES & SERVICING	598.20
28/06/2024	104625	BUILDING BUSSELTON TOWN TEAM INC	DONATION- MITCHELL PARK OPENING	909.09
28/06/2024	104655	BUNBURY 4X4 AND BUSSELTON 4X4	SUPPLY AND INSTALLATION OF BULL BARS	3,474.00
26/06/2024	104358	BUNBURY MOWER SERVICE	SALES AND SERVICES SMALL ENGINES	1,858.20
26/06/2024	104276	BUNBURY SUBARU	VEHICLE PURCHASES / SERVICES / PARTS	29.70
5/06/2024	103778	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	1,091.59
12/06/2024	104047	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	2,377.62
26/06/2024	104534	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	6,527.39
28/06/2024	104671	BUNNINGS BUILDING SUPPLIES	HARDWARE SUPPLIES	134.34
26/06/2024	104425	BUSINESS EVENTS PERTH	MEMBERSHIP BUSINESS TOURISM	2,689.50
26/06/2024	104545	BUSINESS NEWS	NEWSPAPER MEDIA	1,265.00
12/06/2024	103884	BUSSELTON ADVANCED DRIVER TRAINING	DRIVER TRAINING	775.00
12/06/2024	103853	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	RURAL SUPPLIES	20.00
26/06/2024	104328	BUSSELTON AGRICULTURAL SERVICES (WA) PTY LTD	RURAL SUPPLIES	190.00
12/06/2024	103817	BUSSELTON BEARING SERVICES	BEARING SUPPLIES	572.55
12/06/2024	104049	BUSSELTON BITUMEN SERVICE	EARTHMOVING SERVICES	23,258.87
12/06/2024	103928	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	711.83
26/06/2024	104412	BUSSELTON BUILDING PRODUCTS	BUILDING PRODUCT SUPPLIER	494.11
28/06/2024	104636	BUSSELTON FLORIST	FLOWERS AND GIFTS	80.00
26/06/2024	104538	BUSSELTON HOSPICE CARE INC	BOND REFUND	4,400.00
12/06/2024	103799	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	138.60
26/06/2024	104266	BUSSELTON HYDRAULIC SERVICES INC	HYDRAULIC SERVICES	1,954.88
12/06/2024	103832	BUSSELTON HYUNDAI	VEHICLE PURCHASES / SERVICES / PARTS	38,188.94
26/06/2024	104541	BUSSELTON JETTY INC.	CONSULTANCY SERVICES	9,900.00
12/06/2024	103810	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	680.90



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TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

26/06/2024	104277	BUSSELTON LOCKSMITH	SECURITY SUPPLIES	1,501.50
12/06/2024	104031	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	44,882.95
26/06/2024	104515	BUSSELTON MOTORS (MITSUBISHI/MAZDA)	VEHICLE PURCHASES / SERVICES / PARTS	2,300.00
12/06/2024	103955	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	600.00
26/06/2024	104439	BUSSELTON PEST & WEED CONTROL	PEST CONTROL SERVICES	616.00
12/06/2024	103801	BUSSELTON REPERTORY CLUB INC	THEATRE HIRE AND PERFORMANCES	113.90
26/06/2024	104512	BUSSELTON RETRAVISION	ELECTRICAL SERVICES	268.00
12/06/2024	103846	BUSSELTON STOCKFEEDS & PET SUPPLIES	ANIMAL SUPPLIES	499.50
26/06/2024	104497	BUSSELTON TOYOTA	VEHICLE PURCHASES / SERVICES / PARTS	3,391.99
12/06/2024	103920	BUSSELTON UKULELE STRUMMERS	BOND REFUND	100.00
12/06/2024	104012	BUSSELTON WATER	WATER SERVICES	200.00
19/06/2024	104110	BUSSELTON WATER	WATER SERVICES	673.86
12/06/2024	104056	BUSSELTON WELDING SERVICES	WELDING SERVICES	5,885.00
26/06/2024	104546	BUSSELTON WELDING SERVICES	WELDING SERVICES	1,232.00
12/06/2024	103798	BUSSELTON-MARGARET RIVER CPD DISCUSSION GROUP	LEGAL SERVICES	100.00
12/06/2024	103922	C DAW	REFUND OF OVERPAYMENT	100.00
26/06/2024	104402	C MORLING	CROSSOVER CONTRIBUTION	358.50
12/06/2024	104013	CALLOWS CORNER NEWSAGENCY	STATIONERY	182.40
26/06/2024	104500	CALLOWS CORNER NEWSAGENCY	STATIONERY	1,147.60
26/06/2024	104567	CAPE RURAL CONTRACTING	FIRE CONTROL SERVICES	726.00
26/06/2024	104330	CAPE SHADES	SHADE SAILS - LOU WESTON OVAL, NEWPORT GEOGRAPHE, VASSE DAWSON	144,011.44
26/06/2024	104543	CARBONE BROS PTY LTD	BUSSELL HIGHWAY UPGRADE STAGE 2	796,293.40
5/06/2024	103769	CAROL MULHEARN	STAFF REIMBURSEMENT	451.91
12/06/2024	103905	CAROL MULHEARN - ART SALES	ART SALES	152.00
28/06/2024	104613	CAROL MULHEARN - ART SALES	ART SALES	108.80
5/06/2024	103773	CAROLYN HERRING	STAFF REIMBURSEMENT	3,474.88
12/06/2024	103991	CATHERINE MILLER	ART SALES	35.70
28/06/2024	104651	CATHERINE MILLER	ART SALES	16.80
12/06/2024	103886	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	61,297.79
26/06/2024	104363	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT SERVICES	29,173.11
12/06/2024	104068	CBRE (GWSLA) PTY LTD	AIR CONDITIONING SERVICES	5,418.99
26/06/2024	104556	CBRE (GWSLA) PTY LTD	AIR CONDITIONING SERVICES	1,153.19
26/06/2024	104475	CCAR SERVICES	COOKING AND CLEANING APPLIANCE REPAIRS	144.38
28/06/2024	104659	CHIARA PHILPOFF	STAFF REIMBURSEMENT	200.00
28/06/2024	104633	CHRIS GODDEN	LAWN MOWING	1,575.00
26/06/2024	104289	CHRIS SHEEDY PANEL & PAINT	PANEL REPAIRS & REPLACEMENT	1,000.00
12/06/2024	103977	CHRIS TRANTHAM	GENERAL MAINTENANCE	510.50
26/06/2024	104461	CHRIS TRANTHAM	GENERAL MAINTENANCE	439.50
12/06/2024	103891	CHRISEA DESIGNS	ART SALES	66.50
28/06/2024	104607	CHRISEA DESIGNS	ART SALES	66.50
12/06/2024	104007	CHRISTINE GARRATT	STAFF REIMBURSEMENT	46.00
12/06/2024	104062	CHRISTINE McGRATH	STAFF REIMBURSEMENT	88.49
12/06/2024	104051	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	2,263.37
26/06/2024	104539	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	6,344.89
28/06/2024	104673	CHUBB FIRE & SECURITY PTY LTD	FIRE EQUIPMENT SERVICES	2,327.94
12/06/2024	104076	CITY AND REGIONAL FUELS	FUEL SERVICES	5,193.43
13/06/2024	103784	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	1,957.18
27/06/2024	104122	CITY OF BUSSELTON CHRISTMAS CLUB	PAYROLL DEDUCTIONS	1,957.18
13/06/2024	103790	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS	4,062.56
27/06/2024	104128	CITY OF BUSSELTON PAYROLL	PAYROLL DEDUCTIONS	4,033.61
13/06/2024	103785	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
27/06/2024	104123	CITY OF BUSSELTON STAFF LOTTO	STAFF LOTTO	174.00
13/06/2024	103792	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	202.00
27/06/2024	104130	CITY OF BUSSELTON-SOCIAL CLUB	SOCIAL CLUB REIMBURSEMENT	204.80
26/06/2024	104478	CVITEST WA PTY LTD	SOIL COMPACTION TEST	2,060.30
12/06/2024	104015	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	995.37
26/06/2024	104502	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	567.14
28/06/2024	104660	CJD EQUIPMENT PTY LTD	PLANT PURCHASES / SERVICES / PARTS	696.41
12/06/2024	104060	CLEANAWAY	WASTE MANAGEMENT SERVICES	23,001.54
26/06/2024	104550	CLEANAWAY	WASTE MANAGEMENT SERVICES	122,698.10
12/06/2024	103856	CLEANAWAY SOLID WASTE PTY LTD	WASTE DISPOSAL SERVICES	130.20
12/06/2024	103986	CMW GEOSCIENCES PTY LTD	GEOTECHNICAL SERVICES	2,563.00
28/06/2024	104597	COATES CIVIL CONSULTING P/L	CIVIL ENGINEERING CONSULTING SERVICES	9,948.40
12/06/2024	104069	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	1,288.68
19/06/2024	104117	COCA COLA - AMATIL PTY LTD	GLC KIOSK PURCHASES	702.92
5/06/2024	103779	COLES	FOOD AND BEVERAGE SUPPLIES	329.61
		ART GEO - CARD #4115	FOOD AND BEVERAGE SUPPLIES	39.70
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	24.00
		BUSSELTON LIBRARY - CARD #9186	FOOD AND BEVERAGE SUPPLIES	116.87
		BUSSELTON LIBRARY - CARD #9186	FOOD AND BEVERAGE SUPPLIES	27.09
		YOUTH SERVICES - CARD #9827	FOOD AND BEVERAGE SUPPLIES	121.95
12/06/2024	104052	COLES	FOOD AND BEVERAGE SUPPLIES	197.71
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	73.70
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	124.01
19/06/2024	104114	COLES	FOOD AND BEVERAGE SUPPLIES	453.29
		ART GEO - CARD #4115	FOOD AND BEVERAGE SUPPLIES	18.75
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	120.55
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	107.00
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	13.50
		GLC - CARD #8369	FOOD AND BEVERAGE SUPPLIES	104.35
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	38.14
		YOUTH SERVICES - CARD #8748	FOOD AND BEVERAGE SUPPLIES	51.00
26/06/2024	104540	COLES	FOOD AND BEVERAGE SUPPLIES	210.55
		BUSSELTON LIBRARY - CARD #9186	FOOD AND BEVERAGE SUPPLIES	14.95
		GLC - CARD #1557	FOOD AND BEVERAGE SUPPLIES	22.00
		GLC - CARD #9406	FOOD AND BEVERAGE SUPPLIES	173.60



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INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

28/06/2024	104674	COLES	FOOD AND BEVERAGE SUPPLIES	411.45
		BUSSELTON LIBRARY - CARD #9186	FOOD AND BEVERAGE SUPPLIES	84.80
		GLC - CARD #9902	FOOD AND BEVERAGE SUPPLIES	117.95
		GLC - CARD #8748	FOOD AND BEVERAGE SUPPLIES	36.70
		GLC - CARD #8748	FOOD AND BEVERAGE SUPPLIES	172.00
5/06/2024	103756	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	280.45
12/06/2024	103835	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	615.43
19/06/2024	104095	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	370.45
28/06/2024	104588	COLES.COM.AU	COUNCIL & STAFF REFRESHMENTS	160.45
28/06/2024	104641	COLLEEN CURREY	ART SALES	22.40
26/06/2024	104305	COMMONWEALTH BANK OF AUSTRALIA	COMMBANK IQ COUNCIL IQ INSIGHTS	2,970.00
12/06/2024	103872	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	109.00
26/06/2024	104349	COMPUTER WEST	INFORMATION TECHNOLOGY SUPPLIER	257.28
12/06/2024	103908	CONSULT DIRECT	CLEANING EQUIPMENT AND SERVICES	618.97
12/06/2024	104073	CORA BIKE RACK PTY LTD	BIKE RACK SERVICES	2,214.35
12/06/2024	103854	CORSIGN WA PTY LTD	SIGNAGE AND TRAFFIC ACCESSORIES	2,961.20
12/06/2024	103984	CR. ANDREW MACNISH	COUNCILLOR PAYMENT	3,088.14
28/06/2024	104647	CR. ANDREW MACNISH	COUNCILLOR PAYMENT	3,676.42
12/06/2024	103935	CR. ANNE RYAN	COUNCILLOR PAYMENT	5,065.45
28/06/2024	104628	CR. ANNE RYAN	COUNCILLOR PAYMENT	5,324.33
12/06/2024	103983	CR. JARROD KENNEDY	COUNCILLOR PAYMENT	3,509.88
28/06/2024	104646	CR. JARROD KENNEDY	COUNCILLOR PAYMENT	3,167.69
12/06/2024	103933	CR. JODIE RICHARDS	COUNCILLOR PAYMENT	3,088.14
28/06/2024	104626	CR. JODIE RICHARDS	COUNCILLOR PAYMENT	2,988.53
12/06/2024	103898	CR. KATHERINE COX	COUNCILLOR PAYMENT	3,088.14
28/06/2024	104611	CR. KATHERINE COX	COUNCILLOR PAYMENT	2,988.53
12/06/2024	103936	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	3,001.24
28/06/2024	104629	CR. MIKAYLA LOVE	COUNCILLOR PAYMENT	2,858.08
12/06/2024	103900	CR. P CROWIN	COUNCILLOR PAYMENT	12,586.74
28/06/2024	104612	CR. P CROWIN	COUNCILLOR PAYMENT	11,997.14
12/06/2024	103995	CR. RICHARD BEECROFT	COUNCILLOR PAYMENT	3,088.14
28/06/2024	104653	CR. RICHARD BEECROFT	COUNCILLOR PAYMENT	2,988.53
12/06/2024	103987	CR. VALERIE KAIGG	COUNCILLOR PAYMENT	3,602.39
28/06/2024	104648	CR. VALERIE KAIGG	COUNCILLOR PAYMENT	2,988.53
12/06/2024	103825	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	15,471.17
26/06/2024	104287	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	22,582.48
28/06/2024	104582	CRANEFORD PLUMBING PTY LTD	PLUMBING SERVICES	22,586.76
26/06/2024	104488	CREATING COMMUNITIES AUSTRALIA	COMMUNITY ENGAGEMENT	5,000.00
12/06/2024	104067	CROSS SECURITY SERVICES	SECURITY SERVICES	4,110.59
12/06/2024	103887	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	22.00
28/06/2024	104604	CS LEGAL - CLOISTERS SQUARE	LEGAL RECOVERY ON RATING DEBTS	239.00
26/06/2024	104403	D THOMPSON	CROSSOVER CONTRIBUTION	337.40
12/06/2024	104016	DA CHRISTIE PTY LTD	PARK FURNITURE SUPPLIER	5,337.09
12/06/2024	103794	DATA 3	COMPUTER SOFTWARE SUPPLIER	2,079.09
19/06/2024	104096	DAVID GOODWIN	STAFF REIMBURSEMENT	148.90
26/06/2024	104503	DAVID GRAY & CO	GARBAGE BINS & PARTS SUPPLIER	2,420.00
28/06/2024	104631	DEBORAH ROBINS	ART SALES	100.00
26/06/2024	104533	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ANNUAL 2023/2024 ESL CHARGES	309,081.22
12/06/2024	104070	DEPARTMENT OF PREMIER & CABINET	ADVERTISING SERVICES	93.60
26/06/2024	104265	DEPARTMENT OF PREMIER & CABINET STATE LAW PUBLISHER	LEGAL PUBLICATIONS	852.00
12/06/2024	103809	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP SEARCHES	96.80
12/06/2024	103889	DEPT OF COMMUNITIES EDUCATION AND CARE REGULATORY UNIT	ANNUAL SERVICE FEE	852.00
13/06/2024	103791	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,591.29
27/06/2024	104129	DEPUTY CHILD SUPPORT REGISTRAR	SALARY DEDUCTIONS	1,591.29
26/06/2024	104393	DONALD CANT WATTS CORKE (WA) PTY LTS	CONSULTANCY SERVICES	42,905.50
12/06/2024	103974	DORAL MINERAL SANDS PTY LTD	LAND LEASE	105.00
19/06/2024	104101	DOROTHY ROBINSON	ART SALES	60.50
12/06/2024	103869	DORSOGNA LIMITED	ICE CREAM AND SMALL GOODS	1,646.30
12/06/2024	103850	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	1,189.47
26/06/2024	104323	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	11,435.23
28/06/2024	104592	DOUTH CONTRACTING	PROPERTY & GARDEN MAINTENANCE	2,773.10
12/06/2024	104002	DOWN SOUTH WHOLESALE	HOSPITALITY SUPPLIES	165.09
26/06/2024	104486	DOWN SOUTH WHOLESALE	HOSPITALITY SUPPLIES	358.34
12/06/2024	104022	DUNSBOROUGH VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	1,040.00
12/06/2024	104040	DUNSBOROUGH & DISTRICT COUNTRY CLUB	GRANT FUNDING	3,300.00
26/06/2024	104548	DUNSBOROUGH & DISTRICTS PROGRESS ASSOC INC.	EVENT SPONSORSHIP	5,000.00
26/06/2024	104344	DUNSBOROUGH COMMUNITY MEN'S SHED	POSSUM BOXES	5,500.00
26/06/2024	104301	DUNSBOROUGH GREENFIELDS COMMUNITY GROUP INC	MEETING ROOM HIRE	615.12
12/06/2024	103831	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	35.65
26/06/2024	104292	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	253.40
28/06/2024	104585	DUNSBOROUGH HARDWARE & HOME CENTRE	HARDWARE SERVICES	102.00
26/06/2024	104559	DUNSBOROUGH OUTDOOR SPORTZ & HIRE	SPORT EQUIPMENT SUPPLIER	162.00
5/06/2024	103780	DUXTON HOTEL	ACCOMMODATION	820.00
12/06/2024	104063	DUXTON HOTEL	ACCOMMODATION	820.00
26/06/2024	104551	DUXTON HOTEL	ACCOMMODATION	205.00
12/06/2024	103833	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	486.27
26/06/2024	104299	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	1,189.77
28/06/2024	104587	DYMOCKS - BUSSELTON	LIBRARY RESOURCES	19.54
5/06/2024	103775	EAGLE BAY VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	151.85
12/06/2024	103890	EARTH AND STONE WA	FOOTPATHS MAINTENANCE - BAUDIN DVE & PERON AVE	171,600.00
26/06/2024	104369	EARTH AND STONE WA	FOOTPATHS MAINTENANCE	11,908.05
13/06/2024	103786	EASI PACKAGING	SALARY PACKAGING SERVICE	23,311.45
27/06/2024	104124	EASI PACKAGING	SALARY PACKAGING SERVICE	19,264.51
26/06/2024	104499	ECOSYSTEMS SOLUTIONS	CONSULTANCY SERVICES	1,100.00
12/06/2024	104058	EDUCATIONAL ART SUPPLIES	ART EQUIPMENT SUPPLIES	256.75
28/06/2024	104600	EIS CONTROL PTY LTD	ELECTRICAL SERVICES	2,797.64



LISTING OF PAYMENTS MADE
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FOR THE MONTH OF JUNE 2024

CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

12/06/2024	103923	ELEMENT ADVISORY PTY LTD	HERITAGE ADVICORY SERVICES	1,650.00
26/06/2024	104410	ELEMENT ADVISORY PTY LTD	HERITAGE ADVICORY SERVICES	37,301.53
26/06/2024	104442	ELITE BUSINESS PERFORMANCE PTY LTD	CONSULTANCY SERVICES	4,358.75
26/06/2024	104479	ELITE OFFICE FURNITURE	OFFICE FURNITURE	2,269.66
19/06/2024	104100	ELITE POOL COVERS PTY LTD	POOL SERVICES	407.00
26/06/2024	104462	ELLENBY TREE FARM PTY LTD	NURSERY SUPPLIES	1,911.80
26/06/2024	104263	ELLIOTTS FILTRATION	IRRIGATION & FILTRATION SERVICES	341.00
12/06/2024	104044	ELLIOTTS SMALL ENGINES	PLANT PURCHASES / SERVICES / PARTS	716.00
26/06/2024	104530	ELLIOTTS SMALL ENGINES	PLANT PURCHASES / SERVICES / PARTS	1,540.70
12/06/2024	104064	EMERGE OFFICE	OFFICE EQUIPMENT SERVICES - PHOTOCOPYING	291.50
28/06/2024	104658	EMMA MEAKES t/as FLUX & FACET PTY LTD	ART SALES	104.30
26/06/2024	104284	ENVIRONEX INTERNATIONAL PTY LTD	POOL CHEMICALS FOR GLC	1,301.97
26/06/2024	104568	EXTERIA	INFRASTRUCTURE SERVICES	15,041.40
26/06/2024	104436	EZRA J WILLIAMS PRO ROOFING WA	ROOFING , ROOF PLUMBING , MAINTENANCE	209.00
12/06/2024	103904	FAIRTEL PTY LTD	TELECOMMUNICATION SERVICES	161.98
26/06/2024	104516	FESTIVAL OF BUSSELTON (INC)	SPONSORSHIP AND OTHER SUPPORT	2,500.00
12/06/2024	103822	FIRE RESCUE SAFETY AUSTRALIA	FIRE SAFETY EQUIPMENT	739.48
26/06/2024	104286	FIRE RESCUE SAFETY AUSTRALIA	FIRE SAFETY EQUIPMENT	2,669.28
26/06/2024	104473	FLEX FITNESS EQUIPMENT	FITNESS EQUIPMENT	3,219.80
26/06/2024	104459	FORPARK AUSTRALIA	PARK FURNITURE SUPPLIER	8,002.50
12/06/2024	104087	FRED ROSE EXCAVATOR HIRE	EARTHMOVING - WASTE FACILITY & ROADWORKS	18,194.00
19/06/2024	104108	FREDERICK COLLETT	STAFF REIMBURSEMENT	370.00
12/06/2024	103866	FRESH AS	REFRESHMENTS	545.65
26/06/2024	104341	FRESH AS	REFRESHMENTS	374.50
12/06/2024	103842	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	20,063.95
26/06/2024	104312	FRONTLINE FIRE & RESCUE EQUIPMENT	EMERGENCY RESPONSE EQUIPMENT	6,069.80
26/06/2024	104504	FTE ENGINEERING	MAINTENANCE SERVICES	160.60
28/06/2024	104661	FTE ENGINEERING	MAINTENANCE SERVICES	7,183.00
12/06/2024	103917	G EDMUNDS	BITP REFUND	57.00
28/06/2024	104616	G LAIRD	REFUND DOG REGISTRATION	150.00
28/06/2024	104638	GARY LEE ELECTRICAL	ELECTRICAL SERVICES	21,349.37
12/06/2024	103947	GENERATORS AUSTRALIA PTY LTD	HIRE AND SALES OF EQUIPMENT	2,411.34
26/06/2024	104370	GEO POLISHED CONCRETE	GRIND AND RESEAL CONCRETE	748.00
12/06/2024	103863	GEOBOX PTY LTD	VEHICLE CAMERAS	1,782.80
26/06/2024	104332	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	5,071.06
28/06/2024	104595	GEOGRAPHE COMMUNITY LANDCARE NURSERY	NURSERY SUPPLIES	360.00
12/06/2024	103858	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GEC	ELECTRICAL SERVICES	22,193.04
26/06/2024	104333	GEOGRAPHE ELECTRICAL & COMMUNICATIONS GEC	ELECTRICAL SERVICES	3,588.75
26/06/2024	104570	GEOGRAPHE GALLERY & PICTURE FRAMERS	PICTURE FRAMING SERVICES	266.00
12/06/2024	104074	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	397.40
26/06/2024	104561	GEOGRAPHE SAWS AND MOWERS	PLANT PURCHASES / SERVICES / PARTS	4,742.20
12/06/2024	104017	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	369.75
26/06/2024	104505	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	929.00
28/06/2024	104663	GEOGRAPHE TIMBER & HARDWARE	HARDWARE SUPPLIES	105.00
26/06/2024	104324	GEOGRAPHE UNDERGROUND SERVICES	UNDERGROUND SERVICES	1,753.40
12/06/2024	103992	GEORGIA ZORIC CERAMICS	ART SALES	108.00
28/06/2024	104652	GEORGIA ZORIC CERAMICS	ART SALES	270.00
26/06/2024	104377	GEOSPREAD	GREEN WASTE MULCHING	146,425.95
12/06/2024	103937	GLOBAL SPILL CONTROL PTY LTD	SPILL, SITE SAFETY & TRAFFIC MANAGEMENT	2,128.34
26/06/2024	104325	GLORIA HILL	WELCOME TO COUNTRY	300.00
26/06/2024	104303	GRANITE NETWORKS PTY LTD	IT SERVICES AND HARDWARE	9,213.38
12/06/2024	104072	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	605.00
26/06/2024	104560	GRASSIAS TURF MANAGEMENT	CRICKET PITCH MANAGEMENT SERVICES	220.00
28/06/2024	104662	GROCOCK GLASS	GLASS WORK SERVICES	795.00
12/06/2024	103861	GT FABRICATION	WELDING SERVICES	8,250.00
26/06/2024	104327	GUARDIAN FIRST AID & FIRE	SAFETY SUPPLIES	2,012.62
28/06/2024	104593	GUARDIAN FIRST AID & FIRE	SAFETY SUPPLIES	754.60
26/06/2024	104480	H&H ARCHITECTS	DESIGN REVIEW PANEL MEMBER	260.00
28/06/2024	104580	HALIFAX CRANE HIRE PTY LTD	CRANE HIRE	3,531.00
26/06/2024	104353	HANCOCK MEMORIALS	MEMORIAL PLAQUES SUPPLIER	20,528.00
12/06/2024	104024	HANSON CONST. MATERIALS PTY LTD	CONCRETE SERVICES	5,745.85
26/06/2024	104359	HARBECKS TRANSPORT	SAND AND GRAVEL SUPPLIES - NORTH JINDONG RD, BSN TRANSFER STATION	139,510.80
12/06/2024	103945	HARCHER	HOSPITALITY EQUIPMENT SUPPLIER	4,125.95
26/06/2024	104428	HARCHER	HOSPITALITY EQUIPMENT SUPPLIER	5,823.20
12/06/2024	103796	HARLEY DYKSTRA	CONTOUR SURVEY REPORT	1,093.13
26/06/2024	104464	HART SPORT	SPORTING PRODUCTS	783.60
26/06/2024	104454	HARVEY NORMAN AV/IT BUSSELTON	COMPUTER AND ELECTRICAL	997.00
12/06/2024	103988	HATCH PTY LTD	URBAN DESIGN AND PLANNING	4,297.07
12/06/2024	104003	HILTON GARDEN INN BUSSELTON	ACCOMMODATION	365.00
26/06/2024	104489	HILTON GARDEN INN BUSSELTON	ACCOMMODATION	118.00
12/06/2024	104086	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	3,363.28
26/06/2024	104572	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	4,189.14
28/06/2024	104677	HIP POCKET WORK WEAR AND SAFETY	UNIFORMS & PROTECTIVE CLOTHING	435.78
26/06/2024	104310	HOCKING HERITAGE AND ARCHITECTURE	HERITAGE ADVICORY SERVICES	6,787.00
5/06/2024	103754	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	1,172.60
12/06/2024	103811	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	1,126.40
12/06/2024	104026	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	16,467.00
26/06/2024	104278	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	1,202.30
26/06/2024	104510	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SERVICES	26,198.70
19/06/2024	104104	ICAM AUSTRALIA PTY LTD	TRAINING SERVICES	624.05
26/06/2024	104443	ICAM AUSTRALIA PTY LTD	TRAINING SERVICES	5,500.00
12/06/2024	103881	ILLION AUSTRALIA PTY LTD	TENDER ADVERTISING AND MANAGEMENT	61.25
19/06/2024	104106	ILZE DU PLESSIS	STAFF REIMBURSEMENT	69.50
26/06/2024	104357	INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE CONTROLLERS	30,495.30
26/06/2024	104465	INNOVATION CLUSTER	INNOVATION TRAINING&ND EVENTS	5,500.00
12/06/2024	103931	INTELLITRAC	GPS TRACKING DEVICES	673.20



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CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

12/06/2024	104048	IPWEA (INSTITUTE OF PUBLIC WORKS ENGINEERING)	MEMBERSHIP	1,567.50
19/06/2024	104113	IPWEA WA	TRAINING SERVICES	330.00
26/06/2024	104375	IW PROJECTS PTY LTD	WASTE MANAGEMENT CONSULTANTS	962.50
26/06/2024	104397	J & M PRIEST	CROSSOVER CONTRIBUTION	303.50
26/06/2024	104394	J DIEDRICHS	GLC REFUNDS	368.34
26/06/2024	104549	JACK IN THE BOX CORPORATION PTY LTD	MARKETING SERVICES	528.00
12/06/2024	103834	JACKSON MCDONALD	LEGAL SERVICES	849.39
19/06/2024	104093	JACQUELINE HAPP	STAFF REIMBURSEMENT	402.97
26/06/2024	104291	JACQUELINE HAPP	STAFF REIMBURSEMENT	152.20
12/06/2024	103894	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	153.87
26/06/2024	104374	JAMES BENNETT	SPECIALIST LIBRARY RESOURCES	1,685.38
12/06/2024	103870	JAN ROBERTS	ART SALES	16.00
12/06/2024	103946	JANI MURPHY PTY LTD	TRAINING SERVICES	3,245.00
26/06/2024	104429	JANI MURPHY PTY LTD	TRAINING SERVICES	3,245.00
12/06/2024	103806	JANINA GREENWOOD	STAFF REIMBURSEMENT	491.44
26/06/2024	104506	JASON SIGNMAKERS	SIGNAGE SUPPLIES	1,644.79
26/06/2024	104395	JD VAN BUREN	RATE REFUND	1,478.43
12/06/2024	103871	JDM EARTHWORKS	STONWORK SERVICES	26,279.00
26/06/2024	104348	JDM EARTHWORKS	STONWORK SERVICES	3,960.00
5/06/2024	103783	JENNIFER ANNE MAY	STAFF REIMBURSEMENT	137.55
12/06/2024	103859	JENNIFER BROWN	ART SALES	76.00
28/06/2024	104596	JENNIFER BROWN	ART SALES	16.00
12/06/2024	104090	JENNIFER MAY	STAFF REIMBURSEMENT	46.16
26/06/2024	104444	JENNIFER WINSLOW	ART JOURNALLING CLASS	250.00
26/06/2024	104493	JESSICA GREEN PTY LTD	NUTRITION WORKSHOPS	3,990.00
5/06/2024	103770	JESSICA WATTS	STAFF REIMBURSEMENT	60.50
28/06/2024	104639	JETSTAR AIRWAYS PTY LIMITED	PASSENGER FLIGHT SERVICES	527,033.00
12/06/2024	103892	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	363.00
26/06/2024	104373	JIGSAW SIGNS & PRINT	SIGNAGE SERVICES	10,187.20
26/06/2024	104300	JIMS FIRST	HARDWARE SUPPLIES	126.90
13/06/2024	103787	JMW REAL ESTATE	T NOTTLE RENT	1,900.00
27/06/2024	104125	JMW REAL ESTATE	T NOTTLE RENT	1,900.00
12/06/2024	103965	JODIE WOODS	STAFF REIMBURSEMENT	44.00
12/06/2024	104084	JUICE PRINT	PRINTING SERVICES	49.50
26/06/2024	104405	K & W ISARD	CROSSOVER CONTRIBUTION	207.90
12/06/2024	103820	KADAM KINETICS	WELLNESS SERVICES	1,848.00
26/06/2024	104285	KADAM KINETICS	WELLNESS SERVICES	924.00
12/06/2024	104055	KALOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	301.00
26/06/2024	104542	KALOORUP BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	2,400.54
12/06/2024	103838	KAREN BOX	STAFF REIMBURSEMENT	65.18
19/06/2024	104092	KATE WILLOTT	STAFF REIMBURSEMENT	144.40
12/06/2024	104019	KD POWER & CO	MAINTENANCE SERVICES	25.00
12/06/2024	104005	KELLIE WOODCOE-BRYANT	STAFF REIMBURSEMENT	352.60
26/06/2024	104273	KERRY HILL ARCHITECTS	ARCHITECTURAL SERVICES	59,526.45
28/06/2024	104637	KEVIN BOWSER	STAFF REIMBURSEMENT	62.60
26/06/2024	104527	KINGS PARK MOTEL	ACCOMMODATION	510.00
5/06/2024	103760	KITCHEN TAKEOVERS	CATERING	686.40
12/06/2024	103864	KITCHEN TAKEOVERS	CATERING	1,124.20
26/06/2024	104338	KITCHEN TAKEOVERS	CATERING	180.00
12/06/2024	104046	KLEENHEAT GAS	GAS SERVICES	2,695.62
19/06/2024	104097	KMART BUSSELTON	RETAIL HOME WARES	1,537.10
12/06/2024	103967	KOMATSU AUSTRALIA	VEHICLE PURCHASE AND PARTS	156.02
26/06/2024	104452	KOMATSU AUSTRALIA	VEHICLE PURCHASE AND PARTS	1,308.54
28/06/2024	104649	KPMG AUSTRALIA	AIRPORT TERMINAL EXPANSION BUSINESS CASE	178,467.30
12/06/2024	103919	KW BATES	RATE REFUND	57.13
19/06/2024	104109	KWIK KOFFEE IP MANAGEMENT	CATERING	500.00
12/06/2024	103916	L CHAMBERS	REFUND DOG REGISTRATION	150.00
26/06/2024	104483	LA TROBE UNIVERSITY	TUITION	2,236.00
12/06/2024	103996	LAKE PRESTON LIME	LIMESTONE ROADBASE	10,443.68
12/06/2024	103956	LAND & WATER CONSULTING	AUDIT SERVICES	1,100.00
12/06/2024	104027	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	167.56
26/06/2024	104513	LANDGATE (VALUER GENERAL'S OFFICE)	LAND VALUATIONS	8,462.47
12/06/2024	104023	LANDGATE CUSTOMER ACCOUNT	LAND INFORMATION AND TITLE SEARCHES	36,708.60
12/06/2024	103808	LANDMARK PRODUCTS LTD	VASSE TOILET BLOCK	28,474.88
26/06/2024	104458	LAUNDRY INVESTMENTS INVESTMENTS	DRYCLEANING AND LINEN HIRE SERVICES	116.40
12/06/2024	103926	LAWRENCE & HANSON	ELECTRICAL/PROTECTIVE CLOTHING SUPPLIES	3,729.80
12/06/2024	103960	LD TOTAL	LANDSCAPING SERVICES	15,935.58
26/06/2024	104445	LD TOTAL	LANDSCAPING SERVICES	17,249.11
26/06/2024	104267	LEEUWIN CIVIL PTY LTD	SHOULDER WIDENING & RESEAL JALBARRAGUP RD	111,501.50
26/06/2024	104558	LEEUWIN TRANSPORT	COURIER SERVICES	2,369.40
5/06/2024	103761	LFA FIRST RESPONSE PTY LTD	FIRST AID KITS	1,066.24
26/06/2024	104339	LFA FIRST RESPONSE PTY LTD	FIRST AID KITS	2,172.46
26/06/2024	104295	LG CONNECT PTY LTD	BUSINESS SYSTEM CONSULTING SERVICES	990.00
12/06/2024	103851	LGISWA	WORKER COMPENSATION SERVICES	500.00
26/06/2024	104326	LGISWA	WORKER COMPENSATION SERVICES	46,263.80
19/06/2024	104103	LIAM JACKSON	EQUIPMENT HIRE - COMMONAGE RD, WILDWOOD RD, PRESTWICK RD	23,680.25
26/06/2024	104438	LIAM JACKSON	EQUIPMENT HIRE	3,060.00
28/06/2024	104634	LIAM JACKSON	EQUIPMENT HIRE	5,148.00
12/06/2024	103940	LIBERTY OIL AUSTRALIA PTY LTD	FUEL AND LUBRICANTS	20,335.84
19/06/2024	104099	LIBERTY OIL AUSTRALIA PTY LTD	FUEL AND LUBRICANTS	5,370.20
28/06/2024	104598	LIGHT APPLICATION PTY LTD	FUNCTIONAL LIGHTING SOFTWARE UPGRADE	13,966.11
12/06/2024	103993	LINDA WILLING	ADULT AND CHILDRENS APRONS	280.00
26/06/2024	104575	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA (WA DIVISION)	TRAINING SERVICES	3,000.00
12/06/2024	103901	LOCK AROUND THE CLOCK	SECURITY SERVICES	1,001.80
26/06/2024	104308	LOTEX FILTER CLEANING SERVICE	PLANT FILTER CLEANING SERVICE	634.52
26/06/2024	104472	LYPEA PTY LTD	PLAYGROUND EQUIPMENT SUPPLY AND INSTALL	14,503.29



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TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

26/06/2024	104396	M & T PANNETT	CROSSOVER CONTRIBUTION	237.90
28/06/2024	104615	M PESCHEL	REFUND DOG REGISTRATION	30.00
26/06/2024	104322	MACHINERY WEST PTY LTD	MACHINERY SERVICE AND PARTS	642.59
26/06/2024	104564	MACKAY URBANDESIGN	DESIGN REVIEW PANEL MEMBER	260.00
12/06/2024	104085	MAIA FINANCIAL	LEASING PAYMENTS	9,341.38
12/06/2024	103924	MAKO SERVICES	PALLET TROLLEY	1,624.37
12/06/2024	103951	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX - THORNBILL CRT, BAUDIN AVE, STRELLY STREET	154,491.70
26/06/2024	104434	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	16,967.80
28/06/2024	104632	MALATESTA ROAD PAVING & HOTMIX	ROAD HOTMIX / PAVING SERVICES	2,400.00
12/06/2024	104059	MALCOLM THOMPSON PUMPS	PUMP SERVICES	8,265.40
26/06/2024	104477	MALTIQ PTY LTD (MALTIQ)	BUSINESS CONTINUITY PLAN	5,313.00
12/06/2024	103982	MANGLESII CONTRACTING	LANDSCAPING SERVICES	4,992.15
12/06/2024	103942	MARAS CARPENTRY	BUILDING MAINTENANCE SERVICES	23,000.40
26/06/2024	104424	MARAS CARPENTRY	BUILDING MAINTENANCE SERVICES	23,000.40
12/06/2024	103824	MARGARET PARKE	ART SALES	70.40
12/06/2024	103836	MARGARET RIVER BUSSELTON TOURISM ASSOCIATION	CONTRIBUTION TOWARDS COSTS	4,911.73
12/06/2024	103827	MARGARET RIVER FENCING	MAINTENANCE SERVICES	550.00
26/06/2024	104288	MARGARET RIVER FENCING	MAINTENANCE SERVICES	10,180.50
28/06/2024	104583	MARGARET RIVER FENCING	MAINTENANCE SERVICES	5,324.00
12/06/2024	103966	MARGARET RIVER ORGANIC FARMER	COMMUNITY SUSTAINABILITY EDUCATION	6,440.50
26/06/2024	104421	MARKET CREATIONS AGENCY	WEBSITE DEVELOPMENT	14,226.30
26/06/2024	104476	MARRIOTT TREE EQUIPMENT P/L	TREE CARE MACHINERY	78,858.60
12/06/2024	103852	MARTINE PERRET	ART SALES	27.93
12/06/2024	104001	MARY CRAIGIE	BIO DIVERSITY RATE REBATE	2,256.19
12/06/2024	103823	MARY EVERUSS	STAFF REIMBURSEMENT	139.00
12/06/2024	104008	MATT DU PLESSIS	STAFF REIMBURSEMENT	206.57
28/06/2024	104576	MATTHEW TWYMAN	STAFF REIMBURSEMENT	48.50
12/06/2024	103925	MAYDAY SERVICES	EQUIPMENT HIRE	26,455.00
26/06/2024	104411	MAYDAY SERVICES	EQUIPMENT HIRE	29,793.50
28/06/2024	104620	MAYDAY SERVICES	EQUIPMENT HIRE	11,808.50
26/06/2024	104451	MB TRAFFIC PLANNING & MANAGEMENT	TRAFFIC MANAGEMENT CONSULTANCY	808.50
5/06/2024	103782	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	49,913.20
26/06/2024	104569	MCGREGOR WJ & J	MANAGEMENT BUSSELTON JETTY TOURIST PARK	49,913.20
12/06/2024	103819	MCLEODS BARRISTERS & SOLICITORS	LEGAL SERVICES	26,055.40
12/06/2024	103958	MDH LIQUID WASTE	LIQUID WASTE SERVICES	729.10
12/06/2024	103895	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	743.15
26/06/2024	104376	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	40.70
28/06/2024	104610	MDM ENTERTAINMENT PTY LTD	DVD AND CD SUPPLY TO LIBRARY	1,209.34
26/06/2024	104271	MEDELECT	DEFIBRILLATOR MAINTENANCE	836.00
5/06/2024	103772	MEGAN PICKER	STAFF REIMBURSEMENT	141.91
12/06/2024	103943	MENS SHED BUSSELTON INC	POSSUM BOXES	4,080.00
26/06/2024	104319	MERCER CONSULTING (AUSTRALIA) PTY LTD	CLASSIFICATION AND RENUMERATION ADVICE	27,500.00
12/06/2024	103971	MERLE DAVIS	ART SALES	77.00
28/06/2024	104643	MERLE DAVIS	ART SALES	175.00
12/06/2024	103911	MESSAGE4U PTY LTD	BULK BUSINESS SMS	134.20
19/06/2024	104091	MICHELLE SHERWOOD	STAFF REIMBURSEMENT	38.10
12/06/2024	103978	MIRANDA FREE	ART SALES	14.40
12/06/2024	104061	MODERN TEACHING AIDS PTY LTD	LIBRARY RESOURCES	489.56
19/06/2024	104107	MOUNTNEY FAMILY NOMINEES P/L	REIMBURSEMENT RETICULATION REPAIRS	2,149.73
12/06/2024	103903	MUIR FORD BUSSELTON	VEHICLE MAINTENANCE	423.12
26/06/2024	104386	MUIR FORD BUSSELTON	VEHICLE MAINTENANCE	41,000.52
26/06/2024	104297	MULLOWAY STUDIO PTY LTD	INTERPRETATION DESIGN AND CONSULTANCY	596.75
28/06/2024	104656	MUSA AGRI OSMAN	ART SALES	210.70
12/06/2024	103828	NALDA HOSKINS	ART SALES	555.20
28/06/2024	104584	NALDA HOSKINS	ART SALES	195.20
26/06/2024	104302	NATURALISTE GLASS PTY LTD	GLASS REPAIRS AND MANUFACTURE	668.06
12/06/2024	103841	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	990.00
26/06/2024	104311	NATURALISTE HYGIENE SERVICES	HYGIENE SERVICES	455.00
12/06/2024	103876	NATURALISTE TURF	TURF MAINTENANCE SERVICES	9,290.60
26/06/2024	104354	NATURALISTE TURF	TURF MAINTENANCE SERVICES	9,290.60
12/06/2024	103882	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	11,434.50
26/06/2024	104360	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	19,989.74
28/06/2024	104602	NEW IMAGE LANDSCAPING AND MAINTENANCE	LANDSCAPE MAINTENANCE	7,040.00
12/06/2024	103915	NEWGROUND DESIGN SERVICES PTY LTD	DESIGN SERVICES	848.93
26/06/2024	104391	NEWGROUND DESIGN SERVICES PTY LTD	DESIGN SERVICES	4,027.18
12/06/2024	104021	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	174.00
26/06/2024	104509	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	2,157.74
28/06/2024	104665	NICHOLLS MACHINERY	PLANT PURCHASES / SERVICES / PARTS	289.00
26/06/2024	104356	NIGHTLIFE MUSIC PTY LTD	MUSIC AND VIDEO SUBSCRIPTION SERVICES	413.92
12/06/2024	104004	NOAH SCOTT-MCDONALD	STAFF REIMBURSEMENT	62.41
26/06/2024	104555	NOISE & VIBRATION SYSTEMS PTY LTD	NOISE LEVEL ANALYSER SUPPLIER	4,242.70
12/06/2024	103970	NOVOTEL PERTH MURRAY STREET	ACCOMMODATION	487.05
12/06/2024	103959	NUTS ABOUT NATIVES	SUPPLY OF NATIVE PLANT STOCK	1,100.00
26/06/2024	104404	O FAIRHEAD	CROSSOVER CONTRIBUTION	303.50
12/06/2024	103868	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	114.70
26/06/2024	104343	OFFICEWORKS	OFFICE EQUIPMENT SERVICES	412.39
12/06/2024	104006	OLIVIA POLLER	STAFF REIMBURSEMENT	102.70
28/06/2024	104630	OMNICO MEDIA GROUP AUSTRALIA PTY LTD	MEDIA AND ADVERTISING SERVICES	1,028.36
5/06/2024	103755	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	2,500.00
12/06/2024	103830	OPTUS BILLING SERVICES PTY LTD	FIXED INTERNET ACCESS	582.20
12/06/2024	103949	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	AFTER HOURS RECEPTION	2,159.65
26/06/2024	104430	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	AFTER HOURS RECEPTION	1,807.36
12/06/2024	103944	ORANA CONCRETE PTY LTD	CONCRETE SERVICES - PERON AVE	101,123.00
26/06/2024	104426	ORANA CONCRETE PTY LTD	CONCRETE SERVICES	32,670.00
26/06/2024	104293	OSCAR NEGUS	BUSHFIRE OFFICER HONORARIUM	232.75
26/06/2024	104518	OTIS ELEVATOR COMPANY PTY LTD	ELEVATOR SERVICES	5,571.92



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		13,261,465.41

28/06/2024	104618	P & J BEVERIDGE	BJTP REFUND	44.00
12/06/2024	103918	P BRANDWOOD & C LAWSON	RATE REFUND	2,412.00
28/06/2024	104650	PATRICIA WATERS	ART SALES	269.50
28/06/2024	104609	PAUL SHERIDAN	STAFF REIMBURSEMENT	228.42
5/06/2024	103759	PAULINE VUKELIC	GIFT FOR MAYOR OF HIROSHIMA	111.30
12/06/2024	104029	PENDREY AGENCIES P/L	CHEMICAL/RURAL SUPPLIES	544.91
12/06/2024	103800	PEOPLE SENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM	5,177.70
26/06/2024	104269	PEOPLE SENSE PTY LTD	EMPLOYEE ASSISTANCE PROGRAM	2,612.50
5/06/2024	103762	PERTH MINT	CITIZENSHIP COINS	264.00
28/06/2024	104614	PETER EVANS	ART SALES	52.50
26/06/2024	104268	PETER STARK	BUSHFIRE OFFICER HONORARIUM	464.50
12/06/2024	103948	PETTIT NOMINEES PTY LTD	MAINTENANCE SERVICES	489.50
12/06/2024	104088	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	1,183.60
26/06/2024	104573	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	264.60
28/06/2024	104678	PFD FOOD SERVICES PTY LTD	GLC KIOSK PURCHASES	849.70
26/06/2024	104492	PFI SUPPLIES	CLEANING PRODUCTS	553.50
5/06/2024	103765	PHOEBE TUCKER	STAFF REIMBURSEMENT	370.00
12/06/2024	103804	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	827.20
26/06/2024	104274	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	704.00
28/06/2024	104578	PHOENIX FOUNDRY PTY LTD	MEMORIAL PLAQUES SUPPLIER	211.20
12/06/2024	104010	PK COURIERS	COURIER SERVICES	720.50
26/06/2024	104337	PLAN E	LANDSCAPE ARCHITECTURE	1,540.00
12/06/2024	104079	PLANNING INSTITUTE OF AUSTRALIA INC	TRAINING SERVICES	670.00
26/06/2024	104565	PLANNING INSTITUTE OF AUSTRALIA INC	TRAINING SERVICES	1,195.00
5/06/2024	103763	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	954.00
12/06/2024	103883	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	478.50
26/06/2024	104361	POWER MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL	478.50
12/06/2024	103847	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	10,942.20
26/06/2024	104317	PVR INDUSTRIAL PTY LTD	INDUSTRIAL PUMP REPAIRS	12,590.99
12/06/2024	103921	Q & Z GROUP PTY LTD	BOND REFUND	1,155.00
26/06/2024	104491	QMI TILE AND STONE	TILE SUPPLY AND INSTALLATION	4,746.95
28/06/2024	104619	R & A RIDOLFI	BJTP REFUND	7.00
26/06/2024	104406	R LAMBERT & S LINES	CROSSOVER CONTRIBUTION	237.90
12/06/2024	103999	RACHEL CLEYBERGH-DACRE	ART SALES	14.00
28/06/2024	104657	RACHEL CLEYBERGH-DACRE	ART SALES	84.00
12/06/2024	103964	RADIANCE NETWORK SOUTHWEST INC	DONATION	9,405.00
28/06/2024	104606	REBECCA KING	STAFF REIMBURSEMENT	150.00
26/06/2024	104490	RECONNECT TO NATURE	WORKSHOP FACILITATION	1,617.00
26/06/2024	104563	REFACE INDUSTRIES PTY LTD	LIBRARY RESOURCES	1,063.84
12/06/2024	103976	REGIONAL AIRPORT MANAGEMENT SERVICES PTY LTD	AIRPORT MATTERS	9,900.00
19/06/2024	104094	RENDEZVOUS HOTEL PERTH SCARBOROUGH	ACCOMMODATION	239.20
12/06/2024	104037	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	1,011.12
26/06/2024	104523	REPCO AUTO PARTS	PLANT PURCHASES / SERVICES / PARTS	1,161.33
26/06/2024	104456	RJ STRUCTURAL	STRUCTURAL ENGINEERING	536.25
12/06/2024	104081	RMS (AUST) PTY LTD	SOFTWARE SERVICES	168.03
26/06/2024	104321	ROBERT'S TILT TRAY & HIAB SERVICE	FREIGHT	539.00
26/06/2024	104481	ROBOWASH PTY LTD	INDUSTRIAL PARTS CLEANING EQUIPMENT	935.00
12/06/2024	104033	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,263.39
19/06/2024	104119	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	1,031.38
26/06/2024	104517	ROD'S AUTO ELECTRICS	AUTO ELECTRICAL SERVICES	830.00
26/06/2024	104471	ROLLER PARTS AUSTRALIA PTY LTD	FABRICATION AND SPARE PARTS - 4 X COMPACTOR ROLLER WHEELS	145,200.00
12/06/2024	103855	RUTH BROOKS	ART SALES	24.00
28/06/2024	104594	RUTH BROOKS	ART SALES	16.00
12/06/2024	104075	SAFE & SURE SECURITY PTY LTD	SECURITY SERVICES - ALARM OCCURANCE	4,650.80
12/06/2024	103818	SAFE FIRST TRAINING	STAFF TRAINING	55.00
26/06/2024	104282	SAFE FIRST TRAINING	STAFF TRAINING	378.00
26/06/2024	104409	SAFETY WORLD PTY LTD	SAFETY PRODUCTS	143.00
12/06/2024	103912	SANDRA WALKER	ART SALES	37.60
12/06/2024	103950	SAPIO PTY LTD	SECURITY INSTALLATIONS AMD MAINTENANCE	14,766.41
26/06/2024	104431	SAPIO PTY LTD	SECURITY INSTALLATIONS AMD MAINTENANCE	40,766.15
12/06/2024	103795	SARAH PIERSON	STAFF REIMBURSEMENT	84.72
28/06/2024	104621	SAUNDERS HIRE	HIRE OF PLANT AND MACHINERY	11,374.00
26/06/2024	104367	SCANDINAVIAN INVESTMENTS T/AS GC SALES WA	PLANT PURCHASES / SERVICES / PARTS	171.60
12/06/2024	103821	SCOPE BUSINESS IMAGING	ELECTRONIC EQUIPMENT	2,116.28
12/06/2024	103877	SEA CHANGE NEWS	STATIONERY AND OFFICE SUPPLIES	225.89
12/06/2024	103862	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITERING	1,483.63
26/06/2024	104335	SECURUS	SECURITY SYSTEMS SUPPLY AND MONITERING	1,039.84
12/06/2024	103941	SEEK LIMITED	ADVERTISING SERVICES	401.50
26/06/2024	104423	SEEK LIMITED	ADVERTISING SERVICES	1,397.00
26/06/2024	104484	SEGRA FOUNDATION LIMITED	REGIONAL & ECONOMIC DEVELOPMENT SUMMIT	22,000.00
5/06/2024	103758	SERVICE EQ	ECONOMIC DEVELOPMENT STRATEGY SERVICES	10,500.00
26/06/2024	104294	SERVICES AUSTRALIA	CHARGES FOR CENTREPAY FACILITY	139.59
19/06/2024	104102	SHARON CUSTERS	STAFF REIMBURSEMENT	275.30
26/06/2024	104437	SHARON CUSTERS	STAFF REIMBURSEMENT	201.00
12/06/2024	104083	SHARON WILLIAMS	ART SALES	72.00
28/06/2024	104676	SHARON WILLIAMS	ART SALES	72.00
26/06/2024	104571	SHORE COASTAL PTY LTD	COASTAL CONSULTANCY SERVICES	28,571.40
12/06/2024	103938	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANACE	56,123.30
26/06/2024	104422	SHOREWATER MARINE PTY LTD	MARINE ASSET MAINTENANACE - PORT GEOGRAPHE GUARDRAIL WORKS	69,381.18
12/06/2024	103975	SIGMA CHEMICALS	CHEMICAL SUPPLIER	600.60
12/06/2024	103957	SIGNS & LINES	DIGITAL ENTRY STATEMENT BILLBOARD	5,651.27
12/06/2024	103927	SITEIMPROVE	WEBSITE MANAGEMENT & MANAGEMENT SOFTWARE	7,043.73
12/06/2024	103899	SKIDATA AUSTRALASIA	CARPARK EQUIPMENT	1,875.50
26/06/2024	104368	SLIMLINE WAREHOUSE	DISPLAY MATERIALS	635.77
12/06/2024	103906	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT SERVICES	2,598.08
26/06/2024	104320	SOUTH REGIONAL TAFE	EDUCATION & TRAINING	1,342.25



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12/06/2024	103954	SOUTH WEST CLEANING	BBQ CLEANING	2,203.08
12/06/2024	104035	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	1,289.49
26/06/2024	104520	SOUTH WEST ISUZU	PLANT PURCHASES / SERVICES / PARTS	3,021.37
26/06/2024	104511	SOUTH WEST MACHINING CENTRE	PLANT MAINTENANCE SERVICES	572.00
12/06/2024	103885	SOUTH WEST OFFICE NATIONAL	STATIONERY	2,614.46
26/06/2024	104362	SOUTH WEST OFFICE NATIONAL	STATIONERY	1,912.16
28/06/2024	104603	SOUTH WEST OFFICE NATIONAL	STATIONERY	186.57
12/06/2024	103826	SOUTH WEST PRINTING & PUBLISHING	ADVERTISING SERVICES	220.00
12/06/2024	104025	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	123.00
28/06/2024	104666	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS SUPPLIER	435.43
26/06/2024	104336	SOUTHERN ATU SERVICES PTY LTD	WASTE MANAGEMENT SERVICES	1,537.80
12/06/2024	103857	SOUTHERN CROSS AUSTERIO	ADVERTISING SERVICES	1,654.40
12/06/2024	103878	SOUTHERN HABITAT NURSERY	NURSERY SUPPLIES	8,085.00
12/06/2024	104054	SOUTHERN MACHINING & MAINTENANCE	PLANT MAINTENANCE SERVICES	829.84
12/06/2024	103961	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	2,954.00
26/06/2024	104446	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	23,535.00
26/06/2024	104536	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	100.00
28/06/2024	104640	SOUTHWEST TYRE SERVICE	PLANT TYRE SUPPLIER / REPAIRER	1,208.00
26/06/2024	104466	SPICE ODYSSEY	CATERING	456.00
12/06/2024	103839	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	1,848.00
26/06/2024	104309	SPORTFIRST BUSSELTON	SPORTING PRODUCTS	403.70
26/06/2024	104468	SPORTS ENTERTAINMENT NETWORK	ADVERTISING SERVICES	252.00
26/06/2024	104544	SPORTS TURF TECHNOLOGY	SPORT EQUIPMENT SUPPLIER	4,070.00
28/06/2024	104601	SPORTSPower	SPORT EQUIPMENT SUPPLIER	40.00
26/06/2024	104554	SPORTSWORLD OF WA	SPORT EQUIPMENT SUPPLIER	389.40
12/06/2024	104011	SPOTLIGHT	VACATION CARE SUPPLIES	803.15
26/06/2024	104496	SPOTLIGHT	VACATION CARE SUPPLIES	313.50
12/06/2024	103845	SPRAYMOW SERVICES	MAINTENANCE SERVICES	10,469.14
26/06/2024	104315	SPRAYMOW SERVICES	MAINTENANCE SERVICES	4,995.92
28/06/2024	104590	SPRAYMOW SERVICES	MAINTENANCE SERVICES	22,837.92
12/06/2024	103813	ST JOHN AMBULANCE	TRAINING SERVICES	170.00
26/06/2024	104279	ST JOHN AMBULANCE	TRAINING SERVICES	340.00
26/06/2024	104537	ST MARY'S ANGLICAN CHURCH	DONATION - YOU CHOOSE GRANT	12,410.00
12/06/2024	104028	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES	2,079.00
26/06/2024	104414	STATEWIDE DOORS BUSSELTON	MAINTENANCE SERVICES	160.00
5/06/2024	103774	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	1,961.60
12/06/2024	104009	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	1,322.50
26/06/2024	104495	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING SUPPLIER	1,107.26
12/06/2024	104077	STRATAGREEN	NURSERY SUPPLIES	14,696.79
12/06/2024	103939	SUPAFIT SEAT COVERS PTY LTD	SEAT COVERS	621.50
13/06/2024	103793	SUPERCHOICE	SUPERANNUATION	206,061.14
27/06/2024	104121	SUPERCHOICE	SUPERANNUATION	204,922.85
12/06/2024	104071	SURVCON PTY LTD	SURVEY SERVICES	1,100.00
26/06/2024	104557	SURVCON PTY LTD	SURVEY SERVICES	660.00
12/06/2024	103893	SURVEYING SOUTH	SURVEYING SERVICES	825.00
28/06/2024	104608	SURVEYING SOUTH	SURVEYING SERVICES	2,475.00
12/06/2024	103979	SUSAN GRAF	ART SALES	8.00
28/06/2024	104645	SUSAN GRAF	ART SALES	56.00
5/06/2024	103781	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	440.40
26/06/2024	104552	SUSSEX BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	509.16
12/06/2024	104034	SW PRECISION PRINT	PRINTING SERVICES	788.00
26/06/2024	104519	SW PRECISION PRINT	PRINTING SERVICES	7,171.00
12/06/2024	103874	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A LOLLY	CONFECTIONERY	224.40
26/06/2024	104351	SWEET & UNIQUE (WA) PTY LTD T/AS LUV A LOLLY	CONFECTIONERY	224.40
5/06/2024	103764	SYNERGY	ELECTRICITY SUPPLIES	6,860.91
19/06/2024	104098	SYNERGY	ELECTRICITY SUPPLIES	124,328.29
26/06/2024	104365	SYNERGY	ELECTRICITY SUPPLIES	48,047.91
12/06/2024	104018	T J DEPIAZZI & SONS	LAWN SUPPLIES	7,178.16
26/06/2024	104507	T J DEPIAZZI & SONS	LAWN SUPPLIES	3,589.08
28/06/2024	104664	T J DEPIAZZI & SONS	LAWN SUPPLIES	4,785.44
26/06/2024	104400	T SMITH	CROSSOVER CONTRIBUTION	178.80
12/06/2024	103985	TAHLIA MUELLER	STAFF REIMBURSEMENT	404.15
26/06/2024	104304	TANYA GRYGORCEWICZ	STAFF REIMBURSEMENT	174.22
26/06/2024	104270	TARVIA PTY LTD	ENGINEERING SERVICES	5,439.50
26/06/2024	104485	TAS'S BAKERY	CATERING	965.27
12/06/2024	103932	TEAM GLOBAL EXPRESS	COURIER SERVICES	550.12
26/06/2024	104417	TEAM GLOBAL EXPRESS	COURIER SERVICES	545.94
28/06/2024	104624	TEAM GLOBAL EXPRESS	COURIER SERVICES	125.69
12/06/2024	104053	TECHNOLOGY ONE LIMITED	SOFTWARE SERVICES	5,912.50
12/06/2024	103812	TELSTRA (NETWORK INTEGRITY)	MAJOR PROJECT WORKS	4,956.38
19/06/2024	104105	TELSTRA LIMITED	COMMUNICATION SERVICES	11,072.24
26/06/2024	104450	TELSTRA LIMITED	COMMUNICATION SERVICES	8,390.85
26/06/2024	104469	THE BEERFARM PTY LTD	BEERFARM RODEO EVENT	8,250.00
26/06/2024	104420	THE LEMONTREE EMPORIUM PTY LTD	GIFT VOUCHERS	233.10
26/06/2024	104441	THE LIONS CLUB OF VASSE INC	CATERING	9,468.90
26/06/2024	104449	THE MARGARET RIVER NATURAL SPRING WATER	BOTTLED WATER	172.50
12/06/2024	103848	THE PLANT SUPPLY CO	NURSERY SERVICES	9,694.03
26/06/2024	104318	THE PLANT SUPPLY CO	NURSERY SERVICES	3,774.77
26/06/2024	104392	THE SUGAR CHEF PATISSERIE	CATERING	192.00
26/06/2024	104307	THE URBAN COFFEE HOUSE	CATERING	792.00
13/06/2024	103788	THE WESTERN AUSTRALIAN MUNICIPAL ROAD BOARD PARKS	UNION FEES	154.00
27/06/2024	104126	THE WESTERN AUSTRALIAN MUNICIPAL ROAD BOARD PARKS	UNION FEES	154.00
12/06/2024	103897	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	11,749.11
26/06/2024	104379	THINK WATER DUNSBOROUGH	RETICULATION SERVICES	7,968.69
12/06/2024	104082	THOMAS MAZEY	ART SALES	56.00
26/06/2024	104385	TIM ALLINGHAM	STAFF REIMBURSEMENT	81.33



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CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

12/06/2024	103981	TIM WILSON	CARPENTRY SERVICES	24,291.23
26/06/2024	104463	TIM WILSON	CARPENTRY SERVICES	7,514.81
12/06/2024	103989	TIMBER INSIGHT PTY LTD	TIMBER SERVICES	5,534.14
26/06/2024	104470	TIMBER INSIGHT PTY LTD	TIMBER SERVICES	76,890.77
26/06/2024	104460	TJS FAMILY BUTCHERS	MEAT SUPPLIES	100.00
26/06/2024	104433	TODD JOHNSON	BUSHFIRE OFFICER HONORARIUM	232.75
12/06/2024	104078	TOTAL HORTICULTURAL SERVICES	LANDSCAPING SERVICES - PERON DVE, STRELLY ST, STREET TREE PROGRAM 2024	105,168.20
12/06/2024	104089	T-QUIP	MOWER PARTS & SERVICE	2,049.78
26/06/2024	104574	T-QUIP	MOWER PARTS & SERVICE	31,025.89
12/06/2024	104080	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	3,423.60
26/06/2024	104566	TRADE HIRE	PLANT HIRE & EQUIPMENT SERVICES	12,406.38
26/06/2024	104281	TRANEN REVEGETATION SOUTHWEST	VEGETATION REPORT	7,208.36
26/06/2024	104494	TRENT VAN BEEM	STAFF REIMBURSEMENT	95.89
12/06/2024	103840	TROPHIES ON TIME	NAME BADGE SUPPLIER	132.00
12/06/2024	103860	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	488.47
26/06/2024	104334	TRUCK CENTRE (WA) PTY LTD	NEW VEHICLE PARTS & SERVICE	993.67
12/06/2024	103902	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	54.38
26/06/2024	104382	TRUCKLINE	PLANT PURCHASES / SERVICES / PARTS	821.44
12/06/2024	103849	TRUE TRACK TRUCK ALIGNING	WHEEL ALIGNMENT SERVICES	180.00
19/06/2024	104116	TYREPOWER BUSSELTON	PLANT TYRE SUPPLIER / REPAIRER	55.00
12/06/2024	103909	UNITING CHURCH PARISH OF BUSSELTON	COMMUNITY SERVICES	45.00
26/06/2024	104388	UNITING CHURCH PARISH OF BUSSELTON	COMMUNITY SERVICES	15.00
12/06/2024	103953	UNITING GLOBAL PTY LTD	CLEANING AND MAINTENANCE SERVICES	85,237.74
26/06/2024	104435	UNITING GLOBAL PTY LTD	CLEANING AND MAINTENANCE SERVICES	551.43
26/06/2024	104355	URBANSTONE PTY LTD	PAVING PRODUCTS	94,029.90
26/06/2024	104380	URBIS PTY LTD	PROPERTY ECONOMIC & RESEARCH CONSULTING	286.00
12/06/2024	103968	VASSE PANEL AND PAINT	PANEL BEATING AND SPRAY PAINTING	500.00
26/06/2024	104455	VASSE PANEL AND PAINT	PANEL BEATING AND SPRAY PAINTING	500.00
5/06/2024	103777	VASSE VOLUNTEER BUSH FIRE BRIGADE INC	PETTY CASH REIMBURSEMENT	524.50
12/06/2024	104066	VEOLIA RECYCLING & RECOVERY PTY LTD	WASTE MANAGEMENT SERVICES	3,088.52
26/06/2024	104371	VERAISON	LEADERSHIP COACHING	42,834.00
12/06/2024	103980	VIVA ENERGY AUSTRALIA (SHELL)	FUELS, OILS AND GREASES	92,638.28
26/06/2024	104547	VMS CONTRACTORS & MANAGEMENT	MAINTENANCE SERVICES	550.28
27/06/2024	104131	VOIDED	VOIDED	-
27/06/2024	104132	VOIDED	VOIDED	-
27/06/2024	104133	VOIDED	VOIDED	-
27/06/2024	104134	VOIDED	VOIDED	-
27/06/2024	104135	VOIDED	VOIDED	-
27/06/2024	104136	VOIDED	VOIDED	-
27/06/2024	104137	VOIDED	VOIDED	-
27/06/2024	104138	VOIDED	VOIDED	-
27/06/2024	104139	VOIDED	VOIDED	-
27/06/2024	104140	VOIDED	VOIDED	-
27/06/2024	104141	VOIDED	VOIDED	-
27/06/2024	104142	VOIDED	VOIDED	-
27/06/2024	104143	VOIDED	VOIDED	-
27/06/2024	104144	VOIDED	VOIDED	-
27/06/2024	104145	VOIDED	VOIDED	-
27/06/2024	104146	VOIDED	VOIDED	-
27/06/2024	104147	VOIDED	VOIDED	-
27/06/2024	104148	VOIDED	VOIDED	-
27/06/2024	104149	VOIDED	VOIDED	-
27/06/2024	104150	VOIDED	VOIDED	-
27/06/2024	104151	VOIDED	VOIDED	-
27/06/2024	104152	VOIDED	VOIDED	-
27/06/2024	104153	VOIDED	VOIDED	-
27/06/2024	104154	VOIDED	VOIDED	-
27/06/2024	104155	VOIDED	VOIDED	-
27/06/2024	104156	VOIDED	VOIDED	-
27/06/2024	104157	VOIDED	VOIDED	-
27/06/2024	104158	VOIDED	VOIDED	-
27/06/2024	104159	VOIDED	VOIDED	-
27/06/2024	104160	VOIDED	VOIDED	-
27/06/2024	104161	VOIDED	VOIDED	-
27/06/2024	104162	VOIDED	VOIDED	-
28/06/2024	104617	W COULTAS	BJTP REFUND	7.00
26/06/2024	104398	W FREESTONE & T HARRINGTON	CROSSOVER CONTRIBUTION	256.00
12/06/2024	104042	W.A. HINO SALES & SERVICE	PLANT PURCHASES / SERVICES / PARTS	90.56
12/06/2024	103815	WA EXTERNAL SOLUTIONS	GUTTER MAINTENANCE	5,038.00
19/06/2024	104112	WA TREASURY CORPORATION	LOAN REPAYMENTS	1,262,015.52
26/06/2024	104264	WALGA	WALGA TRAINING SERVICES	360.00
12/06/2024	104000	WARATAH SUPPORT CENTRE	GRANT FUNDING	9,900.00
26/06/2024	104298	WELARM PTY LTD	BUSSELTON GROUNDWATER INVESTIGATION	9,831.38
12/06/2024	103929	WEST COAST WASTE	SKIP BIN HIRE	2,640.00
26/06/2024	104415	WEST COAST WASTE	SKIP BIN HIRE	27,698.99
28/06/2024	104622	WEST COAST WASTE	SKIP BIN HIRE	3,639.68
12/06/2024	103972	WEST OZ LINEMARKING PTY LTD	LINE MARKING SERVICES	8,828.05
26/06/2024	104457	WEST OZ LINEMARKING PTY LTD	LINE MARKING SERVICES - COMMONAGE RD, BSN CBD	33,444.95
28/06/2024	104644	WEST OZ LINEMARKING PTY LTD	LINE MARKING SERVICES	7,631.80
12/06/2024	103888	WESTBOOKS	LIBRARY RESOURCES	965.39
26/06/2024	104366	WESTBOOKS	LIBRARY RESOURCES	554.98
28/06/2024	104605	WESTBOOKS	LIBRARY RESOURCES	152.26
12/06/2024	103910	WESTERN GROWERS FRESH	CATERING	189.00
26/06/2024	104389	WESTERN GROWERS FRESH	CATERING	189.00
12/06/2024	103843	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	3,685.00
28/06/2024	104589	WESTERN IRRIGATION PTY LTD	BORE AND IRRIGATION SERVICES	47,790.60



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TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

12/06/2024	103994	WESTOZ TRANSPORT	VECHILE TRANSPORTER	1,000.00
26/06/2024	104474	WESTOZ TRANSPORT	VECHILE TRANSPORTER	500.00
12/06/2024	103990	WESTPEAK ENGINEERING PTY LTD	COASTAL ENGINEERING SERVICES	9,612.41
12/06/2024	104041	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	4,748.03
26/06/2024	104526	WESTRAC EQUIPMENT P/L	PLANT PURCHASES / SERVICES / PARTS	7,942.14
26/06/2024	104432	WESTSIDE TILT TRAY SERVICE	ABANDONED CAR REMOVAL	110.00
12/06/2024	103962	WICKED STRATEGIES PTY LTD	COMMUNITY ENGAGEMENT	4,400.00
26/06/2024	104447	WICKED STRATEGIES PTY LTD	COMMUNITY ENGAGEMENT	19,745.00
12/06/2024	103973	WILDWOOD FLOORING WA	TIMBER FLOOR SANDING AND INSTALLATION	23,210.00
12/06/2024	104030	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	992.26
26/06/2024	104514	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIER	584.59
26/06/2024	104280	WIZID PTY LTD	POOL ENTRY WRISTBANDS	66.30
28/06/2024	104675	WML CONSULTANTS PTY LTD	CONSULTANCY SERVICES	4,955.50
5/06/2024	103768	WOOLWORTHS GROUP LIMITED	COUNCIL & STAFF REFRESHMENTS	205.70
28/06/2024	104635	WOOLWORTHS GROUP LIMITED	GROCERIES	447.50
12/06/2024	104045	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	3,912.00
26/06/2024	104531	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	4,071.00
28/06/2024	104670	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIER	288.00
12/06/2024	103969	WORKPOWER INCORPORATED	WASTE MANAGEMENT AND RECYCLING ACTIVITIES	561.55
28/06/2024	104642	WORKPOWER INCORPORATED	WASTE MANAGEMENT AND RECYCLING ACTIVITIES	2,378.75
12/06/2024	103998	WORLEY CONSULTING PTY LTD	CONSULTANCY SERVICES	31,985.80
26/06/2024	104347	WOW WIPES	GYM ANTIBACTERIAL WIPES	1,270.50
12/06/2024	104065	WREN OIL	WASTE OIL SERVICES	484.00
26/06/2024	104553	WREN OIL	WASTE OIL SERVICES	429.00
26/06/2024	104316	YAHAVA KOFFEE WORKS WHOLESALE	CATERING	943.70
5/06/2024	103776	YALLINGUP COASTAL VOLUNTEER BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	174.00
26/06/2024	104528	YALLINGUP RURAL BUSHFIRE BRIGADE	PETTY CASH REIMBURSEMENT	173.90
26/06/2024	104401	Z STOKES	CROSSOVER CONTRIBUTION	631.20
26/06/2024	104290	ZAP CIRCUS	ENTERTAINMENT SERVICES	2,750.00
				11,237,406.99

TRUST PAYMENTS JUNE 2024

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
13/06/2024	TR000054	CITY OF BUSSELTON - EFT	INTERNAL PAYMENTS / COMMISSIONS	731.00
13/06/2024	TR000055	CONSTRUCTION TRAINING FUND	CTF LEVY	1,380.00
13/06/2024	TR000053	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	41,096.04
18/06/2024	TR000056	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY	342.50
				43,549.54

INTERNAL PAYMENT VOUCHERS (DIRECT DEBITS) JUNE 2024

DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
13/06/2024	5760	A LEWIS	REFUND OF ANIMAL TRAP BOND	100.00
21/06/2024	5773	ABLE PLANNING	REFUND OF APPLICATION	2,284.27
7/06/2024	5783	AMPOL	FUEL SERVICES	24,974.48
		ADMINISTRATION - BSN1 - CARD #3413	UNLEADED ONLY	263.99
		ADMINISTRATION - BSN1 - CARD #1844	UNLEADED ONLY	130.97
		ADMINISTRATION - BSN16AV - CARD #7320	PREMIUM DIESEL ONLY	415.12
		AIRPORT OPERATIONS - BSN30BT - CARD #8475	PREMIUM DIESEL ONLY	537.02
		AIRPORT OPERATIONS - BSN55DJ - CARD #3318	PREMIUM DIESEL ONLY	503.25
		AIRPORT OPERATIONS - BSN41DR - CARD #8568	UNLEADED ONLY	260.22
		AIRPORT OPERATIONS - BSN694N - CARD #3602	UNLEADED ONLY	32.33
		AIRPORT OPERATIONS - CARD #1642	UNLEADED ONLY	37.39
		CEO - BSN66DG - CARD #8432	PREMIUM DIESEL	508.52
		COMMUNITY & COMMERCIAL SERVICES - BSN26CM - CARD #0920	UNLEADED ONLY	410.11
		COMMUNITY & COMMERCIAL SERVICES - BSN09DR - CARD #8336	UNLEADED ONLY	238.78
		COMMUNITY & COMMERCIAL SERVICES - BSN43DR - CARD #6443	PREMIUM DIESEL ONLY	106.15
		COMMUNITY & COMMERCIAL SERVICES - BSN45CT - CARD #8887	PREMIUM DIESEL ONLY	283.35
		COMMUNITY & COMMERCIAL SERVICES - BSN45DA - CARD #7529	UNLEADED ONLY	166.60
		COMMUNITY & COMMERCIAL SERVICES - BSN254L - CARD #9762	PREMIUM DIESEL ONLY	214.42
		COMMUNITY & COMMERCIAL SERVICES - BSN57AV - CARD #9799	UNLEADED ONLY	104.53
		COMMUNITY & COMMERCIAL SERVICES - BSN06DR - CARD #6435	UNLEADED ONLY	285.87
		COMMUNITY & COMMERCIAL SERVICES - BSN53BK - CARD #3529	UNLEADED ONLY	90.12
		ENGINEERING/FACILITIES - BSN23AM - CARD #3501	PREMIUM DIESEL ONLY	465.76
		ENGINEERING/FACILITIES - BSN28CO - CARD #0504	PREMIUM DIESEL ONLY	770.68
		ENGINEERING/FACILITIES - BSN97CY - CARD #2459	PREMIUM DIESEL ONLY	346.58
		ENGINEERING/FACILITIES - BSN05BH - CARD #1182	PREMIUM DIESEL ONLY	390.51
		ENGINEERING/FACILITIES - BSN26DW - CARD #6802	PREMIUM DIESEL ONLY	67.09
		ENGINEERING/FACILITIES - BSN18CA - CARD #5679	UNLEADED ONLY	72.77
		ENGINEERING/FACILITIES - BSN24BA - CARD #0275	PREMIUM DIESEL AND DIESEL ONLY	512.33
		ENGINEERING/FACILITIES - BSN41AS - CARD #1700	PREMIUM DIESEL ONLY	
		ENGINEERING/FACILITIES - BSN41CF - CARD #1798	PREMIUM DIESEL ONLY	118.27
		ENGINEERING/FACILITIES - BSN35DT - CARD #7904	UNLEADED ONLY	300.94
		ENGINEERING/FACILITIES - BSN47BE - CARD #1662	PREMIUM DIESEL ONLY	85.43
		ENGINEERING/FACILITIES - BSN47CM - CARD #0082	UNLEADED ONLY	309.79
		ENGINEERING/FACILITIES - BSN48CM - CARD #0164	UNLEADED ONLY	631.91
		ENGINEERING/FACILITIES - BSN54BG - CARD #0700	UNLEADED ONLY	-
		ENGINEERING/FACILITIES - BSN693T - CARD #5756	PREMIUM DIESEL ONLY	210.26
		ENGINEERING/FACILITIES - BSN89CY - CARD #2056	UNLEADED ONLY	351.08
		FINANCE/IT SERVICES - BSN08DN - CARD #0140	UNLEADED ONLY	333.46
		FINANCE/IT SERVICES - BSN08DR - CARD #1638	PREMIUM UNLEADED AND UNLEADED ONLY	290.34
		FINANCE/IT SERVICES - BSN20BL - CARD #5771	PREMIUM DIESEL ONLY	87.28
		FINANCE/IT SERVICES - BSN21BA - CARD #1141	UNLEADED ONLY	203.47
		FINANCE/IT SERVICES - BSN56CY - CARD #9216	PREMIUM DIESEL ONLY	466.96
		FINANCE/IT SERVICES - BSN28AU - CARD #9981	UNLEADED ONLY	111.41
		FINANCE/IT SERVICES - BSN75DI - CARD #1202	UNLEADED ONLY	211.27
		FINANCE/IT SERVICES - BSN82AU - CARD #3470	PREMIUM DIESEL ONLY	-



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FOR THE MONTH OF JUNE 2024

CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

		FINANCE/IT SERVICES - BSN82BT - CARD #3060	DIESEL ONLY	-
		FLEET MANAGEMENT - BSN47CT - CARD #8937	DIESEL ONLY	113.19
		FLEET MANAGEMENT - BSN91CR - CARD #8899	PREMIUM UNLEADED ONLY	347.92
		FLEET MANAGEMENT - ADDITIONAL CARD - CARD #6630	UNLEADED ONLY	76.07
		FLEET MANAGEMENT - ADDITIONAL CARD - CARD #7469	UNLEADED ONLY	1,304.66
		GENERAL CONSTRUCTION - BSN68BE - CARD #5588	PREMIUM DIESEL ONLY	352.60
		GENERAL CONSTRUCTION - BSN75BA - CARD #3170	PREMIUM DIESEL ONLY	102.41
		GENERAL CONSTRUCTION - BSN162S - CARD #1132	PREMIUM DIESEL ONLY	98.79
		GENERAL CONSTRUCTION - CARD #9443	PREMIUM DIESEL ONLY	131.99
		PARKS, GARDENS & RESERVES - BSN022S - CARD #7032	PREMIUM DIESEL ONLY	244.59
		PARKS, GARDENS & RESERVES - BSN02DG - CARD #8138	PREMIUM DIESEL ONLY	231.49
		PARKS, GARDENS & RESERVES - BSN353S - CARD #2766	PREMIUM DIESEL ONLY	74.88
		PARKS, GARDENS & RESERVES - BSN17AY - CARD #4349	PREMIUM DIESEL ONLY	246.98
		PARKS, GARDENS & RESERVES - BSN18AY - CARD #4380	PREMIUM DIESEL ONLY	190.50
		PARKS, GARDENS & RESERVES - BSN24AE - CARD #6497	PREMIUM DIESEL ONLY	97.31
		PARKS, GARDENS & RESERVES - BSN32CJ - CARD #5763	PREMIUM DIESEL ONLY	205.90
		PARKS, GARDENS & RESERVES - BSN51AU - CARD #3084	PREMIUM DIESEL ONLY	182.52
		PARKS, GARDENS & RESERVES - BSN91BK - CARD #0175	PREMIUM DIESEL ONLY	19.32
		PARKS, GARDENS & RESERVES - BSN61BF - CARD #3378	PREMIUM DIESEL ONLY	372.00
		PARKS, GARDENS & RESERVES - BSN64BC - CARD #8492	PREMIUM DIESEL ONLY	127.03
		PARKS, GARDENS & RESERVES - BSN69AT - CARD #7993	PREMIUM DIESEL ONLY	195.39
		PARKS, GARDENS & RESERVES - BSN02EA - CARD #0750	PREMIUM DIESEL ONLY	-
		PARKS, GARDENS & RESERVES - BSN77BC - CARD #8163	PREMIUM DIESEL ONLY	435.75
		PARKS, GARDENS & RESERVES - BSN86BX - CARD #2443	PREMIUM DIESEL ONLY	386.28
		PARKS, GARDENS & RESERVES - BSN87AV - CARD #7849	PREMIUM DIESEL ONLY	244.75
		PARKS, GARDENS & RESERVES - BSN993T - CARD #5129	PREMIUM DIESEL ONLY	376.62
		PARKS, GARDENS & RESERVES - CARD #2940	UNLEADED ONLY	-
		PARKS, GARDENS & RESERVES - LAWNMOWER - CARD #0248	UNLEADED ONLY	24.67
		PARKS, GARDENS & RESERVES - LAWNMOWER - CARD #5956	UNLEADED ONLY	-
		PARKS, GARDENS & RESERVES - LAWNMOWER - CARD #2810	UNLEADED ONLY	221.77
		PLANNING & BUILDING - BSN00CK - CARD #1442	UNLEADED ONLY	498.26
		PLANNING & BUILDING - BSN01BE - CARD #8797	PREMIUM UNLEADED AND UNLEADED ONLY	113.95
		PLANNING & BUILDING - BSN08AO - CARD #4150	UNLEADED ONLY	-
		PLANNING & BUILDING - BSN37DR - CARD #7895	UNLEADED ONLY	392.17
		PLANNING & BUILDING - BSN53BG - CARD #0416	UNLEADED ONLY	408.29
		PLANNING & BUILDING - BSN56BX - CARD #2131	UNLEADED ONLY	311.58
		PLANNING & BUILDING - BSN61BG - CARD #0775	UNLEADED ONLY	480.55
		PROPERTY & LEGAL SERVICES - BSN64CT - CARD #7042	UNLEADED ONLY	89.45
		PROPERTY & LEGAL SERVICES - BSN75DG - CARD #7703	UNLEADED ONLY	268.32
		RANGER & FIRE SERVICES - 1EIO341 - CARD #9420	PREMIUM DIESEL ONLY	-
		RANGER & FIRE SERVICES - BSN76BC - CARD #5765	PREMIUM DIESEL ONLY	77.86
		RANGER & FIRE SERVICES - BSN91BO - CARD #9327	PREMIUM DIESEL ONLY	404.87
		RANGER & FIRE SERVICES - 1BRK488 - CARD #5180	DIESEL ONLY	-
		RANGER & FIRE SERVICES - BSN01AO - CARD #5220	UNLEADED ONLY	-
		RANGER & FIRE SERVICES - BSN27CW - CARD #5409	PREMIUM DIESEL ONLY	203.11
		RANGER & FIRE SERVICES - BSN52DU - CARD #9670	PREMIUM DIESEL ONLY	244.54
		RANGER & FIRE SERVICES - BSN708Z - CARD #6102	PREMIUM DIESEL ONLY	307.82
		RANGER & FIRE SERVICES - BSN75BC - CARD #5757	PREMIUM DIESEL ONLY	325.70
		RANGER & FIRE SERVICES - BSN90BO - CARD #9301	PREMIUM DIESEL ONLY	413.97
		RANGER & FIRE SERVICES - 1HQE252 - CARD #9850	DIESEL ONLY	-
		REGULATORY SERVICES - BSN25CM - CARD #4833	UNLEADED ONLY	451.62
		REGULATORY SERVICES - BSN91DA - CARD #1682	PREMIUM DIESEL ONLY	402.02
		REGULATORY SERVICES - BSN97BT - CARD #1694	PREMIUM UNLEADED AND UNLEADED ONLY	363.28
		SES BUSSELTON - 1DON317 - CARD #5031	PREMIUM DIESEL ONLY	69.80
		SES BUSSELTON - 1GHF683 - CARD #0366	PREMIUM DIESEL ONLY	117.46
		SES BUSSELTON - BSN710K - CARD #0026	PREMIUM DIESEL ONLY	406.33
		SES BUSSELTON - 1CVD571 - CARD #5007	PREMIUM DIESEL ONLY	96.03
		WASTE SERVICES - BSN09AQ - CARD #1300	PREMIUM DIESEL ONLY	-
		WASTE SERVICES - BSN38DR - CARD #8055	UNLEADED ONLY	208.36
		WASTE SERVICES - BSN34BG - CARD #3370	PREMIUM DIESEL ONLY	453.03
		WASTE SERVICES - BSN85CC - CARD #3630	PREMIUM DIESEL ONLY	264.52
		WASTE SERVICES - BSN03EE - CARD #4941	PREMIUM DIESEL ONLY	113.69
		WASTE SERVICES - BSN203T - CARD #8083	PREMIUM DIESEL ONLY	156.19
3/06/2024	5748	ANZ BANK	BANK FEES	5,304.48
3/06/2024	5749	ANZ BANK	BANK FEES	15.75
6/06/2024	5755	ANZ BANK	BANK FEES	150.37
6/06/2024	5756	ANZ BANK	BANK FEES	400.15
6/06/2024	5762	ANZ BANK	VISA PAYMENT	20,698.29
CHIEF EXECUTIVE OFFICER				
		IAP2 AUSTRALASIA	TRAINING - APPLY ENGAGEMENT METHODS	1,280.00
		IAP2 AUSTRALASIA	DESIGN AND PLAN ENGAGEMENT TRAINING	1,485.00
		IAP2 AUSTRALASIA	DESIGN AND PLAN ENGAGEMENT TRAINING	1,485.00
		MAILCHIMP	ELECTRONIC NEWSLETTER PR	425.57
		SUSHI SUSHI BUSSELTON	COUNCIL LUNCH 8.05.24	212.40
		SUSHI SUSHI BUSSELTON	COUNCIL LUNCH 29.05.24	212.40
		WEST AUSTRALIAN	DIGITAL SUBSCRIPTION	28.00
		YAHAVA KOFFEEWORKS	COFFEE - CAPEL/BUSSELTON MAYOR PRESIDENT CEO MEETING	10.10
COMMUNITY EMERGENCY SERVICES MANAGER				
		BUNNINGS	STORAGE SYSTEM FO RBRIGADE MATERIAL AND PPE	934.00
		DOMINOS BUSSELTON	CATERING - MITIGATION (MAF) BURN	300.00
		ST JOHN AMBULANCE AUST	DEFIBULATOR SUPPLIES - BATTERIES AND PADS X3	1,975.00
		SW OFFICE NATIONAL BUSSELTON	STATIONERY FOR BRIGADE TRAINING	42.35
		WOOLWORTHS DUNSBOROUGH	CATERING - FIREFIGHTING SKILLS	2.95
DIRECTOR - COMMUNITY PLANNING				
		AUSTSWIM	WORKSHOP- INFANT AND PRESCHOOL AQUATICS	199.00
		CROWN PROMENADE PERTH	TRAINING ACCOMMODATION DEPOSIT AID CONFERENCE	374.26



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UNDER DELEGATED AUTHORITY
FOR THE MONTH OF JUNE 2024

CHEQUE PAYMENTS	119993 - 120029	54,340.60
ELECTRONIC TRANSFER PAYMENTS	103754 - 104678	11,237,406.99
TRUST ACCOUNT	EFT# TR000053 - TR000056	43,549.54
PAYROLL	01.06.2024 - 30.06.2024	1,818,877.41
INTERNAL PAYMENT VOUCHERS	DD #5746 - 5783	107,290.87
		13,261,465.41

		LOCAL GOVERNMENT PLANNERS ASSOC.	LGPA SAT SEMINAR TICKETS	170.00
		MICAH INCLUSION	TRAINING-AUTISM INCLUSION IN EARLY YEARS	437.89
		RLSSWA	POOL LIFE GUARD RENEWAL	169.00
		SMART CONNECTION CONSULTANCY	REGISTRATION-NATIONAL SPORTS AND PHYSICAL ACTIVITY CONFERENCE	1,594.74
		SPORTWEST	TRUE SPORT CONFERENCE	99.00
		SPORTWEST	TRUE SPORT CONFERENCE	99.00
		THE FLOWER PLACE	FLOWERS - BABY CONGRATULATIONS	75.00
		TRIBE PERTH	STAFF TRAINING ACCOMMODATION	639.00
		WA GOVERNMENT-DEMIRS	BUILDING SURVEYOR RENEWAL	1,125.00
DIRECTOR - ECONOMIC AND BUSINESS DEVELOPMENT				
		AUSTRALIAN FINANCIAL SECURITY AUSTORITY	BANKRUPTCY SEARCH REGISTER	15.00
		MAILCHIMP	ELECTRONIC NEWLETTER ECONOMIC DEVELOPMENT	41.60
DIRECTOR - INFRASTRUCTURE AND ENVIRONMENT				
		DWER - WATER	CLEARING PERMIT APPLICATION-VASSE YALLINGUP SIDING RD SLK.20-5.2	400.00
		ENGINEERS AUSTRALIA	EA MEMBERSHIP	595.00
		KMART ON LINE	WATER JUGS FOR KITCHENS/MEETING ROOMS X 6	72.00
		KMART BUSSELTON	WATER JUGS FOR KITCHENS/MEETING ROOMS X8	96.00
		KYST FOOD PTY LTD	COUNCILLOR & ELT DINNER AFTER CONCIL MEETING	745.00
		MAIN ROADS WA	SPECIAL VEHICLE PERMIT- BSN749P	50.00
		MAIN ROADS WA	SPECIAL VEHICLE PERMIT- BSN20DM	25.00
		SPILL THE BEANS ROCKINGHAM	WASTE SITE MEETING LUNCH	61.23
		TRYBOOKING-WALGA	BRIDGE INSPECTION TRAINING	201.00
DIRECTOR - CORPORATE STRATEGY AND PERFORMANCE				
		GOOGLE FACEAPP BARANGAROO	CHARGES IN DISPUTE - CARD CANCELLED	10.00
		LG PROFESSIONALS	GATE CHATTER SESSION WEBINAR	50.00
		LGPA	LGPA STATE ADMINISTRATIVE TRIBUNAL SEMINAR	85.00
		MICROSOFT*STORE MSBILL.INFO	CHARGES IN DISPUTE - CARD CANCELLED	12.00
		MICROSOFT*STORE MSBILL.INFO	CHARGES IN DISPUTE - CARD CANCELLED	12.95
		MICROSOFT*STORE MSBILL.INFO	CHARGES IN DISPUTE - CARD CANCELLED	2.95
		SUSHI SUSI	COUNCIL LUNCH 1.05.24	179.00
HUMAN RESOURCES COORDINATOR				
		MAILCHIMP	ELECTRONIC NEWLETTER BUSSELTON LIBRARY	125.74
		SENDGRID	EMAIL PROGRAM FOR CUSTOMER RETENTION AND CONTACT-GLC	31.55
		SPOTIFY	YOUTH SERVICE MUSIC	23.99
		THE ASSOCIATION FOR PAYROLL SPECIALISTS	YEAR END SEMINAR	495.00
MANAGER INFORMATION SERVICES				
		AICHATBUILDERS	AI CHATBOT FOR CITY WEBSITE	504.61
		AICHATBUILDERS	AI CHATBOT FOR CITY WEBSITE - REFUND	483.46
		ALIEXPRESS	TPU/PC CASE FOR SAMSUNG	11.20
		ALIEXPRESS	SAMSUNG PHONE CASES AND SCREEN PROTECTORS	20.43
		AMAZON	3X WIRELESS MOUSE	42.75
		AMAZON	WIRELESS MOUSE	19.00
		AMAZON	WIRELESS MOUSE	19.00
		AMAZON	WIRELESS MOUSE	19.00
		AMAZON MARKETPLACE	4X CHARGERS	74.25
		BUNNINGS	FRAME HANGING SUPPLIES	15.38
		CRAZYDOMAIN	DOMAIN RENEWAL -BUSSELTONJETTYTOURISTPARK.COM.AI	28.60
		CRAZYDOMAIN	DOMAIN RENEWAL -BUSSELTONJETTYTOURISTPARK.COM.AI	0.86
		DEPUTY	DEPUTY ROSTERING SYSTEM GLC	1,050.66
		DEPUTY	DEPUTY ROSTERING SYSTEM RANGERS	105.06
		GODADDY.COM	DOMAIN RENEWAL -YOURSAYBUSSELTON.COM.AI	47.89
		PC CASE GEAR	6 X WEBCAMS	359.00
		SOLAR ANALYTICS	ANNUAL FEE- ADMIN BUILDING	99.99
		TEAMVIEWER	ANNUAL RENEWAL	1,990.21
		ZOOM	MONTHLY SUBSCRIPTION	69.19
6/06/2024	5767	ANZ BANK	BANK FEES	1,049.56
6/06/2024	5768	ANZ BANK	BANK FEES	1,411.17
28/06/2024	5781	ANZ BANK	BANK FEES	15.00
30/06/2024	5782	ANZ BANK	BANK FEES	15.50
11/06/2024	5758	B SMITH	REFUND OF APPLICATION	125.00
27/06/2024	5778	BSN COMMUNITY SAFE SPACE	BSN COMMUNITY SAFE SPACE	200.00
24/06/2024	5774	BSN DUNS VOLUNTEER CENTRE	REFUND OF APPLICATION	224.00
21/06/2024	5772	BSN MEN'S DARTS	REFUND OF HALL BOND	500.00
13/06/2024	5763	BSN POOL & SPA	REFUND OF APPLICATION	173.65
24/06/2024	5774	CAPE VIEW 42 & 43 PTY LTD	REFUND OF RATE OVERPAYMENT	780.68
27/06/2024	5779	CHERUBINO ESTATE	DEBTOR INVOICE OVERPAYMENT	232.00
3/06/2024	5750	COMMONWEALTH BANK	BANK FEES	755.84
3/06/2024	5754	COMMONWEALTH BANK	BANK FEES	39.00
17/06/2024	5766	COMMONWEALTH BANK	BANK FEES	16.20
11/06/2024	5757	CR. MIKAYLA LOVE	SUPERANNUATION MAY 2024	348.96
26/06/2024	5777	CR. MIKAYLA LOVE	SUPERANNUATION JUNE 2024	337.70
13/06/2024	5760	D DEROOST	REFUND OF ANIMAL TRAP BOND	100.00
13/06/2024	5759	D HERRING	STAFF SUPERANNUATION REIMBURSEMENT	189.60
11/06/2024	5758	D TSAKALOS	REFUND OF RATE OVERPAYMENT	688.65
4/06/2024	5751	DEPT OF WATER & ENVIRONMENTAL	REFUND OF APPLICATION	408.80
27/06/2024	5779	FOREST RALLY BILLBOARD	REFUND OF APPLICATION	265.00
21/06/2024	5771	G GAUTREY	REFUND OF ANIMAL TRAP BOND	100.00
27/06/2024	5780	G MILLER	REFUND OF ANIMAL TRAP BOND	100.00
11/06/2024	5758	J KING	REFUND OF APPLICATION	147.00
21/06/2024	5773	J WORRALL	REFUND OF APPLICATION	123.30
13/06/2024	5763	KATANDRA INTERIORS	REFUND OF APPLICATION	61.65
13/06/2024	5763	KHM CONSTRUCTION P/L	REFUND OF APPLICATION	61.65
6/06/2024	5761	L BUTTERLY	REFUND OF HALL BOND	1,000.00
18/06/2024	5769	L WALTERS	AIRPORT PARKING CARD REFUND	20.00
3/06/2024	5746	LES MILLS ASIA PACIFIC	CONTRACT FEES	680.45
3/06/2024	5747	LES MILLS ASIA PACIFIC	CONTRACT FEES	680.45



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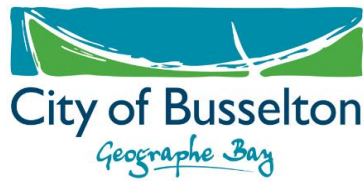
4/06/2024	5752	MERRIN CAMPBELL	REFUND OF ANIMAL TRAP BOND	100.00
4/06/2024	5753	MILESTONE PTY LTD	REFUND OF APPLICATION	73.00
4/06/2024	5753	MITRO PTY LTD	REFUND OF APPLICATION	591.00
17/06/2024	5765	OCEANS FRESH SEAFOOD	REFUND OF APPLICATION	323.00
19/06/2024	5770	P HAYLEY	REFUND OF ANIMAL TRAP BOND	100.00
14/06/2024	5764	R LEWER	REFUND OF APPLICATION	178.00
21/06/2024	5772	RD EVENTS	REFUND OF APPLICATION	1,182.00
21/06/2024	5772	RIO TINTO	REFUND OF APPLICATION	400.00
25/06/2024	5775	S CURTIS	REFUND OF APPLICATION	84.00
24/06/2024	5776	THE AUSTRALIAN TAXATION OFFICE	2023/2024 FBT ANNUAL RETURN	38,671.27
4/06/2024	5751	THE MEN'S TABLE	REFUND OF APPLICATION	112.00
27/06/2024	5779	TOBY'S INLET ESTATE PTY LTD	DEBTOR INVOICE OVERPAYMENT	30.00
4/06/2024	5752	TONY HOLLAND	REFUND OF ANIMAL TRAP BOND	100.00
4/06/2024	5751	WATER CORP - BUNBURY	REFUND OF APPLICATION	273.00
25/06/2024	5775	ZORZI	REFUND OF APPLICATION	295.00
				107,290.87

PAYROLL PAYMENTS JUNE 2024				
DATE	REF #	NAME	DESCRIPTION	AMOUNT \$
11/06/2024	11/06/2024	CITY OF BUSSELTON	PAYROLL & SALARIES	918,864.86
25/06/2024	25/06/2024	CITY OF BUSSELTON	PAYROLL & SALARIES	900,012.55
				1,818,877.41



LISTING OF PAYMENTS MADE UNDER DELEGATED AUTHORITY
INDUSTRY AND REGIONAL ALLOCATION
YEAR TO DATE - JUNE 2024

PAYMENT TYPES	Q1	Q2	Q3	Apr 2024	May 2024	Jun 2024	Q4	TOTAL YEAR	%
CHQ	\$ 325,750.36	\$ 96,509.79	\$ 198,233.04	\$ 83,036.23	\$ 95,173.80	\$ 54,340.60	\$ 232,550.63	\$ 853,043.82	0.6%
DIRECT DEBIT & PAYROLL	\$ 5,676,985.47	\$ 32,450,485.07	\$ 5,778,083.31	\$ 3,566,060.44	\$ 1,992,524.15	\$ 1,926,168.28	\$ 7,484,752.87	\$ 51,390,306.72	33.51%
EFT	\$ 20,311,933.84	\$ 28,086,347.18	\$ 21,721,802.62	\$ 7,549,508.38	\$ 11,611,119.23	\$ 11,237,406.99	\$ 30,398,034.60	\$ 100,518,118.24	65.55%
TRUST	\$ 172,637.10	\$ 140,747.07	\$ 85,243.53	\$ 46,494.47	\$ 89,775.28	\$ 43,549.54	\$ 179,819.29	\$ 578,446.99	0.38%
TOTAL LISTING - MONTHLY PAYMENT LIST	\$ 26,487,306.77	\$ 60,774,089.11	\$ 27,783,362.50	\$ 11,245,099.52	\$ 13,788,592.46	\$ 13,261,465.41	\$ 38,295,157.39	\$ 153,339,915.77	100.00%
INDUSTRY INFORMATION	Q1	Q2	Q3	Apr 2024	May 2024	Jun 2024	Q4	TOTAL YEAR	%
GOVERNMENT INSTITUTIONS	\$ 2,439,981.31	\$ 4,100,459.73	\$ 4,654,962.17	\$ 629,759.58	\$ 685,314.31	\$ 1,751,852.43	\$ 3,066,926.32	\$ 14,262,329.53	9.30%
STAFF & COUNCILLOR PAYMENTS	\$ 6,973,157.25	\$ 8,952,305.36	\$ 6,877,326.01	\$ 3,825,711.13	\$ 3,452,208.39	\$ 2,935,902.07	\$ 10,213,821.59	\$ 33,016,610.21	21.53%
SUNDRY PAYMENTS & REFUNDS	\$ 3,426,206.81	\$ 3,397,045.83	\$ 657,270.90	\$ 1,050,147.35	\$ 789,934.99	\$ 113,933.90	\$ 1,954,016.24	\$ 9,434,539.78	6.15%
SUPPLIERS OF GOODS & SERVICES	\$ 12,830,772.91	\$ 18,195,105.77	\$ 14,540,251.13	\$ 5,491,914.94	\$ 8,540,885.85	\$ 8,217,447.10	\$ 22,250,247.89	\$ 67,816,377.70	44.23%
UTILITIES	\$ 817,178.49	\$ 629,172.42	\$ 1,053,552.29	\$ 247,566.52	\$ 320,248.92	\$ 242,329.91	\$ 810,145.35	\$ 3,310,048.55	18.79%
NEW INVESTED TERM DEPOSITS	\$ -	\$ 25,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,500,000.00	
TOTAL	\$ 26,487,296.77	\$ 60,774,089.11	\$ 27,783,362.50	\$ 11,245,099.52	\$ 13,788,592.46	\$ 13,261,465.41	\$ 38,295,157.39	\$ 153,339,905.77	100.00%
REGIONAL INFORMATION ON GOODS AND SERVICES	Q1	Q2	Q3	Apr 2024	May 2024	Jun 2024	Q4	TOTAL YEAR	%
BUSSELTON	\$ 3,756,373.22	\$ 4,105,479.23	\$ 5,210,299.06	\$ 1,451,994.95	\$ 2,661,457.49	\$ 2,413,791.56	\$ 6,527,244.00	\$ 19,599,395.51	28.84%
OTHER REGION	\$ 5,833,980.15	\$ 12,071,915.38	\$ 6,499,425.24	\$ 3,210,681.84	\$ 4,260,016.43	\$ 4,114,225.66	\$ 11,584,923.93	\$ 35,990,244.70	52.96%
SOUTHWEST	\$ 3,240,419.54	\$ 2,017,711.16	\$ 2,830,526.83	\$ 829,238.15	\$ 1,619,411.93	\$ 1,689,429.88	\$ 4,138,079.96	\$ 12,226,737.49	17.99%
TOTAL	\$ 12,830,772.91	\$ 18,195,105.77	\$ 14,540,251.13	\$ 5,491,914.94	\$ 8,540,885.85	\$ 8,217,447.10	\$ 22,250,247.89	\$ 67,952,069.70	100.00%



**CITY OF BUSSELTON
MONTHLY FINANCIAL REPORT
For the period ended 30th June 2024**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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City of Busselton**Statement of Financial Activity****Year to Date As At 30th June 2024**

	Note	2023/2024 Actual YTD	2023/2024 Amended Budget YTD	2023/2024 Original Budget YTD	2023/2024 Amended Budget	2023/2024 Original Budget	2023/24 YTD Bud (A) Variance	2023/24 YTD Bud (A) Variance
		\$	\$	\$	\$	\$	%	\$
Operating Activities								
Revenue from Operating Activities								
Rates		60,898,902	60,395,882	60,395,882	60,395,882	60,395,882	0.83%	503,020
Grants, Subsidies and Contributions	3.1	7,467,241	5,452,685	5,325,685	5,452,685	5,325,685	36.95%	2,014,556
Fees & Charges	3.2	25,543,544	22,404,393	22,404,393	22,404,393	22,404,393	14.01%	3,139,151
Other Revenue	3.3	605,373	334,933	334,933	334,933	334,933	80.74%	270,440
Interest Earnings	3.4	6,390,122	4,305,492	4,305,492	4,305,492	4,305,492	48.42%	2,084,630
Profit on Asset Disposals		183,858	24,120	24,120	24,120	24,120	662.26%	159,738
		101,091,981	92,917,505	92,790,505	92,917,505	92,790,505	8.80%	8,171,534
Expenses from Operating Activities								
Employee Costs		(37,655,643)	(37,929,304)	(37,929,304)	(37,929,304)	(37,929,304)	0.72%	273,661
Materials & Contracts	3.5	(24,670,529)	(29,232,925)	(29,072,925)	(29,232,925)	(29,072,925)	15.61%	4,562,396
Utilities (Gas, Electricity, Water etc)		(3,164,518)	(2,980,399)	(2,980,399)	(2,980,399)	(2,980,399)	(6.18%)	(184,119)
Depreciation on non current assets		(27,128,433)	(25,541,373)	(25,541,373)	(25,541,373)	(25,541,373)	(6.21%)	(1,587,060)
Finance Costs		(1,716,476)	(1,749,875)	(1,749,875)	(1,749,875)	(1,749,875)	1.91%	33,399
Insurance Expenses		(911,491)	(894,395)	(894,395)	(894,395)	(894,395)	(1.91%)	(17,096)
Other Expenditure	3.6	(6,048,079)	(6,823,844)	(6,823,844)	(6,823,844)	(6,823,844)	11.37%	775,765
Allocations		1,483,067	1,996,605	1,996,605	1,996,605	1,996,605	25.72%	(513,538)
Loss on Asset Disposals		(81,738)	(205,278)	(205,278)	(205,278)	(205,278)	60.18%	123,540
		(99,893,841)	(103,360,789)	(103,200,789)	(103,360,789)	(103,200,789)	3.35%	3,466,948
Non-Cash Amounts Excluded from Operating Activities	2	21,806,820	25,722,532	25,722,531	25,722,532	25,722,532	(15.22%)	(3,915,712)
Amount Attributable to Operating Activities		23,004,960	15,279,248	15,312,247	15,279,248	15,312,248	50.56%	7,725,713
Investing Activities								
Capital Grants, Subsidies and Contributions	3.7	12,800,443	20,026,075	19,649,075	20,026,075	19,649,075	(36.08%)	(7,225,632)
Land & Buildings	3.8	(17,503,503)	(29,876,325)	(29,976,325)	(29,876,325)	(29,976,325)	41.41%	12,372,822
Plant & Equipment	3.9	(2,409,736)	(6,118,421)	(6,078,421)	(6,118,421)	(6,078,421)	60.62%	3,708,685
Furniture & Equipment	3.10	(544,989)	(1,668,909)	(1,488,909)	(1,668,909)	(1,488,909)	67.34%	1,123,920
Infrastructure	3.11	(15,504,349)	(22,832,438)	(21,917,829)	(22,832,438)	(21,917,829)	32.10%	7,328,089
Proceeds from Disposal of Assets	3.12	684,638	863,800	863,800	863,800	863,800	(20.74%)	(179,162)
Self Supporting Loans - Repayment of Principal		182,579	193,385	193,385	193,385	193,385	(5.59%)	(10,806)
		(22,294,917)	(39,412,834)	(38,755,225)	(39,412,834)	(38,755,225)		17,117,917
Non-Cash Amounts Excluded from Investing Activities	2	(4,979,614)	(9,349,677)	(9,349,677)	(9,349,677)	(9,349,677)		(9,119,897)
Amount Attributable to Investing Activities		(27,274,531)	(48,762,511)	(48,104,902)	(48,762,511)	(48,104,902)	44.07%	7,998,020
Financing Activities								
Repayment of Borrowings		(4,620,953)	(4,738,701)	(4,738,701)	(4,738,701)	(4,738,701)	2.48%	117,748
Principal Elements of Finance Lease Payments		(106,199)	(114,651)	(114,651)	(114,651)	(114,651)	7.37%	8,452
Proceeds from New Loans	3.13	0	2,000,000	2,000,000	2,000,000	2,000,000	(100.00%)	(2,000,000)
Advances to Community Groups	3.14	0	(250,000)	(250,000)	(250,000)	(250,000)	100.00%	250,000
Transfer to Restricted Assets	3.15	(25,868,051)	(9,200,455)	(11,180)	(9,200,455)	(11,180)	(181.16%)	(16,667,596)
Transfer from Restricted Assets	3.16	31,372,425	22,096,170	20,563,074	22,096,170	20,563,074	41.98%	9,276,255
Transfer to Reserves		(42,576,297)	(39,002,735)	(39,002,737)	(39,002,735)	(39,002,738)	(9.16%)	(3,573,562)
Transfer from Reserves	3.17	46,288,590	60,739,045	52,392,260	60,739,045	52,392,260	(23.79%)	(14,450,455)
		4,489,516	31,528,673	30,838,065	31,528,673	30,838,064	(85.76%)	(27,039,157)
Opening Funds Surplus/ (Deficit)		1,955,161	1,954,590	1,954,590	1,954,590	1,954,590		
Amount Attributable to Operating Activities		23,004,960	15,279,248	15,312,247	15,279,248	15,312,248		
Amount Attributable to Investing Activities		(27,274,531)	(48,762,511)	(48,104,902)	(48,762,511)	(48,104,902)		
Amount Attributable to Financing Activities		4,489,516	31,528,673	30,838,065	31,528,673	30,838,064		
Net Current Position - Surplus / (Deficit)	2	2,175,107	0	0	0	0	#####	2,175,107

City of Busselton
Statement of Financial Position
Year to Date As At 30th June 2024

	2023/24 YTD Actual	2022/23 Actual
	\$	\$
Current Assets		
Cash & Cash Equivalents	18,045,082	21,032,276
Trade & Other Receivables - Current	4,425,831	3,750,792
Other Financial Assets	90,187,415	94,682,579
Inventories	1,611,153	1,272,715
Contract Assets	338,323	309,426
Other Assets	570,946	483,906
Non-Current Assets Held for Sale	0	0
Total Current Assets	115,178,750	121,531,695
Non Current Assets		
Other Receivables	660,842	678,222
Other Financial Assets	1,247,465	1,431,938
Property, Plant & Equipment	214,437,966	199,363,753
Infrastructure	679,517,828	651,595,672
Contract Assets	7,611,681	7,672,464
Right of Use Assets Furniture & Equipment	8,091	104,784
Total Non Current Assets	903,483,873	860,846,832
Total Assets	1,018,662,623	982,378,526
Current Liabilities		
Trade & Other Payables	11,258,929	8,873,525
Contract Liabilities	8,061,168	1,266,220
Grant Liabilities	1,696,464	984,500
Lease Liabilities	11,096	117,396
Borrowings	4,377,643	4,620,953
Employee Provisions	5,855,301	5,885,190
Other Provisions	1,246,300	6,504,000
Total Current Liabilities	32,506,901	28,251,784
Non Current Liabilities		
Sundry Payable	0	0
Contract Liabilities	3,415,123	9,205,220
Grant Liabilities	5,768,816	6,861,059
Lease Liabilities	72,489	72,873
Borrowings	39,243,557	43,621,201
Employee Provisions	623,638	577,890
Total Non Current Liabilities	49,123,623	60,338,242
Total Liabilities	81,630,524	88,590,026
Net Assets	937,032,099	893,788,500
Equity		
Retained Surplus	501,534,090	483,823,213
Reserves	74,425,888	78,138,181
Revaluation Surplus	361,072,122	331,827,106
Total Equity	937,032,099	893,788,500

CITY OF BUSSELTON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the period ended 30th June 2024

Note 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions YTD

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the period ended 30th June 2024

Note 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 29-Feb-24
Net current assets used in the Statement of Financial Activity			
Current assets	\$	\$	\$
Cash and cash equivalents	79,919,613	115,532,276	108,045,082
Trade and other receivables	2,523,748	2,734,948	4,425,831
Inventories	1,200,000	1,272,715	1,611,153
	83,643,361	119,539,940	114,082,067
Less: current liabilities			
Trade and other payables	3,765,648	3,765,648	7,304,497
Other liabilities	6,627,934	6,342,753	13,712,064
	10,393,582	10,108,401	21,016,561
Net current assets	73,249,779	109,431,539	93,065,506
Less: Total adjustments to net current assets	(c) (73,249,779)	(107,476,377)	(90,890,399)
Closing funding surplus / (deficit)	0	1,955,161	2,175,107

(a) Non-cash amounts excluded from Net Current Position

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities

Adjustments to operating activities

	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 29-Feb-24
	\$	\$	\$
Less: Profit on asset disposals	(24,120)	(200,266)	(183,858)
Less: Movement in finance leases	0	(47,238)	0
Less: Movement Other	0	(368,664)	81,313
Less: Fair value adjustments to financial assets at amortised cost	0	(6,450)	(2,942)
Less: Movement in pensioner deferred rates (non-current)	0	(49,037)	(18,333)
Less: Movement in employee benefit provisions (non-current)	0	(69,787)	(5,241,842)
Add: Loss on disposal of assets	205,278	346,370	81,738
Less: Movement in other provisions (non-current)	0	6,504,000	(37,689)
Add: Depreciation on non-current assets	25,541,373	26,481,887	27,128,433
Total non-cash amounts excluded from operating activities	25,722,531	32,590,815	21,806,820

(b) Non-cash amounts excluded from investing activities

The following non-cash revenue and expenditure has been excluded from investing activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Adjustments to investing activities

Infrastructure received for substantially less than fair value	(9,300,000)	(5,204,907)	(5,466,585)
Movement in current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity associated with restricted cash	(49,677)	2,037,309	486,971
Total non-cash amounts excluded from investing activities	(9,349,677)	(3,167,599)	(4,979,614)

Total non-cash amounts excluded from Net Current Position

16,372,854 29,423,216 16,827,206

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

	Adopted Budget Closing 30-Jun-24	Last Year Closing 30-Jun-23	Year to Date 29-Feb-24
	\$	\$	\$
Less: Reserves/ Restricted - cash backed	(79,877,713)	(113,819,130)	(103,469,281)
- Current portion of contract liability held in restricted assets	1,551,401	1,266,220	8,061,168
- Current portion of unspent capital grants held in restricted assets	984,500	984,500	563,283
- Current portion of performance bonds held in restricted assets	4,092,033	4,092,033	3,954,432
Total adjustments to net current assets	(73,249,779)	(107,476,377)	(90,890,399)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Amounts Attributable to Operating Activities		23,004,961	15,279,248	15,279,248	50.56%	7,725,713	1,071,439
Revenue from Operating Activities		101,089,039	92,917,505	92,917,505	8.79%	8,171,534	1,606,599
The material variance items contained within this category, on the face of the FAS, are explained below:							
1	Grants, Subsidies and Contributions	7,467,241	5,452,685	5,452,685	36.95%	2,014,556	633,657
Office of the CEO		12,789	692	692	1748.46%	12,097	3,031
1031	Stakeholder Relations	12,147	-	-	100.00%	12,147	3,531
Positive variance relates to the receipt of parenting leave reimbursements, which can never be predicted with any accuracy, but are offset by the outgoing payments to the staff member.							
Corporate Strategy and Performance		3,259,873	175,615	175,615	1756.26%	3,084,258	2,802,799
1029	Governance Services	-	10,000	10,000	(100.00%)	(10,000)	(10,000)
Budgeted revenue was for trainee government incentive payments. As the relevant trainee worked in Library Services, actual revenue was allocated to the Library Services cost centre.							
1030	Human Resources and WHS	21,409	5,500	5,500	289.26%	15,909	13,039
Relates to unbudgeted reimbursements from LGIS for Health Checks, as well as employee study assistance reimbursements, all of which are offset by the additional expenditure elsewhere.							
1032	Financial Services Management	133,469	-	-	100.00%	133,469	-
This unbudgeted income amount is a result of the transfer of restricted developer contribution funds held aside for activities that were completed/acquitted many years ago. This was discovered as part of the reserve consolidation process.							
1033	Finance	157,692	100,867	100,867	56.34%	56,825	(9,896)
This positive variance is a result of the transfer of restricted developer contribution funds held aside for activities that were completed/acquitted many years ago. This was discovered as part of the reserve consolidation process.							
1034	Rates	2,906,052	39,709	39,709	7218.37%	2,866,343	2,809,471
The positive variance is mainly attributable to the 22/23 adjustment to the Financial Assistance Grants, plus an adjustment paid in relation to the advance payment made in June for the 23/24 year, as well as the 85% advance payment of the 24/25 grant, none of which was not known or could have been predicted at time of budgeting (note that this item should have been allocated against the Finance cost centre). It should also be noted that 24/25 grants paid in advance have been set aside in the Prepaid Grants Reserve to be utilised in the 24/25 budget, so have no impact on the bottom line.							
1040	Legal Services	21,027	6,289	6,289	234.35%	14,738	(174)
Positive variance relates to the receipt of parenting leave reimbursements, which can never be predicted with any accuracy, but are offset by the outgoing payments to the staff member.							
Economic and Business Development		635,644	1,005,331	1,005,331	(36.77%)	(369,687)	(240,488)
1002	Events and Cultural Management	10,500	-	-	100.00%	10,500	-
This relates to grant funding that was received in previous financial years for works that have been completed in this financial year, and therefore not recognised as income until this financial year, but the budget was not relisted. It includes: Lotterywest \$9,500 - Ballarat Engine Augmented Reality Interpretation Australian Government - National Indigenous Australians Agency - \$1,000 – NAIDOC Week Grants Activity Program Funding							
1003	Cultural Precinct	35,623	210,248	210,248	(83.06%)	(174,625)	(99,806)
The variance is due to a timing delay with programming for Saltwater. The grant income has been received but not yet allocated to the project as the expenses have not yet been incurred.							
1005	Library Services	116,257	91,619	91,619	26.89%	24,638	4,916
This budget line applies to the contributions made towards the SW Library Consortia and eContent selector roles. These contributions are collectively made by other Local Governments (LGs) and the State Library. We exceeded this budget line by approximately \$10,000. In addition to these contributions, there is also a reimbursement for parenting leave payments of approximately \$17K.							
1007	Airport Operations	241,522	408,937	408,937	(40.94%)	(167,415)	(36,495)
The Full year to date budget mistakenly includes a capital grant allocation and the actual YTD value is lower than expected due to the delays in completion of the BMRA Terminal Business case.							
1041	Property and Land Leasing	221,851	287,102	287,102	(22.73%)	(65,251)	(108,995)
Budget incorrectly includes the \$64K contribution from Locke Estate tenants. The actual contributions have been received as capital contributions.							
Community Planning		1,139,683	1,455,631	1,455,631	(21.71%)	(315,948)	(521,932)
1009	Community and Recreation Services Management	30,468	7,537	7,537	304.24%	22,931	19,126
1009 variance is due to partial grant payment \$19k of Every Club revenue received into 1009 but budgeted for in 1010 below, remaining variance attributed to Dept of Training subsidies not received.							
1010	Community and Recreation Development	4,699	106,500	106,500	(95.59%)	(101,801)	(42,208)
1010 is under budget due to Every Club error for 1009/1010 (as above) and \$40k being budgeted twice in error as Every Club grant revenue. Also Dept Communities grant application was unsuccessful therefore funds not received.							
1011	Leisure Centres	53,013	337	337	15627.60%	52,676	1,720
This relates to a CCCF grant that was budgeted for in the previous financial year, but not acquitted and received until this year. It was an omission from the budget, but so too was the final expenditure amounts that offset this.							
1013	Youth Development	104,765	85,620	85,620	22.36%	19,145	(82,439)

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Exceeded budget due to RIO funding, Eventbrite event income and Department of Training and Workforce contributions.							
1049	Strategic Planning	25,318	142,000	142,000	(82.17%)	(116,682)	(191,682)
The budget relates to the Coastal Adaptation and Protection Plan – Marybrook Siesta Park Erosion Strategy. The project is on track, however, will take a few years to complete. The budget is carried forward to the next financial year.							
1051	Environmental Health Services	72,590	83,682	83,682	(13.26%)	(11,092)	(4,707)
The variance is due to the budgeted amount being an estimate of what may be required for mosquito treatment. Due to leftover treatment product from the previous season less product was required this season and therefore less funding from WA Department of Health was needed to purchase that product.							
1054	Ranger Services	33,116	2,452	2,452	1250.65%	30,664	(533)
Positive variance relates to the receipt of workers compensation insurance reimbursements, which can never be predicted with any accuracy, but are offset by the outgoing payments to the staff member.							
1056	Emergency Services	811,360	1,022,972	1,022,972	(20.69%)	(211,612)	(217,893)
Primarily related to variance between approved MAF grant values and actual claimed expenditure following implementation of approved works.							
Infrastructure and Environment		2,319,569	2,815,416	2,815,416	(17.61%)	(495,847)	(1,409,754)
1014	Infrastructure and Environment Directorate	1,333,971	858,776	858,776	55.33%	475,195	(157,761)
The contributions from BJINC are higher than anticipated due to their income being a lot higher than expected.							
1015	Civil Infrastructure Management	286,164	71,605	71,605	299.64%	214,560	(12,322)
Positive variance relates to the receipt of workers compensation insurance reimbursements, which can never be predicted with any accuracy, but are offset by the outgoing payments to the staff members.							
1017	Parks & Gardens	126,967	48,169	48,169	163.58%	78,798	40,922
Positive variance due to additional unbudgeted income from EV charging stations in both Busselton and Dunsborough locations.							
1020	Engineering and Facilities Services Management	398,929	1,340,873	1,340,873	(70.25%)	(941,944)	(938,954)
The variance can be attributed to two projects grants, i.e. PACP Coastal Grant Projects and the Safer Speed Trial Joint Venture (RAC, CoB and AMR). The PACP Coastal Grant Project – is currently in the delivery stage, with works completed in Abbey and Broadwater, the works could not be commenced earlier as the location and design of the coastal protection works was reliant on the inundation modelling to be completed. This has taken longer than anticipated but is now completed. The Safer Speed Trial Joint Venture (RAC, CoB and AMR) – is still in its planning phase, as a result very little expenditure has been incurred.							
1022	Design and Survey	-	10,000	10,000	(100.00%)	(10,000)	(10,000)
This is part of a two year study, year 1 has been undertaken, claim still to be submitted to recoup year 1 funding.							
1025	Fleet Services	156,428	122,592	122,592	27.60%	33,836	29,073
Revenue above the YTD budget amount from additional fuel subsidies as a result of increased fuel consumption.							
1026	Waste Services	12,171	-	-	100.00%	12,171	-
Majority of the unbudgeted revenue is attributed to reimbursements from insurance and parental leave payments, as well as some other LGAs contributions back in August 2023, relating to when the City previously employed the Southwest Regional Waste Grp. Tech Officer .							
1062	Sustainability	-	357,964	357,964	(100.00%)	(357,964)	(357,964)
State NRM funding for Stage 3 Sediment Removal in the Lower Vasse River, project to be completed 24/25.							
2	Fees & Charges	25,543,544	22,404,393	22,404,393	14.01%	3,139,151	823,786
Corporate Strategy and Performance		277,462	225,284	225,284	23.16%	52,178	(19,956)
1036	Information and Communication Technology	371	10,000	10,000	(96.29%)	(9,629)	(10,000)
The invoice for the rental of fibre-optic cable missed the end-of-financial-year deadline and was not included in accruals. This will be realised in the 2024/25 financial year.							
1037	Customer Service	189,957	123,641	123,641	53.64%	66,316	(648)
The positive variance to budget is directly related to both Busselton and Dunsborough cemeteries. In both cases there have been a higher than forecast number of burials YTD, meaning that revenue is increased.							
Economic and Business Development		9,852,255	7,862,242	7,862,242	25.31%	1,990,013	1,030,713
1003	Cultural Precinct	41,748	95,302	95,302	(56.19%)	(53,553)	(24,760)
The Saltwater budgeted ticket income has not been achieved due to venue delays. This income has been offset by reduced expenses, with an overall net positive result against budget.							
1005	Library Services	47,416	37,735	37,735	25.65%	9,681	1,446
The printing and photocopying was estimated off the previous financial year's revenue generation. The figures were higher at both Busselton and Dunsborough libraries. Our printing service remains highly used by the community.							
1004	Events	64,718	41,072	41,072	57.57%	23,645	13,255
The positive variance is due to the higher than expected use of the electronic billboard and other ground hire charges.							
1007	Airport Operations	6,669,795	4,549,237	4,549,237	46.61%	2,120,558	1,033,657
The increase in YTD actual revenue compared to YTD Budget is due to the increase in revenue associated with air services, passenger numbers and car parking.							
1008	Economic Development	1,953,767	1,820,833	1,820,833	7.30%	132,934	23,868
Predominantly made up of above expected income from the BJTP simply due to better than anticipated occupancy.							
1012	Venue Support	241,004	164,701	164,701	46.33%	76,302	674

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Income higher than expected due to a number of factors including unexpected regular hire of YCAB by Bunbury Community College while renovations on BCC premises were undertaken. Hire of Undalup Room significantly above expectations. Bovell hire significantly above expectations due to growth in utilisation of the ovals by existing tenants. New regular hirers at both Yallingup Churchill Park halls that weren't expected along with most other sporting fields also having higher than expected utilisation by existing clubs due to ongoing growth of filed sports.							
1041	Property and Land Leasing	284,352	602,368	602,368	(52.79%)	(318,015)	(14,341)
The negative variance is due to the annual accounting adjustment to the long term rental receivable asset for the properties that are under the head lease/sub-lease arrangement with the state government. The income side is taken up against different parts of the budget (cash effect nil), in accordance with the accounting standard for leases. If not for this the actuals would be almost on budget.							
Community Planning		5,500,534	5,390,000	5,390,000	2.05%	110,534	(202,598)
1011	Leisure Centres	3,161,924	2,729,244	2,729,244	15.85%	432,680	52,911
We are surpassing our financial targets at GLC and NCC facilities, as a result of substantial growth in memberships, increased sales at the café/kiosk, high demand for pool entry/hire, programs and facility hire.							
1046	Building Services	758,152	736,345	736,345	2.96%	21,807	15,419
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.							
1048	Statutory Planning	795,299	819,448	819,448	(2.95%)	(24,149)	4,494
Fees income is determined by the volume and value of development activity. Fee income is budgeted on a best estimate basis, but is inherently uncertain. Development activity has continued at elevated levels but DAP applications has reduced.							
1048	Strategic Planning	19,460	44,170	44,170	(55.94%)	(24,710)	3,147
Fee income is significantly less due to the reduction in in the number of Scheme Amendments submitted as a result of the Moratorium in place for the drafting of Scheme 22.							
1053	Development Compliance	113,215	125,000	125,000	(9.43%)	(11,785)	(622)
Less than expected due to lower rates of new pools requiring inspections than anticipated budgeted volume, which was based on average of previous 3-year rate of growth.							
1054	Ranger Services	154,193	170,124	170,124	(9.36%)	(15,931)	(2,592)
Related to lower than predicted volume of annual animal registrations due to increase in lifetime registrations over the past few years, reduced issuing of fire hazard infringements and vehicle impoundments along with minimal requests for issuing of new parking permits.							
Infrastructure and Environment		9,913,266	8,926,868	8,926,868	11.05%	986,398	15,627
1020/1023	Engineering and Facilities Services Management & Development Control	177,545	97,967	97,967	81.23%	79,579	155,337
The revenue on Supervision Fees is calculated on historic averages and to some degree based on economic predictions in the market. However we have been experiencing a marked increase in the number of sub-divisions and lots created this FY and as a result we have received increase revenue.							
1026	Waste Services	9,727,371	8,821,226	8,821,226	10.27%	906,145	23,640
Additional revenue in multiple accounts from various sources including the waste facilities benefiting from the high selling price of scrap metal and the increased income from tipping additional volumes of liquid waste. Other revenue sources include additional properties paying the waste, recycling collection charges							
3	Other Revenue	605,373	334,933	334,933	80.74%	270,440	54,566
Corporate Strategy and Performance		94,360	29,869	29,869	215.91%	64,490	38,183
1033	Finance	30,822	500	500	6064.31%	30,322	39,775
The positive over budget variance is due to the receipt of salary packaging amounts from the former third party staff salary packaging provider, but the new provider has not as yet reconciled all of the various accounts and requested the funds to be transferred to them.							
1034	Rates	22,137	7,622	7,622	190.44%	14,515	-
The ESL Levy administration fee (done by the Rates team), came in a lot higher than forecast.							
1037	Customer Service	32,432	21,747	21,747	49.13%	10,685	(1,592)
There has been higher than expected sales of number plates and memorialisation stock.							
Infrastructure and Environment		419,302	210,898	210,898	98.82%	208,405	18,510
1017	Parks & Gardens	56,545	26,051	26,051	117.06%	30,494	21,514
Invoicing for water sold via the standpipe at the NCC is higher than expected YTD, due to significantly higher demand.							
1026	Waste Services	350,269	184,847	184,847	89.49%	165,423	(3,004)
Positive YTD budget variance amount is due to higher volumes of sales of scrap metal at higher than expected prevailing prices.							
4	Interest Earnings	6,390,122	4,305,492	4,305,492	48.42%	2,084,630	45,759
Better than YTD budget due to higher than expected interest rates and cash on hand position earlier in the year, with the roll over of invested funds from last financial year also coming to fruition and overlapping into this financial year.							
Expenses from Operating Activities		(99,893,841)	(103,360,789)	(103,360,789)	3.35%	3,466,948	(727,593)
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	(24,670,529)	(29,232,925)	(29,232,925)	15.61%	4,562,396	(484,213)
Office of the CEO		31,379	8,485	8,485	(269.82%)	(22,894)	(1,494)
1031	Stakeholder Relations	26,177	3,261	3,261	(702.62%)	(22,915)	(1,885)
The variance relates to subscription costs that have not been budgeted for associated with the website and mail chimp. These have been budgeted organisationally and so the funds are covered.							

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Corporate Strategy and Performance		2,372,437	2,303,008	2,303,008	(3.01%)	(69,429)	(135,794)
1027	Corporate Strategy and Performance Directorate	93	28,637	28,637	99.68%	28,544	6,553
Forecast activities for which external consultancy was to be required have either not as yet commenced, not progressed as planned, or internal resources have been utilised instead.							
1029	Governance Services	264,363	286,090	286,090	7.59%	21,727	1,617
Underspend is primarily due to a reduction in consultancy and subscription costs incurred over the financial year.							
1030	Human Resources and WHS	131,497	114,608	114,608	(14.74%)	(16,889)	(63,340)
ELT supported the engagement of Veraison acknowledging that HR consultancy wouldn't cover it and CEO contingency would be used to offset.							
1033	Finance	111,360	95,729	95,729	(16.33%)	(15,631)	2,860
The overspend is primarily due to a timing issue with how the budget for bank charges has been shaped through the year. The budget has been evenly spread, however the bulk of the bank charges arise when people pay their rates in September. There has also been higher than expected consultancy costs due to the resetting of the Long Term Financial Plan model.							
1034	Rates	177,485	220,979	220,979	19.68%	43,494	14,652
The positive variance YTD is mainly due to a lag in receiving legal expense bills for debt collection proceedings.							
1036	Information Technology	1,469,208	1,332,305	1,332,305	(10.28%)	(136,903)	(87,279)
Software costs have exceeded budget due to higher than CPI cost increases and moving items of software from other cost codes to the IT cost code. Software has been budgeted better for the 2024-25 fin year and will be allocated more accurately to enable a better comparison between budget and actuals. Also, photocopying and printing allocated to IT from other areas that weren't budgeted for in IT.							
1037	Customer Service	77,168	63,922	63,922	(20.72%)	(13,246)	120
Overspend due to staff amenities now allocated 100% to Customer Service, for distribution throughout the organisation, plus software costs budgeted elsewhere. There is also an overspend in memorial plaques, due to increased demand, which can be seen in the offsetting increase in sales.							
1040	Legal Services	121,988	152,520	152,520	20.02%	30,532	(8,799)
The second half of FY24 saw a reduction in general legal expenditure and resulted in an underspend. Due to the reactive nature of legal services it is difficult to predict with certainty actual expenditure each financial year.							
Economic and Business Development		2,525,356	2,752,692	2,752,692	8.26%	227,336	(96,327)
1003	Cultural Precinct	125,511	287,154	287,154	56.29%	161,642	82,420
The variance is due to a timing delay with programming expenses for Saltwater. Expenditure related to the grant for the opening production has been postponed.							
1007	Airport Operations	1,415,830	1,346,936	1,346,936	(5.11%)	(68,893)	(186,109)
Some activities falling under Airport Screening services, Security costs, Airport Maintenance, Inspections, Consultancy, Contractors and purchase of materials have started and commitments have been raised, other works have either not commenced and hence PO's not raised. Expenditure in these areas are also dependent on staff and contractor availability and hence variations occurring as a result of timing issues.							
1008	Economic Development	678,514	735,262	735,262	7.72%	56,747	12,635
Variance relates to varied miscellaneous expenditures that were lower than expected within the caravan park operations, an upgrade at the caravan park that didn't proceed and some minor underspends across the economic development unit due to the impact of unfilled positions for extended periods during the year.							
1041	Property and Land Leasing	37,194	53,314	53,314	30.24%	16,120	201
Variance consists on a number of small underspends: •\$5K - Bush fire management plan for Locke Estate didn't proceed and will now be undertaken this year •\$5K Smiths Beach toilet block surveying wasn't undertaken this year •\$3K relates to year end accounting adjustment for lease liabilities •\$6.5K is for the annual APRA licence which was allocated against a different budget line There was also an overspend of \$3.5k on operating the Dunsborough Shopping Centre toilets							
1042	Aged and Community Housing	92,658	141,735	141,735	34.63%	49,077	2,139
The variance is due to the timing of invoices being issued as there are a number of commitments recorded against the operating expenses for both the Harris Road and Winderlup Villa units. There has also been a delay in obtaining quotes from contractors for certain works.							
Community Planning		1,949,488	2,515,077	2,515,077	22.49%	565,589	147,699
1010	Community and Recreation Development	360,803	390,089	390,089	7.51%	29,286	20,393
Actuals below budget due to under spends in consultancy.							
1011	Leisure Centres	584,081	477,767	477,767	(22.25%)	(106,313)	(11,773)
Actuals exceeded EOFY budget due to unplanned maintenance work required to fix the indoor pool liner, as well as increases in BOC gas supplies and kiosk supplies for café requirements.							
1046	Building Services	8,034	28,539	28,539	71.85%	20,504	1,955
Software licensing for applications used in building services was forecast at being a lot higher than has actually eventuated, due to a delay in the release of the Building Code and Australian Standards. Also, there is a timing difference in relation to the building certification registrations of the team and only two surveyors were required to register this financial year.							
1048	Statutory Planning	23,443	57,023	57,023	58.89%	33,580	(1,978)

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
This relates mainly to consultancy spend, which in this area mainly relates to design review or peer review of technical documents (e.g. traffic impact assessments) in support of applications. The timing of that spend largely relates to the lodgement and assessment of applications, and is not determined by the City.							
1049	Strategic Planning	130,853	430,540	430,540	69.61%	299,687	59,589
A large proportion of total budget in this area (approx. 280K) is for a coastal planning project in the Siesta Park/Marybrook area, and the timing of that spend will be determined by an RFT and subsequent contractual process, but none of that spend has yet been incurred. The variance in this area is entirely attributable to that.							
1051	Environmental Health Services	97,370	118,591	118,591	17.89%	21,221	(2,792)
The majority of the variance is due to less mosquito management work being required than originally budgeted for due to lower than expected breeding numbers of virus spreading mosquitoes and an earlier than expected end to the season.							
1054	Ranger Services	51,806	177,121	177,121	70.75%	125,315	67,459
Underspend variance can be attributed to the following: - \$37K was budgeted for postage of Firebreak Notice – decision made to send out with rates due to impending changes. - \$88K in various commitments related to animal control, the community engagement associated with the bush fire notice review, and equipment and towing services that have not come to fruition, resulting in a savings against budget.							
1056	Emergency Services	585,472	734,692	734,692	20.31%	149,220	19,976
The main variances relate to budget timing and include a \$117K underspend on the bushfire mitigation program and approximately \$45K for the Emergency Asset Management Project for a contractor has been engaged but work has not as yet concluded.							
Infrastructure and Environment		17,791,598	21,653,663	21,653,663	17.84%	3,862,065	(398,298)
1014	Infrastructure and Environment Directorate	408,745	446,651	446,651	8.49%	37,906	34,141
The spend relates to the contribution to works for Port Geographe coastal management. Works were completed with no further expenditure required. Unspent funds remain in the reserve.							
1016	Construction and Maintenance	2,092,041	2,365,801	2,365,801	11.57%	273,760	117,766
The main variances are: • Boat Ramp Maintenance (12786-12788). All routine boat ramp maintenance complete with some savings in this area due to milder winter. • Bridge Maintenance – Contractor unable to complete contracted works prior to end of June, balance of works scheduled in July • Rural Tree Pruning – Contractor unable to complete contracted works prior to end of June, balance of works scheduled in July • Roadside spraying – Contractor unable to complete contracted works prior to end of June							
1017	Parks & Gardens	4,086,692	4,117,442	4,117,442	0.75%	30,749	(155,970)
Activities to date have been largely focused on general Open Space maintenance. This is consistent with lower YTD costs at this time of year compared to YTD budget which is evenly spread over the year. Due to Autumn and Winter seasons, materials and plants order's will be committed with a large amount of expenditure expected in the 4th quarter when they are required, this includes the Street Tree program, Foreshore works (after the tourist season) and sportsground works will be committed.							
1019	Facilities Services	3,845,453	4,107,318	4,107,318	6.38%	261,866	63,817
The underspend is a combination of multiple factors. Primarily less unforeseen reactive maintenance activities such as vandalism, graffiti, additional cleans (some services did not come on line as expected), damage repairs and general wear and tear. Also a reduction in the unplanned replacement of City owned asset components contributes to the underspend and can be attributed to the facilities team having implemented more efficient preventative maintenance schedules. All major compliance items are covered under a schedule of works which came in as expected per the budget.							
1020	Engineering and Facilities Services Management	1,038,769	4,165,954	4,165,954	75.07%	3,127,184	(51,050)
The main variances can be attributed to the following: (1) Coastal Works, that's still in its planning phase, with the Coastal Modelling scheduled to be completed by the end of June 24. The data from the modelling is critical as it will inform the design parameters of bulk of the funding. Minor dune rehabilitation works is currently underway at West Abbey and will be completed by the end of the FY. These funds will have to be carried over to the next FY. (2) The second item is the street lighting replacement. Expenditure under this project had been allocated to the incorrect cost centre. (3) Safer Speed Trial JV Initiative – grant that is being and rolled out by the RAC, this project is currently in progress. (4) General Design and Traffic Modelling, this project has been awarded and is currently underway. Due to the nature of the items 1 and 4 required upfront planning, design and procurement. As a result the bigger expenditure projects such as the Coastal Works, the Coastal Modelling has to be completed before the detail designs for Works can be undertaken. In this case the variance can be attributed to timing delays.							
1021	Asset Planning	29,323	80,015	80,015	63.35%	50,692	(6,081)
The underspend is due to scheduled works being undertaken through the appropriate capital budget, use of internal resources to undertake works, and miscodings.							
1022	Design and Survey	65,936	35,357	35,357	(86.49%)	(30,579)	(17,354)
This appears to be an overspend, however it relates to miscodings that should have been applied against the budget in 1020 above (which is underspent).							
1023	Development Control	50,149	98,764	98,764	49.22%	48,615	9,978
RFQ67-24 Dandatup Brook Flood Study was only awarded in June 2024. RFQ award process was prolonged due to most of the suppliers/contractors declining to quote stating volume of current workload already an issue.							
1025	Fleet Services	2,625,623	2,307,134	2,307,134	(13.80%)	(318,489)	(90,196)

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Actuals over YTD budget associated to an increase in Fuels, Oils and Lubricants overall. Also the amount spent and number of replacement parts have increased as well.							
1026	Waste Services	3,162,704	3,021,845	3,021,845	(4.66%)	(140,859)	(270,258)
The underspend is in numerous accounts associated with things like lower amounts paid towards water reimbursements to properties external to the Busselton Transfer Station, as well as contractors to process Greenwaste, and the overall use of contractors at the Dunsborough waste facility for the month.							
1062	Sustainability	343,925	873,000	873,000	60.60%	529,075	(20,371)
The tender for the next stage of the Lower Vasse River project has not been awarded, as it is still to be determined as to which methodology will be used. Funds have been carried over and re-listed in the 24/25 budget.							
6	Other Expenditure	(6,048,079)	(6,823,844)	(6,823,844)	11.37%	775,765	(429,102)
Office of the CEO		261,098	351,126	351,126	25.64%	90,027	114,286
1000	Office of the CEO	75,332	147,223	147,223	48.83%	71,891	9,409
The majority of the variance is timing related due to activities involving the use of this budget being difficult to predict when or even if they will occur.							
1031	Stakeholder Relations	185,766	203,902	203,902	8.89%	18,136	104,878
Underspend variance is due to actual costs relating to the You Choose program coming in less than expected.							
Corporate Strategy and Performance		1,313,526	1,383,915	1,383,915	5.09%	70,389	(38,418)
1029	Governance Services	845,382	898,091	898,091	5.87%	52,709	(114,197)
The variance is due to underspends in election expenses, elected member refreshments and functions and elected member conference and training expenses.							
1034	Rates	105,457	117,374	117,374	10.15%	11,917	67,627
The number of interim rating valuations required came in less than expected against the full year budget.							
Economic and Business Development		3,853,933	4,410,944	4,410,944	12.63%	557,011	(545,154)
1003	Cultural Precinct	22,982	108,649	108,649	78.85%	85,667	27,809
This is due to delayed timing of marketing and promotions for Saltwater, based on new opening dates for the venue.							
1004	Events	1,239,951	1,394,788	1,394,788	11.10%	154,838	(26,088)
The underspend is related to the number of applications received for funding, which did not use all of the allocated budget in 2023/2024.							
1007	Airport Operations	2,357,923	2,663,611	2,663,611	11.48%	305,688	(563,206)
The majority of this expenditure is related to the airline attraction and marketing & promotions activities. Jetstar have not yet produced invoices for the incentive payment for the last 2 quarters. The City is also still waiting for TWA to invoice the City for \$250k for marketing and promotions activities.							
1008	Economic Development	189,950	205,775	205,775	7.69%	15,824	14,038
Underspend on valuations and advertising expenses as well as final component of MRBTA Visitor Servicing invoice for 2023/24 that will be paid from the 24/25 budget.							
Community Planning		477,650	551,650	551,650	13.41%	74,000	27,146
1010	Community and Recreation Development	321,766	370,056	370,056	13.05%	48,289	12,517
There has been a \$4K savings in the School Chaplaincy program, with the remaining savings due to the community funding programs which have now been completed for the year, with no further spend required.							
1045	Planning Administration Support	-	32,011	32,011	100.00%	32,011	0
The underspend relates to the Façade Refurbishment Subsidy program which has not been offered to the community this year, due to staff resourcing and other pressing work priorities.							
1046	Building Services	19,272	-	-	100.00%	(19,272)	-
The unbudgeted spend YTD represents a contribution of Long Service Leave entitlements to another Local Government Authority, for a previous employee. This is funded from the LSL Reserve.							
Infrastructure and Environment		136,376	126,210	126,210	(8.05%)	(10,166)	13,038
1020	Engineering and Facilities Services Management	31,662	2,100	2,100	(1407.72%)	(29,562)	(525)
YTD overspend is due to an unbudgeted payment of LSL entitlements to another LGA for a former staff member. This will be offset by a funding transfer from the Long Service Leave reserve.							
1026	Waste Services	45,177	67,913	67,913	33.48%	22,737	5,139
Expenditure is associated with water reimbursements to neighbouring properties around the Busselton Transfer Station, when the actual water usage invoices are presented. Amount reimbursed is less than YTD forecast.							
Amounts Attributable to Investing Activities		(27,274,531)	(48,762,511)	(48,762,511)	44.07%	7,998,020	(2,462,241)
Items included in Investing Activities are Capital Grants, Subsidies & Contributions, Capital Expenditure in the various classes of assets, and Proceeds from Sale of Assets. The attachments to this report includes the detailed listings of all capital expenditure (project) items. The main areas of YTD variance to budget for Investing Activities that appear on the face of the Financial Activity Statement are summarised as follows:							
7	Capital Grants, Subsidies and Contributions	12,800,443	20,026,075	20,026,075	(36.08%)	(7,225,632)	(4,253,492)
Many capital projects that have been budgeted to have been completed by this time have not. As such, the recognition of the associated capital grant funding is delayed, as it can not be brought to account until the projects have been finalised. This is offset by the positive variance in capital expenditure on the same projects.							
8	Land & Buildings	(17,503,503)	(29,876,325)	(29,876,325)	41.41%	12,372,822	(1,055,019)

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
12847 & 15073	Strategic Land Purchases	825,744	3,900,000	3,900,000	78.83%	3,074,256	(4,698)
The City has entered into agreements for strategic land purchases in Yalyalup and Dunsborough. Total expenditure this financial year largely comprises of the payment of the deposits. Neither strategic land purchase will be completed this financial year resulting in an underspend of approximately \$3.1M.							
Various	Saltwater	15,294,301	20,707,633	20,707,633	26.14%	5,413,332	(2,019,649)
This variance is due to smaller than anticipated progress claims submitted by the contractor. This is due to delays experienced on site due to materials and contractor availability, as a result of current market conditions. It is anticipated that much of this budget will be carried over.							
10016	Civic and Administration Centre Minor Upgrades(C)	12,696	35,000	35,000	63.72%	22,304	(11,496)
Works took 10 months to procure and deliver and cost less than anticipated. Works were completed with no further expenditure required.							
10025	Weld Theatre (C)	181,822	250,000	250,000	27.27%	68,178	-
Remedial works ongoing as part of BPACC integration - potential for the remainder of this budget to be carried over into FY24/25.							
10585	BMRA Hangars(C)	-	303,790	303,790	100.00%	303,790	-
This project is to construct 2 hangars in the GA precinct. This project has not been started yet due to competing priorities. Officers will finalise discussions relating to a proposal for multiple hangar sites in the GA precinct prior to deciding if this project will proceed or not.							
10589	Airport Construction, Existing Terminal Upgrade(C)	47,948	103,847	103,847	53.83%	55,899	-
We have completed the remaining terminal improvements which included the installation of the training/office transportable and ablution block (which came in under budget). With the exception of approximately \$15k (one invoice raised against the Airport Ops budget and one invoice still to be paid) the remaining funds are unallocated. They are reserve funded so the underspend will have no impact on the municipal position.							
10642	Dunsborough Lakes Sporting Precinct- Pavilion/Changeroom F(C)	170,591	1,620,434	1,620,434	89.47%	1,449,843	226,986
The Council has now endorsed the location for the new pavilion project. Further design and consultation is now underway. A new timeline for project delivery is being developed for implementation. Expenditure to date is for the provision of temporary facilities for the area to be used until the final facility is constructed. RFQ's are now underway for sports lighting and expenditure will be seen in this area.							
10787	Geographe Leisure Centre Upgrade(C)	241,970	567,464	567,464	57.36%	325,494	22,947
The YTD underspend is due to the procurement process taking longer than anticipated due to contractor availability. Commitments to date of 232k for new sand filters, with works only completed in April. Additional works scheduled for May and June. Pool floor replacement has been deferred to FY 24/25 - the remainder of this budget is to be carried over.							
12428	Re-use shop Busselton Transfer Station(C)	236,065	275,000	275,000	14.16%	38,935	(167,025)
Expenditure associated with the procurement of the 40 ft sea-containers associated with the Reuse Shop. Underspend variance from the procurement of the other components currently underway, with the entire budget expected to be spent by June.							
12440	Energy Efficiency Initiatives (Various Buildings) (C)	7,000	78,166	78,166	91.04%	71,166	6,514
Project is delayed due to Western Power delays. Unlikely to occur this financial year.							
12796	Depot Training Room	60,407	75,000	75,000	19.46%	14,593	6,250
Minor works outstanding, balance of budget carried over.							
12800	Old Courthouse Complex Renewal (C)	87,006	102,853	102,853	15.41%	15,847	(67,035)
Works complete no further expenditure – Scope was reduced through the year due to operational changes within the court house not being required (ie – moving of gift shop)							
12804	Airport Terminal Building(C)	9,545	28,481	28,481	66.49%	18,936	2,373
This budget allocation was for minor works to/around the terminal building however due to other priorities were not completed. The funds have been requested to be rolled over into 2024/25 for completion.							
12868	Busselton Jetty Tourist Park - Cabin Replacement/Upgrade (C)	-	540,000	540,000	100.00%	540,000	540,000
The cabin replacements have been delayed until 2024/25, and will be dependent on outcomes of a strategic review into caravan park operations.							
12939	Administration Building- 2-16 Southern Drive(C)	-	45,000	45,000	100.00%	45,000	3,750
Due to suitably experienced contractor availability, we have requested this budget be carried over into FY24/25							
12940	Depot Building-Busselton(C)	120,521	270,000	270,000	55.36%	149,479	10,000
Works to the workshop floor were costed at \$250k in FY 22/23 after market testing. When quotes were received in 23/24 prices had reduced – hence the underspend. Additional works were considered to utilise the remainder of the budget but not actioned, as the budget was allocated to the improvement of the workshop floor only.							
14942	Lions Park Shopping Centre Toilets (C)	-	250,000	250,000	100.00%	250,000	20,833
City officers have been given direction from council to re-negotiate terms with the Strata company. Therefore works have not been able to progress as planned.							
14943	Changing Places Accessible Ablutions (C)	623	250,000	250,000	99.75%	249,377	58,333
This is a timing issue. Public consultation has been completed, with the block to be situated next to the existing toilet block at Signal Park. The RFT was awarded in May, but the project has not commenced. This budget has been carried over and re-listed in 24/25.							
15067	Commonage Fire Facility (C)	5,700	40,000	40,000	85.75%	34,300	40,000
Concept and detailed design drawings were budgeted for, but consultation took longer and we only achieved the concept designs.							
15074	Vasse Toilet (C)	28,672	125,000	125,000	77.06%	96,329	99,114
Contracts have been awarded, but works had not commenced prior to year end. This budget has been carried over and re-listed in 24/25.							
15087	Mosquito Management Facility (C)	700	120,899	120,899	99.42%	120,199	120,899

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
The variance is due to construction work of the storage shed not yet being completed. Completion is expected for later in July 2024, prior to the mosquito season, at which point most of the funds will be spent paying the builder with the remainder being for associated fit out and infrastructure which cannot be actioned until the shed is built. These funds have been rolled over to the 2024/2025 financial year.							
9	Plant & Equipment	2,409,736	6,118,421	6,118,421	60.62%	3,708,685	1,382,043
As some manufacturers have started taking orders, a few light vehicles have been purchased in the last month with a more RFQs for other equipment to be sent out over the next few months. Despite this, the entire capital budget was not expected to be fully expended by June and will result in items being relisted next year.							
10	Furniture & Office Equipment	544,989	1,668,909	1,668,909	67.34%	1,123,920	267,723
12781	Saltwater - Loose Furniture & Fittings(C)	-	228,551	228,551	100.00%	228,551	-
Due to delayed opening date of Saltwater, we will not be going out for RFQs and PQS until June/July, so this budget will not be expended until the following FY. We will request the budget for Loose Furniture be carried over to 2024/25.							
12876	ICT Services - Equipment & Software Purchases(C)	257,701	965,497	965,497	73.31%	707,796	73,578
Specifications for the replacement virtual host servers (\$150k budgeted) and SANs (\$275k budgeted) are almost complete. These procurements will likely need to follow the RFQ procurement process, but these are not scheduled to take place before Jun-2024.							
14730	Geographe Leisure Centre Fitness Equipment(C)	42,000	18,160	18,160	(131.28%)	(23,840)	-
\$42,000 payout for Technogym Gym Lease to retain equipment. The overspend of \$23,840 is primarily offset by a underspend of \$20,000 against capital project #15064 for GLC café fridge.							
15064	GLC Cafe Double Fridge (C)	-	20,000	20,000	100.00%	20,000	20,000
Underspend offset against overspend PJ14730 fitness equipment, gym lease payout.							
15082	Administration Building Furniture& Equipment (C)	-	15,000	15,000	100.00%	15,000	4,300
Furniture at the Administration building has fared better than expected – no further expenditure is expected for the rest of this FY							
15256	Leisure Centre Spin Bikes (C)	-	180,000	180,000	100.00%	180,000	180,000
Carryover in funds to 24/25 for the spin bikes tender RFT08/24, with successful tenderer to be selected in July.							
11	Infrastructure	15,504,349	22,832,438	22,832,438	32.10%	7,328,089	1,280,152
Various	Roads	9,458,577	10,395,056	10,395,056	9.01%	936,479	(1,060,882)
The main YTD Variance includes the following projects: Jalbarragup Road Reseal (14853) To be carried over into 2024/25 Chapman Hill Rd (15194) To be carried over into 2024/25 Commonage Rd (12827) Project complete with amended budget surplus to be carried over into 2024/25							
14897	Naturaliste Terrace Footbridge Renewal #6017 Lot 254(C)	11,473	110,000	110,000	89.57%	98,527	9,167
A contract has been awarded for this project. However due to other commitments and significant delays on a project they are delivering for another Local Government this project will need to be relisted into the 2024/25 Budget.							
Various	Car Parks	493,557	713,123	713,123	30.79%	219,566	9,207
The main YTD Variance items includes the following projects: Forrest Beach Horse Float Carparking Area (14872) –Awaiting heritage approval. Project requires relisting into 2024/25 Budget Disabled Parking Bays (14874) \$10K – Design to be finalised. Project requires relisting into 2024/25 Budget							
Various	Footpaths & Cycleways	941,542	2,066,677	2,066,677	54.44%	1,125,135	(18,535)
The main YTD Variance items includes the following projects: • Coastal Shared Path Forth St to Holgate (14887) – To be carried over into 2024/25 awaiting heritage approval • Vincent Street to Geographe Bay Road (14895) – In progress, balance of work carried over in 2024/25 • Carey St (14890) – Project complete under budget • Bay View Crescent (14893) – In progress To be carried over into 2024/25							
Various	Parks, Gardens & Reserves	2,922,269	7,117,075	7,117,075	58.94%	4,194,806	1,750,144
The following projects have not commenced due to planning and scheduling delays: • Dunsborough Lakes Sporting Precinct (Stage 1) funds to be carried over • Performing Arts Centre landscaping funds to be carried over • Possum Park Barnard East Upgrade funds to be carried over • Mitchell Park Landscape Upgrade to be carried over • Disability Carousel renewal to be carried over and delivered within 2-3 months of new financial year. • Busselton Landfill Post-closure Capping, Rehab & Remediation (re listed for next FY) • Coastal Stabilisation (CERMP2223-010) re listed/carried over • Rails to Trails - Continuation of Implementation Plan no works completed due to external grant funding being received. • Depot Washdown Facility Upgrades project cancelled							
Various	Drainage	905,120	1,142,230	1,142,230	20.76%	237,110	102,463
The main YTD Variance items includes the following projects: • Dunsborough Lakes Dr (14881)– To be carried over into 2024/25 work scheduled in July • Carey St (14883) balance of work to be carried over into 2024/25 works scheduled in July							
Various	Regional Airport and Industrial Park	771,812	1,288,278	1,288,278	40.09%	516,466	488,588

CITY OF BUSSELTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30TH JUNE 2024

Note 3 Material Variance Explanations

Cost Centre or Project	Description	Actual YTD \$	Budget YTD \$	Full Year Budget \$	Variance YTD %	Variance YTD \$	Change in Variance Current Month \$
Projects included in this group include the RFDS relocation project which has been complete and resulted in an underspend; ventral lighting project which is due to be completed in July and funds have been rolled over into 2024/25; Ga precinct reseal which is complete and had a slight underspend; the main variance is with project code Airport Construction Stage 2 which had \$337k allocated which has not been expended.							
12	Proceeds from Sale of Assets	684,638	863,800	863,800	(20.74%)	(179,162)	(78,225)
Due to the delayed delivery of new, replacement items, the disposal of the existing Fleet and Plant could not occur earlier. Consequently, the under YTD revenue was attributed to the disposal of some Light Vehicles and plant assets only commencing from February 2024. Although revenue from the proceeds of sale is expected to come closer to the budgeted revenue over the coming months, it was not expected to meet the end of year total forecast amount.							
Amounts Attributable to Financing Activities		4,489,516	31,528,673	31,528,673	(85.76%)	(27,039,158)	5,723,834
13	Proceeds from New Loans	-	2,000,000	2,000,000	(100.00%)	(2,000,000)	-
Planning and negotiations for the strategic purchases of land have been delayed, therefore the requirements to apply for and draw down on loan facilities has not been required to date. Also, there have been no applications for self supporting loans from community groups.							
14	Advances to Community Groups	-	(250,000)	(250,000)	100.00%	250,000	-
No applications for loan funding have been received from community groups to date.							
15	Transfer to Restricted Assets	(25,868,051)	(9,200,455)	(9,200,455)	(181.16%)	(16,667,596)	(3,473,482)
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). It should be noted that per Council budget amendment resolution, \$8.7M has been moved from reserves to restricted funds in relation to historical developer contributions for community facilities that have not yet been utilised (not recognised in revenue), so could not be included in reserves. The remaining \$17.1M YTD transfers relates to \$2.7M of new developer contributions, \$7.4M in various government grants that were restricted, as well as \$1.6M in Roadwork Bonds, \$552K in BJTP deposits, and \$4.8M in various other deposits and bonds.							
16	Transfer from Restricted Assets	31,372,425	22,096,170	22,096,170	41.98%	9,276,255	7,913,367
Similar to transfers to restricted assets, at the time of budgeting it is not possible to predict what grants, contributions or developer bonds will be utilised, and/or returned, and in what timeframe.							
17	Transfer from Reserves	46,288,590	60,739,045	60,739,045	(23.79%)	(14,450,455)	4,457,805
Although the budget for reserve transfers in the second half of the year has been somewhat shaped to align with predicted completion of some major projects, actual final reconciliation of project spends and the associated reserve transfers are not actually conducted until the end of the financial year. The negative variance against budget is purely due to the non-completion of reserve funded works, and is offset by the underspend against these projects, with the funds remaining in reserve to be utilised to fund the completion of these projects in the future.							

City of Busselton Capital Acquisition/ Construction For Period Ended 30 June 2024						
Project	Project Description	2023/24 Actual YTD	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		\$	\$	\$	\$	\$
Land						
12847	Purchase Sues Road(C)	454,545	500,000	500,000	500,000	500,000
15073	Lot 9020 Dunsborough (C)	371,199	3,400,000	3,400,000	3,400,000	3,400,000
	Total Land	825,744	3,900,000	3,900,000	3,900,000	3,900,000
Buildings						
Aged Housing						
12231	Aged Housing Capital Improvements - Harris Road(C)	31,965	22,000	22,000	22,000	22,000
12233	Aged Housing Capital Improvements - Winderlup(C)	35,465	40,000	40,000	40,000	40,000
12234	Aged Housing Capital Improvements - Winderlup Court (City(C)	35,344	49,000	49,000	49,000	49,000
		102,775	111,000	111,000	111,000	111,000
Saltwater						
12471	Saltwater - Construction(C)	11,327,310	18,240,616	18,240,616	18,240,616	18,240,616
12652	Saltwater - Design of Structure / Professional Fees(C)	1,761,215	212,690	212,690	212,690	212,690
12779	Saltwater - Contingency (C)	2,133,833	2,111,657	2,111,657	2,111,657	2,111,657
12782	Saltwater - Utility Costs (C)	51,342	142,670	142,670	142,670	142,670
12784	Saltwater - Other (C)	20,600	-	-	-	-
		15,294,301	20,707,633	20,707,633	20,707,633	20,707,633
10016	Civic and Administration Centre Minor Upgrades(C)	12,696	35,000	35,000	35,000	35,000
10025	Weld Theatre Upgrade (C)	181,822	250,000	250,000	250,000	250,000
10585	BMRA Hangars(C)	-	303,790	303,790	303,790	303,790
10589	Airport Construction, Existing Terminal Upgrade(C)	47,948	103,847	103,847	103,847	103,847
10642	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	170,591	1,620,434	1,620,434	1,620,434	1,620,434
10787	Geographe Leisure Centre(C)	241,970	567,464	567,464	567,464	567,464
12331	Smiths Beach New Public Toilet(C)	-	-	250,000	-	250,000
12428	Re-use shop Busselton Transfer Station(C)	236,065	275,000	275,000	275,000	275,000
12440	Energy Efficiency Initiatives (Various Buildings) (C)	7,000	78,166	78,166	78,166	78,166
12795	Busselton Depot CCTV & Electronic Gate(C)	13,772	16,259	16,259	16,259	16,259
12796	Depot Training Room (C)	60,407	75,000	75,000	75,000	75,000
12798	High Street Hall (C)	8,145	10,500	10,500	10,500	10,500
12800	Old Courthouse Complex Renewal (C)	87,006	102,853	102,853	102,853	102,853
12804	Airport Terminal Building(C)	9,545	28,481	28,481	28,481	28,481
12868	Busselton Jetty Tourist Park - Cabin Replacement/Upgrade (C)	-	540,000	540,000	540,000	540,000
12939	Administration Building- 2-16 Southern Drive(C)	-	45,000	45,000	45,000	45,000
12940	Depot Building-Busselton((C)	120,521	270,000	270,000	270,000	270,000
14942	Lions Park Shopping Centre Toilets (C)	-	250,000	250,000	250,000	250,000
14943	Changing Places Accessable Ablutions (C)	623	250,000	100,000	250,000	100,000
15067	Commonage Fire Facility (C)	5,700	40,000	40,000	40,000	40,000
15074	Vasse Toilet (C)	28,672	125,000	125,000	125,000	125,000
15077	Lunch / Meeting Room for Transfer Station(C)	47,500	50,000	50,000	50,000	50,000
15087	Mosquito Management Facility (C)	700	120,899	120,899	120,899	120,899
	Total Buildings	16,677,759	25,976,325	26,076,325	25,976,325	26,076,325
	Total Land & Buildings	17,503,503	29,876,325	29,976,325	29,876,325	29,976,325
Plant and Equipment						
10700	Dunsborough Cemetery(C)	-	21,276	21,276	21,276	21,276
12870	Busselton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	36,160	35,000	35,000	35,000	35,000
12872	Busselton Jetty Tourist Park - Battery Powered Mule (C)	26,222	35,000	35,000	35,000	35,000
12881	HINO FD1024 Beavertail Truck (Turf) (C)	-	100,000	100,000	100,000	100,000
12882	Isuzu NPR65-190 Single Cab (Turf) (C)	-	100,000	100,000	100,000	100,000
12884	KUBOTA F3690 OUTFRONT MOWER (C)	29,200	29,200	29,200	29,200	29,200
12885	KUBOTA F3690 OUTFRONT MOWER (C)	29,200	29,200	29,200	29,200	29,200
12886	Brush / Tree Chipper (C)	71,646	100,000	100,000	100,000	100,000
12887	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	-	20,000	20,000	20,000	20,000
12888	HINO FS2848 Tipper Truck (C&M) (C)	-	230,000	230,000	230,000	230,000
12890	Caterpillar CS56 Roller (C&M) (C)	-	180,000	180,000	180,000	180,000
12892	ISUZU FVZ1400 Tipper Truck (C&M) (C)	-	230,000	230,000	230,000	230,000
12894	SUBARU FORESTER 2.5i AWD WAGON (StPlaCoord)REPL.P1 (C)	35,000	35,000	35,000	35,000	35,000
12895	NISSAN X-TRAIL ST-L 2WD SUV (ASSET MGMT COORD) (C)	35,000	35,000	35,000	35,000	35,000
12896	Facilities Operational Ute(C)	35,280	42,000	42,000	42,000	42,000
12897	ISUZU D-MAX SX 4X2 SINGLE CAB UTILITY (IRRIGATION) (C)	-	42,000	42,000	42,000	42,000
12898	MITSUBISHI TRITON 4X2 SINGLE CAB UTE (P&G) (C)	-	42,000	42,000	42,000	42,000
12899	Construction & Maintenance Ute (C)	41,124	42,000	42,000	42,000	42,000
12900	TOYOTA HILUX DUAL CAB 4X4 (CONST SUPERVISOR) (C)	47,503	45,000	45,000	45,000	45,000
12901	TOYOTA HILUX DUAL CAB 4X4 (MTCE SUPERVISOR) (C)	44,345	45,000	45,000	45,000	45,000

City of Busselton Capital Acquisition/ Construction For Period Ended 30 June 2024						
Project	Project Description	2023/24 Actual YTD	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		\$	\$	\$	\$	\$
12902	Manager Governance & Corp Services Vehicle (C)	39,134	40,000	40,000	40,000	40,000
12904	Plant Purchases (P11) - Minor Plant (P&G) (C)	13,571	15,000	15,000	15,000	15,000
12906	Plant Purchases (P12) - Minor Plant (C&M) (C)	-	20,000	20,000	20,000	20,000
12908	Program 12 - Minor Plant (Workshop) (C)	5,269	10,000	10,000	10,000	10,000
12911	VOLVO FE320 WASTE TRUCK (C)	466,234	459,660	459,660	459,660	459,660
12914	Minor Plant - Program 10 (C)	-	10,000	10,000	10,000	10,000
12932	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	-	30,000	30,000	30,000	30,000
12948	TOYOTA HILUX SR 4X4 DUAL CAB UTILITY (BMO) (C)	45,394	45,000	45,000	45,000	45,000
14744	MITSUBISHI PAJERO GLX 4X4 (MGR REG SERV) (C)	41,083	41,500	41,500	41,500	41,500
14818	Wheeled 20t excavator Inc. Accessories(C)	-	485,000	485,000	485,000	485,000
14819	Positrak (Cat 299) with Accessories (C)	-	250,000	250,000	250,000	250,000
14820	Trailer for Towing Positrak & Traffic Lights(C)	-	40,000	40,000	40,000	40,000
14821	Trailer Traffic Lights x 2 (and Sign Cones)(C)	43,090	45,000	45,000	45,000	45,000
14823	VOLVO FE320 WASTE TRUCK (C)	481,200	473,545	473,545	473,545	473,545
14842	HINO CREW CAB TIPPER TRUCK (C)	102,664	100,540	100,540	100,540	100,540
14946	PERUZZO BULL SLASHER (C)	-	60,000	60,000	60,000	60,000
14949	KUBOTA MULE (C)	-	15,000	15,000	15,000	15,000
14951	1500L SELF BUNDED DIESEL FUEL TANK (C)	-	15,000	15,000	15,000	15,000
14954	MITSUBISHI TRITON 4x2 SINGLE CAB (C)	-	35,000	35,000	35,000	35,000
14960	VOLVO FE320 WASTE TRUCK (C)	-	480,000	480,000	480,000	480,000
14962	WATER TANK FOR DUST SUPPRESSION (C)	-	25,000	25,000	25,000	25,000
14966	DIESEL TANK DWF (C)	-	50,000	50,000	50,000	50,000
14968	HOOKLIFT BIN BWTS (C)	16,540	18,000	18,000	18,000	18,000
14970	HOOKLIFT BIN BWTS (C)	-	18,000	18,000	18,000	18,000
14972	HOOKLIFT BIN BWTS (C)	-	18,000	18,000	18,000	18,000
14974	HOOKLIFT BIN (C)	-	18,000	18,000	18,000	18,000
14976	HOOKLIFT BIN (C)	16,540	18,000	18,000	18,000	18,000
14978	ABLE GL3013 GENERATOR (C)	21,300	50,000	50,000	50,000	50,000
14980	WASTE COORDINATOR VEHICLE (C)	33,965	35,000	35,000	35,000	35,000
14982	TOYOTA HILUX 4x2 SINGLE CAB (C)	36,671	36,000	36,000	36,000	36,000
14984	ISUZU D-MAX 4x4 DUAL CAB (C)	41,527	40,000	40,000	40,000	40,000
14986	HOLDEN COLORADO 4x4 DUAL CAB (C)	-	36,000	36,000	36,000	36,000
15004	HUSQVARNA RC318T RIDE ON MOWER (C)	-	18,000	18,000	18,000	18,000
15006	HINO 917 CREW CAB (C&M) (C)	-	100,000	100,000	100,000	100,000
15008	ISUZU NPR400 CREW CAB (C&M) (C)	-	100,000	100,000	100,000	100,000
15013	HINO GH1728 AUTO TRUCK (C&M) (C)	-	400,000	400,000	400,000	400,000
15016	HINO GF1628 REAR TIPPING TRUCK (P&G) (C)	-	150,000	150,000	150,000	150,000
15018	TORO 4010D GROUNDMASTER MOWER (P&G) (C)	-	150,000	150,000	150,000	150,000
15023	ISUZU DMAX 4X2 SINGLE CAB (P&G) FORESHORE IRRIGATION (C)	-	42,000	42,000	42,000	42,000
15025	TOYOTA HILUX 4X4 EXTRA CAB UTILITY (IRRIGATION) (C)	49,140	45,000	45,000	45,000	45,000
15028	FORD RANGER 4X4 DUAL CAB UTE (CESM) (C)	54,045	55,000	55,000	55,000	55,000
15032	SUBARU OUTBACK 2.5i PREMIUM WAGON (C)	-	35,000	35,000	35,000	35,000
15034	SUBARU OUTBACK AWD WAGON (RANGERS CO-ORDINATOR) (C)	35,000	35,000	35,000	35,000	35,000
15036	SUBARU OUTBACK 2.5i AWD PREMIUM (MGR CULTURE & EVENTS) (C)	39,909	40,000	40,000	40,000	40,000
15038	MAZDA CX9 FWD SUV (Director CCS) (C)	51,095	50,000	50,000	50,000	50,000
15040	SUBARU OUTBACK AWD (Director PDS) (C)	50,509	50,000	50,000	50,000	50,000
15042	Nissan X-Trail Ti 4x4 SUV (Mgr Fin Serv) (C)	40,643	40,000	40,000	40,000	40,000
15045	Toyota Fortuner GX 4x4 SUV (Mgr Eng Tech Srv) (C)	40,643	40,000	40,000	40,000	40,000
15048	SUBARU FORESTER 2.5i-S AWD (MGR DEV SERV) (C)	38,638	40,000	40,000	40,000	40,000
15050	NISSAN X TRAIL STL 4X4 SUV (LIESURE CENTRES COORD) (C)	34,596	35,000	35,000	35,000	35,000
15052	MITSUBISHI OUTLANDER LS AWD (HR COORD) (C)	33,965	35,000	35,000	35,000	35,000
15078	HAZMET and Dangerous Goods Storage(C)	66,060	108,500	108,500	108,500	108,500
15083	New Airport Manager Vehicle (C)	40,631	40,000	40,000	40,000	40,000
15192	Security screening equipment – ETD Machine (C)	-	40,000	-	40,000	-
	Total Plant & Equipment	2,409,736	6,118,421	6,078,421	6,118,421	6,078,421
Furniture and Equipment						
10965	P&E - P&G Smart Technologies(C)	70,215	75,000	75,000	75,000	75,000
12781	Saltwater - Loose Furniture & Fittings (C)	-	228,551	228,551	228,551	228,551
12783	Saltwater - IT Hardware & Software (C)	71,240	71,250	71,250	71,250	71,250
12876	ICT Services - Equipment & Software Purchases(C)	257,701	965,497	965,497	965,497	965,497
12878	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	19,837	20,000	20,000	20,000	20,000
14729	Events Furniture & Equipment(C)	5,138	5,138	5,138	5,138	5,138
14730	Geographe Leisure Centre Fitness Equipment(C)	42,000	18,160	18,160	18,160	18,160
14731	Cultural Planning Furniture & Equipment(C)	8,000	9,500	9,500	9,500	9,500
14939	Ice Machine (C)	14,128	10,000	10,000	10,000	10,000
15059	Sculpture By The Bay (C)	11,636	12,000	12,000	12,000	12,000
15063	NCC - Les Mills Pump Rack (C)	7,086	8,000	8,000	8,000	8,000

City of Busselton Capital Acquisition/ Construction For Period Ended 30 June 2024						
Project	Project Description	2023/24 Actual YTD	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		\$	\$	\$	\$	\$
15064	GLC Cafe Double Fridge (C)	-	20,000	20,000	20,000	20,000
15065	Differential GPS (C)	17,310	20,000	20,000	20,000	20,000
15082	Administration Building Furniture& Equipment C)	-	15,000	15,000	15,000	15,000
15088	Busselton Depot Building Furniture & Equipment (C)	20,698	10,813	10,813	10,813	10,813
15256	Leisure Centre Spin Bikes (C)	-	180,000	-	180,000	-
	Total Furniture & Equipment	544,989	1,668,909	1,488,909	1,668,909	1,488,909
Roads Infrastructure						
11193	Wilyabrup Road Resheet(C)	122,197	80,643	80,643	80,643	80,643
11199	Bussell Highway(C)	2,083,192	2,219,113	2,034,712	2,219,113	2,034,712
11991	Commonage & Hayes Road intersection Safety works(C)	136	-	-	-	-
11987	Caves Road (C)	-	17,043	17,043	17,043	17,043
11998	Kaloorup Road(C)	67,497	60,000	-	60,000	-
12005	Payne Road(C)	557,962	532,291	878,066	532,291	878,066
12611	North Jindong Road(C)	518,219	523,963	792,600	523,963	792,600
12827	Commonage Road(C)	1,177,108	1,600,000	769,500	1,600,000	769,500
12837	Pre-emptive Design Works (C)	17,604	-	-	-	-
12842	Nuttman Road (C)	54,518	50,426	54,724	50,426	54,724
12851	Bussell Highway(C)	733	-	-	-	-
14817	Road Access Seal - Busselton Animal care facility(C)	61,232	49,766	49,766	49,766	49,766
14850	Cook Street - Asphalt Overlay SLK 0.39 to 1.25 (C)	182,492	182,492	351,574	182,492	351,574
14851	Strelly Street - Rehabilitation SLK 0.05 to 1.2 (C)	847,172	720,000	720,000	720,000	720,000
14852	North Jindong Road - Prelims and Land Acq SLK 0 to 0 (C)	9,042	12,000	12,000	12,000	12,000
14853	Jalbarragup Road - Reseal SLK 0 to 10.75 (C)	114,087	600,000	600,000	600,000	600,000
14854	Boallia Road - Recon and Widening SLK 1.5 to 2.3 (C)	462,361	468,013	553,832	468,013	553,832
14855	Vasse Yallingup Siding Road - Design only SLK 0 to 0 (C)	5,910	16,500	16,500	16,500	16,500
14856	Peron Avenue - Asphalt Overlay SLK 0.17 to 0.76 (C)	444,774	450,030	450,030	450,030	450,030
14857	West Street - Rehabilitation SLK 1.02 to 1.15 (C)	-	-	181,000	-	181,000
14858	Artisan Street - Asphalt Overlay SLK 0.02 to 0.16 (C)	25,899	25,899	46,152	25,899	46,152
14859	Kershaw Street - Asphalt Overlay SLK 0 to 0.25 (C)	50,446	50,446	69,271	50,446	69,271
14860	Thornbill Court - Asphalt Overlay SLK 0 to 0.08 (C)	24,695	20,662	20,662	20,662	20,662
14861	Grevillea Cove - Asphalt Overlay SLK 0 to 0.08 (C)	21,700	22,243	22,243	22,243	22,243
14862	Baudin Street - Asphalt Overlay SLK 0 to 0.1 (C)	94,691	95,132	95,132	95,132	95,132
14863	Cormorant Court - Asphalt Overlay SLK 0 to 0.08 (C)	24,227	23,616	23,616	23,616	23,616
14864	Sugarloaf Road - Second Coat Seal SLK 0 to 0 (C)	-	-	66,521	-	66,521
14865	Yallingup Beach Road - Reseal SLK 0 to 0.19 (C)	24,805	24,804	30,698	24,804	30,698
14866	Old Vasse Highway - Reseal SLK 0 to 1.83 (C)	-	13,535	13,535	13,535	13,535
14867	McDonald Road - Unsealed Resheet SLK 0.02 to 0.88 (C)	79,974	60,534	60,534	60,534	60,534
14868	Chambers Road - Unsealed Resheet SLK 2.1 to 4.26 (C)	175,903	151,848	151,848	151,848	151,848
14869	Silverwood Road - Unsealed Resheet SLK 0.01 to 1.3 (C)	82,045	91,314	91,314	91,314	91,314
14870	Downs Road - Unsealed Resheet SLK 2.0 to 3.35 (C)	50,653	95,418	95,418	95,418	95,418
15085	Jalbarragup Road New Shoulders (C)	1,751,932	1,744,420	1,744,420	1,744,420	1,744,420
15103	Prince Street Laneway(C)	28,003	28,003	-	28,003	-
15108	Bussell Highway Resurfacing SLK 0 to 3.8 (C)	178,734	178,768	-	178,768	-
15194	Chapman Hill Road [State Blackspot Prg] (C)	-	48,000	-	48,000	-
15203	Metricup-Yelverton Road - Unsealed Resheet SLK 0 to 3.2 (C)	118,634	-	-	-	-
15261	Metricup-Yelverton Road (C)	-	138,134	-	138,134	-
	Total Roads Infrastructure	9,458,577	10,395,056	10,093,354	10,395,056	10,093,354
Bridges Infrastructure						
14897	Naturaliste Terrace Footbridge Renewal #6017 Lot 254(C)	11,473	110,000	110,000	110,000	110,000
	Total Bridges Infrastructure	11,473	110,000	110,000	110,000	110,000
Car Parks Infrastructure						
10613	Meelup Coastal Parking & Landscaping(C)	174,986	178,238	178,238	178,238	178,238
12653	Hotel Site 2 Carpark(C)	600	-	-	-	-
14815	Carpark Hotel Site 2(C)	134,541	192,546	192,546	192,546	192,546
14873	Forrest Beach Horse Float Carparking Area(C)	73,073	194,446	194,446	194,446	194,446
14874	Disabled Parking Bays BussForesore (Old ennisCourt)(C)	-	10,000	10,000	10,000	10,000
14875	Eagle Bay Boat Ramp Parking off Fern Road(C)	-	-	30,000	-	30,000
14876	Eagle Cresent on road parking - Eagle Bay(C)	52,871	60,000	37,000	60,000	37,000
14877	Rotary Park Stage 1 - Design, permits and clearing(C)	3,400	20,000	20,000	20,000	20,000
14878	Senior Citizens Universal Access Parking(C)	54,086	57,893	57,893	57,893	57,893
	Total Car Parks Infrastructure	493,557	713,123	720,123	713,123	720,123
Footpaths Infrastructure						

City of Busselton Capital Acquisition/ Construction For Period Ended 30 June 2024						
Project	Project Description	2023/24 Actual YTD	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
		\$	\$	\$	\$	\$
10741	Busselton CBD Footpath Renewal(C)	56,633	54,585	54,585	54,585	54,585
10903	DAIP - Disability Access(C)	6,512	30,000	30,000	30,000	30,000
11986	Causeway Road Shared Path(C)	104,696	105,000	-	105,000	-
12816	Coastal Principled Shares Path (C)	4,545	70,488	70,488	70,488	70,488
12818	Kaloorup Road (C)	124	-	-	-	-
14814	Townscape Works Busselton(C)	132,240	100,000	100,000	100,000	100,000
14887	Coastal Shared Path - Forth St to Holgate(C)	134,732	804,633	460,000	804,633	460,000
14888	Bay View Street - Bussell Hwy to Dorset Street(C)	100,142	126,198	126,198	126,198	126,198
14889	Queen St - Queen St & Prince St Roundabout Zebra Cross(C)	-	16,000	16,000	16,000	16,000
14890	Carey St - Kent Street and Harris to Peel(C)	56,959	113,886	113,886	113,886	113,886
14891	Adelaide Street - Lot 11 to Stanley St(C)	4,592	4,592	56,430	4,592	56,430
14892	Peron Avenue - Chester Way to Pimlea Parade(C)	163,385	147,000	147,000	147,000	147,000
14893	Bay View Crescent - Curtis Bay Lot 62 to Lot 4(C)	9,495	41,567	55,000	41,567	55,000
14894	Telstra Park - Lot 4 Naturaliste Terrace(C)	17,673	20,000	20,000	20,000	20,000
14895	Vincent Street to Geographe Bay Road (Reserve 44343)(C)	62,162	367,728	400,000	367,728	400,000
14896	Dunsborough Lakes Drive - Caves Road(C)	37,966	15,000	15,000	15,000	15,000
14905	GLC Footpath NIB (C)	8,284	20,000	20,000	20,000	20,000
15071	Upgrade Wagin Gardens Footpath Access (C)	22,163	20,000	20,000	20,000	20,000
15072	Upgrade Harris Rd POS Access (C)	19,237	10,000	10,000	10,000	10,000
	Total Footpaths Infrastructure	941,542	2,066,677	1,714,587	2,066,677	1,714,587
Parks, Gardens and Reserves						
10688	Depot Washdown Facility Upgrades(C)	-	76,700	76,700	76,700	76,700
10765	Foreshore Busselton - High Street to Carey Street(C)	27,078	50,000	50,000	50,000	50,000
10766	Foreshore Yallingup Capital(C)	14,178	20,000	20,000	20,000	20,000
10767	Port Geographe General Improvements/ Foreshore(C)	(488)	-	-	-	-
10831	Rotary Park / War Memorial Relocation(C)	657,120	525,000	525,000	525,000	525,000
10951	Mitchell Park Upgrade(C)	-	37,000	37,000	37,000	37,000
10952	Possum Park Barnard East Upgrade(C)	-	30,000	30,000	30,000	30,000
10953	Youth Skate Park(C)	15,825	20,000	20,000	20,000	20,000
10963	Minor Capital Improvements, Fencing, Seating, Lighting et(C)	12,725	40,000	40,000	40,000	40,000
10966	Provence SAR Area General Improvements to the Area(C)	34,318	160,000	160,000	160,000	160,000
10967	New Shade Sails – multiple locations (C)	128,442	265,165	265,165	265,165	265,165
10969	Vasse SAR Area General Improvements to the Area(C)	50,139	70,000	70,000	70,000	70,000
11024	Pioneer Cemetery - Implement Conservation Plan(C)	18,860	21,276	21,276	21,276	21,276
11034	Dunsborough Non-Potable Water Network(C)	26,530	29,183	-	29,183	-
11035	Park Furniture Renewals - Replace aged & unsafe Equip(C)	13,355	55,000	55,000	55,000	55,000
11036	Playgrounds General - Replacement of playground equipment(C)	17	-	-	-	-
11117	Limestone Quarry - POS Upgrade(C)	1,017	-	-	-	-
12251	Cricket Nets & Wickets (C)	44,811	30,000	30,000	30,000	30,000
12254	Busselton Tennis Club - Infrastructure(C)	37,843	46,000	46,000	46,000	46,000
12267	Busselton Townscape Street Furniture Renewals (C)	-	40,000	40,000	40,000	40,000
12382	Rails to Trails - Continuation of Implementation Plan(C)	-	105,000	105,000	105,000	105,000
12407	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	862	730,000	730,000	730,000	730,000
12420	Vidler Road Waste Site Capital Improvements(C)	7,514	-	-	-	-
12421	City Lined Landfill Stage 2 - Preliminary Works(C)	135,076	80,000	80,000	80,000	80,000
12425	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	-	2,000,000	2,000,000	2,000,000	2,000,000
12511	Dunsborough - BMX / Skatebowl(C)	10,794	10,000	10,000	10,000	10,000
12528	Dunsborough Town Centre/ Foreshore(C)	21,663	30,000	30,000	30,000	30,000
12780	Saltwater - Landscaping (C)	145,242	500,000	500,000	500,000	500,000
12821	Churchill Park - Main Oval Renewal (C)	673,349	590,880	550,000	590,880	550,000
12846	Mitchell Park Landscape Upgrade Stage 2(C)	72,412	150,000	150,000	150,000	150,000
12849	Sport Oval Lighting - Vasse Ovals(C)	154,900	116,731	116,731	116,731	116,731
12850	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	-	150,000	150,000	150,000	150,000
14732	Ffire danger rating sign (EBVFBF) (C)	9,503	-	-	-	-
14811	RBFS Old Dunsborough Boat Ramp Scour Protection (C)	-	33,240	33,240	33,240	33,240
14816	Carpark Hotel Site 2 Land Scaping(C)	36,380	-	-	-	-
14900	Metricup Cemetery - Paths & Ashes iternment(C)	5,191	10,000	10,000	10,000	10,000
14901	Port Geographe POS Retaining Wall Renewals(C)	34,615	53,000	53,000	53,000	53,000
14903	Centennial Park Irrigation renewal(C)	12,760	125,000	125,000	125,000	125,000
14904	Beach Shower/Water Fountain Up& Ren (C)	19,398	20,000	20,000	20,000	20,000
14906	Dunsborough Oval Skatepark Lighting Renewal(C)	47,794	70,000	70,000	70,000	70,000
14907	Busselton Foreshore - Annual Renewals (C)	36,441	50,000	50,000	50,000	50,000
14908	Dunsborough Town Centre & Foreshore - Annual Renewals (C)	7,595	30,000	30,000	30,000	30,000
14909	Lou Weston Basketball System upgrades (C)	22,243	32,000	32,000	32,000	32,000
14910	Seymour Park - Replacement of Decking(C)	92,743	50,600	50,600	50,600	50,600
14911	Jarrahwod Playground Equipment Renewal(C)	10,152	26,000	26,000	26,000	26,000
14912	Newtown Oval New Playground Equipment(C)	15,221	15,000	15,000	15,000	15,000

City of Busselton Capital Acquisition/ Construction For Period Ended 30 June 2024						
Project	Project Description	2023/24 Actual YTD	2023/24 Amended Budget YTD	2023/24 Original Budget YTD	2023/24 Amended Budget	2023/24 Budget Original
14913	Heron Place - New New Playground Equipment(C)	\$ 15,321	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
14914	Lou Weston Playground Equipment Renewal(C)	58,424	60,000	60,000	60,000	60,000
14915	Busselton Foreshore disability carousel renewal(C)	-	45,000	45,000	45,000	45,000
14916	Dunsborough Foreshore disability carousel renewal(C)	-	45,000	45,000	45,000	45,000
14917	Meelup Regional Park - Capital Projects(C)	125,675	178,000	178,000	178,000	178,000
14918	BBQ Placement and Replacement(C)	30,024	30,000	30,000	30,000	30,000
14919	Beach Access stairs (C)	5,165	55,000	55,000	55,000	55,000
14927	Dunsborough Depot(C)	18,961	21,300	21,300	21,300	21,300
14944	Busselton Works Depot Parks & Gardens Product Bays(C)	15,080	20,000	20,000	20,000	20,000
15193	Coastal Stabilisation (CERMP2223-010) (C)	-	160,000	-	160,000	-
Total Parks, Gardens and Reserves		2,922,269	7,117,075	6,887,012	7,117,075	6,887,012
Drainage Infrastructure						
10692	Carey Street Drainage Upgrade(C)	(84)	-	-	-	-
12815	North Street Drainage Works(C)	323,947	311,325	231,149	311,325	231,149
14879	Busselton LIA Drainage Investigation & Design(C)	45,468	50,000	50,000	50,000	50,000
14880	Chapman Street Mitigate private property inundation(C)	292,120	250,000	250,000	250,000	250,000
14881	Dunsborough Lakes Drive No 69/71(C)	-	112,215	112,215	112,215	112,215
14882	Dunsborough Lakes Condition inspection & Design(C)	16,159	50,000	50,000	50,000	50,000
14883	Carey Street Drainage Renewals(C)	141,714	252,894	252,894	252,894	252,894
14884	Depuch Close - Eagle Bay(C)	68,856	68,856	76,473	68,856	76,473
14885	Heppingstone & Hale Street intersection(C)	7,650	7,650	33,718	7,650	33,718
14886	Hester Steet Drainage Renewal SLK0.33 (C)	9,290	9,290	18,027	9,290	18,027
14945	WSUD Improv Drainage Outlets and Catchments(C)	-	30,000	30,000	30,000	30,000
Total Drainage Infrastructure		905,120	1,142,230	1,104,476	1,142,230	1,104,476
Regional Airport and Industrial Park						
10583	Airport Construction Stage 2, Airfield(C)	-	337,478	337,478	337,478	337,478
12941	Airport - Other Buildings(C)	-	5,000	5,000	5,000	5,000
14836	RFDS relocation(C)	287,955	366,180	366,180	366,180	366,180
14838	BMRAP - Apron Lighting(C)	-	65,000	65,000	65,000	65,000
14839	BMRAP - Apron CCTV(C)	57,982	50,000	50,000	50,000	50,000
15060	BMRA MAGS Improvements (C)	15,618	17,000	17,000	17,000	17,000
15061	BMRA Gate 1 Replacement (C)	-	10,000	10,000	10,000	10,000
15062	BMRA GA Precinct Reseal (C)	410,256	437,620	437,620	437,620	437,620
Total Regional Airport and Industrial Park		771,812	1,288,278	1,288,278	1,288,278	1,288,278
Infrastructure Total		15,504,349	22,832,438	21,917,829	22,832,438	21,917,829
Grand Total		35,962,577	60,496,094	59,461,485	60,496,094	59,461,485

City of Busseton Reserve Movements
For Period Ended 30 June 2024

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1001 - Airport Existing Terminal Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(456,382)	(456,382)	(456,382)	(456,382)	(456,382)
10904	Interest Earned	Other General Purpose Funding(O)	3,569	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	452,813	456,382	456,382	456,382	456,382
<i>Airport Existing Terminal Building Reserve Closing Balance</i>			0	0	0	0	0
1003 - Airport Marketing & Incentive Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(4,895,380)	(4,895,380)	(4,895,380)	(4,895,380)	(4,895,380)
10904	Interest Earned	Other General Purpose Funding(O)	43,808	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	4,851,572	4,895,380	4,895,380	4,895,380	4,895,380
<i>Airport Marketing & Incentive Reserve Closing Balance</i>			0	0	0	0	0
1005 - Barnard Park Sports Pavilion Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(115,031)	(115,031)	(115,031)	(115,031)	(115,031)
10904	Interest Earned	Other General Purpose Funding(O)	910	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	114,122	115,031	115,031	115,031	115,031
<i>Barnard Park Sports Pavilion Building Reserve Closing Balance</i>			0	0	0	0	0
1006 - Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(3,389,334)	(3,389,334)	(3,389,334)	(3,389,334)	(3,389,334)
10904	Interest Earned	Other General Purpose Funding(O)	(366,423)	(234,987)	(234,987)	(234,987)	(234,987)
10027	Transfer To Reserve	Asset Management Administration(O)	(2,065,746)	(4,441,390)	(4,441,390)	(4,441,390)	(4,441,390)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(2,375,644)	0	0	0	0
10016	Transfer From Reserve	Civic and Administration Centre Minor Upgrades(C)	12,696	35,000	35,000	35,000	35,000
10025	Transfer From Reserve	Weld Theatre Upgrade (C)	181,822	250,000	250,000	250,000	250,000
10027	Transfer From Reserve	Asset Management Administration(O)	0	21,600	21,600	21,600	21,600
10163	Transfer From Reserve	Old Fire Station Building(O)	0	15,000	15,000	15,000	15,000
10167	Transfer From Reserve	Dunsborough Hall(O)	0	5,000	5,000	5,000	5,000
10179	Transfer From Reserve	Youth Services(O)	0	14,000	14,000	14,000	14,000
10243	Transfer From Reserve	Depot Building-Busseton(O)	0	10,037	10,037	10,037	10,037
10787	Transfer From Reserve	Geographe Leisure Centre(C)	241,970	567,464	567,464	567,464	567,464
10839	Transfer From Reserve	Naturaliste Community Centre AMP(C)	0	0	0	0	0
10853	Transfer From Reserve	Asbestos Removal & Replacement(O)	16,550	50,000	50,000	50,000	50,000
11761	Transfer From Reserve	Abbey Beach Boat Ramp Toilets(O)	3,996	8,533	8,533	8,533	8,533
12331	Transfer From Reserve	Smiths Beach New Public Toilet(C)	0	250,000	250,000	0	0
12795	Transfer From Reserve	Busseton Depot CCTV & Electronic Gate(C)	13,772	16,259	16,259	16,259	16,259
12796	Transfer From Reserve	Depot Training Room (C)	60,407	75,000	75,000	75,000	75,000
12798	Transfer From Reserve	High Street Hall (C)	8,145	10,500	10,500	10,500	10,500
12800	Transfer From Reserve	Old Courthouse Complex Renewal (C)	87,006	102,853	102,853	102,853	102,853
12939	Transfer From Reserve	Administration Building- 2-16 Southern Drive(C)	0	45,000	45,000	45,000	45,000
12940	Transfer From Reserve	Depot Building-Busseton((C)	120,521	270,000	270,000	270,000	270,000
12947	Transfer From Reserve	Old Court House(O)	0	79,200	79,200	79,200	79,200
14942	Transfer From Reserve	Lions Park Shopping Centre Toilets (C)	0	250,000	250,000	250,000	250,000
14943	Transfer From Reserve	Changing Places Accessable Ablutions (C)	623	100,000	100,000	100,000	100,000
15063	Transfer From Reserve	NCC - Les Mills Pump Rack (C)	7,086	8,000	8,000	8,000	8,000
15064	Transfer From Reserve	GLC Cafe Double Fridge (C)	0	20,000	20,000	20,000	20,000
15074	Transfer From Reserve	Vasse Toilet (C)	28,672	125,000	125,000	125,000	125,000
15075	Transfer From Reserve	Vasse Toilet (O)	80	35,000	35,000	35,000	35,000
<i>Building Reserve Closing Balance</i>			(7,413,801)	(5,702,265)	(5,702,265)	(5,952,265)	(5,952,265)
1007 - Busseton Area Drainage and Waterways Improvement Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(134,559)	(134,559)	(134,559)	(134,559)	(134,559)
10904	Interest Earned	Other General Purpose Funding(O)	1,090	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	133,469	134,559	134,559	134,559	134,559
<i>Busseton Area Drainage and Waterways Improvement Reserve Closing Balance</i>			0	0	0	0	0
1008 - Busseton Community Resource Centre Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(531,460)	(531,460)	(531,460)	(531,460)	(531,460)
10904	Interest Earned	Other General Purpose Funding(O)	4,338	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	527,123	531,460	531,460	531,460	531,460
<i>Busseton Community Resource Centre Reserve Closing Balance</i>			0	0	0	0	0
1009 - Busseton Foreshore Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(13,115)	(13,115)	(13,115)	(13,115)	(13,115)
10904	Interest Earned	Other General Purpose Funding(O)	106	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	13,009	13,115	13,115	13,115	13,115
<i>Busseton Foreshore Reserve Closing Balance</i>			0	0	0	0	0
1010 - Busseton Jetty Tourist Park Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,971,965)	(1,971,965)	(1,971,965)	(1,971,965)	(1,971,965)
10904	Interest Earned	Other General Purpose Funding(O)	(111,603)	(52,696)	(52,696)	(52,696)	(52,696)
10297	Transfer To Reserve	Busseton Jetty Tourist Park(O)	(541,628)	(453,933)	(453,933)	(453,933)	(453,933)
11040	Transfer From Reserve	Economic and Business Development(O)	143,600	149,344	149,344	149,344	149,344
12868	Transfer From Reserve	Busseton Jetty Tourist Park - Cabin Replacement/Upgrade (C)	0	540,000	540,000	540,000	540,000
12870	Transfer From Reserve	Busseton Jetty Tourist Park- Replace Holden Colorado 4x4(C)	36,160	25,000	25,000	25,000	25,000
12872	Transfer From Reserve	Busseton Jetty Tourist Park - Battery Powered Mule (C)	26,222	30,000	30,000	30,000	30,000
<i>Busseton Jetty Tourist Park Reserve Closing Balance</i>			(2,419,213)	(1,734,249)	(1,734,249)	(1,734,249)	(1,734,249)
1011 - Busseton Library Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(155,510)	(155,510)	(155,510)	(155,510)	(155,510)
10904	Interest Earned	Other General Purpose Funding(O)	1,218	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	154,292	155,510	155,510	155,510	155,510
<i>Busseton Library Building Reserve Closing Balance</i>			0	0	0	0	0
1012 - CBD Enhancement Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(9,195)	(9,195)	(9,195)	(9,195)	(9,195)
10904	Interest Earned	Other General Purpose Funding(O)	36	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	9,159	9,195	9,195	9,195	9,195
<i>CBD Enhancement Reserve Closing Balance</i>			0	0	0	0	0
1013 - Cemetery Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(365,557)	(365,557)	(365,557)	(365,557)	(365,557)
10904	Interest Earned	Other General Purpose Funding(O)	2,933	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	362,623	365,557	365,557	365,557	365,557
<i>Cemetery Reserve Closing Balance</i>			0	0	0	0	0

City of Busselton Reserve Movements
For Period Ended 30 June 2024

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1014 - City Car Parking and Access Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,436,683)	(1,436,683)	(1,436,683)	(1,436,683)	(1,436,683)
10904	Interest Earned	Other General Purpose Funding(O)	(63,923)	(58,442)	(58,442)	(58,442)	(58,442)
10027	Transfer To Reserve	Asset Management Administration(O)	(173,594)	(173,594)	(173,594)	(173,594)	(173,594)
10904	Transfer From Reserve	Other General Purpose Funding(O)	250,000	250,000	250,000	250,000	250,000
14815	Transfer From Reserve	Carpark Hotel Site 2(C)	134,541	192,546	192,546	192,546	192,546
14873	Transfer From Reserve	Forrest Beach Horse Float Carparking Area(C)	73,073	194,446	194,446	194,446	194,446
14874	Transfer From Reserve	Disabled Parking Bays BussForeshore (Old ennisCourt)(C)	0	10,000	10,000	10,000	10,000
14875	Transfer From Reserve	Eagle Bay Boat Ramp Parking off Fern Road(C)	0	30,000	30,000	0	0
14876	Transfer From Reserve	Eagle Crescent on road parking - Eagle Bay(C)	52,871	37,000	37,000	37,000	37,000
14877	Transfer From Reserve	Rotary Park Stage 1 - Design, permits and clearing(C)	3,400	20,000	20,000	20,000	20,000
14878	Transfer From Reserve	Senior Citizens Universal Access Parking(C)	54,086	57,893	57,893	57,893	57,893
City Car Parking and Access Reserve Closing Balance			(1,106,229)	(876,834)	(876,834)	(906,834)	(906,834)
1015 - Civic and Administration Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(900,463)	(900,463)	(900,463)	(900,463)	(900,463)
10904	Interest Earned	Other General Purpose Funding(O)	7,140	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	893,322	900,463	900,463	900,463	900,463
Civic and Administration Building Reserve Closing Balance			0	0	0	0	0
1016 - Coastal and Climate Adaptation Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,194,819)	(1,194,819)	(1,194,819)	(1,194,819)	(1,194,819)
10904	Interest Earned	Other General Purpose Funding(O)	(82,995)	(20,714)	(20,714)	(20,714)	(20,714)
10027	Transfer To Reserve	Asset Management Administration(O)	(1,144,947)	(1,144,947)	(1,144,947)	(1,144,947)	(1,144,947)
12811	Transfer From Reserve	Sand Re-Nourishment(O)	0	110,000	110,000	110,000	110,000
12873	Transfer From Reserve	Coastal Protection - Beach Monitoring Year 10 (O)	0	53,300	53,300	53,300	53,300
12875	Transfer From Reserve	Coastal Protection - Coastal Structures Inspections and R(O)	6,664	6,664	6,664	6,664	6,664
14736	Transfer From Reserve	PACP Coastal Grant Projects(O)	391,046	1,324,521	1,324,521	1,324,521	1,324,521
14929	Transfer From Reserve	Coastal Adaptation and Protection Plan(O)	0	142,000	142,000	142,000	142,000
15193	Transfer From Reserve	Coastal Stabilisation (CERMP2223-010) (C)	0	0	0	40,000	40,000
Coastal and Climate Adaptation Reserve Closing Balance			(2,025,051)	(723,994)	(723,994)	(683,994)	(683,994)
1017 - Commonage Community Facilities Dunsborough Lakes South Res							
10904	Opening Balance	Other General Purpose Funding(O)	(76,996)	(76,996)	(76,996)	(76,996)	(76,996)
10904	Interest Earned	Other General Purpose Funding(O)	624	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	76,372	76,996	76,996	76,996	76,996
Commonage Community Facilities Dunsborough Lakes South Res Closing Balance			0	0	0	0	0
1018 - Commonage Community Facilities South Biddle Precinct Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(938,928)	(938,928)	(938,928)	(938,928)	(938,928)
10904	Interest Earned	Other General Purpose Funding(O)	746	(42,771)	(42,771)	(42,771)	(42,771)
10904	Transfer From Reserve	Other General Purpose Funding(O)	938,181	0	0	981,698	981,698
Commonage Community Facilities South Biddle Precinct Reserve Closing Balance			0	(981,698)	(981,698)	0	0
1019 - Commonage Precinct Bushfire Facilities Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(60,709)	(60,709)	(60,709)	(60,709)	(60,709)
10904	Interest Earned	Other General Purpose Funding(O)	48	(2,766)	(2,766)	(2,766)	(2,766)
10904	Transfer From Reserve	Other General Purpose Funding(O)	60,661	0	0	63,475	63,475
15067	Transfer From Reserve	Commonage Fire Facility (C)	0	40,000	40,000	0	0
Commonage Precinct Bushfire Facilities Reserve Closing Balance			0	(23,475)	(23,475)	0	0
1020 - Commonage Precinct Infrastructure Road Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(844)	(844)	(844)	(844)	(844)
10904	Interest Earned	Other General Purpose Funding(O)	7	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	837	844	844	844	844
Commonage Precinct Infrastructure Road Reserve Closing Balance			0	0	0	0	0
1021 - Community Facilities - Airport North							
10904	Opening Balance	Other General Purpose Funding(O)	(3,282,876)	(3,282,876)	(3,282,876)	(3,282,876)	(3,282,876)
10904	Interest Earned	Other General Purpose Funding(O)	2,609	(154,991)	(154,991)	(154,991)	(154,991)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(78,666)	0	0	0	0
11026	Transfer To Reserve	Planning and Development Management(O)	0	(118,704)	(118,704)	(118,704)	(118,704)
10904	Transfer From Reserve	Other General Purpose Funding(O)	3,358,933	0	0	3,437,867	3,437,867
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	118,704	118,704
Community Facilities - Airport North Closing Balance			0	(3,556,571)	(3,556,571)	0	0
1022 - Community Facilities - Broadwater							
10904	Opening Balance	Other General Purpose Funding(O)	(275,331)	(275,331)	(275,331)	(275,331)	(275,331)
10904	Interest Earned	Other General Purpose Funding(O)	(939)	(10,042)	(10,042)	(10,042)	(10,042)
11026	Transfer To Reserve	Planning and Development Management(O)	0	(16,263)	(16,263)	(16,263)	(16,263)
10904	Transfer From Reserve	Other General Purpose Funding(O)	276,270	0	0	285,373	285,373
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	16,263	16,263
Community Facilities - Broadwater Closing Balance			0	(301,636)	(301,636)	0	0
1023 - Community Facilities - Busselton							
10904	Opening Balance	Other General Purpose Funding(O)	(101,930)	(101,930)	(101,930)	(101,930)	(101,930)
10904	Interest Earned	Other General Purpose Funding(O)	(7,422)	(4,510)	(4,510)	(4,510)	(4,510)
11026	Transfer To Reserve	Planning and Development Management(O)	0	(22,097)	(22,097)	(22,097)	(22,097)
10904	Transfer From Reserve	Other General Purpose Funding(O)	109,352	0	0	106,441	106,441
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	22,097	22,097
14909	Transfer From Reserve	Lou Weston Basketball System upgrades (C)	0	32,000	32,000	0	0
14914	Transfer From Reserve	Lou Weston Playground Equipment Renewal(C)	0	60,000	60,000	0	0
Community Facilities - Busselton Closing Balance			0	(36,538)	(36,538)	0	0

City of Busselton Reserve Movements
For Period Ended 30 June 2024

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1024 - Community Facilities - City District							
10904	Opening Balance	Other General Purpose Funding(O)	(1,320,534)	(1,320,534)	(1,320,534)	(1,320,534)	(1,320,534)
10904	Interest Earned	Other General Purpose Funding(O)	1,357	(37,487)	(37,487)	(37,487)	(37,487)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(55,139)	0	0	0	0
11026	Transfer To Reserve	Planning and Development Management(O)	0	(357,348)	(357,348)	(357,348)	(357,348)
10642	Transfer From Reserve	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	0	95,350	95,350	0	0
10765	Transfer From Reserve	Foreshore Busselton - High Street to Carey Street(C)	0	50,000	50,000	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	1,374,316	0	0	1,677,882	1,677,882
10952	Transfer From Reserve	Possum Park Barnard East Upgrade(C)	0	30,000	30,000	0	0
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	37,487	37,487
12382	Transfer From Reserve	Rails to Trails - Continuation of Implementation Plan(C)	0	105,000	105,000	0	0
12850	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1) - Planning (C)	0	150,000	150,000	0	0
14915	Transfer From Reserve	Busselton Foreshore disability carousel renewal(C)	0	45,000	45,000	0	0
Community Facilities - City District Closing Balance			0	(1,240,020)	(1,240,020)	0	0
1025 - Community Facilities - Dunsborough							
10904	Opening Balance	Other General Purpose Funding(O)	(523,252)	(523,252)	(523,252)	(523,252)	(523,252)
10904	Interest Earned	Other General Purpose Funding(O)	416	(23,260)	(23,260)	(23,260)	(23,260)
11026	Transfer To Reserve	Planning and Development Management(O)	0	(35,009)	(35,009)	(35,009)	(35,009)
10766	Transfer From Reserve	Foreshore Yallingup Capital(C)	0	20,000	20,000	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	522,837	0	0	546,513	546,513
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	35,009	35,009
12528	Transfer From Reserve	Dunsborough Town Centre/ Foreshore(C)	0	30,000	30,000	0	0
14903	Transfer From Reserve	Centennial Park Irrigation renewal(C)	0	125,000	125,000	0	0
14916	Transfer From Reserve	Dunsborough Foreshore disability carousel renewal(C)	0	45,000	45,000	0	0
Community Facilities - Dunsborough Closing Balance			0	(361,522)	(361,522)	0	0
1026 - Community Facilities - Dunsborough Lakes Estate							
10904	Opening Balance	Other General Purpose Funding(O)	(900,386)	(900,386)	(900,386)	(900,386)	(900,386)
10904	Interest Earned	Other General Purpose Funding(O)	716	(13,317)	(13,317)	(13,317)	(13,317)
10642	Transfer From Reserve	Dunsborough Lakes Sporting Precinct-Pavilion/Changeroom F(C)	0	375,596	375,596	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	899,670	0	0	913,703	913,703
12407	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	0	201,426	201,426	0	0
Community Facilities - Dunsborough Lakes Estate Closing Balance			0	(336,681)	(336,681)	0	0
1027 - Community Facilities - Geographe							
10904	Opening Balance	Other General Purpose Funding(O)	(156,185)	(156,185)	(156,185)	(156,185)	(156,185)
10904	Interest Earned	Other General Purpose Funding(O)	124	(7,030)	(7,030)	(7,030)	(7,030)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(1,133)	0	0	0	0
11026	Transfer To Reserve	Planning and Development Management(O)	0	(10,902)	(10,902)	(10,902)	(10,902)
10904	Transfer From Reserve	Other General Purpose Funding(O)	157,194	0	0	163,216	163,216
11026	Transfer From Reserve	Planning and Development Management(O)	0	0	0	10,902	10,902
Community Facilities - Geographe Closing Balance			(0)	(174,118)	(174,118)	0	0
1028 - Community Facilities - Port Geographe							
10904	Opening Balance	Other General Purpose Funding(O)	(364,198)	(364,198)	(364,198)	(364,198)	(364,198)
10904	Interest Earned	Other General Purpose Funding(O)	289	(16,590)	(16,590)	(16,590)	(16,590)
10904	Transfer From Reserve	Other General Purpose Funding(O)	363,909	0	0	380,789	380,789
Community Facilities - Port Geographe Closing Balance			0	(380,789)	(380,789)	0	0
1029 - Community Facilities - Vasse							
10904	Opening Balance	Other General Purpose Funding(O)	(108,014)	(108,014)	(108,014)	(108,014)	(108,014)
10904	Interest Earned	Other General Purpose Funding(O)	92	0	0	0	0
10904	Transfer To Reserve	Other General Purpose Funding(O)	0	(8,717)	(8,717)	(8,717)	(8,717)
10904	Transfer From Reserve	Other General Purpose Funding(O)	107,921	0	0	116,731	116,731
12849	Transfer From Reserve	Sport Oval Lighting - Vasse Ovals(C)	0	116,731	116,731	0	0
Community Facilities - Vasse Closing Balance			0	0	0	0	0
1030 - Corporate IT Systems Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(329,865)	(329,865)	(329,865)	(329,865)	(329,865)
10904	Interest Earned	Other General Purpose Funding(O)	(39,352)	(3,410)	(3,410)	(3,410)	(3,410)
10027	Transfer To Reserve	Asset Management Administration(O)	(798,738)	(798,738)	(798,738)	(798,738)	(798,738)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(97,084)	(97,863)	(97,863)	(97,863)	(97,863)
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	257,701	792,506	792,506	792,506	792,506
Corporate IT Systems Reserve Closing Balance			(1,007,337)	(437,370)	(437,370)	(437,370)	(437,370)
1031 - Debt Default Reserve							
10904	Interest Earned	Other General Purpose Funding(O)	857	0	0	0	0
10904	Transfer To Reserve	Other General Purpose Funding(O)	(857)	0	0	0	0
Debt Default Reserve Closing Balance			0	0	0	0	0
1032 - Election, Value and Corporate Expense Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(401,440)	(401,440)	(401,440)	(401,440)	(401,440)
10904	Interest Earned	Other General Purpose Funding(O)	(23,363)	(14,862)	(14,862)	(14,862)	(14,862)
10830	Transfer To Reserve	Members of Council(O)	(146,800)	(146,800)	(146,800)	(146,800)	(146,800)
10830	Transfer From Reserve	Members of Council(O)	166,172	180,000	180,000	180,000	180,000
Election, Value and Corporate Expense Reserve Closing Balance			(405,431)	(383,102)	(383,102)	(383,102)	(383,102)
1033 - Emergency Disaster Recovery Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(97,863)	(97,863)	(97,863)	(97,863)	(97,863)
10904	Interest Earned	Other General Purpose Funding(O)	779	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	97,084	97,863	97,863	97,863	97,863
Emergency Disaster Recovery Reserve Closing Balance			0	0	0	0	0
1034 - Energy Sustainability Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(247,224)	(247,224)	(247,224)	(247,224)	(247,224)
10904	Interest Earned	Other General Purpose Funding(O)	2,231	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	244,994	247,224	247,224	247,224	247,224
Energy Sustainability Reserve Closing Balance			0	0	0	0	0

City of Busselton Reserve Movements
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Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1035 - Footpath and Cycleways Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,726,463)	(1,726,463)	(1,726,463)	(1,726,463)	(1,726,463)
10904	Interest Earned	Other General Purpose Funding(O)	(113,649)	(58,712)	(58,712)	(58,712)	(58,712)
10027	Transfer To Reserve	Asset Management Administration(O)	(1,342,459)	(1,342,459)	(1,342,459)	(1,342,459)	(1,342,459)
10027	Transfer From Reserve	Asset Management Administration(O)	0	21,599	21,599	21,599	21,599
10741	Transfer From Reserve	Busselton CBD Footpath Renewal(C)	56,633	54,585	54,585	54,585	54,585
10903	Transfer From Reserve	DAIP - Disability Access(C)	6,512	30,000	30,000	30,000	30,000
11986	Transfer From Reserve	Causeway Road Shared Path(C)	29,696	0	0	30,000	30,000
11998	Transfer From Reserve	Kaloorup Road(C)	0	0	0	60,000	60,000
12816	Transfer From Reserve	Coastal Principled Shares Path (C)	4,545	70,488	70,488	70,488	70,488
14814	Transfer From Reserve	Townscape Works Busselton(C)	132,240	100,000	100,000	100,000	100,000
14876	Transfer From Reserve	Eagle Crescent on road parking - Eagle Bay(C)	0	0	0	23,000	23,000
14887	Transfer From Reserve	Coastal Shared Path - Forth St to Holgate(C)	134,732	230,000	230,000	574,633	574,633
14888	Transfer From Reserve	Bay View Street - Bussell Hwy to Dorset Street(C)	100,142	126,198	126,198	126,198	126,198
14889	Transfer From Reserve	Queen St - Queen St & Prince St Roundabout Zebra Cross(C)	0	16,000	16,000	16,000	16,000
14890	Transfer From Reserve	Carey St - Kent Street and Harris to Peel(C)	56,959	113,886	113,886	113,886	113,886
14891	Transfer From Reserve	Adelaide Street - Lot 11 to Stanley St(C)	4,592	56,430	56,430	4,592	4,592
14892	Transfer From Reserve	Peron Avenue - Chester Way to Pimlea Parade(C)	163,385	147,000	147,000	147,000	147,000
14893	Transfer From Reserve	Bay View Crescent - Curtis Bay Lot 62 to Lot 4(C)	9,495	55,000	55,000	41,567	41,567
14894	Transfer From Reserve	Telstra Park - Lot 4 Naturaliste Terrace(C)	17,673	20,000	20,000	20,000	20,000
14895	Transfer From Reserve	Vincent Street to Geographe Bay Road (Reserve 44343)(C)	62,162	400,000	400,000	367,728	367,728
14896	Transfer From Reserve	Dunsborough Lakes Drive - Caves Road(C)	37,966	15,000	15,000	15,000	15,000
14897	Transfer From Reserve	Naturaliste Terrace Footbridge Renewal #6017 Lot 254(C)	11,473	110,000	110,000	110,000	110,000
14899	Transfer From Reserve	Feasibility Study - Dunsborough to Yallingup(O)	0	10,000	10,000	10,000	10,000
14905	Transfer From Reserve	GLC Footpath NIB (C)	8,284	20,000	20,000	20,000	20,000
15071	Transfer From Reserve	Upgrade Wagin Gardens Footpath Access (C)	22,163	20,000	20,000	20,000	20,000
15072	Transfer From Reserve	Upgrade Harris Rd POS Access (C)	19,237	10,000	10,000	10,000	10,000
Footpath and Cycleways Reserve Closing Balance			(2,304,679)	(1,501,447)	(1,501,447)	(1,141,357)	(1,141,357)
1036 - Furniture and Equipment Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(483,156)	(483,156)	(483,156)	(483,156)	(483,156)
10904	Interest Earned	Other General Purpose Funding(O)	(27,188)	(2,527)	(2,527)	(2,527)	(2,527)
10027	Transfer To Reserve	Asset Management Administration(O)	(146,836)	(146,836)	(146,836)	(146,836)	(146,836)
12876	Transfer From Reserve	ICT Services - Equipment & Software Purchases(C)	0	172,991	172,991	172,991	172,991
12878	Transfer From Reserve	Naturaliste Community Centre (NCC) - Purchase Office Furn(C)	19,837	20,000	20,000	20,000	20,000
14730	Transfer From Reserve	Geographe Leisure Centre Fitness Equipment(C)	42,000	18,160	18,160	18,160	18,160
14927	Transfer From Reserve	Dunsborough Depot(C)	0	21,300	21,300	21,300	21,300
14939	Transfer From Reserve	Ice Machine (C)	14,128	10,000	10,000	10,000	10,000
15082	Transfer From Reserve	Administration Building Furniture& Equipment C	0	15,000	15,000	15,000	15,000
15088	Transfer From Reserve	Busselton Depot Building Furniture & Equipment (C)	20,698	10,813	10,813	10,813	10,813
15256	Transfer From Reserve	Leisure Centre Spin Bikes (C)	0	0	0	180,000	180,000
Furniture and Equipment Reserve Closing Balance			(560,517)	(364,255)	(364,255)	(184,255)	(184,255)
1037 - Geographe Leisure Centre Building (GLC) Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(232,470)	(232,470)	(232,470)	(232,470)	(232,470)
10904	Interest Earned	Other General Purpose Funding(O)	3,400	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	229,070	232,470	232,470	232,470	232,470
Geographe Leisure Centre Building (GLC) Reserve Closing Balance			0	0	0	0	0
1038 - Jetty Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(7,345,735)	(7,345,735)	(7,345,735)	(7,345,735)	(7,345,735)
10904	Interest Earned	Other General Purpose Funding(O)	(400,357)	(318,758)	(318,758)	(318,758)	(318,758)
10027	Transfer To Reserve	Asset Management Administration(O)	(343,234)	(343,234)	(343,234)	(343,234)	(343,234)
10048	Transfer To Reserve	Busselton Jetty(O)	(1,333,322)	(858,776)	(858,776)	(858,776)	(858,776)
10160	Transfer To Reserve	Equinox Cafe(O)	(100,411)	(95,928)	(95,928)	(95,928)	(95,928)
10161	Transfer To Reserve	Goose Café(O)	(54,456)	(53,174)	(53,174)	(53,174)	(53,174)
10162	Transfer To Reserve	Micro Brewery Building(O)	(99,810)	(96,715)	(96,715)	(96,715)	(96,715)
11704	Transfer To Reserve	Busselton Tennis Club Building (Old)(O)	(223)	(25,975)	(25,975)	(25,975)	(25,975)
11798	Transfer To Reserve	Hotel Site 2(O)	(62,500)	(37,896)	(37,896)	(37,896)	(37,896)
10048	Transfer From Reserve	Busselton Jetty(O)	1,177,637	1,828,444	1,828,444	1,828,444	1,828,444
Jetty Reserve Closing Balance			(8,562,411)	(7,347,747)	(7,347,747)	(7,347,747)	(7,347,747)
1039 - Jetty Self Insurance Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(672,758)	(672,758)	(672,758)	(672,758)	(672,758)
10904	Interest Earned	Other General Purpose Funding(O)	(35,681)	(30,595)	(30,595)	(30,595)	(30,595)
10048	Transfer To Reserve	Busselton Jetty(O)	(81,429)	(81,429)	(81,429)	(81,429)	(81,429)
Jetty Self Insurance Reserve Closing Balance			(789,868)	(784,782)	(784,782)	(784,782)	(784,782)
1040 - Joint Venture Aged Housing Reserve (Harris/Winderlup)							
10904	Opening Balance	Other General Purpose Funding(O)	(1,656,731)	(1,656,731)	(1,656,731)	(1,656,731)	(1,656,731)
10904	Interest Earned	Other General Purpose Funding(O)	(83,682)	(76,861)	(76,861)	(76,861)	(76,861)
11683	Transfer To Reserve	Harris Road Aged Housing(O)	(46,277)	(78,865)	(78,865)	(78,865)	(78,865)
11685	Transfer To Reserve	Winderlup Villas Aged Housing(O)	(158,895)	(188,862)	(188,862)	(188,862)	(188,862)
12231	Transfer From Reserve	Aged Housing Capital Improvements - Harris Road(C)	31,965	22,000	22,000	22,000	22,000
12233	Transfer From Reserve	Aged Housing Capital Improvements - Winderlup(C)	35,465	40,000	40,000	40,000	40,000
Joint Venture Aged Housing Reserve (Harris/Winderlup) Closing Balance			(1,878,154)	(1,939,318)	(1,939,318)	(1,939,318)	(1,939,318)
1041 - Legal Expenses Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(579,578)	(579,578)	(579,578)	(579,578)	(579,578)
10904	Interest Earned	Other General Purpose Funding(O)	(28,526)	(29,943)	(29,943)	(29,943)	(29,943)
10824	Transfer From Reserve	Legal Services(O)	120,013	150,000	150,000	150,000	150,000
Legal Expenses Reserve Closing Balance			(488,092)	(459,521)	(459,521)	(459,521)	(459,521)
1042 - Locke Estate Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(171,194)	(171,194)	(171,194)	(171,194)	(171,194)
10904	Interest Earned	Other General Purpose Funding(O)	(11,388)	(7,876)	(7,876)	(7,876)	(7,876)
10180	Transfer To Reserve	Locke Estate(O)	(64,000)	(64,000)	(64,000)	(64,000)	(64,000)
Locke Estate Reserve Closing Balance			(246,583)	(243,070)	(243,070)	(243,070)	(243,070)

City of Busselton Reserve Movements
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Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1043 - Long Service Leave Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(3,940,671)	(3,940,671)	(3,940,671)	(3,940,671)	(3,940,671)
10904	Interest Earned	Other General Purpose Funding(O)	(202,335)	(180,310)	(180,310)	(180,310)	(180,310)
10810	Transfer To Reserve	Human Resources & Payroll(O)	(390,147)	(450,000)	(450,000)	(450,000)	(450,000)
10027	Transfer From Reserve	Asset Management Administration(O)	26,145	12,260	12,260	12,260	12,260
10041	Transfer From Reserve	Building Services(O)	19,717	9,938	9,938	9,938	9,938
10048	Transfer From Reserve	Busselton Jetty(O)	228	0	0	0	0
10157	Transfer From Reserve	Busselton Cemetery(O)	625	0	0	0	0
10179	Transfer From Reserve	Youth Services(O)	10,869	16,685	16,685	16,685	16,685
10188	Transfer From Reserve	Events and Culture(O)	8,751	0	0	0	0
10204	Transfer From Reserve	Bsn Foreshore Precinct (not including Skate Park)(O)	73	0	0	0	0
10217	Transfer From Reserve	Busselton Library(O)	26,896	0	0	0	0
10307	Transfer From Reserve	Dunsborough Oval, Skate Park, Telco mast lease (O)	72	0	0	0	0
10373	Transfer From Reserve	Old Broadwater Farm Pos Lot 2003(O)	72	0	0	0	0
10419	Transfer From Reserve	Caves / Cape Naturaliste Road Roundabouts(O)	264	0	0	0	0
10420	Transfer From Reserve	Eastern Link Landscaped Areas(O)	91	0	0	0	0
10423	Transfer From Reserve	Dunsborough CBD Maintenance(O)	296	0	0	0	0
10461	Transfer From Reserve	Geographe Leisure Centre(O)	33,602	27,412	27,412	27,412	27,412
10462	Transfer From Reserve	Naturaliste Community Centre(O)	530	0	0	0	0
10594	Transfer From Reserve	Airport Operations(O)	16,215	0	0	0	0
10636	Transfer From Reserve	Petrel Cove(O)	34	0	0	0	0
10671	Transfer From Reserve	Development Compliance Services(O)	18,410	13,587	13,587	13,587	13,587
10678	Transfer From Reserve	Customer Services(O)	11,773	16,092	16,092	16,092	16,092
10704	Transfer From Reserve	Infrastructure and Environment Support(O)	7,293	31,654	31,654	31,654	31,654
10705	Transfer From Reserve	Engineering and Facilities Management(O)	3,965	21,641	21,641	21,641	21,641
10706	Transfer From Reserve	Engineering Services Design PWOH(O)	15,848	5,566	5,566	5,566	5,566
10710	Transfer From Reserve	Environmental Health Services Administration(O)	8,732	4,155	4,155	4,155	4,155
10711	Transfer From Reserve	Environmental Management Administration(O)	13,200	25,860	25,860	25,860	25,860
10731	Transfer From Reserve	Corporate Strategy and Performance Support(O)	22,207	0	0	0	0
10733	Transfer From Reserve	Financial Services(O)	8,816	3,059	3,059	3,059	3,059
10790	Transfer From Reserve	Governance and Risk Services(O)	9,171	43,569	43,569	43,569	43,569
10810	Transfer From Reserve	Human Resources & Payroll(O)	12,802	0	0	0	0
10811	Transfer From Reserve	Information & Communication Technology Services(O)	23,036	0	0	0	0
10824	Transfer From Reserve	Legal Services(O)	0	2,766	2,766	2,766	2,766
10901	Transfer From Reserve	Civil Infrastructure Management PWOH(O)	2,452	26,903	26,903	26,903	26,903
10902	Transfer From Reserve	Civil Infrastructure Works PWOH(O)	188,723	165,813	165,813	165,813	165,813
10905	Transfer From Reserve	Other Law, Order & Public Safety(O)	30,462	40,202	40,202	40,202	40,202
11026	Transfer From Reserve	Planning and Development Management(O)	13,559	10,138	10,138	10,138	10,138
11027	Transfer From Reserve	Community Planning Support(O)	36,138	16,151	16,151	16,151	16,151
11041	Transfer From Reserve	Property Services Administration(O)	17,118	0	0	0	0
11124	Transfer From Reserve	Stakeholder Relations(O)	7,477	4,927	4,927	4,927	4,927
11126	Transfer From Reserve	Rates Administration(O)	39,173	20,525	20,525	20,525	20,525
11716	Transfer From Reserve	Bovell-Main Oval(O)	166	0	0	0	0
12225	Transfer From Reserve	Waste and Fleet Management (PWOH)(O)	35,745	0	0	0	0
12229	Transfer From Reserve	Aged Housing Administration(O)	12,177	0	0	0	0
12258	Transfer From Reserve	Statutory Planning(O)	9,341	6,224	6,224	6,224	6,224
12372	Transfer From Reserve	Wilyabrup Road (Biljedup)(O)	36	0	0	0	0
12427	Transfer From Reserve	Dunsborough Waste Facility(O)	35	0	0	0	0
12431	Transfer From Reserve	Busselton Transfer Station(O)	318	0	0	0	0
12827	Transfer From Reserve	Commonage Road(C)	39	0	0	0	0
<i>Long Service Leave Reserve Closing Balance</i>			(3,840,456)	(4,045,854)	(4,045,854)	(4,045,854)	(4,045,854)
1044 - Major Traffic Improvements Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,574,756)	(1,574,756)	(1,574,756)	(1,574,756)	(1,574,756)
10904	Interest Earned	Other General Purpose Funding(O)	12,540	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	1,562,216	1,574,756	1,574,756	1,574,756	1,574,756
<i>Major Traffic Improvements Reserve Closing Balance</i>			0	0	0	0	0
1045 - Events, Marketing and Business Development Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(393,497)	(393,497)	(393,497)	(393,497)	(393,497)
10904	Interest Earned	Other General Purpose Funding(O)	(48,134)	(11,413)	(11,413)	(11,413)	(11,413)
10188	Transfer To Reserve	Events and Culture(O)	(1,466,341)	(1,466,341)	(1,466,341)	(1,466,341)	(1,466,341)
10022	Transfer From Reserve	Saltwater (O)	25,000	100,000	100,000	100,000	100,000
10188	Transfer From Reserve	Events and Culture(O)	1,558,022	1,661,401	1,661,401	1,661,401	1,661,401
14729	Transfer From Reserve	Events Furniture & Equipment(C)	5,138	5,138	5,138	5,138	5,138
<i>Events, Marketing and Business Development Reserve Closing Balance</i>			(319,812)	(104,712)	(104,712)	(104,712)	(104,712)
1046 - Naturaliste Community Centre Building (NCC) Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(233,943)	(233,943)	(233,943)	(233,943)	(233,943)
10904	Interest Earned	Other General Purpose Funding(O)	1,976	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	231,967	233,943	233,943	233,943	233,943
<i>Naturaliste Community Centre Building (NCC) Reserve Closing Balance</i>			0	0	0	0	0
1047 - New Infrastructure Development Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(756,384)	(756,384)	(756,384)	(756,384)	(756,384)
10904	Interest Earned	Other General Purpose Funding(O)	(133,309)	(10,516)	(10,516)	(10,516)	(10,516)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(1,613,699)	(1,602,782)	(1,602,782)	(1,602,782)	(1,602,782)
10904	Transfer From Reserve	Other General Purpose Funding(O)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
12407	Transfer From Reserve	Dunsborough Lakes Sporting Precinct (Stage 1)(C)	0	358,778	358,778	358,778	358,778
15073	Transfer From Reserve	Lot 9020 Dunsborough (C)	0	900,000	900,000	900,000	900,000
<i>New Infrastructure Development Reserve Closing Balance</i>			(2,753,392)	(1,360,904)	(1,360,904)	(1,360,904)	(1,360,904)

City of Busselton Reserve Movements
For Period Ended 30 June 2024

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1048 - Other Infrastructure Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(721,867)	(721,867)	(721,867)	(721,867)	(721,867)
10904	Interest Earned	Other General Purpose Funding(O)	(76,926)	(29,586)	(29,586)	(29,586)	(29,586)
10027	Transfer To Reserve	Asset Management Administration(O)	(795,639)	(795,639)	(795,639)	(795,639)	(795,639)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(403,782)	(496,980)	(496,980)	(496,980)	(496,980)
10027	Transfer From Reserve	Asset Management Administration(O)	0	21,600	21,600	21,600	21,600
10157	Transfer From Reserve	Busselton Cemetery(O)	79,114	72,303	72,303	72,303	72,303
10158	Transfer From Reserve	Dunsborough Cemetery(O)	15,590	25,620	25,620	25,620	25,620
10159	Transfer From Reserve	Pioneer Cemetery(O)	3,392	6,240	6,240	6,240	6,240
10251	Transfer From Reserve	LED Street Light Replacement Program(O)	71,420	90,000	90,000	90,000	90,000
10700	Transfer From Reserve	Dunsborough Cemetery(C)	0	21,276	21,276	21,276	21,276
11024	Transfer From Reserve	Pioneer Cemetery - Implement Conservation Plan(C)	18,860	21,276	21,276	21,276	21,276
12815	Transfer From Reserve	North Street Drainage Works(C)	323,947	231,149	231,149	311,325	311,325
14811	Transfer From Reserve	RBFS Old Dunsborough Boat Ramp Scour Protection (C)	0	8,310	8,310	8,310	8,310
14879	Transfer From Reserve	Busselton LIA Drainage Investigation & Design(C)	45,468	50,000	50,000	50,000	50,000
14880	Transfer From Reserve	Chapman Street Mitigate private property inundation(C)	292,120	250,000	250,000	250,000	250,000
14881	Transfer From Reserve	Dunsborough Lakes Drive No 69/71(C)	0	112,215	112,215	112,215	112,215
14882	Transfer From Reserve	Dunsborough Lakes Condition inspection & Design(C)	16,159	50,000	50,000	50,000	50,000
14883	Transfer From Reserve	Carey Street Drainage Renewals(C)	141,714	252,894	252,894	252,894	252,894
14884	Transfer From Reserve	Depuch Close - Eagle Bay(C)	68,856	76,473	76,473	68,856	68,856
14885	Transfer From Reserve	Heppingstone & Hale Street intersection(C)	7,650	33,718	33,718	7,650	7,650
14886	Transfer From Reserve	Hester Steet Drainage Renewal SLK0.33 (C)	9,290	18,027	18,027	9,290	9,290
14900	Transfer From Reserve	Metricup Cemetery - Paths & Ashes itemment(C)	5,191	10,000	10,000	10,000	10,000
14945	Transfer From Reserve	WSUD Improv Drainage Outlets and Catchments(C)	0	30,000	30,000	30,000	30,000
Other Infrastructure Reserve Closing Balance			(899,444)	(662,972)	(662,972)	(625,218)	(625,218)
1049 - Parks and Reserves Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,349,338)	(1,349,338)	(1,349,338)	(1,349,338)	(1,349,338)
10904	Interest Earned	Other General Purpose Funding(O)	(96,239)	(23,928)	(23,928)	(23,928)	(23,928)
10027	Transfer To Reserve	Asset Management Administration(O)	(1,374,285)	(1,374,285)	(1,374,285)	(1,374,285)	(1,374,285)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(13,009)	(13,115)	(13,115)	(13,115)	(13,115)
10831	Transfer From Reserve	Rotary Park / War Memorial Relocation(C)	375,000	375,000	375,000	375,000	375,000
10953	Transfer From Reserve	Youth Skate Park(C)	15,825	20,000	20,000	20,000	20,000
10963	Transfer From Reserve	Minor Capital Improvements, Fencing, Seating, Lighting et(C)	12,725	40,000	40,000	40,000	40,000
10967	Transfer From Reserve	New Shade Sails – multiple locations (C)	128,442	265,165	265,165	265,165	265,165
11034	Transfer From Reserve	Dunsborough Non-Potable Water Network(C)	0	0	0	29,183	29,183
11035	Transfer From Reserve	Park Furniture Renewals - Replace aged & unsafe Equip(C)	11,336	55,000	55,000	55,000	55,000
12251	Transfer From Reserve	Cricket Nets & Wickets (C)	37,869	30,000	30,000	30,000	30,000
12267	Transfer From Reserve	Busselton Townscape Street Furniture Renewals (C)	0	40,000	40,000	40,000	40,000
12511	Transfer From Reserve	Dunsborough - BMX / Skatebowl(C)	10,794	10,000	10,000	10,000	10,000
12821	Transfer From Reserve	Churchill Park - Main Oval Renewal (C)	668,399	550,000	550,000	590,880	590,880
14904	Transfer From Reserve	Beach Shower/Water Fountain Up& Ren (C)	19,398	20,000	20,000	20,000	20,000
14906	Transfer From Reserve	Dunsborough Oval Skatepark Lighting Renewal(C)	47,794	70,000	70,000	70,000	70,000
14907	Transfer From Reserve	Busselton Foreshore - Annual Renewals (C)	36,441	50,000	50,000	50,000	50,000
14908	Transfer From Reserve	Dunsborough Town Centre & Foreshore - Annual Renewals (C)	7,595	30,000	30,000	30,000	30,000
14910	Transfer From Reserve	Seymour Park - Replacement of Decking(C)	92,743	50,600	50,600	50,600	50,600
14911	Transfer From Reserve	Jarrahwood Playground Equipment Renewal(C)	10,152	26,000	26,000	26,000	26,000
14912	Transfer From Reserve	Newtown Oval New Playground Equipment(C)	15,221	15,000	15,000	15,000	15,000
14913	Transfer From Reserve	Heron Place - New New Playground Equipment(C)	15,321	10,000	10,000	10,000	10,000
14917	Transfer From Reserve	Meelup Regional Park - Capital Projects(C)	125,675	178,000	178,000	178,000	178,000
14918	Transfer From Reserve	BBQ Placement and Replacement(C)	30,024	30,000	30,000	30,000	30,000
14919	Transfer From Reserve	Beach Access stairs (C)	5,165	55,000	55,000	55,000	55,000
14944	Transfer From Reserve	Busselton Works Depot Parks & Gardens Product Bays(C)	15,080	20,000	20,000	20,000	20,000
Parks and Reserves Reserve Closing Balance			(1,151,871)	(820,901)	(820,901)	(750,838)	(750,838)
1050 - Performing Arts and Convention Centre Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(2,467,333)	(2,467,333)	(2,467,333)	(2,467,333)	(2,467,333)
10904	Interest Earned	Other General Purpose Funding(O)	(124,362)	(116,739)	(116,739)	(116,739)	(116,739)
Performing Arts and Convention Centre Reserve Closing Balance			(2,591,695)	(2,584,071)	(2,584,071)	(2,584,071)	(2,584,071)

City of Busselton Reserve Movements

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Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1051 - Plant Replacement Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(2,364,209)	(2,364,209)	(2,364,209)	(2,364,209)	(2,364,209)
10904	Interest Earned	Other General Purpose Funding(O)	(138,848)	(21,487)	(21,487)	(21,487)	(21,487)
10027	Transfer To Reserve	Asset Management Administration(O)	(1,121,722)	(1,121,722)	(1,121,722)	(1,121,722)	(1,121,722)
10448	Transfer From Reserve	Miscellaneous Plant & Equipment(O)	3,512	18,720	18,720	18,720	18,720
12881	Transfer From Reserve	HINO FD1024 Beavertail Truck (Turf) (C)	0	80,000	80,000	80,000	80,000
12882	Transfer From Reserve	Isuzu NPR65-190 Single Cab (Turf) (C)	0	80,000	80,000	80,000	80,000
12884	Transfer From Reserve	KUBOTA F3690 OUTFRONT MOWER (C)	18,811	21,200	21,200	21,200	21,200
12885	Transfer From Reserve	KUBOTA F3690 OUTFRONT MOWER (C)	19,252	21,200	21,200	21,200	21,200
12886	Transfer From Reserve	Brush / Tree Chipper (C)	71,646	100,000	100,000	100,000	100,000
12887	Transfer From Reserve	Plant Purchases (P11) - Redexim Easyspread 1600 Sand Spre(C)	0	19,200	19,200	19,200	19,200
12888	Transfer From Reserve	HINO FS2848 Tipper Truck (C&M) (C)	0	230,000	230,000	230,000	230,000
12890	Transfer From Reserve	Caterpillar CS56 Roller (C&M) (C)	0	130,000	130,000	130,000	130,000
12892	Transfer From Reserve	ISUZU FVZ1400 Tipper Truck (C&M) (C)	0	230,000	230,000	230,000	230,000
12893	Transfer From Reserve	Planning and Development Services - Replacement Complianc(C)	(31,046)	0	0	0	0
12894	Transfer From Reserve	SUBARU FORESTER 2.5i AWD WAGON (SiPlaCoord)REPL P1 (C)	17,135	18,000	18,000	18,000	18,000
12895	Transfer From Reserve	NISSAN X-TRAIL ST-L 2WD SUV (ASSET MGMT COORD) (C)	16,454	18,000	18,000	18,000	18,000
12896	Transfer From Reserve	Facilities Operational Ute(C)	35,280	23,000	23,000	23,000	23,000
12897	Transfer From Reserve	ISUZU D-MAX SX 4X2 SINGLE CAB UTILITY (IRRIGATION) (C)	0	31,000	31,000	31,000	31,000
12898	Transfer From Reserve	MITSUBISHI TRITON 4X2 SINGLE CAB UTE (P&G) (C)	0	31,000	31,000	31,000	31,000
12899	Transfer From Reserve	Construction & Maintenance Ute (C)	23,941	27,000	27,000	27,000	27,000
12900	Transfer From Reserve	TOYOTA HILUX DUAL CAB 4X4 (CONST SUPERVISOR) (C)	15,547	25,000	25,000	25,000	25,000
12901	Transfer From Reserve	TOYOTA HILUX DUAL CAB 4X4 (MTCE SUPERVISOR) (C)	13,753	25,000	25,000	25,000	25,000
12902	Transfer From Reserve	Manager Governance & Corp Services Vehicle (C)	18,542	20,000	20,000	20,000	20,000
12904	Transfer From Reserve	Plant Purchases (P11) - Minor Plant (P&G) (C)	13,571	13,000	13,000	13,000	13,000
12906	Transfer From Reserve	Plant Purchases (P12) - Minor Plant (C&M) (C)	0	18,500	18,500	18,500	18,500
12908	Transfer From Reserve	Program 12 - Minor Plant (Workshop) (C)	5,269	10,000	10,000	10,000	10,000
12948	Transfer From Reserve	TOYOTA HILUX SR 4X4 DUAL CAB UTILITY (BMO) (C)	45,394	25,000	25,000	25,000	25,000
14744	Transfer From Reserve	MITSUBISHI PAJERO GLX 4X4 (MGR REG SERV) (C)	41,083	21,500	21,500	21,500	21,500
14765	Transfer From Reserve	MITSUBISHI PAJERO SPORT 4X4 SUV REP P196110(C)	(25,137)	0	0	0	0
14770	Transfer From Reserve	VOLVO FE320 6X4 RUBBISH COMPA Repl. P166020(C)	(105,896)	0	0	0	0
14818	Transfer From Reserve	Wheeled 20t excavator Inc. Accessories(C)	0	485,000	485,000	485,000	485,000
14819	Transfer From Reserve	Positrak (Cat 299) with Accessories (C)	0	250,000	250,000	250,000	250,000
14820	Transfer From Reserve	Trailer for Towing Positrak & Traffic Lights(C)	0	40,000	40,000	40,000	40,000
14821	Transfer From Reserve	Trailer Traffic Lights x 2 (and Sign Cones)(C)	43,090	45,000	45,000	45,000	45,000
14842	Transfer From Reserve	HINO CREW CAB TIPPER TRUCK (C)	51,194	77,540	77,540	77,540	77,540
14843	Transfer From Reserve	HINO CREW CAB TIPPER TRUCK (C)	(40,361)	0	0	0	0
14844	Transfer From Reserve	New CBD Truck West (C)	(32,269)	0	0	0	0
14845	Transfer From Reserve	New Construction Truck(C)	(40,070)	0	0	0	0
14954	Transfer From Reserve	MITSUBISHI TRITON 4x2 SINGLE CAB (C)	0	25,000	25,000	25,000	25,000
15004	Transfer From Reserve	HUSQVARNA RC318T RIDE ON MOWER (C)	0	15,000	15,000	15,000	15,000
15006	Transfer From Reserve	HINO 917 CREW CAB (C&M) (C)	0	80,000	80,000	80,000	80,000
15008	Transfer From Reserve	ISUZU NPR400 CREW CAB (C&M) (C)	0	80,000	80,000	80,000	80,000
15013	Transfer From Reserve	HINO GH1728 AUTO TRUCK (C&M) (C)	0	350,000	350,000	350,000	350,000
15016	Transfer From Reserve	HINO GF1628 REAR TIPPING TRUCK (P&G) (C)	0	100,000	100,000	100,000	100,000
15018	Transfer From Reserve	TORO 4010D GROUNDMASTER MOWER (P&G) (C)	0	130,000	130,000	130,000	130,000
15023	Transfer From Reserve	ISUZU DMAX 4X2 SINGLE CAB (P&G) FORESHORE IRRIGATION (C)	0	31,000	31,000	31,000	31,000
15025	Transfer From Reserve	TOYOTA HILUX 4X4 EXTRA CAB UTILITY (IRRIGATION) (C)	49,140	34,000	34,000	34,000	34,000
15028	Transfer From Reserve	FORD RANGER 4X4 DUAL CAB UTE (CESM) (C)	51,059	35,000	35,000	35,000	35,000
15032	Transfer From Reserve	SUBARU OUTBACK 2.5i PREMIUM WAGON (C)	0	20,000	20,000	20,000	20,000
15034	Transfer From Reserve	SUBARU OUTBACK AWD WAGON (RANGERS CO-ORDINATOR) (C)	15,545	20,000	20,000	20,000	20,000
15036	Transfer From Reserve	SUBARU OUTBACK 2.5i AWD PREMIUM (MGR CULTURE & EVENTS) (C)	20,000	20,000	20,000	20,000	20,000
15038	Transfer From Reserve	MAZDA CX9 FWD SUV (Director CCS) (C)	51,095	25,000	25,000	25,000	25,000
15040	Transfer From Reserve	SUBARU OUTBACK AWD (Director PDS) (C)	25,000	25,000	25,000	25,000	25,000
15042	Transfer From Reserve	Nissan X-Trail Ti 4x4 SUV (Mgr Fin Serv) (C)	40,643	20,000	20,000	20,000	20,000
15045	Transfer From Reserve	Toyota Fortuner GX 4x4 SUV (Mgr Eng Tech Srv) (C)	40,643	20,000	20,000	20,000	20,000
15048	Transfer From Reserve	SUBARU FORESTER 2.5i-S AWD (MGR DEV SERV) (C)	18,046	20,000	20,000	20,000	20,000
15050	Transfer From Reserve	NISSAN X TRAIL STL 4X4 SUV (LIESURE CENTRES COORD) (C)	34,596	18,000	18,000	18,000	18,000
15052	Transfer From Reserve	MITSUBISHI OUTLANDER LS AWD (HR COORD) (C)	33,965	18,000	18,000	18,000	18,000
15065	Transfer From Reserve	Differential GPS (C)	17,310	20,000	20,000	20,000	20,000
Plant Replacement Reserve Closing Balance			(3,049,040)	(267,557)	(267,557)	(267,557)	(267,557)
1052 - Port Geographe Development Reserve (Council)							
10904	Opening Balance	Other General Purpose Funding(O)	(67,299)	(67,299)	(67,299)	(67,299)	(67,299)
10904	Interest Earned	Other General Purpose Funding(O)	(5,250)	(1,825)	(1,825)	(1,825)	(1,825)
10325	Transfer To Reserve	Port Geographe(O)	(104,962)	(104,962)	(104,962)	(104,962)	(104,962)
10086	Transfer From Reserve	Pedestrian Bridge (Port Geographe)(O)	106,062	93,451	93,451	93,451	93,451
14901	Transfer From Reserve	Port Geographe POS Retaining Wall Renewals(C)	34,615	53,000	53,000	53,000	53,000
Port Geographe Development Reserve (Council) Closing Balance			(36,835)	(27,635)	(27,635)	(27,635)	(27,635)
1053 - Port Geographe Waterways Management (SAR) Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(3,051,049)	(3,051,049)	(3,051,049)	(3,051,049)	(3,051,049)
10904	Interest Earned	Other General Purpose Funding(O)	(156,148)	(136,876)	(136,876)	(136,876)	(136,876)
10325	Transfer To Reserve	Port Geographe(O)	(251,628)	(247,651)	(247,651)	(247,651)	(247,651)
10325	Transfer From Reserve	Port Geographe(O)	368,359	406,169	406,169	406,169	406,169
Port Geographe Waterways Management (SAR) Reserve Closing Balance			(3,090,466)	(3,029,407)	(3,029,407)	(3,029,407)	(3,029,407)
1054 - Professional Development Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(161,395)	(161,395)	(161,395)	(161,395)	(161,395)
10904	Interest Earned	Other General Purpose Funding(O)	(8,135)	(7,333)	(7,333)	(7,333)	(7,333)
10810	Transfer From Reserve	Human Resources & Payroll(O)	36,567	50,000	50,000	50,000	50,000
Professional Development Reserve Closing Balance			(132,962)	(118,728)	(118,728)	(118,728)	(118,728)
1055 - Provenance Landscape Maintenance (SAR) Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(1,524,829)	(1,524,829)	(1,524,829)	(1,524,829)	(1,524,829)
10904	Interest Earned	Other General Purpose Funding(O)	(80,978)	(64,136)	(64,136)	(64,136)	(64,136)
10966	Transfer To Reserve	Provenance SAR Area General Improvements to the Area(C)	(208,290)	(205,921)	(205,921)	(205,921)	(205,921)
10289	Transfer From Reserve	Almond Green Park (Provenance)(O)	43,168	43,168	43,168	43,168	43,168
10291	Transfer From Reserve	Avignon Park (Provenance)(O)	11,227	15,203	15,203	15,203	15,203
10311	Transfer From Reserve	Lavender Park (Provenance)(O)	10,555	11,949	11,949	11,949	11,949
10429	Transfer From Reserve	Streetscape Medians (Provenance)(O)	22,094	26,544	26,544	26,544	26,544
10966	Transfer From Reserve	Provenance SAR Area General Improvements to the Area(C)	34,318	160,000	160,000	160,000	160,000
11725	Transfer From Reserve	Yalyalup Half Court(O)	0	770	770	770	770
Provenance Landscape Maintenance (SAR) Reserve Closing Balance			(1,692,735)	(1,537,252)	(1,537,252)	(1,537,252)	(1,537,252)

City of Busselton Reserve Movements
For Period Ended 30 June 2024

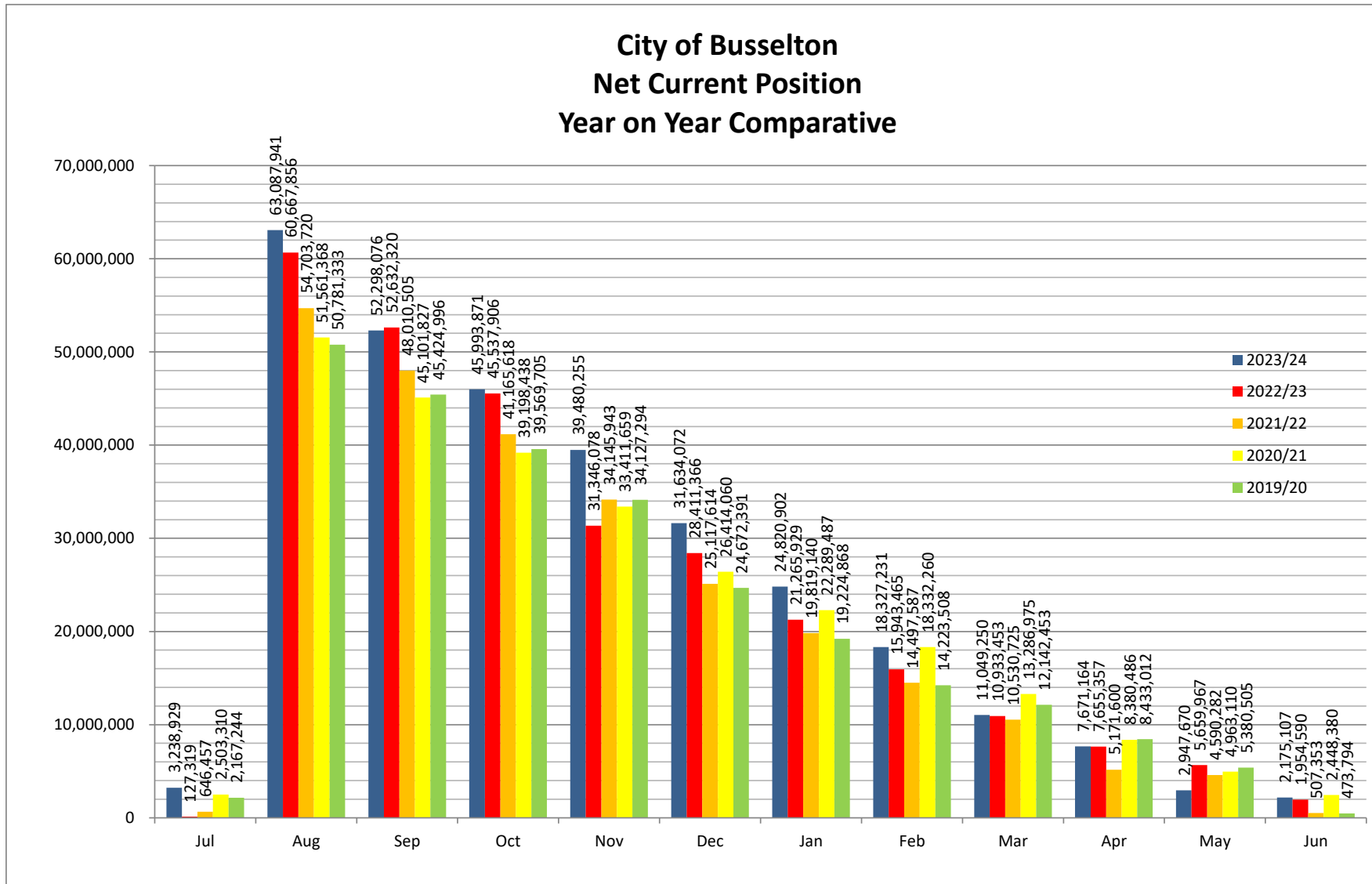
Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1056 - Public Art Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(272,933)	(272,933)	(272,933)	(272,933)	(272,933)
10904	Interest Earned	Other General Purpose Funding(O)	76	(2,197)	(2,197)	(2,197)	(2,197)
10904	Transfer From Reserve	Other General Purpose Funding(O)	272,857	0	0	275,130	275,130
15059	Transfer From Reserve	Sculpture By The Bay (C)	0	12,000	12,000	0	0
Public Art Reserve Closing Balance			0	(263,130)	(263,130)	0	0
1057 - Railway House Building Reserve (50%)							
10904	Opening Balance	Other General Purpose Funding(O)	(89,585)	(89,585)	(89,585)	(89,585)	(89,585)
10904	Interest Earned	Other General Purpose Funding(O)	710	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	88,875	89,585	89,585	89,585	89,585
Railway House Building Reserve (50%) Closing Balance			0	0	0	0	0
1058 - Road Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(2,164,710)	(2,164,710)	(2,164,710)	(2,164,710)	(2,164,710)
10904	Interest Earned	Other General Purpose Funding(O)	(247,895)	(82,583)	(82,583)	(82,583)	(82,583)
10027	Transfer To Reserve	Asset Management Administration(O)	(3,688,870)	(3,688,870)	(3,688,870)	(3,688,870)	(3,688,870)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(1,562,216)	(1,574,756)	(1,574,756)	(1,574,756)	(1,574,756)
11193	Transfer From Reserve	Wilyabrup Road Resheet(C)	85,307	80,643	80,643	80,643	80,643
11199	Transfer From Reserve	Bussell Highway(C)	809,880	678,321	678,321	862,722	862,722
11987	Transfer From Reserve	Caves Road (C)	0	17,043	17,043	17,043	17,043
11998	Transfer From Reserve	Kaloorup Road(C)	62,464	0	0	0	0
12005	Transfer From Reserve	Payne Road(C)	306,376	638,055	638,055	292,280	292,280
12611	Transfer From Reserve	North Jindong Road(C)	118,219	292,600	292,600	23,963	23,963
12827	Transfer From Reserve	Commonage Road(C)	777,069	269,500	269,500	1,100,000	1,100,000
12842	Transfer From Reserve	Nuttman Road (C)	50,426	54,724	54,724	50,426	50,426
12845	Transfer From Reserve	General Design / Modelling Works (O)	22,260	312,000	312,000	312,000	312,000
14817	Transfer From Reserve	Road Access Seal - Busselton Animal care facility(C)	61,232	49,766	49,766	49,766	49,766
14850	Transfer From Reserve	Cook Street - Asphalt Overlay SLK 0.39 to 1.25 (C)	182,492	351,574	351,574	182,492	182,492
14851	Transfer From Reserve	Strelley Street - Rehabilitation SLK 0.05 to 1.2 (C)	282,391	240,000	240,000	240,000	240,000
14852	Transfer From Reserve	North Jindong Road - Prelims and Land Acq SLK 0 to 0 (C)	9,042	12,000	12,000	12,000	12,000
14853	Transfer From Reserve	Jalbarragup Road - Reseal SLK 0 to 10.75 (C)	114,495	600,000	600,000	600,000	600,000
14854	Transfer From Reserve	Boallia Road - Recon and Widening SLK 1.5 to 2.3 (C)	462,361	553,832	553,832	468,013	468,013
14855	Transfer From Reserve	Vasse Yallingup Siding Road - Design only SLK 0 to 0 (C)	1,510	16,500	16,500	16,500	16,500
14856	Transfer From Reserve	Peron Avenue - Asphalt Overlay SLK 0.17 to 0.76 (C)	444,774	450,030	450,030	450,030	450,030
14857	Transfer From Reserve	West Street - Rehabilitation SLK 1.02 to 1.15 (C)	0	181,000	181,000	0	0
14858	Transfer From Reserve	Artisan Street - Asphalt Overlay SLK 0.02 to 0.16 (C)	25,899	46,152	46,152	25,899	25,899
14859	Transfer From Reserve	Kershaw Street - Asphalt Overlay SLK 0 to 0.25 (C)	50,446	69,271	69,271	50,446	50,446
14860	Transfer From Reserve	Thornbill Court - Asphalt Overlay SLK 0 to 0.08 (C)	20,662	20,662	20,662	20,662	20,662
14861	Transfer From Reserve	Grevillea Cove - Asphalt Overlay SLK 0 to 0.08 (C)	21,700	22,243	22,243	22,243	22,243
14862	Transfer From Reserve	Baudin Street - Asphalt Overlay SLK 0 to 0.1 (C)	94,691	95,132	95,132	95,132	95,132
14863	Transfer From Reserve	Cormorant Court - Asphalt Overlay SLK 0 to 0.08 (C)	24,227	23,616	23,616	23,616	23,616
14864	Transfer From Reserve	Sugarloaf Road - Second Coat Seal SLK 0 to 0 (C)	0	66,521	66,521	0	0
14865	Transfer From Reserve	Yallingup Beach Road - Reseal SLK 0 to 0.19 (C)	24,805	30,698	30,698	24,804	24,804
14866	Transfer From Reserve	Old Vasse Highway - Reseal SLK 0 to 1.83 (C)	0	13,535	13,535	13,535	13,535
15085	Transfer From Reserve	Jalbarragup Road New Shoulders (C)	200,861	200,000	200,000	200,000	200,000
15103	Transfer From Reserve	Prince Street Laneway(C)	28,003	0	0	28,003	28,003
15108	Transfer From Reserve	Bussell Highway Resurfacing SLK 0 to 3.8 (C)	178,734	0	0	178,768	178,768
15194	Transfer From Reserve	Chapman Hill Road [State Blackspot Prg] (C)	0	0	0	16,000	16,000
15261	Transfer From Reserve	Metricup-Yelverton Road	0	0	0	138,134	138,134
Road Reserve Closing Balance			(3,203,367)	(2,125,501)	(2,125,501)	(1,915,799)	(1,915,799)
1059 - Sick Pay Incentive Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(79,316)	(79,316)	(79,316)	(79,316)	(79,316)
10904	Interest Earned	Other General Purpose Funding(O)	(3,974)	(3,000)	(3,000)	(3,000)	(3,000)
10810	Transfer To Reserve	Human Resources & Payroll(O)	4,320	0	0	0	0
10810	Transfer From Reserve	Human Resources & Payroll(O)	6,468	0	0	0	0
Sick Pay Incentive Reserve Closing Balance			(72,502)	(82,316)	(82,316)	(82,316)	(82,316)
1060 - Strategic Projects Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(3,032,416)	(3,032,416)	(3,032,416)	(3,032,416)	(3,032,416)
10904	Interest Earned	Other General Purpose Funding(O)	(153,389)	(115,118)	(115,118)	(115,118)	(115,118)
10830	Transfer To Reserve	Members of Council(O)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
12847	Transfer From Reserve	Purchase Sues Road(C)	454,545	500,000	500,000	500,000	500,000
Strategic Projects Reserve Closing Balance			(2,756,260)	(2,672,534)	(2,672,534)	(2,672,534)	(2,672,534)
1061 - Vasse Newtown Landscape Maintenance (SAR) Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(615,196)	(615,196)	(615,196)	(615,196)	(615,196)
10904	Interest Earned	Other General Purpose Funding(O)	(33,942)	(24,541)	(24,541)	(24,541)	(24,541)
10969	Transfer To Reserve	Vasse SAR Area General Improvements to the Area(C)	(203,750)	(202,058)	(202,058)	(202,058)	(202,058)
10266	Transfer From Reserve	Southern Wetland - Bush Area Lot 2007 (Newtown)(O)	2,109	3,353	3,353	3,353	3,353
10317	Transfer From Reserve	Southern Wetland - Heritage Park Lot 2013 (Newtown)(O)	6,399	4,836	4,836	4,836	4,836
10372	Transfer From Reserve	Northern POS (Newtown)(O)	25,092	24,318	24,318	24,318	24,318
10428	Transfer From Reserve	Streetscape Medians (Newtown)(O)	46,058	25,292	25,292	25,292	25,292
10969	Transfer From Reserve	Vasse SAR Area General Improvements to the Area(C)	47,327	70,000	70,000	70,000	70,000
11541	Transfer From Reserve	East Central (Wakeham Circle Newtown)(O)	11,897	12,645	12,645	12,645	12,645
11809	Transfer From Reserve	West Central (Elijah Circle Newtown)(O)	20,965	26,342	26,342	26,342	26,342
Vasse Newtown Landscape Maintenance (SAR) Reserve Closing Balance			(693,041)	(675,009)	(675,009)	(675,009)	(675,009)
1062 - Vasse Sports Pavilion Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(2,406)	(2,406)	(2,406)	(2,406)	(2,406)
10904	Interest Earned	Other General Purpose Funding(O)	19	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	2,387	2,406	2,406	2,406	2,406
Vasse Sports Pavilion Building Reserve Closing Balance			0	0	0	0	0

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Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1063 - Waste Management Facility and Plant Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(8,135,574)	(8,135,574)	(8,135,574)	(8,135,574)	(8,135,574)
10904	Interest Earned	Other General Purpose Funding(O)	(238,924)	(205,856)	(205,856)	(205,856)	(205,856)
12419	Transfer To Reserve	Rubbish Sites Development(O)	(2,206,088)	(1,755,113)	(1,755,113)	(1,755,113)	(1,755,113)
10688	Transfer From Reserve	Depot Washdown Facility Upgrades(C)	0	76,700	76,700	76,700	76,700
12225	Transfer From Reserve	Waste and Fleet Management (PWOH)(O)	0	578,501	578,501	578,501	578,501
12419	Transfer From Reserve	Rubbish Sites Development(O)	89,178	0	0	0	0
12421	Transfer From Reserve	City Lined Landfill Stage 2 - Preliminary Works(C)	135,076	80,000	80,000	80,000	80,000
12425	Transfer From Reserve	Busselton Landfill Post-closure Capping, Rehab & Remediat(C)	5,257,700	2,000,000	2,000,000	2,000,000	2,000,000
12428	Transfer From Reserve	Re-use shop Busselton Transfer Station(C)	86,065	125,000	125,000	125,000	125,000
12911	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	466,234	424,660	424,660	424,660	424,660
12914	Transfer From Reserve	Minor Plant - Program 10 (C)	0	10,000	10,000	10,000	10,000
13654	Transfer From Reserve	CATERPILLAR LANDFILL COMPACTOR REFURBISHED (DUNSB. TIP)(P)	129,520	130,000	130,000	130,000	130,000
14823	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	481,200	438,545	438,545	438,545	438,545
14960	Transfer From Reserve	VOLVO FE320 WASTE TRUCK (C)	0	480,000	480,000	480,000	480,000
14962	Transfer From Reserve	WATER TANK FOR DUST SUPPRESSION (C)	0	25,000	25,000	25,000	25,000
14966	Transfer From Reserve	DIESEL TANK DWF (C)	0	50,000	50,000	50,000	50,000
14968	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	16,540	18,000	18,000	18,000	18,000
14970	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	0	18,000	18,000	18,000	18,000
14972	Transfer From Reserve	HOOKLIFT BIN BWTS (C)	0	18,000	18,000	18,000	18,000
14974	Transfer From Reserve	HOOKLIFT BIN (C)	0	18,000	18,000	18,000	18,000
14976	Transfer From Reserve	HOOKLIFT BIN (C)	16,540	18,000	18,000	18,000	18,000
14978	Transfer From Reserve	ABLE GL3013 GENERATOR (C)	20,995	50,000	50,000	50,000	50,000
14980	Transfer From Reserve	WASTE COORDINATOR VEHICLE (C)	33,965	35,000	35,000	35,000	35,000
14982	Transfer From Reserve	TOYOTA HILUX 4x2 SINGLE CAB (C)	18,352	26,000	26,000	26,000	26,000
14984	Transfer From Reserve	ISUZU D-MAX 4x4 DUAL CAB (C)	20,253	30,000	30,000	30,000	30,000
14986	Transfer From Reserve	HOLDEN COLORADO 4x4 DUAL CAB (C)	0	26,000	26,000	26,000	26,000
15066	Transfer From Reserve	Dunsborough Groundwater Investigation (O)	198,134	200,000	200,000	200,000	200,000
15077	Transfer From Reserve	Lunch / Meeting Room for Transfer Station(C)	47,500	50,000	50,000	50,000	50,000
15078	Transfer From Reserve	HAZMET and Dangerous Goods Storage(C)	66,060	108,500	108,500	108,500	108,500
Waste Management Facility and Plant Reserve Closing Balance			(3,497,274)	(5,062,637)	(5,062,637)	(5,062,637)	(5,062,637)
1064 - Winderup Aged Housing Reserve (City Controlled)							
10904	Opening Balance	Other General Purpose Funding(O)	(463,208)	(463,208)	(463,208)	(463,208)	(463,208)
10904	Interest Earned	Other General Purpose Funding(O)	(23,650)	(17,340)	(17,340)	(17,340)	(17,340)
11684	Transfer To Reserve	Winderup Court Aged Housing(O)	(96,610)	(85,086)	(85,086)	(85,086)	(85,086)
12234	Transfer From Reserve	Aged Housing Capital Improvements - Winderup Court (City(C)	35,344	49,000	49,000	49,000	49,000
Winderup Aged Housing Reserve (City Controlled) Closing Balance			(548,123)	(516,634)	(516,634)	(516,634)	(516,634)
1065 - Workers Compensation, Extended SL and AL Contingency Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(4,281)	(4,281)	(4,281)	(4,281)	(4,281)
10904	Interest Earned	Other General Purpose Funding(O)	(216)	(265)	(265)	(265)	(265)
Workers Compensation, Extended SL and AL Contingency Reserve Closing Balance			(4,497)	(4,546)	(4,546)	(4,546)	(4,546)
1066 - Youth and Community Activities Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(216,652)	(216,652)	(216,652)	(216,652)	(216,652)
10904	Interest Earned	Other General Purpose Funding(O)	1,720	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	214,931	216,652	216,652	216,652	216,652
Youth and Community Activities Building Reserve Closing Balance			0	0	0	0	0
1067 - Prepaid Grants and Deferred Works & Services Reserves							
10904	Opening Balance	Other General Purpose Funding(O)	(2,843,445)	(2,843,445)	(2,843,445)	(2,843,445)	(2,843,445)
10904	Interest Earned	Other General Purpose Funding(O)	(18,020)	0	0	0	0
10904	Transfer To Reserve	Other General Purpose Funding(O)	(3,169,241)	(351,808)	(351,808)	(351,808)	(351,808)
10613	Transfer From Reserve	Meelup Coastal Parking & Landscaping(C)	174,986	178,238	178,238	178,238	178,238
10653	Transfer From Reserve	Community Assistance Program (Governance)(O)	0	50,000	50,000	50,000	50,000
10904	Transfer From Reserve	Other General Purpose Funding(O)	2,843,438	2,843,445	2,843,445	2,843,445	2,843,445
11040	Transfer From Reserve	Economic and Business Development(O)	0	20,000	20,000	20,000	20,000
11128	Transfer From Reserve	Community and Recreation Management(O)	0	31,235	31,235	31,235	31,235
12648	Transfer From Reserve	Rural-Tree Pruning(O)	64,835	72,335	72,335	72,335	72,335
Prepaid Grants and Deferred Works & Services Reserves Closing Balance			(2,947,446)	0	0	0	0
1069 - Airport Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(3,210,167)	(3,210,167)	(3,210,167)	(3,210,167)	(3,210,167)
10904	Interest Earned	Other General Purpose Funding(O)	(588,145)	(266,134)	(266,134)	(266,134)	(266,134)
10594	Transfer To Reserve	Airport Operations(O)	(8,153,150)	(8,924,456)	(8,924,456)	(8,924,456)	(8,924,456)
10583	Transfer From Reserve	Airport Construction Stage 2, Airfield(C)	0	22,478	22,478	22,478	22,478
10585	Transfer From Reserve	BMRA Hangars(C)	0	303,790	303,790	303,790	303,790
10589	Transfer From Reserve	Airport Construction, Existing Terminal Upgrade(C)	47,948	103,847	103,847	103,847	103,847
10594	Transfer From Reserve	Airport Operations(O)	0	2,500,000	2,500,000	2,500,000	2,500,000
12804	Transfer From Reserve	Airport Terminal Building(C)	9,545	28,481	28,481	28,481	28,481
12932	Transfer From Reserve	Airport Operations - Replacement Toro Groundmaster 7200 M(C)	0	22,000	22,000	22,000	22,000
12941	Transfer From Reserve	Airport - Other Buildings(C)	0	5,000	5,000	5,000	5,000
14836	Transfer From Reserve	RFDS relocation(C)	73,882	177,515	177,515	177,515	177,515
14838	Transfer From Reserve	BMRAP - Apron Lighting(C)	0	65,000	65,000	65,000	65,000
14839	Transfer From Reserve	BMRAP - Apron CCTV(C)	50,000	50,000	50,000	50,000	50,000
14946	Transfer From Reserve	PERUZZO BULL SLASHER (C)	0	57,000	57,000	57,000	57,000
14949	Transfer From Reserve	KUBOTA MULE (C)	0	10,000	10,000	10,000	10,000
14951	Transfer From Reserve	1500L SELF BUNDED DIESEL FUEL TANK (C)	0	14,500	14,500	14,500	14,500
15060	Transfer From Reserve	BMRA MAGS Improvements (C)	15,617	17,000	17,000	17,000	17,000
15061	Transfer From Reserve	BMRA Gate 1 Replacement (C)	0	10,000	10,000	10,000	10,000
15062	Transfer From Reserve	BMRA GA Precinct Reseal (C)	205,128	218,810	218,810	218,810	218,810
15083	Transfer From Reserve	New Airport Manager Vehicle (C)	40,000	40,000	40,000	40,000	40,000
15086	Transfer From Reserve	SWDC Airport Development Business Case (O)	108,743	67,000	67,000	100,000	100,000
15192	Transfer From Reserve	Security screening equipment – ETD Machine (C)	0	0	0	40,000	40,000
Airport Reserve Closing Balance			(11,400,598)	(8,688,336)	(8,688,336)	(8,615,336)	(8,615,336)
1070 - Airport Noise Mitigation Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(661,140)	(661,140)	(661,140)	(661,140)	(661,140)
10904	Interest Earned	Other General Purpose Funding(O)	5,365	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	655,775	661,140	661,140	661,140	661,140
Airport Noise Mitigation Reserve Closing Balance			0	0	0	0	0

City of Busselton Reserve Movements
For Period Ended 30 June 2024

Project Number	Transaction Type	Project Description	YTD Actual	YTD Budget	Budget Original	YTD BudgetA	Budget Amended
1071 - LED Street Lighting Replacement Program Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(32,228)	(32,228)	(32,228)	(32,228)	(32,228)
10904	Interest Earned	Other General Purpose Funding(O)	227	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	32,000	32,228	32,228	32,228	32,228
<i>LED Street Lighting Replacement Program Reserve Closing Balance</i>			0	0	0	0	0
1072 - Lou Weston Oval Pavilion Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(12,730)	(12,730)	(12,730)	(12,730)	(12,730)
10904	Interest Earned	Other General Purpose Funding(O)	95	0	0	0	0
10904	Transfer From Reserve	Other General Purpose Funding(O)	12,635	12,730	12,730	12,730	12,730
<i>Lou Weston Oval Pavilion Reserve Closing Balance</i>			0	0	0	0	0
1073 - Waterways Restoration Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(10)	(10)	(10)	(10)	(10)
10904	Interest Earned	Other General Purpose Funding(O)	(17,845)	(6,071)	(6,071)	(6,071)	(6,071)
10904	Transfer To Reserve	Other General Purpose Funding(O)	(133,469)	(134,559)	(134,559)	(134,559)	(134,559)
12848	Transfer To Reserve	Vasse River - Ongoing Restoration of River Habitat(O)	(572,473)	(572,473)	(572,473)	(572,473)	(572,473)
12848	Transfer From Reserve	Vasse River - Ongoing Restoration of River Habitat(O)	256,602	572,473	572,473	572,473	572,473
<i>Waterways Restoration Reserve Closing Balance</i>			(467,195)	(140,640)	(140,640)	(140,640)	(140,640)
1078 - Post Office Tea Rooms Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(48,075)	(48,075)	(48,075)	(48,075)	(48,075)
10904	Interest Earned	Other General Purpose Funding(O)	(3,219)	(92)	(92)	(92)	(92)
10020	Transfer To Reserve	Art Geo Administration(O)	(18,215)	(18,215)	(18,215)	(18,215)	(18,215)
<i>Post Office Tea Rooms Reserve Closing Balance</i>			(69,509)	(66,382)	(66,382)	(66,382)	(66,382)
1079 - Peel Tce/Causeway Rd Building Reserve							
10904	Opening Balance	Other General Purpose Funding(O)	(23,429)	(23,429)	(23,429)	(23,429)	(23,429)
10904	Transfer From Reserve	Other General Purpose Funding(O)	23,429	23,429	23,429	23,429	23,429
<i>Peel Tce/Causeway Rd Building Reserve Closing Balance</i>			0	0	0	0	0
<i>Grand Total</i>			(74,425,888)	(64,748,659)	(64,748,659)	(56,401,875)	(56,401,875)
Opening Balance			(78,138,182)	(78,138,182)	(78,138,182)	(78,138,182)	(78,138,182)
Interest Earned			(3,694,202)	(2,550,492)	(2,550,492)	(2,550,492)	(2,550,492)
Transfer To Reserve			(38,882,094)	(36,452,246)	(36,452,246)	(36,452,246)	(36,452,246)
Transfer From Reserve			46,288,590	52,392,260	52,392,260	60,739,044	60,739,044
<i>Grand Total</i>			(74,425,888)	(64,748,659)	(64,748,659)	(56,401,875)	(56,401,875)





CITY OF BUSSELTON - INVESTMENT PERFORMANCE REPORT **For the month of June 2024**



11am Bank Account As at 30 June 2024

INSTITUTION	RATE	AMOUNT
ANZ 11am At Call Deposit	4.25%	\$ 11,750,000

Term Deposits - Miscellaneous Funds As at 30 June 2024

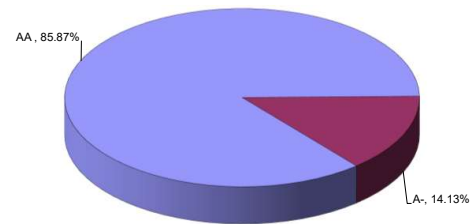
INSTITUTION	RATING	DAYS	MATURITY	RATE	AMOUNT
ANZ	AA		CLOSED		
WBC	AA	182	22-Jul-24	4.92%	\$ 1,500,000
WBC	AA	0	CLOSED	0.00%	
Bendigo	A-	272	20-Dec-24	5.04%	\$ 3,000,000
WBC	AA	273	06-Mar-25	5.08%	\$ 3,000,000
NAB	AA	365	15-Apr-25	5.05%	\$ 4,000,000
NAB	AA	121	22-Jul-24	5.10%	\$ 2,000,000
WBC	AA		CLOSED		
NAB	AA	182	12-Aug-24	5.15%	\$ 4,000,000
ANZ	AA		CLOSED		
ANZ	AA	309	28-Jan-25	4.94%	\$ 2,000,000
ANZ	AA	151	26-Jul-24	4.98%	\$ 4,000,000
WBC	AA		CLOSED		
NAB	AA	365	30-May-25	5.30%	\$ 3,000,000
NAB	AA	365	21-Mar-25	5.00%	\$ 3,000,000
NAB	AA	210	18-Nov-24	5.05%	\$ 2,000,000
ANZ	AA	91	10-Jul-24	4.95%	\$ 2,000,000
ANZ	AA	275	11-Dec-24	4.94%	\$ 3,000,000
CBA	AA	151	22-Jul-24	4.85%	\$ 5,000,000
BoQ/MeBank	A-	364	23-Apr-25	5.00%	\$ 2,000,000
BoQ	A-	366	05-May-25	5.15%	\$ 2,000,000
BoQ	A-	273	28-Feb-25	5.10%	\$ 2,000,000
ANZ	AA	365	29-Apr-25	5.21%	\$ 2,000,000
CBA	AA		CLOSED		
WBC	AA	337	20-Feb-25	4.92%	\$ 4,000,000
WBC	AA	334	20-May-25	5.12%	\$ 4,000,000
WBC	AA	365	20-Dec-24	5.10%	\$ 4,000,000
CBA	AA	210	15-Jan-25	4.87%	\$ 5,000,000
CBA	AA		CLOSED		
NAB	AA	365	06-Jun-25	5.20%	\$ 2,500,000
NAB	AA	242	08-Jul-24	5.25%	\$ 3,000,000
BoQ	A-	274	09-Aug-24	5.35%	\$ 4,000,000
CBA	AA	270	05-Aug-24	5.32%	\$ 5,000,000
CBA	AA	365	08-Nov-24	5.36%	\$ 6,000,000
WBC	AA	365	10-Nov-24	5.35%	\$ 5,000,000

Total of Term Deposits **92,000,000**

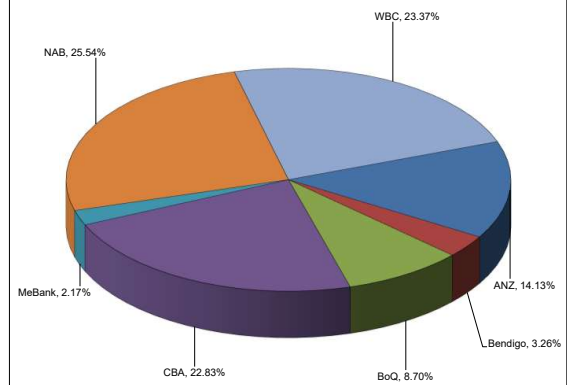
Weighted Average Annual Rate of Return **5.11%**

Investment Graphs

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



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



Airport Redevelopment Funds As at 30 June 2024

WA Treasury Corp. - Overnight Cash Deposit Facility	4.30%	\$ 641,174
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Total of Airport Redevelopment Funds - WATC \$ 641,174

Nil

Total of Airport Redevelopment Funds - Bank Term Deposits \$0

ANZ Cash Account	AA	NA	NA	4.25%	\$ 140,460
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Total of Airport Redevelopment Funds - Other \$ 140,460

Total of Airport Redevelopment Funds \$ 781,634

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

SUMMARY OF ALL INVESTMENTS HELD

	As at 1 year ago	As at 30 June 2023	As at 30 June 2024
11am Bank Account	\$ 16,500,000	\$ 16,500,000	\$ 11,750,000
11am Bank Account Interest - not yet fully processed	\$ -	\$ -	\$ -
11am bank account - deposit not fully processed	\$ -	\$ -	\$ -
Term Deposits - Misc. Funds	\$ 94,500,000	\$ 94,500,000	\$ 92,000,000
Term Deposit Interest - not yet fully processed	\$ -	\$ -	\$ -
Airport Redevelopment - WATC Deposits	\$ 614,859	\$ 614,859	\$ 641,174
Airport Redevelopment - ANZ Cash A/c	\$ 191,770	\$ 191,770	\$ 140,460
Total of all Investments Held	\$ 111,806,629	\$ 111,806,629	\$ 104,531,634

TOTAL INTEREST RECEIVED AND ACCRUED \$ 3,625,530 \$ 3,625,530 \$ 5,625,882

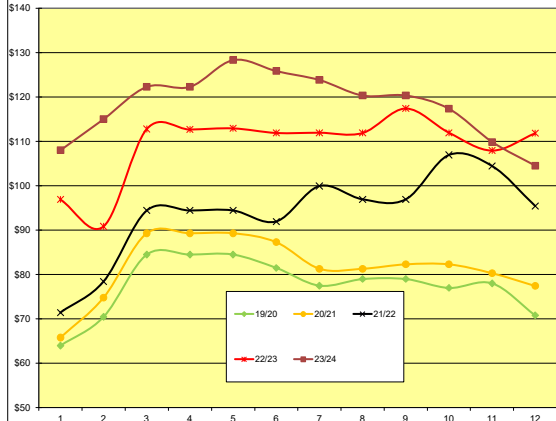
INTEREST BUDGET \$ 1,610,000 \$ 1,610,000 \$ 3,850,492

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

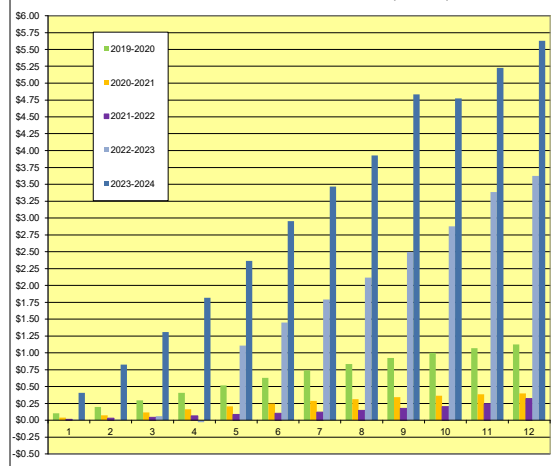
Statement of Compliance with Council's Investment Policy 218

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

Balance of Investments (\$millions)



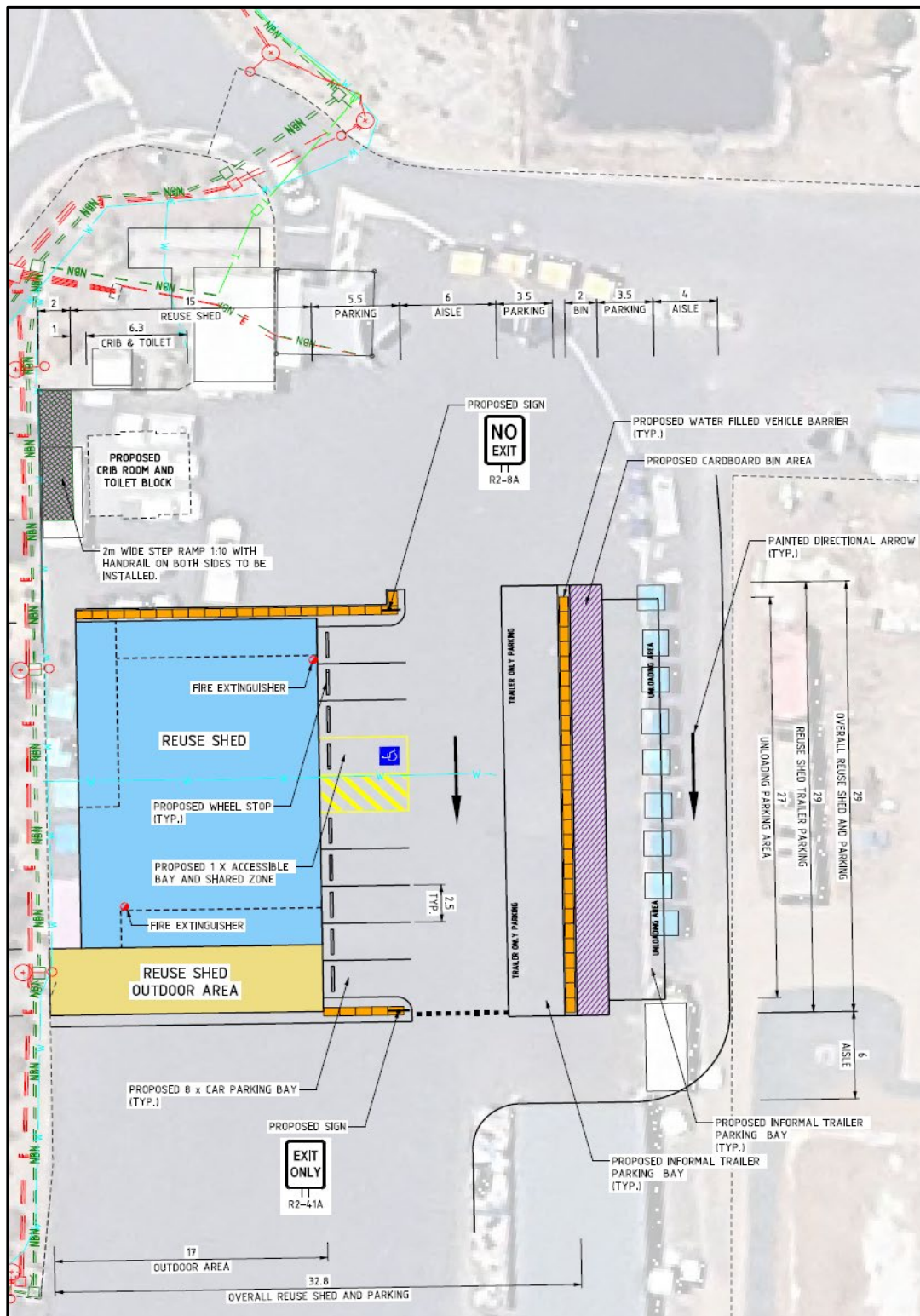
Interest Earned on Investments (\$millions)



City of Busselton
Loan Schedule - as at 30 June 2024

Purpose	Loan Number	Institution	Original Borrowed Amount	Budgeted Interest Rate	Term (Years)	Expiry	Actual Interest Rate	2023/24 Actual New Loans	2023/24 Actual Principal Repayments	2023/24 Balance of Principal Owing	2023/24 Actual Interest Repayments	Budget Principal 1 July 2023	2023/24 Budget New Loans	2023/24 Budget Principal Repayments	Budget Principal Outstanding 30 June 2024	2023/24 Budget Interest Repayments
			\$	%			%	\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Loans																
Governance																
Civic and Administration Centre	207	WATC	18,000,000	4.51	20	Jun-34	4.51		847,578	10,937,060	517,286	11,784,637		847,578	10,937,059	517,286
Recreation and Culture																
Busselton Foreshore	204	WATC	1,100,000	4.36	15	Jun-29	4.36		78,907	450,197	21,790	529,104		78,907	450,197	21,790
GLC Extensions	205	WATC	1,200,000	3.92	10	Jun-24	3.92		142,649	(0)	3,512	142,648		142,648	-	3,512
Busselton Foreshore	209	WATC	6,500,000	3.45	12	Jun-27	3.45		590,179	1,901,393	80,879	2,491,572		590,179	1,901,393	80,879
Busselton Foreshore	211	WATC	3,000,000	2.55	8	Oct-24	2.55		404,029	205,899	11,710	609,928		404,029	205,899	11,710
Busselton Foreshore Jetty Precinct	215	WATC	2,500,000	3.25	10	Apr-28	3.25		252,977	1,097,552	41,853	1,350,529		252,977	1,097,552	41,853
Tennis Club Facility	216	WATC	2,750,000	3.25	10	Apr-28	3.25		278,274	1,207,307	46,039	1,485,581		278,274	1,207,307	46,039
Lot 10 Commonage Road	217	WATC	1,600,000	3.25	10	Apr-28	3.25		161,905	702,433	26,786	864,338		161,904	702,434	26,786
Busselton Tennis Club	218	WATC	1,250,000	2.21	10	Jun-29	2.21		123,770	661,472	16,333	785,242		123,770	661,472	16,333
BPACC	225	WATC	5,000,000	1.46	10	Dec-31	2.10		468,715	3,846,356	86,900	4,315,071		468,715	3,846,356	86,900
BPACC	226	WATC	5,000,000	2.02	15	Dec-36	2.39		290,922	4,285,465	106,580	4,576,387		290,922	4,285,465	106,580
BPACC	228	WATC	5,000,000	3.86	20	Jun-42	3.86		176,025	4,654,582	183,880	4,830,607		176,025	4,654,582	183,881
BPACC	229	WATC	5,000,000	3.77	17	Jun-39	3.77		222,438	4,563,311	177,199	4,785,749		222,438	4,563,311	177,199
BPACC	230	WATC	6,500,000	3.25	20	Dec-42	4.42		211,856	6,185,661	279,525	6,397,516		211,856	6,185,660	279,526
Transport																
Airport Jet A1 Installation	206	WATC	350,000	3.92	10	Jun-24	3.92		41,606	-	1,024	41,606		41,606	-	1,024
Airport Freight Hub Stage 1	219	WATC	1,480,000	2.21	10	Jun-29	2.21		146,544	783,183	19,338	929,726		146,544	783,182	19,339
Strategic Land Purchase	New	Unknown		4.29	10	New						-	1,750,000	106,946	1,643,054	55,137
Other Property and Services																
Lot 40 Vasse Highway	210	WATC	850,000	3.61	10	Dec-25	3.61			850,000	30,685	850,000			850,000	30,685
								-	4,438,374	42,331,870	1,651,321	46,770,244	1,750,000	4,545,318	43,974,925	1,706,459
Self-Supporting Loans																
Recreation and Culture																
Busselton Football and Sportsman's Club	208	WATC	30,000	2.93	10.25	Apr-25	2.93		3,234	3,330	157	6,564		3,234	3,330	157
Dunsborough and Districts Country Club	212	WATC	114,000	3.04	10	May-27	3.04		11,883	37,878	1,423	49,761		11,883	37,878	1,423
Geographe Bay Yacht Club	213	WATC	100,000	3.04	10	May-27	3.04		10,424	33,226	1,248	43,650		10,424	33,226	1,248
Dunsborough and Districts Country Club	214	WATC	110,000	3.19	10	Sep-27	3.19		11,307	42,515	1,627	53,822		11,307	42,515	1,627
Busselton Tennis Club	220	WATC	50,000	1.37	7	Sep-26	1.37		7,205	16,577	289	23,782		7,205	16,577	289
Busselton Hockey Club Stadium	221	WATC	45,000	1.31	10	Jun-30	1.31		4,416	27,743	400	32,158		4,416	27,742	400
Busselton Golf Club	222	WATC	110,000	1.45	10	Jun-31	1.45		10,600	78,657	1,238	89,256		10,600	78,656	1,238
Dunsborough Bay Yacht Club	223	WATC	25,000	2.77	5	Dec-26	1.57		4,960	12,744	248	17,704		4,960	12,744	248
Geographe Bay Yacht Club	224	WATC	50,000	2.77	10	Dec-31	2.42		4,640	38,606	1,004	43,246		4,639	38,607	1,004
MRBTA - Ancient Lands Discovery Park	227	WATC	1,250,000	2.77	10	Mar-32	2.77		113,911	998,055	29,639	1,111,965		113,910	998,055	29,639
Community Groups 23/24 \$250K	New	Unknown		3.00	10	New				-			250,000	10,804	239,196	3,710
								-	182,579	1,289,331	37,273	1,471,909	250,000	193,382	1,528,527	40,983
Total - Council and Self-supporting Loans																
								-	4,620,952	43,621,201	1,688,594	48,242,153	2,000,000	4,738,700	45,503,453	1,747,442

Site Plan – Reuse Shop



Location Plan – Lot 500 Rendezvous Road, Vasse



As of 1 August 2024

TENDER INFORMATION	COUNCIL OR CEO DECISION	STATUS
RFT02/24 Sediment Removal – Vasse River	Council	• A request for tender was advertised on 6 April 2024 and closed on 22 May 2024 • Three submissions were received. • An evaluation panel is currently assessing the submissions. • Further clarifications are being evaluated on the methodology
RFT04/24 Dunsborough Park Shopping Centre toilet Block	CEO Delegated Authority	• A request for tender was advertised 13 March 2024 and closed 10 April 2024 • Four submissions were received. An evaluation panel has assessed the submissions. • Award of the contract has been delayed pending negotiations with strata company.
RFT08/24 Provision of group cycles including virtual infrastructure (Spin Bikes)	CEO Delegated Authority	• A request for tender was advertised on 22 May 2022, closing on 19 June 2024. • Four submissions were received. An evaluation panel has assessed the submissions. • A letter of award issued to Body Bike Australia Pty Ltd on 18 July 2024
RFT09/24 Provision of Security Screening Services at Busselton Margaret River Airport (BMRA)	Council	• A request for tender was advertised on 19 June 2024 and closed on 19 July 2024 • Five submissions were received. • An evaluation panel is currently assessing the submissions
RFT10/24 Supply and Installation of replacement lift at Busselton Jetty Underwater Observatory	CEO Delegated Authority	• A request for tender was advertised on 10 July 2024, closing on 21 August 2024
RFT11/24 Supply and Delivery of mobile passenger boarding ramp for Busselton Margaret River Airport (BMRA)	CEO Delegated Authority	• A request for tender was advertised on 31 July 2024, closing on 21 August 2024.
PQS01/24 General Maintenance of City owned buildings	Council	• A request for applications to join a panel of pre-qualified suppliers was advertised on 19 June and closed on 10 July 2024 • Six submissions were received. • An evaluation panel is currently assessing the submissions.

As at 24 July 2024

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
CITY OF BUSSELTON						
Amber Cloud Pty Ltd v City of Busselton (DR 231/2021)	Lot 101 Wilyabrup Road, Wilyabrup	November 2021	Review of a decision to refuse or conditionally grant an application under a planning scheme (Single House)	Refer to previous versions of this report for historical information. - Directions hearing on 2 February 2024 was vacated and the matter is listed for a directions hearing on 31 May 2024. - Directions hearing on 31 May 2024 was vacated and the matter is listed for a directions hearing on 30 August 2024.	Listed for a directions hearing on 30 August 2024	
Silverlodge Pty Ltd v City of Busselton (CC 1225/2023)	585 Caves Rd Marybrook	September 2023	Review of a decision under the Caravan Parks and Camping Grounds Act 1995.	Refer to previous versions of this report for historical information - Directions hearing on 2 February 2024 was vacated and the matter to be listed for mediation on 11 March 2024. - Directions hearing on 11 March 2024 was vacated and the matter to be listed for mediation on 16 April 2024. - Directions hearing on 16 April 2024 was vacated and the matter to be listed for mediation on 24 May 2024. - Directions hearing on 24 May 2024 was vacated and the matter to be listed for directions hearing on a date to be determined. - Directions hearing on 11 June 2024 was vacated and the matter to be listed for directions hearing on 23 July 2024. - On 23 July 2024 it was Ordered that the Applicant have leave to withdraw the proceeding and the proceeding is withdrawn.	Proceedings withdrawn	23 July 2024
Happ & Anor v City of Busselton (DR 159/2022) (DR 197/2022) (DR 152/2023)	575 Commonage Road Quindalup	November 2022	1. Review of directions under s214(2) and s214(3) by the City 2. Review of decision to refuse application under a planning scheme	Refer to previous versions of this report for historical information Refer to the Orders issued on 25 July 2024 https://ecourts.justice.wa.gov.au/eCourtsPortal/Decisions/ViewDecision?id=e616dbf9-eb0-4bc9-a69a-5004ce365736	Application in all proceedings dismissed	25 July 2024
Leeuwin Civil Pty Ltd v City of Busselton (DR 78/2024)	Lot 2 Nuttman Road and Lot 3 Chapman Hill East Road, Chapman Hill	May 2024	Review of a decision to refuse or conditionally grant an application under a planning scheme (Industry - Extractive)	Application filed in the SAT on 27 May 2024. - Directions hearing on 21 June 2024 it was ordered - The matter to be listed for mediation on 29 July 2024; - The Mayor is invited to attend and or nominate one or more councillors and/or the CEO to attend mediation; - Applicant to provide additional information by 22 July 2024; - Ms Maria Goria is invited to present for a duration of 10 minutes at the commencement of mediation. - Directions hearing held on 26 July 2024. - Mediation held on 29 July 2024. - Matter listed for a further mediation on 9 September 2024.	Mediation on 9 September 2024	
Radic v City of Busselton (DR 88/2024)	2/48 Hammond Road, Yallingup	June 2024	Review of a decision to refuse or conditionally grant an application under a planning scheme (Grouped Dwelling)	Application filed in the SAT on 20 June 2024. Directions hearing for 12 July 2024 was vacated and the matter to be listed for mediation on 30 August 2024.	Mediation on 30 August 2024	

APPLICATION (Name, No. and City File Reference)	PROPERTY	DATE COMMENCED	DECISION BEING REVIEWED	STAGE COMPLETED	NEXT ACTION AND DATE OF ACTION AS PER SAT ORDERS	DATE COMPLETED / CLOSED
REGIONAL JOINT DEVELOPMENT ASSESSMENT PANEL						
NIL						

Council Resolution Status Update: August 2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed								
16/08/2023	Amendment 54 to Local Planning Scheme 21 Lot 2883 Puzey Road, Wilyabrup	Completed	COUNCIL DECISION C2308/88 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 54 to the City of Busselton Local Planning Scheme 21 (the Scheme) for final approval, for the purposes of: a)Inserting a new ‘Special Provision Area 76’ as follows: <table><tr><th>No.</th><th>Particulars of Land</th><th>Zone</th><th>Special Provisions</th></tr><tr><td>SP76</td><td>Strata Lots 20, 21, 31, 37, 46 and 47 on Survey-Strata Plan 54626 (Lot 2883) Puzey Road, Wilyabrup</td><td>Viticulture and Tourism</td><td>For Lots 20, 21, 31, 37, 46 and 47, as shown on the current Strata Plan 54626 (approved on 24 December 2021), one Chalet per lot is permitted as unrestricted length of stay.</td></tr></table> b)Amending the Scheme Map accordingly. 2. In accordance with Regulation 35 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 54 of the City of Busselton Local Planning Scheme No. 21 is a ‘complex amendment’ in accordance with r.34 of the Regulations as it is: (a) an amendment that is not 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 54 to the WAPC for consideration and determination in accordance with the <i>Planning and Development Act 2005</i>. 5. Pursuant to r. 56 of the Regulations, should directions be given that modifications to Amendment 54 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 EN BLOC	No.	Particulars of Land	Zone	Special Provisions	SP76	Strata Lots 20, 21, 31, 37, 46 and 47 on Survey-Strata Plan 54626 (Lot 2883) Puzey Road, Wilyabrup	Viticulture and Tourism	For Lots 20, 21, 31, 37, 46 and 47, as shown on the current Strata Plan 54626 (approved on 24 December 2021), one Chalet per lot is permitted as unrestricted length of stay.	07/09/2023 David Sands Letter drafted CEO approval required prior to documentation being sent to WAPC. 08/02/2024 Tegan Robertson Awaiting Gazettal - expected imminently. 08/04/2024 Tegan Robertson Amendment 54 was Gazetted on 2 Feb 2024.	08/04/2024
No.	Particulars of Land	Zone	Special Provisions										
SP76	Strata Lots 20, 21, 31, 37, 46 and 47 on Survey-Strata Plan 54626 (Lot 2883) Puzey Road, Wilyabrup	Viticulture and Tourism	For Lots 20, 21, 31, 37, 46 and 47, as shown on the current Strata Plan 54626 (approved on 24 December 2021), one Chalet per lot is permitted as unrestricted length of stay.										

Meeting Date	Item	Status	Action Required	Action Taken	Completed
16/08/2023	Proposed Amendment 56 to Local Planning Scheme 21 Special Character Area	On Hold	COUNCIL DECISION C2308/90 Moved Cr Phill Cronin, seconded Cr Anne Ryan That the Council: - In pursuance of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the Regulations) initiates Amendment 56 to the City of Busselton Local Planning Scheme No. 21 (the Scheme) for community consultation for the purposes of: - Amending clause 5.7.3 to read as follows: 5.7.3 Where such objectives, provisions and/or controls are specified in Schedule 4 in relation to a designated Special Character Area, those objectives, provisions and/or controls act in conjunction with the other provisions of this Scheme relevant to that area. - Pursuant to r.35(2) determine that Amendment 56 is a 'standard amendment' as it is: - An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment; - An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area; and - Any other amendment that is not a complex or basic amendment. - That as the amendment is in the opinion of Council, consistent with Part V of the <i>Planning and Development Act 2005</i> (the Act) and the Regulations made pursuant to the Act, that upon preparation of the necessary documentation, refer the amendment to the Environmental Protection Authority (EPA) and upon receipt of a response that the amendment is not subject to formal environmental assessment, advertise the proposal for a period of 42 days. Where the EPA determines the amendment is to be subject to formal environmental assessment, the assessment is to be prepared prior to advertising of the draft amendment. - Council note that the City will proceed within 12 months the following further stages for review of the Special Character Areas: - Undertake a broader review of the Special Character Area framework which includes the related Scheme provisions and suite of local planning policies. - As part of the review, the City will engage with the community to inform the preparation of revised planning controls consistent with the contemporary planning framework. - Incorporate the findings of the stage 2 review within the planning framework. - Amend Delegation DA7 - 01 by adding the following as point 2 in the Conditions section (with subsequent points being renumbered accordingly) - <u>Applications in Special Character Areas requiring the exercise of discretion</u> All applications for development approval affecting land within the Special Character Areas, as identified in Schedule 4 of the Scheme, and which involve the exercise of discretion, must be brought to Council for determination, unless the application has been refused under delegated authority. CARRIED 6 / 0 BY ABSOLUTE MAJORITY	01/09/2023 Justin Biggar Amendment report signed and forwarded to EPA for advice and the Minister for consent to advertise. Advice received of no further action from EPA (DOC ID 5223763) and Minister granted consent to advertise (DOC ID 5221999). Advertising of amendment currently on hold until further consultation with affected communities is undertaken.	
20/09/2023	Notice of Motion - Introduction of Recreation Facilities Reserve	In Progress	COUNCIL DECISION C2309/119 Moved Cr Grant Henley, seconded Cr Anne Ryan That Council requests the CEO to prepare a report that considers the introduction of a dedicated Recreation Facilities Reserve as part of budget preparations and review of the Long-Term Financial Plan. CARRIED 8 / 0 FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli and Cr Ross Paine AGAINST: Nil	07/08/2024 Tegan Robertson The Council resolved (C2407/207) to establish a new Sport and Recreational Facilities and Infrastructure Development Reserve on 31 July 2024.	07/08/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
18/10/2023	Audit and Risk Committee - 13/09/2023 - CEO Review of Systems and Procedures (REG 17) - Update on Recommendations	Completed	<u>COUNCIL DECISION</u> C2310/123 Moved Cr Jodie Richards, seconded Cr Paul Carter That the Council acknowledge the status update in relation to the recommendations of the Regulation 17 Review (as at the beginning of September 2023) and note that the next update will be provided to the Audit and Risk Committee post the conclusion of the December 2023 quarter. CARRIED 9 / 0 FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli, Cr Mikayla Love and Cr Ross Paine AGAINST: Nil	01/12/2023 Tim Allingham Transferred to Governance 01-Dec-2023. 08/02/2024 Tegan Robertson Officers continue to progress addressing the recommendations of the Regulation 17 Review. 06/03/2024 Tegan Robertson Status update on progress of the Regulation 17 Review recommendations has been provided in a report to the Audit and Risk Committee for the 13 March 2024 meeting.	06/03/2024
18/10/2023	Policy and Legislation Committee - 13/09/2023 - Bush Fire Brigades Local Law	Completed	<u>COUNCIL DECISION</u> C2310/124 Moved Cr Jodie Richards, seconded Cr Paul Carter That the Council: - Resolves to make the <i>City of Busselton Bushfire Brigades Local Law 2023</i> in accordance with section 3.12(4) of the <i>Local Government Act 1995</i>. - Authorises the Chief Executive Officer to carry out the processes required to make the <i>City of Busselton Bushfire Brigades Local Law 2023</i> in accordance with section 3.12(5) and section 3.12(6) of the <i>Local Government Act 1995</i>. CARRIED 9 / 0 FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli, Cr Mikayla Love and Cr Ross Paine AGAINST: Nil	01/11/2023 Briony McGinty Gazetted on 31 October 2023.	03/04/2024
18/10/2023	Application for Development Approval - DA23/0359 – Holiday Home (Single House) 8 People – Lot 101 (18) Eagle Crescent, Eagle Bay	Completed	<u>COUNCIL DECISION</u> C2310/138 Moved Cr Jodie Richards, seconded Cr Paul Carter That the Council: - Consider that the application for a Change of Use Holiday Home (Single House) 8 People is generally consistent with Local Planning Scheme No. 21 and the objectives of the zone in which it is located; and - Grant development approval for the proposal subject to the following conditions: GENERAL CONDITIONS: - The development hereby approved shall be substantially commenced within two years of the date of this decision notice, if not substantially commenced within this period, the approval will lapse and be of no further effect. - The use hereby approved shall be in accordance with the Approved Plan dated 18 October 2023 and endorsed Bushfire Management Plan and Emergency Evacuation Plan (Version 1 dated 19 May 2023) including any conditions placed thereon by the City of Busselton.	03/04/2024 Tegan Robertson Decision notice issued 20 October 2023.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			3. The use hereby approved shall at all times comply with the definition of Holiday Home (Single House) as provided in Schedule 1 of the City of Busseton <i>Local Planning Scheme No. 21</i>, as follows: <i>"Holiday Home (Single House)" means a single house (excluding ancillary accommodation), which may also be used for short stay accommodation for hire or reward for no more than 12 people (but does not include a bed and breakfast, chalet development, guesthouse, rural tourist accommodation or tourist accommodation).</i> Notwithstanding the above interpretation, the approved use is restricted to a maximum of eight persons. 4. Advertising signage associated with the approved use shall be no greater than 0.2m², located within the subject site. 5. A minimum number of three car parking bays shall be provided on site. PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS: 6. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and approved in writing: 6.1 A notification in the form of a section 70A notification, pursuant to the <i>Transfer of Lands Act 1893</i> (as amended) is to be placed on the Certificate of Title of the lot advising that: <i>"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner. The approval of the Holiday Home (Single House) is conditional upon the details contained within the Bushfire Management Plan (BMP) prepared by Bushfire Prone Planning, Version 1, dated 19 May 2023 and the accompanying Bushfire Emergency Evacuation Plan (BEEP)."</i> A copy of the Certificate of Title with section 70A notification registered against it, or a Landgate lodgement receipt, is to be submitted to the City. 6.2 Details of on-site effluent disposal works. 6.3 Details of the means and method of providing a potable water supply of 135,000 litres or equivalent alternative water supply as otherwise approved in writing by the City. PRIOR TO OCCUPATION/USE OF THE DEVELOPMENT CONDITIONS: 7. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Conditions 2, 3, 4, 5 and 6 have been implemented. ONGOING CONDITIONS: 8. The works undertaken to satisfy Conditions 2, 3, 4, 5 and 6 shall be subsequently maintained for the life of the development and the following conditions complied with: a) The owner must implement the approved Bushfire Management Plan and Bushfire Emergency Evacuation Plan prepared by Bushfire Prone Planning, Version 1, dated 19 May 2023 for the duration of the development. CARRIED 9 / 0 FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli, Cr Mikayla Love and Cr Ross Paine AGAINST: Nil		

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15/11/2023	Budget Amendments - Infrastructure and Environment	Completed	COUNCIL DECISION C2311/169 Moved Cr Jodie Richards, seconded Cr Andrew Macnish <table><thead><tr><th colspan="6">Amendment Description</th></tr><tr><th colspan="6">Project Description</th></tr><tr><th rowspan="2">Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr><tr><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr></thead><tbody><tr><td rowspan="3">1</td><td colspan="5">Increase Capital Budget</td></tr><tr><td colspan="5">Project 15103 - Prince Street Laneway (C)</td></tr><tr><td>-</td><td>-</td><td>28,003</td><td>-</td><td>(28,003)</td></tr><tr><td rowspan="3">2</td><td colspan="5">Reduce Capital Budget on Existing Project</td></tr><tr><td colspan="5">Project 14859 Kershaw Street – Asphalt Overlay SLK 0 to 0.25 (C)</td></tr><tr><td>-</td><td>-</td><td>(18,825)</td><td>-</td><td>18,825</td></tr><tr><td rowspan="3">3</td><td colspan="5">Reduce Capital Budget on Existing Project</td></tr><tr><td colspan="5">Project 14858 Artisan Street – Asphalt Overlay SLK 0.02 to 0.16 (C)</td></tr><tr><td>-</td><td>-</td><td>(9,178)</td><td>-</td><td>9,178</td></tr><tr><td rowspan="3">4</td><td colspan="5">Remove Capital Project</td></tr><tr><td colspan="5">Project 14875 – Eagle Bay Boat Ramp Parking off Fern Road (C)</td></tr><tr><td>-</td><td>-</td><td>(30,000)</td><td>-</td><td>30,000</td></tr><tr><td rowspan="3">5</td><td colspan="5">Add Budget to Existing Capital Project</td></tr><tr><td colspan="5">Project 14876 Eagle Crescent on Road Parking – Footpath Alignment (C)</td></tr><tr><td>-</td><td>-</td><td>23,000</td><td>-</td><td>(23,000)</td></tr><tr><td rowspan="3">6a</td><td colspan="5">Add Budget to Existing Capital Project</td></tr><tr><td colspan="5">Project 11986 – Causeway Road Shared Path (C)</td></tr><tr><td>-</td><td>-</td><td>30,000</td><td>-</td><td>(30,000)</td></tr><tr><td rowspan="3">6b</td><td colspan="5">Add Grant Revenue for Existing Capital Project</td></tr><tr><td colspan="5">Project 11986 – Causeway Road Shared Path (C)</td></tr><tr><td>-</td><td>-</td><td>75,000</td><td>(75,000)</td><td>-</td></tr><tr><td rowspan="3">7</td><td colspan="5">Increase Capital Budget</td></tr><tr><td colspan="5">Project 11998 – Kaloorup Road Reseal SLK 0.82 to 8.76 (C)</td></tr><tr><td>-</td><td>-</td><td>60,000</td><td>-</td><td>(60,000)</td></tr><tr><td rowspan="3">8</td><td colspan="5">Reduce Capital Budget</td></tr><tr><td colspan="5">Project 14850 – Cook Street Asphalt Overlay SLK 0.39 to 1.25 (C)</td></tr><tr><td>-</td><td>-</td><td>(60,000)</td><td>-</td><td>60,000</td></tr><tr><td>Totals</td><td>-</td><td>-</td><td>98,000</td><td>(75,000)</td><td>(23,000)</td></tr></tbody></table> CARRIED 7 / 0 FOR: Cr Andrew Macnish, Cr Jarrod Kennedy, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Mayor Phill Cronin and Cr Sue Riccelli AGAINST: Nil BY ABSOLUTE MAJORITY 03/04/2024 Tegan Robertson Budget amendments actioned. 03/04/2024	Amendment Description						Project Description						Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets	Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	Increase Capital Budget					Project 15103 - Prince Street Laneway (C)					-	-	28,003	-	(28,003)	2	Reduce Capital Budget on Existing Project					Project 14859 Kershaw Street – Asphalt Overlay SLK 0 to 0.25 (C)					-	-	(18,825)	-	18,825	3	Reduce Capital Budget on Existing Project					Project 14858 Artisan Street – Asphalt Overlay SLK 0.02 to 0.16 (C)					-	-	(9,178)	-	9,178	4	Remove Capital Project					Project 14875 – Eagle Bay Boat Ramp Parking off Fern Road (C)					-	-	(30,000)	-	30,000	5	Add Budget to Existing Capital Project					Project 14876 Eagle Crescent on Road Parking – Footpath Alignment (C)					-	-	23,000	-	(23,000)	6a	Add Budget to Existing Capital Project					Project 11986 – Causeway Road Shared Path (C)					-	-	30,000	-	(30,000)	6b	Add Grant Revenue for Existing Capital Project					Project 11986 – Causeway Road Shared Path (C)					-	-	75,000	(75,000)	-	7	Increase Capital Budget					Project 11998 – Kaloorup Road Reseal SLK 0.82 to 8.76 (C)					-	-	60,000	-	(60,000)	8	Reduce Capital Budget					Project 14850 – Cook Street Asphalt Overlay SLK 0.39 to 1.25 (C)					-	-	(60,000)	-	60,000	Totals	-	-	98,000	(75,000)	(23,000)
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Meeting Date	Item	Status	Action Required	Action Taken	Completed
15/11/2023	Application for Development Approval (DA22/0806) - Single House - Lots 41 & 42 Caves Road, Marybrook	Completed	COUNCIL DECISION C2311/170 Moved Cr Kate Cox, seconded Cr Anne Ryan That the Council determines: 1. That application DA22/0806 submitted for development of a Single House on Lots 41 and 42 Caves Road, Marybrook is considered by the Council to not be consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located: and 2. To refuse to grant development approval for the following reasons: a) It can be reasonably demonstrated that this proposal does not meet the following Design Principles 3.1 – Building Setbacks of the R-Codes. This application fails to satisfy the deemed to comply criteria of the R-Codes by requesting a significant reduction in the East boundary (1.5m instead of the required 7.5m) and West boundary (1.6m instead of the required 7.5m) setbacks. This will result in the bulk of the buildings being located far too close to the neighbouring boundaries and further, the loss of significant areas of native vegetation on these lots which are located wholly within an area of high landscape value. b) This site is zone residential R2.5 which subsequently allows for the construction of a single dwelling (1 dwelling per 4000m²). This development application could not be considered to be a single dwelling and is therefore inconsistent with the minimum area required per dwelling. c) This application does not comply with cl.5.4.2 of LPS 21 as the size and location of the building footprint will require the removal of a substantial amount of native WA Peppermint Tree's (Agonis Flexuosa) which will adversely impact the WRP habitat. In addition the requirement of additional siteworks and fill of up to 1.4m to achieve the finished floor of 3.4 AHD will also have a significantly detrimental effect on the flora located within these lots. CARRIED 7 / 0 FOR: Cr Andrew Macnish, Cr Jarrod Kennedy, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Mayor Phill Cronin and Cr Sue Riccelli AGAINST: Nil	03/04/2024 Tegan Robertson Refusal communicated to applicant 27 November 2023	03/04/2024
13/12/2023	Audit and Risk Committee - 29 November 2023 - 2022/23 Annual Financial Statements, Audit Report and Management Letter	Completed	COUNCIL DECISION C2312/202 Moved Cr Andrew Macnish, seconded Cr Kate Cox 1 That the Council highlights the difficulty in discerning the actual real, up to date measure of the gap between the current replacement value of the City's total assets and their written down value and the City's reserves to replace them and the ability of the City to annually cashback its depreciation. Accordingly, the ARC requests the Auditor to make a special report of this as soon as possible. 2 That the Council acknowledges receipt of the 2022/23 Annual Financial Statements including Auditors Opinion and Audit Management Letter as per the attached documentation, per section 7.12A(3)(aa) of the Local Government Act 1995. 3 That the Council notes that it has met with the requirements of section 7.12A(2) of the Local Government Act 1995 with the Audit and Risk Committee, on behalf of the Council, having met with a representative of the Office of the Auditor General on 29 November 2023. CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Kate Cox AGAINST: Nil BY ABSOLUTE MAJORITY	03/04/2024 Tegan Robertson Complete. Report provided to the Council to address part 1 of the recommendation on 20 March 2024 (item 14.1) Action superseded by Council resolution C2403/66.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
13/12/2023	Capital Programs of Works	Completed	COUNCIL DECISION C2312/205 Moved Cr Anne Ryan, seconded Cr Andrew Macnish That the Council: - Endorse the programs of works to guide long term financial planning and development of future capital budgets; - Acknowledge that this item and recommendation 1 meets the requirements of CEO Performance Criterion #6. CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Kate Cox AGAINST: Nil EN BLOC	03/04/2024 Tegan Robertson Program of works endorsed by the Council December 2023.	03/04/2024
13/12/2023	Busselton Jetty Inc Short Term Lease of Ballaarat Room as Interim Marine Discovery Centre	Completed	COUNCIL DECISION C2312/206 Moved Cr Anne Ryan, seconded Cr Val Kaigg That the Council : - Resolves to enter into a Lease and Licence with Busselton Jetty Inc (BJI) in respect of a portion of the 'Ballaarat Room' which forms part of 'Railway House' situated within Reserve 38558 on the following terms and conditions: - Term 2 years with an option exercisable by the City of a further 2 years; - Rent will be a minimum of \$28,038 or 25% of 15% of the annual gross revenue generated from the use and occupation of the leased premises, whichever is the greater; - The permitted use of the premises will be the creation and operation of a Marine Discovery Centre (MDC); - Fit out and ongoing maintenance of the MDC will be the responsibility of BJI and a bond will be taken to guarantee the cost of returning the area to its current condition at the end of the term; - Maintenance and insurance of the structure of the Ballaarat Room (except if caused by acts or omissions of BJI) will be the responsibility of the City; - Cleaning costs of the MDC and internal toilets will be the responsibility of BJI; - Such further terms and conditions as outlined in this report and as may be necessary to include in the best interests of the parties or to meet the requirements of the Department of Planning Lands and Heritage. CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Kate Cox AGAINST: Nil	11/01/2024 Sharon Woodford-Jones working through responsibilities in terms of relocation and removal of items within the Ballaarat Room, signage and practicalities of who does what 04/04/2024 Tegan Robertson The lease of the space within the Ballaarat Room to BJI has been approved by the parties and the Minister for Lands. It is due to commence on 10 April 2024. The variation to the lease to MRBTA has been agreed in an exchange of emails and will be dealt with in the form of a side letter as the lease in favour of BJI is temporary.	01/04/2024
			COUNCIL DECISION C2312/207 Moved Cr Jodie Richards, seconded Cr Andrew Macnish That the Council : Delegates power and authority to the Chief Executive Officer to negotiate and enter into a variation of the Lease granted to the Margaret River Busselton Tourism Association (MRBTA) to remove the portion of Ballaarat House currently licenced and managed by MRBTA on behalf of the City and allocate responsibility for outgoings between the users. ABSOLUTE MAJORITY REQUIRED		

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Kate Cox AGAINST: Nil BY ABSOLUTE MAJORITY		
13/12/2023	Annual Report 2022-2023	Completed	COUNCIL DECISION C2312/208 Moved Cr Anne Ryan, seconded Cr Jodie Richards That the Council: 1. Accepts the 2022-2023 Annual Report (Attachment 1); 2. Determines that the Annual Electors' meeting is to be held in the 'Undalup Room' at 2 Southern Drive, Busselton on Monday, 29 January 2024 at 5:30 pm. CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Kate Cox AGAINST: Nil BY ABSOLUTE MAJORITY	16/01/2024 Tegan Robertson Local public notice of the availability of the 2022/23 annual report and notice of the Annual General Meeting of Electors has been provided pursuant to s5.55A and s5.29 of the Local Government Act 1995. 06/03/2024 Tegan Robertson The Annual General Meeting of Electors was held on 29 January 2024, and the 2022/2023 Annual Report was received by Electors.	06/03/2024
13/12/2023	Audit and Risk Committee - 29 November 2023 - Saltwater Project	In Progress	COUNCIL DECISION C2312/214 Moved Cr Andrew Macnish, seconded Cr Anne Ryan That the Council endorse the alternative recommendation contained in confidential attachment 2. CARRIED 4 / 2 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg and Cr Andrew Macnish AGAINST: Mayor Phill Cronin and Cr Kate Cox	30/07/2024 Maxine Palmer A confidential report is on the 31 July Council Agenda. The draft communications plan will be workshopped with Councilors on 14 August 2024.	
31/01/2024	Busselton Margaret River Airport Update	Completed	COUNCIL DECISION C2401/7 Moved Cr Andrew Macnish, seconded Cr Anne Ryan That the Council: 1. Receives and notes the Busselton Margaret River Airport Update report. 2. Authorises and requires the CEO to publish the periodical BMRA Update report one week after the publication of the Airport Advisory Committee (AAC) meeting minutes should the AAC endorse the BMRA Update report. 3. That the Council adopt the final BMRA Master Plan (version 2024) as a guide for future planning, and henceforth it is termed the Final Airport Master Plan Busselton Margaret River Airport (2023-2043) and replaces the existing BMRA Master Plan (2016-2036).	02/05/2024 Tegan Robertson Final Airport Master Plan Busselton Margaret River Airport 2023-2043 adopted. Review of AAC terms of reference has been completed, and a report was provided to the Council at its March 2024 ordinary Council meeting.	02/05/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			4. Requests the CEO undertake a broader review of the terms of reference of the AAC to clarify the purpose and function of the committee, and meeting frequency and processes, to provide a report to Council at the March 2024 Ordinary Council meeting. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Sue Riccelli AGAINST: Nil		
31/01/2024	Development Application - DA22/0817 - Bed and Breakfast (Change of Use and New Development) - Special Control Area at Lot 301 (No. 29) Carnarvon Castle Drive Eagle Bay	Completed	COUNCIL DECISION C2401/9 Moved Cr Sue Riccelli, seconded Cr Mikayla Love That the Council: - Notes that the development application for Bed and Breakfast (Change of Use of Existing Single House and New Development) on Lot 301 (No. 29) Carnarvon Castle Drive, Eagle Bay was previously refused by the City on 20 September 2023 ("the decision"). - Notes that, pursuant to review proceedings under the <i>State Administrative Tribunal Act 2004</i> (the SAT Act), the Applicant has provided amended plans to the City, responding to concerns raised in the decision. - Notes further, that the Tribunal has now invited the City to reconsider its decision. - Pursuant to section 31(2)(a) of the SAT Act, sets aside the decision and substitutes its new decision as follows: - That application DA22/0817 submitted for development of Bed and Breakfast (Change of Use of Existing Single House and New Development) on Lot 301 (No. 29) Carnarvon Castle Drive, Eagle Bay, is considered by the Council to be consistent with <i>Local Planning Scheme No. 21</i> and the objectives of the zone within which it is located. - To grant development approval for the proposal subject to the following conditions: GENERAL CONDITIONS: - The development hereby approved shall be substantially commenced within two years of the date of this decision notice. - The use hereby approved shall at all times comply with the definition of Bed and Breakfast as provided in Schedule 1 of the City of Busselton Local Planning Scheme No. 21, as follows: <i>"Bed and Breakfast" means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.</i> Notwithstanding the above interpretation, the approved use is restricted to a maximum of four (4) guests. - Advertising signage associated with the approved use shall be no greater than 0.2m², located within the subject site. - A minimum number of four car parking bays shall be provided on the site comprising two for the residents of the dwelling and two for the guests of the Bed and Breakfast.	03/04/2024 Tegan Robertson Decision notice issued 14 February 2024	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			PRIOR TO COMMENCEMENT CONDITIONS 5. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and approved in writing: 5.1 Updated plans shall be submitted reducing the wall height of the outbuilding to 3.1m to comply with Local Planning Policy 4.10 Outbuildings and Other Non-Habitable Buildings. 5.2 A revised version of the Bushfire Management Plan prepared by Envision Bushfire Protection shall be submitted to the satisfaction of the City of Busselton. 5.3 A Landscape Plan which shall include landscaping along the western and northern elevation of the outbuilding, hereby approved, which shall at maturity sufficiently screen the outbuilding from Carnarvon Castle. ONGOING CONDITIONS: 6. The works undertaken to satisfy Conditions 3, 4 and 5 shall be subsequently maintained for the life of the development and the following complied with: 6.1 The owner must implement the revised Bushfire Management Plan and Bushfire Emergency Evacuation Plan prepared by Envision Bushfire Protection required pursuant to Condition 5.2 for the duration of the development (Advice Note 11). 6.2 Landscaping and reticulation shall be implemented in accordance with the approved landscape Plan and shall therefore be maintained to the satisfaction of the City. Unless otherwise first agreed in writing, any trees or plants, which, within a period of five years from first planting, are removed, die or are assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Sue Riccelli AGAINST: Nil Reasons: To ensure sufficient landscaping to provide screening to the western Carnarvon Castle Street frontage.		
31/01/2024	Development Application - DA23/0327 - Single House (Swimming Pool, Gym & Garage) - Special Character Area at Lot 16 (No. 6) Seaview Rise, Eagle Bay	Completed	COUNCIL DECISION C2401/10 Moved Cr Anne Ryan, seconded Cr Val Kaigg That the Council determines: 1. That application DA23/0327 submitted for a Single House (Swimming Pool, Gym and Outbuilding) on Lot 16 (No. 6) Seaview Rise, Eagle Bay is generally consistent with <i>Local Planning Scheme No. 21</i> and the objectives of the zone within which it is located; and 2. Grant development approval for the proposal subject to the following conditions: GENERAL CONDITIONS: 1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice. 2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the City. PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS: 3. The development hereby approved, or any works required to implement the development, shall not commence until	03/04/2024 Tegan Robertson Decision notice issued	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			the following plans or details have been submitted to the City and approved in writing: 3.1 Details of on-site effluent disposal. 3.2 Details of stormwater and surface water drainage. Stormwater to be retained for use and/or infiltration within the lot at a rate of 1m³ per 65m² of impervious area. 3.3 A notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificate of Title of the lot advising that: <i>"This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and maybe subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land"</i> A copy of the Certificate of Title with section 70A notification registered against it, or a Landgate lodgement receipt, is to be submitted to the City. PRIOR TO OCCUATION/USE OF THE DEVELOPMENT CONDITIONS: 4. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Condition(s) 2 and 3 have been implemented, and the following Condition(s) complied with: 4.1 Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the City. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, are assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved. ONGOING CONDITIONS: 5. The works undertaken to satisfy Condition(s) 2, 3 and 4 shall be subsequently maintained for the life of the development, and the following Condition(s) complied with: 5.1 The external materials of the approved development shall comprise of prescribed materials as identified by the City of Busselton <i>Local Planning Scheme No.21</i>. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Sue Riccelli AGAINST: Nil EN BLOC		
31/01/2024	Audit and Risk Committee: Terms of Reference and Independent Member	Completed	<u>COUNCIL DECISION</u> C2401/13 Moved Cr Andrew Macnish, seconded Cr Jodie Richards That the Council: - Adopts the amended Audit and Risk Committee Terms of Reference in Attachment 4. - Accepts the CEO's responses to the request in Council Resolution C2311/178. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Sue Riccelli AGAINST: Nil	01/03/2024 Ben Whitehill Expressions of Interest for the Independent External Member have closed and a report with a recommended appointment will be presented to the April ordinary meeting. A report on risk management and internal audit will be presented to the March Audit and Risk Committee meeting. 29/04/2024 Tegan Robertson An independent external member was appointed to the Audit and Risk Committee at the April 2024 Council meeting.	29/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			Reasons: Officers have made further amendments to the Terms of Reference to include meeting notice, agenda requirements and inclusions, and functions of internal auditor reports.		
21/02/2024	Policy and Legislation Committee – 24 January 2024 – Council Policy Review: Naming of City Roads and Assets	Completed	COUNCIL DECISION C2402/28 Moved Cr Anne Ryan, seconded Cr Kate Cox That the Council adopts the amended Council Policy: Naming of City Roads and Assets (Attachment 3) to replace the current policy, with the policy having been reviewed as part of the City's ongoing policy review cycle, inclusive of the removal of proposed point 5.10, and Committee amendments so that the below points read as follows, with subsequent renumbering as required: 5.8: A proposal to name a significant City Asset can be put forward by: a. an Elected Member by way of a notice of motion; b. an employee via a report to the Council; c. a member of the public via a submission to the CEO who will then provide a report to the Council; or d. users of a facility via a submission to the CEO who will then provide a report to the Council. 5.9: Following initial assessment, proposals will be advertised for public comment for a period of 21 days. 5.10: Proposals to name significant City Assets will be presented to the Council for approval, including the results of public consultation. CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil EN BLOC	07/03/2024 Jo Barrett-Lennard Policy updated on website 6 March 2024	07/03/2024
21/02/2024	Policy and Legislation Committee – 24 January 2024 – Council Policy Review: Recording and Livestreaming of Meetings	Completed	COUNCIL DECISION C2402/31 Moved Cr Anne Ryan, seconded Cr Richard Beecroft That the Council adopts the amended Council Policy 'Recording and Livestreaming of Council Meetings' (the Policy) (Attachment 3) to replace the current policy (Attachment 2): a) inclusive of the Committee amendment to point 5.2, removing reference to 'YouTube' and replacing with 'streaming service'; and b) subject to amending point 5.1 to read: '<i>All Ordinary and Special Council meetings, the Annual General Meeting of Electors, and Electors meetings will, wherever technically possible, be recorded on an audio device and will be made available by Livestream.</i>' c) Subject to amending point 5.2 to read: '<i>Recordings of a meeting will be available on the City's streaming service with a link available on the meetings schedule section of the City's website for a period of five years after the meeting date.</i>' CARRIED 6 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft	07/03/2024 Jo Barrett-Lennard Policy updated on website 6 March 2024	07/03/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																																		
			AGAINST: Nil																																																				
21/02/2024	Policy and Legislation Committee – 24 January 2024 – Council Policy Review: Legal Representation for Elected Members and Employees	Completed	COUNCIL DECISION C2402/32 Moved Cr Anne Ryan, seconded Cr Kate Cox That the Council adopts the revised Council Policy ‘Legal Representation for Elected Members and Employees’ (the Policy) (Attachment 1) to replace the existing policy (Attachment 2). CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil EN BLOC	07/03/2024 Jo Barrett-Lennard Policy updated on website 6 March 2024	07/03/2024																																																		
21/02/2024	Policy and Legislation Committee – 24 January 2024 – Amendment to delegation DA 3 - 03: To Institute a Prosecution, or to Issue an Infringement (Bushfires Act 1954)	Completed	COUNCIL DECISION C2402/33 Moved Cr Anne Ryan, seconded Cr Kate Cox That the Council adopts the amended delegation of authority DA 3 – 03: To Institute a Prosecution, or to Issue an Infringement, as per Attachment 1. CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil EN BLOC	06/03/2024 Tegan Robertson Updated delegation DA 3-03 issued, delegated authority register updated and published to the City’s website.	06/03/2024																																																		
21/02/2024	Finance Committee - 7 February 2024 - Naturaliste Community Centre Capital Funds	Completed	COUNCIL DECISION C2402/36 Moved Cr Kate Cox, seconded Cr Jodie Richards That the Council endorse the following requested budget amendment: <table border="1"> <thead> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <th></th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td rowspan="3">1</td><td colspan="5">Move capital budget project #12878</td></tr> <tr> <td colspan="5">Naturaliste Community Centre (NCC) – Purchase Office Furniture</td></tr> <tr> <td>-</td><td>-</td><td>(11,150)</td><td>-</td><td></td></tr> <tr> <td rowspan="3">2</td><td colspan="5">To capital budget project #10839</td></tr> <tr> <td colspan="5">Naturaliste Community Centre (NCC) – AMP</td></tr> <tr> <td>-</td><td>-</td><td>11,150</td><td>-</td><td></td></tr> <tr> <td>TOTALS</td><td>-</td><td></td><td>0</td><td>-</td><td></td></tr> </tbody> </table>	Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	Move capital budget project #12878					Naturaliste Community Centre (NCC) – Purchase Office Furniture					-	-	(11,150)	-		2	To capital budget project #10839					Naturaliste Community Centre (NCC) – AMP					-	-	11,150	-		TOTALS	-		0	-		29/04/2024 Tegan Robertson Budget amendment actioned.	29/04/2024
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			CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY		
21/02/2024	DA23/0230 Building Envelope Modification, Single House and Swimming Pool: 37 Koorabin Drive, Yallingup	Completed	<u>COUNCIL DECISION</u> C2402/37 Moved Cr Anne Ryan, seconded Cr Kate Cox That the Council determines: - That application DA23/0230 submitted for development approval for Building Envelope Modification, Single House and Swimming Pool on Lot 99 (No. 37) Koorabin Drive, Yallingup, is considered by the Council to be generally consistent with the Local Planning Scheme No. 21 and the objectives of the zone within which it is located. - To grant development approval for the proposal subject to the following conditions: GENERAL CONDITIONS The development hereby approved shall be substantially commenced within two years of the date of this decision notice. - The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the City. - The building envelope hereby approved shall be in accordance with the signed, stamped, enclosed, approved plans (enclosed) including any notes placed thereon in red by the City, and except as may be modified by the following conditions. Accordingly, the enclosed, approved plan supersedes any previous building envelope plan. PRIOR TO COMMENCEMENT CONDITIONS - The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and have been approved in writing: - A schedule of the final materials, finishes and colours of all External Surfaces. The schedule shall include details of the type of materials proposed to be used, including their colour and texture. The External Surfaces of the approved development shall comprise of Prescribed Materials as identified by the City of Busselton <i>Local Planning Scheme No.21</i>. - A Landscape Plan detailing vegetation screening to be implemented between the hereby approved development and the southern lot boundary adjoining Lot 98 (No 35) Koorabin Drive. - Details of on-site effluent disposal. - A revised version of the Bushfire Attack Level Assessment prepared by Envision Bushfire Protection shall be submitted to the satisfaction of the City of Busselton.	03/04/2024 Tegan Robertson Decision notice issued 7 March 2024.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																																																		
			PRIOR TO OCCUPATION OF THE DEVELOPMENT CONDITIONS: 4. The development hereby approved shall not be occupied, or used, until all plans, details or works required by Conditions 2, 3 and 4 have been implemented and the following conditions have been complied with: i. Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the City. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, are assessed by the City as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved. ONGOING CONDITIONS 5. The works undertaken to satisfy Conditions 2, 3, 4 and 5 shall be subsequently maintained for the life of the development. CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil EN BLOC																																																																				
21/02/2024	RFT16/23 Bussell Highway Stage 2	Not yet started	COUNCIL DECISION C2402/38 Moved Cr Val Kaigg, seconded Cr Jodie Richards 1. That the Council endorse the outcome of the evaluation panel's assessment of the tender submissions received in response to RFT 16/23 Bussell Highway Upgrade Stage 2 and accept the tender submission from Carbone Bros Pty Ltd for \$1,268,246.16 (exclusive of GST) as the most advantageous to the City. 2. That the Council endorse the following requested budget amendments: <table border="1"> <thead> <tr> <th colspan="6">Amendment Description</th></tr> <tr> <th colspan="6">Project Description</th></tr> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <th></th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td colspan="6">Increase capital project</td></tr> <tr> <td colspan="6">Project 11199 - Bussell Highway (C)</td></tr> <tr> <td>1</td><td>-</td><td>-</td><td>184,401</td><td>-</td><td>(184,401)</td></tr> <tr> <td colspan="6">Reduce capital project</td></tr> <tr> <td colspan="6">Project 12005 Payne Road (C)</td></tr> <tr> <td>2</td><td>-</td><td>-</td><td>(184,401)</td><td>-</td><td>184,401</td></tr> <tr> <td>TOTALS</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table> CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft	Amendment Description						Project Description						Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	Increase capital project						Project 11199 - Bussell Highway (C)						1	-	-	184,401	-	(184,401)	Reduce capital project						Project 12005 Payne Road (C)						2	-	-	(184,401)	-	184,401	TOTALS	-	-	-	-	-	06/03/2024 Matthew Twyman Tender awarded as per Council resolution.	06/03/2024
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TOTALS	-	-	-	-	-																																																																		

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			AGAINST: Nil BY ABSOLUTE MAJORITY		
21/02/2024	Customer Service and Communications (CEO KPI)	Completed	COUNCIL DECISION C2402/39 Moved Cr Andrew Macnish, seconded Cr Anne Ryan That the Council: 1. Observes the report providing measures and opportunities increasing community engagement and understanding of City processes and decisions addressing the relevant CEO KPI deliverable, but also notes the strategy to be a collection of process inputs NOT outcomes (which are yet to be fully assessed in terms of successfully delivering the desired customer service experience levels). 2. Accordingly, refers the matter of consideration of the CEO's performance meeting KPI criterion #4 to the next CEO Performance Committee meeting for its advice to the Council. 3. Refers the opportunity identified in the officer's report of a risk-based approach to communications and capitalising on the value offered primarily from complaints to its Audit and Risk Committee (ARC) to consider (but not be limited to) the following options moving forward: a. the CEO undertake a review of the City's complaint handling process and provide a report to the ARC outlining the risks and opportunities for improvement of the current process as it relates to customer service. b. the CEO to engage an independent auditor to undertake a review of the City's complaint handling processes and provide a report to the ARC outlining the risks and opportunities for improvement. c. the CEO include complaints handling as an area for audit in any future internal audit plan (noting that there is a report scheduled for the March ARC meeting that will address an internal audit plan). CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil Reasons: The purpose of setting CEO KPIs is to drive desired operational outcomes. Establishing a strategy/approach to a matter does not in itself, deliver desired outcomes. The monitoring of an outcome means measuring, understanding, and reporting factual data. Excellent customer service can be assured if informed customers rate it as such. There is valuable information to be derived through assessment of customer issues / complaints. For this reason it is recommended the Council require its Audit and Risk Committee (ARC) examine how best to derive the implicit value of complaints and assess risk within its complaints handling process	02/05/2024 Tegan Robertson A report and recommendation pertaining to the City's Complaint Handling Process has been provided to the Audit and Risk Committee on the agenda for its May 2024 meeting. 05/06/2024 Tegan Robertson KPI criterion #4 has been referred to CEO Performance Review committee through the CEO performance review process. The Audit and Risk Committee considered an officer report on complaint handling at the May meeting, and made a recommendation to the Council which will be considered at the June 2024 ordinary Council meeting. 18/07/2024 Tegan Robertson Audit and Risk Committee recommendation in regards to complaint handling was resolved on by the Council at the June meeting. Action closed - superseded by C2406/155: 'That the Council re-iterates its resolution C2402/39 and clarifies that all three action items for moving forward contained therein (3 a), b), c)), be implemented'	18/07/2024
21/02/2024	Committee and Working Group Appointments	Completed	COUNCIL DECISION C2402/41 Moved Cr Jodie Richards, seconded Cr Anne Ryan That the Council: 1. Appoint Councillor Richard Beecroft to the following committees pursuant to section 5.8 and 5.11A of the <i>Local Government Act 1995</i>:	07/03/2024 Jo Barrett-Lennard Committee and working group appointments published. Meeting dates for Meelup Regional Park Committee advertised.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			a. Audit and Risk Committee; and b. Airport Advisory Committee (second deputy). 2. Appoint the following elected members to the following committees pursuant to section 5.8 and 5.11A of the <i>Local Government Act 1995</i>, to fill the vacancy created by the resignation of (former) Councillor Sue Riccelli: CEO Performance Review Committee a. Member Cr. Val Kaigg Finance Committee a. Member Cr Val Kaigg 3. Appoints elected members to the newly established Waterways Management Committee pursuant to section 5.8 and 5.11A of the <i>Local Government Act 1995</i>: a. Members Cr Anne Ryan Cr Jarrod Kennedy Cr Val Kaigg Cr Mikayla Love b. Deputy Members Cr Jodie Richards 4. Appoints Dr Bob Jarvis, Lyndon Miles, Albert Haak, Shirley Fisher, Tony Smurthwaite, Kelly Paterson, Kerry Grist, Kerry Stewart and Danae Plowman to the Meelup Regional Park Committee pursuant to section 5.8 of the <i>Local Government Act 1995</i>. CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil		
			<u>COUNCIL DECISION</u> C2402/42 Moved Cr Anne Ryan, seconded Cr Jodie Richards That the Council: 5. Appoint the following elected members to the Busselton Jetty Reference Group. a. Member Cr Anne Ryan b. Deputy member 6. Amend the meeting dates for the Meelup Regional Park Committee from 6 March 2024 and 6 November 2024 to 25 March 2024 and 25 November 2024. CARRIED 7 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox and Cr Richard Beecroft AGAINST: Nil		

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																																																																																																							
20/03/2024	Finance Committee - 6 March 2024 - 2023/24 Mid-Year Budget Review	Completed	COUNCIL DECISION C2403/46 Moved Cr Andrew Macnish, seconded Cr Richard Beecroft That the Council, pursuant to Regulation 33A of the Local Government (<i>Financial Management</i>) Regulations, adopts the 2023/2024 Annual Mid-Year Budget Review as presented within this report. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	03/04/2024 Tegan Robertson Mid year budget review adopted. Report and minutes lodged with the Department.	03/04/2024																																																																																																																							
20/03/2024	Finance Committee - 6 March 2024 - Infrastructure and Environment Budget Amendments	Completed	COUNCIL DECISION C2403/49 Moved Cr Val Kaigg, seconded Cr Kate Cox That the Council endorses the following requested budget amendments: <table border="1"> <thead> <tr> <th colspan="6">Amendment Description</th></tr> <tr> <th colspan="6">Project Description</th></tr> <tr> <th rowspan="2">Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td rowspan="3">1</td><td colspan="5">Add Grant Revenue to Existing Capital Project</td></tr> <tr> <td colspan="5">Project 14943 – Changing Places Accessible Ablutions (C)</td></tr> <tr> <td>-</td><td>-</td><td>150,000</td><td>(150,000)</td><td>-</td></tr> <tr> <td rowspan="3">2</td><td colspan="5">Remove Capital Project</td></tr> <tr> <td colspan="5">Project 12331 - Smiths Beach New Public Toilet (C)</td></tr> <tr> <td>-</td><td>-</td><td>(250,000)</td><td>-</td><td>250,000</td></tr> <tr> <td rowspan="3">3</td><td colspan="5">New Capital Project</td></tr> <tr> <td colspan="5">Project West Busselton Coastal Stabilisation CERP2223-010</td></tr> <tr> <td>-</td><td></td><td>160,000</td><td>(120,000)</td><td>(40,000)</td></tr> <tr> <td rowspan="3">4</td><td colspan="5">New Capital Project</td></tr> <tr> <td colspan="5">State Blackspot Program – Chapman Hill Road (C)</td></tr> <tr> <td>-</td><td>-</td><td>48,000</td><td>(32,000)</td><td>(16,000)</td></tr> <tr> <td rowspan="3">5</td><td colspan="5">Increase Budget to Existing Capital Project</td></tr> <tr> <td colspan="5">Project 12821 - Churchill Park Main Oval Redevelopment (C)</td></tr> <tr> <td>-</td><td>-</td><td>40,880</td><td>-</td><td>(40,880)</td></tr> <tr> <td rowspan="3">6</td><td colspan="5">Add Budget to Existing Project (C)</td></tr> <tr> <td colspan="5">Project 11034 - Dunsborough Non-Potable Water Network</td></tr> <tr> <td>-</td><td>-</td><td>29,183</td><td>-</td><td>(29,183)</td></tr> </tbody> </table>	Amendment Description						Project Description						Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets	Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	Add Grant Revenue to Existing Capital Project					Project 14943 – Changing Places Accessible Ablutions (C)					-	-	150,000	(150,000)	-	2	Remove Capital Project					Project 12331 - Smiths Beach New Public Toilet (C)					-	-	(250,000)	-	250,000	3	New Capital Project					Project West Busselton Coastal Stabilisation CERP2223-010					-		160,000	(120,000)	(40,000)	4	New Capital Project					State Blackspot Program – Chapman Hill Road (C)					-	-	48,000	(32,000)	(16,000)	5	Increase Budget to Existing Capital Project					Project 12821 - Churchill Park Main Oval Redevelopment (C)					-	-	40,880	-	(40,880)	6	Add Budget to Existing Project (C)					Project 11034 - Dunsborough Non-Potable Water Network					-	-	29,183	-	(29,183)	04/04/2024 Tegan Robertson Budget amendments completed.	04/04/2024
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20/03/2024	Finance Committee - 6 March 2024 - Busselton Margaret River Airport Budget Amendment	Completed	COUNCIL DECISION C2403/50 Moved Cr Anne Ryan, seconded Cr Jarrod Kennedy That the Council endorse the following requested budget amendment: <table border="1"> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <td></td><td>Increase / (Decrease)</td><td>Increase / (Decrease)</td><td>Increase / (Decrease)</td><td>(Increase) / Decrease</td><td>Increase / (Decrease)</td></tr> <tr> <td>1</td><td colspan="5">From the Airport Infrastructure Reserve</td></tr> <tr> <td></td><td colspan="5">To new capital project code to be created</td></tr> <tr> <td></td><td>-</td><td>-</td><td>40,000</td><td>-</td><td>(40,000)</td></tr> <tr> <td>2</td><td colspan="5">To SWDC Airport Development Business Case (O) project # 15086</td></tr> <tr> <td></td><td>-</td><td>160,000</td><td>-</td><td>(127,000)</td><td>(33,000)</td></tr> <tr> <td>TOTALS</td><td>-</td><td>160,000</td><td>40,000</td><td>(127,000)</td><td>(73,000)</td></tr> </table> CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	From the Airport Infrastructure Reserve						To new capital project code to be created						-	-	40,000	-	(40,000)	2	To SWDC Airport Development Business Case (O) project # 15086						-	160,000	-	(127,000)	(33,000)	TOTALS	-	160,000	40,000	(127,000)	(73,000)	30/03/2024 Jennifer May An RFQ will be issued for the purchase of a new ETD machine with delivery planned before the end of the FY.	31/05/2024
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20/03/2024	Audit and Risk Committee - 13 March 2024 - Capability development: risk management and internal audit	In Progress	COUNCIL DECISION C2403/51 Moved Cr Jarrod Kennedy, seconded Cr Val Kaigg That the Council: - Pursuant to the Terms of Reference of the Audit and Risk Committee, supports the proposed implementation program for the improvement of the City's risk management capabilities and the introduction of an internal audit function. - Approve the allocation of \$110,000 in the draft 2024/2025 budget for a new risk officer plus \$35,000 consultancy to fund the engagement of a consultant to undertake the internal audit function. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	02/05/2024 Tegan Robertson Officers have commenced internal processes for relevant recruitment and RFQ. 31/05/2024 Ben Whitehill Internal Audit RFQ evaluation has commenced. 17/07/2024 Ben Whitehill Internal Audit RFQ evaluation complete and recommendation to be presented to Audit and Risk Committee on 24 July 2024. 30/07/2024 Ben Whitehill Audit and Risk Committee recommendation to be considered by the Council in August.																																																	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
20/03/2024	Audit and Risk Committee - 13 March 2024 - 2023 Compliance Audit Return	Completed	<u>COUNCIL DECISION</u> C2403/52 Moved Cr Jarrod Kennedy, seconded Cr Val Kaigg That the Council adopts the Compliance Audit Return for the period 1 January 2023 to 31 December 2023, as per Attachment 1. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	27/03/2024 Ben Whitehill Compliance Audit Return submitted to DLGSC on 27 March 2024	27/03/2024
20/03/2024	Audit and Risk Committee - 13 March 2024 - CEO Review of Systems and Procedures Recommendations - Implementation status	Completed	<u>COUNCIL DECISION</u> C2403/53 Moved Cr Jarrod Kennedy, seconded Cr Val Kaigg That the Council acknowledge the status update in relation to the recommendations of the Regulation 17 Review (as at the end of February 2024) and note that the next update will be provided to the Audit and Risk Committee at the meeting on 24 July 2024. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	18/07/2024 Ben Whitehill Status update report listed on the 24 July 2024 Audit and Risk Committee agenda.	07/08/2024
20/03/2024	Community Sport Recreation Facilities Fund - Application	Completed	<u>COUNCIL DECISION</u> C2403/54 Moved Cr Kate Cox, seconded Cr Jarrod Kennedy That the Council: - Endorses the priority rankings of the application to the Department of Local Government Sport and Cultural Industries' Community Sport and Recreation Facilities Fund as ranking 1 of 1, priority rating B, Geographe Bay Yacht Club – Male and Female Change Room Upgrades. - Endorses an application to the Department of Local Government Sport and Cultural Industries' Community Sport and Recreation Facilities Fund for Geographe Bay Yacht Club – Male and Female Change Room Upgrades. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil	02/04/2024 Adrian Fisher CSRRF submission completed with the Geographe Yacht Club and submitted to DLGSC.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
20/03/2024	Dunsborough Lakes Sports Precinct Pavilion	In Progress	COUNCIL DECISION C2403/58 Moved Cr Val Kaigg, seconded Cr Jarrod Kennedy That the Council: 1. Endorse the northern perimeter location (Option 1) as the preferred location to build the Dunsborough Lakes Sporting Precinct Pavilion. 2. Authorise the CEO to proceed to detailed design for the pavilion, in conjunction with the sporting groups, and to final costing. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Anne Ryan	02/04/2024 Dave Goodwin A PCG meeting on Tuesday 2nd April will discuss the procurement approach to this project and expect to go out to tender in the next few weeks. 05/06/2024 Tegan Robertson Draft concept designs are in progress, further engagement with clubs to follow. 07/08/2024 Tegan Robertson Draft concept plan completed by architect. PCG have reviewed concepts. Plans will be presented to Clubs for further feedback. Once plans are finalised, procurement for tender will be progressed.	
20/03/2024	Development Application - DA23/0565 - Single House (Outbuilding) - Special Control Area at Lot 5 (No. 60) Adelaide Street, Busselton	Completed	COUNCIL DECISION C2403/59 Moved Cr Kate Cox, seconded Cr Andrew Macnish That the Council resolve to grant approval for DA23/0565 Single House (Outbuilding) - Special Control Area at Lot 5 (No. 60) Adelaide Street, Busselton subject to the following conditions : GENERAL CONDITIONS: 1. The development hereby approved shall be substantially commenced within two years of the date of this decision notice. 2. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the City. PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS: 3. The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the City and approved in writing: a) Details of stormwater and surface water drainage. Stormwater to be retained for use and/or infiltration within the lot at a rate of 1m³ per 65m² of impervious area. ONGOING CONDITIONS: 4. The works undertaken to satisfy Condition 2 and 3 shall be subsequently maintained for the life of the development. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Richard Beecroft AGAINST: Cr Jarrod Kennedy	03/04/2024 Tegan Robertson Development approval issued 3 April 2024.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																																																																																																								
20/03/2024	RFT01/24 Coastal Shared Path Construction	Completed	COUNCIL DECISION C2403/60 Moved Cr Val Kaigg, seconded Cr Richard Beecroft 1. That the Council endorse the outcome of the evaluation panel's assessment of the tender submissions received in response to RFT 01/24 Coastal Shared Path Construction and accept the tender submission from ES100 Pty Ltd as trustee for the ES100 Trust t/a Earth and Stone WA for separable portions 1, 2 and 3, for a total of \$1,090,773 (exclusive of GST) as the most advantageous to the City. 2. That the Council endorse the following requested budget amendments: <table border="1"> <thead> <tr> <th colspan="6">Amendment Description</th></tr> <tr> <th colspan="6">Project Description</th></tr> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <th></th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td colspan="6">Increase capital project</td></tr> <tr> <td colspan="6">Project 14887 Coastal Shared Path - Forth St to Holgate (C)</td></tr> <tr> <td>1</td><td>-</td><td>-</td><td>344,633</td><td>-</td><td>(344,633)</td></tr> <tr> <td colspan="6">Reduce capital project</td></tr> <tr> <td colspan="6">Project 14895 Vincent Street to Geographe Bay Road (Reserve 44343) (C)</td></tr> <tr> <td>2</td><td>-</td><td>-</td><td>(32,272)</td><td>-</td><td>32,272</td></tr> <tr> <td colspan="6">Reduce capital project</td></tr> <tr> <td colspan="6">Project 14893 Bay View Crescent - Curtis Bay Lot 62 to Lot 4 (C)</td></tr> <tr> <td>3</td><td></td><td></td><td>(13,433)</td><td></td><td>13,433</td></tr> <tr> <td colspan="6">Reduce capital project</td></tr> <tr> <td colspan="6">Project 14891 Adelaide Street - Lot 11 to Stanley St (C)</td></tr> <tr> <td>4</td><td></td><td></td><td>(51,838)</td><td></td><td>51,838</td></tr> <tr> <td colspan="6">Withdraw from reserve</td></tr> <tr> <td colspan="6">Footpath and Cycleway Reserve [1035]</td></tr> <tr> <td>5</td><td></td><td></td><td></td><td></td><td>(247,090)</td></tr> <tr> <td>TOTALS</td><td>-</td><td>-</td><td>247,090</td><td>-</td><td>(247,090)</td></tr> </tbody> </table> CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	Amendment Description						Project Description						Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	Increase capital project						Project 14887 Coastal Shared Path - Forth St to Holgate (C)						1	-	-	344,633	-	(344,633)	Reduce capital project						Project 14895 Vincent Street to Geographe Bay Road (Reserve 44343) (C)						2	-	-	(32,272)	-	32,272	Reduce capital project						Project 14893 Bay View Crescent - Curtis Bay Lot 62 to Lot 4 (C)						3			(13,433)		13,433	Reduce capital project						Project 14891 Adelaide Street - Lot 11 to Stanley St (C)						4			(51,838)		51,838	Withdraw from reserve						Footpath and Cycleway Reserve [1035]						5					(247,090)	TOTALS	-	-	247,090	-	(247,090)	22/04/2024 Matthew Twyman Tender awarded as per Council resolution. 31/05/2024 Paul Sheridan Budget amendments completed.	31/05/2024
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3			(13,433)		13,433																																																																																																																								
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Project 14891 Adelaide Street - Lot 11 to Stanley St (C)																																																																																																																													
4			(51,838)		51,838																																																																																																																								
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Footpath and Cycleway Reserve [1035]																																																																																																																													
5					(247,090)																																																																																																																								
TOTALS	-	-	247,090	-	(247,090)																																																																																																																								

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																
20/03/2024	Review of infrastructure asset renewal requirements	In Progress	COUNCIL DECISION C2403/61 Moved Cr Andrew Macnish, seconded Cr Anne Ryan That the Council: - Requires the CEO to incorporate the outcomes of the review of infrastructure asset renewal funding as reported in the Asset Classes of Table 3 in the Summary of this report based on up-to-date (unit) construction rates, into the City's draft LTFP. - Refers the matter of consideration of the CEO KPI #4 to its CEO Performance Review Committee for assessment consideration and subsequent recommendation to the Council. CARRIED 5 / 4 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Andrew Macnish, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Mayor Phill Cronin, Cr Val Kaigg, Cr Mikayla Love and Cr Kate Cox	05/06/2024 Tegan Robertson Officers have incorporated the asset renewal figures into the draft LTFP. This draft plan requires further review with elected members, which will be undertaken in the coming months.																																	
20/03/2024	Business Development, Events and Marketing Program Outcomes - February 2024	Completed	COUNCIL DECISION C2403/64 Moved Cr Jodie Richards, seconded Cr Val Kaigg That the Council: - Endorses the following multi-year funding allocations towards the following economic focused events, to be funded from the 2023/2024 – 2025/2026 Events Budgets: <table><thead><tr><th>Event Name</th><th>Officer Recommendation (cash)</th></tr></thead><tbody><tr><td>Yallingup Shred Fest</td><td>2023/2024 \$10,000</td></tr><tr><td>25-28 April 2024</td><td>2024/2025 \$10,000</td></tr><tr><td></td><td>2025/2026 \$10,000</td></tr><tr><td>TOTALS</td><td>2023/2024 \$10,000</td></tr><tr><td></td><td>2024/2025 \$10,000</td></tr><tr><td></td><td>2025/2026 \$10,000</td></tr></tbody></table> - Endorses the following single year funding allocations towards the following community focused events, to be funded from the 2023/2024 Events Budget: <table><thead><tr><th>Event Name</th><th>Officer Recommendation (cash)</th><th>Officer Recommendation (in-kind)</th></tr></thead><tbody><tr><td>Busselton Women's Triathlon</td><td>\$5,000</td><td>Approx. \$1,000</td></tr><tr><td>14 April 2024</td><td></td><td>(ground hire, event fees, billboard hire)</td></tr><tr><td>Australian National Police Bowls Championships</td><td>\$2,000</td><td>\$0</td></tr><tr><td>17-25 April 2024</td><td></td><td></td></tr><tr><td>TOTALS</td><td>\$7,000</td><td>Approx \$1,000</td></tr></tbody></table> CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	Event Name	Officer Recommendation (cash)	Yallingup Shred Fest	2023/2024 \$10,000	25-28 April 2024	2024/2025 \$10,000		2025/2026 \$10,000	TOTALS	2023/2024 \$10,000		2024/2025 \$10,000		2025/2026 \$10,000	Event Name	Officer Recommendation (cash)	Officer Recommendation (in-kind)	Busselton Women's Triathlon	\$5,000	Approx. \$1,000	14 April 2024		(ground hire, event fees, billboard hire)	Australian National Police Bowls Championships	\$2,000	\$0	17-25 April 2024			TOTALS	\$7,000	Approx \$1,000	02/04/2024 Peta Pulford All applicants advised of outcomes.	15/04/2024
Event Name	Officer Recommendation (cash)																																				
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20/03/2024	Hireable e-Scooter Trial Results	In Progress	COUNCIL DECISION C2403/65 Moved Cr Jarrod Kennedy, seconded Cr Mikayla Love That the Council - Extends the current trial agreement with Neuron Mobility (Australia) Pty Ltd to 30 November 2024 subject to: - the provision of optimal designated parking locations across the City that do not block thoroughfares and are not of a visual nuisance; - the identification of single use, narrow paths adjacent to the coast and the appropriate application of speed restrictions to these areas. - Notes the results of the community survey undertaken through Your Say, "Hireable e- scooters in the City of Busselton", that 62.4% of local residents to the Your Say survey are opposed to continuing the trial of hireable e-scooters in the City of Busselton and that approximately 50% of those opposing would change their mind if improvements were made, potentially shifting the results to approximately 65% in favour. - Require the CEO to gauge the effectiveness of the improvement measures to address matters of concern raised by the community as a result of the survey, and provide a report to the Council reassessing the trial agreement prior to the peak summer season November 2024 to April 2025. CARRIED 6 / 3 FOR: Mayor Phill Cronin, Cr Jodie Richards, Cr Val Kaigg, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Cr Anne Ryan, Cr Andrew Macnish and Cr Richard Beecroft	18/07/2024 Trevor Ayers Neuron is providing the City with a monthly update which is being provided to Elected members. Officers continue to track community feedback with regards to the trial extension and maintain regular contact with Neuron representatives to implement improvement measures. In the past month this included removal of a parking station along Geographe Bay Road / Wakefield Ave that had been subject to ongoing purposeful toppling of e scooters.	
20/03/2024	Asset Management Funding and Depreciation - Response to Council Decision	Completed	COUNCIL DECISION C2403/66 Moved Cr Andrew Macnish, seconded Cr Anne Ryan That given the OAG is not prepared to prepare a report as outlined, the CEO to distil the following figures from the 2022/3 Annual Financial Audit and report these to the first workshop of the review of the LTFP: - The total value of the City's assets; - The total accumulated depreciation booked for all assets; - The total funds held in Reserve for the capital improvement of all assets; - The total funds held in Reserve for the maintenance of all assets (if different from the above); - The total contribution of funds to such Reserves in 2022/3; - The total expenditure of funds from such Reserves in 2022/3; - The total depreciation cost for 2022/3; and - The total asset management upgrade/maintenance expenditure for 2022/3. CARRIED 7 / 2 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Mikayla Love and Cr Kate Cox	03/04/2024 Tegan Robertson Closed. LTFP workshop held with Elected Members on 3 April 2024.	03/04/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed																								
20/03/2024	You Choose	Completed	COUNCIL DECISION C2403/68 Moved Cr Jarrod Kennedy, seconded Cr Val Kaigg That the Council: 1. Endorses the funding distribution of \$96,272 to the following preferred projects as chosen by the community through the You Choose community funding program: <table><tr><td>1</td><td>Please Help Pets of Older Persons (POOPS) Support Vet Care for Beloved Pets</td><td>\$8,500</td></tr><tr><td>2</td><td>Save our Snake-Neck Turtles! Citizen Science Busselton Turtle Tracker Team</td><td>\$11,000</td></tr><tr><td>3</td><td>Radiance Network's Outreach 1:1 In-Home Support (Pilot Project)</td><td>\$13,800</td></tr><tr><td>4</td><td>Dunsborough Community Repair CoOp</td><td>\$2,660</td></tr><tr><td>5</td><td>Underwater Observatory Evacuation Wheelchair</td><td>\$8,802</td></tr><tr><td>6</td><td>St Mary's Anglican Church Footpath Gardens - A beautiful introduction to the City of Busselton</td><td>\$12,410</td></tr><tr><td>7</td><td>Vasse Community Garden</td><td>\$20,000</td></tr><tr><td>8</td><td>FireWise Garden Demonstration – Are you bushfire ready?</td><td>\$19,100</td></tr></table> 2. Endorses the return of the remaining unallocated funds of \$3,728 to the Community Assistance Program budget; 3. Confirms its commitment to delivery of a third You Choose community funding program in 2025/26. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	1	Please Help Pets of Older Persons (POOPS) Support Vet Care for Beloved Pets	\$8,500	2	Save our Snake-Neck Turtles! Citizen Science Busselton Turtle Tracker Team	\$11,000	3	Radiance Network's Outreach 1:1 In-Home Support (Pilot Project)	\$13,800	4	Dunsborough Community Repair CoOp	\$2,660	5	Underwater Observatory Evacuation Wheelchair	\$8,802	6	St Mary's Anglican Church Footpath Gardens - A beautiful introduction to the City of Busselton	\$12,410	7	Vasse Community Garden	\$20,000	8	FireWise Garden Demonstration – Are you bushfire ready?	\$19,100	18/07/2024 Tegan Robertson All grant recipients signed their agreements and submitted invoices for payment before 30 June 2024. Projects will be carried out in the 2024/25 financial year with a due date of 30 June 2025. Acquittals are due following completion.	18/07/2024
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17/04/2024	Policy and Legislation Committee - 20 March 2024 - Council Policy Review: Purchasing	Completed	COUNCIL DECISION C2404/84 Moved Cr Mikayla Love, seconded Cr Andrew Macnish That the Council adopts the amended Council policy: 'Purchasing Policy' (Attachment 1) to replace the current policy. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	01/05/2024 Jo Barrett-Lennard Policy has been updated on City's website, inclusive of resolution number and Council endorsement date.	01/05/2024																								

Meeting Date	Item	Status	Action Required	Action Taken	Completed
17/04/2024	Policy and Legislation Committee - 20 March 2024 - Council Policy Review: Regional Price Preference	Completed	<u>COUNCIL DECISION</u> C2404/85 Moved Cr Mikayla Love, seconded Cr Andrew Macnish That the Council: - having reviewed the Regional Price Preference Policy as part of the City's policy review cycle, resolves not to make any amendments; and - acknowledges that the CEO will make administrative updates to the strategic context and the name of the responsible directorate. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	01/05/2024 Jo Barrett-Lennard Policy has been updated reflecting administrative changes (Directorate name change)	01/05/2024
17/04/2024	Policy and Legislation Committee - 20 March 2024 - Council Policy Review: Building Insurance and Waste Collection Services	Completed	<u>COUNCIL DECISION - PART 1</u> C2404/87 Moved Cr Andrew Macnish Seconded Cr Jodie R The Council adopts its Building Insurance Policy (Attachment 1). CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil	01/05/2024 Jo Barrett-Lennard Council Policy: Building Insurance has been updated on the City's website, inclusive of Directorate name change, endorsement date and resolution number. Council Policy: Waste Collection Services has been listed for inclusion on the agenda for the Policy and Legislation Committee meeting scheduled for 15 May 2024.	01/05/2024
			<u>COUNCIL DECISION</u> C2404/88 Moved Mayor Phill Cronin Seconded Cr Andrew Macnish That the Waste Collection Service Policy (attachment 2) be referred back to the P+L committee at its next meeting of 15 May 2024. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil		

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17/04/2024	Budget Amendments - Infrastructure and Environment	Completed	COUNCIL DECISION C2404/91 Moved Cr Val Kaigg, seconded Cr Jarrod Kennedy That the Council: 1. Endorse the following requested budget amendments: <table border="1"> <thead> <tr> <th colspan="6">Amendment Description</th></tr> <tr> <th colspan="6">Project Description</th></tr> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restrictd Assets</th></tr> <tr> <th></th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td rowspan="3">1</td><td colspan="5">Increase Budget of Existing Capital Project to be funded from the Other Infrastructure Reserve</td></tr> <tr> <td colspan="5">Project 12815 - North Street Drainage Works (C)</td></tr> <tr> <td>-</td><td>-</td><td>80,176</td><td>-</td><td>(80,176)</td></tr> <tr> <td rowspan="3">2</td><td colspan="5">Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve</td></tr> <tr> <td colspan="5">Project 14884 - Depuch Close - Eagle Bay (C)</td></tr> <tr> <td>-</td><td>-</td><td>(7,617)</td><td>-</td><td>7,617</td></tr> <tr> <td rowspan="3">3</td><td colspan="5">Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve</td></tr> <tr> <td colspan="5">Project 14885 - Heppingstone & Hale Street Intersection (C)</td></tr> <tr> <td>-</td><td>-</td><td>(26,068)</td><td>-</td><td>26,068</td></tr> <tr> <td rowspan="3">4</td><td colspan="5">Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve</td></tr> <tr> <td colspan="5">Project 14886 Hester Street Drainage Renewal SLK 0.33 (C)</td></tr> <tr> <td>-</td><td>-</td><td>(8,737)</td><td>-</td><td>8,737</td></tr> <tr> <td rowspan="3">5</td><td colspan="5">Increase Budget of Existing Capital Project from the Road Reserve</td></tr> <tr> <td colspan="5">Project 12827 - Commonage Road (C)</td></tr> <tr> <td>-</td><td>-</td><td>830,500</td><td>-</td><td>(830,500)</td></tr> <tr> <td rowspan="3">6</td><td colspan="5">Remove Capital Project which was to be funded from the Road Reserve</td></tr> <tr> <td colspan="5">Project 14864 - Sugarloaf Road - Second Coat Seal (C)</td></tr> <tr> <td>-</td><td>-</td><td>(66,521)</td><td>-</td><td>66,521</td></tr> <tr> <td rowspan="3">7</td><td colspan="5">Reduce Budget of Existing Capital Project from the Road Reserve</td></tr> <tr> <td colspan="5">Project 14850 Cook Street Asphalt Overlay SLK 0.39 to 1.25 (C)</td></tr> <tr> <td>-</td><td>-</td><td>(109,082)</td><td>-</td><td>109,082</td></tr> <tr> <td rowspan="3">8</td><td colspan="5">Reduce Budget of Existing Capital Project from the Road Reserve</td></tr> <tr> <td colspan="5">Project 12005 – Payne Road (C)</td></tr> <tr> <td>-</td><td>-</td><td>(161,374)</td><td>-</td><td>161,374</td></tr> <tr> <td rowspan="3">9</td><td colspan="5">Reduce Budget of Existing Capital Project from the Road Reserve</td></tr> <tr> <td colspan="5">Project 12611 – North Jindong Road (C)</td></tr> <tr> <td>-</td><td>-</td><td>(268,637)</td><td>-</td><td>268,637</td></tr> <tr> <td rowspan="2">10</td><td colspan="5">Reduce Budget of Existing Capital Project from the Road Reserve</td></tr> <tr> <td colspan="5">Project 14854 – Boallia Road (C)</td></tr> </tbody> </table>	Amendment Description						Project Description						Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restrictd Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	Increase Budget of Existing Capital Project to be funded from the Other Infrastructure Reserve					Project 12815 - North Street Drainage Works (C)					-	-	80,176	-	(80,176)	2	Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve					Project 14884 - Depuch Close - Eagle Bay (C)					-	-	(7,617)	-	7,617	3	Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve					Project 14885 - Heppingstone & Hale Street Intersection (C)					-	-	(26,068)	-	26,068	4	Reduce Budget of Existing Capital Project from the Other Infrastructure Reserve					Project 14886 Hester Street Drainage Renewal SLK 0.33 (C)					-	-	(8,737)	-	8,737	5	Increase Budget of Existing Capital Project from the Road Reserve					Project 12827 - Commonage Road (C)					-	-	830,500	-	(830,500)	6	Remove Capital Project which was to be funded from the Road Reserve					Project 14864 - Sugarloaf Road - Second Coat Seal (C)					-	-	(66,521)	-	66,521	7	Reduce Budget of Existing Capital Project from the Road Reserve					Project 14850 Cook Street Asphalt Overlay SLK 0.39 to 1.25 (C)					-	-	(109,082)	-	109,082	8	Reduce Budget of Existing Capital Project from the Road Reserve					Project 12005 – Payne Road (C)					-	-	(161,374)	-	161,374	9	Reduce Budget of Existing Capital Project from the Road Reserve					Project 12611 – North Jindong Road (C)					-	-	(268,637)	-	268,637	10	Reduce Budget of Existing Capital Project from the Road Reserve					Project 14854 – Boallia Road (C)					18/07/2024 Tegan Robertson Budget amendments completed.	18/07/2024
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17/04/2024	2023/2024 Community Assistance Program Round 3 Outcomes	Completed	COUNCIL DECISION C2404/92 Moved Cr Jodie Richards, seconded Cr Anne Ryan That the Council endorses the following funding allocation, to be funded from the 2023/2024 Community Assistance Program budget: <table><tr><th colspan="2">Applicant</th><th>Allocation</th></tr><tr><td>1</td><td>Busselton Community Garden</td><td>\$4,337.16</td></tr><tr><td>2</td><td>Busselton Hockey Association</td><td>\$6,000.00</td></tr><tr><td>3</td><td>Busselton Jetty Inc.</td><td>\$10,000.00</td></tr><tr><td>4</td><td>Busselton Men’s Shed</td><td>\$4,080.00</td></tr><tr><td>5</td><td>Radiance Network South West</td><td>\$9,500.00</td></tr><tr><td>6</td><td>Waratah Support Centre</td><td>\$10,000.00</td></tr><tr><td colspan="2">TOTAL</td><td>\$43,917.16</td></tr></table>	Applicant		Allocation	1	Busselton Community Garden	\$4,337.16	2	Busselton Hockey Association	\$6,000.00	3	Busselton Jetty Inc.	\$10,000.00	4	Busselton Men’s Shed	\$4,080.00	5	Radiance Network South West	\$9,500.00	6	Waratah Support Centre	\$10,000.00	TOTAL		\$43,917.16	05/06/2024 Tegan Robertson Grant agreements in progress. 07/08/2024 Tegan Robertson Grant agreements issued and executed.	07/08/2024																																																																				
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			CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil		
17/04/2024	Review of Bush Fire Advisory Committee Terms of Reference	Completed	COUNCIL DECISION C2404/94 Moved Cr Mikayla Love, seconded Cr Andrew Macnish That the Council endorses the attached Terms of Reference for the Bush Fires Advisory Committee (attachment 1). CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil EN BLOC	06/06/2024 Tegan Robertson Bush Fires Advisory Committee terms of reference adopted and published.	06/06/2024
17/04/2024	Busselton Jetty - s43 Prohibition on Fishing (Wire Trace) Order	Completed	COUNCIL DECISION C2404/93 Moved Cr Mikayla Love, seconded Cr Jodie Richards That the Council requests the CEO to provide advice to the Minister for Fisheries on the positioning of boundaries for the proposed inclusion of the Busselton Jetty and surrounds within the s43 Prohibition on Fishing (Wire Trace) Order, as per Attachment 1. CARRIED 6 / 3 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Mikayla Love, Cr Kate Cox and Cr Richard Beecroft AGAINST: Cr Val Kaigg, Cr Andrew Macnish and Cr Jarrod Kennedy	02/05/2024 Tegan Robertson Officers have advised DPIRD of the Council's decision. DPIRD representatives have confirmed they have noted the position of the Council on its recommended location for wire trace restrictions in the City of Busselton area, following the outcome of community consultation. DPIRD will be engaging Recfishwest to provide comment on the proposal from the City of Busselton. Following discussions with Recfishwest, DPIRD will provide consolidated advice to the Minister on this matter. Any decisions made by the Minister will then be communicated to the City of Busselton.	02/05/2024
17/04/2024	Albert Street Bus Shelter	In Progress	COUNCIL DECISION C2404/95 Moved Cr Val Kaigg, seconded Cr Jodie Richards That the Council: 1. Include \$40,000 in the draft annual budget for the 2024/2025 financial year for the design and implementation of a bus shelter for TRANSWA bus services; and 2. Request that the CEO investigate the location and bus shelter design options available, and provide a report on the suitability of available options and expected costs to the Council in the 2024/25 financial year, prior to commencing detailed design and implementation works. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil	05/06/2024 Tegan Robertson An allocation has been included in the draft 24/25 FY budget. Design and construction is planned to be completed during the 24/25 financial year.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
17/04/2024	Redevelopment of Old Tennis Club - Headlease and Sublease of Lot 448 Marine Terrace, Busselton	Completed	COUNCIL DECISION C2404/96 Moved Cr Jodie Richards, seconded Cr Mikayla Love That the Council: - Resolves to enter into a lease with the State of WA in relation to Lot 448 on Deposited Plan 193977 (25 Marine Terrace) Busselton (the Old Tennis Club Building) and delegates power and authority to the Chief Executive Officer to negotiate and agree the lease on the following terms and conditions: - Term: no less than 30 years - Rent: \$1000 + GST per year - Permitted purpose: Development and operation of a Café, Gelato and Chocolate Retail Outlet - Such further terms and conditions as required by the CEO. - Resolves to sublease the Old Tennis Club Building to Left Coast Chocolate Pty Ltd, subject to the consent of the Minister for Planning, Lands and Heritage and there being no objections raised through the required section 3.58 (of the Local Government Act 1995) advertising, and delegates power and authority to the Chief Executive Officer to negotiate and agree the sublease on the following terms and conditions: - Term: same as Headlease term (less one day) - Rent: Year 1 - \$100 + GST Year 2 - \$16,250 + GST Year 3 - \$32,500 + GST Year 4 - \$48,750 + GST Year 5 - \$65,000 + GST (subject to market rent review) Year 6 and onwards – previous year's rent annually reviewed and adjusted in accordance with CPI each year and market reviews to be undertaken on the 5th anniversary of the term and every 5 years thereafter; - Permitted Purpose: Family restaurant/cafe, chocolatier and retail outlet for the sale of chocolate and gelato or other merchandise approved from time to time by the City; - Such further terms and conditions as required by the CEO. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	14/05/2024 Trevor Ayers Advertising has occurred (closed 10/5/2024). 4 submissions received.	05/06/2024
17/04/2024	Busselton Jetty Reference Group Terms of Reference	Completed	COUNCIL DECISION C2404/97 Moved Cr Anne Ryan, seconded Cr Jodie Richards That the Council: - Adopt the amended Terms of Reference for the Busselton Jetty Reference Group at attachment 1; - Appoint an additional Elected Member to the Busselton Jetty Reference Group; - Member Cr Val Kaigg - Deputy Cr Mikayla Love	01/05/2024 Jo Barrett-Lennard Terms of Reference has been updated, inclusive of Council endorsement date and resolution number. Updated Terms of Reference have been circulated to Economic and Business Development.	01/05/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil		
17/04/2024	Proposed Hangar Lease at Busselton Margaret River Airport	Completed	COUNCIL DECISION C2404/98 Moved Cr Anne Ryan, seconded Cr Jodie Richards That the Council resolves to advertise the proposed disposition of property in accordance with section 3.58 of the Local Government Act 1995 for the terms and conditions outlined in this report and, if there are no objections, delegates power and authority to the Chief Executive Officer, to negotiate and enter into a lease with Mader Valley Investments Pty Ltd as trustee for Helo Trust for the occupation of a portion of Lot 1974, Deposited Plan 411016, Volume 2931, Folio 507, 86 Neville Hyder Drive, Yalyalup as referred to as D4 on Attachment 1, on the following terms and conditions: - The term of the lease to be 21 years commencing on 14 May 2024 and expiring on 14 May 2045 with a further 21 year option. - The annual rent to commence at \$20,790 plus GST with a rent free period from the date of commencement of the Term until the date of Practical Completion or 18 months from the date of commencement of the Term, whichever is earlier. - Rent to be reviewed annually on each anniversary in accordance with CPI, with market rent reviews to be undertaken every 5 years - Permitted purpose aircraft storage and maintenance - Such further terms and conditions as determined by the CEO. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	13/05/2024 Jennifer May The lease has been advertised with no objections received. The proponent will be contacted to enter into a lease with the City. 17/06/2024 Jo Barrett-Lennard The lease has been fully executed by all parties. No further action required.	31/05/2024
17/04/2024	Behaviour complaints framework	In Progress	COUNCIL DECISION C2404/102 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council disband the Behaviour Complaints Committee (and have complaints dealt with by the Council as a whole). Consequential documents to be re-worded to reflect this. CARRIED 7 / 2 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Mikayla Love and Cr Kate Cox	07/08/2024 Tegan Robertson <i>Council Policy: Management of Complaints of Alleged Breaches of Behaviour</i> has been updated to remove reference to the Behaviour Complaints Committee and was reviewed by the Policy and Legislation Committee in July 2024. Committee recommendation will be considered by the Council in August 2024. Delegations to the Behaviour Complaints Committee will be reviewed and revoked through the City's annual review of delegations planned for September/October 2024.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
17/04/2024	Future of Busselton-Sugito Relationship	Completed	COUNCIL DECISION C2404/104 Moved Cr Jodie Richards, seconded Cr Kate Cox That the Council: 1. Authorises a delegation comprising the Mayor, CEO and President of Busselton and Sugito Sister Cities Association (BASSCA) to travel to Sugito in Japan in August 2024 to discuss future proposals for the Busselton-Sugito Sister City relationship. 2. Approves expenditure of \$10,000 from the CEO's 2023/24 contingency budget to fund the cost of the delegation to travel to Sugito for this purpose. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Anne Ryan	07/08/2024 Tegan Robertson Mayor Phill Cronin and CEO Tony Nottle, with BASSCA President, Ms Pauline Vukelic, travelled to Sugito in August 2024 to discuss future proposals for the Busselton-Sugito Sister City relationship.	07/08/2024
17/04/2024	Elected Member Information Bulletin	Completed	COUNCIL DECISION C2404/105 Moved Cr Andrew Macnish, seconded Cr Anne Ryan 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 • Council Resolution Status Update <i>*Shall not be in any way read that the Council endorses or supports or agrees with the matter being 'noted'. In addition, this 'noting' form of communication does not excuse any party from any obligation or responsibility in relation to the matter/s being 'noted'. It is simply a recognition that the CEO has authorised the placing of the information (being 'noted') on the public Council agenda (as opposed to other media or not at all).</i> • That the Council request the CEO use the asterisk and associated context used in recommendation 1 if and whenever the word noted is used (or the phrase 'the Council notes..' or similar variant of note) again in the Council Agenda at any time in the future. CARRIED 5 / 4 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Richard Beecroft AGAINST: Mayor Phill Cronin, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy	18/07/2024 Tegan Robertson Elected Member Information Bulletin received by Council. Templates updated to include explanatory note.	18/07/2024
17/04/2024	Appointment of an Independent External Member - Audit and Risk Committee	Completed	COUNCIL DECISION C2404/107 Moved Cr Andrew Macnish, seconded Cr Mikayla Love That the Council: 1. Appoint Mr Ben Townend as the independent external member of the Audit and Risk Committee.	01/05/2024 Ben Whitehill Mr Ben Townend has been appointed to the Audit and Risk Committee.	01/05/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			ABSOLUTE MAJORITY 2. Pursuant to section 5.100 of the Local Government Act 1995 set the fee for the independent external member of the Audit and Risk Committee at \$415 per meeting. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY		
17/04/2024	Appointment of Independent External Members - Waterways Management Committee	Completed	<u>COUNCIL DECISION</u> C2404/111 Moved Cr Anne Ryan, seconded Mayor Phill Cronin That the Council 1. Appoint the following independent external members to the Waterways Management Committee: a. Mr Steve Disley b. Ms Vikki Viela 2. Pursuant to section 5.100 of the <i>Local Government Act 1995</i> set the fee for the independent external member of the Waterways Management Committee at \$415 per Meeting CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY	01/05/2024 Danielle Halliday Appointees informed by digital letter on 26 April 2024 via Director of Infrastructure and Environment.	01/05/2024
15/05/2024	Adoption of Schedule of Fees and Charges for 2024/25	Completed	<u>COUNCIL DECISION</u> C2409/130 Moved Cr Mikayla Love, seconded Cr Kate Cox That the Council endorses the Fees and Charges as detailed in the "Schedule of Fees and Charges – 2024/25" as per Attachment 2 – Draft Schedule of Fees and Charges – 2024/25, effective from and including 1 July 2024. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil	31/05/2024 Paul Sheridan Schedule of fees and charges adopted by the Council.	31/05/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed																																				
15/05/2024	Leisure Centres Capital Funds	Completed	COUNCIL DECISION C2405/131 Moved Cr Jarrod Kennedy, seconded Cr Val Kaigg <table border="1"> <thead> <tr> <th>Item #</th><th>Budgeted Municipal Net Current Position</th><th>Operational Expenditure Budget</th><th>Capital Expenditure Budget</th><th>Grant</th><th>Reserves or Restricted Assets</th></tr> <tr> <th></th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>Increase / (Decrease)</th><th>(Increase) / Decrease</th><th>Increase / (Decrease)</th></tr> </thead> <tbody> <tr> <td>1</td><td colspan="5">New capital project funded from the Furniture Equipment Reserve</td></tr> <tr> <td></td><td colspan="5">New Project # TBA– Leisure Centres GLC Spin Bikes (C)</td></tr> <tr> <td></td><td>-</td><td>-</td><td>180,000</td><td>-</td><td>(180,000)</td></tr> <tr> <td>TOTALS</td><td>-</td><td>-</td><td>180,000</td><td>-</td><td>(180,000)</td></tr> </tbody> </table> CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil	Item #	Budgeted Municipal Net Current Position	Operational Expenditure Budget	Capital Expenditure Budget	Grant	Reserves or Restricted Assets		Increase / (Decrease)	Increase / (Decrease)	Increase / (Decrease)	(Increase) / Decrease	Increase / (Decrease)	1	New capital project funded from the Furniture Equipment Reserve						New Project # TBA– Leisure Centres GLC Spin Bikes (C)						-	-	180,000	-	(180,000)	TOTALS	-	-	180,000	-	(180,000)	31/05/2024 Paul Sheridan Budget amendment actioned.	31/05/2024
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15/05/2024	Future of the Geographe Leisure Centre	In Progress	COUNCIL DECISION C2405/132 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council authorise the CEO to: - Commence a site identification process for a new District Leisure and Recreation Centre - Undertake further feasibility analysis and assessment to confirm the scope, cost and potential funding sources for the development of a new District Leisure and Recreation facility. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil																																						
15/05/2024	2024-2025 Bushfire Risk Reduction Notice	In Progress	COUNCIL DECISION C2405/135 Moved Cr Jodie Richards, seconded Cr Richard Beecroft That the Council: Endorse the adoption of the 2024-2025 Bushfire Risk Reduction Notice subject to amending point 5 of the Managed Fuel Area definition within the Notice to read “<i>Unless Managed Vegetation, available Surface Fine Fuel loads must be reduced and maintained at an average compressed depth of 15mm, by Passive Fuel</i>”	04/06/2024 Rachel Runco Development of supporting documentation underway.																																					

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			<i>Reduction methods that do not permanently remove or reduce the quantity or occurrence of the native plants, shrubs, and trees within the subject area.</i> 2. Support the planned consultation approach and timeline for implementation of the approved 2024-2025 Bushfire Risk Reduction Notice as described within the officer comment section of this report. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil		
15/05/2024	Application for Development Approval - DA23/0468 - Grouped Dwelling - 2/48 Hammond Road, Yallingup	Completed	COUNCIL DECISION C2405/136 Moved Cr Mikayla Love, seconded Cr Jarrod Kennedy That the Council determines: - That application DA23/0468 submitted for development approval for Grouped Dwelling on Lot 2 (No. 2/48) Hammond Road, Yallingup, is considered by the Council to not be consistent with the Local Planning Scheme No. 21 and the objectives of the zone within which it is located. - To refuse the development application as it does not meet the following matters to be considered when determining a development application as listed under clause 67 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – (2)(c) <i>any approved State planning policy;</i> It is deemed that the proposed development does not comply with State Planning Policy 7.3 Residential Design Codes as it does not comply with the design principles of the clause/s – Clause 5.1.3 Lot Boundary Setbacks – Proposed setback of 1.5m to the rear (western) elevation in lieu of a deemed-to-comply setback of 6m is considered not to meet the associated design principles namely in terms of having an unacceptable impact upon neighbouring properties in terms of building bulk. (2)(m) <i>the compatibility of the development with its setting, including –</i> (i) <i>the compatibility of the development with the desired future character of its setting; and</i> (ii) <i>the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</i> It is deemed that the rear (western) elevation and proposed rear (western) lot boundary setback would result in unacceptable building bulk when viewed from the property to the west and would detract from the visual amenity of the neighbouring property. ¹⁵⁶⁰ (2)(n) <i>the amenity of the locality including the following – ...</i> (ii) <i>the character of the locality;</i> It is deemed that the rear (western) elevation and proposed rear (western) lot boundary setback would result in unacceptable building bulk when viewed from the property to the west and would be inconsistent with the character of the locality. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Andrew Macnish EN BLOC	04/06/2024 Joanna Wilson The decision has been issued and submitters notified of the decision.	04/06/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
15/05/2024	DA17/0866.01 - Application for Modification to Development Approval - Industry - Extractive (Gravel)	Completed	COUNCIL DECISION C2405/137 Moved Cr Anne Ryan, seconded Cr Jodie Richards That the Council determines: 1. That application DA17/0866.01 submitted for 'Amendment to Development Approval – Industry – Extractive' (gravel) at Lot 2 Nuttman Road and Lot 3 Chapman Hill East Road, Chapman Hill is considered by the Council to be generally consistent with Local Planning Scheme No. 21 and the objectives of the zone within which it is located. 2. That condition 6.4 is not amended as the additional haul route proposed by the applicant is not currently considered suitable from a traffic safety perspective to allow for additional heavy vehicles movements. 3. That the conditions of Development Approval for the proposal referred to in (1) above be amended as follows – GENERAL CONDITIONS: 1. The development hereby approved is permitted to operate until 31 December 2024. The site shall be fully rehabilitated in accordance with an approved Rehabilitation Management Plan (as approved under condition 3.2) by the expiry date of this development approval. 2. The owner must ensure that the development is undertaken in accordance with the approved plans and the details contained within the Site and Development Plans and Application Material (Attachment B and C), other than as modified by the conditions below. Where there is a conflict between a condition of this development approval and any approved plan, the requirements of the condition shall prevail. 3. If at any time, any of the conditions have not been complied with, all extraction activities (including haulage) must cease until such time as the breach has been rectified, to the satisfaction of the City in writing. PRIOR TO COMMENCEMENT OF ANY WORKS CONDITIONS: 4. The owner must ensure that no material is extracted from the site or any other works undertaken until the following plans/details have been submitted to, and approved by, the City: 4.1 Details of a Tree Protection Plan providing for temporary demarcation barriers to be erected to 15m from the crown drip zone of adjacent trees to protect the tree and root system from accidental machinery damage. 4.2 A Rehabilitation Plan, to be prepared by a suitably qualified natural revegetation practitioner, incorporating like for like revegetation for the area cleared and to be revegetated with native species to provide habitat for black cockatoos and shall include details of the following: a) Description of the finished profile of the soils of the extraction area post extraction; b) Final ground contours, finished profile with embankments not to be steeper than 1 in 5; c) Proposed vegetation assemblage for the area post extraction, given the soil profile, topography and a description of the ecological values and functions that are expected to be returned to the revegetation offset site; d) Staging of revegetation process; e) Ripping and/or other treatments to the base of the pit;	04/06/2024 Joanna Wilson The decision letter has been issued and submitters notified of the decision.	04/06/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			f) Spreading of stockpiled topsoil; g) Re-use of any stockpiled vegetation; h) Planting methodology, native species list (mix of trees, shrubs and ground covers), planting densities; i) Criteria for assessment of whether the revegetation has been satisfactorily completed; and j) Weed management plan. 4.4 A revised Water Management Plan, including additional details regarding stormwater retention measures to prevent the flow of stormwater into neighbouring properties. 4.5 Details of warning signage to be erected along the transport route. Signage shall include signs on both approaches to the pit along Nuttman Road 100m from the access. 4.6 A Dust Management Plan, including details validating the water supply available for dust suppression to implement the approved and procedures associated with management of dust on the unsealed section of the haul route. 4.7 Details for the upgrading of the existing crossover to ensure that adequate sightlines are achieved. 4.8 Plans for the widening of Nuttman Road to: a) a minimum unsealed carriageway width of 7.0 metres from the crossover to the subject site north to the sealed section of Nuttman Road; and b) Widening of the sealed section of Nuttman Road to 6.2m with 0.80m gravel shoulders (7m formation). <i>(such plans shall specify the width, alignment, gradient and type of construction proposed for the upgrades, including all relevant horizontal cross-sections and longitudinal-sections showing existing and proposed levels, together with details of vegetation, pinch points and culverts and where necessary how such culverts will be upgraded).</i> 4.9 A 3D Digital Terrain Model indicating the following in Australian Height Datum: a) Existing ground levels; b) Maximum extraction depths; and c) Minimum final ground levels after rehabilitation. 4.10 The following bonds being provided to the City: a) A road maintenance bond of \$20,000 (being an unconditional bank guarantee) to ensure that the surrounding road network is maintained to the satisfaction of the City for the term of the extractive industry. Those portions of public roads affected by the activities related to the approval shall be maintained to a standard acceptable to the City at the cost of the owner. The City may use the bond to maintain the affected public roads as it deems necessary. b) A dust bond of \$6,000, which shall be held against satisfactory compliance with the Dust Management Plan. c) A rehabilitation bond of \$30,000, which shall be held against satisfactory compliance with Condition 4.2 of this approval. d) Further to conditions 4.10 (a)-(c) (bond conditions), the bonds are to be accompanied by an executed legal agreement with the City at the full cost of the owner. The legal agreement shall include:		

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			i. The ability for the City to be able to use the bond, or part of the bond as appropriate, and any costs to the City including administrative costs of completing or rectifying any outstanding works on site in accordance with the conditions of this development approval and any further costs; ii. Written authorisation from the owner of the land that the City may enter the site at any time and permit the City to complete or rectify any outstanding work to the satisfaction of the City; iii. If at any time part of the bond is called upon, used or applied by the City in accordance with the legal agreement, the restoration of the bond to the full amount required by these conditions; and iv. The ability to lodge a caveat over the site to secure the City's interest. 4.11 Details of a noise bund to the southern boundary to the satisfaction of the City, in addition to the noise reduction measures contained within the Approved Environmental Noise Assessment of Gravel Crushing by Acoustic Engineering Solutions dated 23 October 2020. 4.12 Details of entry signage to be erected within the lot boundaries adjacent to all driveways and pit entrances, visible and legible to vehicles entering/exiting the Site. Signage shall include the following details: a) Approved operating hours; b) Site contact details; c) Approved haulage route and times; and d) School bus times. PRIOR TO COMMENCEMENT OF EXTRACTION CONDITIONS: 5. owner must ensure that no material is extracted until information setting out that and how the plans and details required by Conditions 2 and 4 have been implemented/has been provided to the satisfaction of the City, and the City has subsequently issued a 'Permit to Commence', confirming that extraction can commence. PRIOR TO COMMENCEMENT OF EXTRACTION, OTHER THAN EXTRACTION FOR UPGRADES TO NUTTMAN ROAD: 6. Notwithstanding Condition 5 above, gravel can be extracted from and crushed on the site for the purpose of upgrading Nuttman Road and/or the crossover, in the following circumstances: a) Where all plans, details and bonds required by Condition 4 have been provided to and approved by the City, and implemented to the satisfaction of the City; and b) With the prior written approval of the City. ONGOING CONDITIONS: 7. The owner must ensure that the plans, details and works undertaken to satisfy Conditions 1, 2, 3, 4, 5 and 6 are subsequently implemented and maintained for the life of the development and, in addition, the following conditions must be complied with: 7.1 The development hereby approved shall be limited to: the excavation or movement of gravel from its natural state on the site; screening of material; crushing of gravel; transportation of gravel within or off the site; associated drainage works and access ways; and rehabilitation works. At no time shall any blasting works be carried out. 7.2 Operating hours, including the use of any vehicle or machinery, or the transportation/haulage of materials, shall be restricted to the hours between:		

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			a) 7:00am and 6:00pm Mondays to Fridays; and b) 7:00am and 1:00pm Saturdays for rehabilitation works only. No extractive works are permitted on Saturdays. c) No works of any kind to be carried out at any time on Sundays or public holidays. 7.3 Within one week of each school term's commencement, details of the school bus exclusion time for both am and pm shall be submitted to and approved by the City in consultation with the relevant school bus operators. The times should include the bus operating times on the haulage routes including a 15min exclusion window either side of the earliest and latest bus time. 7.4 The designated haulage route is to the Busselton Bypass, northwards along Nuttman Road to Walsall Road and then north along Chapman Hill Road. No other routes may be used, until trucks have reached the Busselton Bypass. 7.5 A maximum number of 70 truck movements (i.e. 35 trucks entering and 35 trucks exiting the site) shall be permitted on any operating day (i.e. Sundays and public holidays are not operating days). No truck movements shall be permitted on any other day or outside the approved operating hours. 7.6 Notwithstanding Conditions 7.4 and 7.5 above, should more than 70 truck movements per day and/or an alternative haulage route be proposed, a Traffic Management Plan is to be submitted to and approved in writing by the City; with the Plan being submitted to the City at least 7 working days prior to any haulage not consistent with Conditions 7.4 or 7.5 occurring. <i>Note: The City will only approve additional movements or alternate routes where it is determined that an acceptable Traffic Management Plan has been provided. The City will not approve additional truck movements and/or an alternative haulage route for more than 20 working days in any calendar year. Any additional days will require a Modification to Development Approval to be submitted to, and approved by, the City.</i> 7.7 No more than 2 hectares shall be worked at any one time; this area shall then be rehabilitated in accordance with the pasture zone 2 details pursuant to Condition 4.2 concurrently with the extraction of the following 2 hectare area. 7.8 The lowest level of excavation shall always be a minimum of 300mm above the maximum water table level and no dewatering works are to be undertaken. 7.9 Further to condition 7.8 (level of extraction), the final land surface (after rehabilitation for pasture) should be 500mm above the maximum seasonal groundwater. 7.10 Native Revegetation Zone 1 of the approved Rehabilitation Plan shall be implemented this planting season in accordance with the approved details, including any notes placed thereon in red by the City. 7.11 The owner must submit to the City annually within three months of every anniversary of the issue of the Permit to Commence certificate a written report detailing the following to the satisfaction of the City: a) A survey conducted by a licensed surveyor certifying: - The extent/size and location of the area which has been extracted; - The extent/size and location of the area which has been rehabilitated; - The extent/size and location of the area which is currently under operation; b) Details as to which conditions of this development approval have been complied with and how the conditions have been complied with; and c) No extraction operations, including stockpiling or transportation of extracted material, are to be undertaken on the site at any time when an annual written report is due and has not been submitted to the City.		

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			7.12 No development (including any extraction) may be carried out at any time when any bond that is required to be in force and effect under Condition 4.10 is not in full force and effect. 7.13 Trucks may not arrive at the Site prior to 6:45am and may not leave the Site after the relevant closing time stipulated by condition 7.2. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Mikayla Love		
15/05/2024	RFT07/24 Dunsborough Lakes Lansdcape Maintenance	Completed	<u>COUNCIL DECISION</u> C2405/138 Moved Cr Mikayla Love, seconded Cr Jarrod Kennedy That the Council endorses the outcome of the evaluation panel's assessment of the tender submissions received in response to RFT07/24 Dunsborough Lakes Estate Landscape Maintenance and accepts the tender submission from Brody Kuyer as trustee for the Kuyer Family Trust trading as New Image Landscaping and Maintenance as most advantageous to the City. CARRIED 8 / 1 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Cr Andrew Macnish EN BLOC	18/07/2024 Tegan Robertson Contract awarded and commenced.	18/07/2024
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15/05/2024	Business Development, Events and Marketing Program Outcomes - April 2024	Completed	<u>COUNCIL DECISION</u> C2405/139 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy	18/07/2024 Tegan Robertson All grant agreements created and sent to grant recipients. All agreements include CR point 4 'That all City of Busselton funding recipients be informed their funding is contingent upon the recipient/s collecting and reporting in their acquittal the data relevant to the economic development or other benefit of their event. The acquittal	18/07/2024

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			That the Council: 1. Endorses the following single year funding allocation towards the below community focused event, to be funded from the 2023/2024 Events Budget: <table><thead><tr><th>Event Name</th><th>Event Date</th><th>Cash funding allocation</th></tr></thead><tbody><tr><td>Go Blue for June 2024</td><td>1-30 June 2024</td><td>\$4,000</td></tr><tr><td>TOTALS</td><td></td><td>\$4,000</td></tr></tbody></table> 2. Recommends the following funding allocations to the below community focused events to be funded from the 2024/2025 - 2026/2027 Events Budgets: <table><thead><tr><th>Event Name</th><th>Event Date</th><th>Cash funding allocation</th></tr></thead><tbody><tr><td>Women’s Mental Health Soiree</td><td>13 July 2024</td><td>2024/2025 \$0</td></tr><tr><td>South West Jiu Jitsu Championship</td><td>11 August 2024</td><td>2024/2025 \$4,000 2025/2026 \$4,000 2026/2027 \$4,000</td></tr><tr><td>South West Japan Festival</td><td>16-17 August 2024</td><td>2024/2025 \$1,000</td></tr><tr><td>Dunsborough SongFest</td><td>8-10 October 2024</td><td>2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000</td></tr><tr><td>Dunsborough Ladies Classic Bowls Carnival</td><td>24-25 October 2024</td><td>2024/2025 \$1,000</td></tr><tr><td>Coastrek</td><td>25 October 2024</td><td>2024/2025 \$5,000</td></tr><tr><td>2024 Busselton Show</td><td>1-2 November 2024</td><td>2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000</td></tr><tr><td>Pride Wellbeing Festival</td><td>1-10 November 2024</td><td>2024/2025 \$5,000</td></tr><tr><td>Dunsborough Street Party</td><td>8 November 2024</td><td>2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000</td></tr><tr><td>White Ribbon Silent March</td><td>26 November 2024</td><td>2024/2025 \$2,000</td></tr><tr><td>Christmas in Mitchell Park</td><td>13 December 2024</td><td>2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000</td></tr><tr><td>Vasse Community Christmas Festival</td><td>14 December 2024</td><td>2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000</td></tr><tr><td>Taj’s Small Fries</td><td>15-19 January 2025</td><td>2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000</td></tr><tr><td>Art in the Park</td><td>17-19 January 2025</td><td>2024/2025 \$1,000 2025/2026 \$1,000 2026/2027 \$1,000</td></tr><tr><td>Busselton Junior Tennis Tournament</td><td>19-22 January 2025</td><td>2024/2025 \$2,000 2025/2026 \$2,000 2026/2027 \$2,000</td></tr></tbody></table> report will be assessed by the City and will inform ongoing funding considerations including contractual obligations for subsequent years.'	Event Name	Event Date	Cash funding allocation	Go Blue for June 2024	1-30 June 2024	\$4,000	TOTALS		\$4,000	Event Name	Event Date	Cash funding allocation	Women’s Mental Health Soiree	13 July 2024	2024/2025 \$0	South West Jiu Jitsu Championship	11 August 2024	2024/2025 \$4,000 2025/2026 \$4,000 2026/2027 \$4,000	South West Japan Festival	16-17 August 2024	2024/2025 \$1,000	Dunsborough SongFest	8-10 October 2024	2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000	Dunsborough Ladies Classic Bowls Carnival	24-25 October 2024	2024/2025 \$1,000	Coastrek	25 October 2024	2024/2025 \$5,000	2024 Busselton Show	1-2 November 2024	2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000	Pride Wellbeing Festival	1-10 November 2024	2024/2025 \$5,000	Dunsborough Street Party	8 November 2024	2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000	White Ribbon Silent March	26 November 2024	2024/2025 \$2,000	Christmas in Mitchell Park	13 December 2024	2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000	Vasse Community Christmas Festival	14 December 2024	2024/2025 \$5,000 2025/2026 \$5,000 2026/2027 \$5,000	Taj’s Small Fries	15-19 January 2025	2024/2025 \$10,000 2025/2026 \$10,000 2026/2027 \$10,000	Art in the Park	17-19 January 2025	2024/2025 \$1,000 2025/2026 \$1,000 2026/2027 \$1,000	Busselton Junior Tennis Tournament	19-22 January 2025	2024/2025 \$2,000 2025/2026 \$2,000 2026/2027 \$2,000	
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TOTALS		2024/2025 \$102,500 2025/2026 \$83,500 2026/2027 \$83,500																																																														
Event Name	Event Date	Cash funding allocation																																																														
Busselton Caravan & Camping Show	21-22 September 2024	2024/2025 \$10,000																																																														
Shelter Garden Party	12 October 2024	2024/2025 \$5,000																																																														
Cape to Cape MTB	17-20 October 2024	2024/2025 \$12,500 2025/2026 \$12,500 2026/2027 \$12,500																																																														
Tour of Margaret River – Busselton event hub	31 October – 3 November 2024	2024/2025 \$10,000																																																														
Pair'd, Margaret River Region	14-17 November 2024	2024/2025 \$25,000																																																														
Yahava KoffeeWorks Cool Water Classic	16 November 2024	2024/2025 \$18,750 2025/2026 \$18,750 2026/2027 \$18,750																																																														
IRONMAN WA FOC Room Nights	27 November – 1 December 2024	2024/2025 \$20,000 2025/2026 \$20,000 2026/2027 \$20,000																																																														
IRONMAN WA Volunteer Program	27 November – 1 December 2024	2024/2025 \$20,000 2025/2026 \$20,000 2026/2027 \$20,000																																																														
Yallingup Malibu Classic	1 December 2024	2024/2025 \$4,000 2025/2026 \$4,000 2026/2027 \$4,000																																																														
The Beerfarm Rodeo	28 February – 1 March 2025	2024/2025 \$15,000																																																														
Trans Cape SwimRun	8 March 2025	2024/2025 \$4,375 2025/2026 \$4,375 2026/2027 \$4,375																																																														
Alcohol. Think Again Beach Volleyball Tour	8-9 March 2025	2024/2025 \$2,500																																																														
XTERRA Dunsborough	5-6 April 2025	2024/2025 \$12,500 2025/2026 \$12,500																																																														

Meeting Date	Item	Status	Action Required	Action Taken	Completed															
			<table><tr><td></td><td></td><td>2026/2027 \$12,500</td></tr><tr><td>A'Van Club of Australia</td><td>28 April – 5 May 2025</td><td>2024/2025 \$3,000</td></tr><tr><td>Australian Women Pilots' Association Annual Conference 2025</td><td>30 April – 4 May 2025</td><td>2024/2025 \$3,000</td></tr><tr><td>Busselton Festival of Triathlon</td><td>2-4 May 2025</td><td>2024/2025 \$70,000 2025/2026 \$70,000 2026/2027 \$70,000</td></tr><tr><td>TOTALS</td><td></td><td>2024/2025 \$235,625 2025/2026 \$162,125 2024/2025 \$162,125</td></tr></table> 4. That all City of Busselton funding recipients be informed their funding is contingent upon the recipient/s collecting and reporting in their acquittal the data relevant to the economic development or other benefit of their event. The acquittal report will be assessed by the City and will inform ongoing funding considerations including contractual obligations for subsequent years. CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil BY ABSOLUTE MAJORITY			2026/2027 \$12,500	A'Van Club of Australia	28 April – 5 May 2025	2024/2025 \$3,000	Australian Women Pilots' Association Annual Conference 2025	30 April – 4 May 2025	2024/2025 \$3,000	Busselton Festival of Triathlon	2-4 May 2025	2024/2025 \$70,000 2025/2026 \$70,000 2026/2027 \$70,000	TOTALS		2024/2025 \$235,625 2025/2026 \$162,125 2024/2025 \$162,125		
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A'Van Club of Australia	28 April – 5 May 2025	2024/2025 \$3,000																		
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TOTALS		2024/2025 \$235,625 2025/2026 \$162,125 2024/2025 \$162,125																		
15/05/2024	Busselton and Dunsborough Yallingup Chambers of Commerce and Industries - Funding Proposal	Completed	<u>COUNCIL DECISION</u> C2405/140 Moved Cr Andrew Macnish, seconded Cr Jodie Richards That the Council: 1. Endorse the following funding allocations from the Business Development, Events and Marketing Program (BDEMP) reserve: <table><tr><th>Organisation</th><th>Financial Year</th><th>Funding allocation</th></tr><tr><td rowspan="2">Busselton Chamber of Commerce and Industry (BCCI)</td><td>2023/24 budget</td><td>\$60,000</td></tr><tr><td>2024/25 budget</td><td>\$60,000</td></tr><tr><td rowspan="2">Dunsborough-Yallingup Chamber of Commerce and Industry (DYCI)</td><td>2023/24 budget</td><td>\$40,000</td></tr><tr><td>2024/25 budget</td><td>\$40,000</td></tr></table> 2. To give effect to the funding allocations in resolution 1, enter into separate multi year funding agreements for the 2024/25 and 2025/26 financial years with BCCI and DYCI that include: a. measurable key performance indicators (KPIs) including one requiring the reporting of economic benefit / value of the Chamber's initiatives that quantifies the return on the funding invested. b. targets to increase long-term financial sustainability; c. a condition that year two funding is dependent on the KPIs being met or exceeded; and	Organisation	Financial Year	Funding allocation	Busselton Chamber of Commerce and Industry (BCCI)	2023/24 budget	\$60,000	2024/25 budget	\$60,000	Dunsborough-Yallingup Chamber of Commerce and Industry (DYCI)	2023/24 budget	\$40,000	2024/25 budget	\$40,000	10/07/2024 Trevor Ayers KPI's agreed and agreements finalised	10/07/2024		
Organisation	Financial Year	Funding allocation																		
Busselton Chamber of Commerce and Industry (BCCI)	2023/24 budget	\$60,000																		
	2024/25 budget	\$60,000																		
Dunsborough-Yallingup Chamber of Commerce and Industry (DYCI)	2023/24 budget	\$40,000																		
	2024/25 budget	\$40,000																		

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			d. a condition requiring a presentation to the Elected Members of performance against KPIs by 30 April each year, followed by a formal written report submitted to the City by 22 May each year, which will then form the basis for an officer report to the Council (in June). CARRIED 9 / 0 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox, Cr Jarrod Kennedy and Cr Richard Beecroft AGAINST: Nil		
15/05/2024	Lease of the proposed Marine Discovery Building	In Progress	COUNCIL DECISION C2405/141 Moved Cr Jodie Richards, seconded Cr Andrew Macnish That the Council: 1. Provide in principle support to enter into a lease with Busselton Jetty Inc (BJI) for the construction and operation of a Marine Discovery Building, as per the concept design in attachment 1, situated within Lot 501, Reserve 38558, Busselton Foreshore, as depicted in attachment 2, subject to state and federal government approval of funding and authorisation to commence the project. 2. Agree that the terms and conditions of the lease are to be subject to a further report and decision of the Council, and are to consider: a. Responsibilities for the maintenance and insurance of the asset; b. Annual costs and budget to maintain and insure the asset; and c. The financial benefit to the Jetty Maintenance Reserve. CARRIED 6 / 3 FOR: Mayor Phill Cronin, Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish and Cr Richard Beecroft AGAINST: Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy	30/07/2024 Maxine Palmer The proposed Marine Discovery Building is to be fully funded by the State. The terms and conditions of the lease arrangement with BJI are being worked through to consider the points raised in the Council resolution.	
19/06/2024	Audit and Risk Committee - 8 May 2024 - Complaints Handling Process	In progress	Please action as per resolution. COUNCIL DECISION C2406/155 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council re-iterates its resolution C2402/39 and clarifies that all three action items for moving forward contained therein (3 a), b), c)), be implemented. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	07/08/2024 Sarah Pierson The first step of the review process has been undertaken with review of the Council's Complaints Management policy. This policy has been recommended with some minor edits to the Council by the Policy and Legislation Committee, and will be considered at Council's August 2024 Council meeting. A broader report (inclusive of the outcomes of the strategic policy review) will be presented to the ARC outlining the outcomes and recommendations of a review into complaints handling.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
19/06/2024	Audit and Risk Committee - 8 May 2024 - Notice of Motion - Complaints and Audit List	In Progress	COUNCIL DECISION C2406/156 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy - Pursuant to Council resolution C2402/39*, the ARC establish a list of items/functions/matters the subject of 'complaint', to be reviewed through an independent or internal audit/auditor^. - An internal audit plan list be drafted prior to the commencement of the application of the budgeted resourcing and it be priority headed by the following list. The draft internal audit plan list to be presented by the scheduled July ARC meeting. - The internal audit plan list to include (in order of priority) but not be limited to: - A review of the definition of a Complaint (for monitoring/analysis). - The process of assessing and monitoring and also dealing with third parties (pre and post approval) involving extractive industry Development Applications. - The City's Planning department's system of application of assessment and subsequent interaction with applicants where i) DA's are triaged upon receipt and ii) about to or have progressed to their 60/90 day limit. - The Council requests members of the ARC to submit (complaint-related) matters with accompanying justification/reasons by 5:30, 22nd May 2024, for the CEO to collate and list as an ARC agenda item for discussion for future programming into the internal audit function at the next ARC meeting. <i>^ The Council has allocated a combined \$145,000 to resource (via officer and consultant) the undertaking of the internal audit function.</i> CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	07/08/2024 Tegan Robertson Internal audit RFQ evaluation has been completed, and a report provided to the Audit and Risk Committee for consideration at its 24 July 2024 meeting. Committee recommendation will be considered by the Council in August 2024.	
19/06/2024	Policy and Legislation Committee - 15 May 2024 - New Council Policy: Model Litigant	Completed	COUNCIL DECISION C2406/157 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council adopt the Model Litigant Policy (Attachment 1). CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	17/07/2024 Ben Whitehill Policy adopted and published on City website.	17/07/2024
19/06/2024	Policy and Legislation Committee - 15 May 2024 - Council Policy Review: Private works on City land including private coastal protection works	Completed	COUNCIL DECISION C2406/159 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council adopts the Council Policy 'Private works on City land including private coastal protection works' as per attachment 1 to replace the current policy.	18/07/2024 Tegan Robertson Policy adopted and published.	18/07/2024

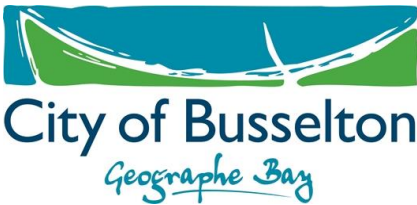
Meeting Date	Item	Status	Action Required	Action Taken	Completed
			CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC		
19/06/2024	Policy and Legislation Committee - 15 May 2024 - Council Policy Review: Waste Collection Services	Completed	COUNCIL DECISION C2406/160 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council adopts the Council Policy – Waste Collection Services as per attachment 1 to replace the current policy. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	18/07/2024 Tegan Robertson Policy adopted and published.	18/07/2024
19/06/2024	Policy and Legislation Committee - 15 May 2024 - Council Policy Review: Public Artwork and Urban Art	Completed	COUNCIL DECISION C2406/161 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council: - Adopts the amended Council Policy 'Public Art' as per Attachment 1 to replace the current Council Policy 'Public Artwork'; and - Rescind the Council Policy 'Urban Art'. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	18/07/2024 Tegan Robertson Public Art Policy adopted and published. Urban Art Policy rescinded.	18/07/2024
19/06/2024	Hannay Lane	In Progress	COUNCIL DECISION C2406/165 Moved Cr Val Kaigg, seconded Cr Andrew Macnish That the Council: - Retain and re-affix 'pot plants' to the dedicated pedestrian and cyclist area/path on Hannay Lane as soon as practicable to improve safety and clearly delineate the path as a no parking area. - Request the CEO to investigate the following options for the future of Hannay Lane during the 2024/2025 financial year: - retaining two way traffic flow and constructing a kerbed raised footpath;	09/07/2024 Jo Barrett-Lennard City officers have met with the petitioner onsite to discuss options outlined in the resolution.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
			b. one way traffic flow retaining the at grade footpath with the potential of an additional loading zone; and c. one way traffic flow constructing a kerbed raised footpath with the potential of an additional loading zone. 3. Request the CEO to provide a report to the Council on the outcome of the above investigation, including expected costs, in advance of the adoption of the 2025/2026 budget. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil Reasons: Further investigations into the options available would assist the Council in considering safety outcomes and preventing illegal parking in the lane.		
19/06/2024	Sublease - Left Coast Chocolate Pty Ltd 25 Marine Terrace, Busselton - submissions received in response to local public notice	Completed	<u>COUNCIL DECISION</u> C2406/167 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council, after considering the submissions received under s3.58 of the <i>Local Government Act 1995</i>, approves the sublease of Lot 448, 25 Marine Terrace, Busselton (Old Tennis Club Building) to Left Coast Chocolate Pty Ltd, subject to the consent of the Minister for Lands and authorises the Chief Executive Officer to enter into a sublease on the following terms and conditions, and in accordance with the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i>: - Term: Initial term of 10 years with an option to renew for a further 2, 10 year terms, last term less one day. - Rent: - Year 1 - \$100.00 plus GST - Year 2 - \$16,250.00 plus GST - Year 3 - \$32,500.00 plus GST - Year 4 - \$48,750.00 plus GST - Year 5 – market rent - From year 6 onwards, annual rent reviews will be adjusted according to CPI, with market rent reviews undertaken every 5 years. - Permitted Purpose: Family restaurant/cafe, chocolatier and retail outlet for the sale of chocolate and gelato or other merchandise approved from time to time by the City. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	31/07/2024 Trevor Ayers Documents have been signed and finalised with both the proponents and State.	31/07/2024

Meeting Date	Item	Status	Action Required	Action Taken	Completed
19/06/2024	2024 Financial Management System Review	Not yet started	COUNCIL DECISION C2406/168 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the Council 1. Receives the 2024 Financial Management System Review and acknowledges the outcomes as presented in Attachment 1, in accordance with Regulation 5(2)(c) of the <i>Local Government (Financial Management) Regulations 1996</i>; and 2. Requests the CEO to provide update reports on the findings and recommendations to the Audit and Risk Committee at its November 2024 meeting and thereafter quarterly. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	18/07/2024 Tegan Robertson Next update to be provided to the Audit and Risk Committee at the November 2024 meeting.	
19/06/2024	Audit and Risk Committee - 8 May 2024 - Legal Advice	In Progress	COUNCIL DECISION C2406/178 Moved Cr Andrew Macnish, seconded Cr Jarrod Kennedy That the ARC recommend the following motion to the Council: 1. The CEO source external alternative legal advice (to that provided in December 2020 by McLeods) to provide a second opinion on the statutory requirement to advertise the BPACC (now Saltwater) business plan pursuant to s3.59 (Major Land Transaction) <i>Local Government Act 1995</i>. 2. The brief for the external alternative legal advice to provide all of the information that was provided to McLeods causing its initial advice (to Dec 15, 2020 inclusive), and the new information causing subsequent advice (post 15 Dec, 2020) along with the Council's most up to date position for purposes of seeking advice in relation to: a) The appropriateness (or otherwise) of including contracts including but not limited to; construction, management and leases together for a common overall purpose being that of contributing/combining to the implementation of the BEACH then BPACC (later to be described as Saltwater) project proposal for the purposes of forming a Major Land Transaction (s3.59 LG Act); and b) The triggering of the need to re-advertise a business plan (under s3.59) when planned State funding of \$9.5m[^] did not eventuate (causing this amount to be replaced via further debt funding contributed by City ratepayers). If the balance of the advice in the interests of transparency is to support public advertising under s3.59 at any time now or in the past then what options exist to ameliorate this situation from this point forward to mitigate risk (in a broad sense). Specific advice is required pursuant to LG Act s3.59(9). [^]\$9.5m exceeded the Reg 8 threshold of approx. \$7.7m at the time. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil EN BLOC	17/07/2024 Ben Whitehill External lawyer has been briefed and is preparing advice.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
19/06/2024	Event Proposal	Completed	COUNCIL DECISION C2406/179 Moved Cr Mikayla Love, seconded Cr Jodie Richards That the Council endorses the single year funding allocation of \$10,000 cash towards the event proposal that is the subject of this report. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil BY ABSOLUTE MAJORITY	18/07/2024 Tegan Robertson Event organiser informed of outcome of funding request. The City is waiting on confirmation from event organiser that they have been successful in securing the event against other global locations before preparing the grant agreement.	30/07/2024
19/06/2024	Funding Proposal - South West Development Commission	In Progress	COUNCIL DECISION C2406/180 Moved Cr Andrew Macnish, seconded Cr Jodie Richards That the Council: - Agrees to the request and proposal from the South West Development Commission to deliver the Innovative Industries Forum in partnership with the City of Bunbury to further attract Economic Development opportunities for the City of Busselton and surrounding regions; - Agree to provide the following contribution to the South West Development Commission to deliver the to the Innovative Industries Forum as follows: a) \$50,000 2024/25 financial year; and b) \$150,000 2025/26 financial year. - The contribution in 2a) and 2b) is conditional upon the South West Development Commission agreeing to conduct a study, at its cost, assessing the employment opportunities and economic development benefits of matters raised in the Forum, broadly and specifically in relation to the Busselton Margaret River Airport. This shall include but not be limited to, transport to and from the airport, logistics and timing of future industry development and identification of government assistance via strategy, programs and funding. - The contribution in 2b) is conditional upon consideration of a detailed assessment of the success (or otherwise) of the Forum prepared objectively by the South West Development Commission and presented orally and in written form prior to the end of March 2025. - Thanks the South West Development Commission for its offer to be involved and requests the CEO to suggest future such forums could be held in the City of Busselton given its growth rate will make it the largest regional district in WA. CARRIED 7 / 0 FOR: Cr Anne Ryan, Cr Jodie Richards, Cr Val Kaigg, Cr Andrew Macnish, Cr Mikayla Love, Cr Kate Cox and Cr Jarrod Kennedy AGAINST: Nil Reasons: While supportive of the partnership opportunity for the Innovative Industries Forum, a study to assess and quantify the employment opportunities and economic development benefits of matters raised in the forum provides a tangible benefit outcome for the funding contribution.	31/07/2024 Trevor Ayers Discussions are continuing with the SWDC.	

Meeting Date	Item	Status	Action Required	Action Taken	Completed
12/2021	EXPRESSION OF INTEREST - RESERVE 46187 LOT 448 MARINE TERRACE; OLD TENNIS CLUB BUILDING	Completed	COUNCIL DECISION C2112/119 Moved Councillor A Ryan, seconded Councillor P Cronin That the Council: 1. Acknowledges the receipt of two responses to a publicly advertised expression of interest process seeking a commercial operator to lease Reserve 46187 – Lot 448 Marine Terrace to operate a business venture consistent with the permissible building uses. 2. Nominates Geographe Bay Brewing Co. as the 'preferred proponent' for a period of 6 months, as potential future lessee of Reserve 46187 – Lot 448 Marine Terrace, Busseton. 3. Authorises the CEO to continue negotiations with the Department of Planning, Lands and Heritage to change the purpose of Lot 448 on Reserve 46187 and agree the terms of head lease with the State Government. 4. Subject to the outcome of recommendation 3 above, authorises the CEO to enter into negotiations for the terms and conditions of a sub-lease with Geographe Bay Brewing Co, including ground rent, lease term, asset management, potential landscaping proposals and any legal considerations to operate a commercial venture and return to Council with recommendations in relation to the heads of terms. CARRIED 9 / 0	27/12/2023 Sharon Woodford-Jones The proponent recently updated City officers in relation to the likely service requirements to the premises. They are nearly finished with the rebranding exercise which can be presented to Council in the New Year. CEO has confirmed that their preferred proponent status can be extended by letter 02/05/2024 Tegan Robertson Complete. See C2404/98.	02/05/2024
02/2023	RESERVE 46187 LOT 448 MARINE TERRACE: OLD TENNIS CLUB BUILDING PREFERRED PROPONENT EXTENSION	Completed	COUNCIL DECISION C2302/024 Moved Councillor P Carter, seconded Councillor K Cox That the Council extends the 'preferred proponent' status for Geographe Bay Brewing Co. as potential lessee of Reserve 46187 – Lot 448 Marine Terrace, Busseton until 31 December 2023 CARRIED 9 / 0 FOR: Cr Grant Henley, Cr Paul Carter, Cr Anne Ryan, Cr Jodie Richards, Cr Kate Cox, Cr Phill Cronin, Cr Sue Riccelli, Cr Mikayla Love and Cr Ross Paine AGAINST: NIL	03/08/2023 Tiffany Sweatman Working with DLPH with regards to terms of the headlease and proposed commercial use. Further information has been requested to justify our request for a nominal rent headlease on the basis of placing the income from the sublease into the Jetty Maintenance Reserve. Teams meeting has been sent up, which had to be rescheduled due to absence. 26/10/2023 Sharon Woodford-Jones DPLH have confirmed a nominal rent headlease can be offered. The proponent is due to meet with City officers next week to discuss the terms of the sublease. An up to date valuation will be required to determine rent and meet the statutory advertising requirements. Once the parties have agreed the heads of terms a report will be presented to Council requesting authority be given to the CEO to enter into a development agreement and sublease. 02/05/2024 Tegan Robertson Complete. See C2404/98.	02/05/2024



CIVIL LITIGATION REPORT
(as at 1 August 2024)

MATTER NAME AND REFERENCE	JURISDICTION	DATE COMMENCED	STAGE COMPLETED	NEXT STEPS
BCP Contractors Pty Ltd v City of Busselton (PER CIV 1797 2020)	Supreme Court of Western Australia	July 2020	Matter was referred to the City’s insurer, LGIS, who have instructed lawyers. The proceedings are being managed by the City’s insurers.	Listed for a Case Management Conference on 18 June 2024
Eichenberg v City of Busselton & Anor (PER CIV 2226 2020)	Supreme Court of Western Australia	December 2020	Matter was referred to the City’s insurer, LGIS, who have instructed lawyers. The proceedings are being managed by the City’s insurers.	Listed for a Case Management Conference on 3 September 2024
Stacey Rouse v City of Busselton and others (CIV 2717 of 2021)	District Court of Western Australia	July 2021	Matter was referred to the City’s insurer, LGIS, who have instructed lawyers. The proceedings are being managed by the City’s insurers.	Awaiting programming

Note: Litigation is the conduct of legal proceedings by parties before a court and civil litigation is legal proceedings involving a dispute between two parties that isn't based on criminal actions. The City reports on all civil litigation currently before the courts.



**THE HON CHRIS BOWEN MP
MINISTER FOR CLIMATE CHANGE AND ENERGY**

MC24-012368

Mr Tony Nottle
Chief Executive Officer
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

city@busselton.wa.gov.au

Dear Mr Nottle

Thank you for your correspondence of 16 May 2024 regarding the proposed offshore wind area off the Bunbury region in Western Australia. I appreciate the time you have taken to bring this matter to my attention.

I note the issues regarding the proposed offshore wind area that were raised in the special council meeting on 24 April 2024. I appreciate the efforts of the City of Busselton in conveying these messages to me on behalf of electors and community members.

I will include the issues raised by the electors and community in your letter as part of the considerations in my decision on whether to declare an area off Bunbury for offshore renewable energy.

The department undertook extensive consultation throughout the 73-day consultation period on the proposed offshore area. As part of this consultation process, the department has:

- undertaken a letterbox drop of flyers to 88,700 residential and business addresses encouraging the community to make a submission
- advertised through newspapers, radio, and social media
- detailed information about the proposal and how to make a submission on the department's website
- provided targeted meetings with federal, state and local government agencies, industry, business, and community groups
- held five community information sessions from March 2024 in Bunbury, Busselton, Harvey and Mandurah, to answer questions and to encourage the community to make a submission, and
- organised an independent expert panel on 29 April 2024 to provide more information to the community ahead of the closing date of submissions on 3 May 2024.

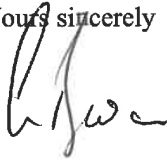
The declaration of an area as suitable for offshore renewable energy is the first step in a multi-year planning process. A declaration identifies the area within which more work will be done. If an area is declared, individual developers will be able to apply for feasibility licences. If they are successful in gaining feasibility licences, they will then be able to start undertaking further investigations and seeking the required approvals for their specific project proposals.

During the feasibility licence stage, developers will work with the community and other marine users, such as the fishing and tourism industries, to refine their project proposals to ensure existing users can continue to use Australia's oceans. It is also at this stage that specific project details, such as the number of turbines, will be determined.

Developers of offshore wind projects must undertake extensive environmental assessments and obtain approval under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). This includes an assessment of any impacts, including the impact to whales and other marine life. Experts within the Nature Positive Regulation Division of the Department of Climate Change, Energy, the Environment and Water review these assessments. Where the department and Minister for the Environment are not satisfied that the studies submitted are adequate or do not demonstrate that a project will be able to avoid or mitigate environmental impacts to an acceptable level, approval under the EPBC Act will not be provided and a project will be unable to proceed.

Thank you again for bringing these matters to my attention.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Bowen', written over the words 'Yours sincerely'.

CHRIS BOWEN



Australian Government
Department of Climate Change, Energy,
the Environment and Water

MC24-012388

Mayor Phill Cronin
MAYOR
City of Busselton
Locked Bag 1
BUSSELTON WA 6280

eacouncil@busselton.wa.gov.au

Dear Mr Cronin

Thank you for your letter to the Minister for the Environment and Water, the Hon Tanya Plibersek MP, concerning the Minister's support for the Indian Ocean off the Bunbury Region proposed offshore wind area. Minister Plibersek has asked me to thank you for your correspondence on behalf of the City of Busselton's Council, and to reply on her behalf.

The Albanese Government is committed to strong action on climate change and transitioning to Net Zero emissions through support for renewable energy projects such as offshore wind farms. However, as important as renewable energy is, it must be the right kind of development in the right place and done in the right way.

As part of a multi-year planning process, the Indian Ocean off the Bunbury Region offshore wind area has been proposed as a suitable area to consider for the future development of offshore windfarms. The proposal has been subject to a more than 70-day community consultation process, and the issues raised in public submissions are now currently being considered.

Siting offshore wind areas to avoid areas that are sensitive, where there might be threatened species or a type of environment that's particularly vulnerable to development, can avoid future social and environmental issues and this is an important consideration for the Minister.

In her capacity as Minister for the Environment and Water, Minister Plibersek is working closely with the Minister for Climate Change and Energy, the Hon Chris Bowen MP, considering the possible environmental impacts of the renewable energy sector on nature within the south-west marine area – for example, offshore windfarm development effects on marine parks, whale habitat, migratory birds and water quality.

It is important that all tiers of government invest in renewable energy to protect our environment and our children's future. A large offshore windfarm can produce enough power to run a quarter of a million homes.

Thank you again for bringing your concerns to the Government's attention.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kylie Calhoun'.

Kylie Calhoun
Branch Head
Environment Assessments West (WA, SA, NT) Branch
5 August 2024

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